



CLEARVIEW

# MEMORANDUM

<b>DATE:</b> 30 January 2025	Project No: 25-A01 25-B01 25-A02 24-A18 24-A20
<b>STATUS:</b> <input type="checkbox"/> Draft <input checked="" type="checkbox"/> Final <input type="checkbox"/> Confidential <input type="checkbox"/> Internal Use Only	
<b>TO:</b> Planning Department	<b>DEPT:</b> Planning
<b>FROM:</b> Scott McLeod, Chief Building Official	<b>DEPT:</b> Building Department
<b>RE:</b> 25-A01 25-B01 25-A02 24-A18 24-A20	

The Building Department has reviewed the notices and provides the following comments.

**25-A02** No detailed site plan provided as part of the notice for review.

**24-A20** No detailed site plan provided as part of the notice for review. A building permit will be required for the proposed renovations.

**24-A18, 25-A01 & 25-B01** The Building Department has reviewed the notices and based on our review the Building Department has no objection to proposed notices as presented.

Please do not hesitate to contact me should you require additional information regarding this matter.

Yours truly,

A Scott McLeod C.B.C.O, Dipl.M.M.,

BCIN 10151

Chief Building Official



CLEARVIEW  
TOWNSHIP

# MEMORANDUM

<b>DATE:</b> 12 February 2025	Project No: 24-A18 24-A20 25-A02 25-A01 25-B01
<b>STATUS:</b> <input type="checkbox"/> Draft <input checked="" type="checkbox"/> Final <input type="checkbox"/> Confidential <input type="checkbox"/> Internal Use Only	
<b>TO:</b> Secretary-Treasurer	<b>DEPT:</b> Planning
<b>FROM:</b> Christine Taggart	<b>DEPT:</b> Public Works
<b>RE:</b> <b>Committee of Adjustment Applications</b> 2024-054 – Minor Variance 24-A18 2024-056 – Minor Variance 24-A19	

## Minor Variance 24-A18 – 221 Cherry Street

- A Lot Grading and Drainage Plan will be required as part of a building permit submission. Please refer to the Township's Lot Grading and Drainage Policy.

## Minor Variance 24-A20 – 2353 County Road 124

- No concerns.

## Minor Variance 25-A02 – 3399 County Road 42

- No concerns.

## Consent 25-B01 – 5538-5546 Concession 6 Sunnidale

- No concerns.

## Minor Variance 25-A01 – 5538-5546 Concession 6 Sunnidale

- No concerns.

Christine Taggart  
Development Implementation Technologist

**From:** [Nick Ainley](#)  
**To:** [REDACTED]  
**Cc:**  
**Subject:** RE: Pierre Morrisette's residence on county road 124  
**Date:** January 30, 2025 2:29:00 PM  
**Attachments:** [Map 1 - 2353 COUNTY ROAD 124.pdf](#)  
[Map 2 - 2353 COUNTY ROAD 124\).pdf](#)  
[24-A20 Morrisette - Notice of Hearing.pdf](#)

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[REDACTED]

Thank you for touching base with respect to the to the above noted MV application. I can confirm that the applicant seeks to renovate and convert an approximately 218 m2 interior portion of the existing detached accessory building (i.e., the 2<sup>nd</sup> floor of the existing detached building) located on the site. No addition or changes to the exterior of the existing accessory building are proposed. However, as the proposed renovation & conversion does not comply with several provisions of the Township of Clearview Zoning By-law, the applicant has sought relief through the aforementioned MV application. Please refer to the attached 'Notice of Hearing' for an overview of the specific variance(s) that are being sought by the applicant.

To help provide some additional context on the location of the existing accessory building, I have attached two (2) aerial maps to identify the location the existing detached accessory building subject to the current MV application.

I trust this brief response is satisfactory. Should you have any additional questions do not hesitate to contact me.

Best regards,

**Nick Ainley, B.U.R.PL**

Community Planner

Township of Clearview

(705) 428-6230 ext. 242

[nainley@clearview.ca](mailto:nainley@clearview.ca)

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**From:** [REDACTED]  
**Sent:** January 30, 2025 1:55 PM  
**To:** Nick Ainley <nainley@clearview.ca>  
**Cc:** [REDACTED]  
**Subject:** Re: Pierre Morrisette's residence on county road 124

[REDACTED]

Dear Mr. Ainley

Could you please give more information on the above application for a building permit.  
At attached drawing of where the proposed addition will be will also be useful  
Regards



## Colin Ens Funk

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**From:** [REDACTED]  
**Sent:** January 30, 2025 12:22 PM  
**To:** Clearview Planning Team  
**Subject:** Re: Pierre Morrisettes residence county road 124

[REDACTED]

CAUTION: This email originated from outside of the Clearview email system. DO NOT open attachments or click links you were not specifically expecting, even from known senders.

Thank you Colin for the quick response .

I would like to be included in updates on the project .

[REDACTED]

> On Jan 30, 2025, at 11:36 AM, Clearview Planning Team <plan@clearview.ca> wrote:

>

> Good morning [REDACTED]

>

> I've attached the Notice of Hearing for this application. You should receive a copy in the mail soon, too. The purpose of the application is to renovate an existing building to add an accessory dwelling unit, which will be an approximately 218 m2 unit. No new building is to be built.

>

> I will be publishing the agenda on Friday, February 7th, which will include a report from Nick Ainley, the community planner on this project, which will be more specific. I have copied him on this email. Please reach out to him directly for more information and if you want to provide any feedback on the project.

>

> If you would like to be notified of any updates to this project, I can add you to a list to be notified. Please let me know.

>

> Best,

> Colin

>

> Colin Ens Funk, BES (he/they)

> Planning and Development Technician

> Township of Clearview

> 705-428-6230 ext. 279

> plan@clearview.ca

>

>

>

> -----Original Message-----

> From: [REDACTED]

> Sent: January 28, 2025 3:50 PM

> To: Clearview Planning Team <plan@clearview.ca>

> Subject: Pierre Morrisettes residence county road 124

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>

> [REDACTED]. There is a big posting on the fence regarding building a new bldg .

>

> Could you please send us information regarding this.

>

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> [Clearview Township]<<http://www.clearview.ca>>

>

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> <24-A20 Morrissette - Notice of Hearing.pdf>