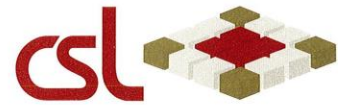


August 4th, 2016

Town of Minto
5941 Highway #89
Harriston, Ontario
N0G 1Z0



Collaborative Structures Limited

Justin Bender, GSC

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**RE: Wellington Country Library Palmerston Branch Renovations
Palmerston Library Site Sign**

Project No. 14-1920

To Whom it May Concern,

It has been brought to our attention that the Palmerston Library Site Sign has been constructed short of the required setback from the sidewalk as required by the Town of Minto's sign by-law. The by-law requirement is that the sign is placed 1 metre or greater from the edge of the sidewalk. The sign has instead been placed at 0.85 metres from the edge of the sidewalk due to a layout error by the installing contractor. The sign is placed outside of the vehicular site line triangle, which is a 9m triangle from the intersecting curb faces.

We are requesting an exemption through Council as the 9m vehicular site line is maintained, and are requesting that the County of Wellington amend the existing encroachment agreement to include a clause that states the County would repair any damage to the sign caused by snow removal.

If you have any further comments please do not hesitate to contact the undersigned.

Respectfully Submitted,

Justin Bender, GSC
Field Operations Manager
JB:rf

Enclosures (1)

- Img_0854, Location of Site Sign
- Part Dwg. A-1.1, CCO-63.1, Partial Site Plan

cc Kevin Mulholland, County of Wellington
 David Timlock, Collaborative Structures Limited

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