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|  COBOURG | THE CORPORATION OF THE TOWN OF COBOURG | |
| | COMMITTEE OF THE WHOLE MEMORANDUM | |
| TO: | Mayor and Council members | |
| FROM: | Rob Franklin, MCIP, RPP | |
| TITLE: | Manager of Planning | |
| DATE OF MEETING: | October 5 th , 2020 | |
| TITLE / SUBJECT: | Notice of Complete Application for Zoning Amendment 420 Division Street (399410 Ontario Ltd., Canadian Centre for Addictions) | |
| REPORT DATE: | September 24 th , 2020 | File #: Z-04-20 |

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). A Public Open House is not required for the subject re-zoning application, however the procedures specify that where applications which by their nature and/or interest to the community would benefit from the convening of an open house, one could be required as determined by Council at its discretion.

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 14, 2020 the Planning Department received an application for Zoning By-law Amendment from Weston Consulting Inc. on behalf of the Canadian Centre for Addictions/399410 Ontario Ltd. to permit a residential rehabilitation treatment facility at 420 Division Street. **See Schedule "A" Location Map.**

5.0 BACKGROUND

The subject application proposes to amend the Zoning By-law to add a new land use to the existing District Commercial (DC) Zone on the 0.37 ha site to permit a residential treatment facility for persons with drug and/or alcohol addiction in the soon to be vacated Woodlawn Inn at 420 Division Street. The facility would have 18 rooms and host up to 40 persons plus support staff.

The Subject Lands are designated as Mixed Use Corridor in the Town of Cobourg Official Plan (2017) and District Commercial Exception 2 (DC-2) Zone in the Town of Cobourg's Comprehensive Zoning By-law No. 85-2003. At present, the land use permissions for the subject facility permit various commercial and institutional uses but not a residential or commercial rehabilitation treatment facility. This specific land use is not currently defined in the Zoning By-law.

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

- Planning Justification Report, Weston Consulting Inc., Sept 2020;
- Traffic and Parking Brief, Trans-Plan, June 2020;
- Floor Plans, Bruce MacNeill Architect, Sept 2020;
- Functional Servicing Brief, Crozier, May 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 \$7,000.00 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 Mixed Use 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:



Rob Franklin, MCIP, RPP
Manager of Planning

Report Approved By:

A handwritten signature in blue ink, appearing to read "Glenn J. McGlashon".

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



Schedule "A" Location Map

