



December 05, 2023.

City of Ottawa
Committee of Adjustment
101 CentrepoinTE Drive,
Ottawa, Ontario785
K2G 5K7

Attention: Committee of Adjustment
Subject: Minor Variance Application for 233 Gilmour Street – Relocation of Security Desk and Vestibule Modification

Dear Officer,

I am writing to formally submit a minor variance application for the property located at 233 Gilmour Street, which falls within the R4UD[479] and is situated within the Centretown Heritage Conservation District, subject to a heritage overlay and the provisions outlined in Section 60 of the Zoning By-law. The property has legally non-conforming rights for an office building location in a residential zone.

As property owners, PSAC Holdings aims to enhance the existing infrastructure by making necessary modifications to the entrance vestibule and relocating the security desk. The current layout hinders effective surveillance as the security desk, is nestled between two masonry columns and two vestibules. The security officer's back faces towards the entrance in this set-up. Their visibility and their ability to monitoring during entry and approaching the building is limited.

To address these security concern, our proposal entails relocating the security desk to the opposite wall within the interior and reconfiguring the vestibule, leading to a minor adjustment to the building's exterior. The intended design ensures maximum visibility for security personnel while maintaining the property's functionality and compliance with heritage preservation requirements.

The proposed modification involves reducing the existing distance between the building face and the property line from 3.017m to 1.195m to accommodate the new vestibule configuration. The proposed alteration will not impact any existing trees on the property.

Attached herewith, please find the comprehensive design drawings, including the site plan, partial ground floor plan, elevations, and 3D renders, illustrating the proposed modifications.

I trust that this application demonstrates our commitment to maintaining both the integrity of the property within the heritage district and ensuring the safety and security of its occupants. Thank you for

your attention to this matter. We are open to discussions and willing to provide any additional information deemed necessary to facilitate a thorough review of this application.

Sincerely,

Suzanne Gibson

Digitally signed by Suzanne Gibson
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Suzanne Gibson B.A.Sc., M.Arch, OAA, MRAIC