

REGULAR COUNCIL

TO: Mayor & Council DATE: January 6, 2021

FROM: General Manager, Engineering FILE: 8630-30 (Trucks)
General Manager, Planning & Development
General Manager, Corporate Services

SUBJECT: Truck Parking Strategy Initiatives Update

RECOMMENDATION

The Engineering, Planning & Development, and Corporate Services Departments recommend that Council:

1. Receive this report for information;
2. Direct staff engage with, and send written notices to, existing operators of truck parking facilities regarding the proposed amendments to the *Business License Bylaw, 1999, No. 13680*, and provide them with an opportunity to provide feedback;
3. Direct staff to report back to Council on any written comments received prior to Council considering the proposed amendments to the *Business License Bylaw, 1999, No. 13680*; and
4. Endorse a City cost-sharing to a maximum of \$500,000 towards the Council-initiated Local Area Service Program in the South Westminster pilot area.

INTENT

The purpose of this report is to provide a year-end status update on the implementation of the Truck Parking Strategy (the “Strategy”) developed by the Truck Parking Task Force (“the Task Force”) and as authorized by Council in December 2019, and obtain Council approval to commence the final round of engagement of the proposed amendments to the *Business License Bylaw, 1999, No. 13680* (the “Business License Bylaw”) prior to bringing forward the necessary Bylaw amendments.

BACKGROUND

Through a comprehensive public engagement process, the Task Force developed the Strategy, which set forth the following six recommended initiatives to improve truck parking in Surrey that reflect community priorities and address industry needs:

1. Provide locations for on-street truck parking in select industrial areas;
2. Permit parking in low-density (one acre or larger) residential areas;
3. Reduce costs of development for truck parking facilities;
4. Develop a mobile parking app;
5. Increase the parking provision of trucking companies; and
6. Pilot a local area service (“LAS”) program to facilitate truck parking development.

DISCUSSION

In July 2020, staff provided a status update on the Truck Parking Strategy (Corporate Report No. R116; 2020, attached as Appendix “I”) and Council approved a number of Bylaw amendments to support these initiatives. The following provides a year-end status update on the implementation of the various remaining initiatives within the Strategy.

On-Street Truck Parking in Select Industrial Areas

This initiative is to develop a paid on-street parking permit program to allow for on-street truck parking at all hours in select industrial areas.

Current Progress

To facilitate this initiative, an on-street truck parking pilot is planned to be implemented over the duration of one year. This will allow staff to review and assess the pilot with the intent of expanding it to a City-wide program. The following three road segments have been selected for the pilot program:

- 189 Street between 94 Avenue and 96 Avenue in Port Kells;
- 190 Street between 94 Avenue and 96 Avenue in Port Kells; and
- 115 Avenue between Bridgeview Drive and 132 Street in Bridgeview.

Through engagement with fronting business owners, it was identified that some of the businesses have limited on-site parking for employees, and as such, employees are currently relying primarily on available on-street parking. Staff are currently working with individual businesses to determine specific needs and mitigation measures.

Other concerns identified included potential sightline issues at driveways, potential loss of visibility of businesses, narrow travel widths of roads, potential damage to road and curbs, potential increase of littering, and truck drivers performing maintenance on their trucks.

To mitigate these concerns, staff are ensuring that the proposed extents of the on-street permit parking maintains adequate sightlines and travel pavement widths, and that education and Bylaw enforcement are provided where necessary for any prohibited activities on or use of roads which will be clearly identified on the application/permit.

Action Items

The City will begin implementation of the one-year pilot program in February 2021, which is planned to continue until February 2022. Throughout the duration of the pilot program, staff will gather data about utilization and continue to engage with fronting business owners and pilot participants to gather feedback about the program. Following completion of the pilot program, staff will report back to Council on the outcomes of and feedback gathered from the pilot program with recommendations on expansion of this initiative to additional roads throughout the City's industrial areas.

Parking in Low-Density Residential Areas

This initiative is to allow for truck parking on residential properties that are one acre or larger and have the appropriate zoning and land use designations.

Current Progress

This initiative is currently being piloted through the City's Temporary Use Permit ("TUP") standard application process. Staff have contacted the owners and occupants of over 143 properties that met the zoning and land use designation requirements to inform them of the TUP process and to contact the City's Planning & Development Department to discuss the individual merits of each property through a pre-application meeting. To date, staff have not received any inquiries from property owners seeking to apply for a TUP under this pilot program.

Action Items

Following the pilot program, with all TUPs ending by December 31, 2021, staff will evaluate the potential to allow for this initiative on a longer-term basis through amendments to the *Surrey Zoning Bylaw, 1993, No. 12000* (the "Zoning Bylaw").

Reduce Costs of Development for Truck Parking Facilities

This initiative is to remove the requirement to fully pave truck parking sites to reduce costs of developing authorized truck parking facilities.

Current Progress

As part of Corporate Report No. R116; 2020 (attached as Appendix "I"), Council approved the necessary amendments to the Zoning Bylaw to allow for truck parking facilities to be exempt from the surfacing requirement. Business License Bylaw was also amended at that time to ensure environmental monitoring is performed on an annual basis. As the current environmental monitoring process relies solely on the Provincial regulation, the need for more City-specific guidance has been identified to better inform truck parking facility business owners of this process. To this effect, staff have developed a draft Terms of Reference for Environmental Assessments of Truck Parking Facilities ("Terms of Reference"), as documented in Appendix "II", with guidelines and a reporting process to better streamline the annual environmental monitoring requirement.

Action Items

The Business License Bylaw is proposed to be amended to provide clarity for truck parking facilities as to the annual environmental reporting requirements, as documented in the Terms of Reference. Staff will proceed to notify the industry of the draft Terms of Reference and any related proposed amendments to the Business License Bylaw, such that all Bylaw amendments are brought forward for Council's consideration by June 2021.

Parking App

This initiative is to facilitate the development of truck parking app to help truck operators find and pay for available truck parking spaces.

Current Progress

A Request for Information was issued in the Summer 2020, to which nine proponents responded. Staff are currently in process of engaging with several of the proponents in order to determine the specific app parameters and features that would be best suited to Surrey's context.

Action Items

Staff are aiming to select a proponent by February 2021, with the goal of launching the app for public use by Spring 2021.

Increase Parking Provision of Trucking Companies

This initiative is to require trucking and logistics companies to provide adequate parking on-site for all trucks used on an exclusive basis, in order to ensure that truck parking is available for all trucks operating in Surrey.

Current Progress

As part of the engagement process, staff have contacted all existing businesses and industry stakeholders to inform them of the necessary amendments to the Business License Bylaw to require provision of on-site parking for all trucks used on an exclusive basis.

Typical practice is to provide a minimum of 14-day notice to businesses regarding proposed changes to the Business License Bylaw. This typically provides adequate time for businesses to make any changes required to be in compliance with the amendments. For the proposed amendments, as part of this initiative, it is anticipated that business owners may need a longer time period in order to find and secure adequate truck parking for their business needs. As such, staff are providing a four-month engagement period, from January to April 2021, prior to bringing forward proposed amendments to the Business License Bylaw in the future for Council's consideration. This will allow staff to mitigate and address any concerns received prior to implementing formal bylaw amendments.

Action Items

In June 2021, staff will present to Council the engagement results, proposed amendments to the Business License Bylaw, along with the First, Second and Third Readings of the Business License Bylaw. Subsequently, all affected businesses within the City would be provided with a formal written 14-day notice and an opportunity to make written submissions to Council prior to Final Adoption of the Bylaw amendments.

Local Area Service Program to Facilitate Truck Parking Development

This initiative is to utilize the legislative provisions of the LAS to provide a cost-effective approach to construct the infrastructure servicing requirements related to development of authorized truck parking facilities.

Current Progress

A pilot area has been identified within South Westminster to upgrade the roads and utilities to the City's full industrial road standard servicing requirements through a Council-initiated LAS process, for the following corridors:

- 102 Avenue: Scott Road to 121 Street;
- 121 Street: 102 Avenue to 103 Avenue;
- 122 Street: 102A Avenue to 104 Avenue; and
- 103A Avenue: Scott Road to 123A Street.

The city's Consultant (Web Engineering) has estimated the scope of works and cost estimate to be approximately \$12 million.

Over the past 13 years, the City has contributed a total of \$0.5 million to six transportation-related LAS infrastructure projects such as left turn bays, lane, curb, and sidewalk constructions. The largest transportation related LAS was a 2013 Council initiated LAS for the construction of the new 51B Avenue east of 188 Street, which had a total LAS cost of \$1.03 million with 0% funded by the City.

The proposed 10-Year (2021-2030) Servicing Plan allocates approximately \$0.5 million in the transportation LAS funding program for the next 10 years.

Action Items

Should Council approve in principle the City cost-sharing to a maximum of \$0.5 million, staff will first contact the property owners in the benefiting area to gauge their level of support for the LAS and subsequent charges.

Staff will develop a preliminary petition and should staff receive a two-thirds support with a minimum of half of all benefitting properties responding, then staff will issue a request for proposals to retain a consultant to prepare the detailed design for the project to refine the estimate for project cost certainty. Once the appropriate scope of works and detailed cost estimate have been determined for the benefitting area, staff will bring forward a Corporate Report requesting Council authorize the LAS.

SUSTAINABILITY CONSIDERATIONS

The Strategy supports the objectives of the City's Sustainability Charter 2.0. In particular, this initiative supports the Sustainability Charter 2.0 themes of Economic Prosperity and Livelihoods, and Infrastructure. Specifically, the Strategy supports the following Desired Outcomes ("DO") and Strategic Direction ("SD"):

- Jobs and Skills Training DO1: Diverse and meaningful employment and business opportunities are available close to where people live, and provide incomes that can support a high quality of life;
- Economy DO5: Locally owned companies are thriving, creating a robust local economy and retaining wealth and jobs in the community;
- Economy DO6: Efficient land use and well-managed transportation infrastructure are in place to attract businesses and support a thriving economy;
- Economy SD6: Facilitate connections between businesses to support sourcing of local services, expertise, and products; and
- Transportation DO14: Goods movement throughout the city is efficient and minimizes environmental and community impacts.

CONCLUSION

Implementation of the Strategy initiatives has continued to progress according to updated timelines. Based on the above discussion, final engagement can commence with the operators of truck parking facilities of the proposed amendments to the Business License Bylaw and the Council-initiated LAS in the South Westminster pilot area.

Scott Neuman, P.Eng.
General Manager, Engineering

Jean Lamontagne
General Manager, Planning & Development

Rob Costanzo
General Manager, Corporate Services

SSL/JF/cc

Appendix "I" – Corporate Report No. R116; 2020
Appendix "II" - Environmental Assessments of Truck Parking Facilities – Terms of Reference

CORPORATE REPORT

NO: *R116*

COUNCIL DATE: *July 13, 2020*

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **July 9, 2020**

FROM: **General Manager, Engineering
General Manager, Planning & Development
General Manager, Corporate Services**

FILE: **8630-30 (Trucks)**

SUBJECT: **Truck Parking Strategy Initiatives Update**

RECOMMENDATION

The Engineering, Planning & Development, and Corporate Services Departments recommends that Council:

1. Receive this report for information;
2. Approve the truck parking Action Items, as described in this report;
3. Approve amendments to the:
 - a. *Highway and Traffic Bylaw, 1997, No. 13007*, as documented in Appendix "I" of this report;
 - b. *Surrey Zoning By-Law, 1993, No. 12000*, as documented in Appendix "II" of this report;
 - c. *Business License Bylaw, 1999, No. 13680*, as documented in Appendix "III" of this report; and
 - d. *Surrey Bylaw Notice Enforcement Bylaw, 2016, No. 18691*, as documented in Appendix "IV" of this report;
4. Authorize the City Clerk to bring forward the necessary amending bylaws for the required readings and to set a date for the related Public Hearing;
5. Authorize staff to bring forward a Council-initiated Local Area Service project for the area within the South Westminster Neighbourhood Concept Plan Area as a means to finance the construction of the works and services associated with the development of truck parking facilities in this area, subject to the counter-petitioning process as provided in the Community Charter; and
6. Direct the City Clerk to post notice on the City's website and direct the Manager, Bylaw Services to send written notice to all existing operators of truck parking facilities of the proposed amendments to the *Business License Bylaw, 1999, No. 13680*, and provide them with an opportunity to make written submissions to Council.

INTENT

The intent of this report is to provide an update on the implementation of the Truck Parking Strategy, as authorized by Council in December 2019, and obtain Council approval of bringing forward the necessary Bylaw amendments.

BACKGROUND

The lack of adequate truck parking has been a complex, long-standing issue in Surrey. Over the past several years, the City has carried out a number of initiatives to support and improve truck parking, which have collectively resulted in alleviating some issues. However, a shortfall in adequate authorized truck parking in Surrey remains an ongoing concern.

To address this shortfall, Mayor and Council established the Truck Parking Task Force (the “Task Force”) at the December 3, 2018 Regular Land Use Council Meeting, with a mandate to evaluate and recommend options to increase the supply of authorized truck parking facilities within the City and better meet the needs of the industry.

The Task Force undertook a comprehensive process to engage the public and identify and assess all possible opportunities to address the shortfall in authorized truck parking spaces that meet the needs of truck operators. Through this process, the Task Force developed the Surrey Truck Parking Strategy (the “Strategy”), attached to this report as Appendix “V”. The Strategy set forth the following six recommended initiatives to improve truck parking in Surrey that reflect community priorities and address industry needs:

- On-street truck parking;
- Parking in low-density (1 acre or larger) residential areas;
- Reduce costs of development for truck parking facilities;
- Parking app;
- Increase parking provision of trucking companies; and
- Local area service program to facilitate truck parking development.

This report provides a status update on the implementation of the various initiatives within the Strategy and the related bylaw amendments to support these initiatives.

DISCUSSION

The majority of the initiatives in the Strategy are focussed on facilitating industry-led opportunities. As such, the City’s role primarily involves engagement with industry and the establishment of and improvements to the policies, bylaws and processes necessary to encourage and support these opportunities. Due to impacts related to the COVID-19 pandemic, some modifications to engagement processes from those set forth in the Strategy have been identified.

The following is a summary of work that has progressed thus far, associated bylaw amendments to support implementation, and anticipated next steps, as related to each Strategy initiative.

On-Street Truck Parking

This initiative is to develop a paid permit program to allow for truck parking at all hours in select industrial areas; however, due to COVID-19 impacts, engagement for timelines of the pilot program has been shifted, as identified in the Action Items below.

Current Progress

To facilitate this initiative, as identified in the Strategy, a on-street truck parking pilot program is planned to be implemented for one year within Port Kell, South Westminster and/or the industrial portion of Cloverdale. The pilot program will gather feedback from truck operators and fronting businesses in order to inform broader implementation of this initiative throughout Surrey. No permit fee is planned to be charged as part of the one-year pilot program in order to encourage wider participation. A permit fee will be implemented as of September 2021, subject to the feedback from the pilot program.

Staff have developed the following criteria to guide the selection of roads to be considered for on-street truck parking:

- The adjacent land uses must be industrial or commercial;
- The shortest route from the closest truck route must not be adjacent to any residential uses;
- The pavement width must be sufficient such that on-street truck parking can be accommodated while allowing for two clear travel lanes;
- Adequate sightlines from all intersections and driveways to be maintained; and
- Existing streetlights and access to power must be available for installation of security measures.

The above criteria will be refined based on the planned pilot program and resulting feedback.

Action Items

Staff will be identifying two or three roads for implementation of the pilot program, with implementation of the pilot program in Fall 2020.

Prior to implementation of on-street truck parking, amendments to the *Highway and Traffic Bylaw, 1997, No. 13007* (the "Highway and Traffic Bylaw") and the *Surrey Bylaw Notice Enforcement Bylaw, 2016, No. 18691* (the "Bylaw Notice Enforcement Bylaw") are required. The Highway and Traffic Bylaw currently restricts truck parking on any highway between 19:00 hours and 07:00 hours. In order to allow for implementation of on-street truck parking permit programs at all hours, amendments are proposed to the Highway and Traffic Bylaw to allow for a permitting system, as authorized by the Engineer, as documented in Appendix "I".

Parking in Low-Density Residential Areas

This initiative is to allow for truck parking on residential properties that are one acre or larger and have the appropriate zoning.

Current Progress

This initiative is planned to be piloted through the City's Temporary Use Permit ("TUP") process. Staff have developed the following requirements to inform this process:

- The property must be zoned 'RA';
- The property must be a minimum of 4,046 square metres (one acre) in size;
- The property must be within an approved secondary land use plan area and be designated for industrial or commercial use;

- The applicant must demonstrate adequate turnaround maneuvers can be achieved on-site and that the proposed truck parking spaces do not result in vehicles backing out onto a highway;
- The property must have landscaping to visually screen trucks from the highway and any adjacent residential properties;
- A maximum of two trucks will be permitted for properties between 1 and 10 acres, and a maximum of five trucks for properties 10 acres or larger in size;
- All trucks parked on the property must be registered to the owner or occupant of the property;
- The applicant is responsible to construct adequate access to and from a designated truck route; and
- The applicant may be required to register a Restrictive Covenant on the property to restrict idling time and operations of heating or refrigeration systems.

Each TUP application would be subject to the typical Council approval process and be evaluated based on its individual merits.

Action Items

Staff will proceed to notify owners of the estimated 100 properties that potentially meet the above requirements that the potential of use of the individual properties for truck parking can be discussed as part of a pre-application meeting with staff. Following a one-year trial period, staff will evaluate the potential to allow for this initiative on a longer-term basis through amendments to the *Surrey Zoning Bylaw, 1993, No. 12000* (the "Zoning Bylaw").

Reduce Costs of Development for Truck Parking Facilities

This initiative is to remove the requirement to fully pave truck parking sites.

Current Progress

Based on the feedback that was received as part of development of the Strategy, the following requirements will be maintained for truck parking facilities in order to mitigate impacts of waiving the paving requirement:

- Landscaping requirements, as per the Zoning Bylaw, to provide adequate screening from roads and abutting lots;
- Paved driveway aprons for a minimum of the queuing storage length within the site to prevent gravel spillage onto City roads, as per the Engineering Design Criteria;
- Grading and drainage of all parking areas, so as to properly dispose of all surface water, as determined by the City; and
- Paved surfacing and adequate drainage for all areas on which any automotive service uses (such as engine tune-ups, lubrication, repairs, and car washing) are occurring.

Action Items

Currently, the Zoning Bylaw requires truck parking facilities to be surfaced with an asphalt, concrete, or similar pavement. In order to reduce costs of development, amendments are proposed to the Zoning Bylaw to allow for truck parking facilities to be exempt from the surfacing requirement, as documented in Appendix "II", and clarify that any maintenance activities carried out on trucks parked at the facility cannot take place on unpaved areas.

In addition, the *Business License Bylaw, 1999, No. 13680* (the “Business License Bylaw”) is proposed to be amended to ensure environmental monitoring is performed on an annual basis, as documented in Appendix “III”.

Should the proposed bylaw amendments be approved by Council, staff will proceed to notify the industry of the amendments.

Parking App

This initiative is to facilitate the development of truck parking app to help truck operators find and pay for available truck parking stalls.

Current Progress

Staff have completed market research on potential apps that may be suitable to be modified into a truck parking app for Surrey’s context. Several app proprietors have expressed capability and interest in developing a truck parking app.

Action Items

A Request for Information is planned to be issued in the Fall of this year, following which a vendor will be selected and engaged to develop a truck parking app.

Increase Parking Provision of Trucking Companies

This initiative is to require trucking companies to provide parking for all trucks used on an exclusive basis, in order to ensure that truck parking is available for all trucks operating in Surrey.

Current Progress

Implementation of this initiative requires amendments to the business licensing renewal process. In order to provide the industry with sufficient notice of the proposed changes, a minimum six-month notification period is currently being planned prior to implementing formal bylaw amendments.

Action Items

Industry engagement is planned to begin in the Fall of this year. Following the engagement, staff are planning for bylaw amendments to be presented for Council’s consideration in the Spring of 2021.

Local Area Service Program to Facilitate Truck Parking Development

This initiative is to utilize the City’s Local Area Service (“LAS”) Program to provide a way to more cost-effectively construct the infrastructure requirements related to development of truck parking facilities.

Current Progress

To support the development of truck parking facilities, staff have been exploring the opportunity to utilize the LAS program that would have property owners fund the improvements to the roads that would meet the servicing standard requirement for truck parking facilities. The proposal would involve a group of properties as the benefitting area using LAS to upgrade the roads to the City's full industrial road standard, including the utility infrastructure and lateral connections. A pilot area has been identified within South Westminster, and staff have met with a number of property owners to discuss this initiative. The property owners provided feedback that a financial contribution from the City is desired, in the form of standard pavement rehabilitation that would be undertaken as a capital project.

Action Items

Due to the number of properties within the pilot area, as well as impacts related to COVID-19, progress on this as a property owner initiated LAS has been challenging. As such, in order to expedite timelines on this initiative, staff are proposing for this to proceed as a LAS Council Initiative, pursuant to s.213 of the Community Charter. Subject to Council's approval of this recommendation, staff will bring forward a separate Corporate Report and necessary bylaws for Council's consideration in the Fall of this year.

Engagement with Industry Stakeholders and Agencies

Work has also progressed over the past few months on some of the initiatives undertaken by the various industry stakeholders and agencies as discussed in the Strategy.

Ministry of Transportation and Infrastructure

The new truck parking facility planned under the Port Mann Bridge is currently being planned in two phases. Phase 1, currently being tendered, includes Highway 17 intersection improvements anticipated to be constructed in 2020/2021. Phase 2 construction, which includes an estimated 100-150 vehicle parking facility, is planned in 2022 as the date is subject to concurrent third-party construction in the immediate area. This facility will ultimately provide significant parking spaces and convenient truck access to Highway 17.

Metro Vancouver's Regional Industrial Lands Strategy Task Force

The draft Regional Industrial Lands Strategy has been published, with one of the recommendations being that the Province work with municipalities to understand, forecast, plan for, and mitigate the impacts of the land demands for truck traffic and parking. As such, it is anticipated that discussions will continue regarding truck parking in the regional context.

SUSTAINABILITY CONSIDERATIONS

The Strategy supports the objectives of the City's Sustainability Charter 2.0. In particular, this initiative supports the Sustainability Charter 2.0 themes of Economic Prosperity and Livelihoods, and Infrastructure. Specifically, the Strategy supports the following Desired Outcomes ("DO") and Strategic Direction ("SD"):

- Jobs and Skills Training DO1: Diverse and meaningful employment and business opportunities are available close to where people live, and provide incomes that can support a high quality of life;
- Economy DO5: Locally owned companies are thriving, creating a robust local economy and retaining wealth and jobs in the community;
- Economy DO6: Efficient land use and well-managed transportation infrastructure are in place to attract businesses and support a thriving economy;
- Economy SD6: Facilitate connections between businesses to support sourcing of local services, expertise, and products; and
- Transportation DO14: Goods movement throughout the city is efficient and minimizes environmental and community impacts.

CONCLUSION

Implementation of the Truck Parking Strategy's initiatives is well underway, with public and industry engagement components planned to be deferred until the Fall of 2020. Based on the above discussion, it is recommended that Council approve bringing forward the noted amendments to the Highway and Traffic, Zoning, Business License and Bylaw Notice Enforcement Bylaws for the necessary readings and to set a date for Public Hearing, and that staff be authorized to publish a newspaper notice and send written notice to all existing operators of truck parking facilities of the proposed amendments to the Business License Bylaw.



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- Appendix "I" - Proposed Amendments to the *Highway and Traffic Bylaw, 1997, No. 13007*
- Appendix "II" - Proposed Amendments to the *Surrey Zoning By-Law, 1993, No. 12000*
- Appendix "III" - Proposed amendments to the *Business License Bylaw, 1999, No. 13680*
- Appendix "IV" - Proposed Amendments to the *Surrey Bylaw Notice Enforcement Bylaw, 2016, No. 18691*
- Appendix "V" - Surrey Truck Parking Strategy

Terms of Reference Environmental Assessments of Truck Parking Facilities

The City requires an annual environmental assessment report to support renewal of the business licence for a truck parking facility. An environmental assessment report must be authored and signed off by a Qualified Environmental Professional ("QEP"), which includes members in good standing with a professional body who have expertise and accreditation and knowledge relevant to riparian area setbacks and contaminated sites. QEPs may include but are not limited to the following: Professional Engineers (P.Eng., EIT), Professional Biologists (R.P.Bio., BIT), Applied Science Technicians and Technologists (ASTT) of BC. The QEP is to inspect the site and ensure all on-site contamination control measures and environmental mitigation measures are operating as intended and to design specifications. The report is to address the following mitigation measures and provide photographs displaying the condition as required. If the site mitigation measures are deficient, the QEP is to indicate how to best bring the site into compliance. All relevant mitigation features are to be photographed. All photographs must include date and time they were taken.

Lot Drainage

Inspect the site, evaluate, and provide commentary on the following:

- Is the lot graded to the stormwater infrastructure on site?
- Is there any pooling water? Depressed areas are to be filled and/or regraded so that rainwater drains properly. Include before and after photographs.
- Inspect all on-site drainage infrastructure to ensure it is operating to design specifications.
- If applicable, provide proof of maintenance of onsite drainage infrastructure (i.e., cleaning of catch basins).

Fisheries Watercourse/Ditch Setbacks

Inspect the site, evaluate, and provide commentary on the following:

- If there is a formal fisheries watercourse setback, is the fence and/or adequate landscaping features installed and maintained in the appropriate location?
- In the absence of a formal fisheries watercourse setback, is the fence and/or adequate landscaping features installed and maintained at an adequate distance from top of bank from ditch, creek, and/or water features? Provide photographs as appropriate.
- Ensure there is no garbage or other refuse within the waterways or setback area.

Site Access

Inspect the site, evaluate, and provide commentary on the following:

- Is the site access paved at minimum for the length of the required queuing storage from the ultimate property line, based on the length of the design vehicle for the site?
- Is the access pad free and clear of loose gravel and/or dirt?
- Is the City road frontage of the site clean and clear with no evidence of dirt tracking?

Other

Inspect the site, evaluate, and provide commentary on the following:

- Are garbage and recycling bins available on site for disposal of refuse?
- Is there any evidence of hydrocarbon spills?
- Is the required landscaping in good condition?
- Is there any evidence of vehicle repairs, vehicle maintenance, or truck washing occurring on site?