

**KENT PLANNING COMMISSION
BUSINESS MEETING
AUGUST 2, 2016**

MEMBERS PRESENT:

**John Gargan
Amanda Edwards
Peter Paino**

MEMBERS ABSENT:

**Anthony Catalano
Doria Daniels**

STAFF PRESENT:

**Jennifer Barone, Development Engineer
Bridget Susel, Community Development Director
Eric Fink, Assistant Law Director
Sheila Uzl, Transcriptionist**

I. Call To Order

The meeting was called to order at 7:00 p.m.

II. Roll Call:

Mr. Gargan, Ms. Edwards, and Mr. Paino were present.

MOTION: *Mr. Paino moved to excuse Anthony Catalano and Doria Daniels from the August 2, 2016 Planning Commission meeting. The motion was seconded by Ms. Edwards. The motion carried 3 – 0.*

III. Reading of the Preamble

The Planning Commission operates in accordance with the provisions of the Kent City Charter, the Kent Zoning Code and Subdivision Regulations, all of which establish the powers and duties of the Commission. Members of the Planning Commission are appointed by Kent City Council and serve without compensation. Certain cases such as Conditional Zoning Certificates, Special Zoning Permits, Overlay District Projects and Zoning Amendment require Public Hearings before the Planning Commission. During the Public Hearing, any person wishing to address their concerns to the Commission will be provided the opportunity. Once the Public Hearing is closed, it shall be the discretion of the Chair whether to allow any additional public comment. Cases such as Site Plan Reviews and Subdivision Projects do not require a Public Hearing. However, the Chair will allow public comment on each case as it is taken on the agenda. In each instance where the Commission receives public comments or conducts a Public Hearing, those persons wishing to address their concerns to the Commission will be required to do so under oath or positive affirmation. The oath or affirmation shall be administered to all who wish to speak at the beginning of the Planning Commission Meeting. Once a decision has been made by the Planning Commission on a case, the Case is closed for the commission, as there is no provision to reopen a case.

With the exception of cases falling under the Subdivision Code, any decision of the Planning Commission may be appealed to the City's Board of Zoning Appeals in accordance with the Chapter 1109 of the Zoning Code. Anyone interested in appealing a decision of the Planning Commission is advised to seek private legal counsel.

IV. Administration of Oath

Mr. Fink instructed those members of the audience wishing to be heard on any of the cases presented at this meeting to rise and raise their right hand. Mr. Fink administered the Oath, "Do you solemnly swear or affirm that the testimony that you are about to give this evening is the truth, the whole truth, and nothing but the truth, so help you God? Please say "I do." The participants responded, "I do."

V. Correspondence
None

VI. Old Business
None

VII. New Business

**A. PC16-013 MILESKE ROOMING HOUSE
333 College Court
Conditional Zoning Certificate & Site Plan Review**

The applicant is requesting Conditional Zoning Certificate & Site Plan Review and Approval in order to convert the residential structure (duplex) into a rooming house. The subject property is zoned R-4: Multi-Family Density Residential.

Mr. Gargan told the Commissioners that he owns the duplex at the corner of South Willow and East College.

Mr. Fink asked Mr. Gargan if the result of this case had any financial impact on him and when he replied no, Mr. Fink said there was no conflict of interest.

Mr. Gargan stated the property is a residential structure.

Ms. Barone stated that was a typo in the Staff Report and that it is a residential structure.

Mr. Gargan asked the applicant to present the project.

Susan Mileski (1461 River Edge Drive, Kent, OH) stated she was at the meeting with her husband Steve. They purchased the property in 2015. She said their last renter was a teacher, who asked to be let out of her lease six weeks after moving in because of the noise. She said they the rented the property to two professionals in their upper 20s. Someone notified the City that they were renting to more than two people, although they were not. The letter they received from the Community Development Department that advised them to have the house licensed because it is in the R-4 zoning district. They understand that all rentals are going to be licensed in the near future, so they decided to be proactive and start the process so that was why they were before the Planning Commission this meeting. She said that they have been renting housing to students and families for over 20 years and they provide safe housing and respond to tenants' requests within 24 hours. She said that any necessary changes that need to be taken care of as a result of an inspection are taken care of right away. Numerous updates have been done to the property and they are constantly improving their properties. She said they try to maintain a good landlord/tenant relationship. She said they are requesting approval for three bedrooms, with nobody in the basement. The new site plan indicates front door egress. They would address the parking issue by removing the tree by the driveway so the parking area could be widened and they would add more gravel to the existing driveway. She said the lot size is an issue, but the lot size is similar to others in the area.

PUBLIC COMMENTS

NONE

PLANNING COMMISSION DISCUSSION

Ms. Barone stated the applicants want to convert a residential property to a rooming house, which is a conditionally permitted use in the R-4 zoning district subject to Section 1171 in the Kent Codified Ordinances. She said the code does require a minimum of 10,000 square feet for three people, but this property only has 6,288 square feet. 1.25 parking spaces are required per bedroom and the proposed plan has two spaces without stacking. Four parking spaces are required for three people. There is inadequate basement ingress/egress if there was going to be people there, but the applicant has addressed this issue. The first floor ingress/egress through an adjoining room is an issue, but would be all right with a solid front door. There are no adequately sized windows in the basement for ingress/egress, but this has been addressed by the applicant. She said there are only two available parking spaces, while four spaces are required by code. Cars cannot be blocked. There are no changes in the utilities or stormwater. No signage is proposed. The Architectural Advisory Board did not review this project. No variances were requested. Staff does not recommend approval based on the information that they have at this time.

Ms. Edwards stated she was concerned with the parking. She would like to see a site plan showing the plan for parking and to make sure no variances are needed for setbacks. A variance for the lot size should be addressed also.

Ms. Mileski asked how a site plan for parking is done. She said they have never had to have a site plan for parking.

Ms. Barone replied she would help them with that.

Mr. Paino asked what the intended use for the house was when they bought the house.

Steve Mileski (1461 River Edge Drive, Kent, OH) replied they bought it with the idea in mind to rent it as a single family unit. He said they want to be proactive because the licensing for all rental units is coming up. He said they have been doing this for 20 years.

Mr. Paino stated he would like to see a site plan showing the parking plan.

Mr. Gargan asked the applicant if they were familiar with the requirements to rent to no more than two unrelated people.

Ms. Mileski replied yes. They only rented to two unrelated people.

Mr. Fink stated the applicants could go forward tonight if they felt the commissioners would vote in their favor or they could table the case to a later date.

Ms. Mileski asked for a continuance until the first Planning Commission meeting in September.

MOTION: *Mr. Paino moved to change the order of the agenda and go to Other Business before voting on the minutes. The motion was seconded by Ms. Edwards. The motion carried 3 –0.*

VIII. Other Business

Presentation by Kent State University on current and proposed construction projects

Michael Bruder (1069 Hollister Drive, Kent, OH), stated he was at the meeting on behalf of Kent State University. He said he brought an update on a couple of projects Kent State University is working on. At this time he gave an overhead presentation and discussed changes and updates. He said the major changes to the student center parking lot that are going on are actually in preparation for the Summit Street construction projects. They have been working closely with Ms. Barone and the City's Engineer's office.

Construction will start in the spring. Part of the long term plan of “downtown” Kent State University includes the student center, library and plazas, which are considered the front door to the university. People coming in from the west side of campus down Summit Street or down Campus Center Drive will end up at the new round-about.

The Student Center parking lot was built in multiple phases. Currently it is a traffic congestion challenge. He discussed the Summit Street project and showed two intersections that will be eliminated and will merge into the round-about. He continued to discuss traffic flow and circulation. While some parking has been eliminated other areas of parking has been maximized and pedestrian safety has been considered. Fill has been brought in to raise the grade in some areas. Street scape will be improved.

Stormwater quantity and the water quality will improve with the changes. He said research has been done, so base lines for water quality have been set. He located crosswalks, sidewalks, and the round-about. Mr. Bruder said there will be some interior renovations in Taylor Hall that will include spaces for Communication Studies, Graphic Design, and a May 4 Visitor Center. Terrace Hall interior renovations will include general class and office spaces for education and public health. The last official Campus Master Plan is from 1996. Some of the long term goals for the next four or five years will be interior renovations which will not have a significant impact. There are no current plans for renovations for MAC Center but consideration will be given to new bleachers and interior circulation.

**IX. Meeting Minutes - Regular Meeting Minutes – May 17, 2016
Regular Meeting Minutes – June 7, 2016
Regular Meeting Minutes - June 21, 2016**

MOTION: *Mr. Paino moved to approve the June 7, 2016 as amended. The motion was seconded by Ms. Edwards. The motion carried 3 – 0.*

The minutes of May 17, 2016 and June 21, 2016 were not voted on because there was no quorum.

X. Adjournment

Motion: *Mr. Paino moved to adjourn. The motion was seconded by Ms. Edwards. The motion carried 3 – 0.*

The meeting adjourned at 7:53 p.m.