

ORDINANCE NO. 2025 - 026

AN ORDINANCE AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO AMEND AND APPROVE THE SPECIAL EVENT APPLICATION FROM THE KENT JAYCEES KNOWN AS "KENT CRAFT BEER FESTIVAL" TO BE HELD ON SATURDAY, MAY 17, 2025, AND THE TEMPORARY CLOSURE OF NORTH WATER STREET BETWEEN MAIN STREET AND PORTAGE STREET NORTH ON NORTH WATER STREET TO BRADY STREET AND DECLARING AN EMERGENCY.

WHEREAS, the Kent Craft Beer Festival is a way to enjoy the growing craft beer economy in Northeast Ohio and highlight the work of breweries in Kent and neighboring cities; and

WHEREAS, the Kent Jaycees would like to host the Kent Craft Beer Festival with breweries in Downtown Kent; and

WHEREAS, the Kent Craft Beer Festival will take place on Saturday, May 17, 2025 from 2:00 p.m. until 7:00 p.m. The temporary closure of North Water Street between Main Street and Portage Street north on North Water Street to Brady Street will begin Saturday morning at 9:00 a.m. until 10:00 p.m.; and

WHEREAS, the Kent City Council consents to authorizing the City Manager or his designee to amend and approve 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:

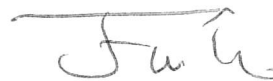
SECTION 1. That the Kent City Council authorizes the City Manager or his designee to amend and approve the Special Event Application from The Kent Jaycees in substantial conformance with the Special Event Application attached hereto as Exhibit "A", as long as the City Manager or his designee believes 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: _____

4/16/25
Date



Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: 4/16/25
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. 2025-026*, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON April 16, 2025.

(SEAL)

Kathleen Coleman
KATHLEEN COLEMAN
CLERK OF COUNCIL



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 24, 2025

TO: Dave Ruller, City Manager

FROM: Eric Helmstedter, Economic Development Director *EH*

RE: Special Event Permit: Kent Craft Beer Festival

On Saturday, May 17, 2025, the Kent Jaycees will hold its 7th annual Kent Craft Beer Fest. The event footprint has been reconfigured to have less impact on traffic and will no longer include the closure of East Main Street between North Water Street and the Main Street Bridge. The Kent Jaycees revised layout extends the existing North Water Street closure between Main Street and Portage Street north on North Water Street to Brady Street. This proposed reconfiguration of the North Water Street closure will accommodate vendors, as well as additional businesses that wanted to be included in the event footprint.

I am respectfully requesting time at the April 2, 2025 Council Committee meeting to discuss the proposed event changes in more detail and to request Council's authorization, with emergency, for the revised street closure configuration.

Please let me know if you have any questions concerning the attached materials or if you need any additional information in order to add this to the April 2, 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: Kent Craft Beer Fest
EVENT DATE & TIME: May 17, 2025
EVENT LOCATION(S): Hometown bank Plaza to Brady St
EVENT PROCEEDS BENEFICIARY: Kent Jaycees

APPLICANT INFORMATION

Organization Sponsoring Event: Kent Jaycees

Is it Nonprofit: ☒ YES ☐ NO

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

Applicant Name: Dennis Campbell Title/Position: Chairman

Mailing Address 4057 Bishops Gate Cir City: Stow State: OH Zip: 44224

Phone: 3308012931 Email: dcampbell@kentbiz.com

Name(s) and phone number(s) of person(s) responsible during the event: _____
Dennis Campbell 330-801-2931
Joe Robinson 740-816-2746

Event Website (if applicable): https://events.humanitix.com/beer25

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):
During the festival, attendees will get to sample craft beers from many local Ohio Breweries. Guests will
get to enjoy music, food from restaurants and food trucks. Event will run 2pm-7pm and funds go back into
help funding Jaycees grant initiatives, service projects, and train car maintenance.

REQUESTED PERMIT TIME: Start set up: 09:00 Start event: 14:00
End event: _____ End cleanup: _____

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: \$ 35.00

Who will receive the proceeds: _____
Kent Jaycees to be used for a variety of projects

EVENT COMPONENTS

Check all boxes that apply to your event.

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

ALCOHOL SALES (if checked above)

Name of applicant/licensee: Kent Jaycees

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: _____

We order a roll off dumpster and hire local college students that help clean up trash and mess. We provide buskets for breweries for beer run off they are dumped into the open sewer space opened by the city

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: Two booths will need power off the light poles for ticket sales

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: Food vendors and we will need one opened near Brady St

MUSIC/SOUND AMPLIFICATION

Describe any music and/or amplifying equipment that is part of your event: _____

We will have music playing and making announcements. No Bands

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: _____
Aris 800-347-3778

Number of portable restrooms: 10

Number of handwashing facilities: 4

Delivery date and time: 5/16/25 4pm

Post event removal date and time: 5/19/25 8am

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): _____
From the Water St/Main Intersection to the Water St/Brady Intersection

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: Portage Tent Rentals

Number of tents and size of each: 20x20 and 20x10

Method in which tent(s) will be secured: Water Drums

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: 6 Number of Merchandise/Service/Informational Vendors: _____

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: The street will be closed. We have added an additional block and have spoken with businesses
to include them in the planning and making them part of the event

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.

Dennis Campbell Jr

Applicant Name

Applicant Signature

2/27/25

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. I understand that additional restitution for any damages incurred during use will be my responsibility.

DC 2/27/25

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.

I agree to indemnify and hold harmless the City of Kent and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the Special Event.

DC 2/27/25

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.

DC 2/27/25

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.

DC 2/27/25

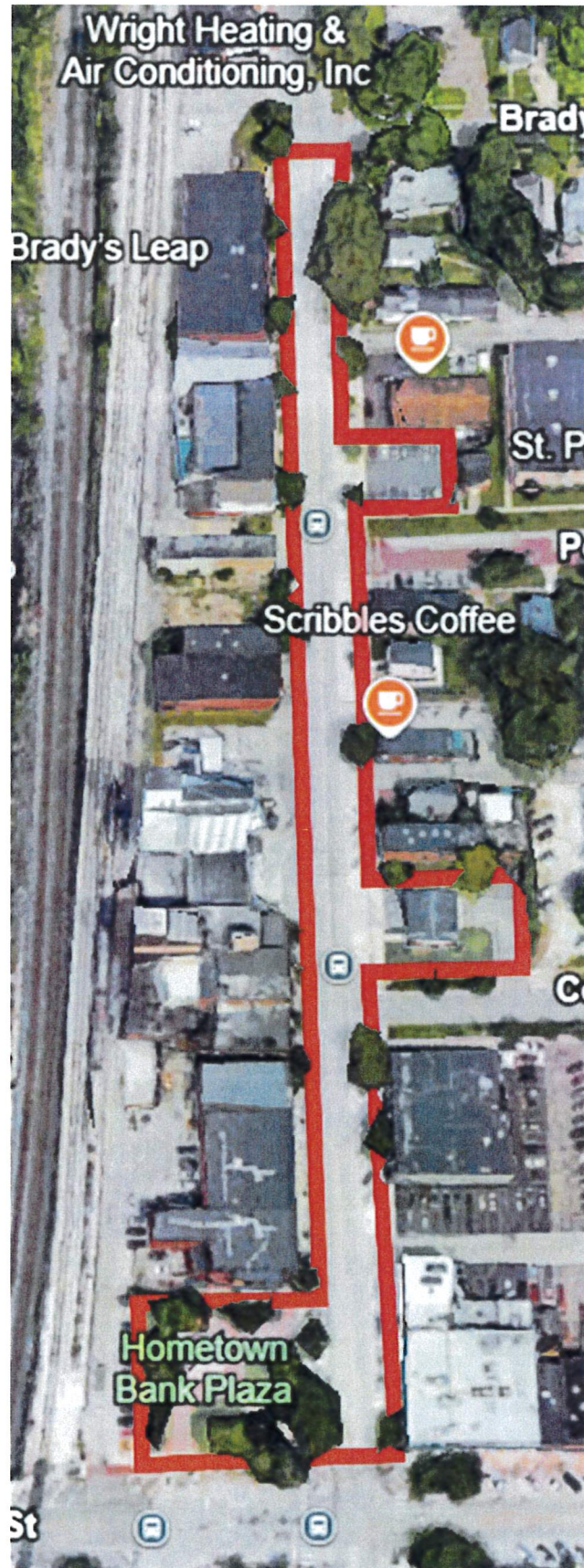
Initials and Date

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.

DC 2/27/25

Initials and Date



Date: 5/17/25

New Special Event Road Closure Petition

Name: Mike Hyster (Ben Tree)
Address: 313 N Water St
Kent, OH
Signature: [Signature]

Name: _____
Address: _____
Signature: _____

Name: J. Michael Fiala (Topcor)
Address: 313 N Water St
Kent, OH 44240
Signature: [Signature]

Name: _____
Address: _____
Signature: _____

Name: Richard Kulins (Vright)
Address: 302 N Water
Kent OH 44240
Signature: [Signature]

Name: _____
Address: _____
Signature: _____

Name: Clint Boyce (Homespan Bank)
Address: 309 N. Water St
Kent OH 44240
Signature: [Signature]

Name: _____
Address: _____
Signature: _____

Name: _____
Address: _____
Signature: _____

Name: _____
Address: _____
Signature: _____

Name: _____
Address: _____
Signature: _____

Name: _____
Address: _____
Signature: _____