

**MEMORANDUM OF UNDERSTANDING BETWEEN  
Arlington County and Arlington Public Schools  
November 26, 2008**

The following constitutes a Memorandum of Understanding between Arlington County (hereafter identified as "the County") and Arlington Public Schools (hereafter known as "APS"). The purpose of this agreement is to set forth the shared use of parking for Greenbrier Park (hereafter identified as "the Park") and Yorktown High School (hereafter identified as "the School").

**GENERAL:**

This document is designed to establish the relationship between the County and APS as it relates to the shared use of parking for Greenbrier Park and Yorktown High School. This relationship is intended to be of mutual benefit and enhancement of the athletic and recreational opportunities for the residents of Arlington County and the students and faculty of Yorktown High School. This agreement does not constitute a transfer of ownership or management of the facility except as detailed below.

For this Memorandum of Understanding, parking allocations are considered both for baseline use of the facilities and for special events. Baseline use is defined as the normal day-to-day use of the Park and the School by the County and APS. Special events are defined as activities or events at the Park and the School by the County and/or APS that draws a high number of spectators or participants and has the potential of exceeding the parking supply.

**BASELINE USE OF PARK AND SCHOOL BY THE COUNTY AND APS:**

- Baseline use by the County is defined as practices, games and camps scheduled by the Department of Parks, Recreation and Cultural Resources (PRCR) for community athletic groups and participants, use of the swimming pool and drop-in use of the track, basketball court and tennis courts.
- Baseline use by the School is defined as staff and student parking for daily activities and high school practices and regular season games other than varsity football.

**SPECIAL EVENTS:**

- Events for the School are defined as major sporting events (tournaments, varsity football and/or district championships), musical and theatre performances, award ceremonies, dances, rehearsals, testing and large meetings.
- Events for the County are defined as regional tournaments for community athletic groups

**HOURS OF USE:**

- School hours are defined as 8:00 am to 3:15 pm Monday through Friday during the academic school year (early September through mid-June).
- Non-school hours are defined as 6:00 am to 8:00 am and 3:15 pm to 10:30 pm Monday through Friday during the academic school year (early September through mid-June), 6:00 am to 10:00 pm Monday through Friday during the months of mid-June to early September.
- Weekend hours are defined as 6:00 am to 10:00 pm Saturdays and Sundays early January through the end of December.

**BASELINE LEVEL OF PARKING:**

At completion of site build-out for the Park and School, the site parking will be comprised of approximately 100 permanent parking spaces on County property and approximately 217 permanent parking spaces on School property. There are up to 18 additional spaces on School property that can be used for parking (drop-off/pick-up lane) between the hours of 8:30 am and 10:00 pm and during non-school hours and 11 additional spaces on School property (bus drop-off lanes) that can be used during non-school hours. The basketball court is a recreational facility and will not be used for parking.

Hours of Use	County Parking	School Parking	Unassigned Parking
School Hours	50	277	18*
Non-School Hours	200	100	45**
Weekend Hours	200	0	145**

\* All spaces in the drop-off/pick-up lane

\*\* Includes spaces in the drop-off/pick-up lane and bus lane

In addition to on-site parking, there is unrestricted on-street parking adjacent to the park and school site totaling approximately 122 spaces. This brings the parking capacity to 467 spaces.

**SPECIAL EVENT PARKING:**

- During the academic school year, the School will have full use of the School and County parking for up to seven (7) events during non-school hours.
- During the academic school year, the County will have full use of the School and County parking for up to seven (7) events during non-school hours.
- During the academic school year, singular or multiple events that require more than a combined total parking of on-site and unrestricted on-street parking of 469 cars may trigger the implementation of Parking Management Plan (PMP.) The PMP is described in the attached Transportation Demand Management Plan for Yorktown High School and Greenbrier Park.

The PMP will include strategies for off-site parking. That plan will be communicated to the event participants in advance of the event. Examples of such events are shown below:

Figure 1 Evening Events - Based on Ehrenkrantz Eckstut & Kuhn Architects Report for Yorktown High School/Arlington Public Schools and Implementation of Allocations and PMP as Described Above

Event	Occurrence	Season	Number of Cars	Events That May Exceed Parking Allocation	Events That May Trigger the PMP	Events That May Require Satellite Parking
Football Game	Five per year, plus one playoff	Fall	400-900	4	3	2
Homecoming Dance	One per year	Fall	550	1	1	0
Variety Show	One per year	Fall	350-375	1	1	0
Back-to-School	One per year	Fall	1,000+	1	1	1

Event	Occurrence	Season	Number of Cars	Events That May Exceed Parking Allocation	Events That May Trigger the PMP	Events That May Require Satellite Parking
Basketball Game	Eighteen per year, plus playoffs and holiday tournament	Winter	50-225	3	0	0
Swim meet	Five per year	Winter	50	0	0	0
Musical pyramid concert	Two per year	Winter	100	0	0	0
Winter Concerts	Three per year	Winter	50-250	2	0	0
Spring sports (Combination of sports occurring concurrently)	Three-four per week, plus four to five playoff games	Spring	150-200	0	0	0
Spring Play	Three consecutive nights	Spring	300-350	3	1	0
Debate Tournament	One per year	Spring	175-200	1	0	0
Spring Concerts	Three per year	Spring	50-250	2	0	0
Athletic awards ceremonies	Three per year	All	175	1	0	0
Family network	Four per year	All	50	0	0	0
Crossroads	Six per year	All	50	0	0	0
Meetings (including PTA, sports booster clubs, etc.)	Four to five per month	All	10-20	0	0	0

Arlington County Events

Event	Occurrence	Season	Number of Cars	Events That May Exceed Parking Allocation	Events That May Trigger the PMP	Events That May Require Satellite Parking
Travel Soccer Tournament	One to two per year	Spring	100-125	0	0	0
Track & Field Meet	One to two per year	Spring	100-250	1	0	0
Youth Football Championship	One per year	Fall	200	0	0	0

The events listed are examples of the types and kinds of events that have happened on the site in the past and are illustrative of the events that may happen in the future and how those events may be managed. Both the numbers and types of events may change in the future and, from time to time the management plan may be changed to respond to emerging conditions.

**APS SHALL BE RESPONSIBLE FOR:**

- The design and construction of the parking lot on Greenbrier Park with input and approval from PRCR. The existing parking area will be expanded with an additional 49 full-size parking spaces, including one (1) additional handicap space (adjacent to the existing three handicap parking spaces sited at the central park spline), for a total parking area of approximately 100 parking spaces, four of which are handicap spaces. The additional 49 spaces will be designed and built in

the area where the pool is currently located. The parking lot and associated improvements (associated pedestrian circulation, landscaping) shall be built to County standards and approved by the Department of Parks, Recreation and Cultural Resources (PRCR).

- The complete design and construction of a separate full-sized, lighted basketball court. The basketball court and associated improvements shall be built to County standards and approved by PRCR.


**ADMINISTRATION OF THE AGREEMENT:**

- The Department of Parks, Recreation and Cultural Resources (PRCR) shall be responsible for the administration of this Agreement for the County.
- The School shall be responsible for the administration of the PMP when events under the sponsorship of the School trigger the plan and PRCR shall be responsible for the administration of the PMP when events under the sponsorship of PRCR trigger the plan.
- APS Facilities and Operations Department will be responsible for the construction of the parking and recreational facilities referenced in this Agreement for APS.
- PRCR and APS shall evaluate the effectiveness of this agreement annually and make recommendations to the County Manager and Superintendent of Schools regarding any changes.
- PRCR and APS staff shall seek input annually from the Sports Commission, Park and Recreation Commission, and Yorktown Civic Association regarding the effectiveness of this agreement.

This Memorandum of Understanding is signed this First day of December, 2008 and will remain in effect for a minimum of five years with annual reviews attended by the participating parties.

Ron Carlee  
County Manager  
Arlington County Government

Robert Smith  
Superintendent  
Arlington Public Schools

  
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12/1/08