

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
C07-014

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<b>POLICY TITLE</b> Residential Parking Permit Program	<b>ADOPTED BY:</b> City Council	<b>EFFECTIVE DATE</b> March 10, 2003
		<b>UPDATED TO</b> November 4, 2013
<b>ORIGIN/AUTHORITY</b> Planning and Operations Committee Reports No. 4-2003; 17-2010 and 11-2011; Clause 12, Planning and Operations Committee Report No. 9-2012; Clause E5, Administrative Report 9-2013; Clause 1, Report No. 17-2013 of the Administration and Finance Committee	<b>CITY FILE NO.</b> CK. 6120-4	<b>PAGE NUMBER</b> 1 of 8

## 1. PURPOSE

To provide a cost/revenue neutral Residential Parking Permit Program that allows increased on-street parking opportunities for residents in areas of high on-street parking demand.

## 2. DEFINITIONS

- 2.1 Residential Parking Permit Program – is a program that allows residents to park on a street for a period longer than that allowed by a posted parking restriction.
- 2.2 Residential Parking Permit – is a decal/tag displayed in a vehicle, which indicates that the vehicle is part of a Residential Parking Permit Program.
- 2.3 Resident – a person who occupies a one-unit dwelling, a two-unit dwelling, a semi-detached dwelling, or a multiple-unit dwelling with three or four units within a residential parking permit zone and produces proof of that occupancy.
- 2.4 Residential Parking Permit Zone – is the area in which a Residential Parking Permit Program is implemented.
- 2.5 Single Housing Unit- a separate building designed and occupied exclusively as one dwelling unit.
- 2.6 Multi Housing Unit- a separate building designed and occupied exclusively as two, three or four separate dwelling units.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-014

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Residential Parking Permit Program</i>	<i>March 10, 2003</i>	<i>November 4, 2013</i>	<i>2 of 8</i>

- 2.7 Apartment Building – a building designed and occupied with five or more separate dwelling units.
- 2.8 Household- the occupants of a single or multi housing unit.
- 2.9 High Parking Generator – are events, businesses, institutions, etc., which generate large amounts of transient on-street parking.
- 2.10 Limited Residential Parking Permit Program – is a program similar to the traditional Residential Parking Permit Program with exceptions to the existing criteria.
- 2.11 Institutional Property – publicly owned hospital (Royal University Hospital, City Hospital and St. Paul’s Hospital), special care home (St. Joseph’s Home, Porteous Lodge, Oliver Lodge, Central Haven, Saskatoon Convalescent Home, Parkridge Centre, Lutheran Sunset Home, Sherbrooke Community Centre, Sunnyside Nursing Home, Stensrud Lodge, St. Ann’s Senior Citizen’s Village and Circle Drive Special Care Home), secondary or post secondary educational facility.

### 3. POLICY

#### 3.1 General

A Residential Parking Permit Program will provide an effective and long-term solution to the problems associated with transient on-street parking occurring in residential neighbourhoods 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.

A Limited Residential Parking Permit Program is a scaled down version of the traditional Residential Parking Permit Program for residential streets within 150 metres of an institutional property.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-014

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Residential Parking Permit Program</i>	<i>March 10, 2003</i>	<i>November 4, 2013</i>	<i>3 of 8</i>

Residents are not exempt from the City's global parking restrictions (36 hour maximum, 10 metres to corner, hydrants, driveways, etc.) and other poster parking restrictions or prohibitions (i.e. bus stops, no parking signs, loading zones, etc.).

A Residential Parking Permit is only valid for parking in the zone indicated on the permit. Permits are only available to those properties within the restricted parking zone.

A Residential Parking Permit Program will not be implemented in an area of the City with parking meters.

## 3.2 Residential Parking Permit Program

The following criteria must be met for a traditional Residential Parking Permit to be warranted:

- a) The area to be specified as a Residential Parking Permit zone must be predominantly used as a single or multi housing unit area as determined by Infrastructure Services.
- b) The area to be specified as a Residential Parking Permit zone must have a shortage of on-street parking as determined by Infrastructure Services.
- c) The Residential Parking Permit zone will be determined by Infrastructure Services and must consist of a minimum of ten city block faces. The boundary of each zone will be evaluated and determined by the Administration on a situation specific basis.
- d) The minimum level of support from residents of single or multi housing units in the Residential Parking Permit zone must be no less than 70 percent on each block. Only one resident per single housing unit and one resident of each unit in a multi housing unit is eligible to sign the petition.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-014

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Residential Parking Permit Program</i>	<i>March 10, 2003</i>	<i>November 4, 2013</i>	<i>4 of 8</i>

- e) The minimum level of support of residents of single or multi housing units who would purchase Residential Parking Permits in the Residential Parking Permit zone must be no less than 70 percent of the people who support the program. Only one resident per single housing unit or one resident of each unit in a multi housing unit is eligible to sign the petition.

### 3.3 Limited Residential Parking Permit Program

The following criteria must be met for a Limited Residential Parking Permit to be warranted:

- a) The area to be specified as a Limited Residential Parking Permit zone must be within 150 metres of an institutional property as determined by Infrastructure Services, including the residential areas within 150 metres of the boundary of the Central Business District and River Landing.
- b) The Limited Residential Parking Permit will only be available to residents within the zone.
- c) The area to be specified as a Limited Residential Parking Permit zone must have a shortage of on-street parking as determined by Infrastructure Services.
- d) The minimum level of support from residents of single or multi housing units in the Limited Residential Parking Permit zone must be no less than 50 percent within the area. Only one residential per single housing unit and one resident of each unit in a multi housing unit is eligible to sign the petition.
- e) The minimum level of support of residents of single or multi housing units who would purchase Limited Residential Parking Permits in the Limited Residential Parking Permit zone must be no less than 50 percent of the people who support the program. Only one resident per single housing unit or one resident of each unit in a multi housing unit is eligible to sign the petition.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-014

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Residential Parking Permit Program</i>	<i>March 10, 2003</i>	<i>November 4, 2013</i>	<i>5 of 8</i>

- f) The time frame for the Limited Residential Parking Permit Program will be set based on the specific circumstances of the area.
- g) Visitor and Temporary Permits for the Limited Residential Parking Permit Program will not be available. The exception is for managers of an apartment building (5 unit of higher dwelling) for the Limited Residential Parking Permit Program.

### 3.4. Implementation

- a) Upon receipt of a request for a Residential Parking Permit zone, Infrastructure Services will send out to the applicant(s) the criteria for the establishment of a Residential Parking Permit zone and a blank petition. It is up to the applicant(s) to circulate the petition to residents of the proposed Residential Parking Permit zone. One signature will be allowed on the petition from each single housing unit or each dwelling unit in a multi housing unit. The petition will ask residents the following questions:
  - Would your household support the implementation of a Residential Parking Permit Program?
  - If your household supports a Residential Parking Permit Program, would any member of your household purchase a permit at an annual cost of \$25? **OR**
  - If your household supports a Limited Residential Parking Permit Program, would any member of your household purchase a permit at an annual cost of \$15?

Infrastructure Services will verify the results of the petition.

- b) If the criteria and petition requirements are met, Infrastructure Services will conduct a parking study to determine parking accumulation, duration, turnover and the extent of transient parking in the area. The transient parkers in the Residential Parking Permit zone must be 25 percent or greater of the vehicles parked in the area, when measured at two times during the day (typically 10:30 a.m. and 2:30 p.m.). The parking accumulation must be greater than 70% when measured at two times during the day (typically 10:30 a.m. and 2:30 p.m.). The measure of transient parkers and accumulation

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-014

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Residential Parking Permit Program</i>	<i>March 10, 2003</i>	<i>November 4, 2013</i>	<i>6 of 8</i>

is taken as a percentage of all the vehicles and parking spaces in the entire Residential Parking Permit zone, respectively (not on a block face basis). When 90% of the entire block faces, with the maximum limits of a Residential Parking Permit Zone, are included within the zone, the requirement to identify a shortage of on-street parking will no longer be required, and the Administration may proceed with implementing timed parking restrictions along the remaining block faces within the zone.

- c) If all requirements are met, the Residential Parking Permit zone shall employ the least restrictive parking restriction, which is suitable and is applied consistently over the zone. A resident only parking zone will not be allowed.
- d) A report will be sent to City Council seeking approval of the Residential Parking Permit Program.
- e) Notices will be sent to the area's residents giving a brief description of what the Residential Parking Permit Program entails, the office location and service hours to secure permits, the cost of the permits, the documentation required to purchase a permit and a notice of the impending installation of a parking restriction.

### 3.5 Removal/Expansion

- a) If the level of participation by residents in a Residential Parking Permit Program declines, then Infrastructure Services will review the need for the zone and consider discontinuing the program.

# CITY OF SASKATOON COUNCIL POLICY

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NUMBER  
C07-014

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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Residential Parking Permit Program</i>	<i>March 10, 2003</i>	<i>November 4, 2013</i>	<i>7 of 8</i>

- b) Reviews of Residential Parking Permit Zones will coincide with the annual renewal date for the respective programs as follows:

RPP Zone	Annual Renewal Date	Deadline for Expansion Requests
Varsity View	September 1	June 1
City Park	May 1	February 1
Caswell Hill	June 1	March 1

Any requests for expansion received after the deadline will be held until the next renewal period.

- c) The Residential Parking Permit program may be removed entirely or on a block by block basis at the discretion of Infrastructure Services.
- d) If the residents no longer want a Residential Parking Permit Program in their area, it is up to the residents to circulate a petition and obtain 70% (or 50% in the case of a Limited Residential Parking Permit Program) support for the removal of the program. This process can proceed on a block by block basis. Infrastructure Services will verify the results of the petition.

## 4. RESPONSIBILITIES

4.1 The Infrastructure Services Department is responsible for:

- a) Administering this policy;
- b) Reporting to City Council, through the Planning and Operations Committee, on requests under the Residential and Limited Residential Parking Permit Programs; and
- c) Proposing amendments to this policy, as required.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-014

<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>UPDATED TO</b>	<b>PAGE NUMBER</b>
<i>Residential Parking Permit Program</i>	<i>March 10, 2003</i>	<i>November 4, 2013</i>	<i>8 of 8</i>

4.2 Planning and Operations Committee is responsible for:

- a) Considering and forwarding recommendations to City Council regarding requests under the Residential and Limited Residential Parking Permit Programs; and
- b) Reviewing and forwarding recommendations to City Council regarding proposed policy amendments.

4.3 City Council is responsible for:

- a) Considering and approving requests under the Residential and Limited Residential Parking Permit Programs; and
- b) Reviewing and approving proposed amendments to this policy.