

2025-06-11

City of Ottawa | Ville d'Ottawa
Comité de dérogation

Committee of Adjustments

RE: 305 Clare St. Minor Variance, Ref: D08-02-25/A-00154

We are pleased to submit this application for the Committee's review, consideration, and approval. The proposal concerns the property located at 305 Clare Street, Ottawa, a two-storey single-family dwelling reflective of the mid-century character and condition of the surrounding neighbourhood. The existing home includes a single car attached garage, which currently projects approximately 1.2 metres forward of the principal dwelling entrance.

Proposed Changes

The intent of this application is to respectfully update and expand the existing 1950's home while maintaining its original character. The proposed renovations include:

- An enlarged vestibule at the main entrance,
- A second-storey addition above the existing garage to accommodate an additional bedroom,
- Expanded kitchen space, and
- A new ground-floor family room to support a multigenerational household.

These modest additions are designed to enhance the home's functionality while remaining sympathetic to the established architectural rhythm of the neighbourhood.

Context and Consultation

Preliminary conversations have been held with adjacent neighbours to discuss the proposal and share conceptual sketches. Following these discussions, we engaged with the City of Ottawa's Planning team for early guidance. We are grateful to Dylan Geldart, who provided clear and constructive direction regarding zoning interpretation and the minor variances required, which are detailed in this application. Additionally, Nancy Young (Planning Forester) has confirmed that a Tree Information Report (TIR) is not required.

Further outreach has included notifications to Hydro Ottawa and Bell Canada (reference numbers: 00356628 and X08-EN-2505311440-74352824-0, respectively). At the time of submission, we are awaiting formal responses. We have also consulted with the Westboro Community Association (WCA), with helpful feedback and support provided by Tim Grey.

Summary of Minor Variances Requested

To achieve the proposed outcomes, we are requesting the following minor variances:

1. **Side Yard Setback**
 - a. To permit the reconstruction of the eastern garage wall along its current alignment, which is approximately 1.15 ~ 1.18 metres from the property line. The current zoning by-law requires a minimum setback of 1.5 metres.
2. **Garage Step-Back Requirement**
 - a. To waive the requirement for the garage to be set back 0.6 metres behind the principal entrance. Due to the angled nature of the front property line, the dimension is

technically satisfied in part, and the revised entry façade prioritizes the prominence of the principal entrance, in keeping with the intent of the by-law.

Conformity with the Four Tests for Minor Variance

1. The general intent and purpose of the **Official Plan** is maintained.
The proposed improvements align with the Official Plan's goal of supporting reinvestment in established neighbourhoods. The additions will enhance the usability and lifespan of the existing home while leveraging existing infrastructure and contributing to residential stability in the inner urban area.
2. The general intent and purpose of the **Zoning By-law** is maintained.
The proposed changes respect the form and function of the zoning regulations. The garage remains subordinate to the main dwelling entrance, and the side yard condition will not be worsened.
3. The variance is **desirable** for the **appropriate development** or use of the land.
The proposed additions improve the livability and adaptability of the home, allowing it to better meet the needs of a contemporary multigenerational family while remaining in character with its 1950s-era surroundings.
4. The variance is **minor in nature**.
The departures requested are modest, maintain existing conditions where possible, and present no adverse impact on neighbouring properties or the streetscape.

In conclusion, we respectfully submit that the proposed changes satisfy all four tests of a minor variance and reflect a thoughtful, context-sensitive approach to renewal and reinvestment in an established neighbourhood.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matthew Glynn', with a large, sweeping flourish extending to the right.

Matthew Glynn

CC: Amelia Glynn