

Pre-submission Consultation Meeting
Proposed Zone Change Application
1805 Sawmill Road, Conestogo
April 5, 2018

Applicant - Devon McKenzie, Don McKenzie, Del Brubacher, Lee Brubacher, Chris Waters,
Consultant - Steve Jefferson and Devon Posthumus of K. Smart & Associates
Region of Waterloo – Sylvia Rafalski-Misch, Matthew Colley
Grand River Conservation Authority – Kaitlyn Rosebrugh
Township of Woolwich – John Scarfone, Randy Miller, Dave Heuchert, Dennis Aldous, Nancy Thompson

John welcomed everyone to the meeting advising that the purpose is to identify issues and submission requirements for pending planning applications for amending the Zoning By-law and to obtain a subsequent site plan approval.

Steve advised he would provide a planning overview of the project and outline additional details of the proposal. Devon McKenzie will provide a business plan overview of the proposed operation.

The site is designated Urban Area within the Conestogo settlement area in the Township Official Plan with a historical use as a feed mill. The property is zoned Agricultural with site specific provisions and it is also regulated by the Grand River Conservation Authority (floodplain and steep slopes). The primary application will be an amendment to the Zoning By-law for the lands.

Steve advised the applicants are proposing to establish a craft distillery on the property with tourism and education components as well as a hospitality / event hall. They are proposing to renovate the existing mill for the hall type uses including restaurant, bar, banquets, weddings. This portion of the building is 3 stories in height. Additional details need to be finalized to determine where alcohol would be stored. The craft distillery operation would be located in the newer (westerly) section of the mill. The existing house is part of the same holdings and the intent is to continue the use of this building as office space.

Devon M. reviewed how the craft distillery industry has been growing and that over the last few years they have seen a change in that the consumers want to know more about the products and have a sense of attachment to the products. The spirit category has also changed and there is more focus on buying local and therefore they are proposing to attract tourists into the municipality. Don advised they would also like to focus on the education component demonstrating how craft spirits are produced, including “back stage” tours. Devon M. advised they currently operate four bar / restaurant (assembly hall) venues in Waterloo.

John noted that the Township has had some experience with distillery uses and inquired if they are planning to utilize the existing municipal water service on site or if they would be importing water for the distilling process. Devon M. advised their intention is to use the existing municipal water lines and they will adjust as needed for quality purposes.

John inquired if there was any sense as to the occupancy load for the assembly hall. Devon M. stated the average wedding size is around 150 to 200 people and they feel that each floor

should be able to be licensed for 150 people. John asked for clarification for the existing silos, other than storage are there any other potential uses. Devon M. advised at this time they are proposed for storage and viewing areas that are attractive for tourism and referenced a style of display similar to Seagram's.

Steve spoke to the occupancy of the building and advised that Dave Harsh in their office has looked at a septic design for the site as there are no municipal sanitary services. The applicant will need to establish final occupancy, recognizing this will be one of the constraints, whether they are over or under 10,000 litres per day. Steve advised that parking is another factor that needs to be determined for peak use of the property including bus transportation. The concept plan presented is for discussion and subject to change as they move forward with the proposal.

Building Department

Dave Heuchert advised that at 10,000 litres or less per day, the septic design falls within the requirements of the Building Code and above 10,000 litres per day will require an application to the Ministry of Environment.

Based on the daily design flows they need to determine the maximum flow including discharge from the distillery operation, including cleaning of the equipment. Their septic design should reflect if they are taking an average approach of the daily flow. Devon noted they do not intend to have a banquet function and distillery discharge operating at the same time. He added that the cleansing agents will be pulled off line and recycled out. These details will also be included in the design.

Dave Heuchert asked for clarification on the three-storey portion of the building. Devon advised they want a more estate style winery feel and would be looking to have the first floor for weddings / meeting space, the second floor as a dining hall and reception area and the third floor for a bar and dancing.

Dave inquired on the distillery use as to what type of alcohol will be made. Devon advised they would be producing gin, vodka, rye and rum. Dave inquired if they have had any discussion with an architect or engineering firm on the classification of the building noting that a distillery use is considered a high hazard occupancy which may lead to compatibility issues with a banquet hall*. In Devon commented they have examples of other operations and have consulted accordingly on how to address these issues. Steve advised he has also had some discussions on these compatibility issues.

*Dave provided the following wording from the Building Code:

“Section 3.1.3.2 (1) No major occupancy of Group F, Division 1 shall be contained within a building with any occupancy classified as Group A, B or C.”

Chris inquired what type of issues would arise to which Dave noted there may be requirements for physical separation. Lee noted that the existing mill is a heavy built structure and that he has all the working drawings. John advised that an assessment of the building and building code requirements will need to be included as part of the zoning application submission requirements to ensure compliance.

It was noted a sprinkler system may be required and will be part of the code review. A fire alarm system will also be required as there are more than 150 people above the first floor. Elevator requirements need to be reviewed and the proposal may potentially need one if there

are other uses on upper floors. The applicant needs to review the above matters as part of the building code review.

Fire Department

Dennis inquired on the distance of the fire access route noting they may need to provide a turn around. The site plan will need to identify how a fire truck can access the site. The applicant may need to install a private hydrant on the site. Randy noted the location of current hydrants at the street and commented on the elevation drop from the road to the site noting the water main is only 2 metres deep and would be higher than the building.

Dennis noted that given the scope of the project as they move forward a site meeting can be arranged to go over additional items. The applicant will need to provide an overview of existing conditions and how they can comply to code requirements based on the use.

Dennis advised that as the proposal is a high hazard use they will need to ensure there is adequate water supply. Part of the building code assessment will include information for fire fighting purposes. Del inquired if on site water storage changes anything i.e. a fire reservoir. Dennis confirmed it would and based on the code requirements and flows from the municipal system, which may result in the need to provide a fire reservoir.

John inquired if there was any need for a fire safety plan. Dennis advised yes this will be needed, but more at time of building permit process.

Engineering Department

Randy advised that the recent road construction project of Sawmill Road provided a 300 mm water main connection with a 100 mm water service to the mill building and a 50 mm water service to the house.

It was noted there is a substantial drop in elevation from the road to the site and bringing the water service into the building may increase the pressure. The applicant will need to provide a functional servicing design to address these items. Randy noted the cost recovery component from the recent water main project is not yet completed and will be implemented through a special service levy closer to the end of 2018. Randy confirmed there is no municipal sanitary sewer on the property.

Randy advised that when making alterations to the site they will need a grading plan and they will need to look at storm water management for quality control of the parking lot areas and in proximity to the river. John inquired if this information would be required at the zone change level or could it be deferred to site plan. Randy advised for the zone change component they will need to provide a preliminary grading and storm water management report. This can be part of the functional servicing report submitted with the Zone Change application. Additional items such as a lighting plan, servicing and grading plans can be deferred to the site plan process. Randy noted that the entrances are Regional Roads.

John commented that the applicant has advised they are looking to include buses and some trucking and as such will need to provide information on the additional traffic.

Grand River Conservation Authority (GRCA)

Kaitlyn inquired if there are any new buildings proposed to which the applicant advised no. The only new development appears to be the septic system and parking areas along with a change in use within the existing building. With a change of use the application will require a GRCA permit. Kaitlyn advised their office will need additional information on the potential risk for flooding given the change of use and will need more information on the proposed occupancy compared to how the property has been historically used. GRCA staff will determine if there is an increased risk that may require additional review.

Kaitlyn advised that if they are doing any renovations and significantly changing the layout of the building they need to consider lifting the electrical out of the floodplain limits. Kaitlyn noted the property is identified as a sloped valley with steep grade changes and it does not appear that they are proposing much change in this area. Steve noted the two driveways, one being paved and one gravel, are existing and they are not proposing any alterations.

John inquired if there are any concerns with the area adjacent to the river. Kaitlyn advised their office needs to be involved in storm water management review in the early stages. John inquired if the parking area will continue to be a gravel surface. Lee noted he was proposing turf stone for the parking area.

Kaitlyn inquired if the core zoning will remain agricultural. John advised this is still under review noting that there has not been evaluation for additional commercial uses at this time. The existing proposal would propose a rezoning to alter the site specific uses on the property to allow a distillery, retail, event centre, private hall and dispensing of refreshments, offices. The applicant will need to determine if their proposal will include a range of other uses.

Kaitlyn advised the GRCA will need a planning report to clarify the uses and changes proposed, a preliminary storm water management and functional servicing / engineering report to provide flood plain analysis (i.e. depth and velocity). Conceptual grading plans would also be ideal at this stage to clarify there is no new development in hazardous areas. John agreed, noting the more information that can be provided at the zone change stage the better.

Kaitlyn inquired if the flood plain line shown was surveyed. Steve believes it was a surveyed flood line. This will need further clarification as the line may be more of a contour line. The GRCA will need a proper survey to be completed. Kaitlyn commented it would be good if the main building is outside of the flood line.

Regional Planning

Sylvia advised she will need to receive a Planning justification report and will need confirmation on how much water usage there will be for the property. She recommends the applicant contact Regional Water Services staff for additional requirements and will provide contact information to the applicant. As noted earlier the septic system will require environmental compliance if they discharge more than 10,000 litres per day and if the amount is under 10,000 litres per day the Region will require a scoped hydrogeological study.

The proposal will require a salt management plan to show how they will deal with salt storage and winter maintenance. John inquired if this item can be deferred to site plan. Sylvia advised she would like it at time of zone change submission as it feeds off the preliminary storm water information. The proposal will require an environmental impact statement (EIS) as a portion of

the property is within / adjacent to a core environmental feature and significant woodland. They will need to provide a terms of reference for Regional approval prior to undertaking the study to address such matters as delineation of the core feature, woodland, buffer and potential mitigation measures. The applicant will submit terms to the Region for review as part of preparing the EIS.

Steve inquired if this will avoid the Environmental and Ecological Advisory Committee process. Sylvia advised this would need to be reviewed further. Steve inquired with respect to the terms of reference for the EIS and would it involve an assessment of the bird / wildlife habitat areas. Sylvia advised she will provide details in full but may they need to include bird surveys.

Chris inquired what the purpose of this information is noting they are not changing any buildings. Sylvia commented they are going through a zone change process which triggers this requirement. They may need to provide delineation and rezone a portion of the property with the Core Environmental / buffer area to Open Space area.

Steve advised the requirements for environmental studies may be scoped through the terms of reference. They will look at types of features on this site and come to appropriate terms of reference through their discussion with the Region. They need further discussion on the scope of work that is necessary.

John inquired how the applicant is to provide an evaluation of the woodlot if the majority of the woodlot is not on their property. Sylvia commented they may need to look at the outside portions and may need permission from the adjacent owner. Further discussion is necessary regarding the adjacent lands which are privately owned.

John noted the applicant may be able to scope this component. The Region does not want to see public encroachment into sensitive areas but also recognize this is only the fringe area and the majority is on the adjacent lands. Sylvia would need to arrange a site visit. Steve commented that east of the assembly area there may be a potential patio area and they would hope that patio tables could be included in a buffer area and not sterilize future uses, noting this area was previously used for truck parking. Sylvia commented this would need to be further reviewed as part of reviewing the EIS. Steve will pursue further and schedule an on-site meeting with the Region, GRCA and Township staff to determine if the EIS can be scoped.

Corridor Planning has noted there may be some issues with the access points and the existing westerly access may need to be revisited. The applicant can contact Corridor Planning staff (Richard Parent) to discuss possible options. This discussion should be done at an early stage and would be part of the site plan process.

Sylvia advised a Traffic Impact Statement is not required.

The Planning Report should address land use compatibility and any requirements for noise. The Region does not require a detailed stationary noise study as this proposal likely emits less noise than the previous feed mill operation. John noted that a study was completed for the feed mill and he will determine if the Township can make this available.

Sylvia does not anticipate a land use compatibility issue for daily operation noting that if the design includes any outside vents the elevation difference and berm should mitigate the noise.

The Functional Servicing report should be provided to the Region for review.

Township Planning

John advised the Planning Justification report should look at the policy framework, how the use is appropriate and land use compatibility with adjacent residential use. There were previous issues with the feed mill and he is unsure how the public will react to this proposal.

Chris inquired what the major concern was in the past to which John noted noise and truck activity. The expansion proposal included the installation of large structures creating visual impacts. It was noted that the current owners have been talking with residents about their proposal.

John advised the report should compare truck activity and noise with the previous use. It was noted that a sprinter van would be used for delivery of outgoing products on a weekly basis. Devon advised the largest vehicle would be a semi trailer for biweekly grain delivery.

John advised they need to provide a draft zoning by-law, of which Nancy will provide a template. The proposal at this time is looking to augment the current site specific zoning and they may want to consider looking at the C7 and C8 regulations and how they deal with outdoor storage, parking and setback requirements as a guide in developing site specific by-law for this use. The applicant should review parking requirements for assembly halls, retail, restaurant etc. as part of their evaluation and address / justify any changes if they cannot meet the parking requirements.

John advised a cultural heritage assessment of the building and the landscape will be required to determine if there are significant features that would be impacted. Steve commented they will be retaining and restoring the existing building and is unsure of the advantage of a heritage assessment. John advised he would like to have an on-site meeting set up with Dan Kennaley as he has more expertise in this area. A site visit will allow them to gain a better understanding of the proposal and any heritage requirements. Nancy will contact Steve to set up the meeting.

Chris asked what the impact is of a site specific change versus a full zone change. Steve noted the main impact is the study requirements and flood plain policies. John noted he is not saying they can't do a full zone change to commercial but the agencies are only responding to the current proposal versus expanding the range of commercial uses. They may want to look further at some modest increase to the range of uses.

Steve commented if they ask for a broad commercial zone it may be more of a concern to the GRCA if there is a greater risk. At this time, it was suggested they work with a shorter list for potential business plans for the site which may be better able to meet GRCA risk assessment.

John noted he is not discouraging them from looking at other uses that may be complimentary and gives them some flexibility, if it does not significantly impact issues raised today. Steve noted some additional tourism uses may be appropriate to consider.

Lee noted they may considering other types of retail. Steve commented they would need further discussion with the owner / operator and the draft zoning would include these details.

Devon M. noted they may look to include uses in other buildings such as storage of barrels or another tenant.

Steve noted that site plan approval is required prior to building permits being issued and their desire for this proposal would be to overlap the zone change and site plan process. John noted the best case would be for an approval in principle of the zoning and then they are aware of any issues noting there is a cost component in the site plan process as well. Site plan process is approximately six weeks and is a staff level approval.

John reviewed the application process noting it will take some time for the applicant to compile the required information. Once the application and supporting information is submitted the Township has approximately two weeks to review for complete application. Once declared complete staff will schedule the application for the next available planning public meeting. Comments are received on the proposal for various agencies, any issues need to be addressed by the applicant and staff will then take a planning report to Committee of the Whole with ratification by Council. A typical zone change from time of complete application is approximately 6 to 9 months. The applicant will need to deal with agency responses and public comments that may arise once it becomes a public application. John also noted that as this is a municipal election year the application processing may be delayed in the later part of the year if Council is in a lame duck position.

John advised that notification is provided to all property owners within a 150 metre buffer of the property, placing a zone change sign on the property and newspaper notice.

Steve noted as they go through the zoning process they may request that the site plan approval process be initiated in order to condense the process.

Submission Requirements

The Township requires the following for hard copy submission of plans and reports along with an electronic (pdf copy) of the complete submission. All reports must be bound or stapled and all plans must be folded and be a minimum size of 2 by 3 foot.

Zone Change application:

Planning Justification Report – 25 copies

Site Plan – 25 copies

All other supporting reports and plans – 8 copies

Development Agreement (Site Plan) application requires 8 full sets of the site plan and all supporting reports and plans.

Fees

Township

Preapplication meeting fee - \$495 (Receipt 143721, April 5, 2018)

Zone Change application - \$3,300

Advertising – \$610

Sign deposit - \$200

Development Agreement (Site Plan) application - \$1,885

Township Development Charges - Any future development on the subject lands will be subject to provisions of Township Development Charges By-law 33-2014, as amended, or any successor thereof.

Peer and/or Legal Review – In accordance with By-law 87-2007, as amended, where the Township determines upon reasonable grounds that peer and /or legal review costs will be encountered during the processing of any planning application, the applicant shall deposit with the Township \$25,000 or \$10,000, depending on the extent of peer review and / or legal review costs that the Township determines are likely to be encountered.

Region

In accordance with Regional Fee By-law 17-076, the applicant will be required to pay the following Regional fees:

- \$1,150 – Zoning By-law Amendment review fee to be submitted to the Region with the application
- \$2,300 – Scoped Environmental Impact Statement Review fee to be submitted to the Region with the application.

The applicant is requested to submit an electronic copy of all plans and reports in addition to the paper copies.

Regional Development Charges

Any future development on the subject lands will be subject to provisions of Regional Development Charges By-law 14-046 or any successor thereof.

**Please note: Comments and requirements are based on the information provided by the applicant during the pre-submission process. Should new details and/or information become available through the application process, the above-noted requirements are subject to change.
subject to change.**

Zoning By-law Template

TOWNSHIP OF WOOLWICH
BY-LAW NUMBER

A BY-LAW TO FURTHER AMEND ZONING BY-LAW 55-86,
OF THE TOWNSHIP OF WOOLWICH
(Name and Address)

WHEREAS the Council of the Corporation of the Township of Woolwich deems it desirable to further amend By-law 55-86, as amended;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH ENACTS AS FOLLOWS:

1. That Part ___ of Schedule 'B' of By-law 55-86, as amended be deleted and replaced by the Plan attached as Schedule B of this By-law which rezones _____ from _____ to _____.

2 That following Section 26.1._____ of By-law 55-86, as amended, the following Section and corresponding Schedule 'A' be added, to allow, _____, Township of Woolwich.

26.1._____ Notwithstanding any other provisions of this By-law, the lands illustrated on the Plan forming Section 26.1.____ of Schedule 'A' (hereafter referred to as the "plan") of this By-law may be used for the following specific use in addition to those uses permitted in the zone in which the parcel lies:

a)

Subject to the following:

1.

3. That this By-law shall come into effect on the final passing thereof by the Council of the Corporation of the Township of Woolwich subject to the provisions of the Planning Act, 1990, and amendments thereto.

PASSED THIS DAY OF , 20 .

Mayor

Clerk

Region of Waterloo Comments as submitted by email April 9, 2018

The applicant is proposing to rezone the property to permit a wedding and event centre, as well as a local craft distillery. This project will require the submission of a Site Plan Application to the Township pending approval of a zone change. The property is currently zoned Agricultural with a special exemption (26.1.238) for a feed mill operation. The applicant anticipates that the Zone Change application will request an update to the uses and provisions of the site specific zoning.

Regional Municipality of Waterloo – Community Planning:

Planning Justification Report

A Planning Justification Report (1 copy) will be required and must address provincial and Regional policies: Provincial Policy Statement (PPS), Places to Grow (P2G) Growth Plan, Regional Official Plan (ROP) and the Township of Woolwich Official Plan.

Environmental Planning

The subject lands are within a Core Environmental Feature (Significant Woodlands) which is designated for protection by the Regional Official Plan (ROP). Staff do not support the Concept Site Plan (K.Smart Associates, Marc 9, 2018) at this time as it appears that development and site alteration (e.g. parking, snow storage, septic area) is proposed within the Core Environmental Feature boundary, which does not conform to ROP Policy 7.C.9.

According to ROP Policy 7.C.10, development or site alteration may only be permitted on lands contiguous to Core Environmental Features where an Environmental Impact Statement (EIS) has been completed. Staff require a scoped EIS to be completed to show that the proposed development does not result in adverse environmental impacts on the feature and its ecological functions.

A Terms of Reference (ToR) for the EIS will be determined by the Region, Township, and the GRCA and will include, but may not be limited to the following:

- a. Confirmation of an ecologically appropriate boundary of Core Environmental Features within the subject lands;
- b. Delineation and design of suitable buffers between proposed development and Core Environmental Features;
- c. A biophysical survey to identify natural habitats and/or populations of Regionally significant plant and animal species on the subject lands that might be adversely affected by the proposed development;
- d. Maintaining quantitative and qualitative aspects of hydrological regime sustaining Core Environmental Features through design and operation of a stormwater management system required to support the proposed development.
- e. Content of a during-development and post-development monitoring program; and
- f. Stewardship plan for the portion of Core Environmental Features on the subject property.

Staff require a site inspection to help refine the ToR for the EIS related to this application. Please contact Tim Van Hinte, Environmental Planner at 519-575-4500 x3649 or tvanhinte@regionofwaterloo.ca to schedule the inspection.

Traffic Site Circulation & Access

The proposed access configuration may be problematic as designed. The existing westerly access in its current configuration would not meet current design criteria for an access to a Regional Road, while the existing easterly access would. The applicant is advised to contact Corridor Planning staff to discuss access options.

A Regional Road Access Permit (\$230 fee) will be required and dealt with at Site Plan.

Stormwater Management

A Preliminary Functional Servicing Report (2 copies) will be required as part of this application.

Hydrogeology and Source Water

Clarification is required on the anticipated daily sewage loading to the proposed septic system. If the effluent is in excess of 10,000 L/day the proponent will require an Environmental Compliance Approval for this system through the MOECC.

If the proposed daily loading is less than 10,000 L/day the Region will require a scoped Hydrogeological Study (1 copy) to confirm that additional sewage loading will not cause any adverse impacts to water quality of nearby drinking water users.

Regional Staff have noted that there are historically elevated nitrate concentrations within Conestogo.

The Region will also require a Salt Management Plan (1 copy) for the proposed development.

Water Services

The applicant should confirm what the estimate water usage will be for the property.

Cultural Planning:

The applicant should be made aware that although the Region is not requiring the submission of an Archaeological Assessment, there is the possibility of unearthing archaeological remains or resources during development of the subject property. If any archaeological resources are encountered during development, all activity must cease and the Ministry of Tourism, Culture and Sport should be contacted immediately.

In most cases, additional investigation and reporting of such cultural deposits will be required and must be undertaken by a provincially licensed archaeologist at the expense of the applicant.

Application Fees

In accordance with Regional Fee By-law 17-076, the applicant will be required to pay the following Regional fees:

- \$1,150 – Zoning By-law Amendment review fee to be submitted to the Region with the application

- \$2,300 –Scoped Environmental Impact Statement Review fee to be submitted to the Region with the application.

The applicant is requested to submit an electronic copy of all plans and reports in addition to the paper copies.

Regional Development Charges

Any future development on the subject lands will be subject to provisions of Regional Development Charges By-law 14-046 or any successor thereof.

Contact

Community Planning

Matthew Colley
Principal Planner
519-575-4500 ext.3210
Mcolley@regionofwaterloo.ca

Please note: Comments and requirements are based on the information provided by the applicant during the pre-submission process. Should new details and/or information become available through the application process, the above-noted requirements are subject to change.

Grand River Conservation Authority Comments as submitted by email April 12, 2018

1. It is our understanding that the applicant is requesting a zone change to add new uses to the special provisions for the property. The core zoning will remain Agricultural; however, the site specific uses will be revised to allow for a wedding and event centre, as well as a local craft distillery.
2. Information currently available at our office indicates that the subject property contains a watercourse, floodplain, wetland and steep slopes. A GRCA permit will be required for redevelopment of the site, as the entire property is regulated by the GRCA under Ontario Regulation 150/06.
3. Based on the preliminary site plan (K. Smart, March 9, 2018), it appears that the only development proposed is a septic system, formalizing of / minor expansion to existing parking areas and internal renovations to the Mill Building.
4. It does not appear that any of the proposed development will impact the steep slopes located along the northern part of the property. However, if the concept plan changes and development will encroach into the steep embankment, this may require assessment by an Engineer and additional review.
5. It does not appear that any of the proposed changes to the site will impact the wetland located on the far east side of the property.
6. The Regulatory Flood Elevation (RFE) is labeled on the concept plan as 315.80 metres. However, it must be clarified if the floodline has been surveyed or if contour information was used. Contours are not always accurate; therefore, a proper survey of the flood elevation is required.
7. In addition to Comment 6, email correspondence from Beth Brown (GRCA) to Lee Brubacher (owner) dated August 1, 2017 confirmed that the RFE of 315.80 metres is conservative for this site and that a lower RFE of 315.40 metres could be utilized. A previous survey revealed that the Mill Building may be outside of the floodplain when 315.40 metres is used. This needs to be clarified as part of the zone change application, as it may significantly reduce the GRCA approval requirements for this project.
8. A preliminary SWM/Functional Servicing Report will be required for GRCA review. The report should discuss water quality and quantity treatment and potential impacts to the receiving watercourse. The report should also address the floodplain, as discussed below.
9. If completion of the survey reveals the Mill Building is still located in the floodplain, then GRCA staff require more detail on the impact that the new uses will have on site and building occupancy. This is required for determining whether the proposal will result in an increased risk to life and/or property.

10. If the Mill Building is within the floodplain, the GRCA permit must also include the internal renovations. The applicant will be required to demonstrate that:
 - a. Flooding risk is low. Frequency of flooding (e.g. vulnerability to 2, 5 or 25 year events), and flood depths & velocities under the Regional Storm could be assessed in the SWM Report.
 - b. The internal renovations do not result in a prohibited use in the floodplain. Relevant prohibited uses include storage of hazardous materials and outdoor storage of materials.
 - c. Electrical, mechanical and heating services are located above the RFE (where possible)
 - d. There is no risk of structural failure due to hydrostatic / dynamic pressures from flood waters.
11. Although often deferred to the Site Plan stage, a conceptual grading plan should be provided as part of the zone change. Proposed grading may impact the permissibility of the project due to the close proximity of natural hazard and heritage features.
12. The parking lot on the east side of the concept plan may be within 15 metres of the nearby watercourse. During the meeting, it was confirmed that changes to this parking area are to formalize the gravel parking that is already in place. Therefore, it is expected that there will be no significant grading in this area. The increase in impervious area, and any impacts of additional runoff, will need to be assessed in the SWM Report mentioned above.
13. As alluded to above, if the concept plan changes to include more development beyond what is currently proposed (i.e. new buildings, more site grading etc.), additional study requirements may be triggered, such as an Environmental Impact Study or a Geotechnical Report.

Kind regards,

Kaitlyn Rosebrugh | Resource Planner
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