



**SITE PLAN CONTROL APPLICATION  
DELEGATED AUTHORITY REPORT  
PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

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Site Location: 415 West Hunt Club Road

File No.: D07-12-24-0113

Date of Application: October 01, 2024

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This SITE PLAN CONTROL application submitted by P-Square Concepts Inc. (c/o Jasmine Paoloni), on behalf of Costco Wholesale Canada Ltd. (c/o Gilles Guillemet), is APPROVED as shown on the following plans:

1. **Site Plan**, SP-01, prepared by Brian k. Clark Architect, dated 2024-08-23, revision 10 dated 2025-01-15.
2. **Building Elevations**, A200, prepared by Brian k. Clark Architect, dated AUG. 19 2024, revision 07 dated 2024-11-19.
3. **Tree Conservation Report & Landscape Plan**, L. 1, prepared by James B. Lennox & Associates Inc., dated October 2023, revision 12 dated 01/16/2025.
4. **Site Servicing Plan & Existing Conditions**, C-1, prepared by D. B. Gray Engineering Inc., dated DEC 14-23, revision 8 dated JAN 16-25.
5. **Roof Plan & Grading Plan**, C-2, prepared by D. B. Gray Engineering Inc., dated DEC 14-23, revision 8 dated JAN 16-25.
6. **Post-Development Plan & Erosion and Sediment Control Plan**, C-3, prepared by D. B. Engineering Inc., dated DEC 14-23, revision 8 dated JAN 16-25.
7. **Notes & Schedule**, C-4, prepared by D. B. Engineering Inc., dated DEC 14-23, revision 8 dated JAN 16-25.

And as detailed in the following reports:

1. **Geotechnical Investigation Proposed Office Building Addition** 415 West Hunt Club Road Ottawa, Ontario, prepared by Paterson Group, dated May 11, 2023.
2. **Site Servicing Study & Stormwater Management Report** 415 West Hunt Club Road Ottawa, Ontario, prepared by D. B. Engineering Inc., dated December 21, 2023, revised November 26, 2024.

3. **Transportation Impact Assessment Report** Proposed Costco Office Expansion, 415 West Hunt Club Road City of Ottawa, prepared by Castleglenn Consultants, dated June 20<sup>th</sup>, 2024.
4. **Addendum No. 1: Transportation Impact Assessment Report** Proposed Costco Office Expansion, 415 West Hunt Club Road City of Ottawa, prepared by Castleglenn Consultants, dated June 20<sup>th</sup>, 2024, revised September 24, 2024.
5. **Tree Conservation Report Addendum**, prepared by Dendron Forestry Services, dated November 25, 2024.
6. **Phase I Environmental Site Assessment** 415 West Hunt Club Road Ottawa, Ontario, prepared by Paterson Group, dated May 15, 2023.
7. **Phase II – Environmental Site Investigation** 415 West Hunt Club Road Ottawa, Ontario, prepared by Paterson Group, dated June 30, 2023.

And subject to the following Requirements, General and Special Conditions:

### **Requirements**

1. The Owner shall submit a certificate of insurance in a form satisfactory to the City. The certificate of insurance must be issued in favor of the City of Ottawa in an amount not less than five million dollars per occurrence, must contain an endorsement naming the City as an additional insured and an unconditional thirty days notice of any material change or cancellation of the policy.

### **General Conditions**

#### **1. Execution of Letter of Undertaking**

The Owner shall execute the City's standard Letter of Undertaking and satisfy the conditions contained within this Delegated Authority Report. In the event the Owner fails to execute the required Letter of Undertaking, submit any required fees and/or securities within three (3) years, and attain permits, this approval shall lapse.

#### **2. Prior Site Plan Agreements**

The Owner acknowledges and agrees that all terms and conditions of the Site Plan Agreement between Price Costco Canada Inc. and 2965691 Canada Inc. and the Regional Municipality of Ottawa-Carleton, registered as Instrument No. LT951854 on the 3<sup>rd</sup> day of October, 1995, the Amending Site Plan Agreement between Price Costco Canada Inc. and 2965691 Canada Inc. and the Corporation of the City of Nepean, registered as Instrument No. LT1086691 on the 5<sup>th</sup> day of November, 1997, the Site Plan Agreement between Costco Canada Inc. and 2965691 Canada Inc. and the City of Ottawa, registered as Instrument No. LT1376567 on the 19<sup>th</sup> day of April, 2001, the Site Plan Agreement between 2965691 Canada Inc. and the City of Ottawa, registered as Instrument No. OC789592 on the 29<sup>th</sup> day of October, 2007 and the Site Plan Agreement between 2965691 Canada Inc. and City of Ottawa, registered as Instrument No. OC1433988 on the 30<sup>th</sup> day of November

2012, are reconfirmed and are in full force and effect except as otherwise varied or amended in this Site Plan Control approval (D07-12-24-0113). The Owner further acknowledges and agrees that the relevant portion of the Approved Plans listed herein shall supersede and replace and/or be in addition to, as the case may be, the relevant sections of the corresponding Plans contained in the previous Site Plan Agreement(s).

3. **Barrier Curbs**

The Owner acknowledges and agrees that the parking areas and entrances shall have barrier curbs and shall be constructed in accordance with the drawings of a design professional, such drawings to be approved by the General Manager, Planning, Development and Building Services.

4. **Water Supply for Fire Fighting**

The Owner shall provide adequate water supply for fire fighting for every building. Water supplies may be provided from a public water works system, automatic fire pumps, pressure tanks or gravity tanks.

5. **Construction Fencing**

The Owner acknowledges and agrees to install construction fencing, at its expense, in such a location as may be determined by the General Manager, Planning, Development and Building Services.

6. **Construct Sidewalks**

The Owner shall design and construct sidewalk(s) within public rights-of-way or on other City owned lands to provide a pedestrian connection from or to the site as may be determined by the General Manager, Planning, Development and Building Services. Such sidewalk(s) shall be constructed to City Standards.

7. **Extend Internal Walkway**

The Owner shall extend internal walkways beyond the limits of the subject lands to connect to existing or proposed public sidewalks, at the sole expense of the Owner, to the satisfaction of the General Manager, Planning, Development and Building Services.

8. **Completion of Works**

The Owner acknowledges and agrees that no new building will be occupied on the lands until all requirements with respect to completion of the Works as identified in this Agreement have been carried out and received Approval by the General Manager, Planning, Development and Building Services, including the installation of municipal numbering provided in a permanent location visible during both day and night and the installation of any street name sign on relevant streets.

Notwithstanding the non-completion of the foregoing Works, occupancy of a lot or structure may otherwise be permitted, if in the sole opinion of the General Manager, Planning, Development and Building Services, the aforesaid Works are proceeding satisfactorily toward completion. The Owner shall obtain the prior consent of the General Manager, Planning, Development and Building Services for such occupancy in writing.

Until all requirements with respect to completion of the Works as identified in this Agreement have been carried out and received Approval by the General Manager, Planning, Development and Building Services, the Owner shall give notice to the City of a proposed conveyance of title to any building at least thirty (30) days prior to any such conveyance. No conveyance of title to any building shall be effective unless the Owner has complied with this provision.

Nothing in this clause shall be construed as prohibiting or preventing the approval of a consent for severance and conveyance for the purposes of obtaining financing.

9. **Development Charges**

The Owner shall pay development charges to the City in accordance with the by-laws of the City.

**Special Conditions**

10. **Professional Engineering Inspection**

The Owner shall have competent Professional Engineering inspection personnel on-site during the period of construction, to supervise the Works, and the General Manager, Planning, Development and Building Services, shall have the right at all times to inspect the installation of the Works. The Owner acknowledges and agrees that should it be found in the sole opinion of the General Manager, Planning, Development and Building Services, that such personnel are not on-site or are incompetent in the performance of their duties, or that the said Works are not being carried out in accordance with the approved plans or specifications and in accordance with good engineering practice, then the General Manager, Planning, Development and Building Services, may order all Work in the project to be stopped, altered, retested or changed to the satisfaction of the General Manager, Planning, Development and Building Services.

11. **Private Approach Detail**

The Owner acknowledges and agrees that all private approaches serving the proposed development shall be designed and constructed, at the sole expense of the Owner, in accordance with the City's "Curb Return Entrances – Uncontrolled Intersections" Plan, Drawing No. SC7.1, dated March 2007 and revised March 2021, and the Owner shall comply with the City's Private Approach By-law, being No. 2003-447, as amended.

12. **Geotechnical Investigation**

The Owner acknowledges and agrees that it shall retain the services of a geotechnical engineer, licensed in the Province of Ontario, to ensure that the recommendations of the approved **Geotechnical Investigation** (the "Report") are fully implemented. The Owner further acknowledges and agrees that it shall provide the General Manager, Planning, Development and Building Services with confirmation issued by the geotechnical engineer that the Owner has complied with all recommendations and provisions of the Report, prior to construction of the foundation and at the completion of the Works, which confirmation shall be to the satisfaction of the General Manager, Planning, Development and Building Services.

13. **Geotechnical – Encroachments**

The Owner acknowledges and agree that the approved **Geotechnical Investigation** has recommended a method of shoring that may encroach onto the adjacent property or onto the City's West Hunt Club Road right-of way. The Owner acknowledges and agrees that it shall be required to obtain the approval of the adjacent property owner and/or receive municipal consent for any Works within the said Road, prior to the installation of any encroachments. The Owner acknowledges and agrees that for encroachments within the said Road, the Owner shall ensure that there will be no conflicts between the proposed shoring method and the municipal services or utilities in the said Road.

14. **Protection of City Sewers**

(a) Prior to the issuance of a building permit, the Owner shall, at its expense:

(i) obtain a video inspection of the existing sewer system on private property and of the City sewer system within Roydon Place prior to any construction to determine the condition of the existing sewer system prior to construction on the lands and to provide said video inspection to the General Manager, Planning, Development and Building Services.

(b) Upon completion of construction on the lands, the Owner shall, at its expense and to the satisfaction of the General Manager, Planning, Development and Building Services:

(i) obtain a video inspection of the existing sewer system on private property and of the City sewer system within Roydon Place to determine if the sewer system sustained any damages as a result of construction on the lands; and

(ii) assume all liability for any damages caused to the City sewer system within Roydon Place and compensate the City for the full amount of any required repairs to the City sewer system.

15. **Stormwater Management Memorandum**

Prior to the Commence Work Notification, the Owner acknowledges and agrees to provide the General Manager, Planning, Development and Building Services, with a memorandum prepared by a Professional Engineer, licensed in the Province of Ontario, confirming that the designed roof-top scuppers and associated spill point elevations will be set equivalent to the top of the control weir of the approved roof drain elevation(s). The Owner further acknowledges and agrees that said memorandum shall be to the satisfaction of the General Manager, Planning, Development and Building Services, and all associated costs shall be the Owner's responsibility.

16. **Private Storm Sewer Connection to City Sewer System**

The Owner acknowledges and agrees that any new storm sewers to be installed as part of this development shall not be connected to the City's existing storm sewer system until such time as either:

- (a) a certificate of conformance and As-built Drawings have been received from a Professional Engineer, licensed in the Province of Ontario, certifying that all required inlet control devices have been properly installed to City Standards or Specifications, and that the storm sewer system has been installed in accordance with the approved engineering drawings for site development and City Sewer Design Guidelines. The inlet control devices shall be free of any debris; or
- (b) a flow limiting orifice plate, designed by a Professional Engineer licensed in the Province of Ontario and to the satisfaction of the City, has been installed at the storm water outlet prior to connecting any upstream storm sewers. Such orifice plate shall not be removed until subsection (a) above has been satisfied and approved by the General Manager, Planning, Development and Building Services.

17. **Site Lighting Certificate**

- (a) The Owner acknowledges and agrees, prior to the issuance of a building permit, to provide the City with a certificate from an acceptable professional engineer, licensed in the Province of Ontario, which certificate shall state that the exterior site lighting has been designed to meet the following criteria:
  - (i) it must be designed using only fixtures that meet the criteria for full cut-off (sharp cut-off) classification, as recognized by the Illuminating Engineering Society of North America (IESNA or IES); and
  - (ii) it must result in minimal light spillage onto adjacent properties. As a guideline, 0.5 fc is normally the maximum allowable spillage.

- (b) The Owner acknowledges and agrees that, upon completion of the lighting Works and prior to the City releasing any associated securities, the Owner shall provide certification satisfactory to the General Manager, Planning, Development and Building Services, from a Professional Engineer, licensed in the Province of Ontario, that the site lighting has been constructed in accordance with the Owner's approved design plan.

18. **Hydro Ottawa Clearance – Tree Conflict**

The Owner acknowledges and agrees to provide a clearance from Hydro Ottawa prior to the Commence Work Notification issuance, stating they have reviewed the approved **Tree Conservation Report & Landscape Plan** and can confirm that the proposed tree locations will not conflict with the existing hydro poles along West Hunt Club Road and Roydon Place, to the satisfaction of the General Manager, Planning, Development and Building Services.

19. **Hydro Ottawa Clearance – Building Conflict**

The Owner acknowledges and agrees to provide a clearance from Hydro Ottawa prior to the Commence Work Notification issuance, confirming that a solution has been agreed to on the current conflict between the proposed building addition and the existing hydro pole transformer located along West Hunt Club Road, to the satisfaction of the General Manager, Planning, Development and Building Services.

20. **Exterior Elevations Drawings**

The Owner acknowledges and agrees to construct the proposed building in accordance with the approved **Building Elevations**. The Owner further acknowledges and agrees that any subsequent proposed changes to the approved plans shall be filed with the General Manager, Planning, Development and Building Services and agreed to by both the Owner and the City prior to the implementation of such changes.

21. **Waste Collection**

The Owner acknowledges and agrees that garbage, recycling, and organic waste collection will not be provided by the City, and it shall make appropriate arrangements with a private contractor for garbage, recycling, and organic waste collection at the Owner's sole expense. The Owner shall consult a private contractor regarding any access requirements for garbage and/or recycling and organic waste collection.

22. **Tree Protection**

The Owner acknowledges and agrees to abide by the Tree Protection By-law, 2020-340, and that any trees to be removed from the site shall be in accordance with an approved Tree Permit.

23. **Tree Conservation Report**

The Owner agrees to implement the measures recommended in the approved **Tree Conservation Report & Landscape Plan** and **Tree Conservation Report Addendum** to ensure preservation of the trees identified for protection, in accordance with the City's tree protection requirements listed within the Tree Protection By-law, 2020-340. All of which are to the satisfaction of the General Manager, Planning, Development and Building Services.

24. **Mulching**

The Owner agrees to have an arborist review the existing volcano mulching on all retained trees and to pull it back from the trunks in accordance with the tree planting detail provided in the approved **Tree Conservation Report & Landscape Plan** and **Tree Conservation Report Addendum** where possible. Additionally, the Owner agrees to provide the tree planting detail to all future landscaping contractors to ensure that mulch is properly applied, to assist with the long-term survival of remaining and future trees.

25. **Landscape Plan**

The Owner agrees to provide a digital, georeferenced CAD or GIS file of the final approved Landscape Plan. Please follow this link to review the submission requirements in the Landscape Plan Terms of Reference: [https://documents.ottawa.ca/sites/documents/files/landscape\\_tor\\_en.pdf](https://documents.ottawa.ca/sites/documents/files/landscape_tor_en.pdf). The file can be sent to the Planning Forester or Planning File Lead.

26. **Permits**

The Owner shall obtain such permits as may be required from municipal or provincial authorities and shall file copies thereof with the General Manager, Planning, Development and Building Services.

27. **Works on City Road Allowances**

Any Works required to be done by the Owner on City road allowances shall be according to the specifications and by-laws of the City. The Owner, or its contractor, shall be required to obtain all the necessary permits for road cuts prior to the disruption of the City road allowance and it is further understood and agreed that the aforementioned cuts shall be reinstated to the satisfaction of the Director, Infrastructure Services.

28. **Video Examination**

Video examination of storm and sanitary sewers 200mm or larger in diameter shall be required by the General Manager, Planning, Development and Building Services, at the Owner's expense, before final Acceptance or Approval of the Works.



29. **Testing**

The Owner may be required by the City to perform qualitative and quantitative testing, at the Owner's expense, of any materials which have been or are proposed to be used in the construction of any of the Works required by this Agreement to determine whether they are in conformity with applicable standards as determined by the General Manager, Planning, Development and Building Services.

30. **Provision of As-Built Drawings**

The Owner shall supply to the General Manager, Planning, Development and Building Services, one set of mylar or plastic film as-constructed road, grading and service drawings including the location of all Works, certified under seal by a Professional Engineer, licensed in the Province of Ontario, for City records upon Acceptance and Approval of the Works. Furthermore, the Owner shall provide the As-built Drawings and the attribute data for the Works in a form that is compatible with the City's computerized systems.

January 29, 2025

\_\_\_\_\_  
Date



\_\_\_\_\_  
Kersten Nitsche  
Manager (A), Development Review  
West, Planning, Development and  
Building Services Department

Enclosure: Site Plan Control Application approval – Supporting Information

## SITE PLAN CONTROL APPROVAL APPLICATION SUPPORTING INFORMATION

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**File Number:** D07-12-24-0113

### SITE LOCATION

415 West Hunt Club Road, and as shown on Document 1.

### SYNOPSIS OF APPLICATION

The subject site is located on the northwest corner of the intersection of West Hunt Club Road and Roydon Place, east of Merivale Road. Surrounding land use are predominantly commercial, with automobile dealerships to the south, gas station and surface parking to the east, retail uses to the north, and an automobile dealership to the west.

The subject site is approximately 25,109.52 square metres in area and is currently occupied by an office building and surface parking lot. The subject lands are considered one lot for zoning purposes with 1849 Merivale Road, which is occupied by a retail store and surface parking lot.

The proposed development is a 2287.79 square metres (at grade) area addition to the existing office building, on the south side. The proposed addition will consist of office space to accommodate the expansion of the operation and will consist of approximately 3571.39 square metres of gross floor area (GFA). The proposal will also include a sidewalk constructed along the east property boundary adjacent to Roydon Place.

### Related Applications

- D08-02-24/A-00249, Minor Variance

### DECISION AND RATIONALE

This application is approved for the following reasons:

- The proposal is in conformity with Zoning By-law 2008-250. The site is zoned AM10[1374] (Arterial Mainstreet, Subzone 10, Urban Exception 1374), and office is a permitted use. The proposal is to expand the existing permitted office use.
- An application was submitted for minor variances (D08-02-24/A-00249) under section 45 of the *Planning Act*. The application requested relief from the zoning by-law to permit a reduced area of transparent glazing of 36% of the ground floor façade facing West Hunt Club Road, with no active customer entrance doors, to permit a reduced area of transparent glazing of 43% of the ground floor façade facing Roydon Place, with no active customer entrance doors and to permit a

reduced number of non-residential active entrances facing a public street of 0, whereas the by-law requires 1 non-residential active entrance facing a public street. The minor variances were approved, with all opportunities for appeal exhausted.

- The site is located along a Scenic Route pursuant to Schedule C13 of the zoning by-law. The proposed design provides engagement with the public realm and proposes replacement plantings including small trees along West Hunt Club, in accordance with the direction for Scenic Routes. Additional replacement plantings will be provided on an adjacent site under the same ownership, to contribute to the City's urban canopy cover target.
- Conditions of approval have been included in this report to ensure the proposed development is constructed in conformity with City policies and guidelines.
- The proposal and site layout represents appropriate design and good planning under the current policy framework.

## **PARKLAND DEDICATION**

Parkland dedication, in accordance with By-law 2022-280, is not applicable to this development.

## **CONSULTATION DETAILS**

### **Councillor's Comments**

Councillor Sean Devine was aware of the application related to this report.

### **Public Comments**

This application was subject to public circulation under the Public Notification and Consultation Policy. There was no public comment received online.

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

#### Summary of Comments – Technical

N/A

### **Advisory Committee Comments**

#### Summary of Comments – Advisory Committees

N/A


## **APPLICATION PROCESS TIMELINE STATUS**

This Site Plan application was processed by the On Time Decision Date.


**Contact:** Solé Soyak Tel: 613-315-1597 or e-mail: Sole.Soyak@ottawa.ca

# Document 1 – Location Map



	
D07-12-24-0113	24-1116-E
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REVISION / RÉVISION - 2024 / 10 / 03	

LOCATION MAP / PLAN DE LOCALISATION  
SITE PLAN / PLAN D'EMPLACEMENT

 415 ch. West Hunt Club Rd.



NOT TO SCALE