## PROPOSED HOTEL DEVELOPMENT

Prepared for: MORCAP CORPORATION

Depalma Lands, Elgin Street West, Town of Cobourg

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DATE : AUGUST 2019 FILE #6501



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# INTRODUCTION

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This urban design brief (the Brief) has been prepared by Weston Consulting on behalf of DePalma Developments Limited for the Zoning By-law amendment application of a hotel project. The development is to be located in the northwest part of the Town's built boundary as illustrated in Figure 1 below.

The purpose of the Brief is to provide the design rationale for the project and discuss how the project satisfies the Town's Community Design Policies, sustainable design policies, and has regard for the Town's Urban and Landscape Design Guidelines.

The Brief has been prepared in support of a Zoning Bylaw Amendment application with site specific regulations for the subject site. This is to advance and facilitate the development of the hotel project and to ensure good urban design practices are being met during the planning and implementation stages. A number of other documents and materials have been submitted concomitantly with the Brief for said application. The Brief is to be read in conjunction with these documents and materials, including the Planning Justification Report, also prepared by Weston Consulting, dated August, 2019. The accompanying documents and materials are filed under separate cover.

All images and drawings used in the Brief are for conceptual representations only and are not to be construed as the actual development.



Figure 1: Project location within Cobourg Built Boundary

## SITE AND CONTEXT

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The development site is located within the West Cobourg Business Park (the Business Park). The Business Park is an employment area located at the northwest fringe of the built boundary of the Town of Cobourg, bordering Hamilton Township to the west. The Business Park is bound by Highway 401 to the north, Burnham Street to the east, Elgin Street East to the south, and the Town boundary to the west (Figure 2). The subject property, referred to as 'Depalma Lands', is a new lot along the future extension of Depalma Drive from the lands generally north of Elgin Street West, south of Highway 401, west of Depalma Drive, and east of the Municipal Boundary.

Highway 401 runs north of the 'Depalma Lands' with the Burnham Street interchange located approximately 625 metres to its east. This strategic location bordering the Highway and close to the interchange provides a high degree of visibility while entering and egressing to and from the Business Park, and ease of access to and from the Highway.

Elgin Street West borders along the south side of the 'Depalma Lands'. This frontage has narrow spits that extend to Elgin Street West to the south.

The south of the 'Depalma Lands' is occupied by a mix of retail, commercial uses including a number of car dealerships. The east side is occupied by two large scale retail developments (Walmart and Home Depot) followed by a large surface parking lot and small eateries and retail facilities. The Northhumberland Hills Hospital is located at the northwest quadrant of the interchange and east of the Home Depot store. The west side borders with the Hamilton Township and vacant lands.

The 'Depalma Lands' is currently vacant measuring a total land area of 13.59 hectares with a frontage of 223 metres along Highway 401. The proposed hotel development block ('Hotel Lands') will occupy 0.751 hectares of the 'Depalma Lands' and will be situated in the central east part of the site (Figure 2). The boundaries of the Hotel Lands have been delineated through a Severance application approved by a Committee of Adjustment Decision dated February 20, 2019, attached hereto as Appendix 1. It should be noted that the extension of Depalma Drive, which constitutes a 30 metre right-ofway across the entire south frontage of the severed lot will be conveyed to the Town and dedicated as a public highway as a condition of the Decision. The severance sketch is shown in Figure 3.



Figure 2: Aerial context of the West Cobourg Business District and the subject property

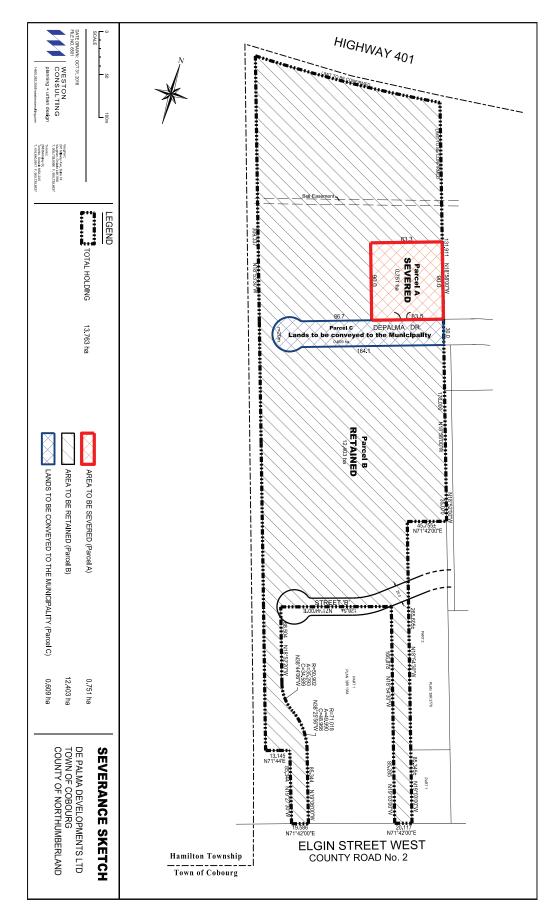


Figure 3: Severance sketch of 'Depalma Lands' identifying severed parcel for hotel development



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The ultimate overall street block plan of the 'Depalma Lands' will be conceived through a future application for Draft Plan of Subdivision.

Access to the Hotel Lands is currently provided from Depalma Drive, an eastwest collector road currently ends at the east side of the site (Figure 5). However, the plans to extend Depalma Drive further west into the 'Depalma Lands' will provide a public street frontage. This extension, along with the future planned street network of the 'Depalma Lands' will facilitate connections to the proposed hotel block as well as other future developments within the subject property.

Depalma Drive is designed as a collector road with a central median. Schedule E, Road Network Plan of the Official Plan (Figure 6), shows this road to be furnished with pedestrian and bicycle paths. Thus the proposed hotel will be located close to active transportation routes.

In terms of transportation, the property is easily accessible from Highway 401. Local transit routes include bus routes on Depalma Drive, Elgin Street West and Strathy Road. See Figure 6. It is anticipated that the existing local transit route will extend along the future extension of Depalma Drive serving the future employment developments.

It is beneficial to have retail and commercial developments within walking distances of a hotel facility. The proposed development is close to several of these facilities as identified in the Community Facilities Map of the Planning Justification Report, prepared by Weston Consulting. See Figure 17 in this Brief for Community Amenities map.



Figure 4: Surrounding existing developments





Figure 5: Depalma Drive road end on the east side of the property

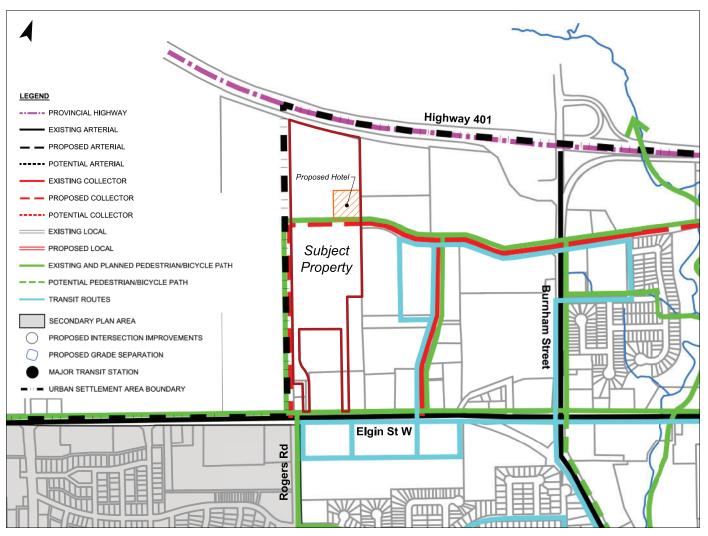


Figure 6: Extract of Schedule E Road Network Plan with subject site in red

### PROJECT OVERVIEW

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Holiday Inn EXPIESS & Suites The proposed development is for a four (4) storey hotel project with a total of 82 guest rooms, an indoor pool, a fitness facility, and meeting rooms. A hotel will include a variety of room sizes and types to cater to different needs that include king and queen size guest suites. A total of 51 suites are universally accessible.

The ground floor consists of the main entrance, lobby reception and lounge area. Amenities and facilities such as the indoor pool, breakfast bar and meeting rooms are also located on this floor. The indoor pool and breakfast bar are connected to outdoor patios which provide outdoor amenities. Four (4) guest rooms are included in the ground floor. Service and fire escape stairs are conveniently located at both ends of the floor with the lift being centrally located for ease of access from all guest rooms (Figure 7). The total GFA measures 5,060 sq. metres.

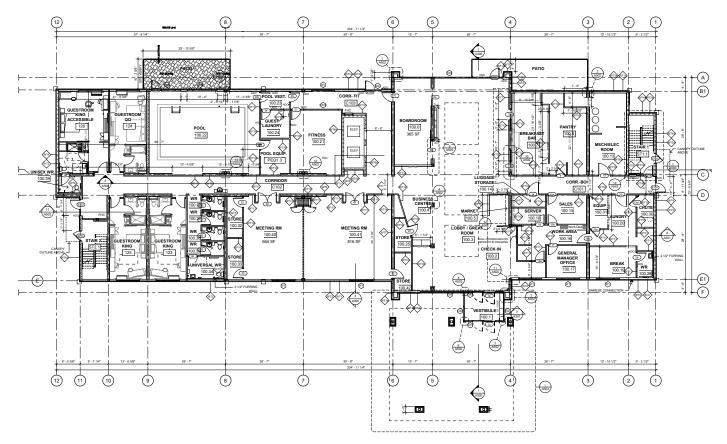


Figure 7: Proposed ground floor plan. Courtesy of Chamberlain Architectural Services

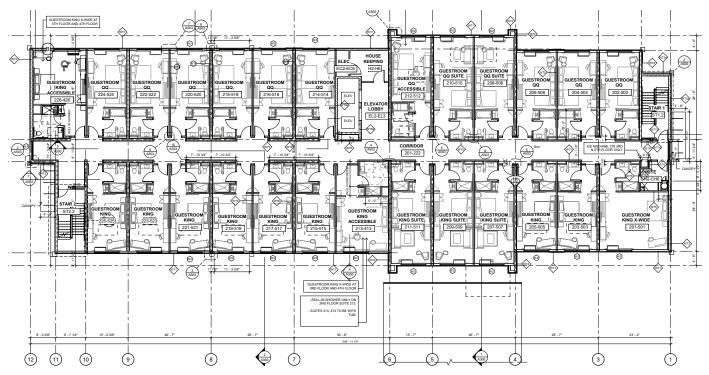


Figure 8: Proposed 2nd to 4th floor plan. Courtesy of Chamberlain Architectural Services

The 2nd to 4th floors include the majority of the guest rooms. The rooms are arranged functionally along both sides of a central corridor, allowing all units to have an exterior wall facilitating exterior views (Figure 8).

The building mass is four storeys high with a linear volume. The floor dimensions are approximately 20 metres deep and 62 metres long providing a narrow and slender floorplate. The building is massed to maintain this linear narrow profile with an accentuated entrance area. Wall projections, recesses and heightened parapets are used to break the linearity of the mass. An extended canopy declares the main entrance and drop-off area.

The facades are designed to address the public realm on all sides with the main facade facing the west towards a potential future street. The material palette includes a range of colours and textures that complement each other. The elevations suggest the use of stone, silver and charcoal colored aluminum cladding, white and light coloured EIFs, and double glazed windows. See Figures 9, 10 and 11. Two entrances are provided from the south and west that lead to a parking area. The parking area will maintain a minimum 3 metre wide landscaping buffer along the site's peripheries as well as landscaped parking islands. This will reduce the extent of asphalt paved areas and contribute in mitigating the urban heat island effect. This also breaks up the parking lot into small clusters of parking spaces. See Figure 26 for Site Plan.

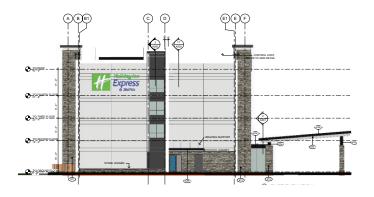
The building is located towards the east part of the site to increase its visibility from Highway 401 as well as locate the 4 storey building mass as a backdrop to the relatively lower masses within the existing surrounding context.



MATERIAL SUMMARY			
CODE	DESCRIPTION		
ACM-1	ALUMINUM CLADDING SILVER METALLIC		
ACM-2	ALUMINUM CLADDING CHARCOAL		
EIFS-1	WHITE EIFS		
EIFS-2	LIGHT GREY EIFS		
EIFS-3	CHARCOAL EIFS		
GLZ	CLEAR, DOUBLE GLAZED		
ST1	STONE		



Figure 9: West elevation showing main entrance. Courtesy of Chamberlain Architectural Services.



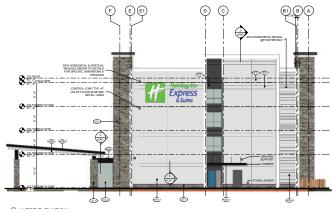


Figure 10: North elevation. Courtesy of Chamberlain Architectural Services

Figure 11: South elevation. Courtesy of Chamberlain Architectural Services



## RESPONSE TO POLICIES AND GUIDELINES



See Schedule "F Land Use Plan Harbour Area Secondary Plar

### 4.1 Town of Coborg Official Plan

Section 5 of the Official Plan (OP) includes policies that are catered to the design and improvement of the community. The following paragraphs provide discussions on how the proposed development seeks to comply with these design directions.

#### Streetscape Design

In response to policies 5.2.1.2 (iv) and 5.2.1.2 (vi) (a)(b) (c) Streetscape Design, the siting of the parking area and the siting and massing of the building shall assist in the creation of high quality streetscaping. Although parking is located in the side yard along the west side of the property, substantial landscaping and greening of the parking area will reduce the vast expanse of asphalt and de-emphasize the presence of parked cars. The sites edges along the future streets will include a landscape strip of at least 3 metres that will buffer the parking area from the public realm. The building is oriented to face a future public street with high quality architectural rendering and materials. The parking area will be subdivided into smaller areas through landscaping and negate the visual perception of a large parking lot. See Figure 26 for the proposed site plan and Figure 12 for precedent example of landscaped parking areas.

Policy 5.2.1.2 (vii) provides directions on how to define and emphasize various areas with landscaping and

architectural features. In response to this, the proposed development provides for outdoor patios that will be distinctly landscaped with hard and soft landscaping, and seating and shading devices for the comfort of hotel guests. The landscaping strips along the site's edges will define the public-private interface while walkways will delineate pedestrian routes. The hotel signage, main facade design and materiality and heightened parapet design will contribute to the public street along the west side. See Figure 9 for west elevation.

The site design locates the loading area at the rear of the building and is setback significantly from the street frontages. This design strategy is in keeping with Policy 5.2.1.2 (viii).

Policy 5.2.4.(i) recommends landscaping to maintain and enhance the character of existing and developed areas. The proposed development with its landscaping design strategy will enhance the character of the Business Park employment area. The landscaping buffer along the site's perimetre will aid in defining the lot and the interface of the public-private realms as well as reduce the visual impact of parking lots. Landscaping will be used near entrance areas to provide a sense of arrival. The parking lot will use a greening and landscaping strategy to reduce the expanse of asphalt surfacing. Landscaping will also be used to soften the building's edges. These landscaping design strategies will support the development of the West Cobourg Business Park character.



Figure 12: Precedent example of landscaped parking area

#### Safe Community Design

The Town of Cobourg stresses the need for safe community design and this is articulated through policy 5.2.5. The proposed development is in compliance with several design directions contained in this policy as follows. The siting and design of the building will provide opportunities for visual overlook and ease of public access to the adjoining future streets [Policy 5.2.5.(i)]. All walkways and parking lots will be designed with appropriate lighting for identification at night and visual surveillance [Policy 5.2.5.(iii)]. The site design proposes two entrance and exit areas from adjoining streets to the east and south. Proper signage will be provided at these locations for identification. This will ease the traffic circulation and preclude the sense of entrapment [Policy 5.2.5.(viii)].

#### Accessible Design

In terms of accessibility and visitability, the proposed development will seek conformity with applicable guidelines, in particular, the Ontario Building Code (OBC) and the Accessibility for Ontarians with Disabilities Act (AODA) [Policy 5.2.6].

#### Active Transportation

Policy 5.2.7 speaks to the encouragement of active transportation including walking and cycling. The proposed design provides walkways that provide connections between the main building entrance, the parking area and outdoor patio areas. It is anticipated that these walkways will also connect to future public sidewalks and potential future transit stops [Policy 5.2.7(i)]. Opportunities for pedestrian connections to neighbouring sites will be explored in advanced stages of the design [Policy 5.2.7(iv)]. The principle pedestrian route shall be functionally separated from parking and driveway areas [Policy 5.2.7 (ii)]. The use of distinct surfacing materials, such as pavers, shall be explored during more advanced stages of the design [Policy 5.2.7 (ii)].

#### External Building Design

The proposed development is in keeping with several design policies geared towards the external design of buildings. The building design may explore the opportunities of a green roof or solar panels, if viable and appropriate. The building will be designed as per the Ontario Building Code (OBC) that will ensure certain environmental goals are achieved in terms of energy efficiency and the conservation of water [Policy 5.2.8. (i)].

In response to Policy 5.2.8 (ii), we are of the opinion that the proposed building complements the massing pattern, rhythm, character and context of adjacent existing development. The present day existing adjacent context to the north, south and west of the hotel block consists of vacant lands that will be developed in future with employment buildings. The immediate adjacent developments to the east currently consist of the two large scale retail buildings (Home Depot and Walmart). These buildings vary in size and shape due to their large format retail use. However, an apparent pattern and character exists in the design of the main entrances. Main building entrances are emphasized with distinct material treatment, massing accentuation, heightened parapet andor distinct roof line with the corporate sign. Figures 13 and 14 illustrate the main entrances of the two large scale retail buildings. The design objective is to make the entrances clearly identifiable from a distance, in particular from neighbouring streets, the public realm, and the parking lot.

The main building entrance of the proposed hotel facility is designed with similar considerations in terms of using distinct material treatment, heightened parapet, projected mass, and corporate sign. Additionally, an extended canopy over the drop-off area makes the entrance inviting and adds a sense of arrival (Figure 15).

The high quality design and its landscaping will signify the Business Park and contribute in place making [(Policy 5.2.8 (ii)].





Figure 13: Existing main entrance of Home Depot



Figure 14: Existing main entrance of Walmart



Figure 15: Proposed building with massing and material treatment for an enhanced main entrance. Courtesy of Chamberlain Architectural Services

#### Sustainable Design

The Town's approach to community and site design is based on eight (8) design principles of which the promotion of sustainable development is one. The proposed development will be in keeping with this principle as it will strive to reduce the consumption of energy, land and other non-renewable resources; minimize the waste of materials, water and other limited resources; create a livable, healthy and productive environment; and reduce green house gas emissions [Section 2.7 (iv)].

The building will be designed as per the Ontario Building Code to ensure the use of energy efficient materials and finishes as well as water saving fixtures. The development has the potential to utilize sustainable landscaping design strategies for storm water control and mitigating the urban heat island effect. The design is contextually situated within a planned network of pedestrian and cycling paths and can easily provide connections to these planned infrastructures in future, thus enabling and encouraging active modes of transportation and a healthy environment. The development is located within walking distances of several existing retail and commercial facilities, that can benefit guests staying at the hotel. See Figure 17 for Community Amenities Map. It is anticipated that additional facilities will also become available within short walking distances of the proposed hotel after the full build out of the Depalma Lands. These will further encourage active modes of transportation.



Figure 16: Precedent example of bio-retention area in parking island



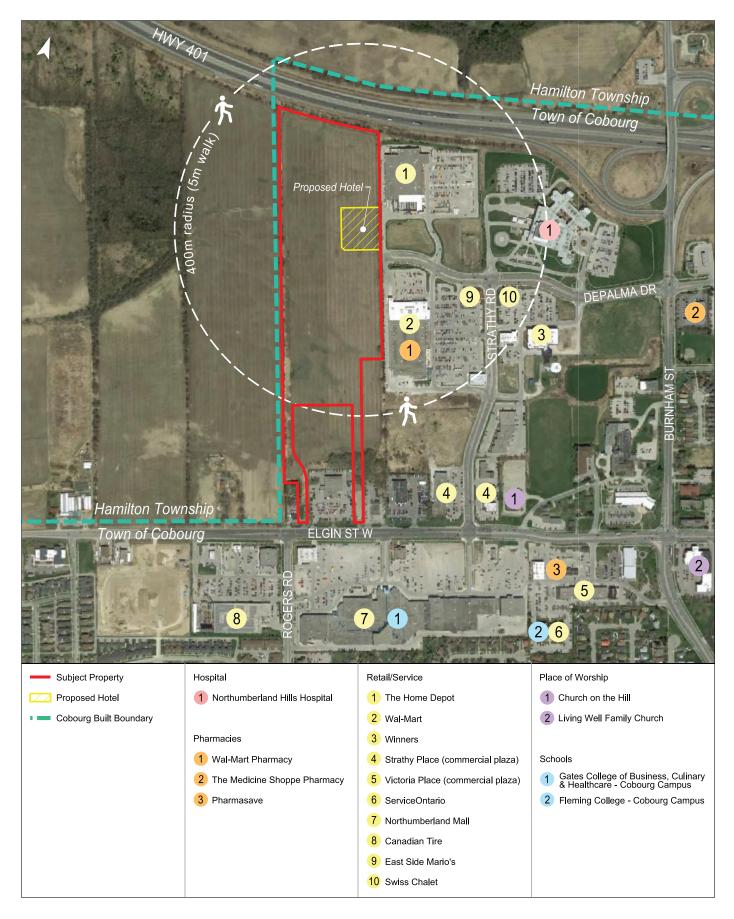


Figure 17: Community Amenities map

### 4.2 Cobourg West Business Park Secondary Plan

The Cobourg West Business Park Secondary Plan (the Secondary Plan) establishes a detailed framework for the Business Park located at the northwest part of the Town. The Secondary Plan is envisioned to create a gateway to the Town of Cobourg with a high quality business/ employment environment in a campus type setting.

Section 14.4.2 of the Secondary Plan includes design guidelines to ensure a high quality built environment within the Business Park. The following provides discussions on how the proposed development is in keeping with the relevant policies.

#### 401 Landscape Corridor

The proposed hotel building is designed so that its north, west and east elevations that are more likely to be exposed to the Highway have attractive, articulated facades. The sides of the building are designed with wall projections and heightened parapets. The design of windows and materiality add to the visual appeal. See Figure 18 for northwest view of the building. [Policy 14.4.2 (i)].

#### Streetscape Design

The development has the opportunity to provide enhanced site landscaping and site entrance features along the future street edges to create a sense of enclosure [Policy 14.4.3 (i)]. The parking lot is designed to reduce its visual impact from the street in accordance with Policy 5.2.1.2 (iv) of the OP. See Section 4.1 of the Brief [Policy 14.4.3 (iii)].

Figure 19 illustrates the hotel property in relation to the Secondary Plan area. The proposed hotel facility is located towards the northwest corner of the Secondary Plan area close to Highway 401. The site's location and the building design have the opportunity to provide a development that will signal the entrance to the Business Park from Highway 401. Additionally, the development will benefit from the planned pedestrian and cycling network.



Figure 18: Northwest view of the building. Courtesy of Chamberlain Architectural Services



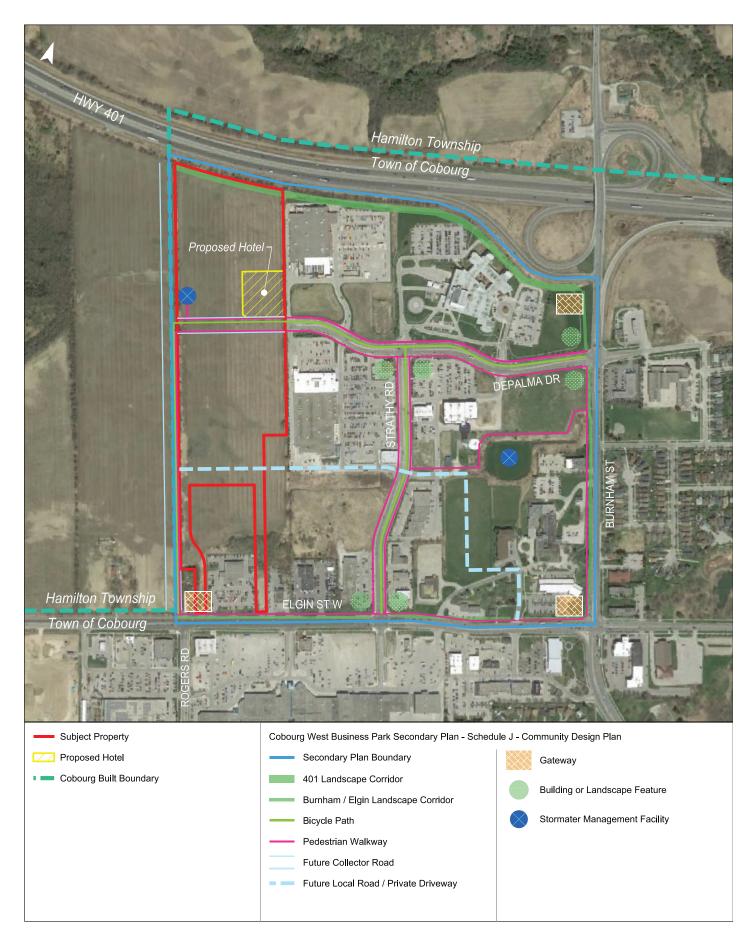


Figure 19: The proposed development within the context of the Secondary Plan



Figure 20: Precedent examples of signage integrated with building design



Figure 21: Precedent example of ground related entry signage



The signage shall be designed as an integral part of the building and landscaping with special consideration to the size, scale, colour and material used. See Figures 20 and 21 for precedent examples of signages. All signage shall be based on the Town's Sign By-law [Policy 14.4.3 (v)].

#### Pedestrian/Bicycle and Secondary Vehicular Connections

The proposed site design has the opportunity to accommodate clearly defined pedestrian connections from the main entrance of the building through the parking area to the future extension of Depalma Drive and the future street to the west. [Policy 14.4.4 (iii)]. See Figure 22 for potential pathway connections. The potential connections will be explored and refined during the Site Plan application stage.

#### Urban and Architectural Design

The enhanced facade design and the extended canopy in the drop-off area provide guests and visitors a clear sense of arrival and exit [Policy 14.4.6 (i)].

The proposed development is in compliance with the Safe Community Design and the Barrier Free Access design policies of the OP [Policy 14.4.6 (iii)]. See Section 4.1 of the Brief.

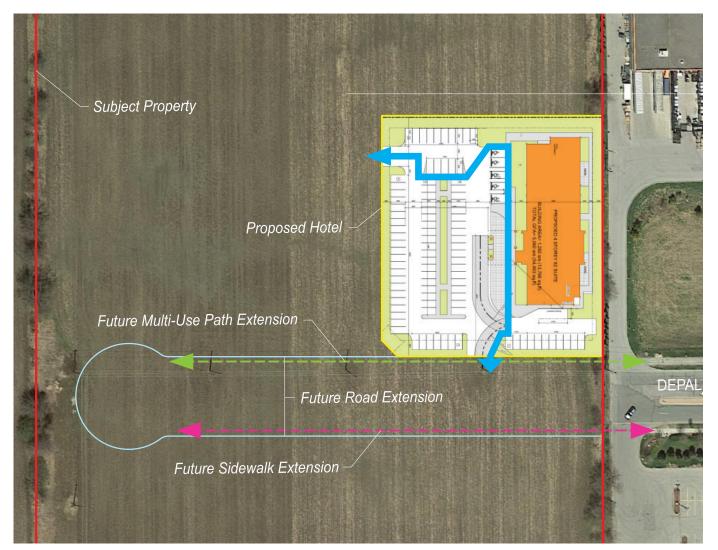


Figure 22: Proposed site design with potential pedestrian pathway connections shown in blue

### 4.3 The Town of Cobourg Urban and Landscape Design Guidelines September 2010 (ULDG)

The Town of Cobourg Urban and Landscape Design Guidelines (ULDG) have been developed to provide a comprehensive tool for the Town to review and assess development proposals in both the public and private realm and to ensure that they promote the highest quality of urban design and well integrated within Cobourg's unique context. Part 4 of the ULDG include design recommendations for developments within privately owned lands.

This section includes a discussion on how the proposed development is in keeping with several of these design recommendations.

#### <u>Sustainability</u>

The building will be constructed per the Ontario Building Code (OBC) and comply with required energy and water efficiency targets. Sustainable design strategies for storm water run-off including the provision of grassy swales, perimetre landscaping and permeable paving will be explored during more advanced stages of the design. The design uses the minimum required area for driveways and parking lots as per municipal standards, optimizing areas for landscaping. Native plant materials shall be considered for planting with a variety of plant species to avoid mono-cultures.

#### Land Use and Site Design

The proposed hotel building is sited to define the internal drive aisle and parking area. The main entrance and drop-off area will be directly accessible from future public sidewalks. The development will employ design features for universal accessibility as per all required municipal and provincial standards. Although building identification signage will be based on the tenant's corporate branding, all efforts will be made to ensure that the signage is complementary to the building design in terms of scale and material, and that will be in compliance with the Town's sign by-law.

#### Landscaping

Landscaping will define and enhance the building's edges as well as highlight the drop-off and main entrance area. The landscaping will differentiate between different areas of the site such as patios and outdoor amenity areas, parking areas, walkways, building edges, and main entrance areas. The landscaping materials will include a combination of salt tolerant ground cover, low shrubs and high branching deciduous trees that do not obscure pedestrian views. See Figures 23, 24 and 25 for precedent examples.



Figure 23: Precedent example of landscaped entrance area





Figure 24: Precedent example of landscaping along building's edge



Figure 25: Precedent example of landscaped hotel patio with outdoor amenities

#### Servicing and Loading

The loading area will be located at the rear of the building as identified on the site plan (Figure 26). This location conceals the presence of service vehicles during delivery or garbage pick-up from the public realm of the extended Depalma Drive.

#### Parking

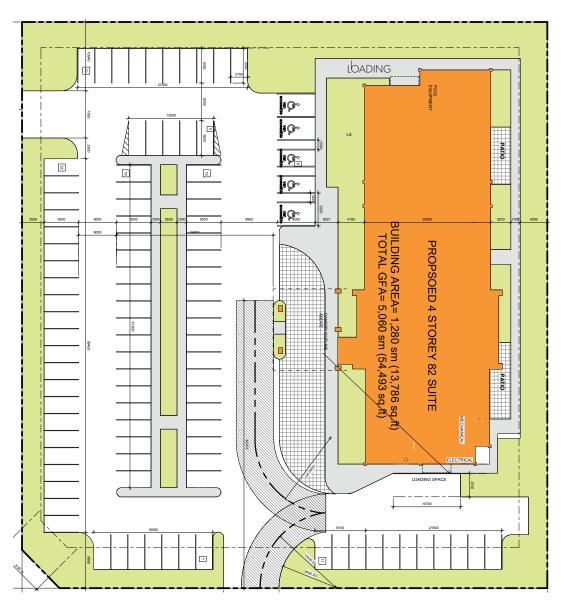
Landscaped parking islands and landscaping strips will divide the parking area into smaller clusters reducing the overall visual impact of parked cars. The planting of low level vegetation in parking islands will be considered to maintain visibility. The parking area will be adequately illuminated with consistent overage for visibility, safety and security at night. Preferential parking for bicycles, energy efficient vehicles and car-sharing services will be explored during advanced stages of the design. The drop-off area and service area are designed without obstructing the pedestrian route. Perimeter landscaping will buffer parking areas along the site's edges.

#### Employment buildings in business parks

The ULDG recommends buildings within business park zones to be designed with the highest design standards to contribute to the distinct image of the Town of Cobourg and its employment uses. The main face of the building (west side) is designed with substantial treatments (Figure 15). This west side of the Hotel Lands has a frontage of 83.99 metres, and it is anticipated that this side will be facing a future street. The west side of the proposed building measures 62.46 metres that occupies 74.4% of the future street frontage.

The most substantial design treatments are applied to this facade. See Figure 9 for the west elevation. The main entrance and drop-off area will be distinct with an extended canopy porch. The central part of the facade will be highlighted with stone that sets it apart from the lightly toned EIFS and metal surfaces. The heightened wall parapet contains signage that clearly marks the arrival area and gives a sense of invitation. The linearity of the facade is broken up by wall undulations and material treatment.

The loading area is located in the rear yard and will occupy less than 75% of the yard as it will be designed to the minimum size required by municipal standards. The remaining parts of the yard will be landscaped. See Figure 26.



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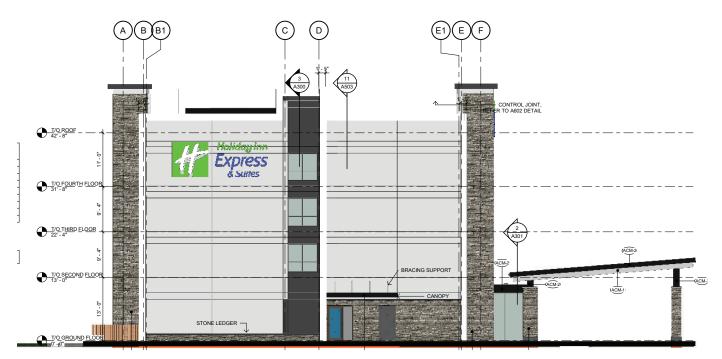


Figure 27: North Elevation. Courtesy of Chamberlain Architect Services

In future, it is anticipated that the site will be surrounded by public streets on two sides resulting in increased public realm exposure. The preliminary elevations suggest that design considerations are made to address all future building frontages. The side elevations are treated with similar materiality as the front, but with increased solid surfaces. The massing articulation, signage and the use of materials will contribute to the future side streets as well. See Figures 27 and 28 for north and south elevations.

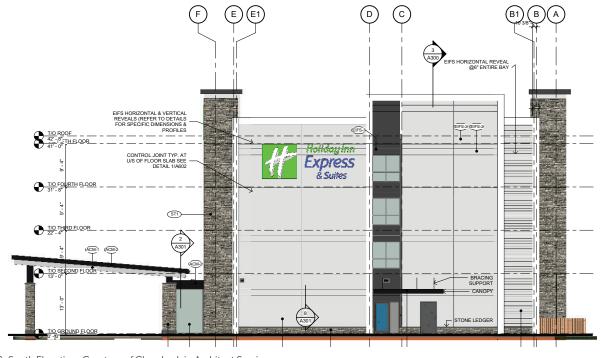


Figure 28: South Elevation. Courtesy of Chamberlain Architect Services



The proposed development of a four (4) storey hotel building within the West Cobourg Business Park establishes a site and building design that signifies the Business Park with high quality design and landscaping. The proposed development will complement the existing and future employment uses of the Business Park by respecting the scale and character of development. The building's location and high quality facade design will be visible from Highway 401, providing a glimpse of the Business Park. The proposal has the opportunity to contribute to streetscaping and establishing a prestigious character for the Business Park.

The development is in keeping with policies of the OP, the Secondary Plan and guidelines of the ULDG.

In response to Community Design policies of the OP, the proposed development will contribute in high quality streetscaping, establish a safe and accessible design, promote active modes of transportation, and create a building design that complements the existing building characteristics.

The building is designed to respond to the design guidelines of the Secondary Plan ensuring a high quality built environment within the Cobourg West Business Park. The proposed development is in keeping with several design recommendations contained in the ULDG in terms of land use, site design, landscaping, servicing and loading, parking, and employment building design.

Sustainable development design features will be further refined through detailed design of the Site Plan application process.

The approval of the proposed Zoning By-law Amendment for the said hotel project will provide the Town with a development that will announce the presence of the West Cobourg Business Park and enhance the Town's image as a business and employment destination.



Figure 29: Northwest view. Courtesy of Chamberlain Architect Services

### APPENDICES

### APPENDIX 1

		RECEIVLD FEB 2 7 2019
Cobourg	TOWN OF COBOURG	1 20 2 1 2010
	COMMITTEE OF ADJUSTMENT DECISION	
<u>Submission No:</u> Date of Hearing: Date of Decision:	<b>B-01-2019</b> February 20, 2019 February 20, 2019	
application for the conv extension of DePalma D 401, west of DePalma	ECTION 53 OF THE PLANNING ACT, ZONING BY-LAW eyance of a new 0.751ha lot with 83.5 m (274 ft) frontage al rive from the lands generally north of Elgin Street West, so Drive, and east of the Municipal Boundary, also referred to ed as Part 3 on Plan 39R-13146.	ong the future outh of Highway
	: Ryan Guetter, Weston Consulting on behalf of DePalma	Developments
LOCATION OF PROPE of DePalma Drive, and	g St, Suite 205, Toronto ON ERTY: Lands generally north of Elgin Street West, south of east of the Municipal Boundary, also referred to as the rt 3 on Plan 39R-13146.	Highway 401, west "DePalma Lands,"
The request is hereby	granted for the following reasons:	
1 The proposed	severance does not conflict with items of Provincial Interes	st as outlined in the
<ol> <li>The proposed s</li> <li>The proposed s</li> <li>The proposed s</li> </ol>	y Statement and the Places to Grow Act; severance maintains the general intent and purpose of the everance has appropriate regard to the subdivision criteria severance maintains the general intent and purpose of the severance is generally desirable and allows for the appropri- ds.	of the Planning Act; Zoning By-law;
And subject to the follo	wing conditions:	
the Municipality Municipal Engli	e subject to the specifications and approval of the Town of Co	and approval of the
Robert Marr, Chair	Barry Gutteridge, Vice-Chai	(tanda)
Peter Delanty, Membr	Astrid Hudson, Member	
Apult	2	
Allan Smelko, Memb	er	
SIGNED ON:	February 20, 2019	
Last date of Appeal c	f Decision: March 12, 2019	
NOTICE OF APPEAL		

NOTICE OF APPEAL An appeal to the Local Planning Appeal Tribunal against the decision of the Committee may be made by serving personally on or sending by registered mail to the Secretary-Treasurer of the Committee notice of appeal accompanied by payment to the Secretary-Treasurer of the fee prescribed by the Local Planning Appeal Tribunal under the Local Planning Appeal Tribunal Act as payable on an appeal from a Committee of Adjustment to the Tribunal, within the appeal period noted above. Note: The Planning Act provides for appeals to be filed by "persons". As groups or associations such as residents or ratepayers groups which do not have incorporated status, may not be considered "persons" for purposes of the Act, groups wishing to appeal this decision should do so in the name or names of individual group members, and not in the name of the group.

VAUGHAN OFFICE | 201 Millway Avenue, Suite 19, Vaughan, Ontario, L4K 5K8 | T. 905.738.8080 TORONTO OFFICE | 268 Berkeley Street, Toronto, Ontario, M5A 2X5 | T. 416.640.9917 1.800.363.3558 F. 905.738.9937 westonconsulting.com