

CITY OF KENT HEALTH BOARD MEETING  
April 14, 2015 at 5:30 P.M.  
325 S. DEPEYSTER STREET  
KENT, OH 44240  
Phone (330) 678-8109 Fax (330) 678-2082

AGENDA

1. MINUTES March 10, 2015 Meeting
2. OPEN COMMENTS/GUEST COMMENTS
3. REPORTS
  - A. Statistical Reports
  - B. Expenditures & Encumbrances
  - C. Health Commissioner's Report
  - D. Public Health Emergency Preparedness Report
  - E. Communicable Disease Report
4. ACTION ITEMS
  - A. Health Board Elections
  - B. Smoke Free Contract
  - C. Vacation Time
5. DISCUSSION ITEMS
  - A. Move to KSU (Maps)
  - B. Solid Waste Ticketing Program
  - C. Club Ramella's
  - D. Learning Opportunities
6. EXECUTIVE SESSION
7. ADJOURN MEETING

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

JN/trr

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

Kent City Health Department  
325 S. Depeyster Street  
Kent, Ohio 44240  
HEALTH BOARD MINUTES  
March 10, 2015

**Board Members Present**

Jack Amrhein  
John Gwinn  
Marchelle Bobbs  
Pam Freeman  
Chris Woolverton

**Members Absent**

Doug Wagener

**Student Observers**

Madison Davis  
Morgan Smrek  
Adrienne Orihill

**Staff Present**

Jeff Neistadt  
Tracy Radovic

Chris Woolverton, President Pro Tem, called to order the Health Board Meeting of March 10, 2015 at 5:31 p.m.

The minutes from the February 2015 meeting were distributed and reviewed by the Health Board members prior to the meeting.

**Motion:** A motion to approve the minutes from the February 10, 2015 meeting was made by Pam Freeman and seconded by John Gwinn. With no objections, the motion passed. Jack Amrhein abstained due to his absence from the February meeting.

**Open Comments** – Three student observers introduced themselves to the Health Board.

**Statistical Report****Expenditures and Encumbrance Report for February 2015**

EXPENDITURES AND ENCUMBRANCES FROM FEBRUARY 2015			
Date	Vendor	Item	Amount
2/2/2015	Ohio Div. of Real Estate	Burial Permit fee Transmittal for 55 permits issued	\$137.50
2/2/2015	Treasurer, State of Ohio	FSO Transmittal fees for January	\$28.00
2/9/2015	Redmon Funeral Home	Indigent Services for Kent Resident (1)	\$1,000.00
2/10/2015	AOHC	Skillsoft Training 2015	\$360.00
2/12/2015	Ohio healthy homes	Conference Registration for Jeff Neistadt	\$50.00

**Motion:** A motion to approve the expenditures and encumbrances from February 2015 was made by Marchelle Bobbs and seconded by Jack Amrhein. With no objections, the motion passed.

### **Commissioner's Report**

The Accreditation Coordinator position was presented to City Council last week and it was approved to move forward to the final vote on March 18<sup>th</sup>.

All of the items were submitted to ODH last month for our state subsidy application.

There are still 3 food service operations without the required amount of sinks but we have it in writing that the sinks will be installed over the week of spring break. Two of the locations are at KSU and include Prentice Café and Slice, Salads, and Wraps in the hub. The other location is Kent Roosevelt High School. If these locations do not go through with their plans to install the additional hand sinks Jeff will have no choice but to bring them in for an administrative hearing. If no resolution is agreed upon at the administrative hearing the Board of Health will need to determine the status of their food license during a Health Board meeting.

The community health assessment question selection meetings went very well and drafts of the three surveys were included in your board packet.

Information was also included in your packet regarding proposed changes to the PHAB application process. Comments are due by March 31, 2015. Changes include:

- a. Revisions to the readiness checklists
- b. Proposed extension policy and an inactive status policy
- c. Changes to the Prerequisites – only affirming that you have completed the CHA, CHIP, and strategic plan and not uploading them.
- d. Requiring the upload of the following:
  1. Emergency operations plan (Standard 5.4)
  2. Workforce development plan (Standard 8.2)
  3. Performance management system (Standard 9.1)
  4. Quality improvement plan (Standard 9.2)
  5. Organizational branding strategy (Measure 3.2.2)

Jeff met with the Kent Superintendent last Wednesday to discuss the Community Health Assessment and the youth survey which will be done in the Kent Schools as well as Kent's immunization rates.

Our last quarter of Medicaid Administrative Claiming was \$6952.

Comments were included in your board packet from the public comment period of the KSU community health assessment.

## Action Items

### Immunizations

Chris Woolverton suggested that Jeff draft a letter to Dr. De Julius asking how the Health Board could help support her with her enforcement of student vaccination compliance.

**Motion:** A motion was made by Pam Freeman and seconded by John Gwinn to send a letter to Dr. De Julius regarding the Health Board's support and assistance in her efforts to enforce student vaccinations. With no objections the motion passed.

### TB Invoice from KSU

There was a focal outbreak of TB in the international students at KSU. Chris Woolverton explained that because internationals are inoculated for certain strains of TB in their own Country our normal screening practices result in false positive test results, so they need to be tested using a Quantiferon test which is more expensive than our standard testing. The Kent Health Department received an invoice from KSU for the students who were tested for TB using this method. The Board of Health discussed the issue of the costs for these tests and believe these students are required to carry insurance. The bill should be sent back to KSU asking why these fees were not charged the student's insurance, or why they have not billed it back to the student.

### Health Board Elections

Election of officers, (President & Vice President) normally occurs during the Spring months. Chris Woolverton stated for the record that his 2<sup>nd</sup> term is up in July of this year and he must sit out for at least one year. Since President Wagener is not in attendance at this evening's meeting, election of officers will be done during the next regular meeting.

### Solid Waste Ticket

Solid waste tickets are needed for the new ticketing program. Jeff requested the Board allocate funds for printing services.

**Motion:** A motion was made by Pam Freeman and seconded by John Gwinn to approve the Solid waste ticket program and approve an expenditure not to exceed \$600 for the printing services for the solid waste tickets. With no objections the motion passed.

### Mosquito Contract with Portage County

Jeff presented a contract with Portage County again this year for our health staff to do Mosquito control for the County again this year for a total cost of \$7,250.

**Motion:** A motion was made by Jack Amrhein and seconded by Marchelle Bobbs to approve entering in to a contract agreement with Portage County to do mosquito control. With no objections the motion passed.

### FSO Enforcement Procedures Policy

This policy is required as part of the Accreditation process.

**Motion:** A motion was made by John Gwinn and seconded by Pam Freeman to approve the Policy of FSO Enforcement and advertise this on the Health Department Website.

### Public Privacy Policy

Jeff stated that due to the fact that we are obtaining information from groups and individuals through our office, email and website, etc., we should have a public privacy policy in place. This item is also an Accreditation requirement.

**Motion:** A motion was made by Marchelle Bobbs and seconded by John Gwinn to approve the Privacy Policy. With no objections the motion passed.

### Standard Food Sample Collection Procedures

This follows a standard collection procedure.

**Motion:** A motion was made by Jack Amrhein and seconded by Marchelle Bobbs to approve the Standard Food Sample Collection Procedure practice. With no objections the motion passed.

### Discussion Items

#### Relocation Brainstorm

Chris Woolverton stated that he had a conversation with Vice President Floyd who asked if the Health Department still had interest in the old funeral home building for an Academic Health

Department. Chris had replied yes. A letter of support from the Board of Health to move forward with securing space for this joint venture between the College of Public Health and the Health Department should be done.

**Motion:** A motion was made by Jack Amrhein and seconded by Pam Freeman to approve a letter of support from the Health Board to be done for securing space for an Academic Health Department. With no objections, the motion passed.

#### Education Opportunities

There are some training modules for Ebola for clinical staff.

Webinar for core competency training for preparedness in emergency response 4/21 at 2:00 pm.

Medical Reserve Corp. training in Summit County.

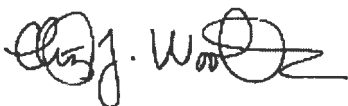
Skillssoft training.

#### No executive session needed

Being no further business to discuss, Chris Woolverton asked for a motion to adjourn.

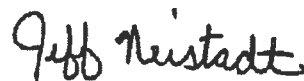
**Motion:** A motion to adjourn the Health Board meeting of March 10, 2015, was made by Jack Amrhein and seconded by John Gwinn. With no further discussion the motion passed. The meeting adjourned.

Approved:



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Chris Woolverton, President Pro Tem



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Jeff Neistadt, Secretary

**KENT HEALTH DEPARTMENT  
STATISTICAL REPORT 2015**

3. A.

	March 2015	YTD 2015	March 2014	YTD 2014
<b>HEALTH DEPT. \$ COLLECTED</b>				
FamAbuse fund	\$ 1,251.00	\$ 3,250.50	\$ 456.00	\$ 1,350.00
Vital Stats Rev.	\$ 7,089.00	\$ 18,419.50	\$ 2,584.00	\$ 7,650.00
Child Abuse	\$ 2,502.00	\$ 6,501.00	\$ 912.00	\$ 2,699.70
State VS	\$ 7,506.00	\$ 19,503.00	\$ 2,736.00	\$ 8,100.00
B Perm Rev	\$ 27.00	\$ 85.50	\$ 13.50	\$ 47.00
B Perm State	\$ 135.00	\$ 427.50	\$ 67.50	\$ 235.00
Food Estab.	\$ 6,254.25	\$ 18,017.25	\$ 5,818.00	\$ 17,107.90
Food Service	\$ 23,390.00	\$ 63,150.50	\$ 28,438.50	\$ 59,208.40
Home Sewage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Housing	\$ 5,863.75	\$ 14,558.75	\$ 6,370.00	\$ 13,980.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SolWst(Trks)	\$ 300.00	\$ 300.00	\$ 50.00	\$ 50.00
Tattoo Parlors	\$ 0.00	\$ 1,050.00	\$ 0.00	\$ 300.00
*Misc(Xerox, etc.)	\$ 0.00	\$ 200.00	\$ 755.00	\$ 1,998.20
	\$ 0.00	\$ 50.00	\$ 0.00	\$ 0.00
MAC Claiming	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
**ST Subsidy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL COLLECTED</b>	<b>\$ 54,318.00</b>	<b>\$ 145,513.50</b>	<b>\$ 48,200.50</b>	<b>\$ 112,726.20</b>
<b>TO STATE</b>				
FamAbuse fund	\$ 1,213.45	\$ 3,152.94	\$ 455.43	\$ 1,322.59
Food Estabs	\$ 476.00	\$ 1,288.00	\$ 308.00	\$ 1,176.00
Bur.Permits	\$ 135.00	\$ 427.50	\$ 77.50	\$ 245.00
Child Abuse	\$ 2,426.94	\$ 6,305.97	\$ 910.83	\$ 2,645.19
State VS QTRLY	\$ 7,506.00	\$ 19,503.00	\$ 2,817.00	\$ 8,181.00
Food Service	\$ 1,406.00	\$ 3,884.00	\$ 954.00	\$ 3,146.00
Food Vendors	\$ 0.00	\$ 132.00	\$ 0.00	\$ 120.00
Swim Pools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Wells	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 13,163.39</b>	<b>\$ 34,693.41</b>	<b>\$ 5,522.76</b>	<b>\$ 16,835.78</b>
<b>TOTAL ASSETS</b>				
	\$ 41,154.61	\$ 110,820.09	\$ 42,677.74	\$ 95,890.42
+Admin fee to Vital Stats	\$ 112.61	\$ 292.59	\$ 41.04	\$ 121.51
-3% FamAbuse	\$ 37.55	\$ 97.56	\$ 13.68	\$ 40.51
-3% ChildAbuse	\$ 75.06	\$ 195.03	\$ 27.36	\$ 81.00

<b>STATISTICAL REPORT Cont.</b>	<b>March 2015</b>	<b>YTD 2015</b>	<b>March 2014</b>	<b>YTD 2014</b>
<b>PERMIT/lic.</b>				
Food Estabs	13	46	15	47
Food Service *	32	132	69	138
FS Vending	0	22	1	21
Home Sewage	0	0	0	0
Housing	29	65	24	57
Solid Waste	6	6	0	0
Swim Pools	0	0	0	0
Septic Haul.	0	0	0	0
Tattoo Parlors	0	3	0	2
Other	0	0	0	0
<b>TOTAL</b>	<b>80</b>	<b>274</b>	<b>109</b>	<b>265</b>
<b>MOSQ.CONT.</b>				
Sites Treat.	0.0	0.0	0.0	0.0
Adulticide	0.0	0.0	0.0	0.0
Tot Man Hrs	0.0	8.0	0.0	0.0
<b>COMPLAINTS</b>				
Received	11	40	27	80
Abated	14	35	18	68
<b>LEGAL COMPL.</b>				
Filed	0	0	0	0
Pre-trials	0	0	0	0
Trials	0	0	0	0
<b>COMM.DISEASE</b>	0	19	0	108
Not Available				
<b>IMMUNIZATIONS</b>	10	38	6	17
<b>BIRTH Copies issued</b>	391	932	60	143
<b>DEATH Copies issued</b>	443	1235	244	757



**CITY OF KENT  
BOARD OF ZONING APPEALS  
PUBLIC HEARING & BUSINESS MEETING  
APRIL 20, 2015  
7:00 PM  
COUNCIL CHAMBERS – KENT CITY HALL  
325 SOUTH DEPEYSTER STREET**

**I. CALL TO ORDER**

**II. PLEDGE**

**III. ROLL CALL**

**IV. ELECTION OF OFFICERS**

**V. PREAMBLE**

**VI. ADMINISTRATION OF THE OATH**

**VII. OLD BUSINESS**

**A. BZ15-001 FRANK SMITH  
309 UNIVERSITY DRIVE**

Sections: 1169.13 and 1167.11(a)

Request: The applicant is requesting an appeal of the Zoning Inspector's decision to deny a non-conforming use certificate for parking in the front yard of 309 University Drive.

- 1. Public Comment**
- 2. Board of Zoning Appeals Discussion / Action**

**VIII. NEW BUSINESS**

**A. BZ15-002 KENT CITY SCHOOL DISTRICT  
1175 HUDSON ROAD**

Sections: 1165.05(a)(2)(A) AND 1165.05(a)(2)(C)

Requests: The applicant is requesting the following:

- 1) A variance to allow a total of eight signs on the property, where two signs maximum is permitted (Section 1165.05(a)(2)(A)), and
- 2) A variance to allow a total of 274.1 square feet total for all signs, where 50 square feet maximum is permitted (Section 1165.05(a)(2)(C)).





# CITY OF KENT, OHIO

## DEPARTMENT OF COMMUNITY DEVELOPMENT

**DATE:** APRIL 10, 2015  
**TO:** KENT CITY BOARD OF ZONING APPEALS  
**FROM:** HEATHER PHILE, DEVELOPMENT PLANNER  
**RE:** STAFF REPORT FOR THE APRIL 20, 2015 BOARD OF ZONING APPEALS MEETING

The following cases appear on the agenda for the April 20, 2015 Board of Zoning Appeals meeting:

### OLD BUSINESS

**CASE NO.:** BZ15-001  
**APPLICANT:** FRANK SMITH  
**SITE LOCATION:** 309 University Drive  
**STATUS OF APPLICANT:** The applicant is the owner of the property.  
**REQUESTED ACTION:** The applicant is requesting an appeal of the Zoning Inspector's decision to deny a non-conforming use certificate for parking in the front yard of 309 University Drive.  
**ZONING:** This property is currently located in the R-3: High Density Residential Zoning District.  
**TRAFFIC:** The property is accessible from University Drive and Crain Avenue.  
**SURROUNDING LAND USES:** The property is surrounded by residential uses on all sides.  
**APPLICABLE CODE SECTIONS:** 1161.27(a) and 1169.13

### ANALYSIS:

This property is located at 309 University Drive and is currently zoned R-3: High Density Residential. This property is a non-conforming, three unit apartment dwelling, licensed for up to 8 unrelated persons.

The applicant was cited for front yard parking in September of 2014. He brought information into the Community Development Department requesting to be considered "grandfathered". The evidence that was presented by the applicant to Staff was inconclusive and the request to be considered non-conforming was denied by staff. The applicant is now requesting the Board  
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**Board of Zoning Appeals Staff Report**  
**April 20, 2015 meeting**

of Zoning Appeals to review the property history at 309 University Drive to determine if the front yard parking should be considered non-conforming and should be permitted. It should be noted that the applicant was also cited for possible illegal front yard parking in 1996, but there is no evidence in our files of this violation being remedied.

The following is a timeline of events for the property that exists in the Building department/address file:

- Sept. 2014 Fence Permit issued
- Sept. 2014 Front yard parking questioned by Police Department. Sent to Paul Bauer for compliance review.
- May 2013 High Grass and Weeds violation letter sent.
- April 2013 Electric Permit for Unit C issued.
- July 2012 Electric Permit issued (Unit no. not specified)
- May 2012 Building permit issued for exterior door widening and replacement
- June 2002 High grass and weed complaint
- August 2001 Rooming House Certificate issued for non-conforming use for up to 8 unrelated
- June 1996 Violation letter sent for illegal front yard parking
- May 1996 Letter from Neighborhood Association complaining about too many cars, parking in front yard and over sidewalk, and trash. Photo of gravel in yard and driving over tree lawn shown.
- January 1991 Permit to replace furnace (Unit no. not specified)
- April 1989 Electric permit issued (Unit no. not specified)
- May 1987 Non-conforming Use Certificate issued for Lodging House
- March 1986 Fire in Apt. C; Letter sent regarding fire and inspections
- August 1979 Electric permit issued to install outlets  
Plumbing permit issued  
Building permit issued for remodeling

**NEW BUSINESS**

- CASE NO.:** **BZ15-002**
- APPLICANT:** **KENT CITY SCHOOL DISTRICT**
- SITE LOCATION:** 1175 Hudson Road
- STATUS OF APPLICANT:** The applicant is the owner of the property.

REQUESTED ACTION: The applicant is requesting the following:

- 1) A variance to allow a total of eight signs on the property, where two signs maximum is permitted (Section 1165.05(a)(2)(A)), and
- 2) A variance to allow a total of 274.1 square feet total for all signs, where 50 square feet maximum is permitted (Section 1165.05(a)(2)(C)).

ZONING: This property is currently located in the R-2: Medium Density Residential Zoning District.

TRAFFIC: The property is accessible from Hudson Road and the access drive that runs from Hudson to North Mantua.

SURROUNDING LAND USES: The property is surrounded by residential uses on south and west, the high school on the east side, and the Davey Tree facility on the north side.

APPLICABLE CODE SECTIONS: 1165.05(a)(2)(A) and 1165.05(a)(2)(C)

ANALYSIS:

This project involves new signage at the fitness center building, which is behind the Middle School building. The property is located at 1175 Hudson Road and is zoned R-2: Medium Density Residential. The school is a conditional use in this zoning district.

The applicant is requesting variances for new signage on the fitness center building. Upon checking the files, it was found that variances for multiple signs were granted in 1999 for the Middle School when it was constructed. Variances were granted to allow for a total of 6 signs on the site and allowed for a total of approximately 231.8 square feet for all 6 signs. The signs included two monument signs and four directional signs at the drive entrances.

The applicant is now requesting two building signs for the fitness center building, one each on the east and west sides of the building. This facility was recently renovated and the signs would name the building to honor Adam Hamilton. The signs will help clarify the use of the building. The lettering will be comparable to the lettering that is currently on the Middle School and the High School.

The maximum number of signs currently allowed by the Zoning Code is 2, with a maximum total of 50 square feet. The applicant is requesting to have a total of 8 signs for the site, with a total of 274.1 square feet.

CASE NO.: **BZ15-003**

APPLICANT: **NEWBROOK / CITY ARCHITECTURE**

SITE LOCATION: 345 South Depeyster Street

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

REQUESTED ACTION:

The applicant is requesting the following:

- 1) A variance from Section 1146.03(c) to allow the construction of a new building with 0 percent frontage along Tonkin court, where the building should occupy a minimum of 70 percent of the street frontage, and
- 2) A variance from Section 1146.04(a) allow a new building to have a setback along Tonkin court and not be built flush with the sidewalk.

ZONING:

This property is currently located in the C-D: Commercial - Downtown Zoning District.

TRAFFIC:

The property is accessible from South Depeyster Street, East Summit Street, and Tonkin Court.

SURROUNDING LAND USES:

The property is surrounded by residential uses on the east, and south sides, commercial on the west side, and by a church on the north side.

APPLICABLE CODE SECTIONS: 1146.03(c) and 1146.04(a)

ANALYSIS:

This property is located at the northeast corner of South Depeyster and East Summit Streets. This property is currently home to the City of Kent Administration buildings that houses the Finance, Health, City Manager, Law, Civil Service, Human Resources, Council Clerk and Mayor Offices, as well as the Council Chambers. The property is currently zoned C-D: Commercial – Downtown.

The applicant is proposing to raze the existing buildings and construct a five story apartment building. The building will have a total of 155 units. The units will consist of studio, 1-, 2-, and 4-bedroom apartments with a total of 280 beds. There will be some parking under the building and the existing parking lot off of Tonkin Court will remain.

The applicant is requesting two variances for the project. The first variance is for relief from the 70 percent frontage requirement along Tonkin Court. The parking area on Tonkin is at a higher elevation than the rest of the property. To avoid cutting into the hill and constructing retaining walls, it will be better to keep the parking area as is, and construct the new apartment building where the current buildings are located.

The second variance request is to construct the building with a setback from Tonkin Court, instead of building flush with the property line. This property borders on three streets, thus having three front yards. Constructing the building up to all three of the front property lines would result in the removal of valuable parking. This will also allow for some green space and will create some relief from the commercial feel of the property to the more residential neighborhood to the east.

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



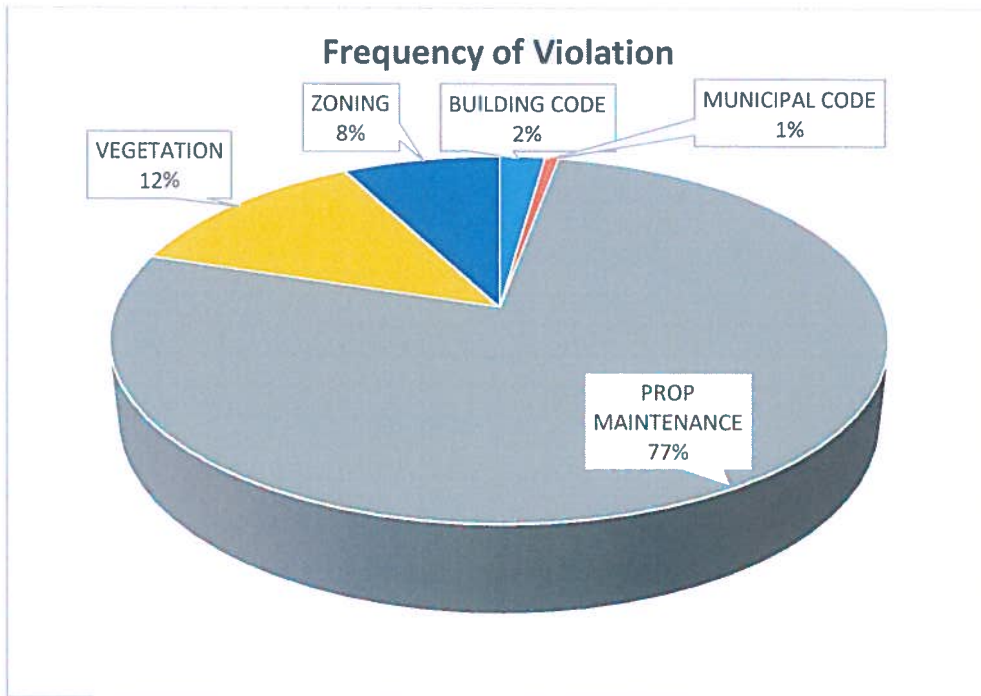
**DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**BRIDGET SUSEL, DIRECTOR**

# 2014 Private Property Code Violations Summary

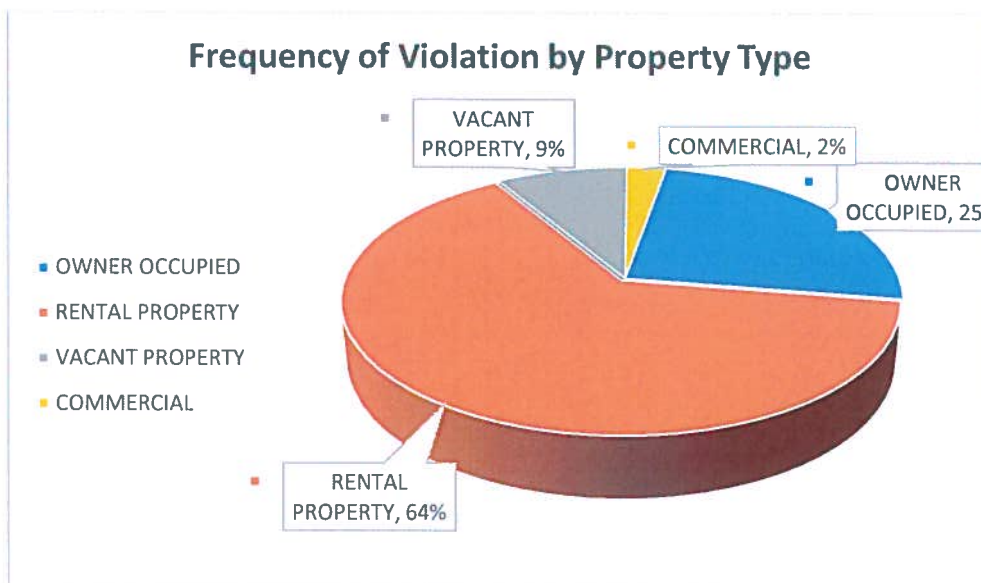
This summary report was prepared by Community Development staff to track progress on code compliance issues in the City of Kent. Last year's report summarizes violations from 2006-2013. This report reflects the adoption in 2014 of the New World Systems database for tracking code violations and necessitates a redesign and break from past reports.

While it is risky to generalize about the large number of violations, one root cause is the increasing enrollment at Kent State University. Pressure for student housing has pushed student rentals into historically single-family neighborhoods. The result of this rental creep has been an increase in complaints about unmowed lawns, solid waste disposal, and illegal boarding houses in the affected neighborhoods.

**1. Frequency of Violation.** Let's first take a look at what sorts of violations were issued in 2014. Of the 454 violations handed out (the actual number of violations was 686 but there was an unavoidable loss of data when extracting it from NWS—this should be corrected in future reports) were coded as Zoning (illegal boarding houses), Vegetation (tall grass/weeds), and Property Maintenance (everything else including solid waste, junk cars and other unsheltered debris, roofing, painting and exterior building issues, snow removal, etc.). Next year's report will break out these Property Maintenance violations into distinct categories to give a better picture of the violations. The most dramatic change from 2013 is the 22% decrease in violations for overgrown grass. The decrease may be the result in part of the mower loan program as well as the diligence of the mower contractor. Violations for illegal boarding houses remained about the same.



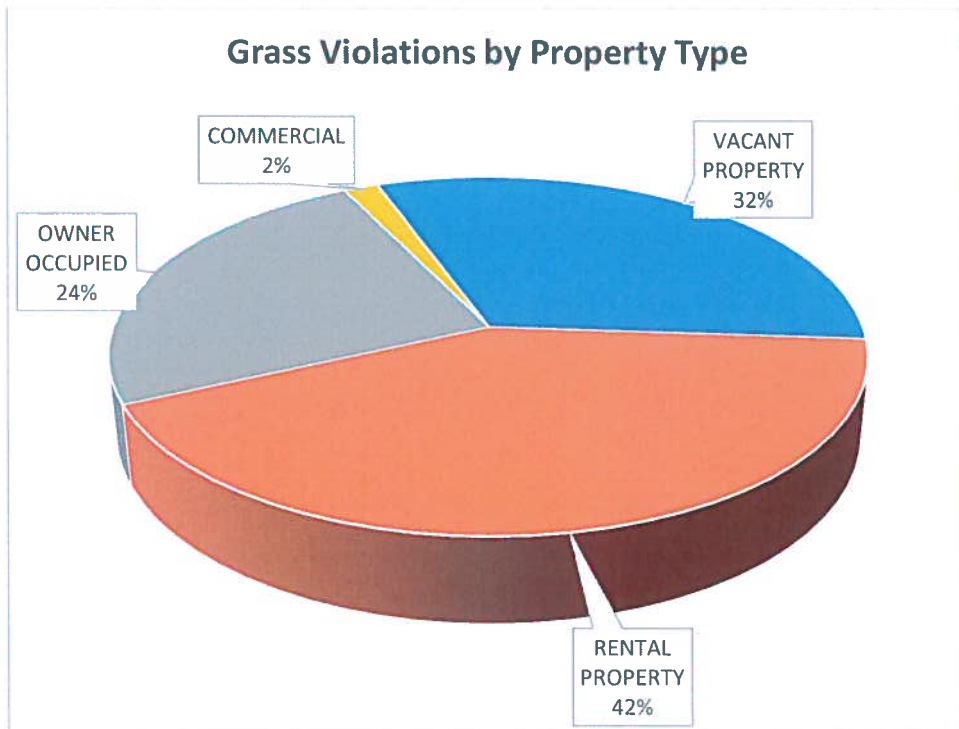
**2. Frequency of Violation by Property Type.** 64% of violations occurred at rental properties, a significant increase from 47% in 2013. How do we account for this? Possible violations are investigated following either a complaint or when seen by the Code Enforcement Officer from the street or sidewalk. As the CEO is unaware of the property use in the field, it is not possible for the CEO to target rental over owner-occupied properties. It is likely that there are simply more rentals with more violations.



*City of Kent, Community Development Department  
Bridget Susel, Director*



**3. Grass Violations by Property Type.** Last year's report indicated that "vacant properties had the highest incidence of overgrown vegetation." The relative reduction in tall grass at vacant properties may reflect the resurgence in the local housing market and fewer vacant houses in the city. Kent is beginning to see more attempts at "natural" landscaping. These efforts typically begin with the planting of a few species of prairie or native grass and wildflowers. When properly maintained, they can be a lovely and unique addition to the neighborhood. Often, however, maintenance dwindles and a succession of weeds and invasive plants move in. Drawing the line between a "natural" lawn and a weedy mess will increasingly become a challenge.



*City of Kent, Community Development Department  
Bridget Susel, Director*

**4. Top 20 Streets with Violations.** As in 2013, S. Water, owing to its length and the sheer number of rentals, tops the list of street with violations. E Summit, which did not appear on last year's list, emerged as the street with the 2<sup>nd</sup> most violations in 2014. Why? The deteriorating condition of many of the student rentals on E. Summit generated more complaints and made it a focus for enforcement by Community Development staff. These twenty streets accounted for 224 violations, nearly half of all violations issued in 2014. This is down from last year's percentage where the top 20 streets accounted for 62% of all violations. A possible reason for the decrease in concentration of violations in the top 20 may be rental creep into neighborhoods and streets where rentals had not been present in great numbers.

Street	2014 #	2013 Rank	2013 #
1. S WATER	26	1	31
2. E SUMMIT ST	23		
3. FRANKLIN AVE	16	20	5
4. W ELM	16		
5. LAKE ST	15	5	17
6. VINE ST	14	18	6
7. E COLLEGE	13	2	23
8. SHERMAN ST	11		
9. S DEPEYSTER	10		
10. W MAIN	9	10	11
11. N MANTUA	9		
12. UNIVERSITY DR	9	4	18
13. E MAIN	8	9	12
14. DODGE ST	8		
15. CHERRY ST	7	11	9
16. COLUMBUS ST	7		
17. HARRIS ST	6	13	9
18. SILVER MEADOWS	6	6	16
19. MILLER AVE	6		
20. SIX TIED	5		

**5. Zoning/Illegal Boarding Houses.** The map below may present the best evidence of rental creep away from the neighborhoods around the University and the subsequent illegal conversion of single family homes into boarding houses. While complaints about illegal boarding houses that proved to be unfounded were *not* included in the map, CD staff noticed a large increase in complaints coming from the west side of the Cuyahoga River. When violations

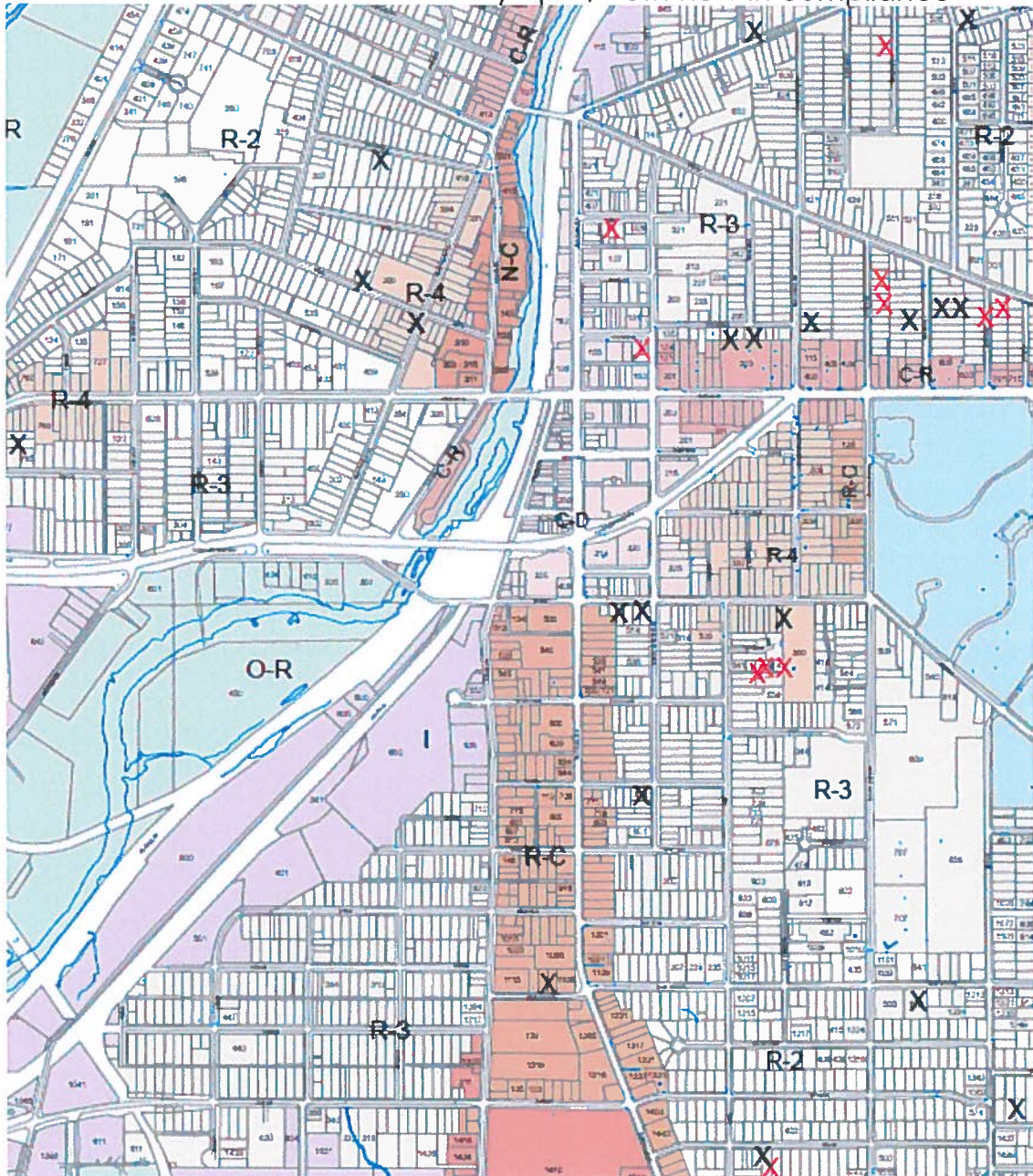
*City of Kent, Community Development Department  
Bridget Susel, Director*

are identified early in the semester, compliance is expected within thirty days. Property owners with zoning violations found later in the semester may be granted extensions as to allow students to complete the semester without disruption. Such cases, along with a few awaiting legal action, represent the cases marked Pending (X) on the map.

X = now in compliance

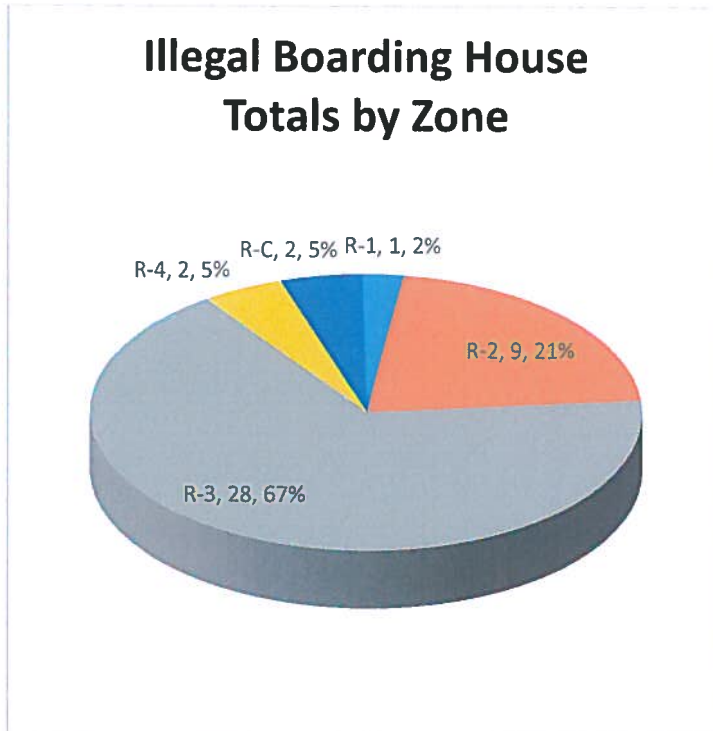
X = pending

Not shown: Silver Meadows and Olympus, both now in compliance



*City of Kent, Community Development Department  
Bridget Susel, Director*

**6. Illegal Boarding House Totals by Zone.** Which Zones had the most illegal boarding houses? Not surprisingly, the High Density Residential Zone R-3 accounted for 2/3 of all violations.



R-1: Low Density Residential  
 R-2: Medium Density Residential  
 R-3: High Density Residential  
 R-4: Multi-Family residential  
 R-C: High Density residential

Boarding houses may not be licensed in R-1, R-2, or R-3.

**7. A Boarding House Case Study.** Most illegal boarding house are easily identified and proceed more or less smoothly to abatement. A handful present special enforcement problems. A case on the southeast side of the city illustrates a few of these problems. Neighbors complained about excessive visitors and traffic late into the evening. The tenants, international students from the Middle East, were initially cooperative, volunteered that the house was occupied by two first cousins plus another student, and permitted entry that verified occupancy by three tenants (three toothbrushes in the bathroom). The investigation of a zoning violation was eventually suspended and neighbors were encouraged to call the Police Department for any noise or parking complaints. Let's take a brief look at two common issues unique to this property only in that both were in play.

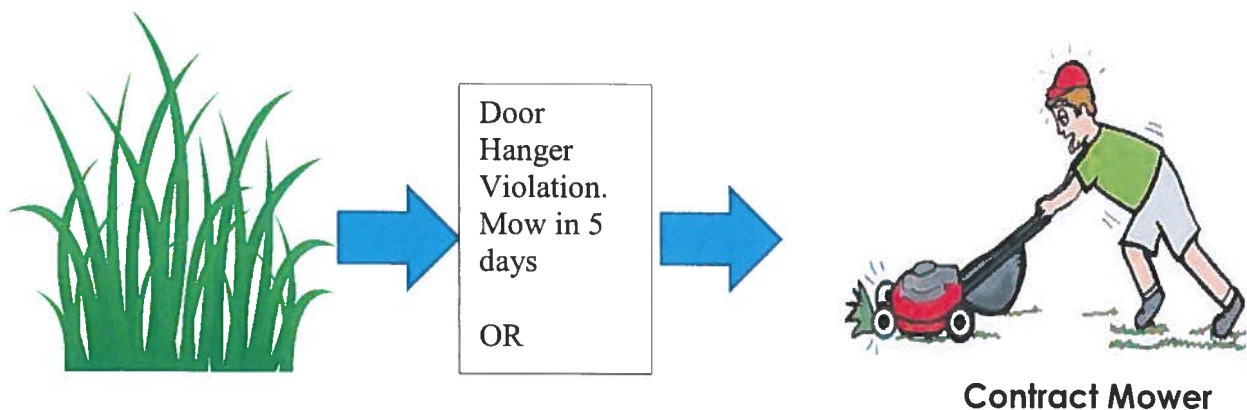
First, what is a family? Zoning investigations in Kent have long relied on "no more than two unrelated" to define a single family in a Residential Zone. And first  
*City of Kent, Community Development Department*  
*Bridget Susel, Director*

cousins have been accepted as family for zoning purposes. How then does staff verify that two of the residents in the above example were indeed first cousins? In our example, birth certificates and any supporting documentation would be in Arabic, and interpreting and verifying their authenticity and relevance would present significant problems. In short, the problem of cousins puts staff in the difficult position of acting as genealogists, sometimes relying on documents in languages other than English.

Second, when does a guest become a tenant? Most students have boyfriends or girlfriends and in a college town overnight accommodations are . . . . fluid. In the above example, as is typical with immigrants, international students tend to socialize with others who share their language and culture. Where past immigrants might socialize at the Hibernian or Italian-American club, international students often socialize at a home in a residential neighborhood. When these visitors do not spend the night, there is no zoning violation. The problem occurs when a house has overnight guests so frequently that they may rightly be considered additional tenants. Where do we draw the line between overnight guest and tenant?

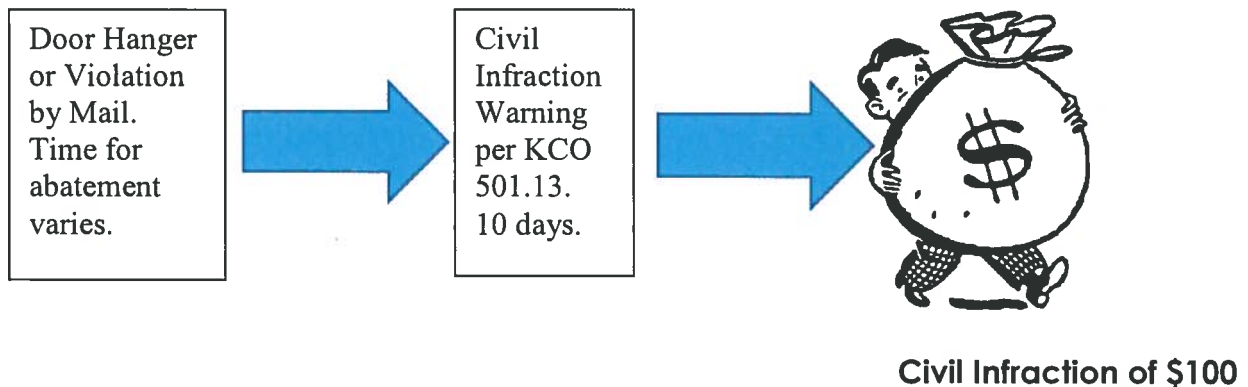
One proposed change to Kent Zoning Code will specify the number of nights a guest may stay before creating a zoning violation. Another proposed change will identify those familial relationships that will be considered to qualify a group of people as family (e.g., grandparents and grandchildren) and those relationships that do not meet that standard (e.g., first cousins).

**8. Enforcement for Grass.** All other violations receive a violation at the door or by mail. These violation notices specify a period of time for the violation to be abated. Most violations are corrected at this stage. Those violations that are not abated are mailed a Civil Infraction Warning as prescribed in KCO 501.13



Houses with overgrown grass/weeds violation are given a door-hanger violation. If, after 5 days, the grass remains uncut, the address is sent to the mower-contractor to be cut. The property owner is billed the City's cost plus a Civil Infraction fine of \$100.

### 8. Enforcement for All Other Code Violations.



While the flow from violation to Civil Infraction Warning to Civil Infraction is a straight line, it is not without obstruction. Not only must the property owner be notified of the Violation, the City must have proof of delivery. Owners not claiming Certified Mail create major delays. Some property owners have legitimate financial hardships and the Community Development staff is committed to working with them and helping them secure funds for major repairs when possible. Fines not paid after 10 days double and if sent to the County Auditor as a nuisance lien, increase to \$300. A small but not insignificant group of property owners are so delinquent in property taxes that they can ignore the \$300 fine completely. Such cases may be given to the City attorney but if the attorney secures a Court Order to abate the violation, there is still no guarantee that the violation will be abated. Luckily, the number of cases that arrive at this dead end, while vexing, is very small.

## Code Inspection Duties in Kent

The City's code inspection functions are decentralized with responsibilities spread out among several city departments:

**The Health Department** manages the enforcement of the state health code, e.g., food service, swimming pools, licensed boarding houses, trash.

**The Fire Department** has a range of building inspection duties related to upholding the state fire code, e.g., electrical, ingress/egress, etc.

**The Police Department** handles a number of nuisance activities such as enforcement of the noise ordinance and nuisance parties.

**The Community Development Department** performs all inspections related to construction activity, administers the zoning code, and responds to a number of exterior maintenance types of complaints, e.g., tall weeds and grass, graffiti, fencing, etc.

## Code Inspection Policy

The City's code inspection efforts are governed by national/state laws and adopted City policy that seeks to protect public health and safety. Where national/state laws establish standards, e.g., building code, fire code, etc., the City ensures private activities comply with those standards through routine permitting, licensing and inspection procedures.

In addition, the City has adopted a range of property requirements that establish local standards for maintenance of private property, e.g., tall weeds and grass, exterior maintenance, etc. These requirements were created as a means to uphold the community's expectations for their investment in their homes, businesses and quality of life enjoyed in the community.

Clean, well-maintained neighborhoods do much more than just make Kent a pleasant place to live. Neighborhoods whose homeowners perform routine, basic maintenance on their structures and yards consistently enjoy lower crime rates and higher property values.

## Code Inspection Practices

For those activities that require permits and licenses, the City has procedures in place that govern the necessary application, notification, and inspection of regulated activities.

For the local code matters, the City has historically used a complaint driven practice, whereby inspections are performed only in response to a complaint. This practice was in part due to the lack of staffing available to patrol neighborhoods and seek out violations fairly, but it was also a policy established by City Council in an effort to maintain a more customer-friendly community.

Since the hiring of a full-time Code Enforcement Officer in 2008 the City has been able to take a more active approach to Code matters while maintaining good customer service.



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: April 8, 2015  
TO: Dave Ruller, City Manager  
FROM: Dan Morganti, Grants & Neighborhood Programs Coordinator  
RE: 2015 Social Service Funding Recommendations

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The Community Development Department has completed its review of the grant applications it received from organizations seeking 2015 Social Service grant funding from the City. The recommended grant funding awards for each project are listed on the attached table.

The City received applications from eight (8) different nonprofit organizations seeking support for eleven (11) different programs or activities totaling \$81,010. The total amount of funding available is \$70,000. An outline of these requests including a brief description of each program is attached to this memo. These projects provide a myriad of needed supportive services for Kent residents, including counseling, programs for the homeless, free legal assistance and home modifications for low income seniors.

Staff will draft 2015 Social Service agreements and submit any that require Board of Control approval under separate cover.

If you have any questions concerning the 2015 Social Service grant funding allocation amounts or need additional information about any of the programs, please let me know.

Cc: David Coffee, Director of Budget and Finance (via e-mail)  
Bridget Susel, Community Development Director (via e-mail)



**2015 Social Service Program Funding**

Agency	Program	2015 Amount Requested	2015 Funding Amount Recommended	2014 Grant Award
CAC of Portage County	Kent TRADE	\$7,650.00	\$7,000.00	\$7,000.00
Coleman Professional Services	Changing Destinies for Kent Residents with Disabilities	\$5,159.00	\$4,500.00	-
Coleman Professional Services	Eviction Prevention/Housing Start-Ups	\$7,000.00	\$6,500.00	\$5,000.00
Community Legal Aid	Legal Assistance for Kent Residents	\$5,000.00	\$3,500.00	\$3,500.00
Family & Community Services	Housing and Emergency Support Services	\$10,000.00	\$9,500.00	\$8,000.00
Family & Community Services	Safer Futures	\$6,000.00	\$5,500.00	\$4,000.00
Lovelight, Inc.	Building Community, Building Futures - Youth Component II	\$8,201.00	\$5,500.00	\$4,000.00
PMHA	Good Neighbor Program	\$9,000.00	\$7,500.00	\$6,000.00
Rebuilding Together	Senior Service Day/Senior Home Modifications	\$10,000.00	\$8,500.00	\$10,000.00
Townhall II	Outpatient Substance Abuse/Addiction Counseling	\$8,000.00	\$7,500.00	\$7,500.00
Townhall II	Helpline	\$5,000.00	\$4,500.00	\$4,500.00
<b>Totals</b>		<b>\$81,010.00</b>	<b>\$70,000.00</b>	<b>\$59,500.00</b>

## 2015 Social Service Program -- Outline of Proposals

**Applicant: CAC of Portage County**

**Program: Kent TRADE**

- Amount Requested: \$7,650
- The program provides training and work experience in various computer applications for minority, economically disadvantaged and/or disenfranchised, unemployed or underemployed Kent residents. Services are provided through the CAC's Community Technology Learning Center. Training includes: hands-on work experience, classroom instruction, testing & certification and work placement.

**Applicant: Coleman Professional Services**

**Program: Changing Destinies for Kent Residents with Disabilities**

- Amount Requested: \$5,159
- This program provides job training for disabled Kent residents in the field of skilled data entry. Clients who gain these skills would have quality job opportunities available through Coleman Data Solutions or in other work settings.

**Applicant: Coleman Professional Services**

**Program: Eviction Prevention/Housing Start-ups**

- Amount Requested: \$7,000
- The Eviction Prevention/Housing Start-up program provides direct assistance (for rent, utility payments or security deposits) for persons with a severe and persistent mental illness to obtain housing or to avoid being evicted from housing. Once housing is obtained or stabilized, these individuals receive ongoing supportive services to maintain housing.

**Applicant: Community Legal Aid Services, Inc.**

**Program: Legal Assistance for Kent Residents**

- Amount Requested: \$5,000
- This program provides legal advice/counsel/representation for low-income clients who cannot afford private legal counsel. Any type of legal assistance may be provided including legal matters relating to: social security, housing, consumer matters, domestic violence, child abuse and general advice to avoid legal problems.

**Applicant: Family & Community Services**

**Program: Housing and Emergency Support Services (HESS)**

- Amount Requested: \$10,000
- The HESS program provides direct assistance (rent arrears or deposits) obtain housing or to avoid being evicted from housing. If needed, once housing is obtained or stabilized, individuals may receive ongoing supportive services/case management to maintain housing.

**Applicant: Family & Community Services**

**Program: Safer Futures**

- Amount Requested: \$6,000
- Safer Futures is a domestic violence shelter that provides services to women and children who are victims of domestic violence. The program provides safe shelter and meets the basic needs of its

residents. Shelter staff coordinates client intakes; provides support services, case management, goal planning, advocacy and connections for legal help.

**Applicant: Lovelight, Inc.**

**Program: Building Community, Building Futures – Youth Component II**

- Amount Requested: \$8,201
- Provides assistance to youths through: provision of nutritious food, help for struggling students, activities that promote engagement with each other and the larger community and group activities on financial literacy, healthy eating, drug awareness and personal development. Programs include: Reading FUNDamentals, Tutoring PLUS services, expressive arts, community garden, summer lunches and a parent support group.

**Applicant: Portage Metropolitan Housing Authority**

**Program: Good Neighbor Program**

- Amount Requested: \$9,000
- The program will encourage tenants to be observant in their neighborhoods and report criminal, nuisance or maintenance issues; help clients with job placement/retention to maintain housing; coordinate with the KPD public info officer for info distribution related to crime reporting; distribute info on drugs and alcohol abuse prevention and treatment. Provides overall referral and service coordination for residents to ensure needed community services are available.

**Applicant: Rebuilding Together, Inc.**

**Program: Safe at Home Senior Home Modifications/Senior Service Day**

- Amount Requested: \$10,000
- This program proposes to provide home modifications, accessibility improvements and/or micro-repairs for low-to-moderate income elderly and/or disabled homeowners. It also holds a yearly Senior Service Day in the fall that includes home repairs and yard clean-ups for seniors. Examples of repairs includes: installation of handrails, grab bars or stair tread and minor plumbing, electrical, or carpentry work.

**Applicant: Townhall II**

**Program: Outpatient Substance Abuse/Addiction Counseling Services**

- Amount Requested: \$8,000
- This program provides counseling to clients with addiction or substance abuse problems related to alcohol or drugs. The service provides client specific servicing including: assessment, individual counseling, intensive outpatient treatment, integrated dual disorder treatment, family services, crisis intervention and case management.

**Applicant: Townhall II**

**Program: Helpline**

- Amount Requested: \$5,000
- The helpline provides 24-hour crisis intervention, information and referral to persons in situational distress. This service addresses priority needs such as: drug and alcohol abuse prevention, emergency assistance, housing assistance and behavioral health.



# CITY OF KENT, OHIO

## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: April 7, 2015

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director

RE: 2014 Summary Report: 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 II (CRA) program are subject to an annual review by the Community Reinvestment Area (CRA) Housing Council and the Tax Incentive Review Council (TIRC) in order to evaluate if the capital investment, reported payroll, and number of active employees align with the commitment levels identified in the respective CRA agreements. 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 CRA agreements that were active in 2014 and which were reviewed by the CRA Housing Council on February 19, 2015:

### CRA I Agreements

Smithers Oasis	\$6,000,000 project investment	Expired 12-31-14 (final review)
American Coupler System (ACS)	\$1,000,000 project investment	Expired 12-31-14 (final review)
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	\$175,696 project investment	Active
Phoenix Properties, LLC A. Alley I	\$4,955,921 project investment	Active
Phoenix Properties, LLC, A. Alley II-Phase I	\$6,060,000 project investment	Active
First Office Systems & Supplies (dba M.O.M.S.)	\$388,215 project investment	Active

### CRAII Agreements

Don Joseph, Inc.	\$3,242,860 project investment	Active
Record Publishing, LLC	\$4,303,924 project investment	Active

The CRA Housing Council recommended the continuation of the Don Joseph, Inc. and the Record Publishing CRA II agreements. 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 10, 2015 and the following projects were reviewed:

Don Joseph, Inc.	\$3,242,860 project investment	Active
Record Publishing, LLC	\$4,303,924 project investment	Active
Tax Increment Financing (TIF) Agreement	\$27,718,700 (PC Auditor 2014 improvement valuation)	Actual as of 12/31/12

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

The 2014 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, 2015.

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, please let me know.

Thank you.

Cc: Tom Wilke, Economic Development Director  
2015 CRA, TIRC and TIF Annual Report Files