

NO: R158

COUNCIL DATE: July 27, 2015

---

## REGULAR COUNCIL

TO: **Mayor & Council** DATE: **July 23, 2015**

FROM: **General Manager, Engineering** FILE: **8630-30 (TRUCKS)**  
**General Manager, Planning and Development**

SUBJECT: **Bylaw Amendments to Facilitate Development of Truck Parking Facilities**

---

## RECOMMENDATION

The Engineering Department recommends that Council:

1. Approve amendments to the:
  - a. *Surrey Zoning By-law, 1993, No. 12000*, as amended, documented in Appendix I to this report; and
  - b. *Surrey Land Use and Development Applications Fees Imposition By-law, 1993, No. 11631*, as amended, documented in Appendix II to this report.
2. Authorize the City Clerk to bring forward the necessary amendment Bylaws for the required readings.

## INTENT

The purpose of this report is to obtain Council approval to bring forward amendments to the *Surrey Zoning By-law, 1993, No. 12000*, as amended (the “Zoning Bylaw”) and *Surrey Land Use and Development Applications Fees Imposition By-law, 1993, No. 11631*, as amended (the “Fee Bylaw”) to support of the development of permanent truck parking facilities.

## BACKGROUND

Over the past several years concerted effort has been put forward to increase the supply of truck parking facilities. Evaluation and implementation of various measures has created a positive impact, which include the following:

- Engaging senior levels of government;
- Identifying surplus provincial lands;
- Issuing a request for proposal on a BC Hydro site seeking a private sector proponent to construct and operate a truck parking facility;
- Hiring of a Truck Parking Coordinator;
- Creation of a truck parking website;
- Analysis of on-street parking of commercial vehicles;
- Streamlining the Temporary Use Permit process; and
- Contacting approx. 6,000 industrial property owners with surplus land about the opportunity to implement truck parks on their land.

It is recognised further effort related to fostering development of authorized truck parking facilities is required. Current market rental rates relative to high industrial land values and significant costs associated with constructing facilities to current zoning requirements has resulted in most land owners not pursuing this opportunity.

The City's introduction of a streamlined process and reduced standards through Temporary Use Permits (TUP) resulted in many unauthorized sites initiating the TUP process, but very few have completed the process. It is our understanding that there are two key reasons for this. Firstly, the return on investment is too uncertain, as it is only guaranteed for 3 years with a possible further 3 year extension. Secondly, applicants have frequently delayed completing application requirements in order to postpone the start of the three year term.

Based on this, Council endorsed the recommendations in Corporate Report R015;2015 on February 2, 2015 to have staff review the current zoning requirements as they relate to truck parking to reduce requirements and improve financial viability.

## **DISCUSSION**

Staff reviewed the existing Zoning Bylaw requirements for the development of a truck parking facility and have identified three areas, as described below, where certain requirements could be waived to make the development of truck parking facilities more financially viable. The proposed changes will affect zones where the transportation industry is a permitted use. These include sites zoned light impact industrial (IL), heavy impact industrial (IH) and some comprehensive development (CD) zones. Staff believe the majority of new truck parking facilities would likely be constructed in IL zoned sites, as there are very few IH zones within the City and the CD zones are mixed use, thus less suitable for truck parking.

### **Building Requirement**

The direct costs related to the construction of a building and the associated servicing are significant. Under the current Zoning Bylaw, commercial and industrial lots require the construction of a building exceeding 100 square metres (1,076 sq. ft.) and must include a washroom.

Currently, this prerequisite is not a requirement for passenger vehicle parking facilities. Staff are proposing to exempt truck parking facilities from the requirement as well. This exemption would only be applicable if the proponent is only parking commercial vehicles and will not use the site for any accessory uses.

### **Development Cost Charges (DCC's)**

To further reduce the costs associated with developing a truck parking facility, development cost charges (DCC's) would not be applicable where there is no building constructed. When the site is developed to a higher order use or if the truck parking facility is expanded to include uses where a building is required, DCC's would be payable at that time. A restrictive covenant to this effect will be registered against the property as part of the permitting process.

### **Paving Requirement**

Similar to the building requirement, there are significant costs associated with paving the entire site. Staff are proposing to allow truck parking facilities to operate without paving the entire site. The proponent, however, would be required to pave the site access to prevent dirt and debris from tracking onto the roadway. This exemption would be specific to truck parking facilities only, and once the site is redeveloped or the use changes this exemption would no longer be applicable.

### **Screening and Landscaping Requirement**

The landscaping requirement for truck parking facilities is intended to screen the use from an opened roadway and abutting residential lots. This can be achieved through measures like fencing and hedging which would reduce the space required for landscaping making sites more financially viable. The proponent would be required to provide screening in the form of landscaping, solid fencing, existing buildings, or any combination of these items to a minimum height of 1.5 metres (5 feet). The screening height is consistent with the current zoning requirements. Additional landscaping would not be required for truck parking facilities.

The remainder of the proposed amendments to the Zoning and Fee Bylaws are to support the changes documented in this report and minor housekeeping items.

### **Truck Parking Development Process**

In order to operate a truck parking facility on a site where transportation industry is a permitted use and where the site does not contain a building and/or is not fully paved, the proponent would require a truck parking facility permit and a development permit. The permit processes will allow staff to review the proposed development and identify any requirements prior to the construction and operation of the facility.

A permit fee in the amount of \$1,500 will be charged to facilitate the issuance of the Truck Parking Facility Permit ("TPFP") and related inspections which covers City costs for the new process and is well below applicant costs under the current process. In addition, the proponent will be required to submit a security deposit in the amount of \$2,500, which will be refunded at the completion of construction less any draws.

The process to obtain a TPFP has been substantially documented in Appendix III of this report. Staff are working to finalize the process. This permit will be facilitated by the Building Division and circulated to the various stakeholders both internally and externally for review and comments on their respective areas.

Based on the outcome of the review process, additional permits may be required to facilitate the construction of the truck parking facility. The cost for the permits resulting from the review will be in addition to the truck parking facility permit fee and security deposit. This process is very similar to the current building permit review and issuance process. Upon final inspection, the proponent would obtain a business licence to operate the facility.

## Enforcement of Unauthorized Sites

Following adoption of the proposed bylaw amendments, staff will be moving forward with enforcement action on both unauthorized and in-process TUP sites. Any sites that are appropriately zoned will be directed to the new process. The remaining sites will be encouraged to enter the TUP process and/or complete the requirements for in-process applications. Unauthorized sites will be required to be in compliance with applicable bylaws within one year and in-process TUP applications must achieve compliance within six months following Council approval. The fundamental intent of the enforcement will be to seek improvements to legitimize the use of suitable sites for truck parking, while closing problematic unauthorized sites. Currently there are approximately 90 industrial/commercial sites where unauthorized truck parking is taking place.

## Legal Review

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

## CONCLUSION

By reducing the Zoning Bylaw requirements and introducing a simplified development process for truck parking facilities, staff believe that the longstanding challenge of creating authorized truck parking will be addressed.

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

1. Approve amendments to the:
  - a. *Surrey Zoning By-law, 1993, No. 12000*, as amended, documented in Appendix I to this report; and
  - b. *Surrey Land Use and Development Applications Fees Imposition By-law, 1993, No. 11631*, as amended, documented in Appendix II to this report.
2. Authorize the City Clerk to bring forward the necessary amendment Bylaws for the required readings.

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

Jean Lamontagne  
General Manager, Planning and Development

JB/RJS/clr/am

Appendix I - Proposed Amendments to the *Surrey Zoning Bylaw, 1993, No. 12000*, as amended  
Appendix II - Proposed Amendments to the *Surrey Land Use and Development Applications Fees Imposition Bylaw, 1993, No. 11631*, as amended  
Appendix III - Applying for a Truck Parking Facility Permit

CITY OF SURREY

BY-LAW NO. \_\_\_\_\_

A bylaw to amend the provision of Surrey Zoning  
By-law, 1993, No. 12000, as amended  
.....

The Council of the City of Surrey ENACTS AS FOLLOWS:

1. Surrey Zoning By-law, 1993, No. 12000, as amended, is hereby further amended as follows:

a. Part 1 Definitions is amended as follows:

i. Amend the definition of “Industry – Transportation” by:

- 1) deleting the words “warehouses, distribution centres” and replacing with the words “*warehouse uses, distribution centres*”; and
- 2) inserting the words “*truck parking facilities*” after “truck refuelling facilities” and before “and sales and service”

ii. Insert the following new definition, after the definition of “Transportation Industry” and before the definition of “Underground Parking”:

**“Truck Parking Facility**

means the parking or storage of *vehicles* exceeding 5,000 kilograms [11,023 lbs.] *G. V. W.* excluding *wrecked vehicles.*”

b. Part 4 General Provisions is amended as follows:

i. In Section B.3 by inserting the words “and *truck parking facilities* provided the owner obtains a *truck parking facility permit* from the *City*” after the words “excluding *parking facilities*”.

ii. Delete Section E.2 and replace with the following:

“2. Access:

- (a) *Driveway* crossings to all Zones shall be provided in accordance with the “Surrey Subdivision and Development By-law”;

(b) *Driveways* shall be located in accordance with the "Highway and Traffic By-law"; and

(c) *Driveways* shall conform with:

- i. "Design Criteria" adopted by the *City*; and
- ii. "Supplementary Master Municipal Construction Documents" adopted by the *City*."

iii. In Section E.6, insert the following words after "by the *City*":

"and Surrey Stormwater Drainage Regulation and Charges By-law, 2008, No. 16610, as amended"

c. Part 5 Off-Street Parking and Loading/Unloading is amended by deleting Section A.5 and replacing it with the following new Section A.5:

"5. Paving, Parking Space Identification and Storm Water Drainage:

(a) All off-street parking areas, must be:

- i. Graded and drained so as to properly dispose of all surface water as determined by the *City*; and
- ii. Surfaced with an asphalt, concrete or similar pavement, so as to provide a surface that is dust-free, excluding those listed under Sub-section A.5(b);

(b) Off-street parking areas for the following uses do not require to be surfaced with an asphalt, concrete or similar pavement:

- i. *Single family dwellings and duplexes*;
- ii. Municipal playgrounds and recreation areas;
- iii. *Truck parking facilities* provided that:
  - a. The *driveway* is paved to the width and length determined by the *City*;

- b. *Parking spaces* are visually delineated and numbered; and
        - c. The owner obtains a *truck parking facility* permit from the *City*;
        - iv. *Golf courses* and driving ranges; and
        - v. Areas of adverse soil conditions as determined by the *City*; and
      - (c) *Parking spaces* which are paved must be identified by painted boundaries.”
    - d. Part 48 Light Impact Industrial Zone (IL) is amended as follows:
      - i. Section B.6 is deleted and replaced with the following new Section B.6:

“6. *Vehicle* storage including recreational *vehicle* storage.”
      - ii. Section I. Landscaping is amended by adding a new Section I.7 after Section I.6 as follows:

“7. Notwithstanding Sections I.1 to I.6 of this Zone, *truck parking facilities* must be screened to a height of not less than 1.5 metres [5 ft.] by *buildings* and/or solid fencing and/or *landscaping* strips along the *lot* lines that abut a *highway* or any *residential lot*, excluding *driveways*, and the screening must be maintained.”
  - e. Part 49 High Impact Industrial Zone (IH) is amended as follows:
    - i. Section B.11 is deleted and replaced with the following new Section B.11:

“11. *Vehicle* storage including recreational *vehicle* storage.”
    - ii. Section I. Landscaping is amended by adding a new Section I.7 after Section I.6 as follows:

“7. Notwithstanding Sections I.1 to I.6 of this Zone, *truck parking facilities* must be screened to a height of not less than 1.5 metres [5 ft.] by *buildings* and/or solid fencing and/or *landscaping* strips along the *lot* lines that abut a *highway* or any *residential lot*, excluding *driveways*, and the screening must be maintained.”
- 2. This Bylaw shall be cited for all purposes as “Surrey Zoning Bylaw, 1993, No. 12000, Text Amendment Bylaw, 2015, No. 18487”

PASSED FIRST READING on the    th day of    , 2015.

PASSED SECOND READING on the    th day of    , 2015.

PUBLIC HEARING HELD thereon on the    th day of    , 2015.

PASSED THIRD READING on the    th day of    , 2015.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the    th day of    , 2015.

\_\_\_\_\_MAYOR

\_\_\_\_\_CLERK



CITY OF SURREY

BY-LAW NO. \_\_\_\_\_

A bylaw to amend the provisions of Surrey  
Land Use and Development Applications Fees  
Imposition By-law, 1993, No. 11631, as amended  
.....

The Council of the City of Surrey ENACTS AS FOLLOWS:

1. Surrey Land Use and Development Applications Fees Imposition By-law, 1993, No. 11631, as amended is hereby further amended as follows:

a. Part 2.(b) is amended by deleting the words “Commercial and Industrial”

b. Part 2.(e) is amended by deleting the words “Site Profiles” and replacing with the following:

“(e) Other applications such as Site Profiles and Truck Parking Facility Permits”

c. Part 2.(f) is amended by deleting the word “Changes” and replacing with the following:

“Administration such as Change”

d. Part 2.(h) is deleted and replaced with the following:

“(h) Application Surcharge Fees within Neighbourhood Concept Plan Areas and Infill Areas; and

(i) Heritage Application Fees”

e. Schedule Two (2) is amended by deleting from the title, the words “COMMERCIAL AND INDUSTRIAL”

f. Schedule Five (5) is amended by inserting the following new Section II, immediately before the words “All fees are subject to applicable taxes.”:

“II. TRUCK PARKING FACILITY PERMIT FEES:

\$ 1,500 per application”

2. This Bylaw shall be cited for all purposes as “Surrey Land Use and Development Applications Fees Imposition By-law, 1993, No. 11631, Amendment Bylaw, 2015, No. \_\_\_\_”

PASSED FIRST READING on the    th day of    , 2015.

PASSED SECOND READING on the    th day of    , 2015.

PASSED THIRD READING on the    th day of    , 2015.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the    th day of    , 2015.

\_\_\_\_\_MAYOR

\_\_\_\_\_CLERK

July, 2015  
BUILDING DIVISION

# ***APPLYING FOR A TRUCK PARKING FACILITY PERMIT***

This guide has been prepared to assist you in applying for a truck parking facility permit on sites where the transportation industry is a permitted use. This relates to the parking of trucks only and does not include any other accessory uses such as repairs, washing or the construction of a building. This document is for general guidance only. It does not replace by-laws or other requirements.

## **1. When a truck parking facility permit is required?**

A truck parking facility permit is required prior to the construction of a truck parking facility on IL and IH zoned sites when the site is not paved and/or there is no building.

## **2. What are the general requirements for constructing a truck parking facility?**

The following items must be addressed as part of the construction of the truck parking facility:

- a. The site must be of a size that will allow all turning movements on-site; vehicles will not be permitted to back into the site.
- b. You must grade your site and properly dispose of all surface water through a water quality sediment control facility before it enters the City's storm sewer;
- c. If there are any downstream drainage capacity issues you may be required to install flow control or on-site detention;
- d. If there are fish bearing water courses within 30 metres of the area intended to be used for truck parking, safety measures and setbacks are required to ensure the preservation of the water course;

- e. The access to the site must be of a sufficient size to accommodate the type of vehicles using the facility (including fire trucks) and must be located at a location acceptable to the City;
- f. The driveway area on the site must be paved to the same width of the approved access and a length determined by the City up to a maximum length of 24.0 m in order to prevent dirt/debris from tracking onto the roadway and also serve as the queuing area (no gates are permitted within queuing area);
- g. You must visually delineate and number the parking stalls; and
- h. The truck parking facility must be screened to a height of not less than 1.5 meters by landscaping strips or solid fencing along the lot lines which abut a roadway or a residential lot (excluding the driveway).

### **3. What is required to be submitted as part of the application?**

#### **A. Documents**

The following documents are required as part of a truck parking facility permit application with the permit fees and security deposit shown in brackets:

- a. Truck parking facility permit application form (\$1,500 plus \$2,500 security deposit);
- b. Development permit application form (\$577);
- c. Authorization form (if the applicant is not the owner);
- d. Truck parking facility permit application Checklist;
- e. Letter of responsibility
- f. Soil deposition letter (if soil will be removed from the site)

#### **B. Drawings/Plans**

The following drawings are required as part of a truck parking facility permit application:

- a. Lot Grading Plan showing the following:
  - a. The lot draining to a City storm sewer fronting the site; and
  - b. The location of water quality sediment control facility prior to the site flows exiting the lot;
- b. Site servicing and lot layout drawing showing the following:
  - i. Driveway location and dimensions;
  - ii. On-site driveway paving;
  - iii. Landscaping Plan (site screening);
  - iv. Storm Connection;
  - v. Parking space dimensions, delineation and numbering;

- vi. Hydrant Location (on and/or off-site);
- vii. Location of lighting (if proposed to be installed); and
- viii. Fencing and gate details (if proposed to be installed).
- c. Drawing showing on-site turning movements and circulation;
- d. Water quality sediment control facility details with maintenance plan; and
- e. Legal Survey

Four original sets of drawings are required. The drawings shall be submitted rolled into four ordered sets. The applicable registered professional shall seal, sign and date each drawing sheet. The correct civic address shall be displayed in an obvious location on each drawing sheet. Site servicing drawings shall include grid lines.

#### 4. What happens after the application is submitted?

##### A. Application Review Process

Once the application is received it will be circulated for the following reviews:

- |                                       |  |
|---------------------------------------|--|
| a. <b>Trees and Landscape Section</b> | For comments with respect to the suitability of the landscape buffer/screening and tree removal if applicable; |
| b. <b>Plumbing Section</b>            | For comments on measures to collect the run-off and contaminants;  |
| c. <b>Electrical Section</b>          | For comments if an electrical connection is required;  |
| d. <b>Bldg. Drainage</b>              | For comments on the lot grading plan;  |
| e. <b>Transportation Section</b>      | For comments on access and on-site circulation;  |
| f. <b>Eng. Drainage Section</b>       | For comments on drainage requirements for storm water;   |
| g. <b>Environmental Section</b>       | For comments on erosion and sediment control requirements and an environmental review;                         |
| h. <b>Fire Department</b>             | For comments regarding fire protection; and  |
| i. <b>External Agencies</b>           | For comments relating to the property if required (Ministry of Environment or Ministry of Transportation)      |

##### B. Additional Permits

Based on the outcome of the application review process additional permits may be required. You will require a qualified contractor to apply for the applicable permits. The costs associated with any other permits will be in addition to the truck parking facility permit fee and security deposit. Some or all of the following permit listed may be required:

- a. Driveway Permit;
- b. Erosion and Sediment Control Permit;
- c. Tree Cutting Permit;
- d. Traffic Obstruction Permit;
- e. Storm Water Connection Permit;
- f. Plumbing Permit; and
- g. Electrical Permit.

**C. Restrictive Covenants**

Prior to the issuance of the truck parking facility permit, restrictive covenants will be registered against the property for the following:

- a. Restriction against constructing a building until a building permit is obtained;
- b. Payment of development cost charge's (DCC's) for the entire developed area identified constructed as part of the truck parking facility permit when a building permit is obtained on the lot; and
- c. The maintenance of the water quality sediment control facility.

**5. What do I need to do after the truck parking facility permit is issued?**

Once the truck parking facility permit has been issued, you must have your contractor complete all the requirements identified as part of the application review process. These items may include some or all of the following:

- a. Grade the lot if required in accordance with the accepted lot grading plan; a connection to the City storm system fronting the lot, if a suitable connection does not exist;
- b. A flow control device to meet release rates specified by City where there are downstream capacity constraints in the storm sewer system and an on-site surface detention;
- c. A water quality sediment control facility acceptable to the City if one does not exist in the location shown on the accepted grading plan;
- d. Preservation measures to ensure any fish bearing water courses are protected from the use;
- e. An access to the lot in a location determined by the City, if there is no existing access or the existing access is not suitable for the intended use;
- f. Pave the driveway to the width and length determined by the City;
- g. Landscaping or solid fencing to screen the site; and
- h. Visually delineate and number the parking spaces.

**6. What do I need to do after completing all of the requirements?**

Upon completion of the requirements, your contractor will request the City to conduct final inspections to ensure compliance with City requirements. Once all the items have passed the required inspections, a final approval will be provided for the truck parking facility and the security deposit will be returned less any draws.

The truck parking facility operator **must obtain a business license** from the City prior to parking any trucks on the site and **must renew the business license on an annual basis.**