

NO: **R106**

COUNCIL DATE: **JUNE 15, 2015**

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **June 10, 2015**

FROM: **General Manager, Engineering** FILE: **0625-20 (O-42)**
General Manager, Planning & Development XC: **0625-20 (O-53)**

SUBJECT: **Amendments to Street and House Numbering By-law No. 1500 and New Street Naming Policy to Replace Policies O-42 and O-53**

RECOMMENDATION

The Engineering and Planning & Development Departments recommend that Council:

1. Approve amendments to the *Street and House Numbering By-law, 1957, No. 1500* as documented in Appendix I to this report;
2. Authorize the City Clerk to bring forward the necessary amendment Bylaw for the required readings;
3. Adopt the proposed policy attached as Appendix II, the Surrey Street Naming Policy (the "Policy"), which replaces Policies O-42 and O-53;
4. Rescind Policies O-42 and O-53; and
5. Accord the district name "Whalley's Corner" to the area of the intersection of 108 Avenue, King George Boulevard, and Grosvenor Road as shown in Appendix III, consistent with the proposed Policy.

INTENT

To provide a clear policy framework with respect to the official naming of roads in Surrey as well as other associated secondary street signs including commemorative street names, heritage road markers, heritage markers on roads for geographic features, and districts.

BACKGROUND

Street names and the associated signage serve several functions in Surrey's neighbourhoods. While it is important to remember that the primary purpose is to promote wayfinding for residents, visitors, and the emergency services, secondary purposes can include celebrating the history of the City or commemorating an individual, group, or organization of significance to Surrey. As Surrey continues to grow and mature, there is an increasing need to maintain the integrity and robustness of the official street name signage, while balancing the increasing interest in celebrating diversity, history, culture, and individuals. As a result, there is a need to update and expand Surrey's street naming policies to ensure they are robust, up-to-date, able to be applied consistently across the City, and will not lead to sign clutter.

While street name signage facilitates wayfinding, Surrey has a specific practice for signage that explicitly directs the travelling public to specific facilities, the Surrey Tourism and Services Signing Practice, attached as Appendix IV. This document outlines Surrey's wayfinding signage practices for tourist attractions, emergency services, motorist services, and community services. In the future, a policy regarding wayfinding signage will be brought forward to Council for adoption.

Official Street Naming

Prior to 1957, all roads in Surrey had non-numerical names (i.e., words, not numbers). In 1957, Council adopted the *Street and House Numbering By-law, 1957, No. 1500* (the "Bylaw") which required that the roads in Surrey be numbered in accordance with the "Valley Co-ordinate and House Numbering System" developed by the Lower Mainland Regional Planning Board. Created for the Lower Fraser Valley, this system labelled east-west roads as avenues, with the numbering starting at zero at the Canada-United States border and increasing to the north. North-south roads were labelled as streets with the numbering starting at zero at the Strait of Georgia and increasing to the east. One mile equalled eight blocks.

This Bylaw allowed for existing angled or meandering roads to retain their names, and for new roads that did not follow the grid to be assigned a non-numerical name by Council resolution. As Surrey developed in the latter half of the twentieth century and new subdivisions increasingly included curvilinear, meandering, or angled roads as well as cul-de-sacs, assigning logical numbers to roads became increasingly challenging, and as a result some neighbourhoods have roads exclusively with names.

In 1999, a particular development applicant requested names for new grid-aligned roads, and Council adopted Policy O-42 "Road Naming and Numbering" (attached as Appendix V), echoing the Bylaw and specifying that numbers shall be used unless the road cannot "easily" be assigned a number. Since that time, very few non-numerical names have been assigned to roads.

This has led to inconsistency in road numbering practices and new challenges for wayfinding for homeowners, visitors, and the emergency services, as there are increasing locations where one road seamlessly curves into another (e.g., 136B Street to 59A Avenue in Newton), an avenue intersects another avenue (e.g., 13 Avenue and 13A Avenue in the 16100 block), a ninety-degree turn is required to stay on the same road (e.g., 154 Street at 37A Avenue) or one continuous road has several names within a very short distance (e.g., 67A Avenue, 67 Avenue, 66A Avenue, and 66 Avenue are one continuous road less than 350 metres long in East Clayton).

Secondary Street Naming

Commemorative Street Naming

In 2006, Policy O-53 "Commemorative Street Naming" (attached as Appendix VI) was adopted, allowing a secondary, honorary street name to be assigned to a road by Council. At the time of adoption of the policy, one commemorative street name was assigned, Veterans Way (the portion of 106 Avenue between City Parkway and King George Boulevard only); since then, two additional commemorative street names have been assigned, both in 2014 (Bill Reid Way and Woodward Way). In all three cases, the original request was to commemorate the honouree by officially naming a road in their honour, but the roads in question are all grid-aligned, and therefore must retain their numbers.

Since 2006, it has become apparent that Policy O-53 does not provide adequate guidance in terms of required consultation, sign design or placement, or what qualifies for commemoration.

Heritage Road Markers

A heritage road marker recognizes the original, non-numerical name for a road that was open prior to 1957; this name is now a secondary, honorary name for the road. In the early 1980s, Surrey's heritage road marker program was developed to recognize the historic name of select roads, using mid-block signs installed at three-kilometre intervals. No formal policy was developed to guide sign installation, and consequently additional locations have been added on occasion, including signs marking hills and some historic buildings.

A recent request for heritage markers for some twenty-five additional roads in Ocean Park has highlighted the need for a policy framework to identify eligible roads and other geographic features, and guide sign design, placement, and implementation process.

District Signage

District signs recognize small, discrete historic or otherwise unique districts, but are not intended for entire or all town centres. They serve to identify landmark areas or recognized historic areas. Surrey does not currently have any signed districts, but nearby examples include Chinatown, the Punjabi Market in Vancouver and Pike Place Market in Seattle.

The designation of distinct districts within Surrey was first identified as an important component of place-making in the City Centre Plan Update (Corporate Report No. R172, July 24, 2006). Within City Centre, community consultation conducted in conjunction with the Stage 2 work confirmed the desire to create unique neighbourhoods and the incorporation of historical aspects at Whalley's Corner (the area around the intersection of 108 Avenue, King George Boulevard, and Grosvenor Road) in particular, to help build a vibrant downtown.

DISCUSSION

Given the issues, challenges, and goals laid out above, the proposed Surrey Street Naming Policy was created, to ensure consistency in street naming and sign installation across the City. In support, the Surrey Street Naming Practice (the "Practice"), an adopted Engineering Department document which is referenced in the Policy, specifies the eligibility criteria and implementation process including evaluation, consultation, and approvals, for official street names, commemorative street names, heritage road markers, heritage markers on roads for geographic features, and district signs. Minor amendments to the Bylaw, attached as Appendix I, are proposed to accommodate the Practice.

At its meeting of July 14, 2014, the Transportation & Infrastructure Committee reviewed the Practice and endorsed the proposed Policy. At its meeting of September 17, 2014, the Surrey Heritage Advisory Commission reviewed the Practice and endorsed the heritage portions of the proposed Policy. Since then, final details of the proposed Policy have been completed, and are described below.

Official Street Naming

With respect to the official naming of Surrey streets, the Practice retains the intent of the Bylaw—that is, using numbering for grid-aligned avenues and streets—but provides much more guidance in how to choose a street number and when to choose a non-numerical name, in addition to providing criteria for selecting non-numerical names. This will help ensure consistency in street naming practises across Surrey into the future.

The Practice contains a set of guidelines, illustrated with diagrams, based on the following principles:

- Centreline to centreline, a block is defined as 200 metres, plus or minus 30 metres;
- Road name/number changes shall occur only at a significant visual geometric cue, e.g., a sharp curve or an intersection; and
- Street name/numbers should not be “orphaned”, e.g., a dog-leg cul-de-sac; at least one end of a segment should have more than one access point.

In addition, the Practice provides for the use of road types other than “avenue” or “street” when appropriate, for example:

- “Crescent” for looping roads that have two accesses to the same road;
- “Drive” for meandering roads or roads diagonal to the grid; and
- “Place” for short, permanent cul-de-sacs.

Where a road cannot reasonably be assigned a number, the Practice provides criteria for selecting a name. The name must recognize a natural feature, flora or fauna, a major public institution or other defining land use of significance to Surrey, or a historical figure, group, place, or event of significance to Surrey (excluding a historic road name). In addition, the Practice includes guidelines to ensure road names contribute positively to the community and cannot be construed as advertising a business.

Minor amendments to the Bylaw are required to accord the Engineering and Planning & Development Departments the authority to name or number, and rename or renumber, roads, which will typically occur in conjunction with a Neighbourhood Concept Plan or development application process.

The amendments will also allow increased variety in road name types (e.g., “Place”), and modifications in house numbering on dog-leg cul-de-sacs, for example. These are outlined in Appendix VII.

Secondary Street Naming

Secondary street name signs include commemorative street names, heritage road markers, heritage markers on roads for geographic features, and district signs. In all of these instances, the secondary name is honorary only, and does not replace the official street name. Secondary street names are applicable only to streets under the City’s jurisdiction. To maintain the primacy of the official street name, all secondary street signs will be smaller in size than the official street name signs and will only be located at intersection corners or mid-block, and not overhead.

As per the Practice, the installation of all new secondary street name signs requires Council approval, and with the exception of district signage, funding for the original manufacturing and installation shall be provided by the requester. Ongoing maintenance and replacement costs will be covered by the Engineering Department.

A discussion of each category of secondary street signage follows.

Commemorative Street Naming

Under existing Policy O-53 “Commemorative Street Naming Policy”, the primary eligibility criterion is that the honouree have cultural or historical significance. The Practice elaborates considerably on this, stating that the commemorative road name must recognize one of the following:

- A historical figure, group, place, or event of significant positive influence on Surrey;
- An individual or group who has contributed outstanding civic service to the City, excluding a living person; or
- An individual born or residing in Surrey who has achieved an accomplishment of local, regional, national or international acclaim or who has made an extraordinary contribution to their field of endeavour, which has reflected positively on the City.

In addition, the commemorative name applies only to a 400-metre-long portion of road, the honouree must have a clear geographic relationship to the road segment, and the name must not be able to be construed as advertising a particular business.

The Practice provides guidelines for the associated public consultation, including consultation with the property owners along the road segment in question, any community or business associations in the area, and any groups, organisations, or individuals directly related to the proposed commemorative name.

Approval for commemorative street names would be granted through Council resolution, typically by way of a joint Engineering and Planning & Development Department corporate report.

Heritage Road Markers

The heritage road markers portion of the Practice has been developed to help promote a better understanding of Surrey's heritage and to foster a sense of place while managing the cost of installing and maintaining heritage road markers for the requester and the City.

All roads that are currently numbered and were open prior to 1957 are eligible for heritage road markers. Two different types of markers are used depending on road length; the full length of a continuous road segment open prior to 1957 must be considered as a whole. For roads over 400 metres in length, mid-block signs at 3 kilometre intervals will be used; for roads under 400 metres in length, the markers will be incorporated into the official street name signs at intersections.

As it is within the Surrey Heritage Advisory Commission's mandate to advise Council on the installation of markers to recognize heritage features, requests for new heritage road markers are to be submitted to the Commission for review. Approval for heritage road markers would be granted through Council resolution by way of a joint Engineering and Planning & Development Department corporate report that would include the Commission's recommendations.

Heritage Markers on Roads for Geographic Features

The Practice allows for the recognition of the historic names of geographic features (e.g., hills). This portion of the Practice is very similar to the heritage road markers portion of the Practice, with the exception that typically a maximum of one mid-block sign per direction of travel would be installed.

District Signage

The district signage portion of the proposed Practice is intended to set in place guidelines for the selection of appropriate districts, and the subsequent implementation of district signage. The Practice provides a list of eligibility criteria and an implementation process to allow for the strategic use of district signs, to avoid diluting the effect of the special signage and minimize sign clutter.

The eligibility criteria include:

- Historic, landmark, or otherwise unique character;
- Established, discrete area;
- Small-scale commercial or mixed-use area;
- Publically recognizable identity, including area name and boundary; and
- Pedestrian-oriented.

The implementation steps are initiated by the Engineering and Planning & Development Departments, typically as part of a land use planning process, and include identifying district extents and names. Signs may be limited to the main streets and/or main intersections in the district. While district signs may supplement neighbourhood gateway signage, they are not intended to replace gateway signs. An example of a district sign is shown in Appendix III; while the text will vary, all district signs will be the same size and shape.

Community consultation is required, and will be determined on a case-by-case basis. As per the Practice, approval will be granted through Council resolution, typically to be jointly obtained by the Engineering and Planning & Development Departments. District signs may be funded by the City.

First District Signage Installation – Whalley’s Corner

Surrey’s first proposed district is Whalley’s Corner, the area around the intersection of 108 Avenue and King George Boulevard in City Centre. Research conducted as part of the Community Building Strategy within the City Centre Plan Update indicated that the current day “City Centre” was first established in 1925 with the opening of Whalley’s Corner Gas at the intersection of today’s Grosvenor Road, 108 Avenue (then Ferguson Road) and King George Boulevard (then Highway).

This district signage initiative complements the work of the Parks, Recreation & Culture and Planning & Development Departments with the Whalley Community Improvement Association to enhance the area. The Whalley Community Improvement Association has been involved in the planning process and design of the Whalley’s Corner district signs, and is very supportive of the proposed designation. In conjunction with the sign installation, an official unveiling ceremony will be planned, to which Mayor and Council, community stakeholders, and the public will be invited. The sign design and installation locations are shown in Appendix III.

Legal Review

This report and the related Bylaw amendments have been reviewed by staff of the Legal Services Division and they have no concerns.

SUSTAINABILITY CONSIDERATIONS

The proposed Surrey Street Naming Policy will assist in achieving the following objectives of the City’s Sustainability Charter:

- C10: Historical and Heritage Assets;
- EN13: Enhancing the Public Realm; and
- SC4: Cultural Awareness in the Community.

CONCLUSION

Based on the above discussion, it is recommended that Council:

- Approve amendments to the *Street and House Numbering By-law, 1957, No. 1500* as documented in Appendix I to this report;
- Authorize the City Clerk to bring forward the necessary amendment Bylaw for the required readings;
- Adopt the proposed policy attached as Appendix II, the Surrey Street Naming Policy (the “Policy”), which replaces Policies O-42 and O-53;
- Rescind Policies O-42 and O-53; and
- Accord the district name “Whalley’s Corner” to the area of the intersection of 108 Avenue, King George Boulevard, and Grosvenor Road as shown in Appendix III, consistent with the proposed Policy.

Fraser Smith, P.Eng., MBA
General Manager,
Engineering

Jean Lamontagne
General Manager,
Planning & Development

Appendix I – Proposed Amendments to the Street and House Numbering By-law, 1957, No. 1500
Appendix II – Surrey Street Naming Policy
Appendix III – Whalley’s Corner Map and Sign Design
Appendix IV – Surrey Tourism and Services Signing Practice
Appendix V – Policy O-42 “Road Naming and Numbering”
Appendix VI – Policy O-53 “Commemorative Street Naming”
Appendix VII – Proposed Amendments to the Consolidated Street and House Numbering By-law, 1957,
No. 1500

**Proposed Amendments to the
Street and House Numbering By-law, 1957, No. 1500 (the “By-law”)**

The By-law be amended as follows:

1. In the preamble, insert the words “[Section 39(a) and (b) of the “Community Charter”]” immediately following the words “Section 56 (345) of the “Municipal Act””.
2. In the preamble, insert a new paragraph as follows, immediately before the words “NOW THEREFORE”:

AND WHEREAS the Municipal Council deems it expedient to allow the General Manager, Engineering and General Manager, Planning and Development to create, maintain and amend a practice to guide the numbering and naming of houses and streets, as well as secondary street names and related signage (the “Surrey Street Naming Practice”);

3. In Section 3, delete the words “Any alteration in an existing name, or the naming of a new public thoroughfare under this clause shall be done by Resolution of Council. Such name shall have the word “Crescent”, “Drive” or “Road” added to it to differentiate it from a “Street” or “Avenue”.”
4. Immediately following Section 3, insert a new Section 3.1 as follows:

Despite Sections 1 through 3, a street, road or public thoroughfare may be named in accordance with the Surrey Street Naming Practice instead of numbered.

5. In Section 4, replace the word “boundary” with the word “Boundary”.
6. In Section 4, replace the word “east” with the word “East”.
7. In Section 5, replace the number “800” with the words “eight hundred (800)”.
8. In Section 6, replace the words “which are on a “Crescent”, “Road” or “Drive”, referred to in Clause 3 of this By-law,” with the words “on a named road or otherwise not on an avenue or street”.
9. Immediately following Section 6, insert a new Section 6.1 as follows:

Despite Sections 4 through 6, houses and lots may be numbered in accordance with the Surrey Street Naming Practice.

10. Immediately following Section 7, insert a new Section 7.1 as follows:

The General Manager, Engineering and General Manager, Planning and Development are authorized to jointly create, maintain and amend the Surrey Street Naming Practice to guide the numbering and naming of houses and streets, as well as secondary street names and related signage.

CITY POLICY

No.

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES	DATE:	
	HISTORY:	NEW

TITLE: SURREY STREET NAMING POLICY

The Surrey Street Naming Policy is intended to ensure a consistent approach to the official and secondary naming of streets in Surrey. Secondary street names and signage include commemorative street names, heritage road markers, heritage markers on roads for geographic features, and district signage. Street naming is to be compliant with the Street and House Numbering By-law, 1957, No. 1500 as amended.

This policy is supported by the Surrey Street Naming Practice, which provides evaluation and implementation criteria and procedures.

Official Street Naming

1. All newly created roads in Surrey shall be assigned a number that aligns with the Surrey Street Naming Practice.
2. If a number cannot be assigned, the road shall be assigned a non-numerical name in accordance with the Surrey Street Naming Practice.

Secondary Street Naming

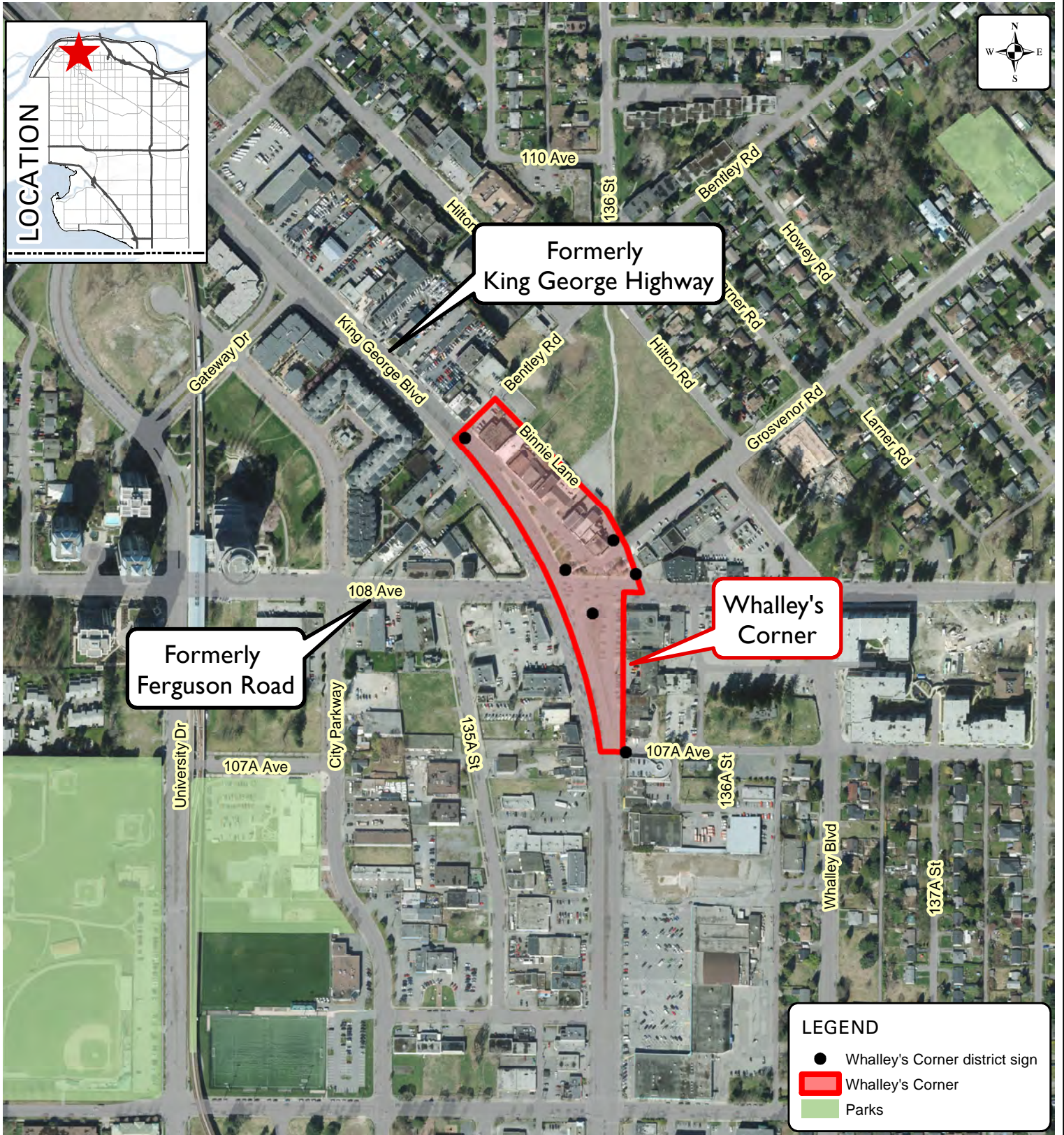
3. A commemorative street name is a secondary, honorary street name, and does not replace the official street number or name.
4. A commemorative street name is assigned in accordance with the Surrey Street Naming Practice.
5. A heritage road marker recognises the historic name of a road, as defined in the Surrey Street Naming Practice. The historic name is a secondary, honorary street name, and does not replace the official street number or name.
6. A heritage road marker is installed in accordance with the Surrey Street Naming Practice.
7. A heritage marker on a road for a geographic feature recognises the historic name of a geographic feature.

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

8. A heritage marker on a road for a geographic feature is installed in accordance with the Surrey Street Naming Practice.
9. A district sign recognises a small, discrete historic or otherwise unique district in Surrey, not including town centres, as defined in the Surrey Street Naming Practice.
10. A district sign is installed in accordance with the Surrey Street Naming Practice.

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

APPENDIX III



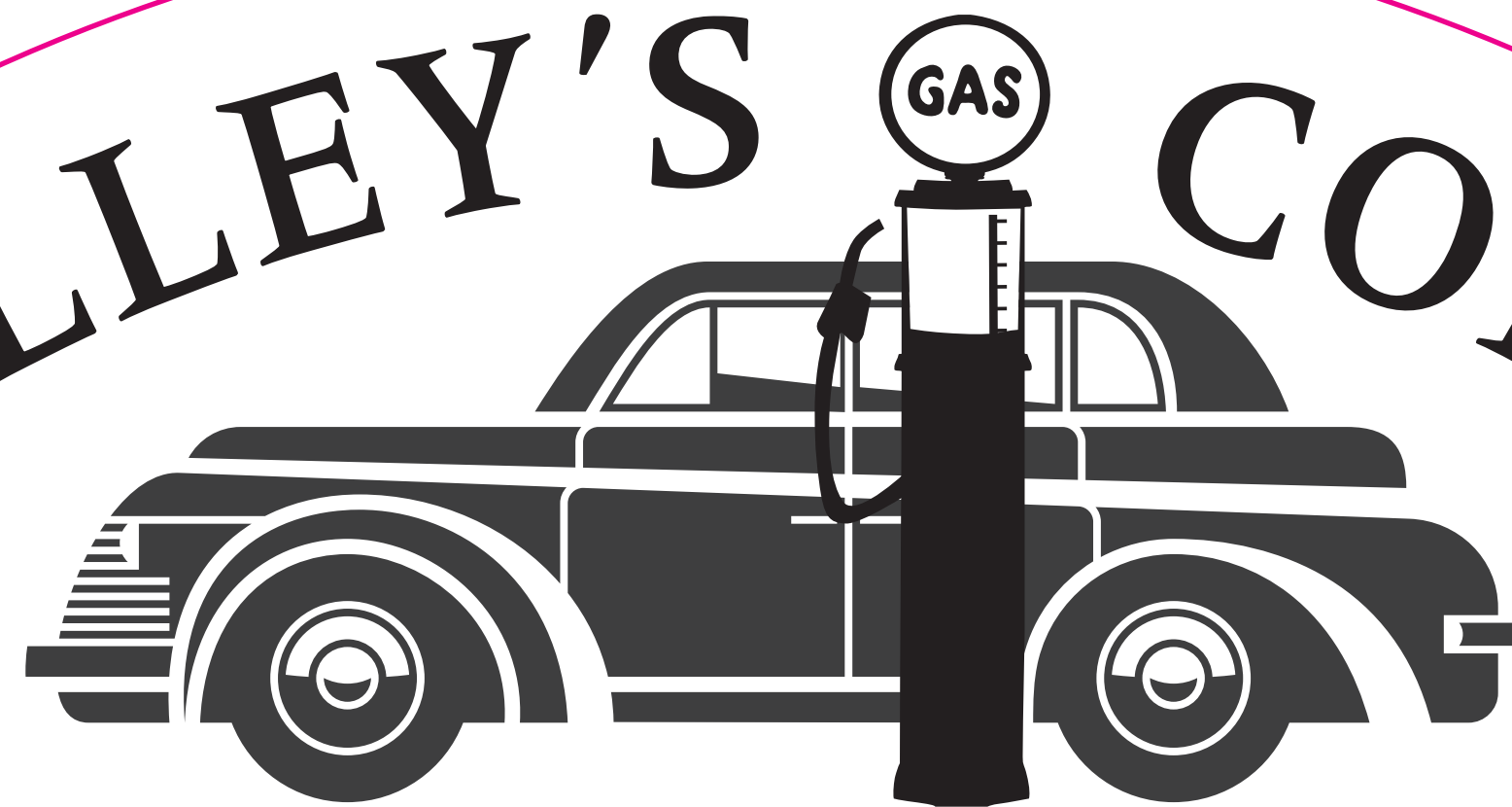
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WHALLEY'S CORNER

ENGINEERING DEPARTMENT

WHALLEY'S CORNER



KING GEORGE BLVD

HISTORIC DISTRICT

CITY OF SURREY
TOURISM AND SERVICES SIGNING
PRACTICE



Final Report
December, 2011

BACKGROUND

The tourism industry plays a significant role in the economic well-being of the City of Surrey. Tourism gives rise to considerable road travel and consequently, there is a need for an effective signing system guiding tourists safely to various facilities and services.

The nature and number of activities in which tourists take part, the services they use, and the likelihood that they will return to the City and encourage their friends to visit, are closely linked to the quality of the welcome and information they receive. Tourist signing is an essential component of this welcome, facilitating access to tourism sites/facilities and indirectly promoting them to road users. Such signing should complement, rather than dominate or intrude upon, the character and visual amenity of the area.

The development of this practice manual was conceived by the City of Surrey to provide practice and application guidance for tourism and services signing in the city. The purpose of this practice manual is to establish a clear and consistent framework for providing effective signage for guiding motorists safely and efficiently to the various facilities and services in the City. Road safety objectives and requirements must be met. This practice manual provides explicit criteria for the use, design, installation, and cost recovery of tourism- and services-related signage on City Roads. The primary emphasis of tourism and community service signing is directional, rather than promotional. This practice manual should be reviewed from time to time as the need arises.

This practice manual was developed by Arges Training & Consulting by contract to the City of Surrey, in conjunction with the City of Surrey and the appropriate agencies, authorities and stakeholders, including the Ministry of Transportation and Infrastructure, Tourism BC, and the City of White Rock and other neighbouring municipalities.

FOREWORD

The purpose of this Tourism and Services Signing Practice Manual is to provide information and guidance for transportation practitioners in the City of Surrey and to promote uniformity of treatment in the design, application and operation of signing for tourist attractions and services in the city. The objectives are safe driving behaviour, achieved by a predictable roadway environment through the consistent, appropriate application of such signing, and the provision of navigational guidance to tourism attractions and services that meet the criteria included in this practice manual.

RECORD OF REVISIONS

This sheet should be retained permanently in this page sequence in the Manual. All revised material should be inserted as soon as received and the relevant entries made by hand in the spaces provided to show who incorporated the Revision and the date this was done. Phone 604-591-4225 to check if you have the latest revision. If this practice is followed consistently, it will be a simple matter to tell whether or not this copy of the Manual is up to date, since all future Revisions will be numbered and dated.

Revision		Entered by	Date
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1. INTRODUCTION

Purpose of Tourism and Services Signing Practice Manual

The purpose of this tourism and services signing practice manual is to guide and instruct City of Surrey personnel charged with the approval, design and installation of such signs on city roads and streets. It includes criteria for determining whether a given attraction or service will be signed on city roads and streets. The manual covers the use of five sub-classes of Information signs:

- Tourism and Tourist Attraction Signing;
- Emergency Services Signing;
- Motorist Services Signing;
- Community Services Signing;
- Special Purpose Guide Signing.

2. OBJECTIVES OF TOURISM AND SERVICES SIGNING PRACTICE MANUAL

Tourism and services signing objectives are:

- to provide direction to tourism sites/facilities and to emergency, motorist and community services/facilities from the city roadways;
- to enhance the profile of tourism sites/facilities within and close to the City of Surrey;
- to improve existing signing in keeping with the primary goal of ensuring public safety, while guiding motorists to their destination;
- to increase and promote visits to the City's many tourism sites/facilities.
- to provide guidance to both the owner/operator/promoter of the attraction and municipal staff in the application of the Signing Practice Manual.

3. SCOPE, ASSUMPTIONS AND RATIONALE

3.1 Human Factors and Safety Considerations

Motorist travel speeds and complex driving environments require that signs be readily detected and understood at a glance. Uniformity and simplicity in design, position and application are crucial for speedy detection and recognition, and to provide positive guidance to drivers. It is therefore important that sign design principles be consistently applied. Uniformity in design includes sign shape, colour, dimensions, symbols, wording, lettering, borders, and reflectorization. Uniformity of application is also important. Similar conditions should be signed in the same manner, regardless of actual location, although it is recognized that urban conditions (more frequent intersections, traffic congestion, parking, and competing lights and displays) may require adjustment. (Reference MUTCDC) Signing should not violate driver expectations.

Positive guidance is an important foundation of the provision of tourism and services signing. It means giving drivers the information they need, when and where they need it, in a form they can best use it. Positive guidance is based on:

- Prioritization of information, placing the most important information first;
- Spreading out the information to avoid overloading the driver;
- Presenting information in a consistent and expected manner.

Human beings have a finite capacity for absorbing information. Sign design and application must take into account driver limitations in detecting signs in the roadway environment, processing the sign information and selecting an appropriate response. Driver limitations determine requirements for letter size, the selection of font, contrast, retroreflectivity, spacing of sign elements and borders, message layout, and reading time, as well as longitudinal sign spacing and placement in the field.

The effectiveness of road signs depends on several factors:

- **Conspicuity** – does the sign attract attention given the background in which it is placed?
- **Legibility** – at what distance can drivers read the sign?
- **Information load** – do drivers have sufficient time to read the entire message? Information overload is often a major concern, either by having too much information on a single sign, or by having too many signs in rapid succession, where the driver cannot find or comprehend the desired information.
- **Comprehension** – do drivers understand the meaning of the message, and any symbols or abbreviations used?
- **Driver response** – do drivers make the desired action as a result of reading the sign?

Tourism and Services Signing Practice

The better a sign meets driver needs, the more likely a driver will detect it, the more likely he or she will be able to read and understand the message, and the more likely he or she is to select the safe response desired by the traffic practitioner.

Decisions on whether sign designs are adequate from a human factors perspective will be made by the City of Surrey Traffic Operations Manager.

3.2 Hierarchy of Signing

The following listing identifies the **order of importance** and defines the various types of signs in the Hierarchy of Signing. In situations where limited space or safety or other considerations require a limit to be placed on the number of signs that can be installed, the **Hierarchy of Signs will be applied**.

1. **Regulatory Signs**
 - Give notice of traffic Laws and Regulations
2. **Warning Signs**
 - Call attention to conditions on or adjacent to a road that are potentially hazardous to traffic operations.
3. **Information Signs**
 - (a) **Navigational Guide Signs** – identify highway routes and give directions to other roads and municipalities, including downtown/business section signing.
 - (b) **Emergency Services Signs** – give directions to hospitals providing Emergency Services and Law Enforcement Offices.
 - (c) **Motorist Services Signs** – give directions to Airports, Public Transportation Services, Campgrounds, etc.
 - (d) **Public Transportation Signs** – direct motorists to rail transit stations, airports and carpool parking lots.
 - (e) **Boundary Signs** – mark municipal and Travel Area boundaries.
 - (f) **Tourist Attraction Signs** – identify and direct motorists to special points of interest meeting certain criteria. Examples include Travel Information Centres, recreational facilities, tourist attractions, historic sites, museums, provincial parks, conservation areas, tourist routes, etc.
 - (g) **Community Services Signs** – identify and direct motorists to sub-communities and community services meeting certain criteria.
 - (h) **General Information Signs** – identify various items of general interest.

3.3 Road Categories

The road network in the City of Surrey has been classified into six categories of road. These road classes, from higher to lower, are freeways, provincial highways, arterials, collectors, local roads and lanes (See Appendix B for definitions). Freeways and provincial highways are under the jurisdiction of the British Columbia Ministry of Transportation and Infrastructure (MOTI). Arterials, collectors, local roads and lanes are City roads. In order to provide motorists a continuous routing to tourism or service destinations, coordination between MOTI and the City of Surrey is necessary. If signing

Tourism and Services Signing Practice

to a given tourism site/facility is provided on a given class of road, continuous signing needs to be provided on the lower classes of road from that point to the site/facility. Since the higher classes of road typically have higher speed limits and more lanes, they may require larger signs than lower road classes.

3.4 Scope of Practice Manual

This practice manual is intended to give direction as to the installation of trailblazing signing from provincial highways (involving Advance, Turn and Assurance signing) and local signing for the following types of facilities:

- Tourism and Tourist Attraction Destinations, including multi-attraction locations, such as Exhibition Grounds
- Emergency Services, such as hospitals and police stations
- Motorist Services, such as Airports, Public Transportation Services, and Campgrounds
- Community Services, such as Airports, Universities and Arenas
- Special Purpose Guide Signing, such as Major Special Events

This practice manual is applicable to all City of Surrey roads. In many cases, the signing systems are not exclusive to city roads, and must be harmonized with signing on Ministry highways or roads of adjacent municipalities, such as the City of White Rock.

“Trailblazing” is a system of signing which leads a motorist from a provincial highway or nearest major city street to a destination via a specific, defined route, using Advance, Turn and Assurance signing. Once signing to a destination has been posted on a given road, it will be signed all the way to the destination in a continuous manner, but only on roads of an equal or lower class. At a minimum, all turns on a signed route must be signed. The intent is to indicate to a motorist the most expeditious route to follow. Trailblazing is not provided from a lower road class to a higher road class. For attractions meeting both provincial and City criteria, trailblazing signing will commence at the exit from a Provincial highway and will lead the motorist to a facility within the City of Surrey or the City of White Rock.

3.5 Assumptions and Signing Rationale

This Tourism and Services Signing Practice Manual is based on the following assumptions and signing rationale:

- Tourism and Services signing must be provided within a consistent framework, and must meet criteria and conditions as defined herein.
- The selection process for tourist attractions and services allowed to be signed on city roads should be straightforward and transparent.
- The application of guidelines should be consistent, to provide a “level playing field” for applicants. Existing signing for ineligible establishments will be removed. See Section 4.5.

Tourism and Services Signing Practice

- Guide signing to tourist attractions and services should be simple and straightforward, easy to follow, and should minimize driver workload. Such signing should be consistent and uniform, for any given type of attraction or service, so as not to violate driver expectations.
- Visitor Information Centres must meet the criteria and conditions of, and must be approved by, Tourism BC, in order to qualify for signing and to use the Tourism BC Information Logo. See also Appendix A, Section A.1.17. Such signing must also meet City of Surrey conditions.
- Signs will be installed, where eligible, to provide direction to drivers, not to advertise or promote specific establishments.
- Tourism and Services signing will be based on a “Stranger with a Map” concept. This concept assumes that drivers do not rely solely on signs to guide them to their destinations. Rather, it assumes that they plan their routes ahead of time, using a map, or have obtained directions as to how to reach the destination. Tourism and services signing is supplementary to this concept. Tourism operators need to demonstrate efforts/actions to get visitors to their sites, including development and distribution of their own brochures/pamphlets. Tourism signing, once posted, will provide continuity of signing to the destination through trailblazing, if required. Where trailblazing is not required, tourist sites/services will be signed from the nearest arterial or collector, as the case may be, and will normally be signed with one sign in each direction.
- Tourist attractions and services will be signed only where sufficient space for such signs exists along a route. Such signing must not interfere with or displace other traffic control devices of a higher priority in the hierarchy of signing.

4. Criteria, Instructions and Procedures for Use

4.1 General Introduction

The purpose of Section 4 is to define the use, design and installation criteria, approval procedures, and fee schedules where appropriate, and to preserve the existing and future signage used for the safety, control and direction to the motoring public. This Practice Manual is applicable to all City roads.

4.2 Sign Approval, Design and Installation Criteria (BASIC CRITERIA)

Sign Approval Criteria

- In order for **tourist attractions/facilities** to qualify for signing, they must satisfy the following City of Surrey basic criteria for signing:
 - The facility must be on the list of approved types of attractions as identified by the City, as outlined in Sections 5 and Appendix A.1;
 - The facility must comply with all applicable federal, provincial and municipal legislation;
 - All private establishments must have a City of Surrey business licence;
 - The facility must be accessible by a public road or by a private access with appropriate authorization;
 - The facility must be open during a specific season, on set days and times;
 - The facility must have a reception structure, such as a controlled gate, staffed reception and orientation point, or permanent interpretation panels or displays;
 - The facility must advertise its location, season and hours, contact information, and facilities either in Tourism BC publications, or in publicity material regularly distributed to British Columbia Tourist Information Centres;
 - The facility must maintain registration with Tourism BC and with the City of Surrey Tourism and Convention Association or White Rock and South Surrey Chamber of Commerce, as the case may be;
 - The facility must serve transient motorists and must be open to the general public;
 - Eligibility for signing will take into consideration whether such signing would obscure existing regulatory/warning signs, thereby affecting public safety, the aesthetics of sign placement in front of residential or commercial establishments, available road right-of-way, longitudinal space availability, and other similar conditions.
 - The facility must demonstrate appropriate driveway design to be able to handle anticipated or actual traffic volumes, to avoid traffic problems on public roads, and must have adequate on-site parking and queue storage at the access point. If, except for these physical features, the facility would otherwise qualify for signing, or if it is observed by City staff that the facility creates existing operational problems, the applicant will be responsible for correcting such problems, at his/her expense, as a condition for installation of the sign(s). The operational improvements to correct observed problems may include, without being limited to, the following:

Tourism and Services Signing Practice

- Access improvement, such as throat width or radius;
 - Relocation of access;
 - Reduction in the number of access points;
 - Posting of parking prohibitions on adjacent roadway(s) by the City.
- In order for **emergency services, motorist services, community services and special purposes/events** to qualify for signing, they must satisfy the following City of Surrey basic criteria for signing:
 - The facility must be on the list of approved types of services as identified by the City, as outlined in Sections 6-9 and Appendix A.2 to A.5;
 - The facility must comply with all applicable federal, provincial and municipal legislation;
 - All private establishments must have a City of Surrey business licence;
 - The facility must be accessible by a public road or by a private access with appropriate authorization;
 - The facility must be open during a specific season, on set days and times;
 - An emergency service, motorist service or community service must have a reception structure, such as a controlled gate, and/or staffed reception point;
 - A motorist service accommodation facility (such as Bed & Breakfast, Cabins/Cottages, and Campgrounds, RV Parks and Trailer Parks with transient accommodations) must be approved by Tourism BC, and must advertise its location, season and hours, contact information, and facilities either in Tourism BC publications, or in publicity material regularly distributed to British Columbia Tourist Information Centres;
 - A motorist service accommodation facility must be approved by and maintain registration with Tourism BC, and with the City of Surrey Tourism and Convention Association or White Rock and South Surrey Chamber of Commerce, as the case may be;
 - The facility must serve transient motorists and must be open to the general public;
 - Eligibility for signing will take into consideration whether such signing would obscure existing regulatory/warning signs, thereby affecting public safety, the aesthetics of sign placement in front of residential or commercial establishments, available road right-of-way, longitudinal space availability, and other similar conditions.
 - The facility must demonstrate appropriate driveway design to be able to handle anticipated or actual traffic volumes, to avoid traffic problems on public roads, and must have adequate on-site parking and queue storage at the access point. If, except for these physical features, the facility would otherwise qualify for signing, or if it is observed by City staff that the facility creates existing operational problems, the applicant will be responsible for correcting such problems, at his/her expense, as a condition for installation of the sign(s). The operational improvements to correct observed problems may include, without being limited to, the following:
 - Access improvement, such as throat width or radius;
 - Relocation of access;
 - Reduction in the number of access points;
 - Posting of parking prohibitions on adjacent roadway(s) by the City.

Tourism and Services Signing Practice

- In addition, any facility must meet any additional, specific criteria outlined for that type of attraction, in Appendix A.
- All signs on City roads shall be approved, supplied, installed and maintained by City staff, except for Visitor Information Signs, which are supplied by the Tourism & Convention Association, and installed by the City. All attraction/services signs on City roads are the property of the City. Except as noted above, the City will be responsible for all signage on roads under its jurisdiction and control. Where signs are to be installed along City roads or at intersections with other jurisdictions' roads, arrangements shall be made between the involved jurisdictions and the proponent to ensure harmonization of signing and to ensure that only one of the jurisdictions is manufacturing the appropriate signs.
- Tourist Attractions and services must meet both provincial and City criteria to be signed from a provincial highway. If attractions or services do not qualify for City signing (including available space), they won't qualify for provincial signing either. Where the attraction/service meets both provincial and City criteria, the City will provide trailblazing signing from the nearest logical provincial highway to the attraction/service, once the approval of the MOTI is received.
- Major tourist attractions, with a documented attendance of more than 30,000 visitors per year, may be signed from a greater distance than specified in this Practice Manual, to address concerns about potential traffic problems or in recognition that tourists outside the immediate area might be looking for the attraction, at the discretion of the Traffic Operations Manager.
- Tourist attraction signs may be combined with other signing in a sign assembly of up to four signs. The City reserves the right to limit signs on an individual road approach, and to determine how signs are to be displayed and installed, including the order of signing on an assembly.
- In some special cases, attraction/service signing which does not fully comply with the Practice Manual may be approved by the Traffic Operations Manager, at his/her discretion. Such applications are not to be approved for arbitrary reasons. Where such approval is granted, the City shall record and file the rationale for approving the signing. For example, the expected best route to an attraction/service from one direction on the nearest road may be blocked by a centre median. In such a case, alternate or supplementary signing may be approved to ensure that traffic travelling in either direction on the nearest street has safe access to the desired destination.

Sign Design

- Tourism and services signs shall convey their message by the appropriate legend or symbol, colour and shape. The purpose of such signs is to guide, not to advertise. All signs shall be reflectorized to show the same colour and shape by night as by day. Where applicable, a tab sign indicating the name of the service/facility may be installed.

Tourism and Services Signing Practice

- The City has adopted standards and symbols for signs on City streets (See Appendix A), and such signs are generally based on the **Manual of Uniform Traffic Control Devices for Canada (MUTCDC)** and British Columbia Ministry of Transportation and Infrastructure Manuals, including the **Manual of Standard Traffic Signs and Pavement Markings** and the **Services and Attraction Sign Manual**. Where a standard sign design does not exist, or a new type of sign is required, the sign designs will be developed by the City and approved by the Traffic Operations Manager. The City prefers generic logos to private logos, and private logos will not be used except where, in the opinion and as approved by the Traffic Operations Manager, a private logo would be more recognizable or would help to avoid driver confusion (e.g. two similar attractions in the same vicinity).
- All sign text will be in the English language.

Sign Installation, Location and Usage

- For Attraction/Service signing, there are two possible scenarios: (1) the Attraction/Service is signed from a provincial highway onto City streets, to the destination; (2) the Attraction/Service is signed only on City streets, to the destination.
- Where an Attraction/Service is signed from a provincial highway onto City streets, the primary (first) sign will be on a provincial highway. The Province will normally provide a sign at the off ramp or intersection of the provincial highway at the nearest logical point on the provincial highway system. The City will provide trailblazing signs from the provincial highway to those Attractions/Services which meet City signing criteria. This signing will normally be provided only from the closest logical provincial highway.
- Where an Attraction/Service is signed only on City streets, the primary sign will normally be on the nearest logical City arterial or collector.
- Where there are multiple tourism attractions and/or services on a single site (Combined Attractions), the City will normally sign only the site (expecting individual attraction owners to promote their attraction and advise visitors to look for signing to the site). In such cases of Combined Attractions, trailblazing signs will show only the directions to the site where the Combined Attractions are located. The City may, at the discretion of the Traffic Operations Manager, sign a maximum of three attractions/services at the site. These signed attractions will be determined on the basis of size (number of annual visitors). If, at such a site, three attractions are already signed, and a larger attraction is established on that site, the City may, at the discretion of the Traffic Operations Manager, replace the signing for the smallest attraction with signing for a larger one. If any individual attractions of these Combined Attractions are signed, they will be signed only on the immediate approach to the entrance to the site. If an attraction on the site has its own, unique entrance, the Traffic Manager may approve signing it separately if necessary for safety or to avoid driver confusion.

Tourism and Services Signing Practice

- Short-term, seasonal attractions will be considered as Special Events, and may be signed on their own signs, separate from Combined Attraction signing.
- Attractions/services will normally be signed from the adjacent City road. Additional signing may be warranted and provided where necessary to avoid traffic problems, at the discretion of the Traffic Operations Manager. Most attractions/services will not be signed at a distance greater than 2 km from the nearest arterial or collector. Attractions/services that may be signed from further than 2 km are provincially signed attractions, visitor information centres, and major tourist attractions. Where such an attraction is signed from a distance greater than 2 km, the appropriate distance will be shown on the sign to the nearest kilometre. Where signed, distances are generally shown on the arrow line of primary signs or on directional tabs.
- Normally, an attraction/service will be signed from the nearest intersection, but would not normally be signed again at the entrance to the site, unless the attraction/service is hidden from view from the road.
- Tourist attraction and services signs may be combined with other signing in a sign assembly of up to four 600 mm x 600 mm sign panels (plus tabs, as appropriate), to accommodate a maximum of 4 establishments. The City reserves the right to limit signs on an individual road approach, and to determine how signs are to be displayed and installed, including the order of placement on an assembly. Except in the case of Combined Attractions (see above), these spaces are allocated on a first-come/first-served basis. If the number of tourism establishments requesting inclusion on a sign at a given location exceeds 4, the City may, at the discretion of the Traffic Operations Manager, use a generic logo format (usual situation) and/or add a business name tab to reduce driver confusion.
- It is not possible to sign every tourism attraction or service due to lack of available space, concern over driver overload, safety, road geometrics, entrance design, number of parking spaces, visual intrusion and esthetics, cost, maintenance, roadway space for physical sign placement, and sign clutter. Such determinations will be made by the Traffic Operations Manager.
- Recommended minimum sign spacing and advance placement distances are shown in Table 1.

Table 1
Recommended Minimum Sign Spacing and Advance Placement Distances

Posted Speed (km/h)	Sign Spacing			
	For Initial Sign		For Additional Signs	
	Multi-lane	2-lane 2-way	Multi-lane	2-lane 2-way
50-60	60 m	60 m	30 m	30 m
70	100 m	90 m	50 m	50 m
80	200 m	120 m	100 m	60 m

Tourism and Services Signing Practice

Sign Installation Initiation

- Sign installation is initiated by the City after an applicant's signing application has been approved, in accordance with procedures outlined in Section 4.3, and all required fees are paid, in accordance with Sections 4.3 and 4.4.

4.3 Procedures for Processing Applications/Requests

- Applications/Requests for signing for attractions/services, in accordance with this Practice Manual, and using City-prescribed signing application forms, together with the prescribed application fee, shall be submitted in writing to the Traffic Operations Manager, for consideration and approval. The application fee is non-refundable, whether or not the application is approved. Application forms are available from the City of Surrey Engineering Department, Traffic Operations Section, 14245 56th Avenue, Surrey, British Columbia, V3X 3A2, E-mail Traffic@surrey.ca, telephone 604-591-4225. Details as to the design, location, number, etc., of signs requested shall be included with the written request. Supporting promotional information should be provided.
- The Traffic Operations Manager or his delegate will review all applications/requests on the basis of this Practice Manual's criteria and conditions. The City will respond in writing within 4-6 weeks of receiving the application with the application fee. If the application is approved, the response will include the sign design, layout, and installation and maintenance costs.

4.4 Signing Costs, Fee Schedule and Payment of Fees

- Signing under this Practice Manual will be on a user pay basis, except for emergency services such as police or hospitals. The City will assume all costs associated with such signing for the emergency services listed in Section 6. Both public facilities and private facilities are expected to contribute 100% of the cost of manufacture, installation and maintenance, including replacement, of the signs allowed for their attraction or service. Appendix D contains a Schedule of Fees, which will be updated as appropriate. The signs will generally be manufactured by the City or a City-designated contractor. If the applicant has the signs manufactured (as agreed by the City), they must be designed and fabricated to the City's standards and specifications. If the sign is vandalized or stolen, the City will replace it at its cost.
- The City requires an installation fee, paid by the applicant in advance. There will also be a non-refundable annual all-inclusive maintenance fee. The maintenance will be for the entire calendar year, and will not be pro-rated. The fee will be added to (included in) the City's business licence fee or, where a City business licence is not required, will be charged to the applicant directly. In order to retain signing once it has been approved, installed, and paid for (manufacture, installation, and current year's payment), the applicant must maintain registration, listing and payment for the attraction/service, with Tourism BC (where applicable) and the City of Surrey By-law Enforcement Section (or the White Rock and South Surrey Chamber of Commerce), as applicable, and must meet all applicable criteria outlined in this practice manual.

Tourism and Services Signing Practice

- If there are more sign applications than there is space available at a given location, a sign holder's space may be assigned to another applicant if annual fees are not paid promptly.
- The agreement between a sign holder and the City will continue until the sign holder is no longer in compliance, or advises that he/she wishes to discontinue signing.
- Applicants are responsible for ensuring that all applicable criteria continue to be met, and that all applicable fees are paid on a timely basis, as outlined in this Section 4.4.

4.5 Sign Removal

- Existing signs that do not meet this Practice Manual will be removed as required. In each case, sign holders will receive a letter of notification, with a time frame for removal.
 - Existing signing for establishments that are ineligible for signing at the time of implementation of this practice manual (approval date by Council) will be removed two months after the practice manual approval date by Council.
 - Signing for establishments that have been eligible for signing and have had signing, but have allowed their eligibility to lapse, will be removed within three months of the City's determination of lapsed eligibility, or of the actual lapse in eligibility, if earlier.
- The City will assume all costs associated with the removal of all existing signs which do not meet this Practice Manual.
- It shall be understood by the applicant that if the conditions and criteria on which the original installation were based have in any way changed, or if the Traffic Operations Manager determines that the signs are no longer appropriate, or if there is incorrect use of private site signing, permission for the signs may be withdrawn and the signs may be removed. Reasons for sign removal may include, but not be limited to, the failure to pay any initial or annual charges, or to maintain registration with Tourism BC, the City of Surrey Tourism and Convention Association, (or the White Rock and South Surrey Chamber of Commerce) and/or listing in the BC Approved Accommodation Guide. Sign holders will receive a letter of notification, with a time frame for removal.
- Where, under this section, the City has removed signs for a given establishment, the owner/operator will not be permitted to re-apply for new signs for a period of one year from the removal date.

5. Tourism and Tourist Attraction Signing

A tourist attraction is defined as an establishment with the primary function of satisfying tourist needs by providing recreational, educational, cultural, scientific, environmental or entertainment-related activities. See Section 4 and Appendix A.1 for signing criteria.

5.1 Tourist Attractions and Facilities Eligible for Signing

The following Tourist Attractions and Facilities may be eligible for signing under this Practice Manual (See Appendix A.1, pages 26-51):

- Art Galleries (Public) (page 27)
- Beaches (Public) (page 28)
- Casinos (page 29)
- Combined Attractions (including Fairgrounds) (page 30)
- Conservation Areas (page 32)
- Display Gardens (page 33)
- Heritage Attractions and Historic Sites/Buildings (page 34)
- Horseback Riding Operations (page 36)
- Interpretive Centres /Tours (page 37)
- Live Theatres/Performing Arts Centres (page 39)
- Museums (page 40)
- Provincial Parks/Regional Parks & attractions within (page 41)
- Resorts (page 42)
- Themed Tourist Attractions and Theme Parks (page 43)
- Tourist Areas (page 44)
- Tourist Attractions (Major) (page 45)
- Tourist Information Centres (Visitor Centres) (page 46)
- Wine Routes (page 49)
- Zoos (Major, Regional) (page 51)

5.2 Attractions/Services/Facilities Not Eligible for Signing

The following Attractions/Services/Facilities are not eligible for signing under this Practice Manual:

- Antique Shops
- Artisan Demonstrations
- Bicycle Rental Operations
- Bingo Facilities
- Bowling Alleys
- Cinemas/Theatres
- Community Gaming Centres
- Fishing Attractions/Facilities
- Game Farms
- Go-cart Tracks
- Local Zoos/Petting Farms
- Lottery Schemes
- Mini-golf Courses

Tourism and Services Signing Practice

- Motor Speedways
- Murals
- Natural Hot Springs
- Private commercial art galleries
- Racetracks
- Retail stores
- Shopping Centres
- Skiing
- Souvenir/Gift Shops
- Steam Trains
- Teletheatres

6. Emergency Services Signing

See Section 4 and Appendix A.2 for signing criteria.

6.1 Emergency Services Eligible for Signing

The following Emergency Services may be eligible for signing under this Practice Manual (See Appendix A.2, pages 52-54):

- Hospitals offering emergency services (page 53)
- Police (page 54)

6.2 Emergency Services Not Eligible for Signing

The following Emergency Services are not eligible for signing under this Practice Manual:

- Private hospitals or clinics

7. Motorist Services Signing

See Section 4 and Appendix A.3 for signing criteria.

7.1 Motorist Services Eligible for Signing

The following Motorist Services may be eligible for signing under this Practice Manual (See Appendix A.3, pages 55 – 66):

- Airports (Public) (page 56)
- Bed & Breakfast (B&B) Facilities (page 57)
- Cabins/Cottages (page 58)
- Campgrounds with transient accommodations (page 59)
- City Tow Yard (page 61)
- Ferry Terminals (page 62)
- Houseboats (page 63)
- Parking Facilities (both public and private) (page 64)
- RV Parks with transient accommodations (page 65)
- Transit Signing (Skytrain stations, Skytrain Parking, Park n' Ride, Kiss n' Ride) (page 66)

7.2 Motorist Services Not Eligible for Signing

The following Motorist Services are not eligible for signing under this Practice Manual:

- Airports (Private)
- Car Rental Depots
- Condominiums
- Convenience Stores
- Food/Restaurants
- Fuel/Service Stations`
- Groceries
- Hotels/motels
- Laundromat
- Licensed Mechanic
- Medical and Dental Offices/Clinics
- Pubs
- Sanitary Disposal Stations (Sani-stations)
- Telephone
- Tire Repair
- Towing (Private)
- Trailer Courts
- Veterinary Clinics
- Welding

Tourism and Services Signing Practice

Food/Restaurants, fuel/service stations, and hotels/motels are not eligible for signing under this practice manual because:

- In a large urban area, there are sufficiently large numbers of such services that motorists can easily find them;
- They are typically located on major arterials/collectors, and have site advertising signing and other advertising available to them; hence, they are easily located;
- They significantly outnumber the tourist attractions and services eligible under this practice manual, and could overwhelm the signing system, diluting the effectiveness of the signing for which this practice manual is intended.

8. Community Services Signing

See Section 4 and Appendix A.4 for signing criteria.

8.1 Community Services Eligible for Signing

The following Community Services may be eligible for signing under this Practice Manual (See Appendix A.4, pages 67 – 83):

- Air Care Stations (page 68)
- Boat Launches/Ramps (page 69)
- City Hall (page 70)
- City Maintenance Yards (page 71)
- City Parks (as per criteria) (page 72)
- Colleges/Universities (page 73)
- Convention Centres (page 74)
- Driver Services Centres (ICBC) (page 76)
- Farmers Markets (page 77)
- Golf Courses (open to public) (page 78)
- Hiking Trails/Walking Trails/Greenways (page 79)
- Historic Roadway Markers (page 80)
- Marinas (page 81)
- Sports Parks (Major) (page 82)
- Sports Stadiums (page 83)

8.2 Community Services Not Eligible for Signing

The following Community Services are not eligible for signing under this Practice Manual:

- Arenas/Community Centres
- Boat Rentals and Charters
- Bowling Alleys
- Business Areas
- Cinemas/Theatres
- Driving Ranges
- Go-cart Tracks
- Libraries
- Local Zoos/Petting Farms
- Mini-golf Courses
- Places of Worship
- Shopping Centres
- Sub-communities
- Sports/Recreation Centres
- Swimming Pools
- Urban Forests

9. Special Purpose Guide Signing

See Section 4 and Appendix A.5 for signing criteria.

9.1 Special Purpose Guide Signs Eligible for Signing

The following special situations may be eligible for signing under this Practice Manual (See Appendix A.5, pages 84 – 87):

- Border and Travel Information (e.g., weather), with radio frequency (page 85)
- International Border signing (page 86)
- Special Events (page 87)



CITY POLICY

No. O-42

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES 26 APRIL 1999	DATE:	26 APRIL, 1999 (R99-1058)
	HISTORY:	NEW

TITLE: ROAD NUMBERING AND NAMING

1. In accordance with By-law No. 1500, all newly created roads in Surrey shall be assigned a number unless:
 - (a) they angle across the numerical grid system at such a degree that they cannot easily be assigned a number that corresponds to the numerical grid or;
 - (b) meander or loop back on themselves to such a degree that they cannot easily be assigned a number that corresponds to the numerical grid.
2. Secondary roads that connect to named roads and which fit the numerical grid system shall be given a numerical designation.
3. In accordance with By-law No. 1500 road names shall be adopted by City Council by resolution. When it has been determined that a road cannot be assigned a numerical designation, the Planning & Development Department will submit a report to Council presenting a proposed road name for Council to adopt by resolution.



CITY POLICY

No. O-53

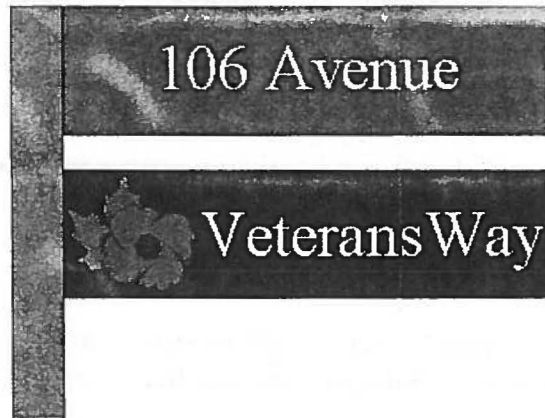
REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL PUBLIC HEARING MINUTES	DATE:	30 OCT 2006 (RES.R06-2506)
	HISTORY:	NEW

TITLE: Commemorative Street Naming Policy

1. A "commemorative street name" is not an official street name for the purpose of addressing properties or for official map purposes, but rather is a second ceremonial name for a street.
2. A commemorative street name for a City street may be considered and approved by Council, on a case by case basis, where such a name:
 - has cultural or historical significance; or
 - would contribute significantly to creating a sense of place within the community;
 - does not conflict with other City policies; and
 - has demonstrated support from the surrounding community and the owners of properties on the designated streets.
3. The approved commemorative street name sign will be implemented through the installation of a commemorative street sign blade, affixed beneath the official street sign blade, as illustrated conceptually in the attached drawing.
4. Costs for the production and installation of the commemorative street name blades may be borne by the individuals or organizations who request the supplementary street designations and/or by the City, where determined by Council on a case by case basis.

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

Example of Signage for Veterans Way



This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

CITY OF SURREY

BY-LAW NO. 1500

A By-law to provide for the Naming of Streets and Numbering of Houses in the Municipality of Surrey.

WHEREAS the Municipal Council of The Corporation of the District of Surrey may by By-law, passed pursuant to Section 56 (345) of the “Municipal Act” [\[Section 39\(a\) and \(b\) of the “Community Charter”\]](#), provide for the naming of streets in the Municipality and for the numbering of houses and lots;

AND WHEREAS a street naming and house and lot numbering system has been devised by the Lower Mainland Regional Planning Board for adoption by all Municipalities in the Lower Fraser Valley region of British Columbia;

AND WHEREAS the Municipal Council deems it expedient to adopt the said street naming and house and lot numbering system in the Municipality of Surrey;

[AND WHEREAS the Municipal Council deems it expedient to allow the General Manager, Engineering and General Manager, Planning and Development to create, maintain and amend a practice to guide the numbering and naming of houses and streets, as well as secondary street names and related signage \(the “Surrey Street Naming Practice”\);](#)

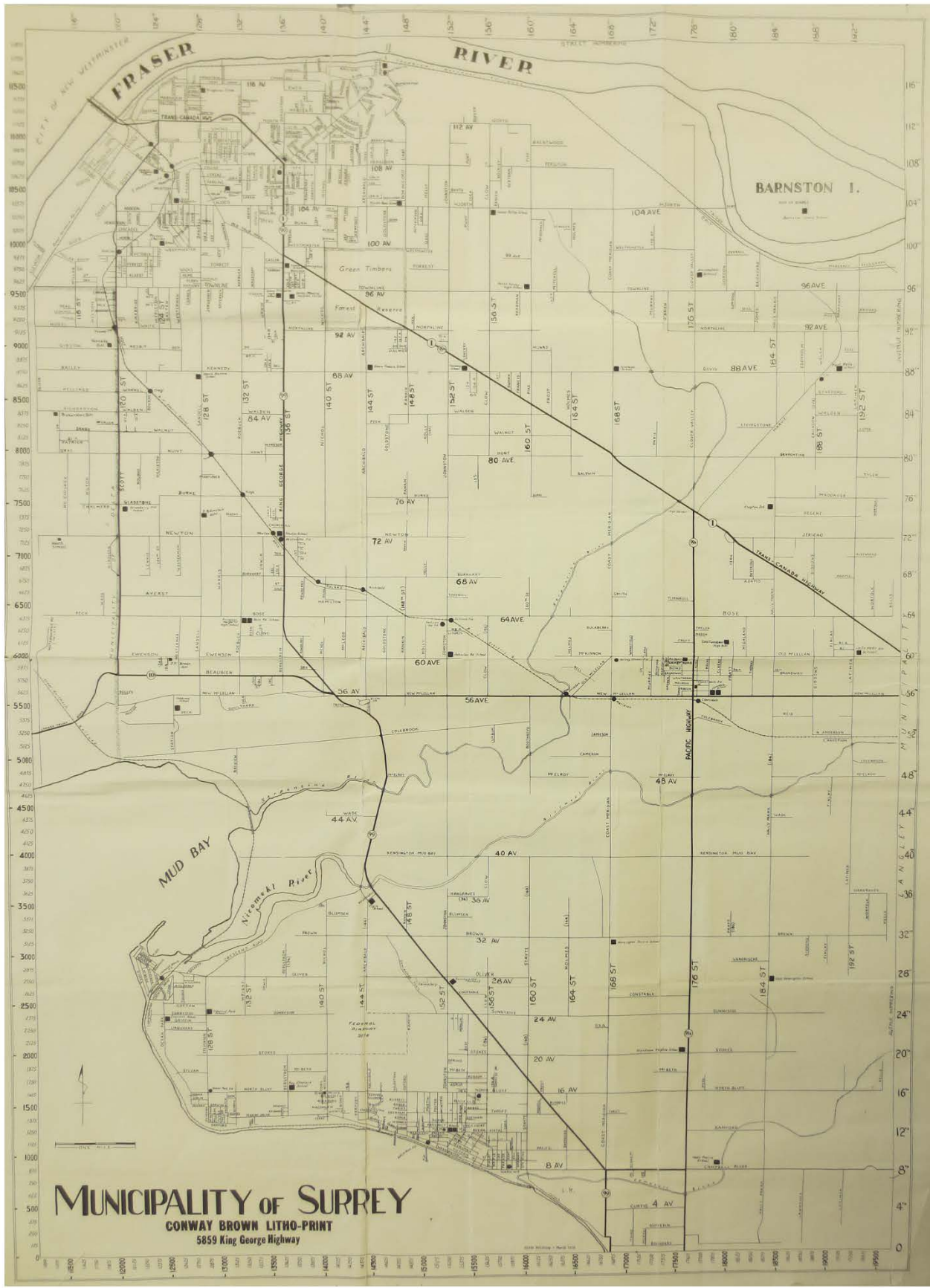
NOW THEREFORE the Municipal Council of The Corporation of the District of Surrey, in open meeting assembled, enacts as follows:

1. Those streets, roads or other public thoroughfares lying in a North-South direction shall be named as “Streets” commencing with 110th Street on the West boundary of the Municipality of Surrey and shall be numbered eastward from 110th Street on the basis of eight hundred (800) numbers to each mile of distance.
2. Those streets, roads or other public thoroughfares, lying in an East-West direction shall be named “Avenues”, commencing with Zero Avenue on the International Boundary between Canada and the United States, and shall be numbered northward from Zero Avenue on the basis of eight hundred (800) numbers to each mile of distance.
3. [Those streets, roads or other public thoroughfares which are at an angle to the horizontal or perpendicular of the grid system and which cannot be adequately numbered as a “Street” or “Avenue”, shall retain their existing name. ~~Any alteration in an existing name, or the naming of a new public thoroughfare under this clause shall be done by Resolution of Council. Such name shall have the word “Crescent”, “Drive” or “Road” added to it to differentiate it from a “Street” or “Avenue”.~~](#)
- 3.1 [Despite Sections 1 through 3, a street, road or public thoroughfare may be named in accordance with the Surrey Street Naming Practice instead of numbered.](#)

4. Houses and lots on the streets of the Municipality shall be numbered northward on the grid system on the basis of eight hundred (800) numbers to each mile of distance, commencing with the number “zero” on the International Boundary between Canada and the United States. Houses and lots on the West side of the street shall have an odd number, while those houses and lots on the East side of the street shall have an even number.
5. Houses and lots on the avenues of the Municipality shall be numbered eastward on the grid system on the basis of eight hundred (800) numbers to each mile of distance, commencing with the number “11,000” on the West boundary of the Municipality at 110th Street. Houses and lots on the North side of the Avenues shall have odd numbers, while those houses and lots on the South side of the Avenues shall have even numbers.
6. Those houses and lots on a named road or otherwise not on an avenue or street which are on a “Crescent”, “Road” or “Drive”, referred to in Clause 3 of this By-law, shall be numbered on the grid system on the basis of eight hundred (800) numbers to the mile, with houses and lots on the West or North side having odd numbers and those houses and lots on the East or South side having even numbers.
6. 6.1 Despite Sections 4 through 6, houses and lots may be numbered in accordance with the Surrey Street Naming Practice.
7. The numbers of the streets and avenues and names of the crescents, roads and drives of the Municipality and the house and lot numbering system of the Municipality are more particularly shown on the map attached hereto and forming part of this By-law.
7. 7.1 The General Manager, Engineering and General Manager, Planning and Development are authorized to jointly create, maintain and amend the Surrey Street Naming Practice to guide the numbering and naming of houses and streets, as well as secondary street names and related signage.
8. “White Rock Area Building Number By-law, 1949, No. 934” is hereby repealed.
9. This By-law may be cited for all purposes as the “Street and House Numbering By-law, 1957, No. 1500”.

PASSED by the Council on the 21st day of January, 1957.

RECONSIDERED AND FINALLY ADOPTED, signed by the Reeve and Clerk and sealed with the Corporate Seal on the 11th day of February, 1957.



MUNICIPALITY OF SURREY
CONWAY BROWN LITHO-PRINT
5859 King George Highway