

COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES

Meeting Date: 2/11/25

Time: 6:00PM

In Attendance: Stephanie Foster-Miller, Haley Belisle, Jessica Susor, Brittani Klockowski, Erica Rupp

- Met with Regional Urban Foresters for direction on implementing a Tree Commission, old ordinance needs revamping
- Humanities Spark and T-Mobile Hometown grant: waiting to discuss eligible projects until empty council/ committee seat is filled
- Rural Business Development: nearly finished, Kristi waiting on USDA response
- Discussed need to revise Subdivision code for any needed updates and/ or clarifications
- Contemplating where and when to hold Volunteer Appreciation Event
- Prairie Project: considered July or August for Harold to burn area
- Recommend leaving lighting above Main Street as is, for the time being
- Addressed All weather signs and/ or display boxes for parks and walking path

Actionable Items

Please provide a list of actionable items for the council agenda.

- Mayor and council need to decide process for assigning Tree Commission members
- Recommend Main Street pole lights stay up all year, move to administrative process for budgeting and quotes for all weather, LED, color changing lights
- Otsego Serves Day: move to ALL committees, seeking community project

Clerk response: Deadline to submit ideas to Otsego is Feb. 28th.

COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES

Meeting Date: 3/18/25

Time: 5:30PM

**In Attendance: Brittney Klockowski, Erica Rupp
(Ashley Patel: Absent)**

- Previous minutes approved
- Amending previous Tree Commission Ordinance and sending to Stephanie Foster-Miller at Division of Forestry for approval
- Reviewing Thrive and Revive program to make decision on further action
- Discussed addressing Historical Society for Humanities Spark Grant project; point of contact - Erica
- Committee under the understanding that there is an already existing list of vacant/ nuisance properties for the Ohio Department of Development
- T-Mobile Hometown Grant and how a bathroom will help utilize the area more: Provides basic comfort and convenience that is needed and expected which encourages longer and more frequent visits, Parents want to avoid accidents, encourages repeat visits
- Committee decided to ask for Ken's opinion on updating Subdivision code
- Otsego Serves Day: Waiting on response from Ashely, school principal. She has been provided a detailed explanation of locations with addresses, number of students requested by Boards that would like student participation and list of tasks. In correspondence with Jeanettie and Doug
- Discussed DORA: Does not charge permit holders a fee for issuing, often referred to as an Economic Development tool, primarily to support our 2 businesses with increased foot traffic. Generally taking 3 (give or take) weeks to process permit.
- DORA ordinance shall include a. Specific boundaries b. Number, spacing, and type o signage designating area c. Hours d. Number of personnel to ensure public safety e. Sanitation plans f. Number of personnel needed for sanitation plan g. Requirement that all alcoholic beverages be served solely in plasti bottles or non-glass containers
- Proceeding with drafting an ordinance for DORA in reference to the previous (above) ordinance requirements; a. Both sides of Main Street, from Locust to Cherry/ Center Street b. 10 total: 2 each side at Cherry/Center and Main, 4 at railroad tracks, 2 each side at Locust, 1 at Mill and 1 in grass field next to gazebo c. Noon-9pm d.1 constant patrolling officer e. Restrooms at Porky's, Horns and Halos and Village Hall f. 1 person to empty trash cans g. Non-glass containers for alcoholic beverages
- Discussed need to develop an ongoing, projected, project list for next 3 years

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Actionable Items

Please provide a list of actionable items for the council agenda.

- Recommend approving the cost of year round, color changing rope lights for Main Street poles
- Council decide a date to hold a Community open session public meeting to promote transparency and collect ideas
- Confirm at Administrative Process and/ or PEP if rates increase due to DORA
- Verify in Safety or Administrative Process if we can reconstruct weekly Sheriff patrol to ensure availability during DORA hours
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COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES

Meeting Date: 4/15/25

Time: 5:30PM

In Attendance: Brittney Klockowski, Ashley Patel, Erica Rupp

- Zoom meeting with Stephanie Foster-Miller, Regional Urban Forester, concerning our latest submitted Ordinance. She new recommendation is to form our Tree Board, of 3-5, then have an in person meeting with her for further guidance. Tentatively set for June 15th CD&PA meeting. Ability to reschedule if given ample notification time
- DORA Power Point will generally stay the same, conveying all included information in the Power Point draft presentation provided
- Humanities Spark grant: Not to pay for an artist but to pay for supplies and potentially ask for assistance from an Art department to do a paint by number type of project on the side of the Post Office, featuring a historical component to comply with grant
- T-Mobile Hometown grant: All seem to be in favor of finding out more about the RomTec structures that could provide for several uses that the Village needs/ wants in place of the Old Bus garage
- Ashley, Otsego High School Principal, has indicated she will be updating us with more accurate times and details in the near future
- Evaluating the Subdivision code for revisions
- Considering moving the date for Volunteer Appreciation, waiting on a follow up from Jessica

Actionable Items

Please provide a list of actionable items for the council agenda.

- Ask Public Works for tree locations for trees donated by First Energy
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COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES

Meeting Date: 5/20/25

Time:

In Attendance: Ashley Patel, Brittney Klockowski, Erica Rupp

- Previous meeting minutes approved
- Discussed a 50/50 split or DORA cups, Village pays for first 1000 cups, in one color for \$228.57 + shipping. Business responsible for purchase of cups after first 500 provided
- Suggest to create a special committee to form a Tree Board, in hopes of having Tree board established by October's meeting so Stephanie from Urban Forestry can come and guide the board in creating an ordinance that fits our Village
- Referring to Weston Thrive and Revive: Committee would like to recommend establishing a downtown business district from Taylor to Cherry/ Center making it easier to act on Thrive and Revive policies and possibly receive applicable grants
- T-Mobile Hometown grant: waiting on a final decision on removal of Old Bus garage foundation. We also discussed including Parks and Recs in decision making for grant possibilities
- Still reviewing Subdivision code. Have decided to invite Ken (email sent) to next meeting, which has been rescheduled for July 9th @ 5:30pm per all 3 of committee members
- Discussed Industrial areas in the Village

Actionable Items

Please provide a list of actionable items for the council agenda.

- Inquire about what line item money for DORA cups could come from
- Ask Park and Rec board if they would be willing to split cup cost
- Requesting a list of last years swag, for Vounteer day
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COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES

Meeting Date: 6/17/25

Time: 5:30PM

In Attendance: Ashley Patel, Brittney Klockowski, Erica Rupp, Shelly Myerholtz, Mindy and Micheal Hugaboom

- Previous meeting minutes approved
- Mindy and Micheal Hugaboom expressed interest in being a part of the Tree Commission. It was explained that our goal was to have willing participants attend our CD&PA meeting in October, when Stephanie from the Urban Forestry would be attending. It was brought to attention of equipment that may potentially be needed and possibly a safety course for members.
- Discussed DORA signage: laminated paper signs were an idea, 18"x12" coroplast signs were also discussed
- Weston Thrive and Revive: a member of the gallery expressed that enforcing a penalty to businesses, in what's considered our business district or anywhere in the Village, could potentially drive away new and existing businesses, as it's hard enough to keep the doors open as is.
- Informational and educational plaques highlighting our Village's historical sites, was a recommendation for the Humanities Spark grant along with the idea of Otsego art students designing a historical mural to be painted on the side of the Post Office
- Subdivision code will be addressed in next months meeting as Ken will be attending or guidance.
- Brittney is reaching out to Zeb Albert, a stewardship coordinator, about their program for the pocket prairie. Will report back as it is our understanding that money and other donations have already been made for this project and it is at a stand still

Actionable Items

Please provide a list of actionable items for the council agenda.

- Ask Kristi if there are any grant opportunities for business advertising. As it was brought to our attention that more affordable and visible advertising would help our local businesses

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- Ask Paul to identify a course of action and legalities for labeling our Downtown business district in hopes of having n grant opportunities for building and business owners

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COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES



Meeting Date: 7/9/25

Time: 5:30PM

In Attendance: Ashley Patel, Brittney Klockowski, Ken Taylor, Rob Myerholtz, Craig Warner, Roy Champion

- Previous meeting minutes approved
- Reviewed Subdivision code with Ken. Discussed several recommendations. General edits will be sent to Planning Commission for review, then to council for ultimate approval. It has been recommended that the Zoning Code also be reviewed and edited to coincide with Subdivision Code. With a final approval of both Codes simultaneously.
- DORA cups and copy of application will be delivered to Horns and Halos and Porky's by Erica
- Zeb Albert, the stewardship coordinator, has indicated project cuts in his department, exploring options for the Pocket Prairie project



Defining a Downtown Business District would be for planning and funding not rezoning properties. We plan to further discussion next meeting.

- It was brought to our attention that we may want to consider readdressing our Village Firework Laws such as: There must be 150' separation distance from the point of discharge to spectators and the nearest part of any structure or building, no person under the age of 18 is permitted to handle or discharge fireworks, and fireworks not to be discharged on public property.
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Actionable Items

Please provide a list of actionable items for the council agenda.

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COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES



Meeting Date: 8/18/25

Time: 5:30PM

In Attendance: Brittney Klockowski, Ashley Patel and Erica Rupp

- Minutes approved from previous meeting
- Brittney sent edited Subdivision code to Ken. Pending Ken's approval, draft will be sent to Planning Commission for their approval
- Weston Downtown Business District will consist of both sides of Main Street from Cherry Street and end at Taylor Street, will provide a map for reference and to include in Paul's resolution. Wanting to establish the Downtown Business District before proceeding with Weston Thrive and Revive
- October Community Development and Public Affairs meeting will have Stephanie Miller from the Regional Urban Forester Division of Forestry in attendance to discuss further steps for the Tree Commission and interested parties



Intend to reach out to Otsego Art department, a few weeks after school resumes, to see if it is possible for a group to design and paint a historical mural here in the Village utilizing the Humanities Spark Grant for supplies

- Will ask Parks and Recs to attend September meeting to address options for T-Mobile Grant
- Spoke about ideas for this year's Suburban Gas grant. Any ideas and/or opinions are welcomed.

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Actionable Items

Please provide a list of actionable items for the council agenda.

- Recommend a first reading, of Paul's resolution to establish the Downtown Business District, to council
- Asking to approve purchase of logo swag bags for Volunteer Appreciation Swag tent, which will be at the Fall Fest Oct. 18. 50 logo reusable, cloth bags are \$71.99.



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- Also asking to approve a max budget of \$300 for that Volunteer Appreciation event
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COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES



Meeting Date: 9/16/25

Time: 5:30PM

In Attendance: Brittney Klockowski, Ashley Patel and Erica Rupp

- Previous minutes approved.
- Edited Subdivision code will be addressed during Planning Commission meeting Wednesday September 24 @ 6pm
- Reviewed Downtown Business District map. Agreed to it's accuracy and can be attached to the Downtown Business District resolution.
- Waiting until after Downtown Business District is established to readdress Weston Thrive & Revive. End goal is intended to reward business owners for good practices. Thus encouraging growth for the Village
- October 21 @ 5:30 Stephanie Miller will attend the Community Development & Public Affairs meeting. Will address creating an ordinance that suits our Village and establishing a Tree Board. Interested parties should attend. Will contact Mindy Hugaboom as she has shown interest in participating in the past.
- Collecting suggestions from Parks and Recs for T-mobile Hometown Grant
- Suggesting to use the Suburban Natural Gas Community Development fund to purchase materials for a mural on the side of Post Office, since Humanities Spark Grant is postponed due to funding cuts. Mentioned using Mrs. Rank's art class possibly for the Otsego Serves Day, if school was continuing that event. Using this grant would also eliminate the historical component needed for Humanities Spark grant.
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Actionable Items

Please provide a list of actionable items for the council agenda.

- Remove the Penny Taylor proposal from agenda until further notice
- Order 100 logo tote bags for Appreciation/ Volunteer table
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COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES



Meeting Date: 10/21/25

Time: 5:30PM

In Attendance: Logan Wick, Hailey Belisle, Stephanie Foster- Miller, Brittney Klockowski, Ashley Patel, Erica Rupp

- Previous minutes approved
- Created a Tree Commission Ordinance with the guidance of Stephanie and Hailey from the Urban Forestry Department. Will continue to seek participants for the Tree Commission
- Mrs. Rank has expressed the interest in Art department participation for a mural on the side of the Post Office. This would utilize the Suburban Natural Gas Community Development Fund for materials. Committee discussed the need to evaluate the condition of brick on the side of the building or consider a different location if needed due to the inspector reporting the need for tuckpointing



Actionable Items

Please provide a list of actionable items for the council agenda.

- Recommend Ken have the ability to send letters to individuals known for feeding stray cats that do not participate in a trap and release program.
- Send Tree Commission Ordinance to Paul Skaff for approval
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COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES



Meeting Date: 11/18/25

Time: 5:30pm

In Attendance: Brittney Klockowski, Ashley Patel, Erica Rupp

- Previous minutes approved
- Brittney will be reaching out to Stephanie Miller-Foster to see if she is available to attend the February CD& PA meeting to create a second Tree Ordinance that will include criteria that the Tree Board will follow once established
- Continuing to look for available space for a mural or brainstorming ideas for possible portable murals using the Suburban Natural Gas Community Development fund, which is \$1454

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Actionable Items

Please provide a list of actionable items for the council agenda.

- Ask council to vote on the Ordinance establishing the Tree Board, which has already been revised by Paul
- Recommend bringing back the Business Spotlight and initiate a local family Spotlight
- Recommend expanding the Little pantry
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COMMUNITY DEVELOPMENT & PUBLIC AFFAIRS COMMITTEE MINUTES



Meeting Date: 12/16/25

Time: 5:30pm

In Attendance: Ashley Patel, Brittney Klockowski, Erica Rupp

- Previous minutes approved
- Looking for grants to pay for Tree Board members education classes. Also waiting for response from Stephanie Foster-Miller regarding her attendance at the February meeting
- Exploring options for our Village stray cat issue. At this time we are unsure of what we can do other than the established trap and release program
- Briefly discussed Keith Leady's offer of a mural on his future private fence. How would we fund the project and is the private area appropriate for a mural were questions asked

 Waiting to move forward with Business and Family Spotlight until after the New year begins

Actionable Items

Please provide a list of actionable items for the council agenda.

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