



## **REPORT**

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Matt Roj, Traffic Coordinator

**DATE:** May 28, 2021

**REPORT NO.:** TPW-2021-0009

**RE:** Overnight Parking Permits at Municipal Parking Lots

### **RECOMMENDATION:**

THAT Report No. TPW-2021-0009, dated May 28, 2021, regarding the Overnight Parking Permits at Municipal Lots, be received;

AND FURTHER THAT Council approve the increase in overnight parking spaces at various Municipal parking lots and Town owned lands as indicated in TPW-2021-0009;

AND FURTHER THAT the Overnight Parking Permit fee be increased from \$30 to \$50 per month commencing in 2022 and included in the Rates and Fees By-law 2020-0071 as amended;

AND FURTHER THAT the By-law No. 2005-0117, Off-street Parking Schedule "A" be amended to identify the Permit fee increase.

### **BACKGROUND:**

Municipal parking lots provide an essential function in the parking management of the Business Improvement Areas (BIAs), parks and facilities. The parking lots are used for general parking, public events, construction equipment, access to facilities and overnight paid parking.

The parking at the municipal parking lots is prohibited from 2 a.m. to 6 a.m., except where overnight parking is permitted in the designated parking zones.

Overnight parking permits issued to residents at municipal parking lots provide additional parking capacity for the community. The residents that require additional parking capacity typically reside in townhouse or apartment dwellings, which have limited parking spaces. The current cost of the Overnight Parking Permit per month is \$30. The permit is valid from 7 p.m. to 7 a.m.

Report No. TPW-2020-0027, Residential Parking Study, identified Municipal lots and Town owned lands where additional off-road permit parking permit could be considered to address the needs of the residents within the community.

In 2013, Staff undertook a comprehensive parking study of the Dominion Gardens development that included Bradley Drive, Harding Street and Dominion Gardens Drive. The development was experiencing major parking issues despite the installation of the 12-hour permissive parking zone on the one-way section of Dominion Gardens Drive. The 12-hour permissive zone has a capacity of eight (8) passenger car vehicles.

The parking study included 203 townhouses. The study results indicated a parking deficiency of 14 percent (%) or 28 parking spaces including vehicles parked in the 12-hour permissive zone. To provide additional parking capacity, the Town installed an overnight parking zone at the Dominion Gardens Park lot that included 14 parking spaces designated specifically for this development with an option to increase the number of parking spaces, if necessary.

The new overnight parking area at the Dominion Gardens Park was well received by the residents as an alternative paid parking option.

In addition, the Town provides paid overnight parking permits at the following parking lots:

### **Acton**

- Main Street North – 11 spaces
- Willow Street South – four (4) spaces

### **Georgetown**

- Edith Street – Ten (10) spaces
- Market Street – Four (4) spaces
- Wesleyan Street – Seven (7) spaces
- Draper Street – Seven (7) spaces
- Back Street – 13 spaces

## **COMMENTS:**

### **Dominion Gardens Development**

There is a growing demand for overnight parking within the community. The main issues creating the demand include young adults returning home due to the cost of the housing/rental properties and the impact of the COVID-19 pandemic related to work from home.

To assist the residents living within the Dominion Gardens development who were affected by the winter parking ban (November 15 to April 15) Staff installed an additional ten (10) temporary overnight parking spaces on December 14, 2020. In the winter of 2021, Staff reviewed the impact on Winter Operations within the Dominion Gardens Parking lot and had minimal concerns with the snow removal operation. As such, it was determined that the site could accommodate the ten (10) additional spaces as necessary.

The Dominion Gardens parking lot's main purpose is to accommodate visitors to the Dominion Gardens Park. The allocated overnight parking spaces are available only to the residents living within the Dominion Gardens development fronting Town owned roads.

Staff reviewed the existing overnight parking permits the current permit holders and individuals on the waiting list at the Dominion Gardens were contacted by Staff. Site meetings were scheduled to review their individual on-site parking capacity and permit need.

The results indicated that some permit holders did not reside within the Dominion Gardens development and these permit holders were advised that their permits will not be extended. Alternative overnight parking locations were suggested to these residents that included 12-hour permissive parking zones and other municipal parking lots.

The current permit holders living on Seed House Lane will be allowed to continue to park at the overnight parking zone at the Dominion Gardens parking lot. However, any new applications for a parking permit will not be granted. Seed House Lane is a private road governed by a condominium board. Any parking related issues should be addressed by the condominium board.

### **Overnight Parking Permit Expansion**

The initial plan for overnight parking expansion at Municipal lots and/or Town owned lands was presented to Council in Report No. TPW-2020-0027 Residential Parking Study.

Staff's review of the overnight parking identified the need for additional parking at the following parking lots:

- Dominion Gardens Park – Increase of six (6) parking spaces from 14 to 20 spaces
- Willow Street South – Increase of four (4) parking spaces from 4 to 8 spaces

Staff also concluded that new overnight parking areas should be considered at the following park and facility lots:

- Wallace Street Park – Six (6) parking spaces
- Gellert Centre – Ten (10) parking spaces

Wallace Street Park parking spaces will be available for permit holders this summer. The installation of the overnight parking spaces at Gellert Centre will be delayed as Halton Region is utilizing the facility and parking lot for the COVID-19 vaccination clinic. It is anticipated that this will become available once the vaccination clinic is no longer required.

### **Overnight Parking Permit Process**

A resident interested in purchasing an overnight parking permit will contact Service Halton Hills Staff at the Town. The inquiry will be forwarded to Transportation and Public Works Staff who will contact the resident and review the private property's parking capacity over the phone or via email.

It is expected that the applicant will demonstrate the need for additional parking by identifying the number and size of their vehicles, available parking spaces and other circumstances. The applicant must use their garage space for vehicle parking if a garage is present.

If the resident meets the eligibility requirements of an overnight parking permit, Staff will issue the permit and schedule an on-site review to confirm the validity of the information.

### **Parking Enforcement**

By-law enforcement will monitor and enforce the overnight parking spaces to ensure that no illegal vehicles are parked in the designated spaces. The overnight permit is valid from 7 p.m. to 7 a.m. It is expected that beyond the overnight hours, the parking spaces are available for public use.

### **Monthly Overnight Parking Permit Fee**

The current Overnight Parking Permit cost is \$30 per month. Staff has completed an overall review of monthly overnight parking fees with other GTA municipalities and confirmed that the current fee is low. It has also been observed that our permits are being purchased to accommodate ad-hoc users/visitors and alternative parking arrangement due to the low monthly cost.

Staff recommend increasing the cost of the Overnight Parking Permit from \$30 to \$50 per month commencing on January 1, 2022 to support the cost of maintenance, operation and administration of the municipal parking lots and permitting process. This change in fee will be included in the Rates and Fees By-law 2020-0071 as amended.

In addition, By-law No. 2005-0117 Off-street Parking Schedule "A", is required to be amended to reflect the increase in the permit monthly fee.

## **RELATIONSHIP TO STRATEGIC PLAN:**

The recommendations of this Report support the Strategic Plan priority area of Transportation and the focus area of Traffic Safety.

## **FINANCIAL IMPACT:**

There is no direct financial impact as part of this Report. It is recommended that the Overnight Parking Permit fee be increased from \$30 to \$50 per month commencing in 2022. This fee increase will be included in the development of the annual Rates and Fees By-law as amended.

The increase in parking permits will provide a nominal increase in revenue for the Town.

## **CONSULTATION:**

This Report was discussed internally within the Transportation and Public Works Department, Corporate Services Staff, and the Manager of Enforcement Services.

## **PUBLIC ENGAGEMENT:**

Staff will engage the public through the Let's Talk Halton Hills platform and social networks to promote the additional overnight permit parking areas available to the public.

## **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this Report advances the Strategy's implementation.

This Report supports the Social Well-being pillar of Sustainability and in summary the alignment of this Report with the Integrated Community Sustainability Strategy is good.

## **COMMUNICATIONS:**

Once approved by Council, this Report and Residential Parking Study's documents will be made available on the Town's website. Transportation Staff will work collaboratively with Service Halton Hills Staff to ensure that the Overnight Parking Permit Process is administered consistently. Staff will ensure that information on the Town's webpage is updated to advise residents of opportunities for off-road parking at Municipal Lots.

## **CONCLUSION:**

The Overnight Parking Permit process for municipal parking lots provides the public with alternative parking options in the community. The demand for overnight parking is expected to grow due to young adults returning home due to the cost of the housing/rental properties and more options for people to work from home. In addition, there will be additional off-street parking demands as the population increases with new development and intensification.

Staff recommend the additional off-road parking spaces at various Municipal Lots and Town owned lands within the community to address the existing and future parking demand. A permit process has been established internally with the various Departments to ensure consistency when issuing permits to residents in the community.

In addition, Staff will continue to evaluate the off-street parking operations, implement new permit parking areas and identify opportunities for additional parking facilities, as required.

Reviewed and Approved by,

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Maureen Van Ravens, Director of Transportation

A handwritten signature in black ink, appearing to read "Bill Andrews". The signature is cursive and somewhat stylized, with the first name being the most prominent.

Bill Andrews, Commissioner of Transportation and Public Works

A handwritten signature in black ink, appearing to read "Chris Mills". The signature is cursive and stylized, with the first name being the most prominent.

Chris Mills, Acting Chief Administrative Officer