

Ruller

KENT CITY PLANNING COMMISSION  
REGULAR BUSINESS MEETING  
SEPTEMBER 16, 2008

COUNCIL CHAMBERS  
KENT CITY HALL  
325 S. DEPEYSTER STREET  
7:00 P.M.

**A G E N D A**

- I. CALL TO ORDER
- II. ROLL CALL
- III. READING OF PREAMBLE
- IV. ADMINISTRATION OF OATH BY ASSISTANT LAW DIRECTOR
- V. CORRESPONDENCE
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- VIII. OTHER BUSINESS  
  
Discussion of Land Use Policies and Potential Changes/Updates  
to City's Zoning Code
- X. ADJOURNMENT

September 10, 2008

TO: Kent City Planning Commission Members

FROM: Gary Locke  
Community Development Director

RE: Zoning / Land Use Issues

In preparation for the discussion on September 16, 2008 regarding the discussion of land use policies and potential changes / updates to the City's Zoning Code, I wanted to share with the Commission my thoughts on some of the areas that warrant discussion. This is by no means a complete list and I am sure that Commission members may have some other areas that they would like to consider as well. I would suggest that the Commission take the time on the 16<sup>th</sup> to discuss (with any City Council members present), both how they want to proceed with evaluating land use issues and those issues that they want to discuss. This is likely to be a rather involved process and will take a number of meetings to work through and build consensus to the point of proposing changes to the zoning code or potentially other City codes that may be relevant.

Several years ago, city staff, a consultant, members of the community and various boards and commissions spent considerable time putting together what was being called a "Unified Development Code (UDC). The product of that work was a very detailed and elaborate draft that was never rolled out to the public for consideration. The UDC undertaking also did not consider zoning map changes or potential issues. The draft UDC was structured to be a much stronger legal document and parts of it should be considered as still relevant. The draft was a complicated user document, however, and needs further evaluation and work. I believe that we also need to take a step back from the document itself and have some initial discussions on where we are today with land use and where we want to go. This initial discussion should help to point us in a direction that will help define the rest of this process.

The basis for the current zoning code in effect today was the zoning code that was adopted by the City in 1985. The 1985 code had much of its basis in the 1971 zoning code but also deviated from that code in a number of respects. The most noteworthy of those deviations dealt with reducing the maximum residential density as it related to multifamily development and the introduction of a number of mixed use commercial and residential districts. The 1985 code also recognized the university as a separate regulatory classification (eventhough the City does not have zoning authority over State owned or operated facilities). Fraternity and sorority houses were clarified as uses, as were rooming and boarding houses. The 1985 code was actually initiated back in 1977 (I believe) and took 8 years to be created and adopted.

While the current effort does not need to take that long, the lesson from the 1985 code is that these are not simple issues. They can be controversial and some changes may not be desired or accepted. It may also be prudent to propose / adopt certain changes as soon as there is consensus on them rather than wait and hold them all until one point in time. This is one of several procedural issues that deserves discussion.

In regard to subject matter for discussion, I would like to suggest some of the following which I have broken down into two categories – zoning text / regulatory issues and zoning map issues. While separate in some respects, the two areas combined constitute the City's land use policy and that which both existing residents and business owners will be governed by as well as future residents and business owners. Thus, their impact must be evaluated as a whole.

#### Zoning Text / Regulatory Issues

1. The manner in which we regulate rooming houses and non single family rental properties.
2. Overall residential density in the various zoning districts and whether density bonuses are warranted as a way in which to encourage desirable development (i.e. green building).
3. Parking ratios and requirements.
4. Pedestrian / "multimodal" standards in development.
5. Changes to sign regulations (more flexibility, less flexibility, larger, smaller, etc.).
6. Home occupations and home businesses.
7. Uses permitted or not permitted in zoning districts.
8. Changes to development review process?
9. Architectural design standards?
10. Reduce or increase number of zoning districts.

#### Zoning Map Issues

1. Are there inappropriately zoned residential areas?
2. Are there inappropriately zoned commercial or industrial areas?
3. Zoning of area between downtown and KSU.
4. Zoning of West Main Street, west of Longmere.
5. Should there be more mixing of commercial and industrial uses in zoning districts?
6. Are there better ways to protect environmentally sensitive areas?

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Zoning / Land Use Issues

September 10, 2008

As I indicated before, there are probably other areas that I have missed that deserve discussion and any effort undertaken should consider the aspirations set forth in the Bicentennial Plan. I welcome any input on this matter and look forward to discussing these issues and others with you on the 16<sup>th</sup>.

Cc: Dave Ruller, City Manager  
James Silver, Law Director  
Gene Roberts, Director of Public Service  
William Lillich, Director of Public Safety  
John Ferlito, Health Commissioner  
James Bowling, City Engineer  
Jennifer Barone, Development Engineer  
Eric Fink, Assistant Law Director  
Heather Phile, Development Planner  
Linda Copley, Clerk of Council  
Environmental Commission Members  
Board of Zoning Appeals Members



## CIVIL SERVICE COMMISSION

CITY OF KENT  
121 EAST SUMMIT STREET  
KENT, OHIO 44210

Telephone: (330) 676-8101  
or (330) 676-7566  
Fax: (330) 676-7560

### CIVIL SERVICE COMMISSION REGULAR MEETING

**AUGUST 5, 2008**

**5:00 P.M.**

**Present:** John D. Thomas, Chairperson  
Ronald F. Heineking, Co-Chairperson  
Jacqueline W. Loomis, Member  
Anna J. Lucas, Civil Service Coordinator

**Liz Zorc, Human Resources Manager**

**Clifford Roberts, Vice-President, OAPSE ) Kent City**  
**James Soyars, Director, Business Services ) School District**



As Chairperson, Commissioner Thomas called the meeting to order and took a voice roll call. The minutes of the June 10, 2008 Civil Service Commission Regular Meeting were approved as were the minutes of the Commission Special Meeting held on June 27, 2008.

The Commission reviewed correspondence from Law Director Silver who stated that

... the Ohio legislatures have passed a law making 'military status' a protected class. This means we cannot inquire about military status – just like cannot inquire about age, race, color, creed, religion, etc.

In and of itself, this isn't a problem. However, the Federal laws mandate that we give Civil Service applicants an additional twenty percent (20%) credit if they have military service.

So, if we do not give credit for military service, we are criminals, having violated Federal law. Yet, if we inquire military service, we are criminals in the State of Ohio ...

Atty. Silver continued by stating that "the answer to the dilemma seems to lie in some type of statement, similar to the one attached" to the correspondence. He suggested that a notice to applicants should read in the form of the following statement.

Under current Ohio law, prospective employers, including the City of Kent, Ohio cannot ask applicants about their

military status. However, under Federal law, the City still has to give an additional credit on the scores of Civil Service job applicants that have successfully served in the military for this Country.

Consequently, if you have military status that qualifies you for additional credit for a City of Kent job opening, you may volunteer this information to the Civil Service office. Any records or copies of records you produce to establish this credit will not be kept in the Civil Service office. They will be held by the Human Resource office of the City until they are no longer needed. They will then be returned or destroyed.

The Commission also discussed the need to remove the request for applicant's social security number from Civil Service Applications. Both the Law Director's military service inquiry and the social security number removal from Applications was unanimously authorized by the Commission. Then, Commissioner Heineking made a motion that Mr. Silver incorporate his statement to applicants with the current voluntary "Equal Employment Opportunity" form that is part of the Civil Service Application. The motion was passed unanimously.

The Commission unanimously approved the Typist II Eligibility List for the Kent City School District and it shall be in effect from August 5, 2008 through August 5, 2010, unless otherwise specified by the Commission. The list has 53 total eligible Typist II candidates on it. The following Kent City School District personnel matters were noted for the record. Heather Romanski was promoted to Maintenance Account Clerk II from Maintenance Account Clerk I retroactive to January 17, 2008. Jodi Wages was appointed as Personnel Office Secretary effective June 17, 2008. Sheila Hrkach retired as Transportation Secretary effective July 1, 2008. Beth Corley was internally appointed to Transportation Secretary from Preschool Typist II effective August 4, 2008. And, Lea Ann Six was internally appointed to Custodial I worker from Bus Driver effective June 23, 2008.

The resignation of Plans Administrator Mike Weddle, effective August 17, 2008, was noted for the record. H.R. Manager Liz Zorc withdrew the next item on the agenda, the request to approve the Plans Administrator job description as well as the request to establish an eligible list for that position. She stated that the Administration has decided to reduce the salary range as well as re-title the position.

The Plans Administrator Assessment Center Proposal, submitted by Ramsey and Associates, was tabled.

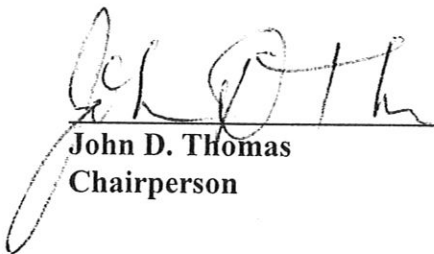
Personnel status changes in the Department of Service Administration were noted for the record. In the Division of Central Maintenance, Mitchell Dailey's status changed from

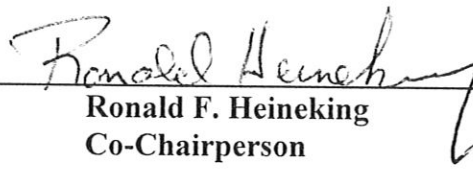


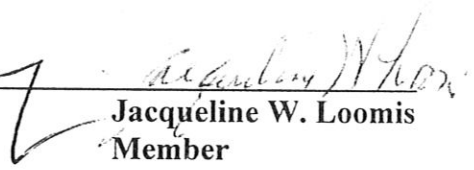
**Service Worker to Repair Operator effective June 23, 2008. And, Cynthia Price transferred from the position Account Clerk in Budget and Finance to Water Treatment Plant Operator at the Water Treatment Facility effective July 7, 2008.**

**The meeting was adjourned.**

**MINUTES APPROVED:**

  
**John D. Thomas**  
Chairperson

  
**Ronald F. Heineking**  
Co-Chairperson

  
**Jacqueline W. Loomis**  
Member



## CIVIL SERVICE COMMISSION

CITY OF KENT  
221 EAST SUMMIT STREET  
KENT, OHIO 44240

TELEPHONE (330) 676-6101  
FAX (330) 676-7556  
FAX (330) 676-7590

### THE KENT CIVIL SERVICE COMMISSION WILL HOLD ITS REGULAR MEETING ON TUESDAY, SEPTEMBER 9, 2008 AT 3:00 P.M. IN THE COMMISSION OFFICE

#### Agenda

- (1) Civil Service Commission  
Commissioner Heineking assumes position of Chairperson  
to serve September 9, 2008 through January 12, 2009  
Approval of August 5, 2008 Commission Meeting Minutes
- (2) Kent City School District  
William Craig, Custodian -- Retirement -- effective September 1, 2008  
Nanette Zawistowski -- Appointed to the position of PreSchool Secretary  
on August 19, 2008
- (3) Budget and Finance Department  
Mary Bryant -- Appointed to the position of Account Clerk on August 25, 2008
- (4) Community Development Department  
Grants & Neighborhood Program Administrator (Formerly Plans Administrator)  
Job Description as well as Salary Range Reduction Approval Request
- (5) Safety Administration  
Sarah E. Berkey -- Appointed to the position of Police Officer on September 3, 2008  
David J. Marino -- Appointed to the position of Police Officer on September 3, 2008  
Firefighter/Paramedic Todd A. Beatty -- Resignation effective September 17, 2008
- (6) Service Administration  
Gordon Phillips -- Sr. Parks Crew Leader with Parks & Recreation  
to transfer (via the AFSCME bidding process) to the position  
of Service Worker with the Division of Central Maintenance  
on September 15, 2008

posted: 9/5/08--10:00 a.m.







# City Of Kent Fire Department

320 S. Depeyster St.  
Kent, Ohio 44240  
330.676.7393  
330.676.7374 Fax

9/9/2008

TO Dave Ruller, City Manager  
Bill Lillich, Safety Director

FROM: Jim Williams, Fire Chief 

RE: August 2008 Fire Department Monthly Incident Report

Attached you will find a copy of the Fire Department's Monthly Incident Report for August 2008. As you can see the call volume has continued at the pace that we have seen through most of 2008. As compared to last year at this time the department has responded to 188 more incidents or 7.4% over 2007 and 261 or 10.7% more than 2006.





# KENT FIRE DEPARTMENT AUGUST 2008 MONTHLY INCIDENT REPORT

	CURRENT PERIOD			YEAR TO DATE		
	2008	2007	2006	2008	2007	2006
<b>FIRE RESPONSE INFORMATION</b>						
Summary of Fire Incident Alarms						
City Of Kent	60	51	58	412	347	357
Kent State University	20	34	29	145	150	125
Franklin Township	14	18	7	101	94	90
Sugar Bush Knolls	0	0	1	0	3	1
<b>RESPONSES</b>	<b>94</b>	<b>103</b>	<b>95</b>	<b>586</b>	<b>594</b>	<b>573</b>
Mutual Aid Received by Location						
City Of Kent	1	1	1	14	10	5
Kent State University	0	1	0	1	2	2
Franklin Township	0	2	0	5	7	2
Sugar Bush Knolls	0	0	0	0	0	2
<b>TOTAL</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>20</b>	<b>19</b>	<b>11</b>
Mutual Aid Given	7	3	4	36	44	30
<b>TOTAL FIRE INCIDENTS</b>	<b>101</b>	<b>106</b>	<b>99</b>	<b>694</b>	<b>638</b>	<b>603</b>
<b>EMERGENCY MEDICAL RESPONSE INFORMATION</b>						
Summary of Medical Responses						
City Of Kent	203	198	177	1538	1410	1397
Franklin Township	44	45	27	278	269	243
Kent State University	16	16	18	176	180	182
Sugar Bush Knolls	1	1	3	2	2	4
Mutual Aid Given	4	4	1	22	23	20
<b>TOTAL RESPONSES</b>	<b>268</b>	<b>264</b>	<b>226</b>	<b>2016</b>	<b>1884</b>	<b>1846</b>
Mutual Aid Received by Location						
City Of Kent	3	3	0	11	12	14
Franklin Township	0	0	2	2	2	10
Kent State University	1	0	0	6	5	0
Sugar Bush Knolls	0	0	0	0	0	0
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>17</b>	<b>17</b>	<b>24</b>
<b>Total Fire and Emergency Medical Incidents</b>	<b>369</b>	<b>370</b>	<b>325</b>	<b>2710</b>	<b>2522</b>	<b>2449</b>