

2025-01-30



**MINOR VARIANCE APPLICATION  
COMMENTS TO THE COMMITTEE OF ADJUSTMENT  
PANEL 1**

**PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

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Site Address: 346 Roosevelt Avenue  
Legal Description: Part 1 Plan of Lot 34, Registered Plan 114  
File No.: D08-02-24/A-00286  
Report Date: January 30, 2025  
Hearing Date: February 5, 2025  
Planner: Penelope Horn  
Official Plan Designation: Inner Urban Transect, Neighborhood, Evolving Overlay  
Zoning: R5B[1195] H(19) (Residential Fifth Density Zone, Subzone B, Urban Exception 1195, Height Maximum of 19 metres)

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## DEPARTMENT COMMENTS

The Planning, Real Estate and Economic Development Department **has no concerns with** the application. The application was adjourned on December 11<sup>th</sup>, 2024, in order for the applicant to revise their plans and to rule out potential additional variances related to parking. Since then, the applicant has revised their plans to increase the soft landscaping at the front of the site and reduce the driveway width. A tree is proposed on the northern portion of the front yard to prevent front yard parking.

## DISCUSSION AND RATIONALE

Staff have reviewed the subject minor variance application against the “four tests” as outlined in Section 45 (1) of the *Planning Act*, R.S.O. 1990 c. P.13, as amended. Staff are satisfied that the requested minor variances meet the “four tests”.

## ADDITIONAL COMMENTS

### Infrastructure Engineering

- The **Planning, Development and Building Services Department** will do a complete review of grading and servicing during the building permit process.

- At the time of building permit application, a grading/servicing plan prepared by a Professional Engineer, Ontario Land surveyor or a Certified Engineering Technologist may be required.
- Any proposed works to be located within the road allowance requires prior written approval from the Infrastructure Services Department.
- The surface storm water runoff including the roof water must be self contained and directed to the City Right-of-Way, not onto abutting private properties as approved by **Planning, Development and Building Services Department**.
- A private approach permit is required for any access off of the City street.
- Existing grading and drainage patterns must not be altered.
- Provide a minimum of 1.5m between the proposed driveway and the utility pole.
- Service lateral spacing shall be as specified in City of Ottawa Standard S11.3.
- In accordance with the Sewer Connection By-Law a minimum spacing of 1.0m is required between service laterals and the foundation face.

### Planning Forestry

There are no tree-related concerns with the proposed variances.

A revised TIR has been provided, showing that only dead trees will be removed. A walkway is proposed well within the CRZ of the multi-stemmed tree (1-5) at the southeast corner; the arborist has provided mitigation measures and confirmed that less than 25% of the CRZ will be impacted, which meets established Best Management Practices. All proposed retaining walls must be installed without foundations and accounting for the protection and retention of trees along the property lines.

While no compensation trees are required, it is strongly recommended to plant a new 50mm tree in the ROW or frontage following construction to improve the streetscape and canopy cover.

### Right of Way Management

The Right-of-Way Management Department has no **concerns** with the proposed minor variance application for the construction of a four-storey detached dwelling with reduced yard setbacks. However, the Owner shall be made aware that a Private Approach Permit is required to construct the new entrance to the driveway/garages. Please contact the ROW Department for any additional information at [rowadmin@ottawa.ca](mailto:rowadmin@ottawa.ca) or visit the City webpage [Driveways | City of Ottawa](http://www.ottawa.ca/urbanisme) to submit a Private Approach application.




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