

**REPORT**  
PLANNING/BUILDING/ENVIRONMENTAL  
COMMITTEE

**DATE:** September 14, 2020

**REPORT NO:** PD-106-2020

**SUBJECT:** **Recommendation Report Harold Wrigley and Debra Sims Site Plan (Garden Suite) Authorizing By-Law, File No. 2100-007-20**

**CONTACT:** Madyson Etzl, Planner II  
Brian Treble, Director of Planning and Building

**OVERVIEW:**

- Harold Wrigley and Debra Sims applied for and will need to receive the approval (PD-106-20) of a temporary rezoning application prior to the approval of this report to permit a Modular Home (Garden Suite) on the property legally known as Concession 2, Part Lot 26, Registered Plan 30R1989 Part 1, in the Township of West Lincoln, Regional Municipality of Niagara, municipally known as 3775 Canborough Road
- The temporary use by-law is not expected to be appealed based on the lack of public participation at the public meeting.
- Staff are now close to finishing a site plan agreement for the Township to enter into with Harold Wrigley and Debra Sims to collect securities for the temporary use.
- Township Planning Staff recommend that the Mayor and Clerk be authorized through a By-law to sign the Site Plan Agreement once the Agreement has been finalized and following the expiry of the temporary Zoning By-Law appeal period.

**RECOMMENDATION:**

1. That, report PD-106-2020, regarding “Harold Wrigley and Debra Sims Site Plan (Garden Suite)” Authorizing By-law for File No. 2100-007-20”, dated September 14<sup>th</sup> 2020, BE RECEIVED; and,
2. That, a bylaw be passed to authorize the Mayor and Clerk to sign a Site Plan Agreement with Harold Wrigley and Debra Sims and Canada Life (Mortgagee), once all site plan details are sorted out and substantially completed for implementation upon expiry of the Township’s Zoning By-Law appeal period.

## **ALIGNMENT TO STRATEGIC PLAN:**

### **Theme #3**

- Strategic, Responsible Growth

## **BACKGROUND:**

Harold Wrigley and Debra Sims, owners of the subject lands located at 3775 Canborough Road, have submitted a complete Site Plan application for a temporary Garden Suite.

The applicant went through a rezoning application to permit a Temporary Modular Home (Garden Suite) on the property. The temporary rezoning application is also anticipated to receive received approval in September 2020.

The site plan has been submitted and a site plan agreement is now being prepared that will require the collection of \$5,000 in securities for the permitted temporary use and to ensure its location meets the requirements of the Township's Zoning By-law. The securities will be used if the temporary use continues to exist after its expiration date to remove the suite. The security will be returned once the use has been removed from the property and the temporary use has expired.

## **CURRENT SITUATION:**

A complete submission for Site Plan approval was received on August 16th, 2020. The application was reviewed by several Township Departments such as the Septic Inspector, Building staff, and Public Works staff.

The initial comments collected from the Township's Departments were compiled together and presented to the applicant through the Public Meeting which was held on July 27<sup>th</sup>, 2020. The circulated departments had no issues with the submitted Site Plan. As such, Planning Staff recommend that authorization be granted for the Mayor and Clerk to sign a Site Plan Agreement once the Site Plan Agreement has been finalized and the Township's Zoning By-Law has been approved without appeal.

## **FINANCIAL IMPLICATIONS:**

A \$5,000 security deposit will be collected from the applicant in accordance with Township Policy. This amount will ensure that the use is removed after the temporary use has expired.

## **INTER-DEPARTMENTAL COMMENTS:**

Township Staff have received written comments from the Staff in Building, Public Works and Septic/Building. None of the departments have any objections to the site plan as proposed.

The Site Plan Agreement will need to be drafted and circulated to the departments for review before final signature.

**CONCLUSION:**

An application for Site Plan has been submitted for 3775 Canborough Road for a temporary modular home (Garden Suite)

Planning Staff is of the opinion that it is appropriate to authorize, by by-law, the Mayor and Clerk to sign a Site Plan Agreement with the owner of the subject lands, Harold Wrigley and Debra Sims, and the Mortgagee to ensure that the process continues to move forward in a timely manner.

**ATTACHMENTS:**

1. Draft By-law
2. Site Plan Drawing

**Prepared & Submitted by:**



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**Madyson Etzl,  
Planner II**



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**Bev Hendry. CAO**

**Approved by:**



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**Brian Treble,  
Director of Planning and Building**