



December 9, 2008

Mr. John Doe  
111 S. Calvert Street, Suite 2300  
Baltimore, Maryland 21202

Dear Mr. Doe:

I hope you are doing well. Along with Bryce Turner, I am co-chairing the Technical Assistance Panel (TAP) that will be focused on the Park Heights area. I would first like to extend sincere thanks for donating your time and expertise to this cause. This is a critically important workshop, and none of this would be possible without volunteers such as you. Once this has concluded, we hope that you will find it a rewarding and valuable experience.

In terms of logistics, the TAP will be January 21<sup>st</sup> and 22<sup>nd</sup>, and will be held at a community center in Park Heights. We will provide more detail later, but the preliminary agenda assumes all panelists will convene at 2:00PM on January 21<sup>st</sup> and will be involved in various activities until 7:00PM, at which time we will all gather for dinner at a local restaurant. The following day will commence at 8:30AM and should last through the end of the day.

**We would like to have a preliminary meeting with all stakeholders on January 7<sup>th</sup> at 8:30AM.** The location of this meeting is at the Brown Craig Turner offices at 100 N. Charles Street (18th floor) in downtown Baltimore. At that time, we will provide further information on the TAP and provide background information that will be helpful in preparing for it. Otis Rolley, current President/CEO of the Central Maryland Transportation Alliance, will give a presentation on Park Heights. This meeting should not take more than an hour, but please respond to me at 410.547.3040 as soon as possible to confirm attendance.

Thank you very much for your time, and I look forward to working with all of you on this. Please do not hesitate to call if you have any further questions.

Regards,  
ULI Baltimore

Aaron Wade  
Co-Chair  
TAP Committee