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October 20, 2025

Committee of Adjustment  
City of Ottawa  
101 CentrepoinTE Drive, 4<sup>th</sup> Floor  
Ottawa, ON K2G 5K7

**RE: Minor Variance Application**  
**280 Wesley Avenue, Ottawa, ON K1Z 0A2**



Dear Committee Members,

Bing Professional Engineering Inc. (BPEI) has been retained by the property Owner of 280 Wesley Avenue, to prepare and submit this Minor Variance Application to the Committee of Adjustment. The intent of the application is to seek one (1) minor variance as follows, to enable a 2<sup>nd</sup> floor addition to align up with the existing 1<sup>st</sup> floor of the church building.

- to reduce required minimum interior side yard setback from 7.5m to 2.94m.

The proposed minor variance has been pre-consulted with city planner and no concerns were received.

The following documents are enclosed in support of this application:

- Cover Letter / Planning Rationale;
- One (1) Minor Variance Application form;
- Survey Plan - 1 full-size copy and 1 reduced copy;
- Site Plan - 1 full-size copy;
- Elevation Drawings - 1 full-size copy

A cheque representing applicable application fee will be delivered to the Committee of Adjustment at 101 CentrepoinTE Drive.

We trust that the enclosed documents are complete and satisfactory for our applications. Please do not hesitate to contact our office should you have any questions.

Thank you for your consideration.

Yours sincerely,

**Changhong (Chang) Sun**, Architect, OAA, LEED AP ® BD+C



## 1.0 SITE DESCRIPTION

The subject property of 280 Wesley Ave. is in Westboro Neighbour, between Evered Ave. and Athlone Ave. It is a corner lot with Wesley Ave. at front and Evered Ave. at left, neighbouring residential houses at right, and a 3-storey institutional building at rear.

Currently, two existing church buildings are located on site with one for Place of Worship and the other for church residence. The existing congregation building is 1-storey high with a partial mezzanine, and has an existing interior yard setback of 2.94m on right to a residential neighbourhood.

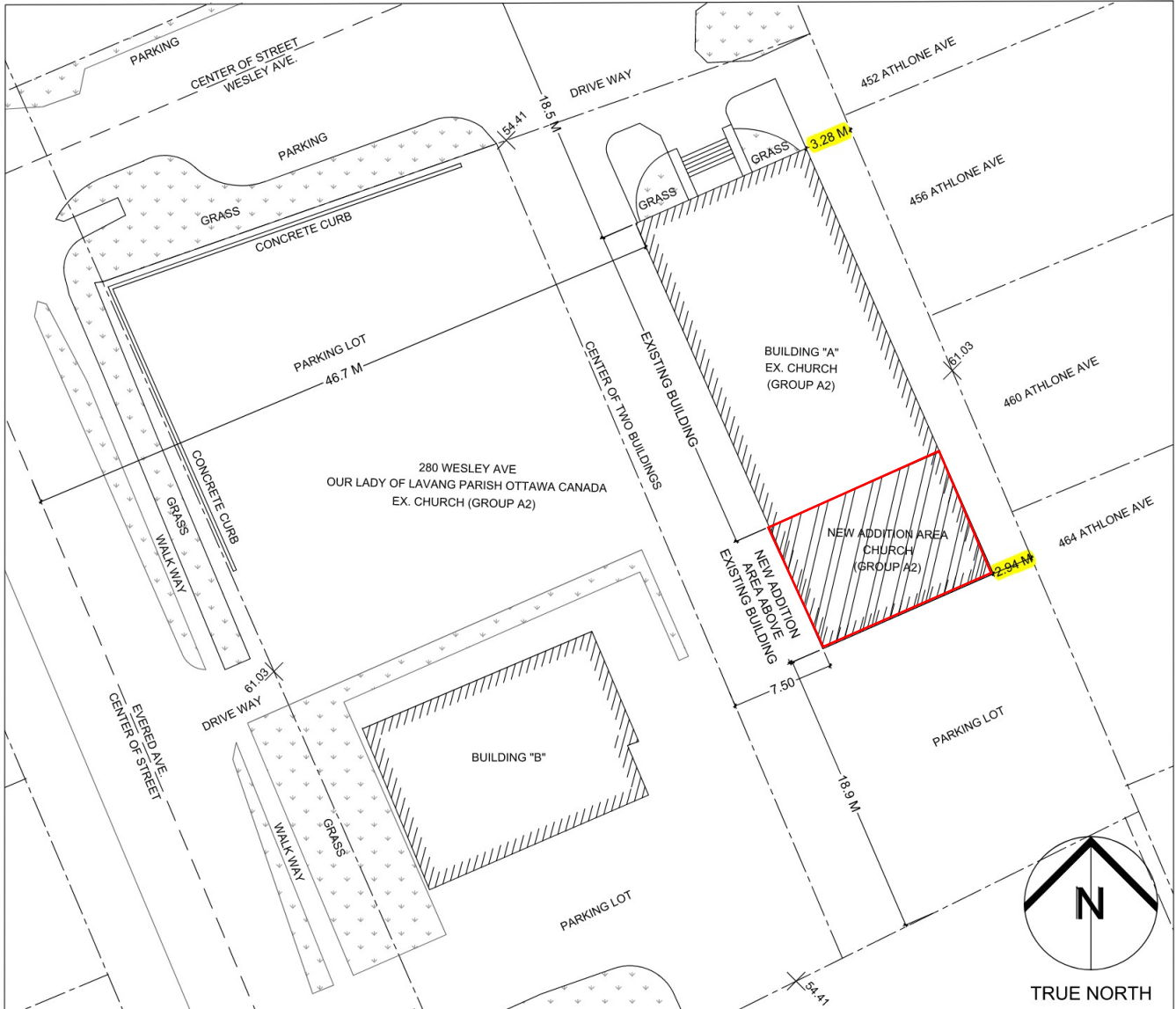
A 2<sup>nd</sup> floor addition was designed to add to the congregation building at rear with the same interior side yard setback of 2.94m. Building Permit Application for the 2<sup>nd</sup> floor addition was submitted and under city reviews now.



Figure 1: Subject Property on GeoOttawa



**Figure 2: Google Map Birdview**



**Figure 3: Site Plan of the 2nd Floor Addition**

## **2.0 MINOR VARIANCE**

### **2.1 Proposal**

One (1) Minor Variance is applied for approval as follows, to facilitate a proposed 2<sup>nd</sup> floor addition on the existing 1-storey church congregation building:

1. To permit a reduced interior side yard setback of 2.94m, whereas the By-law requires minimum 7.5m.

### **2.2 Summary of Opinion**

It is the professional opinion of BPEI that the proposed minor variance meets the four (4) tests under Subsection 45(1) of the Ontario Planning Acts as follows:

#### ***1. The variance is minor***

The existing church congregation building has an interior side yard setback of 2.94m and is confirmed legally non-compliance. The proposed 2<sup>nd</sup> floor addition is to have the same interior side yard setback with the exterior walls of the new addition to be aligned up with the existing exterior walls below.

Therefore, the proposed variance is minor.

#### ***2. The variance is desirable for the appropriated development or use of the property***

The existing property has been used for the Place of Worship for many years. The proposed minor variance enables to build a 2<sup>nd</sup> floor addition and add three small group/study rooms for the church.

Therefore, the proposed variance is desirable for the appropriated development or use of the property.

#### ***3. The general intent and purpose of the Zoning By-law is maintained***

#### ***4. The general intent and purpose of the Official Plan is maintained***

The subject land is zoned under I1A – Minor Institute Zone, which permits Place of Worship. The proposed 2<sup>nd</sup> floor addition with the minor variance will be used for the church and keep the same existing use of the land as Place of Worship.

Therefore, the proposed variance maintains the general intent and purpose of the Zoning By-law and Official Plan.

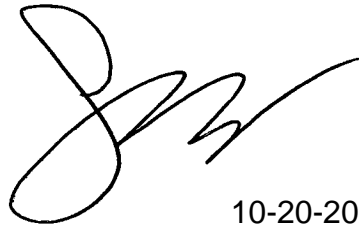


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In conclusion, it is the professional opinion of BPEI that this Minor Variance Application to support the 2<sup>nd</sup> floor building addition at 280 Wesley Ave. represents good planning and are in the public interest.

Yours truly,



10-20-2025

**Changhong (Chang) Sun**  
Architect, OAA, LEED AP® BD+C

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