



City of Walnut Creek
Development Review Services
1666 N. Main Street, Walnut Creek, CA 94596
(925) 943-5834 phone (925) 256-3500 fax

Issued October 31, 2007
Revised June 24, 2009

Policy Bulletin No. PB-003

Parking Requirements for Medical Office Conversions

Background: Pursuant to Section 10-2.3.202(A) of the Zoning Ordinance, when there is a change in use of property, the parking standards for the new use apply if the change would result in an increase in the required number of parking spaces by 10% or more. Section 10-2.3.206 (note 14) states that the parking requirement for medical office uses that were in existence as of 2/16/96, and that are located outside of the Core Area, is one space per 250 sq. ft. of RFA (rentable floor area). Furthermore, this section states that the parking requirement for new building construction or additions to existing buildings with medical office uses, outside of the Core Area, is one space per 200 sq. ft. of RFA. However the Zoning Ordinance does not specifically address the conversion of existing non-medical buildings to medical office uses.

Action: The parking requirement for the conversion of existing buildings to new medical office uses (when located outside of the Core Area) is one space per 200 sq. ft. of RFA, if the change would result in an increase in the required number of parking spaces by 10% or more, as shown in the following examples:

Example 1: 10,000 sq. ft. building used for business and professional offices
Existing parking: one space per 250 sq. ft. of RFA = 40 spaces

Scenario a: 2,000 sq. ft. is converted to medial office uses: one space per 200 sq. ft. of RFA = 10 spaces
8,000 sq. ft. business and professional offices: one space per 250 sq. ft. of RFA = 32 spaces
Total parking requirement: 42 spaces (5% increase)
Increase is less than 10%, therefore additional parking spaces are not required.

Scenario b: 5,000 sq. ft. is converted to medial office uses: one space per 200 sq. ft. of RFA = 25 spaces
5,000 sq. ft. business and professional offices: one space per 250 sq. ft. of RFA = 20 spaces
Total parking requirement: 45 spaces (12.5% increase)
Increase is greater than 10%, therefore additional parking spaces are required.

Example 2: 10,000 sq. ft. building used for business and professional offices
Parking requirement: one space per 250 sq. ft. of RFA = 40 spaces
Existing parking: 30 spaces (*building was built prior to current parking requirements and is legal-nonconforming*)

Scenario: 2,000 sq. ft. is converted to medial office uses: one space per 200 sq. ft. of RFA = 10 spaces
8,000 sq. ft. business and professional offices: one space per 250 sq. ft. of RFA = 32 spaces
Total parking requirement: 42 spaces (5% increase over existing parking requirement)
Increase is less than 10%, therefore additional parking spaces are not required.
The increase is measured from the existing parking requirement, not the existing number of actual parking spaces.