

October 2, 2024

Mr. Drew Brennan

Senior Planner
Development Services and Engineering
Municipality of Mississippi Mills
3131 Old Perth Road, Box 400
Almonte, ON K0A 1A0

**RE: Application for Site Plan Control (SPC)
4361 Appleton Side Road**

Dear Mr. Brennan,

Fotenn Planning and Design, on behalf of Ottawa Valley Grain (the "Owners"), is pleased to submit this cover letter in support of a Site Plan Control (SPC) application for the subject lands at 4361 Appleton Side Road in the Municipality of Mississippi Mills. The purpose of the application is to permit a new commercial grain mill on the recently rezoned agricultural property (By-law No. 24-040).

A summary of the project as well as a zoning table are provided on the subsequent pages.

We trust that the enclosed materials are sufficient for the purposes of proceeding with a formal Site Plan Control application and approval. If you have any questions regarding the contents of this letter, please do not hesitate to contact the undersigned at bolduc@fotenn.com.

Sincerely,



Jacob Bolduc, MCIP RPP
Associate

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By-law 24-040, which was passed on June 18, 2024, and is presently in full force and effect, rezoned the eastern portion of the property from Agricultural (A) to Agricultural Industrial, Special Exception 2 (M3-2). The remainder of the lands on the western portion of the site are zoned Environmental Hazard (EH) and Environmental Protection (EP).

The property was required to be rezoned to permit the use, “grain mill”, amend the parking provisions, and allow for accessory uses, including “office”, “restaurant”, and “retail store”. Whereas the former Agricultural (A) zone permits a grain mill accessory to an existing farm, and for the exclusive use of the farm, since the proposed grain mill is not exclusive to product farmed on the lands, as grain will be brought to the site for processing, the site was required to be rezoned to a more appropriate use, M3-2.

In addition to the permitted principal and ancillary uses listed above, the M3-2 zone also permits a maximum building height of 18 metres.

1.2 Proposed Development

Ottawa Valley Grain is proposing the development of a commercial grain mill on the subject lands, in the location of the former barn. The existing house on the property is to be retained and converted into an office in support of the new grain mill facility. The remainder of the lands are to remain for their existing uses, including active farming on the agricultural sections, and preservation of the untouched wetland areas.

The proposed commercial grain mill is composed of three (3) main elements:

1. The warehouse, which comprises the bulk of the building
2. The grain mill, which is the highest point of the building at 18 metres in height
3. The covered loading bay, at the rear of the building

All of the proposed development, including the building and associated gravel parking, loading and drive-aisle areas, are located on pre-disturbed lands from the previous barn. The proposal does not propose the encroachment of the development area into existing, active farmed land on the subject property. It is the Owners' intent to continue to farm the land surrounding the facility. The facility may be used for the grain harvested on the property itself but is primarily intended as a commercial grain mill with product being trucked to this facility from all over the local area for processing.

The facility is located over 120 metres from Appleton Side Road, being setback further than the existing dwelling and separated from the road by an actively farmed agricultural area. This places the grain mill within an agricultural context appropriate for the use, away from the road and surrounding farms and properties. The Owners are also looking forward to potential accessory uses in support of the grain mill, including a small retail store and bakery/café.

A copy of the proposed Site Plan has been included with the submission materials, and is also found in Section 1.4 of this cover letter.

1.3 Policy and Regulatory Review

1.3.1 Municipality of Mississippi Mills Comprehensive Zoning By-law #11-83

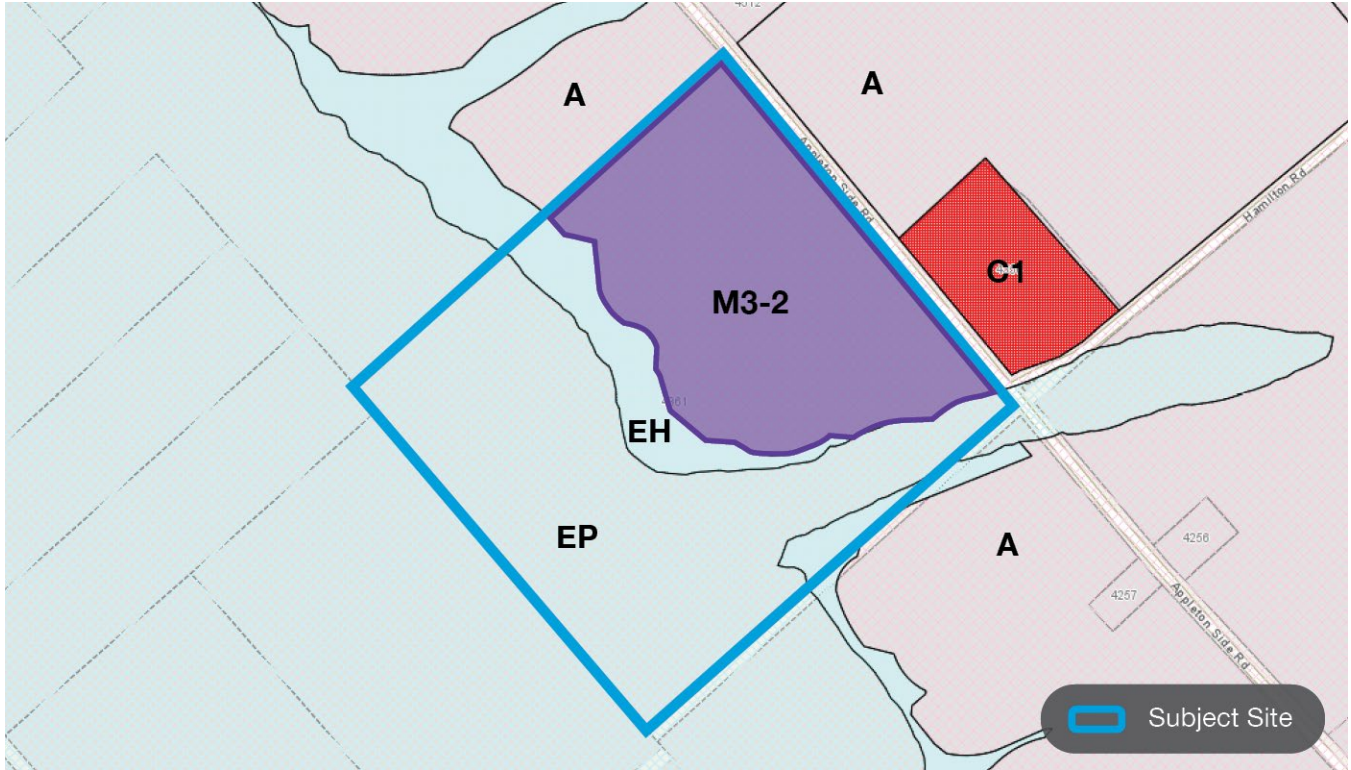


Figure 1: Area of lands zoned M3-2 (Municipality of Mississippi Mills Comprehensive Zoning By-law #11-83).

A review of the M3-2 zone is provided in Table 1, below:

Table 1: Zoning Review of M3-2 zone

| M3-2 | Required | Proposed (approximate) | Compliance |
|-----------------------|--|---|------------|
| Permitted Uses | <p>As per By-law 24-040:</p> <p>“Agricultural industrial use means an industrial use directly related to agriculture and requiring proximity to farm operations an includes such uses as commercial grain mill, feed mill, grain drying, livestock sales, and marketing yard, abattoir”</p> <p>Permitted uses as per M3-2:</p> <ul style="list-style-type: none"> - Agricultural industrial use | <p>“Agricultural industrial use” as per the passing by-law.</p> | Yes |

| M3-2 | Required | Proposed (approximate) | Compliance | |
|--|---|---|--|------------|
| | - All uses permitted in Section 11.1(b) | | | |
| Ancillary Permitted Uses | “Office”, “restaurant”, “retail store”, “accessory dwelling” | “Office”, “restaurant”, “retail store” | Yes | |
| Lot Area, min. (m²) | 4,000 m ² | 40.5 ha | Yes | |
| Lot Width, min. (m) | 30 m | 605 m | Yes | |
| Front Yard, min. (m) | 15 m | 120 m | Yes | |
| Rear Yard, min. (m) *Not adjacent to residential use | 7.5 m | 450 m | Yes | |
| Side Yard, min. (m) *Not adjacent to residential use | 7.5 m | 150 m | Yes | |
| Maximum Height (m) | 18 metres | 18 m | Yes | |
| Minimum Width of Landscaped Area (m) | 3 m | >3m | Yes | |
| Lot Coverage, max. (%) | 50% | Grain Mill: 1200m ² House: 250m ² Total coverage: ~3-4% | Yes | |
| Parking and Driveway Provisions | | | | |
| Minimum Parking Rate | Agricultural Industrial Use: 0.8 per 100 m ² of gross floor area $(0.8/100) * 1,200$ = 9.6 parking spaces | 12 parking spaces | Yes | |
| | Office: 2.3 per 100 m ² of gross floor area $(2.3/100) * 250 \text{ m}^2$ = 5.75 parking spaces | 6 parking spaces | Yes | |
| Accessible Parking Spaces, min. | 10-25 required parking spaces | 1 accessible parking space is required | 1 accessible space proposed (indicated with signage) | Yes |
| Parking Space Dimensions, min. | Width: 2.75 m Length: 5.75 m | 2.75 m x 5.75 m | Yes | |
| Accessible Parking Space Dimensions, min. | Width: 3.9 m Length: 6.7 m | 3.9 m x 6.7 m | Yes | |

| M3-2 | Required | | Proposed (approximate) | Compliance |
|--|--|-----|--|------------|
| Driveway Width | Min. | 3 m | 6 m | Yes |
| | Max. | 9 m | | |
| Angle of intersection between a driveway and street line, min. | 60° | | 90° | Yes |
| Number of driveways, max. | Up to the first 30 m of frontage: 1 For each additional 30 m of frontage: 1 additional, to a max. of 3 | | 605 m frontage 1 driveway entrance | Yes |
| Aisle Width, min. | For 90° angle of parking: 6 m | | 6 m | Yes |
| Loading Spaces, min required | 1,000 to 1,999 m ² : 1 loading space required | | 4 loading spaces | Yes |
| Loading Space Access, min. width (m) | 4 m | | 6 m | Yes |
| Loading Space Dimensions, min. (m) | Length: 9 m Width: 3 m Vertical clearance: 4 m | | Length: 22.8 m Width: 5.2 m Vertical Clearance: Open Air, complies | Yes |
| Loading Space, Location | Interior and Rear Yard May be located in front and exterior side yards if set back from the street line a minimum distance of 10 m and where there is a vegetative buffer | | Rear yard | Yes |

1.4 Supporting Plans and Studies

1.4.1 Site Plan

A Site Plan prepared by WitzelDyce Engineering Inc. dated September 2024, revision 1, dated September 11, 2024, is provided under a separate cover. Figure 1, below, shows the Site Plan as an image.

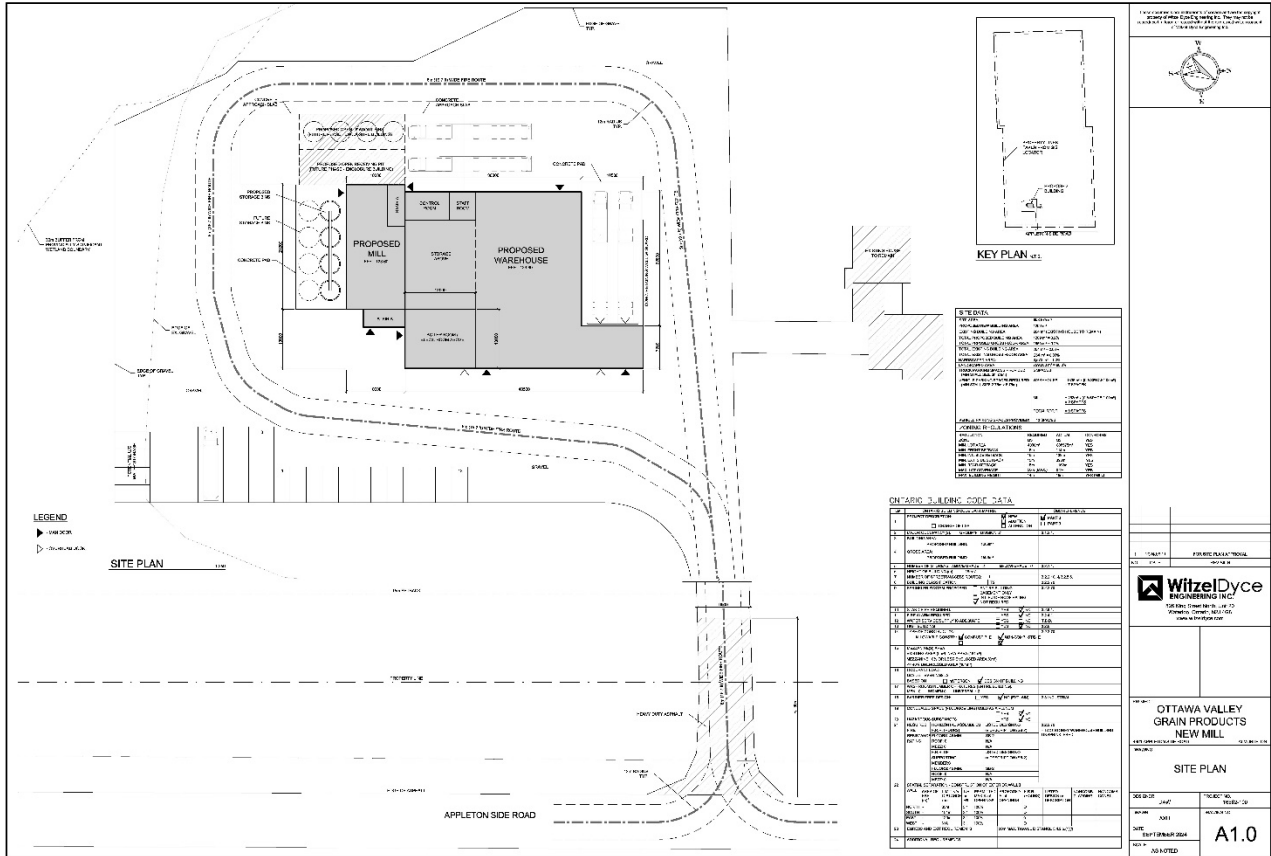


Figure 2: Site Plan prepared by WitzelDyce Engineering Inc. dated September 2024, revision 1, dated September 11, 2024.

1.4.2 Plans and Studies

In previous correspondence, the client has confirmed with Lanark County that a Transportation Impact Assessment (TIA) is not required for SPC submission. As well, the Mississippi Valley Conservation Authority (MVCA) has confirmed that a conservation authority permit is not required because the area of the proposed development is outside of the 30-metre regulation limit. Other plans and studies included in support of the application include:

1. Letter detailing the projected traffic volumes, in lieu of a full TIA, prepared by Ottawa Valley Grain;
2. Combined Lot Grading and Drainage Plan / Site Servicing Plan , prepared by DW Land Development Services Inc.
3. Environmental Impact Study prepared by BCH Environmental Consulting
4. Site Lighting Plan, prepared by Robin Daigle, P.Eng.
5. Solid Waste Management Plan, prepared by Ottawa Valley Grain.