
CITY OF PRETTY PRAIRIE • RENO COUNTY, KANSAS

Request for Proposals

Santa Fe Business District

Commercial Development

Invitation to Qualified Developers & Entrepreneurs

Issue Date:	September 7, 2026
Submission Deadline:	November 1, 2026
Issuing Authority:	City of Pretty Prairie City Hall
Primary Contact:	Jenifer Albright, City Clerk
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Section 1 — Introduction and Community Overview

Pretty Prairie is a small city that punches above its weight. People here show up — for the school, for the community, for each other. What Pretty Prairie has needed for a long time is more of that same energy directed toward its commercial core. Right now, if a resident wants a sit-down meal, a gym, a hardware store, or a prescription filled, they are making a trip out of town. That is spending leaving the community every single day.

The City's **2025 Community Benchmarking Survey** put numbers behind what most residents already knew: there is real, documented local demand for sit-down dining, fitness facilities, hardware and farm supply, pharmacies, coffee shops, and everyday convenience retail. This RFP is the City's response to that. We have identified ready-to-develop lots in the Santa Fe Business District, put together a meaningful

incentive package, and we are looking for qualified developers and entrepreneurs who want to build something here. We welcome experienced commercial developers and first-time business owners alike.

Section 2 — About the Santa Fe Business District

The **Santa Fe Business District** is located within the city limits of Pretty Prairie and is the City's primary area for new commercial development. The location has good visibility and vehicle access — the basics that matter for any retail or service business trying to attract customers. City leadership has identified this district as the right place to concentrate commercial growth, and we are prepared to back that up with real incentives.

Available lots are being offered at **no acquisition cost** to approved developers. Specific lot locations, dimensions, and legal descriptions are available from City Hall upon request and will be covered in detail at the optional pre-proposal site visit. What the City is looking for in return is straightforward: a development agreement with clear milestones, a committed use, and a project that gets built.

We want the Santa Fe Business District to look like somewhere people are proud to go. That means site design and exterior upkeep matter. Proposals that take landscaping and appearance seriously will be evaluated accordingly.

Specific lot locations, sizes, plat maps, and legal descriptions for all available Santa Fe Business District lots will be provided to interested applicants upon request from City Hall or at the scheduled pre-proposal site visit. Contact Jenifer Albright, City Clerk, to request materials at (620) 459-6392. A small copy of the plat map is also included with the RFP as an attachment.

Section 3 — Development Objectives

The City's top priority is businesses that keep local spending local. The 2025 survey above- referenced was direct about what's missing in our community. If your concept serves Pretty Prairie residents and reduces the number of times they have to drive to Hutchinson to meet a basic need, you are in the right conversation.

Beyond use, the City cares about how a project looks and how long it lasts. Proposals should show attention to landscaping, exterior design, and site upkeep — not elaborate architecture, but a business that

residents will be glad to have in their community. Preference goes to proposals that create local jobs and to developers with ties to the region who are investing for the long term, not looking to build and exit. Single-lot proposals are welcome, and so are multi-lot or phased development plans — just be clear about what you are committing to and when.

Section 4 — Development Incentives

The incentives below are real and they add up. Taken together, they eliminate land cost, reduce up-front infrastructure fees, cut permit expenses, and provide property tax relief during the years when a new business needs it most.

4.1 — Conveyance of Lots at No Cost

The City is conveying available lots in the Santa Fe Business District to approved developers at **no acquisition cost**. Land is typically one of the largest up-front expenses in a commercial project — this eliminates it. Title transfers upon approval of the proposal and execution of a development agreement specifying use commitments, construction milestones, and timeline. If development milestones are not met, the City retains the right to reclaim the lot.

4.2 — Reno County Neighborhood Revitalization Program (NRP)

Approved projects may qualify for the **Reno County Neighborhood Revitalization Program (NRP)**, adopted February 12, 2025, under K.S.A. 12-17,114 et seq. The program rebates the *increase* in property taxes generated by new construction or substantial rehabilitation — your existing tax obligation stays the same; only the incremental increase from the new investment is eligible for rebate. To qualify, a commercial project must involve a minimum investment of **\$25,000**, produce at least a **10% increase** in assessed value, and the application must be filed with the Reno County Appraiser's Office **before construction begins**. Projects that qualify can receive up to a **100% rebate** on that incremental tax increase for up to **five years**. Contact the Reno County Appraiser's Office for more information at 125 W. 1st Ave., Hutchinson, KS 67501, or call at (620) 694-2915. *Note: NRP eligibility is determined by Reno County. The City encourages early contact with the Appraiser's Office. Applications must be submitted prior to construction commencement.*

4.3 — Waiver of Fees

Approved projects in the Santa Fe Business District will not pay sewer and water tap fees at the time of connection, building permit fees for new construction or substantial rehabilitation, or utility connection fees. The City will also provide water and sewer utility services for a period of 6 months after the business is fully operational. Standard inspections and code compliance requirements remain in place throughout — it is only the fees that go away. Taken together with the free land and the NRP tax rebate, these waivers meaningfully reduce both up-front construction costs and early operating overhead.

4.4 — Grant Funding Assistance

The City will actively work with approved developers to identify grant opportunities that may be available for their project. Potential sources include Kansas Department of Commerce programs, USDA Rural Development funds, and various state, federal, and foundation grants that target rural commercial development — but the right opportunity depends on the specific project, and availability changes. No particular grant is guaranteed. What the City can offer is a genuine partnership in the search: helping identify programs your project may qualify for, writing letters of support, supplying required local data and documentation, and coordinating directly with the relevant agencies on your behalf. If there is money out there that fits your project, we want to help you find it.

Section 5 — Proposal Requirements

All proposals must include the following. Incomplete submissions may not be reviewed. Contact City Hall before the deadline if you have questions about any item.

1. **Applicant Information:** Legal name, contact information, business entity type, and names and roles of all principals.
2. **Project Description:** Proposed use(s), building size and type, and anticipated number of full- and part-time jobs at full operation.
3. **Site Plan or Conceptual Sketch:** A preliminary layout showing building footprint, parking, and access. Engineered drawings are not required at this stage.
4. **Landscaping and Exterior Design:** A brief description of proposed landscaping, exterior materials, and signage approach.

5. **Development Timeline:** Projected schedule from award through opening, with key milestones identified.
6. **Financing Plan:** Description of financing strategy and evidence of capacity to complete the project. Lender letters of intent are acceptable; fully committed financing is not required at this stage.
7. **Business Plan Summary:** A concise narrative describing the business concept, target market, and operational approach. A full formal plan is not required.
8. **References:** Two to three professional or financial references.
9. **Lot Preference(s):** Identify the lot(s) you are interested in, including any alternates. Lot maps are available from City Hall upon request.

Section 6 — Evaluation Criteria

Proposals will be scored on the weighted criteria below. The City may interview shortlisted applicants before making a final decision.

Evaluation Criterion	Weight
Compatibility of proposed use with identified community commercial needs (sit-down dining, retail, health & wellness, services, etc.)	25%
Financial feasibility and demonstrated developer capacity (financing plan, track record, references)	25%
Quality and completeness of site plan and landscaping/exterior design proposal	20%
Job creation potential and broader local economic impact	15%
Developer/operator experience, professional references, and community ties	10%
Proposed development timeline and realistic readiness to proceed	5%
Total	100%

Section 7 — Submission Instructions

Deadline

Proposals must be received by November 1, 2026. **Late submissions will not be considered.** Plan to submit early.

How to Submit

Deliver submissions in person or by mail to Pretty Prairie City Hall, 119 W. Main Street, Pretty Prairie, Kansas, 67570, in a sealed envelope marked "*Santa Fe Business District RFP Submission – [Applicant Name]*" — or email your submission as a PDF to cityofprettyprairie@gmail.com with the same subject line. Email submissions must be *received* by the deadline, not merely sent.

Questions

Direct all questions about this request for proposals in writing to Jenifer Albright, City Clerk, via email at cityofprettyprairie@gmail.com. Answers to questions of general interest will be shared with all parties who have expressed interest.

Pre-Proposal Site Visit

An optional site visit is available and **strongly encouraged**. You will be able to walk the lots, ask questions, and pick up lot maps and legal descriptions. Contact City Hall to schedule a time.

Section 8 — Development Agreement

Selected applicants will execute a **Development Agreement** with the City before any lot is conveyed or incentive delivered. The agreement will cover approved use, construction milestones and deadlines, landscaping obligations, and conditions tied to each incentive. If a developer does not meet agreed milestones, the City may reclaim the lot. The City will work to make the agreement process straightforward and will not drag it out.

Section 9 — Reservation of Rights

The City reserves the right to accept or reject any or all proposals, in whole or in part, for any reason, without liability to any applicant. The City may waive minor irregularities, request additional information at any stage, negotiate with multiple applicants simultaneously, or select a proposal other than the highest-scoring one when doing so serves the community's best interest. This RFP is not a commitment to award a development agreement or to reimburse anyone for the cost of preparing a proposal — those costs are the applicant's responsibility. The City also reserves the right to cancel or amend this RFP at its discretion. All submitted proposals become City property and are subject to Kansas public records law; applicants should expect that proposals may be disclosed upon request.

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Commercial Development • Issued September 7, 2026**

This document is issued for informational and solicitation purposes only. It does not constitute a contract, commitment, or guarantee of award. All submitted proposals are subject to public records laws of the
State of Kansas.

