

To: David Creery, Chief Administrative Officer

From: Craig Wallace, Manager of Building & Facilities

Re: Chapter 0504 – Parking Payments in Lieu of – 28 Finkle Street

AIM

For City Council to authorize an agreement providing a cash-in-lieu payment for relief of parking at 28 Finkle Street.

BACKGROUND

Municipal Code Chapter 504 is commonly known as the cash-in-lieu of parking bylaw. This bylaw provides owners of properties within a designated downtown area to make application to City Council providing for relief from the parking requirements under the City of Woodstock Zoning Bylaw for development proposals. An approved application resolves a deficiency in the on-site parking supply as required by the Zoning Bylaw. Authority to enact this bylaw is derived from Section 40 of the Planning Act.

City Council recently approved an amendment to Municipal Code Chapter 504 to implement a cash-in-lieu per parking space to be set at \$10 for up to 10 parking spaces required by the City of Woodstock Zoning Bylaw in residential development proposals within the area defined in Schedule "D" of this Chapter commencing October 6, 2025 and ending April 6th, 2026.

This is an alternative to making application for zone change or minor variance to reduce the required parking for a development proposal, which City Council and the Committee of Adjustment often receive. As cash-in-lieu of parking is an alternative limited to downtown development, any reduction in required parking supply will generally be resolved by users parking within the downtown public parking system. A cash-in-lieu of parking payment provides funds to expand and enhance municipal parking assets downtown. This is the reason why this option is geographically limited to the downtown. Staff are generally reluctant to support zone change or minor variance deviations for parking supply deficiencies with downtown development proposals because of the cash-in-lieu of parking bylaw which requires payment for parking deficiencies.

COMMENTS

The City has received an application requesting relief of six (6) parking spaces at the site. The applicant is proposing a small addition and interior renovations to create 22 residential dwelling units at the former Oxford Hotel building and to provide sixteen (16) parking spaces.

The existing three storey building is located in the C5 zone (Central Commercial Zone) and meets the relevant zoning provisions (lot area, coverage, yard setbacks and height) for the proposed residential development. Four new parking spaces are proposed on site and 12 parking spaces off-site on an adjacent property. This development requires 1 parking space per dwelling unit. Visitor parking is not required in the C5 zone. Site plan drawings are included. The development proposes 12 parking spaces be located on a separate lot (owned by the applicant) which is an existing parking lot used for the former hotel located directly

west of the existing building and is considered a separate property by division of the City lane.

The zoning bylaw permits off-site parking in the downtown area where the parking area is provided within 150 metres of the subject building and requires a site plan agreement to be registered on title of the lands used for the parking which commits those parking spaces to the related use. The proposed off-site parking meets the requirements of the zoning bylaw provisions.

As noted in the application, relief is required to reduce the parking requirement by 6 spaces. After reviewing the site plan, staff are recommending relief of ten (10) parking spaces as the proposed 4 on-site parking spaces do not comply to the design requirements of the zoning bylaw for parking space requirements.

The amended parking fee is a nominal \$10 per parking space. If approved, the total cost is \$100 for the application and priority registration (on title) of an agreement setting out the parking relief from the provisions of the Zoning Bylaw is required.

In addition, site plan approval is required for the development of the parking areas, and as mentioned above, a site plan agreement with a priority registration shall be required to commit the 12 parking spaces on the off-site parking lot.

The general provisions of the parking cash-in-lieu Bylaw requires City Council authorize the agreement between the City and the Owner, the applicable fees be paid, the said agreement be registered on title, and the subject properties be located within "Schedule D" of the Bylaw. The project proposes to assist residential intensification in the downtown and capacity is available within the public parking system to support the additional residential parking space needs which usually peak in the evenings or overnight.

ATTACHMENTS

- 28 Finkle site plan
- 28 Finkle floor plan
- 28 Finkle elevations

RECOMMENDATION

That Woodstock City Council authorizes the Mayor and City Clerk to sign the required agreements with the registered Owner of the properties to provide the relief of ten (10) parking spaces at 28 Finkle Street.

Authored by: Craig Wallace, Manager of Building & Facilities

Approved by: Harold deHaan, P.Eng, City Engineer

Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer