

Memorandum of Understanding  
Between  
Kent State University and City of Kent

This document represents the framework for a collaborative effort to improve communication with the Kent community and Kent State University community through a jointly operated messaging sign. This memorandum of understanding by and between City of Kent ("City") and Kent State University ("University") is effective as of \_\_\_\_\_, 2012.

City and University have researched potential signage systems that would provide a medium for displaying public messages associated with city and university events. City and University have agreed on a site for the location of the sign and now wish to document the arrangements for sign development, construction, maintenance and messaging.

**I. General Principles**

1. The sign included in this memorandum shall be defined as a digital sign board, software, software licenses, the masonry and stone walls supporting and attached to the sign, the associated electric lines and conduits servicing the sign and landscaping that is adjacent to the sign.
2. The site of the sign will be at the Haymaker Parkway and S. Water Street intersection.
3. The parties will be active in the development and review of the preliminary alternatives, the selection of the preferred alternatives, review of the detailed design plans, and ultimate selection of the design.
4. The parties agree to attend and participate in regular project meetings.
5. The parties agree to cooperate in submission and compliance with any planning and zoning requirements.
6. The parties agree to work diligently to have the sign completed and operating no later than August 1, 2012.
7. The parties agree to equally share the out of pocket cost of construction up to \$50,000. Should there be potential costs in excess of the \$50,000 for either party; each party will need to approve the additional costs in advance. Any additional costs will also be split equally between the parties.
8. The parties agree to equally share the cost of ongoing operation, maintenance and repairs.

## **II. Responsibilities of City:**

1. City will provide the survey for the proposed site.
2. City will be the owner of the sign for purposes of permit acquisition, utility payments and insurance.
3. City will designate staff to manage day-to-day message programming.
4. City will provide the electric service to the sign location. Final terminations will be made by the contractor.
5. City will provide a computer and a secure location for the software and associated peripherals.
6. City will provide the landscape and lawn care necessary to maintain the site.
7. City will reimburse University for one-half of the out of pocket costs of construction based on the invoices provided by the University. The total City contribution for the construction of the sign shall not exceed \$50,000.
8. The City shall account for all out-of-pocket costs for the operation, maintenance and repairs related to the sign and associated landscaping. . The City shall provide an annual invoice and report to the University requesting reimbursement for one-half of the out-of-pocket costs for operation, maintenance and repairs.
9. The City shall book 100% of the completed project to its Capital Asset List to be in compliance with the Government Accounting Standards Board (GASB).

## **III. Responsibilities of University:**

1. University will manage and coordinate engineering design services for the preliminary and final design and construction plan for the sign.
2. University will solicit bids for the construction of the sign and purchase of the display following the requirement of the Ohio Revised Code.
3. University agrees to be the primary funding agency during the construction of the sign. The University will provide invoices to the City requesting reimbursement for one-half of the out of pocket construction costs.
4. University will provide designated staff to do advance programming and any technical or advanced graphics.
5. University will reimburse the City for one-half of the out-of-pocket costs associated with sign operation, maintenance and repairs annually based on the invoices and reports provided by the City.

## **IV. Programming and Management of Sign:**

Each party will designate representatives to develop content guidelines and processes for the programming and management of the sign subsequent to the execution of this agreement.

## V. Termination

This agreement will remain in effect as long as both parties agree that the sign is needed and it remains in good working order. After a period of 10 years, either party may terminate the agreement 90 days after providing written notice to the other party. In the event that the University terminates the agreement, the City may remove the sign and invoice the University one-half of the cost to remove the sign or assume full ownership, including all operation, maintenance, repair and eventual removal responsibilities of the sign at its existing location. In the event that the City terminates the agreement; the University has the right to relocate the sign at its own expense or negotiate a new agreement with the City to leave the sign in place. If the University chooses not to remove the sign or come to a new agreement with the City on maintaining the existing sign at this location, then the City shall remove the sign and invoice the University one-half of the cost to remove the sign.

At any time, if the sign is required to be removed or relocated due to a traffic or transportation improvement on Haymaker Parkway (SR 59), the City shall remove the sign and invoice the University one-half of the cost to remove the sign.

IN WITNESS WHEREOF, the parties have signed as of the date first above written.

CITY OF KENT, OHIO

KENT STATE UNIVERSITY

By \_\_\_\_\_  
David Ruller, City Manager

By \_\_\_\_\_  
Gregg Floyd, Senior Vice President  
Administration and Finance

### **CERTIFICATE OF DIRECTOR OF BUDGET AND FINANCE**

It is hereby certified that the amount FIFTY THOUSAND Dollars (\$50,000) required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in the process of collection to the credit of fund 301 free from any obligation or certificates now outstanding.

Director of Budget and Finance

Approved as to form:

\_\_\_\_\_  
James R. Silver, Law Director  
City of Kent

CITY OF KENT  
HEALTH BOARD MEETING  
JULY 17, 2012 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 June 19, 2012 Meeting
- II. OPEN COMMENTS
- III. REPORTS
  - A. Statistical Report for June 2012
  - B. Expenditures & Encumbrances June 2012
  - C. Commissioner's Report for June 2012
- IV. OLD BUSINESS
  - A. Health Department Mission/Vision/Core Values
  - B. Community Needs Assessment through KSU
- V. NEW BUSINESS
  - A. Intern to Develop Composting Program for the City of Kent
  - B. Food Service Compliance
  - C. Housing Licenses
  - D. Letter of Support for TownHall II
- VI. EXECUTIVE SESSION
- VII. ADJOURN MEETING

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

JN/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  
June 19, 2012

**Board Members Present**

Pam Freeman  
Doug Wagener  
Marchelle Bobbs  
Jack Amrhein  
Susan Roxburgh

**Members Absent**

Chris Woolverton

**Staff Present**

Jeff Neistadt  
Anthony Bartholomew  
Tracy Radovic

Pam Freeman called to order the Health Board Meeting of June 19, 2012 at 5:40 p.m.

The minutes from the May 8, 2012 meeting were distributed and reviewed by the Health Board members prior to the meeting. Discussions regarding Air Quality Monitoring fees took place. The motion was not clearly stated so Board members amended it.

**Motion:** A motion to approve the minutes as amended from May 8, 2012 was made by Susan Roxburgh and seconded by Jack Amrhein to approve the minutes of the meeting. The motion passed.

**Statistical Report**

**Expenditures & Encumbrances**

| <b><u>VENDOR</u></b>     | <b><u>ITEM DESCRIPTION</u></b>                               | <b><u>AMOUNT</u></b> |
|--------------------------|--------------------------------------------------------------|----------------------|
| Treasurer, State of Ohio | RFE transmittal fees for April 2012                          | \$28.00              |
| Treasurer, State of Ohio | FSO transmittal fees for April 2012                          | \$28.00              |
| Ohio Div. of Real Estate | Burial Permit fee transmittal for April 2012                 | \$82.50              |
| Treasurer, State of Ohio | Child Abuse & Family Violence Prevention fees for April 2012 | \$1,309.52           |
| Clark Mosquito Control   | Altosid Briquets                                             | \$666.00             |
| Treasurer, State of Ohio | Public Swimming Pool Transmittal fees                        | \$958.00             |
|                          |                                                              |                      |
|                          | <b>TOTAL</b>                                                 | <b>\$3,072.02</b>    |

| <b><u>Travel &amp; Reimbursements</u></b> |                                                                                                               |                 |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|
| Jeff Neistadt                             | Reimbursement for Expenses incurred to attend PHCC in Columbus May 14 <sup>th</sup> - 16 <sup>th</sup> , 2012 | \$275.90        |
| Anthony Bartholomew                       | Reimbursement for Expenses incurred to attend PHCC in Columbus May 15 <sup>th</sup> - 16 <sup>th</sup> , 2012 | \$276.60        |
|                                           |                                                                                                               | <b>\$552.50</b> |

**Motion:** A motion was made by Doug Wagoner and seconded by Marchelle Bobbs to approve the Expenditures and Encumbrances for the month of April 2012. The motion passed.

### **Commissioner's Report**

Two new employees started at the Health Department June 11, 2012. Justin Smith who is a Registered Sanitarian and formerly worked for the Summit County Health Department doing food service inspections and Kyle Kelly who worked for Emergency Response and Training Solutions as a Project Manager. Now that two new sanitarians are here we will be taking a closer look at the Health Department annual plan. We are all going to continue to be generalists at the department but now that we have specific skills such as Justin's food service experience and Kyle's emergency response training experience where we can start to focus our specialties more through technical assistance and public inquiries.

In discussions with Kim Villers from Portage County, our two new computers and software packages should arrive in early July!

This past month Jeff spent quite a bit of time working with Gene Roberts, Bob Brown, and Bob Nitzsche in a complete overhaul of Kent Sewer Ordinances. It ended up being a little over 100 pages long.

Jeff stated that he made presentations after hours to Kent Social Services as they are looking to open up a community oriented kitchen for use by various groups such as the Kent Food Co-op and others and also to the Grill for Good organizers.

Air Quality Management fee update. Discovered Ravenna pays the Air Quality Management District roughly \$2,700 for the year and Portage County doesn't pay anything but allows the district to bill the HD for services after complaint inspections. Currently we pay \$3,120 per year. Once the Environmental Health Technician position starts, I will have him/her look into this more and develop a fee structure for Kent.

We have two unusual complaints that I am working on. One is regarding sewage overflow at KSU under the Eastway Complex, specifically under Fletcher and Clark Hall and the other is regarding composting concerns of residents. Composting is not addressed in the Codified Ordinance so I will be working on developing a program here in Kent. The sewage complaint seems to be a hot potato so I am working with administration to determine what authority we have to issue corrective actions.

- looking into purchasing used bikes for the HD staff for in town work.
- several items distributed today:
  - The internal and external Maternal and Child Health Assessment conducted by Round River Consulting. Interesting item of note on the internal assessment is that consolidation was viewed as imperative to improve the health of mothers and children in Portage County.

- Animal Bite Reporting Instructions that Dr. Bartholomew, Mr. Woolverton and I need to sign. I recommend we sign this to ensure that all 3 health departments are on the same page regarding animal bites.
- The latest PHEP report from Portage County which was from April.
- And finally the quarterly NALBOH Newsbrief.

### **Old Business**

Portage County Public Health Task Force update. Nothing to report.

Draft Mission, and Vision. A revised final version will be forwarded via e-mail for approval.

Proposed Health Indicators. Jeff stated that there have been some discussions regarding a proposed agreement between Kent, Ravenna and Portage Co. Health Departments, regarding the shared funding of a community needs assessment to be performed by the College of Public Health. Jeff stated that Kent's portion of the assessment would be \$5,000. He stated that since we will need this to be done for accreditation we should seriously consider it.

**Motion:** A motion to allocate \$5,000 to a Community needs assessment was made by Doug Wagoner and seconded by Marchelle Bobbs. With no objection, the motion was passed.

### **New Business**

Received support from Heidi Shaffer and Tracy Wallach to incorporate fines for repeat offenders regarding garbage. A meeting will be scheduled with Dave Ruller to discuss the issue. This is covered by the Nuisance Ordinance.

Jeff stated that he received a request for a letter of support for Boom Car education and reduction. He will draft a letter.

Jeff distributed proposals for a HDIS software system. The software will be used for Food Service licensing and inspections as well as Swimming Pools, Housing and daily work sheets. It will cost approximately \$5000 for installation, startup and training, then we will submit a maintenance agreement annually for about \$800.

**Motion:** A motion to allocate \$5,000 for the purchase and installation of HDIS software was made by Doug Wagoner and seconded by Marchelle Bobbs. With no objection, the motion passed.

**Motion:** A motion to adjourn the meeting of June 19, 2012 was made by Marchelle Bobbs and seconded by Doug Wagoner. With no objection, the motion passed, the meeting adjourned at 6:49 p.m.

Approved:



Pamela Freeman, President Pro Tem



Jeff Neistadt, Secretary



# KENT HEALTH DEPARTMENT STATISTICAL REPORT 2012

|                                  | June 2012           | YTD 2012             | June 2011           | YTD 2011             |
|----------------------------------|---------------------|----------------------|---------------------|----------------------|
| <b>HEALTH DEPT. \$ COLLECTED</b> |                     |                      |                     |                      |
| FamAbuse fund                    | \$ 486.00           | \$ 2,833.50          | \$ 433.50           | \$ 2,371.50          |
| Vital Stats Rev.                 | \$ 2,754.00         | \$ 16,056.50         | \$ 2,456.50         | \$ 13,438.50         |
| Child Abuse                      | \$ 972.00           | \$ 5,667.00          | \$ 867.00           | \$ 4,743.00          |
| State VS                         | \$ 2,916.00         | \$ 17,001.00         | \$ 2,601.00         | \$ 14,229.00         |
| B Perm Rev                       | \$ 18.50            | \$ 101.00            | \$ 16.50            | \$ 87.00             |
| B Perm State                     | \$ 92.50            | \$ 505.00            | \$ 82.50            | \$ 435.00            |
| Food Estab.                      | \$ 0.00             | \$ 13,660.30         | \$ 191.00           | \$ 10,378.25         |
| Food Serv.                       | \$ 731.90           | \$ 43,318.90         | \$ 875.00           | \$ 39,247.90         |
| FSO Vending                      | \$ 0.00             | \$ 700.00            | \$ 0.00             | \$ 655.00            |
| Home Sewage                      | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 0.00              |
| Housing                          | \$ 4,005.00         | \$ 27,690.00         | \$ 4,405.00         | \$ 24,730.00         |
| Swim Pools                       | \$ 0.00             | \$ 3,133.00          | \$ 0.00             | \$ 3,262.50          |
| SolWst(Trks)                     | \$ 0.00             | \$ 735.00            | \$ 210.00           | \$ 780.00            |
| Tattoo Parlors                   | \$ 0.00             | \$ 100.00            | \$ 0.00             | \$ 300.00            |
| *Misc(Xerox, etc.)               | \$ 0.20             | \$ 29.70             | \$ 2.00             | \$ 36.70             |
|                                  | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 0.00              |
| **ST Subsidy                     | \$ 0.00             | \$ 6,650.17          | \$ 5,022.15         | \$ 9,908.97          |
| <b>TOTAL COLLECTED</b>           | <b>\$ 11,976.10</b> | <b>\$ 138,181.07</b> | <b>\$ 17,162.15</b> | <b>\$ 124,603.32</b> |
| <b>TO STATE</b>                  |                     |                      |                     |                      |
| FamAbuse fund                    | \$ 471.43           | \$ 2,748.60          | \$ 385.56           | \$ 2,326.57          |
| Food Estabs                      | \$ 0.00             | \$ 1,204.00          | \$ 28.00            | \$ 1,092.00          |
| Bur.Permits                      | \$ 92.50            | \$ 505.00            | \$ 95.00            | \$ 390.00            |
| Child Abuse                      | \$ 942.84           | \$ 5,496.99          | \$ 771.15           | \$ 4,653.09          |
| State VS QTRLY                   | \$ 2,916.00         | \$ 17,001.00         | \$ 2,385.00         | \$ 14,391.00         |
| Food Service                     | \$ 28.00            | \$ 3,360.00          | \$ 28.00            | \$ 3,412.00          |
| Food Vendors*                    | \$ 0.00             | \$ 144.00            | \$ 0.00             | \$ 144.00            |
| Swim Pools                       | \$ 0.00             | \$ 958.00            | \$ 0.00             | \$ 925.00            |
| Wells                            | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 0.00              |
| <b>TOTAL</b>                     | <b>\$ 4,450.77</b>  | <b>\$ 31,417.59</b>  | <b>\$ 3,692.71</b>  | <b>\$ 27,333.66</b>  |
| <b>TOTAL ASSETS</b>              | <b>\$ 7,525.33</b>  | <b>\$ 106,763.48</b> | <b>\$ 13,469.44</b> | <b>\$ 97,269.66</b>  |
| +Admin fee to Vital Stats        | \$ 43.73            | \$ 254.91            | \$ 39.02            | \$ 221.44            |
| -3% FamAbuse                     | \$ 14.57            | \$ 84.90             | \$ 13.01            | \$ 73.84             |
| -3% ChildAbuse                   | \$ 29.16            | \$ 170.01            | \$ 26.01            | \$ 147.60            |

| <b>PERMIT/Ilc.</b>                    | <b>June 2012</b> | <b>YTD 2012</b> | <b>June 2011</b> | <b>YTD 2011</b> |
|---------------------------------------|------------------|-----------------|------------------|-----------------|
| Food Estab.                           | 0                | 42              | 1                | 39              |
| Food Serv. (5 Temps)                  | 1                | 122             | 16               | 139             |
| FS Vend.                              | 0                | 25              | 0                | 24              |
| Home Sew.                             | 0                | 0               | 0                | 0               |
| Housing                               | 38               | 219             | 38               | 195             |
| Soi Waste                             | 0                | 20              | 17               | 48              |
| Swim Pls                              | 1                | 27              | 0                | 14              |
| Sep Haul.                             | 0                | 0               | 0                | 0               |
| Tattoo Parlors                        | 0                | 1               | 0                | 4               |
| Other                                 | 0                | 0               | 0                | 0               |
| <b>TOTAL</b>                          | <b>40</b>        | <b>456</b>      | <b>72</b>        | <b>463</b>      |
| <b>MOSQ.CONT.</b>                     |                  |                 |                  |                 |
| Sites Treat.                          | 0                | 2               | 2                | 32              |
| Adulticide                            | 0                | 0               | 2                | 2               |
| Tot Man Hrs                           | 0.0              | 11.1            | 27               | 59.5            |
| <b>COMPLAINTS</b>                     |                  |                 |                  |                 |
| Received                              | 17               | 82              | 19               | 111             |
| Abated                                | 13               | 74              | 18               | 111             |
| <b>LEGAL.COMPL.</b>                   |                  |                 |                  |                 |
| Filed                                 | 0                | 0               | 0                | 3               |
| Pre-trials                            | 0                | 0               | 0                | 0               |
| Trials                                | 0                | 0               | 0                | 0               |
| <b>COMM.DISEASE</b>                   | 13               | 175             | 16               | 351             |
| <b>VNA CLINICS      IMMUNIZATIONS</b> | 10               | 59              | 1                | 27              |
| <b>BIRTH Copies issued</b>            | 48               | 265             | 30               | 118             |
| <b>DEATH Copies Issued</b>            | 276              | 1624            | 259              | 1592            |

# KENT HEALTH DEPARTMENT STATISTICAL REPORT 2012 2ND QUARTER REPORT

|                                  | April 2012         | May 2012           | June 2012          | YTD                 |
|----------------------------------|--------------------|--------------------|--------------------|---------------------|
| <b>HEALTH DEPT. \$ COLLECTED</b> |                    |                    |                    |                     |
| FamAbuse fund                    | \$450.00           | \$376.50           | \$486.00           | \$2,833.50          |
| Vital Stats                      | \$2,550.00         | \$2,133.50         | \$2,754.00         | \$16,056.50         |
| Child Abuse                      | \$900.00           | \$753.00           | \$972.00           | \$5,667.00          |
| State VS                         | \$2,700.00         | \$2,259.00         | \$2,916.00         | \$17,001.00         |
| B Perm Rev                       | \$16.50            | \$13.00            | \$18.50            | \$101.00            |
| B Perm State                     | \$82.50            | \$65.00            | \$92.50            | \$505.00            |
| Food Estab.                      | \$208.00           | \$198.00           | \$0.00             | \$13,660.30         |
| Food Service                     | \$306.00           | \$466.90           | \$731.90           | \$43,318.90         |
| FSO Vending                      | \$0.00             | \$0.00             | \$0.00             | \$700.00            |
| Home Sewage                      | \$0.00             | \$0.00             | \$0.00             | \$0.00              |
| Housing                          | \$2,775.00         | \$6,295.00         | \$4,005.00         | \$27,690.00         |
| Swim Pools                       | \$2,614.00         | \$519.00           | \$0.00             | \$3,133.00          |
| SolWst(Trks)                     | \$105.00           | \$630.00           | \$0.00             | \$735.00            |
| Tattoo Parlors                   | \$0.00             | \$0.00             | \$0.00             | \$100.00            |
| *Misc(Xerox, etc.)               | \$0.00             | \$26.50            | \$0.20             | \$29.70             |
| Septic Service                   | \$0.00             | \$0.00             | \$0.00             | \$0.00              |
| ST Subsidy                       | \$0.00             | \$6,650.17         | \$0.00             | \$6,650.17          |
| <b>TOTAL COLLECTED</b>           | <b>\$12,707.00</b> | <b>\$20,385.57</b> | <b>\$11,976.10</b> | <b>\$138,181.07</b> |
| <b>TO STATE</b>                  |                    |                    |                    |                     |
| FamAbuse fund                    | \$436.50           | \$365.22           | \$471.43           | \$2,748.58          |
| Food Estabs                      | \$28.00            | \$28.00            | \$0.00             | \$1,204.00          |
| Bur.Permits                      | \$82.50            | \$65.00            | \$92.50            | \$505.00            |
| Child Abuse                      | \$873.00           | \$730.41           | \$942.84           | \$5,496.99          |
| State VS                         | \$2,700.00         | \$2,259.00         | \$2,916.00         | \$17,001.00         |
| Food Service                     | \$28.00            | \$56.00            | \$28.00            | \$3,360.00          |
| Food Vendors                     | \$0.00             | \$0.00             | \$0.00             | \$144.00            |
| Swim Pools                       | \$814.00           | \$144.00           | \$0.00             | \$958.00            |
| Wells                            | \$0.00             | \$0.00             | \$0.00             | \$0.00              |
| <b>TOTAL</b>                     | <b>\$4,962.00</b>  | <b>\$3,647.63</b>  | <b>\$4,450.77</b>  | <b>\$31,417.57</b>  |
| <b>TOTAL ASSETS</b>              | <b>\$7,745.00</b>  | <b>\$16,737.94</b> | <b>\$7,525.33</b>  | <b>\$101,454.35</b> |
| <b>+Admin fee to Vital Stats</b> | <b>\$40.48</b>     | <b>\$33.87</b>     | <b>\$43.73</b>     | <b>\$243.88</b>     |
| -3% FamAbuse                     | \$13.48            | \$11.28            | \$14.57            | \$81.25             |
| -3% ChildAbuse                   | \$27.00            | \$22.59            | \$29.16            | \$162.63            |

**STATISTICAL REPORT CONTINUED  
INSPECTIONS**

**April 2012      May 2011      June 2012      YTD**  
**UNAVAILABLE      UNAVAILABLE      STA1**

|                |          |            |          |            |
|----------------|----------|------------|----------|------------|
| Animal Bites   | 0        | 3          | 0        | 18         |
| Complaints     | 0        | 10         | 0        | 139        |
| Food Estabs    | 0        | 1          | 0        | 55         |
| Food Service   | 0        | 38         | 0        | 193        |
| FSO Vending    | 0        | 0          | 0        | 20         |
| Home Sewage    | 0        | 0          | 0        | 0          |
| Housing        | 0        | 90         | 0        | 305        |
| Schools        | 0        | 12         | 0        | 19         |
| Solid Waste    | 0        | 20         | 0        | 20         |
| Swimming Pls   | 0        | 14         | 0        | 29         |
| Septic Haul.   | 0        | 0          | 0        | 0          |
| Tattoo Parlors | 0        | 0          | 0        | 1          |
| Other          | 0        | 0          | 0        | 0          |
| <b>TOTAL</b>   | <b>0</b> | <b>188</b> | <b>0</b> | <b>799</b> |

**PERMIT/Iic.**

|                |           |           |           |            |
|----------------|-----------|-----------|-----------|------------|
| Food Estabs    | 1         | 1         | 0         | 42         |
| Food Service   | 1         | 3         | 1         | 122        |
| FS Vending     | 0         | 0         | 0         | 25         |
| Home Sewage    | 0         | 0         | 0         | 0          |
| Housing        | 28        | 51        | 38        | 219        |
| Solid Waste    | 0         | 20        | 0         | 20         |
| Swim Pools     | 12        | 14        | 1         | 27         |
| Septic Haul.   | 0         | 0         | 0         | 0          |
| Tattoo Parlors | 0         | 0         | 0         | 1          |
| Other          | 0         | 0         | 0         | 0          |
| <b>TOTAL</b>   | <b>42</b> | <b>89</b> | <b>40</b> | <b>456</b> |

**MOSQ.CONT.**

|              |     |     |     |       |
|--------------|-----|-----|-----|-------|
| Sites Treat. | 0.0 | 0.0 | 0.0 | 2.0   |
| Adulticide   | 0.0 | 0.0 | 0.0 | 0.0   |
| Tot Man Hrs  | 0.0 | 0.0 | 0.0 | 11.10 |

**COMPLAINTS**

|          |    |   |    |    |
|----------|----|---|----|----|
| Received | 12 | 7 | 17 | 82 |
| Abated   | 14 | 9 | 13 | 74 |

**LEGAL COMPL.**

|            |   |   |   |   |
|------------|---|---|---|---|
| Filed      | 0 | 0 | 0 | 0 |
| Pre-trials | 0 | 0 | 0 | 0 |
| Trials     | 0 | 0 | 0 | 0 |

**COMM.DISEASE**

|  |    |    |    |     |
|--|----|----|----|-----|
|  | 45 | 11 | 13 | 175 |
|--|----|----|----|-----|

**IMMUNIZATIONS**

|  |   |    |    |    |
|--|---|----|----|----|
|  | 9 | 11 | 10 | 59 |
|--|---|----|----|----|

**BIRTHS**

|  |    |    |    |     |
|--|----|----|----|-----|
|  | 58 | 30 | 48 | 265 |
|--|----|----|----|-----|

**DEATHS**

|  |     |     |     |      |
|--|-----|-----|-----|------|
|  | 242 | 221 | 276 | 1624 |
|--|-----|-----|-----|------|

7/10/2012

**2012 Main Street Income****1st Qtr****2nd Qtr****YTD**

Qualifies for City Income (at 1/3)

|                              |                 |                 |                 |
|------------------------------|-----------------|-----------------|-----------------|
| Adopt a Spot Sponsors        | \$750 *         | \$4,500         | \$5,250         |
| Board Members                | \$300 *         |                 | \$300           |
| Corporate Sponsors           |                 | \$200           | \$200           |
| Facade Program               |                 |                 |                 |
| Friends of Main Street       | \$1,750 *       | \$1,380         | \$3,130         |
| Art and Wine Festival        | \$3,160         | \$16,629        | \$19,789        |
| International Festival       |                 |                 |                 |
| Annual Dinner                | \$2,651         | \$2,470         | \$5,121         |
| Heritage Festival            | \$311           |                 | \$311           |
| Historic Postcards/ Parking  |                 |                 |                 |
| Passes                       | \$17 *          | \$135           | \$152           |
| Grants                       | \$450           |                 | \$450           |
| Private Donation Foundation  | \$20,000        |                 | \$20,000        |
| Chocolate Walk               |                 | \$432           | \$432           |
| Thursday Night Live Sponsors |                 | \$2,125         | \$2,125         |
| In Kind Donations            |                 | \$7,374         | \$7,374         |
| Total Income w/o City        | \$29,389        | \$35,245        | \$64,634        |
| Qualifying City Income       | \$14,694        | \$17,623        | \$32,317        |
| <b>Total Income</b>          | <b>\$44,083</b> | <b>\$52,868</b> | <b>\$96,951</b> |
| 1/3 of Total                 | \$14,694        | \$17,623        | \$32,317        |

\*Revised from last report

# **A G E N D A**

## **CITY OF KENT BOARD OF ZONING APPEALS**

**RECONVENED MEETING OF JUNE 18, 2012**

**PUBLIC HEARINGS & BUSINESS MEETING**

**JULY 16, 2012**

**7:00PM**

**COUNCIL CHAMBERS – KENT CITY HALL  
325 SOUTH DEPEYSTER STREET**

**(THIS MEETING WAS RECESSED ON JUNE 18, 2012 AND IS BEING RECONVENED TO  
CONCLUDE DISCUSSION ON ONE ITEM ONLY)**

### **I. CALL TO ORDER**

### **II. OLD BUSINESS**

#### **A. BZ12-012      BAKER'S TOWING 634 – 638 LAKE STREET**

Sections:      1169.12 and 1161.21(a)

Requests:      The applicant is requesting a substitution of a non-conforming use from a warehouse and catering business to a towing/car repair and catering business (Section 1169.12).

The applicant is also requesting a variance to allow an 8-foot tall fence, where 6-foot maximum is permitted (Section 1161.21(a)).

#### **1. Board of Zoning Appeals Discussion / Action**

### **III. ADJOURNMENT**

**CITY OF KENT  
BOARD OF ZONING APPEALS**

**PUBLIC HEARINGS & BUSINESS MEETING**

**JULY 16, 2012**

**(TO BEGIN IMMEDIATELY FOLLOWING RECONVENED MEETING OF JUNE 18, 2012)**

**COUNCIL CHAMBERS – KENT CITY HALL**

**325 SOUTH DEPEYSTER STREET**

**I. CALL TO ORDER**

**II. PLEDGE**

**III. ROLL CALL**

**IV. PREAMBLE**

**V. ADMINISTRATION OF THE OATH**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. BZ12-014      TRANSPORTAGE  
247 NORTH WATER STREET**

Sections:      1146.04(a), 1146.03(c), and 1165.05(d)(1)(D)

Requests:      The applicant is requesting the following:

- 1) A variance from Section 1146.04(a) to allow the proposed relocated building to have a setback of 15 feet,
- 2) A variance from Section 1146.03(c) to allow the proposed relocated building to occupy 48 percent of the street frontage of the lot, where 70 percent is required, and
- 3) A variance from Section 1165.05(d)(1)(D) to allow a permanent free-standing sign.

**1. Public Comment**

**2. Board of Zoning Appeals Discussion / Action**

**B. BZ12-016      PORTAGE COUNTY BOARD OF COMMISSIONERS  
303 EAST MAIN STREET**

Sections:      1145.04(a), 1161.21, 1167.05, and 1171.01(8)

Requests:      The applicant is requesting the following:

- 1) A 4.75-foot variance from the 30-foot minimum front yard setback requirement to allow a new building to be 25.25 feet from the front property line (Section 1145.04(a)),
- 2) A variance from Section 1161.21 to allow a fence to be 8 feet in height, where 6 feet is the maximum height permitted,
- 3) A variance from Section 1167.05 to allow 132 parking spaces, where 144 spaces are required (A variance of 12 parking spaces), and
- 4) A variance from Section 1171.01(8) to allow the new building to be located adjacent to residential uses.

**1. Public Comment**

**2. Board of Zoning Appeals Discussion / Action**

**C. BZ12-017      FRD / CENTURY SIGN COMPANY  
805 LAKE STREET**

Sections:      1165.05(e)(2)(A) and 1165.05(e)(2)(C)

Requests:      The applicant is requesting the following:

- 1) A variance from Section 1165.05(e)(2)(A) to allow a total of five signs on the property, and
- 2) An 81.9 square foot variance to allow the total signage on the site to be 181.9 square feet, where 100 square feet is the maximum permitted (Section 1165.05(e)(2)(C)).

**1. Public Comment**

**2. Board of Zoning Appeals Discussion / Action**

**VIII.    MEETING MINUTES**

**A.    MEETING MINUTES FROM THE MAY 21, 2012 MEETING**

**B.    MEETING MINUTES FROM THE JUNE 18, 2012 MEETING**

**IX.    OTHER BUSINESS**

**X.    ADJOURNMENT**





# CITY OF KENT, OHIO

## DEPARTMENT OF COMMUNITY DEVELOPMENT

---

**DATE:** JULY 6, 2012  
**TO:** KENT CITY BOARD OF ZONING APPEALS  
**FROM:** HEATHER PHILE, DEVELOPMENT PLANNER  
**RE:** STAFF REPORT FOR THE JULY 16, 2012 BOARD OF ZONING APPEALS MEETING

---

The following case appears on the agenda for the July 16, 2012 Board of Zoning Appeals meeting:

### OLD BUSINESS

|                                  |                                                                                                                                                                                                                                                                                                                            |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>CASE NO.:</u>                 | <b>BZ12-012</b>                                                                                                                                                                                                                                                                                                            |
| <u>APPLICANT:</u>                | <b>BAKER'S TOWING</b>                                                                                                                                                                                                                                                                                                      |
| <u>SITE LOCATION:</u>            | 634 – 638 Lake Street                                                                                                                                                                                                                                                                                                      |
| <u>STATUS OF APPLICANT:</u>      | The applicant is a tenant on the property.                                                                                                                                                                                                                                                                                 |
| <u>REQUESTED ACTION:</u>         | <p>The applicant is requesting a substitution of a non-conforming use from a warehouse and catering business to a towing/car repair and catering business (Section 1169.12).</p> <p>The applicant is also requesting a variance to allow an 8-foot tall fence, where 6-foot maximum is permitted (Section 1161.21(a)).</p> |
| <u>ZONING:</u>                   | This property is currently located in the R-3: High Density Residential Zone District.                                                                                                                                                                                                                                     |
| <u>TRAFFIC:</u>                  | The property is accessible from Lake Street.                                                                                                                                                                                                                                                                               |
| <u>SURROUNDING LAND USES:</u>    | The property is surrounded by Industrial uses on the north side, and residential uses on the east, south, and west sides.                                                                                                                                                                                                  |
| <u>APPLICABLE CODE SECTIONS:</u> | 1169.12 and 1161.21(a)                                                                                                                                                                                                                                                                                                     |

ANALYSIS:

This property is located at 634 – 638 Lake Street and is currently zoned R-3: Medium Density Residential. This property is a non-conforming use as a catering business and warehouse.

This property has been home to Ashton Electrical Company, Mel's Chuckwagon, and 5-star Vending in the past.

According to the Portage County auditor's records, this building was constructed around 1970. Many renovations and additions have been added onto the building, with the last building addition occurring in 1994. At the time of the initial construction of the building, this property was zoned Local Retail 2-B. In 1971, the zoning was changed to R-3, making the commercial use of the property non-conforming.

The following is a summary of information in the address file kept in the Community Development and Building Department offices for this property:

1973 – Non-conforming use certificate issued to Ashton Electrical Co. at 638 Lake Street with the use of Electrical Contracting

1973 – Non-conforming use certificate issued to Melvin Yankovich at 634 Lake Street with the use of Catering Service

1978 – Plumbing, Electrical, and building permits issued to Mel Yankovich for fire repairs to the house

1982 – Building permit issued to Mel Yankovich for alterations to the roof of the building

1985 – Building and zoning permits issued to Mel Yankovich to change the flat roof to a gabled roof.

1986 – Building permit issued for a roof addition

1987 – Non-conforming use certificate issued to M. & E. Yankovich for a Wholesale use at 634 Lake Street

1987 – Non-conforming use certificate issued to M. & E. Yankovich for commercial use at 638 Lake Street

1989 – Plumbing permit issued for Mel's Chuck Wagon for a water meter for an ice machine

1990 – Board of Zoning Appeals approval letter to permit an addition to expand a non-conforming use and a side yard setback variance

1990/1991 – Building and zoning permits issued to Mel's Chuck Wagon for an addition

1991 – Plumbing and Electrical permits issued for addition

1992 – Electric permit issued for Mel's Chuck Wagon for underground electric to gas pumps

1993 – Letter to Melvin Yankovich for a drain spout that was connected to the sanitary sewer system

**Page 3**  
**Board of Zoning Appeals Staff Report**  
**July 16, 2012 meeting**

1993 – Board of Zoning Appeals approval letter for Mel's Chuck Wagon for an expansion of a non-conforming use to add an addition

1994 – Building, zoning, electrical, and plumbing permits issued to Mel's Chuck Wagon for a one-story office addition

2001 – Photos showing a camper and other unsheltered storage of materials

2001 – Violation letter for graffiti on the building. Response letter from Mr. Yankovich regarding removal of the graffiti. Police report for the graffiti; report was generated after a call from the owner of 5-Star Vending.

2002 – Violation paperwork and notice letter sent to Melvin Yankovich stating outdoor/unsheltered storage of broken soda machines

2002 – Zoning use certificate issued for a non-conforming use – Wholesale and Distributing

2003 – Violation notice sent to LCB Ohio Enterprises, Inc. for high weeds and grass

2005 – Fire Citation and Notice of Violations sent to 5-Star Vending after a fire safety inspection

2005 – Zoning use certificate issued for a non-conforming use – Wholesale and Distributing

2008 – Temporary sign permit issued for Extreme Details & Car Wash (soon after issuing, it was discovered that this was not an approved use and substitution of use information was sent to the tenant. They soon moved out of this space.)

2008 – Temporary sign permit was issued to Don Mariner (Hot Soss Don's Catering)

2009 – Violation letter sent to Don Mariner for having a temporary sign without a permit

2010 – Zoning Use Certificate issued for a non-conforming use – Wholesale and Distributing

2011 – Zoning Use Certificate issued for a non-conforming use – Wholesale and Distributing

2012 – Zoning permit issued for a 6-foot fence

The applicant is now applying for a substitution of a non-conforming use from the wholesale and catering to the towing/car repair service and catering business. The applicant is proposing to use the property as a towing and car repair facility. They will receive towed vehicles on the west side of the property after hours. The applicant also proposes to clean up the property, paint the building, and resurface the parking area, as well as install landscaping and a fence with locking gates. The applicant would like to construct an 8-foot tall wood fence along the rear of the property to help shield the neighbors from the noise and view and is requesting a variance to have the fence exceed the 6-foot limit. The applicant is also proposing to demolish the house and garage on the west side of the property.

Parking, waste oil management, security, and noise were issues that have been raised among the Police, Safety, Fire, Building, and Engineering departments within the City of Kent. Other issues were raised concerning the building itself. These issues will be addressed when upgrades to the building will be done. Building permits may be required for any construction to the building.

Many neighboring residents have also raised concerns with the relocation of this business. The neighborhood consensus is that they are against the move. Some of the neighbors' concerns are noise, traffic, odors, safety for their children, lowered property values, storage of flammable liquids, hazardous liquid runoff into their properties, junk vehicles parked for long periods of time, unsheltered storage of vehicles, increased crime, 24-hour operations, and the general decline of the neighborhood.

The City of Kent Zoning Code states that substitutions of non-conforming use must go before the Board of Zoning Appeals. The Board may approve a substitution under the following circumstances:

- 1) That the new use is similar in character to the previous nonconforming use by virtue of the fact that it is equally appropriate to the type of zoning district in which it is located.
- 2) That the new use will not be any more intrusive to the neighborhood than the previous nonconforming use.

The fence variance will be considered with the three criteria that are looked at when considering a variance or appeal (hardship, extraordinary circumstances, and detriments to the neighboring uses, properties, or the zoning code).

#### UPDATE SINCE THE JUNE 18, 2012 MEETING

Since the previous meeting, no new information has been submitted. There is one issue that does need to be clarified, however. In the last staff report, it was stated that the detached garage on the west side of the site would be razed. This is not the case. Only the house will be demolished, the garage will remain.

#### NEW BUSINESS

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>CASE NO.:</u>            | <b>BZ12-014</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <u>APPLICANT:</u>           | <b>TRANSPORTAGE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <u>SITE LOCATION:</u>       | 247 North Water Street                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <u>STATUS OF APPLICANT:</u> | The applicant is potential owner of the property.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <u>REQUESTED ACTION:</u>    | <p>The applicant is requesting the following:</p> <ol style="list-style-type: none"><li>1) A variance from Section 1146.04(a) to allow the proposed relocated building to have a setback of 15 feet,</li><li>2) A variance from Section 1146.03(c) to allow the proposed relocated building to occupy 48 percent of the street frontage of the lot, where 70 percent is required, and</li><li>3) A variance from Section 1165.05(d)(1)(D) to allow a permanent free-standing sign.</li></ol> |

**ZONING:** This property is currently located in the C-D: Commercial – Downtown Zone District.

**TRAFFIC:** The property is accessible from North Water Street.

**SURROUNDING LAND USES:** The property is surrounded by commercial uses on the north, south, and west sides and by residential uses on the east side.

**APPLICABLE CODE SECTIONS:** 1146.04(a), 1146.03(c), and 1165.05(d)(1)(D)

**ANALYSIS:**

This property is located at 247 North Water Street and is currently zoned C-D: Commercial – Downtown zoning district. This property is currently vacant.

The applicant is proposing to move a house from East Erie Street to this property. The house is being moved due to the construction of the Esplanade area between Haymaker Parkway and South Lincoln Street. This house is considered an historic structure.

In order to move the structure to this site, some variances will be needed. The applicant is proposing to place the house 15 feet from the front property line. The applicant explains that the setback will maintain an entrance area, and would be more appropriate for the historical preservation of the house. The buildings on both sides of this lot have also requested the house be setback to maintain exposure of a window and sign for the Standing Rock Cultural Art Gallery and will also expose the mural on the side of the building where Scribbles is located. The Architectural Review Board also recommended that the house be setback for the street presence and to maintain the historic nature of the building.

The applicant is also requesting a variance to the frontage requirement. The lot is 50 feet wide and the building is 24 feet, 4 inches wide. The applicant states that the house will be centered on the lot and will take up 48 percent of the lot frontage. The City of Kent zoning code states that a structure should take up at least 70 percent of the frontage of the lot, therefore the applicant is requesting a variance from this section of the code.

The third variance is a request to have a free-standing sign on the property. The applicant explains that the sign would be no more than 32 square feet in size and would be setback off the sidewalk. The sign regulations state that a permanent free-standing sign is not permitted in the C-D district. The Architectural Review Board recommended the sign have a setback of at least 5 feet off of the property line. The sign design will need to be approved by the Architectural Review Board prior to installation.

**CASE NO.:** **BZ12-016**

**APPLICANT:** **PORTAGE COUNTY BOARD OF COMMISSIONERS**

**SITE LOCATION:** 303 East Main Street

**STATUS OF APPLICANT:** The applicant is owner of the property.

**REQUESTED ACTION:** The applicant is requesting the following:

- 1) A 4.75-foot variance from the 30-foot minimum front yard setback requirement to allow a new building to be 25.25 feet from the front property line (Section 1145.04(a)),
- 2) A variance from Section 1161.21 to allow a fence to be 8 feet in height, where 6 feet is the maximum height permitted,
- 3) A variance from Section 1167.05 to allow 132 parking spaces, where 144 spaces are required (A variance of 12 parking spaces), and
- 4) A variance from Section 1171.01(8) to allow the new building to be located adjacent to residential uses.

**ZONING:**

This property is currently located in the C-R: Commercial – High Density Multi-family Residential Zone District.

**TRAFFIC:**

The property is accessible from East Main Street.

**SURROUNDING LAND USES:**

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

**APPLICABLE CODE SECTIONS:** 1145.04(a), 1161.21, 1167.05, and 1171.01(8)

**ANALYSIS:**

This property is located at 303 East Main Street and is currently zoned C-R: Commercial – High Density Multi-family residential. This property was previously home to a hotel. Currently, the site does have a building, Jimmy John's sandwich shop, which will be relocating and the building will be razed. The rest of the parcel is vacant.

The applicant is proposing to construct a new building for the Portage County Municipal Branch Court. This building will be two stories and approximately 25,000 square feet in size. The site will have a parking area that will accommodate up to 132 vehicles and extensive retaining walls.

The applicant is requesting four variances in order to construct the new courthouse building. The first variance request is to construct the building 25.25 feet from the front property line. In many cases, the right-of-way and the property line meet at the sidewalk edge that is closest to the building. In this case, the property line is approximately 5 feet from the edge of the sidewalk. The distance from the curb to the front property line is approximately 20 feet. The building is approximately 45 feet from the curb.

The next variance is a request to allow an 8-foot high security fence behind the building. The City Ordinances state the maximum height for a fence behind a structure is 6 feet. The fence will have gates and will be used to secure parking spaces for the judges and to secure the transport of prisoners to and from the courthouse.

The third variance is a request from the number of parking spaces required. The applicant has provided a break down of the number of parking spaces required based on the zoning code for offices and auditoriums. For the offices, one space per every 250 square feet of usable floor area, plus two spaces for every three employees is required. The applicant calculated that they will need 116 spaces for the office portion. For the auditorium or courtroom area, one space is required for every four seats, based on the maximum seating capacity. A total of 28 spaces will

be needed for this portion. Therefore, a total of 144 spaces are required for the building. The applicant shows 132 spaces can fit on the site within the setbacks. The applicant is therefore asking for a variance to have 12 spaces less than what is required.

The last variance pertains to a condition in Chapter 1171, which states such uses shall not be adjacent to residential uses. This property abuts a mixture of single family, two-family, and rooming/boarding house uses on the north. Across Main Street are rooming/boarding houses and apartment houses. On the east and west sides of the property are commercial uses, a hair salon and the Kent Historic Society. Since there are residential uses, a variance will be required from this section of the ordinances.

|                                  |                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>CASE NO.:</u>                 | <b>BZ12-017</b>                                                                                                                                                                                                                                                                                                                                                                      |
| <u>APPLICANT:</u>                | <b>FRD / CENTURY SIGN COMPANY</b>                                                                                                                                                                                                                                                                                                                                                    |
| <u>SITE LOCATION:</u>            | 805 Lake Street                                                                                                                                                                                                                                                                                                                                                                      |
| <u>STATUS OF APPLICANT:</u>      | The applicant the sign company for the property owner.                                                                                                                                                                                                                                                                                                                               |
| <u>REQUESTED ACTION:</u>         | <p>The applicant is requesting the following:</p> <ol style="list-style-type: none"><li>1) A variance from Section 1165.05(e)(2)(A) to allow a total of five signs on the property, and</li><li>2) An 81.9 square foot variance to allow the total signage on the site to be 181.9 square feet, where 100 square feet is the maximum permitted (Section 1165.05(e)(2)(C)).</li></ol> |
| <u>ZONING:</u>                   | This property is currently located in the I: Industrial Zone District.                                                                                                                                                                                                                                                                                                               |
| <u>TRAFFIC:</u>                  | The property is accessible from Lake Street.                                                                                                                                                                                                                                                                                                                                         |
| <u>SURROUNDING LAND USES:</u>    | The property is surrounded by other Industrial uses on the north, west, and east sides, and by residential uses on the south side.                                                                                                                                                                                                                                                   |
| <u>APPLICABLE CODE SECTIONS:</u> | 1165.05(e)(2)(A) and 1165.05(e)(2)(C)                                                                                                                                                                                                                                                                                                                                                |
| <u>ANALYSIS:</u>                 |                                                                                                                                                                                                                                                                                                                                                                                      |

This property is located at 805 Lake Street and is home to FRD USA (Furukawa Rock Drill). This property is zoned I: Industrial.

The applicant is requesting two variances to allow a new building sign to be erected on the sales building that faces Lake Street. The applicant explains that the sign will be backlit with low voltage LED lighting. The applicant explains that the sign will bring necessary identification to the building they use for their sales organization. There are no other signs on this building. In August of 2006, a variance was granted to allow two free-standing signs, and last September, two more variances were granted that allowed a sign on a different building for identification.

**Page 8**  
**Board of Zoning Appeals Staff Report**  
**July 16, 2012 meeting**

The new sign code that was enacted in April of 2011 allows for one sign per street frontage, not exceeding two signs on site. It also allows for a total of up to 100 square feet for all signage on the property.

cc: Applicants  
Case files  
Jennifer Barone, Development Engineer  
Bridget Susel, Interim Community Development Director  
Eric Fink, Asst. Law Director





# CITY OF KENT, OHIO

---

## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 6, 2012  
TO: Dave Ruller, City Manager  
FROM: Bridget Susel, Grants & Neighborhood Programs Administrator *BS*  
RE: 2012 Social Service Funding Recommendations

---

The Community Development Department has completed its review of the grant applications it received from organizations seeking 2012 Social Service grant funding from the City. The recommended grant funding awards for each project are listed on the attached table.

The City received applications from seven (7) different nonprofit organizations seeking support for eleven (11) different supportive service programs. All of the programs have been funded in prior social service grant funding cycles and provide a myriad of needed supportive services for residents, including counseling, programs for the homeless, employment training, free legal assistance and home repair assistance for low income seniors.

Staff will draft 2012 Social Service agreements and submit any that require Board of Control approval under separate cover.

If you have any questions concerning the 2012 Social Service grant funding allocation amounts or need additional information about any of the programs, please let me know.

Cc: David Coffee, Director of Budget and Finance  
Gary Locke, Community Development Director  
Applicants (via e-mail)

**YEAR 2012 SOCIAL SERVICE FUNDING  
RECOMMENDED FUNDING AMOUNTS**

| <u>Agency</u>                      | <u>Program</u>                       | <u>2012 Amount<br/>Requested</u> | <u>2012 Funding<br/>Amount<br/>Recommended</u> | <u>FY2011 Grant Award</u> |
|------------------------------------|--------------------------------------|----------------------------------|------------------------------------------------|---------------------------|
| Coleman Professional Services      | Eviction Prevention/Housing Start Up | \$7,500.00                       | \$5,300.00                                     | \$7,500.00                |
| Family & Community Services        | Senior Minor Home Repair             | \$13,011.00                      | \$7,300.00                                     | \$10,000.00               |
| Family & Community Services        | Safer Futures                        | \$6,000.00                       | \$4,500.00                                     | \$6,000.00                |
| Family & Community Services        | Emergency Assistance                 | \$12,000.00                      | \$7,500.00                                     | \$10,000.00               |
| Portage 211/United Way Portage Cty | Info and Referral                    | \$10,000.00                      | \$6,000.00                                     | \$8,000.00                |
| PMHA                               | Good Neighbor                        | \$8,122.00                       | \$6,500.00                                     | \$9,000.00                |
| Community Action Council (CAC)     | TRADE-Employment Skills              | \$11,655.00                      | \$10,500.00                                    | \$15,500.00               |
| Townhall II                        | Counseling                           | \$15,000.00                      | \$8,000.00                                     | \$13,500.00               |
| Townhall II                        | Helpline                             | \$9,000.00                       | \$6,500.00                                     | \$9,000.00                |
| Coleman Professional Services      | Residential Specialist               | \$6,500.00                       | \$4,500.00                                     | \$6,500.00                |
| Community Legal Aid                | Legal Assistance                     | \$5,000.00                       | 3,400.00                                       | \$5,000.00                |
| <b>Totals</b>                      |                                      | <b>\$103,788.00</b>              | <b>\$70,000.00</b>                             | <b>\$100,000.00</b>       |

**KENT CITY PLANNING COMMISSION  
BUSINESS MEETING  
JULY 17, 2012  
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**

**V. MEETING MINUTES      May 1, 2012 – June 5, 2012 – June 19, 2012**

**VI. CORRESPONDENCE**

**VII. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. PC12-015                      TRANSPORTAGE  
                                         247 N. Water Street  
                                         Site Plan Review**

The applicant is seeking Site Plan Review & Approval in order to relocate and restore the structure known as Wells-Sherman House to operate as office space, meeting space and museum space. The subject property is zoned C-D: Commercial Downtown District.

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

**B. PC12-016                      DAVE SOMMERS & ASSOCIATES, LLC  
                                         525 E. Main Street  
                                         Site Plan Review**

of      The applicant (representing the owner) of the property is seeking Site Plan Review & Approval in order to raze the existing building that was formerly a gas station to permit the construction a new Dunkin' Donuts store. The subject property is zoned C-R: Commercial High Density Residential District.

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

**IX. OTHER BUSINESS**

Downtown Parking Plan Presentation – Jim Bowling, City Engineer

**X. ADJOURNMENT**



# CITY OF KENT, OHIO

---

## DEPARTMENT OF COMMUNITY DEVELOPMENT

**DATE:** June 29, 2012

**TO:** Kent City Planning Commission

**FROM:** Jennifer Barone, PE, Development Engineer

**RE:** Staff Report for the July 17, 2012 Planning Commission Meeting

The following items appear on the agenda for the July 17, 2012 Planning Commission meeting:

### **NEW BUSINESS:**

|                                         |                                                                                                                                       |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>CASE NO:</u></b>                  | <b>PC12-015</b>                                                                                                                       |
| <b><u>APPLICANT:</u></b>                | Transportage (Wells - Sherman House)                                                                                                  |
| <b><u>SITE LOCATION:</u></b>            | 247 North Water Street                                                                                                                |
| <b><u>STATUS OF APPLICANT:</u></b>      | The applicant has a purchase agreement.                                                                                               |
| <b><u>REQUESTED ACTION:</u></b>         | Site Plan Review & Approval to relocate a house to this vacant parcel to be utilized as office space, meeting space and museum space. |
| <b><u>ZONING:</u></b>                   | C-D: Commercial-Downtown District                                                                                                     |
| <b><u>TRAFFIC:</u></b>                  | The parcel is accessed from North Water Street.                                                                                       |
| <b><u>SURROUNDING LAND USES:</u></b>    | The property is surrounded by commercial uses on the north, south and west and residential on the east.                               |
| <b><u>APPLICABLE CODE SECTIONS:</u></b> | Chapters 1113 and 1146 of the Kent Codified Ordinances.                                                                               |

2. A variance from Section 1146.04(a) to allow a setback from the front building line of a parcel shall be permitted except to allow for a pedestrian use area or for variations in the entry features.
3. A variance from Section 1165.05 (d)(2)E to allow a permanent freestanding sign. Free standing signs are not permitted in the C-D or N-C Districts.

**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 PC12-015, the Planning Commission approve the Site Plan to relocate a house currently located at 250 East Erie Street to the vacant parcel at 247 North Water Street to be utilized as office space, meeting space and museum space subject to the following conditions.

1. Technical plan review.
2. Placing the structure no more than 15' from the property line.
3. Installing the free standing sign a minimum setback of 5' from the property line.
4. Board of Zoning Appeals approval of the variances.

**List of Enclosures for this Project:**

1. Applicant Cover Letter dated May 30, 2012.
2. Plan dated June 21, 2012
3. Aerial topo, Aerial photo and Zoning Map.

**CASE NO:**

**PC12-016**

**APPLICANT:**

Dave Sommers & Associates, LLC

**SITE LOCATION:**

525 East Main Street

**STATUS OF APPLICANT:**

The applicant is the owner's representative.

**REQUESTED ACTION:**

Site Plan Review & Approval to construct a Dunkin' Donuts.

**ZONING:**

C-R: Commercial – High Density Residential

**TRAFFIC:**

The parcel is accessed from East Main Street and University Drive.

**SURROUNDING LAND USES:**

The property is surrounded by residential to the north, commercial to the east and west, and KSU to the south.

2. A 16.83-foot variance from the 20-foot front yard landscaping strip requirement to allow a parking area to be 3.17 feet from the front property line along West Main Street (Section 1167.10(b)(1)).
3. A 17.5-foot variance from the 20-foot front yard landscaping strip requirement to allow a parking area to be 2.5 feet from the front property line along University Drive (Section 1167.10(b)(1)).
4. A variance from Section 1167.05(b)(5) to allow 7 parking spaces where 10 spaces are required.
5. A variance from Section 1165.05(c)(2)(A) to allow a total of 4 signs, where 2 signs are permitted.
6. A variance from Section 1165.05(c)(2)(C) to allow a total of 194.64 square feet of signage, where 100 square feet maximum is permitted.

**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 PC12-016, the Planning Commission approve the Site Plan to construct a Dunkin' Donuts located at 525 East Main Street subject to the following conditions.

1. Technical plan review.
2. Certificate of Appropriateness from the Architectural Review Board.

**List of Enclosures for this Project:**

1. Applicant Cover Letter dated and plans dated May 30, 2102.
2. Aerial Topo and Zoning Map.

**OTHER BUSINESS**

The Planning Commission asked for a status report of the parking for downtown. Jim Bowling, City Engineer, will provide an update.

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