Draft Temporary Reserved Parking Program Council Policy

# CITY OF SASKATOON
# COUNCIL POLICY

**NUMBER**

*C0-XXXX*

| **POLICY TITLE** *Temporary Reserved Parking Program* | **ADOPTED BY:** *City Council* | **EFFECTIVE DATE** *TBD* |
|---|---|---|
| **ORIGIN/AUTHORITY** | **CITY FILE NO.** CK. *XXXX* | **PAGE NUMBER** *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 Base rate  - Hourly pay parking rate in a pay station zone as set in *The Traffic Bylaw*.

2.2 Parking area - 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 Pay station zone - A parking area where parking is permitted subject to payment of parking fees.

2.5 Temporary Reserved Parking (TRP) - 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).

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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  <u>Scope</u>

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  <u>TRP Fees</u>

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:

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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;

2) 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:
   o Parallel parking areas: 6.5 linear metres of parking lane.
   o 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 Council Policy C09-039, *Mobile Food Truck Policy*.

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 .

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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.

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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 <u>City Council</u>

    a)     Approving any amendments to this Policy.