

ATTACHMENT B
LETTER TO OWNER DATED 2020-SEP-29



REGISTERED MAIL

2020-SEP-29



Dear Sir/Madam:

Re: **3532 Stephenson Pt Road, Nanaimo, BC**
LT 1, DL 29, LD 58, PLN 3902
Illegal Construction

A recent inspection of the above noted property revealed there is an accessory building that was constructed in the side yard setback area without a building permit. A City of Nanaimo building permit is required and a building must be located 1.5m from a side yard property line.

You are directed to remove the accessory building forthwith. Should you fail to do so, Council will, at its meeting scheduled for **2020-NOV-19** at 7:00 p.m. in the Shaw Auditorium, Port of Nanaimo Centre, 80 Commercial Street, Nanaimo, BC, consider ordering the building removed pursuant to Sections 72 and 73 of the *Community Charter*. You may attend this meeting and show cause why Council should not proceed.

If you choose to attend the Council meeting and speak to the matter, you will be required to register in advance. The City is currently taking measures to ensure your safety and the safety of Council and staff. If you are not feeling sick, have not travelled outside Canada in the past 14 days, or you have not provided care of, or have been in close contact with a person with COVID-19, (probable or confirmed), you may submit a delegation request by filling out the online form found at (<https://www.nanaimo.ca/goto/delegation>). If your request is approved, you will receive detailed instructions from the Legislative Services Department regarding COVID-19 safety procedures. In-person attendance is limited and you will not be permitted to bring anyone with you. Once the matter is heard, you will be required to vacate the meeting.

Please contact **Mike Edwards**, Bylaw Enforcement Officer at 250-755-4422 for further information.

Yours truly,

A handwritten signature in black ink, appearing to read "Laberge", written over the printed name.

Dave Laberge
Manager of Community Safety

File No. 432182