

ORDINANCE NO. 2026 - 86

AN ORDINANCE AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO ENTER INTO A LICENSE AGREEMENT BETWEEN THE CITY OF KENT AND KLABEN PROPERTY MANAGEMENT, LLC (KPM) TO OCCUPY A SMALL PORTION OF CITY OWNED PROPERTY ADJACENT TO 1238 WEST MAIN STREET AND DECLARING AN EMERGENCY.

WHEREAS, the City of Kent desires to enter into a License Agreement with Klaben Property Management, LLC (KPM) to occupy a small portion of City owned property adjacent to 1238 West Main Street; and

WHEREAS, the use of this property is for onsite stormwater management adjacent to the City's Area Q stormwater detention pond and will not impact the City's use of the property.

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

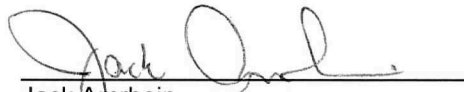
SECTION 1. Council does hereby authorize the City Manager, or his designee, to enter into a License Agreement between the City of Kent and Klaben Property Management, LLC (KPM) to occupy a small portion of City owned property adjacent to 1238 West Main Street and is more fully described in Exhibit "A" attached hereto and incorporated herein.

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:

September 16, 2026
Date


Jack Amrhein
Mayor and President of Council

EFFECTIVE:

September 16, 2026
Date

ATTEST:


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. 2026-86, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON September 16, 2026.

(SEAL)


KATHLEEN COLEMAN
CLERK OF COUNCIL

CITY OF KENT, OHIO
LICENSE AGREEMENT

THIS AGREEMENT is made by and between the CITY OF KENT, OHIO, hereinafter called "City" and KLABEN PROPERTY MANAGEMENT, LLC, hereinafter called the "Licensee."

The City is the owner, in fee simple or by highway easement, of land, hereinafter known as the "Property." For and in consideration of the covenants, conditions, agreements and stipulations of the License expressed herein, the City does hereby agree the Property may be used by the Licensee for the purpose as outlined in Part 1 below, in accordance with the laws and Charter of the City of Kent. The Property is more particularly described in the attached exhibit listed below.

Exhibit "A" - Klaben Lincoln Store Grading Plan
Exhibit "B" – License Area Limits Drawing
Exhibit "C" – License Area Legal Description

The parties hereto covenant and agree as follows:

1. NATURE OF INTEREST:

The Licensee understands that by issuing this license, the City has merely granted the Licensee the right to occupy the right-of-way and this license does not grant or convey to the Licensee any interest in the Property.

2. USE:

2.1 The Property shall be used for the purpose of: stormwater
management, including the installation of an infiltration basin.

and for no other purpose.

2.2 No structural alterations may be made to the City's property without the express written permission of the City of Kent, Director of Public Service.

3. TERM:

The City does hereby agree the Property may be used by the Licensee for a term of one (1) year commencing on _____, 2026, and ending on _____, 2027 unless terminated earlier by either party. This license will automatically renew yearly unless one (1) month before expiration either party notifies the other of its intention to terminate, per Paragraph 14.

4. **NECESSARY LICENSES AND PERMITS:**

- 4.1 Licensee shall be licensed to do business in the State of Ohio and City of Kent, and upon request, Licensee shall demonstrate to the City that any and all such licenses are in good standing. Correspondence shall be addressed as follows:

All correspondence to the City shall be addressed:

Service Director
City of Kent
930 Overholt Road
Kent, Ohio 44240

All correspondence to the Licensee shall be addressed:

Klaben Property Management, LLC
1250 West Main Street
Kent, Ohio 44240
Attention: Tracee Hilton Rorar

- 4.2 Licensee shall secure all necessary permits required in connection with the use of the Property and shall comply with all federal, state and local statutes, ordinances, rules, or regulations which may affect, in any respect, Licensee's use of the Property. Licensee shall, prior to the commencement of any work, obtain and thereafter maintain, at its sole cost and expense, all licenses, permits, etc., required by law with respect to its business use of the Property.

5. **STORAGE AND VENDING:**

No storage of materials or supplies of any nature will be permitted on the Property except as directly related to the agreed business use of the Property.

6. **TAXES:**

Licensee agrees to be responsible for and to timely pay all taxes and/or assessments that may be legally assessed on Licensee's interest, or on any improvements placed by Licensee on said Property, during the continuance of the license hereby created, including any real estate taxes. The Licensee must provide written notice to the City, at the address referenced in Paragraph 4.1, within thirty (30) days of payment of all taxes and/or assessments.

7. **DIRECTOR OF PUBLIC SERVICE TO ACT FOR CITY:**

The granting of this permit shall not be construed as an abridgment or waiver of any rights which the Director of Public Service has in exercising his jurisdictional powers over the City property, easements or right-of-ways. The City Director of Public Service shall act for and on behalf of the City of Kent in the issuance of and carrying out the provisions of this permit.

8. **CITY USE OF PROPERTY:**

If for any reason the Director of Public Service or his duly appointed representative deems it necessary to order the removal, reconstruction, relocation or repair of the Licensee's changes to the City's property, then said removal, reconstruction, relocation or repair shall be promptly undertaken at the sole expense of the Licensee's thereof. Failure on the part of the Licensee to conform to the provisions of this permit will be cause for suspension, revocation or annulment of this permit, as the Director of Public Service deems necessary.

9. **MAINTENANCE OF PROPERTY:**

Licensee shall, at its sole expense, keep and maintain the Property free of all weeds, debris, and flammable materials of every description, and at all times in an orderly, clean, safe, and sanitary condition consistent with neighborhood standards. A high standard of cleanliness, consistent with the location of the area as an adjunct of the City, will be required. Defoliant, noxious, or hazardous materials or chemicals shall not be used or stored on the Property. The

10. **MAINTENANCE OF IMPROVEMENTS:**

10.1 Licensee, at Licensee's own cost and expense, shall maintain all of his/her improvements to the Property. Licensee shall take all steps necessary to effectively protect the Property from damage incident to the Licensee's use of such Property, all without expense to the City.

10.2 Licensee, shall inspect and maintain the infiltration basin located on the property and adjacent property in accordance with the Inspection and Maintenance Manual shown in Exhibit "D" or as amended with the City's approval in the future.

10.3 Licensee shall be liable to, and shall reimburse the City for, any damage to City owned property that in any way results from or is attributable to the use of said Property by the Licensee or any person entering upon the same with the consent of the Licensee, expressed or implied, to the extent such damage is not caused by the City.

11. **HOLD HARMLESS:**

Licensee shall occupy and use Property at its own risk and expense and shall save the City, its officers, agents, and employees, harmless from any and all claims for damage to property, or injury to, or death of, any person, entering upon same with Licensee's consent, expressed or implied, caused by any acts or omissions of the Licensee, to the extent such damage, injury, or death is not caused by the City.

12. **INSURANCE:**

12.1 At the time of the execution of this Agreement, Licensee shall, at its own expense, take out and keep in force during the terms of this Agreement:

(a) Liability insurance, in a company or companies with an AM Best or comparable rating of at least "A" to protect against any liability to the public incident to the use of, or resulting from injury to, or death of, any person occurring in or about, the Property, in the amount of not less than ***Five Hundred Thousand Dollars (\$500,000.00)***, to indemnify against the claim of one person, and in the amount of not less than ***One Million Dollars (\$1,000,000.00)*** against the claims of two (2) or more persons resulting from any one (1) accident.

(b) Property damage or other insurance in a company or companies with an AM Best or comparable rating of at least "A" to protect Licensee, and the City against any and every liability incident to the use of or resulting from any and every cause occurring in, or about, the Property, including any and all liability of the Licensee, in the amount of not less than ***One Hundred Thousand Dollars (\$100,000.00)***. Said policies shall inure to the benefit, if any, of the Licensee and the City, and shall obligate the insurance carriers to notify Licensee and the City, in writing, not less than thirty (30) days prior to cancellation thereof, or any other change affecting the coverage of the policies. If said policies contain any exclusion concerning property in the care, custody or control of the insured, an endorsement shall be attached thereto stating that such exclusion shall not apply with regard to any liability of the Licensee and the City.

12.2 A copy of the "Certificate of Insurance" will be submitted to the City at the time of execution of license and annually thereafter.

13. **MODIFICATION:**

The terms of this Agreement may be modified upon agreement of the parties.

14. REVOCATION AND TERMINATION:

- 14.1** The City may revoke this license at any time. The Licensee may terminate this Agreement at any time.
- 14.2** In the event this license is revoked or the Agreement is terminated the Licensee will peaceably and quietly leave, surrender, and yield up to the City the Property. The Property will be restored to its previous condition at the expense of the Licensee and no costs for removal will be reimbursed by the City.
- 14.3** Upon revocation of the license or upon termination or expiration of Agreement, any personal property, or other appurtenances, including all footings, foundations, and utilities, placed on the City property will be removed by Licensee. If any such appurtenances are not so removed after three hundred and sixty five (365) days written notice from the City to the Licensee, the City may proceed to remove the same and to restore the Property and the Licensee will pay the City, on demand, the reasonable cost and expense of such removal and restoration.

15. RELOCATION:

A Licensee who licenses property from the City shall not be eligible for relocation payments.

IN WITNESS WHEREOF, this Agreement has been executed in duplicate by the parties hereto as of the date herein last written below. Licensee acknowledges receipt of a copy of this Agreement and agrees to comply with the provisions herein contained.

LICENSEE(S): KLABEN PROPERTY MANAGEMENT, LLC


Signature

PRESIDENT

Signature

1250 W. MAIN ST. KENT OHIO 44240
Mailing Address

330-808-5333
Telephone

19 AUGUST 2020
Date

CITY OF KENT, OHIO

Director of Public Service

Date

APPROVED AS TO FORM:

Hope Jones, Law Director
City of Kent

EXHIBIT "A"
Klaben Lincoln Store Grading Plan

SYMBOL / LEGEND	
	Exhaust Valve
	Cock Basin
	Pump Cock Basin
	Curb Inlet
	Pump Curb Inlet
	Yard Drain
	Manhole
	Sewer Manhole
	Storm Sewer Manhole
	Sewer Manhole
	Storm Inlet M.I.
	Valve Valve
	M.V. Valve
	Water Meter
	Fire Hydrant
	Pump Hydrant
	Well
	Sew Valve
	Tee Manhole
	L Manhole
	Manhole
	Dry Well
	Light Power Pole
	Light Pole
	Pump Light Pole
	Traffic Signal Pole
	Cable TV
	Electrical Box
	Telephone (S.C.C.) Box
	Power Transformer
	Tree
	Pole Tree
	Light
	Bench Marker
	Impedation Valve
	Control Valve
	Sign
	Sign
	Tree Row
	Sewer
	Sewer



SPY No.		DATE	BY		DATE: 5/19/08 DRAIN: DJZ SCALE: HOR 1"=20' VERT. 1"=4' FILED IN: 20050527_Engineering FILENAME: 262514 Site Plan TAB: 04 Grading Plan BNOT BY: XXX BASE BY: SRS
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[illegible]

LICENSE TO OCCUPY LIMITS

GRAPHIC SCALE

30 0 30 60 120

(IN FEET)

1 INCH = 30 FEET

GRADING PLAN POLESTAR PAVING 14500 BAYVIEW BLVD. SUITE 100 CLARK COUNTY, NEVADA 89145 (702) 440-8888 WWW.POLESTARPAVING.COM CONTRACT NO. 24024		polaris Engineering & Surveying FOULKS ENGINEERING & SURVEYING, INC. 1000 CHANDLER RD. SUITE 100 HUNTSVILLE, AL 35894 WWW.FOULKS-ES.COM		KLABEN LINCOLN STORE CITY OF RENO, PORTAGE COUNTY - OHIO
04	10			

EXHIBIT "B"
License Area Limits Drawing

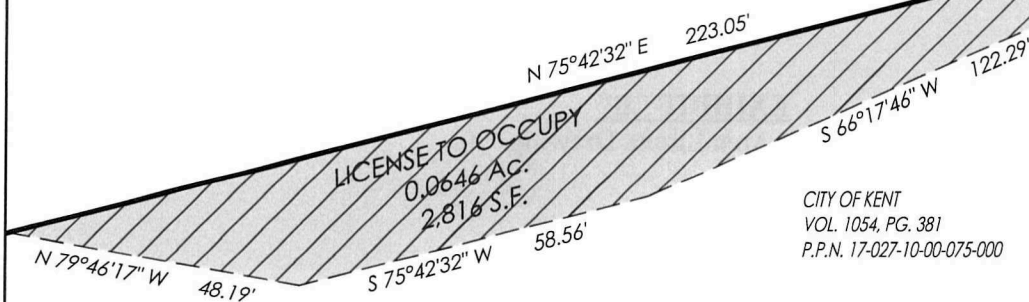


**POLARIS ENGINEERING
& SURVEYING, INC.**

34600 CHARDON ROAD
SUITE D
WILLOUGHBY HILLS, OH 44094
(440) 944-4433
(440) 944-3722 (Fax)
www.polaris-es.com

P.O.B.

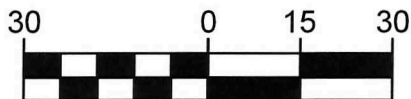
KLABEN PROPERTY
MANAGEMENT LLC
INST: 202412041
P.P.N. 17-027-10-00-075-002



CITY OF KENT
VOL. 1054, PG. 381
P.P.N. 17-027-10-00-075-000

KENT MOLD & MFG CO
VOL. 508, PG. 469
P.P.N. 17-027-10-00-073-000

**GRAPHIC
SCALE**



(IN FEET)
1 INCH = 30 FEET



DATE: 8/6/2026
SCALE: HOR. 1"=30'
FOLDER: DWG/Survey
FILENAME: Pond Esmt
TAB: 01-Sketch
DRAWN: RMK

**SKETCH TO ACCOMPANY
LEGAL DESCRIPTION OF
LICENSE TO OCCUPY**

CITY OF KENT - PORTAGE COUNTY - OHIO

CONTRACT No.

24024

SHEET

OF

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EXHIBIT "C"
License Area Legal Description

POLARIS ENGINEERING & SURVEYING INC. – 34600 CHARDON ROAD – WILLOUGHBY HILLS - OHIO

**LEGAL DESCRIPTION
LICENSE TO OCCUPY**

SITUATED IN THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND FURTHER KNOWN AS BEING PART OF LOT 27, ORIGINAL FRANKLIN TOWNSHIP, BEING TOWNSHIP NUMBER 3 NORTH IN THE 9TH RANGE WEST OF TOWNSHIPS IN THE CONNECTICUT WESTERN RESERVE;

BEGINNING IN THE WESTERLY LINE OF LAND CONVEYED TO KENT MOLD & MFG CO BY VOLUME 508, PAGE 469 OF PORTAGE COUNTY RECORDS (PPN: 17-027-10-00-073-000), AT THE SOUTHEASTERLY CORNER OF LAND CONVEYED TO KLABEN PROPERTY MANAGEMENT LLC BY INSTRUMENT NUMBER 202412041 OF PORTAGE COUNTY RECORDS (PPN: 17-027-10-00-075-002);

COURSE 1: THENCE **SOUTH 66°17'46" WEST, 122.29 FEET** TO A POINT;

COURSE 2: THENCE **SOUTH 75°42'32" WEST, 58.56 FEET** TO A POINT;

COURSE 3: THENCE **NORTH 79°46'17" WEST, 48.19 FEET** TO THE SOUTHEASTERLY LINE OF SAID KLABEN PROPERTY MANAGEMENT LLC;

COURSE 4: THENCE **NORTH 75°42'32" EAST** ALONG SAID SOUTHEASTERLY LINE OF KLABEN PROPERTY MANAGEMENT LLC, **223.05 FEET** TO THE PLACE OF BEGINNING, SUBJECT TO ALL LEGAL HIGHWAYS AND EASEMENTS OF RECORD. DESCRIBED IN AUGUST, 2026 POLARIS ENGINEERING AND SURVEYING INC. THIS DESCRIPTION HAS BEEN MADE IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 4733-37 OF THE OHIO ADMINISTRATIVE CODE. BEARINGS REFER TO THE OHIO STATE COORDINATE SYSTEM OF 1983 (NORTH ZONE) BASED ON THE ODOT CORS/VRS SYSTEM NAD83 (2011) DATUM.



A handwritten signature in black ink, appearing to read "Ryan Kramer".

RYAN KRAMER, OHIO REGISTERED
PROFESSIONAL LAND SURVEYOR #8971
8/6/2026

EXHIBIT "D"
Inspection and Maintenance Manual

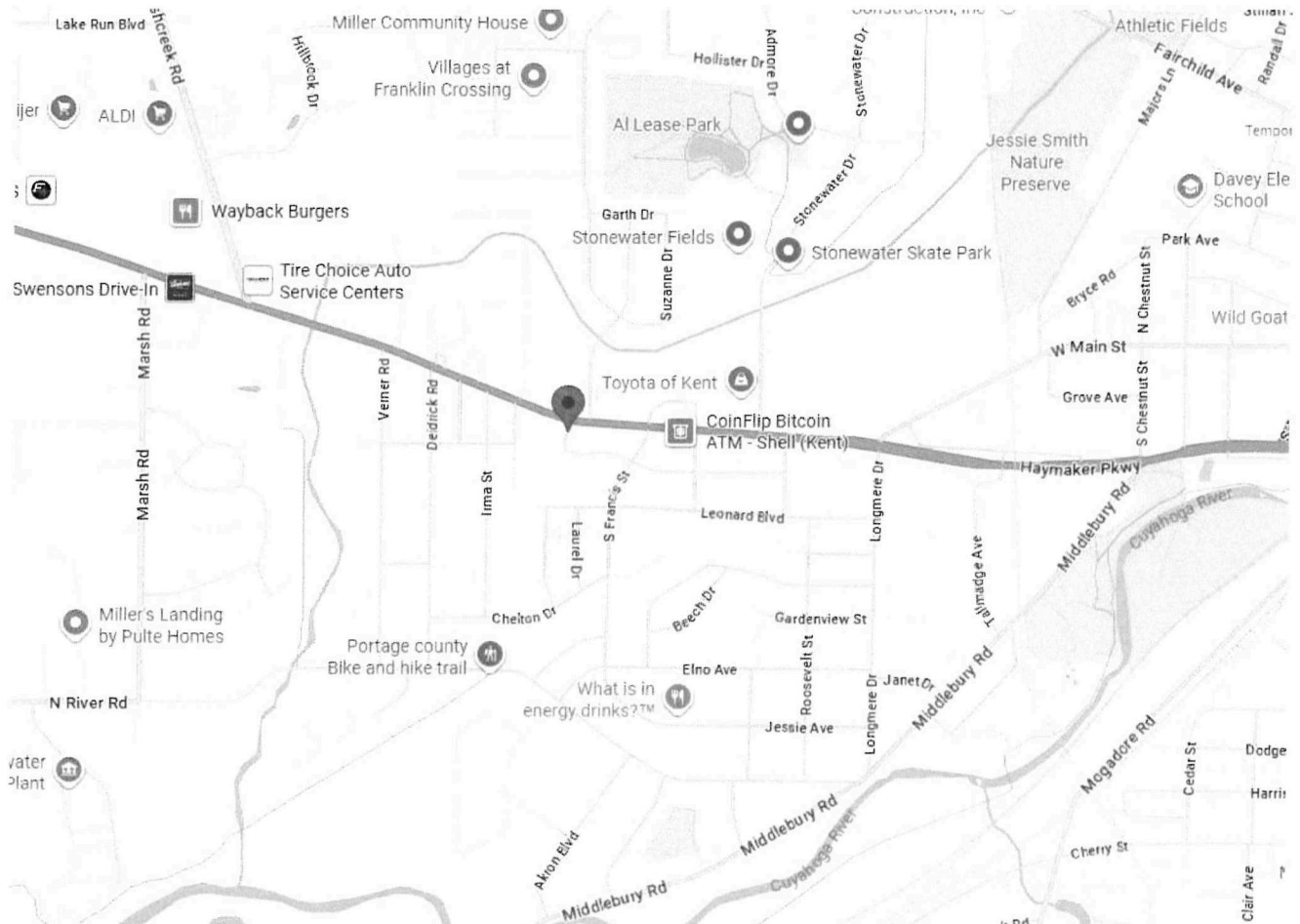
I & M MANUAL

Inspection & Maintenance Manual

Klaben Lincoln Store

1238 West Main Street

City of Kent – Portage County – Ohio



***The Owner of the property will be responsible for the Stormwater SCM's in perpetuity.**

Owner

Klaben Lincoln Store
1238 West Main Street
Kent, Oh 44240
Ph: 330.808.5333
Contact: Al Klaben

Post Construction BMP Designer:

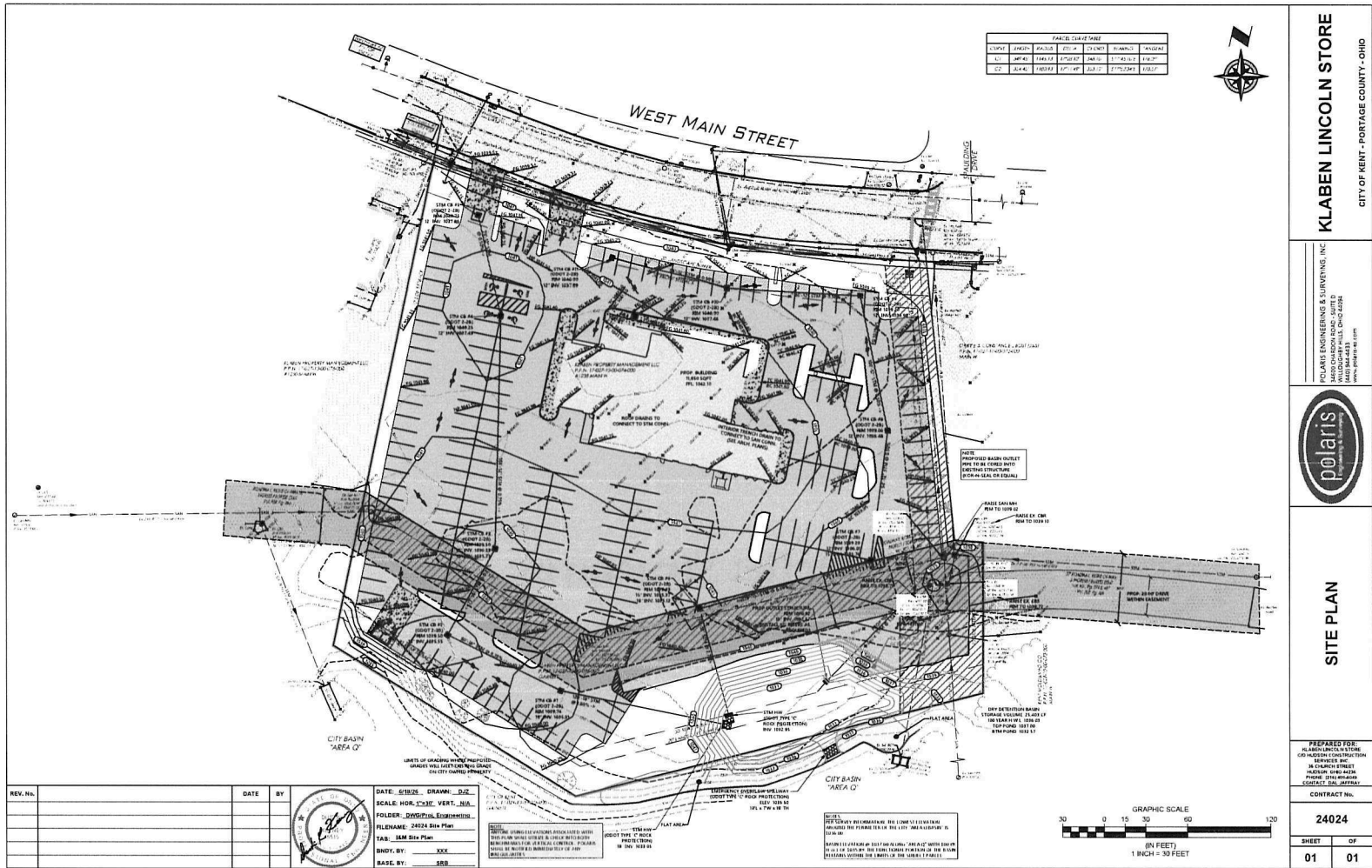
Polaris Engineering & Surveying, INC.
34600 Chardon Road, Suite D
Willoughby Hills, Ohio 44094
(440) 944-4433

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APPENDIX 'B'	Outlet Structures
APPENDIX 'C'	Post Construction Practices ○ WQ Basin Maintenance Plan ○ Operation & Maintenance Inspection Report

Appendix A

Site Plan



FACED GABRIEL					
TYPE	THICK	PAV	THICK	THICK	THICK
1	4" AC	1" AC	1" AC	1" AC	1" AC
2	4" AC	1" AC	1" AC	1" AC	1" AC



KLABEN LINCOLN STORE
CITY OF KENT - PORTAGE COUNTY - OHIO

KLARKE ENGINEERING & SURVEYING, INC.
1400 CHURCH STREET, SUITE 100
KENT, OHIO 44240
(330) 944-4444
www.klarke-engineering.com



SITE PLAN

PREPARED FOR:
KLARKE ENGINEERING & SURVEYING, INC.
1400 CHURCH STREET, SUITE 100
KENT, OHIO 44240
(330) 944-4444
www.klarke-engineering.com

CONTRACT NO.

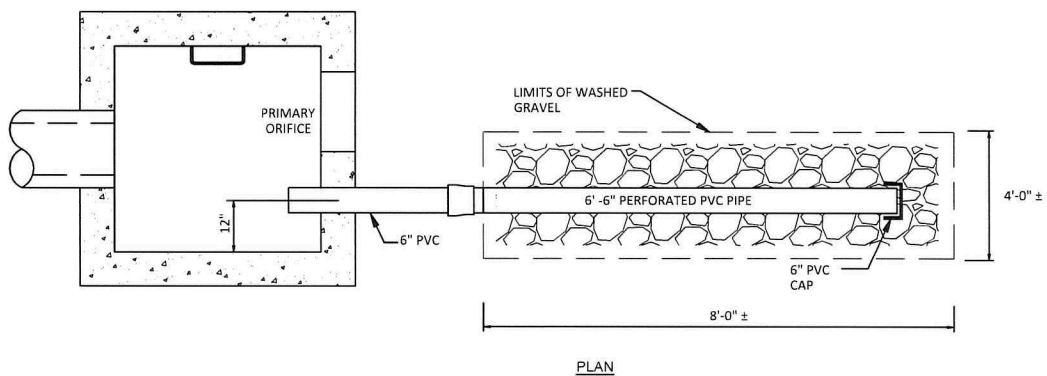
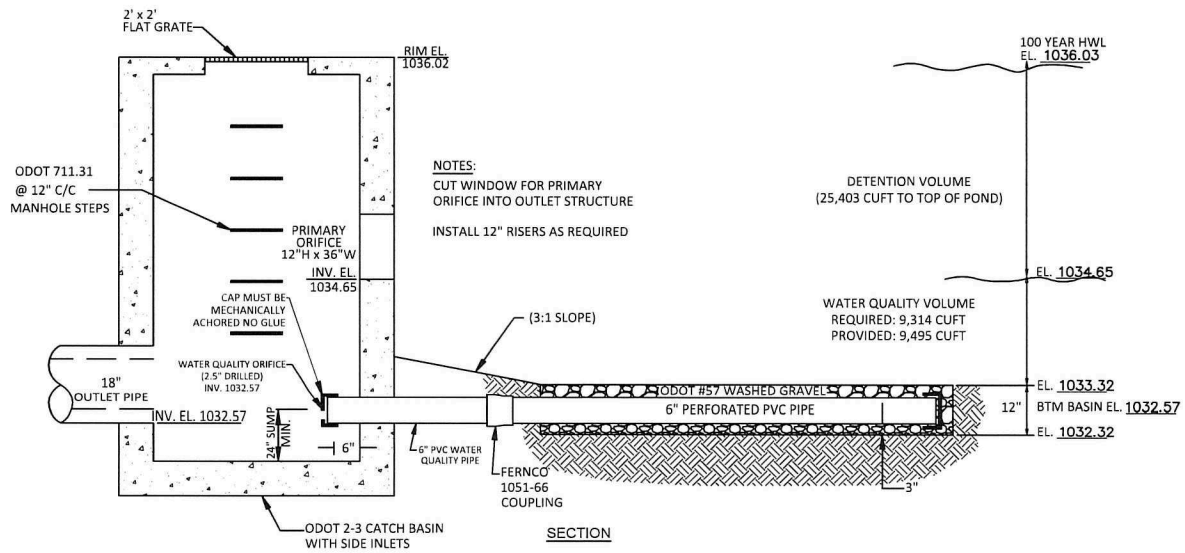
24024

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Appendix B

Outlet Structures



INFILTRATION DETENTION POND OUTLET STRUCTURE
NOT TO SCALE

Appendix C

Post Construction Practices

Infiltration Basin with Extended Detention Operation & Maintenance Plan

Design Feature	Frequency of Inspection (minimum)	What to Look For
Access Easement	Annually	Ensure there are no encroachments into or damage to the easement that would prohibit equipment from reaching the basin to perform maintenance activities
Sources of Inflow	4 times annually & after every storm event exceeding 1" of rainfall	Check the structural integrity of the pipe, headwall and outlet protection (e.g. rip rap apron). Clean catch basins as needed when sediment buildup due to the sump and trap occurs. Opening of trap should always be unencumbered by sediment.
Rip Rap Traps at Inflow Pipes	4 times annually & after every storm event exceeding 1" of rainfall	Check for sediment buildup in rock traps. If sediment laden rock is to be removed and replaced. Rock should be replaced every 5 years even if sediment is not visible as small particles may exist below the surface of the rock.
Wq Outlet (2.5" orifice at 1032.57)	Standard Maintenance	Ensure there are no blockages caused by trash and debris build-up
Secondary Outlet (12"x36" window at 1034.65)	Standard Maintenance	Ensure there are no blockages caused by trash and debris build-up
Emergency Spillway	Annually	- Ensure there are no blockages caused by trash and debris build-up or illegal dumping - Ensure there is no erosion of the spillway bottom and side slopes
Outlet Structure	Annually	- Check structural integrity - ensure there are no cracks, settling, heaving, pipe separation, or blockages within - Ensure all the joints/seams between riser sections and pipe penetrations within the outlet structure are watertight.
Outlet Pipe or Channel	Annually	Check the structural integrity of the pipe, headwall and outlet protection
Main Pool Area	- Monitor annually - Survey the elevation of accumulated sediments at least every 10-years	- Monitor the accumulation of sediment and corresponding loss of storage capacity. If sediment buildup is visibly significant a survey of the basin will be required to determine volume reduction from sediment and required elevations for possible dredging of basin. - If standing water remains in the basin under the primary orifice level for longer than 3 days after a rain event the bottom will require cleaning and replacement with native soil or materials that exhibit similar infiltration rates to that of the existing soil. - Dethatching and scarifying of basin bottom may be required to ensure infiltration. - Ensure there is an appropriate location to dispose of dredged sediments on or off the site.
Inside and outside slopes	- Mow at least once each year during the growing season - Monitor annually	- Ensure adequate vegetative cover with no rills and gullies or slumping of side slopes. - Woody vegetation that becomes established on fill embankments should be removed.
Vegetation introduced for water quality purposes (e.g. nutrient uptake, shading, etc...)	Annually	- Only grass to be allowed to grow within basin. - Monitor for the presence of invasive species – remove as necessary.
Pond Drain (if Applicable)	Annually	Ensure the drain functions properly by opening and closing

Additional Long Term Maintenance Notes:

- Any lawn mowing activities within the basin area to be performed by light walk behind mower to prevent compaction of native soils through weight of mower and vibrations from mower.
- All grass clippings are to be removed from basin area after mowing activities have been completed to ensure clippings to not cause unintended clogging of native soils.
- No vegetation other than grass shall be installed within the infiltration basin.
- No mulch or any other form of landscape cover is to be installed within the infiltration basin.

Operation and Maintenance Inspection Report for Stormwater Management Ponds

(Adapted from Watershed Management Institute, Inc.)

Inspector Name _____ Project Location _____
 Inspection Date _____
 Stormwater Pond _____
 Normal Pool _____
 Normally Dry _____ Watershed _____

Inspection Items		Checked? Yes / No	Maintenance Needed? Yes / No	Inspection Frequency	Comments
Pond Components					
1.	Embankment and Emergency spillway				
a.	Adequate vegetation and ground cover			A	
b.	Embankment erosion			A	
c.	Animal burrows			A	
d.	Unauthorized plantings			A	
e.	Cracking, bulging, or sliding of dam				
i.	Upstream face			A	
ii.	Downstream face			A	
iii.	At or beyond toe Upstream			A	
	Downstream			A	
iv.	Emergency spillway			A	
f.	Pond, toe & chimney drains clear and functioning			A	
g.	Leaks on downstream face			A	
h.	Abutment protection or riprap failures			A	
i.	Visual settlement or horizontal misalignment of top of dam			A	
j.	Emergency spillway clear of debris			A	
k.	Other (specify)			A	
2.	Riser and principal spillway				
	Type: Reinforced concrete Corrugated pipe Masonry _____				
a.	Low flow orifice obstructed			A	
b.	Low flow trash rack			A	
i.	Debris removal necessary				
ii.	Corrosion control			A	
c.	Weir trash rack			A	
i.	Debris removal necessary				
ii.	Corrosion control			A	

Inspection Items		Checked? Yes / No	Maintenance Needed? Yes / No	Inspection Frequency	Comments
d.	Excessive sediment accumulation inside riser			A	
e.	Concrete/Masonry condition			A	
	Riser and barrels				
	i. Cracks or displacement				
	ii. Minor spalling (<1")			A	
	iii. Major spalling (rebars exposed)			A	
	iv. Joint failures			A	
	v. Water tightness			A	
f.	Metal pipe condition			A	
g.	Control valve			A	
	i. Operational/exercised				
	ii. Chained and locked			A	
h.	Pond drain valve			A	
	i. Operational/exercised			A	
	ii. Chained and locked			A	
i.	Outfall channels flowing			A	
j.	Other (specify)			A	
3.	Permanent pool (wet ponds)				
a.	Undesirable vegetative growth			M	
b.	Floating or floatable debris removal required			M	
c.	Visible pollution			M	
d.	High Water Marks			M	
e.	Shoreline problems			M	
f.	Other (specify)			M	
4.	Sediment forebays				
a.	Sedimentation Noted			M	
b.	Sediment removal when depth < 50% design depth			M	
5.	Dry pond areas				
a.	Vegetation adequate			M	
b.	Undesirable vegetative growth			M	
c.	Undesirable woody vegetation			M	
d.	Low flow channels clear of obstructions			M	
e.	Standing water or wet spots			M	
f.	Sediment and/or trash accumulation			M	
g.	Other (specify)			M	
6.	Condition of outfalls into pond				
a.	Riprap failures, (Gravel Verges)			A,S	
b.	Slope erosion			A,S	
c.	Storm drain pipes			A,S	
d.	Endwalls/headwalls			A,S	
e.	Other (specify)			A,S	

Inspection Items		Checked? Yes / No	Maintenance Needed? Yes / No	Inspection Frequency	Comments
7.	Other				
a.	Encroachments on ponds or easement area			M	
b.	Complaints from residents (describe on back)			M	
c.	Aesthetics			M	
i.	Grass height				
ii.	Graffiti removal necessary			M	
iii.	Other (specify)			M	
d.	Any public hazards (specify)			M	
e.	Maintenance access			M	
8.	Constructed wetland areas				
a.	Vegetation healthy and growing			A	
b.	Evidence of invasive species			A	
c.	Excessive sedimentation in wetland area			A	

Inspection Frequency Key A=Annual, M=Monthly, S=After major storm

Summary

1. Inspectors Remarks: _____

2. Overall condition of Facility (Check one)

_____ Acceptable
_____ Unacceptable

3. Dates any maintenance must be completed by:

Inspectors Signature