



**BING Professional Engineering Inc.**

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March 5, 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 to enable a 2<sup>nd</sup> floor addition on top of the existing 1<sup>st</sup> floor of the church building at rear yard. The minor variance is:

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

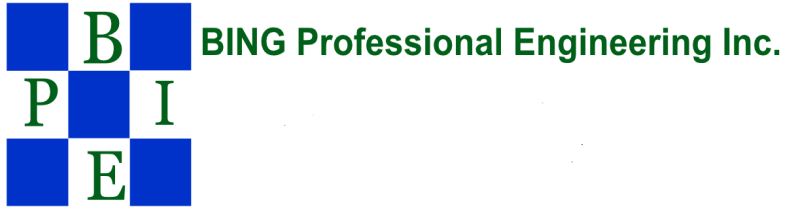
Our COA hearing on January 14, 2026 was adjourned sine-die, as additional time required to address the comments received from neighbours and community association. Actions taken and confirmations received are:

- Hydro Ottawa confirmed the existing overhead lines are communication cables and Hydro low voltage powerline. Min.1.5m clearance from the building is required.
- Met the neighbours from 460 and 464 Wesley Ave. along with the property church representatives; discussed and proposed potential solutions to address their concerns; lowered the new roof peak height of the addition to match existing, deleted one new window and added translucent film on new windows to protect privacy of the neighbours;
- Conducted shadow study to compare the shadow impacts of the existing church building and the building with the proposed addition on 460 and 464 Wesley Ave. The study illustrates a negligible shadowing change and minimal impact on the neighboring properties.

The following documents are revised or new in support of this application:

- Revised cover Letter / Planning Rationale;
- Revised One (1) Minor Variance Application form;
- Revised Elevation Drawings - 1 full-size copy
- Confirmation with Hydro Ottawa
- Shadow Study

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



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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,

A handwritten signature in black ink, appearing to be 'JW' or similar, written in a cursive style.

03-05-2026

**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.

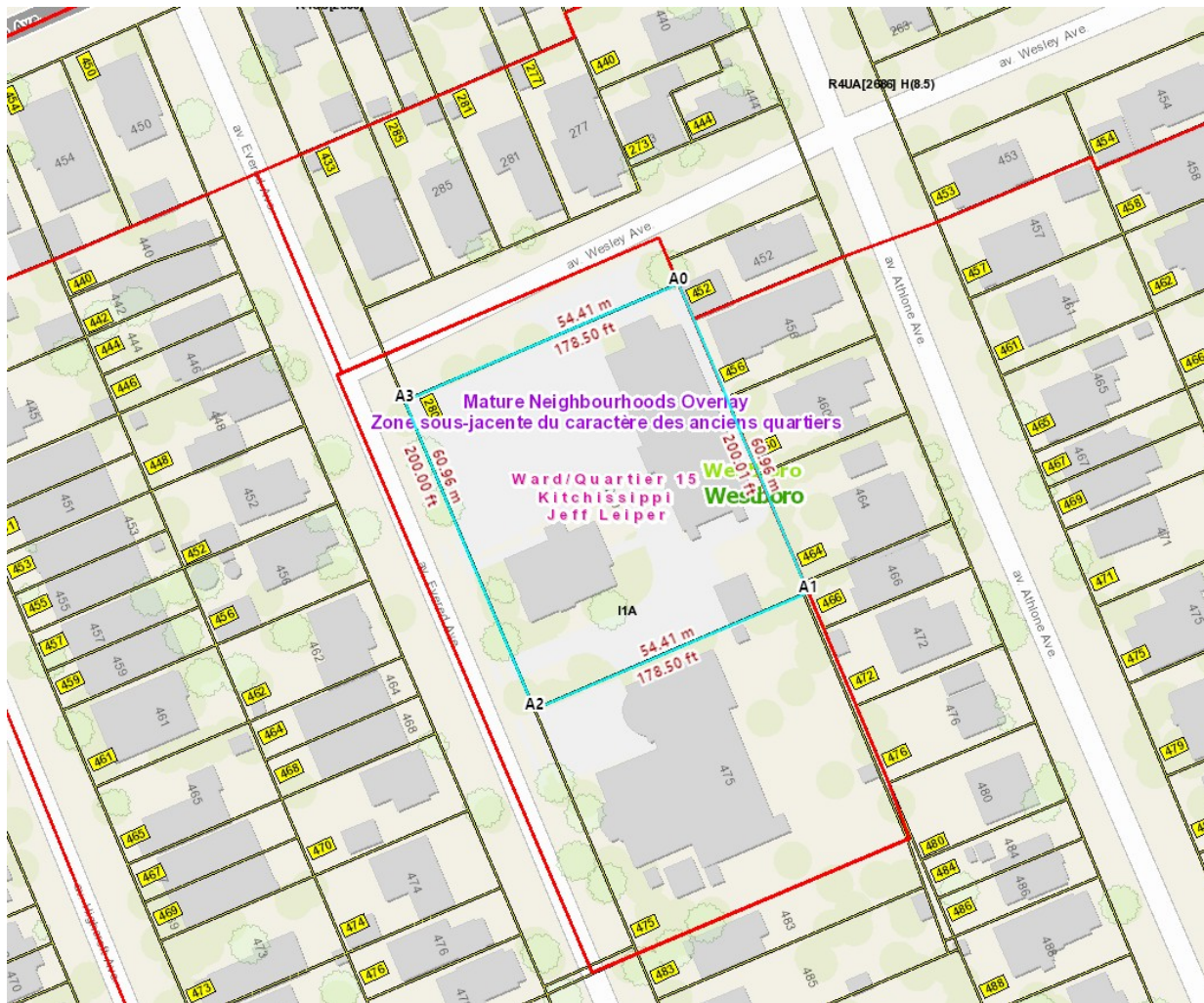
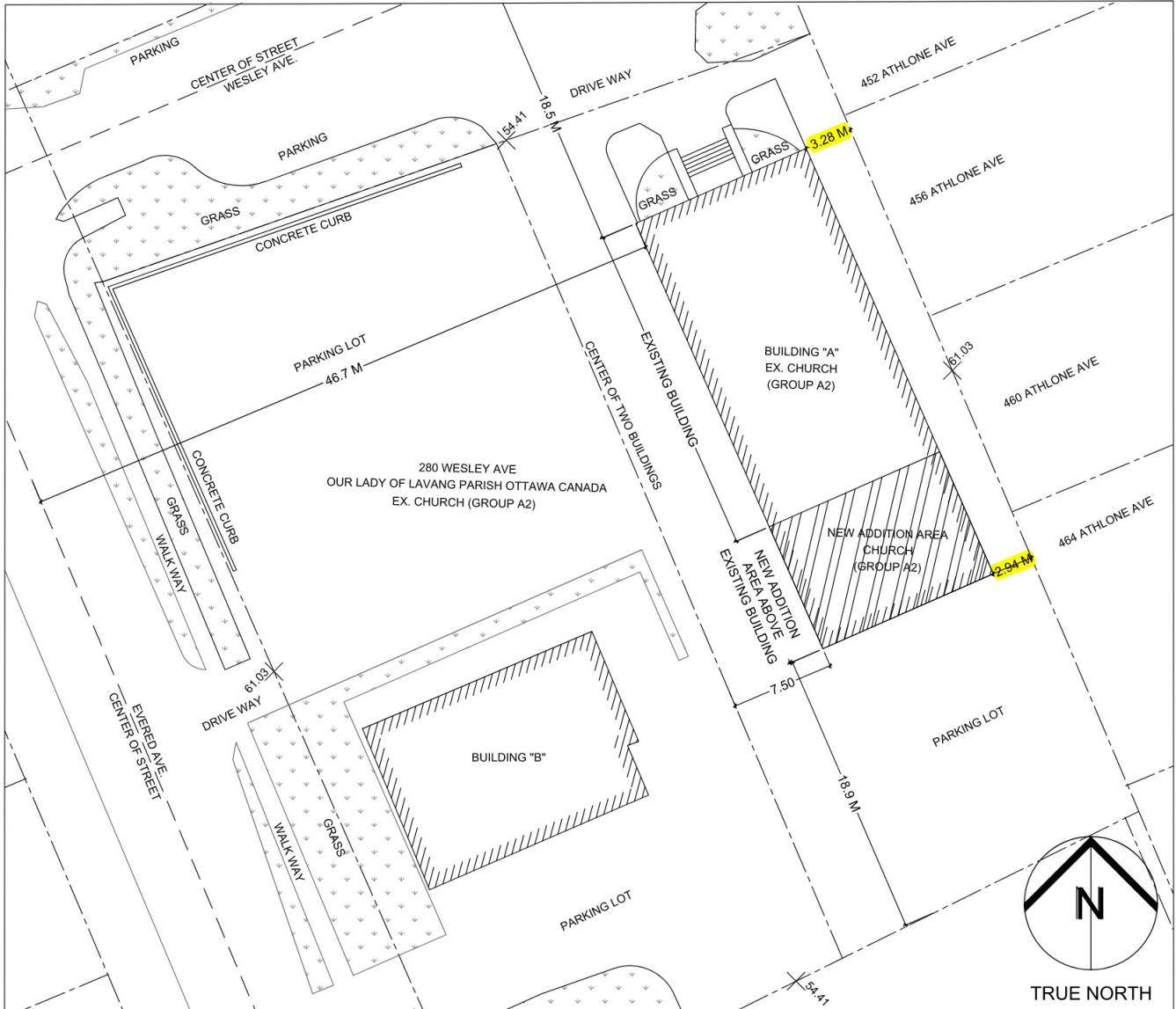


Figure 1: Subject Property on GeoOttawa



**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.

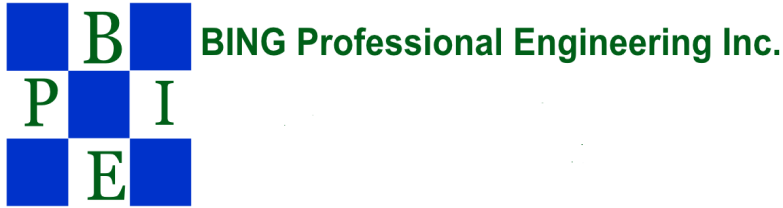
### **2.2 Summary of Opinion**

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:

- **Conformity with the Official Plan:** The second-floor addition will align with the city official plan. This expansion does not alter the primary use of the building but rather enhances existing community functions and remains harmonious with the surrounding built environment.
- **Conformity with the Zoning By-law:** 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.
- **Desirable for the Appropriate Use of Land:** Adding a second floor allows for more efficient use of the current building space, meeting the activity needs of the church or community center. This change is intended to better serve local residents and is therefore both reasonable and desirable.
- **Minor Impact on the Surrounding Area:** The design of this addition takes the neighboring environment into account, ensuring no significant impact on neighbors' access to sunlight, privacy, or views. The addition is moderate in scale and will not impose an excessive burden on the neighborhood.
- **Minor in Nature:** The proposed minor variance of the 2.94m side yard setback is an existing condition that has been legally established for years. The proposed 2<sup>nd</sup> floor addition is a small-scale adjustment, making no major alterations to the original use or structure. It fits the definition of a minor variance and thus satisfies this test.

### **2.3 Sunlight Shadow Study Summary at 460 and 464 Wesley Ave.**

Based on the solar impact analysis, the second-floor addition will create minimal shadowing effects. During the summer solstice, the shadow impact is confined to the late



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afternoon, around 6 PM and 7 PM. During the winter solstice, minor shadowing occurs between 2 PM and 4 PM. The overall difference from the original structure's shadow is negligible. This demonstrates that the addition is designed thoughtfully, ensuring the impact on neighboring sunlight remains truly minor, further supporting the proposal's alignment with the minor variance criteria.

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,

A handwritten signature in black ink, appearing to be 'J. Sun', written over a large, stylized loop.

03-05-2026

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

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