

P. H Robinson Consulting
Urban Planning, Consulting and Project Management

City of Ottawa Committee of Adjustment
101 Centrepoin Drive, 4th Floor
Ottawa, On, K2G 5K7

June 2, 2025

Attn: Mr Michel Bellemare
Secretary Treasurer

Re: 5545 Manotick Main St. (Minor Variance)
Majdi Zouari
Part of Lot 11 , Registered Plan 18
City of Ottawa

Committee of Adjustment
Received | Reçu le

2025-06-03

City of Ottawa | Ville d'Ottawa
Comité de dérogation

On behalf of our clients, we are submitting the following Minor Variance application for the property at 5545 Manotick Main Street, in order to add an apartment unit above the existing ground floor commercial space on the property. The property is zoned VM9 - Village Mixed-use subzone 9 in the City of Ottawa Zoning By-Law 2008-250, as amended and is in the Rural Transect designated as Village Core as per the Official Plan.

The existing ground floor commercial space is a barber shop which has been in operation since November 2019. The shop has direct pedestrian access from Manotick Main St with parking in the rear accessed via a single lane driveway. The driveway is located on both 5545 and 5541 Manotick Main and vehicular access is protected by an existing easement. Manotick Main St permits on-street parking directly opposite the barber shop. The subject property is currently on private sanitary services but will be hooked up to the municipal sanitary sewer during the proposed construction process.

The proposal requires the following variances :

- A) **Parking. (Non residential parking)** We are proposing 1.2 parking spaces per 100m² GFA (1 space) for the commercial unit, whereas the Zoning By-Law requires a minimum required parking for the commercial unit of 3.4 spaces per 100 m GFA (3 spaces) (Table 101, N64, V, Zoning By-Law 2008-250, as amended).
- B) **Lot width.** The proposed lot width is 12.5 m, whereas the Zoning By-Law requires a minimum lot width of 20 m (Table 229, (b), Zoning By-Law 2008-250, as amended).
- C) **Lot area.** The proposed lot area is 262.6 m², whereas the Zoning By-Law requires a minimum lot area of 1,350 m² (Table 229, (a), Zoning By-Law 2008-250, as amended).

All other zoning standards are met or are not applicable as the proposal does not involve expanding the footprint of the existing building (barber shop) on the property and so the building enjoys legal non-conforming rights.

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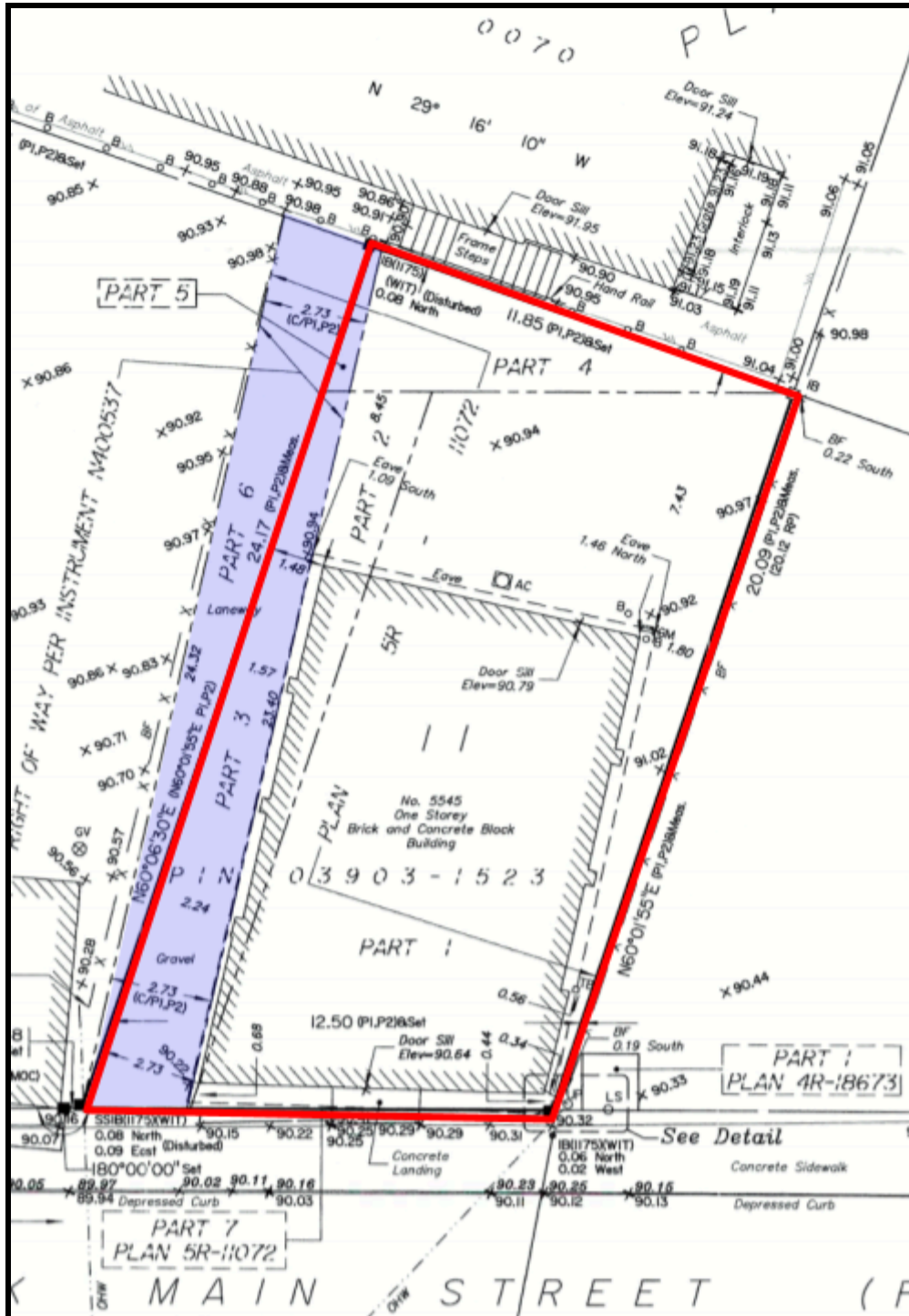
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Draft 2 of the City of Ottawa's new Zoning By-Law was released in March 2025 and includes revised sections which would impact this proposed development and its associated variances. Regarding the parking variance, this would no longer be required as no parking minimums are currently proposed in the Draft Zoning By-Law. Regarding the lot width and lot area variances, these would no longer be required as Section 1311, (4) (a) permits development on any existing lot that is legally non-complying with respect to lot width or lot area provided the use is permitted and the use does not contravene any other provision of this by-law.



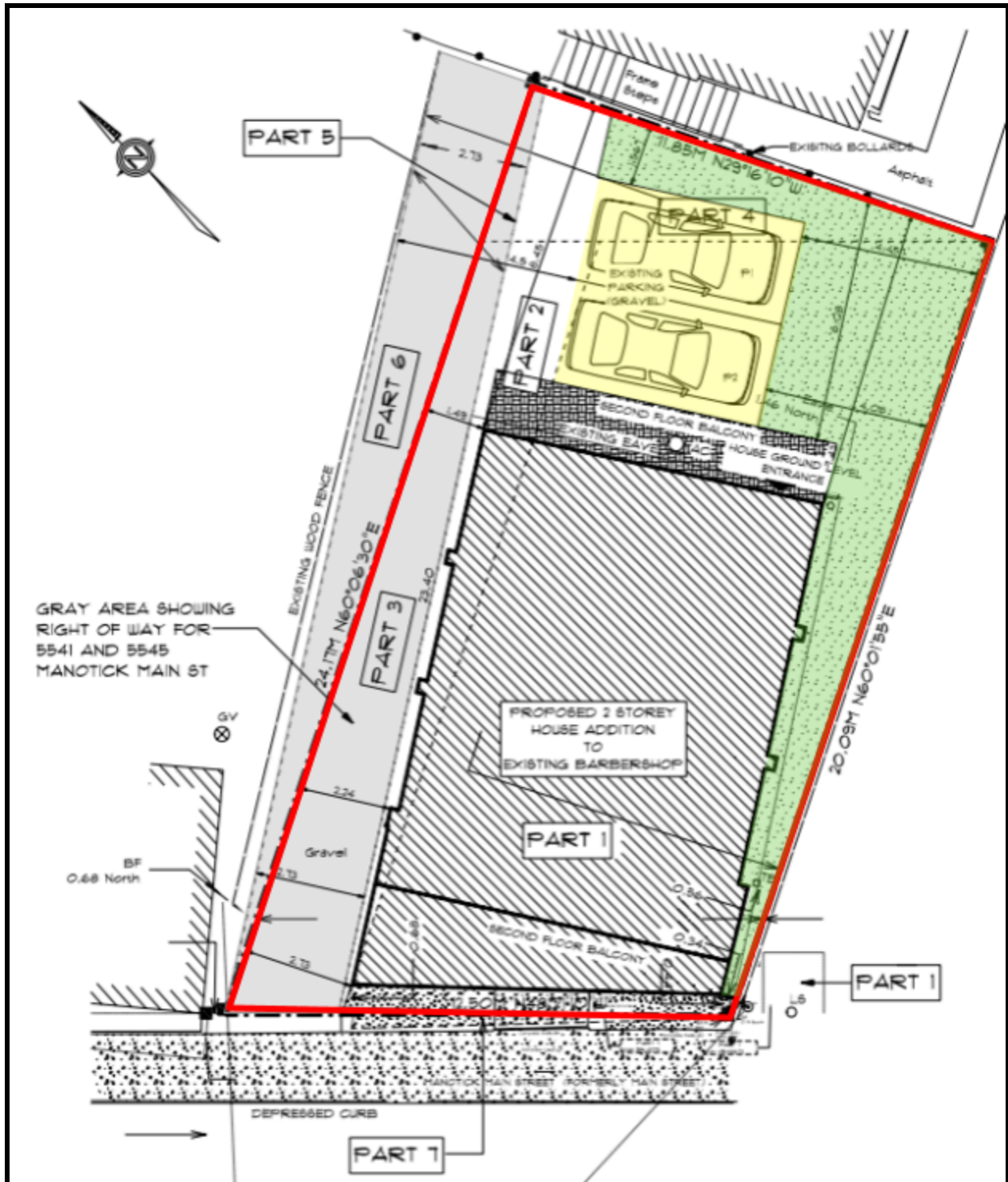
Photo of the existing one storey personal service business (barber) building on the property and the approximate **property boundary**.

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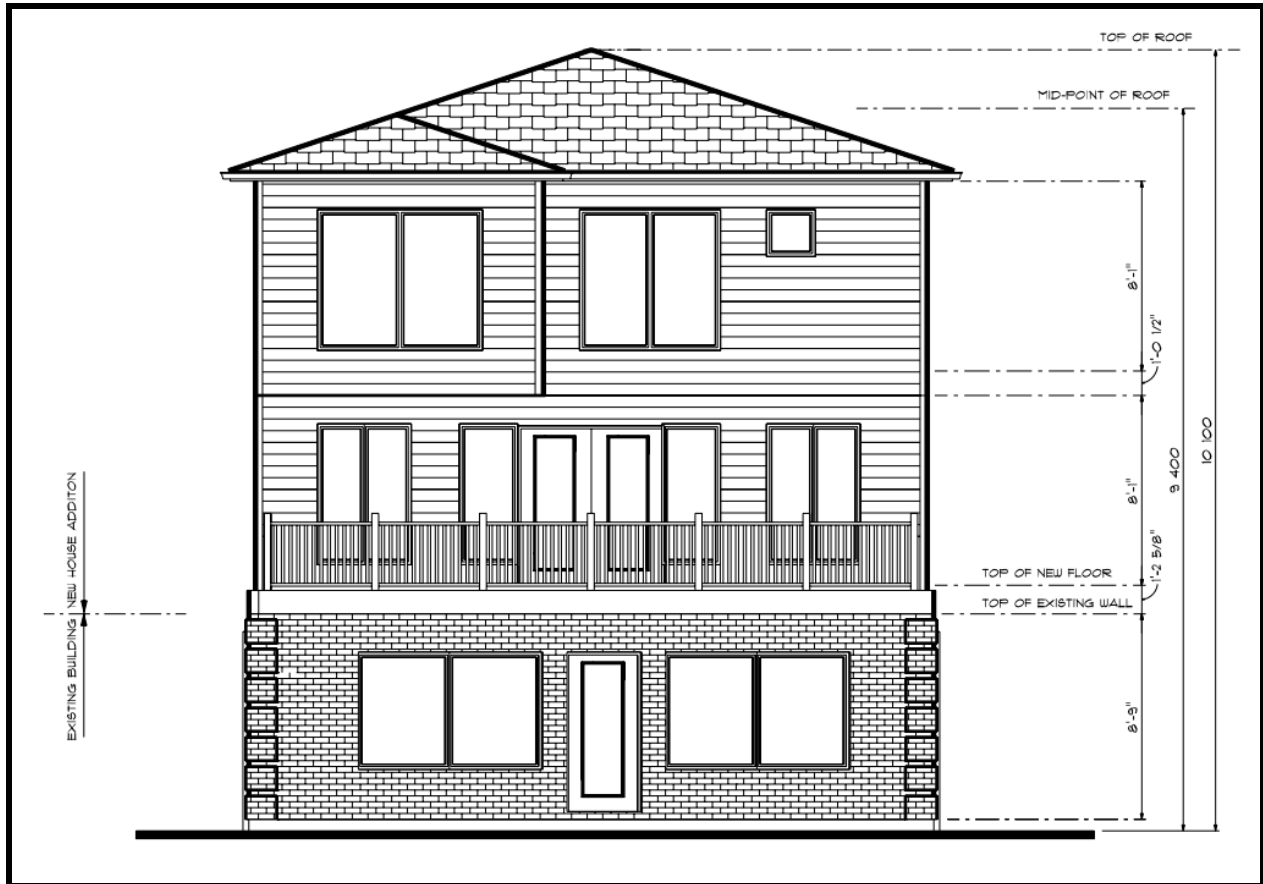
Survey Plan of 5545 Manotick Main property showing the street and the **property boundary** and the lands subject to a shared access (reciprocal Right of Way).

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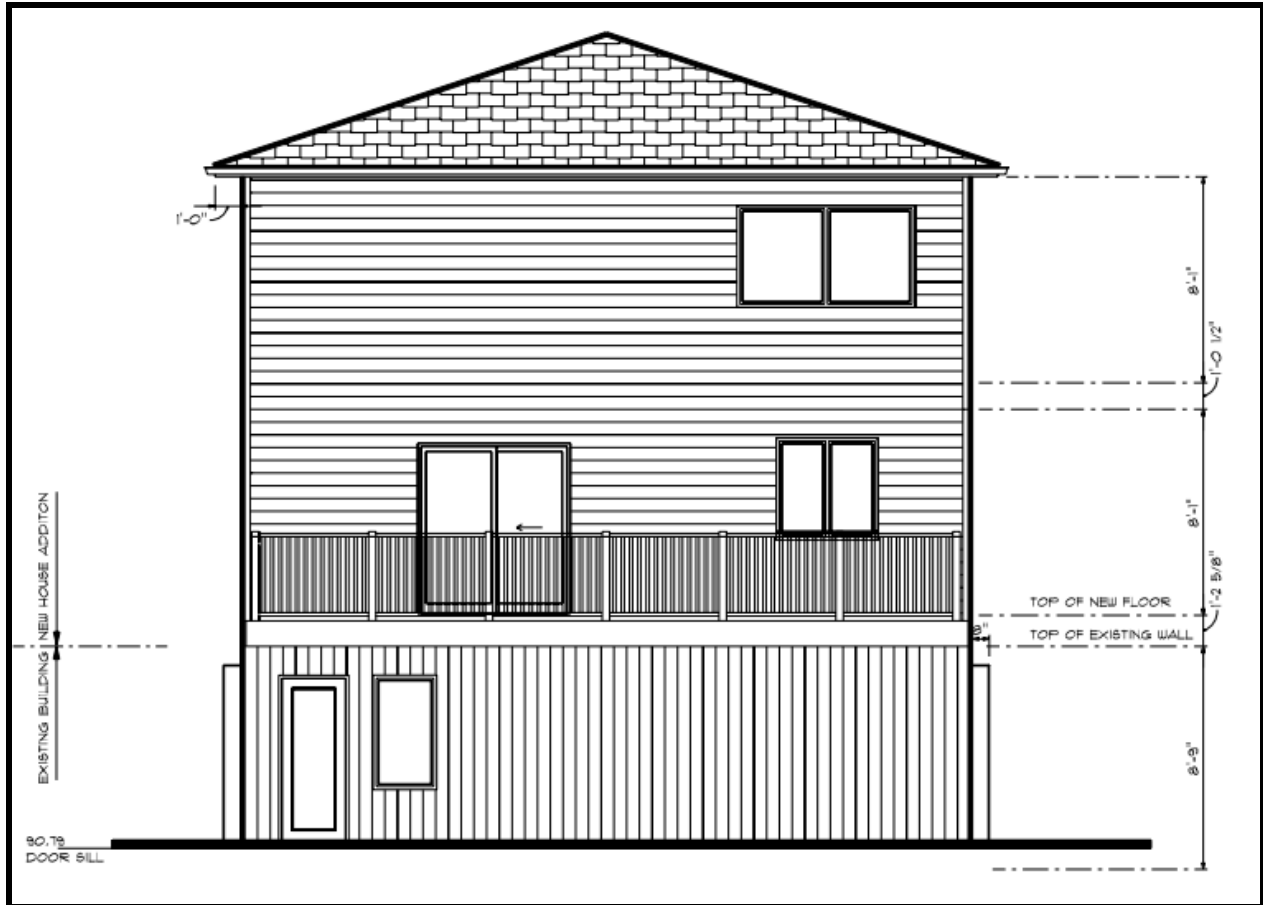
Site Plan highlighting location of parking and soft landscaping area.

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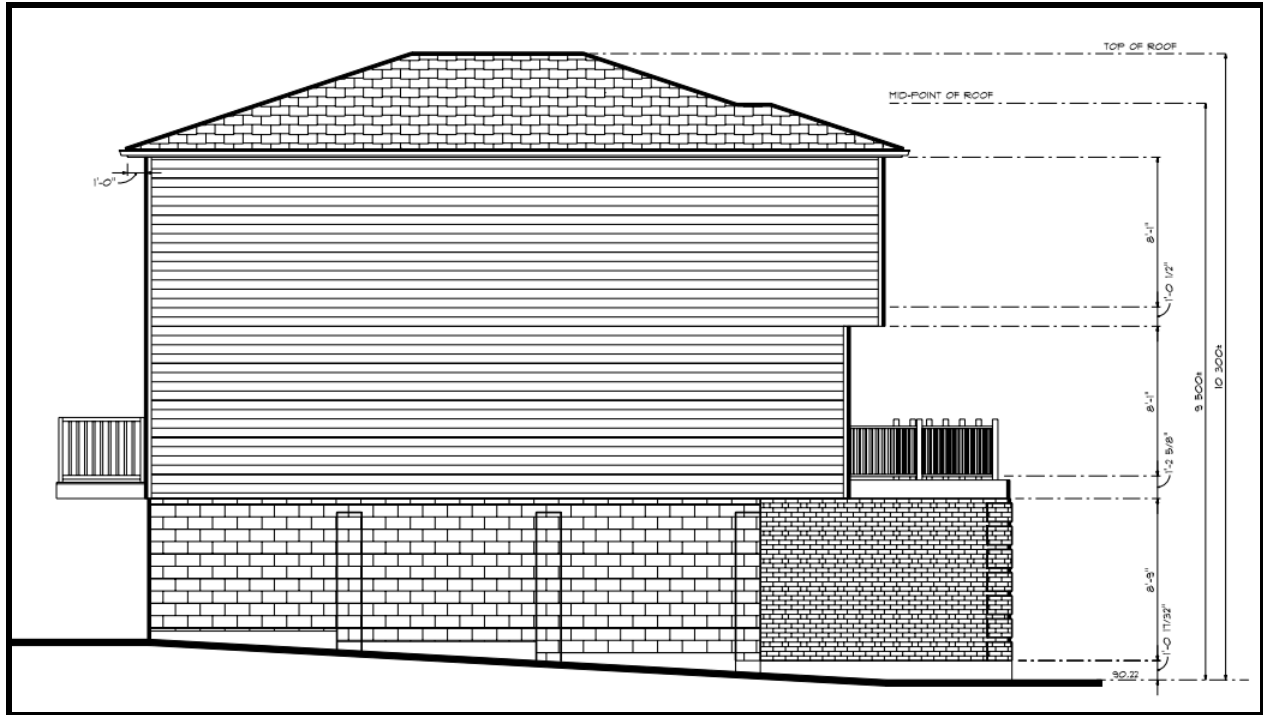
Front elevation

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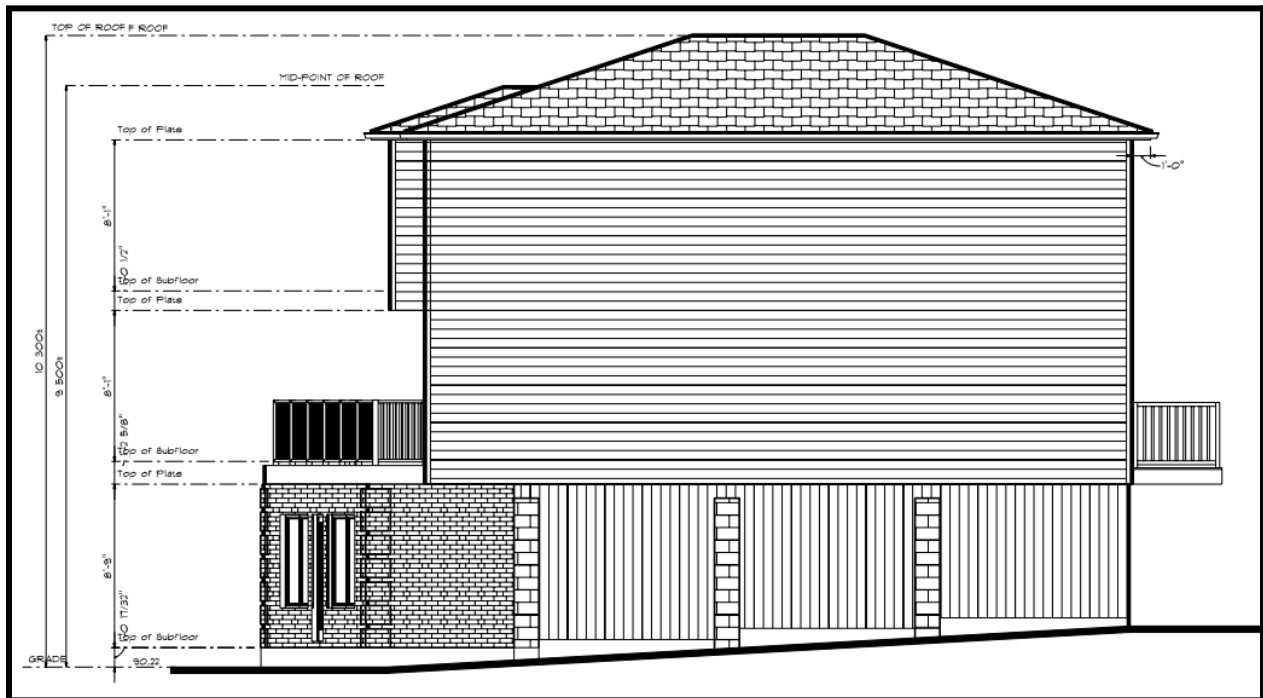


Rear elevation.

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North elevation.



South elevation

The four (4) tests of a Minor Variance as per Section 45 of the Planning Act are:

1. The application is minor in nature

It is our opinion that the requested variances are minor in nature.

Variance A proposes to reduce the total commercial parking on site from 3 spaces to 1 space. This parking reduction is mitigated by the inclusion of on-street parking on Manotick Main directly across from the subject property and along the street to the west. On-street parking is permitted for 2 hours between 7am and 7pm. The business is open from 10am to 6:15pm Monday to Saturday, and 12pm to 5:30pm on Sunday and appointments are typically no longer than 1 hour. Therefore, the on-street parking is sufficient to service this business. Additionally, the site does not feature any parking for customers of the barber shop, instead customers either walk to the location or use the available street parking. The owner of the business will reside in the proposed dwelling unit above the business. The required parking space for the dwelling unit that is being proposed through this Minor Variance application is being provided.

Variance B proposes to reduce the lot width from 20 m to 12.5 m. This is an existing condition that is not proposed to change through this proposal. The footprint of the existing building is maintained. The lot has sufficient width for both the existing building and the single lane driveway accessing the parking in the rear. It is only through the addition of a dwelling unit that triggers the need for this variance (Zoning By-Law Section 3 (1) (b)).

Variance C proposes to reduce the lot area from 1,350 m² to 262.6 m². This is also an existing condition that is not proposed to change through this proposal. The site is large enough to accommodate the existing building, the proposed 2nd and 3rd floor addition, and the minimum required dwelling unit parking. The access to the parking is protected via an existing easement over a portion of 5541 Manotick Main, and we are proposing one on-site parking space for the barber shop. There are no minimum landscaping and no maximum lot coverage requirements. Lastly, similarly to the lot width variance, it is only through the addition of a dwelling unit that triggers the need for this variance.

The proposed variances are minor in nature. The access to the new dwelling unit will be located within the existing building footprint and so the building footprint is not being modified. The site will now feature formalized parking and will ensure no parking occurs within the easement. The site will feature improvements such as a more active front facing facade and soft landscaping in the rear yard. It should be noted that under Version 2 of the proposed new Draft Zoning By-Law dated March 2025, the proposed development would not trigger any variances.

2. The application is desirable and appropriate for the development of the lands in question.

The proposed development and its associated variances are desirable and appropriate for the development and use of the lands.

The proposal includes the retention of an existing building on Manotick Main St that was established in the late 1980's. The Zoning By-Law permits personal service businesses as well as dwelling units above the first floor. The business will make use of the existing on-street parking during the hours of operation, and the dwelling unit will have its own dedicated parking space. The existing land use is proposed to be maintained with the addition of a dwelling unit for the business owner and his family.

The subject property is subject to the City of Ottawa Design Guidelines for Rural Villages. The following are applicable guidelines and *responses*:

Guideline 7: Concentrate a mix of uses – commercial, residential, recreational and institutional – within the village core. Locating uses within walking distance of each other strengthens community interaction and viability. The development of “big-box” stores on the periphery of the village or just outside the village boundaries is discouraged.

Response: The proposed development includes residential and non residential uses on a mainstreet within the village core. The building is within walking distance to many key destinations in Manotick including restaurants, banks, historic sites, retail stores, and parks.

Guideline 12: Identify, preserve and/ or revitalize community landmarks, focal points and vistas to support village identity and a ‘sense of place’.

Response: The proposed development maintains an existing building that has existed on Manotick Main street for decades. Buildings like these are key for wayfinding and supporting a ‘sense of place’ within the community.

Guideline 20: Ensure new buildings are compatible with adjacent development by using a common scale, massing and height to complement the existing context. New buildings, including gas stations, should respond to the village context.

Response: The ground floor facade including the glazing and entrance door will be retained, keeping the pedestrian scale and accessibility for the business. The 2nd and 3rd floor additions follow the minimum and maximum zoning requirements. The 2nd level will feature a full width patio, mirroring the patio across the street at 5544 Manotick Main, and the 3rd level will feature a pitched roof similar to the surrounding buildings.

Guideline 22: Avoid developing buildings with blank facades along public rights-of-way. New buildings should follow the existing architectural pattern and rhythm established by adjacent development. Visually divide large facades into smaller sections using a human-scale, windows, bays and articulation to reduce the perception of massing.

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Response: The only street-facing facade is the front facade which has been designed to keep the ground floor windows and door, and includes a variety of windows on the upper floors. Due to the proximity to the side lot lines and limiting distance separation required by Ontario Building Code, no windows are proposed on the side facades.

Guideline 23: Orient buildings to frame the street. Primary façades should parallel the street and entries should be clearly visible and connect to the public sidewalk.

Response: The building's orientation will remain the same as the building footprint is not changing. The primary entrance for customers of the barbershop is visible from the street and accessible via the existing sidewalk.

Guideline 33: Ensure signage is made of high-quality, durable materials that complement the architectural surroundings. Sign illumination should be task-oriented and avoid glare/light spillover toward adjacent land uses.

Response: It is anticipated that the existing signage will remain the same. The signage includes an "OPEN", illuminated barber poles, and spot lights pointed at the business name.

Guideline 38: For small commercial lots in the village core, seek reduced parking requirements to facilitate redevelopment. Additionally, look for opportunities to share parking with adjacent land uses

Response: The proposed development relies on the reduction of parking for the barber shop from 3 spaces to 1 space. Adequate on-street parking is available and has been used since the business opened a few years ago. This parking configuration has been successful in the past and is expected to continue with no conflicts.

The Provincial Planning Statement (2024) under the Planning Act specifies policies oriented towards building strong, healthy communities. Section 2.5 outlines goals for rural areas in municipalities and section 2.8.1 outlines policies for supporting a modern economy.

2.5.1 Healthy, integrated and viable rural areas should be supported by: (a) building upon rural character, and leveraging rural amenities and assets; (c) accommodating an appropriate range and mix of housing in rural settlement areas; and (d) using rural infrastructure and public service facilities efficiently.

Response: The rural mainstreet character is maintained through this proposal as it is expanding on an existing condition. The building at 5545 Manotick Main was established in the late 1980's. The proposed dwelling addition promotes mixed-use developments and represents efficient use of infrastructure and public services.

2.8.1 (1) Planning authorities shall promote economic development and competitiveness by: (a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs; and (d) encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities.

Response: The reuse of an existing building for a mixed-use development promotes a compact, mixed-use development in the community and enhances the viability of Manotick Main St in the village core.

The project adheres to the general intent of the design guidelines for rural villages and rural areas in municipalities as per the Provincial Planning Statement. The development relies on the retention of the existing building's front facing facade and footprint. The development is bringing the property into zoning conformity regarding building height as the current building does not meet the minimum building height of 6.7 m. Therefore, this application is desirable and appropriate for the development of the lands in question.

3. It conforms to the general intent of the Official Plan.

Section 2.2.2 discusses policies for economic development, and section 9.4 discusses policies for rural village designations.

2.2.2 (5) Create conditions for small-business growth. [Villages] are ideal for small-businesses and this Plan intends to promote their growth through land use permissions, increasing viable transportation options and enhancing and animating the public realm to improve overall user experiences. Villages will continue to be a focus for employment and services and secondary plans establish more detailed categories for land use.

Response: The subject property is located in a rural transect within the village core of Manotick. The site is located on the main street and features many opportunities for pedestrian, cyclist, and vehicular traffic. The addition of a dwelling unit and 2 formalized parking spaces in the rear yard will only improve the site's functionality in the village core.

9.4.1 Consider villages as rural neighbourhoods that should evolve into 15-minute neighbourhoods, particularly those that are fully serviced. 2) The distribution of land uses and permitted development within a Village shall be identified by: a) A secondary plan in Volume 2.

Response: As indicated in the Village of Manotick Secondary Plan, the subject property is located within the Main Street character area and is permitted a broad range of land uses. More specifically, the area supports non-residential and mixed-use development focussing on pedestrian-oriented uses. Section 2.3 of the secondary plan states that permitted uses in the Main Street character area will include a variety of commercial uses such as retail, office and personal service uses, and institutional uses. Therefore, the mixed-use development including the addition of a dwelling unit is supported by the Secondary and Official Plans.

9.4.2 Ensure all development maintains rural and village character, and to facilitate the use of active transportation for short trips within each Village. (1) The following are generally permitted uses within Villages unless otherwise prescribed by a secondary plan: b) Small-scale office, retail and commercial uses;

Response: The development is not proposing to remove or replace elements associated with the rural and village character of the area. It is proposing to expand on an existing condition that has existed for years to allow for economic growth in the community. This type of land use is common in village centers and is encouraged through the Village of Manotick Secondary Plan policies.

The Village of Manotick Main has a secondary plan that outlines goals to implement a vision for the village. Section 2 discusses land designations and design.

2.2 The following policies are intended to maintain and enhance the overall character of the Village Core: 5) Development in the Village Core will contribute to a lively pedestrian-oriented environment. 10) New development and additions should be of their own time and reflect existing heritage and rural character by using design elements, colours and materials inspired by buildings in the village, such as clay brick, stone, wood or high-quality modern materials which complement existing elements in the area.

Response: The proposed building represents an existing non-residential land use with an upper level addition to accommodate a residential unit. The addition has been designed to compliment the architectural style of the existing single storey building and surrounding buildings on Manotick Main. It has been designed in its own time using high-quality siding, roofing, and deck materials.

The proposed development is a mixed-use compact development that utilizes the existing single storey structure as a base for the residential dwelling addition. The development meets the general intent of the relevant Official Plan and Village of Manotick Main Secondary Plans.

4. It conforms to the general intent of the Zoning By-law.

The property is zoned VM9 - Village Mixed-use subzone 9. The purpose of the VM zone is to:

1. *permit a **wide variety of commercial, leisure, institutional and residential uses** in areas designated as Village in the Official Plan,*
2. *reinforce the **historical character of the Village core areas** and **mainstreets** by promoting **small-scale, street-oriented building form**;*
3. *recognize the function of Business Improvement Areas as primary business or shopping areas; and*
4. *regulate development in a manner that adopts **existing land use patterns** so that the unique village character is maintained.*

The VM9 zone permits a range of non-residential uses including a personal service business, but residential uses are limited to a dwelling unit above the ground floor. The proposed development meets these land use requirements.

The intent of the parking requirement is to ensure that adequate parking is available for the commercial use. The Zoning By-Law does not contemplate the availability of

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on-street parking because most areas of the City do not have access to on-street parking. Due to the subject property's location within the Manotick village core, on street parking is available for 2 hours between 7am and 7pm. The permitted parking aligns with the hours of operation and service timeframe of the barber shop. The business does not currently rely on on-site parking for their customers or employees, and so the addition of the single commercial parking space brings the development closer to Zoning By-Law compliance. Therefore the intent of the commercial parking requirement is maintained.

The intent of the lot width and lot area requirements is to ensure adequate space is available for the site to be functional. Some of the key considerations for a minimum lot area and lot width are private or public servicing, lot coverage, side yard setbacks, landscaping, and access. The site is currently serviced privately but is proposed to be connected to public services during the time of construction. The zoning does not feature maximum lot coverage, side yard setback, or landscaping requirements. Adequate site access is provided through the active street entrance and single lane driveway protected by an existing easement. No adjustments to the building's footprint are required to accommodate access to the new dwelling unit. Lastly, the lot is an existing lot of record and its boundaries are not proposed to change through this development proposal. Therefore the intent of the lot area and lot width requirements are maintained.

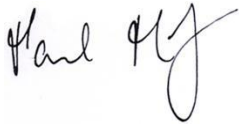
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At this time we are submitting the following in support of the application:

- Completed application form
- Rationale letter documenting the Minor Variances being requested and the details of the application
- Application fees
- The site plan showing the building footprint and the proposed rear yard parking
- The architectural elevation plans of the proposed building with the ground floor retail use and the proposed two storey residential apartment above
- The survey plan of the entire property
- Instrument N400537 that provides details of the Right of Way along the driveway that provides access along the entire driveway
- Owners authorisation

Please notify the undersigned when the Public Notification signs are ready for this property. Should you have any questions or require anything further, please do not hesitate to contact the undersigned at (613) 599 9216 or via email at probinson@probinsonconsulting.com

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A handwritten signature in black ink, appearing to read 'Paul HJ', written in a cursive style.

Paul Robinson RPP