

TERMS OF REFERENCE CITY OF HAMILTON PARKING MASTER PLAN

PURPOSE

To create a Parking Master Plan for the City of Hamilton to provide direction for a coordinated, strategic approach to parking policy, planning, financial sustainability and enforcement that will align with other city-wide policies related to transportation and land use planning.

BACKGROUND AND CURRENT CHALLENGES

Hamilton Municipal Parking System (HMPS) was created in 1998 when the Parking Authority Board was dissolved and paid parking operations were integrated with other city parking services. Responsibilities include enforcement, maintenance and operation of all paid on and off-street parking facilities (61 surface lots, two structures, 2,700 parking meters), and the creation and maintenance of all Parking By-laws and relevant permit programs.

While there have been two major parking studies since amalgamation in 2001, *City Wide Downtown Loading and Parking Study (2005, MMM Group)* and *Downtown Hamilton Parking Study and Parking Garage Assessment (2013, MMM Group)*, neither study was intended to provide a framework for integrating parking with other City-wide strategies – including Light Rail Transit (LRT).

As the city continues to grow in denser form and older areas continue to successfully transform, the current parking operation is facing several major challenges including:

- Outdated permit and enforcement policies that do not fit neighbourhoods built in accordance to new density standards;
- Lack of strategy to transform surface lots into structured facilities;
- Ability to maintain the self-sustaining financial model while also incorporating the need to integrate with alternative modes of transportation; and,
- Missed economic development opportunities due to lack of supply.

STUDY OBJECTIVES

The key objectives of the Parking Master Plan are to:

- Strategically connect parking with land use planning, transportation demand management (TDM), Transit and other ‘city building’ initiatives;
- Provide framework to update old policies using a ‘best practices’ approach with a focus on customer service;

- Develop strategies which support business and economic development;
- Provide options for transition from surface lots to structures; and,
- Review the current financial model to ensure sustainability.

SCOPE

The study will be City-wide with focused study for Downtown and all Business Improvement Areas with review of both on and off street and paid/unpaid parking. It is not intended to review parking rates for new development as this is done through the Zoning By-law but will review parking supply as it influences the current parking operation and future public parking needs.

Key Tasks include:

- 1. Best Practices Review** – to include land use and parking policies (including boulevard parking), on and off street permitting programs, enforcement practices, financial sustainability models (e.g. cash-in-lieu) and future technology considerations.
- 2. Data Collection** –asset inventory and accessibility design review, utilization of off-street lots and on-street meters.
- 3. Update 2013 Downtown Parking Review** – re-examine Downtown parking needs for the five and ten-year horizon including Light Rail Transit (LRT) and new development growth forecasts and secondary plan policies.
- 4. Draft City-wide Policy Framework** to include:
 - a. principles for paid parking implementation and pricing models;
 - b. accessible parking and mobility considerations;
 - c. updated on and off street permitting guidelines – including special events; and,
 - d. supportive enforcement practices.
- 5. Options for future operational model and transition to parking structures**

STAKEHOLDER AND PUBLIC ENGAGEMENT

The Parking Master Plan will be led by staff in Parking Operations with input from other sections in the Planning and Economic Development Department (Transportation Planning, Economic Development, Tourism, Real Estate, Growth Management) as well as the Public Works Department (Traffic, Transportation Management, Hamilton Street Railway).

External Stakeholders include all members of the general public and their elected officials with special consultation with Business Improvement and Community Improvement Areas (BIA/CIP) and the Advisory Committee for Persons with Disabilities.

Engagement Activities will include:

- City wide On-line survey and Social Media Campaign
- Public Open Houses (minimum two)
- Meetings BIA and CIP representatives

PROPOSED TIMELINE

Q4 2018 - Request for Proposal Issued and Public Engagement Plan created

Q1 2019 – Public Engagement Process

Q2 2019 – Data summary and preliminary results (additional engagement if required)

Q3 2019 – Finalization of report

Q4 2019 – Report to Council