

For Office Use Only:

File Number	_____	Public Notice Sign	_____
Related File Number	_____	Application Fee	_____
Pre-consultation Meeting	_____	Conservation Authority Fee	_____
Application Submitted	_____	Well & Septic Info Provided	_____
Complete Application	_____	Planner	_____

Check the type of planning application(s) you are submitting.

- ☐ Official Plan Amendment
- ☐ Zoning By-Law Amendment
- ☐ Temporary Use By-law
- ☐ Draft Plan of Subdivision/Vacant Land Condominium
- ☐ Condominium Exemption
- ☒ Site Plan Application (minor)
- ☐ Extension of a Temporary Use By-law
- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

Please summarize the desired end result of this application (for example: a special zoning provision on the subject lands to include additional use(s), changing the zone and/or official plan designation of the subject lands, creating a certain number of lots, or similar)

Site plan approval to recognize a vehicle repair establishment operating as an on-farm diversified use.

Property Assessment Roll Number: 49404006600

A. Applicant Information

Name of Owner Arvane Farms

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

Address 115 Queensway East

Town and Postal Code Simcoe N3Y 4M5

Phone Number 519-427-4445

Cell Number _____

Email robertkowtaluk@hotmail.com

Name of Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Agent Alamac Planning Inc. c/o Pam Duesling

Address 832 Concession 3 Townsend

Town and Postal Code Wilsonville N0E 1Z0

Phone Number 519-751-9090

Cell Number _____

Email alamacplanning@outlook.com

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to both owner and agent noted above.

☐ Owner

☒ Agent

☐ Applicant

Names and addresses of any holder of any mortgages, charges or other encumbrances on the subject lands:

none



B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Middleton Concession 1 NTR Part Lot 187 RP 37R11496 Part 2

Municipal Civic Address: 124 Hawtrey Road

Present Official Plan Designation(s): Agricultural

Present Zoning: Agricultural (A)

2. Is there a special provision or site specific zone on the subject lands?

☐ Yes ☒ No If yes, please specify corresponding number:

3. Present use of the subject lands:

Agricultural, vehicle repair establishment

4. Please describe **all existing** buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

Two storage barns connected as one building, office

5. If an addition to an existing building is being proposed, please explain what it will be used for (for example: bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

n/a

6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

n/a

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☒

If yes, identify and provide details of the building:

8. If known, the length of time the existing uses have continued on the subject lands:

OFDU - approximately 2 years; farming - 60+ years

9. Existing use of abutting properties:

Agricultural, residential

10. Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☒ No If yes, describe the easement or restrictive covenant and its effect:

C. Purpose of Development Application

Note: Please complete all that apply.

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:

A vehicle repair establishment is operating on the subject lands as an on-farm diversified use. A site plan application is required.

2. Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan:

n/a

3. Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality? ☐ Yes ☒ No If yes, describe its effect:

4. Does the requested amendment remove the subject land from an area of employment? ☐ Yes ☒ No If yes, describe its effect:

5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?
☐ Yes ☒ No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

6. Description of land intended to be severed in metric units:

Frontage:

Depth:

Width:

Lot Area:

Present Use:

Proposed Use:

Proposed final lot size (if boundary adjustment):

If a boundary adjustment, identify the assessment roll number and property owner of the lands to which the parcel will be added:

Description of land intended to be retained in metric units:

Frontage:

Depth:

Width:

Lot Area:

Present Use:

Proposed Use:

Buildings on retained land:

7. Description of proposed right-of-way/easement:

Frontage:

Depth:

Width:

Area:

Proposed use:

8. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

9. Site Information**Zoning****Proposed**

Please indicate unit of measurement, for example: m, m² or %

Lot frontage	906 m	
Lot depth	213 m	
Lot width	213 m	
Lot area	18.2 ha	
Lot coverage	126 m	
Front yard	48 m	
Rear yard	126 m	
Left Interior side yard	367 m	
Right Interior side yard	480 m	
Exterior side yard (corner lot)	n/a	
Landscaped open space	n/a	
Entrance access width	11 m	
Exit access width	7 m	
Size of fencing or screening	2 metres	
Type of fencing	chain link	

10. Building Size

Number of storeys	1	
Building height	11 m max.	
Total ground floor area	855 sq m	
Total gross floor area	855 sq m	
Total useable floor area	855 sq m	

11. Off Street Parking and Loading Facilities

Number of off street parking spaces	20	
Number of visitor parking spaces	n/a	
Number of accessible parking spaces	1	
Number of off street loading facilities	0	

12. Residential (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

Is this a conversion or addition to an existing building? ☐ Yes ☐ No

If yes, describe: _____

Type	Number of Units	Floor Area per Unit in m2
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

Other facilities provided (for example: play facilities, underground parking, games room, or swimming pool):

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: 2 (one large barn, one office)

Number of buildings proposed: 2 (no new construction)

Is this a conversion or addition to an existing building? ☒ Yes ☐ No

If yes, describe:

Using existing barn - converting for on-farm diversified use

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

85 sq m - office

770 sq m - vehicle repair

Seating Capacity (for assembly halls or similar): n/a

Total number of fixed seats: n/a

Describe the type of business(es) proposed: automobile repair and storage

Total number of staff proposed initially: 3

Total number of staff proposed in five years: 3

Maximum number of staff on the largest shift: 3

Is open storage required: ☐ Yes ☒ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☐ Yes ☒ No If yes please describe:

14. Institutional (if applicable)

Describe the type of use proposed: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

15. Describe Recreational or Other Use(s) (if applicable)

D. Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☒ No ☐ Unknown

If yes, specify the uses (for example: gas station or petroleum storage):

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No ☐ Unknown

3. Provide the information you used to determine the answers to the above questions:
Personal knowledge of the property

4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☐ No

E. Provincial Policy

1. Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*? ☒ Yes ☐ No

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☒ Yes ☐ No

If no, please explain:

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? ☒ Yes ☐ No

If no, please explain:

Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

Livestock facility or stockyard (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance _____

Wooded area

☐ On the subject lands or ☒ within 500 meters – distance 150 m

Municipal Landfill

☐ On the subject lands or ☐ within 500 meters – distance _____

Sewage treatment plant or waste stabilization plant

☐ On the subject lands or ☐ within 500 meters – distance _____

Provincially significant wetland (class 1, 2 or 3) or other environmental feature

☐ On the subject lands or ☐ within 500 meters – distance _____

Floodplain

☐ On the subject lands or ☐ within 500 meters – distance _____

Rehabilitated mine site

☐ On the subject lands or ☐ within 500 meters – distance _____

Non-operating mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Active mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Industrial or commercial use (specify the use(s))

☐ On the subject lands or ☐ within 500 meters – distance _____

Active railway line

☐ On the subject lands or ☐ within 500 meters – distance _____

Seasonal wetness of lands

☐ On the subject lands or ☐ within 500 meters – distance _____

Erosion

☐ On the subject lands or ☐ within 500 meters – distance _____

Abandoned gas wells

☐ On the subject lands or ☐ within 500 meters – distance _____

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

☐ Municipal piped water

☒ Individual wells

☐ Communal wells

☐ Other (describe below)

Sewage Treatment

☐ Municipal sewers

☐ Communal system

☒ Septic tank and tile bed in good working order

☐ Other (describe below)

Storm Drainage

☐ Storm sewers

☒ Open ditches

☐ Other (describe below)

-
2. Existing or proposed access to subject lands:

☒ Municipal road

☐ Provincial highway

☐ Unopened road

☐ Other (describe below)

Name of road/street: Hawtrey Road

G. Other Information

1. Does the application involve a local business? ☒ Yes ☐ No

If yes, how many people are employed on the subject lands?

3

2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

This site plan application is for an on-farm diversified use. It is limited in size and scale.

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, **folded** hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the properly named site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Key map
4. Scale, legend and north arrow
5. Legal description and municipal address
6. Development name
7. Drawing title, number, original date and revision dates
8. Owner's name, address and telephone number
9. Engineer's name, address and telephone number
10. Professional engineer's stamp
11. Existing and proposed easements and right of ways
12. Zoning compliance table – required versus proposed
13. Parking space totals – required and proposed
14. All entrances to parking areas marked with directional arrows
15. Loading spaces, facilities and routes (for commercial developments)
16. All dimensions of the subject lands
17. Dimensions and setbacks of all buildings and structures
18. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
19. Gross, ground and useable floor area
20. Lot coverage
21. Floor area ratio
22. Building entrances, building type, height, grades and extent of overhangs
23. Names, dimensions and location of adjacent streets including daylighting triangles
24. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
25. All exterior stairways and ramps with dimensions and setbacks
26. Retaining walls including materials proposed
27. Fire access and routes
28. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
29. Location of mechanical room, and other building services (e.g. A/C, HRV)
30. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
31. Winter snow storage location

32. Landscape areas with dimensions
33. Natural features, watercourses and trees
34. Fire hydrants and utilities location
35. Fencing, screening and buffering – size, type and location
36. All hard surface materials
37. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
38. Business signs (make sure they are not in sight lines)
39. Sidewalks and walkways with dimensions
40. Pedestrian access routes into site and around site
41. Bicycle parking
42. Architectural elevations of all building sides
43. All other requirements as per the pre-consultation meeting

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan
- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Environmental Impact Study

- ☐ Functional Servicing Report
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Storm water Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required

Site Plan applications will require the following supporting materials:

1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format
2. Letter requesting that the Holding be removed (if applicable)
3. A cost estimate prepared by the applicant's engineer
4. An estimate for Parkland dedication by a certified land appraiser
5. Property Identification Number (PIN) printout

Standard condominium exemptions will require the following supporting materials:

- ☐ Plan of standard condominium (2 paper copies and 1 electronic copy)
- ☐ Draft condominium declaration
- ☐ Property Identification Number (PIN) printout

Your development approval might also be dependent on Ministry of Environment and Climate Change, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

All final plans must include the owner's signature as well as the engineer's signature and seal.

I. Development Agreements

A development agreement may be required prior to approval for site plan, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.

J. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

K. Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

L. Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.



Owner/Applicant Signature

Oct 4, 2023

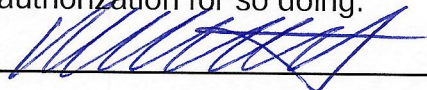
Date

M. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We Robert Kowtaluk of Arvane Farms am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Pamela Duesling to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.



Owner

Oct 4, 2023

Date

Owner

Date

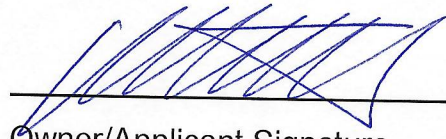
N. Declaration

I, Pamela Duesling of Norfolk County

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:


Owner/Applicant Signature

In _____

This _____ day of _____

A.D., 20____

A Commissioner, etc.

For Office Use Only:

File Number	<u>SPPL2023332</u>	Public Notice Sign	<u>-</u>
Related File Number	<u>N/A</u>	Application Fee	<u>1,307.00 - paid</u>
Pre-consultation Meeting	<u>Sept. 22.2023</u>	Conservation Authority Fee	<u>N/A</u>
Application Submitted	<u>Oct.23.2023</u>	Well & Septic Info Provided	<u>N/A</u>
Complete Application	<u>Oct. 23.2023</u>	Planner	<u>Hanne Yager</u>

Check the type of planning application(s) you are submitting.

- ☐ Official Plan Amendment
- ☐ Zoning By-Law Amendment
- ☐ Temporary Use By-law
- ☐ Draft Plan of Subdivision/Vacant Land Condominium
- ☐ Condominium Exemption
- ☒ Site Plan Application *(minor)*
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- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

Please summarize the desired end result of this application (for example: a special zoning provision on the subject lands to include additional use(s), changing the zone and/or official plan designation of the subject lands, creating a certain number of lots, or similar)

Site plan approval to recognize a vehicle repair establishment operating as an on-farm diversified
use.

Property Assessment Roll Number: 49404006600



A. Applicant Information

Name of Owner Arvane Farms

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

Address 115 Queensway East

Town and Postal Code Simcoe N3Y 4M5

Phone Number 519-427-4445

Cell Number _____

Email robertkowtaluk@hotmail.com

Name of Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Agent Alamac Planning Inc. c/o Pam Duesling

Address 832 Concession 3 Townsend

Town and Postal Code Wilsonville N0E 1Z0

Phone Number 519-751-9090

Cell Number _____

Email alamacplanning@outlook.com

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to both owner and agent noted above.

☐ Owner

☒ Agent

☐ Applicant

Names and addresses of any holder of any mortgages, charges or other encumbrances on the subject lands:

none



B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Middleton Concession 1 NTR Part Lot 187 RP 37R11496 Part 2

Municipal Civic Address: 124 Hawtrey Road

Present Official Plan Designation(s): Agricultural

Present Zoning: Agricultural (A)

2. Is there a special provision or site specific zone on the subject lands?

☐ Yes ☒ No If yes, please specify corresponding number:

3. Present use of the subject lands:

Agricultural, vehicle repair establishment

4. Please describe **all existing** buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

Two storage barns connected as one building, office

5. If an addition to an existing building is being proposed, please explain what it will be used for (for example: bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

n/a

6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

n/a

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☒

If yes, identify and provide details of the building:

8. If known, the length of time the existing uses have continued on the subject lands:

OFDU - approximately 2 years; farming - 60+ years

9. Existing use of abutting properties:

Agricultural, residential

10. Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☒ No If yes, describe the easement or restrictive covenant and its effect:

C. Purpose of Development Application

Note: Please complete all that apply.

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:

A vehicle repair establishment is operating on the subject lands as an on-farm diversified use. A site plan application is required.

2. Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan:

n/a

3. Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality? ☐ Yes ☒ No If yes, describe its effect:

4. Does the requested amendment remove the subject land from an area of employment? ☐ Yes ☒ No If yes, describe its effect:

5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?
☐ Yes ☒ No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

6. Description of land intended to be severed in metric units:

Frontage:

Depth:

Width:

Lot Area:

Present Use:

Proposed Use:

Proposed final lot size (if boundary adjustment):

If a boundary adjustment, identify the assessment roll number and property owner of the lands to which the parcel will be added:

Description of land intended to be retained in metric units:

Frontage:

Depth:

Width:

Lot Area:

Present Use:

Proposed Use:

Buildings on retained land:

7. Description of proposed right-of-way/easement:

Frontage:

Depth:

Width:

Area:

Proposed use:

8. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

9. Site Information**Zoning****Proposed**

Please indicate unit of measurement, for example: m, m² or %

Lot frontage	906 m	
Lot depth	213 m	
Lot width	213 m	
Lot area	18.2 ha	
Lot coverage	126 m	
Front yard	48 m	
Rear yard	126 m	
Left Interior side yard	367 m	
Right Interior side yard	480 m	
Exterior side yard (corner lot)	n/a	
Landscaped open space	n/a	
Entrance access width	11 m	
Exit access width	7 m	
Size of fencing or screening	2 metres	
Type of fencing	chain link	

10. Building Size

Number of storeys	1	
Building height	11 m max.	
Total ground floor area	855 sq m	
Total gross floor area	855 sq m	
Total useable floor area	855 sq m	

11. Off Street Parking and Loading Facilities

Number of off street parking spaces	20	
Number of visitor parking spaces	n/a	
Number of accessible parking spaces	1	
Number of off street loading facilities	0	

12. Residential (if applicable)

Number of buildings existing: _____

Number of buildings proposed: _____

Is this a conversion or addition to an existing building? ☐ Yes ☐ No

If yes, describe: _____

Type	Number of Units	Floor Area per Unit in m2
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

Other facilities provided (for example: play facilities, underground parking, games room, or swimming pool):

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: 2 (one large barn, one office)

Number of buildings proposed: 2 (no new construction)

Is this a conversion or addition to an existing building? ☒ Yes ☐ No

If yes, describe:

Using existing barn - converting for on-farm diversified use

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

85 sq m - office

770 sq m - vehicle repair

Seating Capacity (for assembly halls or similar): n/a

Total number of fixed seats: n/a

Describe the type of business(es) proposed: automobile repair and storage

Total number of staff proposed initially: 3

Total number of staff proposed in five years: 3

Maximum number of staff on the largest shift: 3

Is open storage required: ☐ Yes ☒ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

☐ Yes ☒ No If yes please describe:

14. Institutional (if applicable)

Describe the type of use proposed: _____

Seating capacity (if applicable): _____

Number of beds (if applicable): _____

Total number of staff proposed initially: _____

Total number of staff proposed in five years: _____

Maximum number of staff on the largest shift: _____

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

15. Describe Recreational or Other Use(s) (if applicable)

D. Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☒ No ☐ Unknown

If yes, specify the uses (for example: gas station or petroleum storage):

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No ☐ Unknown

3. Provide the information you used to determine the answers to the above questions:
Personal knowledge of the property

4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☐ No

E. Provincial Policy

1. Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*? ☒ Yes ☐ No

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☒ Yes ☐ No

If no, please explain:

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? ☒ Yes ☐ No

If no, please explain:

Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

Livestock facility or stockyard (submit MDS Calculation with application)

☐ On the subject lands or ☐ within 500 meters – distance _____

Wooded area

☐ On the subject lands or ☒ within 500 meters – distance 150 m

Municipal Landfill

☐ On the subject lands or ☐ within 500 meters – distance _____

Sewage treatment plant or waste stabilization plant

☐ On the subject lands or ☐ within 500 meters – distance _____

Provincially significant wetland (class 1, 2 or 3) or other environmental feature

☐ On the subject lands or ☐ within 500 meters – distance _____

Floodplain

☐ On the subject lands or ☐ within 500 meters – distance _____

Rehabilitated mine site

☐ On the subject lands or ☐ within 500 meters – distance _____

Non-operating mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Active mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance _____

Industrial or commercial use (specify the use(s))

☐ On the subject lands or ☐ within 500 meters – distance _____

Active railway line

☐ On the subject lands or ☐ within 500 meters – distance _____

Seasonal wetness of lands

☐ On the subject lands or ☐ within 500 meters – distance _____

Erosion

☐ On the subject lands or ☐ within 500 meters – distance _____

Abandoned gas wells

☐ On the subject lands or ☐ within 500 meters – distance _____

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

☐ Municipal piped water

☒ Individual wells

☐ Communal wells

☐ Other (describe below)

Sewage Treatment

☐ Municipal sewers

☐ Communal system

☒ Septic tank and tile bed in good working order

☐ Other (describe below)

Storm Drainage

☐ Storm sewers

☒ Open ditches

☐ Other (describe below)

-
2. Existing or proposed access to subject lands:

☒ Municipal road

☐ Provincial highway

☐ Unopened road

☐ Other (describe below)

Name of road/street: Hawtrey Road

G. Other Information

1. Does the application involve a local business? ☒ Yes ☐ No

If yes, how many people are employed on the subject lands?

3

2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

This site plan application is for an on-farm diversified use. It is limited in size and scale.

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, **folded** hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the properly named site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Key map
4. Scale, legend and north arrow
5. Legal description and municipal address
6. Development name
7. Drawing title, number, original date and revision dates
8. Owner's name, address and telephone number
9. Engineer's name, address and telephone number
10. Professional engineer's stamp
11. Existing and proposed easements and right of ways
12. Zoning compliance table – required versus proposed
13. Parking space totals – required and proposed
14. All entrances to parking areas marked with directional arrows
15. Loading spaces, facilities and routes (for commercial developments)
16. All dimensions of the subject lands
17. Dimensions and setbacks of all buildings and structures
18. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
19. Gross, ground and useable floor area
20. Lot coverage
21. Floor area ratio
22. Building entrances, building type, height, grades and extent of overhangs
23. Names, dimensions and location of adjacent streets including daylighting triangles
24. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
25. All exterior stairways and ramps with dimensions and setbacks
26. Retaining walls including materials proposed
27. Fire access and routes
28. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
29. Location of mechanical room, and other building services (e.g. A/C, HRV)
30. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
31. Winter snow storage location

32. Landscape areas with dimensions
33. Natural features, watercourses and trees
34. Fire hydrants and utilities location
35. Fencing, screening and buffering – size, type and location
36. All hard surface materials
37. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
38. Business signs (make sure they are not in sight lines)
39. Sidewalks and walkways with dimensions
40. Pedestrian access routes into site and around site
41. Bicycle parking
42. Architectural elevations of all building sides
43. All other requirements as per the pre-consultation meeting

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan
- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Environmental Impact Study

- ☐ Functional Servicing Report
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Storm water Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required

Site Plan applications will require the following supporting materials:

1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format
2. Letter requesting that the Holding be removed (if applicable)
3. A cost estimate prepared by the applicant's engineer
4. An estimate for Parkland dedication by a certified land appraiser
5. Property Identification Number (PIN) printout

Standard condominium exemptions will require the following supporting materials:

- ☐ Plan of standard condominium (2 paper copies and 1 electronic copy)
- ☐ Draft condominium declaration
- ☐ Property Identification Number (PIN) printout

Your development approval might also be dependent on Ministry of Environment and Climate Change, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

All final plans must include the owner's signature as well as the engineer's signature and seal.

I. Development Agreements

A development agreement may be required prior to approval for site plan, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.

J. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

K. Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

L. Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.



Owner/Applicant Signature

Oct 4, 2023

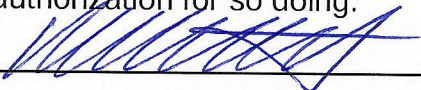
Date

M. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We Robert Kowtaluk of Arvane Farms am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize Pamela Duesling to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.



Owner

Oct 4, 2023

Date

Owner

Date

N. Declaration

I, Pamela Duesling of Norfolk County

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:


Hannelore Yager


Owner/Applicant Signature

In Norfolk County

This 23 day of October

A.D., 2023.


A Commissioner, etc.

Hannelore Tenley Yager, a
Commissioner, etc., Province of Ontario,
for the Corporation of Norfolk County.
Expires November 21, 2025.



Pre-Submission Consultation Meeting Minutes

Date: August 8, 2023; *Updated on September 22, 2023*

Description of Proposal: Addition of an On-farm Diversified Use on the Existing Agricultural Lands

Property Location: 124 Hawtrey Road, Middleton

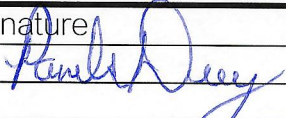
Roll Number: 3310494040066000000

Please read all the information in this document on the requirements for future development planning applications. As a result of the information shared on August 8, 2023, the following applications and qualified professional documents/reports are required as part of a complete application. Please include all listed items with the application to ensure a complete application. The County reserves the right to change, reduce or add requirements for a complete application, particularly if the submission does not match the proposal as reviewed during the pre-submission consultation meeting.

Please note that various fees are associated with each application, and there are also costs for qualified professionals retained to complete various documents/reports. All requirements identified are minimum and determined as of the date of the pre-consultation meeting, with the information available at that time. As the proposal proceeds, more information is made public, additional applications, studies, reports, etc., may be required. The information in this document is applicable for a maximum of one (1) year from the meeting date.

Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee.

As part of a complete application, a signed version of these meeting notes is required.

Proponent / Agent Name	Signature	Date
Pamela Duesling		Sept 25/2023

Attendance List

Proponent	Pamela Duesling, Agent
Community Development – Planning and Agreement	Mohammad Alam, Mohammad Alam
Environment & Infrastructure Services – Development Engineering	Stephen Gradish, Development Technologist

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Proposal Summary

As per the letter of Ms Duesling on July 17, 2023, the following is a description of what the property is used for and what the future development proposal will consists of:

The subject lands at 124 Hawtrey Road are a 18-hectare (45-acre) farm that grows cash crops. The property owner is a long-time farmer in Norfolk County and owns multiple farms. There is no dwelling on this property, but there is a cluster of farm buildings including two barns and a garage. These buildings have historically been used for agricultural purposes and have stored agricultural vehicles utilized for this farm as well as the other farms which the property owner operates. The owner has also utilized the barns and garage to repair his farm vehicles and overtime this use has now grown into an operation that also repairs other local area farmer's vehicles as well as non-agricultural vehicles.

There is outdoor storage of agricultural and non-agricultural vehicles on the subject lands. Under the current Norfolk County Zoning By-law, this property is not used for an equipment/ vehicle dealer or a trucking yard. The use does not include an automobile body shop as painting of farm vehicles/ vehicles does not occur. This property is not used for a contractor shop. The property could be considered an industrial garage with

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the exception that it is not the intention for farm vehicles / vehicles to be leased and or sold from the property. The proposed use includes non-agriculture vehicles.

The cluster of farm buildings and outdoor storage is a maximum of 1-hectare (2.5-acres). The gross floor area of the buildings is less than 20 percent of the acceptable land area as per the zoning by-law.

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List of Application Requirements

Planning Department

Planning application(s) required to proceed		Required
Official Plan Amendment Application (Regular)		
Zoning By-law Amendment Application (Regular)		
Site Plan Application (Regular)		X
Draft Plan of Subdivision Application		
Draft Plan of Condominium Application		
Part Lot Control Application		
Consent / Severance Application		
Minor Variance Application		
Removal of Holding Application		
Temporary Use By-Law Application		
Other - Click here to enter text.		
Planning requirements for a complete application The items below are to be submitted as part of the identified Planning Application(s). ** electronic/PDF copies of all plans, studies and reports are required**	Required at OPA/ Zoning Stage	Required at Site Plan Stage
Proposed Site Plan / Drawing		X
Planning Impact Analysis Report / Justification Report		X To justify the proposed On-farm Diversified Use; The PJR should include mitigation measures to reduce any adverse impact of potential noise, dust and vibration.
Environmental Impact Study Choose an item.		
Neighbourhood Plan (TOR must be approved by the County)		
Agricultural Impact Assessment Report		
Archaeological Assessment		
Heritage Impact Assessment		

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Market Impact Analysis		
Dust, Noise and/or Vibration Study		
MOE D-Series Guidelines Analysis		
Tree Plantation Plan and mitigation measures (can be included in the site plan)		X
Elevation Plan		
Photometric (Lighting) Plan (within the Site Plan)		X
Shadow Analysis Report		
Record of Site Condition		
Contaminated Site Study		
Minimum Distance Separation Schedule		
Parking Assessment		
Hydrogeological Study		
Restricted Land Use Screening Form		
Topographical Survey Drawing		
Additional Planning requirements		Required
Development Agreement		X
Parkland Dedication/Cash-in-lieu of Parkland		X

*the list of requirements is based on the information submitted and as presented for this specific pre-consultation meeting. Any changes to a proposal may necessitate changes to Planning Department submission requirements.

*Community Development fees, applications, and helpful resources can be found can be found by visiting <https://www.norfolkcounty.ca/government/planning/>

Planning Comments

The subject lands are approximately 18.46 ha (45.62 acres) with 900 metres of frontage on Hawtrey Road located west of Delhi. The subject lands are designated and zoned Agricultural. There is no dwelling on this property, but there is a cluster of farm buildings including two barns and a garage. The land is adjacent to agricultural land to the north, east, and west, a subdivision to the south west, a proposed subdivision in the south and a sensitive land-use to the west across Hawtrey Road. There is active farming occurring on the property. Approximately 2 acres of the property is used as a repair and maintenance shop for Mr. Bob Kowtaluk's company's farm equipment and trucks; but has also offered maintenance and repair services to other surrounding operators/services.

The proposal is to consider the exiting and proposed development as an On-farm Diversified Use.

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Official Plan: The following uses may be permitted in Agricultural designated lands, provided these uses do not conflict with existing farming operations, or with any policies related to Provincially Significant Features or Natural Heritage Features:

- On-farm diversified uses, subject to the policies of Section 7.2.2 (Agricultural Designation – Land Use Policies);
- Agriculture-related commercial and industrial operations, subject to the policies of Section 7.2.2 (Agricultural Designation – Land Use Policies);
- l) Uses accessory to any of the permitted uses in the Agricultural Designation are permitted.

Section 7.2.2 b) states that On-farm diversified uses comprise a gainful occupation conducted in whole or in part of an accessory building (shed or farm building) by a member of the farm family. On-farm diversified uses shall be subject to all of the following policies:

- i) the use is located on a parcel of land which has an existing farm operation established on it;
- ii) the use is secondary to the principal agricultural use of the property;
- iii) the use is limited in area, as outlined in Section 7.2.2 c);
- iv) the use may include, but is not limited to, home occupations, home industries, agri-tourism uses including overnight tourist accommodation and uses that produce value-added agricultural products, including those that use crops from other producers;
- v) the use is compatible with, and will not hinder, surrounding agricultural operations;
- vi) the use is appropriate to available rural services and infrastructure;
- vii) the use maintains the agricultural/rural character of the area;
- viii) the use meets all applicable environmental standards; and
- ix) outside storage areas, associated with the on-farm diversified use shall be included in the limited area calculations outlined in Section 7.2.2 c). Outside storage areas shall be screened from the road and residential buildings on adjacent properties.

Section 7.2.2 c) states that On-farm diversified uses shall be limited in size in accordance with the following policies:

- i) the acceptable area occupied by an on-farm diversified use is up to 2% of a farm parcel to a maximum of 1 ha (10,000m²);
- ii) the gross floor area of buildings used for on-farm diversified uses is limited to an approximate 20% of the acceptable land area, as calculated in 7.2.2 c) i);
- iii) the land area and the area of existing buildings used for on-farm diversified uses may be discounted at the rate of 50%. Where the on-farm diversified use occupies the same footprint as a demolished building, the land area for the use may be similarly discounted by 50%;

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- iv) where the on-farm diversified use uses an existing farm laneway, the area of the laneway will not be included in the area calculations;
- v) 100% of the area needed for parking and outdoor storage for the on-farm diversified uses will be included in the area calculation;
- vi) If more than one on-farm diversified use is proposed on a single property, the combined area of all on-farm diversified uses shall be within the land area and building area requirements
- vii) On-farm diversified uses that are proposed to grow beyond the area limits, either incrementally or otherwise, will not be permitted and will be encouraged to locate in areas of the County appropriately designated for the use;
- viii) On-farm diversified uses will be subject to site plan control, where warranted and appropriate (e.g. for those uses requiring outdoor storage areas, visitor parking and/or a new farm access, etc.), in accordance with the policies of Section 9.6.5 (Site Plan Control).
- ix) Severances to separate the on-farm diversified uses from the farm property will not be permitted.

Zoning By-Law 1-2-2014: Please refer to section 12.3 of the zoning by-law for zoning requirements of On-farm Diversified Use.

Site Plan Control:

The subject lands are within site plan control area. A site plan (for On-farm Diversified Use) application will be required.

Core items which would need to be considered in a potential site plan are:

- Location and dimensions of all existing structures on the property
- The location of parking for the proposed use including dimensions, access aisles, any accessible parking
- Any existing and proposed landscaping, snow storage, garbage disposal
- Landscape and other mitigation measures to reduce the impact of dust and noise and vibration from the facility to surrounding sensitive land uses.
- The site needs to be designed to incorporate mitigation techniques such as berms, fences, tree plantation between sensitive receptors and dust, noise or any vibration generating activities.

Standard site plan components (as appropriate) are required to be included with the application, which include:

- Key map
- Site Plan

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- o Development name
- o All measurements in metric
- o All dimensions of the subject lands
- o Dimensions and setbacks of all buildings and structures
- o Gross, ground and useable floor area
- o Scale, legend and north arrow
- o Legal description and municipal address
- o Drawing title, number, original date and revision dates
- o Owner's name, address and telephone number and signature**
- o Engineer's name, address and telephone number**
- o Professional engineer's stamp**
- o Any existing and proposed easements and right of ways
- o Zoning compliance table – required versus proposed
- o Parking space totals – required and proposed
- o All entrances to parking areas marked with directional arrows
- o Loading spaces, facilities and routes (for commercial & Industrial developments)
- o Building entrances, building type, height, grades and extent of overhangs
- o All exterior stairways and ramps with dimensions and setbacks
- o Names, dimensions and location of adjacent streets including daylighting triangles (if any)
- o Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
- o Retaining walls including materials proposed (if any)
- o Fire access and routes, including fire route signs
- o Fire hydrants and utilities location (if any)
- o Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
- o Location of mechanical room, and other building services (eg. A/C, HRV)
- o Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan and route used for truck pick-up)
- o Winter snow storage location

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- o All hard surface materials
- o Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
- o Business signs (make sure they are not in sight-lines)
- o Pedestrian access routes into site and around site
- o Bicycle parking (if any)
- Other Features
 - o Landscape buffer, berms and other measures to mitigate noise and vibration including dimensions
 - o Natural features and trees
 - o Fencing, screening and other buffering – size, type and location

Assigned Planner:

Mohammad Alam
Supervisor, Development Planning
Extension 8060
mohammad.alam@norfolkcounty.ca

Development Engineering – 124 Hawtrey Rd- On-farm Diversified Use, (Revised September 22, 2023)

Development Engineering requirements to proceed The below requirements are to be submitted as part of the Formal Development Planning application.	Required at OPA/ Zoning Stage	Required at Site Plan Stage	Potentially Required (See Notes Section)
General Requirements			
Concept Plan		X	
Lot Grading Plan			X ⁸
General Plan of Services			X ⁹
Geotechnical Report			X ¹⁰
Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0			
Establish/Confirm Legal and Adequate Outlet			X ¹¹
Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J			

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Traffic Impact Study / Brief		X ⁵	
Improvements to Existing Roads & Sidewalk (urbanization, pavement structure, widening sidewalk replacement, upgrades, extension and accessibility)		X ^{6, 7}	

General Notes:

1. Securities may be required if a Site plan agreement is to be registered on Title. 10% of site works and 100% of works within the right-of-way will be required. This is to be provided in a security schedule. **A copy of Norfolk County's** template can be provided.
2. **All reports and drawings are to adhere to Norfolk County's Design Criteria** and Integrated Sustainable Master Plan (ISMP). Copies of these criteria are available upon request.
3. Recommendations from all reports must be incorporated into the design. All reports and drawings must be signed and stamped by a P.Eng.

Required at Zoning By-law Amendment Stage:

As presented during a Teams meeting on Aug 8, 2023, previous and future proposals will be modified to ensure they comply with the definition of On-farm Diversified.

Therefore, in Development Engineering's review, we considered the applicants assessment of the current zoning to be adequate and have provided no comments specific to any potential Zone change. If a Zone change is ever required Development Engineering would have additional comments.

Required at Site Plan Stage:

From communications that have been received from the consultant in regard to typical **requirements in other municipalities for similar applications such as "On-farm Diversified"**, it has been explained that **Development Engineering comments are not** necessarily required for this type of Planning application. While Norfolk County Development Engineering has not previously been made aware of these types of **requirements, we are agreeable to removing several of the previously "Required at Site Plan Stage" comments** with this in mind. In an effort to provide consistency with previous Pre consultation notes for similar projects Development Engineering has relocated those previous comments to the **"Potentially Required Notes"**.

While there is no expectation that "Potentially Required Notes" will be necessary at the time of Site Plan submission it should be noted that it is good engineering practice to prepare many of the drawings and reports to improve the onsite design.

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4. Concept Plan
5. **As per Norfolk County's Integrated** Sustainable Master Plan (ISMP) – Appendix J: Traffic Impact Study (TIS) Guidelines, a Traffic Impact Study is required with every planning application. However, as this development is small in nature and includes existing conditions for the site, Norfolk County will only ask that you complete a Traffic Impact Brief. Hence, **as per Norfolk County's ISMP Appendix J** - TIS Guidelines, a Traffic Impact Brief can be prepared based on the following sections of the Appendix J - TIS Guidelines:
 - a. Section A1.3 – Existing Conditions;
 - b. Section A1.4 – Study Area;
 - c. Section A1.5 – Development Land Use Type & Site Plan;
 - d. Section A1.10 – Heavy Vehicle Trips;
 - e. Analysis:
 - i. Sightlines;
 - f. Conclusions and Recommendations.
6. All entrances are to be shown on the plans. Entrances must conform to Norfolk County Design Criteria and By-law 2016-32 for commercial/heavy industrial minimum driveway design.
 - a. Driveway Grades (Section 6.7.02);
 - b. Driveway Widths (Section 6.7.03);
 - c. Number of Commercial entrances (By-Law 2016-32)Entrance design must also encompass any recommendations from the Traffic Impact Brief.
7. All entrances are to be paved on municipal property as a minimum. And be designed to accommodate Emergency Vehicle access to service this type of proposal.

Potentially Required Notes:

8. A Lot Grading Plan may be required if there are any proposed alterations of surface grading on site.
9. General Plan of Services drawing. While installation of on-site septic falls under the building code it is recommended that this information be included with all future site plan drawings. This drawing should also show the location of the water well and the location of any outdoor storage tanks.
10. A Geotechnical report may be required if Storm Water Management practices involving infiltration are proposed.
11. From the submitted materials it is unclear where the existing site outlets the current and future stormwater. It was recommended during pre-consultation that all stormwaters stay onsite and are self-contained. If at any time in the future it is determined that Storm water is NOT self-contained and requires an outlet, then the owner should be aware that development of a Legal and Adequate outlet will be required at the **owner's expense. Confirmation of the Adequacy of the outlet** may require a Stormwater Management Brief.

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Building Comments

Comments are based on information provided by the applicant and is not to be considered as completed OBC plans review but an aid for a successful building permit application process, highlighting areas for the Designer to review.

The proposed construction is considered a F2 Medium hazard industrial type occupancy for the repair garage addition as defined by the Ontario Building Code (OBC). You will need to retain the services of an Architect or a Professional Engineer to complete the design documentation for this application.

As per Sentence 3.1.1.2.(2) of the National Farm Building Code, a farm building shall be separated from an occupancy conforming to Part 3 or Part 9 of the OBC by a fire separation of at least 1hr.

The total building area exceeds 600sqm, the Designer will need to provide a Part 3 Building Code matrix. This matrix represents selected elements from your detailed code analysis and presents a quick overview to the municipal building official of the key OBC factors concerning your design. The matrix will identify OBC review items such as occupant loads, fire separations, project description, building size, building classification, fire alarms, type of construction, barrier free requirements, plumbing fixture requirements and spatial separations.

A qualified individual with a BCIN# for On-Site Sewage Systems would be required to complete the design for any proposed new septic system or repurposing of an existing system for any fixtures proposed for the project. The septic system must be sized for the proposed flow and all OBC Part 8 clearances will be required. Municipal septic permits/inspections are for the sum of all septic systems on the property up to a flow of 10,000L, above which requires MOE approvals.

Signs **proposed due to development will require a permit as part of Norfolk's Sign Bylaw** and may need a Building Permit according to the OBC.

Items for Site Plan

Site plan drawings need to have enough detail, to determine compliance with the code references listed.

- 1) Indicate location of access route and access route design [OBC 3.2.5.4 to 3.2.5.6]
- 2) Revised fire water pond design and calculations. [OBC 3.2.5.7]

Privileged Information and Without Prejudice

- 3) Indicate location of existing and new fire department connections. Dimensions between hydrants and building entrances is required. [OBC 3.2.5.16]
- 4) Location and specifications of exterior lighting. Lighting to be included in SB-10 report – energy efficiency
- 5) Indicate barrier free path of travel from parking area to building entrance. Construction of curb cuts and location of tactile attention indicators is required. [OBC 3.8.1.3, & 3.8.3.2]
- 6) Location of revised septic system (if required)
- 7) Provide building elevations and cross section, showing building massing, location of proposed entrances and exits, barrier free controls, exterior lighting locations, and exterior signage. [Planning Act 41(4).2]

Items for Building Permit

“-Industrial Commercial Institutional (ICI)”, “Applicable Law Checklist” & “Septic Brochures” has been attached to the minutes herein, this contains information on drawing requirements, designers, forms, contact information for Building Department etc.

No Ontario Building Code review has been completed at this time and will be done at permit application stage. If you have any questions on the building permit process or plans required, please contact permits@norfolkcounty.ca or 226-NORFOLK (226-667-3655) ext. 6016

Other Staff and Agencies Comments: Please refer to the remaining pre-con notes of May 11, 2022

Privileged Information and Without Prejudice

Appendix A: Planning Reference Materials

Following is a summary of some land use planning reference materials. It is the requirement of the applicant to ensure compliance with applicable legislation, policies and regulations.

Provincial Policy Statement, 2020

<https://www.ontario.ca/page/provincial-policy-statement-2020>

Norfolk County Official Plan

<https://www.norfolkcounty.ca/government/planning/official-plan/>

Section 9.6.1 outlines requirements in relation to requests to amend the Official Plan.

Section 9.6.2 outlines requirements in relation to requests to amend the Zoning Bylaw.

It is the responsibility of the proponent to review and ensure relevant Official Plan policies are addressed in any future development application.

Norfolk County Zoning By-Law 1-Z-2014

<https://www.norfolkcounty.ca/government/planning/new-zoning-by-law/>

The provisions of the Norfolk County Zoning By-Law shall apply to all lands within the boundaries of Norfolk County. No land, building or structure shall be used, erected, or altered in whole or in part except in conformity with the provisions of this By-Law. No land, building or structure shall be used or occupied except for uses that are specifically identified in the By-Law as permitted uses by the relevant zoning category.

It is the responsibility of the proponent to review and ensure relevant Zoning By-law provisions are addressed in any future development application

Site Plan Control:

Site plan control ensures compatibility with adjacent and nearby properties, building orientation, design and setbacks, pedestrian and vehicular safety, adequate landscaping, screening and buffering, parking, lighting, pavement and surfacing, lot grading and stormwater management, garbage and refuse, general storage and snow storage, accessibility and access, curbs and road improvements, etc.

Privileged Information and Without Prejudice

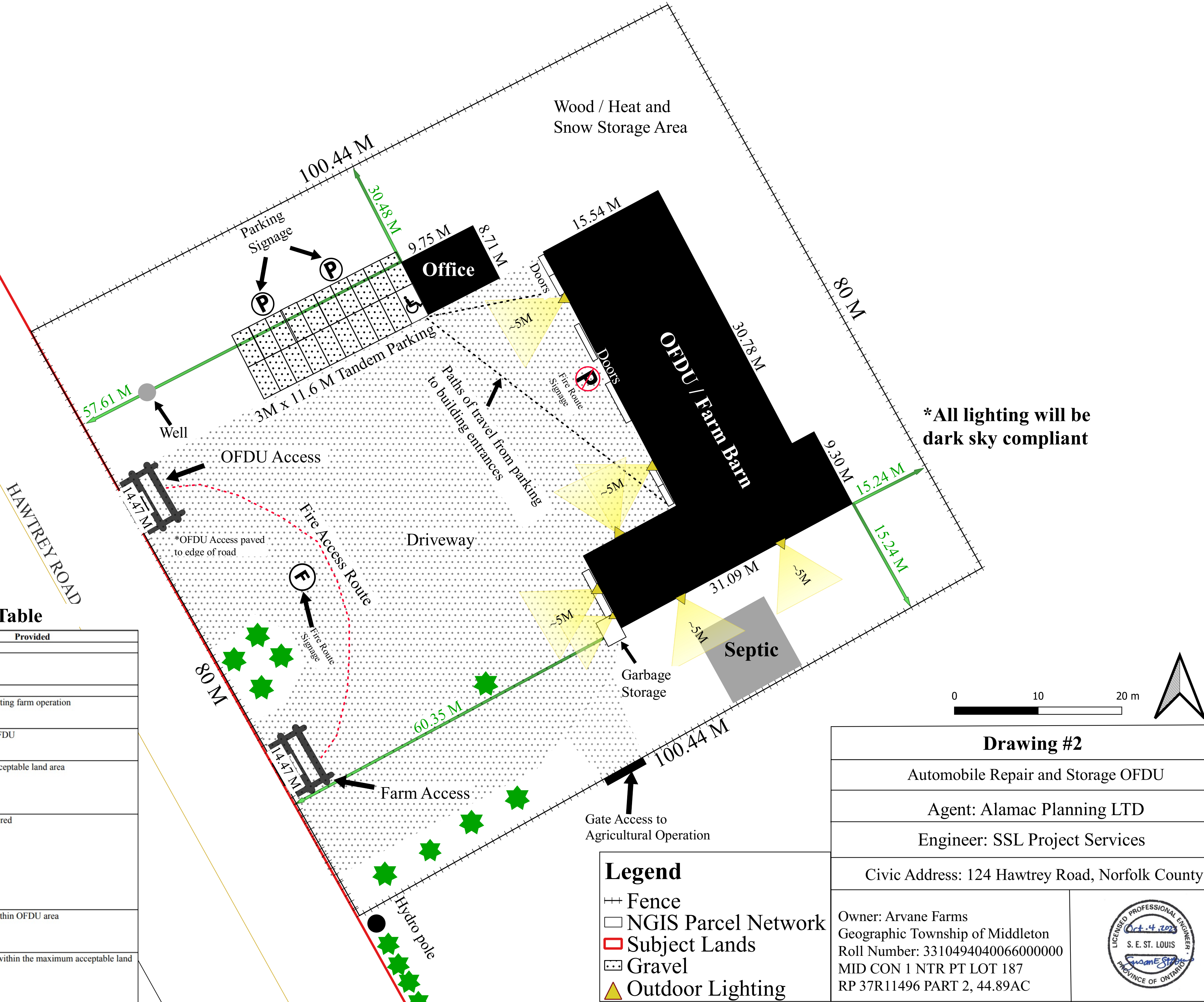
All lands and uses within Norfolk County may be subject to site plan control except where exempted by Planning Act or those with specific cases where required by the Norfolk County Official Plan, and certain farm buildings and the residence of a farm operation, single detached, duplexes or semi-detached dwellings.

Section 9.6.5. of the Official Plan (Site Plan Control)

- a) Where development consists of farm operations, farm buildings and the residence of the farm operator, site plan control shall not apply, except in cases where specifically required by this Plan, such as where an on farm secondary business is proposed.
- b) The County may require proponents to execute a site plan agreement under circumstances where there is construction of more than one building or structure, where the size of a building is to be substantially increased, where there is the development of a parking lot, and/or in other circumstances deemed appropriate by Council.

Zoning Compliance Table

Zone Provision	Provided
4.6 Number of Parking Spaces	
z) industrial establishment: 1 parking space for every 90 square metres of usable floor area (10 spaces)	20 spaces
12.3.1 On-Farm Diversified Use	
a) an on-farm diversified use shall only be permitted on an existing farm operation	Located on an existing farm operation
b) no on-farm diversified use shall exceed a combined total of one (1) hectare	0.8 hectares for OFDU
c) the gross floor area of all buildings used for an on-farm diversified use shall not exceed 20 percent of the acceptable land area, as calculated in 12.3.1 b)	11. 1 percent of acceptable land area
d) the land area and the area of existing buildings used for an on-farm diversified use may be discounted at the rate of 50 percent. Where an on-farm diversified use uses the same footprint as a demolished building, the land area for the use may be similarly discounted by 50 percent;	No discounts required
e) 100 percent of the area needed for a parking space and outdoor storage for the on-farm diversified use will be included in the area calculation	Parking located within OFDU area
f) where an on-farm diversified use uses an existing farm laneway, or parking area, the area of the laneway or parking area will not be included in the area calculations	Included as it fits within the maximum acceptable land area



Legend

- ++ Fence
- NGIS Parcel Network
- ▭ Subject Lands
- ⬢ Gravel
- ▲ Outdoor Lighting

Drawing #2

Automobile Repair and Storage OFDU

Agent: Alamac Planning LTD

Engineer: SSL Project Services

Civic Address: 124 Hawtreys Road, Norfolk County

Owner: Arvane Farms
Geographic Township of Middleton
Roll Number: 3310494040066000000
MID CON 1 NTR PT LOT 187
RP 37R11496 PART 2, 44.89AC



Working together with our community
to provide quality services.

Evaluation Form for Existing On-Site Sewage Systems

Date: July 2009

OFFICE USE ONLY		FILE No.:		DATE RECEIVED:	
PROPERTY INFORMATION		Municipal Address: 124 HAWTREY ROAD			
Owner: ARUANE FARM LTD / ROBERT KUOTALUK		Lot:		Concession:	
Lot Area:		Lot Frontage:		Assessment Roll No.	
PURPOSE OF EVALUATION		<input type="checkbox"/> Consent <input type="checkbox"/> Minor Variance <input type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Zoning <input type="checkbox"/> Other _____			
BUILDING INFORMATION		<input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural			
Building Area:		No. of Bedrooms:		No. of Fixture Units:	
Is the building currently occupied? Yes / No If No, how long?					
EVALUATOR'S INFORMATION		Evaluator's Name: ED DOVE		Company Name: STEALTH ENVIRONMENTAL INC.	
Address: 1809 8 TH CONCESSION ROAD		Postal Code: NOE 1G0		Phone: 519-426-7108	
Email: Ed.Dove@stealthenvironmental.ca		BCIN # 38413 / 38259			
SITE EVALUATION		Ground Cover (trees, bushes, grass, impermeable surface): GRASS		Soil Type: SAND / LOAM	
Site Slope: <input checked="" type="checkbox"/> Flat <input type="checkbox"/> Moderate <input type="checkbox"/> Steep		Soil Conditions: <input type="checkbox"/> Wet <input checked="" type="checkbox"/> Dry		Depth of Water Table: > 30 ft.	
Surface Discharge Observed: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Odour Detected: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Current Weather (at time of evaluation): SUNNY DAY	
SYSTEM EVALUATION		Class of System:			
		<input type="checkbox"/> 1 (Privy) <input type="checkbox"/> 2 (Greywater) <input type="checkbox"/> 3 (Cesspool) <input checked="" type="checkbox"/> 4 (Leaching Bed) <input type="checkbox"/> 5 (Holding Tank)			
Tank:		Size: 800 Gal.		Pump: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Pre-cast <input type="checkbox"/> Plastic <input type="checkbox"/> Fibre Glass <input type="checkbox"/> Wood <input type="checkbox"/> Other _____					
Distribution System:		No. of Tile Runs: 4		Total Length of Tile: Approx 200 ft	
Area: <input checked="" type="checkbox"/> Trench Bed <input type="checkbox"/> Filter Medium				Distance Between Tile Runs:	
Tile Material:		Ends:		Cover:	
<input checked="" type="checkbox"/> PVC <input type="checkbox"/> Clay <input type="checkbox"/> Other _____		<input checked="" type="checkbox"/> Capped <input type="checkbox"/> Joined		<input type="checkbox"/> Filter Cloth <input type="checkbox"/> Sand <input checked="" type="checkbox"/> Top Soil <input checked="" type="checkbox"/> Seeded	
Setbacks:		Tank		Distribution Pipe	
Distance to Buildings & Structures (ft)		60 ft		20 ft	
Distance to Bodies of Water (ft)		N/A		N/A	
Distance to Nearest Well (ft)		Over 50 ft		Over 50 ft	
Distance to Proposed Property Lines		Front > 10 ft Rear > 10 ft Side > 10 ft Side > 10 ft		Front > 10 ft Rear 7 ft Side 10 ft Side 10 ft	

OVERALL SYSTEM RATING

Good

- ☒ System Working Properly / No Work Required
- ☐ System Functioning / Maintenance Required
- ☐ System Not Functioning / Minor Repair Required
- ☐ System Failure/Major Repair / Replacement Required

Note:

Any repair/replacement of an on site sewage system requires a building permit. Contact the Norfolk County Building Division at (519) 426-4377 for more information.

Additional Comments: SEPTIC SYSTEM COMPONENTS APPEAR TO BE IN GOOD WORKING CONDITION AND IN A GOOD STATE OF REPAIR AT THE TIME OF EVALUATION

VERIFICATION**OWNER:**

The owner is responsible for having a site evaluation conducted of the above mentioned property. Neither the evaluation nor the approval thereof shall in any way exempt the owner(s) from complying with the Ontario Building Code or any other applicable law.

I, ROBERT KOWTALUK (the owner of the subject property) hereby authorize the above mentioned evaluator to act on my behalf with respect to all matters pertaining to the existing on-site sewage system evaluation.

Owner Signature

Date

SEPT 08/2022

EVALUATOR:

1. I, ED DOVE - STERATA ENVIRONMENTAL declare that this site evaluation is accurate as of the date of inspection. No determination of future performance can be made due to unknown conditions, future water usage over the life of the system, abuse of the system and/or inadequate maintenance, all of which may adversely affect the life of the system. This evaluation does not grant or imply any guarantee or warranty of the future performance of the sewage system. The undersigned takes no responsibility for the accuracy of existing or proposed property lines, whether measured or implied.

Evaluator Signature

Date

SEPT 8/2022

BUILDING DIVISION COMMENTS

Comments:

I, _____ have reviewed the information contained in this form as submitted.

Chief Building Official or designate

Date

Revised: March 24, 2012



On Site Sewage Disposal System Location Plan

DATE: SEPT 8/2022

APPLICATION NUMBER: _____

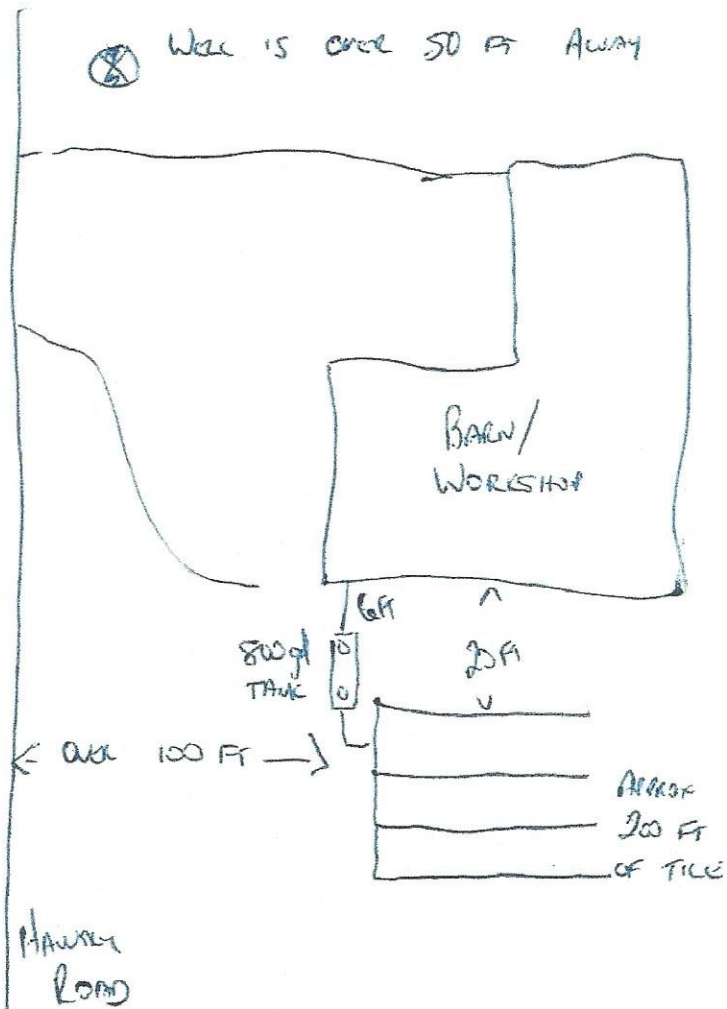
OWNER: _____

EVALUATOR: ED DOVE

PROPERTY ADDRESS: 124 HAWTREY ROAD - DEATH

Please provide a DIMENSIONED sketch drawing indicating EXISTING AND PROPOSED property lines, existing roads and driveways, location of all existing buildings, location of existing wells, and location of existing septic tanks and tile beds.

North
↑



SEPTIC SYSTEM EXCEEDS
ALL REQUIRED SETBACK
DISTANCES

SYSTEM SERVICES A BARN
WORKSHOP SPACE ON A
48 ACRE FARM

PREPARED BY: ED DOVE

NOTE: The above sketch is not to exact scale.

Planning Justification Report

On-Farm Diversified Use

124 Hawtrey Road

Alamac Planning Inc.



Planning Justification Report for 124 Hawtrey Road

Proposal

This minor site plan application is to legalize an on-farm diversified use of a vehicle repair and storage facility on the subject lands.

Introduction

The property owner, Arvane Farms, has farmed the subject lands for many years. The farm currently grows vegetables, including tomatoes and peppers. The barn/s (historically two separate barns that have now undergone renovations to create one barn) on the subject lands are being used for purposes including the storage and grading/loading of the vegetables grown on the farm and in close proximity as well as the repair of the farm operation vehicles. The use of the barn has recently evolved to including the repair of non-farm vehicles. As such, the use of the barn has grown beyond the definition of agriculture in the Norfolk County Zoning By-law and could now be considered an on-farm diversified use (OFDU). This new OFDU has triggered the requirement for a minor site plan application. The property owner is interested in legalizing the OFDU as he is cognizant of the residential and agricultural neighbours and would like to ensure the OFDU will not affect the abutting properties. The OFDU is limited in operation as well as size and scale. This Planning Justification Report (PJR) confirms the appropriateness of the OFDU and includes all requirements of Norfolk County staff as outlined in the Updated September 22, 2023 Pre-Submission Consultation Meeting Minutes

Site Description

The subject lands are part of an 18.2 hectare (44.9 acre) farm parcel fronting onto the east side of Hawtrey Road in the Geographic Township of Middleton, north of the urban area of Delhi. The area of the OFDU is approximately 0.8 hectares (2 acres) in size as shown on Figure 1 (below) and contains a barn (which as outlined above was previously two barns that have joined since the aerial photography was completed), a small office, and two driveway accesses. One driveway is the primary access for the OFDU and the other is the primary access for the continuing farm operation. There are no dwellings on the property. Figure 2 (below) outlines the entirety of the farm parcel on which the OFDU is located.

The farm is used for growing various vegetables, and currently consists of tomatoes and peppers. A single detached dwelling is located to the west of the subject lands across Hawtrey Road, and a subdivision is located further to the south of the subject property within the urban boundary of Delhi. Most of the lands surrounding the subject property are in agricultural production.

The gross floor area of the barn is 833 square metres (8,966 square feet), which is less than 20 percent of the acceptable land area of the OFDU.

Figure 1: Subject Lands



Figure 2: Farm Parcel Containing the Subject Lands



Mitigation Measures

OFDUs are subject to a number of requirements outlined further below in this report. One of the significant requirements is that the use shall be compatible with, and shall not hinder, surrounding farm operations. Impact mitigation is an important part of the minor site plan application as is outlined in detail below:

Light

Seven wall-mounted lights currently exist on the barn as identified on the site plan drawing. Five of these lights are identified on Figure 3 (below). No additional lighting is proposed. The existing lights are in keeping with what is found on many barns in Norfolk County and they are not of significant brightness that would impact surrounding properties. No light will travel beyond the property lines as demonstrated on the site plan. The illumination of each light reaches approximately 5 metres (16.4 feet). The lighting will not be of a commercial nature and will match the rural aesthetic of the area. All lighting is dark sky compliant as outlined in the site plan drawing.

Figure 3: Wall-Mounted Lights on the Barn



Dust

No dust is/ will be generated by the OFDU. Vehicle repair and outdoor vehicle storage does not include any works that create dust. The gravel driveways for the OFDU and the existing farm operation also do not generate excessive dust.

Noise

Limited noise impacts are anticipated as a result of the OFDU. Some small amounts of noise will be generated due to the nature of the use (i.e. the use of metal tools, impact guns, vehicles being moved in and out of the building, etc.) but this is not expected to exceed the level of noise generated by an average farm operation. Only three employees will be employed on the subject lands, which limits the amount of work being completed at any given time, and the closest neighbour is over 112 metres (367 ft) from the OFDU barn as shown on Figure 4. The OFDU will only operate during daytime hours. Trees will

be planted near the entrance/ exit of the OFDU and beyond the boundary of the OFDU on the farm parcel to the closest residential neighbour. These trees will dampen the travel of sound as well as provide a visual barrier.

Vibration

Vehicle repair establishments are not known to create vibrations. There is nothing involved in this type of work that should result in vibrations.

Buffering

A chain link fence is proposed to delineate the use of the OFDU from the surrounding farm operation on the subject property. This will assist with visually delineating the OFDU from the surrounding farmland and keeping site lines of the working farm. Four trees are proposed at the south corner of the OFDU again to provide a visual buffering from the residential neighbour across Hawtrey Road. These trees will also serve as a windbreak to again diminishing any small amounts of dust or noise created from the OFDU.

The existing barn on the property will not be physically altered to accommodate the use, aside from minor changes such as parking/fire route signage. The use will visually remain agricultural in nature and will not appear out of place on the landscape. The property still remains primarily agricultural in nature, and the barn will continue to be used for agricultural purposes as well.

Figure 4: Distance Between On-Farm Diversified Use and Closest Residential Neighbour



Servicing

Water and Wastewater

The OFDU is serviced by an on-site well and on-site sewage disposal system (as identified on the site plan drawing). A septic evaluation form has been submitted in conjunction with this application demonstrating that the septic system is in good working order. The vehicle repair establishment is considered a dry use, as the water and wastewater requirements are limited to an employee washroom and personal use (i.e. drinking water, washing hands after a job is complete, etc.). The vehicle repair use itself does not require any significant amount of water or wastewater usage.

Grading

The grading of the lands will not be altered. The subject lands are very flat, and the barns being used for the OFDU are already constructed. The property operates as a farm primarily, with the OFDU being secondary and located within the existing barn. No new buildings will be constructed for the purpose of the OFDU.

Stormwater Management

No new buildings or impervious surfaces are being added to the subject lands. Stormwater management on the subject lands will not be altered. It is understood that any rainwater or melted snow on the farm property (including the OFDU area) travels through the sandy farm soils and dissipates quickly and efficiently. The Geographic Township of Middleton is known for its very sandy soils. The property owner has confirmed that no standing water has ever been identified on the farmlands (including the OFDU area). It is understood that the natural path of water (legal and adequate outlet) is the sandy soils of the farm property and or the shallow ditch along Hawtrey Road. The property will continue to primarily operate as an active working vegetable farm, with most of the land being used for crop production.

Traffic and Parking

A traffic impact study brief prepared by SSL Project Services and submitted with this application and has indicated that the proposed OFDU does not pose a significant impact on the operations of Hawtrey Road. One of the entrances will continue to serve the farmland on the property, and the other entrance will be used for the OFDU. The traffic brief has confirmed that this is appropriate.

This OFDU is similar to an industrial use, but at a smaller scale and with fewer impacts. To calculate parking, the industrial rate in the Zoning By-law of 1 space for every 90 square metres of usable floor area was used, which equates to 10 spaces. Tandem parking spaces will be provided for the use to accommodate larger vehicles, resulting in a total of 20 parking spaces, exceeding the requirements of the Zoning By-law. The parking area will continue to be gravel and will not be paved to assist rainwater and melted snow to seep into the farm land beside and below the OFDU barn. It is important the

driveway and parking surfaces maintain the intent of the farm first mindset. It is the long-term intention for the OFDU area to revert back to farm production in the future.

The fire route is illustrated on the site plan drawing and will be signed appropriately as identified on the site plan drawing. The parking area will also be signed as appropriate as identified on the site plan drawing. No parking lines are anticipated as per the parking lot and driveways are gravel surface.

The OFDU entrance and the farm entrance will be paved as per the request of Norfolk County staff in the Pre-Consultation Meeting Minutes and identified on the site plan drawing.

Land Use Policies and Zoning By-law Requirements

All relevant land use policies and zone provisions are analyzed and addressed below.

Provincial Policy Statement

The Canada Land Inventory classifies the subject lands as class 2 soil; as such, they are considered prime agricultural lands. The Provincial Policy Statement (PPS) awards a high level of protection to prime agricultural lands, permitting only agricultural uses, agriculture-related uses, and OFDUs. OFDUs are required to be compatible with, and not hinder, surrounding agricultural operations.

The PPS defines OFDUs as “uses that are secondary to the principal agricultural use of the property, and are limited in area. OFDUs include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products. Ground-mounted solar facilities are permitted in prime agricultural areas, including specialty crop areas, only as OFDUs.” The proposed vehicle repair and storage use is considered an OFDU as per the current PPS.

Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas

The Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) released Publication 851: Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas (“the Guidelines”) in 2016 to help guide land use authorities in making determinations in what should be permitted in prime agricultural areas. The Guidelines state, “OFDUs should be related to agriculture, supportive of agriculture or able to co-exist with agriculture without conflict. OFDUs are intended to enable farm operators to diversify and supplement their farm income, as well as to accommodate value-added and agri-tourism uses in prime agricultural areas.”

Section 2.3.1 of the Guidelines address the PPS criteria for OFDUs. The below identifies how these criteria are met in relation to the proposed vehicle repair and storage OFDU:

Policy	Application Compliance	Comments
1. Located on a farm.	✓	The use is located on an 18.2 hectare (45 acre) farm. The property will continue to be used for farming. The farm owner owns many farm parcels in Norfolk County, forming a large operation.
2.Secondary to the principal agricultural use of the property.	✓	Agricultural uses must remain the dominant use of the property. The vehicle repair use and storage will not remove any agricultural land from production, as it will use existing agricultural buildings (barn) that could easily be converted back to their original use. The barn continues to be used for agricultural purposes including storing, grading and loading of vegetables. Farming remains the primary use of the subject lands.
3. Limited in area.	✓	Zoning By-law 1-Z-2014 has limited the area of OFDUs to a maximum of one hectare. The total area of this OFDU is less than 1 hectare (2.5 acres), totalling approximately 0.8 hectares (2 acres). Part of the barn will continue to be used for agriculture including the storage, grading, and processing of crops.
4. Includes, but is not limited to, home occupations, home industries, agri-tourism uses and uses that produce value-added agricultural products.	✓	The criteria notes that beyond the examples listed, other uses may also be suitable, subject to meeting all PPS criteria. The proposed use is similar in concept but beyond the scale of a home industry. The use is limited in scope, only providing vehicle repair (including the repair of agricultural vehicles) and a small office related to the business. The size and scale are limited as well, and it is considered a dry use, as its only water and wastewater requirements are for a washroom for three employees.
5. Shall be compatible with, and shall not hinder, surrounding agricultural operations.	✓	The vehicle repair and storage operation is limited in size and scale. It is located within existing barn on the subject lands. The nature of the use is such that it does not draw large numbers of customers to the property. The use only operates during daytime hours. A maximum of

		three employees will be employed by the business. It will not create any impacts for surrounding agricultural operations as the OFDU has appropriate servicing, low traffic, maintains the rural character of the area and does not create cumulative impacts. More specifically, the servicing and infrastructure are available in the form of an on-site well and on-site septic system, which are in good working order as per the submitted On-Site Sewage Disposal System (OSSDS) review. No impacts on the transportation system are anticipated as demonstrated through the Traffic Impact Brief submitted. The use operates within existing barn on the subject lands, which maintains the rural character of the area. Environmental standards will not apply due to the small scale of the use, and there are no cumulative impacts of multiple OFDUs as there are no others located in close proximity.
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The subject application complies with the criteria outlined in the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas.

Norfolk County Official Plan

The subject lands are designated "Agricultural" in the Official Plan. The Agricultural designation aims to protect Norfolk County's prime agricultural lands from incompatible uses and to preserve their long-term agricultural use. OFDUs are permitted within the Agricultural designation.

Section 7.2.2 of the Official Plan includes the land use policies for the Agricultural designation. The following subsections address OFDUs specifically:

- b) OFDUs comprise a gainful occupation conducted in whole or in part of an accessory building (shed or farm building) by a member of the farm family. OFDUs shall be subject to all of the following policies:

Policy	Application Compliance	Comments
i) the use is located on a parcel of land which has an existing farm operation established on it;	✓	The use is located on an 18.2 hectare (45 acre) parcel of land which has an existing farm operation established on it.

ii) the use is secondary to the principal agricultural use of the property;	✓	The use will remain secondary to the principal agricultural use of the property, as the farm operation actively grows vegetables.
iii) the use is limited in area, as outlined in Section 7.2.2 c);	✓	The use is limited in area to approximately 0.8 hectares (2 acres).
iv) the use may include, but is not limited to, home occupations, home industries, agri-tourism uses including overnight tourist accommodation and uses that produce value-added agricultural products, including those that use crops from other producers;	✓	The use is similar to a home industry, but without a residential component on the property. Limited outdoor storage is proposed on the site.
v) the use is compatible with, and will not hinder, surrounding agricultural operations;	✓	The use is compatible with, and will not hinder, surrounding agricultural operations. Please see the Mitigations Measures section above regarding the limited impacts of the operation and how those potential impacts will be addressed.
vi) the use is appropriate to available rural services and infrastructure;	✓	The use will be appropriately serviced by an on-site well and septic system. It is small scale and will not impact available rural infrastructure. The grading and stormwater management of the lands will not be affected by the proposed use. The Traffic Impact Brief has indicated that the use is appropriate for the existing conditions of Hawtrey Road, with no improvements required.
vii) the use maintains the agricultural/rural character of the area;	✓	The use maintains the agricultural and rural character of the area. It is located within existing barns on the subject lands.
viii) the use meets all applicable environmental standards; and	✓	The use is very small scale and will not be affected by environmental standards.
ix) outside storage areas, associated with the on-farm diversified use shall be included in the limited area calculations outlined in Section 7.2.2 c).	✓	There is limited outside storage proposed in relation the use, such as vehicles parked on the property overnight while being serviced. Any storage will be included within the limited area calculation, and buffering has been

Outside storage areas shall be screened from the road and residential buildings on adjacent properties.		included as part of the application, as noted in the previous Mitigation Measures section of this report.
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c) OFDUs shall be limited in size in accordance with the following policies:

Policy	Application Compliance	Comments
i) the acceptable area occupied by an on-farm diversified use is up to 2% of a farm parcel to a maximum of 1 ha (10,000m ²)	✓	The proposed use would be approximately 0.8 hectares (2 acres) in size, which is 4.1% of the farm parcel. However, the Zoning By-law for Norfolk County permits a maximum of 1 hectare (2.5 acres), which the use does not exceed.
ii) the gross floor area of buildings used for on-farm diversified uses is limited to an approximate 20% of the acceptable land area, as calculated in 7.2.2 c) i)	✓	The gross floor area of the buildings is 833 square metres (8,966 square feet). This is 11.1% of the acceptable land area, where the OFDU must be less than 20% of the acceptable land area.
iii) the land area and the area of existing buildings used for on-farm diversified uses may be discounted at the rate of 50%. Where the on-farm diversified use occupies the same footprint as a demolished building, the land area for the use may be similarly discounted by 50%	✓	The existing barn can be discounted at the rate of 50%. They were included in the area calculation at 100% because the area remains under 1 hectare (2.5 acres). The barn will still be used for agricultural purposes. No discount is requested.
iv) where the on-farm diversified use uses an existing farm laneway, the area of the laneway will not be included in the area calculations	✓	The existing laneway is included in the site plan control area and has been included in the calculation as it remains under 1 hectare (2.5 acres). No discount is requested.
v) 100% of the area needed for parking and outdoor storage for the on-farm diversified uses will	✓	The parking area is included in the area calculation. 10 parking spaces are required based on the usable floor area of the barn and 20 tandem spaces are

be included in the area calculation		proposed for the parking of large vehicles and farm equipment.
vi) If more than one on-farm diversified use is proposed on a single property, the combined area of all on-farm diversified uses shall be within the land area and building area requirements	✓	Only one OFDU is proposed on the property.
vii) On-farm diversified uses that are proposed to grow beyond the area limits, either incrementally or otherwise, will not be permitted and will be encouraged to locate in areas of the County appropriately designated for the use	✓	The use is not proposed to grow beyond the area limits. The lands are a farm first, and if the use were to expand it is understood that it will be required to relocate to an urban area.
viii) On-farm diversified uses will be subject to site plan control, where warranted and appropriate (e.g. for those uses requiring outdoor storage areas, visitor parking and/or a new farm access, etc.), in accordance with the policies of Section 9.6.5 (Site Plan Control).	✓	A minor site plan application has been submitted. No agreement is anticipated as the on-site works are not significant.
ix) Severances to separate the on-farm diversified uses from the farm property will not be permitted.	✓	A severance is not proposed.

The subject application conforms to the policies of the Norfolk County Official Plan.

Norfolk County Zoning By-law 1-Z-2014

The subject lands are zoned “Agricultural (A)” in the Zoning By-law. OFDUs are permitted in the A Zone, subject to Subsection 12.3.

12.3.1 requires that any OFDU be subject to the following provisions:

Provision	Application Compliance	Comments
a) an on-farm diversified use shall only be permitted on an existing farm operation	✓	The OFDU is located on an existing farm operation.
b) no on-farm diversified use shall exceed a combined total of one (1) hectare	✓	The OFDU is approximately 0.8 hectares (2 acres) in size.
c) the gross floor area of all buildings used for an on-farm diversified use shall not exceed 20 percent of the acceptable land area, as calculated in 12.3.1 b)	✓	The gross floor area of the buildings is 833 square metres (8,966 square feet). This is 11.1% of the acceptable land area where a maximum of 20% is permitted.
d) the land area and the area of existing buildings used for an on-farm diversified use may be discounted at the rate of 50 percent. Where an on-farm diversified use uses the same footprint as a demolished building, the land area for the use may be similarly discounted by 50 percent	✓	The existing barn can be discounted at the rate of 50%. They were included in the area calculation at 100% because the area remains under 1 hectare (2.5 acres).
e) 100 percent of the area needed for a parking space and outdoor storage for the on-farm diversified use will be included in the area calculation	✓	Parking has been included in the area calculation. 10 parking spaces are required by the Zoning By-law. Tandem parking spaces have been included to accommodate large vehicles and farm equipment, resulting in 20 parking spaces.
f) where an on-farm diversified use uses an existing farm laneway, or parking area, the area of the laneway or parking area will not be included in the area calculations	✓	The existing laneway and parking area are included in the site plan control area and has been included in the calculation as it remains under 1 hectare (2.5 acres). A gate is available to connect the fenced OFDU area to the farmland as illustrated on the site plan drawing. The farm laneway and OFDU will work well together.

Agreement

It is expected that a site plan agreement will not be required. This application is for a minor site plan, and on-site works are minor in nature. The cost for the property owner to install fencing, trees, paved entrances, and fire route/ parking signage is minimal. Should the County desire a more formal arrangement, it is suggested that an undertaking could be provided, guaranteeing the completion of the work. Cash-in-lieu of parkland can be provided as a condition of site plan approval, at a rate of 2% of the value of the lands being used for the OFDU.

Conclusion

The minor site plan application for a vehicle repair and storage OFDU is consistent with the PPS and conforms with the policies of the Official Plan and the Zoning By-law. The proposed vehicle repair and storage OFDU represents good planning.

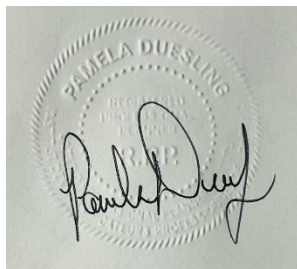
Next Steps

Building comments were received as part of the Pre-Submission Consultation Meeting Minutes dated September 22, 2023, and are appreciated and understood. They will be factored into the pending building permit as appropriate. The entrances of the property will be paved and signage for parking and the fire route will be installed shortly. A chain link fence will be installed as well. Due to the minimal costs of this work, no securities or a site plan agreement are required. Pending weather, the owner will commence with the required works this fall of 2023 or early spring of 2024.

Alamac Planning Inc. looks forward to receiving any comments and making reasonable required amendments expeditiously.

Prepared and submitted by:

Pam Duesling, PhD., RPP, MCIP, Ec.D
Alamac Planning Inc.



1. INTRODUCTION

This report includes a review of the potential transportation impacts of the proposed development of a portion of the existing farm located at 124 Hawtrey Road, Delhi, in Norfolk County. This report will serve as a Traffic Impact Study Brief, as defined in Norfolk County Integrated Sustainable Master Plan (ISMP), Appendix J.

1.1 Study Area

The subject property is described as 124 Hawtrey Road, Delhi, in Norfolk County, 18.2 hectares in area with a legal description of RP 37R11496 Part 2. See Figure 1 - Site Location below.

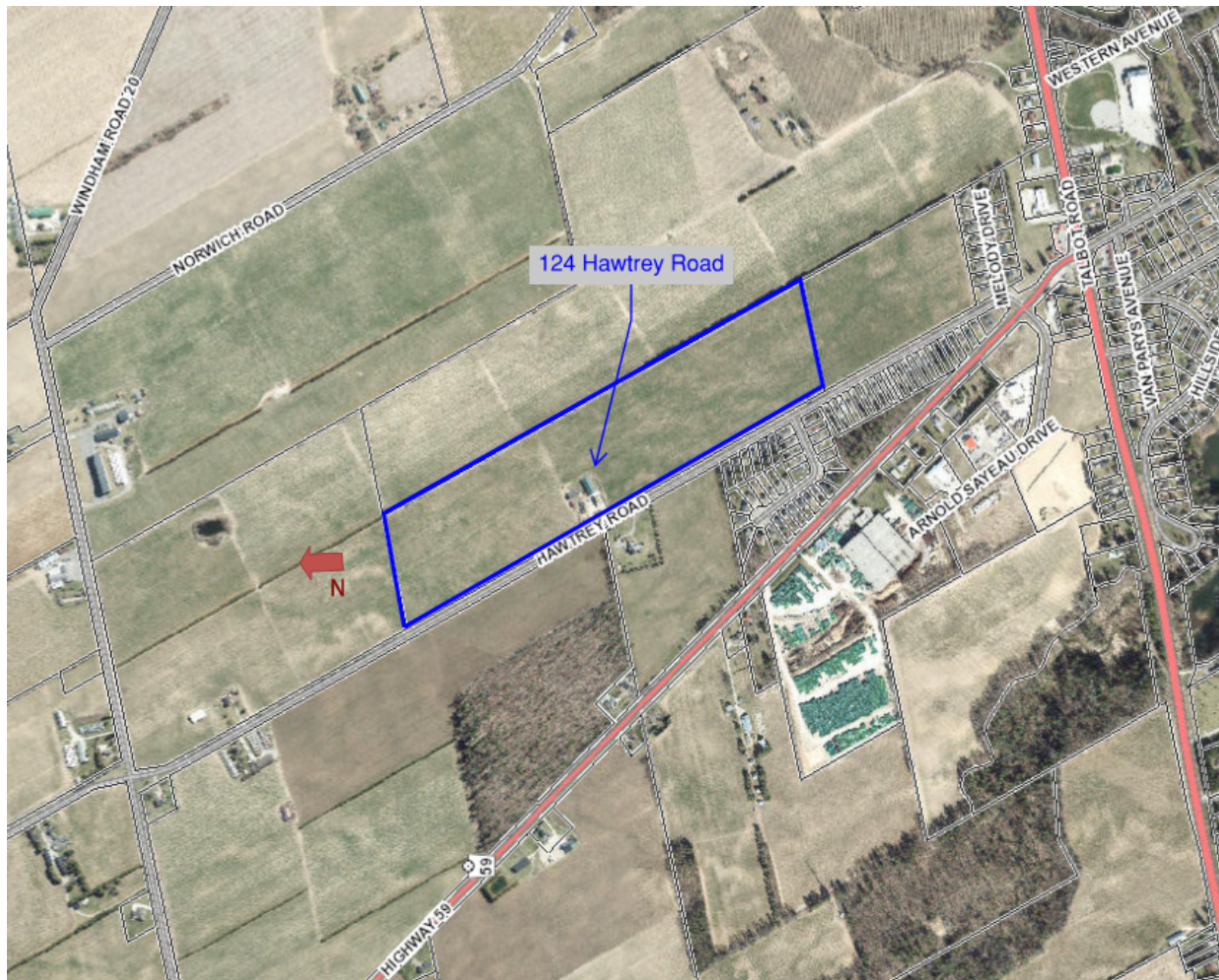


Figure 1 - Site Location

The Study Area, where the revisions to the property are proposed, is approximately 1.0 hectares within the overall 18.2 hectares and is shown below in Figure 2 - Study Area.



Figure 2 - Study Area

1.2 Existing Conditions

While the overall 124 Hawtre Road property is mostly farmed, the study area itself is mostly occupied by barns, an office, driveways, and a parking lot. No dwelling exists on this property.

Past and current uses of the study area include storage and grading of agricultural crops, storage of agricultural vehicles, and repair of farm vehicles. The study area now also includes the use of storage and repair of non-agricultural vehicles, hence the Minor Site Plan Application for an on-farm diversified use.

Surrounding land uses of the study area include agriculture, residential, and industrial. Additionally, the topography of the study area and farm property is primarily flat.

Hawtreys Road is a two-lane rural road with a posted speed of 50 km/hour south of the study area, increasing to 80 km/hour at approximately the midpoint of the frontage of the study area. The current property has two entrances. The ISMP shows Hawtreys Road designated as an On-Road Cycling Route.

Hawtreys Road is primarily utilized by the approximately 80 residential homes located on Hawtreys Road and within abutting subdivisions with intersections at Melody Drive and Wintergreen Crescent.

The neighbouring industrial traffic does not primarily use Hawtreys Road as large truck traffic enters and exits the Delhi Industrial Park via Talbot Road or Highway 59 as direct routes to larger urban areas. Truck and tractor traffic on Hawtreys Road is seasonal in nature and is a direct result of local farming in the area.

Currently, 1-2 employees work to maintain agricultural vehicles in the existing barn at 124 Hawtreys Road. Additionally, seasonal farming operations occur with minimal employees planting and harvesting.

2. RELEVANT DETAILS

2.1 Development Land Use Type & Site Plan

As per the Minor Site Plan drawing, the proposed development includes maintaining the two existing entrances. The southern entrance will be designated as a farm entrance, to be used for farming operations, consistent with its current use. The northern entrance will be utilized for the new on-farm diversified use. The entire property is proposed to be fenced with access control gates installed for the two entrances to control the farm and on-farm diversified use access.

Daily traffic to and from the site will be minimal, including a maximum of 3 round trips by employees for the on-farm diversified use and approximately 10 other round trips (including customers and deliveries) per day.

2.2 Heavy Vehicle Trips

It is reasonable to assume that many of the expected 10 other trips excluding the employees, as mentioned above, could be farm equipment, delivered in various ways. No traffic data has been provided for Hawtreys Road, but it is reasonable to assume that the current traffic volume is relatively low given the ample access to highways in the immediate vicinity and the 50 km/hour posted speed limit for a significant portion of this road. This proposed on-farm diversified use is not believed to significantly impact this rural road.

2.3 Sightlines

Hawtrey Road is a linear road with very little slope and is mostly farmed with minimal trees/shrubbery planted close to the roadway. The existing and proposed driveways are at right angles to the roadway. No trees will be planted on the site to block sight lines, per the Minor Site Plan drawing. As part of the proposed revisions to the property, a line of trees will be planted along the farm property (outside of the study area) across from the dwelling at 117 Hawtrey Road as a wind/sound block from the business, see the Minor Site Plan drawing. These trees will be planted such that they will not interfere with sight lines.

Given the above, sightlines are not believed to be an issue with this proposed development.

2.4 Analysis

Daily traffic for the on-farm diversified use will be minimal, including a maximum of 3 round trips by employees and approximately 10 other round trips (including customers and deliveries) per day. Parking of vehicles will be on-site and will include vehicles that are pending work and/or ready for pick-up.

It is recommended that the entrance utilized for the on-farm diversified use be graded and paved in accordance with Norfolk Design Criteria, dated February 2019, sections 6.7, 16.5.01, and 16.5.02, from the edge of the road to the property line.

The additional activity of the on-farm diversified use will not significantly impact the operation of Hawtrey Road and is well below the 75-trip threshold indicated in the ISMP.

As noted above, sightlines will not be an issue, per the Minor Site Plan drawing, so movements in and out of the driveway are believed to have no significant impact on traffic operation.

3. CONCLUSION

In summary, it is reasonable to conclude that the proposed revisions to the Study area, as explained herein, do not pose a significant impact on the operations of Hawtrey Road.

Best Regards,

SSL Project Services Inc.

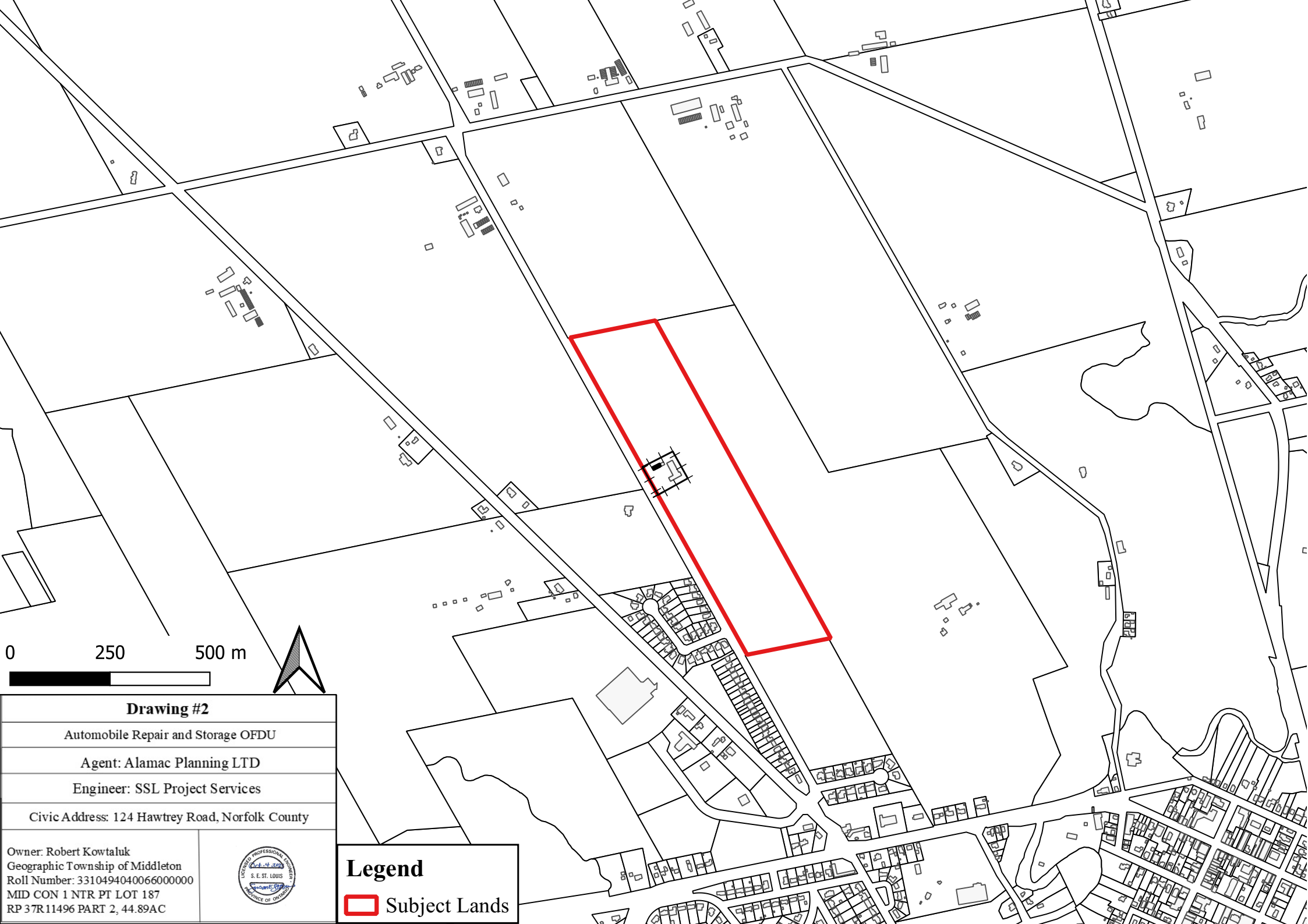


Susan E. St Louis, P.Eng., LEED AP

Director

September 13, 2023





0 250 500 m



Drawing #2

Automobile Repair and Storage OFDU

Agent: Alamac Planning LTD

Engineer: SSL Project Services

Civic Address: 124 Hawtrey Road, Norfolk County

Owner: Robert Kowtaluk
Geographic Township of Middleton
Roll Number: 3310494040066000000
MID CON 1 NTR PT LOT 187
RP 37R11496 PART 2, 44.89AC



Legend

☐ Subject Lands