

**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD IN THE
COUNCIL CHAMBER, CITY HALL, 141 WEST 14th STREET, NORTH
VANCOUVER, B.C., ON MONDAY, JUNE 10, 2013**

REPORTS OF COMMITTEES, COUNCIL REPRESENTATIVES AND STAFF

23. Resident and Visitor Parking Policy – File: 5480-01

Report: Transportation Planner, Engineering, parks and
Environment, June 5, 2013.

Moved by Councillor Keating, seconded by Councillor Bookham

PURSUANT to the report of the Transportation Planner, dated June
5, 2013, entitled "Resident and Visitor Parking Policy":

THAT the new Resident and Visitor Parking Policy be endorsed.

CARRIED

Councillor Clark is recorded as voting contrary to the motion.

memo

The Corporation of the City of North Vancouver
City Clerk's Department



E-MAILED

To: Stephen Blore, Transportation Planner,
Engineering, Parks and Environment
From: Karla Graham, City Clerk
Re: Resident and Visitor Parking Policy
Date: June 13, 2013
File: 5480-01

The City Council at its regular meeting of Monday, June 10, 2013 endorsed the following resolution:

"PURSUANT to the report of the Transportation Planner, dated June 5, 2013, entitled "Resident and Visitor Parking Policy":

THAT the new Resident and Visitor Parking Policy be endorsed."

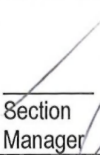


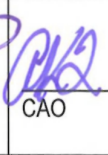


Karla Graham
City Clerk

(Electronic version of report posted on www.cnv.org/city_hall/council_meetings/council_meeting_agenda)

cc D. Mitic, Manager, Transportation
L. Garber, Manager, Accounting, Reporting, and Collections



			
Section Manager	Division Manager	Director	CAO

The Corporation of **THE CITY OF NORTH VANCOUVER**
ENGINEERING, PARKS & ENVIRONMENT DEPARTMENT

REPORT

To: Mayor D.R. Mussatto and Members of Council

From: Stephen Blore, Transportation Planner

SUBJECT: RESIDENT AND VISITOR PARKING POLICY

Date: June 5, 2013

File No: 5480-20

The following is a suggested recommendation only. Please refer to Council Minutes for adopted resolution.

RECOMMENDATION:

PURSUANT to the report of the Transportation Planner, dated June 5, 2013, entitled "Resident and Visitor Parking Policy":

THAT the new Resident & Visitor Parking Policy be endorsed.

ATTACHMENTS:

1. Resident & Visitor Parking Policy

PURPOSE:

This report was prepared to seek Council's endorsement of the revised Resident and Visitor Parking Policy.

BACKGROUND:

The City's Resident Exempt (RE) Parking Policy has been part of the *Street and Traffic Bylaw* since 1994. Subsequent to a successful petition process, the RE Policy enables residents to have regulatory signage installed on their block that has time-restricted parking with an exemption for residents. The Policy was developed in response to concerns from residents, primarily located adjacent to the Lions Gate Hospital (LGH). Those residents were concerned that people from outside the neighbourhood were

parking on their street, which in turn, made it difficult to find parking in their own neighbourhood.

During the 19 years that the current parking policy has been in effect, parking pressure in the City has increased. As new RE zones have been implemented, parking demand shifts from these blocks into another residential area. This in turn, creates a flow on effect resulting in additional requests for RE zones to be implemented while parking in the existing RE zones reduces to less than 50%. Experience and feedback from the community suggests that the existing Policy requires revision to make it more relevant to the current supply and demand of on-street parking.

In 2012, staff conducted a Resident Parking Policy Review Study, and on February 4, 2013 the following resolution was endorsed by Council:

THAT the Resident Parking Policy update as described in Strategy 2 (*Enhanced Resident Parking Program with Resident Permit Only System and New Visitor Permits*) of this report (Attachment 1) be endorsed;

THAT staff proceed with changes to the existing Resident Exempt parking zones to improve on-street parking utilization as follows:

- Reduce the size of Resident-Exempt parking zones on blocks that currently have the Resident-Exempt designation for the full length of the block and low parking occupancy;
- Identify blocks with significant parking demand where Resident Permit Only Parking could be appropriate; and
- Remove Resident-Exempt parking on blocks within the commercial area described as "Zone A" (100 Blocks of East 1st Street and East 3rd Street) to improve business patron parking;

AND THAT staff investigate the possibility of parking in lanes;

AND THAT pay parking be implemented on Lions Gate Hospital property frontages (the west curb of 1300 and 1400 blocks St Andrew's Avenue and south curb of 200 block East 15th Street), and that residents of these blocks and nearby business owners be invited to participate in the preparation of an implementation plan.

This report discusses the proposed revisions to the Resident Parking Policy. In respect to other study recommendations, the status of the remaining tasks is as follows:

- Implementation of the recommended changes to the existing RE zones - Engineering staff are in the process of developing an implementation plan and changes to the existing RE parking zones are anticipated to start later this month. Implementation plan will include:

- Reducing the size of RE parking zones on blocks that currently have the Resident-Exempt designation for the full length of the block and low parking occupancy. While some residents may be concerned about the reduction of RE zones, it is required to prevent further spread of parking pressure through neighbourhoods and increase utilization of the existing RE blocks.
 - Identifying blocks with significantly high parking demand, where RPO Parking maybe appropriately installed to reduce parking pressure. This will include consultation with residents of these blocks.
 - Removing RE parking on blocks within the commercial area described as "Zone A" (100 Blocks of East 1st Street and East 3rd Street) to improve the supply of business patron parking. These RE zones will be replaced with time-restricted parking. Consultation with residents of the 100 Block East 1st Street will occur to address parking concerns for heritage buildings on this block that have a low off-street parking inventory.
 - Processing 37 "Requested RE" blocks that were put on hold; 13 blocks that meet RE or RPO policy criteria will be advised that they can proceed with the petition process, while RE requests from the remaining 24 blocks will be denied.
 - Review of the temporary permit-only parking in the 300 block East 14th Street to identify changes required to align the parking regulations on this block with the new policy.
- Parking in lanes is being investigated by City staff, with findings being presented to Council in the coming months.
 - Pay parking for the hospital frontage - The consultation process for pay-parking with the local residents and businesses along St Andrews Avenue and East 15th Street will be held on June 20 at the City Hall. Implementation of the meters is expected in the fall of 2013.
 - Amendments to the Street & Traffic Bylaw to incorporate Resident Permit Only (RPO) will follow the endorsement of Resident & Visitor Policy.

DISCUSSION:

The proposed revised Resident & Visitor Parking Policy is included in Attachment 1.

In comparison with the existing Resident Exempt (RE) Policy, the revised policy maintains the same criteria for granting the resident parking zones, with the following updates:

- An additional option for residents to apply for the Resident Parking Only (RPO) designation and permit on their block. The petition process for RPO designation requires the same petition process that for installation as RE designation, however RPO will only be considered for residential blocks where the parking

utilization is at least 85% during the weekday (as compared to eligibility for a RE zone which is 75% utilization). If approved, an RPO zone will not cover more than 50% of the block's parking supply, so that some parking remains available for non-permit holders.

- The Annual Non-Transferable Visitor Parking Permit has been revised to remove the "tutor, caregiver or nanny" requirement. This will provide added flexibility for residents who have a regular visitor throughout the year who is not included in that category.
- The Temporary Visitor Permits (Contractor and Out-of-Town Guest) and the Medical Needs permits have been added, as a result of the consultation process to address the parking needs for various users and services (whether working or visiting) that North Vancouver residents may require.

In addition, to respond to concerns regarding increased parking pressure on blocks with a mix of residential buildings with and without sufficient off-street parking provisions, the proposed policy introduces restriction to permit eligibility: Buildings that have 3 or more units with sufficient off-street parking provision (in accordance with the *Zoning Bylaw*) would not be eligible for an RE or RPO permit. However, the residents of these buildings are still allowed to partake in the petition process for their block if it were to occur.

The proposed costs of the various permits are identified in the table below. The fee for the RE and Annual Non-Transferable Visitor permit have remained the same as the existing RE Parking Policy, while the cost for new RPO and visitor permits have been included in the policy.

Category	Fee
Annual Resident Exempt	\$25/ year
Half-Year Resident Exempt	\$12.50
Annual Resident Permit Only	\$50/ year
Half-Year Resident Permit Only	\$25
Annual Visitor Permit	\$50/ year
Temporary Visitor Permit	\$10/week
Medical Needs Permit	\$25/year
Out-of-Town Guest Permit	\$10/week

FINANCIAL IMPLICATIONS:

The proposed introduction of RPO and new visitor permits will require additional staff time from Engineering, Finance and Bylaw Enforcement departments.

The anticipated increase in time required by Engineering Department staff will be for the issuance of visitor permits, responding to questions and complaints, providing guidance to residents on the new policy processes and for regulatory signage installation.

Demands upon the Bylaw Enforcement staff may also increase due to need to enforce new RPO zones and visitor permits. However, the expected addition of a second Licence Plate Reader vehicle recently approved by Council would reduce the demand for officers to enforce infringements on-foot, speeding up the process of checking license plates and providing better coverage of parking zones. Revenue will be based upon residents' level of buy-in and compliance to the new regulations.

Additional staff time may be required by staff within the Finance Department to process payments for new permits.

The extent of the financial impact, in terms of staff time, will be dependent on how many RPO zones are approved in future years and how many visitor permits are purchased. An annual review of permit revenues and fees as part of the annual budget process is recommended once the new Policy has been implemented.

INTER-DEPARTMENTAL IMPLICATIONS:

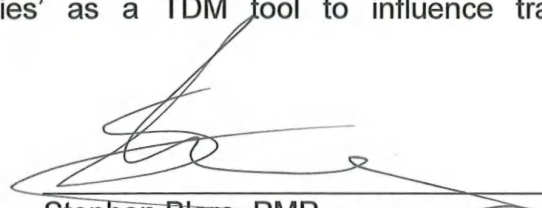
The proposed policy update has been prepared in consultation with staff from Community Development, Finance and Bylaw Enforcement Departments. The Engineering, Parks & Environment staff will continue to collaborate with other departments in the implementation of the policy outcomes and actions. The Civic Projects Team (CPT) has endorsed this report's recommendations on June 4, 2013.

STRATEGIC PLAN IMPLICATIONS:

The policy update supports OCP (Chapter 6) with regard to balancing the parking needs of the commercial, residential and industrial communities with the sustainable goals of transportation demand management strategies.

This project also support the City's parking policy goals and objectives: to respond to local issues, without compromising the viability of the City's business and community life, and being aligned with the regional parking and transportation demand management (TDM) goals. Furthermore, the City's 2008 Transportation Plan recognised 'parking management strategies' as a TDM tool to influence travel behaviour.

RESPECTFULLY SUBMITTED:



Stephen Blore, PMP
Transportation Planner

Attachment #1

RESIDENT AND VISITOR PARKING POLICY

Updated May 2013

Approved by Council _____

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1. OVERVIEW AND CONTEXT

The Resident Parking Policy outlines the application and implementation of a resident parking system on a more uniform basis throughout the City and optimises the use of on-street parking by residents and non-residents.

The City of North Vancouver has a limited supply of on-street parking; therefore appropriate management of existing resources is essential for achieving a sustainable community with an efficient transportation system as envisioned in the Official Community Plan and the City's Long-term Transportation Plan. The purpose of the Resident Parking Policy is to reduce external parking pressure on residential streets outside commercial area and help residents with insufficient off-street parking provisions to meet their parking needs.

2. RESIDENT PARKING ZONES

The City's Resident Parking Program includes two types of designated resident parking zones, Resident Exempt (RE) and Resident Parking Only (RPO). Residents located outside of Zone A (Appendix A) may apply to receive an RE or RPO parking designation on their block subject to adherence to the criteria outlined in Sections 3. Applications will be accepted provided that applicants can demonstrate that they reside at a civic address on the block for which they are applying to receive RE or RPO parking designation.

2.1. Resident Exempt (RE) parking designation

Allows residents whose civic address is on a block that has the RE designation to obtain a permit to park within the RE zone and be exempt from the existing parking time restrictions for up to 72 hours. Non-residents are permitted to park within the RE zone in accordance with the posted time restrictions.

2.2. Resident Permit Only (RPO) parking designation

Allows residents whose civic address is on a block that has the RPO designation to obtain a permit to park within the RPO zone for up to 72 hours. Non-residents are not permitted to park within the RPO zone at any times.

3. CRITERIA FOR GRANTING RESIDENT PARKING ZONE DESIGNATION

RE or RPO designated parking zones for a particular block will be granted if all of the criteria outlined points 3.1, 3.2 & 3.3 are met.

3.1. Completed & submitted petition in favour of Resident Parking Zone Designation.

A new zone request must be supported by a petition signed in favour of the RE or RPO designation by at least 67% of all of the residences from both sides of the block seeking exemption. A petition can only contain one signature from each residence on the block.

If the block has a mix of residential buildings with and without sufficient off-street parking provisions, all residents on the block are permitted to participate in the petition process and they will be counted towards achieving 67% support from all residences; However only residents of buildings with insufficient off-street parking will qualify for the appropriate parking permit for the block that is successful in obtaining a resident parking designation.

The Engineering Department will proceed with an investigation of the parking conditions on the block in question only after receiving a petition (see Appendix B) that fulfills the required support from the residents of the block.

3.2. A shortfall of parking on a block is demonstrated.

A shortfall is deemed to exist if more than 75% (for RE) or 85% (for RPO) of on-street parking spaces are occupied during the weekday, and 50% or more of the parked vehicles belong to non-residents. A survey/ investigation of on-street parking will be undertaken by City staff following the submission of a neighbourhood petition.

3.3. Insufficient off-street parking for a block is demonstrated.

If the total number of off-street parking spaces for a block is less than the required number of spaces based on the Zoning requirements, then the block is deemed to have insufficient off-street parking and would qualify for the resident parking designation.

4. SPECIAL CONDITIONS

4.1. Corner Lots

Residents of corner lots are permitted to participate in the petition process for blocks adjoining their civic address however will have to meet the applicable criteria to apply for a permit if the petition is approved.

4.2. Mixed Use Areas

In a mixed use area, residents are required to petition at least 67% (see Appendix B) of residences on the block. Along with this, businesses on the block must be notified in writing about the intent to change the parking provisions on the block (proof must be shown to City staff upon application). It should be noted that RE or RPO designation will not be installed adjacent to ground level commercial occupancies.

5. REMOVAL OF AN EXISTING RESIDENT PARKING ZONE

Residents living within an existing RE or RPO zones may apply to remove the zone or to reduce the length of the zone to 50% or less on the block. A request must be supported by a petition signed in favour by at least 67% (see Appendix B) of all of the residences from both sides of the block seeking the zone change. A petition may contain a maximum of one signature from each residence on the block.

6. RESIDENT PARKING PERMITS

The Resident Parking Permit allows residents that have an RE or RPO designation on their block to purchase a permit to park on their block and be exempt from the existing parking restrictions for up to 72-hours. Permit applicants must meet the criteria outlined in Appendix C to obtain a relevant permit. Permit holders are required to comply with all *Street & Traffic Bylaw* and *Motor Vehicle Act* parking provisions.

Residents of buildings consisting of 3 or more units with sufficient off-street parking are excluded from receiving resident parking permits. Sufficient off-street parking is assumed when a building has off-street parking provision equal to or higher than the number of parking spaces required by the *Zoning Bylaw* or if parking allowances/ variances have been granted by the City.

6.1. Oversized vehicles

Residents that have vehicles with a Gross Vehicle Weight (GVW) of more than 4500 kilograms, or an overall length (including trailer) exceeding 6.1 metres do not qualify for the RE or the RPO permit.

6.2. Corner lots

RE or RPO parking privileges are available to the residents of corner properties where the designation is assigned to the block that the civic residence fronts. If parking is prohibited on the block that the civic residence fronts, the adjacent street may be considered for parking if supported by the City Engineer.

6.3. Heritage Buildings

Residents of a heritage building located within Zone A (Appendix A), and contain less off-street parking than what the *Zoning Bylaw* specifies, are eligible for an RE parking permit on a specific block that contains RE regulatory signage.

Residents that reside in a heritage building located outside of Zone A (see Appendix A) must adhere to the relevant criteria for the RE or RPO permit and designation outlined in Section 3.

7. VISITOR PARKING PERMITS

A variety of Visitor Parking Permits are available to visitors of CNV residents. The visitor permits allow residents that have an RE or RPO designation on their block to purchase the relevant permit for their visitor to park on their block. Permit applicants must meet the criteria outlined in Appendix C to obtain the relevant permit. Permit holders are required to comply with all *Street & Traffic Bylaw* and *Motor Vehicle Act* parking provisions.

7.1. Annual Visitor Permit

This enables City of North Vancouver residents to purchase an annual permit for one visitor of their choice. The visitor will be able to park within any Resident Exempt RE or RPO parking zones on the block of their residence and be exempt from the parking restrictions. Maximum

one permit can be issued per household and approval is subject to the criteria outlined in Appendix C.

7.2. Temporary Visitor Permits

7.2.1. Contractors & Out-of-Town Guests

This permit enables residents of the City of North Vancouver that reside in an RE or RPO zone to purchase a permit allowing contractors and out of town guests to use on-street parking on their block. Approval is subject to the criteria outlined in Appendix C.

7.3. Medical Needs Permit

This permit enables residents of the City of North Vancouver that reside in an RE or RPO zone to purchase a permit allowing at-home medical assistance personnel to use on-street parking on their block. Approval is subject to the criteria outlined in Appendix C.

8. PERMIT COST

The fee structure for each permit is outline in the table below:

Category	Fee	Validity
Annual Resident Exempt	\$25/ year	January 1 st – December 31 st
Half-Year Resident Exempt	\$12.50	September 1 st – December 31 st
Annual Resident Permit Only	\$50/ year	January 1 st – December 31 st
Half-Year Resident Permit Only	\$25	September 1 st – December 31 st
Annual Visitor Permit	\$50/ year	January 1 st – December 31 st
Temporary Visitor Permit	\$10/week	Monday - Sunday
Medical Needs Permit	\$25/year	January 1 st – December 31 st
Out-of-Town Guest Permit	\$10/week	Monday - Sunday

9. EXCEPTIONS

The City Engineer may consider hearing from anyone who feels they are, or could be, legitimately aggrieved by the decision regarding exemption. If a block under consideration for a RE or RPO designation fails to meet the requirements, the City Engineer may authorize the designation under special circumstances. The City Engineer may reject or revoke any designation or permit within any block if it is contrary to this policy or if he considers it to be contrary to public interest.

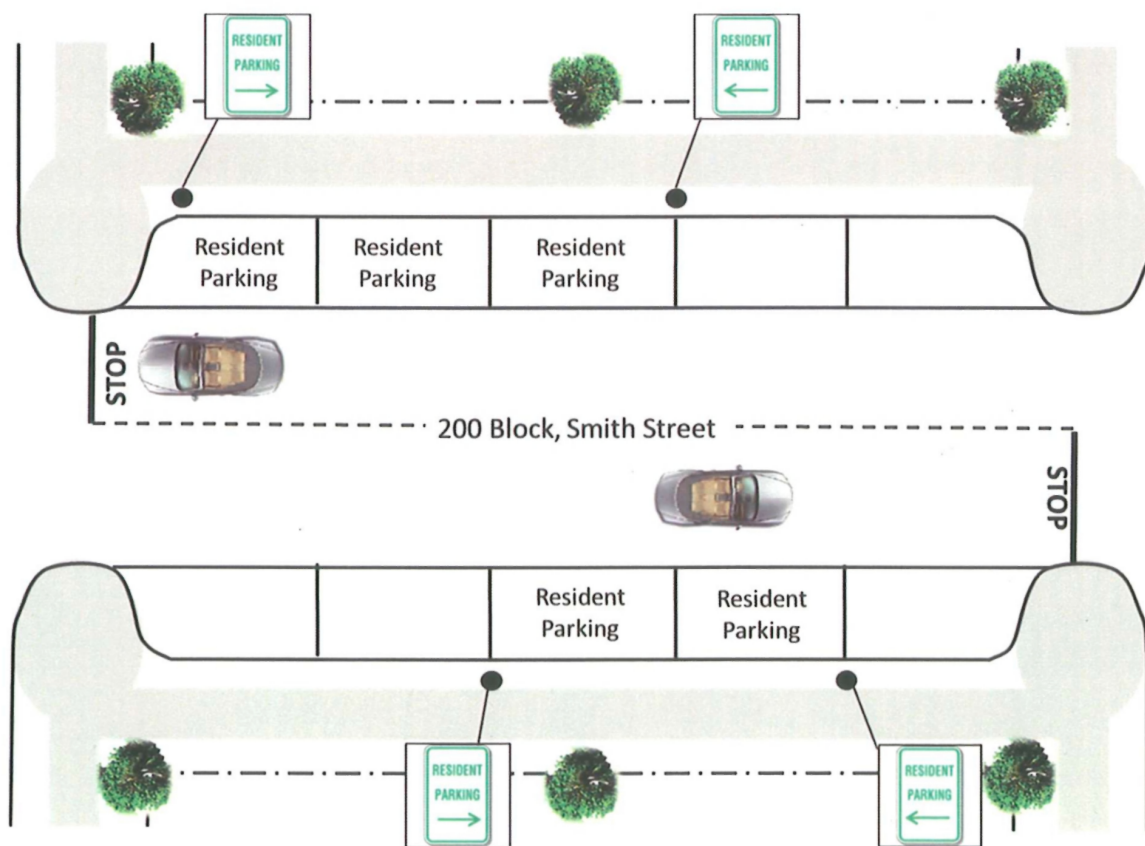
10. IMPLEMENTATION

All approved RE and RPO parking will result in regulatory signage being installed or modified along the identified block so that all road users can clearly identify what parking is available.

Signage will reserve at least 50% of the parking for the residents of the block in question on both sides of the block (with the exception of Mixed-Use areas). More than 50% may be considered for RE parking designation in extreme cases when a block is affected by severe parking pressures, as determined by the City Engineer. The remainder of the block's parking restrictions will be determined to the satisfaction of the City Engineer.

Once approved, permit holders may park anywhere within their respective parking zone on their block for up to 72-hours, in addition to the areas with unrestricted parking.

The figure below is an example of how the on-street parking designation could be implemented.



Appendix A – Zone A



Appendix B – Example Petition Form

This petition is to determine support for establishing _____ on _____ Block of _____ Street, and was undertaken on MM / DD / 20YY.

This petition must be signed in favour by at least 67% of affected residents on the block for the changes to be implemented.

Note: A successful petition for a Parking Designation does not guarantee implementation. Other criteria needs to be met The City reserves the right to change the parking restrictions or the permit fees at any time based on future needs.

Please return to City Hall for evaluation.

[illegible]

Appendix C – Criteria for Granting Permits

Permit for	Required Documentation	Validity
Resident Exempt (RE)	<ul style="list-style-type: none"> Two pieces of the resident's ID showing their address is in the permit zone Vehicle registration (must include the licence plate information and address) <p>Note: If the resident is not the owner of the vehicle, they must be listed as the primary driver.</p>	<ul style="list-style-type: none"> Valid for residents that reside at a civic address that is within an RE zone Valid for the respective calendar year specified upon applying. Renewable upon receiving renewal notice letter from the City Not Transferable Licence Plates and Decal must be clearly visible to enforcement officers at all times
Resident Permit Only (RPO)	<ul style="list-style-type: none"> Two pieces of the resident's ID showing their address is in the permit zone Vehicle registration (must include the licence plate information and address) <p>Note: If the resident is not the owner of the vehicle, they must be listed as the primary driver.</p>	<ul style="list-style-type: none"> Valid for residents that reside at a civic address that is within an RPO zone Valid for the respective calendar year specified upon applying. Renewable upon receiving renewal notice letter from the City Not Transferable Licence Plates and Decal must be clearly visible to enforcement officers at all times
Annual Visitor	<ul style="list-style-type: none"> Two pieces of the resident's ID showing their address is in the permit zone Visitor's drivers licence Valid vehicle registration documents <p>Note: If the visitor is not the owner of the vehicle, they must be listed as the primary driver.</p>	<ul style="list-style-type: none"> Valid for visitors that frequent residents that reside at a civic address that is within an RE or RPO zone Valid for the respective calendar year specified upon applying. Maximum 1 permit per address at any one time Not Transferable Renewable upon receiving renewal notice letter from the City Licence Plates and Decal must be clearly visible to enforcement officers at all times

Permit for	Required Documentation	Validity
Temporary Visitor (i.e. Contractors)	<ul style="list-style-type: none"> • Company Name • Company Vehicle License Plate Number • Valid Vehicle insurance • Address of work being done • Two piece of the resident's ID showing that their address is located within a permit zone • Documentation showing the work being done: Business name & licence, work order, or building permit must be shown to the City as evidence 	<ul style="list-style-type: none"> • Valid for up to 4-weeks • Maximum 1 transferrable temporary pass per address at any one time (between vehicles from the same contracting company). • Renewable • Residential work only • Valid from 7:00am to 8:00pm Monday to Friday and 8am to 6pm Saturdays. • Permit must be clearly visible to enforcement officers at all times
Medical Needs	<ul style="list-style-type: none"> • Homecare provider's vehicle registration • Two pieces of the resident's ID showing their address is in the permit zone • A letter from a medical practitioner stating the need for homecare services 	<ul style="list-style-type: none"> • Duration of the visit, or the Annual Permit if ongoing (renewable) • Maximum 1 transferrable temporary permit per residence at any one time (between vehicles from the same company). • Permit must be clearly visible to enforcement officers at all times
Out of town Guest (areas located outside of the Greater Vancouver Regional District)	<ul style="list-style-type: none"> • Visitor's vehicle registration (must include the licence plate information and address) • Two pieces of the host's ID showing their address is in the permit zone 	<ul style="list-style-type: none"> • Duration of the visit (no more than 4 weeks) • Permit must be clearly visible to enforcement officers at all times • Not transferable or renewable • Maximum of one per residence at one time