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May 28, 2025

**Mr. Michel Bellemare**  
Secretary-Treasurer  
Committee of Adjustment  
101 Centrepointe Drive, Fourth Floor  
Ottawa, ON K2G 5K7

**Committee of Adjustment**  
Received | Reçu le  
  
2025-05-28  
  
City of Ottawa | Ville d'Ottawa  
**Comité de dérogation**

**RE: Application for Consent and Minor Variances  
3 Bell Park Street, Stittsville**

Dear Mr. Bellemare,

The owner of 3 Bell Park Street has retained Fotenn Planning + Design ('Fotenn') as Agent to submit Consent and Minor Variance applications to the Committee of Adjustment on their behalf. The intent of these applications is to sever the existing lot into two (2) separate lots and seek relief from the minimum required lot width.

In addition to this cover letter, the following materials have been enclosed in support of this application.

- / Completed application forms;
- / Parcel Abstract (Parcel Register);
- / Draft Reference Plan / Survey (1 full size copy, 1 reduced);
- / Letter from the Owner's lawyer confirming that the ownership of abutting lands does not contravene section 50 of the Planning Act;
- / Tree Information Report (TIR); and
- / Cheque in the amount of \$7,636.00 made payable to the City of Ottawa

Sincerely,



Mark Ouseley, MES  
Planner



Jaime Posen, RPP MCIP  
Principal

**Ottawa**  
420 O'Connor Street  
Ottawa, ON K2P 1W4  
613.730.5709

**Kingston**  
The Woolen Mill  
4 Cataraqui Street, Suite 315  
Kingston, ON K7K 1Z7  
613.542.5454

**Toronto**  
174 Spadina Avenue, Suite 304  
Toronto, ON M5T 2C2  
416.789.4530

fotenn.com

**FOTENN**

# 1.0 Introduction

Fotenn Consultants Inc. ("Fotenn") has been retained to prepare this Planning Rationale in support of Consent to sever and Minor Variance applications for the property known municipally as 3 Bell Park Street ("the subject site") in the Stittsville community of the City of Ottawa.

The intent of this Planning Rationale is to assess the proposed Consent and Minor Variances against the applicable policy and regulatory framework and to demonstrate how the proposed applications are appropriate for the subject site and compatible with surrounding land uses and existing infrastructure.

## 1.1 Purpose of Application

The Consent application seeks to subdivide the subject site into two (2) equally-sized lots, each intended to accommodate future development following demolition of the existing detached dwelling. Minor Variance applications are required to permit a reduced lot width of 18.37 metres for both the severed and retained lot, whereas the Zoning By-law requires a minimum lot width of 20 metres.



Figure 1: Proposed Retained (green) and Severed (red) parcels

## 2.0 Site Context and Surrounding Area

### 2.1 Subject Site

The subject site, municipally known as 3 Bell Park Street, is located in Stittsville, northeast of the intersection of Stittsville Main Street and Fernbank Road. The subject site has a total area of 1,408.2 square metres, a width of 36.74 metres and a depth of 38.39 metres. The site is currently developed with a two-storey detached dwelling and attached garage.

The existing detached dwelling is served by a private approach driveway approximately 6 metres in width. The driveway is 7.62 metres in length on private land, but includes approximately 5 metres of additional length in the public right-of-way.

As confirmed in the Tree Information Report, the subject site features three (3) distinctive trees. A crab apple tree is located in the front yard, while a honey-locust and a white elm are located in the side and rear yards, respectively.



Figure 2: Aerial image of the subject site and surrounding area

## 2.2 Surrounding Area

The surrounding neighbourhood is characterized by low-rise residential uses featuring predominantly detached dwellings.

**North:** The subject site abuts detached dwellings at the rear. The property at 10 Brigade Avenue to the northeast has been severed into two equally-sized lots that are similar in size to the proposed lots for 3 Bell Park Street. Across Brigade Avenue are additional detached dwellings.

**East:** The subject site similarly abuts detached dwellings to the east. Further east are more detached dwellings, including the severed lots at 13 and 15 Bell Park Street, which are similar in size to the proposed lots for 3 Bell Park Street.

**South:** South of the subject site across Bell Park Street are detached dwellings. Further south, 6147, 6145, 6141 and 6139 Fernbank Road are similar in size to the proposed lots.

**West:** The subject site abuts a detached dwelling to the west. Further west is WJ Bell Rotary Peace Park.

# 3.0 Proposed Severance

The owner is proposing to sever the subject site to create two (2) separately conveyable parcels to accommodate future residential development. Figure 3 below shows the proposed lots and the as-of-right building envelope that would result under the current R1D subzone. As confirmed by the figure, the lots can satisfy zoning requirements for built form while accommodating new detached dwellings.

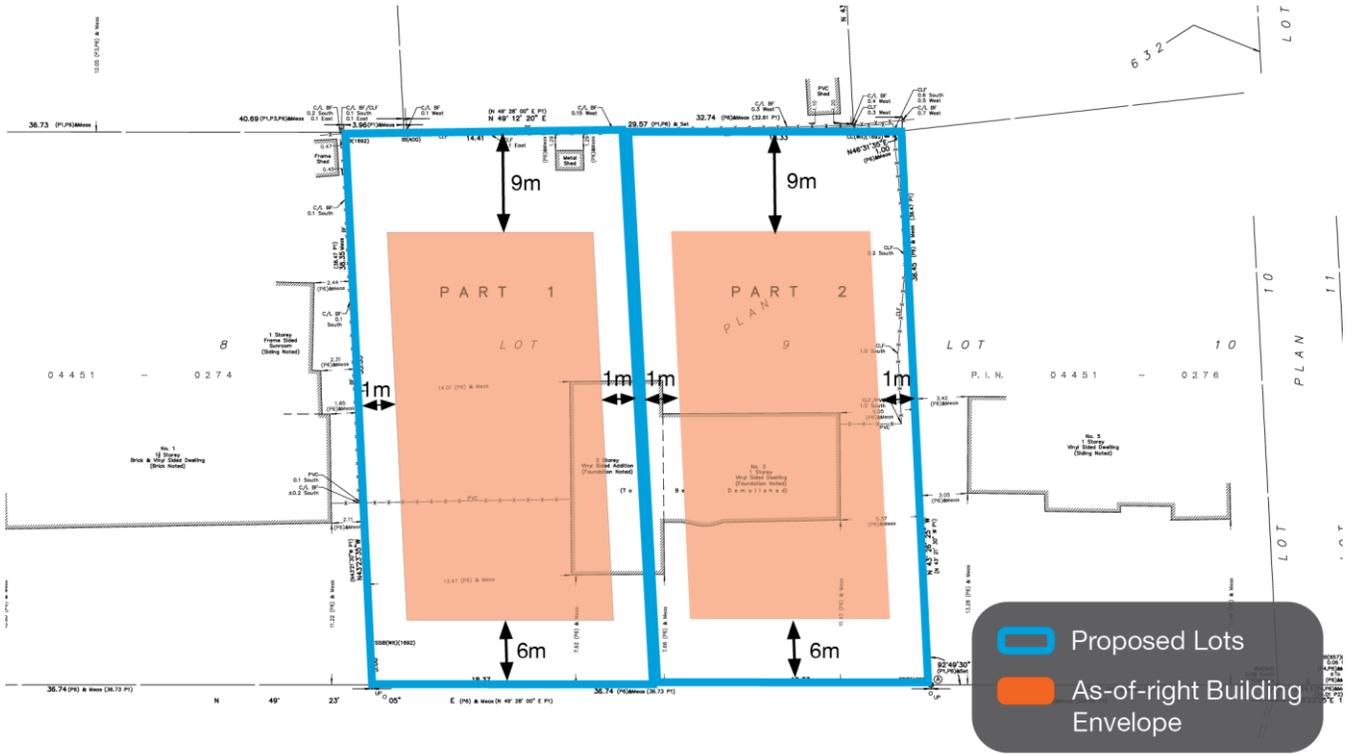


Figure 3: As-of-right building envelope applied to the proposed parcels

While no specific development is proposed at this time, a conceptual site plan was prepared to provide a more refined illustration of how new dwellings can be accommodated on the proposed lots (Figure 4). The conceptual site plan also provides probable driveway locations to inform the preparation of the Tree Information Report for this application.

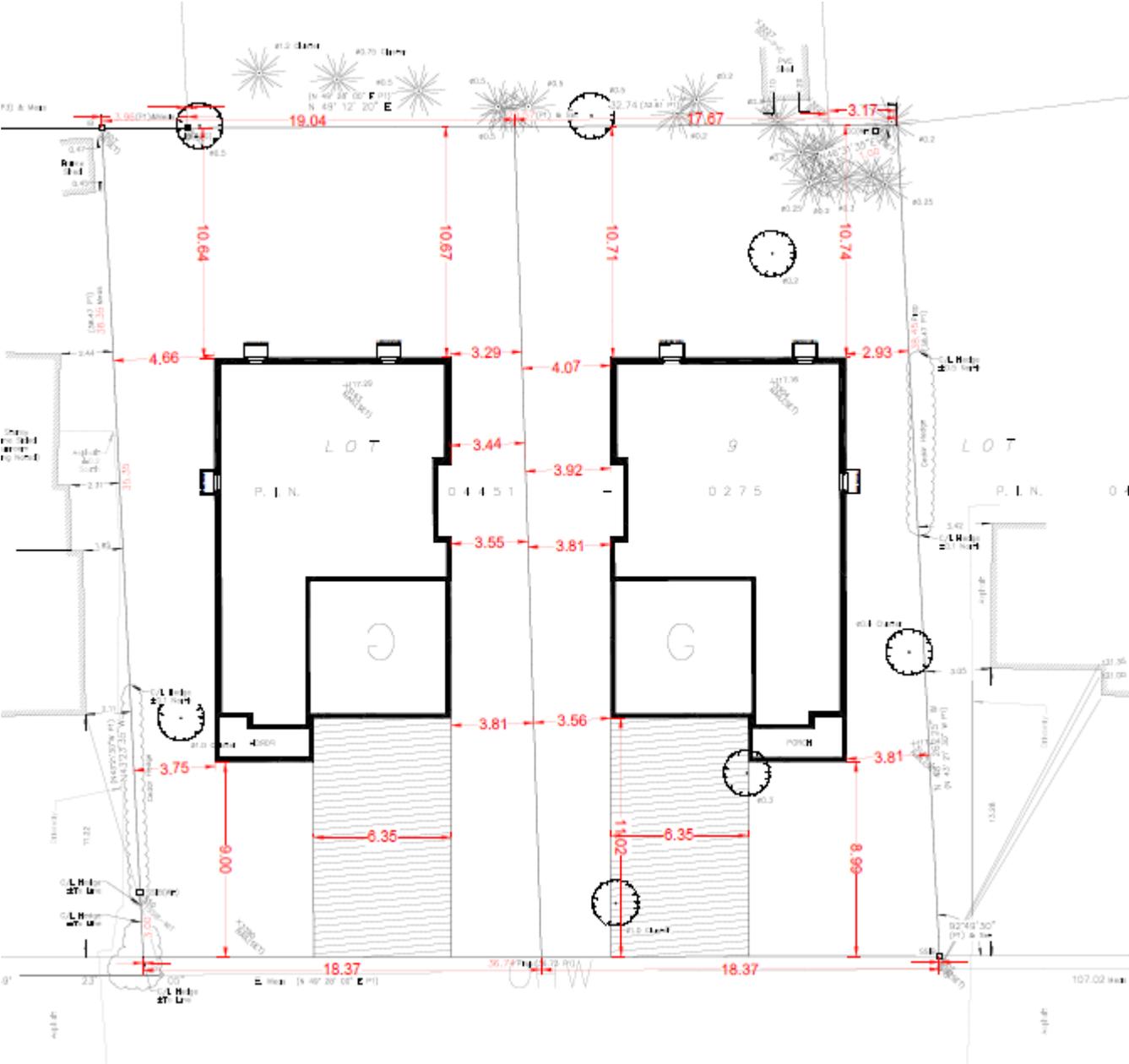


Figure 4: Conceptual Site Plan showcasing potential building footprint and setbacks

### 3.1 Tree Information Report

A Tree Information Report was prepared by Integrated Forestree Services Inc. as part of the Consent application. The report provides a description and assessment of the distinctive trees on the site, as defined by the City of Ottawa Tree Protection By-law (Table 1). Tree 1, a crab apple tree in poor condition, will likely be removed to accommodate a future driveway. Trees 2 and 3 are proposed to be preserved and protected.

Table 1: Appendix - Tree Information Table, Tree Information Report (2025)

Tree No.	Tree species / Tolerance to Construction <sup>1</sup>	Owner ship <sup>2</sup>	DBH <sup>3</sup> (cm)	CRZ <sup>4</sup> (m)	Distance to excavation (m) <sup>5</sup>	Tree Condition, Age Class, Condition Notes, Species Origin and <b>Status (to be removed or preserved and protected)</b>	Reason for removal	Forester's Opinion re. Removal
1	Crab apple ( <i>Malus</i> spp.) / Moderate - Good	Private	46.3 (at 0.3m)	-	-	Poor; overmature; four-stemmed at 0.5m; tree is senescent – major deadwood present; two stems previously cut back aggressively; cultivar; <b>to be removed</b>	Conflicts with proposed driveway	Tree and stump be removed
2	Honey-locust ( <i>Gleditsia triacanthos</i> ) / Good	Private	35.5	3.6	+/-3	Fair; maturing; co-dominant stems at 1m – union failing with cables wrapped around to secure; introduced species to Eastern Ontario; <b>to be preserved and protected</b>	Not applicable – to be preserved	NA
3	White elm ( <i>Ulmus americana</i> ) / Moderate - Good	Shared	+/-50	+/-5	>10	Good; mature; co-dominant stems at 5m; suppressed laterals at 2.5 and 4.5m on south; typical growth form of species; no outward signs of Dutch elm disease ( <i>Ophiostoma novo-ulmi</i> ); native species; <b>to be preserved and protected</b>	Not applicable – to be preserved	NA

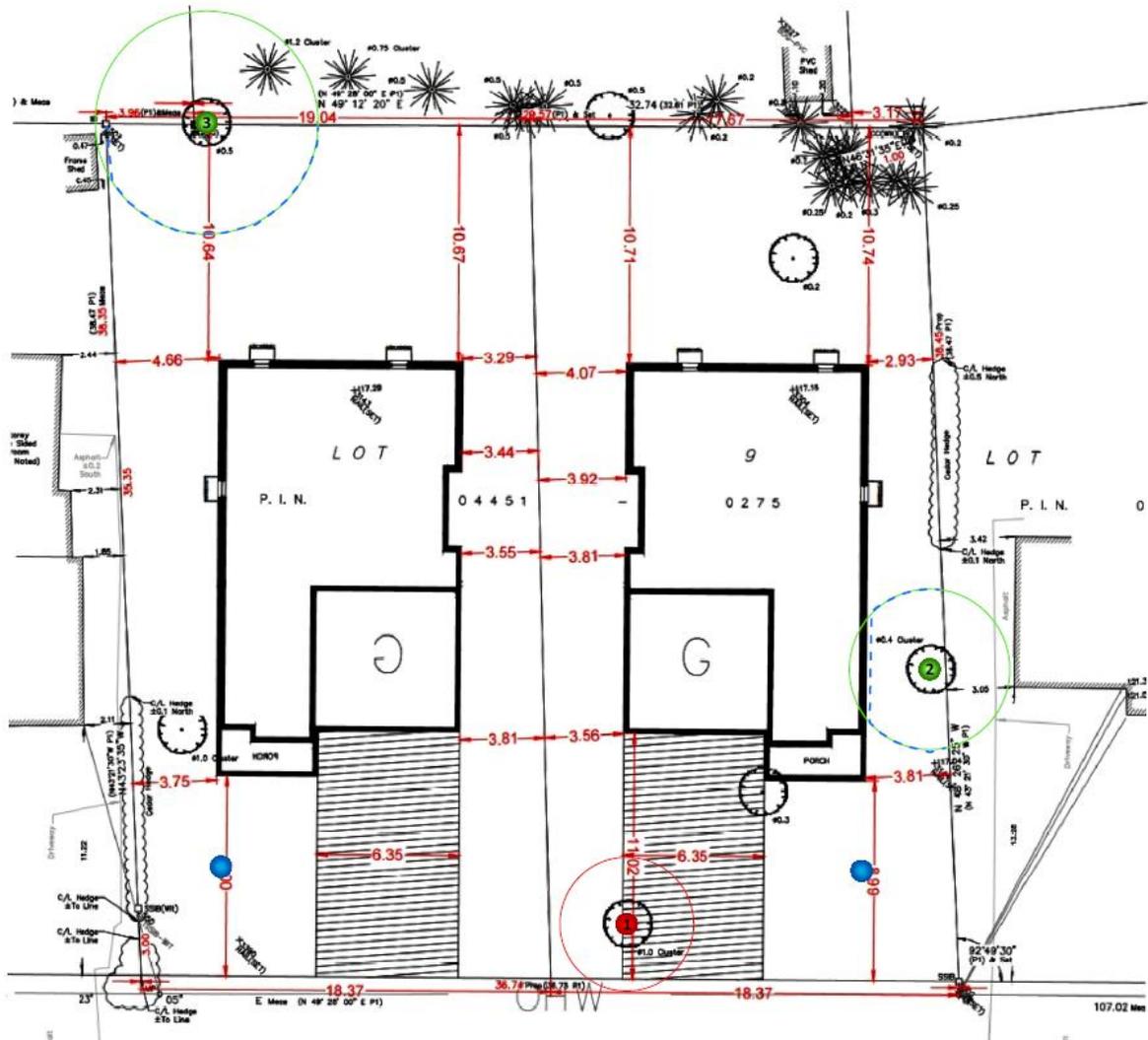


Figure 5: Tree Information Plan

### 3.2 Minor Variance

The proposed parcels comply with the lot area requirement of 600 square metres in Residential First Density, Subzone D (R1D), with both the retained and severed lots having equal areas of 704.1 square metres. However, to permit the proposed severance, relief from the Zoning By-law is required to permit a reduced lot width of 18.37 metres for both the severed and retained lots, whereas a minimum lot width of 20 metres is required.

The proposed lot width is consistent with other existing lots in the surrounding area. Figure 6 below shows a lot fabric analysis map, placing the proposed severed lots in context.

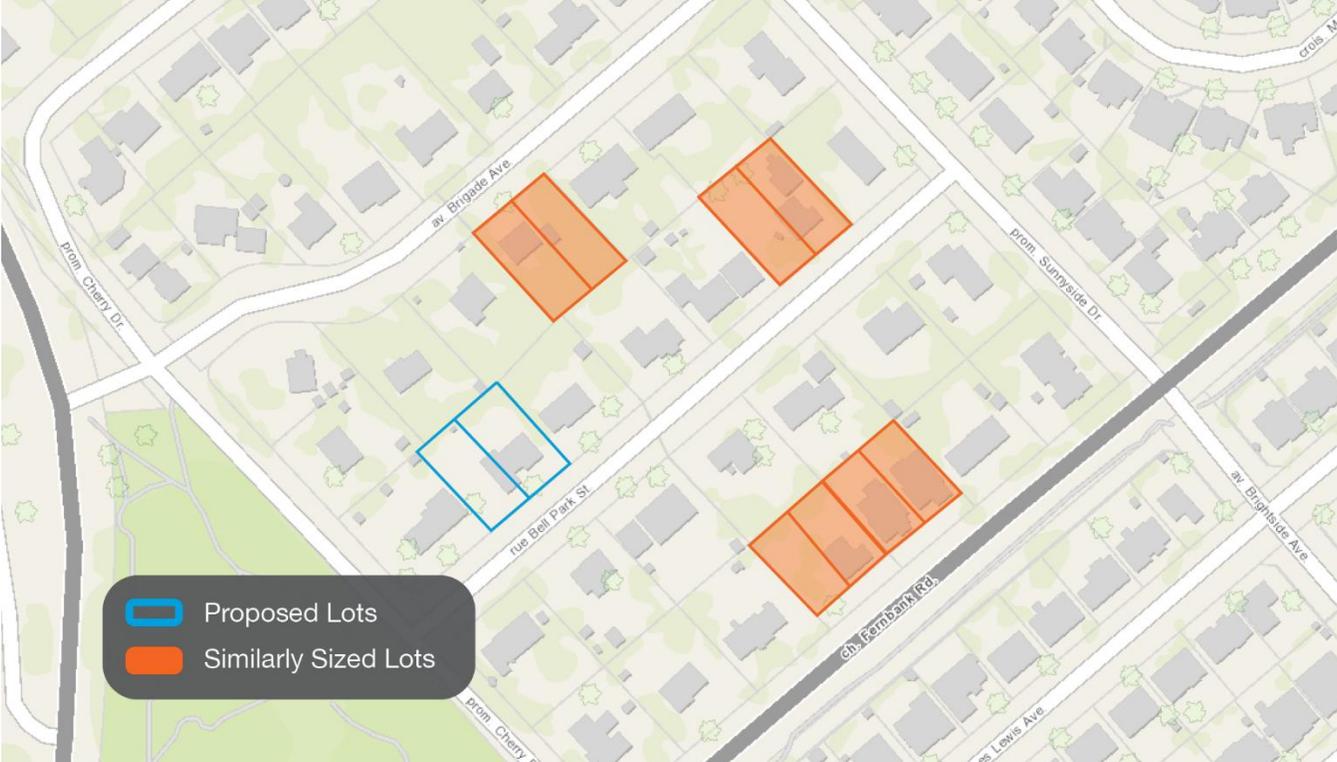


Figure 6: Lot fabric analysis map showing the proposed lots (blue) and nearby properties with lot widths of 20 metres or less (orange)

## 4.0 Policy and Regulatory Framework

### 4.1 Planning Act

The Planning Act is the provincial legislation that empowers municipalities to engage in land use planning activities in Ontario. Sections 53(1), 53(12), and 51(24) of the Planning Act allows the severance of land through Consent, subject to established criteria. As the proposed application includes one severed lot and no public infrastructure, a plan of subdivision is not required for the orderly development of the lands. The proposed severance meets the criteria established in Section 51(24) of the Planning Act as follows:

**a) The effect of development of the proposed subdivision on matters of provincial interest;**

The proposed Consent application is consistent with the policies of the Provincial Planning Statement (2024) by facilitating intensification in a settlement area that will efficiently use the land, existing infrastructure, and public service facilities.

**b) Whether the proposed subdivision is premature or in the public interest;**

The proposed Consent application allows for residential intensification within the urban area where municipal services are available, in accordance with municipal and provincial land use planning policies. The application is therefore not premature and is in the public interest.

**c) Whether the plan conforms to the Official Plan and adjacent plans of subdivision, if any;**

The proposed Consent conforms with the policies of the City of Ottawa Official Plan, including those of the Neighbourhood designation.

**d) The suitability of the land for the purpose for which it is to be subdivided;**

The lot is currently developed with a detached dwelling and is suitable to accommodate similar residential development in the future.

**e) The number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linked the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;**

The abutting roads are all publicly maintained and connect to the larger urban road network of the City of Ottawa.

**f) The dimensions and shapes of the proposed lots;**

The proposed lot sizes and shapes are consistent with the lot fabric in the surrounding area and are compatible with abutting properties. The lots are also of sufficient size and shape to accommodate detached dwellings that respect required setbacks in the R1D subzone.

**g) The restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;**

The proposed lots meet the majority of zoning requirements, with variances submitted for a minor reduction to minimum lot width. There are no restrictions on the subject site.

**h) Conservation of natural resources and flood control;**

The subject site is not located in a sensitive ecological area or in a floodplain. No adverse impacts are anticipated on natural resources and flood control as a result of the proposed Consent application.

**i) The adequacy of utilities and municipal services;**

The severed and retained lots will be independently serviced by existing municipal services, including watermain and sanitary services.

**j) The adequacy of school sites;**

The subject site is within proximity to existing public school sites.

**k) The area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes.**

No lands are proposed to be dedicated for public purposes.

**l) The extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy;**

The proposed Consent makes efficient use of land within the urban area, within proximity to existing infrastructure. The proposed lots are not anticipated to have an impact on energy delivery.

**m) The interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of the Planning Act.**

A Site Plan Control application is not required for the creation of lots or any future development permitted by the zoning.

**The proposed Consent has proper regard to the criteria found in Section 51(24) of the Planning Act.**

## 4.2 Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of provincial interest related to land use planning and development. The Planning Act requires that decisions affecting planning matters “shall be consistent with” policy statements issued under the Act, which includes the PPS.

The PPS came into effect October 20, 2024, and consolidates the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2020) into a more streamlined land-use planning policy for the Province of Ontario. The PPS provides policy direction for housing supply in the province, supporting development and alignment with infrastructure. It also provides policy direction on opportunities for job creation and economic development, increasing the supply of developable land, protections for the environment and natural resources, and protections for communities, resources, and properties from natural and man-made hazards.

The following PPS policies are applicable to the subject site, among others:

### Planning for People and Homes

2.1.6 Planning authorities should support the achievement of complete communities by:

- / accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

## Housing

- 2.2.1 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:
- b) permitting and facilitating:
    1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
    2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;

## Settlement Areas and Settlement Area Boundary Expansions

- 2.3.1.2 Land use patterns within settlement areas should be based on densities and a mix of land uses which:
- a) efficiently use land and resources;
  - b) optimize existing and planned infrastructure and public service facilities;
  - c) support active transportation;
  - d) are transit-supportive, as appropriate [...]

**The proposed severance promotes the efficient use of land in accordance with housing and growth management policy direction of the PPS. The variances will allow for the creation of lots capable of accommodating new detached dwellings, contributing to the overall supply and mix of dwellings typologies in the area. Overall, the proposed severance is consistent with the policy direction of the PPS.**

## 4.3 City of Ottawa Official Plan (2022, as amended)

The Official Plan for the City of Ottawa was approved November 4, 2022. The Plan provides a framework for development in the City until 2046, when it is expected that the City's population will surpass 1.4 million people. The Official Plan directs how the City will accommodate this growth over time and sets out the policies to guide the development and growth of the City.

The subject site is designated Neighbourhood within the Suburban Transect, as shown of Schedule B5 – Suburban (West) Transect of the Official Plan, below (Figure 7).

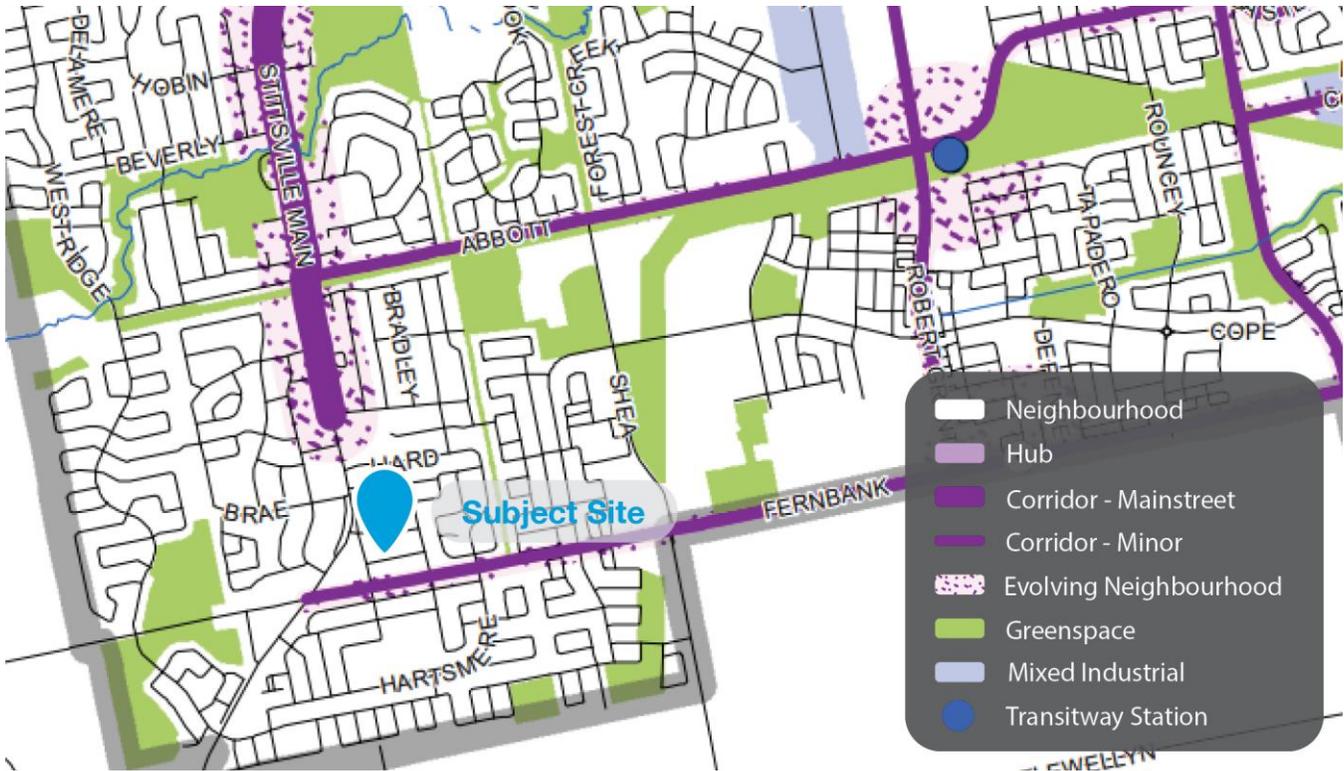


Figure 7: Schedule B5 - Suburban (West) Transect, City of Ottawa Official Plan.

**Section 5.4** of the Official Plan outlines policies for lands within the Suburban Transect.

The Suburban Transect comprises neighbourhoods within the urban boundary located outside the Greenbelt. Neighbourhoods generally reflect the conventional suburban model described in Table 6 in Subsection 5.3 of the Official Plan and are characterized by the separation of land uses, stand-alone buildings, generous setbacks and low-rise building forms. The planned objective of this transect is to recognize a suburban pattern of built form and site design while supporting an evolution towards 15-minute neighbourhoods.

**Section 5.4.1 Policy 2 b)** states that development on lands designated Neighbourhood within the Suburban Transect shall be low-rise.

**Section 5.4.1 Policy 3** supports a range of dwelling unit sizes in predominantly ground-oriented housing forms in Neighbourhoods located away from rapid transit stations and Corridors.

**Section 5.4.5 Policy 1** states that Neighbourhoods located in the Suburban Transect and within a 15-minute neighbourhood shall accommodate residential growth to meet the Growth Management Strategy as outlined in Subsection 3.2, Table 3 of the Official Plan.

**Section 6.3** of the Official Plan outlines policies for the Neighbourhood designation. Neighbourhoods are contiguous urban areas that constitute the heart of communities. They are planned for ongoing gradual, integrated, sustainable, and internally compatible development. Neighbourhood policies allow for the development of a full range and choice of housing, with complementary small-scale non-residential land uses to support the creation of 15-minute neighbourhoods.

**Section 6.3.1 Policy 2** states that Permitted building heights in Neighbourhoods shall be Low-rise.

**Policy 6.3.1.4** states that the Zoning By-law and approvals under the Planning Act shall allow a range of residential and non-residential built forms within the Neighbourhood designation, including:

- a) Generally, a full range of low-rise housing options sufficient to meet or exceed the goals of Table 2 and 3b;
- b) Housing options with the predominant new building form being missing middle housing, which meets the intent of Policy 6.3.2.1.

**The proposed Consent and Minor Variance applications conform to the Suburban Transect and Neighbourhood policies which support low-rise, ground-oriented infill development.**

#### 4.3.1 Implementation

**Section 11.5** of the Official Plan provides direction to the Committee of Adjustment process.

**Section 11.5, Policy 4** states that in support of Subsection 5.2.4, Policy 1 b) and c) and Subsection 5.3.4, Policy 1 b) and c), the Committee of Adjustment shall consider for applications for Consent with lot patterns and dimensions that result in intensification in support of ground-oriented medium-density residential that is consistent with the planned context.

**The proposed Consent and Minor Variance seek to permit low-rise, ground-oriented intensification on lots that are consistent with the existing lot fabric and planned context of the surrounding neighbourhood.**

**Overall, the proposed Consent and Minor Variance conform with the policies of the City of Ottawa Official Plan.**

#### 4.4 City of Ottawa Zoning By-law (2008-250)

The subject site is zoned Residential First Density, Subzone D – R1D in the City of Ottawa Comprehensive Zoning By-law 2008-250. A map of the zoning of the site and the surrounding area is shown in Figure 8 below.

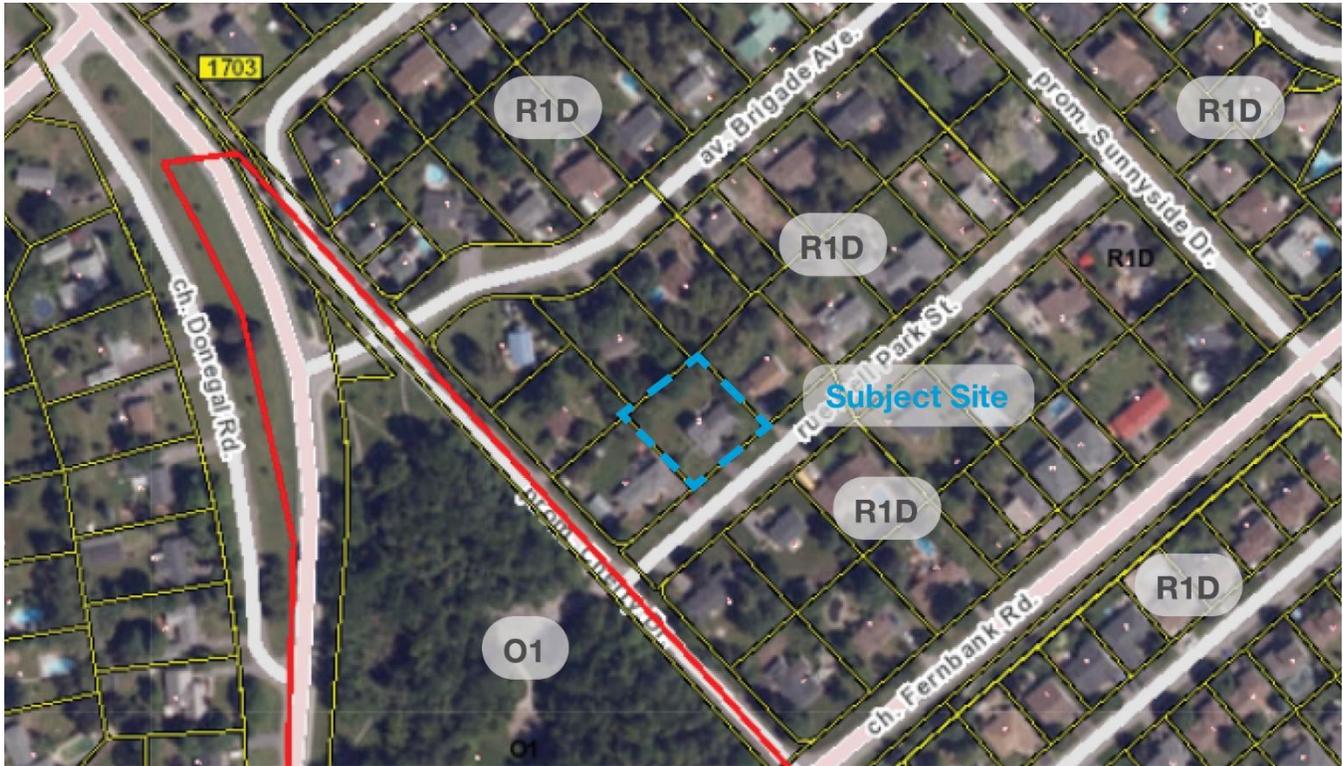


Figure 8: Zoning Map of the subject site and surrounding area.

The purpose of the R1 zone is to:

- / restrict the building form to detached dwellings in areas [previously] designated as General Urban Area in the Official Plan;
- / allow a number of other residential uses to provide additional housing choices within detached dwelling residential areas;
- / permit ancillary uses to the principal residential use to allow residents to work at home; and
- / regulate development in a manner that is compatible with existing land use patterns so that the detached dwelling, residential character of a neighbourhood is maintained or enhanced.

Permitted residential uses include detached dwelling, additional dwelling, and home-based businesses, among others.

Table 2: R1D Zone Provisions based on conceptual Site Plan

Zoning Mechanism	Requirement	Severed	Retained	Compliance
<b>Minimum Lot Width (m)</b> s.156, Table 156A	20	18.37	18.37	<b>No</b>
<b>Minimum Lot Area (m<sup>2</sup>)</b> s.156, Table 156A	600	704.1	704.1	<b>Yes</b>
<b>Minimum Front Yard Setback (m)</b>	6	8.99	9.00	<b>Yes</b>
<b>Minimum Rear Yard Setback (m)</b>	9	10.64	10.71	<b>Yes</b>
<b>Minimum Interior Side Yard Setback (m)</b>	1	3.29	2.93	<b>Yes</b>
<b>Maximum Lot Coverage</b>	40%	27.2%	26.5%	<b>Yes</b>

The proposed lots exceed the area requirements of the Zoning By-law. Minor Variances are sought for the minimum required lot width for both the severed and retained lots, which are slightly below the requirement.

## 5.0

# Minor Variance Applications: The Four Tests

It is our professional opinion that the proposed variances constitute good planning and meet the four (4) tests outlined in the Planning Act, as discussed below:

### 5.1 Do the applications maintain the general intent and purpose of the Official Plan?

The subject site is designated Neighbourhood within the Suburban Transect in the City of Ottawa Official Plan. The minor variance application is consistent with the policies related to the transect, designation, and overlay as well as the growth management framework, and urban design.

The proposed minor variance facilitates the development of low-rise infill intensification and contributes to the vision of a gradual evolution of existing neighbourhoods towards a denser urban fabric by creating one new development lot from an existing lot.

Within the Neighbourhood designation, a range of residential and non-residential uses are permitted. The proposed Consent application and resulting new lots are consistent with the designation policies, as residential intensification will be introduced in an existing neighbourhood.

The Growth Management Framework in the Official Plan provides direction for intensification to be located within the built-up portion of the urban area. The subject site's location within the Stittsville neighbourhood is within the built-up urban area and is an appropriate location for low-rise, ground-oriented intensification.

**The proposed minor variance applications maintain the general intent and purpose of the Official Plan.**

### 5.2 Do the applications maintain the general intent and purpose of the Zoning By-law?

The subject site is zoned Residential First Density, Subzone D (R1D) in the City of Ottawa Comprehensive Zoning By-law. The intent of the R1 zone is to restrict building forms to detached dwellings while allowing several other residential uses to provide for additional housing choices within detached dwelling residential areas.

A zoning compliance table has been provided in section 4.4 of this report, which evaluates the proposed lots and potential building footprint against the provisions of the R1D subzone. Two (2) Minor Variance applications are required, one (1) for each proposed lot, to permit a reduced lot width of 18.37 metres, whereas the Zoning By-law requires a minimum lot width of 20 metres.

The general intent and purpose of the minimum lot width requirement is to establish consistency of lot fabric and ensure viability of the resultant built form within each zone. In the case of the subject site, the surrounding lot fabric is diverse with lots of similar width and area to those proposed. These similar lot sizes have comfortably accommodated viable detached housing types.

**The minor variances requested meet the general intent and purpose of the Zoning By-law.**

### 5.3 Are the applications minor in nature?

The proposed reduction in lot widths represent a minor deviation from the prescribed requirement and are consistent with recently-approved severance applications within the immediate area and streetscape. As such, the resultant development on the proposed lots will be consistent with existing development within the same residential block and in surrounding areas. The reduced lot widths will not generate undue negative impacts on adjacent lands or those in the area.

**The proposed variances are minor in nature.**

### 5.4 Is the proposal desirable for the appropriate development and use of the land?

The requested variances facilitate the introduction of one new development lot within an existing neighbourhood on a lot that is more than twice the permitted minimum lot area. The proposed lot widths are consistent with approved severances within the area and permit the development of low-rise, ground-oriented intensification which is supported by the applicable policy framework.

**The variances are desirable for the appropriate development of the land and the surrounding area.**

## 6.0 Conclusion

It is our professional opinion that a full Plan of Subdivision is not required for the orderly development of the lands, and a Consent is appropriate for the subject site.

The proposal to create two (2) total lots from an existing parcel satisfies the Planning Act criteria for a Consent and conforms with the policies of the Provincial Planning Statement and the City of Ottawa Official Plan.

Further, it is our professional planning opinion that the proposed Minor Variances constitute good planning as:

- / They are consistent with the Provincial Planning Statement (2024);
- / They conform to the policies and objectives of the Official Plan (2022);
- / They meet the intent of the R1D zone and the City of Ottawa Comprehensive Zoning By-law (2008-250) overall; and
- / They meet the four (4) tests as set out in the Planning Act.

Sincerely



Mark Ouseley, MES  
Planner



Jaime Posen, RPP MCIP  
Principal