



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: December 31, 2019

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director *B.S.*

RE: Proposed Interim Measure: Architectural Review Board Authority

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On April 17, 2019, Kent City Council authorized the re-zoning of a 3.191 acre parcel on West Williams Street from "Industrial (I)" to "Commercial-Downtown (C-D)." Subsequent to the re-zoning, the property owner submitted a proposed hotel project to the Planning Commission for site plan review and approval. All projects requiring Planning Commission consideration must first be reviewed by the Architectural Review Board (ARB) and if a project is located within an area designated as an Overlay District, the ARB is required to issue a "Certificate of Appropriateness" for the exterior design of the structure prior to a project being presented to the Planning Commission. Proposed projects that are not located within the geographic boundary of an Overlay District, however, are only subject to a nonbinding ARB recommendation to the Planning Commission.

Most of the C-D District currently is included in an Overlay District and is subject to approval authority by the Architectural Review Board, but the recently re-zoned 3.191 parcel is not because a formal Zoning Code amendment is required to adjust the boundary of the Overlay District to allow for its inclusion. The property owner submitted the proposed hotel project for site plan review before such an amendment could be formalized so the ARB was limited to issuing only a recommendation to Planning Commission when it reviewed the project on July 2, 2019.

The ARB supported the proposed site plan layout and landscaping, but voted unanimously to not recommend approval of the proposed hotel because the members did not find that it stylistically complemented the surrounding historic residential neighborhood or the larger visual context of the rest of the downtown Overlay District. The Planning Commission took this ARB recommendation into consideration when it reviewed the hotel site plan at its August 8, 2019 meeting, but ultimately the Commission did not require any changes to the building and the site plan was approved as submitted.

On October 1, 2019, the ARB approved Resolution 2019-01 to encourage the Planning Commission to support a Zoning Code amendment that would expand the Overlay District to include the re-zoned 3.191 acre parcel and provide the ARB with "Certificate of Appropriateness" authority over any future project, if the proposed hotel did not come to fruition or the site plan was substantially altered and required a second review by the Planning Commission.

In recognition of the ARB's resolution, staff presented a proposed text amendment to Chapter 1121 to the Planning Commission in November that would have expanded the Overlay District to include the 3.191 acre parcel. Several questions were raised, however, during the discussion resulting in staff requesting a delay to allow time to collect more information. The proposed text amendment was presented to the Planning Commission to formalize a directive of the ARB. The questions raised by members of the Planning Commission, however, have served to reinforce for staff the importance of maintaining the current approach to the Zoning Code update, which involves staff's detailed evaluation of each chapter, review by the selected outside consulting firm, and discussion at a work session(s) of all of the proposed chapter changes, rather than proceeding with a single amendment request.

The ARB put forth its resolution to expand the Overlay District to include the 3.191 because the members are concerned that if the proposed hotel does not get developed as planned, the ARB will not have the authority to issue a "Certificate of Appropriateness" for a proposed secondary use. In balancing the ARB's concerns regarding the site, with the need to continue the detailed review of each chapter that has been an integral part of the comprehensive Zoning Code update process, the staff withdrew the proposed text amendment from Planning Commission consideration and is, instead, submitting a request to Council that will authorize an interim legislative action that will provide the ARB with the necessary "Certificate of Appropriateness" authority only if the proposed hotel approved by the Planning Commission does not proceed as planned. This legislation will terminate once the updated Zoning Code is formally approved in its entirety by Council.

I am respectfully requesting time at the January 8, 2020 Council Committee meeting to discuss this matter in greater detail and seek Council approval, with emergency, of this interim measure. Please let me know if you require any additional information in order to add this item to the agenda. Thank you.

#### Attachments

Cc: Hope Jones, Law Director  
Eric Fink, Assistant Law Director  
Jen Barone, Development Engineer  
Amy Wilkens, Clerk of Council



ARCHITECTURAL REVIEW BOARD RESOLUTION 2019-01

A RESOLUTION OF THE CITY OF KENT ARCHITECTURAL REVIEW BOARD RECOMMENDING AN AMENDMENT TO THE DOWNTOWN / WEST RIVER OVERLAY DISTRICT TO INCLUDE THE 3.191 ACRE PARCEL ON WEST WILLIAMS STREET, BOUNDED BY WEST SUMMIT STREET TO THE NORTH, FRANKLIN STREET TO THE EAST, WEST WILLIAMS STREET TO THE SOUTH, AND THE AKRON BARBERTON CLUSTER RAILWAY TO THE WEST.

WHEREAS, pursuant to Section 1120.05(d), the City of Kent Architectural Review Board is responsible for reviewing projects and improvements conducted on buildings, structures, and sites within one or more of the Architectural Design Review Overlay District(s) and has the authority to issue Certificates of Appropriateness for those projects which it finds to be in compliance with the applicable Design Guidelines; and

WHEREAS, pursuant to 1120.02, the Design Guidelines applicable to a designated area of the City are enumerated in Chapter 1121 "Architectural Review Overlay Districts" and includes the "Downtown / West River Overlay District;" and

WHEREAS, Kent City Council authorized Ordinance 2019-45 on April 17, 2019 to amend the City of Kent Zoning Districts Map to allow a 3.191 acre parcel on West Williams to be re-zoned from an "Industrial (I)" designation to a "Commercial-Downtown (C-D)" designation; NOW THEREFORE,

BE IT RESOLVED, THE CITY OF KENT ARCHITECTURAL REVIEW BOARD:

Encourages the Planning Commission to advance a favorable recommendation to Kent City Council regarding amending the "Downtown / West River Overlay District" to include the 3.191 acre parcel on West Williams Street that was re-zoned to "Commercial-Downtown (C-D)" with the passage of Ordinance 2019-45.

APPROVED: October 1, 2019 (Vote: 4 in favor; 1 absent)

Howard Boyle, Chairperson, Architectural Review Board

ORDINANCE NO. 2019-45

AN ORDINANCE AMENDING THE CITY'S ZONING DISTRICTS MAP TO ALLOW A 3.191 ACRE PARCEL ON WEST WILLIAMS TO BE RE-ZONED FROM ITS CURRENT "INDUSTRIAL (I)" ZONING DESIGNATION TO "COMMERCIAL-DOWNTOWN (C-D)", AND DECLARING AN EMERGENCY.

WHEREAS, the City of Kent Planning Commission is recommending a proposed amendment to the City's Zoning Districts Map to allow a 3.191 acre parcel on West Williams to be re-zoned from its current "Industrial (I) zoning designation to "Commercial-Downtown (C-D)"; and

WHEREAS, if authorized, the Planning Commission added a condition requesting the authorization for the re-zoning include a covenant be recorded with the newly designated parcel requiring all future uses "whether the use is permitted or conditionally permitted, any parking plan for this parcel, on-site or off-site, must be submitted to and approved by the Planning Commission".

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, at least a majority of all members elected thereto concurring:

**SECTION 1.** That Kent City Council does hereby authorize the amendment to the City's Zoning Districts Map to allow a 3.191 acre parcel on West Williams to be re-zoned from its current "Industrial (I) zoning designation to "Commercial-Downtown (C-D)" as shown on Exhibit "A", attached hereto.

**SECTION 2.** That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

**SECTION 3.** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council, this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: April 17, 2019  
Date

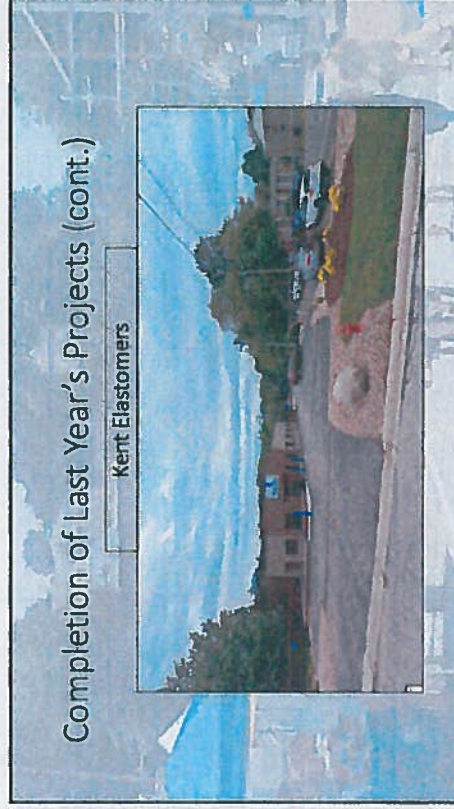
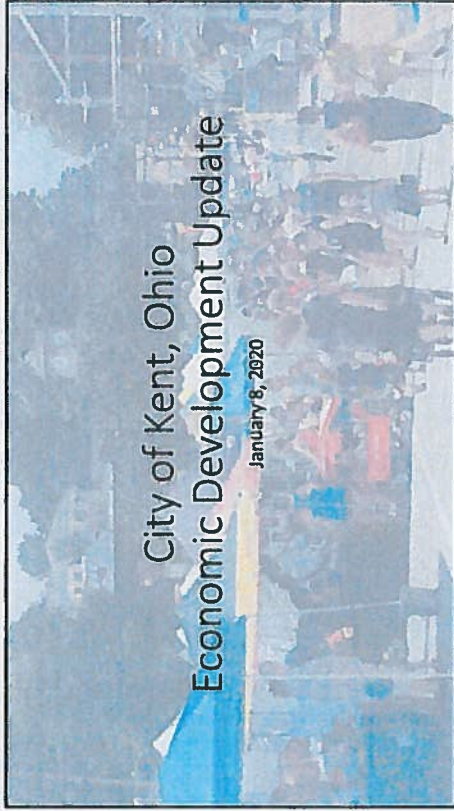
Jerry T. Fiala  
Jerry T. Fiala  
Mayor and President of Council

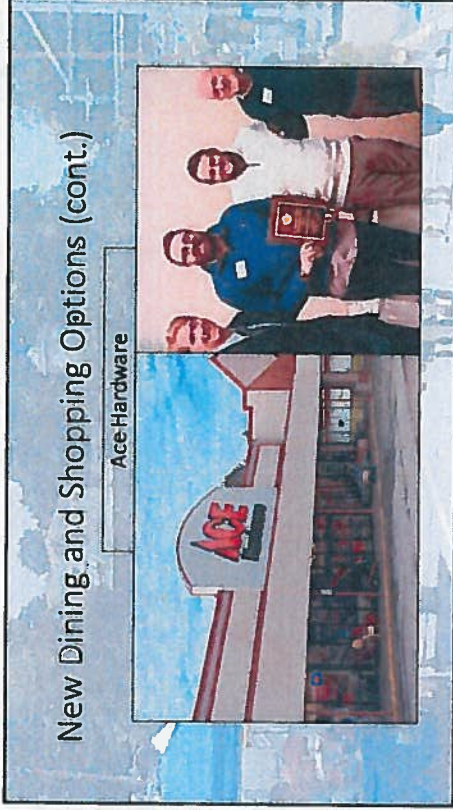
EFFECTIVE: April 17, 2019  
Date

ATTEST: Dawn Bishop  
Dawn Bishop  
Interim Clerk of Council

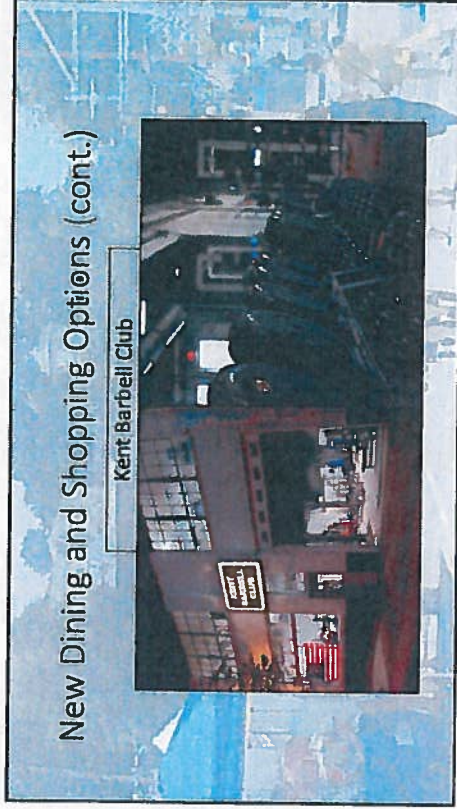
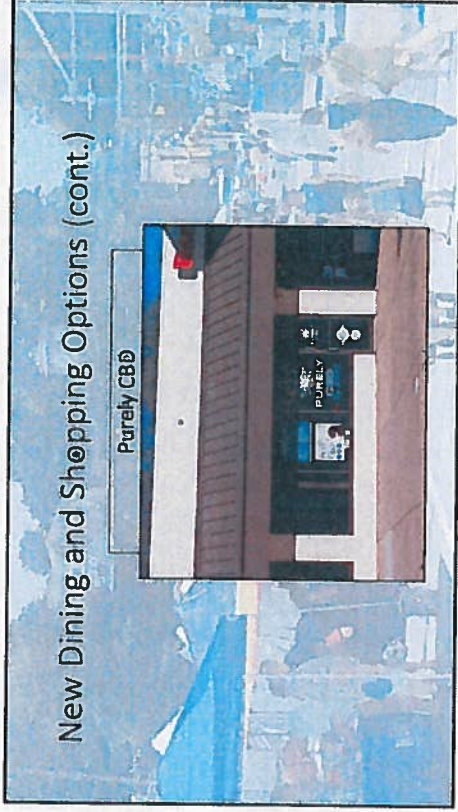
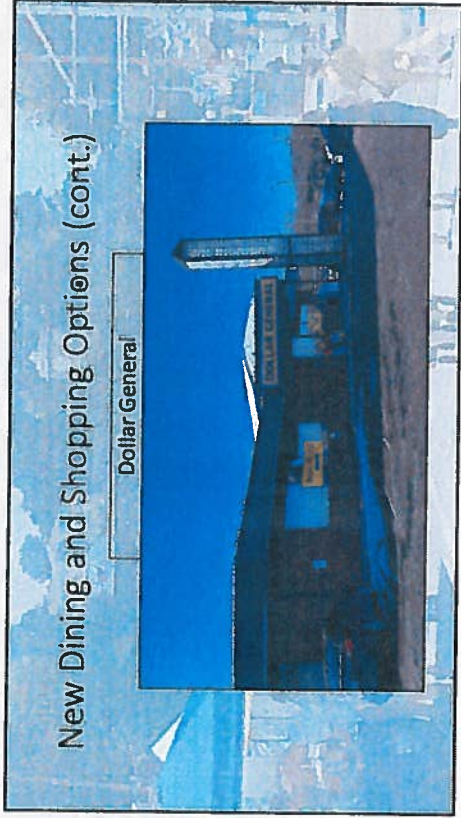
I, DAWN BISHOP, INTERIM CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF ORDINANCE No. 19-45, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON April 17, 2019.

Dawn Bishop  
DAWN BISHOP  
INTERIM CLERK OF COUNCIL  
(SEAL)











### Closures

- Friends Office Supply
- Parker Hanifan
- Alsico
- The Works
- Yogurt V



### Coming Soon

Plasewai Building



### Coming Soon (cont.)

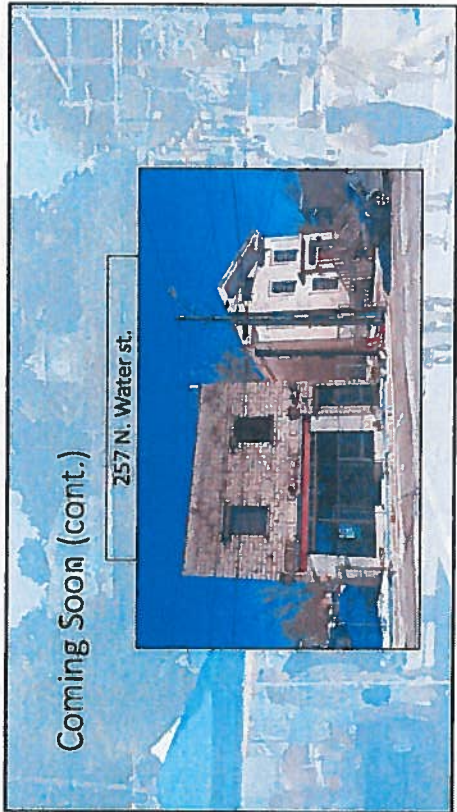
West End Apartments



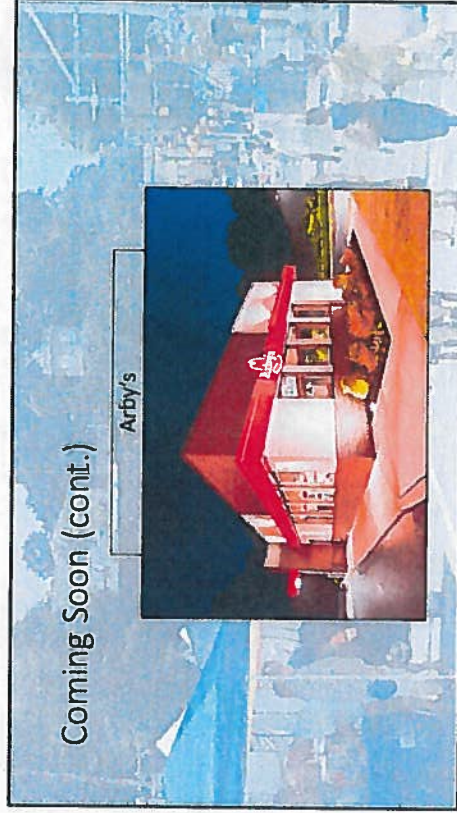
### Coming Soon (cont.)

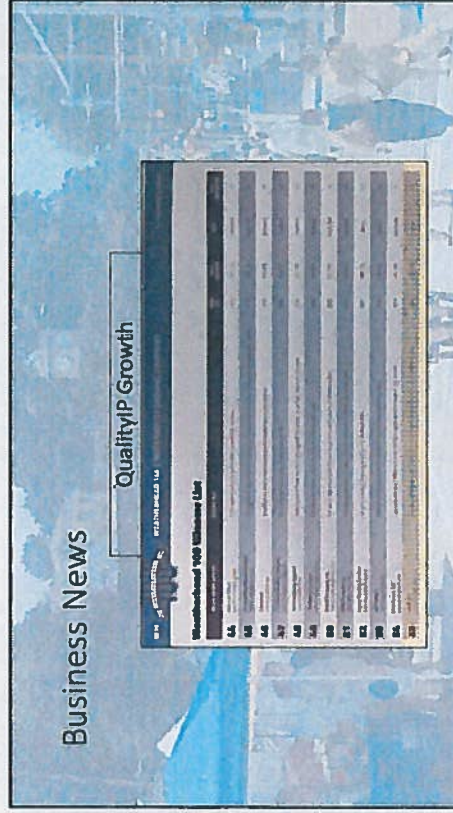
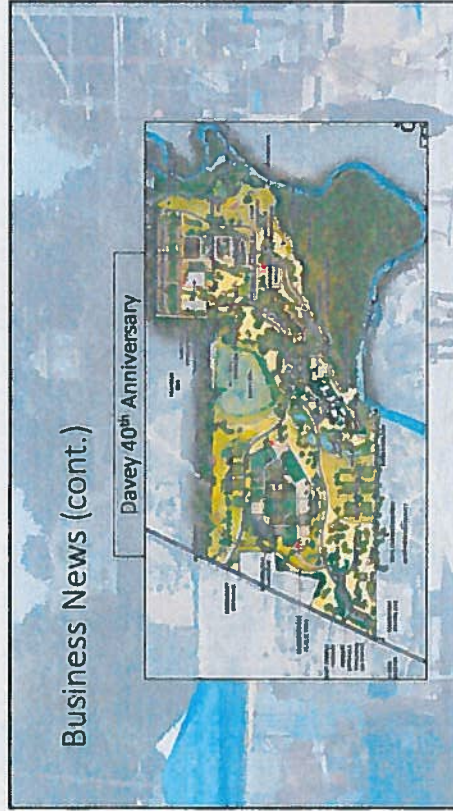
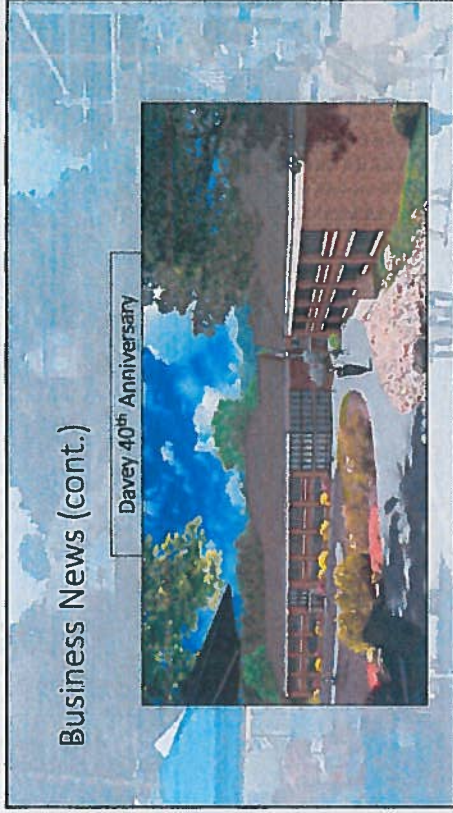
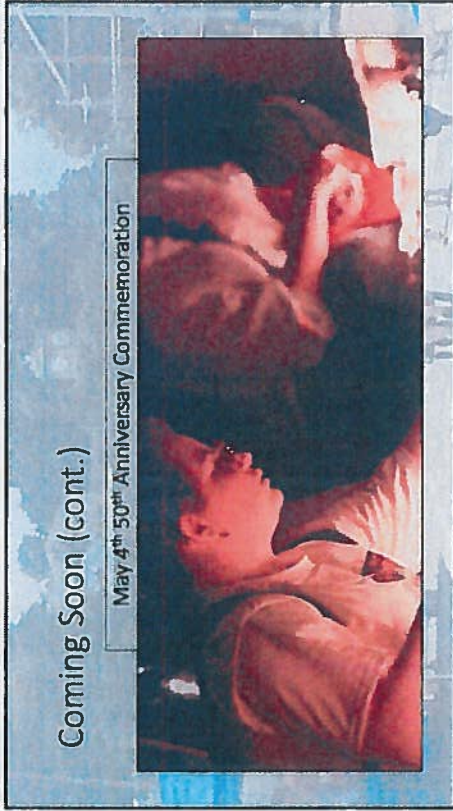
Hawthorn Suites Hotel











### Business News (cont.)

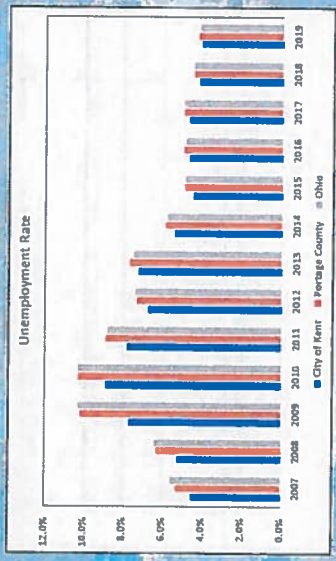
#### Leggo Recognition

##### Centurian Winners List

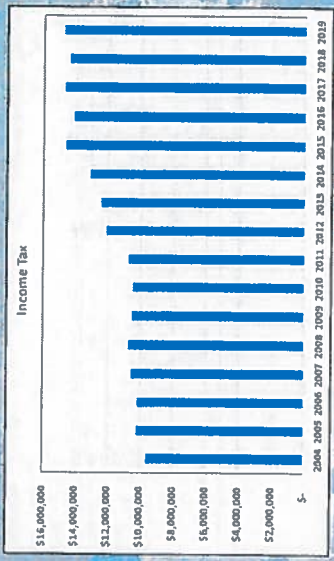
Year	Winner
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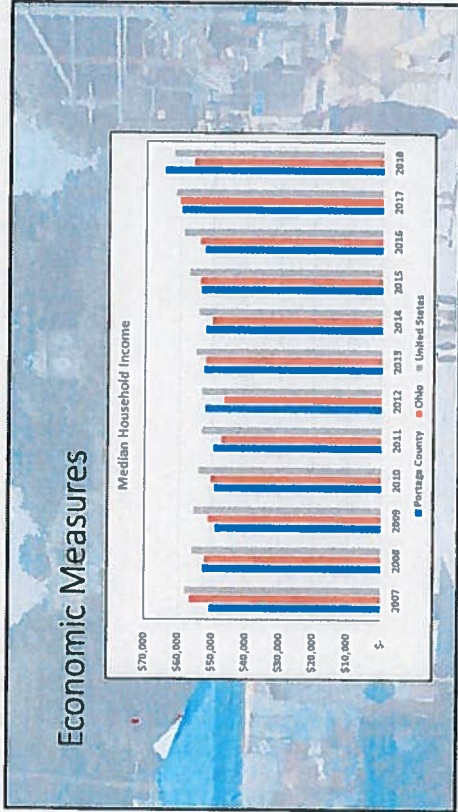


### Economic Measures



### Economic Measures





- ### Conclusions
- Ethnic Diversity continues to be reflected in our new businesses
  - Continued investment in the city bodes well
  - Low unemployment continues to put upward pressure on wages
  - The income tax trend is not as robust as hoped for and appears to have plateaued
  - Commercial vacancy rates in downtown will be monitored
  - Manufacturing losses disappointing



DEVELOPMENT GROUP

[www.oliodevgrp.com](http://www.oliodevgrp.com)

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December 6, 2019

City of Kent, Engineering  
Attn: Rhonda Boyd, P.E., P.S. - Senior Engineer  
930 Overholt Road  
Kent, OH 44240

RE: Arby's Water Service Request

To whom it may concern,

We are hereby requesting the City of Kent to provide water service to the property at 1821 East Main Street located in Franklin Township, OH for a proposed fast-food drive-thru restaurant.

Should you have any questions, please do not hesitate to contact me at 419-306-4024 or [dgatliff@oliodevgrp.com](mailto:dgatliff@oliodevgrp.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "Drew Gatliff".

Drew Gatliff  
Development Manager  
OLIO Development Group



CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller  
Amy Wilkens

FROM: Jim Bowling *sb*

DATE: December 10, 2019

RE: 101 Crain Avenue (North Water Brewery) - License Agreement

The Service Department is requesting Council time to review and approve a request from Random Ohio LLC to install an outdoor patio and entrance at 101 Crain Avenue. The patio is to be constructed in conjunction with the development of the existing building at 101 Crain Avenue into a brewery. The location of the patio is in the right-of-way where Crain Avenue was formerly located (see photo). The right-of-way is still used for public and private utilities, but upon review by the Service Department the request will have no significant impacts on our ability to maintain the utilities.

Attached is a copy of the proposed License Agreement.



C: Melanie Baker  
Hope Jones

**CITY OF KENT, OHIO**  
**LICENSE AGREEMENT**

THIS AGREEMENT is made by and between the CITY OF KENT, OHIO, hereinafter called "City" and Random Ohio LLC., hereinafter called the "Licensee."

The City is the owner, in fee simple or by highway easement, of land, hereinafter known as the "Property." For and in consideration of the covenants, conditions, agreements and stipulations of the License expressed herein, the City does hereby agree the Property may be used by the Licensee for the purpose as outlined in Part 1 below, in accordance with the laws and Charter of the City of Kent. The Property is more particularly described in the attached exhibit listed below.

Exhibit 11-7-2019 Set-A1 Code ADA Furniture  
Exhibit 11-7-2019 Set-A2 Site  
Exhibit 11-7-2019 Set-A3 Arch Site Plan  
Exhibit 11-7-2019 Set-A4 Overall Floor Plan  
Exhibit Proposed License Area  
Exhibit Proposed License Area Description

The parties hereto covenant and agree as follows:

1. **NATURE OF INTEREST:**

The Licensee understands that by issuing this license, the City has merely granted the Licensee the right to occupy the right-of-way and this license does not grant or convey to the Licensee any interest in the Property.

2. **USE:**

2.1 The Property shall be used for the purpose of: Building Access  
from the parking lot, pedestrian access from the public sidewalk, an  
outdoor patio and facility entrance  
and for no other purpose.

2.2 No structural alterations may be made to the City's property without the express written permission of the City of Kent, Director of Public Service.

3. **TERM:**

The City does hereby agree the Property may be used by the Licensee for a term of one (1) year commencing on \_\_\_\_\_, 2020, and ending on \_\_\_\_\_, 2021 unless terminated earlier by either party. This license will automatically renew yearly unless one (1) month before expiration either party notifies the other of its intention to terminate per Paragraph 14.

**4. NECESSARY LICENSES AND PERMITS:**

- 4.1 Licensee shall be licensed to do business in the State of Ohio and City of Kent, and upon request, Licensee shall demonstrate to the City that any and all such licenses are in good standing. Correspondence shall be addressed as follows:

All correspondence to the City shall be addressed:

Service Director  
City of Kent  
930 Overholt Road  
Kent, Ohio 44240

All correspondence to the Licensee shall be addressed:

Don Schejldahl  
Random Ohio LLC  
122 N. Mantua  
Kent, Ohio 44240

Bob Mayfield  
Random Ohio LLC  
346 Oakwood Drive  
Kent, Ohio 44240

- 4.2 Licensee shall secure all necessary permits required in connection with the use of the Property and shall comply with all federal, state and local statutes, ordinances, rules, or regulations which may affect, in any respect, Licensee's use of the Property. Licensee shall, prior to the commencement of any work, obtain and thereafter maintain, at its sole cost and expense, all licenses, permits, etc., required by law with respect to its business use of the Property.

**5. STORAGE AND VENDING:**

No storage of materials or supplies of any nature will be permitted on the Property except as directly related to the agreed business use of the Property.

**6. TAXES:**

Licensee agrees to be responsible for and to timely pay all taxes and/or assessments that may be legally assessed on Licensee's interest, or on any improvements placed by Licensee on said Property, during the continuance of the license hereby created, including any real estate taxes. The Licensee must provide written notice to the City, at the address referenced in Paragraph 4.1, within thirty (30) days of payment of all taxes and/or assessments.

**7. DIRECTOR OF PUBLIC SERVICE TO ACT FOR CITY:**

The granting of this permit shall not be construed as an abridgment or waiver of any rights which the Director of Public Service has in exercising his jurisdictional powers over the City property, easements or right-of-ways. The City Director of Public Service shall act for and on behalf of the City of Kent in the issuance of and carrying out the provisions of this permit.

**8. CITY USE OF PROPERTY:**

If for any reason the Director of Public Service or his duly appointed representative deems it necessary to order the removal, reconstruction, relocation or repair of the Licensee's changes to the City's property, then said removal, reconstruction, relocation or repair shall be promptly undertaken at the sole expense of the Licensee's thereof. Failure on the part of the Licensee to conform to the provisions of this permit will be cause for suspension, revocation or annulment of this permit, as the Director of Public Service deems necessary.

**9. MAINTENANCE OF PROPERTY:**

Licensee shall, at its sole expense, keep and maintain the Property free of all weeds, debris, and flammable materials of every description, and at all times in an orderly, clean, safe, and sanitary condition consistent with neighborhood standards. A high standard of cleanliness, consistent with the location of the area as an adjunct of the City, will be required. Defoliant, noxious, or hazardous materials or chemicals shall not be used or stored on the Property.

**10. MAINTENANCE OF IMPROVEMENTS:**

**10.1** Licensee, at Licensee's own cost and expense, shall maintain all of his/her improvements to the Property. Licensee shall take all steps necessary to effectively protect the Property from damage incident to the Licensee's use of such Property, all without expense to the City.

**10.2** Licensee shall be liable to, and shall reimburse the City for, any damage to City owned property that in any way results from or is attributable to the use of said Property by the Licensee or any person entering upon the same with the consent of the Licensee, expressed or implied.

**11. HOLD HARMLESS:**

Licensee shall occupy and use Property at its own risk and expense and shall save the City, its officers, agents, and employees, harmless from any and all claims for damage to property, or injury to, or death of, any person, entering upon same with Licensee's consent, expressed or implied, caused by any acts or omissions of the Licensee.

12. **INSURANCE:**

12.1 At the time of the execution of this Agreement, Licensee shall, at its own expense, take out and keep in force during the terms of this Agreement:

(a) Liability insurance, in a company or companies to be approved by the City to protect against any liability to the public incident to the use of, or resulting from injury to, or death of, any person occurring in or about, the Property, in the amount of not less than *Five Hundred Thousand Dollars (\$500,000.00)*, to indemnify against the claim of one person, and in the amount of not less than *One Million Dollars (\$1,000,000.00)* against the claims of two (2) or more persons resulting from any one (1) accident.

(b) Property damage or other insurance in a company or companies to be approved by the City to protect Licensee, and the City against any and every liability incident to the use of or resulting from any and every cause occurring in, or about, the Property, including any and all liability of the Licensee, in the amount of not less than *One Hundred Thousand Dollars (\$100,000.00)*. Said policies shall inure to the contingent liabilities, if any, of the Licensee and the City, and shall obligate the insurance carriers to notify Licensee and the City, in writing, not less than thirty (30) days prior to cancellation thereof, or any other change affecting the coverage of the policies. If said policies contain any exclusion concerning property in the care, custody or control of the insured, an endorsement shall be attached thereto stating that such exclusion shall not apply with regard to any liability of the Licensee and the City.

12.2 A copy of the "Certificate of Insurance" will be submitted to the City at the time of execution of license and annually thereafter.

13. **MODIFICATION:**

The terms of this Agreement may be modified upon agreement of the parties.

14. **REVOCAION AND TERMINATION:**

14.1 The City may revoke this license at any time. The Licensee may terminate this Agreement at any time.

14.2 In the event this license is revoked or the Agreement is terminated the Licensee will peaceably and quietly leave, surrender, and yield up to the City the Property. The Property will be restored to its previous condition at the expense of the Licensee and no costs for removal will be reimbursed by the City.

14.3 Upon revocation of the license or upon termination or expiration of Agreement, any personal property, or other appurtenances, including all footings, foundations, and utilities, placed on the City property will be removed by Licensee. If any such appurtenances are not so removed after ninety (90) days written notice from the City to the Licensee, the City may proceed to remove the same and to restore the Property and the Licensee will pay the City, on demand, the reasonable cost and expense of such removal and restoration.

**15. RELOCATION:**

A Licensee who licenses property from the City shall not be eligible for relocation payments.

IN WITNESS WHEREOF, this Agreement has been executed in duplicate by the parties hereto as of the date herein last written below. Licensee acknowledges receipt of a copy of this Agreement and agrees to comply with the provisions herein contained.

**LICENSEE(S):** Random Ohio LLC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

122 N. Mantua  
Kent, Ohio 44240  
Mailing Address

346 Oakwood Drive  
Kent, Ohio 44240

828-772-9374  
Telephone

330-221-5288

\_\_\_\_\_  
Date

**CITY OF KENT, OHIO**

\_\_\_\_\_  
Director of Public Service

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Hope Jones, Law Director  
City of Kent



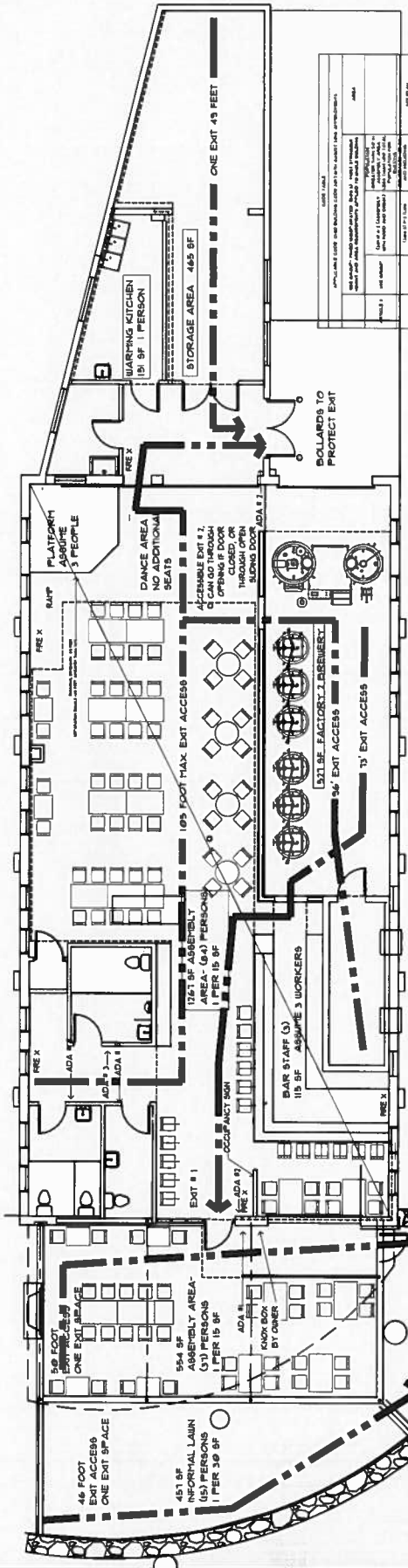
PROJECT DATE 11-7-2019

NORTH WATER BREWING  
NORTH WATER STREET  
KENT, OHIO 44240

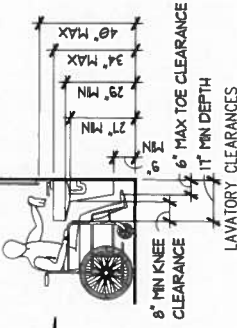
DESIGN WITH A VISION  
RICK HAUKSLEY ARCHITECT  
PO BOX 664 KENT, OH 44240  
330-15-2354  
RICK@DESIGNWITHAVISION.COM

CONTENTS  
OBBC  
CODE PLAN  
ADA

A-1



CODE PLAN  
1/8" = 1'-0"



LAVATORY CLEARANCES

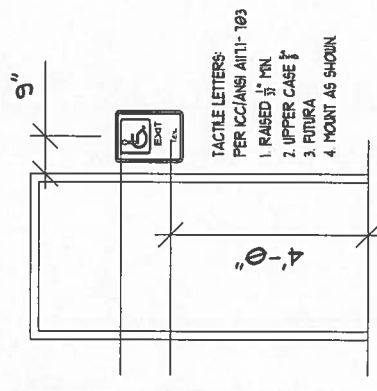
BASEMENT FLOOR PLAN  
1/8" = 1'-0"

MARK	DESCRIPTION	LOCATION
FIRE 1	2 1/2" JET (B-C)	AS SHOWN
FIRE 2	2 1/2" JET (B-C)	BY OWNER
LARGER PHOTO COPY, VERIFY IF WALL MARK OR CABINETS. VERIFY FINAL SIZE AND LOCATION WITH FIRE OFFICIALS.		

MARK	LOCATION	QUANTITY
ADA-1	ENTRY HALL 113	1
ADA-2	OUTSIDE ENTRY, OUTSIDE	2
ADA-3	WOMEN	1
ADA-4	MEN	1
ADA-5	FAMILY	1
ADA-6	TOILET	1
ADA-7	TOILET	1

NOTE: SEE SIGN DETAIL DRAWING FOR MOUNTING HEIGHT AND CONTENT OF SIGN.

AREA	USE GROUP	AREA	AREA/PERSON	TOTAL PERSONS
TAPROOM AND BAR	AMUSEMENT	1151 SF	100 SF	84
RESTROOMS	RESTROOMS	100 SF	100 SF	100
LAVATORY	LAVATORY	100 SF	100 SF	100
PLATIFORUM ASSEMBLY	ASSEMBLY	1261 SF	100 SF	1261
DANCE AREA	DANCE AREA	100 SF	100 SF	100
SHARING KITCHEN	KITCHEN	100 SF	100 SF	100
STORAGE AREA	STORAGE	100 SF	100 SF	100
PLATIFORUM ASSEMBLY	ASSEMBLY	100 SF	100 SF	100
RESTROOMS	RESTROOMS	100 SF	100 SF	100
LAVATORY	LAVATORY	100 SF	100 SF	100
PLATIFORUM ASSEMBLY	ASSEMBLY	100 SF	100 SF	100
RESTROOMS	RESTROOMS	100 SF	100 SF	100
LAVATORY	LAVATORY	100 SF	100 SF	100
PLATIFORUM ASSEMBLY	ASSEMBLY	100 SF	100 SF	100
RESTROOMS	RESTROOMS	100 SF	100 SF	100
LAVATORY	LAVATORY	100 SF	100 SF	100
PLATIFORUM ASSEMBLY	ASSEMBLY	100 SF	100 SF	100
RESTROOMS	RESTROOMS	100 SF	100 SF	100
LAVATORY	LAVATORY	100 SF	100 SF	100



TACTILE SIGN  
MOUNTING DETAIL

- TACTILE LETTERS:  
PER ICC/ANSI A117.1-103
1. RAISED 5/16" MIN
  2. UPPER CASE
  3. FUTURA
  4. MOUNT AS SHOWN

- ADA 1: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 2: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 3: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 4: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
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- ADA 6: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 7: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 8: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 9: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 10: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 11: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 12: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 13: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 14: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 15: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 16: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 17: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 18: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 19: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT
- ADA 20: 5'-11 1/2" X 8'-17" ENTRY SIGN WITH BRILLE OUTSIDE PORT

OCCUPANCY SIGN  
5'-11 1/2" X 8'-17" OCCUPANCY SIGN  
15 LETTERS OUTSIDE MOUNT

NOTE: SEE SIGN DETAIL DRAWING FOR MOUNTING HEIGHT AND CONTENT OF SIGN.



REGARD LES HABILITATIONS  
RICK HAWKLEY  
10/11/19

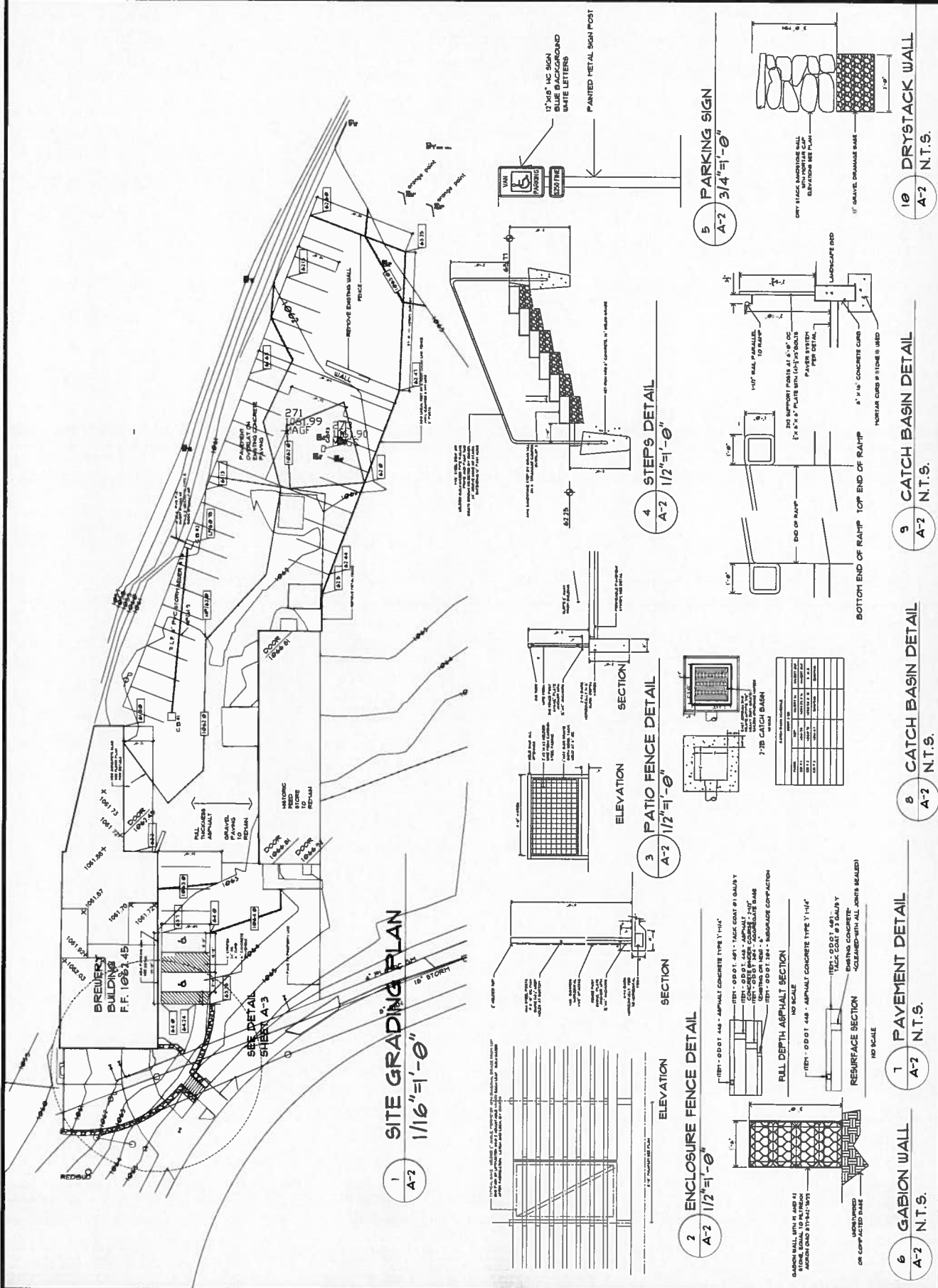
PROJECT DATE  
11-1-2019

NORTH WATER BREWING  
NORTH WATER STREET  
KENT, OHIO 44240

DESIGN WITH A VISION  
RICK HAWKLEY ARCHITECT  
70 BOX 664 KENT, OH 44240  
733-115-2334  
RICK@DESIGNWITHAVISION.COM

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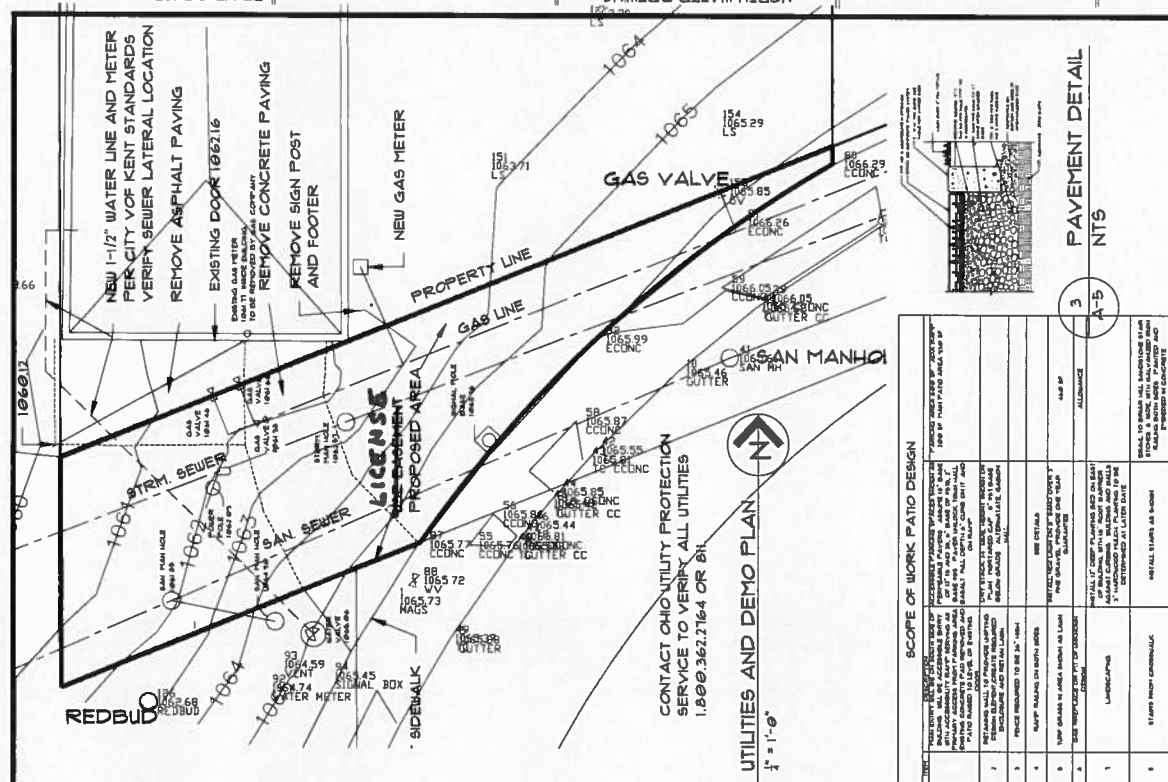




PROJECT DATE: 11-17-2013  
 PROJECT NO: 130303  
 RICHARD LEE HASKALEY  
 ARCHITECT

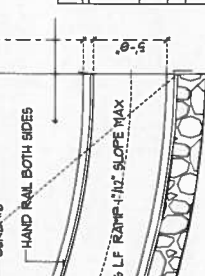
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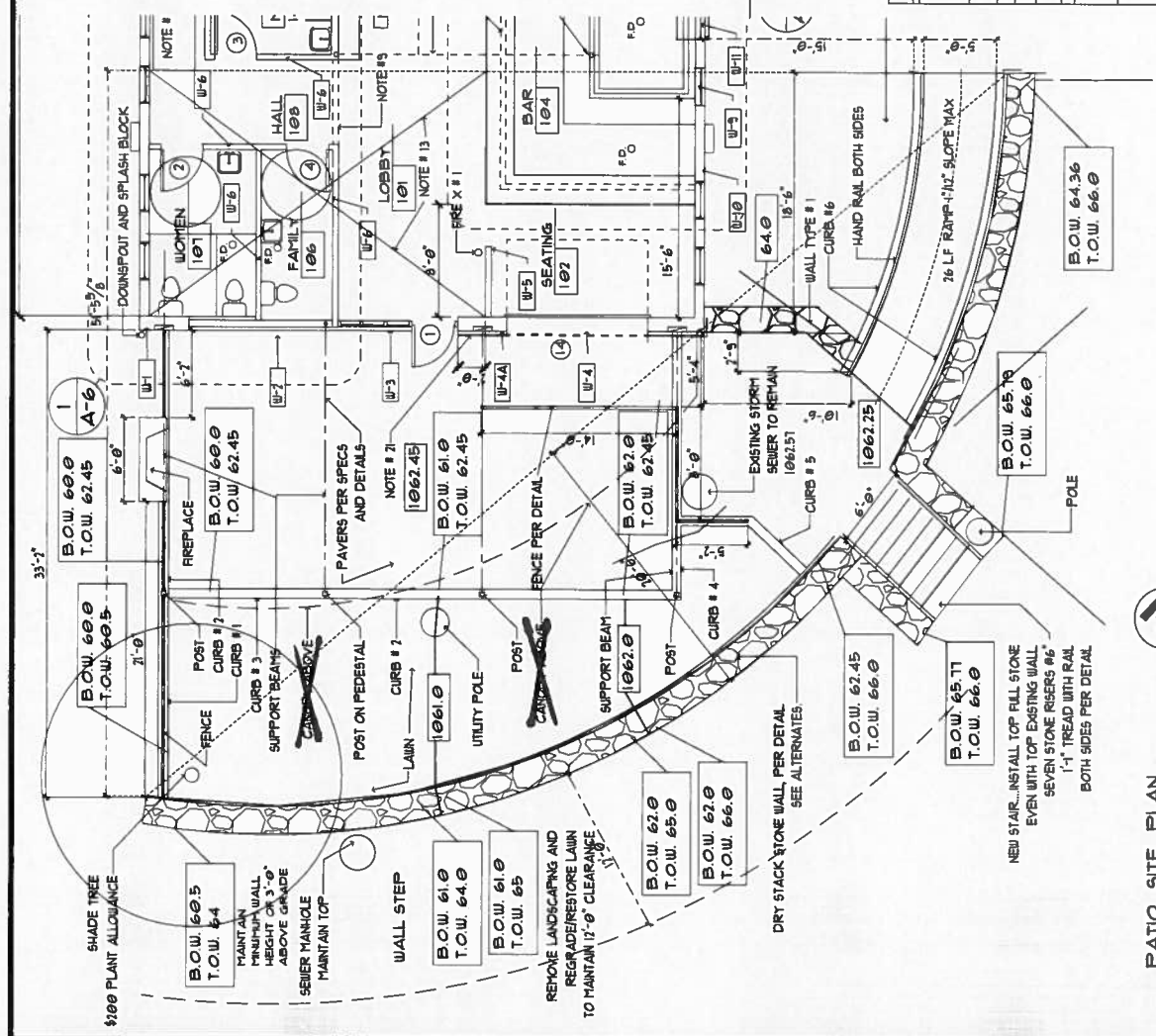


CONTACT OHIO UTILITY PROTECTION  
 SERVICE TO VERIFY ALL UTILITIES  
 1.800.362.2164 OR 811

UTILITIES AND DEMO PLAN  
 1/2" = 1'-0"



3 PAVEMENT DETAIL  
 A-5 NTS



PATIO SITE PLAN  
 1/4" = 1'-0"  
 SEE DETAILS SHEET A-2

SCOPE OF WORK PATIO DESIGN

1. PROVIDE ALL NECESSARY PATIO DESIGN WORK INCLUDING: PATIO LAYOUT, FINISHES, WALLS, AND CURBS. PATIO SHALL BE FINISHED WITH 1" THICK POLISHED QUARRY TILE SET IN A 1/2" BED OF 3/4" SAND. PATIO SHALL BE FINISHED WITH 1" THICK POLISHED QUARRY TILE SET IN A 1/2" BED OF 3/4" SAND. PATIO SHALL BE FINISHED WITH 1" THICK POLISHED QUARRY TILE SET IN A 1/2" BED OF 3/4" SAND.
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1. START FROM GENERAL/ALIGNED

2. ALL WALLS AS NOTED

3. SHALL BE BUILT PER LOCAL CODES AND SHALL BE FINISHED WITH 1" THICK POLISHED QUARRY TILE SET IN A 1/2" BED OF 3/4" SAND. PATIO SHALL BE FINISHED WITH 1" THICK POLISHED QUARRY TILE SET IN A 1/2" BED OF 3/4" SAND. PATIO SHALL BE FINISHED WITH 1" THICK POLISHED QUARRY TILE SET IN A 1/2" BED OF 3/4" SAND.



REQUIRED SEE HAZARDOUS MATERIALS SECTION

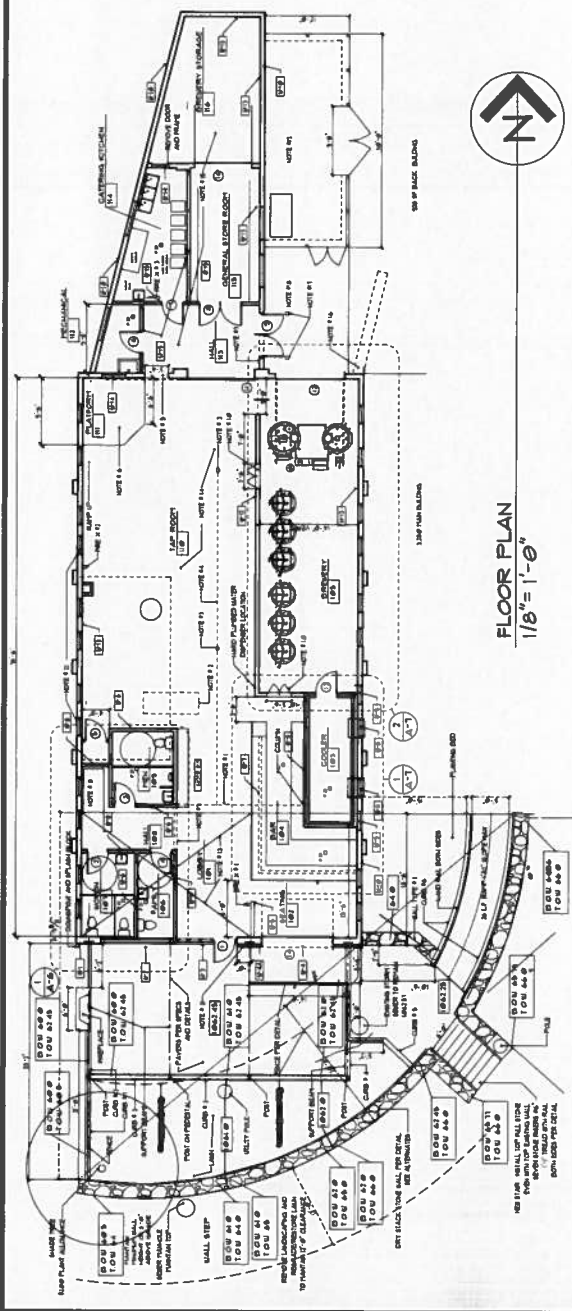
PROJECT DATE 11-17-2019

NORTH WATER DRAWING  
KENT, O H 44240

DESIGN WITH A VISION  
RICK HARKLEY ARCHITECT  
70 BOX 664 KENT, OH 44240  
RICKDESIGNWITHAVISION.COM

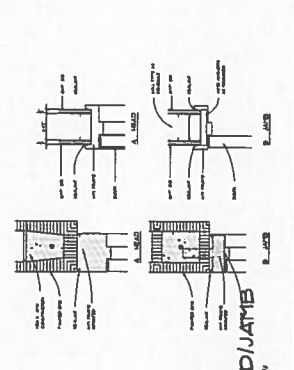
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FINISHES  
CONSTRUCTION NOTES

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CONSTRUCTION NOTES table with columns for MARK, LOCATION, and DESCRIPTION. Includes notes for lobby, taproom, and exterior areas.

DOOR SCHEDULE table with columns for MARK, SIZE, TYPE, MATERIAL, FINISH, and NOTES. Lists various door types and materials.



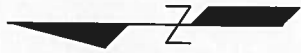
FINISH SCHEDULE table with columns for MARK, ROOM, WALL, CEILING, FLOOR, and FINISH. Lists finishes for different rooms and areas.

FLOOR PLAN  
1/8" = 1'-0"

BASEMENT FLOOR PLAN  
1/4" = 1'-0"

EXISTING STAIR UNDER TRAP DOOR TO REMAIN

UTILITIES @ 354 S.F.



LOCK STREET 33' R/W

BEARINGS ARE FROM THE CRAIN AVENUE BRIDGE RELOCATION PLANS



bar in monument box found

Quick Service Welding and Machine Company  
Instrument Number 2010014366  
16798

Lot 30  
Lot 31

R R M J Properties of Ohio LLC  
Instrument Number 200427295

Akron Barberton Cluster Railway Company  
Volume 1169, Page 708

R/W  
S 00°14'36" E 2.46'  
LAKE STREET 60' R/W  
S 67°59'04" W 503.78'

N 67°59'04" E 117.83'  
C1

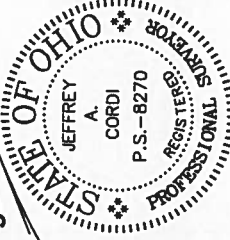
LICENSE AREA A  
2,425 square feet

S 97°59'04" W 54.60'

TRUE PLACE OF BEGINNING

N 00°13'48" W 32.31'

PREPARED BY:  
JEFFREY A. CORDI, P.S. #8270  
1052 INDEPENDENCE AVENUE  
AKRON, OHIO 44310  
330-388-8146  
CordiSurvey@gmail.com



CURVE	RAD.	ARC	CH. BRG.	CHORD	DELTA	TAN.
C1	183.00'	79.51'	S 47°25'10" W	78.89'	24°53'40"	40.39'

# LICENSE AREA EXHIBIT

SITUATED IN THE CITY OF KENT, PORTAGE COUNTY, OHIO AND LNNOWN AS BEING PART OF LOT 30 AND LOT 31 OF THE FORMER FRANKLIN TOWNSHIP

SCALE: 1" = 20' DATE: SEPTEMBER, 2019

**LICENSE AREA**  
**2425 square feet**

Situated in the City of Kent, Portage County, Ohio and known as being part of Lot 30 and Lot 31 of the former Franklin Township and more fully described as follows:

Commencing at a bar in a monument box found at the intersection of the centerline of Lake Street (60 foot right of way ) and Lock Street (33 foot right of way); thence S. 67°59'04"W., 503.78 feet along the centerline of said Lake Street to the **TRUE PLACE OF BEGINNING** for the **LICENSE AREA** herein described;

- 1) Thence **S. 67°59'04"W., 54.60 feet** continuing along the centerline of said Lake Street to the easterly right of way line of the Akron Barberton Cluster Railway Company;
- 2) Thence **N. 00°13'48"W., 32.31 feet** along the easterly right of way line of said railway to the southwesterly corner of a parcel now or formerly owned by R R M J Properties of Ohio LLC as recorded in Instrument Number 200427295 of the Portage County Records also being the on the northerly right of way line of said Lake Street;
- 3) Thence **N. 67°59'04"E., 117.38 feet** along the southerly line of said R R M J Properties parcel and northerly right of way line of said Lake Street to the southeasterly corner of said R R M J Properties parcel;
- 4) Thence **S. 00°14'36"E., 2.46 feet** along the projection of the easterly line of said R R M J Properties parcel to a point;
- 5) Thence along the arc of a non tangent curve to the left, said curve having the following properties:

**arc length = 79.51feet**  
**radius = 183.00 feet**  
**chord bearing = S. 47°25'10"W.**  
**chord length =78.89 feet**  
**delta angle = 24°53'40"**  
**tangent length = 40.39 feet**

to the **TRUE PLACE OF BEGINNING** and containing **2425 square feet** of land.




ESTABLISHED 1805

# City of Kent, Ohio

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Office of the City Manager

To: Dave Ruller, City Manager

From: Harrison Wicks, Assistant to the City Manager 

Date: December 30, 2019

RE: Bicycle Friendly Community Designation – Request to Submit Application

---

The Sustainability Commission would like to request committee time to discuss the Bicycle Friendly Community (BFC) designation administered by the League of American Bicyclists, and recommend that the City of Kent submit an application for the Bronze Level recognition.

The BFC program provides a roadmap to improving conditions for bicycling and guidance to help make Kent a more bikeable community. Making bicycling safe and convenient are keys to improving public health, reducing traffic congestion, improving air quality and improving quality of life.

Since the creation of the BFC program in 1995, there are currently 488 recognized Bicycle Friendly Communities. Local municipalities with the Bronze Level recognition or higher include the cities of Akron, Barberton, Hudson, and Shaker Heights.

Additionally, the League of American Bicyclists offers a Bicycle Friendly University (BFU) designation that has currently been held by Kent State University since 2016 at the bronze level. The BFU program recognizes institutions of higher education for promoting and providing a more bikeable campus for students, staff and visitors.

The City of Kent has made great strides to connect bicycle infrastructure, notably the Portage Hike & Bike Trail, that has connected KSU to downtown Kent and beyond to regional bike networks. Currently Kent has 5.6 miles of bike lanes, 8.6 miles of shared use paths (paved and unpaved), ride sharing opportunities, and end of ride facilities, or bike racks, throughout the City.

In an effort to maintain and grow these bicycle networks, facilities, and education programs, the BFC designation will allow City staff to strategically plan for the future and provide the Kent community a roadmap for continuous improvement.

Please let me know if you have any questions concerning the attached materials or if you need any additional information. Thank you.

cc: Amy Wilkens, Clerk of Council



**BUILDING  
A BICYCLE  
FRIENDLY  
AMERICA<sup>SM</sup>**

*A roadmap to  
transforming states,  
communities,  
businesses and  
universities*

**THE LEAGUE  
OF AMERICAN BICYCLISTS**  
*since 1880*

# *Building a* **BICYCLE FRIENDLY AMERICA**

Across the U.S., the interest in bicycling is skyrocketing — and it's easy to see why. A bike is a ticket to health, mobility, freedom and fun. Bicycling isn't just a way to get from one place to another; it's an avenue to a better life. And when communities, businesses and universities get on board, great things happen.

How do you capture and capitalize on the tremendous benefits of biking? The League's Bicycle Friendly America (BFA) program has the answers.

Over the past 10 years, the League has worked with hundreds of engineers, government officials, and bicycle advocates to identify the DNA of bicycle friendliness. Using that expert knowledge, we've determined the specific projects, policies, programs and plans that re-

ally make a difference. The BFA program gives you the specific tools to turn that knowledge into action.

Providing a roadmap to improve conditions for cyclists at the state and local level, the BFA program has expanded and evolved to serve four distinct areas: Communities, States, Businesses and Universities. With comprehensive online applications, the program collects data on activities within five broad areas:

1. **ENGINEERING:** Physical infrastructure and hardware to support cycling
2. **EDUCATION:** Programs that ensure the safety, comfort and convenience of cyclists and fellow road users
3. **ENCOURAGEMENT:** Incentives, promotions and opportunities that inspire and enable people to ride

4. **ENFORCEMENT:** Equitable laws and programs that ensure motorists and cyclists are held accountable
5. **EVALUATION:** Processes that demonstrate a commitment to measuring results and planning for the future

The BFA program is more than an assessment. All applicants get customized feedback on their application and access to technical assistance. If you aren't bicycle friendly yet, we'll help you get there. And once you've made the ranks of a Bicycle Friendly Community, Business or University, the BFA program helps you get to the next level.

*Learn how you can get involved in the pages that follow and at [www.bikeleague.org/bfa](http://www.bikeleague.org/bfa).*

*Cover photo: Trek*



*Long Beach Council Member Robert Garcia and Vice Mayor Sija Lozenthal in Long Beach's separated bike lanes. (Photo: Allan Greyford)*

## THE BENEFITS OF BICYCLING

"Our Gold Bicycle Friendly designation is a tremendous honor, and it recognizes what a great place Minneapolis is to be a bicyclist. We've made a deliberate effort to be one of the nation's top bicycling cities and those investments mean we have more and more ways for people to commute and experience the city on two wheels."

*- Mayor R.T. Rybak, Minneapolis, Minn.*

"The #1 Bicycle Friendly State designation recognizes the hard work and cooperation among local and state agencies, bicycle groups and health professionals. The designation is an incentive to continue to refine and develop projects, policies and priorities to retain our position."

*- Washington Governor Christine Gregoire*





# BICYCLE FRIENDLY COMMUNITY

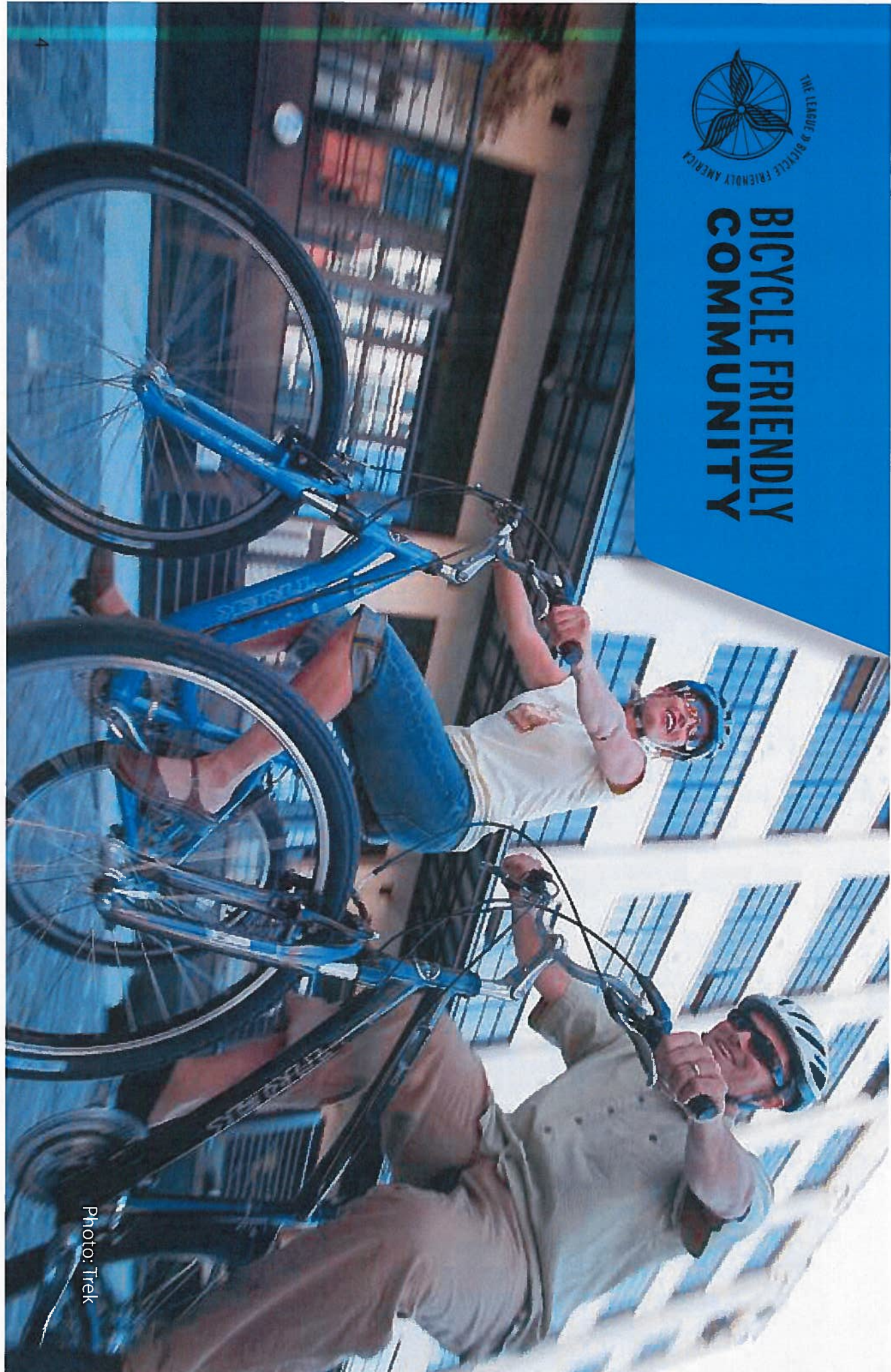


Photo: Trek

Bicycling is more than a practical, cost-effective solution to many municipal challenges. It's an opportunity to make your community a vibrant destination for residents and visitors — a place where people don't just live and work, but thrive. The Bicycle Friendly Community program provides a roadmap to improve conditions for bicycling and direct assistance to make your distinct vision for a better, bikeable community a reality.

## WHY SHOULD MY COMMUNITY BECOME A BFC?

Simple steps to make bicycling safe and comfortable pay huge dividends in civic, community and economic development. Given the opportunity to ride, residents enjoy dramatic health benefits, reduced congestion, increased property values and more money in their pockets to spend in the local economy. When your community is bike-friendly, tourism booms, businesses attract the best and the brightest, and governments save big on parking costs while curbing their carbon emissions.



Photos: Tucson/East Pima region (L) and Missoula, Mont. (R)

Innovative infrastructure isn't just for big cities. Missoula, Mont., recently rose to Gold BFC status thanks in part to the addition of protected bike lanes. "The City of Missoula, together with citizen advocates, has worked hard to integrate and promote bicycle commuting, and we're proud that our extensive off-street bike trail system, together with our miles of bike lanes, and bike education and encouragement programs, reflect that," says Missoula Mayor John Engen.

The Tucson/East Pima region attained Gold BFC status with an array of exceptional education programs. "The Bicycle Ambassador program has taught more than 1,000 adults safe cycling skills each year and the Safe Routes to School program has now expanded into the middle schools and includes summer bicycle camps," says Ann Chanecka, Senior Transportation Planner, Pima Association of Governments.

## WHAT MAKES A BICYCLE FRIENDLY COMMUNITY?

A Bicycle Friendly Community welcomes cyclists with trails, bike lanes, share the road campaigns, organized rides, Bike to Work Day events and so much more. A rich matrix of options that recognizes your area's unique resources, the BFC application evaluates how your community encourages people to bike for transportation and recreation through the 5 Es: engineering, education, encouragement, enforcement, and evaluation.

## WHAT'S THE BENEFIT OF BEING A BFC?

The popularity of the program speaks for itself: As of 2013, more than 600 communities have applied, and 242 have been awarded Bronze, Silver, Gold or Platinum designation. But, even if your community doesn't quite make the grade yet, applying is well worth the time. Each applicant receives customized feedback and technical assistance. Once your community becomes a BFC, a League representative will present an award and two highway-quality road signs at a local ceremony or celebration.

## HOW DO I GET STARTED?

Turn to page 14 and fill out the BFC scorecard to see if your community is ready to apply. All applications must be submitted with the approval of the community's administration. Access the applications and additional resources at [bikeleague.org/community](http://bikeleague.org/community).



*Arlington, Va.*



*New York, N.Y.*



*Fort Collins, Colo.*

Four years ago, Long Beach put an audacious statement on the wall of our City Hall: "Long Beach: The most bike friendly city in the U.S." It wasn't true at the time, but it gave us a something to strive for. And we knew that we needed milestones to measure our progress along the way.

In 2009, we were given Bronze BFC status and we immediately set our sights on becoming Silver, then Gold and eventually Platinum. We knew this recognition would be important to our civic and business leaders, and that the metrics set out in the League's application would be important measures for us.

At the time, we had a few bike lanes along with beach and river paths that were mainly for recreation. But as a result of our efforts, more than 20 new bike-related businesses have opened in Long Beach since 2010. We've added more than 170 bike-friendly businesses to our Bike Saturday program and created four bike-friendly business districts. On some streets, where we have put in new bike infrastructure, we have tripled the number of kids riding bikes to school.

We're now seeing people move to Long Beach because of our biking and our active living culture. We are seeing conventions select Long Beach because of what we are doing. Most importantly we are seeing more and more people on their bikes, riding for fun, to get to school, to get to work and to run errands.

- By Allan Crawford, Bike Long Beach

*Long Beach, Calif.  
Photo: Allan Crawford*



# Memo

TO: Parks and Recreation Board

FROM: Kevin Schwartzhoff

CC: Dave Ruller, Harrison Wicks; Amy Wilkens

DATE: December 13, 2019

RE: Parks & Recreation Master Plan Recommendation

## **Background**

The last parks and recreation master plan study was completed in 1995 and performed by R.J. Ankrom Associates which included a feasibility study conducted by Brandstetter Carroll Inc. (BCI) for a recreation center and outdoor pool complex. Many of the recommendations outlined in the plan have been completed over the last 25 years and the plan has helped grow and improve the department. The department has almost doubled land acreage to its current level of 380 acres, developed 9 new park sites, developed a major trail network connecting the community and a budget that increased from \$670,000 to over \$2.3 million. With all of these changes over the last 25 years it is imperative that we systematically plan for the next 10 years.

## **Analysis**

BCI has a history with the city. They participated in the 1995 Park and Recreation Master Plan, developed the Kent Health and Wellness Concept Plan and is the architect of record for the new city hall project.

They performed the Portage Park District Comprehensive Strategic Master Plan completed in 2016. Christine Craycroft, Director, was very pleased with BCI and the plan they developed. As a comparison the cost for their plan was \$100,000.

They recently completed Tallmadge Park and Recreation Master Plan that was presented to Tallmadge City Council in July of 2019. Jessica Simons, Director, indicates the experience with BCI was positive and they liked the amount of public participation that was gathered. As a cost comparison the cost for their plan was \$78,000.

They have performed dozens of master plan studies in Ohio and have a great reputation of being a premier consultant on park master plans and park design.

I have previously worked with BCI on the feasibility study for a community recreation center and two park master plans from design phase thru project completion.

I was pleased with their performance and knowledge of park planning/design.

### **Recommendation**

Having a comprehensive evaluation of our parks, facilities and programs will give us a perspective from our residents and the consultant that is sometimes missed when looking from the inside.

The public participation information gathered will be very beneficial when applying for grants, most applications require you to explain how you involved the community in your need for new/renovated facilities.

Having a capital projects plan and timeframe will allow us to budget improvements in a logical sequence that our funds can support.

The 2020 Budget has an appropriation to support the cost of the Master Plan.

I recommend we contract with BCI based on the deliverables outlined in their presentation and Scope of Services in the Agreement Parks and Recreation Master Plan City of Kent Ohio. The Agreement would be formalized after the first of the year. Approved by the Kent Parks and Recreation Board. (12/19/2019).

The Agreement has been approved as to form by Hope Jones, Law Director. (12/16/2019).

**AGREEMENT  
PARKS AND RECREATION MASTER PLAN  
CITY OF KENT, OHIO**

---

This Agreement is made between the City of Kent, Ohio (Owner) and Brandstetter Carroll Inc. (Consultants) whereas the Consultant proposes to provide park and recreation system master planning services for the City of Kent.

## **I. SCOPE OF SERVICES**

### **EVALUATE PHASE**

#### **1. Planning Context**

- a. **Master Plan Steering Committee** – The City will appoint a Master Plan Steering Committee to work with the Consultants throughout the process. The Consultants will meet with them regularly with updates of the findings and the Committee will assist in establishing the future vision, goals and objectives, and priorities. The Steering Committee should include members of the Park and Recreation Board along with representatives from the City Administration and Staff, Parks and Recreation Department, Schools, Sports Organizations, City Council, Planning Board, and other organizations.
- b. **Demographic Analysis** – Using information provided by the City of Kent and other sources, perform an analysis of the demographic and population characteristics of Kent.
  1. **Using ESRI Business Analyst Software** and by coordinating with the Kent Staff, identify the demographic and land use trends and characteristics within the City limits. Information may include:
    - Demographic characteristics (quantity, ages, race, etc.)
    - Five year population projections
    - Household size
    - Average or median household income and per capita income
- c. **Review of Previous Studies** – Review all previous studies that will be provided by the Owner that pertain to the delivery of parks, recreation and leisure services, including, but not limited to: the previous Kent Parks and Recreation Master Plan, Kent Comprehensive Plan/Bicentennial Plan, Campus Link Neighborhood, City Strategic Plan, land use plans, previous Park Master Plans, annual reports, program guides, newsletters, policies, use agreements, brochures, School District plans, and other planning studies. Summarize the key findings of each report to be included in an appendix to the report.
- d. **Benchmarking Comparisons to Similar Systems** – Using the NRPA ParkMetrics (formerly PRORAGIS) program to compare facilities, programs, operating budgets, etc. with other like agencies. Communities throughout Ohio and the midwest with similar populations will be included in the analysis.
- e. **Management Structure** – Perform a review and analysis of the existing management structure, staff levels, policies and operations.
- f. **Kent Policy Review** – Perform a review of Kent policies, and any mandated plans as they may impact park and recreation facilities, programs and services.
- g. **Funding Analysis** – Review the past five year's budgets and the proposed future operating and capital budgets.
- h. **Report and Presentation** – Prepare a report summarizing this phase and present it to the Master Plan Steering Committee.

#### **2. Existing Parks, Facilities, and Programs Analysis**

- a. **Parks, Open Space and Facilities Inventory** – Inventory all existing parks and recreation facilities offered in Kent, including parks and facilities operated by others including Schools,

County and State Parks, private or non-profit recreation facilities, and others. Make site visits to all of the City of Kent owned facilities with the purpose of observing the existing conditions and opportunities for improvements. A detailed Qualitative Assessment form will be completed for each City-owned facility.

- b. **Recreation Programs Assessment** – Use public input, staff input and the Consultant's observations to perform a review of current program and service offerings, levels of usage, attendance, and customer satisfaction levels. The Needs Assessment Survey will be utilized to identify existing satisfaction levels. The Stakeholder Groups in the Needs Analysis Phase will be part of this analysis. Identify the core programs that should be offered, competition for these program users, customer satisfaction, and the potential for market growth.
- c. **City-Wide Park and Recreation Facilities Map** – Prepare a map using GIS software which illustrates all of the City-owned parks and recreation facilities and trails as well as those of the Schools and other providers in the area.
- d. **Geographic Distribution – Service Gap Analysis** – Prepare an analysis of the current service gaps by mapping the locations of current parks by park-type categories using walk and drive times. Specific facilities will also be mapped to compare the household locations with the facility locations. Individual maps will be prepared for picnic shelters, trails, playgrounds, soccer fields, baseball/softball diamonds, and more to identify the distribution of the specific facilities throughout the community. A Composite Service Areas Map will be prepared which identifies the overall service delivery throughout the City.
- e. **Report and Presentation** - Prepare a report summarizing this phase and make a presentation of the findings to the Master Plan Steering Committee.

## ENGAGE PHASE

### 1. Needs Assessment

- a. **Kick-Off Event/Open House** – In conjunction with the Parks and Recreation Department, conduct an event (possibly combined with an existing program event) in which participants will complete surveys, interact with Staff and the Consultants, use play money to vote on their priorities for various improvements, and become informed about the project interactive web site and on-line surveys. The purpose of this public workshop will be to solicit input from the citizens and users regarding their concerns and opinions about existing facilities and programs, and their desires for future facilities and programs. The workshops will be interactive and involve all participants in a variety of methods.
- b. **Staff Input** – Conduct meetings, employee survey, and interviews with the Kent staff members regarding their perceptions of the public's needs and concerns, and the potential for improved services, facilities, programs, and public access. Identify the strengths, weaknesses, service needs and impediments (SWOT) to current operations. Staff will be invited from the following City Departments: Parks and Recreation, Public Works, Zoning, Engineering, Administration, Police, Economic Development, and Planning. The public input process will assist in this exercise.
- c. **Stakeholder/Focus Groups** – Conduct up to 10 stakeholder group meetings and round table discussions with various special interest and user groups. Kent will provide invitations and meeting space for these meetings. Anticipated groups may include: program users, parents of children in programs, partner organizations, school children, organized athletic league officials, School Board, senior citizens, cultural arts organizations, partners in service, and other organizations to be identified between the Consultant, Steering Committee, and City of Kent. The questions will be sent to the stakeholder group participants for discussions with their organizations before the actual focus group.
- d. **MindMixer Web Based Public Engagement Program** – Set up and manage a web site to solicit public engagement. BCI currently uses MindMixer, which is a web based on-line community collaboration program whereby residents can find out about the project, input their ideas, second ideas, respond to instant polls, respond to web surveys, and much more. The web site will be specifically for the Kent.



- e. **Household Needs Assessment Survey** – The input from the workshops, stakeholder groups and staff input will be utilized to develop a statistically valid mail and/or phone survey with a minimum of 400 responses from planning areas of Kent. Surveys will be mailed to at least 2,000 households. The base survey included in this proposal is a 5-page survey. The responses will be geocoded to allow analysis by geographic area. Cross tables will be generated to analyze specific items such as priorities of families with children, households with seniors, etc. The survey will be used to identify:
- Current satisfaction levels with programs and facilities;
  - Participation and satisfaction with current programs;
  - Parks currently used;
  - Needs for various indoor and outdoor facilities and programs;
  - Identification of the most needed indoor and outdoor facilities;
  - Identification of the primary functions that should be performed by the Kent regarding parks, recreation, open space, greenways, trail linkages, horticulture, arts, programs and facilities;
  - Specific questions pertaining to any proposed new facilities.
- f. **Web-Based Survey** – Conduct a shorter web-based survey asking similar questions to the Household Needs Assessment Survey. Whereas the statistically valid mail survey will reach a selected, random sample of residents, the goal of this survey is to engage as many residents as possible. The survey will utilize the BCI subscription to Survey Monkey. Questions will be approved by the Master Plan Steering Committee. Kent will promote the use of the web survey through email blasts, newsletter announcements, In Touch Magazine, placement on their web page, and other methods. A printed version will also be available which can be printed and/or handed out at City buildings and program sites.
- g. **Needs Analysis Report** – Prepare a summary report of the Needs Analysis for review by the Master Plan Steering Committee.
- h. **Needs Assessment Presentation** – Conduct a public workshop presentation of the preliminary findings of the Needs Assessment effort. The purpose of this meeting will be to inform the public of preliminary findings prior to the development of specific recommendations.

## ENVISION PHASE

1. **Vision, Goals and Objectives** – Working with the Master Plan Steering Committee, Parks and Recreation Department, and Parks and Recreation Board - The Consultant will:
 

**Vision, Goals & Objectives** – Using all of the previous findings, identify the following:

  - Develop a mission statement for the Parks and Recreation Department;
  - Identify the Future Vision for Parks and Recreation in Kent;
  - Identify Proposed Level of Service Standards for park land and specific recreation facilities;
  - Identify Short Term Goals and Objectives;
  - Identify Long Term Goals and Objectives.
2. **Level of Service Guidelines** – Develop Level of Service Guidelines for the City of Kent based on the public input, the Benchmarking Comparison Survey, and with standards and guidelines developed by the Consultant based on previous experience. The standards will identify guidelines and definitions for park types and their respective service areas and characteristics, facility types and criteria, facility per population standards and geographic distribution criteria.

## PLANNING PHASE

1. **Physical Planning, Program, and Services Recommendations** – The Consultant will:

- a. **City Wide Park and Facility Improvement Recommendations** – Prepare a City-wide map illustrating proposed general locations of new parks by park type categories (mini-park, neighborhood, community, special use, nature, or linear park).
  - b. **Level of Service Guidelines** – Develop Level of Service Guidelines for the City of Kent based on the public input, the Benchmarking Comparison Survey, and with standards and guidelines developed by the Consultant based on previous experience. The standards will identify guidelines and definitions for park types and their respective service areas and characteristics, facility types and criteria, facility per population standards and geographic distribution criteria.
  - c. **Individual Park Recommendations and Costs** – Identify the specific needed improvements at each park or recreation facility. Prepare level of magnitude costs for each capital improvement recommended in the plan.
  - d. **Park Concept Plans** – Prepare park concept plans for up to three (3) parks to illustrate significant changes in overall park design. Additional concepts can be provided for additional fees as outlined in the Fee Proposal. Prepare text recommendations for improvements at other parks.
  - e. **Capital Improvement and Land Acquisition Priorities** – Work with Kent staff and the Master Plan Steering Committee to prioritize, by selected facility type, the capital improvements and acquisitions. This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) recommendations. Proposed land acquisition will also be prioritized.
  - f. **Report** – Prepare a summary report of the Recommendations stage.
  - g. **Presentations** – Present the plan and recommendations to the Steering Committee and Recreation Commission.
2. **Action Plan** – The Consultant will develop:
- a. **Phased Implementation Plan** with specific strategies and recommendations for:
    - Guidelines for prioritization of future capital improvements;
    - Land acquisition;
    - Trail recommendations;
    - Parks, greenway and open space land acquisition;
    - Facility recommendations;
    - Park and facility operations recommendations;
    - Programs and services recommendations;
    - Budgeting and funding/financial management recommendations and priorities;
    - This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) action steps along with the responsible party and potential funding sources
    - The strategies will be referenced to the City Comprehensive Plan.
  - b. **Funding Recommendations** – Identify potential funding sources and their applicability for the recommendations in the Master Plan.
  - c. **Draft Master Plan** – Prepare a Draft Master Plan for review by the City staff and Master Plan Steering Committee.
  - d. **Action Plan Presentation** – Make a presentation of the Draft Action Plan and Final Needs Assessment recommendations to the Master Plan Steering Committee and other groups as identified.
  - e. **Final Master Plan** – Following the reviews of each of the separate reports, prepare a Final Master Plan that includes all components of the planning process.
  - f. **Final Presentations** – Make presentations of the Final Master Plan to the Master Plan Steering Committee, Park and Recreation Board, and Kent City Council.
  - g. **Executive Summary** – Prepare an Executive Summary that summarizes the findings, recommendations, and actions.

**3. Deliverables** – Final deliverables will include:

- a. A Service Area Map showing existing and proposed residential areas, existing park locations, existing park service areas, and proposed parks, walkways, bikeways and recreation facility locations. These items may be included as one map or separated into several maps, depending upon the clarity of the information and the need for separate maps.
- b. Ten (10) copies of all Technical Reports
- c. Ten (10) copies of the Draft Master Plan
- d. Twenty (20) copies of the Final Master Plan and Executive Summary including all of the previous reports.
- e. Digital copies of all reports and graphics for use by the Owner.
- f. Maps will be prepared in digital shapefile format using ESRI ArcGIS 10.5 for use by the Owner.

**II. FEES & CONDITIONS**

1. Fees - For the above referenced Scope of Services, the Consultants shall be paid the following fees.

a.	Planning Context	\$10,000
b.	Site, Facilities and Programs Analysis	\$10,000
c.	Needs Assessment	\$26,000
d.	Vision, Goals and Objectives	\$3,000
e.	Physical Planning	\$13,000
f.	Action Plan & Final Master Plan	<u>\$13,000</u>
	<b>Total Fee</b>	<b>\$ 75,000</b>

Additional site concept plans may be provided at a fee of \$2,500 each

2. Conditions

- a. Any additional copies that are requested by the Owner will be billed to the Owner at the actual printing and preparation costs.
- b. The Owner will provide digital maps of the entire City and the individual sites for use by the Consultant.
- c. The Consultant will be paid monthly based on the percentage of work completed in the previous month.
- d. The Owner will provide the consultant with copies of previous studies related to the delivery of parks and recreation services.
- e. The Owner will coordinate the invitations, scheduling and room arrangements for the stakeholder meetings and public input meetings.
- f. The Owner will promote the web survey and on-line civic engagement.

**THIS AGREEMENT PROPOSED BY:**

Brandstetter Carroll Inc.

\_\_\_\_\_

Benjamin E. Brandstetter

President

Title

\_\_\_\_\_

Date

**THIS AGREEMENT ACCEPTED BY:**

City of Kent, Ohio

\_\_\_\_\_

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**BRANDSTETTER CARROLL INC.  
STANDARD PROVISIONS**

(1) **Consultant's Scope of Services and Additional Services** The Consultant's undertaking to perform professional services extends only to the services specifically described in this Agreement. However, if requested by the Owner and agreed to by the Consultants, the Consultants will perform additional services ("Additional Services"), and such Additional Services shall be governed by these provisions. Unless otherwise agreed to in writing, the Owner shall pay the Consultants for the performance of any Additional Services an amount based upon the Consultant's then-current hourly rates.

(2) **Owner's Responsibilities** In addition to other responsibilities described herein or imposed by law, the Owner shall:

- (a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Owner's decisions.
- (b) Provide all information and criteria as to the Owner's requirements, objectives, and expectations for the project including all numerical criteria that are to be met and all standards of development, design, or construction.
- (c) Provide to the Consultants all previous studies, plans, or other documents pertaining to the project and all new data reasonably necessary in the Consultant's opinion, such as site survey and engineering data, environmental impact assessments or statements, zoning or other land use regulations, etc., upon all of which the Consultants may rely.
- (d) Arrange for access to the site and other private or public property as required for the Consultants to provide its services.
- (e) Review all documents or oral reports presented by the Consultants and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Consultants.
- (f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary for completion of the Consultant's services.
- (g) Give prompt written notice to the Consultants whenever the Owner becomes aware of any development that affects the scope and timing of the Consultant's services or any defect or noncompliance in any aspect of the project.
- (h) Bear all costs incident to the responsibilities of the Owner.

(3) **Period of Services** Unless otherwise stated herein, the Consultants will begin work timely after receipt of an executed copy of this Agreement and will complete the services in a reasonable time. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultants do not control. If such delay or suspension extends for more than six months (cumulatively), Consultant's compensation shall be renegotiated.

(4) **Method of Payment** Compensation shall be paid to the Consultants in accordance with the following provisions:

- (a) Invoices will be submitted by the Consultants to the Owner periodically for services performed and expenses incurred. Payment of each invoice will be due within 30 days of receipt. If the Owner fails to make any payment due the Consultants under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultants may, after giving notice to the Owner, suspend services under this Agreement until all amounts due are paid in full.
- (b) If the Consultants initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
- (c) The Owner agrees that the payment to the Consultants is not subject to any contingency or condition. The Consultants may negotiate payment of any check tendered by the Owner, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without

prejudicing any right of the Consultants to collect additional amounts from the Owner.

(5) **Use of Documents** All documents, including but not limited to drawings, specifications and data or programs stored electronically, prepared by the Consultants are related exclusively to the services described in this Agreement, and may be used only if the Owner has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use, partial use or reuse by the Owner or others on extensions of this project or on any other project. The Owner shall not make any modifications to the Consultant's documents. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultants, the hardcopy shall govern. Only printed copies of documents conveyed by the Consultants may be relied upon. Because data stored in electronic media format can deteriorate or be modified without authorization of the data's creator, the Owner has 60 days to perform acceptance tests, after which it shall be deemed to have accepted the data transferred.

(6) **Opinions of Cost** Because the Consultants do not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultants cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Owner wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Owner will be paid for as Additional Services.

(7) **Termination** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, or upon thirty days' written notice for the convenience of the terminating party. In the event of any termination, the Consultants shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultants as a result of such termination. If the Consultant's compensation is a fixed fee, the amount payable for services will be a proportional amount of the total fee based on the ratio of the amount of the services performed, as reasonably determined by the Consultants, to the total amount of services which were to have been performed.

(8) **Insurance** The Consultants are protected by Workers' Compensation insurance, professional liability insurance, and general liability insurance and will exchange certificates of insurance upon request. If the Owner directs the Consultants to obtain increased insurance coverage, or if the nature of the Consultant's activities requires additional insurance coverage, the Consultants will take out such additional insurance, if obtainable, at the Owner's expense.

(9) **Standard of Care** In performing its professional services, the Consultants will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's undertaking herein or its performance of services, and it is agreed that the Consultants are not a fiduciary with respect to the Owner.

(10) **Limitation of Liability** In recognition of the relative risks and benefits of the Project to both the Owner and the Consultants, the risks have been allocated such that the Owner agrees, to the fullest extent of the law, and notwithstanding any other provisions of this Agreement, that the total liability, in the aggregate, of the Consultants and the Consultant's officers, directors, employees, agents, and subconsultants to the Owner or to anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultants or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultants under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. Under no circumstances shall the Consultants be liable for lost profits or consequential damages, for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans

and specifications. This Section 10 is intended solely to limit the remedies available to the Owner, and nothing in this Section 10 shall require the Owner to indemnify the Consultants.

(11) **Certifications** The Consultants shall not be required to execute any certifications or other documents that might, in the judgment of the Consultants, increase the Consultant's risk or affect the availability, applicability, or cost of its insurance.

(12) **Dispute Resolution** All claims by the Owner arising out of this Agreement or its breach shall be submitted first to mediation using a local court mediator as a condition precedent to litigation. Any mediation or civil action by Owner must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(13) **Hazardous Substances and Conditions**

(a) Services related to determinations involving hazardous substances or conditions, as defined by federal or state law, are limited to those tasks expressly stated in the scope of services. In any event, Consultants shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to professional analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation.

(b) The Consultants shall notify the Owner of hazardous substances or conditions not contemplated in the scope of services of which the Consultants actually becomes aware. Upon such notice by the Consultants, the Consultants may stop affected portions of its services until the hazardous substance or condition is eliminated. The parties shall decide if Consultants is to proceed with its services and if Consultants is to conduct testing and evaluations, and the parties may enter into further agreements as to the additional scope, fee, and terms for such services.

(15) **Assignment and Subcontracting** This Agreement gives no rights or benefits to anyone other than the Owner and the Consultants, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Owner and the Consultants. The Owner shall not assign or transfer any rights under or interest in this Agreement without the written consent of the Consultants. The Consultants reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultants exercises this right, the Consultants will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

(16) **Confidentiality** To the extent permitted by the Ohio Public Records Law, the Owner consents to the use and dissemination by the Consultants of photographs of the project and to the use by the Consultants of facts, data and information obtained by the Consultants in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Owner as confidential, the Consultants shall use reasonable care to maintain the confidentiality of that material.

(17) **Miscellaneous Provisions** This Agreement is to be governed by the law of the State of Ohio. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Provided, however, that any conflicting or additional terms on any purchase order issued by the Owner shall be void and are hereby expressly rejected by the Consultants. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

**PARK & RECREATION MASTER PLAN COMPARISONS  
STUDIES PERFORMED BY BRANDSTETTER CARROLL INC.**

Agency	Park Sites	Population	Plan Year	Cost	Recommendation
Cuyahoga Falls	28	49,200	2020	\$ 75,000.00	Current
Green	14	26,000	2020	\$ 80,000.00	Current
Tallmadge	11	17,700	2019	\$ 72,000.00	Yes
Paducah Ky	26	25,000	2019	\$ 87,735.00	Yes
Beavercreek	33	47,000	2019	\$ 70,000.00	Yes
Portage Park District	16	162,000	2017	\$ 100,000.00	Yes
Elyria	14	54,000	2015	\$ 50,000.00	Yes
Westlake	11	32,300	2015	\$ 82,888.00	Yes

Kent	22	29,900	2020	\$75,000.00	
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# Parks and Recreation Master Plan



City of Kent, Ohio

November 21, 2019



# What Does Your Community Really Want? Parks & Recreation System Master Planning

PROJECT GOALS

BACKGROUND

PLANNING PROCESS

- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE

SUCCESS STORIES

DISCUSSION



November 21, 2019



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## Agenda

PROJECT GOALS

BACKGROUND

PLANNING PROCESS

- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE

SUCCESS STORIES

DISCUSSION



- Introductions
- Background
- The Master Planning Process
  - Project Goals
  - Planning Steps
- Success Stories
- Helpful Hints

2

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# Project Goals

## PROJECT GOALS

### BACKGROUND

### PLANNING PROCESS

- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE

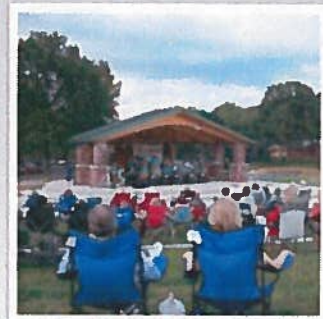
### SUCCESS STORIES

### DISCUSSION



This process will identify:

- The Community's priorities.
- What and how many facilities are needed?
- How much land is needed?
- How should facilities be developed?
- Where?
- When should facilities be developed?
- What will it cost to construct and operate?
- How much more land and facilities will be needed as the population increases?
- How much staff will be needed?



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# BCI System Master Planning Experience

## PROJECT ISSUES

## EXPERIENCE

### MASTER PLAN TEAM

### PLANNING PROCESS

- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE

### DISCUSSION



- Over 70 Plans
- Ohio Park System Master Plans
  - Green
  - Cuyahoga Falls
  - Tallmadge
  - Westlake
  - Portage Park District
  - Beavercreek
  - Cincinnati (Park Board & CRC)
  - Dayton
  - Elyria
  - Monroe
  - North Ridgeville
- Liberty Township
- Vermillion
- Fairview Park
- Lakewood
- Wyoming
- Moraine
- Independence
- Perrysburg
- Strongsville
- Bainbridge Township
- Boardman Township
- Barberton
- Loveland

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# BCI System Master Planning Experience

PROJECT GOALS

**BACKGROUND**

PLANNING PROCESS

- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE

SUCCESS STORIES

DISCUSSION



- Other Significant Park System Master Plans
  - Lexington Aquatics Master Plan, KY
  - Fairfax, VA
  - Austin, TX (Aquatics)
  - Grand Prairie, TX
  - Garland, TX
  - Somerset County Park Commission, NJ
  - Morris County Park Commission, NJ
  - Princeton, NJ

# Project Team

PROJECT ISSUES

EXPERIENCE

**MASTER PLAN TEAM**

PLANNING PROCESS

- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE

DISCUSSION



Patrick D. Hoagland, ASLA, Project Manager



Tom O'Rourke, CPRP, Funding, Programming, Organization



Keith E. Rodenhauer, AICP, Data Analysis/GIS/Senior Planner



Nancy Nozik, AIA, Architectural and Recreation Center Analysis



Monica G. Sumner, Consulting Architect

# Why this Process Works?

- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS**
- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE
- SUCCESS STORIES
- DISCUSSION



## 1. Robust Civic Engagement

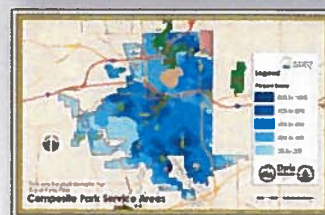
- Steering Committee of Community Leaders
- Booths at Community Events and Festivals
- Open House format public workshops
  - More convenient for community
  - More FUN engagement methods
    - Dollar Voting
    - Dot Voting
- MindMixer and website throughout the complete process
- Stakeholder Discussions
- Statistically Valid Mail and General Public Web Surveys

## 2. Reviews All Aspects of Service Delivery

- Parks and Facilities
- Programs
- Operations
- Marketing
- Funding


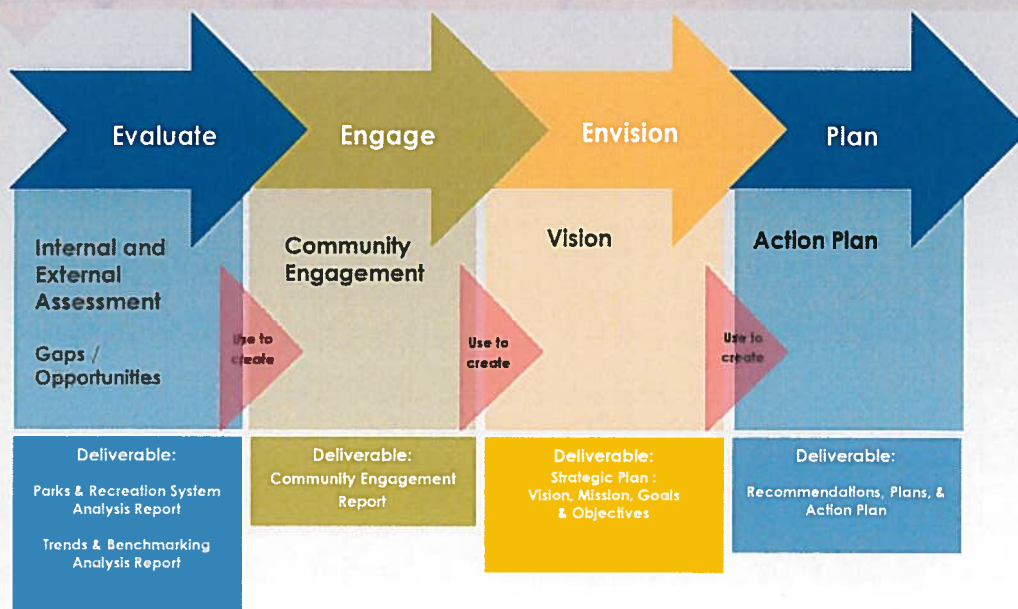
## 3. Leads to Implementation!

- Capital Funding
- Tax Levies
- Foundations
- Partnerships



# Project Approach

- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS**
- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE
- SUCCESS STORIES
- DISCUSSION

# Master Plan Process

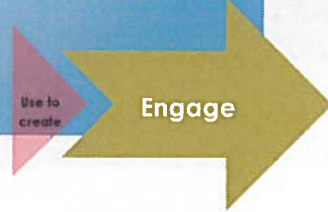
- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS
  - **EVALUATE PHASE**
  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE
- SUCCESS STORIES
- DISCUSSION




- **Inward thinking - Current State**
  - Quantify
  - Assessment
- **Outward thinking - Trends**
  - Benchmarking
  - Trends Analysis

- How :**
- Demographic Analysis
  - Previous Study Analysis
  - Policy Analysis
  - Management Analysis
  - Funding Analysis
  - Parks, Trails, Facility Inventory, and Analysis
  - Park and Recreation Facility Map
  - Geographic Distribution Analysis
- 
- Benchmarking Analysis
  - Trends Analysis

**Identify Gaps and Opportunities**



# Steering Committee

- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS
  - **EVALUATE PHASE**
  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE
- SUCCESS STORIES
- DISCUSSION



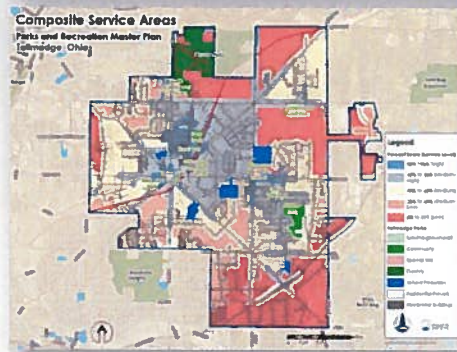
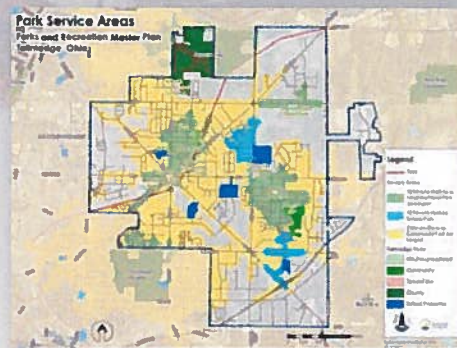
## Steering Committee

- Elected officials
- Staff
- Park and Recreation Board Members
- Schools
- Senior citizens
- Athletics organizations
- County Parks
- Youth organizations
- Youth
- Other Town Departments

# Service Gaps Analysis

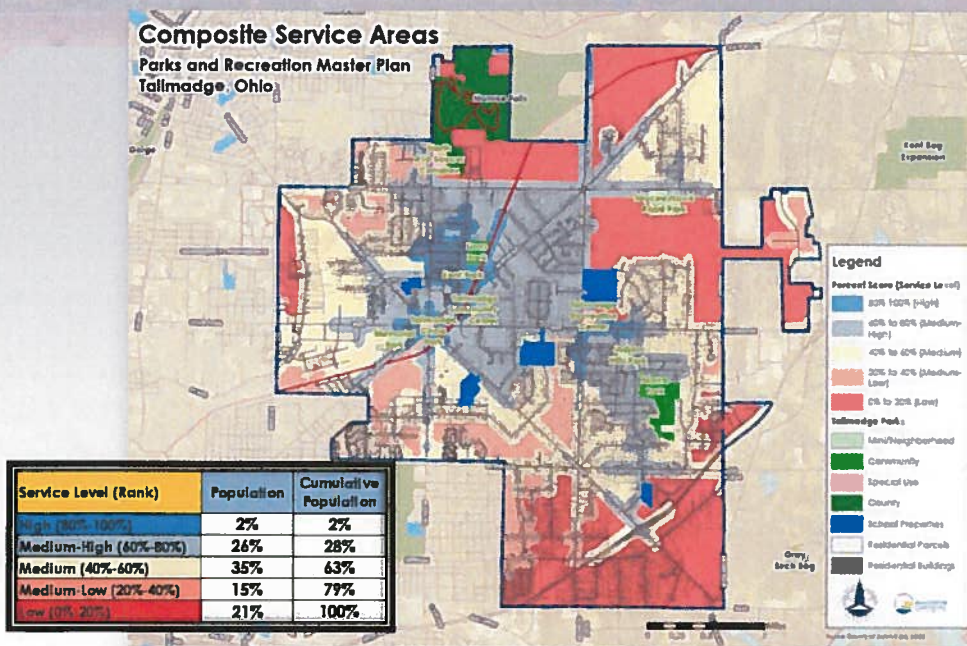
- PROJECT GOALS
- BACKGROUND
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  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE
- SUCCESS STORIES
- DISCUSSION

- Individual Facilities Locations
- Identifies "GAPS" in the delivery of services
- Facilities Mapped:
  - Picnic Shelters
  - Baseball/Softball Diamonds
  - Rectangular Fields
  - Playgrounds
  - Trails
  - Basketball Courts
  - Tennis Courts
  - Aquatic Facilities
  - Other



# Composite Service Area Mapping – 15 Park Types & Facilities

- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS
  - EVALUATE PHASE
  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE
- SUCCESS STORIES
- DISCUSSION





# Evaluate Phase

- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS
  - **EVALUATE PHASE**
  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE
- SUCCESS STORIES
- DISCUSSION




## Benchmarking Comparisons

- Utilize NRPA Park Metrics
  - Formerly PRORAGIS
- Acres per 1000 residents
- Budget per 1000 residents
- Acres per staff
- Percent of land developed vs. undeveloped
- Persons per athletic field
- Revenue generated per 1000 residents
- Trail miles per 1000 residents

# Benchmarking

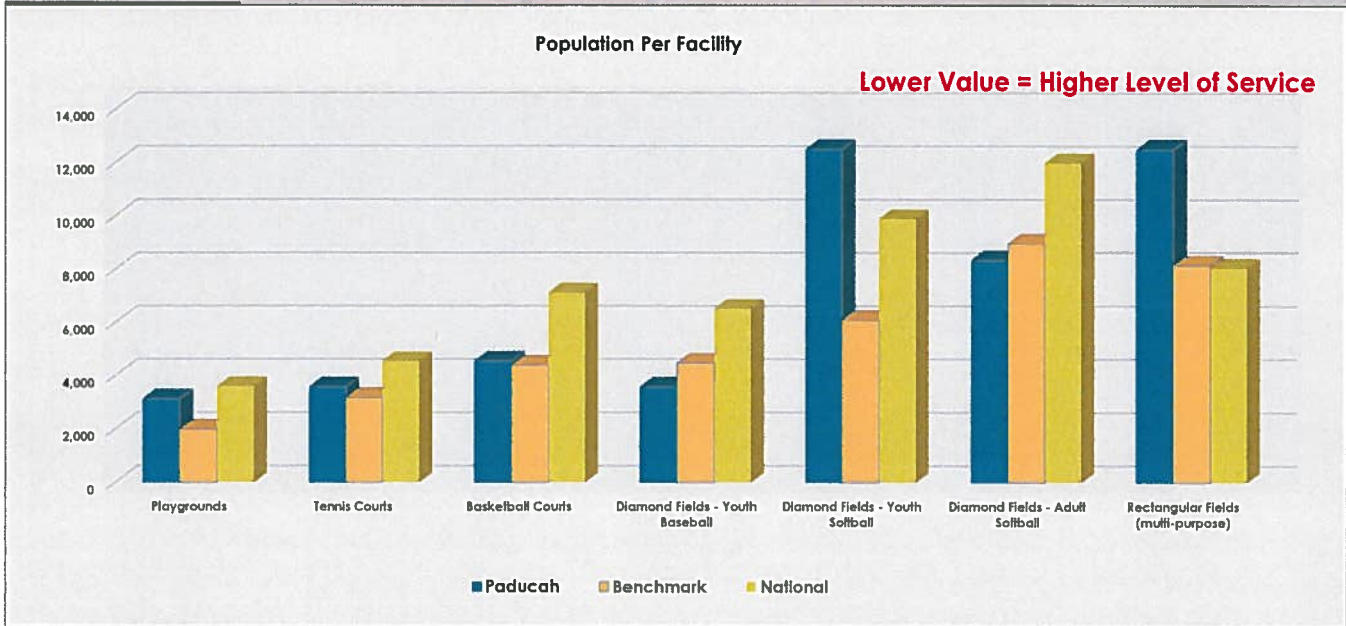
- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS
  - **EVALUATE PHASE**
  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE
- SUCCESS STORIES
- DISCUSSION



Category	Paducah	Benchmark	Service Level
Acres per 1,000 population	25.6	9.7	Higher
Parkland as a percentage of city	4.9%	6.2%	Lower
Trail miles per 10,000 population	1.9	1.7	Higher
Trail miles per Jurisdiction Sq. Mi.	0.23	0.56	Lower
Percent of parkland developed	64%	89%	
FTE staff per 1000 population	19.5	14.3	Higher
Operating expenditures per capita	\$135	\$153	Lower
Revenue generated per capita	\$14	\$58	Lower
Cost Recovery	10%	38%	Lower

- Compared to 31 communities between 10,000 and 50,000 population in KY, IN, IL, MO, TN

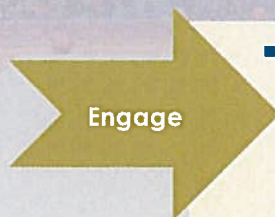
## Benchmarking – Population Per Facility (Outdoor)



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## Engage Phase

- PROJECT GOALS
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- DISCUSSION



- **Engagement Strategies**
  - Community Events
  - Stakeholder groups
  - Interactive methods public workshops
  - Random sample, web based, and handout surveys
- **Results**
  - Community connection
  - Inform the Plan

- How:**
- Stakeholder Groups
  - Student Workshops
  - Open Houses
  - MindMixer
  - Web/Handout Survey
  - Statistically Valid Household Survey
  - Community Events

Raise Awareness  
Create Buy-In  
Identify Needs



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# Citizen Engagement

- PROJECT GOALS
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- DISCUSSION



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# Citizen Engagement

- PROJECT GOALS
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- SUCCESS STORIES
- DISCUSSION



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# Engage Phase

PROJECT GOALS  
BACKGROUND  
PLANNING PROCESS

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- ENGAGE PHASE**
- ENVISION PHASE
- PLAN PHASE

SUCCESS STORIES  
DISCUSSION



## Open Houses

- Dollar Voting
- Programs Dot Voting
- Facilities Dot Voting
- Stations
  - Parks & Facilities
  - Programs & Events
  - Trails & Natural Areas
- Survey Station




# Engage Phase

PROJECT GOALS  
BACKGROUND  
PLANNING PROCESS

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- PLAN PHASE

SUCCESS STORIES  
DISCUSSION

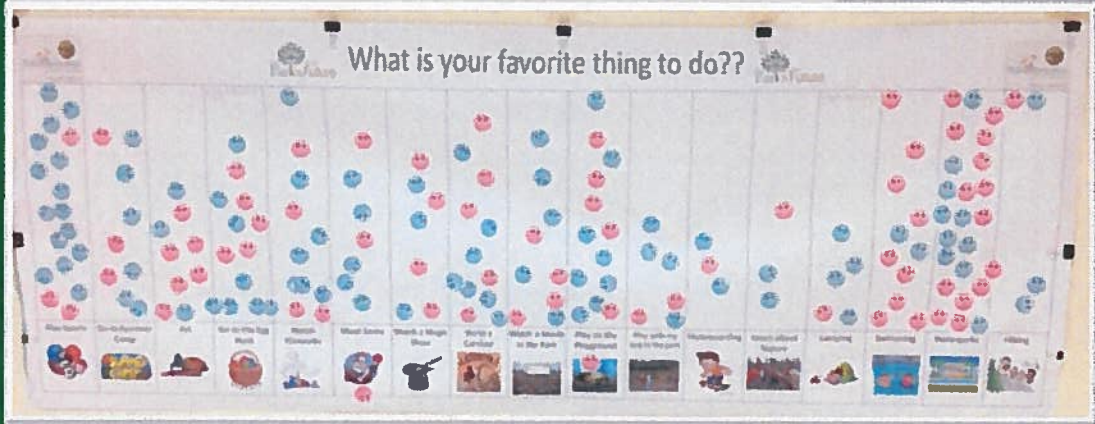



# Engage Phase



- PROJECT GOALS
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- DISCUSSION

## Children's Priorities



# Engage Phase

- PROJECT GOALS
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- SUCCESS STORIES
- DISCUSSION

Engagement Type	Selection Method	Participants	Engagement Method	Goal	Advantage
<b>Kick-Off Event &amp; Public Workshops</b>	General invitation, email blasts, social media	General public	Regional locations; facilitated; Kick-off Event is Open House format	Identify key issues and perceptions; promote the web interaction	Open to all residents; Identify public perceptions; issues identification, priorities, gaps in services
<b>Stakeholder Groups</b>	Targeted user groups by invitation	Partner organizations, user groups, sponsor, donors	1-3 participants from the same organization, 45-60 minutes; questionnaire; facilitated	Identify key issues and perceptions; promote the web interaction	Obtain in-depth information about organizations' trends, needs, and priorities
<b>Staff Focus Groups</b>	Representative sample of staff & Management Team	Representative sample of staff & Management Team	Facilitated session with staff	Identify key issues; Discuss staff perceptions of issues and needs	Staff are at the front lines of customer interface
<b>School Student Workshops</b>	Coordination with local schools	High School Student leaders and 5th or 6th grade students	Group discussion of facilities / programs currently used and vision for future needs	Identify needs and gaps from the youth perspective	Students are often left out of the process. Their input is critical to the long-term growth of the Department!
<b>Statistically Valid Mail Survey</b> (Mail, Phone, Web Link)	Random Selection of households	Sample of all households	Targeted number of 400+ returned with minimum of 100 per planning area	Statistically valid survey of participation, perceptions, preferences, priorities, needs, etc.	Statistically valid. Represents whole community (including non-users); results geocoded for geographic trends analysis; allows cross tabulation by various factors
<b>Web/Handout Survey</b> (Web Link, Printed Handout)	General public; Email invitations; Handouts at various locations	Web users and park/event participants	Unlimited participation (goal is as many as possible)	Maximum participation; similar questions to mail survey	Reaches the largest number of people; allows more to participate
<b>MindMixer Online Engagement</b> (Website)	General public; Email invitations; Social media promotion	General public; all previous groups; web users	Unlimited participation (goal is as many as possible); changing topics; posting of findings for review.	Maintain community engagement throughout the process.	Quickly updated throughout process; allows all to participate at their convenience.



# Online Public Engagement

PROJECT GOALS

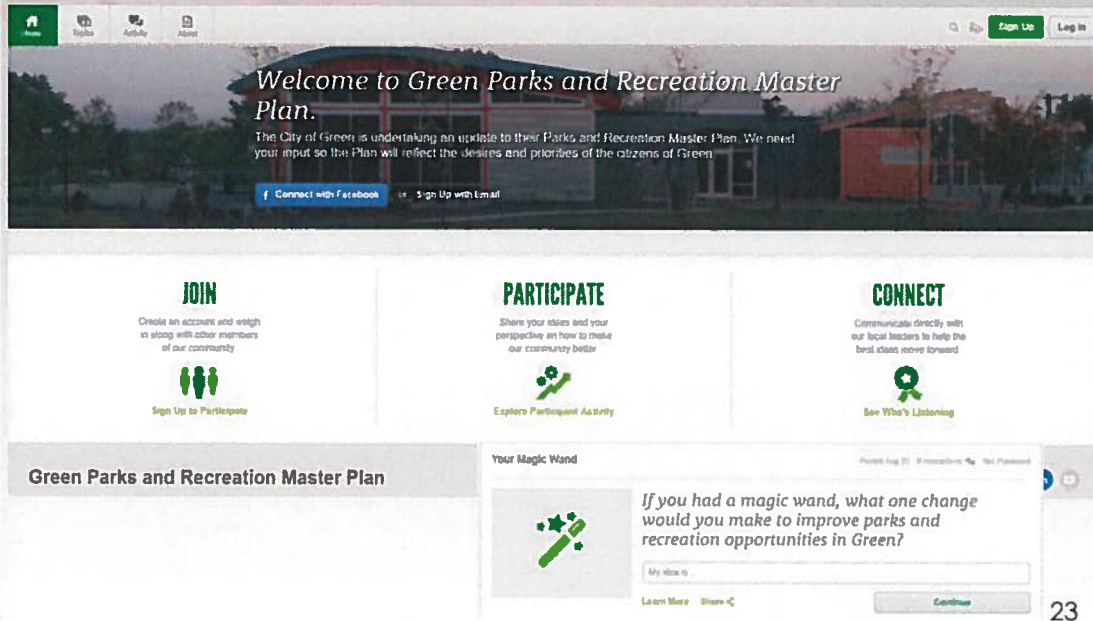
BACKGROUND

PLANNING PROCESS

- EVALUATE PHASE
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SUCCESS STORIES

DISCUSSION

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# Engage Phase

PROJECT GOALS

BACKGROUND

PLANNING PROCESS

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- PLAN PHASE

SUCCESS STORIES

DISCUSSION



## Stakeholder Groups

- Council & City Administration
- Parks & Recreation Board
- Athletic Organizations
- Senior Citizen groups
- Cultural Arts groups
- Partner organizations
- Summit County Metro Parks
- Schools
- Neighborhood Associations
- Other City Departments
- Staff



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# Engage Phase

- PROJECT GOALS
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- DISCUSSION




## Stakeholder Group Questions:

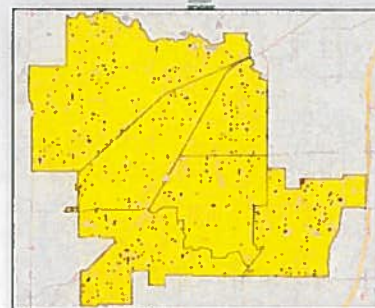
- Number of participants
- Identify trends in participation
- Facilities the group uses
- Condition of the facilities
- Relationship with Parks and Recreation Department
- How could the relationship be improved?
- Their vision for the future

# Statistically Valid Household Survey

- PROJECT GOALS
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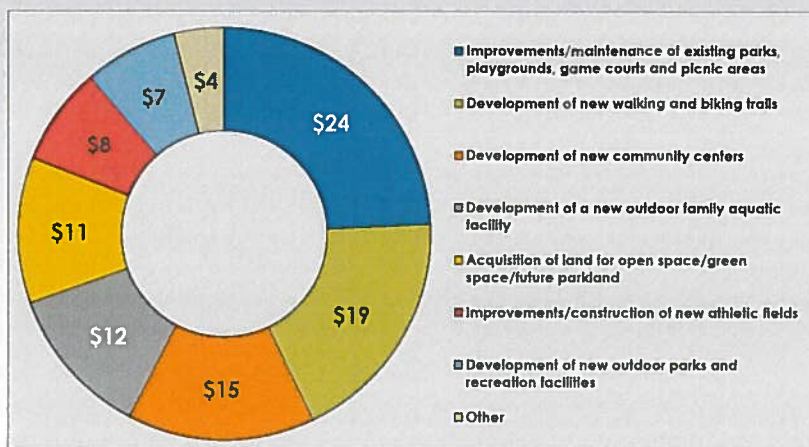
- Random sample of households
- Administered by mail and web
- Topics
  - Parks and trails visited
  - Program participation
  - Satisfaction levels
  - Facility and program needs
  - Primary functions of the City
  - Desired park improvements
  - Reasons for lack of use
- Geocoded results



# Statistically Valid Household Survey

- PROJECT GOALS
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## ■ How Respondents Would Allocate \$100 Among Parks and Recreation Improvements



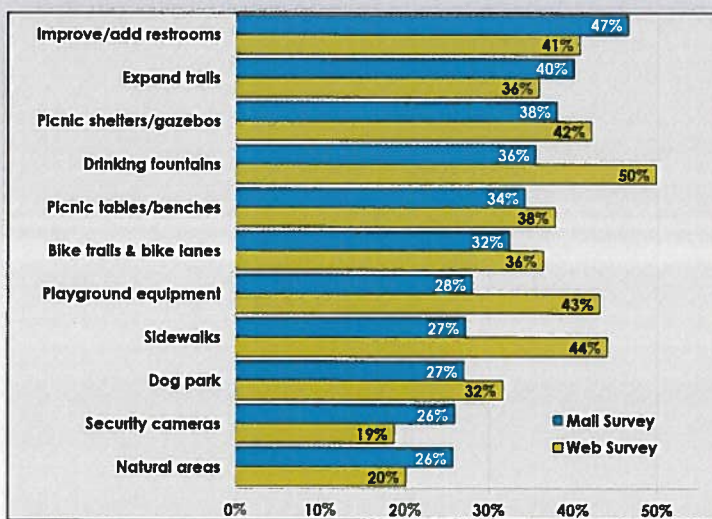
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# Survey Results

- PROJECT GOALS
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## ■ Improvements Households Would Most Like to See to Existing Parks (Top 11 responses)



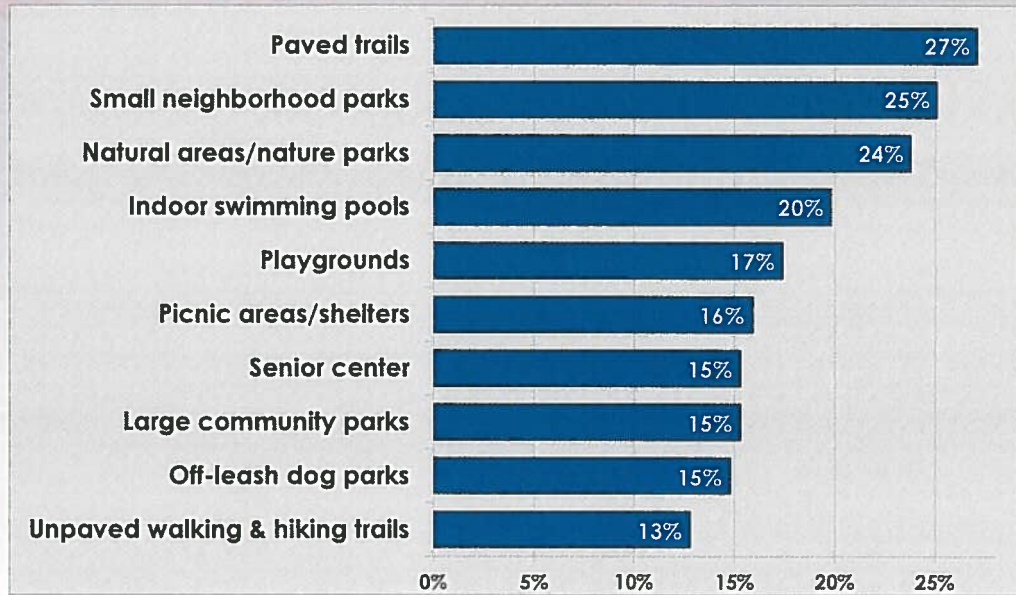
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## Most Important Facilities – Top 10 (Mail Survey)

PROJECT GOALS  
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 PLANNING PROCESS  
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 • PLAN PHASE  
 SUCCESS STORIES  
 DISCUSSION

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## Unmet Facility Needs - # of Households with needs met at 50% or less (Mail Survey)

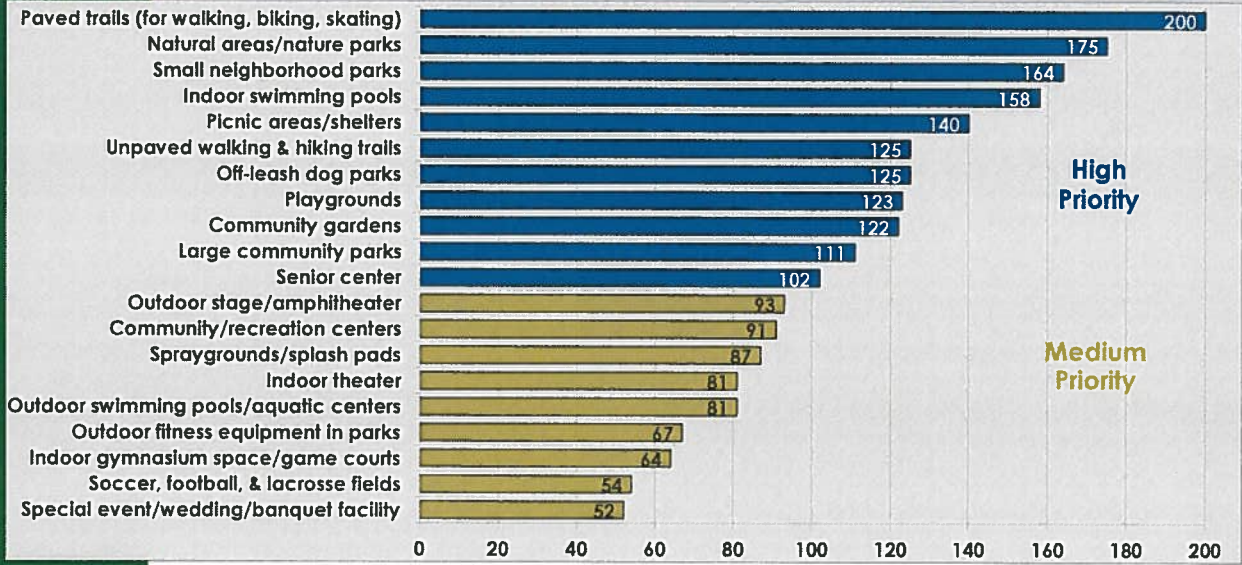
PROJECT GOALS  
 BACKGROUND  
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 • PLAN PHASE  
 SUCCESS STORIES  
 DISCUSSION




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# Priorities for Investment – Facilities (Citizen Survey Results)



# Web/Handout Survey

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- Shorter version
- Completed online or by hand
- Goal is to maximize input



# Community Survey Results



- PROJECT GOALS
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- DISCUSSION



## FACILITIES Top 5 Priorities for Improvement

- Walking and Hiking Trails
- Nature Parks
- Neighborhood Parks
- Bike Trails
- Indoor Swimming Pool

## PROGRAMS Top 5 Priorities for Improvement

- Adult Fitness and Wellness
- Summer Concerts
- Programs for Seniors (Age 50+)
- Nature Programs
- Pet Exercise (at Dog Parks)

## ACTIONS Top 3 Most Important Actions

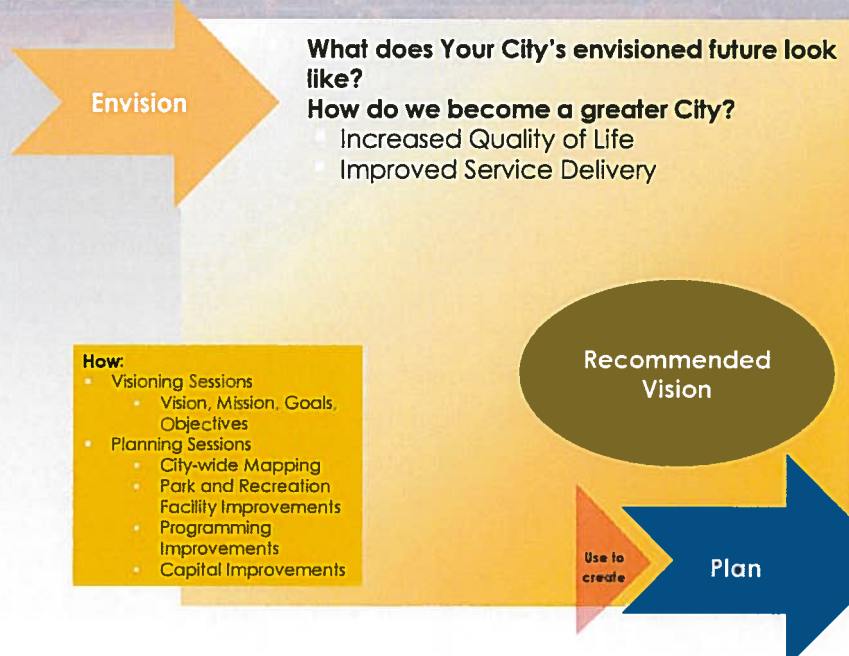
- Upgrade Current Parks
- Build New Walking and Biking Trails
- Buy Land for Future Parks



952 Households

# Envision Phase

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- SUCCESS STORIES
- DISCUSSION



# Garland PRCAD's vision for 2030 is...

PROJECT GOALS

BACKGROUND

PLANNING PROCESS

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- **ENVISION PHASE**
- PLAN PHASE

SUCCESS STORIES

DISCUSSION

Inspire people to live, work, play and thrive in Garland!



# PRCAD's Mission is to...

PROJECT GOALS

BACKGROUND

PLANNING PROCESS

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SUCCESS STORIES

DISCUSSION

Create dynamic experiences through parks, arts, and play.



## Core Values - SPIRIT

<b>Service</b> We deliver dynamic experiences	<b>Passion</b> Our dedication and determination are contagious	<b>Innovation</b> We find new and creative ways to serve	<b>Respect</b> Our actions and words honor, strengthen, and encourage	<b>Inspiration</b> We inspire action that leads to excellence	<b>Teamwork</b> We are better together

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## Supporting Objectives

	<b>PLACES &amp; SPACES</b>	Our parks, places and spaces will connect people, build community, and foster dynamic experiences for current and future generations
	<b>Connection</b>	Acquire, plan, develop and maintain trails and spaces that connect people, build community and provide opportunities for health, wellness, and discovery
	<b>Modernization</b>	Invest in renewing and modernizing existing parks and facilities while simultaneously acquiring and adding new features that provide innovative, safe, and diverse experiences
	<b>Stewardship</b>	Protect and promote Garland's valuable natural, historic and cultural resources through preservation, conservation, education and sustainable management practices

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## Supporting Objectives



### EXPERIENCES

Our programs, events and services will promote health and wellness, learning, creativity and fun, and enrich the lives of our diverse and everchanging community

#### Programs & Classes

Strengthen the mix and quality of time-honored and trendsetting services that appeal to and are accessible to our diverse community

#### Cultural Arts

Increase appreciation, awareness, and engagement in diverse artistic experiences

#### Events

Expand the variety and frequency of special events to build community and bolster economic impact



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## Supporting Objectives



### ENGAGEMENT

Our residents, businesses, leaders, and staff will work together to create and deliver innovative, accessible, affordable, and inclusive experiences for our entire community

#### Community

Engage all sectors of the community to promote, plan, increase access, and encourage volunteerism

#### Partnerships

Build relationships and partnerships with schools, businesses, government, and nonprofit organizations to serve the current and future needs of the community

#### Marketing

Increase the level of awareness, support, and engagement through innovative and consistent marketing and communications



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# Supporting Objectives



## ORGANIZATIONAL EXCELLENCE

Our department will implement modern best practices to ensure our people, policies, processes, finances, and resources are aligned to fulfill our mission and realize our mission

### Finances

Expand and enhance facility, program, and service offerings through alternative funding, management best practices, and cost recovery efforts

### People

Build, grow, and invest in a team of knowledgeable, skilled, diverse, passionate and highly valued staff

### Technology

Expand and maximize the use of technology to enhance business operations and customer experiences

### Operations

Apply modern and streamlined business processes, policies and planning

### Maintenance

Enhance safety, accessibility, quality of experience, and cost effectiveness by developing and implementing maintenance and operations standards and best practices

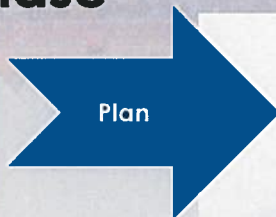
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# Plan Phase

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We will transform the innovative thinking and collective body of work into a **REALISTIC, PRACTICAL** Plan that can be **FUNDED and IMPLEMENTED** with energy and passion for Your Parks!

#### How:

- Committee Sessions
  - Revised Strategic Plan
  - Public Review
  - Development of Action Plan
    - Strategies and Prioritization
    - Timing and costs
- Park Board and Council
  - Review and Adoption



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# Action Plan

- PROJECT GOALS
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- SUCCESS STORIES
- DISCUSSION

- Detailed Implementation Plan
- Timeline and Action Strategies
  - Land/New Parks
  - Facility Strategies
    - Trails & Greenways
    - Open Space
    - Active and passive parks
    - Athletic fields
  - Funding Analysis & Revenue Strategies
  - Marketing
  - Organizational Structure & Staffing
  - Programs & Services
  - Policies
- Concept Plans
- Draft and Final Reports
- Public Presentations
- Executive Summary



# Plan Phase

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## Park Land Needs

Park Type	Existing Developed Acres	Recommended Acres/1000 Population	2014 Recommended Acres	2014 Surplus (+) Deficit (-)	2020 Recommended Acres	2020 Surplus(+) Deficit(-)	2030 Recommended Acres	2030 Surplus (+) Deficit (-)
Mini Park <sup>1</sup>	2.3	0.25	15.9	-13.6	16.9	-14.6	19.4	-17.1
Neighborhood <sup>2</sup>	138.8	2	127.3	11.5	135.5	3.3	155.5	-16.7
Community	227.8	5	318.2	-90.4	338.7	-110.9	388.7	-160.9
<b>Total</b>	<b>368.9</b>	<b>7.25</b>	<b>461.3</b>	<b>-92.4</b>	<b>491.1</b>	<b>-122.2</b>	<b>563.7</b>	<b>-194.8</b>

Population Projections<sup>3</sup>  
 2014 = 63,632  
 2020 = 67,740  
 2030 = 77,746

1. Mini Parks include 1 acre at school sites.  
 2. Neighborhood Parks include 71.3 acres at school sites.  
 3. Source: 2014 by ESRI Business Analyst, 2020 and 2030 calculated using data from Kentucky State Data Center.





# Plan Phase

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## Park Land Needs by City Region

Park Type	Existing Developed Acres	Recommended Acres per 1000 Population	2014 Recommended Acres	2014 Surplus (+) Deficit (-)	2020 Recommended Acres <sup>5</sup>	2020 Surplus (+) Deficit (-)
<b>North Region</b>						
Mini Park	2.3	0.25	5.4	-3.1	5.8	-3.5
Neighborhood	45.7	2	43.5	2.2	46.3	-0.6
Community	57.9	5	108.8	-50.9	115.8	-57.9
<b>Total<sup>1</sup></b>	<b>105.9</b>	<b>7.25</b>	<b>157.8</b>	<b>-51.9</b>	<b>167.9</b>	<b>-62.0</b>
<b>South Region</b>						
Mini Park	0.0	0.25	4.1	-4.1	4.3	-4.3
Neighborhood	40.9	2	32.7	8.2	34.8	6.1
Community	0.0	5	81.6	-81.6	86.9	-86.9
<b>Total<sup>2</sup></b>	<b>40.9</b>	<b>7.25</b>	<b>118.4</b>	<b>-77.5</b>	<b>126.0</b>	<b>-85.1</b>
<b>East Region</b>						
Mini Park	0.0	0.25	3.1	-3.1	3.3	-3.3
Neighborhood	24.8	2	24.9	-0.1	26.5	-1.7
Community	124.9	5	62.1	62.8	66.2	58.7
<b>Total<sup>3</sup></b>	<b>149.7</b>	<b>7.25</b>	<b>90.1</b>	<b>59.6</b>	<b>95.9</b>	<b>53.8</b>
<b>West Region</b>						
Mini Park	0.0	0.25	3.3	-3.3	3.5	-3.5
Neighborhood	27.4	2	26.2	1.2	27.9	-0.5
Community	45.0	5	65.6	-20.6	69.8	-24.8
<b>Total<sup>4</sup></b>	<b>72.4</b>	<b>7.25</b>	<b>95.1</b>	<b>-22.7</b>	<b>101.2</b>	<b>-28.8</b>

1. Includes 4.0 acres at school sites.
2. Includes 21.6 acres at school sites.
3. Includes 19.2 acres at school sites.
4. Includes 24.4 acres at school sites.
5. Assumes unchanged population distribution from 2010.



# Plan Phase

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## Facility Needs

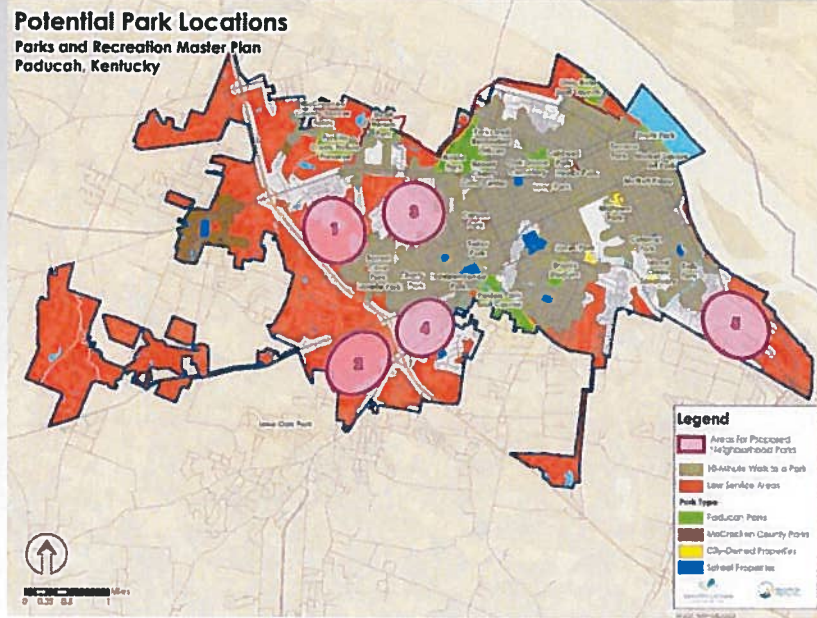
Facility	Population Goal (1 Per)	2014 Existing Supply <sup>2</sup>	2014 Required <sup>1</sup>	2014 Surplus (+) Deficit (-)	2020 Required <sup>1</sup>	2020 Surplus (+) Deficit (-)	2030 Required <sup>1</sup>	2030 Surplus (+) Deficit (-)
<b>Outdoor Areas</b>								
Picnic Shelter	2000	28	31.8	-3.8	33.9	-5.9	38.9	-10.9
Playground	2500	25	25.5	-0.5	27.1	-2.1	31.1	-6.1
Paved Trails (miles) <sup>3</sup>	2750	17.7	23.1	-5.4	24.6	-6.9	28.3	-10.6
Unpaved Trails (miles) <sup>3</sup>	5000	5.7	12.7	-7.0	13.5	-7.8	15.5	-9.8
Swimming Pool	30000	1	2.1	-1.1	2.3	-1.3	2.6	-1.6
Outdoor Theater	30000	1	2.1	-1.1	2.3	-1.3	2.6	-1.6
<b>Outdoor Fields &amp; Court Areas</b>								
Small Diamonds (50-65' bases)	4000	14	15.9	-1.9	16.9	-2.9	19.4	-5.4
Large Diamond (90' bases)	25000	2	2.5	-0.5	2.7	-0.7	3.1	-1.1
Rectangular Fields <sup>4</sup>	2500	23.5	25.5	-2.0	27.1	-3.6	31.1	-7.6
Basketball Courts	3000	23.5	21.2	2.3	22.6	0.9	25.9	-2.4
Tennis Courts	3500	16	18.2	-2.2	19.4	-3.4	22.2	-6.2
Volleyball Courts	10000	8	6.4	1.6	6.8	1.2	7.8	0.2
<b>Indoor Areas/Specialized Facilities</b>								
Indoor Pool	60000	1	1.1	-0.1	1.1	-0.1	1.3	-0.3
Game Court/Gym	15000	4	4.2	-0.2	4.5	-0.5	5.2	-1.2
Recreation/Community Center	15000	3	4.2	-1.2	4.5	-1.5	5.2	-2.2

1. Population projections for 2020 and 2030 calculated using data from Kentucky State Data Center.  
 2010 = 63,632  
 2020 = 67,740  
 2030 = 77,746
2. All city or county owned/leased facilities and facilities at schools that are accessible to the public are included.
3. Totals include some trails on private property that are open to the public.
4. Soccer/football/lacrosse. Small-sided fields counted as 0.5 fields.



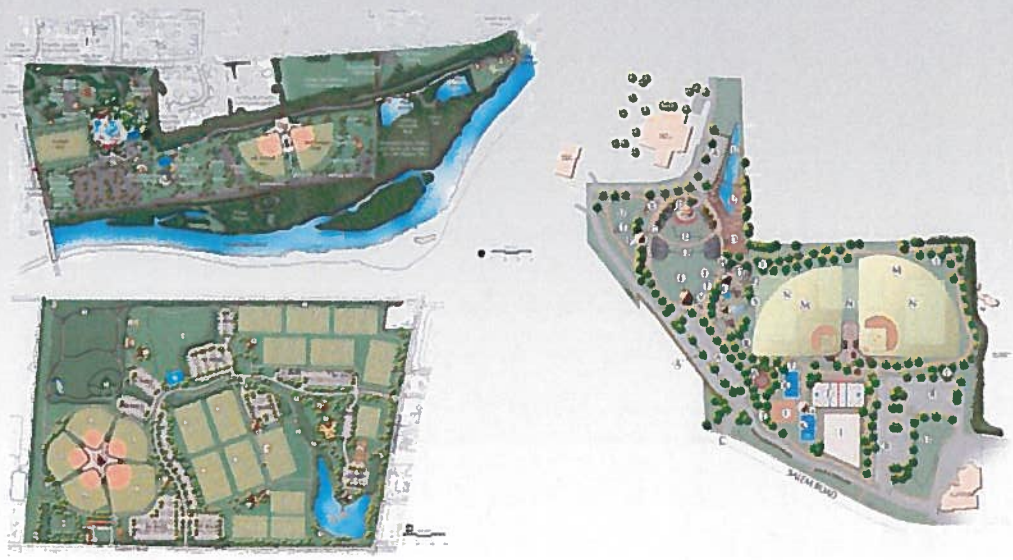
# Park Recommendations

- PROJECT GOALS
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# Concept Plans

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# Plan Phase

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## Capital Improvement Priority Ranking

Capital Improvements Ranking of Steering Committee Members		
Capital Projects Rank - High (3), Medium (2), Low (1), or Not Needed (0).		
Priority Rank	Capital Improvement	Average Rank
1	West Park - Demolish pool and add new sprayground and restrooms	3.00
2	North Park - Locker rooms, restrooms, concession improvements, entry improvements, and add a meeting/party room	2.91
3 tie	North Park - New compressor	2.82
3 tie	All parks - Paved, accessible walkways to playgrounds, shelters, game courts, and fields	2.82
5	East Park - Repave parking lot	2.73
4 tie	East Park - Add a shelter/restroom on south end of park	2.64
4 tie	West Park - C.R. Hoagland Center improvement (roof/ceiling, entry, outer floor)	2.64
4 tie	South Park - Demolish pool, develop new sprayground and restrooms	2.64
4 tie	South Park - Upgrade tennis courts and fencing	2.64
4 tie	Hilltop Park - Upgrade tennis courts and fencing	2.64
4 tie	Ely Square - Replace fountain	2.64
12 tie	East Park - Recreation Center renovation and HVAC improvements	2.60
12 tie	West Park - Repave parking lots	2.60
14 tie	East Park - New family aquatic center, pool house, parking expansion, and playground relocation	2.55
14 tie	East Park - Upgrade trail system	2.55
16	West Park - Softball field lighting replacement	2.45
17	Finwood Estate - Upgrade HVAC system	2.44
18	South Park - Pave west and repave all parking lots	2.40
19 tie	West Park - Soccer drainage improvements	2.36
19 tie	Hilltop Park - New picnic shelters and upgrade restroom	2.36
19 tie	Hilltop Park - Repave parking lots	2.36
19 tie	West Park - New perimeter trail	2.36
23 tie	Finwood Estate - New pavilion and restroom structure	2.18
23 tie	Finwood Estate - Trailhead, picnic shelter and parking at Burns Road (northeast corner of property)	2.18

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# Action Plan

- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS
  - EVALUATE PHASE
  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE**
- SUCCESS STORIES
- DISCUSSION



No	Goals, Objectives & Actions	1-2 Years	3-5 Years	6-10 Years	Responsible Party	Funding Source	Comp Plan
1.	<b>Plan Implementation</b>						
2.	<b>Land Acquisition</b>						
3.	<b>Programs</b>						
4.	<b>Facilities</b>						
5.	<b>Management &amp; Staff</b>						
6.	<b>Budget - Fiscal Resources</b>						
7.	<b>Service Delivery</b>						

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# One Page Summary

PROJECT GOALS  
BACKGROUND  
PLANNING PROCESS

- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE**

SUCCESS STORIES  
DISCUSSION


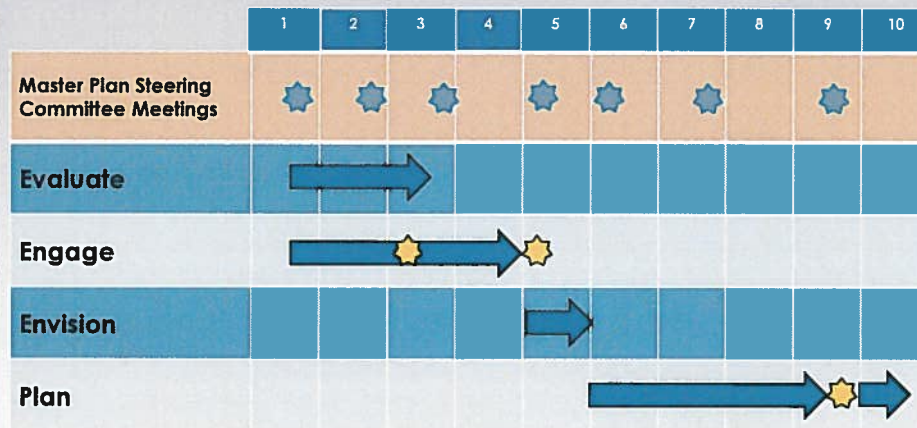



# Project Schedule

PROJECT GOALS  
BACKGROUND  
PLANNING PROCESS

- EVALUATE PHASE
- ENGAGE PHASE
- ENVISION PHASE
- PLAN PHASE**

SUCCESS STORIES  
DISCUSSION

# Success Stories from Cities with “No Money”

- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS
  - EVALUATE PHASE
  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE
- SUCCESS STORIES**
- DISCUSSION



- **Bowling Green, Kentucky**
    - Preston Miller Soccer Complex
    - Lampkin Park Sprayground, Playground, Shelter, Futsal Court
    - Lovers Lane new restrooms and trail
    - Perimeter trails in Lampkin and Pedigo Parks
    - Outdoor fitness equipment at Preston Miller Park
    - Other projects
  - **Monroe, Ohio**
    - Two State and Federal grants for a riverside trail
    - New restroom/shelter at Monroe Crossings Park
    - Master Plan and dog Park at Baker Park
    - Plan for a Sprayground at Community Park
    - Planning for a new riverfront park
- **Elyria, Ohio**
    - Passed a voter approved levy for city infrastructure which included Parks
    - Two new spraygrounds
    - New trails
    - Ice rink new lobby and locker rooms
    - New downtown fountain
  - **Garland, Texas**
    - Passed a voter approved \$117 million levy for park improvements
  - **Beavercreek Ohio**
    - Passed a voter approved permanent levy for park development and operations
  - **Grand Prairie, Texas**
    - Awarded the NRPA Gold Medal
    - Received the highest score in the State on a grant application for a State Grant

# Results of The Master Plan Process

- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS
  - EVALUATE PHASE
  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE
- SUCCESS STORIES**
- DISCUSSION




Juniper Hill Aquatic Center



Patricia Alyn Park



Symmes Township



Seven Gables Park



Muhlenberg County Park

## Parks Foundations

PROJECT GOALS

BACKGROUND

PLANNING PROCESS

- EVALUATE PHASE

- ENGAGE PHASE

- ENVISION PHASE

- PLAN PHASE

SUCCESS STORIES

HELPFUL HINTS

DISCUSSION



### ■ Why Form a Foundation?

- Funding for park and facility development and operations are shrinking
- Take advantage of generosity within the philanthropic community
- The public wants expanded services with limited funding

### ■ Advantages

- Provides additional funding to accomplish your mission and vision
- Individuals and organizations prefer to donate to a foundation versus a government agency
- The foundation may promote any tax levies

### ■ Considerations

- The foundation is a separate organization from your City Government
- A proper foundation requires staff time and resources to manage
- The Board's primary function is fundraising
- Board members should be able donate as well as ask for donations
- Your Parks and Recreation Master Plan will guide fundraising priorities

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## Proceeding in a Tight Economy

PROJECT GOALS

BACKGROUND

PLANNING PROCESS

- EVALUATE PHASE

- ENGAGE PHASE

- ENVISION PHASE

- PLAN PHASE

SUCCESS STORIES

HELPFUL HINTS

DISCUSSION



### ■ Potential Cost Saving Methods

- Phase over fiscal years.
- Web based and hand-out survey.
- Perform some services with your staff (Depends on time and capabilities):
  - Hand-out survey data entry
  - Mapping by Planning Department
  - Staff can summarize previous reports

### ■ Focus on your Strategic Plan first.

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# Proceeding in a Tight Economy

- PROJECT GOALS
- BACKGROUND
- PLANNING PROCESS
  - EVALUATE PHASE
  - ENGAGE PHASE
  - ENVISION PHASE
  - PLAN PHASE
- SUCCESS STORIES
- HELPFUL HINTS**
- DISCUSSION




## ■ Helpful Hints

- Never cut out the public input. Consensus and advocacy are the keys to successful implementation.
- Begin with the public input. Build to the vision, goals, objectives, and strategies.
- Establish your direction based upon consensus and priorities, then worry about the details later.
- Physical planning can be in a later phase.
- Remember that the needs never go away, we just choose to delay their implementation.

# Discussion




BCI Mission  
**"We Enhance Community and Quality of Life"**



2360 Chauvin Drive, Lexington, Kentucky 40517 Phone: 859.268.1933 Fax: 859.268.3341  
308 East 8th Street, Cincinnati, Ohio 45202 Phone: 513.651.4224 Fax: 513.651.0147  
1220 W Sixth Street, Suite 300, Cleveland, Ohio 44113 Phone: 216.241.4480 Fax: 216.736.7155  
17300 Preston Road, Suite 310, Dallas, Texas 75252, Phone: 214.762.2535





Qualifications to Prepare the  
**Parks and Recreation  
Master Plan**



City of Kent, Ohio

December, 2019



**BRANDSTETTER  
CARROLL INC**  
ARCHITECTS . ENGINEERS . PLANNERS

December 20, 2019

2360 Chauvin Dr  
**LEXINGTON**  
KY 40517  
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FX: 859.268.3341

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**CLEVELAND**  
OH 44113  
216.241.4480

17300 Preston Rd  
Suite 310  
**DALLAS**  
TX 75252  
469.941.4926  
FX: 469.941.4112

City of Kent Parks and Recreation Department  
497 Middlebury Road  
Kent, OH 44240

RE: Qualifications for a Parks and Recreation Master Plan

Dear Mr. Schwartzhoff:

It was a pleasure meeting with your Board to discuss the Master Plan process. The discussions helped our team to gain a better understanding of your current system, how this Master Plan will assist the City to better serve its residents, and to prepare qualifications geared specifically to the needs of Kent. Our Team is excited for the potential to work with you and other staff and citizens of Kent toward improving your parks, facilities and services.

Our team has visited several of your parks and facilities and noted that you have some outstanding and unique facilities for which your residents can be extremely proud. This process will help your Department and elected officials to identify the community needs and provide methods and priorities to make the needed improvements.

BCI is offering a Project Team and a Scope of Services which will address the needs of the changing Kent community. As you review this document, please consider the following points:

1. BCI has been an industry leader in the development of **CITIZEN DRIVEN** planning to **BUILD CONSENSUS**. Consensus is the key to master plan implementation and the reason the plans prepared by BCI have a high success rate of being implemented.
2. BCI has seen the connection between Parks and Recreation and Quality of Life. This translates into greater citizen well-being and enhanced property values.
3. BCI has a record of implementation as a result of their process. The Scope of Services describes an **ACTION PLAN** which focuses upon citizen need as well as available resources for implementation. The firm has historically examined the effect of its planning recommendations on the budget of a community in order to determine the practicality of its proposals. As an example, the recent plans for Monroe, Elyria, and Westlake in Ohio and Bowling Green in Kentucky have resulted in BCI involvement in over 15 implementation projects in the last three years.
4. BCI believes in practical and detailed recommendations, such that the **ACTION PLAN** reflects the best practices in the industry and a detailed "game plan" for Kent.

5. BCI understands that the Final Report is not a design exercise, but a consensus building document, built around citizen needs bringing forth serious policy recommendations.
6. BCI has a proven process of developing Park System Master Plans with four phases including EVALUATE, ENGAGE, ENVISION, and PLAN.

BCI is offering a team of recreation and planning professionals who have worked together on previous studies including over 70 communities in Ohio, Kentucky, Virginia, Georgia, Texas, and New Jersey. This team has recently completed the master plan in nearby Tallmadge.

Patrick D. Hoagland, ASLA will serve as Project Manager, bringing over 30 years' experience and having completed over 50 similar plans and a national constituency.

Our plans become **REALITY** because we urge the decision makers to **LISTEN** to their people.

We look forward to your due consideration.

Sincerely,  
Brandstetter Carroll Inc.



Patrick D, Hoagland, ASLA  
Principal

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SECTION B  
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SECTION C  
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KEY PERSONNEL

SECTION E  
REFERENCES





## A. Qualifications

# A. FIRM QUALIFICATIONS

## 1. CONTRACTOR'S NAME/ADDRESS

**Brandstetter Carroll Inc.**

**Street Address:** 1220 W. 6<sup>th</sup> Street, Suite 300  
Cleveland, Ohio 44113  
**Phone Number:** 216-241-4480  
**Email Address:** ben@bciaep.com  
**Web Address:** www.brandstettercarroll.com



Madisonville Recreation Center  
Cincinnati, Ohio

## 2. PRIMARY CONTACT FOR CONTRACTUAL PURPOSES

Benjamin E Brandstetter, P.E.  
President

## 3. AUTHORIZED SIGNATURE

Signature of individual authorized to negotiate and bind the proposer contractually:

Benjamin E Brandstetter, P.E.  
President

The **Project Manager** will be Patrick D. Hoagland, ASLA

2360 Chauvin Dr.  
Lexington, Kentucky 40517  
Phone: 859-268-1933  
Fax: 859-268-3341  
Email Address: phoagland@bciaep.com

## FIRM OVERVIEW

Brandstetter Carroll Inc. (BCI) began in 1979 in Lexington Kentucky, with the express purpose of providing architectural, engineering and planning services to cities, counties and other units of local government. Since that time, the firm has grown to include a staff of over 60 people with additional offices in Dallas, Texas, Cincinnati and Cleveland, Ohio. BCI has completed over \$3.6 Billion in construction volume including all phases of public infrastructure for local public clients.

### Architecture

- Park Structures
- Public Safety Buildings
- Courthouses
- Public Administration
- Recreation Centers
- Libraries
- Higher Education
- Interior Design

### Recreation, Planning & Landscape Architecture

- Park Design
- System Planning
- Master Plans
- Aquatic Facility Design
- Nature Centers and Camps
- Sports Complexes
- Feasibility Studies
- Trail Planning & Design

### Engineering

- Roadway Design
- Traffic Planning
- Sewer and Water Systems
- Aviation Engineering
- Streetscape Design

## A. FIRM QUALIFICATIONS

### PARK, RECREATION & OPEN SPACE SYSTEM MASTER PLANNING

BCI began by providing planning and design services for parks and recreation clients on a regional basis. The firm has been a leader in the evolution of Park System Planning, spearheading the first "Master Plan for Service Delivery" for the Cincinnati Recreation Commission in 1996. This plan raised Citizen Engagement to new levels by holding local meetings in over 17 city neighborhoods. This plan resulted in the implementation of over \$60 Million in improvements over 10 years. Many other communities around the nation followed this example, creating a new paradigm in the industry. This became a prototype Vision Plan.

BCI has taken other leading roles in the development of park facilities in aquatics, recreation center design, senior facilities and facilities for special populations. The firm has also recently assisted several cities in implementing voter-approved bond levies for capital construction. Finally, BCI has assisted many cities in forming partnerships with nonprofit providers (P3) in the implementation of joint facilities and programs. Some of these providers include The Cleveland Clinic, Parma Hospital, The Kroger Company, The Salvation Army and several YMCAs.

BCI has developed Park system Master Plans for over 70 communities, many of which are in Ohio. More significant plans include the Cincinnati Parks and Greenways Master Plan, Cincinnati Recreation Commission Master Plan for Service Delivery, Dayton Master Plan for Parks, Recreation and Culture, and Master Plans for the Ohio communities of Tallmadge, Portage Park District, Westlake, Elyria, North Ridgeville, Beavercreek, Monroe, Liberty Township, Loveland, Lakewood, Vermilion, and more. Other communities with successful BCI Park system Plans include Princeton, New Jersey, Fairfax, Virginia, Lexington, Kentucky and Newnan, Georgia. Past experience also includes the Texas cities of Austin (Aquatic), Grand Prairie, Colleyville, and Garland.



Kenneth L. Johnson Recreation Center  
Renovation, Cleveland, Ohio

### RECREATION CENTER PLANNING AND DESIGN EXPERIENCE

BCI has designed over 35 Recreation Centers for municipalities in Kentucky and Ohio. In the past 15 years, there has been much greater emphasis placed on operating COST RECOVERY as a way to defer the large annual operating costs. BCI has designed two large centers with 100% cost recovery, and most recover from 50-85% of annual expenses. As previously mentioned, BCI is well versed in capital funding whether it be bond issues, grants or P3 partnerships.

## A. FIRM QUALIFICATIONS



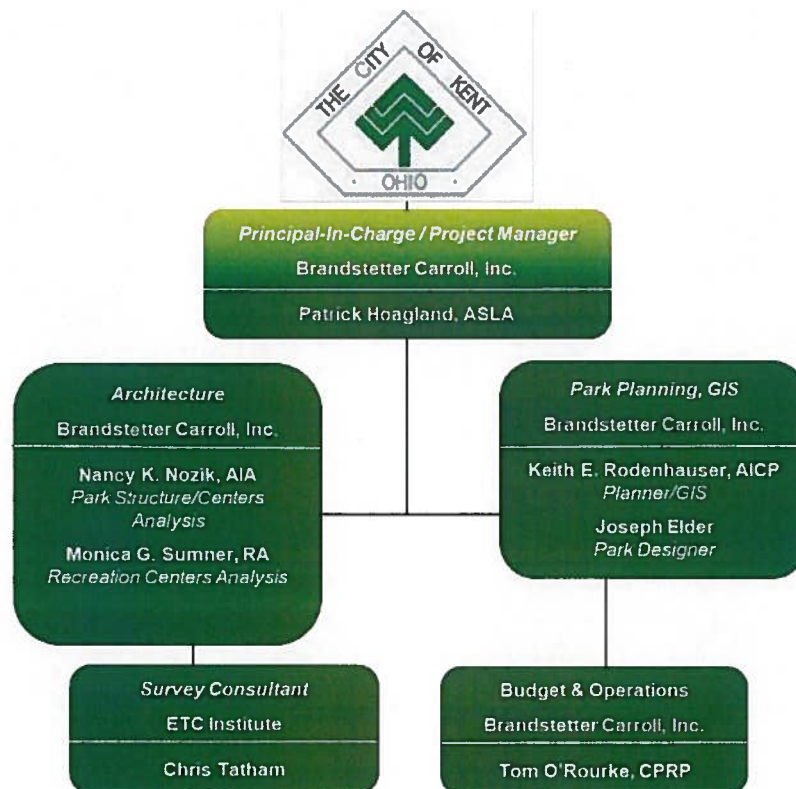
Groveport Recreation Center  
Groveport, Ohio



Seven Hills Recreation Center  
Seven Hills, Ohio

### PROJECT TEAM

The most important asset of BCI is its people. For the City of Kent project, BCI has assembled a Team of highly qualified individuals, each with several years of experience in the specific areas of expertise needed for the City of Kent Parks and Recreation Master Plan. Resumes of the key individuals are included in Section E.





## A. FIRM QUALIFICATIONS

### Patrick D. Hoagland, ASLA – Project Manager/ Principal-in-Charge



Mr. Hoagland will serve as Project Manager and be responsible for all aspects of the planning effort including the coordination of Team members, schedules and presentations. He will design the Citizen Engagement process specifically for the needs of the City of Kent plus lead all planning efforts through the formation of the Actin Plan.

Mr. Hoagland was recruited by BCI in 1989 to manage the Master Plan for the Cincinnati Park Board and also led the Park System Plan for Cincinnati Recreation Commission. He has been the Project Manager for all BCI plans, which includes over 50 similar assignments. He has also been a regular speaker at the NRPA Congress as well as 6 state association conferences.

### Tom O'Rourke, CPRP, Budget and Operations



Tom O'Rourke is the former Director of the Charleston County Park and Recreation Commission (CCPRC). He led CCPRC through the largest capital project, budget, and attendance growth in the agency's history adding 5,000 acres of parkland and over 12,000 acres of protected land. CCPRC has been nationally recognized for operating an ever-expanding park independent of any tax dollars. He is a regular speaker at the State Park and Recreation Association Conferences. For the City of Kent Parks Master Plan, he will assist with the analyses of the programming, management, and funding.

### Keith E. Rodenhauer, AICP, SITES AP – Planner & GIS Specialist



Mr. Rodenhauer will provide data collection and analysis plus planning and GIS to the Team. He will attend presentations and prepare graphics for meetings. He will be co-writing the text with Mr. Hoagland. He also brings knowledge and understanding of the environmental issues germane to park development.

Mr. Rodenhauer has participated in all of the Park System Plans in BCI's portfolio since 2014, including the Lexington Kentucky Park System Plan, and similar plans for those cities as listed in Ohio, Texas, New Jersey and Virginia.

### Nancy K. Nozik, AIA, Architectural and Recreation Center Analysis



Ms. Nozik will serve as a Recreation Center Consultant focusing on recreation programming, building programming, feasibility, operating costs, operating revenues, and demographic analysis. Her recent experience includes recreation center feasibility studies for Somerset County NJ, North Tonawanda NY and Kent Ohio. Currently, she is Project Manager on the Ken Johnson Center (\$11 m) and the Kovasic Center (\$7m) for the City of Cleveland Ohio.

### Monica G. Sumner, RA – Recreation Center Analysis



Ms. Sumner is a Principal with BCI and has extensive experience in park and recreation facility evaluation and design. Ms. Sumner started her career with BCI in 1993. Since that time, she has emerged as an award-winning designer. Ms. Sumner recently served as the Consulting Architect on the Parks, Recreation, and Open Space Master Plans for the Kentucky Cities of Lexington, Bowling Green, and Glasgow, and Ohio cities of Monroe, Beavercreek, Tallmadge and Grand Prairie, Colleyville and Garland in Texas.

## A. FIRM QUALIFICATIONS

---

### Joseph Elder, Graduate Landscape Architect



Mr. Elder has been working with BCI the last two years, concentrating on park system master plans and park design. Recent projects include the Clague Park in Westlake, Wagar Park in Lakewood, North Pointe Park in Boone County, Kentucky, Site Concept Plans for Tallmadge Park and Recreation Master Plan and Beaver Creek Parks and Recreation Master Plan.

### SUB-CONSULTANT UTILIZATION

#### ETC Institute – Survey Consultant

The efforts of ETC Institute will be led by Chris Tatham, who has over 20 years of experience in market research and consulting experience in a wide range of parks, recreation, sports, fitness, health and general governmental projects. He has overseen the completion over 600 parks and recreation needs assessments, master plans, strategic plans, and feasibility studies. Mr. Tatham has designed and managed nearly 2,000 community surveys in more than 700 communities.

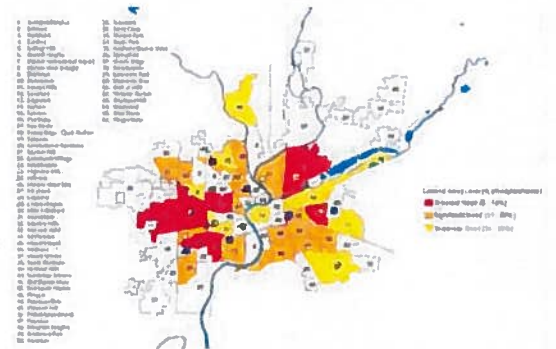
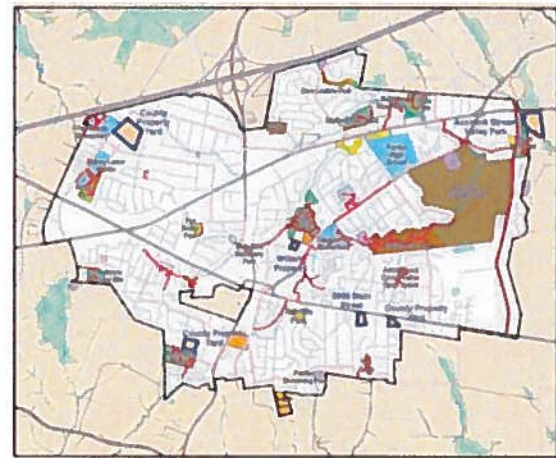
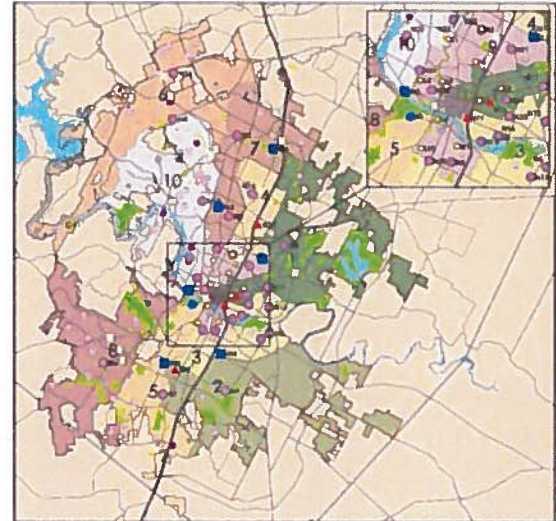


**B. Experience**

## B. EXPERIENCE

### PARKS AND RECREATION SYSTEM MASTER PLANS

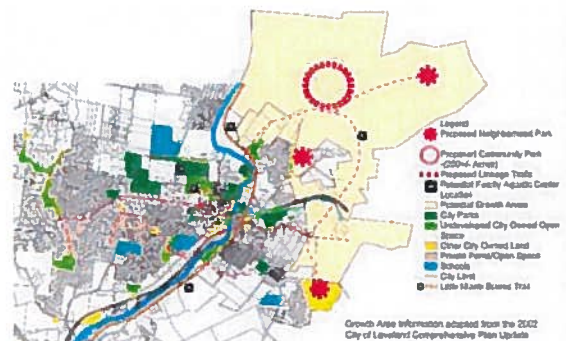
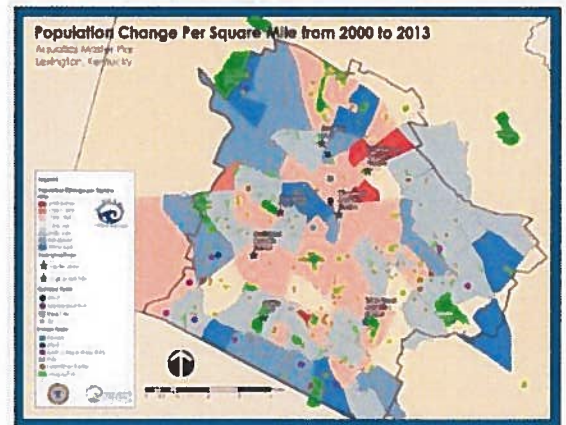
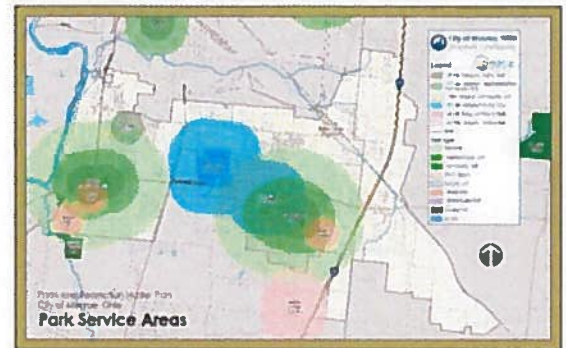
2019	Garland, Texas
2019	Beavercreek, Ohio
2019	Tallmadge, Ohio
2019	Paducah, Kentucky
2019	Westfield, New Jersey
2019	Colleyville, Texas
2018	Danville, Kentucky
2018	Glasgow, Kentucky
2018	Garland Texas
2018	Austin, Texas
2018	Clifton, New Jersey
2018	Lexington, Kentucky
2017	Grand Prairie, Texas
2017	Portage Park District, Ohio
2016	Bowling Green, Kentucky
2016	Randolph Township, New Jersey
2016	Elyria, Ohio
2016	Monroe, Ohio
2015	Westlake, Ohio
2014	Austin, Texas (Aquatics)
2014	Morris County, New Jersey
2014	Fairfax, Virginia
2013	North Ridgeville, Ohio
2011	Franklin Township, New Jersey
2010	Muhlenberg County, Kentucky
2009	Beavercreek City and Township, Ohio
2009	Newnan, Georgia
2008	Liberty Township, Ohio
2007	Mt. Sterling-Montgomery County, Kentucky
2007	Oldham County, Kentucky
2007	Middletown, New Jersey
2007	Princeton, New Jersey
2006	Georgetown-Scott County, Kentucky
2006	Boone County, Kentucky Update



## B. EXPERIENCE

### PARKS AND RECREATION SYSTEM MASTER PLANS

2005	Loveland, Ohio
2005	Somerset County Park Commission, New Jersey
2004	Murray-Calloway, Kentucky
2003	Morris County Park Commission, New Jersey
2002	Dayton, Ohio
2002	Madison County, Kentucky
2002	Frankfort, Kentucky
2002	Paducah-mccracken County, Kentucky
2001	Strongsville, Ohio
2001	Boardman Township, Ohio
2001	Bainbridge Township, Ohio
2001	Campbell County, Kentucky
2001	Ft. Thomas, Kentucky
2001	Florence, Kentucky
2000	Lakewood, Ohio
2000	Boone County, Kentucky
2000	Kenton County, Kentucky
2000	Newport, Kentucky
1999	Independence, Ohio
1998	Vermillion, Ohio
1998	Moraine, Ohio
1998	Nicholasville-Jessamine County, Kentucky
1998	Warren County, Kentucky
1997	Fairview Park, Ohio
1997	Barberton, Ohio
1996	Medina, Ohio with Medina Township and Montville Township
1996	Cincinnati Recreation Commission
1994	Perrysburg, Ohio
1993	Lebanon/Turtle Creek Township, Ohio
1992	Cincinnati Park Board
1991	Madisonville, Kentucky
1991	Newport, Kentucky
1990	Wyoming, Ohio
1989	Edgewood, Kentucky

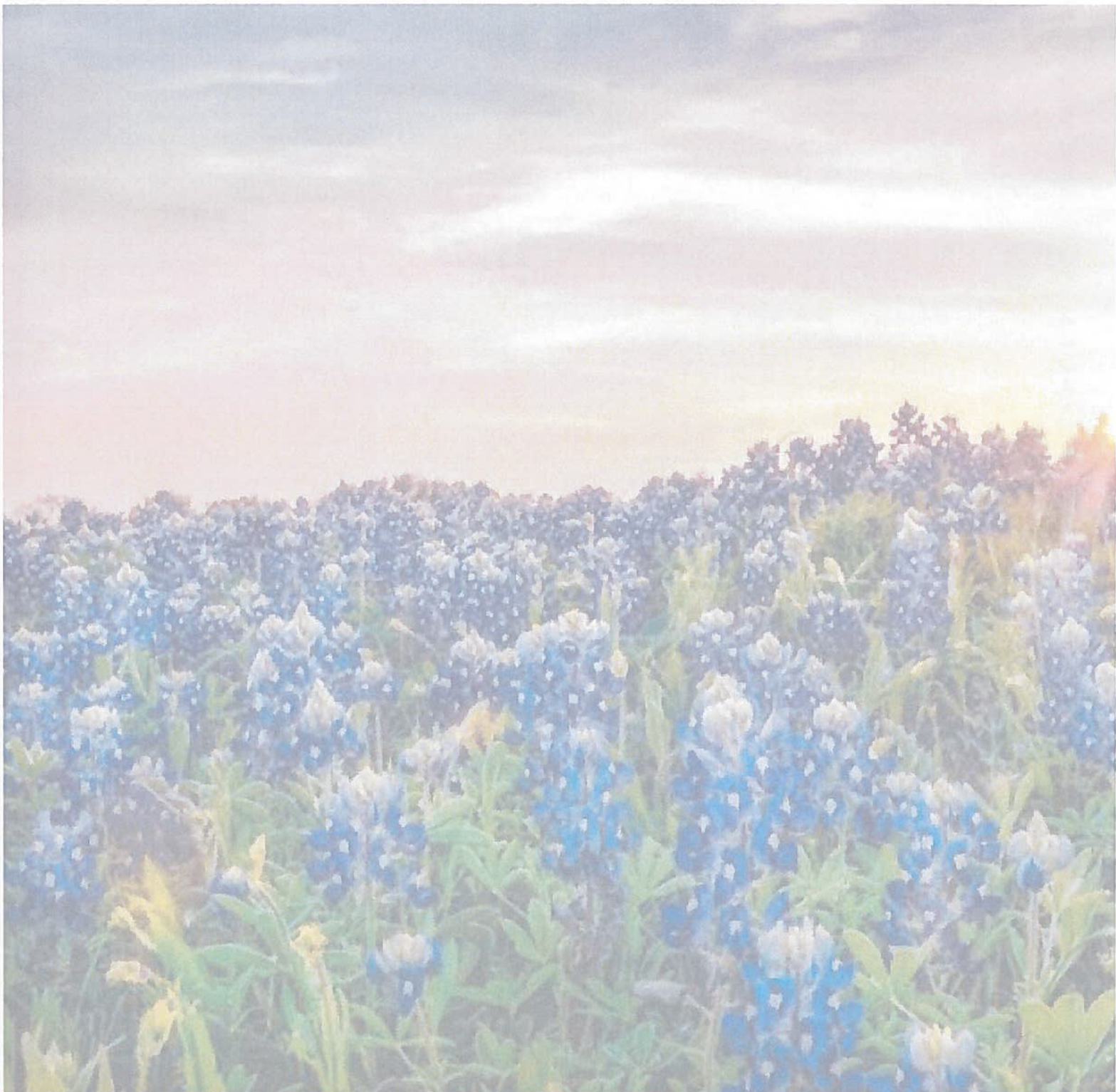


# B. EXPERIENCE

## PARKS AND RECREATION SYSTEM MASTER PLANS

- 1989 Danville, Kentucky
- 1987 Georgetown/Scott County, Kentucky
- 1985 Huntington, West Virginia
- 1985 Bowling Green, Kentucky
- 1984 Upper Sandusky, Ohio
- 1982 Clermont County, Ohio





C. Projects

## C. EXPERIENCE

### Westlake Parks and Recreation Master Plan

Westlake, Ohio

#### Project Information

Owner: City of Westlake

Contact: Bob DeMinico, Director of  
Parks and Recreation  
440.808.5699  
bdeminico@cityofwestlake.org

Brandstetter Carrol Inc. recently completed a city-wide parks and recreation Master Plan for this city of 33,000 residents. Extensive public engagement was used to develop a new vision for the future of parks and recreation services and to prepare an Action Plan which established implementation steps and priorities for park improvements. Public engagement included over 3,000 participants in a project web site, 700 statistically valid surveys, 545 web surveys, over 150 participants in interactive public workshops, and over 20 stakeholder groups to identify a clear vision for the future. Concept plans were prepared for the major parks.



Clague Park



# C. EXPERIENCE

## Portage Park District Master Plan Portage County, Ohio



The Portage Park District passed its first levy in 2014 and now has budget to realize some of their dream of providing a more extensive trail system, opening up more park land to public use, and conserving land for future generations. BCI assisted the District in preparing a Vision, Master Plan, and Action Plan to lead the District through the next ten years. The District currently manages over 1,700 acres with several locations not yet open to the public. The process involved extensive public engagement, County-wide trail recommendations, development of design standards, and 14 site concept plans to demonstrate how the current landholdings could be developed and managed.



## C. EXPERIENCE

### Lexington Parks and Recreation Master Plan Lexington, Kentucky

#### Project Information

Owner: City of Lexington  
Contact: Monica Conrad, Director of Lexington Parks and Recreation  
859.425.2255  
mconrad@lexingtonky.gov

BCI developed a long range Master Plan for the CAPRA Accredited system serving over 300,000 residents with over 100 parks and 4,415 acres of park land. The system includes a variety of neighborhood and community parks with athletic complexes, golf courses, nature parks, arts facilities, aquatic facilities, community centers, trails, and a wide variety of programs and special events. The process involved a detailed assessment of all of the City's parks and recreation facilities, programs assessment, extensive public engagement, an active Citizen Steering Committee, benchmarking to other communities, strategic visioning and detailed Action Plan.



## C. EXPERIENCE

### City of Fairfax Strategic Plan for Parks, Recreation, Trails, Open Space, Events and Cultural Activities

Fairfax, Virginia

#### Project Information

Owner: City of Fairfax, Virginia

Contact: Joanna Ormesher  
703.273.6097  
Joanna.ormesher@fairfaxva.gov

BCI assisted the City of Fairfax, Virginia in preparing their first Strategic Plan for Parks, Recreation, Trails, Open Space, Events and Cultural Arts. The first phase included the establishment of a Strategic Vision which was based upon extensive public engagement. The process involved public workshops/events and over 20 stakeholder groups which involved over 500 residents. In addition, nearly 2,400 residents participated in an on-line community engagement web site (hosted by MindMixer) which allowed residents to share ideas, vote on instant polls, and respond to drafts of the Plan. A statistically valid survey was performed by George Mason University. Phase 2 included detailed facility assessments, Gap Analysis Mapping, development of Level of Service Guidelines, park concept planning, and a detailed Action Plan with goals, objectives and 130 detailed strategies in a timeline format.



# C. EXPERIENCE

## Bowling Green Parks and Recreation Master Plan

Bowling Green, Kentucky

### Project Information

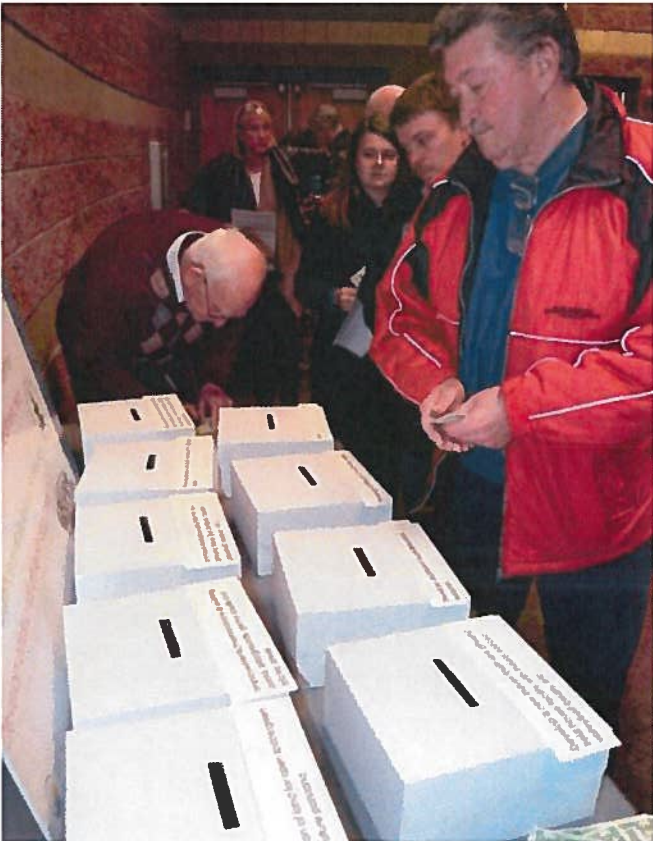
Owner: City of Bowling Green, Kentucky  
Contact: Brent Belcher, Director  
Bowling Green Parks and Recreation  
270.393.3584  
brent.belcher@bgky.gov



BCI assisted the City in the preparation of this city-wide Master Plan. Once adopted by City Commission, BCI was also selected for four implementation projects, illustrating the City's commitment to the Plan. Bowling Green operates 25 park and recreation facility locations on over 800 acres for this city of nearly 60,000 residents. Major facilities include three golf courses, a family aquatic center, recreation centers, soccer complex, and several community and neighborhood parks.

The Master Plan established a new vision, mission, goals, 28 objectives and 158 implementation strategies that are based upon extensive public engagement. Over 200 people attended the first public workshop and over 2,000 people completed surveys.

The Guiding Principles included investment, balance, collaboration, connectivity, diversity, security, and excellence. Primary recommendations include trails within parks and linking the community, spraygrounds at two parks, seven new neighborhood parks, additional rectangular fields, an indoor multi-use facility, outdoor fitness areas, a new riverfront park, and general upgrades to their existing parks.



## C. EXPERIENCE

### Princeton Parks and Recreation Master Plan

Princeton, New Jersey

#### Project Information

Owner: Princeton Recreation  
Contact: Ben Stentz, Director  
Princeton Recreation Department  
609.921.9480  
bstentz@princetonnj.gov

Brandstetter Carroll Inc. prepared a comprehensive Parks & Recreation Master Plan for the Borough and Township of Princeton and the Princeton Recreation Department. The process involved extensive public input with over 35 stakeholder group meetings, public workshops, focus groups of teens, and a statistically valid household needs assessment. The process also involved the evaluation of improvements to their outdoor pool, needs for an indoor recreation center, and potential to develop synthetic turf athletic fields to meet many of the community's needs. The process identified strong needs for preservation of open space, trail systems, athletic fields, and indoor recreation facilities.



# C. EXPERIENCE

## Master Plan for Service Delivery Cincinnati Recreation Commission, Ohio

### Project Information

Owner: City of Cincinnati  
Contact: Dan Jones, Planning and Development  
513.352.4045  
dan.jones@cincinnati-oh.gov

The study investigated current conditions and usage levels for all facilities and programs, evaluated the quality and service delivery of programming, recommended future facility and programming improvements, and identified strategies and administrative policies necessary for implementation of recommendations. This project included the development of a city-wide Social Needs and Conditions Index for each of the city's forty-eight statistical neighborhoods for evaluating both the total population and target populations such as teens and senior citizens. The final plan is a product of extensive public participation by utilizing statistically valid telephone surveys, 26 community-based workshops, focus groups representing special needs and concerns, a "Blue Ribbon" Advisory Committee and CRC's staff. To date, all of the new development projects in the \$60 million 10 year Capital Plan have been accomplished.



Mount Washington Recreation Center



Madisonville Recreation Center



Madisonville Recreation Center



Dunham "Otto Armleder Memorial Regional Aquatic Center at Dunham Recreation Complex" Pool

## C. EXPERIENCE

### Lakewood Park Kid's Cove Playground

Lakewood, Ohio



Brandstetter Carroll Inc. conducted a Master Plan for improvements to the City's existing parks with emphasis on Lakewood Park, the City's signature lakefront park. The main recommendations include consolidation of parking, an expanded aquatic center, Lake Erie overlooks and boardwalk, walkways, lakefront access, skatepark and a large community playground.

Lakewood City-Wide Parks and Recreation Master Plan: 2001

Lakewood Park Entry: 2003

Lakewood Park Skate Park: 2003

Lakewood Park Concept Plan: 2004

Kids' Cove Playground: 2015



## C. EXPERIENCE

### Stillwater Place, Cleveland Metroparks Zoo

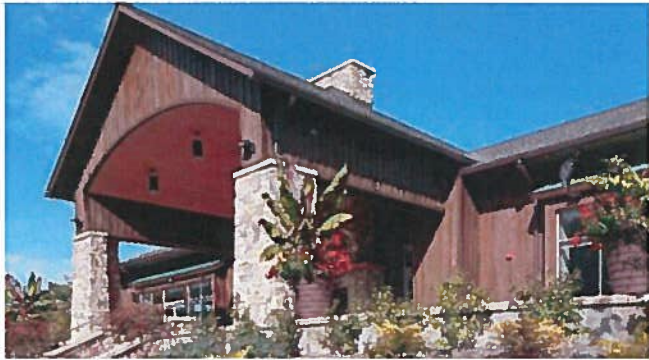
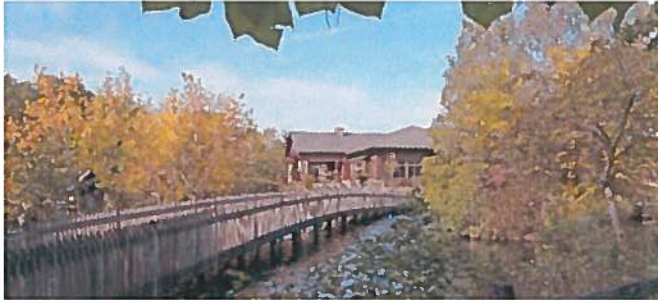
Cleveland, Ohio

#### Project Information

Owner: Cleveland Metroparks

Contact: Mr. Sean McDermott  
sem1@clevelandmetroparks.com  
216.635.3528

Stillwater Place is a new Event Center located at the Cleveland Metroparks Zoo. The 10,900 s.f. facility will host parties, private and corporate functions, meetings, trade shows, weddings, and educational events. Seating for 300 persons, a fireplace, plus a prep kitchen and support spaces is planned. BCI is part of the Design/Build team led by Regency Construction.





# C. EXPERIENCE

## Lake Erie Bluffs Pavillion

Perry Township, Ohio



Lake Metroparks has worked with local, state and national conservation partners to acquire, conserve and protect over 600 acres in Perry Township, Ohio on the bluffs overlooking Lake Erie. The first phase of development included the three-season picnic and event pavilion with restrooms. The double-sided fireplace and overhead doors provide flexible indoor and outdoor space. The materials were selected for their park aesthetic as well as durability and low maintenance characteristics.



## C. EXPERIENCE

### Clippard Park

Colerain Township, Ohio

#### Project Information

Owner: Colerain Township Parks Services

Contact: Geoff Milz,  
Department  
513.923.5000  
gmilz@colerain.org

Brandstetter Carroll Inc. assisted Colerain Township in a very interactive process to develop a Master Plan for this underutilized, existing 16 acre park. Several meetings were held in the neighborhood to discuss the project goals and to review alternative concepts. Primary goals included attracting people to use the park to minimize negative activities and to provide a neighborhood gathering place. The final solution included a variety of features including two quality baseball fields, large Boundless playground, sprayground, picnic shelters, restrooms, perimeter paved walking trail, nature trail, skatepark, basketball court, and additional parking.

The park was complete in September 2010.



## C. EXPERIENCE

### Beech Acres Park

Anderson Township Park District, Ohio

#### Project Information

Owner: Anderson Township, Ohio

Contact: Ken Kushner, Director  
513.474.0003 x 2492  
Kkushner@Andersonparks.com

This project included a Master Plan and Construction Documents for re-configuration of an existing 26-acre park. The goal was to develop a park to serve a wide variety of ages and interests. Proposed features include baseball and soccer fields, amphitheater, community garden, picnic shelters, skatepark, sprayground, walking trail and game courts. The park is also designed to host the community festival, Anderson Days. Phase I of the development included ten separate contractors and work by the Park District. The first phase was completed in 2004. The overall cost of the project when totally complete will be approximately \$2.4 million.



## C. EXPERIENCE

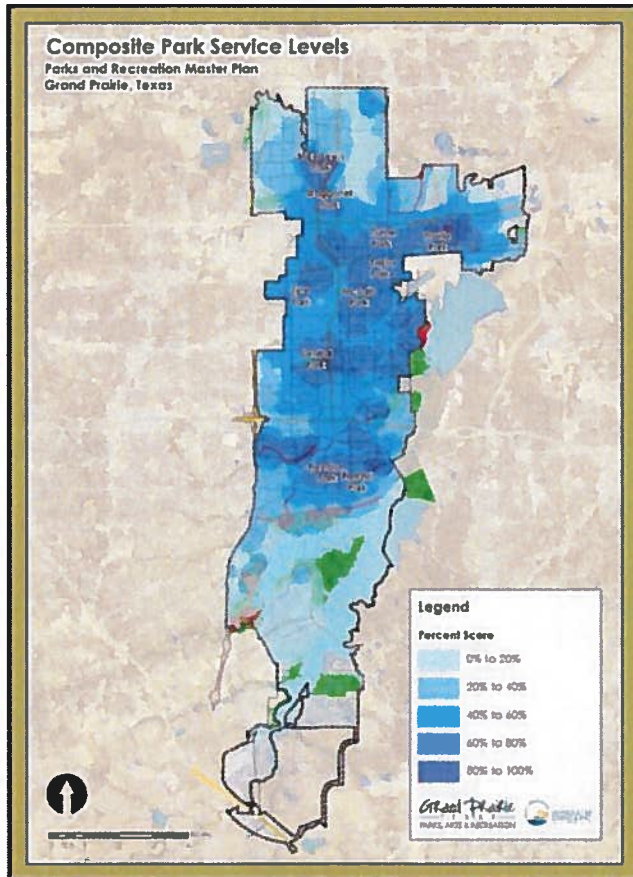
### Parks, Recreation and Open Space Master Plan

Grand Prairie, Texas

#### Project Information

Owner: City of Grand Prairie

Contact: Mr. Tim Shinogle, Superintendent of Park Planning  
Grand Prairie, Texas 75053-4045  
972.237.8100



Brandstetter Carroll Inc. assisted the City of Grand Prairie, Texas with the preparation of an update to their Parks, Recreation, and Open Space Master Plan which was expanded to include a master plan for trails. The plan, *Project Discovery: Creating a Grand Park System*, involved a variety of public input methods, including surveys (statistically valid and web-based), public workshops/events, stakeholder group meetings, and an online public engagement website (powered by mySidewalk). The project also included detailed mapping analysis to determine gaps in service, detailed demographic and social needs analysis, a benchmarking analysis (to similar Texas departments), and a review of parks and recreation trends. Finally, BCI helped develop level of service guidelines, park concepts with detailed cost estimates, and a strategic plan that contained a series of goals, objectives, and specific actions intended to aid in the implementation of the master plan. These recommendations will guide the CAPRA accredited Parks, Arts, and Recreation Department as they endeavor to meet the needs of Grand Prairie residents over the next ten years and beyond.

Grand Prairie  
— T E X A S —



## Strategic Master Plan for Parks, Recreation and Cultural Arts Garland, Texas

### Project Information

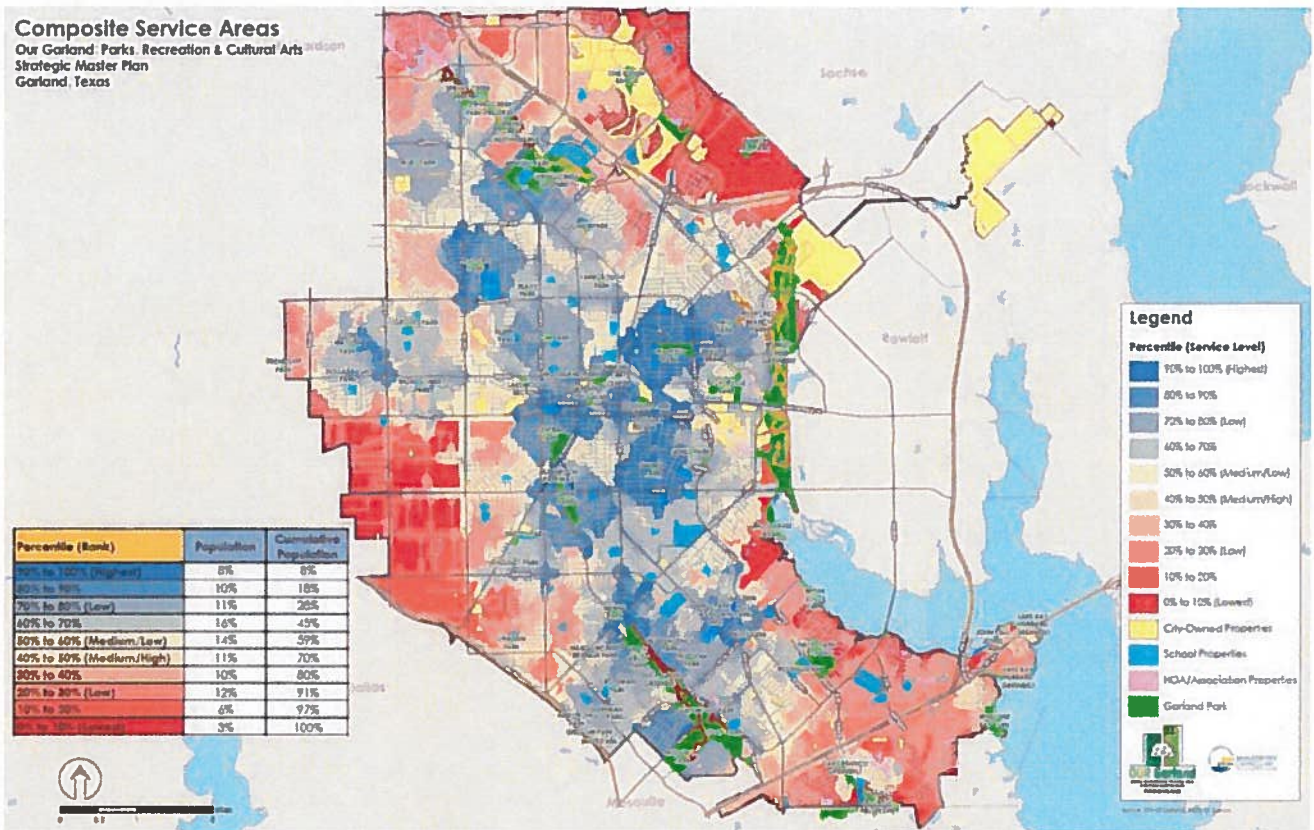
Owner: City of Garland

Contact: Mr. Ziad Kharrat, Senior Park Planner  
(972) 205-2756  
zkharrat@garlandtx.gov

Brandstetter Carroll Inc. assisted the City of Garland, Texas with the preparation of an update to their Parks, Recreation, and Cultural Arts Master Plan. The plan involved a variety of public input methods, including surveys (statistically valid and web-based), public workshops/events, stakeholder group meetings, and an online public engagement website (powered by MindMixer). The project also included detailed mapping analysis to determine gaps in service, detailed demographic and social needs analysis, a benchmarking analysis (to similar Texas departments), and a review of parks and recreation trends. Finally, BCI will develop level of service guidelines, park concepts with detailed cost estimates, and a strategic plan that contained a series of goals, objectives, and specific actions intended to aid in the implementation of the master plan. These recommendations will guide the CAPRA accredited Parks, Recreation and Cultural Arts Department as they endeavor to meet the needs of Garland residents over the next ten years and beyond.



**Composite Service Areas**  
Our Garland Parks, Recreation & Cultural Arts  
Strategic Master Plan  
Garland, Texas



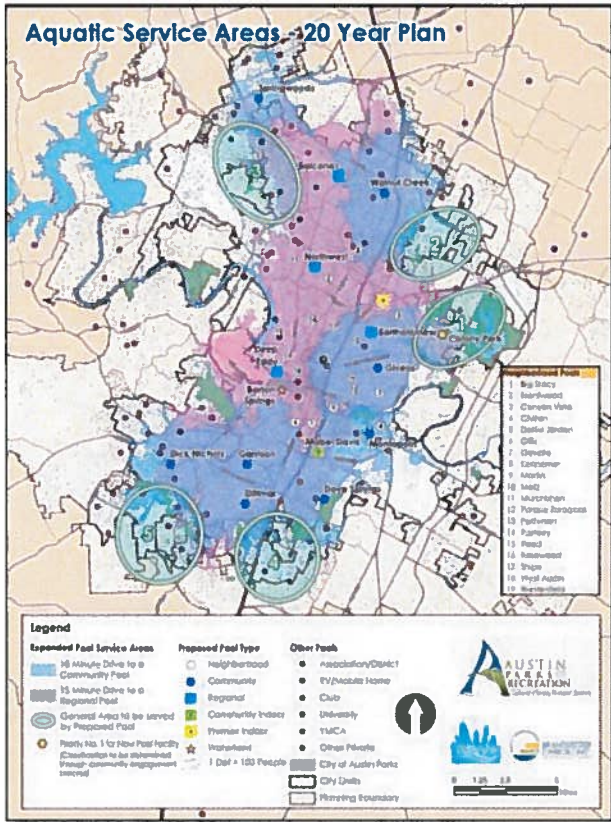
**Austin Texas Aquatic Facilities Planning**

Austin, Texas

**Project Information**

Owner: City of Austin

Contact: Mr. Reynaldo Hernandez, JR. RLA  
512.974.9464  
Reynaldo.hernandez@austintexas.gov



Map of long-term service areas- excerpt from study

**AQUATIC NEEDS ASSESSMENT—2013-2015**

BCI lead the City of Austin through an assessment of all aquatic related facilities in two separate projects. The comprehensive process began with an evaluation of 36 current pools of varying age and condition, with many being over 40 years old.

The process identified strategies to better serve the City residents based upon an extensive public engagement process; analysis of neighborhood trends and needs; social needs and conditions mapping; service area mapping; analysis of public transportation access; and extensive evaluation of their existing facilities, especially analyzing factors such as compliance with VGB, ADA and State and local health codes.

The goal was to develop strategies and recommendations to allow the City to provide quality aquatic experiences for the next 20 years and beyond. BCI assembled a team of local design professionals to supplement the firm's aquatic expertise.

**AQUATICS MASTER PLAN – 2016-2018**

Upon the success of the Needs Assessment, BCI continued planning work for the City's aquatic facilities. This project utilized the Assessment to identify strategies for improved service delivery for the citizens.

A detailed matrix was utilized which evaluated 28 factors to rate the ability of the pools to support the system into the future. The study considered which pools will remain operational, which pools might get replaced or renovated, staffing models, rates and charges, long-term maintenance costs, and many other factors related to delivering quality aquatic programming and services to the citizens of Austin.

The process led to a **\$40 million bond issue** for Aquatics which was passed by over 80% of voters.

**Site Suitability Ranking Process**



## C. EXPERIENCE

### Colleyville Parks, Recreation, and Open Space Master Plan

Colleyville, Texas

#### Project Details

Owner: City of Colleyville, Texas

Contact: Lisa Escobedo, Parks Manager  
817.503.1182  
lescobedo@Colleyville.com

BCI worked with the City of Colleyville to prepare their Parks, Recreation, Trails and Open Space Master Plan. The plan included extensive public engagement, leading to the recommendations for improvements in both service delivery and capital improvements for the next ten years. The Plan included a detailed Trails Plan to identify potential routes and their associated relative costs to connect parks, neighborhoods, schools and other public spaces.





## D. Key Personnel



## D. KEY PERSONNEL

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### PATRICK D. HOAGLAND, ASLA *Project Manager/Principal-in-Charge*



#### **EDUCATION**

The Ohio State University,  
B.S. Landscape Architecture

#### **REGISTRATION**

Registered Landscape Architect: Commonwealth of Kentucky 316,  
Texas 2781, Ohio 663, Commonwealth of Virginia 0406001787,  
Tennessee 0487, West Virginia 352, CLARB1339, Georgia LA001486, New  
Jersey 21AS00096200

Council of Landscape Architectural Registration Boards Certificate

#### **AFFILIATIONS**

- Kentucky Board of Landscape Architects, 2019-2023
- American Society of Landscape Architects  
(KY Chapter President, 1984 and Trustee, 1991-1996)
- Kentucky Recreation and Park Society
- Ohio Parks and Recreation Association

#### **RELEVANT PROJECTS**

- Tallmadge Parks and Recreation Master Plan, Tallmadge, Ohio
- Portage Park District Master Plan, Portage County, Ohio
- Lexington Parks and Recreation Master Plan, Lexington, Kentucky
- Master Plan for Service Delivery, Cincinnati Recreation Commission
- Cincinnati Parks and Greenways Master Plan, Cincinnati Park Board
- Dayton Parks, Recreation and Culture Master Plan, Dayton, Ohio
- Fairfax Parks, Recreation, Open Space, Trails, and Cultural Arts  
Master Plan, Fairfax, Virginia
- Bowling Green Parks and Recreation Master Plan, Bowling Green,  
Kentucky
- Beaver Creek Parks and Recreation Master Plan, Beaver Creek, Ohio
- Grand Prairie Parks, Recreation and Open Space Master Plan,  
Grand Prairie, Texas
- Garland Parks, Recreation and Cultural Arts Strategic Master Plan,  
Garland, Texas
- City of Austin Aquatic Facilities Needs Assessment, Austin, Texas
- City of Austin Aquatics Master Plan, Austin, Texas
- Somerset County Park Commission Capital Facilities Plan, Somerset  
County, New Jersey
- Morris County Park Commission Strategic Plan, Morris County, New  
Jersey

## D. KEY PERSONNEL

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### THOMAS J. O'ROURKE, CPRP **Budget and Operations**



Tom O'Rourke is a subject matter expert in the field of Parks Recreation, Athletics, and Nonprofit Leadership. Tom previously served as the Executive Director of the Charleston County Park and Recreation Commission, (CCPRC) since 2001 leading the Agency through the largest capital project, budget, and attendance growth in the agency's history. During Tom's tenure at CCPRC the agency grew from 5,000 acres of parkland to over 12,000 acres of protected parkland. CCPRC has been nationally recognized for operating an ever-expanding park system with little reliance on tax subsidies for growth. Tom left the agency with a Capital Projects Plan that will generate 50 million dollars of capital funding every five years, for life.

Tom has recently joined the Faculty at Clemson University as a Professor of Practice in Parks, Recreation, and Tourism Management. He will be teaching at the graduate and undergraduate levels and working with other faculty to assist communities, agencies, and practitioners in a variety of capacities. Tom's focus at Clemson will be in creating innovative and entrepreneurial models and solutions to issues facing the field.

Among Tom's other responsibilities are serving as the Executive Director of the Parklands Foundation of Charleston County, Inc. The Parklands Foundation, a component unit of the Charleston County Park and Recreation Commission, provides access and recreational opportunities to the underserved people of the Charleston Region.

Education has always been a foundation of Tom's existence. Tom had been an instructor at the NRPA Directors School, the Revenue Development and Management School, and the Supervisors Management School. Tom served as the Director of the Directors School and is currently the Director of the National Park Foundation School. Tom serves as the Director of the National Recreation and Parks Association, Directors School.

Tom has a keen understanding of parks, recreation and finance from both the staff side and the side of the elected officials. Tom was elected to the Mt. Pleasant Town Council in 2018 and presently serves as the Finance Chair.

Prior to joining Charleston County PRC, Tom was the Director of the Mt. Pleasant Recreation Department in Mt. Pleasant South Carolina, and also worked as Manager of the Sports and Recreation Division for Seamon Whiteside and Associates, a Landscape Architect and Engineering firm. Tom's first job was as a high school Athletic Director and Coach.

Tom has Teamed with BCI on the following projects:

- Garland (TX) Parks, Recreation and Cultural Arts Master Plan
- Beaver Creek (Ohio) Parks, Recreation and Culture Master Plan
- Westfield (NJ) Parks and Recreation Master Plan

## D. KEY PERSONNEL

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### KEITH RODENHAUSER, AICP, SITES AP *Planner & GIS Specialist*



#### **EDUCATION**

University of Cincinnati  
Master of Community Planning  
Environmental Planning  
Graduate Certificate Geographic Information Systems  
The Ohio State University, BA Sociology

#### **REGISTRATIONS**

American Institute of Certified Planners (AICP)  
Sustainable Sites Initiative SITES Accredited Professional (SITES AP)

#### **AFFILIATIONS**

- American Planning Association
- Kentucky Chapter APA

#### **RELEVANT PROJECTS**

- Tallmadge Parks and Recreation Master Plan, Tallmadge, Ohio
- Portage Park District Master Plan, Portage County, Ohio
- Great Miami Trail, Monroe, Ohio
- Monroe Parks and Recreation Master Plan, Monroe, Ohio
- Monroe Bicentennial Commons, Community Park & Baker Park Master Plans, Monroe, Ohio
- Westlake Parks and Recreation Master Plan, Westlake, Ohio
- Elyria Parks and Recreation Master Plan, Elyria, Ohio
- Beaver Creek Parks and Recreation Master Plan, Beaver Creek, Ohio
- Randolph Township Parks and Recreation Master Plan, Randolph Township, New Jersey
- Strategic Plan for Parks, Recreation, Open Space, Trails, Events, and Cultural Arts, Fairfax, Virginia
- Lexington Parks and Recreation Master Plan, Lexington, Kentucky
- Lexington Aquatics Master Plan, Lexington, Kentucky
- Bowling Green Parks and Recreation Master Plan, Bowling Green, Kentucky
- Austin Aquatics Needs Assessment & Master Plan, Austin, Texas
- Danville Parks and Recreation Master Plan, Danville, Kentucky
- Portage Park District Master Plan, Portage Park District, Ohio
- Recreation Center Study, Frankfort, Kentucky
- Morris County Preservation & Recreation Needs Assessment & Strategy Report, Morris County, New Jersey
- Grand Prairie Parks and Recreation Master Plan, Grand Prairie, Texas

NANCY K. NOZIK, AIA

### ***Architectural and Recreation Center Analysis***



#### **EDUCATION**

Georgia Institute of Technology, Atlanta, Georgia:

Master of Architecture, 1990

Miami University, Oxford, Ohio:

Bachelor of Environmental Design, 1987

#### **REGISTRATIONS**

Registered Architect: State of Ohio

#### **RELEVANT PROJECTS**

##### **Recreation**

- Kovacic Recreation Center Addition and Renovation, Cleveland, Ohio
- Kenneth L. Johnson Recreation Center Addition and Renovation, Cleveland, Ohio
- Wagar Park, Lakewood, Ohio
- Somerset County Parks Commission Recreation Facilities Study, Bridgewater, New Jersey
- Elyria Ice Arena Renovations, Elyria, Ohio
- North Royalton City Green, North Royalton, Ohio
- Clague Park Pedestrian Bridge, Westlake, Ohio
- Westlake Community Services Center Study, Westlake, Ohio
- Kid's Cove Playground, Lakewood Park, Lakewood, Ohio
- Kent Parks & Recreation Community Health Concept Plan, Kent, Ohio
- Towpath Trail, Stage 3, Cleveland, Ohio
- North Royalton YMCA, North Royalton, Ohio
- North Royalton Memorial Park Playground, North Royalton, Ohio
- Detroit JCC Accessibility Study, Detroit, Michigan
- Blossom Hill Park Fieldhouse and Outdoor Aquatic Center, Brecksville, Ohio

##### **Aquatics**

- Westlake Peterson Pool, Westlake, Ohio
- Memorial Pool Feasibility Study, North Tonawanda, New York
- College of Wooster Natatorium Renovations, Wooster, Ohio
- Wooster High School Natatorium Renovations, Wooster, Ohio
- Elyria West & South Parks Spraygrounds, Elyria, Ohio
- North Ridgeville Outdoor Aquatics Study, North Ridgeville, Ohio
- Cleveland Heights – University Heights High School Natatorium, Cleveland Heights, Ohio

## D. KEY PERSONNEL

### MONICA G. SUMNER, RA, CID *Recreation Center Analysis*



#### **EDUCATION**

University of Kentucky, Bachelor of Architecture

#### **REGISTRATIONS**

Registered Architect: Commonwealth Kentucky #5641

Certified Interior Designer: Commonwealth of Kentucky #55

#### **AFFILIATIONS**

- AIAS, 1988 - 1993
- President Student Body - College of Architecture, '92,'93
- NCARB (Intern Development Program)
- President Local Chapter-Business Network International
- Advisory Committee, Lexington Community College Architectural Technology Program, 2001 – 2003
- President Spindletop Homemakers 2007 - 2008
- Kentucky Library Association Member
- Lexington Architectural Review Board 2008-2010
- President Spindletop Community Association 2010 – 2012

#### **RELEVANT PROJECTS**

- Colleyville Parks, Recreation and Open Space Master Plan, Colleyville, Texas
- Kyle Vista Recreation Center, Park Design & Operations Plan, Kyle, Texas
- Hamburg Pavilion YMCA, Lexington, Kentucky
- Jessamine County YMCA, Nicholasville, Kentucky
- Ray and Joan Kroc Community Center, Ashland, Ohio
- Don Umerley Civic Center Addition, Rocky River, Ohio
- Tri-Health Indoor and Outdoor Aquatic Addition, Cincinnati, Ohio
- Groveport Recreation Center, Groveport, Ohio
- Mt. Washington Community Center, Cincinnati Recreation Commission
- Madisonville Community Center, Cincinnati Recreation Commission
- Bowling Green Recreation Center, Bowling Green, Kentucky
- Paducah Recreation Center Feasibility Study, Paducah, Kentucky
- Paradise Cove Family Aquatic Center, Richmond, Kentucky
- Tipp City Aquatic Center, Tipp City, Ohio
- Marietta Family Aquatic Center, Marietta, Ohio
- Groveport Outdoor; Indoor Aquatic Centers, Groveport, Ohio
- Shelbyville Indoor and Outdoor Aquatic Center, Shelbyville, Kentucky
- Mt. Lookout Swim Club and Pool, Cincinnati, Ohio

JOSEPH W. ELDER, ASLA, BSLA  
***Graduate Landscape Architect***



### EDUCATION

University of Kentucky, BSLA

### AFFILIATIONS

- Kentucky Chapter ASLA
- American Society of Landscape Architects

### RELEVANT PROJECTS

- Tallmadge Parks and Recreation Master Plan, Tallmadge, Ohio
- Beavercreek Parks and Recreation Master Plan, Beavercreek, Ohio
- Lakewood Wagar Park, Lakewood, Ohio
- Monroe Bicentennial Commons, Baker Park, Community Park Master Plans, Monroe, Ohio
- Westfield Parks and Recreation Master Plan, Westfield, New Jersey
- Clifton Parks and Recreation Master Plan, Clifton, New Jersey
- Lexington Parks and Recreation Master Plan, Lexington, Kentucky
- Boone County Golf Course Club House, Boone County, Kentucky
- North Pointe Park, North Pointe, Kentucky
- Great Miami River Trail, Monroe, Ohio
- Colleyville Master Plan, Colleyville, Texas
- Harbin Park, Harbin, Ohio
- Mt. Sterling Aquatic Study, Mt. Sterling, Kentucky
- Norton Commons Pool, Louisville, Kentucky
- Ken Johnson Center, Cleveland, Ohio
- Glasgow Parks and Recreation Master Plan, Glasgow, Kentucky
- Carter County Sports Complex, Carter County, Kentucky
- Garland Parks and Recreation Master Plan, Garland, Texas
- Elyria East Park Trail, Elyria, Ohio
- Rowlett Parks Design, Rowlett, Texas
- ODOT Warren County Rest Areas, Warren County, Ohio
- Newtown Short Park Master Plan, Newtown, Ohio
- Muhlenberg County Recreation Center, Muhlenberg County, Kentucky
- Bowling Green Riverview Golf Course, Bowling Green, Kentucky
- American Legion Park, Glasgow, Kentucky



## E. References

## E. REFERENCES

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### **Westlake Parks & Recreation Master Plan**

Bob DeMinico, Director  
28955 Hilliard Blvd.  
Phone: 440.808.5699

Key Dates: February 2014 to November 2014 (adoption in February 2015)

City of Westlake Parks and Recreation  
Westlake, Ohio 44145  
Email: [bdeminico@cityofwestlake.org](mailto:bdeminico@cityofwestlake.org)

### **Tallmadge Parks and Recreation Master Plan**

Jessica Simons, Superintendent  
46 N. Munroe Dr.  
Phone: (330) 633-5321

Key Dates: May 2018 to present (Draft Plan submitted 6/6/2019)

City of Tallmadge Parks and Recreation  
Tallmadge, Ohio 44278  
Email: [JSimons@tallmadge-ohio.org](mailto:JSimons@tallmadge-ohio.org)

### **Lexington Parks and Recreation Master Plan and Aquatics Master Plan**

Ms. Monica Conrad, Parks and Recreation  
Director  
469 Parkway Drive  
Phone: (859) 288-2965

City of Lexington Parks and Recreation  
Department  
Lexington, KY 40504  
Email: [mconrad@lexingtonky.gov](mailto:mconrad@lexingtonky.gov)

### **Cincinnati Recreation Commission Master Plan for Service Delivery and Several Other Projects**

Dan Jones, Planning and Development  
Cincinnati, Ohio 45202  
Email: [dan.jones@cincinnati-oh.gov](mailto:dan.jones@cincinnati-oh.gov)

805 Central Avenue, Suite 800  
Phone: 513.352.4045  
Key Dates: May 1995 to June 1996

### **Boone County Parks and Recreation Master Plan and Several Other Projects**

Mr. David Whitehouse, Director  
5958 Garrard Street  
Phone: (859) 334-2117

Boone County Parks and Recreation  
Burlington, KY 41005  
Email: [dwhitehouse@boonecountky.gov](mailto:dwhitehouse@boonecountky.gov)

### **Bowling Green Parks and Recreation Master Plan and Several Other Projects**

Mr. Brent Belcher, Parks and Recreation, Director  
Bowling Green, Ky. 42101  
Email: [brent.belcher@bgky.org](mailto:brent.belcher@bgky.org)

225 E. 3rd St.  
Phone: (270) 393-3584

### **City of Fairfax, Virginia Strategic Master Plan for Parks, Trails, Open Space, Events and Cultural Arts**

Joanna Ormesher, CPRP, Tourism and Marketing  
Director  
Fairfax, Virginia 22030  
Email: [joanna.ormesher@fairfaxva.gov](mailto:joanna.ormesher@fairfaxva.gov)

10455 Armstrong Street  
Phone: 703.273.6097  
Key Dates: February 2013 to Completion in  
January 2014

### **Princeton Parks & Recreation Master Plan**

Mr. Ben Stentz, Director  
380 Witherspoon Street  
Phone: 609.921.9480

Key Dates: February 2007 to June 2008

Princeton Recreation Department  
Princeton, New Jersey 08540  
Email: [bstentz@princetonnj.gov](mailto:bstentz@princetonnj.gov)



**City of Kent  
Income Tax Division**

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**November 30, 2019**

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

**Monthly Receipts**

Total receipts for the month of November, 2019	\$1,070,525
Total receipts for the month of November, 2018	\$1,010,080
Total receipts for the month of November, 2017	\$1,162,952

**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 November 30, 2019	\$13,388,231	92.97%
Total receipts January 1 through November 30, 2018	\$12,959,193	90.09%
Total receipts January 1 through November 30, 2017	\$13,353,113	90.92%

**Year-to-date Receipts Through November 30, 2019 - 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>
2019	\$ 14,400,180	\$ 14,400,180	\$ 13,388,231	92.97%	7.03%

**Comparisons of Total Annual Receipts for Previous Ten Years**

<u>Year</u>	<u>Total Receipts</u>	<u>Change From Prior Year</u>
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%
2018	\$ 14,384,958	-2.06%

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

**2019 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended November 30, 2019**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,228,846	\$ 1,153,204	\$ 1,146,434	\$ (6,771)	-0.59%
February	1,072,047	\$ 1,062,513	\$ 1,142,355	79,842	7.51%
March	1,133,943	\$ 1,051,604	\$ 1,125,424	73,821	7.02%
April	1,561,337	\$ 1,656,767	\$ 1,649,439	(7,328)	-0.44%
May	1,233,090	\$ 1,229,804	\$ 1,283,213	53,409	4.34%
June	1,291,517	\$ 1,266,792	\$ 1,381,758	114,965	9.08%
July	1,161,945	\$ 1,054,319	\$ 1,047,029	(7,290)	-0.69%
August	1,116,420	\$ 1,073,511	\$ 1,126,859	53,348	4.97%
September	1,175,347	\$ 1,290,237	\$ 1,256,730	(33,507)	-2.60%
October	1,215,670	\$ 1,110,361	\$ 1,158,466	48,105	4.33%
November	1,162,952	\$ 1,010,080	\$ 1,070,525	60,445	5.98%
December	1,334,259	\$ 1,425,765			
<b>Totals</b>	<b>\$ 14,687,372</b>	<b>\$ 14,384,958</b>	<b>\$ 13,388,231</b>		

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,228,846	\$ 1,153,204	\$ 1,146,434	\$ (6,771)	-0.59%
February	2,300,893	2,215,718	2,288,789	73,071	3.30%
March	3,434,836	3,267,321	3,414,213	146,892	4.50%
April	4,996,173	4,924,088	5,063,652	139,564	2.83%
May	6,229,263	6,153,892	6,346,864	192,972	3.14%
June	7,520,780	7,420,684	7,728,622	307,938	4.15%
July	8,682,725	8,475,003	8,775,651	300,648	3.55%
August	9,799,145	9,548,514	9,902,510	353,996	3.71%
September	10,974,491	10,838,752	11,159,240	320,489	2.96%
October	12,190,161	11,949,112	12,317,707	368,594	3.08%
November	13,353,113	12,959,193	13,388,231	429,039	3.31%
December	14,687,372	14,384,958			
<b>Totals</b>	<b>\$ 14,687,372</b>	<b>\$ 14,384,958</b>			

**2019 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts from Kent State University**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended November 30, 2019**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 436,131	\$ 441,024	\$ 432,020	\$ (9,004)	-2.04%
February	398,208	\$ 408,429	\$ 402,645	(5,784)	-1.42%
March	441,069	\$ 439,804	\$ 429,564	(10,240)	-2.33%
April	474,495	\$ 475,808	\$ 463,208	(12,600)	-2.65%
May	428,818	\$ 434,264	\$ 426,386	(7,878)	-1.81%
June	425,646	\$ 437,151	\$ 421,609	(15,541)	-3.56%
July	403,532	\$ 392,738	\$ 400,822	8,084	2.06%
August	417,678	\$ 417,869	\$ 427,280	9,411	2.25%
September	356,602	\$ 398,667	\$ 424,497	25,830	6.48%
October	471,742	\$ 425,598	\$ 444,044	18,446	4.33%
November	445,247	\$ 450,474	\$ 447,742	(2,731)	-0.61%
December	445,693	\$ 430,640			
<b>Totals</b>	<b>\$ 5,144,861</b>	<b>\$ 5,152,467</b>	<b>\$ 4,719,818</b>		

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 436,131	\$ 441,024	\$ 432,020	\$ (9,004)	-2.04%
February	834,338	849,453	834,665	(14,788)	-1.74%
March	1,275,407	1,289,257	1,264,228	(25,029)	-1.94%
April	1,749,902	1,765,066	1,727,436	(37,629)	-2.13%
May	2,178,721	2,199,330	2,153,823	(45,507)	-2.07%
June	2,604,367	2,636,481	2,575,432	(61,048)	-2.32%
July	3,007,898	3,029,218	2,976,254	(52,964)	-1.75%
August	3,425,576	3,447,088	3,403,534	(43,554)	-1.26%
September	3,782,178	3,845,755	3,828,031	(17,723)	-0.46%
October	4,253,920	4,271,352	4,272,076	723	0.02%
November	4,699,167	4,721,826	4,719,818	(2,008)	-0.04%
December	5,144,861	5,152,467			
<b>Totals</b>	<b>\$ 5,144,861</b>	<b>\$ 5,152,467</b>			

**2019 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 Ten Years**

<b>Year</b>	<b>Total Receipts</b>	<b>Percent Change</b>
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	\$ 5,152,467	0.15%

**2019 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 November 30, 2019**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 153,588	\$ 144,134	\$ 143,288	\$ (846)	-0.59%
February	133,991	\$ 132,799	\$ 142,778	\$ 9,979	7.51%
March	141,727	\$ 131,436	\$ 140,662	\$ 9,227	7.02%
April	195,145	\$ 207,073	\$ 206,157	\$ (916)	-0.44%
May	154,119	\$ 153,708	\$ 160,384	\$ 6,675	4.34%
June	161,421	\$ 158,331	\$ 172,700	\$ 14,369	9.08%
July	145,227	\$ 131,775	\$ 130,864	\$ (911)	-0.69%
August	139,537	\$ 134,174	\$ 140,842	\$ 6,668	4.97%
September	146,902	\$ 161,261	\$ 157,074	\$ (4,187)	-2.60%
October	151,942	\$ 138,780	\$ 144,792	\$ 6,012	4.33%
November	145,353	\$ 126,246	\$ 133,801	\$ 7,555	5.98%
December	166,764	\$ 178,201			
<b>Totals</b>	<b>\$ 1,835,715</b>	<b>\$ 1,797,917</b>	<b>\$ 1,673,341</b>		

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 153,588	\$ 144,134	\$ 143,288	\$ (846)	-0.59%
February	\$ 287,579	\$ 276,934	286,066	\$ 9,133	3.30%
March	\$ 429,306	\$ 408,369	426,729	\$ 18,359	4.50%
April	\$ 624,451	\$ 615,442	632,885	\$ 17,444	2.83%
May	\$ 778,570	\$ 769,150	793,269	\$ 24,119	3.14%
June	\$ 939,992	\$ 927,481	965,969	\$ 38,488	4.15%
July	\$ 1,085,218	\$ 1,059,256	1,096,833	\$ 37,577	3.55%
August	\$ 1,224,755	\$ 1,193,430	1,237,675	\$ 44,245	3.71%
September	\$ 1,371,657	\$ 1,354,691	1,394,748	\$ 40,057	2.96%
October	\$ 1,523,599	\$ 1,493,471	1,539,540	\$ 46,069	3.08%
November	\$ 1,668,951	\$ 1,619,717	1,673,341	\$ 53,624	3.31%
December	\$ 1,835,715	\$ 1,797,917			
<b>Totals</b>	<b>\$ 1,835,715</b>	<b>\$ 1,797,917</b>			

**2019 CITY OF KENT, OHIO**  
**Comparison of Total Income Tax Receipts - Including Police Facility Receipts**  
**as of Month Ended November 30, 2019**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,382,434	\$ 1,297,339	\$ 1,289,722	\$ (7,617)	-0.59%
February	\$ 1,206,038	\$ 1,195,312	1,285,134	89,821	7.51%
March	\$ 1,275,670	\$ 1,183,039	1,266,086	83,047	7.02%
April	\$ 1,756,482	\$ 1,863,839	1,855,595	(8,244)	-0.44%
May	\$ 1,387,209	\$ 1,383,512	1,443,596	60,084	4.34%
June	\$ 1,452,938	\$ 1,425,124	1,554,458	129,334	9.08%
July	\$ 1,307,171	\$ 1,186,094	1,177,893	(8,201)	-0.69%
August	\$ 1,255,957	\$ 1,207,685	1,267,700	60,016	4.97%
September	\$ 1,322,249	\$ 1,451,498	1,413,804	(37,695)	-2.60%
October	\$ 1,367,611	\$ 1,249,141	1,303,258	54,117	4.33%
November	\$ 1,308,304	\$ 1,136,326	1,204,325	67,999	5.98%
December	\$ 1,501,023	\$ 1,603,965			
<b>Totals</b>	<b>\$ 16,523,087</b>	<b>\$ 16,182,875</b>	<b>\$ 15,061,572</b>		

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,382,434	\$ 1,297,339	\$ 1,289,722	\$ (7,617)	-0.59%
February	2,588,472	2,492,651	2,574,855	82,204	3.30%
March	3,864,142	3,675,690	3,840,942	165,251	4.50%
April	5,620,624	5,539,530	5,696,537	157,007	2.83%
May	7,007,833	6,923,042	7,140,133	217,091	3.14%
June	8,460,772	8,348,165	8,694,591	346,426	4.15%
July	9,767,943	9,534,260	9,872,484	338,225	3.55%
August	11,023,900	10,741,944	11,140,185	398,241	3.71%
September	12,346,149	12,193,443	12,553,989	360,546	2.96%
October	13,713,760	13,442,583	13,857,247	414,663	3.08%
November	15,022,064	14,578,910	15,061,572	482,663	3.31%
December	16,523,087	16,182,875			
<b>Totals</b>	<b>\$ 16,523,087</b>	<b>\$ 16,182,875</b>			

**KENT POLICE DEPARTMENT  
NOVEMBER 2019**

	NOVEMBER 2018	NOVEMBER 2019	TOTAL 2018	TOTAL 2019
CALLS FOR SERVICE	1805	1977	23186	26025
FIRE CALLS	394	384	4302	4329
ARRESTS, TOTAL	90	130	1488	1571
JUVENILE ARRESTS	3	9	87	88
O.V.I. ARRESTS	8	9	134	159
TRAFFIC CITATIONS	218	195	2697	2879
PARKING TICKETS	888	717	10683	10139
<b>ACCIDENT REPORTS</b>				
Property Damage	68	59	645	649
Injury	42	41	372	385
Private Property	15	3	97	136
Hit-Skip	5	11	133	70
OVI Related	4	4	33	42
Pedestrians	0	0	9	5
Fatals	2	0	9	7
	0	0	0	0
<b>U.C.R. STATISTICS</b>				
Homicide	0	0	0	0
Rape	0	0	3	3
Robbery	0	1	8	8
Assault Total	18	13	156	169
Serious		2		1
Simple		16		12
Burglary	5	7	70	56
Larceny	29	26	301	295
Auto Theft	0	0	12	13
Arson	0	0	3	1
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	52	47	553	545
<b>CRIME CLEARANCES</b>				
Homicide	0	0	0	0
Rape	0	0	0	2
Robbery	0	2	4	4
Assault Total	15	13	126	148
Serious		1		1
Simple		14		12
Burglary	2	2	15	21
Larceny	3	3	38	43
Auto Theft	0	0	0	6
Arson	0	0	2	0
Human Trafficking:Servitude	0	0	0	0
Human Trafficking:Sex Acts	0	0	0	0
TOTAL	20	20	185	224



## KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT OCTOBER 2019

### FIRE INCIDENT RESPONSE INFORMATION

#### Summary of Fire Incident Alarms

City of Kent			
Kent State University			
Franklin Township			
Sugar Bush Knolls			
Mutual Aid Given			
<b>Total Fire Incident Alarms</b>			

CURRENT PERIOD			YEAR TO DATE		
2019	2018	2017	2019	2018	2017
78	68	65	672	564	521
15	10	19	119	98	90
25	14	15	177	143	151
2	0	0	5	3	1
1	4	4	32	24	26
<b>121</b>	<b>96</b>	<b>103</b>	<b>1005</b>	<b>832</b>	<b>789</b>

#### Summary of Mutual Aid Received by Location

City of Kent			
Kent State University			
Franklin Township			
Sugar Bush Knolls			
<b>Total Mutual Aid</b>			

1	0	0	4	6	7
0	0	0	0	1	0
0	0	0	1	1	1
0	0	0	0	0	0
<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>8</b>	<b>8</b>

### EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

#### Summary of Emergency Medical Service Responses

City of Kent			
Kent State University			
Franklin Township			
Sugar Bush Knolls			
Mutual Aid Given			
<b>Total Emergency Medical Service Responses</b>			

CURRENT PERIOD			YEAR TO DATE		
2019	2018	2017	2019	2018	2017
214	224	231	2146	2207	2113
39	50	53	261	302	260
38	64	41	461	479	428
0	6	0	9	23	2
2	2	3	28	30	33
<b>293</b>	<b>346</b>	<b>328</b>	<b>2905</b>	<b>3041</b>	<b>2836</b>

#### Summary of Mutual Aid Received by Location

City of Kent			
Kent State University			
Franklin Township			
Sugar Bush Knolls			
<b>Total Mutual Aid</b>			

2	4	2	20	24	12
1	0	3	4	2	6
0	0	2	6	1	3
0	0	0	0	0	0
<b>3</b>	<b>4</b>	<b>7</b>	<b>30</b>	<b>27</b>	<b>21</b>

### TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

<b>414</b>	<b>442</b>	<b>431</b>	<b>3910</b>	<b>3873</b>	<b>3625</b>
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### TOTAL ALL RESPONSES, INCLUDING MUTUAL AID

<b>418</b>	<b>446</b>	<b>438</b>	<b>3945</b>	<b>3908</b>	<b>3654</b>
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**FIRE INCIDENT RESPONSE INFORMATION**

**KENT FIRE DEPARTMENT  
MONTHLY INCIDENT REPORT  
NOVEMBER 2019**

**Summary of Fire Incident Alarms**

City of Kent	62	52	48
Kent State University	16	21	15
Franklin Township	16	22	12
Sugar Bush Knolls	1	0	1
Mutual Aid Given	2	4	6
<b>Total Fire Incident Alarms</b>	<b>97</b>	<b>99</b>	<b>82</b>

CURRENT PERIOD			YEAR TO DATE		
2019	2018	2017	2019	2018	2017
62	52	48	734	616	569
16	21	15	135	119	105
16	22	12	193	165	163
1	0	1	6	3	2
2	4	6	34	28	32
<b>97</b>	<b>99</b>	<b>82</b>	<b>1102</b>	<b>931</b>	<b>871</b>

**Summary of Mutual Aid Received by Location**

City of Kent	1	1	0
Kent State University	0	0	0
Franklin Township	0	0	0
Sugar Bush Knolls	1	0	0
<b>Total Mutual Aid</b>	<b>2</b>	<b>1</b>	<b>0</b>

CURRENT PERIOD			YEAR TO DATE		
2019	2018	2017	2019	2018	2017
1	1	0	5	7	7
0	0	0	0	1	0
0	0	0	1	1	1
1	0	0	1	0	0
<b>2</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>9</b>	<b>8</b>

**EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION**

**Summary of Emergency Medical Service Responses**

City of Kent	207	199	182
Kent State University	36	38	19
Franklin Township	36	48	36
Sugar Bush Knolls	2	4	0
Mutual Aid Given	3	4	2
<b>Total Emergency Medical Service Responses</b>	<b>284</b>	<b>293</b>	<b>239</b>

CURRENT PERIOD			YEAR TO DATE		
2019	2018	2017	2019	2018	2017
207	199	182	2353	2406	2295
36	38	19	297	340	279
36	48	36	497	527	464
2	4	0	11	27	2
3	4	2	31	34	35
<b>284</b>	<b>293</b>	<b>239</b>	<b>3189</b>	<b>3334</b>	<b>3075</b>

**Summary of Mutual Aid Received by Location**

City of Kent	1	0	1
Kent State University	0	1	0
Franklin Township	0	0	0
Sugar Bush Knolls	0	0	0
<b>Total Mutual Aid</b>	<b>1</b>	<b>1</b>	<b>1</b>

CURRENT PERIOD			YEAR TO DATE		
2019	2018	2017	2019	2018	2017
1	0	1	21	24	13
0	1	0	4	3	6
0	0	0	6	1	3
0	0	0	0	0	0
<b>1</b>	<b>1</b>	<b>1</b>	<b>31</b>	<b>28</b>	<b>22</b>

**TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS**

<b>381</b>	<b>392</b>	<b>321</b>	<b>4291</b>	<b>4265</b>	<b>3946</b>
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**TOTAL ALL RESPONSES, INCLUDING MUTUAL AID**

<b>384</b>	<b>394</b>	<b>322</b>	<b>4329</b>	<b>4302</b>	<b>3976</b>
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