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March 24, 2025

Mr. Michel Bellemare
Secretary-Treasurer
Committee of Adjustment
101 Centrepointe Drive, Fourth Floor
Ottawa, ON K2G 5K7

RE: Application for Minor Variance
204 Ste. Monique Street, Vanier, City of Ottawa

Dear Mr. Bellemare,

Fotenn Consultants Inc. ("Fotenn") has been retained by the owners of 204 Ste. Monique Street to submit with the enclosed Minor Variance application to the Committee of Adjustment. The application seeks relief from the Zoning By-law's provisions relating to maximum density, yard setbacks, rear yard soft landscaping, and accessory structure setback.

The application proposes the retrofit of an existing low-rise apartment building, including internal and exterior renovations, but within the same existing building envelope. Internal renovations have already been completed which have caused the property to become non-compliant in terms of density, through an increase from five (5) to 10 residential units. The variances related to the yard setbacks and landscaping reflect the existing condition, but are captured in the application due to the change in density. The application seeks to permit the as-built condition.

Please find enclosed the following material in support of the application:

- / This Cover Letter / Planning Rationale explaining the nature of the application;
- / Complete Minor Variance application form;
- / Survey;
- / Site Plan;
- / Building Elevations; and
- / Email Correspondence with the Infill Forester re: TIR.

Sincerely,



Gillian Henderson, MUP
Planner



Jacob Bolduc, MCIP RPP
Associate

Committee of Adjustment
Received | Reçu le

2025-03-25

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FOTENN

1.0 Introduction

Fotenn Planning + Design (“Fotenn”) has been retained by the owners of 204 Ste. Monique Holdings Inc. in support of a Minor Variance application for the property municipally known as 204 Ste. Monique Street, in the City of Ottawa.

1.1 Application Overview

1.1.1 Summary

This Minor Variance application seeks relief from Section 162A of the Zoning By-law to exceed the maximum permitted number of units, reduce the minimum yard setbacks, and reduce the minimum rear yard soft landscaping within the Residential Fourth Density, Subzone UA. It also requests relief from Section 55 for accessory structure front yard setback. This application seeks to rectify the non-compliance triggered by the completed renovations to the existing low-rise apartment building.

The Minor Variance application seeks to address four (4) Zoning deficiencies related to the subject property. The relief requested through this application is as follows:

1. Section 162A of the Zoning By-law for 10 residential dwelling units, where the Zoning By-law permits a maximum of 8.
2. Section 162A of the Zoning By-law for reduced Corner Side, Interior Side, and Rear Yard setbacks.
3. Section 161 of the Zoning By-law for reduced rear yard soft landscaping of 39m², where the Zoning By-law requires 50m².
4. Section 55 of the Zoning By-law for accessory structure front yard setback of 2.1 metres, where the minimum is 4.5 metres.

Site Context and Surrounding Area

The subject property, municipally known as 204 Ste. Monique Street, is located in the Vanier North neighbourhood within Rideau-Vanier (Ward 12). The subject property is a corner lot with a frontage of 15.24 metres along Ste. Monique Street and 24.38 metres along Ste-Cécile Street, a depth of 15.26 metres, and an area of 371.57 m².

The subject property is occupied by a low rise, two-storey residential building, which previously contained a total of five (5) dwelling units.

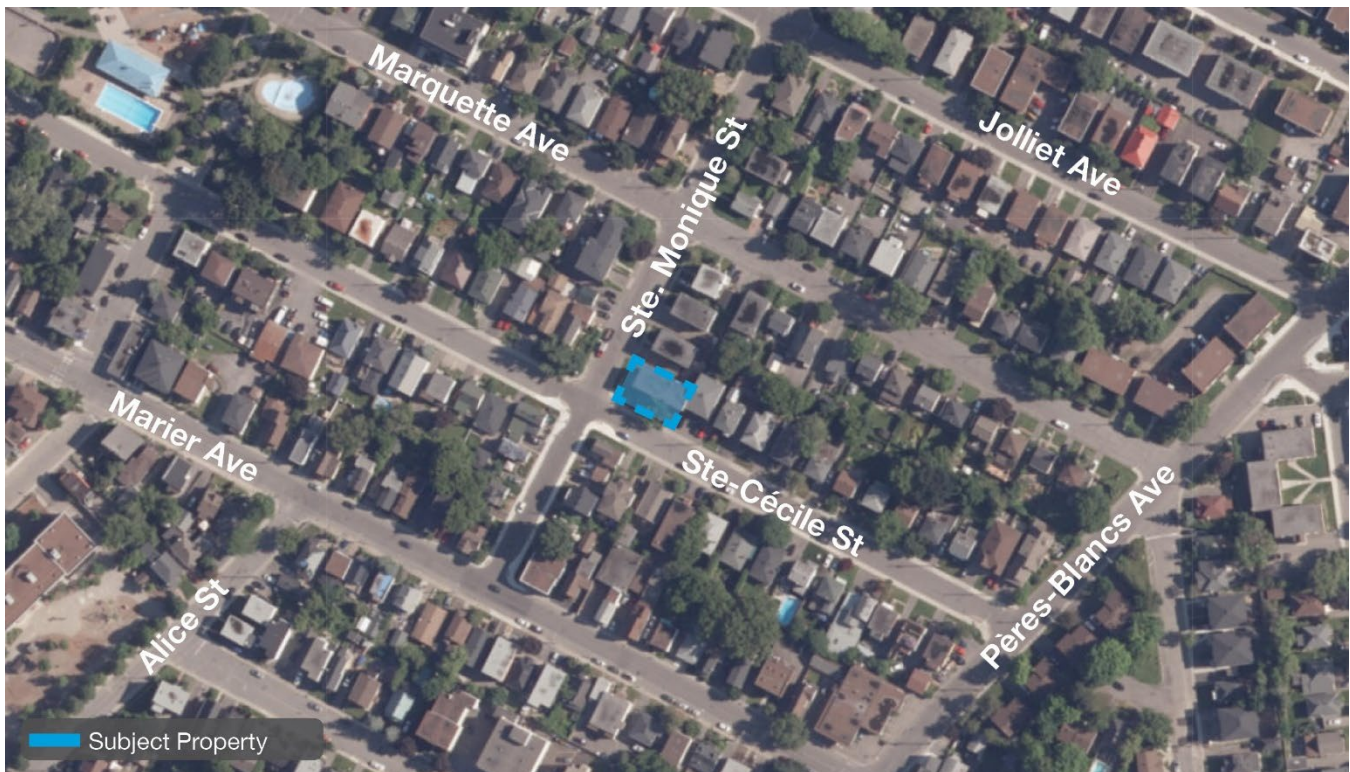


Figure 1: Ariel image of subject property and surrounding area.

The area is predominantly characterized by low-rise residential typologies, interspersed with commercial uses throughout the neighbourhood. Vanier North is a well-established, well-served mixed-use community in close proximity to the City's major employment and service hubs, which is also well-connected by transit.

North: The land to the north of the subject property is occupied by low-rise residential dwellings of various typologies including single detached, duplexes, stacked townhouses, and low-rise apartment buildings. Optimiste Park is approximately 150 metres north, offering two pools, a basketball court, skating rink, fitness equipment, play structure, ping pong tables, and more. Beechwood Avenue is approximately 350 metres north and has a variety of residential, commercial, and service uses.

East: The land to the east of the subject property is occupied by low-rise residential dwellings of various typologies. Richelieu Park is approximately 300 metres east and offers play structures, shuffleboard, horseshoe pit, outdoor rink, sports field, sugar shack, and more. The Ottawa Public Library – Vanier branch is also located within Richelieu Park. Beechwood Cemetery is approximately 350 metres east of the subject property.

South: The land to the east of the subject property is occupied by low-rise residential dwellings of various typologies. Montréal Road is approximately 680 metres south and has a variety of residential, commercial, and service uses, including the Vanier Community Service Centre.

West: The land to the east of the subject property is occupied by low-rise residential dwellings of various typologies. The Vanier Parkway is approximately 550 metres west, offering convenient vehicular mobility to Ottawa's downtown core, via St. Patrick Street, and Ottawa's broader region, via Highway 417 to the south. The Rideau River Park and Pathway is just west of the Vanier Parkway and offers extensive recreational opportunity.

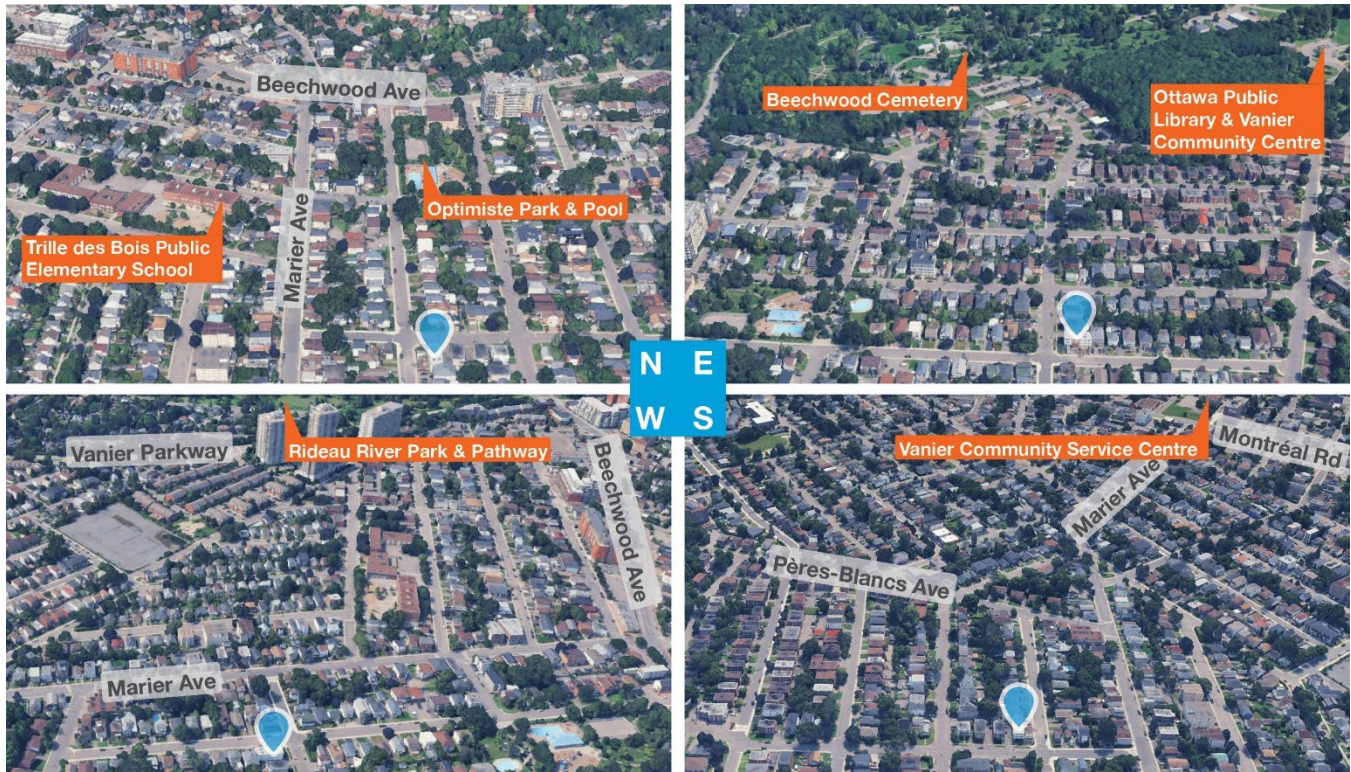


Figure 2: Subject property and surrounding land use from various directions.

The Vanier North neighbourhood is very well served by amenities and services which are critical to the development of a complete community. The City of Ottawa has conducted 15-minute neighbourhood mapping, to assess the service and amenity access for residential parcels across the urban area of the City of Ottawa. The subject property is scored 9 out of 10. Overall, Vanier North has a very high rating, with the subject property's rating being typical for the area, reflecting the following amenities:

- / Forty-eight (48) bus stops;
- / One (1) grocery store;
- / Fifty-one (51) retail stores;
- / Seven (7) parks;
- / Five (5) childcare facilities;
- / Fourteen (14) health services;
- / Three (3) elementary and secondary schools; and

- / Two (2) indoor community centres, recreation facilities, and libraries.

2.1 Road Network

The subject property is situated on a local street and is approximately 80 metres from Marier Avenue, which is classified as a Collector Road in Schedule C4 (Urban Road Network) of the City of Ottawa Official Plan. Beechwood Avenue is approximately 350 metres north, the Vanier Parkway is approximately 550 metres west, and Montréal Road is approximately 680 metres south. All three are classified as Arterial Roads.

Collector roads serve as key connections between local streets and the arterial road network, facilitating the movement of people, goods, and services within neighbourhoods. While Arterial Roads are major roads of the city that carry large volumes of traffic over long distances and function as major public and infrastructure corridors in the urban communities.

Beechwood Avenue provides convenient east-west vehicular mobility, while the Vanier Parkway provides north-west vehicular mobility, and both connect to St. Patrick Street to the west, connecting to the Ottawa-Gatineau downtown core. The Vanier Parkway connects to Highway 417 in the south, which provides convenient east-west mobility to the wider Ottawa and interregional area.

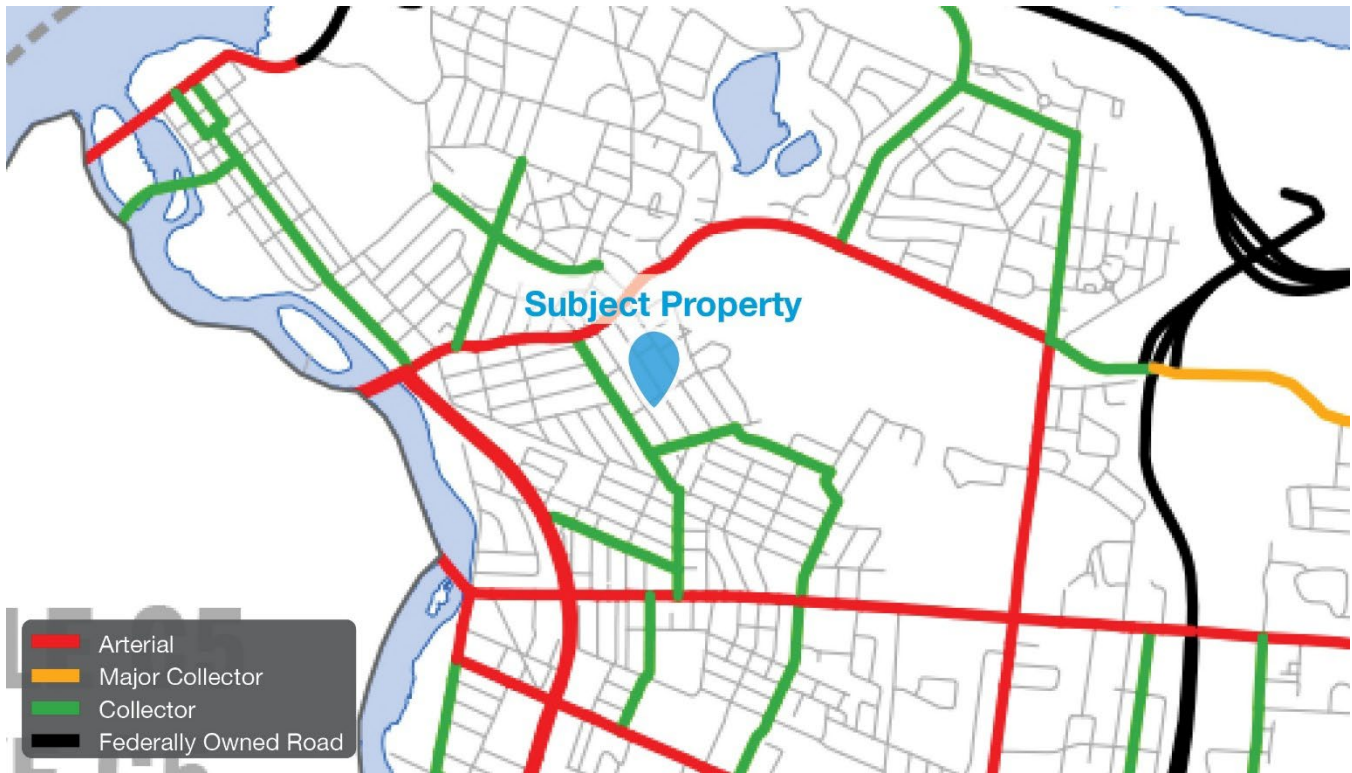


Figure 3: Road Classification (Schedule C4 of the Official Plan).

2.2 Transit Network

Beechwood Avenue and Montréal Road are designated as a Transit Priority Corridors. Transit Priority Corridors are key routes identified to provide efficient and high-capacity public transit service. The goal is to reduce traffic, improve accessibility and encourage more people to use public transportation, particularly in areas with higher population densities.

The current typical transit trip length to the Central Business District at morning peak is approximately 25 minutes, as compared to a typical drive of 15 minutes. Bus routes number 6 (Greenboro ↔ Rockliffe) and 7 (Carleton ↔ St-Laurent) run along Beechwood Avenue with service approximately every 10-15 minutes. Beechwood Avenue is located approximately 350 metres north of the subject site.

Bus routes number 12 (Blair ↔ Parliament) and 15 (Blair ↔ Gatineau) run along Montréal Road and offer service approximately every 15 minutes.

Bus routes number 19 (Parliament ↔ St-Laurent) and 20 (Vanier ↔ St-Laurent) also travel through the Vanier North neighbourhood, providing further public transit options. These routes offer service approximately every half hour.

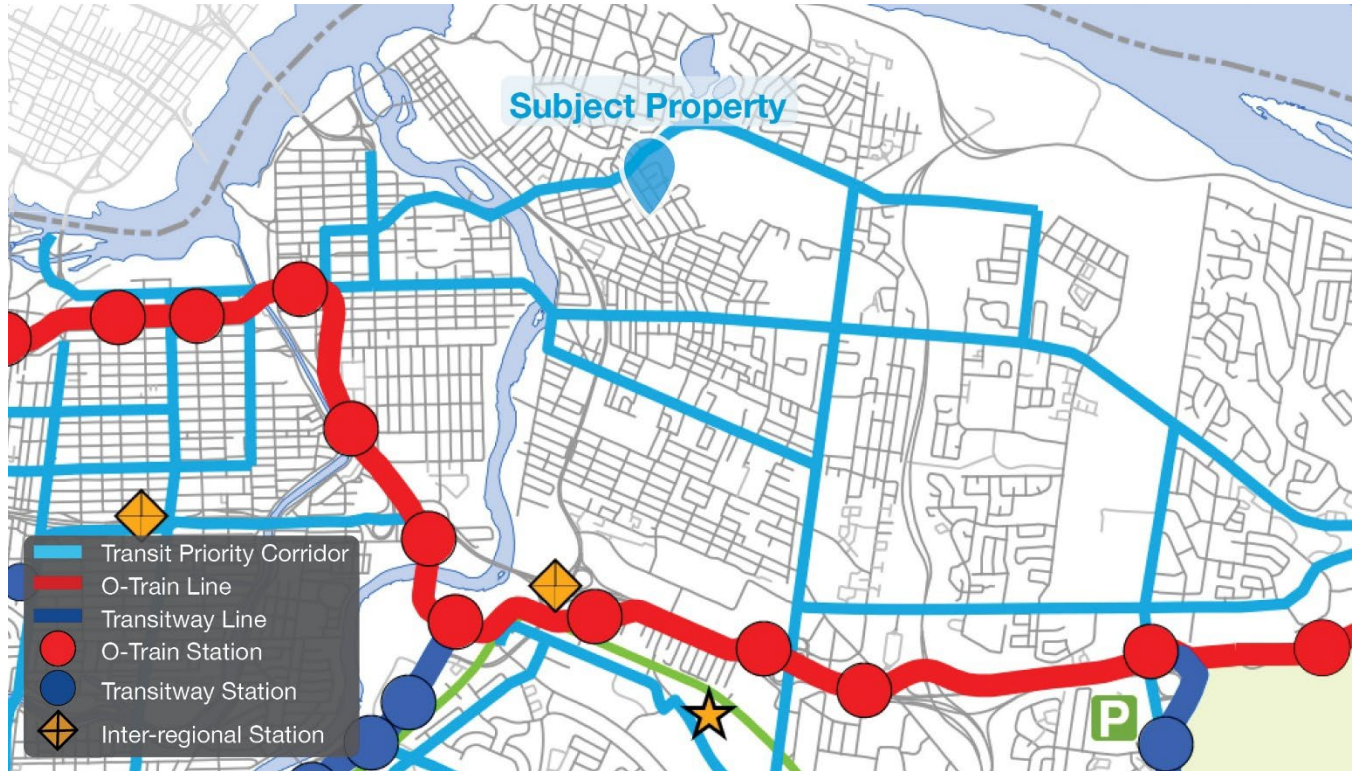


Figure 4: Ultimate Planned Transit Network (Schedule C2 of the Official Plan).

2.3 Active Transportation

The subject property is well served by the City's existing active transportation network, with planned infrastructure projects set to further enhance connectivity and cycling safety. Currently, the active transportation network near the subject property includes cycle tracks along both sides of Montréal Road, and bike lanes along both sides of Beechwood Avenue that connect to the NCC's Multi-Use Path (MUP). The NCC's network provides extensive access to active transportation routes throughout Ottawa.

The Transportation Master Plan aims to further expand cycling infrastructure in the area, with the Cross-Town Bikeway playing a key role in improving mobility options and strengthening the property's integration into the city's broader active transportation system. The Cross-Town Bikeway is planned to expand along St Patrick Street, Beechwood Avenue, and Hemlock Road.

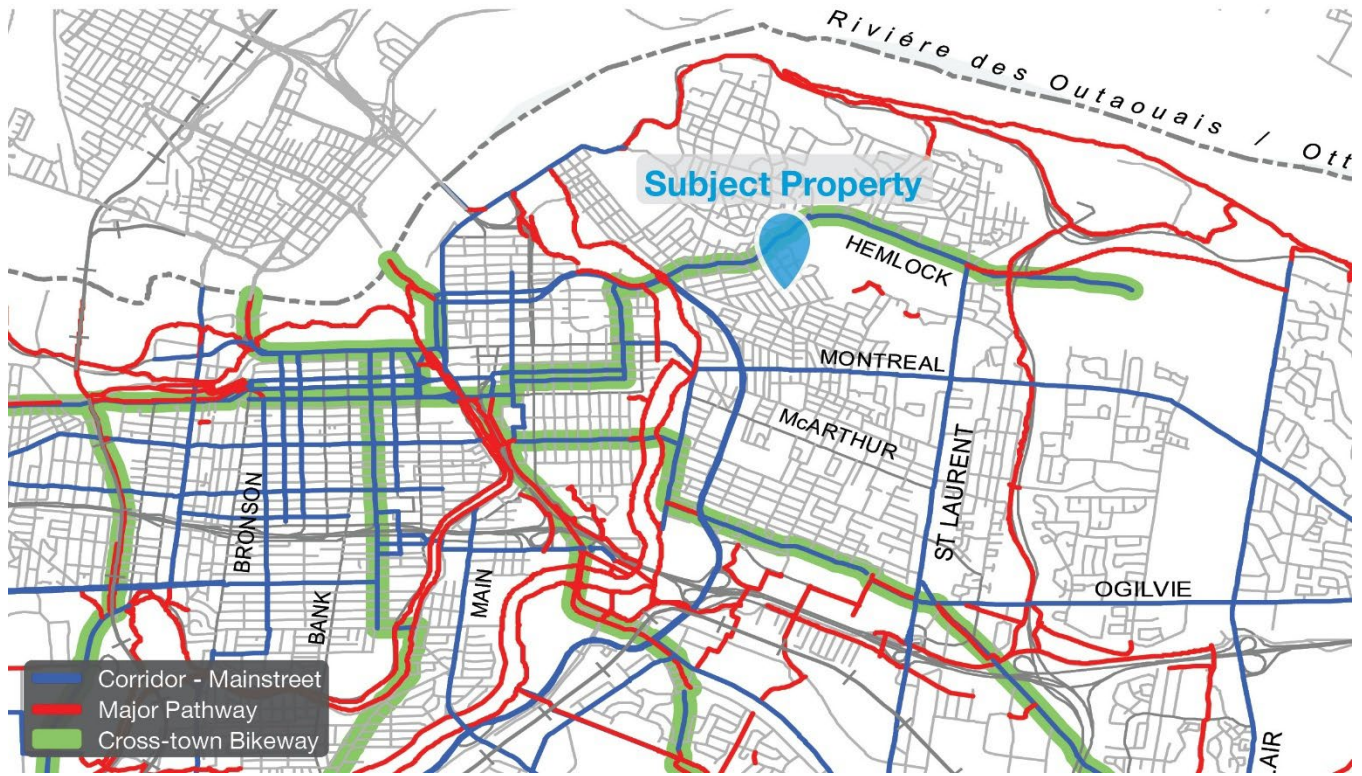


Figure 5: Active transportation network surrounding the subject property.

3.0 Minor Variance Application

3.1 Application Overview

The application proposes the conversion of the existing five (5) units low-rise apartment building to a 10-unit apartment building within the same building envelope. Apart from the relocation of doors and stairs, no exterior changes to the building—including modifications to the building’s height or footprint—have occurred nor are proposed to the existing low-rise apartment building. The property became non-compliant with density regulations following completed internal renovations and no longer meets yard setback requirements and rear yard soft landscaping due to the relocation of the principal entrance. This application seeks to address and rectify these non-compliances. The following is a summary of the Minor Variances requested:

1. **Permit a density of 10 units instead of the maximum 8.** While the Residential Fourth Density Zone limits density to prevent overly intense development, a modest increase from 8 to 10 units is a reasonable adjustment that will not overburden the property or create adverse impacts on neighbours. The building’s height and footprint remain unchanged, maintaining consistency with the neighbourhood’s character. This change optimizes land use by converting a previously underutilized building into a more efficient residential space, supporting transit-oriented intensification without generating any potential undue adverse impacts related to the increase in density.
2. **Permit reduced Corner Side, Interior Side, and Rear Yard setbacks.** The primary entrance was relocated from Ste. Monique Street to Ste-Cécile Street, making Ste-Cécile the front lot line per Section 144 of the Zoning By-law, which designates the longer street lot line as the front. As a result, previously legal non-conforming setbacks are now non-compliant, despite no change to the building footprint.
3. **Permit a reduced rear yard soft landscaped area.** Similar to the yard setbacks, this variance was triggered by the relocation of the primary entrance, affecting an existing non-compliant condition.
4. **Permit a reduced front yard setback for an accessory structure.** As the existing building envelope is located in the eastern corner of the lot, the accessory structure for waste management can only be located in either the front or corner side yards. The proposal for a screened-in waste enclosure, designed to match and blend in with the other site elements (landscaping, staircase) is located to minimize impacts on neighbours and tenants alike.

3.2 Previous Building Condition

The two-storey building on the subject property was constructed in 1956 and had severely deteriorated over time. When the building was purchased by the current owner in 2020, it was experiencing structural failure, foundation issues, a failing roof, inadequate insulation, and serious safety concerns.

Prior to redevelopment, the property featured a front yard dominated by an asphalt driveway leading to the garage, along with a large asphalt patch used for additional parking and an unenclosed garbage storage area, facing the street (Figure 6 below). These conditions contributed to a visually unappealing and vehicle-oriented site design that did not support the City’s urban design goals and the Official Plan’s broader policies.



Figure 6: Exterior of the subject property, prior to renovations, featuring large asphalt patch and exposed garbage.

The front yard contained some grass but lacked additional vegetation to enhance the streetscape or overall aesthetics. A tree in the side yard had caused significant structural issues to the building and was subsequently removed. In response, three (3) new trees are proposed in the front yard of the property following consultations with the City's Infill Forester. This plan includes the planting of two (2) black spruce and one (1) red maple, to enhance the property's environmental contribution. The email coordination with the City Planning Forester regarding the tree removal and planting plan has been included as part of the application submission.

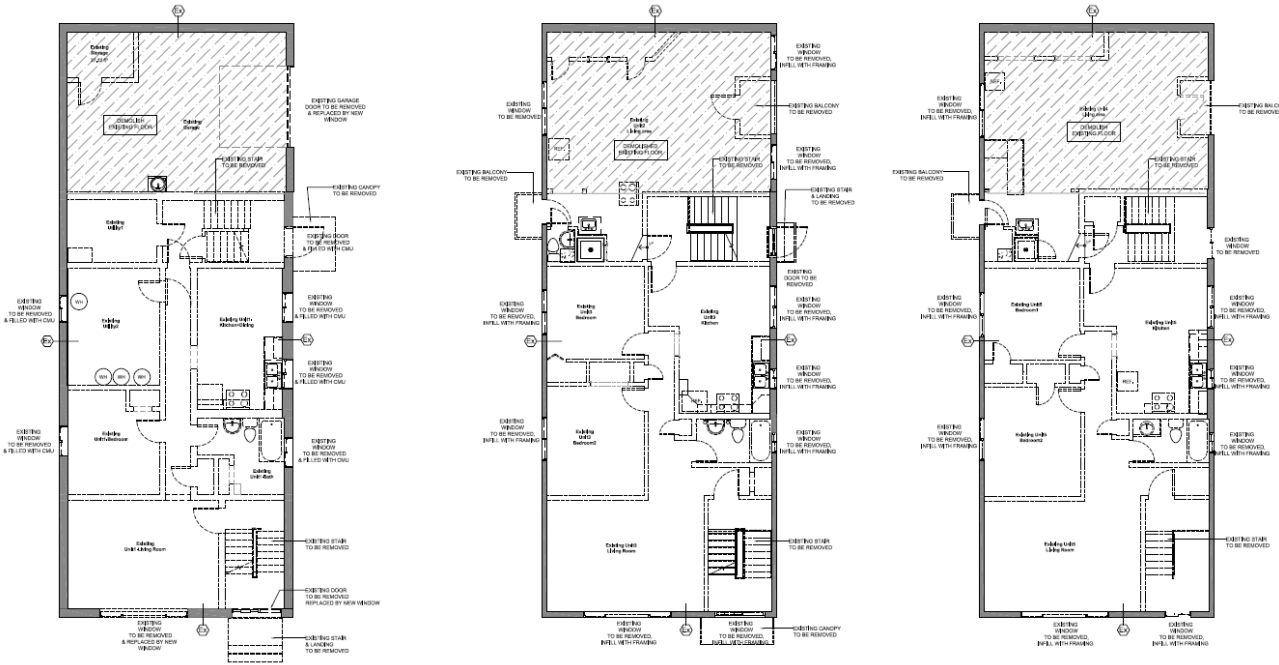


Figure 7: Floor plans prior to renovations.

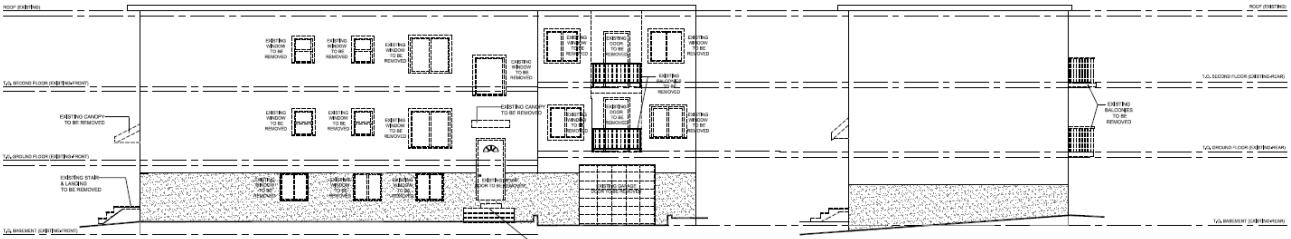


Figure 8: Building elevations of south corner (left image) and rear east (right image) side of building, prior to the renovations.

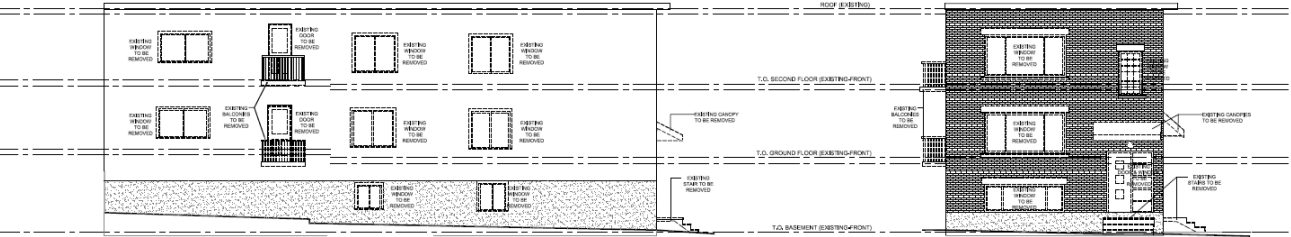


Figure 9: Building elevations of north (left image) and front west (right image) side of building, prior to the renovations.

3.3 Current Building Condition

A comprehensive renovation was undertaken to enhance the building while preserving its original footprint. Structural reinforcements, a new roof, high-efficiency windows, modern cladding, and foundation waterproofing were added. Mechanical and energy-efficient upgrades include a new radiant heating system, heat pumps, upgraded electrical and plumbing, and high-performance insulation.

The interior was redesigned to accommodate ten (10) units, consisting of eight (8) studio units, one (1) one-bedroom unit, and one (1) three-bedroom unit. Additionally, extensive landscaping was implemented, with native species planted in consultation with the Planning Forester and Landscape Architects. As part of the tree compensation plan, one (1) red maple and two (2) black spruces will be planted.

The property’s design was improved by removing the oversized driveway and asphalt pad, making space for soft landscaping, including a large, raised bed with native vegetation. A cedar wood garbage enclosure will replace the previous open storage area, screening waste from the streetscape and enhancing the property’s appearance.

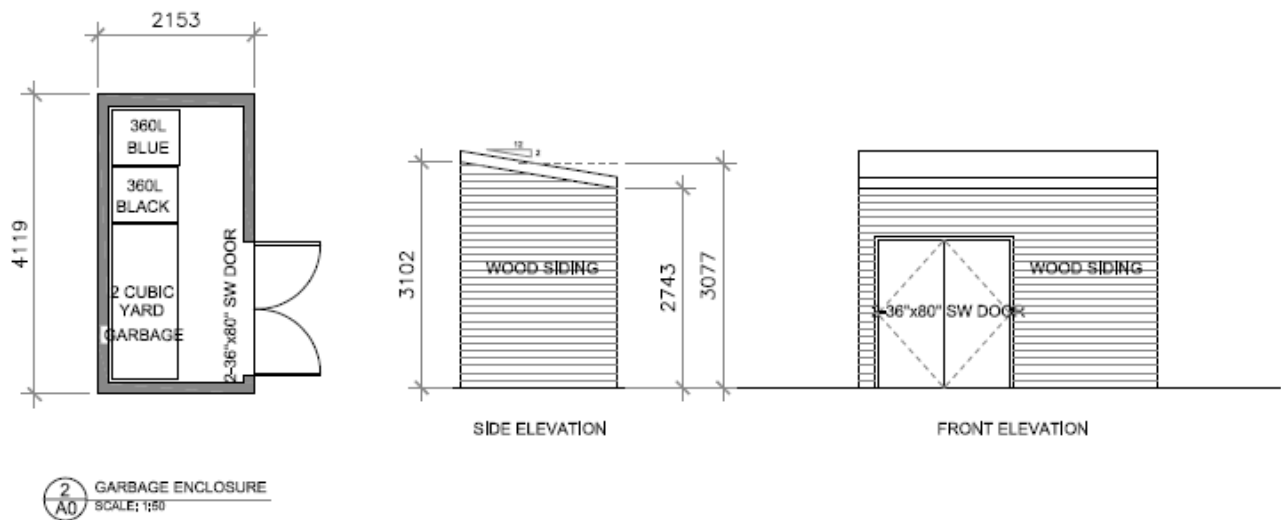


Figure 10: Elevations of proposed garbage enclosure.

The project prioritizes a pedestrian-friendly environment, focusing on front doors and windows over garages and creating at-grade living spaces that foster interaction with the street. The former basement garage was converted into a dwelling unit, and no new vehicle parking spaces are provided. Instead, secure bicycle parking for ten (10) bikes, at a ratio of one per unit, will be introduced.

While the building’s height and footprint remain unchanged, the existing doors, stairs, landings, balconies, and garage door will be replaced with new doors and stairs, all located on the building’s southern façade. The redevelopment integrates the property more seamlessly into the neighbourhood and improves both its functionality and aesthetic appeal.

The table below summarizes the changes to the interior of the building, including the unit count:

	Former Building Condition	Current Building Condition	Net Change
Total Units	5	10	+5

	Former Building Condition	Current Building Condition	Net Change
Studio Units	2	8	+6
One-Bedroom Units	0	1	+1
Two-Bedroom Units	3	0	-3
Three-Bedroom Units	0	1	+1
Garage Space	1 parking space	0	Converted to housing

This transformation revitalized a formerly underutilized property, increasing residential density while maintaining neighbourhood compatibility. The proposal also includes a new 1,246 sq. ft. (115m²) 3-bedroom unit on the 2nd floor, including three (3) bathrooms and large bedrooms, contributing to the City’s push for large dwelling units through infill projects in the urban core areas.

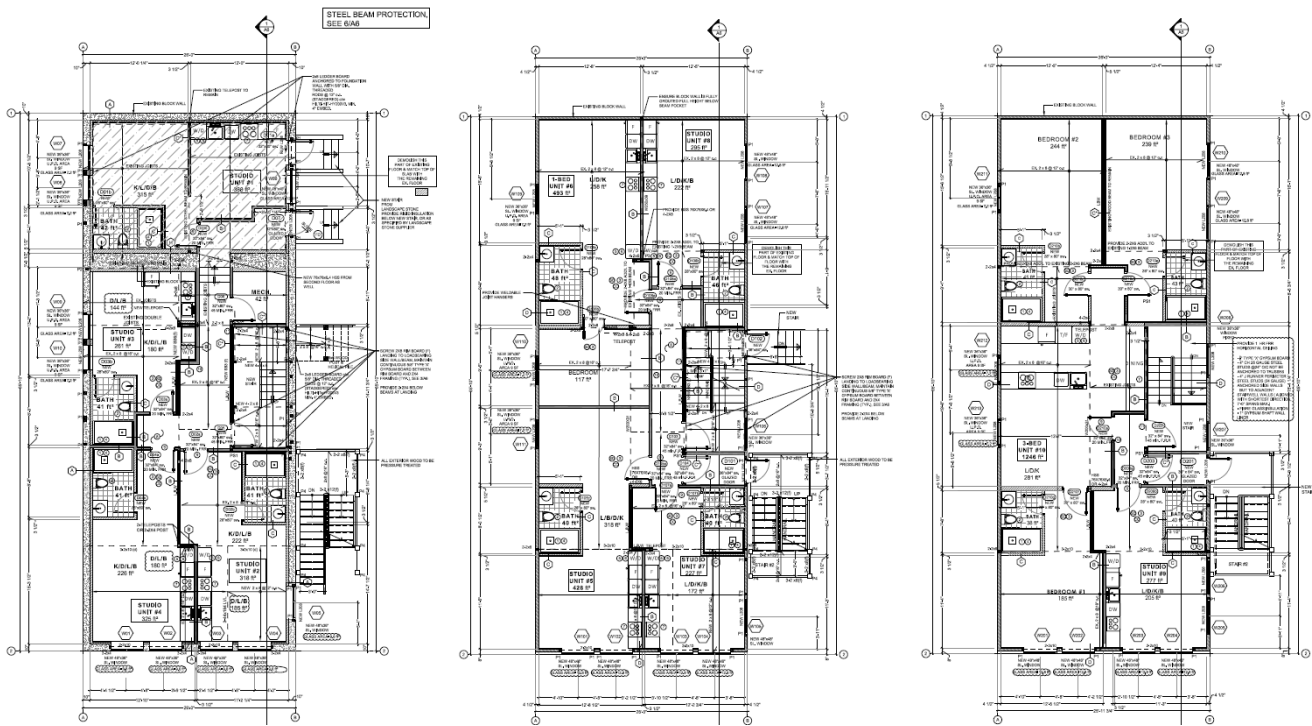


Figure 11: Floor plans of the building following renovations.

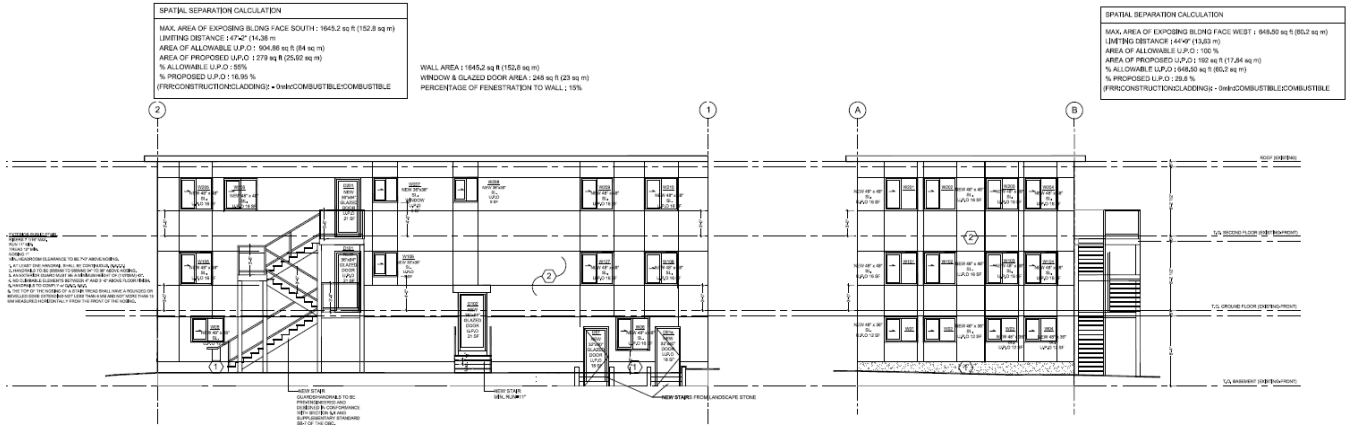


Figure 12: Building elevations of south corner (left image) and rear east (right image) side of building, following the renovations.

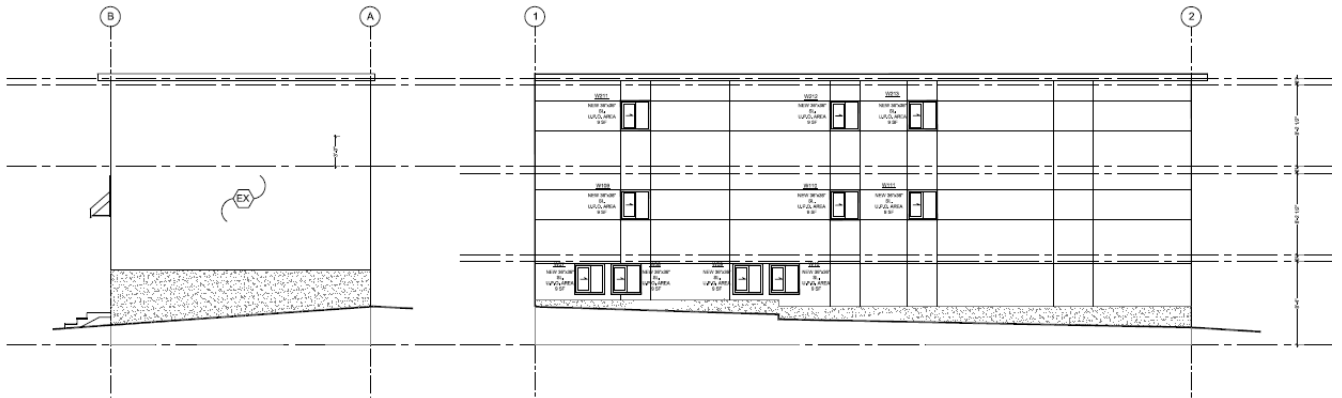


Figure 13: Building elevations of west (left image) and front north (right image) side of building, following the renovations.

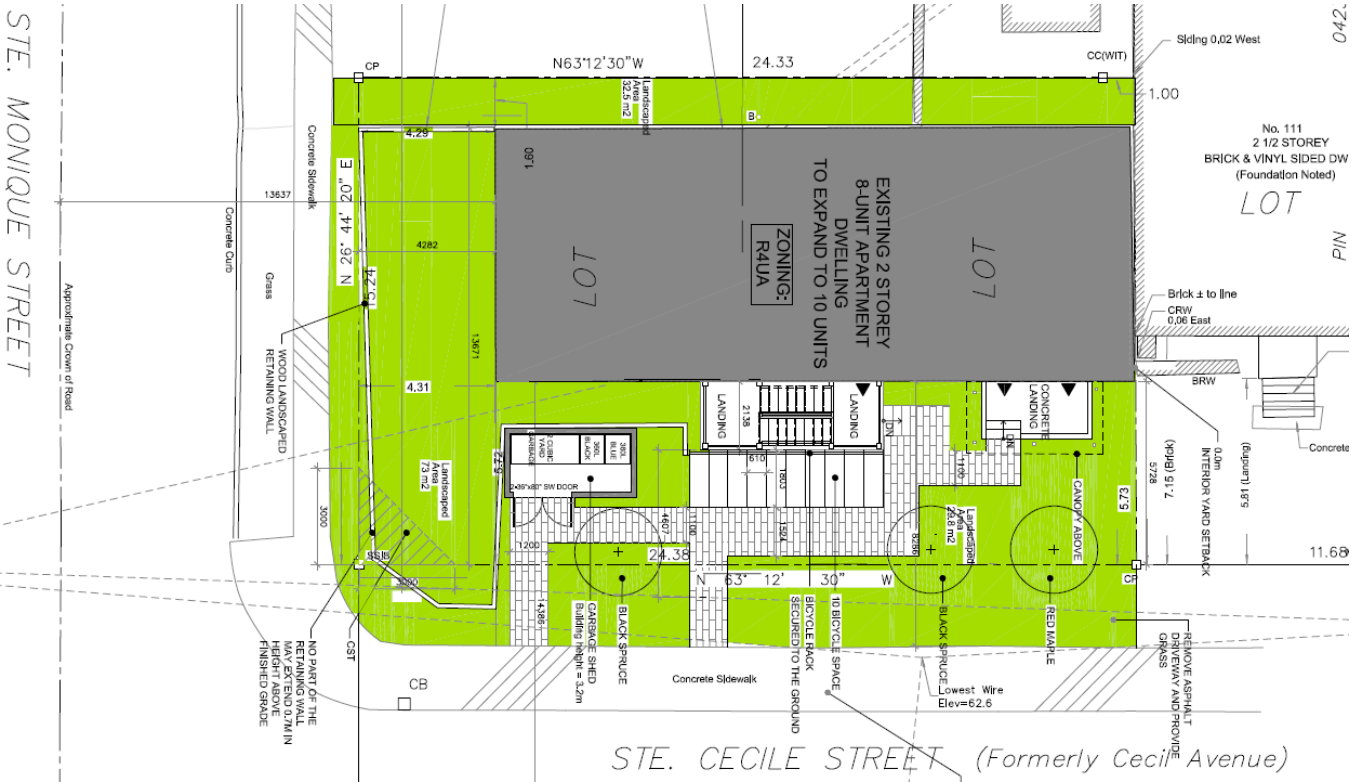


Figure 14: Excerpt from Site Plan showing existing and planned (ultimate) condition.

4.0 Policy and Regulatory Context

4.1 Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The Provincial Planning Statement is a policy statement issued under the authority of Section 3 of the *Planning Act* and came into effect on October 20, 2024 (PPS 2024). The *Planning Act* requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act.

The PPS (2024) is a consolidated statement of the provincial government's policies on land use planning and contains an updated policy direction on key land use planning issues including, but not limited to:

- Building more housing where it's needed;
- Making land available for development;
- Creating opportunities for economic development and job creation;

The PPS has emphasis on "the building of more homes for all Ontarians." The vision also restates the Province's goal of getting at least 1.5-million homes built by 2031.

The PPS, 2024 also contains the following policies:

- / Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents by requiring transit-supportive development and prioritizing intensification (Section 2.2).
- / Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options to meet projected requirements of current and future residents (Section 2.3.1).

The proposed Minor Variance application, which will formalize the existing two-storey apartment building with 10 units, is consistent with the PPS 2024 and aligns with its objectives of building a range of housing stock, efficient land use, housing intensification, and transit-supportive development. Its location near two (2) Transit Priority Corridors, elimination of vehicle parking, and increased bicycle parking reduces reliance on private vehicles and supports sustainable transportation choices. The requested variances will enable low-rise development that is compatible with the character of the existing neighbourhood and aligns with the vision for its future growth. This proposal delivers critical, context-sensitive intensification and contributes to the goals of the PPS 2024.

4.2 City of Ottawa Official Plan (2022)

The Official Plan for the City of Ottawa provides a framework for the way that the City will develop until 2046 when it is expected that the City's population will surpass 1.4 million people. The Official Plan directs how the city will accommodate this growth over time and sets out the policies to guide the development and growth of the City.

4.2.1 Inner Urban Transect

Schedule A of the Official Plan divides the City into six (6) concentric policy areas called Transects. Each Transect represents a different gradation in the type and evolution of built environment and planned function of the lands within it, from most urban (the Downtown Core) to least urban (Rural).

The subject property is located in the “Inner Urban Transect” on Schedule A – Transect Policy Areas and is designated Neighbourhood, as shown in Schedule B2 – Inner Urban Transect (Figure 15 below).



Figure 15: Schedule B2 - Inner Urban Transect.

4.2.2 Transect and Designation Policies

The Inner Urban Transect includes the pre-World War II neighbourhoods that immediately surround the Downtown Core, and the earliest post-World War II areas directly adjacent to them. The Inner Urban Transect’s built form and design includes both urban and suburban characteristics and is intended to evolve into a walkable, mixed-use area, prioritizing active and public transportation with a focus on intensification, where:

- / A mid- to high-density environment is supported, particularly near frequent transit, subject to height limits and infrastructure capacity;
- / A mid- to high-density urban form is encouraged where either no on-site parking is provided, or where parking is arranged on a common parking area, lot or parking garage accessed by a common driveway; and
- / Increases in residential density are encouraged to sustain local services.

Section 5.2.2 Policy 2 states that the transportation network for the Inner Urban Transect shall:

- a) prioritizes walking, cycling, and transit; and
- b) accommodate motor vehicle access and movement provided doing so does not erode the public realm nor undermine the priority of pedestrians, cyclists and transit users.

The proposed Minor Variance application prioritizes walking, cycling and transit use by eliminating vehicle parking spaces on site, increasing bicycle parking, and increasing density in close proximity to two (2) Transit Priority Corridors.

Section 5.2.4 Policy 1 states that neighbourhoods located in the Inner Urban area and within a short walking distance of Hubs and Corridors shall accommodate residential growth to meet the Growth Management Framework as outlined in

Subsection 3.2, Table 3b. The Zoning By-law shall implement the density thresholds in a manner which adheres to the built form requirements as described in Subsection 5.6.1, as applicable and that:

- a) Allows and supports a wide variety of housing types with a focus on missing-middle housing, which may include new housing types that are currently not contemplated in this Plan;
- b) The application of Zoning By-law development standards to be applied as one lot for zoning purposes to support missing middle housing;
- c) Provides for a low-rise built form, by requiring in Zoning a minimum built height of 2 storeys, generally permitting 3 storeys, and where appropriate, will allow a built height of up to 4 storeys to permit higher-density low-rise residential development;
- d) Provides an emphasis on regulating the maximum built form envelope that frames the public right of way rather than unit count or lot configuration; and
- e) In appropriate locations, to support the production of missing middle housing, lower-density typologies may be prohibited.

The proposed Minor Variance application allows for moderate low-rise intensification within a short walking distance of a Mainstreet Corridor (Beechwood Avenue), while respecting the character of the surrounding area. It provides critical missing middle housing options that are scarce within the city and maintains the pre-existing building height and footprint while increasing unit count.

Section 6.3 of the Official Plan lays out the policies for the Neighbourhood designation. Neighbourhoods are the core of communities and allow a mix of building forms and densities. The aim is to have all neighbourhoods approach the completeness of a 15-minute neighbourhood, and create conditions for gradual, sustainable, and context-sensitive development.

Section 6.3 Policy 4 states that the Zoning By-law and approvals under the Planning Act shall allow a range of residential and nonresidential built forms within the Neighbourhood designation, including:

- a) Generally, a full range of Low-rise housing options sufficient to meet or exceed the goals of Table 2 and Table 3b; and
- b) Housing options with the predominant new building form being missing middle housing, which meet the intent of Subsection 6.3.2, Policy 1). [...]

Table 3b notes that within the Inner Urban Transect and in the Neighbourhood designation, existing lots with a frontage of 15 metres or wider have a target of 50% large dwelling units for low-rise buildings. It is also noted that for buildings above 4 storeys (mid-rise), that target is reduced to 5%. The proposal introduces one (1) new 3-bedroom unit with an area of 1,246 sq. ft. (115 m²), where the existing building had zero. Given the challenges involved in a conversion project over a new construction, it is our opinion that the proposal positively contributes to the City's goal of large dwellings in infill projects, while providing for a range of dwelling typologies in the area.

The proposed Minor Variance application permits moderate intensification that contributes towards housing goals and the provision of missing middle housing.

Section 6.3.2 Policy 1 states that the Zoning By-law and approvals under the Planning Act will allow innovative building forms, including in the missing middle housing category, in order to strengthen, guide towards or seed conditions for 15-minute neighbourhoods. Innovative building forms include, but are not limited to: adaptive reuse of existing buildings into a variety of new uses, [...] development of a single lot or a consolidation of lots to produce missing middle housing, [...].

The proposed Minor Variance application supports an innovative and adaptive reuse of a previously underutilized building, featuring extensive renovations and retrofits to provide much-needed missing middle housing options.

The proposed Minor Variance application conforms with the policies of the City of Ottawa Official Plan, including Transect, Neighbourhood designation, and Committee of Adjustment policies. The application contributes to the vision of the Inner Urban Transect by providing context sensitive intensification that is consistent with the existing neighbourhood context and contributes to the provision of critical missing middle housing, that efficiently uses existing resources and infrastructure. The proposed development respects the Official Plan's policies on reduced parking and contributes to an urban fabric that prioritizes walking, cycling, and transit.

4.2.3 Urban Design

Section 4.6 of the Official Plan outlines the specific policies guiding the design and relationship between developments across the City, specifically emphasizing adequate transitions, complementary built forms, and existing neighbourhood design characteristics.

- / 4.6.6(6) Low-rise buildings shall be designed to respond to context, and transect area policies, and shall include areas for soft landscaping, main entrances at-grade, front porches or balconies, where appropriate. Buildings shall integrate architecturally to complement the surrounding context.

The City of Ottawa's Official Plan outlines the general strategies for growth and development across the region, detailing specific policies for both urban and rural areas. The Plan highlights key features related to residential development within the Inner Urban Transect and the role of the Neighbourhood designation in accommodating intensification proposed through this Plan. This review examined the policies as they apply to the proposed Minor Variance application on the subject property. The policies of the Official Plan were shown to be supportive of the proposed Minor Variance as the subject property is consistent with the surrounding area that better utilizes the land, within the existing built-up area of the City.

4.2.4 Urban Design Guidelines for Low-rise Infill Housing

The Urban Design Guidelines for Low-Rise Infill Housing were approved by City Council on July 6, 2022. These urban design guidelines are a tool to help achieve the Official Plan's goals in the areas of design and intensification and they help implement Official Plan policies with respect to the review of development applications for infill development. The guidelines are to be applied to all low-rise residential infill development in the Downtown Core, Inner Urban, Outer Urban and Suburban Transects, and within serviced areas of villages in the Rural Transect. The objective of the guidelines is to help create low-rise infill development that will:

- / Enhance streetscapes;
- / Protect and expand established landscaping;
- / Create a more compact urban form to consume less land and natural resources;
- / Achieve a good fit into an existing neighbourhood, respecting its character and its architectural and landscape heritage;
- / Provide new housing designs that offer variety, quality and a sense of identity;
- / Emphasize front doors and windows rather than garages;
- / Include more soft landscaping and less asphalt in front and rear yards;
- / Create at-grade living spaces that promote interaction with the street; and
- / Incorporate environmental innovation and sustainability.

These are general guidelines, and not all will apply equally in all circumstances. Each context will inform the application of, and the emphasis on, various guidelines. Specific site context and conditions will be considered in conjunction with these guidelines. The guidelines are general and are not to be used as a checklist for evaluating a proposal. These guidelines have been developed to improve and enhance compatibility, transition, and livability, as well as to manage the relationship between low-rise buildings and nearby, buildings, streets, parks, and open spaces.

Overall, the proposed development aligns with the Urban Design Guidelines for Low-Rise Infill Housing, significantly enhancing the streetscape and improving site conditions compared to its previous state.

Prior to redevelopment, the front yard was dominated by an asphalt driveway leading to the garage, along with a large asphalt patch that served as additional parking and an unenclosed garbage storage area (Figure 16 below). While the front yard contained some grass, it lacked additional vegetation that could enhance the streetscape or overall property aesthetics. A tree located in the side yard had caused significant structural issues for the building and, as a result, required removal.

Since the renovations and site improvements, the property has undergone a substantial transformation, better aligning with the intent of the Urban Design Guidelines. The new siding and windows have refreshed the building's exterior, while the removal of the oversized driveway and asphalt pad allowed for the introduction of soft landscaping, in line with the guideline's emphasis on reducing asphalt in front yards. A large, raised soft landscaping bed with extensive native vegetation has been installed, supporting the guideline's goal of protecting and expanding established landscaping. Additionally, three (3) large trees will be planted as part of the tree compensation and planting plan, further enhancing the property's environmental contribution and aligning with the guideline's objectives of landscape preservation and sustainability. Further details on tree compensation and landscape integration will be provided in Section 3.2 of this Planning Rationale.

Previously, the garbage was stored on the asphalt pad in an open area, facing the street (see Figure 16 below). The proposed Site Plan now proposes an enclosed garbage shed, roughly in the same location, designed to screen waste from the streetscape. The shed will be constructed from cedar wood, providing a visually pleasing and natural appearance that integrates well with the property's overall design. Alternative locations were considered, but would require the addition of significant hardscape for the required 1.2 metres pathway, and would be located either closer to the building's windows or neighbouring properties. The current location, subject to strong landscaping and craftsmanship (existing and proposed) was selected for those reasons. This solution aligns with the Urban Design Guidelines for Low-Rise Infill Housing, which emphasize the importance of enhancing streetscapes and reducing visual clutter. By concealing waste storage in an attractive, functional structure, the project supports the guidelines' goal of creating a well-integrated, pedestrian-friendly environment that respects the character of the neighbourhood.

This redevelopment also contributes to the guidelines' objectives of creating a more compact urban form, integrating well into the existing neighbourhood, and promoting environmental sustainability. By shifting away from a vehicle-dominated front yard, the project prioritizes a more pedestrian-friendly environment, supporting the guideline's emphasis on front doors and windows rather than garages, and fosters interaction with the street.



Figure 16: Previous site condition (left) and current site condition (right).

4.3 City of Ottawa Comprehensive Zoning By-law (2008-250)

The subject property is zoned R4 - Residential Fourth Density Subzone UA in the City of Ottawa Comprehensive Zoning By-law, as shown in Figure 17 below.



Figure 17: Zoning Map (GeoOttawa).

The purpose of the R4 - Residential Fourth Density Zone is to:

- / allow a wide mix of residential building forms ranging from detached to low rise apartment dwellings, in some cases limited to four units, and in no case more than four storeys, in areas designated as General Urban Area in the Official Plan;
- / allow a number of other residential uses to provide additional housing choices within the fourth density residential areas;
- / permit ancillary uses to the principal residential use to allow residents to work at home; and
- / regulate development in a manner that is compatible with existing land use patterns so that the mixed building form, residential character of a neighbourhood is maintained or enhanced.

4.3.1 Zoning Performance Standards

Zoning Mechanism	R4UA Zone Provision	Provided	Compliance
Min Lot Width <i>Section 162A, Table 162</i>	12m	24.37m	Yes
Max Lot Width <i>Section 162A, Table 162, Endnote 11</i>	38m	24.37m	Yes
Min Lot Area <i>Section 162A, Table 162</i>	360m ²	371.57m ²	Yes
Max Lot Area <i>Section 162A, Table 162, Endnote 12</i>	1,070m ²	371.57m ²	Yes
Max Building Height <i>Section 162A, Table 162</i>	11m	6.96m	Yes
Min Front Yard Setback <i>Section 162A, Table 162, Section 144</i>	4.5m Front yard setbacks must align with the abutting lots' actual yard setbacks abutting each street.	5.72m, Does align with abutting lots' setback	Yes
Min Corner Side Yard Setback <i>Section 162A, Table 162</i>	4.5m Corner yard setbacks must align with the abutting lots' actual yard setbacks abutting each street.	4.31m Does align with abutting lots' setback	No
Min Rear Yard Setback <i>Section 162A, Table 162, Section 144</i>	All principal dwelling units front on and face the longer street lot line, the longer street lot line is deemed to be the front lot line, and minimum required rear yard is 4 m	1.6m	No
Min Interior Side Yard Setback <i>Section 162A, Table 162</i>	1.5m	0m	No
Max Number of Units <i>Section 162A, Table 162</i>	8	10	No
Permitted Projections into Required Yards <i>Section 65</i>	Stairways/landings/steps: At or below the floor level of the first floor: no closer than 0.6m to a lot line.	Projects 1.16m into required front	Yes

Zoning Mechanism	R4UA Zone Provision	Provided	Compliance
		yard, 3.34m from lot line	
	Above first floor level: 1.5m, but not closer than 1m to a lot line.	Projects 1.16m into required front yard, 3.34m from lot line	Yes
	Canopies: distance equal to ½ the depth of a front yard (2.86m) but not closer than 0.6 m to a lot line.	Projects 2.28m and is 1.05m from side lot line and 3.47m from front lot line	Yes
Corner Sight Triangle <i>Section 55</i>	No objects higher than 0.75 meters may block the view of motor vehicle operators within the triangle formed by the lot lines at the street corner	Retaining wall less than 0.7m	Yes
Min Parking Spaces <i>Section 101</i>	Area X on Schedule 1A: No parking required for the first 12 units	0	Yes
Min Visitor Parking Spaces <i>Section 102</i>	Area X on Schedule 1A: No visitor parking required for the first 12 units	0	Yes
Min Bicycle Parking <i>Section 111</i>	5 (0.5/unit)	10	Yes
Min Aggregated Soft Landscaping <i>Section 139, Section 161 (Other Provisions)</i>	40% Any part of yards (besides rear yard) unoccupied by permitted projections, bicycle parking/aisles, hardscaped paths for waste management, and pedestrian walkways, must be soft landscaped	61%	Yes
Rear Yard Soft Landscaping <i>Section 161 (Other Provisions)</i>	Any unoccupied part of the rear yard must be soft landscaped and must be at least 50m ²	100% of rear yard is soft landscaped, 39m ²	No
Walkways <i>Section 139(4)</i>	Walkway is permitted where it provides access between a right-of-way and an entranceway to a dwelling or any other incidental or accessory use on the lot. Width of the walkway may not exceed 1.2m	1.2m	Yes
Waste Management <i>Section 143</i>	Include a path for the movement of garbage containers between a garbage storage area and the street, must be 1.2m wide and unobstructed.	1.2m	Yes
Accessory Structures	Front yard setback: 4.5m	2.1m	No

Zoning Mechanism	R4UA Zone Provision	Provided	Compliance
<i>Section 55</i>	Minimum required distance from other building on same lot: 1.2m	1.45m	Yes
	Maximum permitted height: 3.6 m, with the height of the exterior walls not to exceed 3.2 m	3.2m	Yes
	Maximum permitted size: Aggregate of all accessory buildings not to exceed a lot coverage of 50% of the yard in which they are located, with a maximum cumulative floor area of 55 m ² as measured from the exterior walls of the building	8.8m ² = 6%	Yes
	Maximum number of accessory buildings on a lot: 2	1	Yes

The subject property does not meet the R4UA zoning performance standards for density and yard setbacks but complies with all other provisions of the zone.

5.0

Minor Variance – Four Tests of the Planning Act

In Ontario, a Minor Variance is deemed a small variation from the requirements of the applicable Zoning By-law. In essence, a Minor Variance approval is a certificate of permission, as it allows the property owner to obtain a building permit although their property does not comply precisely with performance standards and provisions of the Zoning By-law.

Under Section 45(1) of the Planning Act there are four tests a Minor Variance must meet:

1. Does the application conform to the general intent and purpose of the Official Plan?
2. Does the application conform to the general intent and purpose of the Zoning By-law?
3. Is the application minor?
4. Is the application desirable for the appropriate development of the lands in question?

These four tests as they apply to the proposal will be addressed in the subsequent and applicable sections of the report below.

It is our professional opinion that the proposed development constitutes good planning and meets the four (4) tests outlined in the Planning Act as discussed below.

5.1 Do the Minor Variances Maintain the General Intent and Purpose of the Official Plan?

The proposed Minor Variance application aligns with the general intent and purpose of the Official Plan.

The subject property is designated Neighbourhood within the Inner Urban Transect in the City of Ottawa Official Plan. The Minor Variance application is consistent with the policies related to the transect, designation, and growth management framework.

The subject property contributes to the vision of the Inner Urban Transect by providing critical missing middle housing near public transit and advancing the 15-minute neighbourhood concept. The proposed Minor Variance application prioritizes walking, cycling and transit use by eliminating vehicle parking spaces on site, increasing bicycle parking, and increasing density in close proximity to two (2) Transit Priority Corridors. The proposal is consistent with the designation policies, as it introduces residential intensification to a well-serviced existing neighbourhood within close proximity to retail, commercial, and employment uses.

The application does not propose any modifications to building's footprint or height and maintains consistency with the surrounding streetscape and neighbourhood character. The Minor Variance for a reduced accessory structure setback represents an improvement to the condition of the property compared to its former state. Previously, garbage was exposed in the side yard, visible from the public realm. The proposed solution—a cedar wood garbage enclosure—will screen the waste and along with significant landscaping, enhances the streetscape. While the shed is located in the front yard, which does not fully align with the Urban Design Guidelines for Low-Rise Infill Housing, this solution is still a significant improvement. Additionally, given the constraints of the property, which lacks both a sufficient rear yard and any interior side yard, this solution is the most practical option available.

The proposed variances requested enable context-sensitive intensification in a well-serviced existing neighbourhood with proximate access to amenities and transportation options. The variances maintain consistency with the surrounding low-rise neighbourhood while contributing to a desired increase in density.

5.2 Do the Minor Variances Maintain the General Intent and Purpose of the Zoning By-law?

The Minor Variances requested meet the general intent and purpose of the Zoning By-law.

The subject property is designated Residential Fourth Density Subzone UA in the City of Ottawa Comprehensive Zoning By-law. The intent of the R4 zone is to accommodate a diverse range of residential building forms, from detached homes to low-rise apartments (up to four storeys), along with other residential and ancillary uses, while ensuring compatibility with existing neighbourhood character.

The Zoning By-law's density provisions are intended to prevent overdevelopment and preserve the low-rise character of this residential zone while mitigating potential negative impacts on neighboring properties. However, the modest increase from 8 to 10 units is a reasonable adjustment that will not overburden the site or create adverse impacts on neighbours. The building's height and footprint remain unchanged, maintaining consistency with the neighbourhood's character. This change optimizes land use by converting a previously underutilized building into a more efficient residential space, supporting transit-oriented intensification with no negative effects.

The Zoning By-law's yard setback provisions are intended to ensure appropriate separation distance between buildings on adjacent lots. However, the property's layout, including the building placement, footprint and height are not changing. The primary entrance was relocated from Ste. Monique Street to Ste-Cécile Street, making Ste-Cécile the front lot line per Section 144 of the Zoning By-law, which designates the longer street lot line as the front. As a result, previously legal non-conforming setbacks are now non-compliant, despite no change to the building footprint and placement. While discussions with Committee of Adjustment Planning Staff suggested the variance was unnecessary, it is being requested out of an abundance of caution.

The Zoning By-law's rear yard soft landscaping requirements aim to enhance backyard spaces and reduce impervious surfaces. However, this site previously had no rear yard, with a 0.0m setback from the rear property line. The relocation of the primary entrances shifted the rear lot line, creating a new rear yard of 39m² where none existed before. Consequently, the soft landscaped area also increased from 0m² to 39m², covering 100% of the new rear yard. While this falls short of the required 50m², it represents a significant improvement. While discussions with Committee of Adjustment Planning Staff suggested the variance was unnecessary, it is being requested out of an abundance of caution.

The Zoning By-law's accessory structure setback provisions are designed to prevent accessory structures from encroaching on neighboring properties or the primary building. However, the proposed reduced setback will have limited impact on neighboring properties, as the structure is situated far from the property lines. Additionally, it will provide residents with a convenient and organized waste storage solution. The proposal for a screened-in garbage enclosure aligns with the general intent of the Zoning By-law by enhancing the property's appearance and maintaining a well-kept yard.

The Minor Variances requested do not preclude the subject property from complying with all other Zoning provisions. The property meets all remaining Zoning requirements, and the requested variances align with the general intent and purpose of the Zoning By-law.

5.3 Are the Variances Minor in Nature?

The requested variances are minor, involving modest adjustments that align with the intent of the Zoning By-law and the Official Plan. They support crucial intensification and transit oriented development while maintaining consistency with neighbourhood character. In all instances, the deviations are marginal and are not expected to create undue adverse impacts on neighbouring properties.

The Minor Variance for increased density is only two (2) units above the maximum established in the Zoning By-law. This variance is small, reasonable, and should not have any adverse impacts on neighbouring properties. Furthermore, it is well justified and supported by relevant policies encouraging intensification proximate to amenities and public transportation.

The requested Minor Variance for yard setbacks is minimal: a reduction of 0.19 metres for the Corner Side Yard, 1.5 metres for the Interior Side Yard, and 2.4 metres for the Rear Yard. The Front Yard setback remains compliant with the Zoning By-

law. These minor deviations will have no impact on neighbouring properties, as the building's placement, footprint, and height remain unchanged. The only exterior modifications involve relocated doors, stairs, and canopies.

This variance was triggered solely by the reclassification of the front lot line. Due to the relocation of the primary entrance from Ste. Monique Street to Ste-Cécile Street, Section 144 of the Zoning By-law now designates Ste-Cécile as the front lot line, making previously existing legal non-compliant setbacks non-compliant, despite no physical changes to the building footprint or placement.

Similarly, the Minor Variance for rear yard soft landscaping was triggered solely by the reclassification of the front lot line, which rendered the previously legal non-compliant rear yard condition non-compliant. Despite this technical change, the rear yard soft landscaping falls short by only 11m² while still representing a 100% increase from its previous state.

The Minor Variance for the accessory structure setback is a modest 2.4 meters less than the Zoning By-law requirement. This small adjustment is reasonable and unlikely to have any adverse impact on neighboring properties. Furthermore, it is well-justified, as it significantly improves the site by replacing the previously exposed garbage area with a screened storage solution, including extensive landscaping and one (1) new tree in front of the enclosure.

The proposed variances are minor in nature, maintaining the property's scale, form, and function while avoiding adverse impacts on adjacent lands. They represent only slight and well-justified deviations from the minimum requirements of the By-law and are appropriate for the context of the site.

5.4 Are the Variances Desirable and Appropriate for the Appropriate Use of the Land?

The requested Minor Variances accommodate an existing building that, on the whole, is a significant improvement from the historical condition of the site and provides critical missing middle housing that increases residential density in the community. Further, the requested Minor Variances are desirable as they will formalize the existing high-quality, purpose built residential-use building which, through the appropriate use of materiality, landscaping elements, and building composition will respect, and reflect, the intent of the Official Plan and Zoning By-law.

The variances are desirable as they allow for a design that better utilizes the property while evolving towards the future vision of the neighbourhood. The requested variances do not preclude the ability of the subject property to meet other requirements in the Zoning By-law and will continue to allow the site and neighbouring properties to develop in a manner complimentary with the built form of the surrounding area. The variances are required to support a more desirable and sensitively designed development that includes critical densification and enhancement of the adjacent public realm. The variances are not expected to generate any undue adverse impacts on neighbouring properties and support the planned growth of a fully serviced community in proximity to transit, consistent with the 15-minute neighbourhood policies of the Official Plan.

The variance for the accessory structure setback is desirable for the subject property as it effectively screens the garbage area from the public realm, improving the site's overall condition. The previously exposed garbage bins will be housed in a visually appealing cedar wood shed, integrated into the extensive landscaping on site, which will blend nicely with the property's context and enhance the surrounding streetscape.

This change results in a net improvement to the site, enhancing both its functionality and appearance. The renovations significantly upgrade housing quality while improving the building's exterior aesthetics with new siding, windows, and other features. Additionally, extensive landscaping, incorporating native shrubs and plants, as well as hardscaping elements like decorative stonework and interlock, further enhances the site's visual appeal and environmental sustainability.

Moreover, there has been a major paradigm shift at all three levels of government, with a substantial acknowledgement of the current housing crisis and the legislative and policy tools required to address the prevailing issues. Universally, it has been accepted that Ottawa must prioritize and accelerate new housing construction in the coming years to adequately

address unmet housing demand. To do this in an efficient and sustainable fashion, Ottawa has established through its Official Plan that more growth must be achieved via intensification than by greenfield development and that the majority of trips in the city will be made by rapid and active transportation in the future. Intensification through the conversion of an existing building contributes to the City's goals for more housing without disrupting the surrounding context of the neighborhood. Furthermore, it reduces construction waste, which makes for a more environmentally-conscious project.

Since the adoption of the Zoning By-law, the City of Ottawa has also established in its new Official Plan an overarching objective to establish a growth management framework that maintains a greater amount of population and employment inside the Greenbelt than outside the Greenbelt and that it must prioritize the location of residential growth to areas with existing municipal infrastructure, transit, neighbourhood facilities, and a diversity of commercial services.

While respecting, facilitating, and implementing the vast majority of zoning provisions of the R4UA zone, the proposal responds appropriately to the ongoing housing crisis and policy and legislative direction now established in the City, with the inclusion of building forms aligned with the current growth management context for the area and city.

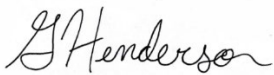
The proposed variances are desirable and appropriate for the use of the land.

6.0 Conclusion

In our professional planning opinion, the proposed variances are necessary to formalize the existing building that will provide context-sensitive infill housing within a fully serviced, established neighbourhood that is conveniently located near amenities and sustainable transportation options. Further, it is our professional planning opinion that the proposed Minor Variance application represents good planning as:

- / It is consistent with the Provincial Planning Statement, which promotes efficient and appropriate development on lands within the urban boundary. The site capitalizes on an infill opportunity within a built-up area where services are readily available, promotes intensification and housing in an area that is close to public transit and active transportation routes, and promotes densities that contribute to more sustainable land use patterns and contribute to the range and mix of residential housing typologies;
- / It conforms to the City of Ottawa Official Plan policies for the Neighbourhood designation in the Inner Urban Transect by proposing an intensification of the subject property through a permitted use and contributes to a full range and choice of housing types proximate to transit;
- / The proposed development complies with the general intent of the established Zoning framework; and
- / The proposed Minor Variances meet the four (4) tests as set out in the Planning Act.

Sincerely,



Gillian Henderson, MUP
Planner



Jacob Bolduc, MCIP RPP
Associate

7.0 Appendix



Figure 18: Site photos taken March 17th, 2025. Temporary wooden structures for construction to be removed.