

## STAFF REPORT

<b>Prepared For:</b>	Planning Advisory Committee
<b>Submitted by:</b>	Jason Fox, Director of Planning & Development
<b>Date:</b>	June 20, 2019
<b>Subject:</b>	Development Agreement application by Olfi Properties Incorporated to permit two additional dwelling units in an existing multiple unit dwelling at 25 Dominion Street.

### Recommendation

**That Council approve Olfi Properties Incorporated's application for a development agreement to permit two additional dwelling units in an existing multiple unit building at 25 Dominion Street.**

### Background

On May 23<sup>rd</sup>, 2019, Ian Lewis and Jason Day (Olfi Properties Incorporated) submitted an application to enter into a development agreement and thereby permit two additional dwelling units in an existing multiple unit dwelling at 25 Dominion Street. The building currently contains 14 dwelling units but, according to the Town's property records, there are only 12 legal units in the existing structure at 25 Dominion. Property Valuation Services Corporation's records currently indicate that the property contains 14 units, but their records show just 12 units up until 2014. The Town's Building Inspector has visited the site and determined that all 14 units meet applicable National Building Code requirements and he was unable to determine which of the existing units were created without proper permits.

The property is located in the Downtown Commercial future land use designation and all multiple unit development proposals with more than four units in this designation require a development agreement. In order to lawfully occupy all 14 of the existing units, the property owner is required to apply for and obtain a development agreement with the Town.

### Subject Property

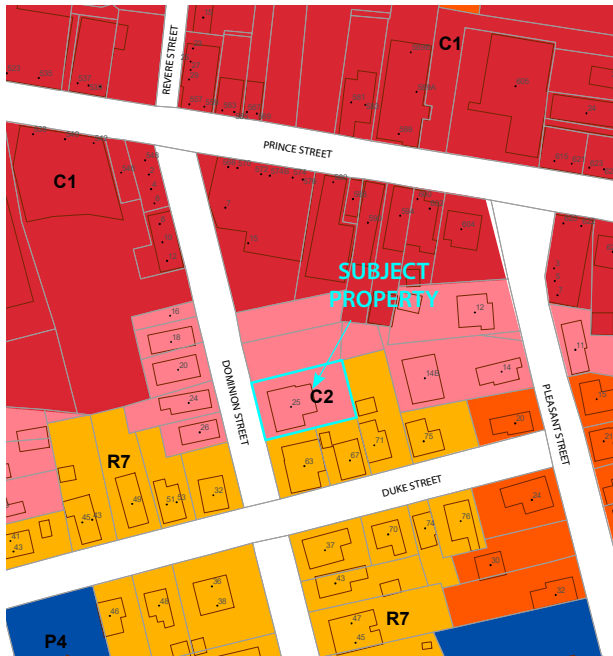
The subject property is 25 Dominion Street, also identified as PID no. 20181897. This parcel is 2560 m<sup>2</sup> (8400 ft<sup>2</sup>) in area and has 23.3 m (76 ft) of frontage on Dominion Street. The property is zoned Limited Commercial (C2) and is situated in the Downtown Commercial Future Land Use Designation. 25 Dominion is currently developed and contains a 2.5 storey structure with a ground floor area of approximately 257 m<sup>2</sup> (2767 ft<sup>2</sup>). The Town's property



Air Photo showing the subject property and surrounding area

records do not indicate a year of construction, but the structure did undergo \$180,000 in renovations in 2014. Renovations included new entrances for basement units, windows, doors, and siding. The lot is entirely developed and includes a small parking area to the rear. The building and parking area occupy most of the site and aside from a narrow front lawn and trees situated along the abutting property lines, there is very little green space on site.

The property is located adjacent to Truro's downtown commercial area on the periphery of one of Truro's historic downtown neighbourhoods. Development in the vicinity of the subject property consists of a mixture of commercial and residential uses and includes several older homes that have been converted into commercial uses or multiple unit dwellings. To the north of the subject property is a Town owned parking lot intended for use by businesses on Prince Street.



Zoning map of the subject property



Future Land Use map of the subject property



View of the subject property looking southeast from Dominion Street



View of 25 Dominion looking south from the Town owned parking lot adjacent to the subject property

## Development Proposal

25 Dominion Street already contains 14 dwelling units although only 12 of the units are lawfully existing units. Olfi Properties Incorporated is seeking a development agreement to ensure that all 14 units are legal and conform to all applicable municipal regulations and National Building Code requirements. The proposed development will not include any new interior or exterior construction, addition or alteration to the existing structure. The application does not include any proposed changes to the site plan. The applicant has not submitted a site plan, floor plans or architectural drawings.

## Analysis

The subject property is situated in the Downtown Commercial future land use designation and in accordance with Municipal Planning Strategy Policy C-19, Council may consider multiple unit residential proposals in the Downtown Commercial designation by development agreement. This application is being processed under the policies and evaluative criteria found in the Town's Municipal Planning Strategy and Land Use By-law. Full details of this review are attached to this report as Appendix A. Staff do not anticipate any significant land use impacts associated with this application because there are no new dwelling units being created, no increase in usable floor area, no new interior or exterior construction or any alteration to the existing structure. There were no significant issues identified as part of this review apart from potential concerns related to provision of parking and outdoor amenity/recreation space. These two issues are common for multiple unit residential developments in the downtown area.

### *Outdoor Amenity/Recreation Space*

Staff have identified a potential concern related to the provision of adequate outdoor amenity space for the residents of the proposed development. The proposal has approximately 33% of the amenity space that would normally be required for a 14 unit residential development and the amenity space consists of the lawn area at the front of the building. This area has limited potential for recreation use. Planning Staff are, however, of the opinion that higher density downtown residential developments typically have a limited amount of outdoor amenity space and the amount available for this development is sufficient given the number of parks and recreational opportunities in the downtown area.

### *Parking*

Another potential concern relates to the provision of adequate parking for use by the residents of the development. A 14-unit development in downtown Truro would normally require 14 parking spaces based on the Land Use By-law parking requirement of 1 space per dwelling unit. The proposal has a paved parking area located in the rear yard accessible by a narrow driveway located on the south side of the existing building. Between 7-8 parking stalls are delineated although during a recent site visit two of the stalls were occupied by a dumpster and patio furniture. The parking area appears to be underutilized suggesting that all of the tenants do not own vehicles or they normally park in the public parking lot immediately to the north of the subject property. While the proposal will make two existing units legal, it does not include any new construction or any new dwelling units and is not therefore expected to require any additional parking spaces. The proposal is situated in the downtown core and the proposal is suitable for residents who do not own an automobile. A relaxation of the normal parking requirement is considered reasonable in this instance.

### **Public Participation**

The proposed development is being handled in accordance with the Town's development review process. At the May 27<sup>th</sup> meeting, the Planning Advisory Committee agreed the proposal should be reviewed using the standard (short) application process. In making this decision, the Committee noted that the proposal does not include any new construction or alteration of the existing structure and will simply recognize two existing units. It was, therefore, felt that the proposal is not likely to generate a great deal of public interest. The standard application process does not include a public participation program prior to the Committee making its final recommendation to Council. The public participation and survey will take place in August, just prior to the September public hearing.

Details of the application have been posted on the Town's website under "current development applications" and a public notice sign will be posted on the subject property this month.

### **Conclusion**

Planning Staff have completed a review of Olfi Properties Incorporated's proposal to permit two additional dwelling units in an existing multiple unit dwelling at 25 Dominion Street. Based on this review, Planning Staff find that this proposal is consistent with the Town's Planning Policies. Staff are therefore recommending that Council enter into a development agreement to permit the proposal as outlined in this report.

Respectfully Submitted

Jason H. Fox, MCIP, LPP  
Director of Planning & Development

## Appendix A

RELEVANT POLICY	STAFF COMMENTS
<p><b>Policy C-2</b></p> <p><i>It shall be a policy of Council to ensure that Downtown Truro remains the preeminent location in Colchester County for higher order goods and services and uses such as banks, institutions, cultural facilities, law firms, retailing, specialty shops as well as for pedestrian oriented shopping, dining, and nightlife.</i></p>	<p>The proposed development will recognize two existing units in the downtown core. By supporting this application Council is encouraging increased residential densities in the downtown and thereby increasing demand for goods and services in the area and thereby supporting local businesses and institutions. The proposal is not expected to have any impact on the adjacent streetscape or the pedestrian environment on Dominion Street.</p>
<p><b>Policy C-8</b></p> <p><i>It shall be a policy of Council to permit a controlled mixture of land uses where the potential for land use conflicts is minimal.</i></p>	<p>The proposed development is the addition of two existing dwelling units situated in a mixed use commercial/residential area in the downtown core. Tenants of the proposed development have chosen to live within a downtown location and a degree of noise and activity normally associated with downtown living is to be expected. The introduction of residential units in this area is not expected to create any land use conflicts.</p>
<p><b>Policy C-10</b></p> <p><i>It shall be a policy of Council to forward development agreement proposals within the Downtown Commercial Designation to the Heritage Advisory Committee for review and recommendation.</i></p>	<p>This proposal does not include any exterior alteration, new construction, or landscaping changes that would warrant a review by the Heritage Advisory Committee.</p>
<p><b>Policy C-11</b></p> <p><i>It shall be a policy of Council to take into consideration advice from the Heritage Advisory Committee on the following matters when evaluating a development agreement proposal in the Downtown Commercial Designation that involves any new structure, exterior structural alterations, new signage, new parking, lighting, or landscaping:</i></p> <ul style="list-style-type: none"><li>a) <i>the proposal's architectural design and its compatibility with heritage architectural styles found in the downtown area;</i></li><li>b) <i>the compatibility of the proposal with any abutting heritage properties in terms of its height, bulk, and scale;</i></li><li>c) <i>the impact of the proposal on any heritage streetscape;</i></li></ul>	<p>see comments under Policy C-10 above</p> <p>see comments under Policy C-10 above</p> <p>see comments under Policy C-10 above</p>

RELEVANT POLICY	STAFF COMMENTS
<p>d) <i>the location of any proposed parking areas and how well they are screened from neighbouring properties and from the street; and</i></p> <p>e) <i>the suitability of any signage, lighting, fencing, or landscaping elements in terms of their impact on any abutting properties or streetscape.</i></p>	<p>see comments under Policy C-10 above</p> <p>see comments under Policy C-10 above</p>
<p><b>Policy C-13</b></p> <p><i>It shall be a policy of Council to require that all conversions and new construction within the Downtown Commercial (C1) Zone and the Limited Commercial (C2) Zone contribute to the development, preservation, and enhancement of pedestrian friendly and aesthetically pleasing downtown streetscapes.</i></p>	<p>The proposed development does not include any expansion or alternations to the existing structure and is not, therefore, expected to have any impact, positive or negative, on the streetscape.</p>
<p><b>Policy C-19</b></p> <p><i>In the Downtown Commercial Designation, it shall be a policy of Council to consider multiple unit residential developments having more than four units by development agreement.</i></p>	<p>This is the enabling policy that permits Council to consider recognizing the two additional units in an existing 12 unit residential building by development agreement.</p>
<p><b>Policy C-20</b></p> <p><i>When considering multiple unit residential development proposals in the Downtown Commercial Designation pursuant to Policy C-19, it shall be a policy of Council to:</i></p>	
<p>a) <i>review the proposal using the evaluative criteria for development agreements as outlined in Part 11: Implementation of this Strategy;</i></p>	<p>This proposal has been evaluated using the evaluative criteria found in Part 11. Details of this evaluation are found below.</p>
<p>b) <i>require the submission of professionally prepared renderings or graphic representations that illustrate how any proposed new construction or expansion will impact abutting properties and the streetscape;</i></p>	<p>The proposed development does not include any new construction or expansion. No professionally prepared plans are required.</p>
<p>c) <i>require that the proposal be compatible with adjacent uses in terms of height, bulk, scale, and lot coverage;</i></p>	<p>The proposal does not include any changes to the existing building. The existing 2.5 storey building is situated in an area that consists of 2 to 2.5 storey dwellings along with some 2 storey commercial development. The proposal has roughly the same exterior dimensions, massing and scale as a typical residential structure in this area of Dominion Street. Staff do not anticipate any compatibility issues related to height, bulk, scale or lot coverage.</p>

RELEVANT POLICY	STAFF COMMENTS
<p>d) <i>require that the proposal does not detract from an established or developing streetscape by significantly varying from the typical height and setback of abutting structures or by having a building that is oriented away from the street;</i></p>	<p>The proposed development does not include any expansion or alternations to the existing structure and is not, therefore, expected to have any impact, positive or negative, on the streetscape.</p>
<p>e) <i>require that the proposal be forwarded to the Town's Heritage Advisory Committee (HAC) for review and recommendation;</i></p>	<p>This proposal does not include any exterior alteration, new construction, or landscaping changes that would warrant a review by the Heritage Advisory Committee.</p>
<p>f) <i>require that the parking area be suitably landscaped or fenced and situated where it will not be readily visible from the public right-of-way; and</i></p>	<p>The existing parking lot is not readily visible from the public right-of-way. The parking area is paved and stalls are currently delineated. There appears to be parking for between 7 and 8 vehicles. The proposal does not include any changes to the existing parking area, site plan, landscaping or fencing on the property.</p>
<p>g) <i>require that the proposal include recreational open space suitable for use by residents of the development</i></p>	<p>The existing development includes very little on-site outdoor amenity/recreation space. Amenity space is limited to the lawn area situated in the front yard. This area is insufficient to meet the amenity space requirements set out in the Town's Land Use By-law and there would, ideally, be much more green space on site. This proposal does not, however, include any new units and presumably the existing open space is suitable and sufficient to meet the needs of the existing residents.</p>
<p><b>Policy C-21</b> <i>In the Downtown Commercial Designation, it shall be a policy of Council to only consider proposed multiple unit residential developments that have been designed by an architect licensed to practice in Nova Scotia where the proposal includes new construction, an expansion, or exterior alteration of an existing building.</i></p>	<p>The proposed development utilizes an existing structure and does not include any new construction, expansion, or exterior alteration. No architectural design services are required.</p>
<p><b>Policy P-3</b> <i>It shall be a policy of Council to use the Recreation Plan as a policy statement that will guide Council when evaluating development proposals and negotiating planning approvals where the proposed development may have an impact on the implementation of projects identified on the Future Recreation Map.</i></p>	<p>While the proposal will make two existing units legal, it does not include any new construction or any new dwelling units and is not therefore expected to have any impact on the provision or supply of recreation space or the implementation of any recreation plans.</p>
<p><b>Policy P-4</b> <i>It shall be a policy of Council to only consider those development proposals that are either consistent with or do not hinder the implementation of objectives and projects identified on the Town's Recreation Plan.</i></p>	<p>see comments under Policy P-3 above</p>

RELEVANT POLICY	STAFF COMMENTS
<p><b>Policy P-9</b></p> <p><i>It shall be a policy of Council to take into consideration the recommendations of the Parks &amp; Recreation Strategic Plan, where applicable, when reviewing development proposals.</i></p>	<p>see comments under Policy P-3 above</p>
<p><b>Policy P-12</b></p> <p><i>It shall be a policy of Council to require that any new multiple unit residential development include provision for recreation and amenity space. The Land Use By-law shall allow for the provision of such space either externally or internally to the building, and that such space may consist of common or individual unit space.</i></p>	<p>The building does not include any dedicated common outdoor recreation or amenity space. This is a downtown site and it is reasonable to consider a relaxation of the outdoor amenity space requirement given the number of nearby parks and recreational opportunities.</p>
<p><b>Policy P-13</b></p> <p><i>It shall be a policy of Council to consult the Parks, Recreation, and Culture Committee when considering the suitability of amenity space included in any development proposal.</i></p>	<p>While the proposal will make two existing units legal, it does not include any new construction or any new dwelling units and is not therefore expected to have any impact on the provision or supply of recreation space or the implementation of any recreation plans. The proposal does not, therefore, warrant consultation with the Parks Recreation and Culture Committee.</p>
<p><b>Policy P-14</b></p> <p><i>It shall be a policy of Council to require that required outdoor amenity space consist of usable space that is dedicated for active or passive recreation use and not include areas that have limited recreational potential.</i></p>	<p>The existing development includes very little on-site outdoor amenity/recreation space. Amenity space is limited to the lawn area situated in the front yard. This area has limited potential for recreation. Tenants do appear to be using a portion of the parking area for outdoor amenity space. This is a downtown site and it is reasonable to consider a relaxation of the outdoor amenity space requirement given the number of nearby parks and recreational opportunities.</p>
<p><b>Policy G-18</b></p> <p><i>It shall be a policy of Council to consider allowing a reduction in the number of required parking spaces where it can be demonstrated the proposed development is intended for residents who are less likely to own an automobile due to factors such as age, income, or mobility issues.</i></p>	<p>While the proposal will make two existing units legal, it does not include any new construction or any new dwelling units and is not therefore expected to require any additional parking spaces. The proposal is situated in the downtown core and the proposal is suitable for residents who do not own an automobile.</p>
<p><b>Policy G-29</b></p> <p><i>It shall be a policy of Council to permit reasonable uses of outdoor lighting for nighttime safety, utility, security, and enjoyment while preserving the ambiance of the night.</i></p>	<p>The draft development agreement will require that any new outdoor lighting be limited to full cut-off fixtures that illuminate the subject property only and not cause any light trespass.</p>

RELEVANT POLICY	STAFF COMMENTS
<p><b>Policy G-30</b></p> <p><i>It shall be a policy of Council to prohibit outdoor lighting that is misdirected, excessive, or unnecessary.</i></p>	<p>See comment under Policy G-29</p>
<p><b>Policy G-31</b></p> <p><i>It shall be a policy of Council to require that all outdoor lighting fixtures in or abutting a residential zone or designation be full cut-off fixtures approved by the International Dark Sky Association.</i></p>	<p>See comment under Policy G-29</p>
<p><b>Policy G-35</b></p> <p><i>It shall be a policy of Council to require that all development proposals or other proposals that may impact upon vehicle access to a public street be subject to the approval of the Town's Traffic Authority.</i></p>	<p>While the proposal will make two existing units legal, it does not include any new dwelling units and is not, therefore, expected to generate any additional traffic. This proposal is expected to have a negligible impact on traffic flows and the street network.</p>
<p><b>Policy IN-34</b></p> <p><i>It shall be a policy of Council to require that all new construction that is subject to a development agreement, to submit a Storm Water Management Plans for the development, either as a condition of approval or for Council's consideration as part of a development agreement application.</i></p>	<p>The proposed development will not include any landscaping changes, new additions, or new exterior construction that would require the submission of a stormwater management plan. As part of this application, however, the developer is encouraged to review the Town's stormwater management regulations and consider installation of an infiltration trench or other on-site retention/infiltration measures.</p>
<p><b>Policy IM-19</b></p> <p><i>It shall be a policy of Council to require the submission of a detailed proposal as part of any development agreement application. The proposal shall include any information or materials required by Council in order to effectively evaluate the submission. The submission shall be accompanied by professionally prepared plans that effectively illustrate the proposal and include details such as, but not necessarily limited to, the following:</i></p> <ul style="list-style-type: none"><li data-bbox="201 1465 805 1562"><i>a) the location, area, and dimensions of the subject property based on a survey or location certificate prepared by a licensed surveyor;</i></li><li data-bbox="201 1608 805 1671"><i>b) elevation drawings of the proposed structure or structures;</i></li><li data-bbox="201 1717 805 1780"><i>c) the proposed location, dimensions, height, and proposed use of all buildings;</i></li><li data-bbox="201 1827 805 1932"><i>d) the means by which the site is to be serviced by sanitary and storm sewers, water, electrical service and other utilities;</i></li></ul>	<p>The proposed development will not include any new additions or new exterior construction that would require the submission of design drawings or a survey plan.</p> <p>The proposed development will not include any new additions or new exterior construction that would require the submission of elevation drawings.</p> <p>The proposed development will utilize the existing structure and not include any new additions, new exterior construction, or change of use.</p> <p>The proposed development will not include any new additions or new exterior construction that would require the submission of a new servicing plan.</p>

RELEVANT POLICY	STAFF COMMENTS
<i>e) the proposed location and nature of any outdoor storage or display;</i>	No outdoor storage or display is proposed as part of this development.
<i>f) the proposed location, design, and content of any signage;</i>	The draft development agreement will require that any signage comply with the Land Use By-law signage requirements.
<i>g) the proposed location and dimensions of any parking stalls, driveways, and walkways;</i>	There are no proposed changes to the location and dimensions of all parking areas, driveways and walkways. No changes to the site plan are proposed as part of the development proposal.
<i>h) the proposed location of any fencing, refuse containers, and snow storage;</i>	No new fencing is proposed.
<i>i) the proposed location and type of any exterior lighting;</i>	Information with respect to the location and type of lighting fixtures has not been provided. The draft development agreement will require that all lighting comply with the Land Use By-Law lighting regulations and adequate lighting will have to be provided for all parking areas and walkways.
<i>j) the proposed location of any outdoor amenity space;</i>	There are no proposed changes to the location and dimensions of all outdoor amenity space. No changes to the site plan are proposed as part of the development proposal.
<i>k) landscaping elements including the type and location of any existing and proposed trees or other vegetation;</i>	The applicant has not submitted any landscaping details and there are no landscaping changes proposed as part of this development.
<i>l) architectural features including type of materials,</i>	The proposed development will not include any new additions or new exterior construction that would require the submission of plans indicating architectural features or materials.
<i>m) the location of any watercourses on or near the site;</i>	Planning Staff are not aware of any watercourses on or near the site
<i>n) existing and proposed drainage patterns including any stormwater management measures;</i>	The proposal does not include any new construction or alterations to the existing site plan. No stormwater management measures are required.
<i>o) the delineation of any 1:20 and 1:100 flood elevations and a description of any proposed floodproofing measures; and</i>	The proposed development is not situated in the 1:20 or 1:100 floodplain.
<i>p) any proposed phasing of the development.</i>	No phasing is proposed for this development.

## RELEVANT POLICY

### **Policy IM-20**

*It shall be a policy of Council to require the submission of additional information to address issues such traffic impact, stormwater management, landscaping, servicing, heritage preservation, and impact on the streetscape where Council considers this information to be pertinent to the development process. This information may be required prior to Council's approval or as a condition of approval and required prior to issuance of any development permit.*

### **Policy IM-21**

*Where a structure proposed as part of a development agreement application raises concerns with respect to compliance with the National Building Code, it shall be a policy of Council to require that the applicant submit conceptual building plans for review by the Town's Building Inspector.*

### **Policy IM-22**

*When considering a development agreement application it shall be a policy of Council to have regard for the following matters:*

- a) compatibility of the proposed land use with adjacent land uses;*
- b) compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk;*
- c) compatibility of the development with adjacent properties in terms of lighting, signage, outdoor display, outdoor storage, traffic, vehicle headlights, and noise;*

## STAFF COMMENTS

No other additional information has been requested at this time.

There is no new exterior construction or expansion proposed. Interior work will be required to conform to the National Building Code. Compliance with the Code will be a condition of any development agreement.

The proposed development consists of two additional dwelling unit in an existing converted dwelling containing 14 units in total. The subject property is situated in a dense residential area that includes many converted dwellings and multiple unit developments, office buildings, commercial use, and public parking. The two dwelling units included in this proposal are already in existence and are not expected to create a compatibility issue with surrounding land uses.

The proposal utilized an existing structure and does not include any exterior alterations. This development will not, therefore create any new compatibility issues with respect to height, lot coverage, scale, or bulk. The density of the proposed development will likely not increase.

Signage and lighting will be subject to the normal Land Use By-law requirements which are designed to mitigate potential compatibility issues. There is no outdoor storage or display proposed as part of this development. The development is not expected to result in any increase in traffic.

RELEVANT POLICY	STAFF COMMENTS
d) <i>the adequacy of sewer services, water services, waste management services and storm water management services;</i>	No new construction, new dwelling units or new usable floor area is being created as part of this proposal. Consequently, the proposal is not expected to have any impact on municipal services.
e) <i>that the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure and services;</i>	This development will increase residential densities while utilizing existing infrastructure. It is situated within a built up area of the downtown core and it will contribute to the creation of a more compact urban form.
f) <i>the adequacy and proximity of schools;</i>	Staff do not anticipate any issues related to the ability of the school system to accommodate any increase in enrollment as a result of this development.
g) <i>the adequacy and proximity of recreation and community facilities;</i>	See comments on Policy P-3 and P-12 above.
h) <i>the adequacy of the road network in, and adjacent to, or leading to the development;</i>	The proposal does not include any new dwelling units or new usable floor area. Consequently, it is not expected to have any impact on the road network.
i) <i>the potential for the contamination or sedimentation of watercourses or for erosion;</i>	There are no watercourses in the vicinity of the proposed development.
j) <i>environmental impacts such as air and water pollution and soil contamination;</i>	This proposal is not expected to cause any negative environmental impacts.
k) <i>previous uses of the site which may have caused soil or groundwater contamination;</i>	Staff are not aware of any soil or groundwater contamination.
l) <i>suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs;</i>	Staff are not aware of any site constraints.
m) <i>the application of sustainable and energy efficient design principles;</i>	The proposal does not include any energy efficiency initiatives.
n) <i>the ability of emergency services to respond to an emergency at the location of the proposed development;</i>	The proposal does not include any new construction or changes to the existing site plan that would impact access for emergency services.
o) <i>that the proposal is in conformance with the intent of this strategy and with the requirements of Town By-laws and regulations other than the Land Use By-law;</i>	The draft development agreement will require that the proposal conform to all other applicable by-laws and regulations.
p) <i>the financial ability of the Town to absorb any costs relating to the amendment.</i>	The town is not expected to incur any costs as a result of this development proposal.

**RELEVANT POLICY**

***Policy IM-34***

*It shall be a policy of Council to consider scheduling an evening public hearing and to consider holding an advertised public information meeting where there is a great deal of public opposition or concern regarding a development proposal or amendment application. The cost of advertising these meetings shall be the responsibility of the applicant.*

**STAFF COMMENTS**

A development agreement notice sign will be posted on the subject property. The development proposal was included on the public notice advertising PAC's June meeting.

Details of this proposal have been listed under "Current Development Applications" on the town website. Staff will conduct a mail-out to all property owners within 150 m (492 ft) of the subject property informing them of the proposal and inviting them to complete an on-line survey.