

**KENT PLANNING COMMISSION
BUSINESS MEETING
APRIL 7, 2026**

MEMBERS PRESENT: **Derek Salustro
Ken Crookston
Earl Clausson
Naser Matar
Adam Stephens**

STAFF PRESENT: **Bridget Susel, Community Development Director**

I. Call to Order

Mr. Salustro called the meeting to order at 7:00 p.m.

II. Roll Call:

Derek Salustro, Earl Clausson, Naser Matar, Ken Crookston, Adam Stephens were present.

III. Reading of Preamble

Mr. Salustro read the Preamble, which describes the purpose and procedures of the Planning Commission, as well as the applicant's right to an appeal.

IV. Administration of Oath

Ms. Susel instructed those members of the audience wishing to be heard on the case to be presented at this meeting to stand and raise their right hand. Ms. Susel administered the Oath, "Do you solemnly swear or affirm that the testimony that you are about to give is the truth, the whole truth, and nothing but the truth, if yes, please say "I do." The participant(s) responded, "I do."

V. Correspondence

None

VI. New Business

**A. PC26-003 DIA RAY (DLR 247 NWS LLC) & RICK HAWKSLEY
 247 NORTH WATER STREET**

The applicants are seeking approval for a Conditional Zoning Use Certificate and Site Plan for a "Mixed Use" for the property located at 247 N. Water Street. The subject property is located within the C-D:: Commercial Downtown Zoning District.

Ms. Susel presented the staff report to the Commission. She stated the site is located in the C-D: Commercial Downtown Zoning District. She stated the site is accessed from N. Water Street

and is bordered by commercial uses to the north, south and west, and residential uses to the east. She stated the applicant is seeking a Conditional Use Certificate for a mixed use at the above referenced property. Ms. Susel reported the current conditional zoning certificate for the property is for a conditionally permitted "mixed use" that allowed for the operating of a "business, retail" use (vape shop) on the first and second floors and "manufacturing, light" use (skateboard parts assembly) in the basement. Both of these uses have ceased operations at the property.

The new owner is proposing to continue a conditionally permitted "mixed use" at the property that will allow for a "business, non-retail" use on the first and second floors for the owner's accounting business, and the continuation of the use "manufacturing, light" in the basement for a t-shirt printing service.

Ms. Susel stated there will be no changes to the site so there will not be any changes to the landscaped areas. The owner is reporting she plans to remove weeds and overgrowth and add new plantings into existing planting beds.

She also reported there will be no changes to the exterior lighting and that the owner is not requesting a review of signage at this time.

Ms. Susel reported the "C-D: Commercial-Downtown District," does not have an onsite parking requirement but that applicants are required to comply with Section 1103.18(F), which states:

- Any new development or new use must provide a parking plan detailing both customer and employee parking arrangements. The parking plan must designate the off-street and/or on-street parking spaces to be allotted for customer and employee use.
- The Planning Commission must approve the Parking Management Plan prior to final project approval.
- Where a final Parking Management Plan is approved by the Planning Commission, the applicant must covenant to ensure continued compliance with the final approved plan.

The applicant provided the below statement regarding the parking plan, which Ms. Susel read into the record:

There is currently no off-street parking or access for this site, and none are being planned. Right now, there will be three full-time employees Monday through Friday. The owner of DLR uses a parking spot on the south side of Townhall II's (TH2) building and the other two accountants would use spaces in the public lot behind the TH2 building.

As 2-3 more full-time staff are added over next three years, they too would park in the public lot behind TH2. DLR anticipates 1-2 clients a week (visiting 1-2 hours a visit) would need parking on North Water Street or in the public lot behind TH2's building. DLR does not have a lot of foot traffic anticipated. Many of its clients are small business owners and the accountants will go to the client offices to work there.

Ms. Susel reported there are no setback requirements in the C-D District for new structures, but that case before the Planning Commission is a change in zoning use for an existing structure.

She stated the applicant is proposing to use one (1), 32-gallon plastic trash receptacle that will be located on the north side of the building and which will be serviced by the City's solid waste contractor.

Ms. Susel stated the property is not located within the Overlay District and no variances were needed.

Ms. Susel reported a mixed use is a conditionally permitted use subject to the following conditions:

CONDITIONS

A “mixed use” is a conditionally permitted use and is subject to the following conditions:

Section 1105.39 – Mixed Use Development

(a) *Potential Concerns.*

- (1) *Antagonistic uses.*
- (2) *Noise.*
- (3) *Traffic.*
- (4) *Parking.*
- (5) *Trash.*

(b) *Conditions.*

- (1) *The Planning Commission determines if the proposed mix of multiple primary uses are complementary and compatible with the surrounding neighborhood and the parcel itself.*

Ms. Susel also stated conditionally permitted uses also are subject to the following Zoning Code general conditions:

Section 1111.02(D)(6) - General Conditions:

1. Must be consistent with most recent Comprehensive Plan;
2. Must be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance and function with the existing or intended character of the general vicinity;
3. Such use must not change the essential character of the same area;
4. Must not be hazardous or disturbing to neighboring uses;
5. Must not be detrimental to property in the immediate vicinity or to the community as a whole;
6. Must be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures; or that the persons or agencies responsible for the establishment of such use must be able to provide adequately any such service including refuse disposal.

Ms. Susel reported that staff finds the request for a Conditional Zoning Certificate and Site Plan approval, as presented on the submitted application, plans and specifications, to be in accordance with the standards established in the Zoning Ordinance and other applicable development regulations.

Planning Commission Discussion

Mr. Salustro invited the applicant to the microphone to speak. Ms. Dia Ray, DLR Accounting Solutions, owner of the property at 247 N. Water Street spoke on the case. Ms. Ray reported she is the new owner of the property. She reported she runs an accounting services firm that services various small businesses and nonprofit organizations in Kent and the surrounding area. She reported she had previously rented office space above Franklin Square Deli but was interested in having a permanent location she could own and when the Kent Wells Sherman House went on the market she moved forward with acquiring it. She reported on various interior

improvements she has already undertaken, including flooring, painting etc. She explained that her accounting business will occupy the first and second floors and that a t-shirt business that she also operates, will be located in the basement.

Mr. Crookston asked if the 36-gallon container was adequate solid waste service for the two businesses. Ms. Ray reported that just that day, she had called Republic to have her service container size increased to the largest size to accommodate both businesses. Ms. Susel commented this would be the 96-gallon size container.

Mr. Crookston asked if there were chemical associated with the t-shirt business that should not be disposed of with the regular trash. Ms. Susel commented that such an inquiry was outside the purview of the Planning Commission, but Ms. Ray did state on the record that there was no chemical or hazard material disposal associated with the t-shirt business.

Mr. Crookston asked staff about the parcel split identified on the site plan. Ms. Susel explained that parcel splits are not reviewed by the Planning Commission. She further explained that the seller of the 247 N. Water St. parcel also owned 257 N. Water St to the north and wanted to add more rear space to that property. The parcel split was agreed to by both private parties as part of the private sales transaction.

Mr. Clausson and Mr. Stephens both reported they had no concerns.

Public Comment

None

MOTION: *In the case of PC26-003, Dia Ray/Rick Hawksly, 247 N. Water St., Mr. Clausson moved that the Planning Commission approve the Conditional Zoning Certificate and Site Plan for a “mixed use” with the following conditions:*

1. Technical Plan Review.

Mr. Crookston seconded the motion. The motion carried 5-0.

VII. Meeting Minutes

MOTION: *Mr. Clausson moved to approve the February 3, 2026 Meeting Minutes as presented. The motion was seconded by Mr. Crookston. The motion carried 5-0.*

VIII. Other Business

Ms. Susel reported for information purposes only that the previously approved permitted use for the Rascal House restaurant on the former Arby’s site on E. Main Street was no longer moving forward.

IX. Adjournment

MOTION: *Mr. Clausson moved to adjourn. The motion was seconded by Mr. Stephens. The motion carried 5-0. The meeting adjourned at 7:19 p.m.*