



via email

August 31, 2016

SUZANNE R. LUDLOW
CITY MANAGER
CITY OF TAKOMA PARK, MARYLAND
7500 MAPLE AVENUE
TAKOMA PARK, MD 20910
(301) 891-7230
SUZANNEL@TAKOMAPARKMD.GOV

RE: UPDATE ON LETTER OF INTENT NEGOTIATIONS BETWEEN NDC AND THE TPSS CO-OP

DEAR MS. LUDLOW,

By this letter, Neighborhood Development Company (NDC) is providing an update on negotiations of a Letter of Intent (LOI) between Neighborhood Development Company and the Takoma Park Silver Spring Co-op (TPSS) for lease of approximately 6,000 square feet of gross floor area at Takoma Junction.

NDC and TPSS agreed that the best way to proceed with negotiations would be to hold several open and honest discussions between NDC and TPSS, with a member of the City Manager's Office present as a neutral observer, about the issues that need to be addressed and solved to complete an LOI.

We have met twice since execution of the Development Agreement; the first meeting was held on August 10, 2016 and the second meeting was held on August 25, 2016.

Our first meeting took place at 3:00pm on August 10, 2016 at the City of Takoma Park's Finance Department conference room. Kate Stewart, Mayor, and Jason Damweber, Deputy City Manager, attended the meeting as neutral observers. Marilyn Berger, Abdi Guled, and Robert Anderson attended on behalf of TPSS. Adrian Washington and Diarra McKinney attended on behalf of NDC. During this meeting we decided that there would not be a need for formal mediation if a neutral observer from the City or member of City Council would continue to attend our meetings and if solutions to TPSS' business continuity, loading, and parking concerns progressed. However, we agreed that if NDC and TPSS are unable agree to the proposed solutions, we would welcome the assistance and facilitation of an outside party.

Our second meeting took place at 10:00am on August 25, 2016 in the community room at the Takoma Park Volunteer Fire Department. Jason Damweber, Deputy City Manager, attended the meeting as a neutral observer. Marilyn Berger, Abdi Guled, and Robert Anderson attended on behalf of TPSS. Adrian Washington, Django Broer-Hellermann, and Diarra McKinney attended on behalf of NDC. NDC's traffic

engineer and TPSS' architect also attended in person, and TPSS' development consultant attended via phone. During this meeting we reviewed the previously completed turn radius studies and came up with ideas about additional turn radius options that we would study. TPSS, its architect, and its consultant identified elements in the previously completed loading studies that needed to change to meet TPSS' loading requirements. NDC committed to working with its traffic engineer to study the additional options. NDC also stated that it would soon complete its engagement of an architect to sketch out additional potential solutions.

Since that meeting, NDC's traffic engineer ran additional studies which were shared via email with TPSS, Mayor Stewart, and Mr. Damweber on August 30th and August 31st. NDC and TPSS are presently working to schedule a follow-up meeting to review the additional studies and to continue reviewing potential solutions.

Both NDC and TPSS remain committed to redevelopment of Takoma Junction and are committed to working together towards a Letter of Intent. Please feel free to follow up with any questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read 'ADRIAN WASHINGTON', is positioned above the typed name and title.

**ADRIAN WASHINGTON
CEO & FOUNDER
NEIGHBORHOOD DEVELOPMENT COMPANY**