



## Streets, Sidewalks & Utilities Committee

### 1. New Street Closure Request for Potterfest 2017



Chief Lee has requested Committee time to present a request from Main Street Kent to close portions of East Main Street and Erie Street for the 2017 Potterfest event that is planned for July 29, 2017. The first annual Potterfest event held in 2016 was so successful that foot traffic spilled over into the streets so for 2017 Main Street is requesting the City authorize the closure of East Main Street from Water Street to Depeyster Street, and East Erie Street from Tree City Coffee to Depeyster Street from 10 am to 11 pm. (attachment)

#### *Administration Recommendation*

The 2016 Potterfest resulted in record sales for a number of downtown businesses and given the high percentage of children attending the event, staff recommends Council's support for the proposed street closure.

#### *Council Action*

**Authorize the proposed street closure in support of the 2017 Potterfest event.**

### 2. Firestone Request for License to Park Vehicles on City Right of Way



Tom Wilke and Jim Bowling have requested Committee time to present a request from the Manager of the Firestone business located at the corner of Main Street and Depeyster Street to obtain a license to use a portion of the City right of way to legally park overflow vehicles between the sidewalk and the private property line. The City right of way (ROW) along Main Street at Firestone is concrete pavement and Firestone has been using the area to park customer cars for years. However, about a year ago, the City started to receive complaints about the parking so the Police and Tom Wilke notified Firestone management and began issuing tickets. In response, Firestone management has asked for Council's permission to use a portion of the City right of way for parking through the issuance of a license to occupy the ROW. (attachment)

#### *Administrative Recommendation*

The staff have reviewed the request and found no safety reasons to deny the request. Firestone asked to park 3 vehicles but the staff would recommend no more than 2 if Council decides to approve this request.

#### *Council Action*

**Receive the staff report and direct staff accordingly.**

# Community Development Committee

## 3. Proposed Zoning Text Amendments (sections 1103, 1122)

Bridget Susel has requested Committee time to present changes recommended by the staff and the Planning Commission to better clarify the application of City parking standards in multi-family and rooming house zoning districts (sections 1103, 1122). (attachment)

### *Administration Recommendation*

As a result of apartment complex proposals that have come before the Planning Commission the staff, and the Planning Commission, are recommending clarifying the language for rooming houses in order to better delineate the required parking space allocations required for the respective Zoning districts. The proposed change would reduce the ability of large, multi-family properties from seeking to apply the lower parking requirements allowed for rooming houses. I recommend Council's support.

### *Council Action*

**Receive the staff report and authorize the Zoning text amendments as proposed.**

# Committee of the Whole

## 4. Multi-Cultural Commission Update

I am requesting Committee time to update Council on the status of the multi-cultural initiatives and to request further guidance on the next steps.

### *Administration Recommendation*

Receive the staff report and direct staff accordingly.

### *Council Action*

**Receive the staff report and direct staff accordingly.**

## 5. Boards and Commission Vacancy Replacement Process Discussion

I am requesting Committee time for guidance from Council on their preferred process for the replacement of volunteers on City Boards and Commissions. Council's Standing Rules allow for a variety of methods to advertise for replacement candidates but historical practice has been to only use the Tree City Bulletin. The Tree City Bulletin is only published 4 times a year and that can delay filling vacancies and create problems for Boards to achieve a quorum when members have unexpectedly stepped down. (attachments)

### *Administration Recommendation*

Receive the staff report and direct staff accordingly.

### *Council Actions*

**Receive the staff report and direct staff accordingly.**

## 6. Council Standing Rules Update

The City Clerk has requested Committee time to review Council's Standing Rules. The Clerk has recommendations for modifications to Council's Standing Rules for Council's consideration. (attachment)

### *Administration Recommendation*

Receive the Clerk's report and direct staff accordingly.

### *Council Action*

**Receive the Clerk's report and direct staff accordingly.**



## Information Items

### 1. Law Department Report

Jim Silver has provided his legal activity report for November 2016. The City had 32 prosecution hearings this month along with several other action items such as contract review and legal research. (attachment)

### 2. Monthly Permit and Zoning Reports

Bridget Susel has enclosed copies of the monthly zoning and permit report for October and November 2016. Permit revenues were \$13,309 for October with the most permits being issued for residential plumbing (19 permits) in November with the most permits being issued for existing residential (18 permits). There were 85 code enforcement items in October and 55 in November. (attachment)

### 3. Income Tax Report

Dave Coffee has provided a summary of income tax collections thru the end of November 2016. Overall the City income tax collections are down 2.98% (\$397,830) from November 2015. Kent State University's collections thru the end of November are up 2.79% (\$125,329). (attachment)

### 4. Health Department Statistics

Jeff Neistadt has provided a copy of the statistical report for November 2016. Health Department revenues are up 9% (\$41,495) and permits are up 9% (45 permits) in 2016 from 2015. (attachment)