

July 11. 2023

Hello,

We hope this letter finds you in good health and high spirits.

We wanted to reach out to you personally to discuss a minor development project we are planning for our property. We value our relationship as neighbors and believe in open communication, which is why we wanted to provide you with this letter to explain our proposed project and address any concerns you may have.

Our project involves constructing a 3-season sunroom in our backyard to provide a sheltered and secured space to house a swim spa and seating area. This will enhance the livability and enjoyment of our home as well as provide us future wellness benefits.

To accommodate the swim spa, the proposed sunroom will encroach into the rear yard setback by approximately one meter more than what is allowed by the local by-laws. While the setback is more than allowed, the sunroom will not encroach on rainwater swales and our existing trees will remain as is for privacy. We understand that this encroachment may raise some concerns and we want to assure you that we have taken the necessary steps to minimize any potential impact on you and the neighbourhood. We have worked closely with our designer and obtained professional advice to ensure that the design of the sunroom adheres to all safety standards and regulations and aside from the minor setback variance, there are no additional concerns.

We genuinely believe that the sunroom will be a valuable addition to our home, offering us a space to connect with nature and enjoy the beauty of our backyard all year round. We have made every effort to design it in a way that is aesthetically pleasing and in harmony with the surrounding properties. Please review the attached proposed design information package.

We kindly request your understanding and support for our minor variance application.

While not required, your optional signature below indicates that you have reviewed the details of our project and approve of the minor variance and project development. We assure you that we will be respectful of our neighbours and will take any concerns you may have into account throughout the construction process.

Thank you for your time and consideration. Your support means a lot to us and will contribute to the positive development of our home and neighbourhood.

Warmest regards,  
John & Sharon Porter  
2 Amsterdam Crescent

Reviewed and approved by:

Print Name: GREG MARK Signature: [Signature]

Date: JULY 11/23 Additional Comment(s): SONDS LIKE A GREAT PROJECT WE WISH YOU THE BEST