

2025-01-09

City of Ottawa | Ville d'Ottawa  
Comité de dérogation



**MINOR VARIANCE APPLICATION  
COMMENTS TO THE COMMITTEE OF ADJUSTMENT  
PANEL 2**

**PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

Site Address: 184 Woodroffe Avenue  
Legal Description: Lot 553, Registered Plan 352  
File No.: D08-02-24-A-00284  
Report Date: January 09, 2024  
Hearing Date: January 14, 2024  
Planner: Nivethini Jekku Einkaran  
Official Plan Designation: Inner Urban Transect, Neighbourhood,  
Evolving Neighbourhoods Overlay  
Zoning: R4D

**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”.

Endnote 2 under Section 162 of the Zoning By-law limits the number of units in a low-rise apartment dwelling to four. Staff have no concerns with the variance to increase the number of units as the endnote allows a maximum of eight units in case of a stacked dwelling and the low-rise apartment is a permitted use in the property.

**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 will be required.

- Any proposed works to be located within the road allowance requires prior written approval from the Infrastructure Services Department.
- 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.
- 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 services are to be blanked at the owner's expense.
- This property does not have frontage on a storm sewer.
- Encroachment on or alteration to any easement is not permitted without authorization from easement owner(s).

### Planning Forestry

Since the original application the applicant has modified the site plan and prepared a construction protection plan in addition to the TIR, to allow for the retention of tree #1. The excavation setbacks now meet the minimum best management practice for safe retention of this tree, provided that all of the recommended tree protection and mitigation measures are employed throughout construction. This has addressed staff's tree-related concerns regarding the requested variances. A tree planting plan must be provided showing new trees in the ROW, to improve the streetscape and canopy cover of the site.

### Right of Way Management

The Right-of-Way Management Department has **no concerns** with the proposed Minor Variances to build a 10-unit, low-rise, apartment building. From the plans, it should be noted there is no proposed driveway and parking to be provided. A Private Approach permit is required to close any existing entrance that becomes redundant.

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](#) to submit a Private Approach application.

The 3 bollards noted on the plan are located in the ROW and should be removed from the design. If they were to be considered, a review would need to be undertaken and if permitted, they would require a permanent encroachment agreement. I think the Roads department would not support them so close to the sidewalk.

Also please note, depressed curbs for walkways are not permitted.

## Transportation Engineering

The City of Ottawa is planning an integrated renewal (reconstruction of road, sidewalks, sewers and watermains) on Woodroffe Avenue between Byron Avenue and Saville Row, which is anticipated to start construction in 2027 at the earliest. Contact Asim Baluch (Asset Management) for additional project information and coordination.

Remove depressed curb at existing driveway and reinstate with full height curb and sidewalk to City standards.


Ensure the reduced front yard setback does not locate the building or any projections inside the 26 m protected Right of Way (ROW) of Woodroffe Avenue.

The site is located within 300 m of the LRT rail corridor. The City of Ottawa will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way.



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



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