

Development Application Guideline

Terms of Reference – Parking Study



Description

A Parking Study is used to estimate the parking demand that will be generated by a proposed development and determine the number of parking spaces required as per the City of Kingston's parking policies and standards, local conditions, and site constraints. A Parking Study can also be used to justify a deviation from parking requirements as part of an amendment to the parking requirements for a development, as well as to explore alternative strategies to satisfy the parking requirements of the development. This Terms of Reference document is intended to be applied in conjunction with all other applicable guidelines, such as the City of Kingston's Site Plan Control Guideline and the City of Kingston's Subdivision Development Guideline and Technical Standards.

Rationale

Parking is a key component of the transportation network and urban fabric of the City. Ensuring adequate and appropriate parking for residents and visitors contributes to Kingston's land use efficiency, good urban design, and economic vitality; however, an oversupply of parking can be costly, aesthetically unpleasing, and can have negative impacts on the streetscape and built form. Conversely, an undersupply of parking can cause issues with circulation and access within the City.

When Required

A Parking Study will be requested whenever an application for a variance from the established parking ratio is being sought, such as a:

- Zoning By-law Amendment
- Consent (Severance)
- Minor Variance Application
- Site Plan Control Application
- Or any other development application deemed appropriate by Council or delegate

Applicable Legislation

The Planning Act gives Council the authority to request other information or material that it deems necessary in order to evaluate and make a decision on a proposed planning application.

Section 9.12.3 of the City's Official Plan contains a list of additional information (such as a Parking Study) which may be required upon request.

In 2005, the Province of Ontario passed the Accessible Ontario Disabilities Act, which created regulations that legislate, among other things, the accessibility standards new parking developments must adhere to. Section 80.32 of Ontario Regulation 191/11 outlines these responsibilities:

Accessible Parking: Application, off-street parking

80.32 Obligated organizations shall ensure that when constructing new or redeveloping off-street parking facilities that they intend to maintain, the off-street parking facilities meet the requirements set out in this Part. O. Reg. 413/12, s. 6.

The specific rules regarding parking standards are further described in this regulation.

Qualified Persons

The Parking Study should be completed by a qualified professional planner and/or a professional engineer with experience in the field.

Required Contents

1. Introduction

1.1. Provide a brief description of the proposed development and context of the application which may include:

- A site description or site plan including gross floor area for each type of use and existing or proposed tenants
- Background information on the site
- Site access
- Existing parking on site
- Adjacent or nearby parking options including on-street and off-street facilities
- Zoning information
- Adjacent or nearby transit and active transportation infrastructure

2. Policy Context

2.1. Define the zone within which the proposed development is situated.

2.2. Outline all applicable zoning by-law standards and parking requirements as set out in the City of Kingston's Zoning By-law.

2.2.1. Ensure barrier free parking requirements are met, adhering to both the *Accessible Ontario Disabilities Act, 2005*, and the City of Kingston's Zoning By-law. Where they may conflict, the more accessible requirement shall prevail.

- 2.2.2. If there are any proposed loading facilities, confirm the requirements are met without compromising parking capacity in accordance with the applicable zoning by-law.

3. Parking Analysis

- 3.1. Evaluate the parking needs of the proposed development in the context of the zoning by-law requirements, the site's constraints, and parking design and management best practices.
- 3.2. Produce an inventory of:
 - On-site parking
 - On-street parking
 - Off-street public parking in the area
- 3.3. Discuss the estimated parking demand for the proposed use during peak periods or alternatively the utilization rates of existing parking facilities, recognizing that availability of public on-street parking supply can change or be removed in the future.
 - 3.3.1. A local example of a similar use can be used for estimated parking demand.
- 3.4. Provide an estimate of the parking demand generated by the proposed development including:
 - Residents
 - Employees
 - Visitors, customers, or patrons
- 3.5. Highlight any alternative means of providing parking or reducing parking demand such that parking capacity for the proposed development site is lessened, such as:
 - Feasibility and appropriateness of shared parking on or off site
 - Walkability and active transportation options
 - Increase in transit service to the site
 - Carpooling and/or ridesharing services
 - Park and ride lots

4. Conclusion

- 4.1. Briefly summarize the results of the parking analysis and the recommended parking requirements of the proposed development with regards to the zoning by-law, site context and any other applicable metrics.
- 4.2. Outline any pertinent considerations or issues with regards to parking requirements which may include environmental, accessibility, transit, infrastructure, or other matters.

Submission Requirements

All development applications and accompanying studies and reports should be submitted through the City of Kingston's **DASH Development and Services Hub** which can be accessed online at: [City of Kingston DASH](#)

Additional Comments and Information

For additional information, please contact the City of Kingston Planning, Building and Licensing Services Department at:

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613-546-4291 ext. 3180

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