



A Natural Attraction

**The Corporation of the City of Quinte West**  
Public Works & Environmental Services  
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**November 14, 2017**

## **PROCEDURE TO REVIEW ON-STREET PARKING**

The purpose of this Policy is to establish a framework when requests for more or less parking spaces on a particular street are made. It is important, therefore, that Quinte West City Council clearly sets out its own policy on how it will determine 'appropriate' parking lots and spaces and ensure consistency of application.

The steps to create or change a parking space are as follows;

Step 1 Citizen(s) requesting a parking change must send in a written request with justification by April 01 of each year. Request for new or removal of parking spaces shall only be received once a year by April 01 in order for City Staff and OPP to complete a detailed and comprehensive analysis.

Step 2 The Request for the parking change will be sent to the Director of Public Works and Environmental Services who will place the request on the Public Works Committees' agenda for information in April of each year.

Step 3 After the Public Works Committee approval of the minutes, the request will be sent to the City's Engineering Division, By-Law Enforcement Officer, and the OPP for review and comment.

Engineering, By-Law Enforcement Officer, Public Works Staff, and OPP will review and analyze the request taking into consideration road geometry (horizontal and vertical alignment, curves alignments etc), accident history, TAC Guidelines, school zones, sidewalks present or not, road characteristics, etc. and will provide a written report to the Director of Public Works and Environmental Services before the end of August.

Step 4 To increase awareness of the petitioners request for a parking change, City Staff will erect on opposite ends of the area in question, a sign stating that this street is under consideration by City Council for a parking change. Comments must be received by July 01 in writing to the City. This sign shall be displayed for an appropriate amount of time at the direction of the Director of Public Works.

In addition City Staff will provide a notice of the request on the City's website for residents to provide comment before July 01.

Step 5 In September, the Director of Public Works and Environmental Services shall provide a written report to the City's Public Works and Environmental Services Committee with all of the information, data, and reports and will provide a recommendation for Committee's consideration of the parking change.