

## **Parking Management Terms of Reference (Residential)**

### **Purpose**

To develop an effective parking management plan which provides sufficient parking to meet current demand while supporting and promoting good urban design, enhanced economic development and encouraging alternative forms of transportation for the following areas / land uses:

1. newly developed residential areas and community uses such as schools in North Oakville; and,
2. medium and high density residential developments and seniors-oriented housing, including visitor parking.

### **Context**

With the average vehicle being parked for approximately 23 hours per day, parking management is intrinsically connected to the automobile as a mode of travel. Within the town, the automobile is the predominant mode of travel since, currently, 8.8 out of 10 trips are made by the automobile. This is supported by a trend of increasing vehicle ownership within the town due to: population growth; and, an increase in the number of vehicles per household.

These trends are not sustainable over time and a shift to non-automobile modes of travel is planned for as part of the Transportation Master Plan (2018), and is directed by the Province as part of a broader growth management framework. While the automobile is still planned to be an important component of the future transportation network, the shift to more sustainable modes of travel will help achieve a number of other objectives such as livability within the town, reducing the town's ecological footprint, including CO2 emissions / climate change, reducing traffic congestion and managing related road infrastructure costs.

The Parking Management Plan will be undertaken in the context of this transportation transition, and informed by an urban mobility strategy and the town's related approved and emerging policy, plans and strategies identified in this terms of reference. The parking management plan must be coordinated with these other studies / initiatives and provide careful analysis of broader objectives with a balanced approach that will support the town's growth management strategy, public investments in the planned transit network and livability of the community in the longer term.

### **Objective**

This parking management plan is intended to achieve the following objectives:

- a) Evaluate the current residential permit parking program in Oakville and undertake a best practice review of residential permit programs in residential areas of comparable Municipalities;
- b) Evaluate implementation of the North Oakville Parking Strategy, Phase A and whether an update is required to provide an adequate supply of parking which can be adaptive in achieving a gradual reduction in parking supply over time as transit and active transportation use increases in accordance with approved Plans;

- c) Undertake a best practice review of Zoning By-law parking standards and parking management strategies of comparable Municipalities;
- d) Identify through parking utilization surveys, and other measures, parking utilization rates for on-street and private parking and current use of alternate forms of transportation such as walking biking and public transit for:
  - i. newly developed residential areas and community uses in North Oakville; and,
  - ii. proxy high and medium density mixed use development outside of main street areas, including seniors housing and visitor parking south of Dundas Street.
- e) Develop a comprehensive parking management plan which evaluates and, if warranted, makes recommendations to update:
  - i. the residential permit parking program;
  - ii. Zoning By-law parking standards for medium and high density residential, community uses such as schools and seniors-oriented housing, including visitor parking;
  - iii. other parking management strategies; and,
  - iv. improvements to by-laws, procedure, policy or new partnerships to further encourage transportation demand management.

## **Background**

This parking management plan is being undertaken in the context of several other major planning initiatives and their review. The parking management plan must be coordinated with these other studies / initiatives and provide careful analysis of broader objectives.

## **Official Plan Review**

The *Planning Act* requires every municipality to update its Official Plan at least once every five years. The various projects in the Official Plan Review work program will be completed throughout 2019 and beyond as the town's work must be coordinated with evolving provincial and regional land use plans and policies. This review also aims to consolidate and restructure the north Oakville secondary plans, and move their policies and schedules into the Livable Oakville Plan.

## **2041 Regional Transportation Plan**

The Greater Toronto and Hamilton Area ('GTHA') is one of the fastest growing regions in North America. Its dynamic economy and diverse population attract about 110,000 new residents every year, and will reach a total population of more than 10 million people by 2041. Keeping our growing and changing region moving —getting people and goods to where they need to go — will be ever more vital for the region's economy, quality of life and natural environment. As the region becomes more complex and interconnected, it will require not only new transportation infrastructure, but also new transportation services and new ways of working together.

Metrolinx's 2041 Regional Transportation Plan for the GTHA is a blueprint for creating an integrated, multi-modal regional transportation system that will serve the needs of residents, businesses and institutions. It supports Ontario's Growth Plan for the Greater Golden Horseshoe, which sets out a broad

vision for where and how the region will grow, and identifies policies on transportation planning in the GTHA.

### **Transportation Master Plan - Switching Gears**

Launched in 2013, and reviewed in 2017 the Transportation Master Plan - Switching Gears is the town's guiding document for developing practical, sustainable, long-term plans to guide the town's transportation system to meet the needs of its anticipated growth to 2031. It incorporates transportation, land use planning and financial strategy which respects the social, environmental and economic goals as defined in the Livable Oakville Plan, the Halton Region Official Plan and other provincial strategies. It also aligns with other key studies including the town's Active Transportation Master Plan and Halton's Transportation Plan - The Road to Change.

### **Active Transportation Master Plan**

The Active Transportation Master Plan (ATMP) was introduced in 2009 and updated in 2017. The plan recommends an extensive network of facilities composed of on-road and off-road paths designed to respond to the needs of a range of active transportation users, age and skill level. Since 2009, a total of 200 kilometres of bike lanes, pathways and signed bike routes have been implemented as well as 200 bike racks across the town.

### **Transportation Master Plan to 2031 - The Road to Change**

Halton Region completed the Transportation Master Plan (TMP) -The Road to Change in order to develop a sustainable, integrated transportation plan and associated strategies that considered all modes of travel (automobiles, transit, cycling, walking) to the year 2031.

The total demand forecasted to 2031 is estimated to be reduced by 3 percent through TDM initiatives, by 5 percent through Active Transportation and 20 percent by public transit. The 72 percent of travel Demand expected to be generated through auto trips needs to be addressed through additional capacity in Halton's roadway network. A key outcome of the study is a list of transportation projects that the Region incorporated in its 20-year Roads Capital Program to 2031.

### **North Oakville Transit Plan**

The Town's planning approach in North Oakville requires the implementation of elements of pedestrian- and transit-friendly development to help alleviate future traffic growth and reduce the need for future road widening's for cars. Along with the early introduction of transit, the creation of safe and efficient pedestrian routes leading to transit services in the community is one of the underlying principles of Transit-First. The Town's Transit-First planning approach in North Oakville promotes enhanced transit use through the incorporation of design standards and planning criteria in the development review stage that support the early introduction of sustainable transit.

### **North Oakville Trails Plan**

Trails are an essential part of North Oakville to link the new communities, reduce reliance on roads, encourage walking and cycling, provide for a healthy community, and control access into the Natural Heritage System (a preserved green space of over 900 hectares). The hierarchy of trails includes multi-

use trails, major trails and minor trails, as well as a network of on-road cycle lanes and bike routes, many of which will provide access to the primary Active Transportation Master Plan network. All trails will be built into the communities over time.

### **North Oakville Parking Strategy - Phase A**

Parking is an important ingredient in good urban design, economic development and transportation demand management. Effective parking management strategies can facilitate compact urban development form, provide for more efficient use of both public and private parking resources and encourage the use of alternative travel options, including car/van pooling, transit use as well as active transportation options such as walking and bicycle use.

The purpose of this Phase A study is to provide Parking Management Principles regarding the provision of both public and private parking resources for the overall area and outline a strategy for on-street parking, especially in residential areas.

### **Transit Services Review and Five Year Plan**

The Five Year Plan seeks to streamline Oakville Transit's operations with a prudent fiscal approach; specifically focusing on service improvements, affordability, sustainability and innovation. The plan has been carefully crafted to leverage the benefits of a series of initiatives to maximize their overall impact on the system. It is a comprehensive and fully integrated plan intended to optimize the customer experience while making the most efficient use of resources. Its guiding principle is that "providing high quality, high frequency service, to corridors where ridership is highest is preferable to providing lower levels of frequency over a greater number of weaker corridors to provide basic geographic coverage. Frequent service generates ridership, and high ridership generates fare revenue."

### **Consultation Plan**

A Parking Strategy Working Group will be established to oversee the study process comprised of representatives from Planning Services, Engineering & Construction (Transportation) and Municipal Enforcement. The consultants are expected to meet regularly with the Parking Strategy Working Group to ensure steady progress and to discuss any questions that may arise.

Over the course of the review, the consultants will also meet with other key stakeholders, including the public, the development community and other internal departments and commenting agencies. In addition, resident surveys and polls may be undertaken to understand private parking usage, parking demand and regular travel destinations and modes of travel.

### **Study Process**

#### **Task 1 – Background Research**

The consultant is to complete the following steps:

- i. Attend a kick-off Parking Strategy Working Group Meeting to review the Terms of Reference, methodology, timing and deliverables of the project.

- ii. Review the following background material:
  - Halton Region Official Plan
  - Livable Oakville Official Plan
  - North Oakville East Secondary Plan
  - North Oakville West Secondary Plan
  - Parking Standards of Zoning By-law 2014-014 and 2009-189
  - Transportation Master Plan – Switching Gears, 2017
  - Metrolinx’s 2041 Regional Transportation Plan
  - Active Transportation Master Plan, 2017
  - North Oakville Transit Plan, 2009
  - North Oakville Trails Plan, 2009
  - Transit Services Review and Five Year Plan
  - Transportation Master Plan to 2031 - The Road to Change (Halton Region)
  - ITE (9th Edition) trip generation and ITE Parking Generation (4th Edition)
  - American Planning Association (APA) Parking Standards
  - Urban Land Institute and International Council of Shopping Centres Shared Parking (2nd Edition)
  - North Oakville Parking Strategy – Phase A, November 2009
  - On-street residential parking regulations and permit program
- iii. Conduct a literature and “best practice” review of comparable municipalities with respect to the following:
  - a. parking management strategies that have been found effective;
  - b. Zoning By-law parking standards for low, medium and high density residential areas, community uses such as schools, and seniors housing, including visitor parking; and,
  - c. residential permit programs in residential areas.
- iv. Facilitate stakeholder meetings to present the purpose of the study and invite feedback about specific uses or developments that were challenging from a parking perspective.
- v. Evaluate the implementation of the North Oakville Parking Strategy, Phase A by:
  - a. Assessing whether the on-street parking in residential areas has been implemented in accordance with the Parking Strategy and whether the on-street parking supply has been optimized in recently built residential developments. Recommend improvements which could be made to ensure that every new public street is carefully assessed at the design stage in terms of optimizing the on-street parking supply.
  - b. Assessing whether the overnight on-street paid parking permit program has been implemented in accordance with the Parking Strategy. Recommend improvements to better align this parking supply with demand, while providing it on a cost recovery basis that is high enough to encourage residents which have the ability to park off-street to use their garages or reconsider the need for multiple car ownership.
  - c. Assessing whether the parks & school area parking has been implemented in accordance with the Parking Strategy.
  - d. Review parking regulations against the Parking Strategy and advise if adjustments should be considered based on this review, the ‘best practice review’, and review of parking violations (Parking Strategy Working Group to provided data).

- e. Review the Financial Consideration section of the Parking Strategy and advise if updates are need to reflect the most recent policy and legislative changes and identify criteria where cash-in-lieu of parking should be considered.
  - f. Evaluating the overall supply of parking (on-street and off-street public and private parking) against parking demand, based on review of background material and industry accepted standards, and assess whether there is adequate and appropriate supply of parking which can be adaptive in achieving a gradual reduction in parking supply needs over time as transit and active transportation use increases.
  - g. Evaluate whether the Parking Strategy should be updated for developments with private streets with no public on-street parking facilities available, and if so recommend updates to the Parking Strategy, regulations, or Zoning By-law, as applicable.
- vi. Prepare and submit 10 hard copies and 1 electronic copy of the first part of a draft Parking Management Report which summarizes the review, findings and recommendations from Task 1, present to the Parking Strategy Working Group for feedback.

## **Task 2 – Data Collection**

The consultant is to complete the following steps:

- i. Establish the parking utilization survey methodology and review this with the Parking Strategy Working Group. The survey should also capture use of other modes of transportation such as biking, public transit, and walking. Surveys should take place at various times and dates for each site in order to illustrate typical demand and peak demand.
- ii. Undertake parking utilization surveys (spot surveys or other, as deemed appropriate) in order to collect the following data and capture parking demand characteristics including peak demand:
  - address & name of establishment;
  - date and time(s) of visit;
  - weather conditions and snow cover conditions;
  - parking type (public, private, pay, free, etc.);
  - use of other modes of transportation such as biking, walking and public transit;
  - if the site is on a transit route
  - existing parking supply (including designated accessible stalls & bicycle parking);
  - observed parking occupancy, transit usage and active transportation; and,
  - photograph of the site and description of any other relevant characteristics.
- iii. Parking utilization surveys may focus on both on and off-street parking, as agreed to with the Parking Strategy Working Group, and be conducted for the following land uses / areas:
  - Medium and high density residential (locations to be agreed to by the Parking Strategy Working Group)
  - Seniors-oriented housing, including visitor parking (locations to be agreed to by the Parking Strategy Working Group)
  - Community uses in North Oakville (locations to be agreed to by Parking Strategy Working Group)
  - Residential developments including:

- residential developments where on-street parking is limited in front of dwellings homes;
- developments with rear lane garages with parking restrictions along the street frontage;
- townhouses developments on private roads with limited on-street parking and private visitor parking; and,
- single-family homes which provide at least 2 private parking spaces.

Specific locations for the above parking surveys are to be discussed with and agreed to by the Parking Strategy Working Group.

- iv. Summarize the parking survey data in a draft of the second part of a draft Parking Management Report and compare this current data with the findings of the first part of the Parking Management Report (Task 1).
- v. Provide 10 hard copies and 1 electronic copy of the updated Parking Management Report and meet with the Parking Strategy Working Group to discuss the findings of Task 2, feedback on the draft report, and framework for the Parking Management Plan. Depending on the findings, more analysis may be necessary through the use of methods such as resident surveys and polls to understand: private parking usage; parking demand and regular travel destination (Parking Strategy Working Group will administer resident surveys and polls, as necessary).

### **Task 3 – Parking Management Plan**

The consultant is to complete the following steps:

- i. Complete the draft Parking Management Report by making further recommendations, if warranted, to update:
  - a. the residential permit parking program;
  - b. Zoning By-law parking standards for medium and high density residential, community uses such as schools and seniors-oriented housing, including visitor parking; and,
  - c. other parking management strategies.
  - d. Improvements to by-laws, procedure, policy or new partnerships to further encourage transportation demand management.

The parking management plan should consider the cost of providing public parking, how those costs can be recovered, and how parking can be managed to encourage residents which have the ability to park off-street to use those facilities or reconsider the need for multiple car ownership where transit, or other alternative forms of transportation are viable. Accordingly, the parking strategy should be adaptable and include different phases which can be implemented over time to support planned public investments in new transit service and long term community Plans.

- ii. Identify if an update to the North Oakville Parking Strategy, Phase A is warranted to provide an adequate supply of parking which can be adaptive in achieving a gradual reduction in parking

supply over time as transit and active transportation use increases in accordance with approved Plans;

- iii. Identify in the Parking Management Plan report how feedback from stakeholders has been addressed.
- iv. Develop a monitoring plan to allow for annual reports to be provided to Council which can measure the effectiveness of the parking management plan, and allow for continuous improvement.
- v. Submit draft report including 10 hard copies and electronic copy, meet with the Parking Strategy Working Group and update report with feedback, as necessary.
- vi. Attend a Planning & Development Council Meeting to present key report findings to Council members.
- vii. Finalize report based on input received from Parking Strategy Working Group and feedback obtained from the public and Council at the Planning & Development Council Meeting.
- viii. Finalize the Parking Management Report and provide 10 hard copies and an electronic copy of the report.

#### Deliverables & Timelines

Once the study consultants have been retained, a work schedule will be provided to the Parking Strategy Working Group outlining:

- Task timing & sequence
- Draft meeting schedules

It is expected for the study to take approximately **10 months** to be completed. The study consultants will be responsible for providing the draft interim and final reports and all accompanying charts, graphs, and presentation materials that are used to illustrate findings and recommendations for the Report.

The Parking Strategy Working Group will be responsible for contract administration, providing direction to the project consultants, scheduling of stakeholder meetings, scheduling and arranging public meetings, communication matters including reports to Council, and preparation of public notices and surveys.

A draft of the final report shall be submitted for Council approval. The report shall be revised as necessary and finalized after Council approval of the study results and recommendations.