



# Town of East Gwillimbury

## DEVELOPMENT SERVICES REPORT P2020-13

To: Council

Date: May 20, 2020

Subject: Endorsement of Parking Lot and Drive Through Urban Design Guidelines

Origin: Development Services, Planning Branch

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### RECOMMENDATIONS

1. **THAT** Development Services, Planning Branch Report P2020-13, dated May 20, 2020, entitled “Endorsement of Parking Lot and Drive Through Urban Design Guidelines” be received;
2. **THAT** Council endorse the Parking Lot and Drive Through Urban Design Guidelines, included as Appendix 1 to this report.

### PURPOSE

The purpose of this report is to endorse the attached Parking Lot and Drive Through Urban Design Guidelines (Design Guidelines) prepared by M. Behar Planning and Design Limited (MBPD).

Further to the Committee of the Whole Council Meeting on February 19, 2020, working with Town Staff, MBPD has refined the Design Guidelines to address Council’s comments.

### BACKGROUND

#### History of the Project:

In November 2017, the Town retained planning and design firm MBPD to complete the Design Guidelines project. A thorough public consultation process and review of current municipal practices was performed, and priority themes and principles for the Design Guidelines were established.

A Stakeholder Advisory Committee (SAC) was established and met multiple times throughout 2018-2019 to provide feedback on the project. The SAC included representatives from York Region, the Lake Simcoe Region Conservation Authority, Metrolinx, and members of the development community.

In April of 2018 a Council Workshop was held to present an overview of the draft Design Guidelines to Council and receive input.

A Public Open House was also held on June 5, 2018 to gain input from members of the public on the establishment of the Design Guidelines.

On February 19, 2020 Council was presented with the draft Design Guidelines for review and comment. The draft Design Guidelines were also posted to the Town's website in February 2020 to allow for public review and comment. A summary of the comments received and changes made to the final Design Guidelines is provided in the next section of this report.

## **ANALYSIS**

### **Structure of the Design Guidelines document**

The final Design Guidelines are attached to this report as Appendix 1. The first three sections of the Design Guidelines provide background and an introduction to the purpose of the study. These sections include an overview of the policy context, the issues and challenges presented by this form of development, the vision of the Guidelines, the implementation strategy, and details on the public consultation process.

The Guidelines themselves are arranged as follows under Section 4.0, with the corresponding number of guidelines under each heading indicated in brackets:

- 4.1 - Streetscapes, parking layout, and buildings (24)
- 4.2 - Safety, comfort, and pedestrian focused design (26)
- 4.3 - Sustainable development (11)
- 4.4 - Landscaping and buffering (10)
- 4.5 - Lighting and signage (9)
- 4.6 - Servicing and utilities (3)
- 4.7 - Stacking lanes and queuing (15)

There are a total of 98 Guidelines as well as 60 figures provided in the Design Guidelines to be used as reference for the design of future developments.

### **The final Design Guidelines were informed by recent Council input and online public engagement**

On February 19, 2020, report P2020-01 presented the draft Design Guidelines to Council for feedback. The draft Design Guidelines were also published on the Town's website in February of 2020 to allow for public and stakeholder comment and review. The following comments were received by Council and members of the public, with subsequent changes made to the final Design Guidelines:

Comment Received	Revision made for Final Design Guidelines
<p>1) Make a specific guideline to limit pedestrian crossings through drive throughs or active lanes of traffic.</p>	<p>Guideline #12 added to have drive through designs avoid pedestrian crossings, and where this cannot be achieved have signage installed to limit pedestrian crossings in these locations.</p> <p>Guideline #11 used to incorporate traffic-calming measures such as speed humps and rolled curbs to further improve pedestrian safety.</p> <p>Guideline #36 also recommends the use of raised delineated walkways where necessary to enhance pedestrian safety.</p>
<p>2) Remove diagrams showing the potentiality for pedestrians to have to cross through drive through lanes to enter buildings.</p>	<p>Diagram 4.7g and the Section 2 cover visual have been edited with detailed labels to show a separated pedestrian walkway away from stacking lanes. All diagrams have the expectation to incorporate other Guideline principles such as traffic-calming or signage, even if not explicitly shown on the 2D image.</p>
<p>3) Add a guideline to have pedestrian footpaths avoid areas intended for landscaping.</p>	<p>Guideline #33 added to clearly delineate pathways from landscaping so as to not create pedestrian footpaths through areas intended for planting.</p>
<p>4) Update language for accessibility standards.</p>	<p>All language used in the Design Guidelines now references barrier-free and accessible parking.</p>
<p>5) Enhance the Design Guidelines to speak more to improving accessibility standards.</p>	<p>Guideline #41 added to locate accessible parking spaces as close to the front entrance as possible.</p> <p>Guideline #42 also added to provide tactile ground surfacing for all pedestrian walkways to assist those persons with visual impairments.</p>

6) Provide descriptions and distances for the turning radiuses of traffic circles.	Specific radiuses for turning circles vary and are engineering design standards handled separately from this document.
7) How do we ensure the centres of turning circles are designed appropriately when they are used?	New Guideline #13 added to say that when a turning circle is used, ground level landscaping needs to be provided.
8) Review the City of Ottawa Guidelines and incorporate more guidelines as necessary.	A detailed review of Design Guidelines being used by other municipalities, including the City of Ottawa was conducted. Guideline #32 was added, stating that customer entrance doors must be close to parking areas, and Guideline #31 was also added to provide at least one direct pedestrian route from public streets and sidewalks to building entrances.
9) Revise Figure 3.2b to appropriately reflect seating and bicycle racks.	New photo figure provided.
10) Update Cover Page to show more drive-throughs specifically.	Cover photo images updated.
11) Enhance the level of detail pertaining to the guideline for more than one drive-through facility on one site.	Guideline #85 has been enhanced to specifically say one drive-through facility is encouraged per site, and that more than one drive-through facility may be considered (to a maximum of 3) only if the site is larger than 1 hectare in area and each drive-through facility is separated by at least one other commercial unit not containing a drive through.

**The Design Guidelines will provide Town-wide direction for the appropriate design of surface parking lots and drive through facilities**

As a growing municipality, the Town recognized the need to establish the Design Guidelines and ensure the high quality, functional, safe, and sustainable design of future parking lot and drive through facility developments.

By being applied Town-wide as well as to the retrofitting of any existing drive through facilities (which would require a site plan application), the Design Guidelines provide a

high-standard of expectation across all future parking lot or drive through facility developments within the Town.

**The Design Guidelines help implement the Town’s Official Plan policies and Zoning By-law regulations to promote sustainable and well-designed community areas**

The Design Guidelines incorporate the general urban design, environmental, and transportation policies from the Town’s Official Plan, and also address specific land use, built form, and landscaping requirements for parking lots and drive through facilities as established by the Town’s Zoning By-law. The Design Guidelines therefore clearly outline the Town’s expectations for these sites and will serve as an effective reference on how to implement the provisions already established by the Town’s Official Plan and Zoning By-law.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

**NEED FOR PUBLIC CONSULTATION**

Multiple Stakeholder Advisory Committee meetings, open houses, online engagement sessions, and public meetings were held to ensure the interests of the public were well accounted for in the formulation of the Design Guidelines. No further public consultation is required.

**ALIGNMENT TO STRATEGIC PLAN**

The recommendations of this report align with the following Strategic Priority(ies):



Responsible Growth & Environmental Protection

Ensure that communities are built in a respectful manner, with resident and business quality of life protected



Build Complete Communities

Effectively manage new and existing assets to deliver exceptional services to residents while ensuring a sustainable community



Quality Programs & Services

Continue to advocate for a safe and livable community for our residents while leveraging opportunities and partnerships



Culture of  
Municipal  
Excellence

Ensure strong fiscal responsibility and program delivery

## CONCLUSION

The Parking Lot and Drive Through Urban Design Guidelines provide Town staff with a comprehensive resource to use in the evaluation of future development proposals and applications. Implementing the principles of the Design Guidelines encourages safe, functional, sustainable, and high-quality parking lot and drive through facility developments across the entirety of the Town going forward.

## APPENDICES

Appendix 1 – Final Parking Lot and Drive Through Urban Design Guidelines

<p>Prepared by:</p> <p style="text-align: center;"><i>Original signed by</i></p> <p>Name: Adam Robb, MPL, MCIP, RPP Title: Senior Planner</p>	<p>Reviewed and Recommended by:</p> <p style="text-align: center;"><i>Original signed by</i></p> <p>Name: Lawrence Kuk, MCIP, RPP Title: Manager of Planning</p>
<p>Reviewed and Recommended by:</p> <p style="text-align: center;"><i>Original signed by</i></p> <p>Name: Marco Ramunno, MCIP, RPP Title: General Manager, Development Services</p>	<p>Approved for Submission by:</p> <p style="text-align: center;"><i>Original signed by</i></p> <p>Thomas R. Webster Chief Administrative Officer</p>