



Adept Transportation Solutions
PLANNING AND ENGINEERING

ATTACHMENT E

July 14, 2016

Mr. Eric Barker, MAIBC
727 Pandora Street
Victoria, BC V8W1N9

Dear Mr. Barker,

**Re: Proposed "Griffin Restoration Services Inc." Industrial Building Development – 584 John Street/
Victoria, BC**

As requested, Adept Transportation Solutions has undertaken a review of the potential parking demand for the subject development project in relation to the amount of off-street parking that can be provided on-site versus the City's bylaw parking requirement as per their Zoning Regulation Bylaw. A parking variance of five (5) stalls (i.e. 10 stalls as per the City's bylaw versus 5 stalls to be provided) is required. The attached Report indicates an approximation of the actual parking demand of this project in conjunction with an inventory and analysis of adjacent on-street parking usage in the area that was undertaken in order to confirm the availability of adequate short term on-street parking spaces that may occasionally be required to support the operation of the subject business, in addition to a list of Transportation Demand Management (TDM) Measures that will be undertaken by the Applicant. We also gave some consideration to other potential uses of this building that would be permitted under the current zoning should that occur in the future. We suggest that uses such as a 'Plumbing Services' office, a 'Lighting Fixture & Accessories' store, a 'Custom Kitchen or Cabinet Making shop', or a 'Windows Fashions' store could potentially be good candidates for future use of this building, all of which require fewer staff than the subject development, and a similar or lower customer use demand that is spread through-out the work day (i.e. no peaking); thus having a lower or similar parking demand.

Please let us know if you have any questions or would like to further discuss our Study Report in any way.

Sincerely,

Adept Transportation Solutions

Wayne Gibson, CTech, Principal
Senior Transportation Technician

Les M. Archer
Senior Transportation Planning Technician

BACKGROUND

The developer and future tenant for this project, Griffin Restoration Services Inc., is proposing to construct a new Industrial Building on the presently vacant site located at 584 John Street (see **Figure 1- Area Plan**).

Figure 1 – Area Plan



This existing business has been in operation for approximately 4 ½ years and will be relocating from 587 Bay Street where it currently occupies approximately 800 ft² of office space. They also rent approximately 2,000 ft² of storage space in a separate building nearby.

A vacant single family residential building was previously demolished to make way for this proposed five (5) Story Industrial Building on the site. The proposed development will house a single business and provide off-street parking on the ground floor, with 2 levels of storage, 1 level for the business offices, and a materials showroom on the top floor.

Due to the site's limited lot size, the applicant can only provide five (5) off-street parking spaces as opposed to the ten (10) spaces required under the City of Victoria's Off-Street Parking requirements section of their Zoning Regulation Bylaw. The applicant is therefore seeking a parking variance of five (5) spaces as part of their Development Permit Application. The proposed Site Plan is shown in **Attachment 1**.

Following an initial discussion with City of Victoria Traffic Engineering staff, we understand that in order to provide adequate support for the proposed parking variance, it would be important to document the proposed business operational characteristics, staffing levels and hours of operation, along with the current on-street parking supply and utilization during business hours in the immediate vicinity of the proposed development.

CITY OF VICTORIA OFF-STREET PARKING BYLAW REQUIREMENT

The current zoning for the subject site is M-2, Light Industrial District. The City's off-street parking bylaw requirement is 1 space per 93 m² (1000 ft²) of gross floor area or 1 space per 3 employees, whichever is greater. The Architect Site Plan proposes a building size of 955 m² over 4 floors. As per Schedule 'C', this calculates to a off-street parking Bylaw requirement of 10 spaces. Given that only 5 off-street parking spaces can be provided for this project, a parking variance of 5 spaces is requested. Our parking demand analysis supports Council approval of this Application, particularly with the client's implementation of the Transportation Demand Management (TDM) Strategies outlined in this Report.

TRANSPORTATION DEMAND MANAGEMENT (TDM) STRATEGIES TO BE IMPEMENTED

Although we feel that the five (5) off-street spaces being provided, in conjunction with the availability of on-street parking in the vicinity of the subject site, will adequately meet the parking needs for this business, the Applicant is agreeable to implementing the following TDM measures to further reduce parking demand to the site:

- Subsidized bus passes for employees for a two (2) year period. The area of the site is well served by transit and a supporting sidewalk system. BC Transit operates routes 10 and 14 with stops along Bay Street in close proximity to the site at Rock Bay Avenue and Turner Street. The route 10 bus links the Royal Jubilee Hospital to the Songhees areas; whereas the route 14 bus links the Victoria General Hospital to the University of Victoria areas and travels through Downtown Victoria. To encourage staff to use transit for commuting, the employer will provide subsidized transit passes for inside employees.
- Provision of fourteen (14) secure bicycle lockers, although only six (6) are required. These are shown within the Ground Floor parking area for staff and visitors that may wish to ride a bike to the site. This number of storage spaces exceeds any potential future bicycle parking demand.
- Include showers for staff bicycling to work. The intent is to provide one accessible toilet room for both sexes with a shower and small dressing area off the toilet room. Given the small number of employees, this will be adequate to meet their needs.



- Provide a company vehicle on-site for staff use to access off-site business during the day without having to bring their car to work. The location of this new building is conducive to a significant number of the office staff using transit, bicycling, or walking, to the office. These alternative travel modes would become feasible with the on-site Company car being made available.
- Encourage Employee Ride - Sharing for trips to / from work.

PROJECT SCOPE / METHODOLOGY

In addition to an introductory meeting with the Architect and Applicant in order to gain a firm understanding of the operation of the proposed business, Adept staff conducted site visits in order to:

- document the on-street parking restrictions, supply, use, and vacancy (i.e. availability) within a 200m radius of the site;
- document the current utilization of the available on-street parking for four (4) pertinent weekday peak operating time periods of the subject business (i.e. 7:20am – 7:35am and 4:00pm-4:15pm for employees, as well as 12:00pm-12:30pm and 2:45pm-3:00pm re: customer use); and,
- Identify potential Transportation Demand Management (TDM) measures that could be easily implemented, if required.

SITE COMPOSITION AND OPERATIONAL CHARACTERISTICS

The Applicant, Griffin Restoration Services Inc. is a disaster management and remediation business. It will occupy the entire building. The floors of the five (5) story building are planned to be used as follows:

- Level 1 – parking for five (5) vehicles & Entrance area;
- Level 2 - storage;
- Level 3 - storage;
- Level 4 – company offices;
- Level 5 - materials showroom.

The company provides the first point of contact for homeowners and businesses that have suffered damage due to fire, flood or other occurrence requiring remedial construction work. The business is open Monday through Fridays and has a total of eight (8) staff. Of these staff, four (4) will require a parking space on the site. There is a full-time accounting staff member that is on-site during regular office hours. The company Project Manager is first on scene at off-site locations and assesses the damage and required work program and conducts subsequent tasks from the office. The Project

Coordinator is also only in the office and requiring a parking space part-time. There is a Business Development Manager that works two days per week and is in the office approximately 50% of the time.

The remaining off-site staff consist of a Construction Manager, a Finishing Carpenter and two (2) Labourers. These staff will muster at the office in the morning and afternoon, but will work off-site throughout the day and will not require a dedicated parking space at the office.

For larger projects, the actual construction work is conducted mainly by sub-trades who are independent of the company and bid on the work as sub-contractors. A sub-contractor representative will often muster at the office during the same periods as the regular employees, to review work schedules, obtain keys to project sites, etc. They provide all construction materials and equipment through their own business locations and no vehicle, material or machinery is stored at the proposed development site.

ANALYSIS

The development is evaluated in the context of The City's Official Community Plan (OCP). There is a general desire for compact development which tends to maximize investments in urban infrastructure and supports transit and active transportation. The OCP has a specific goal:

Victoria has compact development patterns that use land efficiently.¹

The proposed development is a relatively intense use and is appropriately located in lands designated for *General Employment*.² The OCP also states that:

Council will: Consider parking reductions and other zoning variances that significantly contribute to the urban growth concept of this plan.³

In regard to its' parking needs, the company has distinct staff components as follows:

- One (1) full-time office staff working in the office from 8:30am to 4:30pm;
- The Project Manager works both in the field and in the office between 8:30am and 4:30pm, with approximately 70% field work;
- A Project Coordinator who works both in the field and in the office between 8:30am and 4:30pm, with approximately 60% field work;

¹ Goal 6A, p 33, Victoria OCP cited at <http://www.victoria.ca/EN/main/departments/planning-development/community-planning/official-community-plan.html> on July 11, 2016

² Ibid. Map 2, p 36

³ Ibid, 14.22, p 104

- A Business Development Manager who works two (2) days / week. It is understood that this employee spends approximately 50% of time in the office; and,
- Four (4) off-site construction crew members who assemble at the office for approximately one (1) hour commencing at 7:30 AM and return to the office at the end of the day as the office staff leave at 4:30 – 5:00pm. None of these off-site staff will leave a vehicle parked on-site during the day.

In addition to the regular staff, there will be sub-contractors visiting the site on a routine basis. Typically, the sub-tradespersons will muster at the office at approximately 7:30am – 7:45am to coordinate daily activity schedules and / or obtain keys and will depart shortly after to various construction sites. They may also briefly return to the office at the end of the day as the office staff leaves at 4:30 – 5:00pm.

Throughout the day, there is some modest visitor demand for customer / client visits, as follows:

- A few customers and a few trades people visiting the building at various times during the week; and,
- Once or twice a month, clients whose establishment has been damaged to view and select replacement materials.

There will be no requirement for any construction equipment storage or vehicle parking or outside regular business hours.

An analysis of the number of vacant 'on-street' parking in the immediate vicinity of the subject site is shown in **Attachment 2 - Number of Vacant On-Street Parking Spaces Available by 'Time of Day'**; this reveals that there are a number of parking spaces along the 'unrestricted' and 'time restricted' sections of John Street, just west of Ludgate Street in the early morning time period. These would be available for use by some of the affiliate construction contractor crew member parking, if required. There is ample available 'on-street' along the 1 and 2 hour Time Limited parking sections located close to the site on John Street, Ludgate Street, and Rock Bay Avenue. This is more than enough parking to accommodate any of the subject business customers / client related parking needs at all times of the day in these zones. During the afternoon peak business activity period, any spillover parking can be easily accommodated within the 'time restricted' sections along the north side John Street, west of west of Ludgate Street.

The Site Plan indicates that Fourteen (14) Class 1 bicycle storage lockers will be provided within the First Floor Parking Area. This amount of bicycle parking is more than sufficient to serve any current and future bicycle parking needs for customer and employee parking.

CONCLUSIONS AND RECOMMENDATIONS

On-street parking is commonly used by both the employees and customers of the current businesses located along the 500 block of John Street and the immediate area. However, our on-street parking counts and analysis show that, taking into consideration the breakdown by '1 and 2 hour Time Limited', 'Residential Only', and 'Unrestricted' on-street parking supply and use, in conjunction with the specific parking needs of the subject business and the number of 'off-street' parking spaces that will be provided on the site, there will be sufficient parking available to accommodate this development.

The proposed development is consistent with Victoria's OCP. Based on information provided by the Project Architect and the Griffin Restoration owner/manager, we conclude that the proposed five (5) off-street parking spaces will be sufficient to meet the needs of the on-site office staff at all times of the day.

During the weekday morning and late afternoon peak activity periods, it is acknowledged that there may be a few occasions where not all of the business-related parking needs can be met on the site. During these periods, there may be some affiliate sub-contractor construction company related parking spillover onto the adjacent street(s) for brief periods. This peak parking activity would occur early in the morning (approximately 7:30am) and again in the afternoon (approximately 4:30pm) and is not expected to exceed one (1) hour in duration. These peak time periods coincide with periods when the regular office staff are not on site, which may mitigate some spillover parking activity by the off-site construction staff. During the mid-day off-peak periods, it is anticipated that there will be some customers / visitors to the office. In instances where there may be no available on-site parking spaces, these visitors may seek on-street parking as well.

Our reconnaissance and on-street parking 'supply and usage' counts undertaken during the pertinent time periods relevant to the peak parking needs of this business show that any of the development's anticipated overflow parking (for off-site employees, sub-contractors and customers) can easily be accommodated by the available on-street parking within the immediate industrial neighborhood (i.e. within an approximate 200 m radius of the subject site).

The TDM Measures offered by the Applicant of subsidized bus passes for employees, fourteen (14) secure bicycle lockers and a shower / change room, a company vehicle on-site for staff use, and encouraging an employee 'ride – sharing' program will reduce parking demand and ensure that sufficient off-street parking is available for this business.

We also gave some consideration as to a possible change of use of this building if required sometime in the future. Potential uses that would be permitted under the existing zoning could be businesses such as a 'Plumbing Services' office, a 'Lighting Fixture & Accessories' store, a 'Custom Kitchen or Cabinet Making



shop', or a 'Windows Fashions' store; all of which require fewer staff than the subject development, and a similar or lower customer use demand that is spread through-out the work day (i.e. no peaking), thus having a lower or similar parking demand.

We trust that this provides sufficient information to allow approval of the five (5) stall parking variance for this project. Please contact us if further information is required.

Adept Transportation Solutions

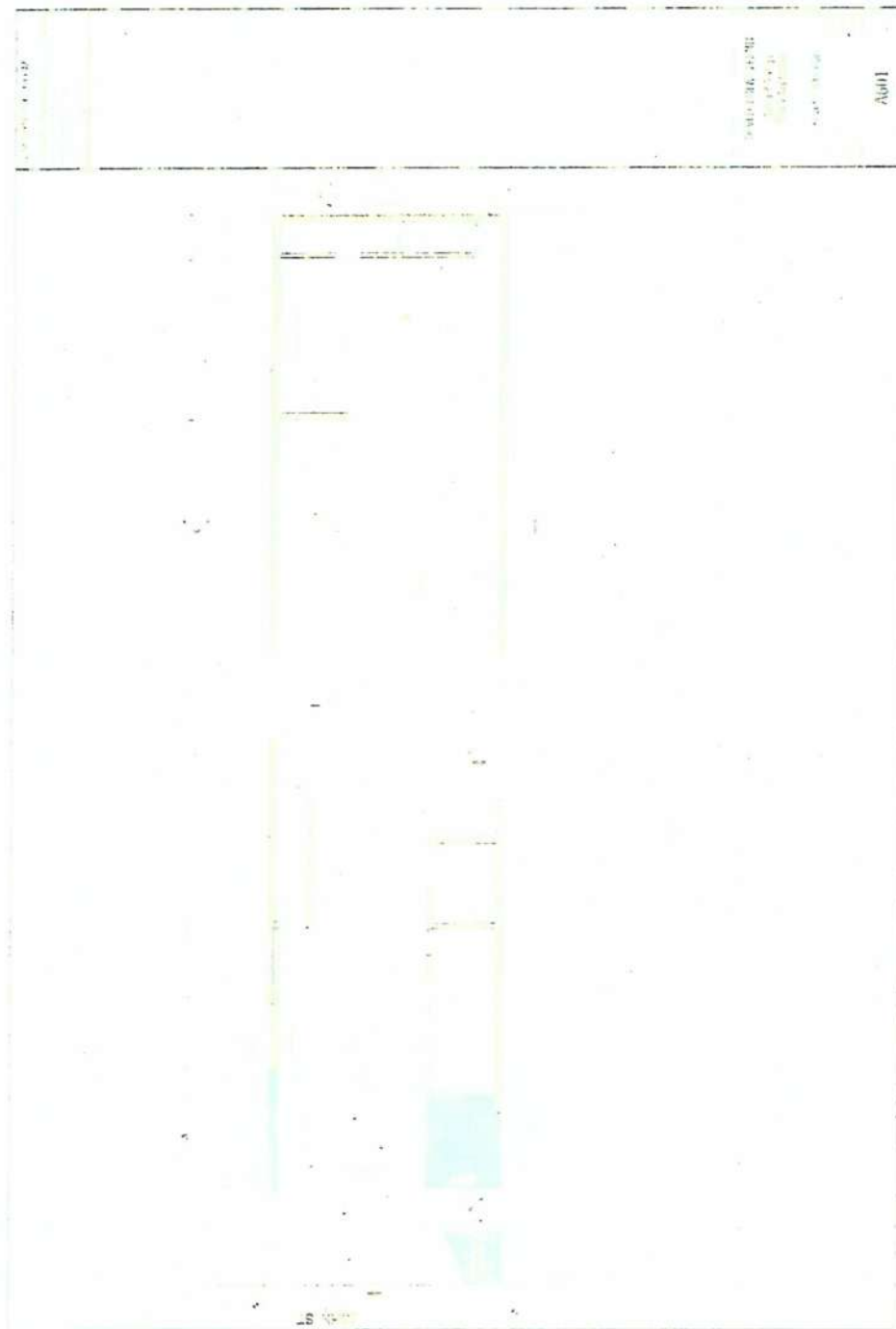
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Wayne Gibson, CTech, Principal
Senior Transportation Technician

A handwritten signature in black ink, appearing to read "Les M. Archer", written in a cursive style.

Les M. Archer
Senior Transportation Planning Technician

Attachment 1: Site Plan



*Attachment 1
Site / Land-Use*

Attachment 2: Supply and Demand for On-Street Parking



Attachment 2

584 John Street, Victoria, BC
Available On-Street Parking By Time of Day