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November 16, 2025

Ms. Krista Libman

Secretary-Treasurer  
Committee of Adjustment  
City of Ottawa  
101 CentrepoinTE Drive  
Ottawa, ON, K2G 5K7

Dear Ms. Libman,

Reference: Application Minor Variance for **249 Shakespeare Street**

Committee of Adjustment  
Received | Reçu le

**2025-11-18**

City of Ottawa | Ville d'Ottawa  
Comité de dérogation

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**Open Concept Home Design** has been retained to file application for a minor variance on behalf of **Thusanth Thuraingam**, the property owner.

The request is for 2 legal separate basement dwelling units.

Zone R4UA allows for 8 residential units in a proposed residential building. This request would increase the total units to 10.

The subject property is legally described as Lot 336, Registered Plan 246 of the City of Ottawa. The property is located on the corner of Shakespeare Street and Tabor Street within Rideau-Vanier Ward 12.

The subject property has a lot area of 419.47 m<sup>2</sup>, a depth of 28.55 m, and a frontage of 14.10 m along Shakespeare Street. The property is designated as General Urban Area on Schedule B of the City of Ottawa Official Plan, and is zoned **R4UA** in the City of Ottawa Comprehensive Zoning **By-law 2009-164, area A on schedule 342**. The immediate surrounding neighbourhood consists of low to mid density development in the form of varying residential buildings.

## **Project Description**

The existing building is a 3-storey, 8 unit low-rise residential building. The 8 units are above grade and vary from bachelor, 1 bedroom, 2 bedroom and 3 bedroom apartments. The building is of standard wood framed construction with full brick veneer exterior finishes.

## **Minor Variance Application**

The purpose of this application is to seek relief from provisions of Zoning By-law 2020-290, as they relate to the proposed 3 storey residential building to include the following variance:

### Minor Variance:

**By-law section 155-168 Table 162A**, to permit an additional 2 basement dwelling units to the existing 8 unit residential building, whereas the By-law provides a maximum of 8 dwelling units.

## **Minor Variance 4 Point Test:**

### **1. Are the variances minor?**

We believe that the above minor variance request is minor as the proposed legal separate dwellings will be situated in the basement of the existing building.

### **2. Are the variances desirable for the appropriate development or use of the property?**

The proposal of 2 basement dwelling units is desirable for use of the property in the R4 zone as they will be constructed within the existing building footprint. The existing basement has large exterior windows allowing for an abundance of natural lighting. Also, high ceilings in the basement of 9' - 6" (2.89m) provide an open ground level feel.

The installation of high level insulation and vapour barrier, a quality window and door package and high efficient appliances will ensure a high grade energy efficiency for the proposed dwelling units.

### **3. Is the general intent and purpose of the Zoning By-law maintained?**

The proposal does meet the intent of the Zoning By-law as the design is being applied to the existing property. The proposed basement dwelling units will be constructed within the existing building footprint and will therefore, not alter the existing exterior elevations of the building.

The property is in an area of the Rideau-Vanier ward which is a developing community in design and construction of quality residential buildings.

**4. Is the general intent and purpose of the Official Plan maintained?**

Section 3.6.1 – General Urban Areas of the Official Master Plan speak to the versatility and malleability of housing typologies, dependant on occupant’s evolving needs and lifestyles.

This proposal meets the intent of infill II as the existing low-rise residential building is considerate of the surrounding environment, both natural and manmade as the architectural design is not imposing to the property. This will be achieved while at the same time meeting the cities needs of increasing intensification of the property.

While the 2 proposed dwelling layouts are below 700 sq.ft. (65.0 m2) in size, the compact designs are efficient with an open concept design in mind.

Thank you for your consideration of this application. Please do not hesitate to contact me if you require any additional information.

Yours truly,



Niels Luetgge

Open Concept Home Design  
BCIN 36502

*Open Concept Home Design*  
*ochd.ca*