

From: Bill LILLICH
To: Advisory Committee
Date: 1/11/2011 2:40 PM
Subject: Community Advisory Committee Meeting of January 18, 2011

Ladies and Gentlemen,

We hope you've had a joyous holiday season during the past few weeks. Now that we're getting back to a normal schedule, it is time to remind you of our next meeting of the Safety Director's Community Advisory Committee. That meeting is set for next Tuesday, January 18. For this meeting we will return to the training room in the Police Department, getting together at 7:30 AM.

There is no formal subject for this meeting. We plan to focus on leadership changes that will be taking place in the Police Department in two weeks. I'm sure most of you are aware that Chief Peach has announced his retirement, which will be effective January 23. You probably also have heard that Captain Michelle Lee will be assuming the responsibilities of Chief the following day.

To complete the upper management assignments in the department, Captain Urchek will be moving from the duties of Services Captain to assume responsibility for the planning and oversight of the Daily Operations section. Lt. Cole, who you all have previously met at our meetings, will be promoted to Captain of the Services section. And finally, Lt. Paul Canfield will move from being a patrol supervisor to assume the duties of the Administrative Lieutenant.

I plan for the meeting on Tuesday to be less structured than some of the previous meetings. Hopefully this will allow each of you the opportunity to gain the insight of a veteran looking back at forty years of law enforcement experience. Jim has agreed to share some of his thoughts and ideas about his experiences. He will also entertain comments and questions from the committee. So this meeting is designed to be a very interactive conversation.

Soon-to-be Chief Lee will also share some of her thoughts on her twenty-three years with the department, and will share some of the ideas and issues that she expects the department to face in the future.

As I have already stated, this is intended to be a very interactive meeting, so please plan on attending and participating on the discussion.

We hope to see you all there.

Respectfully yours,

Bill Lillich
2011004

Scheduled meetings for 2011:

March 8, 2011
May 10, 2011
July 12, 2011
September 13, 2011
November 8, 2011



CITY OF KENT, OHIO

DEPARTMENT OF PUBLIC SERVICE

DATE: January 3, 2011

TO: Affected Residents of the Forest Lakes Subdivision

FROM: City of Kent Department of Public Service

RE: Emerald Ash Borer Mitigation

The City of Kent has been closely monitoring the ongoing spread of the Emerald Ash Borer in Ohio. All 88 counties in Ohio are designated as quarantined areas and infestations of the Emerald Ash Borer have been identified in 50 counties, including in Portage and Summit Counties. In preparation for the inevitable arrival of the Emerald Ash Borer in the Kent community, the City developed and adopted an Emerald Ash Borer Management Plan in 2007 that identified the actions the City will utilize to minimize the adverse affects the Emerald Ash Borer will have on the City's forested residential areas.

The Forest Lakes subdivision has the highest concentration of ash trees within the City, with a total of 154 ash trees located on tree lawns within the City's right-of-way. An Emerald Ash Borer infestation occurring in a residential area with such a high concentration of ash trees will generate significant financial, safety and environmental challenges for the City and require the removal and replacement of a large number of dead and dying ash trees in an extremely short period of time. In an attempt to proactively mitigate the level of damage that will occur as a result of the Emerald Ash Borer's impending arrival in the community, the City recently submitted a grant proposal to the Ohio Department of Natural Resources (ODNR) requesting funding that will allow for a more comprehensive implementation of the City's Emerald Ash Borer Management Plan.

The Forest Lakes Homeowners Association (HOA) has invited City of Kent staff working on this project to attend the next HOA meeting to discuss the City's Emerald Ash Borer Management Plan and the City's recent grant proposal submission. The meeting is scheduled for Wednesday, January 26, 2011, 7:00 p.m. at the Roy H. Smith Shelterhouse located at Fred Fuller Park, Middlebury Road.

The City appreciates having the opportunity to attend the January 26th Forest Lakes HOA session and looks forward to meeting with residents to answer questions regarding this very important issue.



NORTHEAST OHIO PUBLIC ENERGY COUNCIL

NOPEC, INC.

December 16, 2010

The Honorable Jerry T. Fiala
Mayor
City of Kent
217 East Summit Street
Kent, OH 44240

Dear Mayor Fiala:

On behalf of the NOPEC Board of Directors, I would like to congratulate you and the City of Kent on your three Powering Our Communities (POC) grant awards, which were approved at the NOPEC, INC. POC Grants Review Committee meeting on Wednesday, December 15th, 2010. A total of fifty-eight (58) proposals from 37 NOPEC communities were granted award approval, and we are thrilled about the impact each project brings to the region.

Included is a Grant Agreement and W-9 form which, when signed and received at the NOPEC office, will signal the grants distribution cycle outlined in the agreement. A Project Verification Form is also included. When your community begins your project, please return a signed copy of the Project Verification Form in order to receive your next payment. Please do the same when your project reaches its mid-point, and when it is completed to receive your final payments. *Our goal is to facilitate funds distribution as quickly as possible, so if there are any changes that need to be addressed, please let us know.*

It is with great enthusiasm that we celebrate the release of this fourth round of POC grant awards. The diversity of energy conservation projects, and their resulting energy savings, are a significant contribution to the vitality of individual NOPEC member communities. Even more importantly, these efforts contribute to broader environmental improvement and sustainability efforts that are critical to the vibrancy of Northeast Ohio.

I look forward to moving forward in finalizing your grant agreement. Our Grants Administrator, Georgia Reash, will be personally following up to ensure next step continuation. Please feel free to contact me if you have any questions. Congratulations!

Sincerely,

A handwritten signature in dark ink, appearing to read "Leigh Herington".

Leigh Herington
President
NOPEC Inc.


C: Georgia Reash, NOPEC Grants Administrator
Eugene Roberts, Service Director
Dave Ruller, City Manager



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller
City Manager

From: Gary Locke
Community Development Director 

Date: January 5, 2011

RE: Monthly Permit and Zoning Complaint Report – December 2010

Attached are the monthly reports per council's request. If you have questions or require further information, please let us know.

**BUILDING PERMIT REPORT - DECEMBER 2010
SUMMARY (KCO 147-04)**

<u>Permit Type</u>	<u># Approved</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Building	9	150	196
Electric	5	106	136
HVAC	9	92	118
Plumbing	6	68	101
Engineering	1	51	78
Subdivisions	0	10	8
Zoning	3	91	133
Total:	33	568	770

<u>Permit Type</u>	<u>Account Code</u>	<u>Fees Collected</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Park Fee	10633513	0.00	2,474.00	506.00
Building Reviews	00135201	1,368.75	9,468.75	12,262.50
Building	00135201	588.30	8,611.99	19,440.20
Electric	00135202	100.00	4,055.00	5,748.77
HVAC	00135204	325.00	4,143.00	5,642.00
Plumbing	20235203	245.00	3,268.61	7,464.00
Subtotal:		\$2,627.05	\$32,021.35	\$51,063.47

State 1% Fee	80436362	7.24	117.79	555.84
State 3% Fee	80436362	16.02	249.05	195.98
Demolition Bond	80436313	1,155.00	1,255.00	n/a
Electrical Registration	00135206	675.00	1,575.00	2,279.17
Plumbing Registration	00135207	600.00	1,650.00	2,279.17
HVAC Registration	00135208	700.00	1,525.00	2,279.17
Zoning	00135301	100.00	2,961.05	3,405.00
Fence Permits	00135301	0.00	595.00	750.00
Signs	00135313	60.00	805.00	1,295.00
Civil Infraction Fines	00135106	0.00	120.00	n/a
Board Applications	00135302	0.00	2,075.00	2,350.00
Postage	10405400132	0.00	2,076.92	1,605.92
Miscellaneous	00135406	176.00	1,906.26	1,101.41
Sewer Permits	20235316	0.00	375.00	3,100.00
Sewer Utilization	20233604	0.00	6,583.00	14,510.00
Sewer Disconnect	20235406	7,500.00	7,525.00	n/a
Storm Sewer	20833604	0.00	6,464.00	1,100.00
Street Excavation	00135317	20.00	845.00	1,560.00
Water Meters	20133604	0.00	5,000.00	8,129.00
Water Permit	20133604	25.00	637.50	2,125.00
Water Utilization	20133604	0.00	3,425.00	8,140.00
Water Disconnect	20135406	3,000.00	3,025.00	n/a
Chlorination	20133604	0.00	2,922.50	750.00
Waterline Const/Frontage	20133604	0.00	2,161.61	645.30
Street Exc. Bond	80436341	4,000.00	18,000.00	71,500.00
Subdivision Bond	80436312	0.00	9,737.35	n/a
Fire Escrow Deposit	80436331	12,000.00	22,000.00	n/a
Site Plan Construction	00135317	0.00	5,933.59	449.27
Plan Review	00135317	0.00	5,933.59	2,424.77
Improvement Inspection	00135317	0.00	1,332.00	0.00
Grading Permits	00135317	34.08	1,366.08	0.00
Plat Review/Lot Split	00135317	0.00	190.00	230.00
Subtotal:		\$30,068.34	\$120,367.29	\$132,759.99
Grand Total:		\$32,695.39	\$152,388.64	\$183,823.46

Permit Payments Listing by Jurisdiction

From: 11/30/10 To: 12/28/10

		Value	Fee	BBS	Total
Existing Commercial					
Kent					
EC-2010-09-4	REVIEW FEES FOR REMODEL	12/10/2010			
		\$0.00	\$150.00	\$0.00	\$150.00
1000 MOGADORE RD					
EC-2010-09-5	FINAL APPROVAL FOR REMODEL	12/28/2010			
		\$0.00	\$806.25	\$0.00	\$806.25
2151 MOGADORE RD					
EC-2010-12-1	DEMOLITION & GRADING	12/10/2010			
DEMO EXISTING BUILDING AND GRADING		\$10,000.00	\$10,694.08	\$0.00	\$10,698.28
118 S DEPEYSTER ST					
130 S DEPEYSTER ST					
EC-2010-12-2	DEMOLITION	12/15/2010			
DEMO EXISTING COMMERCIAL BUILDING		\$0.00	\$5,305.00	\$0.00	\$5,309.50
1116 W MAIN ST					
EC-2010-12-4	INTERIOR ALTERATIONS	12/15/2010			
CONSTRUCT INTERIOR MARKETING CHANGES		\$30,000.00	\$50.00	\$0.00	\$51.50
1035 W MAIN ST					
	<u>Total for Kent</u>	\$40,000.00	\$17,005.33		\$17,015.53
	<u>Total for Existing Commercial Permits</u>	\$40,000.00	\$17,005.33		\$17,015.53

Electric, Commercial

Kent					
ELC-2010-12-1	STREET LIGHT REPLACEMENT	12/6/2010			
REPLACE STREET LIGHT		\$0.00	\$0.00	\$0.00	\$0.00
320 S DEPEYSTER					
ELC-2010-12-2	STREET LIGHT REPLACEMENT	12/6/2010			
REPLACE STREET LIGHT		\$0.00	\$0.00	\$0.00	\$0.00
918 STOW ST					
ELC-2010-12-3	REPAIRS PER FIRE DEPT.	12/15/2010			
REPAIRS AS PER FIRE DEPARTMENT		\$0.00	\$50.00	\$0.00	\$51.50
238 E MAIN ST					
	<u>Total for Kent</u>	\$0.00	\$50.00		\$51.50
	<u>Total for Electric, Commercial Permits</u>	\$0.00	\$50.00		\$51.50

Electric, Residential

Kent					
ELR-2010-12-1	200 AMP SERVICE CHANGE	12/22/2010			
INSTALL 200 AMP SERVICE		\$0.00	\$25.00	\$0.00	\$25.25
132 S CHESTNUT ST					

Permit Payments Listing by Jurisdiction

From: 11/30/10 To: 12/28/10

		Value	Fee	BBS	Total
Electric, Residential					
Kent					
ELR-2010-12-2	ELECT, METER REATTACHMENT FOR 12/27/2010				
MOVE AND REATTACH SERVICE FOR NEW SIDING		\$0.00	\$25.00	\$0.00	\$25.25
1268 DENISE DR					
	<u>Total for Kent</u>	\$0.00	\$50.00		\$50.50
	<u>Total for Electric, Residential Permits</u>	\$0.00	\$50.00		\$50.50

Engineering, Residential

Kent					
ENGR-2010-12-1	SANITARY SEWER REPAIR	12/27/2010			
REPAIR SANITARY LATERAL		\$0.00	\$25.00	\$0.00	\$25.00
331 PARK AVE					
	<u>Total for Kent</u>	\$0.00	\$25.00		\$25.00
	<u>Total for Engineering, Residential Permits</u>	\$0.00	\$25.00		\$25.00

Existing Residential

Kent					
ER-2010-11-12	ADA RAMP	11/30/2010			
CONSTRUCT ADA RAMP		\$1,000.00	\$75.00	\$0.00	\$75.50
1273 ELNO AVE					
ER-2010-11-8	ADA RAMP	12/8/2010			
CONSTRUCT ADA RAMP		\$8,574.00	\$125.00	\$0.00	\$126.00
227 CHERRY ST					
ER-2010-12-1	FIRE ESCROW DEPOSIT	12/3/2010			
DEPOSIT FIRE ESCROW MONEY		\$0.00	\$12,000.00	\$0.00	\$12,000.00
506 W GRANT ST					
ER-2010-12-2	ADDITION	12/13/2010			
CONSTRUCT ADDITION PER PLANS		\$25,000.00	\$64.30	\$0.00	\$64.69
614 LONGMERE DR					
ER-2010-12-3	KITCHEN ADDITION	12/28/2010			
CONSTRUCT KITCHEN ADDITION		\$25,000.00	\$54.00	\$0.00	\$54.29
549 BOWMAN DR					
	<u>Total for Kent</u>	\$59,574.00	\$12,318.30		\$12,320.48
	<u>Total for Existing Residential Permits</u>	\$59,574.00	\$12,318.30		\$12,320.48

Heating, Commercial

Kent					
HVACC-2010-12-2	HVAC, ROOFTOP REPLACEMENT	12/6/2010			
REPLACE ROOFTOP UNIT		\$0.00	\$25.00	\$0.00	\$25.75

Permit Payments Listing by Jurisdiction

From: 11/30/10 To: 12/28/10

		Value	Fee	BBS	Total
106 CHERRY ST					
HVACC-2010-12-3	HVAC, ROOFTOP REPLACEMENT	12/6/2010			
REPLACE ROOFTOP UNIT		\$0.00	\$25.00	\$0.00	\$25.75
192 #5 CHERRY ST					
HVACC-2010-12-5	HVAC, MULTI-SPLIT SYSTEM	12/28/2010			
INSTALL NEW MULTI-SPLIT SYSTEM		\$0.00	\$25.00	\$0.00	\$25.75
820 N MANTUA ST					
	<u>Total for Kent</u>	\$0.00	\$75.00		\$77.25
	<u>Total for Heating, Commercial Permits</u>	\$0.00	\$75.00		\$77.25

Heating, Residential

Kent

HVACR-2010-11-8	HVAC, NEW RESIDENCE	11/30/2010			
INSTALL HVAC FOR NEW RESIDENCE		\$0.00	\$50.00	\$0.00	\$50.50
750 RIVER BEND BLVD					
HVACR-2010-12-1	HVAC, FURNACE & A.C.	12/2/2010			
REPLACE FURNACE & A.C.		\$0.00	\$60.00	\$0.00	\$60.60
858 MANCHESTER RD					
HVACR-2010-12-2	HVAC, FURNACE REPLACEMENT	12/13/2010			
REPLACE FURNACE		\$0.00	\$30.00	\$0.00	\$30.30
1270 WINDWARD LN					
HVACR-2010-12-3	HVAC, FURNACE REPLACEMENT	12/13/2010			
REPLACE FURNACE		\$0.00	\$30.00	\$0.00	\$30.30
325 LAKE ST					
HVACR-2010-12-4	HVAC, FURNACE REPLACEMENT	12/22/2010			
REPLACE FURNACE		\$0.00	\$30.00	\$0.00	\$30.30
1227 FAIRVIEW					
HVACR-2010-12-5	HVAC, NEW RESIDENCE	12/28/2010			
INSTALL HVAC FOR NEW RESIDENCE		\$0.00	\$50.00	\$0.00	\$50.50
1076 ADRIAN DR					
	<u>Total for Kent</u>	\$0.00	\$250.00		\$252.50
	<u>Total for Heating, Residential Permits</u>	\$0.00	\$250.00		\$252.50

New Commercial

Kent

NC-2010-11-1	FIRE ALARM	12/3/2010			
INSTALL A SPRINKLER MONITORING SYSTEM		\$2,000.00	\$123.75	\$0.00	\$124.65
1066 FRATERNITY CIR					
NC-2011-1-1	REVIEW FEES 8/4/10 & 9/23/10	12/23/2010			
		\$0.00	\$318.75	\$0.00	\$318.75
135 E ERIE ST					

Permit Payments Listing by Jurisdiction

From: 11/30/10 To: 12/28/10

		Value	Fee	BBS	Total
	<u>Total for Kent</u>	\$2,000.00	\$442.50		\$443.40
	<u>Total for New Commercial Permits</u>	\$2,000.00	\$442.50		\$443.40

Plumbing, Commercial

Kent

PC-2010-12-1	PLUMB, WATER HEATER	12/13/2010			
	REPLACE WATER HEATER		\$0.00	\$39.00	\$0.00
	202 S LINCOLN ST				\$40.17
	<u>Total for Kent</u>		\$0.00	\$39.00	\$40.17
	<u>Total for Plumbing, Commercial Permits</u>		\$0.00	\$39.00	\$40.17

Plumbing, Residential

Kent

PR-2010-11-5	PLUMB, WATER HEATER	11/30/2010			
	REPLACE WATER HEATER		\$0.00	\$39.00	\$0.00
	263 WHITTIER				\$39.39
PR-2010-12-1	PLUMB, NEW RESIDENCE	12/8/2010			
	PLUMB NEW RESIDENCE		\$0.00	\$50.00	\$0.00
	750 RIVER BEND BLVD				\$50.50
PR-2010-12-2	PLUMB, HOT WATER TANK	12/13/2010			
	REPLACE HOT WATER TANK		\$0.00	\$39.00	\$0.00
	337 PLEASANT AVE				\$39.39
PR-2010-12-3	PLUMB, WATER HEATER	12/22/2010			
	REPLACE WATER HEATER		\$0.00	\$39.00	\$0.00
	433 RELLIM DR				\$39.39
PR-2010-12-4	PLUMB, WATER HEATER	12/22/2010			
	REPLACE WATER HEATER		\$0.00	\$39.00	\$0.00
	527 VINE ST				\$39.39
	<u>Total for Kent</u>		\$0.00	\$206.00	\$208.06
	<u>Total for Plumbing, Residential Permits</u>		\$0.00	\$206.00	\$208.06

Zoning

Kent

Z-2010-12-1	FREE-STANDING SIGN PERMIT	12/1/2010			
	INSTALL NEW FREE-STANDING SIGN		\$0.00	\$25.00	\$0.00
	420 W MAIN ST				\$25.00
Z-2010-12-2	TEMPORARY SIGN	12/13/2010			
	INSTALL TEMPORARY SIGN UNTIL 12/31/10		\$0.00	\$10.00	\$0.00
	1000 MOGADORE RD				\$10.00
Z-2010-12-3	NEW BUILDING SIGN	12/14/2010			
	INSTALL 5' X 2.5' BUILDING SIGN		\$0.00	\$25.00	\$0.00
					\$25.00

Permit Payments Listing by Jurisdiction

From: 11/30/10 To: 12/28/10

Value Fee BBS Total

Zoning

Kent

425 FRANKLIN AVE

<u>Total for Kent</u>	\$.00	\$60.00	\$60.00
<u>Total for Zoning Permits</u>	\$.00	\$60.00	\$60.00
Total for all permit types:	\$101,574.00	\$30,521.13	\$30,544.39

Monthly Report 12/1/10 to 12/31/10

Date	Street	Complaint Type	Owner or Company	Ward	Comments/Outcome
12/1/2010	202 Lincoln, South	Property Maintenance	Delta Upsilon	5	Received a complaint about a large window broken/missing from the south side of the house. Upon investigation, a large window was broken/missing. A Civil Infraction Warning letter was sent to the listed owner of the property. Also a telephone call was made to Doug Cassens, fraternity representative, at 330-499-7567 and he was advised of the problem. Will monitor for compliance.
12/1/2010	318 Main, East	Property Maintenance	Hershiser	5	This house has two broken window panes on the rear of the house. There is also upholstered furniture on the front porch. A Civil Infraction Warning letter was sent via certified mail to the listed property owner. Will monitor for compliance. Upon re-inspection of 12-13-2010, the window has been repaired and the furniture has been removed from the porch. Issue is resolved.
12/1/2010	0 Water, South	Zoning Code Violation		3	Removed one sign posted illegally in the public right of way.
12/8/2010	300 Main, East	Nuisance Material	Kent Main Street Housin	5	There is a couch on the front porch of this property in violation of city ordinance. A civil infraction warning letter sent to the owner of the property via certified mail. Will monitor for compliance. Upon re-inspection of 12-21-2010, the couch is still on the porch. Civil Infraction Fine issued. Will monitor.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
12/8/2010	312 Main, East	Nuisance Material	Kent Main Street Housin	5	There is a couch on the front porch of this property in violation of city ordinance. A civil infraction warning letter sent to the owner of the property via certified mail. Will monitor for compliance. Upon re-inspection of 12-21-2010, the couch is still on the porch. Civil Infraction Fine issued. Will monitor.
12/8/2010	714 Silver Meadows	Nuisance Material	Seneca LLC	2	Received complaint via the Health Department regarding bicycles and other outdoor toys in the yard as well as the recycling bins overflowing with discarded items. Spoke with Gary for advice on the enforcement of outdoor items located around the yard of the property. Since the toys and other items being made for outdoor use, we cannot take enforcement action. We can however take enforcement action on the overflowing recycling bins in the yard.
12/9/2010	333 Cherry	Zoning Code Violation	GOTHAM	3	Received a complaint of an illegal driveway at the above address. The complaint was investigated, but the illegal driveway couldn't be located due to the recent heavy snowfall. It appears as though there is an ongoing neighbor dispute between the complainant and the offender. The aerial topo and orthophoto show that 333 Cherry does not have a driveway onto Cherry St. There is an alley in the rear that can provide access and cars can park in the rear although there is no parking surface depicted. According to Dana Frazier, 333 Cherry is parking in the front just west of the house. This is actually on 339 Cherry's property. Dana will inform the residents. - JKB

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
12/9/2010	0 Franklin	Zoning Code Violation		3	Removed one sign posted illegally in the public right of way.
12/9/2010	0 Summit	Zoning Code Violation		5	Removed one sign posted illegally in the public right of way.
12/13/2010	0 Bryce	Zoning Code Violation		1	Removed one sign posted illegally in the public right of way.
12/13/2010	0 Cherry	Zoning Code Violation		3	Removed one sign posted illegally in the public right of way.
12/13/2010	0 Depeyster, South	Zoning Code Violation		5	Removed one sign posted illegally in the public right of way.
12/13/2010	0 Summit, East	Zoning Code Violation		5	Removed one sign posted illegally in the public right of way.
12/14/2010	0 Stow	Zoning Code Violation		2	Removed one sign posted illegally in the public right of way.
12/14/2010	0 Water, North	Snow Violations		5	Received telephone complaint from Engineering regarding a snow pile at the intersection of North Water and Portage. The complainant stated the pile was put there by the Mill. Investigation revealed a large pile on the west side of North Water at the Portage intersection. Tried to call Mr. Simon (330-678-7412), but no answer. Also went to Opti-Fitness to speak with Mr. Simon, but he was not there. Spoke with Gene Roberts to make sure the city didn't make this pile. Evidently the city did add to this pile with two blades of snow. Also, in the past the Mill has piled snow at this location. Will work on a resolution of this problem. On 12-21-2010 the snow pile in the street right of way has been removed. Issue resolved.
12/14/2010	0 Willow, South	Zoning Code Violation		5	Removed one sign posted illegally in the public right of way.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
12/15/2010	202 Main, East	Snow Violations	BFS Retail & Commercial	5	There is a large man-made snow pile blocking the public right of way sidewalk. Spoke with an employee of the business and explained the problem and possible remedies. If pile is not removed to allow pedestrian travel by 12-16-2010, Civil Infraction process will commence with written warning on 12-16-2010. Will monitor. Upon reinspection on 12-16-2010, problem has been rectified, issue resolved.
12/15/2010	403 Main, East	Snow Violations	Valvoline Instant Oil	5	There is a large man-made snow pile blocking the public right of way sidewalk. Spoke with an employee of the business and explained the problem and possible remedies. If pile is not removed to allow pedestrian travel by 12-16-2010, Civil Infraction process will commence with written warning on 12-16-2010. Will monitor. Upon reinspection on 12-16-2010, problem has been rectified, issue resolved.
12/15/2010	605 Main, East	Snow Violations	Carrolls Corp	6	There is a large man-made snow pile blocking the public right of way sidewalk. Spoke with an employee of the business and explained the problem and possible remedies. If pile is not removed to allow pedestrian travel by 12-16-2010, Civil Infraction process will commence with written warning on 12-16-2010. Will monitor. Upon reinspection on 12-16-2010, problem has been rectified, issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
12/15/2010	805 Main, East	Snow Violations	Taco Bell A California C	6	There is a large man-made snow pile blocking the public right of way sidewalk. Spoke with an employee of the business and explained the problem and possible remedies. If pile is not removed to allow pedestrian travel by 12-16-2010, Civil Infraction process will commence with written warning on 12-16-2010. Will monitor. Upon reinspection on 12-16-2010, problem has been rectified, issue resolved.
12/15/2010	911 Main, East	Snow Violations	NNIA properties LLC	6	There is a large man-made snow pile blocking the public right of way sidewalk. Spoke with an employee of the business and explained the problem and possible remedies. If pile is not removed to allow pedestrian travel by 12-16-2010, Civil Infraction process will commence with written warning on 12-16-2010. Will monitor. Upon reinspection on 12-16-2010, problem has been rectified, issue resolved.
12/15/2010	1444 Main, East	Snow Violations	1444 Kent LLC	6	There is a large man-made snow pile blocking the public right of way sidewalk. Spoke with an employee of the business and explained the problem and possible remedies. If pile is not removed to allow pedestrian travel by 12-16-2010, Civil Infraction process will commence with written warning on 12-16-2010. Will monitor. Upon reinspection on 12-16-2010, problem has been rectified, issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
12/15/2010	1630 Main, East	Snow Violations	SYBO Properties	6	There is a large man-made snow pile blocking the public right of way sidewalk. Spoke with an employee of the business and explained the problem and possible remedies. If pile is not removed to allow pedestrian travel by 12-16-2010, Civil Infraction process will commence with written warning on 12-16-2010. Will monitor. Upon reinspection on 12-16-2010, problem has been rectified, issue resolved.
12/16/2010	135 Cherry	Snow Violations	Adams	3	There is a large man-made snow pile blocking the public right of way sidewalk. E-mail was sent to an employee of the management company and explained the problem and possible remedies. If pile is not removed to allow pedestrian travel by 12-17-2010, Civil Infraction process will commence with written warning on 12-17-2010. Will monitor. Upon re-inspection on 12-20-2010, a walk way has been cut in the pile allowing for pedestrian traffic. Issue resolved.
12/16/2010	106 Day, East	Snow Violations	Mathia	5	There is a large man-made snow pile blocking the public right of way sidewalk. Spoke with an employee of the business and explained the problem and possible remedies. If pile is not removed to allow pedestrian travel by 12-17-2010, Civil Infraction process will commence with written warning on 12-17-2010. Will monitor. Met with Quintus and explained the problem. He advised he will have problem resolved by the end of business today. Will monitor. Upon re-inspection on 12-20-2010, a walk way has been cut in the pile allowing for pedestrian traffic. Issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
12/16/2010	162 Water, North	Snow Violations	Star of the West Milling	5	Received complaint via telephone regarding the mill plowing their snow into a pile onto North Water Street at the intersection with Portage Street. The complainant is upset that this pile is taking up on street parking for his employees. Upon investigating this complaint, there is a large pile of snow in the roadway. Some of the accumulation may have been from City plows as well. Spoke with Service Department staff and they will be scheduling a crew to remove snow from downtown and will remove this pile as well. Will monitor. Pile was removed on 12-21-2010. Issue resolved.
12/20/2010	319 Main, West	Snow Violations		1	Received complaint via e-mail regarding snow accumulation in front of Wild Goats Coffee shop. Upon investigation of the complaint, the snow on the sidewalk is natural accumulation and has not been piled up with man-made accumulation, therefore no action to be taken. The snow has been packed down and does not appear to be in excess of 2". Issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
12/21/2010	334 Mantua, North	Property Maintenance	Schuliz	1	Received a complaint of overflowing gutters, on ice accumulation on the stairs leading to the second floor of this three family home. Upon investigation of the complaint, there is a thick accumulation of ice in the exterior staircase, the stairs are in disrepair and there is peeling paint and missing trim at various places of the house. There was also a partial collapse of the roof on the north side of the house, apparently due to ice damming and rotten roofing materials. A Civil infraction warning letter sent to the listed owners of the house via certified mail. A copy of the letter was also sent via regular U.S. Mail to the tenant/complainant. Will monitor for compliance. Received return call from Scott Schultz. He was advised of the partial roof collapse and he said he will be working on resolving the problem. Will monitor for compliance.
12/27/2010	0 Water, South	Zoning Code Violation		5	Removed one sign posted illegally in the public right of way.



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Grants & Neighborhood Programs Administrator *B.S.*

DATE: January 7, 2011

SUBJECT: 2011 CDBG Grant Application (Annual Action Plan)

The Community Development Department is beginning the process of preparing the City's annual application to HUD for Community Development Block Grant (CDBG) funding. In order to identify projects to be funded in the 2011 CDBG program year, the City will be sending out a request for proposals (RFP) on Monday January 10, 2011 to agencies and social service groups that have received CDBG funding in prior program years. The City will also be placing an ad in the *Record Courier* announcing the availability of the CDBG application. Projects identified for funding consideration will be presented to City Council for approval and will be included in the City's 2011 Annual Action Plan submitted to HUD in June. HUD has not yet released the PY2011 allocation amounts yet, but I anticipate it will be similar to the City's 2010 CDBG award amount which was \$325,555.00.

I have attached a schedule of dates for the CDBG 2011 Action Plan process.

The dates requiring Council scheduling include the following:

- **February 2, 2011** – First public hearing for 2011 Action Plan. Hearing already scheduled for 7:10 p.m. through the Clerk of Council's office.
- **March 2, 2011** – Council Committee time will need to be scheduled to present the proposed 2011 CDBG projects to the Community Development Committee. I will forward a memo to you by February 11, 2011 listing all of the proposed projects and recommended grant award amounts.
- **May 18, 2011** – Second public hearing for 2011 Action Plan. Hearing already scheduled for 7:25 p.m. through the Clerk of Council's office.

Please let me know if you have any questions or if you need any additional information.

Cc: Gary Locke, Community Development Director
Linda Copley, Clerk of Council

2011 ACTION PLAN SCHEDULE

January 7, 2011 - Ad submitted to the *Record Courier* to appear in the Wednesday, January 12, 2011 edition announcing the availability of the 2011 CDBG application (RFP).

January 10, 2011 - Staff sends out applications to agencies, service groups, neighborhood planning groups and City Departments seeking projects to be funded through the City's 2011 CDBG program.

January 12, 2011 - Ad submitted to the *Record Courier* to appear in the Tuesday, January 18, 2011 edition announcing the first public hearing to be held on Wednesday, February 2, 2011, 7:10 p.m.

February 2, 2011 - First public hearing for the 2011 Action Plan.

February 4, 2011 - Deadline for submitting 2011 application to the Community Development Department.

February 11, 2011 - Staff forwards CDBG funding recommendations to City Manager's Office for transmittal to City Council.

March 2, 2011 - City Council Community Development Committee discusses staff recommendations and adopts motion approving CDBG projects to be funded in PY2011.

April 8, 2011 - Ad submitted to the *Record Courier* to appear in the Thursday, April 14, 2011 edition announcing the start of the 30-day public comment period.

April 14, 2011 - 30-day public comment period begins.

April 28, 2011 - Ad submitted to the *Record Courier* to appear in the Tuesday, May 3, 2011 edition announcing the second public hearing on Wednesday, May 18, 2011, 7:25 p.m.

May 13, 2011 - 30-day public comment period ends.

May 18, 2011 - City Council holds second public hearing at 7:25 p.m. to take comments on 2011 Action Plan. City Council approves Ordinance authorizing submission of Plan to HUD.

June 7, 2011 - Staff submits 2011 Annual Action Plan to HUD Columbus Field Office.