




## Kent Parks & Recreation Department

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

TO: Dave Ruller

FROM: John Idone 

DATE: April 11, 2012

RE: Position Allocation increase of two (2) additional Seasonal Park Maintenance Workers (1040 Hours per year) AND Budget Appropriation Increase (\$23,000)

The City of Kent AFSCME Agreement permits the employment of up to four Seasonal Park Maintenance Workers. I have been working with Gene Roberts on transferring some of the mowing maintenance responsibilities of city property on a trial basis this summer. It is hoped to hire two additional Seasonal Park Maintenance Workers, supplemented by current parks employees to accomplish this task.

We have identified a number of efficiencies that should result in a cost savings as compared to the outside contracts performing these duties in the past. In addition, this should free up Service Worker man hours as they are forced to mow into the shoulder seasons of spring and fall prior to start of the Summer Mowing Contract.

By staggering two Seasonal Park Maintenance Workers supplemented by other park crews at times we are confident we can increase efficiency. The cost to the city of the summer mowing contract should cover the entire mowing seasons of spring, summer and fall. In addition, the man hours expended by full time city Service Workers will be greatly reduced, freeing them up for higher priority projects.

Please place this increase in the allocation ordinance to increase the Seasonal Park Maintenance Worker from two to four. Also, the budget appropriation for Parks & Recreation should also be increased by \$22,000 (\$19,000 Salaries + \$3,000 Fringe Benefits).

Should you have any questions, please let me know.

PC: Gene Roberts, Service Director  
Dave Coffee, Finance Director  
Liz Zorc, Human Resource Manager

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller  
Linda Copley

FROM: Jim Bowling

DATE: March 24, 2012

RE: Summit Street Improvement Project

The Engineering Division is requesting council time to update council on the Summit Street Traffic Improvement Project. Planning for the current project began in 2006 with the Kent State University Area Citizens Advisory Committee. In 2008, the City received approximately \$9.7 million in grant funds from AMATS and ODOT to solve safety and congestion problems along the corridor. The detailed planning and design process began in 2009. With the aid of a citizen's advisory committee, recommended solutions and alternates were determined and presented at two public meetings in late 2011. Staff will update council on the recommended solutions, alternates presented, public input received and the final recommendation to move forward with the detailed design of the project.

C: Gene Roberts  
Jon Giaquinto





# CITY OF KENT, OHIO

## DEPARTMENT OF COMMUNITY DEVELOPMENT

**DATE:** APRIL 6, 2012  
**TO:** KENT CITY BOARD OF ZONING APPEALS  
**FROM:** HEATHER PHILE, DEVELOPMENT PLANNER  
**RE:** STAFF REPORT FOR THE APRIL 16, 2012 BOARD OF ZONING APPEALS MEETING

The following case appears on the agenda for the April 16, 2012 Board of Zoning Appeals meeting:

### NEW BUSINESS

**CASE NO.:** BZ12-007

**APPLICANT:** BORN FREE M.C. TOY RUN, INC.

**SITE LOCATION:** 325 West Elm Street

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

**REQUESTED ACTION:** The applicant is requesting the following:

- 1) A 100-foot variance from the 100-foot setback requirement to allow a philanthropic institution to have a structure at the property line (Section 1171.01(1)), and
- 2) Relief from Section 1171.01(7) to allow the philanthropic institution to be located on a local street and not on a major thoroughfare or at the intersection of a major and/or collector thoroughfare.

**ZONING:** This property is currently located in the R-3: High Density Residential Zone District.

**TRAFFIC:** The property is accessible from West Elm Street.

**SURROUNDING LAND USES:** The property is surrounded by single family residential on all sides.

**APPLICABLE CODE SECTIONS:** 1171.01(1) and 1171.01(7)

**Page 2**  
**Board of Zoning Appeals Staff Report**  
**April 16, 2012 meeting**

ANALYSIS:

This property is located at 325 West Elm Street and is currently zoned R-3: High Density Residential. This home is a single family dwelling that is currently being renovated and used as a meeting house for a non-profit organization. Currently, no one lives at this house.

To use this property as a meeting location, the applicant is asking the Planning Commission for a conditional zoning certificate that will allow them to use the property as a philanthropic institution. This will go before the Commission on April 17, 2012. There are a few conditions that the applicants will not meet, therefore, they are asking for variances.

The first variance pertains to the 100-foot activities and building setback under the first condition in Chapter 1171. There is an existing detached garage on the property that is close to the property line. The applicants have no plans to move the structure; therefore they are requesting the variance to allow the structure to be less than 100 feet from the property line. Also, this property is only 60 feet wide; they would need a variance to have any new structures or activity areas with this condition in place.

The second variance is relief from the requirement to be on a major thoroughfare or at the intersection of a major thoroughfare and a collector street. This property is located on a local street. The applicant explains that they do not have a lot of traffic, as they are at the house twice a month for meetings and to work on the house. Therefore, having the property on a major street is not a necessity for the organization.

cc: Applicant  
Case file  
Jennifer Barone, Development Engineer  
Bridget Susel, Interim Community Development Director  
Eric Fink, Asst. Law Director



# KENT FIRE DEPARTMENT MARCH 2012 MONTHLY INCIDENT REPORT

## FIRE RESPONSE INFORMATION

	CURRENT PERIOD			YEAR TO DATE		
	2012	2011	2010	2012	2011	2010
Summary of Fire Incident Alarms						
City Of Kent	56	54	42	147	110	117
Kent State University	24	15	15	68	53	44
Franklin Township	17	7	6	42	27	29
Sugar Bush Knolls	0	0	0	0	0	0
<b>RESPONSES</b>	<b>97</b>	<b>76</b>	<b>63</b>	<b>257</b>	<b>190</b>	<b>190</b>
Mutual Aid Received by Location						
City Of Kent	0	2	1	7	2	1
Kent State University	2	0	0	2	0	0
Franklin Township	0	0	1	1	0	2
Sugar Bush Knolls	0	0	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>2</b>	<b>3</b>
Mutual Aid Given	3	2	5	12	9	10
<b>TOTAL FIRE INCIDENTS</b>	<b>100</b>	<b>78</b>	<b>68</b>	<b>269</b>	<b>199</b>	<b>200</b>

## EMERGENCY MEDICAL RESPONSE INFORMATION

Summary of Medical Responses						
City Of Kent	171	219	213	532	563	608
Franklin Township	32	18	30	109	63	72
Kent State University	36	33	29	120	91	91
Sugar Bush Knolls	3	0	2	6	3	6
Mutual Aid Given	3	0	6	14	2	7
<b>TOTAL RESPONSES</b>	<b>245</b>	<b>270</b>	<b>280</b>	<b>781</b>	<b>722</b>	<b>784</b>
Mutual Aid Received by Location						
City Of Kent	0	4	1	0	4	4
Franklin Township	0	0	0	1	1	0
Kent State University	0	0	0	0	1	0
Sugar Bush Knolls	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>4</b>
<b>Total Fire and Emergency Medical Incidents</b>	<b>345</b>	<b>348</b>	<b>348</b>	<b>1050</b>	<b>921</b>	<b>984</b>

**KENT CITY PLANNING COMMISSION  
BUSINESS MEETING  
APRIL 17, 2012**

**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. MEETING MINUTES February 7, 2012 and March 20, 2012**

**VI. CORRESPONDENCE**

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

- A. PC12-003 Born Free Toy Run Inc.  
325 West Elm Street  
Conditional Zoning Certificate and Site Plan Review**

The applicant is requesting Conditional Zoning Certificate and Site Plan Review and Approval for to convert the single family house to a philanthropic institution. The subject property is zoned R-3: High Density Residential District.

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

- B. PC12-008 ACORN CORNER  
176-180 E. Main Street  
Preliminary Presentation**

The applicant is presenting a courtesy presentation of the proposed improvements for Acorn Corner (aka Old Hotel). The proposed use will be mixed with a restaurant, offices and residential.

- 1) No Action Required

**IX. OTHER BUSINESS**

**X. ADJOURNMENT**



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

**DATE:** April 10, 2012  
**TO:** Kent City Planning Commission  
**FROM:** Jennifer Barone, PE, Development Engineer  
**RE:** Staff Report for the April 17, 2012 Planning Commission Meeting

The following items appear on the agenda for the April 17, 2012 Planning Commission meeting:

**NEW BUSINESS:**

THIS PROJECT WAS POSTPONED AT THE MARCH 6, 2012 MEETING TO APPEAR BEFORE THE BZA FIRST.

**CASE NO:** PC12-003

**APPLICANT:** Born Free Toy Run Inc.

**SITE LOCATION:** 325 West Elm Street

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

**REQUESTED ACTION:** Conditional Zoning Certificate and Site Plan Review & Approval to operate a philanthropic institution.

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

**TRAFFIC:** The parcel is accessed from West Elm Street.

**SURROUNDING LAND USES:** The property is surrounded by residential uses on all sides.

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

**ANALYSIS:**



**PROJECT DESCRIPTION:**

Born Free MC Toy Run Inc. is a motorcycle club that has non-profit status and participates in volunteer work to better the community. They purchased the house at 325 West Elm Street and wish to use it as a meeting place. The proposed plan is to convert the single family house to a philanthropic institution. Many repairs have already been made to the house itself and further remodeling is planned. There are no site improvements proposed at this time.

Meetings are scheduled every other Friday at 7 pm and last from 1 – 1 1/2 hours. Afterwards some socialization occurs. There are approximately 15 members. Previously the meetings were held at different member's homes.

Philanthropic institutions are conditionally permitted in the R-3 zoning district and are subject to some other requirements outlined in Sections 1171.01(1), (2), (3), (5), (7), (9), (11), and (17) of the Kent Codified Ordinances as listed below. These conditions have been met except (1) & (7) which is planned to go before the Board of Zoning Appeals on April 16, 2012.

- (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.
- (3) All points of vehicular entrance or exit shall be located no closer than 200 feet from the intersection of two major thoroughfares, or no closer than 100 feet from the intersection of a major thoroughfare and a local or collector thoroughfare.
- (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.
- (7) Such developments shall be located on major thoroughfares or at intersections of major and/or collector thoroughfares.
- (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.
- (17) All permitted installations shall be maintained in a neat orderly condition so as to prevent injury to any single property, any individual, or to the community in general; a bond may be required to insure that this provision will be met.

**TRAFFIC/PARKING:**

Ingress and egress is from West Elm Street. There is no specific parking requirement for a philanthropic institution. Where the off-street parking requirement for a use is not specifically defined in Chapter 1167, the parking facilities for such use shall be developed so as to be sufficient to meet all the parking needs of the proposed use. The applicant proposes to use the existing driveway and on-street parking. On street parking is permitted on the north side of West Elm Street. The members also car pool to the meetings. The driveway can accommodate 4 cars.

**UTILITIES:**

Utility connections are existing.

**STORMWATER:**

There is no change to the impervious area of the site, hence, no storm water management is required.

**SIGNAGE:**

No signs are proposed.

**LIGHTING/LANDSCAPING/DUMPSTER:**

This is an existing site with existing lighting, landscaping and trash can(s).

**ARCHITECTURAL ADVISORY BOARD:**

The Architectural Review Board is not required to review this project.

**VARIANCES:**

Two variances from the Board of Zoning Appeals, listed below, still need to be obtained. The applicant plans to appear before the board at the April 16, 2012 meeting.

1. All structures and activity areas shall be located at least 100 feet from all property lines.
2. Such developments shall be located on major thoroughfares or at intersections of major and/or collector thoroughfares.

**RECOMMENDATION:**

Staff has concerns about the parking, meetings times and potential noise and would like to hear the comments presented in the public hearing before offering a recommendation.

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 PC12-003, the Planning Commission approve the Conditional Zoning Certificate and Site Plan to operate a philanthropic institution at 325 West Elm Street subject to the following conditions.

1. Variance approvals from the Board of Zoning Appeals
2. Technical plan review.

**List of Enclosures for this Project:**

1. Applicant Cover Letter dated and plans dated January 25, 2012
2. Aerial Orthophoto and Zoning Map

<b><u>CASE NO:</u></b>	<b>PC12-008</b>
<b><u>APPLICANT:</u></b>	Acorn Corner (aka Old Hotel)
<b><u>SITE LOCATION:</u></b>	176 – 180 East Main Street
<b><u>STATUS OF APPLICANT:</u></b>	Ron Burbick is the owner.
<b><u>REQUESTED ACTION:</u></b>	None - Courtesy presentation
<b><u>ZONING:</u></b>	C-D: Commercial-Downtown District
<b><u>TRAFFIC:</u></b>	The parcel is accessed from North Depeyster Street.
<b><u>SURROUNDING LAND USES:</u></b>	The property is surrounded by commercial uses on all sides.

APPLICABLE CODE SECTIONS:

Chapters 1113 and 1146 of the Kent Codified Ordinances.

ANALYSIS:

*PROJECT DESCRIPTION:*

The applicant is presenting as a courtesy the proposed improvement for Acorn Corner (aka the Old Hotel). The project mostly consists of interior renovations, plus a small addition for an elevator/staircase and restoration of the parking area. This project falls under KCO section 1113.02 Minor Site Plan Review but is being presented because of its high visibility.

The proposed use will be mixed with a restaurant on the first and second floors, offices on the third floor and residential on the upper two floors. All uses are permitted in the CD zoning district.

RECOMMENDATION:

No action is required.

List of Enclosures for this Project:

1. Plans dated March 30, 2012.
2. Aerial Orthophoto and Zoning Map

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



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller  
City Manager

From: Bridget Susel  
Acting Community Development Director *BDS*

Date: April 4, 2012

RE: Monthly Permit and Zoning Complaint Report – March 2012

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Attached are the monthly reports per council's request. I also included the City Manger's Report from March 2011 to show the increases over the last 2 building seasons.

If you have questions or require further information, please let us know.

**BUILDING PERMIT REPORT SUMMARY (KCO 147-04) - MARCH 2012**

<u>Permit Type</u>	<u># Approved</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Building	36	55	27
Electric	16	58	29
HVAC	9	22	25
Plumbing	15	29	15
Engineering	2	14	5
Subdivisions	0	1	1
Zoning	11	20	14
<b>Total:</b>	<b>89</b>	<b>199</b>	<b>116</b>

<u>Permit Type</u>	<u>Account Code</u>	<u>Fees Collected</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Park Fee	10633513	720.00	1,440.00	0.00
Building Reviews	00135201	2,806.25	3,781.25	1,556.25
Building	00135201	18,114.20	22,299.55	2,839.10
Electric	00135202	641.25	6,957.00	986.00
HVAC	00135204	1,645.00	2,220.00	945.00
Plumbing	20235203	949.00	1,723.00	678.00
<b>Subtotal:</b>		<b>\$24,875.70</b>	<b>\$38,420.80</b>	<b>\$7,004.35</b>
State 1% Fee	80436362	14.68	40.46	28.44
State 3% Fee	80436362	596.30	874.53	78.21
Demolition Bond	80436313	100.00	1,900.00	200.00
Electrical Registration	00135206	237.50	962.50	937.50
Plumbing Registration	00135207	212.50	637.50	637.50
HVAC Registration	00135208	100.00	1,000.00	612.50
Zoning	00135301	235.00	440.00	638.28
Fence Permits	00135301	125.00	125.00	25.00
Signs	00135313	145.00	210.00	200.00
Civil Infraction Fines	00135106	50.00	50.00	200.00
Board Applications	00135302	150.00	650.00	671.76
Postage	10405400132	131.95	458.88	204.24
Miscellaneous	00135406	15.55	315.93	368.34
Sewer Permits	20235316	25.00	125.00	175.00
Sewer Utilization	20233604	1,310.00	2,620.00	14,803.00
Sewer Disconnect	20235406	2,500.00	2,500.00	0.00
Storm Sewer	20833604	100.00	300.00	100.00
Street Excavation	00135317	60.00	280.00	100.00
Water Meters	20133604	295.00	825.00	224.50
Water Permit	20133604	25.00	1,962.00	87.50
Water Utilization	20133604	550.00	1,100.00	6,490.00
Water Disconnect	20135406	0.00	0.00	0.00
Chlorination	20133604	0.00	0.00	4,739.26
Waterline Const/Frontage	20133604	0.00	0.00	1,921.61
Street Exc. Bond	80436341	2,400.00	10,400.00	0.00
Subdivision Bond	80436312	0.00	0.00	10,000.00
Fire Escrow Deposit	80436331	8,126.97	8,126.97	0.00
Site Plan Construction	00135317	240.00	240.00	0.00
Plan Review	00135317	240.00	4,994.50	0.00
Improvement Inspection	00135317	0.00	4,754.50	0.00
Grading Permits	00135317	0.00	0.00	0.00
Plat Review/Lot Split	00135317	0.00	125.00	25.00
<b>Subtotal:</b>		<b>\$17,985.45</b>	<b>\$46,017.77</b>	<b>\$43,467.64</b>
<b>Grand Total:</b>		<b>\$42,861.15</b>	<b>\$84,438.57</b>	<b>\$50,471.99</b>

**BUILDING PERMIT REPORT SUMMARY (KCO 147-04) - MARCH 2011**

<u>Permit Type</u>	<u># Approved</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Building	14	27	19
Electric	17	29	21
HVAC	12	25	21
Plumbing	5	15	14
Engineering	2	5	8
Subdivisions	0	1	2
Zoning	7	14	19
<b>Total:</b>	<b>57</b>	<b>116</b>	<b>104</b>

<u>Permit Type</u>	<u>Account Code</u>	<u>Fees Collected</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Park Fee	10633513	0.00	0.00	0.00
Building Reviews	00135201	0.00	1,556.25	2,081.25
Building	00135201	519.90	2,839.10	926.85
Electric	00135202	504.25	986.00	758.50
HVAC	00135204	510.00	945.00	915.00
Plumbing	20235203	237.00	678.00	672.40
<b>Subtotal:</b>		<b>\$1,771.15</b>	<b>\$7,004.35</b>	<b>\$5,354.00</b>
State 1% Fee	80436362	14.89	28.44	18.00
State 3% Fee	80436362	8.53	78.21	44.21
Demolition Bond	80436313	100.00	200.00	n/a
Electrical Registration	00135206	237.50	937.50	475.00
Plumbing Registration	00135207	150.00	637.50	575.00
HVAC Registration	00135208	137.50	612.50	575.00
Zoning	00135301	200.00	638.28	312.50
Fence Permits	00135301	25.00	25.00	95.00
Signs	00135313	55.00	200.00	275.00
Civil Infraction Fines	00135106	0.00	200.00	200.00
Board Applications	00135302	421.76	671.76	500.00
Postage	10405400132	171.12	204.24	343.80
Miscellaneous	00135406	231.28	368.34	158.47
Sewer Permits	20235316	25.00	175.00	50.00
Sewer Utilization	20233604	0.00	14,803.00	5,764.00
Sewer Disconnect	20235406	0.00	0.00	0.00
Storm Sewer	20833604	0.00	100.00	25.00
Street Excavation	00135317	60.00	100.00	160.00
Water Meters	20133604	0.00	224.50	640.00
Water Permit	20133604	0.00	87.50	75.00
Water Utilization	20133604	0.00	6,490.00	2,420.00
Water Disconnect	20135406	0.00	0.00	0.00
Chlorination	20133604	0.00	4,739.26	240.00
Waterline Const/Frontage	20133604	0.00	1,921.61	0.00
Street Exc. Bond	80436341	0.00	0.00	1,000.00
Subdivision Bond	80436312	0.00	10,000.00	0.00
Fire Escrow Deposit	80436331	0.00	0.00	0.00
Site Plan Construction	00135317	0.00	0.00	1,332.00
Plan Review	00135317	0.00	0.00	1,332.00
Improvement Inspection	00135317	0.00	0.00	0.00
Grading Permits	00135317	0.00	0.00	0.00
Plat Review/Lot Split	00135317	0.00	25.00	50.00
<b>Subtotal:</b>		<b>\$1,837.58</b>	<b>\$43,467.64</b>	<b>\$16,659.98</b>
<b>Grand Total:</b>		<b>\$3,608.73</b>	<b>\$50,471.99</b>	<b>\$22,013.98</b>

# Monthly Building Report

Run Date: 4/4/2012 10:02:13 AM

## Board of Zoning Appeals (BZA) Case

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
228 Highland Avenue	\$100.10	3/6/2012	BZA Postage Fees		145758
<b>Total \$100.1</b>					

## Bonds - cash

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
	\$8,126.97	3/9/2012	Fire Escrow		145772
	\$2,400.00	3/19/2012	Custom Fee		145793
<b>Total \$10526.97</b>					

## Electrical Permit - Commercial

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
107 E SUMMIT	\$0.75	3/26/2012	3% State Surcharge (commercial)		146209
107 E SUMMIT	\$25.00	3/26/2012	EC Electric Service Only - Temporary or Permanent		146209
1975 COURTLAND	\$1.95	3/13/2012	3% State Surcharge (commercial)		145783
1975 COURTLAND	\$65.00	3/13/2012	EC Electrical Permit		145783
500 S WATER	\$2.40	3/8/2012	3% State Surcharge (commercial)		145766
500 S WATER	\$25.00	3/8/2012	EC Electric Service Only - Temporary or Permanent		145766
500 S WATER	\$55.00	3/8/2012	NC Electrical Permit		145766
500 S WATER	\$0.75	3/23/2012	3% State Surcharge (commercial)		146203
500 S WATER	\$25.00	3/23/2012	EC Electric Service Only - Temporary or Permanent		146203
573 VINE	\$1.62	3/26/2012	3% State Surcharge (commercial)		146214
573 VINE	\$54.00	3/26/2012	EC Electrical Permit		146214
<b>Total \$256.47</b>					

## Electrical Permit - Residential

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
1048/1050 MIDDLEBURY	\$0.50	3/12/2012	1% State Surcharge (residential)		145773
1048/1050 MIDDLEBURY	\$50.00	3/12/2012	ER Electrical Permit - Service Only		145773
1100 ADRIAN	\$0.25	2/29/2012	1% State Surcharge (residential)		145741
1100 ADRIAN	\$25.00	2/29/2012	ER Electrical Permit - Service Only		145741
1100 ADRIAN	\$0.50	3/26/2012	1% State Surcharge (residential)		146206
1100 ADRIAN	\$50.00	3/26/2012	NR Electrical Permit		146206

**Electrical Permit - Residential**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
1296 COLLEEN	\$0.25	2/29/2012	1% State Surcharge (residential)		145735
1296 COLLEEN	\$25.00	2/29/2012	ER Electrical Permit		145735
1351 Nicholas Dr.	\$0.50	2/29/2012	1% State Surcharge (residential)		145747
1351 Nicholas Dr.	\$50.00	2/29/2012	NR Electrical Permit		145747
139 S PEARL	\$0.25	2/29/2012	1% State Surcharge (residential)		145744
139 S PEARL	\$25.00	2/29/2012	ER Electrical Permit		145744
221 COLUMBUS	\$0.42	3/12/2012	1% State Surcharge (residential)		145776
221 COLUMBUS	\$42.25	3/12/2012	ER Electrical Permit		145776
325 HIGHLAND	\$0.25	2/29/2012	1% State Surcharge (residential)		145740
325 HIGHLAND	\$25.00	2/29/2012	ER Electrical Permit - Service Only		145740
430 FLEETER	\$0.25	3/28/2012	1% State Surcharge (residential)		146222
430 FLEETER	\$25.00	3/28/2012	ER Electrical Permit - Service Only		146222
489 MILLER	\$0.25	3/6/2012	1% State Surcharge (residential)		145757
489 MILLER	\$25.00	3/6/2012	ER Electrical Permit - Service Only		145757
659 ADA	\$0.25	3/26/2012	1% State Surcharge (residential)		146213
659 ADA	\$25.00	3/26/2012	ER Electrical Permit - Service Only		146213
718 AVONDALE	\$0.25	3/14/2012	1% State Surcharge (residential)		145785
718 AVONDALE	\$25.00	3/14/2012	ER Electrical Permit		145785
<b>Total \$396.17</b>					

**Engineering Permit**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
1006 FAIRCHILD	\$20.00	3/20/2012	Excavation Permit		145730
1444 E MAIN	\$20.00	3/19/2012	Excavation Permit	\$50,000	145793
1444 E MAIN	\$240.00	3/19/2012	1% Plan Review Fee	\$50,000	145793
1444 E MAIN	\$240.00	3/19/2012	1% Site plan construction permit inspection fee	\$50,000	145793
<b>Total \$520</b>					

**Existing Commercial Building Permit**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
100 East Erie Street	\$63.69	3/26/2012	3% State Surcharge (commercial)	2,100,000	145798
100 East Erie Street	\$581.25	3/26/2012	Building Plan Review	2,100,000	145798
100 East Erie Street	\$2,122.85	3/26/2012	EC Building Permit (sq. ft.)	2,100,000	145798
1050 W MAIN	\$0.90	3/8/2012	3% State Surcharge (commercial)	69,490.00	145761
1050 W MAIN	\$187.50	3/8/2012	Building Plan Review	69,490.00	145761
1050 W MAIN	\$30.00	3/8/2012	Building Sprinkler system	69,490.00	145761



**Existing Commercial Building Permit**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
135 E MAIN	\$1.50	3/23/2012	3% State Surcharge (commercial)	25,000	146204
135 E MAIN	\$50.00	3/23/2012	EC Building Fee (base fee only)	25,000	146204
162 N WATER	\$1.90	3/13/2012	3% State Surcharge (commercial)	\$38,000	145613
162 N WATER	\$187.50	3/13/2012	Building Plan Review	\$38,000	145613
162 N WATER	\$63.20	3/13/2012	EC Building Permit (sq. ft.)	\$38,000	145613
162 N WATER	\$50.00	3/13/2012	Zoning - addition, commercial	\$38,000	145613
164C E MAIN	\$1.50	3/26/2012	3% State Surcharge (commercial)		146205
164C E MAIN	\$50.00	3/26/2012	EC Building Fee (base fee only)		146205
295 S Water Street	\$24.66	3/26/2012	3% State Surcharge (commercial)	540,435	145800
295 S Water Street	\$300.00	3/26/2012	Building Plan Review	540,435	145800
295 S Water Street	\$822.05	3/26/2012	EC Building Permit (sq. ft.)	540,435	145800
416 CHERRY	\$1.50	3/9/2012	3% State Surcharge (commercial)	5,500	145759
416 CHERRY	\$50.00	3/9/2012	EC Building Fee (base fee only)	5,500	145759
418 CHERRY	\$1.50	3/9/2012	3% State Surcharge (commercial)	5,500	145759
418 CHERRY	\$50.00	3/9/2012	EC Building Fee (base fee only)	5,500	145759
805 LAKE	\$6.90	3/9/2012	3% State Surcharge (commercial)	21,500	145769
805 LAKE	\$93.75	3/9/2012	Building Plan Review	21,500	145769
805 LAKE	\$318.75	3/9/2012	Building Plan Review	21,500	145769
805 LAKE	\$230.00	3/9/2012	EC Building Permit (sq. ft.)	21,500	145769
805 LAKE	\$50.00	3/9/2012	Zoning - addition, commercial	21,500	145769
923 VINE	\$1.57	3/8/2012	3% State Surcharge (commercial)	3,000	145767
923 VINE	\$52.40	3/8/2012	EC Building Permit (sq. ft.)	3,000	145767
<b>Total \$5394.87</b>					

**Existing Multi-Family Building Permit**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
420 CHERRY	\$1.50	3/9/2012	3% State Surcharge (commercial)	5,500	145759
420 CHERRY	\$50.00	3/9/2012	EM Building Permit (base fee only)	5,500	145759
422 CHERRY	\$1.50	3/9/2012	3% State Surcharge (commercial)	5,500	145759
422 CHERRY	\$50.00	3/9/2012	EM Building Permit (base fee only)	5,500	145759
500A GOLDEN OAKS	\$24.00	3/6/2012	3% State Surcharge (commercial)	245,000	145712
500A GOLDEN OAKS	\$112.50	3/6/2012	Building Plan Review	245,000	145712
500A GOLDEN OAKS	\$75.00	3/6/2012	Building Plan Review	245,000	145712
500A GOLDEN OAKS	\$800.00	3/6/2012	EM Building Permit (base fee only)	245,000	145712
500B GOLDEN OAKS	\$24.00	3/6/2012	3% State Surcharge (commercial)		145712
500B GOLDEN OAKS	\$800.00	3/6/2012	EM Building Permit (base fee only)		145712
500C GOLDEN OAKS	\$24.00	3/6/2012	3% State Surcharge (commercial)		145712

**Existing Multi-Family Building Permit**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
500C GOLDEN OAKS	\$800.00	3/6/2012	EM Building Permit (base fee only)		145712
500D GOLDEN OAKS	\$36.00	3/20/2012	3% State Surcharge (commercial)		145731
500D GOLDEN OAKS	\$1,200.00	3/20/2012	EM Building Permit (base fee only)		145731
500E GOLDEN OAKS	\$24.00	3/20/2012	3% State Surcharge (commercial)		145731
500E GOLDEN OAKS	\$800.00	3/20/2012	EM Building Permit (base fee only)		145731
500F GOLDEN OAKS	\$24.00	3/20/2012	3% State Surcharge (commercial)		145731
500F GOLDEN OAKS	\$800.00	3/20/2012	EM Building Permit (base fee only)		145731
500G GOLDEN OAKS	\$24.00	3/6/2012	3% State Surcharge (commercial)		145712
500G GOLDEN OAKS	\$800.00	3/6/2012	EM Building Permit (base fee only)		145712
500H GOLDEN OAKS	\$36.00	3/20/2012	3% State Surcharge (commercial)		145731
500H GOLDEN OAKS	\$1,200.00	3/20/2012	EM Building Permit (base fee only)		145731
500I GOLDEN OAKS	\$24.00	3/6/2012	3% State Surcharge (commercial)		145712
500I GOLDEN OAKS	\$800.00	3/6/2012	EM Building Permit (base fee only)		145712
500J GOLDEN OAKS	\$36.00	3/6/2012	3% State Surcharge (commercial)		145712
500J GOLDEN OAKS	\$1,200.00	3/6/2012	EM Building Permit (base fee only)		145712
500K GOLDEN OAKS	\$36.00	3/6/2012	3% State Surcharge (commercial)		145712
500K GOLDEN OAKS	\$1,200.00	3/6/2012	EM Building Permit (base fee only)		145712
500L GOLDEN OAKS	\$36.00	3/6/2012	3% State Surcharge (commercial)		145712
500L GOLDEN OAKS	\$1,200.00	3/6/2012	EM Building Permit (base fee only)		145712
500M GOLDEN OAKS	\$24.00	3/6/2012	3% State Surcharge (commercial)		145712
500M GOLDEN OAKS	\$800.00	3/6/2012	EM Building Permit (base fee only)		145712
500N GOLDEN OAKS	\$24.00	3/20/2012	3% State Surcharge (commercial)		145731
500N GOLDEN OAKS	\$800.00	3/20/2012	EM Building Permit (base fee only)		145731
500O GOLDEN OAKS	\$24.00	3/6/2012	3% State Surcharge (commercial)		145712
500O GOLDEN OAKS	\$800.00	3/6/2012	EM Building Permit (base fee only)		145712
<b>Total \$14710.5</b>					

**Existing Residential**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
128 S WILLOW	\$2,500.00	3/2/2012	Sanitary Sewer Abandonment		145752
209 N LINCOLN	\$0.10	3/28/2012	1% State Surcharge (residential)		146220
209 N LINCOLN	\$100.00	3/28/2012	Demolition deposit up to 500 s.f. no basement		146220
209 N LINCOLN	\$10.00	3/28/2012	Demolition permit for every 500 sq. ft.		146220
677 STONEWATER	\$0.50	3/14/2012	1% State Surcharge (residential)	2,000	145780
677 STONEWATER	\$50.00	3/14/2012	Deck	2,000	145780
677 STONEWATER	\$25.00	3/14/2012	Zoning - deck	2,000	145780
767 W MAIN	\$0.51	3/19/2012	1% State Surcharge (residential)	15,000	145791

**Existing Residential**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
767 W MAIN	\$51.40	3/19/2012	ER Building Permit (sq. ft.)	15,000	145791
767 W MAIN	\$25.00	3/19/2012	Zoning - addition, residential	15,000	145791
867 Fairchild	\$0.50	3/9/2012	1% State Surcharge (residential)	\$4,000	145770
867 Fairchild	\$50.00	3/9/2012	Deck	\$4,000	145770
867 Fairchild	\$25.00	3/9/2012	Zoning - deck	\$4,000	145770
<b>Total \$2838.01</b>					

**HVAC Permit - Commercial**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
1700 S WATER	\$0.75	3/22/2012	3% State Surcharge (commercial)		146201
1700 S WATER	\$25.00	3/22/2012	EC HVAC, Unclassified htg, a/c or ventilation syt		146201
5694 Rhodes Road	\$37.50	3/8/2012	3% State Surcharge (commercial)		145716
5694 Rhodes Road	\$50.00	3/8/2012	EC HVAC, New separate htg, A/C or ventilation syt		145716
5694 Rhodes Road	\$400.00	3/8/2012	NM HVAC, Combination heating and air system		145716
5694 Rhodes Road	\$400.00	3/8/2012	NM HVAC, Combination heating and air system		145716
5694 Rhodes Road	\$400.00	3/8/2012	NM HVAC, Combination heating and air system		145716
<b>Total \$1313.25</b>					

**HVAC Permit - Residential**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
1100 ADRIAN	\$0.50	3/6/2012	1% State Surcharge (residential)		145756
1100 ADRIAN	\$50.00	3/6/2012	NR HVAC, Combination heating and air system		145756
1351 Nicholas Dr.	\$0.50	3/8/2012	1% State Surcharge (residential)		145764
1351 Nicholas Dr.	\$50.00	3/8/2012	NR HVAC, Combination heating and air system		145764
158 N CHESTNUT	\$0.30	2/29/2012	1% State Surcharge (residential)		145745
158 N CHESTNUT	\$30.00	2/29/2012	ER HVAC, Replacement of htg or air conditioning		145745
348 SILVER MEADOWS	\$0.30	3/19/2012	1% State Surcharge (residential)		145797
348 SILVER MEADOWS	\$30.00	3/19/2012	ER HVAC, Replacement of htg or air conditioning		145797
839 MIDDLEBURY	\$0.30	3/12/2012	1% State Surcharge (residential)		145777
839 MIDDLEBURY	\$30.00	3/12/2012	ER HVAC, Replacement of htg or air conditioning		145777
925 W MAIN	\$0.30	3/27/2012	1% State Surcharge (residential)		146218

**HVAC Permit - Residential**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
925 W MAIN	\$30.00	3/27/2012	ER HVAC, Replacement of htg or air conditioning		146218
<b>Total \$222.2</b>					

**New Commercial Building Permit**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
5694 Rhodes Road	\$0.90	3/6/2012	3% State Surcharge (commercial)	65,000	145726
5694 Rhodes Road	\$187.50	3/6/2012	Building Plan Review	65,000	145726
5694 Rhodes Road	\$75.00	3/6/2012	Building Plan Review	65,000	145726
5694 Rhodes Road	\$30.00	3/6/2012	Building Sprinkler system	65,000	145726
<b>Total \$293.4</b>					

**New Residential**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
1351 Nicholas Dr.	\$2.61	3/19/2012	1% State Surcharge (residential)	\$203,705	145789
1351 Nicholas Dr.	\$20.00	3/19/2012	Excavation Permit	\$203,705	145789
1351 Nicholas Dr.	\$25.00	3/19/2012	Sanitary Sewer Permit - Residential	\$203,705	145789
1351 Nicholas Dr.	\$1,310.00	3/19/2012	Sanitary sewer utilization fee	\$203,705	145789
1351 Nicholas Dr.	\$100.00	3/19/2012	Storm Sewer Connection Fee	\$203,705	145789
1351 Nicholas Dr.	\$25.00	3/19/2012	Water Permit	\$203,705	145789
1351 Nicholas Dr.	\$550.00	3/19/2012	Water utilization fee	\$203,705	145789
1351 Nicholas Dr.	\$250.00	3/19/2012	1" Meter & MIU (w/o backflow)	\$203,705	145789
1351 Nicholas Dr.	\$720.00	3/19/2012	Park & Recreation Fee	\$203,705	145789
1351 Nicholas Dr.	\$261.25	3/19/2012	NR Building Permit (sq. ft.)	\$203,705	145789
1351 Nicholas Dr.	\$60.00	3/19/2012	Zoning - new construction, residential	\$203,705	145789
<b>Total \$3323.86</b>					

**Plumbing Permit - Commercial**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
1975 COURTLAND	\$2.34	3/26/2012	3% State Surcharge (commercial)		146207
1975 COURTLAND	\$78.00	3/26/2012	EC Plumbing Permit		146207
203 E SUMMIT	\$1.62	3/13/2012	3% State Surcharge (commercial)		145775
203 E SUMMIT	\$54.00	3/13/2012	EC Plumbing Permit		145775
500 S WATER	\$1.50	3/26/2012	3% State Surcharge (commercial)		146210
500 S WATER	\$50.00	3/26/2012	NC Plumbing Permit		146210
654 WALTER	\$1.35	2/29/2012	3% State Surcharge (commercial)		145736

**Plumbing Permit - Commercial**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
654 WALTER	\$4.00	2/29/2012	EM Plumbing Permit Per Item Charge		145736
654 WALTER	\$45.00	2/29/2012	EM Plumbing Permit Per Unit Charge		145736
GARRETT	\$9.75	2/29/2012	3% State Surcharge (commercial)		145736
GARRETT	\$100.00	2/29/2012	EM Plumbing Permit Per Item Charge		145736
GARRETT	\$225.00	2/29/2012	EM Plumbing Permit Per Unit Charge		145736
<b>Total \$572.56</b>					

**Plumbing Permit - Residential**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
1038 ROY MARSH	\$0.39	2/29/2012	1% State Surcharge (residential)		145746
1038 ROY MARSH	\$39.00	2/29/2012	ER Plumbing Permit		145746
1060 MIDDLEBURY	\$0.39	3/6/2012	1% State Surcharge (residential)		145739
1060 MIDDLEBURY	\$39.00	3/6/2012	ER Plumbing Permit		145739
1076 DAVEY	\$0.39	3/27/2012	1% State Surcharge (residential)		146216
1076 DAVEY	\$39.00	3/27/2012	ER Plumbing Permit		146216
1100 ADRIAN	\$0.50	2/29/2012	1% State Surcharge (residential)		145738
1100 ADRIAN	\$50.00	2/29/2012	NR Plumbing Permit		145738
1351 Nicholas Dr.	\$0.50	3/6/2012	1% State Surcharge (residential)		145755
1351 Nicholas Dr.	\$50.00	3/6/2012	NR Plumbing Permit		145755
185 N CHESTNUT	\$0.59	3/13/2012	1% State Surcharge (residential)		145779
185 N CHESTNUT	\$59.00	3/13/2012	ER Plumbing Permit		145779
426 GARRETT	\$0.39	3/8/2012	1% State Surcharge (residential)		145765
426 GARRETT	\$39.00	3/8/2012	ER Plumbing Permit		145765
506 SILVER MEADOWS	\$0.39	3/27/2012	1% State Surcharge (residential)		146219
506 SILVER MEADOWS	\$39.00	3/27/2012	ER Plumbing Permit		146219
923 FIELDSTONE	\$45.00	3/16/2012	1" Meter & MIU (w/o backflow)		145788
967 W MAIN	\$0.39	3/7/2012	1% State Surcharge (residential)		145760
967 W MAIN	\$39.00	3/7/2012	ER Plumbing Permit		145760
<b>Total \$441.93</b>					

**Violation**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
312 S WILLOW	\$50.00	3/9/2012	Civil Infraction Level 1		
<b>Total \$50</b>					

**Zoning Permit**

Address	Amount Paid	Payment Date	Fee Type	Construction Cost	Receipt #
1000 Mogadore Road	\$10.00	3/14/2012	Temporary Sign		145784
118 WILSON	\$25.00	3/23/2012	Fence		146202
1203 GARTH	\$25.00	3/1/2012	Fence		145751
138 S PEARL	\$25.00	3/20/2012	Fence		146221
1443 S WATER ST	\$50.00	3/1/2012	Sign		145750
1698 E SUMMIT ST	\$25.00	3/2/2012	Sign		145753
250 S WATER	\$10.00	3/16/2012	Temporary Sign		145792
441 EARL AVENUE	\$25.00	3/12/2012	Fence		145774
548 E SUMMIT	\$25.00	3/2/2012	Sign		145753
634 LAKE ST	\$25.00	3/19/2012	Fence		145794
805 E MAIN	\$25.00	3/27/2012	Sign		146217
	<b>Total \$270</b>				

# Permit Payments Listing by Jurisdiction

From: 2/29/12 To: 3/28/12

		Value	Fee	BBS	Total
<b>Existing Commercial</b>					
<b>Kent</b>					
EC-2011-08-18	REVIEW FEES FOR BAECKEREI	3/8/2012			
		\$ .00	\$500.00	\$ .00	\$500.00
123 N WATER ST					
	<u>Total for Kent</u>	\$ .00	\$500.00	\$ .00	\$500.00
	<u>Total for Existing Commercial Permits</u>	\$ .00	\$500.00	\$ .00	\$500.00
<b>Existing Residential</b>					
<b>Kent</b>					
ER-2012-01-1	RENEW ADDITION PERMIT ER-2010-	3/13/2012			
	RENEW ADDITION PERMIT ER-2010-06-7		\$ .00	\$41.05	\$ .00
1074 HOLLISTER DR					
	<u>Total for Kent</u>	\$ .00	\$41.05	\$ .00	\$41.46
	<u>Total for Existing Residential Permits</u>	\$ .00	\$41.05	\$ .00	\$41.46
<b>Heating, Commercial</b>					
<b>Kent</b>					
HVACC-2012-01-3	HVAC, BUILDING D	3/9/2012			
	INSTALL HVAC SYSTEMS FOR BUILDING D		\$ .00	\$150.00	\$ .00
155 E ERIE ST					
	<u>Total for Kent</u>	\$ .00	\$150.00	\$ .00	\$154.50
	<u>Total for Heating, Commercial Permits</u>	\$ .00	\$150.00	\$ .00	\$154.50
<b>New Commercial</b>					
<b>Kent</b>					
NC-2011-08-9	REVIEW FEES FOR FIRE ALARM	2/29/2012			
	REVIEW FEES FOR FIRE ALARM REVISIONS FOR		\$ .00	\$187.50	\$ .00
195 E ERIE ST					
175 E ERIE ST					
135 E ERIE ST					
	<u>Total for Kent</u>	\$ .00	\$187.50	\$ .00	\$187.50
	<u>Total for New Commercial Permits</u>	\$ .00	\$187.50	\$ .00	\$187.50
	Total for all permit types:	\$ .00	\$878.55	\$ .00	\$883.46

# Monthly Violation Report

Run Date: 4/4/2012 12:46:30 PM

	Last Name	Ward	Status	Additional Information/Comments
3/8/2012	AGARWAL LIMITED PARTNER	5	Resolved/Completed	Received a complaint via the Service Department via e-mail regarding a line of sight issue at the intersection of East Hall and South Water Sts.
3/8/2012			Resolved/Completed	Received a complaint of unsheltered storage of plumbing fixtures at a house across from Fred Fuller Park.
3/9/2012	ALAN & PAMELA SICILIANO	5	Resolved/Completed	Received a telephone complaint from "Ray" (216-323-4688), regarding beer cans and trash in the yard of this address. I told "Ray" I would forward the complaint to the Health Department if the property owner does not resolve the problem today.
3/9/2012	JOHN & CHERIE BENEDIK		Resolved/Completed	Owner called for consultation on 1-11-12 ref: Items needed to bring water heater replacement up to code. Items as noted; 1) Gas line valve needs to be changed to ball valve type 2) Expansion tank required 3) Recommend changing water supply valve to full port type
3/9/2012			Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.
3/9/2012			Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.
3/12/2012	ROBERT MCINTOSH	1	Resolved/Completed	Received a complaint of a neighbor throwing dog feces into the yard of his tenant.
3/12/2012			Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.
3/12/2012	LORI ANN BUCKEYE	1	In Progress	Received a complaint on the overall condition of the exterior of this property.
3/13/2012			Resolved/Completed	Received an e-mail complaint from KPD regarding the usage of a lot on South Water Street.
3/13/2012	VERNON & CARLA BACHTEL	3	Resolved/Completed	Received this complaint from the Health Department. Upon investigating the complaint, the piles of property on the back porch/patio area appear to be garbage.
3/13/2012			Resolved/Completed	A sign, posted illegally in the public right of way was removed. Issue resolved.



Create Date	Complaint Type	Last Name	Ward	Status	Additional Information / Comments
3/13/2012	Property Maintenance	JAMES & ETHEL ROBERTS	3	In Progress	Received an e-mail complaint in regards to the overall condition of the rear yard of this property.
3/13/2012	Signs in Right of Way			Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.
3/13/2012	Signs in Right of Way			Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.
3/14/2012	Property Maintenance	NOEL & NANCY BLANKENSHIP		In Progress	Received a complaint regarding the siding on the exterior walls of this detached garage.
3/14/2012	Signs in Right of Way		5	Resolved/Completed	A sign, posted illegally in the public right of way, was removed. Issue resolved.
3/14/2012	Illegal Use			Resolved/Completed	Received a telephone complaint regarding Zoupwerks occupying the public right of way sidewalk by setting up tables and chairs.
3/27/2012	Signs in Right of Way		3	Resolved/Completed	One sign, posted illegally in the public right of way, was removed. Issue resolved.
3/27/2012	Signs in Right of Way		2	Resolved/Completed	One sign, posted illegally in the public right of way, was removed. Issue resolved.
3/27/2012	Signs in Right of Way		3	Resolved/Completed	Five signs, posted illegally in the public right of way, were removed. Issue resolved.
3/27/2012	Illegal Boarding House	DENNIS & DIANE KOVAL	6	In Progress	Received an e-mail complaint of a possible illegal use of this property as a boarding house.
3/28/2012	Property Maintenance	KENT ELDERLY	6	Resolved/Completed	Received this assignment from the City Manager's office. The complaint was for overgrowth and general condition of the access drive.
3/28/2012	Signs in Right of Way		6	Resolved/Completed	Two signs, posted illegally in the public right of way, were removed. Issue resolved.
3/28/2012	Signs in Right of Way		3	Resolved/Completed	One sign, posted illegally in the public right of way, was removed. Issue resolved.

CITY OF KENT  
HEALTH BOARD MEETING  
April 10, 2012 5:30 PM  
KENT CITY HEALTH DEPARTMENT OFFICES  
325 S. DEPEYSTER STREET  
KENT, OH 44240  
Phone (330) 678-8109 Fax (330) 678-2082

AGENDA

- I. MINUTES March 13, 2012 Meeting
- II. OPEN COMMENTS
- III. REPORTS
  - A. Statistical Report for March 2012
  - B. Expenditures & Encumbrances March 2012
  - C. Commissioner's Report for March 2012
- IV. OLD BUSINESS
  - A. Health Department Staffing Levels
- V. NEW BUSINESS
  - A. Strategic Planning Meeting
  - B. Penalties for Nuisance Complaints
  - C. County Health Rankings
- VI. EXECUTIVE SESSION
- VII. 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 13, 2012

**Board Members Present**

Doug Wagener  
 Chris Woolverton  
 Pam Freeman  
 Marchelle Bobbs  
 Jack Amrhein  
 Susan Roxburgh

**Staff Present**

Jeff Neistadt  
 Tracy Radovic

Chris Woolverton called to order the Health Board Meeting of March 13, 2012 at 5:37 p.m.

The minutes from the February 14, 2012, meeting were distributed and reviewed by the Health Board members prior to the meeting.

**Motion:** A motion was made by Susan Roxburgh and seconded by Marchelle Bobbs to approve the minutes of the February 2012 meeting. The motion passed.

**Statistical Report**

**Expenditures & Encumbrances**

<b>VENDOR</b>	<b>ITEM DESCRIPTION</b>	<b>AMOUNT</b>
Treasurer, State of Ohio	Child abuse & Family violence prevention transmittal fees for January 2012	\$1423.00
Ohio Div. Real Estate	Transmittal fee for Burial Permits Issued for January 2012	\$85.00
Ohio Dept. of Health	FSO Transmittal fees for January 2012	\$56.00
Ohio Dept. of Agriculture	RFE Transmittal fees for January 2012	\$56.00
OABH	Annual Membership dues	\$180.00
NALBOH	Annual Membership dues	\$135.00
	<b>TOTAL</b>	<b>\$2435.00</b>

<b><u>Travel &amp; Reimbursements</u></b>		
OEHA	OEHA Conference registration for Jonnette, Trevor & Jeff	\$540.00
		<b>\$540.00</b>

**Motion:** A motion was made by Pam Freeman and seconded by Susan Roxburgh to approve the Expenditures and Encumbrances for the month of February 2012. The motion passed.

### **Commissioner's Report**

A draft Water Interruption Policy for the City of Kent, was provided in the Health Board packet for discussion and approval.

An application has been submitted for the Ohio Public Health Partnership for our strategic planning project targeted for later this month. Maximum award is \$10,000 but it would also provide staff CQI training and technical assistance throughout our strategic planning process.

Included in the Health Board packet is the monthly Public Health Preparedness Report from Portage County. This report will be included with the packets from this point forward for your information.

Dr. Bartholomew is on vacation for the month of March. Dr. Marcial (Ravenna Medical Director) will temporarily fill in through March 15 and then Dr. Raub (Portage County Medical Director) will cover the remainder of his vacation through April 2nd.

We submitted an application to be granted access to use the Ohio Epicenter. This will help us conduct better surveillance fulfilling Essential Public Health Service #1.

Ravenna will be hiring an interim Health Commissioner and the advertisement was included with the Health Board packet.

The Health Department will be putting up the Pontiac Sunfire for auction as it is not a workable vehicle for everyday use.

Included in the Health Board packet was the update provided to the Portage County Public Health Task Force at last week's meeting.

Jeff attended City Council meeting last week and discussed the need for the City of Kent to adopt the State of Ohio Interior Building Code as was supported and approved by the board of health in January.

Water system fees were included in the Board packet as we will discuss on the agenda.

Jeff stated items that are going to require immediate his attention include the development of a health assessment for houses that are confirmed Methamphetamine homes by the KPD, onsite wastewater system fees, and mosquito control program procedures.

A draft Deputy Health Commissioner job description and sanitarian position description has been provided for discussion.

### **Old Business**

The Portage County Task Force Update– Marchelle Bobbs and Jeff Neistadt attended the last meeting of the Portage County Task Force. Marchelle stated that each Commissioner gave a report on what they were working on. There were discussions of data collection for the Maternal and Child Community health assessment grant. Overall the meeting was very positive.

Health Department Staffing – Jonnette will be leaving the Health Department and Take the Lab Tech job at Laboratory on March 26. So we will have an open Sanitarian position. She will be intermittently assisting us as needed. The Internal Sanitarian posting was put out today, March 13, 2012.

Jeff stated that he is still considering a couple options regarding staffing. He has been questioning the Deputy Health Commissioner position, because he can actually get two people for that one position, possibly a Sanitarian Supervisor and an Environmental Technician that can do trash, mosquito work, as well as Pretreatment and Lab stuff.

Jeff would like a commitment from the board that he may pursue further discussions with Gene Roberts and Bob Brown regarding a shared Environmental Technician

**Motion:** A motion was made by Doug Wagener and seconded by Marchelle Bobbs for Jeff to continue discussions with Gene Roberts and Bob Brown for a possible new environmental position. The motion passed.

The guidance document for interruption of water service - This new policy outlines the steps that should be taken when a food service operation will be without potable water. It was reviewed prior to the health board meeting. Chris Woolverton requested one change to the section of “when water service is restored.” He asked that a specific flush time be added when flushing pipes, faucets, ice machines, etc.

**Motion:** A motion was made by Susan Roxburgh and seconded by Jack Amrhein to approve the Policy for Interruption of Water Service. The motion passed.

Emergency Resolution 2012-001 - Private water and sewer systems Applications and Permit fees – Jeff stated that the fees have not been changed since 1989. A recent question arose from an individual with a private well and looking at the fees they are not in line with the state program. Approving this resolution, would cover our costs.

**Motion:** A motion was made by Pam Freeman and seconded by Doug Wagener to approve Resolution 2012-001 setting the Fees for Private water and private sewer system application fees and permits. The motion passed.

**New Business**

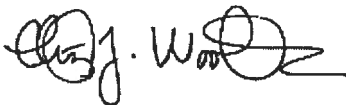
A letter was sent by Chip Porter to all Health Board Members regarding the Maternal and Child Community Health Assessment Grant. The document will be circulated to board members as a Google Doc. to allow for joint editing.

A short discussion took place on the issue of fracking. Jack Amrhein stated that there will be a Council Meeting in April where fracking will be a topic. Jeff stated he will be attending that Council meeting.

Being no further business for the Health Board to address, a motion for adjournment was made.

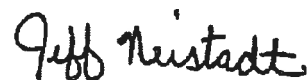
**Motion:** A motion to adjourn the meeting of March 13, 2012 was made by Doug Wagener and seconded by Marchelle Bobbs. With no objection, the meeting adjourned.

Approved:



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Chris Woolverton, President



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Jeff Neistadt, Secretary

## KENT HEALTH DEPARTMENT STATISTICAL REPORT 2012

	March 2012	YTD 2012	March 2011	YTD 2011
<b>HEALTH DEPT. \$ COLLECTED</b>				
FamAbuse fund	\$ 580.50	\$ 1,521.00	\$ 457.50	\$ 1,308.00
Vital Stats Rev.	\$ 3,289.50	\$ 8,619.00	\$ 2,592.50	\$ 7,412.00
Child Abuse	\$ 1,161.00	\$ 3,042.00	\$ 915.00	\$ 2,616.00
State VS	\$ 3,483.00	\$ 9,126.00	\$ 2,745.00	\$ 7,848.00
B Perm Rev	\$ 13.00	\$ 53.00	\$ 18.50	\$ 48.00
B Perm State	\$ 65.00	\$ 265.00	\$ 92.50	\$ 240.00
Food Estab.	\$ 3,378.60	\$ 13,254.30	\$ 2,604.00	\$ 11,386.00
Food Service	\$ 7,975.50	\$ 41,808.10	\$ 4,146.00	\$ 40,090.00
FSO Vending	\$ 28.00	\$ 700.00	\$ 145.50	\$ 649.50
Home Sewage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Housing	\$ 3,780.00	\$ 14,615.00	\$ 3,435.00	\$ 14,320.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SolWst(Trks)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Tattoo Parlors	\$ 0.00	\$ 100.00	\$ 0.00	\$ 300.00
*Misc(Xerox, etc.)	\$ 3.00	\$ 3.00	\$ 0.00	\$ 23.00
- Overpayment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
**ST Subsidy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,527.54
<b>TOTAL COLLECTED</b>	<b>\$ 23,757.10</b>	<b>\$ 93,106.40</b>	<b>\$ 17,151.50</b>	<b>\$ 88,768.04</b>
<b>TO STATE</b>				
FamAbuse fund	\$ 563.12	\$ 1,475.43	\$ 443.79	\$ 1,268.81
Food Estabs	\$ 308.00	\$ 1,148.00	\$ 252.00	\$ 1,036.00
Bur.Permits	\$ 65.00	\$ 265.00	\$ 92.50	\$ 180.00
Child Abuse	\$ 1,126.17	\$ 2,950.74	\$ 887.55	\$ 2,537.52
State VS QTRLY	\$ 3,483.00	\$ 9,126.00	\$ 2,745.00	\$ 7,848.00
Food Service	\$ 588.00	\$ 3,236.00	\$ 392.00	\$ 3,356.00
Food Vendors	\$ 6.00	\$ 150.00	\$ 30.00	\$ 138.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 6,139.29</b>	<b>\$ 18,351.17</b>	<b>\$ 4,842.84</b>	<b>\$ 16,364.33</b>
<b>TOTAL ASSETS</b>	<b>\$ 17,617.81</b>	<b>\$ 74,755.23</b>	<b>\$ 12,308.66</b>	<b>\$ 72,403.71</b>
+Admin fee to Vital Stats	\$ 52.21	\$ 136.83	\$ 41.18	\$ 107.76
-3% FamAbuse	\$ 17.38	\$ 45.57	\$ 13.73	\$ 35.94
-3% ChildAbuse	\$ 34.83	\$ 91.26	\$ 27.45	\$ 71.82

**STATISTICAL REPORT Cont.**

**March 2012**

**YTD 2012**

**March 2011**

**YTD 2011**

**INSPECTIONS**

Animal Bites *(4)	11	15	3	9
Complaints	58	129	55	110
Food Estabs	26	54	28	64
Food Service	67	155	51	182
FSO Vending	20	20	22	30
Home Sewage	0	0	0	0
Housing	101	215	131	330
Schools	1	7	0	9
Solid Waste	0	0	0	0
Swimming Pls	8	15	7	14
Septic Haul.	0	0	0	0
Tattoo Parlors	0	1	2	6
Other	0	0	0	0
<b>TOTAL</b>	<b>292</b>	<b>611</b>	<b>299</b>	<b>754</b>

\* ( )Number of Bites Reported

**PERMIT/lic.**

Food Estabs	10	40	9	37
Food Service	22	117	14	118
FS Vending	1	25	5	23
Home Sewage	0	0	0	0
Housing	28	102	28	98
Solid Waste	0	0	0	0
Swim Pools	0	0	0	0
Septic Haul.	0	0	0	0
Tattoo Parlors	0	1	0	3
Other	0	0	0	0
<b>TOTAL</b>	<b>61</b>	<b>285</b>	<b>56</b>	<b>279</b>

**MOSQ.CONT.**

Sites Treat.	2	2	0	0
Adulticide	0	0	0	0
Tot Man Hrs	11.10	11.10	2.00	2.00

**COMPLAINTS**

Received	14	46	32	55
Abated	11	38	31	54

**LEGAL COMPL.**

Filed	0	0	0	1
Pre-trials	0	0	0	0
Trials	0	0	0	0

**COMM.DISEASE** 38 106 54 267

**VNA CLINICS IMMUNIZATIONS** 11 29 3 8

**BIRTH Copies issued** 44 129 11 45

**DEATH Copies issued** 343 885 290 823