

T E C H N I C A L   M E M O R A N D U M

	<b>CITY OF COURTENAY</b> <b>Downtown Courtenay Parking Assessment</b> <b>– Summary of Findings</b>
<b>Date:</b>	<b>January 12, 2017</b>
<b>Our Reference:</b> <b>City File:</b>	<b>2211-47416-17</b>

**To:** City of Courtenay  
**Attn:** Tatsuyuki Setta, Sr. Planner

**Prepared By:** Bob Hudson, P.Eng.

**Reviewed By:** Chris Durupt, P.Eng.

The City of Courtenay has requested that McElhanney Consulting Services Ltd. (MCSL) undertake a series of parking counts within a defined downtown “core commercial area” within the City center. We understand the City desires to better understand the relationship between public and private parking utilization, timing of peak utilization, and relative areas of highest utilization. This information is required to better manage existing public parking space, and to inform City planning initiatives, including the Downtown Revitalization processes.

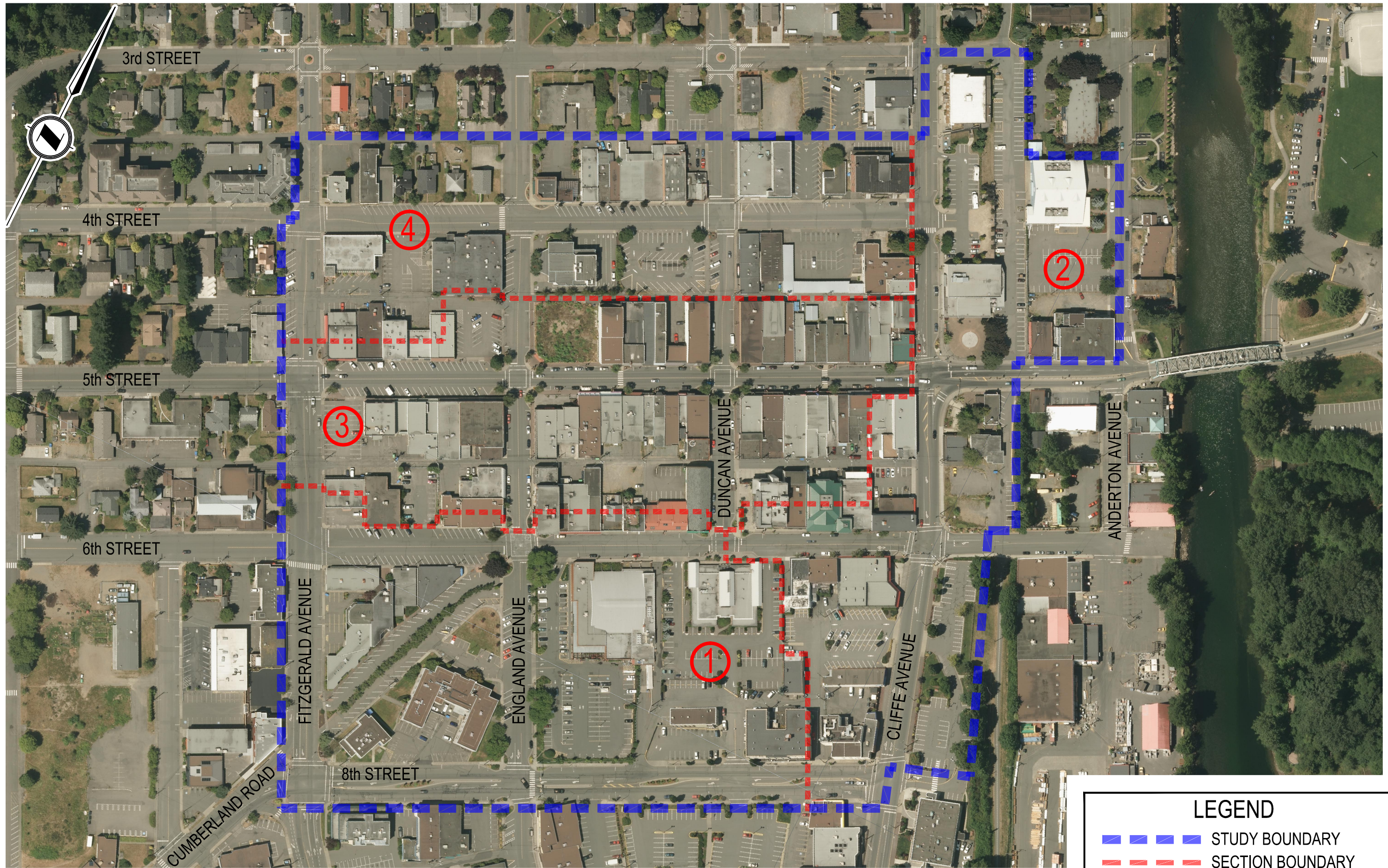
Provided herein is a brief summary of study methodology, data collected, and general observations.

## 1 STUDY AREA AND METHODOLOGY



Based on direction provided by City staff, the study area was defined as that area generally bound by:

- The west side of Fitzgerald Avenue to the west,
- Mid block (laneway) between 3<sup>rd</sup> Street and 4<sup>th</sup> Street to the north,
- The south side of 8<sup>th</sup> Street to the south, and,
- Mid block between Cliffe Avenue and Anderton Avenue, plus the Filberg centre, to the East.

The physical limits of study proposed were selected based on common perceptions as to what area constitutes “Downtown Courtenay”, and with consideration given to budget limitations. The attached **MCSL drawing CT-00** indicates the limits of the study area.



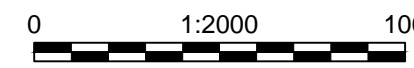
**LEGEND**

 STUDY BOUNDARY  
 SECTION BOUNDARY

Rev	Date	Description	Drawn	Design	App'd
0	2016-06-03	ISSUED FOR USE	CDE	BH	DJ

THIS DRAWING AND DESIGN IS THE PROPERTY OF McELHANNEY CONSULTING SERVICES LTD. (McELHANNEY) AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF McELHANNEY. McELHANNEY WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN. THIS DRAWING AND DESIGN HAS BEEN PREPARED FOR THE CLIENT IDENTIFIED. TO MEET THE STANDARDS AND REQUIREMENTS OF THE APPLICABLE PUBLIC AGENCIES AT THE TIME OF PREPARATION. McELHANNEY, ITS EMPLOYEES, SUBCONSULTANTS AND AGENTS WILL NOT BE LIABLE FOR ANY LOSSES OR OTHER CONSEQUENCES RESULTING FROM THE USE OR RELIANCE UPON, OR ANY CHANGES MADE TO, THIS DRAWING, BY ANY THIRD PARTY, INCLUDING CONTRACTORS, SUPPLIERS, CONSULTANTS AND STAKEHOLDERS, OR THEIR EMPLOYEES OR AGENTS, WITHOUT McELHANNEY'S PRIOR WRITTEN CONSENT. INFORMATION ON EXISTING UNDERGROUND FACILITIES MAY NOT BE COMPLETE OR ACCURATE. McELHANNEY, ITS EMPLOYEES AND DIRECTORS ARE NOT RESPONSIBLE NOR LIABLE FOR THE LOCATION OF ANY UNDERGROUND CONDUITS, PIPES, CABLES OR OTHER FACILITIES WHETHER SHOWN OR OMITTED FROM THIS PLAN. PRIOR TO CONSTRUCTION CONTRACTOR SHALL EXPOSE LOCATIONS OF ALL EXISTING FACILITIES BY HAND DIGGING OR HYDROVAC AND ADVISE THE ENGINEER OF POTENTIAL CONFLICTS.

0 1:2000 100



ORIGINAL DWG SIZE: A3 (297 x 420mm)



**McElhanney**  
McElhanney Consulting Services Ltd.

455 Sixth Street  
Courtenay BC  
Canada V9N 6V4  
Tel 250 338 5495

CITY OF COURTENAY  
830 CLIFFE AVENUE, COURTENAY, BC, V9N 2J7

**DOWNTOWN COURTENAY PARKING STUDY  
MASTER PLAN**

DOWNTOWN COURTENAY

Drawing No. **CT-00**

Project Number 2211-47416-17 Rev. 0

In order to consistently and accurately record parking usage, and develop meaningful datasets, the following process was used to document parking utilization:

- The study area was divided in four sectors that were suitably sized to allow a technician to cover the entire area, accurately counting the number of vehicles in each public parking lot, private parking lot, lane, roadside, etc., within 30 minutes.
- “Weekday” counts were carried out every half hour between 9:30am and 5:30pm. Wednesday was selected as the preferred weekday for counts, to most accurately reflect “average” parking demands.
- “Weekend” counts were carried out every half hour between 10:00am and 1:30pm on a Saturday.
- Count dates were selected after confirming that no significant local, or regional public functions (concerts, markets, parades, etc.) were planned for, any of which could influence (in a positive, or negative sense), the number of vehicles present within the study area.

## **2 STUDY TIMING, AND CONDITIONS**

Parking counts were undertaken on Wednesday, June 8, 2016, and Saturday, June 11, 2016. Weather conditions were typical for this time of year, sunny with some cloud cover, with temperatures in the high teens, and low twenties. There were no unusual public events scheduled within the Comox Valley on either proposed count day. A summary of local events scheduled for June 8<sup>th</sup> and June 11<sup>th</sup> can be found at What’s On Digest at <http://comoxvalley.whatsondigest.com/events/calendar>.

## **3 SUMMARY OF DATA COLLECTED**

Provided overleaf is a summary of all parking utilization data collected.

Date: Wednesday, June 8, 2016

Stalls In Use

Area CT-01 (Section #1)

Total No. of Stalls																			
Private	Public																		
154	300	454																	
		9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM
Number of Private Stalls		80	87	105	99	99	105	102	88	93	86	92	94	90	98	84	80	77	47
Private Parking Utilization		52%	56%	68%	64%	64%	68%	66%	57%	60%	56%	60%	61%	58%	64%	55%	52%	50%	31%
Number of Public Stalls		184	249	247	266	274	253	249	250	228	229	257	234	224	212	200	191	130	102
Public Parking Utilization		61%	83%	82%	89%	91%	84%	83%	83%	76%	76%	86%	78%	75%	71%	67%	64%	43%	34%
Total Number of Stalls		264	336	352	365	373	358	351	338	321	315	349	328	314	310	284	271	207	149
Overall Utilization		58%	74%	78%	80%	82%	79%	77%	74%	71%	69%	77%	72%	69%	68%	63%	60%	46%	33%

Area CT-02 (Section #2)

Total No. of Stalls																			
Private	Public																		
71	299	370																	
		9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM
Number of Private Stalls		26	24	30	31	34	34	36	35	33	34	30	29	27	25	27	27	19	16
Private Parking Utilization		37%	34%	42%	44%	48%	48%	51%	49%	46%	48%	42%	41%	38%	35%	38%	38%	27%	23%
Number of Public Stalls		129	152	177	178	189	163	184	205	202	183	154	151	134	106	120	117	102	122
Public Parking Utilization		43%	51%	59%	60%	63%	55%	62%	69%	68%	61%	52%	51%	45%	35%	40%	39%	34%	41%
Total Number of Stalls		155	176	207	209	223	197	220	240	235	217	184	180	161	131	147	144	121	138
Overall Utilization		42%	48%	56%	56%	60%	53%	59%	65%	64%	59%	50%	49%	44%	35%	40%	39%	33%	37%

Area CT-03 (Section #3)

Total No. of Stalls																			
Private	Public																		
45	149	194																	
		9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM
Number of Private Stalls		9	10	12	22	21	23	26	24	19	19	25	20	21	22	21	16	16	11
Private Parking Utilization		20%	22%	27%	49%	47%	51%	58%	53%	42%	42%	56%	44%	47%	49%	47%	36%	36%	24%
Number of Public Stalls		38	46	73	89	109	110	100	125	117	125	108	114	101	100	77	86	79	69
Public Parking Utilization		26%	31%	49%	60%	73%	74%	67%	84%	79%	84%	72%	77%	68%	67%	52%	58%	53%	46%
Total Number of Stalls		47	56	85	111	130	133	126	149	136	144	133	134	122	122	98	102	95	80
Overall Utilization		24%	29%	44%	57%	67%	69%	65%	77%	70%	74%	69%	69%	63%	63%	51%	53%	49%	41%

Area CT-03 (Section #4)

Total No. of Stalls																			
Private	Public																		
104	141	245																	
		9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM
Number of Private Stalls		38	43	50	44	49	52	52	52	58	64	63	61	50	55	60	52	31	25
Private Parking Utilization		37%	41%	48%	42%	47%	50%	50%	50%	56%	62%	61%	59%	48%	53%	58%	50%	30%	24%
Number of Public Stalls		59	76	87	87	91	102	106	101	104	106	97	90	84	78	68	51	49	32
Public Parking Utilization		42%	54%	62%	62%	65%	72%	75%	72%	74%	75%	69%	64%	60%	55%	48%	36%	35%	23%
Total Number of Stalls		97	119	137	131	140	154	158	153	162	170	160	151	134	133	128	103	80	57
Overall Utilization		40%	49%	56%	53%	57%	63%	64%	62%	66%	69%	65%	62%	55%	54%	52%	42%	33%	23%

COMBINED

Total No. of Stalls																				
Private	Public	Total																		
374	889	1263																		
			9:00 AM	9:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	5:30 PM
Number of Private Stalls			153	164	197	196	203	214	216	199	203	203	210	204	188	200	192	175	143	99
Private Parking Utilization			41%	44%	53%	52%	54%	57%	58%	53%	54%	56%	55%	50%	53%	51%	47%	38%	26%	
Number of Public Stalls			410	523	584	620	663	628	639	681	651	643	616	589	543	496	465	445	360	325
Public Parking Utilization			46%	59%	66%	70%	75%	71%	72%	77%	73%	72%	69%	66%	61%	56%	52%	50%	40%	37%
Total Number of Stalls			563	687	781	816	866	842	855	880	854	846	826	793	731	696	657	620	503	424
Overall Utilization			45%	54%	62%	65%	69%	67%	68%	70%	68%	67%	65%	63%	58%	55%	52%	49%	40%	34%

Date: Saturday, June 11, 2016  
Stalls In Use

**Area CT-01 (Section #1)**

Total No. of Stalls	
Private	Public
154	300

454

	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM
Number of Private Stalls	36	43	41	54	48	53	56	65
Private Parking Utilization	23%	28%	27%	35%	31%	34%	36%	42%
Number of Public Stalls	100	101	136	133	139	139	143	172
Public Parking Utilization	33%	34%	45%	44%	46%	46%	48%	57%
Total Number of Stalls	136	144	177	187	187	192	199	237
Overall Utilization	30%	32%	39%	41%	41%	42%	44%	52%

**Area CT-02 (Section #2)**

Total No. of Stalls	
Private	Public
71	299

370

	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM
Number of Private Stalls	14	14	22	23	24	18	22	21
Private Parking Utilization	20%	20%	31%	32%	34%	25%	31%	30%
Number of Public Stalls	61	67	94	112	195	193	208	203
Public Parking Utilization	20%	22%	31%	37%	65%	65%	70%	68%
Total Number of Stalls	75	81	116	135	219	211	230	224
Overall Utilization	20%	22%	31%	36%	59%	57%	62%	61%

**Area CT-03 (Section #3)**

Total No. of Stalls	
Private	Public
45	149

194

	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM
Number of Private Stalls	11	11	11	17	15	14	16	20
Private Parking Utilization	24%	24%	24%	38%	33%	31%	36%	44%
Number of Public Stalls	63	78	106	103	126	132	135	132
Public Parking Utilization	42%	52%	71%	69%	85%	89%	91%	89%
Total Number of Stalls	74	89	117	120	141	146	151	152
Overall Utilization	38%	46%	60%	62%	73%	75%	78%	78%

**Area CT-03 (Section #4)**

Total No. of Stalls	
Private	Public
104	141

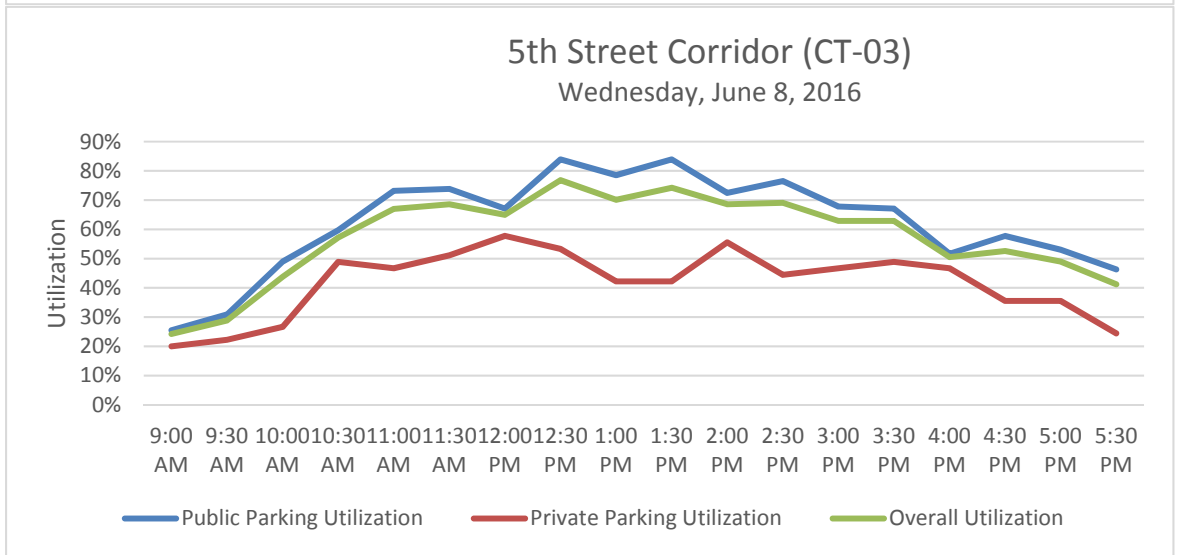
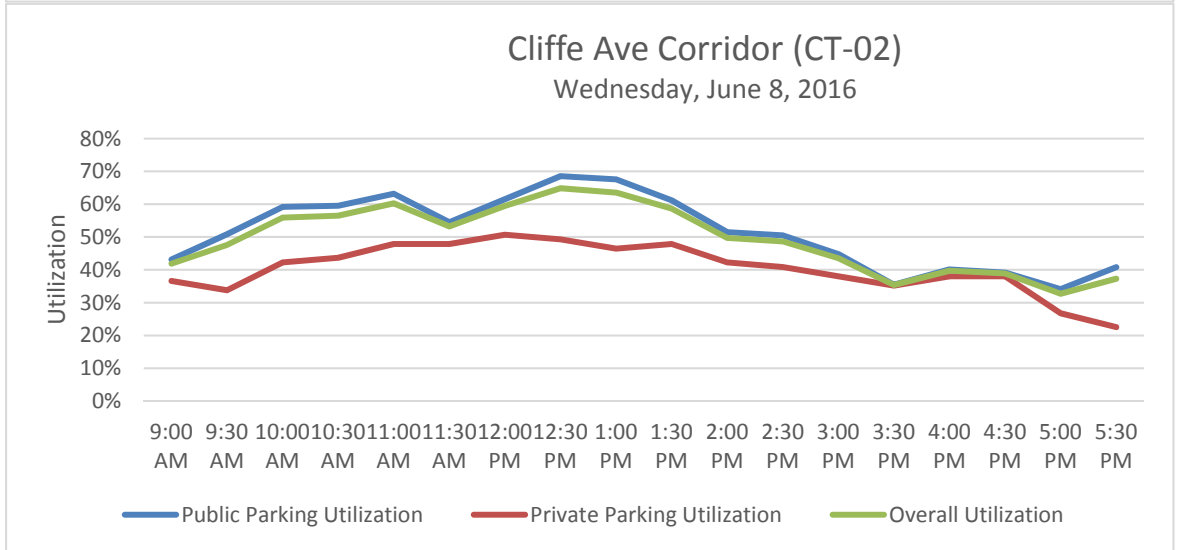
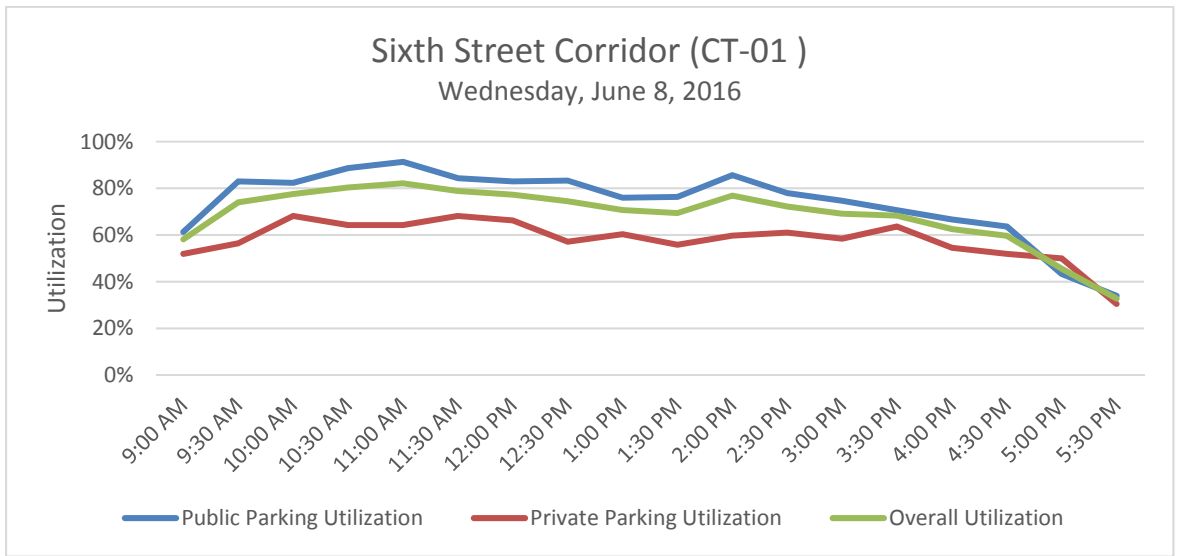
245

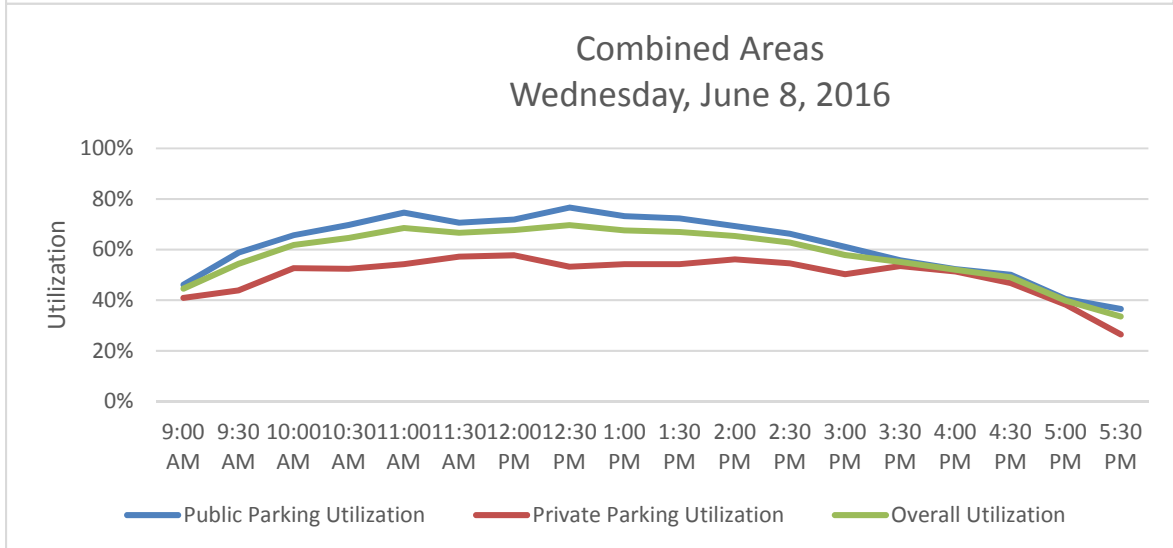
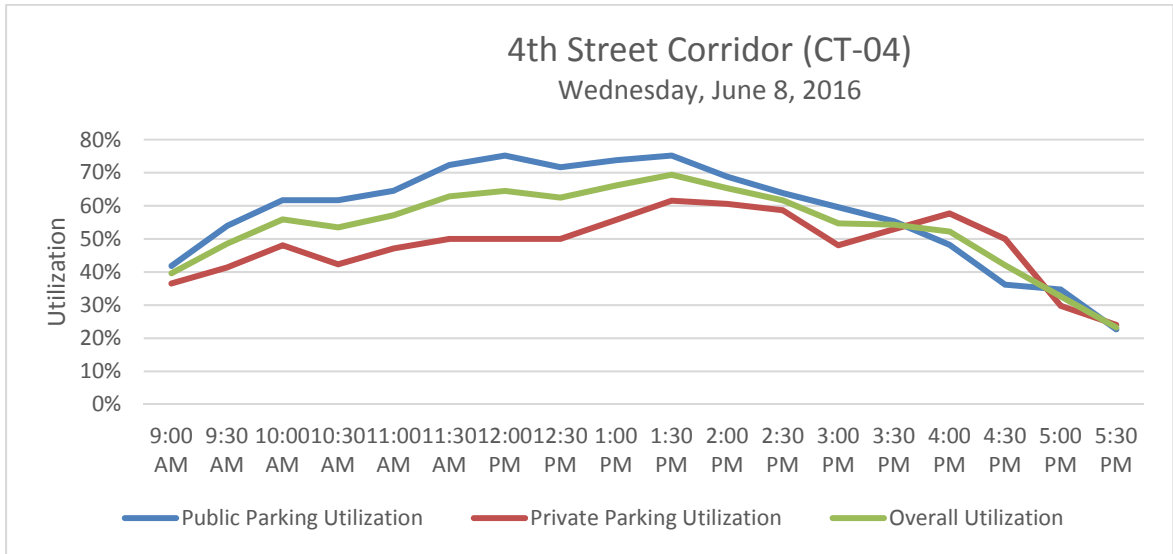
	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM
Number of Private Stalls	13	24	28	27	30	40	54	63
Private Parking Utilization	13%	23%	27%	26%	29%	38%	52%	61%
Number of Public Stalls	63	86	104	102	113	122	138	139
Public Parking Utilization	45%	61%	74%	72%	80%	87%	98%	99%
Total Number of Stalls	76	110	132	129	143	162	192	202
Overall Utilization	31%	45%	54%	53%	58%	66%	78%	82%

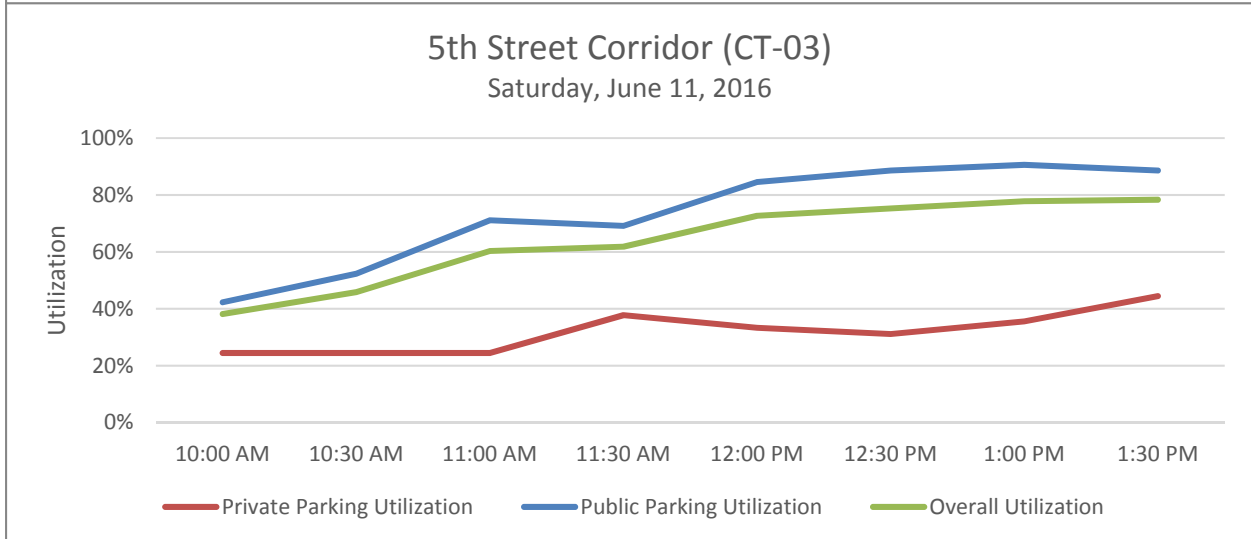
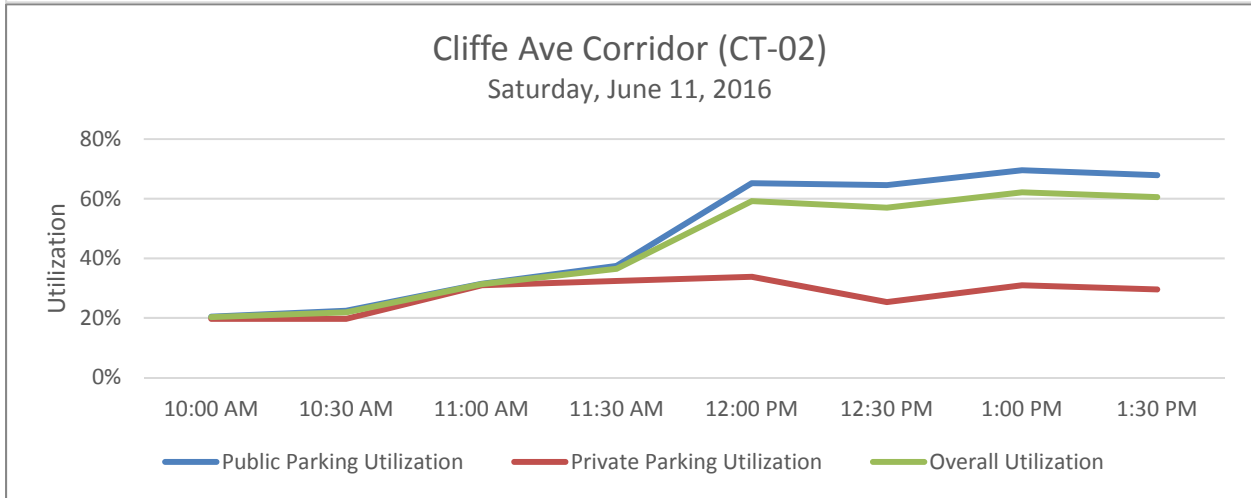
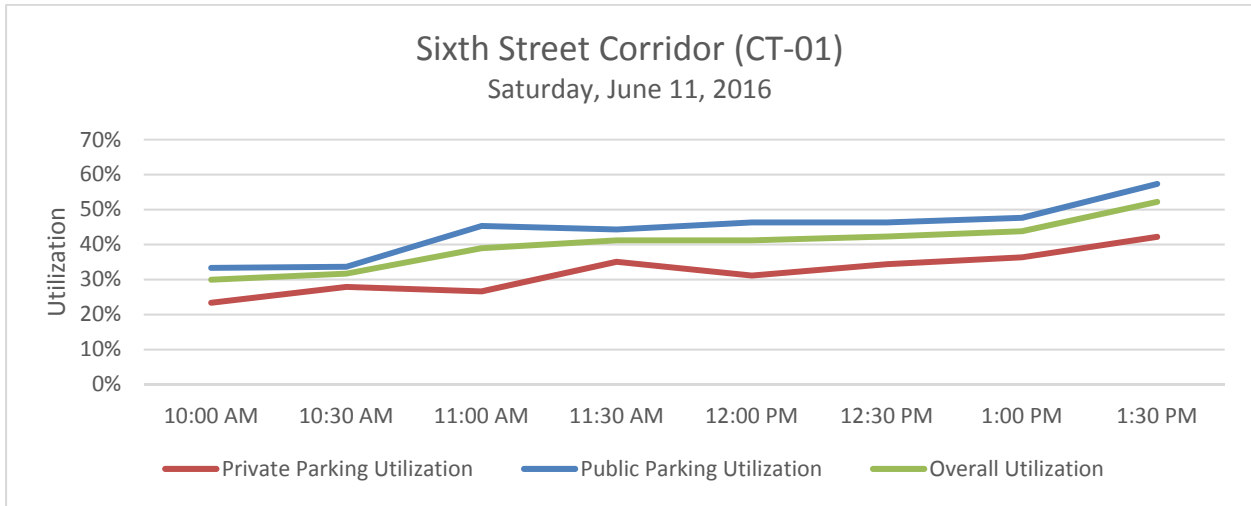
Total No. of Stalls		
Private	Public	Total
374	889	1263

**COMBINED**

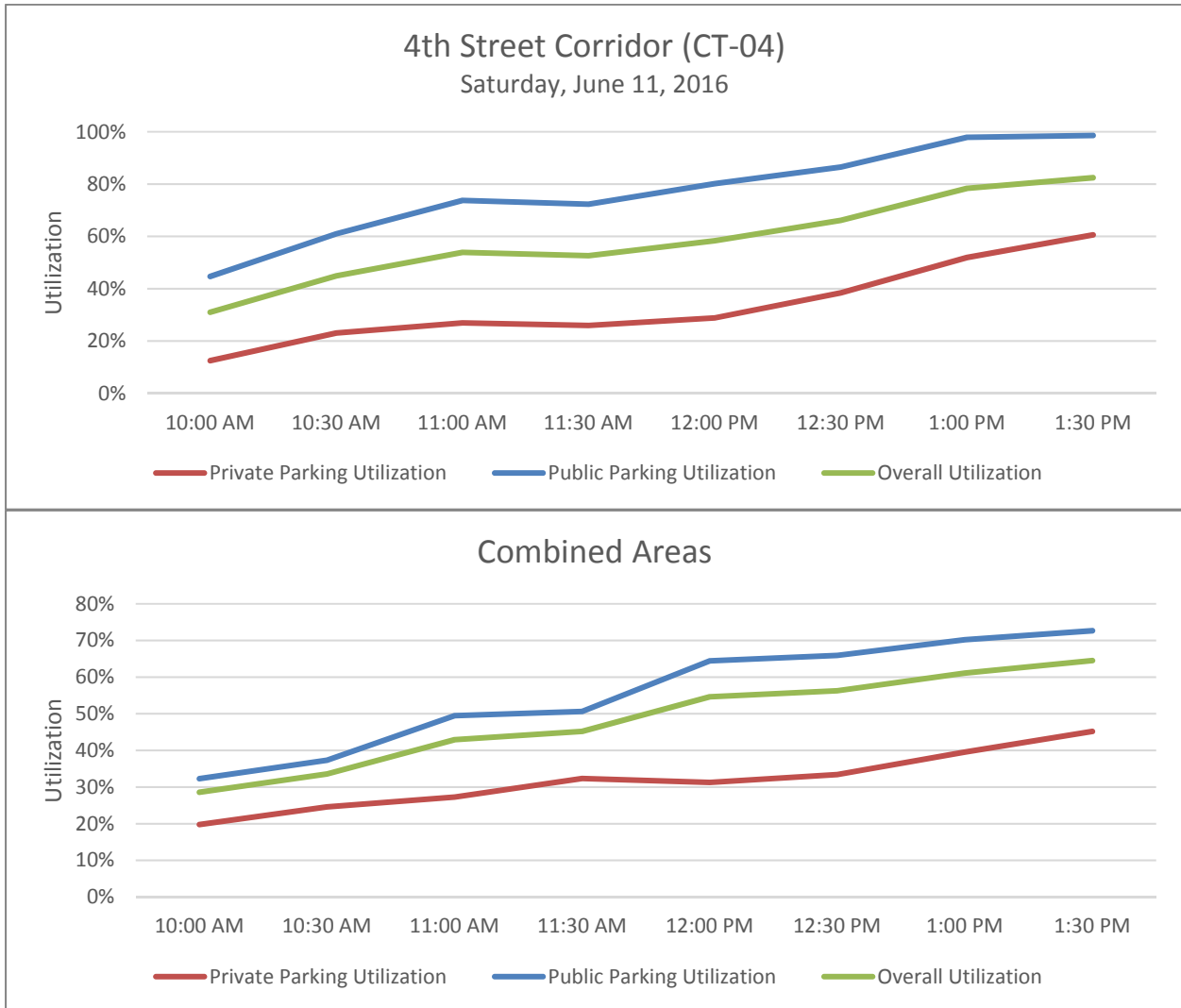
	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	1:30 PM
Private Stalls	74	92	102	121	117	125	148	169
Private Parking Utilization	20%	25%	27%	32%	31%	33%	40%	45%
Number of Public Stalls	287	332	440	450	573	586	624	646
Public Parking Utilization	32%	37%	49%	51%	64%	66%	70%	73%
Total Number of Stalls	361	424	542	571	690	711	772	815
Overall Utilization	29%	34%	43%	45%	55%	56%	61%	65%











#### 4 OBSERVATIONS

- Sector 1 – (6<sup>th</sup> Street to 8<sup>th</sup> Street, MCSL drawing CT-01) contained 154 private, and 300 public parking spaces.
- Sector 2 – (Cliffe Ave, MCSL drawing CT-02) contained 71 private, and 299 public parking spaces.
- Sector 3 – (5<sup>th</sup> Street, MCSL drawing CT-03) contained 45 private, and 149 public parking spaces.
- Sector 1 – (4<sup>th</sup> Street, MCSL drawing CT-04) contained 104 private, and 141 public parking spaces.
- Total Private parking spaces in study area = 374, total public parking spaces in study area = 889, for a combined total of 1263 parking spaces.

- Private parking was generally more consistently utilized during weekday counts (as compared to public parking facilities).
- Private parking was generally utilized at less than 60% during weekday counts.
- Weekday private parking counts did not identify a consistent “peak” utilization period.
- Weekend private parking counts trended towards higher utilization as the day went on, i.e., utilization generally increased as the day went on, with counts concluding before peak utilization was observed.
- Weekday public parking counts indicate a pronounced peak utilization period, generally between 10:00am and 2:30pm.
- The 5<sup>th</sup> street and 6<sup>th</sup> street corridors yielded the highest peak weekday public parking utilization at 84% and 91% respectively.
- During peak weekday parking periods (10:00am to 2:30pm), private parking utilization is typically between 40-65%. During this same period, public utilization is typically 10-40% higher.

## 5 CLOSURE

We trust the information herein is as required at this time. Should the City wish to discuss the findings of this document, we would gladly make ourselves available at your convenience.

Yours truly,

### MCELHANNEY CONSULTING SERVICES LTD.



Bob Hudson, P.Eng.,  
Branch Manager  
[bhudson@mcelhanney.com](mailto:bhudson@mcelhanney.com)

Reviewed by:



Chris Durupt, P.Eng.  
[cdurupt@mcelhanney.com](mailto:cdurupt@mcelhanney.com)

Enclosures

BH/njg

#### REVISION HISTORY

Date	Status	Revision	Author
January 12, 2017	Final	Rev. 0	B. Hudson, P.Eng.

#### LIMITATION

This report has been prepared for the exclusive use of the City of Courtenay. The material in it reflects the best judgement of the Consultant in light of the information available to the Consultant at the time of preparation. As such, McElhanney, its employees, sub-consultants and agents will not be liable for any losses or other consequences resulting from the use or reliance on the report by any third party.