

# Internal memo

Development Services Department



www.kitchener.ca

**Date:** August 13, 2025  
**To:** Committee of Adjustment  
**From:** Tina Malone-Wright, Manager, Development Approvals  
**cc:** Tim Seyler, Senior Planner, Jade McGowan, Student Planner  
**Subject:** Minor Variance Application A2025-076 - 221 Sydney Street South

---

Please be advised that Minor Variance Application A2025-076 for 221 Sydney Street South does not have the proper Authorization as required by the Minor Variance Application Form in order to be considered on the August 15, 2025 Agenda.

Accordingly, Staff request that Minor Variance Application A2025-076 be adjourned from the August 15, 2025 Committee of Adjustment Agenda and be considered on the September 16, 2025 Committee of Adjustment Agenda.

*Tina Malone-Wright*

---

Tina Malone-Wright, MCIP, RPP  
Manager, Development Approvals