

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Kaveen Fernando Planner II – Development Planning and Development Department kfernando@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	April 19, 2022		
Report No.:	SPA-04-22		
Submit comments to Council			

Subject/Title: Site Plan Application – 431 Ontario Street – Six (6) Storey Apartment Building

RECOMMENDATION:

THAT the Staff Report and application be received by Council; and,

FURTHER THAT the application be deemed complete and be referred to the Planning Department for processing including the preparation of a subsequent recommendation report.

1. STRATEGIC PLAN

N/A

2. PUBLIC ENGAGEMENT

The *Planning Act* as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Approval (SPA) applications as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including but limited to building layout, access, parking, landscaping, servicing and grading.

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the subject lands, in an area visible from the public realm,

notifying the public of the submitted SPA application to the Municipality. The sign must include information in regard to the proposal, and a contact number for the Town of Cobourg Planning Department, where plans can be made available for the public to view. The sign is being prepared and will be erected on-site within 10 business days.

Additionally, the Planning Department provides written notice of complete SPA applications to Council, and all SPA Applications are considered by Council in open session prior to final approval. Finally, information relating to the SPA application is posted on the municipal website under the Planning Applications page (Planning & Development).

3. PURPOSE

The purpose of this report is to advise Council and the public of the submission of a complete Site Plan Approval (SPA) application, and to recommend that the application be deemed complete and referred to the Planning Department for processing and review prior to reporting back with a recommendation.

4. ORIGIN AND LEGISLATION

In March 2022, Leblanc Homes submitted a complete site plan application for the purposes of developing a 6 storey apartment building containing 36 dwelling units at 431 Ontario Street. Upon review of the submission, Planning staff can confirm it is consistent with *Planning Act* requirements. The *Planning Act* authorizes the municipality to review and ensure appropriate development is approved in compliance with the Town of Cobourg's Official Plan or applicable Secondary Plans, the Zoning By-law and applicable design guidelines/standards. Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete application within 30 days after its receipt by Council, the owner may appeal the application to the Ontario Land Tribunal (OLT).

5. BACKGROUND

The property is municipally known as 431 Ontario Street with an approximate site area of 3,687 m² with a frontage of 56 metres on Ontario Street. Refer to **Schedule A "Context Map"** and **Schedule B "Site Plan"** attached. The subject property is currently vacant and located on the west side of Ontario Street, just north of University Avenue West. The site abuts the Trillium Apartment Complex which fronts along William Street.

The subject property is designated as a Mixed Use Area in the Town of Cobourg Official Plan and zoned "High Density Residential 5 Holding (R5-[H])" by Zoning By-law No. 085-2003, as amended.

The northern portion of 431 Ontario Street is subject to an access easement in favor of Trillium Apartment Complex and the owner intends to utilize and maintain the existing access to proposed development. The applicant proposes a six (6)

storey apartment building with 36 dwelling units. The plan proposes 35 underground parking spaces and 21 surface parking spaces.

The following drawing and plans were submitted for technical staff review:

- Architectural Drawing (Site Plan & Elevations)
- Civil Engineering Drawings
- Landscape Plan
- Photometric Plan
- Traffic Brief
- Tree Inventory Plan

6. ANALYSIS

This memo provides background information on the application and a full analysis will be provided in a subsequent report.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

As this is a development application under the *Planning Act*, there are no financial or budget impacts to report on at this time. The owner has submitted the applicable fee and deposit in the amount of \$9,660.00.

8. CONCLUSION

Staff recommends that the Site Plan Approval application be deemed complete and referred to Staff for processing and review. The application package is being circulated to the Development Review Team (DRT) and applicable agencies and committees for review and comments. Analysis of the proposal will be presented to Council once reviewed by staff and agencies and prior to final consideration of the development.