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## MEMORANDUM

**TO:** Committee of Adjustment

**FROM:** Quadri Adebayo, Planner II - Development Services – Planning Division

**DATE:** July 19, 2018

**SUBJECT:** Minor Variance Application File No. D20-2018-023  
196 St. Albans Road, Geographic Township of Verulam

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At the June 21, 2018 Committee of Adjustment meeting the following resolution was carried:

THAT Minor Variance application D20-2018-023 be DEFERRED to the July 19, 2018 meeting to enable further discussions with staff per the minor variance reliefs, as the application does not meet all the tests set out in Section 45(1) of the Planning Act.

The owners met with Planning staff July 9, 2018, to discuss alternatives for staff to consider the variance sought to permit an accessory building in the front yard. In light of consultations with the Building Division by staff prior to the meeting with the owners, it was determined that the owners are yet to fulfill the submission of an Engineer-stamped drawing requested by the Building Division in order to regularize the building permitting process for the structure.

As such, the owners have concurred with Planning staff that a supporting decision cannot be reached at this time by staff per the minor variance reliefs until more information is received from the Building Division confirming that the owners have initiated the permitting process to its satisfaction.

Thus, staff respectfully recommends the following resolution:

**THAT** Minor Variance application D20-2018-023 be DEFERRED to the August 16, 2018 meeting date to provide the applicant sufficient time to amend the application to include more information pertaining to the building permitting process.

Sincerely,

Quadri Adebayo, Planner II

cc: Dean Junkin

Mark LaHay, Acting Secretary-Treasurer for the Committee of Adjustment

Richard Holy, Manager of Planning