

Liberty, Missouri

Jewell Neighborhood Handbook



Funding

This publication is partially funded by a grant from the Missouri Department of Natural Resources, State Historic Preservation Office and the National Park Service, U.S. Department of the Interior. Grant awards do not imply an endorsement of contents by the grantor. This program receives Federal financial assistance for identification and protection of historic properties. Under title VI of the Civil rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program activity, described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.

Acknowledgements

Special acknowledgment is given to the City of Manhattan, Kansas, and to the City of Portland, Oregon, for some of the content in this handbook.

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Introduction

This handbook was developed to support the Jewell Neighborhood Plan, which was developed through a strategic planning process from October 2009 to February 2010. The purpose of the planning project was to determine the common needs of the Jewell Neighborhood and to identify strategies to meet those needs. This handbook is one of those strategies. It is meant to serve as a virtual tool box full of resources, ideas, and “how to” suggestions to address the priority issues identified in the Plan.

As a reminder, each section begins with the recommended action steps outlined in the Plan. Many of those items fit in more than one section of this handbook, but are included in the most logical section.

This handbook contains a variety of instructional information – from how to create a neighborhood organization to how to plan a block party. The information is presented as guidelines, not rules, and should be used, changed, and developed as needed.

An effort has been made to make the information presented as current and specific as possible, but names, numbers and e-mail addresses change, so be aware that contacts and contact information may change with time.

If more information or assistance is needed, please contact the Community Development Division at (816)439-4537.



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Neighborhood Organization

1

The purpose of a neighborhood organization (also known as an association) is to address the specific needs of the residents, encourage citizen participation in decision-making, and to improve communication between the neighborhood and the city and other organizations.

The neighborhood association should be open to all citizens who live or own property within the boundaries of that neighborhood. It is one of the most basic forms of democracy, and should be representative of all neighbors.

Neighborhood-level organization builds connections and a sense of community, creates pride in the neighborhood, improves property maintenance, opens a channel to city government, and makes the neighborhood a safer place.

An effective neighborhood organization requires the residents' involvement, commitment, time, and energy. Neighborhood improvement is an on-going effort, but the reward is a better community!

Recommended Action Steps:

- First — **confirm your neighborhood boundaries** for the purposes of organization.
- Establish a permanent **organizational structure**.
- Build **leadership capacity**; establish working committees.
- Establish a **neighborhood network**, accountability with each other and invest in the neighborhood.
- **Collaborate with partners** and existing community initiatives to achieve priorities.
- Meet and strengthen **neighbor-to-neighbor relationships**. Partner with local churches, College Place West and William Jewell College to conduct social events and utilize new gathering places to hold them.
- Organize and launch a **Neighborhood Watch** program.
- **Organize neighborhood tasks** utilizing existing resources that will result in tangible results, such as trash clean-up events, painting projects, alley cleanup, or tree maintenance.
- **Take an inventory and assess the neighborhood**— quality of sidewalks, streets, and alleys; open space; volunteers; parking — whatever you want to make a priority.
- Identify and **share resources**.

Starting a Neighborhood Organization

Congratulations! You are already well on your way to starting a neighborhood organization. By participating in the neighborhood planning process, you have already identified the need for better organization and communication in your neighborhood. The planning process has also helped you to establish the priorities that your neighborhood wants to work on.

A small group of neighbors has identified their interest and/or skill in organization. This group will act as the steering committee, which will help plan the first general meeting for the entire neighborhood.

Steering Committee Members:

Name	Phone / E-mail

Steering Committee Tasks:

- Recruit other neighbors to be on the steering committee, if needed.
- Start a list of neighbors and their contact information (names, phone numbers, and e-mail addresses).
- Set a date, time, and place for the general meeting.
- Create a flier giving notice of the meeting. Include the place, date, time, and purpose of the meeting. Also include contact information for one or more of the Steering Committee members, in case there are questions. The Community Development Office can help with copying the fliers.
- Distribute the fliers, in person, throughout the neighborhood. Be prepared to do a lot of talking. This is a great way to connect with your neighbors and tell them about the good things that are going on in your neighborhood. Be sure to

include the churches (especially those with daycare centers or preschools), and apartment buildings. Invite older children/ young adults to participate – they have great ideas and a lot of energy!

- Prepare a short news release for the Liberty Tribune about the meeting, including the purpose, place, time and date of the meeting, and be sure to state that the meeting is open to anyone who wants to participate. (See an example of a press release on page 14.
- Invite your elected and appointed city officials to attend, if you think their attendance would be helpful.
- Create an agenda for the meeting (see example on next page).

How to have an effective meeting

- √ Be prepared for a big meeting, or a small meeting. Work with what you have. open and accessible to the public.
- √ No one should leave the meeting without a task, however simple.
- √ Everyone should sign in – this will help build your contact list.
- √ Decide who will take the minutes. A copy of all meeting summaries should be kept for reference or public review.
- √ Be transparent! Follow the Missouri Sunshine Law rules: Public meetings, records, votes, actions, deliberations should be
- √ Provide refreshments at the meeting. Something as simple as cookies, or just coffee, encourages people to be more social, and it sets a friendly and welcoming tone for the meeting. Have people volunteer to bring something, or take up a small collection to help cover the expense.
- √ Have fun! Getting together should feel more like recreation than work, no matter how serious the issue.

Sample Agenda
Neighborhood Organizing Meeting
Place
Date
Time

I. **Introductions:**

Introduce the steering committee and explain the purpose of the meeting. Attendees should introduce themselves, tell where they live, and what they would like to see happen in the neighborhood.

(Remember: not everyone will have participated in the planning process).

II. **Review outcomes of neighborhood planning process:**

Explain needs identified & goals set so far (provide extra copies of Jewell Neighborhood Plan)

III. **Create the organization structure:**

Choose a name for the organization, and create a leadership team. It may be that the steering committee serves as the leadership until elections are held.

IV. **Identify / create committees or task forces and assign tasks:**

Some of these have already been identified in the previous planning meetings.

V. **Set the date, time, and place for the next meeting**

VI. **Adjourn:**

Encourage people to stay and socialize, if they like.

Creating the Organizational Structure

There is no absolute way to create a neighborhood organization. What works will depend on the individuals involved. Some grassroots organizations tend to work better with a flat structure, without boards, directors, and chairs. Flatness, or the absence of an organizational hierarchy, does not mean the elimination of individual roles or responsibilities. It does mean a lack of hierarchy or authority.

Most organizations adopt a traditional structure, which relies on elected leadership, bylaws, regular meetings, regular communication via newsletter (or electronic equivalent), and delegation of duties to committees or task forces.

Some organizations choose to incorporate as a non-profit corporation, open a bank account, and apply for tax exempt status. You may want to work with legal and financial professionals if you choose to go this route. These options are not necessary, however, to have an effective organization. Do what works best for your group.

Bylaws

Bylaws are the rules for governing your organization and they provide an outline of the roles and responsibilities of its members. They also provide a means to transfer leadership smoothly when membership changes, and will help orient new members to the purpose and processes of the organization. Bylaws should be reviewed and revised periodically to ensure they continue to meet the needs of the organization.

The bylaws should include, at the very least, rules to address the following:

- The name, purpose, and function of the association
- Description of members (including a non-discrimination clause)
- Neighborhood boundaries
- Frequency of meetings
- Number, duties, and terms of officers, and the method of electing officers
- How the association funds (if any) will be handled
- A statement on conflicts of interest
- A provision for amendments
- Any other functions and operations (i.e. committees)

**Neighborhood Organization
Sample Bylaws**

Adopted: (Date)

This sample outlines the information that should be included in your neighborhood organization bylaws. The wording is only a suggestion, and may be changed to suit the needs of your organization.

Article I – Name

The official name of the organization shall be _____, but may be referred to herein as the “organization”. The official boundaries of the organization are_____.

Article II – Purpose

Section 1. The purposes for which this organization is established are:

To enhance the livability of the area by establishing and maintaining an open line of communication among the neighborhood, city government, and other neighborhoods and organizations.

To provide an open process by which all residents of the neighborhood may involve themselves in the affairs of the neighborhood.

To advocate for maintenance and improvement of the neighborhood and facilities serving our neighborhood.

To enhance the community welfare in general and to conduct other lawful business not inconsistent with these bylaws.

Section 2. This organization shall not endorse or align itself with any political party or candidate for public office.

Article III – Membership

Section 1. Membership Composition: Membership in this organization shall be open to any person who lives in and/or owns any real property within the recognized boundaries of this organization. *(Other individuals or organizations may be allowed membership, as prescribed in the bylaws.)*

Section 2. Membership Dues: *As desired.*

Section 3. Membership Voting: Each adult member, aged 18 or older *(with a paid membership, if desired)* is entitled to one vote each to be cast during attendance at any general or special meeting.

Article IV – Board of Directors

Section 1. Officers: There shall be a chairperson (or president), vice-chairperson (or vice-president), secretary, and treasurer of the organization. These officers shall be elected annually and serve for

one (1) year and may succeed themselves if re-elected. Officers must be members in good standing and maintain a permanent residence within the boundaries of the neighborhood. The annual term for these officers is from January 1 until December 31 of each year.

Section 2. Duties of Board Members: The affairs of the organization shall be managed by the board in the interim between general meetings. The board shall be accountable to the membership; shall seek the views of those affected by any proposed policies before adopting any recommendations on behalf of the organization; and shall comply strictly with these bylaws.

Chairperson: The duties of the chairperson shall be to preside over the regular meetings of the organization and to establish and disband any committees with the advice and consent of the membership.

Vice-chairperson: The duties of the vice-chairperson shall be to fulfill the obligations of the chairperson should he/she be unable to perform the duties.

Secretary: The duties of the secretary shall be to record and maintain the minutes, records, and correspondence of the organization. The secretary shall maintain the list of members, and make the records of the organization available for inspection for any proper purpose given proper notice.

Treasurer: The duties of the treasurer shall be to maintain the accounts of all funds belonging to the organization, collect dues, and disburse funds in accordance with the bylaws. The treasurer will keep a record of all dues paid by members.

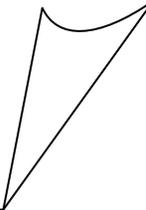
Board members at large and committee chairpersons: The duties of the chairpersons and board members shall be to inform the board of all activities of their respective committees.

Section 3. Elections: Elections for officers of the organization shall be held annually by a vote of the membership at its annual meeting. Nominations shall be made for each officer position and the positions elected by a majority vote of the membership present.

Section 4. Vacancies: The board may fill any vacancy on the board or a committee by majority of vote of the board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his/her successor is elected or appointed.

Section 5. Termination: The members of the organization may remove any officer by majority vote at any meeting. Board members failing to attend ___ consecutive board meetings shall be automatically deemed to have resigned from the board.

Section 6. Compensation: Officers are not entitled to any compensation for services rendered through the fulfillment of their duties, but shall be reimbursed for any expense incurred on behalf of the organization.



Section 7. Committees: The board shall establish both standing and ad hoc committees as it deems necessary. Committees shall make recommendations to the board for board actions. Committees shall not have the power to act on behalf of the organization without specific authorization from the board. Committee chairs shall serve as members of the board.

Section 8. Powers of the Board: The Board is empowered to act on matters affecting the neighborhood without requiring a general membership meeting. A special membership meeting may be called as necessary by a majority of the board.

Article V – Meetings

Section 1. General Membership: A general membership meeting shall be held ____ times per year. The board of directors shall be elected at the ___ meeting.

Section 2. Board Meetings: The Board shall meet quarterly, or as needed, to discuss neighborhood needs and plans, and to implement and evaluate projects.

Section 3. Procedures: All official meetings shall follow *Robert's Rules of Order* (Newly Revised), except where specified in the adopted rules of these bylaws.

Section 4. Quorum: A quorum for any general or special meeting of the organization shall be the number of members in attendance. Unless otherwise specified in these bylaws, decisions of the board shall be made by a majority vote of those members present at any meeting.

Article VI – Nondiscrimination

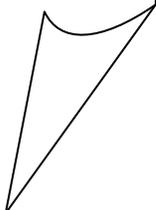
The organization must not discriminate against individuals or groups on the basis of race, religion, color, gender, sexual orientation, age, disability, national origin, income, or political affiliation in any of its policies, recommendations, or actions.

Article VII – Adoption and Amendment of Bylaws

All amendments to these bylaws must be presented in writing and submitted to members at least seven (7) days before voting on their adoption may proceed. Notice of proposal to amend these bylaws, specifying the date, time, and place for consideration, must be provided to all members at least seven (7) days before voting. Adoption of, and amendments to, these bylaws shall require a simple majority vote by the members present at a general meeting.

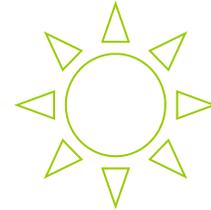
Adopted: (Date)

By: (Signatures)



Sunshine Law

The Missouri Sunshine Law is the state's open meetings and records law, which is meant to promote a public policy of openness. This law says: "It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law."



Q: Is a neighborhood organization considered to be a "public governmental body"?

A: Well, maybe. The definition also includes "quasi-public governmental bodies", which are those that perform certain types of public functions or enter into agreements with public governmental bodies.

Also, if the organization were ever to accept funds (such as a grant) from the city, state or federal government, the Sunshine Law would apply.

While a neighborhood association may not be legally required to follow the state's sunshine law, it is good practice to conduct your meetings as though it is. Since a neighborhood organization represents the people in your neighborhood, this allows everyone to be informed of and involved in the business of your organization.

The Basics:

- All meetings should be open to the public.
- A notice of the meeting, including the date, time, place, and tentative agenda, should be posted in the meeting place, or distributed, or posted on the website.
- The records of the organization should be available to the public for review.
- The meeting may be closed to the public when legal actions, real estate, or personnel matters are discussed.

More information on the Sunshine Law can be found at <http://ago.mo.gov>.

Committees & Task Forces

Committees and task forces are the main way jobs are shared. They make it possible to get a lot done without anyone getting worn out. Standing committees look after a continuing group function; task forces carry out a specific task, then disband. Both provide members with a way of getting involved in projects that interest them.

If the whole group is confident in a task force or committee it should empower the subgroup to make most decisions on its own. Remember that the “micro-managing” of committees discourages volunteers and can make them feel ineffective. To keep everyone working together, committees and task forces should regularly report back to the whole group on their activities.

Here are the committees that were identified during the Jewell planning process, but these may change as the organization takes shape:

Organization	Maintenance	Infrastructure	Transportation	Beautification
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

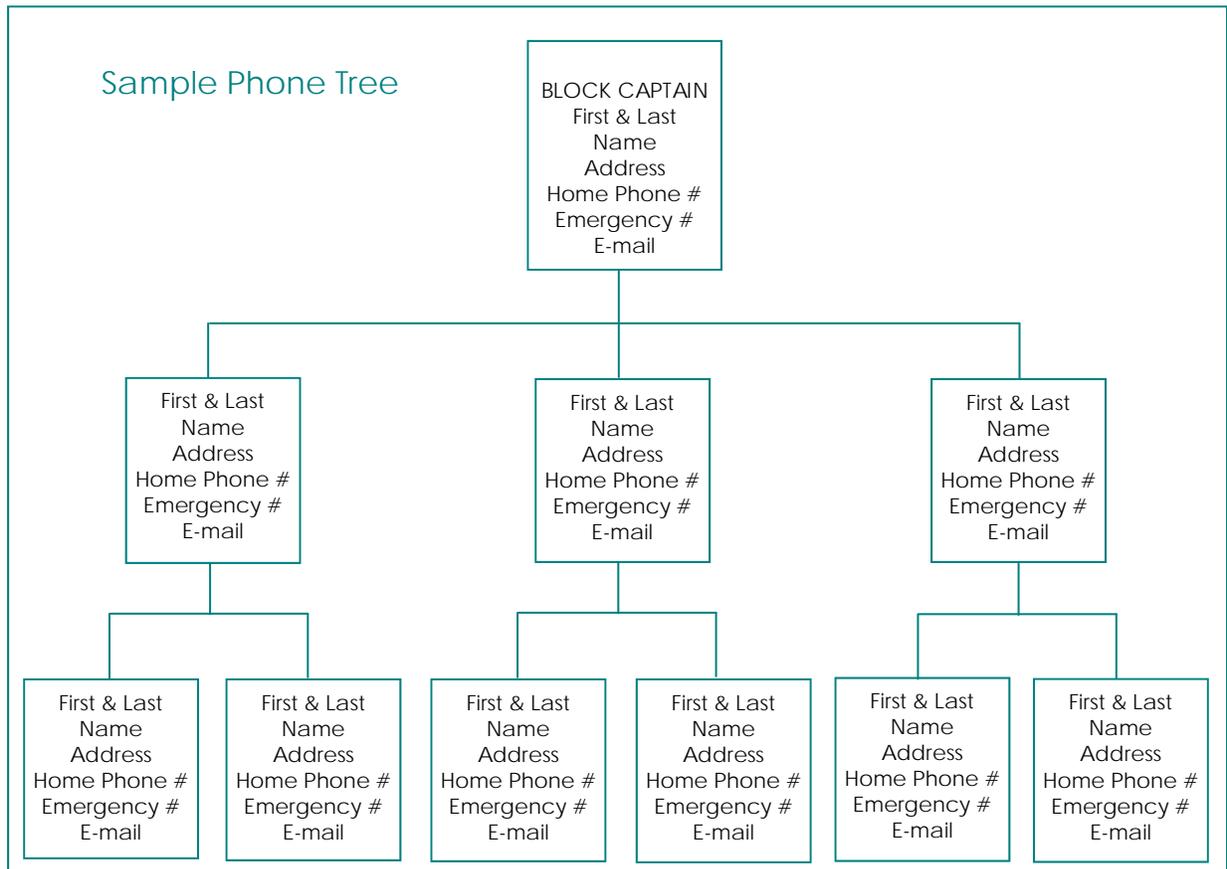
“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.”
— Margaret Mead

Neighborhood Network

A good information network is essential to the function of any group. Whether it is a simple flier distributed door to door, a phone tree, or a web-site, you must make the effort to keep neighbors informed. Don't forget that the most effective means of communication is word of mouth!

Phone Tree

Phone trees are a great way to share information and build a sense of community in the neighborhood. They can also expedite emergency information, if needed. Neighborhoods can be divided into small, workable areas using streets or natural boundaries. Each group prepares a chart (which is continuously updated) that includes the names and phone numbers of all members. A Block Captain or other person is designated to be contacted when there is information that needs to be shared. Each individual listed on the tree knows whom he or she is to contact should emergency or other important information need to be disseminated in a hurry.



News Releases

News releases provide information about upcoming newsworthy events and should be used to inform the public about some activity, such as a neighborhood clean-up, neighborhood garage sales, general meeting, or election of officers. In general, news releases should not be longer than one typed, double-spaced page.

Your first paragraph should include who, what, when, and where. Following paragraphs should give details and background. Be sure to include the name and phone number for a contact person. Indicate a "release date" and a "do not use after" date.

How to Submit a Press Release

The Liberty *Tribune* prefers to have the information *two weeks* before you want it to appear in the paper.

E-mail your news to:
libtrib@ngpco.com.

Be sure to send a copy to editor Angie Borgedalen at aborgedalen@ngpco.com so that she can make sure your news gets printed.

News releases and photos can also be dropped off at the Liberty Tribune office at 104 N. Main Street.
Phone: (816)781-4941.

Sample Press Release

FOR IMMEDIATE RELEASE

Do not use after April 7, 2010

DATE: April 1, 2010
CONTACT: June First, 816-555-5555

Neighborhood Clean-up

LIBERTY, Mo. – The Jewell Neighborhood has planned a spring clean-up for April 15 at 10 a.m. Meet at the east end of Franklin St. at the gateway to William Jewell College. Residents are asked to bring their own gloves and garbage bag. In case of inclement weather, the clean-up will be rescheduled for April 26.

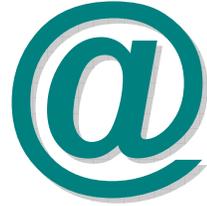
For more information about the Jewell Neighborhood clean-up day, contact June First at 555-5555.

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Internet Connections

The Internet is a great way to network with neighbors and neighborhood partners, at no cost! While there are many ways to structure your communications, make sure that it is accessible to the greatest number of people and that it is in a format people are comfortable using.



Websites

A few websites offer free service to neighborhood organizations. You just register, and start posting your information. Check out www.neighborhoodlink.com or www.athomenet.com

Another site (<http://PBwiki.com>) lets you create an information website that anyone in your group can add to and edit.

Groups

Some internet sites offer the ability to create a "group", which can be used to create a custom page and communicate on-line or via e-mail to a defined set of people.

Google Groups: [//groups.google.com/](http://groups.google.com/)

Yahoo Groups: [//groups.yahoo.com/](http://groups.yahoo.com/)

Social Networks

Social networking websites like Facebook or MySpace aren't just for teenagers anymore! Community organizations are using these sites to network with their members and neighbors, to keep each other up to date.

E-mail

While e-mail may not be the cutting edge in communications anymore, it is still a great way to keep in touch with many people, all at once. By compiling an e-mail list, you can send messages directly to your neighbors, without relying on them to check a website regularly.

Neighborhood Watch

Neighborhood Watch is one of the oldest and best-known crime prevention concepts in North America. This program could be implemented as an active committee of the neighborhood organization, or it might emerge as a benefit of better neighborhood organization.

Reasons for Starting a Neighborhood Watch

Basic Crime Prevention Practice crime safety measures that eliminate opportunities for criminals. Encourage others to join in crime prevention efforts. Aid others when they become victims of crime. Work for a better and safer neighborhood through protecting and honoring the rights of others.

Disaster Preparedness Learn skills to prepare for man-made and natural disasters. Local, state, and the federal government do a lot to prepare for disasters but citizens have to be ready to care for each other. Encourage citizen involvement in preparation and planning.

Build a Stronger Community Get to know your neighbors. Watch groups give community members a reason to get together and talk about making their community a better place. Neighborhood Watch Activities are a fun way for community members to get to know each other while making a difference.

Five Steps to Building a Successful Neighborhood Watch

Building a strong Neighborhood Watch program is not an overnight process: it takes patience, planning and dedication. However, a successful program will keep a community strong and protected, and when a crime or emergency happens, you will be ready. Keep these Five Steps in mind when starting your group:

Step 1: Recruit and organize as many neighbors as possible.

Step 2: Contact the Liberty Police Department (816-439-4700) to schedule a meeting with an officer.

Step 3: Discuss community concerns and develop an action plan.

Step 4: Hold regular meetings and hold training on relevant skills.

Step 5: Implement a phone tree and take action steps.

Go to www.usaonwatch.org to find out more about starting a Neighborhood Watch program, including a downloadable Neighborhood Watch Manual.

Go to www.CrimeReports.com to find out about crime activity in your neighborhood.

Social Events & Block Parties

In today's world, it is not uncommon that neighbors living on the same block never get to know each other. With greater work and time pressures, people spend less time socializing informally on the front porch or over the back fence.

Block parties or neighborhood social events are a good way for neighbors to get to know each other — especially for those who do not like to attend meetings.

These social events often inspire future action on neighborhood concerns, such as organizing a neighborhood watch, coordinating a block garden, or planning a clean-up day.

Block parties can be held any time of year, inside or outdoors. If the party is held outside, it may be in a neighbor's yard, in a public space, or on the street that has been closed for the party.

To Close a Street

If you choose to close the street, make sure to obtain a Block Party Permit from the City's Planning Department at least one week prior to the event.

The street closing will be approved by the Police Department, and then barricades will be delivered by Public Works to the location.

To facilitate the planning process, allow 3-4 weeks to plan the event, and check with any neighbors who may be affected by the street closure to make sure they don't object to the inconvenience.

More Ideas for Social Events

- Start a block garden
- Organize a goods/services exchange
- Welcome Wagon
- New Neighbor Open-House
- Alley/Block Clean-up
- Progressive Dinners/Potluck Suppers
- Paint an elderly neighbor's garage or house
- Scavenger hunts
- Parades
- Mini theater productions
- Magicians
- Bike parade
- Halloween costume parade
- Form a toddler play group
- Organize a kids' art show
- Share favorite holiday recipes or traditions—have a volunteer type them up and make copies
- Any outdoor sport
- Cookie exchange
- Holiday cookie baking
- Holiday caroling
- Potluck dinner—bring copies of your recipes
- Ice cream social
- BBQ cook-out
- Gardening/Beautification/Plant or vegetable exchange
- Problem solving sessions
- Form a book club
- Form an exercise club
- Organize carpooling
- Group Material Purchasing—some businesses give discounts on large orders. Combine your shopping lists to get deals on building materials, plants, gardening supplies, etc.



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Partnerships

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A successful neighborhood organization will work with other groups to share information, services, and resources. Coalitions and partnerships with other organizations will provide you with a broad base of support that will assist in your effectiveness as an organization.

In addition to other neighborhoods and organizations, be sure to form alliances with the small business owners in the neighborhood. Invite them to join your organization.



Recommended Action Steps:

- **Partner with like-minded non-profit groups** to accomplish shared objectives such as property maintenance with Rebuilding Together - Liberty or green projects with Tree Liberty or the Liberty for All Green Committee.
- **Partner with local churches and William Jewell College** to obtain young volunteers for help with neighborhood clean ups, minor property maintenance tasks, and student projects.
- **Partner with area businesses** to receive grants, materials and loans for neighborhood projects.
- **Partner with the City** to improve coordination, receive funding, and receive training on various volunteer survey efforts such as "sidewalk conditions."

Community Contacts

Preservation & Community Betterment Groups

Historic Downtown Liberty, Inc.

www.HistoricDowntownLiberty.org

Historic Downtown Liberty, Inc. (HDLI) was established in 2005 to preserve and promote downtown Liberty. HDLI organizes events such as Taste of Liberty, Cruise Nights, the Farmers Market, and the Holiday Lights.

Contact: Vicki Vance, Program Director

HDLI Office: 111 N. Water St., 3rd Fl.

Phone: 816-781-3575

E-mail: info@historicdowntownliberty.org

Historic Liberty

www.HistoricLiberty.org

Historic Liberty was established in 2004 to advocate for the preservation of Liberty's pre-1945 neighborhoods and houses, and to educate the public about Liberty's unique history.

Contacts: Harold Phillips (816-781-8483); Paul Victor (816-289-9751)

E-mail: info@HistoricLiberty.org

Rebuilding Together—Clay County

www.RebuildingTogetherLiberty.org

Rebuilding Together offers free rehabilitation and critical repairs to the homes of low-income, elderly, and disabled people in our community.

Contact: Clay McQuerry, Director

Phone: 816-781-8985

E-mail: rtclaycounty@att.net

Northland Neighborhoods

www.nni.org

NNI assists in organizing neighborhoods and acts as a resource for neighborhood planning and revitalization. NNI organizes community service projects to benefit residents, including the elderly or handicapped.

E-mail: infonni@nni.org

Phone: 816-454-2000

Boy Scouts

www.hoac-bsa.org

Heart of America Council

Phone: 816-942-9333

Contact: Jason Ballew

Phone: 816-569-4982

E-mail: jballew@bsaemail.org

Other Neighborhood Organizations

Dougherty Historic District Group

Contact: Joe Dugdale, President

Phone: 816-781-6769

E-mail: old.mojo@gmail.com

College Place West Homeowners' Association

Contact: Dick Hyder

Phone: 816-792-3698

Community Contacts

Conservation / Green Groups

Tree Liberty

Contact: Michael Cheek, President

E-mail: michael.cheek1737@
sbcglobal.net

Phone: 816-792-4273

Green Liberty Task Force (Liberty For All)

Contact: Richard Job

Phone: 816-415-8387

E-mail: rich.w.job@sbcglobal.net

Habitat ReStore

www.ReStoreKC.org

Habitat accepts donations of new and used building materials from individuals, contractors and retailers. The materials are then made available to the public at a deeply discounted price.

4701 Deramus Ave.

KC, MO 64120

816-231-6889

Bridging the Gap

www.BridgingTheGap.org

info@BridgingTheGap.org

816-561-1087

- Rain Barrels / Rain Barrel Workshops
- Walking School Bus
- Heartland Tree Alliance
- Recycling Info

Colleges

William Jewell College

www.jewell.edu

Contact: Dr. David Sallee, President

Phone: 816-415-5026

E-mail: salleed@william.jewell.edu

Dayna Beinke (Dr. Sallee's Assistant)

Phone: 816-415-5026

E-mail: beinked@william.jewell.edu

Northwest Missouri State University

www.nwmissouri.edu

Blue Jay Tower

8 Victory Lane, Liberty

Contact: Dr. Terrence Barmann

Phone: 816-736-6601

E-mail: barmann@nwmissouri.edu

Churches

Second Baptist Church

www.2bcliberty.org

300 E. Kansas St.

Contact: Linda Jones, Church
Administrator

Phone: 816-781-2824

E-mail: ljones@2bcliberty.org

Liberty Christian Church

www.lccdoc.org

427 E. Kansas St.

Contact: Pastor Dave Culver

Phone: 816-781-3621

E-mail: dculver@kc.rr.com

City of Liberty Contacts

Mayor and City Council

(816)439-4410

Liberty operates under a Mayor-City Council-Administrator form of government. The mayor is elected at large for a two-year term and city council members are elected to four-year terms from each of the City's four wards. The Jewell Neighborhood is located in Ward 1.

The mayor and city council provide leadership in setting and achieving policy and community goals; determine the tax rate; establish the budget and hire the administrator and department heads.

The mayor and council welcome your views on matters of City policy and other issues of concern to you and your neighborhood.

Council Meetings

The City Council meets on the second and fourth Monday of each month at 7:00 p.m. in the City Council Chambers at City Hall. At these meetings, the City Council takes formal action on issues before them. Liberty citizens are encouraged to attend, and there is opportunity to participate in open meetings during citizen participation or during public hearings. The information packet provided to the council members is posted on the City's website (www.ci.liberty.mo.us) on the Thursday before the meeting.

Study Sessions

Generally, Study Sessions are held on the first and third Monday of each month at 7:00 p.m. in the Council Chambers at City Hall. Study Sessions are an opportunity for the City Council to study a particular topic in-depth. No formal action may be taken at a Study Session, but general direction is provided.

First Ward Council members:

Harold Phillips / 816-781-8483
hphillips@ci.liberty.mo.us

Paul Jenness / 816-781-0803
pjenness@ci.liberty.mo.us

Mayor:

Greg Canuteson / 816-792-3330
gcanuteson@ci.liberty.mo.us

City of Liberty Contacts

(All City phone numbers use the 816 area code)

City Administration 439-4410

- Occupation (business) & craftsman licenses
- Alcohol and liquor dispensing licenses
- Citizen communications
- Citizen complaints & concerns
- Mayor, City Council & City Administrator
- Municipal Court
- Economic Development

Finance 439-4460

- Water, trash, and yard waste billing
- Fairview / New Hope cemeteries
- Real and personal property taxes
- City Budget

Public Works / Engineering 439-4500

- Traffic regulations & street signs
- Water, storm & sanitary sewers
- Working in the right-of-way

Streets 439-4514

- Pot holes or street problems
- Roadway debris
- Street light outages
- Water main breaks / sewer back-ups
- Locating water or sewer lines
- Damaged or missing signs

Planning & Development 439-4530

- Building inspections & permits
- Nuisance code enforcement
- Historic Preservation & Historic District Review Commission
- Zoning questions & Planning and Zoning Commission
- Rental inspections
- Neighborhood Planning
- Temporary Use / Block Party Permits
- Arts Commission

Parks & Recreation 439-4360

- Community Center
- Aging / Senior Services
- Performing Arts Theater
- Parks & Recreation Sports Programs
- Fountain Bluff Sports Complex
- Liberty Tree Board
- Parks & Recreation Board

Police Department (Non-Emergency) 439-4700

- Animal Control
- Parking Control
- Neighborhood Watch

Fire Department (Non-Emergency) 439-4310

- Home Fire Safety Inspections
- Carbon Monoxide Inspections
- Smoke Alarm Installation
- Emergency Preparedness

State of Missouri Contacts

State Historic Preservation Office

www.dnr.mo.gov/shpo/
800-361-4827

- Federal Tax Credits
- National Register
- Technical Assistance

Missouri Department of Conservation

www.dnr.mo.gov
Liberty Office
1 Victory Dr.
Liberty, MO 64064
816-792-8662

Missouri Department of Economic Development

www.missouridevelopment.org
573-522-8004

- State Tax Credits
- Neighborhood Preservation Tax Credits

Utilities

Missouri Gas Energy

www.MissouriGasEnergy.com
816-756-5252

(If you smell gas, leave the house immediately and call from a neighbor's house: 800-582-0000.)

Energy Sense

Water heater rebate program

Save up to \$200 off the purchase and installation of an Energy Star rated natural gas water heating system, courtesy of MGE. Use one of MGE's Energy Sense Preferred Plumbers to purchase and install the system and save even more. For more information:

<http://www.betterwaterheating.com/>

Kansas City Power & Light

www.kcpl.com
816-471-5275

Home Performance with Energy Star

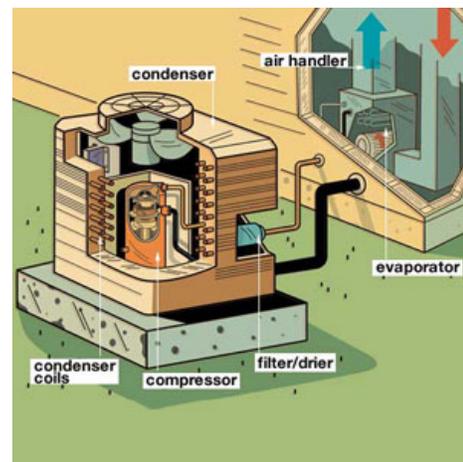
Rebate of up to \$600

KCP&L is offering a Home Performance with Energy Star rebate for customers who implement at least one energy efficiency improvement that is recommended by a Home Performance with Energy Star certified contractor or consultant. For more information:

www.kcpl.com/residential/homeperf.html

Cool Homes

Cool Homes is a rebate program that helps KCP&L customers maintain the operating efficiency of central A/C systems and offsets the system. KCP&L customers can save energy and reduce cooling costs while staying comfortable all summer long. KCP&L customers may have their existing central air cooling systems tested by CheckMe!-trained HVAC contractors to see if it can be brought back to manufacturers' specifications or replaced with a high-efficiency A/C or heat pump.



KCP&L offers instant rebates up to \$850 through participating HVAC dealers toward the purchase of a new energy-efficient A/C or heat pump. For more information: <http://www.kcpl.com/coolhomes/>

Energy Optimizer

KCP&L's energy optimizer lets you optimize your home or small business energy usage, helping you save on your heating and cooling bill, while also helping KCP&L control electricity rates. Best of all, it's easy and free.

For more information: <http://www.kcpl.com/energyoptimizer/>



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Property Maintenance & Beautification

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Everyone wants to live in a clean, well-maintained neighborhood. Clean-up events, tree plantings, and paint-a-thons are popular and effective ways to organize your neighborhood, address nuisance problems, help low-income neighbors or seniors needing assistance, and to beautify the community.

Recommended Action Steps:

- Establish a relationship with the **City's Community Development Office** to establish regular lines of communication.
 - Establish a **volunteer call-in program** to identify problem properties for the Nuisance Codes Officer so that they understand the residents' concerns.
 - Work with the Preservation Planner and Community Development Office to better **enforce Historic District Guidelines**.
 - **Partner with Rebuild Together - Liberty** and assist neighbors, especially the elderly, who may need help with property maintenance.
 - Design mechanisms to **share neighborhood knowledge**, skills and resources to evaluate and treat older and historic homes.
 - Identify ways to **encourage renters and landlords** in both single-family and multi-family dwellings to take better care of their property.
 - Encourage renters and landlords to attend neighborhood meetings in order to improve understanding of property maintenance standards.
 - Share neighborhood knowledge of skills and resources available to renters and landlords to address property maintenance issues.
 - **Restore and maintain alleys** by partnering with Tree Liberty, and Liberty for All Green Committee.
 - Partner with Tree Liberty, the City, and KCPL to **preserve existing trees** and to provide training for proper tree maintenance and distribution of mulch.
 - Organize routine neighborhood **cleanup campaigns** to remove trash and clean street right-of-way areas. Partner with local churches and William Jewell College to obtain young volunteers for help with neighborhood cleanup tasks.
 - **Maintain and preserve open space** by establishing a neighborhood garden in partnership with William Jewell College and Second Baptist Church or Liberty Christian Church.
 - Maintain and preserve open space by encouraging the City to establish a **neighborhood park**.
-

Historic Preservation

Liberty takes great pride in its history and its older neighborhoods. In the 1980s, five neighborhoods were designated as local historic districts to ensure that the historic character of these areas was maintained. The Jewell Historic District is listed as a local historic district as well on the National Register of Historic Places.

Properties within the historic districts are subject to special historic preservation zoning, which means that any exterior alterations to the property must be approved by the Historic District Review Commission (HDRC) *before the work begins*.

Historic District Review Commission

The HDRC is a nine-member citizen panel, appointed by the Mayor and approved by the City Council. The HDRC monitors the historic districts and reviews applications for certificates of appropriateness on all exterior alterations, new construction, and demolition.

The HDRC and the preservation planner are great resources for owners of older homes, and many of the HDRC members have experience working on their own old houses. The HDRC maintains a Design Subcommittee that will meet on-site (at no charge) to help a homeowner sort through ideas for exterior alterations.

Historic District Design Guidelines

The Historic District Design Guidelines offer guidance to homeowners and the HDRC when considering alterations to a property. They are based on nationally accepted practices for historic preservation, which are outlined in the Secretary of the Interior's *Standards for the Rehabilitation of Historic Buildings*.

The Design Guidelines booklet is available from the preservation office at City Hall, or can be downloaded from the City's website at www.ci.liberty.mo.us/preservation.

By calling the preservation planner before or during the planning stage of your project, you can assure that the process of seeking approval from the HDRC will be as smooth and quick as possible.

You may help your neighbors by letting them know of Liberty's preservation program, if they are unaware. Oftentimes, inappropriate alterations are made when people are unfamiliar with the preservation ordinance.

You might welcome new neighbors with a copy of the Design Guidelines, or an introduction to the preservation planner, so that they feel welcomed and comfortable in their new neighborhood, and the historic district.

Historic Preservation Tax Credits

As an incentive to preserve and maintain historic properties, the state offers a 25% state income tax credit for eligible costs and expenses associated with their rehabilitation. The credits are generally used for larger projects, as the costs and expenses associated with the rehabilitation must exceed 50% of the acquisition price of the property.



Resources

Historic Preservation Tax Credits:

Missouri Department of
Economic Development
Phone: 573-522-8004
www.missouridevelopment.org

Historic Preservation Information:

National Trust for Historic Preservation
www.PreservationNation.org

State Historic Preservation Office
www.dnr.mo.gov/shpo/

Old House Web
www.OldHouseWeb.com

Local Preservation Ordinance and
Design Guidelines
www.ci.liberty.mo.us/preservation
Phone: 816-439-4537

Nuisance Codes

The Code Enforcement Officer is responsible for responding to citizen complaints and keeping an eye on residential neighborhoods to ensure compliance with the City's nuisance and property maintenance codes. Included in these regulations are garage sales, temporary signage, unlicensed or inoperable vehicles, litter and trash, parking in the front yard, and overgrown grass or weeds.

Most residents understand the value of a clean and tidy neighborhood. Of course, there are often properties in the neighborhood that may not meet the standards. If a neighbor needs a reminder to address a nuisance, the Code Enforcement Officer can help.

Here are the basics of the nuisance and property maintenance codes:

Outside Storage, Litter and Trash

Front and side yards should be kept tidy, and the back yard, too, if it is visible from the street or the neighbors' yard. Rubbish, yard waste, and unwanted items should be stored out of sight until they can be discarded. Trash containers should be stored indoors or up next to the house, preferably on the side or at the rear of the house. They may not be stored in the yard or at the curb.

Vehicles and Parking

Unlicensed or inoperable vehicles are considered a nuisance, even if parked on private property, unless stored in a garage. Parking or storing personal property, such as cars for sale, trailers, boats and RVs, on the public street is not permitted.

Vehicles may not be parked on the front yard, over the curb, or over the public sidewalk. The parking of heavy commercial trucks is not permitted in residential neighborhoods. A recreational vehicle may be parked in the driveway, if it is licensed.

Weeds, Grass, and Yard Waste

Grass and weeds must be kept at no more than six inches in height. Grass clippings, leaves, and limbs should be disposed of in a compost pile or yard waste container—not left in the street, vacant lots, or on city parkland. A compost enclosure is permitted in the rear yard.

Remember to keep shrubs and trees trimmed so that they do not encroach on the public sidewalk or street, and make sure they do not impede the line of sight of motorists at a corner or intersection.

Garage Sales and Signs

Garage sales are allowed, without a permit, for three consecutive days, no more than twice a year. Signs may be displayed on private property, with the owner's permission. Signs may not be placed in the right-of-way (the grass strip between the sidewalk and the curb). Commercial (advertising) signs are prohibited on residential property. For sale or for rent signs, campaign signs, or contractor signs are allowed, but must be removed once the activity is completed and the signs are no longer needed.

The specifics of the nuisance codes may change from time to time, so please call the Code Enforcement Officer at 439-4539 if you have any questions or need help with a situation in your neighborhood.

Pet & Animal Nuisances

Pet owners may not permit a dog to habitually bark, howl, or in other ways be a public nuisance. No owner of any other species of animal shall permit it to become a public nuisance. This includes leaving dog waste in the right-of-way or on neighbors' yards.

For nuisances regarding pets or other animals, please contact the Liberty Animal Control Officers at 816-439-4791 or the Liberty Police Department at 816-439-4700.

Weatherization & Maintenance

Home Weatherization Program

(Administered by the City of Kansas City, MO)

The Home Weatherization Program assists low-income homeowners in Clay, Jackson, and Platte Counties by providing energy conservation services customized to meet their specific needs. Eligible applicants receive a two- to four-hour energy audit performed by a City employee, to determine where energy escapes and the most cost-effective way to correct energy use problems.

Applicants may be eligible to receive these services:

- Repair or replacement of furnaces and water heaters
- Ductwork
- Repair or replacement windows and doors
- Caulking, weather stripping and installing insulations to sidewalls and attics

For more information call the Kansas City Property Preservation Division, 816- 513-3025.

Housing and Community Development Department
Property Preservation Division
414 E. 12th St., 11th floor
Kansas City, MO 64106

State of Missouri-Home Energy Audit

Senate Bill 1181 includes a tax deduction for certified home energy audits and recommendations of those audits. To qualify for the deduction, the audit must be performed by an energy auditor certified by the Missouri Department of Natural Resources.

For more information:

www.dnr.mo.gov/energy/residential/homeenergyaudits.htm

Clay County Certified Home Energy Auditors (by MO-DNR):

Dave B Christensen
1000 W Hwy 92
Kearney, MO 64020
816-628-3121

davec@pcec.coop

Robert Jones
4025 N. Spruce Ave.
Kansas City, MO 64117
816-206-2191

rjones@greencatservices.com

Rebuilding Together Clay County

Rebuilding Together Liberty is a non-profit organization that provides free home repairs for low-income residents in Clay County-especially the elderly, disabled, and families with children. The majority of these repairs are made on Rebuilding Day-the first Saturday in October-and are completed by volunteer crews.

Contact Rebuilding Together Clay County at:

www.rebuildingtogetherliberty.org

Phone : 816-781-8985

Email : rtclaycounty@att.net



Low Interest Home Loans

The Mid-America Regional Council (MARC) and CommunityAmerica Credit Union have partnered to develop the MARC Home Remodeling Loan Program. This program offers low-interest, fixed rate home equity loans to homeowners in 33 participating communities, including Liberty. These loans can be used for a wide variety of home renovation projects, including window and door replacement, roof repair or replacement, plumbing and electrical upgrades, and add-ons such as new rooms, decks, porches and fences.

For information about current interest rates or to apply for a loan, call CommunityAmerica at 913-905-6629.

www.marc.org/loanprogram/index.htm

*Other local banks may have competitive rates, so be sure to shop around for the best rate and terms on a loan or mortgage.

Cleaning Up

“Many hands make light work” goes the proverb. Why not make the work light and fun? Organize an annual or semi-annual neighborhood clean-up event. The clean-up could focus on a specific nuisance in the neighborhood such as litter, overgrown shrubs or trees, or weed eradication. Or, it could focus on a specific location: a vacant lot, playground, church yard, or an elderly neighbor’s property.

To turn the clean-up into an event, plan for social time after the work is done. Organize a potluck cook-out, an ice cream social, or just lemonade and cookies.

To organize a clean-up day, be sure to consider the following:

- **Plan ahead.** Will you need special equipment or a garbage dumpster? Do you need to partner with another organization or a professional for help? Make sure you’ve considered what will be done with all of that yard waste before it becomes a big pile. Set the day and time and get the word out.
- **Let everyone know what you’re doing and when.** Invite the neighbors to help out, but if they can’t, at least let them know what you are doing.
- **Define your boundaries and focus.** Identify the blocks, streets, or areas you want to work on. Perhaps you would rather focus your energies on trash this time, and plan to attack overgrown vegetation the next time. Don’t try to do it all at once.
- **Tell volunteers what to bring.** If they need to bring gloves, trash bags, or tools, let them know. Some people may not be able to do physical work, but let them help by handing out water or distributing trash bags.
- **Set a timeframe.** Specify that you will gather at a specific location at a certain time to start, and then what time you will finish and regroup. Limit the work to half a day or a couple of hours.

-
- **Be sensitive to private property.** Make sure the “trash” you are picking up is not someone else’s treasure. Be sure to ask permission before you enter someone’s private property. For difficult or sensitive matters, call the Code Enforcement Officer for assistance.
 - **Celebrate a job well done!** Finish the project with a reward and some social time. Give thanks to the volunteers and each other.

Trash and Recycling Resources

Ripple Glass Recycling

City Public Works Facility
400 Suddarth St. (south of Richfield Rd.)
Open: 8 a.m.—4 p.m. weekdays



Household Hazardous Waste

A mobile collection event usually takes place in Liberty in October. Permanent facilities are also located in Kansas City and Lee’s Summit. Visit www.RecycleSpot.org and click on Hazardous Waste to find out the schedules of the mobile and permanent facilities.

Small appliances, computers, electronics, and ink cartridges can now be recycled at businesses such as Best Buy and Office Depot, as well as Surplus Exchange, 518 Santa Fe, in Kansas City.

Recycling Information Line

816-474-TEAM (8326) – where people with recycling questions can get information by talking directly to a district staff person at the Mid-America Regional Council.

Allied Waste Services

(The City’s trash collection service)
816-254-1470

Earth 911

This website will give you information on the nearest recycling or disposal site for all types of materials.

<http://earth911.com>

Neighborhood Garden

(Taken from How to Start a Community Garden, Kansas City Community Gardens, www.kccg.org)

Starting a community garden involves several steps including: 1) identifying goals, 2) deciding on the group garden structure, 3) selecting a site, 4) developing the site, and 5) creating a budget. The following section provides some basic questions to help you begin thinking through each of these steps.

Step 1: Identifying Goals of the Garden

What is the primary goal of the garden and who will it serve? *For example:*

- Making use of a vacant lot to grow tasty fruits and vegetables to be shared among the gardeners
- Lowering food costs for local families
- Church or businesses growing food for the hungry
- Neighbors wanting a healthy alternative to junk food for their families.

What other goals do you have for the garden?

- Educational
- Beautification
- Community building and Socialization
- Therapy

Step 2: Identify the Group Garden Structure

- Garden plots/beds serving individual gardeners vs. community plots or a combination of individual and community
- Will there be children's plots?
- How large should plots be?
- How will plots be assigned (by family member, by residency, etc..)?

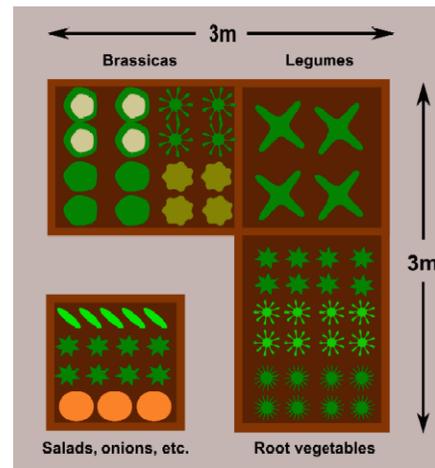
Step 3: Site Selection - Picking the BEST Site

- Find land and determine who owns it.
 - Consider the location of the land and its proximity to the gardeners
 - What was the previous use of the land?
 - Is there existing vegetation on the land and can you identify what it is?
-

- Consider the sun exposure. Make sure the site gets at least 6 hours of sunlight daily
- Consider soil conditions. Do a soil test for nutrients and heavy metals.
- Consider the drainage and slope of the land.
- Consider availability and source for water.

Step 4: Make a Garden Development Plan

- Identify garden type. Will the garden be organic? What will you grow?
- Determine requirements for soil preparation. How will plowing be done?
- What are the watering requirements?
- Is fencing needed to mark plots or to protect plants from animals such as rabbits and deer?
- What tools will be needed and will these be shared among gardeners?
- Consider planting flowers or shrubs around the visible perimeter to create a more aesthetically pleasing garden.



Step 5: Create a Budget

- What are your start-up costs - soil preparation, plants, tools, etc.,?
- Account for you on-going, operational costs such as tilling, seeds, fertilizer, mulch, water, etc.,

If you or your organization is interested in starting a group garden, please call Kansas City Community Garden at 816-931-3877 or go to www.kccg.org.

Harvest Hill Community Garden

This local community garden is a partnership of William Jewell College and Second Baptist Church. It is located on the campus of William Jewell College and is open to the public. E-mail: harvesthillgarden@gmail.com

Beautification & Trees

Perhaps you've noticed a spot along the streetscape that would benefit from some flowers or native plants. Maybe the neighborhood wants to coordinate a streetscape beautification plan or create a linear park in an abandoned alley. One urban neighborhood, for example, coordinated a bird house colony to attract songbirds to the area. Beautification is in the eye of the neighbors!

Healthy trees are a valuable asset to any neighborhood. Trees naturally enhance the aesthetics of an area while purifying the air, providing relief from the hot summer sun, and blocking the cold winter wind.

Please help Liberty take full advantage of the many benefits trees can provide to this community. Proper planting, pruning and watering techniques can go a long way in improving and maintaining the health and longevity of our trees. Treating or removing failing trees will make neighborhoods safer and more beautiful. The following lists are taken from the *Citizen's Guide to Street Trees*, provided by the Liberty Tree Board, and available through the Parks Department, or the Parks and Recreation web-page at www.ci.liberty.mo.us.

The Missouri Department of Conservation also provides a comprehensive booklet on choosing, planting and caring for *Missouri Urban Trees*. Find it at <http://mdc.mo.gov/147>.

Appropriate trees for areas near power lines

The following tree species typically mature to less than 30 feet in height. As a result, these are ideal choices if planting near overhead power lines.

Flowering Dogwood (Cornus florida)
Hedge Maple (Acer campestre)
'Flame' Amur Maple (Acer ginnala)
Trident Maple (Acer buergerianum)
Kousa Dogwood (Cornus kousa)
Japanese Tree lilac (Syringa reticulata)
American Smoketree (Cotonis obovatus)
Downy Serviceberry (Amelanchier arborea)
'Winter King' Green Hawthorn (Crataegus viridis)
Redbud (Cercis canadensis)
Flowering Crabapple (Malus)
Paperbark Maple (Acer griseum)
Fringe Tree (Chionanthus virginicus)



Trees for areas *free of power lines*

Because the following tree species mature over 30 feet in height, they should be planted at least 30 feet from overhead utilities.

Freeman Maple (*Acer x freemanii*)
Red Maple (*Acer rubrum*)
Tatarian Maple (*Acer tataricum*)
Norway Maple (*Acer platanoides*)
Sugar Maple (*Acer saccharum*)
Shantung Maple (*Acer truncatum*)
Sawtooth Oak (*Quercus acutissima*)
Swamp White Oak (*Quercus bicolor*)
Scarlet Oak (*Quercus coccinea*)
Shingle Oak (*Quercus imbricaria*)
Willow Oak (*Quercus phellos*)
English Oak (*Quercus robur*)
Northern Red Oak (*Quercus rubra*)
Shumard Oak (*Quercus shumardii*)
Black Oak (*Quercus veluntina*)
Yellowwood (*Cladrastis kentukea*)
Kentucky Coffeetree (*Gymnocladus dioicus*)

Golden Raintree (*Koelreuteria paniculata*)
American Linden (*Tilia americana*)
Littleleaf Linden (*Tilia cordata*)
Silver Linden (*Tilia tomentosa*)
Chinese Elm (*Ulmus parvifolia*)
Lacebark Elm (*Ulmus parvifolia*)
Japanese Zelkova (*Zelcova serrata*)
American Beech (*Fagus grandifolia*)
European Beech (*Fagus sylvatica*)
Sugarberry (*Celtis laevigata*)
Hackberry (*Celtis occidentalis*)
Turkish Filbert (*Corylus colurna*)
Honeylocust (*Gleditsia triacanthos*)
Callery Pear (*Pyrus calleryana*)
Hophornbeam (*Ostrya virginiana*)
Ginkgo (*Ginkgo biloba*)
Blackgum (*Nyssa sylvatica*)

Trees *not suitable* for planting in the City of Liberty's rights of way

The following trees ***should not*** be planted due to insect or disease problems, weak wood, messy droppings, or line of sight issues.

Lombardy Poplar
Black Locust
Siberian Elm
Bradford Pear
Evergreens
Silver Poplar
Mimosa
Tree-Of-Heaven

Black Cherry Willow
Russian Olive
Black Walnut
Ash
Silver Maple
Cottonwood
Box Elder
River Birch

For tree planting guidelines, or if you are interested in planting a street tree, visit www.ci.liberty.mo.us or contact the Parks & Open Space manager at 816-439-4384.



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Infrastructure & Transportation

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Many neighborhood concerns are related to the impact of traffic and infrastructure. As these are larger issues that must be addressed at the city or state level, it is necessary that the neighborhood work with city staff. There are a number of things that the neighborhood can do to advocate for improvements, and it is helpful if the neighborhood is organized and can participate as a partner.

Recommended Action Steps:

Residents can take individual action to better control storm water by establishing **rain gardens, disconnecting downspouts** and **utilizing rain barrels**.

Establish a relationship with Bridging the Gap and the Liberty for All Green Committee to gain knowledge and resources to construct rain gardens.

Encourage the City to incorporate more green space in the neighborhood through use of **neighborhood gardens, rain gardens** within vacant lots or the public right-of-ways, such as on Lightburne Street.

Restore alleys and maintain them by partnering with Tree Liberty, and Liberty for All Green Committee.

Establish a relationship with the **City Public Works Department** to establish regular lines of communication.

Encourage the City to establish a **volunteer "infrastructure maintenance" program** to identify problem areas for the City so that they understand the residents' concerns.

Conduct a **survey of sidewalk and curb conditions**.

Encourage the City and MoDOT to investigate solutions to **heavy trucks** on Highway 33 such as reduced speeds and/or reroute Highway 33.

Encourage the City to **manage traffic speeds** on Mill Street, Doniphan Street and Lightburne Street. Identify strategic locations for installing traffic calming devices such as speed bumps, traffic circles, and stop signs.

Review **4-way stop locations** and **better marking** of "no trucks" along Kansas Street.

Encourage the City to establish another **pedestrian crossing** at Lightburne Street (crossings/flashing lights).

Encourage the City to **enforce parking** controls, specifically along Kansas and Franklin Streets.

Encourage the City to establish bike/pedestrian connections through the **creation of trails** by partnering with MARC.

Encourage the City to establish an **"infrastructure" volunteer program** to complete minor infrastructure maintenance such as painting curbs and street markings.

Storm Water Management

The EPA now considers storm water pollution to be one of the most significant sources of contamination in our nation's waters. Storm water from developed areas erodes stream banks and smothers streambeds with sediment. Accumulated chemicals and bacteria flush off the land and into streams. Poor storm water management can destroy stream life, pollute drinking water, and damage property.

Excessive storm water may also overload storm drains and sewers, causing street flooding. You can help prevent storm water runoff and flooding by adopting the following measures at your own home.

Storm Drains

Storm drains are the metal grates often found at street corners and on the sides of curbs and gutters. You can help prevent flooding by keeping the storm drains in your neighborhood clear of debris such as leaves, tree limbs, and trash. Or, call the Streets and Utilities Maintenance Division at 816-439-4514 to advise them of the blockage.

Disconnect Downspouts

Most downspouts direct water from the rooftops down driveways and sidewalks into the storm sewers. While we need to direct the water away from the foundations to prevent leakage into the house, we can direct that water into the yard, a rain garden or a rain barrel to prevent excessive storm water runoff.

The rain water that runs through the downspouts is naturally soft and free of harmful chemicals, so it is perfect for watering the lawn and garden, or using to wash the car or the dog. However, if that water is allowed to run across the sidewalks, streets, and driveways, it picks up pollutants from spilled motor oil, lawn chemicals, and pet waste, which then runs into our streams and rivers, untreated.

Rain Gardens

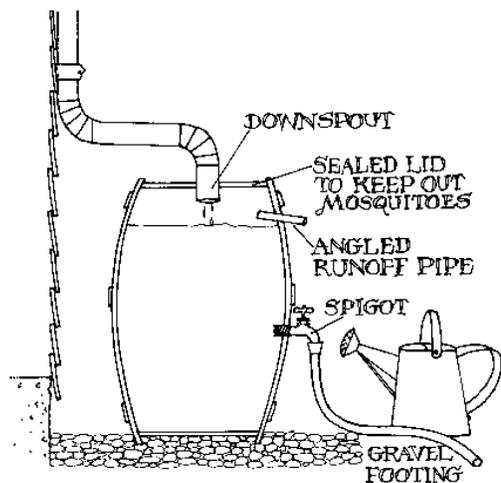
Rain gardens "catch" rain water before it runs off into the storm sewers. The native plants in the rain garden have deep roots that make it easier for water to move down through the soil, instead of washing over the ground's surface. Preventing this runoff keeps the water from overwhelming storm sewers during heavy rains, which also prevents flooding of our streets and streams.

Rain Barrels

A rain barrel is a container that collects and stores rainwater from downspouts and rooftops for future use of watering lawns and gardens. Rain barrels can be purchased or made inexpensively out of a 55 gallon barrel and a few simple materials. Rain barrels prevent storm water runoff, while providing free water for your lawn and garden.



Water enters the rain garden, then dissipates slowly into the ground



Resources

Storm water management

Mid-America Regional Council
816-474-4204
www.marc.org/water

Native plants and landscaping

www.GrowNative.com

10,000 Rain Gardens
www.RainKC.com

Rain barrels

Habitat ReStore
4701 Deramus, KCMO
816-231-6889
www.restorekc.org

Bridging the Gap
435 Westport Road, #23
816-561-1087
www.bridgingthegap.org

Alleys

The Jewell neighborhood has about 1.25 miles of alleys, which is more than any other neighborhood in the city. Alleys were originally built for access to garages and carriage houses, and for back door delivery of milk and ice. Today, many of the alleys no longer serve a practical use and have been abandoned. Some have been claimed by adjacent property owners as additional yard space, and some are just overgrown with brush and shrubs.

In some large U.S. cities, long-neglected alleys are being reclaimed as trails, greenways, gardens, and park space. Paving alleys with water permeable surfaces such as gravel, eco-pavers, or drive ribbons can also help alleviate storm water runoff.

Starting an alley project:

1. Take an inventory of the alleys and document them. They will all differ in condition and use.
2. Research ideas and options for alley restoration. See some resources listed below.
3. Create an “alley plan” or proposal to share with Public Works staff and your city council members.



Example of a restored alley in Chicago

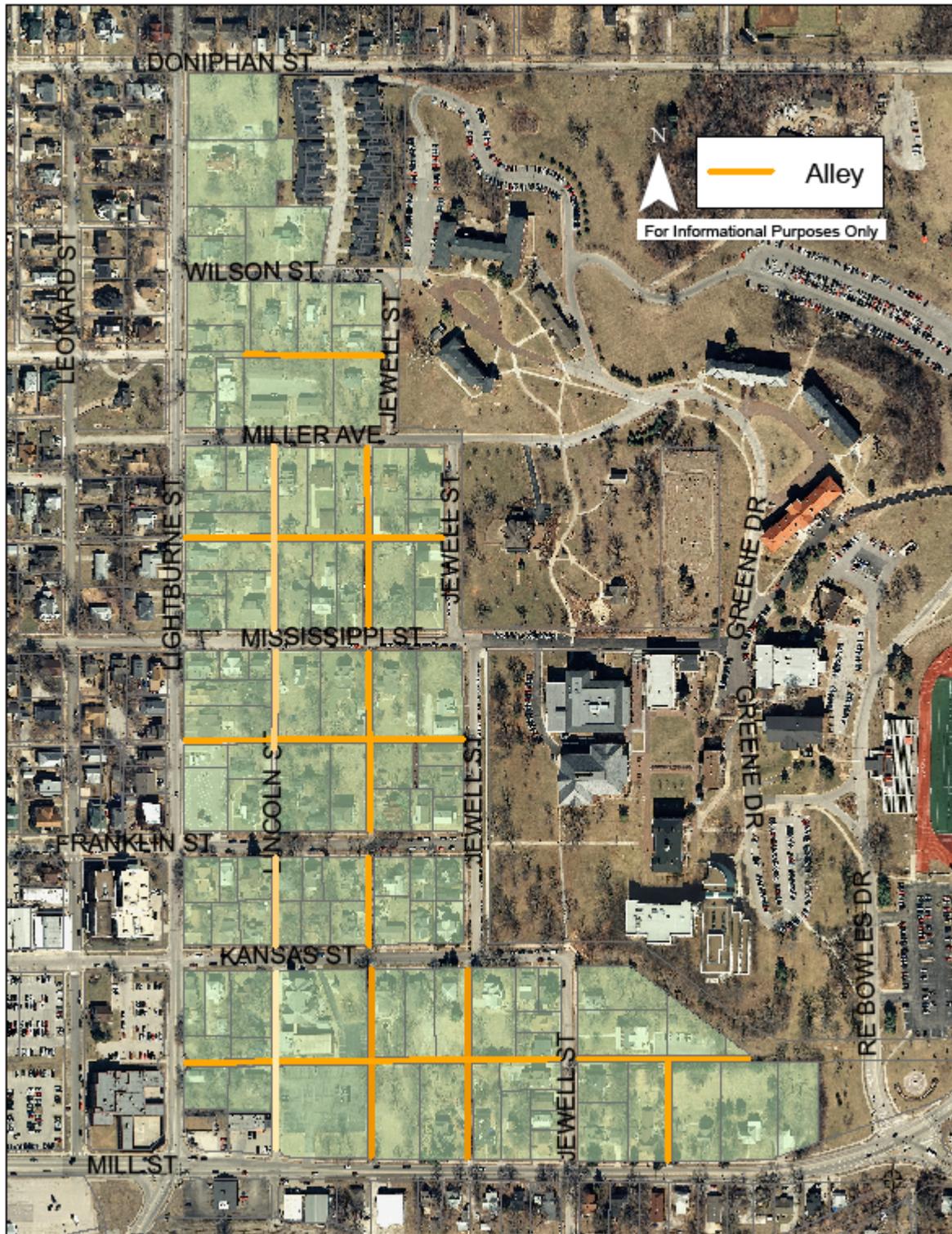
Resources

<http://greengaragedetroit.com>

<http://egov.cityofchicago.org/city/> (search for “green alleys”)

www.greeninfrastructurewiki.com/page/Green+Alley

Alleys



Streets & Sidewalks

Pot Holes or Street Problems

The City of Liberty is responsible for repairing and maintaining streets within the City limits. If there is a pot hole or a street problem, please contact the City of Liberty Streets and Utilities Maintenance Division at 816-439-4514 with a location and description of the problem. If you are calling after hours you can leave a message at 816-439-4522.

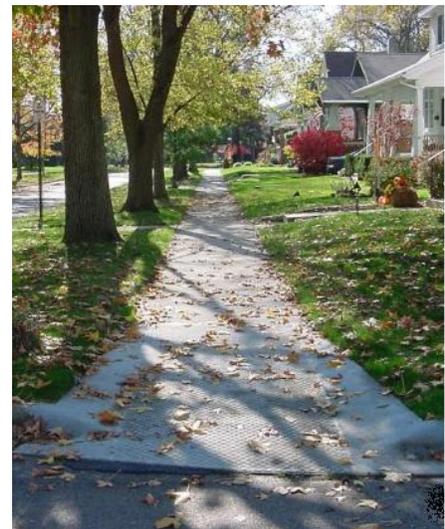
Roadway Debris

The City of Liberty is responsible for maintaining streets within the City limits. If there is debris in the streets that needs to be removed, please contact the City of Liberty Streets and Utilities Maintenance Division at 816-439-4514.

Sidewalks

Property owners are responsible for keeping the public sidewalks on their property clear of debris, obstructions, or other dangers, such as ice and snow. This also applies to the curbs and gutters adjacent to the property.

It is also the responsibility of the property owner to repair or replace damaged or dangerous sidewalks. For information on sidewalk design guidelines and specifications, call the Public Works department at 816-439-4500.



Water Main Breaks and Sewer Back-Ups

The City of Liberty is responsible for repairing and maintaining water and sewer mains within the City limits. If there is a water main break or a sewer back up, please contact the City of Liberty Streets and Utilities Maintenance Division at 816-439-4514. If the problem has occurred after working hours, please contact the Liberty Police Department at 816-439-4701.

Water Drainage Problem

The City of Liberty is responsible for keeping storm water drains open so that water can easily flow into the storm sewer. If you are experiencing water drainage problems due to a stopped up storm drain, please contact the City of Liberty Streets and Utilities Maintenance Division at 816-439-4514.

Street Light Outages

The City of Liberty contracts with KCP&L for the installation and maintenance of its street lights. If you notice a streetlight that is out, please contact KCP&L at 1-888-LIGHT-KC (544-4852) or www.kcpl.com. Please be prepared to provide a house number that is adjacent to the street light or a location description of the problematic light. The pole number posted on the light may also assist in the location of the light.

You can also contact the City of Liberty Streets and Utilities Maintenance Division at 816-439-4514 with a location of the light. That information will be forwarded on to KCP&L who will make the repair.

Locating Utility Lines

The City of Liberty can provide you with the location of water lines. Dig Rite can provide the exact location of utility lines. If you need to know the location of water lines, please contact the City of Liberty Streets and Utilities Maintenance Division at 816-439-4514. If you need a location of utility lines, please contact Dig Rite at 1-800-344-7483 or www.Mo1Call.com.

Expanding the Trails Network

MetroGreen® is an interconnected system of public and private natural areas, greenways and trails linking communities throughout the Kansas City metropolitan area. The 1,144-mile greenway plan covers Leavenworth, Johnson and Wyandotte counties in Kansas and Cass, Clay, Jackson and Platte counties in Missouri.

In Liberty, the Vivion Road Trail follows 69 Highway to Liberty Drive, Mill Street, north on Lightburne Street, and east on Doniphan — right through the Jewell neighborhood.

You can help expand and improve the MetroGreen system by contacting area elected officials to let them know about your interest and support for greenways, trails and parks. If our leaders know that MetroGreen is a priority for their constituents, they can work towards securing funding for future trail construction and park improvements.

Find out more about the MetroGreen network, visit ww.marc.org/metrogreen

Missouri Foundation for Bicycling and Walking

The Missouri Foundation for Bicycling and Walking (MFBW) has been working to improve safe bicycling and walking in Missouri since 2005. The Foundation is a 501(c) 3 nonprofit corporation and sister organization to the Missouri Bicycle and Pedestrian Federation (501(c)4). MFBW educates and encourages the general public to walk and bicycle more, researches issues, and informs policy makers about issues related to bicycling and walking.

The foundation is also expanding their efforts to promote the Safe Routes to School program in Missouri.

To learn more about the Missouri Foundation for Bicycling and Walking and the upcoming bicycle and pedestrian events, visit

<http://mobikefed.org/foundation/>
or e-mail missouri@saferoutespartnership.org.

Speeding & Traffic Calming

Traffic, parking, and speeding violations should be reported to the Liberty Police Department at 816-439-4700.

While city council members and city staff continue to work with the state regarding truck traffic on Lightburne Street, residents are encouraged to stay in contact with your council members. They will be your best advocates for implementing traffic calming measures.



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Additional Resources

www.BetterTogether.org

BetterTogether provides interactive ways to celebrate and learn from the ways that Americans are connecting, and provides tools and strategies to reconnect with others.

www.vcn.bc.ca/citizens-handbook/

Practical assistance for those who want to make a difference. The Vancouver Citizens Committee seeks to promote community building, citizen participation and local democracy.

<http://nanworld.org>

The National Association of Neighborhoods' mission is to improve the quality of life in the nation's most important communities - its neighborhoods.

www.nw.org

NeighborWorks America is a national nonprofit organization created by Congress to provide financial support, technical assistance, and training for community-based revitalization efforts.

www.neighborhoodlink.com

Neighborhood Link has provided free websites to neighborhoods, HOAs, and community organizations across the country since 1997.

www.usaonwatch.org

USAonWatch® empowers citizens to become active in community efforts through participation in Neighborhood Watch groups.

Clay County University of Missouri Extension

1901 NE 48th Street, Kansas City, MO 64118

Phone: 816-407-3490 | FAX: 816-407-3491

<http://extension.missouri.edu/clay/>

The county extension office is a full partner with Missouri's land-grant universities to deliver high-quality education and research-based information that helps people solve real-world problems and take advantage of opportunities. They offer soil testing, natural lawn care advice, master gardening classes, nutrition and health information, and community development resources.