

**MINOR ZONING BY-LAW AMENDMENT APPLICATION  
DELEGATED AUTHORITY REPORT  
MANAGER, DEVELOPMENT REVIEW**

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Location of Minor Re-zoning: 391 Hilversum Lane

File No.: D02-02-26-0019

Date of Application: March 26, 2026

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This MINOR ZONING BY-LAW AMENDMENT application, for the land zoned V3I[932r]-h (Village Residential Three Subzone I Rural Exception 932), in Zoning By-law 2008-250, as shown on the attached Zoning Key Map, and submitted by Robin Daigle on behalf of Inverness Homes to permit the lifting of a holding symbol as well as an increase in building height and lot coverage of an accessory structure as detailed in the attached Supporting Documentation.

This application was processed as a minor re-zoning under the minor re-zoning category of modifications to performance regulations only.

This MINOR ZONING BY-LAW AMENDMENT IS RECOMMENDED TO BE APPROVED and the following action is required:

- 1) That the Zoning Map of Zoning By-law 2008-250 be amended to amend the zoning over 391 Hilversum Lane from V3I[932r]-h to V3I[xxxr];
- 2) That the Zoning Map of Zoning By-law 2026-50 be amended to amend the zoning over 391 Hilversum Lane V5C[932r]-h to V5C[xxxr];
- 3) That an exception be added to Zoning By-law No. 2008-250 for this property with provisions similar in effect to the following:
  - a) Rezone the lands as shown in Document 1.
  - b) Add a new exception xxx1 to Section 240– Rural Exceptions with provisions similar in effect to the following:
    - i. In Column I, Exception Number, add the text “[xxxr]”
    - ii. In Column II, Applicable Zones add the text “V3I[xxxr]”
    - iii. In Column V, Provisions, add the text:

- Minimum front yard setback: 6m
- Minimum interior side yard setback: 1.8m
- Minimum corner side yard setback: 6m
- Minimum rear yard setback: 6m
- Minimum lot area of 63m<sup>2</sup> per dwelling unit
- Maximum lot coverage: 50%
- Maximum Permitted Height: 12m
- Maximum Cumulative Size of Accessory Buildings: 70m<sup>2</sup>

4) That an exception be amended to Zoning By-law No. 2026-50 for this property with provisions similar in effect to the following:

a) Rezone the land as shown in Document 2.

b) Amend Section 1501 - Rural Exceptions, by adding a new exception xxx1 with provisions similar in effect to the following:

- i) In Column I, Exception Number, add the text “[xxxr]”
- ii) In Column II, Applicable Zones add the text “V5C[xxxr]”
- iii) In Column V, Provisions, add the following text:

- Minimum front yard setback: 6m
- Minimum interior side yard setback: 1.8m
- Minimum corner side yard setback: 6m
- Minimum rear yard setback: 6m
- Minimum lot area of 63m<sup>2</sup> per dwelling unit
- Maximum lot coverage: 50%
- Maximum Permitted Height: 12m
- Maximum Cumulative Size of Accessory Buildings: 70m<sup>2</sup>

8 May 2026

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adam Brown,  
Manager, Development Review Rural  
Planning, Development and Building Services  
Department

Enclosures: Minor Re-zoning By-law Amendment Supporting Information  
Document 1 – Zoning Key Map



## MINOR ZONING BY-LAW AMENDMENT APPLICATION SUPPORTING INFORMATION

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**File Number:** D02-02-26-0019

### SITE LOCATION

391 Hilversum Lane, and as shown on Document 1.

### SYNOPSIS OF APPLICATION

The site is an irregular-shaped lot approximately 3086 m<sup>2</sup> in area within the recently registered Huntley Hollow subdivision development in the Village of Carp. The lot's unusual shape is due to its northern lot line bordering a ravine system connected to the Carp River's tributaries. The property is located to the north of what will be the end of the Hilversum Lane turning circle. In addition to the proposed apartment building, the remainder of the development on Hilversum Lane will be street townhouses as well as a small City park immediately west of the site.

The proposed development consists of low-rise apartment building with 39 residential units and a small amenity building for the residents' use as a clubhouse. The clubhouse will contain a kitchenette and gathering space with an attached outdoor gathering space for additional communal amenity space. Parking for the development will be provided below grade in an underground parking lot under the building.

The holding zone was applied to the property during the rezoning of the lands during the initial plan of subdivision application (file nos. D07-16-19-0034 and [D02-02-19-0143](#)). Site-specific exceptions were applied to the Village Residential Three Subzone I zone at that time to address the apartment block's irregular shape resulting from being adjacent to the Open Space block containing the ravine system. These provisions from the V3I[932r] exception concerning the front, interior, corner, and rear yard setbacks, minimum lot area per dwelling unit, and maximum lot coverage will be carried over to the new exception number as intended by the original Zoning By-law Amendment.

The holding provision was applied to ensure that development did proceed prior to adequate servicing capacity being available within the Village of Carp. The City's Infrastructure and Planning group have since determined after reviewing the residual capacity of both the sanitary and water services within the Village of Carp that sufficient capacity is available to permit this development to move forward. As such, it is appropriate to lift the holding zone.

Further, the design of the site proposed by the applicant requires two additional exceptions to the Zoning By-law. The first exception concerns building height. The apartment features a flat roof with a series of decorative gables. While the majority of

the gables comply with the maximum permitted height of 11 metres, the single largest gable proposed above the main building's entrance will have a height of 11.84 metres. The increase in height to 12 meters will allow the current design for the purpose of improving the overall aesthetic of the building.

The second exception addresses the maximum size of the accessory structure, which is the amenity building that will be used as a clubhouse on the northeastern portion of the site. Accessory buildings in this zone are limited to a maximum of 50 square meters. In order to function appropriately as a gathering space, the applicant is proposing an increase in size of the accessory structure to 70 metres to accommodate the clubhouse's current layout of 68 square meters. The clubhouse complies with all other minimum setback requirements.

Planning staff have reviewed the proposed development and have found that the two variances are appropriate for the site's context.

### **Residential Units and Types**

<b>Dwelling Type</b>	<b>Number of Units</b>
Apartment	39

### **DECISION AND RATIONALE**

This application is approved for the following reasons:

- The proposal conforms with the Provincial Planning Statement.
- The proposal conforms with the City of Ottawa's Official Plan and the Village of Carp Secondary Plan.
- The proposal meets the intent of the City's Design Guidelines for Rural Villages.
- Adequate water and sanitary servicing capacity has been demonstrated for this development to justify lifting the holding provision.
- The variances in building height and maximum size of an accessory structure are minor in nature and represent good planning for the surrounding community and future residents.

### **RELATED APPLICATIONS**

- D07-12-25-0155 – Site Plan Control
- D07-16-19-0034 – Plan of Subdivision
- D07-16-21-0012 – Plan of Subdivision (Extension)
- D02-02-19-0143 – Zoning By-law Amendment

## **CONSULTATION DETAILS**

Councillor Clarke Kelly provides concurrence for delegated authority for this report.

### **Public Comments**

#### Summary of Comments - Public

This application was subject to the [Public Notification and Consultation Policy requirements](#) for minor re-zoning amendment applications. No comments were received from the public.

### **Technical Agency/Public Body Comments**

#### Summary of Comments –Technical

All technical agency correspondence was forwarded to the applicant, and the applicant was advised to contact technical agencies directly for additional information and requirements. No concerns were raised by an external technical agency.

## **APPLICATION PROCESS TIMELINE STATUS**

This Minor Zoning By-law amendment application was processed by the On Time Decision Date established for the processing of an application that has Manager Delegated Authority.

**Contact:** Jerrica Gilbert Tel: 613-580-2424, ext. 16972 or e-mail: [jerrica.gilbert@ottawa.ca](mailto:jerrica.gilbert@ottawa.ca)

## Document 1 – Zoning Key Map

### Zoning By-law 2008-250



		LOCATION MAP / PLAN DE LOCALISATION ZONING KEY PLAN / SCHÉMA DE ZONAGE	
D02-02-26-0019      26-0541-X		<b>391 voie Hilversum Lane</b>	
I:\CO\2026\ZKP\Hilversum_391		<b>Area A to be rezoned from V3I[932r]-h to V3I[xxxxr]</b> Le zonage du secteur A sera modifié de V3I[932r]-h à V3I[xxxxr]	
<small>©Parcel data is owned by Teranet Enterprises Inc. and its suppliers                  All rights reserved. May not be produced without permission                  THIS IS NOT A PLAN OF SURVEY                  ©Les données de parcelles appartient à Teranet Enterprises Inc.                  et à ses fournisseurs. Tous droits réservés. Ne peut être reproduit                  sans autorisation. CE CI N'EST PAS UN PLAN D'ARPENTAGE</small>		Village Residential Enterprise (Section 128A) / Zone sous-jacente résidentielle de village - Entreprise (article 128A)	
REVISION / RÉVISION - 2026 / 05 / 13		Heritage (Section 60) Patrimoine (Article 60)	
		Existing Flood Plain (Section 58) / Plaine inondable (Article 58)	

Zoning By-law 2026-50

