

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-025

<b>POLICY TITLE</b> <i>Loading Zones</i>	<b>ADOPTED BY</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>August 18, 2016</i>
		<b>REVISED</b> <i>March 22, 2021</i>
<b>ORIGIN/AUTHORITY</b> <i>City Council – Standing Policy Committee on Transportation Report, Item 8.3.1 and Standing Policy Committee Transportation Report Item 8.4.2, March 22, 2021.</i>	<b>CITY FILE NO.</b> <i>CK. 6154-1</i>	<b>PAGE NUMBER</b> <i>1 of 5</i>

## 1. PURPOSE

To define criteria for installation of general loading zones, hotel loading zones, and church loading zones.

## 2. DEFINITIONS

- 2.1 Central Business District – Commercial and Business centre of Saskatoon, outlined in Schedule No. 1.
- 2.2 Loading Zone – a designated area on a street for a short time period where loading and unloading of passengers or goods is permitted.
- 2.3 Parking Supply – the number of legal parking spaces in a given area, including off street loading facilities, lane and curb loading spaces.
- 2.4 Parking Demand – the number of drivers desiring to park in a given area during a specified time period.
- 2.5 Block Face - one side of a street between two consecutive intersections.

## 3. POLICY

### 3.1 General

- a) Applications for loading zones can be accepted from owners, tenants of a business block with owner’s permission, or Canada Post.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-025

POLICY TITLE	EFFECTIVE DATE	REVISED	PAGE NUMBER
<i>Loading Zones</i>	<i>August 18, 2016</i>	<i>March 22, 2021</i>	<i>2 of 5</i>

- b) The need for loading zones is determined by a consideration of parking supply and parking demand.

## 3.2 Warrants

The loading zone MAY be warranted if one or more of the criteria below are met:

- a) Applicant does not have off-street loading facilities and the majority of goods loaded and unloaded are large items.
- b) Applicant does not have on-street loading space within 50 metres without crossing a street.
- c) An apartment block where a loading zone is requested shall contain at least thirty suites.
- d) Locations where it is not feasible to install a parking restriction or parking prohibition.
- e) At a location where a high utilization of the parking supply restricts access to Canada Post community mailboxes.

## 3.3 Regulation

- a) The maximum number of loading zones allowed:
  - i) In the Central Business District a maximum of two loading zones per 150 metre block face, and one per 75 metre block face shall be allowed.
  - ii) Outside the Central Business District it is not generally desirable to arbitrarily limit the number of loading zones per block face. The existence and location of any loading zones on the block will be considered when investigating new applications.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-025

POLICY TITLE	EFFECTIVE DATE	REVISED	PAGE NUMBER
<i>Loading Zones</i>	<i>August 18, 2016</i>	<i>March 22, 2021</i>	<i>3 of 5</i>

- b) The size of loading zones:
- i) Loading zones are typically 7 metres in length by 2.5 metres in width. The zone can be longer depending on the delivery vehicle.
- c) The location of loading zones:
- i) Loading zone should be located adjacent to lanes, driveways, intersections, bus stops, areas of prohibited parking, and fire hydrants to allow easy access in and out of the zone.
- ii) Loading zones shall not be installed at locations where they would be a detriment to traffic safety or traffic flow.
- d) The loading zones types and time limits:
- i) General loading zones:
- **5 or 15 minute loading zone, 0900 - 1800, Monday-Saturday:** This type of loading zone will be generally used in areas of metered parking and the time restriction will depend on the needs of the adjacent businesses. The time limits shown are the same as the time of day that parking meters are in effect (i.e. 0900-1800).
  - **5 minute loading, 24 hours:** This type of loading zone will be generally used at all non-metered parking areas. It may be used in areas of metered parking where there is a demonstrated need for a 24 hour loading zone.
  - **5 or 15 minute loading** (Times may vary): used for apartment and condo blocks, depends on the area.
- ii) Hotel loading zones: A 15 minute parking limit will be allowed, and be in effect 24 hours per day, seven days per week.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-025

POLICY TITLE	EFFECTIVE DATE	REVISED	PAGE NUMBER
<i>Loading Zones</i>	<i>August 18, 2016</i>	<i>March 22, 2021</i>	<i>4 of 5</i>

- iii) Church loading zones: A 30 minute parking limit will be allowed, and be in effect 24 hours per day, seven days per week.

## 3.4 Cost

The applicant is responsible for the following costs and the City is responsible to provide, install, and maintain the required signage.

- a) There is no cost for the installation of a general loading zone in the Central Business District.
- b) \$300 plus GST installation cost for a general loading zone outside of the Central Business District.
- c) \$300 plus GST installation cost for Hotel and Church loading zone anywhere in the city.

## 4. RESPONSIBILITIES

4.1 Transportation and Utilities Department shall be responsible for:

- a) Administering, reviewing and recommending updates to the policy.
- b) Providing, installing and maintaining the signage.

4.2 Director of Transportation shall be responsible for approving all loading zone requests.

4.3 City Council shall be responsible for approving any updates to this policy as recommended by the Transportation and Utilities Department.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C07-025

POLICY TITLE	EFFECTIVE DATE	REVISED	PAGE NUMBER
<i>Loading Zones</i>	<i>August 18, 2016</i>	<i>March 22, 2021</i>	<i>5 of 5</i>

## Schedule No. 1 Central Business District Map

