

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input type="checkbox"/> High <input checked="" 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>	<b>May 31, 2021</b>		
<b>Report No.:</b>	SPA-04-21		
<a href="#">Submit comments to Council</a>			

**Subject/Title: Site Plan Approval Application - Temporary Sales Centre - Tribute Communities - North Side of Elgin St E and Brook Rd N**

## RECOMMENDATION:

THAT the Staff Report be received by Council for information purposes; and,  
 FURTHER THAT the By-laws in Figure 4 and Figure 5 of the Staff Report be endorsed and presented to Council which: i) authorize the Mayor and Municipal Clerk to execute a Development Agreement with Tribute (Cobourg) Limited and Lakefront Utility Services Inc. for the construction of a proposed temporary sales centre located on the north side of Elgin Street East, east of Brook Road North, subject to the finalization of details by municipal staff and external agencies; and, ii) remove the Holding (H) Symbol from the subject lands.

### 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, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including building layout, access, parking, landscaping, servicing and grading to name a few.

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 that an application for SPA has been submitted 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.

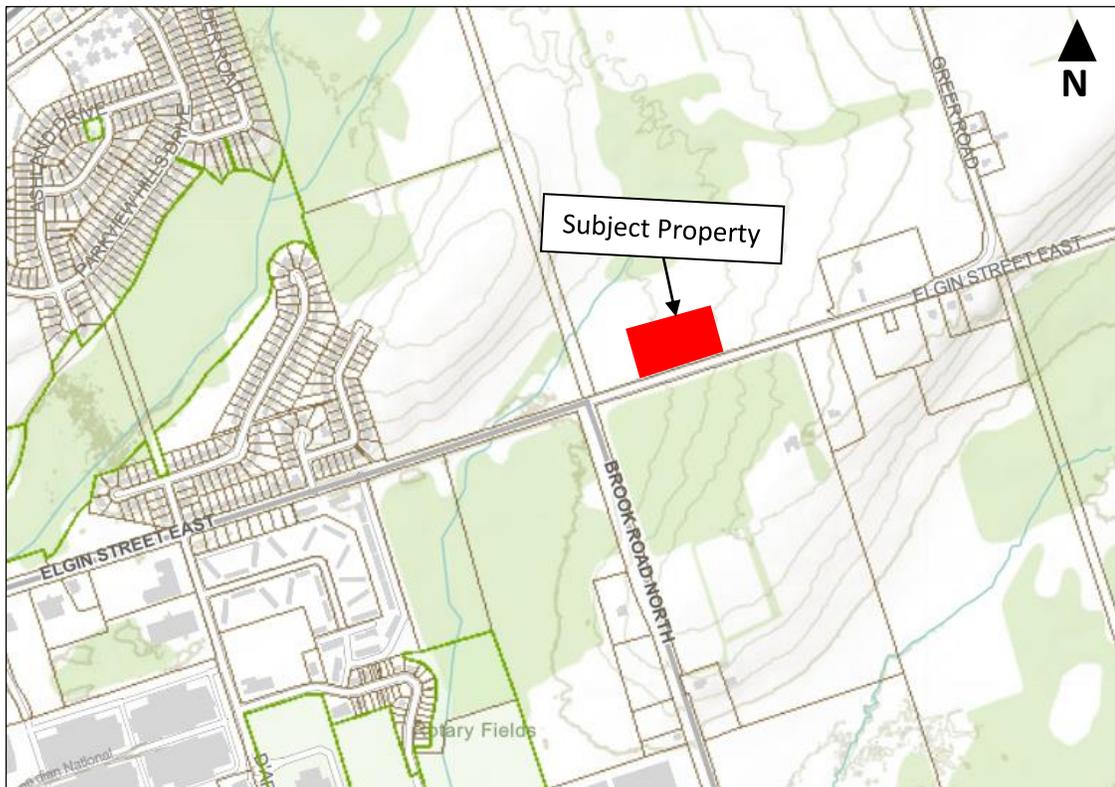
Additionally, the Planning Department provided a written notice of this complete SPA application to Council on March 29, 2021, and all SPA applications are considered by Council in open session prior to final approval. Finally, information relating to the SPA application was posted on the municipal website under the Planning Applications page (Planning & Development).

### 3. PURPOSE

The purpose of this report is to advise Council of the details of the SPA application and provide a recommendation for Council's consideration.

### 4. ORIGIN AND LEGISLATION

The Site Plan Approval (SPA) application submitted by Tribute Communities on behalf of Tribute (Cobourg) Limited was reviewed by the Development Review Team (DRT) members to ensure compliance with applicable policies and regulations. As illustrated in the map below, the temporary sales centre site is part of the overall development, located on north side of Elgin Street East, east of Brook Road North (formerly known as the Rondeau (Cobourg) Limited lands).



In March of 2021, an application for Site Plan Approval (SPA) was received by the Planning Department from Tribute Communities on behalf of Tribute (Cobourg) Ltd. for a Temporary Sales Centre. The Planning Department confirmed that the application was complete in accordance with the provisions of

the *Planning Act*. Council formally received the SPA application, and referred it to the Planning Department for a report, on March 29, 2021.

## 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 m<sup>2</sup> (0.5 Hectares) in size; frontage being 100 m and depth being 50 m, which is a small portion of the overall land holding.

The proposed Sales Centre 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” 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 m<sup>2</sup> in area with a proposed driveway access from Elgin Street East, and a total of 26 parking spaces (25 regular stalls and 1 barrier free stall). Refer to **Figure 1 - Site Plan** and **Figure 2 - Building Elevations** attached.

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

- I. Site Plan designed by Cassidy + Company
- II. Site Servicing & Stormwater Management Strategy/Brief by D.G. Biddle & Associates Limited
- III. Architectural Plans by Cassidy + Company
- IV. Photometric/Lighting Plans by D.G. Biddle & Associates Limited
- V. Site Servicing & Grading Plans by D.G. Biddle & Associates Limited
- VI. Erosion and Sediment Control Plan by D.G. Biddle & Associates Limited
- VII. Landscape Plan by Henry Kortekaas & Associates Inc, May 2021
- VIII. Certified Survey
- IX. Key Map

## 6. ANALYSIS

The following attachments are included for reference purposes:

- Figure 1** - Site Plan
- Figure 2** - Building Elevations
- Figure 3** - Landscape Plan
- Figure 4** - Agreement Authorization By-law
- Figure 5** - Holding (H) Symbol Removal By-law

### Summary

The following key points highlight the site condition and design specifications:

- The applicant is proposing to develop the temporary sales centre at the north-east corner of Elgin Street East and Brook Road North to provide convenient and accessible service for potential future buyers, while not harming the existing Environmentally Constraints lands to the west. It is anticipated that the sales centre will occupy the site for upwards of five (5) years until Phase 1 of the development (to the west) is well under construction and more housing product and model homes become available. The site will be restored to current or better conditions once the need for the sales centre ends.
- The development site is currently greenfield lands, however, it is anticipated to form part of the future land development process (Phase 7 of the overall development Phasing Plan).
- The development will be serviced with private sewer and water connections with a buried non-potable water tank and buried sewage holding tanks to the specifications and approval of the County of Northumberland. Refer to **Figure 1 - Site Plan**.
- A single driveway access is proposed from the north side of Elgin Street East to the sales site for all customers, employees and service vehicles.
- The existing site will be filled and re-graded prior to construction by moving earth from the Phase 1 of the Subdivision. The proposed alteration is being reviewed and approved by the Ganaraska Region Conservation Authority (GRCA) and Engineering Department through a Fill and Site Alteration Permit according to Engineering guidelines.
- The stormwater management system is designed to respect the existing Environmental Constraint area to the west and to fully utilize the natural drainage without introducing any artificial mechanisms or equipment. The design will be fully “green” without negative harm being imposed on the existing eco-system. The GRCA, County of Northumberland and the Town of Cobourg Engineering Department have reviewed and approved the plans.
- The main driveway access and the barrier free parking stall will be asphalted, while the rest of the parking lot will be pervious using gravel. Refer to **Figure 3 - Landscape Plan**.
- Parking for 26 vehicles is proposed for the development (25 regular + 1 barrier free).
- The proposed development will be fully accessible-friendly and the design of the proposed sales centre will entail contrasting color strips along the

length of the walkway to the main front entrance and a 0.3 metre wide attention indicator between the barrier free walkway and parking area as per Ontario Building Code. The barrier free parking is provided within the minimum distance to the main entrance and as per the Ontario Building Code specifications.

- Approximately 64 metres of existing scrub hedgerow is to be cleared along the road frontage (Elgin Street East) of the property to provide better visibility and access to the property.
- The cleared flora will be compensated through proposed trees along the parking south edge of parking area, on the west side of the sales centre and around the development with a total of 8 trees. Additional number of shrubs (300+) of different genus along the front (south side), along the walkway (east side) and near the entrance driveway of the sales pavilion will be introduced as per the attached **Figure 3 - Landscape Plan**.
- Waste and recycling will be monitored within the site and collected through a private service at Tribute Homes' expense.

## 7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

There are no anticipated negative financial implications imposed on the Municipality as a result of this application. The applicant has submitted the applicable fee and deposit of \$5,850.00 for the proposed development. All costs associated with the preparation and registration of the agreement will be borne by the applicant.

## 8. CONCLUSION

It is the opinion of Planning Department staff that the application by Tribute Communities on behalf of Tribute (Cobourg) Limited for the construction of the proposed temporary sales centre with 26 parking stalls meets all applicable policies and standards, subject to the finalization of details by municipal staff and external agencies.