

Parking on the State Capitol Campus

Applies To:	This policy applies to anyone: <ul style="list-style-type: none">• Parking on the State Capitol Campus. This includes the use of government vehicles, private vehicles and commercial vehicles.• Overseeing, managing or enforcing parking on the State Capitol Campus.
Authorizing Sources:	<ul style="list-style-type: none">• State law – 2EHB1115 Budget, Sections 1088 and 1101• State law – RCW 46.08.172, Parking rental fees -- Establishment• State law – RCW 82.08.050 (9) Buyer to pay, seller to collect tax• State law – RCW 43.01.240 (3) Employee parking, limitations• State rule – WAC 200-200, State Capitol Grounds Traffic and Parking Regulations• State rule – WAC 458-20-107: Requirement to separately state sales tax—Advertised prices including sales tax.
Information Contact:	Business Resources Division, Office of Parking Services
Effective Date:	January 1, 2018
Last Update:	March 8, 2018
Sunset Review Due Date:	February 28, 2020
Approved By:	<p style="text-align: center;">_____/s/_____ Chris Liu Director</p>

Policy Content

[Purpose](#)

[Questions?](#)

[Resources](#)

[Policy Statement](#)

[Requirements & Forms](#)

[History](#)

[Part 1 Parking Permits](#)

[Part 2 Reserved Parking](#)

[Part 3 Parking in the Legislative Garage](#)

[Part 4 Parking Accommodation](#)

[Part 5 Parking Compliance](#)

[Part 6 Parking Fee Schedule](#)

Background

Parking at the Washington State Capitol Campus (Campus) is complex and often challenging. The Department of Enterprise Services (DES) maintains more than 6,000 parking stalls located in 28 locations; serving employee, visitor and vendor/service access to the Capitol Campus. Parking stalls generally fall within one of three designations: agency reserved, general access, and visitor only (restricted from state employees use.) The parking system is a mix of garages, surface parking lots and on-street parking.

In July 2015, the Legislature through the proviso outlined in [2EHB 1115 Sec. 1088](#), directed DES to develop a parking [implementation plan to](#) put in place a set of recommendations from the [2014 Transportation and Parking Study](#).

While retaining much of the prior Campus Parking Policy, this policy has been enhanced to address the following recommendations from the Capitol Campus Parking Strategy Implementation Plan:

- Reduce the use of agency reserved parking stalls;
 - Put in place a robust [enforcement](#) program;
 - Increase the availability of [visitor](#) parking.
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About this policy

This policy governs how parking is used, managed and controlled on the Campus. It is used together with state law, state regulations, and Department of Enterprise guidance and procedures.

Purpose

The purpose of this policy is to complete the Capitol Campus Transportation and Parking Strategy Implementation Plan through the following actions:

- Allocate limited parking space on the Campus to more efficient and safer use;
 - Increase parking capacity on the Campus by reducing the number of reserved parking spaces;
 - Continue to reduce state subsidization of employee parking.
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For further information and other requirements: Visit our website at [Parking](#);

- Read the Capitol Campus parking regulations at [Chapter 200-200 WAC](#);
 - Call us at (360) 725-0030 or email us at parking@des.wa.gov;
 - Use the online [Capitol Campus Interactive Map](#);
 - Read the [Washington State Capitol Campus Parking Strategy Implementation Plan](#);
 - Read the [2014 Transportation and Parking Study](#).
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Definitions

- **Agency** means any private or Washington State governmental (Washington State executive, judicial or legislative entity) State Capitol Campus (Campus) tenant;
- **Accessible** means a site, building, facility, or portion thereof that complies with the [Americans with Disabilities Act \(ADA\) Accessibility Guidelines for Buildings and Facilities](#);
- **Capitol Campus** means the Campus area shown on the map available online at this link <https://des.wa.gov/capitol-campus-interactive-map>;
- **Disabled parking** means the same as accessible parking, special parking privileges for those with disabilities, and ADA parking;
- **Employee or individual** means any state employee, state official, or non-state employee whose primary duty station is the Campus. Note: For the purposes of this policy, employee and official are interchangeable;
- **Infraction** means a violation of [Chapter 200-200 WAC](#) which results in a citation or a warning issued by a uniformed officer assigned to the Washington State Patrol Capitol Detachment;
- **Parking Notice** means a notice of violation of Chapter 200-200 WAC, including failure to follow directions given in the control and regulation of parking by Parking Services, which results in a notification of violation issued by the Department of Enterprise Services;
- **Permit** means an hourly or daily parking payment receipt, a daily parking pass (typically a hanger), or a monthly parking pass (typically a vehicle sticker). For the purpose of this policy, permit and pass mean the same thing;
- **Reasonable Accommodation** means the same as defined by the [American with Disabilities Act, Title II Technical Assistant Manual](#);

“As of the effective date of this policy; “reasonable accommodation” means any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

Examples include:

- Acquiring or modifying equipment or devices;
- Job restructuring;
- Part-time or modified work schedules;
- Providing readers or interpreters;
- Making the workplace accessible to and usable by individuals with disabilities.

However, any particular change or adjustment would not be required if, under the circumstances involved, it would result in an [undue hardship](#).”

- **Reserved parking** means a single use occupancy stall set aside for sole use by a specific [individual](#) or set aside for a specific [agency](#) use;
- **Undue Hardship** means the same as defined by the [American with Disabilities Act, Title II Technical Assistant Manual](#).

“As of the effective date of this policy; “undue hardship” means significant difficulty or expense relative to the operation of a public entity’s program. Where a particular accommodation would result in an undue hardship, the public entity must determine if another accommodation is available that would not result in an undue hardship.”

- **Visitor** means any person who is not employed by the state or any employee whose primary duty station is not the Campus.

Policy

State regulations under [Chapter 200-200 WAC](#) list roles and responsibilities of the director of the Department of Enterprise Services (DES) related to parking activities on the [Campus](#).

Through this policy, the director delegates to the Office of Parking Services general responsibility for oversight and management of parking activities on the Campus.

This policy is used together with the Campus parking requirements found in:

- State law – [2EEB1115, Ch. 3, Laws of 2015, Sec. 1088 \(establishes cap of no more than 15% of stalls be allocated to agency reserve parking on capitol campus\)\(2EEB1115\)](#);
- State rule - [Chapter 200-200 WAC](#);
- DES Enterprise Policy - [Capitol Campus Parking Fee Schedule](#); and
- The DES [parking website](#).

It is intended that agencies should request their [employees](#) to review this policy on a periodic basis.

It is the responsibility of anyone parking or operating a vehicle on the Campus to follow this policy. Lack of knowledge of these parking requirements shall not be grounds for the dismissal of any penalties for violating these parking requirements.

Violation of Chapter 200-200 WAC requirements for parking may result in one or more of the following enforcement actions:

- [A parking citation](#) issued to you by the Washington State Patrol;
- A [parking notice](#) issued to you by the Office of Parking Services;
- Collection from you of any unpaid parking fees;
- Impoundment of your vehicle by either the Office of Parking Services or the Washington State Patrol;
- Removal from the Campus by the Washington State Patrol Capitol Detachment;
- If you are a state employee, your permanent or temporary removal from parking waiting lists by the Office of Parking Services;
- Your permanent or temporary removal of parking privileges by the Office of Parking Services;
- A fine (monetary penalty if provided by law) by the Thurston County district court;
- If you are a state employee and you have three or more violations, notification of your agency and/or the Executive Ethics Board by the Office of Parking Services.

Note: Some of these requirements may be modified by DES during Campus events and activities permitted through DES [Visitor Services](#). See our [Operational Guideline for Activity Parking on the Capital Grounds](#) for information.

Part 1 Parking Permits

Permits are required for employee and visitor parking on the Campus.

A. [Employees](#) whose duty station is on the Campus

You may obtain a daily [pass](#) in person at the DES [Office of Parking Services](#) or a [monthly permit online](#).

B. State [employees](#) and individuals whose duty station is not on the Campus are considered [visitors](#).

You must either have authorization to use an agency reserve stall, display a parking hanger for a stall where a hanger permit is accepted, or, purchase a daily meter pass at the pay station meter in the parking lot in which you are parking. You may obtain authorization for parking in [reserve stalls](#) from your agency.

C. General public [visitors](#)

You must purchase a daily meter [pass](#) at the pay station meter covering the hours you are parking in a public parking lot and display the pass in your vehicle if so directed at the pay station.

Part 2 [Reserved Parking](#)

[Agencies](#) are responsible for assigning their reserve stall allocations

A. The Department of Enterprise Services (DES) allocates [reserved stalls](#) to agencies

B. DES through its Office of Parking Services allocates the number of reserved stalls that are available to an agency to assign for a specific use or individual. Agencies shall within 60 days of receiving their allocation assign allocated stalls and notify Parking Services of such assignment. Generally, upon notification, DES will provide signage for or otherwise indicate assigned stalls. Parking Services reserves the right to cancel the allocation of any allocated stalls that are not assigned within 60 days. A 15% cap is imposed on reserved parking stalls.

Per the direction in [2EEB1115](#), the Office of Parking Services shall reduce agency allotments if reserved parking exceeds 15% of the total parking capacity of the Washington State Capitol Campus.

C. Agencies will follow certain priorities when assigning their allotted reserved stalls.

[WAC 200-200-220](#) requires agencies to assign (or reassign) reserved stalls in a certain order. Further, under [RCW 43.01.240\(3\)](#), when there are fewer parking spaces than employees, agencies shall not assign parking spaces to managers. Because of these requirements, agencies shall assign their allotted reserved stalls using following order of priority:

1. [Disabled](#) agency employees and state officials when [accessible](#) parking zones does not meet their unique needs (see [Part 4](#) below);
2. Agency sponsored car or van pools consisting of three or more persons per vehicle;
3. Other state employees, state officials, state agencies, and non-state parkers conducting state business with your agency;
4. Agency management.

D. Agencies shall be in full compliance with the requirements in this policy by March 31, 2017.

E. DES, at its discretion, may place additional restrictions on how agencies assign their allotted reserved stalls.

F. Requests for additional reserve stalls

If an extraordinary need exists, an agency may request the DES Deputy Director (or designee) responsible for overseeing parking on the Campus for an increase in their reserved stall allocation. DES will evaluate your request and make a determination. No additional reserved stalls will be approved if such increase would violate the 15% cap.

Part 3 Parking in the Legislative Garage

A. The Department of Enterprise Services (DES) Office of Parking Services considers the following when making parking assignments in the Legislative Garage.

- The safety & security of elected officials, employees, and visitors to the Legislative Building;
- Protection of the infrastructure of the Legislative Building;
- The orderly succession of executive power as defined in the Washington State Constitution.

B. Consistent with the above considerations, the following are authorized to park in the Legislative Garage:

- Governor for the State of Washington;
- Lt. Governor for the State of Washington;
- Secretary of State for the State of Washington;
- Senate Majority Leader / Senate Minority Leader;
- House Majority Leader / House Minority Leader;
- Assigned Washington State Patrol staff supporting the Legislative Building and the above elected officials; and
- DES maintenance vehicles with prior approval from the Assistant Director of Buildings and Grounds.

Part 4 [Disabled Parking](#)

[Accessible](#) parking zones are available for [individuals](#) with special parking privileges due to illness, injury or disability.

A. Disabled individuals must display their Department of Licensing (DOL) disabled parker identification when parking in accessible parking zones.

You may park in an accessible parking zone after [DOL](#) has determined you qualify for [disabled parking](#) privileges and your vehicle is identified by:

At least one of the following:

- License plate for persons with disabilities; or
- Parking placard for persons with disabilities; or
- License plate year tab for persons with disabilities.

If you are a state employee, your vehicle must also display a current parking [permit](#).

B. When an [accessible](#) parking zone does not meet a disabled state employee's unique needs:

Notify your Human Resources (HR) when an accessible parking zone on the Washington State Capitol Campus does not meet your unique needs.

The [agency](#), as your employer, is responsible for following the state and federal [reasonable accommodation](#) requirements and the order of priority listed above in [Part 2.C](#).

We will assist your HR on finding solutions for meeting your [accessible](#) parking needs. Your HR will determine if a solution is available and [reasonable](#).

Part 5 Parking Enforcement

- A. The Department of Enterprise Services Office of Parking Services may issue a [parking notice](#) to any person who violates a parking requirement on the Washington State Capitol Campus (Campus).**
- B. The Washington State Patrol (WSP) may issue a traffic citation to any person who violates a parking requirement on the Washington State Capitol Campus (Campus). The district courts of Thurston County has jurisdiction over traffic citations issued by WSP.**
- C. A person receiving a [parking notice](#) may contest the parking notice by filing a request for a brief adjudicative hearing as described under [WAC 200-200-370](#) within 20 days from the placement of the parking notice on the vehicle or delivery of the parking notice to the driver or to the registered owner.**
- D. If an [individual](#) is a state employee and is in violation of this policy, the Office of Parking Services may take some or all of the following actions against the violator:**
- Report the violation to the employee's [agency](#) and the agency's Human Resources office, with a request that the employee be notified and directed to comply with the Campus parking rules and regulations;
 - Report the violations and alleged unauthorized use of state resources to the [Executive Ethics Board](#);
 - Suspend the right of the employee from obtaining a monthly parking for the capitol campus for six months;
 - Impound the vehicle if found to be parked on the capitol campus in violation of the rules;
 - Permanently or temporarily prohibit you from parking on the Campus and at any other state facility under our control;
 - Remove you from a parking waiting list;
 - Seek collection of unpaid parking fees.

E. If a person is not a [state employee](#) and is in violation of this policy, the Office of Parking Services may take some or all of the following actions against the violator:

- Permanently or temporarily prohibit you from parking on the Campus and at any other state facility under our control;
- Use a collection agency to collect any unpaid parking fees;
- Impound your vehicle if found parked on the Campus or at any other state facility under our control.

F. Hearing rights: Any person may request continued use of Campus parking, restoration of their parking privileges and/or restoration to the parking waiting list.

Temporary or permanent prohibition from parking on the campus and/or removal from the parking waiting list

If Parking Services has determined under [Part 5.D](#) or [Part 5.E](#) above that a person shall be temporarily or permanently prohibited from parking on the Campus and/or removed from the parking waiting list, that person shall have a right to appeal the determination by filing under [WAC 200-200-370](#) a request for a hearing within 20 days of the date of the notice or effective date of the action.

While the appeal is in process, the person will be allowed to continue to park on the Campus. If the final order upholds any finding of unpaid parking, the person must pay the unpaid amount, prior to restoration of their parking privileges and/or restoration to the parking list.

Unpaid parking permit fees

If Parking Services determines any person has used Campus parking without paying the required [permit](#) fees, Parking Services may require the person pay for unpaid use as a condition of continued use of Campus parking. Provided, such person shall have a right to appeal any determination of unpaid parking, by filing under [WAC 200-200-370](#) a request for hearing within 20 days of being requested to pay alleged unpaid amounts.

While the appeal is in process, the person will be allowed to continue to park on the Campus. If the final order upholds any finding of unpaid parking, the person must pay the unpaid amount, prior to continuing to use Campus parking.

Part 6 Fee Schedule

A wide variety of parking is available to anyone parking on the Campus. Most parking stalls require payment and a permit. Limited free [visitor](#) parking is available to those not employed by the state.

Parking on state-owned land is subject to either retail sales or leasehold excise tax.

A. The current parking fee schedule shall be made available on the agency website.

B. The parking fee schedule shall categorize parking on the campus as one of the following types.

1. Metered parking;
2. Zoned parking;
3. Free parking;
4. [Reserved](#), assigned parking spaces for [individuals](#).

C. The schedule shall clearly identify fees and associated taxes.

Retail Sales Tax

Automobile parking charges for metered parking and zoned parking (categories B.1 and B.2 above) are subject to state and local retail sales tax.

Leasehold Excise Tax

Reserved, assigned parking spaces for individuals (category B.4 above) are for exclusive use for 30 days or more and are subject to leasehold excise tax (LET). If the total annual rent for such a parking space is \$250 or more, LET applies to spaces rented by state employees and to those rented by non-state employees such as nonprofits, lobbyists, media, etc. LET is only due on public property.

Tax Free

Free First-come, first-served lots (category [6.B.3](#) above) are provided at no charge to visitors or employees and are not subject to retail sales tax or leasehold excise tax.

Related forms

- DES Enterprise online form: [Carpool/Vanpool Parking Permit Application](#)
- DES Enterprise form: [Parking Notice of Violation](#)
- DES Enterprise online form: [Parking Fee Schedule](#)
- DES Enterprise online form: [Parking Registration](#)
- DES Enterprise form: [Request for Reasonable Accommodation for Parking](#)
- Department of Licensing form: [Disabled Parking Application for Individuals](#) (DOL Form TD-420-073)

History

New

Date Effective: January 1, 2018.

Amended

March 8, 2018: Added a new form titled Request for Reasonable Accommodation for Parking

Supersedes

This policy cancels prior DES administrative and enterprise parking requirements whether oral or written.

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov