



TITLE VI – CIVIL RIGHTS ACT OF 1964

COMPREHENSIVE PROGRAM MANUAL

*City of Kent
301 S. DePeyster Street
Kent, Ohio 44240*

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City of Kent

Equal Employment Opportunity Non-Discrimination Policy

It is the policy of the City of Kent to provide equal employment opportunity for all qualified persons, regardless of sex, race, color, ancestry, religion, national origin, ethnicity, age, disability, sexual orientation, medical condition, military status or any other category protected by state or federal employment law. Our commitment includes ensuring a nondiscriminatory workplace where individuals are valued for their differences, as well as their similarities.

Every City employee, and every person engaged in business with the City, have an ongoing responsibility to create a nondiscriminatory work environment through their personal conduct.

Responsibility for the implementation of the City of Kent's Equal Employment Opportunity Nondiscrimination Policy rests with the Human Resources Manager. However, all department heads are responsible for carrying out this policy within their departments. The City Manager expects each department head, manager, and supervisor to ensure compliance with this policy.

City of Kent

Nondiscrimination Statement

The City of Kent, will ensure that no person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its projects, activities, or services, and business opportunities on the basis of race, color, national origin, age, sex, gender identity, sexual orientation or disability as afforded by Title VI of the Civil Rights Act of 1964 and related statutes, as amended. All persons, regardless of their citizenship status, are covered under this regulation.

I. Introduction

The City of Kent's (City) mission is to provide public infrastructure and municipal services to protect and enrich the daily lives of residents in the City.

The City receives a wide array of federal funding from the Federal Highway Administration, among other federal agencies. As a recipient for such federal aid, the City is required to comply with Title VI of the Civil Rights Act of 1964 (Title VI).

Title VI states that:

"No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, or gender identity be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance."

The City is committed to complying with Title VI requirements for all programs and services delivered to the public. This Title VI Program (Program) serves as a guide and reflection of the City's commitment to preserving the civil rights for all individual and group benefactors of City programs and services.

The Program includes a general overview of how the City will:

- Handle a Title VI Complaint.
- Engage public participation.
- Provide services to Limited English Proficiency populations.
- Train employees and managers in recognizing Title VI situations.

II. Policies and Regulations

In accordance with Title VI, the City will ensure that no person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its projects, activities, or services, and business opportunities on the basis of race, color, national origin, age, sex, gender identity, sexual orientation or disability as afforded by Title VI of the Civil Rights Act of 1964 and related statutes, as amended. All persons, regardless of their citizenship status, are covered under this regulation.

III. City Overview

The City is governed by a City Manager appointed by an elected Mayor and Council of nine members. The City is a full service city with over 200 full time and 75 part time employees and 14 departments with 6 divisions.

IV. Demographics

The following table details the primary languages spoken at home among the residents age 5 years and older that reside in the City with a population of 28,496.

Primary Language	Speaks English				
	Very Well	Well	Not Well	Not at All	%*
English	25,853	0	0	0	0.00%
Spanish	280	26	6	0	0.021%
Indo-European	550	176	6	0	0.021%
Asian & Pacific Island	304	507	301	0	1.05%
Other	414	73	0	0	0.0%

*Resource: United States Census American Community Survey (5-year estimates, 2012-2016) *% based on those that speak English not well and not at all.*

V. Title VI Program

Title VI Coordinator

The City has a Title VI Coordinator who is responsible for the overall Title VI Program. The Title VI Coordinator's role is to lead in the development and implementation of Title VI Program and coordinating compliance across each department and division within the City. The Title VI Coordinator provides guidance and technical assistance on Title VI matters and has overall program responsibility for preparing reports and developing program procedures, which include:

- Promptly processing and resolving Title VI complaints.
- Overseeing the collection of demographic data (race, color, national origin, sex, age, and disability) of participants in the beneficiaries of the City's Federal-aid programs, activities, and services.
- Promptly resolving areas of deficiency.
- Conducting periodic Title VI audits.

Title VI Requirements

The City developed a wide range of procedures to meet the general requirements of Title VI. They include the following:

- Posting Title VI notifications at public counters, Internet, etc.
- Publishing brochures.
- Address and filing Title VI discrimination complaints.
- Training staff on Title VI law and requirements.
- Providing access to LEP populations.
- Providing information and outreach to ensure Disadvantaged Business Enterprise (DBE) involvement.
- Providing contract opportunities to minority businesses.
- Meeting environmental justice regulations.
- Adhering to service standards.

This Title VI Program includes guidelines for meeting HUD, FAA, FHWA, and FTA requirements.

Notice of Rights

The City of Kent will display the "Notice of Rights" for public view at all locations within City facilities with customer counters, and on the public website. The notice states that the City will comply with Title VI and ensures that no person on the grounds of race, color, age, sex, disability, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs, activities, or services.

Examples of City of Kent's Notice to the Public are in Appendix A.

Complaint Procedures

Any person who believes that he or she or a specific class of individuals has been subjected to unlawful discriminatory practice under Title VI by the City may, on his/her own behalf or by an authorized representative, file a complaint under this procedure.

No person who files a complaint, nor any person who cooperates in the investigation of the complaint, shall be subjected to retaliation, and the City shall take reasonable steps to protect such persons from retaliatory actions.

Persons having a complaint are encouraged to first contact, by telephone or in person, the Title VI Coordinator to attempt to informally resolve the complaint. If this does not yield a satisfactory resolution, a complaint form may be filed.

Complaint forms are available at Utility Billing public counters, City Administrative Offices, and online. The complaint form is included under Appendix B. Complaints must be filed in writing and should be directed to:

City of Kent Law Department -Title IV Coordinator
302 S. DePeyster Street
Kent, Ohio 44240
330-678-8619
<http://kentohio.org/gov2/council.asp>

Complainants may submit their complaint form to the City or to an external federal or state agency, such as FAA, FHWA, or FTA. However, should a complaint be filed with the City and one the federal or state agency simultaneously, the federal or state complaint will supersede City's complaint and the City's complaint procedures will be suspended pending the other agency's findings. Every effort will be made to obtain a timely resolution of complaints.

The following procedures will be followed to investigate formal Title VI Complaints:

- A. The complaint must meet the following requirements:
 1. Complaint shall be in writing and signed by the complainant(s). In cases where complainant is unable or incapable of providing written statement, a verbal complaint may be made. The investigator assigned to the case will interview the complainant and assist the person in converting verbal complaints to writing. All complaints must; however, be signed by the complainant or his/her representative.

2. Include the date of the alleged act of discrimination, date when the complainant became aware of the alleged discrimination, date on which the conduct was discontinued, or the latest instance of conduct.
 3. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complaint.
 4. Federal and State law requires complaints to be filed within 180 calendar days of the alleged incident.
- B. Within 14 business days of receiving the complaint, the Title VI Coordinator will determine its jurisdiction, sufficiency, need for additional information, and investigate the merit of the complaint. The complainant will receive an acknowledgment letter informing him/her whether the City's Title VI Coordinator has accepted or rejected the complaint.
- C. Once the Title VI Coordinator approves the complaint for investigation, the complaint will receive a complaint number and the complaint will be logged identifying: complainant's name; factual allegations; and alleged harm, race, color, and national origin.
- D. If more information is needed to evaluate the claim, the Title VI Coordinator may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the Title VI Coordinator. If the Title VI Coordinator is not contacted by the complainant or does not receive additional information within 10 business days, the Title VI Coordinator may terminate the investigation and close the complaint.
- E. In cases where the City investigates the complaint, within 90 calendar days of the complaint, the investigator will issue either: 1) a closure letter or 2) a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the complaint will be closed. A LOF summarizes the allegations, and informs the complainant that the Title VI Coordinator found the complaint to have merit and it will take appropriate corrective action to remedy the matter.
- F. If the complainant is unsatisfied with the decision, he/she may file an appeal with one of the following appropriate federal agency for their decision.

<p>Ohio Department of Transportation (ODOT) Akron District 2088 S. Arlington Road Akron, Ohio 44306</p>
<p>U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590</p>
<p>Federal Aviation Administration Office of Civil Rights 800 Independence Ave. SW Washington, D.C. 20591</p>
<p>U.S. Equal Employment Opportunity Commission Anthony J. Celebrezze Federal Building 1240 E. 9th Street, Suite 3001 Cleveland, OH 44199</p>
<p>U.S. Department of Justice Civil Rights Division 950 Pennsylvania Avenue, NW Washington, DC 20530</p>
<p>Ohio Civil Rights Commission 30 East Broad Street, Fifth Floor, Columbus OH, 43215</p>

G. The Title VI Coordinator will maintain a list of Title VI Complaints it receives.

Examples of Title VI Complaint Form are in Appendix B.

Requirement to Record and Report Title VI Investigations, Complaints, and Lawsuits

In compliance with 49 CFR Section 21.9(b), the City shall prepare and maintain a list of any active investigations, lawsuits, or complaints naming the City of Kent and alleging discrimination on the basis of race, color, national origin, sex, religion, disability or income status. This list shall include the date the investigation, lawsuit, or complaint was filed and received by the City, a summary of the allegation(s), the status of the investigation, lawsuit or complaint, and actions taken by the City in response to the investigation, lawsuit, or complaint.

The City of Kent's form for recording this information is included in Appendix C. The list shall comprise all of the records of active investigations, lawsuits, and complaints recorded on these forms. During the processing of active investigations, lawsuits, or complaints, the Title VI Coordinator shall update the record form as necessary. Upon resolution and closure of an investigation, lawsuit or complaint, the Title VI Coordinator shall record such closure on this form.

Public Participation Plan

The City is committed to ensuring that projects, programs, and services delivered by the City are sensitive to the various demographic backgrounds within the City.

As a recipient of Federal funding, the City is required to adhere to Title VI of the Civil Rights Act of 1964. The City is committed to ensuring it serves the residents and businesses of the City fairly, consistently, and in the most cost-efficient and appropriate manner within available resources.

A. Goals and Objectives

The goal of the City is to offer a variety of opportunities for the public to engage in planning and decision-making activities.

The City's objectives are as follows:

- To determine what non-English languages and/or other barriers may exist to public participation within the City service area.
- To provide a general notification of meetings for public input, in a manner that is understandable to all populations in the service area.

- To hold meetings in locations that are accessible and reasonably welcoming to all area residents, including, but not limited to minority, Limited English Proficiency (LEP), and low-income members of the public.
- To utilize a variety of communication methods to capture public input from populations that are not likely to attend or engage in public meetings.

B. Environmental Justice

In accordance with Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), the City will identify and address the environmental effects of programs, policies, and activities on minority and low income populations. The City will consider demographic data into their project design and involve the public in the planning and development process to assess the environmental impacts of projects on the community. The public's input and data analysis enable the City to develop measures to mitigate any potential adverse effects on minority and low-income populations. The City is not required to conduct environmental justice analyses of projects where NEPA documentation is not required.

C. Limited English Proficiency Populations

A LEP individual is someone with limited ability to read, write, speak, or comprehend English. Reasonable efforts will be made to engage LEP populations utilizing techniques, such as the development of public notices in appropriate non-English Languages that will provide contact information where individuals can be informed of the affected project or services to provide input and comments. Other efforts may include conducting focus groups in areas with high concentrations of LEP populations for the purpose of gaining input from a particular defined portion of the community. In addition, non-profit organizations and other advocacy groups can be utilized to disseminate and provide insight into the needs of LEP populations.

D. Low-Income Populations

The City will identify low-income populations within the service area. The low-income threshold will be defined as households with a per capita income of 80 percent or less of the national average. Low-income populations in the City will be given reasonable opportunity to provide input on plans and programs to avoid disproportionate harm or lack of benefit.

E. Public Comment Process Offered by the City Council

The public has a right to express their opinion during the regular Council meetings held the third Wednesday of every month at 7:30 p.m. The meetings are held in the Council chambers at 320 S. DePeyster Street, Kent (Fire Station #1. Lower level). Information about City Council is available on the City website at:

<http://kentohio.org/gov2/council.asp>

F. Outreach Efforts

The City will also provide the public an opportunity to comment to community meetings via online platforms. The City will engage the community through the City's website, social media, and brochures placed at the library, community centers, public parks, and recreation areas within the communities. The City staff and/or a contracted non-English interpreter for LEP will attend community meetings to inform residents of the City's services and provide them an opportunity to express their input in a language they are comfortable communicating in upon request.

Appropriate techniques among the following will be used to inform, educate, and gain input from the public about the City's projects, services, or activities:

- Surveys or questionnaires - mail-in, online, telephone, personal interview and/or door-to-door
- Comment cards at all public meetings, presentations, workshops, etc.
- Articles or press releases in the appropriate publications
- Timely consultation with advisory committees and councils
- Distribution of informal reports, flyers, or brochures
- Informal presentation at regional sites, open houses, or other community forums
- Formal presentations to various service clubs and civic and professional groups
- Information about meetings, public hearings, and special events on the City's website
- Direct mailings to those expressing interest in or commenting about certain topics
- General mailings with posters and flyers to area post offices and appropriate agencies, offices, and organizations for distribution to citizens.

G. Minority Representation on Public Bodies

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.”

The key advisory and policy-making bodies for the City of Kent are listed in Appendix D. The City will seek to identify individuals who could bring diverse perspectives to Kent Boards and Commissions, and whose names could be put forward when a seat becomes open.

Limited English Proficiency Plan

To comply with Title VI, it is important to identify the demographics and specific language needs of the City’s residents and businesses. This information is set forth in the demographics table on page 2.

The City developed a general LEP Plan for use by any division to address the public’s language needs. The LEP Plan outlines how to identify reasonable steps for providing language assistance to LEP persons who wish to access services provided by the City of Kent. The LEP Plan also identifies language assistance needs, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

To prepare the LEP Plan the City referenced the U.S. Department of Transportation’s four-factor LEP analysis, which considers the following factors:

- A. Number and proportion of LEP person served or encountered in the eligible service population.
- B. Frequency with which LEP persons come in contact with City of Kent programs, activities, or services.
- C. Nature and importance of services provided by the City of Kent to the LEP population.
- D. Resources available to the City of Kent and overall cost to provide LEP assistance.

The figures on page 2 under Demographics detailed the breakdown of English fluency for people who speak another language and what the top primary languages are in the City.

Training

The City will provide Title VI training to employees of the City. These trainings are offered at minimum every two years. Trainings will be offered online or through an instructor-led class. Additional resources are provided on the City's website to enhance the learning objectives. The following components will be covered to ensure compliance.

- A. Review of the City's Title VI Policy and LEP Plans.
- B. Types of language assistance services offered to the public.
- C. How to handle a potential complaint.
- D. Where to seek assistance for Title VI questions and concerns.
- E. Some employees will be provided training on DBE and Americans with Disabilities Act compliance, as necessary.

Title VI Construction Contract Provisions

The City Service Department will include the provisions indicated in the specific contract agreement executed with ODOT for each federally funded project in contracts and agreements, where applicable, between the City and contractors.

Federal-aid construction contracts currently include provisions, which require compliance with Title VI. The specific contract provision language is included in the FHWA Form 1273 that is physically inserted in the federal-aid construction contract.

The "Local Public Agency Construction Contract Administration Primary Roles and Responsibilities" confirms that DBE and labor/Equal Employment Opportunity (EEO) compliance requirements are performed and documented in the project files.

The "Local Public Administration (LPA) Construction Contract Administration Manual" details the responsibilities of the City for DBE and EEO compliance issue related to Federally Funded Projects overseen by ODOT.

Data Collection

Demographic and related data collected and used by the City comes from governmental sources responsible for collecting and vetting the information for consistency and accuracy.

Goals and Accomplishments

The Service Department will annually establish and monitor program goals and accomplishments. The Title VI Coordinator will ensure that employee training is conducted, language translation services continue to be available, public participation is optimal, and appropriate Title VI signage is posted. This also includes updating community statistic and corresponding with the federal agency as necessary.

APPENDICES

Appendix A Notice to the Public

Appendix B Complaint Form

Appendix C List of Title VI Investigations, Complaints and /or Lawsuits

Appendix D List of Representation on Appointed Public Bodies

APPENDIX A

Your Rights Under Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 requiring that, "No person in the United States shall on the grounds of race, color, age, disability, gender, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination against discrimination under any program or activity receiving Federal financial assistance.' In addition, related statues provided protection against discrimination on the grounds of age, sex, or disability.

Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, national origin, age, sex, or disability has been excluded from or denied the benefits of, or subjected to discrimination caused by a City of Kent employee may file written complaint with the City's Title VI Coordinator. Federal and State law requires complaints be filed within 180 calendar days of the alleged discrimination.

To request addition information regarding the City's non-discrimination obligations or to file a Title VI complaint, please submit your request to:

City of Kent Title VI Coordinator

Law Department

302 S. DePeyster Street

Kent, Ohio 44240

(330) 678-8619

Website: <http://kentohio.org/gov2/council.asp>

If information is needed in another language, contract (330) 678-8619

NOTE: The reference to handicap in this notice stems from the Rehabilitation Act of 1973, as amended (PL 93-112) and 49 CFR Par t27. Both require nondiscrimination based on disability in the participation or denial of benefits. Although not discussed in this tool kit, FAA placed the handicap reference in this notice for ease of posting all nondiscrimination requirements in one location.

APPENDIX B
COMPLAINT FORM

The purpose of this form is to assist you in filing compliant with City of Kent. You are not required to use this form; a letter with the same information is sufficient. However, the information requested in the items marked with a star (*) must be provided, whether or not this form is used.

1.* State your name and address:

Name: _____

Address: _____

_____ Zip _____

Telephone: Home (____) _____ Work or Cell: (____) _____

2.* Person(s) discriminated against, if different from above:

Name: _____

Address: _____

_____ Zip _____

Telephone: Home (____) _____ Work or Cell: (____) _____

3.* Agency and department or program that discriminated:

Name: _____

Address: _____

_____ Zip _____

Telephone: Home (____) _____ Work or Cell: (____) _____

4A.* Non-employment: Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the department or agency in its treatment of you or others? If so, please indicate below the base(s) on which you believe discriminatory actions were taken:

___ Race/Ethnicity: _____
___ National origin: _____
___ Sex: _____
___ Religion: _____
___ Age: _____
___ Disability: _____

4B.* Employment: Does your complaint concern discrimination in employment by the department or agency? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken.

___ Race/Ethnicity: _____
___ National origin: _____
___ Sex: _____
___ Religion: _____
___ Age: _____
___ Disability: _____

5. What is the most convenient time and place for us to contact you about this complaint?

6. If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and/or provide information about your complaint:

Name: _____

Telephone: Home : (____) _____ Work or Cell: (____) _____

7. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name: _____

Address: _____

Zip _____

Telephone: Home: (____) _____ Work or Cell: (____) _____

8.* To your best recollection, on what date(s) did the alleged discrimination take place?

Earliest date of discrimination: _____

Most recent date of discrimination: _____

9. Complaints of discrimination generally must be filed within 180 days of the alleged discrimination. If the most recent date of discrimination, listed above, is more than 180 days ago, you may request a waiver of the filing requirement. If you wish to request a waiver, please explain why you waited until now to file your complaint and FCS will evaluate the explanation and decide if a waiver is appropriate.

10.* Please explain, as clearly and neatly as possible, what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. (Please use additional sheets if necessary and attach a copy of written materials pertaining to your case.)

11. Title VI of the Civil Rights Acts of 1964, 42 U.S.C. §§ 2000d – 2000d7 and the nondiscrimination section of the Omnibus Crime Control and Safe Streets Act of 1968, 28 U.S.C. § 3789d(c), prohibit recipients of Department of Justice funds from intimidating or retaliating against anyone because he or she has either taken action or participated in an action to secure rights protected by these laws. If you believe that you have been retaliated against (separate from the discrimination alleged in #10), please explain, as clearly and neatly as possible, the circumstances below. Be sure to explain what actions you took which you believe were the basis for the alleged retaliation.

12. Please list below any persons (witnesses, fellow employees, supervisors, or others), if known, whom we may contact for additional information to support or clarify your complaint.

Name	Address	Area Code/Telephone
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

13. Do you have any other information that you think is relevant to our investigation of your allegations?

14. What remedy are you seeking for the alleged discrimination?

15. Have you (or the person discriminated against) filed the same or any other complaints with other offices of the Department of Justice (including the Office of Justice Programs, Federal Bureau of Investigation, etc.) or other Federal agencies?

Yes ___ No ___

If so, do you remember the Complaint Number?

What agency and department or program was it filed with?

Address: _____

_____ Zip _____

Telephone No: (____) _____

Date of Filing: _____ Filed Against: _____

Briefly, what was the complaint about?

What was the result?

16. Have you filed a charge or complaint concerning the matters raised in this complaint with any of the following?

- U.S. Equal Employment Opportunity Commission
- Federal or State Court
- Your State or local Human Relations/Rights Commission
- Grievance or complaint office
- Other _____

17. If you have already filed a charge or complaint with an agency indicated in #16, above, please provide the following information (attach additional pages if necessary):

Agency: _____

Date filed: _____

Case or Docket Number: _____

Date of Trial/Hearing: _____

Location of Agency/Court: _____

Name of Investigator: _____

Status of Case: _____

Comments: _____

18. While it is not necessary for you to know about aid that the agency or institution you are filing against receives from the Federal government, if you know of any Department of Justice

funds or assistance received by the program or department in which the alleged discrimination occurred, please provide that information below.

19.* We cannot accept a complaint if it has not been signed. Please sign and date this Complaint Form below.

(Signature) _____ (Date) _____

Please feel free to add additional sheets to explain the present situation to us.

We will need your consent to disclose your name, if necessary, in the course of any investigation. Therefore, we will need a signed Consent Form from you. (If you are filing this complaint for a person whom you allege has been discriminated against, we will in most instances need a signed Consent Form from that person.) See the "Notice about Investigatory Uses of Personal Information" for information about the Consent Form. Please mail the completed, signed Discrimination Complaint Form and the signed Consent Form (please make one copy of each for your records) to:

The City of Kent
Title VI Coordinator
Law Department
302 S. Depeyster St.
Kent, Ohio 44240

If you need assistance filling out this form, please call (330) 678-8619

20. How did you learn that you could file this complaint?

COMPLAINANT CONSENT/RELEASE FORM

Your Name: _____

Address: _____

Complaint number(s): (if known) _____

Please read the information below, check the appropriate box, and sign this form.

I have read the Notice of Investigatory Uses of Personal Information by the Department of Justice (DOJ). As a complainant, I understand that in the course of an investigation it may become necessary for DOJ to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of DOJ to honor requests under the Freedom of Information Act. I understand that it may be necessary for DOJ to disclose information, including personally identifying details that it has gathered as a part of its investigation of my complaint. In addition, I understand that as a complainant I am protected by DOJ's regulations from intimidation or retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statutes enforced by DOJ.

CONSENT/RELEASE

CONSENT - I have read and understand the above information and authorize DOJ to reveal my identity to persons at the organization or institution under investigation. I hereby authorize the Department of Justice (DOJ) to receive material and information about me pertinent to the investigation of my complaint. This release includes, but is not limited to, personal records and medical records. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release, and do so voluntarily.

CONSENT DENIED - I have read and understand the above information and do not want DOJ to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and information about me, pertinent to the investigation of my complaint. I understand that this is likely to impede the investigation of my complaint and may result in the closure of the investigation.

SIGNATURE

DATE

APPENDIX C

List of Title VI Investigations, Complaints and Lawsuits

City of Kent, Ohio

Contact Person:	Signature: <i>Hope L. Jones</i>	Date:
Hope L. Jones, Law Director		

Check One:

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

There have been investigations, complaints and/or lawsuits filed against us.

See list below. Attach additional information as needed.

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

APPENDIX D

Minority Representation Information

Minority Representation Table

The table below depicts the representation on Appointed City Bodies. The demographic data in the table below indicates the participation of minorities on committees and councils.

Board/ Commission Name	Number of Members	Number of Minority Members
Architectural Review Board	5	0
Board of Building Appeals	9	0
Board of Health	7	0
Board of Zoning Appeals	5	0
Community Reinvestment Area Housing Council	7	0
Committee on Design & Preservation	5	0
Fair Housing Board	8	0
Loan Review Committee	5	0
Parking Action Committee	9	0
Parks and Recreation Board	5	0
Planning Commission	5	0
Sustainability Commission	5	0
Tax Incentive Review Board	7	0

Efforts to Encourage Minority Participation

The City understands diverse representation on committees and boards results in sound policy reflective of its entire population. As such, the City encourages participation of all its citizens.

As of May, 2018, there were no representatives on any of the committees/boards that were of the minority population.

As vacancies on board and committees become available, the City will make efforts to encourage and promote diversity. To encourage participation on its boards and committees, the City will continue to reach out to community, ethnic and faith-based organizations to connect with all populations.



CITY OF KENT, OHIO

CLERK OF COUNCIL

MEMO

August 22, 2018

To: Mayor & City Council
Dave Ruller, City Manager
Hope Jones, Law Director

From: Tara Grimm, MMC, Clerk of Council

Re: Committee of the Whole discussion on verbatim transcription of visitor's portion of Regular Council Meetings

At the August 15, 2018 Regular City Council meeting, Mr. Sidoti moved to place into the Committee of the Whole a discussion on transcribing visitor's comments verbatim during the regular meetings, which was seconded by Mr. DeLeone for discussion purposes only. Mr. Sidoti felt this would be in fairness to the visitors so the average citizen could read minutes and actually hear what those people said, not necessarily just an overview; Mr. DeLeone and Ms. Shaffer disagreed; Ms. Wallach commented how it may be an unreasonable request; Ms. Rosenberg asked if instead of verbatim, if there is the possibility of greater detail or a "gradient" inclusion of visitors' comments. Mr. Kuhar asked why we just don't archive the audio longer and use that for verbatim, if requested.

As your fully credentialed Master Municipal Clerk of Council (MMC), with 7 years of being a professional technical legal secretary for felony prosecutions, 5 years of intense certification, training and attaining my Master Municipal Clerk designation, as well as being a 3 year instructor of an "Effective Minutes" class to municipal clerks around the state, I am providing the following facts and my professional opinion against verbatim transcription, especially of the visitors' portion:

1. As stated in the Kent City Council's Standing Rules "Public Comment" Section G(1)(b), the City already provides visitors an opportunity to submit their own verbatim statement, in writing, to be included as an attachment in the minutes, especially if they are unable to complete their statement in the allotted 3 minutes. This process has been extremely successful and appreciated by the visitors.

"(1) Audience Participation:

(b) Content. Public comments shall focus on a specific matters within the Council's jurisdiction. Members of the public are encouraged to present written comments in advance of the meeting, as a way to fully communicate their thoughts on agenda or non-agenda items. When written materials are presented, they should be submitted to the Clerk of Council for distribution prior to the Council meeting. If materials are submitted to the Clerk of Council during or after comments, the materials will not be distributed to Council until after the adjournment of the meeting. Written statements will be included in the minutes as Attachments.

2. According to the Ohio Sunshine Laws Open Meetings Act and the most recent training I received from attending the Auditor of the State of Ohio's training as Council's designee:

"C. Minutes

1. Content of minutes

A public body must keep full and accurate minutes of its meetings. Those minutes are not required to be a verbatim transcript of the proceedings, but they must include enough facts and information to permit the public to understand and appreciate the rationale behind the public body's

decisions. The Ohio Supreme Court holds that minutes must include more than a record of roll call votes, and that minutes are inadequate when they contain inaccuracies that are not corrected. A public body cannot rely on sources other than their approved minutes to argue that their minutes contain a full and accurate record of their proceedings."

3. The Ohio Revised Code Section 121.22 (C) 2nd paragraph states:

"(C) The minutes of a regular or special meeting of any public body shall be promptly prepared, filed, and maintained and shall be open to public inspection. The minutes need only reflect the general subject matter of discussions in executive sessions authorized under division (G) or (J) of this section."
4. The newly adopted Records Retention Schedule, after Council's request of the Records Commission, provides for the audio recordings of Council's meetings to be kept for one year which suffice as verbatim recordings of each and every meeting. Once a New City Hall is built which will include modern technology and with the building of the City's new website, Council will have all the appropriate means to provide better transparency and access to recordings and/or real-time interaction with our meetings.
5. A Court reporter or professional transcription service would need to be hired to transcribe verbatim minutes from the City's audio recordings for any legal situation that may arise. Many courts in Ohio will only hire official court reporters that have completed an accredited program through Ohio court reporting schools.
6. For two years I have prepared a *hybrid* of summary, detailed and verbatim minutes, with any verbatim statements transcribed with quotation marks; Visitors' full written statements are referred to and incorporated as "attachments" to the minutes per the Council Standing Rules.
7. Out of 35 other municipalities throughout the State of Ohio who responded to my inquiry regarding their minutes:
 - 10 municipalities transcribe summary minutes of only the legislative action.
 - 17 municipalities, transcribe a *hybrid* of summary and detailed minutes dependent on the intensity of the topic at hand.
 - 3 municipalities, along with us, transcribe a *hybrid* of summary, detailed and verbatim minutes, especially when it comes to items that affect the legislative outcome or are an intense legislative topic.
 - 3 municipalities transcribe detailed minutes..
 - 2 municipalities transcribe verbatim: one clerk is forced to by ordinance, the other clerk is new and until recently thought she had to transcribe minutes that way. That particular clerk performs no other clerk of council duties than transcription of minutes because of the amount of time it takes.
8. Verbatim transcription of any type requires an inordinate and unwarranted amount of time and does nothing to assist in conveying the legislative outcome of a meeting. Recently, one 12 minute verbatim visitor interaction took over 2.5 hours and 6 pages to transcribe. Every "um", sidebar comment, and cross-talk has to be accounted for. Council had 7 visitors at the last meeting, who spoke for a total of 36 minutes, not 21 minutes because sometimes Council allows visitors a bit more than their 3 minutes to finish their sentence. 36 minutes can convert to a full 7.5 hours of transcription just for the visitor's comments section of Council's minutes.

For the above reasons, it is my professional opinion that Council does not have me transcribe the visitors' portion of the Council or Committee meetings and allow me to continue to transcribe in the manner which I have for Council for the previous 2 years to protect the integrity of the Council, staff, visitors, and City as a whole.

Respectfully submitted,
Tara Grimm, MMC
Clerk of Council

353.03 PARKING PERMITS.

~~(a) No person shall cause, allow or permit any motor vehicle owned by, registered in the name of, or operated by such person to park such motor vehicle upon any street designated in Section 353.02, or any Municipal Parking Lot as regulated in Chapter 355 between the hours of 8:00 a.m. and 6:00 p.m. for a period of more than two hours without having obtained a currently valid City of Kent parking permit. (Ord. 2007-37. Passed Apr. 18, 2007)~~

~~(b) The Director of Budget and Finance is hereby authorized to create procedures and guidelines for the issuance of City of Kent **overnight** parking permits, including sale by private vendors in the downtown area.~~

~~(Ord. 2007-37. Passed Apr. 18, 2007)~~

~~(c) The Director of Budget and Finance, or his/her designee shall issue a permit to park a motor vehicle on the streets designated in Section 353.02 for ten-hour periods upon the following terms and conditions:~~

~~(1) The applicant shall pay a permit fee of fifteen dollars (\$15.00) a month, forty-three dollars (\$43.00) for three months or eighty-five dollars (\$85.00) for six months, and designated as class "A" parking permits.~~

~~—(2) The applicant shall pay a permit fee of five dollars (\$5.00) a month for use in specially marked ten hour parking spaces designated as class "B" permit spaces.~~

~~(3) The applicant shall pay a permit fee of fifteen dollars (\$15.00) a month, forty-three dollars (\$43.00) for three months or eighty-five dollars (\$85.00) for six months for special parking areas for overnight parking, or specially dedicated parking, and designated as class "C" parking zones, as identified in Section 353.02.~~

~~(Ord. 2007-37. Passed Apr. 18, 2007)~~

~~(d) The parking permit shall be affixed in the vehicle on the rearview mirror so as to be visible to the front and rear of the vehicle.~~

~~(Ord. 2007-37. Passed Apr. 18, 2007)~~

~~(e) The parking permit issued by an authorized representative of the City shall designate the value paid for the permit and shall clearly designate the month and year of expiration. Parking permits may be issued for a maximum of six (6) months.~~

~~(Ord. 2007-37. Passed Apr. 18, 2007)~~

~~(f) Payment of the parking permit fee by the applicant as provided for herein guarantees only that the licensee is entitled to park on a space on one of the streets designated in Section 353.02, or designated by postings in municipal parking lots but does not provide the licensee with a specific or particular parking space.~~

~~(Ord. 2007-37. Passed Apr. 18, 2007)~~

~~(g) Nothing herein contained shall prevent the parking of a motor vehicle on any of the streets or parking lots set forth in Section 353.02 or Chapter 355 hereof without a parking permit for a period of time not to exceed two hours. However, any vehicle parked for a period of time in excess of two hours and not displaying a parking permit shall be subject to the penalty provided for in Section 353.99.~~

~~(Ord. 2007-37. Passed Apr. 18, 2007)~~

CHAPTER 355
Municipal Parking Lots

355.01 Definitions.

355.02 Restrictions regulating off-street parking in Municipal Parking Lots.

355.03 Posting of parking restrictions.

355.04 Municipal facility parking lot regulations.

355.05 Removal of motor vehicles.

355.99 Penalty.

355.01 DEFINITIONS.

(a) "Motor vehicle" means any device in, upon or by which any person or property is or may be transported upon a highway, except a device which is operated upon rails or tracks.

(b) "Operator" means and includes every individual who shall operate a vehicle as the owner thereof, or as the agent, employee or permittee of the owner or is in actual physical control of a vehicle.

(c) "Owner" means the record of ownership as shown in the clerk of courts office of the proper county and shall be prima-facie evidence that the owner placed the vehicle in the parking space at the time and place alleged in the complaint against him/her.

(d) "Park" or "parking" means the standing of a vehicle, whether occupied or not, upon a public parking lot other than temporarily for the purpose of, and while actually engaged in receiving or discharging passenger(s), loading or unloading merchandise, obedience to traffic regulations, signs or signals or an involuntary stopping of the motor vehicle by reason of causes beyond the control of the operator of the vehicle.

(e) "Person" means and includes any individual, firm, partnership, association, corporation or other recognized legal entity.

(f) "Municipal parking lot" means any property owned by the City of Kent which has been designed and improved expressly for the purpose of parking of motor vehicles by the general public, and which has signs identifying it as a municipal parking lot for general use of the public.

(g) Posting of parking restrictions means the visible posting of signs identifying the limitations on use of parking areas within a municipal parking lot.

(h) "Parking within designated spaces" means parking a motor vehicle within the painted lines used to identify the width and length of a parking area designated for a single parked motor vehicle.

(i) "Designated parking space" means a parking space the use of which is dedicated to a specific business, by virtue of contractual requirements at the time of municipal purchase of the property. Such designated spaces shall be identified by individual signs, and use of these spaces shall be by permitted issued to the property owner, or by specific authorization of the designated business.

(j) "Municipal facility parking" means parking lots dedicated to the specific use of a municipal facility or office, and such parking lot use is limited to official business being conducted at the facility.

(Ord. 2001-121. Passed 12-5-01)

355.02 RESTRICTIONS REGULATING OFF-STREET PARKING IN MUNICIPAL PARKING LOTS.

No owner or operator of a motor vehicle shall permit parking of a vehicle in a municipal parking lot in a manner not in compliance with the following restrictions:

(a) Park any vehicle across any line or marking of a parking space or in such a position that the vehicle is not entirely within the area designated by such line or marking; (parking within designated spaces)

(b) **Parking within designated spaces is allowed for up to ten hours** between the hours of 8 AM and 6 PM, ~~park any vehicle in a designated parking space for more than two hours, unless such space is a designated parking space for specific business permit use (dedicated space or ten hour parking space);~~

(c) Park in a designated parking space without a permit to qualify as a designated user of the space;

~~(d) Park in a designated ten hour parking space, without displaying a valid ten hour parking permit issued by the Police Department pursuant to Section 355.03 of the Codified Ordinances.~~

(e) Park in a space designated for handicapped only parking, without displaying a qualifying handicapped permit from the state of registration of the vehicle;

(f) Park a vehicle in a city lot between the hours of 3AM to 6 AM;

(g) Park a truck having an unloaded curb weight in excess of 5,000 pounds, trailer, or semitrailer or commercial tractor.

(Ord. 2001-121. Passed 12-5-01)

355.03 POSTING OF PARKING RESTRICTIONS

The Director of Public Service shall prominently post notice of the above restrictions in all municipal parking lots dedicated for public use, and shall maintain all such postings in clearly readable form.

(Ord. 2001-121. Passed 12-5-01)

355.04 MUNICIPAL FACILITY PARKING LOT REGULATIONS

(a) The regulation of parking at municipal facilities shall be limited in the same manner as those restrictions identified in Section [355.02](#).

(b) In addition to the above, use of parking spaces at municipal facilities shall be specifically limited to the purpose of conducting business at the municipal facility, and shall be posted as such on the required signs.

(c) The Director of Public Service shall prominently post notice of the above restrictions in all municipal parking lots dedicated for municipal facility use, and shall maintain all such postings on clearly readable form.

(Ord. 2001-121. Passed 12-5-01)

355.05 REMOVAL OF MOTOR VEHICLES.

(a) Officers of the Police Department are hereby authorized, subject to the conditions set forth in the codified ordinances, to remove or cause to be removed, a motor vehicle parked on any public parking lot between the hours of 3:00 a.m. and 6:00 a.m. whenever, in the opinion of the officer, the presence of such parked motor vehicle in a municipal parking lot will interfere with street cleaning or maintenance of such parking lot or shall otherwise create a condition detrimental to the health, safety and welfare of the residents of the City.

(b) Officers of the Police Department are further authorized, subject to the conditions set forth in the codified ordinances, to remove or cause to be removed, a motor vehicle parked in a municipal parking lot that has excessive unpaid parking violations on file.

(c) Whenever an officer has removed or caused to be removed a motor vehicle from a public parking lot such removal shall be executed in compliance with Chapter 356 of these codified ordinances.

(d) Notice shall be posted on all city-owned parking lots advising that vehicles may be towed for parking during the above hours or for failure to pay outstanding parking violations. (Ord. 2001-121. Passed 12-5-01)

355.99 PENALTY.

(a) Whoever violates any section of this Chapter, except Section 355.02(a)(4), shall be subject to the penalties set out in Section 351.99(a) of the City of Kent Ohio Codified Ordinances.

(b) Whoever violates Section 355.02(a)(4) of this Chapter shall be subject to the penalty as set out in Section 351.99(c) of the City of Kent Ohio Codified Ordinances. (Ord. 2013-27. Passed 3-20-13.)

Designation	Current	Revised	Reason
ALLEY #3	(current) SEE HUNTINGTON CT (revised) NO PARKING (AKA HUNTINGTON CT) (reason) to combine include both names for the alley in the ordinance		
ALLEY #4	(current) NO PARKING (revised) NO PARKING (AKA BURBICK WAY, Ord. 2011-100. Passed 10-19-11) (reason) to include both names for the alley in the ordinance		
ALLEY #5	(current) NO PARKING (revised) NO PARKING (AKA LOCKE LANE. Ord. 2012-113. Passed 10-17-12) (reason) to include both names for the alley in the ordinance		
ADA ST	(current) TWO HOUR PARKING EAST SIDE, NO PARKING WEST SIDE, NO PARKING RESTRICTIONS BETWEEN JESSIE AND ELNO (revised) TWO HOUR PARKING EAST SIDE, NO PARKING WEST SIDE, NO PARKING RESTRICTIONS BETWEEN JESSIE AND ELNO BOTH SIDES (reason) To better clarify and for uniformity of ordinance language		
ADRIAN AVE	(current) NO PARKING EAST SIDE; NO PARKING WEST SIDE BETWEEN FAIRCHILD AVE. AND COTTAGE GATE DR. (revised) NO PARKING EAST SIDE; NO PARKING WEST SIDE BETWEEN FAIRCHILD AVE. AND COTTAGE GATE DR. (Ord. 2016-38. Passed 4-20-16) (reason) The ordinance and effective date of parking change was omitted.		
BEECHWOLD DR	(current) Not listed in ordinance but parking is restricted on the East side. (revised) NO PARKING WEST SIDE (reason) Restrict the parking on the West side where fire hydrants are located.		
BEECHMONT PL	NO PARKING SOUTH SIDE		
BIRCHWOOD CIR	(current) Not listed (revised) NO PARKING NORTH SIDE, UP TO THE CUL-DE-SAC (Ord. 1998-83. Passed 10-21-98) (reason) Street was never listed in ordinance		
BRUCE DRIVE	(current) NO PARKING ON SOUTH/WEST SIDES. (Ord. 2005-126. Passed 10/19/05) (revised) NO PARKING ON SOUTH/WEST SIDES. (Ord. 2005-126. Passed 10/19/05) (reason) To better clarify and for uniformity of ordinance language		
BRUCE DR			
BRYCE ROAD	(current) NO PARKING, NORTH SIDE; NO POSTED RESTRICTION ON SOUTH SIDE (Ord. 1997-32. Passed 5-21-97) (revised) NO PARKING NORTH SIDE; NO PARKING RESTRICTIONS ON SOUTH SIDE (Ord. 1997-32. Passed 5-21-97) (reason) To better clarify and for uniformity of ordinance language		
BRYCE RD			

BURNETT RD (current) NO PARKING WEST SIDE FROM SUMMIT ST TO CUL-DE-SAC. (Ord. 2000-24. Passed 3-21-01)
(revised) NO PARKING WEST SIDE FROM SUMMIT ST TO CUL-DE-SAC. (Ord. 2001-24. Passed 3-21-01)
(reason) To correct the date passed.

CAMPUS CENTER DR, WEST (current) Not listed
(revised) **NO PARKING**
(reason) Street was never listed in ordinance.

CAMPUS CENTER DR, EAST (current) Not listed
(revised) **NO PARKING**
(reason) Street was never listed in ordinance.

CATLIN CT (current) Not listed
(revised) **NO PARKING RESTRICTIONS**
(reason) Street was never listed in ordinance

CAROL DR (current) Not listed
(revised) **NO PARKING NORTHSIDE AND ALL SIDES OF CUL-DE-SAC, NO PARKING RESTRICTIONS SOUTH SIDE**
(reason) Street was never listed in ordinance

CHERRY ST (current) NO PARKING NORTHSIDE AT 537; NO PARKING FROM FRANKLIN TO WALNUT; NO PARKING RESTRICTIONS ELSEWHERE - BOTH SIDES.
(revised) NO PARKING NORTHSIDE AT 537; NO PARKING FROM FRANKLIN TO WALNUT; NO PARKING RESTRICTIONS ELSEWHERE - BOTH SIDES.
(reason) Ordinance and date passed were excluded from text.
(Ord. 1995-49. Passed 6-14-95)

COURT (current) NO PARKING WEST SIDE FROM COLLEGE ST. TO THE AREA IN FRONT OF 324 COLLEGE CT. (Ord. 1999-104. Passed 9/15/99)
COLLEGE CT (revised) **PARKING PROHIBITED BOTH SIDES AND IN THE TURNAROUND AREA AT THE SOUTH OF THE PAVEMENT.**
(reason) To reflect most recent ordinance change and for uniformity of ordinance language.
(Ord. 2008-210. Passed 11-19-08)

COLLEGE ST, E (current) TWO HOUR PARKING SOUTH SIDE BETWEEN S WILLOW ST AND TURN AROUND, NO PARKING NORTH SIDE AND TURN AROUND, NO
(revised) PARKING BOTH SIDES FROM LINCOLN ST TO S WILLOW ST, TWO HOUR ANGLE PARKING OFF WATER ST ON SOUTH SIDE, TWO HOUR
PARALLEL PARKING NORTH SIDE, YELLOW CURB ON BOTH SIDES FROM ANGLE PARKING TO HAYMAKER

COLLEGE ST, W (current) TWO HOUR PARKING BOTH SIDES, YELLOW CURB ON NORTH SIDE ON BOTH SIDES OF ALLEY, YELLOW CURB ON BOTH SIDES 30'
FROM INTERSECTIONS, TEN HOUR PARKING BY PERMIT

(revised) TWO HOUR PARKING **BETWEEN 8 AM AND 5 PM** BOTH SIDES, YELLOW CURB ON NORTH SIDE ON BOTH SIDES OF ALLEY, YELLOW CURB ON BOTH SIDES 30' FROM INTERSECTION, ~~TEN-HOUR-PARKING-BY-PERMIT~~
 (reason) Day parking permits are being eliminated.

COLUMBUS ST	(current) TWO HOUR PARKING SOUTH SIDE DEPEYSTER TO WILLOW EXCEPT FOR YELLOW CURB OPPOSITE HIGHLAND AVE. TEN HOUR PARKING BY PERMIT ON NORTH SIDE BETWEEN WATER ST AND DEPEYSTER ST (Ord. 2004-137. Passed 10-20-04). (revised) TWO HOUR PARKING SOUTH SIDE DEPEYSTER TO WILLOW EXCEPT FOR YELLOW CURB OPPOSITE HIGHLAND AVE. TEN-HOUR-PARKING-BY-PERMIT TWO HOUR PARKING BETWEEN 8 AM AND 5 PM AND NO PARKING BETWEEN 3 AM AND 6 AM ON NORTH SIDE BETWEEN WATER ST AND DEPEYSTER ST. (Ord. 2004-137. Passed 10-20-04). (REASON) Elimination of day permits
COTTAGE GATE	(current) NO PARKING ON NORTH/EAST SIDE; PARKING PERMITTED IN DR. DESIGNATED SPACES IN CUL-DE-SAC AREAS. (Ord. 2005-126. Passed 10/19/05) (revised) NO PARKING ON NORTH/EAST SIDE; PARKING PERMITTED IN DESIGNATED SPACES IN CUL-DE-SAC AREAS. (Ord. 2005-126. Passed 10/19/05) (reason) Remove typographical error.
DEIDRICK RD	(current) Not listed (revised) NO PARKING RESTRICTIONS EAST SIDE (reason) Street was never listed in ordinance.
DEPEYSTER ST,N	(current) TWO HOUR PARKING WESTSIDE FROM COLUMBUS ST TO MAIN ST, NO PARKING ON EASTSIDE NO PARKING WESTSIDE FROM CRAIN AVE TO COLUMBUS ST., "DISABLED/HANDICAPPED ONLY" AT THE FIRST SPACE NORTH OF MAIN ST., ON THE WEST SIDE.(Ord. 1999-74. Passed 6-9-99) (revised) TWO HOUR PARKING BETWEEN 8 AM AND 5 PM AND NO PARKING BETWEEN 3 AM AND 6 AM WESTSIDE FROM COLUMBUS ST TO MAIN ST; NO PARKING ON EASTSIDE; NO PARKING WESTSIDE FROM CRAIN AVE TO COLUMBUS ST., "DISABLED/HANDICAPPED ONLY" AT THE FIRST SPACE NORTH OF MAIN ST., ON THE WEST SIDE.(Ord. 1999-74. Passed 6-9-99) (reason) to clarify no parking time restriction
DEPEYSTER ST,S	(current) TEN MINUTE DROP OFF OR PICKUP ON EAST SIDE FROM HAYMAKER TO E ERIE STREET. NO PARKING FROM HAYMAKER TO LOCKE LANE WEST SIDE. TWO HOUR PARKING AND NO PARKING FROM 3AM TO 6AM BETWEEN LOCKE LANE AND E ERIE ST. NO PARKING FROM E. ERIE TO E. MAIN ST. EAST SIDE. TWO HOUR PARKING AND NO PARKING FROM 3AM TO 6AM BETWEEN E. ERIE ST. TO E. MAIN ST. TWO HOUR PARKING WESTSIDE AND NO PARKING EAST SIDE BETWEEN SUMMIT STREET AND OAK STREET. (Ord. 2014-07. Passed 2-19-14.) (revised) TEN MINUTE DROP OFF OR PICKUP ON EAST SIDE IN RECESSED AREA IN FRONT OF 215 S, DEPEYSTER ST., FROM HAYMAKER. NO PARKING FROM HAYMAKER TO LOCKE LANE WEST SIDE. TWO HOUR PARKING BETWEEN 8 AM AND 5 PM AND NO PARKING FROM 3AM TO 6AM BETWEEN LOCKE LANE AND E ERIE ST. NO PARKING FROM E. ERIE TO E. MAIN ST. EAST SIDE. TWO HOUR PARKING BETWEEN 8 AM AND 5 PM AND NO

PARKING FROM 3AM TO 6AM BETWEEN E. ERIE ST. TO E. MAIN ST. TWO HOUR PARKING WESTSIDE AND NO PARKING EAST SIDE BETWEEN SUMMIT STREET AND OAK STREET. (Ord. 2014-07. Passed 2-19-14.)
To clarify restrictions

(reason)

EARL AVE

Not listed

(current)
(revised)

NO PARKING SOUTH SIDE, NO PARKING NORTH SIDE FROM N. MANTUA ST. FOR THE FIRST FIFTY-FIVE (55) FEET. NO OTHER RESTRICTIONS ON THE NORTH SIDE (Ord. 2001-24. Passed 3-21-01)

Street was never listed in ordinance.

(reason)

**EDGEWATER DR
EDGEWATER CIR**

NO PARKING SOUTH SIDE (Ord. 2006-47. Passed 04-19-06)
NO PARKING SOUTH SIDE (Ord. 2006-47. Passed 04-19-06)
Street is listed incorrectly as a Drive.

(current)
(revised)
(reason)

ELIZABETH CT

NO EAST SIDE (Ord. 2005-148. Passed 12-14-05)
NO **PARKING WEST SIDE**

(current)
(revised)
(reason)

To assign no parking to side where hydrants are located.

**ENTERPRISE
WAY**

NO PARKING BOTH SIDES (Ord. 1994-103. Passed 10-5-94.)

(current)

ENTERPRISE WAY

NO PARKING BOTH SIDES (Ord. 1994-103. Passed 10-5-94.)

(revised)
(reason)

To correct a typographical error.

ERIE ST, E

FROM S. WATER ST TO DEPEYSTER ST TWO HOUR PARALLEL PARKING AND NO PARKING FROM 3AM TO 6AM SOUTH SIDE, TWO HOUR AND NO PARKING FROM 3AM TO 6AM ANGLE PARKING HEAD IN ONLY ON NORTH SIDE. "DISABLED/HANDICAPPED ONLY PARKING" AT THE FIRST SPACE EAST OF S. WATER ST. NORTH SIDE OF ERIE FROM S. DEPEYSTER ST TO HAYMAKER PKWY TWO HOUR AND NO PARKING FROM 3AM TO 6AM PARALLEL PARKING SOUTH SIDE, TWO HOUR AND NO PARKING FROM 3AM TO 6AM ANGLE PARKING HEAD IN ONLY ON NORTH SIDE. "DISABLED/HANDICAPPED ONLY PARKING" AT MID BLOCK NORTH SIDE TWO SPACES. TEN MINUTE DROP OFF OR PICKUP ON NORTH SIDE FROM HAYMAKER TO FIRST PARKING SEPARATION ISLAND. (Ord. 2014-07. Passed 2-19-14.)

(current)

(revised)

FROM S. WATER ST TO DEPEYSTER ST TWO HOUR PARALLEL PARKING **BETWEEN 8 AM AND 5 PM** AND NO PARKING FROM 3AM TO 6AM SOUTH SIDE, TWO HOUR **BETWEEN 8 AM AND 5 PM** AND NO PARKING FROM 3AM TO 6AM ANGLE PARKING HEAD IN ONLY ON NORTH SIDE. "DISABLED/HANDICAPPED ONLY PARKING" AT THE FIRST SPACE EAST OF S. WATER ST. NORTH SIDE OF ERIE FROM S. DEPEYSTER ST TO HAYMAKER PKWY TWO HOUR **BETWEEN 8 AM AND 5 PM** AND NO PARKING FROM 3AM TO 6AM PARALLEL PARKING SOUTH SIDE, TWO HOUR AND NO PARKING FROM 3AM TO 6AM ANGLE PARKING HEAD IN ONLY ON NORTH SIDE. "DISABLED/HANDICAPPED ONLY PARKING" AT MID BLOCK NORTH SIDE TWO SPACES. TEN MINUTE DROP OFF OR PICKUP ON NORTH SIDE FROM HAYMAKER TO FIRST PARKING SEPARATION ISLAND. (Ord. 2014-07. Passed 2-19-14.)

ERIE ST, W (current) FROM DEPEYSTER ST TO DEAD END; NO PARKING NORTH SIDE, TWO HOUR PARKING SOUTH SIDE, NO PARKING IN THE TURN AROUND. WEST OF DEPEYSTER STREET, ALL HEAD IN ONLY PARKING. ONLY-TWO HOUR RESTRICTION. "DISABLED/HANDICAPPED ONLY" AT THE FIRST TWO SPACES EAST OF S.WATER ST., AND FIRST SPACE WEST OF S. DEPEYSTER ST. SPECIAL TEN HOUR PARKING BY SPECIAL PERMIT AT TWENTY PARKING SPACES NEAR DEPEYSTER ST. (Ord. 2004-117. Passed 9-1-04)

(revised) **TWO HOUR PARKING BETWEEN 8 AM TO 5 PM AND NO PARKING FROM 3AM TO 6AM BOTH SIDES. HEAD IN ONLY ANGLE PARKING BOTH SIDES. "DISABLED/HANDICAPPED ONLY" AT THE NW SPOT AT FRANKLIN AVE AND SW SPOT AT S. WATER ST.**

(reason) To better clarify and for uniformity of ordinance language

FOREST-CTY
~~ACC-RD~~ (~~current~~) ~~NO PARKING RESTRICTIONS~~
(~~revised~~) ~~NO PARKING RESTRICTIONS~~
(reason) Street was renamed VFW Parkway so this street name reference needs removed.

FRANKLIN AVE (current) TWO HOUR PARKING EAST SIDE FROM W. MAIN ST TO COLLEGE AVE., TWO HOUR ANGLE PARKING WEST SIDE FROM W MAIN ST TO COLLEGE ST., EXCEPT YELLOW CURB IN FRONT OF TRAIN DEPOT. NO PARKING 3AM TO 6AM MAIN TO SUMMIT. SPECIAL TEN HOUR PERMIT PARKING COLLEGE TO SUMMIT ST. NO PARKING BOTH SIDES FROM SUMMIT ST TO SR 261. "DISABLED/HANDICAPPED ONLY" AT THE FIRST SPACE NORTH OF THE BUILDING AT 152 FRANKLIN. (Ord. 2004-1337. Passed 10-20-04)

(revised) TWO HOUR PARKING **BETWEEN 8 AM AND 5 PM** EAST SIDE FROM W. MAIN ST TO **W. ERIE ST AND AT ANGLE** PARKING WEST SIDE FROM W MAIN ST TO COLLEGE ST., EXCEPT YELLOW CURB **AREA**. NO PARKING 3AM TO 6AM **W. MAIN TO SUMMIT**. "DISABLED/HANDICAPPED ONLY" AT THE FIRST SPACE NORTH OF THE BUILDING AT 152 **FRANKLIN. NO PARKING FROM W. ERIE ST TO SUMMIT ST ON EAST SIDE; HEAD IN ONLY ANGLE PARKING ON WEST SIDE. NO PARKING BOTH SIDES FROM SUMMIT TO SR 261.** (Ord. 2004-137. Passed 10-20-04)

(reason) To better clarify and for uniformity of ordinance language

GILL DR
NOT LISTED
(revised) **NO PARKING RESTRICTIONS BOTH SIDES**
(reason) Street was never listed in the ordinance

GOUGLER AVE (current) NO PARKING WEST SIDE; ON EAST SIDE, TEN HOUR PARKING BY PERMIT FROM WEST MAIN STREET NORTH THROUGH THE SEVENTH ON-STREET PARKING SPACE, AND DESIGNATED FOR CLASS "C" PARKING PERMITS. THESE SEVEN SPACES ARE FOR THE SOLE USE OF THE PROPERTY OWNER LOCATED AT 265 W. MAIN STREET, BETWEEN 8 AM TO 6 PM ON WEEKDAYS. THESE SEVEN PARKING SPACES SHALL NOT EXTEND PAST THE PROPERTY LINE OF 265 W. MAIN STREET. BEYOND THESE SEVEN SPACES, PARKING PROHIBITED EXCEPT IN DESIGNATED PARKING LANES TO 501 GOUGLER WITH TWO-HOUR LIMIT FROM 6 AM TO 9 PM (Ord. 2007-37. Passed 4-18-07)

(revised) NO PARKING WEST SIDE; ON EAST SIDE, TEN HOUR PARKING BY PERMIT FROM WEST MAIN STREET NORTH

THROUGH THE SEVENTH ON-STREET PARKING SPACE, AND DESIGNATED FOR **CITY ISSUED CLASS-"C"** PARKING PERMIT. THESE SEVEN SPACES ARE FOR THE SOLE USE OF **THE** PROPERTY OWNER LOCATED AT 265 W. MAIN STREET, BETWEEN 8 AM TO 6 PM ON WEEKDAYS. THESE SEVEN PARKING SPACES SHALL NOT EXTEND PAST THE PROPERTY LINE OF 265 W. MAIN STREET. BEYOND THESE SEVEN SPACES, ~~PARKING IN DESIGNATED PARKING SPACES TO 501 GOUGLER WITH TWO-HOUR LIMIT FROM 6 AM TO 9 PM (Ord. 2007-37. Passed 4-18-07).~~ **NO PARKING 3:00 A.M. TO 6:00 A.M.**

(reason) To better clarify and for uniformity of ordinance language

HAYMAKER PKWY

(current) NOT LISTED
 (revised) **NO PARKING**
 (reason) Street was never listed in the ordinance

HIGH ST

(current) NO PARKING BOTH SIDES
 (revised) NO PARKING BOTH SIDES (Ord. 2015-144. Passed 10-21-15)
 (reason) Add the ordinance and date.

**HIGHRIDGE DR.
 HIGHRIDGE LN**

(current) NO PARKING WEST SIDE. (Ord. 2006-47. Passed 04-19-06)
 (revised) NO PARKING WEST SIDE. (Ord. 2006-47. Passed 04-19-06)
 (reason) Street was incorrectly listed as a Drive.

HOWE RD

(current) Not listed
 (revised) **NO PARKING RESTRICTIONS NORTHSIDE FROM THE TOP OF THE HILL TO THE CREEK**
 (reason) Street was never listed in the ordinance.

HUNTINGTON CT

(current) NO PARKING
 (revised) Strike/delete this street reference
 (reason) to be consistent, listed as AKA with ALLEY #3 since not a street

LAKEWOOD CIR

(current) Not listed
 (revised) **NO PARKING EAST SIDE, NO PARKING RESTRICTIONS WEST SIDE AND CUL-DE-SAC (Ord. 2010-85. Passed 8-18-10)**
 (reason) Street was never listed in the ordinance.

LEROY ST

(current) NO PARKING IN ALLEY
 (revised) **NO PARKING IN ALLEY**
 (reason) to correct language. Is not an alley

LINDEN RD

(current) NO PARKING EASTSIDE; NO PARKING 8AM TO 4PM M-F (Ord. 2006-66. Passed 05-17-06)

(revised) (reason)	NO PARKING EASTSIDE, NO PARKING 8AM TO 4PM M-F WEST SIDE (Ord. 2006-66. Passed 05-17-06) To better clarify and for uniformity of ordinance language
(current) (revised) (reason)	Not listed NO PARKING Street was never listed in ordinance.
(current) (revised) (reason)	FIRE LANE FROM OAK ST TO DEAD IN ON EAST SIDE. NO PARKING BOTH SIDES NO PARKING BOTH SIDES, FIRE LANE FROM OAK ST TO DEAD END ON EAST SIDE. To better clarify and for uniformity of ordinance language
(current)	TWO HOUR PARKING AND NO PARKING BETWEEN 3AM AND 6AM BOTH SIDES BETWEEN WATER ST. AND HAYMAKER PARKWAY. "TEN MINUTE DROP-OFF/PICK-UP" AT THE RECESSING DIAGONAL CURB AREA PRIOR TO FIRST PARKING SPACE EAST OF WATER ST. ON THE SOUTH SIDE AND AT THE FIRST SPACE WEST OF DEPEYSTER ST., ON THE NORTH SIDE. DISABLED/HANDICAPPED ONLY" AT THE FIRST DIAGONAL SPACES EAST OF WATER ST., ON THE NORTH AND SOUTH SIDES. "COMPACT CAR ONLY" AT THE FIRST TWO SPACES WEST OF DEPEYSTER ST., ON THE SOUTH SIDE. NO PARKING BOTH SIDES IN ALL OTHER AREAS. (Ord. 2004-137. Passed 10-20-04)
(revised)	TWO HOUR PARKING BETWEEN 8 AM AND 5 PM AND NO PARKING BETWEEN 3AM AND 6AM BOTH SIDES BETWEEN WATER ST. AND HAYMAKER PARKWAY. "TEN MINUTE DROP-OFF/PICK-UP" AT THE RECESSING DIAGONAL CURB AREA PRIOR TO FIRST PARKING SPACE EAST OF WATER ST. ON THE SOUTH SIDE AND AT THE FIRST SPACE WEST OF DEPEYSTER ST., ON THE NORTH AND SOUTH SIDES. "DISABLED/HANDICAPPED ONLY" AT THE FIRST DIAGONAL SPACES EAST OF WATER ST., ON THE NORTH AND SOUTH SIDES. "COMPACT CAR ONLY" AT THE FIRST TWO SPACES WEST OF DEPEYSTER ST., ON THE SOUTH SIDE. NO PARKING BOTH SIDES IN ALL OTHER AREAS. (Ord. 2004-137. Passed 10-20-04).
(reason)	To clarify restrictions and remove reference to 10 minute drop off area
(current) (revised) (reason)	NO PARKING EAST AND NORTH SIDES, NO PARKING RESTRICTIONS WEST AND SOUTH SIDES NO PARKING EAST AND NORTH SIDES, NO PARKING RESTRICTIONS WEST AND SOUTH SIDES to better clarify and for uniformity of ordinance language
(current) (revised) (reason)	Not listed NO PARKING NORTH SIDE (Ord. 2010-85. Passed 9-18-10) Street was never listed in ordinance.
(current) (revised) (reason)	Not listed NO PARKING RESTRICTIONS Street was never listed in ordinance.

LOOP RD

MAE ST

MAIN ST, E

MAIN ST, E

**MANCHESTER
MANCHESTER AVE**

MARIGOLD LANE

MCKINNEY BLVD

MILL RACE DR (current) Not listed
(revised) "AUTHORIZED PARKING ONLY" SOUTH SIDE, NO PARKING RESTRICTIONS NORTH SIDE
(reason) Street was never listed in ordinance

MUNROE FALLS-
KENT RD (current) NO PARKING RESTRICTIONS
MUNROE FALLS-KENT RD (revised) NO PARKING RESTRICTIONS
(reason) To better clarify and for uniformity of ordinance language

NATUREWOOD CIR (current) Not listed
(revised) **NO PARKING SOUTH SIDE (Ord. 2007-68. Passed 08-15-07)**
(reason) Street was never listed in ordinance.

NEEDHAM AVE (current) NO PARKING RESTRICTIONS
(revised) NO PARKING RESTRICTIONS (Ord. 1999-55. Passed 4-21-99)
(reason) To list the Ord. number and date passed

NEWCOMER RD (current) Not listed
(revised) **NO PARKING RESTRICTIONS**
(reason) Street was never listed in ordinance

NICHOLAS DR (current) Not listed
(revised) **NO PARKING NORTH SIDE, NO PARKING RESTRICTIONS SOUTH SIDE AND CUL-DE-SAC**
(reason) Street was never listed in ordinance.

NOTTINGHAM (current) NO PARKING RESTRICTIONS EXCEPT NO PARKING IN CUL-DE-SAC
CL
NOTTINGHAM CIR (revised) NO PARKING RESTRICTIONS EXCEPT NO PARKING IN CUL-DE-SAC
(reason) To better clarify and for uniformity of ordinance language

OAKWOOD DR (current) NO PARKING BOTH SIDES
(revised) NO PARKING BOTH SIDES (Ord. 1998-83. Passed 10-21-98)
(reason) To add the ord. number and when passed

OVERLOOK DR (current) NO PARKING BOTH SIDES
(revised) NO PARKING BOTH SIDES (Ord. 1998-83. Passed 10-21-98)
(reason) To add the ord. number and when passed and add the DR

PARK AVE	(current) (revised) (reason)	PARKING ON SOUTH SIDE FROM S. MANTUA STREET TO WOODARD AVENUE; PARKING ON NORTHSIDE FROM WOODARD TO CHESTNUT ST. (Ord. 2005-126. Passed 10-19-05) NO PARKING NORTH SIDE; NO PARKING SOUTH SIDE BETWEEN WOODARD AVENUE AND N. CHESTNUT ST. To better clarify and for uniformity of ordinance language
PORTAGE ST	(current) (revised)	NO PARKING NORTHSIDE; TWO HOUR PARKING AND TEN HOUR PARKING BY CLASS "A" PERMIT ON THE SOUTH SIDE DURING DAYTIME USE; OVERNIGHT PERMIT PARKING IN THE FIRST EIGHT PERPENDICULAR SPACES EAST FROM N. WATER ST. WITH CLASS "C" PERMIT REQUIRED, NO PARKING 10 PM TO 6 AM (15 ANGLE SPACES FURTHER EAST). NO PARKING NORTHSIDE; TWO-HOUR PARKING-AND TEN HOUR PARKING BY CLASS-"A"-PERMIT ON THE SOUTH SIDE DURING DAYTIME USE; OVERNIGHT PERMIT PARKING IN THE FIRST EIGHT PERPENDICULAR SPACES EAST FROM N. WATER ST. WITH CLASS "C" PERMIT REQUIRED. NO PARKING 10 PM TO 6 AM (15 ANGLE SPACES FURTHER EAST). (Ord. 2007-37. Passed 04-18-07)
PRIMROSE LN	(reason) (current) (revised) (reason)	To allow residential parking to include overnight parking. Not listed NO PARKING EAST SIDE. (Ord. 2010-85. Passed 08-18-10) Street was never listed in ordinance.
QUAY BLVD	(current) (revised) (reason)	Not listed NO PARKING RESTRICTIONS Street was never listed in ordinance.
RIVER BEND BL	(current)	NO PARKING BOTH SIDES WITHIN BOULEVARD ENTRANCE; NO PARKING EAST SIDE REMAINDER OF ROADWAY. (Ord. 2005-126. Passed 10-19-05)
RIVER BEND BLVD	(revised) (reason)	NO PARKING BOTH SIDES WITHIN BOULEVARD ENTRANCE; NO PARKING EAST SIDE REMAINDER OF ROADWAY. (Ord. 2005-126. Passed 10-19-05) To better clarify and for uniformity of ordinance language
ROSCOE ST	(current) (revised) (reason)	Not listed NO PARKING Street was never listed in ordinance.
RUSTIC BRIDGE	(current)	NO PARKING EAST SIDE (Ord. 2005-126. Passed 10-19-05)

RUSTIC BRIDGE DR	(revised) (reason)	NO PARKING EAST SIDE (Ord. 2005-126. Passed 10-19-05) To better clarify and for uniformity of ordinance language
RUSTIC KNOLL DR	(current) (revised) (reason)	Not listed NO PARKING SOUTH SIDE Street was never listed in ordinance.
SCHOOL ST, W	(current) (revised) (reason)	NO PARKING SOUTHSIDE, NO PARKING RESTRICTIONS NORTHSIDE NO PARKING NORTHSIDE, 30 MINUTE PARKING LIMIT FROM 7 AM-4PM SCHOOL DAYS ON SOUTHSIDE To reflect the actual parking signs on the street.
SHADY LAKES DR SHADY LAKES DR	(current) (revised) (reason)	NO PARKING ON THE SOUTH SIDE. (Ord. 1997-86. Passed 12/17/97) NO PARKING ON THE SOUTH SIDE. (Ord. 1997-86. Passed 12/17/97) To better clarify and for uniformity of ordinance language
SHOREWOOD CIR	(current) (revised) (reason)	Not listed NO PARKING EAST SIDE FROM WINDWARD TO THE CUL-DE-SAC. (Ord. 2010-85. Passed 08-18-10) Street was never listed in ordinance
SILVER MEADOWS BL SILVER MEADOWS BLVD	(current) (revised) (reason)	NO PARKING BOTH SIDES. (Ord. 2006-47. Passed 4-19-06.) NO PARKING BOTH SIDES. (Ord. 2006-47. Passed 4-19-06.) To better clarify and for uniformity of ordinance language
SPAULDING DR	(current)	NO PARKING BOTH SIDES BETWEEN MAIN ST AND SILVER MEADOWS BLVD, NO PARKING EASTSIDE BETWEEN GARTH AND SILVER MEADOWS BLVD, NO PARKING RESTRICTIONS WESTSIDE
SPAULDING DR	(revised) (reason)	NO PARKING BOTH SIDES BETWEEN MAIN ST AND SILVER MEADOWS BLVD, NO PARKING WEST SIDE BETWEEN GARTH AND SILVER MEADOWS BLVD, NO PARKING RESTRICTIONS EAST SIDE To restrict parking on the same side of street fire hydrants are located.
STANDING ROCK AV STANDING ROCK AVE	(current) (revised) (reason)	NO PARKING NORTHSIDE NO PARKING NORTHSIDE To better clarify and for uniformity of ordinance language

STONEWATER DR	(current)	NO PARKING BOTH SIDES FROM FAIRCHILD TO ROY MARSH DR., NO PARKING WEST SIDE FROM ROY MARSH DR. TO DEAD END. (Ord. 2006-47. Passed 04-19-06)
STONEWATER DR	(revised)	NO PARKING BOTH SIDES FROM FAIRCHILD TO ROY MARSH DR., NO PARKING WEST SIDE FROM ROY MARSH DR. TO DEAD END. (Ord. 2006-47. Passed 04-19-06)
	(reason)	To better clarify and for uniformity of ordinance language
STOW ST-HAYMAKER TO W MAIN ST	(current)	NO PARKING BOTH SIDES STOW ST-SUMMIT ST TO FRED FULLER NO PARKING SOUTHSIDE, NO PARKING RESTRICTIONS NORTHSIDE
STOW ST	(revised)	NO PARKING BOTH SIDES HAYMAKER TO W MAIN ST, NO PARKING SOUTHSIDE, NO PARKING RESTRICTIONS NORTHSIDE FROM SUMMIT ST TO FRED FULLER PARK
	(reason)	To better clarify and for uniformity of ordinance language
SUNNYBROOK RD	(current)	NO PARKING
SUNNYBROOK RD	(revised)	NO PARKING
	(reason)	To better clarify and for uniformity of ordinance language
SUNSET WAY BLVD	(current)	NO PARKING POSTED ALONG THE ENTIRE LENGTH OF THE EASTSIDE; NO PARKING WEST SIDE FROM SHADY LAKES DRIVE TO FAIRCHILD AVENUE. (Ord. 1997-86. Passed 12-17-97)
SUNSET WAY BLVD	(revised)	NO PARKING POSTED ALONG THE ENTIRE LENGTH OF THE EASTSIDE; NO PARKING WEST SIDE FROM SHADY LAKES DRIVE TO FAIRCHILD AVENUE. (Ord. 1997-86. Passed 12-17-97)
	(reason)	To better clarify and for uniformity of ordinance language
SUZANNE DR	(current)	NO PARKING EASTSIDE, NO PARKING IN TURNAROUND, NO PARKING RESTRICTIONS WESTSIDE
	(revised)	NO PARKING WEST SIDE, NO PARKING IN TURNAROUND, NO PARKING RESTRICTIONS EAST SIDE
	(reason)	To restrict the parking on the same side of street as fire hydrants.
TALLMADGE AVE	(current)	NO PARKING RESTRICTIONS BOTH SIDES
TALLMADGE AVE	(revised)	NO PARKING RESTRICTIONS BOTH SIDES
	(reason)	To better clarify and for uniformity of ordinance language
TEMPLE AVE	(current)	Not listed
	(revised)	NO PARKING BOTH SIDES
	(reason)	Street not listed in the ordinance
TONKIN ST	(current)	Not listed
	(revised)	NO PARKING BOTH SIDES
	(reason)	Street was never listed in ordinance

VFW PKWY	(current) (revised) (reason)	Not listed NO PARKING BOTH SIDES Street was never listed in ordinance
VINE ST	(current)	NO PARKING EASTSIDE, NO PARKING WESTSIDE FROM SCHOOL ST TO SUMMIT ST WEEKDAYS, NO PARKING RESTRICTIONS WESTSIDE FROM SCHOOL ST TO SUMMIT ST DURING NON SCHOOL HOURS, NO PARKING ON BOTH SIDES FROM E. SCHOOL SOUTH TO END OF STREET (Ord. 1994-118. Passed 10-19-94.)
VINE ST	(revised)	NO PARKING EASTSIDE, NO PARKING WESTSIDE FROM SCHOOL ST TO SUMMIT ST WEEKDAYS 8 AM-4 PM , NO PARKING RESTRICTIONS WESTSIDE FROM SCHOOL ST TO SUMMIT ST ALL OTHER TIMES , NO PARKING ON BOTH SIDES FROM E. SCHOOL SOUTH TO END OF STREET (Ord. 1994-118. Passed 10-19-94.)
	(reason)	To better clarify and for uniformity of ordinance language
WATER ST, N	(current)	TWO HOUR PARKING BETWEEN 8AM AND 5PM AND NO PARKING BETWEEN 3AM AND 6AM BOTH SIDES. "DISABLED/HANDICAPPED ONLY" AT THE FIRST SPACE NORTH OF ALLEY #3, ON THE EAST SIDE. TEN HOUR PARKING BY SPECIAL PERMIT NORTH OF PORTAGE ST. (Ord. 2004- 137. Passed 10-20-04)
WATER ST, N	(revised)	TWO HOUR PARKING BETWEEN 8AM AND 5PM AND NO PARKING BETWEEN 3AM AND 6AM BOTH SIDES. "DISABLED/HANDICAPPED ONLY" AT THE FIRST SPACE NORTH OF ALLEY #3, ON THE EAST SIDE. TEN-HOUR-PARKING-BY-SPECIAL-PERMIT-NORTH-OF-PORTAGE-ST.-(Ord.-2004--137.-Passed-10-20-04)
	(reason)	Elimination of day permits
WATER ST, S	(current)	TWO HOUR PARKING BETWEEN 8AM AND 5PM AND NO PARKING BETWEEN 3AM AND 6AM BETWEEN MAIN ST AND HAYMAKER PKWY, NO PARKING BOTH SIDES FROM HAYMAKER PKWY AND CITY LIMITS. "DISABLED/HANDICAPPED ONLY" AT THE FIRST SPACE NORTH OF ALLEY #4, ON THE EAST SIDE. (Ord. 1999-74. Passed 6-9-99)
WATER ST, S	(revised)	TWO HOUR PARKING BETWEEN 8AM AND 5PM AND NO PARKING BETWEEN 3AM AND 6AM BETWEEN MAIN ST AND HAYMAKER PKWY, NO PARKING BOTH SIDES FROM HAYMAKER PKWY AND CITY LIMITS. "DISABLED/HANDICAPPED ONLY" AT THE FIRST SPACE NORTH OF ALLEY #4 (BURBICKWAY) ON THE EAST SIDE. DISABLE/HANDICAPPED ONLY" AT THE FIRST SPACE SOUTH OF W. ERIE ST. (Ord. 1999-74. Passed 6-9-99)
	(reason)	To better clarify and for uniformity of ordinance language
WEST ST	(current) (revised) (reason)	Not listed NO PARKING RESTRICTIONS Street was never listed in ordinance.
WHITEHALL BL WHITEHALL BLVD	(current) (revise) (reason)	NO PARKING NO PARKING To better clarify and for uniformity of ordinance language
WHITEWOOD DR	(current)	Not listed

	(revised) (reason)	NO PARKING RESTRICTIONS Street was never listed in ordinance
WINDWARD LN	(current) (revised) (reason)	Not listed NO PARKING NORTH SIDE (1114-1186), NO PARKING RESTRICTIONS SOUTH SIDE (1187-1300). (Ord. 2010-85. Passed 08-18-10) Street was never listed in ordinance.
WOODARD AVE	(current) (revised) (reason)	NO PARKING WESTSIDE FROM FAIRCHILD TO WHITTIER; NO PARKING RESTRICTIONS EAST SIDE FROM PARK AVE TO ROCKWELL EXCEPT FOR YELLOW CURB, NO PARKING WHITTIER TO PARK AVE.; PARKING PERMISSIBLE FROM WEST SIDE FROM WHITTIER TO PARK AVE. (Ord. 2005-126. Passed 10-19-05) NO PARKING WESTSIDE FROM FAIRCHILD TO WHITTIER; NO PARKING EAST SIDE AT YELLOW CURB, NO PARKING EAST SIDE 7:30 AM TO 3:30 PM ROCKWELL TO FAIRCHILD To better clarify and for uniformity of ordinance language
WRENS HOLLOW CIR	(current) (revised) (reason)	Not listed NO PARKING SOUTH SIDE; NO PARKING RESTRICTIONS NORTH SIDE AND CUL-DE-SAC. (ORD. 2008-176. PASSED 10-15-08) Street was never listed in ordinance.



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance
Date: August 29, 2018
Re: FY2018 Appropriation Amendments, Transfers, and Advances

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

Fund 001 – General

Increase \$ 3,284 Economic Development / Other (O&M) – Appropriation of Grant funds from Ohio Arts Council for support of Kent Creativity Festival per B. Susel 8/27/2018 memo.

Fund 201 – Water

Increase \$ 5,000 Admin. Support / Finance / Other (O&M) – Addt'l funding to cover Utility On-Line Billing/Payments costs per B. Huff 8/20/18 memo.

Increase \$ 50,000 Service / WTP / Capital - Addt'l funding for Rehab of (2) Sand Filters at Water Treatment Plant per B. Johnson original intent of 1/11/18 memo.

Decrease \$ 50,000 Service / WTP / Capital - Reduce funding for Well Field Development at Water Treatment Plant per B. Johnson original intent of 1/11/18 memo.

Fund 202 – Sewer

Increase \$ 5,000 Admin. Support / Finance / Other (O&M) – Addt'l funding to cover Utility On-Line Billing/Payments costs per B. Huff 8/20/18 memo.

Decrease \$ 2,100,000 Service / Capital Facilities / Capital - Reduction in 2018 Appropriations for Southwest Sanitary Pump Station Project due to need for delay per J. Bowling 8/22/2018 memo.

Fund 301 – Capital

Increase \$ 200,000 Capital / Public Safety-Capital – Addt'l funding for Police cruiser replacement project programmed for 2019. One half of that project is being accelerated to 2018 due to changes in available equipment in 2019. See Chief Lee 8/28/2018 memo.



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

RECEIVED

DATE: August 27, 2018
TO: David Coffee, Budget & Finance Director
FROM: Bridget Susel, Community Development Director
RE: Appropriations Request: Ohio Arts Council

AUG 27 2018
BY *[Signature]*
CITY OF KENT
BUDGET & FINANCE

The City of Kent received a \$3,284.00 grant from the Ohio Arts Council to be used to support the Kent Creativity Festival, which will be held on September 29, 2018.

I am respectfully requesting the appropriation of \$3,284.00 to the Economic Development General Fund Professional Services line item to allow staff to access funds available through the new grant.

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



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE

To: Dave Coffee, Director of Budget and Finance

From: Brian Huff, Controller

Date: August 20, 2018

Re: Appropriation Amendment Needed

An amendment to appropriations in funds 201 and 202 are being requested due to the implementation earlier this year to utility on-line billing, and the additional costs associated with it. I am asking for an increase of \$5,000 to 201-07-550-724-7390 (O+M) and \$5,000 in 202-07-550-724-7390 (O+M)

Thanks for your attention to this matter.

Brian Huff, Controller

CITY OF KENT

Water Treatment
Kent, Ohio 44240

Telephone 676-6333

Pledged to Community and Resident Service

Inter-Departmental Letters Only

TO: Dave Coffee
Dave Ruller

FROM: Brian Johnson, Water Plant Manager

DATE: 1/11/2018

SUBJECT: **Filter Rehab Appropriation Revision Request**

In 2017 we contracted LBJ Inc. to perform the necessary engineering documents for our filter rehabilitation project that was going to be split between 2017 and 2018 budgets. Due to complications with qualified quotes, we will be completing the entire project in 2018 using a full bid process. The engineer's estimate received from LBJ is higher than originally expected and I would like to change appropriations within the Capital contracts budget line to account for the increase. I am requesting to remove \$50,000 from the Well Field Development project and move it to the Filter Rehab project, line 201-05-550-501-7680. The request is detailed below:

Well Field Development:

New 2018 (Line 68)	\$100,000 *
Move to Filter	- \$50,000
Total	\$50,000

Filter Rehab Project:

New 2018 (Line 68)	\$228,240 *
Add to Filter	+ \$50,000
Total	\$278,240

* Includes reappropriations included in Jim Bowling's memo dated 1/11/18

CC: Melanie Baker
Brian Huff
Rhonda Boyd
Jim Bowling

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: David Coffee
Dave Ruller

FROM: Jim Bowling *SS*

DATE: August 22, 2018

RE: 2018 Appropriations Reduction Request

The Engineering Division is requesting to reduce the 2018 Appropriations for the 202 – Sewer Fund by \$2,100,000. The reduction is requested because the Southwest Sanitary Sewer Pump Station Project has been delayed to 2019 due to conflicting priorities.

If there are any questions on the above request, please feel free to contact me.

c: Melanie Baker
Brian Huff
Cori Finney
Bill Schesventer
Cathy Wilson


KENT POLICE DEPARTMENT

301 SOUTH DEPEYSTER STREET • KENT, OHIO 44240

330-673-7732

MICHELLE A. LEE
Chief of Police

TO: Dave Coffee
Director of Budget & Finance

FROM: Michelle A. Lee 
Chief of Police

Date: August 28, 2018

Subject: Appropriation of Funds

The Cruiser Replacement Project was scheduled as a Capital expense for 2019 in the amount of \$320,000 for 9 cruisers and \$120,000 for 2 K-9 cruisers/1 SRO cruiser. We are requesting the appropriation of funds to cover the cost of half or 6 vehicles only in 2018 rather than all 12 cruisers in 2019 due to manufacturer's changes which are creating a shorter deadline for order placement. The breakdown is as follows:

6 Ford Explorers	\$165,134
Equipping vehicles	\$60,576
Decals/markings	\$3,000
Trade-in values	<u>-\$46,000</u>
	\$182,710

Requested appropriation amount is \$200,000. The additional request above the \$182,710 is simply an emergency coverage in the event of reduced trade-in value in the event of an accident prior to the trade and also to be sure all necessary equipment and customization for fit is included for all vehicles. We do not anticipate spending these additional funds outside of these possible circumstances.

Should you have any questions, please do not hesitate to call me.

**KENT POLICE DEPARTMENT
JULY 2018**

	JULY 2017	JULY 2018	TOTAL 2017	TOTAL 2018
CALLS FOR SERVICE	2188	2210	15860	14257
FIRE CALLS	351	386	2444	2571
ARRESTS, TOTAL	154	121	1155	859
JUVENILE ARRESTS	13	14	69	49
O.V.I. ARRESTS	16	7	108	77
TRAFFIC CITATIONS	224	279	1872	1659
PARKING TICKETS	953	955	7523	6854
ACCIDENT REPORTS	50	38	415	375
Property Damage	28	17	236	208
Injury	6	6	46	52
Private Property	10	11	105	91
Hit-Skip	4	1	18	16
OVI Related	2	2	10	5
Pedestrians	0	1	0	3
Fatals	0	0	0	0
U.C.R. STATISTICS				
Homicide	0	0	0	0
Rape	0	0	1	0
Robbery	0	0	6	6
Assault Total	12	14	111	88
Serious	1	4	21	12
Simple	11	10	90	76
Burglary	4	6	49	40
Larceny	34	28	203	175
Auto Theft	0	0	6	6
Arson	0	1	0	2
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	50	49	376	317
CRIME CLEARANCES				
Homicide	0	0	0	0
Rape	0	0	1	0
Robbery	0	0	3	1
Assault Total	11	15	96	73
Serious	0	4	15	10
Simple	11	11	81	63
Burglary	0	0	8	7
Larceny	5	3	35	22
Auto Theft	0	0	1	0
Arson	0	1	0	1
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	16	19	144	104

**City of Kent
Income Tax Division**

July 31, 2018

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

Monthly Receipts

Total receipts for the month of July, 2018	\$1,054,319
Total receipts for the month of July, 2017	\$1,161,945
Total receipts for the month of July, 2016	\$1,070,843

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, 2018	\$8,475,003	58.14%
Total receipts January 1 through July 31, 2017	\$8,682,725	59.12%
Total receipts January 1 through July 31, 2016	\$8,387,712	59.35%

Year-to-date Receipts Through July 31, 2018 - 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>
2018	\$ 14,577,960	\$ 14,577,960	\$ 8,475,003	58.14%	41.86%

Comparisons of Total Annual Receipts for Previous Nine Years

<u>Year</u>	<u>Total Receipts</u>	<u>Change From Prior Year</u>
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%
2015	\$ 14,592,491	11.39%
2016	\$ 14,133,033	-3.15%
2017	\$ 14,687,372	3.92%

Submitted by David A. Coffey, Director of Budget and Finance

2018 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
(Excluding 0.25% Police Facility Receipts)
as of Month Ended July 31, 2018

Monthly Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 1,154,690	\$ 1,228,846	\$ 1,153,204	\$ (75,641)	-6.16%
February	1,099,532	1,072,047	\$ 1,062,513	(9,534)	-0.89%
March	1,182,357	1,133,943	\$ 1,051,604	(82,340)	-7.26%
April	1,413,680	1,561,337	\$ 1,656,767	95,430	6.11%
May	1,226,790	1,233,090	\$ 1,229,804	(3,286)	-0.27%
June	1,239,820	1,291,517	\$ 1,266,792	(24,725)	-1.91%
July	1,070,843	1,161,945	\$ 1,054,319	(107,626)	-9.26%
August	1,219,361	1,116,420			
September	1,109,848	1,175,347			
October	1,226,785	1,215,670			
November	1,020,285	1,162,952			
December	1,169,043	1,334,259			
Totals	\$ 14,133,033	\$ 14,687,372	\$ 8,475,003		

Year-to-Date Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 1,154,690	\$ 1,228,846	\$ 1,153,204	\$ (75,641)	-6.16%
February	2,254,221	2,300,893	2,215,718	(85,175)	-3.70%
March	3,436,578	3,434,836	3,267,321	(167,515)	-4.88%
April	4,850,258	4,996,173	4,924,088	(72,085)	-1.44%
May	6,077,048	6,229,263	6,153,892	(75,371)	-1.21%
June	7,316,868	7,520,780	7,420,684	(100,096)	-1.33%
July	8,387,712	8,682,725	8,475,003	(207,721)	-2.39%
August	9,607,073	9,799,145			
September	10,716,920	10,974,491			
October	11,943,705	12,190,161			
November	12,963,990	13,353,113			
December	14,133,033	14,687,372			
Totals	\$ 14,133,033	\$ 14,687,372			

2018 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, 2018

Monthly Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 421,390	\$ 436,131	\$ 441,024	\$ 4,893	1.12%
February	385,108	398,208	\$ 408,429	10,222	2.57%
March	442,123	441,069	\$ 439,804	(1,265)	-0.29%
April	422,702	474,495	\$ 475,808	1,313	0.28%
May	459,795	428,818	\$ 434,264	5,446	1.27%
June	410,589	425,646	\$ 437,151	11,505	2.70%
July	0	403,532	\$ 392,738	(10,794)	-2.67%
August	808,425	417,678			
September	350,859	356,602			
October	469,297	471,742			
November	447,327	445,247			
December	438,817	445,693			
Totals	\$ 5,056,433	\$ 5,144,861	\$ 3,029,218		

Year-to-Date Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 421,390	\$ 436,131	\$ 441,024	\$ 4,893	1.12%
February	806,499	834,338	849,453	15,115	1.81%
March	1,248,622	1,275,407	1,289,257	13,850	1.09%
April	1,671,324	1,749,902	1,765,066	15,163	0.87%
May	2,131,119	2,178,721	2,199,330	20,610	0.95%
June	2,541,708	2,604,367	2,636,481	32,114	1.23%
July	2,541,708	3,007,898	3,029,218	21,320	0.71%
August	3,350,133	3,425,576			
September	3,700,992	3,782,178			
October	4,170,289	4,253,920			
November	4,617,616	4,699,167			
December	5,056,433	5,144,861			
Totals	\$ 5,056,433	\$ 5,144,861			

2018 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 Nine Years

Year	Total Receipts	Percent Change
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	\$ 4,916,874	2.90%
2016	\$ 5,056,433	2.84%
2017	\$ 5,144,861	1.75%

2018 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, 2018

Monthly Receipts			Comparisons		
Month	2016	2017	2018	Amount	Percent Change
January	\$ 144,319	\$ 153,588	\$ 144,134	\$ (9,454)	-6.16%
February	137,426	133,991	\$ 132,799	\$ (1,192)	-0.89%
March	147,779	141,727	\$ 131,436	\$ (10,291)	-7.26%
April	176,690	195,145	\$ 207,073	\$ 11,927	6.11%
May	153,332	154,119	\$ 153,708	\$ (411)	-0.27%
June	154,960	161,421	\$ 158,331	\$ (3,090)	-1.91%
July	133,840	145,227	\$ 131,775	\$ (13,452)	-9.26%
August	152,403	139,537			
September	138,715	146,902			
October	153,331	151,942			
November	127,521	145,353			
December	146,114	166,764			
Totals	\$ 1,766,430	\$ 1,835,715	\$ 1,059,256		

Year-to-Date Receipts			Comparisons		
Month	2016	2017	2018	Amount	Percent Change
January	\$ 144,319	\$ 153,588	\$ 144,134	\$ (9,454)	-6.16%
February	\$ 281,745	\$ 287,579	276,934	\$ (10,646)	-3.70%
March	\$ 429,524	\$ 429,306	408,369	\$ (20,937)	-4.88%
April	\$ 606,214	\$ 624,451	615,442	\$ (9,010)	-1.44%
May	\$ 759,546	\$ 778,570	769,150	\$ (9,420)	-1.21%
June	\$ 914,506	\$ 939,992	927,481	\$ (12,511)	-1.33%
July	\$ 1,048,346	\$ 1,085,218	1,059,256	\$ (25,962)	-2.39%
August	\$ 1,200,749	\$ 1,224,755			
September	\$ 1,339,464	\$ 1,371,657			
October	\$ 1,492,795	\$ 1,523,599			
November	\$ 1,620,316	\$ 1,668,951			
December	\$ 1,766,430	\$ 1,835,715			
Totals	\$ 1,766,430	\$ 1,835,715			

2018 CITY OF KENT, OHIO
Comparison of Total Income Tax Receipts - Including Police Facility Receipts
as of Month Ended July 31, 2018

Monthly Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 1,299,009	\$ 1,382,434	\$ 1,297,339	\$ (85,096)	-6.16%
February	\$ 1,236,958	\$ 1,206,038	1,195,312	(10,725)	-0.89%
March	\$ 1,330,136	\$ 1,275,670	1,183,039	(92,631)	-7.26%
April	\$ 1,590,370	\$ 1,756,482	1,863,839	107,357	6.11%
May	\$ 1,380,122	\$ 1,387,209	1,383,512	(3,697)	-0.27%
June	\$ 1,394,780	\$ 1,452,938	1,425,124	(27,815)	-1.91%
July	\$ 1,204,684	\$ 1,307,171	1,186,094	(121,077)	-9.26%
August	\$ 1,371,764	\$ 1,255,957			
September	\$ 1,248,563	\$ 1,322,249			
October	\$ 1,380,115	\$ 1,367,611			
November	\$ 1,147,806	\$ 1,308,304			
December	\$ 1,315,157	\$ 1,501,023			
Totals	\$ 15,899,464	\$ 16,523,087	\$ 9,534,260		

Year-to-Date Receipts				Comparisons	
Month	2016	2017	2018	Amount	Percent Change
January	\$ 1,299,009	\$ 1,382,434	\$ 1,297,339	\$ (85,096)	-6.16%
February	2,535,966	2,588,472	2,492,651	(95,821)	-3.70%
March	3,866,102	3,864,142	3,675,690	(188,452)	-4.88%
April	5,456,472	5,620,624	5,539,530	(81,095)	-1.44%
May	6,836,594	7,007,833	6,923,042	(84,791)	-1.21%
June	8,231,374	8,460,772	8,348,165	(112,606)	-1.33%
July	9,436,058	9,767,943	9,534,260	(233,683)	-2.39%
August	10,807,822	11,023,900			
September	12,056,385	12,346,149			
October	13,436,500	13,713,760			
November	14,584,306	15,022,064			
December	15,899,464	16,523,087			
Totals	\$ 15,899,464	\$ 16,523,087			

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: August 24, 2018

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer *JB*

Re: 1005 East Main Street

Copy: Bridget Susel, Director of Community Development

The developer of the commercial project under construction at 1005 East Main Street is requesting a variance from the KCO 1339.05(a)(9). This code section requires sidewalk to be constructed across the parcel frontage. This parcel has frontage on all four sides of the property. The request is to eliminate sidewalk on the Crain Avenue side as depicted on the attached sketch. Sidewalks exist on Crain Avenue to the west of Luther Avenue, but do not exist between Luther Avenue and Elmwood Drive. There is a sidewalk on the west side of Luther Avenue. There are no sidewalks on Elmwood Drive nor throughout the University Heights Subdivision.

Installation of sidewalk at the corner of Luther Avenue and Crain Avenue will result in the roots of two trees being disturbed. There are also three trees in the Crain Avenue tree lawn that will be impacted. The Developer is stating the preservation of the trees as the reason for this request.


During the Planning Commission review process, several persons mentioned that they wish to preserve the rural look of University Heights and did not wish to see a sidewalk installed. These conversations are not part of the Planning Commission records but were conversations with Staff.

The Developer has also offered to install a proper handicap ramp on the southwest corner of Luther & Crain Avenues.

For these reasons approval of the variance request is recommended by the Community Development Department.

KCO 1339.09 authorizes the City Manager to decide whether or not to grant appeals and variances. The Community Development Department is recommending this variance and requesting that you grant the variance by signing below. (Please note that you need to notify Council of all variances granted.) Please consider this request on the applicants' behalf.

Variance Granted yes no



David Ruller
City Manager

8/24/18
date

This variance is granted on the condition that the property owner agrees in writing to install a sidewalk across the frontage of his/her property if or when Crain Avenue improvements are installed that include sidewalk or when adjacent properties install sidewalk.



Jennifer Barone <barone@kent-ohio.org>

1005 E. Main Street, Kent, Ohio

1 message

Gary O'Nesti <gonesti@lrcrealty.com>

Mon, Aug 13, 2018 at 2:26 PM

To: "Jennifer Barone (barone@kent-ohio.org)" <barone@kent-ohio.org>

Cc: Harry Hunter <harry.hunter@greenheartcompanies.onmicrosoft.com>, "mikew@w-enggroup.com" <mikew@w-enggroup.com>, "ed@greenheartcompanies.com" <ed@greenheartcompanies.com>, "Funk, Stephen" <sfunk@ralaw.com>

Dear Jennifer:

Please consider this correspondence our formal request for an administrative variance for sidewalk as shown on the attached plan.

Per our meetings at the site with the contractor and city arborist, we are interested in preserving the trees as approved and not killing them.

I believe the attached illustrates the intent of our discussion and solution.

Gary G. O'Nesti



Gary G. O'Nesti

Special Projects

1585 Frederick Blvd | Akron, OH 44320

T 330 253 6958 | F 330 253 5242 | C 330 314 0412

gonesti@LRCRealty.com | www.LRCRealty.com

This email does not bind anyone or create any business or legal relationship. It is confidential.

If it was not intended for you, please ignore it, delete it, and tell us.

 **SK.1 - SW Variance Request.pdf**
121K

1005 E. MAIN Street
Kent, OH

CURVE DATA

(A)	L=31.47' R=20.00' Δ=90°09'50" Ch=28.33' Cm=44°47'53" W T=20.06'
(B)	L=31.53' R=20.00' Δ=90°18'56" Ch=28.35' Cm=45°26'28" E T=20.11'
(C)	L=59.91' R=51.51' Δ=66°39'25" Ch=36.61' Cm=56°04'21" E T=33.08'

Elmwood Drive 60'

E. Crain Avenue 60'

Eliminate SW
From "A-A" & "B-B"

Relocate SW to miss tree roots
Field verify

