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To: Mayor and Council

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RE: 2017 1st Quarter Administrative Site Plan Approval Update

Report No.: PDS 2017-012

AIM

To provide the Mayor and Council with information on the administrative approval of site plans and/or site plan amendment as per Site Plan Amendment By-law 128-2015.

BACKGROUND

In December of 2015 Council approved a new site plan control by-law to replace the 2001 by-law. The new by-law provided for a much more detailed outline of where site plan approval was required, reinforced and expanded on the enforcement provisions and provided a tiered approval approach. Site plan approvals were also divided into two categories, Council approved and Administrative approval. This was intended to provide the ability to deal with minor additions and amendments for properties with existing site plan approval in place and to better process smaller new site plan approvals where the development was below a specific dollar value, did not require any other planning approval and was not located next to residentially zoned property. Council approved this approach on the basis that administration would provide an update on administrative approvals.

During the last quarter of 2016 two site plan amendments were reviewed and approved as follows:

Item 1 – The updating of an existing site plan drawing for Highline Produce located at 2464 - 2628 Division Road North. The property in question has experienced multiple expansions as well as changes to the size and configuration of the property.

Item 2 – The submission of a revised site plan drawing to update the location of the main entrance and associated parking layout update. This included the proposed location of the business sign for the new dental office located at 141 Main St E.

During the first quarter of 2017 two site plan amendments were reviewed and approved as follows:

Item 3 – A warehouse addition to an existing greenhouse operation located at 1451 Road 2 E.

Item 4 – An addition to the existing composting facility at Highline Produce located at 2464 – 2628 Division Road North

DISCUSSION

Item 1 - In order to insure that the existing lot lines and site plan were up-to-date the owner undertook survey work which noted a greater rear yard setback along the east side of the property. A revised site plan drawing was submitted and an amendment undertaken to attach the updated site plan with the most current layout of the facility. No new construction was undertaken.

Item 2 – The dental office development at 141 Main St E. requested the relocation of the main entrance onto Santos Drive in order to utilize the existing access point and prevent the removal of a large mature tree located in the boulevard. The relocation of the access required an altered parking layout and resulted in the loss of two spaces however did not cause any zoning deficiency related to parking. The owner also made note in the updated plan of the business sign location that was not included in the original plan.

Item 3 – The owner of the existing greenhouse operation at 1451 Road 2 E submitted a site plan amendment request to construct a new 1,860 sq. m (20,020 sq. ft.) warehouse at the east of the greenhouse operation. A new access and gravel parking area will be required along with a tree line buffer along the easterly lot line.

Item 4 – A request for a site plan amendment was submitted for an 881.6 sq. m (9,490 sq. ft.) addition to an existing compost processing building located on the subject parcel. The addition is being completed to improve the processing of the compost and reduce smell generation. The addition is not increasing the production capacity at the facility. The addition represents a 2.8 % increase in the overall square footage of the operation.

Appendix A attached shows the site plan details for each of the approved amendments.

LINK TO STRATEGIC PLAN

There is no link to the Strategic Plan for Items 1 or 2.

The Strategic Plan specifies under Objective, Priorities and Projects, Subsection III:

“To Develop an economic vision based on our strengths and opportunities that will retain existing and attract new businesses.”

The requested site plan amendments for Items 3 and 4 will achieve this Objective of the Strategic Plan by allowing the expansion of existing businesses.

FINANCIAL CONSIDERATIONS

Items 1 and 2 will not result any increase in assessment. Item 3 and 4 will result in increases to assessment once development is completed.

CONSULTATIONS

Agency or Administrator	Comment
Essex Region Conservation Authority Watershed Planner	<ul style="list-style-type: none">• Items 1 & 2 were not circulated as there was no change to the footprint of the development on the property beyond what was originally approved.• ERCA has noted that no permit will be required for Item 3 however Item 4 will require a permit as the subject parcel is within the regulated area of two municipal drains• They have expressed no concerns related to storm water management and have no objection to the proposed site plan amendments
Town of Kingsville Management Team	<ul style="list-style-type: none">• No concerns with the requested site plan.• Any proposed building will need to comply with the requirements of the OBC.
County of Essex	<ul style="list-style-type: none">• Item 1 and 2 did not require circulation due to the nature of the amendment requests• Item 3 and 4 are not on County Roads and no comment is expected.

RECOMMENDATION

Council adopt the report for information purposes for the approved site plan amendments at 2464 – 2628 Division Road North, 141 Main St E and 1451 Road 2 E and authorize the Mayor and Clerk to sign the associated site plan amendments and register said amendments on title.

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Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
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