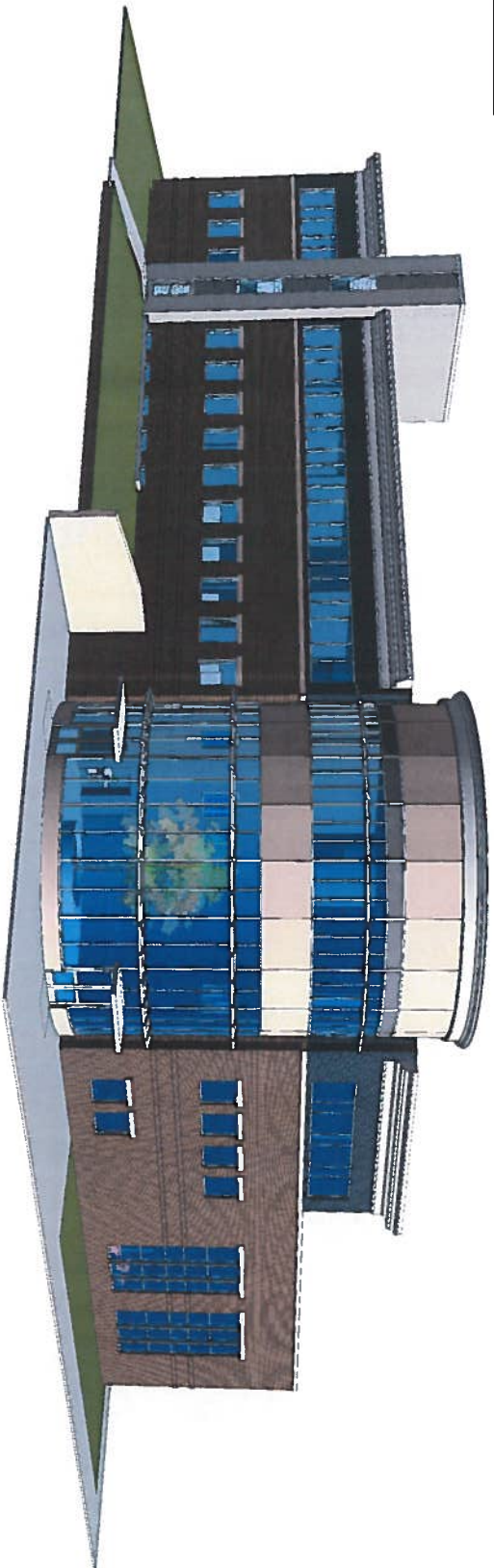


3D VIEWS



3D STREET VIEW



3D PARKING VIEW



**BRANDSTETTER
CARROLL INC**

ARCHITECTS ENGINEERS PLANNERS

Lexington . Cincinnati . Cleveland . Dallas

October 17, 2018

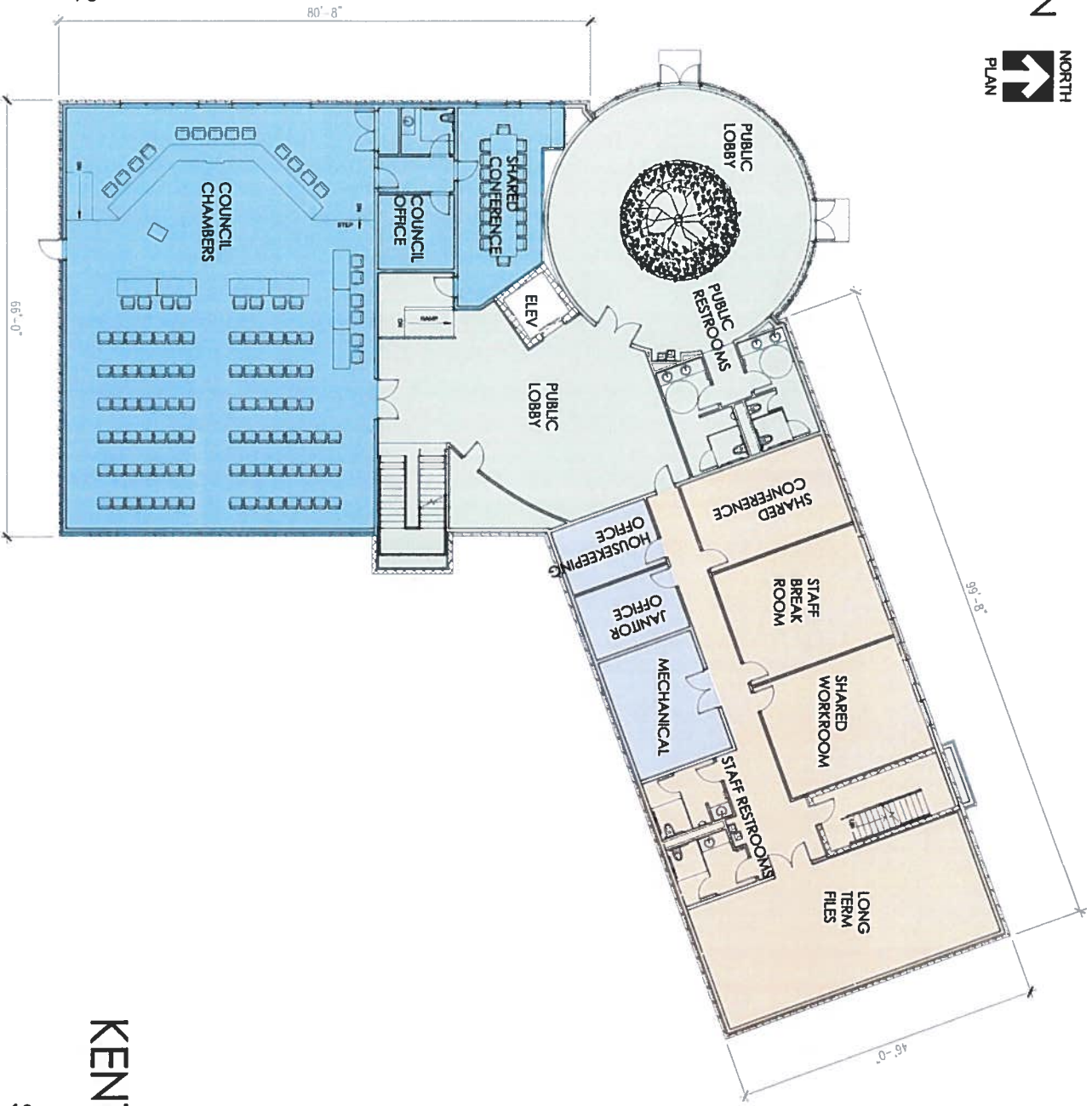
KENT CITY HALL

319 S. Water Street
Kent, OH 44240

SCHEMATIC DESIGN

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LOWER LEVEL PLAN



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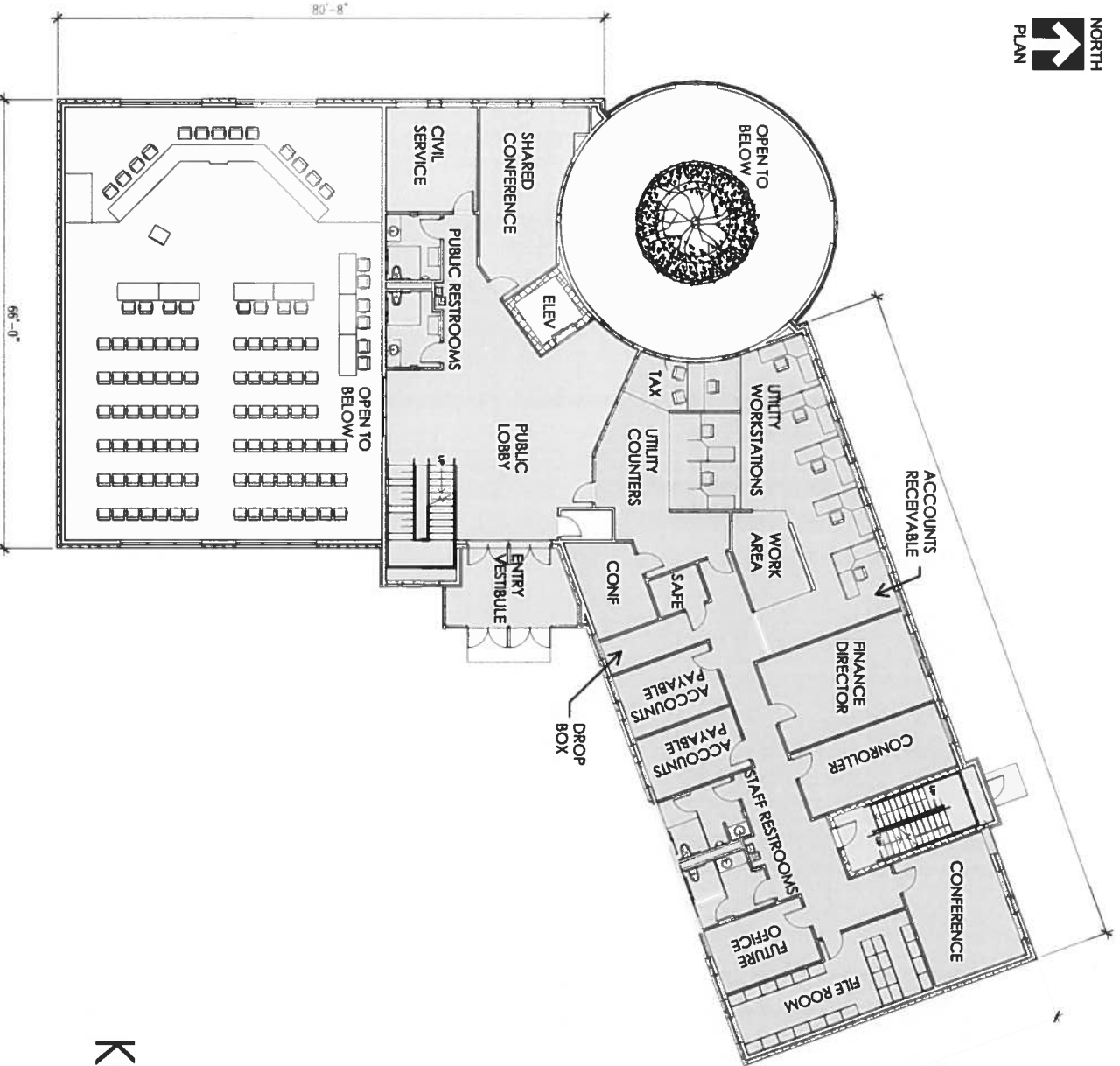
KENT CITY HALL

SCHEMATIC DESIGN

319 S. Water Street
Kent, OH 44240

October 17, 2018

MAIN LEVEL PLAN



**BRANDSTETTER
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KENT CITY HALL

319 S. Water Street
Kent, OH 44240
SCHEMATIC DESIGN

October 17, 2018

UPPER LEVEL PLAN



Kent Administration Building

Kent Administration Building - Space Program

Kent Administration Building - Space Program					
	Space Description	Notes	Qty	Program Net Each	Program Total Net
1.00	GROUND FLOOR				
	Public Lobby - Rotunda		1	1,247	1,247
	Public Lobby		1	1,114	1,114
	Open Stairs		1	195	195
	Stair B	Egress Stair	1	173	173
	Elevator		1	54	54
	Janitor		1	101	101
	Restroom Vestibule		1	40	40
	Women's Public Restroom	2 wc, 2 lav	1	128	128
	Men's Public Restroom	1 wc, 1 ur, 2 lav	1	128	128
	Council Chambers	Seating for 92 persons	1	2,980	2,980
	Executive Conference Room	Sized for 18 persons. Used for staff meetings as well. Coffee	1	372	372
	Council Office	Sized for 4 persons	1	128	128
	Council Restroom		1	56	56
	Council AV Closet		1	21	21
	Council Corridor		1	61	61
	Staff Corridor		1	406	406
	Staff Women's Restroom	2 wc, 2 lav	1	97	97
	Men's Staff Restroom	1 wc, 1 ur, 2 lav	1	103	103
	Shared Workroom		1	406	406
	Janitor Office		1	151	151
	Housekeeping Office		1	151	151
	Mechanical/Electrical		1	278	278
	Staff Kitchen/Break Room		1	406	406
	Conference Room	Sized for 14 people	1	320	320
	Long Term File Storage	Shared by multiple departments	1	836	836
	Total Net Square Footage				9,952
	Grossing Factor (walls, chases)				1,104
	Total Gross Square Footage GROUND FLOOR				
					11,056
2.00	FIRST FLOOR				
	Entry Vestibule		1	200	200
	Open Stairs		1	176	176
	Stair B	Egress Stair	1	194	194
	Elevator		1	54	54
	Public Lobby		1	923	923
	Janitor		1	33	33
	Women's Public Restroom	1 wc, 1 lav	1	85	85
	Men's Public Restroom	1 wc, 1 ur, 2 lav	1	77	77
	Civil Service Office		1	206	206
	Conference Room	Shared	1	327	327

Kent Administration Building

Kent Administration Building - Space Program					
	Space Description	Notes	Qty	Program Net Each	Program Total Net
	Utility/Finance Lobby, Counters		1	382	382
	Utility Billing Workstations	4 workstations, 3 counter positions	1	585	585
	Accounts Receivable	Workstation	1	79	79
	Work Area		1	120	120
	Passage		1	110	110
	Conference Room		1	127	127
	Staff Corridor		1	465	465
	Safe		1	43	43
	Drop Box		1	77	77
	Controller Office		1	224	224
	Finance Director Office		1	320	320
	Accounts Payable Office		1	144	144
	Future Office		1	144	144
	Payroll Office		1	144	144
	File Room		1	310	310
	Conference Room		1	268	268
	Staff Women's Restroom	1 wc, 1 lav	1	97	97
	Staff Men's Restroom	1 wc, 1 lav	1	103	103
	Total Net Usable Square Footage				6,017
	Open to Below: Public Lobby		1	1,265	1,265
	Open to Below Council Chambers		1	2,980	2,980
	Total Net Square Footage				10,262
	Grossing Factor (walls, chases)				1,002
	Total Gross Square Footage FIRST FLOOR				11,264
3.00 SECOND FLOOR					
	Public Lobby		1	1,012	1,012
	Open Stairs		1	185	185
	Stair B	Egress Stair	1	193	193
	Elevator		1	54	54
	Janitor		1	34	34
	Women's Public Restroom	1 wc, 1 lav	1	86	86
	Men's Public Restroom	1 wc, 1 ur, 1 lav	1	77	77
	Unprogrammed Space	Future Use	1	206	206
	Shared Conference Room		1	336	336
	City Manager Lobby		1	381	381
	Conference Room		1	140	140
	Asst. City Mgr Office		1	193	193
	City Manager Office		1	294	294
	Econ Dev Office		1	202	202

Kent Administration Building

Kent Administration Building - Space Program

	Space Description	Notes	Qty	Program Net Each	Program Total Net
	Law Lobby	1 workstation for Admin Asst.	1	263	263
	Asst. Law Director Office		1	250	250
	Law Director Office		1	294	294
	Law Hallway		1	161	161
	Clerk of Council Office		1	327	327
	Mayor's Office		1	340	340
	Staff Corridor		1	527	527
	HR Open Office		1	270	270
	HR Manager Office		1	290	290
	Staff Women's Restroom	1 wc, 1 lav	1	97	97
	Staff Men's Restroom	1 wc, 1 lav	1	103	103
	Shared Work Room		1	287	287
	Shared Conference Room		1	268	268
	File Storage		1	169	169
Total Net Square Footage					7,039
Grossing Factor (walls, chases)					881
Total Gross Square Footage SECOND FLOOR					7,920
Total City Hall Square Footage					30,240



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: October 4, 2018
TO: David Ruller, City Manager
FROM: Tom Wilke, Economic Development Director
Subject: Loan Review Board Reappointment

The City's Loan Review Board is responsible for reviewing loan applications from qualified businesses seeking Economic Development Administration (EDA) funding to assist with needed commercial start-up or production expansion costs. The program guidelines designated the creation of the five (5) member Board and specified that it consist of:

- a.) Three (3) experienced loan officers from different local banks;
- b.) One (1) local realtor who has knowledge of the commercial real estate market;
- c.) One (1) local attorney.

One of the loan officer positions is filled by John Ryan whose term is expiring this month. He would like to continue serving the board and he has always been a consistent contributor in the past. I am requesting that he be reappointed position for a five-year term ending on December 31, 2023.

If you need any additional information in order to report on this unauthorized item at the October 17, 2018 Council meeting, please let me know.

Cc: Hope Jones, City Law Director
Bridget Susel, Community Development Director
Tara Grimm, Clerk of Council



KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT AUGUST 2018

FIRE INCIDENT RESPONSE INFORMATION

Summary of Fire Incident Alarms

City of Kent	71	70	42
Kent State University	7	9	12
Franklin Township	13	14	20
Sugar Bush Knolls	0	0	1
Mutual Aid Given	1	5	6
Total Fire Incident Alarms	92	98	81

Summary of Mutual Aid Received by Location

City of Kent	0	1	3
Kent State University	0	0	1
Franklin Township	0	1	1
Sugar Bush Knolls	0	0	0
Total Mutual Aid	0	2	5

CURRENT PERIOD			YEAR TO DATE		
2018	2017	2016	2018	2017	2016
71	70	42	419	391	396
7	9	12	74	62	45
13	14	20	113	124	107
0	0	1	3	0	2
1	5	6	19	20	24
92	98	81	628	597	574

EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

Summary of Emergency Medical Service Responses

City of Kent	243	200	207
Kent State University	33	22	13
Franklin Township	53	29	48
Sugar Bush Knolls	4	1	2
Mutual Aid Given	0	2	5
Total Emergency Medical Service Responses	333	254	275

Summary of Mutual Aid Received by Location

City of Kent	2	0	1
Kent State University	0	1	2
Franklin Township	0	0	1
Sugar Bush Knolls	0	0	0
Total Mutual Aid	2	1	4

CURRENT PERIOD			YEAR TO DATE		
2018	2017	2016	2018	2017	2016
243	200	207	1739	1655	1514
33	22	13	198	158	183
53	29	48	372	339	317
4	1	2	12	2	6
0	2	5	24	27	18
333	254	275	2345	2181	2038

TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

425	352	356	2973	2778	2612
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TOTAL ALL RESPONSES, INCLUDING MUTUAL AID

427	355	365	2998	2798	2643
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**KENT HEALTH DEPARTMENT
STATISTICAL REPORT 2018**

3. A.

	Sept. 2018	YTD 2018	Sept. 2017	YTD 2017
HEALTH DEPT. \$ COLLECTED				
FamAbuse fund	\$ 1,198.50	\$ 11,083.56	\$ 900.01	\$ 10,581.04
Vital Stats Rev.	\$ 8,389.50	\$ 67,834.50	\$ 5,100.00	\$ 59,942.00
Child Abuse	\$ 2,397.00	\$ 22,166.94	\$ 1,799.99	\$ 21,155.96
State VS	\$ 7,191.00	\$ 66,501.00	\$ 5,400.00	\$ 63,468.00
B Perm Rev	\$ 26.50	\$ 268.00	\$ 28.50	\$ 255.50
B Perm State	\$ 132.50	\$ 1,340.00	\$ 142.50	\$ 1,277.50
Food Estab.	\$ 0.00	\$ 41,630.50	\$ 508.00	\$ 39,010.00
Food Service	\$ 8,004.96	\$ 100,796.46	\$ 2,819.00	\$ 78,573.50
SolWst Tickets	\$ 0.00	\$ 220.00	\$ 180.00	\$ 600.00
Housing	\$ 6,075.00	\$ 93,012.00	\$ 4,330.02	\$ 90,696.27
Swim Pools	\$ 0.00	\$ 9,015.00	\$ 0.00	\$ 8,565.00
SolWst(Trks)	\$ 0.00	\$ 1,700.00	\$ 0.00	\$ 1,575.00
Tattoo Parlors	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 885.00
*Misc	\$ 0.00	\$ 28.00	\$ 0.00	\$ 125.00
- Overpayments	\$ 4.00	\$ 19,928.00	\$ 0.00	\$ 41,004.22
MAC Claiming	\$ 0.00	\$ 21,255.94	\$ 0.00	\$ 15,704.83
Tobacco Grant	\$ 0.00	\$ 45,386.00	\$ 0.00	\$ 41,222.54
**ST Subsidy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 26,176.00
TOTAL COLLECTED	\$ 33,418.96	\$ 503,165.90	\$ 21,208.02	\$ 500,817.36
* Mosquito Contract				
TO STATE				
FamAbuse fund	\$ 1,162.55	\$ 10,756.89	\$ 873.00	\$ 10,260.63
Food Estabs	\$ 0.00	\$ 1,260.00	\$ 28.00	\$ 1,372.00
Bur. Permits	\$ 132.50	\$ 1,340.00	\$ 142.50	\$ 1,277.50
Child Abuse	\$ 2,325.09	\$ 21,513.63	\$ 1,745.99	\$ 18,781.33
State VS QTRLY	\$ 7,191.00	\$ 66,537.00	\$ 5,400.00	\$ 63,468.00
Food Service	\$ 56.00	\$ 4,142.00	\$ 84.00	\$ 4,170.00
Food Vendors	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Swim Pools	\$ 0.00	\$ 1,365.00	\$ 0.00	\$ 1,185.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 10,867.14	\$ 106,914.52	\$ 8,273.49	\$ 100,514.46
TOTAL ASSETS	\$ 22,551.82	\$ 396,251.38	\$ 12,934.53	\$ 400,302.90
+Admin fee to Vital Stats	\$ 107.86	\$ 997.45	\$ 81.00	\$ 952.28
-3% FamAbuse	\$ 35.95	\$ 332.49	\$ 27.00	\$ 317.60
-3% ChildAbuse	\$ 71.91	\$ 664.96	\$ 54.00	\$ 634.68

STATISTICAL REPORT Cont.

	Sept. 2018	YTD 2018	Sept. 2017	YTD 2017
PERMIT/lic.				
Food Estabs	0	40	1	43
Food Service (7 temps +1 trans	2	121	1	118
FS Vending	0	12	0	23
Home Sewage	0	0	0	0
Housing	28	258	23	249
Solid Waste	0	32	0	35
Swim Pools	0	18	0	17
Septic Haul.	0	0	0	0
Tattoo Parlors	0	3	0	2
Other (Massage Establishment)	0	0	0	0
TOTAL	30	484	25	487
MOSQ.CONT.				
Larvacide Hrs.	0.0	0.0	0.0	0.0
Adulticide Hrs.	0.0	0.0	0.0	0.0
* Tot Man Hrs	12.0	264.8	14.5	308.3
* Total man hours include sites treated and adulticiding hours				
COMPLAINTS				
Received	11	90	16	91
Abated	7	77	11	79
LEGAL.COMPL.				
Filed	0	0	0	0
Pre-trials	0	0	0	0
Trials	0	0	0	0
COMM.DISEASE (not available)	0	85	0	20
IMMUNIZATIONS	11	87	13	108
BIRTH Copies issued	341	3289	250	2939
DEATH Copies issued	458	4100	350	4113



Main Street Kent 2018 Q3 Progress Report

Marketing Committee – The Main Street Kent marketing team leads the way in promoting downtown Kent’s shops, restaurants, nightlife, arts, culture, events and unique character. Main Street Kent hosts many events year round, drawing people to the downtown district. This committee “gets the word out” about all we have to offer in Kent, promoting the businesses and features of downtown Kent through web, email, billboard, radio, print and social media. This committee is continually growing, with new people bringing their expertise to the table.

Committee members include: Pam Petrus (chairperson), owner of DIVERSA Advertising; Mike Beder, downtown business owner; Bethany Hammond, Each + Every community manager; Cheryl Ann Lambert, Kent State University School of Journalism and Mass Communication assistant professor; Susan McGann, Ohio Small Business Development Center business advisor; Krista Rohe, The Davey Tree Expert Company senior project manager; and Michelle Sahr, downtown business owner.

Marketing Plan – The Main Street Kent marketing committee works from a comprehensive marketing plan, with specific goals and objectives laid out to steer our efforts. We aim to increase the attendance and profitability of our events, strategically market to specific demographics/audiences, increase activity on our website and social media, collect email addresses/data from fans/followers/event attendees, and more. We use a wide mix of media when promoting our events and our downtown, since we’re trying to reach a wide variety of demographics.

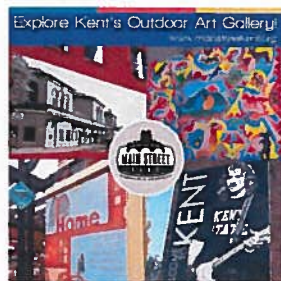
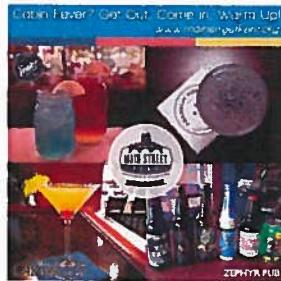


Good Times Magazine – This is a half-page ad featuring many downtown Kent events and live music festivals. Several signature events for summer and fall are highlighted, as well as our website and social media, so people know how to stay connected to what’s happening in downtown Kent. 139,800 copies of this publication will be distributed throughout Ohio, and the publication has a great shelf life.

Social Media/Email Marketing – We continue to market the assets of Kent via social media, strengthening the Main Street Kent presence on Twitter, Instagram, Facebook and SnapChat. Additionally, we send an e-blast to our **3,294 Constant Contact** subscribers twice per month, highlighting upcoming events, business of the week, and a volunteer spotlight.

Current followers: **Facebook – 13,616 (Rating: 4.8/5); Twitter – 3,085; Instagram – 3,405** and growing!

Ads are placed on a monthly basis, depending on the marketing theme for the month. Other content is delivered on a daily basis covering events, business specials, art features, volunteers, and more.



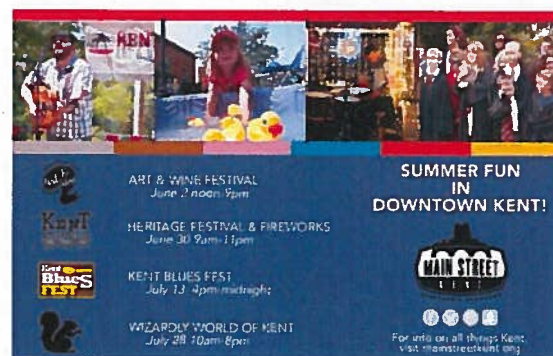
Digital Targeted Ads – Each month, we place an ad with Thrive Hive. A theme is chosen each month based on events, seasonal activity, shopping, dining, etc. We feature “Friends of Main Street Kent” (businesses supporting MSK with an annual \$150 donation) in these ads as an added benefit to supporting our organization. These ads drive traffic to our website. Example:



Women in Business – For the month of March, and in support of Women’s History Month, our focus was on Kent Women in Business. A special landing page was created on our website, and ads were placed on Facebook , Instagram and in the Record-Courier to showcase many of the amazing women-run businesses in our city. The landing page showed each woman’s answers to questions about how long she has been in business in Kent, why she chose to open a business in Kent, why she chose to go into business for herself in the first place, and what business achievement makes her most proud. This campaign generated a lot of conversation and interest!



Scene Magazine – The “Best of Cleveland” and “Summer Event Guide” editions of this magazine are distributed widely in some of our target markets. Below are the half-page ads Main Street Kent placed in these publications, aimed at attracting visitors to downtown Kent for events and summertime fun!





91.3 FM The Summit – Listeners of this public radio station will hear Main Street Kent messaging throughout the year. Featuring events, outdoor patios, hike & bike trails, restaurant week, art walks, holiday shopping, and the many other assets Kent has to offer, these radio spots are aimed at attracting people from western PA and all over OH!



Main Street Kent Art & Wine Festival – Our twelfth annual event was another huge success, featuring ten Ohio wineries, sixty local artists, several local food vendors and a fantastic lineup of local music. The event footprint was expanded to include Franklin Ave. this year, allowing for some breathing room after many years of continued growth. Guests enjoyed many types of art, including painting, woodturning, illustration, photography, blown glass, fiber and more. Net proceeds exceeded **\$37,000** for our signature event this year!

Wizardly World of Kent – On Sat., July 28, downtown Kent was transformed into a magical world of wonder with over 100 merchandise vendors, 13 food trucks, and decorated storefronts/areas including “Dragon Alley” (Acorn Alley), “The Forbidden Forest” (Dan Smith Community Park), and “Goblin Bank Plaza” (Hometown Bank Plaza). Live entertainment featured magic shows, potion classes, wizard rock band performances, costume contests, dance classes, and more. The magical weekend kickoff event was “The Run That Shall Not Be Named” 5 ½ K, which took place on the Lester A. Lefton Esplanade on Friday evening. Proceeds from this activity helped pay for the main event, and a portion of the proceeds benefited LoveLight, Inc. Our downtown businesses enjoyed a weekend of new customers, increased sales, more foot traffic and an overall “nice crowd,” with visitors coming from as far as Texas and Canada. We also helped several organizations including the Kent Jaycees, Family & Community Services, Boy Scouts, Girl Scouts, Children’s Advantage, and Habitat for Humanity raise funds through various activities – a great community event showcasing Kent as a destination -- and an opportunity for Main Street Kent to raise some funds for our organization and others!



Kent International Festival – In partnership with Kent State University’s Education Abroad Program, we created a post-race event for Run the World 5K participants and the community. (The Run the World race series is a fundraiser for study abroad scholarships.) Attendees were able to partake in a Passport Excursion, where many downtown businesses offered food samples, crafts and activities from around the world. Unfortunately, this was a rainy day in Kent so we had to cancel entertainment at the Dan Smith Community Park, but hundreds of people still turned out for the event and enjoyed the passport excursion – exploring our downtown businesses.



Round Town Music Festival – We’re proud to partner with Crooked River Arts Council in presenting free live music at over 30 venues in downtown Kent! This year’s event drew record crowds, with beautiful weather and an amazing lineup at coffee shops, restaurants, bars, outdoor venues and local shops all around Kent. In 1966, the Kent State Folk Festival began, transitioning into the Round Town Music Festival a few years ago. These events create a bustling downtown every time, and have a tremendously positive impact on downtown businesses.



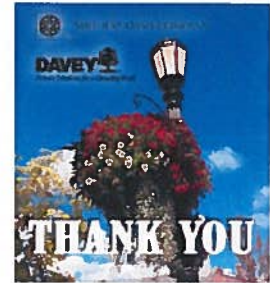
Kent Oktoberfest – Our fifth annual Oktoberfest took place on Sat., Sept. 22 on Franklin Ave. and W. Erie St., an expanded event area to better accommodate our growing number of guests. A line of people crowded the entrance before the event kicked off at 12pm, and it remained busy until 10pm. It was a fantastic day of dancing by the German Family Society youth group, polka and other live music, German food, and seasonal beverages. The community has grown to love and anticipate Oktoberfest, and we’re fortunate to have the continued, solid support of our partners and sponsors. Net profits for the event this year exceeded **\$24,000**.



Design Committee – The Design Committee is led by Julie Kenworthy, executive director for the Kent Historical Society & Museum. This committee is intended to be the “designing voice of the Kent community,” and is focused on the aesthetics of our downtown.

Committee members include: Dylan Ball, DS Architecture project designer; Alex Catanese, Each + Every design director; Kelly Dietrick, Troppus Projects owner; Annie Flaherty, Envisage Group vice president of technology service; Doug Fuller, retired architect; Tom Hatch, Focus Curriculum president; Larrie King, Glyphix Studio/KSU assistant professor; Jen Mapes, KSU Department of Geography assistant professor; Elaine Mattern, The Davey Tree Expert Company brand manager; Lisa Morde, KSU Office of Experiential Education and Civic Engagement coordinator; Allan Orashan, Century 21 realtor; Heather Phile, City of Kent development planner; Dan Tillett, Troy Construction owner.

Adopt-A-Spot – The 2018 Adopt-A-Spot season was as beautiful as ever this year, with some new sponsors and gardeners joining the program. K&M Gardens cares for the hanging flower baskets and Freedom Lawn Care maintains the downtown flowerbeds. Planting day took place on May 26, and all beds were planted in time for the June 2 Art & Wine Festival. We're happy to have The Davey Tree Expert Company and Smithers-Oasis on board to fully support/fund the hanging flower baskets for 2018.



Historic Facades of Kent Project – Main Street Kent continues to work with an intern from the KSU College of Architecture and Environmental Design to develop this program in partnership with DS Architecture and the Kent Historical Society. The project includes the historic documentation of downtown building facades from original to current, highlighting major changes over time, including photos and descriptions of building use, occupants, and original architectural styles. The final product will serve as a resource for the community and a guide for the design committee to use in promoting redevelopment of historic facades to owners of historic buildings, helping to reduce the upfront cost of façade renovation, and fulfilling a requirement on the application for the downtown loan/grant façade program. The goal is to eventually prepare 2-D drawings of possible façades for consideration, promoting redevelopment of historical buildings in the city of Kent.

Downtown Banners – In partnership with Glyphix Studio, the downtown banners were redesigned so we now have two “sets” which can be rotated. The banners are on display on the light posts throughout the downtown district, highlighting assets like the farmers’ market, outdoor recreation, our hotel, live music, shopping, rich history, and more. After a long process of creative work and special photo shoots, we’re proud to have completed this project!



Graffiti Removal – Unfortunately, graffiti comes in waves, but when downtown Kent gets hit, we are fortunate to have volunteers who are willing to help remove it as quickly as possible. In mid-August, we had an influx of graffiti and were able to rally a group together to clean much of it up. Research indicates the longer graffiti remains on a building,

the more likely it is that additional graffiti will be applied. We're grateful to have so many people dedicated to the beautification and cleanliness of our downtown.

Business Enhancement Committee – This committee is led by Tom Wilke, economic development director for the City of Kent. The committee's focus is to drive traffic through the doors of older business as well as newer ones. In addition, the committee searches out opportunities for the businesses to work together, whether on an event, a promotion, or otherwise.

Committee members include: Mike Beder, downtown business owner; Mike Finley, Hall-Green Agency owner; Todd Kamenash, KSU assistant dean of students; Patrick Madonio, Brimfield Insurance owner; Maggie McKendry, KSU assistant athletic director; Josh Rider, KSU Center for Adult and Veteran Services director.



Chocolate Walk – Feb. 10, 2018. Due to the incredible popularity of this event, the MSK website crashed two days in a row with thousands of people trying to get tickets! The event generated great profits for Main Street Kent and heavy foot traffic for participating businesses during a particularly slow time of year. Three hundred tickets were sold at \$25 each. Business owners met many new customers and had great sales during the event. This year, the Kent State Hotel & Conference Center donated an overnight stay, dinner, and breakfast for two as a grand prize package in which all attendees

were entered to win. Guests came from cities all around us for this event where people love getting out of the house to enjoy a chocolate adventure in downtown Kent.

Kent Mardi Crawl – A first-time event for Main Street Kent, we partnered with Magic Hat and Labatt Brewing to bring the Kent Mardi Crawl to downtown Kent. Complete with Mardi Gras beads and masks, giveaways, a prize drawing and costume contest, this event drew over 300 people from cities all around to downtown Kent. The event encouraged guests to explore venues they don't typically visit, and bar owners reported meeting lots of new customers. Main Street Kent donated a portion of the proceeds to Freedom House, a transitional housing facility for homeless veterans, in support of their renovation. We're happy to be able to give back to our community!



Seven Courses of Kent – In April, we hosted this annual event at Treno Ristorante for the first time, and seven local eateries presented their best dishes to our guests. Each course was served with a beer or wine pairing chosen by Heidelberg Distributing. \$65 per ticket included meal, pairings, service, tax and gratuity. Sixty tickets were sold, proceeds benefited Main Street Kent, and this was a huge HIT! Guests were thrilled with the variety and quality of food, and the opportunity to try seven different eateries in one evening.



Restaurant Week – In partnership with Great Lakes Brewing Company, Main Street Kent hosted our first ever Restaurant Week from June 3-9. Each participating restaurant created a “prix fixe” menu, offering a choice of three menu items for one set price. It created an opportunity for people to explore eateries they had not been to before, during a slower time of year, and covered menu items from sushi to burgers to gourmet Italian!

First Friday Art Walks – On May 4, Main Street Kent began coordinating monthly Art Walks to showcase the arts in Kent. Participating galleries, businesses and creative spaces in the downtown district stay open until at least 8pm, to showcase local artists, exhibitions/installations, activities, live music and more. In partnership with Acorn Alley, Troppus Projects the Downtown Gallery, we’re now proudly hosting these events with a great turnout each month, and expect to continue the program in 2019.

ART	WALK	K E N T
	FRIDAYS	9/7 10/5 11/2 12/7
	MAY through DECEMBER	2018



Discover Downtown – On Aug. 21, we joined with the city, the Kent Area Chamber of Commerce and others in welcoming new Kent State University students to our downtown. Complete with free cookies and sno-cones from downtown businesses and a scavenger hunt hosted by MSK, we were happy to welcome over 1,000 new students in just a few hours to their new “hometown.”

Operations Committee – Our Executive Team is focused on the overall sustainability of our organization, including succession planning for our Board of Directors and fundraising. Leadership for MSK is based in our

Executive Committee:

- **President** – Regan Gettens, Fairmount Properties/College Town Kent
- **Vice President** – Eric Decker, Portage Community Bank
- **Treasurer** – Mike Lewis, Hometown Bank
- **Secretary** – Maggie McKendry, Kent State University Athletics

Board of Directors – Dylan Ball, Mike Beder, Joan Conaway, Mike Finley, Tom Hatch, Todd Kamenash, Julie Kenworthy, Pam Petrus. Soon to join us in October is Robin Spano, who works at the Kent State University Book Store, is a key contributor to the Wizardly World of Kent event, and a dedicated volunteer for our organization.

Board of Governors - Ron Burbick, Michelle Sahr, Tom Wilke



Annual Accreditation – Heritage Ohio visited Kent on February 10 for our official annual evaluation. After a meeting with city manager Dave Ruller, MSK committee reports, and a thorough assessment of our program’s 2017 achievements, Main Street Kent received official certification for the year 2017. This certification

reflects the strength of our board, staff, and volunteers, as well as the breadth of our relationships with other organizations, businesses and the city of Kent.

Revitalization Series Training – Kent was host to the Promotions and Marketing quarterly training offered by Heritage Ohio on Feb. 15. Speakers included area marketing experts Alan Walker of Each + Every, Mike Salvi of Full Spectrum Marketing, and Maureen Harper of Falls Communications. The program took place at the Kent Free Library, followed by a tour of the LN Gross building and happy hour hosted by DS Architecture. Over sixty visitors attended the sessions, and many were impressed with the continued progress of our city.



Main Street Kent Annual Awards Celebration – Each year, we take an evening to celebrate our dedicated volunteers, board members, supporters, and friends with an evening of beverages, appetizers, and awards at the Kent Historical Society & Museum. Kelly Dietrick of Troppus Projects received “Small Business of the



Year” for her exemplary first year in business and avid participation in Main Street Kent events and promotions; IdeaBase and Glyphix Studio received “Best Supporting Business” for their amazing contributions to the design and marketing committees; Leadership Portage County received “Non-Profit of the Year,” for having such a positive impact on so many individuals involved in the Main Street Kent organization; the “President’s Award” was given to Mike Finley, die-hard Main Street Kent board member and past president for Main Street Kent; “Volunteer of the Year” was

given to Robin Spano, a key player in the Wizardly World of Kent event planning committee; and the “Ronald Burbick Award” was given to Popped! owner Gwen Rosenberg, for the value her business brings to our downtown, especially as a destination shop.

Friends of Main Street Kent – This year, we streamlined our billing/renewal process for our supporters. Rather than invoicing supporters based on when they became Friends of MSK, all will instead be sent a payment reminder in November for next year’s support. We will also be working to grow our base of supporters for the coming year! We rely on our downtown businesses and community members to support our organization so we can continue our great work in downtown Kent.



Volunteers – Volunteers are the driving force behind the success of Main Street Kent. We are continually recruiting new people to help us work toward our mission. This includes our Board of Directors, committee members, volunteer gardeners, event staff, and all of the great people who dedicate their valuable time to various Main Street Kent projects. As of third quarter 2018, volunteers have donated 2,074 hours of time and expertise to Main Street Kent. The national average value for one volunteer hour is \$24.69, so that’s a total of \$51,207.06 in time donated to MSK!

We appreciate the ongoing support of the City of Kent! We look forward to continuing our partnership with all of the organizations (<http://www.mainstreetkent.org/our-supporters>) that help us continue our mission: ***Working to strengthen and beautify downtown Kent while fostering economic development, historic preservation, and a sense of community.***

Main Street Kent

2016 INCOME ELIGIBLE FOR CITY MATCH

January - September, 2018

	TOTAL
Income	
4030 Corporate Sponsors & Foundations	26,987.39
Total Income	\$26,987.39
GROSS PROFIT	\$26,987.39
Expenses	
Total Expenses	
NET OPERATING INCOME	\$26,987.39
Other Income	
4065 Fundraising Events	
4300 Annual Dinner	-150.00
4310 Art & Wine Festival	
4311 Art & Wine Income	63,963.52
Total 4310 Art & Wine Festival	63,963.52
4320 Potterfest	41,419.72
4330 Oktoberfest	46,493.00
4340 Chocolate Walk	5,660.50
4350 Discover Downtown	1,000.00
4360 Seven Courses	5,650.00
4380 Progressive events	3,098.27
4400 Roundtown	0.00
Total 4065 Fundraising Events	167,135.01
Total Other Income	\$167,135.01
NET OTHER INCOME	\$167,135.01
NET INCOME	\$194,122.40

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: October 3, 2018

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer / *KB*

Re: 4289 Newcomer Road

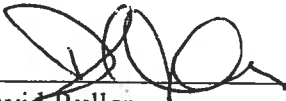
Copy: Bridget Susel, Director of Community Development

A new single family residence is being constructed at 4289 Newcomer Road. A variance from the KCO 1339.05(a)(9) is being requested to eliminate the requirement for sidewalk. This code section requires sidewalk to be constructed across the parcel frontage.

The request for this variance is based on the rural nature of Newcomer Road and the lack of sidewalks to which to connect. For these reasons, approval of the variance request is recommended by the Community Development Department.

KCO 1339.09 authorizes the City Manager to decide whether or not to grant appeals and variances. The Community Development Department is recommending this variance and requesting that you grant the variance by signing below. (Please note that you need to notify Council of all variances granted.) Please consider this request on the applicants' behalf.

Variance Granted yes no



David Ruller
City Manager

10-3-18
date

This variance is granted on the condition that the property owner agrees in writing to install a sidewalk across the frontage of his/her property if or when Newcomer Road improvements are installed that include sidewalk or when adjacent properties install sidewalk.



Kim Brown <brownk@kent-ohio.org>

Re: 4289 Newcomer - SWPPP & driveway apron

1 message

Nate Timberlake <tlake22@gmail.com>

Wed, Oct 3, 2018 at 10:03 AM

To: brownk@kent-ohio.org

Cc: Jennifer Barone <barone@kent-ohio.org>, Brandi Timberlake <timmerlake1722@yahoo.com>

Jennifer,

Please consider this email our formal request for a variance for the requirement to install a sidewalk at 4289 Newcomer Road in Kent. Newcomer Road is a rural road with no foot traffic. There are currently no other sidewalks on either side of the entire road. If that ever changes we'll gladly make sure to connect. Thank you for considering this request. Please let me know if you need anything else for your consideration.

Thanks,
Nate

On Wed, Oct 3, 2018 at 9:36 AM Kim Brown <brownk@kent-ohio.org> wrote:

Note: When you respond to Jennifer with your variance request, please be sure to copy me. Jennifer is out of the office and I will be submitting your request in her absence.

Please let me know if you have questions. 330-678-8108

Kim Brown

On Tue, Oct 2, 2018 at 6:03 PM, Jennifer Barone <barone@kent-ohio.org> wrote:

Brandi & Nate,

I sincerely apologize, but I totally missed telling you that you are required to have sidewalk along your road frontage **or obtain a variance**. Please respond to this e-mail requesting a variance for the requirement to install sidewalk since Newcomer Road is rural in nature and sidewalks do not exist currently. This is just a housekeeping detail. I have attached a similar variance previously approved as an example.

Thanks,
Jennifer

On Fri, Sep 14, 2018 at 12:48 PM Jennifer Barone <barone@kent-ohio.org> wrote:

Brandi & Nate,

A SWPPP inspection was performed on September 14, 2018 of the subject project..

The following actions should be taken within the next 3 days:

- repair/entrench the silt fence or seed/mulch.

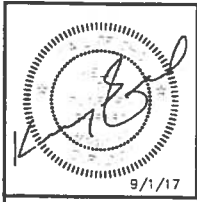
I did notice rilling along the south property side and erosion is occurring and depositing in the rear vegetation. See the attached inspection report.

It was nice talking with you today Brandi. As I mentioned, technically you are in violation since the since silt fence is not is good repair nor has the bare area been seeded/mulched. You indicated you will be seeding/mulching in the next couple weeks now that the dry wells have been installed. I have noted this in my documentation.

For your information, I have attached the approved site plan that Dutch Legacy Homes received with the permit. There is a note as a condition of approval that the driveway apron has to be hard surfaced. This site permit has expired and the lack of a hard surfaced driveway apron is also in violation. Please obtain a permit to install the driveway apron by May 15, 2018.

Since you are working with me to resolve these issues, no legal action will be taken at this time.

Let me know if you have questions.



811
Know what's below.
Call before you dig.

TOPOGRAPHIC SURVEY & SITE PLAN

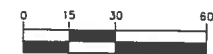
for
The Timberlake Residence
by
Dutch Legacy Homes

Situated in the City of Kent, County of Portage and State of Ohio. And known as being part of Original Franklin Township Lot No. 46, and all of Sublot 3 in the Newcomer Development Group Sub'd, as recorded in PLAT 2017-28

3
N & B Timberlake
17-046-00-00-019-C03
Newcomer Rd
D.N. 201713331

LEGEND

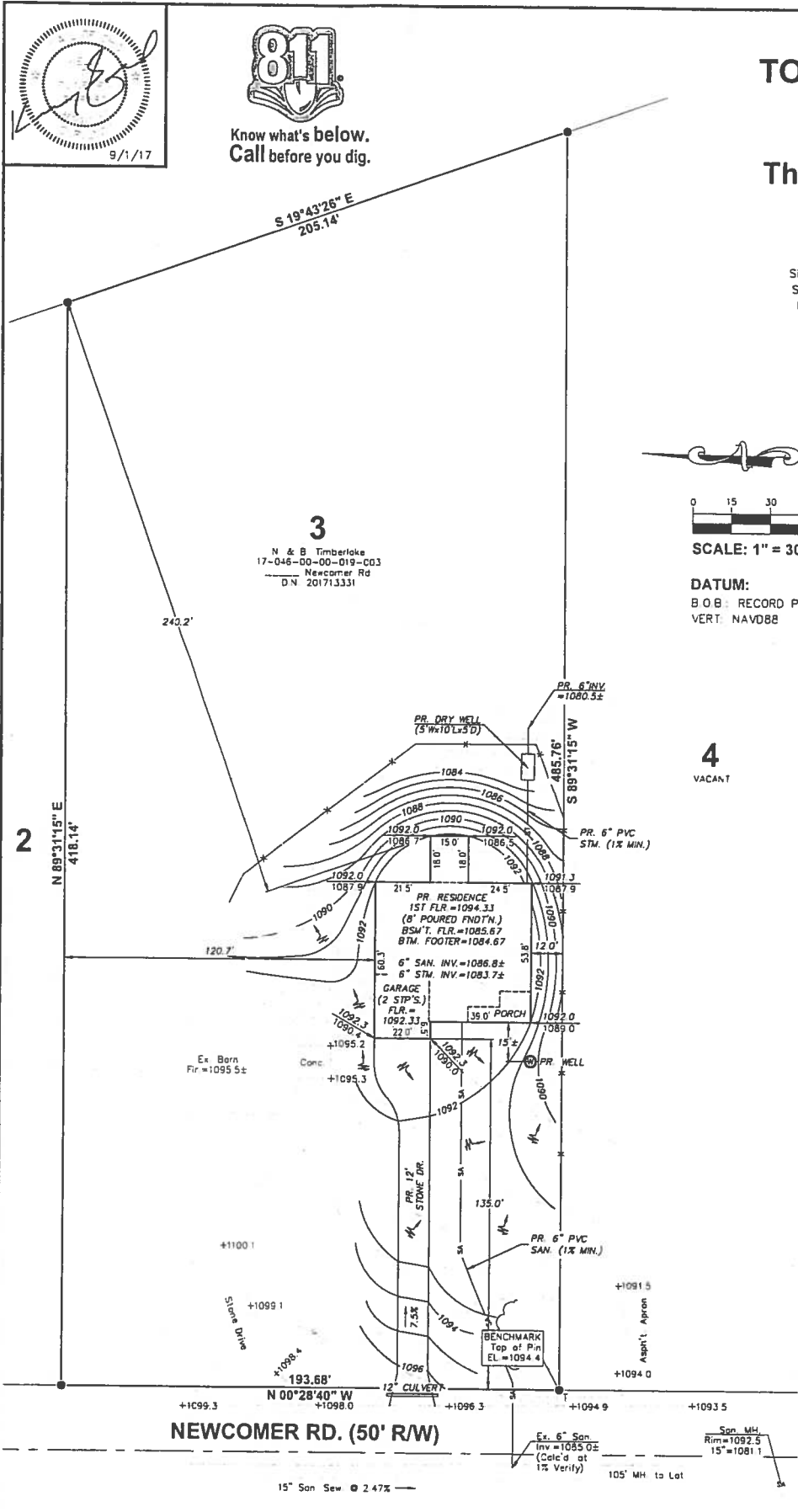
- - - Ex Contour
 - 999 — PR. CONTOUR
 - - - Ex. Tree Line
 - ~ ~ ~ PR. CLEARING
 - + — PR. SILT FENCE
 - PR GRADE
 - Ex Grade PR DRAINAGE
 - X - TREE TO BE REMOVED
 - ⊙ (CE) - PR. CONST. ENTRANCE
- Ex = Existing PR = PROPOSED



SCALE: 1" = 30'

DATUM:
B.O.B: RECORD PLAT
VERT: NAVD88

4
VACANT



CONSTRUCTION NOTES:

1. The contractor must verify all foundation dimensions and proposed grades shown on this plan. Any errors resulting from failure to check or to notify the surveyor of any changes shall not be the responsibility of Apex Land Surveying
2. All grades shall comply w/corresponding government office.
3. All swales must maintain a minimum slope of 1%.
4. Maintain positive yard drainage away from house
5. Contractor to notify utilities protection services/ OULPS prior to construction
6. Contractor shall verify location and depths of existing laterals & verify if proper connections can be made to house. Contact corresponding government office if discrepancies occur.
7. All sewer connections must maintain a minimum slope of 1%.
8. A foundation sump pump is NOT required
9. Silt fence must surround any excavation areas so that no silt escapes site.
10. There was no search for easements of record, right-of-ways, restrictive covenants, encumbrances, ownership title evidence, or any other facts that a title search may disclose.

SURVEYED BY

KELLY D. DUNFORD, P.S. 8182
2858 FULMER DR., SILVER LAKE, OH
(330) 928-7750
ps8182@abcglobal.net
www.apexlandsurveying.com

TITLE: TOPO & SITE PLAN	DATE: AUG 2017
CLIENT: DUTCH LEGACY HOMES	PROJ: 2017082
SCALE: 1" = 30'	FILE: 2017082.dwg
DRAWN BY: KDD	CHECKED BY: KDD
CREW: KDD	SHEET: 1 OF 1
SHEET SIZE: 17" X 22"	

MEMORANDUM
DEPARTMENT OF COMMUNITY DEVELOPMENT
City of Kent

Date: October 3, 2018

To: Dave Ruller, City Manager

From: Jennifer Barone, Development Engineer/*KB*

Re: 4273 Newcomer Road

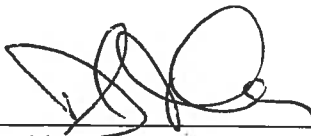
Copy: Bridget Susel, Director of Community Development

A new single family residence is being constructed at 4273 Newcomer Road. A variance from the KCO 1339.05(a)(9) is being requested to eliminate the requirement for sidewalk. This code section requires sidewalk to be constructed across the parcel frontage.

The request for this variance is based on the rural nature of Newcomer Road and the lack of sidewalks to which to connect. For these reasons, approval of the variance request is recommended by the Community Development Department.

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Variance Granted yes no



David Ruller
City Manager

10-3-18
date

This variance is granted on the condition that the property owner agrees in writing to install a sidewalk across the frontage of his/her property if or when Newcomer Road improvements are installed that include sidewalk or when adjacent properties install sidewalk.



Jennifer Barone <barone@kent-ohio.org>

RE: 4273 Newcomer Road - new residence

1 message

Mike Wohlwend <mikew@w-enggroup.com>

Wed, Sep 19, 2018 at 4:49 PM

To: Jennifer Barone <barone@kent-ohio.org>

Cc: Suzanne Lynch <lynchs@kent-ohio.org>, Heather Phile <phileh@kent-ohio.org>, "jriceaventis@gmail.com" <jriceaventis@gmail.com>

Jennifer,

Attached is the revised plan and a response letter. Please let me know if you have any additional questions.

In addition, by way of this email, we hereby request a variance to not install proposed sidewalks along Newcomer Road. This is a rural-type street with typically wide lots. In addition, there is no existing sidewalk in that area of Newcomer Road and a new walk in a small portion of the street would not be used.

Please contact me if you need any additional information to facilitate this request.

Thanks

Sincerely,

Mike Wohlwend, P.E., LEED AP BD+C



4216 Karg Industrial Parkway

Kent, Ohio 44240

Office 330-673-2400

Mobile 330-931-9450

mikew@w-enggroup.com

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From: Jennifer Barone <barone@kent-ohio.org>
Sent: Tuesday, September 18, 2018 3:28 PM
To: Mike Wohlwend <mikew@w-enggroup.com>
Cc: Suzanne Lynch <lynchs@kent-ohio.org>; Heather Phile <phileh@kent-ohio.org>; jriceaventis@gmail.com
Subject: 4273 Newcomer Road - new residence

Mike,

I have reviewed the site plan and have the following comments/questions. See the attached checklist. Also, please complete and return the attached application forms.


Thanks,

Jennifer Barone, PE
City of Kent Development Engineer

930 Overholt Road
Kent, Ohio 44240
(330) 678-8108
(330) 678-8030 fax

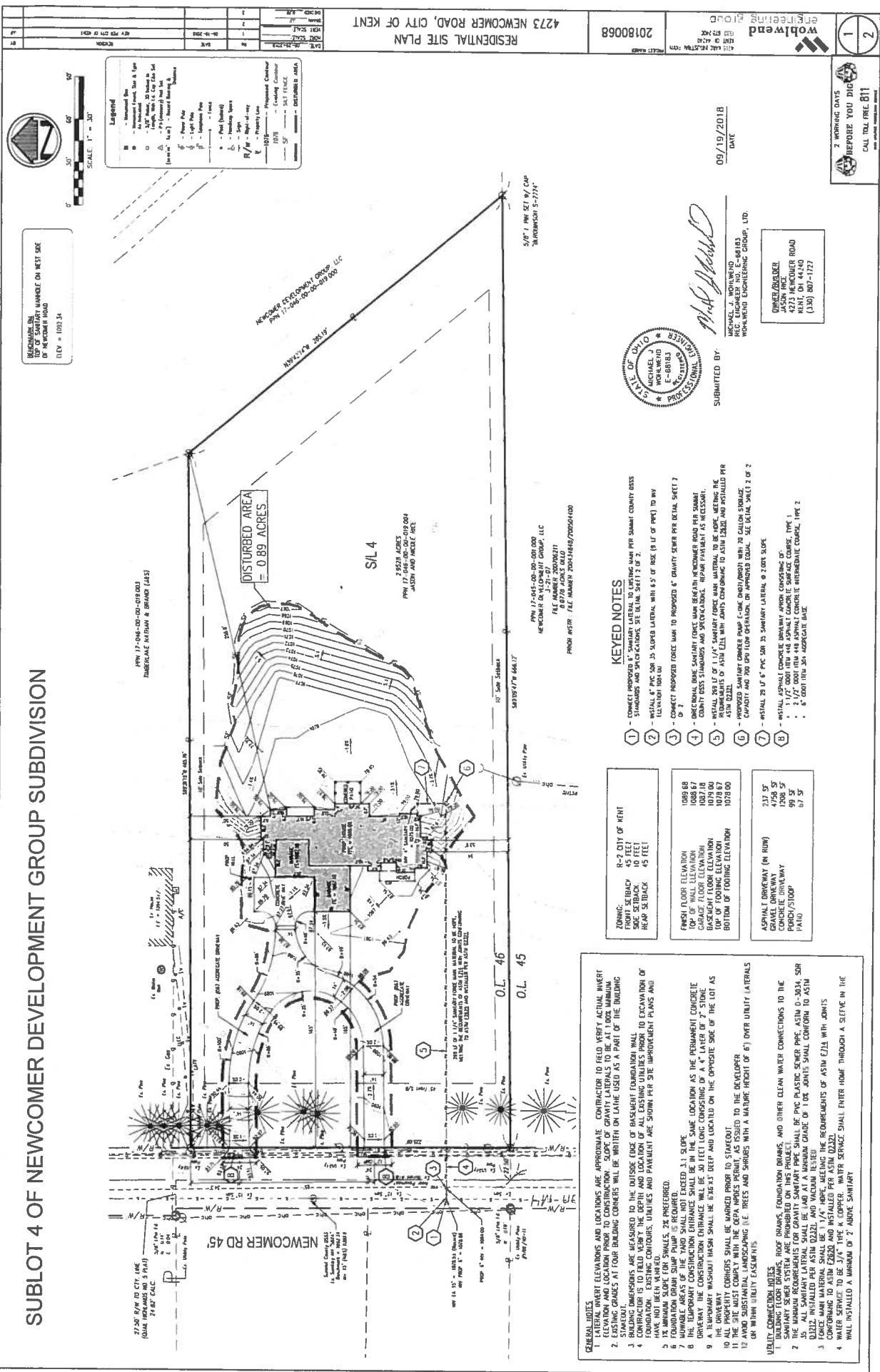
- > PLEASE NOTE: This message and any response to it may
- > constitute a public record, and therefore may be available
- > upon request in accordance with Ohio public records law.
- > (ORC 149.43)

2 attachments

 **20180084 - Rice Kent Site Plan -Site Plan.pdf**
673K

 **Response letter Rice Residencial House 09-19-18.pdf**
1062K

SUBLOT 4 OF NEWCOMER DEVELOPMENT GROUP SUBDIVISION



REVISIONS TO BE MADE ON WEST SIDE OF NEWCOMER ROAD

10/19/14

NO.	DATE	DESCRIPTION
1	10-19-2014	ISSUED FOR PERMIT
2	10-19-2014	ISSUED FOR PERMIT

RESIDENTIAL SITE PLAN
4273 NEWCOMER ROAD, CITY OF KENT

20180068

1
2



09/16/2018
DATE

SUBMITTED BY:
MICHAEL J. WOHLWEND
REG. ENGINEER NO. E-48183
WORKING ENGINEERING GROUP, LTD.

DANIEL ZACHAR
JASON ROSE
4273 NEWCOMER ROAD
WALTON, OH 44440
(330) 807-1727

2 WORKING DAYS
BEFORE YOU DIG
CALL TOLL FREE 811
OHIO TOLL FREE 811

RESIDENTIAL SITE PLAN
4273 NEWCOMER ROAD, CITY OF KENT

- KEYED NOTES**
- CONCRETE PROPOSED 4" SANITARY LATERAL TO EXISTING MANHOLE PER SANITARY COUNTY CODES STANDARDS AND SPECIFICATIONS, SEE DETAIL SHEET 2 OF 2.
 - INSTALL 6" PVC SAN 35 SLOPED LATERAL WITH 4.5' OF RISE (8 FT OF PPE) TO HWY (ELEVATION 1041.0)
 - CONCRETE PROPOSED FORCE MAIN TO PROPOSED 6" GRANITE SEWER PER DETAIL SHEET 2 OF 2.
 - DIRECTIONAL BORE SANITARY FORCE MAIN BEHIND NEWCOMER ROAD PER SANITARY COUNTY CODES STANDARDS AND SPECIFICATIONS. REPAIR PAVEMENT AS NECESSARY.
 - INSTALL 200 LB OF 1.1/4" SANITARY FORCE MAIN MATERIAL TO BE SOUP. WEEDING PER ASTM D2232.
 - PROPOSED SANITARY CHAMBER PUMP C-ONE (DRAIN/PROTECT) WITH 20 GALLON STORAGE CAPACITY AND 700 GPD LOW OPERATION, OR APPROVED EQUAL. SEE DETAIL SHEET 2 OF 2.
 - INSTALL 20' OF 6" PVC SAN 35 SANITARY LATERAL @ 2.0% SLOPE.
 - INSTALL ASPHALT DRIVEWAY GRANITE DRIVEWAY CONSTRUCTION PER SANITARY COUNTY CODES STANDARDS AND SPECIFICATIONS.
 - INSTALL 1.1/2" DRAIN TILE AND ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2.
 - 6" DRAIN TILE 30' ASPHALT BASE.

ZONING	R-2 CITY OF KENT
FRONT SETBACK	45 FEET
REAR SETBACK	45 FEET
FRESH FLOOR ELEVATION	1089.68
TOP OF WALL ELEVATION	1086.67
TOP OF FLOOR ELEVATION	1087.08
BASE GRADE ELEVATION	1087.08
TOP OF FOOTING ELEVATION	1078.67
BOTTOM OF FOOTING ELEVATION	1078.00
ASPHALT DRIVEWAY (IN ROW)	217.5'
GRAVEL DRIVEWAY	4758.5'
CONCRETE DRIVEWAY	1306.5'
PAVING	79.5'
PAVING	67.5'

- GENERAL NOTES**
- VERIFY ALL ELEVATIONS AND LOCATIONS ARE ACCURATE. CONTRACTOR TO FIELD VERIFY ACTUAL INVERT ELEVATION AND LOCATION PRIOR TO CONSTRUCTION. SLOPE OF GRAVEL SHALL BE 1%.
 - EXISTING GRADES AT FOUR BUILDING CORNERS WILL BE WRITTEN ON LAYE USED AS A PART OF THE BUILDING STANDARDS.
 - PROPOSED FOUNDATIONS ARE TO BE CONSTRUCTED TO THE FINISH FACE OF BASEMENT FOUNDATION WALL.
 - CONTRACTOR IS TO FIELD VERIFY THE DEPTH AND LOCATION OF ALL EXISTING UTILITIES PRIOR TO EXCAVATION OF FOUNDATION. EXISTING CONTOURS, UTILITIES AND PAVEMENT ARE SHOWN PER SITE IMPROVEMENT PLANS AND HAVE NOT BEEN VERIFIED.
 - FOUNDATION DRAIN SUMP PUMPS ARE REQUIRED.
 - FOUNDABLE AREAS OF THE YARD SHALL NOT EXCEED 3:1 SLOPE.
 - THE TEMPORARY CONSTRUCTION ENTRANCE SHALL BE IN THE SAME LOCATION AS THE PERMANENT CONCRETE DRIVEWAY. CONSTRUCTION ENTRANCE SHALL BE 30 FEET LONG CONSISTING OF A 4" LAYER OF 2" STONE UNDERLAY. DRAINAGE SHALL BE 1/8" TO 3/4" DEEP AND LOCATED ON THE OPPOSITE SIDE OF THE LOT AS THE DRIVEWAY.
 - ALL PROPERTY CORNERS SHALL BE MARKED PRIOR TO STAKEOUT.
 - THE LOT SHALL BE MARKED WITH THE DEPTA IMPRES PERMIT, AS ISSUED TO THE DEVELOPPER.
 - ALL UTILITIES SHALL BE MARKED PRIOR TO CONSTRUCTION.
 - ALL WORK SHALL BE ACCORDING TO THE CITY OF KENT STANDARDS AND SPECIFICATIONS.
- UTILITY CONSTRUCTION NOTES**
- SANITARY SEWER SYSTEM ARE PROHIBITED ON THIS PROJECT.
 - THE MINIMUM REQUIREMENTS FOR GRANITE SANITARY PPE SHALL BE PVC PLASTIC SEWER PPE, ASTM D-3034, SDR 35, 11.5" DIA. (11.5" DIA. MIN. DIA. AT A MINIMUM GRADE OF 1.0% JOINTS SHALL CONFORM TO ASTM D2232. INSTALLED PER DETAIL SHEET 2 OF 2.
 - FORCE MAIN MATERIAL SHALL BE 11/4" HDPE. MEETING THE REQUIREMENTS OF ASTM E1211 WITH JOINTS CONFORMING TO ASTM D2232 AND INSTALLED PER DETAIL SHEET 2 OF 2.
 - WATER SERVICE TO BE 3/4" TYPE K COPPER. WATER SERVICE SHALL ENTER HOME THROUGH A SLEEVE IN THE WALL INSTALLED A WINDOW OF 7" ABOVE SANITARY.