CITY OF SASKATOON COUNCIL POLICY

NUMBER
C07-025

POLICY TITLE *Loading Zones*	**ADOPTED BY** *City Council*	**EFFECTIVE DATE** *August 18, 2016* **REVISED DATE** *October 28, 2026*
ORIGIN/AUTHORITY *Approved by City Council through Item 8.3.1 – August 18, 2016, with report from SPC on Transportation;* *Amended through Item 8.4.2 – City Council – March 22, 2021, with report from SPC on Transportation;* *Amended through Item 8.2.1 – City Council – January 28, 2026, with report from SPC on Transportation; and* *Amended through Item 8.2.2 – City Council – October 28, 2026, with report from SPC on Transportation – Item 6.2.2 – October 6, 2026.*	**CITY FILE NO.** *CK. 6154-1;* *0421-C07-025*	**PAGE NUMBER** *1 of 9*

1. PURPOSE

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

2. DEFINITIONS

2.1 Accessible Loading Zone – a designated area on a street where loading and unloading of passengers is permitted for a short time period by vehicles displaying an accessible parking permit or by Access Transit.

2.2 Accessible Parking Permit – a special placard depicting the international symbol of access, also known as the wheelchair symbol, issued by the Province of Saskatchewan or other competent governmental jurisdiction with issuing authority.

2.3 Block Face – one side of a street between two consecutive intersections.

2.4 Commercial Area – for the purposes of this policy, refers to any business improvement district identified by Bylaw No. 9845, *The Business Improvement Districts Bylaw, 2022*.

2.5 Loading Zone – a designated area on a street where loading and unloading of passengers or goods is permitted for a short time period.

2.6 On-Street Parking – Accessibility Ramp – a facility constructed between the curb and concrete sidewalk to provide access from the street to an off-street facility for mobility assistance devices without directional texturing.

2.7 Parking Demand – the number of drivers desiring to park in a given area during a specified time period.

2.8 Parking Supply – the number of legal parking spaces in a given area, including off street loading facilities, lane and curb loading spaces.

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.

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

c) Applications for accessible loading zones for public use can be accepted from a resident, business, or other organization under this policy.

i) Upon request by a resident, business, or other organization, the City will review whether an accessible loading zone is feasible and necessary at the requested location in accordance with this policy.

d) Nothing in this policy shall prevent the proactive installation of loading zones or accessible loading zones where deemed necessary by the City.

e) The need for an accessible loading zone shall be determined through consideration of parking demand, adjacent land uses, and the availability of off-street accessible parking options.

3.2 Criteria

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

i) Applicant does not have off-street loading facilities and the majority of goods loaded and unloaded are large items.

ii) Applicant does not have on-street loading space within 50 metres without crossing a street.

iii) An apartment block where a loading zone is requested shall contain at least thirty suites.

iv) Locations where it is not feasible to install a parking restriction or parking prohibition.

v) At a location where a high utilization of the parking supply restricts access to Canada Post community mailboxes.

b) An accessible loading zone MAY be warranted if all the criteria below are met:

i) The proposed accessible loading zone is within 50 metres of an accessible building entrance.

ii) There is limited potential for adverse interactions with existing accessible parking areas, loading zones, curb ramps, transit stops, bike lanes, parking patios, or other dedicated parking areas.

iii) There is limited potential for conflict with existing streetscape features such as boulevard trees, parking posts, garbage cans, or other amenities.

c) New on-street parking accessibility ramps will only be considered in conjunction with an accessible loading zone.

d) On-street parking accessibility ramps MAY be warranted if:

i) The adjacent land use is either a school, Saskatchewan Health Authority facility, civic facility, or other community service use.

ii) The adjacent property does not have an accessible route from the street to the sidewalk within 50 metres without crossing the street.

e) On-street parking accessibility ramps will not be considered in any of the following circumstances:

i) To access new development and infills. Accessible parking needs shall be met through on-site options.

ii) The adjacent property has driveway access or off-street accessible parking.

iii) In association with a residential care home – type 1, as defined by Bylaw No. 9990, the *Zoning Bylaw*.

iv) The adjacent property has access to an existing on-street parking accessibility ramp.

3.3 Regulations

a) The maximum number of loading zones allowed:

i) In a commercial area, a maximum of two loading zones per 150 metre block face, and one per 75 metre block face shall be allowed.

i) In a non-commercial area, 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.

b) The maximum number of accessible loading zones with on-street - accessibility ramps allowed is one per block face.

c) 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.

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

week.

iv) Accessible loading zones: A 15-minute parking limit will be allowed, and be in effect 24 hours per day, seven days per week.

3.4 Design Standards

a) 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.

ii) Accessible loading zones shall be no shorter than 6.1 metres in length and no longer than 10 metres. The dimensions used for accessible loading zones shall depend on the needs of the applicant and available street frontage.

b) The location of loading zones:

i) Loading zones 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.

c) On-street parking accessibility ramps:

i) Subject to subclause v), on-street parking accessibility ramps shall conform to CSA Standard B651-18.

ii) On-street parking accessibility ramps will align with a barrier-free path of travel to an accessible building entrance.

iii) On-street parking accessibility ramps, including signage, shall not be installed at locations where it could be detrimental to:

1. Traffic safety or traffic flow,

2. Pedestrian traffic,

3. Stormwater drainage, or

4. Street cleaning operations.

iv) The geometric design of on-street parking accessibility ramps shall follow the appropriate City standard drawing:

1. XX-C for streets containing combined walk and curb

2. XX-A for streets containing separate walk and curb

3. XX-D for streets with wide sidewalk or pathway

v) Where there are discrepancies between City standard drawings and CSA Standard B651-18 details, City standards supersede.

3.5 Cost

a) The applicant is responsible for the following installation costs:

i) $360 plus applicable taxes installation cost for a general loading zone outside of a commercial area.

ii) $360 plus applicable taxes installation cost for a Hotel or Church loading zone anywhere in the city.

b) The costs to install an on-street parking accessibility ramp shall be the responsibility of the applicant.

i) The fees set out in Bylaw No. 4785, *The Private Crossing Bylaw, 1968* apply to the installation of on-street parking

accessibility ramps.

ii) The cost to install any on-street parking accessibility ramps may include other surface infrastructure to provide an accessible route between the loading zone and the facility accessible route. Installation costs may include, but are not limited to:

- Installation of all new on-street parking accessibility ramp infrastructure including curb removal and replacement, new concrete on-street parking accessibility ramp, concrete slab including necessary connections to ensure a smooth continuous route, gutter patches, sod and topsoil removal, signage and poles.

4. RESPONSIBILITIES

4.1 The applicant shall be responsible for:

a) Applying for a loading zone or accessible loading zone.

b) Covering all costs associated with installation of the accessible loading zone.

c) Maintenance and snow removal of the adjacent sidewalk, on-street parking – accessibility ramp, and other surface infrastructure as per Bylaw No. 8463, *The Sidewalk Clearing Bylaw, 2005*.

d) Notifying the Transportation and Construction Division when the loading zone and associated infrastructure is no longer required.

e) Upon approval from the City, management and coordination for the construction of the on-street parking – accessibility ramp and other necessary infrastructure.

4.2 Transportation and Construction Division shall be responsible for:

a) Administering, reviewing and recommending updates to this policy.

b) Providing, installing and maintaining signage.

c) Monitoring, inspecting, and accepting on-street parking accessibility ramps and other surface infrastructure constructed by the applicant.

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

4.4 City Council shall be responsible for approving any updates to this policy as recommended by the Transportation and Construction Division.