

# MEMORANDUM

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**DATE:** JUNE 2, 2021 **PROJECT:** 120187

**TO:** CITY OF OTTAWA

**FROM:** GREG WINTERS, NOVATECH

**RE:** MEMORANDUM RATIONALE/BRIEF  
SITE PLAN APPLICATION 2 AND 20 LEIKIN DRIVE AND 99 BILL  
LEATHAM DRIVE (TEMPORARY ADDRESS)

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This Memorandum is intended to clarify the uses proposed as part of an application for Site Plan Approval for the west portion of 2 and 20 Leikin Drive and 99 Bill Leatham Drive.

The Project will be a large footprint prestige office and light industrial building where a third-party logistics provider quickly processes and packages customer orders that originate from a variety of sources for e-commerce retailers and external customers.

The Project includes:

- Office space.
- A type of assembly line that includes processing and handling of previously prepared products, packages, materials, merchandise, and packages serving external customers.
- Shipping, receiving, loading, and distribution.

Due to the primary function and requirement to quickly process orders, the Project does not include extensive storage or pallet racking where inventory for a business or public storage is kept in bulk for longer periods. Shipping, receiving, and distribution are associated and necessary part of the process, similar to any other light industrial or manufacturing facility, but trucks will not be stored on site for longer periods and will not be independently rented or leased.

The Site Plan submitted with the application for Site Plan Approval will have office uses located at the west end of the building and main entrance. The remainder of the building will be comprised of light industrial uses over one level with workstations and handling equipment for packaging, labelling, and staging areas for the shipping and distribution aspects of the intended tenant's business. The process typically includes receipt of shipments from other manufacturers and retailers, people picking items, packing up boxes and removing any unnecessary wrapping and repacking, if necessary, grouping products and packages for distribution to customers within the same geographic area/zip code. The light industrial use may include returns processing to ensure customer service.

The following is a summary of the City of Ottawa Zoning By-law 2008-250, which shows that the building as shown in the Site Plan is permitted within IL9 Zone.

City of Ottawa Zoning By-law 2008-250

The Project site within the South Merivale Business Park and is Zoned IL9 – Light Industrial Zone. The Purpose of the parent IL – Light Industrial Zone is defined as:

1. permit a wide range of low impact light industrial uses, as well as office and office-type uses in a campus-like industrial park setting, in accordance with the **Employment Area** designation of the Official Plan or, the **General Urban Area** designation where applicable;
2. allow in certain **Employment Areas** or **General Urban Areas**, a variety of complementary uses such as recreational, health and fitness uses and service commercial (e.g. convenience store, personal service business, restaurant, automobile service station and gas bar), occupying small sites on individual pads or in groupings as part of a small plaza, to serve the employees of the **Employment** or **General Urban Area**, the general public in the immediate vicinity, and passing traffic;
3. prohibit retail uses in areas designated as **Employment Area** but allow limited sample and showroom space that is secondary and subordinate to the primary use of buildings for the manufacturing or warehousing of the product;
4. prohibit uses which are likely to generate noise, fumes, odours, or are hazardous or obnoxious; and
5. provide development standards that would ensure compatibility between uses and would minimize the negative impact of the uses on adjacent non-industrial areas.

The IL9 Sub Zone specifically permits the following uses:

- day care
- hotel
- instructional facility
- light industrial uses
- medical facility
- office
- park
- place of assembly, limited to a convention facility
- research and development center
- technology industry
- training centre
- warehouse associated with a permitted use

Light Industrial defined in Zoning By-law 2008-250 as:

means

- a. the manufacture from previously prepared materials of finished parts or finished products;
- b. factory or assembly-line processes that involve the manufacture, processing, assembly or packaging of finished parts or finished products made from previously prepared materials; or
- c. the repair or servicing of such products.

Office defined in Zoning By-law 2008-250 as:

means a place used by an agency, business or organization for:

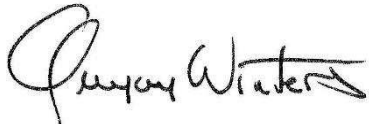
- a. the transaction of administrative, clerical, data processing or management business;
- b. the practice of a profession other than a medical facility; or
- c. the provision of government or social services and other similar services.

### Conclusion

The building is a combination of office and light industrial uses primarily requiring the processing and handling of previously prepared products, materials, and merchandise. The use also includes associated shipping, receiving, loading, and distribution.

The uses and building shown on the submitted Site Plan are in compliance with the IL9 Zoning, which permits Office and Light Industrial uses.

### **NOVATECH**



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