

Westwood Civic Association
General Meeting Minutes
November 16, 2021

In attendance: Katie Frazier, Lindsey Huhn, Nick Jackson, John Kerr, Scott LeCates, Anne Murphy, Thomas Sauter, Stephen Schramm, Shawntee Stallworth-Schramm, April Stephens, Jon Thompson

Absent: Abe Brandyberry, Wendy Clark, Alexa Justice, Karen Strasser,

Recording Consent

1. Recording Consent
2. Call to Order
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda- John motions; Anne seconds; agenda approved
6. Approval of Minutes-Approval of minutes from September steering and general meeting -Nick motions to approve; Jon seconds; minutes approved.
7. D3 Police Report: Officer Rich Minella
 - a. Officer Minella neighborhood officer for Westwood: Crime is down 22% over the last 28 days and down 18.5% year to date. Be cautious about packages as we approach the holiday season as porch thefts increase during the holiday season. Do not leave any visible bags or packages in your car.
 - b. The city is looking to hire new police officers, facing shortage with many recent retirements.
 - c. Sgt. Hicks takes questions from those in attendance.
8. Fire Dept-no representatives present
9. Treasurer's Report-Tom Sauter. October 2021 report prepared by Alexa Justice, WCA treasurer.

WESTWOOD CIVIC ASSOCIATION
October 2021 TREASURER'S REPORT

	Deposits	Payments	Balance
10/1/21 Checking Balance			\$8,294.47
Gardens		\$547.06	
Beautification		\$133.14	
Outreach		\$150.00	
Membership	\$20.00		
Unused NSP		\$1,150.91	
10/31/21 Checking Balance			\$6,333.36
Uncommitted Funds			\$3,870.84
Community Gardens Balance			\$1,957.18
Youth Council Balance			\$505.34
SAVINGS			
10/1/21 Savings Balance			\$58,633.80
Interest	TBA		
10/31/21 Savings Balance			\$58,633.80

Tom motions to approve the treasurer's report as submitted; Nick seconds; Treasurer's report is approved

10. NSP Category Selection-Tom Sauter
 - a. It is time to select new NSP categories and proposed budget for 2022. Proposals may be submitted to the city for review at the earlier by January 25, 2022. If submitted later the review and approval process will be delayed, shortening the window to use the funds.
 - b. Additional/new board members are needed to assist with NSP management and reporting. In the past one person has managed this creating a huge burden. It would be ideal to have two people to share the work load. Katie Frazier and Wendy Clark have expressed interest and willingness to serve this role. Steve Beckman will provide training on the NSP process.

11. Membership and Outreach Committee Update-Katie Frazier
 - a. November Neighbors of the Month awarded to Kelly Hibbett and Ellen McGrath in recognition of their leadership in organizing the litter clean-up held in October.
 - b. Great neighbors can be nominated via the WCA website at any time.
12. Fundraising-Katie Frazier
 - a. Howl at the Hall Event recap. The net proceeds from the event was \$6,143. The original plan was to split proceeds evenly between Westwood Works and WCA. Katie proposes that all proceeds should go to Westwood Works since the majority of planning and implementation of the event was run by Westwood Works volunteers. Katie was the only WCA board member who participated in event.
 - b. Katie introduces a motion that all proceeds go to Westwood Works to support their neighborhood mini-grants program; Motion, seconded by Tom Sauter. Tom motions to amend the motion to include reimbursement to WCA of the \$150 liquor license fee that was paid for by WCA. Amended motion seconded by Lindsey. Motion approved.
13. PIBZ Committee-John Kerr
 - a. The committee members drafted a mission statement for the PIBZ committee: *To partner with other civic groups and government entities to encourage the beautification of our neighborhood and to solve problems involving properties, infrastructure, and zoning to help make Westwood a safe, vibrant, and beautiful neighborhood that people can proudly call home.*
 - b. Expenses for clean-up equipment (e.g. safety vests)-- WCA can invest in purchasing supplies for multiple uses rather than

renting same supplies, for less cost. John requests ~\$125 from general fund for purchase of safety vests for future clean-up events. Tom motions; Katie seconds. Approved

- c. Monthly clean-ups have been organized by Kelly Hibbett and Ellen McGrath. The first event will be held 11/1/21, and every first Sat. from 11-1. (except Jan—alt date Jan 15.) Meet at Westwood Town Hall. Go to the Keep Cincinnati Beautiful website under events to see dates and to register to participate.
 - d. Property Upkeep Letter: A draft letter was distributed to board members for review. The letter will be sent to business owners whose properties need attention and upkeep to encourage action. The full text is attached to these minutes. Anne introduces a motion to approve the letter; Nick seconds. Motion passes.
 - e. Working to update blighted properties list. Blighted properties can be reported to PIBZ Committee for additions to the list who will review and report to the city.
 - f. Parking on Junietta: one Junietta resident has made an official request with the city to designate the street as resident only parking. No details on the city's response as of yet. Future action will be determined as more information is provided.
14. Presentation Ministries Zoning Change Request –Mark Hennessy
- a. Regarding property at 3248 McHenry. Presentation Ministries is a lay association of the Catholic Church, operating at 3230 McHenry Ave. for 30 years. It is an all-volunteer organization that is looking to purchase a vacant lot on 3248 McHenry (corner of McHenry and Fyffe Aves.) to use as a paved parking lot for their volunteers. Current zoning use is residential. They would need to have it rezoned commercial for their intended use. Would like to have it rezoned before they go through the purchase process with the city. The lot is bordered by one

residential property. He states the owner at that neighboring property has no objection to their planned use. They want to know from the WCA board if there would be objections to the zoning change before they move forward with the purchase of the property and zoning change request. Scott LeCates suggests that we evaluate the request under the equitable development rubric from the Peasley Center. Scott and Mr. Hennesy will connect separately to review the plans under the rubric for presentation and discussion with the board.

15. Westwood Uniting to Stop the Violence – Shawntee
 - a. Last meeting discussed concerns about former Tax business property on Harrison across from Fire Station due to litter, dumping, loitering, vandalism, people living on property. Police suggested that the first step should be to report to Fix It Cincy! app to begin building case against the property and bringing it forward to garner the attention of city council.
 - b. Reminder that thefts of autos and from autos are up in the winter months when people step away from their vehicle while it is running.
 - c. Plan to invite Shell station owner to a WCA meeting next year to discuss solutions for mitigating property concerns.
 - d. Please report street lights that are out to Duke Energy via their website to request bulb replacement or repair.
 - e. Next Westwood Uniting meeting is next Thursday @ 7 pm at Cincinnati Urban Promise, Harrison Ave. Anyone is invited to attend.
16. School Enhancement Committee– Scott LeCates
 - a. School supplies were purchased with NSP funds and distributed to Midway, Gamble, Westwood, and Dater elementary schools. Deliveries were made to the resource coordinators at each

school last week (sanitizer, batteries, and other high need items.).

17. Facebook question received during meeting regarding speed bumps request on Epworth between Montana and Werk. Tom provided clarification of the request that came from a resident of Epworth who gathered signatures to submit a formal request to the city for review (see October meeting minutes).
18. Laundry Love Event Announcement – Karen Pitz
 - a. Karen Pitz started a local initiative of “Laundry Love” to provide free laundry in Westwood at Super Laundry on Harrison Ave. Past month they served 45 families. Teachers attend to provide homework help; other volunteers provide crafts and activities to kids. They can only support 50 families per event due to space and equipment limits and are looking to expand to other facilities. Volunteers are needed and welcomed.
19. Holiday Decor at the Town Hall – Anne Murphy
 - a. Anne will take the lead on planning, purchasing, and decorating Town Hall grounds. CRC has some decorations in Town Hall attic that we will look through first -- Tom motions that the board approve up to \$300 in funding for lights and decorations to decorate town hall grounds; Nick seconds. Motion passes.
20. City Planning Commission Public Engagement Session will be held Wednesday 11/17, 7-8p.m. at Westwood Town Hall
21. WCA Holiday Party-Plans to be determined. WCA will provide some funding to provide light food and beverages. Tom introduces a motion to budget of up to \$200 from WCA general funds for to support WCA Holiday party, seconded by Stephen Schramm; Motion approved. April and Wendy will take the lead on planning. Event will be held Tuesday 12/14.
22. Nominating Committees for 2022 WCA Board Elections – Tom/Board

- a. WCA Election in March 2022 to elect new board members. There are 5 term-limited members; Abe Brandyberry and Alexa Justice have indicated they will not be running for a second term. Abe has resigned from board effective today 11/16/21. There will be at least 7 vacant seats on the board. Nominating committees have been officially formed and must submit their nominees before the January 2022 general meeting. Each committee can submit up to 5 candidates.
 - i. President's Nominating Committee: Nick Jackson, Katie Frazier, April Stephens
 - ii. Members' Nominating Committee: Larry Eiser, Mary Fichter, and one additional TBD
 - b. Nick Jackson, Larry Eiser, and Lindsay Huhn will serve on Election Committee to plan and hold the election.
23. CRC-Jincey Yemaya
- a. The Westwood CRC Winter program schedule has been published- She encourages everyone to get the word out about activities and programs at Westwood Town Hall. Shared flyers about a free laptop program via Cincinnati Library and Cincinnati Museum Center.
24. Tom motions to adjourn the meeting; seconded by John. Meeting adjourned.

Attachment: Draft Litter Accumulation Request for Compliance Letter
(drafted by John Kerr; PIBZ Committee)

***Draft* Litter Accumulation Request for Compliance Letter**

Dear _____:

With its established and new restaurants and entertainment venues, the Town Hall Park gathering spot, interesting small businesses, and more, Westwood is becoming a destination neighborhood. Westwood's revitalization is good not only for businesses but also for residents and property owners, as safe and attractive neighborhoods increase property values and encourage home-ownership as well as long-term, stable rentals. Westwood Civic Association asks that you work with us to keep your own property in good condition and by doing so, invest in our neighborhood.

The Westwood Civic Association is working with local authorities, the zoning board, and other entities to eliminate blight, including the accumulation of litter. According to Cincinnati's municipal code Sec. 714-11, all property owners have a duty to keep their property and sidewalks abutting city streets clear of litter. Recently, a group of volunteers worked hard to remove litter and debris from the area surrounding the property you own at _____. We ask that you devise a way to maintain this on at least a weekly basis. Additionally, please understand that the procedure for proper disposal of large items like mattresses and furniture is to use the Fix-it-Cincy app, call (513) 591-6000, or visit www.5916000.com to schedule a pick up with the city. Such items should not be put out on the curb before the scheduled date.

Failure to maintain the upkeep of the property can result in enforcement by the City of Cincinnati (see Municipal Code chapters 714, 727, 731). For the most current information about city services and the municipal code, visit www.cincinnati-oh.gov. Please do not hesitate to reach out to the Civic Association with questions or concerns.

Thank you, in advance, for taking steps to help make our neighborhood a more welcoming place.

Sincerely,

John Kerr (Or Tom Sauter)
Chairperson, Property, Infrastructure, Beautification, and Zoning Committee (WCA President)
Contact info:

Not for inclusion in this letter:

Other common violations:

Flaking paint or missing trim/siding
Cracked steps
Broken or cracked windows
Rotted wood (flooring, etc.)
Leaking roofs
Loose or missing masonry mortar
Leaking/clogged gutters
Missing roof shingles or damaged flashing
Litter
Overgrown grass/weeds
Graffiti
Weeds and vines that endanger property
Accumulated waste
Junk motor vehicles