

# Worksheet to Determine Worksite Parking at State Leased Facilities

## Introduction

Per state law, agencies may not lease parking for their employees beyond what is allowed in local zoning codes. See RCW 43.01.240 (3) and *State Agency Employee Parking Requirements for Leased Facilities* located at [www.ga.wa.gov/CTR/guide.htm](http://www.ga.wa.gov/CTR/guide.htm).

Use this worksheet to determine the parking needs for your agency. Submit the worksheet with your space request. If it is shown (end of question #2) that more parking spaces are being requested than is allowed in the local zoning code, an exemption must be granted before you will be allowed to lease the additional parking. If fewer, the worksheet is complete.

## Worksite Information

- ◇ Location Request: City \_\_\_\_\_ Street or area: \_\_\_\_\_
- ◇ Primary mission/function of the worksite (i.e. administrative, service delivery, etc.): \_\_\_\_\_

The following two sections are designed to determine the amount of parking allowed in local zoning codes and the number of parking stalls requested for the facility. Your Leasing Agent at the Department of General Administration can provide the local parking codes and ADA parking requirements for the areas where you are or are looking to lease.

If the number of stalls being requested is at or below the number allowed in local zoning codes then no further analysis of your parking request is required.

If the number of stalls being requested is more than what is allowed in the local parking code, please complete section three. Your request for additional parking must be granted before you will be allowed to lease additional parking.

### 1: Complete the following:

- # of square feet being leased or requested: \_\_\_\_\_
- Local code for parking per 1000 square feet (i.e. 2.5/1000 sq ft): \_\_\_\_\_
- # of parking allowed per code (sq ft divided by 1,000 times code/1000 sq ft): \_\_\_\_\_
- Total number of employees expected to work at this worksite: \_\_\_\_\_

### 2: Stalls requested for:

- Employees (# employees at worksite times 65% - allows for zoned parking): \_\_\_\_\_
- ADA required stalls (per building code, a % of total number of parking stalls): \_\_\_\_\_
- Agency vehicles assigned to the worksite: \_\_\_\_\_
- Service spaces (deliveries, service vehicles, mail, etc. If more than 2, justify): \_\_\_\_\_
- Short term visitor parking needs (30 minutes or less): \_\_\_\_\_  
What is the typical purpose for the short term visitor? \_\_\_\_\_

Long term visitor parking – 30 minutes plus, excluding training/conference: \_\_\_\_\_  
What is the typical purpose for the long term visitor? \_\_\_\_\_

Training or conferences determined from worksheet below: \_\_\_\_\_

**Total stalls requested** \_\_\_\_\_

Number of stalls allowed per local code \_\_\_\_\_

Number of stalls requested to meet agency, employee, and visitor needs \_\_\_\_\_

**Over/under** (If under, no further work needs to be done) \_\_\_\_\_

**3. If requesting more spaces than allowed, please answer the following questions that apply to your request.**

- ◇ Is the number over code to be used exclusively for visitor/training/conference participants? \_\_\_\_\_
- ◇ How many “extra” parking stalls at the site are there beyond employee and agency needs that could accommodate visitors? \_\_\_\_\_
- ◇ Is there an adopted parking plan for the worksite – or if a new worksite, an overall agency parking policy? \_\_\_\_\_ If yes, please submit a copy.
- ◇ Is (or will) the parking zoned? \_\_\_\_\_ If not, why not? \_\_\_\_\_
- ◇ If in a co-located site, is the parking zoned and shared? \_\_\_\_\_ If not, will a plan be developed to provide zoned, shared parking? \_\_\_\_\_
- ◇ Are there any assigned stalls? \_\_\_\_\_ If yes, how many and for what reason(s) \_\_\_\_\_
- ◇ Does the parking plan include preferential parking for carpools and vanpools? \_\_\_\_\_
- ◇ Is there public parking within two to three blocks of the site? Or is there a church or other business property that might provide visitor parking? \_\_\_\_\_
- ◇ Are there transit stops at or within one block of the worksite? \_\_\_\_\_ How many routes? \_\_\_\_\_

Each worksite needs to evaluate how important it is to their program(s) to provide on-site parking for visitors and to determine if other parking is available in the vicinity. Where there is ample public parking available within a 2 to 3 block radius, there may be a lesser need to provide visitor parking at the worksite.

## Conference/Training Parking Worksheet

For training or conferences, list each class/conference and the frequency it is offered.

- ◇ List the title of the class or conference
- ◇ Length of time the class/conference is offered, i.e. 10:00 to 12:00, all day, etc.
- ◇ How often the class/conference is offered, i.e. every day, M, W, F mornings, etc
- ◇ Number of participants expected for each event, i.e. capacity of the meeting room

Class/conference	Duration (from – to)	Days/week or month	# participants/event

**In addition:**

- # of rooms that will be used exclusively for conferencing/training \_\_\_\_\_
- # of participants each room will accommodate \_\_\_\_\_
- # of times per week each conference/training room is to be used \_\_\_\_\_
- # of hours/day each conference/training room is occupied \_\_\_\_\_

**Approximate % of participants that are:**

- Internal (i.e. are assigned to the worksite) \_\_\_\_\_
- External – from your own or other state agencies \_\_\_\_\_
- General Public, including other public agencies that are not state agencies \_\_\_\_\_

Submit worksheet with Space Request