

CITY OF KENT HEALTH BOARD MEETING  
April 8, 2014 5:30 PM  
325 S. DEPEYSTER STREET  
KENT, OH 44240  
Phone (330) 678-8109 Fax (330) 678-2082

AGENDA

1. MINUTES March 11, 2014 Meeting
2. OPEN COMMENTS/GUEST COMMENTS
3. REPORTS
  - A. Statistical Reports for March
  - B. Expenditures & Encumbrances for March
  - C. Health Commissioner's Report
  - D. Public Health Emergency Preparedness Report
  - E. Communicable Disease Report
4. ACTION ITEMS
  - A. Medical Director Recommendation
  - B. Vital Statistics Kiosk
  - C. New Policies (Division of Hours/MAC time/Google Calendar)
  - D. Larviciding Contract with Portage County
  - E. Inspector Evaluation Form
5. DISCUSSION ITEMS
  - A. Architect Meeting
  - B. Vital Statistics
  - C. 2013 Housing Code Violations Summary
  - D. College Cities Rental Registration Programs
6. EXECUTIVE SESSION
7. ADJOURN MEETING

If you require assistance to attend this meeting, please contact the Health Department at (330) 678-8109.

JN/trr

cc: Health Board  
City Manager  
Clerk of Council  
Health Staff  
Mayor  
News Media  
Post  
File

Kent City Health Department  
325 S. Depeyster Street  
Kent, Ohio 44240  
HEALTH BOARD MINUTES  
March 11, 2014

**Board Members Present**

Chris Woolverton  
Jack Amhrein  
John Gwinn  
Doug Wagener

**Members Absent**

Marchelle Bobbs  
Pam Freeman

**Staff Present**

Jeff Neistadt  
Tracy Radovic

**Guests**

Kirk Stiffler

**Student Observers**

Aubrey Meyer  
Bryce Meyer

Doug Wagener called to order the Health Board Meeting of March 11, 2014 at 5:30 pm.

The minutes from the February 2014 meeting were distributed and reviewed by the Health Board members prior to the meeting.

**Motion:** A motion to approve the minutes from the February 2014 meeting was made by Chris Woolverton and seconded by John Gwinn. Jack Amhrein abstained due to absence at that meeting. With no objections the motion passed.

**Open Comments**

Jeff Neistadt introduced Kirk Stiffler, MD, MPH, interested in becoming the Kent Medical Director. Dr. Stiffler currently resides in Hudson and works at Akron Summa (City) Hospital. He is the Director of Emergency Medicine Research. Dr. Stiffler graduated from NEOMED, and gave a brief summary of his research background. Margo Erme had given Dr. Stiffler Jeff's number regarding the Kent Medical Director.

**Statistical Report****Expenditures and Encumbrance Report for February 2014**

Date	Vendor	Item	Cost
2/4/2014	Division of Real Estate	Burial Permit Fee transmittal for 39 permits issued	\$97.50
2/4/2014	Portage County Health Dept.	Nursing Services for Oct., Nov., & Dec. 2013	\$9,250.00
2/5/2014	Ohio University	2014 Pesticide Recertification Conference E. Gorczynski	\$75.00
2/5/2014	Portage County Health Dept.	Nursing Services Contract for 2014	\$37,000.00
2/6/2014	Staples Advantage	Blanket order miscellaneous office supplies	\$150.00
2/6/2014	Treasurer, State of Ohio	Food Service Transmittal fees for January 2014	\$84.00
2/6/2014	Star Printing Co.	Envelopes	\$150.00
2/6/2014	Kent Office Supply	Misc. Office Supplies- Blanket Order	\$150.00
2/10/2014	HealthSpce USA	Housing Inspection Module & User licenses.	\$1,500.00
2/28/2014	OEHA	Conference Regis. For Jeff, Justin, Trevor, Kyle, & Eric	\$650.00
2/28/2014	OEHA	Membership Dues for Jeff & Eric	\$120.00
2/28/2014	NEHA	Membership Dues for Jeff	\$95.00

**Motion:** A motion to approve the expenditures and encumbrances from February 2014 was made by Chris Woolverton and seconded by Jack Amhrein. With no objections, the motion passed.

### **Commissioner's Report**

With Ravenna's vital statistics coming to Kent on April 1, Jeff stated that he approached City Council to make Linda Grimm, Secretary, a full time employee. The next council meeting will finalize this.

March 1st was the deadline for the renewal of food service and food establishment licenses. Most of the food operations got their renewal applications in by the deadline but there were still quite a few who did not. Any license application past the March 1 deadline was subject to a mandatory 25% late fee as per the Ohio Administrative Code.

There was an article in the Record Courier regarding the online inspection website released last month. The website has been really well received by the public with minimal complaints from regulated facilities.

Enclosed with your monthly materials was the draft strategy and action plan as well as a draft evaluation workgroup report. Please review the reports in their entirety and return to me your comments or suggestions related to the reports.

Jeff stated he is compiling a list of research or educational projects for interns. He requested the Board members return any suggestions to him. Rebecca Barnes, an undergrad KSU public health student, is going to be doing volunteer work this summer for us and will be working on our housing program and developing educational materials on heart disease and diabetes as well as smoking cessation programs.

ODH asked Jeff to serve as a site reviewer for their mock accreditation site review. Jeff stated that he had served as a site review observer when ODH went through the PHAB beta test so he is pretty familiar with the process.

All of our state subsidy requirements were submitted on time so we will be receiving our state subsidy by the end of April. Last year our subsidy was almost \$5,500 and this year should be about the same amount.

The State of Ohio passed House Bill 144 which expands the prohibition against alternative nicotine products, including e-cigarettes, being sold to people under the age of 18. The law also permits sellers of alternative nicotine products to check identification in order to validate the age of the potential customer.

Jeff stated that he and Justin Smith will begin going out in the field to observe and evaluate the food service inspections being conducted by the Sanitarians. A form was developed for this purpose as well as a survey form for the food service operator to complete and return.

#### Swimming Pool Resolution 2014-002 3<sup>rd</sup> & Final Reading

**Motion:** A motion was made by Chris Woolverton and seconded by Jack Amrhein to approve the third and final reading of Resolution 2014-002 increasing Local Swimming Pool License Fees to \$300. The Resolution was approved by roll call vote: Woolverton, Aye; Amrhein, Aye; Gwinn, Aye; Wagener, Aye.

#### Food Inspection Flow Chart

Jeff stated that the flow chart was created as a procedure to follow during a Food Operation Inspection. This will assist the Public Health Sanitarians as to proper inspection procedures.

**Motion:** A motion was made by Jack Amrhein and seconded by John Gwinn to approve and adopt the Food Inspection Flow Chart as a standard operating procedure. With no objections the motion passed.

#### Ravenna Vital Statistics

April 1, 2014, the Ravenna Vital Records will be transferred here to Kent. The City of Ravenna Department of Health agrees that the functions be transferred to Kent, and Kent will become the Primary Registration District for all of Portage County. A transition plan has been put together by Ravenna. Jeff asked that Board members approve.

**Motion:** A motion was made by Jack Amrhein and seconded by Chris Woolverton to approve the Vital Records Transition Plan and to accept the records. With no objections the motion passed.

#### Customer Satisfaction Survey

Jeff stated that having a customer satisfaction survey is a requirement of accreditation. Now that we have our own Website up and running and a place to house our own unique data and information, we have added a customer satisfaction survey. One change to be made will be adding a checklist of programs so that the customer can indicate what program they received service from.

Workforce Development Plan

Jeff stated that the Workforce Development Plan is another requirement for accreditation. A brief discussion ensued and the Health Board was impressed by the document.

**Motion:** A motion was made by Jack Amrhein and seconded by Chris Woolverton to approve the Workforce Development Plan document. With no objections the motion passed.

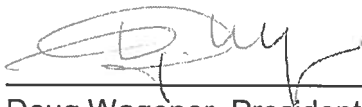
Health Board President Doug Wagener had stated for the record that after the completion of Jeff Neistadt's evaluation as Health Commissioner, all Health Board Members have agreed to a status change for the Health Commissioner.

**Motion:** A motion was made by Chris Woolverton and seconded by Jack Amrhein to approve the status change for Health Commissioner Jeff Neistadt by moving him to the top of the pay scale and giving the cash equivalency of 5 days vacation effective March 11, 2014. With no objections the motion passed.

Being no further business to discuss, President Doug Wagener asked for a motion to adjourn.

**Motion:** A motion to adjourn the Health Board meeting of March 11, 2014, was made by Chris Woolverton and seconded by Jack Amrhein. With no further discussion the motion passed. The meeting adjourned.

Approved:



Doug Wagener, President Pro Tem



Jeff Neistadt, Secretary

**KENT HEALTH DEPARTMENT  
STATISTICAL REPORT 2014**

	March 2014	YTD 2014	March 2013	YTD 2013
<b>HEALTH DEPT. \$ COLLECTED</b>				
FamAbuse fund	\$ 456.00	\$ 1,350.00	\$ 469.50	\$ 1,590.00
Vital Stats Rev.	\$ 2,584.00	\$ 7,650.00	\$ 2,660.50	\$ 9,010.00
Child Abuse	\$ 912.00	\$ 2,699.70	\$ 939.00	\$ 3,180.00
State VS	\$ 2,736.00	\$ 8,100.00	\$ 2,817.00	\$ 9,540.00
B Perm Rev	\$ 13.50	\$ 47.00	\$ 15.50	\$ 50.50
B Perm State	\$ 67.50	\$ 235.00	\$ 77.50	\$ 252.50
Food Estab.	\$ 5,818.00	\$ 17,107.90	\$ 3,398.00	\$ 15,443.00
Food Service	\$ 28,438.50	\$ 59,208.40	\$ 14,326.05	\$ 51,419.95
FSO Vending	\$ 34.12	\$ 889.12	\$ 0.00	\$ 308.00
Home Sewage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Housing	\$ 6,370.00	\$ 13,980.00	\$ 5,285.00	\$ 11,480.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SolWst(Trks)	\$ 50.00	\$ 50.00	\$ 0.00	\$ 245.00
Tattoo Parlors	\$ 0.00	\$ 300.00	\$ 0.00	\$ 400.00
*Misc(Xerox, etc.)	\$ 755.00	\$ 1,998.20	\$ 20.00	\$ 571.60
Postage \$5 RWJ \$750	\$ 0.00	\$ 0.00	\$ 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>\$ 48,234.62</b>	<b>\$ 113,615.32</b>	<b>\$ 30,008.05</b>	<b>\$ 103,490.55</b>
<b>TO STATE</b>				
FamAbuse fund	\$ 442.30	\$ 1,309.46	\$ 455.43	\$ 1,542.37
Food Estabs	\$ 392.00	\$ 1,260.00	\$ 308.00	\$ 1,232.00
Bur.Permits	\$ 67.50	\$ 235.00	\$ 77.50	\$ 252.50
Child Abuse	\$ 884.64	\$ 2,619.00	\$ 910.83	\$ 3,084.60
State VS QTRLY	\$ 2,736.00	\$ 8,100.00	\$ 2,817.00	\$ 9,540.00
Food Service	\$ 1,708.00	\$ 3,900.00	\$ 954.00	\$ 3,516.00
Food Vendors	\$ 6.00	\$ 126.00	\$ 0.00	\$ 66.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 6,236.44</b>	<b>\$ 17,549.46</b>	<b>\$ 5,522.76</b>	<b>\$ 19,233.47</b>
<b>TOTAL ASSETS</b>	<b>\$ 41,998.18</b>	<b>\$ 96,065.86</b>	<b>\$ 24,485.29</b>	<b>\$ 84,257.08</b>
+Admin fee to Vital Stats	\$ 41.06	\$ 121.53	\$ 42.26	\$ 115.19
-3% FamAbuse	\$ 13.70	\$ 40.53	\$ 14.09	\$ 38.42
-3% ChildAbuse	\$ 27.36	\$ 81.00	\$ 28.17	\$ 76.77

**STATISTICAL REPORT Cont.****March 2014****YTD 2014****March 2013****YTD 2013****PERMIT/lic.**

Food Estabs	15	47	11	44
Food Service *	69	138	33	141
FS Vending	1	21	4	21
Home Sewage	0	0	0	0
Housing	24	57	22	63
Solid Waste	0	0	0	1
Swim Pools	0	0	0	0
Septic Haul.	0	0	0	0
Tattoo Parlors	0	2	0	4
Other	0	0	0	0
* 2 Temps				
<b>TOTAL</b>	<b>109</b>	<b>265</b>	<b>70</b>	<b>274</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	0.0	0.0	0.0	0.0

**COMPLAINTS**

Received	27	80	19	50
Abated	19	70	23	49

**LEGAL COMPL.**

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

**COMM.DISEASE**

	0	31	18	122
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Not Available

**VNA CLINICS IMMUNIZATIONS**

	6	17	2	78
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**BIRTH Copies issued**

	60	143	67	132
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**DEATH Copies issued**

	244	757	246	928
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**KENT CITY PLANNING COMMISSION  
BUSINESS MEETING  
APRIL 15, 2014**

**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**

- A. PC13-018 LEO DOYLE/PORTAGE LEASING  
1278 W. Main Street  
Conditional Zoning Certificate & Site Plan**

**The applicant is requesting a Conditional Zoning Certificate and Site Plan Approval in order to construct a parking lot at the rear of the property. The subject property is zoned IC-R: Intensive Commercial-Residential District.**

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

- B. PC14-002 CITY OF KENT  
Zoning Code Text Amendment  
Chapter 1191**

**The applicant is requesting a recommendation to Kent City Council to amend code language for Kent Codified Chapter 1191-Parks & Recreation Fee to update calculation methods and reflect current practice, plus clarification of the code.**

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



**VII. NEW BUSINESS**

None

**VIII. MEETING MINUTES      March 18, 2014**

**IX. OTHER BUSINESS**

- 1) Discussion of usage numbers for the PARTA parking deck and the availability for additional parking for future downtown businesses.
- 2) KSU land purchase and the loss of revenue due to the tax exempt status.
- 3) The need to include the entire City versus just downtown to be placed under the Architectural Review Board jurisdiction.

**X. ADJOURNMENT**



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

**DATE:** April 4, 2014  
**TO:** Kent City Planning Commission  
**FROM:** Jennifer Barone, PE, Development Engineer  
**RE:** Staff Report for the April 15, 2014 Planning Commission Meeting

The following items appear on the agenda for the April 15, 2014 Planning Commission meeting:

### **OLD BUSINESS**

**CASE NO:** PC13-018

**APPLICANT:** Leo Doyle/Portage Leasing

**SITE LOCATION:** 1278 West Main Street

**STATUS OF APPLICANT:** Mr. Doyle is the owner.

**REQUESTED ACTION:** Conditional Zoning Certificate and Site Plan Review and Approval for a parking lot.

**ZONING:** IC-R: Intensive Commercial - Residential

**TRAFFIC:** The parcel is accessed from West Main Street and Garrett Street.

**SURROUNDING LAND USES:** The property is surrounded by commercial uses on the north, east & west and residential on the south side.

**APPLICABLE CODE SECTIONS:** Chapter 1143 and 1171 of the Kent Codified Ordinances.

ANALYSIS:

UPDATE

04/04/14 A revised plan signed and sealed by a Professional Engineer has been submitted. The parking layout proposed cannot be used for a public parking lot, but is similar to lots approved for vehicle storage such as for Klaben's used car lot.

Several variances need to be obtained from the Board of Zoning Appeals.

1. The parking area is to be hard surfaced.
2. The 20' landscape strip along Garrett Street.
3. The ingress/egress driveway shall be 50' or greater from the street right-of-way line of an intersecting street.

The previous staff report has been updated. See below.

02/04/14 A new site plan for the rear parking area was submitted. However, the new site plan is still insufficient to determine if it meets zoning criteria.

FROM THE PREVIOUS STAFF REPORT

The information was insufficient for staff to review, and the application for Planning Commission review and approval was deemed incomplete. However, this project was advertised to be discussed at this evenings meeting. Staff is requesting a motion to table this item until a complete application package has been received.

PROJECT DESCRIPTION:

The applicant is requesting to utilize the rear yard of the property for parking. This parcel has a history of illegally parked vehicles and other scrap type items in the rear yard. The site plan approved by the Planning Commission depicted parking in the front only. This parcel has been through the legal system twice (1998 & 2003). Obtaining approval for a rear parking area by Kent's Planning Commission will supersede the court cases. From the history, Staff is concerned that unlicensed or inoperable vehicles (junk) will be stored here as well as miscellaneous parts and accessories. The area is also unkempt. Staff suggests adding conditions of approval to restrict the use to licensed and operable vehicles only.

Parking lots are conditionally permitted uses subject to KCO 1171.01(1), (2), (5), (9), (11), and (40) listed below.

- (1) All structures and activity areas shall be located at least 100 feet from all property lines.
- (2) Loudspeakers which cause a hazard or annoyance shall not be permitted.
- (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 uneconomical extensions of utility services at the expense of the community.
- (11) Such uses shall be properly landscaped to be harmonious with surrounding residential uses.

- (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:*

The parking layout does not meet standards for public parking area. In several previous projects (ie Klaben Used Car Lot), the Planning Commission allowed the proposed layout since it was not for public parking. There is no curb on Garrett Street. The ingress/egress onto Garrett is undefined. A variance from the Service Director for a "curb cut" greater than 30' will need to be obtained.

*UTILITIES:*

Utilities are existing.

*STORMWATER:*

Storm water calculations will need to be provided during technical plan review.

*SIGNAGE:*

No signage is proposed.

*LIGHTING/LANDSCAPING/DUMPSTER:*

No changes are proposed. Staff is suggesting that additional vegetation be planted for screening purposes.

*ARCHITECTURAL REVIEW BOARD:*

The project did not require review by the Architectural Review Board.

*VARIANCES:*

The Applicant has requested variances from the Board of Zoning Appeals (BZA) for a gravel parking area, to have ingress/egress closer than 50' from the intersection (an existing long standing situation) and to eliminate the landscape buffer along Garrett Street. This is scheduled for the April 21, 2014 BZA meeting.

RECOMMENDATION:

Staff is recommending approval of this request. Should the Commission find the plans acceptable, 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 PC13-018, the Planning Commission approve the request for a Conditional Zoning Certificate and Site Plan to utilize the rear yard for parking at 1278 West Main Street subject to the following conditions:

1. The parking area is to be hard surfaced or a variance granted from the Board of Zoning Appeals (BZA).

2. The 20' landscape strip shall be provided along Garrett Street or a variance granted from the Board of Zoning Appeals (BZA).
3. The ingress/egress driveway shall be 50' or greater from the street right-of-way line of an intersecting street or a variance granted from the Board of Zoning Appeals (BZA).
4. The "curb cut" shall be no greater than 30' or a variance granted from the Service Director.
5. The sidewalk along Garrett street is to be replaced along the frontage where the sidewalk is missing or broken.
6. The parking lot cannot be used for public parking.
7. Unlicensed vehicles may not use this lot.
8. Non-operable vehicles may not use this lot.
9. Partial vehicles or spare parts may not be stored in this lot including, but not limited to, items listed under the definition of Junk Yard in the zoning code Section 1103.
10. The lot must be kept in an orderly and neat condition.
11. Additional landscaping shall be planted to screen the lot.
12. Plans shall be submitted for technical plan review and approval.
13. Storm water management calculations are to be provided and any necessary storm water facilities installed.

List of Enclosures for This Project:

1. Cover letter received 11/07/13.
2. Plans dated 03/31/14.
3. Aerial photos from Google and Portage County GIS.
4. Aerial Topo and Zoning Map.

CASE NO:

**PC14-002**

APPLICANT:

**CITY OF KENT**

REQUESTED ACTION:

Public Hearing for the proposed Zoning Code Text Amendment.

APPLICABLE CODE SECTIONS:

Chapter 1191 of the Kent Codified Ordinances.

ANALYSIS:

*UPDATE:* At the March 18, 2014 meeting, the Planning Commission recommended approval of the changes to Ordinance 1191- Parks and Recreation Fees. Jim Silver, Law Director, is recommending that since the park fee language we are changing is located within the zoning code, and since it has to be addressed by developers before they can get plans approval, this topic should have a public hearing before City Council can approve it. The following is the same as the previous staff report; it is being reiterated to allow for a public hearing.

***PROJECT DESCRIPTION:***

Staff is recommending amendments to Kent Codified Ordinance 1191- Parks and Recreation Fees. Staff has experienced difficulty in calculating the fee in lieu of land dedication for park area associated with developments that have a residential component. Although section 1191 is not part of the zoning code, the Planning Commission plays a significant role in the process by having to approve the land to be dedicated and/or the fee in lieu of land dedication amount. The alterations are mostly for clarification but also include the following significant changes:

1. Transferring the negotiation of the fee amount from Planning Commission to the Park and Recreation Department Director. (This is the current practice.)
2. Adding options to dedicate land that is not continuous to the land being developed.
3. Accepting improvements such as easements, shared use paths (trails), landscaping, etc. instead of actual cash payment. (These items are currently considered in the fee amount negotiation.)
4. Modifying the infill lot park fee calculation.

**RECOMMENDATION:**

The Planning Commission may forward a favorable recommendation to Kent City Council that the zoning code signage language be amended. The following language may be used:

I move that in Case PC14-002, the Planning Commission recommends to Council to amend Kent Codified Ordinance 1191- Parks and Recreation Fees to update calculation methods and reflect current practice, plus for clarification.

**List of Enclosures for this Project:**

1. The proposed code language amendments for Chapter 1191.
2. Jim Silver's e-mail dated March 24, 2014.

**OTHER BUSINESS**

Discussion items requested to be placed on the agenda.

1. Usage numbers of the PARTA parking deck and the availability for additional parking for future downtown businesses.
2. KSU land purchases and the loss of revenue due to the tax exempt status.
3. The need to include the entire City versus just downtown to be placed under the Architectural Review Board's (ARB) jurisdiction.

cc: Bridget Susel, Community Development Director  
Jim Bowling, City Engineer  
Eric Fink, Assistant Law Director  
John Idone, Parks & Recreation Director  
Heather Phile, Development Planner  
Applicant  
PC Case File