

**Date:** April 19, 2021  
**To:** Planning & Development Executive Committee  
**From:** Cody Vangel, CBO/Planner  
**Re:** 324 Victoria Avenue Zoning Amendment – Request For Waiver of Fees

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The Rainy River District Social Services Administration Board (RRDSSAB) submitted application for Minor Variance to the Committee of Adjustment requesting reduction in the required number of on-site parking spaces from 22 to 5 due to a change in use of the facility located at 324 Victoria Avenue.

The Committee of Adjustment considered this matter at the March 17, 2021 session, though deferred making a decision at the meeting due to concerns that the request was “major”, and asked that the applicant should bring back further information on the proposal including but not limited too a site plan detailing additional onsite parking, third party off-street parking agreement, on street parking agreement, etc.

Please be advised that the Rainy River District Social Services Administration Board has submitted a letter dated March 18, 2021 to hereby withdraw their application for minor variance (application A1-2021) related to their property at 324 Victoria Avenue. The applicant states in the letter which has been provided for your reference that they feel the request would be more appropriately considered as a zoning by-law amendment rather than a minor variance due to its nature. A copy of the documents submitted to the Committee of Adjustment have been attached for information.

Given that the RRDSSAB has paid a minor variance application fee of \$324.50 and will be subject to the fee of the public notice for \$264.75 plus applicable taxes, RRDSSAB is requesting that the applicable fees for the upcoming rezoning application be waived. The fees requested to be waived are \$1,400.00 for the application and an estimated \$500.00 for the next newspaper public notice.

Respectfully submitted,



Cody Vangel  
CBO/Planner  
Sec. Treas. Committee of Adjustment