CALL TO ORDER

PLEDGE OF ALLEGIANCE AND INVOCATION

ROLL CALL & APPROVAL OF THE AGENDA

CITIZEN COMMENTS
All comments are limited to a maximum of three minutes for each speaker. In accordance with the Open Meetings Act, City Council members may not discuss or take action on any item that is not on the Agenda.

CONSENT AGENDA
These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Council member so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.

1. Approval of Minutes
   a. Regular Meeting – November 21, 2016
2. Appropriation Ordinance
   a. Ordinance #1089
3. Property Tax Payment- Business Incubator- $12,223.76
4. Malt Beverage Licenses
   a. Kwik Shop, Reggie’s Pizza, Cannonball Golf Course, Quick Pick 4

ITEMS OF BUSINESS
1. Conditional Use Permit- 522 N. Bay
2. Stop Sign Request- Grant/Walnut
3. KPP – Contract Discussion
4. COLA- 2017 Adjustment
5. Fund Transfers

CITY ATTORNEY’S REPORT

CITY ADMINISTRATOR’S REPORT

GOVERNING BODY COMMENTS

ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 5:30 and 6:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

To be placed on future agendas please contact City Administrator Kyler Ludwig at administrator@greensburgks.org or call City Offices at 620-723-2751.
Greensburg City Council
November 21, 2016
City Hall

A) CALL TO ORDER
Mayor Robert Dixson called the meeting to order at 6:00 p.m. on November 21, 2016.

B) PLEDGE OF ALLEGIANCE AND INVOCATION
The Pledge of Allegiance was said and the invocation given by Pastor Franklin Ruff.

C) ROLL CALL & APPROVAL OF THE AGENDA
Council present: Matt Christenson, Mark Trummel, Haley Kern, Rick Schaeffer, and Sandra Jungemann. Trummel made a motion, seconded by Christenson, to approve the agenda as presented. The motion passed 5-0.

D) CITIZEN COMMENTS
There were no comments from those in attendance.

E) CONSENT AGENDA
Jungemann made a motion, seconded by Kern, to approve the Consent Agenda as presented. The motion passed 5-0.

F) ITEMS OF BUSINESS
1. Hearing on Junked Motor Vehicles
City Administrator Kyler Ludwig requested Council table the scheduled hearing on junked motor vehicles located at 903 N. Sycamore until December 19th. The property owner had requested the hearing, but is unable to attend.

Trummel recommended that the Council review the current code on junked motor vehicles and asked what the next step in the abatement process would be if the property owner was unable to attend the next scheduled hearing. Ludwig advised that the current code was presented at the September 19, 2016 Council Meeting, during which the consensus of the Council was to move forward with enforcement of the code. Ludwig stated that an ordinance violation could be filed with the Municipal Court or Council could pass a resolution to allow staff to remove the blight from the property. Ludwig has discussed charges with the local towing company. If the vehicle was towed, the property owner would pay the towing company to retrieve his/her vehicle ($50 pick-up and $25/day storage). Christenson asked if the City would need a contract with the third party. That would not be the case. The property owner could pay the towing fee and retrieve the vehicle or give the title of the vehicle to the towing company. If the City were to be assessed a fee at any time, the property owner would be invoiced. If the invoice was not paid within the required amount of time, the cost would be assessed to his/her property taxes.

Kern made a motion to table the hearing for 903 N. Sycamore to December 19th. Jungemann seconded, and the motion passed 5-0.
2. **Junked Motor Vehicle Abatement Resolutions**

Staff presented a proposed resolution for a junked motor vehicle located at 507 S. Grove. Staff has made multiple attempts to contact the owner through phone calls, a friendly letter, and a certified letter (which was returned unclaimed). There has been no contact with the owner. The vehicle falls under the junked vehicle code as its tag is several years out of date. The code allows for unregistered vehicles if they are garaged.

Trummel, Schaffer, and Kern voiced concern that the vehicle is parked in the owner’s drive way, is not causing any problems, and is not surrounded by weeds. Christenson and Ludwig noted that the criteria of “no registration” makes the code less subjective and gives the city the ability to remedy a junked motor vehicle without going to the extent of having to have an owner attempt to operate the car. City Attorney Gordon Stull stated that the wording of the code puts the burden on the owner to explain why the vehicle should not be declared a junked vehicle. Discussion continued on the current code and possible changes that could be discussed. Ludwig clarified that a copy of the code and pictures of some of the properties that would be lettered for junked vehicles had been provided in the September 19th. Should Council not feel comfortable deeming a vehicle “junked” they can simply not pass the prepared abatement resolution.

Christenson made a motion, seconded by Schaffer, to table action on the vehicle located at 507 S. Grove until a later date. The motion passed 5-0. The consensus of the Council was to review the current code for possible added changes.

3. **Position Classification and Pay Plan Resolution**

Ludwig presented a resolution to change the Position Classification and Pay Plan to reflect the change to the Lineman position that was approved at the last Council meeting. He also advised that the Department of Commerce has approved the City’s apprenticeship program based on the changes made. Christenson made a motion to approve Resolution 2016-06, amending the Position Classification and Pay Plan. Jungemann seconded the motion, which passed 5-0.

4. **Blue Cross Health Insurance Renewal 2017**

A quote for continued employee health insurance coverage through Blue Cross Blue Shield (BCBS) was provided in the meeting packet. As planned for in the 2017 budget, the quote shows a premium increase of 15%. The deductible would be the same as last year, with an increase to the maximum out of pocket expense. Kern made a motion to approve BCBS of Kansas as the City’s Health Insurance provider for 2017. Schaffer seconded the motion. The motion passed 5-0.

5. **COLA Discussion**

In January 2012 the City gave employees a $1.00/hr cost of living increase. No COLA increase has been awarded since. Since 2012, the estimated rate of inflation is more than 5%. Over the past 10 years, staff has seen only two COLA increases. Ludwig asked Council for direction on what information they would like staff to put together regarding a City COLA.
Christenson stated that COLA increases should be directly tied to CPI increases. He believes that the wage study performed when the new pay plan was adopted accounted for the lack of COLA in the past. Christenson voiced that Council should review current pay versus the CPI and make adjustments to the pay scale floor and ceiling when the CPI reaches a given percentage. Ludwig concurred, stating that such a process would help eliminate future need for another pay study and make budgeting easier. Kern and Jungemann agreed that the pay scale should be reviewed annually. Trummel asked what other employee benefits Ludwig plans to look at increasing this year. Ludwig does not foresee any additional change requests. Ludwig also clarified that longevity pay is a set amount based on the number of months of service. Merit increases are at 3%, but are difficult to achieve at their maximum based on how the city’s policy is written.

6. Transformer – LTC testing results
The City annually tests its transformer and LTC unit through SDMyers. The testing this year shows a significant increase in large carbon particles found in the LTC unit. This could be an indication that the system has some major flaws or leak that needs to be fixed. This issue is not common and can be caused by large lightening strikes, or incidents like squirrels getting in the transformer, as it did last year. Ludwig has researched the issue with other cities, who questioned the reading and recommended getting a third party to test the unit. SDMyers has provided a quote to filter and replace the oil while inspecting the unit. This would take the entire city off electricity for approximately 12 hours. The quote of $11,850 does not include replacing any parts or repairs. This price may go up if additional services are requested (i.e. repairs, overtime, after hours, etc.). If a flaw is found within the system, parts will need to be ordered and replaced before the transformer could be put back online. Purchasing a repair kit would cost $40-60,000, which may help speed up their process, but there would be a restocking fee for all unused parts. Ludwig recommended looking into another company to take a sample and provide a quote for service. He has located a company out of Oklahoma City and another out of Solomon, Kansas. Staff is seeking a quote from Southern Pioneer for a mobile transformer to keep power on during repairs. Staff will attempt to get a test done prior to the next Council meeting.

G) CITY ATTORNEY’S REPORT
There was no additional report from the City Attorney.

H) CITY ADMINISTRATOR’S REPORT

Transfers: Staff will be proposing the city’s final transfers at the December 5th meeting. Council will need to decide if the transfer from the equipment reserve fund should be performed as scheduled.

Stop Sign Request: A request was made for a stop sign on Grant Street at the intersection with Walnut (near the City Pool). There is no current process for these types of requests. If members of Council would like Staff to look further, they were asked to reach out to staff and it will be added onto the agenda for a future meeting. It was the consensus of the Council to discuss the issue at a future meeting. Stull stated that an ordinance would be required to place a stop sign.

RV Park: The Planning Commission reviewed a request for an RV Park on North Bay, near the Kiowa County Fishing Lake. The final approval will need to come before the Governing Body at the December 5th meeting.

Electronic Council Packets: Staff will be looking for deals this coming week on tablets for Council to use during meetings, as previously approved.

Thanksgiving: City Hall will be closed on November 24th and 25th in celebration of the
Thanksgiving Holiday. Dixson asked if the Friday following Thanksgiving was part of the approved list of paid City holidays. Staff confirmed that this has been on the list for a number of years.

**KACM Annual Conference:** The Annual Conference for KACM will be in Newton Kansas on December 1st and 2nd. Ludwig will be out of the office on those days.

**Boards and Committees:** The City has positions to fill or reappoint on the Public Housing, Economic Development, and Tourism Boards. If Council knows someone who may be interested, they are asked to notify staff.

**Christmas Light Parade:** The Power-up organization has taken on the responsibility for the Lighted Christmas Parade scheduled for December 4th. Council was asked to encourage local businesses to contact a member of the Power-ups if they are interested in participating.

I) GOVERNING BODY COMMENTS
There were no additional comments from the Council.

J) ADJOURNMENT
With nothing further to bring before the Council, Dixson declared the meeting adjourned at 7:06 p.m.

___________________________________   ________________________________
Robert A. Dixson, Mayor     Christy Pyatt, City Clerk
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****PRE-PAY TOTAL****

|$10,568.63$

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****PAID TOTAL****

|$17,509.48$

***** REPORT TOTAL *****

|$28,078.11$
CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

☑ City or □ County of: GREENSBURG

SECTION 1 – LICENSE TYPE
Check One: ☐ New License ☑ Renew License ☐ Special Event Permit

Check One:
☐ License to sell cereal malt beverages for consumption on the premises.
☒ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 – APPLICANT INFORMATION
Kansas Sales Tax Registration Number (required): 00486112339F01

Name of Corporation
Kwik Shop, Inc.

Corporation Street Address
734 East 4th

Date of Incorporation
04/01/1960

Resident Agent Name

Residence Street Address

Principal Place of Business
Corporation City
Hutchinson

State
KS

Zip Code
67501

Articles of Incorporation are on file with the Secretary of State:
☑ Yes ☐ No

Phone No.

City

State

Zip Code

SECTION 3 – LICENSED PREMISE
Licensed Premise
(Business Location or Location of Special Event)

DBA Name
Kwik Shop 704

Business Location Address
203 West Kansas

City
Greensburg, KS

State
67054

Zip

Mailing Address
(If different from business address)

Name
Kroger-RASC-Business License

Address
2620 Elm Hill Pike, P.O. Box 305103

City
Nashville

State
TN

Zip
37230-5103

Applicant owns the proposed business or special event location:
☑ Yes ☐ No

Applicant does not own the proposed business or event location:

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK
List each person and their spouse, if applicable. Attach additional pages if necessary.

Name

KROGER CORPORATION

Position

Date of Birth

Residence Street Address
1014 VINE STREET

City
CINCINNATI

State
OH

Zip Code
45207

Spouse Name

Position

Date of Birth

Residence Street Address

City

State

Zip Code

Name

Position

Date of Birth

Residence Street Address

City

State

Zip Code

Spouse Name

Position

Age

Residence Street Address

City

State

Zip Code

Name

Position

Date of Birth

Residence Street Address

City

State

Zip Code

Spouse Name

Position

Age

Residence Street Address

City

State

Zip Code
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SECTION 5 – MANAGER OR AGENT INFORMATION

My place of business or special event will be conducted by a manager or agent. □ Yes □ No

If yes, provide the following:

Manager/Agent Name: Ben Muiridgge
Phone No.: 785-760-1234
Date of Birth: 09/28/1977
Residence Street Address: 2932 Prairie Ct.,
City: Lawrence
Zip Code: 66046

Manager or Agent Spousal Information

Spouse Name
Phone No.
Date of Birth
Residence Street Address
City
Zip Code

SECTION 6 – QUALIFICATIONS FOR LICENSURE

Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:

(1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.

□ Yes □ No

Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:

(1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.

□ Yes □ No

All of the individuals identified in Sections 4 & 5 are at least 21 years of age.

□ Yes □ No

SECTION 7 – DURATION OF SPECIAL EVENT

Start Date: n/a
Time: □ AM □ PM
End Date: n/a
Time: □ AM □ PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE ______________________ DATE 11-4-16

FOR CITY/COUNTY OFFICE USE ONLY:

□ License Fee Received Amount $_________ Date __________
($25 - $50 for Off-Premise license or $25-200 for On-Premise license)

□ $25 CMB Stamp Fee Received Date __________

□ Background Investigation □ Completed Date __________ □ Qualified □ Disqualified

□ New License Approved Valid From Date __________ to __________ By: __________

□ License Renewed Valid From Date __________ to __________ By: __________

□ Special Event Permit Approved Valid From Date __________ to __________ By: __________

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3812.

1 Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)
CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES
(This form has been prepared by the Attorney General's Office)

City or County of Greensburg

SECTION 1 – LICENSE TYPE
Check One: ☐ New License ☐ Renew License ☐ Special Event Permit
☐ License to sell cereal malt beverages for consumption on the premises.
☐ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 – APPLICANT INFORMATION
Kansas Sales Tax Registration Number (required): 004 271383A08 F-01

Name of Corporation: Quick Pick 4
Corporation Street Address: 401 E. Kansas
Date of Incorporation:
Resident Agent Name: Nogueo Alhaj
Residence Street Address: 3200 Garry Ave

SECTION 3 – LICENSED PREMISE
Licensed Premise (Business Location or Location of Special Event) | Mailing Address (If different from business address)
---|---
Quick Pick 4 | 401 E. Kansas
Greensburg | KS 67534

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK
List each person and their spouse, if applicable. Attach additional pages if necessary.

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AG CMB Corporate Application (Rev. 07.08.2013)
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<tr>
<th>Name</th>
<th>Position</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nacem Al-Haj</td>
<td>Owner</td>
<td>01-01-1960</td>
</tr>
<tr>
<td>Residence Street Address</td>
<td>3300 Gary Ave</td>
<td>City</td>
</tr>
<tr>
<td>Spouse Name</td>
<td>Manager</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Residence Street Address</td>
<td>3320 Gary Ave</td>
<td>City</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Spouse Name</td>
<td>Position</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>Date of Birth</td>
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<tr>
<td>Residence Street Address</td>
<td>City</td>
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<tr>
<td>Spouse Name</td>
<td>Position</td>
<td>Date of Birth</td>
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<td>Residence Street Address</td>
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<td>Name</td>
<td>Position</td>
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<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
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<tr>
<td>Spouse Name</td>
<td>Position</td>
<td>Date of Birth</td>
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<td>Position</td>
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<tr>
<td>Residence Street Address</td>
<td>City</td>
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<tr>
<td>Spouse Name</td>
<td>Position</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>
### SECTION 5 - MANAGER OR AGENT INFORMATION

My place of business or special event will be conducted by a manager or agent.  

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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If yes, provide the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone No</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naqeb Allaj</td>
<td>408-771-1688</td>
<td>01/07/1981</td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manager or Agent Spousal Information</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Naqeb Allaj</td>
</tr>
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</tbody>
</table>

### SECTION 6 - QUALIFICATIONS FOR LICENSURE

Within two years immediately preceding the date of this application, have any of the individuals identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:

1. Any felony;
2. A crime involving moral turpitude;
3. Drunkenness;
4. Driving a motor vehicle while under the influence of alcohol (DUI); or
5. Violation of any state or federal intoxicating liquor law.

Have any of the individuals identified in Sections 4 and 5 been managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which:

1. Had a cereal malt beverage license revoked; or
2. Was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

All of the individuals identified in Sections 4 & 5 are at least 21 years of age.

### SECTION 6 - DURATION OF SPECIAL EVENT

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Time</th>
<th>AM</th>
<th>PM</th>
</tr>
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<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>End Date</th>
<th>Time</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

**SIGNATURE**

**DATE**

11/26/2014

---

**FOR CITY/COUNTY OFFICE USE ONLY:**

- ☐ License Fee Received
  - Amount: $_________
  - Date: ____________
  - ($25 - $50 for Off-Premise license or $25-200 for On-Premise license)
- ☐ $25 CMB Stamp Fee Received
  - Date: ____________
- ☐ Background Investigation
  - Completed: ____________
  - Qualified: ____________
  - Disqualified: ____________
- ☐ New License Approved
  - Valid From: ____________
  - To: ____________
  - By: ____________
- ☐ Renewed
  - Valid From: ____________
  - To: ____________
  - By: ____________
- ☐ Special Event Permit Approved
  - Valid From: ____________
  - To: ____________
  - By: ____________

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

1 Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)
INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES
(This form has been prepared by the Attorney General's Office)

☑ City or □ County of Greensburg

SECTION 1 – LICENSE TYPE
Check One: ☑ New License □ Renew License □ Special Event Permit

☐ License to sell cereal malt beverages for consumption on the premises.
☐ License to sell cereal malt beverages in original and unopened containers and not for consumption on the premises.

SECTION 2 – APPLICANT INFORMATION
Kansas Sales Tax Registration Number (required): 004-472077273-F01
Name: Michael Wilson
Phone No.: 620-285-1283
Date of Birth: 10-15-84
Address: 605 S. Bay St.
City: Greensburg
Zip Code: 67054-1904

Applicant Spousal Information
Spouse Name
Phone No.
Date of Birth
City
Zip Code

SECTION 3 – LICENSED PREMISE
Licensed Premise (Business Location or Location of Special Event)
DBA Name: Reggie's Pizza L.L.C.
Business Location Address: 321 W. Kansas
City: Greensburg
State: KS
Zip: 67054-1904
Business Phone No.: 620-733-2200
Mailing Address (If different from business address)
Name
Address
City
State
Zip

SECTION 4 – APPLICANT QUALIFICATION
I am a U.S. Citizen       ☑ Yes □ No
I have been a resident of Kansas for at least one year prior to application. ☑ Yes □ No
I have resided within the state of Kansas for 32 years.
I am at least 21 years old.       ☑ Yes □ No
I have been a resident of this county for at least 6 months.       ☑ Yes □ No

Within 2 years immediately preceding the date of this application, neither I nor my spouse has been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:
(1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.

My spouse has previously held a CMB license. □ Yes ☑ No
My spouse has never been convicted of one of the crimes mentioned above while licensed. □ Yes ☑ No
**SECTION 5 – MANAGER OR AGENT QUALIFICATION**

My place of business or special event will be conducted by a manager or agent. ☐ Yes ☒ No

If yes, provide the following:

<table>
<thead>
<tr>
<th>Manager/Agent Name</th>
<th>Phone No.</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

**Manager or Agent Spousal Information**

<table>
<thead>
<tr>
<th>Spouse Name</th>
<th>Phone No.</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address</td>
<td>City</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

**Qualification Statement**

My manager/agent and his/her spouse\(^1\) meets all of the qualifications in Section 4. ☐ Yes ☐ No

---

**SECTION 6 – DURATION OF SPECIAL EVENT**

| Start Date | Time | ☐ AM ☐ PM |
| End Date   | Time | ☐ AM ☐ PM |

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct. (K.S.A. 52-601)

SIGNATURE ___________________________ DATE 11-23-2016

---

FOR CITY/COUNTY OFFICE USE ONLY:

☐ License Fee Received Amount $______ Date __________

($25 - $50 for Off-Premise license or $25-200 On-Premise license)

☐ $25 CMB Stamp Fee Received Date __________

☐ Background Investigation ☐ Completed Date __________ ☐ Qualified ☐ Disqualified

☐ New License Approved Valid From Date __________ to __________ By: __________

☐ License Renewed Valid From Date __________ to __________ By: __________

☐ Special Event Permit Approved Valid From Date __________ to __________ By: __________

---

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS 66625-3512.

\(^1\) If renewal application, applicant's spouse not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)

\(^2\) Spouse not required to be U.S. citizen, Kansas resident or over 21 years of age. K.S.A. 41-2703(b)(9)
# INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES
(This form has been prepared by the Attorney General's Office)

**SECTION 1 – LICENSE TYPE**
Check One: ☐ New License ☒ Renew License ☐ Special Event Permit

Check One:
☒ License to sell cereal malt beverages for consumption on the premises.
☐ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensees premises.

**SECTION 2 – APPLICANT INFORMATION**
Kansas Sales Tax Registration Number (required):

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Aaron Zadina</td>
</tr>
<tr>
<td>Phone No.</td>
<td>785-738-8985</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>8-16-1985</td>
</tr>
<tr>
<td>Residence Street Address</td>
<td>622 W. Grant Ave</td>
</tr>
<tr>
<td>City</td>
<td>Greensburg</td>
</tr>
<tr>
<td>Zip Code</td>
<td>67054</td>
</tr>
</tbody>
</table>

**Applicant Spousal Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse Name</td>
<td></td>
</tr>
<tr>
<td>Phone No.</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Residence Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3 – LICENSED PREMISE**
Licensed Premise

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA Name</td>
<td>County Golf Course</td>
</tr>
<tr>
<td>Business Location Address</td>
<td>270 S. Maple</td>
</tr>
<tr>
<td>City</td>
<td>Greensburg</td>
</tr>
<tr>
<td>State</td>
<td>KS</td>
</tr>
<tr>
<td>Zip Code</td>
<td>67054</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address (If different from business address)</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

I own the proposed business location. ☐ Yes ☒ No
I do not own the proposed business location. ☒ Yes ☐ No

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Phone No.</td>
<td></td>
</tr>
<tr>
<td>Business Location Owner Name(s)</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 4 – APPLICANT QUALIFICATION**

☑ Yes ☐ No

I am a U.S. Citizen

☑ Yes ☐ No

I have been a resident of Kansas for at least one year prior to application.

☑ Yes ☐ No

I have resided within the state of Kansas for _________ years.

☑ Yes ☐ No

I am at least 21 years old.

☑ Yes ☐ No

I have been a resident of this county for at least 6 months.

☑ Yes ☐ No

Within 2 years immediately preceding the date of this application, neither I nor my spouse has been convicted of, released from incarceration for or released from probation or parole for any of the following crimes:

(1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.

☑ Yes ☐ No

My spouse has previously held a CMB license.

☐ Yes ☒ No

My spouse has never been convicted of one of the crimes mentioned above while licensed.

☑ Yes ☐ No

AG CMB Individual Application (Rev. 07.08.2013)
INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES
(This form prepared by the Attorney General's Office)

SECTION 5 – MANAGER OR AGENT QUALIFICATION
My place of business or special event will be conducted by a manager or agent. □ Yes □ No

If yes, provide the following:
Manager/Agent Name
Manager or Agent Spousal Information
Spouse Name
Residence Street Address
City
Zip Code
Phone No.
Date of Birth

Manager or Agent Spousal Information
Manager or Agent Spousal Information
Spouse Name
Residence Street Address
City
Zip Code
Phone No.
Date of Birth

Qualification Statement
My manager/agent and his/her spouse\(^2\) meets all of the qualifications in Section 4. □ Yes □ No

SECTION 6 – DURATION OF SPECIAL EVENT
Start Date
End Date
Time
Time

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct. (K.S.A. 52-601)

SIGNATURE ___________________________ DATE 11-21-2016

FOR CITY/COUNTY OFFICE USE ONLY:

□ License Fee Received Amount $_________ Date ___________
($25 - $50 for Off-Premise license or $25-200 On-Premise license)

□ $25 CMB Stamp Fee Received Date ___________

□ Background Investigation □ Completed Date ___________ □ Qualified □ Disqualified

□ New License Approved Valid From Date ___________ to ___________ By: ___________

□ License Renewed Valid From Date ___________ to ___________ By: ___________

□ Special Event Permit Approved Valid From Date ___________ to ___________ By: ___________

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 815 SW HARRISON STREET ROOM 214, TOPEKA, KS 66625-3512.

\(^1\) If renewal application, applicant's spouse not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)

\(^2\) Spouse not required to be U.S. citizen, Kansas resident or over 21 years of age. K.S.A. 41-2703(b)(9)

AG CMB Individual Application (Rev. 07.08.2013) Page 2 of 2
INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES
(This form has been prepared by the Attorney General's Office)

☑ City or ☐ County of ____________________________________________

SECTION 1 – LICENSE TYPE
Check One: ☐ New License ☐ Renew License ☐ Special Event Permit

☐ License to sell cereal malt beverages for consumption on the premises.
☐ License to sell cereal malt beverages in original and unopened containers and not for consumption on
the license premises.

SECTION 2 – APPLICANT INFORMATION
Kansas Sales Tax Registration Number (required):
Name ____________________________ Phone No. ____________________________ Date of Birth __________
Residence Street Address ____________________________________________ City __________ Zip Code __________

Applicant Spousal Information
Spouse Name ____________________________ Phone No. ____________________________ Date of Birth __________
Residence Street Address ____________________________________________ City __________ Zip Code __________

SECTION 3 – LICENSED PREMISE
Licensed Premise (Business Location or Location of Special Event) ____________________________
Mailing Address (If different from business address)
DBA Name ____________________________ Name ____________________________
Business Location Address ____________________________ Address ____________________________
City ____________________________ State __________ Zip __________
Business Phone No. ____________________________ ☐ I own the proposed business location.
Business Location Owner Name(s) ____________________________________________ ☐ I do not own the proposed business location.

SECTION 4 – APPLICANT QUALIFICATION
I am a U.S. Citizen ☐ Yes ☐ No
I have been a resident of Kansas for at least one year prior to application. ☐ Yes ☐ No
I have resided within the state of Kansas for ____________ years. ☐ Yes ☐ No
I am at least 21 years old. ☐ Yes ☐ No
I have been a resident of this county for at least 6 months. ☐ Yes ☐ No
Within 2 years immediately preceding the date of this application, neither I nor my spouse¹ has
been convicted of, released from incarceration for or released from probation or parole for any
of the following crimes:
(1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor
vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal
Intoxicating liquor law. ☐ Yes ☐ No
My spouse has previously held a CMB license. ☐ Yes ☐ No
My spouse has never been convicted of one of the crimes mentioned above while licensed. ☐ Yes ☐ No

AG CMB Individual Application (Rev. 07.06.2013)  Page 1 of 2
INDIVIDUAL/SOLE PROPRIETOR
APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES
(This form prepared by the Attorney General’s Office)

SECTION 5 – MANAGER OR AGENT QUALIFICATION
My place of business or special event will be conducted by a manager or agent. □ Yes □ No
If yes, provide the following:
Manager/Agent Name
Phone No.         Date of Birth
Residence Street Address              City                Zip Code

Manager or Agent Spousal Information
Spouse Name
Phone No.         Date of Birth
Residence Street Address              City                Zip Code

Qualification Statement
My manager/agent and his/her spouse\(^2\) meets all of the qualifications in Section 4. □ Yes □ No

SECTION 6 – DURATION OF SPECIAL EVENT
Start Date
End Date
Time
Time
□ AM □ PM
□ AM □ PM

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct. (K.S.A. 52-601)

SIGNATURE ______________________________ DATE ____________________

FOR CITY/COUNTY OFFICE USE ONLY:

□ License Fee Received Amount $_________ Date _____________
($25 - $50 for Off-Premise license or $25-200 On-Premise license)

□ $25 CMB Stamp Fee Received Date _____________

□ Background Investigation □ Completed Date ___________ □ Qualified □ Disqualified

□ New License Approved
Valid From Date ___________ to ___________ By: ___________

□ License Renewed
Valid From Date ___________ to ___________ By: ___________

□ Special Event Permit Approved
Valid From Date ___________ to ___________ By: ___________

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS 66625-3512.

\(^1\) If renewal application, applicant’s spouse not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)
\(^2\) Spouse not required to be U.S. citizen, Kansas resident or over 21 years of age. K.S.A. 41-2703(b)(9)
CITY OF GREENSBURG
PLANNING COMMISSION CASE NO. 2016-01-CU
STAFF REPORT
DECEMBER 2016

APPLICANT: Scott and Jill Eller
REQUEST: Recreational Vehicle Park
LOCATION: 522 N. Bay Street

BACKGROUND/ANALYSIS
The applicants desire to develop a 14 space Recreational Vehicle (RV) Park on property that they own, commonly known as 522 N. Bay. The property is in the RV-P Residential Village zoning district. The site is a one half block property that is currently undeveloped. A majority of the surrounding properties are vacant; however, there is a single family residence directly west of the property and directly south of the property. The Greensburg Mennonite Church is to the north. Kiowa County State Fishing Lake is also within the required property owner notification area. Michigan Ave. on the south is undeveloped (dirt road).

As of right an RV Park would not be allowed to develop in an RV-P zoning district. Also, the currently adopted codes for RV Parks have been found to be cumbersome and in need of updating. Staff has reviewed the current development of the area, the intent of the code, and the City’s Master Plan. We believe that the appropriate request for this use is for a Planned Unit Development (PUD). A PUD is a special exception development that can be considered through a Conditional Use Permit. Staff believes that a PUD would allow flexibility with the currently adopted code, while still maintaining the intent of the code and the integrity of the area. This particular RV-P zone is not part of the core of downtown and is in an area where recreational activity is encouraged, being in very close proximity to the state lake, Kiowa County Fair Grounds, and the Triangle Rodeo Club arena. The Planned Industrial zone begins one half- block east of the proposed RV park location. Staff recognizes that careful consideration must be taken for the residents who have rebuilt their homes in the area and for the church property as well. City Hall frequently receives requests for RV hookup locations as currently available units are frequently fully occupied.

Staff has been working with the Ellers to design a PUD that fits the needs of the applicant, but meets the intent of the current codes for such a development. The site plan included in your meeting packet requires a fence rail to be built along the Bay Street frontage of the property, creating a visual barrier and preventing RVs from pulling immediately on and off of the street at multiple points. A 20 foot buffer is required at both the north and south ends of the property. Each of the 14 proposed parking spots would be 35’x40’. A 30’ wide drive of no dust millings (18’ wide) would be constructed through the middle of the property with an entrance/exit off of Michigan Ave. and Pennsylvania Ave. The property owner agrees to apply the same milling material to Michigan Ave. from Bay Street to the drive entrance in an effort to minimize damage to the road from RV’s pulling in and out of the development. The Ellers plan to construct a small laundry facility for their renters and a storm shelter large enough to accommodate 2 occupants per parking space.

Staff has voiced the need to ensure adequate access to the facility from more than one point of entry for emergency response. Staff feels that having an entry from Michigan and Pennsylvania will be adequate.
RECOMMENDATION

Staff recommends approval of this Conditional Use Planned Unit Development request as presented. Staff would also recommend allowing occupancy of the park through the winter months without a storm shelter being in place. This will allow the owners to begin business while construction of the development continues. The required shelter would be in place prior to the 2017 storm season in order for occupancy to continue.

Respectfully submitted
Christy Pyatt
City Clerk

Reviewed by:
Michael Gurnee, Planning and Zoning Consultant
Kyler Ludwig, City Administrator
ELLER RV PARK

PENNSYLVANIA

35x40 SPACE
14 SPACES

North - South Drive
No Dust Milling
18' wide

STORM SHELTER
2 occupants / space

FENCE RAILS

20 BUFFER

10 UTILITIES

20 BUFFER

40 SHELTER

LAUNDRY
TO: Mayor and City Council
SUBJECT: Stop Sign Request – Grant/Walnut
INITIATED BY: City Council

Background:
Resident Jason West requested that the governing body look into stop signs on Grant Street at the Walnut intersection. This street had a stop sign prior to 2007 when the hospital used Walnut as an emergency route. Following comments made during the Administrator’s report on November 21st Council indicated they would like to look into Mr. West’s concern.

Analysis:
The Manual on Uniform Traffic Control Devices (MUTCD) gives the standards for signs, signals, and pavement markings in the United States. Section 2B.05 gives regulations regarding when stops are appropriate for the street design:

- Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- Street entering a through highway or street;
- Unsignalized intersection in a signalized area; and/or
- High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

The MUTCD also warns that Stop signs should not be used for speed control; it explains that stop signs should be used to minimize the number of vehicles having to stop. The manual recommends using less restrictive measures (yield sign) on intersections where a full stop is not necessary.

Previously Walnut was a through street for emergency routes, and fit the MUTCD qualifications for a stop sign, but the intersection no longer fits the set requirements.

The resident expressed concerns that increasing numbers of kids and families in the area (from the pool) warrant the sign.

Other options include yield signs, cross walks, or children at play signs. Standards from other Cities on when stop signs are installed, and photos of the intersection have been provided.

Recommendations/Actions: It is recommended the City Council:

Discuss the stop sign request at Walnut and Grant Street, and give a recommendation on how to proceed. Staff would not recommend a stop sign at this intersection under the current conditions.
CRITERIA FOR INSTALLATION OF MULTI-WAY STOP SIGNS

These criteria for installation of multi-way stop signs are intended for analysis purposes. Meeting these criteria may warrant consideration for installation of multi-way stop signs. However, do not automatically assume that multi-way stop signs will be installed if these criteria are met. Professional discretion will be utilized by staff and the Traffic Safety Committee when making the final decisions. For example, a stop sign may not be approved, despite meeting these criteria, if it will cause more harms than benefits.

Temporary stop signs may be installed, if approved by the City Engineer, for construction or emergency needs without meeting these criteria.

**High-Volume Streets (over 4,000 cars per day)**

Multi-way stop sign installation may be considered if any two of the following conditions exist:

1. Minimum Traffic Volumes:
   - (a) The total vehicular volume entering the intersection from all approaches must average at least 450 vehicles per hour for any 8 consecutive hours of an average day, and
   - (b) The combined vehicular and pedestrian volume entering the intersection from the minor street must average at least 150 units per hour for the same 8 consecutive hours, but
   - (c) When the 85th percentile approach speed exceeds 40 mph, the minimum volume requirements are 70% of the above standards

2. Accidents: An accident problem, as indicated by four (4) or more reported accidents within a 12 month period of a type susceptible to correction by a multi-way stop installation.

3. Visibility: The stopping sight distance on the approaches to the major street are less than recommended for the given design speed. The design speed shall be considered to be the posted speed plus 10 mph.

**Moderate-Volume Streets (4,000 or fewer cars per day)**

Multi-way stop sign installation may be considered if any two of the following conditions exist:

1. Minimum Traffic Volumes
   - (a) The total vehicular volume entering the intersection from all approaches must average 300 vehicles per hour for any 8 hours of an average day, and
   - (b) The vehicular and pedestrian volume entering the intersection from the minor street for the same 8 hours must average at least 100 cars per hour, but
(c) When all of the following conditions are met, the volume requirements are 60% of the above standards

(1) Both streets have residential frontage with existing 25 mph speed limits; and
(2) Neither street exceeds 40 feet of roadway width; and
(3) No existing stop sign or signal is located on the more heavily traveled street within a distance of 800 feet; and
(4) Intersecting streets extend 800 feet or more away from the intersection; and
(5) Intersection is a location where large numbers of elementary school children cross (minimum of 25 children crossing on an average school day)

2. Accidents: An accident problem, as indicated by four or more reported accidents within a 12-month period of a type susceptible to correction by a multi-way stop installation.

3. Visibility: The straight-line sight distance on the approaches to the major street for vehicles or pedestrians crossing the intersection is less than 250 feet.

4. Speed: The 85th percentile vehicle speed must exceed 30 miles per hour on the approaches to the intersection.

Committee Discretion

In addition to the above criteria, the Traffic Safety Committee may use professional discretion to approve or disapprove a request for stop signs. Factors to be evaluated may include vehicular volumes, intersection capacity, pedestrian activity, bicycle traffic, accident experience, delays, sight distance, approach speeds, through traffic, diversion of traffic to local streets, street pattern, location of public facilities and traffic control devices at adjacent intersections.

The Traffic Safety Committee may review a request for exceptions from this policy for residential or school areas where a traffic problem exists due to through traffic usage and/or more significant vehicle-pedestrian-bicycle conflicts than consistent with two-way stop controls.
COUNCIL POLICY

Title: Criteria for the Installation of Stop Signs

<table>
<thead>
<tr>
<th>Title</th>
<th>Criteria for the Installation of Stop Signs</th>
<th>Page</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 of 4</td>
<td>8-1</td>
</tr>
</tbody>
</table>

Effective Date: April 3, 1972

Revised Date: April 3, 2001


Background

Stop signs are installed to establish right-of-way at intersections between motorists, cyclists, and pedestrians, reduce delay, and enhance safety for all roadway users.

Purpose

To state Council Policy relative to the designation of stop intersections.

Policy

It is the policy of the City Council that the City install stop signs in locations where the City Traffic Engineer, in the exercise of his/her engineering judgment, determines that such installation is appropriate. The City Traffic engineer should consider installation of a stop sign at an intersection that meets or exceeds the minimum guidelines set forth in this Policy. Potential conflicting City policies such as the Intersection Level of Service shall be considered, and may form the basis for the denial of stop signs despite other justifying factors. It is also the policy of the City Council that stop signs be installed at intersections as authorized by the City Traffic Engineer under the direction of the City Council or the Traffic Appeals Commission. In addition, stop signs are placed at entrances to through highways designated by the City Traffic Engineer or at intersections designated by the City Traffic Engineer as stop intersections in accordance with Title 11, Chapter 11.36, Section 11.36.030, 11.36.035 of the Municipal Code.

Criteria for Installation of Stop Signs

A. Two-Way (or One-Way) Stop Sign Analysis.

The City Traffic Engineer should consider installation of two-way (or one-way) stop signs if an intersection obtains a minimum of 18 points as determined below:

1. Volume conflicts (maximum 9 points)
   a. Higher Volume Street: One point for every 100 vehicles per day entering the intersection in excess of 600 vehicles per day. (Maximum 5 points).
   b. Lower Volume Street: One point for every 100 vehicles per day entering the intersection in excess of 300 vehicles per day. (Maximum 4 points).

2. Visibility Conditions - One point for each one MPH that the safe approach speed to the intersection is less than 20 MPH.

3. Crash experience - Six points for each crash during any 12-month period within two years prior to investigation that might have been prevented by the vehicles complying with properly placed stop signs.

4. School Warrant (maximum 6 points) - The City Traffic Engineer shall assign points for the intersection being adjacent to or within two blocks from the school (kindergarten to twelfth grade).
If an intersection is adjacent to or within two blocks of several schools, then additional points will be assigned using the same point distribution:

<table>
<thead>
<tr>
<th>INTERSECTION</th>
<th>SCHOOL 1</th>
<th>SCHOOL 2</th>
<th>SCHOOL 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjacent</td>
<td>3 points</td>
<td>3 points</td>
<td>3 points</td>
</tr>
<tr>
<td>One Block</td>
<td>2 points</td>
<td>2 points</td>
<td>2 points</td>
</tr>
<tr>
<td>Two Block</td>
<td>1 point</td>
<td>1 point</td>
<td>1 point</td>
</tr>
</tbody>
</table>

5. **Unusual conditions (maximum 9 points)**

Points may be assigned considering the severity of:

a. High pedestrian and bicycle activity because of proximity to recreational facilities including school facilities, parks, senior centers, high-density housing, neighborhood library, transit stops, and other facilities that generate high pedestrian and bicycle activity;

b. Average speeds in excess of the speed limit;

c. Visual signs of emergency maneuvers such as skid marks and crash debris;

d. Unique geometric conditions exist.

B. **All Way Stop Sign Analysis For Non-General Plan Streets.**

The criteria for the all-way stop analysis recognizes that delays are superseded by the desire to reduce potential crashes. An intersection qualifies for this analysis if it has residential frontage, a street not on the City's adopted General Plan, and does not exceed an average daily traffic volume of 6,000. If both streets at an intersection are residential, then the installation of all-way stop signs should be considered if the intersection obtains a minimum of 20 points as determined below:

1. **Volume conflicts (maximum 12 points)** - One point for every 100 conflicting movements per day in excess of the first 400 conflicting movements for a four-way intersection. One point for every 100 conflicting movements per day in excess of the first 300 conflicting movements for a three-way intersection.

2. **Crash experience** - Six points for each crash during any 12-month period within two years prior to investigation that might have been prevented by the vehicles complying with properly placed stop signs.

3. **School Warrant (maximum 6 points)** - Points shall be assigned for the intersection being adjacent to or within two blocks from the school. Multiple schools will generate additional points using the same point distribution:

<table>
<thead>
<tr>
<th>INTERSECTION</th>
<th>SCHOOL 1</th>
<th>SCHOOL 2</th>
<th>SCHOOL 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjacent</td>
<td>3 points</td>
<td>3 points</td>
<td>3 points</td>
</tr>
<tr>
<td>One Block</td>
<td>2 points</td>
<td>2 points</td>
<td>2 points</td>
</tr>
<tr>
<td>Two Block</td>
<td>1 point</td>
<td>1 point</td>
<td>1 point</td>
</tr>
</tbody>
</table>

5. **Unusual conditions (maximum 12 points)**

Points may be assigned considering the severity of:

a. High pedestrian and bicycle activity because of proximity to recreational facilities including school facilities, parks, senior centers, high-density housing, neighborhood library, transit stops, and other facilities that generate high pedestrian and bicycle activity;

b. Intersections within a pedestrian corridor or zone as identified in the General Plan;

c. Average speeds in excess of the speed limit;

d. Visual signs of emergency maneuvers such as skid marks and crash debris;

e. Unique geometric conditions exist;

f. Visibility concerns exist.
C. **All-Way Stop Sign Analysis for General Plan Streets.**

The criteria for non-residential General Plan streets recognizes the desire to enhance safety reduce potential crashes and the desire to minimize unnecessary delays. The City Traffic Engineer should consider installing all-way stop signs if the intersection obtains a minimum of 28 points as determined below:

1. **Volume conflicts and overall delays (maximum 15 points)**

<table>
<thead>
<tr>
<th>Higher Volume Approach Four-Hour Volume</th>
<th>Points</th>
<th>Lower Volume Approach Four-Hour Volume</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>0—1400</td>
<td>0</td>
<td>600—800</td>
<td>1</td>
</tr>
<tr>
<td>1401—1700</td>
<td>1</td>
<td>801—1000</td>
<td>2</td>
</tr>
<tr>
<td>1701—2000</td>
<td>2</td>
<td>1001—1200</td>
<td>3</td>
</tr>
<tr>
<td>2001—2300</td>
<td>3</td>
<td>1201—1400</td>
<td>4</td>
</tr>
<tr>
<td>2301—2600</td>
<td>4</td>
<td>1401—1600</td>
<td>5</td>
</tr>
<tr>
<td>2601—2900</td>
<td>5</td>
<td>1601—1800</td>
<td>6</td>
</tr>
<tr>
<td>2901—3200</td>
<td>4</td>
<td>1801—2000</td>
<td>7</td>
</tr>
<tr>
<td>3201—3500</td>
<td>3</td>
<td>2001—2200</td>
<td>8</td>
</tr>
<tr>
<td>3501—3800</td>
<td>2</td>
<td>2201—2400</td>
<td>9</td>
</tr>
<tr>
<td>3801—4100</td>
<td>1</td>
<td>2401—Over</td>
<td>10</td>
</tr>
<tr>
<td>4101—Over</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Delay on higher volume street (maximum 5 points)**

Points assigned in accordance with the following table:

<table>
<thead>
<tr>
<th>Higher Volume Street to Lower Volume Street</th>
<th>24-Hour Volume Ratio</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume Ratio</td>
<td>Points</td>
<td></td>
</tr>
<tr>
<td>1.0:1 to 1.4:1</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1.5:1 to 1.9:1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>2.0:1 to 2.9:1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3.0:1 to 3.9:1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>4.0:1 to 4.9:1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Greater than 5.0:1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

3. **Crash Experience** - Six points for each crash during any 12-month period within two years prior to investigation that might have been prevented by the vehicles complying with properly placed stop signs.

4. **School Warrant (maximum 6 points)** - Points shall be assigned for the intersection being adjacent to or within two blocks from the school. Multiple schools will generate additional points using the same point distribution:

<table>
<thead>
<tr>
<th>INTERSECTION</th>
<th>SCHOOL 1</th>
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<tbody>
<tr>
<td>Adjacent</td>
<td>3 points</td>
<td>3 points</td>
<td>3 points</td>
</tr>
<tr>
<td>One Block</td>
<td>2 points</td>
<td>2 points</td>
<td>2 points</td>
</tr>
<tr>
<td>Two Block</td>
<td>1 point</td>
<td>1 point</td>
<td>1 point</td>
</tr>
</tbody>
</table>

5. **Unusual conditions (maximum 12 points)**

Points may be assigned considering the severity of:

a. High pedestrian and bicycle activity because of proximity to recreational facilities including school facilities, parks, senior centers, high-density housing, neighborhood library, transit stops, and other facilities that generate high pedestrian and bicycle activity;

b. Intersections within a pedestrian corridor or zone as identified in the General Plan;

c. Average speeds in excess of the speed limit;
d. Visual signs of emergency maneuvers such as skid marks and crash debris;

e. Low volume street;

f. Unique geometric conditions exist;

g. Visibility concerns exist.

6. The City Traffic Engineer shall do an analysis of the following items prior to installing an all-way stop on a General Plan street:

a. Determine the crash rate for the intersection for the previous one year and three year period and compare with the City-wide average of that particular type of intersection (e.g., major collector/local controlled by two-way stop);

b. Determine the proximity of the subject intersection with existing traffic signals and planned traffic signals;

c. Determine if the subject intersection is warranted for a traffic signal;

d. Determine the possible diversion of through traffic due to delays caused by an additional stop, including an assessment of the impact on other streets;

e. Level of service shall be calculated for the intersection to assess peak hour congestion.

APPEAL OF DENIAL OF REQUEST FOR STOP SIGNS

If, after a citizen request to install stop signs at a particular intersection, the City Traffic Engineer decides for any reason not to install such stop signs, then the Traffic Appeals Commission is authorized, pursuant to the San José Municipal code, to hear an appeal. If, after hearing all the facts presented to it on appeal, the Traffic Appeals commission determines that installation of a stop sign is appropriate and safe, then it shall order the City Traffic Engineer to install such stop sign. The Traffic Appeals Commission shall order the installation of a stop sign that does not meet the warrants set forth in this Council Policy only upon making a specific written determination that installation of such stop sign is consistent with the public safety. The City Traffic Engineer shall be authorized to install stop signs as directed by the Traffic Appeals Commission.
Chapter 2B. Regulatory Signs

Section 2B.01 Application of Regulatory Signs

Standard:
Regulatory signs shall be used to inform road users of selected traffic laws or regulations and indicate the applicability of the legal requirements.

Regulatory signs shall be installed at or near where the regulations apply. The signs shall clearly indicate the requirements imposed by the regulations and shall be designed and installed to provide adequate visibility and legibility in order to obtain compliance.

Regulatory signs shall be retroreflective or illuminated to show the same shape and similar color by both day and night, unless specifically stated otherwise in the text discussion of a particular sign or group of signs (see Section 2A.09).

The requirements for sign illumination shall not be considered to be satisfied by street, highway, or strobe lighting.

Section 2B.02 Design of Regulatory Signs

Support:
Most regulatory signs are rectangular, with the longer dimension vertical. The shapes and colors of regulatory signs are listed in Tables 2A-3 and 2A-4, respectively. Exceptions are specifically noted in the following Sections.

The use of educational plaques to supplement symbol signs is described in Section 2A.13.

Guidance:
Changeable message signs displaying a regulatory message incorporating a prohibitory message that includes a red circle and slash on a static sign should display a red symbol that approximates the same red circle and slash as closely as possible.

Section 2B.03 Size of Regulatory Signs

Standard:
The sizes for regulatory signs shall be as shown in Table 2B-1.

Guidance:
The Freeway and Expressway sizes should be used for higher-speed applications to provide larger signs for increased visibility and recognition.

Option:
The Minimum size may be used on low-speed roadways where the reduced legend size would be adequate for the regulation or where physical conditions preclude the use of the other sizes.

The Oversized size may be used for those special applications where speed, volume, or other factors result in conditions where increased emphasis, improved recognition, or increased legibility would be desirable.

Signs larger than those shown in Table 2B-1 may be used (see Section 2A.12).

Table 2B-1. Regulatory Sign Sizes

<table>
<thead>
<tr>
<th>MUTCD Code</th>
<th>Section</th>
<th>Conventional</th>
<th>Expressway</th>
<th>Freeway</th>
<th>Minimum</th>
<th>Oversized</th>
</tr>
</thead>
</table>

http://mutcd.fhwa.dot.gov/HTm/2003r1/part2/part2b1.htm#section2B04
<table>
<thead>
<tr>
<th>Sign</th>
<th>MUTCD Code</th>
<th>Section</th>
<th>Conventional Road</th>
<th>Expressway</th>
<th>Freeway</th>
<th>Minimum</th>
<th>Oversized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stop</td>
<td>R1-1</td>
<td>2B.04</td>
<td>750 x 750 (30 x 30)</td>
<td>900 x 900 (36 x 36)</td>
<td>—</td>
<td>600 x 600 (24 x 24)</td>
<td>1200 x 1200 (48 x 48)</td>
</tr>
<tr>
<td>Yield</td>
<td>R1-2</td>
<td>2B.08</td>
<td>900 x 900 x 900 (36 x 36 x 36)</td>
<td>1200 x 1200 x 1200 (48 x 48 x 48)</td>
<td>1500 x 1500 (60 x 60 x 60)</td>
<td>750 x 750 (30 x 30 x 30)</td>
<td>—</td>
</tr>
<tr>
<td>To Oncoming Traffic</td>
<td>R1-2a</td>
<td>—</td>
<td>600 x 300 (24 x 12)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>4-Way</td>
<td>R1-3</td>
<td>2B.04</td>
<td>300 x 150 (12 x 6)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>All Way</td>
<td>R1-4</td>
<td>2B.04</td>
<td>450 x 15 (18 x 6)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Yield Here to Peds</td>
<td>R1-5</td>
<td>2B.11</td>
<td>450 x 450 (18 x 18)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Yield Here to Pedestrians</td>
<td>R1-5a</td>
<td>2B.11</td>
<td>450 x 600 (18 x 24)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>In-Street Ped Crossing</td>
<td>R1-6, R1-6a</td>
<td>2B.12</td>
<td>300 x 900 (12 x 36)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Speed Limit (English)</td>
<td>R2-1</td>
<td>2B.13</td>
<td>600 x 750 (24 x 30)</td>
<td>900 x 1200 (36 x 48)</td>
<td>1200 x 1500 (48 x 60)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Speed Limit (Metric)</td>
<td>R2-1</td>
<td>2B.13</td>
<td>600 x 900 (24 x 36)</td>
<td>900 x 1350 (36 x 54)</td>
<td>1200 x 1650 (48 x 66)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Truck Speed Limit (English)</td>
<td>R2-2</td>
<td>2B.14</td>
<td>600 x 600 (24 x 24)</td>
<td>900 x 900 (36 x 36)</td>
<td>1200 x 1200 (48 x 48)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Truck Speed Limit (Metric)</td>
<td>R2-2</td>
<td>2B.14</td>
<td>600 x 750 (24 x 30)</td>
<td>900 x 1050 (36 x 42)</td>
<td>1200 x 1350 (48 x 54)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Night Speed Limit (English)</td>
<td>R2-3</td>
<td>2B.15</td>
<td>600 x 600 (24 x 24)</td>
<td>900 x 900 (36 x 36)</td>
<td>1200 x 1200 (48 x 48)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Night Speed Limit (Metric)</td>
<td>R2-3</td>
<td>2B.15</td>
<td>600 x 750 (24 x 30)</td>
<td>900 x 1050 (36 x 42)</td>
<td>1200 x 1350 (48 x 54)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Minimum Speed Limit (English)</td>
<td>R2-4</td>
<td>2B.16</td>
<td>600 x 750 (24 x 30)</td>
<td>900 x 1200 (36 x 48)</td>
<td>1200 x 1500 (48 x 60)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Minimum Speed Limit (Metric)</td>
<td>R2-4</td>
<td>2B.16</td>
<td>600 x 900 (24 x 36)</td>
<td>900 x 1350 (36 x 54)</td>
<td>1200 x 1650 (48 x 66)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Combined Speed Limit (English)</td>
<td>R2-4a</td>
<td>2B.16</td>
<td>600 x 1200 (24 x 48)</td>
<td>900 x 1800 (36 x 72)</td>
<td>1200 x 2400 (48 x 96)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Combined Speed Limit (Metric)</td>
<td>R2-4a</td>
<td>2B.16</td>
<td>600 x 1350 (24 x 54)</td>
<td>900 x 1950 (36 x 78)</td>
<td>1200 x 2550 (48 x 102)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Fines Higher</td>
<td>R2-6</td>
<td>2B.17</td>
<td>600 x 600 (24 x 24)</td>
<td>900 x 900 (36 x 36)</td>
<td>1200 x 1200 (48 x 48)</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Turn Prohibition</td>
<td>R3-1, 2, 3, 4, 18</td>
<td>2B.19</td>
<td>600 x 600 (24 x 24)</td>
<td>900 x 900 (36 x 36)</td>
<td>—</td>
<td>1200 x 1200 (48 x 48)</td>
<td>—</td>
</tr>
<tr>
<td>Mandatory Movement Lane Control</td>
<td>R3-5 series</td>
<td>2B.21</td>
<td>750 x 900 (30 x 36)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Optional Movement Lane Control</td>
<td>R3-6</td>
<td>2B.22</td>
<td>750 x 900 (30 x 36)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Mandatory Movement Lane Control</td>
<td>R3-7</td>
<td>2B.21</td>
<td>750 x 750 (30 x 30)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Advance Intersection Lane Control</td>
<td>R3-8, 8a, 8b</td>
<td>2B.23</td>
<td>variable x 750 (variable x 30)</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Two-Way Left Turn Only (overhead mounted)</td>
<td>R3-9a</td>
<td>2B.24</td>
<td>750 x 900 (30 x 36)</td>
<td>—</td>
<td>—</td>
<td>—</td>
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<tr>
<td>Two-Way Left Turn Only (ground mounted)</td>
<td>R3-9b</td>
<td>2B.24</td>
<td>600 x 900 (24 x 36)</td>
<td>—</td>
<td>—</td>
<td>900 x 1200 (36 x 48)</td>
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<tr>
<td>Reversible Lane Control (symbol)</td>
<td>R3-9d</td>
<td>2B.25</td>
<td>2700 x 1200 (108 x 48)</td>
<td>—</td>
<td>—</td>
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<tr>
<td>Reversible Lane Control (ground mounted)</td>
<td>R3-9f</td>
<td>2B.25</td>
<td>750 x 1050 (30 x 42)</td>
<td>—</td>
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<tr>
<td>Advance Reversible Lane Control Transition Signing</td>
<td>R3-9g, 9h</td>
<td>2B.25</td>
<td>2700 x 900 (108 x 36)</td>
<td>—</td>
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http://mutcd.fhwa.dot.gov/HTm/2003r1/part2/part2b1.htm#section2B04
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<td>R6-1</td>
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<td>900 x 300</td>
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<td>Divided Highway Crossing</td>
<td>R6-3,3a</td>
<td><strong>2B.38</strong></td>
<td>750 x 600 (24 x 24)</td>
<td>900 x 1200 (36 x 48)</td>
<td>—</td>
<td>600 x 450 (18 x 24)</td>
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<tr>
<td>No Parking</td>
<td>R7-1,2,2a,3,4,5,6,7,8,107,108</td>
<td><strong>2B.39</strong></td>
<td>300 x 450 (12 x 18)</td>
<td>—</td>
<td>—</td>
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<tr>
<td>Van Accessible</td>
<td>R7-8a,8b</td>
<td><strong>2B.40</strong></td>
<td>450 x 225 (18 x 9)</td>
<td>—</td>
<td>—</td>
<td>300 x 150 (12 x 6)</td>
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<tr>
<td>No Parking, Bike Lane</td>
<td>R7-9,9a</td>
<td><strong>9B.09</strong></td>
<td>300 x 450 (12 x 18)</td>
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<tr>
<td>No Parking (with transit logo)</td>
<td>R7-107a</td>
<td><strong>2B.39</strong></td>
<td>300 x 750 (12 x 30)</td>
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<tr>
<td>No Parking / Restricted Parking (combined sign)</td>
<td>R7-200</td>
<td><strong>2B.40</strong></td>
<td>600 x 450 (24 x 18)</td>
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<tr>
<td>Tow Away Zone</td>
<td>R7-201,201a</td>
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<td>300 x 150 (12 x 6)</td>
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<tr>
<td>This Side of Sign</td>
<td>R7-202</td>
<td><strong>2B.39</strong></td>
<td>300 x 150 (12 x 6)</td>
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<tr>
<td>No Parking on Pavement</td>
<td>R8-1</td>
<td><strong>2B.39</strong></td>
<td>600 x 750 (24 x 30)</td>
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<td>1200 x 1500 (48 x 60)</td>
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<tr>
<td>No Parking Except on Shoulder</td>
<td>R8-2</td>
<td><strong>2B.39</strong></td>
<td>600 x 750 (24 x 30)</td>
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<td>1200 x 1500 (48 x 60)</td>
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<tr>
<td>Emergency Parking Only</td>
<td>R8-4</td>
<td><strong>2B.42</strong></td>
<td>750 x 600 (24 x 24)</td>
<td>750 x 900 (30 x 30)</td>
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<tr>
<td>No Stopping on Pavement</td>
<td>R8-5</td>
<td><strong>2B.39</strong></td>
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<td>No Stopping Except on Shoulder</td>
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<td>Emergency Stopping Only</td>
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<td>Do Not Stop on Tracks</td>
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<td>Tracks Out of Service</td>
<td>R8-9</td>
<td><strong>8B.09</strong></td>
<td>600 x 600 (24 x 24)</td>
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<td>Stop Here When Flashing</td>
<td>R8-10</td>
<td><strong>8B.10</strong></td>
<td>600 x 900 (24 x 36)</td>
<td>—</td>
<td>—</td>
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<td>Walk on Left Facing Traffic</td>
<td>R9-1</td>
<td><strong>2B.43</strong></td>
<td>450 x 600 (18 x 24)</td>
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<td>Cross Only at Crosswalks</td>
<td>R9-2</td>
<td><strong>2B.44</strong></td>
<td>300 x 450 (12 x 18)</td>
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<tr>
<td>No Pedestrian Crossing</td>
<td>R9-3</td>
<td><strong>2B.44</strong></td>
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<td>No Pedestrian Crossing (symbol)</td>
<td>R9-3a</td>
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<td>600 x 600 (24 x 24)</td>
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<tr>
<td>Use Crosswalk</td>
<td>R9-3b</td>
<td><strong>2B.44</strong></td>
<td>450 x 300 (18 x 12)</td>
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<td>No Hitch Hiking</td>
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<td>Hitch Hiking Prohibition (symbol)</td>
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<td>Bicyclists (symbol) Use Ped Signal</td>
<td>R9-5</td>
<td><strong>9B.10</strong></td>
<td>300 x 450 (12 x 18)</td>
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<td>Bicyclists (symbol) Yield to Peds</td>
<td>R9-6</td>
<td><strong>9B.10</strong></td>
<td>300 x 450 (12 x 18)</td>
<td>—</td>
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<tr>
<td>Keep Left/Right to Pedestrians &amp; Bicyclists</td>
<td>R9-7</td>
<td><strong>9B.11</strong></td>
<td>300 x 450 (12 x 18)</td>
<td>—</td>
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<td>Keep Off Median</td>
<td>R11-1</td>
<td>2B.47</td>
<td>600 x 750 (24 x 30)</td>
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<tr>
<td>Road Closed</td>
<td>R11-2</td>
<td>2B.48</td>
<td>1200 x 750 (48 x 30)</td>
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<tr>
<td>Road Closed - Local Traffic Only</td>
<td>R1-3, 3a, 3b, 4</td>
<td>2B.48</td>
<td>1500 x 750 (60 x 30)</td>
<td>—</td>
<td>—</td>
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*Symbols* — Travel-path restriction

- Road
- Keep
- Bike actuation
- Yield on green
- Sunday (and times) (2 lines)
- Left turn signal — Yield on green
- Bike actuation

---

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http://mutcd.fhwa.dot.gov/HTm/2003r1/part2/part2b1.htm#section2B04

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<td>Weight Limit</td>
<td>R12-3</td>
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<td>Weight Limit</td>
<td>R12-4</td>
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<td>Weight Limit</td>
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<td>Metric Plaque</td>
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<td>National Network</td>
<td>R14-4,5</td>
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<td>Railroad Crossbuck</td>
<td>R15-1</td>
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<td>Look</td>
<td>R15-8</td>
<td>900 x 450 (36 x 18)</td>
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Notes:
1. Larger signs may be used when appropriate
2. Dimensions are shown in millimeters followed by inches in parentheses and are shown as width x height

**Section 2B.04 STOP Sign (R1-1)**

**Standard:**
When a sign is used to indicate that traffic is always required to stop, a STOP (R1-1) sign (see Figure 2B-1) shall be used.

The STOP sign shall be an octagon with a white legend and border on a red background. Secondary legends shall not be used on STOP sign faces. If appropriate, a supplemental plaque (R1-3 or R1-4) shall be used to display a secondary legend. Such plaques (see Figure 2B-1) shall have a white legend and border on a red background. If the number of approach legs controlled by STOP signs at an intersection is three or more, the numeral on the supplemental plaque, if used, shall correspond to the actual number of legs controlled by STOP signs.

**Figure 2B-1** STOP, YIELD, Speed Limit, FINES HIGHER, and Photo Enforcement Signs
At intersections where all approaches are controlled by STOP signs (see Section 2B.07), a supplemental plaque (R1-3 or R1-4) shall be mounted below each STOP sign.

Option:
The ALL WAY (R1-4) supplemental plaque may be used instead of the 4-WAY (R1-3) supplemental plaque.

Support:
The design and application of Stop Beacons are described in Section 4K.05.

Section 2B.05 STOP Sign Applications

Guidance:
STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:

A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
B. Street entering a through highway or street;
C. Unsignalized intersection in a signalized area; and/or
D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

Standard:
Because the potential for conflicting commands could create driver confusion, STOP signs shall not be installed at intersections where traffic control signals are installed and operating except as noted in Section 4D.01.

Portable or part-time STOP signs shall not be used except for emergency and temporary traffic control zone purposes.

Guidance:
STOP signs should not be used for speed control.

STOP signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as YIELD signs (see Section 2B.08).

Once the decision has been made to install two-way stop control, the decision regarding the appropriate street to stop should be based on engineering judgment. In most cases, the street carrying the lowest volume of traffic should be stopped.

A STOP sign should not be installed on the major street unless justified by a traffic engineering study.

Support:
The following are considerations that might influence the decision regarding the appropriate street upon which to install a STOP sign where two streets with relatively equal volumes and/or characteristics intersect:

A. Stopping the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
B. Stopping the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds;
C. Stopping the direction that has the longest distance of uninterrupted flow approaching the intersection; and
D. Stopping the direction that has the best sight distance to conflicting traffic.

The use of the STOP sign at highway-railroad grade crossings is described in Section 8B.08. The use of the STOP sign at highway-light rail transit grade crossings is described in Section 10C.04.

Section 2B.06 STOP Sign Placement

Standard:
The STOP sign shall be installed on the right side of the approach to which it applies. When the STOP sign is installed at this required location and the sign visibility is restricted, a Stop Ahead sign (see Section 2C.29) shall be installed in advance of the STOP sign.

The STOP sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.
STOP signs and YIELD signs shall not be mounted on the same post.

Guidance:
Other than a DO NOT ENTER sign, no sign should be mounted back-to-back with a STOP sign in a manner that obscures the shape of the STOP sign.

Support:
Section 2A.16 contains additional information about separate and combined mounting of other signs with STOP signs.

Guidance:
Stop lines, when used to supplement a STOP sign, should be located at the point where the road user should stop (see Section 3B.16).

If only one STOP sign is installed on an approach, the STOP sign should not be placed on the far side of the intersection.

Where two roads intersect at an acute angle, the STOP sign should be positioned at an angle, or shielded, so that the legend is out of view of traffic to which it does not apply.

Where there is a marked crosswalk at the intersection, the STOP sign should be installed in advance of the crosswalk line nearest to the approaching traffic.

Option:
At wide-throat intersections or where two or more approach lanes of traffic exist on the signed approach, observance of the stop control may be improved by the installation of an additional STOP sign on the left side of the road and/or the use of a stop line. At channelized intersections, the additional STOP sign may be effectively placed on a channelizing island.

Support:
Figure 2A-2 shows examples of some typical placements of STOP signs.

Section 2B.07 Multiway Stop Applications

Support:
Multiway stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multiway stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multiway stop control is used where the volume of traffic on the intersecting roads is approximately equal.

The restrictions on the use of STOP signs described in Section 2B.05 also apply to multiway stop applications.

Guidance:
The decision to install multiway stop control should be based on an engineering study.

The following criteria should be considered in the engineering study for a multiway STOP sign installation:

A. Where traffic control signals are justified, the multiway stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
B. A crash problem, as indicated by 5 or more reported crashes in a 12-month period that are susceptible to correction by a multiway stop installation. Such crashes include right- and left-turn collisions as well as right-angle collisions.
C. Minimum volumes:
   1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and
   2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, but
   3. If the 85th-percentile approach speed of the major-street traffic exceeds 65 km/h or exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the above values.
D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

Option:
Other criteria that may be considered in an engineering study include:
A. The need to control left-turn conflicts;
B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to reasonably safely negotiate the intersection unless conflicting cross traffic is also required to stop; and
D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multiway stop control would improve traffic operational characteristics of the intersection.

Section 2B.08 YIELD Sign (R1-2)

Standard:
The YIELD (R1-2) sign (see Figure 2B-1) shall be a downward-pointing equilateral triangle with a wide red border and the legend YIELD in red on a white background.

Support:
The YIELD sign assigns right-of-way to traffic on certain approaches to an intersection. Vehicles controlled by a YIELD sign need to slow down or stop when necessary to avoid interfering with conflicting traffic.

Section 2B.09 YIELD Sign Applications

Option:
YIELD signs may be used instead of STOP signs if engineering judgment indicates that one or more of the following conditions exist:

A. When the ability to see all potentially conflicting traffic is sufficient to allow a road user traveling at the posted speed, the 85th-percentile speed, or the statutory speed to pass through the intersection or to stop in a reasonably safe manner.
B. If controlling a merge-type movement on the entering roadway where acceleration geometry and/or sight distance is not adequate for merging traffic operation.
C. The second crossroad of a divided highway, where the median width at the intersection is 9 m (30 ft) or greater. In this case, a STOP sign may be installed at the entrance to the first roadway of a divided highway, and a YIELD sign may be installed at the entrance to the second roadway.
D. An intersection where a special problem exists and where engineering judgment indicates the problem to be susceptible to correction by the use of the YIELD sign.

Standard:
A YIELD (R1-2) sign shall be used to assign right-of-way at the entrance to a roundabout intersection.

Section 2B.10 YIELD Sign Placement

Standard:
The YIELD sign shall be installed on the right side of the approach to which it applies. YIELD signs shall be placed on both the left and right sides of approaches to roundabout intersections with more than one lane on the signed approach where raised splitter islands are available on the left side of the approach. When the YIELD sign is installed at this required location and the sign visibility is restricted, a Yield Ahead sign (see Section 2C.29) shall be installed in advance of the YIELD sign.

The YIELD sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.

YIELD signs and STOP signs shall not be mounted on the same post.

Guidance:
Other than a DO NOT ENTER sign, no sign should be mounted back-to-back with a YIELD sign in a manner that obscures the shape of the YIELD sign.

Support:
Section 2A.16 contains additional information about separate and combined mounting of other signs with YIELD signs.

Guidance:
Yield lines, when used to supplement a YIELD sign, should be located at a point where the road user should yield (see Section 3B.16).

Where two roads intersect at an acute angle, the YIELD sign should be positioned at an angle, or shielded, so that the legend is out of view of traffic to which it does not apply.
Except at roundabout intersections, where there is a marked crosswalk at the intersection, the YIELD sign should be installed in advance of the crosswalk line nearest to the approaching traffic.

At a roundabout intersection, to prevent circulating vehicles from yielding unnecessarily, the face of the YIELD sign should not be visible from the circulatory roadway.

Option:
At wide-throat intersections or where two or more approach lanes of traffic exist on the signed approach, observance of the yield control may be improved by the installation of an additional YIELD sign on the left side of the road and/or the use of a yield line. At channelized intersections, the additional YIELD sign may be effectively placed on a channelizing island.

Section 2B.11 Yield Here to Pedestrians (R1-5, R1-5a)

Standard:
If yield lines are used in advance of an unsignalized marked midblock crosswalk, Yield Here To Pedestrians (R1-5, R1-5a) signs (see Figure 2B-2) shall be placed 6.1 to 15 m (20 to 50 ft) in advance of the nearest crosswalk line (see Section 3B.16 and Figure 3B-15).

Figure 2B-2 Unsignalized Pedestrian Crosswalk Signs

Section 2B.12 In-Street Pedestrian Crossing Signs (R1-6, R1-6a)

Option:
The In-Street Pedestrian Crossing (R1-6 or R1-6a) sign (see Figure 2B-2) may be used to remind road users of laws regarding right of way at an unsignalized pedestrian crossing. The legend STATE LAW may be shown at the top of the sign if applicable. The legends STOP FOR or YIELD TO may be used in conjunction with the appropriate symbol.

Guidance:
If an island (See Chapter 3G) is available, the In-Street Pedestrian Crossing sign, if used, should be placed on the island.

Standard:
The In-Street Pedestrian Crossing sign shall not be used at signalized locations.

The STOP FOR legend shall only be used in States where the State law specifically requires that a driver must stop for a pedestrian in a crosswalk.

If used, the In-Street Pedestrian Crossing sign shall have a black legend (except for the red STOP or YIELD sign symbols) and border on either a white and/or fluorescent yellow-green background.

If the In-Street Pedestrian Crossing sign is placed in the roadway, the sign support shall comply with the breakaway requirements of the latest edition of AASHTO's "Specification for Structural Supports for Highway Signs, Luminaires, and Traffic Signals" (See Addresses).

Support:
The provisions of Section 2A.18 concerning mounting height are not applicable for the In-Street Pedestrian Crossing sign.

Option:
The In-Street Pedestrian Crossing sign may be used seasonally to prevent damage in winter because of plowing operations, and may be removed at night if the pedestrian activity at night is minimal.

Section 2B.13 Speed Limit Sign (R2-1)

Standard:
After an engineering study has been made in accordance with established traffic engineering practices, the Speed Limit (R2-1) sign (see Figure 2B-1) shall display the limit established by law, ordinance, regulation, or as adopted by the authorized agency. The speed limits shown shall be in multiples of 10 km/h or 5 mph.

Guidance:
At least once every 5 years, States and local agencies should reevaluate non-statutory speed limits on segments of their roadways that have undergone a significant change in roadway characteristics or surrounding land use since the last review.

No more than three speed limits should be displayed on any one Speed Limit sign or assembly.

When a speed limit is to be posted, it should be within 10 km/h or 5 mph of the 85th-percentile speed of free-flowing traffic.

Option:
Other factors that may be considered when establishing speed limits are the following:

A. Road characteristics, shoulder condition, grade, alignment, and sight distance;
B. The pace speed;
C. Roadside development and environment;
D. Parking practices and pedestrian activity; and
E. Reported crash experience for at least a 12-month period.

Two types of Speed Limit signs may be used: one to designate passenger car speeds, including any nighttime information or minimum speed limit that might apply; and the other to show any special speed limits for trucks and other vehicles.

A changeable message sign that changes the speed limit for traffic and ambient conditions may be installed provided that the appropriate speed limit is shown at the proper times.

A changeable message sign that displays to approaching drivers the speed at which they are traveling may be installed in conjunction with a Speed Limit sign.

Guidance:
If a changeable message sign displaying approach speeds is installed, the legend YOUR SPEED XX km/h (MPH) or such similar legend should be shown. The color of the changeable message legend should be a yellow legend on a black background or the reverse of these colors.

Support:
Advisory Speed signs are discussed in Sections 2C.36 and 2C.46 and Temporary Traffic Control Zone Speed signs are discussed in Part 6.

Section 2B.14 Truck Speed Limit Sign (R2-2)

Standard:
Where a special speed limit applies to trucks or other vehicles, the legend TRUCKS XX or such similar legend shall be shown on the same panel as the Speed Limit sign or on a separate R2-2 sign (see Figure 2B-1) below the standard legend.

Section 2B.15 Night Speed Limit Sign (R2-3)

Standard:
Where different speed limits are prescribed for day and night, both limits shall be posted.

Guidance:
A Night Speed Limit (R2-3) sign (see Figure 2B-1) should be reversed using a white retroreflectorized legend and border on a black background.

Option:
A Night Speed Limit sign may be combined with or installed below the standard Speed Limit (R2-1) sign.

Section 2B.16 Minimum Speed Limit Sign (R2-4)

Standard:
A Minimum Speed Limit (R2-4) sign (see Figure 2B-3) shall be displayed only in combination with a Speed Limit sign.

Option:
Where engineering judgment determines that slow speeds on a highway might impede the normal and reasonable movement of traffic, the Minimum Speed Limit sign may be installed below a Speed Limit (R2-1) sign to indicate the minimum legal speed. If desired, these two signs may be combined on the R2-4a sign (see Figure 2B-3).

**Figure 2B-3** Speed Limit and Turn Prohibition Signs

![Figure 2B-3 Speed Limit and Turn Prohibition Signs](image-url)
November 28, 2016

TIME SENSITIVE AND MOST URGENT

To: All City Administrators, City Managers, City Clerks and Mayors of KPP member cities
Re: Alignment of KPP power purchase contracts with member cities

Greetings:

It is considered imperative that your city's representative to the KPP Membership Committee be well prepared to participate and vote on an important contract matter at the annual Membership Meeting on December 16, 2016 in McPherson, KS. On that day, along with other business items, a proposition is anticipated for the possible adoption of a Resolution calling upon all governing bodies to take certain actions pertaining to their contracts for power purchase from KPP.

To that end, it is our hope that the attached bundle comes to each of your governing body members (and personnel) in ample time for your review ahead of your first governing body meeting in December. We are asking that the enclosed subject matter get careful discussion in that meeting so as to ensure that your representative is fully informed and prepared to participate on December 16th. As a reminder, the KPP Operating Agreement makes no provision for voting by proxy. However, meeting participation and voting may occur by teleconference.

As you review the enclosed, we believe the History sets the appropriate context by which judgments may be formed pertaining to future actions. Finally, we are asking that you note that responses and actions are requested of you as explained on pages 16 – 22 of the enclosed. When responding as requested on pages 19 and 22, please direct your communication to Carl Myers at: cmyers@kansaspowerpool.org or by telephone to either Carl or myself at: (316) 264-3166.

Sincerely,

Mark Chesney
CEO/General Manager

Enclosures
Important Note:

Considering the content of the enclosed bundle, and considering the consequence of action anticipated, 9 KPP member Cities may reasonably assume that NO action is needed on their part (except for instructing their representative on how to vote). If that is the case, the enclosed is merely provided for information purposes. Those 9 Cities are identified as follows:

Augusta
Burlington
Clay Center
Ellinwood
Erie
Kingman
Luray
Minneapolis
Mulvane
KPP Contract Termination
Project and discussion

This paper addresses the topic first discussed Pool-wide on September 10, 2016 and follows up to subsequent discussions and articles on:

October 20, 2016
October 27, 2016
November 10, 2016
November 16, 2016
November 22, 2016
KPP Contract Termination
Project and discussion

In considering the re-signing of a long-term contract with KPP, a City needs to be fully informed on the upside of doing so, and cautioned on the downside of not doing so.

Summarily, the upside offers the potential of acquisitions resulting in a lowering of power cost and the continual building of asset equity. The downside of not doing so is the forfeiture of opportunities referenced above and the weakened condition of a City, individually, who attempts in the future to navigate the certainty of rising power prices with the inability to utilize the leverage or expertise in power supply planning by a joint action agency.
KPP Contract Termination
Project and discussion

History:

• Early 2000s: Westar gave notice to Cities indicating their decision and refusal to provide power in the future under previously agreed upon terms

• KPP members rallied to organize an agency to solve power supply problems thrust upon Cities by Westar

• KPP members believed that an agency of many Cities gave the best strength in negotiating while also bringing economies of scale to planning
KPP Contract Termination
Project and discussion

History cont’d:

• 2004: KPP was organized through the pooling of resources and contracts controlled by Cities

• Post 2004: Many Cities signed contracts with KPP between 2004 and 2009. It is apparent that those signing on later were influenced by the strength that had already been established by early-adopters.
KPP Contract Termination
Project and discussion

History cont’d:

• 2011: To affordably meet growing needs for power supply, KPP advanced the idea of buying partial ownership in an efficient, natural gas combined cycle power plant. The acquisition would only be possible through the issuance of long-term debt

• 2011: Numerous KPP members gave a 2-year notice to disassociate from KPP rather than sign a 20-year contract to accommodate the successful issuance of low-cost debt
KPP Contract Termination
Project and discussion

History cont’d:

• January 2012: Twenty one KPP members signed a contract to support the issuance of a 20-year bond

• 2012: Burns & McDonnell consultants determined that increased efficiencies were being captured through the acquisition which allowed for lower cost. As compared to the remaining Cities, departing Cities were charged a higher rate (as determined by Burns & McDonnell) during their 2-year termination notice period
KPP Contract Termination
Project and discussion

History cont’d:

• November 2012: KPP negotiated* a 10-year power purchase contract with Westar specific to the Jeffrey Energy Center

* Members should be keenly sensitive to the negotiating tactics that were attempted by Westar as it gives insight to the potential for future contract negotiations with Westar. Westar insisted on a performance guarantee to be adopted by every governing body and delivered to Westar. KPP convinced Westar that the contracts signed with KPP by all KPP members provide just such a guarantee. Moreover, KPP convinced Westar that if anyone should produce a performance guarantee, it should be Westar as their bond rating is less than KPP’s. The significance of this tactic by Westar cannot be overlooked.
KPP Contract Termination
Project and discussion

History cont’d:

• 2012 - 2016:
  • 3 new members
  • Rate Stabilization Fund initiated
  • New financial policies introduced
  • Upgraded bond rating to A3 (by Moody’s)
    A- (by Fitch)
  • Co-development agreement with GridLiance providing for investment in revenue and equity producing transmission assets
KPP Contract Termination
Project and discussion

Looking forward with caution

The following is meant to draw attention to complexity of securing a power supply portfolio and specifically the uncertain future for any individual City who is weakened and forced to plan and negotiate without the leverage and strength of a joint action agency.

The summary conclusion, given in advance, is that Cities are back to the situation as it existed in the early 2000s only now with less strength and more dependency on the markets.
KPP Contract Termination
Project and discussion

Looking forward with caution

• 2022: KPP’s contract with Westar (Jeffrey Energy Center) for 59 MWs expires*

* This reality is ominous in the absence of renewed contracts between KPP and member Cities for the following reasons:

1. As a replacement to Jeffrey, the option for KPP to buy into another power supply (ownership) will have been taken off the table inasmuch as there will be no contractual support among the KPP membership by which to issue bonds

2. We now know from our 2012 experience the attitude Westar will take with respect to a performance guarantee in lieu of what they will see as an unraveling of the Pool

3. The merger between Great Plains and Westar calls for a shrinking of the generation fleet in order to achieve efficiency of resource utilization (Great Plains has identified the plants by name). KPP will be begging – not merely asking – for a renewed contract and will do so from a position of weakness
KPP Contract Termination
Project and discussion

Looking forward with caution

• 2026: KPP’s contracts with GRDA (16 MWs) expire*

* This reality only exacerbates the problem identified on the previous page. It is only foreseeable to assume that KPP will be hoping to contract (at a premium price) with an entity who itself is bringing on newly acquired or newly built generation resource.

It is not foreseeable that utilities will have unsold capacity in a baseload plant by 2026 that could be incrementally sold to KPP. This is true because of the numerous plant closures that have continued to happen since 2014. Baseload plants require 4–6 years to construct. If there were baseload plants being built (or even permitted) we would know about it. New baseload resource as a future option for contract is not foreseeable.

This predicament will be most unfortunate considering what will then be KPP’s inability to acquire its own resource
KPP Contract Termination
Project and discussion

Looking forward with caution

• 2032: KPP’s contracts with individual cities expire*

* This will be the final, and most devastating, event in the sequence previously outlined. Cities will be on their own to find a power supply. They will have no leverage and no expert advocacy (that is not mostly self-serving)

CITIES WILL FIND THEMSELVES IN THE SAME SITUATION AS IN THE EARLY 2000S ALTHOUGH THEY WILL BE WEAKENED AND HAVE LESS HOPEFUL PROSPECTS
KPP Contract Termination
Project and discussion

Conclusion

Renewing the contract with KPP gives Cities, individually and collectively, not only a strong position to secure future power supplies, but also the strength from which to introduce revenue and equity producing innovations

Next steps

The proposed next steps are shown following:
KPP Contract Termination
Project and discussion

On December 16, 2016, the KPP Membership Committee will meet in McPherson to formally consider the 2017 budget.

A separate business item discussion concerning contracts will follow. **Your City representative will be among numerous others who will consider the proposition of a Resolution which calls upon all governing bodies to adopt and sign a new contract.**
KPP Contract Termination
Project and discussion

Following final approval by KPP Counsel, that Resolution may read substantially as follows:

“Whereas it has been shown that certain economic and operating efficiencies are to be clearly achieved for the mutual benefit of all members by an alignment of power purchase contracts among the KPP membership;

NOW it is hereby Resolved by the KPP Membership Committee that all governing bodies of KPP member Cities are called upon and encouraged to enter into new Purchase Power Contracts with KPP bearing contract termination language as has been described”

A motion on December 16th to adopt the Resolution may possibly be heard as follows:

“I move that the KPP Membership Committee adopt the Resolution as presented.”
KPP Contract Termination
Project and discussion

The Term of the Power Purchase Contract shall begin on the effective date and shall continue in force for a period ending on the later of twenty (20) years from the First Supplemental Effective Date or the date upon which the principal of, premium, if any, and interest on all Bonds are paid in full and the Bonds are retired; notwithstanding any provision to the contrary, the term shall continue until all indebtedness incurred with regard to the Project is paid in full; provided however, the Term shall not exceeding forty (40) years from the Effective date.

The Power Purchase Contract will be extended so as to terminate upon the earliest occurrence of any of the following events (i) the expiration of the term as set forth... (ii) a default by the Participant and the KPP's election to terminate this Power Purchase Contract... , or (iii) the payment of, premium, if any, and interest on any Bonds and retirement of such Bonds.

This is the termination language which is anticipated to be reflected in the Resolution and which already exists in contracts signed by 9 of the 23 KPP members.
KPP Contract Termination

Project and discussion

Your governing body should **ensure** that your representative is **well prepared** to cast a vote reflecting the mind and viewpoint of your governing body.

An indication of that viewpoint is request ahead of time. Please communicate to KPP by telephone or email.
KPP Contract Termination
Project and discussion

If such a Resolution is adopted as expected, it may be helpful to (sometime thereafter) sign a Letter of Intent (LOI) indicating the City’s willingness to re-sign a long-term contract as described. There will be value and efficiency in contracting with all Cities at once. The LOI will give an update and report card on the progress in finalizing this matter.

When it seems appropriate an LOI, initiated by KPP and delivered to the City for an authorized signature by the City, may include language substantially as follows:
KPP Contract Termination
Project and discussion

“It has been shown that certain economic and operating efficiencies are to be clearly achieved for the mutual benefit of all members by an alignment of power purchase contracts among the KPP membership. To accomplish that, a re-signing of contracts is anticipated. It is recognized that all governing bodies of KPP members may not act simultaneously. However, it is desirable to achieve order in record keeping by establishing a contract Effective Date that is as nearly uniform as possible among the membership. For that reason, KPP and The City are hereby establishing only the City’s intent to formally approve and execute a new power purchase contract has been contemplated previously. Further, when such contract is presented to the City bearing acceptable language, the City will formally approve and execute such contract at the first opportunity.”
KPP Contract Termination
Project and discussion

Reminder: KPP Membership Committee meeting in McPherson on December 16th at 11:00 AM.

An indication of how your representative is expected to vote is requested ahead of time. Please communicate to KPP by telephone or email.
TO: Mayor and City Council
SUBJECT: COLA-2017
INITIATED BY: City Council

Background:

On November 21st the City Council discussed COLA for employees. Staff was advised to look into the Consumer Price Index (CPI) and compare it to the City’s Pay Plan, which was adopted in May of 2012. No COLA adjustments have been made since the Pay Plan was adopted.

Analysis:

The CPI-W in May of 2012 was 226.600; in October of 2016 the CPI was 235.495. This change in the CPI indicates inflation of 4%.

Staff has prepared a revised pay scale table that would reflect the current rates with a 4% COLA. (Exhibit).

Staff reviewed the budget to determine what impact a COLA increase would have. For each 1% the impact is $5,860 – This total includes projections on overtime and increases in costs to KPERS. After a review of department personnel line items a 4% COLA is within the established budget. The only department that will need to adjust line items is the Electric Department, which will be done regardless of the COLA adjustment because of the new lineman apprenticeship.

Recommendations/Actions: It is recommended the City Council:

Approve a 4% COLA to reflect the changes in the CPI since 2012.
Direct staff to write a resolution adjusting pay grades to reflect the changes in the CPI since 2012.

Attachments:
### Section 4: Pay Tables

#### City of Greensburg Pay Ranges for Classified Employees

<table>
<thead>
<tr>
<th>Grade 00:</th>
<th>$10.30 to $14.30</th>
<th>$8.63- $14.87</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unskilled, Seasonal, Temporary, Part-Time</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade 01:</th>
<th>$10.85 to $15.80</th>
<th>$11.28- $16.43</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Billing Clerk/Receptionist</td>
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</tr>
<tr>
<td></td>
<td>Custodian</td>
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</table>

<table>
<thead>
<tr>
<th>Grade 02:</th>
<th>$11.40 to $16.60</th>
<th>$11.86-$17.26</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Public Utilities Maintenance Worker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Works Maintenance Worker</td>
<td></td>
</tr>
</tbody>
</table>

| Grade 03: | $12.00 to $17.45 | $12.48-$18.15 |

| Grade 04: | $12.60 to $18.35 | $13.10-$19.08 |

<table>
<thead>
<tr>
<th>Grade 05:</th>
<th>$13.25 to $19.30</th>
<th>$13.78-$20.83</th>
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<tr>
<td></td>
<td>Mechanic</td>
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</table>

<table>
<thead>
<tr>
<th>Grade 06:</th>
<th>$13.95 to $20.40</th>
<th>$14.51-$21.22</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Electrical Lineman</td>
<td></td>
</tr>
</tbody>
</table>

| Grade 07: | $14.65 to $21.50 | $15.24-$22.36 |

| Grade 08: | $15.40 to $22.60 | $16.02-$23.50 |

<table>
<thead>
<tr>
<th>Grade 09:</th>
<th>$16.20 to $23.75</th>
<th>$16.85-$24.70</th>
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<tr>
<td></td>
<td>City Clerk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>City Treasurer</td>
<td></td>
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<td></td>
<td>Convention and Tourism Director</td>
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</table>

<table>
<thead>
<tr>
<th>Grade 10:</th>
<th>$17.00 to $24.95</th>
<th>$17.68-$25.95</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Public Works Superintendent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Electrical Lineman</td>
<td></td>
</tr>
</tbody>
</table>

| Grade 11: | $17.90 to $26.25 | $18.62-$27.30 |

<table>
<thead>
<tr>
<th>Grade 12:</th>
<th>$18.80 to $27.60</th>
<th>$19.55-$28.70</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Public Utilities Superintendent</td>
<td></td>
</tr>
</tbody>
</table>
TO: Mayor and City Council  
SUBJECT: Fourth Quarter Transfers  
INITIATED BY: City Administrator, Kyler Ludwig

Background:
The City Council budgeted for transfers from the water, electric and equipment reserve funds. These transfers have historically been performed on a quarterly basis and council has been informed of the transfers. In an effort to increase budget transparency staff will be reviewing the transfers with council each quarter.

Analysis:

**Electric Transfer to General Fund**  
**Transfer Amount: $32,500** ($130,000 annual)  
Fund 200- $951,255  
KSA 12-825d

**Water Transfer to General Fund**  
**Transfer Amount: $5,000** ($20,000 annual)  
Fund 210- $312,784  
KSA 12-825d

**Water Transfer to Water Reserve**  
**Transfer Amount: $2,500** ($10,000 annual)  
Fund 210- $312,784

**Water Debt Transfer**  
**Transfer Amount: $22,717.75** ($90,871 annual)  
Fund 210- $312,784  
KSA 10-1204

**Sanitation to Sanitation Capital Reserve**  
**Transfer Amount: $1,250** ($5,000 annual + Interest 2 years)  
Fund 230- $157,566  
KSA 12-2908

**Equipment Reserve to General Fund- Optional**  
**Transfer Amount: $50,000** ($50,000 annual)  
Fund: 300- $89,702  
This transfer was proposed in the budget to make up for a previous transfer of $50,000 from the General Fund to the Equipment Reserve (the auditors did not feel the General Fund was healthy enough for this transfer). Staff is projecting that revenues will slightly surpass expenditures this year.

Financial:
All funds are sufficient for the proposed Transfers.

**Recommendations/Actions:** It is recommended the City Council:
Authorize the proposed quarterly transfers.