

May 15, 2014

Rick Nethery
Director
Planning & Building Services
Town of Newmarket
395 Mulock Drive
Newmarket, ON L3Y 4X7

Dear Mr. Nethery:

**Re: Request for Exemption of Site Plan Approval
Temporary Modular Unit - 380 Bayview Parkway, Newmarket
Building Permit No. 2014-00159**

The Regional Municipality of York is requesting that the Town of Newmarket grant an exemption for Site Plan Approval for the proposed temporary modular unit at 380 Bayview Parkway in Newmarket.

This modular unit is required due to ongoing spacing issues in the main building at 380 Bayview Parkway. Currently the building is at 100 percent capacity with 72 staff. This spacing crisis makes hiring new staff difficult, preventing us from achieving some of our critical goals for 2014. The proposed unit is a temporary solution which would be on site for approximately 12 to 18 months. We plan to temporarily accommodate 20-25 staff in the unit.

The Region started looking for alternative space for staff from 380 Bayview Parkway in early 2013 but was unable to find appropriate space for our needs. In December 2013, the Region purchased 145 Harry Walker Parkway in Newmarket. We expect to move up to 30 staff from 380 Bayview Parkway to 145 Harry Walker Parkway in the summer of 2015 when that space is equipped for occupancy. At that point in time, the unit will no longer be required at 380 Bayview Parkway. The unit will be removed and the site returned to its original condition.

The temporary unit supplied by Modspace, will be 36 feet deep by 60 feet wide, and will be located 86 feet from the south side of the main building (see attached Site Plan SP-1). The unit will be 3 feet 2 inches max from grade to finished floor, and 9 feet 1 inch from finished floor to the underside of the roof joist. The temporary unit will be installed on a granular pad, with wood siding for exterior cladding, Smart Panel fascia and trim, vinyl windows, and Polyvinyl Chloride roofing. Electrical will be run from the main building to the unit, and the unit will have no plumbing or water.

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Building Permit Application (*ref 2014-00159*) has been submitted to the Town of Newmarket for review and approval. Installation of the unit is estimated to commence in June 2014, subject to required permit approvals, and will take approximately two weeks to complete the work required for final occupancy. All work will be completed during normal business hours.

We have reviewed The Town of Newmarket's Site Plan Approval Process Manual, and the types of developments that are exempt from Site Plan Approval listed on page 5. In the Regional staff's opinion, as our proposed unit is temporary (12-18 months) and a minor addition with no significance, we believe that our proposal meets and agrees with the first exemption.

We trust this information is satisfactory. We would be happy to meet with you to discuss this request. If you require any further information, please do not hesitate to contact me at 905-830-4444 extension 75085.

Sincerely,



Allan Hewitt
Manager, Business Support and Administration
Environmental Services
The Regional Municipality of York

Attachments	Aerial Photo
	Site Plan SP-1
	Example of Proposed Unit
	Drawing A-1

Copy to: Brett Bloxam, Director, Operations Maintenance & Monitoring, Environmental Services, York Region
Chris Dunkling, Project Manager, Modspace



Example of Proposed Unit from MODSPACE



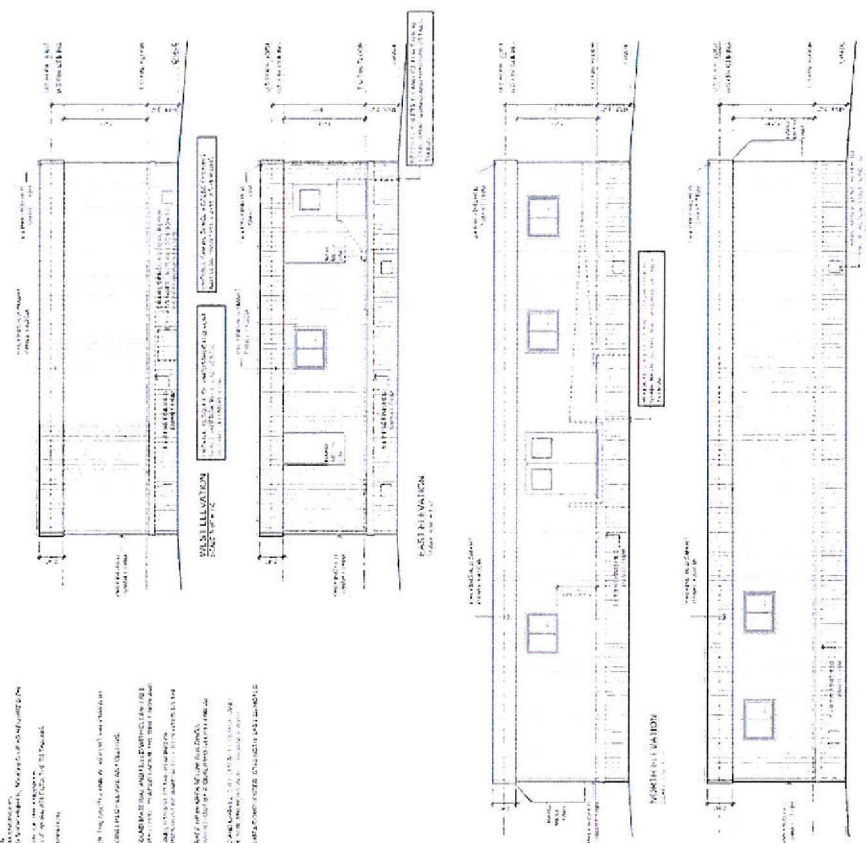
Image is a representation of proposed unit

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ACKNOWLEDGMENTS

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