

ORDINANCE NO. 2025 - 048

AN ORDINANCE AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO APPROVE A NEW SPECIAL EVENT APPLICATION FROM BRANDED IN KENT KNOWN AS "FALL REVIVAL: HARVEST VINTAGE MARKET" TO BE HELD ON SATURDAY, SEPTEMBER 20, 2025, AND THE TEMPORARY CLOSURE OF EAST ERIE STREET BETWEEN SOUTH WATER STREET AND THE PRIVATE ALLEY BY TREE CITY COFFEE, AND DECLARING AN EMERGENCY.

WHEREAS, Branded in Kent would like to hold a special event known as "Fall Revival: Harvest Vintage Market"; and

WHEREAS, the Fall Revival: Harvest Vintage Market will take place Saturday, September 20, 2025 from 12:00 p.m. until 6:00 p.m. The temporary closure of East Erie Street between South Water Street and the private alley by Tree City Coffee will begin Saturday morning at 9:00 a.m. until 8:00 p.m.; and

WHEREAS, the Kent City Council consents to authorizing the City Manager or his designee to sign the Special Event Application as long as he is comfortable and believes the safety and security of the City's citizens will not be adversely affected.

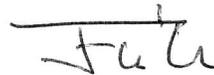
NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio:

SECTION 1. That the Kent City Council authorizes the City Manager or his designee to execute the Special Event Application from Branded in Kent in substantial conformance with the Special Event Application attached hereto as Exhibit "A", as long as the City Manager or his designee believes the safety and security of Kent's citizens are adequately projected.

SECTION 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: June 18, 2025
Date



Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: June 18, 2025
Date

ATTEST: Kathleen Coleman
Kathleen Coleman
Clerk of Council

I, KATHLEEN COLEMAN, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE No. 2005-018*, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON June 18,, 2025.

(SEAL)


KATHLEEN COLEMAN
CLERK OF COUNCIL



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: May 22, 2025
TO: Dave Ruller, City Manager
FROM: Eric Helmstedter, Economic Development Director 
RE: Special Event Permit: Fall Revival Harvest Vintage Market

On Saturday, April 19, 2025, Branded in Kent hosted its second annual Earth Day Vendor Market. The event was so successful that Branded in Kent would like to hold another vendor market event, the Fall Revival: Harvest Vintage Market, on Saturday, September 20, 2025. Branded in Kent has submitted a special event permit application to the City requesting the closure of East Erie Street between South Water Street and the private alley utilized as a drive-thru lane by Tree City Coffee. The requested street closure is the same footprint as the Earth Day Vendor Market that was held on Saturday, April 19, 2025. The event organizer is estimating that 1,000 people will visit the Fall Revival: Harvest Vintage Market.

I am respectfully requesting time at the June 4, 2025 Council Committee session to discuss this item in more detail and to request Council's authorization, with emergency, for the street closure on September 20, 2025, from 9:00 a.m. to 8:00 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 4, 2025 agenda.

Thank you.

Attachments

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

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: Fall Revival Harvest Vintage Market
EVENT DATE & TIME: September 20th 2025 12pm-6pm
EVENT LOCATION(S): Erie Street
EVENT PROCEEDS BENEFICIARY: All event proceeds will go towards the promotion and execution of the event

APPLICANT INFORMATION

Organization Sponsoring Event: Branded In Kent

Is it Nonprofit: YES NO

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

Applicant Name: Kelsi Biondo Title/Position: _____

Mailing Address 100 E Erie St City: Kent State: OH Zip: 44240

Phone: 724-244-5180 Email: kelsi@brandedinbultor.com

Name(s) and phone number(s) of person(s) responsible during the event: Lance Calvert 724-841-8686

Event Website (if applicable): _____

EVENT INFORMATION

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

Provide a detailed description of the Event (please attach flyer or additional sheet if needed): _____

A celebration of sustainability, inclusivity and the planet! Shop vintage, handmade & upcycled goods

Hoping to involve more activities and workshops, getting some kent state clubs involved as well!

REQUESTED PERMIT TIME: Start set up: 9:00 am Start event: 12:00 pm
End event: 9/20/25 6:00 pm End cleanup: 9/20/25 8:00 pm

Anticipated attendance: 1000

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: \$ 60

Who will receive the proceeds: All vendors paid a \$60 vendor fee that went towards promotion, and general expenses related to the event.

EVENT COMPONENTS

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Alcohol Sales | <input type="checkbox"/> Clean Up/Litter Management | <input type="checkbox"/> Electric |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Handwashing Facilities |
| <input type="checkbox"/> Generators | <input checked="" type="checkbox"/> Music/Sound Amplification | <input type="checkbox"/> Portable Toilets |
| <input type="checkbox"/> Pyrotechnics | <input checked="" type="checkbox"/> Street Closures | <input checked="" type="checkbox"/> Tents |
| <input checked="" type="checkbox"/> Vendors (Merchandise/Service) | <input checked="" type="checkbox"/> Vendors (Informational) | <input type="checkbox"/> Water |
| <input type="checkbox"/> Other: _____ | | |

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: All vendors will have signed a general agreement to clean up their assigned vendor space during clean up and leave the location looking exactly as when they arrived.

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: _____

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: _____

We will place a few speakers around Erie Street to play music during the event, nothing more. Just to have some fun during the event

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: Branded and local businesses have bathrooms inside their location so wasn't planning to get portable

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 street will be closed where Erie Street meets Water Street (by Fresco) to the drive. Only part of Erie Street will be closed, no other streets involved.

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.

TENTS

Name and phone number of company supplying the tents: Each vendor will be bringing their own tent.

Number of tents and size of each: Each vendor space will be 10x10 so most tents will be 10x10

Method in which tent(s) will be secured: All vendors are required to bring tent weights or they will up their tents.

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: 25

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: I feel most residents will not be affected by this small road closure as they travel through town while only closing part of Erie Street.

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.

Kelsi Biondo



5/7/2025

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.

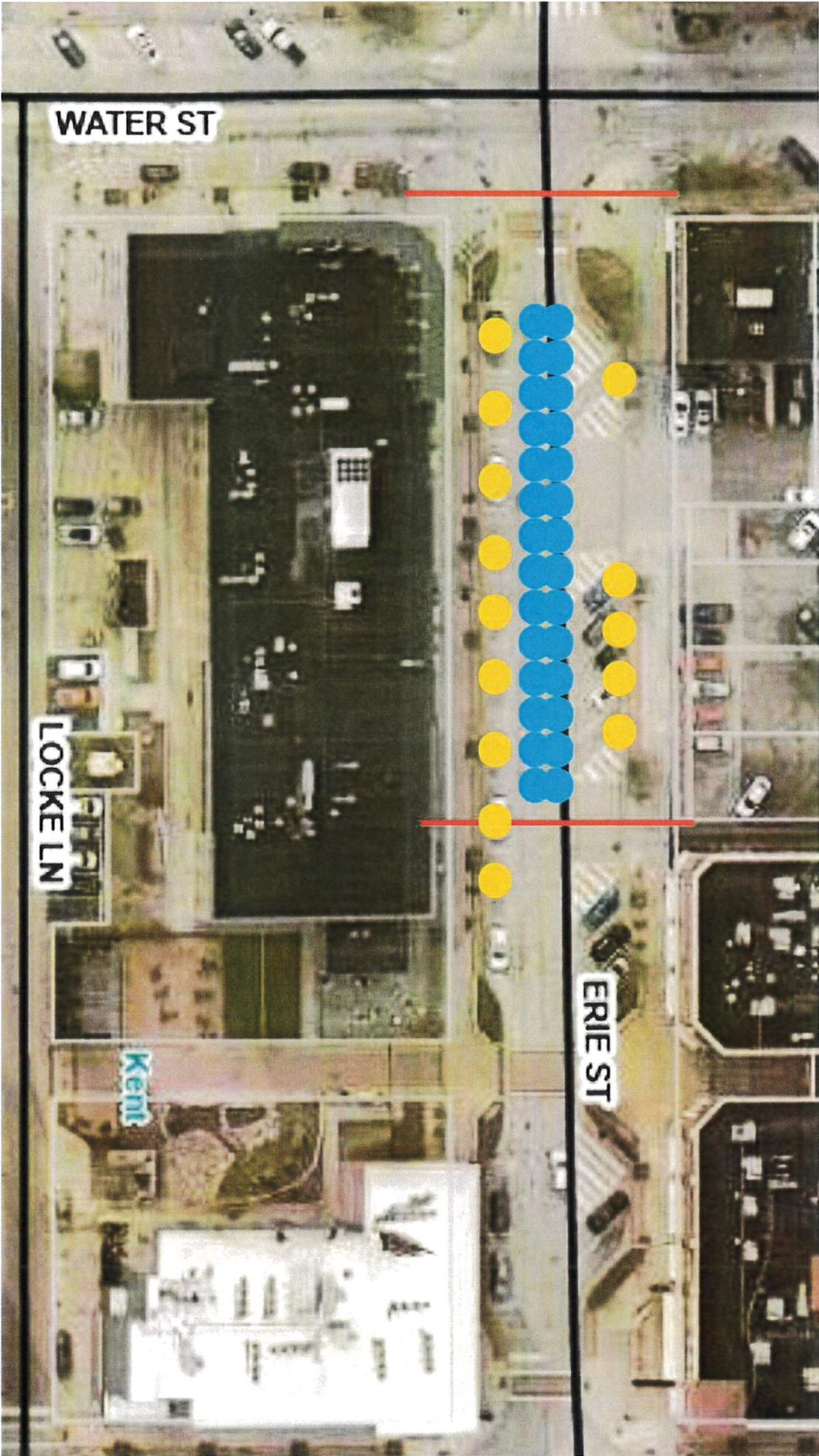
Application Status: APPROVED DENIED

Memorandum Agreement Required: YES NO

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

Law Director

Date



 = Street Closure

● = Vendor Booth

● = Parking Spots
I need blocked
off

September 20th

Date: 5/22/25

New Special Event Road Closure Petition

Name: Kelsi Biondo
Address: 100 E Erie St
Ste 122 Kent Oh
Signature: Kelsi Biondo

Name: _____
Address: _____
Signature: _____

Name: TOM INGERSON
Address: 100 E. ERIE ST #112
KENT / 44240
Signature: Tom Ingerson

Name: _____
Address: _____
Signature: _____

Name: Sajeef Ahmed
Address: 124, E Erie.
Signature: Sajeef

Name: _____
Address: _____
Signature: _____

Name: Mary Jo Cline AMETER
Address: 100 E. ERIE ST Ste 200
Kent Ohio 44240
Signature: Mary Jo Cline

Name: _____
Address: _____
Signature: _____

Name: _____
Address: _____
Signature: _____