

# RESIDENTIAL PARKING STUDY – TERMS OF REFERENCE

## INTRODUCTION

In response to concerns received from the public and members of Council regarding parking in residential areas, the Corporation of the Town of Newmarket (the Town) is seeking qualified consultants to undertake a Town-wide Residential Parking Study (the Study) in accordance with the Project Scope outlined below.

The consultant will undertake a comprehensive study, particularly focused on parking standards for low and medium density residential built forms as well as other matters related to parking in residential areas.

## PROJECT PURPOSE

The Town is seeking proposals from qualified consultants to prepare a Residential Parking Study and recommend appropriate parking policies and zoning provisions for residential properties within the Town of Newmarket (Newmarket).

## BACKGROUND INFORMATION

The Town's Zoning By-laws 1979-50 and 2010-40, as amended, regulate off-street parking for residential uses outside of the Urban Centres.

In 2016, an area-specific [Parking Standards Background Study](#) was completed for the Urban Centres Secondary Plan area. This study explored residential parking rates for multiple dwelling unit buildings, townhouses, and non-residential uses within the Urban Centres Secondary Plan area only. Implementing parking standards for the Urban Centres Secondary Plan area were subsequently included in the Urban Centres Zoning By-law 2019-06, as amended.

The Town is pursuing a review of the Town's existing residential parking standards. The review is intended to focus on parking standards for low and medium density residential dwelling types within different contexts.

## **PROJECT SCOPE**

The Study shall, at a minimum, review, analyze and provide recommendations on the following topics:

### **1. Background Review**

- Review the Town's existing parking standards in Zoning By-laws 1979-50, as amended; 2010-40, as amended, and 2019-06, as amended (for reference only). This includes definitions, all general provisions related to parking (eg. location, parking space dimensions, restrictions etc.) as well as parking requirements for different dwelling types including accessory dwelling units;
- Review other relevant Provincial legislation, Town documents/policies/by-laws that may inform the Study such as, previous staff report/Council Workshop presentation on residential parking, on-street parking regulations, bike lane locations, engineering design standards, Established Neighbourhood Study's Policy Recommendations Report etc.;
- Review and analyze existing residential parking situations in Newmarket's residential areas, residential parking trends in newer developments;
- Review all Zoning By-law Amendment and Minor Variance Applications in the last five years that involve varying the Town's residential parking standards to inform residential parking trends in Newmarket;
- Review Town records and/or complaints received in the last five years relating to parking in residential areas;
- Conduct physical site visits and assess existing parking situations in residential areas and identify opportunities and constraints and
- Conduct a jurisdictional scan of residential parking requirements for low and medium density residential areas, including accessibility parking requirements, and condominium road design standards best practices.

### **2. Parking Requirements for Low and Medium Density Residential Uses**

- Recommend parking requirements for residential uses permitted on lands designated "Residential Area" in the Town of Newmarket Official Plan, including accessible parking requirements, in different contexts such as proximity to transit, presence of bike lane or other active transportation options;

- Explore options where bike lanes and on-street parking may co-exist and recommend implementation strategies;
- Review and recommend any revisions or updates necessary to the Town's Parking By-law 2019-63, as amended;
- Recommend whether and how transportation demand management (TDM) measures may reduce parking requirements;
- Provide opinion of feasibility of front yard parking areas and any required zoning standards;
- Explore the option of licensing rentable driveway spaces through the use of technology or apps;
- Explore the option and potential locations of on-street permit parking program;
- Explore the option of off-site or centralized parking for medium density developments;
- Recommend other innovative parking solutions that may be considered for existing residential areas or in new developments; and
- Include financial and human resources analysis of any recommended programs, permit systems or change in the parking by-law.

### **3. Use of Residential Garages (Detached or Attached) as Required Parking Spaces**

- Review how residential garages are considered in other municipal zoning by-laws (ie. are they 'counted' or not, zoning provisions regulating garage sizes, location, and/or other restrictions and requirements), and
- Recommend whether residential garages should be counted toward required parking in Newmarket. If so, recommend appropriate regulations/provisions to be included in the Town's zoning by-laws.

### **4. Residential Driveway Standards**

- Recommend appropriate driveway standards for residential properties including, but not limited to, location, dimensions, materials, and driveway widths in relation to lot frontage, the amount of front yard landscaping and proximity to laneways/condominium roads.

### **5. Design Standards for Private Condominium Roads**

- Recommend design standards (including width recommendations) for private condominium roads under different design/alignment scenarios (ie. one-way traffic vs two-way traffic; with or without street parking).

## **6. Relationship between Residential Parking and Household Demographic Trends**

- Review of the Town’s current demographics and household composition using 2021 Census data;
- Analyze whether household composition/demographic trends have an impact on residential parking demand in Newmarket residential areas, and
- Ensure all recommended solutions consider these findings.

## **7. Effect of “New Normal” Work Patterns have on Parking**

- Explore whether remote work and/or hybrid work patterns have any effect on residential parking in Newmarket residential areas. If there are, identify what the effects are and provide recommendations how to address them, if necessary. This may include a jurisdictional scan of how other municipalities address this trend.

## **WORK PLAN**

The Study is intended to commence in Q2 2023 and be completed by the end of Q4 2024. The following is intended to give a general overview of the work plan, but is not intended to be exhaustive. The consultant is required to provide a work plan in the form of a Gantt Chart detailing all phases, tasks and timing in this project, using the general phases provided below as a base.

### **Phase 1: Project Start-Up**

The consultant will meet with Town staff and members of the Technical Advisory Committee (TAC) to review the expectations for the project, confirm the work plan, identify known key parking concerns, challenges and opportunities in Newmarket.

The consultant will prepare a Notice of Study Commencement and content for the Town’s website and HeyNewmarket, local paper, and social media to notify the public of the Study.

### **Phase 2: Background Report Review, Data Collection and Analysis**

The consultant will review all relevant legislation/reports/plans from the Province, York Region, and the Town relating to parking. This should include reviewing residential parking related complaints filed or issues known by the Town’s Engineering Services or Legislative Services. In this phase, the consultant will also collect and analyze data from sources such as, but not limited to Statistics Canada, York Region, and the Town etc. to complete the analysis required for the Study.

Background review and analysis shall include conducting physical site-visits to different residential neighbourhoods in Newmarket and assessing existing residential parking situations, opportunities, and limitations. In addition, the consultant will conduct a jurisdictional scan of best practices from other jurisdictions as outlined in the Project Scope section.

The consultant will develop a survey to engage residents on their parking needs and concerns. The survey will be posted on HeyNewmarket and it will be managed jointly by Town staff and the consultant.

The consultant will interview up to five developers selected by Town staff and seek input from other developers, external agencies or stakeholders on their perspectives on the Town's current residential parking requirements and what they would like the Town to consider going forward.

The consultant will present the Background Summary Report, which includes, but not limited to, findings of the background policy review, resident and development industry input, and findings from data collection to the TAC and Committee of the Whole.

### **Phase 3: Prepare Draft Study Report**

The consultant will prepare the draft Study Report that, at a minimum, includes a summary of findings from Phase 2 and recommendations for items 2 to 7 inclusive listed under Project Scope, and any other additional recommendations that may arise from the review.

The consultant will provide the draft Study Report to the TAC at least three weeks before the TAC meeting for review. The consultant will present the draft Study Report to the TAC and answer any questions.

The consultant will prepare a presentation, present the draft Study Report, and answer any questions Council may have at a Council Workshop.

### **Phase 4: Present Draft Study Report to Committee of the Whole**

The consultant will revise the draft Study Report based on feedback received through Phase 3.

The consultant will meet with the TAC to receive feedback and comments on the revised draft Study Report.

Following the TAC meeting, the consultant will update the draft Study Report to reflect comments received from TAC and prepare for and facilitate a public open house to engage with the general public regarding the revised draft Study Report.

The consultant will present the revised draft Study Report and summary of comments received at the public open house to the Committee of the Whole.

**Phase 5: Present Final Study Report to Committee of the Whole/Council**

The consultant will prepare the final Study Report based on comments received in Phase 4 and present the final Study Report to TAC, followed by a presentation to Committee of the Whole.

**TASKS BY PHASE**

The approximate timeline for each phase below is for reference only. The exact timeline is to be determined by the consultant, with an anticipated start date of Q2 2023 and anticipated end date of the end of Q4 2024. The chart below outlines the major milestones for the project.

<b>PHASE</b>	<b>APPROX. TIMELINE</b>	<b>TASKS</b>
<b>Phase 1:</b> Project Start-up	Q2 2023	Project start-up team meeting
		Develop Notice of Study Commencement and project website
		TAC creation and start-up meeting
<b>Phase 2:</b> Background Review and Data Collection	Q3-Q4 2023	Review relevant legislation, background reports, and plans
		Collect and analyze data
		Develop survey for public input on parking needs and concerns
		TAC meeting #2
		Engage with development industry
		Present Background Summary Report to Committee of the Whole
<b>Phase 3:</b> Prepare and present draft Study Report	Q4 2023- Q1 2024	Prepare draft Study Report
		TAC Meeting #3
		Prepare for and facilitate Council Workshop

PHASE	APPROX. TIMELINE	TASKS
<b>Phase 4:</b> Present revised draft Study Report	Q2-Q3 2024	Revise draft Study Report
		TAC Meeting #4
		Prepare for and facilitate Public Open House
		Present revised Study Report to Committee of the Whole or Council Workshop
<b>Phase 5:</b> Present Final Study Report	Q4 2024	Finalize Study Report
		TAC Meeting #5
		Present final Study Report to Committee of the Whole and answer questions, if required

## DELIVERABLES

The Study will result in nine deliverables:

- **Deliverable 1:** Agendas and meeting minutes for all meetings and summary of all comments received and how they have been addressed.
- **Deliverable 2:** Notice of Study Commencement and content for the project website.
- **Deliverable 3:** Web compatible and AODA compliant electronic copy of the Background Summary Report in Microsoft Word and a designed version in PDF.
- **Deliverable 4:** Web compatible and AODA compliant electronic copy of the draft Study Report in Microsoft Word and a designed version in PDF.
- **Deliverable 5:** Digital presentations for Council workshop and Committee of the Whole meetings.
- **Deliverable 6:** Digital presentations for Public Open Houses and panel boards (if open house is in-person).
- **Deliverable 7:** Web compatible and AODA compliant electronic copy of the Final Study Report in Microsoft Word and designed version in PDF.

- **Deliverable 8:** Track Changes versions of the Town’s Official Plan and Zoning by-law 2010-40, as amended, that reflect the recommendations of the Final Study Report.
- **Deliverable 9:** All relevant digital mapping files, if applicable (GIS – ArcMap 10.7.1 and ArcGIS Pro 2.5, 3D model, and/or CAD or other acceptable format). Data will be provided by the Town in ESRI FGDB format, UTM NAD83 Zone 17 projection. All resulting data will respect that data and corresponding attributes (Asset IDs, naming conventions, etc.) and be provided back to the Town in ESRI FGDB format, UTM NAD83 Zone 17 projection.

The consultant will be responsible for providing this list of deliverables and other necessary deliverables to support the Study to the satisfaction of the Town. All deliverables will become the property of the Town.

## PROJECT MANAGEMENT

The consultant is responsible for the project management component of the Study. An identified Town staff person/task team (TBD) will act as the consultant’s liaison with the Town.

## CONSULTANT RESOURCES

The consultant shall provide all of the personnel, mapping, graphics, data, documentation and resources necessary to complete this Study.

## EVALUATION CRITERIA AND RATING SYSTEM

For the purpose of developing a short list and/or determining the recommended consultant, the following criteria and weighting system shall be used:

Criteria	Rating
a) Completeness of Proposal Submission	Pass/Fail
b) Previous Experience: project-related experience and examples related to parking and zoning standards review, data analysis, demographic analysis, and policy planning.	35 points
c) Organization and Proposed Staff: specific staff experience related to parking and zoning standards review, data analysis, demographic analysis, and policy planning.	30 points



d) Proposed Methodology: Gantt chart outlining proposed phasing, tasks and timing required to undertake the scope of work.	25 points
e) Proposed Costs: clearly set out hourly and per diem rates per proposed staff, and a Gantt chart outlining costs per proposed task, disbursements and total project cost.	10 points
<b>TOTAL</b>	<b>100 POINTS</b>