 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner - Development	
DATE OF MEETING:	June 3, 2019.	
TITLE / SUBJECT:	Application Site Plan Approval – 22-24 University Ave. W. Habitat for Humanity Northumberland	
REPORT DATE:	May 21, 2019	File #: SPA-04-19

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

People – The Town supports and cares for the social and physical well-being of its citizens

Places – The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism

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 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.

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 May 2019, the Planning Department received an application for Site Plan approval from Habitat for Humanity Northumberland for 22-24 University Avenue West. 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. The following documents have been submitted with the application:

- Topographic Survey, IBW Surveyors, July, 2018;
- Draft R-Plan, IBW Surveyors, July, 2018;
- Site Plan, Bruce MacNeill Architect, March, 2019;
- Elevations/Floor Plans, Bruce MacNeill Architect, March, 2019;
- Site Grading & Servicing Plan, Dobri Engineering, February, 2019;
- Tree Preservation & Replacement Plan, New Leaf Landscape Architecture, April, 2019
- Traffic Brief & Site Circulation Report, Asurza Engineers, March/August, 2018;
- Geotechnical Investigation Report, GHD, December, 2018;
- Stormwater Management Brief, Dobri Engineering, February, 2019;

5.0 BACKGROUND

The property known as 22-24 University Avenue West is a 1,294.96 m² parcel, with 21.64 m frontage along University Avenue West. The site is currently improved with a two-unit residential building. See **Schedule “A”** Key Map.

The Subject Lands are designated as “Residential Area” in the Town of Cobourg Official Plan (2017), and zoned “Multiple Residential 4 Exception 30 [R4-30 (H)] Zone” in the Comprehensive Zoning By-law No. 85-2003.

In September 2018, the owner obtained a Zoning By-law Amendment to permit an increase to the residential density on the Subject Property from two dwelling units to four dwelling units within a rear, two-storey, building addition. A Holding (H) Symbol was placed on the zoning for the subject property, requiring that the Owner(s) pursue a Site Plan Application to finalize the details associated with

the site design, and enter into a Development Agreement with the Municipality and Lakefront Utility Services Inc.

Accordingly, the owner has submitted a new application for Site Plan Approval which proposes a 94.85 m² (1,021 ft²) two storey rear building addition consisting of two new affordable dwelling units. Revisions to the existing driveway and an expanded rear parking area are also proposed. 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 \$5,250.00 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 Residential Area designation, Affordable Housing, Cultural Heritage Conservation, and Community Design and Improvement policies of the Cobourg Official Plan, as well as the George Street Heritage Conservation District Plan and associated policies and guidelines.

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:

Desta McAdam

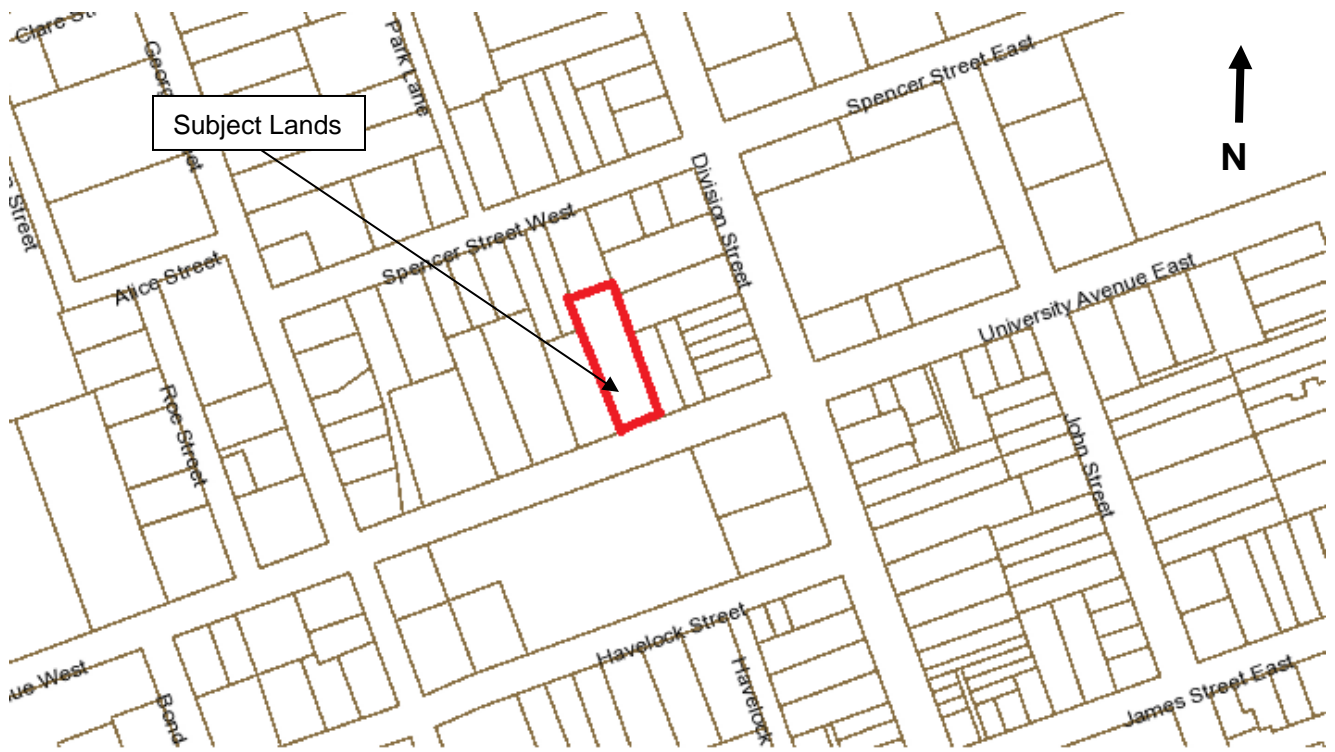
Desta McAdam, MCIP, RPP
Senior Planner - Development

Glenn McGlashon



Glenn McGlashon, MCIP, RPP
Director of Planning & Development

SCHEDULE 'A'
KEY MAP



SCHEDULE "B" SITE PLAN

SITE STATISTICS
 Zoning: R4-30-H
 Site Area: 14870 sf
 Asphalt Area: 5446 sf

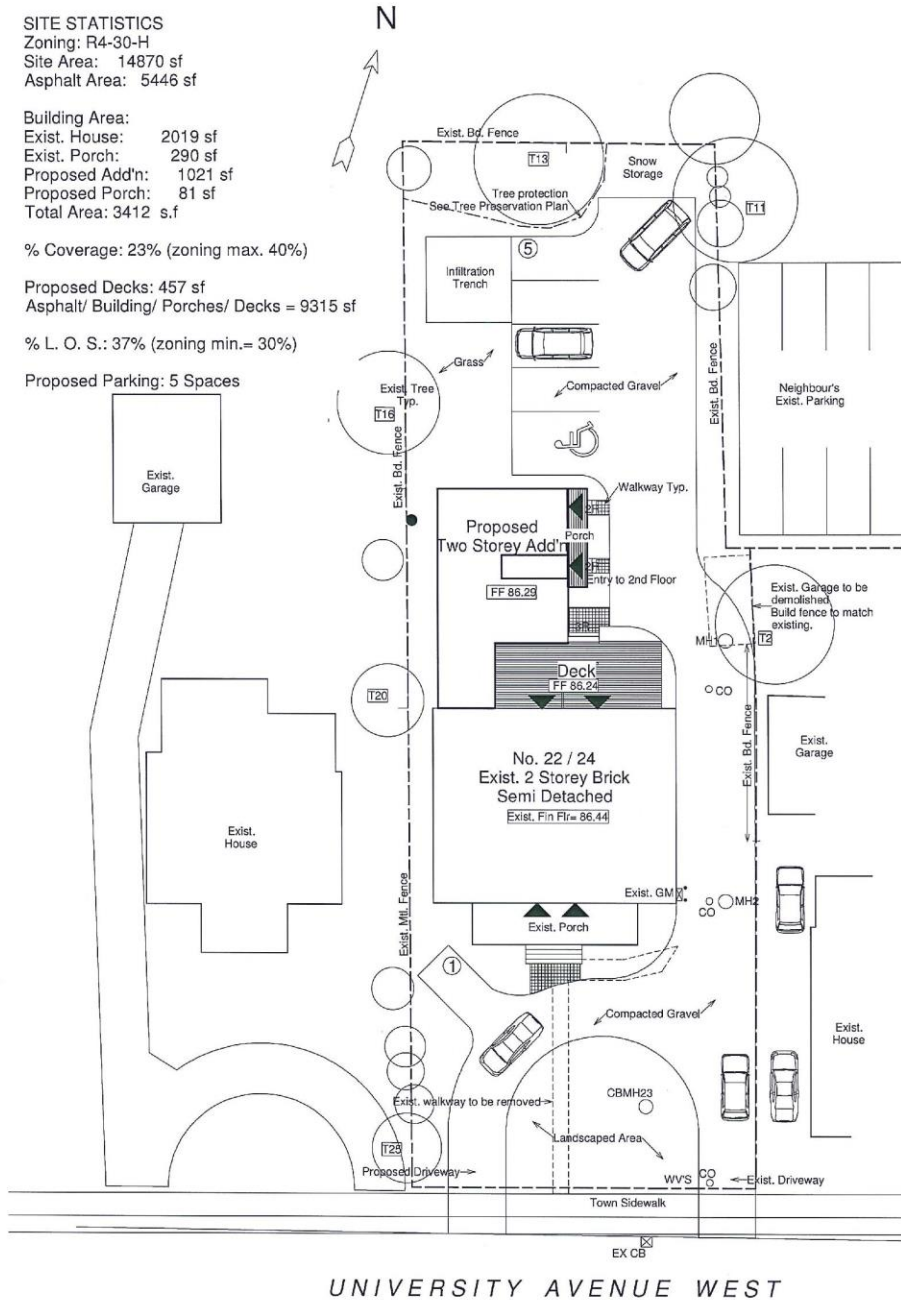
Building Area:
 Exist. House: 2019 sf
 Exist. Porch: 290 sf
 Proposed Add'n: 1021 sf
 Proposed Porch: 81 sf
 Total Area: 3412 s.f

% Coverage: 23% (zoning max. 40%)

Proposed Decks: 457 sf
 Asphalt/ Building/ Porches/ Decks = 9315 sf

% L. O. S.: 37% (zoning min.= 30%)

Proposed Parking: 5 Spaces



UNIVERSITY AVENUE WEST

This Site Plan to be read in conjunction with:
 - Site Grading and Servicing Plan, Prepared by Dobri Engineering
 - Tree Preservation Plan, Prepared by New Leaf Landscape Architecture Ltd.
 Survey Information taken from:
 Plan of Survey of
 Lot 4 & Part of Lots 5 and 18, Block K, North Side George Street, Caddy Plan
 Town of Cobourg

PRELIMINARY NOT FOR CONSTRUCTION

Price & Neill Architect
 220 Main Street, Cobourg, Ontario tel/ fax 905-377-1087

Printed 3/27/2019

<p>client: Habitat Northumberland project: Proposed Residential Development 22/24 University Ave. Cobourg date: March 2019 scale: 1:250</p>	<p>project: 22/24 University Ave. Cobourg title: SITE PLAN</p>	<p>For SPA Review, March 27, 2019 For Client Review, March 20, 2019 date: March 2019 scale: 1:250 dwg. no. 2</p>
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