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January 15, 2026

Committee of Adjustment  
City of Ottawa  
101 Centrepoin Drive

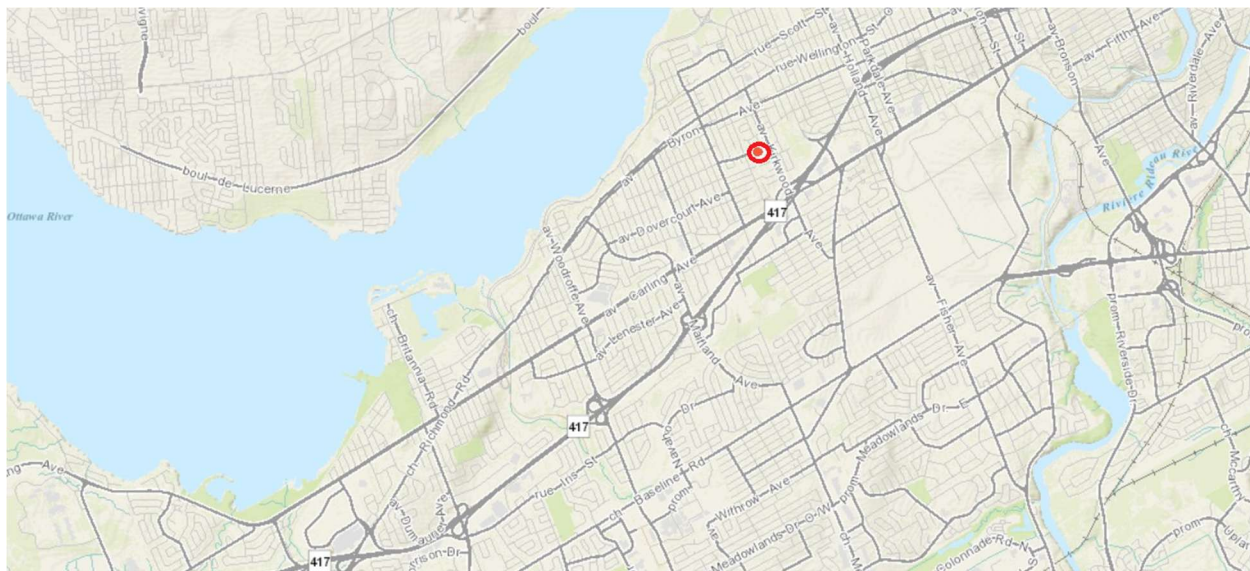
Re: Application for Minor Variances for 246 Westhaven Cres. Ottawa.

Dear Committee Members,

We are applying for minor variances for a parking space in the front yard of the existing apartment building at the above address. The variances are desirable for a number of reasons; one of which is to provide relief from the shortage of parking spaces on the street. The current streetscape character is to have front yard parking; as a result, there is so much asphalt in front yards that it is very difficult to park on the street where a driveway is not being blocked. Another problem with on-street parking in front of this property is that it is at a dangerous location at the curve of the street. When the Owner of the property applied for rezoning, the biggest concern of the people on the street was the impact of more cars parking on the street.

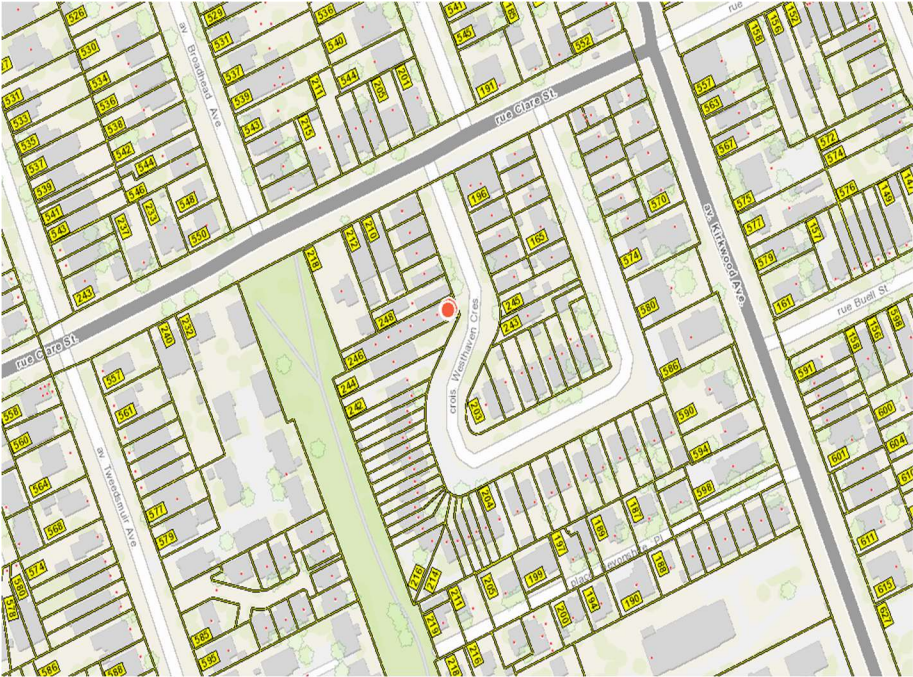
**A. Location**

The property is situated in Ward 15- Kitchissippi. It is located the Hampton Park neighbourhood in the community of Westboro. The survey description shows the property as Part of Lot H&I Registered Plan 253 & 308 City of Ottawa.

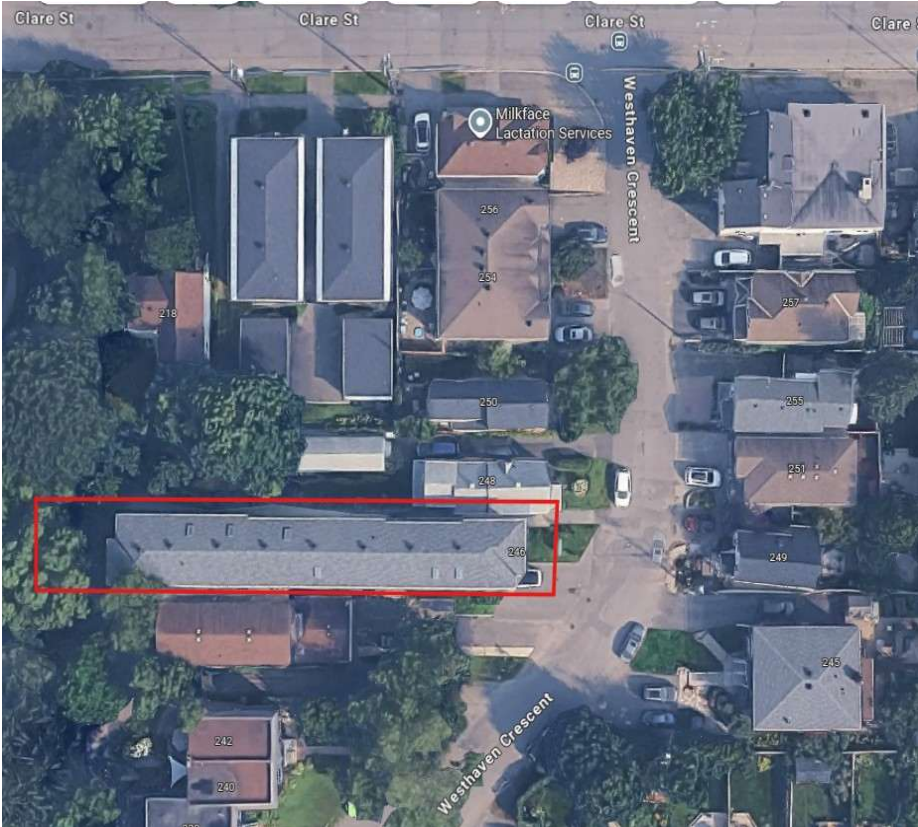


Location between 417 and Richmond Road

Westhaven runs in a loop that starts and ends at Clare Street. Clare is on the west side of Kirkwood and runs into it.



Location showing loop off of Clare St, west of Kirkwood Ave. Note the linear park behind.



Aerial view of existing building  
This property is very narrow, with no opportunity for side yard parking.

## B. Site context

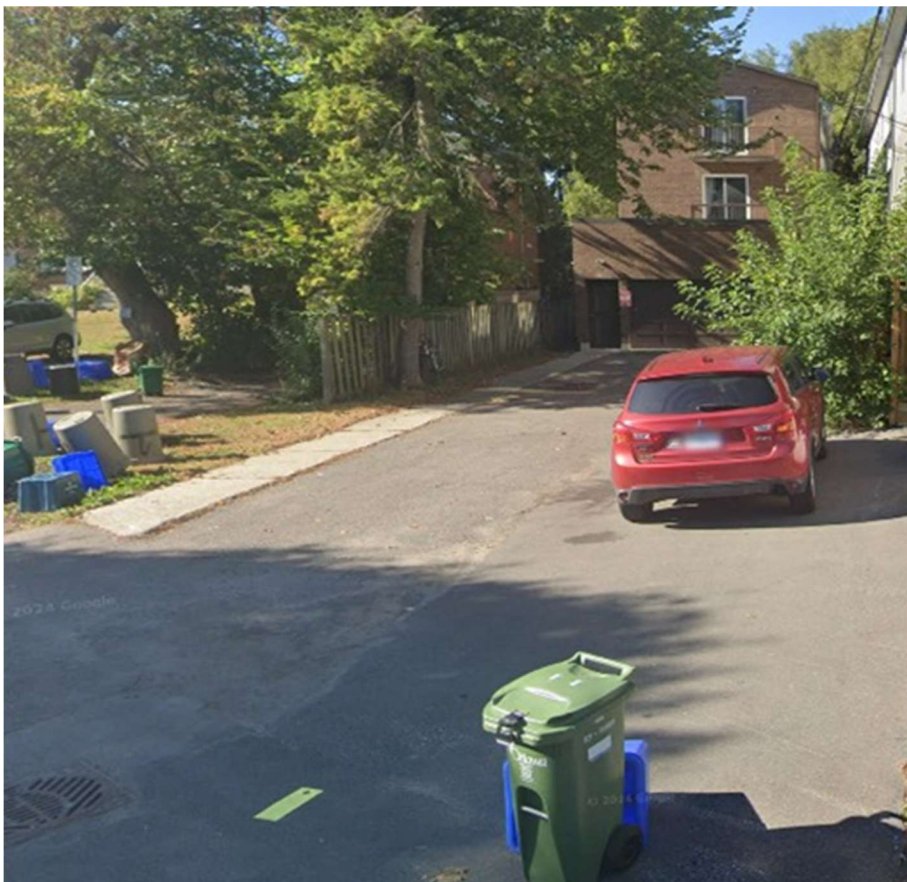
The street takes a sharp turn at this property.



Current parking at the corner

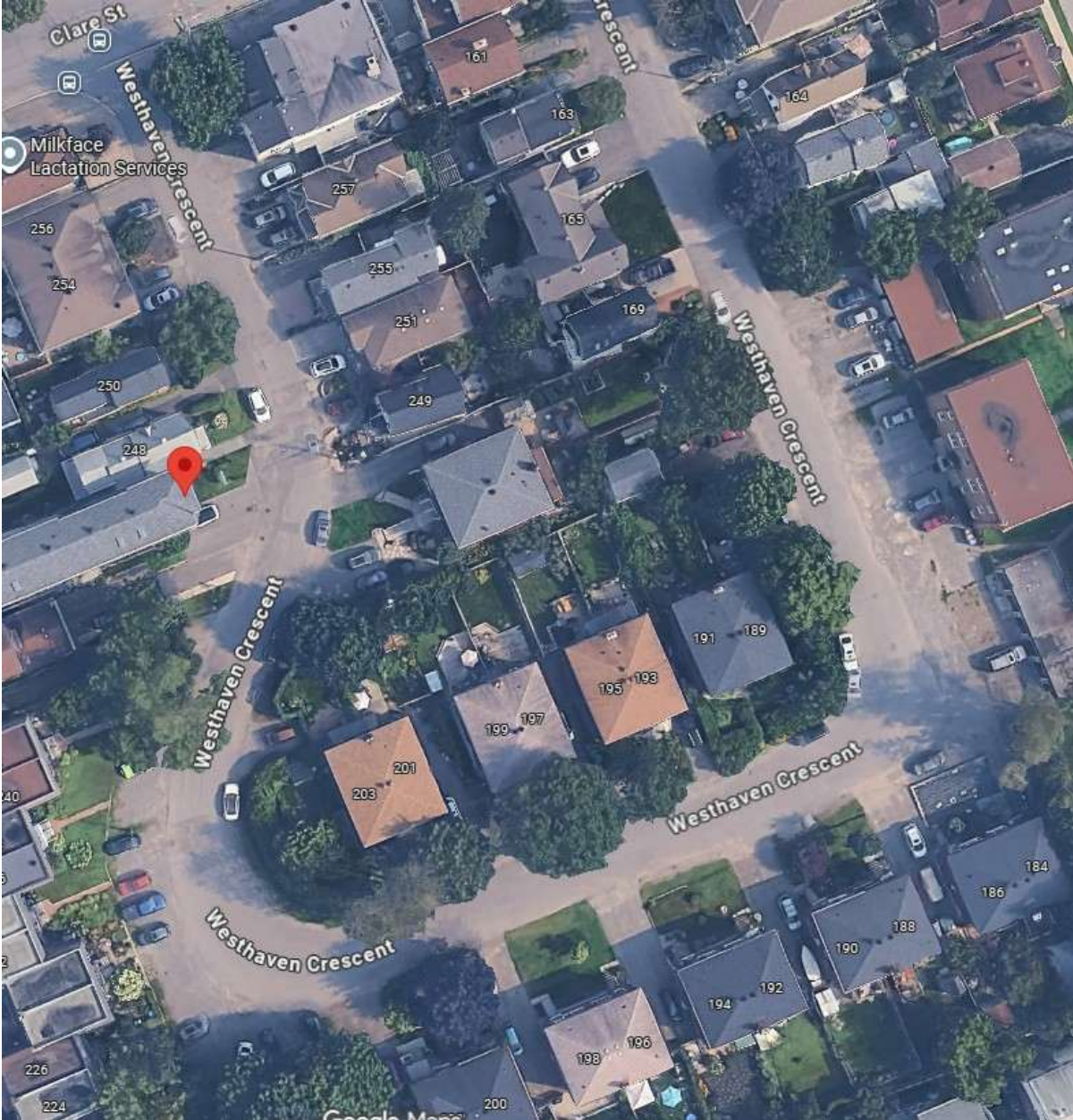
The advantage of the proposed parking space is that it will reduce the need for on-street parking at this sharp turn, where the vision of the drivers is limited.

On the South side of the subject property, at 244 Westhaven, there is an apartment building that is located behind an attached garage; the entire front yard is paved for parking and driveway.

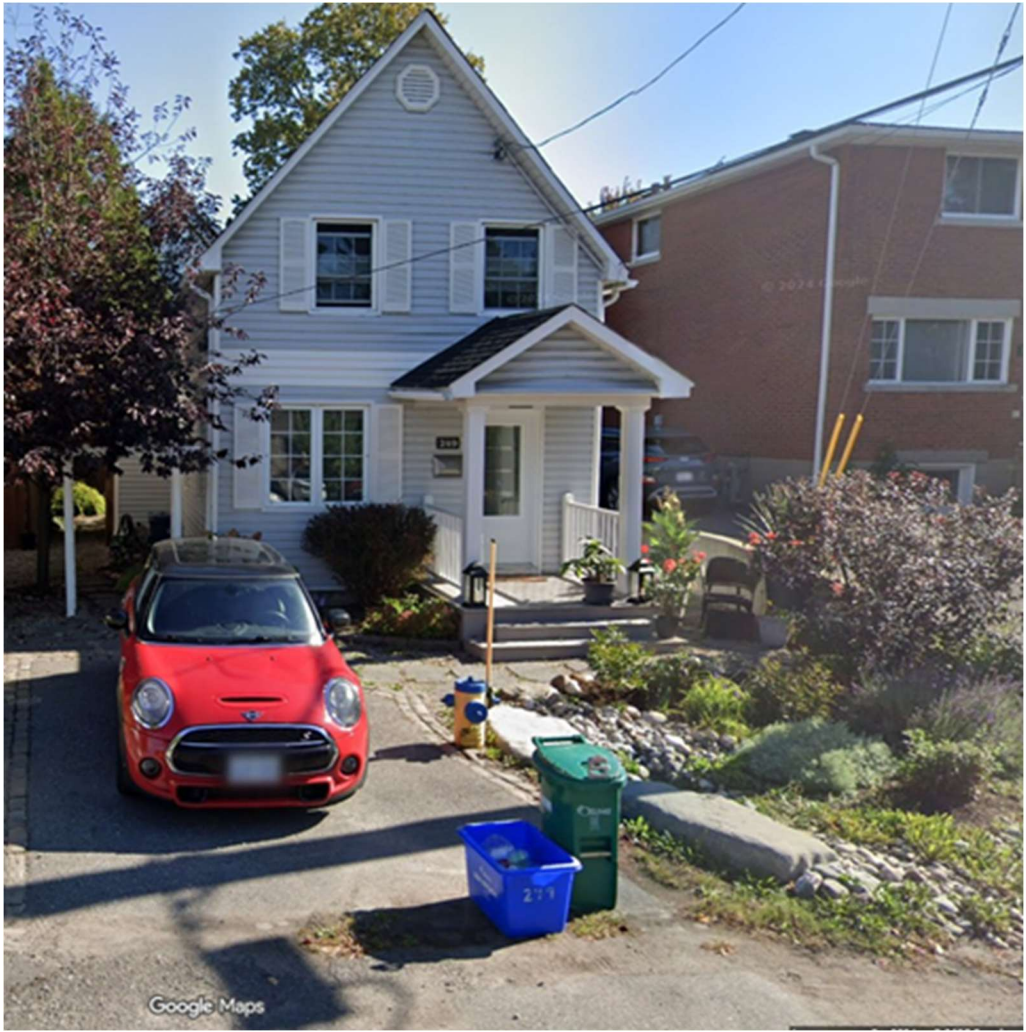


244 Westhaven Cres

Many of the properties in the along the street have front yard parking.



Aerial view showing front yard parking at 241, 249 & 243 Westhaven and for the townhouses from 204, 206, 208, 210..... to 242



249 Westhaven Cres.



243 Westhaven Cres.

Many other properties have enlarged walkways beside the driveway that also act as parking spaces.



198 Clare St.



257 Westhaven Cres.



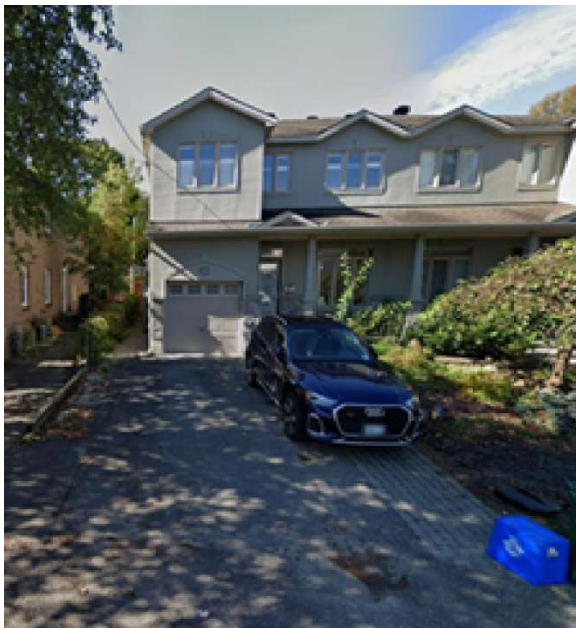
255 Westhaven Cres.



251 Westhaven Cres.



252 Westhaven Cres., the pavement stops at the front of the building



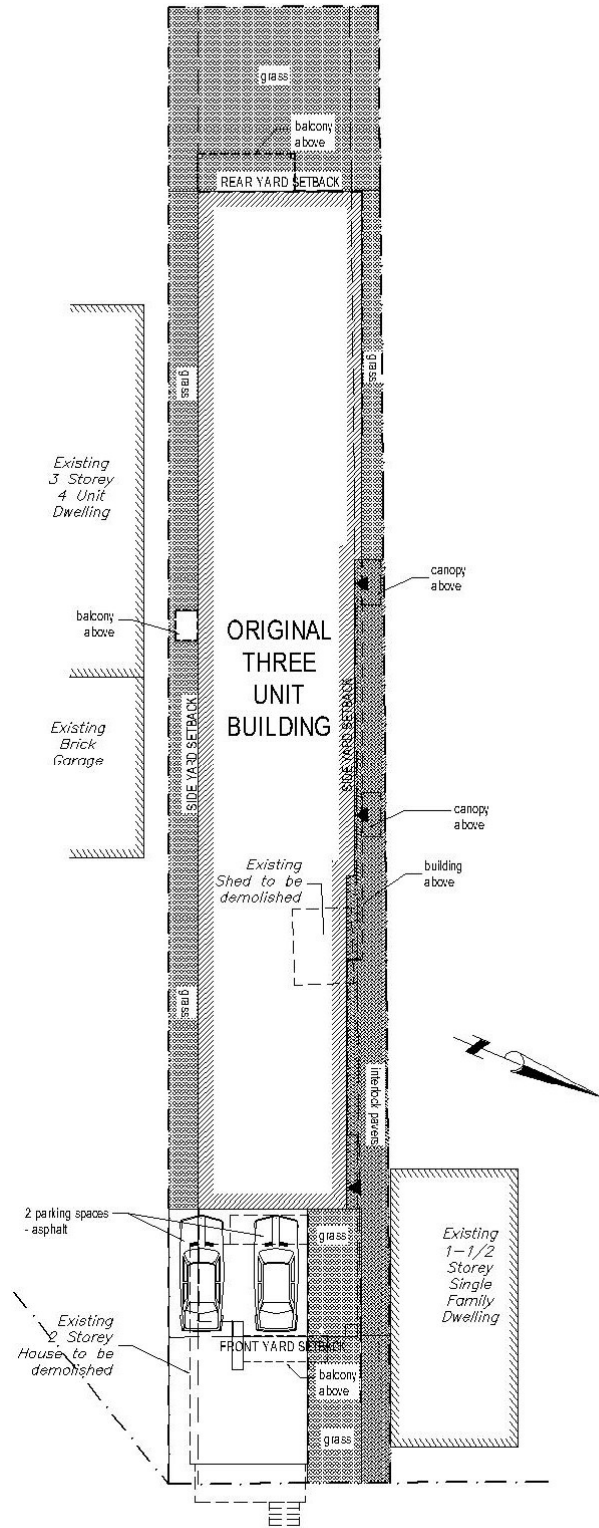
254 and 256 Westhaven



### C. Background

In 2015 the subject property was developed from a small, older, single family home to a 3 unit building. Variances were approved for the proposed development to proceed, including:

*“To permit an increased combined width of 6.86 metres for the proposed parking spaces”*



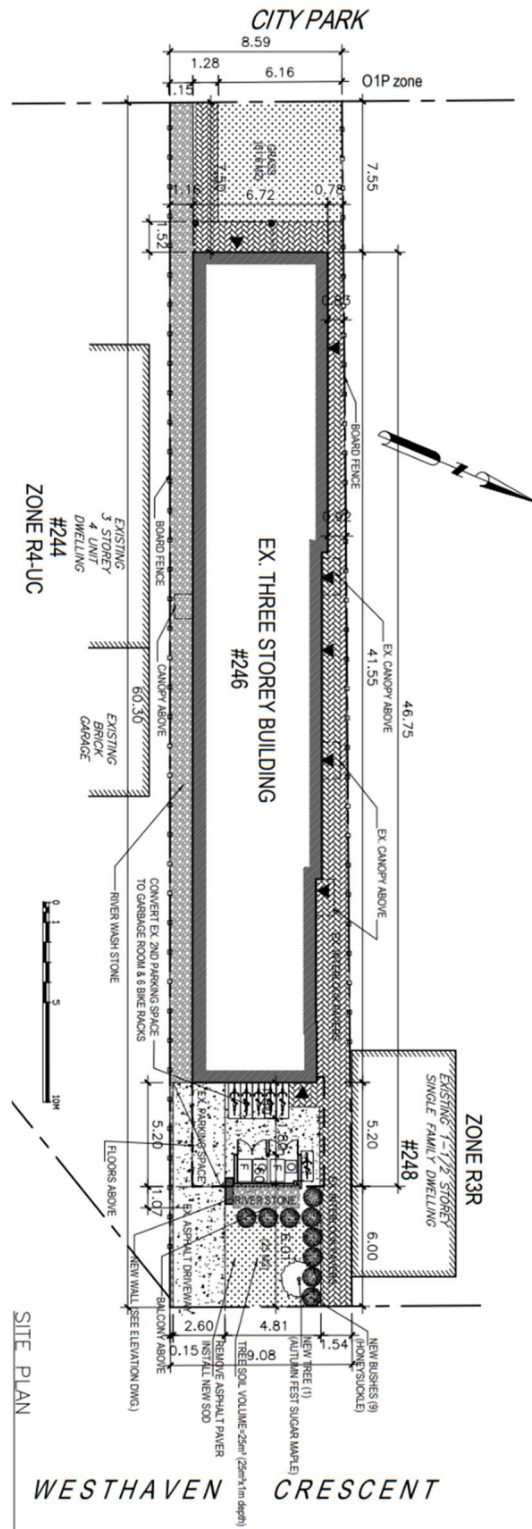
Approved design in 2015



Completed project in 2016

At that time parking was permitted for 4 cars when tandem cars were included on the driveway.

The building had some very large apartments; they could be divided internally to create 6 apartments. To do this, a rezoning process was required, the new zoning would then match the neighbours to the south and permitted a 6 unit apartment. Through the rezoning process, the space where one of the car parking spaces (plus the tandem parking behind it) was provided had to be removed, to provide space for garbage and bicycle parking; even though the number of apartment units was increased from 3 to 6.





Existing building 2025

To accommodate the increased demand for parking, more recently, 3 strips of pavers were installed (see photo above) that could accommodate 2 more cars, for a total of possibly 4 cars, one legal space, one tandem behind it, another with 2 wheels on the walkway and 2 wheels on pavers, and another with 2 wheels on the 2 other paver strips. This would mean that the walkway to the entrance doors was blocked by a car partially parked on it; therefore, one strip is proposed to be removed to accommodate only one extra vehicle above the one in the legal parking space.

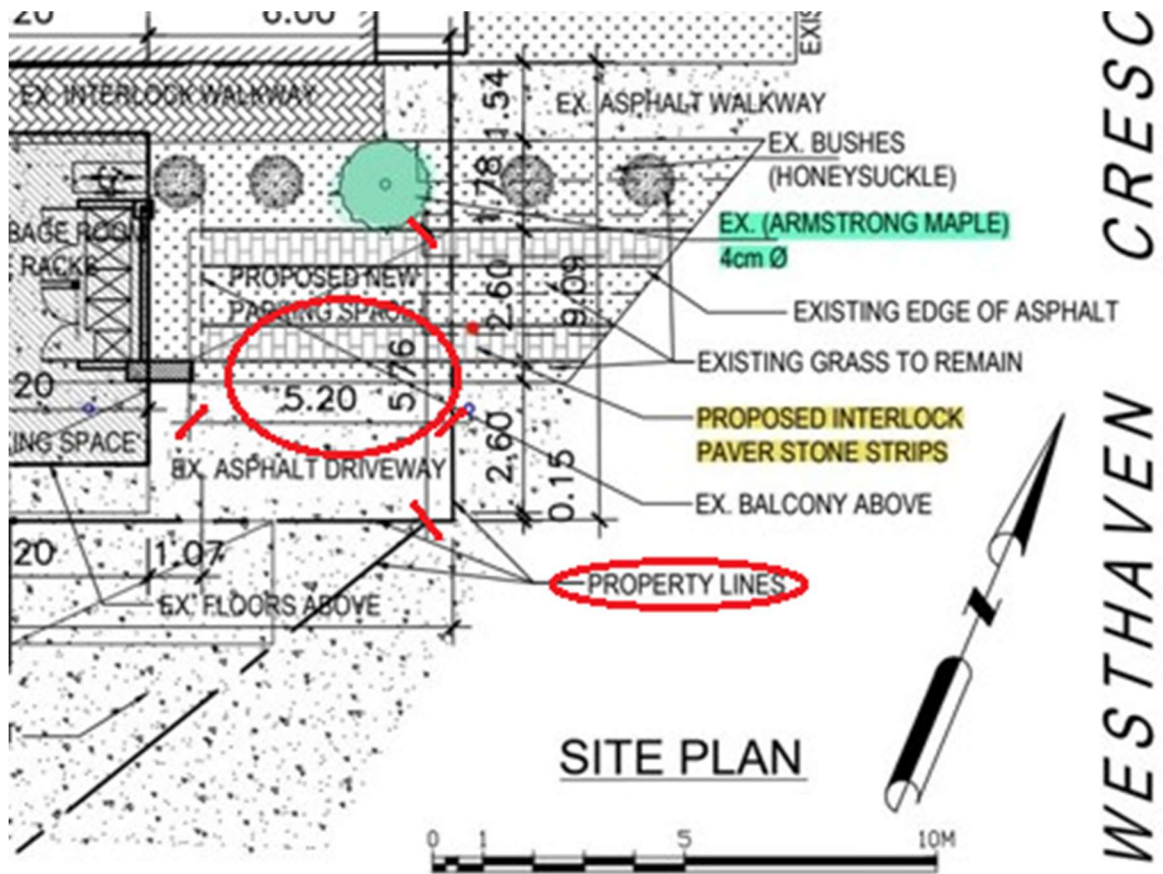
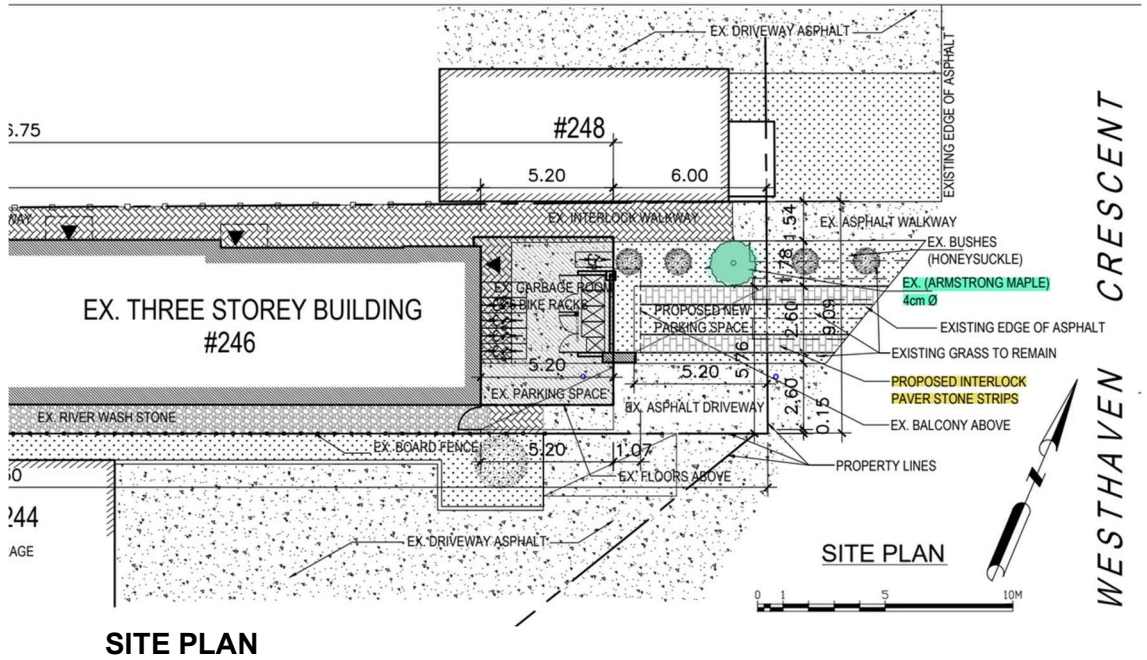
Note that from 2015 to 2020 the front yard was asphalt to accommodate the parking demand.



Parking from 2015 to 2020

**D. Proposal Minor Variance**

This application for Minor Variances is being made after discussions with the City Planner and Forester. The drawing below shows what was developed and approved with the City Planner ie, to remove one row of pavers.



**ENLARGED DETAIL OF SITE PLAN**

The following describes the requested variance:

- a) Permit reduced soft landscape in the front yard from 35%(19.1m<sup>2</sup>) to 32% (17.75m<sup>2</sup>)  
Zoning By-law 2008-250; Table 161: requires a minimum aggregated soft landscaped area of 35% of the front yard area.
- b) Permit a car parking space in the front yard area.  
Zoning By-law 2008-250; Section 109(3)(a)(i): No parking space may be established and no person may park a motor vehicle in a required and provided front yard.
- c) Permit an increase to the width of a driveway from single to double driveway width.  
Zoning By-law 2008-250; Table 140A for Access/Driveways/Parking, Character Group B: only "*A single driveway or shared driveway is permitted*". In this situation, we are considering the full width of the "driveway" to include the 2 proposed pavers and grass between, plus a narrow strip of grass in front of the column. The existing asphalt driveway remains 2.6 m wide, we are proposing the extra width to provide for car wheels parking on the pavers. See enlarged front yard detail above.

We feel that the requested variance maintains the general intent and purpose of the Official Plan and meets the four Statutory Tests which are required by Subsection 45(l) of the Planning Act:

1. The variance is minor:

- a) To permit a reduced soft landscape in the front yard from 35%(19.1m<sup>2</sup>) to 32% (17.75m<sup>2</sup>). It is minor since the reduction is less than 10% the requirement.
- b) To permit a car parking space in the front yard area. The impact of having a car in the front yard is minor since most of the neighbouring buildings have front yard parking. In the original, approved design in 2015, there would have been asphalt and parking in this space. With the reduction of asphalt to pavers and having grass between the pavers, the proposal is moving towards meeting the intent of the Bylaw. Providing an on-site parking space is also encouraged by those in the neighbourhood, this was their biggest concern during the public meeting for rezoning.
- c) To permit an increase to the width of the driveway from the requirement of single to double width. There was previously a double driveway in the front yard which was approved in 2015 to be 6.86m wide. The proposed driveway is in the same location, and now less than 1.1m from what was previously approved.

2. The proposed development is desirable for this property. The purpose of the new proposed car parking is to satisfy tenant requirements. It would also be a welcoming feature for tenants with physical disabilities. It also removes a car from on-street parking at the street curve, which blocks the view of drivers.

3. The proposed variance maintains the general intent and purpose of the zoning by-law: The zoning is R4 UC[2980]. The intent of this zone is to allow a mix of residential building forms, to allow a number of other residential uses, and to regulate development in a manner that is compatible with existing land use patterns so that the mixed dwelling, residential character of a neighbourhood is maintained or enhanced. The existing building meets these requirements. The possibility of a parking space encourages families to consider living in

this neighbourhood, which is close to so many amenities. The largest apartment is 244.8 sq.m. and has 3 bedrooms, there is another 3 bedroom unit at 217.8 sq.m, there are two 2 bedroom units, 1 one bedroom unit and one studio.

4. The variance requested maintains the general intent and purpose of the Official Plan. The property is designated neighborhood in the Inner Urban Transect and falls within the evolving neighbourhood overlay, the intent is to establish “higher lot coverage and floor area ratios”. This proposed new car parking space permits the development of a full range and choice of housing types to meet the needs of all ages, incomes, and life circumstances.

We look forward to meeting with the Committee, if you wish additional information, please do not hesitate to contact us.

Yours truly,

A handwritten signature in cursive script, appearing to read "Susan Smith".

Susan Smith, BArch, OAA