

May 22, 2020

Town of St. Marys
175 Queen Street East
St. Marys, Ontario
N4X 1B6



Attention: Grant Brouwer – Director of Building & Development

Our File #: 19-3200

**Reference: Heybolt Ontario Ltd.
Application for Official Plan and Zoning By-Law Amendments
To Permit a Townhouse Development
323 Queen Street West, Town of St. Marys**

Monteith Brown Planning Consultants (“MBPC”), on behalf of our client, Heybolt Ontario Ltd. (c/o John Bolton) is pleased to submit applications for amendments to the Town of St. Marys Official Plan and the Town of St. Marys Zoning By-law Z1-1997 for 323 Queen Street West (“the subject lands”), which are under our client’s ownership. The Official Plan and Zoning By-law Amendment application fees will be submitted directly to the Town by our client. The purpose of these applications is to permit the development of two townhouse buildings with a total of nine residential units on the subject lands, which are currently underutilized and vacant.

The subject lands are located at the northeast corner of the intersections of Ann Street and Queen Street West, within a predominantly residential area in the Town. The site has a total area of approximately 0.2 Ha (.49 ac) with about 45.4 metres of frontage on Queen Street West, and approximately 45.3 metres of frontage on Ann Street.

A Pre-Application Consultation Meeting was held on September 16, 2019 at the Town of St. Marys offices to discuss the proposed development. Municipal staff confirmed that Official Plan and Zoning By-law Amendment applications would be required to permit the proposed development, and that a Site Plan Approval application would be required prior to construction. On October 31, 2019, the Town circulated a checklist for complete application submission requirements for the planning approvals, and identified that the following items are required for a complete application: a Functional Servicing Report; Concept Elevations; a Conceptual Site Plan; a Planning Justification Report; and a Phase 1 Environmental Site Assessment. Staff also requested that the applications include consideration of the following matters: visitor and barrier-free parking; affordability of proposed units and how affordability levels will be maintained in the future; whether units will be rentals or freehold; and current and proposed policy approaches in the new Official Plan with respect to mixed use on Highway Commercial properties. All of these matters are addressed in the enclosed Planning Justification Report.

For your review and consideration, please find enclosed the following:

- One (1) copy of the combined Official Plan Amendment and Zoning By-law Amendment application form;
- One (1) copy of the Official Plan Amendment sketch;
- One (1) copy of the Zoning By-law Amendment sketch; ;
- One (1) copy of the Authorization as Agent form;
- One (1) copy of the Functional Servicing Report;
- One (1) copy of the Concept Elevations;
- One (1) copy of the Conceptual Site Plan;
- One (1) copy of the Planning Justification Report; and
- One (1) copy of the Phase 1 Environmental Site Assessment.

As noted above, the Official Plan and Zoning By-law Amendment fees will be submitted directly to the Town by our client. We trust that the enclosed information is satisfactory to address the Town's submission requirements and look forward to working with staff toward timely approvals. If you have any questions regarding this matter or require any additional information, please do not hesitate to contact me.

Respectfully submitted,

MONTEITH BROWN PLANNING CONSULTANTS



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copies: John Bolton, Heybolt Ontario Ltd.