



**Notice of Complete Application and Public Meeting  
Proposed Zoning By-law Amendment**

**1470 County Road 10  
Part of Lot 12, Concession 8, Cavan Ward  
Township of Cavan Monaghan**

**File No. ZBA-04-22**

In accordance with the provisions of the Planning Act, as amended, this letter is to advise that the Township of Cavan Monaghan Planning Department is processing a zoning by-law amendment for the Cavan Monaghan Township Public Works Operations Centre at 1470 County Road 10, part of Lot 12, Concession 8 of the Cavan Ward and identified by property roll number 1509-010-030-197-00.

The Application submission includes a completed Application Form, a Site Plan, a Planning Justification Report, and a Buffer Enhancement Plan (June 2021).

The Amendment is required to permit the construction of a new public works garage on the northern part of the property.

**Public Meeting**

During the COVID-19 pandemic, the Municipal Office has limited public access and the Council of the Township of Cavan Monaghan will hold an electronic public meeting in accordance with Section 34 of the Planning Act, R.S.O. 1990, as amended for File No. ZBA-04-22 as follows:

**Meeting Date: Monday, May 16, 2022**  
**Location: Township of Cavan Monaghan (electronic)**  
**988 County Road 10, Millbrook**  
**Time: 1 p.m.**

988 County Rd 10  
Millbrook, Ontario L0A 1G0

**[www.cavanmonaghan.net](http://www.cavanmonaghan.net)**

**Phone: 705-932-2929**

**Fax: 705-932-3458**

## **Subject Lands**

A **Key Map** showing the location of the subject lands is provided on Page 5.

The subject property is located at 1470 County Road 10 in part of Lot 12, Concession 8 of the Cavan Ward. Township records indicate that the property is approximately 0.85 hectares (2.1 acres) in size with approximately 89.61 metres (294 feet) of frontage on County Road 10.

The property is currently developed with a public works garage, a sand dome, a frame garage, a solar panel, fuel pumps and fuel tanks. The public works garage contains space for vehicle parking and repair, storage of equipment and supplies, office space and employee amenity areas (i.e. lunchroom). The building is serviced with private well and septic systems.

The property is proposed to be redeveloped with the construction of a new public works garage (750 square metres in size), the installation of water tanks for the provision of an on-site water supply for firefighting purposes, the installation of a stormceptor for stormwater management, and the refurbishment of the existing fuel tanks and pumps. The existing garage will remain and will be used for storage. The existing entrances to the site will be removed and one (1) new entrance will be constructed in the middle of the property frontage.

## **A Purpose and Effect of Zoning By-law Amendment Application**

The subject lands are currently zoned Institutional (I), Natural Core (NC) and Natural Linkage (NL) on Map D-2 to By-law No. 2018-58, as amended.

The subject lands are proposed to be rezoned to the Institutional Exception Four (I-4) Zone. The special Institutional (I) Zone is required to implement the findings of the Buffer Enhancement Plan, to recognize the height of the current sand dome, and to recognize the location of the existing frame garage.

The permitted uses in the I-4 Zone will be limited to a municipal public works operation centre. For the purposes of the I-4 Zone, a municipal public works operation centre shall be defined as “land, buildings and structures, owned and operated by a public authority and used for the maintenance, repair, and storage of vehicles, equipment and/or construction materials, fuel storage and accessory office space.”

All of the Institutional (I) Zone standards will apply to the I-4 Zone except for the following:

- |    |   |        |
|----|---|--------|
| a) | Minimum Interior Side Yard (north side only)  | 9 m    |
| b) | The northern interior side yard shall be enhanced with landscaping as per the June 28, 2021 Buffer Enhancement Plan, prepared by Cambium; |        |
| c) | Maximum Height (sand dome only)   | 13 m   |
| d) | Minimum Interior Side Yard for existing frame garage only   | 1.49 m |
| e) | Minimum Rear Yard for existing frame garage only  | 1.62 m |

## **To Speak at the Public Meeting or Provide Written Comments**

If you wish to speak to the application at the public meeting, please contact the Clerk by email at [cpage@cavanmonaghan.net](mailto:cpage@cavanmonaghan.net) no later than 4:00 p.m. on the business day prior to the scheduled meeting and you will be provided with an invitation to join the meeting using your computer or phone. The Township is using Zoom for electronic meetings and it is the responsibility of the interested member of the public to have technology in place to connect to the meeting.

Any person may “attend” the electronic/virtual public meeting and/or make a verbal or written representation either in support of or in opposition to the proposed Zoning By-law Amendment. If you are unable to “attend” the meeting, written submissions may be submitted and should include a request for further notice, if desired.

Although possible for members of the public to “attend” a meeting electronically, and provide verbal submissions, we would encourage you to communicate with Council by forwarding written comments in support or opposition to [cpage@cavanmonaghan.net](mailto:cpage@cavanmonaghan.net)

If you wish to view the public meeting in real time, but do not wish to speak to the application, the meeting will be hosted on the Township YouTube Channel at: [https://www.youtube.com/channel/Uck8cGK2GvckFHWz\\_9\\_KaleQ?view\\_as=subscriber](https://www.youtube.com/channel/Uck8cGK2GvckFHWz_9_KaleQ?view_as=subscriber)

The meeting will also be recorded and available after the meeting for public viewing on the same platform.

Personal information as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provision of MFIPPA. Personal information collected in relation to materials submitted for an agenda will be used to acknowledge receipt, however, please be aware that your name is subject to disclosure by way of publication of the agenda. If you have questions about this collection, use and disclosure of this information, please contact the Clerk’s Department at 705-932-9326.

In accordance with the Accessibility for Ontarians with Disabilities Act, the Township of Cavan Monaghan is pleased to accommodate individual needs of anyone wishing to attend Council meetings. Please call 705-932-9326 or email the Township Clerk if you require an accommodation to ensure your needs are met prior to the meeting.

## **Important Information about Making a Submission**

If you wish to be notified of the decision of the Township of Cavan Monaghan on the proposed Zoning By-law Amendment, you must make a written request to the Township of Cavan Monaghan at 988 County Road 10, Millbrook, ON L0A 1G0.

If a person or public body would otherwise have an ability to appeal the decision of the Township of Cavan Monaghan to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the

Township of Cavan Monaghan before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Cavan Monaghan before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

### **For More Information**

Additional information about the proposed Zoning By-law Amendment is available for inspection online at:

[https://www.cavanmonaghan.net/Modules/News/en?CategoryNames=Planning+Notices&\\_mid\\_=20762](https://www.cavanmonaghan.net/Modules/News/en?CategoryNames=Planning+Notices&_mid_=20762)

Or by contacting the Director of Planning at [kellis@cavanmonaghan.net](mailto:kellis@cavanmonaghan.net) or 705-932-9334.

**Dated** at the Township of Cavan Monaghan this 26th day of April, 2022.

Cindy Page, Clerk  
Township of Cavan Monaghan

# Key Map

