Draft Temporary Reserved Parking Program Council Policy

CITY OF SASKATOON COUNCIL POLICY



POLICY TITLE	ADOPTED BY:	EFFECTIVE DATE
Temporary Reserved Parking Program	City Council	TBD
ORIGIN/AUTHORITY	CITY FILE NO.	PAGE NUMBER
	CK. XXXX	1 of 5

1. PURPOSE

- 1.1 The purpose of this Policy is to:
 - a) Allow for the rental of on-street parking stalls and clarify requirements of the Temporary Reserved Parking (TRP) Program;
 - b) Ensure users who benefit from TRP rentals pay a fair and equitable fee based on the value of on-street parking stalls as public assets; and
 - c) Ensure consistency in fees charged to all TRP users.

2. **DEFINITIONS**

For the purpose of this Policy, the following definitions are used:

- 2.1 <u>Base rate</u> Hourly pay parking rate in a pay station zone as set in *The Traffic Bylaw*.
- 2.2 <u>Parking area</u> Any portion of a street or surfaced or unsurfaced area indicated by signs, markings, numbers, poles or any other device as a place for parking.
- 2.3 Parking stall Any portion of a parking area marked by one or more of painted lines, number, pole, sign or other device to indicate that it is intended for the parking of a vehicle.
- 2.4 <u>Pay station zone</u> A parking area where parking is permitted subject to payment of parking fees.
- 2.5 <u>Temporary Reserved Parking (TRP)</u> Administrative process allowing users to reserve parking stalls in pay station zones for non-standard purposes, including construction, business (i.e. special events) or service needs (i.e., sign installers, window cleaning).



POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
Temporary Reserved Parking Program	TBD	2 of 5

- 2.6 <u>Temporary Reserved Parking (TRP) fees</u> Fees charged for the reservation of parking stalls within pay station zones through the TRP program.
- 2.7 <u>Users</u> An individual, a group, or an outside organization/association that reserves parking through the TRP Program.

3. POLICY

3.1 Scope

a) This Policy applies to TRP reservations within the City's pay station zones.

3.2 <u>Program objectives</u>

a) The program accommodates parking reservations while maintaining public safety, promoting unrestricted traffic flow and supporting a healthy business community.

3.3 TRP Fees

- a) Application of TRP fees:
 - i). Fees shall be applicable to all TRP applications that meet the requirements of this policy.
 - ii). Fees do not include applicable taxes and will be applied where appropriate.
- b) Per parking stall fee:
 - i). Per parking stall fees are charged based on the duration of the reservation and the number of parking stalls required.
 - ii). Per parking stall fees will be recommended by administration, approved by Council, and published accordingly.
 - iii). Per parking stall fees are to be determined through a proportion of the base rate within a pay station zone:



POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
Temporary Reserved Parking Program	TBD	3 of 5

- 1) Day time rate (applied to a minimum of 11 hours; 7 AM to 6PM) 90% of the base rate for the first 30 days; 65% of base rate thereafter:
- Full day rate (applied to a minimum of 24 hours; 7 AM to 7 AM) 60% of the base rate for the first 30 days; 40% of base rate thereafter; and
- 3) Overnight rate (applied to a minimum of 12 hours, 6 PM to 6 AM) 35% of the base rate.

iv). Number of parking stalls:

- 1) A minimum of one (1) and a maximum of six (6) parking stalls can be reserved per block face. Applications for reservations of more than six (6) parking stalls may be approved on a case-by-case basis at the discretion of Parking Services.
- 2) In the case of parking areas that do not have clearly marked boundaries, the size of a reserved parking area shall be as follows:
 - Parallel parking areas: 6.5 linear metres of parking lane.
 - Angled parking or nose-in parking areas: 2.44 linear metres of parking lane.

c) Administrative Fee:

- i). An administrative fee is established to recover costs associated with administering TRP.
- ii). An administrative fee of \$75 shall be applicable to all TRP applications under this policy.
- d) On-street mobile food trucks and trailers must pay all required parking fees in accordance with <u>Council Policy C09-039</u>, <u>Mobile Food Truck Policy</u>.
- e) On-street parking patios must pay all required parking fees in accordance with Council Policy C09-013 Use of Sidewalks, Boulevards and Parking Stalls Vending.



POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
Temporary Reserved Parking Program	<u>TBD</u>	4 of 5

- f) TRP fees associated with an approved special event will follow the rates established by City Council.
- g) Payment of fees must be made at the times and in the manner required by Parking Services.

3.4 Reservation Restrictions

- a) Applications for reservations must be received at least five (5) business days in advance of the requested start date of a parking reservation.
- b) Late applications may be considered at the discretion of Parking Services.

3.5 Administrative Authority

- a) Administration has the authority to ensure compliance and enforcement of this Policy.
- b) Users shall comply with all conditions of the parking reservation. Non-compliance with any condition may render the reservation invalid.

4. RESPONSIBILITIES

4.1 Community Standards Department

- a) Carrying out research, documenting and reporting on all proposed TRP policy revisions; and
- b) Signage placement, TRP application processing and administration.

4.2 General Manager, Community Services

- a) Ensuring this Policy is regularly reviewed and updated; and
- b) Referring proposed TRP policies or policy revisions through the appropriate Committees for review and approval.



POLICY TITLEEFFECTIVE DATE:PAGE NUMBERTemporary Reserved Parking ProgramTBD5 of 5

4.3 <u>Standing Policy Committee on Transportation</u>

a) Reviewing proposed amendments to this Policy and referring such amendments to Council for approval.

4.4 City Council

a) Approving any amendments to this Policy.