

ORDINANCE NO. 2025 - 047

AN ORDINANCE AUTHORIZING THE MODIFICATION OF THE STREET CLOSURE FOR WIZARDLY WORLD OF KENT THAT WILL BE HELD ON JULY 18-19, 2025, AND DECLARING AN EMERGENCY.

WHEREAS, for the past several years, the City has granted Main Street Kent, an Ohio nonprofit corporation, street closings for its Wizardly World of Kent; and

WHEREAS, Main Street Kent requests modifying the street closing to make it safer for pedestrians to close a portion of the Burbick Way alley to vehicle traffic as shown in the attached Exhibit; and

WHEREAS, set up will be 7:00 a.m. with the event starting at 11:00 a.m. to 6:00 p.m.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, at least three-fourths (3/4) of all members elected thereto concurring that:

SECTION 1. Council does hereby authorize the street closings shown in the attached Exhibit for the Wizardly World of Kent being held on July 18-19, 2025;

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

J. Fiala
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: June 18, 2025
Date

ATTEST: Kathleen Coleman
Kathleen Coleman
Clerk of Council

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 Company
330-562-8300

Number of portable restrooms: 7

Number of handwashing facilities: 2

Delivery date and time: Friday July 18 AM

Post event removal date and time: Monday, July 21 AM

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): _____

Erie St. from the Woodsy's parking lot to Depeyster St.

Burbick Way from the Tree City drive through to Depeyster St.

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: No large tents

Number of tents and size of each: 40 vendors will have 10'x10' tents on Erie St. and 20 vendors will have 10'x10' tents in Acorn Alley parking lot

Method in which tent(s) will be secured: Pop up tents will have weights

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: 60

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: We anticipate lots of visitors for this event so traffic may be congested but businesses will be very busy, especially if they are participating

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.

Heather Malarcik



5/27/25

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.

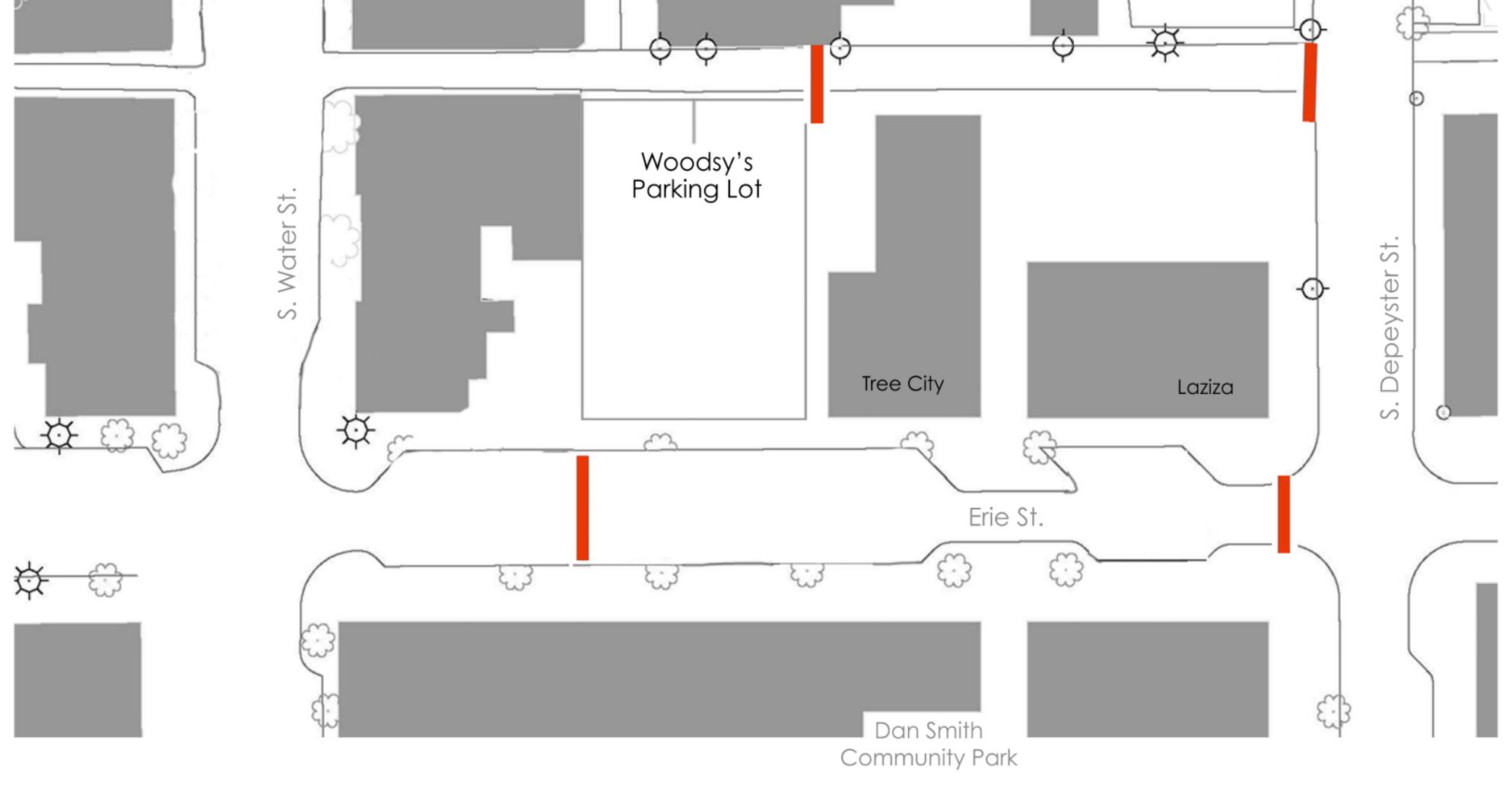
Application Status: APPROVED DENIED

Memorandum Agreement Required: YES NO

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

Law Director

Date



S. Water St.

Woodsy's
Parking Lot

Tree City

Laziza

Erie St.

S. Depeyster St.

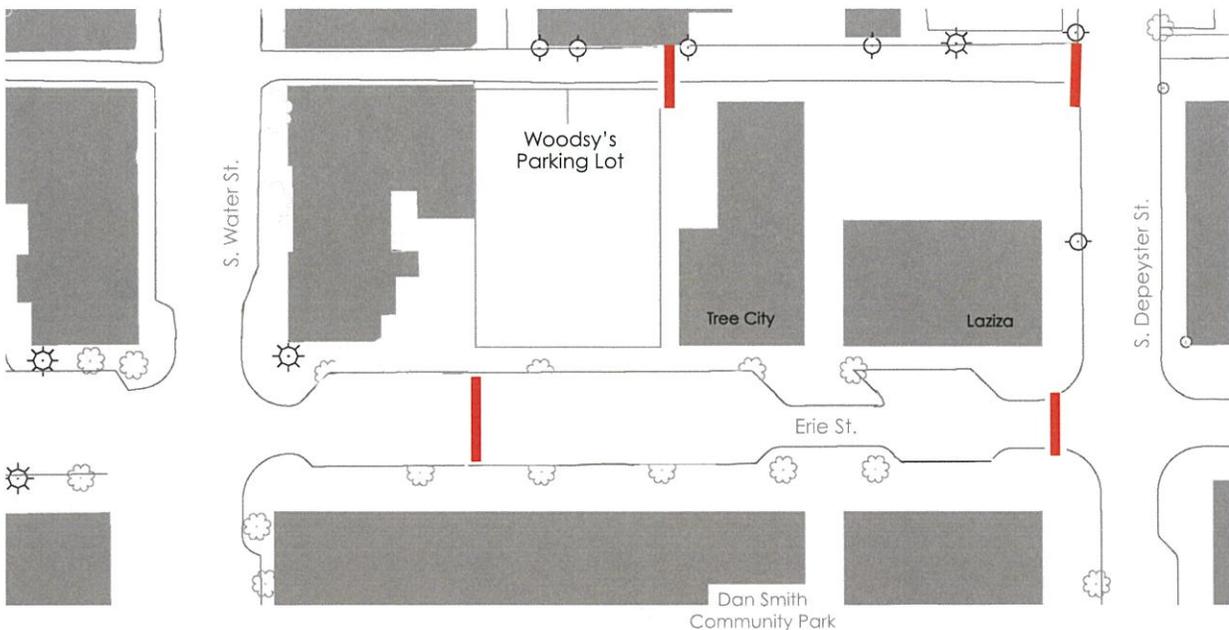
Dan Smith
Community Park

Wizardly Weekend Road Closure Petition
 July 19, 2025

Main Street Kent is hosting Wizardly Weekend on July 18 & 19, 2025 in downtown Kent. As in years past, the plan is to close Erie St. from the Woodsy's parking lot to Depeyster St. to allow space for a Vendor Village on Sat., July 19, 11am to 6pm. In addition this year, MAK's Acorn Alley partners will have an outdoor vendor area in the private parking lot adjacent to Burbick Way. We would like to close the section of Burbick Way marked in the diagram below to allow for pedestrian safety during the event.

If you approve the above described closure of Burbick Way on Sat., July 19, from 7am to 8pm, please sign below. Thank you for your support as we aim to keep event attendees safe!

Rachel Turner Tiger Rae 5/28	Tiger Rae Boutique
Thomas Gavozzi 5/28	Belleria Pizza + Italian
Lick Nahra via text 5/28	Acorn Alley
Camandra Franz 5/28	Laziza
Jason Manion 5/28	Jasons' Barbershop
L. Bur 5/28	Woodsy's
Mike Beder via text 5/28	Kent Sportswear
Jared Abell via phone 5/28	Hippie Fox Rocks
via email 5/28	Tree City Coffee



Wizardly Weekend 2025
Remote Petition Signatures for Sat., July 19, 2025

JA Jared Abell <hippiefoxrocks@icloud.com>
To: Heather Malarcik
Wed 5/28/2025 3:14 PM

Close it!
Sent from my iPhone

On May 28, 2025, at 3:04 PM, Heather Malarcik <heather@mainstreetkent.org> wrote:

Good afternoon,
As in years past, Main Street Kent has permission from the City of Kent to close Erie St. from S. Water St. to Depeyster St. on Sat., July 19 from 7am to 8pm for Wizardly Weekend. Acorn Alley is planning a vendor area in the parking lot adjacent to Burbick Way as well, so in the interest of keeping attendees safe, we want to close Burbick Way from the Tree City drive thru to Depeyster St. We are seeking approval from area businesses for this closure, so please reply to this email to indicate whether you are in agreement. We will share this information with the city to aid in their decision about this road closure request.

Thanks for your time and thanks for your support!

Heather Malarcik
Executive Director
Main Street Kent

RN
Rick >

I am working on getting business signatures on a petition to close that section of Berbick Way for wizardly weekend. Can I put your name on there and say you approve of the closure via text message?

Sat July 19

Sure

T Tree City Coffee & Pastry <treecitycoffeekent@gmail.com>
To: Heather Malarcik
Wed 5/28/2025 3:41 PM

Yes all good here

On Wed, May 28, 2025, 3:03 PM Heather Malarcik <heather@mainstreetkent.org> wrote:

Good afternoon,
As in years past, Main Street Kent has permission from the City of Kent to close Erie St. from S. Water St. to Depeyster St. on Sat., July 19 from 7am to 8pm for Wizardly Weekend. Acorn Alley is planning a vendor area in the parking lot adjacent to Burbick Way as well, so in the interest of keeping attendees safe, we want to close Burbick Way from the Tree City drive thru to Depeyster St. We are seeking approval from area businesses for this closure, so please reply to this email to indicate whether you are in agreement. We will share this information with the city to aid in their decision about this road closure request.

Thanks for your time and thanks for your support!

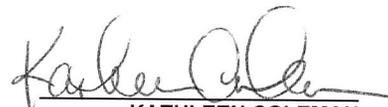
Mike >

I am getting signatures to close Berbick way from after the drive-through to Depeyster so that it is a safe crossing during wizardly weekend Saturday, July 19. Do you approve as owner of Kent sportswear? I can just write you in.

Yep

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. 2025-047*, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON *June 18*, 20 *25*.

(SEAL)


KATHLEEN COLEMAN
CLERK OF COUNCIL