

**CTM Meeting Minutes  
 January 11, 2015  
 Clifton Recreation Center**

Present: Adam Balz, Kevin Marsh, Michael Moran, Ben Pantoja, Eric Urbas, Adam Hyland, Nicholas Hollan, Shaun McCance, Ashley Fritz, Joyce Rich, Eric Hinson, Peter Block, Malcolm Montgomery

Absent: Cindy Oakenfull, Rama Kasturi

A quorum is present. Meeting called to order at 7:00pm

**Introduction of New Trustees**

Trustee Urbas introduced 3 new Trustees: Erin Hinson, Malcolm Montgomery, and Peter Block. Seth Walsh had been elected, but he had to resign during early January. Erin was the next highest receiver of votes.

**Election of Officers**

Urbas made a motion to elect officers for the 2016 calendar year:

- President – Eric Urbas
- Vice President 1 – Malcolm Montgomery
- Vice President 2 – Adam Balz
- Treasurer – Shaun McCance
- Secretary – Kevin Marsh

Motion passed.

**Election of Committee Chairpersons and Liaisons**

Urbas made a motion to approve the following list of Committee Chairs and Liaisons:

<b>Committee</b>	<b>Chairperson</b>
Beautification	Adam Balz
Chronicle	Ashley Fritz
Website / Social Media	Shaun McCance
Membership	Kevin Marsh
Events	Nicholas Hollan
Housing and Zoning	Adam Hyland
Nominating	Ben Pantoja

Public Safety	Kevin Marsh
Clifton Plaza LLC	Eric Urbas
Transportation	Mike Schur
Parks	Rama Kasturi
Education	Nicholas Hollan
<b>Ad Hoc Committees</b>	<b>Chairperson</b>
Deer Management	Ben Pantoja
Fundraising	Joyce Rich
By-Laws	Ben Pantoja
<b>Liaison Role</b>	<b>Primary</b>
Invest In Neighborhoods	Shaun McCance
Uptown / NOU	Joyce Rich
Tri-Health	Ben Pantoja
Clifton Community Fund	Pat Matson
CTM Golf Outing rep	Michael Moran
Ludlow 21	Joyce Rich
UC Health	Adam Hyland

Discussion: Trustee Marsh noted that the Business Committee Chairperson was not noted, but intentions were to resolve this gap during January. Motion passed.

### **Police Report**

Neighborhood Liaison Officer Nick Hageman shared STARS report results. Crime was down 36% for the 2015 year. Theft from auto is down overall including during December. The Clifton community group needs more members as they are down to just 4. To find out more and/or train to join up, please contact Officer Hageman.

Officer Hageman can be reached at 513.569.8527; email is [nicholas.hageman@cincinnati.oh.gov](mailto:nicholas.hageman@cincinnati.oh.gov). See the Clifton Community website for other police contact info on the Public Safety page.

### **Fire Report**

Captain Ken Caldwell introduced himself as the new Captain for Engine Co 34. He had previously worked here as a Lieutenant in the past. He reported that his company had 111 EMS runs (64 were ALS), but no major structure fires in the Clifton area during the past month. Not all EMS runs were in Clifton.

The Captain shared that January is home heating safety month.

Promotional ceremony will be held Jan 22, 10am, Masonic Center downtown.

Captain Caldwell can be reached at 513.352.2334; email is [ken.caldwell@cincinnati-oh.gov](mailto:ken.caldwell@cincinnati-oh.gov); or visit the fire station on Ludlow Avenue.

### **Library Report**

No library report was provided.

### **Recreation Center**

Service Area Manager Tom Reese reported due to a request from Trustee Marsh, he worked with the City DOTE to select a bicycle rack for the use of residents who ride their bike to the Rec Center. It will be ordered and installed soon in the front of the building near the entrance.

Tom reported that the Rec Center would host all possible events for the Cincinnati Neighborhood Games. Tom highlighted the Rec Center's Listening Center that happens on Thursday evenings.

Online Rec Center Calendar is at

<http://cincyrec.org/search/basicprogram.aspx?k=Clifton%2BRecreation%2BCenter#results>

### **CCAC**

No report was provided.

### **CBPA**

No report was provided.

### **Minutes of the December 2015 CTM meeting were approved as submitted.**

### **CliftonFest**

Pete Schneider and Morgan Rich made a presentation on the results of the 2015 event. The presentation will be included as an appendix to the meeting minutes. The 2015 event was reduced by 1 day.

#### Key Issues & Feedback:

- All vendors requested return back to 2 day schedule
- Lots of feedback reflecting disappointment around limited Sunday events.
- Applications to the City and State for liquor permit cleared noted time / location and approvals did not note any deviation. However, the plan communicated to the Police Department was different. This caused too much of Ludlow Ave to be closed than the permit details. CliftonFest will work more closely with the City DOTE for 2016 to ensure that the closure plan is clear to all approving & involved parties.
- Family / Kids programming & the Great Race were extremely popular.
- Food trucks and strong restaurant participation solve prior years' "lack of street food" feedback.

Financials included decreased costs due to reduced event time. Fund raising goal was met 100%. Unplanned expenses and non-revenue generating components were eliminated.

Overall the event finished just above break even. Final outcome is not exact, yet, due to some pledged income not received.

Planning for 2016:

- Morgan Rich will be the liaison between CliftonFest and the businesses / other organizations.
- Continue to increase the sponsorship.
- Undecided if 1 or 2 day event duration. More discussion with businesses will be held.
- Increased involvement with the City.
- Support and broaden the most successful aspects.
- Increase event focus as a no pretense, neighborhood, family friendly party.

Morgan requested CTM sponsor CliftonFest 2016 with \$5000 so that it would be less of burden than prior year of \$6000.

Trustee Montgomery asked what is the purpose of CliftonFest. Morgan advised it is to have an entertaining, family friendly, neighborhood party and introduce people outside Clifton to our community. Montgomery asked if the artists / vendors that have booths truly contribute to the purpose as they are not from the neighborhood. He said this was not the case for StreetScapes. Morgan advised that CliftonFest is a different event that StreetScapes, but CliftonFest would like to fold StreetScapes type events into the event. Pete Schneider advised that all CBPA members were invited to participate in the event, but not all of them choose to participate. The event is designed to be complimentary to the business district.

Pete invited all Trustees to join and participate in the planning with CliftonFest members. Urbas thanked Peter and Morgan for their presentation and advised due to timing the Board needed to move on to other topics on the agenda.

### **Treasurers Report**

Treasurer Michael Moran reported on December results. \$4,115.94 income. Expenses \$7,659.23. Net expense of \$3,543.29.

CTM has total assets/reserves of \$71,954.59 with no outstanding liabilities.

Trustee Urbas moved to approve the Treasurer's report.

Discussion: Urbas advised that he went through the Clifton Community LLC invoices and all inappropriate expenses were removed. Trustee Montgomery asked the total estimated cost of Holidays on Ludlow. It is \$2200. Trustee Marsh reported that Pat Matson is working on capturing open receivables from advertisers in the House Tour guide book. She is working to complete this task during January, and if successful, we would receive approx. \$3600 of 2015 budget income during 2016.

Motion passed.

## 2016 Budget

Urbas showed the details of the planned income of \$48,700 and proposed expense budget.

### Clifton Town Meeting 2016 Income Projection

Note: Income projection is shown for planning purposes.

Income Source	Projected	Comments	2015 Reference
Chronicle Ad Revenue	\$ 13,000		14,200
Membership Dues	\$ 5,000	typically 5000	
Annual Interest Grant IIN	\$ 600		659
Interest Income	\$ 50		350
Tri Health Grant	\$ 6,000		6000
Neighborhood Support Program	NSP \$ 6,800	increased 1800 for 2016	5000
Memorial Day Parade	\$ 800		832
Flowerpot Sponsorships	\$ 1,000		1200
New Fund Raising Event(s)	\$ 4,000	new item	
Holidays On Ludlow	\$ 450		450
Golf Outing	\$ 11,000		12033
<b>Forecasted Income</b>	<b>\$ 48,700</b>		

### Expense Item Budget

Clifton Chronicle	NSP	\$ 15,400	Editing, Printing, Mailing (approx 1/3 each)
Clifton Plaza LLC		\$ 2,500	1/2 of all expenses incurred
CTM Insurance	NSP	\$ 1,750	

### Committees

Beautification		\$ 5,250	(2000 for 2015 obligation, 2000 for 2016 flower pots, 750 for HOL decorations, 500 gateways)
Buisness Committee		\$ 500	Unspecified
Executive - Administrative Items		\$ 850	Printing, office supplies, etc.
Education		\$ 1,500	Mailings and social media.
Housing and Zoning		\$ 750	Mailings, appeals, etc.
Membership		\$ 900	Membership development
Website & Social Media		\$ 1,500	Special event advertising, website maintenace
Unspecified communications		\$ 1,500	By request from committes

### Events and Others

Cincinnati Challenge Grant		\$ 500	CTM pledge 500 matching if project is selected.
CliftonFest		\$ 3,000	Event production costs.
General Fund Raising		\$ 2,500	Any production related costs
Golf Outing		\$ 8,000	5000 donation and 3000 production costs.
Lantern Walk		\$ 575	Police, sand, candles, bags, etc.
Memorial Day Parade		\$ 1,400	Police, food costs, grill rental, paper products, etc.
Holidays On Ludlow		\$ 1,500	Carriage Rides
Sidewalk Plaque Repair	CCF	\$ 2,000	Pass through funds remaining from 2015
Story Tellers		\$ 1,000	Event production costs.
Wednesdays on the Green	NSP	\$ 1,000	Music performer and event related

**Total** **\$ 53,875**

Project Income \$ 48,700

**Net Gain/Loss** **\$ (5,175)**

Urbas made a motion to approve the expense budget.

Discussion: Trustee Montgomery asked if \$1500 was enough to cover Holidays on Ludlow. Trustee J. Rich assured that it was.

Morgan Rich indicated that the carriage rides for HOL were up to an hour long at times. Balz indicated that all in line were served. The route was changed slightly during the event and this change greatly reduced wait times.

Motion for expense budget was approved.

### **Events Committee**

Chairperson Nicholas Hollan reported on Holidays on Ludlow wrap up. Hollan worked hard to get a non-withstanding ordinance passed to allow the carriage rides to proceed as before. Hollan thanked Trustee Rich for all her support in planning the event. He also thanked Trustees Montgomery, Balz, Urbas, and everyone else who helped produce the event.

Trustee Rich advised Petey's took 70 photos with Santa Claus this year.

Hollan reported on Cincinnati Neighborhood Games that will occur during Spring / Summer this year. This is a competitive fun event between neighborhoods. To enter the main competitions, neighborhood qualifiers must be held. There are many events that are possible – not all of them are physically challenging. Planning / organizing committee members for Clifton will get t-shirts. Qualifiers must be finished by June 30.

July 9 – 16 will be the main competition between neighborhoods. A neighborhood flag must be created. Hollan believed the most difficult part of this event is to plan & hold the qualifiers. An article will be put in the Chronicle calling for all residents to participate.

### **Housing & Zoning Committee**

Chairperson Adam Hyland reported on zoning variance decision at Glenmary. Discussion with residents indicated their concerns were not about the variance, more about the aesthetics. Therefore, no appeal occurred.

### **Variance Hearing – 3530 Middleton**

Variance hearing coming up on Jan 13 on 3530 Middleton to install a porch with a wheelchair access ramp. City Planning Dept staff report advised the changes will bring the house more into character with the neighborhood. Z&H Committee agrees with staff report. Hyland made a motion for CTM send a letter of no objection to the variance hearing officer & planning commission. Discussion: Trustee McCance advised he lives across the street from this house and as an abutting property owner, he has no concerns about this variance. Hyland indicated there was also a letter showing support from another neighbor.

Motion approved.

### Demolition at 537 McAlpin

Resident Christina Hazlett is concerned that the owner is going to tear down the existing house and build a new one, and will also build 2 additional houses on the back part of the property. Hazlett indicates the water runoff is extreme from this property onto hers and others. The additional houses will cause more run-off.

Hazlett indicated a demotion permit was filed on 12/29. Permit number 2015P10528.

Balz advised Hazlett to contact the County Soil Conservation District.

Hazlett does not know if the property has been sub-divided for allowing the building of 2 additional houses.

Montgomery indicated the Housing & Zoning Committee could connect with the owners to discuss their plans. Marsh confirmed demolition permit was issued, and Hyland indicated that there is a 30 day window to appeal the permit. Urbas asked Hazlett to gather community in writing to allow CTM to more completely address the issue on behalf of whatever the community concerns were.

### Zumstein Avenue in Hyde Park

Malcolm provided an update that City Council passed a notwithstanding ordinance to allow the Zumstein property to be used for business instead of residential. No further action is suggested.

### **Transportation Committee**

Trustee Marsh introduced a motion to approve a resolution on support of bicycling infrastructure within Clifton. This resolution is unchanged in wording from what CTM approved in 2014.

Motion:

### Resolution on Bicycle Infrastructure

Clifton Town Meeting desires to make Clifton into a premiere bicycling community within greater Cincinnati in order to improve the vibrancy, safety and overall health of visitors and residents. To do so requires continued investment in on-street infrastructure such as the Central Parkway protected bikeway, bike lanes, sharrows, and bicycle related signage. These features add tremendous value for local businesses and help make our communities more livable and attractive to active individuals and families. Our neighborhood supports the initiative to promote more on-street bicycle infrastructure that connects Clifton to other neighborhoods in Cincinnati. Residents of Clifton use bicycles on established roadways in order to commute to work, school, and shop. We need and endorse the full usage of roads for cyclists for a full and productive lifestyle, not just recreational riding on off-road trails.

### Implementation

CTM Executive Committee will email the resolution as part of a cover letter to the Mayor, all members of City Council, and the City Manager by Jan 20, 2016. Transportation Committee will circulate the resolution to other Community Councils.

----- end of motion -----

Motion was seconded.

Trustee Montgomery moved to amend the main motion with the following language: In any case where provision for cycling has been made that results in significant and prolonged inconvenience to others to such extent that remediation is required, then the existing provision should not be removed or diminished until an alternative provision, which is satisfactory to the cycling community, can be made ready for use.

Motion to amend was seconded.

Trustee Pantoja moved to table the motion to amend so that the Trustees could discuss the main motion first. Urbas tabled the motion the amend without objection.

Discussion: Marsh advised that he saw that Council filed a communication from a business owner requesting the City “scrap the Central Parkway Bike Lane” and that the completion of the of the balance of the Central Parkway Bike Lane to Ludlow Avenue is coming up once the I-75 onramp is completed.

Some Trustees (lead primarily by Pantoja) thought the cover letter with the resolution needed to include a recognition that there have been implementation issues with the protected bike lane on Central Parkway. Marsh read a version of the cover letter that Transportation Committee Chair Mike Schur had prepared with the review & approval of the Transportation Committee. There was no printed version available.

“CTM wishes to reaffirm the August 2014 Resolution regarding bicycle infrastructure. This reaffirmation does not necessarily connote acceptance of the current traffic issues raised regarding Central Parkway. As such, CTM urges the City to continue to address issues and solve the problems affecting cyclists, pedestrians, and motorists along Central Parkway.”

There was a variety of discussion about the topic. Marsh volunteered to work with Mike Schur to craft a cover letter for review.

Motion to amend was untabled. Motion to amend did not pass. Main motion passed.

### **Education Committee**

Chairperson Nicholas Hollan reported on a recent discussion he had with CPS Board of Education member Eve Bolton, and she indicated she was supportive of a neighborhood school supporting Clifton and surrounding areas. Hollan said the Committee is working on building community support for neighborhood school at an unknown location of unknown type.

### **Chronicle**

Chairperson Ashley Fritz reported Jan 29 is the next editorial deadline.

### **Membership Committee**



Chairperson Kevin Marsh was not able to report due to lack of time available.

**Public Safety Committee**

Chairperson Kevin Marsh was not able to report due to lack of time available.

**Trustee Updates / Announcements**

None.

**Public Q&A**

Daniel Ames asked if the former library space is truly going to be a trendy restaurant and when would it open. Trustee Rich advised that a letter of intent has not been signed to her knowledge, but that Ames understanding of the future plan is accurate. Ames asked the CTM Board to work on filling other empty spaces.

Ames asked if there will be a cross walk will be installed at the Library. Trustees advised that this was on the list of requests to the City via the Transportation Committee.

**Adjournment/next meeting**

The meeting was adjourned at 9:05 p.m.

The next CTM meeting is at 7 p.m., Monday, February 1, 2015, at the Clifton Recreation Center.

## Appendix to the meeting minutes



## 2015 Event Summary

### 2015 Event Notes

- At CBPA request, street closure decreased to 1 day (Saturday); footprint was decreased to accommodate businesses on periphery.
- Diggs/Clifton Plaza programming remained 2 days. 5K on Sunday thru Burnet Woods.
- Official estimates on attendance were ~7000 - 8000 Saturday.
- 5K Race participation was down by 6%
- Family & kids programming elements incorporated into Clifton Plaza on Saturday with great success.
- Inaugural Great Race held on Saturday, proved extremely popular – participation was 100% with a waiting list.
- Vendor participation was decreased during planning to allow for reduced footprint, however vendor booth requests remained at prior year levels and were wait-listed or accommodated when possible.
- Food trucks invited to participate to fill the lack of 'street food'; trucks were required to be complementary, and non-competing with Ludlow Avenue restaurants.



# 2015 Issues & Feedback

- Significant attendee and vendor feedback regarding 1 day vs. 2 day event.
  - All vendor participants requested a return to a 2 day schedule.
  - Multiple sources provided feedback reflecting disappointment around limited Sunday events.
- Diggs Plaza programming will be scaled back to one day due to low attendance and participation resulting from change in model.
- Applications requesting changes to street closure times and locations were ignored by the city.
  - Applications to the city and the state for liquor permit clearly noted time and location, notifications of approval did not reflect any deviation from the applications.
- Family & kids programming on the Clifton Plaza, corn-hole venue, and Great Race extremely popular.
- Food trucks, strong participation by a couple of restaurants (Los Potrillos, Proud Rooster, Ambar, Dewey's) solved the problem of lack of 'street food'.



# Budget Notes

- 2015 financials indicate a significant decrease in overall revenue, however this is balanced by a decrease in expenses due to schedule change: Other factors:
  - Revision of the Art Carpet model to direct sponsorship between a business and artist.
  - Decrease in sponsorship from both CBPA and CIM balanced by increases in other sponsorships.
  - Tighter budget controls around unplanned expenses and elimination of non-revenue-generating components.
  - Increased costs from the City for permits & Services.
- 2015 final outcomes are pending final receipt of pledged funds and will be formalized at the time of tax filing.
- Fund Raising goal for 2015 was successful, achieved 100% of goals; sales revenues matched budget projections.



## 2015 Major Sponsors & Partners

### Sponsors

- Clifton Business & Professional Association
- Clifton Town Meeting
- Gaslight Properties
- Cincinnati Park Board
- TriHealth
- Uptown Consortium
- West Sixth Brewing

### Partners

- Immanuel Presbyterian
- Clifton United Methodist
- Howell Avenue Pet Hospital
- Ludlow Wines



## 2016 Planning

- *Increase the visibility of a CliftonFest liaison to the businesses.*
- *Continue to increase the sponsorship.*
- *Decision on 1 or 2 day duration.*
- *Increase involvement with the city.*
- *Continue to support and broaden the most successful aspects.*
- *Increase the focus on the event as a no pretense, neighborhood, family friendly party.*

