

## Staff Report

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**Report To:** City Council  
**Report From:** Jacklyn Iezzi, Senior Planner  
**Meeting Date:** September 11, 2023  
**Report Code:** CS-23-090  
**Subject:** Technical Report – Proposed Official Plan Amendment (OPA 13) and Zoning By-law Amendment (ZBA 49) – 1235 and 1259 3rd Avenue East (Historic Courthouse and Jail)

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### Recommendations:

THAT in consideration of Staff Report CS-23-090, respecting proposed Official Plan Amendment No. 13 and Zoning By-law Amendment No. 50 by FC Entertainment & Hospitality Inc. (Nick Ainis) through The Planning Partnership (Bruce Hall) at 1235 and 1259 3<sup>rd</sup> Avenue East, City Council directs staff to continue to process the application in accordance with the *Planning Act*, as outlined under next steps in the report.

### Highlights:

- A complete application for an Official Plan Amendment (OPA 13) and Zoning By-law Amendment (ZBA 49) has been submitted by FC Entertainment & Hospitality Inc. (Nick Ainis) through The Planning Partnership (Bruce Hall) for 1235 and 1259 3<sup>rd</sup> Avenue East.
- The purpose of the application is to permit the adaptive reuse of the existing buildings and structures on the subject lands, being the historic Courthouse, Jail, Jail yards, and Governor’s Residence, for an entertainment and event venue and business incubator.
- The effect of the Official Plan Amendment application is to redesignate the subject lands from ‘Institutional’ to ‘Arterial Commercial’ on Schedule ‘A’ – Land Use of the City’s 2021 Official

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Plan and provide site-specific policies to permit an entertainment and event venue, visitor accommodations and places of entertainment, community facilities such as a gallery, museum, and other institutional uses, and business services.

- The effect of the Zoning B-law Amendment application is to rezone the subject lands from 'Institutional' (I) to 'Mixed Use Commercial' (MC) with Special Provisions (14. XXX) within the City's Zoning By-law (2010-078, as amended) to permit uses within the MC Zone in addition to a Business Incubator and Event and Entertainment Facility. The Special Provision also proposes to require a minimum of 100 parking stalls for the development and to permit required parking to be located on-site or within 500 m of the subject lands.

### **Strategic Plan Alignment:**

This is a technical report for a legislated review process under the Ontario *Planning Act*. Assessment of the subject application's alignment with the City's Strategic Plan will be conducted in the recommendation report to follow.

### **Climate and Environmental Implications:**

This report supports the objectives of the City's Corporate Climate Change Adaptation Plan by considering climate adaptation in the development of the City's strategies, plans, and policies.

Of particular note:

- The development proposes to adaptively reuse existing heritage buildings on the subject lands, including the former Grey County Courthouse, Jail, Jail yards, and Governor's Residence. Adaptive reuse helps to mitigate the impacts of climate change by conserving embodied carbon that has already been generated in the production of existing buildings, including the extraction, manufacturing, and transportation of construction materials and the construction process. Adaptive reuse further reduces emissions and solid waste that would otherwise be generated if demolition were to occur.
- The proposed development will maximize the use of existing vacant, underutilized buildings and municipal services.

- The proposed development is supported by its proximity to the City's River District and East Harbour Area, which is walkable and has access to transit and various commercial amenities.

## **Previous Report/Authority:**

[City of Owen Sound Official Plan \(2021\)](#)

[City of Owen Sound Zoning By-law \(2010-078, as amended\)](#)

[Ontario Planning Act \(S. 21 & S. 34\)](#)

By-law No. 2014-075 – A By-law to Declare the Former Jail and Old Courthouse as Surplus to the Needs of the City of Owen Sound

Staff Report [CS-20-008](#) – Background for County Courthouse and Jail Heritage Impact Assessment and Demolition Approvals Plan

Staff Report [CS-20-031](#) – Courthouse and Jail Heritage Impact Assessment and Demolition Approvals Plan – Cost Estimate

Staff Report [CS-20-132](#) – Historic Courthouse and Jail Selective Removals Options Conclusion and Next Steps (including results of public engagement)

Staff Report [CS-21-005](#) – Evaluation Process and Notice of Intention to Dispose of the Historic Courthouse and Jail Properties

Staff Report [CS-21-082](#) – Disposition of Historic Courthouse and Jail – Results of NRFP and Next Steps

Staff Report [CS-22-029](#) – Agreement of Purchase and Sale – Courthouse and Jail – 1235 and 1259 3<sup>rd</sup> Avenue East

By-law No. 2022-040 – A By-law to Authorize the Mayor and Clerk to execute all documents necessary to complete the sale of the former Courthouse and Jail property, located at 1235 and 1259 3<sup>rd</sup> Avenue East, to Nick Ainis in Trust for a corporation to be formed

## **Background & Proposal:**

Complete applications for Official Plan Amendment (OPA 13) and Zoning By-law Amendment (ZBA 49) have been submitted by FC Entertainment & Hospitality Inc. (Nick Ainis) through The Planning Partnership (Bruce Hall) for

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the adaptive reuse of the existing buildings and structures located at 1235 and 1259 3<sup>rd</sup> Avenue East, being the historic Courthouse, Jail, Jail yards, and Governor's Residence.

### **Property Description**

The subject lands are on the east side of 3<sup>rd</sup> Avenue East, mid-block between 12<sup>th</sup> Street East and 13<sup>th</sup> Street East. The subject lands comprise two lots, 1235 3<sup>rd</sup> Ave E, containing the former Grey County Courthouse, and 1259 3<sup>rd</sup> Ave E containing the former County Jail, Jail Yard walls, and two-storey redbrick Governor's Residence. Together, the lands are sized 0.53 ha. The lands are a through lot with approximately 63 m of frontage on 3<sup>rd</sup> Ave E and 43 m of frontage on 4<sup>th</sup> Ave E.

The former Grey County Courthouse is designated under Part IV of the Ontario Heritage Act via By-law 1979-14 for reasons of architectural and contextual value and interest. The Jail property, including the Jail buildings, Jail Yard walls, and two-storey redbrick Governor's residence, is listed on the City's Heritage Register.

Surrounding land uses include:

North: residential, open space (Alexandra Park)

East: residential (including Strathcona School conversion apartments), hazard lands (escarpment), open space (Victoria Park), institutional (YMCA/Julie McArthur Recreation Centre, MTO)

South: institutional (City of Owen Sound fire station, Grey County EMS), residential, commercial (River District), various listed and designated properties on the City's Heritage Register.

West: residential, commercial, Georgian Bay/East Harbour, Maitland House (listed on the City's Heritage Register)

The subject lands are designated 'Institutional' in the City's Official Plan (2021) and are zoned 'Institutional' (I) in the City's Zoning By-law (2010-078, as amended). The current OP designation and zoning of the subject lands recognize their former function as a judicial precinct. The last institutional use on the property ceased operation in 2014, and the existing buildings/structures have been vacant since that time.

The subject lands are also adjacent to the East Harbour Planning Area (OP [Schedule 'A4'](#)) on the west side of 3<sup>rd</sup> Avenue East and are situated approximately 100 m northeast of the River District Planning Area (OP [Schedule 'B'](#)), south of 12<sup>th</sup> Street East on the west side of 3<sup>rd</sup> Avenue East. For the planning policy context, please see the Official Plan and Zoning Map in Schedule 'B'. The subject lands are fully described in Schedule 'C'.

The City purchased the former County Courthouse in 1960 and acquired the former Jail facility from Grey County in 2013 when the Jail ceased operations. The City declared the buildings and property surplus following their vacancy in 2014. In 2021, the City's Community Services Committee, considering report [CS-21-082](#), recommended listing the property for sale, requesting offers addressing certain criteria, including, among other matters, adherence to the heritage designation and ability to retain designated and listed heritage features.

Staff re-initiated the disposition of the courthouse and jail properties in accordance with the Land Sale By-law by listing the property for sale with the City's Realtor. Four (4) Agreements of Purchase and Sale (APS) were received through the listing process. Through Staff Report [CS-22-029](#), City Council accepted an offer of \$50,000 by Nick Ainis in Trust and passed By-law No. 2022-040, authorizing the documents necessary to finalize the sale.

The APS noted the City's typical development approvals process would apply to any redevelopment of the subject lands. Additionally, the APS contains critical path timelines that the purchaser must meet to demonstrate that redevelopment of the lands is continuing to progress; otherwise, the City may exercise an option to buy back the property. Specifically, the purchaser must submit formal planning applications, which are deemed complete by the City within 12 months of the signed APS, being May 27, 2023. The subject Official Plan and Zoning By-law Amendment applications were acknowledged as complete for the purposes of the APS on May 26, 2023, and on June 30, 2023, the applications were deemed as complete by the City for the purposes of the Planning Act. Therefore, redevelopment is generally on track with the critical path timelines as established in the APS.

## **The Proposal**

The purpose of the application is to permit the adaptive reuse of the existing buildings and structures on the subject lands, being the historic Courthouse,

Jail, Jail yards, and Governor’s Residence, for an entertainment and event venue and business incubator. The entertainment and event venue are intended to accommodate gatherings for specific events (i.e., weddings, business & personal events, etc.) and will be supported by on-site restaurants, drinking establishments, indoor and outdoor entertainment facilities, and overnight accommodations. These uses will be available to both event participants and the general public.

The proposal includes minor modifications to the existing buildings and structures to allow for access (e.g., elevators), restoration of a front portico to the Courthouse building, vehicular access from 3<sup>rd</sup> Ave E and 4<sup>th</sup> Ave E, a parking area to the east (rear) of the site containing 40 stalls, a loading dock to the north (side) of the Governor’s Residence, a 405 sq. m. enclosed pavilion within the northern jail yard, and site landscaping. Addition parking is proposed to be provided in a different location off-site in support of the redevelopment. These matters will be further evaluated through a future Site Plan Approval application.

### **OPA 13**

The effect of the Official Plan Amendment is to redesignate the subject lands from ‘Institutional’ to ‘Arterial Commercial’ on Schedule ‘A’ – Land Use of the City’s 2021 Official Plan. The Arterial Commercial designation recognizes that the subject lands have frontage on a Minor Arterial roadway (3<sup>rd</sup> Ave E). Site-specific policies are proposed to permit the following additional uses within the Arterial Commercial designation:

- An entertainment and event venue;
- Visitor accommodations and places of entertainment;
- Community facilities such as a gallery, museum, and other institutional use; and
- Business services.

### **ZBA 49**

The effect of the Zoning By-law Amendment is to rezone the subject lands from ‘Institutional’ (I) to ‘Mixed Use Commercial’ (MC) with Special Provision (14. XXX) within the City’s Zoning By-law (2010-078, as amended). Permitted uses in the MC Zone include ‘Restaurant’ and ‘Drinking Establishment’, among other uses. The proposed Special Provisions (14. XXX) would, in addition to the uses permitted in the MC zone, add a

'Business Incubator' and 'Event and Entertainment Facility' as permitted uses and define these uses generally in accordance with the following:

**'Business Incubator'** means an establishment that provides incubator services such as management training, networking facilities, programming, mentorship programs, business assistance services, and office space, including 'hot desk' services, and is dedicated to nurturing the development and commercialization of start-ups, early-stage companies, and established companies (enterprises).

**'Event and Entertainment Facility'** means an establishment in which the main use is to accommodate gatherings for specific events and which may also include, among its internal functions, accommodation for overnight guests, accessory retail and office, and indoor and outdoor entertainment facilities available for use by event participants, the general public, or both.

The Special Provision (14. XXX) also proposes to require a minimum of 100 parking stalls for the development and to permit required parking to be located on-site or within 500 m of the subject lands.

## Submission & Process Details

As part of a complete application, the applicant has submitted the following materials for consideration:

<b>Submission Item Title</b>	<b>Submission Item Detail</b>
Planning & Urban Design Rationale Report, including Architectural Design Brief (Appendix I) and Draft Amendments	By The Planning Partnership & Boldera Architects, dated July 2023.
Architectural Drawing Set	By Boldera Architects, dated April 20, 2023.
Functional Servicing Brief	By C.F. Crozier & Associates Inc., dated April 2023.
Transportation Impact Study	By C.F. Crozier & Associates Inc., dated May 2023.
Heritage Impact Assessment	By Boldera Architects, dated May 8, 2023.
Parking Study	By C.F. Crozier & Associates Inc., dated May 2023.
Stage 1 Archaeological Assessment	By WSP Canada Inc., dated March 28, 2023.
Noise Impact Study	By RWDI dated March 15, 2023.

The submission materials are available for public viewing on the City's website, [www.owensound.ca/development](http://www.owensound.ca/development).

The applicant engaged the City in the Pre-consultation process in December 2022. Subsequently, the process relating to the formal application has proceeded as follows:

<b>Date</b>	<b>Step</b>	<b>Days</b>
June 19, 2023	Submission of applications for OPA and ZBA, together with supporting materials and fees.	1
June 30, 2023	Letter regarding Notice of Complete Application to the applicant.	12
July 11, 2023	Request for comments sent to city staff and external agencies.	23
July 14, 2023	Notice of Complete Application & Public Meeting mailed to property owners within 120 m of subject lands and notice posted on the subject property.	26
September 11, 2023	Public Meeting and Technical Report to Council.	85

The Planning Act provides for a total of 120 days to process a combined OPA and ZBA application.

### **Technical Review:**

The Planning Act and the City’s Official Plan establish criteria for evaluating an application to amend the City’s Official Plan and Zoning By-law. In making land use planning decisions, Council must consider the matters of Provincial interest as described in Section 2 of the Planning Act. Section 3 of the Planning Act also prescribes that the decision of Council on a planning matter shall be consistent with the Provincial Policy Statement.

Further to matters of provincial interest and the PPS, the City’s Official Plan (Sec. 9.3.1) provides criteria that shall be applied when reviewing applications to amend the Official Plan, including:

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- Consistency with the goals, objectives, and policies of the County Official Plan and City Official Plan;
- Consistency with the Niagara Escarpment Plan;
- Impact on the provision and demand for municipal services, infrastructure, and facilities;
- Adequacy of the proposed hard and soft services in accordance with the servicing policies of the City's Official Plan;
- Impact on surrounding land uses, the transportation system, municipal services, and community amenities and services;
- Impact on cultural and/or natural heritage features; and,
- Any other information as determined appropriate and applicable by the City or other agency.

Sec. 9.1.2 of the City's Official Plan further provides that the City may amend the Zoning By-law where sufficient justification exists in the opinion of Council. Amendments must conform to the policies of the Official Plan. When considering an amendment, the City should consider the Official Plan's goals, objectives, and policies. Additionally, decisions should consider the compatibility with adjacent uses of land and servicing.

The application is subject to review by the City's Development Team, as well as external commenting agencies. Public notice of the application has been given in accordance with the Planning Act, and public input will be included in the overall process. All applicable policies, standards, and review comments will be fulsomely reviewed in the Staff Recommendation Report anticipated to come before Council on September 25, 2023. The purpose of this report is to describe the proposal more completely and outline the key considerations, evident to staff at this time, that are relevant to the subject application.

### **A: Provincial Policy Statement**

In making land use planning decisions, Council must consider the matters of Provincial interest as described in Section 2 of the Planning Act. The matters described include, but are not limited to:

- The conservation of features of significant architectural, cultural, historical, archaeological, or scientific interest.
- The adequate provision and distribution of educational, health, social, cultural, and recreational facilities.
- The promotion of development that is designed to be sustainable, to support public transit, and to be oriented to pedestrians.

- The promotion of built form that is well-designed encourages a sense of place and provides for public spaces that are of high quality, safe, accessible, attractive, and vibrant.
- The mitigation of greenhouse gas emissions and adaptation to a changing climate.

The 2020 Provincial Policy Statement (PPS) provides direction on matters of provincial interest. Municipal decisions on planning matters are required to be consistent with the PPS.

The following PPS policies are highlighted concerning this application:

### **1.1.3 Settlement Areas**

*1.1.3.1 Settlement areas shall be the focus of growth and development.*

*1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:*

*a) efficiently use land and resources;*

*b) are appropriate for and efficiently use the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*

*c) minimize negative impacts to air quality and climate change, and promote energy efficiency;*

*d) prepare for the impacts of a changing climate;*

*e) support active transportation;*

*f) are transit-supportive, where transit is planned, exists, or may be developed; and*

*g) are freight-supportive.*

*1.3.6 New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses, and densities that allow for the efficient use of land, infrastructure, and public service facilities.*

### **1.6.6 Sewage, Water, and Stormwater**

*1.6.6.2 Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the*

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*environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal sewage services and municipal water services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.*

*1.6.6.7 Planning for stormwater management shall:*

*a) be integrated with planning for sewage and water services and ensure that systems are optimized, feasible, and financially viable over the long term;*

*b) minimize or, where possible, prevent increases in contaminant loads;*

*c) minimize erosion and changes in water balance, and prepare for the impacts of a changing climate through the effective management of stormwater, including the use of green infrastructure;*

*d) mitigate risks to human health, safety, property, and the environment;*

*e) maximize the extent and function of vegetative and pervious surfaces; and*

*f) promote stormwater management best practices, including stormwater attenuation and reuse, water conservation and efficiency, and low-impact development.*

## **1.7 Long-Term Economic Prosperity**

*1.7.1 Long-term economic prosperity should be supported by:*

*a) promoting opportunities for economic development and community investment-readiness;*

*c) optimizing the long-term availability and use of land, resources, infrastructure, and public service facilities;*

*d) maintaining and, where possible, enhancing the vitality and viability of downtowns and main streets;*

*e) encouraging a sense of place by promoting well-designed built form and cultural planning and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;*

*h) providing opportunities for sustainable tourism development;*

*k) minimizing negative impacts from a changing climate and considering the ecological benefits provided by nature;*

## **2.6 Cultural Heritage and Archaeology**

*2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.*

*2.6.2 Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.*

*2.6.3 Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated, and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.*

*2.6.5 Planning authorities shall engage with Indigenous communities and consider their interests when identifying, protecting, and managing cultural heritage and archaeological resources.*

### **B: County of Grey Official Plan**

The subject property is designated 'Primary Settlement Area' in the County of Grey Official Plan (County OP).

Settlement areas with full municipal services are to be the focus of most of the growth within the County. The County OP promotes a full range of residential, commercial, industrial, recreational, and institutional land uses within Primary Settlement Areas. Land use policies and development standards are in accordance with the local Official Plan.

The pending recommendation report will assess if the proposal conforms to the policies of the County OP.

### **C: City of Owen Sound Official Plan**

The subject property is designated 'Institutional' in the City's 2021 Official Plan (OP).

The effect of the Official Plan Amendment is to redesignate the subject lands from 'Institutional' to 'Arterial Commercial' on Schedule 'A' – Land Use of the City's 2021 Official Plan. The Arterial Commercial designation recognizes that

the subject lands have frontage on a Minor Arterial roadway (3<sup>rd</sup> Ave E). Site-specific policies are proposed to permit the following additional uses within the Arterial Commercial designation:

- An entertainment and event venue.
- Visitor accommodations and places of entertainment.
- Community facilities such as a gallery, museum, and other institutional uses.
- Business services.

The following goals, objectives, and policies of the OP are applicable to this application:

### **2.2.3 Economic Vitality**

#### Goal:

*To foster a vital and diverse local and regional economy and to strengthen the City's employment and economic base through the attraction, retention, rehabilitation, and expansion of businesses and institutions.*

#### Objectives:

*a. Promote and strengthen the City's role as the regional centre for business, culture, education, tourism, and health. Support initiatives that develop a globally competitive and renewable workforce throughout the City and region.*

*b. Ensure that economic development and employment activities consider a balance of social, economic, and environmental demands and operate in a manner that is compatible with other land uses.*

*c. Maintain and enhance the viability and vitality of the River District Commercial and Harbour as the primary economic, commercial, financial, cultural, tourism, and employment focus of the City and region.*

### **2.2.5 Quality of Life**

#### Goal:

*To be a community that celebrates its cultural heritage, cultural diversity and offers an exceptionally supportive and healthy environment, providing leadership as the social, cultural, and recreational focus for City residents and visitors.*

Objectives:

*b. To identify, protect, enhance, and celebrate the cultural City's heritage resources through historical recordkeeping and interpretation, archaeological assessment, artifact preservation, and built heritage conservation.*

**2.2.7 Urban Design**

Goal:

*To facilitate 'experiencing the City' by recognizing the exceptional natural setting, maintaining the built heritage of the City, protecting significant natural features, establishing complete communities, and ensuring quality urban design.*

Objectives:

*a. To protect, enhance and clearly define the City's unique character and built heritage, including its natural setting, distinct planning areas, and unique residential neighbourhoods.*

*b. To increase the vibrancy, attractiveness, interconnectedness, visibility, activation, and heritage qualities of the River District Commercial and Harbour area.*

*d. To ensure that new development and redevelopment employs high-quality architectural and landscape design, is progressive, aesthetically appropriate, and compatible with the City's built heritage resources, cultural heritage landscapes, and surrounding neighbourhood character.*

**3.7 Arterial Commercial**

*Areas designated Arterial Commercial, located on arterial roads as shown on Schedule 'A' – Land Use, provide for local convenience shopping and certain specialized uses.*

**3.7.1 Permitted Uses**

*3.7.1.1 The following types of uses shall be permitted on the lands designated Arterial Commercial:*

*a. Retail or service businesses of a local convenience nature, generally providing for the local shopping needs of the adjacent residential area. Examples include but are not limited to, convenience stores, laundromats,*

*personal service, vehicle services, restaurants, food services, and other retail and service shops.*

*b. Specialized uses such as hotel accommodations, medical clinics, professional offices, and similar.*

*c. Non-commercial uses such as medium-density forms of housing, congregate housing, places of worship, daycare centres, and other institutional uses.*

### **3.7.2 General Policies**

*3.7.2.1 Individual uses should be limited in size so as to minimize their influence on the immediate neighbourhood, limit their traffic-generating potential, and maintain the planned function of the area.*

## **3.10 Institutional**

*The Institutional designation is intended primarily for public and private institutions, including community, environmental treatment, and protection, educational, health care, governmental or religious purposes, and may include uses that are limited in scale and accessory to the principal use. Certain ancillary and support uses may be permitted if they do not interfere with the development or operation of the area for institutional uses and are compatible with abutting land uses.*

### **3.10.2 General Policies**

*3.10.2.4 Where an existing use in an Institutional designation ceases, Council may consider the redesignation of the site to an appropriate alternative designation after examination of the following options for part or all of the site:*

*a. The use of the site for a suitable alternative institutional purpose.*

*b. Acquisition of the site or a portion of it by the City for institutional or open space, based on the park needs of the surrounding area.*

*c. The use of the site to meet housing targets, including the consideration of partnerships for affordable housing.*

*d. The subject property is designated under the Ontario Heritage Act or is listed on the City's Heritage Register, and the proposal represents an adaptive reuse option that ensures longevity for the heritage asset.*

As noted in the 'Background' section of this report, the subject lands are adjacent to the East Harbour Planning Area as identified on [Schedule 'A4'](#) of the City's 2021 Official Plan. The following policies of the East Harbour Planning Area are relevant to the subject application:

#### **4.4 East Harbour Planning Area**

*The East Harbour Planning Area is located west of 3rd Avenue East between 11th Street East and 20th Street East. It includes sites of former industrial uses and provides significant opportunities for redevelopment and intensification. It is described on Schedule 'A4', East Harbour Planning Area, of this Plan.*

##### **4.4.1 Permitted Uses**

*4.4.1.1 The East Harbour Planning Area shall primarily accommodate a mix of waterfront mixed-use, residential, institutional, neighbourhood commercial, marine industrial, and open space uses, with continuous public access to the waterfront through a walkway/bike path/park connection along the waterfront with linkages to 1st Avenue East.*

##### **4.4.2 General Policies**

*4.4.2.1 Continuous public access to the harbour is to be promoted and maintained. A variety of open spaces, destinations, and places for recreation experiences are to be developed along the waterfront.*

*4.4.2.2 Land uses are to be selected that encourage a year-round active waterfront with commercial, residential, institutional, recreational, and tourism uses occurring simultaneously. Active ground floor uses are essential to the pedestrian nature of the waterfront. Uses must respect the current active industrial uses of the harbour.*

##### **4.4.5 Urban Design**

*4.4.5.2 Design standards shall include sidewalk improvements, benches, banners, patios, waste receptacles, light standards, landscaping, and similar features intended to encourage pedestrian traffic in the area and create a pleasing streetscape conducive to the conduct of pedestrian-oriented events and tourism activities.*

*4.4.5.7 New developments are to preserve and incorporate the historic industrial character of the waterfront.*

## **5.0 Infrastructure**

### **5.1.1 General Policies**

*5.1.1.11 Where development is proposed, the City may require a comprehensive traffic analysis to assess impacts on the area. Costs related to peer review to evaluate the proposal are to be covered by the proponent. The City may require the developer to execute an agreement with the City providing for financial contributions to provide for any improvements to the transportation system necessary to support the development. Transportation improvements required by the City may include but are not limited to intersection improvements, road widening, and integrating the proposed development into the surrounding public access system of roads, walkways, bicycle paths, and transit facilities. Development applications, where appropriate, should make provision for pedestrian and cycling facilities in accordance with the Transportation Master Plan.*

*5.1.3.8 Land shall be dedicated to the City where additional land is required for road widening and extension and for intersections in accordance with the minimum right-of-way widths provided for each classification of road.*

The OP classifies 3<sup>rd</sup> Avenue East as a Minor Arterial/County Road and 4<sup>th</sup> Avenue East as a Local Road.

#### **5.1.3.12 County Roads**

*County roads are designed to collect and carry traffic to the Provincial Highways, other arterial roads, and collector roads. Existing County roads are shown on Schedule 'C' - Transportation.*

*a. The road allowance width for County Arterial and County Collector roads is generally 30 metres.*

#### **5.1.3.13 Arterial Roads**

*Arterial roads shown on Schedule 'C' – Transportation are the main traffic routes through the City that are intended to carry large volumes of traffic from Provincial Highways and other County roads to the collector road system to destinations within or beyond the City.*

*a. Arterial roads are to be designed in accordance with the general design standards in Appendix 'A'.*

*b. Arterial roads may be constructed up to four lanes in width plus turning lanes.*

*c. The minimum road allowance width for arterial roads shall generally be 30 metres. The City may acquire as a condition of development or redevelopment the dedication of road widenings along any arterial road in order to achieve required road allowance width.*

*d. Access from abutting properties to arterial roads shall be approved by the City.*

*e. Shared vehicular entrances are encouraged for commercial and industrial uses located on arterial and collector streets.*

*h. Frontage, abutting land uses, access, and curb use shall be controlled. Access to a property on an arterial road shall be from a collector or local road where possible.*

*i. Sidewalks shall generally be constructed on both sides of an arterial road, and in the River District Commercial area, pedestrian access along sidewalks shall be provided for within wider public spaces with traffic calming and other design initiatives applied to maintain and enhance the pedestrian space while providing for adequate traffic movement.*

*j. On-street parking is generally not permitted on arterial roads; but may be permitted where location and time restrictions are enforced in specific instances, for example, adjacent to schools or during peak periods of traffic demand.*

### **5.1.3.15 Local Roads**

*Local roads shown on Schedule 'C' – Transportation are designed to provide access to abutting properties and to discourage through traffic.*

*a. Local roads are to be designed in accordance with the general design standards in Appendix 'A'.*

*d. On-street parking may be permitted on local roads, although location and time restrictions may be enforced in specific instances, for example, adjacent to schools, during peak periods of traffic demand, or during winter months.*

### **5.1.4 Parking**

*5.1.4.1 On-street parking may be permitted on collector and local roads and may be restricted by the time of day and time of year to facilitate snow removal.*

*5.1.4.2 In determining whether street parking should be permitted, Council should consider the parking needs of the area that will be served by street parking, including alternate parking arrangements within the area, ease of traffic movement on the street, and the effect of street parking on such traffic movements, active transportation, and safety related matters.*

*5.1.4.3 All new development and redevelopment, including the reuse of existing buildings, shall be required to provide adequate off-street parking and loading spaces in accordance with the standards established in the Zoning By-law. Access and egress to all off-street parking or loading spaces shall be limited in number and designed to minimize danger to vehicular and pedestrian traffic.*

*5.1.4.6 Municipal and private commercial parking facilities shall be buffered and screened, and located to minimize the conflict with adjacent land uses and traffic flow. Access to public parking areas shall be from arterial or collector roads except where Council approves otherwise.*

*5.1.4.8 Where off-street parking is required, the City may develop and enforce design criteria and guidelines to provide for:*

- a. Safe vehicular access.*
- b. Pedestrian safety and convenience.*
- c. Adequate lighting, signage, and landscaping.*
- d. Controlled visual impact by appropriate location on the site.*

*5.1.4.9 Parking should be located in a manner appropriate to the size of the site, the optimum relationship of the building and the sidewalk to the street, and convenient access for users as described in Section 8.6.*

*5.1.4.10 Access points should be clearly visible and distinguishable, limited in number, and designed in a manner that will minimize hazards to pedestrian and motor traffic in the immediate area. The City may require consolidation*

*of adjacent parking areas to provide appropriate spacing of access points on arterial roads.*

*5.1.4.11 Pedestrians should have a safe, well-lit, clear route from vehicle to building at all times of the year. Pedestrian connections to parking areas should be frequent and easily identified with clear directional signage. They should provide safe, well-lit, and comfortable access. Larger developments should provide sitting areas for pedestrians awaiting pick-up.*

*5.1.4.12 Parking areas are to be adequately landscaped in accordance with urban design guidelines. Parking areas should maintain distinct street edges through appropriate landscaping or structures.*

*5.1.4.13 Parking areas are to be designed in accordance with the City's Multi-year Accessibility Plan and AODA requirements.*

*5.1.4.14 Parking and charging stations for electric vehicles is required in new development and redevelopment. The provision for future parking and charging stations is also encouraged and may be considered at the time of site plan review.*

*5.1.4.15 The City may consider reducing the required number of parking spaces needed for development or redevelopment where the following criteria have been justified:*

- a. Demonstration that the proposed use does not require the stated level of parking (e.g., affordable housing whereby car ownership would be low), or*
- b. An agreement has been registered on title to provide off-street parking.*

## **5.2 Municipal Services**

### **5.2.1 General Policies**

*5.2.1.1 Development will be permitted in areas that can be adequately serviced by municipal services, municipal water and wastewater services, stormwater management, and emergency services.*

*5.2.1.4 The City may require, as a condition of reviewing any development proposal, an analysis by a qualified professional of the capacity, availability, and appropriateness of any municipal service, including a stormwater management plan.*

## **5.2.4 Stormwater Management**

*The City shall apply best management practices in dealing with stormwater management.*

*5.2.4.1 Stormwater should be managed onsite where practical, minimizing stormwater volumes and contaminant loads and maintain or increase the extent of vegetative and pervious surfaces. No new development shall have a negative impact on the drainage characteristics of adjacent land.*

*5.2.4.2 Stormwater management facilities shall be designed to manage stormwater quality and quantity, at an appropriate level as determined in consultation with the Grey Sauble Conservation Authority.*

*5.2.4.3 The integration of natural vegetative features in new facilities shall be pursued, and the naturalization of existing stormwater management facilities through Low Impact Design (LID) solutions is encouraged. The City shall require the implementation of approved plans through the development process.*

*5.2.4.6 The City shall require new developments or redevelopment projects to have a stormwater management plan in place prior to the construction. These plans should address such matters as:*

- a. The physical characteristics of the site, including slope gradient, slope length, soil texture, soil drainage, and vegetative cover.*
- b. Pre-development and post-development runoff expected based on guidelines provided by the City and/or Grey Sauble Conservation Authority.*
- c. Quantity and quality control in conformity with sub-watershed plans.*
- d. Methods to be used to control runoff and erosion both during and after construction, emphasizing at-source measures.*

As part of the Pre-consultation process completed in 2022, comments were received from the Grey Sauble Conservation Authority (GSCA), which indicate the presence of natural heritage features on the subject property associated with habitat for threatened or endangered species. Specifically, Natural Heritage Information Centre and GSCA records indicate an observance of Chimney Swifts nesting on the subject property, which is a threatened bird species. The subject property owner has been made aware of the presence of chimney swift and is required to contact the Ministry of

Environment, Conservation, and Parks to confirm any potential requirements concerning the chimney swift habitat pursuant to the [Endangered Species Act](#) and [Ontario Regulation 242/08 \(Sec. 23.8\)](#). The following Official Plan policies are also relevant to the subject matter:

## **6.1 Environmental Management and Sustainability**

### *6.1.1 General Policies*

*To achieve the environmental goals and objectives of this Plan, the City shall, where possible:*

*6.1.1.1 Protect, restore, and enhance the health of the natural ecosystem and support biodiversity in the City,*

### **6.1.5 Environmental Impact Study**

*6.1.5.1 Where there is an application for development purposes to redesignate Hazard Lands or a significant development is proposed adjacent to Hazard Lands, Open Space, or any significant natural heritage feature, the City shall require the preparation of an Environmental Impact Study in accordance with the provisions of this section and in consultation with the Grey Sauble Conservation Authority*

*6.1.5.3 An Environmental Impact Study may be scoped to address site-specific environmental issues where the negative impacts can be easily ascertained and where mitigation requirements are well understood. The City, in consultation with affected agencies, shall approve scoped Environmental Impact Studies through a Terms of Reference (TOR).*

*6.1.5.4 The City may consider waiving the requirement for the preparation of an Environmental Impact Study when one or more of the following applies:*

*a. A development is subject to a duplicate or similar environmental assessment process;*

*b. A development is minor in nature; or*

*c. The site conditions for a development are such that the preparation of an Environmental Impact Study would serve no useful purpose for the protection of significant environmental features.*

### **7.1.2 Built Heritage Resources**

*Built heritage resources are generally located on property that has been designated under Parts IV (individual property), V (heritage conservation district), or VI (archaeological sites) of the Ontario Heritage Act or that is subject to a heritage conservation easement, or that has been included on local, provincial and/or federal registers using evaluation criteria. The identification, listing, evaluation, and protection of built heritage resources is an ongoing process that will continue in accordance with the provisions of the Ontario Heritage Act and the policies of this Plan for the benefit of present and future residents of the community, as well as tourists and visitors.*

*7.1.2.1 The Evaluation Criteria for assessing the cultural heritage value or interest of built heritage resources has been established by the Province of Ontario under Ontario Regulation 9/06. The identification and evaluation of built heritage resources must be based on the following core values:*

- a. Design or physical value;*
- b. Historical value or associative value; or,*
- c. Contextual value.*

*7.1.2.2 The City will recognize and conserve its built heritage resources and will encourage appropriate settings within and around all such sites.*

*7.1.2.4 The City will acquire heritage easements and enter into development agreements for the conservation of built heritage resources where appropriate.*

*7.1.2.6 All new development and public works shall have regard for significant built heritage resources identified on the City's Heritage Register. The City encourages, wherever possible, and may require, where appropriate, incorporation of these resources into development or redevelopment plans that may be proposed.*

*7.1.2.7 The City will protect and conserve built heritage resources in accordance with cultural resource management best practices, including, but not limited to, the Standards and Guidelines for the Conservation of Historic Places in Canada, as amended from time to time and the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) eight guiding principles in the conservation of built heritage properties.*

*7.1.2.8 The City will use the tools provided by legislation, policies, and programs, particularly the Ontario Heritage Act, the Planning Act, the Environmental Assessment Act, and the Municipal Act, in conserving built heritage resources. This may include the following:*

- b. Designating real property under Part IV (individual property) or V (heritage conservation districts) of the Ontario Heritage Act;*
- c. Encouraging individual property owners to apply to have their properties designated under Part IV of the Ontario Heritage Act and/or encouraging the Province to designate real property under Part VI of the Ontario Heritage Act;*
- e. Using Zoning By-law provisions as appropriate and provided under Section 34 of the Planning Act to conserve identified built heritage resources;*
- f. Using site plan control provisions of Section 41 of the Planning Act and urban design guidelines adopted by Council to ensure that new development on adjacent properties is compatible with the adjacent identified built heritage resources;*
- g. Ensuring that archaeological resources are evaluated and conserved prior to any ground disturbance in accordance with the Provincial Policy Statement and provincial regulations.*
- h. Using heritage easements as a means to protect significant built heritage resources, where appropriate.*

*7.1.2.10 The City may require that a Heritage Impact Assessment be prepared by a qualified person to the satisfaction of the City for any development proposal that has the potential to impact a built heritage resource. The scope of the heritage impact assessment is determined in consultation with the City and must include information and assessment relevant to the circumstances, including alternative development approaches or mitigation measures to address any impact to the built heritage resources and its heritage attributes.*

### **7.1.3 Protected Heritage Properties**

*The term 'protected heritage properties' refers to real property that is designated by by-law or subject to a heritage easement under the Ontario Heritage Act. The term also includes any buildings, structures, monuments,*

*installations, or remains of significance that are located on the property and which have been identified by the City.*

*7.1.3.2 All options for on-site retention of protected heritage properties must be exhausted before resorting to relocation or removal. Onsite retention of a protected heritage property in the original use or an adaptive reuse and integration with the surrounding or new development shall be given top priority.*

*7.1.3.7 Development and site alterations may be permitted on adjacent lands to protected heritage properties where the proposed development and site alteration has been evaluated, and it has been demonstrated through the preparation of a heritage impact assessment by a qualified person that the heritage attributes of the protected heritage property will be conserved. Mitigation measures and/or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected by the adjacent development or site alteration.*

*7.1.3.8 The City must administer the Accessibility for Ontarians with Disabilities Act, the Ontario Building Code, and related codes and regulations to permit maximum conservation and re-use of built heritage resources while ensuring the health and safety of the public.*

### **7.1.6 Archaeological Resources**

*Archaeological Resources includes artifact, archaeological sites, and marine archaeological sites, as defined under the Ontario Heritage Act.*

*7.1.6.1 The City will encourage the conservation of archaeological resources as may be identified by the City, the Province, or other group and agency and will continue to enforce municipal and provincial legislation with respect to lands containing archaeological resources or areas of archaeological potential and/or the discovery of items of archeological or historic interest on a property.*

*7.1.6.2 Development and site alteration shall only be permitted on lands containing archaeological resources or areas of archaeological potential if the significant archaeological resources have been conserved by removal and documentation or by preservation on site. Where significant archaeological resources must be preserved on site, only development and site alteration that maintains the heritage integrity of the site may be permitted.*

*7.1.6.3 The City may require studies, such as an Archaeological Assessment Report, prepared by a qualified person, to identify and protect archaeological resources from destruction or alteration through development or public works operations.*

## **7.5 Tourism**

### **7.5.1 General Policies**

*7.5.1.1 The City will promote tourism and sustainable tourism development in the City by encouraging the following:*

*a. Development proposals and infrastructure that address the needs of visitors to the City.*

*b. Encourage linkages between the harbour and the River District Commercial area and ensure that the River District Commercial area offers attractive streetscaping and evening and weekend street life for residents and visitors.*

*d. Promote and support opportunities to increase conference capacity.*

*f. Promote the City based on its authentic, natural, and historic heritage and lifestyle features and resources.*

## **8.0 Urban Design**

### **8.1.1 General Policies**

*8.1.1.1 The City may require urban design studies, project-specific design guidelines, context plans, and master plans in support of proposed development. Such studies shall have regard to the objectives and policies of this Plan and may be used to guide site plan development.*

*8.1.1.2 The City shall promote a high standard of design in its public works and in the design of private and public development to achieve an appealing, comfortable, accessible, safe living and work environment for the residents and visitors of Owen Sound. Particular attention will be given to development within the River District Commercial area, the harbour area, new residential areas, major commercial areas, and gateways to the City.*

### **8.3 Experiencing the City**

*8.3.1.3 The City will consider higher standards for permitted uses and the design of buildings and streetscapes along the main arterial streets. Design guidelines should be developed for uses fronting on these arterial streets, with appropriate building setbacks and points of access.*

### **8.6 Streetscape**

#### **8.6.1 Objectives**

*8.6.1.1 The City will seek to achieve well-coordinated and designed streetscapes throughout the City, particularly in the commercial areas and along arterial roads. They should provide comfortable pedestrian environments, safe vehicular movement, reinforce the desired or established character of the area and, where appropriate, incorporate trees for shade.*

#### **8.6.3 Side or Rear Yard Parking**

*8.6.3.1 In an area where existing development is less than 10 m from the sidewalk or where a higher level of landscaping is desired to present a more attractive street edge, non-residential buildings should be kept at a fairly uniform distance from the street, with parking located behind the line of the front of the building.*

*8.6.3.2 The area between the building and street should be landscaped in accordance with applicable design guidelines.*

*8.6.3.3 Sidewalks may be set back from the road with landscaped boulevards where appropriate.*

*8.6.3.4 A barrier-free path of travel shall connect City sidewalks to main, accessible entrances.*

#### **8.6.6 Parking and Access**

*8.6.6.2 Parking should be located in a manner appropriate to the size of the site, the optimum relationship of the building to the street, and convenient access for users as described in Section 8.6.*

*8.6.6.3 Access points should be clearly visible and distinguishable, limited in number, and designed in a manner that will minimize hazards to pedestrian and motor traffic in the immediate area. The City may require consolidation*

*of adjacent parking areas to provide appropriate spacing of access points on arterial roads.*

*8.6.6.4 Pedestrians should have a safe, well-lit, clear route from vehicle to building at all times of the year. Safe, comfortable, accessible, and barrier-free pedestrian points of access should be frequent and easily identified with clear directional signage. Larger developments should provide sitting areas for pedestrians awaiting pick-up.*

*8.6.6.5 Parking areas are to be adequately landscaped in accordance with urban design guidelines. Parking areas should maintain distinct street edges through appropriate landscaping or structures.*

### **8.6.7 Adjacent Uses**

*8.6.7.1 The City shall consider matters of potential impact on adjacent uses when considering any application for a change of use.*

*8.6.7.4 Wherever a residential type of use abuts an industrial use, a commercial use, an institutional use, a parking area, a loading area, or any other incompatible use, the City may develop and enforce setback requirements, site plan requirements, and design guidelines to provide adequate visual and aural separation and privacy for the residential use in accordance with MECC.*

*8.6.7.5 Generally, where a non-residential site abuts a residential use, the location of access lanes, parking areas, loading areas, and waste storage close to the residential use should be avoided. A landscaped buffer and appropriate screening should be required along the adjoining lot lines. Additional screening may be required where noise levels generated by the non-residential use are considered unusually high and would negatively impact the residential use.*

*8.6.7.6 Protection of adjacent uses may require support of compatibility studies in accordance with Schedule 'E'.*

### **8.6.9 Outdoor Lighting**

*8.6.9.1 New development and redevelopment shall be designed with responsible lighting practices that create safe outdoor environments and minimize glare and impact to night sky, public view, and surrounding properties.*

## **8.6.10 Landscape Design**

*8.6.10.1 Landscaping shall be designed to enhance the presence of each building and used as a major visual element to unify the proposed building, streetscape, and surrounding environment.*

*8.6.10.2 Landscaping design shall utilize a diversity of plant material that are appropriate for the site conditions in all seasons, including a focus on native plant material where appropriate, and avoid the use of invasive species in accordance with City policies and guidelines.*

## **9.7.5 Payment-in-lieu of Parking**

*9.7.5.1 Where a zoning by-law requires that on-site parking be provided as a condition to the development or establishment of a use, the City, at its sole discretion may enter into an agreement with the owner of such lands exempting the owner from the provision of on-site parking subject to the payment to the municipality of a sum of money which shall be used to acquire lands and provide and maintain public parking facilities.*

*9.7.5.2 Payment-in-lieu of parking monies may be paid in one lump sum or may be paid in yearly instalments as provided for in the agreement.*

*9.7.5.3 Payment-in-lieu of parking should be employed only in the River District Commercial area where, in the opinion of the City, there is sufficient concentration of uses and/or public demand to warrant the establishment of public parking. Subject to the foregoing, the City may use this alternative where any of the following conditions exist:*

- a. The subject property is too small to accommodate the amount of parking required.*
- b. Provision of on-site parking would result in poor site planning that would detract from the subject and area properties (the development would be out-of-character with the form of development evident in the vicinity of the subject property).*
- c. Attempts are being made to consolidate lands for public use, where the owner agrees to make available to the municipality, surplus lands for such consolidation.*

*d. The owner will undertake such additional works as the City may agree to which ordinarily would be beyond the normal and standard requirements of the City.*

The pending recommendation report will assess if the proposal conforms to the policies of the City's OP.

#### **D: City of Owen Sound Zoning By-law**

The subject property is zoned 'Institutional' (I) by the City's Zoning By-law (2010-078, as amended). The current zoning recognizes the institutional function of the judicial precinct that has traditionally existed on the subject lands but has ceased operation since 2014.

The effect of the Zoning By-law Amendment application is to rezone the subject lands from 'Institutional' (I) to 'Mixed Use Commercial' (MC) with Special Provision (14. XXX) within the City's Zoning By-law (2010-078, as amended).

Permitted uses in the MC Zone include 'Restaurant' and 'Drinking Establishment', among other uses. The proposed Special Provisions (14. XXX) would, in addition to the uses permitted in the MC zone, add a 'Business Incubator' and 'Event and Entertainment Facility' as permitted uses and define these uses generally in accordance with the following:

**'Business Incubator'** means an establishment that provides incubator services such as management training, networking facilities, programming, mentorship programs, business assistance services, and office space, including 'hot desk' services, and is dedicated to nurturing the development and commercialization of start-ups, early-stage companies and established companies (enterprises).

**'Event and Entertainment Facility'** means an establishment in which the main use is to accommodate gatherings for specific events, and which may also include, among its internal functions, accommodation for overnight guests, accessory retail and office, and indoor and outdoor entertainment facilities available for use by event participants, the general public, or both.

The business incubator use is proposed to be located within the southern courthouse addition constructed circa 1868, with the remaining existing buildings/structures including the main courthouse (c. 1853-1854), Jail, Jail

yards, and Governor’s Residence consisting of the event and entertainment facility, restaurant and drinking establishment uses.

The application is proposing to retain the existing buildings and structures with minor demolition of existing outbuildings and modifications to allow for access (e.g., elevators). Therefore, the building locations/setbacks are generally existing except for a 409 sq. m. enclosed pavilion proposed within the northern Jail yard.

The Special Provision (14. XXX) also proposes to require a minimum of 100 parking stalls for the development and to permit required parking to be located on-site or within 500 m of the subject lands. A Parking Analysis has been submitted in support of the OPA/ZBA application to justify a parking ratio for the proposed event and entertainment facility, which will be further analyzed as part of the recommendation report.

The pending recommendation report will assess if the proposal meets the requirements of the City’s Zoning By-law.

**E: Site Plan Control Matters**

The proposed development is subject to Site Plan Control in accordance with Section 41 of the Planning Act and City By-law 2019-18. As legislated by the Planning Act, site plan approval is a staff-delegated process. The pending recommendation report will assess how the proposal meets the requirements of the City’s Official Plan and Zoning By-law and which conditions of approval will be applied through the Site Plan Approval process.

**Next Steps:**

In accordance with the *Planning Act* and City protocols for processing Planning Act Applications, the following outlines the next steps in the process:

<b>Anticipated Date</b>	<b>Step</b>	<b>Days</b>
September 25, 2023	Recommendation Report and Enacting By-laws to Council	99

## **Financial Implications:**

Application fees were collected as part of the OPA and ZBA in the amount of \$7,380 as well as \$1,800 for the GSCA.

## **Communication Strategy:**

Notice of Complete Application & Public Meeting was given as required by the Planning Act.

## **Consultation:**

In addition to the public notice, the Planning Division also sent a request for comments to the City's Development Team and external commenting agencies, further detailing the nature of the applications.

All comments will be considered as part of the Staff Recommendation Report.

## **Attachments:**

- Schedule 'A': Orthophoto
- Schedule 'B': Official Plan and Zoning Map
- Schedule 'C': Property Details
- Schedule 'D': Planning and Urban Design Rationale Report, including Architectural Design Brief
- Schedule 'E': Draft Official Plan and Zoning By-law Amendments
- Schedule 'F': Site Plan
- Schedule 'G': Floor Plans

## **Recommended by:**

Jacklyn Iezzi, BES., Senior Planner

Sabine Robart, M.SC. (PL), MCIP, RPP, Manager of Planning & Heritage

Pam Coulter, BA, RPP, Director of Community Services

## **Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Jacklyn Iezzi, Senior Planner, at [planning@owensound.ca](mailto:planning@owensound.ca) or 519-376-4440 ext. 1261.