

2025-07-17

City of Ottawa | Ville d'Ottawa
Comité de dérogation



**MINOR VARIANCE APPLICATION
COMMENTS TO THE COMMITTEE OF ADJUSTMENT
PANEL 1**

PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT

Site Address: 305 Clare Street
Legal Description: Lot 38, Registered Plan 326972
File No.: D08-02-25/A-00154
Report Date: July 17, 2025
Hearing Date: July 23, 2025
Planner: Dylan Geldart
Official Plan Designation: Inner Urban Transect, Neighborhood Designation
Zoning: R3R [2687], H(8.5)

DEPARTMENT COMMENTS

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

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 the requested minor variance meets 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.
- Existing grading and drainage patterns must not be altered.
- 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.
- Encroachment on or alteration to any easement is not permitted without authorization from easement owner(s).

Planning Forestry

There are no tree-related concerns with the requested variances. Through pre-consultation it was determined that no work is proposed within the Critical Root Zones of existing trees. Tree protection fencing must be installed and maintained in accordance with the City's tree protection specifications for the duration of construction.

Right of Way Management

The Right-of-Way Management Department has no concerns with the proposed Minor Variance Application. The existing private approach is not being modified and is leading to a legal parking space in the updated garage.

Transportation Engineering

Clare Street along the site frontage is undergoing road, sewer, watermain renewal this year (CP000697). Construction coordination is required with the City of Ottawa infrastructure project manager. Contact Stephen.Gallagher@ottawa.ca to discuss renewal plans and coordination.



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