



May 5th, 2014

Ms. Erin O'Connor
Land Development Manager
Minto Communities
200-180 Kent Street
Ottawa, Ontario K1P 0B6

**Re: Parking Study No.2 – 239 Craig Henry Drive
Ottawa, Ontario**

In late January 2013, CastleGlenn Consultants submitted a letter report (dated January 28th, 2014), which responded to City of Ottawa comments (December 17, 2013) regarding off-street parking characteristics at the 239 Craig Henry Drive site, which currently accommodates 134 units in two buildings. The January 2013 letter report addressed the current and future parking situation at this site, and provided additional insight related to traffic and transportation characteristics. Minto Communities wishes to reduce the number of required parking stalls for the 239 Craig Henry Drive development from 1.2-to-1.0 stalls per dwelling for tenant parking. (Currently there are 134 existing units + 32 proposed new units totaling 166 units. There are currently 224 stalls on site with 48 reserved for visitor parking. The study concluded that the existing tenant parking utilization was determined to be 73% for the existing supply of tenant parking and 25% for the visitor parking supply. It was concluded that a sufficient amount of residual capacity in the existing parking lot can absorb the 32 proposed new dwellings).

Subsequent to the submission of the letter report, a Committee of Adjustment meeting was held on March 19th, 2014, where additional concerns were raised regarding the current and future parking situation at 239 Craig Henry Drive as well as adjacent properties at 203 and 269 Craig Henry Drive. Minto Communities was requested to provide additional study that would include the effects of all three developments (203, 239 and 269 Craig Henry Drive). CastleGlenn Consultants was retained by Minto Communities to undertake an expanded parking survey that incorporated the adjacent properties.

In response, CastleGlenn identified current demands for on-site tenant and visitor parking at 203, 239 and 269 Craig Henry Drive and determined the available residual on-site supply of parking. The following outlines the results of surveys that examined on-site parking during the late evening hours (during each hour between 7pm-to-11:00 pm):

- on Tuesday, April 8th and Wednesday April 9th, 2014; and
- on Sunday April 13th, 2014

We are pleased to provide the attached report that addresses the combined effect of all three developments (203, 239 and 269 Craig Henry Drive).

Yours truly,

Arthur E. Gordon, B.A., P.Eng.
Principal
CastleGlenn Consultants Inc.

1.0 EXISTING SITUATION

Table 1 depicts the current parking supply for 203, 239 and 269 Craig Henry Drive segmented into tenant and visitor parking.

Table 1: Parking Supply
[203, 239 and 269 Craig Henry Drive]

Type of Parking	203 Craig Henry Drive [75 units]	239 Craig Henry Drive [134 units]	269 Craig Henry Drive [64 units]
Tenant Parking Supply	98	176	87
Visitor Surface Parking Stalls	N/A	48	N/A
Total Parking Supply	98	224	87

The existing parking supply for the three developments:

- *203 Craig Henry Drive:* There are 98 parking stalls dedicated for this 75 unit residential development. Each rental unit comes with a parking stall and if any of the units require a second parking stall, it is extra on top of the rent. Hence, any residual spaces are used for visitors or if a tenant requires a second parking stall.
- *239 Craig Henry Drive:* There are 176 stalls dedicated for tenants with 48 designated for visitors.
- *269 Craig Henry Drive:* This existing development accommodates 87 stalls and similar to 203 Craig Henry Drive, each unit comes with a parking space. Once again, the residual capacity is used for visitors or additional tenant parking.

An on-site survey was undertaken at the above developments to determine the current parking utilization and the impact of the proposed 32 units at 239 Craig Henry Drive on parking demand.

2.0 PARKING SUPPLY AND DEMAND

2.1 ON-SITE PARKING SURVEY - APRIL 8TH, 9TH AND 13TH, 2014

Three on-site parking surveys (2 weeknights on April 8th and 9th and on Sunday April 13th) were undertaken on late evening hours (hourly from 7:00-to-11:00 pm) to determine the existing utilization rate for tenants and visitors. A total of 15 observations were recorded for each development (203, 239 and 269 Craig Henry Drive).

Table 2 provides a summary of the tenant parking supply and demand associated with 203, 239 and 269 Craig Henry Drive. The survey results indicated that:

- **203 Craig Henry Drive:** The maximum number of stalls occupied during the 15 observations occurred during the April 13th survey at 11pm, where 77 stalls out of the 98 available stalls were occupied. This translates to a parking utilization rate of 0.79 (assumes no vacancy rate) and 0.82 (assuming a 4% vacancy rate).
- **239 Craig Henry Drive:** The maximum number of tenant stalls occupied during the 15 observations occurred on the April 9th survey at 11pm, where 113 stalls out of the 176 available stalls were occupied. This translates to a tenant parking utilization rate of 0.64 (assumes no vacancy rate) and 0.66 (assuming a 2% vacancy rate). The maximum visitor parking utilization rate during the 15 observations was determined to be 27% (13/48) on April 13th at 7pm.

- **269 Craig Henry Drive:** The maximum number of stalls occupied during the 15 observations occurred on the April 13th survey at 10pm, where 68 stalls out of the 87 available stalls were occupied. This translates to a tenant parking utilization rate of 0.78 (assumes no vacancy rate) and 0.79 (assuming a 1.5% vacancy rate).

Table 2: Tenant Parking Supply and Demand

<i>Date of Survey</i>	<i>203 Craig Henry Drive [Parking Supply: 98 stalls]</i>		<i>239 Craig Henry Drive [Parking Supply: 176 stalls]</i>		<i>269 Craig Henry Drive [Parking Supply: 87 stalls]</i>	
	<i>No. of parking stalls Occupied</i>	<i>Parking Utilization</i>	<i>No. of parking stalls Occupied</i>	<i>Parking Utilization</i>	<i>No. of parking stalls Occupied</i>	<i>Parking Utilization</i>
<i>April 8th Survey</i>	66	0.70	112	0.65	66	0.77
<i>April 9th Survey</i>	65	0.69	113	0.66	67	0.78
<i>April 13th survey</i>	77	0.82	111	0.65	68	0.79

This table assumes a vacancy rate of 4% for 203 Craig Henry Drive, 2% for 239 Craig Henry Drive and 1.5% for 269 Craig Henry Drive.

2.2 CONCLUSIONS

The parking survey indicated that for 203 and 269 Craig Henry Drive, the parking utilization rate is less than 85% for each development. This indicates that there is sufficient residual capacity at both developments to accommodate visitor parking and additional tenant parking if required.

As regards 239 Craig Henry Drive, the additional 3 surveys (15 observations) indicated that the tenant parking utilization rate was determined to be 66% while the visitor parking utilization rate was determined to be less than 30%. The additional surveys further substantiated the original survey undertaken on January 15th, 2014 in that tenant and visitor parking are underutilized [January 15th survey determined that the tenant parking was utilized 73% and visitor parking 25%].

3.0 FUTURE PARKING STRATEGY – PROPOSED 239 CRAIG HENRY DRIVE

- The intent of the application is to reduce the resident parking to 1 space per unit.
- Resident parking supply for the entire rental complex will be reduced to 169 stalls (166 units).
- A total of 33 stalls will be designated for visitors. This meets the City’s By-law of 33 stalls (166 x 0.2).

The parking survey results (a total of 15 observations were undertaken over 3 evenings) indicated that the existing tenant parking rate is 0.84 per-unit (113 occupied stalls / 134 units, assumes no vacancy) and 0.86 (115 occupied stalls / 134 units, assumes 2% vacancy), which also supports the future on-site parking situation.

4.0 FINDINGS AND CONCLUSION

The rationale for expanding the initial January 2013 parking study was that the parking characteristics associated with tenant parking at 203, 269 and 239 Craig Henry are all shared and that spill-over parking occurs. The findings from the above expanded study indicate that:

- The parking utilization survey of the stalls at 203 (98 stalls) and 269 (87 stalls) Craig Henry Drive indicated that 82% and 79% respectively of the total (185 stalls) supply of parking were found to be used by either tenant and/or visitor parking. The above usage accounts for the vacancies at both developments.

It can be concluded that there is sufficient residual capacity at both 203 and 269 Craig Henry Drive to accommodate existing visitor parking and existing tenant parking with residual capacity of at least 30 additional stalls on these two sites should they be required.

- As regards the 239 Craig Henry Drive site:
 - the original January 15th, 2014 parking utilization survey determined that approximately 63% of the 224 stalls were utilized at any one time by either tenant and/or visitor parking. The above usage accounts for a 6% vacancy at this development.
 - The new surveys of this site undertaken in April 2014 indicated that:
 - the tenant parking utilization was determined to be 66% while the visitor parking utilization was determined to be less than 30%; and
 - the existing tenant parking rate was found to be is 0.86 stalls-per-unit accounting for the vacancy rate at the time of the survey

Conclusions:

- The additional parking surveys further substantiates the original conclusions reached within the January 2014 report that concluded that “*the tenant and visitor parking at 239 Craig Henry Drive is underutilized*” and that “*a sufficient amount of residual capacity in the existing parking lot can absorb the 32 proposed new dwellings.*”
- The analysis indicates that: “*the future on-site parking demand can be satisfied by applying a 1-stall-per-dwelling parking rate*”.