



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

June 21, 2013

Mr. Terrill D. Maynard
Reston Citizens Association (RCA) Board of Directors
2217 Wakerobin Lane
Reston, VA 20191

Re: April 24, 2013 Letter Concerning Gross Square Feet Per Office Worker in Reston Study

Dear Mr. Maynard,

Thank you for your on-going involvement with the Reston Master Plan Special Study Task Force and the discussions regarding future development at the Silver Line Metrorail stations in Reston. The Planning staff appreciates the robust and extensive dialog that the Task Force is bringing to Phase I of the study and we look forward to concluding this phase at the end of this year.

In your letter, dated April 24, 2013, to Chairman Sharon Bulova you raise a question about the factor that we use in estimating the number of employees associated with future office development. As we informed Task Force members when we initiated the study, staff uses a factor of 300 square feet per employee when converting total square feet of office development into employees for purposes of estimating the impacts of future growth. We determine the number of office employees by first multiplying the planned Floor Area Ratio (FAR) assigned to office use times the acreage to come up with the total gross square feet of planned office use and then dividing this total by 300 to estimate the number of future office workers. This means that our gross square feet per office employee factor includes all the space in a building, including lobbies, restrooms, electrical and mechanical rooms, elevator shafts, and stairwells. Since it is all inclusive, this space per office employee factor is greater than those associated with "leased space" and "rentable space"; two terms that are often used to describe office space allocations. This is an important distinction because many of the current business articles describing a decline in future office demand reference an anticipated drop in the leased or rentable square feet per employee. To further complicate matters, space planners and interior designers reference space per employee in terms of the net amount of space associated with each work station, cubicle or office. These distinctions are important because I think it explains why the numbers that you cite in your letter are so much less than 300 square feet per employee.

In your letter, you mention that you were unable to find data that would support our use of 300 gross square feet per office worker as a factor for planning purposes. I have attached to this letter additional information for your consideration. Attachment 1 is information from Central Houston, Inc., dated June 2012, which summarizes the amount of leased office space per

Department of Planning and Zoning
12055 Government Center Parkway, Suite 700
Fairfax, Virginia 22035
Phone 703-324-1325 FAX 703-324-3337
www.fairfaxcounty.gov/dpz/

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Terrill D. Maynard

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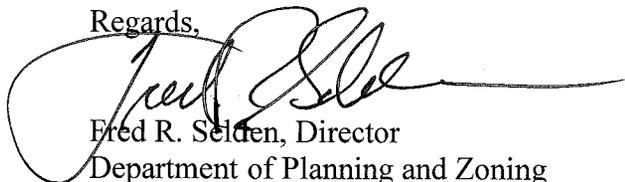
employee for certain types of large companies located in downtown Houston (energy, non-energy headquarters, law firms and public accounting firms). All of the large law firms and non-energy headquarters and roughly two-thirds of the large energy firms had leased space above 300 square feet per employee. Only the large public accounting firms had less. Attachment 2 is an excerpt from research by Dr. Norm Miller at the University of San Diego in which he summarizes data from CoStar Group, Inc., a nationally recognized commercial real estate information company. The two tables, based on leased office space, show that across the United States from 2000 to 2011 and currently in most major markets the office space per worker is well above 300 square feet. Attachment 3 summarizes information from the Washington Business Journal on recent federal lease signings in the area, including the General Services Administration's announcement to lease 660,848 square feet for the National Science Foundation and its 2,100 employees; a lease that equates to 315 square feet per employee.

Lastly, in response to your letter, we asked the Fairfax County Economic Development Authority (EDA) if they could provide summary information on some of the firms that have recently leased office space in Fairfax County. EDA provided information on 23 firms that they have assisted over the past three years. This EDA data represents companies with 3,151 employees occupying approximately 911,000 square feet of office space. For these firms, the average office square footage per employee was 289 square feet and the median was 312 square feet. There were nine firms located in the Tysons and Reston market areas. These Tysons and Reston firms total over 496,000 square feet of office space and represent 1,405 employees for an average of 353 square feet per employee.

Staff believes that the 300 square feet per office employee factor being used to convert total square feet of office development into employees is an appropriate assumption for the types of future office users we expect to see along the Dulles Corridor. We agree that there is a lot being written on projected trends by companies to allocate less office space per worker and to encourage more joint use of space. However, for planning purposes we think it is best to base our assumptions on present conditions and past experience rather than on predictions of future changes in the office market.

We appreciate all the time and effort that you have put into researching this topic and we look forward to continuing to work with you and others representing Reston. Please feel free to contact me or Heidi Merkel if you have any questions. We can both be reached at 703-324-1101.

Regards,

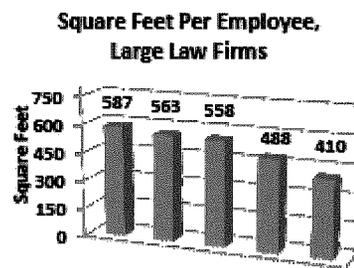
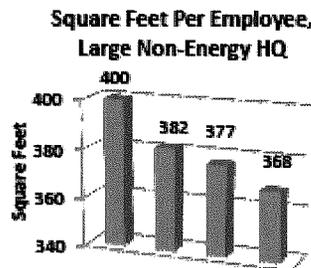
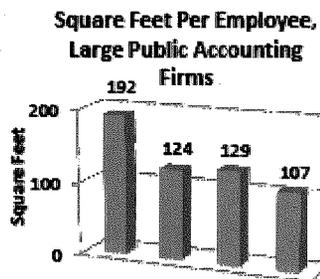
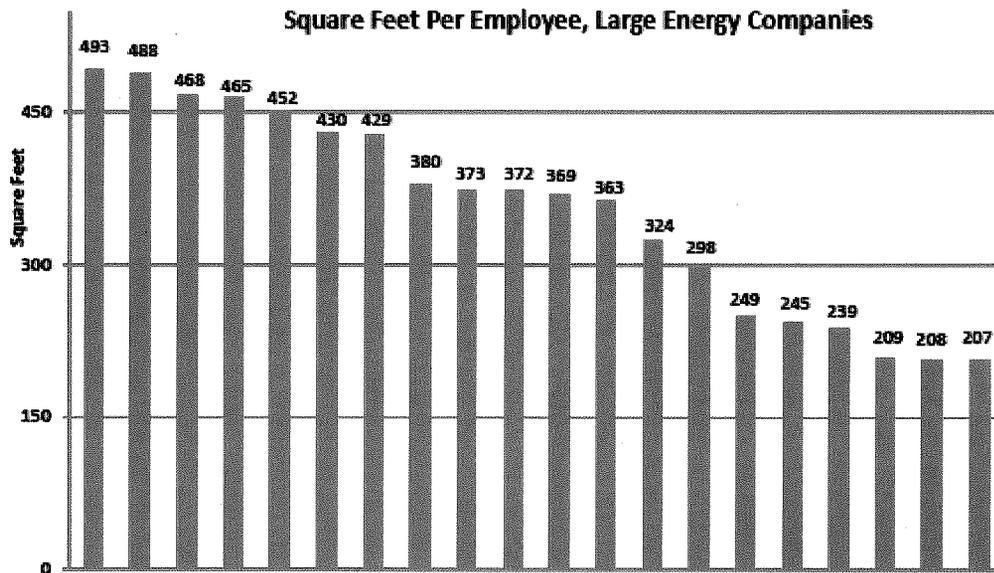


Fred R. Selden, Director
Department of Planning and Zoning



OFFICE SPACE PER EMPLOYEE

The following identifies the amount of square feet leased by downtown's largest firms – those with 400 or more employees. Each chart represents an industry, and each bar represents a large firm in that industry.



Note: Several outliers have been excluded; typically they were outliers due to companies in significant transition.

Source: Central Houston, Inc.
June 2012

Exhibit 1: U.S. Space per Worker Trends in Square Feet

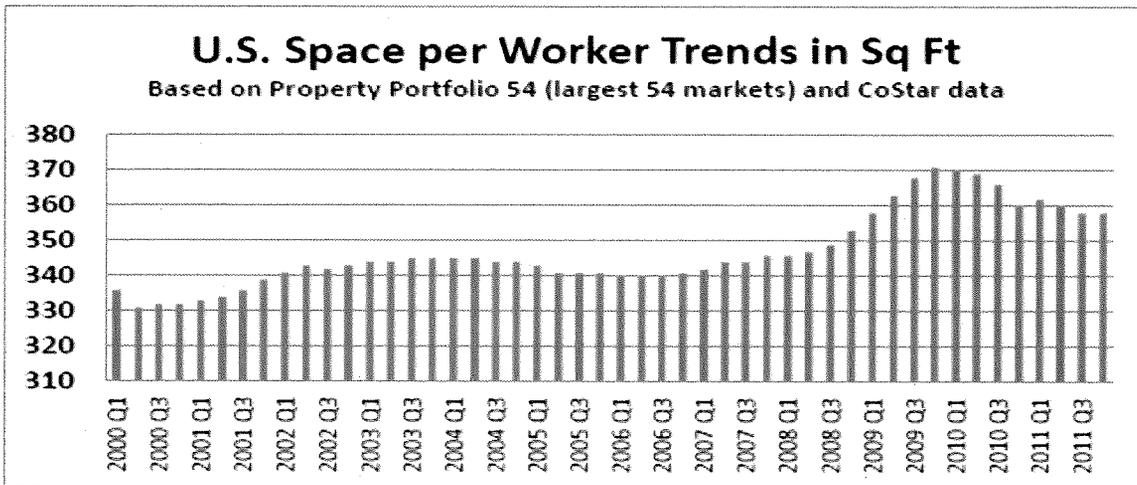
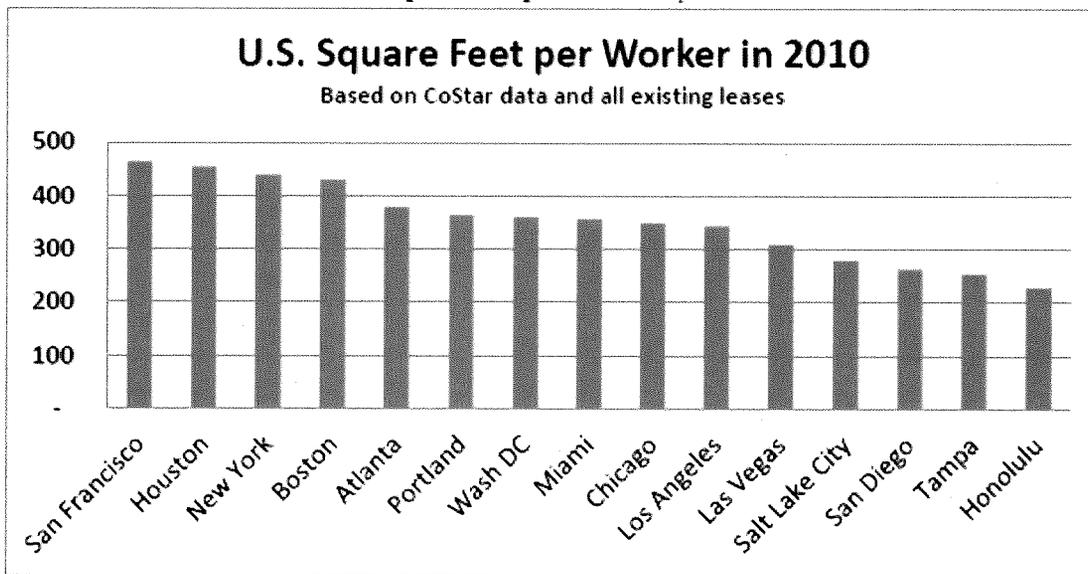


Exhibit 2: Square Feet per Worker By U.S. Market



Source: Changing Trends in Office Space Requirements: Implications for Future Office Demand by Norm G. Miller, PhD; Burnham-Moores Center for Real Estate, University of San Diego; March 2013.

Recent GSA Leases for Large Federal Tenants

Defense Advanced Research Projects Agency (DARPA)¹

Location: Ballston

Lease Size: 352,750 square feet

Employees: 1,100²

Leased Space Per Employee: 321 square feet

Department of Health and Human Services

Location: Rockville

Lease Size: 935,400 square feet

Employees: 3,000

Leased Space Per Employee: 312 square feet

National Oceanic and Atmospheric Administration

Location: Silver Spring

Lease Size: 1,000,000 square feet

Employees: 4,000

Leased Space Per Employee: 250 square feet

National Science Foundation³

Location: Alexandria

Lease Size: 660,848 square feet

Employees: 2,100

Leased Space Per Employee: 315 square feet

¹ Washington Business Journal, June 7, 2013; Bribing Uncle Sam, You Must Pay to Play; Daniel J. Sernovitz

² Arlnow.com; DARPA Opens New Headquarters in Ballston

³ Washington Business Journal, June 14, 2013; Moving Out, Behind the Numbers of the National Science Foundation Deal to Move to Alexandria; Daniel J. Sernovitz