

Revised | Modifié le : 2025-07-10
June 10, 2025

City of Ottawa | Ville d'Ottawa
Comité de dérogation

To: City of Ottawa Committee of Adjustment

Subject: Minor Variance Application for 94 Willow Glen Drive Kanata ON.

Dear Committee,

We are applying for a minor variance for a rear yard setback for a proposed “three-season” sunroom addition to the rear of our home. It would allow us to use the room to enjoy the outdoors all year long.

We would like to be able to enjoy our retirement without the harmful pest and bugs. But also view our wonderful gardens and flowers etc.

We have contacted our immediate neighbours on both sides and the rear (with whom we have shared the neighbourhood for over 23 years) and they have no concerns or issues with such an addition. They are excited for us and look forward to seeing this project come to fruition.

The structure will not interfere with their view or amount of sunlight coming into their properties and will actually reduce the footprint of the existing deck and pergola.

The south-facing nature of our backyards has all of us searching for shelter from the heat of the summer sun while enjoying the outdoors. We have taken care to keep the structure away from the one side, and kept the height as such it will not impede the sunlight.

We would have to reduce the rear yard allowance to be able to put a reasonably sized addition, large enough to entertain friends and family without it looking out of place.

We have noticed many such beautiful sunroom extensions in and around the neighbourhoods. And we feel this would be a great addition to our home and enhance the beauty of our home and the neighbourhood.

We also feel that the addition of a sunroom in our retirement will allow us to better “age-in-place” and continue to enjoy our neighbourhood for another 20-25 years while employing a local contractor who will use Canadian sourced construction materials.

Please see page 2 with the answer to the four tests of the Planning Act.

Cover Letter page 2

Minor Variance Application 94 Willow Glen Drive

June 10, 2025

1. The variance is minor.
 - a. The variance will be minor as we look to reduce the existing rear yard setback. Bylaw 2008-250 requiring 7.5 meters to 5.8 meters. The lot is average in size but the house itself is somewhat longer and narrower than most of the houses on the street. The remaining greenspace in the backyard will allow us to continue to cultivate herbs and flowers.
2. The variance is desirable for the appropriate development or use of the property.
 - a. The variance will allow the homeowner to enjoy a single-story residential sunroom addition.
 - b. The footprint of the three-season room is smaller (1.5 sq metres) than the existing deck and pergola. This reduced configuration will allow plenty of green space and not interfere with views or sunshine of adjoining properties.
 - c. The lot is zoned R20 Suburban, so this addition is in keeping with the current designs and architecture of the neighbourhood.
3. The general intent and purpose of the Zoning By-law is maintained.
 - a. Our proposal adheres to the purpose of the applicable zones (By-law 2008-250)
 - b. There will still be plenty of room at the rear and both sides of the addition of the sunroom.
 - c. There will be no additional dwelling units added to this project.
4. The general intent and purpose of the Official Plan is maintained.
 - a. Yes, the sunroom addition will blend into the neighborhood with the design similar to the design of many of the homes surrounding us.
 - b. As we maintain the purpose of the residential dwelling. It is the intent of the Official Plan that permit a mix of building forms and densities. Therefore, a sunroom will maintain this purpose.

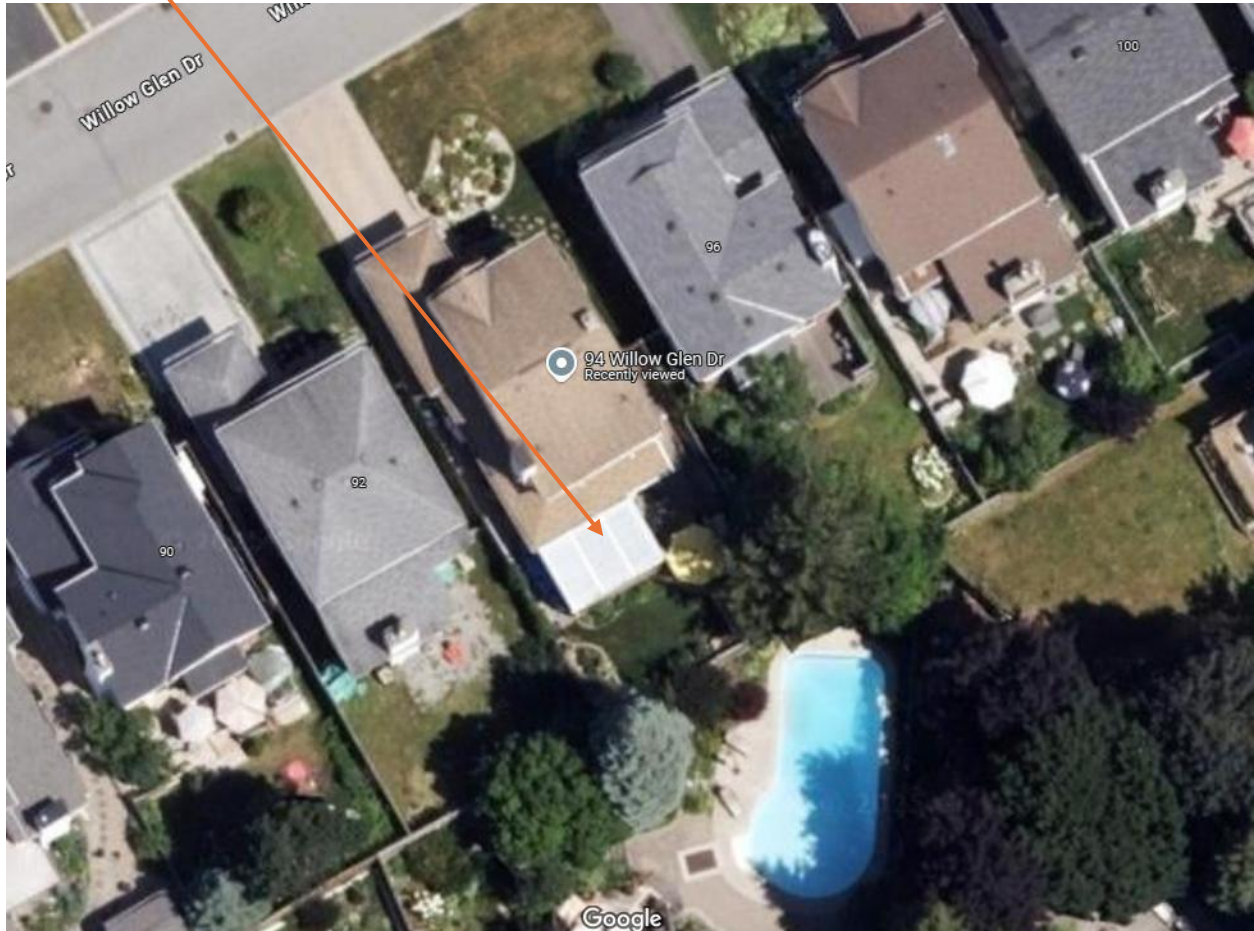
Best Regards,

Daryl and Karen Keen

Homeowners

94 Willow Glen Drive Ottawa, Ont.

Existing screened-in deck with plastic shade cover on Pergola base. (measuring 16 ft wide by 13 ft deep)



The deck had measured 16 feet in length by 13 feet in depth. (4.88 m x 3.96 m) It is 30 inches above the yard. (0.76 m)

The deck has since been reduced in depth to 12 feet. It remains 16 feet wide. (3.66 m x 4.88 m) The deck had extended to within 18 feet (5.5 m) to the rear property line.

The new structure will be 19 feet (5.8 m) from the property line.