



Merri-bek
City Council

Minutes of the Planning and Related Matters Meeting

Held in Bunjil (Council Chamber), Merri-bek Civic Centre,
90 Bell Street, Coburg
on Wednesday 22 October 2025

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The Mayor opened the meeting at 6.32 pm and stated the Council meeting is being held on the traditional country of the Wurundjeri Woi Wurrung people and acknowledged them as Traditional Owners. The Mayor paid respects to their Elders, past, present and emerging, and the Elders from other communities who may be here today.

Present	Time In	Time Out
Cr Helen Davidson, Mayor	6.32 pm	7.29 pm
Cr Helen Politis, Deputy Mayor	6.32 pm	7.29 pm
Cr Nat Abboud	6.32 pm	7.29 pm
Cr Sue Bolton	6.32 pm	7.29 pm
Cr Liz Irvin	6.32 pm	7.29 pm
Cr Dr Jay Iwasaki	6.32 pm	7.29 pm
Cr Chris Miles	6.32 pm	7.29 pm
Cr Adam Pulford	6.34 pm	7.29 pm
Cr Ella Svensson	6.32 pm	7.29 pm
Cr Katherine Theodosis	6.32 pm	7.29 pm
Cr Oscar Yildiz JP	Apology	

OFFICERS

Director Place and Environment – Pene Winslade
 Group Manager City Development – Phil Priest
 Unit Manager Urban Planning – Mark Hughes
 Planning Coordinator – Esha Rahman
 Senior Urban Planner – Dee Erdogan
 Manager Governance and Strategy – Yvonne Callanan
 Unit Manager Governance and Risk – Sophie Barison

APOLOGIES/LEAVE OF ABSENCE

Cr Yildiz was an apology to the meeting.

DISCLOSURES OF CONFLICTS OF INTEREST

Nil

MINUTE CONFIRMATION

Resolution

Cr Iwasaki moved, Cr Theodosis seconded -

That the minutes of the Planning and Related Matters Meeting held on 27 August 2025 be confirmed.

Carried

COUNCIL REPORTS

5.1 2 FLORENCE STREET, COBURG - PLANNING APPLICATION MPS/2025/279



Property:	2 Florence Street, COBURG
Proposal:	To construct seven dwellings and a reduction in the statutory car parking requirements.
Zoning and Overlay/s:	• Neighbourhood Residential Zone – Schedule 1 • Development Contributions Plan Overlay
Objections:	• Thirteen (13) objections received Key issues raised: • Overdevelopment • Car-parking reduction • Access via laneway
Planning Information and Discussion (PID) Meeting:	• Date held: 23 September 2025 • Attendees: Five (5) objectors, the applicant and owner and two Council officers • No changes were agreed to, however, the meeting provided an opportunity for the objectors concerns to be discussed and helped inform the preparation of this report.
ESD:	• Sustainability objectives and standards of Clause 55 met, noting Council's Environmentally Sustainable Design policy is no longer a relevant consideration for this application. • The permit applicant has agreed to go beyond the minimum requirements in the Planning Scheme, by volunteering double glazing and shading to west facing windows.
Key reasons for support	• Complies with the townhouse and low rise code (Clause 55). • A lesser number of car parking spaces is acceptable, because the site is near public transport. • Vehicle access via rear lane and removal of the existing vehicle crossover, reduces impact on on-street parking on Florence Street and prioritises pedestrian movement. • No unreasonable overshadowing or visual bulk impacts to adjoining properties. • With conditions there is no unreasonable overlooking.
Recommendation:	Notice of Decision to Grant a Planning Permit be issued for the proposal.

Officer Recommendation

That a Notice of Decision to Grant a Planning Permit No. MPS/2025/279 be issued for the land at 2 Florence Street, Coburg.

The Permit would allow:

Buildings and works to construct dwellings and a reduction in statutory car parking requirements.

Planning Scheme Clause	Matters for which permit is required
Clause 32.09-7	Construct two or more dwellings on a lot
Clause 52.06-3	Reduce the number of car parking space required

The following conditions would apply to this permit:

Amended Plans

1. Before the development commences, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must be generally in accordance with the plans by Taouk Architects referenced as TP_01-TP_09, dated 1 July 2025 but modified to show:
 - a) Floor plans to annotate the horizontal bicycle hoops as *"Flat Top Rails"*
 - b) Floor plans to annotate, *'Any ramp constructed to access the car park floor from the laneway must be contained entirely within the site to ensure that the level of the laneway remains as constructed by Responsible Road Authority'*.
 - c) The relevant floor plans to show the area for cooling systems to each dwelling to comply with Standard B5-6.
 - d) The shared bin area to be 10 sqm to comply with standard B5-5.
 - e) The bin area is to be correctly annotated as either *'shared bin storage'* or *'communal bin storage for individual bins'*.
 - f) A fixed external louvre screen with a minimum height of 1.7 metres from finished floor level to dwelling 7's first floor dining room window, that prevents downward views into nearby secluded private open space within 9 metres of the window, whilst maintaining a reasonable outlook.
 - g) A screen diagram drawn at a scale of 1:50 which details the screen associated with condition 1(f). This diagram must include:
 - i. All dimensions, including the width of slats and the gap between slats.
 - ii. All side screens.
 - h) The pedestrian entrance path for dwellings 2 to 7 between the frontage and front building line, to have a minimum width of 1.5 metres. This may result in the re-arrangement of the communal bin area and front garden of dwelling 1.
 - i) The relevant floor plans to annotate the hot water unit to dwelling 7. If the hot water unit is external, it must include a solid barrier to reduce the transmission of noise to neighbours as required by Standard B5-6.
 - j) Tree protection zone(s) in accordance with Condition 6 of this permit.
 - k) The following Environmentally Sustainable Design initiatives:
 - i. Double glazing of all habitable room windows; and
 - ii. Adjustable shading device to all west-facing habitable room windows.

Compliance with Endorsed Plans

2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to any exemption specified in Clauses 62.02-1 and 62.02-2 of the Merri-bek Planning Scheme unless specifically noted as a permit condition.

Landscaping

3. The landscape plan must be generally in accordance with the landscape plan prepared by John Patrick Landscape Architects PTY LTD revision B dated 2 July 2025 but amended to show:
 - a) Any changes required to align with the plans for endorsement.
 - b) Compliance with Standard B5-1 Clause 55.05-1 (permeability and stormwater objective) by including the dwelling 6 rainwater tank, on the landscape plan.

When submitted and approved to the satisfaction of the Responsible Authority, the landscape plan will be endorsed to form part of this permit. No alterations to the plan may occur without the written consent of the Responsible Authority.

4. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, all landscaping works must be completed in accordance with the endorsed landscape plan to the satisfaction of the Responsible Authority.
5. All landscaping must be maintained to the satisfaction of the Responsible Authority in accordance with the endorsed landscape plans. Any dead, diseased or damaged plants must be replaced with a suitable species to the satisfaction of the Responsible Authority.

Tree Protection

6. Prior to development commencing (including any demolition, excavations, tree removal, delivery of building/construction materials and/or temporary buildings), the following trees must have a Tree Protection Zone (TPZ) in accordance with AS4970-2025 Protection of Trees on Development Sites to the satisfaction of the Responsible Authority:
 - i. All Council trees located within 3 metres of the site boundary or a vehicle crossing;
 - ii. the trees marked on the endorsed plans as being retained and protected

The TPZ must meet the following requirements:

- a) Tree Protection Fencing

Tree Protection Fencing (TPF) is to be provided to the extent of the TPZ, calculated as being a radius of 12 x Diameter at Standard Height (DSH) as defined by the Australian Standard AS 4970.2025). The TPF may be aligned with roadways, footpaths and boundary fences where they intersect the TPZ.

The TPF must be erected to form a visual and physical barrier, be a minimum height of 1.5 metres above ground level and of mesh panels, chain mesh or similar material. A top line of high visibility plastic tape must be erected around the perimeter of the fence.

- b) Signage

Fixed signs are to be provided on all visible sides of the TPF clearly stating "Tree Protection Zone – No entry. No excavation or trenching. No storage of materials or waste.". The TPF signage must be complied with at all times.

c) Irrigation

The area within the TPZ and TPF must be irrigated during the summer months with 1 litre of clean water for every 1cm of trunk girth measured at the soil/trunk interface on a weekly basis.

d) Provision of Services

All services (including water, electricity, gas and telephone) must be installed underground, and located outside of any TPZ, wherever practically possible. If underground services are to be routed within an established TPZ, this must occur in accordance with Australian Standard AS4970-2025.

e) Access to TPF

The TPF once erected, must be maintained and not altered, tampered or moved. If any works are proposed within the TPZ or require the TPF to be moved or altered, then such works must only be carried out with the prior written approval of, and under the direction of, a suitably qualified Arborist (minimum Level 5 Diploma of Arboriculture). A copy of the approval must be provided to Council upon request.

Public Works Plan

7. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, a Public Works Plan and associated construction drawing specifications detailing the works to the right-of-way (laneway) at the rear of the site and on the Florence Street frontage must be submitted to the satisfaction of the Responsible Authority. The Plan must be in accordance with the Merri-bek City Council Technical Notes October 2022, or any updated version, and include:

- a) A feature survey of the footpaths and roads.
- b) The laneway to be re-constructed from a point 4 metres west to a point 4 metres east of the rear car park to Council's standards using construction plans approved by Council that ensure the stormwater runoff from the pavement will not flow into an adjacent property before reaching Council's drainage system (e.g. kerb and channel in Station Street). The works must be supervised by Council.
- c) For any vehicle crossing not being used, the kerb, channel and footpath reinstated.
- d) Any necessary drainage works.
- e) Any other works to the public land adjacent to the development.

When submitted and approved to the satisfaction of the Responsible Authority, the Public Works Plan will be endorsed to form part of the permit. No alterations to the Public Works Plan may occur without the written consent of the Responsible Authority.

8. Prior to any works outside the title boundary, engineering construction plans to implement the public works plan, showing cross-sections, longitudinal sections and levels, must be submitted to the Responsible Road Authority (Council's Engineering Services Unit) for approval and the works implemented in accordance with the approved Engineering plans and under the supervision of the Responsible Road Authority.
9. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, all public works shown on the endorsed public works plan must be implemented to the satisfaction of the Responsible Authority at the expense of the owner of the land, unless otherwise agreed with prior written consent of the Responsible Authority.

Environmentally Sustainable Design (ESD)

10. Prior to the issue of a Statement of Compliance or Certificate(s) of Occupancy whichever occurs first, all works must be undertaken in accordance with the endorsed Water Sensitive Urban Design response to the satisfaction of the Responsible Authority. No alterations to these plans may occur without the written consent of the Responsible Authority.

Residential reticulated gas service connection

11. Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant Merri-bek Planning Scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

Car Parking and Vehicle Access

12. The area set aside for the parking of vehicles and access lanes shown on the endorsed plan must, to the satisfaction of the Responsible Authority:
 - a) Be completed prior to issue of an Occupancy Permit or issue of a Statement of Compliance, whichever occurs first.
 - b) Be maintained.
 - c) Be properly formed to such levels that it can be used according to the endorsed plan.
 - d) Have the boundaries of all vehicle parking spaces clearly marked on the ground to accord with the endorsed plan.
 - e) Not be used for any other purpose other than the parking of vehicles.
 - f) Be numbered to facilitate management of the car park.
13. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, a vehicle crossing must be constructed in every location shown on the endorsed plans to a standard satisfactory to the Responsible Authority (Merri-bek City Council, City Infrastructure Department).
14. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, any existing vehicle crossing not to be used in this use or development must be removed and the kerb and channel, footpath and nature strip reinstated to the satisfaction of the Responsible Authority (Merri-bek City Council, City Infrastructure Department).
15. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, any Council or service authority pole or pit within 1 metre of a proposed vehicle crossing must be relocated or modified at the expense of the permit holder to the satisfaction of the Responsible Authority and the relevant service authority.
16. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, the garage roller doors must be automatic and remote controlled.

Undergrounding cables

17. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, all telecommunications and power connections (where by means of a cable) and associated infrastructure to the land must be underground to the satisfaction of the Responsible Authority.

Stormwater

18. All stormwater from the land, where it is not collected in rainwater tanks for re-use, must be collected by an underground pipe drain approved by and to the satisfaction of the Responsible Authority (Note: Please contact Merri-bek City Council, City Infrastructure Department).
19. Stormwater from the land must not be directed to the surface of the right-of-way to the satisfaction of the Responsible Authority.

General Amenity

20. Unless with the prior written consent of the Responsible Authority, any plumbing pipe, ducting and plant equipment must be concealed from external views. This does not include external guttering or associated rainwater down pipes.
21. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, all boundary walls must be constructed, cleaned and finished to the satisfaction of the Responsible Authority.
22. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, bollard lighting standing no higher than 1.2 metres above ground level is to be installed and maintained on the land to automatically illuminate pedestrian access to the dwelling(s) between dusk and dawn with no direct light emitted onto adjoining property to the satisfaction of the Responsible Authority.
23. Any external lighting illuminating the rear laneway must be no higher than 1.2 metres above ground level.
24. Lighting on each balcony must be designed to not emit light direct onto adjoining property to the satisfaction of the Responsible Authority.
25. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, all visual screening measures shown on the endorsed plans must be installed to the satisfaction of the Responsible Authority. All visual screening and measures to prevent overlooking must be maintained to the satisfaction of the Responsible Authority. Any screening measure that is removed or unsatisfactorily maintained must be replaced to the satisfaction of the Responsible Authority.

Permit Expiry

26. This permit will expire if one of the following circumstances applies:
 - a) the development is not commenced within two (2) years from the date of issue of this permit;
 - b) the development is not completed within four (4) years from the date of issue of this permit.

The Responsible Authority may extend the period referred to if a request is made in writing before the permit expires or;

- within six months after the permit expires to extend the commencement date.
- within 12 months after the permit expires to extend the completion date of the development if the development has lawfully commenced.

Notes: These notes are for information only and do not constitute part of this permit or conditions of this permit.

Note 1: Should Council impose car parking restrictions in this street, the owners and/or occupiers of the land would generally not be eligible for residential or visitor parking permits to allow for on street parking. See Council's website for more information: <https://www.merri-bek.vic.gov.au/residential-parking-permits>.

Note 2: Further approvals are required from Council's City Infrastructure Department who can be contacted on 9240 1111 for any works beyond the boundaries of the property. Planting and other vegetative works proposed on road reserves can be discussed with Council's Open Space Unit on 9240 1111.

Note 3: Council's Engineering Services Unit charges plan checking fees on laneway and drainage construction plans.

Note 4: Council may not issue individual bins to new Owners Corporation developments. In the event that shared bins are provided for this development, an amendment to the plans may be required to show the location of a storage area for the shared bins on common land. Please contact Council's City Infrastructure department on 9240 1111 for more information.

Note 5: Prior to commencement of the development hereby approved, a Construction Management Plan must be submitted to, and approved, in accordance with Merri-bek City Council's General Local Law.

6.58 pm *Cr Miles left the meeting.*

6.58 pm *Cr Miles returned to the meeting.*

7.02 pm *Cr Miles left the meeting.*

7.03 pm *Cr Miles returned to the meeting.*

Meeting Adjournment

Mayor, Cr Davidson adjourned the meeting for 10 minutes at 7.06 pm to allow Councillors and officers to consider the issues surrounding the exiting of the laneway.

Meeting Resumption

The meeting resumed at 7.13 pm.

Resolution

Cr Iwasaki moved, Cr Irvin seconded -

That a Notice of Decision to Grant a Planning Permit No. MPS/2025/279 be issued for the land at 2 Florence Street, Coburg.

The Permit would allow:

Buildings and works to construct dwellings and a reduction in statutory car parking requirements.

Planning Scheme Clause	Matters for which permit is required
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- k) The following Environmentally Sustainable Design initiatives:
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The TPF must be erected to form a visual and physical barrier, be a minimum height of 1.5 metres above ground level and of mesh panels, chain mesh or similar material. A top line of high visibility plastic tape must be erected around the perimeter of the fence.

- b) **Signage**

Fixed signs are to be provided on all visible sides of the TPF clearly stating "Tree Protection Zone – No entry. No excavation or trenching. No storage of materials or waste.". The TPF signage must be complied with at all times.

- c) **Irrigation**

The area within the TPZ and TPF must be irrigated during the summer months with 1 litre of clean water for every 1cm of trunk girth measured at the soil/trunk interface on a weekly basis.

- d) **Provision of Services**

All services (including water, electricity, gas and telephone) must be installed underground, and located outside of any TPZ, wherever practically possible. If underground services are to be routed within an established TPZ, this must occur in accordance with Australian Standard AS4970-2025.

e) Access to TPF

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Public Works Plan

- 7. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, a Public Works Plan and associated construction drawing specifications detailing the works to the right-of-way (laneway) at the rear of the site and on the Florence Street frontage must be submitted to the satisfaction of the Responsible Authority. The Plan must be in accordance with the Merri-bek City Council Technical Notes October 2022, or any updated version, and include:**

- a) A feature survey of the footpaths and roads.**
- b) The section of laneway abutting the rear of the site to be constructed through to its intersection with Station Street, in accordance with Council's standards using construction plans approved by Council that ensure the stormwater runoff from the pavement will not flow into an adjacent property before reaching Council's drainage system (e.g. kerb and channel in Station Street). The works must be supervised by Council.**
- c) For any vehicle crossing not being used, the kerb, channel and footpath reinstated.**
- d) Any necessary drainage works.**
- e) Any other works to the public land adjacent to the development.**

When submitted and approved to the satisfaction of the Responsible Authority, the Public Works Plan will be endorsed to form part of the permit. No alterations to the Public Works Plan may occur without the written consent of the Responsible Authority.

- 8. Prior to any works outside the title boundary, engineering construction plans to implement the public works plan, showing cross-sections, longitudinal sections and levels, must be submitted to the Responsible Road Authority (Council's Engineering Services Unit) for approval and the works implemented in accordance with the approved Engineering plans and under the supervision of the Responsible Road Authority.**
- 9. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, all public works shown on the endorsed public works plan must be implemented to the satisfaction of the Responsible Authority at the expense of the owner of the land, unless otherwise agreed with prior written consent of the Responsible Authority.**

Environmentally Sustainable Design (ESD)

- 10. Prior to the issue of a Statement of Compliance or Certificate(s) of Occupancy whichever occurs first, all works must be undertaken in accordance with the endorsed Water Sensitive Urban Design response to the satisfaction of the Responsible Authority. No alterations to these plans may occur without the written consent of the Responsible Authority.**

Residential reticulated gas service connection

11. Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant Merri-bek Planning Scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

Car Parking and Vehicle Access

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 - a) Be completed prior to issue of an Occupancy Permit or issue of a Statement of Compliance, whichever occurs first.
 - b) Be maintained.
 - c) Be properly formed to such levels that it can be used according to the endorsed plan.
 - d) Have the boundaries of all vehicle parking spaces clearly marked on the ground to accord with the endorsed plan.
 - e) Not be used for any other purpose other than the parking of vehicles.
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14. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, any existing vehicle crossing not to be used in this use or development must be removed and the kerb and channel, footpath and nature strip reinstated to the satisfaction of the Responsible Authority (Merri-bek City Council, City Infrastructure Department).
15. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, any Council or service authority pole or pit within 1 metre of a proposed vehicle crossing must be relocated or modified at the expense of the permit holder to the satisfaction of the Responsible Authority and the relevant service authority.
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Undergrounding cables

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Stormwater

18. All stormwater from the land, where it is not collected in rainwater tanks for re-use, must be collected by an underground pipe drain approved by and to the satisfaction of the Responsible Authority (Note: Please contact Merri-bek City Council, City Infrastructure Department).
19. Stormwater from the land must not be directed to the surface of the right-of-way to the satisfaction of the Responsible Authority.

General Amenity

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- 21. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, all boundary walls must be constructed, cleaned and finished to the satisfaction of the Responsible Authority.**
- 22. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, bollard lighting standing no higher than 1.2 metres above ground level is to be installed and maintained on the land to automatically illuminate pedestrian access to the dwelling(s) between dusk and dawn with no direct light emitted onto adjoining property to the satisfaction of the Responsible Authority.**
- 23. Any external lighting illuminating the rear laneway must be no higher than 1.2 metres above ground level.**
- 24. Lighting on each balcony must be designed to not emit light direct onto adjoining property to the satisfaction of the Responsible Authority.**
- 25. Prior to the issue of an Occupancy Permit or issue of a Statement of Compliance, whichever comes first, all visual screening measures shown on the endorsed plans must be installed to the satisfaction of the Responsible Authority. All visual screening and measures to prevent overlooking must be maintained to the satisfaction of the Responsible Authority. Any screening measure that is removed or unsatisfactorily maintained must be replaced to the satisfaction of the Responsible Authority.**

Permit Expiry

- 26. This permit will expire if one of the following circumstances applies:**
 - a) the development is not commenced within two (2) years from the date of issue of this permit;**
 - b) the development is not completed within four (4) years from the date of issue of this permit.**

The Responsible Authority may extend the period referred to if a request is made in writing before the permit expires or;

- within six months after the permit expires to extend the commencement date.**
- within 12 months after the permit expires to extend the completion date of the development if the development has lawfully commenced.**

Notes: These notes are for information only and do not constitute part of this permit or conditions of this permit.

Note 1: Should Council impose car parking restrictions in this street, the owners and/or occupiers of the land would generally not be eligible for residential or visitor parking permits to allow for on street parking. See Council's website for more information: <https://www.merri-bek.vic.gov.au/residential-parking-permits>

Note 2: Further approvals are required from Council's City Infrastructure Department who can be contacted on 9240 1111 for any works beyond the boundaries of the property. Planting and other vegetative works proposed on road reserves can be discussed with Council's Open Space Unit on 9240 1111.

Note 3: Council's Engineering Services Unit charges plan checking fees on laneway and drainage construction plans.

Note 4: Council may not issue individual bins to new Owners Corporation developments. In the event that shared bins are provided for this development, an amendment to the plans may be required to show the location of a storage area for the shared bins on common land. Please contact Council's City Infrastructure department on 9240 1111 for more information.

Note 5: Prior to commencement of the development hereby approved, a Construction Management Plan must be submitted to, and approved, in accordance with Merri-bek City Council's General Local Law.

Carried

URGENT BUSINESS REPORTS

Nil

The Council meeting closed at 7.29 pm.

Confirmed

Cr Helen Davidson
MAYOR