



THE CORPORATION OF THE  
TOWN OF COBOURG

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# Request for Expression of Interest (RFEOI)

Sale and development of the town property located at 0 Thompson Street, Town of Cobourg

Legal Description: Part of Lot 10, Concession B, Parts 1 and 2, Cobourg, Ontario

**Date Issued: Tuesday, September 5, 2023**

## Introduction

The Town of Cobourg invites an Expression of Interest (EOI) from Respondents to provide an industrial development concept for the acquisition and development of the municipal property located at 0 Thompson Street (the "Property"). The Property is shown in Appendix 1, Figure 1.

The Town of Cobourg sees a unique opportunity to develop the Property for a light industrial building that will contribute to new employment opportunities and complement the Lucas Point Business and Industrial Park.

The objective is to seek the right proposal from a Respondent that would purchase the Property from the Town of Cobourg, enter into a purchase and sale agreement, secure site plan approval for the industrial development concept in 2024 and commence site development by spring 2025.

## Site Location

The Property is located on the south side of Thompson Street (between the two properties located at 130 Wilmott Street and 95 Normar Road). The Property is situated in the Lucas Point Business and Industrial Park which is located on the shore of Lake Ontario in the southeast corner of the Town of Cobourg within the County of Northumberland. The Property is 4.05 hectare (10.01 acres); however, the developable area will be impacted by environmental constraints. Preliminary study has been completed and the purchaser will be required to complete further study to determine developable limits.

## Site Servicing Details

### Water and Sanitary Sewer

There is a watermain and sanitary sewer on Thompson Street.

### Storm Sewer:

Existing storm sewer drainage coverage does not cover this area. A prospective developer would have to provide the Town with an engineering assessment of how the site will drain post construction. There is a ditch/creek on the site that heads east towards Normar Road. The storm runoff may be able to connect to Thompson Street, but this confirmation would require an engineering assessment.

### Electrical:

The site has overhead electricity fronting along Thompson Street. The applicant will be required to receive approval from Lakefront Utilities Inc. (LUI) through the Town's Site Plan Approval process and LUI's Offer to Connect process.

### Natural Gas:

Any works to extend natural gas services to the property limit may be at the sole cost of the proponent, in addition to any servicing and connection costs for the private development site.

## Development Principles

The request for Expression of Interest will be informed by the Official Plan's community development principles. The Town of Cobourg Official Plan principles applicable to this development are a healthy and economically viable community and financial feasibility.

### *Community Development Principle: Healthy and Economically Viable Community*

Decisions made with respect to the future of the Town of Cobourg will reflect the need to maintain a healthy and economically viable community.

The following objectives support this community development principle:

- i) To foster an economic climate and community structure that supports the viability of existing businesses and encourages the location of new employment opportunities in the community;
- ii) To provide for a range of commercial facilities to serve the residents of the Town and the surrounding area;
- iii) To build and maintain, (as is financially feasible), the physical services required to ensure the health, safety, and well-being of the community and to provide for the needs of employment uses;
- iv) To minimize or prevent conflict between sensitive development and potentially incompatible industrial, commercial, and institutional land uses.

### *Community Development Principle: Financial Feasibility*

Any change in the Town of Cobourg should be financially feasible both with respect to capital and operating cost.

The following objectives support this community development principle:

- i) To keep the capital and operating costs of public sector development in the Town of Cobourg at a level that can be borne financially by residents and businesses;
- ii) To ensure that the capital costs of new development are covered by charges derived from that new development;
- iii) To enhance the community's economic viability through the provision of opportunities for employment uses and the promotion of such development; and
- iv) To maintain a balanced ratio of non-residential/residential assessment.

## Planning Policies and Design Guidelines

The Property is located within the Lucas Point Business and Industrial Park. The Official Plan designates the Property as an Employment Area (Figure 2).

Please refer to the Official Plan policies relating to Employment Areas ([Chapter 3.10](#)).

The Property is zoned Light Industrial (LM) in Zoning By-law #85 – 2003 (Figure 3). The Light Industrial (LM) Zone permits the following uses:

- auction centre use;
- building supply use;
- call centre;
- communications production use including radio and television studios;
- custom workshop use for the production of clothing, furniture, metal ornaments;
- data processing use;
- education and training use;
- equipment rental;
- institutional use;
- laboratory use;
- light industrial uses which are substantially enclosed in buildings;
- printing and publishing use;
- public use in accordance with the provisions of Section 5.3.2, including a sewage treatment plant;
- research and development use;
- secondary uses are limited to: an eating establishment provided that the eating establishment is subordinate to and supports the main use on the site and does not exceed 10% of the gross floor area of the main buildings;
- service or repair use;
- trade or contractor's office, display and storage;
- warehouse and storage use.

The maximum permitted height for buildings in the Light Industrial (LM) Zone is 13 metres (43 ft.). It is the proponent's responsibility to fully review Zoning By-law #85-2003 including the LM Zone restrictions and any general provisions that would regulate development on this parcel. Any development proposed would be required to comply

with the Zoning By-law and would be subject to Site Plan Approval. Proponents are encouraged to review the Town of Cobourg's [Urban and Landscape Design Guidelines](#).

## Submission deadline

The deadline for this electronic submission shall be 4:00 p.m. local time on **Tuesday, October 31, 2023**, to [econdev@cobourg.ca](mailto:econdev@cobourg.ca).

**E-Mail Subject: 0 Thompson Street (Southside), Town of Cobourg**

## Property Environmental Site Assessment and Natural Heritage Assessment Reports

In 2021, a Phase I Environmental Site Assessment was completed to assess potential issues of environmental concern for the potential divesture of this site. The full report is provided as a separate attachment and for your consideration. Site Parcel B referenced in this report is the subject property for this Expression of Interest.

In addition, the Town of Cobourg conducted a Natural Heritage Assessment to assess the potential natural heritage features and determine the development potential of this property. The full report is provided as a separate attachment and for your consideration. The purchaser will be required to complete further study to determine developable limits on the Property.

## Site Plan Application

The following information is required to make a complete Site Plan Application (SPA), including, but not limited to:

1. Topographic Survey Plan, prepared by a certified Ontario Land Surveyor;
2. Site Servicing and Grading Plan, prepared by a professional civil engineer;
3. Architectural Elevations Plan, prepared by a qualified architect or designer;
4. Architectural Site Plan, Floor Plans, prepared by a qualified architect or designer;
5. Landscape Plan & Details, prepared by a qualified landscape architect or designer;
6. Stormwater Management Plan/Study, possible Geo-technical Report, prepared by a qualified civil/stormwater engineer;
7. Electrical Site Plan, Photometric Plan/Study, prepared by a qualified electrical consultant will be required to Lakefront Utility Services specifications;
8. All other relevant documentation and materials as per the SPA Guide.

## Submission Requirement

Expression of Interest submissions will be reviewed and short listed.

The criteria for reviewing the submissions include, but are not limited to:

- A narrative outlining the Respondent's vision for the site;
- How the proposed design concept addresses and aligns with the Official Plan's community development principles;
- Respondent's experience in developing comparable industrial projects; and
- Proposed timelines for a completed development.

A complete Expression of Interest submission should contain at a minimum:

- Letter of introduction and contact information;
- Detailed description of your project, including any photos, drawings, concept design or sketches, and provision of promotional materials;
- Respondent's experience and qualifications;
- Respondent's direct experience in development(s) of a similar nature;
- Estimated investment for the project and include purchase price per acre; and
- Project timeline.

## Evaluation Criteria

The criteria for reviewing the submissions are as follows:

- The quality of the submission proposal (10 points);
- Proponent's experience and qualifications (20 points);
- Proponent's project approach (10 points)
- Inclusion of community development principles (10 points)
- Experience in developing industrial projects (10 points)

## Short List Process

An Evaluation Team will be struck consisting of three (3) Municipal Staff. The Evaluation Team may also be supported by other Town staff who may be called upon to provide subject matter expertise. The Town reserves the right to elect, change, or disclose the identities of the Evaluation Team at its discretion, at any time. The Evaluation Committee will review submissions and recommend a proposal to Town Council for approval. The proponent with the recommended proposal may be requested to participate in an interview process and/or make a presentation to the Evaluation Team and/or Town Council. Council will make the final decision but reserve the right not to select the recommended proposal.

The goal is to select a company that has expressed interest in the Lucas Point Business and Industrial Park. After Council approves a proposal, the next step will be for the Town of Cobourg to enter into a purchase and sale agreement and initiate a pre-consultation meeting with the proponent prior to finalizing this agreement.

A pre-consultation meeting would be held between the applicant and the Development Review Team (DRT) to discuss the proposal and for the DRT to provide a list of required

drawings, reports, studies to be submitted by the applicant for a complete application submission for review by internal departments and external agencies. Typical requirements include but are not limited to: stormwater management reports, functional servicing reports, arborist reports, site plan and landscape drawings, architectural drawings and elevations, natural heritage evaluations, traffic impact reports, etc.

The applicant is encouraged to conduct their own due diligence for their proposal.

## Future Municipal Approvals

Development of the Property would be subject to Site Plan Approval under the *Planning Act*. The pre-consultation meeting would list the required application material to be submitted for circulation and review. Once drawings are approved by all departments and agencies, a Site Plan Agreement is entered into. The Site Plan Agreement, once finalized by all parties, would be registered on title of the lands, following which a Building Permit could be issued.

The pre-consultation meeting fee and the application fee for Site Plan Approval are the responsibility of the applicant. Additionally, the applicant is responsible for items such as Development Charges, cash-in-lieu of parkland, municipal securities, etc. that are standard for Site Plan Approval and Site Plan Agreements.

## Additional Approvals

Approvals and/or permits from the Ganaraska Region Conservation Authority (GRCA) may be required. GRCA Staff are part of the Development Review Team and provide their comments at the pre-consultation meeting and throughout the Site Plan Approval process.

Approval from Lakefront Utilities Inc. (LUI) and Lakefront Utilities Services Inc. (LUSI) will be required for electrical and water servicing to the Property.

There may be additional approvals and/or permits for the development of the Property.

## Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Those responding to the RFEOI are hereby advised that the Town of Cobourg is subject to the requirements of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.45, as amended.

## Municipal Discretion and Authority

The issuance of this RFEOI and receipt of responses to this RFEOI do not in any manner fetter the discretion or rights of the Town under any legislation including, but not limited to, the Municipal Act, 2001, S.O. 2001, c. 25, the Planning Act, R.S.O. 1990, c. P.13. Nothing in this RFEOI obligates the Town of Cobourg to enter into any contracts, agreements, or arrangements with any person or body that submits a response to the RFEOI, and no contract, agreement or arrangement is created between the Town and any person or body that submits a response to the RFEOI by way of making such submission. The Town, in its sole discretion, may decide that it does not wish to proceed with any project identified in the RFEOI or any such decision.

## Contact information

All questions regarding this Request for Expression of Interest must be received in writing by email no later than five (5) days prior to closing and must be directed to:

**Contact:** Melissa Graham – Economic Development Coordinator

**Email:** [econdev@cobourg.ca](mailto:econdev@cobourg.ca)



# Appendix

Figure 1: Site Context (highlighted in red)



Figure 2: Official Plan – Page 62 of 347 – Employment Area designation

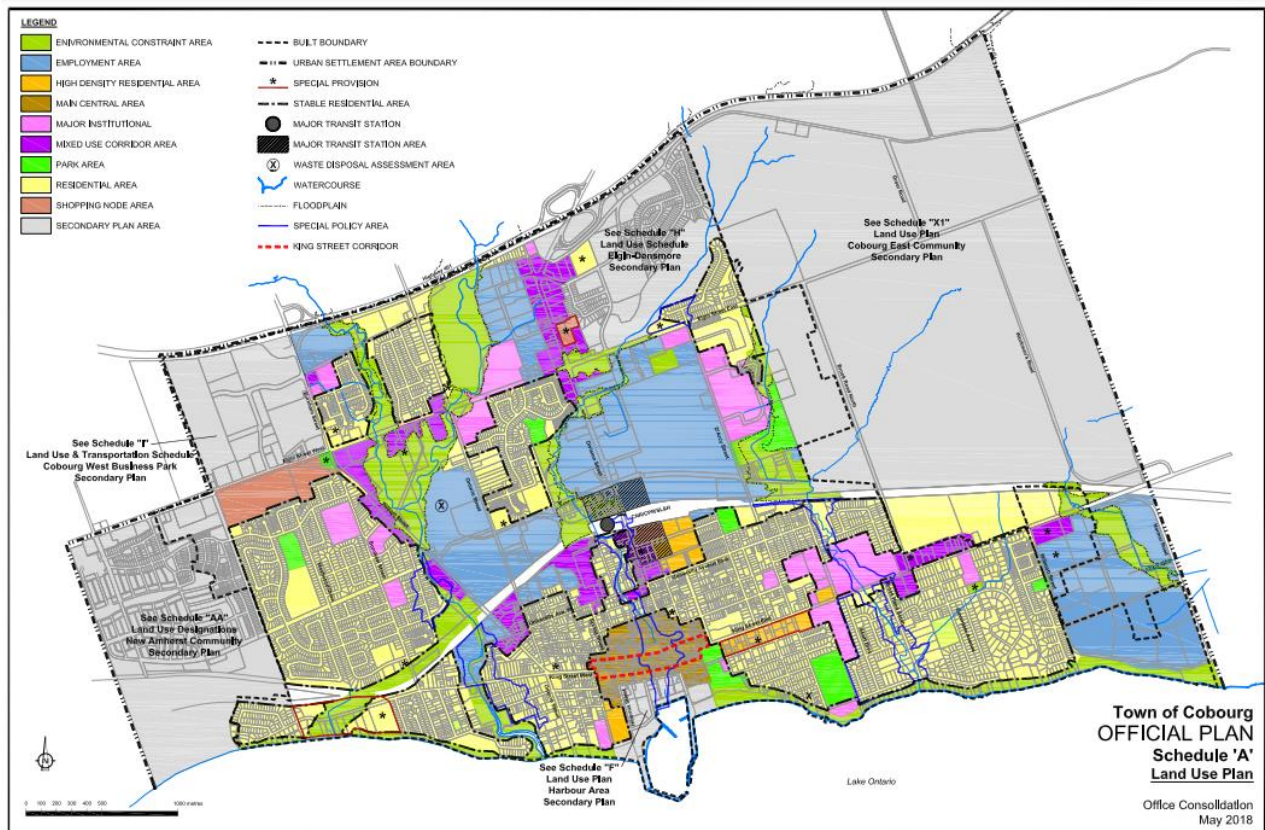




Figure 3: [Zoning By-law](#) – Light Industrial (Page 165 of 248)

## SECTION 16: LIGHT INDUSTRIAL (LM) ZONE REGULATIONS

### 16.1 GENERAL USE REGULATIONS

#### 16.1.1 Permitted Uses

- i) auction centre use;
- ii) building supply use;
- iii) call centre;
- iv) communications production use including radio and television studios;
- v) custom workshop use for the production of clothing, furniture, metal ornaments;
- vi) data processing use;
- vii) education and training use;
- viii) equipment rental;
- ix) institutional use;
- x) laboratory use;
- xi) light industrial uses which are substantially enclosed in buildings;
- xii) printing and publishing use;
- xiii) public use in accordance with the provisions of Section 5.3.2, including a sewage treatment plant;
- xiv) research and development use;
- xv) secondary uses are limited to: an eating establishment provided that the eating establishment is subordinate to and supports the main use on the site and does not exceed 10% of the gross floor area of the main buildings;
- xvi) service or repair use;
- xvii) trade or contractor's office, display and storage;
- xviii) warehouse and storage use.

#### 16.1.2 Permitted Accessory Uses

- i) accessory uses to the Permitted Uses under Section 16.1.1;
- ii) open storage;
- iii) office use;
- iv) wholesale;
- v) a single residential unit for a caretaker;
- vi) retail uses to a total maximum gross floor area of 15% of the gross floor area of the main building.

#### 16.1.3 Prohibited Uses

Prohibited uses, buildings and structures shall include:

- i) hazardous uses which do not comply with the requirements of The Environmental Protection Act;
- and**
- ii) retail and service commercial uses, with the exception of products produced and/or assembled on the premises which may be retailed from the premises provided that the retail operation occupies less than 15% of the gross floor area of the main building.

**16.1.4 Permitted Buildings and Structures**

- i) buildings and structures for the permitted uses, including an industrial mall building;
- ii) one dwelling unit for a caretaker in a portion of a building used for a permitted use;
- iii) accessory buildings and structures for the permitted uses.

**16.1.5 Lot Area**

1,400 square metres (15,000 sq.ft.) minimum.

**16.1.6 Lot Frontage**

30 metres (100 ft.) minimum.

**16.1.7 Lot Coverage**

40% maximum.

**16.1.8 Front Yard**

9 metres (30 ft.) minimum.

**16.1.9 Rear Yard**

7.5 metres (25 ft.) minimum.

**16.1.10 Interior Side Yard**

3 metres (10 ft.) minimum.

**16.1.11 Exterior Side Yard**

9 metres (30 ft.) minimum.

**16.1.12 Yards Abutting or Adjacent to Other Zones**

Where any lot line abuts a Residential, Institutional, Open Space or Development Zone or, where the lands on the opposite side of a street from a (LM) Zone are in such a zone, then any yard in the (LM) Zone abutting or opposite an area in such a zone shall have a minimum width of 9 metres (30 ft.) and shall not be used for open storage or loading facilities.

**16.1.13 Landscaped Open Space**

Minimum 20% of the lot.

**16.1.14 Building Height**

13 metres (43 ft.) maximum.

**16.1.15 Parking and Loading**

In accordance with the provisions of Section 6.

**16.1.16 Regulations for Accessory Buildings and Structures**

Accessory buildings and structures not attached to the main building shall:

- i) not be used for human habitation;

- ii) not be built closer to the front lot line than the main building on the lot;
- iii) not exceed 15% coverage of the lot area, provided that the coverage of all buildings and structures on the lot shall not exceed 40% of the lot area;
- iv) meet all other yard requirements of the LM Zone;
- v) be located a minimum of 3 metres (10 ft.) away from any other building or structure on the lot;
- vi) be a maximum of 13 metres (43 ft.) in height.

#### **16.1.17 Property Abutting Railway Mainline**

Where any (LM) zone abuts a railway main line:

- i) new industrial buildings to be used for employment purposes (service shop, factory, workshops, laboratory, research and development, etc.) shall be set back from the mutual property line a minimum of 15 m (50 ft.) in conjunction with a 2.0 m (6.5 ft) high earthen berm. A minimum setback of 60 m (200 ft) from the mutual property line is required if a berm is not to be provided;
- ii) new industrial building not to be used for employment purposes (warehouse and storage, etc.) shall be set back from the mutual property line a minimum of 15 m (50 ft);
- iii) new dwelling units or other sensitive land uses (day cares, senior care facilities, emergency care facilities, etc.) shall be set back from the mutual property line a minimum of 30 m (98 ft.) in conjunction with a 2.5 m (8 ft) high earthen berm. A minimum setback of 120 m (395 ft) from the mutual property line is required if a berm is not to be provided;
- iv) the earthen berm is required to have side slopes of 2.5 to 1 abutting and parallel to the mutual property line with returns at the ends;
- v) a 1.83 m (6 ft) high chain link security fence is required along the mutual property line with the railway; and
- vi) the appropriate railway will be notified of any new residential development or other new sensitive land uses for any lands that abut a railway main line requiring approval under the Planning Act R.S.O. 1990, c.P. 13, as amended;
- vii) new dwelling units or other sensitive land uses (day cares, senior care facilities, emergency care facilities, etc.) within 75 metres of a railway main line will require a vibration study to determine if mitigation measures are required; and
- viii) new dwelling units or other sensitive land uses (day cares, senior care facilities, emergency care facilities, etc.) within 500 metres of a railway main line will require a noise study to determine if mitigation measures are required.

#### **16.1.18 Railway Yards:**

- i) The minimum setback for new residential dwelling units and other new sensitive land uses (day cares, senior care facilities, emergency care facilities, etc.) from a railway yard property line is 300 m (1,000 ft). Notwithstanding, 'Lots of Record' or other infilling circumstances within the 300 m (1,000 ft.) setback from a railway yard property line which do not require a rezoning, minor variance, official plan amendment, plan of subdivision or plan of condominium approval, may be developed on an individual basis and in consultation with the appropriate railway if it has been demonstrated that the development/redevelopment meets Provincial Standards and/or Guidelines for noise and vibration and land use incompatibility, through the implementation of mitigation measures and setbacks.
- ii) Where any lands zoned (LM) are within 500 m (1,640 ft) of a railway yard property line, such lands shall be considered to be within an area of potential influence. Any new development/redevelopment of lands

within this area of potential influence for residential or other sensitive land uses, will require a noise and vibration study. If it can be demonstrated that the development/redevelopment can satisfy Provincial Standards or Guidelines for noise and vibration then the development/re-development may proceed, subject to implementing any mitigation measures and setbacks required to satisfy the aforementioned Provincial Standards or Guidelines; and

- iii) The appropriate railway will be notified of any new residential development or other sensitive land uses within the 500 m area of potential influence abutting a railway yard property line.

**16.1.19 Setback from Environmental Constraint Zone**

Where any LM Zone abuts an Environmental Constraint (EC) Zone, all buildings and structures shall be set back a minimum of 3 metres (10 feet) from the boundary of the EC Zone.

**16.1.20 Open Storage**

Open storage of goods and materials shall be permitted provided that:

- i) any storage area shall not be permitted: in the front yard; or within 9 m (30 ft) of any lot line abutting a street; or within 9 m (30 ft) of a property line abutting a Residential, Institutional, Open Space or Development Zone;
- ii) the storage area is enclosed by a masonry or stone wall, solid wood or closed chain link fence, and such wall or fence shall have a minimum 1.8 m (6 ft.) in height; and
- iii) the storage area has a maximum lot coverage of 20%.

The provisions of this section shall not apply to the Town's sewage control plant and works yard.

**16.1.21 Refuse and recycling enclosures**

Refuse and recycling enclosures are permitted under the following regulations:

- i) any refuse and recycling enclosures shall only be located only in the side or rear yards; and
- ii) the refuse and recycling enclosure shall be constructed of an architectural concrete block, masonry, stone, stucco, and/or brick (ie: consistent with the construction of the primary building) with a minimum 1.8 m (6 ft.) in height.