 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Glenn McGlashon, MCIP, RPP Director of Planning & Development	
DATE OF MEETING:	February 19, 2019	
TITLE / SUBJECT:	Applications for Official Plan Amendment & Zoning By-law Amendment – 25 James Street East Trinity Housing of Cobourg Corporation/Clark Consulting Services	
REPORT DATE:	February 5, 2019.	File #: OPA-02-19, Z-02-19

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

N/A

2.0 RECOMMENDATION

The following actions are recommended:

- a) That the applications be received by Council and referred to the Planning Department for a report; and,
- b) That the notice requirements of the *Planning Act, RSO 1990*, as amended, be implemented, including the scheduling of a Public Meeting.

3.0 PUBLIC ENGAGEMENT

Sections 22 (6.1) and 34 (10.4) & (13) of the *Planning Act, RSO 1990, c.P.13*, as amended prescribe statutory notice requirements for a complete application for Official Plan and Zoning By-law Amendment applications, respectively, and for the scheduling of a public meeting.

Notices of a complete Official Plan Amendment and Zoning By-law Amendment application can be provided together. The notice of a statutory Public Meeting can also be provided together with notice of complete applications, or separately. The Municipality is required to give notice by either:

- a) publication in a newspaper that is of sufficient circulation in the area which the application applies; or
- b) personal or ordinary service mail to every land owner within 120 metres of the subject land, and by posting a notice, clearly visible 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 comply with the notice requirements prescribed by the Planning Act.

4.0 ORIGIN AND LEGISLATION

On January 21, 2019, the Planning Department received applications for approval of an amendment to the Cobourg Official Plan and an amendment to Comprehensive Zoning By-law No. 85-2003 from Clark Consulting Services on behalf of Trinity Housing of Cobourg Corporation for a 0.39 hectare parcel of vacant land located at 25 James Street East, Cobourg. Following a review of the applications, Planning staff has concluded that they form complete applications in accordance with the provisions of the Ontario *Planning Act* and the Cobourg Official Plan and are in a position to be formally received by Council.

5.0 BACKGROUND

The subject applications propose to amend the Official Plan and Zoning By-law to permit a 3-storey, 27 unit rental apartment building on the 0.39 ha site, of which 13 units will be defined as affordable. The subject property is currently occupied by a 3-storey, 20 unit rent-geared-to-income apartment building. A total of 38 parking spaces are proposed for the complex. See **Schedule "A"** Key Map and **Schedule "B"** Development Concept Site Plan.

The Subject Lands are currently designated as "Residential Area – Special Provision" in the Town of Cobourg Official Plan, and zoned "Multiple Residential Exception 7 (R4-7) Zone" in the Comprehensive Zoning By-law No. 85-2003. At present, the land use permissions for the subject property are site specific to only permit the existing, 20 unit apartment building, therefore an amendment to the Official Plan is required to increase the density from 55.6 units/ha to 118 u/ha, and a re-zoning is required to change the Multiple Residential R4 exception zone to a High Density R5 exception zone.

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

- Development Concept Site Plan, Clark Consulting Services;
- Planning Justification Report, Clark Consulting Services, January 2019;
- Urban and Landscape Design Guidelines Review, Clark Consulting Services, December 2018;
- Preliminary Functional Servicing Report, D.G. Biddle & Associates Ltd., April 2016;

- Parking Review, Clark Consulting Services, December 2018;
- Architectural Feasibility Study, Andrew Smith Design;
- Tree Inventory and Recommendation Report, Cressman Tree Maintenance and Landscaping Ltd., April 2016;
- Traffic Impact Technical Letter, Asurza Engineers, April 2016;
- Heritage Impact Assessment, Erik R Hanson, April 2016.

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.

Formal public notifications of the applications and future public meeting will be provided in accordance with *Planning Act* regulations. Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete applications within 210 days after their receipt by Council, 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 applications. The Owner has submitted the requisite \$4,200.00 in application fees and deposits.

8.0 CONCLUSION

The application package and supporting information is being circulated to the Development Review Team and applicable agencies/committees 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 of the Cobourg Official Plan. An amendment to the Official Plan is required to permit the proposed development.

10.0 COMMUNICATION RESULTS

This Report is intended to: advise Council of the applications; and, to recommend that Council receive the applications, refer the applications to the Planning Department for a report, and implement the public notification requirements of the Planning Act, including the scheduling of a Public Meeting.

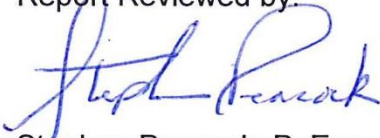
Please contact the Planning Department if you have any questions or concerns.

Report Prepared by:



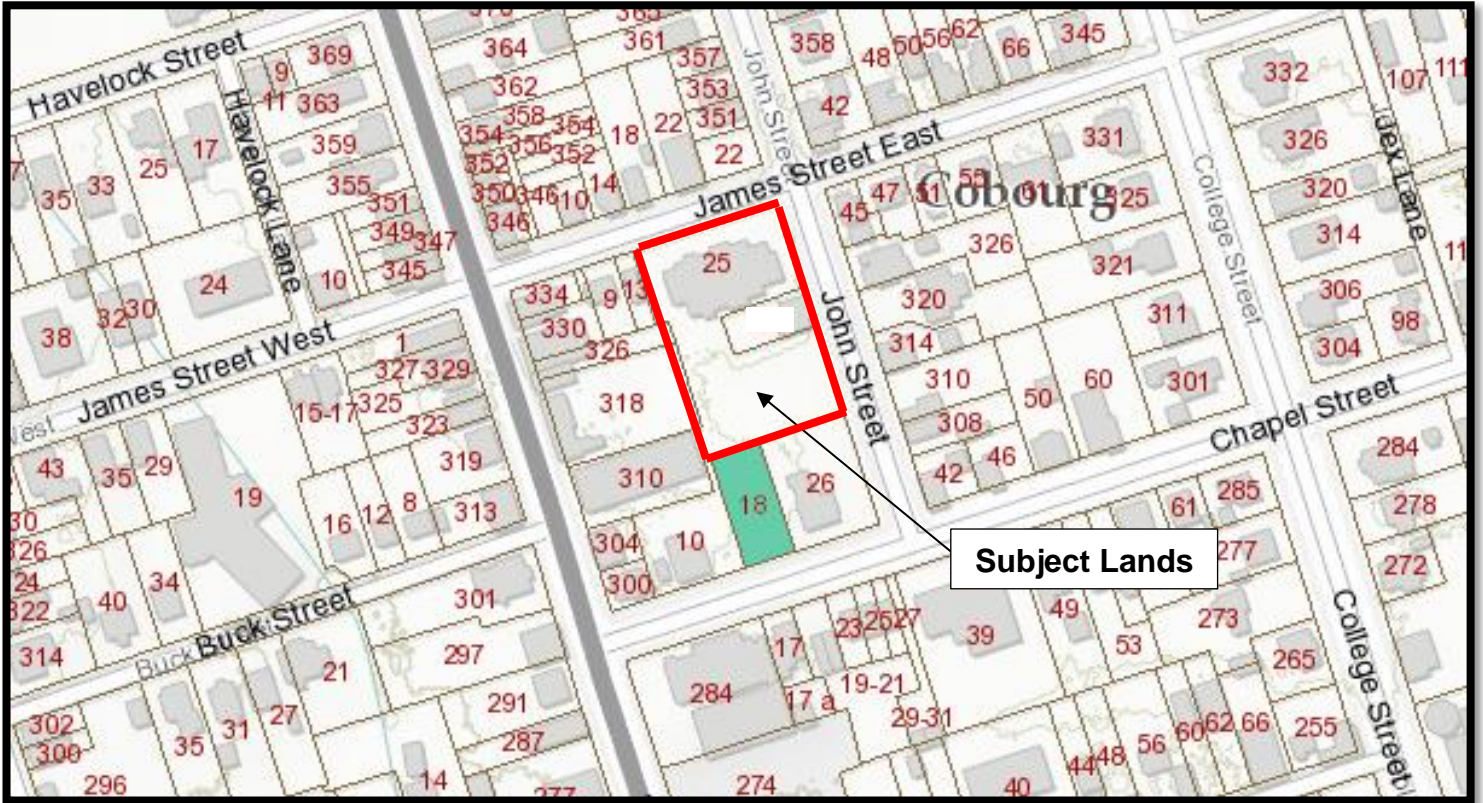
Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development

Report Reviewed by:



Stephen Peacock, P. Eng
Chief Administrative Officer

SCHEDULE 'A'
KEY MAP



SCHEDULE "B"
DEVELOPMENT CONCEPT SITE PLAN

