



Hamilton

INFORMATION REPORT

TO:	Chair and Members Planning Committee
COMMITTEE DATE:	September 6, 2024
SUBJECT/REPORT NO:	Transportation Assessment Guidelines (PED24155) (City Wide)
WARD(S) AFFECTED:	City Wide
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SIGNATURE:	

COUNCIL DIRECTION

In August 2018, Council approved the City-wide Transportation Master Plan. Within the Transportation Master Plan, 71 actions were identified within 20 policy themes. The two actions identified below provide direction to update the technical approach to undertaking a variety of transportation studies such as those related to Development Applications.

- Complete Streets Policy Theme

Action 38: Use the multi-modal level of service approach to evaluate road designs and facilitate the implementation of Complete Streets. The multi-modal level of service approach will also be integrated into Transportation Impact Study Guidelines as part of a major update to these guidelines.

- Land Use and Travel Patterns Policy Theme

Action 57: Update the Transportation Impact Study Guidelines to include the concept of multi-modal level of service, which allows for the evaluation of level of service for pedestrian, cycling, transit, and goods movement level of service, in addition to traditional auto level of service. Multi-modal level of service is one tool to inform trade-offs between modes.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

INFORMATION

This Report has been prepared to summarize and present updates on Hamilton's Traffic Impact Study Guidelines (2009) to reflect current transportation policies and achieve the desired outcomes that were established as part of the City-wide Transportation Plan. Funding for this update was provided through the Province of Ontario's Streamlining of Development funding program.

The Transportation Planning Section, in the Planning and Economic Development Department, is responsible for the review and approval of transportation assessments, as part of the development review process. Transportation Planning acts as a conduit to various internal partners across various Departments and Divisions that may have an interest in or be affected by transportation assessment studies or their recommendations. Collaboration between internal stakeholders is an important part of the decision-making process to balance trade-offs and minimize the creation of operational issues. Transportation Planning also liaises with the Ministry of Transportation Corridor Control Office for developments within the Ministry's Permit Control Area.

The purpose of undertaking a transportation assessment is to review the potential impacts of a proposed development on the existing and future transportation network for all modes of travel, including pedestrians, cyclists, transit, passenger, and heavy vehicles. A Transportation Assessment may be required as part of various planning application stages including Official Plan and Zoning By-law amendments, Draft Plan of Subdivision, and Site Plan. The Transportation Assessment Guidelines outline the requirements for various types of transportation studies required to support the various types of development applications.

The guidelines may also be used to form the basis for other transportation studies within the City, including Environmental Assessments, and intersection improvement projects. The guidelines represent a shift from traditional auto-oriented traffic studies to multi-modal transportation assessments that reflect a context sensitive approach aimed to achieve better outcomes for the community. The term, Transportation Assessment, has deliberately been adopted for the updated guidelines as it better reflects the multi-modal scope of reviews than the former term, Traffic Impact Assessment.

A transportation assessment may take different forms. For the purposes of this update, it is intended to encompass a holistic review of all travel modes. Hamilton's Urban Official Plan identifies the range of studies (Table 1) that may be required as part of various stages of the development review process. These individual studies may be undertaken as stand-alone reports or form part of a comprehensive transportation assessment. Each of these studies have associated terms of references, which are identified within the Official Plan.

Table 1: Summary of Applicable Transportation Reports

Report Type	Official Plan	Zoning By-law	Draft Plan of Subdivision	Site Plan
Cycling Route Analysis	✓	✓	✓	✗
Modern Roundabout and Neighbourhood Roundabout Analysis	✓	✓	✓	✗
Neighbourhood Traffic Calming Options	✓	✓	✓	✗
Parking Analysis	✓	✓	✓	✓
Pedestrian Route Analysis and Sidewalk Analysis	✓	✓	✓	✗
Right-of-Way Impact Assessment	✓	✓	✓	✓
Roadway Development Safety Audit	✓	✓	✓	✗
Transportation Assessment	✓	✓	✓	✓
Transit Assessment	✓	✓	✓	✗
Travel Demand Management Options	✓	✓	✓	✓

Although the updated guidelines establish the framework to undertaking transportation assessments, the first step that should be undertaken, prior to commencing any work, is a pre-consultation meeting. The pre-study consultation will confirm the required Transportation Assessment type and set the expectations for the Transportation Assessment, including study area identification, and required level of detail.

The transportation consultant typically initiates the pre-study consultation by submitting the proposed scope of work to Transportation Planning. A checklist of information by Transportation Assessment type is submitted as part of the pre-study consultation and is included as part of the pre-study consultation materials. This checklist, which includes inputs from both the consultant/applicant and Transportation Planning, is included in Appendix “A” attached to Report PED24155.

The basic elements of a “typical” transportation study are identified below and are deemed complete submissions when the report is signed and stamped by a Professional Engineer and all supporting appendices and analysis files are provided:

1. Existing Conditions (based on count data not exceeding two-years old);
2. Future Background Conditions (forecast growth to planning horizon year established through means such as model growth rates, historical trends, and known developments within the study area);
3. Trip Generation;
4. Application of Trip Adjustments (if applicable);
5. Trip Distribution and Assignment;
6. Future Total Conditions (Existing + Future Background + Trip Generation/Distribution);

7. Evaluation and Recommendation of Mitigation Measures; and,
8. Implementation (conditions and agreements).

Once approved, a transportation assessment is valid for a maximum of three years.

Complete Streets Integration

The guideline update aligns with the strategic direction of the City and assists in operationalizing Complete Streets and other sustainable transportation policies outlined in the City-wide Transportation Plan. The integration of Complete Streets into the Transportation Assessment process represents a fundamental shift in how the transportation studies are undertaken and evaluated. The application of a multi-modal evaluation framework and assessment tool will be communicated to the transportation professional undertaking the analysis as part of the pre-study consultation undertaken with City staff.

When a multi-modal level of service assessment is required, each intersection, major driveway, and road segment will be analyzed (for multi-modal level of service), under all scenarios. Transportation Planning will identify the appropriate typology(ies) and priorities by mode of travel during the pre-study consultation. Hamilton's Complete Streets Manual includes an audit tool to assist in determining the applicable typologies.

The updated guidelines utilize the recently published Ontario Traffic Council Multi-Modal Level of Service Guidelines to evaluate levels of service, set targets, measure performance, and guide the strategy for trade-offs between different modes of travel within the right-of-way. Each performance measurement is described based on the street typology and all road users (pedestrians, cyclists, transit, passenger and heavy vehicles). Due to the fact, that the Ontario Traffic Council's guideline utilizes different street typologies than those in the City of Hamilton Complete Streets Guideline, guidance on their local application is provided.

Policy Alignment

The Transportation Assessment Guidelines are consistent with Official Plan policies relating to Complete Streets and integration with the development review process.

Consultation

Throughout the process of developing these guidelines, both internal and external stakeholders were consulted. Representatives from the Transportation Division in Public Works were consulted and provided feedback on the impacts to operation services they provide. External stakeholders included transportation industry and planning industry consultants, on the approach to the guidelines.

Continued consultation and communication will be conducted as part of the transitioning phase from previous practices to the multi-modal approach. As the guidelines are a living document, some adjustments may be made to reflect practical, consistent, and fair approaches to transportation assessments.

Outcome

The Transportation Assessment Guidelines will provide clear expectations and understanding of City of Hamilton requirements to facilitate the undertaking of transportation studies to support the development application process. Staff will also have clear direction for requirements to support other growth-related transportation initiatives and Environmental Assessments.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED24155 – City of Hamilton Transportation Assessment Guidelines 2024