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Committee of Adjustment
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City of Ottawa | Ville d'Ottawa
Comité de dérogation

February 20, 2026
Committee of Adjustment
101 Centrepointe Drive
Ottawa, ON
K2G 5K7

Attention: Secretary-Treasurer

Subject: Application for Minor Variances for 190 Archie St

On behalf of Melissa McMann & Pete Archambeault, we are submitting the accompanying application and supporting documents to the Committee of Adjustment under Section 45(1) of the Planning Act to request minor variances for:

1. **Permit** an interior side yard setback of 0.22 m **whereas the bylaw permits** an interior side yard setback of 3 m.
2. **Permit** eaves and eave-throughs to project 1 m but not closer than 0 m to a lot line **whereas the bylaw permits** eaves and eave-throughs to project 1 m but not closer than 0.3 m to a lot line.

Location of Project

The property is municipally known as 190 Archie Street and is located in the Village of Constance Bay in Ward 5 (West Carleton-March). The property is legally described as Lot 3 on Plan 4M-673, City of Ottawa. The property is an irregular shaped block with a total area of 4,344 square metres and a frontage on Archie St. **Figure 1** shows the location of the property.

Figure 1: Location of 190 Archie St



Project Description

190 Archie Street is a rural property on individual private services in the Village of Constance Bay. The current owner purchased the property in 2021 and was not aware that the previous owner had built an extension to the garage in 2019 without a building permit. The previous owner received a verbal warning in 2019, but it was not followed up on. A subsequent City of Ottawa review of outstanding files in early 2025 identified that the verbal warning was not resolved. The City of Ottawa issued an order to comply early in 2025. The order to comply was only issued due to procedural matters, and no neighbours have expressed any concern with the location of the garage.

The current owner is seeking variances to support a retroactive building permit application to meet the requirements of the order to comply. The garage extension was built very close to the property line (0.22 m); therefore, two variances are requested to bring the garage into compliance with the zoning bylaw: a reduction of the interior side yard setback, and reduction of the distance from building eaves to the property line. No additional development is proposed on the site; however, a minor renovation of the garage eaves will be undertaken to ensure they do not extend beyond the property line.

The current property owners have consulted with their neighbours regarding the minor variance. The neighbours at 182 Archie Street, adjacent to the garage, have issued a letter supporting the variance to reduce the side yard setback.

Allowing this variance will allow the current owner to resolve a situation which was not of their own making. The garage has been established on the site for six years and no issues have been raised by neighbouring property owners during this time.

A retroactive building permit will be submitted concurrently with the minor variance application to confirm that the site conditions can be accommodated on the lot, including grading, drainage, and building setbacks.

Supporting Information

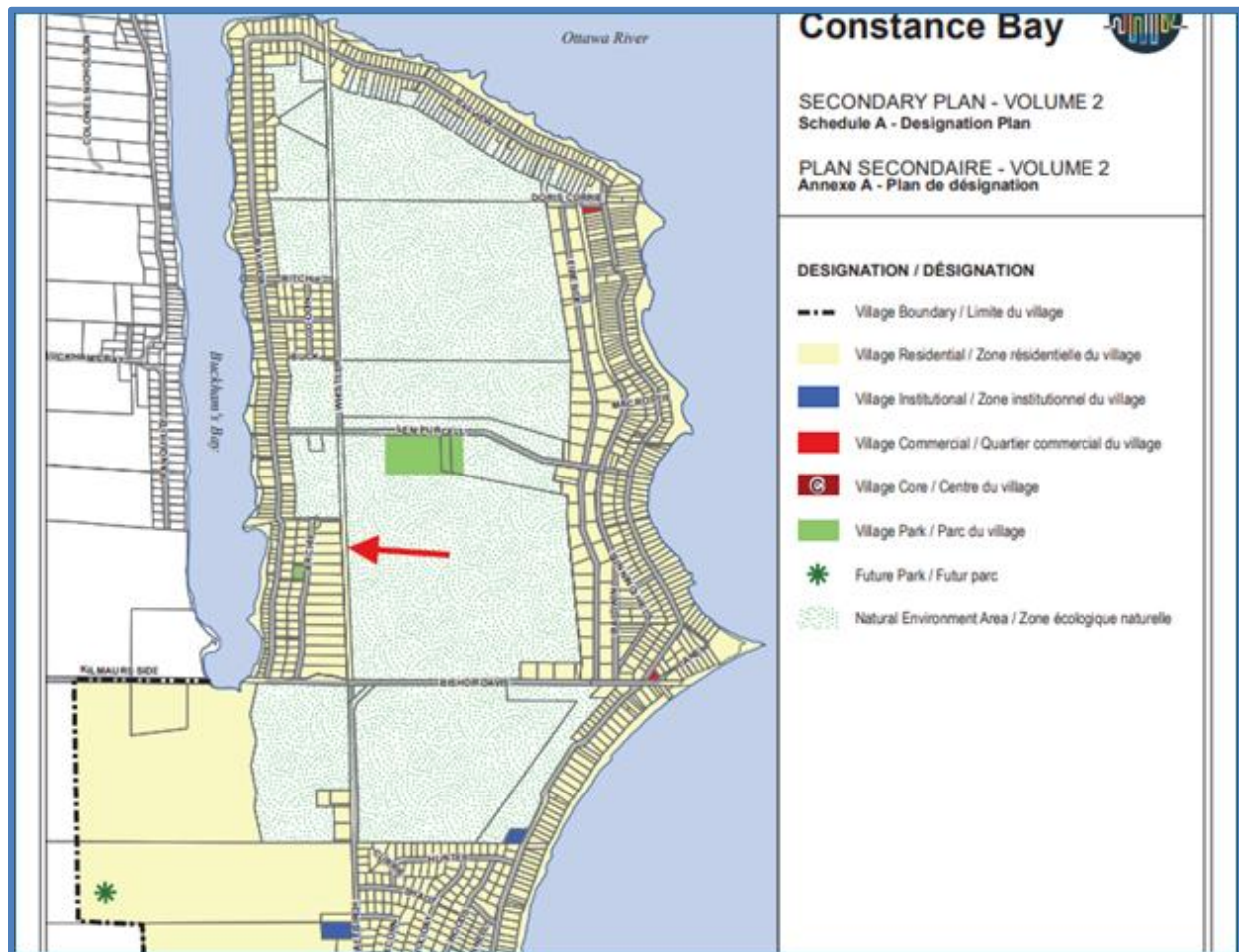
Official Plan

190 Archie Street is designated as Village Residential in the Constance Bay Secondary Plan and is also designated as greenspace on the City of Ottawa's Official Plan schedule B9. Secondary Plans take precedence over the Official Plan in the event of a conflict, therefore only the Village Residential designation is relevant for this minor variance.

The Village Residential designation in the Constance Bay Secondary Plan is intended to accommodate residential uses, predominantly single-family detached dwellings in keeping with the established character of the Village of Constance Bay. Policy 2 of section 4.1 notes that "*The Zoning By-law will require lot coverage to reflect the low building-to-lot relationship where necessary to ensure that there is sufficient space on the lot to provide for servicing, landscaping and setbacks from the street...*". **Figure 2** shows the location of 190 Archie Street in the Village Residential designation of the Constance Bay Secondary Plan.

The property is also subject to the Natural Heritage Features Overlay on OP Schedule C11-A. This overlay is intended to ensure protection of the environmental features when development or site alteration is proposed. As the proposed variance is just to legalize an existing condition, no development is proposed.

Figure 2: Location of 190 Archie St on Constance Bay Secondary Plan



Zoning

190 Archie Street is in the V1H[615r] – Village Residential First Density zone. This zone is intended to permit detached dwellings areas designated as Village, and to regulate development in a manner that adopts existing land use patterns so that the low-density, low-profile form of a neighbourhood is maintained and enhanced.

The minimum required interior side yard setback of the V1H zone is 3 metres (Table 232, row h, column V). The requested variance would reduce this setback to 0.22 metres. Because this setback is close to the property line the eaves and eave-troughs will also extend beyond the permitted projection into required yards as specified in section 65 of the zoning bylaw. Eaves and eaves-troughs are permitted to project up to one metre, but not closer than 0.3 m from the lot line (Table 65, row 2, column II). The requested variance would allow this projection to extend to the lot line.

The V1H zone permits a lot coverage of 20%. The current as-built conditions on the property maintain a lot coverage of approximately 6%, well below the requirements of the V1H zone. The low building-to-lot relationship that characterizes this area is maintained by the current condition.

Four Tests of Minor Variance

Is the proposed minor variance minor?

The requested variance is minor in nature because of its limited impact on the low-rise village character of the existing neighbourhood. The garage extension has been established on the site for six years and there have been no complaints from neighbours, or any issues raised because of its location. The adjacent neighbour at 182 Archie Street has signed a letter indicated their support for the variance to allow the garage to be maintained in its current condition. Although the garage was built close to the lot line, the neighbouring house at 182 Archie Street is over 14 metres away. There is no perceptible difference between these two neighbouring houses and any others on Archie Street.

Figure 3: Space between garage and adjacent house at 182 Archie Street



The function of the interior side yard setback is maintained. Adequate space is available to control the flow of stormwater as confirmed through the grading plan submitted with the building permit. The private individual services on the subject property remain in good working condition and can be accessed for periodic maintenance.

Therefore, the requested variance will not have an impact on the character of the neighbourhood or the visual appeal to surrounding neighbours. There are no anticipated adverse impacts to neighbouring properties that would result from the proposed variance.

Are the requested variances desirable for the appropriate development or use of the land, building, or structure?

The requested variance is desirable because it legalizes an existing condition that has been present on the site for six years without any identified issues or concerns. Legalizing the existing condition is the least disruptive option for the site as only minimal renovation will have to be undertaken. This will allow the current owner to fulfill the conditions of the order to comply which was received due to the actions of the previous owner.

Does the application conform to the general intent and purpose of the Zoning By-law?

The intent of the Zoning By-law is to prevent adverse impacts on adjacent lands and to “*regulate development in a manner that adopts existing land use patterns so that the low density, low profile form of a neighbourhood is maintained and enhanced*”. The garage extension maintains the low-rise residential profile of the existing dwelling which is consistent with the surrounding neighbourhood character. The requested variance will allow the garage to remain and will minimize impacts to surrounding uses. There will be no perceptible difference experienced by the residents. Therefore, the general intent of the zoning bylaw is maintained.

Does the application conform to the general intent and purpose of the Official Plan?

The requested variance conforms with the general intent and purpose of the Official Plan. 190 Archie Street is located in the Rural Transect and is designated as Village Residential in the Constance Bay Secondary Plan. The intent of this designation is to accommodate residential uses, predominantly single-family detached dwellings in keeping with the established character of the Village of Constance Bay. This character is maintained by requiring “*lot coverage to reflect the low building-to-lot relationship where necessary to ensure that there is sufficient space on the lot to provide for servicing, landscaping and setbacks from the street...*”.

The current lot coverage is approximately 6%, allowing for ample space for landscaping servicing and setbacks in keeping with established character of the Village Residential designation. Despite the reduced interior side yard setback, the dwelling and garage at 190 Archie Street are generally consistent with the built form of the neighbouring properties. Further, the proposed variance will not significantly alter the scale of the building and will have no impact on the streetscape. Therefore, the general intent and purpose of the Official Plan are maintained.

Consultation

Consultation with development review staff was undertaken in Dec 2025 – Jan 2026 (Wendy Yang, Planner I, Development Review All Wards). Through consultation it was confirmed that the survey provided with this application has all the required setback information that would be provided on a site plan and therefore a site plan is not necessary for the evaluation of this minor variance.

Consultation with Nancy Young, Planning Forester, indicated that a Tree Information Report is not required for this application.

Supporting Documents

- Plan of Survey Lot Registered Plan 4M-673, City of Ottawa., prepared by Fairhall, Moffat & Woodland Ltd., dated May 26, 2025.
- Elevation Drawings prepared by Vandenberg & Wildeboer Architects Inc., dated January 30, 2026
- Committee of Adjustment Minor Variance Application Form
- Letter of support from Mark Paradis & Anita Beausoleil, Owners of 182 Archie Street, Dates October 10, 2025.
- Email correspondence from Nancy Young, Planning Forester, confirming that a Tree Information Report will not be necessary for this application. Dated, January 13, 2026.
- Email correspondence from Wendy Yang, Planner 1, confirming that the provided survey included the required site plan information, dated January 13, 2026.

Summary

The proposed minor variances for 190 Archie Street maintain the intent and purpose of the City of Ottawa Official Plan (2022) and the Zoning By-law 2008-250 by preserving the existing low-rise residential village character and ensuring sufficient space for servicing and landscaping. The variances are required to address a condition of non-compliance resulting from a garage extension constructed by a previous owner without permits. The current owner is seeking variances to address an Order to Comply. The requested variances are minor in nature and will not result in any adverse impact to neighbouring properties.

Yours truly,

JFSA Canada Inc.



Tim Eisner. M.Pl., RPP, MCIP, LEED Green Associate.
Planner, JFSA Canada