

**City of Takoma Park, Maryland  
Commemoration Commission Meeting  
Tuesday, March 24, 2015 – 7:30 p.m.  
Takoma Park Community Center - Rose Room**

**Meeting Minutes (draft)**

Present: Daniel Jessop, Jessica Kessler, Richard O'Connor, Mitchell Tropin, Jane Yamaykin, Gelynn Hurt, Diana Kohn, Howard Kohn, Jessie Carpenter

**Call to Order**

The meeting was called to order at 7:30 p.m.

**Welcome and Introductions**

Mayor Williams provided information on the origins of the commission and welcomed members.

**Housekeeping Matters**

Jessie distributed binders that included a member roster, the appointment resolution, the ordinance establishing the commission (Chapter 2.16, Article 4, of the City Code), information on requirements of the Open Meetings Act, the Ethics Ordinance and conflict of interest disclosure requirements, and the report of the recognition task force. She will be serving as the staff liaison for now.

The commission will need to elect its officers and may wish to establish bylaws.

Jessie agreed to take notes of the meeting. Mitch agreed to serve as note-taker for the next meeting.

A meeting schedule for the next few months was set. The commission will meet on third Tuesdays: April 21, May 19, and June 16 at 7:30 p.m.

**Discussion of Priorities**

The commission's work will include both looking backward (archival information, inventory of memorials, etc.) and looking forward (setting up a recognition program). For now, the focus will be on looking forward.

The Recognition Task Force (on whose report the commission is based), had suggested various levels of recognition: personal recognition to recognize individuals; neighborhood recognitions to recognize a person in the neighborhood; and city-wide recognitions for individuals who are

to be recognized, which would have the strictest scrutiny. Nominations for the recognitions would be made by petition.

The commission wants to do more research about what is done by other jurisdictions. It may be possible to bring in income with the personal recognition (commemorative plaques on benches, trees, etc.). The cost of maintenance could be included in the price. Funds could go into a revolving maintenance fund. Ideas for commemoratives/tributes include bricks, commemorative patio, plaques and tiles, benches, trees, wall of fame, street signs, curb plaques. It is important to preserve the tribute over time, even if it is lost or destroyed, by maintaining a record.

The commission is interested in talking with the City Arborist to learn what it costs to purchase, plant, and maintain a tree. In some communities, commemoratives can be purchased for new or existing trees.

Possible locations for commemoratives could be developed from the existing open space inventory. Decision points include whether specific zones or locations are identified or whether all public space is available for tributes. City Public Works and Housing and Community Development will be good resources for this. Not all open space is in the City's control (SHA, M-NCPPC, Mont. Co.). In thinking about benches or street sign commemoratives, the commission will want to work with existing or future streetscape standards. Touching base with the Residential Streetscape Task Force, Public Works, and HCD will inform the commission's work.

Other things to consider include event naming rights, commemorative walkways, intersections, parks and fields.

Research and other assignments for next meeting:

Gelynn – How decisions are made in Takoma Park as to where public art is to be located

Howard - Bricks

Mitch – Trees

Jane - Benches

Jessica and Daniel - Other things sold as tributes, what other jurisdictions do

Dick – Plaques and tiles

Jessie – Invite someone from the Residential Streetscape Task Force

## **Adjourn**

The meeting was adjourned at 9:15 p.m.

## **Next Meetings:**

**April 21, May 19, and June 16**