Hamilton

COMMITTEE OF ADJUSTMENT

City Hall, 5th floor, 71 Main Street West, Hamilton, ON L8P 4Y5
Telephone (905) 546-2424, ext. 4221

E-mail: cofa@hamilton.ca

NOTICE OF PUBLIC HEARING Minor Variance

You are receiving this notice because you are either:

- Assessed owner of a property located within 60 metres of the subject property
- Applicant/agent on file, or
- Person likely to be interested in this application

APPLICATION	A-24:217	SUBJECT	1135 Stone Church Road East,
NO.:		PROPERTY:	Hamilton
ZONE:	"C6" (District Commercial)	ZONING BY-	Zoning By-law City of Hamilton 05-
		LAW:	200, as Amended

APPLICANTS: Owner: Nor Fai Chin & Shin Shee Chin

Applicant: New Apostolic Church Canada

Agent: Arcadis Professional Services (Canada) Inc. c/o John Ariens

The following variances are requested:

1. To permit the use of a Place of Assembly whereas the zoning by-law does not permit this use in a C6-District Commercial zone.

PURPOSE & EFFECT: So as to permit the construction of a Place of Assembly with 62 parking

spaces.

Notes: N/A

This Notice must be posted by the owner of any land which contains seven or more residential units so that it is visible to all residents.

This application will be heard by the Committee as shown below:

DATE:	Tuesday, October 22, 2024	
TIME:	1:50 p.m.	
PLACE:	Via video link or call in (see attached sheet for details)	
	City Hall Council Chambers (71 Main St. W., Hamilton)	
	To be streamed (viewing only) at	
	www.hamilton.ca/committeeofadjustment	

For more information on this matter, including access to drawings illustrating this request and other information submitted:

A-24:217

- Visit www.hamilton.ca/committeeofadjustment
- Visit Committee of Adjustment staff at 5th floor City Hall, 71 Main St. W., Hamilton

PUBLIC INPUT

Written: If you would like to submit written comments to the Committee of Adjustment you may do so via email or hardcopy. Please see attached page for complete instructions, written comments must be received no later than noon October 18, 2024

Orally: If you would like to speak to this item at the hearing you may do so via video link, calling in, or attending in person. Please see attached page for complete instructions, registration to participate virtually must be received no later than noon October 21, 2024

FURTHER NOTIFICATION

If you wish to be notified of future Public Hearings, if applicable, regarding A-24:217, you must submit a written request to cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5.

If you wish to be provided a Notice of Decision, you must attend the Public Hearing and file a written request with the Secretary-Treasurer by emailing cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5.



Subject Lands

DATED: October 3, 2024

Jamila Sheffield, Secretary-Treasurer Committee of Adjustment Information respecting this application is being collected under the authority of the Planning Act, R.S.O., 1990, c. P. 13. All comments and opinions submitted to the City of Hamilton on this matter, including the name, address, and contact information of persons submitting comments and/or opinions, will become part of the public record and will be made available to the Applicant and the general public, and may include posting electronic versions.



COMMITTEE OF ADJUSTMENT

City Hall, 5^{th} floor, 71 Main Street West, Hamilton, ON L8P 4Y5 Telephone (905) 546-2424, ext. 4221

E-mail: cofa@hamilton.ca

PARTICIPATION PROCEDURES

Written Submissions

Members of the public who would like to participate in a Committee of Adjustment meeting are able to provide comments in writing advance of the meeting. Comments can be submitted by emailing cofa@hamilton.ca or by mailing the Committee of Adjustment, City of Hamilton, 71 Main Street West, 5th Floor, Hamilton, Ontario, L8P 4Y5. Comments must be received by noon on the date listed on the Notice of Public Hearing.

Comments are available the Friday prior to the Hearing and are available on our website: www.hamilton.ca/committeeofadjustment

Oral Submissions

Members of the public are also able to provide oral comments regarding Committee of Adjustment Hearing items by participating Virtually through Webex via computer or phone or by attending the Hearing In-person. Participation Virtually requires pre-registration in advance. Please contact staff for instructions if you wish to make a presentation containing visual materials.

1. Virtual Oral Submissions

Interested members of the public, agents, and owners **must register by noon on the day listed on the Notice of Public Hearing to** participate Virtually.

To register to participate Virtually by Webex either via computer or phone, please contact Committee of Adjustment staff by email cofa@hamilton.ca. The following information is required to register: Committee of Adjustment file number, hearing date, name and mailing address of each person wishing to speak, if participation will be by phone or video, and if applicable the phone number they will be using to call in.

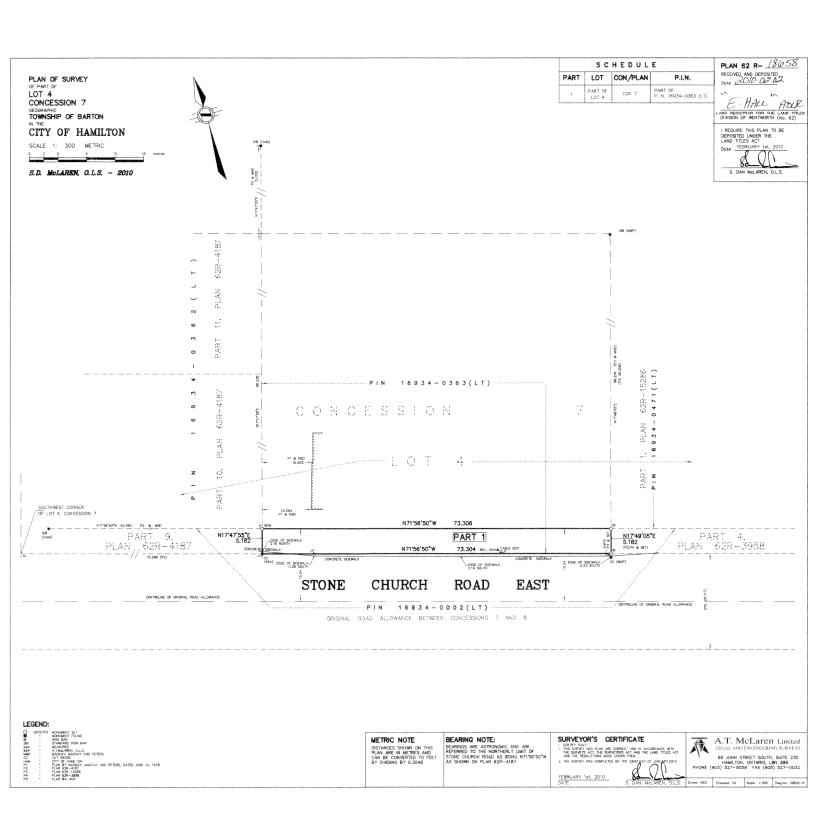
A separate registration for each person wishing to speak is required. Upon registering for a meeting, members of the public will be emailed a link for the Webex meeting one business day before the Hearing. Only those registered will be called upon to speak.

2. In person Oral Submissions

Interested members of the public, agents, and owners who wish to participate in person may attend Council Chambers on the date and time listed on the Notice of Public Hearing. Please note, you will be required to provide your name and address for the record. It is advised that you arrive **no less than 10 minutes** before the time of the Public Hearing as noted on the Notice of Public Hearing.

We hope this is of assistance and if you need clarification or have any questions, please email cofa@hamilton.ca.

Please note: Webex (video) participation requires either a compatible computer or smartphone and an application (app/program) must be downloaded by the interested party in order to participate. It is the interested party's responsibility to ensure that their device is compatible and operating correctly prior to the Hearing.

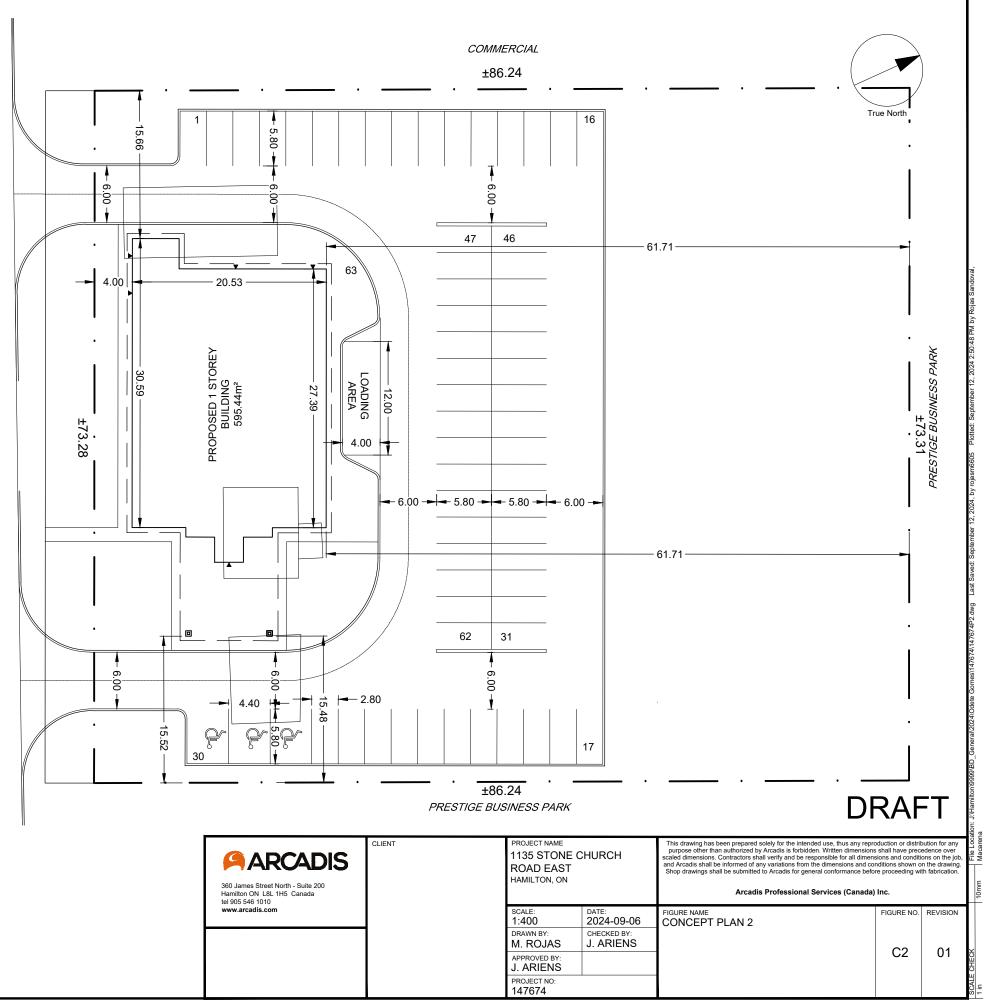


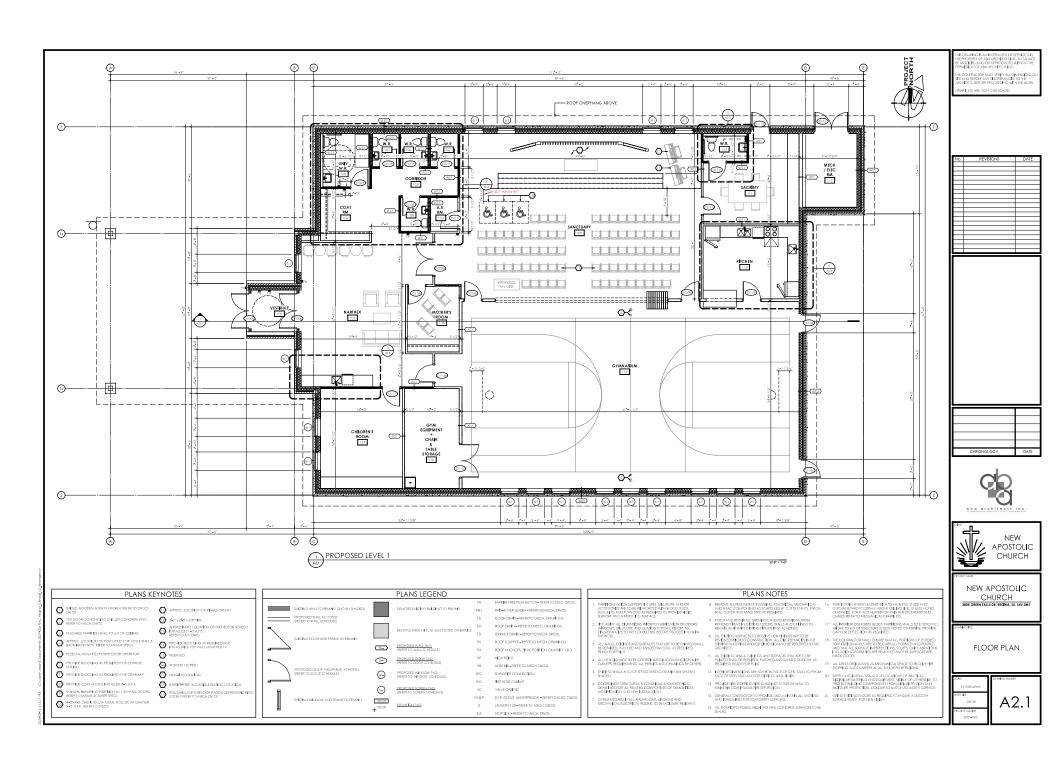
DISTRICT COMMERCIAL (C6) ZONE	REQUIRED	PROVIDED	VARIANCE
PERMITTED USES	COMMERCIAL USES	PLACE OF WORSHIP	X
BUILDING SETBACK FROM A STREET LINE	i) MINIMUM 1.5 m ii) MAXIMUM 4.5m, EXCEPT WHERE A VISIBILITY TRIANGLE IS REQUIRED FOR A DRIVEWAY ACCESS	4m	
MINIMUM REAR YARD	i) 6m ii) 7.5m ABUTTING A RESIDENTIAL OR INSTITUTIONAL ZONE OR LOT CONTAINING A RESIDENTIAL USE	61.71m	
MINIMUM INTERIOR SIDE YARD	i) 1.5m ii) 4.5m ABUTTING A RESIDENTIAL OR INSTITUTIONAL ZONE OR LOT CONTAINING A RESIDENTIAL USE	15.52m	
MAXIMUM HEIGHT	14m	PROVIDED	
	i) ROOFTOP MECHANICAL EQUIPMENT SHALL BE LOCATED AND/OR SCREENED FROM VIEW OF ANY ABUTTING STREET	PROVIDED	
	ii) FOR AN INTERIOR LOT OR A THROUGH LOT THE MINIMUM WIDTH OF THE GROUND FLOOR FAÇADE FACING THE FRONT LOT LINE SHALL BE GREATER THAN OR EQUAL TO 40% OF THE MEASUREMENT OF THE FRONT LOT LINE AND SHALL EXCLUDE ACCESS DRIVEWAYS AND LANDS WITHIN A REQUIRED YARD.	30.59m = 41.74%	
BUILT FORM FOR NEW DEVELOPMENT	iv) IN ADDITION TO SECTION 10.6.3I) II) AND III), THE MINIMUM WIDTH OF THE GROUND FLOOR FAÇADE FACING THE FRONT AND FLANKAGE LOT LINES SHALL EXCLUDE ACCESS DRIVEWAYS AND ANY REQUIRED YARDS WITHIN A LOT LINE ABUTTING A STREET.	PROVIDED	
	vi) NO PARKING, STACKING LANES, OR AISLES SHALL BE LOCATED BETWEEN A BUILDING FAÇADE AND THE FRONT LOT LINE AND FLANKAGE LOT LINE;	PROVIDED	
	vii) A MINIMUM OF ONE PRINCIPAL ENTRANCE SHALL BE PROVIDED: 1. WITHIN THE GROUND FLOOR FAÇADE THAT IS SET BACK IS CLOSEST TO A STREET; AND, 2. SHALL BE ACCESSIBLE FROM THE BUILDING FAÇADE WITH DIRECT ACCESS FROM THE PUBLIC SIDEWALK; AND,	PROVIDED	
	viii) A WALKWAY SHALL BE PERMITTED IN A PLANTING STRIP WHERE REQUIRED BY THE BYLAW.	PROVIDED	
PLANTING STRIPS	WHERE A PROPERTY LOT LINE ABUTS A PROPERTY LOT LINE WITHIN A RESIDENTIAL ZONE OR AN INSTITUTIONAL ZONE AND NOT A LANEWAY, A MINIMUM 1.5m WIDE PLANTING STRIP SHALL BE PROVIDED AND MAINTAINED.	N/A	
VISUAL BARRIER	A VISUAL BARRIER SHALL BE REQUIRED ALONG ANY LOT LINE ABUTTING A RESIDENTIAL ZONE, INSTITUTIONAL ZONE, OR DOWNTOWN (D5) ZONE IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 4.19 OF THIS BY-LAW.	N/A	
OUTDOOR STORAGE	i) NO OUTDOOR STORAGE OF GOODS, MATERIALS, OR EQUIPMENT SHALL BE PERMITTED; AND, ii) NOTWITHSTANDING SECTION 10.6.3JJ)), THE DISPLAY OF GOODS OR MATERIALS FOR RETAIL PURPOSES ACCESSORY TO A RETAIL USE SHALL ONLY BE PERMITTED IN A FRONT OR FLANKAGE YARD.	N/A	
	PARKING REQUIREMENT	rs	
PLACE OF WORSHIP	1 FOR EVERY 10m ² OF GFA 595.44 / 10 = 60 SPACES	62 SPACES	
ACCESSIBLE PARKING	5-100 SPACES PROVIDED = 4% OF THE TOTAL PROVIDED 63 * 4 /100 = 3 SPACES	3 SPACES	
SIZE	MINIMUM 2.8 x 5.8m	2.8 x 5.8m	
ACCESSIBLE PARKING SIZE	MINIMUM 4.4 x 5.8m	4.4 x 5.8m	



EAST

STONE CHURCH ROAD









Chair and Members of Committee of Adjustment c/o Ms. Jamila Sheffield Secretary – Treasurer, Committee of Adjustment City of Hamilton
71 Main Street West – 5th Floor
Hamilton, Ontario L8P 4Y5
Canada

Arcadis Professional Services (Canada) Inc. 360 James Street North – Suite 200 Hamilton, L8L 1H5 Canada

Phone: 905-546-1010 www.arcadis.com

Date: August 19, 2024 Our Ref: 147674

Subject: 1135 STONE CHURCH ROAD, HAMILTON- MINOR VARIANCE APPLICATION

Dear Ms. Jamila Sheffield

Arcadis Professional Services (Canada) Inc. ("Arcadis") is the authorized planning agent for New Apostolic Church Canada (the "Client"), who have an accepted purchase agreement for the lands municipally known as 1135 Stone Church Road in the City of Hamilton (the "subject lands"). The current owner's authorization is attached in this submission. Arcadis has been the leading planning consultant for this development and is delivering a Phase 1 and a Phase 2 ESA. Given the subject lands are being purchased, there is yet to be a topographical survey completed at this time. Further site details will be provided at a later time, once the subject lands have been amended to permit religious assembly / a Place of Worship.

This minor variance application is made under Section 45 of the *Planning Act* which allows variances in respect of the land, building or structure or the use thereof. Currently, under the District Commercial Zone in the City of Hamilton's Zoning By-law 05-200, the assembly of persons in a large building is permitted on the subject lands. This minor variance application looks to permit religious assembly / a Place of Worship on the subject lands.

1.0 SITE LOCATION AND CONTEXT

The subject lands are municipally known as 1135 Stone Church Road, Hamilton and are located east of Upper Ottawa Street and south of the Lincoln M. Alexander Parkway. The subject lands are legally described as: PT LT 4, CON 7 BARTON, AS IN CD415837, SAVE & EXCEPT PT 1 ON 62R18658 CITY OF HAMILTON. The site has a total area of approximately 0.63 hectares, approximate frontage of 73.4 metres on Stone Church Road, and an approximate lot depth of 86.4 metres. Currently on the subject lands is three unoccupied buildings. The subject lands are accessed from Stone Church Road to the south of the site. Please refer to **Figure 1** for an aerial image of the site and **Figures 2** and **3** for views of the site from Stone Church Road.





Figure 1: Aerial image of the subject lands retrieved from GeoWarehouse.



Figure 2: View of the eastern portion of the subject lands from Stone Church Road.





Figure 3: View of the western portion of the subject lands from Stone Church Road.

2.0 PROPOSED MINOR VARIANCE

The subject lands are zoned as District Commercial (C6) per the City of Hamilton's Comprehensive Zoning Bylaw 05-200. The subject lands are designated as District Commercial per the Urban Hamilton Official Plan under Schedule E-1. The variance being applied for, made under Section 45 (1) of the Planning Act, is as follows:

1. To permit religious uses on the subject lands for a proposed Place of Worship.

Planning Act Section 45 (1) Compliance

Section 45 (1) of the *Planning Act* permits the Committee of Adjustment to grant Minor Variances from the Zoning By-law provided that they meet what is known at the four (4) tests. The four tests are:

- 1. Is the variance minor in nature?
- 2. Is the variance desirable and appropriate?
- 3. Does the variance maintain the general intent and purpose of the Official Plan? And,
- 4. Does the variance maintain the general intent and purpose of the Zoning By-law?

The following will provide an analysis of the proposed variance against the four tests.

2.1 Variance 1: Additional Storage Permissions

On the subject lands, zoned as District Commercial (C6), the Zoning By-law permits several assembly and community uses similar to that of a Place of Worship. Currently, per Section 10.6.1 of the Zoning By-law, the subject lands permit the development of a building for assembly- and use such assembly for religious purposes, a

Ms. Jamila Sheffield City of Hamilton August 19, 2024



day nursery, a gymnasium, funeral services, an administrative office, and counselling and other social services. This minor variance application is to permit religious assembly / a Place of Worship on the subject lands.

1. Is the variance minor in nature?

The requested variance is minor in nature as it does not change the assembly use or create any adverse impacts on the surrounding areas. The subject lands currently permit an Assembly Hall with several uses traditionally associated with a Place of Worship, including a day nursery, funeral services, a gym for recreational purposes, counselling and social services, and admin offices. An Assembly Hall supports people gathering for an event, including people praying at an assembly, however, a Place of Worship is not permitted within an Assembly Hall. The requested variance enables the same ancillary purposes of an Assembly Hall for the community, while explicitly supporting religious uses. Given the above, it is our opinion that the variance is minor in nature.

2. Is the variance desirable and appropriate?

The requested variance is desirable and appropriate as the proposed Apostolic Church offers a range of services to the immediate neighbourhood and helps create a sense of place for the community. The surrounding areas around the subject lands include large communities of single detached homes, which would be benefitted by the introduction of a Place of Worship with several ancillary community uses. The requested variance to permit religious uses is appropriate based on the similar permissions for Assembly Halls allowed on the subject lands. Furthermore, the proposed Place of Worship is appropriate within the neighbourhood context as there is currently a Place of Worship, St. Naum of Ohrid Macedonian Orthodox Church, located 60 metres away from the subject lands. There are also multiple other churches nearby including The Salvation Army Mountain Citadel and the Church of Jesus Christ of Latter-day Saints. Given the above, it is our opinion that the requested variance is desirable and appropriate.

3. Does the variance maintain the general intent and purpose of the Official Plan?

The requested variance maintains the general intent and purpose of the UHOP for lands under the District Commercial Designation per Schedule E-1. As described in Section 4.7.1: Function, "The range of retail uses are intended to serve the daily and weekly shopping needs of residents in the surrounding neighbourhoods. The District Commercial areas shall also serve as a focus for the adjacent neighbourhood(s) by creating a sense of place". The requested variance looks to permit religious uses for a Place of Worship, which also allows for accessory uses, such as an assembly hall, bookstore, conference centre, funeral home, and day nursery. The range of services and uses provided by the proposed Place of Worship are beneficial to the immediate neighbourhood and create a sense of place. Given the above, it is our opinion that the requested variance maintains the general intent of the UHOP.

4. Does the variance maintain the general intent and purpose of the Zoning By-law?

The requested variance maintains the general intent and purpose of the City of Hamilton's Zoning By-law 05-200 for providing services for the immediate and surrounding neighbourhoods. Under Section 10.6.1: Permitted Uses of Hamilton's Zoning By-law, the subject lands permit several similar uses to a Place of Worship, including assembly, a conference centre, a funeral home, a day nursery, and more. Under the Zoning By-law, a Place of Worship allows an Assembly Hall but an Assembly Hall does not allow for a Place of Worship. It is our opinion that the Zoning By-law is restricting the user and not the use on the subject lands, as people praying at an assembly is not prohibited but a Place of Worship is not permitted. Given the similarities between a Place of Assembly and Place of Worship, it is our opinion that this minor variance should be approved due to the range of

Ms. Jamila Sheffield City of Hamilton August 19, 2024



services the proposed use would provide to the community, which adheres to the general intent and purpose of the Zoning By-law.

3.0 CONCLUSION

John Ariens, MCIP, RPP

Senior Planner, Management

Based on our review of the proposed variance and the planning justification provided in the foregoing sections, it is our opinion that the proposed variance should be approved. The proposed variance has regard for both the policies of the Urban Hamilton Official Plan and the City of Hamilton Zoning By-law 05-200. As previously analyzed, the impact of the requested variance would be minor. The requested variance outlined in this letter meets the four tests for a minor variance as prescribed under Section 45 (1) of the *Planning Act*.

Should you have any questions, or wish to discuss further, please do not hesitate to contact the undersigned.

Sincerely,

Arcadis Professional Services (Canada) Inc.

Jason Weisbrot

Co-op Student, Planning

Jason Weisbrot

July 30, 2024

Committee of Adjustment Hamilton City Hall 71 Main Street West, 5th Floor Hamilton, ON L8P 4Y5

To whom it may concern,

I Nor Fai Chin Shin Shee Chin being the registered owner of 1135 Stone Church Rd in the City of Hamilton hereby authorize the New Apostolic Church and Arcadis to prepare and submit a minor variance application seeking permissions for a Place of Worship upon these lands.

Sincerely,

Signed by:

Signature: Nor Fai Clain She Chain S

Home Address: 57 Lawrence Ave, Hamilton, ON, L8G2M8



Committee of Adjustment

City Hall, 5th Floor, 71 Main St. W., Hamilton, ON L8P4Y5

Phone: (905) 546-2424 ext. 4221

Email: cofa@hamilton.ca

APPLICATION FOR A MINOR VARIANCE/PERMISSION

UNDER SECTION 45 OF THE PLANNING ACT

1. APPLICANT INFORMATION

	NAME			
Registered				
Owners(s)				
Applicant(s)				
Agent or				
Solicitor				
.2 Primary contact		☐ Applica	nt	☐ Owner☑ Agent/Solicitor
		□ / \pp.ioc		_
.3 Sign should be se	ent to	☐ Applica	nt	☐ Owner☑ AgentSolicitor
		— Арріїсе	110	M Agentoonoloi
.4 Request for digita	al copy of sign	Yes*	□ No	
If YES, provide e	mail address where	sign is to be se	ent	
.5 All correspondence	ce may be sent by e	mail	✓ Yes*	□ No
(if applicable). Or	nly one email addres	s submitted w	II result in the	AND the Applicant/Agent voiding of this service.
rnis request does	s not guarantee all c	orrespondenc	e will sent by	eman.
.6 Payment type		☐ In pers ☐ Chequ		☐ Credit over phone*
			*Must p	rovide number above

2. LOCATION OF SUBJECT LAND

2.1 Complete the applicable sections:

Municipal Address	1135 Stone Church Road		
Assessment Roll Number			
Former Municipality			
Lot	4	Concession	7
Registered Plan Number	CD415837	Lot(s)	
Reference Plan Number (s)	62R18658	Part(s)	

Re	ference Plan Number (s)	62R18658	Part(s)			
2.2	2.2 Are there any easements or restrictive covenants affecting the subject land? ☐ Yes ☑ No If YES, describe the easement or covenant and its effect:					
3.	PURPOSE OF THE APPL	LICATION				
	Additional sheets can be submitted if there is not sufficient room to answer the following questions. Additional sheets must be clearly labelled					
All d etc.)	imensions in the application	n form are to be provide	ed in metric units (millime	tres, metres, hectares,		
3.1	Nature and extent of reli	ef applied for:				
	This minor variance application looks to permit religious assembly / a Place of Worship on the subject lands. See Variance Letter for more details.					
	☐ Second Dwelling Unit	t Reconstr	ruction of Existing Dwellin	g		
3.2	Why it is not possible to	comply with the provisi	ons of the By-law?			
	Religious assembly is not accessory uses are permi			•		
3.3	Is this an application 45(Yes	☑ No			

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

4.1 Dimensions of Subject Lands:

Lot Frontage	Lot Depth	Lot Area	Width of Street
+-240.83 ft	+-283.60 ft	0.63 hectares	+-13.5 m

	nce from side, rear and		-	structures to be
Existing:			uemonsne	u
Type of Structure	Front Yard Setback	Rear Yard Setback	Side Yard Setbacks	Date of Construction
Proposed:	See attache	d draft Concept Plan. To	be finalized through the S	ite Plan process.
Type of Structure	Front Yard Setback	Rear Yard Setback	Side Yard Setbacks	Date of Construction
Place of Worship	4 m	61.71 m	15.52 m	N/A
4.3. Particulars of a sheets if neces	all buildings and struct ssary):	ures on or proposed	•	structures to be
Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Height
Proposed:	See attache	ed draft Concept Plan. To	be finalized through the S	Site Plan process.
Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Height
Place of Worship	595.44m2	595.44m2	1	
☐ publicly ow ☐ privately ov 4.5 Type of storm	supply: (check approportion and operated piper wheel and operated in drainage: (check approperated and operated stort approperated stort approperated stort approperated stort approperated stort approperated stort approper	ped water system dividual well propriate boxes)	☐ lake or other ☐ other means ☐	•
☐ swales			other means	s (specify)

4.6	ype of sewage disposal proposed: (check appropriate box) ☑ publicly owned and operated sanitary sewage ☐ system privately owned and operated individual ☐ septic system other means (specify)
4.7	Type of access: (check appropriate box) ☐ provincial highway ☐ municipal road, seasonally maintained ☐ municipal road, maintained all year ☐ municipal road, maintained all year
4.8	Proposed use(s) of the subject property (single detached dwelling duplex, retail, factory etc.): Religious assembly / Place of Worship
4.9 7	Existing uses of abutting properties (single detached dwelling duplex, retail, factory etc.): Commercial Uses, Employment Uses, Place of Worship HISTORY OF THE SUBJECT LAND
7.1	Date of acquisition of subject lands: June 24, 1987
7.2	Previous use(s) of the subject property: (single detached dwelling duplex, retail, factory etc) Residential / Accessory Buildings
7.3	Existing use(s) of the subject property: (single detached dwelling duplex, retail, factory etc) Uninhabitated
7.4	Length of time the existing uses of the subject property have continued: Unknown
7.5	What is the existing official plan designation of the subject land?
	Rural Hamilton Official Plan designation (if applicable):
	Rural Settlement Area:
	Urban Hamilton Official Plan designation (if applicable) District Commercial
	Please provide an explanation of how the application conforms with the Official Plan. Proposed development provides range of services that support the surrounding neighbourhoods and create a sense of place.
7.6	What is the existing zoning of the subject land?
7.8	Has the owner previously applied for relief in respect of the subject property? (Zoning By-lawAmendment or Minor Variance) ☐ Yes ☑ No If yes, please provide the file number:

7.9	Is the subject property the subject Planning Act?	ect of a current a	pplication for consent under Section 53 of the
	· ·	Yes	☑ No
	If yes, please provide the file nu	mber:	
8	ADDITIONAL INFORMATION		
8.1	Number of Dwelling Units Existi	ng: <u>0</u>	<u> </u>
8.2	Number of Dwelling Units Propo	osed: 0	<u></u>
8.3	Additional Information (please in	nclude separate	sheet if needed):

COMPLETE APPLICATION REQUIREMENTS 11.1 All Applications ✓ Application Fee Site Sketch ▼ Complete Application form ✓ Signatures Sheet 11.4 Other Information Deemed Necessary ✓ Cover Letter/Planning Justification Report ✓ Authorization from Council or Director of Planning and Chief Planner to submit application for Minor Variance Minimum Distance Separation Formulae (data sheet available upon request) ☐ Hydrogeological Assessment Septic Assessment Archeological Assessment Noise Study ☐ Parking Study