

**TOWN OF MINTO**

DATE: June 30, 2017
TO: Mayor and Council
FROM: Stacey Pennington, Building Inspector
SUBJECT: Site Plan Approval, Shaun and Keira Weale,
Minto Road, Palmerston

STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

Provide strong community development policies and practices that support a family friendly environment, attract family oriented businesses, and enhance Minto as a welcoming, attractive, and safe location. Include resident and business testimonials supporting the family image in publications.

BACKGROUND

Shaun and Keira Weale have applied for Site Plan Approval on their newly purchased Minto Road property in the Palmerston Industrial Park. The proposal is to build a 590.9 sq m (6,360 sq ft) industrial building constructed for their mechanical insulation business with the future possibility of rental units. Clerks, Building and Public Works staff along with Triton Engineering met to review the site plan submitted with a preliminary proposal of the project.

The site plan shown in Appendix "A" outlines the following development details:

- The proposed 590.9 sq m (6,360 sq ft) building complete with 3 large overhead doors
- A new proposed gravel parking lot with 5 parking spaces, (1 Barrier Free) to the North of the gravel area
- Site grading is shown with surface drainage to Minto Road through surface swales
- Proposed water and sewer service locations complete with existing valves at the property line
- A 3m proposed planting strip along the perimeter of the property; proposed shrubbery at the front of the building.

COMMENTS

Based on the drawings submitted, Staff provide the following comments:

Building

The Proposed site complies with the Zoning including building setback, lot coverage parking and other applicable zoning requirements.

Public Works

The current site is serviced from Minto Road.

Public works staff needs confirmation for the proposal for both water and sewer prior to the signing of a site plan agreement. The following information is needed:

- The size and location and elevation of the proposed sewer line construction.
- The size and location of the proposed water line.

Clerks

The proposal should include partial paving of the front parking area to the North and West of the property, or an alternative proposal as agreed upon by the applicant and the Town. Landscaping will be required. It is suggested that some tree planting occur on the rear portion of the property and to the North side of the proposed gravel parking.

The Site Plan submission is currently under review, by Triton Engineering. Any formal comments will be forwarded to the applicant and included in the site plan agreement prior to signing.

FINANCIAL CONSIDERATIONS

The applicant has submitted the standard Site Plan Approval Fee and Deposit totaling \$3,600.

RECOMMENDATION:

Council receives the report from the Building Inspector dated June 30, 2017 regarding site plan approval by Shaun and Keira Weale and approves the submitted site plan, prepared by J Don MacMillan Limited submitted June 26, 2017 subject to the execution of a site plan agreement with the Town requiring, among other matters, confirmation of the water and sanitary sewer connections, final grading and drainage, paving, landscaping, and any other issues as staff see appropriate upon engineered review of the proposal.

AND further, that Council considers a by-law in regular session authorizing the Mayor and Clerk to sign the site plan agreement once the landowner has signed.

Stacey Pennington
Building Inspector

