

**THE CORPORATION OF THE CITY OF WINDSOR  
POLICY**

Service Area:	<b>Office of the City Engineer</b>	Policy No.:	<b>ENG-TP-AP-1</b>
Department:	<b>Engineering</b>	Approval Date:	<b>September 23, 2013</b>
Division:	Transportation Planning	Approved By:	<b>Council</b>
		Effective Date:	<b>September 23, 2013</b>
Subject:	<b>On-Street Accessible Parking Spaces – Residential</b>	Procedure Ref.:	<b>ENG-TP-AP-1A</b>
		<i>Pages:</i>	Replaces: Resolution M 83-87
Prepared By:	Jeff Hagan	3	Date:

**1. POLICY**

1.1 This policy sets out the requirements and process for on-street accessible parking spaces in residential areas.

**2. PURPOSE**

2.1 The goal of this policy is to ensure that on-street accessible parking spaces are provided for residents of the City of Windsor with restricted mobility whose needs cannot be accommodated off-street while also accommodating the on-street parking needs of other residents.

**3. SCOPE**

3.1 This policy covers on-street accessible parking spaces in residential areas, including both new applications and renewals.

3.2 This policy does not cover the following types of accessible parking spaces, which are governed by separate by-laws, policies, procedures, or other documents:

3.2.1 on-street accessible parking spaces in Business Improvement Areas intended for the use of customers,

3.2.2 off-street accessible parking spaces on private property, and

3.2.3 on-street accessible parking spaces for commercial properties.

**4. RESPONSIBILITY**

4.1 Council is responsible for authorizing by-law changes required to facilitate installation and removal of on-street accessible parking spaces.

**4.2** Staff are responsible for carrying out this policy as follows:

- 4.2.1** The City Engineer is the corporate lead for all Transportation and associated Public Safety programs.
- 4.2.2** The Senior Manager of Infrastructure and Transportation Planning / Deputy City Engineer provides strategic oversight and approval authority for the program.
- 4.2.3** The Manager of Transportation Planning is responsible for recommending the installation and removal of on-street accessible parking spaces, and for recommending revisions to this policy to Council.
- 4.2.4** The Policy Analyst (Transportation Planning) is responsible for preparing revisions to this policy.
- 4.2.5** The Transportation Technologist (Transportation Planning) is responsible for reviewing new and renewal applications for on-street parking, for carrying out notifications of residents, for preparing the appropriate amendments to the Traffic By-law for the addition or removal of related parking restrictions, and for coordinating with Operations staff for the installation of on-street accessible parking signs.
- 4.2.6** The Traffic Operations division is responsible for installing and maintaining the signs for on-street accessible parking spaces.

## **5. GOVERNING RULES AND REGULATIONS**

**5.1** A residential on-street accessible parking space program has already been in effect before the date of this policy. The program shall continue in accordance with this policy and related procedures.

**5.2** Accessible parking spaces provided under this program:

- 5.2.1** are intended to allow accessible parking for residents with restricted mobility (as evidenced by a permanent Accessible Parking Permit granted to them by the Government of Ontario) within a reasonable distance of their residence in cases where they do not have off-street parking available;
- 5.2.2** are intended to serve the parking needs of the resident, and therefore shall not be granted unless a vehicle is registered to the resident's address;
- 5.2.3** shall not be provided to serve visitors to a property or other non-residents; and
- 5.2.4** shall not be provided to facilitate pick-up and drop-off (e.g. by Handi-Transit);

**5.3** The needs of the community as a whole (including on-street parking needs for other residents) as well as engineering concerns and area parking restrictions shall be balanced against demand for on-street parking in the administration of the residential on-street accessible parking space program.

**5.4** For each street section, comprising both sides of the street measured from intersection to intersection, no more than 20% (if not a whole number of spaces, then rounded up to the nearest whole number) of the available on-street spaces shall be designated as accessible. New applications will not be considered if they would increase the

number of on-street accessible spaces for the street section above this maximum. In the case of streets with alternate side parking, the side with the lower number of available spaces shall be used for this calculation.

**5.5** The residential on-street accessible parking space program, including new applications, renewals, and removal of spaces, will be administered in accordance with the procedure *On-Street Accessible Parking Spaces – Residential*, as amended.

**5.6** Use of on-street accessible parking spaces is governed by Parking By-Law 9023. Nothing in this policy or related procedures shall be interpreted to supersede any provision of the Parking By-law.

## **6. RECORDS, FORMS AND ATTACHMENTS**

**6.1** Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.

**6.2** Application forms for this policy shall be specified in the procedure *On-Street Accessible Parking Spaces – Residential*, as amended.

**6.3** Attachments:

**6.3.1** Procedure: *On-Street Accessible Parking Spaces – Residential*