



The Corporation of the City of Courtenay

# Staff Report

---

**To:** Council

**File No.:** 5455-01

**From:** City Manager (CAO)

**Date:** 12 June 2024

**Subject:** Downtown Courtenay Parking Study

---

**PURPOSE:** To inform Council of the results of the 2023 Downtown Courtenay Parking Study by McElhanney, which includes an update to the 2017 Parking Study.

## **BACKGROUND:**

McElhanney updated a parking review in April 2023 which compared results with a previous parking study conducted in 2017 and analysis of an expanded study area using new drone technology. This digital data gathering was instrumental in creating a web-based analysis tool that the City can use now and in the future at no additional charge, to answer a myriad of questions related to parking.

The purpose of the study was to collect accurate and reliable parking data for the downtown core area that would allow for future analysis and provide insight into parking behaviours and/or future needs. Results indicated times of peak parking and the occupancy of each area throughout the day for weekdays and weekends. The report also answered some key questions about on-street and off-street parking lots as well as the effectiveness of timed parking areas.

## **EXECUTIVE SUMMARY:**

The Downtown Parking Study is a baseline or snapshot analysis relative to where parking stands today, both from a capacity and availability perspective but also from a user ship and an overall functionality standpoint. These works aim to serve as a guiding or baseline document for all future works and or land use planning and master planning functions relative to the future state of parking, including; Official Community Plan Implementation (Densification), Downtown Revitalisation, and the updating of the Downtown Courtenay Playbook.

Overall, parking is healthy and vibrant and the study are show significant spare capacity outside of the immediate core of the downtown. This capacity is well within walking distance, ensuring that people can safely and comfortably walk to the downtown from all sides of downtown.

The expanded survey area of the 2023 parking assessment allowed for not only the ability to compare the new data with the 2017 original study area but also to answer many other questions related to parking.

## **Comparison with 2017**

### **Public Parking**

- The peak parking area shifted from Section 1 (6<sup>th</sup> Street and 8<sup>th</sup> Street) of the downtown area to Section 3 (5<sup>th</sup> Street) in 2023.
- Section 2, comprising the eastern area of downtown north of the 5<sup>th</sup> Street bridge had modest occupancy during the week in 2017. This increased to de facto capacity in 2023.
- Not only is parking showing similar occupancy during the weekend, which was not the case in 2017 when weekend occupancy was low, but the occupancy during the weekend peaked an hour earlier than in 2017.

### **Private Parking**

- Section 3 (5<sup>th</sup> Street) also had the highest private parking occupancy,
- The peak parking in private lots has increased to levels that are similar to public parking areas

Parking has become well used in the downtown core, no matter whether it's a weekday or weekend, and across both the public street parking and private parking lots. Outside of the 2017 downtown core area, there are still several streets and parking lots that have low to moderate occupancy, showing that there is capacity, albeit slightly farther than the immediate core area, but still within a 5-10 minute (400-800m) walk.

### **Site Specific Questions**

There were several very specific questions asked by City staff that the report attempted to answer. For most cases, the review was for a frontage, like 550 5<sup>th</sup> Street, to determine whether parking restrictions should be implemented or more generally if current restrictions were meeting the emerging or trended needs of the community.

In each case, the parking was found to have a high turnover, with durations of 30 minutes or less being the norm. Although time restrictions are not required, given this amount of healthy activity, the signing of a restriction similar to other areas of the core would serve to formalise the parking expectations.

These site-specific questions often reviewed a small section of roadway, on one side, for the weekday, weekend, or both periods.

Of particular interest was that of 6<sup>th</sup> Street, as it will serve to connect to the 6<sup>th</sup> Street Bridge for active transportation modes. A question asking about the viability of modifying the angled parking to parallel parking on the street approaching Cliffe Avenue was considered. A holistic approach to that reduction of parking spaces would have to be balanced with the desire to provide greater flexibility for multiple modes of mobility as the function of the roadway shifts to active modes.

### **Overall Assessments**

The overall and expanded survey area used for 2023 was reviewed to gain insight into the capacity of downtown parking as a whole.

Although the public parking occupancy for the area is 71%, which may involve increased circulation of vehicles looking for a parking space, there was considerable unmet capacity just beyond the 2017 core area. The occupancy for private parking lots was calculated at 76%, but similar to public areas, several private lots had significant spare capacity.

Occupancy beyond 80% can be considered near or at capacity since it is very hard to get above that number without significant circulation of vehicles.

This may be why 4<sup>th</sup> and 5<sup>th</sup> Street have heavy traffic volumes during their highest peak (the weekday lunch period) with occupancies over 90%.

Given the spare capacity outside the immediate core of downtown, a parking structure was not recommended at present, however, a trigger was used to start the review process. A trigger for this consideration could be 80% of all public and private parking spaces are occupied in the 2023 assessment area that are outside of the 2017 study area.

### **Private Parking Lot Assessments**

Seven private parking lots that range from 19 spots to 107 spots were assessed for their characteristics and the report provided some insights regarding their use in the context of their location.

### **Related Context – SSMUH Zoning**

A city review of the new zoning initiative by the province is being conducted on the impact of the Small-Scale Multi-Use Housing. This has direct implications for parking, especially surrounding the downtown area and commentary on how it could be managed as well as what tools the city staff could use for the development of the small lots with significant parking needs was discussed.

Residential Parking Permits are one way to manage the reduction of on-site parking requirements from two parking spots/dwelling units to one space/ dwelling unit. The highest range of parking would come from 4-plexes being built on 300m<sup>2</sup> lots. The future is not set, and discussions with Council and staff will have to work through these issues to balance the needs of housing stock, and the needs of other related policies like the Urban Tree canopy, liability of streets without creating the feel of a parking lot, and how to provide a workable multi-modal transportation system that lessens the desire for residents to own more than one car.

### **DISCUSSION:**

In 2016 the City of Courtenay requested McElhanney to conduct a parking review within a defined commercial centre of the downtown core, as illustrated by Figure 1 on the next page. This review was intended to summarize the relationship between private and public parking, the time of peak utilisation, and identify the relative areas of highest occupancy. This study is noted throughout the report as the “2017 Parking Study” and used as a comparative matrix to the data collected in 2023.

This study used human labour for data collection recorded in 30-minute intervals throughout the day, between 9:30am and 5:30pm. The four sections defined by the study area map are equivalent to the area that could be walked by each individual in 30 minutes.

### **2017 Public Parking Data Highlights:**

The percentages shown in **Figure 1** (Public Parking) and **Figure 2** (Private Parking) correspond to each section of the downtown core area indicating the peak occupancy. The weekday is shown in white, and the weekend is shown in orange. They occur roughly between Noon and 1:00pm. See the Appendix for full details.

The pie chart indicates the relative occupancy percentage for weekdays versus weekends, noting that if they are similar values, the pie would have equal parts.

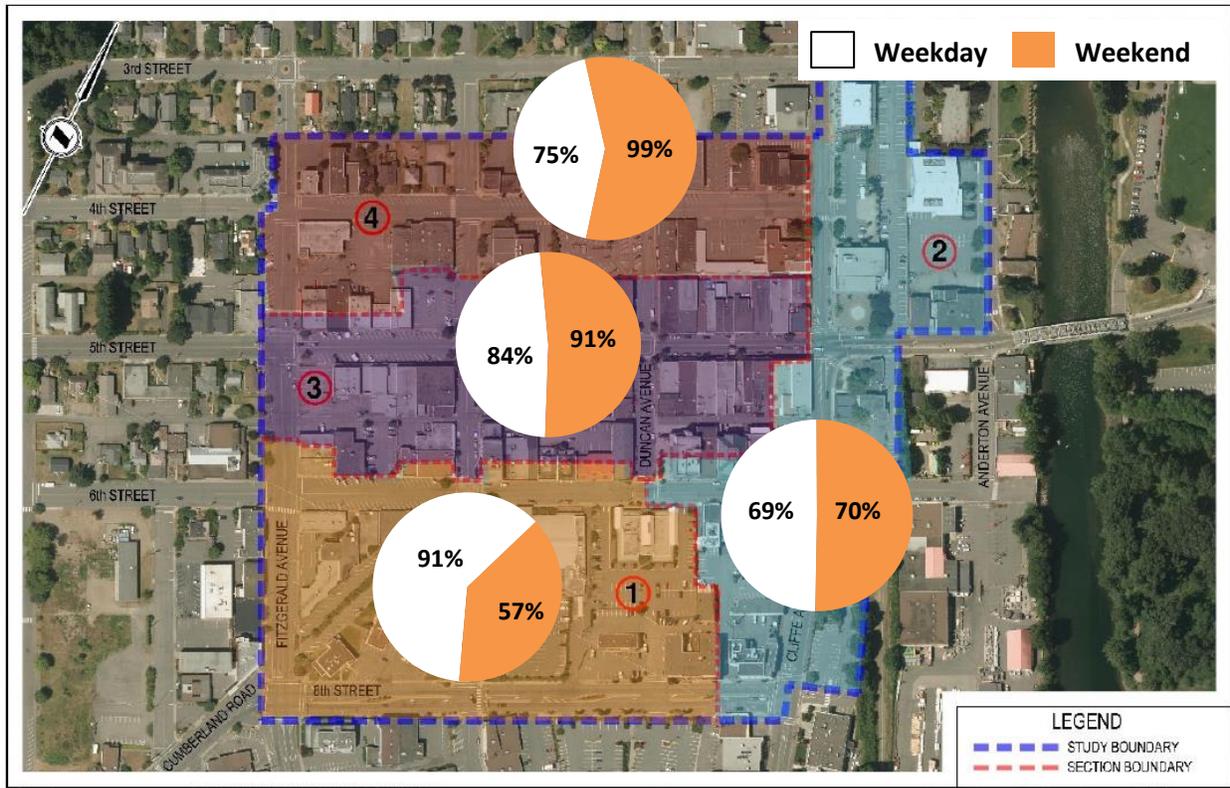


Figure 1: Public Parking Peak Occupancy, 2017

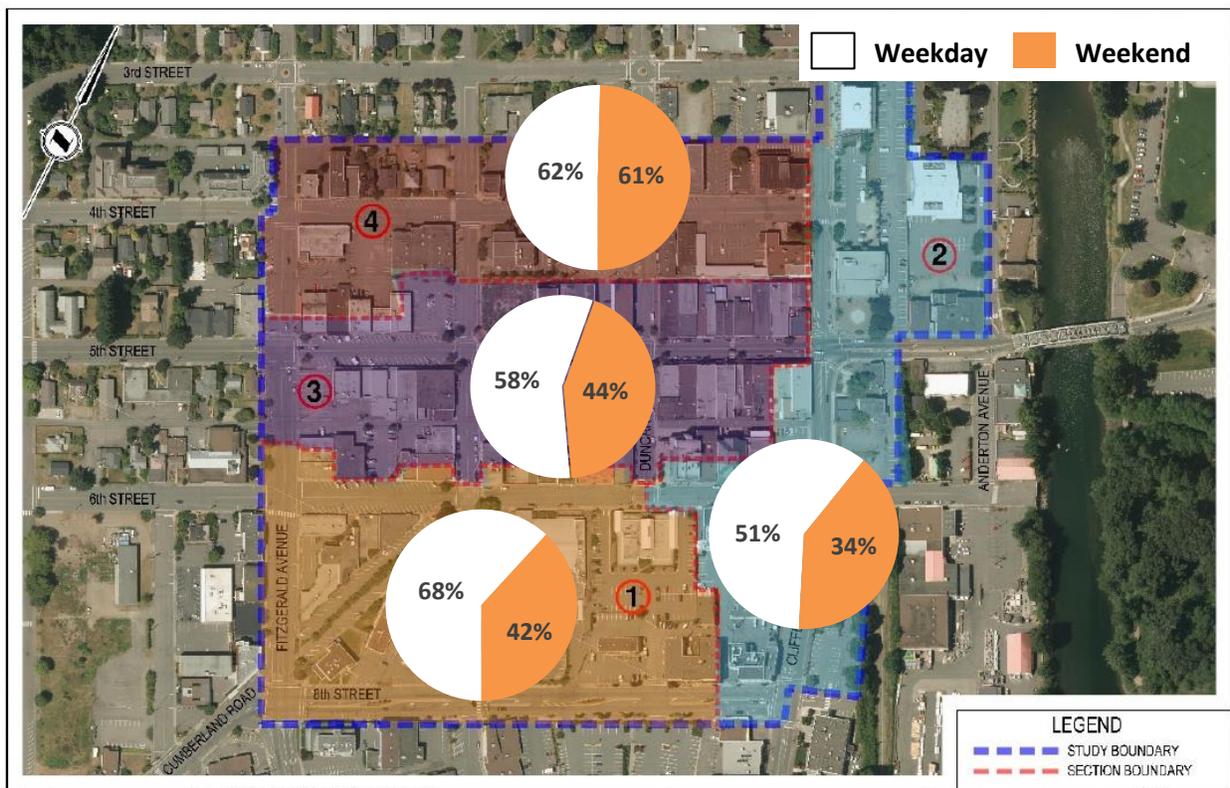


Figure 2: Private Parking Peak Occupancy, 2017

### 2023 Parking Study

McElhanney was again retained to update the 2017 parking assessment with the same objectives, however, the study area was expanded, and the methodology was updated with new technology to allow for future analysis. This new methodology would also allow for insight into parking behaviours.

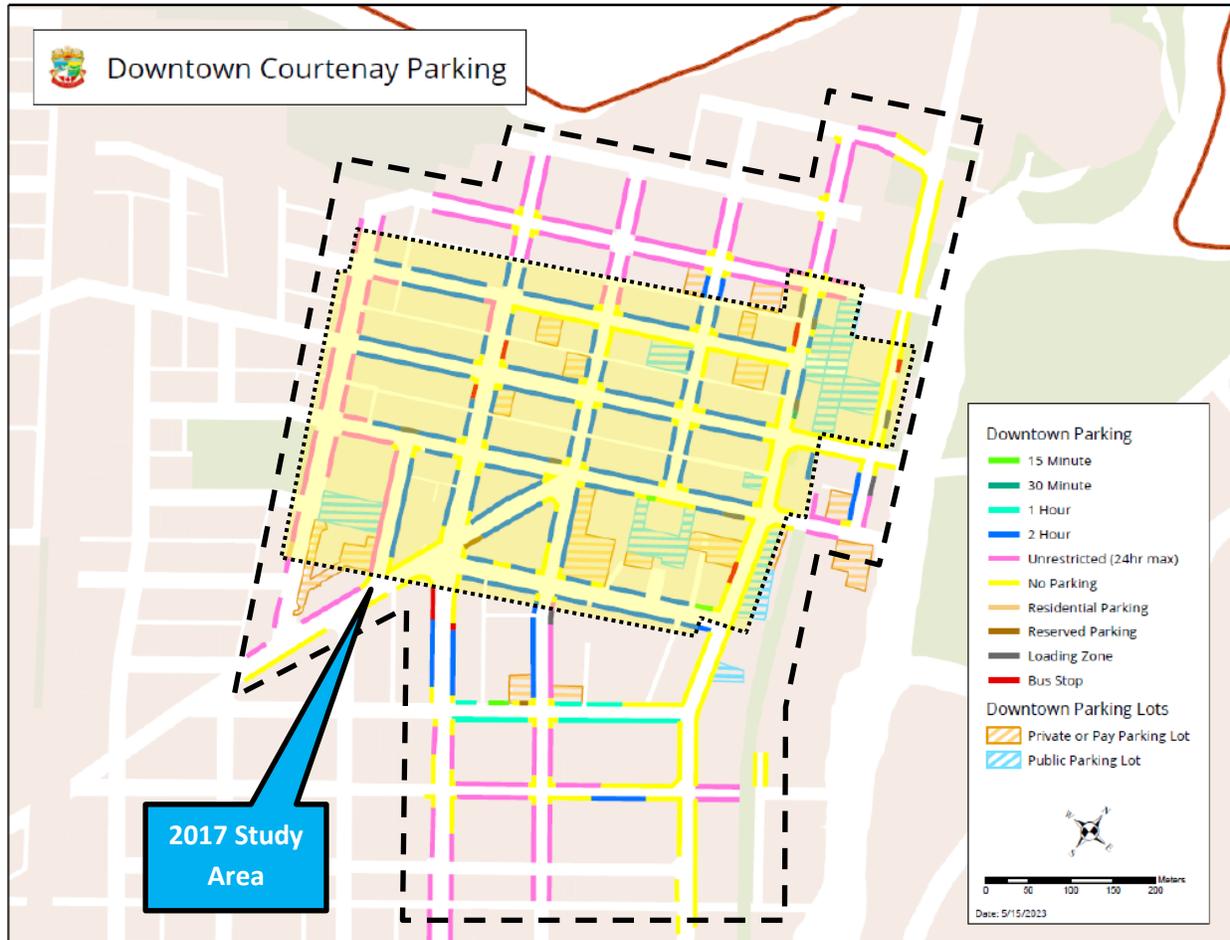


Figure 2: 2023 Expanded Parking Study Area

While the area had expanded, a comparison between the new and previous data was still possible by conforming the data and area to the same as 2017 with the four sections.

### Public Parking Data Highlights, 2023

The percentages shown in **Figure 3** (Public Parking) and **Figure 4** (Private Parking) correspond to each section of the downtown core area, and indicate the peak occupancy. The weekday is shown in white, and the weekend, shown in orange. They continue to occur roughly between noon and 1:00pm while the weekend peaks an hour earlier than 2017; at noon. See the Appendix for full details.

The pie chart indicates the relative occupancy percentage for weekdays versus weekends, noting that if they are similar values, the pie would have equal parts.

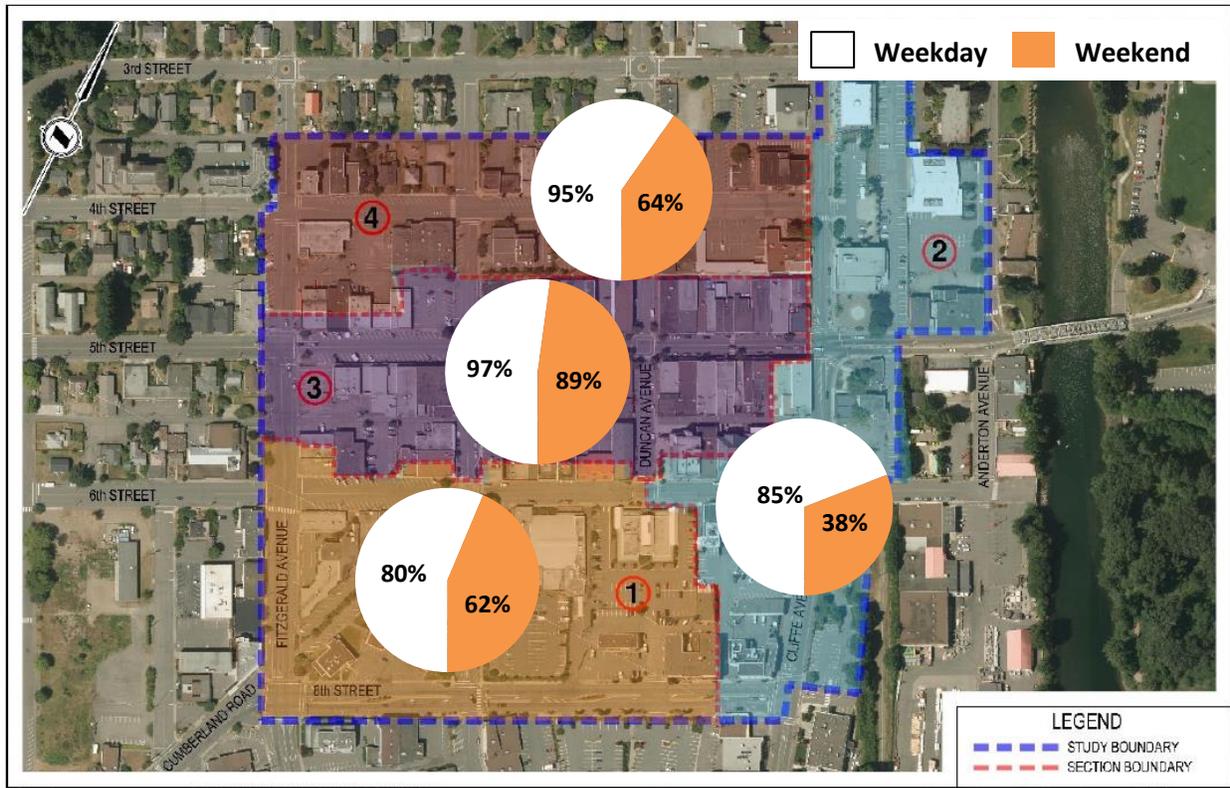


Figure 3: Public Parking Peak Occupancy, 2023

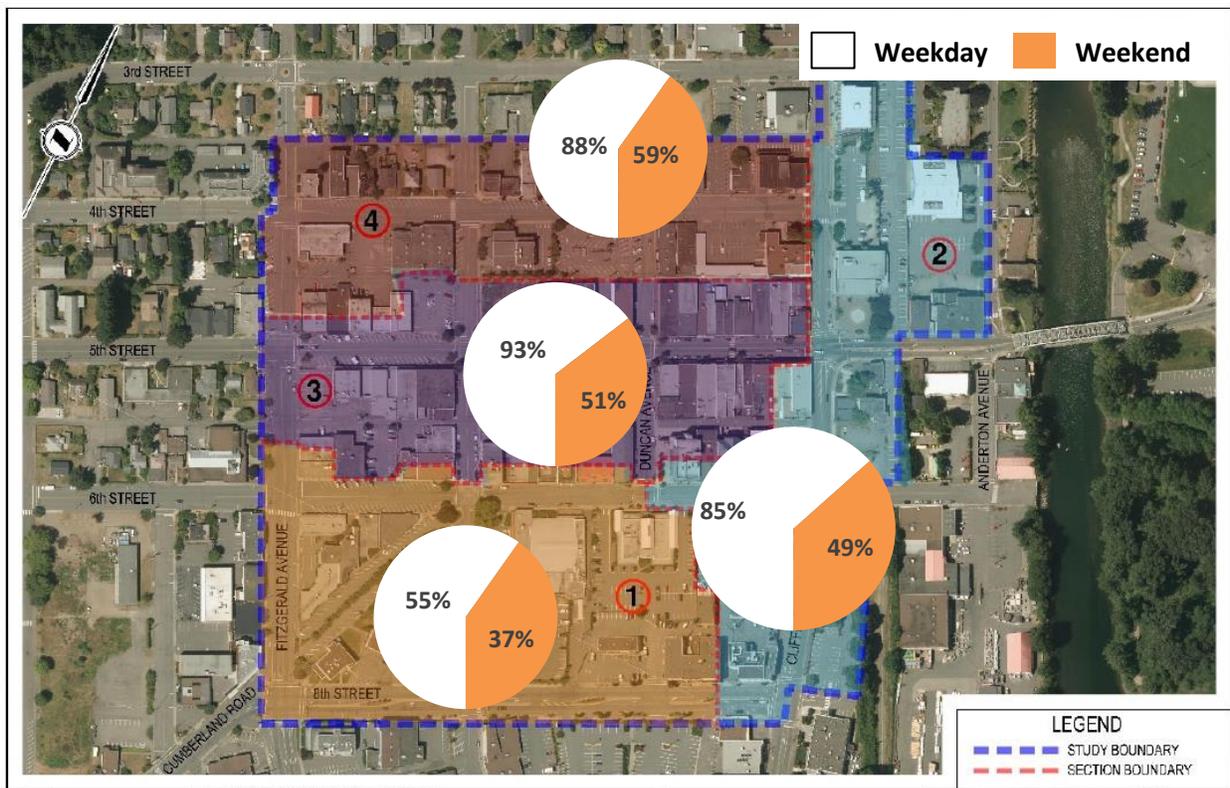


Figure 4: Private Parking Peak Occupancy, 2023

## Comparison to the 2017 Study

### Public Parking

1. Section 3 and 4 (5<sup>th</sup> and 4<sup>th</sup> Street) had the highest occupancy (97% and 95% respectively) on the weekday, [[was Section 1 in 2017](#)]
2. Section 2 weekday occupancy jumps to from 50% to 80% during 1:00pm - 2:00pm [[was steady and low in 2017](#)]
3. Weekend occupancy peaks at 12:00pm [[one hour sooner than 2017](#)]

### Private Parking

1. Section3 (5<sup>th</sup> Street) had the highest occupancy (93%) on the weekday, [[was section 1 in 2017](#)]
2. Peak occupancy now the same as public parking [[was substantially lower in 2017](#)]

## SITE-SPECIFIC QUESTIONS

While the 2023 report reviewed the expanded area and compared the data with the same area used in 2017, it also looked at several public and private locations in order to answer some parking-related questions. Below is a summary of each public parking area, with the highlights of the private parking lots mentioned in the report:

### A. 550 5<sup>th</sup> Street Frontage



**Question 1:** Are the timed parking restrictions at 550 5<sup>th</sup> Street appropriate?

Of the 16 available parallel spaces, occupancy reached between 60-80% on a weekday, and 60% on a weekend.

**Answer:** Implementation of a time restriction, while not required, would formalise the existing parking behaviour.

### **B. 445 10th Street Frontage**



**Question 2:** Are the timed parking restrictions at 445 10<sup>th</sup> Street appropriate?

Of the 4 available parallel spaces, occupancy reached 100% twice (12:00pm and 5:30pm) on a weekday, and 50% on a weekend.

**Answer:** Implementation of a time restriction that better suits the needs of the current occupant is recommended. The existing 15minute restriction was previously set up for the bakery that no longer exists. This change can be met through the Operational Services Department as part of their core services.

### **C. 5th Street Corridor**

**Angled Parking (Fitzgerald Ave to England Ave) North Side Only - Weekday**



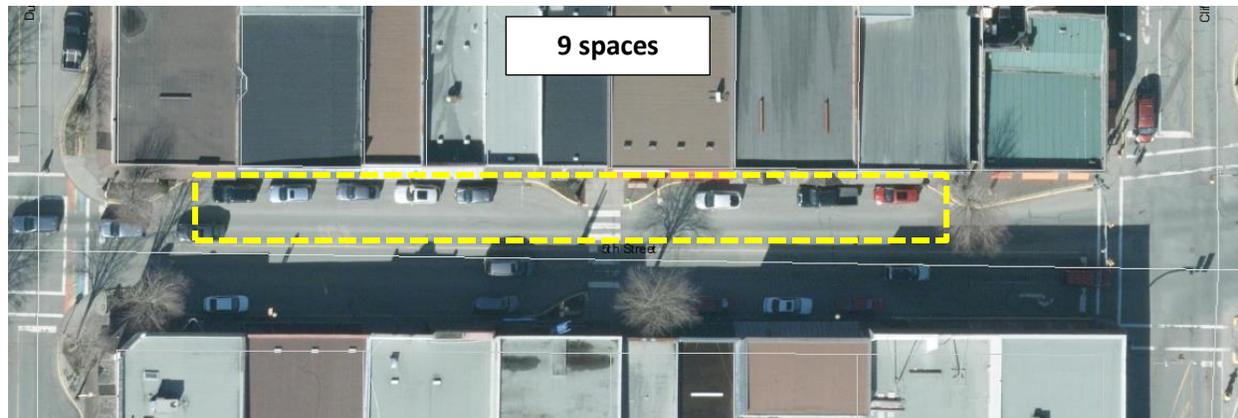
**Question 3:** What is parking like on the 5th Street corridor, between Fitzgerald Avenue and England Avenue on a weekday?

This area is within section 3, which had the highest occupancy (97%) for 2023. Being densely populated with small commercial shops it has 24 angled parking spaces with a two-hour time restriction and one accessible parking space. During the weekday, 142 parking movements occurred with the majority of vehicles (89 of 142) parking for 30 minutes or less.

The single accessible parking spot was occupied by two vehicles for a total of one hour.

**Answer:** This parking behaviour is considered healthy and vibrant with significant spare capacity for accessible vehicles.

***Parallel Parking (Duncan Ave to Cliffe Ave) – North Side Only – Weekend***



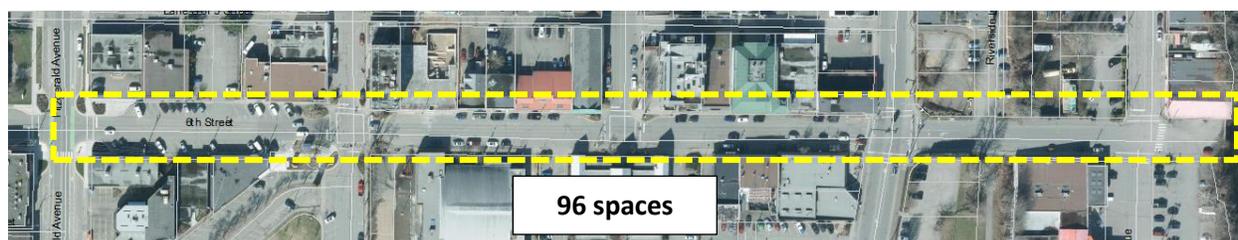
**Question 4:** What is parking like on the 5<sup>th</sup> Street corridor, between Duncan Avenue and Cliffe Avenue during a weekend?

5<sup>th</sup> Street east of Duncan Avenue has parallel parking. The nine parking spaces monitored had a total of 49 parking movements. The occupancy was never below six vehicles (67%) and most vehicles (22 of 49) stayed for 30 minutes or less.

One vehicle stayed for 6.5 hours which is an indication that not all drivers are obeying the time restriction.

**Result:** enforcement of the time restriction could assist compliance with driver behaviour; however, the vast majority of drivers are compliant, making the parking behaviour relatively healthy and vibrant.

**D. 6th Street Corridor**



**Question 5:** What is the parking demand along 6<sup>th</sup> Street?

The angled parking area (one block north and south) has 17 parking spaces on the north side and 23 on the south, comprising 42% of the total parking (40 of 96). The remainder of 6<sup>th</sup> Street (three blocks north and south) has 56 parallel parking spaces.

For the entire corridor, weekday occupancy peaks at 12:00pm (~83%) and is steady between 10:00am and 2:00pm, whereas on a weekend the peak occupancy is at 12:30pm (~67%).

**Answer:** This street is considered at capacity. Occupancy greater than 80% generally indicates de facto capacity, as spaces become available, it takes time for other vehicles to spot it, and sometimes circle the block in order to park in it.

**Question 6:** Can the angled parking be converted to parallel parking given the current demand?

**Answer:** Conversion of angled parking to parallel parking would need to be reviewed in the context of the ability of the surrounding area to shoulder an increase in parking demand, as parallel parking will remove some parking capacity. The trade-off would make 6<sup>th</sup> Street more viable for Active Transportation modes, which would enhance the corridor's attraction for multiple modes of travel, especially given the 6<sup>th</sup> Street Active Transportation Bridge project that recently was given the green light to proceed.

There are significant sections of parallel parking that may be able to be converted to angle parking on 5<sup>th</sup> Street, for example. An assessment of this area to determine the feasibility would confirm this possibility for additional capacity in the future.

### **E. Old Orchard Area**



**Question 7:** Is there overflow parking from the commercial core into this residential neighbourhood?

This area comprises 207 parking spaces and has a relatively consistent weekday occupancy starting at or before 10:00am until 2:00pm. The peak occupancy (137 of 207) was at 1:00pm (66%).

After 2:00pm, the weekday occupancy drops to approximately 28%, at the end of the work day (5:30pm). An assumption could be made that parking related to the commercial centre is occurring prior to 10:00am when the analysis started, and they gradually left the area after 2:00pm.

Weekend occupancy (50 of 207) was found to be less than half (24%) of that of the weekday at all times. This may indicate the number of residential-related parking on the streets.

**Answer:** Almost half of the parked vehicles could be attributed to longer-term external parking; typical of employee parking. 42% of the parking within this area could be attributed to the commercial centre ([137-50]87 of 207) while 58% could be attributed to the residents (50 of 207). Feedback from the neighbourhood could help assess if this is the case.

### **F. Overall Questions**

These questions are directed at the expanded parking area of the 2023 assessment.

**Question 8:** Is the overall parking supply sufficient and what is the turnover rate?

**Public Parking** occupancy is 71% at 1pm, which is considered near capacity, however, there are several streets surrounding the downtown core that have occupancy rates of 56% or less. This may indicate that these streets are considered too far for many of the drivers to walk to their destination.

Although the overall turnover rate was not given in the report, all indications from the downtown parking areas suggest that turnover is quick and most vehicles that are parked in time-restricted areas (2hr parking limit) do so for 30 minutes.

**Private Parking** occupancy is 76% at 1pm, which is considered near capacity, however, five areas with private lots had occupancy rates of 50% or less. This may suggest that private lots are catering to those customers only, or the private lots are not well known to the general public.

Although an overall turnover rate was not given, the indications from several of the private lots show longer stays than public street parking, which may indicate employee parking. Management strategies in private lots could constrain employee parking to a specific area of the lot, or require employees to park elsewhere during times of heavy demand like Christmas. Understanding how each private lot operates would require interviews with each lot owner.

### **G. Parking Structure**

Although the core area of downtown, generally identified as the 2017 study limits, are considered at capacity for public and private parking, there is a substantial amount of parking surrounding this area to supply the existing demand that is within walking distance to the core.

It may not be used because the turnover rate in the core is high, so drivers seeking a parking space can generally find one in the area they want, with some wait time. This may translate into a significant amount of circulating traffic seeking parking spots as the occupancy reaches the peak period (noon to 1pm).

A parking structure is not required at present, but should be considered when the surrounding streets and parking lots around the core reach near capacity. A trigger for this consideration could be 80% of all public and private parking spaces are occupied in the 2023 assessment area that are outside of the 2017 study area (ie. All the surrounding parking that has a low occupancy rate at present).

A parking structure could decrease the circulating traffic significantly, based on several factors, like:

- if the occupancy of the structure is available to the public,
- if the cost for parking was priced appropriately,
- if the location was within the demand area, and
- if the structure was clean, vibrant and had 'eyes on' from several perspectives for a feeling of safety.

**Question 9:** Is it possible to provide insight into the City's current bike parking supply?

**Answer:** Yes. Although not explored in the overall study area within the report, the web-based tool created by McElhanney can analyse this. One example given states the Vancouver Island Regional Library - Courtenay bike parking had 22 bicycles use the facility across the four survey days.

Another example shows the bike facility outside the Art gallery was used by seven bicycles on a typical weekday with an average stay of one hour. City staff have access to this tool for ongoing assessments, pending access to the tool.

**Question 10:** How well-used are the accessible parking spots?

**Answer:** Although not explored for the overall area of the 2023 report, this can be analysed with the web-based tool. One example given is the south side accessible parking on 5<sup>th</sup> Street by Fitzgerald Avenue. It was used by at least 11 vehicles across the four survey days.

Another example indicated the north side accessible parking space on 5<sup>th</sup> Street at England Avenue showed two vehicles used it on a typical weekday. These examples seem to indicate a significant spare capacity that can be confirmed through an area-wide assessment by City staff, pending access to the tool.

### **Private (Off-street) Parking Assessments:**

A summary of the key findings from the Assessment of private parking lots is given below.

#### **A. Shopper's Drug Mart – Weekday (107 spots)**

This lot has 62% occupancy at 9:30am which remains for most of the day, showing approximately 50% of the parking is long-term, assumed to be employee parking.

#### **B. 4th Street/Fitzgerald Ave Surface Parking Lot – Weekday (19 spots)**

This location shows a steady 60% occupancy until 2:30pm, and by 5:30pm is almost empty. Most vehicles are parked long-term, indicating employee parking.

#### **C. 4<sup>th</sup> Street/England Ave Surface Parking Lot**

Although not explored in the overall study area within the report, the web-based tool created by McElhanney can analyse this once staff are given access to the tool.

### **Public (Off-street) Parking Assessments:**

Some additional sites have been identified that were not part of the study, but are included here to indicate sites that would ensure the assessment is comprehensive. Once city staff gain access to the analytical tool created by McElhanney, they can be assessed and included in any future assessment or operational modifications.

#### **D. Vancouver Island Regional Library – Courtenay (76 spots)**

The parking was found to be quite variable on the two-weekday study dates, ranging from 55% occupancy to 93% occupancy at 10:00am. In each case the parking demand diminished significantly by 2:30pm.

Weekend occupancy peaked at 32%.

#### **E. 4th Street/Duncan Ave Surface Parking Lot – Weekday (47 spots)**

Occupancy rose significantly after 10:30am to 100%, which decreased only slightly by 3:00pm (80% occupancy). This parking lot is heavily used.

#### **F. Lower Filberg Surface Parking Lot – Weekday (40 spots)**

Serving the Filberg Centre, the peak occupancy at this location is 60% between 11:00am and 2:30pm.

#### **G. Upper Filberg Surface Parking Lot – Weekday (80 spots)**

Serving the Sid Williams Theatre and surrounding amenities, this parking lot peaks between 12:30pm to 2:30pm at 70% occupancy with a significantly lower occupancy before and after.

#### **H. Sid Williams Theatre/Native Sons Hall Surface Parking Lot – (30 spots)**

Serving the theatre, the Native Sons Hall, and local amenities, the lot is well used with occupancy varying throughout the day between 60-90% the entire study period.

Weekend use may be influenced by events as the parking lot varied between 18 and almost no vehicles.

#### **I. 721 Grant Avenue (gravel parking lot)**

Although not explored in the overall study area within the report, the web-based tool created by McElhanney can analyse this once staff are given access to the tool.

#### **J. 645/655 Cliffe Avenue (opposite City Hall) Parking Lot**

Although not explored in the overall study area within the report, the web-based tool created by McElhanney can analyse this once staff are given access to the tool.

### **RELATED CONTEXT**

#### **R-SSMUH Zoning**

By June 30<sup>th</sup> the province will be initiating the ability for developers to increase the housing stock on parcels of land identified as eligible for Small-Scale Multi-Unit Housing (SSMUH). The eligible properties within the City boundary are illustrated in **Figure 5** below.

The impact on public parking will be felt as the Off-street (Private) Parking requirement will be reduced from two spaces per dwelling unit to one space per dwelling unit. This reduced requirement may not immediately reduce the number of vehicles owners or renters will have when occupying the smaller units, and may increase the demand for public (on-street) parking outside of their unit.

In concert with this reduction in required on-site parking, is the ability to create four dwelling units on any of the lots, including the smallest at 300m<sup>2</sup>. These small lots, shown in Figure 5 as the orange colour, indicate all parcels between 300m<sup>2</sup> to 699m<sup>2</sup>, which surround the downtown core.

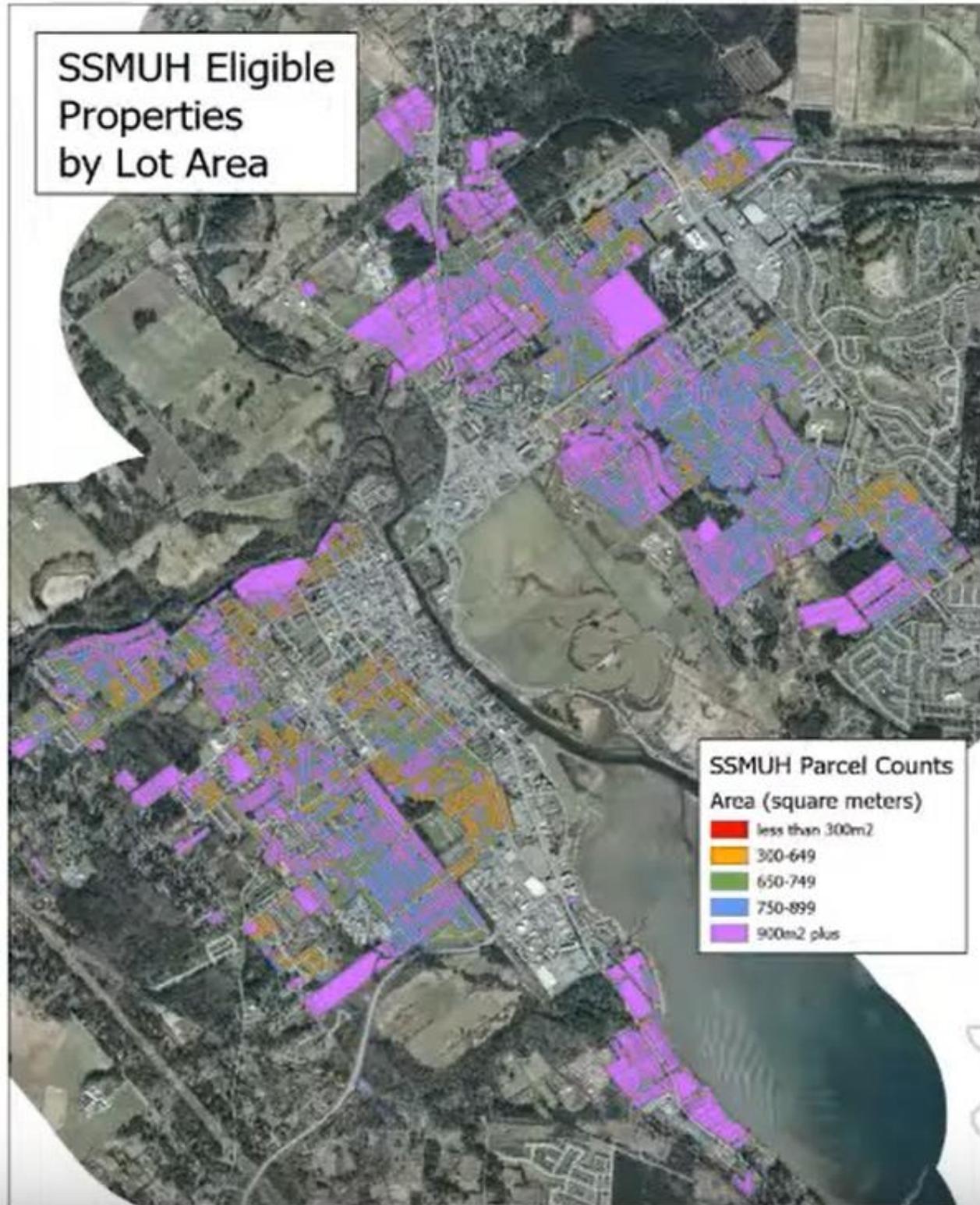


Figure 5: Eligible SSMUH Properties (Image reproduced)

A 'Walkability Radius' is also being pursued, as indicated by **Figure 6**, whereby the parking requirement can be further reduced for housing units on a SSMUH. The darker centre circle illustrates a 5-minute walk to the downtown core and the lighter outer circle illustrates a 10-minute walk to the downtown core.



Figure 6: Area of Walkability Radius Parking Reductions

### Walkability Radius

The SSMUH zone could allow for a reduction of one on-site parking vehicle space if the lot was within the Walkability Radius, should Council desire this characteristic. The implication, and general desire from a transportation planning perspective, is that the proximity to the downtown has many more alternative means of mobility that the public can use to get to and from many primary and secondary shopping destinations that do not require a personal vehicle. Over time, people may choose not to own a second vehicle, and the demand for parking can be reduced in this area.

## Residential Parking Permits

One management tool under consideration is the use of permit parking for the streets in front of the SSMUH zones where required. Generally, the single parking space required on-site would be mirrored for the street, so one space on the street would also be eligible for a residential parking permit tied to the dwelling unit.

## Next Steps

The future is not yet set, and discussions with Council and staff will have to work through these issues to balance the needs of housing stock, and the needs of other related policies like the Urban Tree canopy, liability of streets without creating the feel of a parking lot, and how to provide a workable multi-modal transportation system that lessens the desire for residents to own more than one car.

## CONCLUSIONS AND NEXT STEPS:

The parking during the weekdays and weekends is healthy and vibrant and has significant spare capacity outside of the immediate core of the downtown, but well within walking distance. Ensuring that people can safely and comfortably walk to the downtown from all sides of the downtown should be a focus of future active transportation projects that support the core's economic development.

Parking is related to many aspects of mobility, customer satisfaction, inclusivity, and how we accommodate personal vehicles on public rights-of-way. In many areas, the parking exhibited by the public is very healthy, albeit likely has circulation issues in areas exhibiting higher than 80% occupancy.

How we ultimately decide to accommodate parked vehicles, whether by angled or parallel parking, or with public parking structures like parking lots, will determine how our streets are used, and reflect the hierarchy of mobility priority.

With greater alternative modes, comes a greater demand for space within the right-of-way, but this may ultimately reduce the demand for personal vehicles, and therefore parking. However, with a potential rise in housing stock, parking spaces on the street will likely stay very similar to the capacity assessed within this report, and demands may rise to trigger the review of a parking structure at some future point.

## Next Steps:

As these works aim to serve as a baseline for all future works including land use planning and or master planning functions relative to the future state of parking, including; Official Community Plan Implementation (Densification), Downtown Revitalisation, and the updating of the Downtown Courtenay Playbook. The City will also need to consider the impacts relative to several inflow works, with these works serving to benefit from these analytics both in terms of future design guidelines and or strategic guidance, while considering the future needs of parking as redevelopment continues to occur;

- **6<sup>TH</sup> Street Active Transportation Options Analysis;** as it transitions from a vehicle-based roadway to one that supports all active modes should manage parking that reflects the new demands and connections the 6<sup>th</sup> Street Active Transportation Bridge brings. Having a larger streetscape that is flexible to the City's needs for events and active mobility as it gets closer to Cliffe Avenue. How this happens will require a holistic look at all the surrounding parking and area needs.
- **CVRD Downtown Transit Exchange;** movement and redevelopment of the new Transit Exchange will have an offsetting impact on parking as it stands today. That said, mode shift and parking alternatives such as, micro-mobility and bike parking can be considered complementing offsets.
- **SSMUH Zoning;** coordination with these new requirements will need to consider collaborative and transparent parking procedures for parking management for area of the city in the near future as impact on the development of the housing stock will inevitably impact parking availability.

- **Traffic Regulation Bylaw;** modification of the Bylaw will be required to reflect the new needs of parking permits, including the enforcement or removal of the parking restrictions, which could be completed concurrently with the edits required for the speed limit reduction project, or as it is needed in the near future.

**POLICY ANALYSIS:**

The Traffic Regulation Bylaw can be modified to remove all of the parking restrictions noted within it that are documented in a tabular format. The parking restrictions do not require inclusion in the bylaw for enforcement and would offer the Operational Services Department the freedom to shift or augment current parking restrictions to best meet the emerging and or trending needs of the community.

Any decision to create a residential parking permit process may require inclusion into the bylaw with enforcement processes and fine rates linked from the Fees & Charges Bylaw.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**ADMINISTRATIVE IMPLICATIONS:**

The addition or adjustment of parking signs, restrictions, and modifications to the angle of parking are all part of Operational Services core duties. That said, currently the Traffic Regulation Bylaw No. 1926 was last updated in 1996 and as such, it is recommended that said bylaw be subjected to a thorough review and updating process.

Staff or consultant capacity may be required to facilitate residential parking permit process, as deemed desirable, to handle SSMUH development procedures.

A fulsome review of both bike and accessible parking spaces would assist the Downtown Core Business Investment Committee and City staff to ensure there is a consistent spatial distribution of these parking spaces throughout the core.

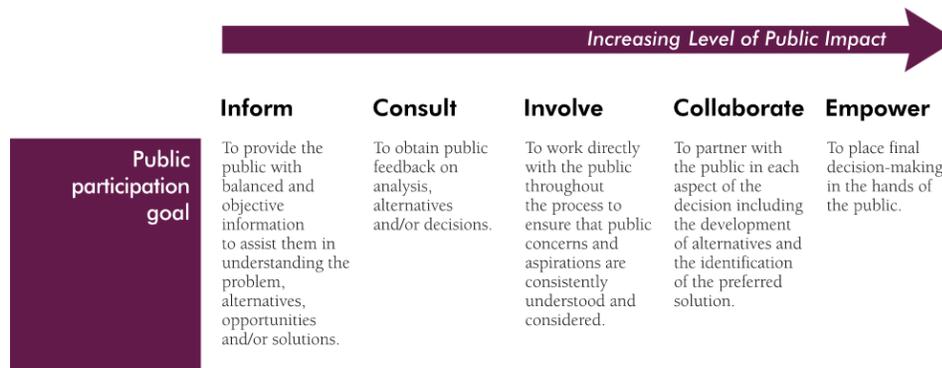
**STRATEGIC PRIORITIES REFERENCE:**

This initiative addresses the following strategic priorities:

- Streets and Transportation - Review City's approach to parking standards downtown: Parking restrictions and ticketing
- Streets and Transportation - Plan and implement bike parking and secure storage

**PUBLIC ENGAGEMENT:**

Staff would inform the public based on the IAP2 Spectrum of Public Participation:



**RECOMMENDATION:** THAT Council receive the “Downtown Courtenay Parking Study” for information and that the study be used as a baseline data set to support future active transportation design standards, regulatory standards, parking enforcement standards, and the implementation of the Official Community Plan.

**ATTACHMENTS:**

- 1 – 20240404 Courtenay Downtown Parking Study Report – Final.pdf
- 2 – Parking Study Data Analysis.docx
- 3 – 2017-01\_Jan-12 47416-17 Parking Summary Memo FINAL.pdf

Prepared by: Paul Butterfield, Transportation Technologist  
Reviewed by: Kyle Shaw, Director of Operational Services  
Concurrence: Geoff Garbutt, M.PI., MCIP, RPP, City Manager (CAO)