

To: Mayor and Members of City of Woodstock Council

From: Justin Miller, Development Planner, Community Planning

Application for Zone Change

ZN8-24-11 – Sapson Holdings Woodstock Inc.

REPORT HIGHLIGHTS

- The purpose of the application for zone change is to amend the existing site specific zone (C4-35) to permit a reduced minimum number of vehicle parking spaces for a hotel and to reduce the number of parking spaces after a drive-through window from two to nil, to facilitate the development of a five-storey hotel and two eating establishments.
- The proposed parking provided for the hotel would be 0.72 spaces per guest room rather than 1.2 spaces per guest room.
- Planning staff are recommending approval of the application as the proposal is consistent with the policies of the Provincial Policy Statement and maintains the general intent and purpose of the Official Plan respecting commercial uses.

DISCUSSION

Background

APPLICANT/OWNER:

Sapson Holdings Woodstock Inc.
410 Bronte Street S., Milton ON L9T 7N4

AGENT:

Brutto Consulting Ltd.
113 Miranda Avenue, Toronto ON M6B 3W8

LOCATION:

The subject property is described as Lot 8 and Part Lot 9, Plan 1626, in the City of Woodstock. The property is located on the south side of Dundas Street, lying between Woodall Way and Oxford Road 4, and is municipally known as 1510 Dundas Street.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “W-1” City of Woodstock Land Use Plan Service Commercial

CITY OF WOODSTOCK ZONING BY-LAW 8626-10:

Existing Zoning: Special Highway Commercial Zone (C4-35)

Proposed Zoning: Amended Special Highway Commercial Zone (C4-35)

PROPOSAL:

The application for zone change proposes to amend the Special Regional Commercial Zone (C4-35) zoning present on the property to reduce the parking required for a five-storey hotel and to eliminate the requirement for two parking spaces after a pick-up window for a drive-thru window at a restaurant to facilitate the development of a hotel and two restaurants. The applicant is requesting a parking rate of 0.72 spaces per guest room for the hotel, where the zoning by-law requires 1.2 spaces. As part of the application submission, the applicant has provided justification for the requested reduction in parking.

The subject lands are approximately 10,079.1 m² (2.5 ac) in area and are currently under construction for the proposed uses. The applicant is proposing to establish two restaurants (one with a drive-thru) and a five-storey hotel with 90 guestrooms.

Surrounding land uses consist primarily of Highway Commercial uses with the Bysham Business Park in close proximity to the west.

In support of the application, the applicant provided a Parking Justification Study prepared by Trans-plan Transportation Engineering Inc.

Plate 1, Existing Zoning and Location Map, shows the location of the subject lands and the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2020), provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicant's Sketch, provides an overview of the subject lands and future parking areas, as provided by the applicant.

Plate 4, Parking Justification Study, provides a parking justification study from Trans-Plan for the proposed development.

Application Review

2020 PROVINCIAL POLICY STATEMENT:

Section 1.1.1 of the PPS indicates that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long-term, accommodating an appropriate range and mix of residential, employment (including industrial and commercial), institutional, recreation, park and open space uses to meet long-term needs.

The policies of Section 1.1.3.1 state that settlement areas shall be the focus of growth and development.

Further, Section 1.3.1 of the PPS directs that planning authorities shall promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment, institutional uses and broader mixed uses to meet long-term needs;

- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- c) facilitating the conditions for economic investment by identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;
- d) encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities; and,
- e) ensuring the necessary infrastructure is provided to support current and projected needs.

OFFICIAL PLAN:

The subject lands are designated 'Service Commercial according to the Land Use Plan for the City of Woodstock, as contained in the County Official Plan. The Service Commercial designation is intended to provide locations for a broad range of commercial uses that, for the most part, are not suited to locations within the Central Area or within Shopping Areas because of their site area, access or exposure requirements, or due to incompatibility or land use conflicts with residential development. Generally Service Commercial uses cater to vehicular traffic and single purpose shopping trips where customers are typically generated from passing traffic or a wide ranging market area. New uses permitted with the Service Commercial designation include, among other uses, hotels, restaurants and food outlets.

ZONING BY-LAW:

The subject lands are currently zoned 'Special Highway Commercial Zone (C4-35)' according to the City's Zoning By-law. The C4-35 Zone permits a wide variety of commercial uses, including the proposed hotel and restaurants. The special provision currently establishes site-specific provisions for front yard depth, interior side yard width, hotel height, parking area setback, truck loading spaces and passenger loading spaces.

The applicant is proposing to add further site specific provisions to reduce the number of parking spaces for a hotel from 1.2 spaces per guest room to 0.72 spaces per guestroom and to reduce the number of parking spaces after a pick-up window for a restaurant from 2 to 0.

AGENCY REVIEW:

The City of Woodstock Development and Engineering Department (Building) has provided the following comments:

We have reviewed the parking justification report. We feel strongly that the hotel requires 1 space per hotel room and the eating establishments require 1 space per 10m² of GFA which requires a total number of spaces for the site to be 156. This is a new build and should provide a minimum 156 spaces.

The site plan indicates 136 spaces. If 3 spaces are borrowed from the adjoining property, the following is required.

5.4.3.2.2 Off-Site Parking in Other Commercial, Institutional and Open Space Zones

Notwithstanding the requirements of subsection 5.4.1.1, within a Commercial, Institutional or Open Space Zone, required motor vehicle parking is may be provided on a lot separate from the lot containing a building or buildings to which such parking is associated, provided that:

- i) the required parking is supplied within 50 metres of the lot containing the building; and
- ii) a site plan agreement is registered on title of the lands used for the parking which commits those parking spaces to the related use; and
- iii) not more than 25% of the required parking is provided off-site.

Relief is required for the drive-thru. Two spaces are required after the pick-up window.

The City of Woodstock Development and Engineering Department (Engineering) has provided the following comments:

If approved, an application to amend existing site plan SP8-17-20 will be required, where grading, servicing, SWM, etc. will be reviewed in further detail.

Oxford County Public Works has indicated that further comments will be provided during the site plan application.

PUBLIC CONSULTATION:

Notice of the zone change was provided to the public and surrounding property owners on May 15, 2024 and notice of public meeting was issued on July 29, 2024 in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns were received.

Planning Analysis

The application for zone change proposes to amend the current zoning provisions on the subject lands to permit a five-storey hotel with a minimum parking standard of 0.72 spaces per guestroom and a drive-thru without the required two parking spaces after the pick-up window for the proposed eating establishment to facilitate the development of the subject lands.

As part of the application submission, the applicant has provided a parking justification prepared by Trans-Plan Transportation Consultants for the requested reduction in parking. The study did a comparative analysis of similar uses in Ontario in communities with similar sized hotels with similar transit opportunities as Woodstock. The study found that the site plan submitted with the application provides adequate parking spaces based on the observed parking rate of these similar sites, including the Days Inn Woodstock Hotel, the Hilton Garden Inn Toronto/Burlington, the Hampton Inn & Suites by Hilton Toronto Markham, Best Western on the Bay in Owen Sound and Holiday Inn Express & Suites in Newmarket. It is noted that there are no on street parking opportunities on Dundas Street or Oxford Road 4, and as such, there is limited impacts expected external to the site if the parking demand is greater than the supply provided onsite.

Regarding the reduction from 2 to 0 spaces after the pick-up window for the restaurant, it is noted that the drive through queue will provide the 11 required spaces to the pick-up window and due to the location of the drive through, minimal impacts to the Dundas Street public right of way are expected. Additional stacking of vehicles could occur in front of the proposed garbage enclosure without negatively impacting the parking and driveway aisles. City Building staff have not objected

to the reduction, and the reduction appears to have been applied in other locations within the City where pick-up windows are present.

As the proposal will promote an efficient use of existing infrastructure, a mix and range of employment uses and diverse economic base, Planning staff are satisfied that the proposed development is consistent with the policies of Section 1.3.1 of the PPS with respect to employment uses within a designated Settlement Area.

The Service Commercial Designation permits a wide variety of commercial uses, including a hotel and restaurant. These uses, including the proposed drive-thru are not uses that are expected to be located within the downtown or other shopping areas.

In light of the foregoing, Planning staff are satisfied that the proposal is consistent with the policies of the Provincial Policy Statement and meets the general intent and purpose of the Official Plan respecting commercial uses within the Service Commercial designation and can be given favourable consideration.

RECOMMENDATIONS

It recommended that the Council of the City of Woodstock approve the application for zone change for lands described as Lot 8 and Part Lot 9, Plan 1626, in the City of Woodstock, to amend the C4-35 Zone to permit a minimum parking standard of 0.72 spaces per guestroom for a hotel and to permit a minimum of 0 parking spaces after a pick-up window for a restaurant.

SIGNATURES

Authored by:

Justin Miller
Development Planner

Approved for submission:

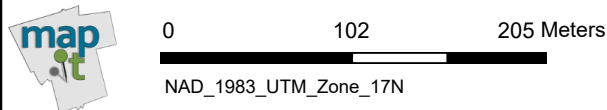
Eric Gilbert, RPP, MCIP
Manager of Development Planning



Legend

- Zoning Floodlines
- Regulation Limit
- ♦♦ 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

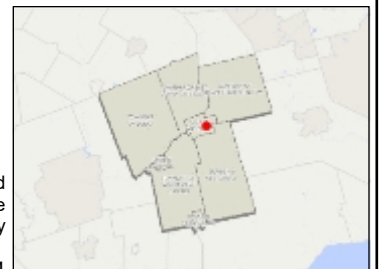
May 14, 2024



Legend

- Parcel Lines
- Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



0 26 51 Meters

NAD_1983_UTM_Zone_17N



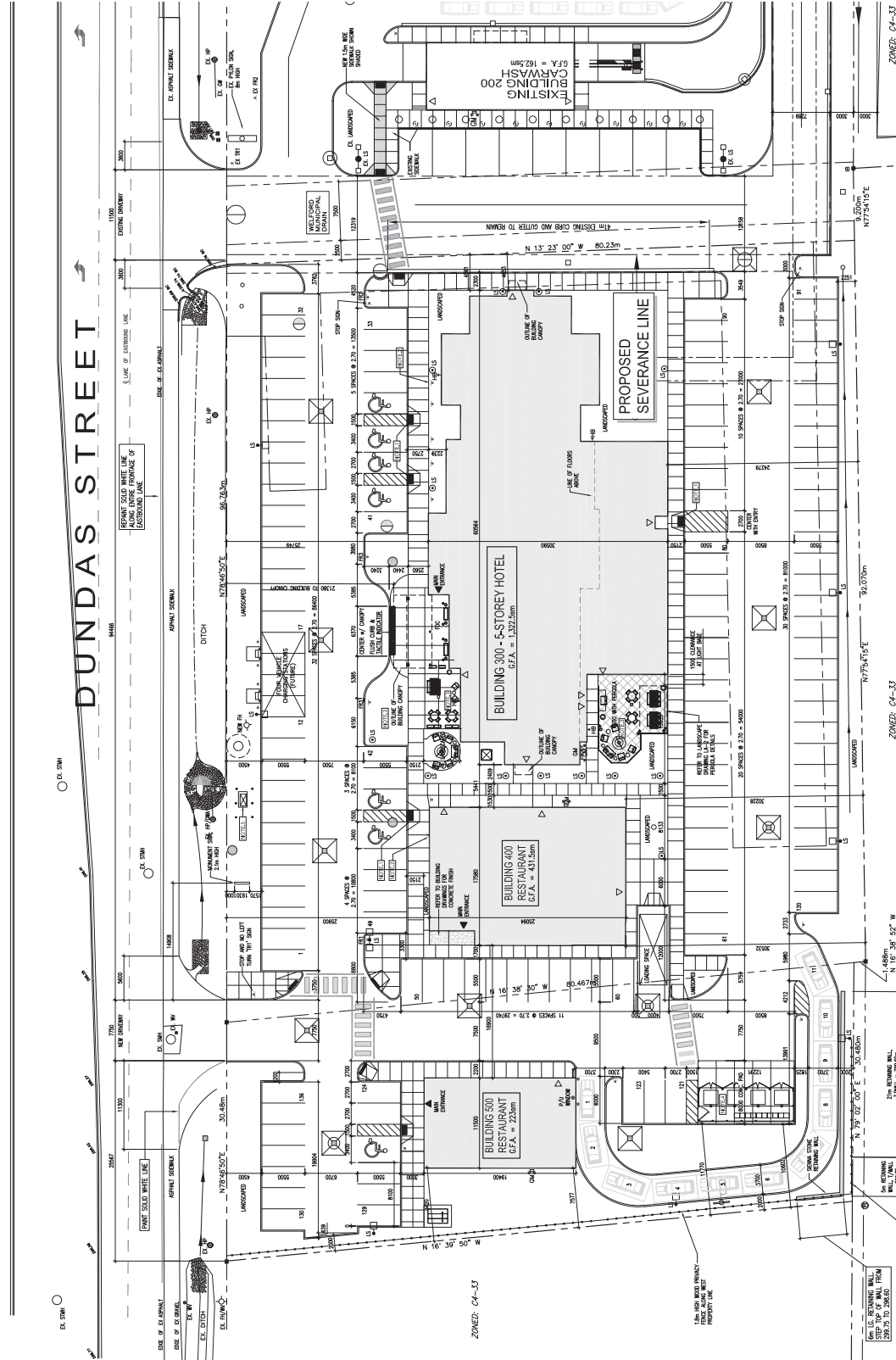
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May 14, 2024

Plate 3: Applicant's Sketch

File No.: ZN 8-24-11: Sapson Holdings Woodstock Inc.

Plan 1626, Lots 8 and 9 - 1510 Dundas Street, City of Woodstock



SCALE: 1:250

ZONED: C4-33

ENLARGED SITE PLAN - PHASE 2
SCALE: 1:250

WORK WITHIN MUNICIPAL R.O.W. (UTILITY CONNECTIONS, UTILITY-GRADING AND SEWERAGE) AS SHOWN IN THE UTILITY RECORDS WITH ONTARIO TRAFFIC MANUAL, BOOK 7, AND THE TOWN OF WOODSTOCK.

DATE: 20/02/24
 PREPARED BY: M. HARRITT
 CHECKED BY: J. JUD
 DATE: 19/02/24
 PROJECT: COMMERCIAL DEVELOPMENT
 ADDRESS: 1510 DUNDAS STREET, WOODSTOCK, ONTARIO
 CLIENT: KRS HOLDINGS WOODSTOCK INC.
 DRAWING NO.: M19-221
 PROJECT FILE NO.: M19-221

SCALE: 1:250

ZONED: C4-33

EQUIPMENT	LOADING SIZE	LOADING REQUIREMENT	REMARKS
	DEPTH	DIMENSIONS	YES
VEHICLE CHARGING STATIONS	1.5m x 1.5m x 200mm THK CONCRETE PAD	SET NEDS 1 & 2	SET NEDS 1 & 2
TRANSFORMER WALL	1.5m x 2.0m x 200mm THK CONCRETE PAD		
(6) 100mm BOLLARDS w/ COVERS AND REFLECTIVE STRIPS (L-CHARGING STATIONS, L-200 METERS)			
(1) 150mm BOLLARD w/ COVERS AND REFLECTIVE STRIPS (L-TRANSFORMER)			

NOTES:
 1. FOUNDATION SHALL BE REINFORCED AS SHOWN IN DRAWINGS.
 2. SURFER TO PROVIDE REINFORCING AND ANCHORS TO EXISTING CONCRETE.
 3. SUPPLIER TO SUBMIT EQUIPMENT TO TENANT'S STATION AND FOUNDATION CONNECTIONS TO BEAL FOR APPROVAL.
 4. GENERAL CONNECTION TO BEAL COMPLETE.

TOWNEPLACE SUITES
BY HARRITT

DATE: 20/02/24
 PREPARED BY: M. HARRITT
 CHECKED BY: J. JUD
 DATE: 19/02/24
 PROJECT: COMMERCIAL DEVELOPMENT
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 CLIENT: KRS HOLDINGS WOODSTOCK INC.
 DRAWING NO.: M19-221
 PROJECT FILE NO.: M19-221

SCALE: 1:250
 ZONED: C4-33

FOUNDATION DETAILS FOR TENANT SITE EQUIPMENT

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 4. GENERAL CONNECTION TO BEAL COMPLETE.

SITE PLAN SPECIFIC NOTES:
 1. SEE ACCESSIBILITY PAIP DETAIL C1.6
 2. "BARRIER FREE PARKING" SIGN MOUNTED ON POST AT EACH BARRIER FREE PARKING SPACE.
 3. REFER TO TOWN OF WOODSTOCK BY-LAW 2018-01-0001 FOR DETAILS.
 4. REFER TO REUSE ENCLOSURE DETAILS ON SHEET C1.8
 5. TRANSFORMER WALL AND 6-100mm BOLLARDS TO BE REINFORCED WITH 20mm DIA. BARS.
 6. BOLLARD TO BE WAVE BLUE BACK, MODEL H-24-30.
 7. LOOP FIRE CAPACITY 50, FLOOR MOUNT, BLACK.

ENLARGED SITE PLAN - PHASE 2
SCALE: 1:250

WORK WITHIN MUNICIPAL R.O.W. (UTILITY CONNECTIONS, UTILITY-GRADING AND SEWERAGE) AS SHOWN IN THE UTILITY RECORDS WITH ONTARIO TRAFFIC MANUAL, BOOK 7, AND THE TOWN OF WOODSTOCK.

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 3. SUPPLIER TO SUBMIT EQUIPMENT TO TENANT'S STATION AND FOUNDATION CONNECTIONS TO BEAL FOR APPROVAL.
 4. GENERAL CONNECTION TO BEAL COMPLETE.

14.3.35.2.5 Truck Loading Spaces

Minimum 1 per site

14.3.35.2.6 Passenger Loading Spaces

Minimum 1 per site

14.3.35.2.7 Parking Spaces for Hotel

Minimum 0.72 per guest room

14.3.34.2.8 Required Number of Vehicle Queueing Spaces after Pick-up Window

Minimum 0

14.3.35.3 That all the provisions of the C4-33 Zone in Section 14.3.33.2 to this By-Law, as amended, shall apply, and further that all other provisions of this By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply mutatis mutandis.”

3. That Section 14.3 to By-law Number 8626-10, as amended is hereby amended by adding the following subsection after subsection 14.3.49.

READ a first and second time this 15th day of August, 2024.

READ a third time and finally passed this 15th day of August, 2024.

Mayor – Jerry Acchione

Clerk – Amelia Humphries

Parking Justification Study

Plate 4: Parking Justification Study

File No.: ZN 8-24-11: Sapson Holdings

Woodstock Inc.

Plan 1626, Lots 8 and 9 - 1510 Dundas Street,

City of Woodstock

Proposed Commercial & Hotel Development
1510 Dundas Street,
Woodstock, ON

February 2024

Prepared For

Sapson Holdings Woodstock Inc.
388 Wettlaufer Terrace
Milton, ON L9T 7N2



TRANS-PLAN
Transportation Engineering



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Toronto, ON M6K 3E3



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admin@trans-plan.com



February 27, 2024

KRS Holdings Woodstock Inc.
388 Wettlaufer Terrace
Milton, ON L9T 7N2
Attn: Mr. Gary Singh

c/o Mr. Francesco Fiorani
Brutto Consulting

Re: Proposed Commercial & Hotel Development, Phase 2, 1510 Dundas Street, Woodstock, ON – Parking Justification Study

Dear Mr. Singh,

TRANS-PLAN has prepared this Parking Justification Study in support of the proposed commercial and hotel development, located at 1510 Dundas Street, on the southwest corner of Dundas Street and Oxford Road 4, in the City of Woodstock, Oxford County, Ontario.

Trans-Plan had previously prepared a Traffic Impact Study (TIS) dated December 2020 and upon review, Oxford County requested submission of a Parking Justification Study. The proposed development has undergone slight revisions since the first submission that includes the proposed dine-in restaurant being enlarged to 431 sq.m. and the proposed total parking supply being decreased to 139 spaces (inclusive of 3 parking spaces allocated from Phase 1).

Proxy sites were utilized and based on the review; the proposed supply is sufficient in accommodating the site's parking demand. Justification is provided within the report and a review of alternative modes of travel in the study area is conducted as well.

Sincerely,



Anil Seegobin, P.Eng.
Partner, Engineer



Shuja Zaidi, EIT
Traffic Analyst

Trans-Plan Transportation Inc.
Transportation Consultants

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Transmittal Letter

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1. INTRODUCTION

Trans-Plan has been retained by KRS Holdings Woodstock Inc. to complete a Parking Justification Study, in support of an update to the Phase 2 build-out of the proposed commercial and hotel development located at the southwest corner of Dundas Street and Oxford Road 4, in the city of Woodstock, Oxford County, Ontario.

The Parking Study includes the following:

- A review of the site's proposed parking supply and of the City of Woodstock Zoning By-law for parking requirements
- A review of Zoning By-laws of nearby cities to determine parking requirements in comparison to City of Woodstock parking requirements
- A review of the queuing spaces provided and of the City of Woodstock Zoning By-law for queuing requirements for the dine-in restaurant
- A review of historical parking surveys with similar site context as the subject site
- A review of alternative modes of travel such as existing and any future planned transit (nearest bus stops) and pedestrian / cycle connections to and from the site.

Prior to commencing this study, Transportation and Planning staff at the City of Woodstock and Oxford County were contacted and provided with our study terms of reference for their approval and / or comments. The comments received are shown in Appendix A.

2. SITE LOCATION

The site, shown in Figure 1, is located at 1510 Dundas Street at the southwest corner of Dundas Street and Oxford Road 4, in the city of Woodstock, Oxford County, Ontario. The east portion of the site, Phase 1, has been recently built at the southwest corner of the intersection and consists of a gas bar with 5 gas pumps (10 vehicle fueling positions) and a convenience store building, a Tim Hortons restaurant with a drive-thru, a commercial building, and an automated car wash. Two accesses, one off of Oxford County Road 4 and the other off of Dundas Street, have been constructed.

The area surrounding the site primarily consists of commercial land industrial uses to the west such as a Petro Canada gas station and a Garden and Landscaping Centre. There is rural undeveloped land to the south. To the north and east of the site is mainly industrial uses such as Penske Logistics and a Toyota Motor Manufacturing facility and more undeveloped land.

3. PROPOSED DEVELOPMENT

The proposed site plan for the development, prepared by D.C McCloskey Engineering Ltd., is shown in Figure 2. The total building area GFA of the proposed Phase 2 development is 6,149 sq.m. which includes a 5-storey hotel (90 rooms), a dine-in restaurant, and a drive-through restaurant. There are 139 parking spaces supplied for the proposed development which includes 3 spaces allocated from the existing Phase 1 development. There is one loading space and one passenger loading space proposed. The site access off Dundas Street and Oxford County Road 4 remains the same with an additional site access to be built west of the Dundas Street access.

4. PARKING AND QUEUING REVIEW

A zoning by-law review was conducted to compare the proposed parking supply of the development to the Town's and nearby cities' Zoning By-law requirements for parking. A stacking review was conducted to compare the proposed stacking supply of the development to the Town's Zoning By-law requirement.

4.1 Parking Requirements, City of Woodstock Zoning By-law

The proposed auto parking supply in comparison to the parking requirements from the City of Woodstock Zoning By-law 8626-10, Section 5, is summarized below in Table 1. Source information is provided in Appendix B.

Table 1 – Site Parking Requirements, City of Woodstock Zoning By-law

Land Use	Size	Parking Requirement		Proposed Parking Supply Spaces	Deficiency
		Rate	Spaces		
Hotel	90 Rooms	1.2 space per room	108	139 (3 spaces allocated from Phase 1 development)	-35
Dine-In Restaurant	431.5 sq.m.	1 space for every 10 sq.m.	66		
Drive-Thru Restaurant	223.0 sq.m.				
Total			174		
Barrier- Free Parking: 3% of total required parking			7		

The City's Zoning By-law requires a minimum of 174 parking spaces for the proposed Phase 2 development, with 7 spaces required for barrier-free parking spaces. The proposed development does not meet the minimum parking space requirements as 139 parking spaces are supplied which includes 3 spaces allocated from the existing Phase 1 development (convenience store & fast-food restaurant and drive-thru carwash). Thus, the deficiency in parking is 35 spaces. The City's Zoning By-law requires 7 barrier free parking spaces that includes 4 Type A and 3 Type B spaces which is met by the proposed parking supply.

4.2 Parking Requirements, Nearby Cities Zoning By-law

A Zoning By-law review for hotel parking rates of nearby cities was conducted. This was to compare the parking rate of hotels from nearby cities and to determine whether the hotel parking rate of Woodstock is higher or more conservative. The proposed parking supply in comparison to the parking requirements from nearby cities is shown in Table 2. Source information is provided in Appendix C.

Table 2 – Nearby Cities Zoning By-law Parking Requirements

City	Land Use	Size	Parking Requirement	
			Rate	Spaces
Woodstock (Subject Site)	Hotel	90 Rooms	1.2 space per room	108
Brantford	Hotel	90 Rooms	1.0 space per room	90
London			1.0 space per room	90
Hamilton			0.6 space per room	54
Cambridge			1.0 space per room	90
Kitchener			1.0 space per room	90

Based on the comparison of the hotel parking rate requirement from nearby cities, it can be observed that City of Woodstock’s parking rate is higher with at least 18 more spaces required or more. Therefore, the parking rates used by the city is considered to be more conservative.

4.3 Parking Dimensions

A comparison of the proposed parking dimensions to the City of Woodstock Zoning By-law for a typical parking space and the barrier free spaces is shown in Table 3. Source information of the City of Woodstock Zoning By-Law is shown in Appendix B.

Table 3 – Parking Space Dimensions

Feature		Minimum Requirement	Proposed Dimensions
Typical Parking Space	Length	5.5m	5.5m
	Width	2.7m	2.7m
Type A Accessible Space	Length	5.5m	5.5m
	Width	3.4m	3.4m
Type B Accessible Space	Length	5.5m	5.5m
	Width	2.7m	2.7m

4.4 Drive-thru Queuing Requirements

The drive-thru queue space requirement for the drive-thru restaurant from the City of Woodstock Zoning By-law 8626-10 is 13 spaces and is provided in Appendix B. The proposed queuing supply for the restaurant is 11 spaces. At the tail of the drive-thru within the site, there is available space where vehicles can safely spill onto the drive aisle during peak hours without fully impeding on internal traffic flow. A letter has been provided by the drive-thru restaurant owner indicating that proposed Burger King meets the operating requirements and brand standards of an 8-car queue. As per brand standards, a 3-car queue from the entrance of the property to the digital menu board and a 5-car queue from the digital menu board to the pick-up window is required which is met by the proposed drive-thru queueing. The queue conformance letter is attached in Appendix D.

5. PARKING PROXY SURVEYS

5.1 Proxy Site Review

To gain a better understanding of the parking demands for hotel buildings in the City of Woodstock, a review of other hotel developments with similar characteristics, from Trans-Plan’s historical database was completed. The five proxy sites selected have similar number of rooms. The list of proxy sites was sent to the city staff with no comments received. The site statistics of the subject site was compared with the proxy sites and summarized in Table 4.

Table 4 – Proxy Site Details, Proxy Site Statistics

Hotel	No. of Rooms	Approx. Meeting Area (sq.m. of GFA)
<i>Subject Site</i>		
TownePlace Suites by Marriott, Woodstock	90	94
<i>Proxy Sites</i>		
Hilton Garden Inn Toronto/ Burlington	120	370
Hampton Inn & Suites by Hilton Toronto Markham	99	60
Best Western Inn on the Bay 1800 2nd Avenue East, Owen Sound	99	520
Holiday Inn Express & Suites Newmarket	100	482
Days Inn Woodstock Hotel	70	-

5.2 Parking Demand Survey

Trans-Plan conducted parking demand surveys, during a typical weekday and weekend, and recorded the parking demand throughout the daytime and overnight. The survey results, showing the peak parking demand (maximum number of vehicles occupying the lot) of each site is summarized in Table 5. The detailed survey results of the surveyed dates are shown in Appendix E.

Table 5 – Hotel Proxy Sites, Parking Survey Results

Hotel	Rooms	Observed Parking Demand	
		Spaces Occupied	Rate (spaces per room)
Hilton Garden Inn Toronto/ Burlington	120	70	0.59
Hampton Inn & Suites by Hilton Toronto Markham	99	74	0.75
Best Western Inn on the Bay 1800 2nd Avenue East, Owen Sound	100	80	0.80
Holiday Inn Express & Suites Newmarket	100	68	0.68
Days Inn Woodstock Hotel	70	62	0.77
Average Observed Peak Rate			0.72

Based on our review of the proxy sites, the average observed peak parking demand rate was 0.72 spaces.

5.3 Estimated Parking Demand

To estimate the parking demands of the hotel, the average observed peak parking demand rate of 0.72 spaces per unit was applied to the proposed 90-rooms hotel and resulted in a parking demand of 65 spaces. The total estimated parking demand of the hotel is estimated to be 65 spaces, which could be contained by the proposed supply of 139 spaces. The estimated future hotel parking demands of the subject site and the parking requirements of the restaurants is summarized in Table 6.

Table 6 – Estimated Parking Demand

Land Uses	Size	Estimated Parking Demands	
		Proxy Site Observed Rate	Parking Demand (Spaces)
Dine-in Restaurant	431.5 sq.m.	-	66
Drive-thru Restaurant	223.0 sq.m.	-	
Proposed Site Units	90 Units	0.72	65
Total Site Parking Demand			131
Total Provided Parking Supply			139
On-site Parking Surplus / Available Parking (Inclusive of Phase 1 Allocated Spaces)			+8

The parking demand of 66 spaces for both restaurants is the parking requirement according to the City's Zoning by-law. Given the surplus of 8 spaces, the proposed parking supply of 70 spaces is expected to be sufficient and able to accommodate the parking demand of the hotel (based on our proxy site survey results).

5.4 ITE Parking Generation

The time-of-day distribution of parking demand was compared for the hotel, dine-in restaurant, and drive-thru restaurant based on the Institute of Transportation Engineers (ITE) Parking Generation manuals, 5th Edition. The ITE Land Use Codes (LUC) 310 for hotel, 931 for quality restaurant, and 934 for fast-food restaurant with drive-through window were used. The time-of-day distribution of parking demand for weekday and weekend was considered. Table 7 shows the comparison of the time-of-day distribution for parking demand.

Table 7 – ITE Time-of-Day Distribution

Time-Of-Day	Percent of Peak Parking Demand					
	310 - Hotel		931 – Quality Restaurant		934 – Fast-Food Restaurant with Drive-Through	
	Weekdays	Weekends	Weekdays	Weekends	Weekdays	Weekends
8:00 am - 10:00 am	100	76	-	-	28	31
11:00 am – 1:00pm	89	79	56	54	100	100
6:00pm – 8:00pm	93	97	100	100	62	69

Based on Table 7, it can be observed that the peak percent of parking demand during peak hours for all respective land uses usually occur at different times. A maximum of two land uses will have similar peaks while the third land use will have a much smaller peak. This will result in an excess of parking supply from the third land use, which can be used by the two land uses that peak. Source information is provided in Appendix F.

6. ALTERNATIVE MODES OF TRAVEL

6.1 Transit Service

The site is served by Woodstock Transit, providing connectivity to surrounding areas within Woodstock. Woodstock Transit stops are within walking distance of the site. The transit routes that are within close vicinity to the site is listed as follows:

Woodstock Route 2, Dundas East is a local Woodstock Transit route that extends from the Woodstock Transit Terminal and arrives at the same transit terminal located at 623 Dundas Street, Woodstock. The nearest bus stop is located at Woodall Way and Dundas Street, approximately 900 metres (13 min walk) from the development site. All buses for this route leave the Transit Terminal at :00 and :30 past each hour of operating service and arrive back at :25 and :55. This route operates on weekdays and Saturdays; however, it does not operate on Sundays.

Table 8 summarizes the bus route serving the area and includes service frequencies which are from the Woodstock Transit website. An excerpt of the Woodstock Transit system map is provided in Figure 3.

Table 8 – Transit Service in the Study Area

Route	No.	Nearest Transit Stop	Approximate Service Times		Approximate Peak Service Frequency (min)		
			Weekdays	Saturday	AM	PM	SAT
Dundas East	2	Woodall Way / Dundas Street	6:00 am - 10:30 pm	8:00 am – 10:00 pm	30	30	30

6.2 Pedestrian Connectivity / Cycling

There are currently no road cycling provisions near the development site. Sidewalks for pedestrian use are located only at the intersection of Dundas Street and Oxford County Road 4 and not at along the two roads. According to the Oxford County Trails Master Plan Map 3.5 – “City of Woodstock Proposed Facility Types”, paved shoulders are proposed along Oxford County Road 4 and Dundas Street (east of subject site). In addition, according to the City of Woodstock’s transportation master plan dated January 2011, there is a need for bike lanes along Dundas Street, however, there is no timeline or confirmation regarding the addition of bike lanes. The need for bike lanes from the City of Woodstock’s transportation master plan is shown in Exhibit 7.3 – “Potential Cycle Network”.

7. CONCLUSIONS & RECOMMENDATIONS

The recommendations from our Parking Justification Study for the proposed commercial & hotel Phase 2 development at 1510 Dundas Street, in the City of Woodstock, are summarized as follows:

- The east portion of the subject site, Phase 1, has been recently built and the total GFA of the proposed Phase 2 development is 6,149 sq.m. which includes a 5-storey hotel (90 rooms), a dine-in restaurant, and a drive-thru restaurant. There are 139 parking spaces supplied for the proposed development which include 3 spaces allocated from the existing Phase 1 development. The site access off Dundas Street and Oxford County Road 4 remains the same with an additional site access to be built west of the Dundas Street access.
- The City of Woodstock Zoning By-law 8626-10 indicates a minimum parking requirement of 1.2 spaces per room for the hotel and 1 space for every 10 sq.m. for the restaurants. The total parking spaces requirements is 174 parking spaces.
- The minimum required hotel parking rate from the City of Woodstock’s Zoning by-law hotel was compared to the parking rates of nearby cities. It was found that the required rate of 1.2 parking spaces per room is much larger than other nearby cities and therefore, parking proxy surveys for the hotel are utilized to support the deficiency.
- A review of other hotel developments with similar characteristics, from Trans-Plan’s historical database was completed. The estimated parking demand for the hotel, using proxy surveys, is 65 spaces and the by-law parking demand for both restaurants is 66, which results in a total parking demand of 131 spaces. Thus, the site has a surplus of 8 parking spaces which is sufficient.
- The proposed drive-thru queuing supply of 11 spaces for the proposed drive-thru restaurant (Burger King) does not meet the Town’s Zoning By-law requirement, however, there is an available drive-aisle within the site where vehicles can safely spill onto during peak hours. A drive-thru queue conformance letter by the owner is provided indicating that the proposed queuing is sufficient according to Burger King’s brand standards.
- The ITE Parking Generation manual was used to compare the time-of-day distribution of parking demand between the hotel, dine-in, and fast-food restaurant. The percent of peak parking demand is never 100% for two or more land uses simultaneously, thus, it is expected that all land uses will not be using all their allocated parking spots during peak hours.
- The site is served by Woodstock Transit and transit stops are within walking distance of the site.

- Paved shoulders are proposed for Dundas Street and Oxford County Road 4 according to the Oxford County Trails Master Plan. Also, a need for a bike lane was identified for Dundas Street according to the City of Woodstock Transportation Master Plan.

To summarize, the review indicated that the parking supply is expected to be sufficient considering when peak parking demand rates typically observed at proxy sites. In addition, by observing the percentage of peak parking demand for different peak hours for all land uses, it can be expected that the land uses will not be fully utilizing its allocated parking supply at the same time.

Respectfully submitted,



Anil Seegobin, P.Eng.
Partner, Engineer



Shuja Zaidi, EIT
Traffic Analyst

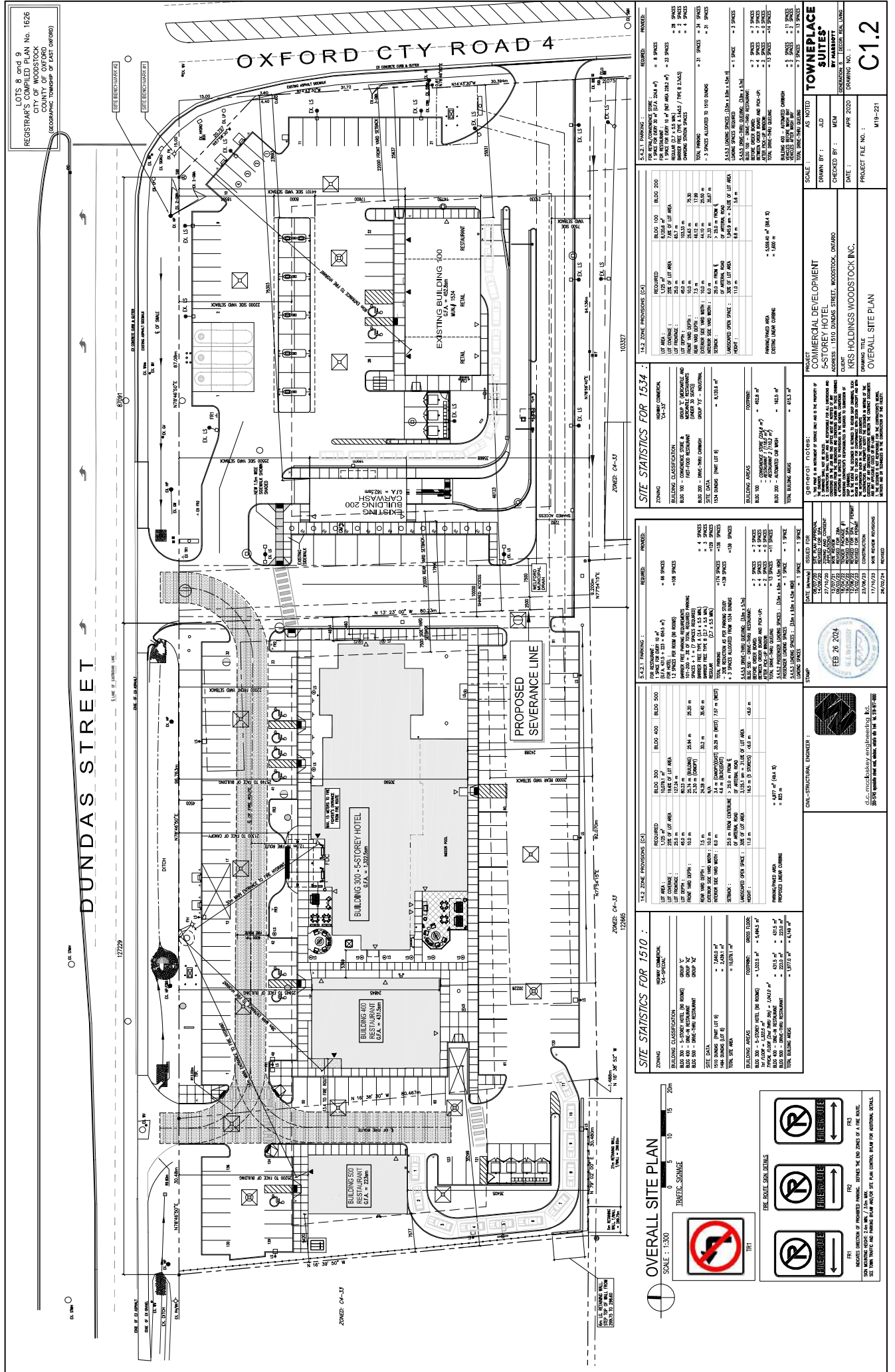
Trans-Plan Transportation Inc.
Transportation Consultants

Figure 1 – Site Location



Source : Google Earth

Figure 2 - Site Plan



REGISTERED COMPILER: LOT 9 and 9
REGISTRAR'S COMPILLED PLAN NO. 1626
CITY OF WOODSTOCK
COUNTY OF WOODSTOCK
(SEPARATING VARIANTS OF PLAN 1626/0)

OVERALL SITE PLAN

SCALE: 1:300

TITLE: TRAFFIC SIGNALS

THE SOLE SIGN LEGEND

- PROHIBITED LEFT TURN
- PROHIBITED RIGHT TURN
- PROHIBITED THROUGH TRAFFIC
- PROHIBITED THROUGH TRAFFIC

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SEE DRAWING FOR ADDITIONAL SIGNALS.

SEE DRAWING FOR ADDITIONAL SIGNALS.

OVERALL SITE PLAN

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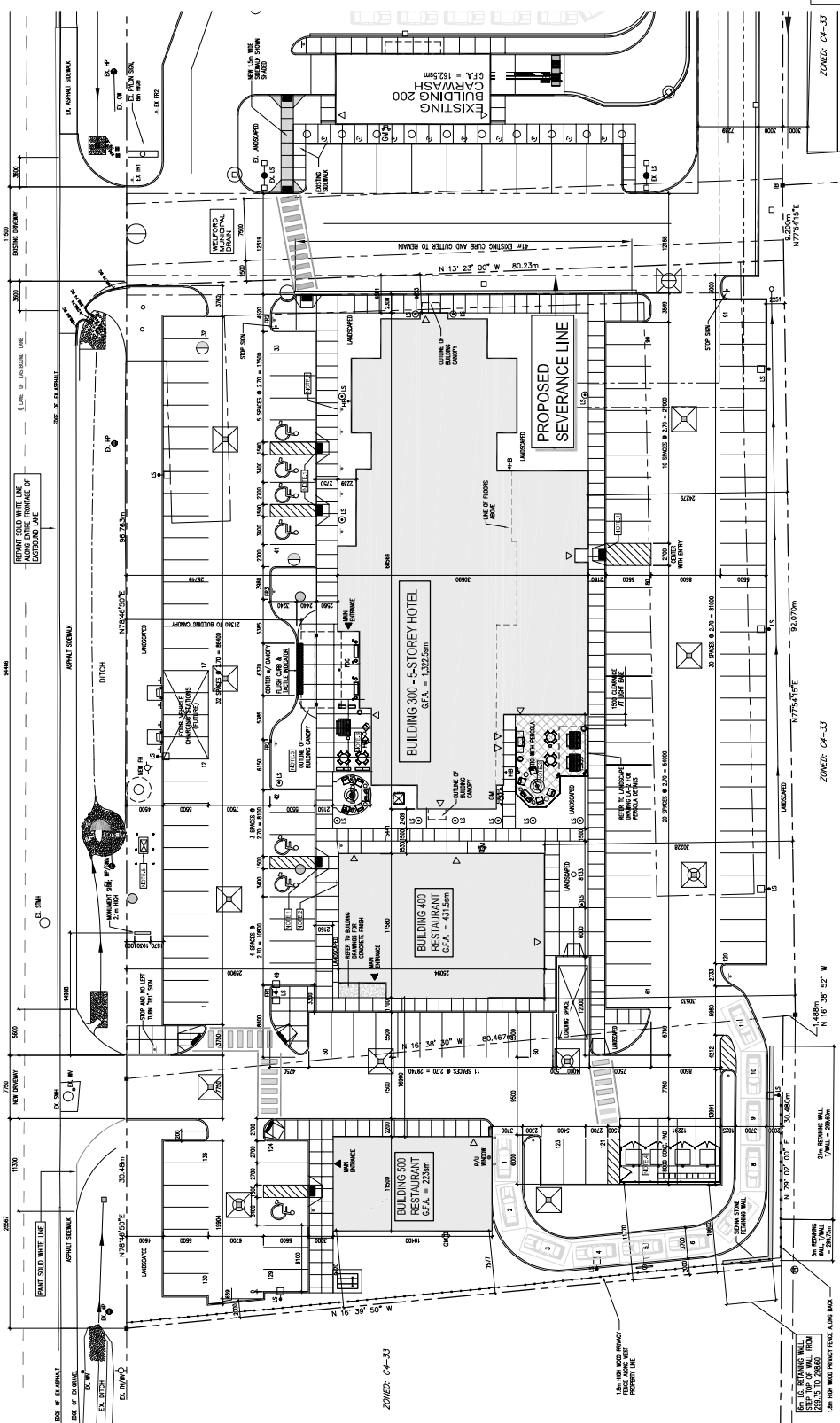
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SEE DRAWING FOR ADDITIONAL SIGNALS.

DUNDAS STREET



ZONED: C4-37

ZONED: C4-37

ZONED: C4-37

ZONED: C4-37

ENLARGED SITE PLAN - PHASE 2

SCALE: 1:250



1 2 3 4 5 6 7 8 9 10 15 25m

WORK WITHIN MUNICIPAL R.O.M. (UTILITY CONNECTIONS, DITCH RE-GRADING, ETC.) SHALL BE THE RESPONSIBILITY OF THE CLIENT. THE CLIENT SHALL OBTAIN ALL NECESSARY PERMITS FROM THE TOWN OF WOODSTOCK, ONTARIO. TRAFFIC MANUAL, BOOK 7 AND THE TOWN OF WOODSTOCK.

- SITE PLAN SPECIFIC NOTES:**
1. SEE ACCESSIBILITY PLAN DETAIL C1.6
 2. BARRIER FREE PARKING SIGN MOUNTED ON POST AT EACH BARRIER FREE PARKING SPACE.
 3. REFER TO LANDSCAPE DRAWINGS FOR SIGN DETAILS.
 4. TRANSFORMER WALL AND 150mm BALLASTS TO BE SUPPLIED AND INSTALLED BY GENERAL CONTRACTOR.
 5. REFER TO ELECTRICAL DRAWINGS FOR SIGN DETAILS.
 6. REFER TO ELECTRICAL DRAWINGS FOR SIGN DETAILS.
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 10. REFER TO ELECTRICAL DRAWINGS FOR SIGN DETAILS.

AS NOTED
 DRAWN BY: JLD
 CHECKED BY: MEM
 DATE: APR 2023
 PROJECT FILE NO.: W19-221

TOWNPLACE SUITES
 BY: HARBOTT
 COMMERCIAL DEVELOPMENT
 5-STORY HOTEL
 ADDRESS: 1510 DUNDAS STREET, WOODSTOCK, ONTARIO
 CLIENT: MRS HOLDINGS WOODSTOCK INC.
 DRAWING TITLE: ENLARGED SITE PLAN - PHASE 2

SCALE: 1:250
 DRAWN BY: JLD
 CHECKED BY: MEM
 DATE: APR 2023
 PROJECT FILE NO.: W19-221

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FOUNDATION DETAILS FOR TENANT SITE EQUIPMENT

EQUIPMENT	FOOTING SIZE (DIMENSION)	FOOTING DEPTH (DIMENSION)	FOOTING REINFORCEMENT (DIMENSION)	REMARKS
TRANSFORMER WALL	1.5m x 1.5m x 200mm	200mm	4-16mm	SEE NOTES 1 & 2
TRANSFORMER WALL	1.5m x 1.5m x 200mm	200mm	4-16mm	SEE NOTES 1 & 2
TRANSFORMER WALL	1.5m x 1.5m x 200mm	200mm	4-16mm	SEE NOTES 1 & 2
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TRANSFORMER WALL	1.5m x 1.5m x 200mm	200mm	4-16mm	SEE NOTES 1 & 2
TRANSFORMER WALL	1.5m x 1.5m x 200mm	200mm	4-16mm	SEE NOTES 1 & 2
TRANSFORMER WALL	1.5m x 1.5m x 200mm	200mm	4-16mm	SEE NOTES 1 & 2

- NOTES:**
1. FOUNDATION SHALL BE CONCRETE WITH 4-16mm REINFORCEMENT.
 2. SPACER TO MAINTAIN COVER AND ANCHORS TO COLUMN CONNECTION.
 3. REFER TO ELECTRICAL DRAWINGS FOR SIGN DETAILS.
 4. REFER TO ELECTRICAL DRAWINGS FOR SIGN DETAILS.
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C1.3

Figure 3 – Study Area Transit Service



Source: Woodstock Transit Map, Woodstock Transit Website

APPENDICES

Appendix A – Terms of Reference Correspondence

Appendix B – City of Woodstock Zoning By-law Excerpts

Appendix C – Nearby Cities Zoning By-law Excerpts

Appendix D – Drive-Thru Conformance Letter

Appendix E – Proxy Site Details and Survey Results

Appendix F – ITE Parking Generation Excerpts



APPENDIX A

Terms of Reference Correspondance

RE: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

Craig Wallace <cwallace@cityofwoodstock.ca>

Wed 12/13/2023 12:43 PM

To: Tyrone Dollano <tyronedollano@trans-plan.com>; Filippo D'Emilio <fdemilio@cityofwoodstock.ca>

Cc: Eric Gilbert <egilbert@oxfordcounty.ca>; Justin Miller <jdmiller@oxfordcounty.ca>; Shuja Zaidi <shuja.zaidi@trans-plan.com>

You don't often get email from cwallace@cityofwoodstock.ca. [Learn why this is important](#)

Tyrone,

We would not consider the gas pump spaces as conforming parking spaces.

Thanks,

Craig

From: Tyrone Dollano <tyronedollano@trans-plan.com>**Sent:** Tuesday, December 12, 2023 2:56 PM**To:** Craig Wallace <cwallace@cityofwoodstock.ca>; Filippo D'Emilio <fdemilio@cityofwoodstock.ca>**Cc:** Eric Gilbert <egilbert@oxfordcounty.ca>; Justin Miller <jdmiller@oxfordcounty.ca>; Shuja Zaidi <shuja.zaidi@trans-plan.com>**Subject:** Re: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

*** Exercise Caution. This is an EXTERNAL e-Mail, DO NOT open attachments or click links from unknown senders or unexpected mail. ***

Hi Craig,

Do you have any comments to provide? Otherwise, we will continue with what we proposed in our terms of reference regarding the parking study.

Filippo,

The consultant team is trying to find a solution to meet both the client's and City's requirements for the drive-thru lane. You will likely see the resultant redesign in the submission.

I will be away for the remainder of the year and have CC'd Shuja from our team in case there are additional correspondences.

Thank you all for your time.

Kind Regards,

Tyrone Dollano, P.Eng.**Project Manager | TRANS-PLAN**

Transportation Engineering

Toll Free: +1 (877) 668-8784 (TPTI)
Office/Fax: +1 (647) 931-7383 Ext:114
Cell: +1 (416) 837-5513
Email: tyronedollano@trans-plan.com
W: www.trans-plan.com

Company portfolio: [Trans-Plan Project Experience](#)

Asset Management: [AssetCity](#)

Head office: 67 Mowat Ave. Suite 331, Toronto, ON M6K 3E3



From: Tyrone Dollano <tyronedollano@trans-plan.com>
Sent: Monday, December 4, 2023 5:41 PM
To: Craig Wallace <cwallace@cityofwoodstock.ca>; Filippo D'Emilio <fdemilio@cityofwoodstock.ca>
Cc: Eric Gilbert <egilbert@oxfordcounty.ca>; Justin Miller <jdmiller@oxfordcounty.ca>
Subject: Re: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

Hi Craig,

I made a mark up of what is counted towards the supply for building 100 & 200. Please let me know if you still have questions.

Filippo,

I have let the consultant team know and I am waiting for a response.

Kind Regards,

Tyrone Dollano, P.Eng.

Project Manager | TRANS-PLAN

Transportation Engineering

Toll Free: +1 (877) 668-8784 (TPTI)
Office/Fax: +1 (647) 931-7383 Ext:114
Cell: +1 (416) 837-5513
Email: tyronedollano@trans-plan.com
W: www.trans-plan.com

Company portfolio: [Trans-Plan Project Experience](#)

Asset Management: [AssetCity](#)

Head office: 67 Mowat Ave. Suite 331, Toronto, ON M6K 3E3



From: Craig Wallace <cwallace@cityofwoodstock.ca>

Sent: Monday, December 4, 2023 3:58 PM

To: Filippo D'Emilio <fdemilio@cityofwoodstock.ca>; Tyrone Dollano <tyronedollano@trans-plan.com>

Cc: Eric Gilbert <egilbert@oxfordcounty.ca>; Justin Miller <jdmiller@oxfordcounty.ca>

Subject: RE: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

Tyrone,

In regards to #3, I fail to see where you are coming up with 44 parking spaces? Perhaps send a drawing that outlines the 44 spaces.

Thanks,

Craig Wallace, CET

Manager of Building & Facilities

City of Woodstock

PO Box 1539

944 James Street

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N4S 0A7

Phone: 519 537-6923

cwallace@cityofwoodstock.ca

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p Think about our environment. Print only if necessary.

From: Filippo D'Emilio <fdemilio@cityofwoodstock.ca>
Sent: Monday, December 4, 2023 3:47 PM
To: Tyrone Dollano <tyronedollano@trans-plan.com>
Cc: Eric Gilbert <egilbert@oxfordcounty.ca>; Justin Miller <jdmiller@oxfordcounty.ca>; Craig Wallace <cwallace@cityofwoodstock.ca>
Subject: RE: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

Hi Tyrone,

I will let the others on this email comment on items 1 and 3.

My concern still remains regarding item 2. Has the consultant team provided any feedback? A revised drive-thru configuration should be considered.

Filippo D'Emilio, P.Eng.

Development & Special Projects Engineer

519 539-2382 ext. 3116

From: Tyrone Dollano <tyronedollano@trans-plan.com>
Sent: Monday, December 4, 2023 3:41 PM
To: Filippo D'Emilio <fdemilio@cityofwoodstock.ca>
Cc: Eric Gilbert <egilbert@oxfordcounty.ca>; Justin Miller <jdmiller@oxfordcounty.ca>; Craig Wallace <cwallace@cityofwoodstock.ca>
Subject: Re: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

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Hi Filippo,

Any additional input from my email below? If not, we will continue with the historical data and the proposed scope that was suggested in our TOR.

I appreciate your time.

Kind Regards,

Tyrone Dollano, P.Eng.

Project Manager | TRANS-PLAN

Transportation Engineering

Toll Free: +1 (877) 668-8784 (TPTI)
Office/Fax: +1 (647) 931-7383 Ext:114
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Email: tyronedollano@trans-plan.com
W: www.trans-plan.com

Company portfolio: [Trans-Plan Project Experience](#)

Asset Management: [AssetCity](#)

Head office: 67 Mowat Ave. Suite 331, Toronto, ON M6K 3E3



From: Tyrone Dollano <tyronedollano@trans-plan.com>
Sent: Tuesday, November 28, 2023 5:43 PM
To: Filippo D'Emilio <fdemilio@cityofwoodstock.ca>
Cc: Eric Gilbert <egilbert@oxfordcounty.ca>; Justin Miller <jdmiller@oxfordcounty.ca>; Craig Wallace <cwallace@cityofwoodstock.ca>
Subject: Re: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

Hi Filippo,

Thank you for reviewing the TOR. I copied your questions below and provided a response to each in red. I also attached the original TOR and site plan for your convenience. We would like to get the Parking study started and submitted as soon as possible. I really appreciate you taking the time to review the TOR.

1. We are not sure what proxy surveys can be used in the City as we are not aware of a site comparable to this one.

Our intention is to provide the required parking supply of the restaurants and provide a parking study to justify a reduced parking supply of the proposed hotel land use. The proposed hotel is to be a Towneplace Suites by Marriott, which would be a typical hotel with bedroom and bath. We expect it to be short term stays since there are no kitchen. The proxy sites we put in our TOR are similar style hotels and we expect the parking demands to be very similar. I have copied the table for your convenience to review. Please note that we have included a hotel located in Woodstock as well.

Address	Approximate Size (Number of Rooms)	Parking Supply	Date of Historical Survey
1534 Dundas Street, Woodstock (Subject Site)	90	134*	N/A

985 Syscon Road, Burlington (Hilton Garden Inn Toronto/Burlington)	120	112	Wednesday January 14, 2015 and Friday January 16 to Sunday January 18, 2015
52 Bodrington Court, Markahm (Hampton Inn & Suites by Hilton Toronto Markham)	99	82	Friday June 9, 2017, Tuesday June 13, 2017, and Saturday June 17, 2017, and Friday September 1, 2017
1800 2 nd Avenue East, Owen Sound (Best Western Inn on the Bay)	99	125	Wednesday May 8, 2019, and Friday May 10, 2019
100 Pony Drive, Newmarket (Holiday Inn Express & Sites, Newmarket)	100	135	Friday June 9, 2017, Tuesday June 13, 2017, and Saturday June 17, 2017, and Friday September 1, 2017
560 Norwich Avenue, Woodstock (Days Inn Woodstock Hotel)	70	89	Wednesday September 6 th , 2017, Friday September 8 th , 2017 and Saturday September 8 th 2017

Could you please provide any preliminary comment on the historical sites that you would like us to consider in our study and/or provide direction on what would be needed for your department to accept a lower parking supply rate for the hotel?

2. One of our concerns with the initial site plan is the proximity of the drive-thru entrance to the main Dundas St. entrance (potential queuing causing back up onto Dundas St.). We expected the site plan to change in this regard, but it appears not to have.

I will let the consultant team know. However, from my understanding we are meeting the Zoning By-laws vehicle queue requirement for an eating establishment.

3. The east side of the property is showing 28 parking spaces. Building 100 requires 23 spaces and we can accept a required 3 spaces for Building 200, leaving a surplus of 2 spaces? For clarity, the west side requires 108 spaces for the 90 room hotel, 43 spaces for Building 400 and 23 spaces for Building 23 not including required spaces for any fixed patio space. Total required 174 spaces. We are confused where the surplus 13 spaces are found on the site?

From our understanding, the east property (Building 100 & 200) is showing 28 typical parking spaces, 2 barrier free spaces, 4 charging spaces and 10 Gas Bar parking spaces, which is a combined total of 44 parking spaces. The original parking requirement estimate was 31 spaces inclusive of the retail and restaurant component, when using the parking supply of 44 spaces the surplus results in 13 spaces. However, you provided a requirement of 26 spaces, which would result in a surplus of 18 spaces.

Kind Regards,

Tyrone Dollano, P.Eng.

Project Manager | TRANS-PLAN

Transportation Engineering

Toll Free: +1 (877) 668-8784 (TPTI)

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Company portfolio: [Trans-Plan Project Experience](#)

Asset Management: [AssetCity](#)

Head office: 67 Mowat Ave. Suite 331, Toronto, ON M6K 3E3



From: Filippo D'Emilio <fdemilio@cityofwoodstock.ca>
Sent: Thursday, November 23, 2023 2:54 PM
To: Tyrone Dollano <tyronedollano@trans-plan.com>
Cc: Eric Gilbert <egilbert@oxfordcounty.ca>; Justin Miller <jdmiller@oxfordcounty.ca>; Craig Wallace <cwallace@cityofwoodstock.ca>
Subject: RE: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

Hi Tyrone,

Yes, a parking study is necessary. Our team has reviewed and have the following comments:

1. We are not sure what proxy surveys can be used in the City as we are not aware of a site comparable to this one.
2. One of our concerns with the initial site plan is the proximity of the drive-thru entrance to the main Dundas St. entrance (potential queuing causing back up onto Dundas St.). We expected the site plan to change in this regard, but it appears not to have.
3. The east side of the property is showing 28 parking spaces. Building 100 requires 23 spaces and we can accept a required 3 spaces for Building 200, leaving a surplus of 2 spaces? For clarity, the west side requires 108 spaces for the 90 room hotel, 43 spaces for Building 400 and 23 spaces for Building 23 not including required spaces for any fixed patio space. Total required 174 spaces. We are confused where the surplus 13 spaces are found on the site?

Filippo D'Emilio, P.Eng.

Development & Special Projects Engineer

519 539-2382 ext. 3116

From: Filippo D'Emilio
Sent: Monday, November 20, 2023 2:09 PM
To: Tyrone Dollano <tyronedollano@trans-plan.com>
Subject: RE: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

Hi Tyrone,

I will discuss with the rest of our group and get back to you as soon as possible.

Filippo D'Emilio, P.Eng.

Development & Special Projects Engineer

519 539-2382 ext. 3116

From: Tyrone Dollano <tyronedollano@trans-plan.com>

Sent: Monday, November 20, 2023 10:27 AM

To: Filippo D'Emilio <fdemilio@cityofwoodstock.ca>

Subject: Re: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

*** Exercise Caution. This is an EXTERNAL e-Mail, DO NOT open attachments or click links from unknown senders or unexpected mail. ***

Hi Filippo,

I am following up on my email regarding my terms of reference for 1510 Dundas Street. Could you let me know if you have an update on this? Or let me know approximately when I can expect a response?

Kind Regards,

Tyrone Dollano, P.Eng.

Project Manager | TRANS-PLAN

Transportation Engineering

Toll Free: +1 (877) 668-8784 (TPTI)

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Company portfolio: [Trans-Plan Project Experience](#)

Asset Management: [AssetCity](#)

Head office: 67 Mowat Ave. Suite 331, Toronto, ON M6K 3E3



From: Tyrone Dollano

Sent: Wednesday, November 15, 2023 9:43 PM

To: Filippo D'Emilio <fdemilio@cityofwoodstock.ca>

Subject: Terms of Reference - Parking Study - 1510 Dundas Street, Woodstock

Hi Filippo,

My name is Tyrone and I work for Trans-Plan Transportation Inc. a traffic engineering company. We have been retained to complete a Parking Study, for a proposed mixed-use development comprised of a hotel and restaurants. The site is located in 1510 Dundas Street, Woodstock.

Could you please review the attached site plan and confirm if a Parking Study is required? The site is proposing 134 spaces for its uses and is planning to utilize the available parking surplus of 13 spaces from the 1534 Dundas Street, Woodstock, which combined is a total parking supply of 147 spaces. I have prepared a terms of reference for a Parking Study to be completed for the subject site, if necessary. Please review the attached and provide comments / approval for our TOR.

I appreciate your time!

Kind Regards,

Tyrone Dollano, P.Eng.

Project Manager | TRANS-PLAN

Transportation Engineering

Toll Free: +1 (877) 668-8784 (TPTI)
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As of January 2nd 2023 our new location will be 67 Mowat Ave. Suite 331, Toronto, ON M6K 3E3

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As of January 2nd 2023 our new location will be 67 Mowat Ave. Suite 331, Toronto, ON M6K 3E3

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APPENDIX B

City of Woodstock Zoning By-law Excerpts

GENERAL PROVISIONS

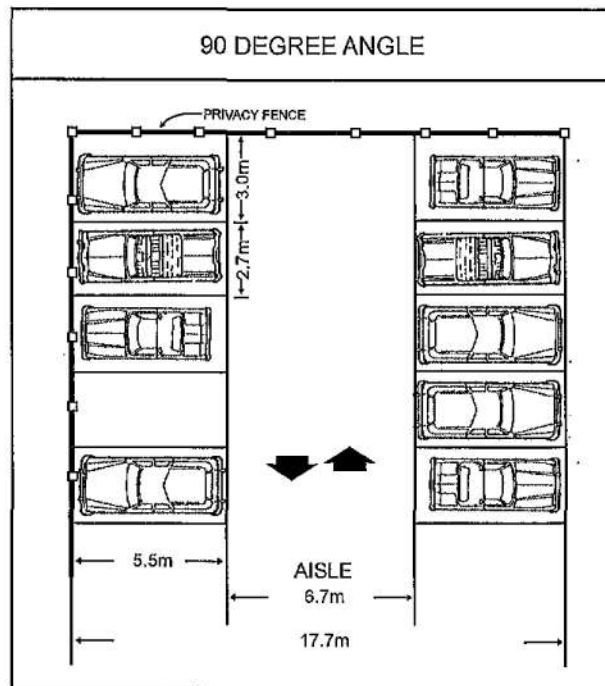
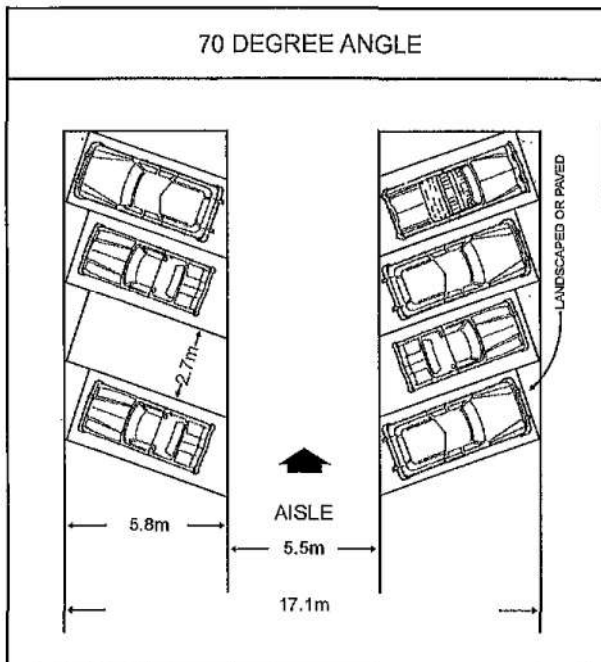
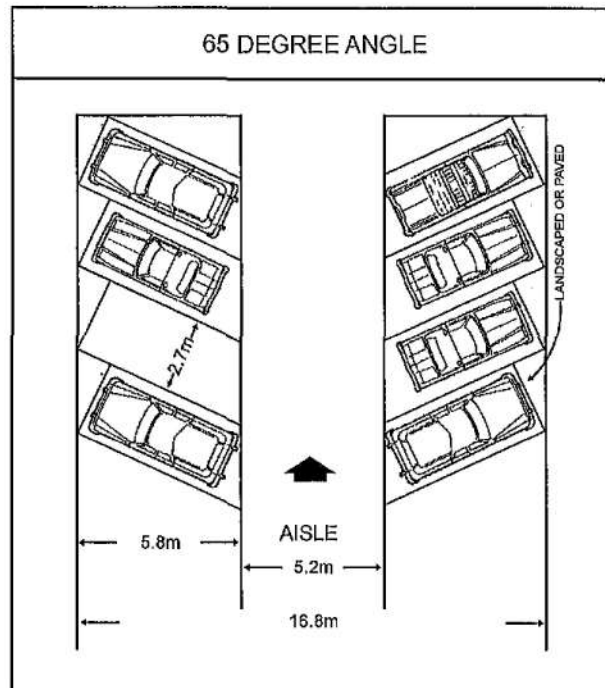
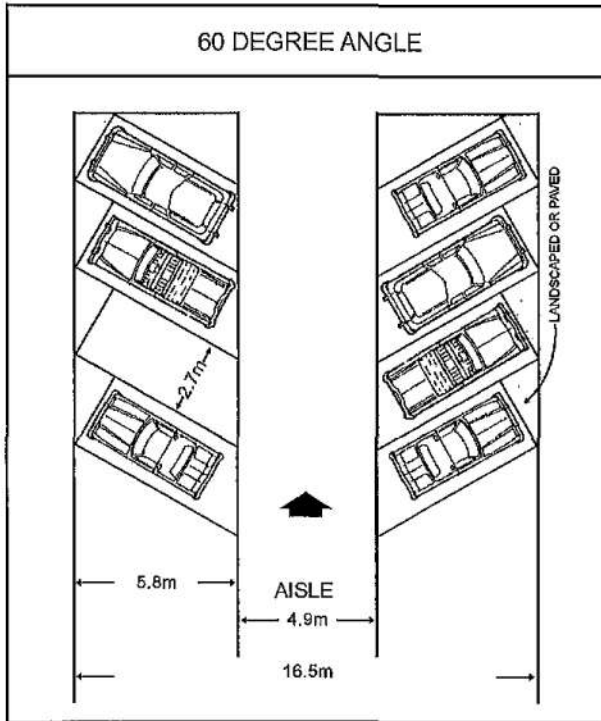
LAND USE	NUMBER OF VEHICLE PARKING SPACES	
	A General Standard	B Downtown as Per Schedule 'D'
Residential Type Business Uses		
- <i>bed and breakfast establishment</i>	1.0 per <i>dwelling unit</i> plus 1.0 per <i>guest room</i>	Same as column A
- <i>hotel or motel</i>	1.2 per <i>guest room</i>	Same as column A
General Business Uses		
- furniture store - retail building supply establishment	1.0 per 90 m ² of <i>gross floor area</i>	Same as column A
- <i>funeral home</i>	1.0 per 20 m ² of <i>gross floor area</i> , minimum 20 spaces	1.0 per 50 m ² of <i>gross floor area</i>
- bank / finance office - retail store or service shop - rental establishment - office or public building - personal service shop - shopping centre (excluding a retail food store) with a <i>gross floor area greater than 600m²</i>	1.0 per 30 m ² of <i>gross floor area</i>	1.0 per 50 m ² of <i>gross floor area</i>
- <i>eating establishment</i> - commercial club - bar or nightclub - assembly hall	1.0 per 10 m ² of <i>gross floor area</i>	1.0 per 50 m ² of <i>gross floor area</i>
- shopping centre with a gross floor area of 600 m ² or less - retail food store	1.0 per 20 m ² of <i>gross floor area</i>	1.0 per 50 m ² of <i>gross floor area</i>
- customer contact centre office/ medical clinic	1.0 per 15 m ² of <i>gross floor area</i>	1.0 per 50 m ² of <i>gross floor area</i>
Amended by By-Law 8847-13		
Industrial Type Uses		
- truck terminal - industrial establishment - warehouse - wholesale outlet	1.0 space per 200 m ² <i>gross floor area</i> plus 1.0 space per 30 m ² of office space	N/A
- veterinarian's clinic, animal kennel and animal shelter	1.0 per 40 m ² of <i>gross floor area</i>	N/A
- body-rub parlour	1.0 space per 10 m ² of <i>gross floor area</i>	N/A
- adult entertainment parlour	1.0 space per 10 m ² of <i>gross floor area</i>	N/A

SCHEDULE "C-2"
PARKING SPACE AND PARKING AISLE
REQUIREMENT PLAN

By Configuration

CITY OF WOODSTOCK

NOTE : ALL DIMENSIONS ARE IN METRES



GENERAL PROVISIONS**5.4.2.2 Parking Area Exempt**

Notwithstanding subsection 5.4.2.1, the establishment of *parking spaces* shall not be required for any non-residential *use*, other than a *hotel*, within the area identified as the "Area Where No Parking Spaces or Loading Spaces Required as per Section 5.4.2.2 and Section 5.4.5.4" on Schedule "D".

5.4.2.3 Parking for Downtown Residential Uses

Notwithstanding any other provision contained in this By-law, where residential development within that area identified as the "Area Exempt from Parking Requirements as per Section 5.4.2.3" on Schedule "D" would require 10 *parking spaces* or less as calculated in accordance with subsection 5.4.2.1, the minimum number of *parking spaces* required for said residential development shall be nil.

5.4.2.4 Visitor Parking for Residential Uses

In addition to the requirements set out in Table 4, where there are more than 10 residential units, visitor *parking spaces* and motor vehicles must be provided at a rate of 1 space for every 10 required *parking spaces*.

Notwithstanding the above, the required number of visitor *parking spaces* for residential uses located in the 'Central Commercial Zone (C5)' shall be nil.

(Deleted and Replaced by By-Law 9254-18)

5.4.2.5 Accessible Parking

5.4.2.5.1 Accessible parking spaces for all non-residential and multiple residential uses including, an *apartment dwelling house*, a *boarding or lodging house*, a *horizontally attached dwelling house*, a *multiple attached dwelling house* and a *multiple-use apartment dwelling house* shall be provided in compliance with the provisions of this subsection:

5.4.2.5.2 For the purpose of this subsection:

- (i) a Type A *parking space* shall comprise an unobstructed rectangular area with a minimum width of 3.4 m and a minimum length of 5.5 m; and
- (ii) a Type B *parking space* shall comprise an unobstructed rectangular area with a minimum width of 2.7 m and a minimum length of 5.5 m.

5.4.2.5.3 Each accessible *parking space* must maintain a 1.5 m wide access aisle along the entire length of the parking space as illustrated on Schedule "H". Where two or more accessible *parking spaces* are required in accordance with the provisions contained in Table 5 – Designated Accessible Parking Space Regulations, an access aisle may be shared between accessible *parking spaces*.

5.4.2.5.4 Required Number of Accessible Parking Spaces

Accessible *parking spaces* for non-residential and multiple residential uses shall be provided in compliance with Section 5.4.2.5.1 and Table 5 – Designated Accessible Parking Space Regulations.

GENERAL PROVISIONS**5.4.5.3 Standards for Loading Spaces**

All *loading spaces* must be rectangular and must comply with the provisions of Table 11 below:

TABLE 11 - LOADING SPACE STANDARDS

Design Provision	Standard Loading Space	Passenger Loading Space
length	9.0 m	6.0 m
width	3.5 m	3.5 m
vertical clearance	4.5 m	n/a
location	any yard other than a <i>required front yard</i> or <i>exterior side yard</i> , except in an Industrial Zone where such <i>loading space</i> shall be setback a minimum of 20 metres from a <i>street line</i>	any yard
access driveway width	6.0 m	3.5 m

5.4.5.4 Exemption

Notwithstanding subsections 5.4.5.1 & 5.4.5.2, within the downtown area identified as having reference to this subsection on Schedule "D", no *loading space* shall be required.

5.4.5.5 Queue Space Requirements

Where any *use permitted* by this By-law offers drive-through service, off-street vehicle queue spaces leading to and from the drive-through service must be provided in accordance with Table 12.

TABLE 12 – REQUIRED VEHICLE QUEUE SPACES

Land Use	Required Number of Spaces
automated teller situated on the exterior of a <i>building</i> or free-standing	3.0 before each automatic teller
<i>automobile service station</i> and <i>public garage</i>	3.0 before each service bay 1.0 at service bay exit if a through-bay
<i>motor vehicle washing establishment</i>	5.0 before each wash bay 2.0 after each wash bay
<i>eating establishment</i>	7.0 before order board 4.0 between order board and pick-up window 2.0 after pick-up window
<i>convenience store</i>	2.0 before service window



APPENDIX C

Nearby Cities Zoning By-law Excerpts

Permitted Use	Parking Standard
Computer, Electronic or Data Processing Establishment	1.0 space/25.0 m ² GFA for the first 500.0 m ² plus 1.0 space/40.0 m ² GFA thereafter
Convention Centre	1.0 space/4 persons of permitted capacity
Crematorium	1.0 space/30.0 m ² GFA of accessory office
Crisis Residence	2.0 spaces, plus 1.0 space/3 residents
Curling Rink	4.0 spaces/curling sheet, plus 1.0 space/4 persons of permitted capacity
Day Nursery	1.0 space/28.0 m ² of gross floor area of playroom space
Department Store	1.0 space/30.0 m ² GFA
Dry Cleaning Depot	2.0 spaces, plus 1.0 space/30.0 m ² GFA
Dwelling:	
Apartment	1.5 spaces/unit
Converted	1.0 space/unit
Duplex	1.0 space/unit
Fourplex or Double Duplex	1.5 spaces/unit
Semi-detached	1.0 space/unit
Single detached	1.0 space/unit
Street Townhouse	1.0 space/unit
Block Townhouse	1.5 spaces/unit
Triplex	1.0 space/unit
Financial Institution	1.0 space/15.0 m ² GFA
Fire Station	1.0 space/30.0 m ² GFA excluding any garage
Flea Market	12.0 spaces/93.0 m ² GFA
Fresh Produce Outlet	1.0 space/25.0 m ² GFA
Funeral Home	1.0 space/20.0 m ² GFA, or 20 spaces, whichever is the greater
Gaming Establishment	1.0 space/4 persons of permitted capacity
Garage, Public	4.0 spaces/service bay
Gas Bar	1.0 space/gasoline pump island kiosk
Golf Course	2.0 spaces/hole, plus 1.0 space/4 persons of permitted capacity
Golf Driving Range	1.0 space/tee-off pad
Grocery Store	1.0 space/40.0 m ² GFA
Group Correctional Home	2.0 spaces, plus 1.0 space/3 residents
Group Correctional Residence	2.0 spaces, plus 1.0 space/3 residents
Group Home	2.0 spaces, plus 1.0 space/3 residents
Group Residence	2.0 spaces, plus 1.0 space/3 residents
Gymnasium	1.0 space/20.0 m ² GFA, plus 1.0 space/4 persons of permitted capacity
Hair Stylist (DELETED)	
Health Club	1.0 space/20.0 m ² GFA
Home for the Aged	1.0 space/3 beds
Home Furnishing Store	1.0 space/50.0 m ² GFA
Hospital	1.5 spaces/bed
Hotel	1.0 space/guest room, plus 1.0 space/4 persons permitted capacity of any restaurant and place of assembly
Impound Yard	6.0 spaces plus 1 space/1000.0 m ² of GFA and of open storage

Permitted Use	Parking Standard
Restaurant, Full Service	1.0 space/4 persons of permitted capacity
Restaurant, Take-out	1.0 space/10.0 m ² GFA
Retail Food Warehouse	1.0 space/30.0 m ² GFA of retail showroom and office space, plus 1.0 space/100.0 m ² GFA of warehouse
Retail Store	1.0 space/30.0 m ² GFA
Retail Warehouse	1.0 space/30.0 m ² GFA of retail showroom and office space, plus 1.0 space/100.0 m ² GFA of warehouse
Retirement Home	1.0 space/3 beds
Salvage Yard	6.0 spaces, plus 1.0 space/1000.0 m ² of GFA and of open storage
School, Elementary	The greater of either 3.0 spaces plus 1.0 space/teaching station or 1.0 space/4 persons of permitted capacity of the place of public assembly within the elementary school which has the greatest permitted capacity.
School, Post-Secondary	1.0 space/70.0 m ² GFA
School, Private	The greater of either 3.0 spaces/teaching station or 1.0 space/4 persons of permitted capacity of the place of public assembly within the private school which has the greatest permitted capacity.
School, Secondary	The greater of either 3.0 spaces/ teaching station or 1.0 spaces/4 persons of permitted capacity of the place of public assembly within the secondary school which has the greatest permitted capacity.
Service Industry	1.0 space/20.0 m ² GFA
Service or Repair Shop	1.0 space/30.0 m ² GFA
Shopping Centre	5.5 spaces/100.0 m ² GFA
Specialty Drug/Food Warehouse	1.0 space/30.0 m ² GFA of retail showroom and office space, plus 1.0 space/100.0 m ² GFA of warehouse
Specialty Retail Store	1.0 space/30.0 m ² GFA
Stadium	1.0 space/6 seats
Supermarket	1.0 space/25.0 m ² GFA
Swimming Pool	1.0 space/20.0 m ² GFA (excluding pool) plus 1.0 space/4 persons of permitted capacity
Telecommunications Centre	A minimum of 175 spaces
Telecommunications Services	1.0 space/30.0 m ² GFA
Theatre	1.0 space/4 persons of permitted capacity
Trade School	2.0 spaces, plus 1 space/ 20.0 m ² GFA
Transportation Terminals	6.0 spaces, plus 1 space/1000.0 m ² GFA
Veterinary Clinic	1.0 space/15.0 m ² GFA (excluding kennels and runs)
Warehouse Use	2.0 spaces, plus 1.0 space/1,000.0 m ² GFA
Wholesale Use	1.0 space/80.0 m ² GFA
All other uses not herein specified	1.0 space/30.0 m ² GFA

10) PARKING STANDARDS (Deleted and replaced by Z.-1-223046)

Except as otherwise provided herein, the owner or occupant of any lot, building or structure used or erected for any of the purposes set forth in this Subsection, shall provide and maintain, for the sole use of the owner, occupant or other persons entering upon or making use of the said lot, building or structure from time to time, parking spaces in accordance with the provisions of this Subsection. Unless otherwise specified, the standards are expressed in one space per square metre of Gross Floor Area (GFA). For the purpose of this Section, existing shall mean as of January 1, 1987.

a) Residential Development

Except for the Areas identified in Figure 4.19, the minimum requirements are as follows:

Residential Unit Type	Minimum Parking Requirement
Single Detached and Semi-Detached	1 per unit
Townhouse, Cluster	1 per unit
Townhouse, Street	1 per unit
Townhouse, Stacked	0.5 per unit
Apartment	0.5 per unit
Duplex	0.5 per unit
Triplex	0.5 per unit
Fourplex	0.5 per unit
Converted Dwelling or Conversions of Existing Buildings to Residential Units	0.5 per unit
Senior Citizen Apartment Building	0.125 per unit
Handicapped Persons Apartment Building	0.125 per unit
Lodging House	0.125 per unit

b) Non-Residential Development

Except for the Areas identified in Figure 4.19, the minimum requirements are as follows:

Non-Residential Uses	Minimum Parking Requirement
Tier 1: Restaurant, Restaurant (Fast-Food Drive-in, Take-Out), Tavern	1 per 20 m ² gross floor area
Tier 2: Amusement Game Establishment, Automobile Repair Garage Establishment, Clinic and Outpatient Clinic, Clinic (Methadone), Liquor Beer and Wine Store, Patient Testing Laboratory, Personal Service Establishment, Taxi Establishment	1 per 30 m ² gross floor area

Non-Residential Uses	Minimum Parking Requirement
Group Home	1 space
Hospital	1 space per bed
Hotel	1 per unit
Miniature Golf Course	1 space per tee
Mobile Home	1 per unit
Motel	1 per unit
Nursery	2 spaces
Nursing Home	1 per 3 beds
Open Storage	1 per ha (2.5 ac or 10,117.14 m ²)
Place of Worship	1 for each 8 persons place of worship capacity
Police Station	1 per 2 employees
Private Outdoor Recreation Club	1 per 1,000 m ² gross floor area
Racquet Facility	2 per court
Resource Extraction Operation	1 space
Rest Home	1 per 3 beds
Retail Warehousing	1 per 50 m ² retail/showroom plus 1 per 400 m ² warehouse/wholesaling
Retirement Lodge	1 per 3 beds
Salvage Yard (With No Structures)	1 per hectare
Salvage Yard (With Structures)	1 per 50 m ² for retail and showroom plus 1 per 400 m ² for warehousing and wholesaling
School, Elementary	2 plus 1 per classroom
School, Private	3 per classroom
School, Secondary	3 per classroom
Supervised Residence	1 per 5 residents
Tennis Club	2 per court

SECTION 5: PARKING

		space for each 23 square metres of the gross floor area which accommodates the auditorium, theatre or stadium, whichever results in greater requirement.
d)	Residential use on the same lot as a University or College	No parking shall be required for any residential use on the same lot as a University or College.
iv.	Commercial	No parking shall be required unless specifically listed in the subsection below.
a)	Commercial School	1 space for each 50 square metres of gross floor area in excess of 450 square metres, which accommodates such use.
b)	Financial Establishment	1 for each 50 square metres of gross floor area in excess of 450 square metres, which accommodates such use.
c)	Hotel	0.6 per guest room.
d)	Conference or Convention Centre	1 for each 100 square metres of gross floor area in excess of 450 square metres, which accommodates such use.
e)	Medical Clinic	1 for each 50 square metres of gross floor area in excess of 450 square metres, which accommodates such use.
f)	Office	1 for each 50 square metres of gross floor area in excess of 450 square metres, which accommodates such use.
g)	Veterinary Service	1 for each 50 square metres of gross floor area in excess of 450 square metres, which

SECTION 5: PARKING

	in excess of 450.0 square metres. (By-law No. 17-240, November 8, 2017)
Office (Industrial Zones)	1 for each 30 square metres of gross floor area which accommodates such use. (By-law No. 07-043, February 15, 2007)
Personal Service	i) 0 where a use is less than 450.0 square metres in gross floor area; and, ii) 1 for each 16.0 square metres of gross floor area which accommodates such use, for that portion of a building that is in excess of 450.0 square metres. (By-law No. 17-240, November 8, 2017)
Repair Service	1 for each 30.0 square metres of gross floor area which accommodates the Office, Retail, and Showroom component of the use. (By-law No. 17-240, November 8, 2017)
Restaurant (All Zones except Transit Oriented Corridor Zones)	i) 1 for each 8.0 square metres of gross floor area which accommodates such use. ii) Notwithstanding i), where there are no seats provided for dining purposes a minimum of 3 spaces shall be required. (By-law No. 17-240, November 8, 2017)
Restaurant (Transit Oriented Corridor Zones)	iii) 0 where a use is less than 450.0 square metres in gross floor area; and, iv) 1 for each 50.0 square metres of gross floor area which accommodates such use for that portion of a building that is in excess of 450.0 square metres. (By-law No. 16-264, October 12, 2016)
Retail within a Commercial and Mixed Use Zone	i) 0 where a use is less than 450.0 square metres in gross floor area;

Column A	Column B
Type of Building or Use	Required Number of Parking Spaces
(2) a <i>neighbourhood grocery store</i> or <i>neighbourhood variety store</i> in which not more than 300 m ² of <i>gross leasable commercial floor area</i> are provided	2.5 spaces per 100 m ² of <i>gross leasable commercial floor area</i>
(3) all other retail commercial establishments	2.5 spaces per 100 m ² of <i>gross leasable commercial floor area</i>
(ii) <u>Service Commercial Establishments</u> (1) business and professional offices, including (A) the office or clinic of a doctor, dentist, chiropractor, osteopath, chiroprapist or optometrist	6 spaces for the first practitioner; <u>plus</u> 4 spaces for each additional practitioner; <u>plus</u> parking required by section 2.2.1.2(b) (i), (ii) & (iii) for any retail or other service commercial establishments or commercial-recreational establishment provided on the same <i>lot</i> as the clinic or office
(B) all other business and professional offices	2.5 spaces per 100 m ² of <i>gross leasable commercial floor area</i>
(2) a <i>food services establishment</i>	12 spaces per 100 m ² of <i>gross floor area</i>
(3) a <i>banqueting hall</i>	12 spaces per 100 m ² of <i>gross floor area</i>
(4) a <i>hotel</i> or <i>motel</i>	1 space per guest room or suite; <u>plus</u> the parking required by sections 2.2.1.2(b)(i), (ii) and (iii) for any retail or other service commercial establishment or commercial-recreational establishment provided in the <i>hotel</i> or <i>motel</i>
(5) a funeral home	20 spaces, or 4 spaces per 100 m ² of <i>gross floor area</i> , whichever is more
(6) an auction hall	1 space per 3 chairs or fixed seats or 2.0 m of bench space, or 1 space for every 5 persons of building capacity as determined by Table 3.1.16.A of the <u>Building Code</u> , whichever is more
(7) an establishment for the lease or rental of licenced motor vehicles or <i>trailers</i>	2.5 spaces per 100 m ² of <i>gross floor area</i> used for offices, <u>in addition to</u> any area used to park or store the equipment offered for lease or rental
(8) a <i>conveyor car wash</i>	2 spaces; <u>plus</u> 20 spaces in line

Use	Minimum and Maximum Required Rates for Parking Spaces, Visitor Parking Spaces, and Bicycle Parking Stalls			
		UGC Zones	MIX Zones	All Other Zones
<i>Hospital</i>	Minimum 1 parking space per:	No minimum	n/a	70 m ² GFA
	Maximum 1 parking space per:	70 m ² GFA	n/a	54 m ² GFA
	Minimum 1 Class A Bicycle Parking Stall per:	750 m ² GFA	n/a	1,000 m ² GFA
	Minimum 1 Class B Bicycle Parking Stall per:	1,500 m ² GFA	n/a	2,000 m ² GFA
<i>Hotel</i>	Minimum parking spaces:	No minimum	1 per guest room	1 per guest room
	Maximum parking spaces:	1 per guest room	1.3 per guest room	1.3 per guest room
	Minimum Class A Bicycle Parking Stalls:	1 per 30 guest rooms	1 per 40 guest rooms	1 per 40 guest rooms
	Minimum Class B Bicycle Parking Stall:	2, or 6 if greater than 75 guest rooms	2, or 6 if greater than 75 guest rooms	2, or 6 if greater than 75 guest rooms
Industrial Storage and Transport: <i>Bulk Fuel and Oil Storage Establishment;</i> <i>Salvage or Scrap Yard;</i> <i>Towing Compound;</i> <i>Transportation Facility;</i> <i>Truck Transport Terminal; and,</i> <i>Warehouse</i>	Minimum parking spaces:	n/a	n/a	The greater of 1 per 1,500 m ² GFA, or 2
	Maximum 1 parking space per:	n/a	n/a	70 m ² GFA
	Minimum 1 Class A Bicycle Parking Stall per:	n/a	n/a	1,500 m ² GFA
	Minimum 1 Class B Bicycle Parking Stall per:	n/a	n/a	3,000 m ² GFA

Use	Minimum and Maximum Required Rates for Parking Spaces, Visitor Parking Spaces, and Bicycle Parking Stalls			
		UGC Zones	MIX Zones	All Other Zones
<i>Place of Worship</i>	Minimum 1 parking space per:	No minimum	23 m ² GFA	23 m ² GFA
	Maximum 1 parking space per:	30 m ² GFA	17 m ² GFA	17 m ² GFA
	Minimum 1 Class A Bicycle Parking Stall per:	500 m ² GFA	1,000 m ² GFA	1,000 m ² GFA
	Minimum 1 Class B Bicycle Parking Stall per:	250 m ² GFA	500 m ² GFA	500 m ² GFA
<i>Restaurant</i>	Minimum 1 parking space per:	No minimum	7.5 m ² GFA	7.5 m ² GFA
	Maximum 1 parking space per:	15 m ² GFA	5 m ² GFA	5 m ² GFA
	Minimum 1 Class A Bicycle Parking Stall per:	100 m ² GFA	250 m ² GFA	250 m ² GFA
	Minimum Class B Bicycle Parking Stalls:	2 per restaurant	2 per restaurant	2 per restaurant
<i>School, Elementary</i>	Minimum 1 parking space per:	n/a	n/a	100 m ² GFA, including portables
	Maximum 1 parking space per:	n/a	n/a	75 m ² GFA, including portables
	Minimum 1 Class A Bicycle Parking Stall per:	n/a	n/a	1,000 m ² GFA
	Minimum 1 Class B Bicycle Parking Stall per:	n/a	n/a	100 m ² GFA
<i>School, Post-Secondary</i>	Minimum 1 parking space per:	No minimum	n/a	77 m ² GFA
	Maximum 1 parking space per:	130 m ² GFA	n/a	60 m ² GFA
	Minimum 1 Class A Bicycle Parking Stall per:	50 m ² GFA	n/a	50 m ² GFA
	Minimum Class B Bicycle Parking Stalls:	the greater of 1 per 50 m ² GFA, or 3	n/a	the greater of 1 per 50 m ² GFA, or 3



APPENDIX D

Drive-Thru Conformance Letter



February 12, 2024

Community Planning Office, Oxford County
P.O. Box 1614, 21 Reeve Street
Woodstock, ON
N4S 7Y3

Re: Burger King – 1510 Dundas St, Woodstock, Ontario

To Whom It May Concern:

I write this letter in connection with the planning and construction of the above-referenced location.

I hereby confirm that the proposed site plan for the Burger King at 1510 Dundas Street, meets our operating requirements for Burger King. Our brand standard for Canada is an 8-car stack, broken down as follows:

- From the entrance of the property to the digital menu board – 3 car stack;
- From the digital menu board to the pick-up window – 5 car stack;

Please do not hesitate to contact me should you require further details as it relates to this project.

Yours very truly,

A handwritten signature in black ink, appearing to read "Les Carney".

Les Carney
Director of Facilities
Redberry Canada Holdings Ltd.





APPENDIX E

Proxy Site Details and Survey Results

PARKING SURVEY RESULTS

HOTEL: Hilton Garden Inn Toronto/Burlington
ADDRESS: 985 Syscon Road, Burlington, Ontario
DATE: Wednesday January 14 and Friday January 16 to Sunday January 18, 2015
START AND END TIMES: 6:00am to 11:00pm
SURVEYOR: Gyan Gautam, Tyrone Dollano, Suvash Karki, Jillian Britto

Time (hour:minute)	Wednesday January 14, 2015		Friday January 16, 2015		Saturday January 17, 2015		Sunday January 18, 2015	
	Parking Demand (spaces)	Parking Rate (per Room)	Parking Demand (spaces)	Parking Rate (per Room)	Parking Demand (spaces)	Parking Rate (per Room)	Parking Demand (spaces)	Parking Rate (per Room)
Supply (spaces)	112		112		112		112	
Rooms		120		120		120		120
Occupancy (%)		100%		30%		54%		29%
6:00 AM	67	0.56	45	0.38	26	0.22	52	0.43
7:00 AM	69	0.58	38	0.32	26	0.22	51	0.43
8:00 AM	38	0.32	37	0.31	29	0.24	45	0.38
9:00 AM	35	0.29	36	0.30	24	0.20	37	0.31
10:00 AM	32	0.27	32	0.27	21	0.18	33	0.28
11:00 AM	33	0.28	34	0.28	16	0.13	22	0.18
12:00 PM	33	0.28	30	0.25	13	0.11	15	0.13
1:00 PM	30	0.25	31	0.26	12	0.10	11	0.09
2:00 PM	27	0.23	36	0.30	12	0.10	10	0.08
3:00 PM	29	0.24	34	0.28	14	0.12	5	0.04
4:00 PM	32	0.27	26	0.22	24	0.20	7	0.06
5:00 PM	27	0.23	15	0.13	24	0.20	9	0.08
6:00 PM	34	0.28	14	0.12	22	0.18	6	0.05
7:00 PM	43	0.36	9	0.08	25	0.21	5	0.04
8:00 PM	45	0.38	14	0.12	28	0.23	7	0.06
9:00 PM	53	0.44	16	0.13	29	0.24	11	0.09
10:00 PM	61	0.51	19	0.16	30	0.25	15	0.13
11:00 PM	70	0.59	21	0.18	39	0.33	22	0.18
Maximum	70	0.59	45	0.38	39	0.33	52	0.43

Proxy Site Survey of Hotel Parking Demand, Parking Spaces Occupied

Friday June 9, 2017		
Time	Hampton Inn & Suites by Hilton Toronto, Markham	Holiday Inn Express & Suites, Newmarket
12:00 AM	72	66

Tuesday June 13, 2017 (Hotel Room Occupancy: 100%)		
Time	Hampton Inn & Suites by Hilton Toronto, Markham	Holiday Inn Express & Suites, Newmarket
6:30 AM	65	74
9:30 AM	22	35
12:00 PM	22	30
3:30 PM	20	27
6:30 PM	25	45
8:00 PM	29	61
12:00 AM	63	78
Rooms:	99	100
Peak Rate:	0.66	0.78

Saturday June 17, 2017 (Hotel Room Occupancy: 100%)		
Time	Hampton Inn & Suites by Hilton Toronto, Markham	Holiday Inn Express & Suites, Newmarket
6:30 AM	81	51
9:30 AM	68	49
12:00 PM	45	47
3:30 PM	29	46
6:30 PM	27	46
8:00 PM	48	43
12:00 AM	75	72
Rooms:	99	100
Peak Rate:	0.82	0.72

Friday September 1, 2017 (Hotel Room Occupancy: 95%)		
Time	Hampton Inn & Suites by Hilton Toronto, Markham	Holiday Inn Express & Suites, Newmarket
6:30 AM	68	50
9:30 AM	41	46
12:00 PM	38	39
3:30 PM	36	25
6:30 PM	21	22
8:00 PM	32	32
12:00 AM	76	54
Rooms:	99	100
Peak Rate:	0.77	0.54

Parking Demand Survey

Hotel #3: Best Western Inn on the Bay
Address: 1800 2nd Avenue East, Owen Sound
Size: 4 storeys, 100 rooms, 520 sq.m of meeting area
Parking Supply: 125 parking spaces

Date: Friday May 10, 2019
Occupancy: 100%

Time	Parking Demand	Parking Demand (spaces / room)
6:00 AM	78	0.78
7:00 AM	74	0.74
8:00 AM	67	0.67
9:00 AM	71	0.71
10:00 AM	66	0.66
11:00 AM	46	0.46
12:00 PM	49	0.49
1:00 PM	59	0.59
2:00 PM	62	0.62
3:00 PM	44	0.44
4:00 PM	49	0.49
5:00 PM	64	0.64
6:00 PM	69	0.69
7:00 PM	72	0.72
8:00 PM	79	0.79
9:00 PM	70	0.70
10:00 PM	71	0.71
11:00 PM	73	0.73
12:00 AM	80	0.80

Parking Demand Survey

Location 560 Norwich Avenue, Woodstock
Date: Wednesday, September 6, 2017
Weather Clear, 19C
Hotel Occupancy Days Inn - 100%

Time	Parking Demand	Parking Demand (spaces / room)
6:00 AM	44	0.63
7:00 AM	37	0.53
8:00 AM	30	0.43
9:00 AM	17	0.24
10:00 AM	17	0.24
11:00 AM	39	0.56
12:00 PM	13	0.19
1:00 PM	13	0.19
2:00 PM	15	0.21
3:00 PM	13	0.19
4:00 PM	7	0.1
5:00 PM	9	0.13
6:00 PM	22	0.31
7:00 PM	26	0.37
8:00 PM	24	0.34
9:00 PM	24	0.34
10:00 PM	30	0.43
12:00 AM	44	0.63



Parking Demand Survey

Location 560 Norwich Avenue, Woodstock
Date: Friday, September 8, 2017
Weather Clear, 19C
Hotel Occupancy Days Inn - 100%

Time	Parking Demand	Parking Demand (spaces / room)
6:00 AM	34	0.49
7:00 AM	30	0.43
8:00 AM	29	0.41
9:00 AM	21	0.3
10:00 AM	18	0.26
11:00 AM	20	0.29
12:00 PM	14	0.2
1:00 PM	13	0.19
2:00 PM	13	0.19
3:00 PM	11	0.16
4:00 PM	11	0.16
5:00 PM	16	0.23
6:00 PM	22	0.31
7:00 PM	25	0.36
8:00 PM	36	0.51
9:00 PM	39	0.56
10:00 PM	54	0.77
12:00 AM	62	0.88



Parking Demand Survey

Location 560 Norwich Avenue, Woodstock
Date: Saturday, September 9, 2017
Weather Clear, 19C
Hotel Occupancy Days Inn - 100%

Time	Parking Demand	Parking Demand (spaces / room)
6:00 AM	55	0.79
7:00 AM	54	0.77
8:00 AM	40	0.57
9:00 AM	38	0.54
10:00 AM	29	0.41
1:00 PM	17	0.24
2:00 PM	18	0.26
3:00 PM	22	0.31
4:00 PM	17	0.24
5:00 PM	22	0.31
6:00 PM	25	0.36
7:00 PM	35	0.50
8:00 PM	43	0.61
9:00 PM	51	0.73
10:00 PM	52	0.74
12:00 AM	56	0.80





APPENDIX F

ITE Parking Generation Excerpts

Land Use: 310 Hotel

Description

A hotel is a place of lodging that provides sleeping accommodations and supporting facilities such as a full-service restaurant, cocktail lounge, meeting rooms, banquet room, and convention facilities. It typically provides a swimming pool or another recreational facility such as a fitness room. All suites hotel (Land Use 311), business hotel (Land Use 312), motel (Land Use 320), and resort hotel (Land Use 330) are related uses.

Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand (1) on a weekday (four study sites) and a Saturday (five study sites) in a general urban/suburban setting and (2) on a weekday (one study site) and a Saturday (one study site) in a dense multi-use urban setting.

Hour Beginning	Percent of Peak Parking Demand			
	General Urban/Suburban		Dense Multi-Use Urban	
	Weekday	Saturday	Weekday	Saturday
12:00–4:00 a.m.	96	74	93	100
5:00 a.m.	–	–	–	–
6:00 a.m.	91	62	97	95
7:00 a.m.	89	62	100	95
8:00 a.m.	90	72	93	89
9:00 a.m.	100	74	72	85
10:00 a.m.	98	76	69	74
11:00 a.m.	89	77	65	61
12:00 p.m.	85	79	78	47
1:00 p.m.	75	78	78	42
2:00 p.m.	81	67	63	41
3:00 p.m.	70	64	59	43
4:00 p.m.	74	67	58	48
5:00 p.m.	65	73	52	53
6:00 p.m.	73	83	63	64
7:00 p.m.	78	92	74	67
8:00 p.m.	93	97	78	78
9:00 p.m.	96	100	72	81
10:00 p.m.	95	91	84	93
11:00 p.m.	95	83	92	98

Land Use: 931 Quality Restaurant

Description

This land use consists of high quality, full-service eating establishments with a typical duration of stay of at least one hour. They are also commonly referred to as fine dining. Quality restaurants generally do not serve breakfast; some do not serve lunch; all serve dinner. This type of restaurant often requests and sometimes requires a reservation and is generally not part of a chain. A patron commonly waits to be seated, is served by wait staff, orders from a menu and pays after the meal. Some of the study sites have lounge or bar facilities (serving alcoholic beverages), but they are ancillary to the restaurant. Fast casual restaurant (Land Use 930) and high-turnover (sit-down) restaurant (Land Use 932) are related uses.

Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a Monday-through-Thursday weekday (one study site) and a Friday (one study site) in a general urban/suburban setting.

Hour Beginning	Percent of Peak Parking Demand	
	Weekday	Friday
12:00–4:00 a.m.	–	–
5:00 a.m.	–	–
6:00 a.m.	–	–
7:00 a.m.	–	–
8:00 a.m.	–	–
9:00 a.m.	–	–
10:00 a.m.	–	–
11:00 a.m.	20	11
12:00 p.m.	51	37
1:00 p.m.	56	54
2:00 p.m.	40	29
3:00 p.m.	27	22
4:00 p.m.	27	14
5:00 p.m.	39	18
6:00 p.m.	71	42
7:00 p.m.	100	91
8:00 p.m.	97	100
9:00 p.m.	–	–
10:00 p.m.	–	–
11:00 p.m.	–	–

Land Use: 934 Fast-Food Restaurant with Drive-Through Window

Description

This category includes fast-food restaurants with drive-through windows. This type of restaurant is characterized by a large drive-through and large carry-out clientele, long hours of service (some are open for breakfast, all are open for lunch and dinner, some are open late at night or 24 hours a day) and high turnover rates for eat-in customers. These limited-service eating establishments do not provide table service. A patron generally orders from a menu board and pays before receiving the meal. A typical duration of stay for an eat-in patron is less than 30 minutes. Fast casual restaurant (Land Use 930), high-turnover (sit-down) restaurant (Land Use 932), fast-food restaurant without drive-through window (Land Use 933), and fast-food restaurant with drive-through window and no indoor seating (Land Use 935) are related uses.

Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a Monday-through-Thursday weekday (four study sites) and a Saturday (one study site) in a general urban/suburban setting.

Hour Beginning	Percent of Peak Parking Demand	
	Weekday	Saturday
12:00–4:00 a.m.	–	–
5:00 a.m.	–	–
6:00 a.m.	–	–
7:00 a.m.	–	–
8:00 a.m.	–	–
9:00 a.m.	–	–
10:00 a.m.	28	31
11:00 a.m.	60	50
12:00 p.m.	100	88
1:00 p.m.	85	100
2:00 p.m.	57	75
3:00 p.m.	43	50
4:00 p.m.	45	31
5:00 p.m.	59	50
6:00 p.m.	62	69
7:00 p.m.	18	63
8:00 p.m.	–	–
9:00 p.m.	–	–
10:00 p.m.	–	–
11:00 p.m.	–	–