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Administrative Policy

Section:	Engineering	
Sub-Section:	Transportation	
Title:	Resident Exempt Parking Area Policy	

RELATED POLICIES

Number	Title

APPROVALS

POLICY/AMENDMENT APPROVED BY:	SECTION AMENDED
City Administrator <i>Will Pearce</i>	ORIGINAL POLICY Date: November 14, 2016

POLICY

In response to neighbourhood concerns regarding intrusive non-residential on-street parking in the community, the City has formed a Resident Exempt Parking Area (REPA) Policy outlining a process for residents to have their request for a REPA in their neighbourhood evaluated. Upon expression of interest from residents through a resident-led petition, the City will recommend implementing a REPA for Council's consideration, subject to passing a warrant assessment

1 OVERVIEW AND CONTEXT

Resident Exempt Parking Areas (REPAs) are parking strategies implemented in neighbourhoods intended to address heavy demand from nearby high trip generators such as hospitals, community centres, and shopping districts. The REPA Policy provides criteria for residents to request a REPA, when REPAs are justified, and the eligibility of residents to purchase REPA permits.

REPA permits purchased by residents do not guarantee permit holders the right to park in front of their own homes, and do not guarantee a parking stall at all. REPAs provide permit holders with parking advantages over non-permit holders should a stall be available.

Both permit holders and non-permit holders (commuters and shoppers) can park in a REPA. Non-permit holders must observe posted parking restrictions (e.g. maximum 2 hour parking), while permit holders are exempt from the posted restrictions. Residents and employees of local businesses within a REPA boundary can apply for a permit. Companies with service vehicles that work within REPA boundaries can also apply for a permit. Note that permit holders must still follow the municipal and provincial traffic bylaws (e.g. may not park for more than 48 hours at a time).

There are both advantages and disadvantages that result from implementing a REPA. Residents should be aware of potential disadvantages, which are listed in Appendix A with the sample petition template.

DEFINITIONS

Density, High – apartments and mixed use land uses at a maximum density of 170 units per hectare.

Density, Low – single family detached, semi-detached duplexes, row housing, and mixed use land uses at a maximum density of 30 units per hectare.

Density, Medium – townhouses, apartments, and mixed use land uses at a maximum density of 110 units per hectare.

Duplex Housing – a building designed exclusively to accommodate two households living independently in separate dwelling units above or below each other. This type of development is designed and constructed as two dwelling units at initial construction, or through conversion of an existing building. It does not include a secondary suite.

Dwelling – accommodation providing sleeping, washrooms, and a kitchen intended for residential use, and used or intended to be used permanently or semi-permanently for one household, except that a dwelling for employee housing, dormitory shall include up to five (5) sleeping units. A dwelling includes only one room, which due to its design, plumbing, equipment, and furnishings, may be used primarily as a kitchen. This use does not include a room in a hotel or a motel.

Household –

- A person; or
- Two or more persons related by blood, marriage, or adoption; or associated through foster care, all living together in one dwelling unit as a single household using common cooking facilities; or
- A group of not more than five persons, including boarders, who are not related by blood, marriage, or adoption or associated through foster care, all living together in one dwelling unit as a single household using common cooking facilities; or

- A combination of the above, provided that the combined total does not include more than 3 persons unrelated by blood, marriage or adoption or associated through foster care; all living together in one dwelling unit as a single household using common cooking facilities. In addition, a household may also include up to one housekeeper or nanny.

In Law Secondary Suite – a secondary suite which is occupied by an individual or individuals who do not provide rent to the property owner and are all related to the property owner by blood, marriage or adoption. The owner is to provide an annual declaration to the City confirming the occupier(s) do not pay rent and all occupier(s) are related to the property owner by blood, marriage or adoption.

Neighbourhood Champion – the lead individual applying for a new or removal of an existing Resident Exempt Parking Area on behalf of the neighbourhood he/she lives in. The Neighbourhood Champion will be the City’s primary contact for the request. The Neighbourhood Champion can be a representative of the Neighbourhood Association (if one exists) or any resident within the requested Resident Exempt Parking Area.

Permit, Local Business – a type of permit available for purchase by local businesses within the Resident Exempt Parking Area boundary for use by their employees.

Permit, Resident – a type of permit available for purchase by residents living within the Resident Exempt Parking Area boundary for use by residents of that address.

Permit, Service Vehicle – a type of permit available for purchase by local businesses with company vehicles that serve dwellings located within Resident Exempt Parking Area boundaries and need to park on-street longer than the posted parking restrictions.

Resident Exempt Parking Area (REPA) – parking restrictions that exempts permit holders if they display valid permits.

Resident Exempt Parking Area (REPA) Boundary – the boundary of the Resident Exempt Parking Area defines the properties that may apply for permits to park in available on-street stalls within that area.

Row Housing – means a development containing three or more dwelling units with a separate exterior entrance at grade that shares no more than two party walls with adjacent dwelling units. No part of any dwelling is placed over another in part or whole and every dwelling shall have a separate, individual, direct access to grade.

Secondary Suite – means a self-contained secondary dwelling unit located within a single detached housing or in a secondary building. A secondary suite has its own separate cooking, sleeping and bathing facilities. It has direct access to outside without passing through any part of the primary unit. The property owner must reside in either the primary dwelling unit or the secondary suite. This use includes in law secondary suites. This use does not include duplex housing, semi-detached housing, apartment housing, boarding rooms nor rooming houses.

Semi-Detached Housing – a building containing dwelling units connected above or below grade or side by side and designed exclusively to accommodate two households living independently in separate dwellings, each having a separate entrance at, or near, grade.

PROCEDURES

2 PROCESS FOR GRANTING RESIDENT EXEMPT PARKING AREA DESIGNATION

To avoid unnecessary implementation of REPAs, City staff will carefully review resident requests, site context, and parking data to evaluate the level of neighbourhood support and need for a REPA. This policy outlines the steps neighbourhoods must take in order to apply for a REPA. The following subsections describe these steps, while Appendix B provides a flow chart of the process.

2.1 LETTER OF REQUEST

To initiate the process, the City requires that the neighbourhood first provide a Letter of Request (letter or email format) to the City. This letter could be sent by a resident, neighbourhood association member, or any other resident living within the proposed REPA boundary. This person will be designated as the “Neighbourhood Champion”. If multiple people send a Letter of Request from a single neighbourhood, the City

will select the first person to send a letter as the Neighbourhood Champion to simplify correspondence. The Letter of Request should:

1. State the neighbourhood's request for a REPA;
2. Provide the reasoning for requesting a REPA;
3. Show or describe the proposed REPA boundary;
4. Outline the preferred time(s) and day(s) of operation.

Note that in extreme cases where neighbourhoods are located adjacent to high parking generating land uses (e.g. hospital), then the requirement for a Letter of Request may be waived at the Transportation Manager's discretion. In these circumstances the process would skip to the petition stage (Section 2.4).

2.2 PRELIMINARY REVIEW

After receiving the Letter of Request, the City will conduct a Preliminary Review to assess the land uses (neighbourhood and adjacent land uses) and existing off-street parking in the proposed REPA locations.

2.2.1 Land Use

REPAs are not possible in medium density and high density areas as the number of parking permits required would exceed the availability of on-street parking in those areas. In addition to reviewing the neighbourhood density, the City will review the adjacent land uses including commercial areas (e.g. local businesses, shopping centres), institutional uses (e.g. schools, hospitals, churches), and other nearby uses that may attract parking to the area. The City will assess the balanced needs of all adjacent and nearby land uses on a case-by-case basis.

2.2.2 Existing Off-Street Parking

The City will review the proposed REPA boundary defined in the Letter of Request to determine whether sufficient off-street parking has been provided for each dwelling as per the City of Vernon's Zoning Bylaw. Sufficient off-street parking is also assumed if the City granted requested parking variances. If the total number of off-street parking stalls within the proposed REPA boundary is less than the required number of off-street parking stalls based on the current Zoning Bylaw requirements (including variances), then the block is deemed to have insufficient off-street parking and may qualify for a REPA (whether off-street stalls are used for vehicles or not).

2.3 CITY RESPONSE

If the Preliminary Review demonstrates that the neighbourhood may be eligible for a REPA, the City will further define:

1. The REPA boundary (the City must ensure the proposed REPA boundary is large enough to help avoid further parking spillover into other residential areas);
2. Proposed parking restrictions (e.g. parking restrictions, time limits, and days of week); and,
3. Petition requirements (see Appendix A for a sample petition template).

If the proposed REPA does not meet the Preliminary Review requirements, the City will respond to the Neighbourhood Champion outlining the reason(s) why the request was rejected.

2.4 PETITION

After the City has further defined the proposed REPA design, the City requires the Neighbourhood Champion to:

1. Circulate a petition to the dwellings within the defined REPA boundary (Appendix A provides a petition template);

2. Circulate the list of potential disadvantages associated with a REPA so residents are aware of its implications (provided in Appendix A); and,
3. Submit the completed petition to the City's Transportation Manager.

If the Letter of Request was waived because the neighbourhood is located next to high parking generating land uses (see Section 2.1), the City of Vernon would facilitate the petition rather than the Neighbourhood Champion.

A household representative from at least 50% of legal dwellings within the REPA boundary must sign the petition (whether supporting or against the proposed REPA). For a household representative to be eligible to sign the petition, they must: 1) reside within the REPA boundary, 2) reside within a low density dwelling, and 3) the dwelling must be legal. Of eligible household representatives that sign the petition, at least 66% must be in support of the proposed REPA before the City will consider implementing the REPA. Upon receipt of the petition, the City may contact household representatives to validate their support for the program. If a completed petition is not submitted, the City will not investigate the REPA request further and the Neighbourhood Champion will be notified.

2.5 RESIDENT EXEMPT PARKING AREA ANALYSIS

2.5.1 Neighbourhood Survey

If the City confirms that there is an adequate level of support from households within the proposed REPA boundary, the City will conduct a neighbourhood survey to identify:

1. The number of REPA passes each household and local business would purchase should a REPA be implemented*.
2. The perceived peak parking time periods and days.

** Note that depending on the final design of the REPA and the level of parking demand versus supply, the desired number of REPA passes may not be provided to each household. This number is used to guide REPA design and is not guaranteed.*

2.5.2 Parking Study

After the neighbourhood survey, the City will conduct a parking study within the proposed REPA boundary to determine whether there is a shortfall of resident parking. During the identified peak parking periods, the City will conduct a field investigation to determine the occupancy and the number of non-resident vehicles parked within the REPA boundary. A parking shortfall for the neighbourhood is deemed to exist if the following conditions are met:

1. Minimum on-street parking occupancy of 75%; and,
2. 25% or more of the vehicles parked are non-resident vehicles; and,
3. The above two thresholds are met or exceeded continuously.

If the parking study reveals the neighbourhood experiences a parking shortfall during the identified peak parking periods, the City may conduct further parking reviews to determine whether parking shortfalls occur continuously or during short time periods (e.g. a few hours a day, seasonal, or during special events).

The City will also assess the occurrences of illegally parked vehicles in the study area combined with a review of existing signs and curb paint. In some cases, simply enforcing illegal parking / blocking of driveways helps to alleviate resident parking concerns.

2.6 RESIDENT EXEMPT PARKING AREA IMPLEMENTATION

If all criteria are met, the City will review all collected data and confirm whether the proposed REPA should be adjusted. The final recommended design will be implemented in the REPA neighbourhood and permits will be

available for purchase by eligible applicants at the City’s Community Services Building as per the Fees and Charges Bylaw. Subject to Council approving the requested capital budget, implementation will involve installation of regulatory signage within the REPA.

If all requirements are not met, the City will not implement a REPA, and the Neighbourhood Champion will be informed. Neighbourhoods will not be reconsidered for a REPA in their neighbourhood before two years have passed from the date of the correspondence informing the Neighbourhood Champion that the REPA request has not been approved.

2.7 LETTER OF APPEAL

Should the City reject the Neighbourhood Champion’s request for a REPA at any point during the process, the Neighbourhood Champion may submit a Letter of Appeal outlining reasons why the application should be reconsidered. Under special circumstances, The City’s Transportation Manager may re-consider the REPA request if the neighbourhood feels they are, or could be, legitimately aggrieved by the rejection. The City’s Transportation Manager will respond to the Letter of Appeal outlining reasons why the application will or will not be reconsidered.

2.8 CONTINUAL REVIEW OF RESIDENT EXEMPT PARKING AREA

The City will continually monitor implemented REPAs to evaluate their success and make adjustments as necessary. Post-implementation monitoring reviews may be conducted in the form of neighbourhood surveys, visual inspections, analysis of parking complaints in the area, parking surveys, or other methods.

If REPA participation levels decline after a minimum of two years of implementation, the need for the REPA will be reviewed and its removal may be considered. REPA restrictions may be removed or changed throughout the area on a block-by-block basis.

2.9 TIMELINE

Table 3.2 summarizes the steps and general timing involved with implementing a REPA. Note that the months provided are an example and not exact, but are required in order to fit within the budget cycle. The entire process from Letter of Request to Implementation could take over half of a year depending on City resources, the time taken for the Neighbourhood Champion to complete the petition, and other potential external factors. To optimize use of resources, the City will collect all Letters of Request submitted from Neighbourhood Champions throughout the calendar year (January to December), and will review all requests at once in January of the following year.

Table 3.2 Process and Timing of Residential Parking Area Request

Activity		Month
Letter of Request	<ul style="list-style-type: none"> • Review all Letters of Request submitted from Neighbourhood Champion(s). 	<ul style="list-style-type: none"> • January
Preliminary Review	<ul style="list-style-type: none"> • Review neighbourhood and adjacent land uses. • Review existing off-street parking in proposed neighbourhood compared to zoning requirements. 	<ul style="list-style-type: none"> • January • February
City Response	<ul style="list-style-type: none"> • City responds with results of the preliminary review and whether the City would support a REPA in the proposed neighbourhood. • If the City would support a REPA, the City will further define the REPA boundary, REPA design, and then meet the Neighbourhood Champion to discuss the petition. 	<ul style="list-style-type: none"> • February
Petition	<ul style="list-style-type: none"> • Neighbourhood Champion circulates the petition and submits to the City. 	<ul style="list-style-type: none"> • May

	<ul style="list-style-type: none"> • City staff may validate some or all petition signatures. 	
Resident Exempt Parking Area Analysis	<ul style="list-style-type: none"> • The City will circulate a neighbourhood survey. • The City will conduct a parking survey. 	<ul style="list-style-type: none"> • June
Resident Exempt Parking Area Implementation	<ul style="list-style-type: none"> • If all criteria are met, the City will refer to the Council budget process. • Implement if Council approves. 	<ul style="list-style-type: none"> • July
Continual Review	<ul style="list-style-type: none"> • The City will conduct ongoing reviews of implemented REPAs to evaluate their success and for adjustment. 	<ul style="list-style-type: none"> • Ongoing
Re-Application	<ul style="list-style-type: none"> • If the request for a REPA is rejected by the City at any point in the process, request for a REPA will not be considered for two years from the application rejection date. 	<ul style="list-style-type: none"> • Two years from Application Rejection

3 CRITERIA FOR EXPANDING AN EXISTING RESIDENT EXEMPT PARKING AREA

Follow the same process as outlined in the above Section.

4 CITY OF VERNON TRAFFIC BYLAW AND BC MOTOR VEHICLE ACT

While vehicles with properly displayed permits parked within the REPA boundary are exempt from the posted time restrictions, they are still subject to the regulations within British Columbia’s Motor Vehicle Act and the City of Vernon’s Traffic Bylaw.

5 SPECIAL CONDITIONS

5.1 EXCEPTIONS

The City’s Transportation Manager may consider hearing from anyone who feels they are, or could be, legitimately aggrieved by the decision regarding rejection of a requested REPA. If a neighbourhood under consideration for a REPA designation fails to meet the requirements, the Transportation Manager may authorize REPA designation under special circumstances. The Transportation Manager may reject or revoke any REPA designation if it is contrary to this policy or if he/she considers it to be contrary to public interest.

5.2 MIXED USE AREAS

In a mixed use area, the Neighbourhood Champion is only required to petition the low density dwellings in the proposed REPA boundary (i.e. not medium density residential, high density residential, or commercial land uses). The City must notify all properties located within the proposed REPA in writing regarding the intent to change parking controls in the area.

6 PERMITS

Permits are available for purchase at the Community Services Building during business hours and must be renewed annually. Requirements for each permit type are provided in Appendix C. Permit fees are provided in the City of Vernon’s Fees and Charges Bylaw.

All permits except Service Vehicle Permits are valid within the specific REPA boundary for which the permit was issued (i.e. permits may not be used between different REPA boundaries). Misuse or sales to non-residents of any permit(s) will result in a cancellation of all permits registered to that dwelling or business for a period of one year and future applications for permits from that dwelling or business may be denied.

6.1 RESIDENT PERMITS

Each household located within the REPA boundary may purchase up to two Resident Permits. Recreational vehicles (e.g. motorhomes, trailers, all-terrain vehicles, etc.) are not eligible for any REPA permits, but Resident Permits may be displayed in these vehicles for loading and unloading. If this is the case, residents should contact Bylaw Compliance in advance to let them know when and for how long the Resident Permit will be used in their recreational vehicle. If residents do not contact Bylaw Compliance in advance, the vehicle may be ticketed. No Visitor Permits will be issued. Visitors will be able to park in the time limited on-street stalls (i.e. two hour parking) or residents could park their own vehicles on-street and allow their visitors to park on their property.

6.2 EVENT PERMITS

Residences may have many visitors at once for short term events such as parties, garage sales, weddings, wakes, memorial services, etc. For events such as these, the household should notify Bylaw Compliance at least 24 hours before the event.

6.3 SERVICE VEHICLES

Service vehicles that: 1) are conducting work within a REPA boundary, and 2) expect to remain parked beyond the posted time restrictions, should purchase a Service Vehicle Permit. Service Vehicle Permits are valid within any REPA boundary within Vernon, assuming the service vehicle is actively working within that REPA boundary while the permit is displayed. It is the owner or operator of the service vehicle's responsibility to be aware of the REPA restriction and to purchase a Service Vehicle Permit in advance.

6.4 LOCAL BUSINESS PERMITS

For REPAs implemented within mixed-use areas with commercial land uses, local businesses may be eligible to purchase up to three Local Business Permits for use by employees within a REPA. Customers or visitors to the business may not use these permits and must either observe the posted on-street controls or park off-street. Only businesses located within the REPA boundary are eligible to purchase Local Business Permits.

APPENDIX A: EXAMPLE PETITION TEMPLATE

Resident Exempt Parking Area (REPA) Disadvantages for Residents

Residents should be made aware of potential disadvantages associated with implementing a Resident Exempt Parking Area (REPA) before making a decision whether to support or not support a proposed REPA in their neighbourhood. Potential disadvantages follow:

1. To be exempt from posted on-street time restrictions when parking in a REPA, a permit must be displayed in the vehicle;
2. Each Resident Permit will cost \$12.50 per year;
3. Resident Permits must be renewed and paid for annually;
4. Resident Permits will show licence plate numbers and are not transferrable between vehicles;
5. There will be a maximum of two Resident Permits available for each dwelling (illegal suites are not considered a dwelling);
6. If a permit holder purchases a new vehicle, permit details must be updated;
7. Visitor Permits will not be sold or distributed. With permission from the property owner, visitors wishing to be exempt from the posted on-street parking time restrictions should park their vehicles on private property.
8. When holding events at their household requiring on-street parking beyond the posted time restrictions for multiple visitors, the household must ensure they discuss parking arrangements with Bylaw Compliance at least 24 hours before the event otherwise visitors will may receive a ticket;
9. Permit holders are not guaranteed an on-street parking stall within the REPA boundary due to variations in the number of permits in use and the number of legally parked non-permit holders; and,
10. Permit holders are not guaranteed the on-street parking stall in front of their home.

This list should be circulated with the petition to ensure residents are aware of the potential disadvantages.

Resident Exempt Parking Area (REPA) Petition

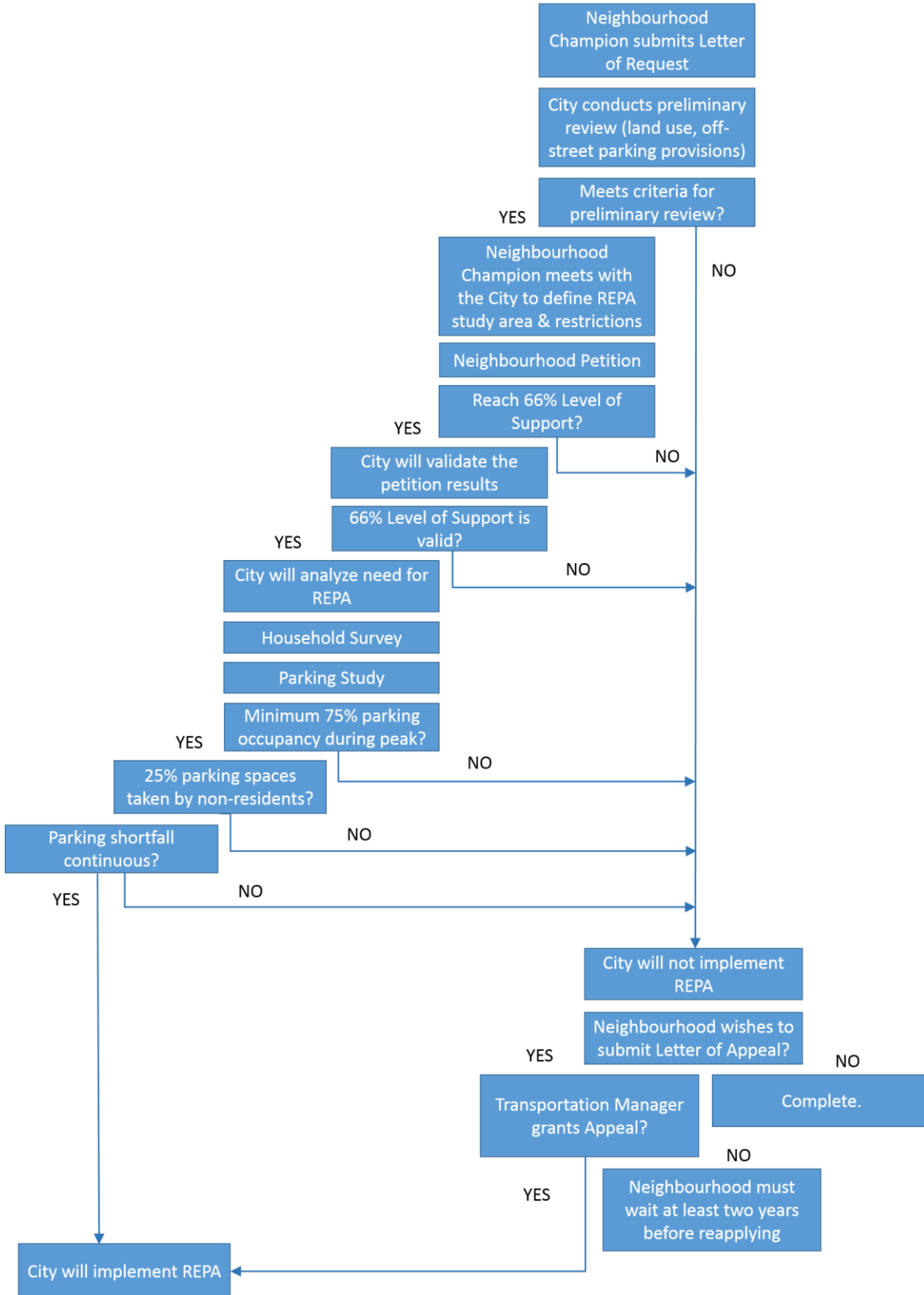
This petition is to determine support for establishing / removing (circle one) _____ (describe proposed parking restrictions) on _____ (list streets), and was undertaken between the dates of _____ and _____ (MM / DD / YYYY). This petition must be signed by at least 50% of dwellings within the proposed REPA boundary. Of those residents who sign the petition, 66% must be in favour of the proposed changes for the City to investigate further. Only one signature per dwelling will be counted.

Note: Other criteria need to be met. The City reserves the right to change the parking restrictions or permit fees at any time based on future needs. Upon completion, please return the petition forms to the City of Vernon Transportation Manager for evaluation.

Name	Address	Phone Number	In Support* (Insert Signature)		Perceived Peak Parking Times and Days	
			Yes	No	Worst	Second-worst

* Your signature in support or not in support of the REPA implies that you have read and understood the potential disadvantages associated with REPAs. The potential disadvantages should be shown to you with this petition.

APPENDIX B: FLOW CHART



APPENDIX C: RESIDENTIAL PARKING AREA PERMIT REQUIREMENTS

Permit Type	Documentation Required	Validity
Resident Permit	<ul style="list-style-type: none"> • One piece of the resident's ID showing their address within the REPA boundary • Driver's Licence • Vehicle registration that must include: <ul style="list-style-type: none"> ○ Vehicle's license plate ○ Name ○ Address* <p><i>*The address on the vehicle's registration must match the address shown on the resident's ID. If the address does not match, the primary driver on the vehicle registration must be a resident.</i></p>	<ul style="list-style-type: none"> • Valid for the respective calendar year specified upon applying • Not transferable between household vehicles, but may be used for recreational vehicles (when actively loading or unloading) • Licence plates on the vehicle and the permit must be clearly visible to Bylaw Compliance officers at all times when parked within the REPA boundary
Service Vehicle Permit	<ul style="list-style-type: none"> • Business license showing business' name and address • Vehicle registration for each applying service vehicle that must include: <ul style="list-style-type: none"> ○ Vehicle's license plate ○ Address 	<ul style="list-style-type: none"> • Two may be purchased for each business • Valid for the respective calendar year specified upon applying • License plates on the service vehicle and the permit must be clearly visible to Bylaw Compliance officers at all times when parked within the REPA boundary
Local Business Permit	<ul style="list-style-type: none"> • Business license showing business' name and address 	<ul style="list-style-type: none"> • Maximum three transferrable Local Business Permits per business (may be transferred between different employees) • Valid for the respective calendar year specified upon applying • License plates on employee vehicles and the permit must be clearly visible to Bylaw Compliance officers at all times when parked within the REPA boundary