



P-Squared Concepts
Minor Variance Cover Letter
415 West Hunt Club

City of Ottawa Committee of Adjustment
101 Centrepointe Drive, 4th Floor
Ottawa, ON K2G 5K7

Attn: Mr. Michel Bellemare
Secretary Treasurer

Re: 415 West Hunt Club (Minor Variance) - Ward 9
Costco Wholesale Canada LTD. (c/o Gilles Guillemet)
Part of Lot 29, Concession A (Rieau Front), Geographic Township of Nepean, City
of Ottawa

September 20th, 2024

Committee of Adjustment
Received | Reçu le

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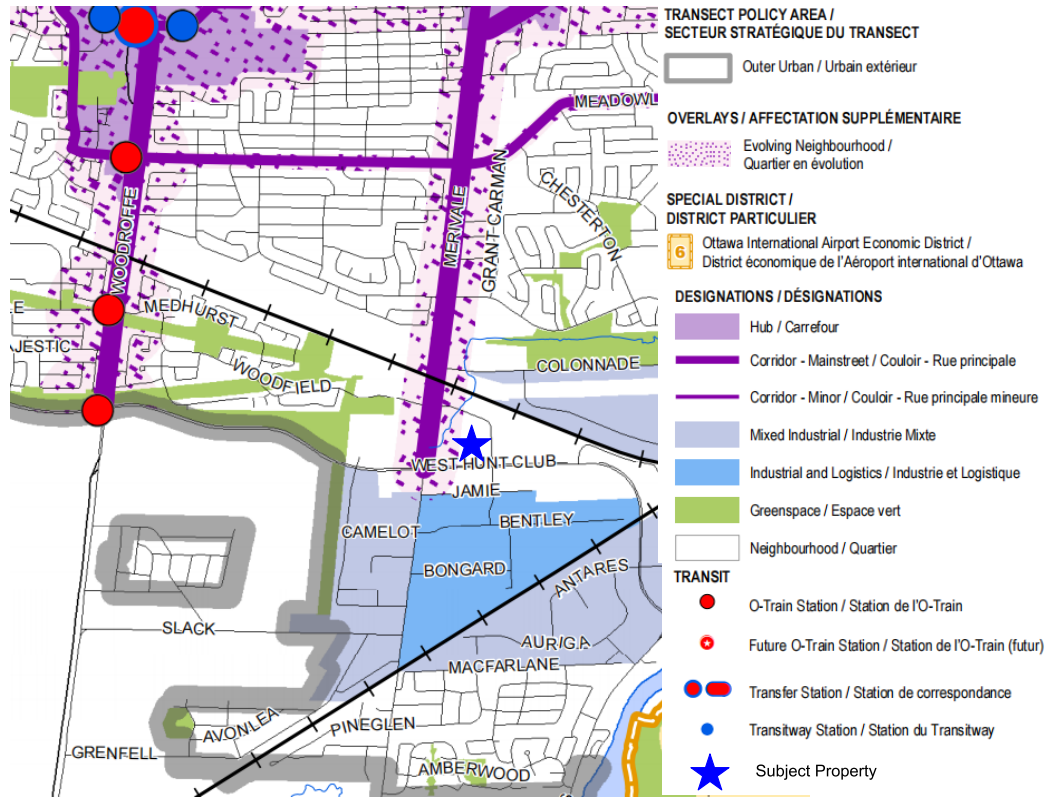
City of Ottawa | Ville d'Ottawa
Comité de dérogation

On behalf of our clients, we are submitting the enclosed Minor Variance application for the property located at 415 West Hunt Club in order to permit the construction of a building addition. The occupant of the building addition will be Costco Wholesale Canada LTD and the addition will function as their head office. The property is also subject to a Site Plan Control review which requires that all variances be approved prior to the Site Plan application approval being granted. We have met with the City on February 8th, 2024 and July 11th, 2024 for Site Plan Control pre-consultations and the formal SPC submission is expected to be made in the next few weeks.

The property is within the Outer Urban transect designated as a Neighbourhood as per the City of Ottawa Official Plan. The property fronts on West Hunt Club Rd and Roydon Pl. West Hunt Club is identified as an existing Arterial street and Roydon is identified as an existing Collector street as per Schedule C4 - Urban Road Network of the Official Plan. West Hunt Club is also identified as a Scenic Route as per Schedule C13 - Scenic Routes of the Official Plan.

The site is zoned AM10[1375] in the City of Ottawa Zoning By-Law. The subject property, being 415 West Hunt Club, directly abuts 1849 Merivale which features the Costco retail store. The two properties are owned and managed in collaboration by Costco Canada, therefore the two lots are considered "one lot for zoning purposes" following the requirements of Section 93 of the Zoning By-Law. **This impacts the interpretation of many of the zoning provisions, so for clarity of the Zoning By-Law review, the front lot line abuts Merivale Rd, the corner side lot line abuts West Hunt Club Rd, and the rear lot line abuts Roydon Pl.**

The Costco retail store was established in approximately 1999 and was approved for Site Plan Control and constructed in conformity with the Zoning By-Law in place at that time. There are a number of current zoning provisions not met by the 1849 Merivale property that would technically be subject to this Minor Variance application if they had not been established prior to 2008. This application is meant to legalise post 2008 non-conformities of the 415 West Hunt Club property and the relief needed for the proposed addition.



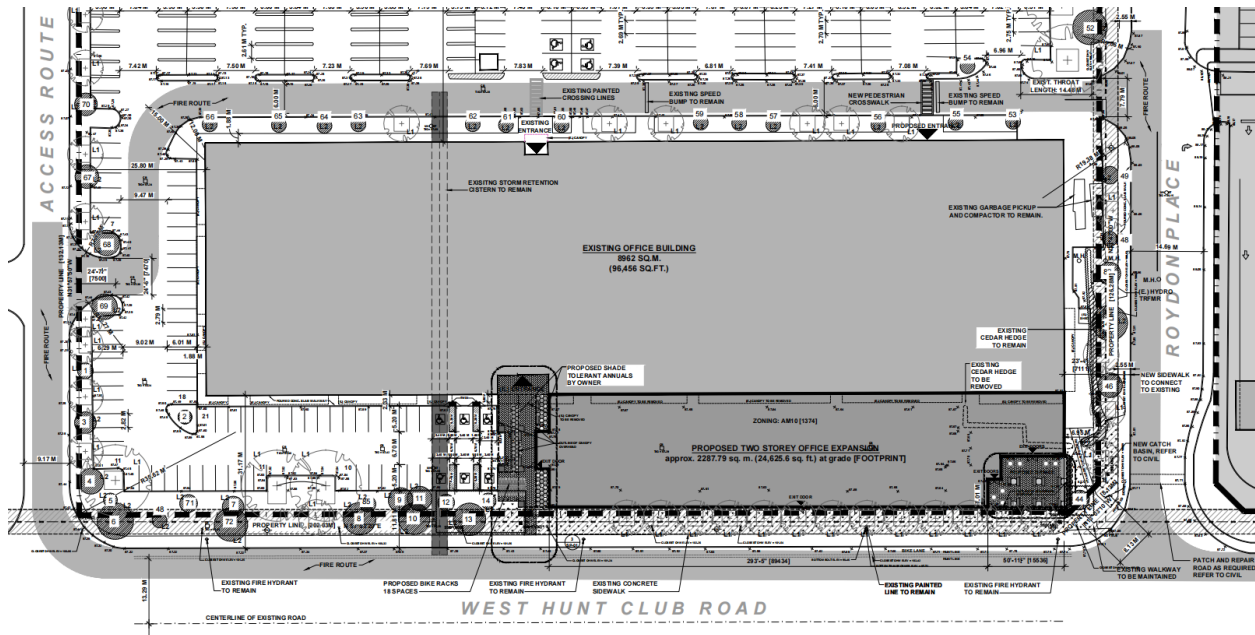
Schedule B3 - Outer Urban Transect, City of Ottawa Official Plan.



Aerial imagery showing the surrounding context of the subject site, Google Earth.



Site photo looking at the existing south parking lot (57 spaces) to be replaced with the building expansion.



Site Plan by P-Squared Concepts. (Note: **proposed addition and existing building**)

Relief is required from the following sections of the Zoning By-Law:

- a) **Minimum glazing (West Hunt Club)**. To permit a reduced transparent glazing area of 36.0% on the ground floor measured from the average grade to a height of 4.5m with no active customer entrance access doors. Whereas the Zoning requires a minimum transparent glazing area of 50% on the ground floor measured from the average grade to a height of 4.5m with active customer entrance access doors. (Section 186, (10)(h), Zoning By-Law, 2008-250, as amended).
- b) **Minimum glazing (Roydon)**. To permit a reduced transparent glazing area of 43.0% on the ground floor measured from the average grade to a height of 4.5m with no active customer entrance access doors. Whereas the Zoning requires a minimum transparent glazing area of 50% on the ground floor measured from the average grade to a height of 4.5m with active customer entrance access doors. (Section 186, (10)(h), Zoning By-Law, 2008-250, as amended).
- c) **Minimum number of active entrances (West Hunt Club)**. To permit a reduced number of non-residential active entrances on the ground floor facade facing a public street within 4.5m of a corner side lot line of 0. Whereas the Zoning requires a minimum of 1 non-residential active entrance on the ground floor facade facing a public street within 4.5m of a corner side lot line. (Section 186, (10)(g)(i), Zoning By-Law, 2008-250, as amended).
- d) **Landscaped area for a parking lot**. To permit a reduced landscape area for a parking lot of 11.6% whereas the Zoning requires a minimum landscaped area for a parking lot of 15%. (Section 110, (1), Zoning By-Law 2008-250, as amended).

The four tests of a **Minor Variance** application from Section 45 (1) of the Planning Act are that the variances are to maintain the general intent and purpose of the Official Plan and the Zoning By-law, are desirable for the appropriate development or use of the land and building, and are minor in nature.

1. The variances are minor in nature

It is our opinion the variances requested are minor in nature.

The minimum glazing requirements are only deficient by 14% (West Hunt Club) and 7% (Roydon) which equates to 107.3 m² and 24.51 m² of windows, respectively. The variance regarding active entrances within 4.5 m of the corner side yard is required due to a technicality of occupancy. The Zoning requires one active entrance per occupancy, and in our case there is only one occupancy which has an active entrance but it is located beyond the minimum 4.5 m distance. Lastly, the landscape area for a parking lot is only 3.4% deficient and represents an existing condition including the land north of the subject site at 1849 Merivale Rd which is to remain as-is. The minor adjustments to the south portion of the parking lot triggers the need to bring the requirement into conformity.

Variance (a). The glazing present on West Hunt Club has been meticulously detailed through the Site Plan and Building Permit processes. The window sizes and locations have been designed as part of a modular facade with the importance of the West Hunt Club Scenic Route policies and Bird-Safe guidelines in mind. The Scenic Route policies applicable to this development stress enhanced facades for an elevated experience for all users (pedestrian, cyclist, vehicular, etc.). This proposal is contributing to the desirable context by bringing the building closer to the street replacing a 16.9 m wide parking area with a building addition. The proposal also includes tree planting between the proposed addition and the street to maintain adequate screening. The facade was designed to minimise transparency and reflectivity and avoid design traps as per guidelines 2 and 3 of the Bird-Safe Design Guidelines. The addition makes up 61.4% of the West Hunt Club facade. The glazing requirement not only takes the addition's facade into account, it also includes the existing facade. The combined facades result in a glazing percentage of 36.0% whereas if the requirement only applied to the addition's facade, the glazing percentage would be 36.8%. Additionally, no changes are proposed on the existing facade.

Variance (b). The Roydon glazing variance also applies to the combined facades of the addition and the existing building. In the case of the Roydon facade, the Scenic Route policies do not apply but the Bird-Safe guidelines are still applicable. This facade was also designed to minimise transparency and reflectivity and avoid design traps as per guidelines 2 and 3 of the Bird-Safe Design Guidelines. The addition makes up 30.8% of the Roydon facade. The combined facade results in a glazing percentage of 43.0%. If the requirement only applied to the addition's facade, the glazing percentage would still be 43.0% meaning the proposed proportions of glazing to non-glazing are maintained. The Roydon facade is the location of the loading zones and waste storage and so the interior programming of this area does not lend itself well to large amounts of glazing. Additionally, no changes are proposed on the existing facade.

Variance (c). The number of active entrances required on any portion of the building within 4.5 m of the corner property line is 1 per individual occupancy. Since the addition is located within 4.5 m of the corner property line, this requirement applies. However, because the existing entrance into the building is not located on the portion of the building within 4.5 m of the corner property line, this requirement is not met. Despite the building only containing one individual occupancy (Costco office) and containing an entrance on the south facade, the entrance to the single occupancy is not located close enough to the property line. To compensate for this deficiency, the design for the entrance on the south facade has been improved using hard and soft landscaping and a canopy to create a more direct and inviting space. Additionally, the portion of the building within 4.5 m of the corner property line contains a door, however that door is classified as an emergency exit which is not included in the active entrance Zoning By-Law definition.

Variance (d). The minimum landscaped area for a parking lot required is 15% of the parking lot area which equates to 5,466.34 m². The proposed landscaped area for the

entire parking lot is 11.6% which equates to 4,235.41 m². This requirement is calculated using a maximum buffer of 3 m from the edge of the parking lot, the interior landscaped islands, and the public plaza in front of the visitor entrance. If the landscaped area for a parking lot was permitted to include all of the soft landscaping between the edge of the parking lot and lot lines, the proposal would be compliant. The majority of the parking lot and its buffer have been in place since the retail store's Site Plan Control building application pre 1999, but because we are proposing to alter the southern parking area and its buffer in some locations, we are required to bring it into conformity.

It is our opinion that the application passes test 1 of a Minor Variance as detailed in the Planning Act Section 45 (1).

2. Desirable and appropriate for the development or use of land and building

Under the City of Ottawa Official Plan, both Merivale and West Hunt Club are considered Arterial - Existing as per Schedule C4 of the Official Plan. The design guidelines outlined in the document "Urban Design Guidelines for Development along Arterial Mainstreets" have been interpreted to apply to both Merivale and West Hunt Club. Since the 415 West Hunt Club building and the proposed addition only front on and face West Hunt Club, that is the location where the design guidelines have been applied.

Streetscape

1. Locate new buildings along the public street edge

- *The proposed development will be located between the existing building and the main street frontage therefore bringing the building closer to the public street.*

2. Provide or restore a 2.0 metre wide unobstructed concrete sidewalk. Locate the sidewalk to match the approved streetscape design plans for the area.

- *This proposal includes provisions for a 2 m wide sidewalk along the west side of Roydon Place to facilitate pedestrian and cyclist access to the site. The proposed sidewalk will mirror the existing sidewalk on the east side of Roydon Place. The existing sidewalk along West Hunt Club is approximately 2.5 m wide.*

6. Set new buildings 0 to 3.0 metres back from the front property line, and 0 to 3.0 metres back from the side property line for corner sites, in order to define the street edge and provide space for pedestrian activities and landscaping.

- *The proposed addition will be set back 1.01 m from the corner side lot line (West Hunt Club) whereas previously, the building was setback 24.23 m. The proposal features a slightly smaller setback along the rear yard (Roydon) at 6.95 m whereas the existing building is setback 7.11 m.*

Built Form

15. Landscape the area in front of a building wall and use projections, recesses, arcades, awnings, colour and texture to reduce the visual size of any unglazed walls.

- *The proposal uses a variety of elements to create visual interest along the public street frontages. There will be a mix of coloured metal panels, canopies, and vegetation.*

17. Orient the front façade to face the public street and locate front doors to be visible, and directly accessible, from the public street.

- *The building is primarily accessed from the north facade for employees, however the visitor's entrance with reception area is accessed from the southern facade immediately west of the addition which faces the public street. The visitor's entrance is also directly accessible from the street via an improved midblock pathway.*

27. Locate surface parking spaces at the side or rear of buildings. Provide only the minimum number of parking spaces required by the Zoning By-law.

- *All parking is located west, north, and northeast of the addition. This addition is proposing to remove 57 parking stalls that abut the West Hunt Club Frontage.*

Landscape and Environment

32. Select trees, shrubs and other vegetation considering their tolerance to urban conditions, such as road salt or heat. Give preference to native species of the region of equal suitability.

- *The proposed tree species selected are maple, lilac, crabapple, maidenhair, and hackberry. These species of tree were chosen due to soil availability, height limitations such as hydro wires, and the subject property's proximity to the Airport.*

These variances are desirable and appropriate for the development of the land and building. It is our opinion that the application passes test 2 of a Minor Variance as detailed in the Planning Act Section 45 (1).

3. The variances maintain the intent of the Official Plan

The subject property is designated as a Neighbourhood in the Outer Urban transect. Merivale Rd is designated as a Mainstreet Corridor although this designation does not extend to the 415 West Hunt Club property. West Hunt Club Rd is identified as a Scenic Route and Schedule C4 identifies both streets as existing Arterials Roads.

2.2.2 Economic development

4) Integrate economic activities with residential and other land uses. Office and knowledge-based employment areas should not be segregated from other uses and should be allowed to evolve into mixed-use areas. This also provides more flexibility in responding to the impacts of how people live within and move through neighbourhoods post-COVID-19 pandemic.

- *While this portion of West Hunt Club does not feature any residential uses, it does feature many other types of land uses. The Industrial and Logistics designation is located one block to the south on Jamie Ave. By consequence, that area contains a mix of industrial uses. Intensifying the development on this site and enhancing the mixed-use nature of the area conforms with the intent of this policy.*

3.5 Meet Employment Needs

2) Employment uses within Neighbourhoods are service oriented and are limited in size or area. These uses tend to be office-based, institutional or in the retail sector.

- *The Official Plan states that employment in the Inner and Outer Urban transect Neighbourhoods will see a 25% increase in the number of jobs by 2046. While this site is surrounded by mixed-use industrial and logistics areas, it is technically classified as a Neighbourhood in the Official Plan. Enhancing the office use in this area will support the growing need for employment in the knowledge-based employment sector.*

4.1.3 Support growth management and a greener and more resilient city

1) The street and road network shall support multi-modal travel, the movement of goods and services, access to properties, public space functions, street trees and/or shade corridors and contribute to the overall quality of the urban environment.

- *The West Hunt Club and Roydon streetscapes provide a sidewalk and the West Hunt Club streetscape includes a bike lane. The trees to be removed from these frontages are being replaced on site where the soil volumes and heights allow. The presence of overhead wires limits the size of tree planting along the two streets but they will still contribute shade and buffering for the public ROW and will have a positive impact on the urban environment.*

4.6.2 Protect views and enhance Scenic Routes including those associated with national symbols

4) Development abutting Scenic Routes, as identified on Schedule C13, shall contribute to conserving or creating a desirable context by such means as: a) Protecting the

opportunity to view natural and cultural heritage features; b) Preserving and restoring landscaping, including but not limited to distinctive trees and vegetation along the right of way; c) Orienting buildings towards the Scenic Route and providing direct pedestrian access, where appropriate; and d) Providing screening by way of opaque fencing or landscape buffers to hide surface parking lots or outside storage; and e) Managing the intensity and spill-over of lighting on adjacent parcels.

- *The Official Plan identifies West Hunt Club as a Scenic Route as per Schedule C13. The intent of the Official Plan for Scenic Routes is to provide a pleasant experience for all users (vehicular, pedestrian, cyclist, etc.). This proposal is contributing to the desirable context by bringing the building closer to the street, replacing a 16.9 m wide parking area with a building addition. The trees that are removed due to the location of this addition are to be replaced by tree planting along West Hunt Club, Roydon Place, and around the existing parking areas to increase screening where soil volumes allow. This includes the western edge of the parking lot, the north facade of the existing office building, the south facade along West Hunt Club, and the east side along the property line. It should be noted that section 4.6.2 4(d) refers to surface parking lots which only occur on the western portion of the Scenic Route frontage where we are proposing to retain all existing trees and propose 4 new trees. The eastern side of the Scenic Route frontage will contain 13 new trees to replace the ones removed, and the proposed building design will enhance the pedestrian experience along West Hunt Club. The new trees in front of the building addition and the proximity of the building to the street edge aligns with the policies of the Scenic Route section of the Official Plan.*

4.8.2 Provide residents with equitable access to an urban forest canopy

- 2) The City shall pursue an urban forest canopy cover target of 40 per cent with equity as a guiding principle, in part through the development of sub-targets based on evolving urban form, climate resiliency, and environmental factors.
- 3) Growth, development and intensification shall maintain the urban forest canopy and its ecosystem services, in accordance with Subsection 4.8.2, Policy 6) and the following:
 - d) When considering impacts on individual trees, planning and development decisions, including Committee of Adjustment decisions, shall give priority to the retention and protection of large, healthy trees over replacement plantings and compensation
- 6) When considering impacts on the urban forest and trees, approvals and Tree Permits shall not be denied for development that conforms to the Zoning By-law or for Zoning By-law amendments, variances and consents that conform to the Official Plan. Council

or the Committee of Adjustment may refuse a planning application if it fails to provide space and adequate volume of soil for existing and/or new tree(s).

- *The subject site has a proposed tree canopy of 20% which is significantly higher than the abutting properties along West Hunt Club. Significant effort has been made into creating a street-facing facade worthy of West Hunt Club and the proposed planting is meant to accent this facade and provide screening where possible. Where planting is not possible along the facade, additional planting around the site's western and northern parking lots is proposed. The trees in front of the building addition are to be replaced by tree planting that is more appropriate for the site conditions (i.e overhead wires). The west side of the West Hunt Club frontage has no trees proposed for removal and includes 4 new trees to buffer the existing parking from the street. It is understood that retention is preferred over tree compensation. However, tree retention is not possible with proposed building location and as discussed in the TCR addendum included in this application, the existing trees will grow to create conflicts with the overhead wires. If these trees were retained, they would need significant pruning and would not result in an enhanced Scenic route. All of the trees in front of the west existing parking area are to remain and the area is proposed to have an additional 4 trees planted. The eastern side of the frontage is proposed to have 13 trees planted. As per this section of the cover letter, the proposed development meets the intent of the Official Plan and the landscape plan indicates we are providing adequate soil volumes for the proposed and existing trees to remain.*

6.2.1 Define the Corridors and set the stage for their function and change over the life of this Plan

1) Corridors are shown as linear features in the B-series of schedules. The Corridor designation applies to any lot abutting the Corridor, subject to: a) Generally, a maximum depth of: i) In the case of Mainstreet Corridors, a maximum depth of 220 metres from the centreline of the street identified as a Mainstreet Corridor; iii) Where part of a lot lies beyond the maximum depths specified in Policies i) and ii), that part of the lot is excluded from the Corridor designation; and c) Despite a) and b), where a secondary plan defines a Corridor differently, the boundaries in the secondary plan prevail.

- *The Mainstreet Corridor designation applies to lots along Merivale Rd and includes properties such as 1849 Merivale Rd to a maximum of 220 m. The existing Costco office building is approximately 220 m from the centerline of Merivale Rd, therefore 415 West Hunt Club, including the area subject to the proposed addition, is designated as "Neighbourhood" as per the Official Plan.*

6.3 Neighbourhoods

4) The Zoning By-law and approvals under the Planning Act shall allow a range of residential and non-residential built forms within the Neighbourhood designation, including: e) Limited large-scale non-residential uses and include office-based employment, greenspace, large-scale institutions and facilities and other smaller institutional functions.

- *The majority of this lot is designated as a Neighbourhood. This policy validates the expansion of office uses within the Neighbourhood designation for employment growth in this area.*

These variances maintain the intent of the Official Plan as it relates to intensification, planting, Scenic Routes, the Neighbourhood designation, and the Outer Urban transect. It is our opinion that the application passes test 3 of a Minor Variance as detailed in the Planning Act Section 45 (1).

4. The variances maintain the intent of the Zoning By-Law

The purpose of the AM zone is to accommodate a broad range of uses including retail, service commercial, office, residential, and institutional, and to impose development standards that will promote intensification while ensuring development is compatible with surrounding uses.

The intent of the glazing requirements for facades facing a public street is to activate the street. This is to ensure that the pedestrian experience is not hindered by blank walls and unsafe conditions. By requiring glazing along the street, the Zoning By-Law encourages articulated facades and “eyes on the street” which adds a sense of security to pedestrians. Much of the facade that this addition is replacing contains glazing that was spaced out in small areas and it was located further from the street. The proposed addition maintains the Zoning By-Law’s intent because the addition features more pedestrian-friendly glazing than the previous facade and is located closer to the street. In the case of the West Hunt Club facade, it creates an inviting atmosphere where the pedestrian is drawn to the designated entrance.

The Roydon facade is a slightly different situation because the portion of the facade meant for public view contains glazing where previously there was a parking lot. The remaining portion of the facade remains unchanged and its interior and exterior programming (i.e waste storage and loading zone) is not well-suited for the pedestrian experience. Instead of showcasing the building’s internal functions through transparent glazing, the existing facade along Roydon is screened by new and existing vegetation.

The intent of the active entrance requirement is to also activate the street and create inviting spaces for pedestrians and cyclists. The requirement for active entrances is one per occupancy within 4.5 m of the lot line. The proposed addition is an expansion of the existing occupancy and so there will only be one occupancy in this building. Since the southern portion of the addition is the only proposed area within 4.5 m of the lot line, the requirement is imposed on this facade only. Technically there is already one active entrance for the existing occupancy on the southern facade, but because it is further than 4.5 m from the lot line, we require relief from this section. The existing entrance is located approximately 24 m back from the lot line but it has been designed with an inviting canopy featuring bike parking, planting, and seating. Additionally, the proposed addition features a door located on the southern facade within 4.5 m of the lot line, but it is an exit and does not technically meet the definition of an “active entrance”.

The intent of the landscaped area for parking lot requirement is to ensure there is an adequate buffer between a parking lot and its surrounding uses and to break up the monolithic surface. In the case of this proposal, the existing parking lot is abutted by soft landscaping and sidewalks, and has small hard landscaped islands within the northern parking area. The parking lot at 1849 Merivale has existed since pre 1999, and the parking lot at 415 West Hunt Club has existed in part since 2001 when the original office building was constructed. Alterations were approved for the office parking lot in 2007 and then again in 2012. The 15% landscape area for parking lots requirement was in place at the time of the most recent site alterations and so we are required to legalise this non-conformity for the site as a whole through a Minor Variance application.

These variances maintain the intent of the Zoning By-Law and it is our opinion that the application passes test 4 of a Minor Variance as detailed in the Planning Act Section 45 (1).

In conclusion, this letter provides sufficient evidence that the proposed development and its associated variances are minor, are desirable and appropriate for the development, and meet the general intent of the Official Plan and Zoning By-Law.

We request the Committee of Adjustment authorise the requested variances in accordance with the plans filed as they relate to the variances being requested.

At this time we are submitting the following in support of the application:

- Completed application form for the minor variance application;
- Property owner's authorization for submission of the applications;
- Land Registry Office Transfer documents showing ownership;
- Landscape plan/Tree Conservation Report;
- Tree Conservation Report Addendum;
- Site Plan showing the entirety of the proposed site;
- Survey plan;
- Elevations from all four sides;
- Application fees.



When the notification signs are ready for this application please email the undersigned and we will arrange for their installation on the property.

Should you have any questions or require anything further, please do not hesitate to contact the undersigned at (613) 695 0192 or via email at planning@p2concepts.ca.

P-Squared Concepts Inc.

A handwritten signature in black ink that reads 'Jasmine Paoloni'.

Jasmine Paoloni,

B.A.S, LEED® Green Associate™