

2011 Rate Stabilization Plan Executive Summary

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
CITY OPERATED UTILITIES RATE ANALYSIS
(WATER, SANITARY, SOLID WASTE & STORM WATER)

November 9, 2011

To: Dave Ruller, City Manager

From: Gene Roberts, Service Director

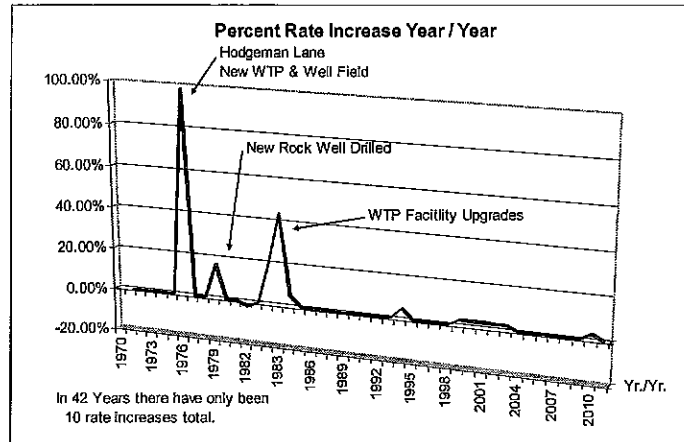
Facility Plans for the City's Water Reclamation Facility (WRF) and Water Treatment Plant (WTP) have been completed by the City's Consultants. The Facility Plans identified capital improvements that will be required at the plants over the next twenty years in order to maintain expected levels of services based on the City's current Ohio EPA issued permit requirements. The Service Department has completed its analysis of City Operated Utilities (COU) rates, which included determining the projected expenses both for the current five year capital plan and estimated for the next twenty years. The detailed analysis was based on the completed Facility Plans, as well as the anticipated capital facilities and equipment needs for the water distribution system, sanitary sewer collection system and solid waste treatment.

The analysis of the COU rates identified increases of 25% for water, 27% for sanitary and 25% for solid waste which need to be implemented in order to maintain the solvency of the respective funds for the approved 2011 Capital Improvement Plan period for the years 2012 through 2016. The COU analysis indicated that no rate increase is needed for storm water services at the present time. Given the current economic climate, staff recognized that the needed rate increases were significant and would create financial challenges for many City businesses and residents if the rate increases were implemented at one time. In order to allow for a more gradual adjustment to the needed rate increases, staff is recommending the increases to the utility rates be implemented over several years. Utilizing a gradual rate increase model does come with some risks that will require close monitoring because not having all of the funds needed to address the 2012 shortage in the utility services will require the delay of other identified capital improvement project needs.

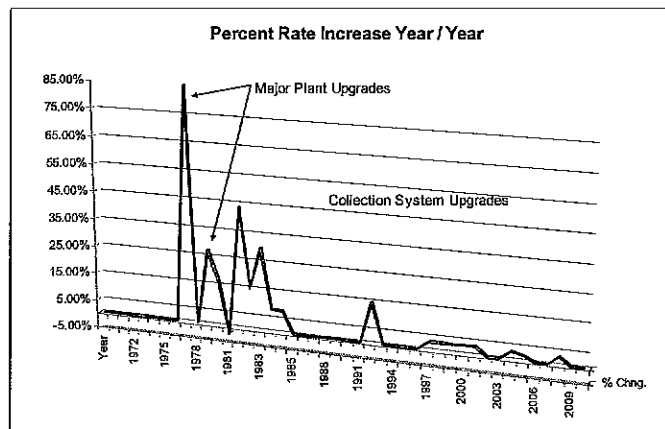
This is not the first time that the City of Kent has faced major rate increases. In studying the available utility rate information dating back to 1970, the City had instituted major increases to provide the funds necessary for capital expenses in the past. The following graphs of historical rates in the City for water and sanitary can best be described as major peaks separated by long valleys; the graphs are not representative of a Rate Stabilization Plan, but are representative of just-in-time rate increases.

2011 Rate Stabilization Plan Executive Summary

Water Rates



Sanitary Rates

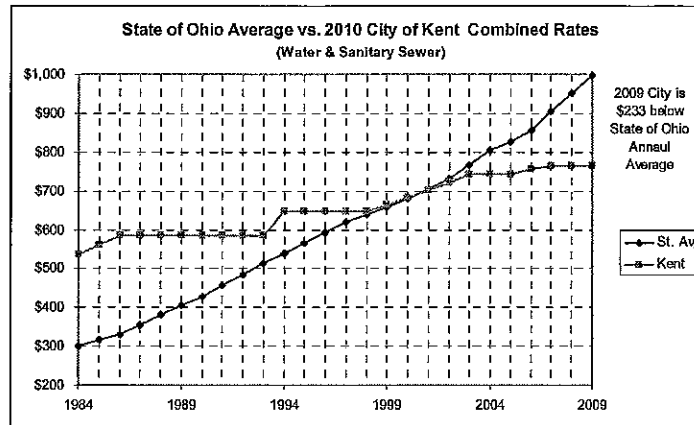


By example, the water capital improvements consisting of construction of the new WTP required a water rate increase of 98% (from \$5.00 to \$9.90 per 1,000 cf; 1976). The sanitary capital improvements which consisted of major upgrades at the WRF, required a sanitary rate increase of 85% (from \$4.00 to \$7.40 per 1,000 cf, 1977). These historic increases were approved by Kent City Council at the respective times in order to address immediate needs and were not part of a Rate Stabilization Plan which is based on forward looking analysis of anticipated future needs.

The following graphs show where the City has fallen below the average cost to provide utility services as compared to the State of Ohio average for all communities reporting:

2011 Rate Stabilization Plan Executive Summary

OEPA vs. City of Kent Combined Water & Sanitary Rates



Staff is recommending that rate increases, which have been identified as being needed for COU, be extended over multiple years versus a one time large increase. The increases recommended for the next five years are outlined on the following page and include the actual cost for a minimum and average utility customer. Additionally, staff is recommending that after the initial four year catch up period, a Rate Stabilization Plan be established which will minimize the need for the City to implement large increases in the future. It is recommended that once the COU funds become stabilized, a Rate Stabilization Plan of three percent (3%) per year be implemented and that each year as part of the Five Year Capital Improvement Program presentation to Kent City Council that the Service Department be required to re-evaluate the projected next twenty years of expenses and recommend to Council whether or not the full three percent (3%) will be needed in each future year.

Although no one likes paying higher rates for local government provided utilities, the implementation of a Rate Stabilization Plan will all but eliminate the need for the doubling of customer charges, which has been the stop gap mechanism used historically by the City in order to address prior utility fund shortages.

Kent City Council is respectfully requested to consider the staff recommended utility Rate Stabilization Plan with implementation scheduled to occur during the first billing cycle in January 2012. Additionally it is recommended that a new consolidated codified ordinance be approved in which all utility rates are set versus the current rate ordinances which are presently distributed throughout four different sections of the City's Codified Ordinances.

2011 Rate Stabilization Plan Executive Summary

Minimum User Rate

Year	Water Rate Per 300 cf	Sanitary Rate Per 300 cf	Solid Waste Rate Per Resd.	Storm Water Rate Per Resd.	Total Utility Rate
2011	\$7.43	\$11.57	\$4.00	\$2.30	\$25.30
2012	\$8.10	\$12.61	\$4.20	\$2.30	\$27.21
2013	\$8.83	\$13.75	\$4.41	\$2.30	\$29.28
2014	\$9.62	\$14.98	\$4.63	\$2.30	\$31.54
2015	\$10.49	\$16.33	\$4.86	\$2.30	\$33.98
2016	\$11.01	\$16.82	\$5.01	\$2.30	\$35.14

Year	Min. User	Total Utility Rate Inc.	Per Day Rate Inc.
	Total Utility Rate		
2011	\$25.30	\$0.00	\$0.00
2012	\$27.21	\$1.91	\$0.06
2013	\$29.28	\$2.07	\$0.07
2014	\$31.54	\$2.25	\$0.08
2015	\$33.98	\$2.45	\$0.08
2016	\$35.14	\$1.16	\$0.04

Average User Rate

Year	Water Rate Per 1,000 cf	Sanitary Rate Per 1,000 cf	Solid Waste Rate Per Resd.	Storm Water Rate Per Resd.	Total Utility Rate
2011	\$24.74	\$38.55	\$4.00	\$2.30	\$69.59
2012	\$26.97	\$42.02	\$4.20	\$2.30	\$75.49
2013	\$29.39	\$45.80	\$4.41	\$2.30	\$81.90
2014	\$32.04	\$49.92	\$4.63	\$2.30	\$88.89
2015	\$34.92	\$54.42	\$4.86	\$2.30	\$96.50
2016	\$36.67	\$56.05	\$5.01	\$2.30	\$100.03

Year	Avg. User	Total Utility Rate Inc.	Per Day Rate Inc.
	Total Utility Rate		
2011	\$69.59	\$0.00	\$0.00
2012	\$75.49	\$5.90	\$0.20
2013	\$81.90	\$6.42	\$0.21
2014	\$88.89	\$6.99	\$0.23
2015	\$96.50	\$7.61	\$0.25
2016	\$100.03	\$3.52	\$0.12



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller
City Manager

From: Bridget Susel
Acting Community Development Director *B.Susel*

Date: November 4, 2011

RE: Monthly Permit and Zoning Complaint Report – October 2011

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

BUILDING PERMIT REPORT SUMMARY (KCO 147-04) - OCTOBER 2011

<u>Permit Type</u>	<u># Approved</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Building	17	155	131
Electric	12	145	95
HVAC	18	106	81
Plumbing	13	87	62
Engineering	25	85	50
Subdivisions	0	4	12
Zoning	22	61	86
Total:	107	643	517

<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	220,290.00	1,054.00
Building Reviews	00135201	5,962.50	28,936.50	9,525.00
Building	00135201	5,308.34	46,417.93	7,218.14
Electric	00135202	2,038.50	8,118.53	3,898.75
HVAC	00135204	1,659.00	5,554.97	4,123.00
Plumbing	20235203	2,147.73	6,344.73	2,999.01
Subtotal:		\$17,116.07	\$315,662.66	\$28,817.90
State 1% Fee	80436362	15.99	122.94	97.85
State 3% Fee	80436362	286.67	1,617.33	253.70
Demolition Bond	80436313	0.00	3,479.00	855.00
Electrical Registration	00135206	100.00	1,650.00	1,325.00
Plumbing Registration	00135207	50.00	1,837.50	1,375.00
HVAC Registration	00135208	50.00	1,137.50	1,275.00
Zoning	00135301	4,648.11	9,054.17	2,656.05
Fence Permits	00135301	50.00	988.28	520.00
Signs	00135313	130.00	860.00	970.00
Civil Infraction Fines	00135106	0.00	500.00	200.00
Board Applications	00135302	450.00	2,900.00	2,400.00
Postage	10405400132	239.76	2,061.80	2,220.72
Miscellaneous	00135406	200.00	1,050.79	1,686.48
Sewer Permits	20235316	75.00	843.34	275.00
Sewer Utilization	20233604	0.00	154,100.00	8,384.00
Sewer Disconnect	20235406	0.00	32,303.00	5,000.00
Storm Sewer	20833604	100.00	525.00	425.00
Street Excavation	00135317	160.00	860.00	960.00
Water Meters	20133604	600.00	8,909.00	4,824.00
Water Permit	20133604	50.00	881.25	287.50
Water Utilization	20133604	0.00	64,712.50	3,795.00
Water Disconnect	20135406	0.00	16,990.00	3,000.00
Chlorination	20133604	900.00	7,200.00	1,492.50
Waterline Const/Frontage	20133604	0.00	5,039.26	1,921.61
Street Exc. Bond	80436341	0.00	11,921.61	13,000.00
Subdivision Bond	80436312	10,000.00	46,456.40	9,737.35
Fire Escrow Deposit	80436331	0.00	10,000.00	10,000.00
Site Plan Construction	00135317	22,700.25	43,267.80	7,294.34
Plan Review	00135317	22,716.75	45,213.30	7,294.34
Improvement Inspection	00135317	99.00	11,673.00	0.00
Grading Permits	00135317	35.00	11,066.60	0.00
Plat Review/Lot Split	00135317	30.00	110.00	290.00
Subtotal:		\$63,686.53	\$499,331.37	\$93,815.44
Grand Total:		\$80,802.60	\$814,994.03	\$122,633.34

Monthly Building Report

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Board of Zoning Appeals (BZA) Case

Address	Permit/Amount	Amount/Paid	Amount/Paid	Payment Date	Fee Type
326 COLLEGE COURT	\$50.00	\$50.00	\$50.00	10/27/2011	Board of Zoning Appeals Application
440 HARRIS	\$50.00	\$50.00	\$50.00	10/24/2011	Board of Zoning Appeals Application
747 GROVE AVE	\$111.00	\$111.00	\$111.00	10/14/2011	BZA Postage Fees
830 NORTH MANTUA STREET	\$128.76	\$128.76	\$128.76	10/4/2011	BZA Postage Fees
SUNNYBROOK & SR 261	\$50.00	\$50.00	\$50.00	10/24/2011	Board of Zoning Appeals Application
	Total \$389.76	Total \$389.76	5		0

Bonds - cash

Address	Permit/Amount	Amount/Paid	Amount/Paid	Payment Date	Fee Type
295 S Water Street	\$10,000.00	\$10,000.00	\$10,000.00	10/21/2011	Engineering Cash Bond
	Total \$10000	Total \$10000	1		0

Electrical Permit - Commercial

Address	Permit/Amount	Amount/Paid	Amount/Paid	Payment Date	Fee Type
168 CHERRY	\$1.60	\$1.60	\$1.60	10/14/2011	3% State Surcharge (commercial)
168 CHERRY	\$53.50	\$53.50	\$53.50	10/14/2011	EC Electrical Permit
200 S Depeyster	\$0.75	\$0.75	\$0.75	10/19/2011	3% State Surcharge (commercial)
200 S Depeyster	\$25.00	\$25.00	\$25.00	10/19/2011	EC Electric Service Only - Temporary or Permanent
5694 Rhodes Road	\$1.65	\$1.65	\$1.65	10/5/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$55.00	\$55.00	\$55.00	10/5/2011	NC Electrical Permit
5694 Rhodes Road	\$1.65	\$1.65	\$1.65	10/5/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$55.00	\$55.00	\$55.00	10/5/2011	NC Electrical Permit
5694 Rhodes Road	\$15.00	\$15.00	\$15.00	10/5/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$500.00	\$500.00	\$500.00	10/5/2011	NM Electrical Permit
5694 Rhodes Road	\$15.00	\$15.00	\$15.00	10/5/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$500.00	\$500.00	\$500.00	10/5/2011	NM Electrical Permit
5694 Rhodes Road	\$15.00	\$15.00	\$15.00	10/5/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$500.00	\$500.00	\$500.00	10/5/2011	NM Electrical Permit
609 S LINCOLN	\$3.00	\$3.00	\$3.00	10/24/2011	3% State Surcharge (commercial)

Electrical Permit - Commercial

Address	Permit/Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
609 S LINCOLN	\$100.00	\$100.00	\$100.00	10/24/2011	EC Electric Service Only - Temporary or Permanent
Total \$1842.15		Total \$1842.15	16		0

Electrical Permit - Residential

Address	Permit/Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
1039 DAVEY	\$0.25	\$0.25	\$0.25	10/13/2011	1% State Surcharge (residential)
1039 DAVEY	\$25.00	\$25.00	\$25.00	10/13/2011	ER Electrical Permit - Service Only
1420 RIVER TRAIL	\$0.25	\$0.25	\$0.25	10/27/2011	1% State Surcharge (residential)
1420 RIVER TRAIL	\$25.00	\$25.00	\$25.00	10/27/2011	ER Electrical Permit - Service Only
646 S DEPEYSTER	\$0.25	\$0.25	\$0.25	10/17/2011	1% State Surcharge (residential)
646 S DEPEYSTER	\$25.00	\$25.00	\$25.00	10/17/2011	ER Electrical Permit - Service Only
835 HUDSON	\$0.25	\$0.25	\$0.25	10/28/2011	1% State Surcharge (residential)
835 HUDSON	\$25.00	\$25.00	\$25.00	10/28/2011	ER Electrical Permit - Service Only
Total \$101		Total \$101	8		0

Engineering Permit

Address	Permit/Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
100 E ERIE	\$35.00	\$35.00	\$35.00	10/27/2011	Filling, Grading, Excavating Permit
1050 W MAIN	\$20.00	\$20.00	\$20.00	10/11/2011	Excavation Permit
1174 MUNROE FALLS	\$20.00	\$20.00	\$20.00	10/21/2011	Excavation Permit
1200 Spruce	\$25.00	\$25.00	\$25.00	10/27/2011	Water Permit
203 N WATER	\$20.00	\$20.00	\$20.00	10/12/2011	Excavation Permit
295 S Water Street	\$20.00	\$20.00	\$20.00	10/19/2011	Excavation Permit
295 S Water Street	\$75.00	\$75.00	\$75.00	10/19/2011	Sanitary Sewer Permit - Commercial
295 S Water Street	\$100.00	\$100.00	\$100.00	10/19/2011	Storm Sewer Connection Fee
295 S Water Street	\$25.00	\$25.00	\$25.00	10/19/2011	Water Permit
295 S Water Street	\$300.00	\$300.00	\$300.00	10/19/2011	4" tap
295 S Water Street	\$300.00	\$300.00	\$300.00	10/19/2011	6" tap
295 S Water Street	\$300.00	\$300.00	\$300.00	10/19/2011	Water Chlorination Charge

Engineering Permit

Address	Permit/Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
295 S Water Street	\$300.00	\$300.00	\$300.00	10/19/2011	Water Chlorination Charge
295 S Water Street	\$300.00	\$300.00	\$300.00	10/19/2011	Water Chlorination Minimum set-up charges
295 S Water Street	\$1,085.25	\$1,085.25	\$1,085.25	10/19/2011	1% Plan Review Fee
295 S Water Street	\$1,085.25	\$1,085.25	\$1,085.25	10/19/2011	1% Site plan construction permit inspection fee
442 WOLCOTT	\$20.00	\$20.00	\$20.00	10/28/2011	Excavation Permit
443 W MAIN	\$20.00	\$20.00	\$20.00	10/17/2011	Excavation Permit
500 S WATER	\$20.00	\$20.00	\$20.00	10/6/2011	Excavation Permit
609 South Lincoln Street	\$20.00	\$20.00	\$20.00	10/4/2011	Excavation Permit
609 South Lincoln Street	\$21,631.50	\$21,631.50	\$21,631.50	10/4/2011	1% Plan Review Fee
609 South Lincoln Street	\$21,615.00	\$21,615.00	\$21,615.00	10/4/2011	1% Site plan construction permit inspection fee
609 South Lincoln Street	\$99.00	\$99.00	\$99.00	10/4/2011	6% Improvement Inspection Fee
Lincoln Commons	\$10.00	\$10.00	\$10.00	10/17/2011	Minor Subdivision Plat - per lot fee
Lincoln Commons	\$20.00	\$20.00	\$20.00	10/17/2011	Minor Subdivision Plat Fee
	Total \$47466	Total \$47466	25		0

Existing Commercial Building Permit

Address	Permit/Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
1800 RHODES	\$1.50	\$1.50	\$1.50	10/6/2011	3% State Surcharge (commercial)
1800 RHODES	\$75.00	\$75.00	\$75.00	10/6/2011	Building Plan Review
1800 RHODES	\$50.00	\$50.00	\$50.00	10/6/2011	EC Building Fee (base fee only)
5694 Rhodes Road	\$1.50	\$1.50	\$1.50	10/10/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$50.00	\$50.00	\$50.00	10/10/2011	EC Building Fee (base fee only)
830 NORTH MANTUA STREET	\$1.50	\$1.50	\$1.50	10/18/2011	3% State Surcharge (commercial)
830 NORTH MANTUA STREET	\$50.00	\$50.00	\$50.00	10/18/2011	EC Building Fee (base fee only)
830 NORTH MANTUA STREET	\$25.00	\$25.00	\$25.00	10/18/2011	Sign
	Total \$254.5	Total \$254.5	8		0

Existing Residential

Address	Permit/Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
1137 LEONARD	\$0.50	\$0.50	\$0.50	10/19/2011	1% State Surcharge (residential)
1137 LEONARD	\$50.00	\$50.00	\$50.00	10/19/2011	Deck
1137 LEONARD	\$25.00	\$25.00	\$25.00	10/19/2011	Zoning - deck
1409 MOGADORE	\$0.49	\$0.49	\$0.49	10/3/2011	1% State Surcharge (residential)
1409 MOGADORE	\$48.45	\$48.45	\$48.45	10/3/2011	ER Building Permit (sq. ft.)
1409 MOGADORE	\$25.00	\$25.00	\$25.00	10/3/2011	Zoning - addition, residential
315 RELLIM	\$0.12	\$0.12	\$0.12	10/24/2011	1% State Surcharge (residential)
315 RELLIM	\$12.00	\$12.00	\$12.00	10/24/2011	ER Building Permit (base fee only)
620 VIRGINIA	\$0.51	\$0.51	\$0.51	10/6/2011	1% State Surcharge (residential)
620 VIRGINIA	\$50.99	\$50.99	\$50.99	10/6/2011	ER Building Permit (sq. ft.)
620 VIRGINIA	\$25.00	\$25.00	\$25.00	10/6/2011	Fence
620 VIRGINIA	\$25.00	\$25.00	\$25.00	10/6/2011	Zoning - deck
824.5 N MANTUA	\$0.31	\$0.31	\$0.31	10/24/2011	1% State Surcharge (residential)
824.5 N MANTUA	\$31.40	\$31.40	\$31.40	10/24/2011	ER Building Permit (sq. ft.)
824.5 N MANTUA	\$25.00	\$25.00	\$25.00	10/24/2011	Zoning - addition, residential
	Total \$319.77	Total \$319.77	15		0

HVAC Permit - Commercial

Address	Permit/Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
1050 W MAIN	\$19.05	\$19.05	\$19.05	10/3/2011	3% State Surcharge (commercial)
1050 W MAIN	\$450.00	\$450.00	\$450.00	10/3/2011	EC HVAC, New separate htg, A/C or ventilation syt
1050 W MAIN	\$60.00	\$60.00	\$60.00	10/3/2011	EC HVAC, Replacement or addition of type "B" flue
1050 W MAIN	\$125.00	\$125.00	\$125.00	10/3/2011	EC HVAC, Unclassified htg, a/c or ventilation syt
1480 SOUTH WATER STREET	\$0.75	\$0.75	\$0.75	10/28/2011	3% State Surcharge (commercial)
1480 SOUTH WATER STREET	\$25.00	\$25.00	\$25.00	10/28/2011	EC HVAC, Unclassified htg, a/c or ventilation syt
1752 WHITEHALL	\$0.60	\$0.60	\$0.60	10/28/2011	3% State Surcharge (commercial)
1752 WHITEHALL	\$20.00	\$20.00	\$20.00	10/28/2011	EM HVAC, Replacement of heating & air conditioning

HVAC Permit - Commercial

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
1752 WHITEHALL	\$0.60	\$0.60	\$0.60	10/28/2011	3% State Surcharge (commercial)
1752 WHITEHALL	\$20.00	\$20.00	\$20.00	10/28/2011	EM HVAC, Replacement of heating & air conditioning
1752 WHITEHALL	\$0.60	\$0.60	\$0.60	10/28/2011	3% State Surcharge (commercial)
1752 WHITEHALL	\$20.00	\$20.00	\$20.00	10/28/2011	EM HVAC, Replacement of heating & air conditioning
295 S Water Street	\$15.00	\$15.00	\$15.00	10/27/2011	3% State Surcharge (commercial)
295 S Water Street	\$500.00	\$500.00	\$500.00	10/27/2011	NC HVAC, Air Conditioning Unit
412 W MAIN	\$0.75	\$0.75	\$0.75	10/21/2011	3% State Surcharge (commercial)
412 W MAIN	\$25.00	\$25.00	\$25.00	10/21/2011	EC HVAC, Unclassified htg, a/c or ventilation syt
642 E SUMMIT	\$0.75	\$0.75	\$0.75	10/21/2011	3% State Surcharge (commercial)
642 E SUMMIT	\$25.00	\$25.00	\$25.00	10/21/2011	EC HVAC, Unclassified htg, a/c or ventilation syt
	Total \$1308.1	Total \$1308.1	18		0

HVAC Permit - Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
1752 WHITEHALL	\$0.30	\$0.30	\$0.30	10/26/2011	1% State Surcharge (residential)
1752 WHITEHALL	\$30.00	\$30.00	\$30.00	10/26/2011	ER HVAC, Replacement of htg or air conditioning
1752 WHITEHALL	\$0.30	\$0.30	\$0.30	10/26/2011	1% State Surcharge (residential)
1752 WHITEHALL	\$30.00	\$30.00	\$30.00	10/26/2011	ER HVAC, Replacement of htg or air conditioning
1752 WHITEHALL	\$0.30	\$0.30	\$0.30	10/26/2011	1% State Surcharge (residential)
1752 WHITEHALL	\$30.00	\$30.00	\$30.00	10/26/2011	ER HVAC, Replacement of htg or air conditioning
309 RELIM	\$0.60	\$0.60	\$0.60	10/10/2011	1% State Surcharge (residential)
309 RELIM	\$60.00	\$60.00	\$60.00	10/10/2011	ER HVAC, Replacement of htg or air conditioning
321 HARRIS	\$0.60	\$0.60	\$0.60	10/12/2011	1% State Surcharge (residential)

HVAC Permit - Residential

Address	Permit Amount	Amount Refd	Amount Paid	Payment Date	Fees/Type
321 HARRIS	\$60.00	\$60.00	\$60.00	10/12/2011	ER HVAC, Replacement of htg or air conditioning
481 WOLCOTT	\$0.30	\$0.30	\$0.30	10/28/2011	1% State Surcharge (residential)
481 WOLCOTT	\$30.00	\$30.00	\$30.00	10/28/2011	ER HVAC, Replacement of htg or air conditioning
513 IRMA	\$0.30	\$0.30	\$0.30	10/18/2011	1% State Surcharge (residential)
513 IRMA	\$30.00	\$30.00	\$30.00	10/18/2011	ER HVAC, Replacement of htg or air conditioning
515 NEEDHAM	\$0.30	\$0.30	\$0.30	10/18/2011	1% State Surcharge (residential)
515 NEEDHAM	\$30.00	\$30.00	\$30.00	10/18/2011	ER HVAC, Replacement of htg or air conditioning
548 HARVEY	\$0.30	\$0.30	\$0.30	10/12/2011	1% State Surcharge (residential)
548 HARVEY	\$30.00	\$30.00	\$30.00	10/12/2011	ER HVAC, Replacement of htg or air conditioning
548 HARVEY	\$20.00	\$20.00	\$20.00	10/12/2011	ER HVAC, Addition to existing system
548 HARVEY	\$0.20	\$0.20	\$0.20	10/12/2011	1% State Surcharge (residential)
	Total \$353.5	Total \$353.5	20		0

New Commercial Building Permit

Address	Permit Amount	Amount Refd	Amount Paid	Payment Date	Fees/Type
100 E Erie Street	\$100.98	\$100.98	\$100.98	10/26/2011	3% State Surcharge (commercial)
100 E Erie Street	\$1,275.00	\$1,275.00	\$1,275.00	10/26/2011	Building Plan Review
100 E Erie Street	\$3,366.05	\$3,366.05	\$3,366.05	10/26/2011	NC Building Permit (sq. ft.)
100 E Erie Street	\$450.00	\$450.00	\$450.00	10/26/2011	Zoning - new construction, commercial
500 S WATER	\$23.12	\$23.12	\$23.12	10/27/2011	3% State Surcharge (commercial)
500 S WATER	\$225.00	\$225.00	\$225.00	10/27/2011	Building Plan Review
500 S WATER	\$75.00	\$75.00	\$75.00	10/27/2011	Building Plan Review
500 S WATER	\$770.55	\$770.55	\$770.55	10/27/2011	NC Building Permit (sq. ft.)
500 S WATER	\$422.33	\$422.33	\$422.33	10/27/2011	Zoning - new construction, commercial
	Total \$6708.03	Total \$6708.03	9		0

New Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
610/612 S LINCOLN	\$1.22	\$1.22	\$1.22	10/4/2011	1% State Surcharge (residential)
610/612 S LINCOLN	\$133.93	\$133.93	\$133.93	10/4/2011	Building Plan Review
610/612 S LINCOLN	\$121.86	\$121.86	\$121.86	10/4/2011	NR Building Permit (sq. ft.)
614/616 S LINCOLN	\$1.22	\$1.22	\$1.22	10/4/2011	1% State Surcharge (residential)
614/616 S LINCOLN	\$133.93	\$133.93	\$133.93	10/4/2011	Building Plan Review
614/616 S LINCOLN	\$121.86	\$121.86	\$121.86	10/4/2011	NR Building Permit (sq. ft.)
618 S LINCOLN	\$0.95	\$0.95	\$0.95	10/4/2011	1% State Surcharge (residential)
618 S LINCOLN	\$133.93	\$133.93	\$133.93	10/4/2011	Building Plan Review
618 S LINCOLN	\$94.80	\$94.80	\$94.80	10/4/2011	NR Building Permit (sq. ft.)
620 S LINCOLN	\$0.95	\$0.95	\$0.95	10/4/2011	1% State Surcharge (residential)
620 S LINCOLN	\$133.92	\$133.92	\$133.92	10/4/2011	Building Plan Review
620 S LINCOLN	\$94.80	\$94.80	\$94.80	10/4/2011	NR Building Permit (sq. ft.)
622/624 S LINCOLN	\$1.22	\$1.22	\$1.22	10/4/2011	1% State Surcharge (residential)
622/624 S LINCOLN	\$133.93	\$133.93	\$133.93	10/4/2011	Building Plan Review
622/624 S LINCOLN	\$121.86	\$121.86	\$121.86	10/4/2011	NR Building Permit (sq. ft.)
626/628 S LINCOLN	\$1.22	\$1.22	\$1.22	10/4/2011	1% State Surcharge (residential)
626/628 S LINCOLN	\$133.93	\$133.93	\$133.93	10/4/2011	Building Plan Review
626/628 S LINCOLN	\$121.86	\$121.86	\$121.86	10/4/2011	NR Building Permit (sq. ft.)
630/632 S LINCOLN	\$1.22	\$1.22	\$1.22	10/4/2011	1% State Surcharge (residential)
630/632 S LINCOLN	\$133.93	\$133.93	\$133.93	10/4/2011	Building Plan Review
630/632 S LINCOLN	\$121.86	\$121.86	\$121.86	10/4/2011	NR Building Permit (sq. ft.)
Total	\$1744.4	\$1744.4	21		0

Planning Commission (PC) Case

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
1417 South Water Street	\$100.00	\$100.00	\$100.00	10/10/2011	PC Application Fee
326 COLLEGE COURT	\$100.00	\$100.00	\$100.00	10/17/2011	PC Application Fee
Acorn Alley II - East Erie & S. Depeyster	\$100.00	\$100.00	\$100.00	10/10/2011	PC Application Fee
Total	\$300	\$300	3		0

Plumbing Permit - Commercial

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
1063 FRATERNITY	\$1.62	\$1.62	\$1.62	10/17/2011	3% State Surcharge (commercial)
1063 FRATERNITY	\$54.00	\$54.00	\$54.00	10/17/2011	EC Plumbing Permit
155/157 S WATER	\$1.74	\$1.74	\$1.74	10/12/2011	3% State Surcharge (commercial)
155/157 S WATER	\$58.00	\$58.00	\$58.00	10/12/2011	EC Plumbing Permit
168 Cherry	\$2.46	\$2.46	\$2.46	10/6/2011	3% State Surcharge (commercial)
168 Cherry	\$82.00	\$82.00	\$82.00	10/6/2011	EC Plumbing Permit
295 S Water Street	\$7.10	\$7.10	\$7.10	10/18/2011	3% State Surcharge (commercial)
295 S Water Street	\$186.73	\$186.73	\$186.73	10/18/2011	NC Plumbing Permit
295 S Water Street	\$50.00	\$50.00	\$50.00	10/18/2011	NC Plumbing Permit
5694 Rhodes Road	\$1.50	\$1.50	\$1.50	10/3/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$50.00	\$50.00	\$50.00	10/3/2011	NC Plumbing Permit
5694 Rhodes Road	\$1.50	\$1.50	\$1.50	10/3/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$50.00	\$50.00	\$50.00	10/3/2011	NC Plumbing Permit
5694 Rhodes Road	\$15.00	\$15.00	\$15.00	10/3/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$500.00	\$500.00	\$500.00	10/3/2011	NM Plumbing Permit
5694 Rhodes Road	\$15.00	\$15.00	\$15.00	10/3/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$500.00	\$500.00	\$500.00	10/3/2011	NM Plumbing Permit
5694 Rhodes Road	\$15.00	\$15.00	\$15.00	10/3/2011	3% State Surcharge (commercial)
5694 Rhodes Road	\$500.00	\$500.00	\$500.00	10/3/2011	NM Plumbing Permit
	Total \$2091.65	Total \$2091.65	19		0

Plumbing Permit - Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type
464 MAJORS	\$0.39	\$0.39	\$0.39	10/17/2011	1% State Surcharge (residential)
464 MAJORS	\$39.00	\$39.00	\$39.00	10/17/2011	ER Plumbing Permit
481 WOLCOTT	\$0.39	\$0.39	\$0.39	10/28/2011	1% State Surcharge (residential)
481 WOLCOTT	\$39.00	\$39.00	\$39.00	10/28/2011	ER Plumbing Permit
547 S LINCOLN	\$0.39	\$0.39	\$0.39	10/17/2011	1% State Surcharge (residential)
547 S LINCOLN	\$39.00	\$39.00	\$39.00	10/17/2011	ER Plumbing Permit
571 BEECH	\$0.39	\$0.39	\$0.39	10/12/2011	1% State Surcharge (residential)
571 BEECH	\$39.00	\$39.00	\$39.00	10/12/2011	ER Plumbing Permit
	Total \$157.56	Total \$157.56	8		0

Zoning Permit

Address	Permit/Amount	Amount/Paid	Amount/Paid	Payment Date	Fee Type
1000 Mogadore Road	\$296.00	\$296.00	\$296.00	10/5/2011	Zoning - new construction, commercial
1000 Mogadore Road	\$10.00	\$10.00	\$10.00	10/25/2011	Temporary Sign
1225 West Main	\$10.00	\$10.00	\$10.00	10/20/2011	Temporary Sign
1400 Fairchild Avenue	\$25.00	\$25.00	\$25.00	10/21/2011	Sign
1490 SOUTH WATER STREET	\$25.00	\$25.00	\$25.00	10/21/2011	Sign
204 OVERLOOK DR	\$25.00	\$25.00	\$25.00	10/21/2011	Fence
606 MOGADORE ROAD	\$10.00	\$10.00	\$10.00	10/26/2011	Temporary Sign
606 MOGADORE ROAD	\$25.00	\$25.00	\$25.00	10/26/2011	Sign
609 S LINCOLN	\$25.00	\$25.00	\$25.00	10/7/2011	Fence
609 S LINCOLN	\$25.00	\$25.00	\$25.00	10/7/2011	Pool
609 S LINCOLN	\$100.00	\$100.00	\$100.00	10/7/2011	Shed/Detached Accessory Bldg, Commercial
609 S LINCOLN	\$50.00	\$50.00	\$50.00	10/7/2011	Sign
609 S LINCOLN	\$450.00	\$450.00	\$450.00	10/7/2011	Zoning - new construction, commercial
609 S LINCOLN	\$450.00	\$450.00	\$450.00	10/7/2011	Zoning - new construction, commercial
609 S LINCOLN	\$417.08	\$417.08	\$417.08	10/7/2011	Zoning - new construction, commercial
609 S LINCOLN	\$423.38	\$423.38	\$423.38	10/7/2011	Zoning - new construction, commercial
609 S LINCOLN	\$404.12	\$404.12	\$404.12	10/7/2011	Zoning - new construction, commercial
609 S LINCOLN	\$270.20	\$270.20	\$270.20	10/7/2011	Zoning - new construction, commercial
609 S LINCOLN	\$320.00	\$320.00	\$320.00	10/7/2011	Zoning - new construction, commercial
609 S LINCOLN	\$300.00	\$300.00	\$300.00	10/7/2011	Zoning - new construction, residential
609 S LINCOLN	\$120.00	\$120.00	\$120.00	10/7/2011	Zoning - new construction, residential
705 Lake Street	\$25.00	\$25.00	\$25.00	10/13/2011	Sign
	Total \$3805.78	Total \$3805.78	22		0

Permit Payments Listing by Jurisdiction

From: 10/1/11 To: 10/28/11

			Value	Fee	BBS	Total
Existing Commercial						
Kent						
EC-2011-08-11	REVIEW FEES TREE CITY AS OF	10/27/2011				
			\$.00	\$337.50	\$.00	\$337.50
135 E ERIE ST						
EC-2011-08-13	ZOUPWERKS TYPE I HOOD & HOOD	10/17/2011				
	INSTALL TYPE I HOOD & HOOD SUPPRESSION FOR		\$.00	\$442.50	\$.00	\$443.40
135 E ERIE ST						
EC-2011-08-15	REVIEW FEES LAZIZA AS OF 10/25/11	10/27/2011				
			\$.00	\$656.25	\$.00	\$656.25
195 E ERIE ST						
EC-2011-08-16	REVIEW FEES WILD EARTH AS OF	10/27/2011				
			\$.00	\$75.00	\$.00	\$75.00
175 E ERIE ST						
	<u>Total for Kent</u>		\$.00	\$1,511.25		\$1,512.15
	<u>Total for Existing Commercial Permits</u>		\$.00	\$1,511.25		\$1,512.15

Electric, Commercial

Kent						
ELC-2011-06-9	ELECT, UNDERGROUND FOR ALLEY	10/21/2011				
	CHANGE ELECTRICAL SERVICE		\$.00	\$275.00	\$.00	\$276.50
202 E MAIN ST						
ELC-2011-08-7	ELECT, SERVICE CHANGE	10/26/2011				
	CHANGE 3 SERVICES		\$.00	\$75.00	\$.00	\$77.25
123 N WATER ST						
ELC-2011-08-8	ELECT, SERVICE CHANGE	10/26/2011				
	CHANGE TO 400 AMP SERVICE		\$.00	\$25.00	\$.00	\$25.75
113 LOCK ST						
	<u>Total for Kent</u>		\$.00	\$375.00		\$379.50
	<u>Total for Electric, Commercial Permits</u>		\$.00	\$375.00		\$379.50

New Commercial

Kent						
NC-2011-08-5	REVIEW FEES BLDG D AS OF	10/27/2011				
			\$.00	\$431.25	\$.00	\$431.25
155 E ERIE ST						
NC-2011-08-6	REVIEW FEES FOR SUPPRESSION	10/27/2011				
			\$.00	\$300.00	\$.00	\$300.00
195 E ERIE ST						
175 E ERIE ST						
135 E ERIE ST						

Permit Payments Listing by Jurisdiction

From: 10/1/11 To: 10/28/11

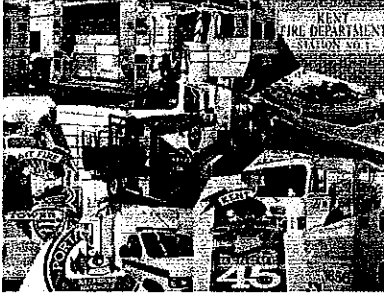
		Value	Fee	BBS	Total
New Commercial					
Kent					
NC-2011-08-7	REVIEW FOR SHELL AS OF 10/25/11	10/27/2011			
		\$.00	\$750.00	\$.00	\$750.00
195 E ERIE ST					
175 E ERIE ST					
135 E ERIE ST					
NC-2011-08-8	SUPPRESSION REVIEW	10/14/2011			
		\$.00	\$187.50	\$.00	\$187.50
195 E ERIE ST					
175 E ERIE ST					
135 E ERIE ST					
	<u>Total for Kent</u>	\$.00	\$1,668.75		\$1,668.75
	<u>Total for New Commercial Permits</u>	\$.00	\$1,668.75		\$1,668.75
	Total for all permit types:	\$.00	\$3,555.00		\$3,560.40

Monthly Violation Report (previous month)

Run Date: 11/4/2011 1:20:52 PM

Create Date	Address	Complaint Type	Last Name	Ward	Status	Additional Information/Comments
10/4/2011	431 EARL	Illegal Use	LORI ANN BUCKEYE	1	In Progress	This house is allegedly being used as a home occupation as a daycare facility.
10/4/2011	306/308 E COLLEGE	Property Maintenance	DENNIS & GEORGETA DYER	5		This complaint was referred to me by a neighboring landlord. He was upset with the amount of trash and garbage all over the yard. The complaint was referred to the Health Department via e-mail.
10/4/2011	326 COLLEGE	Illegal Boarding House	KEITH & TERRY BROKAW AND ABIGALE INGERSOLL	5	In Progress	Received a complaint that there are more than two unrelated persons residing in this single family home.
10/4/2011	324 COLLEGE	Illegal Boarding House	KSU	5	In Progress	Received a complaint that there are more than two unrelated living in this single family home. Investigation revealed there are three tenants on the lease for this property. Jack Kohl agency representative, Anne Moneypenny was advised.
10/5/2011	967 w Main street	Overgrown Vegetation			Resolved/Completed	
10/10/2011	416 Suzanne Dr. (I think)	Overgrown Vegetation				
10/10/2011	308 University	Other (see comments)		6		Received a complaint of a person painting the sidewalk in front of 308 University. The staff member told the person to stop the painting. I verified that the painting was removed and no violation was noted. Issue resolved.
10/10/2011	1248 DENISE	Property Maintenance	DAVID & VICKI WILLIAMSON	2	Resolved/Completed	There are broken windows on the doors of the attached two car garage. The property is in foreclosure. A civil infraction warning letter will be sent to the last property owner of record.
10/11/2011	1123 VERONA	Property Maintenance	THOMAS & KAREN LEE	2	In Progress	The shed has a rodent harborage and infestation problem as well as the shed is in bad condition. The house is also missing the identification numerals.
10/12/2011	108 W COLLEGE	Signs in Right of Way	DAVID METHENEY	5	Resolved/Completed	A sign advertising this business was hung on the Haymaker Pkwy. fence.
10/13/2011	1225 W MAIN	Zoning Code Violation	DOCTOR REALTY, LLC		In Progress	The rear parking lot at this proeprt is being used as a storage lot for used/junk cars and trucks.
10/14/2011	Silver Meadows	Signs in Right of Way		2		Bad credit car loan sign posted illegally in the public right of way.
10/14/2011	Anita	Signs in Right of Way		2		A bad credit car loan sign was posted in the public right of way.
10/14/2011	Lawrence	Signs in Right of Way		2		A bad credit car loan sign was posted in the public right of way.

Create Date	Address	Complaint Type	Last Name	Ward	Status	Additional Information/Comments
10/14/2011	Garth	Signs in Right of Way		2		A bad credit car loan sign was posted in the public right of way and was removed.
10/14/2011	Cherry	Signs in Right of Way		3		A Fitness 19 sign was posted in the public right of way.
10/19/2011	1146 Norwood				New	
10/19/2011	Adrian	Signs in Right of Way		1		A political campaign sign was posted illegally in the public right of way. The sign was removed, issue resolved.
10/19/2011	Fairchild	Signs in Right of Way		1		A political campaign sign was posted illegally in the public right of way along Fairchild Avenue.
10/21/2011	Cherry	Signs in Right of Way		3		Three signs advertising for Acceptance Insurance were removed from the public right of way. I went to the agent's office on Wednesday to advise the staff that the signs were not allowed in the public right of way. They were further instructed on where they could place their signs. the staff stated they would move the signs from the public right of way. Approximately 30 hours later the signs had not been moved, they were then removed. Issue resolved.
10/21/2011	North Mantua	Signs in Right of Way		1		A sign advertising replacement windows was removed from the public right of way.
10/25/2011	136 W ELM	Illegal Boarding House	TRUDY MYERS	3		Received a telephone complaint that this house was being used illegally as a boarding house. The complaint was also for parking in the next door vacant property as well as garbage around the yard.
10/25/2011	River Bend	Signs in Right of Way		1		Two signs posted illegally in the public right of way were removed. Issue resolved.
10/25/2011	Laurel	Signs in Right of Way				One sign posted illegally in the public right of way was removed. Issue resolved.



KENT FIRE DEPARTMENT OCTOBER 2011 MONTHLY INCIDENT REPORT

FIRE RESPONSE INFORMATION

	CURRENT PERIOD			YEAR TO DATE		
	2011	2010	2009	2011	2010	2009
Summary of Fire Incident Alarms						
City Of Kent	56	45	43	448	484	481
Kent State University	30	22	22	195	164	180
Franklin Township	11	13	12	117	119	95
Sugar Bush Knolls	0	0	1	1	0	2
RESPONSES	97	80	78	763	767	758
Mutual Aid Received by Location						
City Of Kent	1	1	1	5	13	15
Kent State University	0	0	0	1	0	0
Franklin Township	0	3	0	0	10	3
Sugar Bush Knolls	0	0	0	0	0	0
TOTAL	1	4	1	6	23	17
Mutual Aid Given	3	4	3	39	40	33
TOTAL FIRE INCIDENTS	100	84	81	802	807	791

EMERGENCY MEDICAL RESPONSE INFORMATION

Summary of Medical Responses						
City Of Kent	235	222	225	2007	2002	1957
Franklin Township	42	33	32	302	296	290
Kent State University	64	41	61	315	270	285
Sugar Bush Knolls	0	0	3	6	9	7
Mutual Aid Given	2	2	2	20	32	23
TOTAL RESPONSES	343	298	323	2650	2609	2562
Mutual Aid Received by Location						
City Of Kent	13	15	4	24	31	36
Franklin Township	2	0	2	5	1	9
Kent State University	3	3	1	5	3	7
Sugar Bush Knolls	0	0	0	0	0	0
TOTAL	18	18	7	34	33	52
Total Fire and Emergency Medical Incidents	443	382	404	3452	3416	3353



Main Street Kent Economic Impact Statistics
3rd Quarter 2011

	July 2011	August 2011	Sept 2011
Completed Façade Renovations	1	1	0
Amount Invested	\$5,000	\$120,000	0
Completed Building Rehab	3	0	0
Amount Invested	\$10,000	0	0
Completed New Construction	4	2	1
Amount Invested	\$363,000	\$525,000	\$250,000
Public Improvements Completed	0	1	0
Public Improvements Cost	0	\$750,000	0
New Housing Completed	0	0	0
New Businesses Opened	1	1	3
Additional Full Time Employees	0	0	2
Additional Part Time Employees	3	4	4
Businesses Expanded	2	0	0
Additional Full Time Employees	0	0	0
Additional Part Time Employees	0	0	0
Businesses Closed/Moved	1	0	0
Lost Full Time Employees	1	0	0
Lost Part-Time Employees	0	0	0
Downtown Promotions	6	7	6
Training Sessions Attended	0	0	1
Number of Persons Trained	0	0	2
Volunteer Hours	383	182	188

Main Street Kent Financial Report
January-September 2011

<u>Income</u>	<u>Actual to Date</u>	<u>Annual Budget</u>
AdoptaSpot Sponsorships	\$ 1,250.00	\$ 4,000.00
Professional Service Contract	\$ 30,000.00	\$ 30,000.00
Board Member Donations	\$ 2,850.00	\$ 3,000.00
City of Kent	\$ 56,250.00	\$ 75,000.00
Celebrate Kent Grant	\$ 1,000.00	
Corporate Partners	\$ 6,500.00	\$ 36,000.00
Façade Program Sponsorship	\$ 5,000.00	\$ -
Friends of Main Street	\$ 555.00	\$ 32,000.00
Fundraisers	\$ 21,555.00	\$ 20,000.00
Private Foundation Donation	\$ 20,000.00	\$ 25,000.00
In-Kind Marketing Assistance	\$ 20,000.00	\$ -
In-Kind Advertising Sponsorship	\$ 5,000.00	\$ -
In-Kind Office Space	\$ 4,000.00	
Total Income To Date	\$ 173,960.00	\$ 225,000.00

Percentage of Budget Raised to Date

77.3% (Expected to be at least 75%)

City's Contribution (%) as compared to Total Raised

32.3% (Expected to be 33.33% or less)

<u>Expenses</u>	<u>Actual to Date</u>	<u>Annual Budget</u>
Payroll	\$ 46,487.00	\$ 75,000.00
Computer/Cell Phone/Internet	\$ 4,654.00	\$ 3,600.00
Professional Services	\$ 130.00	\$ 500.00
Printing	\$ 797.84	\$ 100.00
Dues & Subscriptions	\$ 800.00	\$ 800.00
Insurance	\$ 2,987.00	\$ 3,000.00
Marketing/Advertising	\$ 8,602.00	\$ 15,000.00
Meetings/Conferences	\$ 3,231.00	\$ 4,000.00
Office Supplies	\$ 497.00	\$ 400.00
Postage	\$ 95.05	\$ 100.00
Rent	\$ 2,925.00	\$ 3,900.00
Fundraising Expenses	\$ 11,900.00	\$ 12,515.00
Façade Program Expenses	\$ 5,000.00	\$ -
AdoptaSpot Expenses	\$ 19,856.00	
Sidewalk Sweeping Expenses	\$ 2,940.00	
Live Music Event Expenses	\$ 2,650.00	
Event/Special Project Expenses	\$ 5,989.00	\$ 106,085.00
Total Expenses to Date	\$ 119,540.89	\$ 225,000.00

CITY OF KENT
HEALTH BOARD MEETING
November 8, 2011 5:30 PM.
KENT CITY HEALTH DEPARTMENT OFFICES
325 S. DEPEYSTER STREET
KENT, OH 44240
Phone (330) 678-8109 Fax (330) 678-2082

AGENDA

- I. MINUTES October 11, 2011 Meeting
- II. OPEN COMMENTS
- III. REPORTS
 - A. Statistical Report for October 2011
 - B. Expenditures & Encumbrances October 2011
 - C. Commissioner's Report for October 2011
- IV. OLD BUSINESS
 - A. Portage County Public Health Task Force discussions
 - B. Request to transfer Health Dept. Laboratory to Service Dept.
 - C. Food license fees for 2012 – 2nd reading
- V. NEW BUSINESS
 - A. Exotic Animals Executive Order
 - B. Policy on transferring Food Service Licenses
 - C. Dogs / pets in Farmers Market
 - D. Board of Health / Staff project for 2012
- VI. EXECUTIVE SESSION
- VII. ADJOURN MEETING

If you require assistance to attend this meeting, please contact the Health Department at (330) 678-8109.

JBB/trr

cc: Health Board
City Manager
Clerk of Council
Health Staff
Mayor
News Media
Post
File

Kent City Health Department
 325 S. Depeyster Street
 Kent, Ohio 44240
HEALTH BOARD MINUTES
 October 11, 2011

Board Members Present

Doug Wagener
 Pam Freeman
 Jack Amrhein
 Susan Roxburgh
 Marchelle Bobbs

Staff Present

Jeff Neistadt
 John Bradshaw

Guests Present

Trevor Jones

Members Absent

Chris Woolverton

Pam Freeman called to order the Health Board Meeting of October 11, 2011 at 5:30 pm.

The minutes from the September 13, 2011 meeting were distributed and reviewed by the Health Board members prior to the meeting.

Motion: A motion was made by Doug Wagener and seconded by Jack Amrhein to approve the minutes of the September 2011 meeting. The motion passed.

Open Comments - None

Statistical Report for September 2011

VENDOR	ITEM DESCRIPTION	AMT
Enviroscience	EPA mandated Bioassay testing for NPDES Permit	\$1,500.00
Ohio Division of Real Estate	Fee transmittal for issuing 33 Burial Permits in August 2011	\$82.50
Treasurer, State of Ohio	Fee transmittal for Family Violence and Child Abuse Prevention for the month August 2011	\$1,335.71
Treasurer, State of Ohio	Replacement Class III Water & WW Licenses for John Bradshaw	\$110.00
NW OEHA	Membership renewal for J. Neistadt	\$50.00
Public Entities Pool of Ohio	Health Department Liability Insurance for Medical Director, Mosquito Program & Errors & Omissions	\$4,096.00
Kent Office Supply	1 - 2 Drawer Locking letter size File cabinet & 1-2 drawer locking lateral file cabinet.	\$639.59
Campus Camera	3 - Sony cybershot W560 digital camera bundles, to replace 3 camera's purchased in 2006 2 of which are not functioning	\$447.00
Star Printing Co.	Printing of new letterhead & Housing licenses for 2012 & 2013	\$390.00
Bissler & Sons	Cremation services provided for indigent Kent resident J. Vandemortel.	\$1000.00
Union Computer	Logitech wireless mouse and keyboard combo.	\$54.99
USA Blue Book	Blanket PO for Lab supplies	\$300.00
Cole Parmer	Blanket PO for Lab supplies	\$300.00
Bissler & Sons	Cremation services provided for indigent Kent resident D. Bonchek	\$1,000.00
Widmer Time Co.,	Silk tri-color ribbons for Registrar embosser	\$37.50
	TOTAL	\$11,343.29

Travel & Reimbursements		
Jonnette Demboski	Reimbursement for Mileage during the month of August 2011	\$121.43
AOHC	Registration fee for J. Neistadt to attend AOHC Conf. September 19, 20 & 21.	\$165.00
NE OEHA	Registration fee for T. Beckett & J. Demboski to attend fall Educational conference at Quail Hollow October 12 & 13, 2001	\$330.00
NW OEHA	Registration fee for J. Neistadt to attend Fall educational conference Oct. 20, & 21, 2011	\$90.00
Jeff Neistadt	Reimbursement for expenses incurred while traveling to Dublin Ohio, for AOHC Conference	\$254.49
		\$960.92

Motion: A motion was made by Doug Wagener and seconded by Jack Amrhein to approve the Expenditures and Encumbrances for the month of September 2011. The motion passed.

Commissioner's Report

Enclosed is a request to transfer Retail Food Establishment License number RFE 11-07 Domino's Pizza, 1413 S. Water Street from Ted Murphy, owner of 3 Bosses, Inc. to Karl Waller, owner of Waller Enterprises, Inc. Jeff added that it is not a requirement that we transfer a license to a new owner. We may be missing out on an opportunity to educate new owners. By requiring new owners to purchase a new license, we can require any equipment upgrades needed or require the operators to go through Serve Safe training.

Enclosed is a letter of recommendation for the Portage County Health Department in support of their application for the Immunization Action Plan Grant for Portage County residents.

Enclosed is the final signed Medical Directors contract.

Health Department is in receipt of plans for a new tattoo parlor to open in University Plaza, unit #158.

Health Department is in receipt of plans for CVS #03980 expansion located at 500 S. Water Street.

In process of working with Liz Zorc and Civil Service to revise the sanitarian job description to include more educational duties of sanitarians and not just strictly regulatory responsibilities. Revised job description will also include emergency and disaster response duties.

The Health Department will be updating identification cards through the service department to ensure we are properly identified out in public.

Beginning next year, it will be recommended that all sanitarians that attend environmental health educational conferences as part of their Continuing Education Requirements be a member of the Ohio Environmental Health Association. This will in turn save the department money as the member registration fee is considerably less than the non-member fee. For example, for the fall conference which several staff members are attending the non-member registration fee is \$165 while a member fee is only \$90. The annual registration fee to become a member is \$50.

Old Business

Jeff Neistadt will prepare a new policy on Food Service Operations transferring their licenses to new owners for review and approval of the Board at the next meeting.

Health Board needs to appoint a member to the Portage County Community Task Force. Marchelle Bobbs stated that she would be interested in serving on that committee.

Doug Wagener gave a short update on the last Task Force meeting. He stated that there was some contentiousness at the last Task Force Meeting. There were words spoken by a Ravenna official, a resident representative as well as a township trustee, requesting why there had not been a commitment from the City of Kent on the issue of consolidation, it was asked where the City of Kent stood on the issue? Doug answered by saying "no, there is no commitment from Kent regarding that idea". The Task Force is fact finding and discussing ideas in hopes of making recommendations for better services.

A short discussion on the future of the laboratory took place. Jeff stated that he is not yet prepared to make a recommendation. The information that had been submitted prior to the meeting may not be representative of actual work. He stated that he will need to dedicate more staff time to figuring out what the real Laboratory numbers are then bring that information back to the Board next month.

The Board discussed the Town Hall II statistical report numbers that Jeff compiled by the Board's request. Jeff stated that many residents are using the Town Hall II clinic repeatedly.

New Business

Transfer of RFE License for Domino's Pizza to new owner Karl Waller.

Motion: A motion was made by Susan Roxburgh and seconded by Jack Amrhein to transfer the Retail Food Establishment License for Domino's Pizza from 3 Bosses, Inc. to Karl Waller. The motion passed.

Food Service Fees for 2012

Jeff stated that 2012 Food Service Program calculations have been completed. Currently Mobiles fees are set at \$163.00. To break even in the program without supplementing funds from the General Fund, Mobiles would need to go up to \$192.65. Jeff stated that he is recommending that fees be raised slightly there. Currently Vending Licenses fees are \$22.00, to break even in that program we actually need to charge \$96.32. The reason for the shortfall in that program is due to vending being inspected two times a year instead of one. Temporary license fees are currently set \$38.00, we are operating at that level currently so next year we need to cut that fee to \$36.75. For FSO & RFE fees to break even, we should be charging; for class 1 \$182 (we charge \$144), Class II \$206 (we charge \$163). Class III \$397 (we charge \$317) Class 4. \$505 (we charge \$403). Jeff stated that he proposes keeping the current license fees as they are for next year for three reasons; 1) John Ferlito had put in a significant amount of hours into food service which increased our bottom line. 2) There is not an accurate account of hours actually spent in each program for each service class, something that we will be working on for next year. 3) Fees were just raised last year. However, some fee adjustments do need to be made. The last Food Service issue is the plan review fee charged for reviewing and approving drawings, specifications, equipment etc. for the opening of new operations or establishments. Currently we are charging 20% of the Health Department license fee, which is significantly lower than other City's of comparable size, Jeff recommends increasing the fee to 50% of the Health Department fee. Three (3) readings of the increase in fees will need to be done and a public hearing on the issue will need to be held before any fee changes will occur.

Motion: A motion to increase Mobile Food Service License fees to \$170.00 was made by Doug Wagener and seconded by Jack Amrhein. Motion passed.

Motion: A motion to decrease Temporary License fees to \$36.00 was made by Jack Amrhein and seconded by Doug Wagener. Motion passed.

Motion: A motion to increase the Plan review fees to 50% of the license fee was made by Jack Amrhein and seconded by Doug Wagener. Motion passed.

Being that no further business or discussions were on the Agenda, Pam Freeman requested a motion to adjourn.

Motion: A motion was made by Doug Wagener and seconded by Jack Amrhein to adjourn the meeting of October 11, 2011. The meeting adjourned.

Approved:

Pam Freeman, President Pro Tem

Jeff Neistadt, Secretary

KENT HEALTH DEPARTMENT STATISTICAL REPORT 2011

	October 11	YTD 2011	October 10	YTD 2010
HEALTH DEPT. \$ COLLECTED				
FamAbuse fund	\$ 496.50	\$ 4,354.50	\$ 297.00	\$ 3,786.00
Vital Stats Rev.	\$ 2,813.50	\$ 24,675.50	\$ 1,683.00	\$ 21,454.00
Child Abuse	\$ 993.00	\$ 8,709.00	\$ 594.00	\$ 7,572.00
State VS	\$ 2,979.00	\$ 26,127.00	\$ 1,782.00	\$ 22,716.00
B Perm Rev	\$ 17.50	\$ 161.00	\$ 12.50	\$ 150.00
B Perm State	\$ 87.50	\$ 805.00	\$ 62.50	\$ 750.00
Food Estab.	\$ 0.00	\$ 11,653.00	\$ 0.00	\$ 10,346.25
Food Service	\$ 1,257.60	\$ 43,963.00	\$ 652.40	\$ 40,865.30
FSO Vending	\$ 0.00	\$ 649.50	\$ 0.00	\$ 655.00
Home Sewage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Housing	\$ 4,690.00	\$ 67,740.00	\$ 1,540.00	\$ 65,600.00
Swim Pools	\$ 0.00	\$ 3,280.00	\$ 0.00	\$ 3,262.50
SolWst(Trks)	\$ 0.00	\$ 795.00	\$ 0.00	\$ 855.00
Tattoo Parlors	\$ 100.00	\$ 400.00	\$ 0.00	\$ 300.00
*Misc(Xerox, etc.)	\$ 10.00	\$ 195.17	\$ 2.20	\$ 46.90
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
**ST Subsidy	\$ 0.00	\$ 624.00	\$ 0.00	\$ 5,455.82
TOTAL COLLECTED	\$ 13,444.60	\$ 194,131.67	\$ 6,625.60	\$ 183,814.77
TO STATE				
FamAbuse fund	\$ 481.61	\$ 4,224.01	\$ 288.10	\$ 3,672.34
Food Estabs	\$ 0.00	\$ 1,064.00	\$ 0.00	\$ 1,008.00
Bur.Permits	\$ 87.50	\$ 745.00	\$ 62.50	\$ 750.00
Child Abuse	\$ 963.21	\$ 8,447.73	\$ 576.18	\$ 7,344.84
State VS QTRLY	\$ 2,979.00	\$ 26,127.00	\$ 1,782.00	\$ 22,716.00
Food Service	\$ 84.00	\$ 3,580.00	\$ 28.00	\$ 3,444.00
Food Vendors*	\$ 0.00	\$ 138.00	\$ 0.00	\$ 138.00
Swim Pools	\$ 0.00	\$ 1,030.00	\$ 0.00	\$ 925.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 4,595.32	\$ 45,355.74	\$ 2,736.78	\$ 39,998.18
TOTAL ASSETS	\$ 8,849.28	\$ 148,775.93	\$ 3,888.82	\$ 143,816.59
+Admin fee to Vital Stats	\$ 44.68	\$ 391.76	\$ 26.73	\$ 340.78
-3% FamAbuse	\$ 14.89	\$ 130.49	\$ 8.91	\$ 113.62
-3% ChildAbuse	\$ 29.79	\$ 261.27	\$ 17.82	\$ 227.16

INSPECTIONS

Animal Bites *(6)	7	64	2	70
Complaints	35	457	31	485
Food Estabs	11	176	18	192
Food Service	66	683	67	637
FSO Vending	6	59	1	42
Home Sewage	0	0	0	0
Housing	154	1,430	218	1,441
Schools	9	45	0	32
Solid Waste	0	44	0	27
Swimming Pls	5	125	6	134
Septic Haul.	0	0	0	0
Tattoo Parlors	2	12	1	15
Other	0	0	0	0
TOTAL	295	3,095	344	3,075

* () Number of Bites Reported

PERMIT/lic.

Food Estabs	0	39	0	36
Food Service	3	156	11	171
FS Vending	0	23	0	23
Home Sewage	0	0	0	0
Housing	28	472	14	478
Solid Waste	0	44	0	48
Swim Pools	0	15	0	14
Septic Haul.	0	0	0	0
Tattoo Parlors	1	4	0	3
Other	0	0	0	0
TOTAL	32	753	25	773

MOSQ.CONT.

Sites Treat.	0	36	0	38
Adulticide	0	4	0	7
Tot Man Hrs	0	117	0	174

COMPLAINTS

Received	10	175	30	227
Abated	12	171	31	223

LEGAL.COMPL.

Filed	0	1	1	3
Pre-trials	0	0	0	0
Trials	0	0	0	0

COMM.DISEASE

	17	397	38	324
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VNA CLINICS IMMUNIZATIONS

	40	93	19	65
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42 Births / 289 Deaths

8 Bir / 190 Dea

BIRTHS / DEATH CERTS. ISSUED

	331	2899	198	2526
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**Portage Development Board
Presidents' Monthly Summary Report
October 2011**

Brad Ehrhart, President

Greetings to all Portage Development Board contributors and board members:

Since I officially started with the Portage Development Board on September 26, 2001, I have been involved in 64 meetings during the first 30 days. These meetings include an initial meeting with the Portage County Board of Commissioners, a meeting with State Representative Kathleen Clyde, meetings with reporters, PDB board members and contributors, potential contributors, resource partners, and with customers, both existing Portage County establishments and those companies looking to locate in Portage County.

Working in collaboration with the Greater Akron Chamber and the municipal level economic development departments, the Portage Development Board is establishing a business calling program that will be known as the Portage County Business Retention and Expansion Program. This program will use a professional business calling software called Executive Pulse. The software originated in northwest Pennsylvania, and I have used since 1995. The Greater Akron Chamber purchased the license for this software for Medina, Summit, and Portage counties in 2011, and they have started conducting calls on industrial establishments in Portage County using a contractor. PDB, along with the municipal economic developers, will take over the call program and PDB will administer the call program in Portage County. Our goal is to call on 75% of the nearly 300 industrial/manufacturers in Portage County each year. This process will create and maintain relationship with companies that will help these industrial/manufacturing concerns stay and grow in Portage County. This action helps to fulfill our strategic plan.

During my initial visits with companies, I have run across a local advanced technology company that is seeking private equity financing to meet a \$2 million plus working capital need. I am asking the members of the Portage Development Board to help with networking support to identify potential sources of local venture capital to match with this company. We have a fact sheet on this company, which was prepared by JumpStart, Inc., and I will share with any board member that is interested. Our goal is help the company find a local source of private equity so it can stay and grow in Portage County.

In addition to these activities, other PDB activities include:

- Working with 9 existing or newly located companies on projects;
- Working with 5 potential new locations;
- Establishing a personnel policy;
- I have been appointed by the County Commissioners to the Community Improvement Corporation, Portage County Port Authority, NEOTEC, and NEFCO;
- Submitting 3 funding request to Team NEO for potential JOBS Ohio grants.

VIII. NEW BUSINESS

- A. PC11-022 REVOLUTION CHURCH
1417 S. Water Street
Conditional Zoning Certificate & Site Plan Review**

The applicant is seeking a Conditional Zoning Certificate and Site Plan Review and Approval in order to operate a church. The subject property is zoned R-C: High Density Multifamily-Commercial District.

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

- B. PC11-023 ACORN ALLEY PHASE II & ALLEY NO. 4
135-195 E. Erie Street
Comprehensive Sign Plan**

The applicant is requesting review and approval of the Comprehensive Sign Plan for Acorn Alley Phase II and Alley No. 4. The subject property is zoned C-D: Commercial Downtown District.

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

IX. OTHER BUSINESS

Discussion for proposed Sex Offender Ordinance

X. ADJOURNMENT



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: November 7, 2011
TO: Kent City Planning Commission
FROM: Jennifer Barone, PE, Development Engineer
RE: Staff Report for the November 15, 2011 Planning Commission Meeting

The following items appear on the agenda for the November 15, 2011 Planning Commission meeting:

OLD BUSINESS:

The comprehensive sign package was tabled by the applicant at the October 18, 2011 meeting. The Commission requested that the applicant revisit the number and size of some of the signs, more specifically to consider eliminating 2b, 3b, 7 (which is not needed) and 10 and reducing the size of 2a & 3a. The Commission also requested a more accurate site plan. The applicant has removed the two drive-thru pharmacy signs and provided an updated site plan. The following is repeated from the October 18, 2011 staff report.

CASE NO: PC11-020
APPLICANT: CVS
SITE LOCATION: 500 South Water Street
STATUS OF APPLICANT: Sign Art Inc. is representing the property owners.
REQUESTED ACTION: Comprehensive Sign Plan approval.
ZONING: R-C: High Density Multifamily - Commercial District
TRAFFIC: The parcel is accessed from South Water Street, West Summit Street and Alley #11
SURROUNDING LAND USES: The property is surrounded by commercial uses on the north and east and residential (multifamily) on the west and south sides.
APPLICABLE CODE SECTIONS: Chapters 1165 of the Kent Codified Ordinance

ANALYSIS:

PROJECT DESCRIPTION:

The Planning Commission approved the Conditional Zoning Certificate and Site Plan Review & Approval to raze the existing CVS Drug store & two adjacent structures and rebuild a new CVS Drug store with a drive-thru pharmacy at the August 16, 2011 Planning Commission meeting. A condition of this approval was for CVS to obtain approvals for the signage through the Comprehensive Sign Plan process.

Since this is the first such sign package to be presented per the new code, a review of the code may be in order. I have listed the purpose and standards below. You may wish to review the remainder of Section 1165.12.

Purpose - A Comprehensive Sign Plan is intended to integrate the design of the signs proposed for a development project with the design of the structures, into a unified architectural statement. A Comprehensive Sign Plan provides a means for defining common sign regulations for multi-tenant projects, to encourage maximum incentive and latitude in the design and display of multiple signs and to achieve, not circumvent, the intent of this Chapter.

Standards - A Comprehensive Sign Plan shall comply with the following standards:

- (1) The Planning Commission may allow signage which otherwise exceeds the number, type, size and placement as otherwise permitted in this Chapter when it determines that such additional signage is warranted due to the size, nature, number of tenants or other features of the site as they may exist.
- (2) The signs shall enhance the overall development, be in harmony with, and relate visually to other signs included in the comprehensive sign plan, to the structures and/or developments they identify, and to surrounding development;
- (3) The Plan shall accommodate future revisions that may be required because of changes in use or tenants; and
- (4) That the Plan is consistent with the Design Guidelines that may be applicable to a designated area as may be identified in Chapter 1121 of the Kent City Zoning Code. In areas of the City not governed by the Design Guidelines identified in Chapter 1121, the Plan, to the degree feasible, shall comply with the recommended Sign Design Guidelines set forth in Appendix B of the Zoning Code.

ARCHITECTURAL ADVISORY BOARD:

The Architectural Review Board approved the sign package at the October 4, 2011 meeting. There was some concern about the movement of monument sign text being a distraction to motor vehicles.

VARIANCES:

Should the Planning Commission approve the comprehensive sign plan, variances from the Board of Zoning Appeals would not be required.

RECOMMENDATION:

Staff is recommending approval with the conditions listed below.

The 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 PC11-020 Planning Commission approve the Comprehensive Sign Plan for the proposed CVS at 500 South Water Street subject to the following conditions.

1. Deletion of sign #7.
2. Obtain a zoning permit within two years of Planning Commission approval.
3. Obtain a sign permit and submit the performance guarantee prior to installation of the signs.

List of Enclosures for this Project:

1. Applicant Letter dated and revised plans dated November 7, 2011.

NEW BUSINESS:

CASE NO:

PC11-022

APPLICANT:

Revolution Church

SITE LOCATION:

1417 South Water Street

STATUS OF APPLICANT:

The applicant will be renting space from Tammie Shirey the owner of the plaza.

REQUESTED ACTION:

Conditional Zoning Certificate and Site Plan Review & Approval to operate a church.

ZONING:

R-C: High Density Multifamily-Commercial District

TRAFFIC:

The parcel is accessed from South Water Street and from Rellim Drive.

SURROUNDING LAND USES:

The property is surrounded by commercial uses on the north, west and south and residential uses on the east side.

APPLICABLE CODE SECTIONS:

Chapters 1107, 1113, 1137 and 1171 of the Kent Codified Ordinances.

ANALYSIS:

PROJECT DESCRIPTION:

The applicant would like to operate a church at 1417 South Water Street (previously Curves). Current membership is approximately 10 persons. Once the membership increases to around 40 persons, the church will be looking for an alternative meeting place.

Churches and other buildings for the purpose of religious worship are conditionally permitted in the R-C zoning district and are subject to some other requirements outlined in Sections 1171.01(1), (3), (7), (11), (14), and (17) of the Kent Codified Ordinances as listed below. These conditions have either been met or are "grandfathered" into the existing plaza except (1) which will go before the Board of Zoning Appeals on November 21, 2011.

- (1) All structures and activity areas shall be located at least 100 feet from all property lines.
- (3) All points of vehicular entrance or exit shall be located no closer than 200 feet from the intersection of two major thoroughfares, or no closer than 100 feet from the intersection of a major thoroughfare and a local or collector thoroughfare.
- (7) Such developments shall be located on major thoroughfares or at intersections of major and/or collector thoroughfares.
- (11) Such uses shall be properly landscaped to be harmonious with surrounding residential uses.
- (14) Such structures should be located adjacent to parks and other nonresidential uses such as schools and shopping facilities where use could be made of joint parking facilities.
- (15) All areas within any single development shall be rehabilitated progressively as they are worked out or abandoned to a condition of being entirely lacking in hazards, inconspicuous and blended with the general surrounding ground form so as to appear reasonably natural. Areas shall be completely and continually drained of water when not in use or not supervised by a watchman. All slopes and banks shall be reasonably graded and treated to prevent erosion or any other potential deterioration. Such operations shall be conducted so as not to leave or cause to exist spoil banks.
- (17) All permitted installations shall be maintained in a neat orderly condition so as to prevent injury to any single property, any individual, or to the community in general; a bond may be required to insure that this provision will be met.

TRAFFIC/PARKING:

Ingress and egress is from South Water Street or Rellim Drive. The project is required to provide 8 spaces. The existing parking lot has more than adequate spaces (45) to accommodate this use. Dairy Queen only requires 15 spaces & Dominoes does not have any seating (plus they do not open until 4 pm on Sundays). The applicant is also in discussions with Plaza Auto Care about utilizing the spaces on the lot north of this plaza.

UTILITIES:

Existing water and sanitary mains will service the utility needs.

STORMWATER:

There is no change to the impervious area of the site, hence, no storm water management is required.

SIGNAGE:

A sign will be placed on the front of the building replacing the previous signage. Refacing the existing pole sign may also be done.

LIGHTING/LANDSCAPING/DUMPSTER:

This is an existing site with existing lighting, landscaping and dumpster(s).

ARCHITECTURAL ADVISORY BOARD:

The Architectural Review Board is not required to review this project.

VARIANCES:

A variance from the Board of Zoning Appeals will be obtained for the requirement that "All structures and activity areas shall be located at least 100 feet from all property lines."

RECOMMENDATION:

Staff recommends approval.

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

I move that in Case PC11-022, the Planning Commission approve the Conditional Zoning Certificate and Site Plan to operate a church at 1417 South Water Street.

List of Enclosures for this Project:

1. Applicant Cover Letter dated October 10, 2011
2. Plans received October 10, 2011
3. Seating plan received November 2, 2011
4. Aerial Orthophoto and Zoning Map

<u>CASE NO:</u>	PC11-023
<u>APPLICANT:</u>	Comprehensive Sign Plan for Acorn Alley
<u>SITE LOCATION:</u>	135-195 East Erie Street
<u>STATUS OF APPLICANT:</u>	The applicant is the developer who is being represented by Fuller Design.
<u>REQUESTED ACTION:</u>	Comprehensive Sign Plan approval.
<u>ZONING:</u>	C-D: Commercial - Downtown
<u>TRAFFIC:</u>	The parcel is accessed from East Erie Street and Alley No. 4.
<u>SURROUNDING LAND USES:</u>	The property is surrounded by commercial uses on all sides.
<u>APPLICABLE CODE SECTIONS:</u>	Chapters 1165 of the Kent Codified Ordinance.

ANALYSIS:

PROJECT DESCRIPTION:

The Planning Commission approved the Site Plan to construct a mixed use development at the November 16, 2010 Planning Commission meeting. The applicant is presenting the comprehensive sign plan. The plan depicts signs for the businesses on East Erie Street and Alley No. 4 for all levels. The plan also includes three way finding signs, one "one way" & one "do not enter sign" and two drive up window signs (one menu and one order board). The signs are a mix of building signs and projecting signs that match the signs in Phase 1.

The comprehensive sign plan purpose and standards are listed below.

Purpose - A Comprehensive Sign Plan is intended to integrate the design of the signs proposed for a development project with the design of the structures, into a unified architectural statement. A Comprehensive Sign Plan provides a means for defining common sign regulations for multi-tenant projects, to encourage maximum incentive and latitude in the design and display of multiple signs and to achieve, not circumvent, the intent of this Chapter.

Standards - A Comprehensive Sign Plan shall comply with the following standards:

- (1) The Planning Commission may allow signage which otherwise exceeds the number, type, size and placement as otherwise permitted in this Chapter when it determines that such additional signage is warranted due to the size, nature, number of tenants or other features of the site as they may exist.
- (2) The signs shall enhance the overall development, be in harmony with, and relate visually to other signs included in the comprehensive sign plan, to the structures and/or developments they identify, and to surrounding development;
- (3) The Plan shall accommodate future revisions that may be required because of changes in use or tenants; and
- (4) That the Plan is consistent with the Design Guidelines that may be applicable to a designated area as may be identified in Chapter 1121 of the Kent City Zoning Code. In areas of the City not governed by the Design Guidelines identified in Chapter 1121, the Plan, to the degree feasible, shall comply with the recommended Sign Design Guidelines set forth in Appendix B of the Zoning Code.

ARCHITECTURAL ADVISORY BOARD:

The Architectural Review Board approved the sign package at the October 18, 2011 meeting and issued a Certificate of Appropriateness.

VARIANCES:

Should the Planning Commission approve the comprehensive sign plan, variances from the Board of Zoning Appeals would not be required.

RECOMMENDATION:

Staff is recommending approval with the conditions listed below.

The 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 PC11-023 Planning Commission approve the Comprehensive Sign Plan for the Acorn Alley Ph 2 at 135-195 East Erie Street and Alley No. 4 subject to the following conditions.

1. Obtain a zoning permit within two years of Planning Commission approval.
2. Obtain a sign permit and submit the performance guarantee prior to installation of the signs.

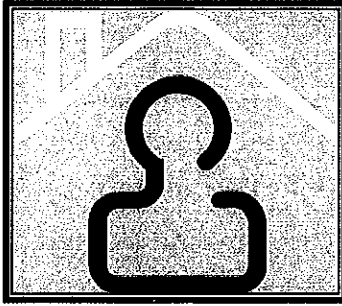
List of Enclosures for this Project:

1. Applicant Cover Letter and plans received October 10, 2011
2. Aerial Topo and Zoning Map

OTHER BUSINESS:

Discussion of sex offender code language – Anthony Catalano has requested that the Commission discuss possible code language since the City code currently lacks any such language concerning sex offenders. See enclosed e-mail dated 09/22/11.

cc: Gary Locke, Community Development Director
Jim Bowling, City Engineer
Eric Fink, Assistant Law Director
Heather Phile, Development Planner
Applicants
PC Case Files



PORTAGE COUNTY HOUSING SERVICES COUNCIL

Working to meet the housing needs of Portage County

Join us to learn more about how the housing services in Portage County work together to address our county's homeless and housing needs.

2011 REPORT TO THE COMMUNITY

November 18, 2011

11:30 a.m. – 1:00 p.m.

***Lunch
Provided**

Located at
The Kent
Free Library
312 W. Main St., Kent

Opening remarks by
State Representative
Kathleen Clyde

*Please RSVP by November 10th to:
Traci Larlham at
330-296-0024
or
tlarlham@portagefamilies.org*