

Zoning Confirmation Report

Terms of Reference

1. Description

The purpose of the Zoning Confirmation Report (ZCR) is to identify all zoning compliance issues, if any, at the outset of a *Planning Act* application.

2. When Required

- All zoning by-law amendment applications; and
- All site plan control applications.

3. Contents

The Zoning Confirmation Report comprises two components depending on the type of application submitted:

Component 1 – Zoning Confirmation Report Checklist

Is required for all Site Plan Control applications and all Zoning By-law amendment applications. The intent of the ZCR Checklist is to determine whether a proposal meets the requirements of the Zoning By-law or whether relief is required before the application can be deemed complete. The applicant is required to fill out the ZCR Checklist that forms part of this Terms of Reference.

- ZCR Checklist - Refer to Annex 1

Component 2 – Zoning Confirmation Report Draft List of Requested Relief

Is required for all Zoning By-law amendment applications only and consists of a draft list of requested relief from the Zoning By-law. The intent is for the applicant to ensure that the requested relief is comprehensive, specific and consistent with the rest of the Zoning By-law.

- ZCR Draft List of Requested Relief - Refer to Annex 2

NOTE: The requirements of the two ZCR components may be modified by staff on a case-by-case basis to suit the development.

4. Roles and Responsibilities / Qualifications

A Zoning Confirmation Report must be signed by the applicant or an authorized representative of the applicant.



5. Annex 1 - Zoning Confirmation Report Checklist

| A. Project Information | | | |
|------------------------|--|------------------------------------|---|
| Review Date: | April 21, 2025 | Official Plan designation: | Corridor - Mainstreet |
| Municipal Address(es): | 2025 Mer Bleue Rd. | Legal Description: | Part of Lot 1, Concession 11, Geographic Township of Cumberland, City of Ottawa |
| Scope of Work: | Site Plan Control - Third phase of development on the site | | |
| Existing Zoning Code: | AM[2413] H(21) | By-law Number: | 2008-250 |
| Schedule 1 / 1A Area: | Area C - Suburban | Overlays Applicable ¹ : | NA |

¹ Mature Neighbourhoods Overlay, Floodplain Overlay, and/or Heritage Overlay.

| B. Zoning Review | | | |
|--|---|----------|-----------------|
| For Zoning By-law Amendments, please use the proposed zone and subzone requirements, if different than existing. | | | |
| Proposed Zone/Subzone (Zoning By-law Amendments only): | | | |
| Zoning Provisions ¹ | By-law Requirement or Applicable Section, Exception or Schedule Reference | Proposal | Compliant (Y/N) |
| Principal Land Use(s) | | | |
| Lot Width | | | |
| Lot Area | | | |
| Front Yard Set Back ² | SEE APPENDED ZONING TABLES (FULLY COMPLIANT) | | |
| Corner Side Yard Setback | | | |
| Interior Side Yard Setback | | | |
| Rear Yard Setback | | | |
| Lot Coverage Floor Space Index (F.S.I.) | | | |
| Building Height ³ | | | |
| Accessory Buildings Section 55 | | | |

| | | | |
|--|--|--|--|
| Projections into Height Limit Section 64 | | | |
| Projections into Required Yards Section 65 | | | |
| Required Parking Spaces Section 101 and 103 | | | |
| Visitor Parking spaces Section 102 | | | |
| Size of Space Section 105 and 106 | | | |
| Driveway Width Section 107 | | | |
| Aisle Width Section 107 | | | |
| Location of Parking Section 109 | SEE APPENDED ZONING TABLES (FULLY COMPLIANT) | | |
| Refuse Collection Section 110 | | | |
| Bicycle Parking Rates Section 111 | | | |
| Amenity Space Section 137 | | | |
| Other applicable relevant Provision(s) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

¹ This template represents a small selection of applicable provisions. Please consider the lot's geography (i.e. corner/through lot, proximity to water, inside/outside Greenbelt) and proposed land use (i.e. drive through operation, outdoor commercial patio, Planned Unit Development, long semi) and consult the by-law to determine which other sections of the By-law must be met. This can be attached in a separate document.

² Note that different performance standards apply to low-rise residential development inside the Greenbelt. Please reference Section 144 for these standards, where applicable.

³ This includes maximum building height, minimum building height and stepback provisions, where they exist

E. Comments / Calculations



6. Annex 2 - Zoning Confirmation Report Draft List of Requested Relief from Zoning

As part of a Zoning By-law Amendment application, the applicant is required to identify all required relief from the Zoning By-law for the development that is the subject of the application. Below is an example of how the applicant should structure this component of the submission requirements for the Zoning Confirmation Report Draft List of Requested Relief.

- **The Draft List of Requested Relief from Zoning is a list of those items indicated as “not compliant” as identified through Component 1: Zoning Confirmation Report Checklist.** A template list is provided below, with examples.
- The list is required so that City staff can review the requested relief and determine if the application is complete and consistent. The onus is placed on the applicant to identify all needed relief for the proposed development.
- **A draft zoning schedule is required to be provided with Annex 2, if it is anticipated to be required.** A zoning schedule may be required when specific relief such as for height, setbacks, stepbacks or land uses need to be isolated to certain locations on the lot.

| Draft List of Requested Relief from Zoning | | |
|--|-------------|---------------------|
| By-law Requirement or Applicable Section | Requirement | Proposed |
| Ex. Permitted land uses in GM2 (s. 188) | N/A | Museum ¹ |
| Ex. Front yard setback (Table 187) | 3 m | 2.5 m |
| Ex. Parking Rate (s. 101) | 20 spaces | 12 spaces |
| | | |
| | | |
| | | |

¹ Only the non-compliant land use(s) needs to be listed in this column.

Zoning Confirmation Review – 2025 Mer Bleu Road
Proposed Phase 3 Development and Site Plan Control Application
Zone: AM[2413] H(21)
Schedule 1A: Area C – Suburban
Proposal is Zoning Compliant

Zone and General Provisions

| Section | Provision | | Required / Permitted | Proposed Phase 3 |
|--------------|---|--|--|---|
| 93(1) | One lot for zoning purposes | | Applicable | Applies to this form of development (shopping centre) in the AM zone and impacts various provisions such as setbacks, parking, etc. |
| Table 185(a) | Min. lot area | | No min. | Property: ±53,250.68m ² Proposed Phase 3: ±18,269.51 m ² |
| Table 185(b) | Min. lot width | | No min. | Property: ±183m Proposed Phase 3: NA Note: based on the Mer Bleu frontage being the front lot line |
| Table 185(c) | Min. FY and CSY setback | (i) non-residential or mixed-use buildings | No min. | South CSY setback: 6.79m (Proposed Building S2 of Phase 3) North CSY setback: 4.03m (Existing Building K of Phase 1) FY setback: 7.5m (Existing Building H1 of Phase 1) Note: based on the Mer Bleu frontage being the front lot line |
| Table 185(d) | Min. ISY setback | (ii) all other cases | No min. | NA |
| Table 185(e) | Min. RY setback | (i) abutting a street | 3m | RY setback: 3m (Proposed Building S2 of Phase 3) Note: based on the Mer Bleu frontage being the front lot line |
| Table 185(f) | Max. building height | | 21m per zoning suffix | Proposed Building S2 of Phase 3: ±7.06 m |
| Table 185(g) | Max. floor space index for AM, AM1, AM4 and AM5 zones on Innes Road from Page Road to Tenth Line Road | 2. In all other cases | 2 | Property: ±0.25 |
| 185(4) | Outdoor storage is permitted subject to: | | (a) being located in an interior side yard or rear yard (b) being completely enclosed and screened from a public street, and from residential or institutional zone | Proposed Phase 3 includes a seasonal garden centre that will occupy 6 parking spaces while in use during certain months of the year. Through consultation with the City file lead it was confirmed this form of accessory use is not considered outdoor storage as regulated by this provision. |

Parking – General Provisions

| Section | Provision | Required / Permitted | Proposed Phase 3 |
|---------|---|----------------------|--|
| 100(1) | Parking, queuing and loading spaces and all driveways and aisles leading to those spaces must be provided for each land use in accordance with the provisions of Part 4 of this by law. | See provision | It is noted that the site is considered one lot for zoning purposes and that all land use within it is considered Shopping Centre. |

| | | | | |
|--------------------|---|-------------------------------------|--|--|
| 100(5) | Despite Subsection (1), an outdoor commercial patio, seasonal garden centre or temporary special event accessory to a shopping centre may be located such that it temporarily prevents the use of a portion of the required or provided parking spaces, aisles or driveways, provided that: | | (a) The majority of the parking spaces continue to be available (b) fire route remains unobstructed at all times | Proposed Phase 3 includes an outdoor storage area associated with a garden centre, and it will occupy 6 provided parking spaces on a seasonal basis. The majority of provided parking will continue to be available and the fire route will not be impacted. |
| 110(1) & Table 101 | Landscape requirements for parking lots | Landscape buffer | Min. 3m | Property: ≥ 3 m |
| | | Landscape percentage of parking lot | Min. 15% of total parking lot area | Property: $\pm 22.35\%$ |
| 110(3) | (3) All outdoor refuse collection and refuse loading areas contained within or accessed via a parking lot must be: | | (a) located at least 9.0 metres from a lot line abutting a public street (b) screened from view by an opaque screen with a minimum height of 2.0 metres | Proposed Phase 3 outdoor refuse and loading area is not contained within a parking lot and so this provision does not apply. Nonetheless, the area will be screened from Roger Pharand Street by an opaque wall and soft landscaping. |

Parking – Motor Vehicle Provisions

| Section | Provision | | Required / Permitted | Proposed Phase 3 |
|-----------------------------|--|--|--|--|
| Table 101, N83 | Min. parking space requirement for a Shopping Centre | | <p>3.6 per 100 m² of Gross Leasable Area (GLA)</p> <p>Proposed Phase 3 GLA: 3,783.4 m² $3,783.4/100(3.6) = 136.2 = 136$</p> <p>Existing GLA (constructed and approved): $\pm 9,687.9$ m² $9,687.9/100(3.6) = 348.7 = 349$</p> <p>Total proposed and existing required parking: 485</p> | <p>Proposed Phase 3: 261</p> <p>Existing Phase 1 & 2 (constructed and approved): 357</p> <p>Total Proposed and Existing: 618</p> |
| 107(1)(a)(ii) | Min. width of driveway providing access to a parking lot | (ii) Double traffic lane | 6 m | Property: 7.37 m |
| 107(1)(c)(i) & Table 107 | Min. width of drive aisle providing access to parking spaces in a parking lot | (i) must comply with Table 107 | Table 107 (a) 71-90 degrees angle: 6.7 m | Property: 6.7 m |
| 106(1)(a)-(c) | Parking space dimensions | | (a) Min. width: 2.6m (b) Max. width: 3.1m (c) Min. length: 5.2m | Property: Width: 2.6 m – 2.75 m Length: 5.2 m – 5.49 m |
| 106(2)(b) & By-law 2017-301 | In the case of accessible parking space required by Provincial legislation, the minimum and maximum dimensions are governed by the Traffic and Parking By-law | <p>601-650 provided parking spaces requires 15 accessible spaces (7 Type A and 8 Type B)</p> <p>251-300 provided parking spaces requires 8 accessible spaces (4 Type A and 4 Type B)</p> | <p>Proposed Phase 3 (261 spaces provided): = 4 Type A and 4 Type B</p> <p>Existing and Proposed (618 spaces provided): = 7 Type A and 8 Type B</p> <p>- Type A = 3.4m wide by 5.2m long - Type B = 2.4m wide by 5.2m long - Must have min. 1.5m wide access aisle adjacent to each space (can be shared between two spaces)</p> | <p>Proposed Phase 3: - Type A: 4 spaces - Type B: 4 spaces</p> <p>Total Proposed and Existing: - Type A: 10 spaces - Type B: 13 spaces</p> |
| 106(4) | Despite Subsection (1), up to 5% of the parking spaces in a parking lot or parking garage may have a minimum width of 1.3m and a minimum length of 3m, provided any such space: (a) Is not a required parking space under Section 101 | | 5% of total existing and proposed parking (618 spaces): 31 spaces | Proposed number of small parking spaces intended for a motorcycle, cargo bicycle or similar vehicle: 1 space |

| | | | |
|--|---|--|--|
| | (b) Is not a required visitor parking space under Section 102 (c) Is visibly identified as being for a motorcycle, cargo bicycle or similar vehicle. | | |
|--|---|--|--|

Parking – Bicycle Provisions

| Section | Provision | Required / Permitted | Proposed Phase 3 |
|---------------|---|--|---|
| Table 111A(f) | Min. bicycle parking space requirement for a Shopping Centre | 1 per 500 m ² of Gross Floor Area (GFA) Proposed Phase 3 GFA: 3,783.4 m ² 3,783.4/500 = 7.56 = 8 Existing GFA (constructed and approved): ±9,746.9 m ² 9,746.9 /500 = 19.5 = 20 Total proposed and existing required bicycle parking: 28 | Proposed Phase 3: 8 Existing Phase 1 & 2 (constructed and approved): 52 Total Proposed and Existing: 60 |
| Table 111B | Min. bicycle space dimensions for horizontal spaces | Width – 0.6m Length – 1.8m | Width – 0.6m Length – 1.8m |
| 111(9) | Min. width of aisle accessing bicycle parking | 1.5m | ≥1.5m |
| 111(10) | Where four or more bicycle parking spaces are provided in a common parking area | Each bicycle parking space must contain a parking rack that is securely anchored to the ground and attached to a heavy base such as concrete. | Compliant |

Parking – Loading Provisions

| Section | Provision | Required / Permitted | Proposed Phase 3 |
|---------------|--|---|---------------------|
| Table 113A(c) | Min. loading space requirement for a Shopping Centre | 1 per 2,000-4,999 m ² of GFA Proposed Phase 3 GFA: 3,783.4 m ² = 1 space | 2 spaces |
| Table 113C(a) | Min. oversized loading space requirement for a Retail Food Store | ½ of the required spaces for 2,000-4,999 m ² of GFA = 0 spaces | 2 spaces |
| Table 113B(b) | Min. width of aisle accessing loading space for spaces angled 45 degrees or less | Standard Space – 5 m Oversized Space – 11 m | ±12.9 m |
| Table 113B(c) | Min. width of loading space | Standard Space – 3.5 m Oversized Space – 4.3 m | ≥4.3m (min. ±5.7 m) |
| Table 113B(d) | Min. length of loading space for other cases | Standard Space – 7 m Oversized Space – 13 m | ≥13m (min. ±16 m) |