



**City of Kingston
Report to Council
Report Number 18-112**

To: Mayor and Members of Council
From: Jim Keech, President and CEO, Utilities Kingston
Resource Staff: Sheila Kidd, Deputy Commissioner Operations - Transportation & Infrastructure Services
Date of Meeting: April 17, 2018
Subject: Parking By-Law Amendments – Princess, Division, and Barrie Streets Reconstruction Area

Executive Summary:

The road and infrastructure reconstruction on Princess, Barrie, and Division Streets creates some changes to the layout of on-street parking spaces, bicycle racks, and benches on these street segments.

Within the parking lanes, the City currently accommodates accessible parking, commercial loading zones, 5-minute spaces, and shorter-term metered parking. Throughout the design of this project, staff has worked to ensure that design elements such as transit stops, pedestrian bulb-outs, benches, bicycle parking, and patios are accommodated, while minimizing the overall loss of the on-street parking within this reconstruction area. Staff has also consulted with the public, the Municipal Accessibility Advisory Committee (MAAC), property owners, downtown businesses, and other stakeholders to inform the final configuration of on-street parking types.

Within the construction area, approximately 62 parking spaces will remain after construction is complete, which represents a net reduction of 2 parking spaces. Up to 45 bike racks, and 10 benches will also be installed within the construction area.

The MAAC project team, consulted as part of this project, expressed no concerns with the accessible parking, bicycle parking, or bench placement proposed as part of the project. A public engagement survey was conducted and input was taken into consideration in the recommended changes to the on-street parking, bicycle rack, and bench placement.

This report outlines the necessary by-law amendments and justification for the proposed changes to align with the new parking and bike rack configurations.

April 17, 2018

Page 2 of 10

Recommendation:

That the by-law attached to Exhibit F to Report Number 18-112 be presented to amend By-Law Number 2010-128 "*A By-law to Regulate Parking*", as amended, in order to apply parking regulations to the parking lanes on the reconstructed segments of Princess, Clergy, Sydenham, and Montreal Streets as outlined in Exhibits A to E to Report Number 18-112.

April 17, 2018

Page 3 of 10

Authorizing Signatures:

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON

**Jim Keech, President & CEO,
Utilities Kingston**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

| | |
|---|--------------|
| Lanie Hurdle, Commissioner, Community Services | Not required |
| Desirée Kennedy, Chief Financial Officer & City Treasurer | Not required |
| Denis Leger, Commissioner, Corporate & Emergency Services | Not required |

April 17, 2018

Page 4 of 10

Options/Discussion:

Similar to previous phases on lower Princess Street, the reconstruction of segments of Princess, Barrie, and Division Streets result in some changes to the layout of the existing on-street parking areas. These changes are necessary to accommodate bulb-outs for transit stops, planters, benches, bicycle parking, and patios.

Within this area of downtown, different types of parking currently exist to accommodate a variety of different needs and uses. These types include accessible spaces, commercial loading zones, 5-minute spaces, licensed/reserved spaces, and short-term, paid-parking spaces.

Based on the changing configuration of bulb-outs and patios, staff prepared initial options for the layout of the on-street parking areas based on the following objectives:

- Continuing to provide an adequate number of accessible parking spaces and maintaining the same ratio of accessible spaces, relative to the overall on-street parking supply;
- Ensuring the location of accessible spaces maximizes usability and access;
- Providing commercial loading zones distributed throughout the area that can best serve multiple locations, while also maximizing their off-hour use as 5-minute parking or pick-up/drop-off locations;
- Maximizing the availability of short-term parking and minimizing sidewalk obstructions by clustering the parking to take advantage of Pay & Display machines rather than individual meters;
- Consideration of parking type requests and comments received from stakeholders and the public;
- Increasing availability of bicycle racks and rest benches throughout the reconstructed block segments.

The various parking, bicycle racks, and bench configurations were presented in an online survey and comment on the options was sought from Downtown Kingston, business operators, property owners, and the public. The public consultation was available from February 7 to February 28, 2018, and notification was provided through the City's website, email distributions to Downtown Kingston and properties in the construction zone, and a variety of social media platforms. A hard copy notice was also hand-delivered to each of the businesses and properties within the reconstruction zone to ensure maximum awareness of the process. A total of 142 responses were received as part of this survey and the feedback provided was used to refine the recommended approach.

At the request of staff, the Municipal Accessibility Advisory Committee (MAAC) established a project team to review and provide comment on the proposed options and final recommendation.

April 17, 2018

Page 5 of 10

Based on the comments received through consultation, and further analysis of the potential parking options, staff has prepared a final recommendation for the parking space locations and types in the reconstructed area. The chart below provides a summary of the type and number of spaces pre-construction, the recommended type and number of spaces post-construction, and the resulting change.

| Parking Space Type | Pre-construction | Post-construction | Change |
|--|------------------|-------------------|-----------|
| Accessible | 1 | 1 | 0 |
| Commercial Loading Zones / 5-minute | 1 | 2 | +1 |
| Dedicated 5-minute | 1 | 0 | -1 |
| Reserved (existing license agreement) | 0 | 0 | 0 |
| Short-term Parking – Pay & Display / Metered | 61 | 59 | -2 |
| Total | 64 | 62 | -2 |

Maps that depict the previous and recommended parking layout respectively on a block-by-block basis are provided in Exhibits A through D. Exhibit F includes the details of the recommended by-law change. The details of the allocation of each parking type in the reconstruction area are outlined in the sections below.

Accessible Parking

Location, space availability, and connection to sidewalk infrastructure are important considerations in the placement of on-street accessible parking. Consultation was completed through an online survey that gave options being proposed to the accessible parking, and included a comment section to provide input. Comments received through this consultation were considered and helped inform the recommendations being presented in this report.

At the request of staff, MAAC also established a project team to review and provide comment on the proposed recommendations. The project team reviewed the proposed parking lane configuration and expressed no concerns with the planned changes to parking.

From a general location standpoint, staff is recommending that accessible parking spaces be placed on side streets as close as possible to Princess Street. The side street placement is preferred by the MAAC project team as it has been observed that these side street segments generally have lower traffic volume, fewer pedestrians, and can provide more flexibility for accessible users. This placement is consistent with the placement completed in other reconstruction phases in this area.

One area of note was the block segment of Princess Street between Barrie and Clergy Streets. An existing Sunday-only accessible space designated for use by St. Andrew’s Presbyterian

April 17, 2018

Page 6 of 10

Church is to be removed. The church recently renovated their accessible entrance, which is located on the Clergy Street side of the church property. Clergy Street currently has 2 accessible parking spaces in close proximity to the church entrance. Need for the space for other uses was deemed minimal as it was designated for Sundays only. Additionally, a new commercial loading zone that allows for off-peak 5-minute parking for pick-up/drop-off being implemented on the south side of Princess Street is expected to alleviate any accessibility concerns on this block segment.

Within the reconstruction area, the ratio of accessible parking to the overall parking supply remains the same with no loss of full-time accessible parking spaces. Similar to other accessible parking spaces and passenger loading zones, staff will monitor utilization and address any concerns as needed through updates to the on-street parking regulations.

The details of the accessible parking locations within the reconstruction areas are as follows:

- The existing space on the north side of Princess Street adjacent to the Barrie Street intersection has been moved to the west side of Barrie Street adjacent to the intersection with Princess Street.
- The existing space on the north side of Princess Street between Barrie and Clergy Streets that was designated for Sundays only has been removed. The space was intended for accessible parking on Sundays to support St. Andrew’s Presbyterian Church however the church has indicated that they do not require this accessible parking space and prefer accessible spaces on Clergy Street co-located with their accessible entrance. Two accessible spaces were located on Clergy Street near the Church entrance and co-located with a dental office as part of the previous construction phase.
- Parking conditions in the area will be monitored after construction is complete and in the event that an additional accessible parking space is needed, it will be added on the west side of Barrie Street beside the aforementioned accessible space.

The resulting allocation of accessible parking spaces by block is as follows:

| Block and Street Segment | Pre-construction Spaces | Post-construction Spaces | Change |
|--------------------------------------|-------------------------|--------------------------|----------|
| Princess Street – Division to Barrie | 1 | 0 | -1 |
| Princess Street – Barrie to Clergy | 1*(Sunday Only) | 0 | 0 |
| Division Street – Queen to Garrett | 0 | 0 | 0 |
| Barrie Street – Brock to Queen | 0 | 1 | +1 |
| Total | 1 | 1 | 0 |

April 17, 2018

Page 7 of 10

Commercial Loading Zones / Limited-Term Parking

Commercial delivery vehicles must be able to access the businesses they serve. When off-street access is not an option, this need can be addressed by providing designated on-street commercial loading zones (CLZ).

Currently, CLZs are designated to be in effect from Monday to Friday, between 7:00 a.m. to 2:00 p.m. To further maximize the use of these loading zones, the by-law allows any vehicle to use these spaces for 5-minute parking, after 2:00 p.m. on weekdays and all day on weekends.

The details of the CLZ and 5-minute parking locations within the reconstruction areas are as follows:

- The existing CLZ located on the north side of Princess Street adjacent to Division Street remains in the same location.
- A CLZ is added to the south side of Princess Street adjacent to the Clergy Street intersection. Located at 316 Princess Street, this CLZ will service businesses and create a new limited-term parking space. The public survey showed strong support for a new CLZ and limited-term space around the Princess/Clergy Street intersection. This space will also provide an alternate pick-up/drop-off location for users of St. Andrew’s Presbyterian Church.
- The dedicated limited-term (15-minute) parking space currently located on the west side of Barrie Street, adjacent to the Queen Street intersection (338 Barrie Street), will be removed. An existing CLZ on Queen Street at Barrie Street will continue to serve local businesses. Survey responses show public support for the removal of this limited-term parking space and its conversion to short-term metered parking spaces.

The resulting allocation of commercial loading zones/5-minute parking spaces by block is as follows:

| Block and Street Segment | Pre-construction Zones | Post-construction Zones | Change |
|--------------------------------------|------------------------|-------------------------|----------|
| Princess Street – Division to Barrie | 1 | 1 | 0 |
| Princess Street – Barrie to Clergy | 0 | 1 | +1 |
| Division Street – Queen to Garrett | 0 | 0 | 0 |
| Barrie Street – Brock to Queen | 1 | 0 | -1 |
| Total | 2 | 2 | 2 |

Short-Term Parking – Pay & Display / Metered

Staff from Engineering and Transportation Services worked in partnership during the design process, while considering the design elements from the *Downtown Action Plan* (2004), to ensure that parking options were maximized in the available space.

April 17, 2018

Page 8 of 10

Adjustments to proposed mid-block and patio bulb-out placement helped to minimize the on-street short-term parking loss associated with the reconstruction. In total, there is a net loss of two short-term parking spaces with some block segments gaining additional short-term parking, while others have reduced spaces. The redistribution of parking spaces in the affected block segments also allows for the implementation of more Pay & Displays instead of individual parking meters. This assists in freeing space on sidewalks for pedestrians and other amenities, such as bike racks.

The short-term parking spaces currently located on Division Street are being removed to make room for the continuation of the Division Street cycling lanes.

The resulting allocation of short-term parking spaces by block is as follows:

| Block and Street Segment | Pre-construction Spaces | Post-construction Spaces | Change |
|--------------------------------------|-------------------------|--------------------------|-----------|
| Princess Street – Division to Barrie | 18 | 21 | +3 |
| Princess Street – Barrie to Clergy | 25 | 23 | -2 |
| Division Street – Queen to Garrett | 2 | 0 | -2 |
| Barrie Street – Brock to Queen | 16 | 15 | -1 |
| Total | 61 | 59 | -2 |

In block segments where there are a minimum of five to eight short-term parking spaces in a row, a Pay & Display meter will be used on street. The Pay & Display meters are preferred over single-space meters as they reduce sidewalk clutter, provide greater payment options to parkers, and are more efficient for parking operations to maintain.

Bicycle Racks and Benches

Location and space availability were the most important considerations used in placing benches and bicycle racks in the reconstructed area. Public consultation for bicycle racks and benches was included as part of the online survey addressing new parking configurations. Comment sections allowed the public to express concerns or give input. Comments received in this section were used in consideration when making final decisions.

Feedback from the public survey showed overwhelming support for the installation of new bicycle racks as planned. The main sources of concern included ensuring bicycle racks were placed in such a way that both sides were accessible for use and installing bicycle racks close to certain amenities and stores in the reconstructed area.

The MAAC project team was also consulted in bicycle rack and bench placement planning. The project team expressed concern that accessible parking spaces required a wide enough radius without bike racks present to ensure that loading ramps and vehicle entrances remained

April 17, 2018

Page 9 of 10

unimpeded at all times. This input was used in determining the final recommended bicycle parking and bench locations.

The proposed bicycle rack and bench placements are conceptual at this stage of the planning process. The final locations of bicycle racks and benches may be adjusted in the field to accommodate any conflicts, adjustments of other on-street amenities, or other changes as required.

Existing Policy/By-Law:

By-Law Number 2010-128 as amended, "*A By-law to Regulate Parking*"

Notice Provisions:

Not applicable.

Accessibility Considerations:

The provision of accessible on-street parking is an important consideration in the overall design of the reconstructed areas of the downtown. Staff has incorporated practices developed in previous iterations of the downtown reconstruction to provide spaces that are adjacent to demand generators, co-located with signalized pedestrian crossings and provide additional space for loading/unloading accessibility devices where possible.

In accordance with the Integrated Accessibility Standards Regulation, Regulation No. 191/11, Section 80.39 under the *Accessibility for Ontarians with Disabilities Act, (AODA)*, members of the public and MAAC were consulted on the need, location, and design of on-street accessible parking within the reconstruction area.

Financial Considerations:

The costs associated with the equipment and signage required to complete these changes is part of the current approved capital budget for this phase of the Princess Street reconstruction project.

Contacts:

Ian Semple, Director, Transportation Services, 613-546-4291, Extension 2306

Other City of Kingston Staff Consulted:

Mark Dickson, Transportation Engineer

Tyler Lasko, Manager, Design and Development

Kim Leonard, Supervisor, Parking Services

Greg McLean, Policy and Program Coordinator

April 17, 2018

Page 10 of 10

Exhibits Attached:

Exhibit A – Map of Princess Street from Division Street to Barrie Street

Exhibit B – Map of Princess Street from Barrie Street to Clergy Street

Exhibit C – Map of Barrie Street from Brock Street to Queen Street

Exhibit D – Map of Division Street from Garrett Street to Queen Street

Exhibit E – Map of Bicycle Racks and Bench Placement on All Reconstruction Streets

Exhibit F – Proposed Changes to By-Law Number 2010-128, "*A By-law to Regulate Parking*"

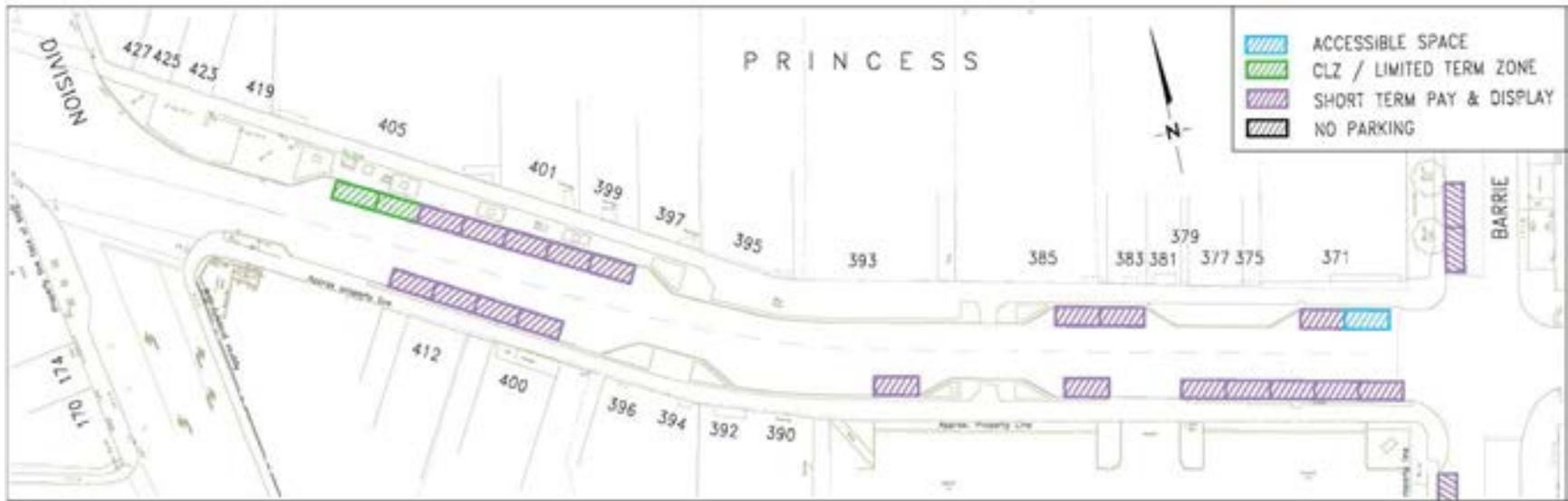


Figure 1 – Existing on-street parking regulations

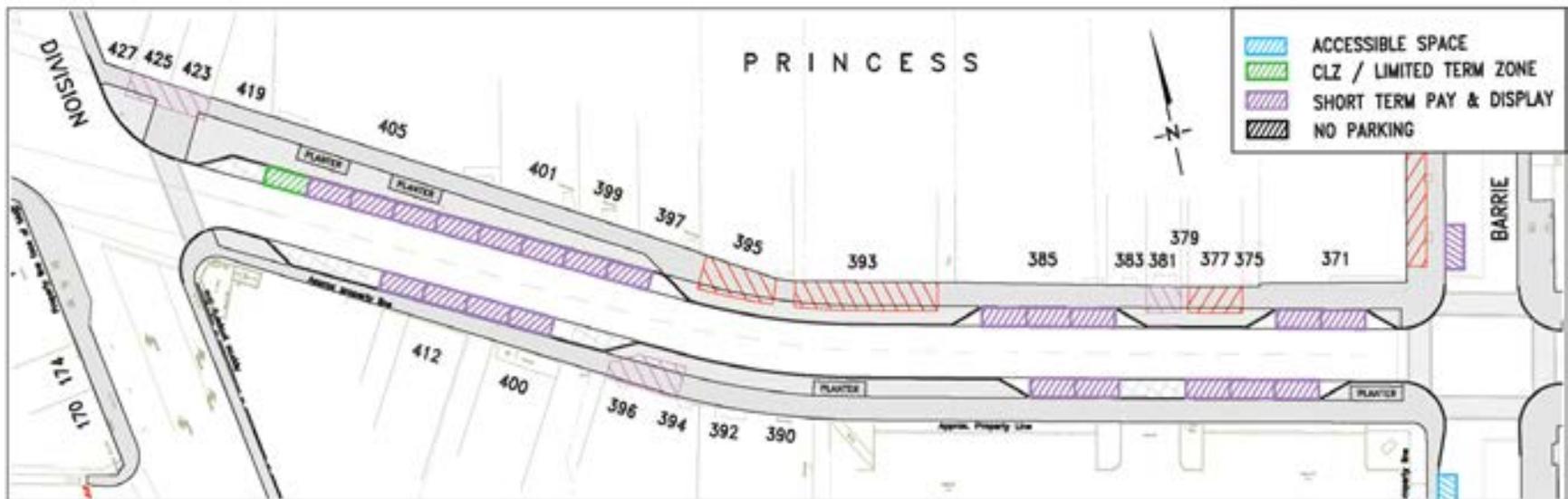


Figure 2 – Proposed on-street parking regulations

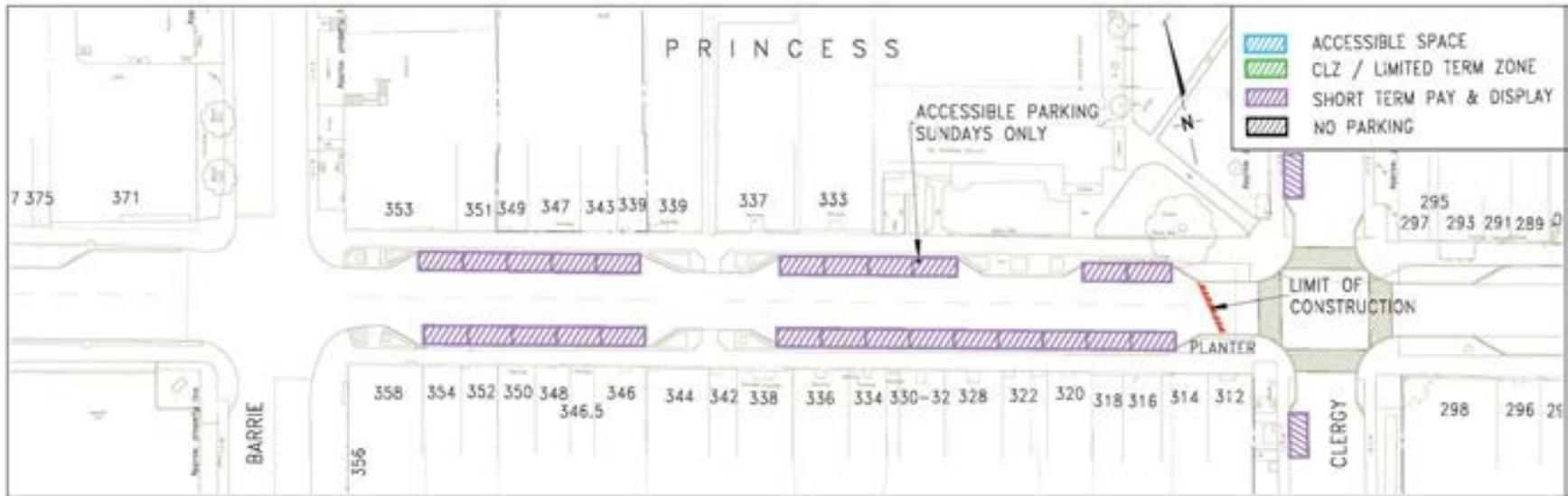


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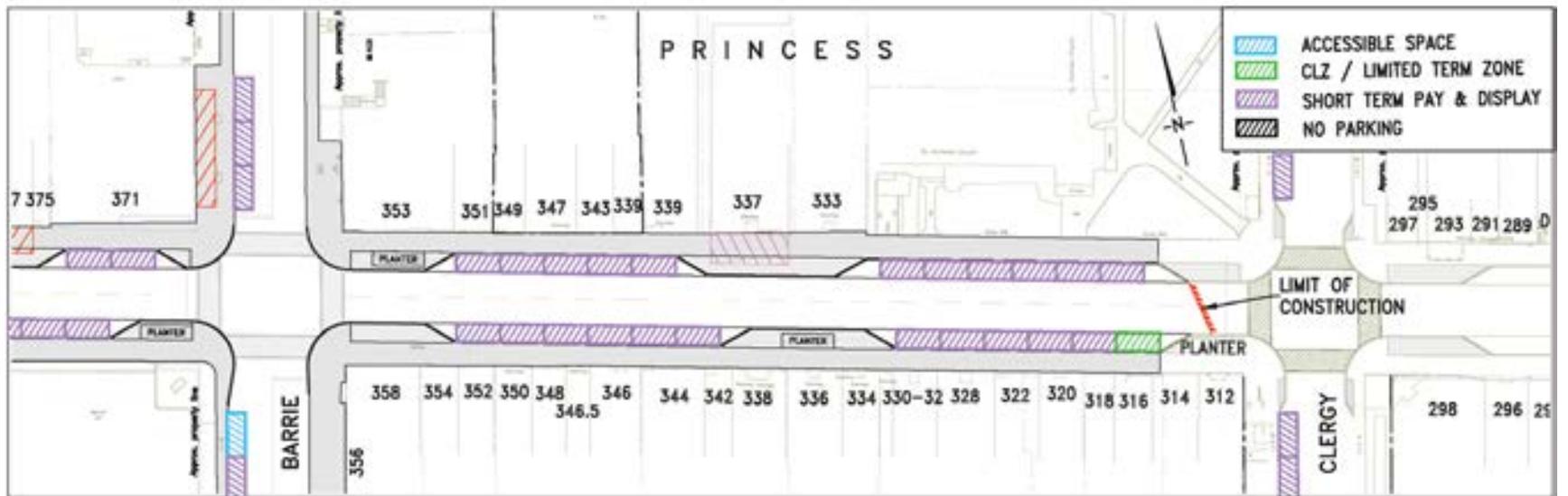


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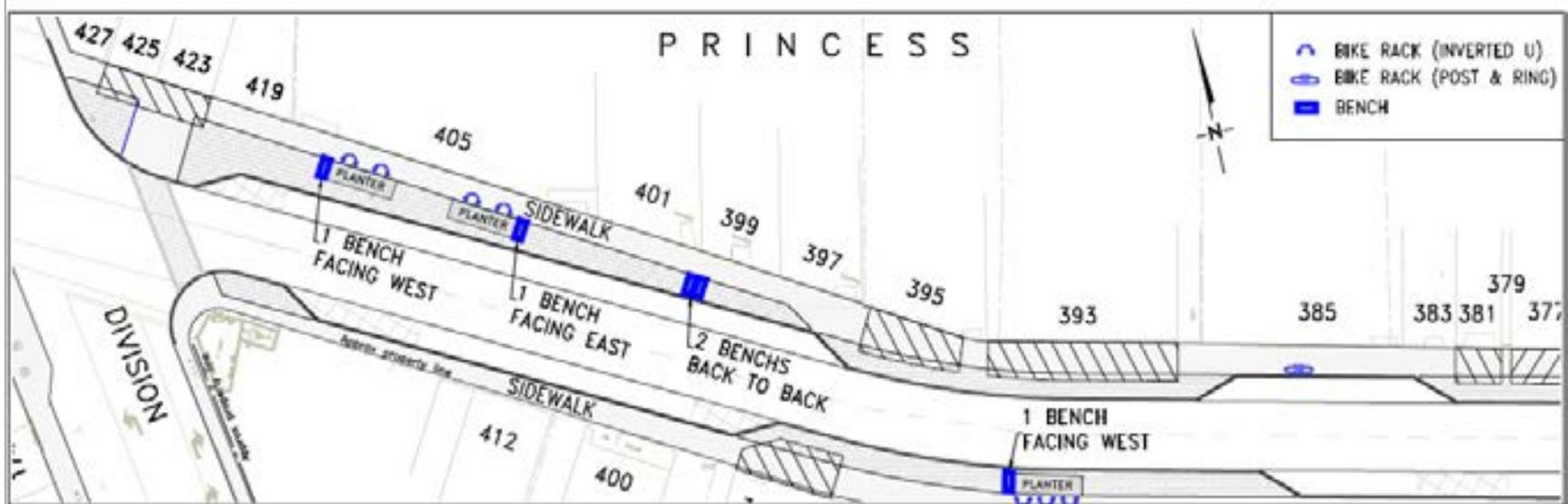


Figure 1 – Bench and Bicycle Rack Placement on Princess Street from Division Street east to 383 Princess Street

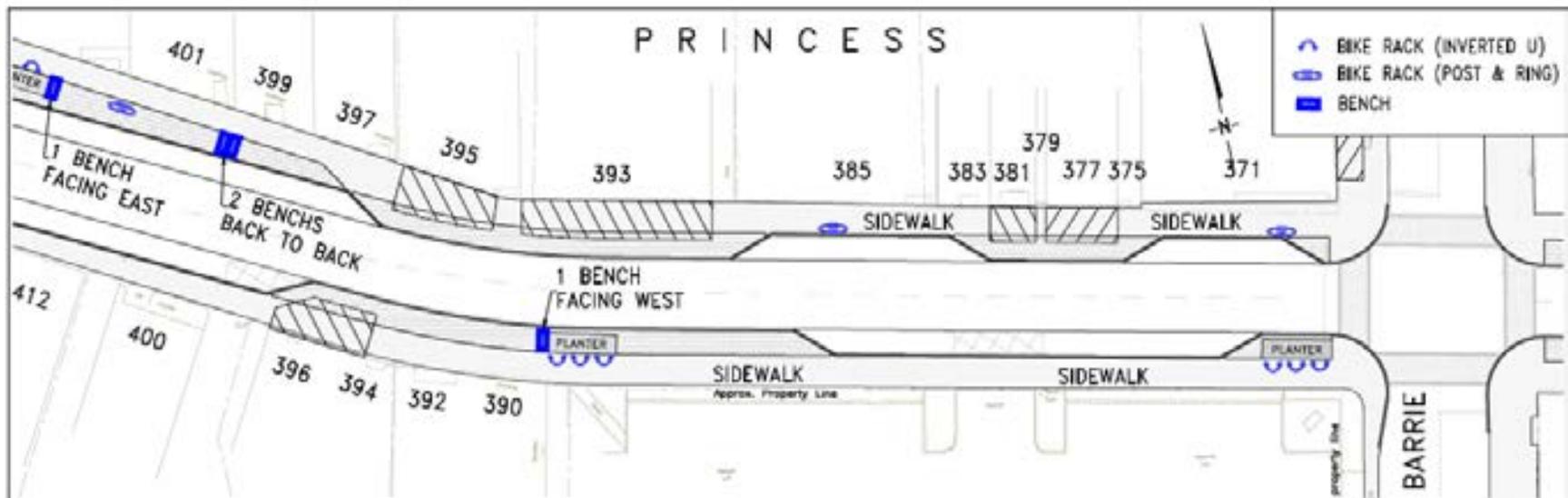


Figure 2 - Bench and Bicycle Rack Placement from 412 Princess Street east to Barrie Street

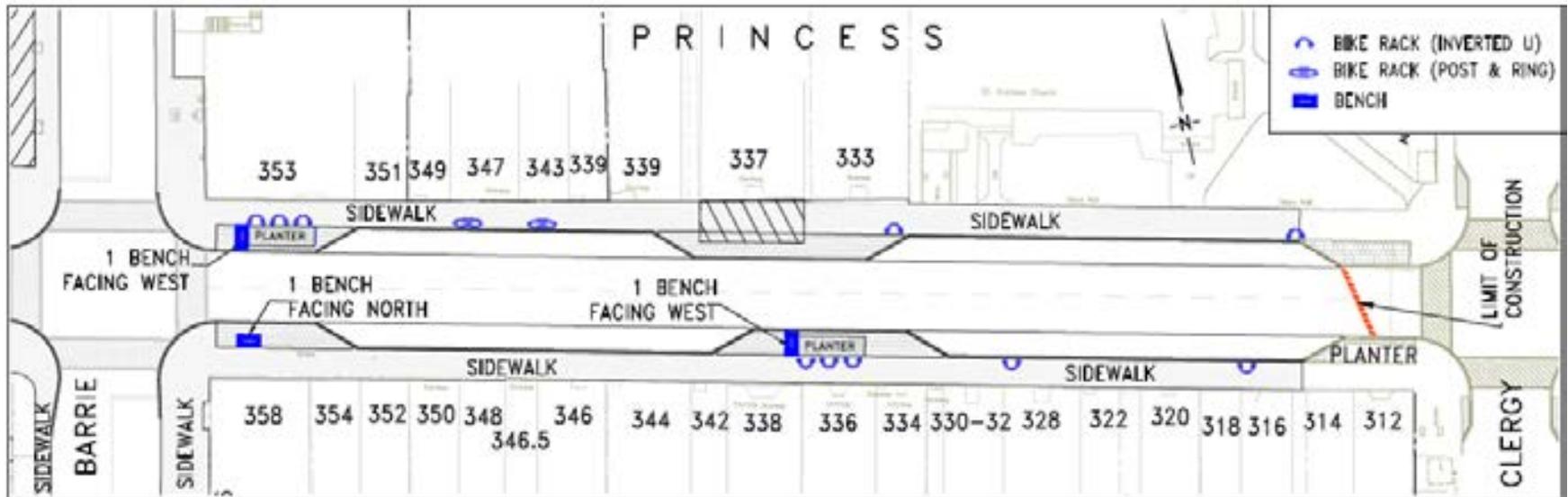


Figure 3 - Bench and Bicycle Rack Placement on Princess Street from Barrie to Clergy Streets



Figure 4 - Bench and Bicycle Rack Placement on Barrie Street from Brock to Queen Streets



Figure 5 - Bench and Bicycle Rack Placement on Division Street from Garrett to Queen Streets

By-Law Number. 2018-XX

A By-Law to Amend By-Law Number 2010-128 “A By-Law to Regulate Parking”.

Passed: Month XX, 2018

The Council of The Corporation of the City of Kingston enacts as follows:

1. By-law No. 2010-128 of the Corporation of the City of Kingston entitled “A by-law to regulate parking”, as amended, is hereby further amended as follows:
 - 1.1 Schedule A-1, Parking Meter Zones on City Streets, is hereby amended by removing the following therefrom:

**Schedule A-1:
Parking Meter Zones on City Streets
Zone C
Maximum Time Limit: 3 Hours
9:30 a.m. to 5:30 p.m. Monday to Saturday except holidays**

| Street | Side | From |
|-----------------|------|-----------------------------------|
| Division Street | West | Princess Street to Garrett Street |

- 1.2 Schedule A-2, Accessible Parking Meter Zones, is hereby amended by adding the following hereto:

**Schedule A-2:
Accessible Parking Meter Zones on City Streets
Maximum Time Limit: 3 Hours
9:30 a.m. to 5:30 p.m. Monday to Saturday except holidays**

| Street | Side | From |
|---------------|------|---|
| Barrie Street | West | 10 metres south of Princess Street southerly 6 metres |

- 1.3 Schedule D-1, Taxi Stand Zones, is hereby amended by removing the following therefrom:

**Schedule D-1:
Taxi Stand Zones**

| Street | Side | From | Days | Hours |
|-----------------|-------|--|-------|---------------------|
| Princess Street | South | 82.9 metres east of Division Street easterly 24.7 metres | Daily | 10:00 pm to 3:00 am |
| Princess Street | North | 30.5 metres east of Division Street easterly 18.3 metres | Daily | 10:00 pm to 3:00 am |

1.4 Schedule D-1, Taxi Stand Zones, is hereby amended by adding the following hereto:

**Schedule D-1:
Taxi Stand Zones**

| Street | Side | From | Days | Hours |
|-----------------|-------|--|-------|---------------------|
| Princess Street | North | 30.5 metres east of Division Street easterly 18.3 metres | Daily | 10:00 pm to 3:00 am |

1.5 Schedule D-4, Commercial Loading Zones within the Central Business District, is hereby amended by removing the following therefrom:

**Schedule D-4:
Commercial Loading Zones within the Central Business District
Monday to Friday
7:00 a.m. to 2:00 p.m.**

| Street | Side | From |
|-----------------|-------|--|
| Princess Street | North | 17.5 metres east of Division Street easterly 12.8 metres |

1.6 Schedule D-4, Commercial Loading Zones within the Central Business District, is hereby amended by adding the following hereto:

**Schedule D-4
Commercial Loading Zones within the Central Business District
Monday to Friday
7:00 a.m. to 2:00 p.m.**

| Street | Side | From |
|-----------------|-------|--|
| Princess Street | North | 17.5 metres east of Division Street easterly 12.8 metres |
| Princess Street | South | 15 metres west of Clergy Street westerly 6 metres |

1.7 Schedule F-2, No Stopping Zones, is hereby amended by adding the following hereto:

**Schedule F-2
No Stopping Zones**

| Street | Side | From |
|-----------------|-------|--|
| Princess Street | South | Clergy Street westerly 15 metres |
| Princess Street | North | 56 metres west of Clergy Street westerly 26.5 metres |
| Princess Street | North | Barrie Street easterly 18.6 metres |
| Princess Street | South | 55 metres east of Barrie Street easterly 24 metres |
| Princess Street | South | Barrie Street easterly 23.75 metres |
| Princess Street | North | Barrie Street westerly 11 metres |
| Princess Street | North | 22.75 metres west of Barrie Street westerly 18.5 metres |
| Princess Street | North | 77.5 metres east of Division Street easterly 43.5 metres |
| Princess Street | North | Division Street easterly 17.5 metres |
| Princess Street | South | Division Street easterly 30 Metres |
| Princess Street | South | 60 metres east of Division Street easterly 59 metres |
| Princess Street | South | Barrie Street westerly 16.5 metres |
| Sydenham Street | Both | Princess Street northerly 37 metres |
| Division Street | West | Princess Street to Garrett Street |

1.8 Schedule G-1, Limited Term Parking Zones, is hereby amended by removing the following therefrom:

**Schedule G-1
Limited-Term Parking Zones**

| Street | Side | From | Times | Limit |
|-----------------|-------|---|---|-----------|
| Barrie Street | West | 9.4 metres south of Queen St southerly 6.0 metres | Mon to Sun | 5 minutes |
| Princess Street | North | 30.5 m E of Division St easterly 18.3 m | Mon to Fri, 2pm to 6 pm; Saturday 8 am to 6 pm | 5 minutes |

1.8 Schedule G-1, Limited Term Parking Zones, is hereby amended by adding the following hereto:

**Schedule G-1
Limited-Term Parking Zones**

| Street | Side | From | Times | Limit |
|-----------------|-------------|--|--|--------------|
| Princess Street | South | 15 metres west of Clergy Street westerly 6 metres | Mon to Fri, 2pm to 6 pm; Saturday 8 am to 6 pm | 5 minutes |
| Princess Street | North | 17.5 metres east of Division Street easterly 12.8 metres | Mon to Fri, 2pm to 6 pm; Saturday 8 am to 6 pm | 5 minutes |

2. This By-Law shall come into force and take effect when required signage and equipment has been installed.

Given First and Second Readings Month XX, 2018

Given Third Reading and Passed Month XX, 2018

(Signed)

John Bolognone
City Clerk

Bryan Paterson
Mayor