

Residential On-Street Parking – Pilot Project

Terms of Reference

1. Introduction

Kingston's downtown core boasts a highly desirable mix of commercial, retail, institutional, recreational, and residential uses. This type of heterogeneous development is largely responsible for the vibrancy and relevancy of one of the oldest downtowns in the country. There appears to be a trend toward greater intensification of residential uses, particularly in areas within close proximity to employment and educational districts. There is a direct and positive relationship between dense urban form with high concentrations of people activity and the efficiency of a transportation system. These conditions can, however, lead to pressures on the system and affect the way we move people and goods. A residential on-street parking permit system is one strategy that may address issues related to competing demands for automobile parking.

2. Background

The Core Area Transportation Study completed in 2007 identified a residential on-street parking management plan as one of many strategies for the City of Kingston to pursue. More recently, City Council passed a motion to conduct a pilot project to test the applicability and efficacy of such a program in a residential area of downtown. The chosen area lies within Sydenham District and is a primarily residential neighbourhood nestled between Kingston's downtown commercial/retail district and the concentration of institutional uses in the KGH/Queen's University precinct. The pilot area consists of 12 city blocks with over 350 residential properties. It is the area bounded by King Street to the east, West Street to the south, Clergy Street to the west, and William Street to the north.

3. Policy Goals

The overall goal is to develop policy to guide the management of on-street parking supply in residential areas to help ensure the livability of residential neighbourhoods and the ability to address the parking needs of commuters. There is presently a high demand for parking in and around the core area, particularly the downtown precinct and the Queens/KGH precinct resulting from years of residential, institutional and commercial intensification. In many cases, generators of high parking demand are unable to provide additional off-street parking without significant cost or damage to neighbourhood character. As a result, parkers have had to seek space on neighbouring residential streets. This has created challenges for those living on the affected residential streets such as the inability to park their own vehicles, provide space for guests or service delivery and in some cases the inability to access their driveways. In an attempt to balance the needs of all users, the policy should also strive to avoid underutilization of valuable parking supply.

A well crafted policy that considers the unique needs of a residential area can improve the quality of life and livability in residential neighbourhoods in the following ways:

- The ability of residents to find and provide parking on their street if they require it
- A sense of community and neighbourhood identity
- A sense that their street is not being used as a parking lot
- The ability to achieve a balance of parking between local and non-local residents.

It should be recognized that adequate off-street parking supply for the parking demand generated is clearly the preferred approach. A policy will have application in circumstances where increasing off-street parking supply to meet demand is not feasible.

4. Pilot Project Objectives

A nine month pilot project to begin in June, 2009 will provide an opportunity to test the elements of a residential on-street parking program that are believed to be appropriate for the target area. The first step is to clearly identify the objectives of the pilot. Five draft objectives have been generated to inform and guide the complexion of the program:

1. Improve the ability of local residents to obtain required parking on their street.
2. Achieve a balance of parking between local & non-local residents.
3. To understand the elements of a successful residential parking permit program through direct experience in the Kingston context.
4. Develop program criteria related to location, eligibility, application requirements, special privileges and conditions for a permit program.
5. Establish policy direction related to permit program implementation, fees, street maintenance levels of service, monitoring and review.

5. Principles

- 1) There is a need to balance the goal of reducing automobile use with the basic needs for automobiles and on-street parking in urban areas, in accordance with the City's Transportation Master Plan objectives.
- 2) Communities to have input on changes before they are implemented.
- 3) Reasonable vehicle access must be maintained, particularly emergency vehicle access.
- 4) The permit parkers should not impede the ability to reasonably maintain City streets at acceptable standards. Maintenance in this context includes street sweeping; winter control activities (snow clearing and removal); refuse, recycling, and organics collections.
- 5) The program and area eligibility requirements should respond to neighbourhood characteristics, issues and needs.
- 6) The direct and indirect City costs of delivering the permit program should be recovered by permit fee revenues.

6. Pilot Project Guidelines and Conditions

Project guidelines are the essential tools needed to craft a program that will achieve identified project objectives. A review of residential parking programs coupled with input from residents in the pilot area, Committee members, and the general public have shaped the following guidelines and conditions:

- Applicants must be a resident of the pilot area to be eligible for a resident permit

- Applicants for a resident permit must demonstrate they do not have access to off-street parking to be eligible
- Applicants for temporary permits must provide proof of their host's residency in the pilot area
- Temporary permits are issued for up to 7 consecutive days with a limit of 1 consecutive renewal
- Commercial permits are available to existing commercial properties in the pilot area
- Resident and temporary permits must be associated with a specific address in the pilot area and a specific license plate number for the purposes of enforcement and to control uses other than those intended
- Permit does not change the existing parking restrictions
- Permit does not guarantee a parking space
- The permit exempts the permit holder from time of day parking restrictions on any street block within the pilot area
- Maximum number of resident permits issued per residential unit is 1 (one) with a maximum of 3 (three) per property.
- Maximum number of commercial permits issued per commercial property is 1 (one) with a maximum of 5 (five) vehicles associated with each permit
- Maximum duration of stay is 72 hours; permit holder is exempt from the existing 12 hour maximum stay restriction
- Maximum number of resident permits to be issued within the pilot area to equal 50% of available on-street parking supply. There are 265 on-street parking spaces in the pilot area, meaning a maximum of 133 resident permits will be available for purchase
- Maximum number of temporary permits to be issued within the pilot area to equal 50% of available on-street parking supply. There are 265 on-street parking spaces in the pilot area, meaning a maximum of 133 temporary permits will be available for purchase
- Permits will be issued by lottery in the event applications exceed maximum allowable
- Permits will be limited to passenger vehicles (other than recreational vehicles); motorcycles; and trucks of less than 1 tonne capacity
- The permit fee is based on the principle of full cost recovery. The program is to be financially self sustaining with no taxpayer support.
- Resident and temporary permit holder privileges for overnight parking between the hours of 1 a.m. and 7 a.m. will be suspended for up to 2 nights to facilitate the autumn street sweeping program.

7. Pilot Project Evaluation - Success Factors

A method and supporting criteria will be useful in evaluating the success of the pilot upon conclusion. A combination of quantitative and qualitative factors will be used to measure success:

- a. Number of resident permits issued must meet or exceed 7% (25) of pilot area residences (355).
- b. Compliance rate – number of permit holders incurring one or more parking violations in the pilot area not to exceed 20% of permits issued.
- c. Transfer rates – number of permits found on non-registered vehicles.
- d. Complaint rate – number of complaints from residents in the pilot area related to:
 - Parking availability
 - Program structure and delivery
 - Operational issues – street sweeping, solid waste collection, transit service
- e. Number and type of complaints from non-residents re: parking availability.
- f. Number and type of complaints from private parking providers re: impact on business.
- g. Resulting impact on City staff workloads.
- h. Resulting impact of required street maintenance levels of service and cost.

8. Schedule & Milestones

Task/Milestone	Dates
District Meeting	January 28th
Recommend Draft Terms of Reference	March 12 th EITP meeting
Web Based Public Input Period	March 16 th to April 3rd
Public Consultation Meeting	April 14 th EITP meeting
Final Recommendation to EITP Committee	May 12 th
Recommendation to Council	May 19 th
Staff Recommendation to Council Re: By-Law Changes (1 st and 2 nd Readings)	June 2 nd
3 rd Reading of By-Law Changes	June 16 th
Communicate Pilot Details and Application Procedure to Pilot Residents	June 17 th
Install Signage	Week of June 22 nd
Pilot Begins	June 29 th
Monitor Pilot	July to March
Evaluation & Report Results	1 st Quarter 2010