

To: James Chandler
Assistant City Administrator and Director
Department of Community & Economic Development
City of Hyattsville

Tracey Douglas
City Administrator
City of Hyattsville

From: Allie O'Neill
Architecture and Community Planning Programs Director
Neighborhood Design Center

Re: Proposal
March 30, 2023

Project: The Spot Redesign

Goals: Concept design for city-owned properties currently used for community gathering and programmed events

Outcome: Community-informed landscape design with furnishing, material, and planting recommendations

Proposed Framework:

NDC staff will engage Hyattsville residents and Trolley Trail users at a drop-in style workshop on Trolley Trail Day, June 10, 2023. The NDC team will present a set of stations for a 90 minute time when participants will be welcomed in to provide design insights and to try their hands at a layout for the space. Activities will focus on the space when it is both programmed and unprogrammed. Priorities and feedback gathered at the event will inform design principles to guide the landscape plan.

Landscape plans will include a small amount of automobile parking, parking for 30-40 bikes, lighting, trailhead elements (including signage and a bike fixit station), shade elements, a stage, seating, areas designated for food trucks and restrooms. Materials that are low-maintenance

and can handle high traffic will be identified for community gathering space ground surfaces. Plantings recommended will be native species and areas for micro retention will be identified.

Design Deliverables:

NDC staff will produce the following visuals and design documents:

- Spatial Use and Adjacency diagrams
- Conceptual Landscape Design
- Planting palettes
- Furnishings & Materials recommendations
- Visualizations of a key project area

Schedule:

	May	June	July	Aug	Sept	Oct
	Month					
Task/area of work	1	2	3	4	5	6
1 / Workshop Prep						
2 / Workshop						
3 / Engagement Report						
4 / Existing Conditions (includes Site Visit)						
5 / Stakeholder Meetings						
6 / Concept Design						
7 / Materials & Furnishings						
8 / Plant Palette						
9 / Design Revisions						
10 / Final Design						
Planning / Development						
Delivery date						

Project Cost: \$40,000