

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
<b>Submitted by:</b>	Dave Johnson Planner II – Heritage Planning and Development Planning djohnson@cobourg.ca	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	<b>February 22, 2021</b>		
<b>Report No.:</b>	SPA-02-21		
<a href="#">Submit comments to Council</a>			

**Subject/Title:**     **Application for Site Plan Approval - 727 William St. - 2452446 Ontario Inc.**

## RECOMMENDATION:

THAT Council receive the Staff Report and Site Plan Approval application; and,  
FURTHER THAT Council refer the application to the Planning Department for a report.

## 1. STRATEGIC PLAN

N/A

## 2. 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 Approval (SPA) 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 1.0 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 SPA has been submitted to the Municipality. The sign will be erected in the coming weeks and will include general information about the proposal, a site plan, and contact information where further information can be obtained by the public.

Additionally, the Planning Department provides written notice of complete SPA applications to Council. Finally, information relating to the SPA application is

posted on the municipal website under the Planning Applications page (Planning & Development).

### 3. PURPOSE

This Report is intended to advise Council and the public of the SPA application, and to recommend that Council receive the application and refer it to the Planning Department for a Report.

### 4. ORIGIN AND LEGISLATION

In February 2021, the Planning Department received an application for Site Plan Approval from 2452446 Ontario Inc. for a 366.86 m<sup>2</sup> addition to the north end of the We-Fix-U/Comfort Zone building. Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the Ontario *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 30 days after its receipt by Council, the Owner may appeal the application to the Local Planning Appeal Tribunal (LPAT).

### 5. BACKGROUND

The property is 4,574.24 m<sup>2</sup> in area, with 53.02 m of frontage, and is located at 727 William Street. The Subject Lands are currently improved with a 1219.61 m<sup>2</sup> commercial building with 52 parking spaces. See **Schedule “A” Key Map**.

The Subject Lands are designated “Mixed-Use Corridor” in the Official Plan (2017) and “District Commercial (DC) Zone” in the Comprehensive Zoning By-law #85-2003.

The development proposal consists of a new one (1) storey, 366.86 m<sup>2</sup> (3,948.85 sq. ft.) commercial building addition on the north side of the existing building. See **Schedule “B” Site Plan** and **Schedule “C” Building Elevations** (note that the site plan and building design may change prior to final approval consideration by Council).

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

- Architectural Site Plans, Floor Plans, Elevation Drawings, prepared by NDArchitects
- HVAC Design, prepared by DesignHVAC Experts Inc.
- Landscape Plans, prepared by TRophic Design
- Photometric Study, prepared by Signify
- Storm Water Management Report, prepared by Asterisk Engineering Corporation
- Site Servicing Plan, prepared by Asterisk Engineering Corporation
- Grading and Erosion Control Plan, prepared by Asterisk Engineering Corporation
- Drainage Plan, prepared by Asterisk Engineering Corporation

## 6. ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this time. The application package is being circulated to the Development Review Team and applicable agencies/committees for review and comment before being brought back to Council for consideration.

## 7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. The Owner has submitted the requisite \$5,500.00 in SPA application fees and deposits.

## 8. CONCLUSION

The SPA application is only being received by Council at this time. The site plan package is being circulated to the Development Review Team and applicable agencies/committees for review and comment before being brought back to Council for consideration.

### Report Approval Details

Document Title:	Application for Site Plan Approval - 727 William St. - 2452446 Ontario Inc.
Attachments:	
Final Approval Date:	Feb 19, 2021

This report and all of its attachments were approved and signed as outlined below:

**Tracey Vaughan, Chief Administrative Officer - Feb 19, 2021 - 11:37 AM**