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February 27, 2024

Mr. Michel Bellemare

Secretary-Treasurer
Committee of Adjustment
101 Centrepointe Drive, Fourth Floor
Ottawa, ON K2G 5K7

**RE: Application for Minor Variance
512 Moodie Drive, Ottawa**

Dear Mr. Bellemare,

Fotenn Planning + Design ("Fotenn") has been retained by 1000681380 Ontario Inc. ("the Owner") to prepare a Planning Rationale in support of a Minor Variance application at 512 Moodie Drive in Bells Corners. The Owner is proposing to convert the existing one-storey single detached dwelling into a rooming housing with 12 rooming units, whereas only seven (7) rooming units are permitted in the R1 zone. Variances are also required to the parking area, as detailed in this report.

Please find enclosed the following materials in support of the application:

- / Minor Variance Application Form;
- / Site Plan;
- / Elevations and Floor Plans;
- / Tree Information Report;
- / Survey;
- / Application Fee.

Sincerely,



Jacob Bolduc, MCIP RPP
Associate



Thomas Freeman, B.URPL
Planner

Committee of Adjustment
Received | Reçu le
Revised | Modifié le : 2024-02-27
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1.0 Background and Context

Fotenn Planning + Design (“Fotenn”) is pleased to submit the enclosed Minor Variance application on behalf of 1000681380 Ontario Inc. (“the Owner”) for 512 Moodie Drive in the Bells Corners neighbourhood of the City of Ottawa. The Minor Variance application seeks relief from the City of Ottawa Zoning By-law 2008-250 regarding the maximum number of rooming units within a rooming house and provisions related to the parking area.

1.1 Subject Site

The subject site is located on the west side of Moodie Drive within the neighbourhood of Bells Corners. The subject site has a total area of approximately 1,985.5 square metres, a lot frontage of approximately 33.5 metres and a depth of approximately 60 metres. The subject site is currently developed with a one-storey three-bedroom, two-bathroom single detached dwelling. The site is currently accessed from Moodie Drive with a double-car width driveway leading to a two-car garage. The rear of the property includes open soft landscaping.

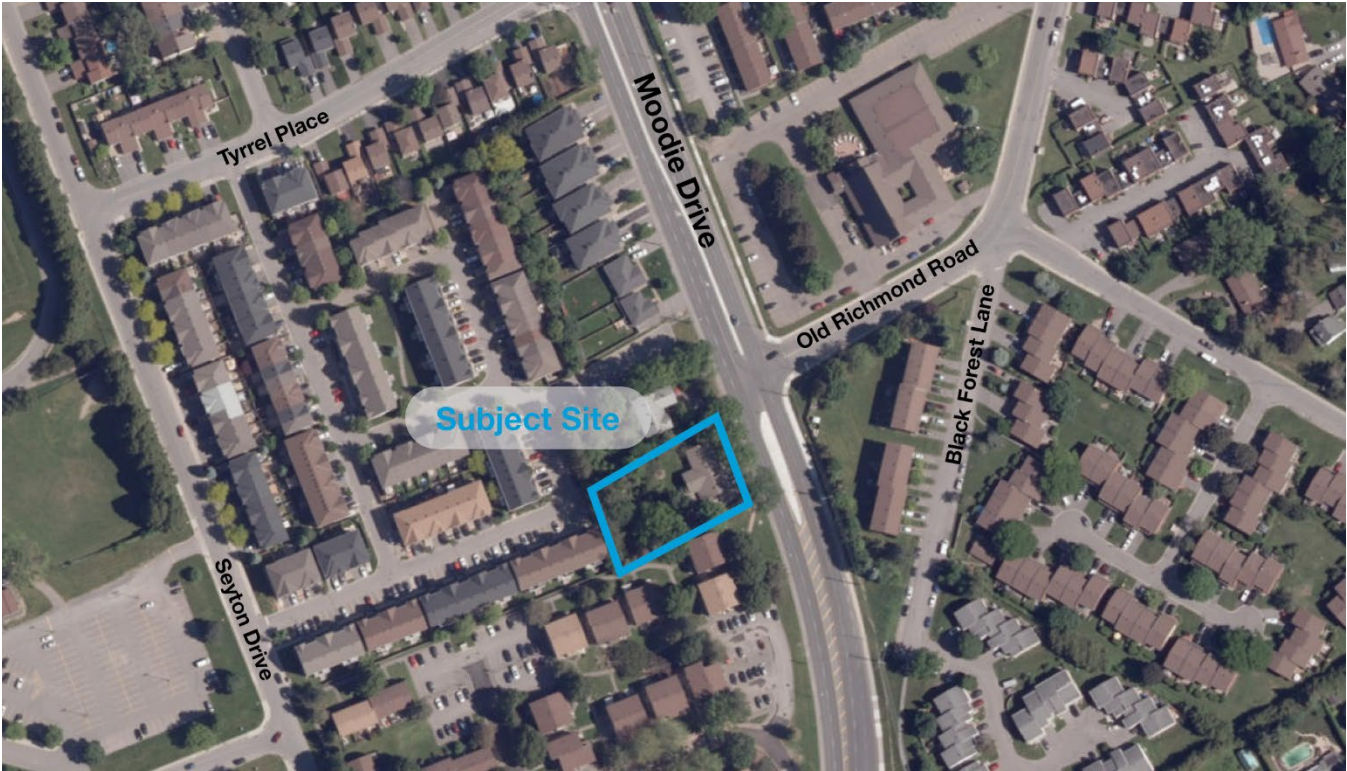


Figure 1: Subject Site

1.2 Surrounding Area

The subject site is located within the Bells Corners Neighbourhood of the City of Ottawa. This neighbourhood is characterised by a range of low-rise residential dwelling typologies in a suburban built form. The surrounding is characterized by the following land uses:

North: Immediately north of the subject site is a detached dwelling at 510 Moodie Drive. Further north there are several detached dwellings.

East: Moodie Drive bounds the site immediately to the east and on the other side of the road there are townhouse dwellings that front on to Black Forest Lane. Further east there are townhouse dwellings.

South: South of the subject site to Seyton Drive a residential area characterized by single detached and townhouse dwellings on internal local roads.

West: Immediately west of the subject site is a residential area characterized by townhouse dwellings on internal private roads. Further west is Collège Catholique Franco-Ouest and Westcliffe Park.

1.3 Proposed Development

A Minor Variance application is required to permit the major renovation of the existing one-storey single detached dwelling into a 12-unit rooming house.

The proposed renovation will convert the existing building footprint into a 12-unit rooming house with shared amenity space. Each rooming unit will feature a private ensuite washroom creating private space within the shared house. The basement shared amenity space includes a kitchen, laundry room and living and dining room.

A 1.5-metre walkway extending from the driveway into the rear yard accesses the bicycle parking and garbage shed. Eight secure bicycle parking spaces and storage for the garbage and recycling bins will be in the shed. The rear yard is intended to be a shared area for the residents with 1,096 square metres of soft landscaped area.

A Minor Variance application is required to seek relief from section 155(2), which permits a rooming house with a maximum of seven rooming units on R1 lots fronting on and having direct vehicular access to an Arterial or Major Collector Road, such roads which are indicated on Schedule 3 – Urban Road Network and where there is no secondary dwelling unit.

Additionally, minor variances are sought for the proposed driveway and parking spaces. One for a portion of the driveway that extends in front of the house, where driveways are prohibited under section 107(3) of the Zoning By-law. Variances are also sought for the length of the parallel parking spaces and the width of the driveway. Below is an excerpt from the proposed site plan.

2.0 Policy and Regulatory Context

2.1 Provincial Policy Statement

The relevant policy interests to the subject application are as follows:

- 1.1.1 Healthy, liveable and safe communities are sustained by:
 - a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
 - b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
 - c) avoiding development and land use patterns which may cause environmental or public health and safety concerns; promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;
 - d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
 - e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;
 - f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;
 - g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;

1.1.3.1 Settlement areas shall be the focus of growth and development;

- 1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:
 - a) efficiently use land and resources;
 - b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
 - e) support active transportation; and
 - f) are transit-supportive, where transit is planned, exists or may be developed.

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

1.1.3.6 New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.

1.1.3.7 Planning authorities should establish and implement phasing policies to ensure:

- a) that specified targets for intensification and redevelopment are achieved prior to, or concurrent with, new development within designated growth areas; and
- b) the orderly progression of development within designated growth areas and the timely provision of the infrastructure and public service facilities required to meet current and projected needs.

The proposed development is located within the urban boundary (settlement area), on a serviced lot, located along an arterial road. The proposed development contributes to expanding the mix of housing typologies in Bells Corners. The maintenance of the existing compact, low-rise building form is an efficient use of the land through the conversion of a single detached dwelling to 12 rooming units.

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

- b) permitting and facilitating:
 1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and
 2. all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;
- c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;

The proposed development diversifies the housing options in the surrounding community and provides an alternative living arrangement for individuals. New residential units will be introduced on the site, totalling 12 rooming units where previously there is presently one (1) dwelling unit. Infill development is proposed in a neighbourhood with existing infrastructure and public service facilities. The subject site is located near existing services and amenities, public transit, cycling and pedestrian facilities, parks, schools, employment, and retail.

1.5.1 Healthy, active communities should be promoted by:

- a) planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity;
- b) planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;

1.6.6.2 Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. Within settlement areas with existing municipal sewage services and municipal water services, intensification and redevelopment shall be promoted wherever feasible to optimize the use of the services.

1.6.7.1 Transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.

1.6.7.4 A land use pattern, density and mix of uses should be promoted that minimize the length and number of vehicle trips and support current and future use of transit and active transportation.

1.7.1 Long-term economic prosperity should be supported by:

- b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce

The intensification of the site within a fully serviced area of the city supports the efficient use of municipal resources. The development supports active transportation by providing sheltered bicycle storage that will be easily accessible to future tenants.

2.2 City of Ottawa Official Plan (2022)

The Official Plan for the City of Ottawa was approved November 4, 2022. The Plan provides a framework for development in the City until 2046, when it is expected that the City’s population will surpass 1.4 million people. The Official Plan directs how the City will accommodate this growth over time and sets out the policies to guide the development and growth of the City.

The subject site is designated Neighbourhood within the Outer Urban Transect, as shown on Schedule B3 – Outer Urban Transect of the Official Plan, Figure 3 below.

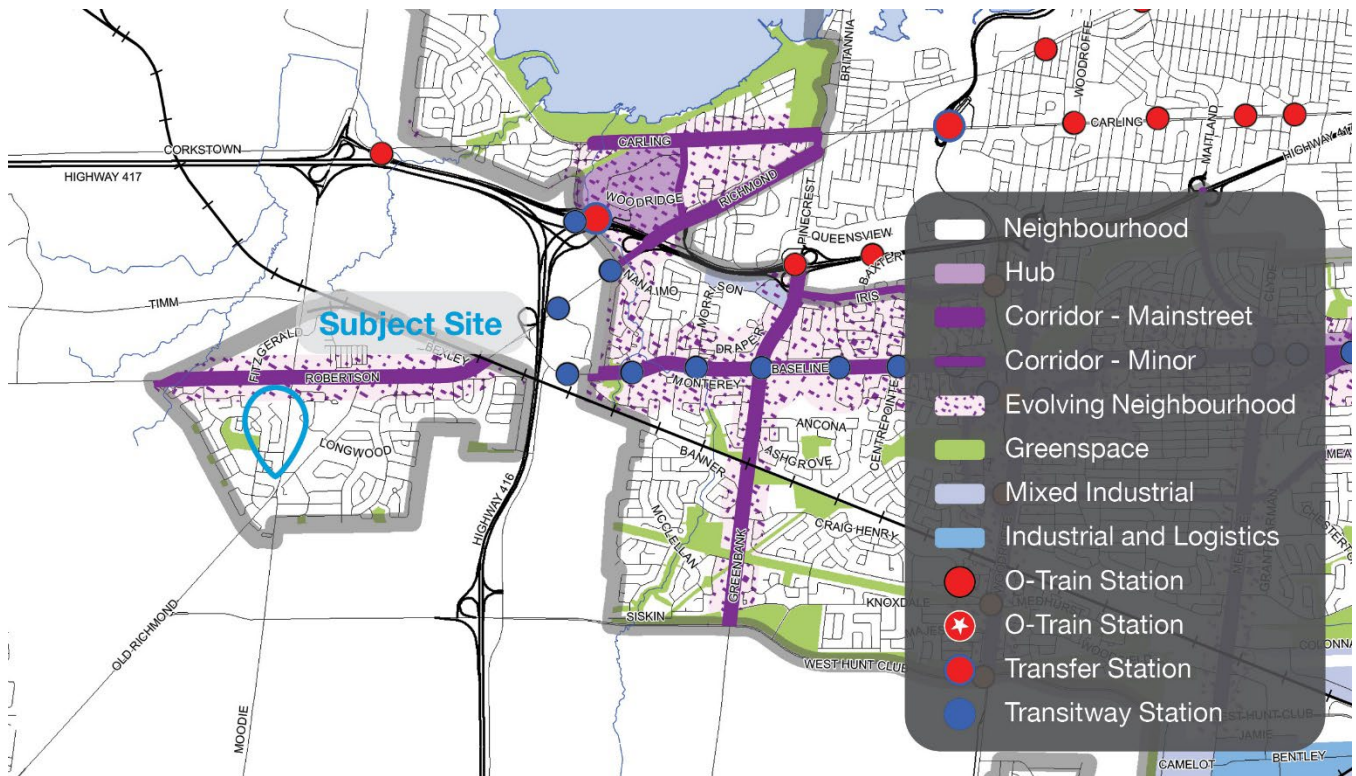


Figure 3: Schedule B3 - Outer Urban Transect

The Outer Urban Transect is the ring surrounding the Inner Urban Transect and Downtown Core within the Greenbelt which is primarily comprised of classic suburban neighbourhoods. The original development of these areas envisioned automobile dependence to offer transportation into Ottawa’s core employment areas. However, the Official Plan now envisions the

evolution of these areas to enhance the mobility options and street connectivity within the Transect and provide opportunities to increase the density and diversity of built forms. Table 8 of Section 5.3 provides the following characteristics of the Outer Urban Transect beyond 2020 to meet the principles of 15-minute communities:

- / Nature, buildings and infrastructure are harmonized with a continued emphasis on park amenities as part of an integrated urban fabric;
- / Smaller proportion of detached housing. Replaced with higher density ground-oriented housing, with some mid- and high-rise buildings within transit hubs;
- / Highly integrated commercial, civic and institutional uses with residential areas creating highly connected 15-minute neighbourhoods; and,
- / Land-use patterns that focus on transit and connectivity, and a built environment that prioritizes the safety and convenience of active transportation.

The redevelopment of the site adheres to the principles of 15-minute communities by providing a denser development compatible with the existing built-form within the Outer Urban Transect.

Section 6.3 of the Official Plan outlines policies for lands designated as Neighbourhood. Neighborhoods are contiguous urban areas that constitute the heart of communities. They are planned for ongoing gradual, integrated, sustainable, and internally compatible development. Neighbourhood policies will allow for the development of a full range and choice of housing, with complementary small-scale non-residential land uses to support the creation of 15- minute neighbourhoods.

Section 6.3.1 Policy 2 states that permitted building heights in Neighborhoods shall be Low-rise.

Policy 6.3.1.4 states that the Zoning By-law and approvals under the Planning Act shall allow a range of residential and non-residential built forms within the Neighbourhood designation, including:

- a) Generally, a full range of low-rise housing options sufficient to meet or exceed the goals of Table 2 and 3b;
- b) Housing options with the predominant new building form being missing middle housing, which meet the intent of Policy 6.3.2.1.

Section 6.3.1 Policy 5 states that the Zoning By-law will distribute permitted densities in the Neighbourhood by:

- a) Allowing higher densities and permitted heights, including predominantly apartment and shared accommodation form, in areas closer to, but not limited to, rapid-transit stations, Corridors and major neighbourhood amenities; Allowing lower densities and predominantly ground-oriented dwelling forms further away from rapid-transit stations, Corridors and major neighbourhood amenities; and
- b) Provide for a gradation and transition in permitted densities and mix of housing types between the areas described in a) and b).

Section 6.3.2 Policy 1 states that The Zoning By-law and approvals under the Planning Act will allow innovative buildings forms, including in the missing middle housing category, in order to strengthen, guide towards or seed conditions for 15-minute neighbourhoods.

The Official Plan is supportive of low-density development where the zoning of the site directs ground-orientated forms to maintain the context of the neighbourhood. The introduction of a rooming house within an existing detached dwelling envelope is appropriate for the neighbourhood designation and introduces new housing options while retaining the compatibility of the structure to the surrounding single-detached dwellings. This development will contribute to the development of 15-minute neighbourhoods; the residential density will help support a range of services in the Outer Urban Transect. As the neighbourhood develops, the rooming house will provide a bridge between the traditional single detached dwellings and new multi-unit dwellings that may be introduced to the area as supported by the Official Plan and the existing R3 and R4 zoning of the surrounding area.

2.2.1 Growth Management Framework

Section 3 of the Official Plan outlines a growth management framework, which is premised on the ability to provide sufficient development opportunities and an appropriate range of choices, locating and designing growth so as to increase sustainable transportation mode shares and use existing infrastructure efficiently, while reducing greenhouse gas emissions.

The Official Plan notes that most growth will occur within the urban area of the City, with a majority of residential growth to be within the built-up area through intensification, increasing over time during the planning horizon. The City anticipates 93 percent of growth will be within the urban area, and 47 percent of that growth is to occur within the existing urban area as it existed on July 1, 2018. Intensification will support 15-minute neighbourhoods by being directed to Hubs and Corridors, where the majority of services and amenities are located.

Policy 2 of Section 3.2 indicates that intensification may occur in a variety of built forms and height categories, from Low-rise to High-Rise 41+ buildings provided density requirements are met. **Policy 3** continues this idea stating that the vast majority of Residential intensification shall focus within 15-minute neighbourhoods, which are comprised of Hubs, Corridors and lands within the Neighbourhood designations. Intensification is permitted in all designations where development is permitted taking into account whether the site has municipal water and sewer services.

The proposed rooming house contains 12 rooming units. If the lot were to be developed with a three (3) unit dwelling within the same envelope, a maximum of 12 bedrooms (4 per unit) would be permitted within the same development envelope. Therefore, the proposed development is similar in density to a three-unit dwelling, which represents and increase over the existing condition and promotes intensification in an area designated for growth.

2.3 City of Ottawa Comprehensive Zoning By-law (2008-250)

The subject site is zoned “Residential First Density, Subzone FF” – R1FF.

The purpose of the R1 – Residential First Density Zone is to:

- / Restrict the building form to detached in areas designated as General Urban Area of the Official Plan;
- / Allow a number of other residential uses to provide additional housing choices within detached dwelling residential areas;
- / Permit ancillary uses to the principal residential use to allow residents to work at home;



Figure 4: Zoning Map (GeoOttawa)

2.3.1 Zone Performance Standards and Analysis

Areas of compliance are noted below with a green “Yes” and areas of non-compliance are noted with a red “No”.

Zoning Mechanism	Provision	Provided	Compliance
Permitted Uses s. 155(1)	/ Bed and breakfast / Detached dwelling / Diplomatic mission / Group home / Home-based business / Home-based daycare / Park / Retirement home, converted / Secondary dwelling unit / Urban agriculture	n/a	Yes
Conditional Permitted Uses s. 155(2)	Rooming house if it is located on a lot fronting on and having direct vehicular access to an Arterial or Major Collector Road.	Rooming house with 12 rooming units along an Arterial Road without a secondary dwelling unit	No

	/ Where there is no secondary dwelling unit, a maximum of 7 rooming units; / Where there is a secondary dwelling unit, a maximum of 6 rooming units.		
Minimum Lot Width s. 156, Table 156A	19.5 metres	33.5 metres	Yes
Minimum Lot Area s. 156, Table 156A	600 square metres	1,985.53 square metres	Yes
Maximum Building Height s. 156, Table 156A	8.5 metres	TBC	Yes
Minimum Front Yard Setback s. 156, Table 156A	6 metres	7.26 metres	Yes
Minimum Rear Yard Setback s. 156, Table 156A	30 per cent of lot depth $60 \times 0.3 = 18$ metres	37 metres	Yes
Minimum Interior Side Yard Setback s. 156, Table 156A	0.9 metres	6 metres	Yes
Maximum Lot Coverage s. 156, Table 156A	45%	12%	Yes
Minimum Front Yard Landscaped Area S. 139(1)	40% of the Front Yard	82.35 % Front Yard	Yes
Minimum Rear Yard Area s. 144(3)(a)	25% of the lot area	55%	Yes
Minimum Vehicle Parking Area C, Schedule 1A	0.5 spaces per rooming unit 6 parking spaces	6 parking spaces	Yes
Minimum Bicycle Parking s. 111, Table 111A	0.25 spaces per rooming unit = 3 bicycle parking spaces	15 bicycle parking spaces	Yes
Rooming House s. 132	No more than one rooming house is permitted in a building.	One rooming house proposed	Yes
	Any building containing a rooming house may contain an office accessory to the rooming house.	n/a	Yes
	No rooming house may occupy a building containing dwelling units or oversized dwelling units.	n/a	Yes
	A building containing a rooming house may contain one secondary dwelling unit.	n/a	Yes

	No rooming unit in a rooming house may contain more than one bedroom.	One bedroom per rooming unit	Yes
Front Yard Driveway s.107(3)(b)(i)	In the R1, R2, R3, R4 and R5 zones, no part of the driveway may be located between the front wall of the residential use building and the street	Part of the driveway crosses between the front wall of the building and the street.	No
Minimum Parking Space Dimensions s.106(1)	Width: 2.6 metres Length: 5.2 metres	Width: 2.6 metres Length: 5.2 metres	Yes
Minimum Length of a Parallel Parking Space s. 106(2)(a)	6.7 metres	4.6 metres	No
Maximum amount of reduced size spaces s. 106(3)	up to 50% of the parking spaces in a parking lot or parking garage may be reduced to a minimum of 4.6m long and 2.4m wide where abutting a wall, minimum width is 2.6 metres	50% of spaces Width: 2.6 metres Length: 4.6 metres	Yes
Minimum width of a double traffic lane driveway providing access to a parking lot s. 107(1)(ii)	6.0 metres	3.0 metres	No
Maximum Width of a Double-wide Driveway s. 139, Table 139(3)	6 metres	5.5 metres	Yes
Maximum Width of a Walkway for a Rooming House s. 139(4)(c)(i)	1.8 metres	1.5 metres	Yes

The proposed development generally conforms to the performance standards of the Zoning By-law. The variance sought to increase the number of permitted rooming units in a rooming house from seven to 12 is justifiable as 12 bedrooms would be permitted as-of-right in a three-unit dwelling under Bill 23, More Homes Built Faster Act, 2022. This legislation would permit the subject site to be redeveloped with a three-unit dwelling, of which up to four (4) bedrooms are permitted in a dwelling unit, having a comparable density to the proposed rooming house. The shared living and dining area, kitchen, laundry area, and rear yard of the rooming house permit the development of a more compact built form that utilizes shared resources rather than having individual unit-specific resources, creating an efficient use of space and energy.

The parking variances are required to facilitate a functional parking area at the side and rear of the property. The existing driveway is being narrowed to remove the portion in front of the existing garage, which is being converted to living space. The requested variances minimize the required area of new asphalt by reducing the required drive aisle and allowing for two (2) parallel spaces alongside the building, both of which do not require parallel parking manoeuvres.

3.0

Minor Variance Application: The Four Tests

It is our professional opinion that the proposed development constitutes good planning and meets the four (4) tests outlined in the Planning Act as discussed below.

3.1 Does the proposal maintain the general intent and purpose of the Official Plan?

The subject site is located in the Outer Urban Transect and designated Mainstreet Corridor in the City of Ottawa Official Plan. The proposed minor variance application conforms to the general intent and purpose of the Official Plan. The minor variance application is consistent with the policies related to the transect, designation, and overlay; as well growth management framework, and urban design.

The proposed development contributes to the vision of the Outer Urban Transect as an area moving from single-detached dwellings towards the principles of 15-minute communities by introducing a higher-density development within a built form compatible with the adjacent residential uses.

Within the neighbourhood designation, a range of low-rise residential uses are permitted. The proposed development is consistent with the designation policies, as it introduces residential intensification to a well serviced existing neighbourhood within close proximity to retail, commercial, and institutional uses, thereby contributing to the development of a 15-minute neighbourhood.

The proposed minor variance application maintains the general intent and purpose of the Official Plan. The proposed development will replace one detached dwelling with 12 rooming units, contributing to expanding housing choice and diversity.

3.2 Does the proposal maintain the general intent and purpose of the Zoning By-law?

The subject site is zoned “Residential First Density, Subzone FF” - R1FF in the City of Ottawa Comprehensive Zoning By-law 2008-250. The R1FF zone intends to allow other residential uses to provide single detached dwellings and additional housing choices within detached dwelling residential areas providing additional housing choices and regulating development in a manner that is compatible with existing land use patterns so that the mixed building form, residential character of a neighbourhood is maintained or enhanced.

A zoning compliance table has been provided in section 2.3.1 of this rationale and summarizes the provisions of the R1FF zone. The proposed development seeks relief from s. 155(2) that permits a maximum of seven (7) rooming units within a rooming house. The increased rooming unit variance only relates to the density and use interior to the building, while the exterior is consistent with the size and shape of existing and planned development in the area. For the front yard driveway variance, this is due to the existing garage being converted into rooming units and the driveway being routed to the side yard. The purpose of this zoning provision is to prohibit front yard parking. Front yard parking is not proposed and only a small portion of the driveway extends in front of the house.

The parallel parking variance meets the general intent of the by-law as the parallel parking spaces do not function as parallel parking spaces as they are not “sandwiched” between spaces, each space has access on either end to pull in/pull out. Therefore, the parking spaces meet the general intent of the Zoning By-law which is to provide enough space for vehicles to park. With respect to the drive aisle, 3.0 metres is sufficient for one-way traffic and due to the parking area only having six (6) spaces, conflicts are not anticipated between vehicles.

The minor variance application meets the general intent and purpose of the Zoning By-law.

3.3 Is the proposal desirable for the appropriate development or use of the land?

The requested variances will enable the compatible intensification of 12 rooming units within the existing low-rise detached dwelling and ensure parking minimums are respected, conforming with the strategic direction for managing growth within Ottawa's urban areas and the built form of the neighbourhood designation. The increase from the currently permitted seven (7) to the proposed 12 rooming units is desirable to increase the available rental housing stock within the urban area and within proximity to existing commercial amenities, public facilities, parks and services. This redevelopment is appropriate and signals the gradual transition of existing low-density residential areas, in accordance with the 15-minute community goals of the Official Plan.

The proposed variances are desirable and appropriate for the development of the property.

3.4 Is the proposal minor in nature?

The requested variance does not preclude the ability of the proposed rooming house to meet other requirements in the Zoning By-law and will continue to allow the subject site and neighbouring properties to develop in a manner consistent with the built form of the surrounding area. The redevelopment is gentle intensification within a low-rise neighbourhood, which is expected to transition over time to more dense forms of development in accordance with the policies of the Official Plan.

The introduction of Bill 23, More Homes Built Faster Act, 2022 permits three (3) dwelling units on full-service lots within the urban boundary. As-of-right, Bill 23 would allow the redevelopment of the subject site with three (3) distinct dwelling units, each with a maximum of four (4) bedrooms for a total of 12 bedrooms. Within this configuration, it would be assumed that the three (3) dwelling units would contain a total of three kitchens, three laundry units, three living and dining areas, and approximately six bathrooms for the 12 bedrooms. The shared amenity spaces and facilities within the rooming house and shared rear yard permit the development of a compact built form compatible with the adjacent single detached dwellings to the west, north, and east of the subject site. The rooming house decreases the required duplication of living spaces and amenities that three (3) dwelling units would have required, while diversifying housing options in the area within an existing, permitted envelope.

The proposal is not expected to generate any undue adverse impacts on neighbouring properties or the surrounding area.

Therefore, the proposed variance is minor in nature.

4.0 Conclusion


The proposed variances represent appropriate, orderly development, and functions for 512 Moodie Drive. It is our professional opinion that the proposed Minor Variance application constitutes good planning and is in the public interest as:

- / The proposal conforms to the Provincial Policy Statement (2020);
- / The proposal conforms to the policies and objectives of the Official Plan (2022);
- / The proposal meets the intent of the City of Ottawa Comprehensive Zoning By-law; and
- / The proposed minor variances meet the four tests, as set out in the Planning Act.

Sincerely,



Jacob Bolduc, MCIP RPP
Associate



Thomas Freeman, B.URPL
Planner