



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: April 11, 2013
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director *Bod*
RE: 2013 Community Reinvestment Area Housing Council Meeting and Tax Incentive Review Council Meeting Summary Report

Businesses that receive real property tax exemptions through the City's Community Reinvestment Area I and Area II (CRA) programs are subject to an annual review by the Community Reinvestment Area (CRA) Housing Council and the Tax Incentive Review Council (TIRC) to determine if the amount invested in capital improvements, reported annual payroll and number of employees aligns with the commitment levels identified at the start of the project. The City's Tax Increment Financing (TIF) agreement is also subject to an annual review by the TIRC.

The following is a summary of the agreements reviewed by the CRA Housing Council on March 7, 2013:

CRA I Agreements

KAPCO 2	3,380,000 project investment	Expired 12-31-12 (final review)
Smithers Oasis	6,000,000 project investment	Active
Star of the West Milling	1,900,000 project investment	Expired 12-31-12 (final review)
Emerald Environmental	650,000 project investment	Expired 12-31-12 (final review)
American Coupler System (ACS)	1,000,000 project investment	Active
West River Place , Phase II	339,749 project investment	Active
West River Place , Phase III	100,999 project investment	Active
West River Place , Phase IV	123,696 project investment	Active
ABC Landscaping	175,000 project investment	Active
Phoenix Properties, LLC A. Alley I	6,265,921 project investment	Active

CRAII Agreements

Don Joseph, Inc.	3,039,416 project investment	Active
Record Publishing, LLC	5,143,924 project investment	Certificate of Project Completion Submitted 3-20-13

The CRA Housing Council's recommendation was for the continuation of the Don Joseph, Inc. CRA agreement. No action was needed on the Record Publishing project because the project was not active at the time of the review. The CRA I agreements are not subject to CRA Housing Council action and are included in this summary for informational purposes only.

The Tax Incentive Review Council (TIRC) meeting was convened on March 6, 2013 and the following projects were reviewed:

Don Joseph, Inc.	3,039,416 project investment	Active
Record Publishing, LLC	5,143,924 project investment	Certificate of Project Completion Submitted 3-20-13
Tax Increment Financing (TIF) Agreement	\$31,442,843.00	Actual as of 12/31/12

The TIRC recommendation was for continuation of the three (3) projects without any modification.

The 2012 information for all of the agreements reviewed by the CRA Housing Advisory Council and the TIRC was submitted to the Ohio Development Services Agency (ODSA) on March 30, 2013.

No Council action is required on the above listed projects because the recommendations were for continuation of all agreements without any modifications. If you or any members of Council have any questions concerning the annual review of the above listed agreements or need any additional information, please let me know.

Thank you.

CC: Dan Smith, Economic Development Director
2012 CRA, TIRC and TIF Annual Report Files



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT Building Services Division

To: Dave Ruller
City Manager

From: Bridget Susel
Community Development Director *B.S.*

Date: April 4, 2013

RE: Monthly Permit and Zoning Complaint Report – March 2013

Attached is the monthly report per Council's request.

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

BUILDING PERMIT REPORT SUMMARY (KCO 147-04) - MARCH 2013

<u>Permit Type</u>	<u># Approved</u>	<u>Current YTD</u>	<u>Previous YTD</u>
Building	15	32	55
Electric	16	33	58
HVAC	6	27	22
Plumbing	7	26	29
Engineering	4	8	14
Subdivisions	0	1	1
Zoning	5	12	20
Total:	53	139	199

<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	1,440.00
Fire Dept Review/Inspect	00135201	400.00	400.00	n/a
Building Reviews	00135201	2,493.75	12,637.50	3,781.25
Building	00135201	5,829.85	10,137.20	22,299.55
Electric	00135202	1,711.14	3,031.44	6,957.00
HVAC	00135204	185.00	2,139.85	2,220.00
Plumbing	20235203	14,189.95	15,698.25	1,723.00
Subtotal:		\$24,809.69	\$44,044.24	\$38,420.80
State 1% Fee	80436362	8.67	27.25	40.46
State 3% Fee	80436362	631.48	848.47	874.53
Demolition Bond	80436313	100.00	100.00	1,900.00
Contractor Registrations	00135206 - 8	975.00	4,375.00	2,600.00
Zoning	00135301	1,737.29	2,278.26	440.00
Fence Permits	00135301	0.00	25.00	125.00
Signs	00135313	125.00	605.00	210.00
Civil Infraction Fines	00135106	0.00	300.00	50.00
Board Applications	00135302	150.00	750.00	650.00
Postage	10405400132	139.49	350.61	458.88
Miscellaneous	00135406	108.55	317.75	315.93
Sewer Permits	20235316	0.00	100.00	125.00
Sewer Utilization	20233604	0.00	0.00	2,620.00
Sewer Disconnect	20235406	0.00	0.00	2,500.00
Storm Sewer	20833604	0.00	100.00	300.00
Street Excavation	00135317	60.00	140.00	280.00
Water Meters	20133604	0.00	0.00	825.00
Water Permit	20133604	50.00	75.00	1,962.00
Water Utilization	20133604	0.00	0.00	1,100.00
Water Disconnect	20135406	0.00	0.00	0.00
Chlorination	20133604	0.00	0.00	0.00
Waterline Const/Frontage	20133604	0.00	0.00	0.00
Street Exc. Bond	80436341	6,000.00	13,800.00	10,400.00
Subdivision Bond	80436312	0.00	10,000.00	0.00
Fire Escrow Deposit	80436331	0.00	1,513.45	8,126.97
Site Plan Construction	00135317	0.00	780.00	240.00
Plan Review	00135317	0.00	780.00	4,994.50
Improvement Inspection	00135317	0.00	0.00	4,754.50
Grading Permits	00135317	0.00	57.00	0.00
Plat Review/Lot Split	00135317	0.00	30.00	125.00
Subtotal:		\$10,085.48	\$37,352.79	\$46,017.77
Grand Total:		\$34,895.17	\$81,397.03	\$84,438.57

Permit Payments Listing by Jurisdiction

From: 2/28/13 To: 3/28/13

		Value	Fee	BBS	Total
Existing Commercial					
Kent					
EC-2012-12-7	AMETEK ANNEX RENOVATION	3/18/2013			
RENOVATE EXISTING WAREHOUSE FOR AMETEK		\$106,000.00	\$1,124.50	\$0.00	\$1,137.24
805 STOW ST					
EC-2012-12-8	HOTEL/CONFERENCE CENTER	3/11/2013			
ERECT WALLS SIGNS FOR HOTEL/CONFERENCE CENT		\$0.00	\$643.75	\$0.00	\$649.75
215 S DEPEYSTER ST					
EC-2013-03-3	TEMPORARY TENT CANOPY	3/15/2013			
ERECT TEMPORARY TENT CANOPY		\$0.00	\$50.00	\$0.00	\$51.50
100 E ERIE ST					
	<u>Total for Kent</u>	\$106,000.00	\$1,818.25		\$1,838.49
	<u>Total for Existing Commercial Permits</u>	\$106,000.00	\$1,818.25		\$1,838.49

Electric, Commercial

Kent

ELC-2013-02-3	ELECT, REPLACE CABINET &	3/12/2013			
REPLACE CABINET & ANTENA		\$25,000.00	\$144.40	\$0.00	\$145.92
1323 MIDDLEBURY RD					
ELC-2013-02-5	ELEC., METER RESET	3/8/2013			
METER RESET		\$0.00	\$50.00	\$0.00	\$51.50
112 S LINCOLN ST					
ELC-2013-02-6	ELEC., REPLACE 100 AMP SERVICE	3/8/2013			
REPLACE 100 AMP SERVICE		\$0.00	\$50.00	\$0.00	\$51.50
533 CRAIN AVE					
ELC-2013-02-7	ELEC., 200 AMP SERVICE FOR	3/8/2013			
200 AMP SUBPANEL FROM EXISTING BUILDING		\$0.00	\$457.09	\$0.00	\$470.80
948 CHERRY ST					
ELC-2013-02-8	ELEC., 200 AMP SERVICE FOR	3/8/2013			
INSTALL 200 AMP SERVICE FOR GREENHOUSE		\$0.00	\$322.80	\$0.00	\$332.48
919 MARVIN AVE					
ELC-2013-03-2	ELECT, NEW PIZZA SHOP	3/12/2013			
INSTALL ELECTRIC FOR NEW YORK TO CHICAGO		\$0.00	\$50.00	\$0.00	\$51.50
164 CHERRY ST					
ELC-2013-03-3	ELECT, TEMPORARY SERVICE	3/11/2013			
INSTALL TEMPORARY SERVICE		\$0.00	\$50.00	\$0.00	\$51.50
210 S DEPEYSTER					
ELC-2013-03-4	ELEC., DINO PALMIERI SALON	3/15/2013			
ELECTRIC FOR NEW SALON		\$0.00	\$230.00	\$0.00	\$236.90
215 S WATER ST					

Permit Payments Listing by Jurisdiction

From: 2/28/13 To: 3/28/13

		Value	Fee	BBS	Total
Electric, Commercial					
Kent					
ELC-2013-03-5	ELECT, TEMPORARY SERVICE	3/21/2013			
INSTALL TEMPORARY SERVICE		\$0.00	\$50.00	\$0.00	\$51.50
5231 SUNNYBROOK RD					
ELC-2013-03-6	ELECT, OFFICE RENOVATION SUITE	3/21/2013			
INSTALL ELECTRIC FOR OFFICE RENOVATION FOR		\$0.00	\$50.00	\$0.00	\$51.50
136 N WATER ST					
ELC-2013-03-9	ELECT, AMETEK ANNEX RENOVATION	3/28/2013			
INSTALL ELECTRIC FOR AMETEK ANNEX RENOVATION		\$0.00	\$95.60	\$0.00	\$98.47
805 STOW ST					
	<u>Total for Kent</u>	\$25,000.00	\$1,549.89		\$1,593.57
	<u>Total for Electric, Commercial Permits</u>	\$25,000.00	\$1,549.89		\$1,593.57

Electric, Residential

Kent					
ELR-2013-02-7	ELEC., REPAIR	2/28/2013			
REPAIR WIRING IN BASEMENT		\$0.00	\$50.00	\$0.00	\$50.50
631 S DEPEYSTER ST					
ELR-2013-02-8	ELEC., SERVICE REPLACEMENT	3/8/2013			
REPLACE 100 AMP SERVICE		\$0.00	\$35.00	\$0.00	\$35.35
1117 LOWER					
ELR-2013-02-9	ELEC., REPLACE 100 AMP SERVICE	3/8/2013			
REPLACE 100 AMP SERVICE		\$0.00	\$50.00	\$0.00	\$50.50
348 DODGE ST					
ELR-2013-03-1	ELECT, KITCHEN LIGHTING	3/12/2013			
INSTALL KITCHEN LIGHTING		\$0.00	\$50.00	\$0.00	\$50.50
1055 COTTAGE GATE DR					
ELR-2013-03-2	ELECT, SERVICE REPLACEMENT	3/12/2013			
REPLACE SERVICE		\$0.00	\$35.00	\$0.00	\$35.35
531 CUYAHOGA ST					
	<u>Total for Kent</u>	\$0.00	\$220.00		\$222.20
	<u>Total for Electric, Residential Permits</u>	\$0.00	\$220.00		\$222.20

Engineering, Commercial

Kent					
ENGC-2013-02-2	CABLE FOR THE HOTEL	3/5/2013			
INSTALLATION OF CONDUIT TO PROVIDE CABLE TO		\$0.00	\$20.00	\$0.00	\$20.00
230 E ERIE ST					
HAYMAKER PKWY					
S DEPEYSTER ST					

Permit Payments Listing by Jurisdiction

From: 2/28/13 To: 3/28/13

			Value	Fee	BBS	Total
Engineering, Commercial						
Kent						
ENGC-2013-03-1	BOND FOR WAREHOUSE	3/19/2013				
			\$.00	\$5,000.00	\$.00	\$5,000.00
948 CHERRY ST						
	<u>Total for Kent</u>		\$.00	\$5,020.00		\$5,020.00
	<u>Total for Engineering, Commercial Permits</u>		\$.00	\$5,020.00		\$5,020.00

Engineering, Residential

Kent						
ENGR-2013-03-1	WATER LATERAL REPLACEMENT	3/8/2013				
INSTALL WATER LATERAL REPLACEMENT			\$.00	\$1,045.00	\$.00	\$1,045.00
418 WOLCOTT						
ENGR-2013-03-2	WATER SERVICE REPLACEMENT	3/15/2013				
WATER SERVICE REPLACEMENT			\$1,200.00	\$45.00	\$.00	\$45.00
299 S CHESTNUT ST						
	<u>Total for Kent</u>		\$1,200.00	\$1,090.00		\$1,090.00
	<u>Total for Engineering, Residential Permits</u>		\$1,200.00	\$1,090.00		\$1,090.00

Existing Residential

Kent						
ER-2013-02-5	KITCHEN REMODEL	3/5/2013				
KITCHEN REMODEL			\$.00	\$50.00	\$.00	\$50.50
183 N PROSPECT ST						
ER-2013-02-6	DEMO GARAGE	3/4/2013				
DEMOLISH DETACHED GARAGE			\$.00	\$125.00	\$.00	\$125.25
324 COLLEGE CT						
ER-2013-03-1	GARAGE ADDITION	3/19/2013				
CONSTRUCT GARAGE ADDITION			\$22,000.00	\$98.00	\$.00	\$98.98
136 S PROSPECT ST						
ER-2013-03-3	DECK	3/28/2013				
CONSTRUCT DECK AS PER PLAN			\$1,700.00	\$84.90	\$.00	\$85.50
1639 MORRIS RD						
	<u>Total for Kent</u>		\$23,700.00	\$357.90		\$360.23
	<u>Total for Existing Residential Permits</u>		\$23,700.00	\$357.90		\$360.23

Fire Suppression/Alarm

Kent						
FSA-2012-12-6	FIRE ALARM	3/15/2013				
INSTALL FIRE ALARM FOR OLD HOTEL			\$.00	\$.00	\$.00	\$.00

Permit Payments Listing by Jurisdiction

From: 2/28/13 To: 3/28/13

			Value	Fee	BBS	Total
176 E MAIN ST						
FSA-2013-01-2	BAR 145 HOOD SUPPRESSION	3/5/2013				
	INSTALL HOOD SUPPRESSION FOR BAR 145		\$3,400.00	\$180.00	\$0.00	\$180.90
100 E ERIE ST						
FSA-2013-01-8	HOOD SUPPRESSION FOR HOT SOSS	3/4/2013				
	INSTALL HOOD SUPPRESSION SYSTEM FOR HOT		\$3,500.00	\$350.00	\$0.00	\$353.00
1143 LAKE ST						
FSA-2013-02-1	MARKET PATH FIRE SUPPRESSION	3/4/2013				
	INSTALL FIRE SUPPRESSION FOR MARKET PATH		\$1,000.00	\$299.50	\$0.00	\$303.24
295 S WATER ST						
FSA-2013-03-1	FURAKAWA SUPPRESSION SYSTEM	3/13/2013				
	REPLACE EXISTING SUPPRESSION SYSTEM		\$22,000.00	\$356.15	\$0.00	\$360.46
705 LAKE ST						
FSA-2013-03-2	PARTA FIRE ALARM	3/8/2013				
	INSTALL FIRE ALARM FOR PARTA		\$0.00	\$0.00	\$0.00	\$0.00
201 E ERIE ST						
	<u>Total for Kent</u>		\$29,900.00	\$1,185.65		\$1,197.60
	<u>Total for Fire Suppression/Alarm Permits</u>		\$29,900.00	\$1,185.65		\$1,197.60

Heating, Commercial

Kent

HVACC-2013-03-1	HVAC, ADD AIR CONDITIONING	3/18/2013				
	INSTALL AIR CONDITIONING		\$0.00	\$293.75	\$0.00	\$295.25
335 W MAIN ST						
	<u>Total for Kent</u>		\$0.00	\$293.75		\$295.25
	<u>Total for Heating, Commercial Permits</u>		\$0.00	\$293.75		\$295.25

Heating, Residential

Kent

HVACR-2013-02-10	FURNACE REPLACEMENT	3/28/2013				
	REPLACE FURNACE		\$0.00	\$30.00	\$0.00	\$30.30
118 WILSON AVE						
HVACR-2013-02-11	HVAC, FURNACE REPLACEMENT	3/8/2013				
	REPLACE FURNACE		\$0.00	\$35.00	\$0.00	\$35.35
335 HIGH ST						
HVACR-2013-02-9	HVAC, FURNACE REPLACEMENT	3/8/2013				
	REPLACE FURNACE		\$0.00	\$35.00	\$0.00	\$35.35
544 IVAN DR						
HVACR-2013-03-1	HVAC, FURNACE & A.C.	3/21/2013				
	REPLACE FURNACE & A.C.		\$0.00	\$35.00	\$0.00	\$35.35
1027 JESSIE AVE						

Permit Payments Listing by Jurisdiction

From: 2/28/13 To: 3/28/13

			Value	Fee	BBS	Total
Heating, Residential						
Kent						
HVACR-2013-03-2	HVAC, FURNACE & A.C.	3/28/2013				
REPLACE FURNACE & A.C.			\$.00	\$35.00	\$.00	\$35.35
218 N DEPEYSTER ST						
	<u>Total for Kent</u>		\$.00	\$170.00		\$171.70
	<u>Total for Heating, Residential Permits</u>		\$.00	\$170.00		\$171.70

New Commercial

Kent						
NC-2013-02-1	BUILDING C SHELL	3/13/2013				
CONSTRUCT SHELL FOR BUILDING C			\$4,500,000.00	\$6,474.09	\$.00	\$6,609.82
210 S DEPEYSTER						
	<u>Total for Kent</u>		\$4,500,000.00	\$6,474.09		\$6,609.82
	<u>Total for New Commercial Permits</u>		\$4,500,000.00	\$6,474.09		\$6,609.82

Plumbing, Commercial

Kent						
PC-2013-03-1	PLUMB, MAPLEBROOK	3/20/2013				
PLUMB MAPLEBROOK			\$.00	\$13,945.95	\$.00	\$14,364.33
5231 SUNNYBROOK RD						
	<u>Total for Kent</u>		\$.00	\$13,945.95		\$14,364.33
	<u>Total for Plumbing, Commercial Permits</u>		\$.00	\$13,945.95		\$14,364.33

Plumbing, Residential

Kent						
PR-2013-02-5	PLUMB., REPAIR/REMODEL	2/28/2013				
REPIPE WATERLINE, INSTALL FIXTURES IN BATH,			\$.00	\$50.00	\$.00	\$50.50
631 S DEPEYSTER ST						
PR-2013-02-7	PLUMB., WATER HEATER	3/8/2013				
REPLACE WATER HEATER AND EXPANSION TANK			\$.00	\$35.00	\$.00	\$35.35
845 BRYCE RD						
PR-2013-02-8	PLUMB., WATER HEATER	3/8/2013				
REPLACE WATER HEATER AND EXPANSION TANK			\$.00	\$35.00	\$.00	\$35.35
611 CUYAHOGA ST						
PR-2013-03-2	PLUMB, WATER HEATER	3/12/2013				
REPLACE WATER HEATER			\$.00	\$35.00	\$.00	\$35.35
904 BRYCE RD						
PR-2013-03-3	PLUMB, WATER HEATER	3/21/2013				
REPLACE WATER HEATER			\$.00	\$50.00	\$.00	\$50.50

Permit Payments Listing by Jurisdiction

From: 2/28/13 To: 3/28/13

			Value	Fee	BBS	Total
Plumbing, Residential						
Kent						
646 ADA ST						
PR-2013-03-4	PLUMB, WATER HEATER	3/28/2013				
	REPLACE WATER HEATER		\$.00	\$39.00	\$.00	\$39.39
382 SILVER MEADOWS BLVD						
	<u>Total for Kent</u>		\$.00	\$244.00		\$246.44
	<u>Total for Plumbing, Residential Permits</u>		\$.00	\$244.00		\$246.44

Review Fees

Kent

REV-2012-12-2	BELLERIA'S REVIEW #2 & #3	3/20/2013				
			\$.00	\$225.00	\$.00	\$225.00
135 E ERIE ST						
REV-2013-03-1	GREENHOUSE FEES - REVIEW #5	3/14/2013				
			\$.00	\$75.00	\$.00	\$75.00
919 MARVIN AVE						
REV-2013-03-3	REVIEW FEES FOR HOT SOSS DON'S	3/28/2013				
			\$.00	\$37.50	\$.00	\$37.50
1143 LAKE ST						
	<u>Total for Kent</u>		\$.00	\$337.50		\$337.50
	<u>Total for Review Fees Permits</u>		\$.00	\$337.50		\$337.50

Zoning

Kent

Z-2013-02-7	WALL SIGNS	3/12/2013				
	Replace existing walls signs with same size new signs as		\$.00	\$50.00	\$.00	\$50.00
400 DEVON PL						
Z-2013-02-8	POLE SIGN	3/7/2013				
	CHANGE FACE ON POLE SIGN AS PER PLAN		\$.00	\$50.00	\$.00	\$50.00
400 DEVON PL						
Z-2013-03-2	GARAGE ADDITION	3/14/2013				
	ZONING PERMIT ONLY FOR GARAGE ADDITION.		\$.00	\$25.00	\$.00	\$25.00
136 S PROSPECT ST						
Z-2013-03-3	TEMPORARY SIGN PERMIT - MARY	3/25/2013				
	INSTALL TEMPORARY SIGN FROM 3/25/13 UNTIL		\$.00	\$25.00	\$.00	\$25.00
1444 E MAIN ST						
Z-2013-03-4	FENCE	3/25/2013				
	INSTALL 6' FENCE IN REAR YARD PER PLAN		\$.00	\$25.00	\$.00	\$25.00
120 E HALL ST						

Permit Payments Listing by Jurisdiction

From: 2/28/13 To: 3/28/13

		Value	Fee	BBS	Total
<u>Total for Kent</u>	\$.00	\$175.00			\$175.00
<u>Total for Zoning Permits</u>	\$.00	\$175.00			\$175.00
Total for all permit types:	\$4,685,800.00	\$32,881.98			\$33,522.13

Monthly Report

3/1/13 to 3/31/13

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/1/2013	415 Gougler	Property Maintenance	Hershiser	1	Received a complaint of the overall condition of this property. Upon investigation of the complaint, there are holes in the siding, missing or detached roof gutters and downspouts and overall the property is in need of painting. An External Property Civil Infraction Warning letter was sent to the property owner via certified and regular U.S. Mail. Will monitor for compliance. On 3-18-2013, I spoke with the property owner regarding these violations. He was advised he must come up with a written plan for correction of the stated violations. He was further advised the timeframe must be expedient. Will continue to monitor for written plan and subsequent repairs.
3/1/2013	425 Gougler	Property Maintenance	Hershiser	1	Received a complaint of the overall condition of this property. Upon investigation of the complaint, there are holes in the External walls, missing or detached roof gutters and downspouts and overall the property is in need of painting. There is also a shattered window on the front of the building. An External Property Civil Infraction Warning letter was sent to the property owner via certified and regular U.S. Mail. Will monitor for compliance. On 3-18-2013, I spoke with the property owner regarding these violations. He was advised he must come up with a written plan for correction of the stated violations. He was further advised the timeframe must be expedient. Will continue to monitor for written plan and subsequent repairs.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/6/2013	932 Water, South	Property Maintenance	Hultgren	3	Received a telephone call regarding the interior condition of this home. The owner call for assistance and the police arrived. The property owner could not open the door, so the police officer broke a window to unlock the door. The property owner was taken to the hospital. The Health Department was called to the scene due to the excessive clutter in the house. I have requested further information from the Health Department. Evidently the Health Department are in contact with social service agencies for assistance. Will monitor the progress of this address. On 3-11-2013 I spoke with Trevor at the Health Department regarding the status of their investigation. Evidently the property owner's family will be getting a dumpster to clear out the accumulated trash and debris from the interior and exterior of the home. The accumulation is extensive. I will stand by with any further enforcement action at this address pending the clean out of the house and yard. I will continue to monitor. There has been activity at this address clearing out some of the contents of the home. I will continue to monitor.
3/6/2013	707 Water, South	Nuisance Material	Agarwal Ltd. Partnership	5	Received a complaint of this business using a revolving red light in their window to attract customers. Upon investigation of the complaint, there is a red light in the window which projects through the window. Research of the City's sign ordinance reveals this is not a violation as stated in the City's ordinances. I will stop in the business today and explain the issue with the business owner. Complaint is not formally enforceable.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/7/2013	140 Crain	Property Maintenance	Goldstein	5	Received an anonymous complaint of the condition of the picket fence along the right of way sidewalk. Upon investigation of the complaint, there are several loose and/or missing pickets on the fence. An external property maintenance civil infraction warning was sent to the property owner via certified and regular U.S. Mail. Will monitor for compliance. The certified mail to this property owner was returned to this office as unclaimed.
3/11/2013	0 Beryl	Zoning Code Violation		3	Two signs, posted illegally in the public right of way, were removed. Issue resolved.
3/11/2013	0 Currie Hall	Zoning Code Violation		3	Two signs, posted illegally in the public right of way, were removed. Issue resolved.
3/11/2013	0 Haymaker	Zoning Code Violation		2	One sign, posted illegally in the public right of way, was removed. Issue resolved.
3/11/2013	462 Laurel	Property Maintenance	Bo Myer Ltd.	2	I received a report from Lt. James Ennemoser regarding the condition of an apartment at 462 Laurel. There was a call over the weekend where Officers entered this apartment and it was reported to be filled with dog feces, pop cans everywhere, trash and drug paraphernalia. I sent an e-mail to the Kent City Health Department to see if they could help in this matter. I also spoke with Trevor at the Health Department regarding this matter. I will await their response if whether or not they will handle.
3/11/2013	0 Water, South	Zoning Code Violation		3	Three signs, posted illegally in the public right of way, were removed. Issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/12/2013	1015 Franklin	Nuisance Material	Heisa	3	<p>Received an anonymous complaint regarding a tenant at this two family home. The tenant is allegedly using a spray paint or other solvent in a tent next to the house and is disturbing the complainant. I began to investigate this complaint and discovered this house was granted permission to be a two family home in 1987, but Couonty records showed the property as a single family home. I called Deidre at the Portage County Auditor's Office, she confirmed it was being taxed as a single family home. She further stated a designation of a two family home would increase the property's value and the property taxes. She requested I sent supporting documentation via scan and e-mail. The supporting documents were sent via e-mail. The property owner is being sent a external property maintenance civil infraction warning for the tent structure, noxious fumes and fire rating of the tent structure. The property owner is being asked to remove the tent structure, since it is causing a hazard to the occupants of the structure and the ten structure is considered an accessory structure located too close to the main building. I will monitor this case for resolution. Mr. Heisa called to report he posted a copy of the Civil Infraction Warning on the door of the unit occupied by the tenant who erected the tent. I told Mr. Heisa to keep me informed on the progress of the resolution to this matter. I will continue to monitor. On 3-25-2013, I spoke with the property owner, Grant Heisa. Mr. Heisa stated he has posted a three day notice for the tenant to remove the illegal tent. If the tent has not been removed after the three days, Mr. Heisa stated he will initiate the eviction process to have the tenant evicted from the</p>

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/13/2013	0 Main, West	Zoning Code Violation		2	unit. I asked Mr. Heisa to keep me informed of any further progress. On 3-29-2013, Mr. Heisa called to report the tent structure has been moved away from the rear of the house. I will verify this information and update accordingly. The site was inspected on 4-1-2013 and the violation has been resolved.
3/15/2013	660 Longcoy	Property Maintenance	Dubetz	1	Received a call from "Kelly", she was concerned with the behavior of some of her neighbors living in the Longcoy Apartments on Longcoy Avenue. She stated the tenants have set up a picnic table and barbeque grill along the rear fence of the property. She further stated these tenants were wolf whistling at her and she could not allow her children outside to play due to this behavior. I explained to her there is nothing I am able to enforce, but advised her she may want to call the Kent Police if she feels threatened. She further stated she will be installing a privacy fence along the rear property line. She was further advised to get the proper zoning permits for her fence. I gave her directions to our office for the requisite permits. Complaint is unenforceable by this department. The complainant in this matter has applied for permission to erect an eight foot fence along the rear of her property. The fence variance will be considered by the Board of Zoning Appeals on April 15, 2013.
3/18/2013	0 Lake	Zoning Code Violation		6	Two signs, posted illegally in the public right of way, were removed. Issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/18/2013	0 Sunset Way	Zoning Code Violation		1	Two signs, posted illegally in the public right of way, were removed. Issue resolved. Later in the day I received a telephone call from Mike Haney from Kent Roosevelt High School regarding proper sign placement for their annual mattress sale advertising signs. I advised him signs are not to be placed in the public right of way. I will return the signs to the high school in care of Carmella DeLeone. Mr. Haney was advised where I will leave the signs.
3/18/2013	0 Water, South	Zoning Code Violation		3	Two signs, posted illegally in the public right of way, were removed. Issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/19/2013	1023 Morris	Illegal Use	Hershiser	3	<p>I received an anonymous complaint regarding the use of this property as an illegal boarding house with four tenants at this time. I spoke with the property owner and confronted him with the allegation. Mr. Hershiser admitted there are four tenants at this location. He stated he thought the property was a legal boarding house. Our file documents reveal this property has never been a legal boarding house. There is a letter in our file to the former owner of the property detailing the proper uses of a property in an R-4 zoning district. Mr. Hershiser stated the former owner advised him it was a legal boarding house. I told Mr. Hershiser if the former owner misrepresented the proper use of the property, this may be a civil matter for him versus the former proeprty owner. The City will allow Mr. Hershiser to honor the leases until their expiration with written proof of the terms of the exiting lease. Will continue to monitor. A civil infraction warning is being issued for a 30 day compliance window. This compliance window can be extended to the end of the lease period with proper documentation of lease period (copies of leases).</p>

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/19/2013	326 School, East	Illegal Use	Maydak	3	We received a telephone call complaint regarding a taxicab business being run out of a residence in a two family home. Internet research this business is being advertised as "Porter's Taxi". File research reveals no conditional use of this property for home occupation. A field investigation showed a taxicab parked at the residence. A civil infraction warning letter was sent to the property owner for the home occupation violation in an R-2 zoning district. I will monitor for compliance. Records reflect this certified mailing was signed for and accepted by the property owner on 3-23-2013. I will continue to monitor this property. The Porter's Taxi vehicles have been removed from this site. There has been no contact from the property owners regarding the use of this property. I will continue to monitor.
3/19/2013	407 Water, North	Illegal Use	Hershiser	5	Received a call from a woman inquiring on the legal use of this property as a boarding house. She further stated this house currently has four tenants. I reviewed the City's property file and the Portage County Auditor's website. This property is currently a two family home. This property is being utilized properly and is not in violation. Will continue to monitor this property.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/20/2013	408 Mantua, North	Illegal Use	City of Kent	1	I received a complaint that the house owned by the City of Kent and amanged by Jack Kohl Realty was being used as an illegal boarding house. I went to the house on 3-19-2013 and there was no answer at the door. I left a business card for a return call. Today, I spoke with one of the tenants, Jason Jones (330-780-9096). Mr. Jones was asked how many persons were residing in the house, he stated two, Jason Jones and Jason Strong. Mr. Jones further stated he and his roommate have an occasional overnight guest, but no guests on a regular basis. The complaint is unfounded.
3/21/2013	1560 Vine	Property Maintenance	Webb	3	Dorothy Romeo called the City's Clerk of Council regarding the status of this vacant property. She stated she was concerned there were vagrants and animals in this vacant house. I contacted the Kent Police Department to check the property for any sign of the house being unsecured. The officer who responded checked the house and all windows and doors were shut and locked. While the officer was present, I walked around the perimeter of the home to look for any evidence of animal intrusion or openings in the house which would allow animal entry. There was no evidence of animal entry and no obvious opening for animals to enter the house. There is also a cap on the chimney. There are a couple of property maintenance violations for detached gutters and downspouts and a decayed support post for the front porch. Thos violations were sent to the property owner via regular and certified U.S. Mail. I will continue to monitor this property.
3/25/2013	0 Cherry	Zoning Code Violation		3	One sign, posted illegally in the public right of way, was removed. Issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/25/2013	0 Middlebury	Zoning Code Violation		2	One sign, posted illegally in the public right of way, was removed. Issue resolved.
3/25/2013	0 Mogadore	Zoning Code Violation		3	One sign, posted illegally in the public right of way, was removed. Issue resolved.
3/25/2013	0 Sunnybrook	Zoning Code Violation		3	One sign, posted illegally in the public right of way, was removed. Issue resolved.
3/26/2013	0 Anita	Zoning Code Violation		2	One sign, posted illegally in the public right of way, was removed. The sign was advertising for an Easter Egg Hunt at Riverwood Chapel. The sign was returned to staff at Riverwood Chapel. Proper sign placement was explained to staff when delivering the sign. Issue resolved.
3/26/2013	0 Fieldstone	Zoning Code Violation		2	One sign, posted illegally in the public right of way, was removed. The sign was advertising for an Easter Egg Hunt at Riverwood Chapel. The sign was returned to staff at Riverwood Chapel. Proper sign placement was explained to staff when delivering the sign. Issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/26/2013	651 Mae	Illegal Use	Delciappo	4	I received a complaint from the neighbor that shares the driveway with 651 Mae Street. The neighbor alleges there are four persons residing at this student rental property. During a field investigation of this complaint, I spoke with one of the tenants of the property, Kylie Willis. Ms. Willis was asked how many persons were residing at this address, she stated four. I further asked if any residents were related and she stated she is living with her cousin and the two other residents are brothers. If this information is truthful, there is no zoning violation, since there are two sets of related persons. I am sending a reminder letter to the property owner reminding them this property is a single family home and cannot be rented to more than two unrelated persons. At this point in time, this complaint is unfounded.
3/26/2013	0 Silver Meadows	Zoning Code Violation		2	Three signs, posted illegally in the public right of way, were removed. The signs were advertising for an Easter Egg Hunt at Riverwood Chapel. The signs were returned to staff at Riverwood Chapel. Proper sign placement was explained to staff when delivering the signs. Issue resolved. Proper sign placement was also discussed (via e-mail) with the church pastor.
3/26/2013	0 Stonewater	Zoning Code Violation		2	One sign, posted illegally in the public right of way, was removed. The sign was advertising for an Easter Egg Hunt at Riverwood Chapel. The sign was returned to staff at Riverwood Chapel. Proper sign placement was explained to staff when delivering the sign. Issue resolved.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/26/2013	0 Sunset Way	Zoning Code Violation		1	One sign, posted illegally in the public right of way, was removed. The sign was advertising for an Easter Egg Hunt at Riverwood Chapel. The sign was returned to staff at Riverwood Chapel. Proper sign placement was explained to staff when delivering the sign. Issue resolved.
3/27/2013	0 Harvey	Illegal Use		6	Received a complaint from Mrs. Gretchen Snyder via GovQA regarding abandoned vehicles in the vacant lot at the corner of Lake and Harvey Sts. Mrs. Snyder stated in her complaint the vehicles had been there for several months. I investigated her complaint and found zero cars parked in the lot at 10:30am. Two digital photos were taken of the empty, vacant lot. An email response was sent to Mrs. Snyder via GovQA. The digital photos were also downloaded into GovQA. Complaint is unfounded and closed.

<i>Date</i>	<i>Street</i>	<i>Complaint Type</i>	<i>Owner or Company</i>	<i>Ward</i>	<i>Comments/Outcome</i>
3/29/2013	415 Robert	Property Maintenance	Lewis	1	<p>Received an anonymous complaint from a neighbor regarding the backfilling of an inground pool at this address. The complainant included digital photographs of the backfill material. The backfill material included various types of construction debris, including wood and concrete slabs. An exterior property maintenance civil infraction warning letter was sent via regular and certified US Mail. A copy was also left at the door of the property. Will monitor for compliance. I spoke with a contractor working on the concrete driveway. The contractor stated he was the homeowner's brother. I explained to him the excavation where the inground pool once stood cannot be filled with concrete slabs and other construction debris. He stated he will take out the concrete slabs and other construction debris. I received a phonecall from the contractor and I further advised him that once the debris is removed from the hole, a "clean hole" inspection has to be performed prior to refilling the hole with clean fill. I further spoke with Ass't. Law Director Eric Fink and explained the situation. He was satisfied with the ordinances which the homeowner was cited. I will continue to monitor this property. The property owner stopped in to our office on 4-2-2013 and stated the hole will be excavated and all prohibited materials will be removed over the upcoming weekend.</p>

CITY OF KENT HEALTH BOARD MEETING
April 9, 2013 5:30 PM
325 S. DEPEYSTER STREET
KENT, OH 44240
Phone (330) 678-8109 Fax (330) 678-2082

AGENDA

- I. MINUTES March 19, 2013 Meeting
- II. OPEN COMMENTS/GUEST COMMENTS – Swimming Pool Fees
- III. REPORTS
 - A. Statistical Report for March 2013
 - B. Expenditures & Encumbrances for March 2013
 - C. Health Commissioner's Report for March 2013
 - D. Public Health and Infectious Disease Report for March 13
- IV. OLD BUSINESS
 - A. Resolution Increasing 2013 Swimming Pool and Spa License Fees – 3rd and Final Reading
 - B. Portage County Public Health Task Force
- V. NEW BUSINESS
 - A. County Health Rankings Update
 - B. Health Department Pamphlet
 - C. Health Department Branding Project
 - D. Environmental Health and Housing Maintenance Code Revision
- 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 19, 2013

Board Members Present

Doug Wagener
Marchelle Bobbs
John Gwinn
Jack Amrhein
Susan Roxburgh
Chris Woolverton

Staff Present

Jeff Neistadt
Tracy Radovic

Doug Wagener called to order the Health Board Meeting of March 19, 2013 at 5:30 p.m.

At the last meeting there was not a quorum for voting on January and February items so normal reports and old business were held for the March Meeting.

Open Comments

Several Students attended the meeting to observe. Each student introduced themselves.

The minutes from the January and February 2013 meeting were distributed and reviewed by the Health Board members prior to the meeting.

Motion: A motion to approve the minutes from the January 2013 and February 2013 meeting was made by Marchelle Bobbs and seconded by Doug Wagener. The motion passed.

Statistical Report for January and February 2013

No Issues.

Expenditures & Encumbrances for January and February 2013**January 2013**

VENDOR	ITEM DESCRIPTION	AMOUNT
ComDoc	Copier Lease Payment for January 2013	\$155.45
Ohio Div. of Real Estate	Burial Permit Transmittal fees for December	\$57.50
ComDoc	Maintenance Agreement Monthly Payment for January 2013	\$118.00
Kent Office Supply	Office Supplies	\$304.83
Widmer Time Corp.	State Embosser Ribbons	\$47.50
Ohio Dept. of Health	Vital Stats Technology Fees \$7731, Child Abuse Prevention and Family Violence Prevention \$3745.24	\$11,476.24
U.S. Cargo	Shipping charges to the Ohio Dept. Health for Rabies testing	\$24.90
Anthony Bartholomew	Quarterly payment for Apr. May, June 2012 inadvertently missed	\$625.00
NACCHO	Membership Dues for 2013	171.00
ComDoc	Copier Lease Payment for February	\$155.45
	TOTAL	\$13,135.87

Travel & Reimbursements

Justin Smith	Reimbursement for R.S. License Renewal fees	\$80.00
Justin Smith	Reimbursement for OEHA membership Dues	\$60.00
Jeff Neistadt	Reimbursement for Plaque	\$50.50
Ohio State University	Pesticide Conference for license recertification T.Jones, J.Neistadt and Justin Smith (\$75.00 ea.)	\$225.00
		\$415.50

February 2013

VENDOR	ITEM DESCRIPTION	AMOUNT
Ohio Dept. of Health	FSO Fee transmittal for January	\$62.00
Ohio Div. of Real Estate	Burial Permit Transmittal fees (42 permits issued)	\$105.00
Com Doc	Maintenance Agreement	\$130.00
Com Doc	Quarterly meter read billing	\$124.63
Com Doc	Lease Payment for March	\$155.45
Kent Office Supply	Folder tabs, business card paper, folders.	\$35.86
Mallory Dehaven	Services for indigent resident Jack Champion	\$500.00
NEHA	Annual Membership dues for Jeff Neistadt	\$95.00
City of Ravenna	Community needs assessment shared funding final payment	\$1,602.00
	TOTAL	\$2,809.94

Travel & Reimbursements

Kyle Kelly	Reimbursement for Mileage for January	\$13.22
Trevor Jones	Reimbursement for SIT License renewal	\$80.00
Health Department	Petty Cash Reimbursement	\$80.75
		\$173.97

Motion: A motion to approve the expenditures and encumbrances from January 2013 and February 2013 was made by Chris Woolverton and seconded by Jack Amrhein. The motion passed.

Commissioner's Report

Jeff stated that the Health Department has received the new computers which have the laptop/tablet capability so they will soon be taken out into the field to conduct inspections.

Our food safety training course was finally approved by ODH. We are in process of developing the registration, costs for the program and workbook training materials for the food safety operators and their staff.

Enclosed with your packet were materials from the Health Policy Institute of Ohio on Public Health Basics in Ohio and the Press Release on the RWJF Shared Services Grant with KSU.

The Health Department is currently in the process of updating the Environmental Health and Housing Code. The new code will integrate the Healthy Homes Model and International Building Code into the updated code and inspection process.

The Department is also currently researching rental registration programs in other cities and college towns. In meeting with the Community Development Department in the City, a rental registration program is something we would like to bring forth to council this summer.

Jeff explained that in the process of renewing our lease with ComDoc which provides our copier and maintenance on the machine. We are going to lease another machine with all the new bells and whistles which our current copier doesn't have like, scanning capabilities and we will save over \$40 per month off our current lease.

We have hired a new Secretary. Finally have some much needed help for Tracy. Linda Grimm will start shortly and her experience includes office manager work as well as dispatcher for the Streetsboro Police Department. Linda replaces Ellanor who retired on February 22nd.

Jeff Stated flu infections are winding down finally.

Kent City Schools' children whom are up to date on their immunizations totals about 58%. Jeff will speak to Joe Giancola regarding this and see if there is something the Health Department can do to assist.

ODH Funding

For next year's grant cycles the state is going to cut 8% off of the Emergency Preparedness Grant and 5% from WIC (Women, Infants, Children) grants to Local Public Health Departments.

House Bill 59 proposes a 63% cut in General Revenue Fund support of the Ohio Department of Health's Budget – Local Health Department (LHD) Support. At its current level of \$2.3 million, or 17 cents per capita, Ohio ranks in the in the bottom 10% nationwide in support for local public health. A further cut, as proposed, would reduce that amount to SIX CENTS per capita. ODH has assured the local health departments they plan to make the line item "whole" through vital statistics revenue.

House Bill 59 proposes revisions to the Ohio Revised Code which eliminates the Public Health Standards Task Force, a representative committee of ODH and local public health stakeholders that recommends standards for LHDs – and transfers that responsibility to the Director of ODH.

Costs Associated with House Bill 59 Recommendations

- HB 59 also requires local health districts to develop a comprehensive health assessment every two years. However, the PHAB national standard is to complete a comprehensive health assessment every five years. By increasing the requirement to every two years, the cost is more than doubling to \$1.32 million.
- The PH Futures committee recommended all local health districts meet Public Health Accreditation Board (PHAB) eligibility within 5 years, which includes a community health assessment, health improvement plan & strategic plan. HB 59 requires health districts to be accredited no later than July 1, 2018. Public Health accreditation is a new process. The estimated cost of achieving accreditation for LHDs in Ohio is between \$5 – 7 million and Ohio ranks at the bottom for funding of local public health.

- HB 59 requires food sanitarians to be certified by FDA. The Ohio Revised Code already requires restaurant & retail food inspection to be conducted by a Registered Sanitarian. The Ohio State Board of Sanitarian Registration ensures registered sanitarians possess and maintain specialized knowledge and skills in the field of environmental health. This is accomplished pursuant to Chapter 4736 of the Revised Code by minimum education standards, examination, continuing education requirements. Most states do not require this level of certification. Adding the FDA certification would be duplicative and an unnecessary expense of up to \$4 million per year.

Old Business

Emergency Resolution for Swimming Pool License fee increase

Motion: A motion to approve the Emergency Resolution for the increase in Swimming Pool License fees was made by Chris Woolverton and seconded by Marchelle. This motion was passed by roll call vote. Woolverton, Aye; Amrhein, Aye; Roxburgh, Aye; Gwinn, Aye; Wagener, Aye; Bobbs, Aye.

New Business

Jeff stated that Dr. Raub, Portage County Medical Director can no longer commit to us to serve as Kent Medical Director due to an illness in his immediate family. He does not want to commit to the additional responsibilities at this time. Chris Woolverton suggested that Jeff make contact with Amy from NEOMED, and Jeff stated he will talk to Margo Erme, FQHC, to see if they have any recommendations or suggestions.

Jeff stated he would like approval to make some modifications to the Clinic area of the Health department. It would be approximately two thousand dollars for the necessary material. The intent to close off an area where there is some privacy for those getting immunized.

Motion: A motion was made by Chris Woolverton and seconded by Jack Amrhein to approve \$2,000 in materials to modify the Health Department clinic area. No objections. The motion passed.

Discussions regarding an Academic Health Department have been ongoing and a MOU has been drafted. Chris Woolverton stated that the template that was developed was customized for KSU and NEOMED. So this approval is in draft form and may be changed in the near future, but approval of the draft would be the right step forward for right now.

Motion: A motion was made by Jack Amrhein and seconded by Marchelle Bobbs to accept the draft MOU for an Academic Health Department. No objections. The motion passed.

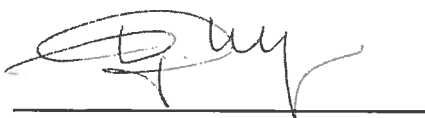
Jeff explained to the Health Board that the City of Kent Housing Code does not have any requirements for smoke detectors in rentals. A Resolution was put together which is in line with the National Building Code requiring at least 1 smoke detector in every common living area.

Motion: A motion was made by Chris Woolverton and seconded by Jack Amrhein to approve the emergency Resolution to add section to the Housing Code on requirements for Smoke Detectors. The motion was approved by Roll Call vote. Woolverton, Aye; Amrhein, Aye; Roxburgh, Aye; Gwinn, Aye; Wagener, Aye; Bobbs, Aye.

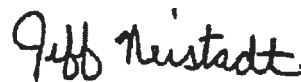
Chris Woolverton reminded Health Board Members that Jeff has been with the Health Department for 19 months. A performance evaluation and salary is due to be discussed.

Motion: A motion to adjourn the meeting of March 19, 2013 was made by Chris Woolverton and seconded by Jack Amrhein. With no objection, the motion passed, the meeting adjourned.

Approved:



Doug Wagener, President



Jeff Neistadt, Secretary

**KENT HEALTH DEPARTMENT
STATISTICAL REPORT 2013**

	March 2013	YTD 2013	March 2012	YTD 2012
HEALTH DEPT. \$ COLLECTED				
FamAbuse fund	\$ 469.50	\$ 1,590.00	\$ 580.50	\$ 1,521.00
Vital Stats Rev.	\$ 2,660.50	\$ 9,010.00	\$ 3,289.50	\$ 8,619.00
Child Abuse	\$ 939.00	\$ 3,180.00	\$ 1,161.00	\$ 3,042.00
State VS	\$ 2,817.00	\$ 9,540.00	\$ 3,483.00	\$ 9,126.00
B Perm Rev	\$ 15.50	\$ 50.50	\$ 13.00	\$ 53.00
B Perm State	\$ 77.50	\$ 252.50	\$ 65.00	\$ 265.00
Food Estab.	\$ 3,398.00	\$ 15,443.00	\$ 3,378.60	\$ 13,254.30
Food Service	\$ 14,326.05	\$ 51,419.95	\$ 7,975.50	\$ 41,814.10
FSO Vending	\$ 0.00	\$ 308.00	\$ 28.00	\$ 700.00
Home Sewage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Housing	\$ 5,285.00	\$ 11,480.00	\$ 3,780.00	\$ 14,615.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SolWst(Trks)	\$ 0.00	\$ 245.00	\$ 0.00	\$ 0.00
Tattoo Parlors	\$ 0.00	\$ 400.00	\$ 0.00	\$ 100.00
*Misc(Xerox, etc.)	\$ 20.00	\$ 571.60	\$ 3.00	\$ 3.00
- Paternity Affidavit	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
**ST Subsidy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL COLLECTED	\$ 30,008.05	\$ 103,490.55	\$ 23,757.10	\$ 93,112.40
TO STATE				
FamAbuse fund	\$ 455.43	\$ 1,542.37	\$ 563.12	\$ 1,475.43
Food Estabs	\$ 308.00	\$ 1,232.00	\$ 308.00	\$ 1,148.00
Bur.Permits	\$ 77.50	\$ 252.50	\$ 65.00	\$ 265.00
Child Abuse	\$ 910.83	\$ 3,084.60	\$ 1,126.17	\$ 2,950.74
State VS QTRLY	\$ 2,817.00	\$ 9,540.00	\$ 3,483.00	\$ 9,126.00
Food Service	\$ 954.00	\$ 3,516.00	\$ 594.00	\$ 3,248.00
Food Vendors	\$ 0.00	\$ 66.00	\$ 0.00	\$ 144.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 5,522.76	\$ 19,233.47	\$ 6,139.29	\$ 18,357.17
TOTAL ASSETS	\$ 24,485.29	\$ 84,257.08	\$ 17,617.81	\$ 74,755.23
+Admin fee to Vital Stats	\$ 42.24	\$ 143.03	\$ 52.25	\$ 123.29
-3% FamAbuse	\$ 14.07	\$ 47.63	\$ 17.42	\$ 41.12
-3% ChildAbuse	\$ 28.17	\$ 95.40	\$ 34.83	\$ 82.17

STATISTICAL REPORT Cont.	March 2013	YTD 2013	March 2012	YTD 2012
PERMIT/lic.				
Food Estabs	11	44	0	30
Food Service	33	141	10	105
FS Vending	4	21	22	46
Home Sewage	0	0	1	1
Housing	22	63	0	74
Solid Waste	0	1	28	28
Swim Pools	0	0	0	0
Septic Haul.	0	0	0	0
Tattoo Parlors	0	4	0	1
Other	0	0	0	0
TOTAL	70	274	61	285
MOSQ.CONT.				
Sites Treat.	0.0	0.0	2.0	2.0
Adulticide	0.0	0.0	0.0	0.0
Tot Man Hrs	0.0	0.0	11.1	11.1
COMPLAINTS				
Received	19	33	14	46
Abated	22	28	11	38
LEGAL COMPL.				
Filed	0	0	0	0
Pre-trials	0	0	0	0
Trials	0	0	0	0
COMM.DISEASE	18	122	54	94
VNA CLINICS IMMUNIZATIONS	2	78	3	11
BIRTH Copies issued	67	132	11	79
DEATH Copies issued	246	928	290	816

A G E N D A

CITY OF KENT BOARD OF ZONING APPEALS

**RECONVENED MEETING OF MARCH 18, 2013
PUBLIC HEARINGS & BUSINESS MEETING
APRIL 15, 2013
7:00PM
COUNCIL CHAMBERS – KENT CITY HALL
325 SOUTH DEPEYSTER STREET**

**(THIS MEETING WAS RECESSED ON MARCH 18, 2013 AND IS BEING RECONVENED TO
CONCLUDE DISCUSSION ON ONE ITEM ONLY)**

I. CALL TO ORDER

II. OLD BUSINESS

A. BZ13-006 DONALD VARGO 315 EAST SUMMIT STREET

Sections: 1122.07(a), 1122.07(b), 1135.03(a)(3), and 1135.03(b)(1)

Requests: The applicant is requesting the following:

- 1) A 2800 square foot variance from the 10,000 square foot minimum lot size requirement to allow the conversion of a single family home to a rooming/boarding house with a 7200 square foot lot (Sections 1122.07(a) and 1135.03(a)(3)), and
- 2) A 10-foot variance from the 50-foot minimum lot width requirement to allow a single family house to be converted to a rooming/boarding house with a lot width of 40 feet (Sections 1122.07(b) and 1135.03(b)(1)).

1. Board of Zoning Appeals Discussion / Action

III. ADJOURNMENT

Request: The applicant is requesting a 2-foot fence height variance from the 6-foot maximum fence height requirement to allow an 8-foot tall fence in the rear yard (Section 1161.21(a)).

1. Public Comment

2. Board of Zoning Appeals Discussion / Action

VII. MEETING MINUTES

A. MINUTES FROM FEBRUARY 18, 2013 MEETING

VIII. OTHER BUSINESS

A. DISCUSSION OF SIGN REGULATIONS

IX. ADJOURNMENT



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: APRIL 5, 2013
TO: KENT CITY BOARD OF ZONING APPEALS
FROM: HEATHER PHILE, DEVELOPMENT PLANNER
RE: STAFF REPORT FOR THE APRIL 15, 2013 BOARD OF ZONING APPEALS MEETING

The following cases appear on the agenda for the April 15, 2013 Board of Zoning Appeals meeting:

OLD BUSINESS

CASE NO.: BZ13-006

APPLICANT: DONALD VARGO

SITE LOCATION: 315 East Summit Street

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

REQUESTED ACTION: The applicant is requesting the following:

- 1) A 2800 square foot variance from the 10,000 square foot minimum lot size requirement to allow the conversion of a single family home to a rooming/boarding house with a 7200 square foot lot (Sections 1122.07(a) and 1135.03(a)(3)), and
- 2) A 10-foot variance from the 50-foot minimum lot width requirement to allow a single family house to be converted to a rooming/boarding house with a lot width of 40 feet (Sections 1122.07(b) and 1135.03(b)(1)).

ZONING: This property is currently located in the R-4: Multi-family Residential Zone District.

TRAFFIC: The property is accessible from East Summit Street.

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

APPLICABLE CODE SECTIONS: 1122.07(a), 1122.07(b), 1135.03(a)(3), and 1135.03(b)(1)

ANALYSIS:

This property is located at 315 East Summit Street and is currently zoned R-4: Multi-family Residential. This property is currently a single family dwelling.

The applicant would like to convert the single family dwelling into a rooming/boarding house for up to four unrelated residents. The applicant explains that the surrounding properties are also student rentals, and many have more than 4 unrelated persons residing in the homes. The applicant proposes to raze the existing garage and a portion of the rear deck to create enough room to have the five parking spaces the zoning code requires. The applicant is requesting variances from the minimum lot size and from the minimum lot width requirements.

The City of Kent Zoning Code states that a rooming/boarding house and a multi-family residential lot in the R-4 zoning district require a minimum of 10,000 square feet. This property is approximately 7200 square feet in size. The minimum lot width for a rooming/boarding house is equal to the minimum lot width for a single family residence. In this case, the minimum lot width is 50 feet. This property has a lot width of 40 feet. The Planning Commission can approve a site plan with less open space and with a gravel parking area.

UPDATE SINCE MARCH 18, 2013 MEETING

No new information has been submitted.

NEW BUSINESS

CASE NO.: **BZ13-008**

APPLICANT: **CHO-OYU, LTD. / DIANA PREHN, ATTORNEY**

SITE LOCATION: 509 Franklin Avenue

STATUS OF APPLICANT: The applicant is the owner of the property and his attorney.

REQUESTED ACTION: The applicants are requesting an appeal of the City of Kent Building Official's decision to condemn the property and schedule the building for demolition, as per Ohio Revised Code Section 1.08(B)(2g-h).

ZONING: This property is currently located in the R-C: High Density Multi-family Residential – Commercial Zone District.

TRAFFIC: The property is accessible from Franklin Avenue and Alley No. 11 behind the property.

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

APPLICABLE CODE SECTION: ORC 1.08(B)(2g-h)

ANALYSIS:

This property is located at 509 Franklin Avenue and is currently a vacant single family dwelling. This property is currently zoned R-C: High Density Multi-family Residential – Commercial.

The applicant explains that this property is in court with the neighboring property owners due to their trespassing onto the property. The neighbors have changed the locks on the doors and have used the property as storage for their retail store, without permission from the owner of the property. The applicants are asking for an extension to the adjudication order to settle the court case and to begin eviction of the neighbors. The extension will enable the property owner to start cleaning and renovating the property in order to get the utilities turned back on and to be able to use the property as a rental unit.

The applicant is appealing the adjudication order by the Building Official deeming this property as blighted. The Building Official determined that this property should be condemned and demolished based on two violations from the Ohio Revised Code. A letter by the Building Official was sent to the owner of the property on February 12, 2013 that explained the violations: the property contains a vacant or abandoned structure and the water service has been disconnected since at least August of 2011.

A fire was reported at this property on April 18, 2007. The owner of the property was sent numerous letters explaining that this home was open to the elements and needs to be repaired. A permit was given on December 19, 2008 to repair the fire damage and the property was given 180 days to complete the repairs. The Building Official sent a letter in September of 2009 that stated the property was to be condemned and will be put in the process for demolition. The applicant requested another permit for repairs in 2011. A framing inspection was performed and approved in March 2011. No other activity occurred on the property until the Building Official sent the adjudication order letter in February of 2013.

CASE NO.: **BZ13-009**

APPLICANT: **RRMJ PROPERTIES / AL BROWN, JR.**

SITE LOCATION: 107 Lake Street

STATUS OF APPLICANT: The applicant is the owner of the property and his contractor.

REQUESTED ACTION: The applicants are requesting an 8-foot front yard setback variance from the 50-foot minimum front yard setback requirement to allow an access ramp to be constructed on the front of the building 42 feet from the front property line (Section 1155.04(a)).

ZONING: This property is currently located in the I: Industrial Zone District.

TRAFFIC: The property is accessible from Lake Street.

SURROUNDING LAND USES: The property is surrounded by other Industrial uses on the north and east, by the Cuyahoga River on the west, and by commercial uses on the south.

APPLICABLE CODE SECTION: 1155.04(a)

ANALYSIS:

This property is located at 107 Lake Street and is currently zoned I: Industrial. This property was most recently home to American HVAC.

The applicant would like to construct an access ramp onto the front of the building. The ramp will make it easier to move things into and out of the building. The ramp cannot be placed on any other side of the building, as it would create issues with the traffic flow, the loading dock, and existing parking on the side and in the back of the property. The building itself is also very close to the eastern property line. The applicant also explains that the ramp needs to fit around an existing air conditioning unit in the front of the building. The applicant believes that adding the ramp to the front will make the building more attractive to potential businesses who want to rent the building and any potential customers for those businesses.

The City of Kent zoning code states that the front setback in the Industrial zoning district is 50 feet. This building is currently 52 feet from the front property line. Adding the ramp will make the new setback 42 feet from the property line.

CASE NO.: BZ13-010

APPLICANT: KELLY CONTINI

SITE LOCATION: 727 Stinaff Street

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

REQUESTED ACTION: The applicant is requesting a 2-foot fence height variance from the 6-foot maximum fence height requirement to allow an 8-foot tall fence in the rear yard (Section 1161.21(a)).

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

TRAFFIC: The property is accessible from Stinaff Street.

SURROUNDING LAND USES: The property is surrounded by multi-family residential on the north, and by other single family residential on the east, south, and west.

APPLICABLE CODE SECTIONS: 1161.21(a)

ANALYSIS:

This property is located at 727 Stinaff Street and is currently a single family dwelling. This property is currently zoned R-3: High Density Residential.

The applicant is proposing to erect an 8-foot tall fence in her rear yard. The applicant would like the fence to be taller than what is permitted to deter the residents of the apartment complex behind her property from seeing into her rear yard, where her children play. The applicant

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Board of Zoning Appeals Staff Report
April 15, 2013 meeting

explains that the yard slopes down from the house toward the rear of the property and would not be a detriment to the neighboring properties.

The City of Kent zoning code states that a fence in the rear and along the sides of a property can be a maximum of 6 feet tall. The applicant is requesting a two foot variance to allow the fence to be 8 feet in height.

cc: Applicants
Case files
Jennifer Barone, Development Engineer
Bridget Susel, Community Development Director
Eric Fink, Asst. Law Director

**KENT POLICE DEPARTMENT
JANUARY 2013**

	JANUARY 2012	JANUARY 2013	TOTAL 2012	TOTAL 2013
CALLS FOR SERVICE	1565	1518	1565	1518
FIRE CALLS	372	325	372	325
ARRESTS, TOTAL	160	148	160	148
JUVENILE ARRESTS	9	8	9	8
O.V.I. ARRESTS	21	16	21	16
TRAFFIC CITATIONS	305	272	305	272
PARKING TICKETS	183	369	183	369
ACCIDENT REPORTS	79	53	79	53
Property Damage	51	39	51	39
Injury	10	3	10	3
Private Property	15	10	15	10
Hit-Skip	3	1	3	1
OVI Related	2	1	2	1
Pedestrians	3	0	3	0
Fatals	1	0	1	0
U.C.R. STATISTICS				
Homicide	0	0	0	0
Rape	2	1	2	1
Robbery	1	3	1	3
Assault Total	30	22	30	22
Serious	8	2	8	2
Simple	22	20	22	20
Burglary	8	9	8	9
Larceny	29	38	29	38
Auto Theft	0	4	0	4
Arson	1	0	1	0
TOTAL	71	77	71	77
CRIME CLEARANCES				
Homicide	0	0	0	0
Rape	0	0	0	0
Robbery	0	1	0	1
Assault Total	22	17	22	17
Serious	8	1	8	1
Simple	14	16	14	16
Burglary	3	2	3	2
Larceny	8	2	8	2
Auto Theft	0	0	0	0
Arson	0	0	0	0
TOTAL	33	22	33	22

M. Lee
4/3/13

**KENT CITY PLANNING COMMISSION
BUSINESS MEETING
APRIL 16, 2013**

**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. PC13-004 DONALD VARGO
315 E. Summit Street
Conditional Zoning Certificate & Site Plan Review**

The applicant is requesting review and approval for a Conditional Zoning Certificate and Site Plan to convert a single family dwelling into a rooming house for four tenants. The subject property is zoned R-4: Multifamily Residential District.

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

VII. NEW BUSINESS

- A. PC13-007 CITY OF KENT
Zoning Code Text Amendment**

The applicant is requesting consideration for a Zoning Text Amendment to Chapter 1103 Definitions and Chapter 1161 Supplementary Regulations to address driveway configurations.

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

VIII. MEETING MINUTES: March 19, 2013

IX. OTHER BUSINESS

1. Discussion of Green Space: The Planning Commission met with the Sustainability Commission to ask for their assistance in identifying areas to remain as green space. This discussion is to decide whether to continue with the request and if so, to define parameters to present to the Sustainability Commission for consideration.

2. Review and approval of the verbatim transcript from the July 17, 2012 meeting concerning the TransPortage request to relocate the Wells Sherman House.

X. ADJOURNMENT



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: April 10, 2013
TO: Kent City Planning Commission
FROM: Jennifer Barone, PE, Development Engineer
RE: Staff Report for the April 16, 2013 Planning Commission Meeting

The following items appear on the agenda for the April 16, 2013 Planning Commission meeting:

OLD BUSINESS:

This case was tabled at the March 19, 2013 meeting because the applicant was not present. The Board of Zoning Appeals had also tabled this item and will consider it at the April 15, 2013 meeting.

CASE NO: PC13-004

APPLICANT: Donald Vargo

SITE LOCATION: 315 East Summit Street

STATUS OF APPLICANT: The applicant is the owner.

REQUESTED ACTION: Conditional Zoning Certificate and Site Plan Review and Approval for a rooming house.

ZONING: R-4: Multifamily Residential

TRAFFIC: The site is accessed from East Summit Street.

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

APPLICABLE CODE SECTIONS: Chapters 1107, 1113, 1135 and 1122 of the Kent Codified Ordinances.

ANALYSIS:

PROJECT DESCRIPTION:

The applicant is requesting to convert a single family dwelling into a rooming house where four tenants may reside.

Rooming and boarding houses are conditionally permitted uses subject to KCO 1171.01(11), (17), (21) and (56) listed below. Please note that Number 56 is superseded by KCO 1122: Rooming and Boarding Houses. Staff believes all the conditions have been met.

- (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.
- (21) Lodging and boarding house uses shall be so designed, maintained and operated as to comply with inspection and rules of the City Board of Health and the regulations of all other applicable City codes, and to minimize possible disruptive effects on the character of adjacent and nearby properties.
- (56) There shall be one parking space for every person that lives in said structure of building. (Ord. 2002-90. Passed Sept. 18, 2002)

TRAFFIC/PARKING:

The proposed parking is in the rear yard. Five spaces are required. Staff is of the opinion that there is inadequate backing room for these parking spaces.

UTILITIES:

Utilities are existing.

STORMWATER:

There is no proposed storm water management.

SIGNAGE:

No signage is proposed.

LIGHTING/LANDSCAPING/DUMPSTER:

No changes to the lighting or landscaping are proposed. Garbage cans are used for refuse.

ARCHITECTURAL REVIEW BOARD:

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

VARIANCES:

A couple of zoning code variances will need to be presented to the Board of Zoning Appeals.

- KCO section 1135.03(a)(3) minimum lot area.
- KCO section 1135.03(b)(3) minimum lot width building line.

RECOMMENDATION:

Staff is not recommending approval due to the lack of adequate parking.

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 PC13-004, the Planning Commission approve the Conditional Zoning Certificate and Site Plan to operate a rooming house at 315 East Summit Street subject to the following conditions:

1. Limit of four unrelated persons.
2. Technical Plan Review.
3. Granting of variance(s) from the Board of Zoning Appeals (BZA).

List of Enclosures for This Project:

1. Cover letter dated and site plans received January 30, 2013.
2. Parking space layout plan received February 7, 2013.
3. Map of area rooming houses.
4. Aerial Topo and Zoning Map.

NEW BUSINESS

CASE NO:

PC13-007

APPLICANT:

CITY OF KENT

REQUESTED ACTION:

The proposed Zoning Code Text Amendment is being forwarded to the Commission for review and comment.

APPLICABLE CODE SECTIONS:

Chapters 1103 and 1161 of the Kent Codified Ordinances.

ANALYSIS:

PROJECT DESCRIPTION:

As was discussed at the March 19, 2013 meeting, existing language concerning driveway widths is inconsistent with what is permitted in practice. Current language in Chapter 351 of the Kent Codified Ordinances (KCO) requires that driveways be the same width for the entire length. Since there is a maximum width of 24', a three car garage cannot have access to the third bay following the current criteria. A variance from this section of the code is not an option at this time. The new language permits some deviations from the current code to be reviewed and approved by staff (ie. the "bump out" for the third garage bay and turn arounds) and includes a variance procedure. The proposed changes also includes adding a definition of driveway to Chapter 1103 DEFINITIONS.

RECOMMENDATION:

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

I move that in Case PC13-007, the Planning Commission recommends to Council to amend zoning code Chapters 1103 DEFINITIONS and 1161 SUPPLEMENTARY REGULATIONS to address driveway configurations.

List of Enclosures for this Project:

1. The proposed code language addition for Chapters 1103 and 1161.

OTHER BUSINESS:

1. Discussion of Green Space: The Planning Commission met with the Sustainability Commission to ask for their assistance in identifying potential areas to remain as green space. This discussion is to decide whether to continue with the request and if so, to define parameters to present to the Sustainability Commission for consideration.

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