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## **Residential Parking Study Terms of Reference Staff Report to Council**

Report Number: 2023-04

Department(s): Planning and Building Services

Author(s): Phoebe Chow, Senior Planner – Policy

Meeting Date: January 16, 2023

### **Recommendations**

1. That the report entitled Residential Parking Study Terms of Reference dated January 16, 2023 be received; and,
2. That Council endorse the Residential Parking Study Terms of Reference attached as Attachment 1 to this report; and,
3. That Council authorize staff to release a Request for Proposal for the Residential Parking Study; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

The purpose of this report is to seek Council's comments on the Residential Parking Study Terms of Reference attached to this report as Attachment 1, and to seek Council's authorization to release the Request for Proposal to recruit an external consultant to conduct the Residential Parking Study.

### **Background**

In February 2017, Council directed staff to report on options and opportunities to address residential on-street and off-street parking challenges. On [November 13, 2017](#), Council received staff report 2017-45, which outlined the Town's current approach to residential parking and concluded that the greatest opportunities for increased residential parking supply at the lowest cost and environmental impact, along with the

greatest possible alignment with other traffic safety goals, was to reduce restrictions on on-street parking and thereby increase its supply. At the same meeting, Council authorized staff to recruit an external consultant to conduct a parking review in 2018. However, prior to issuing a Request for Proposal, staff must organize a Council Workshop to receive direction from Council on the scope, scale, and expected deliverables of the parking review.

In June 2019, Council received a [Residential Parking Workshop presentation](#) on the background of the issues, the effects of supplying both on and off-street parking, and how demographic trends throughout the Town may affect residential parking.

Building on Council's previous directions, recent trends on parking needs for accessory dwelling units, and other residential parking related matters, staff have prepared a draft Terms of Reference for the Residential Parking Study (the Study) for Council's consideration and comments.

## **Discussion**

### **Purpose of the Study**

The purpose of the Study is to review the Town's current residential parking requirements and recommend revised or new policies and/or zoning by-law provisions to address the Town's residential parking situation.

### **Scope of the Study**

The scope of the Study will include the following main themes:

1. Background review of the Town's current residential parking requirements and provisions; jurisdictional scan of residential parking requirements in other municipalities; Town's records of known residential parking related complaints/issues; and conduct physical site visits to assess existing parking situations, opportunities and limitations.
2. Recommend any updates or new standards relating to residential parking requirements for low and medium residential uses. The recommendation shall include consideration for on-street parking availability with/without bike lanes, and opportunities such as permit on-street parking program, front yard parking and centralized parking for medium density developments.
3. Explore the option to count garages as required parking spaces and determine garage size and other requirements, if necessary.
4. Recommend driveway standards including, but not limited to, dimensions, materials, and driveway width in relation to lot frontage, the amount of front yard landscaping and proximity to laneway/condominium roads.

5. Recommend condominium road design standards to address parking concerns in private condominium developments.
6. Study Newmarket's changing household compositions and determine any associated impacts to residential parking requirements.
7. Study recent remote/hybrid work trends and determine any associated impacts to residential parking requirements.

## Engagement

Council will be engaged throughout the Study through Committee of the Whole presentations/reports and Council Workshop. Staff will form a Technical Advisory Committee to provide input throughout the Study to ensure the Town's needs and interests are captured in the final Study Report. The Technical Advisory Committee will include, at a minimum, staff from Planning Services, Engineering Services, and Legislative Services.

A project page and online survey on HeyNewmarket will be developed as the primary public engagement platform. The consulting team will also engage with the development industry and external stakeholders as part of the Study. In addition, the consulting team will prepare and facilitate a public open house prior to the presenting the final recommendation to Council.

## Project Timeline and Next Steps

The Study is intended to start in Q2 of 2023, subject to Council's approval of the attached Terms of Reference and 2023 budget.

The Study will be broken down into five phases:

Phase	Summary of Main Tasks	Time
Phase 1: Project Start-Up	<ul style="list-style-type: none"> <li>• Initial project meeting and the creation of Technical Advisory Committee</li> </ul>	Q2 2023
Phase 2: Background Review and Data Collection	<ul style="list-style-type: none"> <li>• Review all background materials including existing Town policies and parking regulations; collect necessary data to inform the Study recommendation; engage with the public, development industry and other stakeholders, and present background review results to Committee of the Whole</li> </ul>	Q3-Q4 2023

Phase 3: Draft Study Report	<ul style="list-style-type: none"> <li>Based on the analysis and comments received in Phase 2, the consultant will prepare a draft Study Report and present preliminary recommendations to Council</li> </ul>	Q4 2023- Q1 2024
Phase 4: Revised Study Report	<ul style="list-style-type: none"> <li>Revise draft Study Report and hold a Public Open House</li> </ul>	Q2-Q3 2024
Phase 5: Final Study Report	<ul style="list-style-type: none"> <li>Prepare and present final Study Report to Council</li> </ul>	Q4 2024

In preparing the draft Terms of Reference, Planning staff reviewed similar residential parking studies from the City of Guelph, City of Oshawa, City of Kingston, and Town of Halton Hills. The time required to complete those studies range from 18 months to 24 months. Staff anticipate the Study to be completed in Q4 2024.

### **Potential Impact of Bill 23 on the Scope of the Study**

The More Homes Built Faster Act, 2022 (Bill 23) amends key legislation, include the Planning Act. One of the changes in the Planning Act, which is now in force and effect, is that municipal official plans and zoning by-laws cannot prohibit three residential dwelling units in single-detached, semi-detached, and rowhouse units on an urban residential lot. Furthermore, it is staffs’ understanding that municipalities cannot require more than one parking space per residential unit on the lot.

Planning staff is currently seeking legal advice and clarification on this maximum parking requirement. If a municipality cannot require more than one parking space per residential unit in urban residential areas, the portion of the proposed scope of this study dealing with analyzing the number of parking spaces required for low and medium density residential uses will be removed from the Study. Staff will provide an update to Council on the change in the Terms of Reference, if necessary.

### **Conclusion**

As directed by Council, the attached Residential Parking Study Terms of Reference (Attachment 1), which outlines the project scope, timeline, and deliverables, is provided for Council’s review and comment.

### **Business Plan and Strategic Plan Linkages**

- Extraordinary Places and Spaces
- Environmental Stewardship
- Safe Transportation

## **Consultation**

The attached Terms of Reference was prepared in consultation with Legislative Services, Legal Services, and Transportation Services.

## **Human Resource Considerations**

None

## **Budget Impact**

The budget required for the Residential Parking Study has been included in the 2023 capital budget request.

## **Attachments**

Attachment 1 – Residential Parking Study Terms of Reference

## **Submitted by**

Phoebe Chow, Senior Planner - Policy

## **Approved for Submission**

Adrian Cammaert, Manager, Planning Services

Jason Unger, Director, Planning and Building Services

Peter Noehammer, Commissioner, Development & Infrastructure Services

## **Contact**

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