

REPORT NO. 291 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE
of its meeting held August 26, 2015

Present: Councillor Fred Francis
Councillor Chris Holt
Councillor Hilary Payne (Vice Chair)
Councillor Paul Borrelli

Regrets: Councillor Bill Marra

That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED:**

Moved by Councillor Francis, seconded by Councillor Holt,
That the report of the Policy Analyst entitled "Parking Control Changes Policy" dated August 13, 2015 **BE REFERRED BACK** to administration for more specific information regarding how the proposed Parking Control Changes Policy will affect particular neighbourhoods, including the percentage of the number of streets and the areas of the City which might be impacted.

Carried.
Councillor Borelli voting nay.

Livelink #17808, ST2015

Clerk's Note: The administrative report authored by the Policy Analyst dated August 13, 2015 entitled "*Parking Control Changes Policy*" is **attached** as background information.



CHAIRPERSON


SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:	
NAME	CONTACT INFORMATION

THE CORPORATION OF THE CITY OF WINDSOR
Environment, Transportation & Public Safety Standing Committee -
Admin Report - Environment Transportation



MISSION STATEMENT:

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."

LiveLink REPORT #: 17808 ST2015	Report Date: August 13, 2015 <small>(4099 PG-08/13/15:eb)</small>
Author's Name: Jeff Hagan	Date to Standing Committee: August 26, 2015
Author's Phone: 519 255-6247 ext. 6003	Classification #:
Author's E-mail: jhagan@citywindsor.ca	

To: Environment, Transportation & Public Safety Standing Committee

Subject: Parking Control Changes Policy

1. RECOMMENDATION: City Wide: X Ward(s): _____

- A. THAT the current *Parking Control Changes Policy* (Council Resolution M10-87), provided as Appendix B, **BE RESCINDED**;
- B. THAT the proposed *Parking Control Changes Policy*, provided as Appendix C, **BE ADOPTED**;
- C. THAT the City Planner **BE DIRECTED** to prepare an attachment to the proposed *Parking Control Changes Policy* listing the subdivisions that have not yet been constructed but for which there are approved subdivision agreements; and,
- D. THAT the Development Manual **BE REVIEWED** in conjunction with the proposed *Parking Control Changes Policy* and amended as appropriate.

2. BACKGROUND:

Clear roadway width is the remaining roadway width available for vehicle circulation once the width of on-street parking is deducted.

Administration regularly receives requests for changes to existing on-street parking restrictions including the removal of on-street parking based on concerns about clear roadway width, as well as requests for additional on-street parking that would reduce the available clear roadway width.

Administration has identified the need for a policy to address these requests in a consistent, transparent approach that properly accounts for and balances the need for on-street parking while addressing emergency access and traffic operations such as collection of solid waste, yard waste, recyclables, and snow removal; also taking into consideration roadway classification hierarchy.

The current *Parking Control Changes Policy* established a petition process for resident requests for on-street parking regulation changes. The proposed policy incorporates the *Parking Control*

Changes Policy while providing additional detail and guidance in keeping with how the policy is currently administered.

3. **DISCUSSION:**

The following priorities were identified as key issues for this policy:

- **Mobility:** as roadway classification increases, drivers' mobility expectations increase. Other factors (e.g. whether a road is a truck or transit route) may also require special consideration when determining a road's required clear width.
- **Safety:** on low-speed streets, on-street parking and narrow clear widths can have a traffic calming effect. As speeds and traffic volumes increase, narrow clear widths are associated with higher frequencies of collisions with parked cars. On streets without sidewalks, the clear roadway width serves not only vehicles and cyclists, but also pedestrians who would require their own clear width for safety and comfort.
- **On-street parking demand:** in many areas of Windsor, very little off-street parking is available and residents rely on on-street parking to meet their parking needs.
- **Emergency access:** the Windsor Police Service, Essex-Windsor EMS, and Windsor Fire Rescue Service require access to all properties in the City of Windsor.
- **Access by other larger vehicles:** all roads are expected to experience larger traffic, such as waste collection vehicles, moving trucks and snow removal vehicles.
- **Responsiveness to residents:** by providing a means for parking regulations to be based on resident support (subject to operational and safety considerations), on-street parking can be tailored to the varied needs of Windsor's diverse neighbourhoods.

A review was carried out to develop a policy for the provision of appropriate on-street parking based on roadway width for new construction and existing conditions scenarios. This review included a literature search for relevant standards and a community comparison of approaches currently used in other municipalities.

Based on this review, the following principles and objectives were used in crafting the proposed Parking Control Changes Policy:

- **Petition process:**
 - The petition process in the current policy, which requires 60% support of affected residents to initiate resident-requested changes to on-street parking restrictions, has been found to work well, but is not detailed; the proposed policy keeps the petition process and level of support from the current policy while formalizing the approach currently used to administer the policy.
- **All roadways:**
 - All City roadways are expected to provide, at minimum, enough clear width for emergency vehicles and larger vehicles such as waste collection vehicles and snow removal vehicles:

Vehicle Type	Minimum Required Clear Width (straight road sections)	Notes
Snow plows – through streets	3.6 m	This is the required width for the standard snow plow used in the City of Windsor.
Snow plows – dead ends and cul-de-sacs	3.0 m	For dead ends and cul-de-sacs where it would be difficult for standard snowplows to maneuver, smaller equipment is used.
All other vehicles	3.0 m	The normal maximum vehicle width in the Highway Traffic Act is 2.6 m without an oversized vehicle permit. Road maintenance vehicles (including snow plows) are exempt from this requirement, but most other vehicles (including emergency vehicles, waste collection vehicles, and large trucks) are not. A clear width of 3.0 m is used for proper clearance.
Controlling case – through streets	3.6 m	
Controlling case – dead ends and cul-de-sacs	3.0 m	

- New roadways (new applications):
 - New roadways should be built to current prevailing standards.
- Unconstructed roadways in approved subdivisions:
 - To provide a transitional period for neighbourhoods that were not designed to reflect the proposed policy, unconstructed roadways in approved subdivisions will generally be allowed on-street parking on one side.
- Existing roadways:
 - The resources required to meet the proposed standards City-wide exceed the human and financial resources available. The policy has been tailored so that reviews of existing roadways will be triggered when concerns or service requests (either from residents, businesses, other agencies, or City departments) are received.
 - Existing roadways and neighbourhoods may not meet current standards for new construction in several respects. Judgement is required before prioritizing one standard over another.
 - The required clear width for a roadway increases as the road classification increases. For low-speed, low-volume local residential streets, it is acceptable to have a single lane serve two-way traffic (i.e. for vehicles to pull into gaps between parked cars to let opposing traffic pass).
 - When a roadway has undergone a detailed review (for instance, as part of an environmental assessment), the recommendations of that detailed review should supersede the general guidance of the policy.
 - In general, provided that minimum standards are met and City concerns have been satisfied, the parking regulations on a street should be responsive to the desires of the local residents and businesses.

A recommended approach has been developed for the following 4 scenarios:

Table 1: Summary of Recommended Approaches

Scenario	Road Classification	Recommended Approach
1. New Construction (new applications)*	All	<ul style="list-style-type: none"> • Provide at least 6.0 m of clear width. • If required, provide additional clear width based on standard lane widths.
2. New Construction (currently approved subdivisions)*	Local Roads	<ul style="list-style-type: none"> • Initially allow parking on one side. • Allow residents to request removal of on-street parking (similar to an existing street).
	Collector and Arterial Roads	<ul style="list-style-type: none"> • Provide at least 6.0 m clear width. • If required, provide additional clear width based on standard lane widths.
3. Existing Roadways – Request for Removal of On-Street Parking*	Local Roads	<p>If the clear width on the street is less than largest applicable minimum, remove parking. Minimum clear widths are as follows:</p> <ul style="list-style-type: none"> • Truck route or transit route: 6.0 m; • Traffic volume (AADT) is greater than 500 vehicles per day: 4.5 m; • Streets other than cul-de-sacs and dead ends: 3.6 m; • Cul-de-sacs and dead ends: 3.0 m. <p>If the clear width is sufficient, implement the change if the petition process identifies the required minimum resident support.</p>
	Collector and Arterial Roads	<p>If the clear width is less than 6.0 m, remove parking.</p> <p>If the clear width is sufficient, implement the change if the petition process identifies resident support.</p>
4. Existing Roadways – Request for Addition of On-Street Parking*	All	<p>a) If the clear width is less than 6.0 m, deny the request.</p> <p>b) If the clear width is greater than 6.0 m, implement the change if the petition process identifies sufficient resident support.</p>

*In addition to this guidance for roadway width on straight sections, additional clear width is required on curves and at intersections to accommodate turns by larger vehicles, including emergency vehicles, waste collection, and snow removal equipment. Typically, the controlling case for turning requirements is Windsor Fire Rescue Service apparatus.

Petition Process

The current policy requires the resident who requests a change in on-street parking regulations to circulate a petition and obtain support from at least 60% of the affected properties. The proposed policy keeps this requirement while also adding the following details that are not spelled out explicitly in the current policy, but reflect how the policy is currently administered:

- As an initial step, a field investigation and engineering review is carried out.
 - If the existing on-street parking is found to create a safety issue (e.g. sight line obstruction), Administration will prepare a report recommending that it be removed. No petition is required.

- If the requested on-street parking would create operational or safety problems, the request will be denied.
- City-owned and vacant properties are excluded when determining the petition area and level of support.
- When determining support for the proposed change from a multi-unit property, the following are acceptable:
 - Signature of the property owner or owner's agent,
 - Signature of the property manager or superintendent, or
 - Signatures from at least 60% of the unit owners/tenants.
- If a petition has not been returned within 8 months of being issued, it is considered void.

Implications of the Proposed Policy

Newly constructed local roads in the City of Windsor are typically built to a standard width of either 7.4 m (short cul-de-sacs, crescents, P-loops, etc.) or 8.6 m (other local roads in residential areas) based on City engineering standards. Under the proposed policy, newly-constructed 7.4 m local roads would not have on-street parking on either side, and on-street parking on newly-constructed 8.6 m local roads would be restricted to one side only.

Under the proposed policy, parking would not be allowed on either side of new collector roads built with an 8.6 m pavement width, due to the wider width of a parking lane for collector roads (2.8 m, versus 2.4 m for a parking lane on a local road).

To provide a transition period for neighbourhoods that were not designed to reflect the proposed approach to parking restriction, the proposed policy allows on-street parking on one side of local roads if they are part of a subdivision application that was approved before the proposed policy takes effect.

4. RISK ANALYSIS:

A risk analysis chart is provided as Appendix A.

5. FINANCIAL MATTERS:


N/A

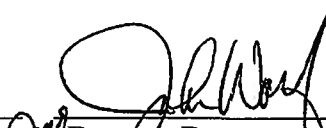
6. CONSULTATIONS:


John Wolf, Traffic Operations and Parking
 Anne Marie Albidone, Environmental Services
 John Lee, Windsor Fire Rescue Service
 Dan Shannon, Windsor Police Service
 Phong Nguy, Operations – Maintenance
 Andrew Lewis, Operations – Maintenance
 Adam Coates, Planning
 Tom Cadman, Planning
 Tony Ruffolo, Engineering

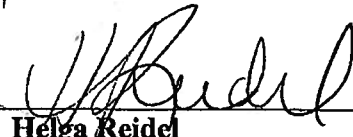
7. CONCLUSION:

The proposed *Parking Control Changes Policy* (Appendix C) is presented for approval. This policy is intended to provide a consistent, transparent approach to requests for changes to on-street parking regulations while striking an appropriate balance between relevant issues and concerns.


Jeff Hagan
Policy Analyst


Dwayne Dawson
Executive Director of Operations


Mark Winterton
City Engineer
Corporate Leader, Environmental
Protection and Transportation


Helga Reidel
Chief Administrative Officer

JH

APPENDICES:
A) Risk Analysis Chart
B) Current Parking Control Changes Policy
C) Proposed Parking Control Changes Policy

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX

Appendix 'A' – Risk Management Chart

Risk Description	Impacted Objective(s)	Risk Level	Mitigating Strategy / Status	Responsibility
Overly restrictive on-street parking restrictions can make it more difficult for residents to park their vehicles near their homes.	<ul style="list-style-type: none"> Invest in quality living Make services responsive 	Moderate	The policy prepared by Administration strikes a balance between the need for on-street parking and other concerns.	City Engineer
Not providing proper clear roadway width can delay or prevent emergency service response.	<ul style="list-style-type: none"> Stay safe Protect community wellness 	Significant	The policy prepared by Administration establishes a minimum standard for roadway widths that will allow emergency access.	City Engineer
Not providing proper clear roadway width can interfere with transit service and mobility of general traffic.	<ul style="list-style-type: none"> Make transportation efficient and convenient 	Significant	The policy prepared by Administration establishes a minimum standard for roadway widths that is sensitive to road classification and whether a street is a transit or truck route.	City Engineer
Not providing sufficient clear roadway width for snow plowing would add complexity and cost to winter maintenance operations.	<ul style="list-style-type: none"> Maintain infrastructure Improve financial success 	Significant	The policy prepared by Administration addresses winter maintenance concerns.	City Engineer

Appendix 'B' – Current Parking Control Changes Policy

CITY OF WINDSOR

THE ONLY REASON YOU AND I ARE HERE IS TO SERVE THE PEOPLE OF WINDSOR

DATE: January 29, 1987 OUR FILE: ST/87
 TO: Director of Traffic Engineering
 FROM: City Clerk

The following resolution was adopted by Council at its regular meeting held on January 26, 1987:

M10-87 WHEREAS City Council is requested on many occasions to decide on parking issues; and
 WHEREAS letters of intent to make parking changes are sent out to the affected persons in the neighbourhood at an expense to the taxpayers, oftentimes with little response;
 THEREFORE BE IT RESOLVED that a policy be established requiring residents requesting changes in parking regulations to submit a supporting petition drafted by the Traffic Engineering Department, signed by at least 60% of the residents and businesses in support of the request.

[Handwritten Signature]
 CITY CLERK

/dd

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Appendix 'C' – Policy –Proposed Parking Control Changes Policy

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

Service Area:	Office of the City Engineer	Policy No.:	
Department:	Traffic Operations	Approval Date:	
Division:	Transportation Planning	Approved By:	
		Effective Date:	
Subject:	Parking Control Changes Policy	Procedure Ref.:	
Review Date:		Pages:	Replaces: Council Resolution M10-87
Prepared By:	Jeff Hagan, Policy Analyst		Date:

1. POLICY

- 1.1 This policy outlines the required roadway width for on-street parking on one or both sides of roadways with urban cross-sections.
- 1.2 This policy outlines the process by which Administration will respond to requests for changes to on-street parking restrictions.
- 1.3 This policy supersedes the Parking Control Changes Policy (Council Resolution M10-87).

2. PURPOSE

- 2.1 The goal of this policy is to provide a consistent approach to on-street parking in the City of Windsor, balancing competing concerns such as neighbourhood parking needs, mobility and traffic operations needs, and the need for emergency services access.

3. SCOPE

- 3.1 This policy covers the following:
 - 3.1.1 Requests for changes to on-street parking restrictions;
 - 3.1.2 Determination of on-street parking restrictions in new developments.
- 3.2 This policy is not intended to restrict other policies or approval processes (e.g. environmental assessments).
- 3.3 The following policies and by-laws are related in scope to this policy:
 - 3.3.1 Delegation of Authority By-Law 208-2008;
 - 3.3.2 Parking By-Law 9023;
 - 3.3.3 Permit Parking Policy (Council resolution 1442/94, amended by 1377/95);
 - 3.3.4 On-Street Accessible Parking Spaces – Residential.
- 3.4 Reviews of existing roadways under this policy will be done on a complaint/request basis or as potential issues are brought forward. This policy is not intended to direct any persons to do a comprehensive review of all existing roadways in the City of Windsor.
- 3.5 This policy addresses City of Windsor roadways only. It does not address vehicle accesses on private property or roadways under the jurisdiction of other agencies.

Appendix 'C' – Policy –Proposed Parking Control Changes Policy

4. RESPONSIBILITY

4.1 Council has ultimate authority for amendments to Parking By-law 9023 needed to carry out this policy, and is responsible for approving amendments to this policy.

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

- 4.2.1 The Chief Administrative Officer, under Delegation of Authority By-Law 208-2008, is responsible for reviewing and approving reports regarding proposed amendments to Parking By-Law 9023 under this policy.
- 4.2.2 The City Engineer is the corporate lead for all Transportation and associated Public Safety programs.
- 4.2.3 The Executive Director of Operations provides strategic oversight and approval authority for the program.
- 4.2.4 The City Planner is responsible for preparing a list of subdivisions that, as of the effective date of this policy, have not been constructed but have approved subdivision agreements in place.
- 4.2.5 The Manager of Transportation Planning is responsible for overseeing:
 - 4.2.5.1 The bringing forward of proposed amendments to Parking By-Law 9023 resulting from this policy before the CAO and/or Council,
 - 4.2.5.2 Recommendations of revisions to this policy to Council.
 - 4.2.5.3 Review of requests for parking changes under this policy,
 - 4.2.5.4 The preparation of appropriate amendments to the Parking By-law for the addition or removal of related parking restrictions,
 - 4.2.5.5 Coordination with Operations staff for required changes to parking regulation signage,
 - 4.2.5.6 Review of new developments under this policy, and
 - 4.2.5.7 Maintenance of records under this policy.
- 4.2.6 The Traffic Operations division is responsible for installing and maintaining on-street parking regulation signs.

Appendix 'C' – Policy – Proposed Parking Control Changes Policy

5. GOVERNING RULES AND REGULATIONS

5.1 Definitions

- 5.1.1 **AADT:** annual average daily traffic, i.e. the average 24-hour volume of vehicles in both directions along a road section.
- 5.1.2 **B-12 design vehicle:** the design vehicle representing a bus nominally 12 metres in length, as developed by the *Transportation Association of Canada*.
- 5.1.3 **Clear width:** the width remaining after the width of the parking lane(s) has been deducted from the roadway width. Bicycle lanes are included in the clear width.
- 5.1.4 **“Cul-de-Sac or Dead End”:** a non-through road section that has been identified as a street where smaller-than-standard snow clearing equipment is used or will be used. If uncertain whether a street should be classified as a Cul-de-Sac or Dead End, Maintenance should be contacted.
- 5.1.5 **Fire Route:** an accessway or driveway off the roadway identified as a fire route in Parking By-Law 9023.
- 5.1.6 **Parking lane:** the width required for on-street parking. The parking lane may be marked or unmarked.
- 5.1.7 **Roadway width:** the width of a roadway intended for vehicles, measured from the face of curb to face of curb.
- 5.1.8 **Swept path:** the maximum extent of the area required to accommodate a vehicle as it undertakes a turning manoeuvre.

5.2 Overall Guidance

- 5.2.1 In cases where an environmental assessment, road safety review, urban design review, or other detailed study has made specific recommendations regarding parking regulations or clear roadway width on a particular roadway, those recommendations supersede this policy.

5.3 Determination of Clear Width

- 5.3.1 The processes outlined in Sections 5.4 and 5.5 are intended to address most common cases. In cases other than two-way undivided roads, or for roadways with unique geometry, the following overall guidance should be used:
 - 5.3.1.1 Fire apparatus, garbage trucks, moving trucks, and other large vehicles should be accommodated by any City of Windsor roadway. In order to accomplish this, the absolute minimum clear width on all roads is as follows:
 - 5.3.1.1.1 Straight sections (Cul-de-sacs and dead ends): 3.00 m
 - 5.3.1.1.2 Straight sections (all other roads): 3.60 m
 - 5.3.1.1.3 Curves and intersections (including fire route driveways): the swept path of a B-12 design vehicle
 - 5.3.1.2 The swept path for fire apparatus during an emergency response may encroach on the opposing travel lanes. The swept path for buses and trucks on transit and truck routes should be accommodated without interfering with opposing traffic.

Appendix 'C' – Policy –Proposed Parking Control Changes Policy

5.3.1.3 When calculating the available and required clear width on straight sections, the following lane widths should be assumed:

5.3.1.3.1 Parking lane

5.3.1.3.1.1 Local road: 2.40 m

5.3.1.3.1.2 All other classifications: 2.80 m

5.3.1.3.2 Travel lane

5.3.1.3.2.1 Truck or transit route: 3.65 m

5.3.1.3.2.2 Not a truck or transit route:

5.3.1.3.2.2.1 Local residential: 3.00 m

5.3.1.3.2.2.2 Local commercial/industrial: 3.50 m

5.3.1.3.2.2.3 Collector: 3.50 m

5.3.1.3.2.2.4 Arterial: 3.65 m

5.4 Existing Roadways – Removal of Parking

5.4.1 When a request is received for removal of on-street parking based on a concern of insufficient clear width or a safety deficiency, the following steps shall be followed:

5.4.1.1 If the road section's clear width has not been reviewed previously, the road section shall be evaluated using the flowchart in Attachment 1.

5.4.1.2 If a field investigation and engineering review finds that the parking removal is needed to address a safety deficiency or insufficient clear width, the requestor and the owners of affected properties shall be notified and an amendment to Parking By-Law 9023 shall be prepared and brought forward to Council for approval.

5.4.1.3 If the clear width is sufficient and no safety deficiency is identified, the requestor shall be notified. If the requestor still wishes to have parking removed, the request shall proceed as per Section 5.6 – Petition Process.

5.4.2 When a request is received for removal of on-street parking for other reasons, the request shall proceed as per Section 5.6 – Petition Process.

5.5 Existing Roadways – Addition of Parking

5.5.1 When a request is received to increase the amount of on-street parking on a road section (i.e. to convert a no parking or no stopping zone to a parking zone, or to convert alternate side parking to parking on both sides), the following steps shall be followed:

5.5.1.1 A field investigation and engineering review shall be carried out.

5.5.1.2 The existing and proposed clear width shall be evaluated using the flowchart in Attachment 2.

5.5.1.3 If the proposed clear width is insufficient, or if the engineering review indicates that the proposed parking would create a safety or operational issue, the request shall be denied and the requestor shall be notified.

Appendix 'C' – Policy –Proposed Parking Control Changes Policy

5.5.1.4 If the proposed clear width is sufficient and no potential safety or operational issue is identified, the request shall proceed as per Section 5.6 – Petition Process.

5.6 Petition Process

5.6.1 If a requested change to on-street parking regulations has been identified as permitted but not required, the following steps shall be followed:

5.6.1.1 The resident shall be contacted to confirm his or her willingness to circulate a petition.

5.6.1.2 A petition shall be prepared by Transportation Planning. The petition shall include all properties along the road section(s) where the change to on-street parking regulations is proposed.

5.6.1.3 The petition will be provided to the resident, who will circulate the petition for signatures.

5.6.1.4 Support for the proposed changes from at least 60% of the properties is required.

5.6.1.4.1 The property owner, the owner's agent, the property manager, or the superintendent of the property may sign in support of the proposed change.

5.6.1.4.2 For a multi-unit property, signatures from at least 60% of the owners, tenants, or residents of the property's units shall be considered to constitute support from the property as a whole.

5.6.1.4.3 When calculating level of support, City-owned and vacant properties will be excluded.

5.6.1.5 If the petition is not returned to Transportation Planning within 8 months of being issued, or if it is returned with less than the minimum level of support, it will be void.

5.6.1.6 If the petition is returned within 8 months and with the minimum support, Transportation Planning shall prepare and bring forward a report recommending that Parking By-Law 9023 be amended to reflect the proposed change.

5.7 New Roadways

5.7.1 New roadways shall be evaluated based on Table 2:

Appendix 'C' – Policy –Proposed Parking Control Changes Policy

Table 2: Minimum Clear Widths and Lane Widths for On-Street Parking Determinations - New Construction

Roadway Classification	Case	Minimum Total Clear Width [m]	Minimum Lane Widths [m]	
			Parking	Through
Local Residential	Truck or Transit Route	6.00	2.40	3.65
	All Other Cases	6.00	2.40	3.00
Local Commercial /Industrial	Truck or Transit Route	6.00	2.40	3.65
	All Other Cases	6.00	2.40	3.50
Collector	Truck or Transit Route	6.00	2.80	3.65
	All Other Cases	6.00	2.80	3.50
Arterial	All Cases	6.00	2.80	3.65

5.7.2 Despite Section 5.7.1, parking will be permitted on one side of Local Roads in subdivisions that were approved on or before the effective date of this policy (as listed in Attachment 5), subject to the general parking restrictions given in Parking By-Law 9023.

5.7.2.1 If changes to parking restrictions on these roads are requested, the procedure in Section 5.4 or Section 5.5 shall be followed as appropriate.

6. RECORDS, FORMS AND ATTACHMENTS

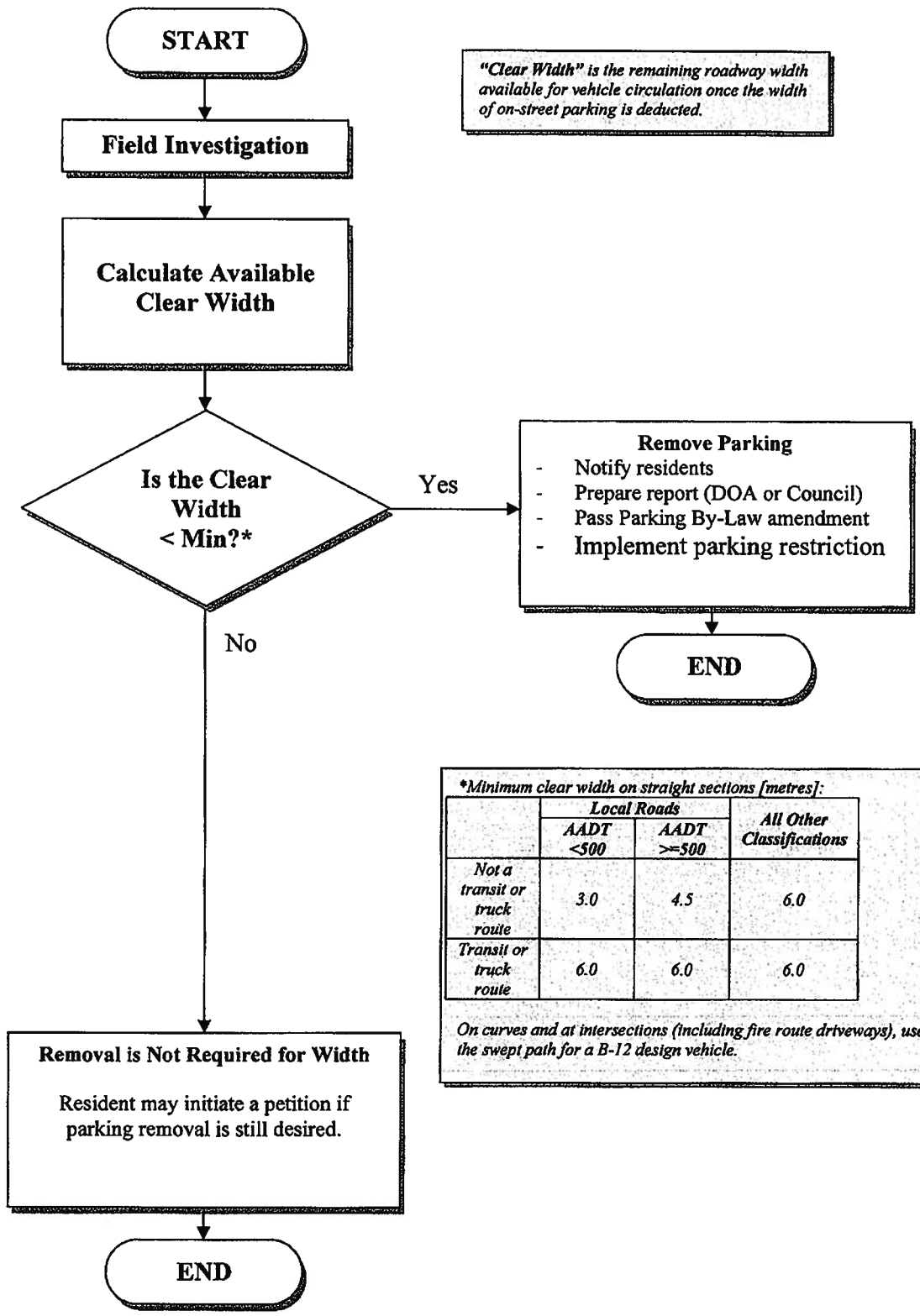
6.1 Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.

6.2 Attachments:

- 6.2.1** Attachment 1: Existing Roadways – Request for Removal of On-Street Parking
- 6.2.2** Attachment 2: Existing Roadways – Request for Addition of On-Street Parking
- 6.2.3** Attachment 3: Petition Process
- 6.2.4** Attachment 4: Sample Petition
- 6.2.5** Attachment 5: Approved Subdivisions

Appendix 'C' – Policy –Proposed Parking Control Changes Policy

Attachment 1: Existing Roadways – Request for Removal of On-Street Parking
 (based on concerns of insufficient roadway width)



"Clear Width" is the remaining roadway width available for vehicle circulation once the width of on-street parking is deducted.

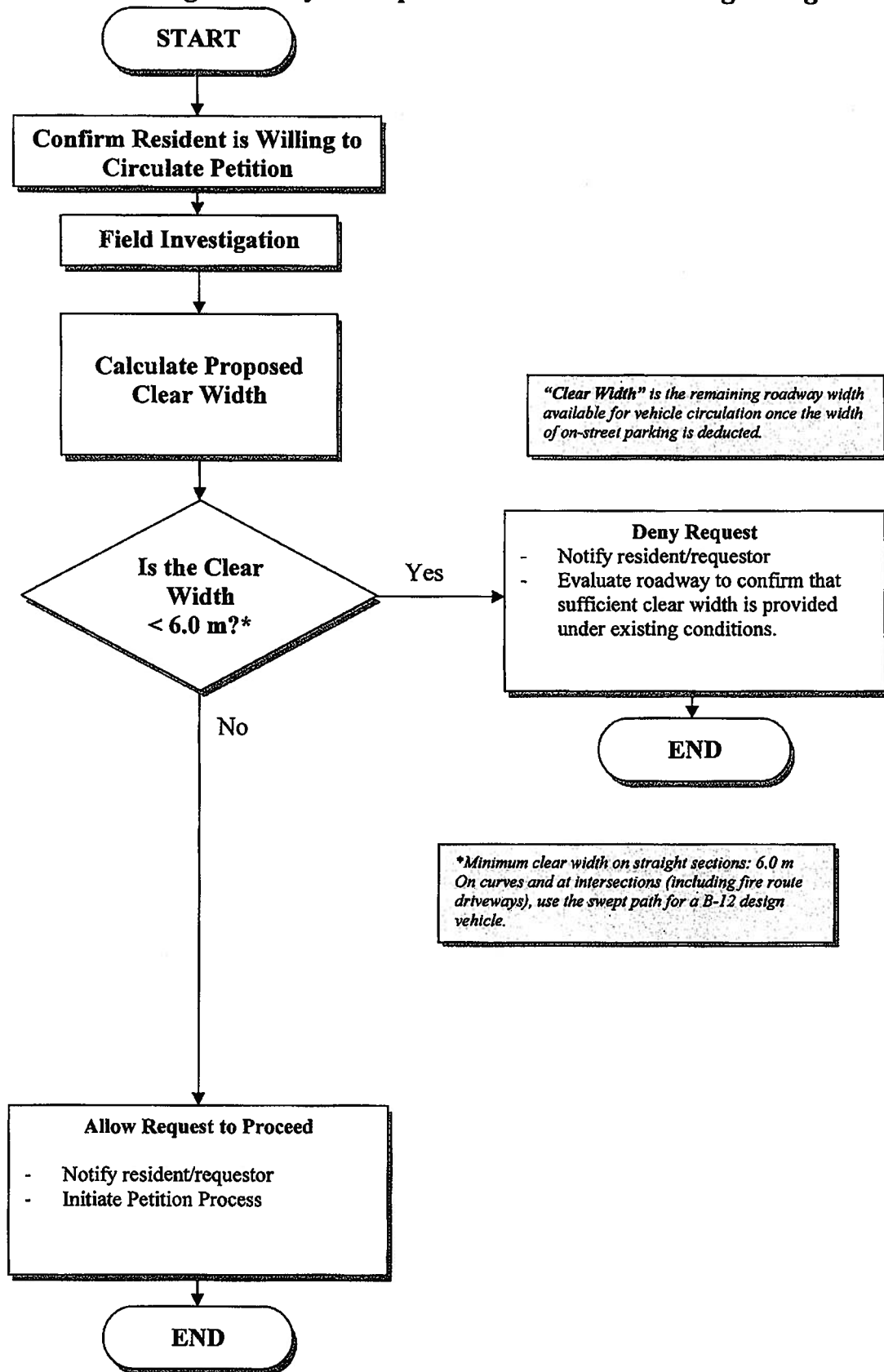
**Minimum clear width on straight sections [metres]:*

	<i>Local Roads</i>		<i>All Other Classifications</i>
	<i>AADT <500</i>	<i>AADT >=500</i>	
<i>Not a transit or truck route</i>	3.0	4.5	6.0
<i>Transit or truck route</i>	6.0	6.0	6.0

On curves and at intersections (including fire route driveways), use the swept path for a B-12 design vehicle.

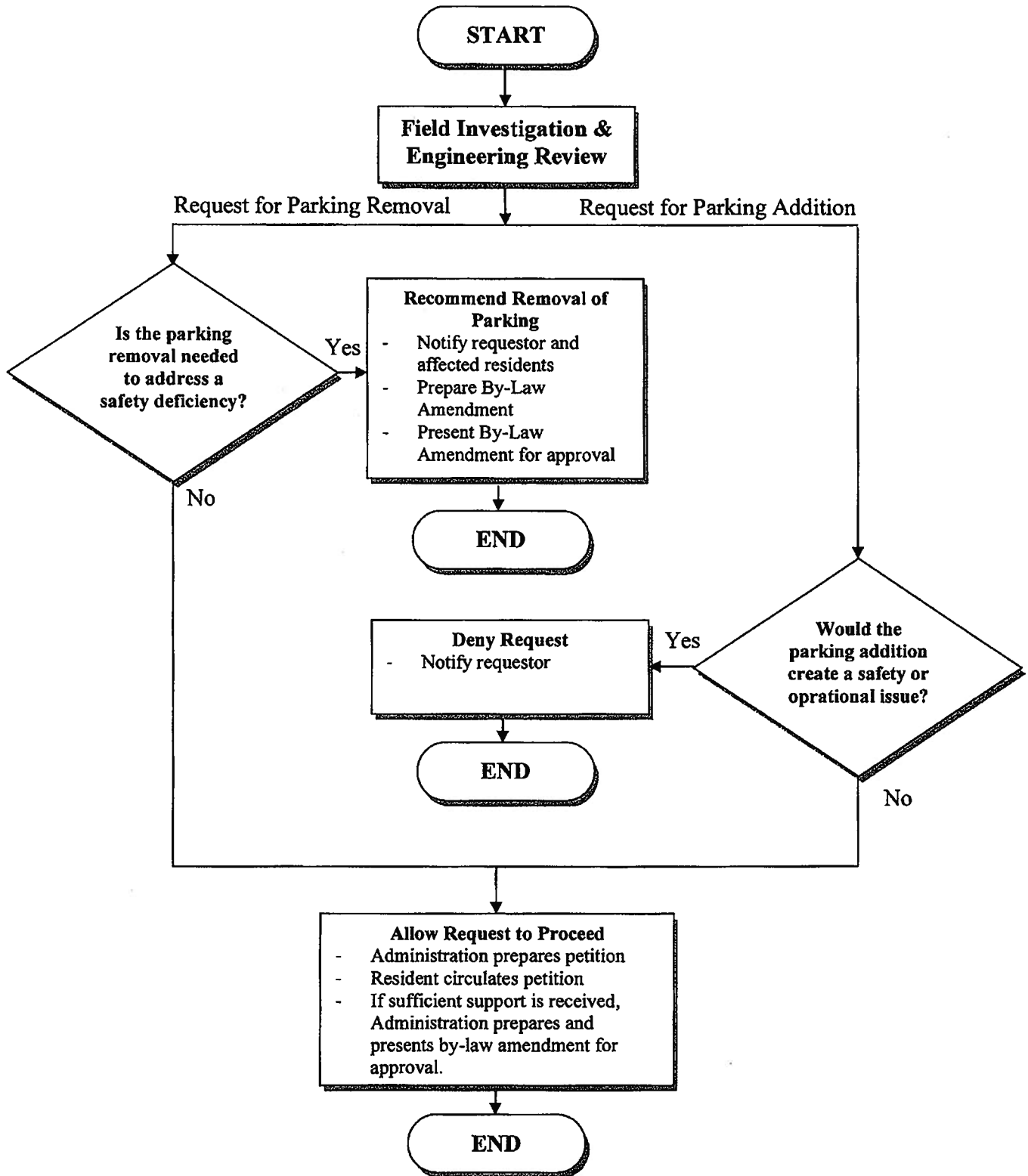
Appendix 'C' – Policy – Proposed Parking Control Changes Policy

Attachment 2: Existing Roadways – Request for On-Street Parking Changes



Appendix 'C' – Policy –Proposed Parking Control Changes Policy

Attachment 3: Petition Process



Appendix 'C' – Policy –Proposed Parking Control Changes Policy

Attachment 4: Sample Petition (Front)

PETITION STREET A

"NO PARKING" ON THE EAST SIDE FROM STREET B AND NORTH UP TO AND INCLUDING THE CUL-DE-SAC

#	Street	Prop Name	Signature	Date	Witness Signature	Date
267	STREET A					
270	STREET A					
271	STREET A					
265	STREET A					
265	STREET A					
268	STREET A					
264	STREET A					
272	STREET A					
260	STREET A					
260	STREET A					

Current Regulations:
 "NO PARKING ON" - east side of Street A from a point 100 metres north of Street B to a point 39 metres north and west around cul-de-sac

Proposed Regulations:
 ADD -"NO PARKING" - east side of Street A from Street B and north up to and including the cul-de-sac

(Sketch provided)
PLEASE NOTE:
 ONE SIGNATURE REQUIRED PER HOUSEHOLD AND/OR BUSINESS.
 THIS PETITION IS BEING CIRCULATED TO DETERMINE NEIGHBOURHOOD ACCEPTANCE.

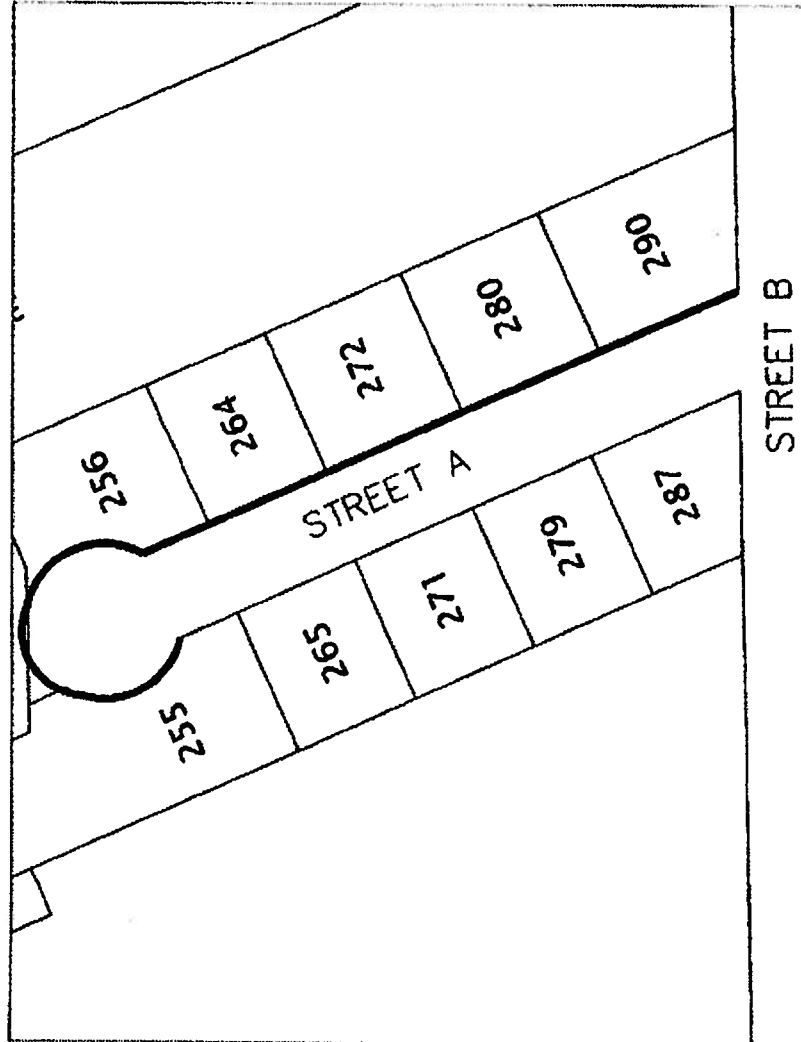
Appendix 'C' – Policy – Proposed Parking Control Changes Policy

Attachment 4: Sample Petition (Reverse)



STREET A

— Proposed NO PARKING



Appendix 'C' – Policy –Proposed Parking Control Changes Policy

Attachment 5: Approved Subdivisions

Subdivisions with approved agreements as of the date this policy is adopted:

Table to be provided by Planning