 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner - Development	
DATE OF MEETING:	February 18, 2020	
TITLE / SUBJECT:	Application Site Plan Approval – SE Corner of New Amherst Blvd. & Charles Wilson Parkway James Fryett Architect Inc. (James Fryett & Shah Amiri) / New Amherst Ltd.	
REPORT DATE:	February 13, 2020	File #: SPA-02-20

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

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.

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 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.

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

#### 4.0 ORIGIN AND LEGISLATION

In January 2020, the Planning Department received an application for Site Plan approval from James Fryett Architect Inc. (James Fryett and Shah Amiri) on behalf of New Amherst Ltd. for a 989.57 m<sup>2</sup> parcel of land at the SE Corner of New Amherst Blvd. and Charles Wilson Parkway (Part of Block 123, Plan 39M-901) in the New Amherst subdivision. 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.

#### 5.0 BACKGROUND

The property is 989.57 m<sup>2</sup> in area, with 31.5 m frontage along New Amherst Blvd and 31.57m frontage along Charles Wilson Parkway. The Subject Lands are located in the New Amherst subdivision. See **Schedule “A”** Key Map.

The Subject Lands are designated ““Neighbourhood Centre” in the New Amherst Community Secondary Plan (2017) and “Neighbourhood Mixed Use Holding (NMU [H]) Zone” in the Comprehensive Zoning By-law #85-2003.

The development proposal is for a three (3) storey residential building, consisting six (6) dwelling units. The proposed development includes eight (8) surface parking spaces and one (1) parking space enclosed in a detached garage, accessed by a rear lane, for a total of nine (9) parking spaces. See **Schedule “B”** Site Plan (note that the site plan design may change prior to final approval consideration by Council).

#### 6.0 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.

Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete applications within thirty (30 days) after its submission, the Owner may appeal the application to the Local Planning Appeal Tribunal.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

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 application fees and deposits.

8.0 CONCLUSION

The application package is being circulated to the Development Review Team and applicable agencies for review and comments before being brought back to Council for consideration.

9.0 POLICIES AFFECTING THE PROPOSAL

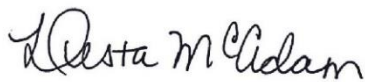
The primary policies affecting this application relate to the New Amherst Community Secondary Plan and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

This Report is intended to advise Council of the application, and to recommend that Council receive the application, and refer the application to the Planning Department for a report prior to final approval consideration by Council.

Please contact the Planning Department if you have any questions or concerns.

**Report Prepared by:**



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**SCHEDULE 'A'**  
**KEY MAP**

