



**CITY OF RICHMOND**

**REPORT TO COMMITTEE**

**TO:** Planning Committee  
**FROM:** Sandra Tokarczyk  
Manager, Community Bylaws  
Victor Wei, P.Eng.  
A/Manager, Transportation

*TO PLANNING - July 17, 2001*  
**DATE:** June 14, 2001  
**FILE:** 6455-01

**RE: PROPOSED STEVESTON ADVISORY TASK FORCE ON PARKING**

**STAFF RECOMMENDATION**

1. That a Steveston Advisory Task Force on Parking be established in 2002 to provide information analysis, options and recommendations on parking issues in the Steveston Town Centre area, with the provision of appropriate funding in the 2002 Consulting Budget to support the objectives of the Task Force, based on the Terms of Reference outlined in the attached report.
2. That staff identify a requirement of \$50,000 in the 2002 Consulting Budget submission for retaining the services of a consultant to provide the Steveston Advisory Task Force on Parking with a comprehensive technical assessment of the existing Steveston Town Centre area parking characteristics by undertaking an updated parking study of the area and developing possible parking strategies to address any deficiencies, based on the Terms of Reference outlined in the attached report.
3. That staff report back to Council on a recommended list of members of the Steveston Advisory Task Force on Parking for approval prior to its inaugural meeting.

*SJC Epp*

*for* Sandra Tokarczyk  
Manager, Community Bylaws

Victor Wei, P. Eng.  
A/Manager, Transportation

Att. 2

FOR ORIGINATING DIVISION USE ONLY		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Budgets.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	 Urban Development Division

STAFF REPORTORIGIN

At the April 23, 2001 regular Council meeting, the following Planning Committee recommendation was approved:

*"That the Transportation and Community Bylaw Departments take steps to form a citizens' advisory committee to examine parking issues in the Steveston Town Centre area, which would make and submit recommendations to the Planning Committee, with a progress report being made to the Committee in one month's time."*

This report proposes a Terms of Reference for establishing the above citizens' advisory committee and identifies the technical resources required to support the committee.

ANALYSIS**1. Steveston Advisory Task Force on Parking**

As directed by the Planning Committee, a citizens' advisory committee on parking comprised of Steveston area merchants, employees and residents as well as outside visitors is proposed to be established to examine issues related to parking in the Steveston Town Centre area. At this time, this committee is proposed to be designated as the Steveston Advisory Task Force on Parking. Attachment 1 contains the proposed Terms of Reference for the task force.

Mandate

The mandate of the task force would be to provide input and advice to the City through the Planning Committee on parking issues in the Steveston Town Centre area. The anticipated tasks would be to identify any parking problems in the local area and formulate possible solutions to these problems, including the identification of any constraints and/or opportunities associated with the alternative solutions.

Task Force Membership

The proposed composition of the task force is:

<b>Composition</b>	<b>Number of Members</b>
City Council Liaison	one member (Non-voting)
Local Area Business Merchant	three members (Voting)
Steveston Rotary Club	one member (Voting)
Local Area Employee	two members (Voting)
Local Area Resident	two members (Voting)
Non-Steveston Resident	one member (Voting)
Tourism Richmond	one member (Voting)
Steveston Harbour Authority/DFO	one member (Voting)
<b>Total Membership</b>	<b>12 members</b>

The task force members will be selected as follows:

- the identified organizations will be asked to nominate a representative; and

- advertisements will be placed in the City Notice Board of the *Richmond News* to solicit the non-organizational members.

In the case of multiple applications for the non-organizational positions, staff will recommend the members based on various criteria such as geographic location and varying points of view.

## **2. Parking Study of Steveston Area**

A parking study of the Steveston area conducted in 1988 by Delcan identified a shortage of 36 parking spaces, based on the existing floor spaces and parking inventory. Since that time, a number of new developments have occurred within the area (e.g., Steveston Landing and Steveston Station). Moreover, the planned redevelopment of the BC Packers site will affect the future supply and demand of parking in the area.

Staff propose that a consultant be engaged to undertake a study to provide a comprehensive update of the current parking characteristics (including the existing inventory and utilization of public parking) in the Steveston Town Centre area. The study will also determine the need for any additional public parking given existing and forecast demand and identify parking supply strategy options, including the concept of public pay parking. Members of the task force will provide input and feedback on the parking study as it progresses. Attachment 2 provides the proposed draft Terms of Reference for the parking study, which is expected to be refined further upon Council's approval of its current outline.

The findings of this work are considered to be essential in assisting the task force to make informed decisions on the development of possible parking strategies. It is anticipated that the generation and review of alternative options will include public consultation with local area businesses and residents. The financing and implementation strategies required to support the options will also be identified. The findings of this study can also be used to help develop overall parking strategies for the City as a whole, including the City Centre, to be examined in future studies.

### FINANCIAL IMPACT

Staff estimate that the parking study could be completed for \$50,000, including costs associated with public consultation on the proposed options as well as staff time and resources. Staff have determined that there is no funding available in the 2001 Consulting Budget to support the study and therefore recommend that the study, and the establishment of the Steveston Advisory Task Force on Parking, be deferred until 2002. Staff propose to identify a requirement of \$50,000 in the 2002 Consulting Budget to fund the parking study.

### CONCLUSION

Over the past several years, concerns have been raised regarding the adequacy of parking supply within the Steveston Village area. To address these concerns, with direction from the Planning Committee, it is proposed that a Steveston Advisory Task Force on Parking be established to provide input and advice to the City on parking issues in the area.

In conjunction with the establishment of the task force, staff recommend that an updated parking study of the Steveston Village area be undertaken to:

- ascertain the inventory and utilization of public parking in the area;

- determine the need for any additional public parking given existing and forecast demand; and
- identify possible options to address any parking shortfall.

The findings of the updated study would provide the task force with the necessary information for their evaluation of possible parking strategies to effectively address any deficiencies identified.

As there is no funding available in the 2001 Consulting Budget to support the parking study, staff recommend that the study, and the establishment of the Steveston Advisory Task Force on Parking, be deferred until 2002 at which time a requirement of \$50,000 will be identified in the 2002 Consulting Budget submission for Council approval. Staff will also report back to Council on the proposed list of members of the Steveston Advisory Task Force on Parking prior to its inaugural meeting.



Joan Caravan  
Transportation Planner I

JC:lce

## STEVESTON ADVISORY TASK FORCE ON PARKING

### TERMS OF REFERENCE

#### Introduction

The year-round popularity of Steveston Village as a visitor destination plus the recent and planned increase of surrounding residential and commercial developments creates an associated demand for parking in the area. The public parking supply in the area currently consists of on-street parking, generally restricted to a 2-hour time limit, and several parking lots. Over the past several years, concerns have been raised regarding the adequacy of parking supply in the area and the potential impact of an imbalance between parking demand and supply on activity within the Steveston commercial core.

In response to these concerns, Richmond City Council has approved the formation of an advisory task force, consisting of local area representatives of the business community, employees and residents as well as outside visitors, to provide input to the Planning Committee on parking issues in the Steveston Village area.

#### Objective

The objective of the Steveston Advisory Task Force on Parking is:

*To provide input and advice to the Planning Committee on parking issues in the Steveston Village area, including the identification of problems and possible solutions, along with opportunities and constraints associated with these solutions that will sustain the long term business viability as well as community liveability of the area.*

#### Consultant Role

A consultant will be engaged to undertake a parking study to ascertain the existing inventory and utilization of public parking in the Steveston Village area, determine the need for any additional public parking given existing and forecast demand and development in the area and identify parking supply strategy options to address any parking shortfall.

#### Task Force Role

The anticipated tasks of the Steveston Advisory Task Force on Parking are to provide input to the consultant on the:

- identification of problems;
- generation and review of potential solutions;
- form of public consultation to be undertaken with respect to the potential solutions; and
- financing and implementation strategies for potential solutions.

The study findings together with the recommendations of the Task Force will be presented to the Planning Committee for consideration at the conclusion of the project.

#### Task Force Membership

The Task Force should have representation from the following parties:

**Non-Voting Member:**

- City Council Liaison one member

**Voting Member:**

- Local Area Business Merchant three members
- Steveston Rotary Club one member
- Local Area Employee two members
- Local Area Resident two members
- Non-Steveston Area Resident one member
- Tourism Richmond one member
- Steveston Harbour Authority/DFO one member

The members of the Task Force will elect the Chair of the Task Force at the beginning of the first Task Force meeting. Staff resources from the City of Richmond and the study consultant will support the Task Force. The Task Force will report to City staff, who will forward the Task Force's report to the Planning Committee.

**City Role**

City staff will be responsible for:

- co-ordinating the Task Force;
- providing the Task Force with information and guidance;
- producing meeting agendas and minutes;
- managing the consultant;
- providing meeting space; and
- receiving the Task Force's report and forwarding it to the Planning Committee.

**Communication**

The Chair will initiate all communications representing the position of the Task Force. Task Force members will have an opportunity to receive information, as it becomes available, discuss the issues, and forward information, options and recommendations to the consultant, Planning Committee and City of Richmond staff.

**Schedule**

The Task Force is expected to hold monthly meetings beginning in June 2002 with the project to be completed by December 2002.

## STEVESTON PARKING STUDY

### TERMS OF REFERENCE

#### 1. Objective

The primary objectives of the study are to establish the inventory and utilisation of public parking in the Steveston Town Centre area, identify any parking supply deficiencies and develop community-supported parking supply options, strategies and recommendations to address any parking shortfall as well as maximise the operational efficiency of public parking facilities in the area.

#### 2. Study Area

The study area is bounded by the dyke to the south, a line midway between No. 1 Road and Railway Avenue to the east, Broadway Street to the north, and the dyke to the west (see attached map).

#### 3. Parking Demand and Supply

##### 3.1 Existing Conditions

- (a) *Parking Supply* – establish the number, location and ownership of all existing private and public parking spaces, including on-street and off-street facilities.
- (b) *Parking Space Utilisation* – undertake utilisation surveys to establish the percentage of existing parking spaces that are occupied at different times of the day and week, including an estimation of seasonal variation.
- (c) *Parking Demand* – establish the existing parking demand for the area.

##### 3.2 Parking Surplus/Shortage

- (a) *Future Parking Supply/Demand* – establish the future parking supply and demand for the area based on forecast demand and potential new developments.
- (b) *Parking Surplus/Shortage* – determine the existing and forecast surplus or shortage of parking spaces.

##### 3.3 Parking Strategy Options

- (a) *Existing and Future Parking Needs* – develop alternative parking supply and management options to address any identified existing and future parking shortfalls, including funding and implementation strategies to support the alternative plans. One option shall include the concept of on-street pay parking with the following issues to be examined:
  - (i) *Feasibility* – assess the feasibility of establishing pay parking for on-street public facilities within the study area.
  - (ii) *Cost Recovery* – estimate the financial impact and cost-recovery of a pay parking policy.
  - (iii) *Implementation* – develop a strategy for the timing, implementation and enforcement of a pay parking policy for on-street public facilities.
- (b) *Public Consultation* – undertake public consultation of the alternative options with local businesses and residents.

### **3.4 Preferred Parking Strategy**

- (a) *Implementation Strategy* – based on the recommended parking supply strategy, advise on implementation, enforcement and funding mechanisms to support the strategy.

### **3.5 Special Events**

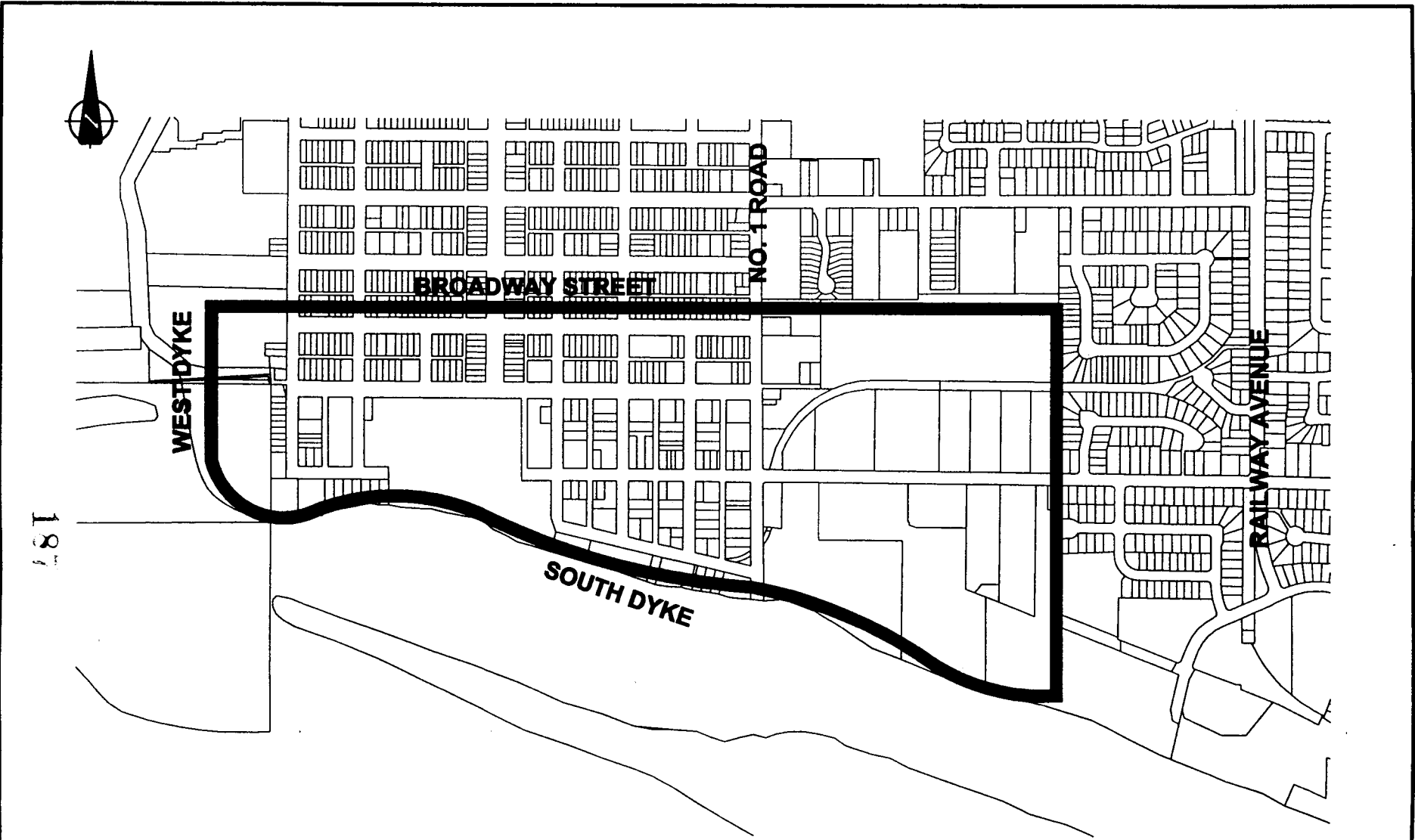
- (a) *Accommodation* – based on the findings of the study, assess the feasibility of the Steveston Town Centre area to accommodate the parking demands associated with a major spectator event.

## **4. Traffic Circulation**

Issues related to the implications of alternative parking strategies for traffic circulation shall be examined and should include the following:

- (a) *Traffic Volumes* – establish the traffic volumes on the roads within the study area based on data available from the City, any traffic studies that have been undertaken, and, if necessary, by undertaking new counts at up to six locations.
- (b) *Vehicle Mix* – determine the mix of traffic volumes during both peak and off-peak hours at up to three locations within the study area through a vehicle classification study.
- (c) *Roadway Capacity* – review and evaluate the capacity of the road network within the study to accommodate existing and forecast traffic and parking demand.
- (d) *Traffic Safety* – review the potential traffic safety implications of the existing and forecast parking demand on roadways within the study area from the perspective of transit, pedestrians, and cyclists.
- (e) *Intersection Analysis* – based on existing traffic count data and forecast travel demand, assess and evaluate efficiency and level of service at key intersections within the study area.
- (f) *Local Area Impacts* – assess the effect of the alternative parking strategies on businesses, residential neighbourhoods and tourism within the study area in terms of accessibility and economic impacts.





**Proposed Steveston Parking Study Area**