

3.3: School-Specific Addendum

School Name: Ashlawn Elementary School

Use Permit Number: U-1217-56-1

<b>Approved</b>	
Arlington Public Schools Superintendent or designee: Name: <u>Catherine J Lin</u> Signature: <u><i>Catherine J Lin</i></u> Date: <u>September 20, 2022</u>	Arlington County Manager or designee: Name: <u>Dennis M. Leach</u> Signature: <u><i>Dennis M. Leach</i></u> Date: <u>October 4, 2022</u>

Introduction

3.3.1 School Transportation Coordinator Contact (Condition #3.A.2)

Organization/Role	Name	Telephone	Email
Ashlawn Elementary School Transportation Coordinator	Meghan Neary	703-228-5270	<a href="mailto:meghan.neary@apsva.us">meghan.neary@apsva.us</a>

3.3.2 Transportation Information Display Location (Condition #3.B.2)

This school will provide a wall-mounted transportation information display that meets current County standards, in order to provide staff, students, and visitors with information about the transportation options available to the site. The final location will be referenced here in a revision as soon as the display has been procured and installed.

3.3.3 Outdoor Bike Parking Requirements (Condition #1)

# of students in second through fifth grades (average): 469  
Required Visitor Bike Parking Spaces: 23  
Provided Visitor Bike Parking Spaces: 70

3.3.4 Secure Bike Parking, Shower, and Locker Requirements (Condition #2)

# of Staff in design assumption at use permit approval: 91  
Required Secure Bike Parking Spaces: 10  
Provided Secure Bike Parking Spaces: 12  
Required Lockers: 10  
Provided Lockers: 0\*\*  
Required Showers: 2  
Provided Showers: 0\*\*

\*\* APS understands these items are missing with respect to Ashlawn’s TDM requirements. With a planned construction project already budgeted for this school (at the time of TMP approval), APS will look to incorporate the shower/locker needs into that project. If funds are not available for such a project modification, APS will request a Use Permit amendment to move Ashlawn from the list of schools with the “long set” TDM requirements to the “short set”.

In all cases, if an addendum does not record the correct current condition of bike parking facilities or infrastructure supplied, it may be updated when new information becomes available. For instance, if an addendum records that racks or facilities must still be provided, once those facilities are provided or verified are already in place, the addendum may be updated to reflect the current condition. The most important purpose of these addenda is to provide an easy working reference for the STC and County staff on our shared understanding of facilities and plans for improvements at each site.

### 3.3.5 Bike Parking Management Plan (Condition #3.B.1)

#### **BIKE FACILITIES MANAGEMENT PLAN**

The following plan will be in place to manage the on-site bicycle facilities, and future showers, and lockers as applicable:

***Management responsibility:***

Operation of bicycle facilities will be managed by the School Transportation Coordinator.

***Access and hours of operation:***

All school staff will have access to any provided showers and clothes storage lockers using their school-issued swipe cards during any regular building operating hours in which staff would normally have access. The showers and storage lockers will be available on a first-come, first-serve basis. The storage lockers will not be equipped with built-in locks; staff are required to provide their own padlocks/combination locks. Staff may store belongings in lockers 24/7 to support active commuting.

Access to the secure bike parking room will be given to staff who have registered their bicycles with the STC and shall be reviewed and renewed as needed every school year. Access is provided by an access code provided to staff upon registration for bike parking access.

***Staff awareness:***

The STC will notify staff members via email at least twice a year, once before each semester, about the availability of the bicycle lockers, showers, and storage lockers. The STC will also encourage all bike parking users to register their bicycles with the Arlington County Police Department, for added security in the event that the bike is stolen. Notifications regarding the facilities may be bundled into the other staff transportation promotion and incentive information distributed per the schools’ TDM Plan.

***Policy for abandoned bikes and trash cleanup:***

The STC will check with the bike parking users at least quarterly to ensure that only bicycles are stored there and will arrange to remove any non-bicycle items from both indoor and outdoor bike parking locations. The STC will ensure school maintenance and custodial staff are aware of their responsibility for maintenance and cleaning of the bike parking facilities, including the bike parking area, showers and storage locker room as applicable.