




CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 22, 2012
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Interim Community Development Director 
RE: PY2012 CDBG Project & Funding Recommendations

The Community Development Department is preparing its funding request for the PY2012 Community Development Block Grant (CDBG) program. The CDBG funding request is submitted to the U.S. Department of Housing and Urban Development (HUD) on an annual basis and needs to include a list of proposed projects the City plans to implement with its anticipated funding. HUD has notified the City that its 2012 allocation will be \$264,240.00, which is a 19% reduction in the City's CDBG allocation over the past two (2) years.

A total of eight (8) project proposals were received this year from nonprofit organizations and City departments seeking CDBG funding assistance. One of the proposal submissions was for a program that was not a CDBG eligible activity so it was not considered for funding. The total funding request level for all eligible projects was \$417,263.00, which is \$153,023.00 more than the City's expected CDBG allocation.

Funding recommendations from Community Development Department staff are based on consideration of the following criteria:

- Is the project a needed public infrastructure or public facility improvement that will benefit a targeted neighborhood or generate a city-wide benefit?
- If the project is a housing or supportive service program, how many low income persons will benefit? Have these same persons been assisted through similar projects funded in prior CDBG program years or will new low income persons/households be assisted?
- If the organization/department submitting a PY2012 proposal was funded in prior years, how much of its prior year(s) CDBG funding allocation needs to be expended before it can begin utilizing any allocated PY2012 funding?

Based on consideration of the above listed criteria and the City's s expected CDBG PY2012 allocation amount, staff identified funding recommendations that would allow a proposed CDBG project to be implemented effectively, but did not allow for an increase in a project's scope. In order to maximize the funding available for projects, Community Development Department staff made the decision to not commit any of its 2012 CDBG allocation to offset administrative costs, but the available funding still

fell short of the funding needed by \$27,760.00. The City has a little over \$8,000.00 in unprogrammed CDBG funds from prior year projects that were completed under budget that can address a portion of the funding shortage. Staff would like to have the opportunity to discuss with Council at the March 28, 2012 Special Committee session the possibility of utilizing \$20,000.00 of the 2012 Social Service grant funding allocation to address the remaining funding gap.

The funding recommendations that follow are based on the assumption that \$20,000.00 in 2012 Social Service grant funding will be available to address the CDBG funding shortage. If the use of these funds is not approved by Council, staff will need to re-evaluate if further funding reductions can be applied without adversely affecting the efficacy of the proposed programs or if some projects need to be eliminated completely.

**A. City of Kent, Engineering Department -
Pine Street Reconstruction**

The Engineering Department is requesting CDBG funding be applied towards the local costs associated with the design and full depth reconstruction of Pine Street, extending from Cherry Street to Dodge Street. The project will include concrete curb and gutter, including new catch basins and storm sewers to improve drainage along the roadway.

Funding Requested: \$160,000.00 **Funding Recommended: \$90,000.00**
(FY2012 CDBG Funding of \$82,240.00 and \$7,760.00 in re-programmed funds)

**B. City of Kent, Parks & Recreation –
Harvey Redmond Bridge Renovation**

The Harvey Redmond Bridge is located at Fred Fuller Park and is the only access point to Kramer Fields on the east side of the Cuyahoga River. A November 2009 inspection of the bridge identified the wood piles supporting the bridge as significantly deteriorated. The result is that the superstructure has been rated at 65% of the bridge's original 1948 design load of 16 tons which means the bridge's load limit has been reduced from 16 tons to no more than 6 tons, which is less than the load level needed to accommodate fire rescue equipment. CDBG funds will be applied towards the reconstruction costs associated with replacing the deteriorated portions of the bridge in order to increase its load level to its original load capacity.

Funding Requested: \$70,000.00 **Funding Recommended: \$45,000.00**

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

This is a continuation of a program that has been supported with CDBG funding for many years. The program provides additional patrols and police visibility in low-to-moderate income neighborhoods and areas of the City that have a concentration of subsidized housing complexes. Program also provides crime awareness and prevention education for residents. Project is subject to CDBG 15% public service cap requirement.

Funding Requested: \$27,013.23 **Funding Recommended: \$21,000.00**

**D. Community Action Council (CAC) of Portage County –
Kent Furnace Inspection/Targeted Replacement Program**

The CAC is requesting funding to continue its “Kent Furnace Inspection/Targeted Replacement Program” which provides furnace inspection and tune-up services, and when needed, the replacement of failing or inefficient furnaces and/or hot water tanks for low-to-moderate-income households. No other repairs would be undertaken on the property so the program does not duplicate the broader range of rehabilitation services provided through the City’s housing rehabilitation program.

Funding Requested: \$50,000.00

Funding Recommended: \$40,000.00

**E. Family and Community Services, Inc. –
Emergency Shelter Services for Homeless**

This is the continuation of an activity that has been funded in past years by the City. These funds support services at Miller Community House (emergency shelter), and Freedom House (veteran’s transitional shelter). Funding helps pay for shelter nights spent by Kent residents as well as case management, counseling, and housing placement. Project is subject to CDBG 15% public service cap requirement.

Funding Requested: \$16,000.00

Funding Recommended: \$15,000.00

**F. Coleman Professional Services –
Supportive Housing Acquisition and New Construction**

Coleman Professional Services is seeking funds for the acquisition of property within the City of Kent and will leverage additional public and private funds for the construction of a 4-unit housing structure on the property that will provide permanent supportive housing for four (4) low income persons who suffer from a chronic mental illness and are at risk for homelessness.

Funding Requested: \$35,250.00

Funding Recommended: \$32,000.00

**G. Kent Regional Business Alliance (KRBA) –
Business Incubator & Small Business Development Center**

Funding will provide continued support for the Business Incubator and the Small Business Development Center operated by the Kent Regional Business Alliance. These programs provide counseling and technical assistance for low-to-moderate income Kent residents who are interested in entrepreneurship or who have just started their own business. Special programs are also available for women and disadvantaged business enterprises.

Funding Requested: \$40,000.00

Funding Recommended: \$30,000.00

**H. City of Kent, Community Development Department –
Fair Housing Implementation**

These funds will be used to cover the cost associated with the provision of fair housing services by Fair Housing Contact Service, Inc. of Akron. The agency provides fair housing counseling services, landlord-tenant mediation, investigates fair housing complaints, and provides a variety of public education and outreach services in the City.

Funding for this activity is included in the Administration 20% funding limitation.

Funding Recommended: \$19,000

Cc: CDBG 2012 Annual Action Plan file



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: March 13, 2012

RE: Monthly Permit and Zoning Complaint Report – February 2012

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) - FEBRUARY 2011

<u>Permit Type</u>	<u># Approved</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Building	7	19	13
Electric	30	42	12
HVAC	2	13	13
Plumbing	7	14	10
Engineering	11	12	3
Subdivisions	0	1	1
Zoning	6	9	7
Total:	63	110	59

<u>Permit Type</u>	<u>Account Code</u>	<u>Fees Collected</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Park Fee	10633513	720.00	720.00	0.00
Building Reviews	00135201	562.50	975.00	1,556.25
Building	00135201	464.20	4,185.35	2,319.20
Electric	00135202	5,776.00	6,315.75	481.75
HVAC	00135204	120.00	575.00	435.00
Plumbing	20235203	371.00	774.00	441.00
Subtotal:		\$8,013.70	\$13,545.10	\$5,233.20
State 1% Fee	80436362	16.95	25.78	13.55
State 3% Fee	80436362	151.13	278.23	69.68
Demolition Bond	80436313	360.00	1,800.00	100.00
Electrical Registration	00135206	175.00	725.00	700.00
Plumbing Registration	00135207	75.00	425.00	487.50
HVAC Registration	00135208	75.00	900.00	475.00
Zoning	00135301	130.00	205.00	438.28
Fence Permits	00135301	0.00	0.00	0.00
Signs	00135313	55.00	65.00	145.00
Civil Infraction Fines	00135106	0.00	0.00	200.00
Board Applications	00135302	200.00	500.00	250.00
Postage	10405400132	326.93	326.93	33.12
Miscellaneous	00135406	100.00	300.38	137.06
Sewer Permits	20235316	100.00	100.00	150.00
Sewer Utilization	20233604	1,310.00	1,310.00	14,803.00
Sewer Disconnect	20235406	0.00	0.00	0.00
Storm Sewer	20833604	200.00	200.00	100.00
Street Excavation	00135317	160.00	220.00	40.00
Water Meters	20133604	530.00	530.00	224.50
Water Permit	20133604	1,937.00	1,937.00	87.50
Water Utilization	20133604	550.00	550.00	6,490.00
Water Disconnect	20135406	0.00	0.00	0.00
Chlorination	20133604	0.00	0.00	4,739.26
Waterline Const/Frontage	20133604	0.00	0.00	1,921.61
Street Exc. Bond	80436341	0.00	8,000.00	0.00
Subdivision Bond	80436312	0.00	0.00	10,000.00
Fire Escrow Deposit	80436331	0.00	0.00	0.00
Site Plan Construction	00135317	0.00	0.00	0.00
Plan Review	00135317	4,754.50	4,754.50	0.00
Improvement Inspection	00135317	4,754.50	4,754.50	0.00
Grading Permits	00135317	0.00	0.00	0.00
Plat Review/Lot Split	00135317	100.00	125.00	25.00
Subtotal:		\$16,061.01	\$28,032.32	\$41,630.06
Grand Total:		\$24,074.71	\$41,577.42	\$46,863.26

Monthly Building Report

Run Date: 3/12/2012 3:25:39 PM

Board of Zoning Appeals (BZA) Case

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
1100 ADRIAN AVE	\$50.00	\$50.00	\$50.00	2/16/2012	Board of Zoning Appeals Application		
Total \$50		Total \$50			0		

Electrical Permit - Commercial

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
100 East Erie Street	\$0.75	\$0.75	\$0.75	2/6/2012	3% State Surcharge (commercial)		
100 East Erie Street	\$25.00	\$25.00	\$25.00	2/6/2012	EC Electric Service Only - Temporary or Permanent		
250 S WATER	\$0.75	\$0.75	\$0.75	2/22/2012	3% State Surcharge (commercial)		145720
250 S WATER	\$25.00	\$25.00	\$25.00	2/22/2012	EC Electric Service Only - Temporary or Permanent		145720
305 University	\$1.50	\$1.50	\$1.50	2/21/2012	3% State Surcharge (commercial)		
305 University	\$50.00	\$50.00	\$50.00	2/21/2012	EC Electrical Permit (base fee only)		
609A S LINCOLN	\$15.00	\$15.00	\$15.00	2/1/2012	3% State Surcharge (commercial)		
609A S LINCOLN	\$500.00	\$500.00	\$500.00	2/1/2012	NM Electrical Permit		
609B S LINCOLN	\$15.00	\$15.00	\$15.00	2/1/2012	3% State Surcharge (commercial)		
609B S LINCOLN	\$500.00	\$500.00	\$500.00	2/1/2012	NM Electrical Permit		
609C S LINCOLN	\$15.00	\$15.00	\$15.00	2/2/2012	3% State Surcharge (commercial)		
609C S LINCOLN	\$500.00	\$500.00	\$500.00	2/2/2012	NM Electrical Permit		
609D/E S LINCOLN	\$15.00	\$15.00	\$15.00	2/2/2012	3% State Surcharge (commercial)		
609D/E S LINCOLN	\$500.00	\$500.00	\$500.00	2/2/2012	NM Electrical Permit		

Electrical Permit - Commercial

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
609F S LINCOLN	\$1.65	\$1.65	\$1.65	2/14/2012	3% State Surcharge (commercial)		
609F S LINCOLN	\$55.00	\$55.00	\$55.00	2/14/2012	NC Electrical Permit		
609G/H/I S LINCOLN	\$15.00	\$15.00	\$15.00	2/2/2012	3% State Surcharge (commercial)		
609G/H/I S LINCOLN	\$500.00	\$500.00	\$500.00	2/2/2012	NM Electrical Permit		
609J/K S LINCOLN	\$15.00	\$15.00	\$15.00	2/2/2012	3% State Surcharge (commercial)		
609J/K S LINCOLN	\$500.00	\$500.00	\$500.00	2/2/2012	NM Electrical Permit		
609L/M/N/O S LINCOLN	\$15.00	\$15.00	\$15.00	2/2/2012	3% State Surcharge (commercial)		
609L/M/N/O S LINCOLN	\$500.00	\$500.00	\$500.00	2/2/2012	NM Electrical Permit		
609P/Q S LINCOLN	\$15.00	\$15.00	\$15.00	2/2/2012	3% State Surcharge (commercial)		
609P/Q S LINCOLN	\$500.00	\$500.00	\$500.00	2/2/2012	NM Electrical Permit		
609R S LINCOLN	\$15.00	\$15.00	\$15.00	2/2/2012	3% State Surcharge (commercial)		
609R S LINCOLN	\$500.00	\$500.00	\$500.00	2/2/2012	NM Electrical Permit		
609S S LINCOLN	\$1.65	\$1.65	\$1.65	2/14/2012	3% State Surcharge (commercial)		
609S S LINCOLN	\$55.00	\$55.00	\$55.00	2/14/2012	NC Electrical Permit		
809 SILVER MEADOWS	\$0.75	\$0.75	\$0.75	2/15/2012	3% State Surcharge (commercial)		
809 SILVER MEADOWS	\$25.00	\$25.00	\$25.00	2/15/2012	EC Electric Service Only - Temporary or Permanent		
	Total	Total			0		
	\$4877.05	\$4877.05					

Electrical Permit - Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
1137 LEONARD	\$0.25	\$0.25	\$0.25	2/15/2012	1% State Surcharge (residential)		

Electrical Permit - Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
1137 LEONARD	\$25.00	\$25.00	\$25.00	2/15/2012	ER Electrical Permit - Service Only		
135 N DEPEYSTER	\$0.50	\$0.50	\$0.50	2/10/2012	1% State Surcharge (residential)		
135 N DEPEYSTER	\$50.00	\$50.00	\$50.00	2/10/2012	ER Electrical Permit - Service Only		
1565 CHADWICK	\$0.25	\$0.25	\$0.25	2/17/2012	1% State Surcharge (residential)		
1565 CHADWICK	\$25.00	\$25.00	\$25.00	2/17/2012	ER Electrical Permit - Service Only		
220/222 W ELM	\$0.50	\$0.50	\$0.50	2/3/2012	1% State Surcharge (residential)		
220/222 W ELM	\$50.00	\$50.00	\$50.00	2/3/2012	ER Electrical Permit - Service Only		
226/228 W ELM	\$50.00	\$50.00	\$50.00	2/4/2012	ER Electrical Permit - Service Only		
226/228 W ELM	\$0.50	\$0.50	\$0.50	2/3/2012	1% State Surcharge (residential)		
430 IVAN	\$0.25	\$0.25	\$0.25	2/7/2012	1% State Surcharge (residential)		
430 IVAN	\$25.00	\$25.00	\$25.00	2/7/2012	ER Electrical Permit		
515 NEEDHAM	\$0.54	\$0.54	\$0.54	2/13/2012	1% State Surcharge (residential)		
515 NEEDHAM	\$54.00	\$54.00	\$54.00	2/13/2012	ER Electrical Permit		
610/612 S LINCOLN	\$1.00	\$1.00	\$1.00	2/14/2012	1% State Surcharge (residential)		
610/612 S LINCOLN	\$100.00	\$100.00	\$100.00	2/14/2012	NR Electrical Permit		
614/616 S LINCOLN	\$1.00	\$1.00	\$1.00	2/14/2012	1% State Surcharge (residential)		
614/616 S LINCOLN	\$100.00	\$100.00	\$100.00	2/14/2012	NR Electrical Permit		
618 S LINCOLN	\$0.50	\$0.50	\$0.50	2/14/2012	1% State Surcharge (residential)		
618 S LINCOLN	\$50.00	\$50.00	\$50.00	2/14/2012	NR Electrical Permit		

Electrical Permit - Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
620 S LINCOLN	\$0.50	\$0.50	\$0.50	2/14/2012	1% State Surcharge (residential)		
620 S LINCOLN	\$50.00	\$50.00	\$50.00	2/14/2012	NR Electrical Permit		
622/624 S LINCOLN	\$1.00	\$1.00	\$1.00	2/14/2012	1% State Surcharge (residential)		
622/624 S LINCOLN	\$100.00	\$100.00	\$100.00	2/14/2012	NR Electrical Permit		
626/628 S LINCOLN	\$1.00	\$1.00	\$1.00	2/14/2012	1% State Surcharge (residential)		
626/628 S LINCOLN	\$100.00	\$100.00	\$100.00	2/14/2012	NR Electrical Permit		
630/632 S LINCOLN	\$1.00	\$1.00	\$1.00	2/14/2012	1% State Surcharge (residential)		
630/632 S LINCOLN	\$100.00	\$100.00	\$100.00	2/14/2012	NR Electrical Permit		
917 S WILLOW	\$0.26	\$0.26	\$0.26	2/21/2012	1% State Surcharge (residential)		
917 S WILLOW	\$25.50	\$25.50	\$25.50	2/21/2012	ER Electrical Permit		
	Total	Total			0		
	\$913.55	\$913.55					

Engineering Permit

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
1080 W MAIN	\$25.00	\$25.00	\$25.00	2/15/2012	Minor Subdivision Plat Fee		
1089 W MAIN	\$25.00	\$25.00	\$25.00	2/15/2012	Minor Subdivision Plat Fee		
1100 ADRIAN	\$20.00	\$20.00	\$20.00	2/14/2012	Excavation Permit	\$215,000	
1100 ADRIAN	\$25.00	\$25.00	\$25.00	2/14/2012	Sanitary Sewer Permit - Residential	\$215,000	
1100 ADRIAN	\$1,310.00	\$1,310.00	\$1,310.00	2/14/2012	Sanitary sewer utilization fee	\$215,000	
1100 ADRIAN	\$100.00	\$100.00	\$100.00	2/14/2012	Storm Sewer Connection Fee	\$215,000	
1100 ADRIAN	\$25.00	\$25.00	\$25.00	2/14/2012	Water Permit	\$215,000	

Engineering Permit

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
1100 ADRIAN	\$550.00	\$550.00	\$550.00	2/14/2012	Water utilization fee	\$215,000	
1100 ADRIAN	\$300.00	\$300.00	\$300.00	2/14/2012	3/4" Backflow meter & MIU - Residential	\$215,000	
1106 W MAIN	\$25.00	\$25.00	\$25.00	2/15/2012	Minor Subdivision Plat Fee		
118 SHERMAN	\$20.00	\$20.00	\$20.00	2/24/2012	Excavation Permit		145728
1338 W MAIN	\$25.00	\$25.00	\$25.00	2/15/2012	Minor Subdivision Plat Fee		
305 University	\$20.00	\$20.00	\$20.00	2/24/2012	Excavation Permit		145728
313 HIGHLAND	\$20.00	\$20.00	\$20.00	2/23/2012	Excavation Permit	400	145725
500 S WATER	\$122.00	\$122.00	\$122.00	2/17/2012	1 1/2" Box and stem	\$441,450.00	
500 S WATER	\$76.00	\$76.00	\$76.00	2/17/2012	1 1/2" Corporation stop	\$441,450.00	
500 S WATER	\$129.00	\$129.00	\$129.00	2/17/2012	1 1/2" Curb stop	\$441,450.00	
500 S WATER	\$60.00	\$60.00	\$60.00	2/17/2012	1 1/2" Insulator	\$441,450.00	
500 S WATER	\$375.00	\$375.00	\$375.00	2/17/2012	1 1/2" Meter and MIU (w/out backflow)	\$441,450.00	
500 S WATER	\$150.00	\$150.00	\$150.00	2/17/2012	1 1/2" Watermain Tap	\$441,450.00	
500 S WATER	\$20.00	\$20.00	\$20.00	2/17/2012	Excavation Permit	\$441,450.00	
500 S WATER	\$75.00	\$75.00	\$75.00	2/17/2012	Sanitary Sewer Permit - Commercial	\$441,450.00	
500 S WATER	\$100.00	\$100.00	\$100.00	2/17/2012	Storm Sewer Connection Fee	\$441,450.00	
500 S WATER	\$25.00	\$25.00	\$25.00	2/17/2012	Water Permit	\$441,450.00	
500 S WATER	\$250.00	\$250.00	\$250.00	2/17/2012	1" Meter & MIU (w/o backflow)	\$441,450.00	
500 S WATER	\$300.00	\$300.00	\$300.00	2/17/2012	6" tap	\$441,450.00	
500 S WATER	\$4,278.50	\$4,278.50	\$4,278.50	2/17/2012	1% Plan Review Fee	\$441,450.00	

Engineering Permit

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
500 S WATER	\$4,414.50	\$4,414.50	\$4,414.50	2/17/2012	1% Site plan construction permit inspection fee	\$441,450.00	
500 S WATER	\$816.00	\$816.00	\$816.00	2/17/2012	6% Improvement Inspection Fee	\$441,450.00	
500 S WATER	\$300.00	\$300.00	\$300.00	2/17/2012	Water Chlorination Charge	\$441,450.00	
500 S WATER	\$150.00	\$150.00	\$150.00	2/17/2012	Water Chlorination Minimum set-up charges	\$441,450.00	
FRANKLIN & W. SUMMIT	\$20.00	\$20.00	\$20.00	1/31/2012	Excavation Permit		
SR261 & Campus Center Drive	\$20.00	\$20.00	\$20.00	2/8/2012	Excavation Permit	\$20,000	
	Total	Total			0		
	\$14171	\$14171					

Existing Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
128 S WILLOW	\$0.10	\$0.10	\$0.10	2/15/2012	1% State Surcharge (residential)		
128 S WILLOW	\$10.00	\$10.00	\$10.00	2/15/2012	Move a Structure within Private Property		
128 S WILLOW	\$20.00	\$20.00	\$20.00	2/15/2012	Excavation Permit		
221 COLUMBUS	\$0.72	\$0.72	\$0.72	2/6/2012	1% State Surcharge (residential)	\$40,000	
221 COLUMBUS	\$71.80	\$71.80	\$71.80	2/6/2012	ER Building Permit (sq. ft.)	\$40,000	
231 S WILLOW	\$0.40	\$0.40	\$0.40	2/22/2012	1% State Surcharge (residential)		145722
231 S WILLOW	\$360.00	\$360.00	\$360.00	2/22/2012	Demolition deposit > than 1,500 s.f. with basement		145722
231 S WILLOW	\$40.00	\$40.00	\$40.00	2/22/2012	Demolition permit for every 500 sq. ft.		145722

Existing Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
246/248 E ERIE	\$0.10	\$0.10	\$0.10	2/16/2012	1% State Surcharge (residential)		
246/248 E ERIE	\$10.00	\$10.00	\$10.00	2/16/2012	Demolition permit for every 500 sq. ft.		
430 IVAN	\$0.33	\$0.33	\$0.33	2/13/2012	1% State Surcharge (residential)	7,700	
430 IVAN	\$32.60	\$32.60	\$32.60	2/13/2012	ER Building Permit (sq. ft.)	7,700	
Total		\$546.05	\$546.05		0		

HVAC Permit - Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
139 S PEARL	\$0.60	\$0.60	\$0.60	2/21/2012	1% State Surcharge (residential)		
139 S PEARL	\$60.00	\$60.00	\$60.00	2/21/2012	ER HVAC, Replacement of htg or air conditioning		
1418 LAKEWOOD	\$0.60	\$0.60	\$0.60	2/13/2012	1% State Surcharge (residential)		
1418 LAKEWOOD	\$60.00	\$60.00	\$60.00	2/13/2012	ER HVAC, Replacement of htg or air conditioning		
Total		\$121.2	Total \$121.2		0		

New Commercial Building Permit

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
500 S WATER	\$1.50	\$1.50	\$1.50	2/14/2012	3% State Surcharge (commercial)		
500 S WATER	\$375.00	\$375.00	\$375.00	2/14/2012	Building Plan Review		
500 S WATER	\$75.00	\$75.00	\$75.00	2/14/2012	Building Plan Review		
500 S WATER	\$112.50	\$112.50	\$112.50	2/14/2012	Building Plan Review		

New Commercial Building Permit

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
500 S WATER	\$50.00	\$50.00	\$50.00	2/14/2012	NC Construction Trailer		
	Total \$614	Total \$614			0		

New Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
1100 ADRIAN	\$2.50	\$2.50	\$2.50	2/14/2012	1% State Surcharge (residential)	215,000	
1100 ADRIAN	\$720.00	\$720.00	\$720.00	2/14/2012	Park & Recreation Fee	215,000	
1100 ADRIAN	\$249.80	\$249.80	\$249.80	2/14/2012	NR Building Permit (sq. ft.)	215,000	
1100 ADRIAN	\$60.00	\$60.00	\$60.00	2/14/2012	Zoning - new construction, residential	215,000	
	Total \$1032.3	Total \$1032.3			0		

Planning Commission (PC) Case

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
325 EAST ELM STREET	\$100.00	\$100.00	\$100.00	2/14/2012	PC Application Fee		
SW corner of North Depeyster & Alley 1	\$100.00	\$100.00	\$100.00	2/14/2012	PC Application Fee		
	Total \$200	Total \$200			0		

Plumbing Permit - Commercial

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
1393 MOGADORE	\$1.62	\$1.62	\$1.62	1/31/2012	3% State Surcharge (commercial)		
1393 MOGADORE	\$54.00	\$54.00	\$54.00	1/31/2012	EC Plumbing Permit		
305 UNIVERSITY	\$1.86	\$1.86	\$1.86	2/24/2012	3% State Surcharge (commercial)		145728

Plumbing Permit - Commercial

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
305 UNIVERSITY	\$62.00	\$62.00	\$62.00	2/24/2012	EC Plumbing Permit		145728
	Total	Total			0		
	\$119.48	\$119.48					

Plumbing Permit - Residential

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
185 N CHESTNUT	\$0.39	\$0.39	\$0.39	2/3/2012	1% State Surcharge (residential)		
185 N CHESTNUT	\$39.00	\$39.00	\$39.00	2/3/2012	ER Plumbing Permit		
226 N DEPEYSTER	\$0.39	\$0.39	\$0.39	2/2/2012	1% State Surcharge (residential)		
226 N DEPEYSTER	\$39.00	\$39.00	\$39.00	2/2/2012	ER Plumbing Permit		
399 DEIDRICK	\$0.39	\$0.39	\$0.39	2/22/2012	1% State Surcharge (residential)		145721
399 DEIDRICK	\$39.00	\$39.00	\$39.00	2/22/2012	ER Plumbing Permit		145721
413 STINAFF	\$0.39	\$0.39	\$0.39	2/15/2012	1% State Surcharge (residential)		
413 STINAFF	\$39.00	\$39.00	\$39.00	2/15/2012	ER Plumbing Permit		
515 NEEDHAM	\$0.99	\$0.99	\$0.99	2/13/2012	1% State Surcharge (residential)		
515 NEEDHAM	\$99.00	\$99.00	\$99.00	2/13/2012	ER Plumbing Permit		
923 FIELDSTONE	\$205.00	\$205.00	\$205.00	2/9/2012	3/4" Irrigation meter		
	Total	Total			0		
	\$462.55	\$462.55					

Zoning Permit

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
1413-1443 S WATER	\$45.00	\$45.00	\$45.00	2/9/2012	Change in Use		
1435 E MAIN	\$10.00	\$10.00	\$10.00	2/22/2012	Temporary Sign		145723
168 Cherry	\$10.00	\$10.00	\$10.00	2/7/2012	Temporary Sign		

Zoning Permit

Address	Permit Amount	Amount Paid	Amount Paid	Payment Date	Fee Type	BP_Construction Cost	BP_Receipt #
320 SOUTH WATER	\$25.00	\$25.00	\$25.00	2/14/2012	Sign		
459 DEIDRICK	\$25.00	\$25.00	\$25.00	2/9/2012	Shed/Detached Accessory Bldg, Residential		
707 SOUTH WATER ST	\$10.00	\$10.00	\$10.00	2/3/2012	Temporary Sign		
Total \$125		Total \$125			0		

Monthly Violation Report

Run Date: 3/12/2012 3:28:22 PM

Create Date	Address	Complaint Type	Last Name	Ward	Status	Additional Information/Comments
2/1/2012	South Water	Signs in Right of Way		3	Resolved/Completed	Two signs posted illegally in the public right of way were removed. Issue resolved.
2/1/2012	215 South Prospect	Illegal Boarding House	Attn.: Elizabeth Gross	2	Resolved/Completed	Complainant is alleging this address is being shown as a multi-family rental.
2/3/2012	University Street	Nuisance Material		6	Resolved/Completed	Complainant stated there is a lot of trash, couches and other material strewn throughout the neighborhood. Health Department notified via e-mail.
2/3/2012	231 STARR	Property Maintenance	WALLACH	6	Resolved/Completed	Complainant advises there are junk cars parked at this property.
2/3/2012	245 STARR	Property Maintenance	TRACY WALLACH & DOUGLAS JOHNSON	6	Resolved/Completed	Complainant advises there are junk cars at this house.
2/3/2012	327 DODGE	Property Maintenance	ROBIN G. TURNER	3	Resolved/Completed	Complainant advises there are junk cars at this property.
2/3/2012	349 W ELM	Property Maintenance	TURNER	3	Resolved/Completed	Complainant advises there are junk cars at this address.
2/3/2012	1526 MORRIS	Illegal Use	Burkett	3	Resolved/Completed	This address is being used as a car repair facility for vehicles to be repaired prior to sale at a lot in Cleveland.
2/8/2012	Franklin Avenue	Other (see comments)		3	Resolved/Completed	Complainant stated there is a couch along the roadway on Franklin Avenue near 1507 Franklin Avenue.
2/9/2012	257 LAKE	Other (see comments)	SYKES	6	Resolved/Completed	There is an upholstered couch on the front porch of the home.
2/9/2012	West Main	Signs in Right of Way		2	Resolved/Completed	A sign posted illegally in the public right of way was removed. Issue resolved.
2/10/2012	136 LAKE	Property Maintenance	THOMAS & CAROL KELLEY	6	In Progress	Complaint is for the overall condition of this house.
2/14/2012	349 W ELM	Vehicle Issues	IRA FIELDS	3	Resolved/Completed	Received a second complaint regarding a junk car parked in the backyard of this property. The complainant was advised this issue was being handled by the Police Department. The complainant advised he will check with the Police Department to see when this issue will be addressed.
2/14/2012	East Main Street	Snow Violations		5	Resolved/Completed	Complainant reports snow accumulation on the sidewalks on the north side of East Main Street by Jimmy John's Sandwich Shop.
2/15/2012	312 S WILLOW	Nuisance Material	Heiman	5	In Progress	There is an upholstered couch on the front porch.

Create Date	Address	Complaint Type	Last Name	Ward	Status	Additional Information/Comments
2/15/2012	233 E COLLEGE	Nuisance Material	SM Templeton Ltd.	5	Resolved/Completed	There is upholstered furniture on the front porch of this home.
2/17/2012	730 Mae St	Property Maintenance			In Progress	The main power cable is detached from the house. The front porch, which is made from brick, is broken.
2/17/2012	713 BERKELEY	Illegal Boarding House	BRET W. ROBERTS	4	In Progress	Received an anonymous telephone complaint that there are four unrelated persons residing in this house.
2/20/2012	North Water	Signs in Right of Way		5	Resolved/Completed	There is a sign posted illegally in the public right of way.
2/22/2012	Crain Avenue	Signs in Right of Way		6	Resolved/Completed	There was a sign posted illegally in the public right of way. Sign was removed, issue resolved.
2/22/2012	Cherry Street	Signs in Right of Way		3	Resolved/Completed	A sign was posted illegally in the public right of way. Sign was removed, issue resolved.
2/24/2012	Morris Road	Signs in Right of Way			Resolved/Completed	A sign, posted illegally in the public right of way, was moved to the yard of a property. Issue resolved.
2/24/2012	West Elm Street	Signs in Right of Way		3	Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.
2/24/2012	South Water Street	Signs in Right of Way		3	Resolved/Completed	Two signs, posted illegally in the public right of way, were removed. Issue resolved.
2/24/2012	119 S MANTUA	Sign without a permit	ROBERTS	3	Resolved/Completed	There is a large sign posted in front of the house that says, "119 BITCHES".
2/24/2012	706 S WATER	Property Maintenance	OTG 1 LLC	3	Resolved/Completed	Received an anonymous complaint about the Clark Oil gas station and their lack of lighting. This complaint is not enforceable.
2/27/2012	Fairchild Avenue	Signs in Right of Way			Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.
2/27/2012	North Water	Signs in Right of Way			Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.
2/27/2012	118 LAKE	Signs in Right of Way	DANITA FLANINGAN	6	Resolved/Completed	Three signs, posted illegally in the public right of way, were removed and returned to the property owner. Issue resolved.
2/27/2012	326 W ELM	Property Maintenance	Enviro Properties Inc.	3	Resolved/Completed	A neighbor called to complain about the trash, burn pit, furniture in the yard, etc.
2/28/2012	Fairchild Avenue	Signs in Right of Way		2	Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.

from the west property line (Section 1161.14(a)).

Page 2

- 1. Public Comment**
- 2. Board of Zoning Appeals Discussion / Action**

VII. MEETING MINUTES

A. MINUTES FROM THE SEPTEMBER 19, 2011 MEETING

VIII. OTHER BUSINESS

IX. ADJOURNMENT



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: MARCH 9, 2012
TO: KENT CITY BOARD OF ZONING APPEALS
FROM: HEATHER PHILE, DEVELOPMENT PLANNER
RE: STAFF REPORT FOR THE MARCH 19, 2012 BOARD OF ZONING APPEALS MEETING

The following case appears on the agenda for the March 19, 2012 Board of Zoning Appeals meeting:

NEW BUSINESS

CASE NO.: BZ12-005
APPLICANT: MIKE & JULIA KARBOWIAK
SITE LOCATION: 1100 Adrian Avenue, Lot 55, White Oak Hills Subdivision, Phase II
STATUS OF APPLICANT: The applicants are the owners of the property.
REQUESTED ACTION: The applicant is requesting a variance from Section 1167.10(a) to allow parking within the side yard setback.
ZONING: This property is currently located in the R-2: Medium Density Residential Zone District.
TRAFFIC: The property is accessible from Adrian Avenue.
SURROUNDING LAND USES: The property is surrounded by single family residential and vacant residential property on all sides.
APPLICABLE CODE SECTION: 1167.10(a)

ANALYSIS:

This property is lot 55 in Phase II of the White Oak Hills Subdivision, and is also known as 1100 Adrian Avenue. This property is currently zoned R-2: Medium Density Residential.

The applicants have purchased the property and have filed for a building permit for a new house. Upon review of the site plan, it was discovered that the applicant proposed to construct a parking area on the north side of the property, next to the garage. The applicants wish to store the boat and trailer in this location during the summer months. During the other months, there will be nothing parked in this area. The applicants feel that this is the best alternative for 930 Overholt Rd., Kent, Ohio 44240 • (330) 678-8108 fax (330) 678-8030 • www.KentOhio.org

Page 2
Board of Zoning Appeals Staff Report
March 19, 2012 meeting

them, so they will not have to construct a third bay to the garage. They also feel that it would not disturb the neighbors, as there are vacant lots next to them and a wetland area behind them.

The City of Kent Zoning Code states that in residential areas, parking within the side and front setbacks is not permitted. Therefore, the applicants would like to request a variance to be allowed to park within the side yard setback on the north side of the property.

CASE NO.: **BZ12-006**

APPLICANT: **PATRICK MADONIO**

SITE LOCATION: 228 Highland Avenue

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

REQUESTED ACTION: The applicant is requesting the following:

- 1) A 7-foot variance from the 15-foot minimum setback from a main structure to allow a new detached garage to be 8 feet from the main structure (Section 1161.14(a)),
- 2) A 9-foot variance from the 10-foot minimum rear yard setback to allow a new detached garage to be 1 foot from the north property line (Section 1161.14(a)), and
- 3) A 9-foot variance from the 10-foot minimum side yard setback to allow a new detached garage to be 1 foot from the west property line (Section 1161.14(a)).

ZONING: This property is currently located in the R-3: High Density Residential Zone District.

TRAFFIC: The property is accessible from Highland Avenue.

SURROUNDING LAND USES: The property is surrounded by single family residential on the east and south sides, St. Patrick Church property on the north side, and commercial office use on the west side.

APPLICABLE CODE SECTION: 1161.14(a)

ANALYSIS:

This property is located at 228 Highland Avenue and is currently zoned R-3: High Density Residential. This property is currently a single family residence. This property is unique in that it is mostly landlocked and can only be accessed by an alley.

The applicant proposes to construct a new detached garage in the northwest corner of his property. The applicant would like to construct the garage to use for storage. Due to the shape of the lot and the location of the other existing buildings, the applicant proposes to construct the garage 1 foot from the north and west property lines and 8 feet from the main structure.

Page 3
Board of Zoning Appeals Staff Report
March 19, 2012 meeting

The City of Kent Codified Ordinances state that a detached accessory structure has setbacks of 10 feet from any rear or side property line and a setback of at least 15 feet from the main structure. In 1997, the property owner received variances to construct a 16' x 24' detached garage 8 feet from the main structure and 5 feet from the north and east property lines. There are no other accessory buildings on this property.

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



KENT FIRE DEPARTMENT FEBRUARY 2012 MONTHLY INCIDENT REPORT

FIRE RESPONSE INFORMATION

	CURRENT PERIOD			YEAR TO DATE		
	2012	2011	2010	2012	2011	2010
Summary of Fire Incident Alarms						
City Of Kent	36	27	32	91	56	75
Kent State University	24	16	20	44	38	29
Franklin Township	12	10	9	25	20	23
Sugar Bush Knolls	0	0	0	0	0	0
RESPONSES	72	53	61	160	114	127
Mutual Aid Received by Location						
City Of Kent	6	0	0	7	0	0
Kent State University	0	0	0	0	0	0
Franklin Township	1	0	1	1	0	1
Sugar Bush Knolls	0	0	0	0	0	0
TOTAL	7	0	1	8	0	1
Mutual Aid Given	2	7	2	9	7	5
TOTAL FIRE INCIDENTS	74	60	63	169	121	132

EMERGENCY MEDICAL RESPONSE INFORMATION

Summary of Medical Responses						
City Of Kent	171	164	194	361	344	395
Franklin Township	30	26	16	77	45	42
Kent State University	48	32	38	84	58	62
Sugar Bush Knolls	1	0	0	3	3	4
Mutual Aid Given	9	1	0	11	2	1
TOTAL RESPONSES	259	223	248	536	452	504
Mutual Aid Received by Location						
City Of Kent	0	0	2	0	0	3
Franklin Township	1	0	0	1	1	0
Kent State University	0	1	0	0	1	0
Sugar Bush Knolls	0	0	0	0	0	0
TOTAL	1	1	2	1	2	3
Total Fire and Emergency Medical Incidents	333	283	311	705	573	636

**KENT CITY PLANNING COMMISSION
BUSINESS MEETING
MARCH 20, 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 February 7, 2012

VI. CORRESPONDENCE

V. OLD BUSINESS

VI. NEW BUSINESS

- A. PC12-003 Born Free Toy Run Inc.
325 West Elm Street
Conditional Zoning Certificate and
Site Plan Review**

The applicant is requesting Conditional Zoning Certificate and Site Plan Review and Approval for to convert the single family house to a philanthropic institution. The subject property is zoned R-3: High Density Residential District.

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

- B. PC12-004 St. Patrick's Preschool
SW corner of North Depeyster Street & Alley No. 1
Conditional Zoning Certificate and
Site Plan Review**

The applicant is requesting Conditional Zoning Certificate and Site Plan Review and Approval for to construct a preschool. The subject property is zoned R-3: High Density Residential District.

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

VII. OTHER BUSINESS

Election of Officers (This may be postponed until the new member is appointed.)

VIII. ADJOURNMENT



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 12, 2012
TO: Kent City Planning Commission
FROM: Jennifer Barone, PE, Development Engineer
RE: Staff Report for the March 20, 2012 Planning Commission Meeting

The following items appear on the agenda for the March 20, 2012 Planning Commission meeting:

NEW BUSINESS:

THE APPLICANT HAS REQUESTED TO POSTPONE PRESENTATION OF THIS PROJECT TO APPEAR BEFORE THE BZA FIRST. This section of the staff report was already completed, so it has been retained in this report for you information. Although the applicant did not state which meeting they plan to attend, verbally April 17, 2012 was stated. Planning Commission will need to announce this date.

<u>CASE NO:</u>	PC12-003
<u>APPLICANT:</u>	Born Free Toy Run Inc.
<u>SITE LOCATION:</u>	325 West Elm Street
<u>STATUS OF APPLICANT:</u>	The applicant is the owner of the property.
<u>REQUESTED ACTION:</u>	Conditional Zoning Certificate and Site Plan Review & Approval to operate a philanthropic institution.
<u>ZONING:</u>	R-3: High Density Residential District
<u>TRAFFIC:</u>	The parcel is accessed from West Elm Street.
<u>SURROUNDING LAND USES:</u>	The property is surrounded by residential uses on all sides.

APPLICABLE CODE SECTIONS:

Chapters 1107, 1113, 1133 and 1171 of the Kent Codified Ordinances.

ANALYSIS:

PROJECT DESCRIPTION:

Born Free MC Toy Run Inc. is a motorcycle club that has non-profit status and participates in volunteer work to better the community. They purchased the house at 325 West Elm Street and wish to use it as a meeting place. The proposed plan is to convert the single family house to a philanthropic institution. Many repairs have already been made to the house itself and further remodeling is planned. There are no site improvements proposed at this time.

Meetings are scheduled every other Friday at 7 pm and last from 1 – 1 1/2 hours. Afterwards some socialization occurs. There are approximately 15 members. Previously the meetings were held at different member's homes.

Philanthropic institutions are conditionally permitted in the R-3 zoning district and are subject to some other requirements outlined in Sections 1171.01(1), (2), (3), (5), (7), (9), (11), and (17) of the Kent Codified Ordinances as listed below. These conditions have been met except (1) & (7) which is planned to go before the Board of Zoning Appeals on April 16, 2012.

- (1) All structures and activity areas shall be located at least 100 feet from all property lines.
- (2) Loudspeakers which cause a hazard or annoyance shall not be permitted.
- (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.
- (5) No lighting shall constitute a nuisance or in any way impair safe movement of traffic on any street or highway; no lighting shall shine directly on adjacent properties.
- (7) Such developments shall be located on major thoroughfares or at intersections of major and/or collector thoroughfares.
- (9) Such uses shall not require uneconomical extensions of utility services at the expense of the community.
- (11) Such uses shall be properly landscaped to be harmonious with surrounding residential uses.
- (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 West Elm Street. There is no specific parking requirement for a philanthropic institution. Where the off-street parking requirement for a use is not specifically defined in Chapter 1167, the parking facilities for such use shall be developed so as to be sufficient to meet all the parking needs of the proposed use. The applicant proposes to use the existing driveway and on-street parking. On street parking is permitted on the north side of West Elm Street. The members also car pool to the meetings. The driveway can accommodate 4 cars.

UTILITIES:

Utility connections are existing.

STORMWATER:

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

SIGNAGE:

No signs are proposed.

LIGHTING/LANDSCAPING/DUMPSTER:

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

ARCHITECTURAL ADVISORY BOARD:

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

VARIANCES:

Two variances from the Board of Zoning Appeals, listed below, still need to be obtained. The applicant plans to appear before the board at the April 16, 2012 meeting.

1. All structures and activity areas shall be located at least 100 feet from all property lines.
2. Such developments shall be located on major thoroughfares or at intersections of major and/or collector thoroughfares.

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 PC12-003, the Planning Commission approve the Conditional Zoning Certificate and Site Plan to operate a philanthropic institution at 325 West Elm Street subject to the following conditions.

1. Variance approvals from the Board of Zoning Appeals
2. Technical plan review.

List of Enclosures for this Project:

1. Applicant Cover Letter dated and plans dated January 25, 2012
2. Aerial Orthophoto and Zoning Map

CASE NO:

PC12-004

APPLICANT:

St. Patrick's Preschool

SITE LOCATION:

SW corner of North Depeyster Street & Alley No. 1

STATUS OF APPLICANT:

The applicant is representing the owner, St. Patrick's Church in the Diocese of Youngstown.

REQUESTED ACTION:

Conditional Zoning Certificate and Site Plan Review & Approval to construct a preschool

ZONING:

R-3: High Density Residential District

TRAFFIC:

The parcel is accessed from North Depeyster Street and Alley No. 1.

SURROUNDING LAND USES:

The property is surrounded by residential uses on the north and south sides, St. Patrick's church to the east and St. Patrick's school to the west.

APPLICABLE CODE SECTIONS:

Chapters 1107, 1113, 1133 and 1171 of the Kent Codified Ordinances.

ANALYSIS:

PROJECT DESCRIPTION:

The applicant is requesting approval to construct a preschool at the southwest corner of North Depeyster Street and Alley #1 just north of the existing St. Patrick's school. The project involves demolition of an existing garage and construction of a 2-story, 7200 SF building. The structure will consist of 3 classrooms for 3, 4 & 5 year olds and a multipurpose room plus offices and storage space.

Initially, there will be at least 3 full time teachers and a director depending on the enrollment. It is anticipated that at full capacity there will be 72 students and 7-10 employees. School hours will be set to avoid St. Patrick's School traffic with starting and ending times approximately 15 minutes later. Initially, no before or after care will provided, except for those children that have siblings being dropped off/picked up from St. Patrick's School.

Schools are conditionally permitted in the R-3 zoning district and are subject to some other requirements outlined in Sections 1171.01(1), (2), (3), (5), (6), and (11) of the Kent Codified Ordinances as listed below. These conditions have been met or are grandfathered.

- (1) All structures and activity areas shall be located at least 100 feet from all property lines.
- (2) Loudspeakers which cause a hazard or annoyance shall not be permitted.
- (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.
- (5) No lighting shall constitute a nuisance or in any way impair safe movement of traffic on any street or highway; no lighting shall shine directly on adjacent properties.
- (6) Elementary school structures shall be located on a collector thoroughfare.
- (11) Such uses shall be properly landscaped to be harmonious with surrounding residential uses.

TRAFFIC/PARKING:

Ingress and egress is from North Depeyster Street and Alley #1. Staff estimated the parking need using the day care criteria and determined 22 spaces are required. No new parking spaces are proposed. Ample parking is available on St. Patrick's School site, street parking and behind St. Patrick's Church. During drop off and pick times, there will be designated spaces outside the west door accessed from Alley #1. After the set drop off times, Alley #1 will be gated closed and will remain inaccessible until St. Patrick's School is closed, then the gate will be opened for pick up. For off hours, spaces are available on the east side of North Depeyster Street and on Portage Street. Open spaces in the St Patrick's School teachers lot may also be used. Only the door facing North Depeyster Street will be open outside the main drop off/pick up hours. Employees will park at St. Patrick's Church. See attached map.

UTILITIES:

Existing utilities are available. However, connections may differ from those shown on the plans. For example, the sanitary lateral may need to connect to the sanitary main on Portage Street instead of North Depeyster Street depending on the depth required.

STORMWATER:

The storm water management plan consists of a bioretention area and a green roof. Preliminary storm calculations were not provided prior to the writing of this report. The applicant understands that if a substantial change is needed to meet the storm water requirements, they may have to return to the Planning Commission.

SIGNAGE:

A sign on the awing is proposed.

LIGHTING/LANDSCAPING/DUMPSTER:

Lighting will be provided through wall mounted sconces. Landscaping areas are proposed some of which may be used for educational purposes. Garbage will be disposed in the St. Patrick's School dumpster.

ARCHITECTURAL ADVISORY BOARD:

The Architectural Review Board is scheduled to review this project on March 20, 2012.

VARIANCES:

One variance from the Board of Zoning Appeals, listed below, was obtained. The applicant appeared before the board at the September 19, 2011.

1. A 27-foot variance from the 35-foot minimum front yard setback requirement to allow a new preschool building to be 8 feet from the front property line along Alley No. 1 (Section 1135.04(a)).

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 PC12-004, the Planning Commission approve the Conditional Zoning Certificate and Site Plan to construct a preschool at the SW corner of North Depeyster Street and Alley No. 1 subject to the following conditions.

1. Implementation of the Architectural Review Board suggestions
2. Technical plan review

List of Enclosures for this Project:

1. Applicant Cover Letter dated received February 1, 2012.
2. Plans received February 3, 2012.
3. Parking map received March 12, 2012
4. Aerial Orthophoto and Zoning Map

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




CITY OF KENT, OHIO

DEPARTMENT OF ECONOMIC DEVELOPMENT

Date: February 27, 2012

To: David Ruller, City Manager
Linda Copley, Clerk of Council

From:  Dan Smith, Economic Development Director

Subject: Franklin-Kent JEDD Appointment

Per the By-laws of our Franklin-Kent JEDD, new Board members are occasionally required to be appointed to fill seats vacated prior to the term ending. The Franklin-Kent JEDD Board recently had a seat vacated due to a member's employment relocation. The seat needs to be filled by a member who represents a Franklin Township business owner. To that end, the Board has identified Bruce Wilson, V.P. of Operations at Schneller, Inc. to fill the unexpired term. The Franklin-Kent JEDD Board respectfully requests that City Council formally appoints Mr. Wilson to fill the vacancy.

**KENT POLICE DEPARTMENT
FEBRUARY 2012**

	FEBRUARY 2011	FEBRUARY 2012	TOTAL 2011	TOTAL 2012
CALLS FOR SERVICE	1469	1601	2922	3166
FIRE CALLS	284	334	579	706
ARRESTS, TOTAL	159	193	308	353
JUVENILE ARRESTS	13	18	24	27
O.V.I. ARRESTS	23	27	47	48
TRAFFIC CITATIONS	281	332	527	637
PARKING TICKETS	309	283	665	466
ACCIDENT REPORTS	89	64	178	143
Property Damage	67	40	116	91
Injury	7	6	16	16
Private Property	13	14	33	29
Hit-Skip	2	4	13	7
OVI Related	2	1	6	3
Pedestrians	1	1	1	4
Fatals	0	0	0	1
U.C.R. STATISTICS				
Homicide	0	0	0	0
Rape	1	0	1	2
Robbery	1	2	1	3
Assault Total	14	13	32	43
Serious	2	1	5	9
Simple	12	12	27	34
Burglary	8	6	15	14
Larceny	24	24	53	53
Auto Theft	2	3	4	3
Arson	0	0	0	1
TOTAL	50	48	106	119
CRIME CLEARANCES				
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	1	1	1	1
Assault Total	13	12	24	34
Serious	3	0	4	8
Simple	10	12	20	26
Burglary	2	3	2	6
Larceny	2	5	4	13
Auto Theft	0	2	1	2
Arson	0	0	0	0
TOTAL	18	23	32	56

M. J. ...
3/9/12

CITY OF KENT
HEALTH BOARD MEETING
March 13, 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 February 14, 2012 Meeting and Amended Minutes from December 2011.
- II. OPEN COMMENTS
- III. REPORTS
 - A. Statistical Report for February 2012
 - B. Expenditures & Encumbrances February 2012
 - C. Commissioner's Report for February 2012
- IV. OLD BUSINESS
 - A. Portage County Public Health Task Force
 - B. Health Department Staffing
 - C. Draft Food Service Policy on Water Main Breaks
- V. NEW BUSINESS
 - A. Emergency Resolution on Onsite Water System Fee Structure
- 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
 February 14, 2012

Board Members Present

Doug Wagener
 Chris Woolverton
 Pam Freeman
 Marchelle Bobbs
 Jack Amrhein
 Susan Roxburgh

Staff Present

Jeff Neistadt
 Tracy Radovic

Guests Present

Eunice Owusu
 Student

Chris Woolverton called to order the Health Board Meeting of February 14, 2012 at 5:31 p.m.

The Health Board Meeting Minutes from December 2011 (page 5) were amended to correct a typographical error. A motion was made by Chris Woolverton on a recommendation by the Health Commissioner to repeal Health Board resolution 2002-1, discontinuing the use of the Portage County Health Department staff to perform Home Sewage Disposal System Inspections in Kent. The motion was seconded by Susan Roxburgh. All members present voted aye, the motion passed.

The minutes from the January 17, 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 Pam Freeman to approve the minutes of the January 2012 meeting. The motion passed.

Expenditures & Encumbrances

VENDOR	ITEM DESCRIPTION	AMOUNT
Treasurer, State of Ohio	Child abuse & Family violence prevention transmittal fees for December	\$1553.95
Ohio Div. Real Estate	Transmittal fee for Burial Permits Issued for December 2011	\$92.50
Ohio Dept. of Health	FSO Transmittal fees for December 2011	\$28.00
Ohio Dept. of Agriculture	RFE Transmittal fees for December 2011	\$28.00
Thomson West	Ohio Administrative code changes in print	\$207.00
Ohio Dept. of Agriculture	Pesticide applicators licenses for Jeff & Trevor.	\$70.00
Treasurer, State of Ohio	Vital Stats quarterly fee for issuance of birth and death record copies from October through December 2011	\$9,225.00
Akron Regional Air Quality	Annual fees for Air Quality management services for 2012	\$3,120.00
	TOTAL	\$14,324.45

Travel & Reimbursements		
AOHC	Health Commissioners university for Jeff	\$350.00
		\$350.00

Motion: A motion was made by Pam Freeman and seconded by Susan Roxburgh to approve the Expenditures and Encumbrances for the month of January 2012. The motion passed.

Commissioner's Report

The Ravenna City Health Department is planning to hire a new part time health commissioner.

Jeff stated that he has been working Chip Porter and Kelli Engelhart on the Portage County Task Force's recommendation to conduct the Performance Standards Assessment for Portage County including the City of Kent. It is now a requirement that all local health departments conduct the Performance Standards Assessment every 5 years. We have put out a bid for a maximum of \$15,000 for the entire project. All three health departments would split the cost of the assessment based on population. Kent has 18%, Ravenna 7%, and Portage County has 75% of the population.

William Opoku-Agyeman, will be the Health Department's new intern. He will be doing work in our mosquito control program. William will be using GIS to cite the location of current treatment locations and will link appropriate information of the site to a database for future use. Currently, all treatment locations and records of treatment have been kept on hand written spreadsheets with no information being stored electronically.

In review of the mosquito control program, Jeff stated that there is a desperate need for some policies and procedures for the program. This month I will draft some procedures for the program for you to review in March. Current procedures are attached for your information titled Vector Control Program.

The Annual Financial Report and Public Health Improvements Standards Report are due to the Ohio Department of Health on March 1, in order for Kent to receive State Subsidy money. In years past, Kent has not completed all the requirements to receive the State Subsidy so Jeff is working to ensure that doesn't happen again. The requirement for state subsidy was included in the Health Board packet.

Working with Kim Villers from Portage County to try to get some new computers for our office from the 2012-2013 PHEP Grant. Preparedness funding is stable for this year so it will all depend on what the grant allots for equipment purchases. Grant will not start until August so that would be the earliest we could possibly get the new computers.

The contract with the Akron Regional Air Quality Management District for \$3,120 has been renewed. Per the Ohio Revised Code we must investigate air quality complaints. We have had the same contract for the same price with the Air Quality Management District since 1991.

Influenza activity in the area and the State of Ohio has been very sporadic at this point which is great news.

Enclosed in the Health Board packet was letter from Chris Woolverton as follow up to last month's discussion supporting a stronger interior building code in the City of Kent.

There is a grant opportunity due on February 27th from the Ohio Public Health Partnership for continuous quality improvement. The project period is from March through September of this year and is for \$10,000. In order to apply a requirement is for a letter of support from the governing body. I would like us to apply for the opportunity and request a letter of support in return from the board.

And finally, I wanted to know what value you found in your OABH and NALBOH membership and if you wanted to continue being members of the two organizations.

Open Comments - None

Old Business

Indigent Burials. The application and laws are being reviewed by Jim Silver, for his legal opinion to help us determine who is responsible for indigent burials. Also looking into what we can do to verify financial hardship.

Staffing and positions. Jeff stated that he is putting job descriptions together for Deputy Health Commissioner, Sanitarian and Nurse.

Food Service and Water Main Breaks – Jeff stated that there needs to be policy/procedure. Chris Woolverton stated that first we need to educate but also have the ability to close an operation if needed. Health Board Resolution will be drafted for three readings.

New Business

Pam Freeman stated that she had received a complaint from a citizen regarding garbage all along University Drive. Some discussion ensued on how to remedy the issue of debris and garbage in the yards of rentals and student housing. Jeff stated that he has had some discussions with KSU and the Health Department and the University is working together on a solution.

Strategic Planning Project

Chris Woolverton stated that there is a need for a motion for the performance standard assessments so that the funding for Kent's portion of the assessment will be allocated.

Motion: A motion was made by Doug Wagener and seconded by Pam Freeman to approve the performance standard assessment funding. The motion passed.

Jeff stated that the ten essential services spreadsheet was included in the Health Board packet. The first item is health status monitoring and identifying community health problems. We should be tracking health status indicators, preparing community health profiles, identifying gaps in services and using health registries. All three health departments are doing very little as far as monitoring health status. There are programs available like Epi-Center, which is used to track anomalies at the local hospitals. Also available is the National Retail Data Monitor which flags things that are purchased from local the Retail Pharmacies, CVS, Walgreens etc. that would be used in illness before there is a larger problem.

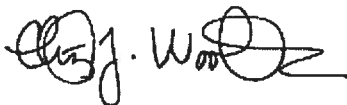
Water & Sewer Systems fee structures

Jeff stated that there are quite a few private wells in the City of Kent. The Health Department should be permitting private water and private sewer in the city. The current fee structure was written back in 1989. There has been a significant increase in fees across the board since the Resolution was put into place. The fees as they stand are less than what we are required to send to the State.

Jeff will update Resolution 1989-101 fee structure more in line with costs today and bring it back to the board for approval in March.

Motion: A motion to adjourn the meeting of February 14, 2011 was made by Doug Wagener and seconded by Jack Amrhein. With no objection, the meeting adjourned.

Approved:



Chris Woolverton, President



Jeff Neistadt, Secretary

KENT HEALTH DEPARTMENT STATISTICAL REPORT 2012

	Feb 2012	YTD 2012	Feb 2011	YTD 2011
HEALTH DEPT. \$ COLLECTED				
FamAbuse fund	\$ 451.50	\$ 940.50	\$ 402.00	\$ 850.50
Vital Stats Rev.	\$ 2,558.50	\$ 5,329.50	\$ 2,278.00	\$ 4,819.50
Child Abuse	\$ 903.00	\$ 1,881.00	\$ 804.00	\$ 1,701.00
State VS	\$ 2,709.00	\$ 5,643.00	\$ 2,412.00	\$ 5,103.00
B Perm Rev	\$ 23.00	\$ 40.00	\$ 14.50	\$ 29.50
B Perm State	\$ 115.00	\$ 200.00	\$ 72.50	\$ 147.50
Food Estab.	\$ 9,435.00	\$ 9,875.70	\$ 8,782.00	\$ 8,782.00
Food Service	\$ 32,880.90	\$ 33,832.60	\$ 35,944.00	\$ 35,944.00
FSO Vending	\$ 672.00	\$ 672.00	\$ 504.00	\$ 504.00
Home Sewage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Housing	\$ 6,910.00	\$ 10,835.00	\$ 1,610.00	\$ 10,885.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SolWst(Trks)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Tattoo Parlors	\$ 0.00	\$ 100.00	\$ 0.00	\$ 300.00
*Misc(Xerox, etc.)	\$ 0.00	\$ 0.00	\$ 11.00	\$ 23.00
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
**ST Subsidy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,527.54
TOTAL COLLECTED	\$ 56,657.90	\$ 69,349.30	\$ 52,834.00	\$ 71,616.54
TO STATE				
FamAbuse fund	\$ 437.97	\$ 912.31	\$ 389.97	\$ 825.02
Food Estabs	\$ 784.00	\$ 840.00	\$ 784.00	\$ 784.00
Bur.Permits	\$ 115.00	\$ 200.00	\$ 72.50	\$ 87.50
Child Abuse	\$ 875.91	\$ 1,824.57	\$ 779.88	\$ 1,649.97
State VS QTRLY	\$ 2,709.00	\$ 5,643.00	\$ 2,412.00	\$ 5,103.00
Food Service	\$ 2,592.00	\$ 2,648.00	\$ 2,964.00	\$ 2,964.00
Food Vendors	\$ 144.00	\$ 144.00	\$ 108.00	\$ 108.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 7,657.88	\$ 12,211.88	\$ 7,510.35	\$ 11,521.49
TOTAL ASSETS				
	\$ 49,000.02	\$ 57,137.42	\$ 45,323.65	\$ 60,095.05
+Admin fee to Vital Stats	\$ 40.62	\$ 84.62	\$ 36.18	\$ 66.58
-3% FamAbuse	\$ 13.53	\$ 28.19	\$ 12.06	\$ 22.21
-3% ChildAbuse	\$ 27.09	\$ 56.43	\$ 24.12	\$ 44.37

**City of Kent
Income Tax Division**

February 29, 2012

Income Tax Receipts Comparisons - RESTATED - (NET of Refunds)

Monthly Receipts

Total receipts for the month of February, 2012	\$806,227
Total receipts for the month of February, 2011	\$788,986
Total receipts for the month of February, 2010	\$785,233

Year-to-date Receipts and Percent of Total Annual Receipts Collected

	<u>Year-to-date Actual</u>	<u>Percent of Annual</u>
Total receipts January 1 through February 29, 2012	\$1,891,480	17.35%
Total receipts January 1 through February 29, 2011	\$1,815,343	16.95%
Total receipts January 1 through February 29, 2010	\$1,737,529	16.62%

Year-to-date Receipts Through February 29, 2012 - Budget vs. Actual

<u>Year</u>	<u>Annual Budgeted Receipts</u>	<u>Revised Budgeted Receipts</u>	<u>Year-to-date Actual Receipts</u>	<u>Percent Collected</u>	<u>Percent Remaining</u>
2012	\$ 10,900,000	\$ 10,900,000	\$1,891,480	17.35%	82.65%

Comparisons of Total Annual Receipts for Previous Six Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change From Prior Year</u>
2006	\$ 10,151,202	-0.36%
2007	\$ 10,540,992	3.84%
2008	\$ 10,712,803	1.63%
2009	\$ 10,482,215	-2.15%
2010	\$ 10,453,032	-0.28%
2011	\$ 10,711,766	2.48%

Submitted by



, Director of Budget and Finance

2012 CITY OF KENT, OHIO
Comparison of Income Tax Receipts
as of Month Ended February 29, 2012

Month	Monthly Receipts			Comparisons	
	2010	2011	2012	Amount	Percent Change
January	\$ 952,296	\$ 1,026,357	\$ 1,085,253	\$ 58,896	5.74%
February	785,233	788,986	806,227	17,241	2.19%
March	809,613	823,680			
April	1,026,687	1,057,137			
May	877,364	1,006,438			
June	798,635	844,726			
July	828,960	848,105			
August	865,224	873,559			
September	762,176	825,343			
October	961,274	939,121			
November	880,655	843,533			
December	904,915	834,781			
Totals	\$ 10,453,032	\$ 10,711,766	\$ 1,891,480		

Month	Year-to-Date Receipts			Comparisons	
	2010	2011	2012	Amount	Percent Change
January	\$ 952,296	\$ 1,026,357	\$ 1,085,253	\$ 58,896	5.74%
February	1,737,529	1,815,343	1,891,480	76,137	4.19%
March	2,547,142	2,639,023			
April	3,573,829	3,696,160			
May	4,451,193	4,702,598			
June	5,249,828	5,547,324			
July	6,078,788	6,395,429			
August	6,944,012	7,268,988			
September	7,706,188	8,094,331			
October	8,667,462	9,033,453			
November	9,548,117	9,876,985			
December	10,453,032	10,711,766			
Totals	\$ 10,453,032	\$ 10,711,766			

2012 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
as of Month Ended February 29, 2012

Month	Monthly Receipts			Comparisons	
	2010	2011	2012	Amount	Percent Change
January	\$ 422,779	\$ 406,862	\$ 403,606	\$ (3,256)	-0.80%
February	328,502	336,710	335,895	(815)	-0.24%
March	349,936	362,390			
April	350,591	357,231			
May	348,819	354,925			
June	345,261	349,038			
July	334,650	337,910			
August	381,241	370,933			
September	291,775	298,038			
October	370,956	352,815			
November	370,551	358,685			
December	372,404	360,837			
Totals	\$ 4,267,465	\$ 4,246,372	\$ 739,501		

Month	Year-to-Date Receipts			Comparisons	
	2010	2011	2012	Amount	Percent Change
January	\$ 422,779	\$ 406,862	\$ 403,606	\$ (3,256)	-0.80%
February	751,281	743,572	739,501	(4,071)	-0.55%
March	1,101,217	1,105,962			
April	1,451,808	1,463,193			
May	1,800,627	1,818,117			
June	2,145,888	2,167,155			
July	2,480,538	2,505,065			
August	2,861,779	2,875,997			
September	3,153,554	3,174,035			
October	3,524,510	3,526,851			
November	3,895,061	3,885,535			
December	4,267,465	4,246,372			
Totals	\$ 4,267,465	\$ 4,246,372			

2012 CITY OF KENT, OHIO
Comparison of Income Tax Receipts from Kent State University
as of Month Ended February 29, 2012

Comparisons of Total Annual Receipts for Previous Six Years

<u>Year</u>	<u>Total Receipts</u>	<u>Percent Change</u>
2006	\$ 3,542,080	2.59%
2007	\$ 3,707,931	4.68%
2008	\$ 3,919,539	5.71%
2009	\$ 4,090,788	4.37%
2010	\$ 4,267,465	4.32%
2011	\$ 4,246,372	-0.49%