

From: [Jabbour, Rita](#)
To: [Lauren Howell](#)
Cc: [Chiasson, Corinne](#)
Subject: RE: Barrier Free Apartments: 39 King St East
Date: Monday, January 4, 2021 12:02:54 PM
Attachments: [image003.png](#)
[image004.png](#)
[image007.png](#)
[Application for Official Plan Amendment PDF.pdf](#)
[Application for Zoning By-Law Amendment.pdf](#)
[Application for Site Plan Control.pdf](#)

Hi Lauren.

Happy New Year! I have now had the opportunity to hear back from the County and relevant Town of Essex staff concerning your development proposal at 39 King Street East.

As noted to you in my previous email, the development will require the following applications for approval:

- official plan amendment (approved by the County of Essex)
- zoning bylaw amendment (approved by Town of Essex)
- site plan control approval (approved by Town of Essex).

In discussing your proposal with the County, they agree with our rationale for supporting the development.

In combination with the application for official plan amendment, the County will require a Planning Justification Report (PJR) prepared by a Registered Professional Planner to demonstrate the development's conformity with the County Official Plan and justification regarding the appropriateness of this specific development and compatibility with neighbouring uses.

The PJR should also address access to the units for emergency services such as Fire and EMS (The County had concerns with access to the units because there is no frontage on a public road), and it should speak to previous commercial uses of the property since it is being redeveloped for a sensitive land use. (We suggest a record of site condition if you are not certain of the history of commercial uses on the property).

As for Infrastructure, we note that the Town has a right of way over the lands that lead to the subject property which would permit access to the general public and emergency services. Fire had no concerns with access to the property either.

We could not identify any servicing for this lot. We do however note that general public parking is available on the lots to the east of the subject parcel, and that snow clearing and salting is not completed by the Town in the Right of way. We will also require a garbage enclosure with 3rd party collection services to be noted in the site plan.

The Town will require the following studies in combination with your applications:

- A servicing study to identify servicing available, along with a capacity assessment of existing services;
- Servicing plans;
- Site plan drawings; and,
- a stormwater management plan.

I have included a schedule of fees in my previous email. Attached is a copy of our applications. We can process the OPA and the ZBA concurrently to save you time.

If you have any questions, please feel free to email or call us. I look forward to seeing this development progress!

Best,

Rita Jabbour, RPP, BA, MSc | Manager, Planning Services

Town of Essex | Department of Development Services

33 Talbot Street South, Essex, ON, N8M 1A8

519-776-7336 ext 1112 | 519-776-8811

Learn more online at the links below:



From: Lauren Howell [mailto:lauren@boudreaugroup.ca]

Sent: Tuesday, November 24, 2020 11:28 AM

To: Jabbour, Rita <rjabbour@essex.ca>

Subject: RE: Barrier Free Apartments: 39 King St East

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Hi Rita,

Thank you very much for getting back to me! I'm putting together a proposal for this project to present to investors/buyers so your information is very helpful.

I've attached some renderings and floor plan of the proposed building and units we would like to build.

I'm aware of the grant options, as we have used it for both 71 King St property and 43-45 King St property. So I will definitely get in touch with Nelson once we decide how we would like to move forward with the project.

Thank you,

Lauren Howell

Project Manager



Cell: 519.819.8848

Fax: 519.738.0608

From: Jabbour, Rita <rjabbour@essex.ca>

Sent: November 20, 2020 4:27 PM

To: Lauren Howell <lauren@boudreaugroup.ca>

Cc: Watson, Jeff <jwatson@essex.ca>; Silveira, Nelson <nsilveira@essex.ca>

Subject: RE: Barrier Free Apartments: 39 King St East

Hi Lauren.

Jeff is working on a part-time basis now with emphasis on special policy planning projects only. I will touch base with him on his correspondence with Tony when he is back in the office next week.

Moving forward, please forward any existing or new development correspondences to me.

With respects to 39 King Street East, the property is zoned Commercial District 2.2 which only permits dwelling units in a combined use building. A combined use building is defined as a building

having as a main use, both dwelling units and a non-residential use.

If you are planning on converting the entire building to dwelling units, you will require an official plan amendment because the official plan designation for the property is "Town Centre" which only permits multiple dwelling units within a mixed-use commercial/residential development.

Additionally, you will require a zoning bylaw amendment and site plan control. Below is a breakdown of those fees. Please note that these applications may need to be accommodated by additional studies (i.e. servicing and storm water management plan).

The approval authority for an official plan amendment is the Manager of Planning Services for the County of Essex and the first step to an OPA is pre-consultation. If you can provide me with a concept plan, I can review it with the County to determine feasibility, and with internal agencies to determine if additional studies are required.

Planning fee:

Official Plan Amendment --\$6400

Zoning Bylaw Amendment --\$1900

Site Plan Control --\$2800

Please note: You may be eligible for grants to cover the cost of these applications under the Harrow Community Improvement Plan. Please contact Nelson Silveira, Economic Development Officer, at nsilveira@essex.ca to find out more. There are also no development charges applicable for residential development in Harrow until 2022.

Looking forward to hearing from you,

Rita Jabbour, RPP, BA, MSc | Manager, Planning Services

Town of Essex | Department of Development Services

33 Talbot Street South, Essex, ON, N8M 1A8

519-776-7336 ext 1112 | 519-776-8811

Learn more online at the links below:



From: Watson, Jeff

Sent: Thursday, November 12, 2020 2:40 PM

To: Jabbour, Rita <rjabbour@essex.ca>

Cc: Chiasson, Corinne <cchiasson@essex.ca>

Subject: FW: Barrier Free Apartments: 39 King St East

FYI. Have not responded.

From: Lauren Howell [<mailto:lauren@boudreaugroup.ca>]

Sent: Thursday, November 12, 2020 2:05 PM

To: Watson, Jeff

Subject: Barrier Free Apartments: 39 King St East

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Afternoon Jeff,

We are looking into building 5 barrier free apartments at our property located at 39 King St. behind

our building at 45 King St East in Harrow. I believe Tony has been in touch with you previously about it and I just wanted to get some direction on what planning needs to be done in order to build on that property.

It is my understanding that the zoning is currently commercial and we would need to get it changed to residential, as well as I'm sure we would need site plan approval.

If you could provide me with some directions so that I can create a proposal for the project it would be greatly appreciated. Also, if you have fees that correspond with any permits that we would require above and beyond the building permit would be appreciated.

Regards,

Lauren Howell

Project Manager



Cell: 519.819.8848

Fax: 519.738.0608

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