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APPENDIX " B "
to 1/2
REPORT PLAN2019-046
FILE NO. D19-2019-005

Memo

To: Ian Walker
Planner, City of Kawartha Lakes

From: Kevin M. Duguay MCIP, RPP

Date: July 3, 2019

Re: **82 Kent Street West**
City of Kawartha Lakes (Lindsay)
Proposed Office Expansion – Scoped Site Plan Application
(KMD File 2019-02)



RECEIVED

JUL 03 2019



City of Kawartha Lakes
Development Services
Planning Division

Please find attached the following regarding the above-captioned:

- i. Cheque (replacement) in the amount of \$19,538.15 which represents payment of:
 - a. Cash-in-lieu of parking in the amount of \$18,158.15 for 8 (eight) parking spaces required for the proposed office expansion (basement level, existing office building); and
 - b. Scoped Site Plan application fee payment in the amount of \$1,380.00.

The forgoing fees were confirmed by Sherry Rea (See the attached email for details).

Attached are the following documents:

- Completed Site Plan Application;
- Site Plan (Survey); and
- Basement Floor Plan.

As per our meeting of April 30, 2019 Staff agreed to proceed with the processing and approval of the Exemption from Site Plan Control application, and further to proceed with a Report to Council regarding the cash-in-lieu of Site Parking payment. The Exemption from Site Plan Control could conceivably incorporate a provision requiring the Council approval of the concerned cash-in-lieu of site parking and correspondingly the receipt of payment.

In the interim, Staff have reviewed matters, and are now requesting a Scoped Site Plan Application be filed with the City. Hence the current filing. We are concerned that the Site Plan if implicating a floor plan (proposed basement floor plan – office use areas) would require formal amendment in the event the floor plan requires revisions (Building permit process) or is ever modified by the property owner. Having said this, this process has been protracted to date, and the property owner wishes to proceed, in a timely manner, with the proposed basement are renovations

I may be contacted should you have any questions.

Yours truly,



Kevin M. Duguay, MCIP, RPP

CC

R. Barrow (Project Manager)

J. & K. Ward (Clients)