

2025-03-27



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

PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT

Site Address: 1270 Kilborn Avenue
Legal Description: Part of Lot 19 Concession Junction Gore,
Geographic Township of Gloucester
File No.: D08-02-25/A-00040 & D08-02-25/A-00052
Report Date: March 27, 2025
Hearing Date: April 01, 2025
Planner: Nivethini Jekku Einkaran
Official Plan Designation: Outer Urban transect, Neighbourhood, Minor Corridor,
Evolving Neighbourhood Overlay
Zoning: R2F-c

DEPARTMENT COMMENTS

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

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

- 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.

- 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**.
- Existing grading and drainage patterns must not be altered.
- Existing services are to be blanked at the owner's expense.
- Provide a minimum of 1.5 m 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.
- Existing street sign to be relocated at the owner's expense.
- Infrastructure Services Department expects the applicant to work together to provide SWM best management practices to reduce and mitigate impacts of development at the time of grading & drainage review.

Planning Forestry

There are no tree-related impacts associated with the requested variances.

As per the TIR, the existing street tree must be protected through construction by implementing the [Tree Protection Specifications](#), to prevent encroachment into their Critical Root Zone.

The applicant should consider planting trees on site to provide shade to future residents, enhance the streetscape, and contribute towards the City's 40% canopy goal.

Right of Way Management

The Right-of-Way Management Department has **no concerns** with the proposed Minor Variance Application. However, the Owner shall be made aware that a Private Approach permit is required to remove the approach/driveway on Kilborn Avenue. The owner shall be made further aware that any alterations to the existing approach on Lamira Street will require a Private Approach permit.



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



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