

NO: R085

COUNCIL DATE: April 18, 2016

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## REGULAR COUNCIL

**TO: Mayor & Council** **DATE: April 14, 2016**

**FROM: General Manager, Engineering** **FILE: 8630-30 (Trucks)**  
**General Manager, Planning and Development**  
**Manager, Bylaw Enforcement & Licensing**  
**Services**

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

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## RECOMMENDATION

The Engineering Department, the Planning & Development Department and Bylaws & Licensing Services recommend that Council:

1. Receive this report as information;
2. Approve amendments to the:
  - a. *Surrey Zoning By-law, 1993, No. 12000*, as amended, documented in Appendix "I" to this report;
  - b. *Surrey Development Application Fees Bylaw, 2016, No. 18641*, as amended, documented in Appendix "II" to this report; and
  - c. *Surrey Stormwater Drainage Regulation and Charges By-law, 2008, No. 16610*, as amended, documented in Appendix "III" to this report;
3. Authorize the City Clerk to bring forward the necessary amendment Bylaws for the required readings;
4. Instruct staff to contact TUP applicants to proceed in a timely manner or have the application closed; and
5. Instruct staff to proceed with enforcement at unauthorized truck parking facilities.

## INTENT

The purpose of this report is to facilitate the establishment of authorized truck parking facilities and to establish an effective approach to deal with unauthorized 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 approximately 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 impacted by 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.

On February 2, 2015, Council endorsed the recommendations in Corporate Report No. R015; 2015, which is attached as Appendix "IV", to have staff review the current zoning requirements as they relate to truck parking to reduce requirements and improve financial viability.

At its Regular meeting on July 27, 2015, Council considered Corporate Report No. R158; 2015, which is attached as Appendix "V", that recommended a course of action to address the long-standing challenge of facilitating authorized truck parking facilities and to establish an effective approach to deal with unauthorized truck parking facilities. Council deferred consideration of the recommendations and requested that certain aspects of the approach be strengthened, namely:

- Environmental concerns with respect to illegal truck repairs such as oil changing (and the need to possibly pave such facilities);
- Unsightliness of the overall appearance of the facility; and
- Imposition of significant fines for those in contravention of Bylaws, including conducting truck repairs.

## **DISCUSSION**

In response to Council's direction, the recommended approach has been revised to resolve any environmental concerns, improve the overall appearance of these facilities and introduce significant fines for those in contravention of the City's Bylaws. The proposed changes would only affect zones where the transportation industry is currently a permitted use. These include sites zoned light impact industrial (IL), heavy impact industrial (IH) and some comprehensive development (CD) zones. The suggested revisions are described below.

### **Paving Requirement**

For permanent truck parking facilities, applicants will be required to pave the entire developed portion of the site, excluding any landscaped areas. Each site will need to be assessed to determine if the City's stormwater system is able to accept the additional runoff from a paved site. Onsite stormwater management controls will be required to limit flows from the site to pre-development conditions.

For truck parking facilities developed under a TUP, the applicant in most situations would only be required to pave the driveway area to prevent any dirt and debris from tracking onto the roadway. The remainder of the surface would be covered in gravel or similar material to ensure the control of dust and providing an adequate surface for the movement of trucks. If the site is on a vulnerable aquifer, the TUP applicant would be required to pave the site and to have appropriate stormwater management controls be constructed.

All truck parking facilities, regardless of the surface treatment, will be required to install water quality control facilities, complete with maintenance plans, and submit documentation showing that the maintenance activities were performed on an annual basis, or more frequently if required by the City. This requirement will be a condition for the renewal of their business license.

In addition, parking spaces in all types of facilities must be demarcated/numbered to facilitate orderly parking.

### **Qualified Environmental Professional**

For sites on vulnerable aquifers and where there is a potential for any contaminants leaching into the groundwater and/or entering the stormwater system, the applicant must retain a Qualified Environmental Professional (QEP) to review the site specific conditions and provide any additional mitigation measures to protect the environment.

### **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 square feet) and must include a washroom.

Applicants who are proposing facilities that will only house commercial vehicle parking and no ancillary uses will be exempt from building requirements, which means that they will not require a building with washroom facilities. This is similar to the current requirements for passenger vehicle parking facilities. Temporary buildings for office/administration space may be permissible on permanent sites by way of a TUP, provided there are no plumbing fixtures.

### **Development Cost Charges**

By removing the building requirement for a truck parking facility, development cost charges (DCCs) will not be payable as part of the development of a truck parking facility, as no sewer or water is required. DCCs will be collected when the lot is either developed to a higher order use, subdivided or if the truck parking facility is expanded to include uses where a building permit is required, similar to any other site with a building and large parking lot. A restrictive covenant to this effect will be registered against the property as part of the permitting process.

### **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. Applicants will 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.

### **Permanent Truck Parking Development Process**

In order to operate a permanent truck parking facility on a site zoned industrial where transportation industry is a permitted use and where the site does not contain a building, the proponent would require a Truck Parking Facility Permit (TPFP) 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 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 less any draws at the completion of construction.

The process to obtain a TPFP has been substantially documented in Appendix "VI" 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 TPFP 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.

If the site does not allow for the transportation industry as a permitted use, the proponent may seek rezoning. If rezoning is supported, the property owner must meet all of the City's requirements for a rezoning, including without limitations the provisions of all works and services in accordance with *Subdivision & Development By-law, No. 8830*, as amended. Following the rezone, the property owner may apply for a TFPF to construct a truck parking facility.

### **Temporary Use Permits (TUP)**

A proponent may utilize a TUP to construct a temporary truck parking facility on a site that does not permit the transportation industry. A temporary site may operate up to a maximum of 6 years (3 years initially and 3 additional years, subject to Council approval). The site must be surfaced in a suitable material in place of pavement such as gravel and designed to support the truck traffic and must be maintained for the duration of the TUP.

### **Truck Parking in Agricultural Zones**

While staff do not deem agricultural zoned sites, which are protected within the Agricultural Land Reserve (ALR), as appropriate locations for large scale truck parking facilities, many farmers are engaged in the trucking industry and have identified the need to increase the number of non-farm related trucks currently permitted. The current City Bylaws permit only one non-farm related vehicle that has a gross vehicle weight greater than 5,000 kg. The Agricultural Land Commission (ALC) Act does not state a maximum number for non-farm commercial vehicles. Bylaws across municipalities are inconsistent; however, based on the feedback from the Agricultural and Food Security Advisory Committee (AFSAC) and dialogue with a representative of the ALC, staff are proposing the following amendments:

Increase the number of non-farm related trucks to:

- Two trucks and trailers on lots up to ten acres; and
- Three trucks and trailers on lots ten (10) acres or more.

Provided the following:

- There is a farm operation and a residential dwelling on the lot;
- The trucks and trailers are registered to the owner and/or occupant of the lot;
- The parking of the trucks and trailers are in compliance with setbacks, farm residential footprint requirements and fill deposition regulations; and
- There is appropriate or suitable access to the farm site.

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

### **Enforcement of Unauthorized Sites**

Following adoption of the proposed Bylaw amendments, staff would move 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 either enter into a rezoning process or the TUP process and/or complete the requirements for in-process applications. Staff will review the outstanding requirements and contact all TUP applicants with this information. Concerted enforcement effort will be required to achieve timely compliance of all unauthorized sites. This is critical to the viability of truck parking businesses and increasing the inventory of authorized truck parking spaces.

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. The estimated timeline for enforcement is documented in Appendix “VII” of this report.

### **Enforcement of Unauthorized Activities**

Bylaws staff will pursue enforcement on sites to prevent unauthorized services that have been determined to present risk of environmental contamination, namely truck washing, repair-and-maintenance services, and oil/fluid change services. To achieve this goal, additional Bylaw enforcement resources will be required. Issue papers will be brought forward during the 2017 budget process for these resources.

To increase the deterrent effect of the enforcement, staff will review legal mechanisms to hold the responsible party accountable for any unauthorized activities taking place within truck parking facilities. This will include a review of current Bylaw fines and business licence requirements.

### **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 while maintaining key environmental standards.

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

- Receive this report as information;
- Approve amendments to the:
  - *Surrey Zoning By-law, 1993, No. 12000*, as amended, documented in Appendix “I” to this report;
  - *Surrey Development Application Fees Bylaw, 2016, No. 18641*, as amended, documented in Appendix “II” to this report; and
  - *Surrey Stormwater Drainage Regulation and Charges By-law, 2008, No. 16610*, as amended, documented in Appendix “III” to this report;
- Authorize the City Clerk to bring forward the necessary amendment Bylaws for the required readings;
- Instruct staff to contact TUP applicants to proceed in a timely manner or have the application closed; and

- Instruct staff to proceed with enforcement at unauthorized truck parking facilities.

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

Jean Lamontagne  
General Manager,  
Planning & Development

Jaspreet Rehal, CPA CMA  
Manager, Bylaw Enforcement & Licensing Services

JB/RJS/clr

- Appendix "I" - Proposed Amendments to the *Surrey Zoning By-law, 1993, No. 12000*, as amended
- Appendix "II" - Proposed Amendments to the *Surrey Development Application Fees Bylaw, 2016, No. 18641*, as amended
- Appendix "III" - Proposed Amendments to the *Surrey Stormwater Drainage Regulation and Charges By-law, 2008, No.16610*, as amended
- Appendix "IV" - Corporate Report No. R015; 2015
- Appendix "V" - Corporate Report No. R158; 2015
- Appendix "VI" - Applying for a Truck Parking Facility Permit
- Appendix "VII" - Enforcement Timeline

CITY OF SURREY

BYLAW NO. 18487

A bylaw to amend the provisions 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. Index is amended as follows:

Inserting the words "Schedule I Vulnerable Aquifers Map I.1" after  
"Schedule H Location of Semiahmoo Trail H.1"

b. Part 1 Definitions is amended as follows:

i. Amend the definition of "Industry – Transportation" by:

- 1) deleting the words "warehouses, distributing 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*."

c. Part 4 General Provisions is amended as follows:

i. Insert in Section B.3 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. In Section E.6, insert the following words after "by the *City*":



"and Surrey Stormwater Drainage Regulation and Charges By-law"

- d. 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. *Golf courses* and driving ranges; and
  - iv. Areas of adverse soil conditions as determined by the *City*;
- (c) *Parking spaces* which are required to be paved must be identified by painted boundaries;
- (d) *Truck parking facilities* must delineate and number the *parking spaces*; and
- (e) Off-street parking areas on lands within the areas described in the legend identified on the Vulnerable Aquifers Map, attached as Schedule I to this By-law must comply with additional requirements specified by a Qualified Environmental Professional and any other applicable legislation."

- e. Part 10 General Agriculture Zone (A-1) is amended as follows:

- i. Section H.3 is deleted and replaced with the following new Section H.3:

"3. *Vehicles* over 5,000 kilograms [11,023 lbs.] *G.V.W.* and associated trailers, ancillary to the permitted non-residential uses on the *lot* may be parked on the *lot* provided that:

- (a) The *vehicles* and associated trailers are owned or operated by the owner or occupant of the *lot*; and
- (b) The *vehicles* and associated trailers shall not be parked within the required *building setbacks*."

ii. Section H.4 is deleted and replaced with the following new Section H.4:

"4. *Vehicles* over 5,000 kilograms [11,023 lbs.] *G.V.W.* and associated trailers, except those referred to in Section H.3, may be parked on a *lot* provided that:

- (a) There is a *farm operation* on the *lot*;
- (b) The *vehicles* and associated trailers are owned or operated by the owner or occupant of the *lot*;
- (c) The *vehicles* and associated trailers are parked within the *farm residential footprint*;
- (d) The *vehicles* and associated trailers shall not be parked within the required *building setbacks*;
- (e) Where a *lot* is less than 4 hectares [10 acres], there is a maximum of 2 *vehicles* and 2 associated trailers; and
- (f) Where a *lot* is 4 hectares [10 acres] or more, there is a maximum of 3 *vehicles* and 3 associated trailers."

iii. Section J is amended by adding a new Section J.3 after Section J.2 as follows:

"3. The *lot* is in compliance with the Surrey Soil Conservation and Protection By-law."

f. Part 11 Intensive Agriculture Zone (A-2) is amended as follows:

i. Section H.3 is deleted and replaced with the following new Section H.3:

"3. *Vehicles* over 5,000 kilograms [11,023 lbs.] *G.V.W.* and associated trailers, ancillary to the permitted non-residential uses on the *lot* may be parked on the *lot* provided that:

- (a) The *vehicles* and associated trailers are owned or operated by the owner or occupant of the *lot*; and
- (b) The *vehicles* and associated trailers shall not be parked within the required *building setbacks*."

ii. Section H.4 is deleted and replaced with the following new Section H.4:

"4. *Vehicles* over 5,000 kilograms [11,023 lbs.] *G.V.W.* and associated trailers, except those referred to in Section H.3, may be parked on a *lot* provided that:

- (a) There is a *farm operation* on the *lot*;
- (b) The *vehicles* and associated trailers are owned or operated by the owner or occupant of the *lot*;
- (c) The *vehicles* and associated trailers are parked within the *farm residential footprint*;
- (d) The *vehicles* and associated trailers shall not be parked within the required *building setbacks*;
- (e) Where a *lot* is less than 4 hectares [10 acres], there is a maximum of 2 *vehicles* and 2 associated trailers; and
- (f) Where a *lot* is 4 hectares [10 acres] or more, there is a maximum of 3 *vehicles* and 3 associated trailers."

iii. Section J is amended by adding a new Section J.3 after Section J.2 as follows:

"3. The *lot* is in compliance with the Surrey Soil Conservation and Protection By-law."

g. 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."

h. 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."

i. Insert a new Schedule I Vulnerable Aquifers Map after Schedule H, attached hereto as Appendix A to this By-law

2. This Bylaw shall be cited for all purposes as "Surrey Zoning Bylaw, 1993, No. 12000, Text Amendment Bylaw, 2016, No. 18487"

PASSED FIRST READING on the    th day of    , 2016.

PASSED SECOND READING on the    th day of    , 2016.

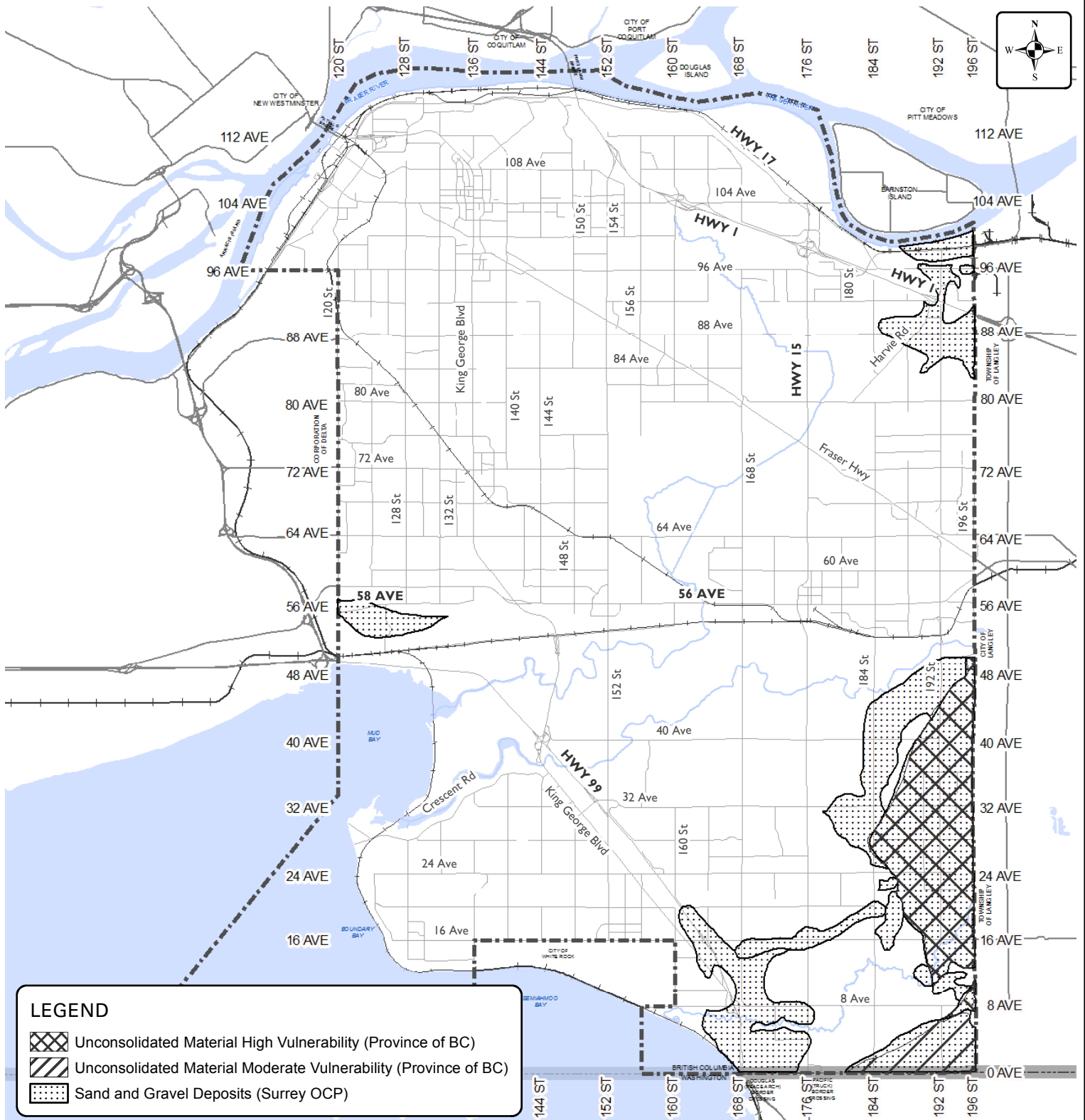
PUBLIC HEARING HELD thereon on the    th day of    , 2016.

PASSED THIRD READING on the    th day of    , 2016.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the    th day of    , 2016.

\_\_\_\_\_MAYOR

\_\_\_\_\_CLERK



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Scale: 1:130,000



# Vulnerable Aquifers

ENGINEERING DEPARTMENT

The data provided is compiled from various sources and IS NOT warranted as to its accuracy or sufficiency by the City of Surrey. This information is provided for information and convenience purposes only. Lot sizes, Legal descriptions and encumbrances must be confirmed at the Land Title Office.

CITY OF SURREY

BYLAW NO. 18488

A bylaw to amend the provisions of Surrey  
Development Application Fees Bylaw, 2016, No. 18641

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The Council of the City of Surrey ENACTS AS FOLLOWS:

1. "Development Application Fees Bylaw, 2016, No. 18641", is hereby amended as follows:
  - a) Provisions, Section B. under the Column "Application Type" add a new section "Section 28, Truck Parking Facility Permit" and under the Column "Application Fee" add a new fee for "Truck Parking Facility Permit" of "\$1,500"; and
  - b) Renumber the old Section 28 and 29 to now read Section 29 and 30.
2. This Bylaw shall be cited for all purposes as "Development Application Fees Bylaw, 2016, No. 18641, Amendment Bylaw, 2016, No. 18488"

PASSED FIRST READING on the    th day of    , 2016.

PASSED SECOND READING on the    th day of    , 2016.

PASSED THIRD READING on the    th day of    , 2016.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the    th day of    , 2016.

\_\_\_\_\_MAYOR

\_\_\_\_\_CLERK

CITY OF SURREY

BYLAW NO. 18709

A bylaw to amend the provisions of Surrey Stormwater Drainage Regulation and Charges  
By-law, 2008, No. 16610, as amended

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The Council of the City of Surrey ENACTS AS FOLLOWS:

1. "Surrey Stormwater Drainage Regulation and Charges By-law, 2008, No. 16610", as amended, is hereby further amended as follows:

Part 2 - Definitions is amended as follows:

Amend the definition of "Building Drain" by deleting the words "a house, building, or structure on".

2. This Bylaw shall be cited for all purposes as "Surrey Stormwater Drainage Regulation and Charges Bylaw, 2008, No. 16610, Amendment Bylaw, 2016, No. 18709"

PASSED FIRST READING on the    th day of    , 2016.

PASSED SECOND READING on the    th day of    , 2016.

PASSED THIRD READING on the    th day of    , 2016.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the    th day of    , 2016.

\_\_\_\_\_MAYOR

\_\_\_\_\_CLERK

NO: *R015*

COUNCIL DATE: *February 2, 2015*

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**REGULAR COUNCIL**

TO: Mayor & Council

DATE: January 29, 2015

FROM: General Manager, Engineering

FILE: 8630-30 (TRUCKS)

SUBJECT: Truck Parking Status Update

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**RECOMMENDATION**

The Engineering Department recommends that Council:

1. Receive this report as information; and
2. Endorse the actions documented in this report in support of addressing the parking needs of commercial trucks in Surrey:
  - a) Continue with proactive search efforts to encourage development of truck parking facilities and other viable solutions;
  - b) Continue to work with the Province to secure provincial lands for truck parking;
  - c) Review the current zoning requirements and Temporary Use permits as they relate to truck parking to reduce requirements and improve financial viability;
  - d) Develop an Industrial and Commercial Enforcement Strategy; and
  - e) Continue enforcement of unauthorized truck parking within the ALR.

**INTENT**

At the September 8, 2014 Regular Land Use Council meeting, Council requested staff to bring forward a report outlining the current status of truck parking within the City.

This report provides an update to Council on the current status of trucks and truck parking in Surrey, actions that staff have taken and plan to take to address truck parking needs within the City, and seeks Council approval of key strategies to enhance the supply and management of truck parking in Surrey.

**BACKGROUND**

Commercial truck parking within Surrey involves over 6,000 vehicles; most doing business in compliance with established zoning and by-laws but approximately 1,300 are parking on a non-compliant basis, in some instances on agricultural property. This is an issue that requires a high level of ongoing monitoring, enforcement, and administrative coordination between various City departments (By-laws, Planning, and Engineering) as well as with interested parties at the provincial level (MLA's and regulatory agencies such as the Agricultural Land Commission and Ministry of Transportation and Infrastructure). While efforts have led to significant progress in meeting demand for truck parking, ongoing efforts are still required to achieve greater compliance while providing viable options for truck owners/operators.



## Distribution of Trucks and Current Capacity

Vehicle registration data shows approximately 6,000 trucks with a licenced gross vehicle weight greater than 5,000 kilograms are registered to addresses within the City. These trucks are distributed within the City as follows:

### Parking Associated with a Business - 2,400 Trucks:

Staff estimate that approximately 40% of the total trucks registered within Surrey, which equates to approximately 2,400 trucks, are associated with businesses that have their business premises where these trucks are parked.

### Authorized and "In Process" Temporary Use Permit (TUP) Sites - 2,312 Spaces:

Within our inventory of authorized commercial/industrial parking facilities and "In Process" TUP facilities, we have a total of 2,312 spaces overall.

### Agricultural Land Reserve - 300 Trucks:

Staff have observed approximately 300 trucks (5%) parked on various sites within the ALR. These sites are the focus of enforcement efforts by By-laws, as they do not comply with ALC regulations regarding ancillary uses in support of agriculture and in some cases increase soil contamination risks.

### Developed Residential Zones - No Trucks:

Staff have been very successful with deterring trucks from parking within developed residential zones. Immediate enforcement action is taken whenever there are any infractions of this type which has resulted in virtually no trucks found parked in these zones.

### Unauthorized Industrial / Commercial Sites - 1,000 Trucks:

The remainder of trucks are believed to be parked in unauthorized commercial/industrial sites (zoned or designated). These sites will be the primary focus of the City in upcoming enforcement efforts.

Based on a recent survey, there is sufficient capacity to accommodate an additional 10% (or roughly 230 vehicles) within Authorized and In-Process TUP's sites. There is also additional capacity within the unauthorized industrial/commercial sites.

## DISCUSSION

The following guiding principles form the basis for consideration of initiatives related to truck parking in Surrey:

1. Truck owner-operator should not be viewed as just truck owners, but rather as business owners. The provision of parking should be viewed as a necessary part of the truck owner/operators business.
2. Truck parking lots will generally be interim uses on land that will be displaced by higher order use as land values increase.
3. The City of Surrey will facilitate, coordinate and enforce truck parking-where needed.
4. Interim truck parking solutions should not adversely affect other land uses.
5. Safety and environmental impacts must be considered while evaluating truck parking solutions.
6. Truck parking is a regional issue which requires intergovernmental solutions.

The following provides a brief summary of all of the efforts taken to date as well as ongoing and new initiatives.

Improvements to the Temporary Use Permit (TUP) – Complete:

Changes to the TUP have been implemented to help streamline the permit process and reduce onerous requirements to encourage the development of truck parking facilities in a cost efficient manner. Some new conditions were introduced into the TUP to address concerns relating to parking organization and surfacing identified by truck operators.

Truck Parking Webpage – Complete:

In efforts to assist truckers in finding authorized truck parking facilities, the City has created a truck parking facility webpage. This page lists the authorized parking facilities within Surrey and enables truck operator to independently locate parking lots and obtain contact information.

Contacting Industrial Property Owners – Complete:

Approximately 6,000 information packages were mailed out encouraging industrial property owners to consider utilizing surplus land for “third party” truck parking.

On-Street Parking in Industrial Areas – Complete:

Staff evaluated the possibility of permitting “on-street” truck parking in industrial areas of the City. This initiative was not supported due to objections of owners of fronting properties in relation to their needs for on-street parking for their business needs. In addition, due to the size of commercial vehicles and the space required to park these vehicles, only a very limited number of truck parking spaces could be achieved between driveways. Furthermore, truck operators raised concerns with the lack of security and uncertainty about the availability of such spaces on an ongoing basis.

Truck Parking Coordinator – Ongoing:

In 2008 in recognition of the scope of issues associated with commercial truck parking, Council endorsed the hiring of a Truck Parking Coordinator who has been working with truck owners and industrial land owners to find a sufficient supply of appropriate truck parking facilities, both permanent and temporary.

BC Hydro Lands – Ongoing:

Staff have met with BC Hydro and reviewed various options in an effort to utilize lands located within BC Hydro transmission line corridors in industrial areas for truck parking. BC Hydro was not willing to lease land to the private sector due to concerns with orderliness and contamination issues, but was willing to lease the lands to the City and permit the City to sublease to the private sector. Upon locating a viable location, the City issued a Request for Proposal (RFP) for a private sector proponent to construct and operate a truck parking facility; however, proponents required substantive contributions from the City, as well as underwriting any losses. As well, BC Hydro required that the City be responsible for all aspects of the lease, which would include the operation and remediation of any soil contamination. These issues made proceeding non-viable.

Staff have followed up with BC Hydro to determine if they have any other viable lands that they would allow to be used for truck parking. Senior Management from BC Hydro has advised that they have potential upcoming projects at their Surrey Campus (88 Avenue/128 Street) and thus this site will not be available for truck parking. They did not identify any other lands that they could make available for truck parking. Staff will continue to follow up with BC Hydro regarding any other opportunities for truck parking that may arise.

Senior Levels of Government – Ongoing:

There has been significant Provincial interest surrounding the concerns related to truck parking. The Province has held meetings and invited the City to take part in extensive dialog with MLA's and Ministers in efforts to find long term, viable solutions.

The MOTI has hired a consultant to aid in the review and evaluation of potential measures, including Provincial lands along South Fraser Perimeter Road (SFPR) which may be surplus to their needs and suitable for truck parking. Staff have been working with the consultant and provided information on the work the City has completed to date in the efforts to expedite the review and assist in finding workable solutions.

Proactive Search – Ongoing:

Staff will continue to work to identify underutilized vacant industrial/commercial zoned sites that are suitable for interim truck parking. Staff will contact the property owners of these sites and provide them with the requirements for converting their site into a truck parking facility. In addition, staff will continue to review and investigate any other viable options to increase the supply of truck parking spaces.

Truck Parking Application Process – Ongoing:

Staff will continue to work with Truck Park applicants (Temporary Use Permit and permanent sites) to guide and fast-track them through the process.

Review of Requirements – New:

Development and servicing costs are a challenge when constructing truck parking facilities. Staff have engaged in a review of the current requirements and policies as they relate to truck parking, in efforts to reduce costs and further streamline the development of parking facilities. Zoning requirements to facilitate permanent facilities and Temporary Use Permits is the main focus of the review.

### **Unauthorized Truck Parking Enforcement**

Staff have undertaken a phased enforcement approach to address unauthorized parking sites. While the main focus over the last year has been ALR sites, City of Surrey enforcement staff have continued to initiate immediate enforcement action on specific industrial/commercial sites when complaints/concerns have been raised or whenever truck parking was observed or reported in developed residential zones.

Agricultural Land Reserve (ALR) – Ongoing:

There are approximately 300 trucks currently parking on Agricultural Land Reserve (ALR) which have a substantive impact on farm land by reducing the area available for farming, deposition of illegal fill, potentially contaminating the soil, and diverting natural drainage flows.

In the efforts to remedy this issue, enforcement on truck parking taking place on sites within the ALR sites has been underway since December 2013 based on concerns raised by the public and government agencies regarding the impact on agricultural land. All ALR property owners were sent a general information letter informing them of the City's restrictions related to parking commercial vehicles on ALR lands. Following this mail out, specific properties that were identified to be in non-compliance with the City's By-Law were contacted and provided an opportunity to relocate any excess vehicles to suitably zoned sites.

A significant number of sites voluntarily complied with the removal of the vehicles. However, ongoing Legal and enforcement effort is necessary to ensure continued compliance and address the remainder of the non-complying sites.

The Agricultural Land Commission (ALC) has no explicit policy regarding non-farm truck parking in the ALR. At this time, the ALR Regulations do not permit any non-farm use within the ALR and this would include truck parking. If a person wishes to park a truck(s) on their property within the ALR they must apply to the ALC for authorization. The Province is currently reviewing ALR regulations as they pertain specifically to truck parking. City of Surrey By-laws only permit 1 non-farm related truck to be parked on a site provided it is ancillary to the residential use and is registered to the owner or occupant. Regulations of other local municipalities vary between 0 and 3 trucks.

Industrial and Commercial Sites - New:

For the second phase of enforcement, staff have been working to identify and quantify all unauthorized Industrial and Commercial, (zoned or designated) truck parking sites and preparing an enforcement/legalization strategy. In early 2015 staff will present a proposed enforcement strategy to the Transportation and Infrastructure committee.

Staff believe only a small percentage of unauthorized sites will be deemed unsuitable for truck parking activities, thus the fundamental intent of the overall enforcement strategy will be to seek improvements to legitimize the use of suitable sites for truck parking, while closing problematic unauthorized sites. Legitimizing the current supply of unauthorized sites will significantly add to the City's current inventory of truck parking spaces and address issues raised by truck owner/operators.

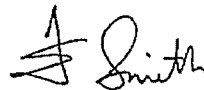
**CONCLUSION**

By virtue of its large land base and lower land values relative to some other Metro Vancouver municipalities, the demands for truck parking in Surrey have been growing. In many instances truck parking does not comply with zoning or ALC regulations. This has required enforcement and monitoring along with diligent efforts to source new supplies of parking that comply or could comply with zoning regulations.

The issues will ultimately diminish as the City matures, as has been the experience in Vancouver: truck parking lots will generally be interim uses that will eventually be displaced by higher order uses as land values increase. In the meantime, considerable and coordinated effort will be required from Engineering, By-laws, and Planning.

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

- Endorse the actions documented in this report in support of addressing the parking needs of commercial trucks in Surrey:
  - a) Continue with proactive search efforts to encourage development of truck parking facilities and other viable solutions;
  - b) Continue to work with the Province to secure provincial lands for truck parking;
  - c) Review the current zoning requirements and Temporary Use permits as they relate to truck parking to reduce requirements and improve financial viability;
  - d) Develop an Industrial and Commercial Enforcement Strategy; and
  - e) Continue enforcement of unauthorized truck parking within the ALR.



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

FS/JB/DH/RJS/clr/ras

NO: R158

COUNCIL DATE: July 27, 2015

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**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**

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**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.**

April, 2016  
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 ancillary 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 is a truck parking facility permit required?**

A truck parking facility permit is required prior to the construction of a permanent truck parking facility in zones that permit the transportation industry (IL, IH and some CD zoned sites).

## **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 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 entire developed portion of the site must be paved and a queuing area up to a maximum length of 24.0 m must be provided (length determined by the City). No gates are permitted within the queuing area;
- g. If your site falls within the areas identified on the Vulnerable Aquifer Map, you must retain Qualified Environmental Professional (QEP) to review the site conditions and implement all environmental mitigation measures identified by your QEP;
- h. You must visually delineate and number the parking stalls; and
- i. 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 and Fees**

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 (\$600 if required);
- 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)
- g. Qualified Environmental Professional (QEP) assessment and mitigation plan (applicable to sites on an unconfined aquifer)

#### **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 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 paving;

- iii. Queuing Storage
- iv. Landscaping Plan (site screening);
- v. Storm Connection;
- vi. Parking space dimensions, delineation and numbering;
- vii. Hydrant Location (on and/or off-site);
- viii. Location of lighting (if proposed to be installed); and
- ix. Fencing and gate details (if proposed to be installed).
- c. Drawing showing on-site turning movements and circulation;
- d. Storm water management plan to include:
  - a. Fish bearing watercourse within 30m of parking area;
  - b. Pre and post development flows from the site;
  - c. City storm sewer capacity including potential impacts of increased runoff;
  - d. Water quality 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>Planning &amp; Development</b>  | For form and character if required;  |
| f. <b>Transportation Section</b>      | For comments on access and on-site circulation;  |
| g. <b>Eng. Drainage Section</b>       | For comments on drainage requirements for storm water;   |
| h. <b>Environmental Section</b>       | For an environmental review if required;   |

- i. **Fire Department** For comments regarding fire protection; and
- j. **External Agencies** 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 or the lot is subdivided; and
- c. The maintenance of the water quality 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 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. Implement the measures identified in the QEP if the site is within over an unconfined aquifer;
- f. 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;
- g. Landscaping or solid fencing to screen the site;
- h. Pave the developed portions of the site excluding any landscaped areas; and
- i. 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.**



# Enforcement Timeline

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