



Town of East Gwillimbury

DEVELOPMENT SERVICES REPORT P2020-01

To: Committee of the Whole Council

Date: February 19, 2020

Subject: Draft Parking Lot and Drive Through Urban Design Guidelines

Origin: Development Services, Planning Branch

RECOMMENDATIONS

1. **THAT** Development Services, Planning Branch Report P2020-01, dated February 19, 2020, entitled “Draft Parking Lot and Drive Through Urban Design Guidelines” be received;
2. **THAT** the Draft Parking Lot and Drive Through Urban Design Guidelines, which are attached as Appendix 1 to this report, be posted on the Town’s website to allow for public and stakeholder comment and review; and
3. **THAT** staff report back addressing any comments received into a finalized version of the Parking Lot and Drive Through Urban Design Guidelines for endorsement by Council at a future date.

PURPOSE

The purpose of this report is to present the Draft Parking Lot and Drive Through Urban Design Guidelines (Design Guidelines), which were prepared by M. Behar Planning and Design Limited (MBPD) in consultation with Town staff, for Council’s review and consideration. Comments received will inform the finalization of the Design Guidelines for endorsement by Council at a future date.

BACKGROUND

History of the Project:

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

- Promoting compatible development that fits in well with the surrounding area and minimizes adverse impacts on adjacent uses
- Encouraging functional and safe traffic movement

- Supporting safe drive through stacking lanes and site access placement
- Ensuring safe and accessible pedestrian connections
- Maintaining a high quality pedestrian supportive streetscape

As part of the development of the Design Guidelines, a Stakeholder Advisory Committee was also established to provide feedback on the project. The Stakeholder Advisory Committee met multiple times throughout 2018-2019 and 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. The information received from these consultations was used to assist with the preparation of the final Design Guidelines, and included discussion on the following:

- Pedestrian safety
- Active transportation
- Building and entrance placement
- Landscaping
- Retrofitting of drive through facilities

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.

ANALYSIS

Structure of the Design Guidelines document

The 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 building (22)
- 4.2 - Safety, comfort, and pedestrian focused design (22)
- 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 92 Guidelines and 59 figures provided in the Design Guidelines to be used as reference for the design of future developments.

The following are some key guidelines from each of the headings above:

4.1 - Streetscapes, parking layout, and building

Guideline 6: Design main building entrances that are directly accessible and visible from the sidewalk and the public street. Avoid false entrances or reverse lotting of buildings adjacent to the street.

Guideline 14: Encourage the placement of architectural features, including public art, at prominent locations within surface parking lots.

4.2 - Safety, comfort, and pedestrian focused design

Guideline 34: Divide larger parking areas into smaller and well-defined sections on the site. Use hard and soft landscaping to avoid large monotonous asphalt surfaces and improve the pedestrian realm.

Guideline 44: Use canopies, awnings or building overhangs/cantilevers for weather protection along building frontages and main building entrances. Consider additional weather protection along pedestrian walkways.

4.3 - Sustainable development

Guideline 48: Ensure landscaped islands are a minimum width of 3 metres to provide sufficient soil volume to support vegetation. Provide a minimum of 15 cubic metres of good quality soil per tree.

Guideline 50: Incorporate heat island reduction measures, such as tree shading, permeable pavement and high-albedo (light-coloured) materials in accordance with the Town's Thinking Green Development Standards.

4.4 - Landscaping and buffering

Guideline 63: Provide a mix of coniferous and deciduous trees and shrubs on the site for year-round vegetation, variety, and colour. Ensure vegetation does not obstruct sight-lines.

Guideline 65: Plant coniferous tree species to provide year-round vegetation, screening and buffering between the site and sensitive uses. Coniferous trees can be used to screen parking, servicing and utilities.

4.5 - Lighting and Signage

Guideline 68: Provide pedestrian-scaled lighting along walkways, at building entrances, and, where applicable, at transit stops.

Guideline 71: Encourage the use of fascia signage within the site that is in proportion with building mass and facades.

4.6 - Servicing and Utilities

Guideline 75: Locate loading and garbage facilities at the rear of buildings, away from the street edge, and within the main building whenever possible.

Guideline 77: Ensure that utilities are located within enclosed areas, limited or no views from public streets, and are adequately screened by landscaping. Where feasible, locate utilities underground.

4.7 - Stacking lanes and queuing

Guideline 84: Locate the vehicular access point to the stacking lane of a drive-through facility as deep within the site as possible to prevent queued vehicles from blocking traffic along public streets or internally within the site.

Guideline 86: Design clearly separated stacking lanes to follow a linear format with minimal curves and turning movements.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

NEED FOR PUBLIC CONSULTATION

Multiple Stakeholder Advisory Committee meetings, open houses, 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



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 provides 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.

Council has the opportunity to review the Design Guidelines document and provide comments before endorsement of the final Design Guidelines at a future date.

APPENDICES

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

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