

CITY OF PORT COQUITLAM

Parking and Development Management Bylaw, 2018

Bylaw No. 4078

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw may be cited as the “Parking and Development Management Bylaw, 2018, No. 4078”.

2. REPEAL

City of Port Coquitlam Parking and Development Management Bylaw, 2005, No. 3525, as amended, is repealed.

3. INTERPRETATION

3.1 Schedule “A” is attached to this Bylaw and forms part of this Bylaw.

3.2 Unless otherwise provided in this Bylaw, words and phrases used herein have the same meanings as in the *Community Charter, SBC 2003, Local Government Act, RSBC 2015*, and *Interpretation Act, RSBC 1996*.

3.3 A reference in this Bylaw to a statute refers to a statute of the Province of British Columbia, and a reference to any statute, regulation, or bylaw refers to that enactment, as amended or replaced from time to time.

3.4 Words in the singular include the plural, and gender specific terms include all genders and corporations.

3.5 Headings in this Bylaw are for convenience only and must not be construed as defining or in any way limiting the scope or intent of this Bylaw.

3.6 A decision by a court that any part of this Bylaw is illegal, void, or unenforceable severs that part from this Bylaw, and does not affect the validity of the remainder of this Bylaw.

PARKING

4. DEVELOPMENT REQUIREMENTS

When any development construction, extension or alteration of a building or structure excluding interior improvements takes place on any parcel, off-street parking and loading shall be provided and maintained in accordance with regulations contained in this Bylaw.

5. EXISTING BUILDINGS, STRUCTURES AND USES

- 5.1 When any development takes place on any parcel, off-street parking and loading shall be provided and maintained in accordance with regulations contained in this Bylaw, with the following exemptions:
- a) When the development is a special event facility, seasonal facility, storage container, or tent structure, no additional off-street parking and loading spaces are required; and
 - b) When the development is a special event facility, the facility may occupy required off-street and loading spaces for up to 7 consecutive days in any 30-day period.
- 5.2 The regulations contained in this Bylaw shall not apply to changes in use in existing buildings or structures except for a change to the following uses:
- a) Child care facility within a Residential or Commercial zone
 - b) Indoor recreation facility within an Industrial zone
 - c) Liquor primary licence
 - d) Lounge endorsement area

6. VOLUNTARY ESTABLISHMENT OF PARKING AND LOADING FACILITIES

Where off-street parking and loading facilities are provided when not required, the location, design and operation of such facilities shall comply with all the regulations of this Bylaw.

7. UNIT OF MEASUREMENT

- 7.1 Where gross floor area is used as a unit of measurement for the calculation of required parking and loading spaces, it shall include the floor area of the principal building, accessory buildings, and basements, except where they are used for parking, heating or storage.
- 7.2 Where parking spaces are required on the basis of the number of employees or children, the number represents the greatest number of employed persons or children present within the premises at any one time.
- 7.3 Where seating accommodation is used as a unit of measurement and such accommodation consists of benches, pews or booths, each 500 mm width of such seating accommodation shall be counted as one seat.

- 7.4 When the calculation of parking or loading requirements results in a fractional parking space, any fraction of one-half or less shall be disregarded and one parking or loading space, as the case may be, shall be provided in relation to any fraction of greater than one-half.

8. REQUIRED OFF-STREET PARKING SPACES

Off-street parking spaces shall be provided for each use of a building or structure in the amount set out in this Section. In the case of a use not specifically mentioned, the required off-street parking spaces shall be the same as for the most similar use.

Residential Uses	Required Parking Spaces	Additional Parking Space Requirements
Single and duplex	1 per dwelling unit up to a total of 3 for a RS-zoned parcel	
Secondary suite	1 per dwelling unit up to a total of 3 for a RS-zoned parcel	
Accessory dwelling unit	1 per dwelling unit up to a total of 3 for a RS-zoned parcel	
Rowhouse	2 per dwelling unit	
Townhouse	2 per dwelling unit	1 visitor space per 5 dwelling units
Apartment building	1 per studio dwelling unit 1.3 per dwelling unit with 1 bedroom 1.5 per dwelling unit with 2 or more bedrooms At least 2 visitor spaces in a building with 10 or more dwelling units	1 visitor space per 5 dwelling units
Apartment building with a height greater than 6 storeys	1 per studio dwelling unit 1.3 per dwelling unit with 1 bedroom 1.5 per dwelling unit with 2 or more bedrooms At least 2 visitor spaces in a building with 10 or more dwelling units	1 visitor space per 10 dwelling units
Senior citizens housing within 100m of a public transit stop and 250m of retail shopping facilities	1 per 2 dwelling units	
Senior citizens housing not within 100m of a public transit stop and 250m of retail shopping facilities	1 per dwelling unit	
Non-market secured rental housing	1 per dwelling unit	
Accessory residential unit for agricultural retail, indoor storage or institutional uses	2 per dwelling unit	

Residential Uses	Required Parking Spaces	Additional Parking Space Requirements
Boarding, lodging or rooming houses fraternity or sorority houses or other similar uses.	1 per 2 sleeping units	
Commercial, Institutional, Industrial and Other Uses	Required Parking Spaces	Additional Parking Space Requirements
Banks, business administrative and professional offices	1 per 45 m ² gross floor area	
Billiard and pool halls	2 per table	
Bowling alleys	3 per alley	
Child care facilities and preschools, 9 or more children in care	1 per 10 children	
Commercial indoor storage	1 per 800m ²	
Dormitories, rest homes	1 per 3 employees	1 per 6 beds
Driving ranges	1 per tee	
Gasoline service stations	1 per 2 employees	1 per service bay
Golf course	8 per hole	
Hotels	1 per 2 sleeping units	
Industrial office	1 per 45m ²	
Instructor-led commercial indoor recreation uses	1 per 10 students	
Liquor primary licensed establishments including clubs, neighbourhood pubs, liquor lounges, lounge endorsement area and similar establishments	1 per 5 persons of person capacity or 1 per 5 seats, whichever is greater.	
Manufacturing and industrial buildings and uses, display yards and storage yards, research laboratories, servicing and repair establishments and similar uses	1 per 3 employees, or 1 per 95 m ² of gross floor area, whichever is greater	1 per 95 m ² gross floor area and/or parcel area used for display rental or retail sales purposes
Medical or dental offices and clinics	1 per 30 m ² gross floor area	
Motels, motor hotels and auto courts	1 for each dwelling or sleeping unit	

Residential Uses	Required Parking Spaces	Additional Parking Space Requirements
Places of public assembly, commercial indoor recreation, arenas, armories, art galleries, assembly halls, auditoriums, clubs lodges and fraternal buildings not providing overnight accommodation, coliseums, community centers, convention halls, dance halls, exhibition halls, funeral parlors and undertaking establishments, gymnasiums, meeting halls, museums, public libraries, stadiums, theaters, health centres, reducing salons, steam baths, roller rinks, curling rinks, skating rinks, swimming pools and similar uses.	1 per 10 seats	1 per 9 m ² of floor area in areas without fixed seats which are used or intended to be used for public assembly, excluding playing surfaces.
Places of worship	1 per 9 m ² gross floor area used for assembly purposes	
Private hospitals	1 per 4 employees	1 per 2 staff doctors 1 per 5 beds
Public utilities and other civic buildings	1 per 3 employees or 1 per 95 m ² of gross floor area, whichever is greater.	
Restaurants and similar eating establishments	1 per 5 seats	
Retail stores and personal service establishments, except as otherwise specified herein	1 per 30 m ² of retail floor area, or 1 per 47 m ² of gross floor area, whichever is greater	
Schools - commercial, trade or technical	1 per staff member	1 per 10 seats
Schools - kindergarten, elementary, middle	1 per 10 students	
Schools – secondary, high	1 per 10 students for staff and visitor parking	1 per 8 students for student parking
Warehousing, storage buildings, wholesale establishments or other similar uses.	1 per 3 employees, or 1 per 95 m ² of gross floor area, whichever is greater.	

9. PAYMENT IN LIEU OF PARKING SPACES

9.1 An owner of a parcel of land

- a) situated within the Downtown, as defined by Schedule “A” to this Bylaw, who applies for a building permit or a change in use such that the use requires additional parking spaces to those already provided, or
- b) who applies for a building permit to construct secured market rental housing

may, at the owner’s option and subject to this Section 9, opt to pay to the City a sum of \$40,000 per parking space in lieu of providing the off-street parking spaces. The maximum number of spaces in relation to which cash may be provided under this section is 10% of the total number of required off-street parking spaces.

9.2 Where an owner opts to pay money in lieu of providing required parking spaces, the money shall be payable at the time when the building permit is issued for the building that is being put to the use that requires the off-street parking space or, if a building permit is not required for the use, the owner shall pay the money at the time of issuance of a business licence for the use that requires the off-street parking spaces.

9.3 All monies received pursuant to the requirements of this Section for a site in the Downtown shall be placed in a fund established under section 525(1)(d) of the *Local Government Act* for the provision of off-street parking spaces located in the Downtown and the City shall use such funds only for that purpose.

9.4 The payment of cash under this Section does not entitle any person to the use of parking spaces provided on a reserved or dedicated basis within any City parking facility.

9.5 For certainty, payments made under this Section entitle the occupier from time to time of the land in respect of which the payment was made to a credit for the number of off-street parking spaces in respect of which the payment was made, notwithstanding that the occupier did not make the payment.

10. USE OF PARKING FACILITIES

10.1 All required off-street parking spaces shall be used only for the purpose of accommodating the vehicles of clients, customers, employees, members, residents, or tenants who make use of the principal building or use for which the parking area is provided, and such parking area shall not be used for off-street loading, driveways, access or egress, commercial repair work, display, sale or storage of goods of any kind.

- 10.2 One parking space may accommodate a recycling storage space as specified in the Zoning Bylaw for any rowhouse, townhouse or apartment residential complex completed prior to December 31, 2013.

11. LOCATION AND SITING OF PARKING FACILITIES

- 11.1 Where a building or structure has more than one use, the required number of parking and loading spaces shall be the sum of the requirements for each use.
- 11.2 Required spaces shall be:
- a) on the same parcel as the building or use for which they are required;
 - b) on a parcel or portion of a parcel located within 95m of the building or use for which they are required, provided that a covenant be registered in favour of the Municipality requiring that the parcel or portion of the parcel concerned shall continue to be used solely for parking purposes.
 - c) Independently accessible and allow for ingress and egress by vehicles at all times.
- 11.3 The location of all points of ingress and egress for vehicles to a parcel shall be as specified in the Highway Use bylaw.

12. PARKING SPACE STANDARDS

- 12.1 Off-street parking spaces provided for each use or building as required by this Bylaw shall conform to the following regulations:
- a) 75% of non-parallel parking spaces shall have a minimum unobstructed length of 5.5m and a minimum unobstructed width of 2.7m,
 - b) 25% of non-parallel parking spaces shall have a minimum unobstructed length of 5.0m and a minimum unobstructed width of 2.5m.
 - c) Notwithstanding 12.2 a) and 12.2 b), in a RS zone 100% of non-parallel parking spaces shall have a minimum unobstructed length of 5.5m and a minimum unobstructed width of 2.5m.
 - d) Parallel parking spaces shall have a minimum unobstructed length of 6.5m and a minimum unobstructed width of 2.7m.
 - e) The minimum clearance height of off-street parking spaces and drive aisles shall be as required by the BC Building Code.

- f) A minimum 0.30m wide unobstructed area shall be provided along the length of all parking spaces separating the parking space from any building, wall, fence, structure, or projection exceeding 0.20m in height.
- g) For the purpose of this section, a column does not constitute an obstruction. A column is defined as a structural support located at the front or rear of a parking space and projects no more than 1m along one side of a parking space.
- h) Tandem parking for townhouse residential uses is limited to a maximum of 50% of the required resident parking spaces.

12.2 Access

- a) Drive aisles providing access to parking areas with the following minimum unobstructed widths shall be provided:

Traffic Type	Parking Angle in Degrees	Minimum Aisle Width
Two-way	90	7.5m
Two-way in an underground parking structure, within a building, or in a RS zone	90	6.5m
One-way	60	5.5m
One-way	45 or less	3.6m
One-way without adjacent parking spaces	n/a	3.5m

- b) Notwithstanding 12.3 a), in a RS-zone a driveway without adjacent parking spaces providing vehicle access to an interior portion of a parcel only requires a minimum unobstructed aisle width of 3.0m.

12.3 All parking areas shall be provided with adequate curbs in order to retain all vehicles within such permitted parking area, and to ensure that fences, walls, hedges or landscaped areas, and buildings, will be protected from parking vehicles.

12.4 All parking areas shall be surfaced with asphalt, concrete or similar pavement so as to provide a surface that is durable and dust-free and shall be so graded and drained as to properly dispose of all surface water with the exception of parking spaces in the A zone and parking spaces for secondary suites or coach houses in RS zones.

- 12.5 All parking areas, except for those within the A zone or a RS zone, shall be surfaced with asphalt, concrete, or similar pavement so as to provide a surface that is durable and dust-free and shall be graded and drained so as to properly dispose of surface water.
- 12.6 All points of access to an underground parking area or to a parking area contained in a building shall be through a door that is kept locked except when pedestrians or vehicles are entering or leaving the said parking area.
- 12.7 Visitor parking spaces shall be clearly marked as "Visitor" and available for use by non-occupants of the parcel at all times.

13. ACCESSIBLE PARKING SPACE STANDARDS FOR PERSONS WITH DISABILITIES

- 13.1 Where off-street parking is provided for the building or use classes listed under section 8, accessible parking spaces must be provided for persons with disabilities as follows:
 - a) where more than 50 off-street parking stalls are required to be provided, parking spaces shall be provided in the ratio of 1 accessible parking space for every 100 stalls or part thereof, and
 - b) a minimum of one accessible parking space shall be provided for each designated wheelchair space or accessible sleeping room required by the BC Building Code.
- 13.2 Parking spaces for use by persons with disabilities shall:
 - a) have a minimum unobstructed length of 5.5m and a minimum unobstructed width of 2.5m,
 - b) be provided with an access aisle not less than 1.5 metres width on one side and that may be shared between two adjacent parking spaces for persons with a disability,
 - c) have a firm, slip-resistant and level surface,
 - d) be located close to an accessible entrance to the building,
 - e) be clearly marked on the parking surface with the International Symbol of Access shown below as being for the use of persons with disabilities, and
 - f) be identified by a sign located not less than 1.5 metres above ground level as being for the use of persons with disabilities, with the International Symbol of Access.
- 13.3 The following regulations shall apply to any building containing 10 or more dwelling units:
 - a) At least one accessible parking space shall be provided as part of the visitor parking space requirements, and
 - b) The accessible parking space shall be included within the common property if the building is stratified.

14. REQUIRED OFF-STREET LOADING SPACES

- 14.1 On every parcel used for a commercial or an industrial use other than uses described in subsection 14.2, the minimum number of loading spaces shall be:

Gross Floor Area	Loading Space Requirements
Less than 460 m ²	1
460 m ² to 2300 m ²	2
2301 m ² to 4600 m ²	3
Each additional 4600 m ²	1 additional

- 14.2 On every site used as an office building, place of public assembly, hospital, institution, hotel, club or lodge, auditorium, public utility, school or other similar use, the minimum number of spaces shall be as follows:

Gross Floor Area	Loading Space Requirements
less than 2800 m ²	1
2800 m ² to 5600 m ²	2
Each additional 5600 m ²	1 additional

15. LOCATION AND SITING OF LOADING FACILITIES

Off-street loading spaces and facilities shall be located on the same parcel as the use served, but not within the required front or side yard and not closer than 7.5 metres to the nearest point of intersection of any two street allowances.

16. LOADING AREA STANDARDS

- 16.1 All off-street loading and unloading spaces shall be of adequate size, and with adequate access thereto, to accommodate the types of vehicles which will be loading and unloading, but in no case shall be insufficient to accommodate a vehicle 9.0 metres in length, 2.6 metres in width and 3.6 metres in height.
- 16.2 All loading areas shall be provided with adequate curbs in order to retain all vehicles within such permitted loading areas, and to ensure that required fences, walls, hedges, or landscaped areas, as well as any buildings, will be protected from parked vehicles.
- 16.3 Each loading space shall be surfaced with an asphalt, concrete, or similar pavement so as to provide a durable, dust-free surface, and shall be so graded and drained as to properly dispose of all surface water.

- 16.4 Any lighting used to illuminate any loading area shall be so arranged that all direct rays of light be reflected upon the loading area, and not on any adjoining premises.

WORKS AND SERVICES

17 WORKS AND SERVICES

- 17.1 It is required as a condition of the issue of a building permit for a principal building that the owner of the land provides works and services on:
- a) a highway immediately adjacent to the site being developed; and,
 - b) the site being developed.
- 17.2 The works and services required by Section 17 of this Bylaw are those highway, water, sewage disposal, storm drainage, street lighting, sidewalk, underground utility and other works and services required in Sections 401 through 408 of the "Subdivision Servicing Bylaw, 1987, No. 2241" all as constructed to the standards established in that Bylaw and its Schedules. Land in the relevant zone and the construction of such works shall be completed prior to subdivision approval or permit issuance, or secured in the manner provided in the Bylaw and as determined by the municipal servicing officer. Notwithstanding this section, for a development that is not in the Downtown as defined by Schedule A, underground wiring is not required.
- 17.3 Where a portion of the works and services required by Section 17 have been previously provided, the owner of the land shall provide the remaining works required to fully comply with Section 17 of this Bylaw.
- 17.4 The requirements imposed by Section 17 shall be observed notwithstanding that all or part of them could or should have been required at some earlier time.
- 17.5 The works and services required by this Bylaw do not include undergrounding of a high-voltage transmission line.
- 17.6 The works and services required by this Bylaw include street trees where feasible.
- 17.7 In accordance with Section 513.2 of the *Local Government Act* and any associated regulation, the Manager of Development Engineering and the Manager of Planning are designated as municipal servicing officers for the City of Port Coquitlam.

18 DOWNTOWN PLAN

All development within the City of Port Coquitlam's Downtown as defined by Schedule A must adhere to the objectives and guidelines as specified in the City's "Downtown Street Beautification Plan" 1999.

19 FREQUENT TRANSIT DEVELOPMENT

Parcels designated for Frequent Transit Development (FTD) by the Official Community Plan are exempt from residential off-street parking space requirements. For clarity, all other parking requirements still apply.

20 PROXIMITY TO PRESCRIBED BUS STOPS

RS-zoned parcels within 400m of a prescribed bus stop, as identified in Schedule B of this Bylaw, are exempt from residential off-street parking and loading space requirements.

READ A FIRST TIME this	25 th day of	September, 2018
READ A SECOND TIME this	25 th day of	September, 2018
READ A THIRD TIME this	25 th day of	September, 2018
ADOPTED this	9 th day of	October, 2018

GREG MOORE

Mayor

GABRYEL JOSEPH

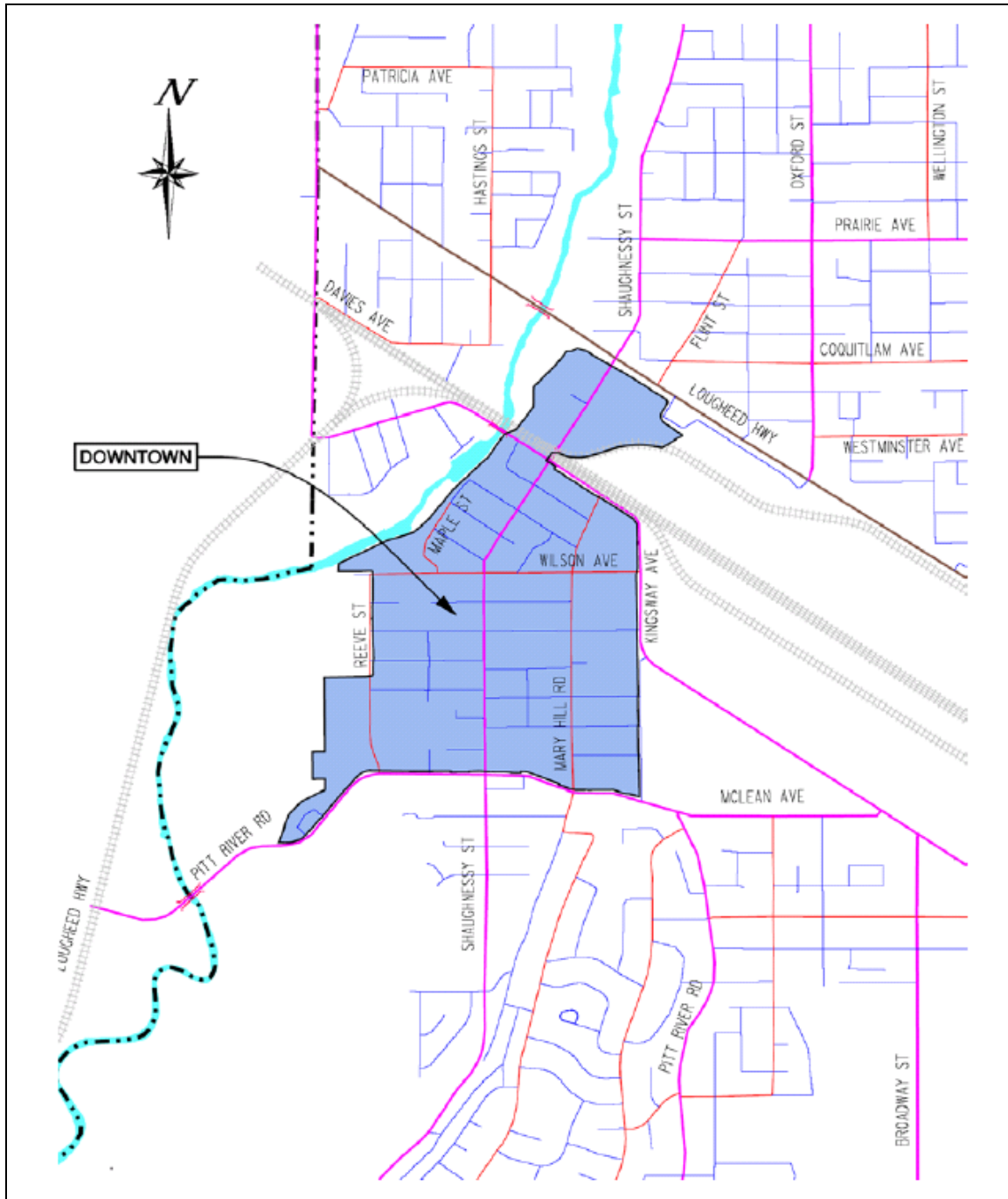
Corporate Officer

RECORD OF AMENDMENTS

Bylaw No.	Section	Date
4129	9.1	2019-06-25
4135	Sections 2 and 13	2019-06-25
4153	Section 9.1	2019-11-26
4180	Section 17	2020-05-12
4237	Section 5.2 and 8 (child care)	2021-09-14
4295	Section 8	2023-01-24
4363	Section 8	2024-05-14
4375	Sections 8, 11, 12, 13 14, 19 & 20	2024-06-25
4389	Sections 17.2, 17.7	2024-10-08
4451	Section 12.1 (h)	2026-07-14

SCHEDULE "A"

DOWNTOWN



SCHEDULE "B"

PRESCRIBED BUS STOPS

