

# 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>	June 28, 2021		
<b>Report No.:</b>	Z-07-21 [SUB]		
<a href="#">Submit comments to Council</a>			

**Subject/Title:** Notice of Complete Application for Draft Plan of Subdivision –  
440 & 448 Elgin Street West

## 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). Finally, the applicant will be required to convene an open house to provide additional means of public engagement per municipal procedures.

### 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

In June of 2021, the Planning Department received an application for approval of a Draft Plan of Subdivision from RFA Consultants on behalf of Heli Homes Inc. for an approximately 0.76 Hectare (1.87 Acre) parcel of residential land located on the north side of Elgin Street West to accommodate 24 Townhouse Dwellings. 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 Ontario Land Tribunal (OLT).

### 5. BACKGROUND

The property located north of Elgin Street West is a vacant 0.76 Hectare (1.87 Acre) parcel, abutting residential development to the north and west, and the Minnie Pennel Arboretum/Cobourg Creek Lands to the east. The subject property is comprised of two different parcels municipally known as 440 Elgin Street West and 448 Elgin Street West. Combined together, the subject property has an approximate frontage of 126.5 metres along Elgin Street West. Refer to **Schedule "A"** Context Map attached.

The subject lands are designated "Stable Residential Area" and located within the "Built Boundary" on Schedule "A" Land Use Plan of Town of Cobourg's Official Plan. The property at 448 Elgin Street West is zoned "Residential Four" (R4) and 440 Elgin Street West is zoned "Residential Four with a Holding provision" [R4(H)] in the Comprehensive Zoning By-law. Both properties are now owned by Heli Homes Inc. The development will be located along an arterial (County) road and

have access to municipal infrastructure, which will be evaluated by the Development Review Team in the future.

The development was subject to an application for Site Plan Approval in early 2019 and more recently the owner has planned to proceed with a Draft Plan of Subdivision and Common Element Condominium to provide freehold lots for sale. Please refer to **Schedule "B"** Site Plan attached.

The following attachments are provided for reference purpose;

**Schedule "A"** – Context Map

**Schedule "B"** – Site 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
- Architectural drawings
- Renderings
- Storm Water Management Report
- Site Servicing
- Soil Report
- Erosion and Sediment Control Plans
- Functional Servicing Report
- Grading Plan
- Noise Study
- Reference Plan ( )
- Survey Plan
- Draft Condominium Plan
- Arborist Report
- Landscaping and details Plan
- Photometric Plan
- 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 \$11,140.00 in application fees and deposits.

## **8. 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.