

**ADOPTED by Council at its meeting held December 7, 2015 [M497-2015]**  
**DEFERRED** to allow administration to  
clarify and confirm the motion presented for Council's consideration  
as adopted by Council at its meeting held November 16, 2015 [M471-2015]

/AC  
Windsor, Ontario November 16, 2015

**REPORT NO. 313 of the  
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY  
STANDING COMMITTEE**  
of its meeting held October 21, 2015

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

**Regrets:** Councillor Bill Marra

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

Moved by Councillor Francis, seconded by Councillor Borrelli,  
That the following recommendations contained in the report of the City Engineer dated October 2, 2015 entitled "Additional Information for Report No. 291 of the Environment, Transportation & Public Safety Standing Committee (Parking Control Changes Policy)" **BE NOT APPROVED:**

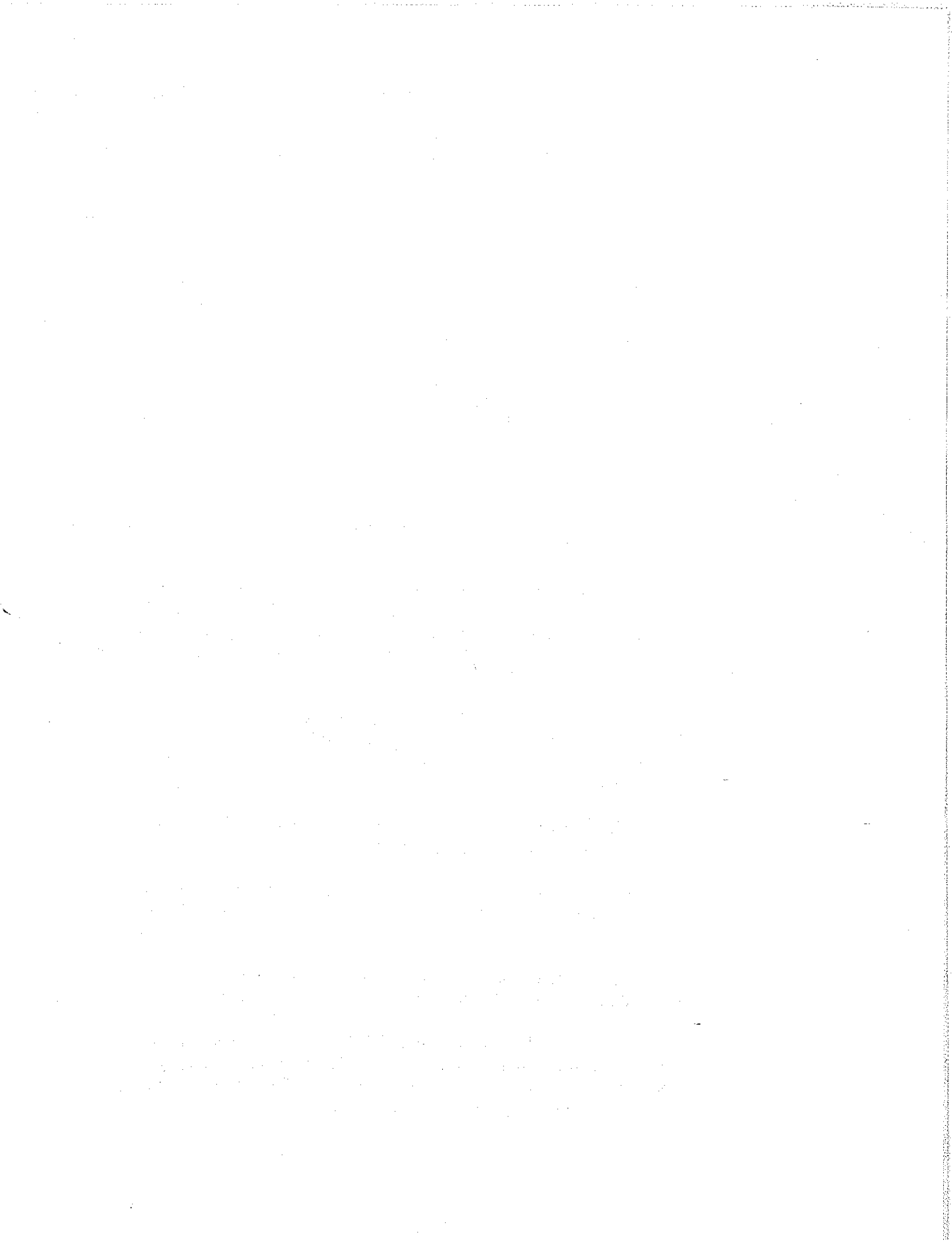
A. That the report *Additional Information for Report No. 291 of the Environment, Transportation and Public Safety Standing Committee (Parking Control Changes Policy)* **BE RECEIVED** for information.

B. That the recommendations of Administration report *Parking Control Changes Policy* (Live Link No. 17808), **BE ADOPTED:**

a. THAT the current *Parking Control Changes Policy* (Council Resolution M10-87), provided as Appendix B [to the basis report], **BE RESCINDED;**

b. THAT the proposed *Parking Control Changes Policy*, provided as Appendix C [to the basis report], **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.

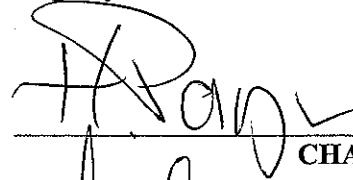
Carried.

Councillor Holt voting nay.

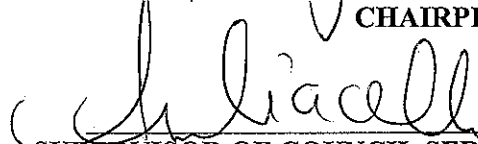
LiveLink 17978 ST2015

Clerk's Note: The report of the City Engineer dated October 2, 2015 entitled "*Additional Information for Report No. 291 of the Environment, Transportation and Public Safety Standing Committee (Parking Control Changes Policy)*" is **attached** as background information.

**To clarify & confirm this motion:** The seconder of this motion now reflects Councillor Borrelli with Councillor Holt voting nay.

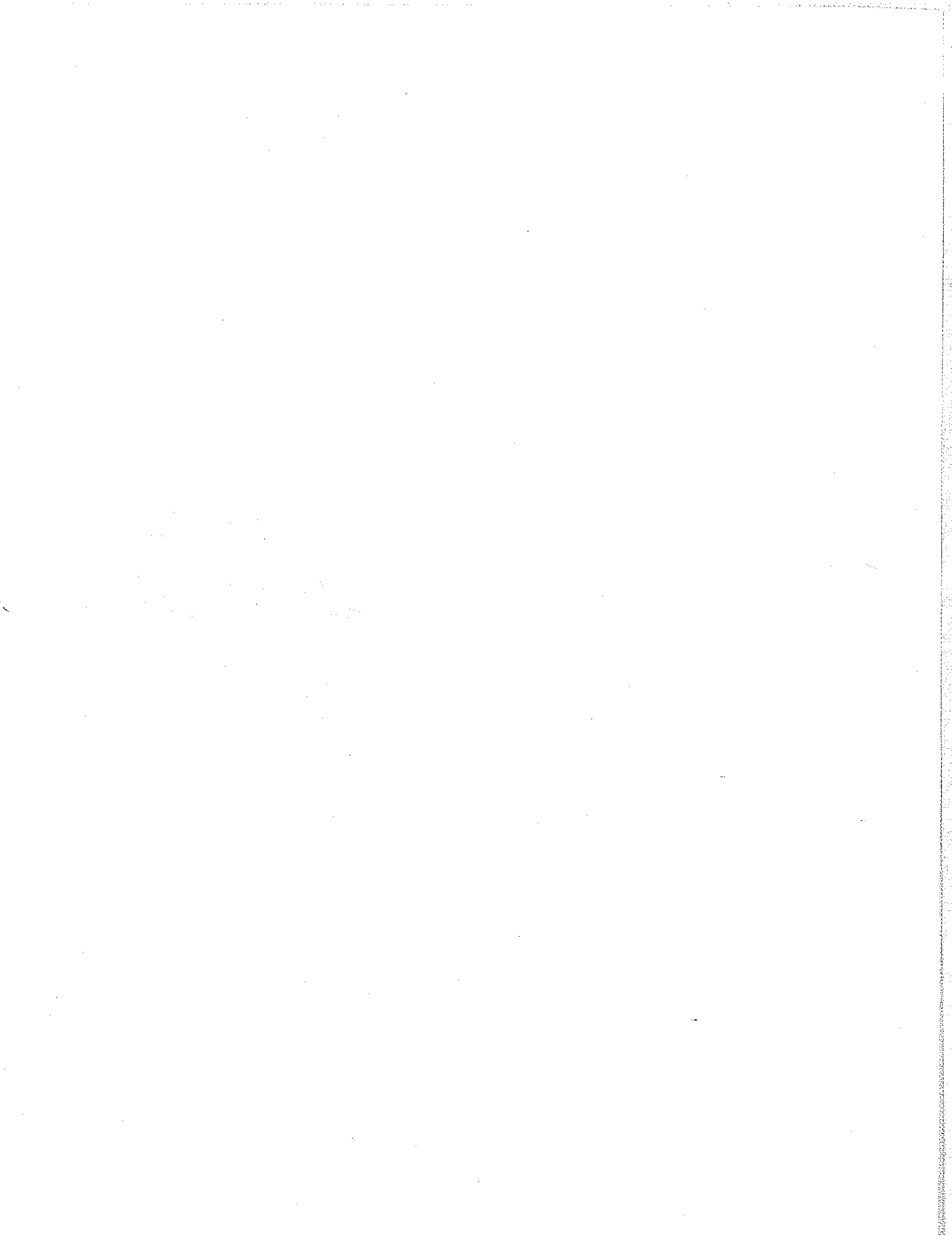


CHAIRPERSON



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."*

<b>LiveLink REPORT #: 17978 ST2015</b>	<b>Report Date: October 2, 2015</b> PW#5055-10/05/15:eb
<b>Author's Name: Jeff Hagan</b>	<b>Date to Standing Committee: October 21, 2015</b>
<b>Author's Phone: 519 255-6247 ext. 6003</b>	<b>Classification #:</b>
<b>Author's E-mail: jhagan@citywindsor.ca</b>	

**To: Environment, Transportation & Public Safety Standing Committee**

**Subject: Additional Information for Report No. 291 of the Environment, Transportation and Public Safety Standing Committee (Parking Control Changes Policy)**

**1. RECOMMENDATION: City Wide:  Ward(s): \_\_\_\_\_**

- A. That the report *Additional Information for Report No. 291 of the Environment, Transportation and Public Safety Standing Committee (Parking Control Changes Policy)* **BE RECEIVED** for information.
- B. That the recommendations of Administration report *Parking Control Changes Policy* (Live Link No. 17808), **BE ADOPTED:**
  - a. THAT the current *Parking Control Changes Policy* (Council Resolution M10-87), provided as Appendix B [to the basis report], **BE RESCINDED;**
  - b. THAT the proposed *Parking Control Changes Policy*, provided as Appendix C [to the basis report], **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.

**EXECUTIVE SUMMARY:**

N/A

## 2. BACKGROUND:

In its Report No. 291, the Environment, Transportation and Public Safety Standing Committee requested additional information regarding Administration report *Parking Control Changes Policy* (Live Link No. 17808) and the accompanying proposed Parking Control Changes Policy.

Report No. 291 recommended as follows:

*“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.”*

In addition, at the August 26, 2015 meeting where this report was brought before the Committee, questions were raised by Committee members regarding the notification process for on-street parking changes.

## 3. DISCUSSION:

### Impact of the Proposed Policy

When judging the potential impact of the proposed Parking Control Changes Policy, several important points should be noted:

- Administration already receives and responds to requests from residents, City departments (e.g. Windsor Fire & Rescue Services) and other groups to remove on-street parking based on concerns of narrow clear width. The proposed Parking Control Changes Policy is not intended to create new restrictions for on-street parking, but is rather intended to allow for a more consistent and transparent approach to on-street parking recommendations.
- Under the proposed policy, Administration would continue to respond to concerns about clear width on a complaint basis only.
- Any amendments to Parking By-Law 9023 recommended under the proposed policy will be submitted to Council for approval, either by Delegation of Authority report or report to the Environment, Transportation and Public Safety Standing Committee as appropriate.

Roadway information from the City's database was reviewed against the criteria in the proposed Parking Control Changes Policy to determine whether the roadway width is sufficient to allow on-street parking. The results are summarized in Table 1. **Existing parking restrictions are not considered in this table.** Please note that this table does not include certain road sections:

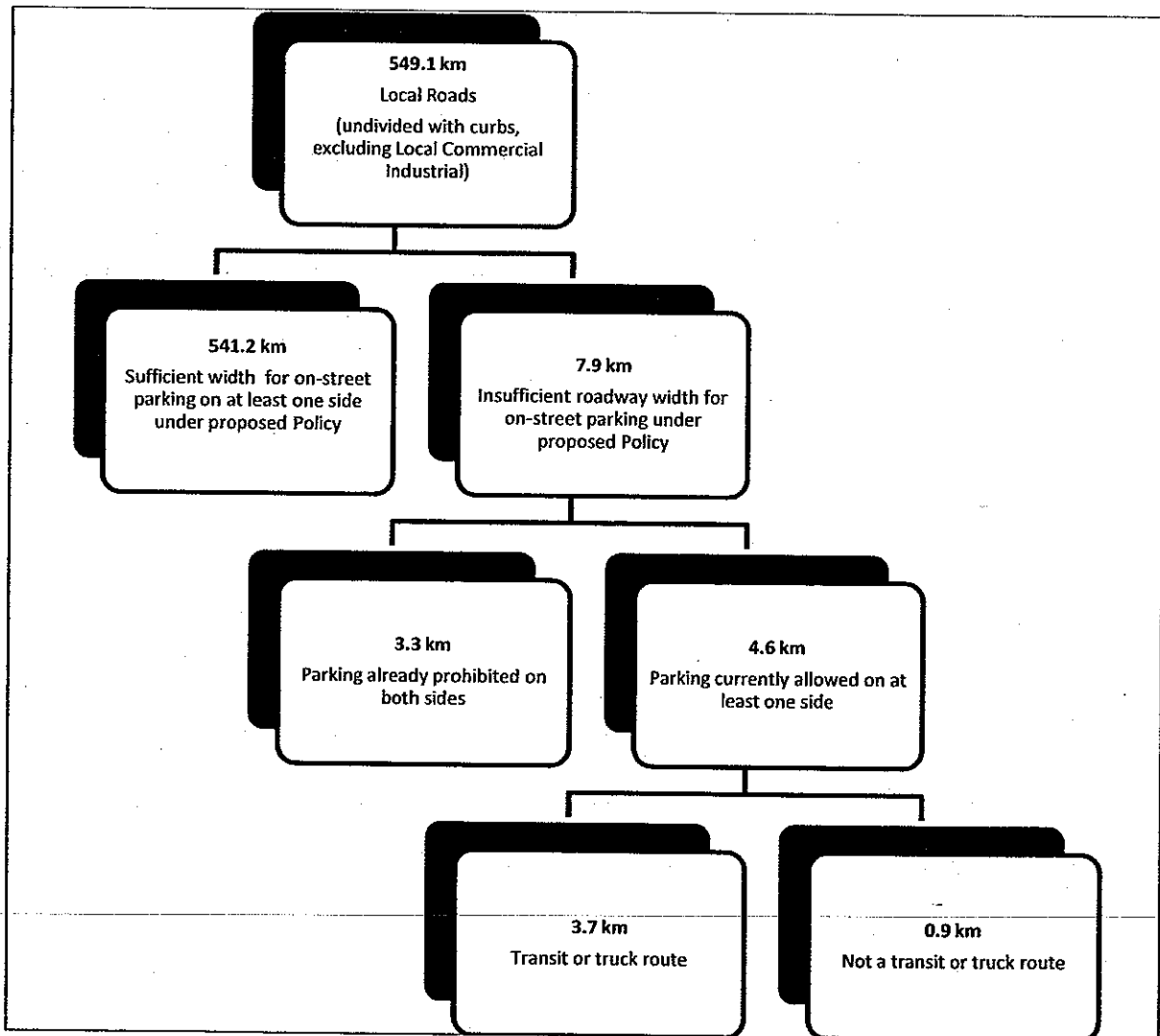
- Class I Arterial Roads and Expressways: parking is prohibited on these road classifications.
- Roads without curbs (i.e. roads with gravel or unimproved shoulders): parking is already prohibited on these road sections.

- Divided roads (i.e. roads with centre boulevards or medians): These roads could not be readily reviewed, since database records for divided roads include the median or boulevard width in the roadway width.

**Table 1: Available Roadway Width by Road Classification**

Clear Width for Parking on:	Percentage by Roadway Length				
	Local	Local Commercial Industrial	Class II Collector	Class I Collector	Class II Arterial
2 sides	20.6% (112.9 km)	8.7% (0.8 km)	12.1% (6.0 km)	32.0% (21.2 km)	76.2% (54.5 km)
1 side	78.0% (428.3 km)	51.1% (4.7 km)	40.4% (20.2 km)	43.7% (29.0 km)	14.5% (10.4 km)
0 sides	1.4% (7.9 km)	40.1% (3.7 km)	47.5% (23.7 km)	24.3% (16.1 km)	9.3% (6.7 km)
<b>Total</b>	<b>100.0%</b> <b>(549.1 km)</b>	<b>100.0%</b> <b>(9.1 km)</b>	<b>100.0%</b> <b>(49.9 km)</b>	<b>100.0%</b> <b>(66.3 km)</b>	<b>100.0%</b> <b>(71.6 km)</b>

*Note: table includes only undivided roads with curbs*



**Figure 1: Breakdown of Local Roads**

A breakdown for local roads is given in Figure 1. As noted, 98.6% of undivided local roads (excluding local commercial industrial roads) have sufficient roadway width to accommodate on-street parking on at least one side.

Of the remaining 7.9 km of local roads that do not have sufficient roadway width for on-street parking on either side, 3.3 km (42.0%) already prohibit parking on both sides.

**If requests for parking removal were received**, a total of 4.6 km of undivided local roads that currently have on-street parking could potentially have on-street parking removed altogether for clear width based on the criteria in the proposed Parking Control Changes Policy. Of this 4.6 km, 3.7 km (80%) are truck routes (as per Traffic By-law 9148) or transit routes, which require 6.0 m of clear width under the proposed policy.

The request for more granular analysis on a “particular neighbourhood” or the “impacts to an area of the city” is not readily available. Relating the Parking Control Changes Policy criteria to current on-street parking restrictions at specific locations is an incredibly time-consuming activity. Administration would like to offer the following policy details for consideration:

- Administration has been implementing the concepts of the proposed policy in its current standard practice.
- As identified, changes to on-street parking controls will continue to be addressed on a request basis.
- A Council decision will continue to be required to make any amendments to Parking By-law 9023.
  - Amending by-laws are passed by Council prior to their implementation. These are brought forward to Council for consideration in one of the following 2 ways:
    1. Via Delegation of Authority report. The Chief Administrative Officer has been given limited authority to recommend amendments to Parking By-law 9023.
    2. Via prior Council decision stemming from a report to the Environment, Transportation and Public Safety Standing Committee and/or report to Council.

### **Notification Process**

During the August 26, 2015 meeting of the Environment, Transportation and Public Safety Standing Committee, there was some hesitation regarding public engagement for parking changes that are not subject to a petition process; specifically requests to remove on-street parking at locations where the current clear width is less than the recommended minimum. Administration is taking this opportunity to better explain the Notification Letter Process particularly as it relates to gauging neighbourhood response.

The current notification process for on-street parking regulation changes is summarized in Figure 2. The proposed Parking Control Changes Policy does not include any revisions to this process.



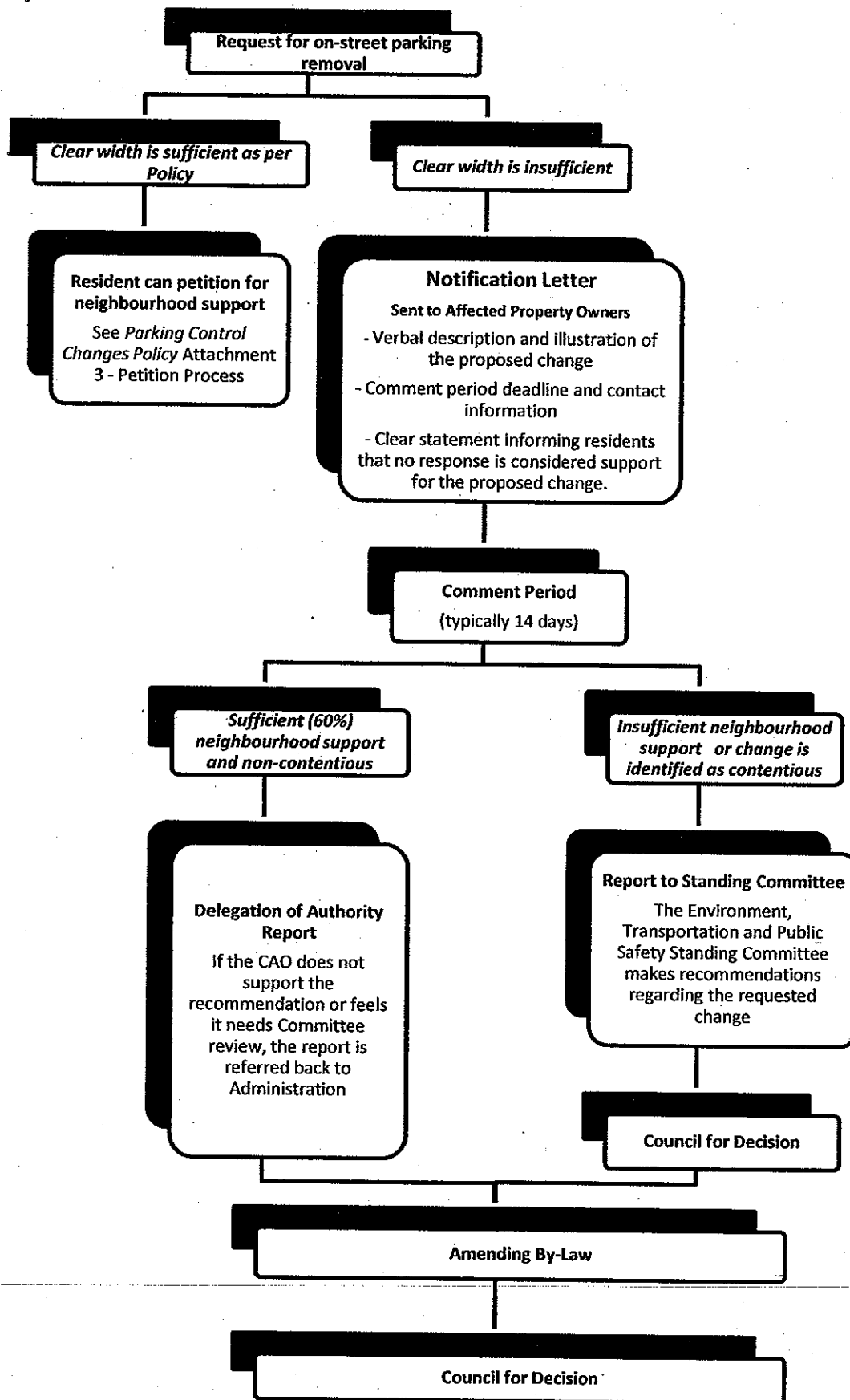


Figure 2: Notification Process

**4. RISK ANALYSIS:**

Risks associated with the proposed Parking Control Changes Policy were identified in the basis report. No further risks have developed.

**5. FINANCIAL MATTERS:**

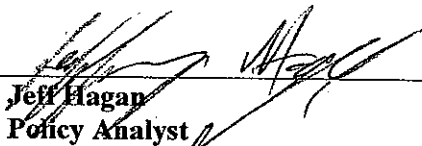
N/A

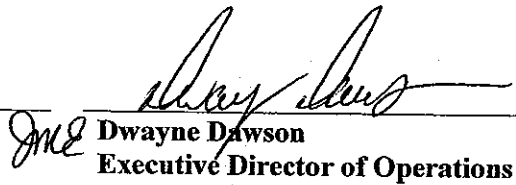
**6. CONSULTATIONS:**

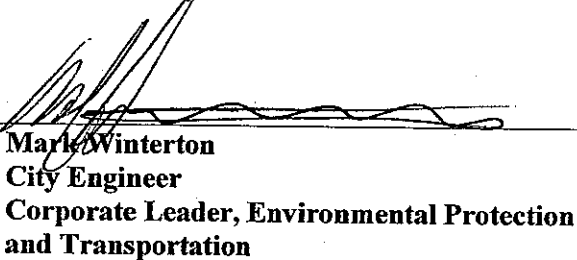
A consultation list was provided in the basis report. No additional consultations have occurred.

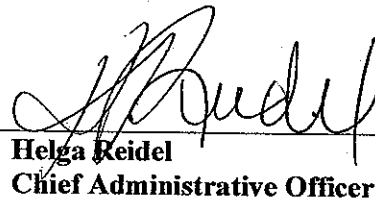
**7. CONCLUSION:**

The provisions in the proposed Parking Control Changes Policy that allow removal of parking to ensure adequate clear width will not affect the vast majority of City of Windsor roads. In instances where on-street parking may be affected, potential parking removals would only be carried out on a request basis and would support emergency services access, transit service, and/or truck access on truck routes that have been approved by Council.

  
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:**

Report No. 291 of the Environment, Transportation & Public Safety Standing Committee (M401-2015)

**DEPARTMENTS/OTHERS CONSULTED:**

Name:

Phone #: 519 \_\_\_\_\_ ext. \_\_\_\_\_

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX

Windsor City Council adopted the following resolution at its meeting held October 5, 2015

Moved by Councillor Gignac, seconded by Councillor Holt,  
M401-2015 That Report No. 291 of the Environment, Transportation & Public Safety Standing  
Committee of its meeting held August 26, 2015 regarding "Parking Control Changes Policy"  
BE ADOPTED as presented.  
Carried.

Adopted by Council at its meeting held October 5, 2015 [M401-2015]  
/AC  
Windsor, Ontario October 5, 2015

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

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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.

Livelihood #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.

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CHAIRPERSON

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SUPERVISOR OF COUNCIL SERVICES

**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 (4099 PG-08/13/15:eb)
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"> <li>• Provide at least 6.0 m of clear width.</li> <li>• If required, provide additional clear width based on standard lane widths.</li> </ul>
2. New Construction (currently approved subdivisions)*	Local Roads	<ul style="list-style-type: none"> <li>• Initially allow parking on one side.</li> <li>• Allow residents to request removal of on-street parking (similar to an existing street).</li> </ul>
	Collector and Arterial Roads	<ul style="list-style-type: none"> <li>• Provide at least 6.0 m clear width.</li> <li>• If required, provide additional clear width based on standard lane widths.</li> </ul>
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"> <li>• Truck route or transit route: 6.0 m;</li> <li>• Traffic volume (AADT) is greater than 500 vehicles per day: 4.5 m;</li> <li>• Streets other than cul-de-sacs and dead ends: 3.6 m;</li> <li>• Cul-de-sacs and dead ends: 3.0 m.</li> </ul> <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

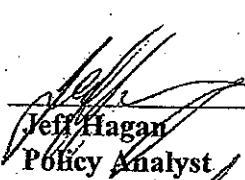
#### **6. CONSULTATIONS:**

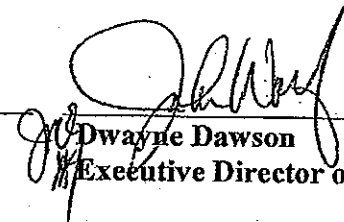
John Wolf, Traffic Operations and Parking  
 Anne Marie Albidone, Environmental Services  
 John Lee, Windsor Fire Rescue Service  
 Dan Shannon, Windsor Police Service  
 Phong Nguy, Operations – Maintenance  
 Andrew Lewis, Operations – Maintenance  
 Adam Coates, Planning  
 Tom Cadman, Planning 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

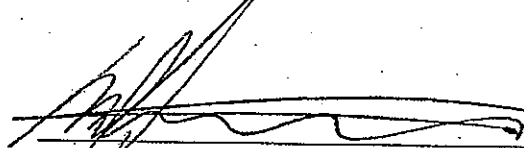


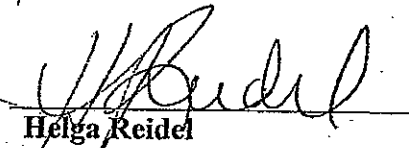
**7. CONCLUSION:**

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"> <li>Invest in quality living</li> <li>Make services responsive</li> </ul>	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"> <li>Stay safe</li> <li>Protect community wellness</li> </ul>	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"> <li>Make transportation efficient and convenient</li> </ul>	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"> <li>Maintain infrastructure</li> <li>Improve financial success</li> </ul>	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:	<b>Parking Control Changes Policy</b>	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.