

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Kaveen Fernando Planner I - Development Planning Department kfernando@cobourg.ca	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	April 26, 2021		
Report No.:	Z-01-2021 (SUB)		
Submit comments to Council			

Subject/Title: Notice of Complete Application for Plan of Subdivision –
Kwendill Holdings (Russell) Lands - Kerr Street

RECOMMENDATION:

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

FURTHER THAT the notice requirements of the Planning Act, R.S.O. 1990, c.P.13, as amended, be implemented, including the scheduling of a Public Meeting.

1. STRATEGIC PLAN

N/A

2. PUBLIC ENGAGEMENT

Section 51 (20) of the Planning Act, R.S.O. 1990, c.P.13, as amended prescribes statutory notice requirements for a complete Draft plan of Subdivision application, and for the scheduling of a public meeting.

Notice of a complete plan of subdivision application and notice of a public meeting can be provided together. The Municipality is required to give notice by either:

- a) Publication in a newspaper that is of sufficient circulation in the area which the application applies; or
- b) Personal or ordinary service mail to every land owner within 120 metres of the subject land, and by posting a notice, clearly from a public highway or other place the public has access on the subject land, or a location chosen by the municipality.

The Municipality's notification procedures for complete applications and public meetings include both a) and b) above, including the posting of a sign on the frontage of the property, which meet and exceed the notice requirements prescribed by the *Planning Act*. In addition, the Town provides this Report to Council for information purposes in open session and posts relevant information regarding the development on its Planning Applications page of the municipal website (Planning & Development).

3. PURPOSE

The purpose of this Report is to advise Council and the public of the receipt of an application for Draft Plan of Subdivision, and to recommend that Council refer the application to the Planning Department for a Report and direct that the notification requirements to be implemented in accordance with the Planning Act and municipal procedures.

4. ORIGIN AND LEGISLATION

On April 12, 2021, the Planning Department received an application for approval of a Draft Plan of Subdivision from RFA Consultants on behalf of Kwendill Holdings Limited for an approximately 6.21 Hectare (15.3 Acre) parcel of industrial land located south of Kerr Street which is to be subdivided into six (6) lots for general industrial use. Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the Ontario Planning Act and the Town of Cobourg's Official Plan, and is suitable to be formally received by Council. Pursuant to the provisions of the Planning Act, if the Municipality fails to approve the complete application within 120 days after its receipt by council, the Owner may appeal the application to the Local Planning Appeal Tribunal (LPAT).

5. BACKGROUND

The property located south of Kerr Street is a vacant 6.21 Hectares (15.3 Acre) parcel, abutting the CN Railway to the south and CNR spur line to the west. The area of land to the west of the spur line is currently the subject of an application for a Consent to Sever with the future purpose of amalgamating with the existing Home Hardware storage yard. The subject property has an approximate frontage of 389.8 metres (1,278.7 feet) along the south side of Kerr Street, which is illustrated in the attached **Schedule "A" - Context Map**.

The subject lands are designated as "Employment Area" and located within the "Built Boundary" on Schedule "A" Land Use Plan of Town of Cobourg's Official Plan, and zoned "General Industrial (GM)" in the Town of Cobourg's Comprehensive Zoning By-law. As per the Town of Cobourg's Transportation Plan, the recently built Kerr Street located along the north side of the property is a designated "Arterial Road" on Schedule "E", providing adequate transportation and servicing capacity for future land use operations.

The proposed six (6) industrial lots will be subject to Site Plan Approval prior to future development. Please refer to the attached **Schedule "B"** for proposed Development Subdivision Plan of the lot.

The following attachments are provided for reference purpose;

Schedule “A” – Context Map

Schedule “B” – Development Subdivision Plan

The following plans and reports have been submitted in support of the application;

- Plan of Subdivision Application
- Planning Justification Report
- Development Site Plan
- Draft Plan
- Storm Water Management Report
- Geotechnical Report
- Erosion and Sediment Control Plans
- Functional Servicing Report
- Grading Plan
- Reference Plan (39R-13906)
- Reference Plan (39R-8306)
- Tree Inventory and Assessment
- Details Plans

6. ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this time. The application package is being circulated to the Development Review Team and applicable agencies/committees for review and comment before being brought back to Council for consideration. Formal public notifications of the application and future public meeting will be provided in accordance with *Planning Act* regulations and municipal notification procedures.

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 the requisite \$10,060.00 in application fees and deposits.

8. POLICIES AFFECTING THE PROPOSAL

The Primary policies affecting this application relate to the Provincial Policy Statement (PPS), A Place to Grow Growth Plan, County Official Plan and the Cobourg Official Plan.

9. COMMUNICATION RESULTS

This Report is intended to: advise Council and the public of the receipt of the application; and, to recommend that Council formally receive the application, refer the application to the Planning Department for a report, and implement the public notification requirements of the *Planning Act* and Municipality, including the scheduling of a Public Meeting.

10. CONCLUSION

The application package and supporting information is deemed complete and is being circulated to the Development Review Team and applicable agencies/committees for review and comments before being brought back to Council for consideration.

Please contact the Planning Department if you have any questions or concerns.

Report Approval Details

Document Title:	Notice of Complete Application for Plan of Subdivision – Kwendill Holdings (Russell) Lands - Kerr Street
Attachments:	
Final Approval Date:	Apr 22, 2021

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

Glenn McGlashon, Director of Planning and Development – April 22, 2021 - 10:05 AM



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

