

December 12, 2025

Samantha Gatchene, MCIP, RPP
Planner II
Development Review – Rural
City of Ottawa
110 Laurier Avenue West, 4th Floor
Ottawa, ON K1P 1J1

Via Email: samantha.gatchene@ottawa.ca

RE: 7628 Flewellyn Road
Zoning By-law Amendment Application (D02-02-24-0080)
Planning Memorandum & Recommended Zoning Details

Dear Ms. Gatchene,

The following letter serves to address some of the outstanding City planning comments and concerns regarding Fotenn Planning & Design's ("Fotenn") Zoning By-law Amendment application on behalf of CFT Group for the lands municipally known as 7628 Flewellyn Road ("the subject site"). Outstanding concerns regarding proposed zoning details are addressed thematically in the sections below. This memorandum is meant to be read in conjunction with the Planning Rationale prepared by Fotenn on November 21, 2025, the Planning Rationale Addendum prepared by Fotenn on August 8, 2025, and the previous Planning Memorandum prepared by Fotenn on October 28, 2025.

A document outlining the latest zoning details recommended by City staff with proposed modifications in Track Changes is also enclosed for your review and consideration.

Site Context

The subject site is located in the City's rural area, to the southwest of Stittsville. The subject site has a total area of approximately 20.7 hectares with two frontages on the south side of Flewellyn Road. The western frontage is approximately 102.4 metres and the eastern frontage is approximately 11.6 metres. The subject site has a total depth of approximately 700 metres.

Land uses in the surrounding area are comprised of aggregate extraction operations and related fill storage areas owned by Cavanagh (to the west, east, and south), and rural residential dwellings (to the north, along both sides of Flewellyn Road) and natural features. Some of the dwellings that are located on the south side of Flewellyn Road and abut the subject site are owned by CFT Group.



Figure 1: Aerial view of the subject site and immediate surrounding area

Proposed Development

CFT Group intends to formalize the expansion of the existing salvage yard operation on the subject site. The proposed development includes the relocation of some existing small-scale buildings deeper into the subject site and the construction of two (2) new buildings (a warehouse and office building and a truck maintenance and repair building). The existing automobile dealership at the front of the subject site will be retained as a permitted use while the salvage operation and recycling facility will be moved deeper south into the subject site to avoid conflict with the existing residential dwellings along Flewellyn Road. The proposed development includes a total combined gross building area of approximately 3,200 square metres for the proposed buildings and structures onsite.

The proposed development's design details (including buildings and floor area sizes, number of bay doors, site layout, amount of parking, drive aisles, septic system, etc.) are intended to reflect the existing scope of operations on the subject site, while internalizing and/or improving said operations.

The proposed development has been carefully designed by a consultant team with CFT Group's long-term needs in mind, while meeting municipal standards and minimizing impacts to neighbouring properties. The proposed development is also supported by a range of technical studies.

Zoning Discussion

Policy 9.2.2.2(b) of the Official Plan provides several criteria intended to evaluate Zoning By-law Amendment applications to permit small scale light industrial and commercial uses in the Rural Countryside designation. In particular, Policy 9.2.2.2(b)(vi) states that the scale of the development is to be suitable for a rural context and where the size of each commercial occupancy will not exceed 300 square metres of gross leasable floor area. As discussed with planning staff, this policy speaks specifically to individual commercial occupancies that could result in a building area that is much larger than the 300 square metres allocated per commercial occupancy. The policy also does not speak to maximum floor area for an industrial use, different than commercial uses.

The Rural Countryside (RU) zone, which is intended to implement the policies of the Official Plan's Rural Countryside designation in the Zoning By-law, permit a maximum lot coverage of 20 per cent of the lot area. With the subject site having a lot area of 20.725 hectares (or approximately 207,250 square metres), the proposed gross building area represents a lot

coverage of only about 1.5 per cent. This limited lot coverage, in combination with several other measures that are proposed to be undertaken as part of the proposed development, will help ensure that the rural character of the area is maintained and impacts on abutting properties and uses are properly mitigated.

The proposed development will relocate the storage yard use substantially further south into the subject site, away from Flewellyn Road and sensitive residential uses located along Flewellyn. This design intervention represents a significant improvement over the current onsite zoning condition, which only permits the storage yard use at the front of the subject site and adjacent to the public right-of-way and residential uses along Flewellyn Road, and more than 60 metres from the nearest residentially zoned lot.

The nearest new building supporting the salvage yard use is located more than 120 metres from the front lot line abutting Flewellyn Road, and more than 60 metres from the nearest residentially zoned property. Further, this new building is only approximately 8 to 8.5 metres in height. An additional new building (Building H) is slightly shorter, with a height of 7 to 7.5 metres, and is set back even further from Flewellyn Road and the nearest residentially zoned lot (approximately 180 metres and 120 metres, respectively).

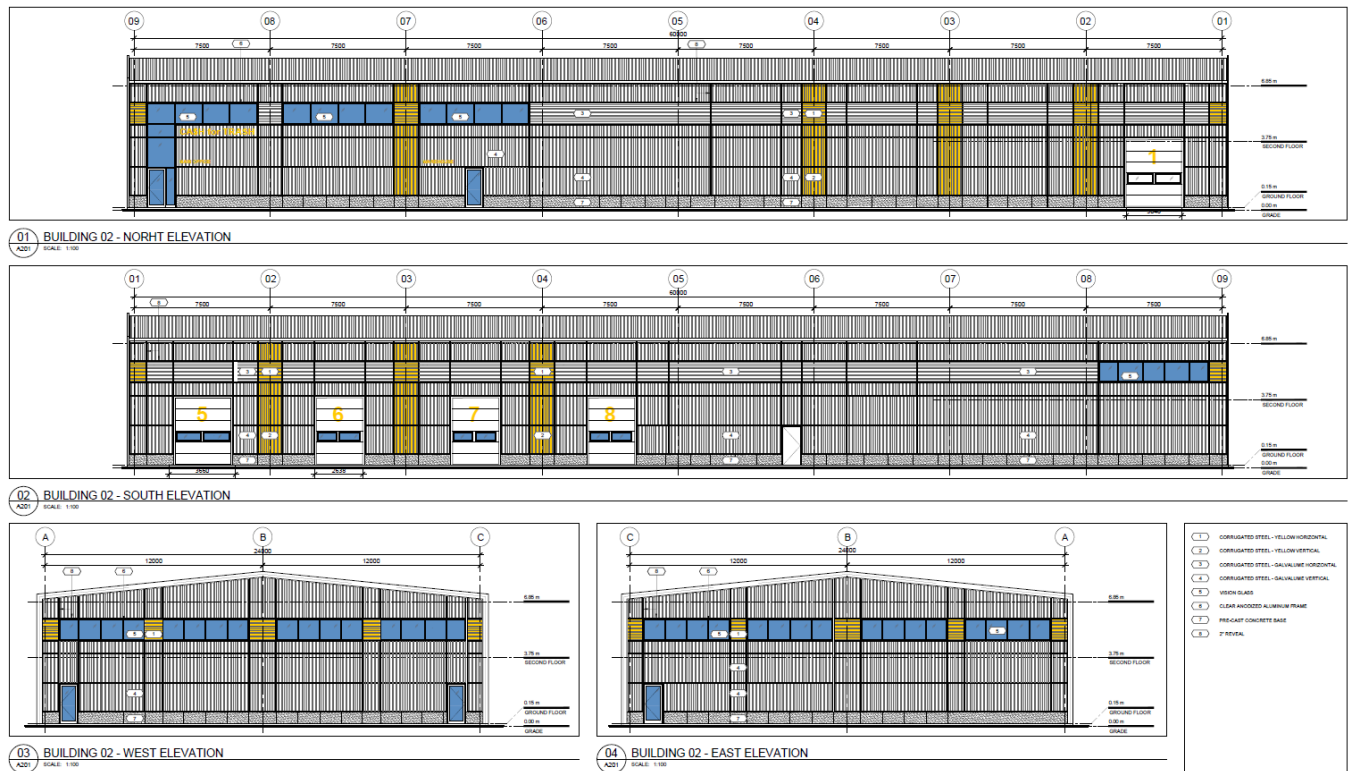


Figure 3: Proposed new Building G Elevation Drawings

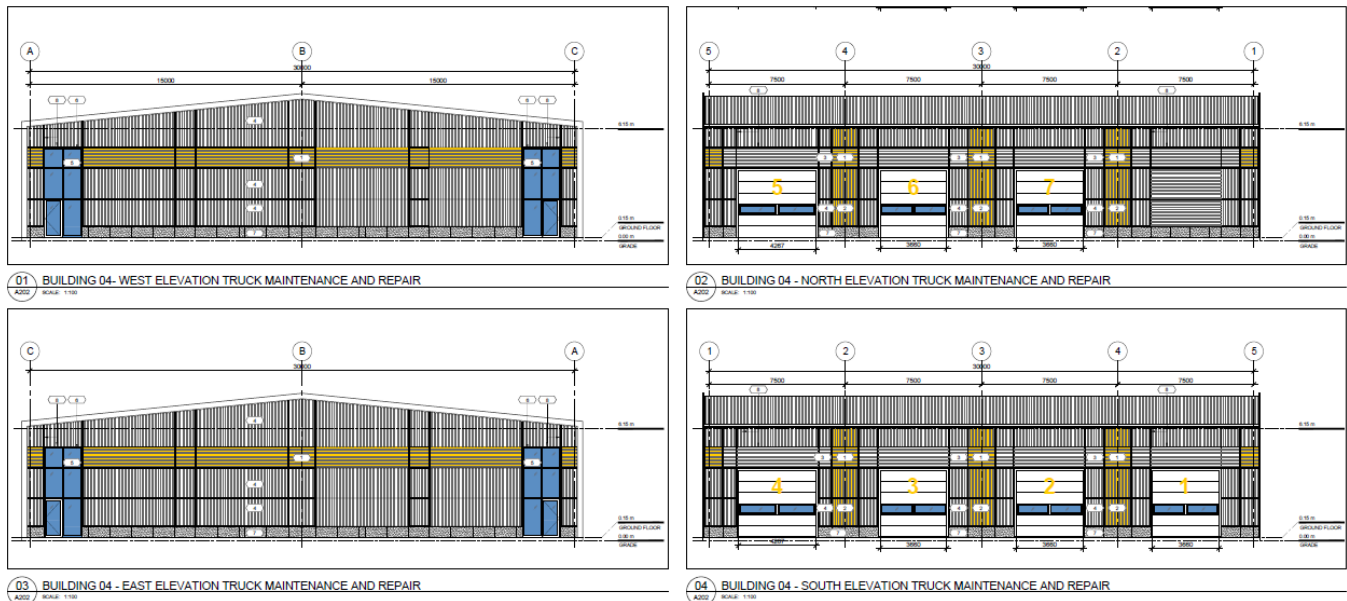


Figure 4: Proposed new Building H Elevation Drawings

The proposed development will also incorporate significant visual screening of the storage yard through measures such as an opaque fence and a significant landscaped buffer, to be incorporated through site-specific zoning details and a forthcoming Site Plan Control application.

Recommended zoning details that will ensure adequate separation and visual buffering of the storage yard use from the public right-of-way and nearby residential uses include the following:

- / Minimum front yard setback for all used except for an automobile dealership: 15 metres
- / Except in the case of an automobile dealership, all uses must provide a minimum 30 metre soft landscaped buffer where the lot abuts a zone that permits a residential use.
- / Minimum width of a soft landscaped buffer abutting a street: 10 metres.
- / Outdoor storage must be screened from view from a zone that permits a residential use with an opaque screen that is at least 3.0 metres in height from finished grade.

The proposed buildings' low height profile, combined with their location and the presence of a tall, opaque screen, will ensure minimal visibility of the salvage yard's operations and new buildings.

It should also be noted that the proposed total floor area of 3,200 square metres will help internalize a greater portion of the storage yard's operations, thereby reducing potential visual and noise impacts.

Lastly, several technical studies have been prepared and submitted in support of the proposed development and its scale and limited anticipated impacts, including but not limited to:

- / A Traffic Impact Assessment (TIA) Step 1 Screening Form was prepared by CGH Transportation, which captured the additional buildings contemplated on the subject site. The screening form indicated that no TIA was required.
- / A Stationary Noise Assessment was prepared by Gradient Wind Engineering. The results of the study indicate that stationary noise levels received at nearby noise sensitive dwellings, generated by the relocated waste processing and recycling operations, are expected to comply with ENCG sound level limits for a Class 2 area at all points of reception. The proposed relocation shifts sources of stationary noise farther away from points of reception, resulting in a reduction of noise received at the adjacent residential dwellings as compared to current conditions.

The proposed development is expected to be compatible with the surrounding noise-sensitive dwellings, according to the assumptions outlined in the report.

- / A Mineral Resource Impact Assessment was prepared by Paterson Group indicated that the proposed development will not be impacted by the existing and future operations at the Goulbourn Quarry currently operated by Thomas Cavanagh Construction Ltd. Alternatively, the proposed expansion of the storage yard use will not create excessive traffic, dust or noise that would impact the existing bedrock quarry.
- / A Hydrogeological Report and Terrain Analysis prepared by Paterson Group has provided satisfactory evidence that the subject site can support the proposed expansion to the existing commercial development with respect to water quality, quantity and sewage system placement.
- / A Stormwater Management Report and Servicing Brief was prepared by LRL Engineering, outlining the servicing requirements and approaches for stormwater quality and quantity, and water and sanitary services.
- / An Environmental Impact Study (EIS) was prepared by BCH Environmental Consulting. The EIS concluded that with proper implementation and maintenance of the mitigation measures outlined in the study, the proposed development will not negatively impact the significant woodland, fish habitat, wetland, or any habitat of species at risk. It is important to note that all the subject lands are highly disturbed and have been for a number of years.

The proposed Zoning By-law Amendment represents an orderly, well-thought-out development of the subject site, rather than the current haphazard, unmitigated approach. As previously stated, the amendment seeks to legally permit an expanded storage yard use in line with the existing scope of operations, while greatly improving and rendering more efficient the existing use and mitigating impacts to adjacent areas. The proposed amendment will ensure a greater internalization of operations, establishment of a clear footprint for the operation of the storage yard, minimum setbacks between the storage yard and abutting property lines, and addressing servicing and stormwater management requirements.

The proposed detailed Site Plan, including building sizes, bay doors, site layout, etc., has been carefully designed to reflect and, where appropriate, internalize the existing operations.

The forthcoming required Site Plan Control application process will also help ensure orderly development of the subject site to appropriate municipal standards.

Given the above, the proposed amendment, including the proposed total combined building floor area of 3,200 square metres, represents good planning as it improves existing operations, improves the subject site's relationship with the rural character of the surrounding area, and is supported by a range of technical studies.

Permitted Uses

Recent discussions with City planning staff have also aimed to permit heavy equipment and vehicle sales as ancillary to the proposed onsite operations. The request to permit this use is based on CFT Group's occasional need to retire heavy equipment or vehicle(s), at which point they would be sold. The proposed zoning details enclosed with this memorandum include permission to sell heavy equipment and vehicles as ancillary to the automobile dealership uses, while limiting the footprint of such an ancillary use.

Conclusion

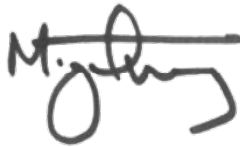
Based on the discussion provided above, it is our opinion that the proposed Zoning By-law Amendment represents good planning. We trust that the above memorandum and enclosed recommended zoning details provide you with sufficient information to move the application forward to the City's Agricultural and Rural Affairs Committee for consideration.

Should you have any questions regarding the submission, please do not hesitate to contact the undersigned.

Sincerely,



Nico Church, MCIP RPP
Senior Planner



Miguel Tremblay, MCIP RPP
Partner