

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input 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:	July 19, 2021		
Report No.:	SPA-10-21		
Submit comments to Council			

Subject/Title: Site Plan Application Submission – 1025 Elgin Street West – Commercial Development

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 the 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 June 2021, a complete application was received by the Planning Department from Westdell Development Corporation on behalf of Tribute Asset Management Corporation for a new Commercial Development at 1025 Elgin Street West. 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, the Zoning By-law and applicable design guidelines/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 Commercial Development is proposed as part of the existing commercial plaza on Elgin Street and on the north-west corner of subject property abutting A&W fast food restaurant to the west, Staples to the south, and Northumberland Mall to the south-west. The subject property is approximately 12,979 m² or 1.298 hectares (Ha) in area with a frontage of 62.95 metres. Refer to **Schedule "A" Context Map** attached.

The subject property is designated "Shopping Node Area" in the Town of Cobourg's Official Plan and Zoned "Shopping Centre Commercial Exception 1 (SC-1)" in the Comprehensive Zoning By-law No. 085-2003. A Site Specific Exception By-law (091-2019) was granted for Shopping Centre Commercial Zone to establish one multi-unit commercial building and two restaurant buildings. The construction of the newly introduced building in front of Dollarama is nearing completion and one restaurant building already exists. The applicant has concurrently applied for a Minor Variance through Committee of Adjustment asking for approval to permit an additional multi-unit commercial building and a Non-Food Store Retail (NFSR) use, which will be heard at the July 20th, 2021 meeting. If granted permission, the application will be able to proceed with the proposed Site Plan Application. Refer to **Schedule "B" Site Plan** attached.

The proposed development is similar to the commercial pad under construction in front of Dollarama Building and plans to introduce 5 individual stores with 47 parking spaces in the existing underutilized parking lot area.

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

- Civil Plans
- Elevations
- Lighting Plan
- OBC Matrix
- Planning Justification Report
- Retail Study
- Site Servicing Brief
- Traffic Impact Study

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. It should be noted that a Minor Variance application for Committee of Adjustment has been submitted along with the SPA application in order to permit the proposed Non-Food Service Retail (NFSR) and another multi-unit commercial pad in Shopping Centre Commercial Zone.

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.