



# KENT HEALTH DEPARTMENT

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414 E. MAIN ST., P.O. BOX 5192, KENT, OHIO 44240 (330) 678-8109 FAX (330) 678-2082

To: Dave Ruller

From: Jeff Neistadt, Health Commissioner

Date: February 16, 2017

RE: Tobacco Policy Grant Deliverables

Good morning, I am requesting City Council time to discuss the policy deliverables for our tobacco control grant through the Ohio Department of Health. Discussion items will include smoke-free multi-unit housing, smoke free outdoor spaces, and having our larger community events become smoke free through policy initiatives.

Sincerely,

Jeff Neistadt, MS, RS/REHS  
Health Commissioner



# CITY OF KENT, OHIO

## DEPARTMENT OF COMMUNITY DEVELOPMENT

**Date:** February 21, 2017  
**To:** Dave Ruller, City Manager  
**Cc:** Bridget Susel, Community Development Director  
Tara Grimm, Clerk of Council  
PY2017 CDBG Action Plan File  
**From:** Dan Morganti, Grants & Neighborhood Program Coordinator  
**Re:** PY2017 CDBG Funding & Project Recommendations

The City is preparing its funding request for the PY2017 Community Development Block Grant Program (CDBG). The funding request is submitted to the U.S. Department of Housing and Urban Development (HUD) on an annual basis and must include a list of proposed programs that will be implemented with CDBG funding during the year. The City's PY2017 CDBG allocation has not yet been determined by HUD, but it is anticipated the City will receive around the same level of CDBG funding allocated in PY2016, which was \$271,075. A total of seven (7) project proposals were received this year seeking CDBG funding assistance and the total amount of funding requested was \$403,250. Based on a review of these proposals and in consideration of all applicable CDBG regulatory requirements, staff is recommending Council approval of the following projects and amounts:

### 1. City of Kent, Engineering Department – Cedar Street Reconstruction

This activity provides funding to assist with the full depth reconstruction of Cedar Street from Cherry Street to Dodge Street. The work involves new sidewalks, concrete curb and gutter, a waterline replacement, sanitary sewer replacement and storm sewers to improve drainage along the roadway. This is a multi-year project and construction is scheduled for 2019 (Phase 1 – Cherry to Harris) and 2021 (Phase 2 – Harris to Dodge).

Funding Requested: \$170,000

Funding Recommended: \$110,000

PY2016 CDBG Funding: \$140,000

### 2. City of Kent, Parks & Recreation – Hike/Bike Trail Design (Brady's Leap Segment)

This activity will provide funding to assist with design costs associated with this segment that connects the Main Street Bridge and the Fairchild Bridge. Design costs are an eligible CDBG expense, but overall eligibility is contingent upon actual construction of the project. Construction of this portion of the trail is anticipated to take place in 2019.

Funding Requested: \$75,000

Funding Recommended: \$10,000

PY2016 CDBG Funding: \$20,000

**3. City of Kent, Police Department – Neighborhood Policing Program**

The Neighborhood Policing Program provides additional patrols and police visibility primarily in low-to-moderate income neighborhoods and in assisted housing complexes. The program has a goal of improving communication, trust and understanding between residents and the Police Department. Funding for this activity is counted toward the Public Service 15% funding limitation.

Funding Requested: \$24,000  
PY2016 CDBG Funding: \$5,000

Funding Recommended: \$10,000

**4. CAC of Portage County – Furnace Inspection & Targeted Replacement**

The applicant is requesting funding from the CDBG program to continue its “Kent Furnace Inspection/Targeted Replacement Program” that provides the services of furnace inspections, tune-ups, or the replacement of failing or inefficient furnaces and/or hot water tanks for low-to-moderate income Kent households.

Funding Requested: \$35,000  
PY2016 CDBG Funding: \$35,000

Funding Recommended: \$35,000

**5. Family & Community Services – Homeless Shelter Services**

The Homeless Shelter Services program provides services at Miller Community House an emergency homeless shelter. Funding helps pay for shelter nights spent by Kent residents including needed case management, counseling and housing placement. Funding for this activity is counted toward the Public Service 15% funding limitation.

Funding Requested: \$15,000  
PY2016 CDBG Funding: \$15,000

Funding Recommended: \$15,000

**6. Family & Community Services – Locke Apartments Exterior Stairs/Railing Rehab**

This project proposes to replace two deteriorating exterior flights of stairs, update a second floor handrail to meet current code guidelines and secure existing dilapidated handrail supports. The subject building provides 10 units of affordable permanent supportive housing for low- to moderate-income residents.

Funding Requested: \$65,250  
PY2016 CDBG Funding: \$0

Funding Recommended: \$65,000

**7. City of Kent, Community Development – Administration**

These funds are used to cover grant administration costs such as the cost of staff, supplies, advertising, postage, copying, travel costs for trainings, and other related costs. Funding for this activity is counted toward the Planning and Administration 20% funding limitation.

Funding Requested: \$0  
PY2016 CDBG Funding: \$11,075

Funding Recommended: \$7,075

**8. Fair Housing Contact Services – Fair Housing Services**

These funds will be used to cover the cost associated with the provision of fair housing services through Fair Housing Contact Services of Akron. This agency provides counseling in the areas of housing discrimination and landlord-tenant issues. They investigate fair housing complaints and provide a variety of public education and outreach services in the City. Funding for this activity is counted toward the Planning and Administration 20% funding limitation.

Funding Requested: \$19,000  
PY2016 CDBG Funding: \$19,000

Funding Recommended: \$19,000

A spreadsheet summarizing the requested and recommended funding amounts has been attached for review. Copies of all submitted PY2017 CDBG proposals also are available for review at the Community Development Department.

**PY2017 CDBG Allocations (8/1/17 to 7/31/18)**

<b>Applicant</b>	<b>Project</b>	<b>CDBG Request</b>	<b>Recommended Funding</b>	<b>Funds Awarded in PY2015</b>
Engineering Department	Cedar Street Reconstruction	\$170,000	\$110,000	\$140,000
Parks & Recreation	Design of Hike & Bike Trail (Brady's Leap Segment)	\$75,000	\$10,000	\$20,000
Police Department	Neighborhood Policing Program	\$24,000	\$10,000	\$5,000
CAC of Portage County	Furnace Inspection/Targeted Replacement Program	\$35,000	\$35,000	\$35,000
Family & Community Services	Homeless Shelter Services	\$15,000	\$15,000	\$15,000
Family & Community Services	Locke Apartments Exterior Stairs/Railing Rehabilitation	\$65,250	\$65,000	-
Community Development	Administration	\$0	\$7,075	\$11,075
Fair Housing Contact Services	Fair Housing Services	\$19,000	\$19,000	\$19,000
<b>TOTAL</b>		<b>\$403,250</b>	<b>\$271,075</b>	
	<b>2017 Estimated Allocation:</b>		<b>\$271,075</b>	
			\$25,000	
			\$26,075	
Public Service Cap (15%):	\$40,661			
Administration Cap (20%):	\$54,215			

## “Multi-Cultural” Planning Meeting

January 13, 2017

Attendees: Roger Sidotti, Heidi Shaffer, Robin Turner, Dave Ruller

### Purpose Comments

In Council's "multi-cultural" motion, Council asked Robin, Roger and Heidi to meet with staff to formulate a strategy for how to roll out the new multi-cultural initiative, and then report back to Council with some recommendations.

### The Possibilities

The meeting began with an open discussion that touched on the wide range of possibilities that were hoped to be inspired by a multi-cultural initiative. It was clear from the remarks that the small group shared Council's desire to do something impactful in the community -- and each member had ideas for what that could include, e.g., Compassionate City designation, Syrian refugee assistance, Welcoming City, community events, age friendly community, job training, neighborhood outreach, Martin Luther King events, etc.

With general support for all of the ideas --and a recognition that these were just a partial list of the kinds of opportunities that could be spawned from this new initiative -- the members turned their attention to how to go about packaging all of the great ideas into a coherent initiative that could gain traction in the community and be embraced and “owned” by the entire community.

### Getting Organized

The small group agreed that while the City can help get this effort started, it would not be successful if it was viewed as a “city government” project led from the top down. The shared hope was that with thoughtful community based leadership, and community engagement at all levels, the initiative would find ways to personalize issues, “un-marginalize” people, and make people feel whole -- and a part of something that was bigger than the sum of its parts – with that something being the Kent community.

In order to be considered a “new” initiative, there was discussion about the need to re-frame the issues, give new voices a chance to participate, and to change the narrative that seems to be stuck on irreconcilable differences.

That being said, the group cautioned that the effort shouldn't seek to “homogenize” differences for the sake of emphasizing “similarities” because it is those differences that make people interesting – and Kent so dynamic – and as a community we should be willing to celebrate those differences and thereby celebrate Kent's best attribute, its people. Kent is living proof that “one size” does not fit all.

### Getting the Language Right

The conventional goals of “inclusion” or “diversity” were noted as laudable foundational elements for this effort but because of their over-use and “political” affiliations, the group thought it was important to find new language, in order to lead from a new position, in the hopes of breaking new ground rather than being held hostage to the cycle of rhetoric which causes people to be entrenched rather than empowered by these efforts.

There was some interesting dialogue about helping to break out of the "us vs. them" trap by realizing that "them is us." That also led to mention of coming up with a more meaningful – and hopefully "catchy" – name to replace the placeholder of multi-cultural.

"Multi-cultural" sounded too detached, or too academic, to inspire a grass roots movement so "One Kent" was mentioned as an alternative. It turns out that back in 2007, when I started the Kent 360 Blog, the tag line that I used on the header was "many voices, one Kent" and then in 2009 a group of KSU marketing students suggested using the "One Kent" phrase to capture a broad initiative to strengthen town/gown relations.

The One-Kent phrase has been bouncing around for about a decade, and One Kent seems a little friendlier and perhaps more meaningful to people, so our small group picked up on it but ultimately I think we'd plan to bring up the "naming rights" back with full Council. I'm not convinced that there may not be an even better name out there that the community or the new Commission could come up with.

#### Capacity Building

The group focused on taking steps that would build the community capacity for appreciation of people of all "makes and models." In that way, as a capacity building effort, the results would be sustainable beyond the particular life cycle of the initiative, and contribute to a long term cultural shift.

The group members expressed a strong desire to jump start community efforts by "doing something" that would demonstrate Kent's commitment to all people, and hopefully build momentum for a community led initiative. That bias for action, also led to the comment that there's a lot of stuff already in "action" and part of this effort should find ways to showcase that.

#### Commission Model

Council talked about using the "Sustainability Commission" as a possible model to replicate to lead the new multi-cultural effort, and I think the small group agreed that is a logical starting point.

The next steps for the small group would include coming up with a recommendation for Council on how to create a new citizen commission that would advise, advocate, and engage the community on the many topics that touch on enriching the multi-cultural experience in Kent for visitors and residents of Kent.

That recommendation would need to address how many members are needed, what would the composition of the membership look like, how do we recruit that membership, and once Council invites them to the table do we have enough of a consensus to define their mission and then step back to let them go accomplish it?

Do we need to devote City resources to get the ball rolling? Should we coordinate the launch with like-minded organizations that are also working on this type of mission in our community, e.g., Churches, KSU, other? Do we make a splash with the Compassionate City designation as a first step and then roll out the Commission? Or do we ask the Commission to do the work required to achieve the Compassionate City designation as their first order of business?

I think these are the types of decisions that Council will need to make and my hope is that the small group can give Council some initial thoughts on how to answer those questions.

## “Multi-Cultural” Planning Meeting #2

February 3, 2017

Attendees: Roger Sidotti, Heidi Shaffer, Robin Turner, Dave Ruller

### Purpose Comments

Follow-up to the first planning meeting to develop more details on the “One Kent” initiative and propose launch and roll-out strategy options to present to Council.

### Tone Setting Leadership

The discussions began with references to the important role that Council can serve in setting a positive tone for the One Kent initiative. Rather than adding to the “noise” of the politically charged language that tended to push people into their “respective opinion corners” there was a desire to use the One Kent “umbrella” as a way to provide a safe haven for community conversations, authentic dialogue, and even discord.

Council members can lead by example and by creating an environment where positive conversations have a better chance to occur.

### Context Setting

To that end, the members noted that small group settings (similar to candidate night forums) are preferred to large group settings as they allow people to be engaged in more natural conversations rather than being “spoken” to from a talking head in front of a microphone.

It was suggested that there is a temptation in large group settings for speakers to exaggerate opinions to be more extreme, to inflame rather than engage the audience, and turn what was intended to be a discussion into a rally for one opinion over another rather than a genuine conversation.

The large group settings seemed to encourage a sense of anonymity that contribute to less civil “crowd” behaviors as evidenced by applauding or shouting at speakers depending upon their statements and beliefs.

Small group settings were viewed as a better way to allow people to communicate “face to face” and to personalize the topics rather than speaking in generalities. Personalization of people, topics, and community issues was considered the most important and impactful way to effect positive change -- so anything that could be done to promote greater personalization was strongly recommended.

### Natural Occurring Dialogue

Another recommendation of the group was to take steps to make sure that the One Kent initiative was not a top-down driven Council directive. Council has a great opportunity to start the process by tossing a few rocks in the water – but the ripples of conversation that follow must be allowed to occur naturally, outside of Council’s authority – and the leadership must guard against issues being “forced” upon anyone.

Comments were made that One Kent needs to be a “big” initiative that keeps its focus at the macro-community level, seeking positive affirmation for what makes Kent great and what will keep it great for generations to come.



One Kent must not be allowed to be marginalized and boxed-in as a "race" initiative or as an "immigrant" initiative, etc.; and City leadership needs to protect against letting One Kent slip into the kind of "full frontal assault" on those topics which has led to polarization rather than unification nationally.

Protecting the aspirational qualities of One Kent, and not letting it be held hostage to single issue agendas is considered critical to its success. Hopefully from the higher level aspiration, the single issue topics that are most relevant to Kent will emerge naturally in a locally-based, practical context for "what do we need to do" to make Kent an even better community, rather than getting pulled-in to an irreconcilable ideological debate.

"Keeping it local" should be a constant reminder for all participants.

The goal of One Kent conversations is to enrich the Kent community, not prove that one position is right and another is wrong, in order win an argument. One Kent needs to adopt an "abundance" perspective where everyone wins when the community wins.

#### Initiative Launch

The group wrestled with the tension that comes from needing to organize the initiative enough to get it started and attract broad based community interest, without putting too much structure around it that could inhibit its natural growth at the grass roots level because it has too large of a City administrative fingerprint on it.

One of the Initiative goals is to recruit more of the "average Joe and Sally's" who, for whatever reason, have not been inspired to get engaged in their community. The well-known "issue champions" with their specific agendas are welcome to be participate but One Kent is intentionally designed not be a platform for the replaying of their message.

The group advised that they believe it will be important to have a well-publicized launch event to publicly unveil the initiative, make a splash, and introduce the idea to the community. Ideally, it would be great to follow that up with a few "early wins" such as the compassionate city designation, a web presence, general Initiative goals and description, and a timeline for upcoming important community dates.

As a starting point, the public mission of the Initiative was suggested as "to live our values through community" and the action statements were "to talk, listen, learn, and facilitate."

#### Community Leadership Advisory Team

Council will then need to begin to invite/recruit/select a community based leadership team to carry the initiative forward. This group would be asked to advise Council on the steps needed to develop an action, build interest and momentum, and rally the community around Kent.

Functionally, it was suggested that this leadership advisory team could be modeled after the Sustainability Commission – but the group cautioned about labeling it as a "City Commission" as that designation has certain connotations that could limit its broad based appeal.

With that in mind, the group emphasized that the Initiative is aimed at "capacity building" -- raising the community's understanding of what makes Kent a special community and organizing local resources to make sure it can keep doing that even better.

The leadership advisory team would in part be training “community conversationalists” to steward the community process and cultivate local talents that make sure the needed hometown conversations happen for generations to come.

Neighborhood Enrichment

The One Kent initiative is rooted in the ideas and objectives outlined in the Kent Bicentennial Plan, particularly valuing the eclectic mix of people that make Kent their home. Together, those homes form Kent’s neighborhoods, and the One Kent Initiative is intended to pick up where the Bicentennial Plan left off with a focus on Kent as a community of neighborhoods.

After 2 years of community meetings and public input sessions back in 2003, the Bicentennial Plan distilled hundreds of public comments and preferences into a list of community priorities. From downtown revitalization and environmental stewardship, to neighborhood stabilization and sustainability, the Bicentennial Plan made a bold community statement.

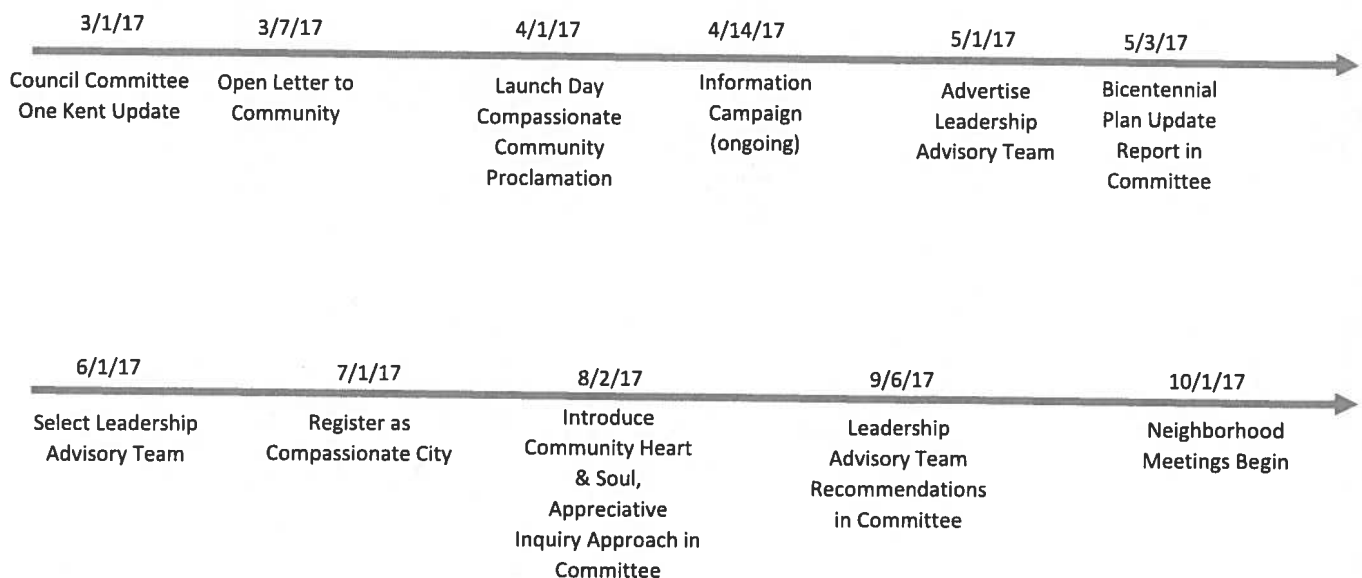
The transformation of downtown Kent re-built the physical infrastructure to enhance the connectivity of the central business district to Kent State University, the Cuyahoga River, hike and bike trails, and the neighborhoods that make up the Kent community.

The One Kent Initiative seeks to re-build the social infrastructure to enhance the connectivity of the people that live, work, play and learn in the Kent community.

Both the physical and social infrastructure goals of the Bicentennial Plan focus on empowering, enabling and enriching the lives of people. Achieving these goals ensures that Kent will remain a people-centered community.

Timeline

The group developed a rough outline of a possible time frame for the One Kent Initiative, as follows:





# CITY OF KENT, OHIO

## DEPARTMENT OF FINANCE

**To:** Dave Ruller, City Manager  
**From:** David A. Coffee, Director of Budget and Finance  
**Date:** February 21, 2017  
**Re:** FY2017 Appropriation Amendments, Transfers, and Advances

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

### Fund 001 – General

Increase \$ 36,500 Health Department / Other (O&M) – Addt'l funding to reflect receipt of EPA Grant for Mosquito Control per J. Neistadt 2/16/2017 memo.  
Increase \$ 30,276 CHIP Grant / Community Dev. / Other (O&M) – Addt'l appropriation to expend remainder of \$300K ODSA Grant (2015) per B. Susel 2/20/2017 memo.

### Fund 106 – Parks and Recreation

Increase \$ 132,000 Parks and Recreation / Capital – Appropriation of amount withheld from Original Appropriation of 2017 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

### Fund 121 – State & Local Forfeits

Increase \$ 1,000 Police / Other (O&M) - Appropriation of amount withheld from Orig. Approp. of 2017 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

### Fund 122 – Drug Law Enforcement

Increase \$ 8,500 Police / Other (O&M) - Appropriation of amount withheld from Orig. Approp. of 2017 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

### Fund 124 – Income Tax Safety

Increase \$ 600,000 Police / Personnel - Appropriation of amount withheld from Orig. Approp. of 2017 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.  
Increase \$ 9,020 Police / Other (O&M) – Addt'l appropriation for Continued Prof. Training (CPT) Program per Chief Lee 2/9/2017 memo.

Continued -

**Fund 128 – Fire & E.M.S.**

Increase      \$    400,000      Fire / Personnel - Appropriation of amount withheld from Orig. Approp. of 2017 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

**Fund 201 – Water**

Increase      \$    15,000      Service / Vehicle Maint./ Capital - Reappropriate 2016 funds for Vehicle Maintenance Addition per J. Osborne 2/1/17 memo.

Increase      \$    200,000      Capital / SVC-Capital Facilities – Addt'l funding for Main Street Water Main Repair per J. Bowling 2/14/17 memo.

Increase      \$    200,000      Capital / SVC-Capital Facilities - Appropriation of amount withheld from Original Appropriation of 2017 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

**Fund 202 – Sewer**

Increase      \$    15,000      Service / Vehicle Maint./ Capital - Reappropriate 2016 funds for Vehicle Maintenance Addition per J. Osborne 2/1/17 memo.

**Fund 208 – Storm Water**

Increase      \$    200,000      Capital / SVC-Capital Facilities - Appropriation of amount withheld from Original Appropriation of 2017 Approved Budget due to Cert. of Est. Resources compliance; City had to file 1<sup>st</sup> Amendment with County before appropriating remainder of KCC Approved Budget.

**Fund 301 – Capital**

Increase      \$    26,568      Service / Vehicle Maintenance / Capital - Reappropriate 2016 funds for Vehicle Maintenance Addition per J. Osborne 2/1/17 memo.

Increase      \$      6,500      Service / Central Maintenance / Capital - Reappropriate 2016 funds for Time & Attendance Reporting System per J. Osborne 2/1/17 memo.

Increase      \$    70,000      Service / Capital Facilities / Capital – Addt'l funding for Portage Bike & Hike Trail – S.R. 59 Segment Brick Crosswalks per J. Bowling 2/21/2017 memo.

**The following inter-fund transfers are hereby requested:**

Repayment of Advances    \$ 110,000.00      **From:** Fund 208 / Storm Water Utility -  
**To:** Fund 001 / General – Repayment of Prior Year Advances per 2017 Capital Plan, withheld from Original Appropriation of 2017 Approved Budget due to COER compliance requirements.



# KENT HEALTH DEPARTMENT

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414 E. MAIN ST., P.O. BOX 5192, KENT, OHIO 44240 (330) 678-8109 FAX (330) 678-2082

To: Dave Coffee

From: Jeff Neistadt, Health Commissioner

Date: February 16, 2017

RE: EPA Mosquito Funding Grant Monies

Good morning, I am requesting to have the \$36,500 EPA funding that was electronically deposited in February to be re-allocated into our General Fund professional service line 7340. I appreciate all of your assistance with this.

Sincerely,

Jeff Neistadt, MS, RS/REHS  
Health Commissioner



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: February 20, 2017

TO: David Coffee, Budget & Finance Director

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

RE: Appropriations Request: Community Housing Impact & Preservation (CHIP) Grant

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The City of Kent received a \$300,000 Community Housing Impact & Preservation (CHIP) Grant from the State of Ohio Development Services Agency (ODSA) in September 2015.

To date, The Community Development Department has expended \$169,724.00 of its CHIP grant allocation and has an additional \$100,000.00 appropriated for 2017. The City is required to have all grant funds committed to projects by May 31, 2017 and fully expended by November 30, 2017.

In order to ensure the timely commitment and expenditure of all grant funds by ODSA's stated deadlines, I am respectfully requesting the appropriation of an additional **\$30,276.00** in CHIP funds, which, is the balance of the City's grant award.

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

Cc: Dan Morganti, Grants & Neighborhood Programs Coordinator

# KENT POLICE DEPARTMENT

319 SOUTH WATER STREET • KENT, OHIO 44240

330-673-7732

# RECEIVED

FEB 13 2017

BY   
CITY OF KENT  
BUDGET & FINANCE

MICHELLE A. LEE  
Chief of Police

TO: Dave Coffee  
Director of Budget & Finance

FROM: Michelle A. Lee   
Chief of Police

Date: February 9, 2017

Subject: Appropriation of Funds

In order to comply with OAC 109:2-18-04, funds that were received from the Ohio Attorney General's Office and deposited into the revenue line 124-4235 must be used for Continued Professional Training (CPT). The funds are received after each calendar year based on department compliance with the mandated program and is to be used to defray costs of the CPT program courses in the following year. Please appropriate the funds for use. The new expense line created for these course fees is listed, along with the amount needed.

124-01-510-102.7220


\$9,020.00

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

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: David Coffee  
Dave Ruller

FROM: Jim Bowling 

DATE: February 14, 2017

RE: Main Street Water Main – Appropriations Request Construction

The Engineering Division is requesting to appropriate \$200,000 in water funds to construct a repair to our water distribution system. In late 2016 there was a water main break on West Main Street under the Wheeling and Lake Erie (W&LE) Rail Road tracks. Due to the location of the break, our crews were unable to repair the main under the tracks. Therefore, we capped the water main on both sides of the tracks to maintain water service in the area. Since the break, a new water main crossing that will be bored under the tracks has been designed and approval sought from W&LE. Upon approval of the appropriations we will advertise for bids from contractors to perform the replacement.

If there are any questions on the above request, please let me know.

c: Melanie Baker  
Brian Huff  
Rhonda Boyd  
Cathy Wilson



CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: **David Coffee**; Dave Ruller

FROM: John Osborne  
Jim Bowling *JLB*

DATE: February 1, 2017

RE: 2016 Capital Improvement Program – Re-appropriation for 2017  
Central Maintenance Division

The following projects appropriations need to be carried over to 2017. These projects are critical to the operations of the City and still have a defined need to be completed. Please note that the projects included in this memo are from the Central Maintenance and Vehicle Maintenance Divisions. If there are any questions on the following list of funds, which were appropriated and not encumbered at the end of 2016, please let us know.

**Time and Attendance Reporting System (2016CMD003)** – This project consists of updating the current time clock system with a modern system that would increase efficiency in the division. The challenges in finding the best vendor’s product that would meet the demands of our current contract have delayed the implementation of this project. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2017.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2016	301 – Capital	\$6,500	

**Vehicle Maintenance Addition (2015KVMP001)** – The project design was completed in 2016. The project is anticipated to be bid in the spring of 2017 with construction beginning in the summer of 2017. Therefore, the following appropriated and not encumbered monies will need to be re-appropriated in 2017.

Original CIP Year	Fund	Re-Appropriation Request	Comment
2015	201 – Water	\$15,000	
2015	202 - Sewer	\$15,000	
2015	301 – Capital	\$26,568	

The total 2016 appropriations needing to be re-appropriated, by fund, based on the above are:


<b>Fund</b>	<b>2017 Re-appropriations</b>
201 – Water	\$15,000
202 – Sewer	\$15,000
301 - Capital	\$33,068

C: Brian Huff  
Melanie Baker  
Suzanne Robertson  
Brad McKay  
Rebecca Swauger  
Cathy Wilson  
File

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

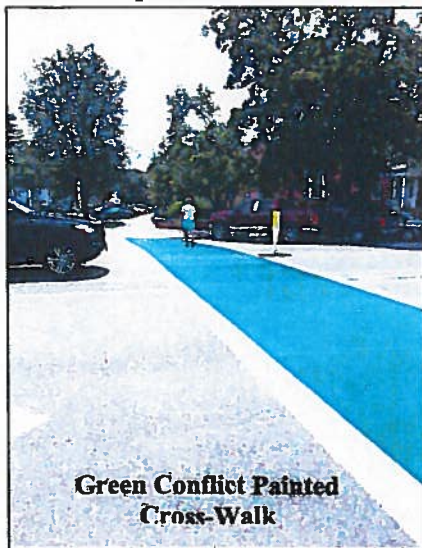
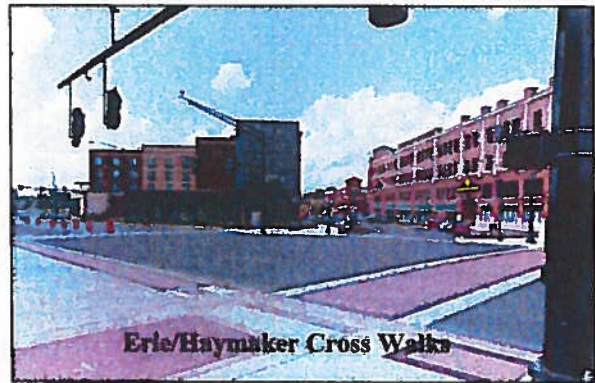
TO: David Coffee  
Dave Ruller

FROM: Jim Bowling 

DATE: February 21, 2017

RE: Portage Bike and Hike Trail – SR 59 Segment  
Appropriation Request

The Service Department is requesting council time to consider the addition of brick cross walks at two locations to the upcoming Portage Bike and Hike Trail project. The street crossings included in this request are at Water Street (SR 43) and Depeyster Street on the south side of Haymaker Parkway. Attached is an image showing the locations of the trail and the cross walks. As shown in the image, the trail and street crossings are adjacent to downtown and connect the new Police Station, the Fire Station and site of the new administration building. The addition of the brick crosswalks will better contextually connect the growing municipal complex along Haymaker Parkway as well as connect the municipal complex to the downtown. The crosswalks would be similar to the crosswalks at the Erie Street/Haymaker Parkway intersection, shown in the above photo.



The current plan (without the brick crossings) includes using green conflict paint in the cross walks to highlight the crossings and indicate that there is significant usage of the cross walk. See the photo to the left for an example of what the crosswalks in the base bid would look like.

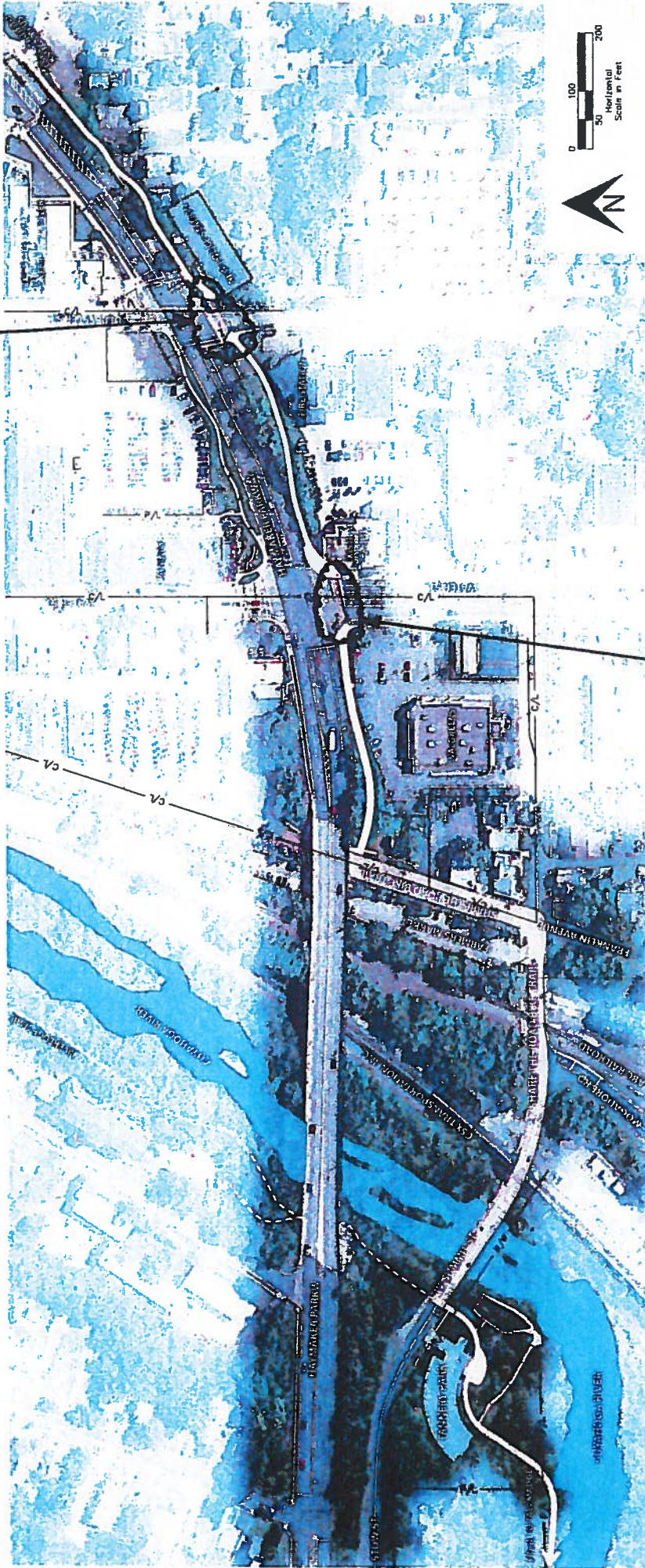
The plans will be bid with the brick cross walks as an alternate bid item which will allow the City the flexibility to see the cost for the increase before contracting out the work. The projected budget increase to add the brick cross walks is \$70,000. We are requesting City council authorization to appropriate the \$70,000 increase from the 301 fund to add the brick cross walks to the project.

C: John Idone  
Melanie Baker

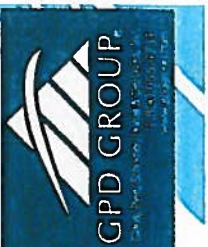


DEPEYSTER STREET  
CROSSING

WATER STREET  
CROSSING



### KENT - POR BIKE AND HIKE SR 59 Segment Kent, OH



THE CITY OF KENT, OHIO, HAS COMMISSIONED GPD GROUP TO DESIGN AND CONSTRUCT THE PORT BIKE AND HIKE TRAIL. THE TRAIL WILL BE A 1.5 MILE SEGMENT OF THE SR 59 CORRIDOR, FROM DEPEYSTER STREET TO WATER STREET. THE TRAIL WILL BE A 1.5 MILE SEGMENT OF THE SR 59 CORRIDOR, FROM DEPEYSTER STREET TO WATER STREET. THE TRAIL WILL BE A 1.5 MILE SEGMENT OF THE SR 59 CORRIDOR, FROM DEPEYSTER STREET TO WATER STREET.

<b>KENT WELLS SHERMAN HOUSE</b>			
Guarantor:	Kent Wells Sherman House Inc.		
Loan Balance Amount 1-1-17:	\$11,750.00		
Loan Date:	11/12/13		
Interest Rate:	0% per annum		
Number of Payments:	120		
Late fee:	3% per annum		
<b>Due Date</b>	<b>Amount</b>	<b>Balance</b>	<b>Check # Date Paid</b>
01/01/17	\$125.00	\$11,625.00	610 12/29/2016
02/01/17	\$125.00	\$11,500.00	623 1/27/2017
03/01/17	\$125.00	\$11,375.00	625 2/9/2017
		\$11,375.00	

<b>KENT WELLS SHERMAN HOUSE</b>							
Guarantor: Kent Wells Sherman House Inc.							
Loan Balance Amount 1-1-16:		\$13,250.00					
Loan Date:		11/12/13					
Interest Rate: 0% per annum		0.00%					
Number of Payments:		120					
Late fee :3% per annum							
<b>Due Date</b>	<b>Amount</b>	<b>Balance</b>	<b>Check #</b>	<b>Date Paid</b>			
01/01/16	\$125.00	\$13,125.00	552	12/28/2015			
02/01/16	\$125.00	\$13,000.00	558	2/1/2016			
03/01/16	\$125.00	\$12,875.00	565	3/1/2016			
04/01/16	\$125.00	\$12,750.00	570	3/25/2016			
05/01/16	\$125.00	\$12,625.00	578	5/9/2016	late		
06/01/16	\$125.00	\$12,500.00	584	6/1/2016			
07/01/16	\$125.00	\$12,375.00	587	7/1/2016			
08/01/16	\$125.00	\$12,250.00	588	8/1/2016			
09/01/16	\$125.00	\$12,125.00	602	9/2/2016	late		
10/01/16	\$125.00	\$12,000.00	604	10/10/2016	late		
11/01/16	\$125.00	\$11,875.00	604	10/10/2016			
12/01/16	\$125.00	\$11,750.00	609	12/2/2016	late		
		\$11,750.00					
				\$15.00	total late fee due for 2016		



<b>KENT WELLS SHERMAN HOUSE</b>						
Guarantor: Kent Wells Sherman House Inc.						
Loan Amount: \$15,000.00						
Loan Date: 11/12/13						
Interest Rate: 0% per annum 0.00%						
Number of Payments: 120						
Late fee: 3% per annum						
Due Date	Amount	Balance	Check #	Date Paid		
11/01/14	\$125.00	\$14,875.00	363	10/29/2014		
12/01/14	\$125.00	\$14,750.00	433	12/2/2014		
01/01/15	\$125.00	\$14,625.00	125	1/13/2015	late	
02/01/15	\$125.00	\$14,500.00	454	1/22/2015		
03/01/15	\$125.00	\$14,375.00	463	3/1/2015		
04/01/15	\$125.00	\$14,250.00	464	4/2/2015	late	
05/01/15	\$125.00	\$14,125.00	467	4/27/2015		
06/01/15	\$125.00	\$14,000.00	386	6/5/2015	late	
07/01/15	\$125.00	\$13,875.00	473	7/8/2015	late	
08/01/15	\$125.00	\$13,750.00	477	7/28/2015		
09/01/15	\$125.00	\$13,625.00	482	9/14/2015	late	
10/01/15	\$125.00	\$13,500.00	486	9/29/2015		
11/01/15	\$125.00	\$13,375.00	389	10/30/2015		
12/01/15	\$125.00	\$13,250.00	399	12/7/2015	late	
				<b>\$22.50</b>	<b>total late fee due 2015</b>	

**City of Kent  
Income Tax Division**

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**January 31, 2017  
Income Tax Receipts Comparison - ( Excluding 0.25% Police Facility Receipts )**

**Monthly Receipts**

Total receipts for the month of January, 2017	\$1,228,846
Total receipts for the month of January, 2016	\$1,154,690
Total receipts for the month of January, 2015	\$1,133,206

**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 January 31, 2017	\$1,228,846	8.59%
Total receipts January 1 through January 31, 2016	\$1,154,690	8.17%
Total receipts January 1 through January 31, 2015	\$1,133,206	7.77%

**Year-to-date Receipts Through January 31, 2017 - 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>
2017	\$ 14,311,290	\$ 14,311,290	\$ 1,228,846	8.59%	91.41%

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

<u>Year</u>	<u>Total Receipts</u>	<u>Change From Prior Year</u>
2008	\$ 10,712,803	1.63%
2009	\$ 10,482,215	-2.15%
2010	\$ 10,453,032	-0.28%
2011	\$ 10,711,766	2.48%
2012	\$ 12,063,299	12.62%
2013	\$ 12,397,812	2.77%
2014	\$ 13,099,836	5.66%
2015	\$ 14,592,491	11.39%
2016	\$ 14,133,033	-3.15%

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



**2017 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended January 31, 2017**

<b>Monthly Receipts</b>			<b>Comparisons</b>		
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,133,206	\$ 1,154,690	\$ 1,228,846	\$ 74,156	6.42%
February	1,025,924	1,099,532			
March	1,092,324	1,182,357			
April	1,432,498	1,413,680			
May	1,188,681	1,226,790			
June	1,172,480	1,239,820			
July	1,844,744	1,070,843			
August	1,126,103	1,219,361			
September	934,913	1,109,848			
October	1,148,218	1,226,785			
November	1,262,728	1,020,285			
December	1,230,671	1,169,043			
Totals	\$ 14,592,491	\$ 14,133,033	\$ 1,228,846		

<b>Year-to-Date Receipts</b>			<b>Comparisons</b>		
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,133,206	\$ 1,154,690	\$ 1,228,846	\$ 74,156	6.42%
February	2,159,130	2,254,221			
March	3,251,454	3,436,578			
April	4,683,953	4,850,258			
May	5,872,634	6,077,048			
June	7,045,114	7,316,868			
July	8,889,858	8,387,712			
August	10,015,961	9,607,073			
September	10,950,874	10,716,920			
October	12,099,092	11,943,705			
November	13,361,820	12,963,990			
December	14,592,491	14,133,033			
Totals	\$ 14,592,491	\$ 14,133,033			

**2017 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts from Kent State University**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended January 31, 2017**

Month	Monthly Receipts			Comparisons	
	2015	2016	2017	Amount	Percent Change
January	\$ 414,915	\$ 421,390	\$ 436,131	\$ 14,741	3.50%
February	380,146	385,108			
March	419,335	442,123			
April	421,050	422,702			
May	410,426	459,795			
June	445,804	410,589			
July	389,954	0			
August	400,211	808,425			
September	336,026	350,859			
October	407,766	469,297			
November	466,654	447,327			
December	424,587	438,817			
Totals	\$ 4,916,874	\$ 5,056,433	\$ 436,131		

Month	Year-to-Date Receipts			Comparisons	
	2015	2016	2017	Amount	Percent Change
January	\$ 414,915	\$ 421,390	\$ 436,131	\$ 14,741	3.50%
February	795,061	806,499			
March	1,214,397	1,248,622			
April	1,635,447	1,671,324			
May	2,045,873	2,131,119			
June	2,491,676	2,541,708			
July	2,881,630	2,541,708			
August	3,281,842	3,350,133			
September	3,617,868	3,700,992			
October	4,025,633	4,170,289			
November	4,492,287	4,617,616			
December	4,916,874	5,056,433			
Totals	\$ 4,916,874	\$ 5,056,433			

**2017 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts from Kent State University**  
**(Excluding 0.25% Police Facility Receipts)**

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

<b>Year</b>	<b>Total Receipts</b>	<b>Percent Change</b>
2008	\$ 3,919,539	5.71%
2009	\$ 4,090,788	4.37%
2010	\$ 4,267,465	4.32%
2011	\$ 4,246,372	-0.49%
2012	\$ 4,436,666	4.48%
2013	\$ 4,603,095	3.75%
2014	\$ 4,778,094	3.80%
2015	\$ 4,916,874	2.90%
2016	\$ 5,056,433	2.84%

**2017 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 January 31, 2017**

Month	Monthly Receipts			Comparisons	
	2015	2016	2017	Amount	Percent Change
January	\$ 141,635	\$ 144,319	\$ 153,588	\$ 9,269	6.42%
February	128,226	137,426			
March	136,525	147,779			
April	179,042	176,690			
May	148,568	153,332			
June	146,544	154,960			
July	230,567	133,840			
August	140,747	152,403			
September	116,851	138,715			
October	143,511	153,331			
November	157,823	127,521			
December	153,817	146,114			
Totals	\$ 1,823,856	\$ 1,766,430	\$ 153,588		

Month	Year-to-Date Receipts			Comparisons	
	2015	2016	2017	Amount	Percent Change
January	\$ 141,635	\$ 144,319	\$ 153,588	\$ 9,269	6.42%
February	\$ 269,861	\$ 281,745			
March	\$ 406,386	\$ 429,524			
April	\$ 585,428	\$ 606,214			
May	\$ 733,997	\$ 759,546			
June	\$ 880,540	\$ 914,506			
July	\$ 1,111,107	\$ 1,048,346			
August	\$ 1,251,854	\$ 1,200,749			
September	\$ 1,368,705	\$ 1,339,464			
October	\$ 1,512,216	\$ 1,492,795			
November	\$ 1,670,040	\$ 1,620,316			
December	\$ 1,823,856	\$ 1,766,430			
Totals	\$ 1,823,856	\$ 1,766,430			

**2017 CITY OF KENT, OHIO**  
**Comparison of Total Income Tax Receipts - Including Police Facility Receipts**  
**as of Month Ended January 31, 2017**

<b>Monthly Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,274,841	\$ 1,299,009	\$ 1,382,434	\$ 83,426	6.42%
February	\$ 1,154,150	\$ 1,236,958			
March	\$ 1,228,849	\$ 1,330,136			
April	\$ 1,611,541	\$ 1,590,370			
May	\$ 1,337,250	\$ 1,380,122			
June	\$ 1,319,024	\$ 1,394,780			
July	\$ 2,075,311	\$ 1,204,684			
August	\$ 1,266,850	\$ 1,371,764			
September	\$ 1,051,764	\$ 1,248,563			
October	\$ 1,291,729	\$ 1,380,115			
November	\$ 1,420,551	\$ 1,147,806			
December	\$ 1,384,487	\$ 1,315,157			
<b>Totals</b>	<b>\$ 16,416,347</b>	<b>\$ 15,899,464</b>	<b>\$ 1,382,434</b>		

<b>Year-to-Date Receipts</b>				<b>Comparisons</b>	
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Amount</b>	<b>Percent Change</b>
January	\$ 1,274,841	\$ 1,299,009	\$ 1,382,434	\$ 83,426	6.42%
February	2,428,991	2,535,966			
March	3,657,840	3,866,102			
April	5,269,381	5,456,472			
May	6,606,631	6,836,594			
June	7,925,654	8,231,374			
July	10,000,966	9,436,058			
August	11,267,815	10,807,822			
September	12,319,580	12,056,385			
October	13,611,309	13,436,500			
November	15,031,860	14,584,306			
December	16,416,347	15,899,464			
<b>Totals</b>	<b>\$ 16,416,347</b>	<b>\$ 15,899,464</b>			

**KENT CITY PLANNING COMMISSION  
BUSINESS MEETING  
FEBRUARY 21, 2017**

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

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. READING OF PREAMBLE**

**IV. ADMINISTRATION OF OATH**

**V. CORRESPONDENCE**

**VI. OLD BUSINESS**

**A. PC15-021 EAST MAIN STREET LOFTS  
1700 Holly Drive  
Conditional Zoning Certificate and Site Plan Review**

**The applicant is requesting a Conditional Zoning Certificate and Site Plan Review and Approval in order to construct a multi-family residential complex. The subject property is zoned R-4: Multi-Family Residential and C-R: Commercial High Density Residential District.**

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

**VII. NEW BUSINESS**

**VIII. MEETING MINUTES      November 15, 2016**

**IX. OTHER BUSINESS**

**X. ADJOURNMENT**



# CITY OF KENT, OHIO

## DEPARTMENT OF COMMUNITY DEVELOPMENT

---

**DATE:** February 13, 2017  
**TO:** Kent City Planning Commission  
**FROM:** Jennifer Barone, PE, Development Engineer  
**RE:** Staff Report for the February 21, 2017 Planning Commission Meeting

The following items appear on the agenda for the February 21, 2017 Planning Commission meeting:

### **OLD BUSINESS**

**CASE NO:** PC15-021 East Main Street Lofts

**APPLICANT:** Hallmark Campus Communities

**SITE LOCATION:** 1700 Holly Drive

**STATUS OF APPLICANT:** The applicant has purchase agreements for the properties.

**REQUESTED ACTION:** Conditional Zoning Certificate and Site Plan Review & Approval to construct a multi-family residential complex.

**ZONING:** R-4: Multi-Family Residential & C-R:  
Commercial – High Density Residential

**TRAFFIC:** The parcel is accessed from Horning Road (Holly Drive).

**SURROUNDING LAND USES:** The property is surrounded by residential uses on all sides (multifamily & single family).

**APPLICABLE CODE SECTIONS:** Chapters 1107, 1113, 1135, 1145, 1171 and 1191 of the Kent Codified Ordinances (KCO).

## ANALYSIS:

### UPDATE

At the February 7, 2017 Planning Commission meeting, the applicant requested a continuance until the February 21, 2017 meeting to finalize the traffic impact study revision, to provide revised plans for the pedestrian/bicycle connectivity and to submit stormwater management calculations.

### Traffic

The traffic engineer has reviewed the changes and finds the traffic study acceptable. The conclusion from the Traffic Impact Study is, "Planned access for the proposed campus-oriented multi-family housing site is predicted to operate acceptably and surrounding intersections are expected to operate acceptably overall during 2018 opening year conditions." No traffic movement improvements are required.

### Site Plan

The site plan was modified by relocating the trash compactor and merging the emergency access with the pedestrian walkway to make it more inviting for pedestrian/bicycle movement. Two options have been presented. The sheet labelled 'preferred' aligns the trash compactor with the sidewalk for a smoother transition. This option locates the trash compactor within the rear yard setback whereas the other option does not. The trash compactor being in the rear yard is permissible, but the 7' tall trash compactor must be screened by 1' more than the height of the enclosed structure. See KCO 1168.17. A fence in the rear yard has a maximum height of 6'. See KCO 1161.21(a). The two code provisions are in conflict. Given that an 8' screen is more stringent than 6', the statute resolving conflicts in the code would require an 8' screen. See KCO 1103.03. The proposed screening is an 8' tall fence.

Another modification consisted of a second crosswalk crossing Horning Road being added at the intersection of Holly Drive and Horning Road. The curb line was also adjusted so that the western walkway did not conflict with the radius of the curb.

### Stormwater

Preliminary stormwater calculations have been provided to verify the water management facility size is roughly the size required.

## FINDINGS:

Staff finds that the proposed development, as presented on the submitted application, plans and specifications is in accordance with the standards established in the Zoning Ordinance and other applicable development regulations, except as mentioned in the body of this report and recommended below as conditions.

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



I move that in Case PC15-021, the Planning Commission approve the Conditional Zoning Certificate and Site Plan approval to construct a multi-family housing development at 1700 Holly Drive subject to the following conditions:

1. Review & approval of the technical plans.
2. Implement suggestions from the ARB.
3. Install rolled curb for fire apparatus maneuverability.
4. Include fire lanes and appropriate signage and striping.

I move that in Case PC15-021, the Planning Commission approve the fee in lieu of park land in the amount of \$ \$73,320.00 for the multi-family housing development at 1700 Holly Drive.

The following information is included in this packet. Please note that full Traffic study dated January 31, 2017 was e-mailed to you.

1. Original plans dated August 26, 2016
2. Schematic design package dated September 7, 2016
3. Usable Space plan dated September 27, 2016
4. Fire Department plan dated September 29, 2016
5. Revised design narrative dated October 19, 2016
6. Revised plans dated January 30, 2017
7. Aerial Topo and Zoning Map

The following is repeated from the December 6, 2016 meeting (in green).

At the December 6, 2016 Planning Commission meeting, the applicant requested a continuance until February 7, 2017 to resolve issues with the traffic study. There are still unresolved issues with the traffic study, the drainage calculation and the pedestrian connectivity along Holly Drive and at the intersection of Holly Drive and Horning Road. **The applicant has requested the project be postponed until the February 21, 2017 meeting. No materials are attached.**

The applicant has been informed that traffic / pedestrian related improvements have to be installed to satisfy the 'build out' year (2018) not the twenty year horizon (2038). No improvements are required for 2018.

Here is a recap of what is proposed, including corrections and adjustments:

The applicant's current request is to demolish two (2) single family homes and construct multi-family housing. The project consists of two 4 - story residential buildings containing one (1) and two (2) bedroom apartments. The proposed project has a total of 94 units, with 184 beds. All the conditional permit requirements from Chapter 1171 have been met or a variance has been granted.

The multifamily parking requirement is 2.0 spaces per unit. For the proposed 94 units, a total of 188 parking spaces is to be provided. The site plan depicts 188 parking spaces.

Bicycle storage racks are required to hold fifteen (15) bicycles. The applicant is proposing sixteen (16) spaces for bicycles.

The Fire Department is satisfied with the site for maneuverability of emergency equipment.

Utilities are available and storm water will be detained on site. Storm water calculations have not been provided. Staff will have to verify the proper sizing during technical plan review.

The landscaping code requires 12 trees, 36 low shrubs or 24 tall shrubs. There are 98 trees and 136 shrubs shown on the proposed landscaping plan.

The Architectural Review Board (ARB) recommended to Planning Commission to approve the project as presented.

Staff finds that the proposed development, as presented on the submitted application, plans and specifications is in accordance with the standards established in the Zoning Ordinance and other applicable development regulations, except as mentioned above and reported below as conditions.

Planning Commission may approve, approve with conditions, or disapprove the application.

Staff does not object to granting the developer's continuance to February 21, 2017 in order to resolve the remaining outstanding issues.

Should Planning Commission decide to approve the project, the following language may be used:

I move that in Case PC15-021, the Planning Commission approve the Conditional Zoning Certificate and Site Plan to construct a multi-family housing development at 1700 Holly Drive subject to the following conditions:

1. Review & approval of the technical plans.
2. Submission of storm water calculations.
3. Resolution of the Traffic Study issues.

I move that in Case PC15-021, the Planning Commission approve the fee in lieu of park land in the amount of \$ \$73,320.00 for the multifamily housing development at 1700 Holly Drive.

The following is repeated from the December 6, 2016 meeting (in purple).

At the November 15, 2016 Planning Commission meeting, the Applicant agreed to staff's request for a continuance for additional time to review the traffic study. The following information is included in this packet.

8. Traffic study comments from Jon Giaquinto (Traffic Engineer) dated November 23, 2016 (The full traffic study was e-mailed to you.)
9. Schematic design package dated September 7, 2016
10. Original design narrative & Plans dated August 26, 2016
11. Revised plans dated September 26, 27 & 29, 2016
12. Aerial Topo and Zoning Map
13. E-mail of concern from Maureen Gartland dated November 22, 2016

The following is repeated from the November 15, 2016 staff report:

This project was continued at the request of the applicant at the October 4, 2016 meeting in order to update and submit the traffic study. Staff has not had sufficient time to review the traffic study. The Applicant has agreed to continue this project until the December 6, 2016 meeting. The following is repeated from the October 4, 2016 meeting (in blue). Plans and associated documents are not being provided since the applicant has agreed to the continuance.

*PROJECT DESCRIPTION:*

The conceptual plan was presented to the Planning Commission on August 4, 2015 and the presentation for Conditional Zoning Certificate and Site Plan Review & Approval was scheduled for October 6, 2015. Presentation to Kent's Planning Commission was conditioned on Franklin Township approving of the parking plan. At that time the proposal was for two 3 - story residential buildings and one leasing office/community center building. A total of 98 units with 362 beds was proposed. The parking was to be constructed in Franklin Township along with a ride share parking designation. Franklin Township did not approve the proposed parking plan. Hence, the Conditional Zoning Certificate and Site Plan Review & Approval plans have not been presented.

The applicant's current request is to demolish two (2) single family homes and construct multi-family housing. The project consists of two 3 - story residential buildings containing one (1) and two (2) bedroom apartments. A total of 98 units with 184 beds is proposed.

Multifamily dwelling units are conditionally permitted in the C-R zoning district and are subject to the requirements outlined in Sections 1171.01 (5), (9), (11), (22), (37), and (38) of the Kent Codified Ordinances as listed below. Staff believes these conditions have been met or variances granted by BZA, except for (37)(f), which the applicant is still working with the Fire Department to resolve, and (37)(h), which the BZA did not grant.

- (5) No lighting shall constitute a nuisance or in any way impair safe movement of traffic on any street or highway; no lighting shall shine directly on adjacent properties.
- (9) Such uses shall not require uneconomical extensions of utility services at the expense of the community.
- (11) Such uses shall be properly landscaped to be harmonious with the surrounding residential uses.
- (22) Special provisions for group dwellings:

- (a) Group dwellings shall be considered as one building for the purpose of determining required frontage on a public street, front, side and rear yard requirements, the entire group as a unit requiring one front and rear and two side yards as specified for dwellings in the appropriate district.
  - (b) Each two or two and one half story group dwelling development shall have a minimum court of forty feet in width and forty feet in length, in addition to its required yards, and each one story group dwelling development shall have a minimum court of thirty feet in width and thirty feet in length, in addition to its required yards.
  - (c) In a group dwelling development, no two separate dwelling structures shall be closer to each other along the sides or end of a court than fifteen feet.
  - (d) The court shall be unoccupied by any building or other structures, except fire hydrants, utility poles or other street improvements.
  - (e) The court shall have an unobstructed opening, not less than thirty feet wide, on to the front yard of a lot which has a width not less than that required in the district in which it is located.
  - (f) All dwelling structures of the group except those facing a public street shall face upon the court.
- (37) The proposed project shall conform to all requirements and/or conditions as the Planning Commission may deem necessary to meet the following criteria:
- (a) Vehicular approaches to the property shall be so designed as not to create an interference with traffic on surrounding streets or roads.
  - (b) Maximum possible privacy for each apartment shall be provided through good design and the use of proper building materials and landscaping. Visual privacy shall be provided through structural screening and landscaping treatment. Auditory privacy should be provided through sound proofing.
  - (c) The architectural design of apartment buildings shall be developed with consideration given to the relationship of adjacent development in terms of building height, mass, texture, line and pattern and character.
  - (d) Building location and placement shall be developed with consideration given to minimizing removal of trees and change of topography.
  - (e) Television antenna shall be centralized.
  - (f) On Site circulation shall be designed to make possible adequate fire and police protection.
  - (g) In large parking areas, visual relief shall be provided through the use of tree planted and landscaped dividers, islands and walkways. No parking or service areas shall be permitted between any street and the main building.
  - (h) Paved off street parking and service areas shall be required; parking spaces shall contain at least 200 square feet and shall be provided at the rate of two spaces per dwelling unit in each apartment building; all parking and service areas shall be paved with concrete, asphalt or equivalent and shall be located no closer than twenty feet from any residential structure. Paved vehicular access drives of at least ten feet in width shall be required for parking areas of ten vehicles or less capacity, and two way drives of twenty feet paving width minimum shall be required for parking areas of eleven or more vehicle capacity.
  - (i) The property must be served by centralized sewer and water facilities approved by the City Board of Health and operated and maintained according

to the inspection and rules of the City Board of Health and all other applicable regulations.

- (38) No Zoning Certificate shall be issued until final site plans have been submitted and approved by the Planning Commission. Site plans shall show the following: drainage (including storm water), location of all buildings, fuel tanks (if any), off street parking and service facilities, water supply, sanitation, walks, fences, walls, landscaping, outside lighting, traffic flow and its relation to abutting streets. No Zoning Certificate shall be issued until the approval by the City Board of Health has been obtained concerning the proposed sanitary sewerage facilities.

*TRAFFIC/PARKING:*

Multifamily parking requirement is 2.0 spaces per unit. For the proposed 98 units, a total of 196 parking spaces is to be provided. The site plan depicts 184 parking. Per the special conditions (listed above), variances are needed for the parking space size requirement of 200 SF (10' x 20'), the park within 20' of the residential structure and the proposed number of parking spaces that was based on one (1) per bed. A variance request for these parking conditions was made to the BZA on September 19, 2016. The size of the parking spaces and allowing parking closer than 20' to the residential structure was granted, but the reduced number of spaces was not granted.

Bicycle storage racks are required to hold fifteen (15) bicycles. The applicant is proposed sixteen (16) spaces for bicycles.

The Fire Department has concerns regarding access and maneuverability through the site

*UTILITIES:*

Water service is available on Horning Road. The water main on Holly Drive is a private main. The plans depict connections to the private main. Since the City has no jurisdiction over the private main but is responsible for the water quality, the water main connection details will have to be worked out.

The sanitary sewer is in the Portage County service district.

*STORMWATER:*

The applicant is proposing detention basins for stormwater management. Stormwater calculations were not submitted with this application. Staff will have to verify proper sizing during technical plan review. Should the detention basin sizes significantly alter the site plan, the revised site plan will have to return to Planning Commission for consideration.

*SIGNAGE:*

One monument sign is proposed on Horning Road near Holly Drive.

*LIGHTING/LANDSCAPING/DUMPSTER:*

Lighting consists of decorative street lights, parking lot lights and wall sconces.

The landscaping code requires 12 trees, 36 low shrubs or 24 tall shrubs. There are 98 trees and 136 shrubs shown on the proposed landscaping plan.

The trash compactor is proposed and is shown on the plans with landscaping for screening.

**ARCHITECTURAL REVIEW BOARD:**

The Architectural Review Board will review this project at the October 4, 2016 meeting. Staff will report on the results at the meeting.

**VARIANCES:**

The following variances were considered by the Board of Zoning Appeals (BZA):

1. A 55-foot variance from the 100-foot minimum lot width at the building line to allow a new multi-family project to have a lot width of 45 feet along Holly Drive (Section 1135.03(b)(3)),
2. A variance from Section 1171.01(22)(a-f) to allow the proposed project to not have a courtyard, and
3. A variance from Section 1171.01(37)(h) to allow the following:
  - a. 9'x18' size parking spaces instead of 200 sq. ft.
  - b. parking spaces at the rate of one (1) parking space per bedroom
  - c. parking spaces to be closer than 20 feet from the proposed structures

The BZA granted items 1 & 2, 3a and 3c. Request 3b to allow the parking space calculation of one (1) space per bedroom instead of two (2) spaces per unit was not granted.

**PARK FEE:**

The applicant, the Parks & Recreation Department director and the Park Board have agreed to a park fee amount of \$ \$73,320.00.

**FINDINGS:**

Staff finds that the proposed development, as presented on the submitted application, plans and specifications is in accordance with the standards established in the Zoning Ordinance and other applicable development regulations, except as mentioned above and reported below as conditions.

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

I move that in Case PC15-021, the Planning Commission approve the Conditional Zoning Certificate and Site Plan approval to construct a multi-family housing development at 1700 Holly Drive subject to the following conditions:

1. Review & approval of the technical plans.
2. Implement suggestions from the ARB.

3. Address the water main public/private issue to the satisfaction of the City Engineer.
4. Address the Fire Department concerns.

I move that in Case PC15-021, the Planning Commission approve the fee in lieu of park land in the amount of \$ \$73,320.00 for the multi-family housing development at 1700 Holly Drive.

List of Enclosures for This Project:

1. Cover letter dated August 19, 2015 and revised August 26, 2016
2. Plans received August 26, 2016 (full size) and revised plans received September 6, 2016 (half size)
3. E-mail agreeing to the park fee amount dated September 27, 2016
4. Letter from Mary Organ dated September 27, 2016
5. Aerial Topo and Zoning Map

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