

2025-04-10

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: 1231 Shillington Avenue  
Legal Description: Lot 83, Registered Plan 314  
File No.: D08-02-25/A-00054 & D08-02-25/A-00055  
Report Date: April 10, 2025  
Hearing Date: April 15, 2025  
Planner: Nivethini Jekku Einkaran  
Official Plan Designation: Inner Urban Transect, Neighbourhood  
Zoning: R3A

**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.
- 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 grading and drainage patterns must not be altered.
- Existing services are to be blanked at the owner's expense.
- 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.).
- Provide a minimum of 3 m between the proposed driveway/walkway and the fire hydrant.

### **Planning Forestry**

There is an existing street tree located in the Hollington Street that must be retained through construction. Given the proximity of the proposed building, the TIR's recommendation to relocate the tree should be implemented and the TIR should be updated to show the tree's new location and provide guidance to ensure its survival.

### **Right of Way Management**

The Right-of-Way Management Department has **no concerns** with the proposed Minor Variance. However, the owner shall be made aware that the relocation of the driveway on Hollington Street. will require a private approach permit to establish the new private approach and reinstate the existing private approach to City standards.

### **Transportation Engineering**

A corner triangle (per Policy 2.1.1(e) of Schedule C16 of the Official Plan) is required. While a corner triangle is not taken as part of the Minor Variance application, the corner triangle must be amended from the proposed 5 m by 5 m to measure 9 m along the Shillington Avenue (the collector) and 3 m along Hollington Street (the local). Encroachments such as stairs and concrete terracing should be removed from the corner triangle as it must be dedicated to the City ROW as part of a future severance application.

The plan should identify and mitigate any impacts to the Canada Post community mailbox due to the proposed driveway.

Proposed driveway grading should ensure drainage to the existing catch basin on Hollington Street is not impacted.

*J. E. Nivethini*

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*James Ireland*

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