

2025-01-30



MINOR VARIANCE APPLICATION

COMMENTS TO THE COMMITTEE OF ADJUSTMENT

PANEL 2

PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT

Site Address: 1240 Anoka Street  
Legal Description: Lot 437, Registered Plan 4M-23  
File No.: D08-02-24/A-00326 and D08-02-25/A-00001  
Report Date: January 30, 2025  
Hearing Date: February 04, 2025  
Planner: Nivethini Jekku Einkaran  
Official Plan Designation: Outer Urban Transect, Neighbourhood,  
Evolving Neighbourhoods Overlay  
Zoning: R2F

DEPARTMENT COMMENTS

The Planning, Development and Building Services Department **has no concerns with** the application.

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 variance(s) meet(s) the “four tests”.

ADDITIONAL COMMENTS

Infrastructure Engineering

1. The **Planning, Development and Building Services Department** will do a complete review of grading and servicing during the building permit process.
2. At the time of building permit application, a grading/servicing plan prepared by a Professional Engineer, Ontario Land surveyor or a Certified Engineering Technologist will be required.
3. Any proposed works to be located within the road allowance requires prior written approval from the Infrastructure Services Department.
4. All trees on City property and private trees greater than 30cm in diameter in the inner urban area are protected under the Tree Protection By-law (2020-340), and

plans are to be developed to allow for their retention and long-term survival. A Tree Removal Permit and compensation are required for the removal of any protected tree.

5. 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**.
6. A private approach permit is required for any access off of the City street.
7. Existing grading and drainage patterns must not be altered.
8. Existing services are to be blanked at the owner's expense.
9. Asphalt overlay would be required if three or more road-cuts proposed on City Right of way. This includes the road cut for blanking of existing services, and any other required utility cuts (ie, gas, hydro, etc.).
10. Encroachment on or alteration to any easement is not permitted without authorization from easement owner(s).

### **Planning Forestry**

The proposed impacts to the existing tree on site are significant. Additional tree protection and injury mitigation measures should be outlined by the project arborist to ensure the tree survives through construction.

If tree retention is not feasible, a tree removal permit application will be required, subject to the planting of two replacement trees on site.

### **Right of Way Management**

The Right-of-Way Management Department has no concerns with the proposed Minor Variance Application, so long as there is a minimum 1.0m setback from the newly created driveways to the utility pole. The Owner shall be made aware, that a private approach permit is required to construct any new entrance, as well as to modify or close an existing entrance that becomes redundant. **Please contact the ROW Department for further information at [rowadmin@ottawa.ca](mailto:rowadmin@ottawa.ca).**

### **Transportation Engineering**

Anoka Street along the site frontage is anticipated to undergo integrated road, sewer, and water renewal within the next 2-3 years. Construction coordination may be required with the City of Ottawa infrastructure project manager. Contact [Lee-Anne.Truong@ottawa.ca](mailto:Lee-Anne.Truong@ottawa.ca) to discuss road renewal plans and coordination.

*J. E. Nivethini*

---

Nivethini Jekku Einkaran  
Planner I, Development Review All Wards  
Planning, Development and Building  
Services Department

*Erin O'Connell*

---

Erin O'Connell  
Planner III, Development Review All Wards  
Planning, Development and Building  
Services Department

110 Laurier Avenue West, Ottawa ON K1P 1J1 Mail code: 01-14  
110, av. Laurier Ouest, Ottawa (Ontario) K1P 1J1 Courrier interne : 01-14

Visit us: [Ottawa.ca/planning](http://Ottawa.ca/planning)  
Visitez-nous : [Ottawa.ca/urbanisme](http://Ottawa.ca/urbanisme)