CITY OF BELLEVILLE
Andrew Chan, Policy Planner
Engineering and Development Services Department
Report No. PP-2020-25
June 1, 2020

To: Belleville Planning Advisory Committee

Subject: Notice of Complete Application and Introductory Public Meeting for Application for Proposed Amendment to the Loyalist Secondary Plan, As Amended, and Zoning By-Law Number 2076-80, As Amended Wallbridge-Loyalist Road, Part Lot 31, Concession 1, Part 1, Registered Plan 21R-19789, City of Belleville
OWNER: Quinte Business Development Centre Inc.
APPLICANT/AGENT: Spencer Hutchison, RFA Planning Consultant Inc.

File: B-77-1108

Recommendation:

“That Report No. PP-2020-25 dated June 1, 2020 regarding Notice of Complete Application and Introductory Public Meeting for Application for Proposed Amendments to the Loyalist Secondary Plan, As Amended, and Zoning By-Law Number 2076-80, As Amended – Wallbridge-Loyalist Road, Part Lot 31, Concession 1, Part 1, Registered Plan 21R-19789, City of Belleville, County of Hastings be received as information, and;

That Staff report back at such time as input from the public, commenting agencies, and municipal departments has been received, assessed, and addressed to the satisfaction of the Engineering and Development Services Department.”

Background:

Applications for Wallbridge-Loyalist Road, Part Lot 31, Concession 1, Part 1, Registered Plan 21R-19789 were received by the City of Belleville on April 17, 2020. The subject land is identified on the attached Location and Existing Zoning Map (Attachment #1).

The initial public meeting is held in accordance with the requirements of the
Planning Act. The purpose of this meeting is for Committee Members to formally hear and receive public comments. The intent of this statutory public planning meeting is to receive public feedback and incorporate it into a recommendation report from Staff.

The subject land is currently vacant. The owner is proposing a Public Facility consisting of office, educational training, and co-working spaces.

To permit this use, the Applicant is proposing to redesignate the subject land from “Residential Land Use” to “Community Facility Land Use” in the Loyalist Secondary Plan. The proposed redesignation is shown on the Proposed Designation Map (Attachment #4).

Concurrently, the Applicant is proposing to rezone the subject land from Residential Rural (RR-44) Zone Exception to Community Facility (CF) Zone. The proposed zoning is shown on the Proposed Zoning Map (Attachment #2).

Site details for the subject land:

<table>
<thead>
<tr>
<th>Site Review</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Location</td>
<td>The subject land is municipally known as Wallbridge-Loyalist Road Part Lot 31, Concession 1, Part 1, Registered Plan 21R-19789, which is located on the east side of Wallbridge-Loyalist Road, south of Moira Street West and north of Dundas Street West</td>
</tr>
<tr>
<td>Site Size</td>
<td>11,286 square metres</td>
</tr>
<tr>
<td>Present Use</td>
<td>Vacant</td>
</tr>
<tr>
<td>Proposed Use</td>
<td>A Public Facility consisting of office, educational training, and co-working spaces</td>
</tr>
<tr>
<td>Present Loyalist Secondary Plan</td>
<td>Residential Land Use</td>
</tr>
<tr>
<td>Proposed Loyalist Secondary Plan</td>
<td>Community Facility Land Use</td>
</tr>
<tr>
<td>Present Zone Category</td>
<td>Residential Rural (RR-44) Zone Exception</td>
</tr>
<tr>
<td>Proposed Zone Category</td>
<td>Community Facility (CF) Zone</td>
</tr>
<tr>
<td>Land uses to the north</td>
<td>Loyalist College</td>
</tr>
<tr>
<td>Land uses to the east</td>
<td>Vacant</td>
</tr>
<tr>
<td>Land uses to the south</td>
<td>Single-Detached Dwelling</td>
</tr>
<tr>
<td>Land uses to the west</td>
<td>The City of Quinte West</td>
</tr>
</tbody>
</table>

In support of the application, the following was submitted:
- A Concept Site Plan (Attachment #5);
- A Concept Building Plan (Attachment #6);
- A Concept West Building Elevation (Attachment #7);
- A Site Servicing Letter (Attachment #8);
- Traffic Impact Brief (Attachment #9);
Proposal

The owner is proposing a Public Facility consisting of office, educational training, and co-working spaces. To permit this use, the Applicant is proposing to redesignate the subject land from “Residential Land Use” to “Community Facility Land Use” in the Loyalist Secondary Plan. Concurrently, the Applicant is proposing to rezone the subject land from Residential Rural (RR-44) Zone Exception to Community Facility (CF) Zone.

Provincial Policy Statement

Municipalities are required to ensure all decisions related to land use planning matters shall be consistent with the Provincial Policy Statement. Planning Staff will consider the following policies in the PPS:

1.1.1 Healthy, livable and safe communities are sustained by:
   a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
   e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;

1.1.3.1 Settlement areas shall be the focus of growth and development.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:
   a) efficiently use land and resources;
   b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
   c) minimize negative impacts to air quality and climate change, and promote energy efficiency;
e) support active transportation;
f) are transit-supportive, where transit is planned, exists or may be developed.

1.3.1 Planning authorities shall promote economic development and competitiveness by:
a) providing for an appropriate mix and range of employment and institutional uses to meet long-term needs;
b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses; and
e) ensuring the necessary infrastructure is provided to support current and projected needs.

1.6.5 Public service facilities should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation.

Loyalist Secondary Plan

The subject land is designated "Residential Land Use" in the City’s Loyalist Secondary Plan (Attachment #3 – Loyalist Secondary Plan Current Designation Map). Planning Staff use the policies within the Loyalist Secondary Plan to make recommendations.

The Residential designation on this property limits the permitted uses to one (1) dwelling unit. Applicant is proposing to redesignate the subject land from “Residential Land Use” to “Community Facility Land Use” (Attachment #4 – Loyalist Secondary Plan Proposed Designation Map). Staff will consider the following policies:

3.3.1 Community Facility Land Use Permitted Uses should be defined according to:
• the function for which the area is designated;
• the nature of access to the subject lands;
• the servicing limitations of the subject lands; and
• the nature of adjoining lands uses and the potential for land use conflict.

3.3.2 Community Facility Land Use Policies:
a) Development of the majority of institutional or public facility uses is dependent upon vehicular access to function properly. Points of ingress and egress should be established to ensure safe movement of:
  • vehicular traffic on the public street;
vehicular traffic on the subject and adjoining lands; and
pedestrian and cyclist traffic along the street.

c) This Plan encourages the joint or multiple use of community facilities to provide the most efficient and effective use of physical resources in the community. This Plan also encourages grouping of community facilities to maximize use of related services and to provide convenience to the public.

d) The visual appearance of all parking lots and service areas should be enhanced through appropriate landscaping. Appropriate lighting of such areas is required to ensure public safety; lighting should be oriented however away from nearby residential properties and from interfering with visibility on public streets.

e) Parking lots, service areas and outdoor activity areas should be located so as to minimize the effects of noise and fumes on nearby residential properties. Measures to mitigate the impact of such facilities on adjoining residential areas by fencing or plantings, berming and buffer strips, or increased setbacks should be employed as required.

Zoning By-Law

The subject land is currently zoned Residential Rural (RR-44) Zone in Zoning By-Law 2076-80, which permits a single-detached dwelling. The special provisions pertaining to this zone provide minimum lot frontage and lot area requirements, and specify that the maximum area from which natural vegetation can be removed to accommodate a dwelling, services and landscaping shall not exceed 40% of the lot area; that the minimum building setback from the 1:100 year floodline shall be 30 metres; and the 15 metres adjacent to the floodline shall be maintained in natural vegetation.

This application proposes to change the current zoning of the subject land to a Community Facility (CF) Zone. Functioning alongside Loyalist College, the proposed Public Facility will consist of office, educational training, and co-working spaces.

The following uses are permitted in Community Facility (CF) Zones:

<table>
<thead>
<tr>
<th>Community Facility (CF) Zone Permitted Uses</th>
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<tbody>
<tr>
<td>Art Gallery</td>
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<tr>
<td>Museum</td>
</tr>
<tr>
<td>Church and/or Religious Institution</td>
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<tr>
<td>Public School or Private School</td>
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<tr>
<td>Community Centre</td>
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<tr>
<td>Meeting Hall</td>
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<tr>
<td>Fire Hall</td>
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<tr>
<td>Cemetery</td>
</tr>
<tr>
<td>Public Utility and/or Maintenance Facility Municipal</td>
</tr>
<tr>
<td>Day Nursery</td>
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<tr>
<td>Public Park and Playground</td>
</tr>
<tr>
<td>Public Facility</td>
</tr>
<tr>
<td>Recreation Use</td>
</tr>
<tr>
<td>Group Home</td>
</tr>
<tr>
<td>Government Administration Building</td>
</tr>
<tr>
<td>Public Use</td>
</tr>
<tr>
<td>Library</td>
</tr>
</tbody>
</table>
A Public Facility is defined as a building or part of a building used for a non-commercial purpose by any organized body, religious group and/or society such as a hospital, a library, a convent and/or a similar use.

Public Comments

On May 11, 2020, a written notice and location map was mailed by first class mail to all registered owners of land within 120 metres of the subject property. The notice provided information that a public meeting was scheduled for June 1, 2020.

Similarly, a sign was placed on the subject land notifying the general public that a public meeting was scheduled for June 1, 2020.

At the time of writing this report, no correspondence from the public has been received by the City regarding this application.

Staff and Agency Comments

External Agency Circulation

The subject application was circulated for comment to the Algonquin & Lakeshore Catholic School Board, the Hastings & Prince Edward District School Board, Hastings and Prince Edward Health Unit, Bell Canada, Canada Post, Ontario Power Generation, Union Gas, Elexicon Energy, Hydro One, TransCanada Pipeline, Enbridge Pipelines, Trans-Northern Pipelines, MPAC, Health Unit, and the City of Quinte West.

At the time of writing this report, no comments or concerns have been received regarding this application.

Internal Department Circulation

The subject application was circulated for comment to the Belleville Fire Department, Belleville Police Service, the General Manager of Transportation & Operations Department, General Manager of Environmental Services, the Director of Recreation, Culture and Community Services, the Manager of Parks & Open Spaces, the Chief Administrative Officer, the Manager of Economic & Strategic Initiatives, the City Clerk, the Accessibility Coordinator, the Manager of Approvals, the Development Engineer, the Chief Building Official, the Manager of Approvals, and the Accessibility Co-ordinator.

At the time of writing this report, no comments or concerns have been received regarding this application.
Considerations:

Public

Circulation to the public complies with the requirements of the Planning Act, R.S.O. 1990.

Financial

The fees of the application have been received by the City.

Impact on and input from other Departments/Sources

Circulation of this application to other departments/agencies has occurred.

Strategic Plan Alignment

The City of Belleville’s Strategic Plan identifies nine strategic themes including Industrial and Commercial Development. The strategic objectives of the Industrial and Commercial Development theme are:

- Ensure suitable serviced employment lands are available to meet the needs of all potential industrial and commercial investments
- Market the City’s unique strengths to attract leading-edge industries that provide high paying job opportunities
- Encourage remediation and redevelopment of underutilized lands
- Support initiatives that create an available skilled labour force, including programs to retain youth in the community

Conclusion:

Comments received at this public meeting, as well as subsequent written comments will be considered by the Engineering and Development Services Department in analysis of the application received to amend the City of Belleville Loyalist Secondary Plan and Zoning By-Law 2076-80. A recommendation report will be brought forward upon receipt of all agency and public comments.
Respectfully submitted,

____________________________
Andrew Chan, BES
Policy Planner, Policy Planning
Engineering and Development Services Department

Attachments

Attachment #1 – Location and Existing Zoning Map
Attachment #2 – Proposed Zoning Map
Attachment #3 – Loyalist Secondary Plan Current Designation Map
Attachment #4 – Loyalist Secondary Plan Proposed Designation Map
Attachment #5 – Concept Site Plan
Attachment #6 – Concept Building Plan
Attachment #7 – Concept West Building Elevation
Attachment #8 – Site Servicing Letter
Attachment #9 – Traffic Impact Brief
Attachment #10 – Planning Justification Report
Attachment #11 – Proposed Official Plan Amendment
Attachment #12 – Proposed Zoning By-Law Amendment
Attachment #13 – Google Aerial Photo
Attachment #14 – Google Street View Photo
Attachment #15 – Plan of Survey R-Plan 21R-19789
PROPOSED ZONING BY-LAW AMENDMENT

LOCATION: WALLBRIDGE-LOYALIST RD

- SUBJECT LANDS
- PROPOSED ZONING CHANGE TO CF - (COMMUNITY FACILITY)

CITY OF BELLEVILLE
ENGINEERING & DEVELOPMENT SERVICES DEPARTMENT
LOCATION MAP
LAND USE

LOCATION: WALLBRIDGE-LOYALIST RD

- SUBJECT LANDS
PROPOSED OFFICIAL PLAN AMENDMENT

LOCATION: WALLBRIDGE-LOYALIST RD

PROPOSED DESIGNATION CHANGE FROM RESIDENTIAL TO COMMUNITY FACILITY
March 25, 2020

Manager of Policy Planning
Engineering & Development Services Department
City of Belleville
169 Front Street
Belleville, Ontario
K8N 2Y8

Re: Quinte Business Development Centre Inc.
Proposed Business Centre
Walbridge-Loyalist Road, Belleville, Ontario

Dear Manager of Policy Planning:

R. Morden Engineering & Contracting Ltd. has been retained by the property owners to develop conceptual site plan and building plan drawings for the rezoning application of this property. As part of our preliminary design work, we have physically examined the site, reviewed the existing Water Well Record, reviewed the municipal zoning requirements and reviewed the Ontario Building Code requirements. Subject to the normal process of Site Plan Review, it is my professional opinion that the proposed development can be adequately serviced by an on-site sewage system and well. It is also my professional opinion that the additional storm water flow generated by the development can be adequately controlled on-site so as to prevent any negative impacts on the surrounding properties.

I trust that this information is satisfactory. Please contact me directly should you have any further comments or questions.

Yours truly,
R. Morden Engineering & Contracting Ltd.

Christopher J. Morden, P.Eng.
Building Design Specialist

File: Ltr194803
March 24, 2020

Quinte Business Development Centre Inc.
Proposed Business Centre
Walbridge-Loyalist Road
Belleville, Ontario

TRAFFIC IMPACT BRIEF

1.0 Introduction

This report deals with the 1.130 ha. property identified as Part 1 of Registered Plan 21 R-19789 located immediately south of Loyalist College on Walbridge-Loyalist Road in Belleville. The owner, Quinte Business Development Centre Inc., plans to construct a one storey, office building not exceeding 600 m\(^2\) in area. The building will be used for offices, meeting rooms, co-working space and a conference room.

2.0 Traffic Impact Brief Objective

The goal of this brief is to summarize the number of generated vehicle trips arriving at and leaving from this proposed new facility. Based on the estimated results, an assessment regarding the impact of this development on the existing roadway capacity will be made.

3.0 Background Information

Walbridge-Loyalist Road is the boundary line between the City of Belleville and the City of Quinte West. The road is designated as a "major collector road" under Schedule "E" Transportation and Trail System in the City of Belleville Loyalist Secondary Plan and under Schedule "F" Transportation in the Quinte West Official Plan. The roadway fronting on the property has one (1) northbound lane and one (1) southbound lane. A southbound turning lane into Loyalist College begins to merge with the southbound through lane approximately 100 metres north of the property. The merge is complete along the frontage this property. Clear, unobstructed site lines to the north and south are provided at the proposed entrance location.

Signal lights control traffic flow at the intersection of Wallbridge-Loyalist Road and the main entrance to Loyalist College, located approximately 560m to the north, and at the intersection of Wallbridge-Loyalist Road and Dundas Street West located approximately 1.34 km to the south.

The Canadian Pacific Railway crossing located 935 meters to the south is equipped with lights and barrier arms. These devices also help to control northbound traffic flow which assists in providing safe access to and from the site.

The Sidney Township municipal zoning bylaw requires one parking space per 30m\(^2\) of gross building area. Based on a gross building area of 600m\(^2\), twenty (20) parking spaces are required. Forty-six (46) parking spaces have been provided.
4.0 Quinte Business Development Centre Inc. Operation Details

The Quinte Business Development Centre provides operating space for four (4) separate agencies. These consist of Trenval Business Development, Bay of Quinte Economic Development Commission, BOC Business Financing and RBC Financial Services. These agencies all operate together to provide an integrated service platform for clients. The main business will be open from 8:30 AM to 4:30 PM from Monday to Friday. Additional meetings and functions will periodically be held in the evenings or on weekends.

There are 15 regular staff who will occupy the building. Five of the staff may daily leave and return to the building on a regular basis for meetings. Three of the staff meet with guests/clients. On a regular day, a total of 10 guests/clients may arrive for one hour meetings spread out evenly over the day.

On a weekly basis, three (3) workshops may be held at the facility. Each workshop may involve up to twenty (20) participants and take place during the morning (9AM to 12PM), afternoon (1PM to 4PM) or in the evening (after 5PM). The workshops would be spread out over the week.

On a monthly basis, Fireside Chats involving ten (10) people are held in the evening (after 5PM) and Business Events involving forty (40) people are also held in the evening (after 5PM). These events would not be held simultaneously.

Annually, a number of special events are expected to be held. Economic announcements and Pitch competitions for twenty to thirty (20-30) people may be held up to fourteen (14) times per year. These could be held in morning, afternoon or evening time periods. Industry Job Fairs or Partner Annual General Meetings for fifty to eighty (50-80) people may be held up to five (5) times per year. These events could be held in morning, afternoon or evening time periods. None of these annual events would be held at the same time as a regular monthly event.

5.0 Summary of Quinte Business Development Centre Inc. Generated Vehicle Trips

- Each employee generates two vehicle trips per day. One to arrive and one to leave.
- Total number of employee vehicle trips is 30 per day.
- Each meeting participant generates two vehicle trips per day. One to arrive and one to leave.
- Total number of meeting vehicle trips is 30 per day.
- Each workshop participant generates two vehicle trips per day. One to arrive and one to leave.
- Total number of workshop vehicle trips is 40 per day.
- Each regular monthly meeting participant generates two vehicle trips per day. One to arrive and one to leave.
- Total number of regular monthly meeting vehicle trips varies from 20 to 80 per day.
- Each annual meeting participant generates two vehicle trips per day. One to arrive and one to leave.
- Total number of annual meeting vehicle trips varies from 40 to 160 per day.
- Staff will generally arrive at the building before it opens and leave the building after it closes. The guests/clients appointment times will generally be spread equally across the hours of operation. The monthly and annual meetings will happen during the morning, the
afternoon or the evening. Therefore the vehicle trips will be spread over the twelve hour time period from 8:00 AM to 8:00 PM.

- The total maximum number of vehicle trips generated from the daily, weekly and monthly activities would be **180** vehicle trips over a 12 hour period or **15 cars per hour**. This would occur two to three days per month.
- The total maximum number of vehicle trips generated from the daily, weekly and annual activities would be **260** vehicle trips over a 12 hour period or **22 cars per hour**. This would occur five days per year.

6.0 Total Number of Generated Vehicle Trips

- On an average week day, **100** vehicle trips are expected over a 12 hour period
- Approximately two to three days per month, **180** vehicle trips are expected over a 12 hour period.
- Approximately five days per year, **260** vehicle trips are expected over a 12 hour period.

7.0 Conclusions

The Quinte Business Development Centre is currently located in the Pioneer Building at 2848 Walbridge-Loyalist Road. It has been at this location since December 1999. The vehicle trips currently created by their daily, weekly and monthly events currently exist and will simply be relocated to the new facility south of this existing location. The increased size of the new facility will allow them to hold larger annual events which are expected to occur five times a year. 260 vehicle trips potentially generating 22 cars per hour may result. The Loyalist Secondary Plan states in Section 5.1.3.c) that major collector roads typically carry up to 1,200 vehicles per peak hour. The vehicle trips generated by the Quinte Business Development Centre will make up approximately 1.8% of this total.

It is my professional opinion that the total number of generated vehicle trips from the proposed Business Centre for the Quinte Business Development Centre Inc will have minimal impact on Walbridge-Loyalist Road. This major collector is road designed to handle large volumes of traffic. The signal lights at the main Loyalist College Entrance and at Dundas Street West create breaks in the traffic flow which will permit access to and from their new location. The nature of the business spreads the number of generated vehicle trips across a 12 hour period during the week days and does not significantly contribute to the morning and evening peak traffic volumes.

Yours truly,

[Signature]

Christopher J.orden, P.Eng.
Building Design Specialist

File: Traffic Impact Brief 19-48
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1. INTRODUCTION

1.1 The Trenval Business Centre Project

RFA Planning Consultant Inc. was retained by the Trenval Business Development Corporation to provide professional planning services for the approval of a site-specific Official Plan Amendment and Zoning By-law Amendment for lands that the Corporation owns on the west side of Belleville. This Planning Justification Report has been prepared in support of these two amendments and the rezoning application that has been submitted to the City of Belleville.

The subject land is situated on the east side of Wallbridge-Loyalist Road immediately south of Loyalist College and has a lot frontage of 60 metres. This 1.13-hectare parcel of land is heavily treed and has been left undeveloped.

Trenval Business Development Corporation proposes to relocate their business operation from their current rented space in the Pioneer Building at Loyalist College and construct their own 600m² office building with offices, meeting rooms, co-working space, conference room and the potential to provide training space.

Trenval has been helping small business in the Belleville, Quinte West, Stirling-Rawdon, Tyendinaga Township, Tyendinaga and Deseronto region since 1987 and has invested more than $36 million in small businesses impacting over 4,300 jobs through partner referrals, advisory services and investment resources.

1.2 Site Location & Context

Figure 1 – Location Map on the following page, shows the location of the subject property.

Legal Description:

The subject property is described as Part of Lot 31, Concession 1, more specifically described as Part 1 on Plan 21R-19789, formerly Township of Sidney, now City of Belleville.

Site Area and Frontage:

The site has an area of 1.13 hectares and has 60.0m of frontage on the east side of Wallbridge-Loyalist Road immediately south of Loyalist College. It is located within the designated urban area of Belleville and is currently vacant.
Surrounding Land Uses:

The surrounding land uses are indicated below:

To the east: open space/land zoned agricultural;
To the west: public open space/conservation area;
To the south: rural residential (single detached dwelling);
To the north: community college.

Site Context:

The site is located on the western boundary of the City of Belleville with Quinte West and is located within an area designated as “urban serviced area” in the City of Belleville Official Plan. As such, the subject property is located within an identified settlement area. Immediately abutting the subject property to the north is an extensive block of land designated as Community Facility and the location of Loyalist College.
The property is vacant, treed covered and essentially flat. This property had been owned by the City of Belleville but in late 2019 was sold to the Trenval Business Development Corporation with the intention of re-locating their offices to this property.

The site is shown in the photos below.

Subject property looking north-east.

Subject Property looking to the south-east.
2. PROPOSED SITE AND BUILDING PLAN

Figure 2 – Concept Site Plan, on the following page, was prepared by R. Morden Engineering & Contracting Ltd., dated March 25, 2020 to indicate how it is proposed that the subject lands would be developed.

In looking at Figure 2 it is evident that only a relatively small portion of the subject property will be developed, and the largest use of this property will be to keep the existing natural vegetation. As already noted, the subject property is heavily vegetated, and the intent is to maintain as much of this vegetation as possible.

There will be one driveway from Wallbridge-Loyalist Road leading to a parking area for 46 vehicles. Sidewalks will lead to two entrances into the main building with the main entrance being on the south side of the building.

The proposed building has north and side yard setbacks of 14 metres and a front yard setback in excess of 42 metres. Thus, significant setbacks are provided to the abutting properties to the north and south and with the use of appropriate landscaping it will be relatively easy to mitigate any potential impact on these properties.

A private on-site septic system will be installed near the middle of the property and there already is a private well on this property. Stormwater will be kept on-site by means of swales and directed easterly to a retention area. There is more than adequate space on the subject lands for the required septic system and stormwater management facilities.

It is recognized that development of this site will be subject to formal site plan approval by the City pursuant to Section 41 of the Planning Act. At that time, the finer details of site development will be established and incorporated into a legally binding site plan agreement.
Figure 2: Concept Site Plan
Figure 3 – Concept Building Plan prepared by R. Morden Engineering & Contracting Ltd., dated March 25, 2020 illustrates how the proposed 600m² office building on the subject lands would function.
In looking at Figure 3 on the previous page, the various proposed uses of the proposed building on the subject property are outlined. The southern end of the building will lead from the main entrance and main reception area to a range of offices and meeting rooms for Trenval and its partner agencies. On the northern end of the building is a large space for co-working and a conference room. This part of the building can be accessed from a second entrance.

As noted previously, this layout allows Trenval to provide a wide range of services as a federally supported, not-for-profit Community Futures Development Corporation, committed to helping to develop and diversify the local economy through community strategic planning, business information, counselling and investment in small business.

Figure 4 – Concept West Building Elevation prepared by R. Morden Engineering & Contracting Ltd., dated December 30, 2019 indicates how the proposed office building would appear when viewed from Wallbridge-Loyalist Road.

It is proposed that the new building would have a metal roof with natural wood siding and a decorative stone skirting. The goal is to have this building blend in with its natural surroundings and the existing trees found on this parcel of land.

Figure 4: Concept West Building Elevation
3. TECHNICAL SUPPORT LETTERS FOR THE TRENVAL BUSINESS CENTRE PROJECT

Related technical letters have been prepared to address the following components of the Trenval Business Centre project:

- Site Servicing Letter dated March 25, 2020 prepared by R. Morden Engineering & Contracting Ltd;
- Traffic Impact Brief dated March 24, 2020 prepared by R. Morden Engineering & Contracting Ltd;

These reports have been submitted under separate cover. The following is a synopsis of the letter and recommendations.

3.1 Traffic Review

The projected traffic generation from the future use of the subject lands can be easily handled by Wallbridge-Loyalist Road which is designated as a major arterial road by both the City of Belleville and the Municipality of Quinte West. Furthermore, this development proposal in effect is simply re-locating this business activity from the Pioneer Building at Loyalist College approximately 230 metres to the south to a new building.

3.2 Servicing Brief

The subject property is sufficiently large enough while taking into consideration of the proposed use, that a private on-site well and private on-site septic system can be installed that would meet all the requirements of the Ontario Building Code and all other regulatory organizations.

3.3 Stormwater Management Report

Stormwater will be captured and controlled on-site without an impact on abutting properties using swales, lot grading and retention facilities. A high proportion of the subject property will be left in its natural state to assist with natural stormwater management.
4. PROVINCIAL POLICY STATEMENT

Provincial Policy Statement (PPS) 2020 will take effect on May 1, 2020. In accordance with Section 3 of the Planning Act, all decisions affecting land use planning matters made after May 1, 2020, shall be consistent with the PPS 2020.

As a result, given current timelines, it is felt that it is more appropriate to review the current development proposal in terms of PPS 2020 than PPS 2014 which will shortly be replaced.

The application to amend the policies of both the Loyalist Secondary Plan and Zoning By-Law 2076-80 as they pertain to the subject lands are consistent with the PPS as outlined on Chart 1 below.

<table>
<thead>
<tr>
<th>Chart 1: Provincial Policy Statement and Analysis</th>
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<tr>
<td><strong>PPS POLICY</strong></td>
</tr>
<tr>
<td>1.1.3 Settlement Areas</td>
</tr>
<tr>
<td>1.1.3.1 Settlement areas shall be the focus of growth and development.</td>
</tr>
<tr>
<td>1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:</td>
</tr>
<tr>
<td>a) support active transportation;</td>
</tr>
<tr>
<td>b) are transit-supportive, where transit is planned, exists or may be developed; and</td>
</tr>
<tr>
<td>The subject property is identified on Schedule “B” of the Bellville Official Plan as being in the Urban Serviced Area.</td>
</tr>
<tr>
<td>The subject land is on a Municipal bus route with connections to the rest of the urban area. The subject property is immediately adjacent to Loyalist College allowing for easy connectivity through walking and biking between buildings.</td>
</tr>
<tr>
<td><strong>PLANNING ANALYSIS</strong></td>
</tr>
<tr>
<td>1.3 Employment</td>
</tr>
<tr>
<td>1.3.1 Planning authorities shall promote economic development and competitiveness by:</td>
</tr>
<tr>
<td>a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;</td>
</tr>
<tr>
<td>b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a</td>
</tr>
<tr>
<td>The mandate of Trenval is to help develop and diversify the local economy through community strategic planning, business information, counselling, and investment in small business.</td>
</tr>
<tr>
<td>As designed, Trenval was created to assist in implementing and achieving the goals of Policy 1.3.1 of the PPS.</td>
</tr>
<tr>
<td>The subject lands provide the opportunity for Trenval to do this.</td>
</tr>
</tbody>
</table>
wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
c) facilitating the conditions for economic investment by identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;

<table>
<thead>
<tr>
<th>1.3 Sewage, Water and Stormwater</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.6.6.4</strong> Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, individual on-site sewage services and individual on-site water services may be used for infilling and minor rounding out of existing development.</td>
</tr>
<tr>
<td>The subject lands are situated in a location where it is not technically or economically feasible to connect to municipal services. The subject lands are large enough with plenty of room to accommodate an on-site septic system and water service.</td>
</tr>
<tr>
<td><strong>1.6.6.7</strong> Planning for stormwater management shall:</td>
</tr>
<tr>
<td>a) be integrated with planning for sewage and water services and ensure that systems are optimized, feasible and financially viable over the long term;</td>
</tr>
<tr>
<td>c) minimize erosion and changes in water balance, and prepare for the impacts of a changing climate through the effective management of stormwater, including the use of green infrastructure;</td>
</tr>
<tr>
<td>There is enough space on the subject lands to provide for on-site stormwater management and to maximize the use of existing vegetation and ground cover to promote infiltration.</td>
</tr>
<tr>
<td>e) maximize the extent and function of vegetative and pervious surfaces; and</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>1.7 Long-Term Economic Prosperity</strong></td>
</tr>
<tr>
<td><strong>1.7.1</strong> Long-term economic prosperity should be supported by:</td>
</tr>
<tr>
<td>a) promoting opportunities for economic development and community investment-readiness;</td>
</tr>
<tr>
<td>As noted above under Policy 1.3, the mandate of Trenval is to help develop and diversify the local economy through community strategic planning, business information, counselling and investment in small business.</td>
</tr>
</tbody>
</table>
5. CONFORMITY TO THE POLICIES OF THE LOYALIST SECONDARY PLAN

The subject lands are currently designated “Residential” on Schedule “A” - Land Use of the Loyalist Secondary Plan as shown on Figure 5 below while Wallbridge-Loyalist Road is designated as a major arterial road.

It is proposed to re-designate the subject lands “Community Facility” by means of an Official Plan Amendment (OPA) to permit a 600m² office building with offices, meeting rooms, co-working space, conference room and the potential to provide training space.

As can be seen on Figure 5, the subject lands are located at the transition point between lands designated “residential” to the south and lands designated “community facility” to the north and east. As such, the subject lands are contiguous with lands designated community facility and the OPA in effect is a minor boundary adjustment.

Figure 5: Schedule “A” – Land Use of the Loyalist Secondary Plan
Subject Property Outlined in Black
The following chart demonstrates how the proposal is consistent with the Loyalist Secondary Plan.

Chart 2: Loyalist Secondary Plan and Analysis

<table>
<thead>
<tr>
<th>LOYALIST SECONDARY PLAN POLICIES</th>
<th>PLANNING ANALYSIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2 Purpose of the Loyalist Secondary Plan</td>
<td>Because of topography and current land uses along Wallbridge-Loyalist Road it is not technically or economically feasible to service this relatively small parcel of land with Municipal services now or in the foreseeable future.</td>
</tr>
</tbody>
</table>

Because of topography and current land uses along Wallbridge-Loyalist Road it is not technically or economically feasible to service this relatively small parcel of land with Municipal services now or in the foreseeable future.

In addition, the property can be serviced with private on-site services easily and without issues.

3.3 Community Facility

3.3.1 Permitted Uses

Uses permitted in the various areas designated Community Facility should be defined according to:

- the function for which the area is designated;
- the nature of access to the subject lands;
- the servicing limitations of the subject lands; and
- the nature of adjoining lands uses and the potential for land use conflict.

The subject lands are immediately adjacent to lands currently designated Community Facility and the proposed use of the property is intended to complement the function and activities on-going and planned for Loyalist College.

Access to the property will be by one driveway from a straight and unimpeded section of a major arterial road.

Only a small portion of the subject lands are to be developed and most of the land will be left in its natural state. This natural landscaping, consisting
of heavy tree cover will provide significant buffering to adjacent properties both visually and acoustically.

### 3.3.2 Policies

**a)** Development of the majority of institutional or public facility uses is dependent upon vehicular access to function properly. Points of ingress and egress should be established to ensure safe movement of:

- vehicular traffic on the public street;
- vehicular traffic on the subject and adjoining lands; and
- pedestrian and cyclist traffic along the street.

**b)** Further, such uses should have sufficient parking on-site but a reduced parking standard may be applied where there is sufficient parking off-site to address the needs of such establishments during peak usage periods.

**c)** This Plan encourages the joint or multiple use of community facilities to provide the most efficient and effective use of physical resources in the community. This Plan also encourages grouping of community facilities to maximize use of related services and to provide convenience to the public.

**d)** The visual appearance of all parking lots and service areas

As noted, the subject property will only have one vehicular entrance and most likely pedestrian access to the abutting property to the north. The forecasted use of the subject property in terms of traffic generation has been examined and evaluated and the safe movement of traffic onto and off the subject property and along Wallbridge-Loyalist Road will not be compromised.

More than sufficient on-site parking is being provided with the ability to provide additional parking if required.

The major reason for proposing the relocation of the Trenval business office immediately south of Loyalist College is to maintain and enhance the synergies between these two facilities. To work collaboratively and as a service to the public.

It is the intent to prepare a landscape plan that enhances and incorporates
should be enhanced through appropriate landscaping. Appropriate lighting of such areas is required to ensure public safety; lighting should be oriented however away from nearby residential properties and from interfering with visibility on public streets.

e) Parking lots, service areas and outdoor activity areas should be located so as to minimize the effects of noise and fumes on nearby residential properties. Measures to mitigate the impact of such facilities on adjoining residential areas by fencing or plantings, berming and buffer strips, or increased setbacks should be employed as required.

<table>
<thead>
<tr>
<th>4.7 Education Facilities</th>
</tr>
</thead>
</table>
| c) Loyalist College is a critical part of the educational system within the community. This Plan encourages the growth and expansion of the College to:
| |
| • expand the range of educational programs to meet the needs of the community;
| • establish services and programs as needed to meet the needs of local industry and commerce; and
| • develop innovative ways of expanding the range of services (i.e. student housing) and business ventures (i.e. technology park) to strengthen the College and increase its importance as an important post-secondary educational facility in the Province of Ontario. |
| |
| This request to relocate the Trenval office from its current location within a building on the Loyalist College campus to its own independent building immediately south of the College is proposed to maintain the long-established link with the college while allowing for the future expansion of both operations.
| |
| There is the ability to work cooperatively to partner the training and research services provided by the college with new and emerging small businesses who are looking for assistance in starting up. |
6. ZONING BY-LAW #2076-80 ANALYSIS

The subject property is currently placed within the “RR-44 – Rural Residential Exception No. 44” Zone on Schedule “B-1”, Map #1 of Zoning By-Law Number 2076-80, as amended. A rezoning of the subject lands to the “CF – Community Facility” Zone has been requested.

As can be seen on Figure 6 below, the subject lands are located at the transition point between lands designated “residential” (RR-44 Zone) to the south and lands designated “community facility” (CF-2 Zone) to the north. As such, the subject lands are contiguous with lands already zoned community facility and the zoning by-law amendment could be considered a minor boundary adjustment.

The “CF” zone permits a range of community uses including a Government Administration Building, Meeting Hall, Public Facility and Public Use.

"Public Facility" is defined as “a building or part of a building used for a non-commercial purpose by any organized body, religious group and/or society such as a hospital, a library, a convent and/or a similar use”. Trenval is a not-for-profit organization set up to serve the general public and supported by the three levels of government working in partnership.

The proposed rezoning would be in accordance with the development standards found in Part U – CF – Community Facility Zone of Zoning By-law 2076-80 as
outlined on Table 1 below. As can be seen in almost all cases the proposed site plan would have standards that far exceed the City’s requirements.

Table 1: CF Zone Analysis – Public Facility

<table>
<thead>
<tr>
<th>Zoning Regulations</th>
<th>CF Zone</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Lot Frontage</td>
<td>n/a</td>
<td>15 m</td>
</tr>
<tr>
<td>Minimum Lot Area</td>
<td>n/a</td>
<td>1,027 m²</td>
</tr>
<tr>
<td>Minimum Front Yard Depth</td>
<td>7.5 m</td>
<td>42.6 m</td>
</tr>
<tr>
<td>Minimum Interior Side Yard Depth</td>
<td>7.5 m</td>
<td>14.0 m</td>
</tr>
<tr>
<td>Minimum Rear Yard Depth</td>
<td>7.5 m</td>
<td>116.2 m</td>
</tr>
<tr>
<td>Maximum Lot Coverage</td>
<td>35%</td>
<td>19.5%</td>
</tr>
<tr>
<td>Maximum Height</td>
<td>n/a</td>
<td>11 m</td>
</tr>
<tr>
<td>Minimum Landscaped Open Space</td>
<td>n/a</td>
<td>76.5%</td>
</tr>
<tr>
<td>Minimum Parking - 1 Space per 30m² of gross floor area</td>
<td>20</td>
<td>46</td>
</tr>
</tbody>
</table>
7. PLANNING OPINION AND CONCLUSION

This Planning Report was prepared in support of an application by Trenval Business Development Corporation for an Official Plan Amendment and Zoning By-law Amendment for a parcel of land situated on the east side of Wallbridge-Loyalist Road immediately south of Loyalist College and has a lot frontage of 60 metres. This 1.13-hectare parcel of land is heavily treed and has been left undeveloped. It is proposed that this property will be developed with a 600m² office building with offices, meeting rooms, co-working space, conference room and the potential to provide training space.

As such, it is our professional opinion that the application for approval of an Official Plan Amendment and Zoning By-law Amendment for the subject lands is:

- consistent with the policies of the 2020 Provincial Policy Statement;
- consistent with the policies contained in the Loyalist Secondary Plan;
- in conformity with the CF Zone requirements of Zoning By-law 2076-80, and;
- represents good planning.

8. REPORT SIGNATURE

Yours truly,

Spencer Hutchison, MCIP, RPP
Senior Associate Planner

RFA Planning Consultant Inc.

Encl.
OFFICIAL PLAN

OF THE

CITY OF BELLEVILLE

AMENDMENT NO. xx

The explanatory text, and map schedules, constituting Amendment No. xx to the Official Plan of the City of Belleville was prepared by the City of Belleville Planning Advisory Committee.

_________________________________  __________________________
                                                 Chairman             Secretary

This Amendment was adopted by The Corporation of the City of Belleville by By-Law Number 2020-xx in accordance with Section 21 of The Planning Act, R.S.O. 1990, on the xx\textsuperscript{th} day of June, 2020.

_________________________________  __________________________
                                                 Mayor                City Clerk
THE CORPORATION OF THE CITY OF BELLEVILLE

BY-LAW NUMBER 2020-xx

A BY-LAW TO APPROVE AN AMENDMENT TO THE OFFICIAL PLAN OF THE CITY OF BELLEVILLE IN ACCORDANCE WITH THE PROVISIONS OF SECTION 21 OF THE PLANNING ACT, R.S.O. 1990

THE COUNCIL OF THE CORPORATION OF THE CITY OF BELLEVILLE, IN ACCORDANCE WITH THE PROVISIONS OF SECTION 21 OF THE PLANNING ACT, R.S.O. 1990 HEREBY ENACTS AS FOLLOWS:

1. Amendment No. xx to the Official Plan of the City of Belleville, consisting of an explanatory text, and attached sketch, is hereby adopted.

2. This By-Law shall come into force and take effect on the day of the final passing thereof provided that no notice of appeal is received within twenty (20) days of the giving of written notice of Council's adoption of Amendment No. xx.

ENACTED AND PASSED THIS xxth DAY OF JUNE, 2020

Read a first time this xxth day of June, 2020.
Read a second time this xxth day of June, 2020.
Read a third time and finally passed this xxth day of June, 2020.

(Sgd.) Mitch Panciuk  ____________________
MITCH PANCIUK  MAYOR

(Sgd.) Matt MacDonald __________________
MATT MACDONALD  CITY CLERK
Amendment No. XX to the Official Plan of the City of Belleville

PART "A" - PREAMBLE

I Title
The Title of the Amendment is "Amendment No. XX to the Official Plan of the City of Belleville", hereinafter referred to as the "Amendment".

II Relative Parts
Part "A" - PREAMBLE is intended only to provide the background for Part "B".

PART "B" - of this document constitutes Amendment No. XX and is comprised of the following sections:

1. Land Use Plan
2. Statement of Policy

PART "C" - of this document contains the following appendices:

APPENDIX I - Location Map
APPENDIX II - Planning Staff Report dated June xx, 2020
APPENDIX III - Excerpt of Minutes of the Public Meeting held by the Belleville City Council Planning Committee on June xx, 2020
APPENDIX IV - Excerpt of Minutes of the Regular Meeting of the Belleville Planning Advisory Committee held on June xx, 2020
APPENDIX V - Circulation letters dated June xx, 2020
PART "A" – PREAMBLE

II Relative Parts
PART "C" (Cont'd)

APPENDIX VI Comments received from:
- xx
- xx

III Location of the Amendment
This Amendment No. XX applies to, Part of Lot 31, Concession 1, formerly the Township of Sidney, more specifically known as Part 1 on Plan 21R-19789, located on the east side of Wallbridge-Loyalist Road in the City of Belleville.

IV Purpose of the Amendment
The purpose of the Official Plan Amendment is to redesignate approximately 1.13 hectares of land from "Commercial" to "Residential" to permit the construction of a 600m² office building with offices, meeting rooms, co-working space, conference room and the potential to provide training space.

V Basis of the Amendment
This Amendment No. XX was initiated by the property owner, Trenval Business Development Corporation. It is in conformity with the Provincial Policy Statement, 2020 and policies contained in the City of Belleville Official Plan.
PART "B" - THE AMENDMENT

The whole of this Part "B", which consists of the following text and attached sketches, constitutes "Amendment No. XX" to the Official Plan of the City of Belleville.

The Official Plan of the City of Belleville is hereby amended as follows:

1. **Land Use Plan**

   a) Schedule 'A' of the Loyalist Secondary Plan entitled "Land Use" is amended as follows:

      i) the designation of the subject site as shaded in red on the attached sketch (Appendix 1) shall be changed from "Residential Land Use" to "Community Facility Land Use"

2. **Statement of Policy**

   It is in conformity with the Provincial Policy Statement, 2020 and the policies contained within the City of Belleville Official Plan.

3. **Implementation**

   The Council of The Corporation of the City of Belleville shall enact an appropriate Zoning By-Law pursuant to Section 34 of The Planning Act, R.S.O. 1990.

4. **Interpretation**

   The provisions of the Official Plan, as amended from time to time regarding the interpretation of the Plan, shall apply in regard to this Amendment No. XX.
PART "C"
APPENDIX 1

OFFICIAL PLAN MAP

LOCATION: Part of Lot 31, Concession 1, formerly the Township of Sidney, more specifically known as Part 1 on Plan 21R-19789

Official Plan designation change from "Residential" to "Community Facility"

CITY OF BELLEVILLE
ENGINEERING & DEVELOPMENT SERVICES DEPARTMENT
THE CORPORATION OF THE CITY OF BELLEVILLE
BY-LAW NUMBER 2020-___

A BY-LAW TO AMEND BY-LAW NUMBER 2076-80, BEING A BY-LAW TO
REGULATE THE USE OF LAND AND THE HEIGHT, BULK, LOCATION, SIZE,
FLOOR AREA, SPACING, CHARACTER AND USE OF BUILDINGS

THE COUNCIL OF THE CORPORATION OF THE CITY OF BELLEVILLE ENACTS AS
FOLLOWS:

1. THAT Schedule “B-1”, Map #1 to By-Law Number 2076-80, as amended, shall
be and the same is hereby amended by rezoning the lands described as Part of
Lot 31, Concession 1, more specifically described as Part 1 on Plan 21R-19789,
formerly Township of Sidney, now City of Belleville, County of Hastings, from the
“RR-44 – Rural Residential Exception No. 44 Zone” to the “CF – Community
Facility Zone” as shown on the rezoning map attached hereto as Appendix 1.

2. THIS By-Law shall come into force and take effect on the day of passing thereof
provided no notice of appeal is filed pursuant to the provisions of the Planning
Act, R.S.O. 1990, as amended. In the event that an appeal is filed, this By-Law
shall come into force and take effect in accordance with the provisions of the
Planning Act, R.S.O. 1990.

Read a first time this xxth day of June, 2020.
Read a second time this xxth day of June, 2020.
Read a third time and finally passed this xxth day of June, 2020.

MITCH PANCIUK, MAYOR

MATT MACDONALD
CITY CLERK
STATEMENT OF PURPOSE AND EFFECT
OF BY-LAW NUMBER 2020-___

The purpose and effect of By-Law Number 2020-___ is to amend Zoning By-Law Number 2076-80, as amended, as it affects land described as Part 1 on Plan 21R-19789, (Wallbridge-Loyalist Road) City of Belleville, County of Hastings, to allow a 600m2 office building with offices, meeting rooms, co-working space, conference room and the potential to provide training space.