

### Amendment to Zoning By-law No. 7124

Name of Property Owner: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Civic Address of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

**References:**

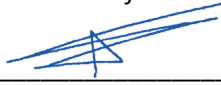
BAPD Development Plan By-law No. 95/01/12  
Applicable Secondary Plan By-law  
City of Brandon Zoning By-Law No. 7124

*\*\*Prior to submitting a formal application, the Planning & Buildings Department strongly recommends that all applicants meet with a Community Planner to complete a pre-application review\*\**

**Proposal:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*As the applicant, I confirm and verify to the City that the information provided in this application is true and complete, and I undertake to observe and perform all provisions of The Planning Act, the Development Plan, the Zoning By-law, and the provisions of other relevant laws, by-laws or agreements.*

Signature of Applicant: \_\_\_\_\_  Date: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No.: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Owner: See attached Letter of Authorization Date: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No.: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

Email Address: \_\_\_\_\_

The personal information which you are providing is being collected under the authority of The Planning Act and will be used for the purpose of approving this application. Information is also being collected for the purpose of statistical reporting. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and/or use of information, contact Jennifer Houlihan, FIPPA Coordinator, City of Brandon Planning & Buildings Department, 638 Princess Avenue Brandon, Manitoba, R7A 0P3, Telephone 204-729-2116

**FOR PLANNING DEPARTMENT USE ONLY:**

Community Planner: \_\_\_\_\_ Planning File No.: \_\_\_\_\_ CityView No.: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

### Application for Subdivision

Name of Property Owner: \_\_\_\_\_  
 Name of Applicant: \_\_\_\_\_  
 Civic Address of Property: \_\_\_\_\_  
 Legal Description of Property: \_\_\_\_\_


**References:**

BAPD Development Plan By-law No. 95/01/12  
 Applicable Secondary Plan By-law  
 City of Brandon Zoning By-Law No. 7124

*\*\*Prior to submitting a formal application, the Planning & Buildings Department strongly recommends that all applicants meet with a Community Planner to complete a pre-application review\*\**

**Subdivision Request:** See attached Letter of Intent

*As the applicant, I confirm and verify to the City that the information provided in this application is true and complete, and I undertake to observe and perform all provisions of The Planning Act, the Development Plan, the Zoning By-law, and the provisions of other relevant laws, by-laws or agreements.*

Signature of Applicant:  \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: R3B 0G5  
 Phone No.: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Signature of Owner: See attached Letter of Authorization \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone No.: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_  
 Email Address: \_\_\_\_\_

The personal information which you are providing is being collected under the authority of The Planning Act and will be used for the purpose of approving this application. Information is also being collected for the purpose of statistical reporting. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and/or use of information, contact Jennifer Houlihan, FIPPA Coordinator, City of Brandon Planning & Buildings Department, 638 Princess Avenue, Brandon, Manitoba, R7A 0P3, Telephone 204-729-2116

<b>FOR PLANNING DEPARTMENT USE ONLY:</b>			
Community Planner: _____	Planning File No.: _____	CityView No.: _____	
Date Application Received: _____	Payment Date: _____	Receipt No.: _____	Amount: \$ _____
Subdivision - Application			REV 07/2020

## Development Information

Proposed Land Use(s)	Number of Units	Number of Lots	Total Land Area (m <sup>2</sup> )
Detached			
Semi-Detached			
Duplex			
Row House			
Multiple Dwellings			
Other Residential			
Parks and Open Space	N/A	N/A	
Industrial	N/A		
Commercial	N/A		
Institutional	N/A		
Roadway/Laneway ROW	N/A	N/A	
Other Non-Residential	N/A		
<b>Totals</b>			

## Services

Sewage Disposal	Municipal Sewer	Septic Tank	Septic Field	Other
Present				
Proposed				
Water Supply	Piped Water	Community Well	Individual Well	Other
Present				
Proposed				
Drainage	Natural	Ditches	Curb & Gutter	Storm Sewer
Present				
Proposed		To be constructed to Municipal Standard		

March 24, 2021

City of Brandon  
Planning & Buildings Department  
638 Princess Avenue  
Brandon, MB R7A 0P3

Province of Manitoba  
Community and Regional Planning Branch  
Unit 1B – 2010 Currie Blvd  
Brandon, MB R7B 4E7

**RE: Letter of Authorization for Planning and Development Approvals for 2210 Maryland Ave. City of Brandon**

To whom it may concern,

The Division Scholaire Franco Manitobaine (DSFM) hereby authorizes Landmark Planning & Design Inc. to submit development applications on their behalf to facilitate required planning approvals for the above noted lands.



On behalf of The Division Scholaire Franco Manitobaine (DSFM)

*Rob Dupre*

2021-03-24

Date

March 24, 2021

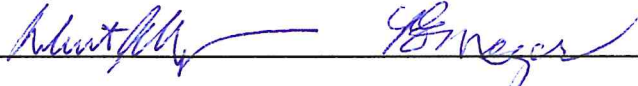
City of Brandon  
Planning & Buildings Department  
638 Princess Avenue  
Brandon, MB R7A 0P3

Province of Manitoba  
Community and Regional Planning Branch  
Unit 1B – 2010 Currie Blvd  
Brandon, MB R7B 4E7

**RE: Letter of Authorization for Planning and Development Approvals for 2210 Maryland Ave. City of Brandon**

To whom it may concern,

R.G.M Holdings Ltd. and Patricia Mazer Holdings Ltd. hereby authorizes Landmark Planning & Design Inc. on behalf of the Division Scholaire Franco Manitoabaine (DSFM) to submit development applications to facilitate required planning approvals for the above noted lands.

  
\_\_\_\_\_  
On behalf of R.G.M Holdings Ltd. and Patricia Mazer Holdings Ltd.

MAR 24, 2021  
Date

May 24, 2021

City of Brandon, Planning, Property & Building Department  
638 Princess Avenue  
Brandon, Manitoba  
R7A 0P3

Attention: Andrew Mok  
Senior Planner, City of Brandon

**RE: Letter of Intent**

2210 Maryland Avenue, City of Brandon, lands held under:

CT No. 1491995/2; and described as:

ALL THAT PORTION OF NLY 630 FEET OF SE 1/4 10-10-19 WPM BOUNDED ON THE EAST AND WEST BY LINES DRAWN PARALLEL WITH WLY LIMIT OF SAID QUARTER SECTION FROM POINTS IN NLY LIMIT THEREOF RESPECTIVELY DISTANT 186 FEET ELY AND 644 FEET WLY FROM CENTRE LINE OF SAID QUARTER SECTION.

Dear Mr. Mok,

Landmark Planning & Design Inc. is pleased to submit this Letter of Intent on behalf of the Division scolaire franco manitobaine (DFSM) and R.G.M. HOLDINGS LTD. AND PATRICIA MAZER HOLDINGS LTD to obtain the required permissions to establish a new school at 2210 Maryland Avenue in the City of Brandon. This letter provides an overview of several related development applications including amendments to the *Southwest Brandon Secondary Plan By-law No. 7080*, *The Brentwood Village Expansion Neighbourhood Plan*, *The City of Brandon Zoning By-law No. 7124*, and an application to subdivide the subject property to create a new lot to accommodate the proposed school use. The proposed applications are explained in further detail below.

## **Overview of Proposal**

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The subject property currently encompasses 12 acres and is located to the southern end of the City of Brandon as illustrated in Figure 1.



Figure 1. Context Map

The area around the subject property can be described as follows:

- To the North: Vacant undeveloped lands being used for community gardens and a single-family residential neighbourhood. The vacant undeveloped lands have been earmarked for an elementary school by the Brandon School Division, however, the development timeframe for establishing this school is unknown;
- To the South: Brentwood Village mobile home park;
- To the East: Agricultural machinery and implement dealership including outdoor vehicle storage; and
- To the West: Undeveloped land.

The DSFM is looking to purchase a portion of the subject property with the intent of establishing a K-12 school that may include a child care facility. As currently configured, approximately 10 acres of the subject property are vacant and have not been developed. This is the portion of the property the DSFM is looking to purchase to establish the proposed school use. The remaining approximately 2 acres contain an office building used by the Mazer Group's construction crew as well as a fenced surface parking lot as

illustrated in Figure 2. The current property owner would like to retain this portion of the property and as such, a subdivision will be required to establish this area as a separate lot.

The proposed school is planned to be approximately 2,800 sq. m. in size and will accommodate approximately 250 students and 40 staff, while the potential child care facility is planned to be 650 sq. m. in size and have approximately 60 children and 15 staff, for a total site population of 365. In addition to the school and child care facility, a 650 sq. m. gymnasium, staff and student parking lot, onsite stormwater detention, open sports field and associated amenities are contemplated. Detailed design for the school structure(s) and site will occur once permissions to establish the school are in place. A conceptual site plan has been created to illustrate how a future school could be configured on the subject property. This site plan is based on best practice from other school projects that have recently occurred in Manitoba.

Access to the subject property is via Maryland Avenue which is constructed of asphalt and built to a rural cross section with drainage ditches to the south and an asphalt walking path and ditches to the north. An aerial image of the subject property is illustrated in Figure 2.



Figure 2. Subject Property



## Compliance with Development Plan

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The subject property is designated “*Commercial*” in the *Brandon & Area Planning District Development Plan*. According to the Development Plan, “there should be a diverse range of commercial and business opportunities in the City of Brandon and the Rural Municipalities of Cornwallis and Elton. This includes a wide range in the scale of commercial development, from home-based businesses and neighbourhood commercial, to regional shopping development that serve the market from southwestern Manitoba” (p.32). Although the Development Plan designates the subject property as “*Commercial*”, it is the secondary plan and neighbourhood plan discussed in the following sections that provide a specific policy framework for the subject property. Based on comments received from both the City of Brandon and Provincial Planning, a Development Plan amendment to redesignate the subject property would not be required and the proposed uses are compliant with the currently policy framework.

## Compliance with Secondary Plan

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The *Southwest Brandon Secondary Plan By-law No. 7080* designates the subject property as *Residential (Low Density)*. Although there are no applicable policies within the *Residential (Low Density)* designation, a school would be considered an allowable use. The Secondary Plan also includes policies that require neighbourhood plans to be created for specific areas within the secondary planning area. Neighbourhood plans are discussed in the following section of this Letter of Intent.

To establish a school on the subject property, mapping amendments are proposed to the Secondary Plan including amending Schedule A to illustrate a school on the subject property and removing the Natural Area (NA) as is currently shown. Schedule B would have to be amended to remove the Natural Area (NA) from the map. Finally, Schedule C would have to be amended to remove the retention pond.

## Compliance with Neighbourhood Plan

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A neighbourhood plan entitled the *Brentwood Village Expansion Neighbourhood Plan* has been created for what is known as the Brentwood Village area which is located to the south of the subject property. Although the subject property is located just outside of the neighbourhood plan area, the plan does make reference to how the subject property may be developed in the future. A “shadow plan” has been imposed over the subject property illustrating how it could accommodate single family uses in the future. Additionally, the neighbourhood plan calls for a future pedestrian connection between the Brentwood Mobile Home Park and Maryland Avenue. This pedestrian connection would cross the subject property allowing for increased pedestrian circulation in the area.

To accommodate the proposed school use, neighbourhood plan mapping will need to be updated. The shadow plan illustrating single family uses on the subject property should be replaced with a new plan

illustrating the proposed school use and pedestrian connection to Maryland Avenue. These are both illustrated in the conceptual site plan included with this Letter of Intent.

## Compliance with Zoning By-law

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In the City of Brandon, zoning is regulated through *The City of Brandon Zoning By-law No. 7124*. The subject property, as per *By-law No. 7124*, is currently zoned *DR Development Reserve* which “provides for the preservation of existing agricultural sites in an unfragmented state for future development consistent with the Development Plan and any applicable Secondary Plan” (p.71)

To establish the school use, it is proposed that the vacant 10 acre portion of the subject property be subdivided rezoned to the *EI Educational and Institutional Zone* which “provides for concentrations of governmental, educational, and institutional uses on large sites” (p. 69). Other school sites in the City of Brandon are held under the *EI Educational and Institutional Zone* as elementary, junior and high schools are all considered permitted uses. Child care facilities are also a permitted use within the *EI Educational and Institutional Zone*. Applying this zone would be in compliance with the Development Plan, Secondary Plan, and the adjacent Neighbourhood Plan. The dimensions of the proposed 10 acre lot meet the minimum requirements of the *EI Educational and Institutional Zone* in terms of site area and site width.

As mentioned above, the current property owner would like to retain the developed 2 acre portion of the subject property which will require a subdivision. It is proposed that the 2 acre lot be rezoned from the *DR Development Reserve Zone* to the *CG Commercial General Zone* which is the zone currently in place to the east of the subject property. The existing office and surface parking lot are permitted uses within the *CG Commercial General Zone*, and the office building appears to meet the minimum setback requirements in relation to the new proposed lot lines. The proposed 2 acre lot also meets the minimum commercial bulk and siting requirements of the *CG Commercial General Zone* in terms of site area and site width.

As part of the application submission requirements, please find the following enclosed:

- Completed Application Forms (Amendment to Secondary Plan By-law, Neighbourhood Plan Application, Amendment to Zoning By-law, and Subdivision);
- Subdivision Application Map;
- Community Participation Report;
- Conceptual Site Plan;
- Plan of Rezoning;
- Current Status of Title; and
- Letters of Authorization from the landowners and property purchaser (DSFM)

If you have any questions or require additional information, please contact the undersigned at 204-453-8008. We thank you for your cooperation and look forward to working with representatives from the City of Brandon on this application.

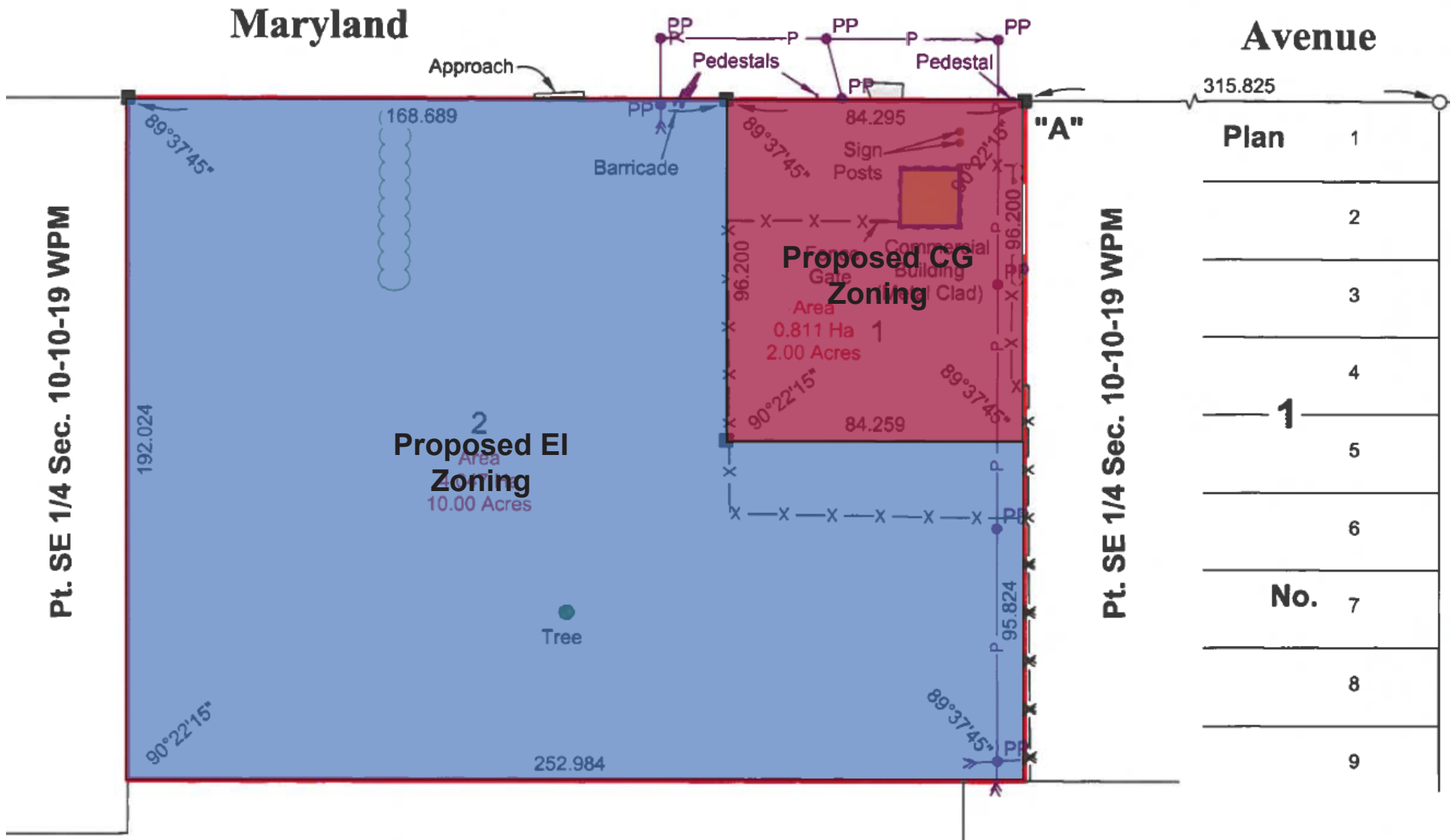
Yours truly,

A handwritten signature in blue ink, appearing to be 'Andrei Friesen', written over a horizontal line.

Andrei Friesen, Planner, MCP, MCIP, RPP, LEED AP

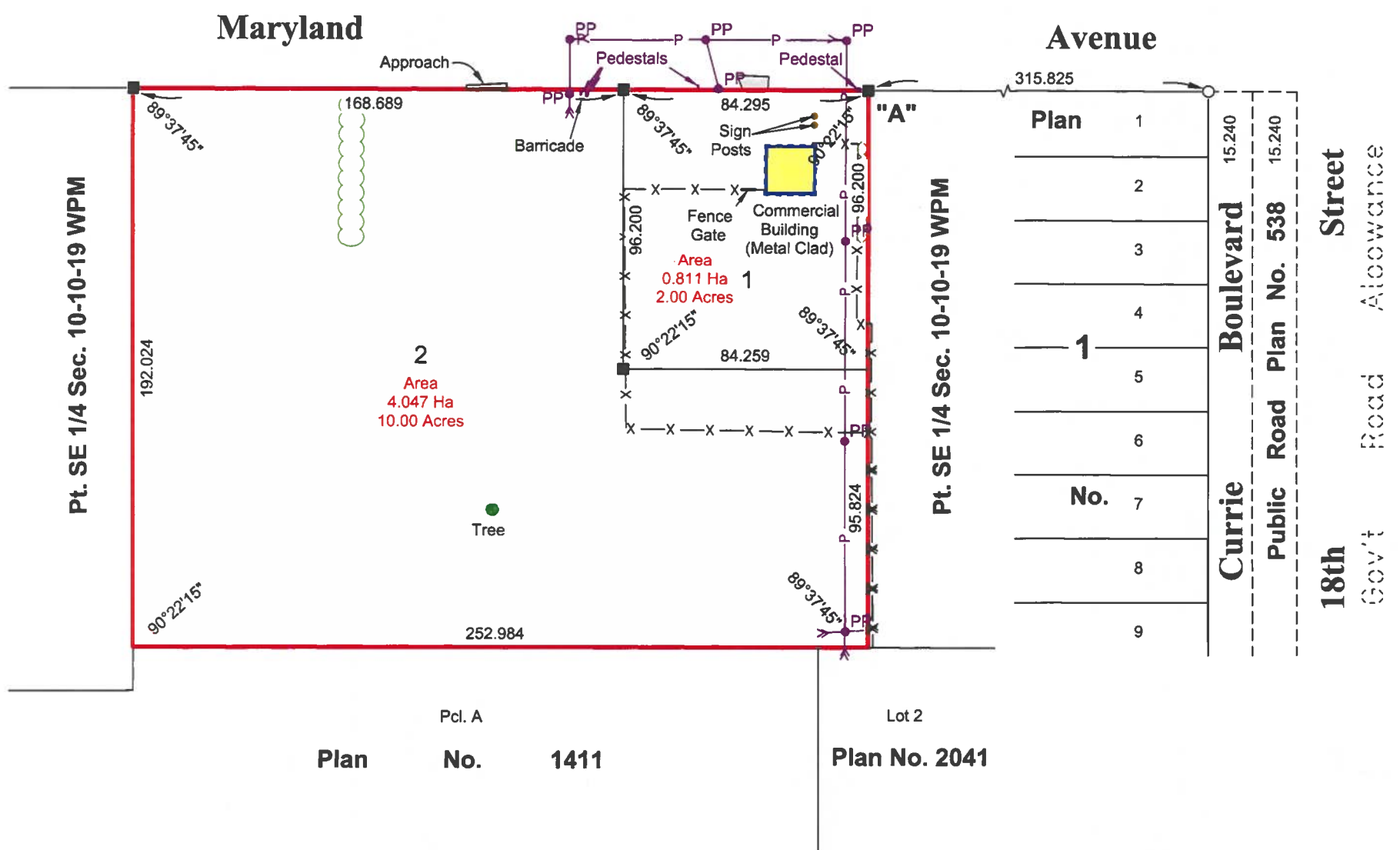
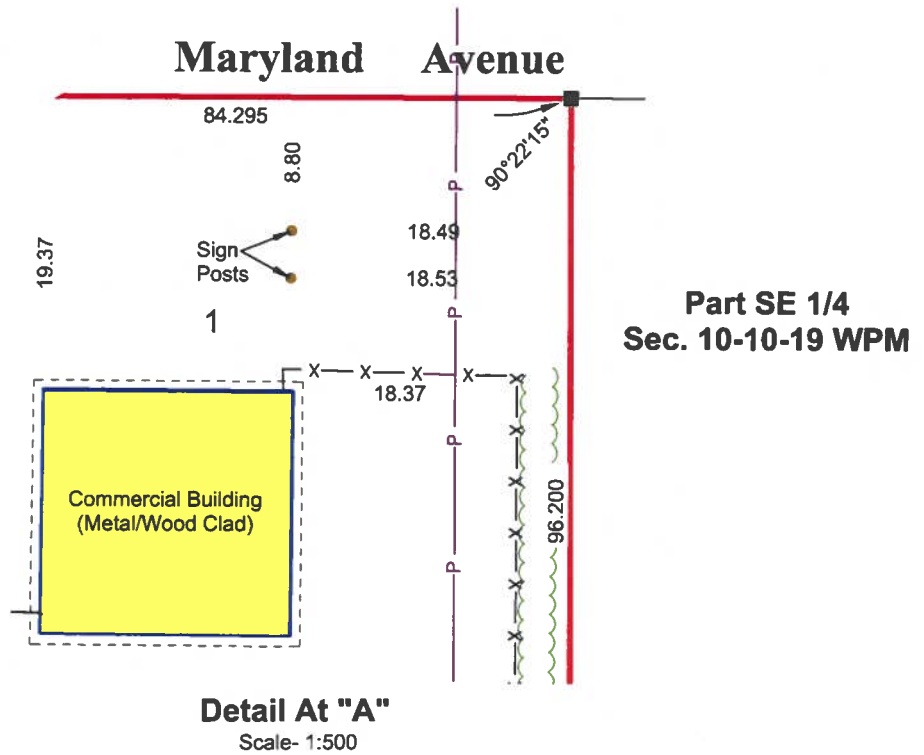
**LANDMARK PLANNING & DESIGN INC.**

# Proposed Plan of Rezoning - 2210 Maryland Avenue



<b>Plan</b>	1
	2
	3
	4
<b>1</b>	5
	6
<b>No.</b>	7
	8
	9

**SUBDIVISION APPLICATION MAP  
PROPOSED SUBDIVISION**  
OF PART OF  
**SE 1/4 SEC. 10, TWP. 10, RGE. 19 WPM**  
**CITY OF BRANDON**  
**MANITOBA**



**NOTE:**

- Survey monuments found on the ground are described and shown thus ○
- Iron survey posts 0.025x0.025x0.914 marked MLS and L are placed at all points shown thus ■
- Land affected by this plan is shown border thus —
- Power Pole PP
- Anchor —x—
- Fence -x-x-x-
- Treed Area/ Bush ~

Dated at Brandon, Manitoba  
This 28th day of January, 2021

*Timothy W. Longstaff*  
Timothy W. Longstaff  
Manitoba Land Surveyor  
Authorized to practice under the "Land Surveyors Act" of Manitoba

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Survey Date: January 7, 2021

Scale - 1: 2000	Initials: CJ - HB - TL	Field Book: 548/52-53
Drawing: 223388-SAM-R1	Project No. : 223388-BD	Page 1 of 1

METRIC