



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

**PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

Site Address: 249 Shakespeare Street  
Legal Description: Lot 336, Registered Plan 246  
File No.: D08-02-25/A-00251  
Report Date: January 8 9, 2026  
Hearing Date: January 14, 2026  
Planner: Penelope Horn  
Official Plan Designation: Inner Urban Transect, Neighbourhood Designation, Evolving Neighbourhood Overlay  
Zoning: R4UA

**DEPARTMENT COMMENTS**

The Planning, Real Estate and Economic Development Department **requests an adjournment of** the application. More information is needed from the applicant to ensure that there is adequate fire flow for the additional units requested.

**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 **not satisfied satisfied** that the requested minor variance meets the “four tests”.

**ADDITIONAL COMMENTS**

**Planning Forestry**

Through pre-consultation, it was confirmed that there are no tree-related impacts associated with the requested variance.

**Right of Way Management**

The Right of Way Management Department has **no concerns** with the Minor Variance Application. However, the Owner shall be made aware that the removal or modifications to a private approach requires a private approach permit. For further information, contact the Right-of-Way Management Department at [rowadmin@ottawa.ca](mailto:rowadmin@ottawa.ca) or visit the City of Ottawa’s Driveways webpage [Driveways | City of Ottawa](#) to submit the Private Approach application.

*Penelope Horn*

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