

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



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| Report to: | Mayor and Council Members | Priority: | <input type="checkbox"/> High <input checked="" type="checkbox"/> Low |
| Submitted by: | Kaveen Fernando, Planner I Planning Department kfernando@cobourg.ca | Meeting Type: | Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/> |
| Meeting Date: | March 29, 2021 | | |
| Report No.: | SPA-04-21 | | |
| Submit comments to Council | | | |

Subject/Title: Site Plan Approval Application - Temporary Sales Centre
Rondeau Lands - North side of Elgin St E and Brook St N

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 March 2021, a complete application was received by the Planning Department from Tribute Communities on behalf of Rondeau (Cobourg) Ltd. for a Temporary Sales Centre located on the north side of Elgin Street East, just east of 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. 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 Local Planning Appeal Tribunal (LPAT).

5. BACKGROUND

The proposed Sales Centre is located within the Cobourg East Community Secondary Plan at the intersection of Brook Road North and Elgin Street East as highlighted in the attached context map. The site area subject to the proposed Sales Centre is approximately 5,000 m² (0.5 Hectares) in size; frontage being 100 m and depth being 50 m which is a small portion of the overall land holding. Refer to **Schedule "A" Context Map** attached.

The proposed Sales Centre site is located within the designated Phase I area of Schedule X4 - Phasing Plan for Cobourg East Secondary Plan, and as such, the subject property is designated "Mixed-Use Main Street Light" according to the Cobourg East Community Secondary Plan and is zoned "Cobourg East Mixed Use Holding (CEMU)" in the Comprehensive Zoning By-law #85-2003.

The proposal consists of a one (1) story commercial building of approximately 285 m² in area with a proposed driveway access from Elgin Street East, and a total of 15 parking spaces (14 regular stalls and 1 barrier free stall). Refer to **Schedule "B" Site Plan** and **Schedule "C" Building Design** attached.

The submission consists of the following plans and reports in support of the application;

- I. Site Plan designed by Cassidy + Company, March 12, 2021
- II. Site Servicing Brief by Cassidy + Company, February 20, 2021
- III. Architectural Plans by Cassidy + Company, February 20, 2021
- IV. Photometric/Lighting Plans by D.G. Biddle & Associates Limited, March 2021
- V. Grading Plans by D.G. Biddle & Associates Limited, March 2021

- VI. Erosion and Sediment Control Plan by D.G. Biddle & Associates Limited, March 2021
- VII. Certified Survey
- VIII. Key Map

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 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. The owner has submitted an applicable fee and deposit of \$5,850.00 for the proposed development.

8. CONCLUSION

The SPA 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 approval of the development.

Report Approval Details

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| Document Title: | <u>Site Plan Approval Submission - Rondeau Lands Temporary Sale Centre.docx</u> |
| Attachments: | <u>Schedule A Context Map.png</u> ; <u>Schedule B Site Plan.pdf</u> ; <u>Schedule C Building Design.pdf</u> |
| Final Approval Date: | Mar 19, 2021 |

This report and all of its attachments were approved and signed as outlined below:



Glenn J. McGlashon, MCIP, RPP
 Director of Planning & Development



Glenn McGlashon, Director of Planning and Development - Mar 19, 2021 - 2:13 PM

Tracey Vaughan, Chief Administrative Officer - Mar 19, 2021 - 2:13 PM