

December 2, 2021.

Re: Deferral of minor variance application for 14 O'Connor Lane

Dear Members of the Committee of Adjustment,

Please accept this email as our formal request to defer our application to the Committee of Adjustment to be reviewed at a later date. We are making this request in order to make an amendment for additional minor variance(s) to be added and another preliminary review completed. City Planning staff are aware of the deferral request we are making, and are in support of this decision.

We were notified yesterday (December 1<sup>st</sup>, 2021) that due to an oversight by By-Law, Permit and Planning staff, an additional variance was just discovered (concerning our existing fence) by Zoning staff after further review of our application.

We feel that by amending our current application, it would be of benefit to the Committee and will allow for all minor variance requests to be within one cohesive application. This will also support our young family from having to incur additional fees if we were to create a separate application for the newly discovered fence variance that we were unaware of before yesterday.

We have also been made aware of the \$350 fee that we are now required to pay in order to defer this application. As this additional variance was overseen by city staff and an was error on their part, we are requesting a full refund since our young family is on a limited income and with being only a few weeks away from Christmas, the money we now have to pay for this deferral fee was originally budgeted for our son's and family's Christmas gifts.

We appreciate your consideration and co-operation on this time sensitive matter.

Sincerely,

Courtney and Brent Butler