

**STAFF**

**REPORT**

**The Corporation of the Town of Cobourg**

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| **Report to:** | Mayor and Council Members | **Priority:** | High  Low |
| **Submitted by:** | Kaveen Fernando  Planner I – Development  Planning and Development Services Department  [kfernando@cobourg.ca](mailto:kfernando@cobourg.ca) | **Meeting Type:**  Open Session  Closed Session | |
| **Meeting Date:** | **February 14, 2022** | | |
| **Report No.:** | Z-01-22 SUB | | |
| [Submit comments to Council](https://www.cobourg.ca/en/index.aspx) | | | |

**RECOMMENDATION:**

THAT Council receive the Staff Report for information;

THAT Council deem the application complete; and,

FURTHER THAT the application be referred to the Planning and Development Services Department to process and review the application and to fulfill the notice requirements of the *Planning Act* and the Municipality for the purposes of holding a Public Meeting.

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| **Subject/Title:** | **Application for Draft Plan of Subdivision – Cobourg Trails - Phase 2 – The Planning Partnership/ Tribute (Cobourg) Limited** |

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| 1. **STRATEGIC PLAN** |

N/A

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| 1. **PUBLIC ENGAGEMENT** |

The *Planning Act* prescribes statutory notice requirements for a complete Draft Plan of Subdivision application, and for the scheduling of a public meeting.

Notice of a complete plan of subdivision application and notice of a public meeting can be provided together. The Municipality is required to give notice by either:

1. Publication in a newspaper that is of sufficient circulation in the area which the application applies; or
2. Personal or ordinary service mail to every landowner within 120 metres of the subject land, and by posting a notice, clearly from a public highway or other place the public has access on the subject land, or a location chosen by the municipality.

The Municipality’s notification procedures for complete applications and public meetings include both a) and b) above, including the posting of a sign on the frontage of the property, which meet and exceed the notice requirements prescribed by the *Planning Act*. In addition, the Town provides this Report to Council for information purposes in open session and posts relevant information regarding the development on its Planning Applications page of the municipal website (Planning & Development). Finally, the applicant will be required to convene an open house to provide additional means of public engagement per municipal procedures.

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| 1. **PURPOSE** |

The purpose of the Staff Report is to advise Council and the Public of the receipt of a complete application for a proposed Draft Plan of Subdivision for the second Phase of Cobourg Trails Subdivision, and to recommend that Council refer the application to the Planning and Development Services Department. Staff will process and review the application which includes the scheduling of an Open House and Public Meeting while fulfilling notification requirements under the *Planning Act* and municipal procedures.

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| 1. **ORIGIN AND LEGISLATION** |

In February of 2022, a complete application was received by the Planning Department for approval of Draft Plan of Subdivision application for Phase Two (2) of Cobourg Trails from Tribute (Cobourg) Limited and The Planning Partnership. Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the *Planning Act* and the Town of Cobourg’s Official Plan, and is suitable to be formally received by Council. Pursuant to the provisions of the Planning Act, if the Municipality fails to approve the complete application within 120 days after its receipt by council, the Owner may appeal the application to the Ontario Land Tribunal (OLT).

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| 1. **BACKGROUND** |

The broader Cobourg Trails Subdivision encompasses approximately 107 hectares at Elgin Street East and Brook Road North. The overall development consists of seven phases with a mix of single detached, semi-detached, townhouses, institutional and commercial land uses. Refer to attached **Schedule A** “Context Map” and **Schedule B** “Phasing Concept Plan”.

Phase 1 is draft approved and Tribute is proceeding through the final subdivision approval process, including obtaining approval of the detailed engineering drawings and entering into a subdivision agreement.

The subject application referred to as Cobourg Trails - Phase 2 is approximately 17 hectares in area including a proposed community park (4.18 hectares). The proposed draft plan of subdivision includes a mix of single detached and townhouses dwellings. The overall development consists of seven (7) phases with a mix of single detached, semi-detached, townhouses and commercial land uses. Refer to attached **Schedule A** “Context Map”, **Schedule B** “Phasing Concept Plan”, and **Schedule C** “Draft Plan of Subdivision - Phase 2”.

The subject property is designated “Living Area” and “Environmental Protection” in the Cobourg East Secondary Plan and Zoned Cobourg East Low Density Residential Holding (CER1(H)) Zone, Cobourg High Density Residential Holding (CER3(H)) Zone, Open Space (OS) Zone, and Environmental Constraint (EC) Zone in By-law No. 085-2003, as amended by By-law 083-2010 and 039-2018.

The application includes the functional and technical details in support of the proposed development of Cobourg Trail – Phase 2 lands, which will consist of between 81 to 114 dwelling units together with associated streets, open space, park space, and environmental protection retention area. Refer to **Schedule C** “Draft Plan of Subdivision”.

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

* Phase 2 Draft Plan of Subdivision
* Planning Justification Report prepared by Planning Partnership
* Sustainability Report prepared by Planning Partnership
* Conceptual Development Plan
* Arborist Report and Tree Preservation and Protection Plan
* Environmental Noise Assessment
* Environmental Impact Study Addendum
* Stormwater Management Report
* External Functional Servicing Report
* Traffic Impact Study Addendum
* Phase 1 Environmental Site Assessment
* Geotechnical Investigation
* Hydrological Impact Assessment
* Stage 1 & 2 Archeological Assessment

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| 1. **ANALYSIS** |

This report provides background on the application and a full analysis will be provided in a subsequent report.

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| 1. **FINANCIAL IMPLICATIONS/BUDGET IMPACTS** |

As this is a development application under the *Planning Act,* there are no financial or budget impacts to report on at this time. The owner has submitted applicable fees and deposits of $16,540.00 for this second phase of the development.

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| 1. **CONCLUSION** |

Staff recommend that the proposed Draft Plan of Subdivision application be deemed complete and that the application be referred to Staff for processing and review including the scheduling of an Open House and Public Meeting.