

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>COUNCIL STAFF REPORT</b>	
TO:	Mayor and Council members	
FROM:	Rob Franklin, MCIP, RPP	
TITLE:	Manager of Planning	
DATE OF MEETING:	October 13 <sup>th</sup> , 2020	
TITLE / SUBJECT:	Notice of Complete Application for Zoning By-Law Amendment 265-327 Elgin Street East – Elgin Park Re-development Northumberland County Housing Corp., Barry Bryan Associates	
REPORT DATE:	October 5 <sup>th</sup> , 2020	File #: Z-05-20

**1.0 STRATEGIC PLAN**

N/A

**2.0 RECOMMENDATION**

The following actions are recommended:

- a) That the application be received by Council and referred to the Planning Department for a report; and,
- b) 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.

**3.0 PUBLIC ENGAGEMENT**

Sections 34 (10.4) & (13) of the Planning Act, R.S.O 1990, c.P. 13, as amended prescribe statutory public notice requirements for a complete application for Zoning By-law Amendment and for the scheduling of a public meeting.

The notice of a statutory Public Meeting can be provided together with notice of complete application, or separately. 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 with 120 metres of the subject land, and by posting a notice, clearly visible from a public highway or other place the public has access on the subject land, or a location chosen by the municipality.

Under the Town of Cobourg’s new public notification procedures, notification will be provided via both a) and b) above, including sign posting. Additionally, the application is posted on the municipal website under the *Planning Applications* page (Planning & Development).

An applicant-led Open House will be required for the subject re-zoning application in accordance with the Town’s procedures. As part of its public engagement strategy, the County of Northumberland has scheduled a public virtual “Q & A” session on Thursday, October 15, 2020 from 5 pm – 7 pm, and has also published a dedicated public engagement webpage on its ‘Join In Northumberland’ platform where further information about the project can be viewed (<https://joinin.northumberland.ca/elgin-park-redevelopment-zoning-application>).

The Municipality’s notification procedures for complete applications and public meetings meet and exceed the notice requirements prescribed by the *Planning Act*.

#### **4.0 ORIGIN**

On September 30, 2020, the Planning Department received an application for Zoning By-law Amendment from Barry Bryan Associates on behalf of the Northumberland County Housing Corporation to permit a phased residential re-development at 265-327 Elgin Street East. **See Schedule “A” Location Map.**

#### **5.0 BACKGROUND**

The subject application proposes an amendment to the Zoning By-law to change the Residential Type Three (R3) and Environmental Constraint (EC) Zones to a site-specific medium-density residential (R4-) Zone on the overall 0.80 ha site. The re-zoning would facilitate the re-development of the existing 9 semi-detached buildings into 4, two-storey 10-plex buildings, resulting in an increase from 18 to 40 units, with 28 units being subsidized (a net increase of 10 subsidized units). Refer to **Schedule “B” Conceptual Site Plan** (note: the site plan is conceptual for the purposes of this re-zoning and may be subject to change prior to final Site Plan Approval by Council).

The Subject Lands are designated as Residential Area in the Town of Cobourg Official Plan (2017) and Residential Three (R3) Zone in the Town of Cobourg’s Comprehensive Zoning By-law No. 85-2003. At present, the land use

permissions for the subject lots only permit up to two units per lot plus any secondary dwellings per lot.

The following plans and reports have been submitted in support of the application:

- Site Survey with topography, JD Barnes, May 2020
- Architectural Site Plan, Barry Bryan Associates, Sept 2020;
- Planning Justification Report, Larkin Planning Consultants, Sept 2020;
- Urban Design Brief, Barry Bryan Associates, Sept 2020;
- Traffic Brief, Asurza Engineers, Sept 2020;
- Tree Inventory and Arborist Report, NewLeaf Landscape Architect, Sept 2020;
- Functional Servicing and Stormwater Management Report, MCG Consulting Inc., August 2020.

Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the *Planning Act* and the Cobourg Official Plan and is in a position to be formally received by Council. Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete application within 90 days after its receipt by Council, the Owner may appeal the application to the Local Planning Appeal Tribunal (LPAT).

## **6.0 ANALYSIS**

This memo is for application receipt notification purposes only, and there is no staff analysis at this point in time. Once the plans and reports have been reviewed by the Development Review Team and partner review agencies, and a Public Meeting convened, a report will be brought back to Council for consideration.

## **7.0 FINANCIAL IMPLICATIONS/BUDGET/STAFFING IMPACT**

There are no anticipated negative financial implications imposed on the Municipality as a result of the application for Zoning By-law Amendment. The Owner has submitted the requisite \$11,000.00 fee and deposit.

## **8.0 CONCLUSION**

The application package and supporting information are currently being circulated to the Development Review Team for review and comments before being brought back to Council for consideration, including the convening of a Public Meeting.

**9.0 POLICIES AFFECTING THE PROPOSAL**

The primary policies affecting this application relate to the Residential Area designation and the Community Design and Improvement policies of the Cobourg Official Plan.

**10.0 COMMUNICATION RESULTS**

This Report is intended to advise Council and the public of the application, and to recommend that Council receive the application, and refer the application to the Planning Department for a report, and implement the public notification requirements of the *Planning Act*, including the scheduling of a Public Meeting.

Please contact the Planning Department if you have any questions or concerns.

**Report Prepared by:**



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Manager of Planning

**Report Approved By:**



Glenn J. McGlashon, MCIP, RPP  
Director of Planning & Development



# Schedule "A" Location Map



