



# Kent City Council Committee Meeting

Council Chambers

319 S. Water Street • Kent, Ohio 44240

## AGENDA

June 3, 2026

**6:55PM BOARD OF CONTROL**

**COUNCIL COMMITTEE MEETING** will begin immediately after Board of Control

**CALL TO ORDER**

**COMMITTEES**

- 1 Committee of the Whole – Chair Amrhein/Vice-Chair Clapper**
  - 1.1 Board/Commission Interview: Ash D’Angelo, Sustainability Committee
  - 1.2 Staff Updates
- 2 Community Development – Chair Shaffer Bish/Vice Chair Wallach**
  - 2.1 Amendment to Enterprise Rental Car CRA Agreement (Bridget Susel)
  - 2.2 Amendment to Sustainability Commission By Laws (Bridget Susel)
  - 2.3 Amendment to College Town Kent Land Lease (Bridget Susel)
- 3 Finance – Chair Celko/Vice-Chair Tipton**
  - 3.1 Staffing Funding Options Discussion (Dave Ruller, Rhonda Hall)
  - 3.2 2026 Budget Appropriations Amendment (Rhonda Hall)
- 4 Health & Public Safety – Chair Hook/Vice-Chair Clapper**
- 5 Land Use – Chair Clapper/Vice-Chair Hook**
  - 5.1 Proposed Zoning Text Updates (Bridget Susel)
- 6 Streets, Sidewalks & Utilities – Chair Wallach/Vice-Chair Tipton**
  - 6.1 Request to Modify the Street Closure for KSU Flashes First Event (Eric Helmstedter)

**ADJOURN**

## TENTATIVE JUNE 2026 MEETING SCHEDULE

Monday, June 1, 2026	Sustainability Commission Special Meeting 5:30pm
Tuesday, June 2, 2026	Planning Commission 1 7:00pm
Wednesday, June 3, 2026	City Council Committee meeting 7:00pm
Tuesday, June 9, 2026	Board of Health 5:30pm
Thursday, June 11, 2026	Standing Rock Cemetery 4:00pm
Monday, June 15, 2026	Civil Service Commission 5:00pm
Monday, June 15, 2026	Board of Zoning Appeals 7:00pm
Tuesday, June 16, 2026	Planning Commission 2 7:00pm
Wednesday, June 17, 2026	City Council Regular meeting 7:00pm
Thursday, June 18, 2026	Parks and Recreation Board 5:30pm

## KENT CITY COUNCIL'S PENDING LIST

Administration	Date of Motion	Motion Made by
Senior Advisory Committee	10/18/2017	Ferrara; Sidoti
Discussion with Franklin Twp./sidewalk snow upkeep	01/19/2022	Shaffer Bish
Explore Use of Consent Agenda	04/17/2024	Hook

Council Committees	Month/Yr.	Motion Made by
Noise Ordinance Review - <i>Health &amp; Public Safety</i>	11/15/2023	Amrhein
Downtown Historic District- <i>Community Dev.</i>	02/24/2024	Shaffer Bish
Role of Architecture Review Board- <i>Community Dev.</i>	02/24/2024	Celko
Requirement for In Person Board Interviews- <i>Comm/Whole</i>	03/20/2024	Rosenberg
Arborist & Health Dept. used in Rental Inspections	06/19/2024	Clapper
Warming Centers for the Unhoused	09/18/2024	



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 22, 2026

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director *BOS*

RE: Revised Proposed CRA II Agreement: Enterprise-Rent-A-Car

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On December 17, 2025, City Council authorized Ordinance 2025-127 approving a CRA agreement with Pingree 2000 Real Estate Holdings, LLC and CLERAC, LLC (dba Enterprise - Rent-A-Car) to provide a real property tax exemption for the renovation of the existing building at 1225 West Main Street.

The agreement was routed to the company for signatures after receiving legislative approval, but it was not signed by the company's representatives. The Community Development Department inquired as to the reason for the delay and the company reported that it was evaluating the initial plan for employee relocations to the new site and requested time to complete its internal review. In May, the company reported that it was proceeding with revisions to its initial employee relocation plans so the agreement needs to be revised to include the changes.

The level of investment in the project is remaining the same. The real property investment is reported as \$2,276,762 which includes \$650,000 for property acquisition and \$1,626,762 for the renovations to the existing building. This total excludes additional investments of \$12,000,000, \$90,000, and \$40,000 respectively, for additional inventory, furniture and fixtures, and machinery and equipment, none of which are eligible for real property tax exemption.

The revised relocation employment figures are 1 full-time (prior was 3) and 49 part-time (prior was 77) jobs to Kent, with a total new payroll in Kent of \$824,662 annually (prior was \$1,391,822).

The requested exemption is for 75% of the real property taxes associated with the increase in the assessed valuation resulting from the proposed improvements. The applicant is seeking a 75% exemption for a period of twelve (12) years.

In accordance with the CRA requirements delineated in the Ohio Revised Code, the City did send the required notification to Kent City School Board regarding the proposed real property tax exemption with the first agreement and since the real property investment is not changing with this revised agreement, an additional notice is not required. The agreement does not require separate approval from the Board because the requested exemption does not exceed 75% of the increase in the assessed valuation.

I am respectfully requesting time at the June 3, 2026 Council Committee meeting to discuss the revised terms of the CRA II agreement and to request Council's authorization, with emergency, to enter into the revised agreement with Pingree 2000 Real Estate Holdings, LLC and CLERAC, LLC (dba Enterprise Rent-A-Car) for the requested CRA II real property tax exemption.

Please let me know if you have any questions concerning the attached materials or if you need any additional information to add this to the June 3, 2026 agenda.

Thank you.

Attachments

cc: Eric Hemlstedter, Economic Development Director  
Hope Jones, Law Director  
CRA-Enterprise Rent-A-Car, Revised 2026 file

## CITY OF KENT

### COMMUNITY REINVESTMENT AREA (CRA) AGREEMENT

This agreement made and entered into as of \_\_\_\_\_, 2026 by and between the City of Kent, Ohio, a municipal corporation, with its main offices located at 319 South Water Street, Kent, Ohio 44240 (hereinafter referred to as “Kent” or “the City”) and Pingree 2000 Real Estate Holdings, LLC, a real estate holding company with its main office located at 8249 Mohawk Drive, Strongsville, Ohio 44136, (hereinafter referred to as “Pingree”) and CLERAC, LLC,, also known as Enterprise Holdings, LLC, an operating company with its main office located at 600 Corporate Park Drive, Saint Louis, Missouri 63105, (hereinafter referred to as “Enterprise”). WITNESSETH;

WHEREAS, the City has encouraged the acquisition and redevelopment of real property located in the area described in Exhibit A attached hereto and designated as Community Reinvestment Area II; and

WHEREAS Pingree and Enterprise are desirous to renovate the existing building at 1225 West Main Street, Kent, Ohio 44240, hereinafter referred to as the “PROJECT,” within the boundaries of the aforementioned Community Reinvestment Area, provided that the appropriate development incentives are available to support the economic viability of said PROJECT; and

WHEREAS, the Council of the City of Kent, Ohio, by Ordinance No 2005-55, passed June 15, 2005, designated the area as a “Community Reinvestment Area,” pursuant to Chapter 3735 of the Ohio Revised Code; and

WHEREAS, effective July 12, 2005, the Director of the State of Ohio Department of Development determined that the aforementioned area designated as Community Reinvestment Area II in said Ordinance No. 2005-55 contained the characteristics set forth in Section 3735.66 of the Ohio Revised Code and confirmed said area as a Community Reinvestment Area under said Chapter 3735; and

WHEREAS, the City, having appropriate authority for the stated type of project, is desirous of providing the Company with incentives available for the development of the PROJECT in Community Reinvestment Area II under Chapter 3735 of the Ohio Revised Code; and

WHEREAS, Pingree and Enterprise have submitted a proposed agreement application to the City, a copy of which is attached hereto as Exhibit B (the “APPLICATION”); and

WHEREAS, the Director of Community Development of the City has investigated the application of Pingree and Enterprise and has recommended the same to the Council of the City on the basis that Pingree and Enterprise are qualified by financial responsibility and business experience to create and preserve employment opportunities in said Community Reinvestment Area and improve the economic climate of the City; and

WHEREAS, the project site as proposed by Pingree and Enterprise, is located in the Kent City School District and the Board of Education of the Kent City School District has been notified in accordance with Section 5709.83 and been given a copy of the Application, and, pursuant to Section 3735.671(A)(2), no approval is required; and

WHEREAS, pursuant to Section 3735.67(A), and in conformance with the format required under Section 3735.671, of the Ohio Revised Code, the parties hereto desire to set forth an agreement with respect to matters hereinafter contained;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained and the benefit to be derived by the parties from the execution hereof, the parties herein agree as follows:

1. Pingree and Enterprise shall renovate the existing building at **1225 West Main Street, Kent, Ohio 44240 (PROJECT)**. The PROJECT will involve a total investment by Pingree and Enterprise of approximately fourteen million, four hundred and six thousand, seven hundred and sixty-two dollars (\$14,406,762.00), plus or minus 10% at the project site. Included in this investment are six hundred fifty thousand dollars (\$650,000) for the acquisition of the land and the building, approximately one million, six hundred and twenty-six thousand, seven hundred and sixty-two dollars (\$1,626,762.00) for the existing building renovations, approximately forty thousand dollars (\$40,000.00) for machinery and equipment, approximately ninety thousand dollars (\$90,000.00) for the acquisition of furniture and fixtures and twelve million dollars (\$12,000,000.00) of vehicle inventory.

The improvements are to be made on the property listed as **Permanent Parcel Numbers 17-028-20-00-121-001** on the real property list of the Portage County Auditor.

The PROJECT will begin after the date hereof and all renovation and construction will be complete by August 2026.

2. Pingree and Enterprise shall relocate to the City, within a time period not exceeding thirty-six (36) months after the completion of construction and renovation of the aforesaid facility, ~~three (3)~~ **one (1) full-time jobs and seventy-seven (77) forty-nine (49) part-time jobs and retain nine (9) six (6) full-time jobs and one (1) part-time job** at the project site.

Pingree and Enterprise currently have five hundred ninety-four (594) full-time permanent employees and three hundred five (305) part-time permanent employees in the State of Ohio.

The relocation of ~~three (3)~~ one (1) new full-time employees and ~~seventy-seven (77)~~ forty-nine (49) new part-time employees in Kent will result in approximately ~~one million three hundred ninety-one thousand eight hundred twenty-two dollars (\$1,391,822)~~ **eight hundred and twenty-four thousand, six hundred and sixty-two dollars (\$824,662)** of additional annual payroll in the City for Pingree and Enterprise. The retention of the existing jobs in the State of Ohio will assist Pingree and Enterprise in maintaining ~~one million, seven hundred and thirty-eight thousand, eighteen dollars (\$1,738,018)~~ **one million, one hundred and sixteen thousand, eight hundred and forty-eight dollars (\$1,116,848)** of existing payroll of its current annual payroll of forty-one million, fifty thousand, nine hundred and fifty-five dollars (\$41,050,955) in the State of Ohio. Total payroll in the State of Ohio expected after the period of job creation ends is forty-one million, one hundred and three thousand, ninety-six dollars (\$41,103,096).

3. Pingree and Enterprise shall provide to the City of Kent Tax Incentive Review Council any information reasonably required by the Council to evaluate the property owners' compliance with the agreement, including returns filed pursuant to Section 5711.02 of the Ohio Revised Code, if requested by the Council.

4. The City hereby grants Pingree and Enterprise an **exemption from real property taxation of 75%** of the increase in the assessed valuation resulting from improvements to the real property described in Exhibit B hereto that is completed after the date hereof pursuant to Section 3735.67 of the Ohio Revised Code for **a period of twelve (12) years**. The exemption commences the first year for which the real property would first be taxable were that property not exempted from taxation. No exemption shall commence after December 31, 2026 nor extend beyond December 31, 2038.

Pingree and Enterprise must file the appropriate tax forms with the Portage County Auditor to effect and maintain the exemptions covered by this agreement.

5. Pingree and Enterprise shall pay such real property taxes as are not exempted under this agreement and are charged against Permanent Parcel Number 17-028-20-00-121-001 and shall file all tax reports and returns as required by law. If Pingree and Enterprise fail to pay such taxes or file such returns and reports, the exemptions from taxation granted under this agreement may be rescinded beginning with the year for which such taxes are charged or such reports or returns are required to be filed and thereafter.

6. The City shall perform such acts as are reasonably necessary or appropriate to effect, claim, reserve, and maintain exemptions from taxation granted under this agreement including, without limitation, joining in the execution of all

documentation and providing any necessary certificates required in connection with such exemptions.

7. If for any reason the Community Reinvestment Area designation expires, the Director of the State of Ohio Department of Development revokes certification of the area, or the City revokes the designation of the area, entitlements granted under this agreement shall continue for the number of years specified under this agreement, unless Pingree and Enterprise materially fail to fulfill their obligations under this agreement and the City terminates or modifies the exemptions from taxation granted under this agreement.

8. If Pingree and Enterprise materially fail to fulfill their obligations under this agreement, or if the City reasonably determines that the certification as to delinquent taxes required by this agreement is fraudulent, the City may thereafter terminate or modify the exemptions from taxation granted under this agreement, and may require the repayment of the amount of taxes that would have been payable had the property not been exempted from taxation under this agreement.

9. Pingree and Enterprise hereby certify that at the time this agreement is executed, they do not owe any delinquent real or tangible personal property taxes to any taxing authority of the State of Ohio, and do not owe delinquent taxes for which it is liable under Chapter 5733, 5735, 5739, 5741, 5743, 5747, or 5753 of the Ohio Revised Code, or, if such delinquent taxes are owed, Pingree and Enterprise currently are paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition in bankruptcy under 11 U.S.C.A. 101, et seq., or such a petition has been filed against it. For the purposes of the certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Ohio Revised Code governing payment of those taxes.

10. Pingree and Enterprise and the City acknowledge that this agreement must be approved by formal action of the legislative authority of the City as a condition for the agreement to take effect. This agreement takes effect upon such approval.

11. Exemptions from taxation granted under this agreement shall be revoked if it is determined that Pingree and Enterprise, any successor property owner, or any related member (as those terms are defined in Section 3735.671 of the Ohio Revised Code) has violated the prohibition against entering into this agreement under Division (E) of Section 3735.671 or Section 5709.62 or 5709.63 of the Ohio Revised Code prior to the time prescribed by that division or either of those sections.

12. Pingree and Enterprise affirmatively covenant that they have not knowingly made any false statements to the State of Ohio or the City of Kent in the process of obtaining approval of the Community Reinvestment Area incentives. If

Pingree and Enterprise have knowingly made a false statement to the State or City to obtain the Community Reinvestment Area incentives, the party making such false statement shall be required to immediately return any monies received under this agreement, pursuant to Ohio Revised Code Section 9.66(C)(2) and shall be ineligible for any future economic development assistance from the State, any state agency or a political subdivision, pursuant to Ohio Revised Code Section 9.66(C)(1). Any person who knowingly makes a false statement to secure economic development assistance may be guilty of falsification, a misdemeanor of the first degree, pursuant to Ohio Revised Code Section 2921.13(A)(4), which is punishable by a fine of not more than \$1,000 and/or a term of imprisonment of not more than six (6) months.

13. This agreement is not transferable or assignable without the express, written approval of the City.

14. This agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective successors and assigns.

15. This agreement may be executed in multiple counterparts, each of which, when so executed, shall be deemed an original, and all of which shall together constitute one and the same document, and shall be binding on the signatories; and the signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

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# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 22, 2026

TO: David Ruller, City Manager

FROM: Bridget Susel, Community Development Director *BOS*

Subject: Sustainability Commission: By-Laws & Rules of Procedure Update

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The City's Sustainability Commission, originally named the Environmental Commission, was established by Kent City Council in 1995. Over the years, several ordinances (see \*NOTE) have been approved by Council that have addressed varying aspects of the Sustainability Commission's organizational structure, procedures, and responsibilities as the City's sustainability focus evolved over the years.

With the approval of the City's first Climate Action Plan in 2023 and the creation of the full-time Sustainability Coordinator position in 2024, the Community Development Department has been working with members of the current Sustainability Commission to draft an updated description of the Commission's purpose and to develop relevant by-laws and rules of procedure that more appropriately reflect the current work of the Sustainability Commission and allow for future updates and amendments to the document by a majority vote of the Commission, rather than through City Council legislative action.

The Sustainability Commission met on May 11, 2026 and voted unanimously to recommend City Council approve the attached final draft of the updated by-laws with the two revisions highlighted in yellow.

Staff is also including a "how to" guide that was developed for the Sustainability Commission members to use when scheduling work sessions or special meetings outside of the established quarterly meeting schedule. This guide does not need legislative approval, but since some questions had arisen in the past regarding work sessions and special meetings, staff is sharing it with Council. Staff will provide ongoing scheduling and open meeting notice posting assistance in support of the Sustainability Commission for all future work sessions and/or special meetings.

I am respectfully requesting time at the June 3, 2026 Council Committee meeting to discuss the attached in greater detail and to request Council authorization, with emergency, for the repeal of all prior legislation associated with the Sustainability Commission and the approval of the attached Sustainability Commission by-laws and rules of procedure.

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

(\*NOTE: ORD 1995-103; ORD 1999-64; ORD 2009-38)

Cc: Hope Jones, Law Director  
Kathy Coleman, Clerk of Council  
Julie Morris, Sustainability Coordinator  
Dan Morganti, Assistant Community Development Director

Attachments

## EXHIBIT A

### SUSTAINABILITY COMMISSION BY-LAWS AND RULES OF PROCEDURE

#### ARTICLE I. OBJECTIVE AND PURPOSE

The objective and purpose of the Sustainability Commission of the City of Kent, Ohio (hereafter referred to as the “Commission”) is to act in an advisory role in furtherance of the goals set forth in the Climate Action Plan (CAP), as well as any other environmental and sustainability issues, authorized by Kent City Council in April 2023 (Resolution 2023-018) and any future updates to the CAP. The Commission operates under the guidance of the City’s full-time Sustainability Coordinator.

The Commission’s advisory capacity is focused in the following three (3) core components to provide support for the City’s sustainability efforts:

**1) Input and Advisory:** The Commission shall provide feedback and input on sustainability work being done by the City, as reported orally and in writing by the Sustainability Coordinator to the Commission. Should Kent City Council or other City staff have a direct request of the Commission, it will be communicated by the Sustainability Coordinator to the Commission. Any suggested actions, recommendations, and/or proposed legislation related to the City’s sustainability work generated by the Commission will be reviewed by the Sustainability Coordinator and City staff in order to ensure compliance with City legislation, policies, and procedures. A portion of every Commission meeting agenda will allocate time for Commission input on the staff report and/or other direct information requests, if any, that may arise from Council, City staff, or members of the community.

**2) Education and Outreach:** The Commission will support and assist the Sustainability Coordinator in sharing and promoting the programs, initiatives, and other work related to the City’s sustainability efforts. Such efforts may include participation in various forms of community engagement and the provision of sustainability-related educational efforts for the general public, including but not limited to tabling at events, presentations, writing articles for the City’s Sustainable Kent e-Newsletter, development of informational and/or promotional materials, and/or other aspects of event planning. If individual Commission members are asked to participate in a sustainability event or activity not organized by the City or the Commission, the member will review the invitation with the Sustainability Coordinator and the other Commission members to secure prior approval before accepting

and participating in the event or activity. Any approved events scheduled outside of the Community Development Department's regular business hours requires the Commission member who agreed to participate to be solely responsible for attending the event as a Commission volunteer. Members of the Commission also may assist the Sustainability Coordinator in staffing City approved events held during regular and non-regular business hours. A portion of every Commission meeting agenda will allocate time for members to review any known and/or potential education and outreach events for Commission approval. A majority vote from the Commission approving attendance at an event is required. City staff will need to approve a Commission member attending an event if the event is held prior to a Commission vote approving participation in the event.

**3) Connection to Sustainability Interests in the Kent Community:** The Commission will share information and resources related to sustainability issues, concerns, events, and needs as they arise. A portion of every Sustainability Commission meeting agenda will allocate time for this type of communication so that the Commission and the Sustainability Coordinator are aware of sustainability-related matters occurring within the Kent community. Should an item or topic addressed during this portion of the meeting warrant further discussion or research, members will vote to list it as an item on a future agenda for formal discussion by the Commission. Outside of scheduled Commission meetings, members may share event or resource information with the Sustainability Coordinator who will disseminate the information as a no action item. Any of those items may be brought to the next Commission meeting by a member for further discussion during this prescribed part of the meeting.

## **ARTICLE II. MEMBERSHIP**

The Sustainability Commission shall consist of five (5) citizens with an interest in sustainability who are appointed to a three (3) year term by Kent City Council. Kent City Council may appoint a member of Council as a non-voting liaison to the Sustainability Commission.

## **ARTICLE III. OFFICERS AND RESPONSIBILITIES**

- A. The officers of the Commission shall consist of a Chairperson, Vice Chairperson, and Secretary.
- B. The Chairperson will be the presiding officer over regular business meetings as well as any special meetings that may be called by the Commission. The Chairperson shall perform the following duties:
  - 1) The Chairperson shall call the meeting to order at the appointed time;
  - 2) The Chairperson shall determine if a quorum of the body is present for the meeting;

- 3) The Chairperson shall announce the sequence of the order of business to take place at the meeting based on the agenda publicly posted for the meeting;
  - 4) The Chairperson shall state and put to a vote all actions and questions that legitimately come before the Commission;
  - 5) The Chairperson shall protect the meeting from disruptive, frivolous or irrelevant discussions or motions;
  - 6) The Chairperson shall be responsible for maintaining order during the meeting;
  - 7) The Chairperson shall make every effort to expedite the progression of business to come before the Commission, while remaining cognizant of the right to speak held by all members and the audience.
  - 8) The Chairperson may participate in any discussion and shall be a voting member on the Commission.
- C. The Vice Chairperson shall assume responsibility at a Commission meeting in the absence of the Chairperson.
- D. The Sustainability Coordinator is designated as the Secretary for the Commission. The Secretary is responsible for developing the meeting agenda, posting Commission meeting notices for the meetings in accordance with the City's open meeting requirements, and preparing summaries of the Commission meetings that will be retained in the City's files. The Secretary shall act as the Chairperson of any meeting at which the Chairperson and Vice Chairperson are not present.

#### **ARTICLE IV. ELECTION OF OFFICERS AND TERMS OF OFFICE**

- A. The Commission shall elect a Chairperson at the first meeting of each calendar year;
- B. The Chairperson shall be elected by a majority vote of the Commission and shall serve a one-year term. The Chairperson may be re-elected to additional terms as long as membership is maintained on the Commission.
- C. The Vice Chairperson shall be elected by a majority vote of the Commission and shall serve a one-year term. The Vice Chairperson may be re-elected to additional terms as long as membership is maintained on the Commission.

#### **ARTICLE V: MEETINGS**

- A. Commission meetings shall be held quarterly on the first Monday of February, May, August, and November, except when a legal holiday falls on this day. In the event the first Monday of

the designated meeting month is a holiday, the meeting of the Commission shall be scheduled on the following Monday of the month that is not a legal holiday.

- B. A majority of the members of the Commission shall constitute a quorum. This will be the number of affirmative votes necessary to approve and proceed with business of the Commission;
- C. The Secretary shall prepare an agenda and any related materials for each meeting and be responsible for ensuring the meeting notice is posted at Kent City Hall, 319 S. Water Street, a minimum of 48 hours prior to the date of the meeting. The Secretary shall be responsible for ensuring the meeting notice and any related materials are distributed to all Commission members as well as any persons having a specific interest in any meeting;
- D. No more than two Commission members may participate in any ad-hoc working group(s) and/or sub-committee(s), which may be convened informally (with or without the Sustainability Coordinator) outside of the scheduled Commission meetings. Ad hoc working groups can include non-Commission members without violating the Commission's by-laws or rules of procedure.
- E. Work Sessions

The Commission can schedule Ad Hoc working sessions (hereinafter referred to as "work session(s)") and/or Special Meetings outside of normal Community Development Department business hours in months when there is not a quarterly meeting, or even in the same month as a formal quarterly meeting. A work session has no more than two Commission members present, and no voting activity will be held at said work session. These work sessions are intended to allow for brainstorming, drafting or reviewing of materials, generation of new ideas, and/or any other items needed for Commission business.

The standard practice for scheduling and holding a work session(s) (no quorum/voting activity) is as follows:

- 1) A member of the Sustainability Commission reaches out to another relevant Commission member and/or community member(s) to request a work session. Members coordinate the logistics of availability, day, time, and place amongst themselves and hold the meeting. No meeting minutes or summaries are required for a work session. City staff are not required to be present.
  - a. Should a member of the Commission wish to hold a work session during Community Development business hours (earliest time to convene 7am – adjournment by 5pm) *and* would like the Sustainability Coordinator to be present, they may reach out to the Sustainability Coordinator with the work session request, and the Sustainability Coordinator can assist with availability logistics and help hold/attend the meeting.

- 2) Any items generated during a work session that need a vote or full board discussion can be brought back to the full board at a quarterly meeting and/or a Special Meeting can be requested for a future date.

#### F. Special Meetings

If Commission business (either on a previously approved topic, or a new topic) requires a full board discussion and/or a subsequent vote by members, a quorum is required and a special meeting is needed.

The standard practice for scheduling and holding a Special Meeting (full board discussion, quorum, and/or vote required) is as follows:

- 1) The Chairperson of the Commission reaches out to the Sustainability Coordinator to request a Special Meeting on a specific topic or issue at least 48 hours, but preferably 7 to 10 days prior to when the meeting is desired to be held.
  - a. If another member of the Commission would like to request a Special Meeting, they must submit their request to the Chairperson
- 2) The Sustainability Coordinator sends notice of the potential date(s) and time(s) to the members of the Sustainability Commission to poll members for attendance and ensure a quorum is available.
- 3) The Sustainability Coordinator will format the agenda and ensure it is posted pursuant to open meeting notice requirements and will schedule for the City Hall Community Room to be unlocked for access. Staff will not attend the meeting if it is held outside of normal business hours.
- 4) The Chairperson will run the agenda for the meeting and will assign someone to take summary meeting notes. If the meeting notes are forwarded to the Community Development Department, staff can draft the summary minutes for the public record and forward to the Commission for review and approval at the next scheduled quarterly meeting.

#### **ARTICLE VI. RECORDS AND FILES**

All records and files, including meeting agendas, meeting summaries, related documents, and correspondence to and from the Commission shall be maintained by the Community Development Department. Such information shall be open to the public and may be accessed by the public during regular Community Development business hours.

#### **ARTICLE VII. UNEXCUSED ABSENCES**

Commission members are expected to notify the Sustainability Coordinator or the Community Development Department in the event a member must be absent from a meeting and any absence with a notice is considered excused.

Any Commission member without an excuse from three (3) regular meetings within a single calendar year may be referred to Kent City Council for consideration of removal from the Commission.

**ARTICLE VIII. AMENDMENTS**

These by-laws and rules of procedure may be amended by a two-thirds (2/3) vote of the entire membership of the Commission.

APPROVED: \_\_\_\_\_

DRAFT

## How to schedule a Work Session and/or a Special Meeting for the Sustainability Commission

### First decide whether you need a **Work Session** or a **Special Meeting**:

- If no more than two Commission members need to be present for discussion, brainstorming, drafting or reviewing materials, generating new ideas, and/or other kinds of work on Commission business, **you can request a Work Session.**
- If you need to discuss something with three or more Commission members present, and/or need to hold a vote on Commission business outside of the quarterly meetings, **you can request a Special Meeting.**

### How to request and conduct a **Work Session**:

1. Any member of the Commission may reach out to one other Commission member (and any number of non-commission members if needed for the work) to request a work session on a topic.
2. Members coordinate the logistics of availability, day, time, and place amongst themselves and hold the meeting.
3. No meeting minutes or summaries are required for a work session and City staff are not required to be present.
  - 3.1. Should a member of the Commission wish to hold a work session during Community Development business hours (earliest time to convene 7am – adjournment by 5pm) *and* would like the Sustainability Coordinator to be present, they may reach out to the Sustainability Coordinator with the work session request, and the Sustainability Coordinator can assist with availability logistics and help hold/attend the meeting.
4. There are no limits on how many work sessions can be requested – you may schedule as many as needed to accomplish the topic work being done.
5. Any items generated during a work session that need a vote or full board discussion can be brought back to the full board at a quarterly meeting and/or a Special Meeting can be requested for a future date.
6. General reporting back about what was accomplished at the work session can be done at the next scheduled quarterly meetings.

### How to request and conduct a **Special Meeting**:

1. The Chairperson of the Commission reaches out to the Sustainability Coordinator to request a Special Meeting on a specific topic or issue at least 48 hours, but preferably 7 to 10 days prior to when the meeting is desired to be held.
  - 1.1. If another member of the Commission would like to request a Special Meeting, they must submit their request to the Chairperson
2. The Sustainability Coordinator sends notice of the potential date(s) and time(s) to the members of the Sustainability Commission to poll members for attendance and ensure a quorum is available.

3. The Sustainability Coordinator will format the agenda and ensure it is posted pursuant to open meeting notice requirements and will schedule for the City Hall Community Room to be unlocked for access. Staff will not attend the meeting.
4. The Chairperson will run the agenda for the meeting and will assign someone to take summary meeting notes. If the meeting notes are forwarded to the Community Development Department, staff can draft the summary minutes for the public record and forward them to the Commission for review and approval at the next scheduled quarterly meeting.
5. There are no limits on how many Special Meetings may be requested. It is suggested that these meetings be focused on a specific decision(s) and/or vote that is or becomes necessary to move Commission business along.

IN WITNESS WHEREOF, the aforementioned parties have caused this instrument to be executed as of the date set forth on the first page hereof.

**CITY OF KENT, OHIO**

By: \_\_\_\_\_  
Dave Ruller, City Manager, City of Kent

Approved as to form:

\_\_\_\_\_  
Hope Jones, Director of Law, City of Kent

**Pingree 2000, LLC**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CLERAC, LLC**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 26, 2026

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director *BOS*

RE: Third Amendment to "Lease of Land for Private Redevelopment"

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One of the primary components of the downtown redevelopment project was the execution of the 2011 "Lease of Land for Private Redevelopment" (ground lease) entered into between the City of Kent and the developer, Fairmount Properties, LLC (dba College Town Kent, LLC). The City had consolidated all of the properties/land needed for the multi-block redevelopment area and offered the land for lease at a rate of \$1.00 per year in order to make it financially viable for a private developer to invest in the multi-block commercial redevelopment project. The 75-year ground lease between the City and College Town Kent resulted in the design and construction of three, multi-floor, mixed use commercial buildings, including the Davey Resource Group/Smithers-Oasis building (building A), the Ametek building (building B) and The Landmark building (building C).

Another key aspect of the downtown redevelopment project included the City utilizing Tax Increment Financing (TIF) to finance the bond debt needed to pay for the public infrastructure improvements necessary to support the new commercial redevelopment, including the construction of the South Water Street lot. The lot was necessary in order to have a dedicated parking area so that College Town Kent could attract corporate tenants for the new commercial buildings. The South Water Street lot limits use to the corporate tenants' employees on weekdays from 7:00 a.m.-5:00 p.m. and then the lot is open to the public for use after 5:00 p.m. and on the weekends. The ground lease requires College Town Kent to pay \$30,000 annually to the City to assist with maintenance costs in the South Water Street lot, with College Town Kent beginning to pay the annual fee back in 2012.

The ground lease has been amended twice before, with the first amendment executed in December 2011 to add a fourth building to the redevelopment plan and that building is now known as Avant 220 (building D). The second amendment was finalized in June of 2013 and reduced the parking restriction for the corporate tenants' employees from 6:00 p.m. to the present day end time of 5:00 p.m.

The 15-year period for the \$30,000 annual payment from College Town Kent in support of maintenance costs in the South Water Street lot is nearing its completion so College Town Kent requested the City provide a list of annual costs for the maintenance in the lot so a review of actual costs, compared to the annual fee being paid, could be conducted to determine if revisions to the annual payments needed to be considered.

The City's lists of actual costs, when adjusted to the 29.76% of the weekly time the lot is limited to College Town Kent's tenants, did support an adjustment to the maintenance cost payment amount. The City and College Town Kent are proposing a third amendment to the ground lease that will remove the language associated with the \$30,000.00 annual payment for maintenance costs and add language stating College Town Kent is responsible for paying 29.76% of documented actual maintenance costs. The City will need to maintain records that will document the costs and this documentation and an invoice for 29.76% of the actual costs will be sent to College Town Kent within thirty (30) calendar days after the end of each calendar year.

I am respectfully requesting time at the June 3, 2026 Council Committee meeting to discuss the proposed third amendment in greater detail and to request Council approval, with emergency, of the amendment to the "Lease of Land for Private Redevelopment" that will transition the annual maintenance fee to 29.76% of actual maintenance costs, as documented by the City.

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

Thank you.

Cc: Hope Jones, Law Director  
Kathy Coleman, Clerk of Council  
Rhonda Hall, Budget & Finance Director  
Melanie Baker, Service Director  
Dan Morganti, Assistant Community Development Director  
Eric Helmstedter, Economic Development Director

## THIRD AMENDMENT

TO

### LEASE OF LAND FOR PRIVATE REDEVELOPMENT

This Third Amendment to the Lease of Land for Private Development (this “Third Amendment”) is made and effective as of the \_\_\_\_ day of June 2026, (the “Effective Date”) and is entered into by and between the City of Kent, OH (the “City”) and College Town Kent, LLC (“Lessee”). The City and Lessee are sometimes referred to individually as a “Party” and collectively as the “Parties”.

#### PREAMBLES

A. WHEREAS, the City and Lessee entered into a written ground lease agreement, entitled Lease of Land For Private Redevelopment, dated September 6, 2011, (the “Original Lease”), concerning the certain real estate located in the City of Kent, Ohio and more fully described in the Original Lease; and,

B. WHEREAS the City and Lessee subsequently entered into two (2) amendments to the Original Lease, entitled “Amendment to Lease of Land For Private Redevelopment”, dated December 19, 2011, (the “First Amendment”) and “Second Amendment to Lease of Land For Private Redevelopment”, dated January 8, 2013, (the “Second Amendment”), and;

C. WHEREAS, there have been no other amendments to the Original Lease, the First Amendment or the Second Amendment; and,

D. WHEREAS, the Original Lease and the First Amendment and Second Amendment are referred to hereinafter collectively as the “Lease”; and,

E. WHEREAS, the Lease contemplated the construction by the City of Public Improvements as more fully described in the Original Lease (Section 6 and Exhibit C) including a “surface parking lot” (the “Surface Lot”); and,

F. WHEREAS, the Lease required the City to manage and maintain the Surface Lot and required Lessee to pay the City Thirty Thousand Dollars (\$30,000.00) per year to assist with the City’s maintenance costs (the “Maintenance Costs”); and,

G. WHEREAS, Maintenance Costs are defined as the costs incurred by the City to maintain and care for the Surface Lot including, but not limited to, sweeping and plowing the parking area, seal coating the asphalt, mowing grass, caring for the trees, irrigation system and landscaping, and other duties of a similar maintenance nature; and,

H. WHEREAS, the City and Lessee desire to amend the terms of the Lease by entering into this Third Amendment in order to amend and clarify their respective duties regarding maintenance of the Surface Lot and payment of the Maintenance Costs.

NOW, therefore, in consideration of the foregoing Preambles, the terms and conditions of this Third Amendment, the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, and intending to be legally bound hereby, the Parties hereto agree that the Lease is hereby clarified and amended by the following provisions that are hereby incorporated into the Lease:

**1. Incorporation Of Preambles** The Preambles set forth above are true, accurate and correct in all material respects, form a material part of this Third Amendment, modify, clarify and amend the terms and conditions of the Lease and are incorporated into the Lease and this Third Amendment. Capitalized terms used herein, unless otherwise defined in this Third Amendment, shall have the same meaning as those given in the Lease.

**2. AMENDMENTS TO LEASE** The Lease is hereby amended, confirmed and/or clarified by adopting following provisions:

2.01 The obligation of Lessee to pay the City's Costs in the amount of Thirty Thousand Dollars (\$30,000.00) per year is hereby deleted from the Lease and, in substitution thereof, Lessee shall pay the City twenty-nine and 76/100 percent (29.76%) ("Lessee's Share") of the City's actual Maintenance Costs.

2.02 Lessee's Share, for 2026, shall be:

January through June \$15,000.00

July through December 29.76% of the City's Documented Costs

2.03 After December 31, 2026 29.76% of the City's Documented Costs

2.04 The City shall prepare invoices for the City's Costs that it actually incurred, and paid for maintenance related costs during the calendar year and deliver the invoices to Lessee within thirty (30) calendar days after the end of each calendar year. Lessee shall then pay the City the Lessee's Share within thirty (30) calendar days of Lessee's receipt of the invoices.

**3. NOTICES** Any notice, communication, request, reply or advice (a "Notice") required or permitted to be given under and/or pursuant to the Lease or this Third Amendment must be in writing and shall be deemed given upon deposit of the Notice with a nationally recognized overnight delivery service addressed to the Party to be notified (the "Notified Party") at the addresses set forth below so long as a copy of the Notice is also sent simultaneously to the Notified Party by any one (1) of the following additional methods: (a) depositing it with the United States Postal Service (the "USPS"), postage prepaid, by regular mail; (b) depositing it with the USPS and sent by certified mail, return receipt requested, postage prepaid; (c) delivering it in person; (d) transmitting it by email. If a Party fails to provide a physical or street address, an operational email address, or provides an address to which the USPS or overnight delivery service is unable to deliver, then any of the forms described in (a) through (d) above may be utilized together with a telephone call if the intended Notified Party has provided an operational phone number. If a Party does not fully comply with the foregoing Notice procedure, any Notice will be deemed delivered if and when actually received by the other Party. This paragraph shall control any Notice between the City and Lessee except for specifically limited situations or circumstances as may be discussed more fully herein. If either the City or Lessee desires to

change its address said change shall be effective upon providing Notice thereof to the other Party.

Notice to the City

Bridget Susel  
Community Development Director  
City of Kent  
930 Overholt Road, Kent Ohio 44240  
Email: [bridget.susel@kentohio.gov](mailto:bridget.susel@kentohio.gov)

Notice to Lessee:

College Town Kent, LLC  
Attn: Michele and Sam Felton  
12 Grandview Circle, Canonsburg, PA 15317-8533  
PH: 514-724-8523 Email: [michele.mavilla@stclairmgmt.com](mailto:michele.mavilla@stclairmgmt.com)  
[sam.felton@stclairmgmt.com](mailto:sam.felton@stclairmgmt.com)

with a copy to:

John P. Liekar, Jr.  
12 Grandview Circle, Canonsburg, PA 15317-8533  
PH: 514-724-8613 Email: [john.liekar@centimark.com](mailto:john.liekar@centimark.com)

4. **ENTIRE AGREEMENT** The Lease is not otherwise amended. To the extent any terms of the Lease or any addendum, appendix or exhibit thereto conflict with this Third Amendment, the terms of this Third Amendment shall control. This Third Amendment contains the full, final and entire agreement between the Parties hereto, and neither they nor their agents shall be bound by any verbal or written agreements, conditions or representations not contained and/or incorporated into this Third Amendment. The Lease and this Third Amendment, together with any attached exhibits and/or incorporated documents, constitutes the entire agreement and understanding of the Parties hereto respecting the subject matter of the Lease and this Third Amendment and correctly sets forth the obligations of the Parties to each other as of the Effective Date of this Third Amendment. All prior understandings and agreements, whether oral or written, are superseded by the Lease and this Third Amendment. There are no other representations, agreements, arrangements or understandings, oral or written, between or among the Parties hereto relating to the subject matter of this Third Amendment that are not fully expressed herein. Any agreements or representations, oral or written, respecting the subject matter of this Third Amendment, not expressly set forth herein, are null and void. Prior drafts of the Lease or this Third Amendment, or any changes to said prior drafts or negotiations relating to said prior drafts, shall not be used to interpret this Third Amendment, and such drafts, changes, and negotiations shall not be admissible into evidence in any legal proceedings. This Third Amendment: (i) shall not be amended or modified in any manner whatsoever except by a writing signed by officers of all Parties hereto, (ii) may not be verbally modified by any agent or representative of the Parties.

5. **Counterparts and Execution** This Third Amendment may be executed in counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument and shall become effective when counterparts have been signed by, and

\\koh-fs02.kent-ohio.local\departmentshares\community\_development\parking\s. water st. lot annual permits\5-26-26. lease of land for private development 3rd amend draft.docx

delivered to, both Landlord and Tenant, it being understood that the Landlord and Tenant need not sign the same counterpart. For evidentiary purposes, signatures contained in facsimile or electronically transmitted counterparts of this Third Amendment shall be deemed to be originals.

**IN WITNESS WHEREOF**, the Parties hereto, intending this document to be a sealed instrument and to be legally bound hereby, and after having carefully reviewed this Third Amendment and all other documents and exhibits incorporated herein and being satisfied with the contents thereof, have hereunto set their hands and seals the day and year noted by their signature.

WITNESS/ATTEST

**City of Kent, Ohio:**

\_\_\_\_\_  
Signature of Witness

**BY:** \_\_\_\_\_  
Dave Ruller, City Manager

\_\_\_\_\_  
Printed Name of Witness

Date of Signing: \_\_\_\_\_, 2026

State of Ohio )

) SS:  
)

County of Portage )

On this the \_\_\_\_ day of \_\_\_\_\_, 2026, before me, a Notary Public in and for said County and State, personally appeared Dave Ruller, City Manager of the City of Kent, Ohio, known to me, or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he, as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the City of Kent, Ohio, by himself, as such officer and desiring the same to be recorded as such, the same being his free act and deed.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My commission expires:

\_\_\_\_\_  
Notary Public

Approved as to form and correctness.

\_\_\_\_\_  
Hope Jones, City Law Director

WITNESS/ATTEST

**College Town Kent, LLC**

\_\_\_\_\_

**BY:** \_\_\_\_\_





**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:** May 26, 2026  
**Re:** FY2026 Appropriation Amendment #4

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**The following appropriation amendments for the June Council Committee Agenda are hereby requested:**

**Fund 001 – General**

Increase	\$	12,300	Council / Other (O&M) – Increase approp for the implementation of Tyler Meeting Manager in lieu of using CivicClerk per K Coleman 5/12/26 memo.
Increase		40,000	Community Development / Other (O&M) – Add'l appropriations to Update the City's 2016 Comprehensive Community Housing Study and Needs Analysis per B. Susel 5/18/26 memo.
Increase		30,000	Community Development / Other (O&M) – Add'l appropriations for an Economic Development Strategic Plan per B. Susel 5/18/26 memo.
Increase		30,000	Community Development / Other (O&M) – Add'l appropriations for the implementation of a new home acquisition assistance pilot program per B. Susel 5/18/26 memo.
Increase		11,000	Community Development / Other (O&M) – Add'l appropriations for the 2025 greenhouse gas inventory per B. Susel 5/18/26 memo.
Increase		9,500	Community Development / Other (O&M) – Add'l appropriations to cover the 2026 tuition reimbursement to the construction clerk per B. Susel 5/18/26 memo.
Increase		50,000	General / Transfer-Out – Add'l appropriations to Parks & Rec Fund #106 to cover costs of FT position, per Councils approval.

**Fund 106 – Parks & Recreation**

Increase	\$	50,000	Parks & Rec/K-6 Child Care/ Personnel & Benefits – Add'l appropriations for the creation of a new ft position in P&R and assistance from the General Fund along with a reduction of part-time salaries per A Manley 4/29/26 memo.
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**Fund 126 – CDBG**

Increase	\$	20,000	CDBG/Other (O&M) – Increase appropriations to administer the CHIP owner-occupied housing rehabilitation program per B. Susel 5/18/26 memo.
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**Fund 128 – Fire and EMS**

Increase	\$	2,100	Fire & EMS/ Other (O&M) – Increase appropriations for donation received from PI KAPPA ALPHA Fraternity per J. Samels 4/29/26 memo.
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**Fund 138 – ARPA**

Increase	\$	23,388.56	ARPA / Capital – Increased appropriations for the Influent Headworks Bldg project since the Heat Digester was under budget and we will be utilizing the ARPA funds instead of Sewer Fund per J. Bowling 4/20/2026 memo.
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Continued

**Fund 202 – Sewer**

Decrease	\$ (23,388.56)	Sewer / Capital – Decreased appropriations for the Influent Headworks Bldg project since the Heat Digester was under budget and we will be utilizing ARPA funds instead of Sewer funds per J. Bowling 4/20/2026 memo.
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# CITY OF KENT, OHIO

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## City Council Memorandum

To: Rhonda Hall, Budget and Finance Director  
From: Kathleen Coleman, Clerk of Council  
Date: 5/12/2026  
Re: Appropriation of Funds for Tyler Meeting Manager Implementation

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Ms. Hall,

I am requesting the appropriation of \$12,300 for the implementation of Tyler Meeting Manager to replace CivicClerk. The funds should be posted to account number 001-08-570-701-7390.

Thank you,

A handwritten signature in blue ink, appearing to read "Kathleen Coleman", is written over a light gray rectangular background.

Kathleen Coleman



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 18, 2026  
TO: Rhonda Hall, Budget & Finance Director  
FROM: Bridget Susel, Community Development Director *BOS*  
RE: Community Development Department Appropriation Requests

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The Community Development Department has several appropriation requests for June. Below is the information, including amount and applicable fund line. I have attached associated documentation for some of the requests in instances where such documentation was available.

1.) \$20,000.00 (2026 budget CDBG “Program Income Expend.” line 126.04.540.401.7992)

This fund is the CDBG Revolving Loan Fund (RLF), which is comprised of former CDBG housing rehabilitation loan funds that have been repaid to the City. The funds are used to pay for necessary change orders and technical rehabilitation assistance to administer the CHIP owner-occupied housing rehabilitation program.

2.) \$40,000.00 (2026 budget General “Misc. Contractual Service” line 001.04.540.401.7390)

The Community Development Department issued a Request for Qualifications (RFQ) for an Update to the City’s 2016 *Comprehensive Community Housing Study and Needs Analysis* for a not to exceed amount of \$40,000.00. An agreement was recently executed with Urban Partners, LLC to complete the update (see attached).

3.) \$30,000.00 (2026 budget General “Misc. Contractual Service” line 001.04.540.410.7390)

The Community Development Department issued a Request for Qualifications (RFQ) for an Economic Development Strategic Plan for a not to exceed amount of \$30,000.00. A consultant has not been selected yet, but since a not to exceed amount was specified in the RFQ, the appropriations request is being submitted so the funding is available when the agreement is executed in June.

4.) \$30,000.00 (2026 budget General “Social Service Contracts” line 001.04.540.401.7560)

In April, Council authorized the implementation of a new pilot program to provide home acquisition assistance to buyers who purchase a single-family rental property and convert it from a rental to an owner-occupied property. The assistance will be provided in the form of a deferred, forgivable loan over an 8-year period. The total funding authorized by Council was \$50,000.00, but with the program set to launch in late June, staff anticipates only three (3) eligible properties will be completed in 2026. The remaining balance of \$20,000.00 authorized by Council will be included in the 2027 budget.

5.) \$11,000.00 (2026 budget General “Professional Services” line 001.04.540.414.7340)

The City’s approved Climate Action Plan requires a greenhouse gas inventory (GHG) to be conducted at a minimum of every two (2) years in order to monitor progress in the reduction of emissions in the Kent community. KERAMIDA, the consultant that completed the City’s Climate Action Plan and 2023 GHG inventory, provided a price quote for the 2025 GHG inventory. There is currently \$2,000.00 available in this line so additional funding is needed to cover the cost (see attached).

6.) \$9,500.00 (2026 budget General “Travel and Training” line 001.04.540.402.7210)

The Building Department’s Construction Clerk will be attending an online college to complete his B.S. degree in simulation engineering and the above amount is expected to be the 2026 amount to be reimbursed to him after his scholarship funding is applied (see attached).

I am respectfully requesting the various appropriation requests listed be presented to Council at its June 3, 2026 meeting to ensure adequate funding is available in the various lines for the programs and uses listed.

Please let me know if you need any additional information in order to include this with your June appropriations request. Thank you in advance for your assistance.

Cc: Brian Huff, Controller  
Dan Morganti, Assistant Community Development Director

**CITY OF KENT, OHIO**

**CONSULTING SERVICES AGREEMENT  
UPDATE TO THE COMPREHENSIVE COMMUNITY HOUSING STUDY  
AND NEEDS ANALYSIS**

THIS AGREEMENT dated the **15th** day of **May, 2026**, is between the City of Kent, Ohio, a municipality organized and existing under the laws of the State of Ohio, hereinafter referred to as the CITY and UP Development Planning, LLC (dba Urban Partners) hereinafter referred to as the CONSULTANT.

WHEREAS the CITY identified a need for the completion of an update to its “Comprehensive Community Housing Study and Needs Analysis,” hereafter referred to as the UPDATE STUDY, for the Kent community; and

WHEREAS the CITY solicited a request for qualifications (RFQ) from qualified professional consultants for the development of the UPDATE STUDY; and

WHEREAS the CONSULTANT has submitted a response to the RFQ that has been identified as the most responsive and best qualified to complete the UPDATE STUDY; and

WHEREAS it is necessary for the CITY and the CONSULTANT to enter into an AGREEMENT for consulting services for the development and completion of said UPDATE STUDY;

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained in this AGREEMENT, including any attachments, and subject to the terms and conditions stated, the parties agree as follows:

This AGREEMENT sets forth the entire agreement between parties with respect to the subject matter hereof. Understandings, agreements, representations or warranties not contained in this AGREEMENT, or as written amendment hereto, shall not be binding on either party. Except as provided herein, no alteration of any terms or conditions of this AGREEMENT shall be binding on either party without the written consent of both parties.

**1.) Contract Term**

The term of this contract shall commence upon execution of this AGREEMENT.

**2.) Compensation**

The CITY shall pay the CONSULTANT a total fixed sum, not to exceed fee, of forty thousand dollars and no cents (\$40,000.00). Payment for services shall be invoiced based on the completion of the following project milestones:

\$13,333.00 (kick-off meeting and start of data collection)  
\$13,333.00 (submission of first draft)  
\$13,334.00 (approval of final report by City and presentation to City Council)  
\$40,000.00 TOTAL

### 3.) Independent Contractor

CONSULTANT, as an independent contractor, agrees to perform, during the term of this agreement, the Scope of Services as set forth in attached EXHIBIT A. The relationship of the parties hereto shall be as provided for in this AGREEMENT and CONSULTANT shall in no manner be deemed to be an employee of the CITY. In this regard, CONSULTANT and all its employees, contractors, subcontractors, outside sources or other persons shall not be employees of the CITY. CONSULTANT shall be responsible for paying its employees, contractors, subcontractors, outside sources or other persons, all statutory and contractual benefits and obligations and any other benefits and/or obligations as due and at its discretion. The CITY shall not be responsible for same, but rather, the compensation to be paid hereunder by the CITY to CONSULTANT shall be the full compensation and monies required of CITY to be paid to CONSULTANT.

CONSULTANT hereby warrants and indemnifies CITY for and from any and all costs, fees, expenses and/or damages incurred by CITY as a direct or indirect result of any statutory, contractual or other claim for wages, benefits or otherwise by any employees, contractors, subcontractors, outside sources or other persons of the CONSULTANT regarding or related to the subject matter of this AGREEMENT.

### 4.) Designation of Duties

CONSULTANT shall receive project direction from the CITY's primary contact person, the Community Development Director, City of Kent. If the CITY changes its designated primary contact person during the course of the project, the CITY commits to identifying an alternate person to facilitate communication between the CONSULTANT and the CITY.

### 5.) Scope of Services

The CONSULTANT agrees to perform and invoice for the services needed to complete the update to the "Comprehensive Community Housing Study and Needs Analysis" as identified in the Scope of Services set forth in attached EXHIBIT A. CONSULTANT shall be responsible for the completion of the Scope of Services in a manner consistent with the degree of care and skill ordinarily exercised by professionals currently practicing under similar circumstances.

No other costs, rates, or fees shall be payable to the CONSULTANT for services performed hereunder. The terms and conditions specified in this AGREEMENT constitute the entire AGREEMENT governing the purchase of services by the CITY from the CONSULTANT and shall supersede any terms and conditions which may accompany CONSULTANT's invoice/proposal/estimate.

### 6.) Applicable Laws, Remedies

This AGREEMENT shall be governed in accordance with the laws of the State of Ohio. All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the CONSULTANT arising out of or relating to this AGREEMENT or its breach will be decided in a court of competent jurisdiction within the County of Portage, State of Ohio.

### 7.) Payment/Invoice Submittal

Fee shall be paid for services rendered following: (1) The City's receipt of a correct invoice, which designates the specific applicable charges, and (2) issuance of an approved purchase order. The City will not be subject to any late payment fees. Rates shall be firm during the term of this AGREEMENT.

All invoices shall be submitted to:

Community Development Director  
Community Development Department  
City of Kent  
930 Overholt Road  
Kent, Ohio 44240

Electronic invoicing is acceptable and can be submitted via email to [bridget.susel@kentohio.gov](mailto:bridget.susel@kentohio.gov)

8.) Modifications

No modification, amendment, alteration, addition, or waiver of any section or condition of this AGREEMENT shall be effective or binding unless it is in writing and signed by an authorized representative of the CITY and the CONSULTANT and approved by the appropriate CITY authorities.

9.) Agreement Termination

If either the CITY or the CONSULTANT violates any material term or condition of this AGREEMENT or fails to fulfill in a timely and proper manner its obligations under this AGREEMENT, then the aggrieved party shall give the other party (the “responsible party”) written notice of such failure or violation. The responsible party will correct the violation or failure within fourteen (14) calendar days or as otherwise mutually agreed. If the failure or violation is not corrected, this AGREEMENT may be terminated immediately by written notice from the aggrieved party.

When it is in the best interest of the CITY, the CITY may terminate this AGREEMENT, in whole or in part by providing fourteen (14) calendar days written notice to the CONSULTANT prior to the effective date of termination. If this AGREEMENT is terminated, the CITY is liable only for payments required by the terms of this agreement for services received and accepted by the CITY.

10.) Nonexclusive Remedies

The remedies provided for in this AGREEMENT shall not be exclusive but are in addition to all other remedies available under the law.

11.) Survivorship

All services executed pursuant to the authority of this AGREEMENT shall be bound by all of the terms, conditions, price discounts and rates set forth herein, notwithstanding the expiration of the initial terms of this AGREEMENT or any extension thereof. Further, the terms, conditions, and warranties contained in this AGREEMENT, that by their sense in context are intended to survive the completion of the performance, cancellation or termination of this AGREEMENT, shall so survive.

12.) Save Harmless

CONSULTANT shall protect, indemnify and hold the CITY harmless from and against any damage, cost, or liability, including reasonable attorneys’ fees resulting from claims for any and all injuries to persons or damage to property arising from intentional, willful, or negligent acts or omissions of CONSULTANT, its officers, employees, agents, or subconsultants.

13.) Severability

If any term or condition of this AGREEMENT, or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications

which can be given effect without the invalid term, condition or application; to this end the terms and conditions for the AGREEMENT are declared severable.

14.) Assignment

This AGREEMENT may not be assigned or otherwise transferred to others by the CONSULTANT without the prior written consent of the CITY. If this AGREEMENT is assigned, it shall inure to the benefit of and be binding upon any respective successors and assigns of the CONSULTANT.

15.) Authority to Bind

The signatories to this AGREEMENT represent that they have the authority to bind themselves and their respective organizations to this AGREEMENT.

16.) Workers' Compensation

The CONSULTANT shall furnish documentation which demonstrates workers' compensation insurance is current and in the amount required by State of Ohio law.

17.) Insurance

CONSULTANT shall provide a Certificate of Insurance for general liability insurance for a combined single limit for both personal bodily injury and property damage in the amount of two million dollars (\$2,000,000.00) naming the City of Kent as coinsured and as the certificate holder.

18.) Payment of Income Taxes

If applicable, the CONSULTANT shall be current at all times in paying income tax due to the City of Kent, Ohio and in withholding the proper amount of income tax due the CITY from its employees.

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IN WITNESS WHEREOF, the CITY and the CONSULTANT have executed this AGREEMENT as of the date first above written.

**CONSULTANT / UP Development Planning, LLC:**

*Isaac Kwon*

\_\_\_\_\_  
Isaac Kwon, Principal

**CITY OF KENT:**

*Dave Ruller*

\_\_\_\_\_  
Dave Ruller, City Manager  
City of Kent, Ohio

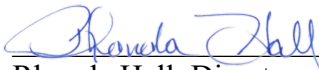
Approved as to Form:

*Hope Jones*

\_\_\_\_\_  
Hope Jones, Law Director  
City of Kent, Ohio

**CERTIFICATE OF DIRECTOR OF BUDGET AND FINANCE**

It is hereby certified that forty thousand dollars and no cents (\$40,000.00) required to meet the contract, agreement, obligation, payment of expenditure, for the above, has been lawfully appropriated or authorized or directed for such purposes and is in the City Treasury or in the process of collection to the credit of the General Fund funds free from any obligation or certificates now outstanding.



\_\_\_\_\_  
Rhonda Hall, Director of Budget and Finance  
City of Kent, Ohio

## EXHIBIT A – SCOPE OF SERVICES

### Service Area

The area to be covered in this update to the Housing Study is the City of Kent, Ohio. Consideration should be given to housing demand and availability within adjacent communities and the Akron Metropolitan Statistical Area (MSA) and their effect on Kent, as needed.

### Research Focus & Minimum Required Data Elements

The consulting firm selected to complete the update to the Housing Study is free to develop a specific methodology(s) as it deems to be appropriate. The study update should build upon the information and findings of the [2016 Comprehensive Community Housing Study and Needs Analysis \(March 1, 2016\)](#), and the final document should, at a minimum, address the following data elements:

- 1. Housing Survey: Quantify the existing housing stock.**
  - By tenure: rental (market rate, student-by-unit, student-by-bed, affordable/voucher-based, special needs), owner-occupied, on-campus student housing;
  - By rental type: for-profit owned, non-profit owned, public housing;
  - By type: single family, multi-family (identified by number of units, number of beds), manufactured, town home, condominium, cluster, mobile;
  - By value: property valuation ranges in geographic concentrations; rental income generated by singly family and multi-unit housing stock;
  - By age, condition and amenities;
  - Pending housing developments, if any, and capacity to add new inventory within the City.
  
- 2. Demographics and Economics: Quantify, analyze and project pertinent demographic characteristics of households and economic attributes of the community.**
  - Population, socioeconomic, employment, age, educational attainment, etc.;
  - Housing cost burden by housing tenure and household income (moderate cost burden: 31-50% of gross income; severe cost burden: exceeds 50% of gross income);
  - Concentrations of households at 100%, 80%, 50% and 35% of area median income;
  - University enrollment and retention trends;
  - Analysis of commuter vs. off-campus and on-campus students.
  
- 3. Housing Supply and Demand: Examine the nature and extent of short-to-mid-term housing supply and demand and relevant associated metrics and factors.**
  - New housing absorption rate, vacancy rate, geographic distribution, etc. by tenure;
  - Sales price range: listing price vs. actual sale price and length of time on market;
  - Residential property valuation trends by tenure;
  - By demographics – categories outlined in item 2 above; families, students, young professionals, immigrants, age restricted, etc.
  
- 4. Other Housing Topics: Other housing issues/trends.**
  - Foreclosures, pre-foreclosures, short sales and trends;
  - Infrastructure capacity and challenges;
  - Consumer preferences: housing, neighborhoods and community amenities;

- Availability of financing and lending environment (developers, homebuyers, etc.);
- Competitive advantages of Kent vs. other housing markets in the area/region;
- Housing affordability compared to other markets in the area/region;
- Existing housing programs and implementation strategies.

**5. Overall Findings and Recommendations: Identify and summarize gaps, trends, what is anticipated, public policy and action item recommendations related to the topics identified in items 1 through 4 above.**

- Rental market analysis, including on and off-campus student housing;
- Owner-occupied market analysis;
- Identify emerging short-to-mid-term demographic, economic and housing trends that may indicate a change in the types of issues that need to be taken into consideration in the public policy decision making process;
- Identify gaps in the community’s existing housing market and recommend measures to fill those gaps to best meet the needs of current residents and approaches to attracting new residents;
- Identify types of housing that will be supported, what demographic profiles should be pursued for said housing and what housing demands will likely not be met without subsidy, incentives, innovative programs, code revisions, etc.;
- Identify established programs and new initiatives the City of Kent should continue, or seek, to provide for the development and/or redevelopment of necessary housing;
- The bottom line is, does Kent have and/or is it developing adequate housing of all types to satisfy the needs of its residents (both permanent and student) now as well as in the future? If not, identify what housing is needed and what programs should/could the community develop to facilitate said housing.

Deliverables and Timeline

The selected consulting firm will provide preliminary findings to the City during the research process at which time refinements to the update to the Housing Study can be requested. The consultant will provide a final report and make a presentation to Kent City Council.

The final report should be delivered to the community both as a PDF file and in hard copy format consisting of twenty (20) bound copies. An electronic copy of the City Council presentation materials should be provided as well.

Planned Timeline for Study Process

- |   |                |
|---|----------------|
| • City of Kent Publishes RFQ            | March 16, 2026 |
| • Response to RFQ due to City of Kent   | April 9, 2026  |
| • Selection of Consultant               | April 2026     |
| • Execution of Contract for Services    | May 2026       |
| • Submit/Present First Draft for Review | August 2026    |
| • Final Draft Presentation              | October 2026   |
| • All Work Products Due                 | November 2026  |



Increasing our clients'  
profitability through  
smart consulting™

March 5, 2026

# City of Kent, Ohio KERAMIDA PROPOSAL

P32679

Greenhouse Gas Consulting Services

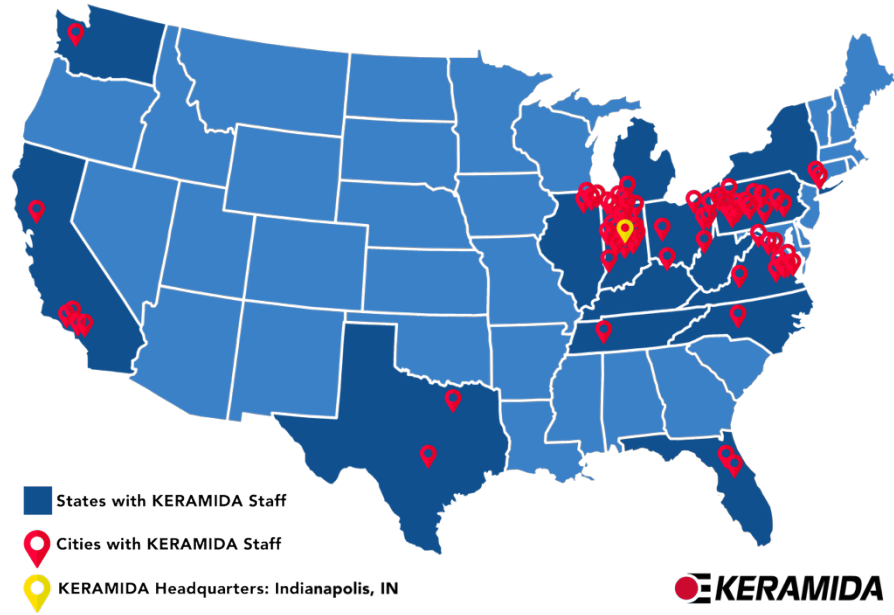
**PREPARED FOR:**

Julie Morris  
Sustainability Coordinator  
Kent, Ohio  
[Julie.Morris@KentOhio.gov](mailto:Julie.Morris@KentOhio.gov)



## Our Presence:

- California
- Florida
- Illinois
- Indiana
- Kentucky
- Michigan
- NYC
- North Carolina
- Ohio
- Pennsylvania
- Tennessee
- Texas
- Virginia
- Washington
- Washington DC
- West Virginia



**Trusted by  
industry  
giants**

### Clients include:

- Major U.S Cities
- Multi-County Council of Governments
- Leading K12 Educational Institutions

## Our Project Footprint:

### North America

- Canada
- Mexico
- USA

### South America

- Argentina
- Brazil
- Paraguay

### Europe

- Bulgaria
- France
- Germany
- Greece
- Ireland
- UK

### Asia

- China
- India
- Philippines
- Saudi Arabia
- Singapore
- United Arab Emirates



Dear Ms. Morris,

KERAMIDA appreciates the opportunity to provide our services in support of Kent's continuous efforts to assess Greenhouse Gas emissions for climate action implementation. The attached proposal outlines how our Livable Cities Practice can partner with your community to meet these requirements while advancing broader goals of resilience, sustainability, and livability.

KERAMIDA is proud to be a **trusted partner** to **municipalities, counties, regions,** and **campuses** across the nation. KERAMIDA's Livable Cities team has delivered over **20 Climate Action Plans and Implementation Roadmaps** within the last five years, supported by extensive stakeholder workshops and advisory committees.


As a multidisciplinary sustainability and EHS consulting firm, KERAMIDA brings together engineers, scientists, strategists, and community organizers to develop Climate Action Plans, resilience strategies, and implementation roadmaps that are both science-based and community-driven. Our Livable Cities team combines deep technical expertise with on-the-ground engagement, ensuring that every community receives actionable, equitable, and tailored solutions tailored to its needs.

Thank you for your time and consideration. If this proposal is acceptable to you, please notify us by returning a signed copy of the attached proposal acceptance sheet. Should you have any questions or wish to discuss further, please don't hesitate to reach out.

Sincerely,  
KERAMIDA Inc.

A handwritten signature in cursive script that reads 'Maddy Osswald'.

**Maddy Osswald, MBA**  
Vice President, Sustainability

A handwritten signature in cursive script that reads 'Emilee O'Neill'.

**Emilee O'Neill**  
Vice President, Sustainability Strategy and Reporting

## FIRM DESCRIPTION

### About KERAMIDA

#### EST. 1988 AS ONE OF THE FIRST SUSTAINABILITY ADVISORY FIRMS IN THE U.S.

KERAMIDA professionals are global strategic advisors for sustainability, environmental, health & safety, and engineering matters. KERAMIDA is an international, multidisciplinary Sustainability and EHS consulting firm grounded in evidence-based research and development. Founded in 1988 by Dr. Vicky Keramida, our professionals advise financial institutions, industry, businesses, universities, and governments worldwide on strategy, implementation, compliance, reporting, training, community engagement, and assurance.

Our Team of over 140 professionals includes more than 30 sustainability specialists who possess a deep understanding of ESG standards and sector-specific requirements. KERAMIDA’s unique cross-functional and science-led approach integrates our sustainability expertise in strategy, technical, regulatory, reporting, planning, verification, and auditing with our valuable EHS knowledge and experience.

#### KERAMIDA’S SERVICES

- Strategy & Planning
- GHG Emissions Inventories
- Decarbonization Strategies
- Sustainability Audits
- Energy Audits
- ESG Assurance
- Reporting
- ESG Regulatory Compliance
- Climate Change Risk Assessment
- Benchmarking
- Climate Action Plans
- Climate Transition Plans
- Climate Scenario Analysis
- Materiality & Double Materiality
- Stakeholder Engagement
- Circular Economy
- Life Cycle Assessment
- Sustainability Management System Development
- Training for Investors, Boards, and Executives
- Procurement/Supply Chain Management
- Envision & LEED

#### SECTORS WE SERVE

- Aerospace
- Agriculture
- Automotive
- Biosciences
- Cities / States
- Commercial Development
- Construction
- Fashion
- Financial Institutions
- Food
- Healthcare / Pharma
- Insurance
- Manufacturing
- Mass Media
- NGOs
- Oil & Gas
- Power Companies
- Private Equity
- Renewable Energy
- Schools / Universities
- Sports
- Steel & Other Metals
- Tech
- Transportation
- Utilities
- Wine

# Certifications

**KERAMIDA IS A WBENC-CERTIFIED WOMAN-OWNED BUSINESS.**



## KERAMIDA COMPANY SUSTAINABILITY CERTIFICATIONS

- AA1000 Licensed Assurance Provider
- California Air Resources Board (CARB) Accredited Verification Body
- CDP Global Gold Verification Provider
- CDP Silver Consultancy Solutions Provider in the U.S.
- ClimateView Accredited Partner
- Envision Qualified Company
- GRI Certified Training Partner in the U.S.
- GSCC-Approved Certification Body for the Steel Climate Standard
- IFRS Consultant Content Program Member



## STAFF SUSTAINABILITY & GHG CERTIFICATIONS

- Registered Professional Engineers (PE)
- Chartered Public Accountant (CPA, CA)
- **Sustainability**
  - Certified Energy Manager (CEM)
  - Urban Greenhouse Gas Inventory Specialist
  - Certified TRUE Advisors
  - Envision Sustainability Professionals (ENV SP)
  - LEED Green Associates (LEED GA)
  - LEED AP Building Design + Construction (LEED AP BD+C)
  - Project Management Certification
  - Accredited Auditors for CSWA Certified Sustainable Program
  - Aluminum Stewardship Association Registered Specialist
  - GRI Certified Sustainability Professionals
- **Verification / Assurance**
  - California ARB GHG Lead Verifiers
  - California ARB GHG Lead Verifier, Oil and Gas Accredited
  - California ARB LCFS Lead Verifier, Alternative Fuel Transactions
  - California ARB LCFS Lead Verifier, Petroleum-Based Fuel Reports
  - Oregon DEQ Lead GHG Verifier - Process Emissions
  - Oregon DEQ Lead GHG Verifier - Stationary Source Emissions
  - Oregon DEQ Lead GHG Verifier - Natural Gas Systems
- **Environmental, Health and Safety**
  - Certified Industrial Hygienists (CIH)
  - Certified Safety Professionals (CSP)
  - Certified ISO 14001 Lead Auditors
  - Certified ISO 45001 Lead Auditors
  - Licensed Professional Geologist (LPG)

## LIVABLE CITIES TEAM OVERVIEW

KERAMIDA's Livable Cities Practice is a multidisciplinary team grounded in evidence-based research and practical implementation. Our engineers, scientists, strategists, and community organizers collaborate with municipalities, regions, campuses, and school districts nationwide to develop strategies that are both science-based and people-centered. We are proud to be a WBENC-Certified Woman-Owned Business, a USGBC member, and the first consulting firm in the United States to integrate ClearPath 2.0 dashboards into city planning.

Our team of over 30 sustainability experts combines technical excellence with authentic community engagement, making KERAMIDA uniquely qualified to deliver solutions that are actionable, equitable, and tailored to each community's specific needs. We provide a full range of services, including greenhouse gas inventories, reduction modeling, Climate Action Plans, resilience and vulnerability assessments, implementation roadmaps, built environment certifications (LEED, WELL, and Envision), sustainability management planning, education and training, and ongoing advisory support. Together, these services help communities reduce emissions, strengthen resilience, and achieve co-benefits that improve public health, equity, and long-term economic vitality.

### KERAMIDA'S LIVABLE CITIES CAPABILITIES & SERVICES

- Project Management
- Greenhouse Gas Inventories (BASIC, BASIC+, ICLEI, Municipal, etc.)
- Reduction Modeling
- Data Management
- Climate Action Planning
- Implementation Analyses
- Engagement and Education
- Design and Material Branding
- Implementation Road Mapping
- Sustainability Management Plans
- ENVISION Certification
- LEED, WELL, and other Green Building Certifications
- Auditing Services
- Climate Resiliency and Vulnerability Assessment

### ENTITIES WE SERVE

- Municipal Government Departments
- City, County, and Village Governments
- State-Level Government Agencies
- Community-Based Nonprofit Organizations
- Metropolitan Statistical Areas (MSAs)

- Council of Governments (COGs)
- K-12 Public School Districts and Charter Schools
- Colleges and Universities
- Design, Engineering, and Construction Firms
- Airport Authorities and Aviation Facilities

## LIVABLE CITIES PROJECT EXPERIENCE

Below is a list of projects our Livable Cities team has worked on, contributed to, or completed over the past three years. We can provide cut sheets for any project listed or more information on our other sustainability focus areas.

### Active

- Milwaukee, WI Climate Action Advisory and Support
- Prairie Village, KS Community Climate Action Guide
- Annapolis, Maryland Community Climate Action Plan
- Winnetka, Illinois Community Climate Action Plan
- Comprehensive Climate Action Plan for the Grand Rapids MSA
- Comprehensive Climate Action Plan for the New Haven-Milford MSA
- Comprehensive Climate Action Plan for the Lexington-Fayette MSA
- Comprehensive Climate Action Plan for the East Central Iowa MSA

### Complete

- Fort Wayne, IN Climate Action Plan Update and Implementation Roadmap
- Naperville, IL School District Climate Action Plan
- Prairie Village, KS Municipal Climate Action Plan (see below)
- Evansville, IN Energy Audits Climate Action Plan Update
- Norwalk, CT Sustainability and Resilience Plan & GHG Inventory
- Priority Climate Action Plan for the Grand Rapids MSA
- Priority Climate Action Plan for the Louisville MSA
- Kent, OH Climate Action Plan (see below for more details and a reference)
- Multi-Billion Dollar Infrastructure Project Sustainability Management Plan
- Buckeye Construction - Three Rivers Rehabilitation
- Renew America's Nonprofits - Medici Energy Audits

## PROPOSED SCOPE OF WORK

### Phase 0. Project Management

KERAMIDA will oversee all aspects of project execution from kick-off through final delivery, ensuring clear communication, quality assurance, and timely completion of deliverables. The KERAMIDA Project Manager (PM) will be the primary point of contact, coordinating team activities, managing progress, and facilitating stakeholder engagement.

Key project management deliverables include:

- A comprehensive Project Plan
- Project Meeting Notes
- Bi-weekly Check-In Meetings with the Kent Team

#### PROJECT PLAN

KERAMIDA will collaborate with the Kent Team to develop a Project Plan that defines the project workflow, timeline, deliverables, communication strategy, and quality control procedures. The plan will include a detailed flowchart of tasks and deliverables. A Kick-Off Meeting will confirm:

- Timeline and milestones
- Deliverables and review process
- Key stakeholders and communication protocols

#### BI-WEEKLY CHECK-IN MEETINGS

The KERAMIDA Project Manager will lead bi-weekly meetings to share updates on task status, budget, and schedule, and to address emerging needs. Additional sessions will be scheduled around key milestones or deliverable deadlines. KERAMIDA will prepare and distribute written meeting notes to all participants within five business days, summarizing key discussion points, decisions, and action items.

#### QUALITY CONTROL PROCEDURES

KERAMIDA's quality control approach ensures consistency, accuracy, and transparency across all deliverables. The Project Plan will include a Quality Control (QC) section detailing:

- Document Management: All project files will be stored in a centralized, cloud-based document register with version control and standardized naming conventions. Regular backups will prevent data loss, and the Kent Team will have access to current versions of key documents throughout the project.
- Deliverable Review Process: Each deliverable will include a one-week review period for the Kent Team, during which stakeholders can provide feedback. We will maintain a QA log that documents all changes between the draft and final versions, including a rationale for each revision.

- Budget and Schedule Oversight: Bi-weekly meetings will include budget status updates and timeline reviews. Any risks to the schedule or budget will be flagged promptly, and contingency strategies will be discussed collaboratively.
- Final Deliverable Handoff: At project close, all files, data, and tools will be securely transferred to the Kent Team via SharePoint or physical media, with documentation to support long-term use and maintenance.

## **COMMUNICATION AND COLLABORATION TOOLS**

KERAMIDA proposes using collaboration tools for ongoing communication and to align project objectives and timelines. KERAMIDA recommends the following tools, but is happy to adjust to the Project Team's preferences. Access and training for all tools will be provided to ensure all partners are fully engaged and aligned.

- SharePoint for document sharing and version control
- Asana for task tracking, timeline management, and coordination

## **PROJECT TEAM COORDINATION**

To ensure inclusive and expert-informed planning, KERAMIDA will help establish a core Project Team comprising relevant municipal staff and the KERAMIDA team. This team will guide the project throughout its duration, reviewing major deliverables and advising on key decisions.

During the Kick-Off phase, KERAMIDA will work with the Kent Team to identify core team members for the Project Team. Member responsibilities will include:

- Attending biweekly and milestone check-ins
- Supporting KERAMIDA's data collection efforts
- Reviewing key deliverables and strategy options

KERAMIDA will facilitate coordination among the Project Team to ensure alignment, minimize duplication, and advance community-driven climate solutions.

## **Phase 1. Greenhouse Gas (GHG) Inventory**

The tasks required for this service are outlined below, each with a designated deliverable. Throughout the duration of this service, KERAMIDA will provide the following deliverables:

- Data Request Forms
- Community GHG Inventory

### **TASK 1.1 SCOPING AND DATA COLLECTION**

KERAMIDA will review previous GHG inventories and all available emissions data to establish a consistent accounting and reporting framework that aligns with the agreed-upon inventory methodology or standard (e.g., Global Protocol for Community Greenhouse Gas Inventories (GPC)).

After assessing the existing data, KERAMIDA will develop targeted data requests to obtain the information needed for the GHG inventory. We will collaborate with the Kent Team to identify suitable contacts for distributing and tracking these requests, while also establishing data collection systems that can support future inventory cycles.

Additionally, KERAMIDA will conduct a training session for Kent staff to review the scope, boundary, baseline year, and overall expectations for the GHG inventory. This session will guide participants through the data collection process, familiarizing them with the required datasets, potential data sources, and the procedures used to compile and validate the inventory.

**Deliverable:** Data Request Forms and Training

**Timeline:** 4-6 weeks

### **TASK 1.2 COMMUNITY-WIDE GHG INVENTORY**

KERAMIDA will create a comprehensive, BASIC-level GHG inventory, following the GPC methodology. The specific year for the updated inventory will be discussed and decided during the kickoff call (2024 vs. 2025). This inventory will measure emissions across all relevant scopes and sectors, serving as an update to the 2022 inventory. Our approach includes:

- Engaging with utilities, transportation agencies, and other stakeholders to gather data in the following sectors:
  - Residential, Commercial, Institutional/Municipal, and Industrial Buildings
  - Utility and Power Generation
  - Personal and Public Transportation
  - Solid Waste, Composting, Recycling
  - Water and Wastewater
- Identifying data limitations or gaps and applying our robust process for determining the most accurate proxy data and modeling solutions, if necessary.
- Reporting emissions in MT CO<sub>2</sub>e, with detailed sectoral analyses.

The community-wide inventory will serve as a critical update to the previous inventory and as valuable input for implementation of the City's Climate Action Plan.

**Deliverable:** Community GHG Inventory Report

**Timeline:** 2-3 months

## KEY INDIVIDUAL RESUMES

Below are the bios of the key staff assigned to the project. In addition to the team listed below, KERAMIDA has a robust pool of over 30 sustainability professionals and more than 100 environmental professionals available for consultation if their expertise is needed.

**Maddy Osswald**, Vice President, Sustainability

Ph: (419) 708-6364 | E: [mosswald@keramida.com](mailto:mosswald@keramida.com) | 5+ Sustainability & Environmental Services

Role: Senior Technical Advisor / Project Manager

Maddy Osswald is the Vice President of Operations for KERAMIDA's Sustainability Division. She serves as the firm's Senior Technical Advisor for community and municipal GHG inventory development and will serve as the Project Manager. Ms. Osswald has led numerous municipal and community GHG inventories, inventory re-baselining efforts, and emissions-reduction analyses, supporting climate action planning, target-setting, and long-term decarbonization strategies. Her technical expertise spans Scope 1, 2, and 3 emissions, scenario modeling, and development of reduction pathways to support data-driven decision-making. She began her career in environmental compliance, where she developed a strong foundation in air emissions reporting before transitioning into sustainability and GHG accounting. This background enables her to bring a rigorous, practical approach to community-scale climate planning and implementation. She holds a B.S. in Environmental and Ecological Engineering and an MBA from Purdue University.

**Martina Macaggi**, Senior Analyst, Sustainability

Ph: (317) 741 1539 | E: [mmacaggi@keramida.com](mailto:mmacaggi@keramida.com) | 5+ Sustainability & Environmental Services

Role: Project Manager

Ms. Martina Macaggi is a Senior Analyst at KERAMIDA's Indianapolis office, where she leads GHG accounting, verification, and emissions reduction modeling for municipal and corporate clients. A core member of the Livable Cities team, she has contributed to six major projects advancing low-carbon development, climate resilience, and equitable clean energy transitions. With expertise in inventory development, policy evaluation, and scenario modeling, she translates complex data into actionable climate strategies. Ms. Macaggi is highly proficient in Power BI and ICLEI ClearPath and is a City Climate Planner-certified Urban GHG Inventory Specialist. She holds a B.S. in Environmental and Ecological Engineering from Purdue University.

## PROPOSAL PRICE

### Estimated Price

KERAMIDA will invoice the project fee at the completion of each Phase, based on the fees outlined below. This milestone-based approach ensures invoices align with tangible project progress and deliverables. Alternative invoicing arrangements (e.g., monthly billing) can be accommodated upon request.

PHASE	COST
Phase 0. Project Management	\$2,250
Phase 1. GHG Inventory	\$10,250
<b>TOTAL</b>	<b>\$12,500</b>



## REFERENCES

### City of Milwaukee, Wisconsin

#### MUNICIPAL GHG DASHBOARD DEVELOPMENT AND TRAINING

Project Dates	January 2025 - July 2025
Project Location	Milwaukee, Wisconsin
Client Name	Erick Shambarger
Client Phone Number	414-708-9187
Client Email	<a href="mailto:eshamb@milwaukee.gov">eshamb@milwaukee.gov</a>
Client Testimonial	Thank you again for your hard work. We got great feedback on the dashboard from our meeting with the Mayor and his team yesterday!
Services Provided	Greenhouse Gas Inventory, Data Management, Engagement, and Education
Team Members	Emilee O’Neill, Martina Macaggi
Deliverable	<a href="https://app.climateview.global/public/board/b7b9ec06-dbb5-4d4c-88e8-8ca1b6134765?tab=transitions">https://app.climateview.global/public/board/b7b9ec06-dbb5-4d4c-88e8-8ca1b6134765?tab=transitions</a>  <a href="https://app.climateview.global/public/board/42cf55ee-5d17-479f-88a5-6ae49c45ff41?tab=transitions">https://app.climateview.global/public/board/42cf55ee-5d17-479f-88a5-6ae49c45ff41?tab=transitions</a>
Project Description	<p>Building on its earlier work, Milwaukee again partnered with KERAMIDA to develop advanced data tools and build internal staff capacity for ongoing climate data management. This project focused on completing updated municipal GHG inventories for 2023 and 2024, developing a fully customized Power BI dashboard, and conducting staff training.</p> <p>These inventories established up-to-date baselines and provided trend data on municipal emissions performance. Using this data, KERAMIDA designed and built a customized Power BI dashboard tailored to Milwaukee’s needs. The dashboard integrated GHG emissions data with other environmental and climate performance indicators, enabling city staff to monitor progress in real-time and generate tailored reports.</p> <p>To ensure the City could independently maintain and use the new tools, KERAMIDA led a staff capacity-building workshop. This training equipped staff with the skills to update inventories, manage the dashboard, and utilize data for strategic planning and reporting.</p> <p>Through this project, Milwaukee gained not only updated emissions data but also the tools and expertise needed to sustain long-term climate data management in-house.</p>

## City of Evansville, Indiana

### RESILIENCY ASSESSMENT & CLIMATE ACTION PLAN UPDATE

Project Dates	June 2024 - July 2025
Project Location	Evansville, Indiana
Client Name	Lauren Norvell, Climate Action Director
Client Phone Number	812-436-7019
Client Email	<a href="mailto:lnorvell@evansvillegov.org">lnorvell@evansvillegov.org</a>
Client Testimonial	"I love it! It looks fantastic. THIS is exactly what I had in mind for our CAP! Professionally done, science-based, well-thought-out, and thorough. Well done! Thank you so much for all of your persistence and hard work to make this happen."
Services Provided	Greenhouse Gas Inventory, Reduction Modeling, Climate Action Planning, Engagement and Education, Plan Finalization, Energy Audits
Team Members	Maddy Williams, Steve Loria
Deliverable	<a href="https://evansvilleclimate.com/projects/climate-action-plan-revision">https://evansvilleclimate.com/projects/climate-action-plan-revision</a>
Project Description	<p>The City of Evansville, Indiana, engaged KERAMIDA to update its previous CAP, perform building energy audits, and conduct a comprehensive Resiliency Assessment.</p> <p>KERAMIDA began by reviewing the existing CAP alongside climate-related reports and benchmarking analyses from peer communities to identify gaps and opportunities for improvement, ensuring that the updated plan would be both comprehensive and aligned with leading practices.</p> <p>To provide a foundation for the update, KERAMIDA conducted 12 on-site energy audits across municipal operations following ASHRAE Level 1 guidance. These audits revealed opportunities for energy efficiency improvements and informed the prioritization of new reduction strategies.</p> <p>Additionally, KERAMIDA conducted a comprehensive Resiliency Assessment, which examined climate hazards, potential impacts, risks, and potential adaptation strategies. This assessment enabled Evansville to integrate resilience considerations directly into the updated CAP, ensuring that the City is not only reducing emissions but also preparing for future climate impacts.</p> <p>By combining updated energy data, resilience planning, and stakeholder input, KERAMIDA delivered an enhanced Climate Action Plan that equips Evansville with a stronger, more adaptive framework to guide future sustainability investments.</p>

**PROPOSAL ACCEPTANCE SHEET**

Description of Services: Greenhouse Gas Consulting Services  
Proposal No. and Date: P32679, March 5, 2026

**FOR APPROVAL AND PAYMENT OF CHARGES:** If approval and payment are not handled by the same individual, please indicate the appropriate name(s).

**Charge Invoice to the Account of:**

**Firm/Company:** City of Kent, OH  
**Attention:** Julie Morris  
**Email:** [Julie.Morris@KentOhio.gov](mailto:Julie.Morris@KentOhio.gov)

**PAYMENT TERMS:**

Cost & Invoicing: As outlined in Proposal 32679.

Invoicing: KERAMIDA will submit invoices upon completion of each milestone, as described above.

Late Fees & Expenses: If payment is not made within 30 days after the invoice date, a late payment charge of 1.5% per month will be added.

**PROJECT ACCEPTANCE:** The Terms and Conditions of this Proposal, including the Terms on this page and the attached General Terms and Conditions, are hereby accepted as of the date shown below.

\_\_\_\_\_  
Name of authorized representative

\_\_\_\_\_  
Title of authorized representative

\_\_\_\_\_  
Signature

Full Sail University Simulation Engineering B.S. Online degree program estimated financial aid award for Joshua Appleman. Amounts based on the Estimated Financial Aid Award Letter received on 4/14/26.

			Tuition	Student responsibility to be paid and reimbursed*	Momentum Scholarship*
<b>Fiscal Year 2026</b>					
Academic Year 1	Semester 1	5/4/26-8/30/26	14890	9402	5488
Academic Year 1	Semester 2	8/31/26-12/20/26	8890	0	8890
<b>Fiscal Year 2027</b>					
Academic Year 2	Semester 1	1/4/27-5/2/27	9890	9890	0
Academic Year 2	Semester 2	5/3/27-8/29/27	8890	502	8388
Academic Year 3	Semester 1	8/30/27-12/19/27	8890	8890	0
<b>Fiscal Year 2028</b>					
Academic Year 3	Semester 2	1/3/28-4/30/28	8890	3480	5410
Academic Year 4	Semester 1	5/1/28-7/23/28	6660	6660	0
Total tuition due			67000	Student total paid to be reimbursed*	Scholarship total paid*
				38824	28176

\* Student payment will be applied to tuition each academic year before any applicable scholarship funds are applied to the remaining tuition due for both semesters of that academic year. Momentum Scholarship has been approved/awarded for the first academic year and will be reviewed each following academic year to verify continued eligibility. Amounts of student responsibility and scholarship awards for Academic Years 2-4 are projected estimates based on the current information available.

# memo

## CITY OF KENT PARKS AND RECREATION DEPARTMENT

**To:** Rhonda Hall, Budget & Finance Director  
**From:** Angela Manley, Parks & Recreation Director  
**Date:** April 29, 2026  
**Re:** Appropriation Request

---

We would like to request an appropriation, as previously approved, to supplement the new position of Program and Behavior Support Coordinator in the amount of \$50,000, to the following line item in the 2026 Budget:

<b>Account Line</b>	<b>Amount</b>
106-03-530-303-7001	\$50,000.00

---



# City of Kent Fire Department

320 S. Depeyster Street • Kent, Ohio 44240  
P: (330) 676-7393 F: (330) 676-7374



Date: April 29, 2026

To: Dave Ruller, City Manager  
Rhonda Hall, Director Budget & Finance

From: James Samels, Fire Chief

Re: Donation to the Fire Dept.

---

Dave,

Recently the fire department received a donation of \$2,100 from the PI KAPPA ALPHA FRATERNITY (KSU) that was part of a recent 50/50 raffle that their chapter hosted. They have done volunteer hours at the fire department in prior years and will be volunteering again on May 9, 2026. I spoke with their chapter President Nikolas Roldan, that requested we use the money “however we would like to so it helps with equipment or community safety.” I would like to use this money to purchase carbon monoxide (CO) detectors that can be placed in homes or apartments whenever someone is in need.

I am requesting that these funds be accepted and allocated to the **Fire Prevention operating line 128-01-510-109.7420**. These funds could be used to purchase the CO detectors that will benefit residents in the community.

Thank you for your consideration.

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall  
Dave Ruller

FROM: Jim Bowling

DATE: April 20, 2026

RE: American Rescue Plan Act (ARPA) and Sewer Funds - Appropriation Modification Request

The Service Department requests the following appropriation modifications to the ARPA (138) and Sewer (202) Funds. These adjustments will ensure full use of available local ARPA (138) funds. Because an existing ARPA funded project was completed under budget, we are requesting to replace Sewer funds with the remaining ARPA (138) funds for the Influent Headworks Building project (Project #2021WRF007). The requested modifications are:

**Sewer Fund (202) Modifications:**

- *Influent Headworks Building (2021WRF007)* – Reduce Appropriations by \$23,388.56

**ARPA Fund (138) Modifications:**

- *Influent Headworks Building (2021WRF007)* – Appropriate \$23,388.56

Thank you for your consideration of this request.

c: Melanie Baker  
Brian Huff  
Cori Finney  
Cathy Wilson



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 21, 2026

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director *BOS*

RE: Proposed Text Amendments to Zoning Code

---

The Community Development Department has identified proposed text amendments to incorporate into various chapters of the City of Kent Zoning Code. The attached proposed text amendments have been grouped into two subsets. The first set of proposed text amendments will provide greater specificity in certain sections of the code and add new definitions for better clarity and regulatory enforcement.

The second subset of proposed text amendments all relate to the establishment of a new zoning land use category, associated definitions, and regulations for single family rental properties. The City currently has a legal decision pending at the Ohio Supreme Court that is associated with the City's current limit of no more than two unrelated residents permitted in single family rental properties. The City's Zoning Code regulations regarding this matter have been upheld by the Eleventh Appellate District Court of Appeals in two different unanimous court rulings. The Community Development and Law Departments, however, have developed proposed text amendments to address occupancy standards through regulations associated with facilities available inside the property and on-site parking requirements if the Appellate Court's rulings are overturned. This second subset of proposed text amendments will not be legislatively authorized until it is determined if they are necessary, once a ruling is issued by the Ohio Supreme Court.

Staff met with the Planning Commission on May 19, 2026 to discuss the proposed text amendments and the Planning Commission voted unanimously to recommend Kent City Council approve all of the proposed text amendments.

The following chapters incorporate proposed text amendments:

- CHAPTER 1102: DEFINITIONS
- CHAPTER 1103: ZONING DISTRICTS, LAND USE, AND ZONING MAP
- CHAPTER 1107: PARKING, LOADING, AND ACCESS MANAGEMENT
- CHAPTER 1110: NONCONFORMITIES

I am respectfully requesting time at the June 3, 2026 Council Committee meeting to discuss the proposed text amendments recommended by the Planning Commission in greater detail and to request Council authorization, with emergency, for the proposed text amendments to be incorporated into the Zoning Code at the time intervals specified on the attached.

Please let me know if you require any additional information in order to add this item to the Land Use Committee agenda. Thank you.

Cc: Hope Jones, Law Director  
Eric Fink, Assistant Law Director  
Kathy Coleman, Clerk of Council

Attachment

**The following color key applies:**

- Black text = existing text / no amendment
- ~~Red strikethrough text = existing to be removed~~
- Blue text is proposed new text
- Green existing section and chapter titles and headings

**Recommended for authorization, with emergency, and legislative  
authorization on June 17, 2026**

**SECTION 1102: 03: DEFINITIONS**

~~(232)~~ **Warehousing:** A non-residential use engaged primarily in indoor storage, wholesale, and distribution of goods, products, supplies, and equipment, excluding bulk storage of materials.

~~(69)~~ **Dwelling, Residential:** Any building or portion thereof, which is designed or used primarily for residential purposes, including single family dwellings, single family rental dwellings, two family dwellings, apartment complex dwellings, dormitory dwellings, multi-family dwellings, rooming houses, and boardings houses, ~~a household unit, or three (3) or more unrelated individuals~~, but not including hotels, motels, and bed and breakfasts.

**Dwelling, Commercial:** Any building or portion thereof, which is designed or used primarily for short-term residential purposes (i.e. less than six months) including hotels, motels, and bed and breakfasts.

~~(70)~~ **Dwelling, Apartment Complex:** A residential development under one (1) controlling entity on one (1) parcel, containing three (3) or more dwelling units that have been approved by the Planning Commission and/or the Community Development Department to house in each dwelling unit ~~no~~ more than two (2) ~~four (4)~~ unrelated persons or a group of individuals that would otherwise qualify as a household unit.

~~(71)~~ **Dwelling, Dormitory:** A dwelling unit that does not meet the definition of a rooming house or boarding house but does provide residential accommodations for three (3) or more unrelated individuals with shared living, restroom, bathing, and/or cooking facilities. ~~and is affiliated with a college or university.~~

~~(107)~~ **Household Unit:** The collection of individuals residing together in a dwelling unit; it is not a “use.” Household units may consist of a ~~A~~ family, a single family and one (1) unrelated individual, a single individual, (2) two unrelated individuals, or any of these four (4) designations and a caregiver(s) (as defined by this Code) ~~residing in a dwelling unit.~~ Individuals residing in a(n)

apartment complex, rooming house, boarding house, hotel, motel, group dwelling, dormitory, fraternity house, or sorority house, together, do not constitute a household unit.

**Use, Single Family:** The residential use of a dwelling unit for a single household unit (i.e. a family (as defined by this Code), a single family and one unrelated individual, a single individual, (2) two unrelated individuals, or any of these four (4) designations and a caregiver(s)).

**Use, Two Family:** The residential use of a Residential Dwelling for two separate household units in separate dwelling units, with each dwelling unit containing no more than two unrelated individuals or a single household unit as defined by this Chapter.

**Use, Apartment Complex:** The residential use of a building or buildings on a single parcel (i.e. an apartment complex) containing dwelling units that have been permitted by the Planning Commission and/or Community development Department to house more than two unrelated individuals in a single dwelling unit.

**Use, Dormitory Dwelling:** The residential use of a Residential Dwelling as a Dormitory Dwelling.

**Use, Multi-Family:** The residential use of a building or buildings on a single parcel containing three or more dwelling units, including condominiums, with each dwelling unit containing no more than two unrelated individuals or a single household unit as defined by this Chapter.

**Use, Rooming House:** The residential use of a Residential Dwelling as a Rooming House.

**Use, Boarding House:** The residential use of a Residential Dwelling as a Boarding House.

**Nonconforming Lot:** A lot, the area, dimensions or location that was lawful prior to the adoption, revision or amendment of this Code, or amendment thereto (and was not created for the purposes of evading the restrictions of this Code), but which fails by reason of such adoption, revision, or amendment of this Code to meet the minimum present area, dimensional or locational requirements of the zoning district in which the lot is located. [A substandard lot is classified as a nonconforming lot.](#)

## **SECTION 1107.15: DRIVEWAYS**

Driveways must comply with the following:

- a) Not exceed twenty-four (24) feet in width;
- b) Must be of equal width from the traveled portion of the public or private road right-of-way to the driveway terminus.
- c) In R-1, R-2, R-3, R-3A and R-4 Zoning Districts, driveways must not exceed ~~forty percent (40%)~~ thirty percent (30%) of the total required front yard on the lot. [Front yard space \(as defined by this Code\) not classified as driveway must be maintained as natural grass](#)

and/or landscaped vegetation. Paved and gravel areas in the front yard are classified as driveway.

- d) An applicant may seek a zoning permit from the Community Development Department if the applicant is only seeking to expand the width of the driveway at the terminus only in order to service a multicar garage.
- e) In R-1, R-2, R-3, R-3A, and R-4 Zoning Districts, an applicant may seek a zoning permit from the Community Development Department if the applicant is only seeking to install a “bump-out” or “turn-around” in the applicant’s driveway. A “bump-out” or “turn-around” cannot exceed a width of twelve (12) feet and a length of twenty (20) feet. A “bump-out” or “turn-around” is considered part of the driveway and is required to be included in the calculation for compliance with Section 1107.15 (c).
- f) The Community Development Department is not obligated to grant such a zoning permit requested under this Chapter. ~~Section 1107.15:(B)~~ or ~~Section 1107.15:(C)~~ and must The Community Development Department will review applications in accordance with any standards set forth by the Community Development Director. If an application is denied, the applicant may seek a variance.

**Recommended for authorization, with emergency, but no legislative authorization, pending Ohio Supreme Court decision**

**SECTION 1102: 03: DEFINITIONS**

**Dwelling, Single Family Rental:** A building consisting of a single dwelling unit with residents who are not the owner of record or the owner’s family (as defined by this Code) with the building subject to the rental licensing procedure specified in KCO Section 1367.01(a)(2).

**Use, Single Family Rental:** The residential use of a dwelling unit for a single household unit (i.e. a family (as defined by this Code), a single family and one unrelated individual, a single individual, (2) two unrelated individuals, or any of these four (4) designations and a caregiver(s), none of which are the owner (or a family member of the owner) of the dwelling unit.

**CHAPTER 1103: ZONING DISTRICTS, LAND USE, AND ZONING MAP**

**TABLE 1103.07(B)**

	Residential Land Use by Zoning District Table (Ord. 2024-103, passed October 16, 2024)														
	O-R	R-1	R-2	R-3	R-3A	R-4	R-C	C-R	IC-R	C	C-D	N-C	U	R-TO	I
Dwelling, Apartment Complex						C							C		
Dwelling, Dormitory													C		
Dwelling, Multifamily				C	C	C	C	C	C		C	C	C		
Dwelling, Single Family	P	P	P	P	P	P	P	C	C			P	C		
Dwelling, Two Family				P	P	P	P	C	C			P	C		
House, Boarding						C	C	C	C						
House, Rooming						C	C	C	C		C				
Dwelling, Single Family Rental	P	P	P	P	P	P	P					P			

To section “(F) Additional Regulations” in all the below Chapter 1103 zoning district sections, the following language is to be added:

**Dwelling, Single Family Rental.**

- A. Purpose Statement: Single Family Rental Dwelling’s effect on residential neighborhoods is separate and distinct from the effect of an owner-occupied single family dwelling. Differences include, but are not limited to, single family rental properties

generate additional traffic, increased parking needs, higher number of guests, and greater use of public utilities.

- B. A full bathroom, defined in KCO Section 1365.03 EQUIPMENT AND FACILITY REQUIREMENTS (b) is required for every two (2) unrelated residents.
- C. A minimum of 70% of the rear yard space (as defined by this Code) must be maintained as natural grass and/or landscaped vegetation. Paved and gravel areas in the rear yard are classified as driveway.

SECTION 1103.08. O-R: OPEN SPACE-RECREATION DISTRICT

SECTION 1103.09. R-1: LOW DENSITY RESIDENTIAL DISTRICT

SECTION 1103.10. R-2: MEDIUM DENSITY RESIDENTIAL DISTRICT

SECTION 1103.11. R-3: HIGH DENSITY RESIDENTIAL DISTRICT

SECTION 1103.12. R-3A: EXTENDED HIGH DENSITY RESIDENTIAL DISTRICT

SECTION 1103.13. R-4: MULTIFAMILY RESIDENTIAL DISTRICT

SECTION 1103.14. R-C: HIGH DENSITY MULTIFAMILY-COMMERCIAL DISTRICT

SECTION 1103.19. N-C: NEIGHBORHOOD COMMERCIAL DISTRICT

**SECTION 1107: 05: MINIMUM NUMBER OF PARKING SPACES REQUIRED**

(A) The following standards must be used in order to determine the minimum number of parking spaces required for the specified use:

Single Family Dwellings	<del>Two (2) parking spaces per Dwelling Unit</del> N/A
Single Family Rental Dwellings	One and a half (1.50) parking spaces per bedroom

**SECTION 1110.07: NONCONFORMING LOT REGULATIONS**

(A) Unless the proposed lot split eliminates or reduces an existing nonconforming use, lot, or need for a variance(s), the City of Kent will not approve any lot split that will expand or create any of the following conditions:

- 1) a nonconforming use ~~(Section 1102.03:(A)(164)~~
- 2) a nonconforming lot ~~(Section 1102.03:(A)(162)~~
- 3) a substandard lot ~~(Section 1106.06:)~~
- 4) a need for a variance ~~(Section 1102.03:(A)(235)~~

(B) Structures on nonconforming lots cannot be altered to meet the requirements of “Chapter 1103: ZONING DISTRICTS, LAND USE, AND ZONING MAP” for a dwelling, single family rental.




# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 21, 2026

TO: Dave Ruller, City Manager

FROM: Eric Helmstedter, Economic Development Director 

RE: Special Event Permit: Flashes First Friday

---

On Friday, August 21, 2026, Kent State University will be hosting its annual Flashes First Friday event. Flashes First Friday is the welcome back event to start the academic year that provides an opportunity for KSU students to visit the City's downtown district and familiarize themselves with the various downtown stores and businesses. It is anticipated that a minimum of 2,000 students will attend the event.

The event footprint has been reconfigured to better manage pedestrian foot traffic, while also utilizing and highlighting the gateway between the Kent State University Esplanade and the downtown. Kent State University's revised layout includes the closure of East Erie Street, beginning at Haymaker Parkway and extending west to South Water Street, and will no longer include the closure of North Water Street. This proposed reconfiguration of the East Erie Street closure will allow businesses and organizations to set up tables and engage with event participants, while simultaneously adding to the atmosphere created by a DJ.

I am respectfully requesting time at the June 3, 2026, Council Committee session to discuss the revised event permit layout in more detail and to request Council's authorization, with emergency, for the street closure of East Erie Street between North Water Street and Haymaker Parkway on August 21, 2026 from 11:00 a.m. to 7:00 p.m.

Please let me know if you have any questions concerning the attached materials or if you need any additional information to add this to the June 3, 2026 agenda.

Thank you.

### Attachments

cc: Bridget Susel, Community Development Director  
Dan Morganti, Assistant Community Development Director  
Hope Jones, Law Director  
Kathy Coleman, Clerk of Council

**RECEIVED**  
4/14/26  
TRC

**DATE:** 04/14/2026

**TO:** Tim Coyne, Senior Business Manager, Division of Student Life

**FROM:** Joe Robinson, Associate Director, Center for Student Life

**RE: Request for contract approval for the Division of Student Life \***

In accordance with university Administrative policy 3342-5-04.1 regarding contract administration (<http://www.kent.edu/policyreg/administrative-policy-contract-administration>), the attached contract or agreement is for:

**Name of contracting department:** Kent Student Center and Involvement

**Department index number contract will be paid from:** 201428

**Name of non-university contracting party:** City of Kent, OH

**Contract effective date:** 8/21/2026

**Contract termination date:** 8/21/2026

**Contracted amount (or range of scheduled fees):** \$0.00

**Location(s) of event or services to be performed:** E. Erie Street, Kent, OH

**If contract is for an event, please circle one:**  **In-person event**  **Virtual event**

**Brief description of event, services, or goods procured by the contract or, if not a purchasing contract, the nature of the agreement:**

City of Kent Application for a street closure request for the August 21st KSU Kickoff event, Flashes First Friday. University initials and/or signatures are needed on the last two pages of the first attached.

With the signing and submittal of this request, **I certify that this contract is valid and the contract has been reviewed and deemed legally sufficient by the Office of General Counsel.** Any necessary changes have been made and initialed by the appropriate representative.

Joe Robinson	<u>Joe Robinson</u>	04/14/2026
Requester's printed name	Requester's signature	Date



**As department director, I have reviewed the contract(s) or agreement(s) and attest to its validity.**

Benjamin Davis	<u>Benjamin Davis</u>	04/14/2026
Department director's printed name	Department director's signature	Date

TRC

Once all contracting parties, university and non-university, have signed, please forward the full contract along with a bio and/or background information for the person, performer, or service provider (including the website and any additional resource information) with this cover page to Tim Coyne ([tcoyne1@kent.edu](mailto:tcoyne1@kent.edu)), Senior Business Manager, Division of Student Life.

\* Senior Director, Finance and Technology can approve contracts up to or equal to \$10,000.00. Associate VP, Administration can approve contracts up to or equal to \$99,999.99. Senior VP for Student Life must approve all contracts exceeding \$99,999.99.

**Signature:** Timothy R. Coyne

**Email:** [esign\\_dsafintech@kent.edu](mailto:esign_dsafintech@kent.edu)

## CITY OF KENT SPECIAL EVENT PERMIT APPLICATION

*This application is used for events held on public property within the City of Kent. This application must be submitted at least 60 days prior to the event, but no sooner than one year prior to the event. Acceptance of your application is not a final approval or confirmation of your request.*

NAME OF EVENT: Flashes First Friday  
EVENT DATE & TIME: August 21, 2026, 2:30 p.m. - 5:30 p.m.  
EVENT LOCATION(S): E. Erie Street (From Haymaker intersection to Water Street intersection)  
EVENT PROCEEDS BENEFICIARY: N/A

### APPLICANT INFORMATION

Organization Sponsoring Event: Kent State University Center for Student Involvement

Is it Nonprofit:  YES  NO

*If so, provide documentation certifying tax exempt, nonprofit status with this application.*

Applicant Name: \_\_\_\_\_ Title/Position: Associate Director

Mailing Address 120 Kent Student Center City: Kent State: OH Zip: 44242

Phone: 330-672-5288 Email: jrobi118@kent.edu

Name(s) and phone number(s) of person(s) responsible during the event: \_\_\_\_\_  
Joe Robinson - 740-816-2746  
Katie Syvanych - 330-316-6401

Event Website (if applicable): \_\_\_\_\_

### EVENT INFORMATION

Type of Event or Special Activity: Festival (ex. Parade, 5k, Festival, etc.)

Provide a detailed description of the Event (please attach flyer or additional sheet if needed): Flashes First Friday is an evolution of the Downtown Connections event from the past. It serves as the kickoff downtown event for our students to begin the academic year. The goal is familiarize our students with the downtown area and the many businesses.

REQUESTED PERMIT TIME: Start set up: 11 am Start event: 2:30 pm  
End event: 5:30 pm End cleanup: 7 pm

Anticipated attendance: 2,000

Has this Event ever been held in the past:  YES  NO

*If so, provide documentation detailing the previous event location, date, and number of attendees.*

Admission charged:  YES  NO If so, list the amount of the admission or participation fee: \$ \$ 0.00

Who will receive the proceeds: N/A

**EVENT COMPONENTS**

Check **all** boxes that apply to your event.

- Alcohol Sales
- Fireworks
- Generators
- Pyrotechnics
- Vendors (Merchandise/Service)
- Other: \_\_\_\_\_
- Clean Up/Litter Management
- Food Vendors
- Music/Sound Amplification
- Street Closures
- Vendors (Informational)
- Electric
- Handwashing Facilities
- Portable Toilets
- Tents
- Water

**ALCOHOL SALES (if checked above)**

Name of applicant/licensee: N/A  
*A copy of the Ohio Department of Commerce, Division of Liquor Control Approval/Permit must be provided to the City prior to the event.*

**CLEAN UP/LITTER MANAGEMENT**

Applicant is responsible for all trash/litter, grease, damages, ash, and gray water generated by an event. Describe how you will clean the site generated by the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*A \$100 deposit is required to ensure that the event area is cleaned to pre-event conditions. Refund of deposit is at the discretion of the City, based upon the appearance of the event area once it has been cleaned.*

**ELECTRIC & WATER SERVICE**

Does your event require use of City electric:  YES  NO  
If so, please explain: \_\_\_\_\_  
Will need to use some electrical poles along Erie Street for power for DJ, to inflate the tunnel entrance, and other vendors.  
*Outdoor extension cords must be 3-prong, with proper grounding and rating approved for outdoor use.*

Does your event require use of City water:  YES  NO  
If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

**MUSIC/SOUND AMPLIFICATION**

Describe any music and/or amplifying equipment that is part of your event: \_\_\_\_\_  
Looking to have a university DJ set up on E. Erie Street, possibly Dan Smith Park, and our campus green area along Haymaker Parkway.  
\_\_\_\_\_

*The number and location of stages, number of bands/performers, and a schedule indicating the times and location of bands/performers must be submitted with the application.*

## PORTABLE RESTROOMS/HANDWASHING FACILITIES

Applicant is responsible for providing any portable restrooms and handwashing facilities needed to accommodate your event attendees and participants. Portable restroom suppliers can assist you with determining the quantity needed for your event.

Name and phone number of company supplying the portable restrooms and handwashing facilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of portable restrooms: \_\_\_\_\_ Number of handwashing facilities: \_\_\_\_\_

Delivery date and time: \_\_\_\_\_ Post event removal date and time: \_\_\_\_\_

*Attach a copy of the contract showing proof of the Portable Restroom suppliers' liability insurance.*

## STREET CLOSURES

Does your event require street closure(s):  YES  NO

If yes, what street(s) (include specific boundaries with street addresses, use additional pages if necessary): \_\_\_\_\_

The whole E. Erie Street block from the intersection at Haymaker Parkway, to the intersection at S. Water Street.  
\_\_\_\_\_  
\_\_\_\_\_

*The Service Director will determine the amount and location of barricades and cones required for your event. Applicant may be required to pick up and return the barricades and cones. Barricades and cones may be picked up/returned to the Service Administration Complex, 930 Overholt Road. A \$100 deposit is required to ensure that the barricades and cones are returned in good condition. Refund of deposit is at the discretion of the City based upon condition of the barricades and cones. Additional fees may be incurred should City staff be required to be present for the event.*

Name and phone number of company supplying the tents: N/A. \_\_\_\_\_

## TENTS

Number of tents and size of each: N/A. \_\_\_\_\_  
\_\_\_\_\_

Method in which tent(s) will be secured: N/A. \_\_\_\_\_

*Tents may require a permit and must comply with Ohio Fire Code, Ohio Building Code. Tents may also require liability insurance. Applicant is responsible for reviewing said codes and attaching a copy of the contract showing proof of the Tent supplier's liability insurance. Tent(s) may not be secured in any manner that is damaging to City property.*

## VENDORS/FOOD SALES

Number of Food Vendors: 0 Number of Merchandise/Service/Informational Vendors: 0

*Applicant is required to submit a Vendor List with this application indicating all vendors who will participate in the event. The Vendor List must indicate what each vendor will do, sell, demonstrate, cook (including cooking method), make, hand out, etc.*

**SITE PLAN**

All applicants are required to submit a detailed site plan for all events. Please attached a detailed site plan of your event that clearly indicates the names of all streets or areas that are part of the event footprint, and includes the locations of entrances and exits, food vendors, hand washing facilities, portable restrooms, signage, trash receptacles (not including City trash receptacles) tents, and vendors. Parade/Race applicants should include a map, which clearly indicates the names of all streets or areas, and directions of the proposed route.

**COMMUNITY IMPACT**

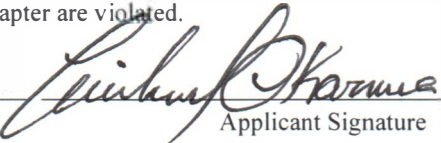
Will the normal operations of residents and businesses be affected by your event:  YES  NO

If so, please explain:

This event will provide first-year and returning students the opportunity to explore the downtown Kent area and its many businesses. With an incentive opportunity in-place, students as part of the event, will be required to go by or enter a certain amount of storefronts and business tables. The goal of this event is to make Downtown Kent feel familiar to our students so that they have no hesitation returning and providing regular, reoccurring business throughout their time here on campus.

*For events with any street closure(s), the applicant must attach a copy of the proposed pre-event information. The City of Kent Community Development Department will provide the applicant with a list of affected residents and businesses resulting from any street closure(s). It is the responsibility of the applicant to provide all listed residents and businesses with a copy of the proposed pre-event information and written notification of any street closure(s) by hand delivery or First Class U.S. Mail.*

By signing this application, I am certifying that I have received a copy of the rules and regulations of Chapter 316 of the Codified Ordinances of the City of Kent, and I fully understand that should the permit be approved, it can be revoked if any of the provisions of this Chapter are violated.

Michael Okarma  4-14-86  
Applicant Name Applicant Signature Date

**FOR OFFICIAL USE ONLY. DO NOT WRITE BELOW THIS LINE**

On \_\_\_\_\_ this application was sent for review to the following Departments: Fire, Health, Police, Safety, and Service.

Application Status:  APPROVED  DENIED

Memorandum Agreement Required:  YES  NO

Proof of insurance reviewed and approved by the Law Director:  YES  NO

\_\_\_\_\_  
Law Director Date

## ACKNOWLEDGEMENT

### COST AND DAMAGES

I understand that the application fee of \$100 is due upon submission to the City of Kent. I understand that for events held in the South Water Street Parking lot, the \$100 application fee will be waived. I understand that all fees associated with my event are due upon approval of my event and before a permit will be issued. Subject in all cases to the protections, immunities, and limitations provided by the laws of the state of Ohio, including but not limited to Ohio Revised Code Section 9.27, I understand that additional restitution for any damages incurred during use will be my responsibility.

ms 4-14-26  
*Initials and Date*

### CERTIFICATE OF INSURANCE/INDEMNIFICATION/RISK INFORMATION

Once an Applicant receives approval for their event, the Permit holder must furnish a certificate of insurance, in an amount of no less than one million dollars (\$1,000,000), explicitly releasing the City of Kent from all liability relating to the event and naming the City of Kent as an additional insured party for the respective event. This certificate must be provided to the City at least twenty (20) days prior to the event.

ms 4-14-26  
*Initials and Date*

### ADDITIONAL FEES

I understand that upon review, and based on the information supplied in this application, it may be determined that my event requires the use of additional City resources, including, but not limited to: Police, Fire, Service, and Health Department personnel and/or equipment. Further information may be requested to make this determination. I understand that there may be additional fees associated with these services which will be my responsibility. I understand that additional fees associated with my event must be paid at least twenty (20) days prior to the event.

ms 4-14-26  
*Initials and Date*

### CITY LOGOS

I understand that I am expressly prohibited from the use of the City of Kent's identifying marks without first obtaining written approval from the City.

ms 4-14-26  
*Initials and Date*

### APPROVAL

I understand that this application is to request the use of City property, and submission of this application does not guarantee event approval. I understand that approval is based upon the description of the event in the application, and if changes to the event occur that are not stipulated in the original application, they must be submitted in writing for consideration. I understand that all requests must be approved by the City of Kent.

ms 4-14-26  
*Initials and Date*

8/21/26

Date:

~~8/21/26~~

# New Special Event Road Closure Petition

Name: Brian Trautman  
Address: 201 ERIE ST  
Kent Ohio 44240  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: David Schoeffle  
Address: 215 South  
Depue St Kent, OH 44240  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: [Signature]  
Address: 100 E ERIE ST  
FRESNO  
Signature: TOM LANGERSON

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: A J  
Address: 124 E Erie St  
Smokie town  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: Rebekah Gillespie  
Address: 135 E Erie St, Kent, OH 44240  
Signature: Rebekah Gillespie

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Dennis Campbell  
Address: 201A E Erie St

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Signature: [Handwritten Signature]

Signature: \_\_\_\_\_

Name: Jean Seidel  
Address: 201 East Erie St

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Signature: [Handwritten Signature]

Signature: \_\_\_\_\_

Name: Morgan Maxwell  
Address: 201 East Erie St,  
Unit C

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Signature: [Handwritten Signature]

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
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Date: \_\_\_\_\_

# Block Party Road Closure Petition

Name: LAZIRA  
Address: 195 E. ERIE ST  
KENT, OH 44290  
Signature: [Signature] Ryan M

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: Velsi Biondo  
Address: 100 E Erie St S1C122  
Kent, Oh 44240  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: Mary Jo Cline AMETEK  
Address: 100 E ERIE ST Sult 200  
Kent, Ohio 44240  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Block Party Road Closure Petition

Name: Tom GAVOZZI  
Address: 135 East Erie St  
Suite 202 Kent, Ohio  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Block Party Road Closure Petition

Name: Steve Brande  
Address: 175 E Erie St. Suite 303  
Kent OH 44240  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: Carley Kruse  
Address: 175 e erie st, suite 101  
Kent, Ohio 44240  
Signature: Carley Kruse

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: PK  
Address: 100 E Erie St #106,  
Kent, OH, 44240  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

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Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Block Party Road Closure Petition

Name: Healing Strides  
Therapy and Wellness  
Address: 135 E Erie st Kent  
Ohio

Signature:



\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Date: \_\_\_\_\_

# Block Party Road Closure Petition

Name: Aladra Wallace <sup>The Fruit Stand</sup> Name: \_\_\_\_\_  
Address: 202 Erie St Address: \_\_\_\_\_  
Signature: [Signature] Signature: \_\_\_\_\_

Name: Jason Manion Name: \_\_\_\_\_  
Address: 135 East Erie St Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
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Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Block Party Road Closure Petition

Name: LAURIE GUMBINSKY  
Address: 201 B E. CALE ST  
KENT OHIO 44240  
Signature: [Signature]

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

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Greetings!

Kent State University, along with our partners, the Kent Area Chamber of Commerce and Main Street Kent, are excited to invite you to *Flashes First Friday*. Flashes First Friday will take place on Friday, August 21 from 2:30 PM - 5:30 PM in downtown Kent (specifically along the entirety of E. Erie Street). This event is an evolution of the Kent Connections event from years past. This event has become our welcome back for ALL Kent State students and introduces, and in some cases re-introduces, them to the local Kent community and show the best we have to offer.

The goal of Flashes First Friday is to better familiarize students with the downtown area and to connect them with a variety of businesses and partners through storefronts and tabling. Music, giveaways, and other fun activities will also be elements of this event in addition to the involvement of Kent State University Athletics.

Below are key event details/logistics.

**-Event Details:** Friday, August 21 from 2:30 PM - 5:30 PM in downtown Kent. Businesses and community partners will be expected to participate for the events entirety. We would look to have the road closure of E. Erie Street starting at 11:00 AM through 7:00 PM.

**-Audience:** All Kent State University students and community members. Specifically, our office will be coordinating with our First-Year Experience program and other campus partners to bring up 2,000 students to come downtown for this event on August 21. For first-year students specifically, as part of their first session of Flashes 101 (first-year experience course) that takes place on this day, they will walk down as a class to this event (after the completion of their first class section on campus). Please note that alternative forms of transportation will be offered to students.

**-Incentive Activity:** Students will be provided with a bingo card where they will have to acquire a certain number of stamps to be redeemed for the unique event t-shirt and raffle giveaways. Each participating business (that registers by the submission deadline) will be given a unique one-inch stamp with their business logo.

**-Expectations:** Businesses and community partners that participate in Flashes First Friday and the incentive activity will be expected to welcome students to their storefronts or tables from 2:30 PM - 5:30 PM. Any tabling expectations of event partners to continue to participate will conclude at 5:30 PM. However, businesses and community partners who have on-site storefronts are welcome to stay open and greet students as long as they want! **Tabling participants will be required to conclude promptly at 5:30 PM.**

**-Inclement Weather:** In the case of inclement weather, this event may be shifted or cancelled. We will wait until the last possible minute before any cancellation.



**-No Storefront-** With E. Erie Street being closed for this event, we will set up tables for those businesses/organizations that wish to participate (along this footprint), but do not have a storefront in close, walking proximity. Tables will be set up and come with two chairs. Participating organizations will need to provide their own table covering/cloth, pop up tent, etc. **Check in for the event will begin at 1:30 PM. All tables should be set up by 2:00 PM at the latest.**

**-Parking:** If driving downtown, you can park in the free lot behind Town Hall II or on Columbus Street (availability may vary).

If you have any questions, please contact the Center for Student Involvement at [csi@kent.edu](mailto:csi@kent.edu) and/or 330-672-2480.

Best,

*Joseph Robinson*

Joe Robinson

Center for Student Involvement  
Kent State University

