

RECOMMENDATION	TASK LEAD	ACTIVITIES	START DATE	END DATE	DURATION	PERCENTAGE OF TASK COMPLETE
Economic Development						
Establish an Economic Development Unit within the City	HCD	Econ. Dev Manager Hired	7/1/18	1/7/19	186	100%
Business Attraction	Economic Development	1. Placemaking Art projects (NEA Grant Apps for photography, sculpture garden)	6/15/19	7/11/19	26	0%
		2. Create Business Resource Guides	7/15/19	9/30/19	75	0%
		3. Facade/signage improvement grants	2/15/20	5/30/20	105	0%
		4. DHCD Grant application for facade improvement	5/15/19	6/12/19	27	0%
Large scale outreach to business community in Takoma Langley Crossroads, New Hampshire Avenue corridor, and Flower Avenue Area	Economic Development	1. Business Walks	10/15/19	6/30/20	255	0%
		2. City-wide Business Workshops (for artists, youth, women, general topics)	Ongoing			15%
		3. Create a Database of Takoma Park Businesses (StiR) - Address specific database for all city permits and processes	9/1/19	2/28/20	177	25%
Suspension of Inventory Tax	City Council	Council Resolution	3/16/18	3/22/19	366	100%
Create Spaces to start	Economic Development	1. Support Vendor Markets through CDA & OTBA funding and collaboration	Ongoing			100%
		2. Promote Farmers' Markets via Bus Shelters	8/1/19	11/30/19	119	50%
		3. Support Pop-Up Galleries through CDA & OTBA	Ongoing			25%
Expand knowledge of financing options	Economic Development	1. Business training & coaching	Ongoing			30%
Business Familiarization	Economic Development	1. Business Walks	Ongoing			0%
		2. Property Owners Breakfast	7/15/19	6/30/20	345	0%
		3. Business Brunch with the City	7/1/19	6/30/20	359	0%
		4. Create a Database of Takoma Park Businesses (StiR grant dependant) - Address specific database for all city permits and processes	6/30/19	6/30/20	360	25%
Increase access to workforce training	Economic Development & Housing	1. Partnership Development through Success Fair Pilot	3/11/19	5/4/19	53	100%
		2. Virtual Success Fair Follow Up	5/4/19	7/26/19	82	75%

Planning						
Improvements to pedestrian, bike, and transit access in Takoma Langley Crossroads and New Hampshire Avenue	Planning	1. 60% Design work for The New Ave Bikeways (MD Bikeways grant)	9/5/18	12/31/19	455	60%
	Planning	2. Bus Shelter Accessibility and Amenities Study (COG grant)	9/1/2019	6/30/20	270	0%
	Planning	3. Manage City participation in E-scooters and Capital bikeshare	Ongoing			0%
Monitor and support redevelopment projects	Planning	1. Serve as point of contact for developers, helping through process	Ongoing			0%
Public Space Plan	Planning	1. Develop purpose and process	1/1/19	7/1/19	180	75%
	Planning	2. Draft criteria for property acquisition	1/1/19	7/1/19	180	75%
	Planning	3. Manage Public Engagement Process	9/1/19	12/31/19	120	0%
	Planning	4. Support Council's decision-making process	9/1/19	12/31/19	120	0%
Parking Management Plan	Planning	1. Conduct research and data work				100%
	Planning	2. Establishment of Task Force	9/1/19	6/30/20	270	0%
	Planning	3. Support Council's Decision-making process	4/1/20	6/30/20	90	0%
Housing						
PRESERVE AND EXPAND HOUSING OPTIONS						
Grow the Takoma Park Housing Reserve Fund	City Council	Budget Approval	Ongoing		0	25%
Aggressively enforce the Rental Licensing program requirements	Housing	1. Establish protocol to identify and follow-up on violations of the rental licensing program.	Ongoing		0	0%
Modify the Home Stretch Down Payment Assistance Program	Housing	1. Review existing program model and eligibility criteria.	11/1/19	12/31/19	60	0%
	Housing	2. Examine first-time homebuyer programs available through the state and other municipalities to maximize impact.	1/1/20	3/15/20	74	15%
	Housing	3. Establish guidelines that supports higher utilization of the program.	4/15/20	5/31/20	46	0%
Modify the Tenant Opportunity to Purchase Program	Housing	1. Review existing regulations governing the administration of the Tenant Opportunity to Purchase Program and identify criteria for City action.	2/1/19	8/31/19	210	0%
	Housing	2. Work with housing staff to identify areas requiring modification.	9/15/19	10/15/19	30	25%
	Housing	3. Review existing forms and develop revised fillable forms that are available on the City's website.	11/1/19	1/31/20	90	0%
Modify the City's PILOT program	Housing	1. Establish criteria for the administration of the program.	8/15/19	10/31/19	76	0%

	Housing	2. Organize meetings and information sessions for housing providers.	1/31/20	3/31/20	60	0%
Expand the scope of the Emergency Assistance Program	Housing	1. Review the existing criteria for the Emergency Assistance Program with internal and external stakeholders	8/15/19	10/1/19	46	25%
	Housing	2. Develop a written evaluation document for FY19 outcomes	9/1/19	10/15/19	44	0%
	Housing	3. Use information gathered through stakeholder engagement and written evaluations to determine expansion of the program.	11/1/19	12/31/19	60	0%
Expand Accessory Dwelling Units to support housing options	Housing	1. Conduct outreach to community regarding Accessory Apartments and related county legislation substantially changing existing regulations.	1/1/2019			100%
	Housing	2. Examine final county legislation concerning Accessory Apartments and develop informational materials that explain the new regulations.	6/20/19	8/31/19	71	25%
	Housing	3. Develop plans to make Accessory Apartments and related regulations accessible to residents.	9/1/19	12/31/19	120	0%
Outreach, education, workshops to landlords, tenants, and real estate professionals	Housing	1. Educational and informational outreach to key housing stakeholders.	Ongoing			25%
Donated property to the City	Housing	1. Establish criteria for acceptance of property donated to the City.	5/1/19	9/15/19	134	25%
Identify housing options for vulnerable adults	Housing	1. Establish relationships with existing organizations serving vulnerable adults (special needs adults, Seniors, and individuals facing barriers to long-term affordable housing	4/1/19	12/31/19	270	25%
	Housing	2. Identify existing resources and referral organizations and possible opportunities for partnerships	1/1/20	12/31/20	360	0%
Expand the capacity of Landlord and Tenant Mediator position	Housing	1. Develop position description and begin the recruitment process	5/1/19	06/30/2019	59	25%
	Housing	2. Onboarding of identified candidate including training and orientation	7/15/2019	9/1/19	46	0%
Establish property tax credits for lower-income homeowners	City Council/Housing	1. Review existing state, county, and city tax credit programs that assist lower income homeowners and establish city guidelines for capturing a greater percentage of homeowners.	4/1/2019	9/30/19	179	15%
	City Council/Housing	2. Establish guidelines that benefit the needs of lower-income homeowners.	10/1/2019	12/31/19	90	0%
INDIVIDUAL AND ORGANIZATIONAL CAPACITY						

Tenant Association Support	Housing	1. Continued outreach, support, and education for registered tenant associations	Ongoing			25%
	Housing	2. Develop strategic plan for city-wide engagement of tenants in partnership with organizing organizations and consultants	10/20/19	1/31/20	101	0%
Homeowner Association Support	Housing	1. Engage in outreach and education to homeowner associations.	Ongoing			0%
	Housing	2. Establish relationship with Montgomery County's Common Ownership Communities	1/1/19			100%
	Housing	3. Engage in joint presentations to homeowner associations with Common Ownership Communities staff and other key stakeholders.	6/1/2019	12/31/20	570	0%
Financial Literacy and Coaching	Housing	1. Identify organization with developed curriculum to support financial literacy workshops and support for city residents.	12/1/19	3/1/20	90	0%
	Housing	2. Develop outreach and workshops that incorporate financial literacy.	Ongoing			0%
ADVOCACY						
"Just Cause" Evictions	Housing	1. Support proposed state and county legislation that provides greater protections for housing affordability and longevity by tenants.	Ongoing			0%
Abandoned Tenant Property Laws	Housing	1. Support proposed legislation that provides greater protections for housing affordability and longevity by tenants.	Ongoing			0%
	Housing	2. Examine practices in other jurisdictions with a policy that support the preservation of tenant property following eviction.	7/1/2019	9/30/2019	89	0%
Property Tax Credits	Housing	1. Support proposed legislation that provides greater protections for housing affordability and longevity by homeowners and tenants.	Ongoing			0%
Joint Projects						
Takoma Park Recreation Center	Planning	1. Secure land transfer from Montgomery County	7/1/18	7/1/19	360	85%
	Planning	Zoning/conditional use allowances			0	0%
	City Council	2. Earmark funding for Public Engagement Process	4/1/19	6/30/19	89	100%
	Economic Development	3. Public Engagement Process for redevelopment	9/1/19	6/30/20	299	0%
	Economic Development	4. Apply for architect and design grant funds from DHCD	4/1/20	6/30/20	89	0%
	Economic Development	5. Establish development relationships for Opportunity Zone projects	Ongoing			15%
	Economic Development	6. Draft RFP for redevelopment partner	7/1/20	6/30/21	359	0%
	Planning	Guide redevelopment process	Ongoing			0%

Washington Adventist Hospital Site	Economic Development	1. Develop partnership consensus for redevelopment priorities	Ongoing			35%
	Economic Development	2. Reach out to potential owners to share redevelopment priorities	Ongoing			50%
	Planning	3. Zoning/conditional use allowances	Ongoing			0%
	Planning	4. Guide redevelopment process	Ongoing			0%
Identify opportunities to expand housing production that encourages housing for varying incomes including the "missing middle"	Housing/Planning/Economic Development	1. Work to identify property and partners that support the development of housing affordability.	Ongoing			0%