



November 5, 2018

Committee of Adjustment  
Toronto and East York District  
City Hall  
100 Queen Street West, 18<sup>th</sup> floor  
Toronto, ON M5H 2N2

**RECEIVED**

*By Committee of Adjustment TEY at 9:47 am, Jan 28, 2019*

Dear Members of the Committee:

***Re: Application for Minor Variance  
9-11 Madison Avenue***

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We are the planning consultants for the Estonian (Toronto) Credit Union Limited, the owners of 11 Madison Avenue, and the City of Toronto (Create TO), the owners of 9 Madison Avenue, with respect to the subject site (9 and 11 Madison Avenue).

Further to a Site Plan Approval application submitted on March 27, 2018 (File 18 135022 STE 20 SA), we are pleased to submit a Minor Variance application to permit the redevelopment of the subject site for a 3-storey "U"-shaped mixed-use building to house the Estonian Centre, a cultural centre, community hub and gathering place for Toronto's Estonian community.

At its meeting on November 29, 30 and December 1, 2011, City Council declared the property at 9 Madison Avenue surplus, except for a below grade strata to protect for the subway tunnel and an above-grade easement to protect this infrastructure; the property was then turned over to Build Toronto (now CreateTO) for disposition. The Estonian Credit Union, Estonian Foundation of Canada and Tartu College subsequently entered into an agreement of purchase and sale with Build Toronto to acquire and redevelop the property. The property at 11 Madison Avenue was purchased by the Estonian Credit Union as a future location for its branch and offices in the event of the redevelopment of its current premises. With the acquisition of 9 Madison Avenue, it is the credit union's intention to assemble the two properties and locate its future branch and offices in the new development spanning both properties.

We have received circulation comments from City staff and other commenting agencies with respect to the March 2018 Site Plan Approval application, and have met with City Planning, Urban Design, Transportation and Heritage Preservation Services staff to discuss appropriate revisions. The plans accompanying this Minor Variance application have incorporated these revisions, including in particular a recessing of the north wing of proposed building to better respect the conserved

building at 9 Madison Avenue, and clarification of parking and loading arrangements with Tartu College, the building to the south.

The remainder of this letter provides an overview of the requested variances, the subject site and its surroundings, the applicable policy and regulatory framework, and the proposed variances, and our planning rationale in support of the proposed variances, addressing the four tests under Section 45(1) of the Planning Act.

In our opinion, the requested variances would allow for the appropriate development and intensification of the site and we recommend approval of the application by the Committee of Adjustment.

### **Requested Variances**

The following 7 variances are being requested, as per the October 3, 2018 Zoning Notice:

Variance	By-law	Zoning Reference	Description
4	569-2013	40.10.40.10(5) – Minimum Height of First Storey	A first storey height of 3.745 metres is proposed, whereas a minimum height of 4.5 metres is required.
5	569-2013	40.10.40.70(2)(A) – Development Standard Set 2 – Building Setbacks	30 percent of the proposed front main wall is located at or between the front lot line and a maximum of 3.0 metres from the front lot line, whereas 75 percent is required.
6	569-2013	40.10.40.70(2)(B)(i) – Development Standard Set 2 – Building Setbacks	The building is proposed to be set back 0.0 metres from the rear lot line, whereas 7.5 metres is required.
3 + 7	438-86, prevailing in 569-2013	12(2) 219(a) – Permitted Uses	A restaurant, a take-out restaurant or a branch of a bank or financial institution are proposed at 11 Madison Avenue, whereas those uses are not permitted.
2 + 8	438-86 and 569-2013	4(5)(B) – Parking, Minimum, and 200.5.10.1(1) – Parking Space Rates	0 parking spaces are proposed, whereas 13 to 15 are required.

### ***Site and Surroundings***

The subject site, municipally known as 9 and 11 Madison Avenue, is located on the east side of Madison Avenue, approximately 47 metres north of Bloor Street West. The property at 9 Madison Avenue is currently owned by the City of Toronto and is occupied by a Toronto Parking Authority surface parking lot with approximately 35 parking spaces. The Line 1 and 2 subway tunnels travel east-west underneath the property and will continue to be owned by the City of Toronto.

The property at 11 Madison Avenue is occupied by a 2½-storey detached house, which is currently vacant but was most recently occupied by the Tengye Ling Tibetan Buddhist Temple. The existing building including a one-storey enclosed porch is set back 2.21 metres from Madison Avenue (6.39 metres not including the porch), 0.55 metres from the north property line shared with 13 Madison Avenue, and between 2.46 and 3.69 metres from the existing property line shared with 9 Madison Avenue. The building is set back approximately 14 metres from the rear lot line.

Together, the subject site consisting of 9 and 11 Madison Avenue is generally rectangular in shape, and has a frontage of approximately 41.3 metres along Madison Avenue, a depth of approximately 38.5 metres and a site area of approximately 1,589.1 square metres.

Immediately south of the site is the 18-storey Tartu College building (310 Bloor Street West), which is also owned by the Estonian community. Built in the 1960s, the building includes 460 student residence units and takes its main pedestrian entrance from Bloor Street West. The building is “L”-shaped and massed to the Bloor Street West and Madison Avenue lot lines, with a 2-storey podium in the rear. In the rear are a loading area, a ramp to a below-grade parking garage and a small surface parking lot that is accessed through the subject site.

To the east of Tartu College and the subject site is the Bloor Street United Church (300 Bloor Street West), which along with 478 Huron Street is the subject of a rezoning application to permit the development of a new 27-storey mixed-use building with residential, office, worship, retail and community uses, while retaining a portion of the church building and the entirety of Pidgeon House, located at 478 Huron Street. The subject site interfaces with Pidgeon House, with a proposed 6-storey podium building, and with the northerly portion of the proposed tower. Office uses are proposed on the lower 3 floors of the podium and the tower. No west-facing residential windows are proposed below the 4<sup>th</sup> storey (14.6 metres above grade).

To the north of the subject site is a 2-storey detached dwelling at 13 Madison Avenue, set back between 2.37 and 5.42 metres from the north property line of 11 Madison Avenue. Although 13 Madison Avenue appears to be used for multi-residential purposes, the majority of the house-form buildings fronting Madison Avenue and Huron Street further north are used for a mix of office, institutional, commercial, hotel and fraternity uses.

Immediately west of the subject site, across Madison Avenue, is Paul Martel Park, an approximately 870 square metre public park, which is located on the same property as the easterly entrance to the Spadina subway station and bus station (7 Spadina Road). North of the park is the Madison Pub and Madison Manor Boutique Hotel (14-20 Madison Avenue), four interconnected buildings occupied by a bar and a hotel.

South of the park, at the northwest corner of Madison Avenue and Bloor Street West, is a property at 316 Bloor Street West which is currently occupied by a 3-storey office building. It has zoning in place pursuant to a recent Ontario Municipal Board settlement permitting a 29-storey tower with a maximum height of 98 metres (including the mechanical penthouse). The approved building includes a 5-storey, 18.65 metre base building, with access from the side street, Madison Avenue.

In addition to the Spadina subway station, which is within approximately 200 metres walking distance, the subject site is also located approximately 350 metres west of the St. George subway station.

### ***Consultation***

As part of the pre-application process, our team consulted with multiple parties on a number of occasions. In particular, the project team consulted with:

- City Planning, Urban Design and Heritage Preservation Services staff on multiple occasions.
- CreateTO (Build Toronto) staff on multiple occasions.
- the Annex Residents Association on multiple occasions.
- the Estonian community on multiple occasions.

Pre-application consultation also included:

- A pre-application community consultation meeting held on October 30, 2017 at Tartu College, attended by approximately 40 residents, City Planning staff and the Ward Councillor.
- Multiple communications with the Ward Councillor's office.

Following submission of the Site Plan Approval on March 27, 2018, our team consulted further with City Planning, Urban Design and Heritage Preservation Services staff, CreateTO and the Estonian community on multiple occasions. These consultations helped to inform the revisions to the plans.

### ***Revised Development Proposal***

The revised proposal includes a privately-owned publicly-accessible space (POPS) at grade, in a new courtyard in the middle of the “U”, along with a mid-block pedestrian path that would connect to Huron Street through the proposed Bloor Street United Church redevelopment at 300 Bloor Street West and 478 Huron Street.

The proposed building will have an overall gross floor area of 2,769 square metres (29,805 square feet) including the existing 456 square metre (4,908 square foot) house at 11 Madison Avenue. The proposal will have a maximum height of 12.0 metres (39 feet), and an overall density of 1.74 times the lot area.

Entrances to the building will be from Madison Avenue, the courtyard and the mid-block connection. At grade, a retail unit is proposed within the existing house-form building, while a café and a bank (the Estonian Credit Union) are proposed to front the courtyard. The entrance to the core of the building is to be located between the café and the existing house-form building, where a ramp will provide access to the main lobby.

The second and third storeys are to be occupied by the community centre, an office, antechamber/bar area, flex space and a 2-storey grand hall on the second storey and a board room, meeting rooms and studio space on the third storey. A mechanical penthouse is to be located on the roof, massed along the east lot line, while the remainder of the roof is to be used as a green roof and amenity terrace (approximately 219 square metres), oriented towards the courtyard. Additional community space will be located on the basement level.

Loading is proposed to be shared with Tartu College to the south (310 Bloor Street West). No parking is proposed on-site, with some parking to be provided at Tartu College during events.

### **Policy & Regulatory Framework**

#### *Official Plan*

The subject site is designated *Mixed Use Areas* by the City of Toronto Official Plan, which provides for a broad mix of commercial, residential and institutional uses, in single use or mixed use buildings, as well as parks and open spaces and utilities.

The site is surrounded by other lands designated *Mixed Use Areas* in all directions, except for Paul Martel Park to the west, which is designated *Parks*.

The Plan envisions that development in *Mixed Use Areas* will create a balance of high quality commercial, residential, institutional and open space uses that reduces automobile dependency and meets the needs of the local community, while providing for new jobs and homes for Toronto's growing population on underutilized lands.

Policy 4.5(2) sets out a number of criteria for development within the *Mixed Use Areas* designation, several of which address the location and massing of new buildings. Accordingly, the policy focuses on providing appropriate transitions between buildings of different intensities and scales, as well as limiting the impacts of shadowing, wind and site servicing on adjacent *Neighbourhoods*, *Parks* and *Open Spaces*. The same policy states that new buildings should appropriately frame streets and provide an attractive, comfortable and safe environment for pedestrians, as well as adequate traffic circulation.

The portion of the site at 9 Madison Avenue is subject to Site and Area Specific Policy 334 (SASP 334), which applies to the "Bloor Corridor" between Avenue Road and Bathurst Street. It was introduced by Official Plan Amendment No. 98, resulting from the Bloor Corridor Visioning Study.

SASP 334 recognizes that the Bloor Corridor includes a variety of land uses, including residential, commercial, retail, institutional, cultural and parks and open space uses. SASP 334 requires development to respect, conserve and reinforce heritage buildings and features throughout the Bloor Corridor, and requires new buildings to provide appropriate transition through setbacks, stepbacks and stepping down of height in order to protect adjacent heritage elements, significant views and the distinctive characteristics of Heritage Conservation Districts, such as the Madison Avenue Heritage Conservation District, which includes the subject site. It is noted that the by-law establishing the Madison Avenue Heritage Conservation District and adopting the Heritage Conservation District Plan is currently under appeal.

SASP 334 is proposed to be amended as part of the Bloor Corridor/Annex Block Planning Study through Official Plan Amendment 365 (OPA 365). As it relates to the site, OPA 365 provides that the City shall secure publicly accessible open spaces, widened sidewalks and mid-block connections through the development application review process. The revised Map 3 shows an east-west Mid-block Connection across the properties at 9 Madison Avenue and 300 Bloor Street West, terminating at Huron Street. OPA 365 was adopted by City Council on March 9, 2017, but is currently under appeal and is not in force.

The portion of the site at 11 Madison Avenue is subject to Site and Area Specific Policy 198 (Huron Madison). The policy provides that residential, institutional and commercial uses are permitted in house-form buildings and requires that development conserve the valued heritage buildings, reinforce the architectural unity that characterizes the area, and maintain the character of the heritage landscapes.

### *Zoning*

The site is split-zoned by the in-force Zoning By-law No. 438-86 of the former City of Toronto, with 9 Madison Avenue zoned CR T2.0 C2.0 R2.0 and 11 Madison zoned CR T1.5 C1.5 R1.0, with maximum heights of 12.0 metres on both properties. Similar to the underlying land use designation, the CR (Commercial-Residential) zone permits a wide range of uses.

The T2.0 C2.0 R2.0 zoning designation applying to 9 Madison permits a maximum density of 2.0 times the lot area, with a maximum commercial density of 2.0 FSI and a maximum residential density of 2.0 FSI. The T1.5 C1.5 R1.0 zoning designation applying to 11 Madison permits a maximum density of 1.5 FSI, with a maximum commercial density of 1.5 FSI and a maximum residential density of 1.0 FSI. The overall permitted FSI (blended based on the areas of 9 and 11 Madison Avenue, respectively) is 1.74 times the lot area.

The 9 Madison Avenue property is subject to Exceptions 12(1) 3(b), 12(1) 251, 12(2) 132 and 12(2) 270. The 11 Madison Avenue property is subject to the same exceptions, as well as Exception 12(2) 219(A).

Exception 12(1) 3(b) permits the reconstruction of the building in the event of a disaster. Exception 12(1) 251 permits the use of existing rooming houses or converted dwelling and rooming houses in the Annex. Exception 12(2) 132 prohibits commercial parking garages, while Exception 12(2) 270 limits permitted retail and service commercial uses to not greater than the amount which existed on the lot in July 1993, plus an additional 1,800 square metres.

Exception 12(2) 219(A), which applies only to 11 Madison Avenue, prohibits various non-residential uses on any lot in that portion of the Annex located north of Bloor Street West between Spadina Road and Bedford Road. The prohibited uses include a branch of a bank or financial institution, a restaurant, a take-out restaurant, a retail store and a real estate sales office, among others, but do not include an office or a place of assembly.

The subject site is proposed to be zoned CR 2.0 (c2.0; r2.0) SS2 (x2614) (9 Madison) and CR 1.5 (c1.5; r1.0) SS2 (x2481) (11 Madison) by the City-wide Zoning By-law No. 569-2013, which is currently under appeal and is not in force,

both with a height limit of 12.0 metres, exclusive of mechanical penthouses up to 5.0 metres in height. The subject site is proposed to be located within Policy Area 1.

The CR (Commercial Residential) zone permits residential uses in a range of building types, including apartment buildings, and a wide range of non-residential uses.

With respect to setbacks, Development Standard Set 2 (SS2) requires that at least 75% of the main wall of the building facing a front lot line must be at or between the front lot line and a maximum of 3.0 metres from the front lot line. The SS2 provisions also require a 7.5 metre setback from the rear lot line, or, where the rear lot line abuts a lane, a 7.5 metre setback from the lot line on the opposite side of the lane. No side yard setback is required except where a side wall has windows or openings, and only where that side lot line abuts a lot line that is not adjacent to a street or lane.

In addition, a building must not penetrate a 45-degree angular plane from the front lot line (in this case, Madison Avenue), measured at a height of 80% of the right-of-way width. Additional CR regulations include a minimum height of 4.5 metres for the first storey.

Exception CR 2614 applying to 9 Madison Avenue provides that Exception 900 11.10(2) applies, with reduced parking rates of 0.5 spaces for each bachelor and one-bedroom dwelling unit, 0.75 spaces for each 2-bedroom dwelling unit or larger, and 0.06 spaces for each dwelling unit for residential visitors. Exception CR 2614 also provides that Sections 12(1) 251, 12(2) 132 and 12(2) 270(a) of By-law 438-86 continue to prevail. None of the exceptions are relevant to the proposed development.

Exception CR 2481 applying to 11 Madison Avenue also provides that Exception 900 11.10(2) applies, while permitting dwelling units in building types with less than 5 dwelling units. Exception CR 2481 also provides that Sections 12(1) 251, 12(2) 132, 12(2) 219 and 12(2) 270(a) of By-law 438-86 continue to prevail. Only Section 12(2) 219 (summarized above) is relevant for the proposed development.

### **Planning Analysis**

In our opinion, this Minor Variance application satisfies the four tests set out in Section 45(1) of the *Planning Act* namely: (1) it maintains the general intent and purpose of the Official Plan; (2) it maintains the general intent and purpose of the Zoning By-law; (3) it is minor in nature; and (4) it is desirable for the appropriate development and use of the lands. Each of these tests is addressed in turn below.



(1) *Maintains the intent and purpose of the Official Plan*

In our opinion, the proposed mixed-use building maintains the intent and purpose of the Official Plan. The *Mixed Use Areas* designation permits a mix of commercial and institutional uses in a mixed use building, and envisions that development will create a balance of high quality uses that reduces automobile dependency and meets the needs of the local community. The proposal includes both commercial and institutional-type uses in the form of a retail unit, a café, office space and a community hub, providing for new jobs on an underutilized site currently occupied by a surface parking lot and a vacant house.

The proposal conforms with the *Mixed Use Areas* development criteria, providing a modest 3-storey building and creating a logical transition from the one- to 3-storey house-form buildings along Madison Avenue to the taller development to the south along Bloor Street West, including Tartu College. The proposal appropriately frames Madison Avenue at the north end of the site by conserving the existing house at 11 Madison *in situ*, and frames a new privately-owned publicly accessible space (POPS) on site.

Furthermore, the proposal will conform with SASP 334, the proposed direction in OPA 365 (which would amend SASP 334) and SASP 198. Although 11 Madison Avenue is not a listed or designated heritage building, it is identified as a contributing property by the Madison Avenue Heritage Conservation District (HCD) Plan. The proposal conserves the heritage elements of 11 Madison Avenue identified in the HCD Plan, as well as conserving the existing porch, which is identified as non-contributing, at the request of Heritage Preservation Services staff. The proposed projecting building element at the north end of the POPS has been set back 2.31 metres from Madison Avenue (whereas previously it was built almost to the front lot line) to promote views of 11 Madison Avenue from south of the site.

The proposal includes a proposed mid-block connection from Madison Avenue to Huron Street, through the POPS and the adjacent proposed development at 300 Bloor Street West, in accordance with proposed OPA 365. With respect to SASP 198 applying to 11 Madison, the proposal maintains the house-form building at 11 Madison Avenue, providing an appropriate built form transition from Bloor Street West to the Madison Avenue HCD area.

(2) *Maintains the intent and purpose of the Zoning By-law*

The proposal generally complies with both By-law 438-86 and By-law 569-2013, aside from variances related to the height of the first storey, the rear yard setback, front yard setback, three potential uses and parking.

By-law 569-2013 requires a minimum ground floor height of 4.5 metres, with the intent of ensuring viable commercial floor-to-ceiling heights. The proposal includes only non-residential uses, and in addition, the proposed ground floor height of 3.745 metres (more than 12 feet) is taller than a typical residential floor-to-ceiling height, which is typically about 3 metres.

Development Standard Set 2 (SS2) of the CR zone from By-law 569-2013, which applies to the site, also requires a 7.5 metre rear yard setback from the rear lot line, whereas the building is constructed to the rear lot line. However, since SS2 typically applies along main streets, this provision's intent is to provide for separation from low-rise residential uses in the interior of the block. In this case, properties on both sides of Madison Avenue and the west side of Huron Street between Bloor Street West and Lowther Avenue (and portions of the east side), are all zoned CR; this includes the Bloor Street United Church site at 300 Bloor Street West and 478 Huron Street, onto which the subject site backs, which is subject to a mixed-use rezoning application. The lower 3 levels of the proposed BSUC redevelopment will include non-residential and back-of-house uses, mitigating any potential privacy issues with the reduced setback. Furthermore, the in-force by-law, By-law 438-86, does not require any rear yard setback.

The SS2 Development Standard Set further requires that at least 75 percent of the main wall of the building facing the front lot line must be at or between the front lot line and a maximum of 3.0 metres from the front lot line, in order to ensure that buildings frame the public street. In this case, only 30 percent of the main wall is located within 3.0 metres of the front lot line, in order to create the new POPS in the centre of the site. Two wings will frame the POPS on the north and south edges of the site, while the building at 11 Madison Avenue will be conserved *in situ*, maintaining the existing 6.39 metre setback of the house-form building.

With respect to the proposed uses, the proposed community centre and office uses are permitted as-of-right in both by-laws on both properties. However, while a branch of a bank or financial institution, a restaurant and take-out restaurant are permitted at 9 Madison Avenue, Exception 12(2) 219(A) of By-law 438-86 (which prevails in By-law 569-2013) does not permit these uses at 11 Madison Avenue.

While a variance to permit new uses is being requested, we note that the requested uses are limited in scope. The Estonian Credit Union, which will occupy the majority of the ground floor of the 9 Madison portion of the building with a typical financial institution, is proposing a separate but related wealth management office at the rear of the 11 Madison portion of the building. It is our understanding that wealth management offices are required to be physically separated from the customer-serving portion of the financial institution; this portion of the financial institution will function similarly to an office, which is a permitted use.

At the front of 11 Madison, where the proponent is proposing to retain the existing building, a tenant has yet to be secured. As such, in order to allow the proponent flexibility in leasing this space in the heritage building, we are requesting that two additional specific uses typically permitted in the CR zone also be permitted i.e. limited to a restaurant and a take-out restaurant. In this regard, we note that there is at least one restaurant on Madison Avenue, further north of the property, at 14 Madison Avenue (the Madison Pub).

Finally, whereas both by-laws require parking spaces to be located on site (13 spaces in By-law 438-86 and 15 spaces in By-law 569-2013), none are proposed. A parking study dated May 18, 2018 was prepared by LMM Engineering Inc., which concluded that the provision of no on-site parking was appropriate. The study included a parking utilization study undertaken at a proxy site, the existing Estonian House at 958 Broadway Avenue, in order to capture the projected peak parking demand. Surveys were also conducted in the vicinity of the subject site in order to determine parking availability in the area. In addition, a parking letter by LMM Engineering Inc. dated September 23, 2018 was submitted, explaining that the proponent intends to enter into an off-site parking agreement with Tartu College. The agreement would allow for 15 to 20 of the existing spaces at Tartu College (which has 32 below grade and 10 at grade parking spaces) to be allocated for usage by the subject site.

As detailed in the Engineering and Construction Services memo dated October 19, 2018, staff had outstanding questions regarding that study and letter, asking whether the study had taken into account the loss of the existing Toronto Parking Authority parking lot at 9 Madison Avenue and requesting additional clarification regarding the arrangements with Tartu College. An addendum to the LMM parking study is nearing completion and will be submitted as part of the Site Plan Approval resubmission.

(3) *Minor in Nature*

An assessment of the requested variances against the test of “minor” is not solely a numerical assessment but rather predominantly involves an assessment of impact. In this regard, the proposed development will not create any significant additional adverse impacts onto the surrounding area.

The tall first storey height of 3.745 metres will sufficiently accommodate non-residential uses. The zero metre rear yard setback will abut the non-residential portion of the proposed BSUC mixed-use development, negating any potential privacy concerns, while the increased front yard setback for the majority of the property will permit the introduction of a new public square to the neighbourhood.

The proposed bank/financial institution use will allow for a wealth management use at the rear of the site, which will function similarly to an office, a permitted use. The proposed restaurant or take-out restaurant use will be small, ranging in size from approximately 93 to 140 square metres (1,000 to 1,500 square feet); a restaurant use already exists along Madison Avenue, further north of the site.

Finally, while we acknowledge that staff have questions regarding the proposed parking arrangements, it is anticipated that, even without the Tartu College agreement, the proposed parking supply will not adversely impact the demand for parking in the neighbourhood.

*(4) Desirable for the Appropriate Development and Use of the Land*

The requested variances are appropriate and desirable, as they will permit a distinctive new building that will add to the diverse mix of building types and uses in the surrounding neighbourhood. It will include a new public square (a POPS), new non-residential uses and a new home for the Estonian community centre, along with a new mid-block connection to Huron Street, as envisioned in the Bloor Corridor/Annex Block Planning Study (OPA 365), all within walking distance of two interchange subway stations.

The 7 requested variances will allow a building that incorporates and conserves the existing house at 11 Madison *in situ*, with no variances requested for height or gross floor area. Overall, the non-residential development will allow for a well-designed building that improves the public realm along Madison Avenue, implements the Official Plan direction for the subject site, and is desirable for the appropriate development and use of the land.

## **Conclusion**

The applicant is requesting variances to By-law 438-86, as amended, and By-law 569-2013, as amended, to permit a modest infill mixed-use building housing a cultural centre that will serve as a community hub and gathering place for Toronto's Estonian community, while providing limited commercial uses and a new public square (POPS), all within 350 metres of two interchange subway stations.

In our opinion, as set out above, the requested variances would meet the four tests set out in Section 45(1) of the *Planning Act*, in that (1) they maintain the intent of the Official Plan; (2) they maintain the intent of the Zoning By-law; (3) they are minor in nature; and (4) they are desirable for the appropriate development and use of the lands.

In support of the Minor Variance application, please find enclosed herewith a USB with digital versions of:

- this cover letter;
- Boundary and Topographical Survey prepared by Rouse Surveyors;
- Architectural Drawing Set prepared by Kongats Architects;
- a Zoning Waiver, attached to which is the October 3, 2018 Zoning Notice, with minor revisions (highlighted);
- a cheque for \$4,598.06, constituting the application fee for the Minor Variance application.

If you have any questions and/or require any clarification regarding this submission, please do not hesitate to contact me or Mike Dror, Senior Planner, of our office.

Yours very truly,

**Bousfields Inc.**



Peter Smith, MCIP, RPP