	ADMINISTRATIVE POLICY ACCESSIBLE PARKING ZONES	Policy No: AP-1042-20
		Approved By: City Manager
		Effective Date: October 15, 2020
		Division: Planning and Infrastructure – Public Works

ACCESSIBLE PARKING ZONES POLICY

POLICY STATEMENT

The City recognizes there may be situations where on-site residential parking cannot accommodate the needs of an individual with a disability. It is important that a policy is in place to outline standards to be used when establishing an Accessible Parking Zone and to ensure individual requests are managed effectively.


The creation of this policy is consistent with the City's strategy to continually review municipal services to improve overall citizen satisfaction.

1. PURPOSE

- 1.1 To provide Accessible Parking Zones on Residential Roadways when on-site parking cannot be made suitable for an occupant of the residential property.
- 1.2 To outline the basic criteria used to review individual requests for the creation of Accessible Parking Zones on public streets.
- 1.3 To ensure transparency and consistency when responding to requests to establish Accessible Parking Zones.

2. DEFINITIONS

- 2.1 "Accessible Parking Zone" means an on-street parking zone not less than 7 meters in length and identified by a City approved and installed traffic control device displaying the Symbol of Access.
- 2.2 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

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- 2.3 “Handicap Plate” means a vehicle license plate issued by provincial or territorial authorities to an individual with a disability that displays the Symbol of Access.
- 2.4 “Parking Placard” means the small removable sign displayed in a vehicle windshield and issued by provincial or territorial authorities for either a five year period or on a permanent basis and displaying the Symbol of Access, an expiry date, and a registration number.
- 2.5 “Residential Roadway” means a road that is directly in front of, or in the case of corner properties, the side of a residential dwelling.
- 2.6 “Suitable Parking Areas” means on-site parking stalls required under the City’s Land Use Bylaw, as amended, that will also sufficiently provide for accessible parking needs.
- 2.7 “Symbol of Access” means the International Symbol of Access; also known as the wheelchair symbol consisting of a blue square overlaid in white with a stylized picture of a person in a wheelchair.

3. RESPONSIBILITIES


- 3.1 The Director of Public Works is responsible for receiving requests for Accessible Parking Zones and for maintaining programs to provide for the installation and ongoing maintenance of Accessible Parking Zones as approved under this policy.
- 3.2 The Director of Public Works, the Director of Engineering and the Director of Planning and Development will review requests against the stated criteria and jointly approve or deny all requests within 14 days from the time the request was received by Public Works.

4. ESTABLISHING ACCESSIBLE PARKING ZONES

- 4.1 A property owner may request an Accessible Parking Zone or the property owner may make a request on behalf of household occupants (i.e. renters, boarders, etc.) and submit documents as required under Section 4.2.

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- 4.2 The property owner requesting an Accessible Parking Zone must provide a copy of the Parking Placard or Handicap Plate registration showing the address of the person for whom the request is being made.
- 4.3 Accessible Parking Zones will only be established for individuals with continuing disabilities as recognized through the issuance of a long term Parking Placard as described in Section 2.4 of this policy.
- 4.4 The City will not designate an Accessible Parking Zone if the residence has a driveway leading to the street or if other Suitable Parking Areas are available to meet the needs of the person with the continuing disability.
- 4.5 Consideration will only be given to requests for Accessible Parking Zones that are to be located on a Residential Roadway.
- 4.6 A second Accessible Parking Zone may be approved for a dwelling where two or more household occupants have been issued separate Parking Placards or Handicap Plate provided there is sufficient space within the Residential Roadway.
- 4.7 Only those who clearly display a valid Parking Placard or Handicap Plate on their vehicle can use an Accessible Parking Zone once established and Accessible Parking Zones are not provided for the exclusive use of an individual property owner or occupant.
- 4.8 Property owners shall notify the City within 30 days should they or an occupant of their residence cease to require the use of an Accessible Traffic Zone for any reason.
- 4.9 The City reserves the right to either temporarily or permanently remove an Accessible Parking Zone after providing the property owner or occupant 72 hours notice for temporary removal or 14 days notice for permanent removal.
- 4.10 The use of Accessible Traffic Zones is subject to all conditions and regulations set out in the Traffic Bylaw, as amended.

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5. INFORMATION MANAGEMENT AND PRIVACY

- 5.1 Information and data created through the administration of the Accessible Parking Zone Policy will be managed under the Records and Information Management Bylaw, as amended.
- 5.2 Any personally identifiable or confidential information collected through Site Inspection activities will be subject to the *Freedom of Information and Protection of Privacy Act*, RSA 2000 cF-25.

6. FEES

- 6.1 The City will not charge a fee for establishing an Accessible Parking Zone under this policy.

RELATED DOCUMENTS

Traffic Bylaw, as amended.
 Land Use Bylaw, as amended.
 Records and Information Management Bylaw, as amended.

APPROVAL

City Manager: Original signed by David Wolanski

Date: October 15, 2020