



G. H. Russell Planning and Development Services

June 01, 2022

Planning, Building and Economic Development Services
P.O. Box 157,
97 Hurontario Street,
Collingwood, Ontario
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E-Mail Address: planning@collingwood.ca

Re: Linda and Gil VIEIRA,
Zoning By-law Amendment (ZBA),
Proposed Second Residential Unit,
Exemption Request to Town of Collingwood's ICBL,
23 Georgian Manor Drive,
Town of Collingwood,
County of Simcoe.

Attention: Ms. Summer Valentine, MCIP, RPP
Director of Planning, Building and Economic Development,
Town of Collingwood

Dear Ms. Valentine,

Please find attached the following documentation regarding the establishment of an accessory second unit to be located on the second level of the existing detached private garage, now accessory to the main dwelling situated on the lands municipally known as 23 Georgian Manor Drive, Collingwood and owned by Linda and Gil Vieira.

The documentation pertains to the need to amend the Section 4.0 General Provisions of the Town's Zoning By-law No. 2010-040, as amended, sub-section 4.40 Accessory Apartments, Second Units, sub-section 4.40.14, 'A second unit shall ... not exceed 40% of the gross floor area of the single detached dwelling ...'. This Zoning By-law Amendment (ZBA) is to request that Planning staff and Council favorably consider a site-specific Zoning By-law Amendment to provision 4.40.14, to permit the existing recreational space (65 m² gfa) now on the second level of the detached private garage to be converted to a second unit.

The main dwelling was built many years ago and it is smaller than most single detached dwellings today consisting of approximately 86.15 m2 of gfa. Based on this scenario, the gross floor area of the upper level of the existing private garage, if converted from accessory recreational space to a second unit, would result in the proposed second unit being 76% of the gross floor area of the main single detached dwelling.

To achieve Zoning By-law compliance, we submit the following for your consideration;

- Covering Letter,
- ZBA application (in Word not signed),
- Photocopy of bank draft for application fees,
- Draft Zoning By-law Amendment in Word,
- Planning Justification Report (PDF),
- Request for ICBL Exemption,
- Survey,
- Site Plans (Black and White and Aerial),
- Floor Plans of Main Dwelling and both levels of the private garage, and
- The Owner's Authorization.

It is my intent to submit the formal ZBA application to the main Municipal offices on Thursday, June 2, 2022, for commissioning and payment of fees.

Should you have any questions please do not hesitate to contact me.

Thank you.

Best regards,



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