

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>COMMITTEE OF THE WHOLE REPORT</b>	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner – Development	
DATE OF MEETING:	June 24 <sup>th</sup> , 2019.	
TITLE / SUBJECT:	Application for Site Plan Approval - Development Agreement: 671 Division Street Buchanan Storage Inc.	
REPORT DATE:	June 12 <sup>th</sup> , 2019.	File #: SPA-03-19

1.0 CORPORATE STRATEGIC PLAN OBJECTIVES

N/A

2.0 RECOMMENDATION

THAT the attached By-law be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Development Agreement with Buchanan Storage Inc. and Lakefront Utility Services Inc. for a 371.6 m<sup>2</sup> (4,000 ft<sup>2</sup>) self storage building on the Subject Property, subject to the finalization of details by municipal staff and applicable agencies.

3.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Applications and Amendments, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including building layout, access, parking, landscaping, servicing and grading to name a few.

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 that an application for Site Plan approval has been submitted to the Municipality. The sign must include a contact number for both the applicant and the Town of Cobourg Planning Department, where plans can

be made available for the public to view. The sign was posted on the frontage of the subject property in accordance with this procedure, although it has since been removed as a result of on-site pre-construction soil and grading activity. Planning Department staff also notified those persons on record as requesting notification of any future planning applications regarding the subject lands.

Additionally, the Planning Department provided written notice of the Complete Site Plan Application to Council on May 15<sup>th</sup>, 2019, and all Site Plan Applications are considered by Council in open session prior to final approval.

#### 4.0 ORIGIN & LEGISLATION

In April 2019, the Planning Department received an application for Site Plan Approval from Buchanan Storage Inc. for the 2,506.9 m<sup>2</sup> (.62 ac) parcel, known as 671 Division Street.

In accordance with the provisions of the Ontario Planning Act, a municipality has the authority to designate site plan control area(s), and where an application has been made for site plan approval, a municipality may require the owner of the land to enter into one or more agreements with the municipality.

#### 5.0 BACKGROUND

The Subject Property is designated as Employment Area in the Town of Cobourg Official Plan (2017) and located in a Light Industrial Exception 10 (LM-10) Zone in the Town of Cobourg's Comprehensive Zoning By-law #85-2003 (see **Figure 1 - Location Map** attached).

#### 6.0 ANALYSIS

The following attachments are included for reference purposes:

**Figure 1 – Location Map**

**Figure 2 – Site and Grading Plan**

**Figure 3 – Landscape Plan**

**Figure 4 – Building Elevations**

**Figure 5 – Agreement Authorization By-law**

Summary of Key Points:

The following are the key points associated with the proposal:

- The Subject Property has a lot area of 2,506.9 m<sup>2</sup> (.62 ac), with 54.71 m (179.5 ft) frontage along Division Street and 45.85 m (150.54) frontage along Buchanan Street

- The applicant is proposing to construct a 371.6 m<sup>2</sup> (4,000 ft<sup>2</sup>) self storage building consisting of 28 storage units ranging in size (see **Figure 2 – Site Plan** attached).
- The proposal represents the initial stage of a phased development plan for the site. The second phase of development will include an additional self storage building on the east side of the subject property, adjacent to Division Street.
- The proposed development is a “sister site” to the existing Lok-All Storage site located immediately south of the subject property at 1 Buchanan Street. New visitors and/or self storage clients for the subject property will be directed to the Lok-All Storage office for administrative inquiries. No ancillary office, or visitor parking is considered as part of this proposal.
- The proposal includes a variety of new landscape improvements to the subject property, including six (6) trees and forty-five (45) shrubs of assorted species. The new plantings will create a soft edge along the property perimeter, and provide more visual character, interest, and natural aesthetic to the site. Additionally, the five (5) existing trees on the subject property will be retained and protected in accordance with the Municipality’s tree protection provisions during the construction process (see **Figure 3 – Landscape Plan** attached).
- In consultation with planning staff, the applicant has incorporated a stone veneer, and contrasting, quality materials to the building design. The proposed façade enhancements will add visual interest to the property while maintaining the functionality of the building as a self-storage facility.
- A 1.8 m wood privacy fence will be installed along the western property boundary to provide an additional buffer between the proposed development and the abutting residential property located at 18 Buchanan Street.
- Low Impact Development (LID) solutions, including a grassed swale along the western perimeter of the property, and an infiltration trench and subdrain at the southwest corner of the property will provide permanent stormwater quality control for the subject property. A silt fence will provide temporary stormwater quality control during construction.

## 7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. The Site Plan Application fee is waived for industrial properties.

8.0 CONCLUSION

It is the opinion of the Planning Department that the application by Buchanan Storage Inc. to permit a 371.6 m<sup>2</sup> (4,000 ft<sup>2</sup>) self storage development meets all applicable policies and standards, subject to the finalization of details and other documentation by municipal staff and external agencies.

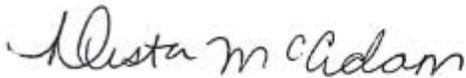
9.0 POLICIES AFFECTING THE PROPOSAL

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

10.0 COMMUNICATION RESULTS

That the By-law attached to this report be passed by Council (see **Figure 5** Agreement Authorization By-law).

**Submitted by:**



Desta McAdam, MCIP, RPP  
Senior Planner – Development

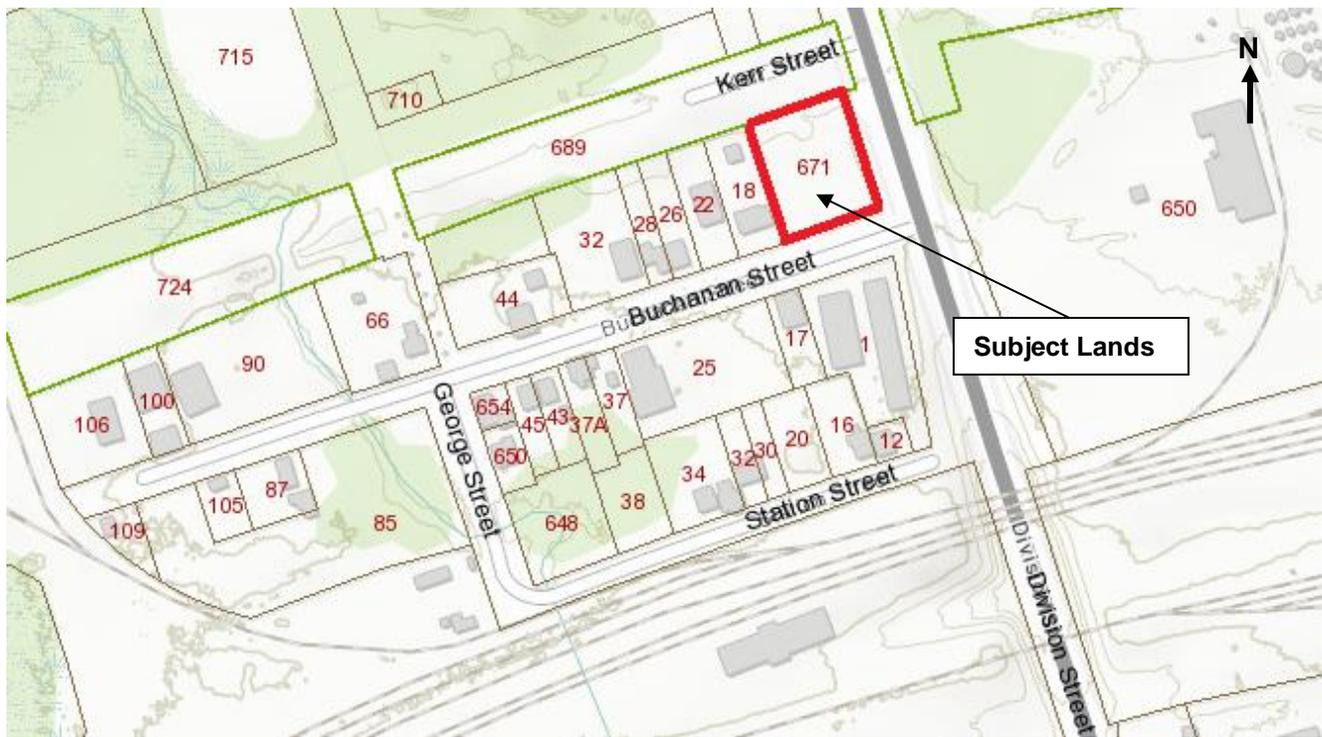
**Approved by:**



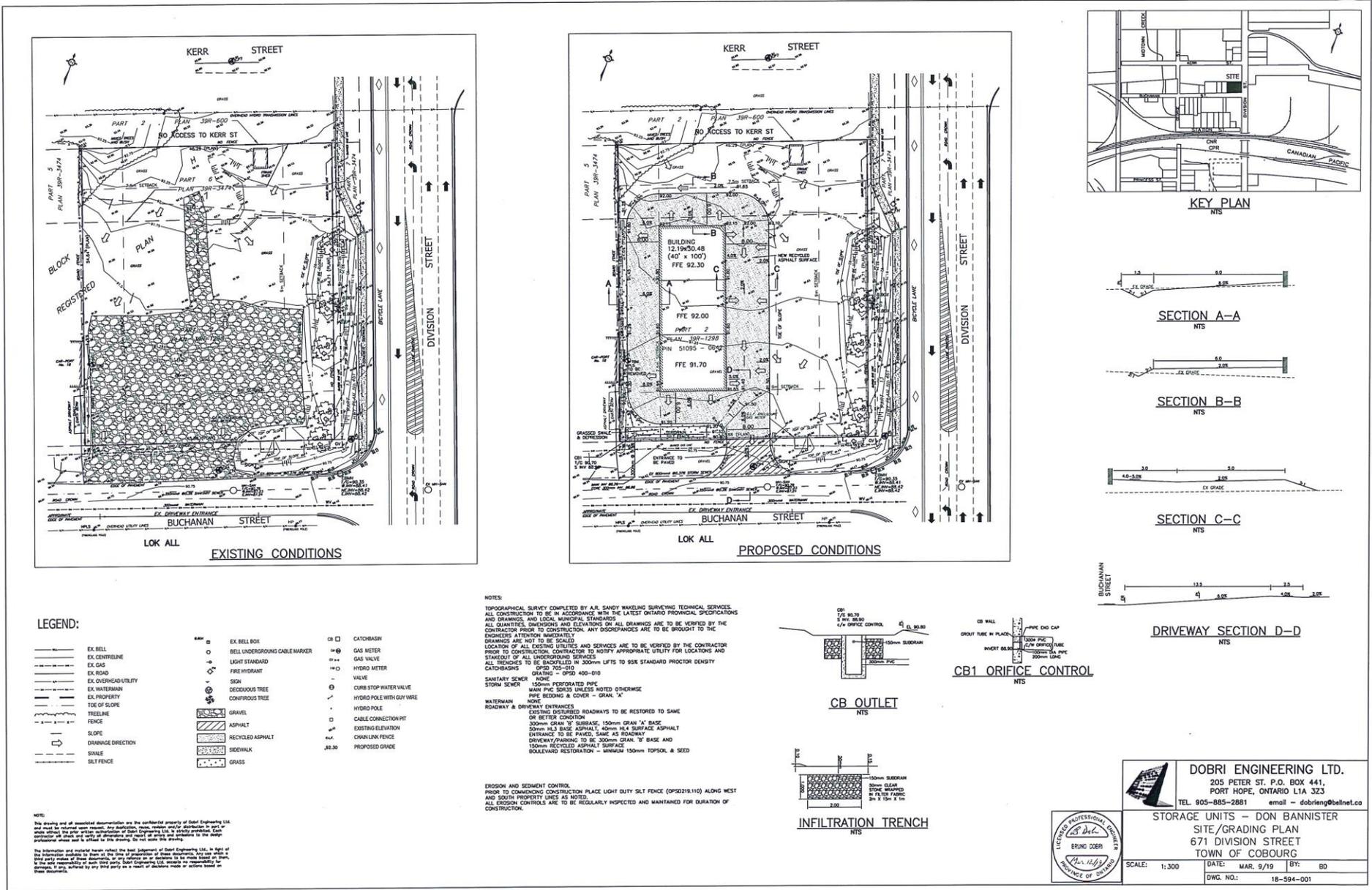
Glenn McGlashon, MCIP, RPP  
Director of Planning & Development



**FIGURE 1: LOCATION MAP**



**FIGURE 2 : SITE AND GRADING PLAN**



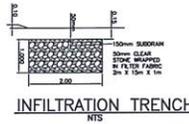
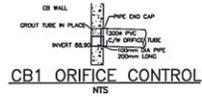
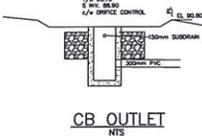
**LEGEND:**

- |     |                     |     |                               |     |                          |
|-----|---------------------|-----|-------------------------------|-----|--------------------------|
| —●— | EX BELL             | —○— | EX BELL BOX                   | —□— | CATCHBASIN               |
| —○— | EX CENTRELINE       | —○— | BELL UNDERGROUND CABLE MARKER | —○— | GAS METER                |
| —○— | EX GAS              | —○— | LIGHT STANDARD                | —○— | GAS VALVE                |
| —○— | EX ROAD             | —○— | FIRE HYDRANT                  | —○— | HYDRO METER              |
| —○— | EX OVERHEAD UTILITY | —○— | SKIN                          | —○— | VALVE                    |
| —○— | EX UNDERPASS        | —○— | DECIDUOUS TREE                | —○— | CRIB STOP WATER VALVE    |
| —○— | EX PROPERTY         | —○— | CONIFEROUS TREE               | —○— | HYDRO POLE WITH QUI WIRE |
| —○— | TOE OF SLOPE        | —○— | GRAVEL                        | —○— | HYDRO POLE               |
| —○— | TREELINE            | —○— | ASPHALT                       | —○— | CABLE CONNECTION PIT     |
| —○— | FENCE               | —○— | RECYCLED ASPHALT              | —○— | EXISTING ELEVATION       |
| —○— | SLOPE               | —○— | SIDEWALK                      | —○— | CHAINLINK FENCE          |
| —○— | DRAINAGE DIRECTION  | —○— | GRASS                         | —○— | PROPOSED GUIDE           |
| —○— | SWALE               |     |                               |     |                          |
| —○— | SILT FENCE          |     |                               |     |                          |

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**NOTES:**  
 TOPOGRAHICAL SURVEY COMPLETED BY A.R. SANDY WARELING SURVEYING TECHNICAL SERVICES ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE LATEST ONTARIO PROVINCIAL SPECIFICATIONS AND DIMENSIONS AND LOCAL MUNICIPAL STANDARDS  
 ALL QUANTITIES, DIMENSIONS AND ELEVATIONS ON ALL DRAWINGS ARE TO BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION ANY DISCREPANCIES ARE TO BE BROUGHT TO THE ENGINEER'S ATTENTION IMMEDIATELY  
 DIMENSIONS ARE NOT TO BE SCALED  
 LOCATION OF ALL EXISTING UTILITIES AND SERVICES ARE TO BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION CONTRACTOR TO NOTIFY APPROPRIATE UTILITY FOR LOCATIONS AND STAKEOUT OF ALL UNDERGROUND SERVICES  
 ALL TRENCHES TO BE BACKFILLED IN 300mm LIFTS TO 95% STANDARD PROCTOR DENSITY  
 CATCHBASINS: OPD 705-010  
 CHAINLINK: OPD 400-010  
 SANITARY SEWER: NONE  
 STORM SEWER: 150mm PERFORATED PIPE  
 MAIN PIPE SIDES UNLESS NOTED OTHERWISE  
 PIPE BEDDING & COVER - GRAN. 'A'  
**WATERMAIN & DRIVEWAY ENTRANCES:**  
 EXISTING DISTURBED ROADWAYS TO BE RESTORED TO SAME OR BETTER CONDITION  
 300mm GRAN 'B' SUBBASE, 150mm GRAN 'A' BASE  
 50mm HLB BASE ASPHALT, 40mm HLB SURFACE ASPHALT  
 ENTRANCE TO BE PAVED, SAME AS ROADWAY  
 DRIVEWAY/PARKING TO BE 300mm GRAN 'B' BASE AND 150mm RECYCLED ASPHALT SURFACE  
 BOULEVARD RESTORATION - MINIMUM 150mm TOPSOIL & SEED

**EROSION AND SEDIMENT CONTROL:**  
 PRIOR TO COMMENCING CONSTRUCTION PLACE LIGHT DUTY SILT FENCE (OPD219.110) ALONG WEST AND SOUTH PROPERTY LINES AS NOTED  
 ALL EROSION CONTROLS ARE TO BE REGULARLY INSPECTED AND MAINTAINED FOR DURATION OF CONSTRUCTION.



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**STORAGE UNITS - DON BANNISTER**  
 SITE/GRADING PLAN  
 671 DIVISION STREET  
 TOWN OF COBURG

SCALE: 1:300 DATE: MAR. 9/19 BY: BD  
 DWG. NO.: 18-594-001



**FIGURE 4: BUILDING ELEVATIONS**



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Do not make changes

Examine the drawings carefully before commencing the Work. Report discrepancies, if any, to the Designer and obtain modification of detailed instructions before proceeding with that part of the Work.

Do not commence the Work unless the drawing is issued for Construction.

NOTE: These drawings are not to be used for building code applications or construction unless otherwise consented to by the Designer with BCDA numbers affixed.

CONSULTANT

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NO.	DATE	REMARKS	BY

NO.	DATE	ISSUED	BY
1	6.11.2019	Issued for Site-Plan Approval	AKS

NO.	DATE	ISSUED	BY

**andrewsmith  
buildingdesign**

1 289 252 2352 www.aksmdesign.com  
 205A Division Street, Cobourg, ON K7A 3G7

PROJECT

**Mini Storage**  
 Don Bamister  
 Buchanan Street, Cobourg, ON

DRAWING		PROJECT No.	
<b>Building Elevations</b>		2019-119	
DESIGN: AKS	DRAWN: AKS	DATE: June 2019	SHEET No. <b>A300</b>
SCALE: 1/8"=1'-0"			

## FIGURE 5: AGREEMENT AUTHORIZATION BY-LAW

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u>      -2019      </u>

**A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH BUCHANAN STORAGE INC., LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG (671 DIVISION STREET, COBOURG)**

**WHEREAS** pursuant to Section 41(7) of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, which provides in part that a municipality has the authority to enter into one or more agreements in dealing with matters subject to Site Plan Control;

**NOW THEREFORE** the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with Buchanan Storage Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for a 371.6 m<sup>2</sup> (4,000 ft<sup>2</sup>) self storage building at 671 Division Street, Cobourg, subject to the finalization of details and documentation by municipal staff and applicable agencies.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 2<sup>nd</sup> day of July, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK