

GUIDELINES FOR A RESIDENTIAL PARKING PROGRAM

A. Conditions for Implementation

A Residential Parking Program may be considered under the following conditions:

1. Existing Land Use

- a) Single Detached Residential or Semi-Detached Residential Districts.
- b) Multi-family up to four stories

2. Adjacent Land Use

- a) Major Learning Institute
- b) Sports Event Facility
- c) Major Medical Institution
- d) Residential area adjacent to commercial area or L.R.T. station

3. Minimum Area

The area requirement for Residential Parking Programs cannot be less than ten square blocks.

B. Justification for Conditions of Implementation

1. Existing Land Use

The provision for Residential Parking Programs to high density development areas is not possible since the number of parking permits required would exceed the availability of on-street parking in those areas. As per the current Land Use Bylaw, developments in this category are required to provide sufficient on-site parking for residents and visitors.

2. Adjacent Land Use

In many cases, the parking demands generated by facilities or institutions situated on adjacent land as listed cannot be provided on site. The potential for non-resident parking in the neighbouring residential areas is high.

3. **Minimum Area**

Placement of parking restrictions in a residential area impacted by the aforementioned conditions must be implemented over a sufficient area so that the influx of non-resident parking does not shift to the adjacent roadways.

The necessity in maintaining the minimum ten square block area is required to justify the costs of administration and implementation of the parking program. Relaxation of the area requirement would result in numerous requests for residential parking programs which if implemented, would be both difficult to administer and enforce.

4. **Time duration**

All new program areas will include time restricted parking. Notification subject to petition by the Community League or resident group.

C. Implementation Procedure

1. Community League or resident group (if no active Community League) contacts the Transportation and Streets Department for approval in principle of the proposed program. The approval will consider:
 - a) Area Boundaries
 - b) Type of Non-Resident Parking Restriction
 - c) Petition Format
 - d) Land Uses
2. Neighbourhood Representatives circulate approved petition to area residents.
3. Completed petition is submitted to Transportation and Streets Department for consideration/summation. No incomplete or insufficient petitions will be accepted.
4. A resident support of 2/3 (two-thirds) majority is required. If majority is reached, notice will be sent to affected residents outlining details of the proposed parking program. This method will enable all opposing residents the opportunity to raise their concerns.
5. If sufficient support to the program is received, steps toward approval from City Council are initiated.

D. Approval Process

1. Resident support for the parking program is received via petition to the Transportation and Streets Department.
2. The Transportation and Streets Department reviews petition and prepares Traffic Bulletin for distribution to area residents explaining parking program and the impact on the area of implementation.
3. Transportation and Streets Department records all responses to petition and if majority of residents continue to support the parking program, a report is submitted to City Council for approval of the program.
4. If City Council approval is granted, the Transportation and Streets Department distributes a final traffic bulletin to the affected residents. Residents are informed as to the procedure for obtaining permits and when the program will be implemented.

E. Residential Parking Program Permit Issuance

1. “Residential Parking Permits” are obtained from the 2nd Floor, Chancery Hall, Licensing Section upon proof of residency in the program area (eg. Alberta Motor Vehicle Registration Card). A Letter of Authority will be accepted in cases where a company vehicle is used or the child/student is living away from home but able to use vehicle not registered to a residence in the parking program.
2. “Permission To Park Permits” are issued to residents in the parking program for “guest” use under the following conditions:
 - a) A single social event that conflicts with the hours of operation of the program. Permits should include license plate numbers of vehicles. A maximum of three permits per event will be issued and expire on the date of the event.
 - b) Out-of-town guest permits required a license plate number. One permit per household will be issued and will be valid for maximum term of two weeks.
 - c) Home repairs that are expected to take longer than one day. Two permits per household will be issued and will be valid for maximum term of two weeks.
 - d) Senior citizens or handicapped residents who require the attendance of a non resident which conflicts with the hours of operation of the program. Permits should include license plate numbers of vehicles. One permit per household will *normally* be issued and will expire on September 30 of each year. Requests for additional permits must be in writing.
 - e) All applications for permits for greater than one day must be in writing.

- g) Any confirmed misuse or abuse of Permission to Park Permits will result in their immediate revocation and cancellation. Residents found misusing their permit(s) will be ineligible to obtain Permission to Park permits in the future.

Any variations of the Permission to Park Permits must be approved by the Director of Traffic Operation or designate.

- 3. "Visitor Parking Permits" are available as an option to residents within a residential parking program only if the proposed area is eligible in accordance to the guidelines identified below. Vehicles which are parked on a roadway with a residential parking restriction shall be permitted to park provided the vehicle is displaying a visitor parking permit assigned to the appropriate parking program.
 - a) Visitor parking permits will not be available unless it can be demonstrated that the potential for abuse is minimal. The provision of visitor parking permits as part of a new parking program area will be considered when the parking program is initially established. Visitor parking permits will be subject to approval by the Transportation and Streets Department.
 - b) Visitor parking permits shall be valid for a 12-month period and are renewed in conjunction with regular residential parking permits.
 - c) A maximum of two visitor parking permits may be obtained per household. Visitor parking permits will be numbered and registered to the respective address.
 - d) If visitor parking permits are lost or destroyed, they cannot be replaced until the next renewal period.
 - e) Visitor parking permits must be considered for the entire program area.
 - f) The activity necessitating a visitor parking program must impact the program area for 12 or more hours per day, during weekdays, for 6 months or more per year.
 - g) A visitor parking program may be implemented if not covered in f) above if:
 - i) there are serious parking impacts on visitors in the program area;
 - ii) a 2/3 majority of the citizens in the program area request the program; and
 - iii) the Department supports the establishment of the program in the program area.
 - h) Special event areas are not considered.
 - i) Sufficient on-street space must exist to reasonably accommodate the combination of resident and visitor parking permits while allowing some public access.

F. City of Edmonton Involvement

1. **Transportation and Street Department:**

- a) Initiates and monitors Residential Parking Program Guidelines and Policy. Initiates changes or revisions to existing policy.
- b) Installs proper signs and issues "Permission to Park Cards" as required.

2. **Edmonton Police Service:**

- a) Issues parking program permits on a yearly basis to eligible residents. Issues Visitor Parking Permits for parking programs as approved by City Council.
- b) Enforcement of potential on-street parking violations as required.

G. Residential Parking Programs Removal

- 1. Residential Parking Programs may be removed entirely or on a block by block basis. The need for a 2/3 (two-third) majority support is still required. If on a block by block basis, the Transportation and Streets Department will remove the parking program, subject to confirmation of majority support from the block. Should the entire parking program be requested for removal, upon confirmation of majority support, the Transportation and Streets Department will initiate steps toward approval from City Council.