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**NOTICE OF RECEIPT OF COMPLETE APPLICATIONS CONCERNING
 PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENTS
 AND PLANNING ADVISORY COMMITTEE MEETING**

TAKE NOTICE that the Corporation of the Town of St. Marys has received Applications for Official Plan and Zoning By-law Amendments (by Heybolt Ontario Ltd., Files OP01-2020 and Z02-2020) pursuant to Sections 22 and 34 of the Planning Act R.S.O. 1990 and have deemed same to be complete pursuant to the provisions of the Planning Act R.S.O. 1990.

The Town’s Planning Advisory Committee (PAC) will be reviewing the Applications at its meeting on **Tuesday, August 4, 2020 at 6:00 p.m.** and you are invited to attend this meeting.

PLEASE NOTE that due to the COVID-19 pandemic state of emergency, all Planning Advisory Committee meetings will be held online, until further notice. As this will be an online meeting, there will be no physical in person attendance. Please refer to the SPECIAL INSTRUCTIONS section of this Notice for details on how to attend the online meeting and/or provide comments to the Town respecting this Application.

The 0.2 hectare (0.49 acre) subject property is located at the northeast corner of Queen Street West and Ann Street as shown on the General Location Map.

The purpose and effect of the Applications is to amend the Town’s Official Plan and Zoning By-law to permit the development of two townhouse buildings with a total of nine units, as shown on the Conceptual Layout Plan provided in this notice. Building ‘A’, which fronts on to Ann Street, is proposed to contain three units, while Building ‘B’ fronts onto Queen Street West and is proposed to contain six units. Both buildings will be two storeys in height, and each unit will have a single-car garage and one parking space for visitors. The northeast corner of the site is proposed to be used as a common amenity space.

The proposed official plan amendment would redesignate the property from “Highway Commercial” to “Residential”, and the proposed zoning by-law amendment would rezone the property from “Highway Commercial (C3-H)” to “Residential Zone Five (R5-XX)” with site specific regulations to recognize the existing lot frontage, and allow for site-specific setbacks and lot coverage requirements, as well as the provision of a privacy fence instead of a planting strip along the interior and rear lot lines that abut residential lands.



Please note that this PAC meeting is not the required public meeting under the Planning Act. At this meeting, the PAC will: review the Applications; consider information and comments provided by the applicant, Town staff and the public; and consider making recommendation(s) to Council with respect to the further processing of these Applications. A second notice will be issued indicating a public meeting date when scheduled.

Any person may attend a public meeting and/or make written or verbal representation either in support of or in opposition to the proposed official plan and zoning by-law amendments.

SPECIAL INSTRUCTIONS for attending the online meeting and/or providing comments

There are multiple opportunities for public input as outlined below however, to ensure that your comments are clearly understood and received prior to PAC considering the Applications, you are strongly encouraged to submit comments prior to the PAC meeting even if you intend to attend the online meeting.

You can participate in 5 different ways:

1. **Mail** your comments to Brent Kittmer, CAO-Clerk of the Town of St. Marys (mailing address provided below).
2. **Email** your comments to planning@town.stmarys.on.ca.

3. **Leave a voicemail message** detailing your comments questions regarding the Applications by calling 519-284-2340 ext. 215. Your comments and other contents of your recorded message will become part of the public record. However, you must leave your first and last name, mailing address and contact phone number for your comments to be part of the public record.
4. **Register to be a delegation** by emailing planning@town.stmarys.on.ca no later than noon on Friday, July 31, 2020 requesting to be a delegation and include any materials you wish to share with the Committee. Town Staff will assist delegates to become familiar with the online meeting process and provide specific connection instructions prior to the date of the meeting.
5. **Attend the meeting** by visiting the Town's YouTube channel during the meeting for a livestreaming of the proceedings, using the following link: <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>. You will be able to use the same link after the meeting for the archived record. During the meeting, you can provide your comments and/or questions by emailing planning@town.stmarys.on.ca. Public comments will be received until the Chair or Secretary-Treasurer states that the public commenting period is closed.

Please note that if you are not able to submit comments prior to or during the PAC meeting, Council will be apprised of all public comments received prior to making a decision on the applications at a later date. You are strongly encouraged to contact the Town prior to the meeting if you have any questions or require assistance regarding the online meeting.

Please note: Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a staff report and will be included in the PAC and/or Council agenda and minutes. Agendas and minutes are published on the Town of St. Marys website at www.townofstmarys.com.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the Town of St. Marys to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Town of St. Marys before the proposed official plan amendment is adopted or 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 Council of the Town of St. Marys before the proposed official plan amendment is adopted or 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 Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If you wish to be notified of the decision of the Town of St. Marys on the proposed official plan amendment and/or zoning by-law amendment, you must make a written request to Brent Kittmer, CAO-Clerk of the Town of St. Marys (175 Queen Street East, PO Box 998, St. Marys, Ontario N4X 1B6 Telephone: 519-284-2340; Fax: 519-284-3881; Email: bkittmer@town.stmarys.on.ca).

ADDITIONAL INFORMATION relating to the proposed zoning by-law amendment is available for inspection by contacting Grant Brouwer, Director of Building and Development of the Town of St. Marys (contact information provided below) or can be accessed on the Town's Current Planning / Development Applications webpage at: www.townofstmarys.com/en/current-planning---development-applications.aspx

Information can also be provided in an accessible format upon request.

DATED AT THE TOWN OF ST. MARYS THIS 3rd DAY OF JULY, 2020.

Grant Brouwer, Director of Building and Development, Town of St. Marys,
408 James Street South, P.O. Box 998, St. Marys, ON, N4X 1B6.

Telephone: 519-284-2340 ext. 215; Fax: 519-284-0902. Email (gbrouwer@town.stmarys.on.ca)

