

Takoma Park Parking Task Force Minutes - July 15, 2021

Present: Jackie Davison, Greg Gorman, Paul Huebner, Tim Judson, Roger Schlegel, Emanuel Wagner

Convened at 7:35

The task force began developing the timeline for the community survey and outreach plan.

Timeline for Project

1. Curb space survey
 - a. Finalize survey and approve (July 15 meeting)
 - b. Translations by city staff (July 16)
 - i. Amharic, French, Spanish
 - ii. Takes up to 10-14 days
 - c. Create survey (1-2 weeks)
 - i. SurveyMonkey
 1. Shorten the survey with randomized questions
 - ii. Paper version (post deadline for submissions)
 - d. Open survey
 - i. 30 days or 45 days?
 - e. Post in City newsletter (September)
 - i. Need to find out lead time (Roger)
 - f. Takoma Radio Station (WOWD) to publicize the survey
 - i. Roger will contact
 - g. Ask Councilmembers to distribute through email lists/listservs
 - h. Compile the data
 - i. Enter hard copy surveys into SurveyMonkey
 - i. Analyze the data

In order to ensure that the survey can be completed on a timely basis and be announced in the city's September newsletter, task force members recognized that the text should be finalized and approved at this meeting.

Motion: Table the rest of the agenda tonight and finalize and approve the survey. Seconded. Approved unanimously.

The committee reviewed all proposed edits to the survey text, finalized the document, and approved the text.

Motion to approve the survey language as edited. Second. Approved unanimously.

Adjourned at 8:47pm