

## **Memorandum**

### **Public Works Department - Engineering**

DATE: March 30<sup>th</sup>, 2021  
TO: Curtis Thompson, Planner  
CC: Nancy J. Bozzato , Clerk; Holly Willford, Deputy Clerk; Jason Marr, Director of Public Works  
FROM: Derek Young, Manager of Engineering  
RE: File A18/2021P  
897 Foss Road

Public Works has completed a review of the minor variance application A18/2021P for relief of Pelham Zoning By-Law 1136(1987), as amended. The application is made to seek relief from the following:

- **Section 7.3 (e) “Minimum Side Yard”** – to permit a minimum side yard of 11.5m whereas the by-law requires 15m; and;
- **Section 7.3 (g) (i) “Supplementary Setback Distance”** – to permit a supplementary setback distance (to dwelling on adjacent lot) of 36m whereas the by-law requires 45m.

Public Works has the following comments;

1. That the applicant submits a scoped lot grading and drainage plan to demonstrate that the drainage does not negatively impact nor rely on neighbouring properties, to the satisfaction of the Director of Public Works or his designate.
2. Should the applicant require a new access, they will need to obtain approval through a Driveway Entrance and Culvert Permit from the Public Works Department prior to the installation of a new driveway onto Town right-of-way.