

CITY OF ORILLIA POLICY MANUAL

Part	2	Development Services and Engineering	2.9.1.1.
Section	9	Parking	
Sub-Section	1	Manual	
Policy	1	Guidelines and Procedures for On-Street Parking Change Requests	

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1 INTRODUCTION

1.1 Background

The Development Services and Engineering Department receives numerous requests from residents requesting a change to the existing on-street parking by-law restriction on their roadway. Policy 2.9.1.1 – Guidelines and Procedures for On-Street Parking Change Requests provides a standardized approach to requests for changes to existing on-street parking regulations, similar to Policy 2.6.1.1 – Guidelines and Procedures for Traffic Calming.

1.2 Purpose

The purpose of this policy is to provide guidelines, procedures and criteria for the initiation, investigation and implementation for the requests of on-street parking by-law regulation changes.

2 PROCESS

2.1 Initiation

If a member of the public wishes to change the existing parking restriction on a municipal road, the City of Orillia’s Engineering Division will review the request upon receipt of a completed “*On-Street Parking Change Request*” petition form. Before completing the petition, the subject roadway must comply with the initial screening criteria:

- be a residential local or collector roadway (see [Helpful Tips and Tools](#)).
- be assumed and maintained by the City of Orillia (see [Helpful Tips and Tools](#)).
- be a minimum length of 60 metres.

2.2 Application

Once the requester confirms compliance with the initial screening criteria, an application must be completed. As part of the application, a completed petition must demonstrate support from at least 51% of the property owners within the affected area. The affected area includes all property owners within a 60 metre radius of the area of concern. Some areas may require a larger or smaller radius. Please see page 3 for an example of an area of concern and the 60 metre radius of property owners that it affects. For further clarification please see [Helpful Tips and Tools](#). The final application can be submitted via e-mail to engineering@orillia.ca with the subject line “*On-Street Parking Change Request Policy*”, or you may drop it off at City Hall, Engineering Division, 50 Andrew Street South, Suite 300, Orillia, attention “*On-Street Parking Change Request Policy*”.

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2.3 Technical Review

Once staff has received the completed application and petition, the request will undergo a technical review. At a minimum, the following criteria will be reviewed:

- Safety assessment
- Data collection
- Parking supply and demand
- Average Daily Traffic count of the local roadway
- Appropriate use of road space to avoid impacting emergency vehicles, snow removal vehicles and all other road users.

The technical review typically takes 30 days to complete.

2.4 Technical Review Conclusion

Upon completion of the technical review, staff will communicate a response to the requestor as well as any petitioners that included a valid e-mail address. The response will summarize the conclusion of the technical review. The following are possible scenarios of the conclusion:

1. In the event that negative impacts from the proposed changes are identified in the staff technical review, there will be no changes to the existing parking restriction. The investigation will be terminated and Council will be notified of the recommendation through a Council Information Package (CIP) memo.
2. The technical review did not identify any negative impacts from the proposed changes. Staff will notify Council of the recommended by-law parking changes through a CIP.

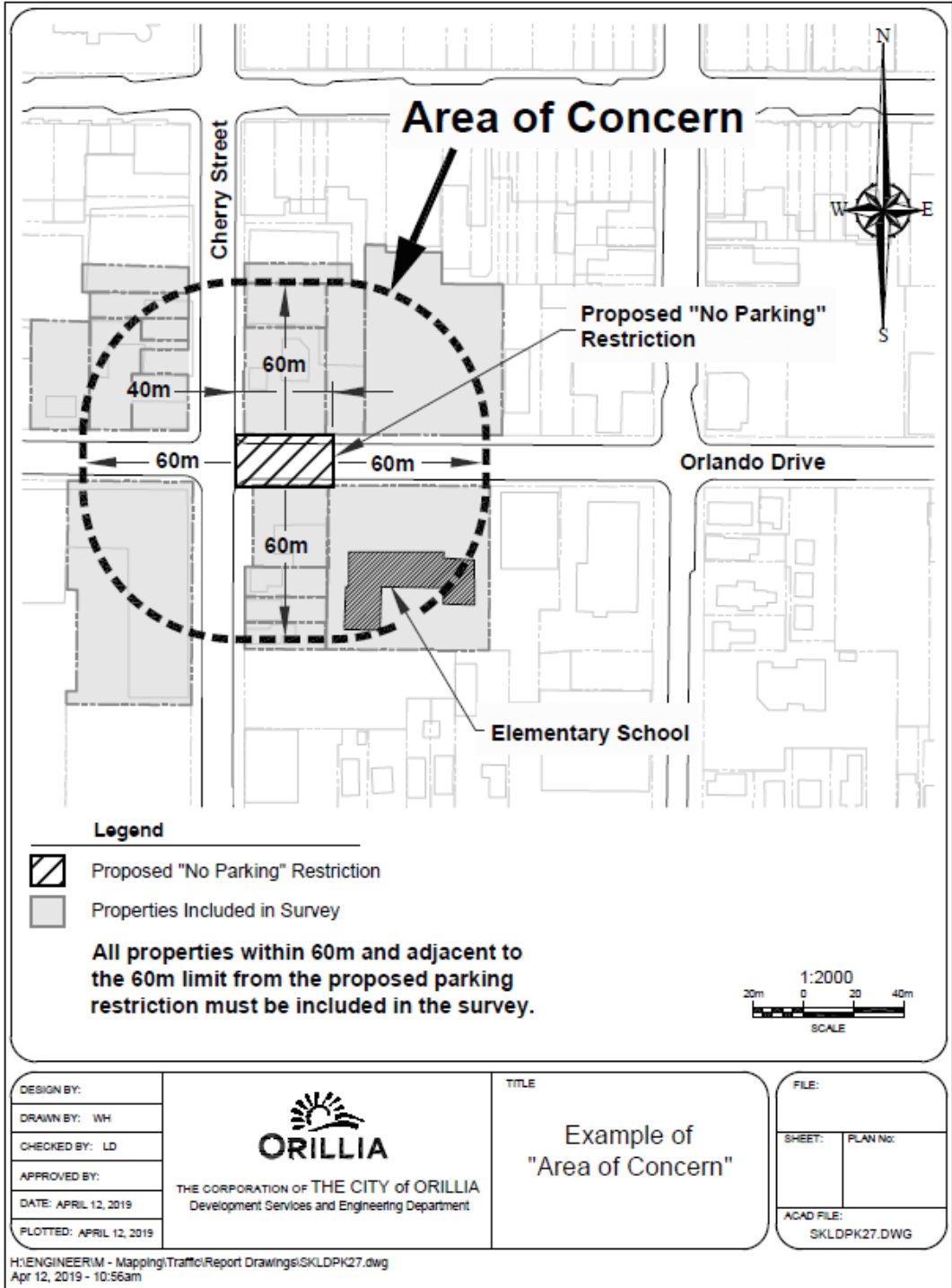
2.5 Final Decision

The final decision regarding revisions to the parking restriction will be made by City Council. Once a final decision by Council has been made, the requester and petitioners that included a valid e-mail address will be notified by City staff.

In the event that the final decision made by City Council is to change the existing parking by-law, an amendment will be made to Traffic and Parking By-law 2007-55 as amended.

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On-Street Parking Change Request Application

Date of submission: _____

Requester Information (Primary Contact)

Name: _____

Phone Number: _____

E-mail Address: _____

Subject Area (see [Helpful Tips and Tools](#))

Street Name: _____

From (street name or landmark): _____

To (street name or landmark): _____

Current Parking Restriction(s): _____

Are there time limits with the current parking restriction?

Yes

No

I am not sure

If yes, please identify: _____

Requested (new) Parking Restriction(s): _____

Are you requesting a time change to the current parking restriction?

Yes

No

I am not sure

Information recorded on this petition becomes public information in accordance with Municipal Freedom of Information and Protection of Privacy Act. Information on this form is solely for the purpose of determining whether or not there is a majority support for the requested regulation change and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990 c.M.56.

For office use only:
Received on:

Rev. 0
June 2019

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Details of Request:

We, the undersigned property owners, wish to petition for the following: _____

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Diagram of Proposed Changes

For a sample diagram see Page 10



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Helpful Tips and Tools

- Not too sure if your request deals with a local or collector road?
 - Click [here](#) for the City of Orillia Road Classification Map
- Not too sure how many property owners are within the area of concern of the parking restriction change you are requesting?
 - For reference, 60 metres is approximately 10 pickup trucks in length
 - Please contact engineering@orillia.ca with subject heading “*On-Street Parking Restriction Change Request – Request for assistance*” for a map similar to Schedule “A”.
- Interested in learning more about City of Orillia Traffic and Parking By-law 2007-55, as amended?
 - Click [here](#) for access to the most current City of Orillia Traffic and Parking By-law 2007-55 as amended
- Please contact the Engineering Division at engineering@orillia.ca or (705) 325-3975 for assistance.
- Below is an example of a completed application (without the signatures):

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On-Street Parking Change Request Application

Date of submission: January 1, 2019

Requester Information (Primary Contact)

Name: Jane Doe

Phone Number: (249) 123-4567

E-mail Address: janedoe@email.com

Subject Area

Street Name: Orlando Drive

From (street name or landmark): Cherry Street

To (street name or landmark): Elementary School

Current Parking Restriction(s): There are no parking restrictions – parking is allowed

Are there time limits with the current parking restriction?

Yes

No

I am not sure

If yes, please identify: I am not sure

Requested (new) Parking Restriction(s): There should be no parking allowed

Are you requesting a time change to the current parking restriction?

Yes

No

I am not sure

Details of Request:

We, the undersigned property owners, wish to petition for the following: There are too many cars parking on both sides of Orlando Drive during drop off and pick up times at the elementary school. Kids are running across the road to get to the school and the parked cars make it difficult to see the children. Parking should not be allowed on either side of Orlando Drive between Cherry Street and the elementary school.

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Diagram of proposed changes.

