

REPORT TO COUNCIL



Date: July 5, 2012
File: 1862-06
To: City Manager
From: Manager, Property Management
Subject: Residential Parking Permits

Recommendation:

THAT Council receives for information, the Report from the Property Manager, dated July 5, 2012 regarding residential Parking Permits;

AND THAT Council supports the implementation of a \$30.00 cost recovery fee for the Residential Parking Permits effective July 1, 2012;

AND THAT Bylaw No. 10687 being Amendment No. 20 to Traffic Bylaw No. 8120, be forwarded for reading consideration;

AND FURTHER THAT Council Policy 107 - Residential Parking Permit Program be amended as outlined in the Report from the Property Manager, dated July 5, 2012.

Purpose:

To obtain Council approval for the implementation of a fee for Residential Parking Permits in order to better reflect the cost of administering and enforcing the program.

Background:

During the 2012 budget deliberations, Council was presented with a budget request for a fee to be implemented for Residential Parking Permits in order to cover the cost of administration, enforcement, and to put Kelowna more in-line with other municipalities in the Province. Council asked staff to provide Council with more information on the program prior to rendering a decision for support or non-support.

Residential Parking Passes are available to residents who live in areas where there is some form of time restricted parking in their neighbourhood. The areas in Kelowna include the North end (around Prospera Place), east of downtown up to Gordon Drive, the neighbourhood surrounding Kelowna General Hospital, KSS/Okanagan College, and Landmark areas. South Pandosy may be another neighbourhood requiring time restricted parking in the near future (Schedule 'A').

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By Zoning Bylaw 8000, residents are to provide parking on their own property for their own vehicles. Some residents have more vehicles that they have available parking on their property or are physically unable to park vehicles on their own property, and as a result they park their vehicle on the street.

In areas where there is time restricted parking, residents can apply for a Residential Parking Permit. This permit allows residents to park on the street and not be subject to the daily time restricted parking regulations. Permits are only needed for vehicle(s) the resident owns that are going to be parked on the street.

In addition, residents can obtain visitor parking permits so that guests of the resident can park on street and not be subject to the daily time restricted parking regulations. The City in turn, provides enforcement in time restricted neighbourhoods to ensure vehicles are not parked overtime in these areas. Vehicles parked in contravention of the parking restrictions are given parking violation tickets.

The recommendation, to implement a small annual charge for Residential Parking Permits, will help recover the cost of for the extra service of Parking Enforcement in these areas.

If approved, residents would have to pay for a Residential Parking Permit for the vehicle(s) they own which they wish to park on the street. This may encourage residents in these areas to make more efficient use of their onsite parking. An exemption opportunity does exist if certain unique conditions exist. For example, if a resident is unable to park all their vehicles on their own property due to physical restrictions caused by the property/roadway interface (raised curbing/sidewalk, no lane access etc.), then they would be exempt from the fee. If however, they are unable to park in their garage due to the garage being used for a storage area, they would not be exempt. Each exemption application would be reviewed on its own merit.

The City currently issues 636 parking passes throughout the year, which would result in \$19,080 dollars in revenue to offset the operational costs of enforcement and administration.

A recent survey by the Canadian Parking Association found that of the municipalities that charge for Residential Parking Permits, the fees range from \$10.00-\$73.73 plus HST. Staff are recommending a fee of \$30/vehicle/year to a maximum of 2 vehicles per residential address and a limit of 2 Visitor Parking Permits per residential address. Staff are also recommending that abuse of the Residential Parking Permit and/or abuse of the Visitor Parking Permit result in suspension of the residents permits for one calendar year.

Financial/Budgetary Considerations:

Expected cost recovery per annum: 2012 - \$3,000
2013 -\$15,000 *

*This figure is less than what is quoted in the report as it is anticipated that not all Residential Parking Passes currently issued will be renewed (if there is a cost.)

Internal Circulation:

- Director, Financial Services
- Director, Real Estate and Building Services

Legal/Statutory Authority:

Community Charter, section 194 [authority to implement fees]
Local Government Act, section 906; Zoning Bylaw 8000 [off-street parking requirements]
Motor Vehicle Act, section 124; Traffic Bylaw 8120 [parking regulations]

Legal/Statutory Procedural Requirements:

Fees may only be imposed by bylaw, so an amendment to the Traffic Bylaw is required prior to the fee being implemented.

Existing Policy:

Amend Council Policy 107 accordingly (see attached).

Considerations not applicable to this report:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:



Ron Forbes
Manager, Property Management

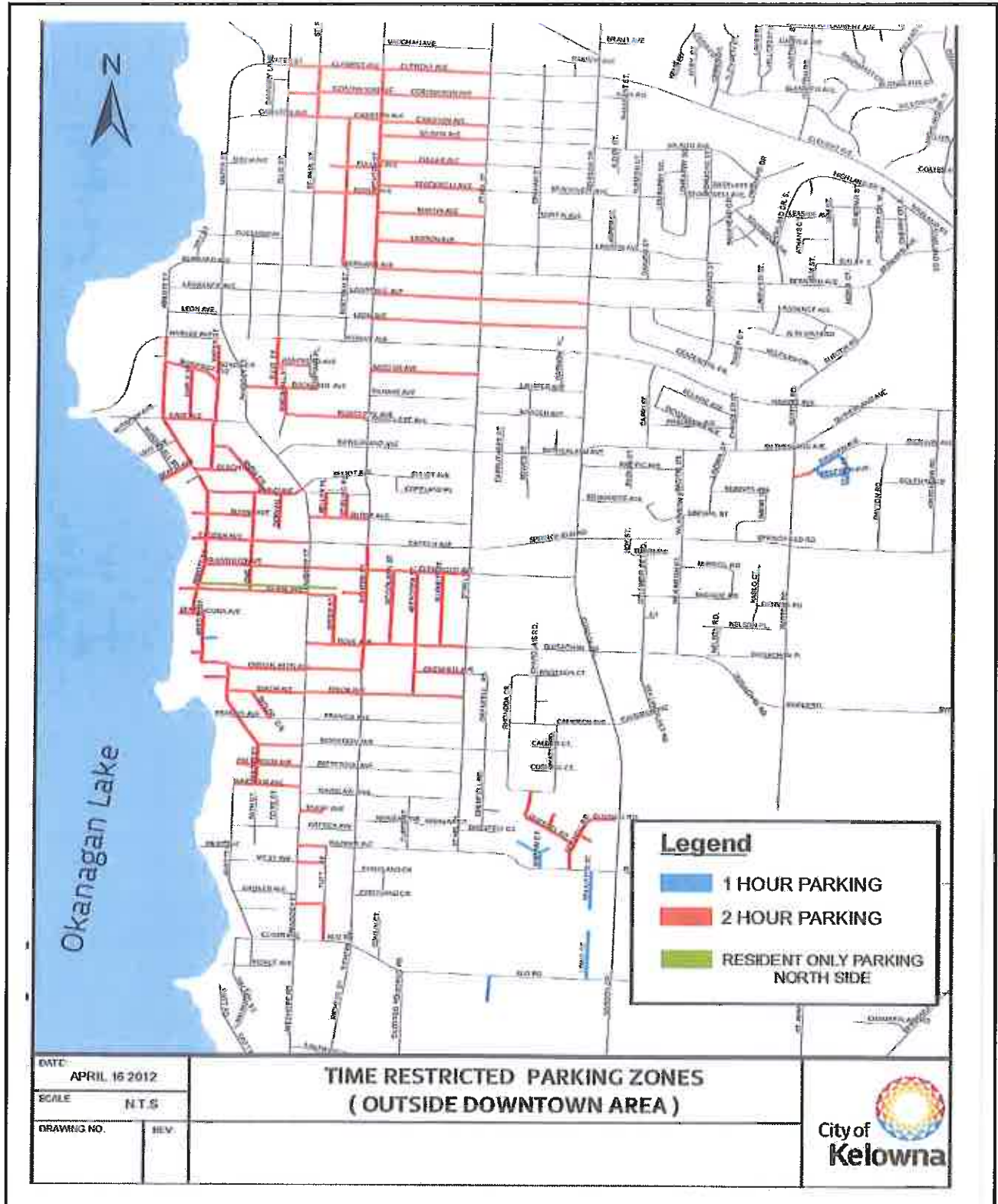
Approved for inclusion:



D. Edstrom, Acting Director, Real Estate & Building Services

cc: Director, Financial Services
Director, Communications
Director, Corporate Services
City Clerk

Schedule 'A'





City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

Council Policy

Residential Parking Permit Program

APPROVED March 25, 1976

RESOLUTION: R375/10/04/26

REPLACING: R849/1999/10/18; R-1976/03/05

DATE OF LAST REVIEW: April 2010

THAT the Municipal Council of the City of Kelowna authorize the issuing of residential parking permits when requested by residents whose on-street parking fronting their residences is subject to a time based parking restriction;

AND THAT this policy not apply to "NO PARKING" and "NO STOPPING" zones.

A. PURPOSE OF POLICY

To provide a Residential Parking Permit Program which allows increased parking opportunities for residents in areas of time based restricted parking.

To outline the administrative procedures required of a Residential Parking Permit Program.

B. DEFINITIONS

Residential Parking Permit Program – is a program which allows residents to park on a street for a period longer than that allowed by a posted parking restriction/prohibition.

Residential Parking Permit – is a decal/tag displayed in a vehicle which indicates that the vehicle is part of a Residential Parking Permit Program.

Resident – a person who occupies a single-detached or semi-detached housing unit and produces proof of that occupancy.

Residential Area Parking Restriction – is the implementation of a posted parking restriction/prohibition in a residential area.

Single-detached Housing Unit – a separate building designed and occupied exclusively as one dwelling unit.

Semi-detached Housing Unit – a separate building designed and occupied exclusively as two, three or four separate dwelling units (including *legal suites*).

Apartment Building – a building designed and occupied with five or more separate dwelling units.

High Parking Generator – are events, businesses, institutions, etc., which generate large amounts of transient parking.

C. POLICY

General

A Residential Parking Permit Program will provide an effective and long-term solution to the problems associated with transient parking occurring in residential neighborhoods close to high parking generators. A Residential Parking Permit Program is not a guarantee that a resident will be able to park in front of their place of residence, but will, however, provide a resident with an opportunity to park in excess of posted time-limited parking restrictions within the area.

The administrative procedures of the Residential Parking Permit Program as follows will outline the specific details of such a program. These administrative procedures will provide clear guidance of the rules and steps to be taken to implement and maintain a Residential Parking Permit Program.

Criteria for Residential Area Parking Restriction

- (a) Parking restrictions in a residential area can be imposed by the Transportation Division as deemed necessary, or requested by the residents of the area with the support of the Transportation Division.
- (b) When requested by the residents of an area, the minimum level of support from residents of single-detached or semi-detached housing units in the proposed area must be no less than 70 percent. The residents shall request the parking restriction in the form of a petition. Only one resident per single-detached or semi-detached housing unit is eligible to sign the petition.
- (c) The details of the parking restriction, in terms of time and day restrictions will be determined by the Transportation Division.
- (d) Residential Parking Only zones, in which the parking is reserved exclusively for residents, will not be considered as a Residential Area Parking Restriction option. The existing Residential Parking Only zone on Royal Avenue shall remain at this time, but will be considered for future removal.

Criteria for Residential Parking Permits

- (a) Permits are available to residents of single-detached or semi-detached housing according to City of Kelowna Zoning Bylaw (Residential Zoning), whose on-street parking is affected by a parking restriction. Residential parking permits will not be issued to residents of apartment buildings. Illegal suites are not considered semi-detached housing.
- (b) Visitor permits will be issued to residents on an as requested basis.
- (c) Only those vehicles driven on a daily basis are eligible for a Residential Parking Permit. Boats, RV's and stored vehicles are not eligible for a Residential Parking Permit.

Permit Fees

~~There are no fees associated with the Residential Parking Permit Program at this point in time. The program will be reviewed on an annual basis to determine its impact on resources. A cost/revenue neutral charge associated with the acquisition of a Residential Parking Permit may be considered in the future.~~

The permit fees for the Residential Parking Permit Program are identified in Schedule "A" "Fees" of the City of Kelowna, Traffic Bylaw No. 8120.

In cases where a resident can't park on their own property due to the house being constructed before the requirement for on-site parking or due to physical restrictions to access their property, the Property Manager (or his designate) may on a case by case basis waive the fees associated with the issuance of the Residential Parking Permit.

Administration

Acquiring Permits

Permits are available at the Licencing and Bylaw office of Kelowna City Hall, during normal business hours.

Proof of Residency/Vehicle Ownership

Residents are required to provide a minimum of two pieces of documentation which proves that they live in a single-detached or semi-detached housing unit within the Residential Parking Permit zone, and that they own or operate a motor vehicle that is parked at their place of residence. The primary piece of documentation of this proof is a vehicle registration card/form. This is sufficient to prove vehicle ownership; however, an additional piece of documentation is required to confirm the resident's address. The following is a list of acceptable pieces of documentation to show proof of residency:

- drivers license that shows the address
- phone, utility, or cable TV bill
- property tax receipt
- bank, or credit card statement

- tenancy agreement
- vehicle insurance card/form
- change of address registered with the post office

In instances where the resident is not the registered owner of the vehicle, the person must provide a written declaration of possession of that vehicle.

All forms of documentation are subject to verification by the Licencing and Bylaw Division.

Number of Permits Issued

Annual permits will be issued to vehicles registered to the residence, to a maximum of three permits per residence. The Bylaw Enforcement Supervisor will review any requests for more than three permits, and approve or deny the request based on his/her review. Permits will only be issued to residents of single-detached or semi-detached housing units. Permits will not be issued to residents of apartment buildings. Illegal suites are not considered as semi-detached housing units, and the entire dwelling will be considered one residence.

Visitor Permits

Annual visitor permits will be issued upon request by a resident of a single-detached or semi-detached housing unit within the Residential Parking Permit zone. A maximum of two visitor permits can be requested per year per single-detached or semi-detached housing unit. These permits are for the exclusive use of visitors to the residence, and their use will be closely monitored by enforcement personnel to detect misuse. Misuse of a visitor permit will result in a cancellation of the permit, and future issuance of visitor permits for that residence will be reviewed, and possibly denied. The review will be done by the Licensing and Bylaw Supervisor.

Apartment buildings may receive one visitor permit per seven metres of frontage on the street of the apartment address, to a maximum of five permits. The permits will be issued to the apartment manager, who is responsible for administration and distribution within the apartment.

Disposal of Vehicle, Change of License Plates

If a resident sells their vehicle and no longer requires a residential parking permit, the permit must be returned to the Licensing and Bylaw office on the second floor of City Hall.

If a resident sells their vehicle and then buys a new vehicle and the new vehicle has the same license plate number as the previous vehicle, the resident must notify the Licensing and Bylaw office of the change.

If a resident changes license plates on their vehicle and the ownership of the vehicle remains the same, the resident must return their old permit to the Licensing and Bylaw office and show proof of ownership documentation as outlined in 3.5.2 above illustrating that ownership has remained the same, but the license plate number is now different. When this is done a new permit will be issued.

If a resident is not the registered owner of the vehicle but is the primary operator and changes vehicles, the resident must return their old permit to the Customer Services Desk and show documentation as outlined in 3.5.2 above. When this is done a new permit will be issued.

Resident Moves

The following are the two possible scenarios:

- (a) A resident moves to another single-detached or semi-detached housing unit, also affected by Parking Restrictions. In this case the resident is to notify the Licensing and Bylaw office of the change of address and to provide proof of the new location.
- (b) A resident moves to a non-Residential Parking Permit Zone. The resident is required to return their permit(s) to the Licensing and Bylaw office.

Lost or Stolen Permits

A resident who loses or has their permit stolen can apply for a new permit to the Licensing and Bylaw office. The resident may be required to show proof of a theft, such as an insurance claims form.

Renewal

All Residential Parking Permits are valid for one year with the expiry date indicated on the permit. Expiry dates will be staggered throughout the year in order to limit the number of residents re-applying at any one time.

Residents are responsible for re-applying for their Residential Parking Permit, and will not be notified by the City of Kelowna before the Permit expires.

Residents can re-apply for a Residential Parking Permit at the Licensing and Bylaw office. Re-application procedure is the same as the initial application for a permit, where the applicant has to provide proof of residency and vehicle ownership.

Information Displayed on Permits

The following information will be displayed on all types of Residential Parking Permits:

- license plate number
- residential address
- permit number
- expiry date

Permits shall be a placard, either affixed to the upper corner of the drivers side rear window, or a rear view mirror clip-on style. The resident will be notified of the proper location for display of the permit when it is issued. All permits will eventually be the clip-on style. Permits displayed incorrectly are not valid.

Database

A database will be maintained of all Residential Parking Permit holders. This database will be set up and maintained by the Licencing and Bylaw office. The Licensing and Bylaw office personnel will enter applicant's data into the database when issuing permits.

This database will help facilitate better enforcement of the Residential Parking Permit Program and allow for a more efficient renewal process.

Enforcement

Once a Residential Area Parking Restriction Zone has been established and residents have been issued permits, enforcement of the Residential Parking Permit Zone will commence. Enforcement will be conducted on a continuous basis throughout the year.

D. RESPONSIBILITY

Transportation Division

The Transportation Division of the Works & Utilities Department is responsible for:

- (a) The review and update of this policy (in conjunction with Licensing and Bylaw).
- (b) The review, approval, and implementation of Residential Area Parking Restriction requests.

Licensing and Bylaw Division

The Licensing & Bylaw Division of the Inspection Services Department is responsible for:

- (a) The issuance of Residential Parking Permits
- (b) The enforcement of Residential Parking Permit Zone.
- (c) The administration of this policy

REASON FOR POLICY

Outlined in this policy.

LEGISLATIVE AUTHORITY

Sec. 124, Motor Vehicle Act; Traffic Bylaw 4495

PROCEDURE FOR IMPLEMENTATION

Outlined under Administration in this policy.