



TOWNSHIP OF WOOLWICH

Development Services, Box 158, 24 Church Street West, Elmira, Ontario N3B 2Z6

Phone: 519-669-1647 or 1-877-969-0094 Fax: 519-669-4669

Email: planning@woolwich.ca

Webpage: www.woolwich.ca

PROPOSED ZONE CHANGE

Why did you receive this notice?

You have received this notice because a property owner near your residence or business has asked the Township to change the zoning on a property as well as develop a plan of subdivision on the lands.

Each time an application is made for any of the above changes the Township follows a specific public notification process. A minimum of 20 days prior to the Public Meeting, everyone within 150 metres of the property or building to be rezoned / developed is notified of the following:

- ◆ Date and time, of a public meeting
- ◆ deadlines for comments
- ◆ site maps
- ◆ details of the application

The rest of this notice contains all of the details about the applications and how you can give your input. If you have any questions about the information contained in this notice, please contact the undersigned at 519-669-1647 or 1-877-969-0094 (ext. 6038).

Email: jvink@woolwich.ca

DATE: October 8, 2020



Jeremy Vink, Manager of Planning

PS You can find out more about the Zone Change and Plan of Subdivision process on the back of this notice.

APPLICANT / LOCATION:

**Conestogo Mill Inc.
1795 and 1805 Sawmill Road, Conestogo**

**Your Invitation To Participate in the
Zone Change Process
Here is how, when & where**

The Township of Woolwich has received an application to amend (change) the Comprehensive Zoning By-law of the Township of Woolwich. The details of this application are given on the following pages of this notice.

The **VIRTUAL Public Meeting** to discuss this application will be held on:

Tuesday, November 3, 2020 at 7:00 p.m.

This meeting is required by the Planning Act, 1990. At this meeting, members of Township Council will listen to any comments or presentations in favour of and/or in opposition to the application.

NO DECISION WILL BE MADE AT THIS MEETING. Its purpose is only to receive comments and information from people or agencies who are interested in the Zone Change process.

Please note this will be a virtual meeting only and public attendance at the Township offices will not be permitted. On the following pages is information on how you can submit comments, view or participate in the meeting. You may also contact Development Services staff by sending an email to planning@woolwich.ca or by phone at 519-669-6040 if you have any questions.

HOW TO PARTICIPATE

As in-person meetings are not an option at this time, you can view or participate in the Public Meeting as follows:

VIEW the Public Meeting / Council meeting livestream on the Woolwich Township Youtube channel at the following link <https://www.youtube.com/channel/UCOnLIF3Srk2gLEBjkq8pIMQ> ;

PARTICIPATE in the Public Meeting by **REGISTERING** with Alex Smyth, Committee Clerk on or before 4:30 pm on Thursday October 29, 2020. To register please:

- email asmyth@woolwich.ca or phone 519-669-6004; or
- visit www.woolwich.ca/delegations for more information on speaking before Council and to register through the online delegation request form.

When registering you must provide your name, phone number, email and the application number you would like to comment on. Once you are registered the Committee Clerk will forward information on how to connect to the Zoom meeting (i.e. zoom Wi-Fi login or conference call number).

If you are concerned that you do not have access to phone or internet or are otherwise concerned about the reliability of your signal please ensure that you submit written comments, see instructions below. Written comments do not negate your opportunity to also speak at the Public Meeting but do ensure your voice is heard should your electronic connection to the meeting not work.

If you are unsure whether or not you would like to speak at the meeting but want to listen and have the option to comment on a particular application, please register with the Committee Clerk (see above information). You will not be required to speak if you do not want to.

WHY REGISTER

By registering staff can ensure that you are permitted access to the virtual meeting, we know which application you are commenting on and, can call on you at the appropriate time to comment if you wish to do so. As it is virtual, registering will provide a level of security that is necessary to prevent unwanted guests from disrupting the meeting.

SUBMITTING COMMENTS AND REQUESTING NOTIFICATION

You can express your concerns/ comments about the proposed changes in writing to the Township of Woolwich. Any comments received on or before **Tuesday, October 27, 2020** (Note that this date is before the public meeting) will be included in a report prepared by Development Services and presented at the Public Meeting. Any comments received after the Public Meeting, but prior to Council making a decision on the applications, will be considered.

The personal information accompanying your submission is being collected under the authority of the Planning Act and may form part of the public record which may be released to the public. This information is collected and maintained for the purpose of creating a record that is available to the general public at the Committee of the Whole and Council meetings. Please note that while the Committee of the Whole and Council may redact some personal information such as email addresses and phone numbers, your submissions will otherwise be made public in their entirety. Questions about this collection should be directed to the Records and Freedom of Information Officer at 519-669-1647 or 1-877-969-0094 ext. 6005.

If you wish to be notified of future meetings and reports regarding this application or the decision of the proposed zoning by-law, please:

- submit a written request, noting that you wish to be kept informed, to the Township of Woolwich, Development Services, 24 Church Street West, Box 158, Elmira, Ontario N3B 2Z6, or
- email your request noting that you wish to be kept informed to planning@woolwich.ca

If Council approves the change, a notice will be mailed to you explaining the By-law.

DETAILS OF THE APPLICATION
ZONE CHANGE APPLICATION 8/2020 - Conestogo Mill Inc.

Take Notice that in accordance with the Planning Act, R.S.O., 1990, c.P.13, as amended, the Township of Woolwich has received a complete application for a proposed Zone Change for lands owned by Conestogo Mill Inc. and located at 1795 and 1805 Sawmill Road, Conestogo, more specifically described below. This notice will also summarize the details of this application and will include a location map and site plan of the subject lands. Please be advised that Notice of a Complete Application does not indicate whether the municipality is in support of, or in opposition to the proposal. That determination will be made at a later date.

The Township of Woolwich will hold a Public Meeting, under Section 34 of the Planning Act, to consider the following Zone Change application. No decisions will be made at this meeting; its purpose is to provide additional information to the public and agencies and to receive comments and information from them.

K. Smart Associates Limited on behalf of Conestogo Mill Inc. has submitted the above-noted application proposing to redevelop the lands described as GCT Part Lot 31 58R8008 Part 1 and located at 1795 and 1805 Sawmill Road, Conestogo (see Location Map) for a mixed commercial development. The 928 square metre property at 1795 Sawmill Road and the 1.4 ha property at 1805 Sawmill Road are within the Settlement Boundary of Conestogo, designated Urban Area and Restricted Land Use Area in the Township's Official Plan and are zoned Agricultural (A) with an (f) suffix for floodplain regulations and site specific provisions (Section 26.1. 238) permitting the operation of a feed mill and accessory uses.

The applicant is proposing to amend the site specific zoning for the properties which will eliminate the use of a feed mill and permit a range of mixed commercial permitted uses as follows (see Site Plan):

Part 1 – Eastern Portion of former mill building (3 storey) - 1805 Sawmill Rd	Part 2 – Western Portion of former mill building (2 storey) - 1805 Sawmill Rd	Part 3 – 1795 Sawmill Rd	Part 4 – Remainder of the lands
<ul style="list-style-type: none"> • Art gallery; • Assembly hall; • Banquet hall / facilities; • Commercial entertainment Facility; • Establishment for dispensing refreshments to the public (restaurant); • Indoor storage or Warehousing; • Showroom or Wholesale Outlet; • Studio • Private Club; and • Accessory uses including offices, parking, loading, warehousing and retail / showroom 	<ul style="list-style-type: none"> • All uses included in Part 1 except Assembly hall and Banquet hall / facilities; • Small form distillery; and • Accessory uses to any of the uses listed in Parts 1 and 2 	<ul style="list-style-type: none"> • Residential Building – One unit (which may include a home occupation); • Uses accessory to the foregoing residence; and • An office 	<p>Accessory uses to any of the uses listed in Parts 1, 2 and 3</p>

The applicant is also proposing some site specific amendments for the properties, including:

- to calculate parking requirements for an assembly hall based on the capacity of the building versus floor area devoted to the public;
- to limit the floor space devoted to the public for a restaurant to 67.5 square metres;
- to place a holding provision for the use of a small form distillery until such time as they satisfy Building Code requirements;
- to reduce the building line setback adjacent to a street from 7.6 metres to 6 metres;
- to share required parking requirements between the properties at 1795 and 1805 Sawmill road; and
- to allow certain accessory uses within the floodplain area.

The subject lands were formerly used as a feed mill and related buildings including a house that was used as an office for the mill business. The proposed redevelopment is to establish two event centres in the existing mill building with the flexibility to re-purpose all or a portion of the building in the future for other proposed uses previously noted. The existing house is proposed to remain for office use.

MORE INFORMATION

Additional information related to this application can be viewed or obtained as follows:

View / print the information from the Township webpage at www.woolwich.ca - Select Ongoing Planning Items on the home page / select the Zone Change and/or Official Plan Amendments folder / select Conestogo Mill Inc. – 1795 and 1805 Sawmill Road, Conestogo folder to view the information.

Schedule an appointment to view the documents at the Township Administration building located at 24 Church Street West, Elmira weekdays between 8:30 am and 4:30 pm. To schedule an appointment please call 519-669-6040 or email planning@woolwich.ca

HIGHLIGHTS OF THE PROCESS

What is a Zone Change?

Each property in the Township is zoned and designated for a type of land use. Industrial or residential, are examples of land use. If the property owner wants to change the approved land use, they must apply to the Township to have the property rezoned. The Township then begins the Zone Change process which is required by law under the Planning Act, 1990.

The process ensures that those affected by the activities on the property have the chance to express their concerns before any decisions are made. It also allows the Township to ensure all government regulations are complied with such as parking, environmental standards, traffic, and local by-laws such as noise levels.

The Planning Act lists the steps that must be taken to ensure that all issues are looked after. This notice is an example of one of the many activities that the Planning Act requires the Township to complete.

COMMITTEE OF THE WHOLE: After receiving and reviewing comments staff will prepare a report and recommendation for the Committee of the Whole. Committee of the Whole consists of all members of Council who sit as a Committee to hear various applications. The Committee makes a recommendation to Council which could include approving, refusing, amending or deferring the applications.

COUNCIL: Council can then approve, refuse, amend or defer the applications. If the applications are approved then Council passes a By-law once all conditions have been satisfied.

NOTICE OF PASSING/APPEAL PROCESS: When a By-law has been passed by Council a Notice of Passing is mailed, within 15 days, to all property owners previously circulated and those requesting notification.

Anyone not in agreement with the decision made by Council may appeal the By-law to the Local Planning Appeal Tribunal within 20 days after the notice has been mailed. If no appeal is received within the allotted time period the Zoning Amendment comes into effect.

If Council refuses or defers the application anyone not in agreement with the decision (including the applicant) may appeal the decision to the Local Planning Appeal Tribunal within 20 days of the notice of decision being mailed.

APPEAL RIGHTS: TAKE NOTICE that if a person or public body would otherwise have an ability to appeal the decisions of the Township of Woolwich 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 Township of Woolwich before the by-law is passed the person or public body is not entitled to appeal the decision of the Council of the Township of Woolwich.

AND TAKE NOTICE that if a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Woolwich before 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 do so.

LOCATION MAP
Zone Change Application 8/2020
Conestogo Mill Inc.



