NEW WESTMINSTER
Engineering Services

Transportation Review Terms of Reference

1. Context

1.1 Transportation Review Purpose

The purpose of a Transportation Review includes:

1. Assess the impacts of a proposed development on the surrounding neighbourhood transportation network, including pedestrian, cycling, transit and road networks;
2. Evaluate, as needed, how people living, working at, or visiting the development site will:
   a. Access the site by all travel modes, and
   b. Move within the site to access vehicle and bicycle parking areas, loading areas, solid waste, recycling and compost areas, amenity areas, and building access/entry points; and,
3. Identify mitigation measures to address potential impacts resulting from the proposed development that will be implemented through the development.

Findings and recommendations will inform City review of the proposed development.

The Transportation Review must be completed and accepted by the City prior to application bylaws being presented for Council consideration.

1.2 Transportation Review Process

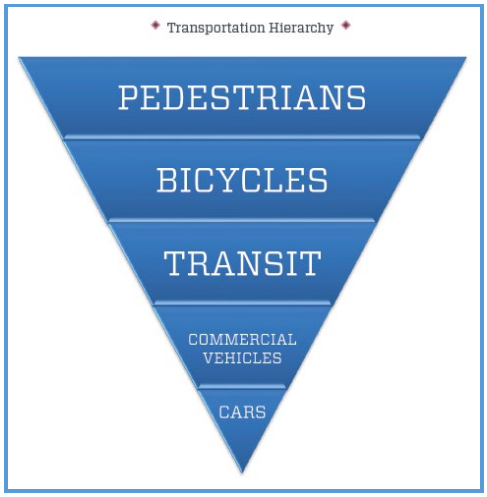
Development application review is managed and coordinated by the Development Planning section in the Climate Action, Planning and Development Department. The Transportation Division in the Engineering Services Department, is one of several development application referral groups and will review a completed Transportation Review, along with the associated development application, which are submitted through Development Planning.

Draft Terms of References prepared by qualified transportation professionals will be reviewed by Transportation staff only if associated with a Pre-application Review (PAR) submitted through Development Planning. Additional information regarding Pre-Application Review is available on the City's website or by clicking on the link here.

1.3 Master Transportation Plan (MTP) Context

The City's MTP vision, goals and targets reflect the sustainable transportation hierarchy, Figure 1. The hierarchy is applied to ensure vulnerable road users are considered first and second when making transportation improvement decisions.

Figure 1: MTP Transportation Hierarchy



The hierarchy also provides direction to the City's transportation mode share targets, specifically to increase sustainable transportation mode shares to 60% by 2030 and increase safety. The MTP transportation hierarchy, sustainable transportation mode share target and safety (particularly for vulnerable road users), must be fulsomely taken into consideration when preparing the Transportation Review. This will ensure the proposed development's site design and site area transportation infrastructure facilitates people walking, biking and taking transit.

2. Terms of Reference

2.1 Content

Table 1 outlines required Transportation Review content. Project specific considerations for the Comprehensive Transportation Review are provided in Table 2. Table 3 outlines additional studies that may be required and as determined after the development application has been submitted.

Qualified transportation professionals preparing the Transportation Review are strongly encouraged to use bullet points, summary tables, maps and figures to convey key messages and information, to the extent feasible, and limit information provided in text to facilitate City staff review.

Note: All data in a Transportation Review must be provided in metric units.

Table 1: Transportation Review Content

Section	Content Outline

Project Overview and Study Area	• Title and address of project
	• Description of the proposed project, including:
	  ○ proposed land uses,
	  ○ proposed dwelling units, proposed gross floor areas of commercial, industrial and/or institutional uses
	• All development application types associated with the proposed development (i.e., Rezoning, Development Permit, Development Variance Permit, Heritage Revitalization Agreement)
	• Development phasing (if applicable) and expected opening day
	• Neighbourhood location and description, including significant destinations and trip generators
	• Site and neighbourhood context map identifying the surrounding area that may influence or impact the transportation review and analysis, and outlining the study area boundary, subject sites and study intersections
	• Site plan and immediate site context map identifying:
	  ○ site accesses (for all modes of travel),
	  ○ fronting streets and lanes
	  ○ building footprints with proposed uses
	  ○ parking (vehicle and bicycle),
	  ○ loading areas,
	  ○ on-site walkways/accessible path of travel

Section	Content Outline
Site Design and On-site Review	• **Loading review** demonstrating how loading areas will function, including: o Locations for loading and unloading o Pedestrian routes to/from loading areas to building entrances, o Anticipated demand and frequency of vehicles, and size of vehicles for trucks servicing the site o Completion of a **swept path analysis** for the largest vehicles accessing the site, illustrating all turn paths to / from loading areas. (Note: Analysis must be completed using a survey plan, or scaled orthophoto, identifying specific starting points of vehicle turn movements, existing and proposed curb lines, and road centre lines.) • **Servicing review** demonstrating how solid waste and recycling facility areas will function, including: o Frequency, time of day, size and type of vehicles, including vehicle sizes, accessing the site, and any vehicles required to place bins / receptacles in interim staging areas, and anticipated route to the site and points of access, and o Completion of a swept path analysis for the largest vehicles accessing the site and illustrating all turn paths to / from service areas. • **Sightline analysis** for all site access points to ensure safe operations. The minimum required sightline is based on Stopping Sight Distance as set out in the Transportation Association of Canada Geometric Design Guide. The design speed shall be the posted speed limit. • **On-site circulation review** for efficiency and safety. The review must: o Identify any unusual elements of the site layout that require attention, o Examine internal flow within the site for all modes and ensure the external (off-site) transportation network will not be adversely impacted. Examples areas include: parking space layout, internal parkade intersections, and turning areas. • Identify **off-street vehicle parking** space requirements (per Zoning Bylaw), and proposed parking space supply o Note: Any identified variances, must provide a technical rationale which if further described in Sec. 1.4 • Identify **off-street bicycle parking** requirements (per Zoning Bylaw) and proposed parking space supply o Note: Any identified variances, must provide a technical rationale • Identify **mitigation measures** to address all identified issues and how measures will be implemented

Section	Content Outline

Multi-modal Network Evaluation	• **Pedestrian Network** (minimum 300 m radius)
	  ○ Evaluate the network and desire lines with recommendations for on and off-site improvements to meet the desire lines. Include a review of existing and future connections to the network as outlined in the Master Transportation Plan, and any applicable neighbourhood plans.
	  ○ Ensure provision of safe pedestrian paths from development site to public streets, and major destinations including: transit facilities, school sites, and commercial areas.
	• **Bicycle Network** (minimum 800 m radius)
	  ○ Provide a site access summary including distance to designated cycling routes servicing the site, on-site cycling travel routes to designated parking facilities.
	  ○ Evaluate connections from the proposed development to the cycling network. Provide recommendations for on and off-site improvements to meet the anticipated demand.
	• **Transit Network** (minimum 300m radius)
	  ○ Provide access summary including distance to stops/facilities from the development site.
	  ○ Evaluate demand for transit with recommendations for on and off-site improvements to accommodate the anticipated demand generated by the development.
	• **Road Network** (min. 300m radius)
	  ○ Evaluate unsignalized intersections located within the study area to determine appropriate traffic controls with or without the proposed development.
	  ○ Evaluate signalized intersections located within the study to determine appropriate signal timing changes needed with or without the proposed development.
	  ○ Forecast: Opening Day

Traffic Impact Analysis	• A Traffic Impact Analysis (TIA) is only required if the proposed development will generate 100 or more peak hour vehicle trips, or if specific road network issues are identified by staff. • A TIA scope of work will be confirmed by staff after initial receipt of submission of the development application and once particulars of the proposed development are confirmed with City staff.
Findings, Recommendations and Conclusion	• Summary of findings and impacts for <u>all modes of travel</u> • Summary of recommended mitigation measures to address identified impacts • Identification of how mitigation measures will be implemented

2.2 Project Specific Considerations

Transportation Review preparers should familiarize themselves with the factors outlined in Table 2 relative to a proposed development's location and incorporate these project specific considerations into the Transportation Review.

Table 2: Project Specific Considerations

Factor	Direction / Notes
Study Intersections	• Immediately adjacent to the site, and • Signalized intersections within a 300m radius
Applicable **Transportation Plans and Policies**	• Master Transportation Plan, and Any applicable neighbourhood transportation plans and Active Transportation Network Plan - webpage link here. • Road classifications, the ATNP Core Network, transit routes can be found also be found on CityViews Map, under City Transportation Network
Developments in process, recently completed or under construction in close proximity (at minimum 300 m) and that may influence the proposed development and the transportation review analysis.	Information on development process can be found: • On the City's Project on the Go webpage, and • CityViews Map, under the Licensing and Permits map layer.
Multi-modal network changes or known transportation programs that may influence the proposed development and the transportation review analysis.	

2.3 Additional Studies

Please note, additional studies may be required after submission of the development application and once particulars of the proposed development are confirmed with City staff. These may include, but are not limited to the following:

Table 3: Additional Studies - TBD

Study	Direction / Notes
Variance Rationales and Assessments	• Any proposed variances to the Zoning Bylaw must include a rationale for why the Zoning Bylaw requirement(s) cannot be met and must provide mitigation measures to address potential impacts resulting from the proposed variance.
Curbside Management Plan	• Curb space shall be allocated on a priority basis as outlined in the Master Transportation Plan.
Pick-up and Drop-off Plan	• Development applications with proposed uses that entail significant pick and drop off functions, including but not limited to hotels, theatres, child-care, will require a Pick-up and Drop-Off (PUDO) plan. Content: • Identify pick-up and drop-off (PUDO) locations and demonstrate adequate circulation that does not impede with cyclists or pedestrians and does not result in queueing of vehicles within the pedestrian realm. • Analysis must consider time of day and frequency of use, consideration of private vehicles, on-demand ride-hailing services, and • Mitigation measures to address identified issues and description of how measures will be implemented.
Universal Accessibility Audit	
School Route Plan	• For proposed residential developments likely to generate significant school trips.
On-street Parking Occupancy Study	
Transportation Demand Management Plan	• Identify potential measures that will reduce vehicle trips.
Transportation Improvement Phasing Plan	
Transportation Management Plan (construction)	• Will be required with building permit application.