



LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager
From: Hope L. Jones, Law Director
Date: July 23, 2018
Re: Public Records Policy

A handwritten signature in blue ink, appearing to be "H. Jones", is written over the "From:" line of the memorandum.

Mr. Ruller,

I request that City Council approve the City's Public Records Policy. The Auditors have reviewed it and accept it as complying with state law; however, they would like Council to approve the policy as a legislative act.

The policy is attached.

Thank you.



CITY OF KENT PUBLIC RECORDS POLICY

Approved:



Dave Ruller

Date: June 13, 2018

PURPOSE:—Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is our mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.

The City of Kent ("City") will comply with the Ohio Public Records Act. Records of the City that are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act.

It is the policy of the City that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record Retention Schedules are to be updated regularly and a copy shall be kept at a location readily available to the public.

PROCEDURE:

I. PUBLIC RECORDS DEFINITIONS

- A. "Records" Includes any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, function, policies, decisions, procedures, operations, or other activities of the office.
- B. "Public Record" means a record kept by a public office that has information stored on a fixed medium (tapes, e-mails, photos, films, videos, papers, etc.), and is created or received by, or coming under the jurisdiction of, a public office, and documents what the public office does; the organization, functions, policies, decisions, procedures, operations or other activities of the public office
- C. "Redaction" means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "record."



CITY OF KENT PUBLIC RECORDS POLICY

- D. "Electronic record" This shall describe data which is not on hard copy, and which can only be retrieved via computer access. If the requested record from an electronic data base is a standard report or document commonly used as a "Public Record," it shall be produced and provided at the standard rate for copying documents.
- E. "Records research" This refers to special extraction reports which require special review, search, or analysis of groups of records to ascertain specific data, or review of computer data to create reports that are not a part of the daily operation of the City. Since this is not a "public record" per se, it is not a record that can be presented for review or copy. Special extraction requests for publicly held data in custom or unique format may only be entertained if the Requester compensates the City for labor, equipment time and materials.

II. AVAILABILITY.

- A. Each request for Public Records should be evaluated for a response using the in this policy.
- B. Although no specific language is required to make a request, the Requester must at least identify the records requested with sufficient clarity to allow the city department to identify, retrieve, and review the records. If it is not clear what records are being sought, the Records Custodian must use reasonable effort to contact the Requester for clarification, and should assist the Requester in revising the request by informing the Requester of the manner in which the Department keeps its records.
- C. Each Requester shall be asked to provide his/her request in writing. However, it is within the Requester's rights not to: (a) disclose the Requester's identity to the City when records are requested; (b) provide the City with a written request; (c) provide a reason why records are requested. No person shall be refused access to Public Records based on their refusal to submit a written request for the record. You may direct your requests to:

City of Kent Law Department, Attn: Law Director
320 S. DePeyster Street.
Kent, Ohio 44240
(330) 678-81619 OR Jonesh@kent-ohio.org



CITY OF KENT PUBLIC RECORDS POLICY

- D. Public Records are available for inspection during regular business hours, with the exception of published holidays. Public Records must be made available for inspection promptly. Copies of Public Records must be made available within a reasonable period of time. "prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.
- E. All Public Records shall be prepared in a timely fashion and made available for inspection by any person at all reasonable times during regular business hours. Upon request, the custodian or their designee shall make copies available at the established cost, within a reasonable amount of time.
- F. Most requests for a single document shall be provided at the time the request is made, provided the document is readily available.
1. If a request is made for records that are not immediately available due to being off site or in long term storage, or the request is too voluminous to fill, the Requester shall be advised of the reasonable period of time within which the request shall be filled.
 2. For single report requests, this shall not exceed forty-eight hours (excluding holidays and weekends).
- G. In the case of a large request, the office receiving the request shall estimate the required amount of time to comply and the cost of duplication. This cost shall be calculated in advance, and collected prior to the release of any public record.
- H. Request forms for single reports shall be filed with the report after it is provided. If a written form is part of the request, no City request form is necessary.
- I. Mail-in requests for documents shall be provided in a timely basis by return mail if the required fee accompanies the request.
1. Requests for single reports of up to six pages shall be provided by return mail.
 2. Requests of a more complex nature may require contact with the Requester for clarification and discussion of the fees as may be required to complete the request.



CITY OF KENT PUBLIC RECORDS POLICY

3. Mail requests for reports submitted by for-profit agencies when the use or forwarding of the record is intended for commercial purposes, may be limited to ten per month.
- J. If a citizen feels aggrieved by the failure to obtain or view a public record maintained for the operation and administration of the City of Kent, the following will apply:
1. The citizen may file an administrative appeal with the Law Department. If the dispute originates with the Law Director, an appeal may be filed with the City Manager's office, where the City Manager or a designate may be assigned to resolve the dispute.
 2. The citizen shall also be advised that ORC 149.43 provides a legal means for addressing their complaint in such a dispute.
- K. When requested, the requester may specify the choice of medium in which the record may be provided. The Ohio Revised Code provides for the following in this case.
1. The public office or person responsible must permit the Requester to choose to have the record duplicated on:
 - i. Paper,
 - ii. Upon the same medium upon which the public office or person responsible keeps the record, or
 - iii. Upon any other medium which the public office or person responsible determines that the record can reasonably be duplicated as an integral part of normal operations.
 2. A request in medium other than paper does not require any formatting or compilation of data beyond the manner in which the record is stored. Such a request for any alternative format or recompilation shall be considered a "special extraction request," which shall provide for reasonable fees for personnel and equipment time, as well as the cost of the media for the duplication.
 3. Requests for copies records on an alternate medium shall be provided on materials supplied by the City, at the cost to the Requester. No user-supplied media shall be used, to protect the integrity of the document storage medium.



CITY OF KENT PUBLIC RECORDS POLICY

4. No proprietary files or materials (software programs, etc.) shall be provided to the Requester as a part of an alternative media request. Software or other equipment necessary for accessing the duplicate records shall be the Requester's responsibility. Proprietary media includes word processing software, data compilation software, or other materials which the City may use under the various licensing agreements with the vendor.

III. REDACTING EXEMPTED RECORDS / PROCEDURE.

Any denial of Public Records requested must include an explanation, including legal authority. Contact the Law Department for assistance in providing this authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the initial request was provided in writing, the explanation also shall be provided to the Requester in writing. If redactions are made to the document, both the original and redacted version of the record must be kept in the compliance with section VI, below.

IV. COSTS FOR PUBLIC RECORDS

- A. Those seeking Public Records will be charged only the actual cost of making copies.
- B. The charge for paper copies, 8 1/2 x 11" paper, is Five Cents (\$0.05) per page. For requests up to nineteen (19)-8 1/2" x 11" sized pages, the City may provide copies at no charge. Copies totaling more than nineteen (19) pages, audio/video copies, color copies, or copies that are not 8 1/2 x 11" may be made by an outside copying service and the party requesting such copies shall pay the actual costs charged by the copying service, including any pickup and delivery charges.
- C. The charge for downloaded computer files to a compact disc is the actual cost of the disc.
- D. There is no charge for documents which are e-mailed
- E. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.
- F. If a Requester chooses to obtain a copy of a Public Record, the City may require the Requester to pay in advance the cost involved in providing the copy, including postage.



CITY OF KENT PUBLIC RECORDS POLICY

- G. The Requester has the right to choose the medium that the record is delivered, so long as the City has the ability to produce the records in the requested medium.

V. MANAGING RECORDS

City of Kent records are subject to records retention schedules. The office's current schedules are available at the City of Kent Law Department, a location readily available to the public as required by section 149.43(b)(2) of the Ohio Revised Code.

VI. DOCUMENTATION OF PUBLIC RECORDS REQUESTS

- A. The Law Department shall keep an appropriate list/file for documenting the processing of each Public Records request. The list shall include the Requester's identifying information, if any, the date of the request, the date of the response, the person handling the request and response, the documents provided (both redacted and unredacted, if applicable).
- B. With the exception of accident reports requested of the Police Department, any Department that processes a Public Records request without the assistance of the Law Department must provide the information and records described in D.1, above to the Law Department in order for the request to be "logged."

VII. AMERICANS WITH DISABILITIES ACT COMPLIANCE.

- A. The City of Kent and its employees shall facilitate all requests made by citizens, regardless of handicap or disabilities. Employees of the City of Kent, authorized to release Public Records, shall take all reasonable steps to ensure that no one is denied access to public information on the basis of a handicap or disability.
- B. The City of Kent and its employees shall follow all standards and guidelines established by local, state and federal laws or mandates, as it pertains to the Americans with Disabilities Act and other applicable laws.



CITY OF KENT PUBLIC RECORDS POLICY

C. Examples of methods to facilitate include:

1. Enlarging records by copying on a copier with enlarging capability turned on to assist someone with a vision impairment.
2. Providing someone to read a report for a Requester who cannot see.
3. Providing basic, general records information in a brail format.
4. Helping an impaired person complete the request for records form.

VIII. POSTING POLICY

Public Records policy poster shall be posted in conspicuous places in City buildings open to the public. The Law Director shall ensure that the posters are posted in the proper location.

IX. FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

The City recognizes that the consequences of failing to promptly respond to a Public Records request in accordance with the law may result in a court ordering the City to comply with the law and to pay the Requester attorney's fees and statutory damages.

Request Form Attached



CITY OF KENT PUBLIC RECORDS POLICY

Records Request Form

Date: _____

Department where records are located, if known: _____

Name of Requester: _____

Address: _____

City, State _____

Daytime phone number: _____

Representing (if applicable) _____

If request is for an Incident Report, please provide the following:

Type of Incident: _____

Address of Incident: _____

Date and Time of Incident: _____

Incident Number, if known: _____

Is there an active criminal prosecution regarding this Incident? _____

If the request is for an Administrative Report, please provide the following:

Describe type of record requested: _____

Approximate date of original report (if available): _____

Other explanatory information: _____

All other requests, please clearly describe the records that are requested: _____



PUBLIC RECORDS POLICY

Access to information concerning the conduct of the People's business is a right of every person in this city. Records of the City of Kent which are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

The Law Department
(330) 648-8169
320 S. Deypeyster Street
Kent, Ohio 44240
ionesh@kent-ohio.org

You may view the records you have requested at all reasonable times during the regular business hours of this office. If you wish to view public records of the City, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Once we have received your request, we will provide our response or acknowledge your request and provide you with: an estimate of when you should expect our response, an estimated cost if copies have been requested, and the items (if any) that we expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the volume of records requested, the proximity of location where the records are stored; or the complexity of the legal review); we will inform you of this change.

It is within your rights not to:

- Disclose your identity to the City of Kent when you request records (you will be given a "public records request number" which we will use to track our communications with you and our response(s) to your request);
- Provide our office with a written request; and
- Provide a reason why you have requested these records.

If any portion of your request for records must be denied because the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion "redacted" or we will explain which portions of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because it is overbroad, ambiguous, or doesn't reasonably identify our records, we will provide you with information about how our records are maintained and if you wish, you may revise your request for the records.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the City of Kent. In addition, actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing your request. It is the policy of the City of Kent to waive charges to a requestor for duplication of 20 pages or less per month.

Feel free to ask our Law Department any questions you may have about public records.



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 24, 2018
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director *B.S.*
RE: Harboring of Chickens

At the May 16, 2018 Council meeting, Council requested that the staff and Sustainability Commission "assist Council in a discussion or exploration of the topic of pet chickens," which are more commonly referred to as "backyard" or "urban" chickens.

The Sustainability Commission did discuss the topic at its July 2, 2018 meeting and made a formal motion to recommend Kent City Council adopt legislation allowing property owners to maintain chickens in residential areas with the City staff developing recommended parameters for the harboring and care of the chickens.

The Community Development Department staff reviewed ordinances enacted by several other communities that allow property owners to keep chickens on residential properties and identified the following factors that are often incorporated in the legislation:

- Most communities that have legislation governing the harboring of chickens (fowl) include the requirements within their respective "General Offenses Code," under the chapter that addresses "Animals and Fowl." A few communities include language governing the harboring of chickens within their zoning code regulations. The City of Kent's General Offenses Code Section 505, Section 505.19 and 505.20 currently provides a definition for chickens, requires a permit from the Director of Public Safety, and limits the harboring of chickens to parcels that are 2 acres or greater.
- Many communities specify the maximum number of chickens that are allowed, with the range typically falling between 2-6 chickens.
- The majority of communities prohibit roosters and require the chickens (hens) be housed in a chicken coop and run that is located in the rear yard outside area. Actual dimensions for such enclosures frequently are specified (i.e. 2 square feet per chicken) in the ordinance.
- Several communities include language that prohibits the slaughtering of chickens and specifies the coop and runs must be sanitary, in good repair and free of rodents and noxious smells.

- Many communities stipulate a minimum setback distance from all adjacent side and rear properties that range from 5 feet to 150 feet.
- Some require permits for the harboring of chickens, but others assume compliance unless there is a complaint.

I am respectfully requesting time at the August 1, 2018 Committee session to discuss the concept of backyard chickens in greater detail and to request Council's guidance on the regulatory parameters it is requesting the administration incorporate into any draft legislation governing the harboring and care of chickens on residential properties.

Thank you.

Cc: Hope Jones, Law Director
Tara Grimm, Clerk of Council

(a) As used in this section, "menacing dog" means:

(1) A. A dog that, without provocation, and while off of the premises of the owner of the dog, and subject to subsection (a)(2) hereof, has done any of the following:

1. Caused injury, but less than serious injury, to any person;
2. Caused injury, but less than serious injury to another dog;
3. Has attempted to bite, or cause physical harm to another dog or domestic animal.

(2) "Menacing dog" does not include a police dog that has caused injury to any person or another dog while the police dog is being used to assist one or more law enforcement officers in the performance of their official duties.

(b) Any person who owns, harbors, or has the care of a dog that acts as a menacing dog as defined in Section 505.181(a), shall be guilty of a misdemeanor of the third degree.

(Ord. 2014-94. Passed 8-20-14.)

505.182 NUISANCE DOGS.

(a) As used in this section, "nuisance dog" means:

(1) A. A dog that, without provocation, and while off of the premises of the owner of the dog, and not on a leash, and subject to subsection (a)(2) hereof, has approached or chased a person while growling, barking, and/or while baring its teeth in a manner that would lead a reasonable person to believe that the dog would cause physical injury to that person.

(2) "Nuisance dog" does not include a police dog that has acted in the manner described in Section 505.182(a)(1) while the police dog is being used to assist one or more law enforcement officers in the performance of their official duties.

(b) Any person who owns, harbors, or has the care of a dog that acts as a "nuisance dog" as defined in Section 505.182(a), shall be guilty of a minor misdemeanor.

(Ord. 2014-94. Passed 8-20-14.)

505.19 FARM ANIMALS/LIVESTOCK.

As used in this chapter:

(a) **Definitions.**

(1) "Chickens" and "fowl" include chickens, duck, geese and any other similar type of fowl.

(2) "Domestic farm animals" includes sheep, goats, cattle, swine, and any other similar type of animal.

(3) "Livestock" means horses, ponies, stallions, colts, geldings, mares, sheep, rams, lambs, bulls, bullocks, steers, heifers, cows, calves, mules, jacks, jennets, burros, goats, kids, swine and any animals normally found in the wild state which are being kept for exhibition purposes or as private pets. Not included are animals identified as "Dangerous Animals" as defined in Codified Ordinance 505.17.

(b) **Permit Necessary.** No person shall keep or harbor domestic farm animals or livestock, chickens or fowl within the City without having first obtained a permit from the Director of Public Safety. Such permit shall contain the name, age, breed, description and any special markings peculiar to such animals.

(c) **Agricultural Exemption:** Those property owners who have a minimum of two acres and are engaged in commonly approved agricultural practices are exempt from the permit requirements as stated above.

505.20 FARM ANIMALS/LIVESTOCK PERMITS.

(a) No permit shall be issued by the Director of Public Safety for any above-defined animals unless the following conditions are met:

(1) The subplot or parcel of real property upon which such animals shall be kept or harbored shall be no less than two acres in size.

(2) If such livestock shall be kept or harbored upon property not owned by the owner of such livestock, no permit shall be issued until there shall have been filed with the Director of Public Safety the written consent of the owner, including a contracted manager or power of attorney in lieu of an owner, of the subplot or parcel of property upon which such livestock shall be kept or harbored.

(3) A stable, barn or shed shall be required for the keeping or harboring of animals and placed totally within a corral or fence. Such stable, barn or enclosure shall meet the requirement of the building and zoning laws and shall be kept in a sanitary condition, and shall not be nearer than fifty feet to a street or any property line, or municipal boundary line, nor nearer than two hundred feet to any dwelling. The floors of such barn or shed shall include a sanitary disposal system approved by the Commissioner of Health. The owner shall further be responsible for disposing of all manure in an approved manner.

(4) Nondomesticated animals shall not be permitted unless the permit applicant shall demonstrate to the satisfaction of the Director of Public Safety that:

A. All reasonable precautions have been taken to securely cage or enclose the animals and prevent them from running at large, and

B. Such animals will not present a threat to the public peace, health and safety if the animal escapes its cage or enclosure.

(5) The minimum grazing area for grazing livestock shall be according to the latest "animal units" per acres as established by the County Cooperative Extension Service.

(6) No grazing is permitted upon public right-of-way.

(7) The fee for any livestock permit shall be \$20.00 per year per location.

(b) Any person who believes that special conditions exist which should exempt them for any of the conditions specified above may appeal to the City Manager via written request prior to the issuance of the permit. Exemptions to the conditions specified may be granted by the City Manager upon a satisfactory showing by the applicant that owing to special circumstances, the strict application of the conditions of this ordinance are unnecessary in order to protect the public health, safety, and welfare. Prior to the City Manager's determination of exemption from any conditions of the permit process, notification shall be sent by certified mail to property owners who live within a 200 foot radius of the property line of an individual property on which the animals will be housed. The written notification shall request that the affected property owner approve or disapprove the request for exemption and to set forth their reasons for disapproval. If any notified property owner objects to the granting of an exemption, that property owner may request that a hearing take place before a 5-member panel of disinterested landowners of the City to be chosen by Kent City Council. The panel shall hear the affected property owner's reasons for disapproval of the exemption within a sixty (60) day period of the City Manager's office receiving the request for disapproval and a hearing. The panel's decision shall be binding upon the City Manager's determination for granting an exemption.

(c) Application of Section. The provisions of this section shall apply to all yards and structures existing upon the effective date of this section not in conformity with the requirements of the section as of January 1, 1996 whereupon any keeping of fowl, farm animals or livestock or all other structures used thereof, shall be discontinued or brought in conformity with these regulations immediately upon this section becoming effective.

(d) Declaration of Nuisance; abatement thereof. It shall be unlawful and considered a public nuisance for any person to keep, harbor or maintain any domestic farm animals or livestock, chickens or fowl within the City without having first complied with the applicable provisions of this chapter.

In the event of any violation of the provision of this chapter, the City, in addition to any other remedies provided by law, may institute a suit for injunction to prevent or terminate such violation and abate the nuisance created.

505.21 ANIMALS PROHIBITED FROM SPECIAL EVENTS.

(a) No person shall knowingly enter or remain within the defined area of any Special Event area (as defined in Section 316.03 of the Kent Codified Ordinances) held within the City limits, while having an animal in their possession or control.

Animal is defined as a dog, cat, domestic animal, or other animal.

(b) (1) It shall be an affirmative defense to the section if the animal is owned by a public law enforcement agency and is being utilized for law enforcement purposes, or if the animal is a "trained service/assistance dog" working for its owner.

(2) It shall also be an affirmative defense if the sponsor of the event wants animals brought in as part of a ride, display, or informational booth, as established in the City of Kent permit application process pursuant to Chapter 316.

(c) Violation of this provision shall be a minor misdemeanor, unless the person has received a prior warning, in which case the offense shall be a misdemeanor of the fourth degree.

(Ord. 2005-44. Passed 5-4-05.)

505.99 PENALTY.

(EDITOR'S NOTE: See Section 501.99 for penalties applicable to any misdemeanor classification.)



ESTABLISHED 1805

City of Kent, Ohio

Office of the City Manager

To: Dave Ruller, City Manager
From: Harrison Wicks, Assistant to the City Manager *HW*
Date: July 25, 2018
RE: New Special Event Application – Kent Better Block

The City Manager's Office has received a special event application for a new event known as the Kent Better Block and requires council approval. This event will take place **Saturday, September 29th from 11am-6pm** on North Water Street between Main Street and the Fairchild Avenue Bridge.

The event will temporarily close North Water Street from Main to Brady Streets, Friday evening at 7pm until 11am Saturday morning, in order to properly mark and create temporary installations, such as crosswalks and curb extensions, on the road. Once the event begins on Saturday at 11am, North Water Street will reopen to both one lane northbound and southbound traffic in order to demonstrate the temporary traffic and safety improvements.

Better Block events have taken place across the country and more locally in Cleveland, Akron, Barberton, and Cuyahoga Falls. During this event, community members will temporarily transform the urban landscape with temporary place-making activities to reimagine how residents, businesses, and the community interact in the neighborhood. The Kent Better Block will offer a first look at potential traffic and safety solutions with temporary installations for pedestrian safety and accessibility, such as crosswalks and curb extensions. It will also go further and encourage local entrepreneurs to test out their business ideas as vendors in pop up markets or in the vacant areas that exist on North Water Street. Overall, the event strives to bring a focus to North Water Street and encourage the community to think about improvements.

A more permanent change to North Water Street will occur later in 2020. City Engineer Jim Bowling confirmed that a recent safety funding application submitted to ODOT was approved for the North Water Street corridor. Corridor improvements will include marked crosswalks, curb extensions, reconfiguring on-street parking, modifying lane widths, and pedestrian lighting, totaling approximately \$1.14 million in improvements.

Please let me know if you have any questions concerning the attached materials or if you need any additional information.

More information on the Kent Better Block is available on kentmilledistrict.com/betterblock. To contact the Kent Better Block planning committee, email kentbetterblock@gmail.com.

Thank you.

cc: Tara Grimm, Clerk of Council

APPLICATION FOR SPECIAL EVENT
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES, ETC.
City of Kent, 319 S. Water Street, Kent, OH 44240

NAME OF EVENT Kent Better Block

ORGANIZATION SPONSORING EVENT Each + Every & City of Kent

APPLICANT NAME Alex Catanese PHONE 330-940-9567

ADDRESS 156 N. Water Street, Kent, OH 44240

NAMES AND PHONE NUMBERS OF ALL PERSONS WHO ARE IN CHARGE AND/OR WILL BE IN A RESPONSIBLE POSITION DURING THE EVENT:

Harrison Wicks 330-676-7572 Bethany Hammond 330-940-9567

Lysa Anderson 330-604-2627 Grace Leuenberger 330-940-9567

DATE OF EVENT Saturday, September 29, 2018 NO. OF PARTICIPANTS 1,000+

REQUESTED PERMIT TIME: Start Set up 7pm (Fri, Sept. 28) Start Event 11am (Sat, Sept. 29)

End Event 6pm End Cleanup 10pm

IF PARADE: STARTING POINT N/A N/A

USE OF CITY WATER NEEDED? N/A
(IF YES, PLEASE EXPLAIN)

USE OF CITY ELECTRIC NEEDED? Yes, potentially for vendors
(IF YES, PLEASE EXPLAIN)

In addition to the application please submit the following information:

- Attach map to application showing proposed streets to be blocked off for event, and route of parade or race. (May be hand drawn.)
- Proof of Insurance is required before permit can be issued.
- Please attach list of possible vendors/booths to be part of event (food, retail, etc.).

Please submit application for permit at least 30 days in advance, but no sooner than one year in advance. For additional requirements please review Chapter 316 of The Codified Ordinance of the City of Kent. Please be advised that the use of marking paint on City pavement, curbs, sidewalks or other property is prohibited except if purchased at cost from Service Department (330-678-8105).

By signing this application, I am certifying that I have received a copy of the rules and regulations of Chapter 316 of the Codified Ordinances of the City of Kent, and I fully understand that should the permit be approved, it can be revoked if any of the provisions of this Chapter are violated.

ALEX CATANESE
Name of Applicant


Signature of Applicant

Office Use. Do not write below this line. Sent to:
Safety, Service, Fire, Police, and Health Departments for review and approval
via _____ on _____

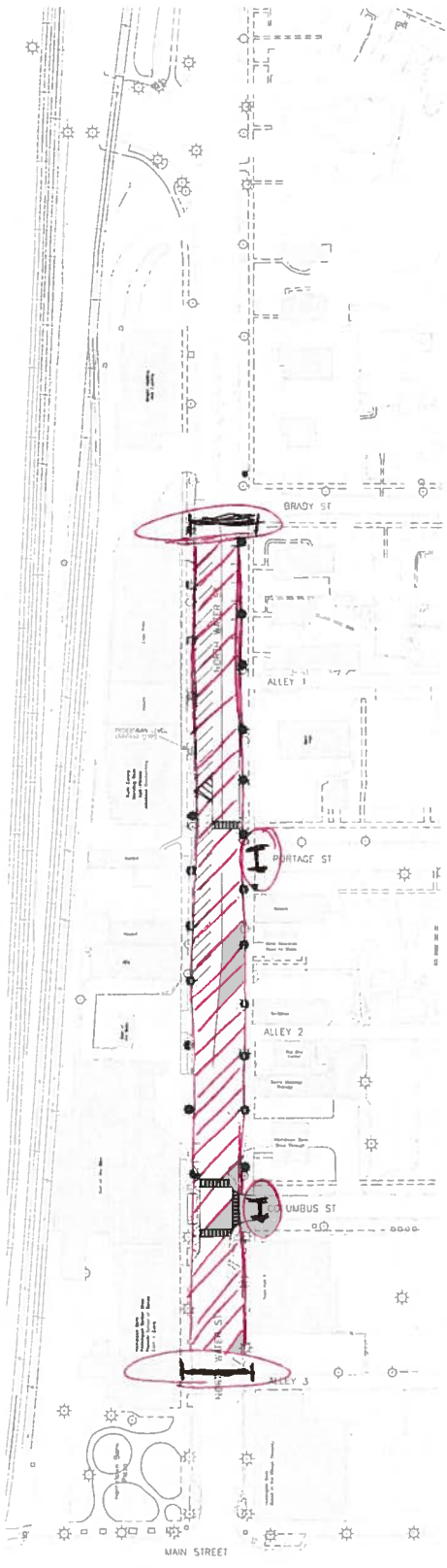
MEMORANDUM AGREEMENT YES NO
APPLICATION APPROVED _____ APPLICATION DISAPPROVED _____

PROOF OF INSURANCE REQUIRED BY ORDINANCE 316.04 HAS BEEN REVIEWED AND APPROVED.

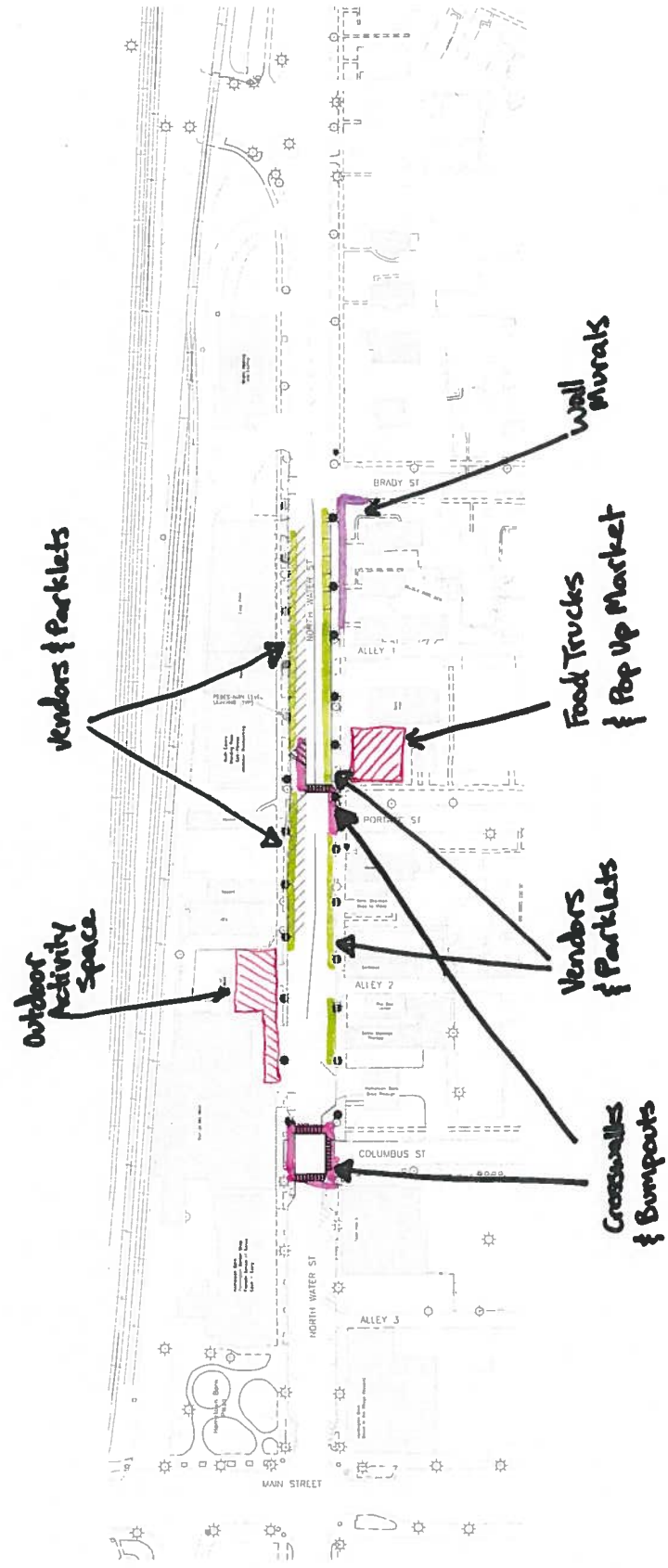
Law Director Date

IF APPLICATION IS APPROVED, PERMIT WILL BE ISSUED BY THE CITY MANAGER.

Vertical circulation in the form of stairs, ramps, and elevators, and secondary circulation



DETER DUCK EVENT LAYOUT (LINE LABELS & MINIMUM SURROUNDING TRAFFIC FLOW WILL REMAIN OPEN)
Saturday 11 AM - 6 PM



Date of event: Saturday, September 29th
11-6pm

2018 Neighborhood Grant Program Petition – North Water Street Better Block

We, the undersigned residents, property owners, and business owners of the North Water Street area, support the Better Block project to take place on the main thoroughfare of North Water Street between Main and Brady Streets.

Address (Company Name if Applicable)	Print Name	Signature	Date
142 N Water St	Michael Lewis	Michael Lewis	4/25/18
247 N WATER ST	ALLAN CRASHAN	Willie Crashan	4-25-18
313 N water St. ^(Beat 12)	Mike Mistur	[Signature]	25-APR-18
247 Water.	Ann Ward	Ann Henderson-Ward	25 Apr 18
257 N. WATER St	Patrick Mason	[Signature]	4/25/18
506 N. Depeyster	Dominic Duda	[Signature]	6/23/18
123 Brady ST APT A	Jessica Tashman	[Signature]	6/24/18
126 Brady St.	Felicia McCants	[Signature]	6/24/18
134 Brady St.	De'Shawn Kinton	[Signature]	6-24-18
320 N Depeyster St	Jenny Wilson	[Signature]	6-24-18
300 N. Water St.	[Signature]	Jeff Ingram	6.27.18
302 N. Water St	Ju C Rhoads ^{Street}	Ju C Rhoads	6-28-18
FJKLUTA Art GALLERY	FREDERICK JOHN KLUTH	[Signature]	6-28-12
325 N. Water St.	Roson SIVOTI	[Signature]	6-30-18
136 Portage St	Allison Leon	[Signature]	7/1/18
218 N Depeyster	Ebed Sulbaran	[Signature]	7/1/18
212 N DePeyster	Norene Kinay	[Signature]	7/1/18
217 N WATER KANYON CREEK	ART BOWEN	[Signature]	7-6-18
121 Columbus	Elizabeth Howard	[Signature]	7-7-18
141 Columbus	Dwight Buford	[Signature]	7-8-18
132 Portage St. ^{FEV}	Sarah Rogers	[Signature]	7/8/18
300 N. Water St.	Brek Patin Jacobson	[Signature]	7/9/18
313 N WATER ST. TAPROOT CAFE	J. Michael Fiala	[Signature]	7/9/18
101 E. Main St. ^{Huntington} Kent OH	Chad Jones	[Signature]	7/9/18
150 N. Water st. kent, OH	Bethany Hammond	[Signature]	7/10/18

300 N. Water St Suite I

U

02

2018 Neighborhood Grant Program Petition – North Water Street Better Block

We, the undersigned residents, property owners, and business owners of the North Water Street area, support the Better Block project to take place on the main thoroughfare of North Water Street between Main and Brady Streets.

Address (Company Name If Applicable)	Print Name	Signature	Date
410 S Depeyster	Michael Hausenecht	Michael Hausenecht	6-24-18
125 Brady	William Gray	William Gray	6-24-18
121 Brady	Kristin Young	Kristin Young	6/24/18
435 N WATER	Russell Casament	Russell Casament	6-24-18
114 Portage Street	Colin Sweeney	Colin Sweeney	6-24-18
237 N. Water St.	Jenn Richards Scribbles	Jenn Richards	6-26-18
133 Brady St	MARYANNE STONE	Maryanne Stone	6/28/18
506 N. Depeyster St.	Matthew Junk	Matthew Junk	6/28/18
341 N. Water St.	Michelle Sahr	Michelle Sahr	6/28/18
223 N. Water St.	Kaye Wissler	Kaye Wissler	6/30/18
112 Portage	Sam Kelly	Sam Kelly	7-1-18
120 Portage St.	JOAN INBERHEES	Joan Inberhees	7-1-18
131 COLUMBUS ST	PARKER MATTHEW	Parker Matthew	7-1-18
123 N. Water St. GRAZERS	STACEY LASERS	Stacey Lasers	7-9-18
402 N DEPEYSTER ST	JANE SMITH	Jane Smith	7/9/18
402 N DEPEYSTER ST	Michael W Smith	Michael W Smith	7/9/18
114 CRAIN AVE	ROGER G. THURMAN	Roger G Thurman	7/9/18
297 N. Water St.	Nancy Grimm	Nancy Grimm	7-10-2018
150 N. Water St	WIN PENNINGTON	Win Pennington	7-10-18



You're invited to the Kent Better Block! This community based event is scheduled for **Saturday, September 29th from 11am-6pm** on North Water Street in Kent.

The event will span N. Water St. from Main to Brady (aka the Mill District) and include placemaking activities that will temporarily transform the urban landscape to reimagine how residents, businesses, and the community interact with this vibrant neighborhood.

As many residents and visitors to businesses on N. Water already know, walkability and pedestrian safety is a key improvement that needs to be addressed. Kent Better Block will offer a first look at potential solutions for pedestrian safety and accessibility, such as crosswalks and bumpouts. It will also go further and encourage local entrepreneurs to test out their business ideas as vendors in pop up markets or in the charming historic buildings and vacant areas that exist on N. Water Street.

Kent Better Block strives to bring a focus to the Mill District and prove that a street previously existing only for cars can be scaled down to allow for walkability and make way for businesses, bikes, people, and outdoor amenities.

For more information and to get involved with the event, visit kentmilledistrict.com/betterblock and email kentbetterblock@gmail.com

Frequently Asked Questions Street Design Demonstration Events

Ohio Department of Health | Active Living Program Services



What are Street Design Demonstration Events?

These events are a type of public and stakeholder engagement that use *short term action for long term change*. Street Design Demonstration Events offer a temporary redesign of the built environment that allow people to experience a change before it becomes permanent. Typical changes that support active transportation include ways to make it easier, safer, and more comfortable for people to walk or bicycle in the public right of way.

There are several names for this type of public engagement, such as Pop-up, Better Blocks, Tactical Urbanism, and a new one – Live Preview. The name used depends on a community's preference or the preference of a professional that assists with the event. For example, Better Block is an organization by the same name. Similarly, Street Plans Collaborative uses the phrase Tactical Urbanism for its work and has developed a series of guidebooks.

Why are they important?

Changes that affect the public often benefit from a test of what that change will feel like. This is especially true for publicly owned assets such as the public right-of-way, also called "the commons."

Jay Walljasper explains "the commons" as what we own together and how we cooperate to make things happen. Tactical urbanism short term change activities are part of collective decision-making on how to use the commons. Every step of planning, installing, using, and evaluating the activity should be done with this in mind.

The goal is not to simply do a cool project that will get cleaned up by the city or thrown away, but to make something – even something temporary – that will change how a place works and is perceived. And once that change has been made, to figure out how it can be made again or made permanent.

-City Lab

To make it easier, safer, and more comfortable for people to walk and bicycle, tactical urbanism activities can redefine words commonly used in transportation, such as capacity. The "Capacity of a Street" cartoon included here shows how 'capacity' can mean the number of motor vehicles a street can handle OR how many types of uses and people the same space can serve.

Resources:

Tactical Urbanism, Short Term Action for Long Term Change <https://islandpress.org/book/tactical-urbanism>

Benefits of Demonstration Projects (Tactical Urbanism) <https://medium.com/@BennatBerger/how-does-tactical-urbanism-add-value-to-a-community-920809619df9>

Public Space Stewardship from San Francisco <http://sf-planning.org/public-space-stewardship-guide>



Does it always have to be a big event? How do I decide when and where?

Not all tactical urbanism activities are big public events requiring lots of planning and organizing. Events can range from very small and very short term such as the length of a 2-hour meeting, to very large and very long such as a 6-month adaptation of a space. Events can take place almost anywhere, with the understanding that larger events will require more extensive planning and permitting.

More important than the event size or complexity is its purpose. *A tactical urbanism event should respond to a need to test an idea, engage stakeholders (including the public), and build momentum for change.* It can also be used to accomplish intermediate steps or be the last push before a final decision. For example, a small, short term activity may be needed to gain agreement on a larger, longer duration event. That longer duration event may be used as the last bit of planning and evaluation before a go/no-go decision on a significant project. These longer-term activities, often called pilots, usually include evaluation before, during, and after metrics to show the whether the expected benefits happened.

What does a street design demonstration project look like?

The photo album on the next page shows street design demonstration projects that address various issues such as the lack of designated facilities for walking and bicycling, concerns about traffic speeds, lack of access to public or civic space, and the lack of motorists' experience in seeing and traveling with bicyclists.



Improve pedestrian safety at crosswalks: Cones and a hay bale create a median refuge island, calming traffic and allowing pedestrians to cross the street in two stages



Slow down turning traffic: A food truck, tables and colorful umbrellas redirect drivers to a location with a smaller turning radius, and transform the now available free right turn lane into an outdoor cafe.



Provide dedicated facility for uphill bicyclists: A two-lane street with parking on both sides is redesigned with a climbing bike lane. Note the centerline had to be covered, which added an extra level of complexity to the demonstration.



Create a comfortable bicycle facility: This demonstration of a separated bike lane reallocated an entire travel lane for bicyclists and pedestrians, and separated them from motor vehicle traffic with cones and planters.



Increase the visibility of people crossing the street: Colored crosswalks and curb extensions delineated with cones and small plants enhance the pedestrian experience and shorten the crossing distance at this intersection.



Slow down turning traffic: Cones and green chalk help slow right turning vehicles and make drivers more aware of pedestrians crossing in the crosswalk.



Activate the public realm: This parklet demonstration shows the diversity of people and activities that can occupy the space typically occupied by two parked cars.



CITY OF KENT, OHIO

DEPARTMENT OF FINANCE

To: Dave Ruller, City Manager
From: David A. Coffee, Director of Budget and Finance
Date: July 25, 2018
Re: FY2018 Appropriation Amendments, Transfers, and Advances

The following appropriation amendments for the August Council Committee Agenda are hereby requested:

Fund 001 – General

Increase \$ 3,800 Urban Renewal / Other (O&M) – Addt'l funding for Destination Kent Website annual subscription services - share previously paid by Main Street Kent and Kent Area Chamber of Commerce per D. Ruller 7/23/2018 memo.

Fund 128 – Fire & E.M.S.

Increase \$ 625 Fire / Other (O&M) – Addt'l funding to appropriate donations made for Technical Rescue needs per J. Tosko 5/21/2018 memo.

Fund 201 – Water

Increase \$ 103,240 Service / WTP / Capital - Reclassify previous Re-appropriation of funding for Rehab of (2) Sand Filters at Water Treatment Plant per B. Huff 6/27/18 memo.
Decrease \$ 103,240 Service / Capital Facilities / Capital - Reclassify previous Re-appropriation of funding for Rehab of (2) Sand Filters at Water Treatment Plant per B. Huff 6/27/18 memo.
Increase \$ 50,000 Service / WTP / Capital - Reclassify previous Re-appropriation of funding for Well Field Development at Water Treatment Plant per B. Huff 6/27/18 memo.
Decrease \$ 50,000 Service / Capital Facilities / Capital - Reclassify previous Re-appropriation of funding for Well Field Development at Water Treatment Plant per B. Huff 6/27/18 memo.

Fund 301 – Capital


Decrease \$ 280,000 Capital / SVC-Capital Facilities – Decrease 2018 funding for ODOT SR 59 and SR 43 Paving Project-(PID 101270), being deferred to 2020 per J. Bowling 7/2/2018 memo.
Increase \$ 100,000 Capital / Budget & Finance/Admin – Addt'l funding for the development and implementation of an enhanced City Website per D. Ruller 7/24/2018 memo.



ESTABLISHED 1805

City of Kent, Ohio

Office of the City Manager

To: Dave Coffee, Director of Budget & Finance
From: Dave Ruller, City Manager 
Date: July 23, 2018
RE: 2018 Appropriation Revision Request- Destination Kent Website Agreement

The City Manager's Office has received notice the annual invoice for the VisionLive subscription services agreement of the Destination Kent website has increased beyond the 2018 budgeted amount.

Previously the City of Kent shared costs of the annual invoices with local community organizations such as the Kent Area Chamber of Commerce and Main Street Kent. These organizations contributed approximately 50% of the annual invoice cost, however, we do not anticipate this contribution for the upcoming invoice for dates 9/1/2018-8/31/2019.

In light of this, the City Manager's Office is requesting **\$3,800.00** to be appropriated to the following urban renewal line: 001-09-570-406-7340.

A breakdown of the costs related to the upcoming invoice for the VisionLive subscription services agreement is below:

2018-480 Purchase Order previously encumbered:	\$3,605.00
Requested amount:	3,800.00
TOTAL:	<u>\$7,405.00*</u>

**The previous year's invoice for the VisionLive subscription services agreement of the Destination Kent website was \$7,001.94. With an annual increase of 3% and an additional \$150/year for management of an SSL certification, we have arrived at the estimated invoice amount of 7,405.00.*

Please let me know if you have any questions or if you need any additional information.

Thank you.

CC: Brian Huff



City Of Kent Fire Department

320 S. Depeyster St.
Kent, Ohio 44240
330. 673.8814
330.676.7374 Fax

To: Dave Coffee

From: John Tosko

Date: May 21, 2018

A resolution was made by Council accepting four donations totaling \$625 in memory of retired Fire Lieutenant Richard Workman. (Resolution 2018-66). I am requesting the funds be deposited into the 128 fund and be available in the fire department technical rescue fund. **Line 128-01-510-110-7440 is our small tools. The remaining (current) balance in that Line is \$2,520**



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE

To: Dave Coffee, Director of Budget and Finance

From: Brian Huff, Controller

Date: June 27, 2018

Re: Appropriation Amendment Needed

An amendment to appropriations in fund 201 is being requested to reclass capital appropriations from Jim Bowling's annual appropriation memo dated January 11, 2018. I am asking for an increase of \$153,240 to 201-05-550-501-7680 and a corresponding decrease of \$153,240 to 201-05-550-502-7680.

Thanks for your attention to this matter.

Brian Huff, Controller

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: David Coffee
Dave Ruller

FROM: Jim Bowling *JLB*

DATE: July 2, 2018

RE: 2018 Appropriations Revision Request

The Engineering Division is requesting to reduce the 2018 Appropriations for the 301 – Capital Fund by \$280,000. The reduction is requested because the ODOT SR 59 and SR 43 Paving Project (PID 101270) is being completed in 2020 and the City's matching funds are not needed until that time. In addition, we are requesting, on behalf of the administration, to appropriate \$100,000 from the 301 – Capital Fund for development of a new City Web Site. This equates to a net reduction of \$180,000 required to be appropriated from the 301 – Capital Fund at this time.

If there are any questions on the above request, please feel free to contact me.


c: Melanie Baker
Brian Huff
Gary Bishop
Cathy Wilson



City of Kent, Ohio

Office of the City Manager

To: Dave Coffee, Director of Budget & Finance

From: Dave Ruller, City Manager 

Date: July 24, 2018

RE: 2018 Appropriation Revision Request- City of Kent Website

The City of Kent website has been in steady operation for the past 15 years, however there has been little effort to update the website to be more accessible and user-friendly to Kent residents and visitors. The City of Kent website no longer meets City administration's expectations to reach our communication goals. It is outdated, unbranded, and hosted on a legacy system that few know how to update. This has resulted in a City of Kent website that does not allow for adequate updates and does not reflect the City's and community's values.

In order to provide Kent residents and visitors with quality information and accessible City services, the City Manager's Office is requesting \$100,000.00 to be appropriated to the following Capital Line 301 in order to develop and deploy a new City of Kent website.

A new City of Kent website will allow City administrators and staff to effectively communicate to residents and visitors in a way that resonates with the brand and lifestyle of Kent. Many residents now receive primary information from web-based sources and a new website would accommodate their expectations and allow the City of Kent to more effectively tell our story. A new content management system (CMS) will enable the City of Kent to do our jobs better by reaching more residents faster, and through more channels. A new platform and solution will allow City administrators and staff to create and update content more easily, as well as send communications more quickly.

Prevailing business strategies also indicate an effective and well-maintained website is key to the success and legitimacy for any product or service. As an organization that provides many services, we are not immune to this perception, and so a new website is necessary to effectively communicate to Kent residents and visitors.

Please let me know if you have any questions or if you need any additional information.

Thank you.

CC: Brian Huff