



ADMINISTRATIVE ORDER #302182 100316

SITE – SPECIFIC DETERMINATION

CODE SECTIONS: 20.50.390(D)

I. ISSUE A new police station facility will be constructed on the City Hall campus, located at 17500 Midvale Ave N. According to the parking tables in the Shoreline Municipal Code, parking for a police facility is a Director's decision.

II. FINDINGS:

Proposal: The new facility will add 5000 square feet to the City Hall building, currently 67,700 square feet. The police facility proposes to add 12 new parking spaces to the campus. Ten new employees from the police department are expected to be working at City Hall after the move. In addition, seven new employees from the assumption of the Ronald Wastewater District are expected in 2017, plus three related to the Sound Transit project, for a total of 20 new employees by the end of 2017.

Code and Parking Analysis: Shoreline Municipal Code (20.50.390) requires City Hall to provide 136 spaces based on the existing square footage (one space per 500 square feet – Government services use). There are currently 156 spaces in the parking garage at City Hall, and an additional 28 City-owned spaces at Walgreens. The City's Traffic Services staff conducted a parking study in September 2015 to inventory existing use of the City Hall parking garage. Under peak conditions, the utilization rate is 1.13 stalls per employee (factoring in marked City vehicles that were parked at Walgreens to be conservative). The peak hour demand in the parking structure was 84% (although the HOV occupancy was significantly lower than the unrestricted spaces). The study also looked at the existing police station, which has 31 parking spaces. Peak hour demand there was at 60%.

Jurisdictional Research: Staff researched other comparable jurisdictions to ascertain the prevailing parking demand for police facilities. Most jurisdictions that mention such facilities require a Director's or City Manager's decision to determine parking requirement. One jurisdiction stated "per parking study," and one was per hearing body. Of the few that specify the requirement, one requires one space per employee plus one per 100 square feet of public office areas, two require one space for every 300 square feet. The one per 300 square feet is the City's requirement for general services. If this numerical standard were used, the new facility would require 17

spaces. If the numerical requirement for Government services (1/500) were used, the new facility would require 10 spaces.

III. CONCLUSIONS

Based on the demand and usage study, City Hall can accommodate another 22 employees with the spare capacity (25 stalls) in the parking garage alone. With the additional 12 stalls at the police station, approximately 32 new employees can be accommodated until City Hall parking facilities are at capacity. It is anticipated that the peak hour demand with the additional employees will be at 89%. This is sufficient to accommodate the expansion.

IV. DECISION:

The proposal for 12 new parking spaces for the City Hall Police Station expansion is sufficient.



Director's Signature

10-11-16
Date