

2025-07-31

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:              | 122A Osgoode Street  |
| Legal Description:         | Part of Lot 17 (South Osgoode Street), Registered Plan 25223   |
| File No.:                  | D08-02-25/A-00127  |
| Report Date:               | July 30, 2025  |
| Hearing Date:              | August 6, 2025   |
| Planner:                   | Penelope Horn  |
| Official Plan Designation: | Downtown Core Transect, Evolving Neighbourhood Overlay, Neighbourhood Designation, Central and East Downtown Core Secondary Plan |
| Zoning:                    | LC1[2263]  |

---

**DEPARTMENT COMMENTS**

The Planning, Development and Building Services Department **requests an adjournment of** the application to capture the additional variances required.

**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 appreciate the information regarding waste storage, site functionality, and bike parking has been included on updated plans, along with an updated cover letter. However, additional variances to Section 60 are still required.

**ADDITIONAL COMMENTS**

**Heritage Planning Branch**

Heritage Planning staff reviewed the proposal and note that the property is located within the Sandy Hill Cultural Heritage Character Area. Changes to the Category 3 building should reflect the Council-approved guidelines for the Sandy Hill Cultural Heritage Character Area.

A heritage permit would not be required to facilitate this proposal.

**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.
- All trees on City property and private trees greater than 30cm in diameter in the inner urban area are protected under the Tree Protection By-law (2020-340), and plans are to be developed to allow for their retention and long-term survival. A Tree Removal Permit and compensation are required for the removal of any protected tree.
- 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.
- Existing grading and drainage patterns must not be altered.
- Encroachment on or alteration to any easement is not permitted without authorization from easement owner(s).
- Infrastructure Services Department expects the applicant to provide SWM best management practices to reduce and mitigate impacts of development at the time of grading & drainage review.

### Planning Forestry

Through pre-consultation, it was confirmed that no trees would be impacted by the proposed addition & requested variance.

The applicant is encouraged to plant a tree in the rear yard following construction, to provide shade, enhance the site, and contribute towards the City's 40% canopy goal. The applicant should consider applying for the City's new planting program: [Plant Your Place - EnviroCentre](#).




---

Penelope Horn  
Planner I, Development Review All Wards  
Planning, Development and Building  
Services Department




---

James Ireland  
Planner III, Development Review All Wards  
Planning, Development and Building  
Services Department