



## Community Development Committee

### 1. Incubator Policy Updates

Bridget Susel has requested Committee time to present her recommendations to update and amend the City's incubator policy. As tenants in the City's incubator space have changed over the years we've noted some gaps in the policy that Bridget believes can be remedied with a few modifications. (attachment)

#### *Administration Recommendation*

The City's support for business incubation remains a central element of the City's economic development strategy and I agree with Bridget that the policy could be improved so I recommend Council's support for the proposed changes to the policy.

#### *Council Actions*

**Adopt the incubator policy changes as presented.**

### 2. Land Bank Memorandum of Understanding Revision

Bridget Susel has requested Committee time for Council to consider proposed changes to the City's Memorandum of Understanding (MOU) with the Portage County Land Bank that was approved by Council in December 2012. The Land Bank MOU is part of the "Moving Ohio Forward" grant program which the City has used to fund the demolition of long standing blighted properties in Kent. The MOU needs to be modified to reflect the recent selection of the Portage County Regional Planning Commission as the new grants administrator. (attachment)

#### *Administration Recommendation*

The demo funds have been used by Community Development to remove blighted properties and I recommend Council's support for the MOU revision.

#### *Council Actions*

**Authorize the proposed revisions to the Land Bank MOU as presented.**

## Finance Committee

### 3. Capelli Incubator Lease Renewal

Bridget Susel has requested Committee time to request Council's authorization to extend the City's incubator lease with Capelli for 6 months. Capelli has reached the end of the term allowed by the incubator policy and they are in the process of finding a new permanent business location in Kent. Bridget is recommending authorizing the extension of the lease with Capelli (at market based rental rates rather than incubator rates) through the end of 2013 to allow a better transition for Capelli to a new location. (attachment)

#### *Administration Recommendation*

At the moment, there is not a back-log of business waiting to get in to the City's incubator so I would recommend Council's support for the lease extension at the new market based rates.

#### *Council Actions*

**Authorize the lease extension at the new rates proposed by staff.**



## Finance Committee (continued)

### 4. New Incubator Tenant Proposed Lease

Bridget Susel has requested Committee time present a request that she received from local attorneys to open a new legal office in the City's incubator space that is vacant. Bridget has evaluated the request and she is recommending Council's support at the rate of \$4.43/sq.ft as defined in the incubator policy. (attachment)

#### *Administration Recommendation*

I recommend Council's authorization to execute the proposed 2-year lease with the prospective new tenant consistent with the requirements of the City's incubator policy.

#### *Council Actions*

**Approve the new proposed incubator tenant lease agreement with Smith and Son attorneys.**



### 5. 2013 Debt Issuance

Dave Coffee has requested Committee time for Council's consideration of the annual City debt investment strategy. Dave has prepared his recommendations for financing existing Bond Anticipation Notes (BAN's), refunding select debt, and converting certain BAN's to long term debt in order to lock-in the current low interest rates. (attachment)

#### *Administrative Recommendation*

The City's debt team, including inside and outside counsel, evaluated the current debt market conditions and trends in making the 2013 recommendations for City debt and I recommend Council's support.

#### *Council Action*

**Authorize the City's 2013 debt investment strategy as presented.**

### 6. Water Reclamation Plant Chemical Budget Increase

Gene Roberts and Bob Brown have requested Council's consideration to increase the Water Reclamation Fund budget by \$133,950 in Capital and \$85,000 in Operating funds. This request is a result of unforeseen operational and capital cost increases, including emergency repairs and changes in availability of chemicals. (attachment)

#### *Administration Recommendation*

Gene and Bob have completed a number of operational improvements to offset the increased costs but unfortunately those have not been sufficient plant and I urge Council's support for the increased appropriation.

#### *Council Actions*

**Authorize the proposed budget increase and appropriation to the Water Reclamation fund**



### 7. Amendment to the ODOT Grant Agreement for Redmond Bridge

John Idone has requested Committee time seeking Council's authorization to amend the local project agreement with ODOT to authorize the acceptance of additional federal grant funds (\$171,800) to close the funding shortfall resulting from the recent bid opening for the Redmond Bridge project. Staff is also asking for Council's approval to appropriate those additional funds. (attachment)

#### *Administration Recommendation*

I recommend Council's support to accept and appropriate the additional funds.

#### *Council Actions*

**Amend the project agreement, accept and appropriate the additional grant funds.**



## Finance Committee (continued)

### 8. 2013 Appropriations Amendments



Dave Coffee has been working with the department heads to reconcile the approved 2013 budget line items and he has prepared the necessary appropriations amendments to reflect the changes needed to balance those line items. I would note that the amendments reflect additional grant funds received and the unexpected funds required by the Water Reclamation Facility. (attachment)

#### *Administration Recommendation*

I recommend Council's authorization of the appropriations amendments.

#### *Council Actions*

**Approve the appropriations amendments as presented.**

## Land Use Committee

### 9. Zoning Text Amendment, Driveways



Bridget Susel and Jen Barone have requested Committee time for Council's consideration of proposed changes to the City's Zoning Code (Section 1103.03) that clarify issues related to driveway criteria. (attachment)

#### *Administrative Recommendation*

I recommend Council's support.

#### *Council Action*

**Approve the Zoning Text amendment as proposed.**

### 10. Zoning Text Amendment, Timeframe



Bridget Susel and Jen Barone have requested Committee time for Council's consideration of proposed modifications to the City's Zoning Code (Section 111.05) that would change the time period to receive public comments on Zoning Code changes from 60 days to 90 days. (attachment)

#### *Administrative Recommendation*

I recommend Council's support.

#### *Council Action*

**Approve the Zoning Text amendment as proposed.**

### 11. Zoning Text Amendment, Sign Code Update



Bridget Susel and Jen Barone have requested Committee time for Council's consideration of proposed modifications to the City's Zoning Code (Section 1165) that addresses political signs, standardized height and set back requirements for signs. (attachment)

#### *Administrative Recommendation*

I recommend Council's support.

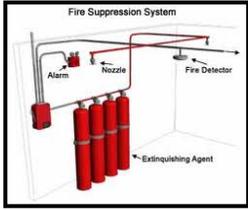
#### *Council Action*

**Approve the Zoning Text amendment as proposed.**

## Land Use Committee (continued)

### 12. Fire Suppression Fee Changes

Bridget Susel has requested Committee time to obtain Council's approval to modify the building permit fee schedule that Council updated in January 2013. Bridget notes that the goal of the fee schedule update earlier this year was to make sure that Kent's permit fees were competitively priced with area cities. Bridget has found the fees are working as designed with the exception of the Fire Suppression/Alarm Permit fees, which she is recommending reducing to be more in line with local rates. (attachment)



#### *Administration Recommendation*

I recommend Council's support for the proposed fee modification as presented.

#### *Council Actions*

**Approve the revised permit fee schedule for Fire Suppression/Alarms.**

## Streets, Sidewalks & Utilities Committee

### 13. NOPEC Presentation

At the request of NOPEC representatives, Gene Roberts has requested Committee time to allow NOPEC to request Council's consideration to adopt supportive legislation urging the State and the Public Utility Council of Ohio to preserve customer choice in electric rates through governmental opt-out electric aggregation.

#### *Administration Recommendation*

The City's residents have benefited financially over the long term from having the ability to participate in NOPEC so I recommend Council's support.

#### *Council Actions*

**Authorize a resolution in support of NOPEC as presented.**

## Information Items

### 1. August Planning Commission Meeting

Bridget Susel has enclosed copies of the Planning Commission agenda and staff report for the August 6<sup>th</sup> Planning Commission meeting. There are 3 items up for consideration: 1) City of Kent, site access, parking, & loading Zoning Code text amendment; 2) City of Kent, temporary structure Zoning Code text amendment; and 3) Art & Heart Gallery (707 S. Water), conditional zoning certificate & site plan review. (attachment)

### 2. Fire Incident Report

Chief Manthey has provided a copy of the fire and emergency medical services report for June 2013. In 2013 calls for fire service are down 34% (139 calls); fire mutual aid assistance is down 9 events in 2013; and EMS responses are down 1% (10 calls). (attachment)

