



**Kent Parks & Recreation Department**

497 Middlebury Road Kent, Ohio 44240 (330) 673-8897 FAX: (330) 673-8898

TO: Dave Ruller, Jim Silver  
FROM: John Idone  
DATE: March 5, 2015  
RE: Kent Parks & Recreation Donation

\* M E S S A G E \*

Kent Parks & Recreation Department has received the following check in the amount of \$1,000.00 from Sylvia Coogan Memorial Fund for assistance with Art in the Park.

The check has been forwarded to Budget and Finance and will be held until Council formally accepts it. Please request the necessary authorization from City Council to accept this donation. Your attention to this matter is sincerely appreciated.

PC: Budget & Finance  
Linda Jordan, Clerk of Council  
Kent Parks & Recreation Board

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE

MEMO

March 13, 2015

To: Dave Ruller, City Manger  
From: Gene Roberts, Service Director *GR*  
RE: 2015-2016 Road Salt Purchase

The State of Ohio Department of Transportation (ODOT), Office of Contracts has contacted the City regarding participation in their rock salt purchase contract for the 2015-2016 winter season. In recent years the City has received its best price for road salt by participating in the ODOT purchase program contract however last year ODOT experienced a tremendous increase in the cost of salt for Portage County.

As like last year ODOT is planning to issue two separate contracts for the upcoming 2015-2016, one for summer fill and another for winter usge. Gerald Shanley, Central Maintenance Facilities Manager advises upon receipt of the total salt remaining at the end of the 2014-2015 season we will have approximately 2,000 tons of salt remaining (bar any major event to close out this year). Gerald continues to monitor usage as we plan on the next season total salt order. Additionally we are looking at other avenues by which the City can purchase salt and have requested Council time at their April 1<sup>st</sup> committee meeting to update members on the status of salt pricing and availability for next winter.

Staff will have recommended quantities and methods of purchases outlined at the April 1, 2015 meeting in order to obtain Council's direction regarding the City's road salt purchases for next year. It is anticipated purchases under the 2015-2016 contract term will be higher than the price the City experienced in the 2013-2014 year and staff is continuing to put together what it believes is its best recommendation for the April 1, 2015 meeting.

The ODOT contract requires participating agencies provide a Resolution authorizing participation in the ODOT Cooperative Purchasing Program. This ODOT Office of Contracts set an extremely short deadline of April 3, 2015 for commitment of this purchase. Staff respectfully requests an unauthozed resolution with an emergency declaration by Kent City Council authorizing participation in the ODOT contract for the 2015-2016 winter season for purchase of rock salt at the March 18, 2015 Council Meeting.

Cc: Jim Silver, Law Director  
David Coffee, Budget & Finance Director  
James Bowling, Superintendent of Engineering  
Gerald Shanley, Facilities Manager  
John Osborne, Utilities Manager  
file

KENT HEALTH DEPARTMENT  
STATISTICAL REPORT 2015

3. A.

	Feb 2015	YTD 2015	Feb 2014	YTD 2014
<b>HEALTH DEPT. \$ COLLECTED</b>				
FamAbuse fund	\$ 1,044.00	\$ 1,999.50	\$ 462.00	\$ 894.00
Vital Stats Rev.	\$ 5,916.00	\$ 11,330.50	\$ 2,618.00	\$ 5,066.00
Child Abuse	\$ 2,088.00	\$ 3,999.00	\$ 923.70	\$ 1,787.70
State VS	\$ 6,264.00	\$ 11,997.00	\$ 2,772.00	\$ 5,364.00
B Perm Rev	\$ 31.00	\$ 58.50	\$ 14.00	\$ 33.50
B Perm State	\$ 155.00	\$ 292.50	\$ 70.00	\$ 167.50
Food Estab.	\$ 11,363.00	\$ 11,763.00	\$ 11,154.00	\$ 11,289.90
Food Service	\$ 39,232.50	\$ 39,760.50	\$ 29,546.90	\$ 30,769.90
Home Sewage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Housing	\$ 2,235.00	\$ 8,695.00	\$ 2,775.00	\$ 7,610.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SolWst(Trks)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Tattoo Parlors	\$ 0.00	\$ 1,050.00	\$ 100.00	\$ 300.00
*Misc(Xerox, etc.)	\$ 200.00	\$ 200.00	\$ 0.00	\$ 1,243.20
Trash fines	\$ 0.00	\$ 50.00	\$ 0.00	\$ 0.00
MAC Claiming	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
**ST Subsidy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL COLLECTED</b>	<b>\$ 68,528.50</b>	<b>\$ 91,195.50</b>	<b>\$ 50,435.60</b>	<b>\$ 64,525.70</b>
<b>TO STATE</b>				
FamAbuse fund	\$ 1,012.67	\$ 1,939.49	\$ 448.13	\$ 867.16
Food Estabs	\$ 784.00	\$ 812.00	\$ 868.00	\$ 868.00
Bur.Permits	\$ 155.00	\$ 292.50	\$ 70.00	\$ 167.50
Child Abuse	\$ 2,025.36	\$ 3,879.03	\$ 896.28	\$ 1,734.36
State VS QTRLY	\$ 6,264.00	\$ 11,997.00	\$ 2,772.00	\$ 5,364.00
Food Service	\$ 2,478.00	\$ 2,478.00	\$ 2,108.00	\$ 2,192.00
Food Vendors	\$ 132.00	\$ 132.00	\$ 120.00	\$ 120.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 12,851.03</b>	<b>\$ 21,530.02</b>	<b>\$ 7,282.41</b>	<b>\$ 11,313.02</b>
<b>TOTAL ASSETS</b>				
	\$ 55,677.47	\$ 69,665.48	\$ 43,153.19	\$ 53,212.68
+Admin fee to Vital Stats	\$ 93.97	\$ 179.98	\$ 41.59	\$ 80.47
-3% FamAbuse	\$ 31.33	\$ 60.01	\$ 13.87	\$ 26.83
-3% ChildAbuse	\$ 62.64	\$ 119.97	\$ 27.72	\$ 53.64

STATISTICAL REPORT Cont.

Feb 2015

YTD 2015

Feb 2014

YTD 2014

PERMIT/lic.

Food Estabs	33	33	32	32
Food Service	99	100	66	69
FS Vending	22	22	20	20
Home Sewage	0	0	0	0
Housing	15	36	19	33
Solid Waste	0	0	0	0
Swim Pools	0	0	0	0
Septic Haul.	0	0	0	0
Tattoo Parlors	0	3	1	2
Other	0	0	0	0
<b>TOTAL</b>	<b>169</b>	<b>194</b>	<b>138</b>	<b>156</b>

MOSQ.CONT.

Sites Treat.	0.0	0.0	0.0	0.0
Adulticide	0.0	0.0	0.0	0.0
Tot Man Hrs <i>Training</i>	8.0	8.0	0.0	0.0

COMPLAINTS

Received	13	29	24	53
Abated	9	21	26	50

LEGAL COMPL.

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

COMM.DISEASE\*

*\*not available*

0	0	31	108
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IMMUNIZATIONS

8	28	6	11
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BIRTH Copies issued

311	541	38	83
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DEATH Copies issued

385	792	270	513
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**KENT CITY PLANNING COMMISSION  
BUSINESS MEETING  
MARCH 17, 2015  
COUNCIL CHAMBERS  
KENT CITY HALL  
325 S. DEPEYSTER STREET  
7:00 P.M.**

**A G E N D A**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. READING OF PREAMBLE**

**IV. ADMINISTRATION OF OATH**

**V. CORRESPONDENCE**

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

- A. PC15-004 TransOhio Properties  
227 N. Depeyster Street  
Conditional Zoning Certificate & Site Plan Review**

**The applicant is seeking a Conditional Zoning Certificate and Site Plan Review & Approval in order to convert the existing structure into a 4 unit apartment building. The subject property is zoned R-3: High Density Residential District.**

- 1) Public Hearing**
- 2) Planning Commission Discussion/Action**

- B. PC15-005 MARC'S PLAZA  
1600 S. Water Street  
Comprehensive Sign Plan Amendment**

**The owner of the plaza, DeVille Developments is requesting an amendment to the approved Comprehensive Sign Plan package to enlarge the existing free standing sign to include a digital LCD display and to adjust their building sign requirement for a "junior anchor" tenant to have a larger sign.**

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

VIII. MEETING MINUTES: February 3, 2015 and February 17, 2015

IX. OTHER BUSINESS

X. ADJOURNMENT



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

**DATE:** March 9, 2015  
**TO:** Kent City Planning Commission  
**FROM:** Jennifer Barone, PE, Development Engineer  
**RE:** Staff Report for the March 17, 2015 Planning Commission Meeting

The following items appear on the agenda for the March 17, 2015 Planning Commission meeting:

### **NEW BUSINESS**

**CASE NO:** PC15-004 TransOhio Properties

**APPLICANT:** TransOhio Properties

**SITE LOCATION:** 227 North Depeyster Street

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

**REQUESTED ACTION:** Conditional Zoning Certificate and Site Plan Review & Approval to convert the existing offices into multi-family residential.

**ZONING:** R-3: High Density Residential District

**TRAFFIC:** The parcel is accessed from St Patrick's Church parcel and Highland Avenue.

**SURROUNDING LAND USES:** The property is surrounded by residential on the east and south sides, by St. Patrick's Church on the north side and an AT&T facility.

**APPLICABLE CODE SECTIONS:** Chapters 1107, 1113, 1133 and 1171 of the Kent Codified Ordinances.

ANALYSIS:

*PROJECT DESCRIPTION:*

The applicant is requesting to convert the existing building at 227 North Depeyster Street into a 4 unit apartment building. The building was once the nunnery for the adjacent church and most recently has been used for office space on the first floor (approved in 2005) and a duplex on the second floor. There are no modifications to the site proposed.

Multifamily is a conditional use in the R-3 zoning district and are subject to the requirements outlined in Sections 1171.01 (5),(9), (11), (22), (37), (38), (39), and (40) of the Kent Codified Ordinances as listed below. Staff believes these conditions have been met.

- (5) No lighting shall constitute a nuisance or in any way impair safe movement of traffic on any street or highway; no lighting shall shine directly on adjacent properties.
- (9) Such uses shall not require the uneconomical extensions utility of services at the expense of the community.
- (11) Such uses shall be properly landscaped to be harmonious with the surrounding residential uses.
- (22) Special provisions for group dwellings:
  - (a) Group dwellings shall be considered as one building for the purpose of determining required frontage on a public street, front, side and rear yard requirements, the entire group as a unit requiring one front and rear and two side yards as specified for dwellings in the appropriate district.
  - (b) Each two or two and one-half story group dwelling development shall have a minimum court of forty feet in width and forty feet in length, in addition to its required yards, and each one story group dwelling development shall have a minimum court of thirty feet in width and thirty feet in length, in addition to its required yards.
  - (c) In a group dwelling development, no two separate dwelling structures shall be closer to each other along the sides or end of a court than fifteen feet.
  - (d) The court shall be unoccupied by any building or other structures, except fire hydrants, utility poles or other street improvements.
  - (e) The court shall have an unobstructed opening, not less than thirty feet wide, on to the front yard of a lot which has a width not less than that required in the district in which it is located.
  - (f) All dwelling structures of the group except those facing a public street shall face upon the court.
- (37) The proposed project shall conform to all requirements and/or conditions as the Planning Commission may deem necessary to meet the following criteria:
  - (a) Vehicular approaches to the property shall be so designed as not to create an interference with traffic on surrounding streets or roads.
  - (b) Maximum possible privacy for each apartment shall be provided through good design and the use of proper building materials and landscaping. Visual privacy shall be provided through structural screening and



- landscaping treatment. Auditory privacy should be provided through sound-proofing.
- (c) The architectural design of apartment buildings shall be developed with consideration given to the relationship of adjacent development in terms of building height, mass, texture, line and pattern and character.
  - (d) Building location and placement shall be developed with consideration given to minimizing removal of trees and change of topography.
  - (e) Television antenna shall be centralized.
  - (f) On-Site circulation shall be designed to make possible adequate fire and police protection.
  - (g) In large parking areas, visual relief shall be provided through the use of tree planted and landscaped dividers, islands and walkways. No parking or service areas shall be permitted between any street and the main building.
  - (h) Paved off-street parking and service areas shall be required; parking spaces shall contain at least 200 square feet and shall be provided at the rate of two spaces per dwelling unit in each apartment building; all parking and service areas shall be paved with concrete, asphalt or equivalent and shall be located no closer than twenty feet from any residential structure. Paved vehicular access drives of at least ten feet in width shall be required for parking areas of ten vehicles or less capacity, and two-way drives of twenty feet paving width minimum shall be required for parking areas of eleven or more vehicle capacity.
  - (i) The property must be served by centralized sewer and water facilities approved by the City Board of Health and operated and maintained according to the inspection and rules of the City Board of Health and all other applicable regulations.
- (38) No Zoning Certificate shall be issued until final site plans have been submitted and approved by the Planning Commission. Site plans shall show the following: drainage (including storm water), location of all buildings, fuel tanks (if any), off-street parking and service facilities, water supply, sanitation, walks, fences, walls, landscaping, outside lighting, traffic flow and its relation to abutting streets. No Zoning Certificate shall be issued until the approval by the City Board of Health has been obtained concerning the proposed sanitary sewerage facilities.
- (39) The design and construction of all access drives, access points to public streets, and parking and service areas shall be approved by the Planning Commission.
- (40) A performance bond or other financial guarantee acceptable to the Planning Commission shall be placed with the City to insure that the landscaping be installed, and that the hard surfacing of the access drives and parking and service areas be installed, and that adequate storm water drainage be installed, all in accordance with the Commission's approved plans.

***TRAFFIC/PARKING:***

Ingress and egress is from the St. Patrick's Church parcel. The owner has a parking agreement with the Church for parking. The Church parking lot has adequate parking for the proposed project.

**UTILITIES:**  
NA

**STORMWATER:**  
NA

**SIGNAGE:**  
No signage is proposed.

**LIGHTING/LANDSCAPING/DUMPSTER:**  
No additional lighting or landscaping is proposed.

Trash cans will be located next to the existing garage southeast of the church.

**ARCHITECTURAL REVIEW BOARD:**  
The project does not require review by the Architectural Review Board.

**VARIANCES:**  
No variances are needed.

**RECOMMENDATION:**

Staff is recommending approval with the conditions listed below.

The Planning Commission may approve, approve with conditions, or disapprove the application. Should Planning Commission wish to make a motion for this project the following language may be used:

I move that in Case PC15-004, the Planning Commission approve the Conditional Zoning Certificate and Site Plan to convert the building at 227 North Depeyster Street to a four (4) unit apartment complex subject to the following conditions.

1. Schedule an inspection by the Fire Department and Chief Building Official for code compliance.
2. Obtain licensure from the Health Department
3. Technical plan review

**List of Enclosures for this Project:**

1. Applicant Cover Letter and plans received February 12, 2015
2. Aerial Topo and Zoning Map
3. Photographs

**CASE NO:** **PC15-005 Marc's Plaza**

**APPLICANT:** DeVille Developments LLC

**SITE LOCATION:** 1600 South Water Street

<u>STATUS OF APPLICANT:</u>	DeVille Developments LLC is the owner.
<u>REQUESTED ACTION:</u>	Comprehensive sign package amendment for Marc's Plaza.
<u>ZONING:</u>	C: Commercial District
<u>TRAFFIC:</u>	The parcel is accessed from South Water Street and Currie Hall Parkway.
<u>SURROUNDING LAND USES:</u>	The property is surrounded by commercial on the north, east and south sides and residential on the west side.
<u>APPLICABLE CODE SECTIONS:</u>	Chapters 1113 and 1165 of the Kent Codified Ordinances (KCO).

ANALYSIS:

*PROJECT DESCRIPTION:*

The owner of the plaza at 1600 South Water Street, DeVille Developments LLC, is requesting an amendment to comprehensive sign package to enlarge the existing free standing sign to include a digital LCD display and to adjust their building sign requirement for a "junior anchor" tenant to have a larger sign.

The comprehensive sign plan purpose and standards are listed below.

Purpose - A Comprehensive Sign Plan is intended to integrate the design of the signs proposed for a development project with the design of the structures, into a unified architectural statement. A Comprehensive Sign Plan provides a means for defining common sign regulations for multi-tenant projects, to encourage maximum incentive and latitude in the design and display of multiple signs and to achieve, not circumvent, the intent of this Chapter.

Standards - A Comprehensive Sign Plan shall comply with the following standards:

- (1) The Planning Commission may allow signage which otherwise exceeds the number, type, size and placement as otherwise permitted in this Chapter when it determines that such additional signage is warranted due to the size, nature, number of tenants or other features of the site as they may exist.
- (2) The signs shall enhance the overall development, be in harmony with, and relate visually to other signs included in the comprehensive sign plan, to the structures and/or developments they identify, and to surrounding development;
- (3) The Plan shall accommodate future revisions that may be required because of changes in use or tenants; and

- (4) That the Plan is consistent with the Design Guidelines that may be applicable to a designated area as may be identified in Chapter 1121 of the Kent City Zoning Code. In areas of the City not governed by the Design Guidelines identified in Chapter 1121, the Plan, to the degree feasible, shall comply with the recommended Sign Design Guidelines set forth in Appendix B of the Zoning Code.

***ARCHITECTURAL REVIEW BOARD:***

Architectural Review Board (ARB) reviewed the original Comprehensive Sign Package on August 19, 2014. This amendment was not presented to the ARB.

***VARIANCES:***

Should the Planning Commission approve the comprehensive sign plan, variances from the Board of Zoning Appeals would not be required.

**RECOMMENDATION:**

Staff is recommending approval with the conditions listed below.

The Planning Commission may approve, approve with conditions, or disapprove the application. Should Planning Commission wish to approve this project, the following language may be used:

I move that in Case PC15-005 Planning Commission approve the Comprehensive Sign Plan Amendment for the Marc's Plaza located at 1600 South Water Street to subject to the following conditions:

1. The sign shall meet the requirements of Kent Codified Ordinances section 1165.04(j).
2. Obtain a sign permit.

**List of Enclosures for this Project:**

1. Cover letter and plans received February 13, 2015
2. Aerial Topo and Zoning Map
3. Photographs

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