

POLICY MANUAL

Title: Resident- Exemption and Resident -Only Parking	Policy No : 9.09 Supersedes: New
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: June 27, 2012 Review Date: June 26, 2013
Policy Statement: Requests for Resident-Exemption and Resident-Only Parking will be addressed in accordance with the strategies, practice and measures as contained in the document titled “Resident-Exemption and Resident-Only Parking Procedures”, as attached.	
Purpose: Residential parking issues are a concern of both the District and its residents. The application of consistent processes and practices will ensure that neighborhood parking issues will be addressed in a balanced, efficient and cost effective manner that respects the needs of residents and road users.	
Definitions: See attached “Resident-Exemption and Resident-Only Parking Procedures.”	

Key Areas of Responsibility	
Action to Take	Responsibility
Neighborhood request for Parking Restrictions	Residents
Evaluate request based on procedures (see attached) and forward recommendation to Municipal Engineer	Bylaws and Engineering
Approval or denial	Municipal Engineer
Install signs	Operations
Issuance of annual permit	Bylaws
Parking enforcement	Bylaws

RESIDENT-EXEMPTION AND RESIDENT-ONLY PARKING PROCEDURES

(An attachment to Policy No. 9.09)

INTRODUCTION

Residential areas adjacent to areas of high parking demand such as hospitals, transportation hubs or commercial hubs often have to deal with non-resident vehicles taking up the limited on-street parking. To resolve such issues jurisdictions may choose to implement parking strategies in situations where a chronic and heavy demand for on-street parking by non-residents is a concern.

Permit parking schemes for residents in a neighbourhood allows residents to have parking priority in a signed area within a reasonable distance of their home but at the same time it is noted that residents are not guaranteed the right or ability to park in front of their own property.

Restricted parking schemes are generally implemented where there is a chronic and heavy demand from on-street parking by non-residents and is not to address short term intermittent parking problems generated by school, churches, pubs, etc.

The form of parking scheme will vary with the intensity of the parking problem. In general terms access to on-street parking becomes more difficult once a level of 70 percent parking occupancy is reached. This threshold is applied as a guide for determining when parking control schemes should be introduced. Residential streets that consistently have parking levels less than this threshold will largely remain uncontrolled, apart from controls to maintain traffic efficiency and safety standards.

Once the 70 percent parking occupancy threshold is consistently exceeded, the implementation of restricted parking zones will be considered if a majority of 65 percent of residents support the implementation on the affected length of street.

OBJECTIVES

The main objectives of a policy to guide requests for Resident-Exempt (RE) or Resident-Only (RO) parking schemes are:

- Enhance residential amenity by eliminating or restricting opportunities for non-residents and commuters to park all day on residential streets in high-demand areas such as those adjacent to such as hospitals or institutions, transportation hubs or commercial hubs
- Provide equitable on-street parking opportunities for road users
- Support green transportation objectives and strategies
- Encourage public transportation usage by limiting unrestricted parking in high demand areas.

Permit parking regulations, whether they be RE or RO are generally implemented in single family neighbourhoods and not intended to deal with the demands of higher-density residential uses such as townhouses or apartments as these zones are required to provide adequate off-street parking.

DEFINITIONS

There are two basic types of permit parking schemes:

RESIDENT-EXEMPTION (RE) PARKING:

In this case an area is posted as a time-limited zone where the parking limit is generally set for one to two hours in order to allow parking for the general public. Residents are able to park for a longer period under a Resident-Exemption permit. Depending upon the adjacent land use, the time limited parking may be in place for a defined period each day, may be in place Monday to Friday, or may be in place 24 hours a day, seven days a week. Residents are not guaranteed an on-street parking space and availability is on a first-come, first-serve basis.

RESIDENT-ONLY (RO) PARKING:

This strategy is generally implemented where there is a demonstrated lack of available on-street parking even for local residents and there is considerable demand from external vehicles.

CONSIDERATION OF RE AND RO ZONES

RE and RO parking areas should be considered for neighbourhood streets that are in close proximity to public facilities such as institution facilities, transit hubs, commercial districts and tourist attractions.

If there is a desire for RE or RO parking on an applicable street the District's Engineering Department (Traffic) will undertake a parking evaluation with assistance from Bylaws to determine the validity of the concern and appropriate measures. The evaluation may include the following:

- Inventory of the existing number of on-street parking spaces
- Survey of on-street parking demand
- Review and evaluation by the Traffic Management Group comprised of staff from RCMP, Engineering, Bylaws, Speedwatch, Planning, Parks and ICBC.

RE and RO parking areas will be considered on an area-specific basis with the minimum area being a complete street block, both sides.

ELIGIBILITY CRITERIA

Eligibility for a RE or RO permit will be determined as follows:

- Single Family dwellings and Semi-detached dwellings (duplex, 3-plex and 4-plex) are eligible to receive a maximum of two permits, provided that there are two or more cars registered at the address.
- Multi-family dwellings (apartments, townhouses, low and high rise buildings are not eligible for permits as these zones are required to provide sufficient off-street parking.

In addition to the above;

- The permitted vehicle must be registered to the residential address and cannot be a commercial truck, bus, caravan, recreational vehicle, boat trailer, nor can the vehicle exceed 5000 kgs L.G.V.W.
- No visitor or temporary permits will be issued to eliminate mis-use.
- Permit holders are permitted to park in designated areas and does not guarantee an on-street parking space. Parking availability will be on a first come first serve basis.

CONSULTATION PROCESS

All affected residents, business and/or property owners of the street proposed for permit parking will be notified in writing. A questionnaire survey on the proposal and/or some other form of communication such as neighborhood street meetings may be used to assess the area residents' support and willingness to participate in the program. The District is looking for a minimum 65 percent participation rate in any identified area to initiate either a RE or RO scheme.

APPROVAL PROCESS

The Municipal Engineer will have final authority on designating a subject neighbourhood as a RE or RO area.

APPLICATION FOR INDIVIDUAL PERMITS

Residents seeking either RE or RO permits are required to make an annual application at the Bylaws counter at Municipal Hall. In applying for exemption, residents are responsible to provide the necessary documents to the District's Bylaws Department as specified in the application forms.

FEES

Fees for permits shall be as listed in the District's Fee and Charges Bylaw. These fees will be subject to annual review.

Any replacement permits required due to damage to original permit, sale of vehicle etc. will be provided upon receiving new documentation and payment of fee.

USE OF PERMIT

Any issued permit is not transferable.

Permits must reflect the vehicle plate number of the vehicle in which it is displayed and designated area in which it is parked.

If circumstances change and the permit holder does not meet the eligibility criteria, the permit is no longer valid and must be returned.

RENEWAL OF RESIDENT PARKING PERMIT

Resident Parking Permits must be renewed at the beginning of each calendar year, subject to satisfying eligibility criteria. It is the permit holder's responsibility to make sure that the permit is valid at all times. Residents must be aware that it is not an automatic renewal.

RESPONSIBILITY AND ACCOUNTABILITY

The Traffic Management Group will provide input to the Municipal Engineer for all new requests to establish permit parking areas.

The Municipal Engineer will have final authority on designating RE and RO areas.

The Engineering Department (Traffic) will be responsible for the installation of all traffic controls in designated RE and RO areas.

The Bylaws Department is responsible for the processing of applications and issuance of all resident parking permits.

The Bylaws Department is responsible for the enforcement of all permit parking areas.