

City of Takoma Park
Takoma Junction Task Force
Meeting Minutes
Wednesday, December 8, 2010

The City of Takoma Park Takoma Junction Task Force met on Wednesday, December 8, 2010, in the Hydrangea Room of the Takoma Park Community Center, Takoma Park.

Members Present: Hailu Aichehi, Billy Coulter, Kay Daniels-Cohen, James DiLuigi, Steve Dubb, Megan Gallagher, Seth Grimes, Andy Kelemen, Howard Kohn, Linette Lander, Barbara Muhlbacher, Katrina Oprisko, Lorraine Pearsall, Susan Robb, Roger Schlegel, Jennifer Sisane, Jeffrey Trunzo, and Ellen Zavian.

Members Absent: Lorig Charkoudian, Roz Grigsby

Staff Present: None

Others Present: None

1. Call to Order and Agenda Review

A quorum present, the meeting was called to order at 7:36 p.m. The agenda drafted by the steering committee for December 8, and meeting minutes from November 17, 2010, were distributed. The meeting schedule for the first quarter of 2011 (January – March) with meeting times and room locations, (prepared by City staff), draft work plans submitted by the subcommittees, and the Vision/Mission statement updated by Roger Schlegel ,were also distributed.

Andy Kelemen announced that he was withdrawing from Subcommittee B.

White board, markers, pads have been provided and are stored in the meeting room closet.

2. November 17 Meeting Minutes

Action: The meeting minutes of November 17, 2010 were reviewed. A motion was made and seconded to accept the meeting minutes of November 17, 2010 as drafted. The meeting minutes were accepted as drafted.

Vote Results: Yes-18, No-0. The motion passed.

3. Task Force Meeting Schedule for First Quarter 2011

Discussion: A meeting schedule for the first quarter of 2011, at the frequency and pattern discussed and agreed upon by the TF at the meeting of November 17, was created by Sara Daines. The meeting schedule was reviewed and accepted by the TF.

The meetings will begin at 7:30 pm and end at approximately 9:15 pm. Meeting dates and rooms are as follows:

Tuesday, January 11	Azalea Room <u>or</u> Heffner Center
Wednesday, January 26	Hydrangea Room
Tuesday, February 8	Hydrangea Room
Wednesday, February 23	Hydrangea Room
Tuesday, March 8	Azalea Room
Wednesday, March 23	Hydrangea Room

4. Mission Statement

Discussion: The updated Vision/Mission statement was presented by Roger Schlegel and reviewed by the TF. TF members had offered suggestions during the meeting of November 17, and these modifications had been incorporated by Roger Schlegel. The TF made additional text suggestions and format recommendations. Roger’s effort was praised and accepted with these modifications.

Action: A motion was made and seconded to accept the Statement of December 8, 2010 as modified.

Vote Results: Yes-18, No-0. The motion passed.

5. Junction Task Force Web site

Discussion: A Web site for the TF has been created by Seth Grimes (www.takomajunction.org). The website will hold informational items, such as meeting minutes, meeting schedules, meeting agendas, and other material of a logistical nature and relevant to the work of the TF. Questions were raised about whether draft materials, raw data, or other information which could be

sensitive in nature, would be posted to the site. The merits of such postings was discussed, and the TF agreed by consensus that only formal, official items would be posted publically. Other items which may be sensitive in nature or works-in-progress would be located on the site but protected from public view by password protection. Volunteers were solicited to assist Seth with the web site. No TF members volunteered.

6. Near-term Junction Improvements

Previous Discussion: The TF had discussed during the meeting of November 17, 2010, how to address any potential near-term improvements; recent recommendations from the Fireside group, obvious repairs, observations, or relatively easy consensus improvements such as a sign to designate parking at the City lot. Billy Coulter had volunteered to lead the communication to the City Manager and Mayor. Scope of the questions posed included immediate plans for the City lot, traffic signal, cross walks, signage for parking at the City lot, any traffic studies, and related subjects.

Discussion: Billy Coulter reported that Mayor Williams replied that no work or initiatives have been started by the City staff based on previous recommendations. The TF discussed how to initiate action on near-term recommendations. An interim report to the Council is tentatively scheduled for late March. The TF decided that near-term improvements should be made to the City at the interim reporting times. Therefore subcommittees with near-term recommendations should be identifying these items and begin drafting the recommendations for review and affirmation by the entire TF.

7. Urban Land Institute / Other Consulting Engagement

Previous Discussion: This agenda item was discussed at the November 17 meeting. At the discussion conclusion, the TF consensus opinion was summarized as value and expertise may be accessible through the use of an outside consultant such as ULI or others. The TF is not ready to make a decision in the December timeframe. A scope of work, with options, is desirable in order to make a discussion. It was decided to compose a set of questions about the proposed engagement, and continue this discussion at the December TF meetings, with the goal of having more consensus by January. Kay and Linette volunteered to draft the discussion points to initiate this action plan.

Discussion: Kay and Linette presented their work. The TF expressed thanks to Kay and Linette for volunteering to craft statements reflecting the previous discussion points. The TF discussed the statements and the process by which a consultant would be engaged. TF members expressed concerns about the timeline, whether or not a consultant would be engaged by a competitive process, how potential conflicts of interest might be addressed, and identifying the party who would be paying for the engagement. It was recommended that Subcommittee B would take this project and investigate alternatives and further develop this statement into a letter for comments and review by the TF on December 21. The TF affirmed this plan by consensus.

8. Subcommittee Reports and Discussion

Discussion: The TF discussed logistics and timelines to facilitate orderly meeting preparations and clear communications. It was proposed and agreed that subcommittees would provide their work products for distribution at the TF meetings 24 hours in advance of the TF meeting (close of business the day prior to the scheduled meeting). This will allow City staff adequate time to compile the meeting packets. It was also recommended that each subcommittee decide how to structure themselves, in regard to recording, creating, and editing work products, as well as coordinating communications of official final versions for distribution to the steering committee. Selection of a coordinator or designation of an individual for this task was discussed and affirmed by the TF.

Each subcommittee presented their plan and summarized their discussions to date. All subcommittees have met and produced draft work plans. The TF praised the efforts and encouraged further development of the plans.

Suggestions and recommendations to consider as each plan is further developed included the following:

- A. Consider prioritization of initiatives. Continue to develop timelines. Define the nature of the outcomes (reports, etc.). Consider “Events” as a topic to explore.
- B. Identify and catalog the materials of past relevant efforts. Summarize these past efforts. Create a directory of relevant businesses, property owners, stakeholders. Maintain tracking of outreach by creation of a meeting log or similar tool.
- C. Impose some timelines onto the plan. Define parking scope as other than parking at the City lot. Consider how to map pedestrian flows. Explore crime as a livability issue. Evaluate B.Y. Morrison

Park as a venue for events and its current and potential future usage.

Next Topics

Discussion: The group agreed to include the following items on the next agenda:

- Inviting Suzanne Ludlow, Deputy City Manager, to a January meeting
- Presentation of subcommittee work plans and progress at every subsequent meeting
- Subcommittee meeting schedules and locations provided when ready

The group agreed to provide the steering committee with any additional topics for the next agenda.

9. Adjourn

The meeting adjourned at 9:25 pm.

Respectfully Submitted

Jeff Trunzo, Secretary

Roger Schlegel, Secretary