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XXXX, ON
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Attention: XXXX

Re: XXXX, Municipality of Tweed, Hastings County – Cannabis production and Processing Facility

Dear XXXX,

Thank you, for providing the Hastings County Planning and Development Department and Municipality of Tweed Staff an opportunity to review the Planning Justification Report for the proposed Cannabis Processing and Production Facility on the property municipally known as XXX.

On XXXX planning staff met with municipal staff to review the justification report for the proposed development. The following comments and recommendations are a result of that meeting.

COMMENTS:

- 1) The proposed development and site specific zone will be required to comply and complement the existing general provisions of Section 5.50, Cannabis Production Facility in the Comprehensive Zoning By-Law.

- 2) **Official Plan Conformity:**

The subject lands are designated as Rural and Waterfront in the County of Hastings Official Plan. This land use designation includes a diversity of land uses ranging from resources extraction and agriculture to commercial tourism and low density residential. Section 5.4 of the County of Hastings Official Plan provides policies relating to the Rural and Waterfront land designation.

The unique nature of the proposed cannabis production and processing facility use, as proposed in the zoning by-law amendment, means that an agricultural product is both grown and processed/packaged within the same building. The cannabis production and processing facility use has both agricultural and manufacturing components. Both of which are permitted uses within the Rural and Waterfront land use designation.

Agricultural uses are permitted within the Rural and Waterfront land use designation, which the greenhouse component of the use may be considered. This designation also permits “dry” industrial uses, meaning uses that do not rely on

water to operate. Trimming, drying, and packaging plants may be considered a dry industrial use, as the manufacturing of the product does not rely on water.

The Official Plan has policies regarding medical cannabis growing facilities in Section 7.3.9. The proposed development for delegating the cultivation and processing of marijuana for personal medical use is consistent with the intent and purpose of this policy. The operation of the facility and applicable local, provincial and federal regulations are to be applied. Consequently, the medical cannabis production and processing facility policies of the official plan were referenced in this review as a measure of best practice. It is the opinion of the Planning Department that the proposed use meets the intent of these policies. It will be recommended to Council that they have regard for the policies of this section and satisfy themselves that this proposal meets the intent of the Official Plan.

- 3) Site Plan Control will be required. An –H symbol will recommended to be applied to the proposed Site specific zone with the condition that the owner obtain site plan control approval and enters into a site plan control agreement with the municipality prior to obtaining the necessary building permits.
- 4) An air filtration system will have to be installed for each green house and the drying and processing building. This requirement will be included in any recommended zoning by-law amendment to Council and will be a requirement as part of the site plan control agreement and approved drawings.
- 5) A lighting plan and study in support of the Site Plan Control application will be required to demonstrate that there will be no nuisance lighting on adjacent residential uses.
- 6) A Planning Justification Report is required in support of the proposed Zoning By-Law Amendment and Site Plan Control. The justification report shall include a draft zoning by-law amendment and zone schedule.
- 7) In support of the proposed Zoning By-Law Amendment and Site Plan Control applications a planting plan demonstrating why XX greenhouses are necessary to facilitate the growing of XXX cannabis plants. The plan will include the estimated size of adult cannabis plants based upon the Health Canada estimates for yields for plants grown indoors.
- 8) In support of the Zoning By-Law Amendment and Site Plan Control applications a Hydrogeological Study in conformity with Section 7.8.9 of the Hastings County Official Plan will be required. The study will include estimates related to the draw needed for the proposed use and existing residential use and the impacts of these uses on the water supply for surrounding land uses.

- 9) A servicing report addressing storm water management, septic, water use and waste water management from the production process is required in support of the Zoning By-Law Amendment and Site Plan Control applications.
- 10) The required studies will be subject to peer review at the owners expense.
- 11) The loading area must comply with the general provisions of the Comprehensive Zoning By-Law and be wholly enclosed within the building.
- 12) The greenhouse structures will be required to be permanent structures with foundations to the satisfaction of the Municipality of Tweed.
- 13) Required setbacks will be measure to the fence line which constitutes the limit of the Cannabis Production and Processing Facility use.
- 14) A detailed concept site plan will be required in support of the application for Zoning By-Law Amendment. The concept plan must include the following:

A conceptual drawing or site plan will be required in both hard copy and PDF format, with all measurements indicated in metric. The plan should be to scale and illustrate the following:

- All property boundaries and approximate dimensions
- Location of existing buildings and parking spaces
- Location of proposed buildings and parking spaces (including estimated distance from nearest property lines)
- number and type (use) of buildings, building area and building dimensions (may be in table format)
- Existing surrounding land uses
- Location of all private servicing (well, septic)
- Existing and proposed property entrances and driveways (including description of surface material)
- Label all abutting roads
- Identify adjacent land uses
- Existing and proposed landscaping (i.e. trees, hedges, fencing – include height and type, pond, stream, etc.)
- Location of watercourses and natural features
- Building elevations (if applicable)
- North arrow
- Property address
- Other relevant information, as appropriate, to assist staff in understanding the proposal

The applications for Site Plan Control and Zoning By-Law Amendment may be submitted concurrently. Final Site Plan Control approval will not be granted until the requested Zoning By-Law amendment is in full force and effect.

SITE PLAN CONTROL:

PURPOSE:

The purpose of site plan control is to ensure the responsible and safe development of lands within a municipality. Site Plan Control Approval is one of the final planning approvals necessary prior to an Owner / Developer applying for a building permit. The site plan control process is applied to fulfill the following:

- That the proposed development is compatible with adjacent or nearby properties;
- There is safe and easy access for pedestrians and vehicles;
- That adequate landscaping, parking and servicing are being provided;
- The development meets specific standards of quality and appearance; and,
- That the development is built and maintained in the manner by which the proposal was approved.

REQUIREMENTS FOR COMPLETE SUBMISSION:

Prior to any municipal staff review or circulation of the Site Plan Control application, the following information must be submitted:

- Completed application form;
- Full application fees;
- Required sets of plans; and
- Required reports;

LIST OF REQUIRED PLANS (FULL SIZE 600MM X 900MM):

- a) Site plan;
- b) Servicing plan;
- c) Grading plan;
- d) Lighting plan;
- e) Landscaping plan;
- f) Architectural exterior elevations;
- g) Floor plans;
- h) Construction Details;
- i) Survey; and
- j) Reduced set of plans (8 ½ x 14).

Note:

The plans must be legible. All drawings shall be submitted with metric dimensions, be drawn in black and white (no colour, shades of grey are acceptable) to a standard metric scale (1:50, 1:100, 1:200, 1:250, 1:300, 1:400, etc.). A coloured copy of the plans may be required for presentation purposes.

All plans and studies will be submitted in hard copy and electronically.

ACCESSIBILITY:

All reports and plans shall be submitted in an accessible format consistent with the Accessibility for Ontarians with Disabilities Act and Ontario Regulation 199/11.

If you have any questions, please contact the Hastings County Planning and Development Department or the Municipality of Tweed. We look forward to working with you on this project.

Sincerely,

Sincerely,

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