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MEMORANDUM

TO: Committee of Adjustment

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

DATE: February 21, 2019

SUBJECT: Minor Variance Application File No. D20-2019-003
23 Westview Drive, Geographic Township of Emily

Betty Ann Oliver, applicant for the above-noted file request relief from Section 3.1.2.2 of the Township of Emily Zoning By-law 1996-30, as amended, to reduce the minimum side yard setback for an accessory structure from 1 metre to 0.6 metre in order to permit a hot tub room in its current location.

On February 11, 2019, during the preparation of the staff report, it was discovered that a second relief for a water setback was missed when the application was advertised. Staff has promptly communicated the information to the applicant letting them know that the application was not properly advertised and that the application will be delayed for a month as a result.

In consideration of the above, staff respectfully recommends the following resolution:

THAT Minor Variance application D20-2019-003 be DEFERRED till the next Committee meeting in March, in order to enable the application to be properly advertised with the inclusion of the water setback relief.

Sincerely,

Quadri Adebayo, Planner II

cc: Betty Ann Oliver
Mark LaHay, Acting Secretary-Treasurer for the Committee of Adjustment
Chris Marshall, Director of Planning
Derryk Wolven – Plans Examiner, Building Division
John Pearson – Building Inspector, Omemee
Anne Elmhirst, Supervisor – Part 8 Sewage Systems, Building Division
Christina Sisson, Supervisor, Development Engineering