

# Work Session

<b>Agenda Item #</b>	8
<b>Meeting Date</b>	April 27, 2016
<b>Prepared By</b>	Rosalind Grigsby, Community Development Manager
<b>Approved By</b>	Suzanne R. Ludlow City Manager

<b>Discussion Item</b>	Discussion of Takoma Junction Redevelopment Process Committee and Appointment Process
<b>Background</b>	<p>Neighborhood Development Company, the firm selected for the Takoma Junction redevelopment project, has proposed the establishment of a Community Consultation Process Advisory Committee to help facilitate community input and feedback at critical stages of the development project. The goal of the committee is to develop a process for community participation appropriate for Takoma Park</p> <p>The committee’s efforts will focus on creating, in conjunction with NDC, the process needed to guide community participation on important aspects of the development project effectively. The committee will not be responsible for making substantive decisions or providing specific recommendations to the Council about the design, layout or use of the planned development.</p> <p>Staff recommends Council appointment of not more than seven residents with representation from each Ward to serve on the proposed committee. Members would serve for approximately three months, developing a process to ensure community engagement. Members should be skilled in outreach and social media, knowledgeable about local resources, and familiar with the best means of reaching residents throughout the community. The work of the committee will be finished and the committee dissolved when the community consultation period in the development process is completed.</p>
<b>Policy</b>	<p>“Advance Economic Development Efforts: Attract new businesses and prepare for economic development in the City and region.”</p> <p style="text-align: right;">2016 Council Priorities, Adopted by Resolution 2016-04</p>
<b>Fiscal Impact</b>	No fiscal impact anticipated.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Neighborhood Development Company memo outlining proposed Community Consultation Process for Takoma Junction (April 15, 2016)</li> <li>• Draft Resolution Establishing the Community Consultation Process Advisory Committee for the Takoma Junction Redevelopment Project</li> </ul>
<b>Recommendation</b>	To discuss and give staff direction on next steps.
<b>Special Consideration</b>	

Via Email

April 15, 2016

Ms. Rosalind Grigsby, Community Development Manager  
Sara Daines, Housing and Community Development  
City of Takoma Park  
e-mail: [RosalindG@takomaparkmd.gov](mailto:RosalindG@takomaparkmd.gov); [SaraD@takomaparkmd.gov](mailto:SaraD@takomaparkmd.gov)

RE: Community Consultation Process for Takoma Junction

Dear Ms. Grigsby and Ms. Daines,

Neighborhood Development Company (NDC), the developer Council selected for the Takoma Junction city-owned lot, proposes a series of three to four community meetings where Takoma Park residents will have an opportunity to provide direct feedback on the project.

NDC's goals are to promote the following:

- Thoughtful and useful feedback regarding programming and site planning;
- Transparency and open communication;
- A structured process that is mindful of the project timeline.

Such goals will encourage ideas that will be key for the project team to provide a project with broad community input and support. As in most processes that require direct feedback on several options, NDC recognizes that every participant's desires cannot be incorporated into the final project plan. However, NDC will strive to ensure that the community's feedback is heard and incorporated wherever possible.

NDC has proposed establishment and appointment of a Community Consultation Process Advisory Committee to help direct the process of community input on important aspects of the development project. The proposal is for a small group of residents to help NDC develop a process that is suitable for Takoma Park and will address the needs for community input. These areas are not to be programmatic elements. Rather, we are seeking reactions to elements such as use of outdoor space, types of retailers most preferred, and architectural options.

The Community Consultation Process Advisory Committee will not be a decision-making body regarding substantive aspects of the development project. The focus of the Committee will be process-oriented to help guide community input.

NDC also proposes a method for on-line participation for feedback from residents who are unable to attend the meetings. NDC would put together a listserv and/or website that would solicit feedback from residents through a survey method and a web-based form that would allow for specific feedback on the development plan.

The Community Consultation Process Advisory Committee would be comprised of 4 to 8 members, appointed by Council, to help develop the process for community input, with City staff. The committee would:

- Clarify with NDC the aspects of the project's program and design for which community input is important for the project outcome;
- Identify the best means for community members to engage in the development process ;
- Determine the details of meetings needed to ensure sufficient opportunity for community input such as number and frequency of meetings, locations, times, format;
- Assist with promotion and outreach regarding meetings;
- Provide opportunities for on-line community feedback for community members who are unable to attend meetings.

The Community Consultation Process Advisory Committee would serve for a period of a two to three months to facilitate the community meetings. Following the community consultation phase in the development process, the committee's work would be complete.

We are confident that we can deliver the citizens of Takoma Park a first-class project. All of the elements for success are in place. We look forward to a productive community consultation process.

Sincerely,



Diarra McKinney  
Director, Pre-development  
Neighborhood Development Company  
dmckinney@neighborhooddevelopment.com

Introduced by:

**CITY OF TAKOMA PARK, MARYLAND**

**RESOLUTION 2016-XX**

**ESTABLISHING THE COMMUNITY CONSULTATION PROCESS ADVISORY COMMITTEE FOR THE TAKOMA JUNCTION REDEVELOPMENT PROJECT**

**WHEREAS,** the Neighborhood Development Company (“NDC”) has proposed the establishment of a Community Consultation Process Advisory Committee (the “Committee”) to facilitate community input on the Takoma Junction redevelopment project; and

**WHEREAS,** the City Council supports the proposed appointment of a committee of residents to provide guidance to NDC in appropriate ways to engage the community in the development of the project; and

**WHEREAS,** the Committee will provide assistance to NDC to ensure community participation in aspects of the design process; and

**WHEREAS,** the Committee will not be a decision-making body regarding substantive aspects of the development project nor is it intended to provide recommendations to the Council on the final design, layout or tenancy of the project; and

**WHEREAS,** the opportunity to serve on the committee has been advertised; and

**WHEREAS,** the Council has found these individuals to be appropriate candidates to serve the Community Consultation Process Advisory Committee.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF TAKOMA PARK, MARYLAND THAT**

The following individuals are hereby appointed to serve on the Community Consultation Process Advisory Committee:

Name	Ward
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**Adopted this \_\_ day of \_\_\_\_\_, 2016.**

**ATTEST:**

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Jessie Carpenter, CMC  
City Clerk