

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
<b>Submitted by:</b>	Kaveen Fernando Planner I – Development Planning Department <a href="mailto:kfernando@cobourg.ca">kfernando@cobourg.ca</a>	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	August 30, 2021		
<b>Report No.:</b>	SPA-12-21		
<a href="#">Submit comments to Council</a>			

**Subject/Title:** Site Plan Approval Application Submission – 675 Brook Road North – Expansion to Industrial Property

## RECOMMENDATION:

THAT the Staff Report and application be received by Council; and,  
THAT the application be referred to the Planning Department for a report.

## 1. STRATEGIC PLAN

N/A

## 2. PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Approval (SPA) applications and Amendments, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including but limited to building layout, access, parking, landscaping, servicing and grading.

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the subject lands, in an area visible from the public realm, notifying the public of the submitted SPA application to the Municipality. The sign must include information in regard to the proposal, and a contact number for the Town of Cobourg Planning Department, where plans can be made available for the public to view. The sign is being prepared and will be erected on-site within 10 business days. Additionally, the Planning Department provides written notice of complete SPA applications to Council, and all SPA Applications are considered by Council in open session prior to final approval. Finally, information relating to the SPA application is

posted on the municipal website under the Planning Applications page (Planning & Development).

### 3. PURPOSE

The purpose of this report is to advise Council and public of submission of a complete Site Plan Approval (SPA) application, and to recommend that Council receive the formal application and refer it to the Planning Department for a report.

### 4. ORIGIN AND LEGISLATION

In August 2021, a complete application was received by the Planning Department from Bel-Con Design Builders Ltd. on behalf of Canadian Wear Technologies Ltd. for an expansion of the existing Industrial development at 675 Brook Road North. Upon review of the submission, Planning staff can confirm it is consistent with the *Planning Act* requirements. Section 41(2)(4) of the *Planning Act* authorizes the municipality to review and ensure appropriate development is approved in compliance with the Town of Cobourg's Official Plan or applicable Secondary Plans, Zoning By-law and applicable guidelines and standards. Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete application within 30 days after its receipt by Council, the owner may appeal the application to the Ontario Land Tribunal (OLT).

### 5. BACKGROUND

The Industrial Development is located along Brook Road North, part of County Road 20, north of Brook Creek on the west side of the road. It was formally the Winchester-Western facility. The proposed addition to the existing development will be taking place on the rear portion of the subject site. The proposal includes the demolition of approximately 314 m<sup>2</sup> of existing structure to introduce 936 m<sup>2</sup> of a new attached addition. The subject property is approximately 15,788 m<sup>2</sup> in area with a lot frontage of 120 metres and depth of 130 metres. Refer to **Schedule "A" Context Map** attached.

The subject property is designated "Light Industrial" as per the Schedule X1, the Land Use Plan of Cobourg East Community Secondary Plan, and zoned "Light Industrial" (LM) in the Comprehensive Zoning By-law No. 85-2005. Additionally, the subject property is partially located within the Ganaraska Region Conservation Authority (GRCA) Regulatory area, and subject to GRCA permitting and review.

The proposed one-story industrial expansion is to accommodate additional storage and distribution for Canadian Wear Technologies operations. Refer to attached **Schedule "B" Site Plan** attached.

The following plans and reports were submitted in support of the development:

- i. Architectural Site Plan – Existing & Proposed
- ii. Survey Plan
- iii. Stormwater & Servicing Report
- iv. Pre & Post Development Drainage Plan
- v. Grading Plan

## **6. ANALYSIS**

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this stage. The application package is being circulated to the Development Review Team (DRT) and applicable Agencies/Committees for review and commentary before being brought back to Council for consideration.

## **7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS**

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. All Industrial development and amendments are currently exempted from Planning Fees, however the owner has submitted the required deposit of \$2,000.00 for the proposed development.

## **8. CONCLUSION**

The Site Plan Approval application is only being received by Council at this time and a thorough analysis of the proposal will be presented to Council once reviewed by the Development Review Team and applicable Agencies/Committees and prior to final consideration of the development.