

## SPECIAL PERMISSION – PARKING PERMIT CHECKLIST

This checklist applies to:

- ADM Parking Variance
- COM Parking Reduction
- RES Parking Reduction
- Parking Standard
- Restriping



**These applications may be applied for under the SPECIAL PERMISSION Application Type in the Online Permitting Portal.**

The materials listed below must be submitted at the time of your application. **ADDITIONAL MATERIALS MAY BE REQUIRED.** A pre-application meeting is encouraged prior to submitting an application.

Please ensure files are **saved as PDF** and conform to **City of Tukwila electronic submittal standards** prior to upload.

**\*\*\*\*ADDITIONAL PERMITS MAY BE REQUIRED\*\*\*\***

ATTACHMENTS REQUIRED FOR ALL APPLICATIONS		ATTACHMENT FILE NAME
<b>DOCUMENTS</b>		
	1. Project Description – including proposed construction and land uses relative to parking areas, and all supporting agreements, management plans, etc.	Description
	2. Written discussion of project consistency with review criteria.	Response to criteria
	3. Parking studies to demonstrate adequate parking is provided, which can include the following: a. Existing parking numbers and usage information for comparable businesses and/or sites. b. ITE Parking Manual Information	Parking studies
<b>PLANSETS</b>		
	4. Dimensional site plans showing parking spaces.	Site Plan
	5. Other information as requested by the City or that the applicant considers helpful in evaluating the proposal.	Name appropriately

## **SPECIAL PERMISSION - PARKING PROCESS**

Special permission approval by the Director is required in the following situations.

- Covenant Parking: When required parking is provided off-site. (TMC 18.53.070)
- Complementary Parking: When up to 10% of a development's useable floor area is determined to be linked to remaining areas such that it need not provide the normally required parking, for example, a pharmacy located inside a hospital.
- Administrative Variance: Reduction in the minimum number of required parking spaces of up to 10%.
- Parking Standard for Uses not specified. (TMC 18.56.100)
- Parking Lot Restriping.
- Residential Parking reduction.

### **PROCEDURES:**

At the time you submit your application you must have all of the items listed on the attached "Complete Application Checklist." You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff either at a pre-application meeting or at the time of application submittal.

Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If not complete City staff will mail you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information the City may cancel your application. Once the application is complete, it will be reviewed by the Director who will issue a decision to approve, modify or deny the application based on the review criteria.

Please consult the Zoning Code as to the appropriate criteria for your specific proposals.

Planning Division Staff are available to discuss the decision criteria you must respond to and necessary supporting materials.

### **DECISION CRITERIA:**

#### **Administrative Variance from Parking Standards (ADM Parking Variance, TMC 18.56.140)**

##### **A. General:**

1. A request for an administrative variance from required parking standards must be received prior to any issuance of building or engineering permits. Administrative variances are only eligible for requests for reductions of required parking between 1% and 10%. Requests for reductions from minimum parking standards in excess of 10% must be made to the Hearing Examiner.
2. The project developer shall present all findings to the Director prior to any final approvals, including design review, conditional use permit review, building review or any other permit reviews required by the Director.

##### **B. Criteria:**

1. All requests for reductions in parking shall be reviewed under the criteria established in this section.
2. In addition to the following requirements, the Director may require specific measures not listed to ensure that all impacts with reduced parking are mitigated. Any spillover parking which cannot be mitigated to the satisfaction of the Director will serve as the basis for denial. A reduction may be allowed, pursuant to either an administrative variance or requests to the Hearing Examiner, after:
  - a. All shared parking strategies are explored.

- b. On-site park and ride opportunities are fully explored.
- c. The site is in compliance with the City's commute trip reduction ordinance or, if not an affected employer as defined by the City's ordinance, agrees to become affected.
- d. The site is at least 300 feet away from a single-family residential zone.
- e. A report is submitted providing a basis for less parking and mitigation necessary to offset any negative effects.

C. Process:

- 1. An applicant shall submit evidence that decreased parking will not have a negative impact on surrounding properties or potential future uses. This may take the form of a brief report for administrative variances. Decreases in excess of 10% must be made to the Hearing Examiner. The Director may require additional studies to ensure that negative impacts are properly mitigated. A complete and detailed Parking Demand Study is required for requests reviewed by the Hearing Examiner.
- 2. All site characteristics should be described in the report, including:
  - a. Site accessibility for transit.
  - b. Site proximity to transit, with 15- to 30-minute headways.
  - c. Shared use of on-site parking.
  - d. Shared use of off-site parking.
  - e. Combined on-site parking.
  - f. Employee density.
  - g. Adjacent land uses.

D. Review:

Applications for administrative variances for reductions below minimum parking requirements between 1% and 10% shall be processed as Type 2 decisions, pursuant to TMC Section 18.108.020. Applications for reductions from minimum parking requirements in excess of 10% shall be processed as Type 3 decisions, pursuant to TMC Section 18.108.030, including a hearing before the Hearing Examiner.

**Parking Reductions in Tukwila Urban Center (COM Parking Reduction, RES Parking Reduction, TMC 18.28.260)**

- a. New on-street parking spaces provided along adjacent new streets may be counted toward the minimum parking requirement for commercial development on that property.
- b. Parking requirements for commercial development within 600 feet of the Sounder transit station or the Tukwila bus Transit Center, or residential development within 1,320 feet of either station may be reduced or modified by the Director as a Type 2 Special Permission Decision. This distance will be the walking distance measured from the lot line of the development to the lot line of the station.
- c. A reduction in minimum parking requirements may be requested per TMC Section 18.56.140, "Administrative Variance from Parking Standards."
- d. Shared Parking: When two or more property owners agree to enter into a shared parking agreement, the setbacks and landscaping requirements on their common property line(s) may be waived with that land used for parking, driveway and/or building. The total number of spaces may be reduced if it is demonstrated through a parking study that complementary uses, internal trip capture or uses with different peak parking needs justify the reduction in number.
- e. All or part of a development's parking requirement may be satisfied through payment of in-lieu fees based on the current real cost of constructing a parking space in an exposed above-ground parking structure, when approved by the Director.

**Uses Not Specified (Parking Standard, TMC 18.56.100)**

In the case of a use not specifically mentioned in this chapter, the requirements for off-street parking facilities shall be determined by the Director. Such determination shall be based upon the requirements for the most comparable use specified in this chapter.

**Reconfiguring Parking Lot (Restriping, 18.56.120)**

The parking lot layout shall be reviewed as part of the underlying land use or the construction permit. If the proposal includes only reconfiguring of the parking lot such as adding/deleting parking spaces, making changes to the interior parking lot landscaping, or altering fire lanes, but no other land use permit or other construction permit is required, then the restriping proposal shall be reviewed as a Type 2 decision process as outlined in TMC Section 18.108.020.

**ADDITIONAL PARKING APPROVALS:**

**Covenant, Shared, Complementary Parking (TMC 18.56.070)**

- A. SHARED PARKING: When two or more property owners agree to enter into a shared parking agreement, the setbacks and landscaping requirements on their common property line(s) may be waived with that land used for parking, driveway and/or building.
- B. COVENANT PARKING: When off-premises parking is provided on a lot other than the lot of the use to which it is accessory, the following conditions shall apply:
  - 1. Required off-street parking may be located off-premises when that parking supply is required to meet the minimum number of off-street parking spaces (TMC Section 18.56.050) and is provided as secondary to a principal use, except as allowed by the Land Use Tables 18-2 and 18-6.
  - 2. A covenant shall be executed between the owner or operator of the principal use that the covenant parking will serve, the owner of the parking spaces, and the City stating the responsibilities of the parties. This covenant and accompanying legal descriptions of the principal use and the lot upon which the spaces are to be located shall be recorded with King County, and a copy with the recording number and parking layouts shall be submitted as part of any permit application for development.
  - 3. The covenant lot must be within 800 feet of the primary commercial use or a shuttle service to the use must be provided with its route, service and operations approved by the Director.
- C. When any Shared or Covenant parking agreement between parties, as referenced above, is modified or terminated, the owner of the parking spaces shall be responsible for notifying the Director. In this event, all affected parties shall provide documentation that a minimum of 50% of the required minimum parking will be available within 90 days following termination of the agreement, with the remainder to be available 365 days following termination of the original agreement. If a variance is sought, the application must be submitted within 14 days of the signed agreement to terminate and the reduction in parking spaces will only be allowed if the variance is approved.
- D. COMPLEMENTARY PARKING: A complementary use is a portion of the development that functions differently than the primary use but is designed to serve or enhance the primary land use without creating additional parking needs for the primary traffic generator. Up to 10% of the usable floor area of a building or facility may be occupied by a complementary use without providing parking spaces in addition to the number of spaces for the principal use. Examples of complementary uses include pharmacies in hospitals or medical offices, food courts or restaurants in a shopping center or retail establishments.