



PLANNING • CIVIL • STRUCTURAL • MECHANICAL • ELECTRICAL

# PLANNING RATIONALE

## 1025 ELGIN STREET WEST, COBOURG

PROPOSED MINOR VARIANCE to Permit  
One Additional Free-Standing Commercial Building

Prepared by:  
Strik Baldinelli Moniz Ltd  
301, 1599 Adelaide St. N.  
London, ON, N5X 4E8

Prepared for:  
Tri Bate Management  
782 Richmond Street  
London, ON, N6A 3H5



**CONTENTS**

**1 Introduction..... 1**  
**2 Overview ..... 2**  
**3 Request..... 3**  
**4 Rationale ..... 4**  
**5 Minor Variance Tests..... 4**  
**6 Closing ..... 7**

**FIGURES**

Figure 1 Aerial View of Subject Property (1025 Elgin Street, Cobourg) ..... 1  
Figure 2 Land Use Context, Northumberland County Mapping. .... 3

**APPENDICES**

- Appendix A Preliminary Site Plan
- Appendix B Building Elevations
- Appendix C Pre-Consultation Comments
- Appendix D Market Demand & Impact Brief (submitted under separate cover)

# 1 INTRODUCTION

Strik Baldinelli Moniz Ltd. has been retained by Tri Bate Management, to prepare an application for Minor Variance, including this planning rationale in support the proposed application. The proposed Minor Variance pertains to the property known as 1025 Elgin Street West (the “Subject Property”) in Cobourg, ON.

The purpose of the Minor Variance is to permit the development of one new commercial building, consisting of a maximum 650 m2 in gross floor area (GFA) for retail and/or restaurant land uses. Enclosed are the Preliminary Site Plan and Building Elevations.

The proposed development is subject to Site Plan Control here further details and urban design principles would be reviewed. Preliminary high level comments have been received (refer to then enclosed Response from Development Review Team, dated January 9, 2020).



Figure 1 Aerial View of Subject Property (1025 Elgin Street, Cobourg)

## **2 OVERVIEW**

The subject property is generally located southeast of the intersection of Elgin Street West and Strathy Street. The property has a Lot Area of 12,781 square metres with approximately 62 m of frontage onto Elgin Street West – a major arterial corridor. Presently, there is an existing commercial retail building (Staples) toward the rear (south) of the Subject Property that is 1,858 m<sup>2</sup> in building area, as well as the associated surface parking. Access to the Subject Property is provided directly to Elgin Street West, across from Courthouse Road. Secondary access is also provided to the site from the adjoining commercial lands to the west and east (Refer to Figure 1). The commercial node, including Northumberland Mall and the adjacent supplemental commercial developments, are designed to be a cohesive regional shopping facility, drawing patrons from the Town of Cobourg, surrounding communities, and beyond.

Surrounding the Subject Property there is primarily commercial uses.

- North of Elgin Street is the Cobourg West Business Park, comprised of. Fronting onto Elgin Street, there are commercial uses including: car repair shops, dealerships, and a variety of commercial and retail uses, as well as a Religious Assembly. Further north is a large format “big box” development, which includes a Walmart, Home Depot and approximately 282,000 square feet of retail and service GFA. Highway 401 is located beyond the Northumberland Hills Hospital, approximately 1 km of the Subject Property
- East of the Subject Property is the Victoria Place retail plaza, including restaurants and convenience store, among other smaller retail/service commercial units.
- West of the Subject Property is the Northumberland Mall, with over 40 tenants, including a movie theatre, retail and restaurant uses.
- South of the Subject Property is the established Westwood residential area, primarily consisting of single detached dwellings, school and parks. Southwest of the subject site is the developing New Amherst community, adding to the population growth for commercial demand in the area.



Figure 2 Land Use Context, Northumberland County Mapping.

### 3 REQUEST

We formally request the following Minor Variance from the Town of Cobourg Zoning By-law for the Committee of Adjustment’s review and consideration:

Regulation	Request
<p><b>13.2.1.4.viii) Free-Standing Buildings:</b>                      Three (3) free-standing buildings are permitted in the parking lot area of property zoned SC-1 and shall contain:</p> <ul style="list-style-type: none"> <li>i) Two single storey restaurant buildings; and</li> <li>ii) One multi-unit commercial building with a maximum gross floor area of 930m<sup>2</sup>.</li> </ul>	<p>That this regulation be varied to permit one (1) additional multi-unit building with a maximum gross floor area of 650 m<sup>2</sup>.</p>

#### **4 RATIONALE**

The reason for the request is to increase the number of free-standing buildings from 3 to 4, representing an increase of 650 m<sup>2</sup> of GFA. The SC-1 Zone Exception currently permits three freestanding buildings. To date, only one free-standing building has been constructed (A&W restaurant). The request represents an additional building, while protecting the development capability and interest of the adjacent property owner (Trinity Development Group) that originally sought the zoning amendment to approve the SC-1 Zone Exception in 2019.

The proposed additional commercial and restaurant uses would be insignificant in comparison to the existing surrounding commercial uses and regional-based commercial development in the immediate vicinity. For instance, Northumberland Mall, which is immediately adjacent to the site is 34,570 m<sup>2</sup> of GFA on its own. The proposed development would consist of 650 m<sup>2</sup>, or less than 2% of the Mall's GFA. In support of the request, a Market Demand and Impact Brief has been completed by UrbanMetrics Inc.(April 2021). The Brief has confirmed that the proposed development would *“have no impact on the existing commercial facilities, including those located in the Cobourg Main Central Area, and will not restrict other proposed commercial developments or any existing commercially designated vacant lands from ultimately developing”*.

Further, the Brief identified that there would be a significant shortfall of commercial designated lands within the primary and secondary trade areas, stimulated by significant population growth anticipated in the Town of Cobourg and surrounding communities of Northumberland County (except Trent Hills).

The proponent, Tri bate Management, already has two tenants (Mary Brown's Chicken and Fat Bastard Burrito). with confirmed interest in leasing portions of the proposed 650 m<sup>2</sup> building for restaurant uses. The requested variance would allow the imminent infill development of the underutilized commercial site with appropriate land uses.

#### **5 MINOR VARIANCE TESTS**

In accordance with the requirements of the Planning Act, in the consideration of an application for Minor Variance, there are the following “four tests” that are required to be satisfied.

- a) Does the proposal maintain the general intent and purpose of the Official Plan?
- b) Does the proposal maintain the general intent and purpose of the Zoning Bylaw?
- c) Is the proposal minor in nature?
- d) Appropriateness of the Variance for the desirable development of the lot

**a) Conformity with Official Plan**

In the opinion of the writer, the Minor Variance being requested would conform to the general aim of the County of Northumberland Official Plan and the Town of Cobourg Official Plan.

The County's Growth Management Strategy anticipates the Town of Cobourg population to increase by 5,200 people by 2031, increasing the population to 23,400. The Strategy also emphasizes the need for intensification within Cobourg's settlement area boundary and encouraging infill of underutilized sites, such as employment, institutional and commercial areas.

The subject site is identified in Schedule A of the Northumberland County Official Plan as being within the Built Boundary. The Town of Cobourg Official Plan's Shopping Node land use designation (Schedule A) contemplates a broad range of commercial, office, institutional, parks, and residential uses within an comprehensive unit (Section 3.8).

Policy 3.8.3 sets out the evaluation criteria for new development within existing Shopping Nodes, including:

- i. No impact on viability of established commercial areas, particularly the Main Central Area.
- ii. Located on an arterial road.
- iii. Adequate off-street parking is provided.
- iv. Can be appropriately integrated with existing adjacent businesses and buffered from sensitive uses.
- v. Proposes a mix of uses, including high density residential and/or office uses.
- vi. Development is street and transit oriented with parking kept to a minimum.

The rationale for this variance and the conformance with the Shopping Node designation of the Official Plan is as follows:

i) A Market Study and Impact Brief has been completed in support of the proposed development (enclosed), in accordance with Section 3.8.3.2 of the Official Plan and contemplates the Growth Management Study, which anticipates significant population growth in the Cobourg and surround areas. The Brief further demonstrates that there would be no adverse impacts to the commercial uses within the immediate vicinity or with the Main Central Area.

ii) The proposed commercial development is located with access to Elgin Street West, a four-lane divided arterial roadway, which is designed to accommodate high volumes of vehicle traffic operation and demands. The large east-west gateway is also appropriate for vehicle-oriented, large format, and high turn-over commercial uses that are less suitable for "main street" corridors or more pedestrian-oriented streets.

iii) The Northumberland Mall shopping node is afforded with ample parking that does not suffer from extreme parking deficiencies. The Preliminary Site Plan illustrates the proposed development layout and offers 162 parking space, which exceeds the Zoning Bylaw requirements of 150 spaces. Northumberland Mall also benefits from bus transit services that are offered via two routes with bus stop facilities within a short walking distance of the subject site.

iv) The proposed freestanding building is suitable for the subject lands, as similar freestanding commercial units are presently located along Elgin Street West to the east and west of the site as well as north of the arterial roadway. There are no sensitive land uses, such as low density residential, schools, day-care, etc. in proximity of the proposed development site and therefore no adverse impacts would be anticipated.

v) Office or high density residential uses would not be included within the proposed development. Opportunities for office development are present within the adjacent properties owned by others. Intensification of the site with office or high density residential uses may be evaluated and contemplated with subsequent development opportunities, if warranted through market demand.

vi) The Preliminary Site Plan enclosed contemplates a new freestanding building that would consist of 650 m<sup>2</sup> of commercial and restaurant land uses that are appropriate for high-volume arterial roadways. The building is proposed to be located within 8m of Elgin Street West right-of-way, with a pedestrian walkway connecting the building entrances to the existing multi-use trail on Elgin Street West.

It is in the opinion of the writer, that the proposed development conforms to intents and purpose of the Shopping Node land use designation and generally meets the evaluation criteria established under Section 3.8.3 of the Official Plan.

#### **b) Compliance with the Zoning Bylaw**

The subject property is zoned as Shopping Centre Commercial Exception 1 (SC-1) Zone by the Town's Zoning By-law. This proposal adheres to the general regulations of the By-law with regards to SC-1 Zone Permitted commercial Uses of the lands, under Section 13.1.

The SC-1 Exception (Bylaw 91-2019) sets out specific development exceptions particularly permitting new development, including three additional free standing buildings, that was intended for the lands to the west of the subject property and owned by Trinity Development Group. At the time that the Exception was approved, this Subject Property was not considered part of the redevelopment or intensification of the overall Shopping Node, although the SC-1 Zone includes the subjects land within its Zone boundary.



The commercial lands to the west are not yet built-out and there is potential for two additional free-standing buildings; however, without removing the intended development rights of the lands to the west, the purpose of the requested variance is to permit one new freestanding building on the subject lands.

Overall, the proposed development complies with the regulations of 13.2.1, with the exception of viii) Free-standing buildings. It is intended that the requested variance permit an additional building consisting of 650 m<sup>2</sup> in GFA, representing a small percentage of commercial floor area within the Shopping Node.

In the opinion of the writer, the Minor Variance being requested would comply with all but one of the many regulations of the Zoning Bylaw, and thereby meet the general intent and purpose of the SC Zone and the applicable regulations contained within the SC-1 Exception.

**c) Is the variance minor in nature?**

This question is often answered numerically and by measure of impact on surrounding land uses, including the site itself. Numerically, the reduction is minor if explained in “net” terms meaning that only 650 m<sup>2</sup> of commercial uses would be added to the net commercial floor area which is insignificant to the surrounding uses including the Northumberland Mall (less than 2% of GFA) and regional-based shopping node. Per the completed Market Demand & Impact Assessment, the impact on surrounding lands would be negligible in that the anticipated commercial floor area would not have any impact on surrounding businesses. In the opinion of the writer, the requested Variance is “minor”.

**d) Will the variance provide the desirable use of the lands?**

The response to the above three tests help to inform this fourth test in terms of being appropriate. From a market perspective, the proposed retail commercial development represents an infill development that would benefit from excellent physical and visible access and would complement surrounding retail, restaurant and commercial land uses. From a design perspective, the proposed building and its uses would be complementary to the existing shopping node, bringing additional activity toward the street where it is currently underutilized surface parking. The site has an excess of surface parking and is able to accommodate the reconfiguration to support the new freestanding building – refer to Preliminary Site Plan enclosed.

## **6 CLOSING**

The applicant is requesting a minor variance to permit one additional freestanding building, up to 650 m<sup>2</sup>, to allow additional commercial uses to be established within the regional serving Shopping Node.

The applicant has completed a Market Demand and Impact Study which confirmed that that the increased retail activity in this location would have no adverse impact on the surrounding or potential commercial businesses, or the Main Central Area.

We trust his meets your requirements in order to advance this application to the next meeting date for consideration by the Committee of Adjustment, should you have any questions please do not hesitate to contact the undersigned.

Respectfully submitted,

**Strik, Baldinelli, Moniz Ltd.**

Planning • Civil • Structural • Mechanical • Electrical



Laverne Kirkness, BES, RPP, MCIP  
Principal Planner, Planning Division Manager

**List of Appendices**

Appendix A Preliminary Site Plan

Appendix B Building Elevations

Appendix C Pre-Consultation Comments

Appendix D Market Demand & Impact Brief (submitted under separate cover)

**APPENDIX A**  
**Preliminary Site Plan**

**ZONING DATA CHART**

GROSS SITE AREA:	12,781 m <sup>2</sup>	ASPHALT AREA:	9,755 m <sup>2</sup>
BUILDING AREA (TOTAL):	2,492 m <sup>2</sup>	LANDSCAPED AREA:	1,301 m <sup>2</sup>
EXISTING PROPOSED	1,858 m <sup>2</sup> 634 m <sup>2</sup>		

ITEM	SC-1*	REQUIRED	PROVIDED
1	PERMITTED USES	SEE PERMITTED USE NOTE ON SHEET SP1	SEE PERMITTED USE NOTE ON SHEET SP1
2	LOT AREA (ACRES MIN)	1.3	3.2
3	LOT FRONTAGE (m MIN)	60	62.95
4	FRONT YARD EXTERIOR SIDE YARD SETBACK (m)	3.0 MIN 15.0 MAX	7.45 FRONT N/A EXTERIOR SIDE
5	REAR YARD (m MIN)	9.0 6.0	ABUTTING RESIDENTIAL ABUTTING OTHER N/A
6	INTERIOR SIDE YARD SETBACK (m MIN)	9.0 6.0	ABUTTING RESIDENTIAL ABUTTING OTHER N/A
7	LANDSCAPED OPEN SPACE (%) MIN	10	10.2
8	LOT COVERAGE (%) MAX	35	19.6
9	HEIGHT MAXIMUM (STOREYS MAX)	4	1
10	GROSS FLOOR AREA (m <sup>2</sup> MAX)	N/A	2,510
11	LOADING SPACE REQUIREMENTS	SEE LOADING REQUIREMENTS NOTE	SEE LOADING REQUIREMENTS NOTE
12	VEHICLE PARKING	SEE PARKING REQUIREMENTS NOTE	SEE PARKING REQUIREMENTS NOTE

\* EXISTING CONDITION

**PERMITTED USES**

- SC-1 ZONE (SITE SPECIFIC BY-LAW No. 85-2003):
- CALL CENTRE;
  - CLINIC USE;
  - CONFERENCE CENTRE;
  - CONVENIENCE COMMERCIAL USE;
  - CONVENTION USE;
  - DATA PROCESSING USES;
  - DAY NURSERY USE;
  - EATING ESTABLISHMENT USE, INCL. BANQUET HALL;
  - EDUCATION AND TRAINING USE;
  - FINANCIAL INSTITUTION USE;
  - FOOD AND/OR SPECIALTY FOOD USE, INCL. SUPERMARKET AND BAKED GOODS OUTLET;
  - HOTEL AND MOTEL USE;
  - INSTITUTIONAL USE;
  - OFFICE USE;
  - PARKS AND RECREATION USES;
  - PERSONAL SERVICE USE INCL. A DRY CLEANING DISTRIBUTION STATION, BUT NOT A DRY CLEANING ESTABLISHMENT;
  - PLACE OF ENTERTAINMENT USE;
  - PRIVATE OR COMMERCIAL CLUB USE;
  - PUBLIC USES IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5.3.2;
  - RETAIL COMMERCIAL USE, INCL. DEPARTMENT STORE AND CATALOGUE STORE;
  - VEHICLE SERVICE STATION;
  - VEHICLE SERVICE AND SUPPLY USES;
  - WHOLESALE USES

**LOADING ZONE REQUIREMENTS**

\*LOADING SPACES MUST BE MINIMUM 4.5m WIDE WITH VERTICAL CLEARANCE OF 4.25m FOR CSA ZONING

TOTAL SPACES REQUIRED ON LOT (TWO BLDGS 0-2,350m<sup>2</sup>) = 2 SPACES REQUIRED  
TOTAL SPACES PROVIDED ON LOT (\*MINOR VARIANCE REQUIRED) = 2 SPACES PROVIDED

**PARKING REQUIREMENTS (AREA 3):**

MINIMUM PARKING SPACE DIMENSIONS 15.05m<sup>2</sup>, TYPE A 3.4mX5.5m, TYPE B 2.4mX5.5m

SHOPPING CENTRE (EXISTING) 5.5/100m<sup>2</sup> 1,858m<sup>2</sup> = 103 SPACES  
EATING EST. (PROPOSED) 1/9m<sup>2</sup> 204m<sup>2</sup> = 23 SPACES  
RETAIL COMMERCIAL (PROPOSED) 1/18m<sup>2</sup> 430m<sup>2</sup> = 24 SPACES  
TOTAL REQUIRED PARKING = 150 SPACES  
TOTAL PROVIDED PARKING (INCL. 10 CAR STACKING) = 166 SPACES  
B/F PARKING: 1/20 FOR 1<sup>ST</sup> 100 + 1/ADDITIONAL 100 REQUIRED = 6 SPACES  
PROVIDED 1 TYPE 'A', 2 TYPE 'B' + 2 EXISTING

**WASTE REMOVAL**

GARBAGE TO BE STORED EXTERNALLY IN DEEP WELL GARBAGE CONTAINERS AND OWNER TO ARRANGE SITE PICK-UP AND REMOVAL.

**BUILDING CLASS**

COMMERCIAL - GROUP E OCCUPANCY, PART 3 OF THE ONTARIO BUILDING CODE

**CANADA POST**

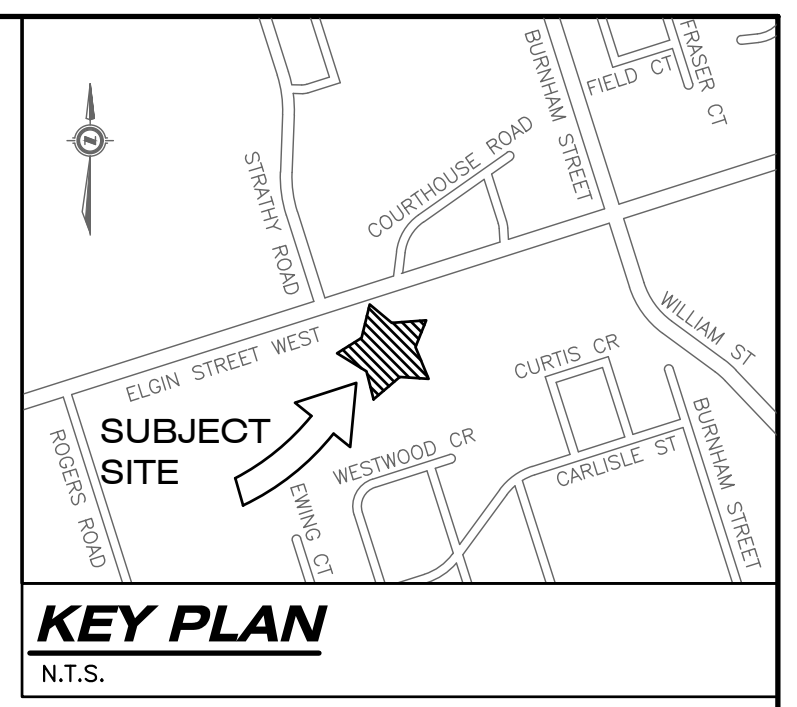
THIS DEVELOPMENT WILL RECEIVE MAIL TO A NEAR-BY SUPERBOX AS LOCATED BY CANADA POST.

**LEGEND**

- FR-2 PROPOSED SIGN, TYPE OF SIGN
- PROPOSED BARRIER FREE ROUTE
- PROPOSED FIRE ROUTE (6.0m WIDE, 12.0m RADIUS)
- PROPOSED RAMP (SEE DETAIL ON SP2)
- BUILDING ENTRANCE
- PROPOSED ASPHALT
- PROPOSED CONCRETE
- EXISTING BUILDING
- PROPOSED BUILDING
- LIMITS OF SUBJECT PROPERTY

**REFERENCE DOCUMENTS**

- TOPOGRAPHICAL SURVEY PREPARED BY SBMG, FILE NO SBMG-21-0065, DATED APRIL 20, 2021.
- CONCEPTUAL SITE PLAN PROVIDED BY WESTDELL DEVELOPMENT CORPORATION RECEIVED MARCH 18, 2021.
- DESIGN BRIEF PREPARED BY STRIK, BALDINELLI, MONIZ (SBM), PROJECT NUMBER SBM-21-1211, DATED MAY 2021.

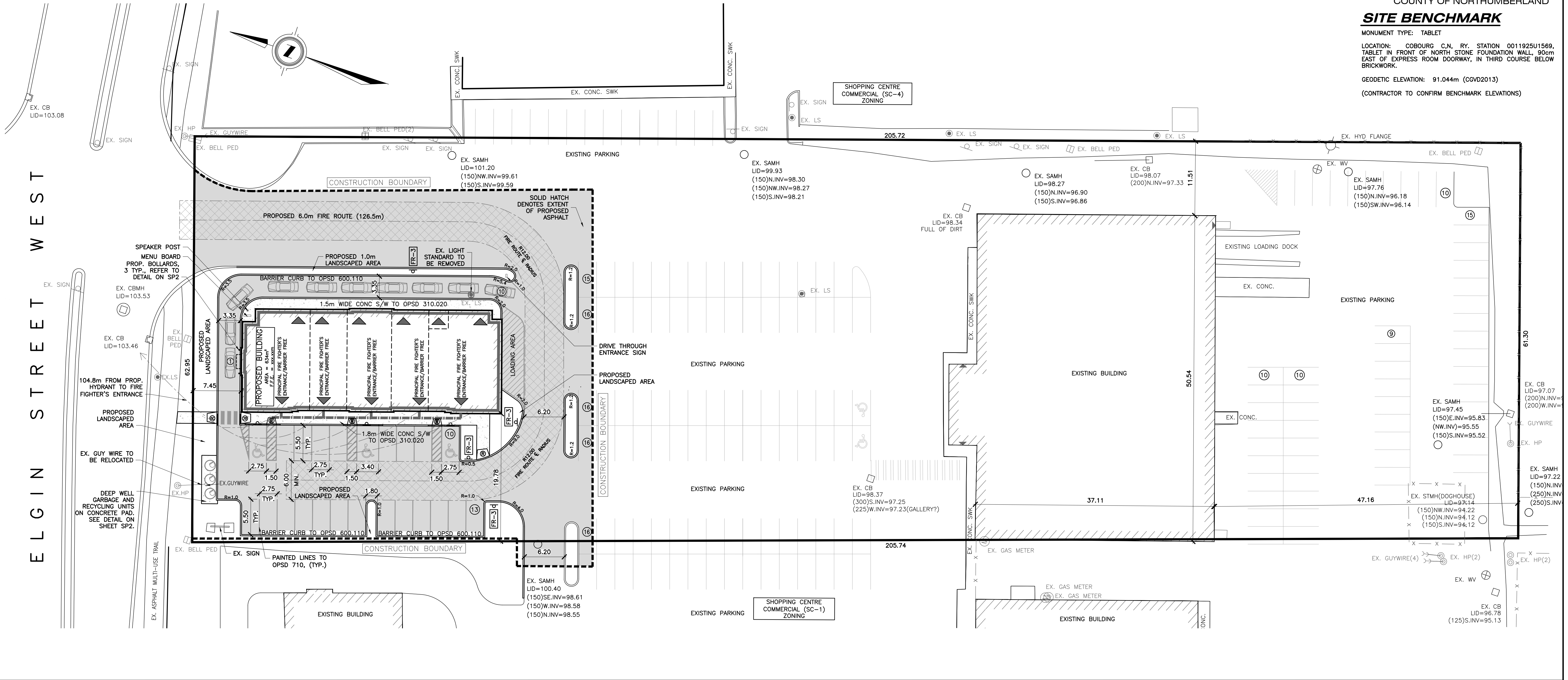


**LEGAL INFORMATION**

PART OF  
LOT 21, CONCESSION A  
(GEOGRAPHIC TOWNSHIP OF  
HAMILTON)  
IN THE  
TOWN OF COBOURG  
COUNTY OF NORTHUMBERLAND

**SITE BENCHMARK**

MONUMENT TYPE: TABLE  
LOCATION: COBOURG C.N. RY. STATION 0011925U1569, TABLE IN FRONT OF NORTH STONE FOUNDATION WALL, 90cm EAST OF EXPRESS ROOM DOORWAY, IN THIRD COURSE BELOW BRICKWORK.  
GEODETTIC ELEVATION: 91.044m (CGVD2013)  
(CONTRACTOR TO CONFIRM BENCHMARK ELEVATIONS)



S:\2021\John\SBM-21-1211\Westdell\1025 Elgin Street West, Cobourg\03\_Civil\03\_Production Drawings\SBM-21-1211\_Westdell\1025 Elgin Street West, Cobourg - Site Plan.dwg

AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	D/M/Y	BY	CONSULTANT
DESIGN	CJ	1	ISSUED FOR APPROVAL	07/05/21	CJ	
DRAWN	CJ					
CHECKED	LS					
APPROVED	NSG/KAM					
DATE	07/05/2021					
CAD	21-1211					

**STRIK BALDINELLI MONIZ**  
sbm  
PLANNING - CIVIL - STRUCTURAL - MECHANICAL - ELECTRICAL  
1599 Adelaide St. N, Unit 301, London, Ontario, N5X 4E8  
Tel: (519) 471-6667 Fax: (519) 471-0034  
Email: sbm@sbmild.ca

ENGINEER'S STAMP  
**PRELIMINARY NOT FOR CONSTRUCTION**

CLIENT  
**TRI BATE ASSET MANAGEMENT**  
782 RICHMOND STREET  
LONDON, ON N6A 3H5  
P: 519.850.0000  
E: INFO@WESTDELLCORP.COM

SCALE  
SCALE - 1:300  
3.0 0 6.0m

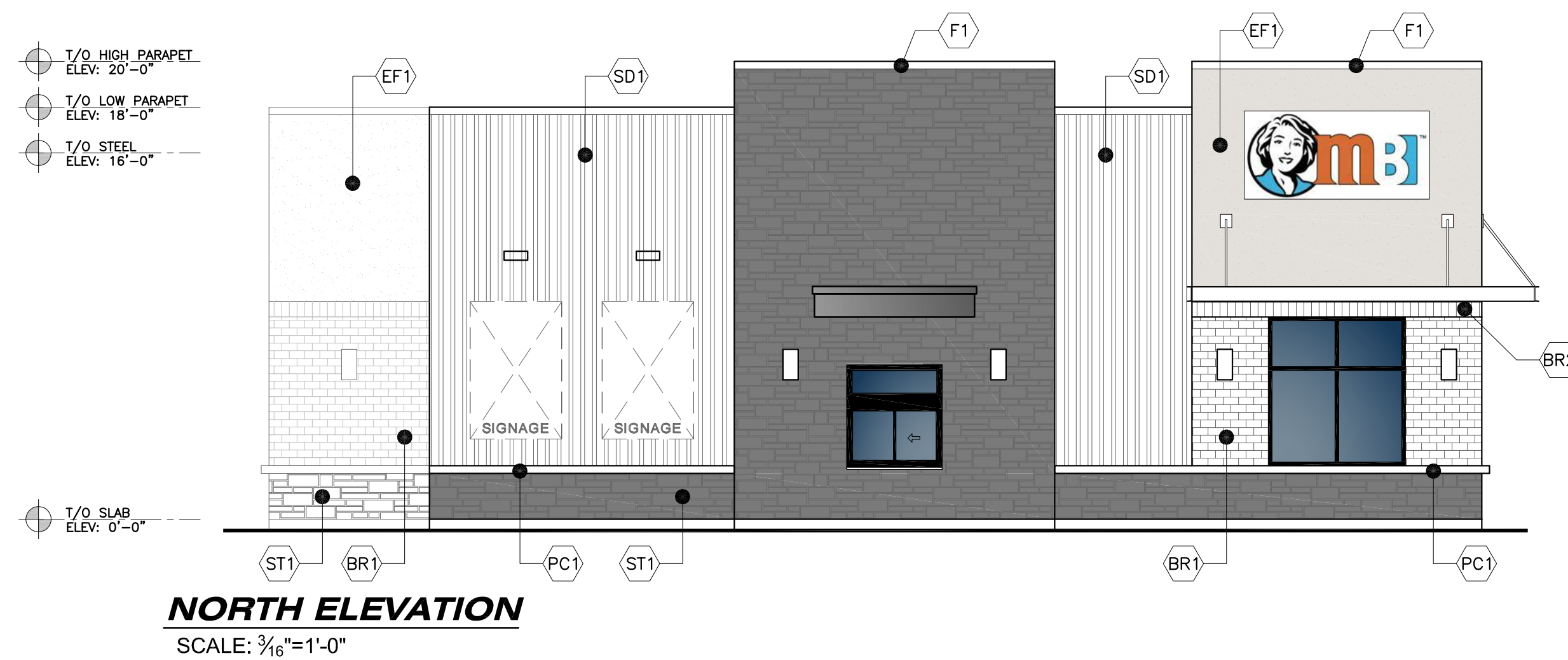
TITLE  
**SITE PLAN, ZONING DATA CHART AND LEGEND**  
**COMMERCIAL DEVELOPMENT**  
1025 ELGIN STREET WEST  
COBOURG, ON.

PROJECT No.  
**SBM-21-1211**

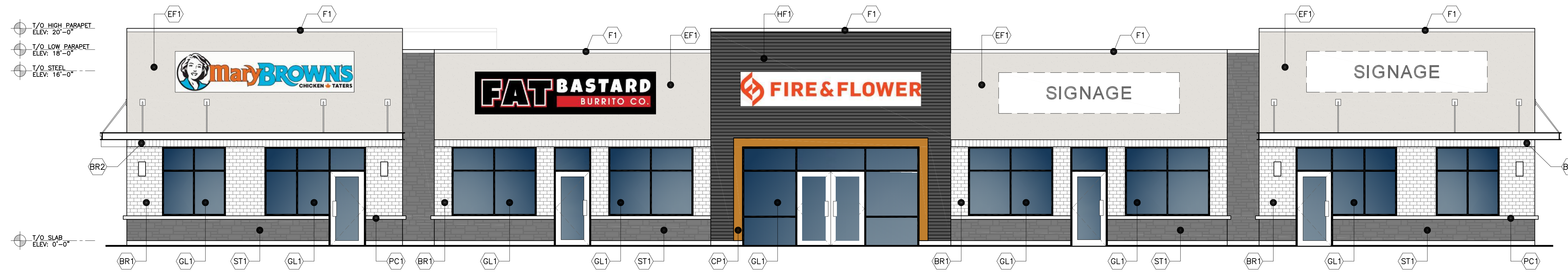
SHEET No.  
**SP1**

PLAN FILE No.  
-

**APPENDIX B**  
**Building Elevations**



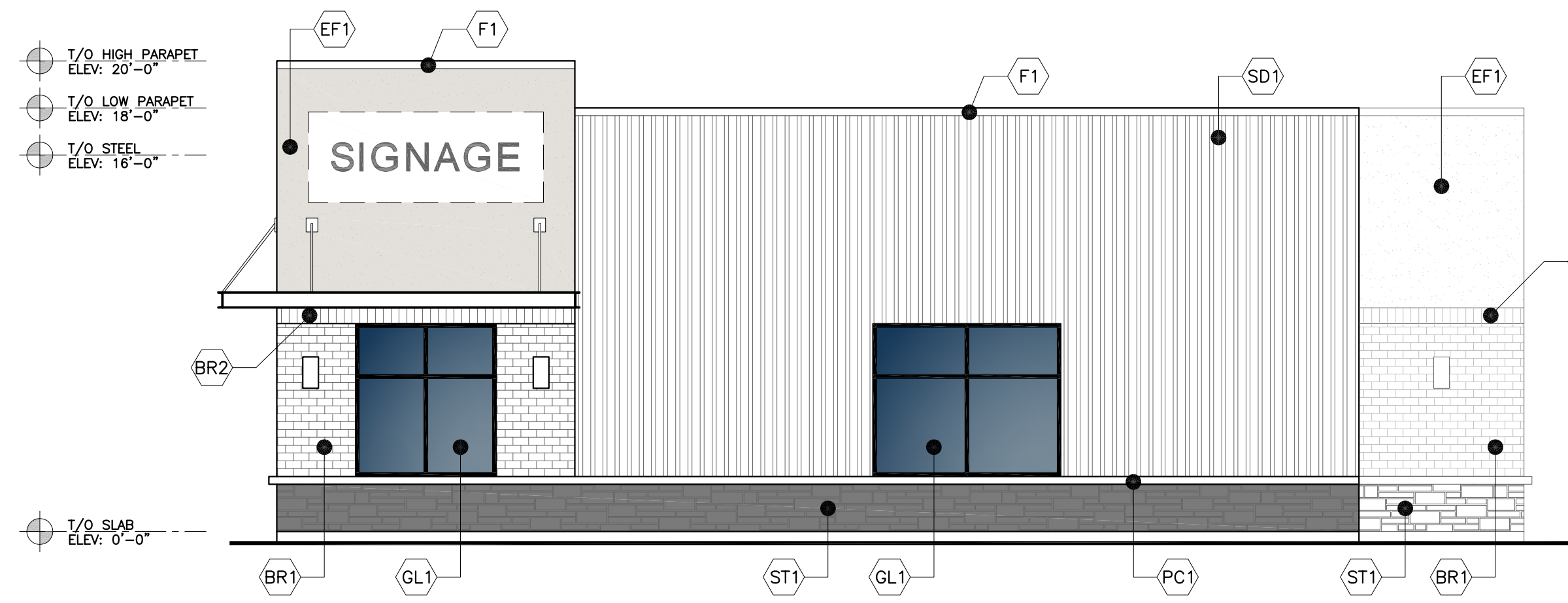
**NORTH ELEVATION**  
SCALE: 3/16"=1'-0"



**WEST ELEVATION**  
SCALE: 3/16"=1'-0"



**EAST ELEVATION**  
SCALE: 3/16"=1'-0"



**SOUTH ELEVATION**  
SCALE: 3/16"=1'-0"

MATERIAL LEGEND							
MARK	DESCRIPTION	COLOUR	HATCH	MARK	DESCRIPTION	COLOUR	HATCH
F1	PRE-FINISHED METAL CAP FLASHING	TBD BY OWNER	[Hatch]	ST1	LAFFIT MASONRY STONE VENEER	TBD BY OWNER	[Hatch]
EF1	EXTERIOR INSULATION FINISH SYSTEM	TBD BY OWNER	[Hatch]	HS	VIC WEST - COMMERCIAL GRADE GRAND RIB VERTICAL METAL SIDING	REGENT GRAY	[Hatch]
BR1	BELDEN BRICK VENEER	TBD BY OWNER	[Hatch]	CP1	MOMENT CONNECT STEEL C-CHANNEL "EYEBROW" CANOPY	STEEL CAPPED WITH COMPOSITE WOOD VENEER	[Hatch]
BR2	BELDEN BRICK VENEER SOLDIER COURSE	TBD BY OWNER	[Hatch]	SP1	SPANDREL PANEL	TO MATCH GLAZING	[Hatch]
PC1	(140x90x590) SHOULDICE SILL	TBD BY OWNER	[Hatch]	MD	HOLLOW METAL DOOR	TBD BY OWNER	[Hatch]
SD1	VIC WEST - COMMERCIAL GRADE GRAND RIB VERTICAL METAL SIDING	TBD BY OWNER	[Hatch]	GL1	EXTERIOR STOREFRONT SYSTEM	CLEAR	[Hatch]

**GENERAL NOTES**

IT IS THE RESPONSIBILITY OF THE APPROPRIATE CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS ON-SITE AND REPORT ALL ERRORS AND / OR OMISSIONS TO STRIK BALDINELLI MONIZ LTD. ALL CONTRACTORS MUST COMPLY WITH ALL PERTINENT BUILDING CODE REGULATIONS AND BYLAWS HAVING JURISDICTION. THIS DRAWING MUST NOT BE USED FOR CONSTRUCTION UNTIL IT HAS BEEN SIGNED BY STRIK BALDINELLI MONIZ LTD. AND A BUILDING PERMIT HAS BEEN ISSUED. CONSTRUCTION TO BE ACCORDING TO BEST COMMON PRACTICE. DO NOT SCALE DRAWINGS. WHEN REQUIRED REQUEST WRITTEN VERIFICATION OF DIMENSIONS WITH STRIK BALDINELLI MONIZ LTD. ALL DRAWINGS, & SPECIFICATIONS ARE THE PROPERTY OF STRIK BALDINELLI MONIZ LTD. & MUST BE RETURNED UPON COMPLETION OF THIS PROJECT. THIS DRAWING & ALL DETAILS ARE FOR THIS PROJECT ONLY AND SHOULD NOT BE USED FOR ANY OTHER WORK. CONTRACTOR IS FULLY RESPONSIBLE FOR MATTERS AFFECTING CONSTRUCTION. ANY MATERIAL ALTERATIONS CARRIED OUT DURING CONSTRUCTION BY THE CONTRACTOR OR ASSOCIATED SUB-CONTRACTOR SHALL BE CONFIRMED WITH THE ENGINEER PRIOR TO INSTALL. FAILURE TO DO SO RESULTS IN FULL CONTRACTOR RESPONSIBILITY FOR SYSTEMS EFFECTED.

DETAIL SYMBOL	ELEVATION SYMBOL
 A B	 A B
A - DETAIL NUMBER B - LOCATION/DETAIL SHEET	A - ELEVATION NUMBER B - LOCATION/DETAIL SHEET

NO.	DATE	ISSUED / REVISIONS
01	MAY 06/21	ISSUED FOR REVIEW

**STRIK BALDINELLI MONIZ**  
 sbm  
 PLANNING - CIVIL - STRUCTURAL - MECHANICAL - ELECTRICAL  
 1599 Adelaide St. N., Unit 301, London, Ontario, N5X 4E8  
 Tel: (519) 471-6667 Fax: (519) 471-0034  
 Email: sbm@sbmltd.ca

XXXX X. XXXXXX, P.Eng.  
 PROJECT  
**1 STOREY CRU SHELL BUILDING**  
**1025 ELGIN ST. WEST,**  
**COBOURG, ON**

CLIENT  
**WESTDELL**

DRAWING TITLE  
**ELEVATIONS**

PROJ. NO.	SBM-21-1211	DRAWING NO.	
SCALE	AS NOTED	<b>A3.0</b>	
DATE	APR. 26, 2021		
DRAWN	IAC		
DESIGNED	IAC		
CHECKED	JC		
		REVISION NO.	01

**APPENDIX C**  
**Pre-Consultation Comments**





# THE CORPORATION OF THE TOWN OF COBOURG

BUILDING & PLANNING DEPARTMENT  
VICTORIA HALL  
55 KING STREET WEST  
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-1005  
Toll Free 1-888-972-4301  
Fax: (905) 372-1533  
www.cobourg.ca

January 9<sup>th</sup>, 2020.

**David Traher**  
**Westdell Development Corp.**  
782 Richmond Street  
London, ON  
N6A 3H5

Dear Mr. Traher:

**RE: 1025 Elgin Street West, Cobourg  
Proposed 7,000 ft<sup>2</sup> Freestanding Building (Restaurant Uses)**

Further to the submission of your conceptual development plan for a new 7,000 ft<sup>2</sup> freestanding building within the existing parking lot area of 1025 Elgin Street West, the Planning Department staff has prepared a preliminary, high level overview of comments received to date from some of our Development Review Team Members. Please also be advised that in absence of additional technical plans and supporting studies, the feedback available at this time is very general, and high level only. **More comments should be expected from Development Review Team members when more information is submitted during a formal, more detailed pre-consultation process or at formal submission of a Site Plan Approval application.**

Also included with this letter is a "checklist" of submission requirements for you in advance of submitting a formal, complete Site Plan Approval Application for the above-noted development proposal.

**PART 1: Comments from the Development Review Team**

The following outlines the initial, preliminary comments received at this time with respect to the concept site plan submitted to the Town for pre-consultation purposes.

**A. Planning Department**

Comments from the Planning Department include:

1. Site statistics, including total site parking, need to be confirmed through the provision a complete Zoning By-law conformity matrix.
2. Drive through design should be reviewed/reconsidered to eliminate potential vehicle conflicts when entering/exiting drive-through. Drive-thru lanes will need to be appropriately buffered through the use of low fences/walls and enhanced landscaping. Reference to the guidelines for drive-thru's in the Town's Urban and Landscape Design Guidelines is strongly recommended.
3. The proposed building placement presents issues with respect to on-site traffic circulation, particularly the drive-thru, and the streetscape (established building line - A&W). Alternative design options should be explored to improve overall function and appearance of the proposal.



# THE CORPORATION OF THE TOWN OF COBOURG

BUILDING & PLANNING DEPARTMENT  
VICTORIA HALL  
55 KING STREET WEST  
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-1005  
Toll Free 1-888-972-4301  
Fax: (905) 372-1533  
www.cobourg.ca

4. The internal parking lot should be enhanced with landscaped islands to not only improve the tree canopy and reduce the heat island effect as possible measures of sustainable and aesthetic design, but also to better delineate driving aisles for improved on-site circulation and safety. Consideration should also be given to on-site pedestrian circulation and safety, as well as accessible design.
5. Building exposures must be appropriately designed to animate the facades, create a strong building-street edge and minimize impacts (ie. blank walls, loading facilities). Variations in building materials and decorative architectural treatments are encouraged – the use of EIFS is discouraged.
6. An Urban and Sustainable Design Brief will be required -- reference to the Community Design and sustainability policies of the Cobourg Official Plan, 2017 and the guidelines of the Urban and Landscape Design Guidelines, 2010 is required.
7. Loading facilities need to be considered for the proposed building -- please illustrate dedicated loading area(s) on the Site Plan.

Should you have any questions, please do not hesitate to contact Desta McAdam, Planner I Development at 905-372-1005.

## **B. Public Works/Engineering Department**

Comments from the Public Works Department include:

1. Traffic Impact Study will be required. The TIS should factor in the new proposed multi-unit 930 m<sup>2</sup> freestanding commercial building at 1111 Elgin Street West.
2. Servicing and Grading Plans will be required;
3. It is encouraged that the building and parking placement on Site Plan be reviewed/reconsidered to eliminate potential vehicle conflicts for site and neighbouring site users, including shifting the building location/orientation in this area.

Please be advised that these comments are general in scope. We will provide specific comments when a complete submission is made.

Should you have any questions, please do not hesitate to contact Neil Stewart, CET at 905-372-9971.

## **C. Lakefront Utilities Comments**

Comments from LUSI (water) include:





# THE CORPORATION OF THE TOWN OF COBOURG

BUILDING & PLANNING DEPARTMENT  
VICTORIA HALL  
55 KING STREET WEST  
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-1005  
Toll Free 1-888-972-4301  
Fax: (905) 372-1533  
www.cobourg.ca

1. The applicant shall follow the LUSI Watermain & Appurtenance Policy (sent with this letter via email).

Should you have any questions, please do not hesitate to contact Larry Spryka, Manager of Water Systems at 905-372-2193.

Comments from LUI (Electrical) include:

1. An Electrical Site Plan will be required;
2. A Photometric Plan will be required.

Should you have any questions, please do not hesitate to contact Farooq Hyder, LUI at 905-372-2193.

## **D. Parks Department (Forestry Section)**

Comments from the Town Arborist include:

1. There are no existing trees on site and no landscaping plan to review as part of the pre-consultation. The submission of a landscape plan will be required, and it is encouraged that applicant create additional tree canopy and shading for parking areas through the use of islands and perimeter tree planting.
2. Municipal Tree Levy will apply.

Should you have any questions, please do not hesitate to contact Rory Quigley, Arborist, at 905-372-8641.

## **E. Building Department**

Comments from the Building Department include:

1. An OBC Data Matrix will be required.

## **F. Northumberland County Corridor Management**

Comments from Northumberland County include:

1. TIS required (it may be appropriate to identify the Golden Plough Lodge Redevelopment given the proposed changes to the road network and the overlap in study area for the traffic impact studies).
2. Site Servicing, water, sanitary and storm sewer connections need to be clarified. If direct connections are proposed to Elgin Street discussions with the County will be required.
3. Clarify waste/recycling (private?)



# THE CORPORATION OF THE TOWN OF COBOURG

BUILDING & PLANNING DEPARTMENT  
VICTORIA HALL  
55 KING STREET WEST  
COBOURG, ONTARIO, K9A 2M2

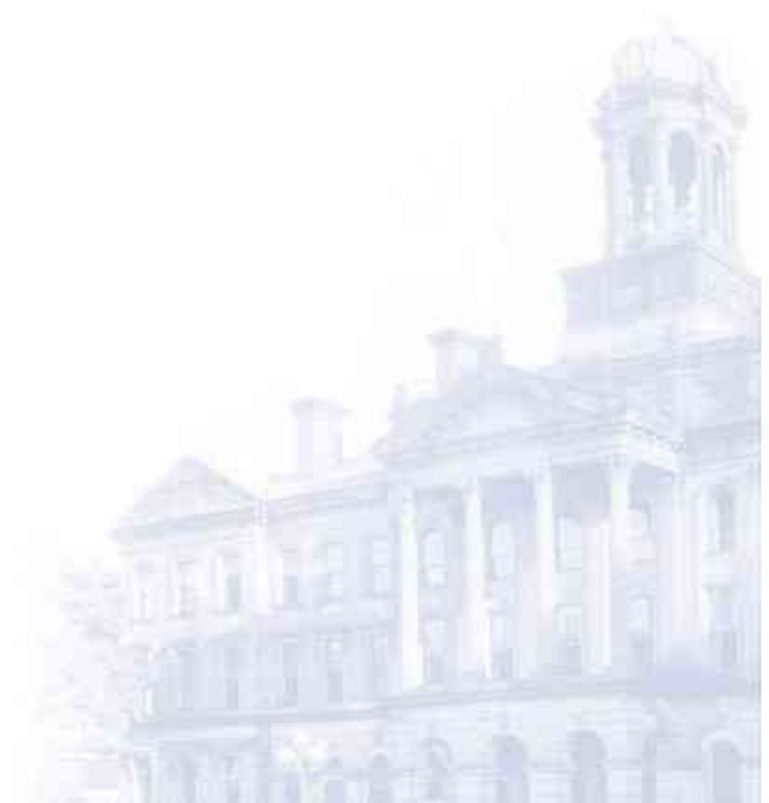
Telephone: (905) 372-1005  
Toll Free 1-888-972-4301  
Fax: (905) 372-1533  
[www.cobourg.ca](http://www.cobourg.ca)

Should you have any questions, please do not hesitate to contact Brooke Gillispie, Traffic & ROW Management Supervisor 905-372-3329 ext. 2279.

## **G. Northumberland County Plumbing**

Comments from the Senior Plumbing/On-site Sewage System Inspector for Northumberland County are attached as **Schedule 1** to this letter.

You should contact Kirk Johnstone at 905-372-1929 ext. 2551 regarding the attached comments.





# THE CORPORATION OF THE TOWN OF COBOURG

BUILDING & PLANNING DEPARTMENT  
VICTORIA HALL  
55 KING STREET WEST  
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-1005  
Toll Free 1-888-972-4301  
Fax: (905) 372-1533  
www.cobourg.ca

## **PART 2: Pre-Consultation Checklist**

Based on the above comments, and the standard municipal requirements for Site Plan Application submissions, the following documentation (full-size paper and digital pdf copies) are required for a complete Site Plan Application Submission:

1. **Architectural Elevation/3D Massing/Perspective Drawings** (in black and white and colour) prepared by a qualified architect/designer are required to accurately illustrate the proposed buildings and structures. Accurate cross-sectional profile plans are required through the site north-south and east-west to illustrate the site and buildings relative to adjacent buildings, proposed grade changes, setbacks, etc. This will also include a detailed Ontario Building Code matrix and Zoning By-law compliance matrix;
2. **Architectural Site Plans** prepared by a qualified architect/designer are required which illustrates, where applicable, all buildings/accessory structures, parking areas, driveways, loading zones, road allowance dedications, outdoor amenity areas/patios, fire routes, setbacks, full dimensions, etc. complete with OBC and Zoning By-law Compliance Matrices;
3. **Servicing & Grading Plans** and supporting technical documentation prepared by a qualified engineer are required to meet the Municipality's and LUSI's engineering design standards. Consultation with the appropriate department and/or agency is recommended;
4. **Stormwater Management Report and Accompanying Plans**: prepared by a qualified engineer to meet GRCA and Town of Cobourg standards.
5. **Traffic Impact Study** by a qualified transportation engineer to similar qualified professional is required to assess potential impact of the development in accordance with the requirements of the Municipal Engineer. Contact should be made with Public Works to obtain information on the scale and scope of information required. In particular, an analysis of the proposal in relation to other proposed/approved developments in surrounding area including new 930 m<sup>2</sup> freestanding building at 1111 Elgin Street West and Golden Plough Lodge/Northumberland County Campus redevelopment at 555 Courthouse Road.
6. **Landscape Plan** prepared by a qualified designer is required to depict existing and proposed landscape elements, location/distribution, plant lists & details, construction requirements, decorative features (masonry walls/pillars, fences, etc.), outdoor amenity areas, site furniture, and shall include a *Landscape Design Brief* which describes how the landscape scheme conforms to the Community Design Policies of the Official Plan and the Urban and Landscape Design Guidelines. If any work is proposed within 6.0 m of a property line or existing vegetation, an assessment should be undertaken and, where applicable, protection measures identified;
7. **Urban and Sustainable Design Brief** by a qualified architect or designer/planner is required to demonstrate how the proposal satisfies the Town's community, urban design and sustainability policies and guidelines.
8. **Lighting Illumination (Photometric) Plan** by a qualified electrical/lighting consultant may be required if there is any new or modified on-site illumination proposed, which identifies proposed method(s) of site lighting and demonstrates through technical assessment that the proposed lighting will not negatively impact adjacent properties;
9. **Topographical Survey** illustrating existing grades and site features of the subject site and adjacent lands is recommended to provide baseline data. A legal Reference Plan/Survey is required.



# THE CORPORATION OF THE TOWN OF COBOURG

BUILDING & PLANNING DEPARTMENT  
VICTORIA HALL  
55 KING STREET WEST  
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-1005  
Toll Free 1-888-972-4301  
Fax: (905) 372-1533  
[www.cobourg.ca](http://www.cobourg.ca)

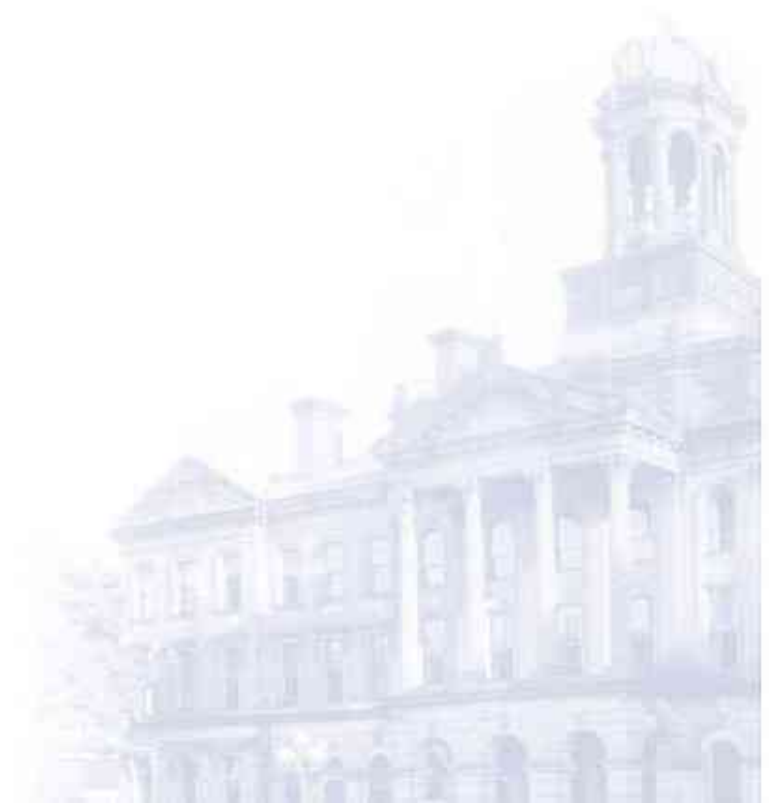
10. The Town of Cobourg **Development/Site Plan Approval Procedures Guide** should be referenced for complete application submission requirements and process.

The above list is based on the standard informational requirements as outlined in the Cobourg Official Plan and through a quick consultation with municipal departments. The nature and scope of the list is based on a preliminary evaluation undertaken in the absence of a formal pre-consultation process. While we make every effort to ensure that the list is complete, there may be other supporting information that is discovered during the formal review process by the Town and/or external agencies that requires attention -- the Town reserves the right to require additional information and materials during this process.

I trust the above will be of some assistance to you during your preparation of the formal development application package submission. We recommend that formal pre-consultation process be initiated with the Municipality prior to the submission of an application for Site Plan Approval.

Yours very truly,  
*THE CORPORATION OF THE TOWN OF COBOURG*

Desta McAdam, MCIP, RPP  
Senior Planner – Development





# THE CORPORATION OF THE TOWN OF COBOURG

**BUILDING & PLANNING DEPARTMENT**  
VICTORIA HALL  
55 KING STREET WEST  
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-1005  
Toll Free 1-888-972-4301  
Fax: (905) 372-1533  
www.cobourg.ca

## Schedule 1: Comments from Kirk Johnstone, Northumberland County Plumbing



### Northumberland County

Mailing: 555 Courthouse Rd, Office: 600 William St.  
Cobourg, ON K9A 5J6  
P: 905-372-1929 F: 905-373-8567

## Detail Report

Reference #: SP#3 - 1025 Elgin  
Roll Number:

Address: 1025 Elgin Street West

Cobourg  
Building Type: Standard


Inspection	Inspected by	Inspection Date	Status
Site Plan Approvals	Kirk Johnstone	18-Dec-2019 1:35:53 PM	Items Rejected

## Site Plan Approvals

Reference #: SP#3 - 1025 Elgin  
Roll Number:  
Address: 1025 Elgin Street West  
Cobourg  
Building Type: Standard

Inspected by: Kirk Johnstone  
18-Dec-2019 01:35:53 PM  
Inspection Created: 18-Dec-2019 01:55:08 PM  
Inspection Saved:

We have reviewed the application and have no objection with the Site Plan Approval. Please provide the final decision for our records when complete. If rejected, please see notes below.  
Please see below

Rejected 

The Site Plan Approval (SPA) review fee of \$300.00 has been provided.


Rejected 

Please provide

On site review photos and inspector notes


NA

Provide an engineered site servicing plan in accordance with Part 7 of the Ontario Building Code (OBC)

Rejected 

Please provide

Provide material and installation specifications in accordance with the OBC


Rejected 

Please provide

Provide separate services to each dwelling unit

NA

Provide a Data Matrix for the proposed building(s)

Rejected 

Please provide

The property has either full or partial public services

Accepted 

Provide sanitary sewage hydraulic loading for the building sewer

Rejected 



# THE CORPORATION OF THE TOWN OF COBOURG

**BUILDING & PLANNING DEPARTMENT**  
VICTORIA HALL  
55 KING STREET WEST  
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-1005  
Toll Free 1-888-972-4301  
Fax: (905) 372-1533  
www.cobourg.ca

## Detail Report

Please provide		
Provide slope, sizing, lengths and cleanouts/ manholes for the sanitary building sewer	Rejected	▲
Please provide		
Provide OPSD (Ontario Provincial Standard Drawings) being utilized	Rejected	▲
Please provide		
Provide a sanitary manhole within 30m from the buiding	Rejected	▲
Please provide		
Provide water service calculations in accordance with Part 7 of the OBC	Rejected	▲
Please provide		
Provide sizing and lengths of the water service piping	Rejected	▲
Please provide		
Provide a fire main in accordance with OBC	Rejected	▲
Unknown		
Provide private fire hydrant(s)	Rejected	▲
Unknown		
Provide storm water calculations in accordance with Part 7 of the OBC	Rejected	▲
Please provide		
Provide storm water pipe slope, and sizing in accordance with the OBC	Rejected	▲
Please provide		
Provide a storm water interceptor	NA	
Provide an on-site sewage system design by a professional engineer	NA	
Provide a sewage system design by a qualified designer	NA	
The property has an existing sewage system which appears to be operating within the proper guidelines	NA	
A sewage system record has been located and it accurately describes the existing sewage system	NA	
The sewage system is 20 years old or less. The owner is required to make application to the County to have the existing sewage system reviewed to determine if the existing system will be adversely effected from the requested C of A. The fee is \$425.00. If no records for the system are found, the owner may have to contact a licensed installer or designer to review the system and provide a report.	NA	
The sewage system is 20 years old or more. A professional engineer is required to provide a report indicating the system was reviewed and the C of A will not adversley effect the sewage system	Accepted	●
A sewage system record was not found for this property. Please contact a licensed sewage system installer to locate and investigate the system for acceptable operation and maintenance. Provide a site plan drawing indicating the location and	NA	





# THE CORPORATION OF THE TOWN OF COBOURG

**BUILDING & PLANNING DEPARTMENT**  
VICTORIA HALL  
55 KING STREET WEST  
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-1005  
Toll Free 1-888-972-4301  
Fax: (905) 372-1533  
[www.cobourg.ca](http://www.cobourg.ca)

## Detail Report

set back measurements, and size of all parts of the sewage system

The report, noted above, has been provided by the licensed sewage system installer

NA

## APPENDIX D

# Market Demand & Impact Brief

(Submitted under Separate Cover)