

**City of Takoma Park**  
**Takoma Junction Community Consultation Process Advisory Committee**  
**Meeting Notes**  
February 9, 2017

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The Takoma Junction Community Consultation Process Advisory Committee met on Thursday, February 9, 2017 at the Takoma Park Community Center, 7500 Maple Avenue, Takoma Park Maryland.

**Members Present:** Laura Barclay, Ameer Bearne, Tony Camilli, Shera Higgs-Thompson, Talisha Searcy (by conference call), Janet Williams  
**Members Absent:** Deepak Marwah  
**NDC Staff Present:** Diarra McKinney (by conference call)  
**Visitors:** Bob Anderson, Susan Schriber  
**Staff Present:** Roz Grigsby

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**1. Call to Order**

The meeting began at 7:00 p.m.

**2. Community Meeting Dates and Locations**

The meeting dates and locations were discussed. Though the committee had hoped to hold one meeting at the Rec Center on New Hampshire Avenue, the space was not available on either a Thursday evening or a Sunday afternoon. The final dates and locations are:

- Thursday, Feb 23, 7-9pm at the Fire station meeting room, 7201 Carroll Avenue
- Sunday, Feb 26, 3-5pm at the City Building, 7500 Maple Avenue (Not yet confirmed)
- Thursday, March 9, 7-9pm at the City Building, 7500 Maple Avenue in the Azalea Room
- Sunday, March 12, 3-5pm at the Fire station meeting room, 7201 Carroll Avenue

The Committee discussed the need to advertise the meetings well through City social media, fliers, and neighborhood and ward list serves. NDC will develop a flier and the City will make copies for Committee members who want to distribute them.

The Committee also discussed the need to reach out to the Junction businesses to make sure they are informed about the Junction development and aware of the community meetings.

**3. Community Meeting Topics and Formats**

For the topic of form and character, NDC discussed the plan to have a presentation at the meeting followed by break-out groups. They will provide precedent images from Takoma Park as well as elsewhere to elicit feedback from participants. On the topic of retail, the focus will be to identify needs and gaps, considering foot and auto traffic, day and night hours of operation, again with precedent images. Tables will be staffed with NDC and their architects, who will be capturing feedback through verbal comments, written responses, and possibly post-it notes or stickers.

**4. Survey**

The committee discussed the purpose and structure of a survey as a means for community members to participate who are unable to attend the community meetings in person. The surveys will be posted after each series of meetings, with images and options for rank choices, radio buttons, etc. Open-ended questions generally don't get high response rates so the questions need to be clear and concise. The surveys will need to be translated into Spanish and possibly

Amharic. Two committee members had made written suggestions prior to the meeting of clarifying language, which were distributed to the Committee. The addition of demographic questions was discussed, as well as the modification of terminology to be more accessible to the general public.

The Committee considered the possibility of paper surveys as well as on-line surveys for the community members who need that option. Also, community members can use the library computer lab for the surveys. Some Committee members are willing to distribute paper surveys.

## **5. Next Steps**

NDC asked if Committee members would be available to volunteer for the meetings to help with the community meetings. There will be more details forthcoming on the specific tasks for volunteers. Several committee members indicated they were willing to help. Staff will put together a doodle poll to confirm availability.

Notes prepared by:  
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