

# INTERNAL MEMORANDUM

VIA EMAIL

**DATE:** July 16, 2020

**TO:** B. Butler, Planning and Development Services  
S. Sample, Planning and Development Services  
B. Jakovina, Operational Services  
J. Van Scheyndel, Corporate Services  
J. McDonald, Central York Fire Services  
M. Zawada, Accessibility Advisory Committee  
M. Bat, Engineering and Capital Delivery

**CC:** Mayor and Members of Council  
D. Waters, Director of Planning and Development Services  
Council Secretariat, Corporate Services

**FROM:** Brashanthe Manoharan, Planning and Development Services

**Re:** **Site Plan Application**  
**2352107 Ontario Inc.**  
**1588 St. John's Sideroad**  
**Part of Lot 26, Concession 3 (Block 6)**  
**File Number: SP-2020-08**  
**Related File(s): SUB-2015-02**

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A Site Plan Application has been submitted to the Planning and Development Services department for review. The Application was deemed Complete on July 8, 2020.

The Applicant is proposing a 3-storey self-storage building with a total gross area of 9,289.50 square metres (99,991.35 square feet).

A Plan of Subdivision application for the site is ongoing.

Please find enclosed a link to the digital copies of the relevant materials submitted in conjunction with the subject Application.

I would appreciate receiving your comments by **August 6, 2020**.

Should you have any questions regarding the above noted proposal, please feel free to contact me.

Attach.