



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager

From: David A. Coffee, Director of Budget and Finance

Date: August 25, 2015

Re: FY2015 Appropriation Amendments, Transfers, and Advances

The following appropriation amendments for the September Council Committee Agenda are hereby requested:

Fund 001 – General

| | | |
|----------|-----------|--|
| Increase | \$ 12,000 | Community Development / Other (O&M) – Addt'l funding to pay Part Time Community Liaison position for 2015-16 school year per B. Susel 8/24/15 memo. |
| Increase | \$ 41,500 | Land Banking / Other (O&M) – Addt'l funding to pay debt service on DKC Line of Credit now requiring principal pay down plus interest. |
| Increase | \$ 40,000 | Law / Other (O&M) – Addt'l funding to pay outside legal expenses and estimate of contingency needed to carry through remainder of year per J. Silver 8/25/15 memo. |
| Increase | \$ 14,500 | Engineering / Other (O&M) – Addt'l funding to pay construction donation to Burbick Foundation for Dan Smith Community Park per J. Bowling memo dated 8/14/15. |
| Increase | \$ 10,000 | Community Support / Other (O&M) – Addt'l funding to pay required 25% share of Revenue generated by KSU Hotel Bed Tax to Convention & Visitors Bureau. |
| Increase | \$ 30,000 | City Hall Facility (New Budget Cost Center)/ Other (O&M) – Addt'l funding to pay remaining City costs of relocating City Administrative offices from Depeyster site. |

Fund 130 – Swimming Pool Inspections

| | | |
|----------|----------|---|
| Increase | \$ 1,500 | Swimming Pools / Personnel – Addt'l funding to pay allocated personnel costs. |
|----------|----------|---|

Fund 208 – Storm Water

| | | |
|----------|------------|--|
| Decrease | \$ 130,000 | Service – Capital Facilities / Capital - Area Q Phase V Storm Sewer reduction of funding not required to complete project per J. Bowling memo dated 8/13/15. |
|----------|------------|--|

The following inter-fund transfers/advances are hereby requested:

Operating Transfer \$ 3,200,000 **From:** Fund 001 / General Fund -
To: Fund 124 / Income Tax Safety – Transfer to

Operating Transfer \$ 2,000,000 **From:** Fund 001 / General Fund -
To: Fund 128 / Fire and EMS Fund – Transfer to

Advance Payback \$ 200,000 **From:** Fund 126 / CDBG -
To: Fund 001 / General Fund – Repayment in Full of Prior Year
Advances

Advance Payback \$ 239,573 **From:** Fund 127 / NSP -
To: Fund 001 / General Fund – Repayment in Full of Prior Year
Advances

Advance Payback \$ 56,000 **From:** Fund 205 / Solid Waste -
To: Fund 001 / General Fund – Partial Repayment of Prior Year
Advances


Advance Payback \$ 53,000 **From:** Fund 205 / Solid Waste -
To: Fund 116 / Income Tax Fund – Partial Repayment of Prior Year
Advances

Advance Payback \$ 325,000 **From:** Fund 301 / Capital -
To: Fund 001 / General Fund – Repayment in Full of Prior Year
Advances



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: August 24, 2015
TO: David Coffee, Budget & Finance Director
FROM: Bridget Susel, Community Development Director 
RE: Appropriations Request: Community Liaison Funding

Pete Mahoney worked as the City-University Liaison, up until his retirement from Kent State University in the summer of 2014. The City recognized the importance of continuing Pete's outreach activities, which helped to mitigate inappropriate student activities in residential neighborhoods with high concentrations of student rental housing. The City provided the funding needed to keep Pete working on a part-time basis as the Community Liaison during the last academic year and staff would like to continue supporting Pete's outreach efforts during the upcoming 2015-2016 school year.

I am respectfully requesting an appropriation of an additional \$12,000 in order to have the needed funding to adequately support the Community Liaison position for the period September 2015 through May 2016.

Thank you for your consideration of this matter. Please let me know if you need any additional information in order process this request.

Thank you.



CITY OF KENT, OHIO

DEPARTMENT OF LAW

TO: DAVE COFFEE, DAVE RULLER
FROM: JAMES R. SILVER *JRS*
DATE: AUGUST 25, 2015
RE: ADDITIONAL APPROPRIATIONS

The Law Department is requesting additional funds to cover outstanding invoices for the following services:

Squire Patton Boggs: \$9,227.16
Kaster Westman & Wilkins: \$10,227.60

Total: \$19,454.76

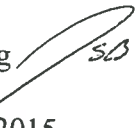
As of today's date, our professional services line (001-06-570-707-7340) has a balance of \$4,563.24 leaving us in the red in the amount of \$14,891.52.

I am requesting additional funds in the amount of \$40,000.00. I am estimating this amount and hoping this will cover us through the end of the year.

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Dave Coffee

FROM: Jim Bowling  SB

DATE: August 14, 2015

RE: Dan Smith Community Park - Appropriation Request

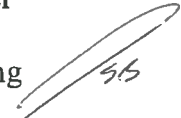
At the February 18, 2015 council meeting, Kent City Council made a motion to contribute \$30,000 to the Dan Smith Community Park for the development of performance specifications with any excess going to the construction of the park. The performance specifications for The Park are complete and the documents have been turned over to the Burbick Foundation to have the park constructed. Therefore, per the council motion on February 18, 2015 we are required to contribute the remainder of the \$30,000 contribution for the construction of the park. The costs to develop the performance specifications were \$15,543.99. Therefore, we are requesting appropriations in the amount of \$14,456.01. These funds will be paid to the Burbick Foundation which is accepting donations for the construction of The Park.

c: Gene Roberts
Rhonda Boyd
file

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Coffee
Dave Ruller

FROM: Jim Bowling 

DATE: August 13, 2015

RE: Area Q - Phase V Storm Sewer - Appropriation Reduction Request

The engineering division is requesting to reduce the 2015 appropriations for the Area Q - Phase V Storm Sewer project by \$130,000. The project is nearly complete and after reviewing the remaining unencumbered budget we believe that there will be significant appropriations not required to complete the project. Please see me there are any questions.

c: Gene Roberts
Cori Finney
file

**City of Kent
Income Tax Division**

July 31, 2015

Income Tax Receipts Comparison - (Excluding 0.25% Police Facility Receipts)

Monthly Receipts

| | |
|--|-------------|
| Total receipts for the month of July, 2015 | \$1,844,744 |
| Total receipts for the month of July, 2014 | \$1,073,397 |
| Total receipts for the month of July, 2013 | \$967,424 |

Year-to-date Receipts and Percent of Total Annual Receipts Collected

| | <u>Year-to-date Actual</u> | <u>Percent of Annual</u> |
|--|--------------------------------|------------------------------|
| Total receipts January 1 through July 31, 2015 | \$8,889,858 | 68.91% |
| Total receipts January 1 through July 31, 2014 | \$7,622,830 | 58.19% |
| Total receipts January 1 through July 31, 2013 | \$7,184,634 | 57.95% |

Year-to-date Receipts Through July 31, 2015 - Budget vs. Actual

| <u>Year</u> | <u>Annual Budgeted Receipts</u> | <u>Revised Budgeted Receipts</u> | <u>Year-to-date Actual Receipts</u> | <u>Percent Collected</u> | <u>Percent Remaining</u> |
|-------------|---|--|---|------------------------------|------------------------------|
| 2015 | \$12,900,000 | \$12,900,000 | \$ 8,889,858 | 68.91% | 31.09% |

Comparisons of Total Annual Receipts for Previous Eight Years

| <u>Year</u> | <u>Total Receipts</u> | <u>Percent Change From Prior Year</u> |
|-------------|---------------------------|---|
| 2007 | \$ 10,540,992 | 3.84% |
| 2008 | \$ 10,712,803 | 1.63% |
| 2009 | \$ 10,482,215 | -2.15% |
| 2010 | \$ 10,453,032 | -0.28% |
| 2011 | \$ 10,711,766 | 2.48% |
| 2012 | \$ 12,063,299 | 12.62% |
| 2013 | \$ 12,397,812 | 2.77% |
| 2014 | \$ 13,099,836 | 5.66% |

Submitted by



Director of Budget and Finance

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
(Excluding 0.25% Police Facility Receipts)
as of Month Ended July 31, 2015

| Monthly Receipts | | | | Comparisons | |
|-------------------------|---------------|---------------|--------------|--------------------|-----------------------|
| Month | 2013 | 2014 | 2015 | Amount | Percent Change |
| January | \$ 897,977 | \$ 935,222 | \$ 1,133,206 | \$ 197,984 | 21.17% |
| February | 919,060 | 992,427 | 1,025,924 | 33,497 | 3.38% |
| March | 988,906 | 1,027,737 | 1,092,324 | 64,587 | 6.28% |
| April | 1,330,732 | 1,393,884 | 1,432,498 | 38,614 | 2.77% |
| May | 1,021,364 | 1,029,906 | 1,188,681 | 158,775 | 15.42% |
| June | 1,059,172 | 1,170,257 | 1,172,480 | 2,223 | 0.19% |
| July | 967,424 | 1,073,397 | 1,844,744 | 771,347 | 71.86% |
| August | 989,007 | 997,630 | | | |
| September | 1,205,984 | 983,247 | | | |
| October | 1,038,755 | 1,138,675 | | | |
| November | 1,042,418 | 1,152,778 | | | |
| December | 937,014 | 1,204,676 | | | |
| Totals | \$ 12,397,812 | \$ 13,099,836 | \$ 8,889,858 | | |

| Year-to-Date Receipts | | | | Comparisons | |
|------------------------------|---------------|---------------|--------------|--------------------|-----------------------|
| Month | 2013 | 2014 | 2015 | Amount | Percent Change |
| January | \$ 897,977 | \$ 935,222 | \$ 1,133,206 | \$ 197,984 | 21.17% |
| February | 1,817,036 | 1,927,649 | 2,159,130 | 231,481 | 12.01% |
| March | 2,805,942 | 2,955,386 | 3,251,454 | 296,068 | 10.02% |
| April | 4,136,674 | 4,349,270 | 4,683,953 | 334,683 | 7.70% |
| May | 5,158,038 | 5,379,176 | 5,872,634 | 493,458 | 9.17% |
| June | 6,217,210 | 6,549,433 | 7,045,114 | 495,681 | 7.57% |
| July | 7,184,634 | 7,622,830 | 8,889,859 | 1,267,029 | 16.62% |
| August | 8,173,641 | 8,620,460 | | | |
| September | 9,379,625 | 9,603,707 | | | |
| October | 10,418,380 | 10,742,382 | | | |
| November | 11,460,798 | 11,895,160 | | | |
| December | 12,397,812 | 13,099,836 | | | |
| Totals | \$ 12,397,812 | \$ 13,099,836 | | | |

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)
as of Month Ended July 31, 2015

| Monthly Receipts | | | | Comparisons | |
|-------------------------|---------------------|---------------------|---------------------|--------------------|-----------------------|
| Month | 2013 | 2014 | 2015 | Amount | Percent Change |
| January | \$ 383,688 | \$ 397,519 | \$ 414,915 | \$ 17,396 | 4.38% |
| February | 353,861 | 361,700 | 380,146 | 18,446 | 5.10% |
| March | 384,674 | 404,469 | 419,335 | 14,866 | 3.68% |
| April | 396,905 | 412,661 | 421,050 | 8,389 | 2.03% |
| May | 379,202 | 396,992 | 410,426 | 13,434 | 3.38% |
| June | 413,558 | 425,614 | 445,804 | 20,189 | 4.74% |
| July | 359,357 | 374,686 | 389,954 | 15,267 | 4.07% |
| August | 375,619 | 389,902 | | | |
| September | 321,941 | 332,001 | | | |
| October | 392,945 | 407,748 | | | |
| November | 399,939 | 456,507 | | | |
| December | 441,408 | 418,293 | | | |
| Totals | \$ 4,603,095 | \$ 4,778,094 | \$ 2,881,630 | | |

| Year-to-Date Receipts | | | | Comparisons | |
|------------------------------|---------------------|---------------------|-------------|--------------------|-----------------------|
| Month | 2013 | 2014 | 2015 | Amount | Percent Change |
| January | \$ 383,688 | \$ 397,519 | \$ 414,915 | \$ 17,396 | 4.38% |
| February | 737,549 | 759,219 | 795,061 | 35,842 | 4.72% |
| March | 1,122,223 | 1,163,689 | 1,214,397 | 50,708 | 4.36% |
| April | 1,519,127 | 1,576,350 | 1,635,447 | 59,097 | 3.75% |
| May | 1,898,329 | 1,973,342 | 2,045,873 | 72,531 | 3.68% |
| June | 2,311,886 | 2,398,956 | 2,491,676 | 92,720 | 3.87% |
| July | 2,671,244 | 2,773,643 | 2,881,630 | 107,988 | 3.89% |
| August | 3,046,863 | 3,163,545 | | | |
| September | 3,368,804 | 3,495,546 | | | |
| October | 3,761,748 | 3,903,294 | | | |
| November | 4,161,688 | 4,359,801 | | | |
| December | 4,603,095 | 4,778,094 | | | |
| Totals | \$ 4,603,095 | \$ 4,778,094 | | | |

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
(Excluding 0.25% Police Facility Receipts)

Comparisons of Total Annual Receipts for Previous Eight Years

| Year | Total Receipts | Percent Change |
|-------------|-----------------------|-----------------------|
| 2007 | \$ 3,707,931 | 4.68% |
| 2008 | \$ 3,919,539 | 5.71% |
| 2009 | \$ 4,090,788 | 4.37% |
| 2010 | \$ 4,267,465 | 4.32% |
| 2011 | \$ 4,246,372 | -0.49% |
| 2012 | \$ 4,436,666 | 4.48% |
| 2013 | \$ 4,603,095 | 3.75% |
| 2014 | \$ 4,778,094 | 3.80% |

2015 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
Police Facility Dedicated Income Tax Receipts - 1/9 of Total (0.25%)
as of Month Ended July 31, 2015

| Monthly Receipts | | | | Comparisons | |
|-------------------------|-------------|--------------|--------------|--------------------|-----------------------|
| Month | 2013 | 2014 | 2015 | Amount | Percent Change |
| January | N/A | \$ 116,890 | \$ 141,635 | \$ 24,745 | 21.17% |
| February | N/A | 124,039 | 128,226 | \$ 4,187 | 3.38% |
| March | N/A | 128,453 | 136,525 | \$ 8,072 | 6.28% |
| April | N/A | 174,216 | 179,042 | \$ 4,826 | 2.77% |
| May | N/A | 128,723 | 148,568 | \$ 19,845 | 15.42% |
| June | N/A | 146,266 | 146,544 | \$ 278 | 0.19% |
| July | N/A | 134,159 | 230,567 | \$ 96,408 | 71.86% |
| August | N/A | 124,690 | | | |
| September | N/A | 122,892 | | | |
| October | N/A | 142,318 | | | |
| November | N/A | 144,081 | | | |
| December | N/A | 150,569 | | | |
| Totals | \$ - | \$ 1,637,295 | \$ 1,111,107 | | |

| Year-to-Date Receipts | | | | Comparisons | |
|------------------------------|-------------|--------------|-------------|--------------------|-----------------------|
| Month | 2013 | 2014 | 2015 | Amount | Percent Change |
| January | N/A | \$ 116,890 | \$ 141,635 | \$ 24,745 | 21.17% |
| February | N/A | \$ 240,929 | 269,861 | \$ 28,932 | 12.01% |
| March | N/A | \$ 369,382 | 406,386 | \$ 37,004 | 10.02% |
| April | N/A | \$ 543,598 | 585,428 | \$ 41,831 | 7.70% |
| May | N/A | \$ 672,321 | 733,997 | \$ 61,676 | 9.17% |
| June | N/A | \$ 818,586 | 880,540 | \$ 61,954 | 7.57% |
| July | N/A | \$ 952,745 | 1,111,107 | \$ 158,362 | 16.62% |
| August | N/A | \$ 1,077,435 | | | |
| September | N/A | \$ 1,200,327 | | | |
| October | N/A | \$ 1,342,645 | | | |
| November | N/A | \$ 1,486,726 | | | |
| December | N/A | \$ 1,637,295 | | | |
| Totals | N/A | \$ 1,637,295 | | | |

2015 CITY OF KENT, OHIO
Comparison of Total Income Tax Receipts - Including Police Facility Receipts
as of Month Ended July 31, 2015

| Monthly Receipts | | | | Comparisons | |
|-------------------------|---------------|---------------|---------------|--------------------|-----------------------|
| Month | 2013 | 2014 | 2015 | Amount | Percent Change |
| January | \$ 897,977 | \$ 1,052,112 | \$ 1,274,841 | \$ 222,729 | 21.17% |
| February | 919,060 | 1,116,466 | 1,154,150 | 37,684 | 3.38% |
| March | 988,906 | 1,156,190 | 1,228,849 | 72,659 | 6.28% |
| April | 1,330,732 | 1,568,100 | 1,611,541 | 43,441 | 2.77% |
| May | 1,021,364 | 1,158,629 | 1,337,250 | 178,620 | 15.42% |
| June | 1,059,172 | 1,316,523 | 1,319,024 | 2,501 | 0.19% |
| July | 967,424 | 1,207,556 | 2,075,311 | 867,755 | 71.86% |
| August | 989,007 | 1,122,320 | | | |
| September | 1,205,984 | 1,106,139 | | | |
| October | 1,038,755 | 1,280,993 | | | |
| November | 1,042,418 | 1,296,859 | | | |
| December | 937,014 | 1,355,243 | | | |
| Totals | \$ 12,397,812 | \$ 14,737,131 | \$ 10,000,966 | | |

| Year-to-Date Receipts | | | | Comparisons | |
|------------------------------|---------------|---------------|--------------|--------------------|-----------------------|
| Month | 2013 | 2014 | 2015 | Amount | Percent Change |
| January | \$ 897,977 | \$ 1,052,112 | \$ 1,274,841 | \$ 222,729 | 21.17% |
| February | 1,817,036 | 2,168,578 | 2,428,991 | 260,413 | 12.01% |
| March | 2,805,942 | 3,324,768 | 3,657,840 | 333,072 | 10.02% |
| April | 4,136,674 | 4,892,868 | 5,269,381 | 376,513 | 7.70% |
| May | 5,158,038 | 6,051,497 | 6,606,631 | 555,133 | 9.17% |
| June | 6,217,210 | 7,368,020 | 7,925,654 | 557,634 | 7.57% |
| July | 7,184,634 | 8,575,576 | 10,000,966 | 1,425,389 | 16.62% |
| August | 8,173,641 | 9,697,896 | | | |
| September | 9,379,625 | 10,804,035 | | | |
| October | 10,418,380 | 12,085,028 | | | |
| November | 11,460,798 | 13,381,888 | | | |
| December | 12,397,812 | 14,737,131 | | | |
| Totals | \$ 12,397,812 | \$ 14,737,131 | | | |



KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT July 2015

FIRE INCIDENT RESPONSE INFORMATION

Summary of Fire Incident Alarms

| | CURRENT PERIOD | | | YEAR TO DATE | | |
|-----------------------------------|----------------|-----------|-----------|--------------|------------|------------|
| | 2015 | 2014 | 2013 | 2015 | 2014 | 2013 |
| City of Kent | 60 | 40 | 42 | 348 | 326 | 320 |
| Kent State University | 3 | 6 | 5 | 28 | 46 | 44 |
| Franklin Township | 11 | 8 | 5 | 76 | 56 | 67 |
| Sugar Bush Knolls | 0 | 0 | 0 | 0 | 4 | 3 |
| Brady Lake Village | 1 | 0 | 0 | 13 | 0 | 0 |
| Mutual Aid Given | 3 | 2 | 6 | 25 | 31 | 36 |
| Total Fire Incident Alarms | 78 | 56 | 58 | 490 | 463 | 470 |

Summary of Mutual Aid Received by Location

| | | | | | | |
|-------------------------|----------|----------|----------|----------|----------|----------|
| City of Kent | 3 | 1 | 0 | 6 | 4 | 5 |
| Kent State University | 0 | 0 | 0 | 0 | 0 | 1 |
| Franklin Township | 0 | 0 | 2 | 2 | 1 | 3 |
| Sugar Bush Knolls | 0 | 0 | 0 | 0 | 0 | 0 |
| Brady Lake Village | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Mutual Aid | 3 | 1 | 2 | 8 | 5 | 9 |

EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

Summary of Emergency Medical Service Responses

| | CURRENT PERIOD | | | YEAR TO DATE | | |
|--|----------------|------------|------------|--------------|-------------|-------------|
| | 2015 | 2014 | 2013 | 2015 | 2014 | 2013 |
| City of Kent | 202 | 187 | 221 | 1329 | 1262 | 1346 |
| Kent State University | 11 | 7 | 11 | 161 | 176 | 160 |
| Franklin Township | 35 | 41 | 41 | 235 | 230 | 253 |
| Sugar Bush Knolls | 0 | 0 | 3 | 6 | 2 | 10 |
| Brady Lake Village | 2 | 0 | 0 | 14 | 0 | 0 |
| Mutual Aid Given | 4 | 2 | 3 | 18 | 22 | 28 |
| Total Emergency Medical Service Responses | 254 | 237 | 279 | 1763 | 1692 | 1797 |

Summary of Mutual Aid Received by Location

| | | | | | | |
|-------------------------|----------|----------|----------|----------|-----------|-----------|
| City of Kent | 0 | 1 | 0 | 7 | 13 | 17 |
| Kent State University | 0 | 1 | 0 | 1 | 2 | 0 |
| Franklin Township | 0 | 0 | 1 | 0 | 2 | 3 |
| Sugar Bush Knolls | 0 | 0 | 0 | 0 | 0 | 0 |
| Brady Lake Village | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Mutual Aid | 0 | 2 | 1 | 8 | 17 | 20 |

TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

| | | | | | | |
|--|------------|------------|------------|-------------|-------------|-------------|
| | 332 | 293 | 337 | 2253 | 2155 | 2267 |
|--|------------|------------|------------|-------------|-------------|-------------|

TOTAL ALL RESPONSES , INCLUDING MUTUAL AID

| | | | | | | |
|--|------------|------------|------------|-------------|-------------|-------------|
| | 335 | 296 | 340 | 2269 | 2177 | 2296 |
|--|------------|------------|------------|-------------|-------------|-------------|

KENT POLICE DEPARTMENT

2015

| | JUNE 2014 | JUNE 2015 | TOTAL 2014 | TOTAL 2015 |
|-----------------------------|--------------|--------------|---------------|---------------|
| CALLS FOR SERVICE | 1855 | 1761 | 9877 | 11392 |
| FIRE CALLS | 285 | 294 | 1883 | 1922 |
| ARRESTS, TOTAL | 176 | 199 | 1042 | 1137 |
| JUVENILE ARRESTS | 15 | 13 | 90 | 67 |
| O.V.I. ARRESTS | 17 | 17 | 93 | 98 |
| TRAFFIC CITATIONS | 260 | 250 | 1539 | 1754 |
| PARKING TICKETS | 423 | 620 | 1977 | 2642 |
| | | | | |
| ACCIDENT REPORTS | 67 | 46 | 388 | 461 |
| Property Damage | 47 | 30 | 259 | 300 |
| Injury | 9 | 3 | 40 | 40 |
| Private Property | 9 | 11 | 70 | 94 |
| Hit-Skip | 2 | 2 | 19 | 27 |
| OVI Related | 1 | 2 | 12 | 8 |
| Pedestrians | 0 | 0 | 5 | 3 |
| Fatals | 0 | 0 | 0 | 0 |
| | | | | |
| U.C.R. STATISTICS | | | | |
| Homicide | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 1 | 1 |
| Robbery | 3 | 2 | 7 | 7 |
| Assault Total | 26 | 29 | 158 | 148 |
| Serious | 6 | 3 | 24 | 19 |
| Simple | 20 | 26 | 135 | 129 |
| Burglary | 6 | 16 | 43 | 62 |
| Larceny | 30 | 28 | 227 | 152 |
| Auto Theft | 1 | 1 | 8 | 4 |
| Arson | 3 | 0 | 3 | 1 |
| Human Trafficking:Servitude | 0 | 0 | 0 | 0 |
| Human Trafficking:Sex Acts | 0 | 0 | 0 | 0 |
| TOTAL | 69 | 76 | 447 | 375 |
| | | | | |
| CRIME CLEARANCES | | | | |
| Homicide | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 1 | 0 |
| Robbery | 1 | 0 | 6 | 3 |
| Assault Total | 24 | 24 | 133 | 123 |
| Serious | 4 | 3 | 18 | 17 |
| Simple | 20 | 21 | 115 | 106 |
| Burglary | 3 | 1 | 9 | 13 |
| Larceny | 6 | 6 | 31 | 21 |
| Auto Theft | 0 | 1 | 2 | 2 |
| Arson | 1 | 0 | 1 | 0 |
| Human Trafficking:Servitude | 0 | 0 | 0 | 0 |
| Human Trafficking:Sex Acts | 0 | 0 | 0 | 0 |
| TOTAL | 35 | 32 | 183 | 162 |

**KENT CITY PLANNING COMMISSION
BUSINESS MEETING
SEPTEMBER 1, 2015**

**FIRE DEPARTMENT
LOWER LEVEL
320 S. DEPEYSTER STREET
7:00 P.M.**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. READING OF PREAMBLE**
- IV. ADMINISTRATION OF OATH**
- V. CORRESPONDENCE**
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**

- A. PC15-017 UNIVERSITY OAKS
5914 Rhodes Road
Conditional Zoning Certificate & Site Plan**

The applicant is requesting a Conditional Zoning Certificate and Site Plan Review and Approval in order to construct townhouses with rooming house designation. The subject property is zoned R-4: Multi-Family Residential.

- 1) Public Hearing**
- 2) Planning Commission Discussion/Action**

- B. PC15-018 KENT CENTRAL GATEWAY (PART A)
201 E. Erie Street
Amendment to Comprehensive Sign Plan**

The applicant is requesting an amendment to the approved Comprehensive Sign Plan for Kent Central Gateway to add banners and additional signage. The subject property is zoned C-D: Commercial-Downtown District.

- 1) Public Comment
- 2) Planning Commission Discussion/Action

VIII. MEETING MINUTES July 7, 2015
 July 21, 2015
 August 4, 2015

IX. OTHER BUSINESS

1. Utilization of the parking deck

X. ADJOURNMENT



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: August 21, 2015
TO: Kent City Planning Commission
FROM: Jennifer Barone, PE, Development Engineer
RE: Staff Report for the September 1, 2015 Planning Commission Meeting

The following items appear on the agenda for the September 1, 2015 Planning Commission meeting:

NEW BUSINESS

CASE NO: PC15-017 University Oaks

APPLICANT: CDC Kent LLC

SITE LOCATION: 5914 Rhodes Road

STATUS OF APPLICANT: The applicant is the owner.

REQUESTED ACTION: Conditional Zoning Certificate and Site Plan Review & Approval to construct townhomes with rooming house designation.

ZONING: R-4: Multi-Family Residential

TRAFFIC: The parcel is accessed from Horning Road.

SURROUNDING LAND USES: The property is surrounded by Kent State University on the west and south side and by residential to the east and north side.

APPLICABLE CODE SECTIONS: Chapters 1107, 1113, 1122, 1135, 1171 and 1179 of the Kent Codified Ordinances (KCO).

ANALYSIS:

PROJECT DESCRIPTION:

The applicant is requesting to repurpose the existing parking lot at 5914 Horning Road by expanding the University Oaks complex across the road. This parking lot was originally included in the parking requirements when Silver Oaks apartment complex was converted to University Oaks with rooming house status. On June 2, 2015 Planning Commission approved the applicant's request to remove this parking lot from the approved site plan. The premise of this request was code changes to the required parking requirement and the lack of use of the parking lot.

The project consists of constructing fourteen (14) four (4) bedroom townhomes on a portion of the property where the parking lot currently exists. The remainder of the parking lot will remain to fulfill the parking requirements. The applicant is requesting rooming house status.

Rooming houses are conditionally permitted in the R-4 zoning district and are subject to the requirements outlined in Sections 1171.01 (11), (17), (21), and (56) of the Kent Codified Ordinances as listed below. Staff believes these conditions have been met.

- (11) Such uses shall be properly landscaped to be harmonious with the surrounding residential uses.
- (17) All permitted installations shall be maintained in a neat orderly condition so as to prevent injury to any single property, any individual, or to the community in general; a bond may be required to insure that the provision will be met.
- (21) Lodging and boarding house uses shall be so designed, maintained and operated as to comply with inspection and rules of the City Board of Health and the regulation of all other applicable City codes, and to minimize possible disruptive effects on the character of adjacent and nearby properties.
- (56) There shall be one parking space for every person that lives in said structure of building.

Note: (56) is in conflict with other code sections and hasn't been enforced.

TRAFFIC/PARKING:

Rooming house parking requirement is 0.8 spaces per bed. For the proposed 56 beds, a total of 45 parking spaces is to be provided. The site plan depicts 45 parking spaces. There is concern about the ability to maneuver fire trucks on the site. Staff suggests a condition of approval regarding fire truck accessibility.

UTILITIES:

Water & sanitary sewer service is available on Horning Road. Downstream sanitary sewer capacity is questionable. Staff recommends a condition of approval for a sanitary study to verify capacity be performed by the applicant.

STORMWATER:

There is an existing storm water management system for the parking lot. The underground storage capacity will be expanded with this project.

SIGNAGE:

One monument sign is proposed.

LIGHTING/LANDSCAPING/DUMPSTER:

Lighting consists of the existing parking lot lights and entry lights at the stairwells.

Additional landscaping is proposed in front of the buildings. The code requires 9 trees, 18 low shrubs or 27 shrubs. The existing vegetation consists of 10 trees and 65 tall shrubs and 31 shrubs are proposed. The landscape requirement is being met.

The dumpster is located south of the buildings. An enclosure or screening will need to be installed. Staff suggests making this a condition of approval.

ARCHITECTURAL ADVISORY BOARD:

The Architectural Review Board discussed the project on August 18, 2015 and tabled it until the September 1, 2015 meeting. The applicant is to return with additional information on colors and elevations.

VARIANCES:

No variances are needed.

PARK FEE:

The applicant, the Parks & Recreation Department director and the Park Board have agreed to a park fee amount of \$16,800.

RECOMMENDATION:

Staff is recommending that the Planning Commission approve the conditional zoning certificate and site plan.

Planning Commission may approve, approve with conditions, or disapprove the application. Should Planning Commission wish to approve this project, the following language may be used:

I move that in Case PC15-017, the Planning Commission approve the Conditional Zoning Certificate and Site Plan approval for construction of fourteen townhomes at 5914 Horning Road subject to the following conditions:

1. Submit plans for technical review and approval.
2. Comply with the fire department accessibility requirements.
3. Perform a sanitary sewer study to verify capacity and implement/install any improvements required.
4. Provide a dumpster enclosure or screening.

I move that in Case PC15-017, the Planning Commission approve the park fee in the amount of \$16,800 for the residential townhomes at 5914 Horning Road.

List of Enclosures for This Project:

1. Cover letter dated July 15, 2015
2. Floor plans and elevations received July 15, 2015
3. Site plans received August 20, 2015
4. Landscape plan received August 21, 2015
5. Aerial Topo and Zoning Map
6. Park Board approval memo dated July 28, 2015.

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| <u>CASE NO:</u> | PC15-018 Kent Central Gateway Comprehensive Sign Plan |
| <u>APPLICANT:</u> | PARTA & Ron Burbick |
| <u>SITE LOCATION:</u> | 201 East Erie Street |
| <u>STATUS OF APPLICANT:</u> | PARTA is the owner and Ron Burbick holds a lease for the retail space. |
| <u>REQUESTED ACTION:</u> | Comprehensive sign plan amendment. |
| <u>ZONING:</u> | C-D: Commercial Downtown and C-R: Commercial - High Density Residential |
| <u>TRAFFIC:</u> | The site is accessed from South Depeyster Street and Haymaker Parkway. |
| <u>SURROUNDING LAND USES:</u> | The property is surrounded by commercial uses and on the north by residential uses, including Greek housing. |
| <u>APPLICABLE CODE SECTIONS:</u> | Chapter 1165 of the Kent Codified Ordinance. |
| <u>ANALYSIS:</u> | |

PROJECT DESCRIPTION:

PARTA and Ron Burbick are requesting an amendment to the comprehensive sign plan to add banners and additional signage. The signage proposed is as follows:

- Five (5) banner signs on the S. Depeyster St. side
- Nine (9) banner signs on the E. Erie. St. side
- Two (2) additional building signs

The comprehensive sign plan purpose and standards are listed below.

Purpose - A Comprehensive Sign Plan is intended to integrate the design of the signs proposed for a development project with the design of the structures, into a unified architectural statement. A Comprehensive Sign Plan provides a means for defining common sign regulations for multi-tenant projects, to encourage maximum incentive and latitude in the design and display of multiple signs and to achieve, not circumvent, the intent of this Chapter.

Standards - A Comprehensive Sign Plan shall comply with the following standards:

- (1) The Planning Commission may allow signage which otherwise exceeds the number, type, size and placement as otherwise permitted in this Chapter when it determines that such additional signage is warranted due to the size, nature, number of tenants or other features of the site as they may exist.
- (2) The signs shall enhance the overall development, be in harmony with, and relate visually to other signs included in the comprehensive sign plan, to the structures and/or developments they identify, and to surrounding development;
- (3) The Plan shall accommodate future revisions that may be required because of changes in use or tenants; and
- (4) That the Plan is consistent with the Design Guidelines that may be applicable to a designated area as may be identified in Chapter 1121 of the Kent City Zoning Code. In areas of the City not governed by the Design Guidelines identified in Chapter 1121, the Plan, to the degree feasible, shall comply with the recommended Sign Design Guidelines set forth in Appendix B of the Zoning Code.

ARCHITECTURAL REVIEW BOARD:

Architectural Review Board will review the proposed amendments at the September 1, 2015 meeting. Staff will report on the results when this is discussed at the Planning Commission meeting.

VARIANCES:

Should the Planning Commission approve the comprehensive sign plan, variances from the Board of Zoning Appeals would not be required.

RECOMMENDATION:

Staff is recommending approval with the conditions listed below.

The Planning Commission may approve, approve with conditions, or disapprove the application. Should Planning Commission wish to approve this project, the following language may be used:

I move that in Case PC15-018 Planning Commission approve the amendment to the Comprehensive Sign Plan for the Kent Central Gateway located at 201 East Erie Street subject to the following conditions:

1. Obtain a zoning permit within two years of Planning Commission approval.
2. Obtain a sign permit and submit the performance guarantee prior to installation of the signs.

List of Enclosures for This Project:

1. Cover letter and plans dated July 15, 2015
2. Aerial Topo and Zoning Map

OTHER

1. Presentation by Kent State University on the construction status and upcoming projects.
2. Utilization of the parking deck.

cc: Bridget Susel, Community Development Director
Jim Bowling, City Engineer
Eric Fink, Assistant Law Director
Heather Phile, Development Planner
Applicants
PC Case File