

# Penrose Square Working Group CHARGE

Draft – December 11, 2006

The Arlington County Board hereby establishes the Penrose Square Working Group and charges it with the following mission and tasks:

## **Mission**

Develop a conceptual master plan for the Columbia Pike Town Center Public Square that supports the Columbia Pike vision for great public spaces.

## **Scope of Duties**

The Penrose Square Working Group shall:

1. Review the RFP for Consultant Services.
2. Review and provide comments on the developer's preliminary landscape plan to be submitted for the approved Penrose site plan.
3. Coordinate the development of a conceptual master plan for the Square, including the following:
  - The portion of the Square provided by the Penrose Square development.
  - The portion of the Square that is shown on the adjoining property.
  - Street and sidewalk pavement treatment for the surfaces surrounding the Square, include sidewalks on both sides of Barton Street, South 9<sup>th</sup> Road, and the proposed South Cleveland Street.
  - The design of the transit station ["Super Stop"] and its relationship to the Square.
4. Review the schematic design (10-20% of Construction Document Phase) to make sure that drawings are consistent with approved master plan. This task will be performed after approval of the Penrose Square Master Plan by the County Board.

## **Working Group Structure**

The Penrose Square Working Group shall be chaired by a citizen representative appointed by the County Board and composed of citizen representatives from:

- (1) Penrose Civic Association,
- (1) Columbia Heights Civic Association,
- (1) Arlington Heights Civic Association,
- (1) Alcovia Heights Civic Association,
- (1) Douglas Park Civic Association,
- (1) Columbia Pike Revitalization Organization (CPRO),
- (2) Adjacent property owners,
- (1) At large representative of the Columbia Pike community, and
- (1) Planning Commission.

# APPOINTMENTS

### **Staff Participation**

The Penrose Square Working Group shall be assisted by and work in concert with staff from the appropriate County departments, which shall include PRCR, CPHD, DES, and DES Walk Arlington with PRCR providing lead support to the Working Group.

### **Other Support**

Outside consulting assistance, by a consulting firm to be determined, shall be provided to the Working Group as appropriate.

### **Timeline**

The Working Group shall coordinate the planning process to meet construction milestones associated with the Penrose Square development, so that the developer has the necessary information to build the streets and sidewalks associated with their project according to their planned construction schedules. Coordination of the master planning of the Square with engineering and construction of the private development is expected to result in a more integrated design and in cost savings for the County.

#### Task 1: Develop RFP & Convene Working Group

January 2007 – May 2007

- Staff will develop a Request for Proposal (RFP) document for consultant services, including, at a minimum, Landscape Architecture and Engineering disciplines.
- Convene Working Group to review the RFP.
- Review Penrose Square development construction phasing and timelines.
- Review developer's preliminary final landscape plan for the Penrose site plan (if submitted by developer).
- Staff completes procurement of Landscape Architecture consulting firm.

#### Task 2: Concept Development

May 2007– December 2007

- Discuss programmatic elements (spaces, uses, attractions, etc.)
- Discuss budget constraints
- Develop alternative conceptual layouts of square
- Determine final master plan for square
- Take master plan to County Board for their consideration and approval.

#### Task 3: Schematic Design

January - February 2008

- Convene Working Group to review schematic design (10-20% of Construction Document phase)

### **Deliverable**

The Penrose Square Working Group shall deliver to the County Board for their consideration and approval a completed draft Master Plan for Penrose Square in December 2007.