

3.3: School-Specific Addendum

School Names: Discovery Elementary School and Williamsburg Middle School

Use Permit Number: U-3372-13-1 (two schools currently share one UP)

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

Introduction

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

Organization/Role	Name	Telephone	Email
Discovery Elementary School Transportation Coordinator	Judy Seeber	703-228-2685	judith.seeber@apsva.us
Williamsburg Middle School Transportation Coordinator	John Koutsouftikis	703-228-5450	john.koutsouftikis@apsva.us

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

Each of these schools will provide a wall-mounted transportation information display in a County-approved location 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 locations at each school will be referenced here in a revision as soon as the displays have been procured and installed.

3.3.3 Outdoor Bike Parking Requirements (Condition #1)*

of students in second through fifth grades (average) for DES, and in design assumption at use permit approval for WMS: 384 (DES) + 997 (WMS) = 1,381
Required Visitor Bike Parking: 19 (DES) + 100 (WMS) = 119
Provided Visitor Bike Parking: 48 spaces by DE door #1, 18 spaces by DE door #6, 20 spaces by playground for a total of 86 at DES + 15 u racks in 3 spots or 30 spaces at WMS = 116**

- 3.3.4 Secure Bike Parking, Shower, and Locker Requirements (Condition #2)*
 # of Staff in design assumption at use permit approval: 72 (DES) + 117 (WMS)
 Required Staff Bike Parking: 8 (DES) + 12 (WMS) = 20
 Provided Staff Bike Parking: 10**
 Required Lockers: 8 (DES) + 12 (WMS) = 20
 Provided Lockers: 6**
 Required Showers: 4
 Provided Showers: 1**

*Facilities are shared between Discovery Elementary School and Williamsburg Middle School.
 ** APS understands that these items are missing with respect to Discovery/Williamsburg’s TDM requirements. With a planned construction project already budgeted for Williamsburg (at time of TMP approval), APS will look to incorporate the shower/locker/bike parking needs into that project. If funds are not available for such a project modification, APS will request a Use Permit amendment to move Williamsburg Middle School 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, showers, and lockers as applicable:

Management responsibility:

Operation of bicycle facilities will be managed by the School Transportation Coordinator of Discovery Elementary School unless and until such time as Williamsburg Middle School has internal bike related facilities, such as new showers or lockers. The STCs for Discovery and Williamsburg will coordinate access to all facilities as needed.

Access and hours of operation:

Access to the bike parking room and shower/locker facilities 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 electronic card reader. Amenities are 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.

Staff awareness:

The STCs 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 STCs 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 remove any non-bicycle items. The STCs 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.