



City of Kent
Wednesday, December 6, 2023
City Council Committee Meetings
320 S. Depeyster Street, Kent, OH 44240

AGENDA (Amended 12/5/23)

6:50 P.M. Public Hearing

1. In accordance with Section 1112.01 (E)(1) & (2) of the Kent Zoning Code, notice was given on November 10, 2023, that the Kent City Council will conduct a Public Hearing to allow for public comment on proposed map amendments to the City of Kent Zoning Code.

Board of Control and Council Committee Meetings Immediately Following Public Hearing

1. Committee of the Whole (Chair Fiala/ Vice-Chair Amrhein)
 - 1.1. Safety Town (Roger Sidoti)
 - 1.2. Update on the City Administration Building (Melanie Baker)
2. Land Use Committee (Chair Ferrara/Vice- Chair Shaffer Bish)
 - 2.1. Rezoning Johnson Road (Bridget Susel)
 - 2.2. Design Guidelines Update (Bridget Susel)
3. Finance Committee (Chair DeLeone/Vice-Chair Wallach)
 - 3.1. City/Portage County Public Defender Contract Renewal (Hope Jones)
 - 3.2. 2024 City Operating Budget (Rhonda Hall)
 - 3.3. 2023 Budget Appropriation Amendments, Transfers and Advances (Rhonda Hall)
 - 3.4. Then and Now Purchase Orders (Rhonda Hall)

Executive Session

1. Position Allocation and General Compensation Plan
2. Reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment
3. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action (Amended 12/5/23)

Special Council Meeting (Separate Agenda) (Amended 12/5/23)

Adjourn

Any person who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in any City or City Council public meeting or event should contact the Clerk of Council at 330-676-7555 or councilclerk@kent-ohio.org. Any request for auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight hours prior to the event.

TENTATIVE DECEMBER 2023 CALENDAR

Visit and subscribe to the online calendar at www.kentohio.org/calendar.aspx

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 5:30 pm Sustainability Commission	5 3:00 Architecture Review Brd. Mtg.	6 6:50 Public Hearing; Special Council Mtg. 7. pm Council Committee Mtgs	7	8	9
10	11	12 5:30 pm Health Board Mtg	13	14 4:00 pm Standing Rock Cemetery Board	15	16
17	18 5 pm Civil Service Commission Mtg. 7 pm Board of Zoning Appeals	19	20 7:30 Reg. Council Mtg	21 5:30 p.m Parks & Rec Mtg.	22	23
24	25 Christmas Holiday Offices Closed	26	27	28	29	30
31						

KENT CITY COUNCIL'S PENDING LIST

Administration	Month/Yr.	Motion Made by
Sustainability Comm.: Climate Change	7/14; 2/16; 8/21	Wallach; Shaffer Bish
Senior Advisory Committee	10/17	Ferrara; Sidoti
Unattended vehicles/idling cars	10/19; 07/23	Wallach
Design Guidelines Reorganization	6/21	Sidoti
Discussion with Franklin Twp. /sidewalk snow upkeep	1/22	Shaffer Bish
Review of Planning Commission Timelines	4/23	Kuhar
Review of Roadwork Needed on Portage St.	5/23	Wallach
New Administration Building Dedication	5/23	Sidoti
Downtown Ice Rink	10/23	Shaffer Bish
Review neighbor complaint issue and city response	11/23	Ferrara

Council Committees	Month/Yr.	Motion
Parameters for low-frequency noises-- Health and Public Safety	1/21; 3/23	Wallach
Proactively addressing race & diversity in Kent Comm. of Whole	9/20	Wallach
City Flag Redesign Comm. of Whole	8/21	Rosenberg
Changes in Firework Laws- Health & Public Safety	7/22	Shaffer Bish
Vape Shops and Medical Marijuana Dispensaries Health & Public Safety	6/23	Ferrara
24 HR. Parking Regulations Review - Health & Public Safety	8/23	Wallach
Land O' Lakes Noise Issue- Comm. of the Whole	8/23	Turner
Safety Town Discussion- Comm. of the Whole	10/23	Sidoti
Noise Ordinance Review – Health & Public Safety	11/23	Amrhein

Updated & Posted November 29, 2023 Amy Wilkens | Clerk of Council | Kent City Council

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CITY OF KENT, OHIO

CITY COUNCIL

Legal Advertisement

PLEASE PUBLISH FRIDAY, NOVEMBER 10, 2023

CITY OF KENT, OHIO

NOTICE OF PUBLIC HEARING

In accordance with Chapter 1111.01(b)(1) of the Kent Codified Ordinances, notice is hereby given that the Kent City Council will conduct a Public Hearing to allow for public comment on the proposed map amendment to the City of Kent Zoning Code:

CITY OF KENT: PC23-010: PROPOSED MAP AMENDMENT TO CHANGE THE ZONING OF PARCEL NO. 17-046-00-00-019-007 AND PARCEL NO. 17-046-00-00-018-000 (NOW CONSOLIDATED AS PARCEL NO. 17-046-00-00-019-009) FROM R-2: MEDIUM DENSITY RESIDENTIAL DISTRICT TO O-R: OPEN SPACE RECREATION DISTRICT

A **Public Hearing** will be held on **Wednesday, December 6, 2023, at 6:50 p.m.** in the Training Room/Council Chamber at the Main Fire Station, 320 S. Depeyster St., Kent, Ohio.

Anyone interested in submitting comments on the proposed project can do so through the following three (3) methods:

1. Participate during the meeting on Wednesday, December 6, 2023, or
2. Submit written comments via email to amy.wilkens@kentohio.gov. All email comments received by 5:00 PM on Tuesday, December 5, 2023; or
3. Submit written comments via USPS or other delivery methods to the City of Kent Community Development Department, 930 Overholt Road, Kent OH 44240, All written comments received by 5:00 PM on Tuesday, December 5, 2023.

Copies of the proposed text amendments are maintained on file in the Community Development Department and may be reviewed by interested individuals during regular business hours. Any questions concerning this request should be directed to the City of Kent, Community Development Department at 930 Overholt Road, Kent, Ohio.

Posted: November 10, 2023

Amy Wilkens
Clerk of Council



COUNCIL MEMORANDUM

To: City Council Members
David Ruller, City Manager

From: Amy Wilkens, Clerk of Council

Date: December 6, 2023

Item: 1.1. - Safety Town (Roger Sidoti)

Summary: David Myers, Immediate Past President of Kent Rotary, reached out through Council Member Roger Sidoti to present to Council an ongoing “Safety Town” project in the City of Kent. Kent Junior Mothers have sponsored “Safety School” for youngsters during the summer months for decades and is purely voluntary. And have never had a permanent home! The concept of creating a “Safety Town” was born out of this need. Many planning sessions over the past year have seen multiple city departments engaged in the planning, including our police and fire chiefs. The Kent City School District Board of Education has donated land for the development of the project in our Historical South End. Metis Construction has become a working partner with drawings and plans. David would like to present the overview of the project, outlining the community partnership that is developing, and providing City Council and Administration the opportunity to consider how we may become an active partner.

Prepared by: Amy Wilkens, Clerk of Council

Attachments: None



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: November 28, 2023
TO: Dave Ruller, City Manager
FROM: Bridget Susel, Community Development Director *BS*
RE: Zoning Code Map Amendment

Kolb Acres LLC is the owner of the below listed two (2) abutting parcels that are now consolidated into Parcel No. 17-046-00-00-019-009:

- 17-046-00-00-019-007
- 17-046-00-00-018-000

The parcel(s) are currently located in a R-2: Medium Density Residential District. The City submitted an application to the Planning Commission, on behalf of the property owner, requesting a “Zoning Map Amendment” in order to resolve the parties’ differences in *Kolb Acres LLC vs. City of Kent*, 2023 CV 00446.

The proposed Zoning Map Amendment will amend the City’s Zoning Districts Map to change the zoning for the above listed parcel(s) from the current designation of R-2: Medium Density Residential District, to O-R: Open Space-Recreation District.

All zoning map amendments require consideration to be given to all permitted and conditionally permitted land uses that will apply if the zoning map is amended. If the proposed Zoning Map Amendment to O-R: Open Space-Recreation District is approved, all permitted and conditionally permitted land uses delineated in Section 1103.08(B) and (C) of the City’s Zoning Code can potentially occur on the parcel(s) (see attached).

The proposed Zoning Code Map Amendment is not considered “spot zoning” because:

1. The two parcels to be modified (now consolidated parcel #17-046-00-00-019-009) are approximately forty acres so it will not establish a smaller “zoning island” situated within the boundaries of a larger zoning district.

2. The parcel(s) are contiguous to Franklin Township's R-R: Rural Residential District. In accordance with Zoning Code Section 1112.01(F)(8), the Planning Commission is permitted to consider the zoning of contiguous properties outside the jurisdiction of the City of Kent when evaluating proposed zoning map amendments. Franklin Township's R-R Zoning District, permitted and conditionally permitted uses, include, but are not limited to:
 - a. residential single-family dwellings;
 - b. agricultural uses;
 - c. passive recreational facilities;
 - d. adult family homes;
 - e. accessory buildings;
 - f. cemeteries;

The above listed Franklin Township land uses are most similar to the City's O-R: Open Space-Recreation District (see attached).

During the public comment portion of the May 3, 2023 Kent City Council Committee meeting discussion of the "petition of detachment of lands" submitted by Kolb Acres LLC, neighboring residents articulated, on the record, their desire to retain the rural nature of these parcels. The petitioner himself, Eric Kolb, reported his interest in using the parcel(s) for agricultural purposes. A conversion from R-2: Medium Density Residential District to O-R: Open Space-Recreation District is consistent with the City's land use objectives and maintains the integrity of the surrounding low-density neighborhood, while allowing the property owner to use the parcel for agricultural purposes.

The Planning Commission reviewed the proposed map amendment on November 7, 2023 and voted unanimously to **recommend Kent City Council approve the Zoning Map Amendment** to amend former Parcel No. 17-046-00-00-019-007 and former Parcel No. 17-046-00-00-018-000, now consolidated and identified as Parcel No. 17-046-00-00-019-009.

I am respectfully requesting time at the December 6, 2023 Council Committee session to discuss the Planning Commission recommended amendment to the Zoning Districts Map of the City of Kent in greater detail and to request Council authorization, with emergency, to approve the amendment.

Please let me know if you need anything else in order to add this to the agenda. Thank you.

Attachments

Cc: Hope Jones, Law Director
Amy Wilkens, Clerk of Council
Eric Fink, Assistant Law Director
Tim Sahr, Development Engineer

SECTION 1103.08: O-R: OPEN SPACE-RECREATION DISTRICT**(A) Purpose**

This district is established for the following purposes:

- (A) To preserve and protect natural and man-made water areas, flood plains, marshes, and wetlands from development other than open spaces or recreational uses;
- (B) To preserve and protect agricultural districts, and/or wildlife habitats;
- (C) To retain natural drainage patterns; and
- (D) To preserve and protect the values of distinctive, geologic, topographic, botanic, historic, or scenic areas.

(B) Permitted Uses

1. Accessory Buildings ([Section 1106.10:](#))
2. Agricultural Uses and Buildings
3. Domesticated Animal Kennels
4. Home Businesses, Limited
5. Nursery & Greenhouses (No Retail)
6. Roadside Stands
7. Single-Family Dwellings
8. Wildlife Refuges and Game Preserves

(C) Conditionally Permitted Uses

1. Cemeteries ([Section 1105.15:](#))
2. Child Day Care Homes, Type A & B ([Section 1105.17:](#))
3. Extractive Uses ([Section 1105.22:Section 1105.19:](#))
4. Home Occupations ([Section 1105.27:](#))
5. Oil and Gas Wells, Drilling, and Operations ([Section 1105.42:](#))
6. Open Air Markets/Farmers Markets ([Section 1105.43:](#))
7. Recreational Facilities, Outdoor ([Section 1105.49:](#))
8. Religious Institutions ([Section 1105.50:Section 1105.23:](#))
9. Schools, Public and Private ([Section 1105.55:](#))
10. Temporary Structures ([Section 1106.15:](#))
11. Utilities & Associated Structures ([Section 1105.64:](#))

Where there is a discrepancy between [Section 1103.07:](#) and this table, this table will prevail.

(D) Specially Permitted Uses

None

(E) Dimensional Regulations***Lot and Building Height standards***

<i>Min. Lot Area</i>	5 acres
<i>Max. Density</i>	1 unit per 5 acres
<i>Min. Lot Frontage</i>	60 ft.
<i>Max. Building Height</i>	35 ft.
<i>Front Yard Setback</i>	100 ft.
<i>Side Yard Setback</i>	25 ft.
<i>Rear Yard Setback</i>	50 ft.

(F) Additional Regulations

1. **Home Businesses, Limited.** A Limited Home Business is a permitted use in any residential dwelling. The Zoning Inspector must review each application as it is submitted to the Community Development Department to determine whether the proposed use is consistent with the Zoning Code. If all of the standards are met, the Zoning Inspector will issue a letter of approval outlining the restrictions on the Limited Home Business.

SECTION 1103.10: R-2: MEDIUM DENSITY RESIDENTIAL DISTRICT**(A) Purpose**

This district is established to encourage single family residential development at medium densities in areas of existing development of such density and thereby providing a more orderly and efficient extension of public facilities.

(B) Permitted Principal Uses

1. Accessory Buildings ([Section 1106.10:](#))
2. Home Businesses, Limited
3. Single-Family Dwellings

(C) Conditionally Permitted Uses

1. Assisted Living Facility ([Section 1105.03](#))
2. Bed and Breakfast ([Section 1105.11:](#))
3. Cemeteries ([Section 1105.15:](#))
4. Child Day Care Homes, Type A & B ([Section 1105.17:](#))
5. Home Occupations ([Section 1105.27:](#))
6. Recreational Facilities, Outdoor ([Section 1105.49:](#))
7. Religious Institutions ([Section 1105.50:Section 1105.23:](#))
8. Residential Facilities ([Section 1105.51:](#))
9. Schools, Public and Private ([Section 1105.55:](#))
10. Temporary Structures ([Section 1106.15:](#))
11. Utilities & Associated Structures ([Section 1105.64:](#))

Where there is a discrepancy between [Section 1103.07:](#) and this table, this table will prevail.

(D) Specially Permitted Uses

None

(E) Dimensional Regulations***Lot and Building Height standards***

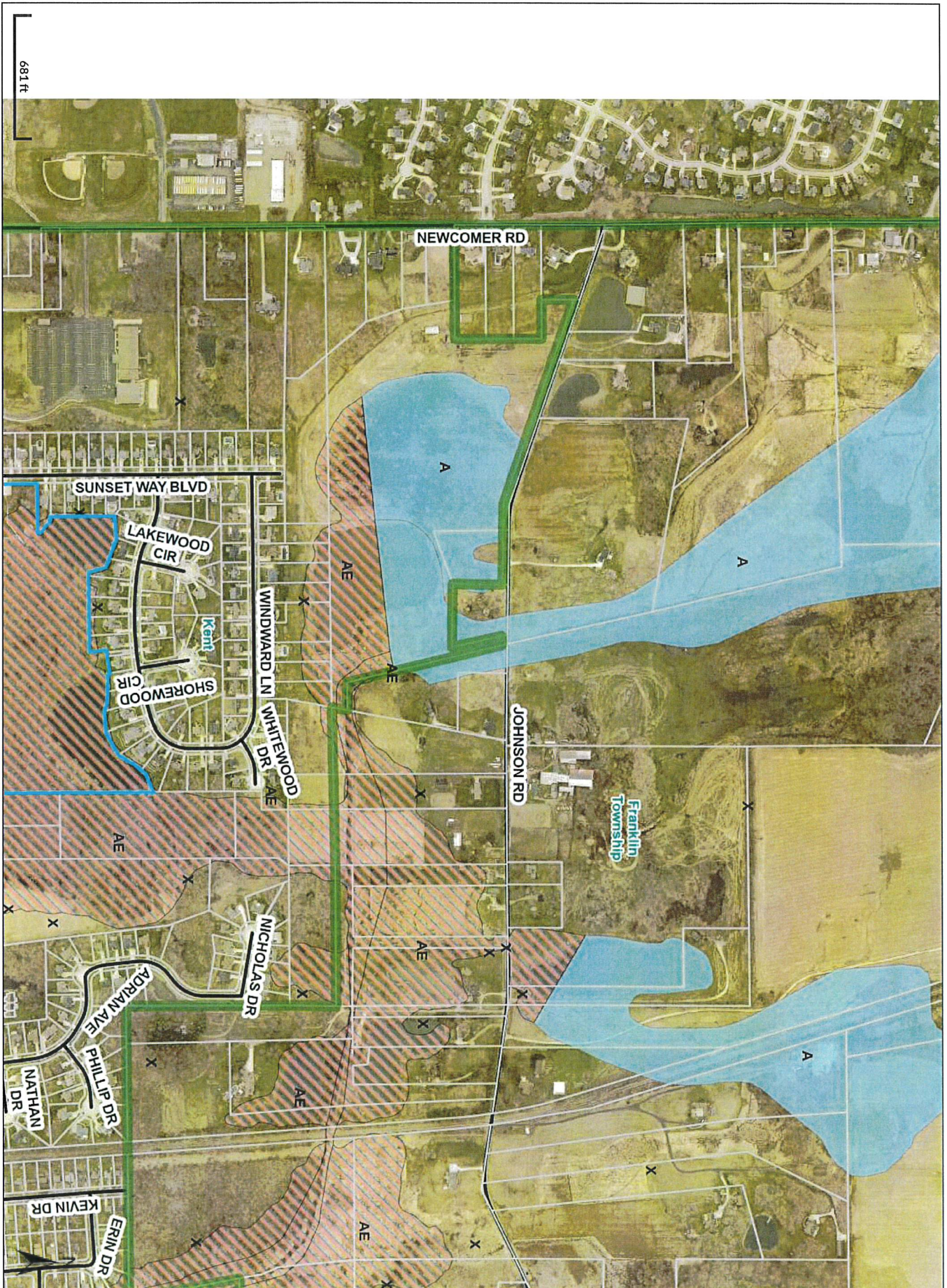
<i>Min. Lot Area</i>	11,000 sq. ft. with public sewer and water
<i>Max. Density</i>	3 dwelling units per acre
<i>Min. Lot Frontage</i>	60 ft.
<i>Max. Building Height</i>	35 ft.
<i>Front Yard Setback</i>	45 ft.
<i>Side Yard Setback</i>	10 ft.
<i>Rear yard Setback</i>	45 ft.

(F) Additional Regulations

1. **Minimum Front Yard Setback Variances.** The required front yard setback, on a lot where the new construction or alteration of a building is being considered, may be modified without a variance when the Zoning Inspector determines all of the following standards are met:
 - (1) That the average front yard setback of at least two (2) existing front yards on lots within two hundred (200) feet of the lot in question and within the same block and on the same side of the street is less than the minimum front yard setback prescribed in the applicable zoning district;
 - (2) The modified minimum front yard setback must not be less than the average front yard depth of the lots identified in Subsection (a), above, and
 - (3) The modified minimum front yard setback must not be less than twenty (20) feet in any district.
2. **Home Businesses, Limited.** A Limited Home Business is a permitted use in any residential dwelling. The Zoning Inspector must review each application as it is submitted to the Community Development Department to determine whether the proposed use is consistent with the Zoning Code. If all of the standards are met, the Zoning Inspector will issue a letter of approval outlining the restrictions on the Limited Home Business.

681 ft







CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: November 27, 2023

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director 

RE: Final Draft of Update to the Design Guidelines

The Community Development Department has completed final revisions to the draft update to the Design Guidelines received from CT Consultants in May. The revisions address the numerous comments received from the public and members of various boards and committees.

As a reminder, the update process has been conducted in three phases, including:

- PHASE 1: Information gathering through a public meeting, in-person interviews with 30+ stakeholders, two work sessions with Council, and in-field and document review/research (conducted July 2022 – November 2022).
- PHASE 2: Development of an *Assessment & Recommendations* report based on the work completed in PHASE 1 (conducted December 2022-January 2023).
- PHASE 3: Draft Design Guidelines issued by consultant. Accepted public comment on the draft; CD Dept edited/revised draft based on comments received (May 2023-October 2023).

Below is a summary of the generalized comments that were received and in blue text is how each has been addressed in the updated draft Design Guidelines:

1. Historic preservation not addressed;
 - a. Historic preservation is regulated in KCO Chapter 1393 “Historic Preservation.” The definition of “local historic property” from Chapter 1393 (see Section 1393.02(p)) has been added to the glossary and referenced in the attached draft design guidelines.
2. Need to include guidelines for historic properties and new construction and define each;
 - a. The definition of “local historic property” from Chapter 1393 (see Section 1393.02) has been added to the glossary and referenced in the attached design guidelines. Procedures for designating a property or district as historic are delineated in Section 1393.06 of Chapter 1393 “Historic Preservation.” New construction requirements for each Zoning District are delineated in the City of Kent Zoning Code (Part 11).
3. Adaptive re-use not addressed;
 - a. Adaptive reuse has been added to the “Building Design” section of the attached draft design guidelines.

4. Demolition not addressed;
 - a. Demolition has not been added to the attached draft design guidelines. Demolition is regulated in various sections of the KCO, including in Section 1393.10 of Chapter 1393 “Historic Preservation,” in Chapter 1407 “Property Maintenance Code,” and Chapter 1373 of the “Building Code.”
5. The focus seems to be on addressing commercial developers and business owners, not historic preservation or adaptive re-use;
 - a. Please refer to responses listed in blue for items 1-3 on the previous page.
6. Move glossary to front of the document; Completed.
7. Simplify terminology so can be understood by designers, business owners, public; Completed.
8. Headings need simplified. Remove one of the headings per page and realign; Completed.
9. Does not list what is discouraged (i.e., internally lit signs);
 - a. Discouraging exterior internally lit signs and exterior neon signs added to the “Signs” section of the attached draft design guidelines.
10. Proposed changes to reduce the boundaries of the existing “Downtown/West River Overlay District” by excluding the West River/Gougler Avenue corridor are not supported;
 - a. Boundaries of the “Downtown/West River Overlay District” are now the same as the current Overlay District boundaries.
11. Expand “Downtown/West River Overlay District” to include buildings north of Fairchild Bridge, on Lake Street.
 - a. Not added to the attached draft design guidelines. There is only one parcel that is north of the intersection that is in the Commercial-Downtown (C-D) Zoning District. The remaining properties north of the bridge are industrial or residential.
12. The photos are not aligned with the proposed guidelines in every instance. Photos that are not directly connected should be removed and/or replaced.
 - a. Many photos were changed or deleted.
13. Guidelines for sign lighting should encourage use of energy efficiency sources (LED) and control illumination levels;
 - a. Attention to illumination level of lighting has been added to the “Signs” section of the attached draft design guidelines.
14. Regulations (standards) and guidelines for a project should be reviewed by the same board or commission;
 - a. Not addressed in attached draft guidelines. Kent City Council designates responsibilities of all City boards and commissions.
15. Are colors to be identified as allowed or prohibited? Should colors be quantified (i.e., only ? number of different colors can be used on the exterior of a property);
 - a. No colors are listed as prohibited and no limit has been established on the number of colors that can be used.
16. Numerous specific references to wording or phrases on specific pages that are difficult to understand, lack clarity, or that need edited or removed;
 - a. Wording has been modified to improve understanding and applicability for the user.
17. Questions on how the Architectural Review Board’s roles and responsibilities will be affected by the update to the Design Guidelines;
 - a. Not addressed in attached draft guidelines. Kent City Council designates responsibilities of all City boards and commissions.

18. Suggestion to group and number every building and assign certain buildings in numbered groups to certain design guidelines;
 - a. Not added to the attached design guidelines. The proposed procedure is complicated, cumbersome and will be exceedingly difficult to implement.
19. Allow for online accessibility and hyperlinks to related Zoning Code regulations. Will be done once final design guidelines are authorized by Kent City Council.

I am respectfully requesting time at the December 6, 2023 Council Committee meeting to discuss the final draft of the update to the Design Guidelines in greater detail and to request Council authorization, with emergency, for the update to the Design Guidelines be authorized as recommendations only and to amend the City of Kent Zoning Code to strike/remove "APPENDIX A: Design Guidelines for the Kent Design Overlay District," "APPENDIX B: Sign Design Guidelines" and amend other sections of the Zoning Code to strike/remove references to these two appendices.

If you need any additional information to add this item to the agenda, please let me know.

Thank you.

Attachments

Cc: Hope Jones, Law Director
Amy Wilkens, Clerk of Council
CD Department Planning & Zoning staff



City of Kent, OH

DRAFT Design Guidelines

Revised 10/15/2023

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GLOSSARY OF TERMS

The terms included here are terms that are referenced in these Design Guidelines. For terms that are not included here, refer to the City of Kent's Planning and Zoning Code, Chapter 2—Definitions.

1. **Activate or Activation.** The portion of a building or site designated for use by activities that engage with the pedestrian and the public realm that it abuts.
2. **Articulation.** See Façade Articulation.
3. **Building Massing.** The overall configuration of the major three-dimensional volumes, modules, or elements of an individual building and its facade. Such volumes, modules, or elements are generally defined by significant and recognizable changes in height, setback, or facade plane.
4. **Context/Contextual.** A building or design element that responds to social, cultural, and architectural stimuli as well as other elements in the built environment that may influence a site, structure, or building.
5. **Design Guidelines.** A set of design parameters for developments and building alterations that require design review. The guidelines, as design guidance, are adopted public statements of intent and are used to evaluate the acceptability of a project's design. Design guidelines help ensure that the design review process will result in advice and recommendations, which stay focused on Kent's set of aesthetic expectations for the projects being reviewed. Compliance with the guidelines is not mandatory.
6. **Façade.** The exterior face or wall surface of a building. While often associated with the front (or face) of a building, façades are typically those portions of a building's exterior that can be viewed from a public way or street.
7. **Façade Articulation.** Design elements that add texture, interest, depth and rhythm to the facade of a building, including horizontal and vertical projections, cornices, balcony rows, design patterns, awnings and canopies, as well as horizontal and vertical changes in material, color and/or finish.
8. **Human Scale.** The perception of a building and its parts based on proportions, scaling elements, and context-sensitive solutions that allow a human to reasonably interpret the design as relatable to the size of a person.
9. **Lintel.** A beam or other support at the top of a door or window. Most lintels are decorative and also provides structural support.
10. **Local Historic Property.** Any building, structure, site, or object which has special character or special archaeological, historic or aesthetic value as part of the development, heritage, archaeological or cultural characteristics of Kent, the State of Ohio or the United States and which has been designated as such pursuant to the provisions of Kent Codified Ordinance (KCO) Chapter 1393. (See Section 1393.06).

GLOSSARY OF TERMS

11. **Massing.** See Building Massing.
12. **Materiality.** The use of various materials or substances on a façade, balcony, window, or roof.
13. **Pedestrian Realm.** The portion of a public or private right-of-way dedicated to uses other than vehicle movement or parking. The pedestrian realm includes sidewalks, civic spaces, planting areas and other streetscape elements.
14. **Primary Street Façade.** A primary building façade is one that abuts and is visible from a primary street.
15. **Public Realm.** Areas within the right-of-way (including streets and sidewalks), parks, publicly owned open space, and publicly-accessible areas on private property, including off-street pedestrian connections. The public realm is that space occupied both in physical and visual terms by the public. It is created by such elements as the parts of the building that are visible from the street, the front yard, the sidewalk, street trees, lighting, and the street itself.
16. **Sign Band.** A horizontal band extending the full width of the building facade and located between the highest first floor windows and the cornice, or if there is more than one story, the highest first floor windows and the bottom of the second floor windows.
17. **Street Level.** The first story or level in a building or structure. Street level will generally be considered to be the story or level of a building or structure that interfaces directly with the public realm, including street level building frontages abutting streets, open spaces and off-street pedestrian connections, such as walkways and paths.
18. **Street Wall.** The vertical plane parallel to the street in which the front building facades of the majority of the buildings along a street are located.
19. **Texture.** The visual and tactile expressions of materials used in a building that is produced by how the given material is produced and how it is employed. See Materiality.
20. **Upper Stories.** The upper portion of a building that is above the street level façade.
21. **Visible Façade.** Any façade, which is not categorized as a primary street façade, but which is visible, in full or part, from the public realm.

INTRODUCTION

OVERVIEW

The City of Kent Downtown/West River Overlay District (Overlay District) includes the majority of the Commercial-Downtown (C-D) Zoning District, and some commercial properties located in the Commercial High Density Multifamily-Residential (C-R), High Density Multifamily-Commercial (R-C), and Multifamily Residential (R-4) Zoning Districts located to the east and west of downtown, including along East Main Street, Gougler Avenue and North Mantua Street.

The primary area included in the Overlay District is the downtown Central Business District, which is a mixed-use pedestrian focused area. Its special character is defined by the quality of the “public realm” and its unique built environment that was a focal point of the downtown redevelopment that took place between 2010-2015. This document aims to encourage the level of design quality generated by new development, renovations to existing structures, including buildings designated as a local historic property, as defined in KCO Chapter 1393, and other physical improvements, are complementary and reflective of the unique nature of this area.

PURPOSE

The purpose of these Design Guidelines is to provide a comprehensive document articulating the level of design quality expected of public and private improvements within the Overlay District.

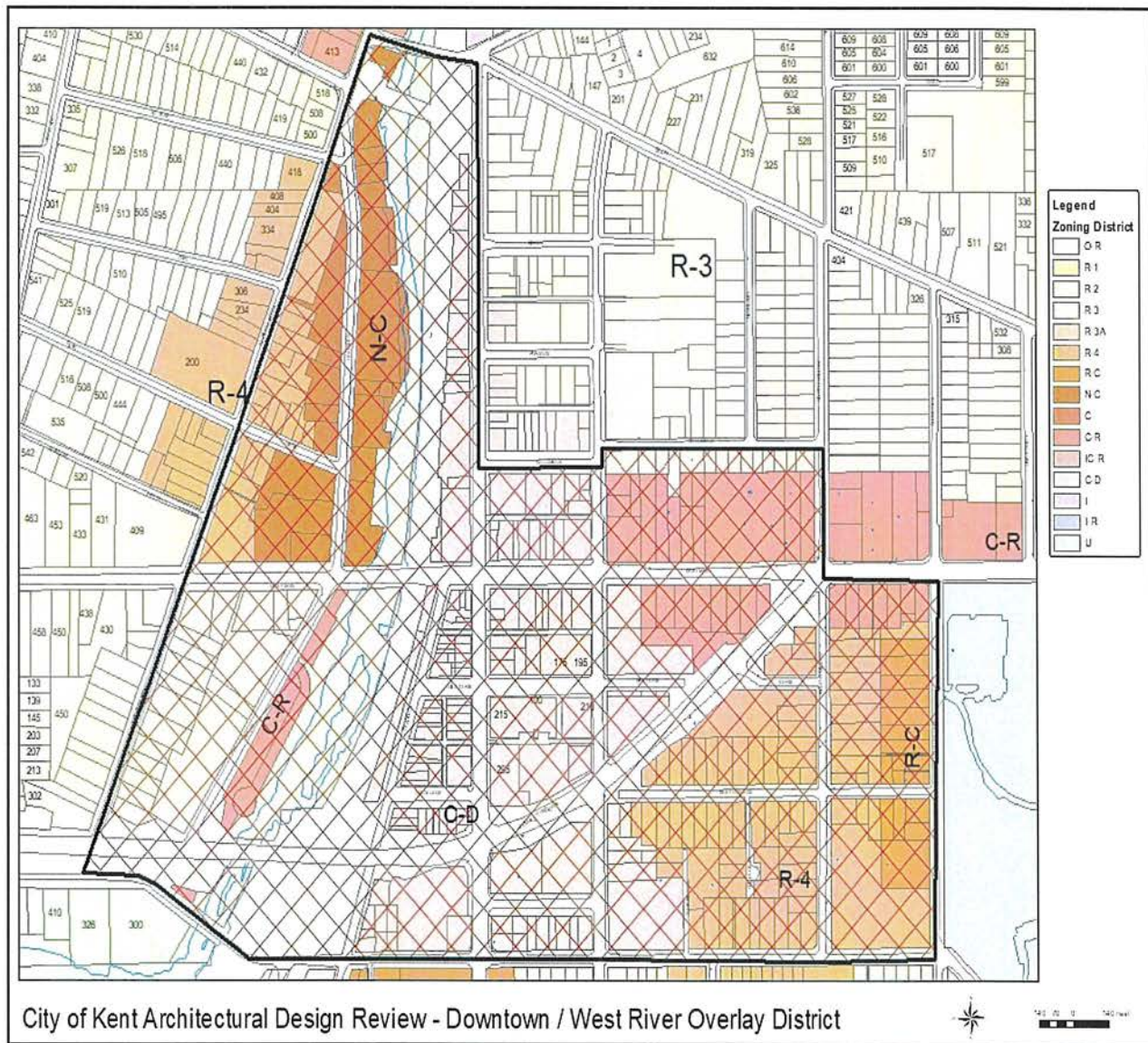
This document serves as the basis for evaluating commercial projects, including new construction, renovations to existing facades and signage within the Overlay District. The Design Guidelines will assist property owners with understanding the context of the built environment and design approach that applies within the Overlay District and helps owners when they are faced with decisions about alterations and new construction.

APPLICABILITY

The Design Guidelines are applicable to all new construction, exterior renovations, signage, and improvements of public and private commercial structures and buildings in the Overlay District (see Figure 1). In accordance with Section 1111.04(B)(4) of the City of Kent Zoning Code, the Design Guidelines do not apply to the new construction or renovation of owner-occupied residential properties. When applicable, this document also serves as the basis for the relevant findings of the Architectural Review Board (ARB).

INTRODUCTION

Figure 1. Downtown / West River Overlay



INTRODUCTION

GOALS

The success of downtown Kent is its focus on the pedestrian environment, retail vitality, indoor and outdoor experiences, and placemaking. To build on downtown Kent's successes and to support the purpose of the Design Guidelines, the following goals have been established for these Design Guidelines:

- Achieve good design to support ongoing economic vitality and sustain property values.
- Ensure that downtown Kent's unique visual identity is sustained to enhance downtown Kent's sense of place.
- Facilitate connectivity with Kent State University.
- Assist small business owners, commercial tenants, and developers operating within the Overlay District, with design guidance.
- Promote complementary design activities that can promote balance to the diversity of styles, character, and age of buildings.
- Acknowledge the presence and value of structures designated as a local historic property through the processes delineated in KCO Chapter 1393, and encourage owners of such properties to consider style and existing design elements when planning for exterior renovations.
- Educate the public about various aspects of good design.
- Make Kent a destination place for residents, visitors, and new businesses.



1. BUILDING PLACEMENT

GUIDING PRINCIPLES



- The “public realm” is the space that physically and visually is occupied by the public and includes areas of a building that are visible at the street level, sidewalks/walking paths, exterior lighting, both on private buildings and in the public right-of-way, street trees, landscaped spaces and the road itself, including on-street parking and crosswalks.
- The character of the “public realm” influences the design by taking into consideration the site and the character of the surroundings and takes precedence over individual structures or buildings. How buildings relate to the surrounding streets public spaces and amenities, as well as other buildings profoundly influences the pedestrian experience in the “public realm.”
- The pattern of buildings abutting the street and the sidewalk creates a well-defined edge, also known as a “street wall,” that frames streets and open spaces. The street wall provides a sense of spatial definition or enclosure for the pedestrian that creates a coherent pedestrian environment that reinforces and creates a sense of place while also making for a pleasant, comfortable, and safe pedestrian environment.
- Buildings should reflect architectural quality through design and the selection of materials/finishes that are based on the character of the surroundings, and not solely on the building itself.

1. BUILDING PLACEMENT

Intent Statements

- To orient primary building façades towards the street and the public realm
- To ensure engagement between building uses and the public realm
- To encourage additional open spaces for pedestrian & outdoor activities, such as outdoor dining
- To use the location of buildings to define & contain the street space to support pedestrian activity
- To use street corners to create a distinctive, attractive, & memorable sense of place



DESIGN GUIDELINES

- Locate public areas such as lobbies, retail and dining along building walls that abuts the street or pedestrian walk areas so that they are visible & accessible.
- At the intersection of two streets, the front facades on both streets should be sited to clearly define the corner & enhance a sense of street enclosure.
- To enhance the special nature of downtown streets with an appropriately composed & cohesive architectural presence that expresses the character of the area.

2. BUILDING DESIGN

GUIDING PRINCIPLES



- All sides of the building should be given design consideration, including the roof.
- Buildings that express the uses inside to the viewer outside are more comprehensible. Similarly, buildings that acknowledge the activity outside them are more integrated into the public realm.
- Buildings with durable and low-maintenance materials withstand the test of time.
- Creativity and design expression that is reflective of the services or products of the occupying business or tenant are encouraged.
- Architectural design is complex and should not promote a single style or be limited to specific features or details.
- Local historic properties, as defined by KCO Chapter 1393, are focal points of the downtown and add character and variety and their character and features should be respected when considering alterations.
- The character of a building's broader surroundings is important and needs as much consideration as the building itself.

2. BUILDING DESIGN

Intent Statements

- To encourage buildings that are complementary with their surroundings
- To ensure building massing supports a comfortable street level & pedestrian experience
- To create buildings that frame & define public streets, alleys, & urban, open spaces
- To design buildings that transition to adjacent areas by utilizing styles that are complementary
- Architectural variety in building design can occur, while still maintaining a sense of cohesion with its surroundings through the use of lighting and streetscape



DESIGN GUIDELINES

- Ground floor heights should provide a welcoming scale of 14 feet or greater.
- Use of structural bays, expressed columns, and window elements should be utilized to promote a pedestrian scale.
- Building massing should delineate & communicate the base, middle, & top of the building.
- Building massing should emphasize key building features such as primary entries.
- Building massing should promote a sense of human scale at the street level by distinguishing this level from the remainder of the building's stories.

2. BUILDING DESIGN



DESIGN GUIDELINES

- Contemporary architecture is encouraged when the design also incorporates some elements of traditional form and massing visible in other existing buildings in the surrounding area.
- Adaptive reuse involving the renovation of existing structures for a new use or purpose is strongly encouraged.
- A building's mass, scale, form, height, and floor-to-floor horizontal alignment can vary, but should not be in stark contrast to its surroundings. Consideration should be given to the surrounding context within approximately one block of the proposed development on both sides of the street.
- Street wall height may vary throughout the street and within each block to support architectural variety, but the height of the street wall should aim to align the established height along the majority of the block frontage.

2. BUILDING DESIGN

Intent Statements

- To further refine building form, massing and proportions through the use of facade details and design elements
- To promote well-detailed facade designs with texture and depth that provide a sense of human scale and generate visual interest
- To minimize blank or long expanses of wall at the street level and on the upper floors of buildings



DESIGN GUIDELINES

- Variation in the arrangement & placement of windows, doors, materials & design patterns should be used to emphasize building features, such as entries, corners, & changes in interior use.
- Design elements and features used on the street level facade should coordinate with upper floor design elements to result in a cohesive building design.
- Locate publicly accessible commercial/office spaces, not private spaces, along the street level to facilitate a safer & more vibrant environment for pedestrians.

2. BUILDING DESIGN

Intent Statements

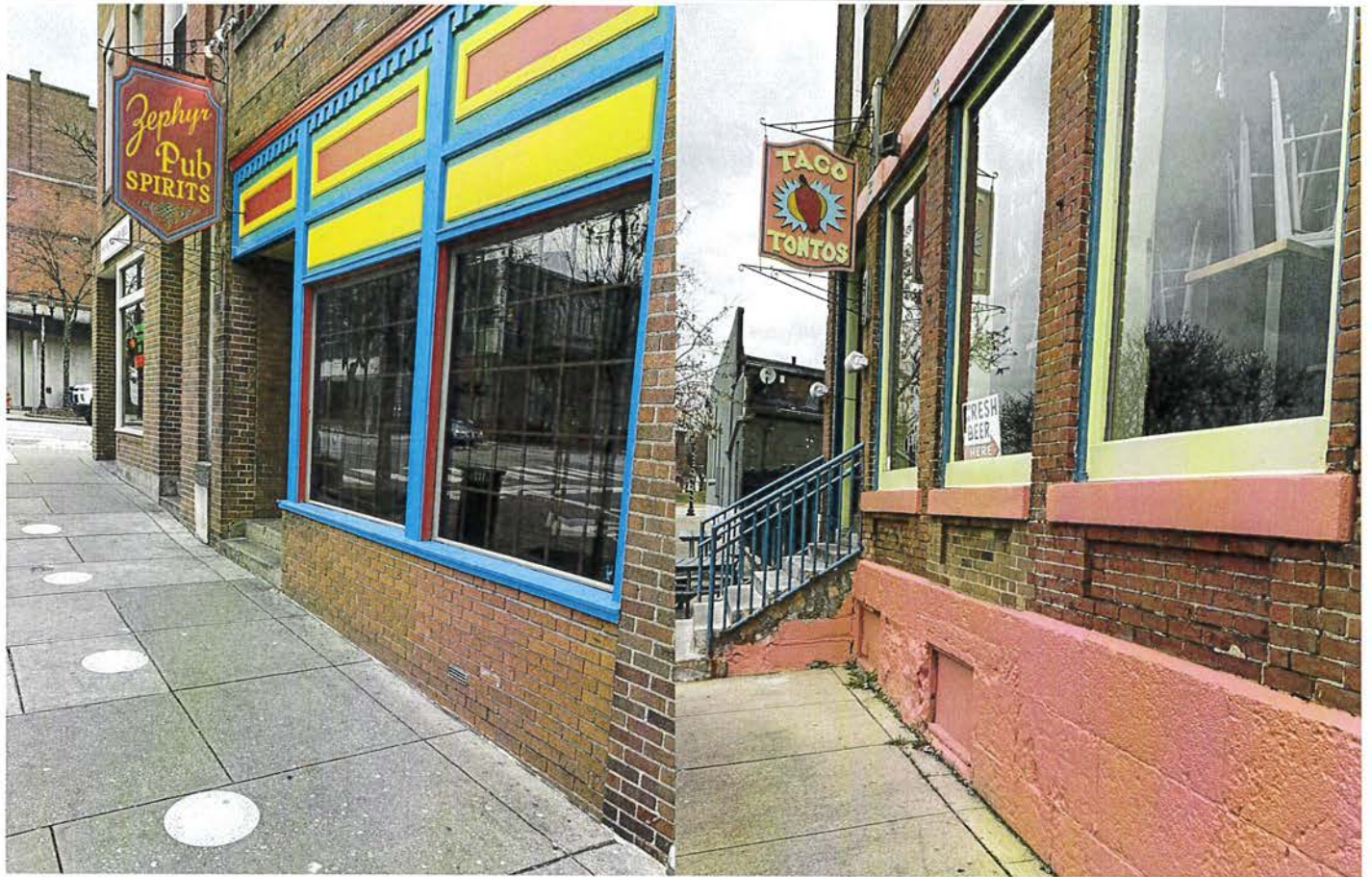
- To encourage the use of well-detailed exterior materials that generate a visual sense of texture and depth
- To give consideration to how the changes in exterior building materials can enhance the visual aspects of the building
- To promote the use of a variety of high-quality durable exterior materials, including but not limited to, brick and Hardie board
- To utilize finishes, materials, and colors that are complementary of existing buildings and create a sense of visual balance



DESIGN GUIDELINES

- All visible facades of a building should be treated equally in terms of materials, color, & design details.
- Synthetic materials, including but not limited to artificial stone, slag brick, and resin should be used in ways that avoid excessive imitation or false replication of natural materials.
- Excessive uniformity is discouraged, but variations in materials should be balanced to create a unified sense of whole in an area.
- Building facades should incorporate materials that are appropriate to individual massing components & create connectivity to the public realm.

2. BUILDING DESIGN



Design Guidelines

- Bolder, brighter colors, including corporate branding colors, may be applied to areas or elements of the building where they are ancillary to the main features of the building or storefront space and are applied in ways that do not dominate the overall color palette.
- Bolder, brighter colors can be balanced by integrating natural materials and textures into the overall façade design.
- Consideration should be given to the colors of a building's body, trim & accents & details to be highlighted, when considering building colors.
- Use of materials that gracefully weather, or develop a patina, depicting the passage of time can add unique coloring & design elements that complement more contemporary design details.
- When considering dominant color choices for a façade, attention needs given to the façade's positioning on the street and how various colors reflect or absorb sunlight throughout various points of the day.

2. BUILDING DESIGN

Intent Statements

- To provide a minimum level of transparency on all facades
- To ensure that building activities are visible from the public realm and vice versa
- To ensure that building facades do not cause glare or negative effects for pedestrians or drivers
- To facilitate transparency at the street level, providing interest & activity along the sidewalk & at night, providing a secondary, more intimate, source of lighting



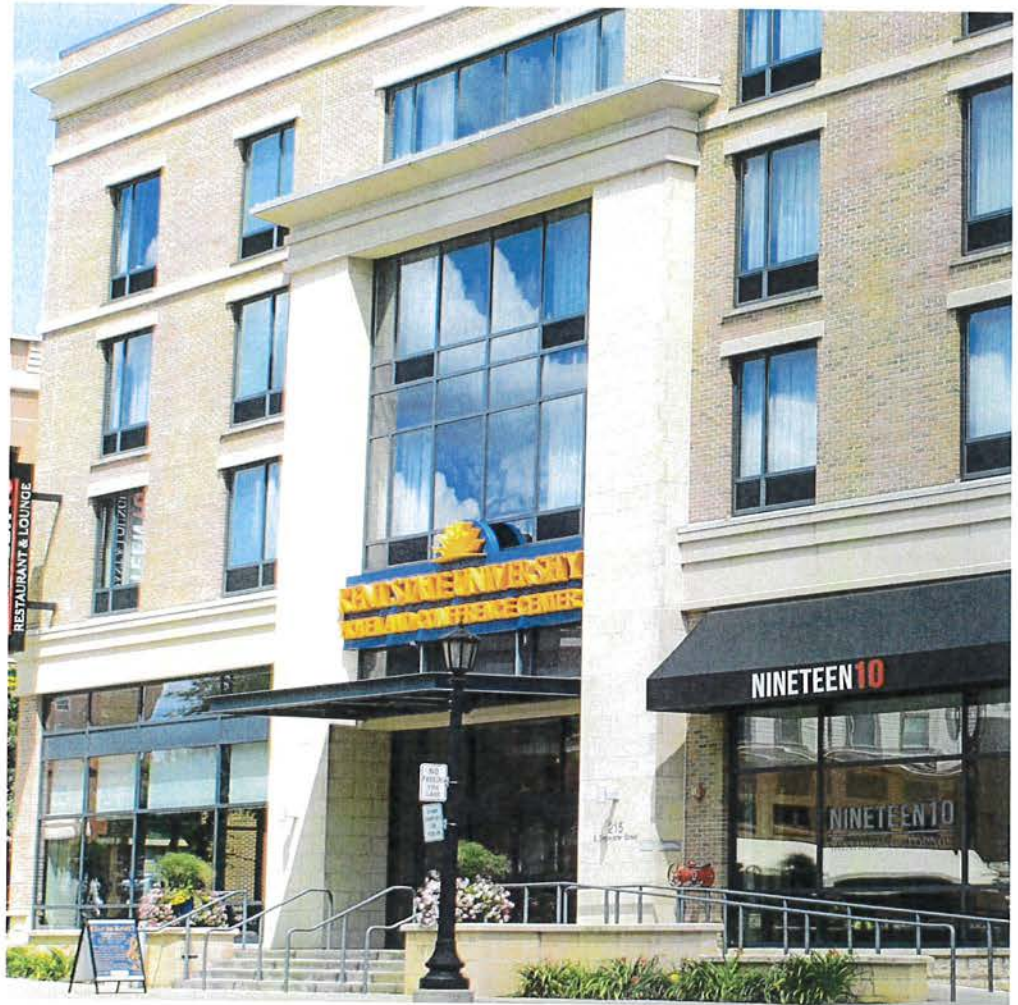
DESIGN GUIDELINES

- Maximize the transparency of the street level façade to allow views of the use & activity within the building.
- Use of retractable or full-length windows that open are encouraged to activate the public realm.
- Large expanses of glass should be subdivided into smaller units.
- Windows should generally utilize traditional proportions & be taller than they are wide.
- Upper floor windows should generally include a defined lintel & sill.
- Use of bay windows at the street level should be discouraged.

2. BUILDING DESIGN

Intent Statements

- To emphasize the importance of pedestrian entries as a defining feature of street level design
- To ensure that pedestrian entrances are located to generate activity & vibrancy at street level
- To promote effective movement to & from a building that is signaled by the architecture to welcome & link pedestrian movement to the broader public realm at the street level
- To ensure buildings interact seamlessly with adjoining sidewalks, streets & open spaces



DESIGN GUIDELINES

- Position entrances at active locations that enable & promote pedestrian walkability & connectivity.
- Entrances should be designed to pronounce their purpose and location through the use of recessed or projected features that add variation to the horizontal plane of the street level façade.
- Adequately recess or cover entrances to provide shelter from the elements.
- Entrances should be easily identifiable and create a transitional space between the building and the street level.

2. BUILDING DESIGN



DESIGN GUIDELINES

- Larger buildings should provide multiple entrances along frontages greater than 100 feet in length.
- Mixed use buildings with shared entrances to upper story uses should use architectural elements, furnishings, and/or landscaping to clearly articulate and differentiate them from street level commercial/retail entrances.
- At the intersection of two streets, the building corner should be defined by incorporating a prominent architectural feature and/or differentiation in design from the facades on both streets that makeup the corner.
- Building located on corners need to take into consideration buildings on opposite corners.

2. BUILDING DESIGN

Intent Statements

- To add visual interest to the pedestrian environment at the street level
- To provide shade and protection from the elements for pedestrians
- To create interesting rhythms and patterns along the building facade
- To ensure that awnings are made of durable and quality materials
- To enhance storefront design & attractiveness

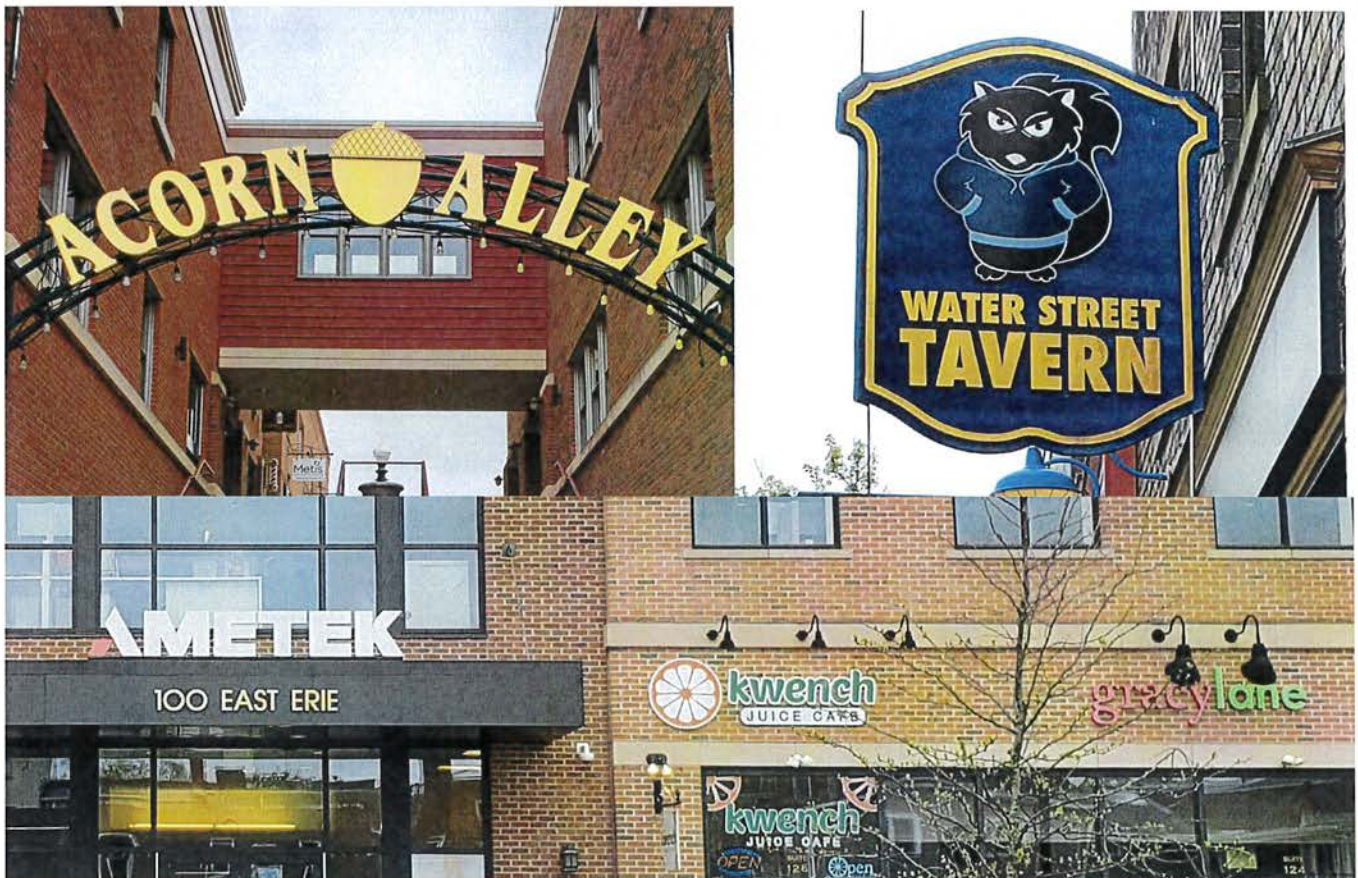


DESIGN GUIDELINES

- Care should be taken when placing awnings to preserve views down the street.
- Awnings should be consistent with, & relate to, the facade design of the building.
- The design of awnings from one building & block to the next should be diverse, but remain compatible with the overall street context of the area.
- Awnings should be designed as individual components & not be continuous along the buildings street level.
- The color of awnings should complement the building façade.
- Awnings should not obscure architectural building features.
- Awnings should be made of durable materials designed for exterior use.

3. SIGNS

GUIDING PRINCIPLES



- Signs and their placement in commercial areas, promotes business activity by creating visual interest through variations in shape, font, colors, and enhances the pedestrian experience along the streetscape.
- Good sign design ensures that a business's advertising needs are met, while also enhancing a building's architecture and site location.
- The size, shape and proportions of any sign should be compatible with the size and scale of its surroundings and should not compete with or obscure other design features of the building, site, or streetscape.

The guidelines for signs addresses sign composition and character only. All signs must be reviewed by the Community Development Department to ensure compliance with all applicable sign regulations as specified in the City of Kent Planning and Zoning Code.

3. SIGNS

Intent Statements

- To encourage signs that complement a vibrant, pedestrian-oriented street frontage
- To promote creative and iconographic sign design at prominent locations
- To encourage signs that fit the character of the Kent community and that do not detract from or overpower the features of a building's façade
- To encourage sign design that is expressive of individual commercial proprietors and businesses



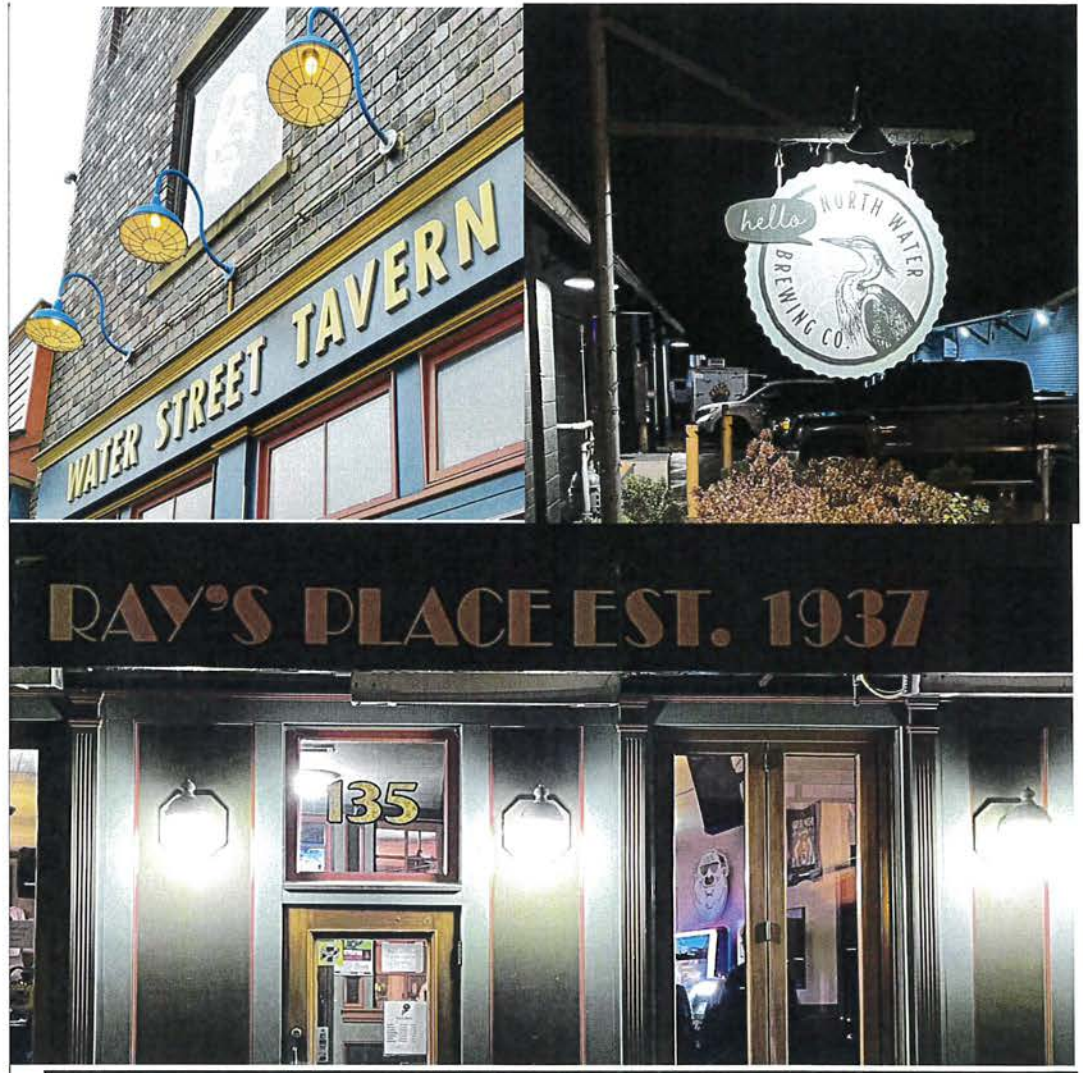
DESIGN GUIDELINES

- Use of materials that exhibit craftsmanship & which contribute to individual business identity should be used.
- Use of dimensional letter forms (min. of 1/2" deep) on wall
- and blade signs are preferred to flat, vinyl, or painted acrylic.
- Fasteners & other sign attachment devices should be integrated into the façade design & not cause unnecessary damage.
- Window signs should not block views into an establishment and allow pedestrians to see through them.

3. SIGNS

Intent Statements

- To provide adequate lighting of signs for legibility and orientation
- To encourage lighting that enhances the character of the pedestrian experience at the street level
- To ensure that sign lighting is coordinated with building facade design and lighting
- To ensure that sign lighting does not adversely affect the Public Realm or adjacent properties



DESIGN GUIDELINES

- Illumination external to the sign surface with lighting directed at the sign is desirable for street level businesses.
- Backlit signs, in certain circumstances, may be acceptable, but illumination should be muted and not stark.
- Power sources, raceways, and conduit should be concealed.
- Internally lit exterior signs are strongly discouraged.
- Neon signs can be displayed in a window, but mounting a neon sign externally on a building is strongly discouraged.

3. SIGNS



DESIGN GUIDELINES

- Sign lighting should be consistent with the overall building lighting.
- Sign lighting should provide support to nighttime pedestrian activity.
- Halo illumination should be considered for signs that will be displayed on taller buildings,
- structures with larger massing, or signs that will be displayed above the street level.
- External illumination of signs is preferred for smaller storefronts on the street level.
- Scale the brightness and visual impact of sign illumination to the surrounding area's level of activity while ensuring that the light level from the sign does not overpower other signs on the street or the façade.

CHAPTER 1393

Historic Preservation

- 1393.01 Purpose.**
- 1393.02 Definitions.**
- 1393.03 Establishment and Composition.**
- 1393.04 Meetings and Records.**
- 1393.05 Powers and Duties.**
- 1393.06 Procedures for the Identification and Designation of Contributing Properties, Local Historic Properties and Historic Preservation Districts.**
- 1393.07 Certificate of Appropriateness Required.**
- 1393.08 Procedures for Certificate of Appropriateness**
- 1393.09 Design Review Standards for Certificate of Appropriateness.**
- 1393.10 Demolition**
- 1393.11 Maintenance.**
- 1393.12 Appeals.**
- 1393.13 Penalty.**
- 1393.14 Severability.**

1393.01 PURPOSE.

- (a) The purposes of this Chapter are:
 - (1) To stabilize and increase property values;
 - (2) To strengthen the local economy;
 - (3) To protect, preserve and enhance the distinctive architectural and cultural heritage of historic buildings and historic areas in the City of Kent;
 - (4) To foster civic pride in the beauty of the historic preservation district;
 - (5) To seek alternatives to demolition or incompatible alterations within designated areas and to listed properties before such acts are performed;
 - (6) To afford the widest possible scope of continuing vitality and architectural creativity within appropriate controls and standards;
 - (7) To encourage development of vacant properties that is compatible with local historic character;
 - (8) To protect the property right of owners whose property lies within a designated historic preservation district; and
 - (9) To protect and enhance the City's attractions to prospective residents, businesses and tourists.
- (b) The requirements of this Chapter must be met in addition to the established requirements and standards of the Zoning Ordinance, and other applicable ordinances of the City.
- (c) Where conflicts exist between requirements of this Chapter and other ordinances adopted by Council, the most strict interpretation shall apply and thereby supersede the less strict requirements. (Ord. 2012-21. Passed 2-15-12.)

1393.02 DEFINITIONS.

When used in this Chapter, certain words, or terms shall be interpreted as follows:

- (a) "Administrator" means the employee of the City charged with enforcement of the zoning ordinance.
- (b) "Alter" or "Alteration" means any material or visual change other than normal maintenance and repair to the exterior of any structure of historic or architectural significance.
- (c) "Architectural Character" means the architectural style, general design, and general arrangement of the exterior features of a building or other structure including the type and texture of light fixtures, signs and other appurtenant fixtures.
- (d) "Applicant" means any person, persons, association, organization, partnership, unit of government, public body or corporation who applies for a Certificate of Appropriateness in order to undertake an alteration or environmental change within the Historic Preservation District.
- (e) "Certificate of Appropriateness" means a certificate issued by the City, authorizing any new construction, demolition or exterior alteration of a designated landmark or property within the Historic

Preservation District, requiring Design Review by this Chapter of the Codified Ordinances of the City of Kent, Ohio.

- (f) "Committee" means the Committee on Design and Preservation of Kent, Ohio.
- (g) "Construction" means the act of constructing an addition to an existing structure or the erection of a new principal or accessory structure on a lot or property.
- (h) "Contributing property" means any structure or site which has been identified by the Committee on Design and Preservation as having significant value in enhancing, identifying or defining a Historic Preservation District or Local Historic Property. All other structures or sites within a Historic Preservation District or Local Historic Property are noncontributing.
- (i) "Council" means the City Council of Kent, Ohio.
- (j) "Demolition" means the razing or removal in whole or in part of any building or structure.
- (k) "Design Guidelines" means the set of standards set forth in the City of Kent, Ohio Design Guidelines, as adopted by Council.
- (l) "District" means the Kent Overlay Design District / Historic Preservation District as adopted by City Council.
- (m) "Emergency Repair" means any change, including the construction, re-construction, alteration or demolition of any feature which in the view of the Administrator is required for the public safety because of an unsafe, insecure or dangerous condition.
- (n) Exclusions: Nothing in these rules, procedures or guidelines shall be construed to prevent the ordinary maintenance and repair of any building or structure within the Kent Design Overlay District / Historic Preservation District provided that the work involves no alteration to exterior architectural features.
- (o) "Historic Preservation District" means any area designated by Council which contains one or more Local Historic Properties. It is also called the Kent Design Overlay District. The Historic Preservation District may also include such other properties designated by Council as necessary to maintain the historic and integrity of the District. The District shall be contained within definable geographic boundaries and may be designated on the Zoning Map of the City.
- (p) "Local Historic Property" means any building, structure, site, or object which has special character or special archaeological, historic or aesthetic value as part of the development, heritage, archaeological or cultural characteristics of Kent, the State of Ohio, or the United States and which has been designated as a such pursuant to the provisions of this Chapter. A Local Historic Property shall also be considered a Contributing Property.
- (q) "Non-contributing Property" means any structure or site within a Historic Preservation District or Local Historic Property that, in the determination of the Committee on Design and Preservation is not considered a Contributing Property as defined herein.
- (r) "Owner" means the owner of record, and the term shall include the plural as well as the singular.
- (s) "Preserve or Preservation" means the act or process of applying measures necessary to sustain the existing form, integrity and materials of an historic property.
- (t) "Reconstruction" means the act or process of depicting, by means of new construction the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.
- (u) "Rehabilitation" means the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.
- (v) "Restoration" means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

(Ord. 2012-21. Passed 2-15-12.)

1393.03 ESTABLISHMENT AND COMPOSITION.

There is hereby established a Committee on Design and Preservation which shall consist of five (5) members appointed by Council for staggered three (3) year terms. At start up:

- one will be appointed to a one (1) year term,

- two to a two (2) year term,
- two to a three (3) year term,
- Each member will be appointed thereafter to three (3) year terms so openings will occur each year requiring the appointment of one or two members to a new three (3) year term and subject to the following:
 - (1) The members of the Committee on Design and Preservation shall have, to the highest extent possible, a demonstrated knowledge, experience, or interest in architecture and/or historic preservation. Members must possess a determination to work for the overall improvement of the quality of the physical environment of the City.
 - (2) The Committee members should include, if at all possible, the following: one downtown building owner and two (2) members of the community who are preservation-related professionals such as architects, historians or planners with interest in preserving the historic integrity of the City. Any Committee member may possess one or more of these qualifications at the same time.
 - (3) The members of the Committee shall be City residents, property owners, or business owners; however it is recognized that it may not be possible to find residents who possess the other qualifications.
 - (4) Vacancies shall be filled within sixty (60) days for the remainder of any unexpired terms in the same manner as the original appointments and confirmations.
 - (5) A member of the Kent Community Development staff as designated by the Community Development Director, shall attend the meetings of the Committee as an advisor and liaison with the City.

(Ord. 2012-21. Passed 2-15-12.)

1393.04 MEETINGS AND RECORDS.

(a) The Committee on Design and Preservation shall organize consistent with this chapter and the rules adopted by City Council. The Committee shall set a regular meeting time to hold meetings to discuss its business as necessary, provided that the Committee shall meet not less than once per quarter. All meetings shall have previously announced agendas and be held in a public place, advertised in advance and open to the public.

(b) Three (3) members of the Committee shall constitute a quorum; however, a minimum of three (3) members shall be required to cast an affirmative vote to take official actions.

(c) No voting member of the Committee on Design and Preservation or advisor to the Committee shall participate in the review of any item for discussion before such Committee if such member or advisor has any direct financial interest in the property involved in such discussion.

(d) The Community Development Director shall appoint a City employee to serve as the staff person to take and keep minutes of the Committee. The staff person shall keep, or cause to be kept, a complete record of all decisions and actions of the Committee including the reasons for making these. In addition, the staff person shall prepare an annual report of Committee activities, cases, decisions, special projects and qualifications of its members.

(e) All rules and procedures, agendas, records, minutes, and annual reports shall be kept on file and available for review, pursuant to the City of Kent's Public Records Retention Schedule.

(Ord. 2012-21. Passed 2-15-12.)

1393.05 POWERS AND DUTIES.

In addition to those powers and duties otherwise specified in this chapter, the Committee on Design and Preservation shall:

- (a) Establish and use written guidelines for the conservation of Contributing Properties, Local Historic Properties and Historic Preservation Districts in acting on applications for Certificates of Appropriateness. The written guidelines shall be based on the Design Review Standards set forth in Section 1393.09
- (b) Conduct or cause to be conducted a continuing survey(s) of historic and cultural resources within the City, according to guidelines and process approved by the Ohio Historic Preservation Office, hereinafter sometimes referred to as OHPO.
- (c) Maintain a detailed inventory of the designated Contributing Properties, Local Historic Properties and Historic Preservation Districts. Allow the inventory material to be accessible to the public; however, access to archaeological site locations may be restricted. Maintain all inventory items on

Ohio Historic or Archaeological inventory forms compatible with OHPO's computerized inventory. The inventory material will be available through duplicates or digital images to the Ohio Historic Preservation Office. Inventory/forms or forms shall be updated periodically to reflect changes, alterations, and demolitions.

- (d) Make recommendations to Council for designation of Contributing Properties, Noncontributing Properties, Local Historic Properties and Historic Preservation Districts.
- (e) Advise City Officials and departments regarding protection of local historic resources.
- (f) Act as a liaison on behalf of the City government to individuals and organizations concerned with historic preservation.
- (g) Work toward the continuing education of citizens regarding historic preservation issues and concerns.
- (h) Conduct or encourage Committee on Design and Preservation members to attend educational sessions at least once a year, or in-depth consultation with the Ohio Historical Preservation Office, pertaining to work or functions of the Committee on Design and Preservation, or historic preservation issues.
- (i) Undertake additional responsibilities upon mutual written agreement between the OHPO and the City. A written agreement will address what duties are to be performed, what staff assistance is needed to perform the work and what level of activity in each area of responsibility will be maintained. All delegated responsibilities must be at no charge to the OHPO.
- (j) Seek expertise before reaching a decision when considering a National Register nomination and other like actions which are normally evaluated by a professional in a specific discipline and that discipline is not represented on the Committee. The Committee may seek assistance of academic or consulting archaeologists.

(Ord. 2012-21. Passed 2-15-12.)

1393.06 PROCEDURES FOR THE IDENTIFICATION AND DESIGNATION OF CONTRIBUTING PROPERTIES, LOCAL HISTORIC PROPERTIES AND HISTORIC PRESERVATION DISTRICTS.

Any building in the City of Kent fifty (50) years old or which becomes fifty (50) years old and has significant architectural features shall be considered eligible for designation as a Contributing Property or Local Historic Property and/or inclusion in a Historic Preservation District in accordance with the following:

- (a) The Committee on Design and Preservation, with the consent of the owner of the property in question or majority of the property owners for a proposed district, [Each specific lot owner in a proposed district shall have one vote. A multiple property owner will get a vote for each lot they own in the proposed district.] may recommend property or districts within the City to Council for designation as a Contributing Property or Local Historic Property and, possibly, to be part of a Historic Preservation District. Any property owner, organization or interested individual may apply to the Committee for such designation. In determining whether or not to designate such place, building, structure, archaeological site, work of art or object as a historical listed property, the Committee shall consider the following criteria with respect to such item:
 - (1) Its character, interest or value as part of the development, heritage or cultural characteristics of the City, the State of Ohio or the United States.
 - (2) Its location as a site of a significant historic or archaeological event.
 - (3) Its identification with a person or persons who significantly contributed to the culture and development of the City.
 - (4) Its exemplification of the cultural, economic, social or historic heritage of the City.
 - (5) Its embodiment of distinguishing characteristic of an architectural type or specimen.
 - (6) Its identification as the work of an architect or master builder whose individual work has influenced the development of the City.
 - (7) Its embodiment of elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation.
 - (8) Its relationship to other distinctive areas which are eligible for preservation according to a plan based on an historic, cultural or architectural motif.
 - (9) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood, community or the City.
 - (10) Its status as either a Contributing or Noncontributing Property.

- (b) Prior to designation, the Community Development Department shall notify, in writing, property owners of any proposed designation and/or proposed district(s), as appearing on the Portage County Auditor's current tax list, and hold a public hearing. Notification of such hearing shall be published at least ten (10) days in advance of such hearing, in paper of general circulation in the City. The Committee shall conduct the public hearing and shall provide a reasonable opportunity for all interested parties to express their opinions under such rules as the Committee may adopt for the purpose of governing the proceedings of the hearings.
- (c) The Committee shall make a determination with respect to the proposed designation within thirty (30) days after the initial consideration of a completed application. The Committee shall set forth in its recommendations such findings of fact which constitute the basis for its decision and shall transmit the recommendation concerning the proposed designation to City Council.
- (d) Within thirty (30) days after receiving the recommendation of the Committee on Design and Preservation, City Council shall render its decision regarding the proposed designation, giving due consideration to the findings and recommendations of the Committee on Design and Preservation, to the owner's written comments and to the public hearing comments.
- (e) After a decision by the City Council, the Clerk of Council shall provide written notice to any owner or any person having a legal or equitable interest in the property. If the Council decides to designate a property as a Contributing Property or Local Historic Property and/or the creation of a Historic Preservation District, it shall transmit an ordinance implementing its designation and/or district creation to the Planning Commission for its consideration as a proposed amendment to the City Zoning Code. The Council will consider the adoption of the proposed ordinance in accordance with the statutory requirements governing proposed zoning code amendments. If the proposed ordinance is adopted, the Committee on Design and Preservation shall notify any appropriate county or state offices after a designation is approved. (Ord. 2012-21. Passed 2-15-12.)

1393.07 CERTIFICATE OF APPROPRIATENESS REQUIRED.

(a) A Certificate of Appropriateness must be obtained prior to commencing new construction, reconstruction, rehabilitation, restoration or any other modification, alteration, replacement, or visible changes to the exterior of any building [or structure, or other visible improvements, or demolition] which has been designated a Contributing Property or Local Historic Property or located within a Historic Preservation District. Other visible improvements may include exterior elements such as fences, signs, awnings, balconies, shutters, and satellite dishes.

(b) No Zoning Certificate or Building Permit shall be issued by the Administrator for any construction, reconstruction, rehabilitation, restoration, or demolition of any structure in a Historic Preservation District, unless a Certificate of Appropriateness has been issued.

(c) A Certificate of Appropriateness shall not be required in the case of normal and customary building maintenance activities or to paint an architectural feature or other visible exterior improvement, provided such activities do not render the structure concerned incompatible with the standards of this chapter.

(d) Nothing in this chapter shall prevent a property owner from making emergency repairs to the exterior of a property where such repairs are necessary for the preservation of the structure and not caused by the neglect of the property owner.

(Ord. 2012-21. Passed 2-15-12.)

1393.08 PROCEDURE FOR CERTIFICATE OF APPROPRIATENESS.

(a) The application for the Certificate of Appropriateness shall be made on such forms as prescribed by the Administrator, along with such plans, drawings, specifications and other materials as may be needed by the Committee on Design and Preservation to make a determination. At a minimum, such information shall include the following:

- (1) The required submittal information for a Zoning Certificate as set forth in Section 1105.16 .
- (2) Six (6) color photographs of the present facade of each exterior wall of the building which is proposed to be modified or of the existing landscaping, plantings, fence, or other visible exterior improvement(s) to be changed.
- (3) Six (6) sketches of the proposed changes to each exterior wall or of the proposed additions or changes to landscaping, plantings, fences and/or other visible exterior improvements, drawn to scale

and being easily understandable, with said sketches to include structural changes, all windows and doorways, roof lines, signage, and all other related changes and additions.

- (4) A description of the proposed colors, proposed materials to be used, and all related information fully describing the proposed modifications and additions.
- (5) For applications involving demolitions, six (6) sketches, drawn to scale, of the construction and other improvements proposed for the site following demolition.
- (b) Applications for Certificate of Appropriateness shall be filed with the Administrator at least fifteen (15) days prior to the meeting of the Committee on Design and Preservation.
- (c) A non-refundable fee of twenty-five dollars (\$25.00) shall be paid to the City for each application for a Certificate of Appropriateness. No application shall be deemed complete unless accompanied by the proper fee.
- (d) The Administrator shall transmit the application to the Committee on Design and Preservation seven (7) days prior to meeting.
- (e) The applicant or his representative or agent will be notified of the meeting date and time at which action on the application is to occur.
- (f) The Committee on Design and Preservation shall make its decision approving, denying, or denying with proposed modifications, the application submitted to it within thirty (30) days after the application was first considered by such Committee at a regular or special meeting. All decisions by the Committee shall be made in a public forum and applicants shall be given written notification of decisions. Any denial shall be based upon failure to comply with the applicable design review standards of Section 1393.09 and shall describe the basis for the finding of such Committee on Design and Preservation of such non-compliance.

(g) After action on the application by the Committee on Design and Preservation, the Administrator shall inform the applicant of the decision in writing.

(h) Any person aggrieved by the decision of the Committee on Design and Preservation may file an application for variance or appeal the decision to the Board of Zoning Appeals within thirty (30) days of the date a decision is rendered by the Committee on Design and Preservation, in the same manner an appeal or request for variance is processed according to Chapter 1115 of the Codified Ordinances. Any person aggrieved by the decision of the Board of Zoning Appeals may appeal timely to the Court of Common Pleas of Portage County for relief in accordance with R.C. Chapter 2506. (Ord. 2012-21. Passed 2-15-12.)

1393.09 DESIGN REVIEW STANDARDS FOR CERTIFICATE OF APPROPRIATENESS.

The applicable design review standards shall be as follows:

The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- (a) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- (b) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- (c) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- (d) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- (e) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- (f) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials, as close as possible. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- (g) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

- (h) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- (i) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- (j) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(Ord. 2012-21. Passed 2-15-12.)

1393.10 DEMOLITION.

(a) Demolition is strongly discouraged unless the structure lacks historic integrity. If the Committee makes a finding that a building is a Contributing Property or a Local Historic Property, alternatives to demolition should be investigated for up to ninety (90) days before making a decision including, but not limited to:

- (1) Consultation with civic groups, public agencies and interested citizens;
- (2) Recommendations for acquisition of the property by public or private bodies;
- (3) Exploration of the possibility of moving one or more structures or other features.

(b) Before a Certificate of Appropriateness is issued for demolition, the applicant shall provide information concerning proposed redevelopment of the site and the Committee on Design and Preservation shall review such proposal for compliance with the Design Guidelines.

(Ord. 2012-21. Passed 2-15-12.)

1393.11 MAINTENANCE.

Nothing in this chapter shall be construed to prevent ordinary maintenance or repair of any designated historic property within the Historic Preservation District, provided such work involves no change in material, design, texture, color, or exterior appearance; nor shall anything in this chapter be construed to prevent any change, including the construction, reconstruction, alteration or demolition of any feature which in the view of the Administrator is required for the public safety because of an unsafe, insecure or dangerous condition.

(Ord. 2012-21. Passed 2-15-12.)

1393.12 APPEALS.

Any applicant aggrieved by any decision of the Committee on Design and Preservation may appeal the decision to the Board of Zoning Appeals within twenty (20) days after the decision and in accordance with the provisions of the Zoning Code.

(Ord. 2012-21. Passed 2-15-12.)

1393.13 PENALTY.

(a) Any person violating the provisions of this chapter by failing to perform any act required by this chapter or performing any act which is prohibited by this chapter shall be guilty of a minor misdemeanor and upon conviction thereof shall be fined not less than fifty dollars (\$50.00) nor more than one hundred fifty dollars (\$150.00) for each offense. Every day on which a violation exists shall constitute a separate violation and a separate minor misdemeanor.

(b) Any person who demolishes, alters or constructs a building or structure in violation of this chapter shall be required to restore the building or structure and its site to its appearance prior to the violation. This civil remedy shall be in addition to and not in lieu of any criminal prosecution and penalty.

(Ord. 2012-21. Passed 2-15-12.)

1393.14 SEVERABILITY.

If any provisions of this chapter or the application thereof are held invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of this chapter which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are hereby declared severable.

(Ord. 2012-21. Passed 2-15-12.)

CODIFIED ORDINANCES OF KENT



LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager
From: Hope L. Jones, Law Director
Date: November 29, 2023
Re: Public Defender Contract Renewal

Mr. Ruller,

It is that time of year for the renewal of the Public Defender contract for the calendar year 2024.

I request that legislation for the renewal of the contract be placed on the December 6, 2023 agenda for discussion by Council Committee. For your information, the City requests this contract to ensure that indigent criminal defendants to receive the public defender's assistance.

Thank you, Dave,

Hope



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager
From: Rhonda C. Hall, CPA, Director of Budget and Finance
Date: November 9, 2023
Re: FY2024 Recommended Budget

Dave,

The Recommended Budget for 2024 has been distributed to Council with this memo. I would like to request approval of this budget by Council in order to be in compliance with Ohio Revised Code Section 5705.38, *Annual Appropriation Measure*, whereas on or about the first day of each fiscal year an appropriation measure is to be passed.

Thank you.



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager

From: Rhonda C. Hall, CPA, Director of Budget and Finance

Date: November 28, 2023

Re: FY2023 Appropriation Amendments, Transfers, and Advances #6

The final appropriations amendment will reflect the remaining operating contingency funds as a separate item on the appropriations ordinance attachment. This will enable the transfer of contingency funds to either operating or personnel lines as needed.

I will continue to work with the Departments/Divisions during the next few weeks to resolve remaining or anticipated negative budget variances and would also request favorable consideration of any additional items that may be subsequently identified and included in the final appropriation amendment exhibit. I have included with this memo any requests that I have received thus far so that Council can see what changes will be, at a minimum, included in the Ordinance on the 20th.

Therefore, I am requesting Council approve amended appropriations for the December Council meeting.



CITY OF KENT, OHIO

Information Technologies Department Memorandum

To: Rhonda Hall
From: Nicholas Cecil, IT & Communications Director
Date: 11/14/2023
Re: Server Room Split Unit Replacement

Rhonda,

I am requesting the appropriation of \$8,000 to replace the AC6\CU3, which cools the Server Room at the Police Department. Funds will need to be allocated to 301-09-570-728.7630.

Thank you,
Nicholas Cecil

A handwritten signature in black ink that reads "Nicholas Cecil". The signature is written in a cursive style with a large, stylized "N" and "C".



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: November 13, 2023

TO: Rhonda Hall, Budget & Finance Director

FROM: Bridget Susel, Community Development Director *B.S.*

RE: Appropriations Request: CHIP & Judgment Settlement Fees

The Community Development Department has recently awarded its third owner-occupied housing rehabilitation project to a contractor as part of the City's 2022 CHIP grant program. Additional appropriations will be needed for the 2023 CHIP Fund in order to have adequate funding available to enter into a contract for the needed work before the end of the year. The appropriations request is as follows:

\$23,000.00: CHIP Public Service (line 136.04.540.401.7570)

In addition to the above listed appropriations request, the Community Development Department also will need additional appropriations for its General Fund in order to issue payment for attorney and other court fees assigned to the City as part of an "Agreed Judgment Entry" (copy attached) issued by the Portage County Court of Common Pleas for a recently settled litigation action. The appropriations request is as follows:

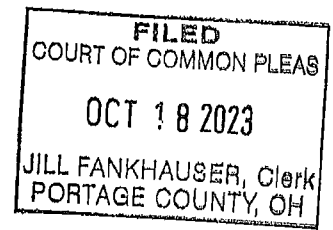
\$23,250.00: General Fund Misc. Contractual Services (line 001.04.540.401.7390)

I am respectfully requesting that the above listed appropriation requests be presented to Council for authorization at the December 6, 2023 Committee meeting.

Please let me know if you need any additional information in order to process this request.

Thank you.

Attachment



IN THE COURT OF COMMON PLEAS
PORTAGE COUNTY, OHIO

CONSTELLATION OHIO LLC, et al.
Plaintiffs,

CASE NO. 2022 CV 00576

vs.

JUDGE BECKY DOHERTY

CITY OF KENT, OHIO

MAGISTRATE CHAD HAWKS

Defendant.

AGREED JUDGMENT ENTRY

This matter came before the Court for Status Hearing on the Plaintiff's Complaint and Motion for Permanent Injunction after an award of Summary Judgment on the 11th day of Sept, 2023. Present at the hearing were Plaintiffs (represented by Attorney Chad Murdock) and Bridget Susel, Community Development Director on behalf of the City of Kent (represented by Assistant Law Director Eric Fink). At this time, the parties have entered into the following agreement.

The parties agree that the parties were duly served with a copy of the Complaint; that each of the Plaintiffs are real persons or private companies that own real property in the City of Kent and that the City of Kent, Ohio, is a municipal corporation duly authorized and existing pursuant to the City of Kent Charter and the Constitution and laws of the State of Ohio.

The parties agree that this settlement is a compromise of a disputed claim and that neither party is admitting fault nor acknowledging one legal position as superior to any other parties' legal position. Further, this agreement is not to be construed as an admission of liability on the part of any party. All liability by all parties is expressly denied. The parties are entering this agreement mindful of the Court's ruling on the Plaintiff's Motion for Summary Judgment and are incorporating the Trial Court's decision on Summary Judgment into their agreement rather than appeal the Trial Court's

ruling.

NOW THEREFORE, IT IS ORDERED, ADJUDGED, and DECREED that the Court enters judgment for Plaintiffs and against Defendant City of Kent on Counts 1 through 4 in the Verified Complaint. The Court specifically finds and declares that, as applied to Plaintiffs, (1) Defendant City of Kent's policy and practice of inspections under its Codified Ordinance Chapter 1367 Section 1367.01(d)(2)(A), was unconstitutional and unreasonable; (2) the use of civil-penalty fines in accordance with Section 501.13 to enforce the City of Kent's Health and Housing Maintenance Code were arbitrary, capricious, unreasonable, and unconstitutional, and placing for collection such fines with Plaintiff Owners real estate taxes was contrary to state law; (3) through the collection of such fines and application fees for housing licenses that were not issued, Defendant City of Kent has been unjustly enriched requiring it to reimburse Plaintiff owners the fines and fees, plus interest, it collected under its Codified Ordinance 1367 and Section 501.13 in an amount to be determined; and (4) they are awarded \$10.00 in nominal damages under 42 U.S.C. Section 1988, in an amount to be specified below.

Further, as applied to Plaintiffs, Defendant City of Kent, and its employees, agents, and those in active concert and participation with it, are permanently enjoined and restrained from enforcing the inspection provisions in its Codified Ordinance Chapter 1367 in any way contrary to its codified ordinance 1367.01(b), which the Court finds complies with the law.

Further, the Court enters judgment for Plaintiffs and against Defendants Portage County auditor and treasurer on Count 2, Injunctive Relief, in the Verified Complaint. Since in their Motion Defendants state they "are presently not placing or collecting [Defendant City of Kent's] assessment arising from the City's Chapter 1367 Codified Ordinance," this judgment as to such Defendants

applied only to any future placing or collecting of such fines or assessments against Plaintiff owners from the date of this Judgment.

Further, the parties have determined that the Defendant City of Kent has collected from the Plaintiff J. Mark Seaholts \$3900 (\$1500 collected for 819 Mae Street and \$2400 for 830 Mae Street).

It is therefore Ordered, ADJUDGED, and DECREED that the City of Kent shall pay to the Plaintiff J. Mark Seaholts \$3900 plus \$3.34 (Plaintiff J. Mark Seaholts share of the \$10.00 in nominal damages) for a total of \$3903.34 within thirty days of this entry,

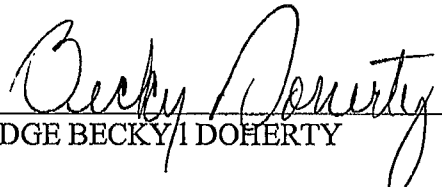
Further, the parties have determined that the Defendant City of Kent has collected from the Plaintiff Constellation Ohio LLC \$0. It is therefore Ordered, ADJUDGED, and DECREED that the City of Kent shall pay to the Plaintiff Constellation Ohio LLC \$0 plus \$3.33 (Plaintiff Constellation Ohio LLC's share of the \$10.00 in nominal damages) for a total of \$3.33 within thirty days of this entry,

Further, the parties have determined that the Defendant City of Kent has collected from the Plaintiffs SM Nighman, LLC, S.M. Templeton LTD., S.M. Poulton LTD., and SM Dickerson, LLC (collectively under the auspices of Steven Michael Mileski) \$1380 in application and inspection fees (but \$0 in civil fines). If the respective property owners seek to rent these properties, they must still be registered and must submit applications along with the licensing fee. It is therefore Ordered, ADJUDGED, and DECREED that the City of Kent shall pay to the Plaintiff SM Nighman, LLC \$1380 plus \$3.33 (Plaintiffs SM Nighman, LLC, S.M. Templeton LTD., S.M. Poulton LTD., and SM Dickerson, LLC share of the \$10.00 in nominal damages) for a total of \$1383.33 within thirty days of this entry to satisfy the Plaintiffs SM Nighman, LLC, S.M. Templeton LTD., S.M. Poulton LTD., and SM Dickerson, LLC.

Finally, the parties have determined that the Plaintiffs have collectively incurred \$447.50 and \$22,792.54 in attorney's fees. It is therefore Ordered, ADJUDGED, and DECREED that the City of Kent shall pay to the Plaintiffs' attorney Chad Murdock \$23,240.04 in attorney's fees and court costs within thirty days of this entry,

The Clerk is hereby directed to serve a copy of this judgment on all counsel or any unrepresented parties in accordance with Civil Rule 5(B) in the manner provided in Civil Rule 58(B).

IT IS SO ORDERED.


JUDGE BECKY I DOHERTY

APPROVED BY:



Eric Fink, #0071059
Assistant Law Director
CITY OF KENT, OHIO



Chad Murdock, #0055322
Attorney for Plaintiffs

10-18-23



City Of Kent Fire Department

320 S. Depeyster St.

Kent, Ohio 44240

330. 673.8814

330.676.7374 Fax

To: Rhonda Hall, Director
Budget & Finance

From: James Samels, Acting Fire Chief

Date: September 27, 2023

Re: Overtime Budget

Rhonda,

I am requesting a budget appropriation for additional funds into the overtime budget for the fire department for 2023. As of today, 94% of our allocated overtime budget has been spent. This is due to many reasons. We have had three retirements in 2023 and our Fire Service Specialist left for another job in the spring. A Captain has been doing the job of Acting Fire Chief also since the spring. This has led to staff filling many other roles on their days off, increasing overtime.

These items in conjunction with being on pace to run the highest call volume the Kent Fire Department has ever responded to in a year have left us in a difficult overtime situation. I am requesting additional funds in the amount of \$157,000. To get us through the end of 2023.

Please let me know if you have any questions or concerns.

Thank you for your consideration,

James Samels



City Of Kent Fire Department

320 S. Depeyster St.
Kent, Ohio 44240
330. 673.8814
330.676.7374 Fax

To: Rhonda Hall,
Director, Budget & Finance

From: James Samels
Acting Fire Chief

Date: October 26, 2023

Re: Capital Funds

Rhonda,

I am requesting that capital funds for "Cameras on vehicles" listed as project 2023KFD007 in the amount of \$45,000 to be moved into the capital account line for "fire miscellaneous equipment" (2023KFD001). This will allow the fire department to utilize these funds with greater flexibility and purchase items that we have determined to be a higher priority at this time. It is my understanding that this would result in a total amount of \$65,000 of combined funds in the fire miscellaneous equipment project. If you need any additional information or have other concerns, feel free to reach out to me.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Samels", is written over the printed name.

James Samels

Kent Police Department

MEMORANDUM

To: Rhonda Hall, Finance Director
From: Chief Nicholas Shearer
Date: November 21, 2023
Subject: Appropriation for K9 Kennel

This memorandum is to serve as a request to appropriate and use funds from the Drug Law Enforcement fund (122) for the purpose of purchasing a canine kennel for one of our patrol cars. Our newest K9, a firearms detection and obedience canine assigned to the school resource officer is a newer program and we have not had the ability to properly outfit a patrol car with a kennel for the canine. The canine is responsible for working with his handler to provide a safer environment at Theodore Roosevelt High School and Stanton Middle School by sniffing bags throughout the school for the presence of materials associated with the possession of firearms. In addition, the canine helps our school resource officer assist students having a difficult time and dealing with crisis. Not only has this program kept our schools safe, but it has also helped form better relationships with students in the schools. The total cost of the kennel including installation is \$10,992.70.

Rhonda Hall

From: John Ellison
Sent: Wednesday, October 11, 2023 12:24 PM
To: Brian L. Huff; Rhonda Hall
Subject: Transfer in Capital projects WTP

Good afternoon, Brian and Rhonda

If possible, I would like to transfer the total amount of \$15,000 from 201-05-550-501.7680 "2023WTP009 - Wellfield Generator Storage Structure" and put it into 201-05-550-501.7630 "2023WTP001 - WTP Misc. Plant Equipment". One of our high service pump motors failed at the WTP, I only have one other pump of this size in operation, and I would not like to let this sit broken until the new year. I am looking into purchasing a new one currently. This motor will more than likely exceed \$15,000 to replace it. It is no longer planned to install a generator storage structure at the wellfield. Which is why I was considered moving this money into the WTP. Misc Plant Equipment.

Let me know if we can do this.

John Ellison
City of Kent Water Treatment Plant - Water Plant Manager
John.Ellison@KentOhio.gov
330.676.7220

City of Kent
Department of Public Service
Division of Water Reclamation

Memo

To: Rhonda Hall, Budget & Finance Director
Melanie Baker, Service Director

From: William Schesventer, Manager

Date: October 3, 2023

RE: Re-purposing of Monies Request

I am requesting the re-purposing of \$135,000.00 from previously appropriated funds in project 2023WRF006 "Belt Press Conveyor" (\$185,000.00), this amount reflects monies not used for that project due to utilization of an option to have the conveyor rebuilt as opposed to purchasing a new one.

This request is a zero loss to the sewer fund and would be used for the following:

2023WRF012 Replacement pump for College Towers lift station (\$85,000.00)

2023WRF013 Influent Screen Repair (\$25,000.00)

2023WRF014 New Waste Activated Sludge Pump (\$25,000.00)

Approval of this request would afford me the opportunity to alleviate these major concerns without additional funding for the pumps and keep the rebuilding cost of the screen down for 2024.

Thank you for your consideration.

cc: John W. White, Chief Operator
File

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
CENTRAL MAINTENANCE

MEMO

October 3, 2023

To: Melanie Baker

From: Brad McKay, Facilities Manager

BM

RE: Thompson Electric

Central Maintenance began 2023 with \$50,000 (po#2023-1033) for repair of traffic signals throughout the city, as of 09/01/23, we have an encumbered amount of \$427.60 on this purchase order. We have received invoices from Thompson totaling \$26,580.38 that are unpaid as of now. Based on these amounts, the average monthly billing to Thompson Electric is \$9,572.55. Therefore, we are requesting additional funds in the amount of \$65,000 for the unpaid invoices and the anticipated invoices through 12/31/23.

Cc: Rhonda Hall
Brian Huff
Gary Labajetta

Melanie A. Baker

10/3/2023



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager
From: Rhonda C. Hall, CPA, Director of Budget and Finance
Date: November 9, 2023
Re: Then and Now Purchase Order Approval Request

Dave,

In accordance with Section 5705.41 (D) of the Ohio Revised Code the City must receive approval from Council for all Then and Now purchase orders in excess of \$3,000. This is the first year we have implemented the Then and Now purchase orders and thus the first time we are requesting such approval. Attached is the list of all Then and Now purchase orders that exceeded the threshold.

Thank you.

Status	Complete		G/L Date	02/02/2023	Encumbered	.00
Purchase Order	2023-00000724				Amount	3,960.00
Description	FD annual maint contract for labor of ambulance cots		Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS		Printed Date	02/07/2023	Discounted	.00
Vendor	4842 - CSA Service Solutions, LLC/EMSAR		Completed Date	02/24/2023	Expensed	3,960.00
Type	Then/Now		Expiration Date		Remaining	.00
Status	Complete				Encumbered	.00
Purchase Order	2023-00000746				Amount	7,000.00
Description	FD station supplies		Deliver by Date	02/06/2023	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS		Printed Date	02/08/2023	Discounted	.00
Vendor	4435 - Staples,Inc./Staples Contract & Com'l LLC		Completed Date		Expensed	.00
Type	Then/Now		Expiration Date		Remaining	7,000.00
Status	Open				Encumbered	7,000.00
Purchase Order	2023-00000747				Amount	11,000.00
Description	FD rental of oxygen and nitrous oxide		Deliver by Date	02/06/2023	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS		Printed Date	02/08/2023	Discounted	.00
Vendor	1507 - Linde Gas & Equipment Inc.		Completed Date		Expensed	5,440.31
Type	Then/Now		Expiration Date		Remaining	5,559.69
Status	Open				Encumbered	5,559.69
Purchase Order	2023-00000763				Amount	13,808.00
Description	FD turnout gear for FF Lowery, FF Hinkle FF Joseph FF Parton		Deliver by Date	02/07/2023	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS		Printed Date	02/16/2023	Discounted	.00
Vendor	4114 - Municipal Emergency Svcs. Inc.		Completed Date		Expensed	13,758.00
Type	Then/Now		Expiration Date		Remaining	50.00
Status	Open				Encumbered	50.00
Purchase Order	2023-00000825				Amount	10,506.81
Description	FD repair to tower 19-9976, rear wheel panel left side		Deliver by Date	02/10/2023	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS		Printed Date	02/16/2023	Discounted	.00
Vendor	4621 - Atlantic Emergency Solutions, Inc.		Completed Date	03/03/2023	Expensed	10,506.81

Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00000913	02/23/2023	Amount	7,550.00
Description	FD repair to failed 110 gal. expansion tank for hot water system	Deliver by Date	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	Discounted	.00
Vendor	4917 - SPEC HVAC, LLC	Completed Date	Expensed	7,550.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001032	03/07/2023	Amount	7,000.00
Description	FD station supplies	Deliver by Date	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	Discounted	.00
Vendor	5064 - Staples. Inc./Quill LLC	Completed Date	Expensed	1,889.05
Type	Then/Now	Expiration Date	Remaining	5,110.95
Status	Open		Encumbered	5,110.95
Purchase Order	2023-00001041	03/08/2023	Amount	4,046.88
Description	FD LED scene light and fixture for Seagrave Twp - part only	Deliver by Date	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	Discounted	.00
Vendor	2160 - Fallsway Equipment Co.	Completed Date	Expensed	4,046.88
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001203	04/07/2023	Amount	5,925.15
Description	FD 2023 support for Portage County Haz. Mat. response team	Deliver by Date	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	Discounted	.00
Vendor	1487 - Portage County Hazmat Team	Completed Date	Expensed	5,925.15
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001388	05/08/2023	Amount	52,328.00
Description	FD 2023 Chevrolet Silverado 2500 Truck	Deliver by Date	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	Discounted	.00
Vendor	2322 - Sarchione Chevrolet Inc	Completed Date	Expensed	52,328.00

Purchase Order Report

G/L Date Range 01/01/23 - 11/08/23

Sort by Department - Purchase Order Number

Summary Listing

Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001465	05/18/2023	Amount	8,882.64
Description	FD repair to Rescue 1 - 2019 Pierce Pumper	Deliver by Date	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	Discounted	.00
Vendor	4621 - Atlantic Emergency Solutions, Inc.	Completed Date	Expensed	8,882.64
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001530	05/31/2023	Amount	3,219.76
Description	FD grease -sludge separator- floor drains	Deliver by Date	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	Discounted	.00
Vendor	1553 - Rice Oil Co., LLC	Completed Date	Expensed	3,219.76
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001567	06/06/2023	Amount	5,870.28
Description	FD repair to 2017 Ford Explorer	Deliver by Date	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	Discounted	.00
Vendor	1289 - Klaben Ford Lincoln, Inc	Completed Date	Expensed	5,870.28
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00002200	09/11/2023	Amount	14,566.50
Description	FD Crewforce Hardware/Software Project	Deliver by Date	Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	Discounted	.00
Vendor	4836 - Hall Public Safety Upfitters	Completed Date	Expensed	.00
Type	Then/Now	Expiration Date	Remaining	14,566.50
Status	Open		Encumbered	14,566.50
Purchase Order	2023-00002463	10/31/2023	Amount	3,491.80
Description	Flu Vaccine	Deliver by Date	Voided	.00
Department	02.202 Board of Health, Sanitation & Inspections	Printed Date	Discounted	.00
Vendor	5001 - Sanofi Pasteur Inc.	Completed Date	Expensed	3,491.80

Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001573	06/06/2023	Amount	4,141.75
Description	KPR Kramer Light Pole Repair/LED Conversion 2023	Deliver by Date	Voided	.00
Department	03.530 Park & Recreation Board, Park Services	Printed Date	Discounted	.00
Vendor	2931 - Graft Electric Inc	Completed Date	Expensed	4,141.75
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00000483	01/17/2023	Amount	4,500.00
Description	CD - Legal Adv. for PC & BZA	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	3739 - Do Not Use/Copley Ohio Newspapers, Inc./Record	Completed Date	Expensed	960.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00000707	02/01/2023	Amount	70,000.00
Description	CD - MSK Downtown Programs	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	1325 - Main Street Kent	Completed Date	Expensed	70,000.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001133	03/27/2023	Amount	15,758.00
Description	CHIP - 940 S Willow St. Rehab Addendum - Hometown	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	4387 - Ellsworth/Catastrophe Response Team LLC, Tim	Completed Date	Expensed	15,758.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001239	04/17/2023	Amount	11,000.00
Description	CD - Eviction Prevention/Housing Start-Ups	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	1210 - Coleman Professional Services/Coleman Health	Completed Date	Expensed	.00

Purchase Order Report

G/L Date Range 01/01/23 - 11/08/23

Sort by Department - Purchase Order Number

Summary Listing

Type	Then/Now	Expiration Date	Remaining	11,000.00
Status	Open		Encumbered	11,000.00
Purchase Order	2023-00001240	04/17/2023	Amount	6,000.00
Description	CD - Legal Assistance for Kent Residents	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	1216 - Community Legal Aid Services	Completed Date	Expensed	.00
Type	Then/Now	Expiration Date	Remaining	6,000.00
Status	Open		Encumbered	6,000.00
Purchase Order	2023-00001241	04/17/2023	Amount	8,500.00
Description	CD - Housing and Emergency Support Services	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	2197 - Family & Community Services, Inc.	Completed Date	Expensed	.00
Type	Then/Now	Expiration Date	Remaining	8,500.00
Status	Open		Encumbered	8,500.00
Purchase Order	2023-00001242	04/17/2023	Amount	4,000.00
Description	CD - Portage Area Recovery	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	2197 - Family & Community Services, Inc.	Completed Date	Expensed	.00
Type	Then/Now	Expiration Date	Remaining	4,000.00
Status	Open		Encumbered	4,000.00
Purchase Order	2023-00001243	04/17/2023	Amount	5,000.00
Description	CD - Safer Futures	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	2197 - Family & Community Services, Inc.	Completed Date	Expensed	.00
Type	Then/Now	Expiration Date	Remaining	5,000.00
Status	Open		Encumbered	5,000.00
Purchase Order	2023-00001244	04/17/2023	Amount	9,000.00
Description	CD - Building Community, Building Futures - Youth Component	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	2820 - Lovelight, Inc	Completed Date	Expensed	5,127.22

Purchase Order Report

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Sort by Department - Purchase Order Number

Summary Listing

Type	Then/Now	Expiration Date	Remaining	3,872.78
Status	Open		Encumbered	3,872.78
Purchase Order	2023-00001245	04/17/2023	Amount	6,000.00
Description	CD - 2022 Good Neighbor Program		Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	04/19/2023	Discounted	.00
Vendor	1501 - Portage Metro Housing		Expensed	.00
Type	Then/Now	Completed Date	Remaining	6,000.00
Status	Open	Expiration Date	Encumbered	6,000.00
Purchase Order	2023-00001246	04/17/2023	Amount	7,500.00
Description	CD - 2022 Senior Service Day / Safe at Home		Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	04/19/2023	Discounted	.00
Vendor	2819 - Rebuilding Together Northeast Ohio, Inc.		Expensed	.00
Type	Then/Now	Completed Date	Remaining	7,500.00
Status	Open	Expiration Date	Encumbered	7,500.00
Purchase Order	2023-00001247	04/17/2023	Amount	8,000.00
Description	CD - 2022 Outpatient Addiction Treatment & Counseling Services		Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	04/19/2023	Discounted	.00
Vendor	1744 - Town Hall II		Expensed	.00
Type	Then/Now	Completed Date	Remaining	8,000.00
Status	Open	Expiration Date	Encumbered	8,000.00
Purchase Order	2023-00001337	04/28/2023	Amount	45,000.00
Description	CD - Sustainability Coordinator		Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	05/15/2023	Discounted	.00
Vendor	5100 - Kent State University/Office of Sustainability		Expensed	22,910.00
Type	Then/Now	Completed Date	Remaining	22,090.00
Status	Open	Expiration Date	Encumbered	22,090.00
Purchase Order	2023-00001522	05/30/2023	Amount	5,000.00
Description	ED - 2022-23 KSU Business College - CEBI Program		Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	06/02/2023	Discounted	.00
Vendor	1100 - Beder, Michael J.	06/15/2023	Expensed	5,000.00

Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001532	06/01/2023	Amount	4,950.00
Description	CDBG - 1111 LAKE EMERGENCY LATERAL REPAIR - HOMETOWN BANK	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	3901 - Wood Investment Prop. LLC/Dynamerican	Completed Date	Expensed	4,950.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001607	06/13/2023	Amount	35,000.00
Description	CDBG - Housing Rehab Implementation Services (Hometown)	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	4155 - Neighborhood Dev. Services, Inc.	Completed Date	Expensed	15,181.50
Type	Then/Now	Expiration Date	Remaining	19,818.50
Status	Open		Encumbered	19,818.50
Purchase Order	2023-00001744	06/29/2023	Amount	3,875.00
Description	KSU Hotel Conf. Cntr Tax Valuation Appeal Retainer & Appraisal 1	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	1275 - Kent City Schools	Completed Date	Expensed	3,875.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001872	07/20/2023	Amount	57,575.00
Description	CHIP - 216 W. ELM (CITY - PUBLIC SERVICE)	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	4387 - Ellsworth/Catastrophe Response Team LLC, Tim	Completed Date	Expensed	57,575.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00001974	08/08/2023	Amount	19,000.00
Description	CD - Greenhouse Gas Inventory	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	4927 - Keramida Environmental, Inc.	Completed Date	Expensed	.00

Type	Then/Now	Expiration Date	Remaining	19,000.00
Status	Open		Encumbered	19,000.00
Purchase Order	2023-00002003	08/15/2023	Amount	5,921.52
Description	CDE - 1111 Lake St. - Sewage Contamination	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	4155 - Neighborhood Dev. Services, Inc.	Completed Date	Expensed	5,921.52
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Purchase Order	2023-00002267	09/25/2023	Amount	25,000.00
Description	CDBG - Additional Furnace Insp. & Replacement	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	1141 - CAC Of Portage County	Completed Date	Expensed	.00
Type	Then/Now	Expiration Date	Remaining	25,000.00
Status	Open		Encumbered	25,000.00
Purchase Order	2023-00002323	10/03/2023	Amount	3,540.00
Description	CD - Legal Adv. for PC & BZA (new FID)	Deliver by Date	Voided	.00
Department	04.402 Community Development Department,Zoning & Building Inspection	Printed Date	Discounted	.00
Vendor	5182 - Gannett Media Corp/Gannett Ohio LocalIQ	Completed Date	Expensed	184.50
Type	Then/Now	Expiration Date	Remaining	3,355.50
Status	Open		Encumbered	3,355.50
Department	05 Public Services Department	02/21/2023	Amount	4,441.00
Purchase Order	2023-00000897	Deliver by Date	Voided	.00
Description	New Administration Inspection Services	Printed Date	Discounted	.00
Department	05 Public Services Department	Completed Date	Expensed	4,441.00
Vendor	4869 - Professional Service Industries, Inc.	Expiration Date	Remaining	.00
Type	Then/Now		Encumbered	.00
Status	Complete			
Purchase Order	2023-00000969	02/28/2023	Amount	4,150.00
Description	Repair of college towers LS pump	Deliver by Date	Voided	.00
Department	05.503 Public Services Department,Water Reclamation Plant	Printed Date	Discounted	.00

Purchase Order Report

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Sort by Department - Purchase Order Number

Summary Listing

Vendor	1146 - C.P. Electric Motor Repair, Inc.	Completed Date	04/07/2023	Expensed	4,150.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00002429	G/L Date	10/24/2023	Amount	4,223.08
Description	Annual license fee for maintenance software	Deliver by Date		Voided	.00
Department	05.503 Public Services Department,Water Redamation Plant	Printed Date	10/25/2023	Discounted	.00
Vendor	5196 - Eptura Inc.	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	4,223.08
Status	Open			Encumbered	4,223.08
Purchase Order	2023-00000727	G/L Date	02/02/2023	Amount	3,937.73
Description	CM 22 Leaf Collection	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	02/07/2023	Discounted	.00
Vendor	4329 - Strong Service Inc./Snider-Blake	Completed Date	02/10/2023	Expensed	3,937.73
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001184	G/L Date	04/05/2023	Amount	3,092.48
Description	CM SW Camera Repairs	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	04/07/2023	Discounted	.00
Vendor	3305 - Jack Doheny Co., Inc.	Completed Date	04/21/2023	Expensed	3,092.48
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001187	G/L Date	04/05/2023	Amount	3,358.00
Description	CM304 Repair	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	04/07/2023	Discounted	.00
Vendor	2236 - FYDA Freightliner Youngstown, Inc.	Completed Date	04/28/2023	Expensed	3,358.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001408	G/L Date	05/09/2023	Amount	6,217.00
Description	CM Electrical work in CM	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	05/15/2023	Discounted	.00

Purchase Order Report

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Sort by Department - Purchase Order Number

Summary Listing

Vendor	3478 - Cioca Electric Inc.	Completed Date	05/19/2023	Expensed	6,217.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001410	G/L Date	05/09/2023	Amount	8,000.98
Description	CM 22 Tree Maintenance	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	05/15/2023	Discounted	.00
Vendor	1250 - Davey Tree Expert Co.	Completed Date	05/19/2023	Expensed	8,000.98
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001600	G/L Date	06/12/2023	Amount	3,313.22
Description	CM Repairs to Chipper CM191	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	06/20/2023	Discounted	.00
Vendor	5034 - Vermeer Mid Atlantic LLC/Vermeer All Roads	Completed Date	09/14/2023	Expensed	3,313.22
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001609	G/L Date	06/13/2023	Amount	4,500.00
Description	CM111 Repairs	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	06/20/2023	Discounted	.00
Vendor	1078 - Atlas Automotive Inc.	Completed Date	07/20/2023	Expensed	4,500.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00002048	G/L Date	08/22/2023	Amount	3,937.59
Description	CM Storm Damage Clean Up	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	08/24/2023	Discounted	.00
Vendor	1250 - Davey Tree Expert Co.	Completed Date	09/14/2023	Expensed	3,937.59
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00002120	G/L Date	08/29/2023	Amount	4,030.28
Description	CM Generator Repair	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	08/31/2023	Discounted	.00

Purchase Order Report

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Summary Listing

Vendor	3958 - Cummins Inc./Cummins Sales and Service	Completed Date	09/14/2023	Expensed	4,030.28
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00002146	G/L Date	08/31/2023	Amount	31,964.98
Description	CM Tree Pruning	Deliver by Date		Voided	.00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	09/19/2023	Discounted	.00
Vendor	1250 - Davey Tree Expert Co.	Completed Date	09/21/2023	Expensed	31,964.98
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
				Remaining	\$5,857.79
				Encumbered	\$5,857.79
Department	05.711 Public Services Department,Engineering Division	G/L Date	01/04/2023	Amount	3,273.24
Purchase Order	2023-00000199	Deliver by Date		Voided	.00
Description	To relocate pole & overhead conductors @ 651 Yacavona	Printed Date	01/09/2023	Discounted	.00
Department	05.711 Public Services Department,Engineering Division	Completed Date	01/20/2023	Expensed	3,273.24
Vendor	1394 - Ohio Edison Company	Expiration Date		Remaining	.00
Type	Then/Now			Encumbered	.00
Status	Complete				
Purchase Order	2023-00001129	G/L Date	03/27/2023	Amount	8,097.50
Description	Curb/Corp Stops/Insulators for new watermain lateral connections	Deliver by Date		Voided	.00
Department	05.711 Public Services Department,Engineering Division	Printed Date	04/07/2023	Discounted	.00
Vendor	2222 - Core & Main LP	Completed Date	04/14/2023	Expensed	8,097.50
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001696	G/L Date	06/22/2023	Amount	54,545.22
Description	Construction Costs; Kent's Share	Deliver by Date		Voided	.00
Department	05.711 Public Services Department,Engineering Division	Printed Date	07/03/2023	Discounted	.00
Vendor	3537 - Kent State University	Completed Date	10/26/2023	Expensed	54,545.22
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order	2023-00002152	G/L Date	09/01/2023	Amount	49,908.56
Description	Addn'l funds Tank Repairs & Gate Valve Replacement w/PO#22-1676	Deliver by Date		Voided	.00
Department	05.711 Public Services Department,Engineering Division	Printed Date	09/12/2023	Discounted	.00
Vendor	1272 - Kenmore Construction	Completed Date	09/14/2023	Expensed	49,908.56
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00002226	G/L Date	09/18/2023	Amount	30,493.27
Description	Upgrade existing HVAC in PD Bldg to Alerton Temperature Controls	Deliver by Date		Voided	.00
Department	05.711 Public Services Department,Engineering Division	Printed Date	09/19/2023	Discounted	.00
Vendor	3816 - The Apostolis Group Inc./Thomarios	Completed Date	09/21/2023	Expensed	30,493.27
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00000214	G/L Date	01/04/2023	Amount	47,300.00
Description	2023 Service for for water bills/postage to mail bills	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/04/2023	Discounted	.00
Vendor	1650 - Smartbill, LTD	Completed Date		Expensed	42,702.55
Type	Then/Now	Expiration Date		Remaining	4,597.45
Status	Open			Encumbered	4,597.45
Purchase Order	2023-00000220	G/L Date	01/04/2023	Amount	31,039.20
Description	2023 Support & Licensing 1/1/23-12/31/2023	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/04/2023	Discounted	.00
Vendor	3337 - Tyler Technologies, Inc.	Completed Date		Expensed	31,039.20
Type	Then/Now	Expiration Date		Remaining	.00
Status	Open			Encumbered	.00
Purchase Order	2023-00000641	G/L Date	01/26/2023	Amount	6,900.00
Description	Balance on 2022 invoices for electric bills	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/26/2023	Discounted	.00
Vendor	1394 - Ohio Edison Company	Completed Date		Expensed	6,839.19
Type	Then/Now	Expiration Date		Remaining	60.81
Status	Open			Encumbered	60.81

Purchase Order	2023-00000762	G/L Date	02/07/2023	Amount	10,766.00
Description	VFIS/Fire Liability Policy 2/1/23-2/1/2024	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	02/07/2023	Discounted	.00
Vendor	1317 - Insurance Specialists Group, Inc./Love Ins.	Completed Date	02/17/2023	Expensed	10,766.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00000796	G/L Date	02/09/2023	Amount	177,774.00
Description	Property/Equipment/Computers/Crime 2/23-2/24	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	02/09/2023	Discounted	.00
Vendor	2513 - E.H. Sutton Insurance	Completed Date	02/10/2023	Expensed	177,774.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00000845	G/L Date	02/13/2023	Amount	105,736.00
Description	Insurance on all Vehicles 2/1/23-2/1/2024	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	02/13/2023	Discounted	.00
Vendor	1317 - Insurance Specialists Group, Inc./Love Ins.	Completed Date	03/03/2023	Expensed	105,736.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00000895	G/L Date	02/21/2023	Amount	18,951.80
Description	2023 Customer Support for Utility	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	02/21/2023	Discounted	.00
Vendor	4996 - CentralSquare Technologies, LLC/Superior, LLC	Completed Date		Expensed	17,056.62
Type	Then/Now	Expiration Date		Remaining	1,895.18
Status	Open			Encumbered	1,895.18
Purchase Order	2023-00001362	G/L Date	05/02/2023	Amount	4,518.15
Description	2022 First Half Property Taxes	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	05/02/2023	Discounted	.00
Vendor	2409 - Downtown Kent Corporation	Completed Date	05/05/2023	Expensed	4,518.15
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order	2023-00001363	G/L Date	05/02/2023	Amount	16,070.20
Description	April 2023 Parking Fines	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	05/02/2023	Discounted	.00
Vendor	1495 - Portage County Municipal Court	Completed Date	05/12/2023	Expensed	16,070.20
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001365	G/L Date	05/03/2023	Amount	4,550.00
Description	Financial Statements for Fiscal Year 2021	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	05/03/2023	Discounted	.00
Vendor	1665 - Squire Patton Boggs (US) LLP	Completed Date	05/05/2023	Expensed	4,550.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001574	G/L Date	06/06/2023	Amount	10,285.15
Description	Parking Fines for May 2023	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	06/06/2023	Discounted	.00
Vendor	1495 - Portage County Municipal Court	Completed Date	06/15/2023	Expensed	10,285.15
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001738	G/L Date	06/29/2023	Amount	4,527.14
Description	Kramer Ball Fields Water Bill	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	06/29/2023	Discounted	.00
Vendor	1284 - Kent Water & Sewer	Completed Date	07/07/2023	Expensed	4,527.14
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001997	G/L Date	08/14/2023	Amount	12,170.50
Description	Parking Fines for July 2023	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	08/14/2023	Discounted	.00
Vendor	1495 - Portage County Municipal Court	Completed Date	08/24/2023	Expensed	12,170.50
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order	2023-00002256	G/L Date	09/20/2023	Amount	25,897.98
Description	Station II Roof Replacement	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	09/20/2023	Discounted	.00
Vendor	3357 - Metis Construction Services, LLC	Completed Date		Expensed	.00
Type	Then/Now	Expiration Date		Remaining	25,897.98
Status	Open			Encumbered	2,000.00
Purchase Order	2023-00002455	G/L Date	10/30/2023	Amount	4,550.00
Description	Financial Statements for Fiscal Year 2022	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	10/30/2023	Discounted	.00
Vendor	1665 - Squire Patton Boggs (US) LLP	Completed Date	11/09/2023	Expensed	4,550.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00002479	G/L Date	11/01/2023	Amount	3,546.65
Description	2022 second half property taxes	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	11/01/2023	Discounted	.00
Vendor	2409 - Downtown Kent Corporation	Completed Date	11/02/2023	Expensed	3,546.65
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001836	G/L Date	07/14/2023	Amount	16,900.00
Description	2023 Festival Partnership Kent Heritage Festival	Deliver by Date		Voided	.00
Department	08 Council	Printed Date	07/17/2023	Discounted	.00
Vendor	1274 - Kent Area Chamber of Commerce	Completed Date	07/20/2023	Expensed	16,900.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2023-00001040	G/L Date	03/08/2023	Amount	4,333.50
Description	CMO - First half 2023 CRM Contract (Gov QA)	Deliver by Date		Voided	.00
Department	09 City Manager	Printed Date	03/08/2023	Discounted	.00
Vendor	4359 - Granicus, LLC	Completed Date	03/10/2023	Expensed	4,333.50
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00