



Costco Wholesale Corporation
Gloucester Business Centre Gas Bar
1900 Cyrville Road

Zoning Confirmation Report

Site Plan Control Application

December 04, 2025



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Prepared For:
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SIGNATURES

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1 Introduction

WSP was retained by Costco Wholesale Canada Ltd., (“Costco” or “Client”) to prepare a Zoning Confirmation Report associated with a Site Plan Control application for the existing Costco Business Centre development at the corner of Cyrville and Innes Road, municipally known as 1900 Cyrville Road (the “Site”), in the City of Ottawa. The Site Plan Control application is to permit the addition of a one-storey gas bar on the Site ancillary to the existing Costco Business Centre. The Costco Business Centre retail building will remain. Please note that this Zoning Confirmation Report reviews the compliance of the proposed Gas Bar with the City of Ottawa Zoning By-law 2008-250.

This Zoning Confirmation Report has been prepared to provide a detailed review to determine compliance of the proposed development with the City of Ottawa Zoning By-Law 2008-250 (November 24, 2023 Consolidation). This review is based on the Site Plan prepared by WSP (dated December 4, 2025).

The Zoning Confirmation Report is set up as follows:

- **Section 2** includes the Zoning Confirmation Checklist, including Project Information and the Zoning Review, which provides a full review of the applicable zoning requirements and identifies any areas of non-compliance;
- **Section 3** provides a Summary of Opinion based on the review of the proposed Site Plan prepared by WSP (dated December 4, 2025); and
- **Appendix A** includes the Site Plan, prepared by WSP (dated December 4, 2025).

2 Zoning Confirmation Checklist

2.1 Project Information

The Site is municipally known as 1900 Cyrville Road in the City of Ottawa and is the location of the existing Costco Business Centre retail facility, located in Ward 11 (Beacon Hill - Cyrville). The approximately 4.76 hectares (11.76 acres) Site is irregular in shape with frontage of approximately 151.65 metres along Innes Road and 215.21 metres along Cyrville Road. The lands are legally described as 'Part of Lot 22, Concession 3 Geographic Township of Gloucester, City of Ottawa' per the Topographic Plan of Survey prepared by Stantec Geomatics Ltd, dated June 12, 2025.

Figure 1 illustrates the Site's location and approximate boundaries. The property at 1900 Cyrville Road (shown in yellow in **Figure 1**) is subject to the Site Plan Control application.

Figure 1: Site Location



The Project Information is summarized in **Table 1**.

Table 1: Project Information – 1900 Cyrville Road (Costco Gloucester Gas Bar)

Project Information			
Review Date:	December 4, 2025	Official Plan Designation:	Outer Urban Transect, Corridor Mainstreet / Evolving Neighbourhood Overlay (Schedule B3)
Municipal Address(es):	1900 Cyrville Road	Legal Description:	Part of Lot 22, Concession 3 Geographic Township of Gloucester, City of Ottawa
Scope of Work:	Development of a new gas bar on the north-east corner of the property, comprised of a 24-pump fueling station. Only 18 of the 24 fuel pumps will be built at the outset. The additional 6 fuel pumps are planned for future expansion. A new site access is also proposed along Cyrville Road south of the proposed gas bar, and north of the existing access.		
Existing Zoning Code:	General Mixed Use, Subzone 12 (GM12)	By-law Number:	2008-250
Schedule 1 / 1A Area:	Area C: Suburban / Area C: Suburban	Overlays Applicable:	N/A

2.2 Zoning Confirmation Checklist

The proposed gas bar will have frontage on Innes Road and Cyrville Road, with access from Cyrville Road. Under the City of Ottawa Comprehensive Zoning By-law 2008-250 (November 4, 2023 Consolidation) the Site is zoned **General Mixed Use, Subzone 12 (GM12)**, as shown in **Figure 2**.

Properties immediately adjacent to the site are zoned as GM12, as well as GM12[1361] F(0.6) and GM12[1280]

Figure 2: Site Zoning (geoOttawa, 2025)



2.2.1 Zoning Provisions

The general purpose of the GM12 zone is to:

1. allow residential, commercial and institutional uses, or mixed-use development in the General Urban Area and in the Upper Town, Lowertown and Sandy Hill West Character Areas of the Central Area designations of the Official Plan;
2. limit commercial uses to individual occupancies or in groupings in well-defined areas such that they do not affect the development of the designated Traditional and Arterial Mainstreets as viable mixed-use areas;
3. permit uses that are often large and serve or draw from broader areas than the surrounding community and which may generate traffic, noise or other impacts, provided the anticipated impacts are adequately mitigated or otherwise addressed; and
4. impose development standards that will ensure that the uses are compatible and complement surrounding land uses.

The GM12 Zone permits a variety of non-residential uses, including gas bars.

The City's Comprehensive Zoning By-Law defines a "**gas bar**" as, "a place that retails automotive fuel along with small amounts of other automotive related products such as pre-packaged motor oil or windshield washer anti-freeze and may include the accessory sale of convenience items or food."

As such, the proposed Costco gas bar is a permitted use on the Site.

The gas bar, as previously noted, will contain 24 pumps, with 18 being constructed as part of the initial build-out, and 6 pumps reserved for future expansion. Costco gas bars are designed to be efficient. Payment is accepted at the pump, and there is no accessory sale of convenience items or food. An attendant enclosure is included as part of the gas bar, roughly 1.4m² in size. A mechanical enclosure is also part of the gas bar which will be roughly 17.2m² in size. Costco gas bars are also designed to accommodate a large number of vehicles to keep service moving quickly. For the initial build-out of 18 pumps, each lane will be able to accommodate one car at each pump (3 cars/pumps per lane), with 8 cars in each queuing lane, for a total of 11 cars in each lane. Ultimately, the gas bar will be able to accommodate a total of 66 cars at any given time (48 cars in the queue while 18 are at the pumps).

Table 2 provides a detailed zoning compliance analysis of how the proposed gas bar at 1900 Cyrville Road meets the Zoning By-law provisions for the GM12 Zone. The review in **Table 2** is based on the Site Plan prepared by WSP (dated December 4, 2025). The Site Plan is included in **Appendix A** of this Report.

Table 2: Zoning Compliance for General Mixed Use 12 Zone

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
Zone Requirement – GM Zone (Table 187)			
Minimum lot area – Sec. 187, Table 187 (a)	No minimum	N/A	Yes – 4.76 ha
Minimum Lot Width – Sec. 187, Table 187 (b)	No minimum	N/A	Yes – 200.04 m
Minimum Front and Corner Side Yard Setbacks – Sec. 187, Table 187 (c)	3m	>3m	Yes – Front Yard 9.84 m (Main building) Corner side yard 13.70m (Gas bar canopy)
Minimum Interior Side Yard – Sec. 187, Table 187 (d)(iii)	No minimum	N/A	Yes – 15.49m (main building)
Minimum Rear Yard – Sec. 187, Table 187 (e)	No minimum	N/A	Yes – 61.46 m (Main building)
Maximum Building Height – Sec. 187, Table 187 (f)	18m	<18m	Yes – 5.34m (Gas bar canopy)
Maximum Floor Space Index – Sec. 187, Table 187 (g)	2 unless otherwise shown	N/A	N/A
Minimum Width of Landscaped Area – Sec. 187, Table 187 (h)	3m abutting a street	N/A	(Pre-existing condition) – 2.92 m front yard along Innes Rd. frontage, north of the warehouse building. New landscaped buffer adjacent to gas bar along Cyrville Rd. - 7.42m wide

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
<p>Landscaping Provisions for Parking Lots – Sec. 110(1)</p>	<p>Minimum 15% of the parking lot must be provided as perimeter or interior landscape area comprised of:</p> <p>a) a landscaped buffer must be provided between the perimeter of the parking lot and a lot line in accordance with Table 110. A driveway may cross the landscaped buffer; and</p> <p>b) in addition to the landscaped buffer, interior landscaping may be provided including various landscaped is, landscaped medians, pedestrian pathways or public plazas to meet the minimum 15% requirement.</p>	<p>15% of 27,387.6m² = 4,108.14m²</p>	<p>Yes – 8,429.3 m² (17.7% of site is landscaped open space)</p>
<p>Minimum required width of a landscaped buffer of a parking lot – Sec. 110, Table 110</p>	<p>For a parking lot containing 100 or more parking spaces:</p> <p>(a) abutting a street: 3 m</p> <p>(b) not abutting a street: 3 m</p>	<p>N/A</p>	<p>(Pre-existing conditions) – 2.92m front yard, along Innes Rd. frontage, north of the warehouse building. 2.95m exterior side yard at south end of site, 2.75m interior side yard, west of the main building</p>

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
			New landscaped buffer adjacent to gas bar at Innes Road is 7.42m wide
Outdoor loading and refuse collection areas within a parking lot – Sec. 110(3)	Requirements: 9 m from a lot line abutting a public street 3 m from any other lot line Screened from view by an opaque screen with a min. height of 2 m	N/A	Yes – greater than 9m from lot line abutting a public street and greater than 3 m from all other lot lines, and are contained at the rear of the building. The loading area and compactors are part of the existing main building, pre-existing.

2.2.2 Permitted Projections Above the Height Limit and Permitted Projections into Required Yards Provisions

The Zoning By-law contains provisions for permitted projections above the height limit and permitted projections into required yards, as set out in **Table 3**. There are no proposed projections into required yards or above the permitted height limit.

Table 3: Provisions for Permitted Projections Above Height Limit / Into Required Yards

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
<p>Permitted projections above the height limit – Sec. 64</p>	<p>Except in the case of buildings or structures located within the area shown on Schedules 11 to 88 (Central Area Height Schedules), the maximum height limits do not apply to the structures listed below or to any other similar structures that may require a height in excess of maximum height limits in order to serve their intended purpose, unless otherwise specified in the by-law and provided these structures are erected only to such height or area as is necessary to accomplish the purpose they are to serve and that is necessary to operate effectively and safely: Mechanical and service equipment penthouse, elevator or stairway penthouse</p>	<p>N/A</p>	<p>N/A</p>
<p>Chimney, chimney box and fireplace box, Sec. 65, Table 65(1)</p>	<p>1 m, but not closer than 0.6 m to a lot line</p>	<p>N/A</p>	<p>N/A</p>

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
Eaves, eaves-troughs and gutters, Sec. 65, Table 65(2)	1 m, but not closer than 0.3 m to a lot line	N/A	N/A
Ornamental elements such as sills, belt courses, cornices, parapets and pilasters, Sec. 65, Table 65(3)	0.6 m, but not closer than 0.6 m to a lot line	N/A	N/A
Canopies and awnings, Sec. 65, Table 65(4)	(b) All other buildings including a low-rise apartment dwelling and mid-high-rise apartment dwelling: i) a distance equal to ½ the depth of a front, rear or corner side yard but not closer than 0.6 m to a lot line, and ii) 1.8 m into an interior side yard, but not closer than 0.6 m to a side lot line	N/A	N/A

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
<p>Fire escapes, open stairways, stoop, landing, steps and ramps – Sec. 65, Table 65(5)</p>	<p>(b) Other features:</p> <p>i) where at or below the floor level of the first floor:</p> <p>1. in the case of the interior side yard or rear yard: no limit, and</p> <p>ii) other cases:</p> <p>1. In the case of any yard: 1.5 m, but not closer than 1 m to a lot line</p>	<p>N/A</p>	<p>N/A</p>
<p>Covered or uncovered balcony, porch, deck, platform, and verandah, with a maximum of two enclosed sides, excluding those covered by canopies and awnings, Sec. 65, Table 65(6)</p>	<p>a) uncovered, unenclosed features such as decks or platforms where the walking surface is not higher than 0.6 m above adjacent grade:</p> <p>(i) in the interior side yard and rear yard: no limit</p> <p>(ii) in the front yard and corner side yard – the greater of 2 m or 50% of the required front yard or corner side yard, but no closer than 1m to a property line</p> <p>c) In all other cases: 2 m, but no closer than 1 m from any lot line.</p>	<p>N/A</p>	<p>N/A</p>

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
Bay window where window faces a lot line, Sec. 65, Table 65(7)	1 m, but not closer than 1.2 m from a lot line	N/A	N/A
Air conditioner condenser, heat pump or similar equipment, Sec. 65, Table 65(8)	III) For All Other Buildings (i.e., non-residential) (b) Other cases – no restriction.	N/A	N/A
Exit stairs – Sec. 161(13)(m)	Exit stairs providing required egress under the Building Code may project a maximum of 2.2 metres into the required rear yard.	N/A	N/A

2.2.3 Parking Provisions

The Zoning By-law contains provisions for parking, as set out in **Table 4**. The Site is within Area C on Zoning By-law Schedule 1A, as illustrated in **Figure 3**. For the purposes of this zoning review, as there is a reduction in total parking spaces, the minimum parking space calculations will be calculated for the entirety of the retail use.

Section 103 of the Zoning By-law establishes the maximum limit on the number of parking spaces permitted near rapid transit stations. Provision 103(1) establishes where a lot is located within 600 metres of a rapid transit station shown on Schedule 2A or Schedule 2B of the by-law, the number of motor vehicle parking spaces provided must not exceed the maximum limits specified in Table 103 of the by-law. The 600-metre distance is measured as the shortest perpendicular distance between the lot lines of the lot containing the use and the centre of the rapid transit station platform. The nearest transit station to the Site is Blair Station, and is located more than a kilometer away. To this end, **the Site is not located within 600 metres of an existing rapid transit station in Schedule 2A or 2B.**

Figure 3: Schedule 1A – Areas for Minimum Parking Space Requirements, City of Ottawa Zoning By-law (via geoOttawa, 2025)



Table 4: Parking, Queuing and Loading Space Provisions

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
Schedule 1A	The Site is designated as Area C “Suburban” in Schedule 1A of City of Ottawa Zoning By-law No. 2008-250.	N/A	N/A
Schedule 2A and 2B	The Subject Site is not within 600 m of a rapid transit station in Schedule 2A or Schedule 2B.	N/A	N/A
Minimum Parking Space Rates – Sec. 101, Table 101 <u>*Rates calculated for entire Costco Business Centre Retail Store</u>	Area C, Schedule 1A: Retail Store – 3.4 per 100 m ² of gross floor area = 400 Stalls. Gas Bar – N/A	11,738.7 m ² / 100 = 117.38 m ² 117.3 * 3.4 = 399.1 spaces (rounded up to 400 per the Zoning By-law provisions)	Yes – 478 spaces total (inclusive of 438 standard spaces, 20 barrier-free spaces and 20 spaces for delivery vehicles)
Minimum visitor parking spaces – Sec. 102, Table 102	None required for the proposed use.	N/A	N/A – Visitor parking requirements apply to residential and mixed-use buildings.

Zoning Provision		Requirement	Calculation (if applicable)	Compliance (Yes or No)
Dimension requirements for a motor vehicle parking space – Sec. 106(1)	(a) Width	Minimum width of 2.6 m; maximum width of 3.1 m.	N/A	Yes – Costco standard parking space widths range from 2.75m to 3.0m wide, and have a length of 6.1 m.
	(b) Length	5.2 m	N/A	
Minimum Driveway Width to Parking Lot – Sec. 107(1)		(a) (i) 3 m for a single traffic lane; (ii) in the case of a parking lot, 6.0 m for a double traffic lane	N/A	Yes – Innes Rd driveway is 12.19m wide
Minimum Required Aisle Width – Table 107		Angle of parking (degrees): a) 0-40: 3.5 m b) 41-55: 4.3 m c) 56-70: 6.5 m d): 71-90: 6.7 m	N/A	Pre-existing condition throughout the part of the Site outside of the area of work - Ranges from 6.24m to 6.67 m Drive aisle width around parking area amended as part of the current proposal – 6.7 m

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
Minimum number of vehicle loading spaces required – Sec. 113, Table 113A	(c) Retail Store: 2 per 10000-14999m ² of GFA (d) All Other Non-Residential Uses: 2 per 10000-14999m ² of GFA For a retail store over 2,000 m ² ½ of spaces need to be oversized	4	Yes – 12 spaces are provided on the existing building
Minimum width of driveway accessing loading space – Sec. 113, Table 113B(a)	(i) Single traffic lane – 3.5 m (ii) Double traffic lane – 6m	N/A	Yes – 9.54 m
Minimum width of loading space – Sec. 113, Table 113B(c)	Standard Space: 3.5 m Oversized Space: 4.3m	N/A	Yes – Loading spaces are pre-existing and will not be changed
Minimum length of loading space – Sec. 113, Table 113B(b)	Standard Space: 7m Oversize Space: 13m	N/A	Yes – Loading spaces are pre-existing and will not be changed

In accordance with Section 106 (2) (b) of the Zoning By-law, accessible parking spaces are governed under the City’s Traffic and Parking By-law 2017-301. Section 112 (2) of the Traffic and Parking By-law establishes the number of Type A and Type B accessible parking spaces required based on the total number of parking spaces provided (**Figure 4**):

Figure 4: Section 112 of Traffic and Parking By-law 2017-301 – Number of Accessible Spaces Required

Total Number of Parking Spaces	Total Number of Accessible Spaces Required	Number of Type A	Number of Type B
1-25	1	1	0
26 - 50	2	1	1
51 - 75	3	1	2
76 - 100	4	2	2
101 - 133	5	2	3
134 - 166	6	3	3
167 - 250	7	3	4
251 - 300	8	4	4
301 - 350	9	4	5
351 - 400	10	5	5
401 - 450	11	5	6
451 - 500	12	6	6
501 - 550	13	6	7
551 - 600	14	7	7
601 - 650	15	7	8
651 - 700	16	8	8
701 - 750	17	8	9
751 - 800	18	9	9
801 - 850	19	9	10

The Site currently contains 20 previously approved accessible parking spaces, whereas 12 are required based on the above table. Of the 20 spaces, 12 spaces do not form part of the proposed amendment to the Site and are outside of the area of development. 8 spaces were previously located across 4 stall rows east of the main building entrance. As a result of the proposed changes to the Site, those 8 spaces are being consolidated into two rows east of the entrance. The 8 spaces are being modernized consistent with Type A accessible space requirements. There will be no reduction in the number of accessible parking spaces as a result of the gas bar development.

3 Summary of Opinion

Based on our review of the proposed Site Plan, prepared by WSP (December 4, 2025) against the relevant zoning provisions of the City of Ottawa Comprehensive Zoning By-law 2008-250 (November 24, 2023, Consolidation), it is our professional opinion that the proposed development comprised of the proposed gas bar at 1900 Cyrville Road complies with the Zoning By-law.

Please feel free to Kristopher Hall (Kristopher.hall@wsp.com/647-730-7132) if you have any questions or require additional information.

Sincerely,



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