

June 30, 2026

Mr. Stream Shen

Planner III
Planning, Infrastructure and Economic Development
City of Ottawa
110 Laurier Avenue West
Ottawa, ON K1P 1J1

**RE: Site Plan Control Application
1460, 1480, and 1490 Richmond Road, Ottawa ON**

Dear Stream,

Fotenn has been retained by Dalip Centre Holdco Inc. ("the client") to prepare this cover letter related to its Site Plan Control (SPC) application for the properties municipally known as 1460, 1480, and 1490 Richmond Road in the Britannia neighbourhood of Ottawa.

The applicant is seeking to expand an existing drive-through use such that it can conform to the minimum queueing length for a "restaurant use". It was originally established to support a "bank" use, which requires less queueing spaces. The commercial building shell will be modified internally and externally to match the new restaurant branding and functionality, but will otherwise make use of the existing building footprint and envelope. Changes to the broader property are not presently contemplated.

The intent of this cover letter is to provide a brief explanation of the application being submitted, demonstrate zoning compliance with the 2008-250 City of Ottawa Zoning By-law, and generally demonstrate zoning compliance with the 2026-50 City of Ottawa Zoning By-law.

In addition to this letter, the following documents have been submitted as part of this application:

- / Site Plan and Elevations (A1.0; A1.1), Rev. 7, prepared by Lawrence Architects, dated June 29, 2026;
- / Landscape Plan (L1), Rev 1, prepared by GJA Inc., dated June 30, 2026;
- / Civil Drawing Package (ND-1; SG-1; SS-1; STM-1; STM-2; EP-1), prepared by Pearson Engineering, dated June 29, 2026;
- / Stormwater Management and Servicing Report, prepared by Person Engineering, dated June 2026;
- / Phase One Environmental Site Assessment, prepared by Pinchin, dated May 13, 2026;
- / Survey Plan, prepared by Stantec, dated May 12, 2026;
- / Transportation Impact Assessment, prepared by CGH Transportation, dated June 2026; and

Ottawa
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174 Spadina Avenue, Suite 304
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FOTENN

/ Tree Conservation Report, prepared by Dendron Forestry
Services, dated June 26, 2026.

Should you have any questions related to the application, please
do not hesitate to contact the undersigned.

Thank you for your time and assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Tamara Nahal", with a stylized, cursive script.

Tamara Nahal, MCIP RPP
Planner

A handwritten signature in black ink, appearing to read "Scott Alain", with a stylized, cursive script.

Scott Alain, MCIP RPP
Senior Planner

1.0 Introduction

Dalip Centre HoldCo (“the client”) is seeking to expand an existing drive-through use accommodate the minimum queueing length for a “restaurant use”. The commercial building shell will be modified internally and externally to match the new restaurant branding and functionality, but will otherwise make use of the existing building footprint and envelope. Changes to the broader property are not presently contemplated.

The subject site comprises a smaller component of 1460, 1480 and 1490 Richmond Road, referred to as the “Towne and Country Village”; also known as 2625 Carling Avenue (Figure 1). The existing bank tenant on the subject site provided notice of its intent to vacate the building on-site. The building is currently outfitted with a drive-through automated teller machine (ATM), and the client wishes to convert the building to accommodate a restaurant use with an associated drive-through (Figure 2). The applicable zoning provisions related to queueing for a drive-through have different requirements for bank and restaurant uses: the number of queueing spaces required for a restaurant is higher, therefore modifications to the parking lot are required to bring the drive-through into zoning compliance.

In addition to the aforementioned changes, while drive-throughs are permitted for the subject site under the present City of Ottawa Zoning By-law 2008-250, the Council-approved City of Ottawa Zoning By-law 2026-50 does not permit them. Therefore, the drive-through use will be considered legal non-conforming once the 2026-50 Zoning By-law is in full force and effect.

Since approving the 2026-50 Zoning By-law, Fotenn is aware of 26 appeals that have been filed against it. It is our understanding that on July 2, 2026, the Ontario Land Tribunal (OLT) will undertake a case management conference (CMC) to review these filed appeals. At the CMC, the OLT will determine which unappealed sections will come into full force and effect.



Figure 1: Subject Site. GeoOttawa, 2022.

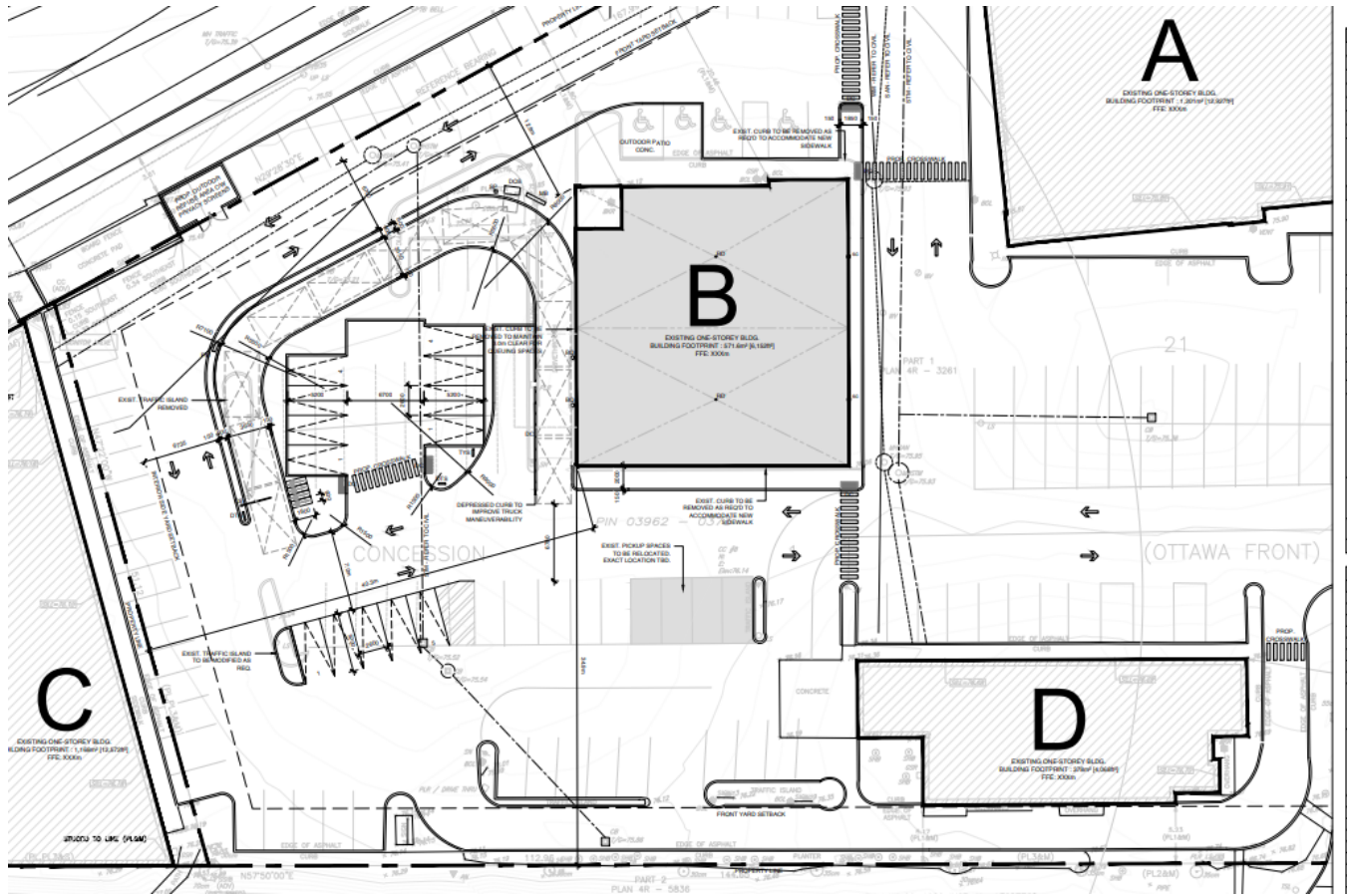


Figure 2: Proposed Revised Driveway Alignment.

2.0 Regulatory Context

2.1 City of Ottawa Zoning By-law

The City of Ottawa approved the new Comprehensive Zoning By-law (2026-50) on March 11, 2026. 26 appeals were submitted to various sections of the new Zoning By-law. The Ontario Land Tribunal (OLT) will ultimately determine what sections of the new Zoning By-law are in force while the balance are left to be resolved through hearings and/or mediation. It is understood that the City has a date set for July 2, 2026 with the Tribunal for this process.

In the interim, we understand the City is taking the position that the most restrictive of provisions between the old and new by-laws will apply to any new permit or development application. It is Fotenn's opinion, however, that 2008-250 is still the in-force Zoning By-law until replaced by the new By-law, until after the OLT has made its ruling in September 2026.

2.1.1 City of Ottawa Zoning By-law 2008-250 – Zoning Compliance Table

The subject site is presently zoned “Arterial Mainstreet, subzone 10” (AM10). Permitted uses include:

Residential uses:

- | | | |
|---|----------------------------------|----------------------------------|
| / apartment dwelling, low rise apartment dwelling, mid rise | / home-based business | / retirement home, converted |
| / bed and breakfast dwelling | / home-based day care | / rooming house stacked dwelling |
| / unit group home | / planned unit development (PUD) | / townhouse dwelling |
| | / retirement home | |

Non-residential uses:

- | | | |
|--------------------------------------|--|-----------------------------|
| / amusement centre | / cinema | / medical facility |
| / amusement park | / click and collect facility | / municipal service centre |
| / animal care establishment | / community centre | / museum |
| / animal hospital | / community health and resource centre | / nightclub |
| / artist studio | / convenience store | / office |
| / automobile dealership | / day care | / park |
| / automobile rental establishment | / diplomatic mission | / parking garage |
| / automobile service station | / drive-through facility | / payday loan establishment |
| / bank | / emergency service | / personal brewing facility |
| / bank machine | / funeral home | / personal service business |
| / bar | / gas bar | / place of assembly |
| / broadcasting studio | / hotel | / place of worship |
| / car wash | / instructional facility | / post office |
| / catering establishment | / library | / production studio |
| / recreational and athletic facility | / retail food store | / storefront industry |
| / research and development centre | / retail store | / technology industry |
| / residential care facility | / school | / theatre |
| / restaurant | / service and repair shop | / training center |
| | / sports arena | / urban agriculture |

Note that “drive-through facility” is presently a permitted use under Zoning By-law 2008-250.

The applicable zoning provisions are shown below in Table 1:

Table 1: Zoning Provisions for AM10 subzone in the City of Ottawa Zoning By-law, 2008-250

AM10 Zoning		Requirement	Provided
Minimum Lot Width		No minimum	161 m
Minimum Lot Area		No minimum	11,473.5 m ²
Minimum Front Yard Setback Both Carling Ave and Richmond Rd are “front lot line”		0 m	12.8m; 34.9m
		At least 50% of the frontage along the front lot line and corner side lot line must be occupied by building walls located within 3 m for non-residential and Mixed use buildings <i>a building existing as of the day of the passing of the By-law may be expanded without having to comply with the above clause, provided the following;</i> / the addition does not exceed the greater of 600 m² or 20% of the gross floor area of the existing building, / subsequent additions are not permitted within 12 months of an issued building permit for expansion of the same building,	<i>Previously established; beyond 3m from lot lines.</i>
		any portion of a building located within 10 metres a front lot line or corner lot line must satisfy the following minimum building heights: / if the building is a non-residential or mixed-use building, the ground floor requires a minimum height of 4.5 metres; and / the minimum building height required is 7.5 metres, and must contain at least two storeys,	<i>Beyond 10m from lot lines.</i>
Interior Side Yard Setback	Minimum	No minimum	Complies.
	Maximum	No maximum	Complies.
Maximum Building Height (m)		30 m	Complies.
Maximum Floor Space Index		None	Complies.
Min. Active Entrances		The ground floor façade facing a public street of a building located within 4.5 metres of the front lot line or corner side lot line must include: / a minimum of one active entrance from each individual occupancy located immediately adjacent to the front lot line or corner side lot line in the case of non-residential uses; and / a minimum of one active entrance in the case of a residential use building;	<i>Previously established; beyond 4.5m from lot lines.</i>

AM10 Zoning		Requirement	Provided
		where an active entrance is angled on the corner of the building, such that it faces the intersection of the arterial mainstreet and a side street intersecting the arterial mainstreet, it is deemed to face both streets	
Min. Glazing		A minimum of 50% of the surface area of the ground floor façade, measured from the average grade up to a height of 4.5 metres, facing a public street must be comprised of transparent glazing and active customer or resident entrance access doors,	<i>Previously established.</i>
Landscaped buffer in parking lots		A minimum of 15% of the area of any parking lot, whether a principal or an accessory use, must be provided as perimeter or interior landscaped area comprised of the following: / a landscaped buffer must be provided between the perimeter of the parking lot; and / in addition to the landscaped buffer, interior landscaping may be provided including various landscaped islands, landscaped medians, pedestrian pathways or public plazas to meet the minimum 15% requirement.	<i>Previously established.</i>
Minimum Width of Landscaped Area	Abutting a street	3 m	<i>Previously established.</i>
	Not abutting a street	≤ 10 parking spaces: None 10-99 parking spaces: 1.5 m ≥ 100 parking spaces: 3 m	8 spaces proposed.
Outdoor garbage storage		All outdoor refuse collection and refuse loading areas contained within or accessed via a parking lot must be: / 9 m from a lot line abutting a public street; / 3 m from any other lot line; and / screened from view by an opaque screen 2 m tall / Where an in-ground refuse container is provided, the screening requirement above may be achieved with soft landscaping	Complies.
Parking and Loading Provisions			
Parking Requirements Area Z on Schedule 1A		Min: No parking required	Complies.
Vehicle Parking Space Dimensions	Standard	2.6 m to 3.1 m wide 5.2 m long	Complies.
	Compact	4.6 m long by 2.4 m wide Up to 50% of the parking spaces	Not proposed.
Bicycle Parking		1 per 250 m ² of gross floor area (GFA)	Complies.
Bicycle Parking Space Dimensions		Horizontal: 0.6m by 1.8m Vertical: 0.5m by 1.5m (max 50% of required spaces)	Complies.

AM10 Zoning		Requirement				Provided
Drive Aisle Width (Double Traffic Lane)	Parking Lot	Driveway: Minimum 6.0m Drive Aisle: Minimum 6.7m				Complies.
	Parking Garage	Minimum: 6.0m Maximum: 6.7m				N/A
Min. Required Loading Spaces per Square Metres of GFA		Retail Store, Shopping Centre: 350-999 m²: 0 1000-1999 m²: 0 2000-4999 m²: 1				0 required.
Min. Loading Space Dimensions		3.5 m wide x 7 m wide (9 m if parallel)				Complies.
Min. Loading Space Vertical Clearance		4.2 m				Complies.
Min. Width of Driveway Accessing Loading Space		Single traffic lane: 3.5 m Double traffic lane: 6 m				Complies.
Min. Width of Aisle Accessing Loading Space, by Angle of Loading Space		90°: 9 m				Complies.
Loading Space, Permitted Location		Permitted in all locations other than in a required front yard or required corner side yard, or in a required yard abutting a residential zone				Complies.
Landscaping Provisions for Parking Lots		Required				
			≤ 9 spaces	10-100 spaces	≥ 100 spaces	
		Abutting a street	3m			Previously established.
		Not abutting a street	0m	1.5m	3m	8 proposed.
		Areas not used for parking or buildings		Must be landscaped		Complies.
		Areas on the perimeter of the parking lot where it abuts a residential zone		Must be screened from view by an opaque screen with a minimum height of 1.5 metres		Previously established.
		All outdoor loading and refuse collection contained within a parking lot must be:		/ 3 m from any other lot line; and / screened from view by an opaque screen 2 m tall		Complies.
Drive-Through Provisions						
Min. Required Queueing Spaces		No order board: 4 spaces before/at service window;				N/A

AM10 Zoning	Requirement	Provided
	With order board: 7 before/at order board and a minimum total of 11	Complies.
Queueing Space Dimensions	3 m wide by 5.7 m long	Complies.
Proximity to Lot Line Abutting a Residential Zone	No queuing line, drive-through window or order board may be located within 3 metres of a lot line abutting a residential zone.	Complies.
Screening when Abutting Residential Zone	Despite subsection (3), where a queuing line, drive-through window or order board is located 3 metres or more from a residential zone, but is still within a yard abutting a residential zone, it must be screened from view from that residential zone by an opaque screen with a minimum height of 1.5 metres.	N/A

2.1.2 Draft Proposed City of Ottawa Zoning By-law (2026-50) – Zoning Compliance Review

The subject site is proposed to be zoned “Hub Zone 2, height limit 100 metres” (H2 H(100)). Permitted uses include:

Residential uses: dwelling unit

Non-residential uses:

/ animal care establishment	/ hotel	/ place of worship
/ artist studio	/ indoor entertainment facility	/ post-secondary educational institution
/ automobile rental establishment	/ instructional facility	/ recreation and athletic facility
/ bank	/ library	/ research and development centre
/ broadcasting and production studio	/ medical facility	/ restaurant
/ catering establishment	/ micro-distribution facility	/ retail store
/ community centre	/ museum	/ school
/ courthouse	/ nightclub	/ sports arena
/ day care	/ office	/ storefront industry
/ emergency service	/ parking garage	/ theatre
/ funeral home	/ payday loan establishment	/ training centre
/ government service centre	/ personal service business	
/ hospital	/ place of assembly	

Note that “drive-through facility” is no longer a permitted use, whereas it is a permitted use in the current and in force Zoning By-law.

Zoning provisions are shown below in Table 2:

Table 2: Zoning Provisions, Draft Proposed Zoning By-law (2026-50)

H2 H(100) Zoning	Requirement	Provided
Min. Lot Area	No minimum	161 m
Min. Lot Width	No minimum	11,473.5 m ²

H2 H(100) Zoning	Requirement	Provided
Min. front and exterior side yard setback	For any part of the building 15 metres or less above grade: No minimum	<i>Previously established</i>
	For any part of the building greater than 15m above grade: 1.5 m	N/A
	For any part of the building greater than 30m above grade: 3 m	N/A
Min. interior side yard setbacks	Where abutting an N1, N2, N3, N4, N5, or N6 Zone: 3 m	N/A
	Abutting a rapid transit corridor: 2 m	N/A
	All other cases: No minimum	<i>Previously established</i>
Min. rear yard setback	Where abutting an N1, N2, N3, N4, N5, or N6 Zone: 6 m	N/A
	Where abutting a rapid transit corridor: 2 m	N/A
	All other cases: No minimum	<i>Previously established</i>
Min. building height	In Areas B and C on Schedule A1 – Transects: 11 m	<i>Previously established</i>
Max. building height	100 m	Complies
Ground Floors and Active Entrances		
Min. ground floor height, mid- and high-rise buildings	4 m	<i>Previously established</i>
Min. active entrances, glazing	Exterior building walls located on the ground floor and located within 4.5 metres of a front or exterior side lot line must: / provide a minimum of one active entrance from each individual occupancy on the ground floor located adjacent to the front lot line or exterior side lot line in the case of non-residential uses; / provide a minimum of one active entrance in the case of a residential use building; and / a minimum of 40 per cent of the surface area of the ground floor façade, measured from the average grade up to a height of 4 metres, facing a public street must be comprised of transparent glazing and active customer or resident entrance access doors.	<i>Previously established, beyond 4.5m from lot lines</i>
Front or exterior side yard	Where a front or exterior side yard is provided that is 1 metre or greater in depth, that yard must contain any of the following: / an outdoor commercial patio;	<i>Previously established</i>

H2 H(100) Zoning	Requirement		Provided
	/ bicycle parking; / soft landscaping; or / benches, street furniture or other similar features.		
Outdoor storage accessory to the use	Outdoor storage accessory to the use on the lot: / is prohibited in a front or exterior side yard; / is permitted in all other yards, subject to being completely screened from a public street, and from N1, N2, N3, N4, N5 and N6 – Neighbourhood Zones or INZ – Institutional Zone; and / despite clauses 5(a) and (b), outdoor storage is permitted in any yard for an automobile dealership existing on [the date of passing of this By-law].		Previously established
Height and Built Form Transition	Where the rear yard abuts a street or public laneway that abuts N1, N2, N3, and N4 – Neighbourhood Zones, the angular plane requirement described in subsection (8) applies, but the width of the abutting street or public laneway may be added to the height of the plane's origin at the rear lot line. Maximum building height: 132 metres, unless otherwise specified by an H suffix, schedule, or exception; and / for areas up to and including 25 metres from a lot line abutting an N1, N2, N3 and N4 – Neighbourhood Zones, no part of a building may project above a 45-degree angular plane measured from a height of 15 metres above the said lot line.		Complies
Drive-Through Facilities			
Where a drive-through facility is permitted, off-street motor vehicle queueing spaces must be provided for each service bay, wash bay, window, kiosk, bank machine or booth at the rates set out below:			Complies
Min. required number of queueing spaces for drive-through facilities	Restaurant	/ No order board: 4 spaces for each service window / With order board: 7 for each order board and 4 for each pick-up window	Complies (with order board)
	Conveyor and Automatic Car Wash	10 for each wash bay	N/A
	Any other use	3 spaces	N/A

H2 H(100) Zoning	Requirement	Provided
	A queueing space provided at a service bay, wash bay, order board, window, kiosk, bank machine or booth counts towards the requirement above.	N/A
Queueing space after drive-through	One queueing space must be provided after each drive-through facility.	Complies
Min. dimensions	3 m wide x 5.7 m long	Complies
Prohibited in required yards	No queueing lane, drive-through window or order board may be located within a required yard abutting a residential zone.	Complies
	Drive-through queueing lanes are prohibited within a required front yard.	Complies
Min. soft landscaped buffer when abutting residential zone	A soft landscaped buffer with a minimum width of 3.5 metres must be provided between any drive-through facility and a front lot line, an exterior side lot line, or any lot line abutting a residential zone.	N/A
Screening adjacent to residential or mixed-use buildings	All drive-through queueing lanes in a yard abutting a lot containing a residential or mixed-use building must be screened from view by an opaque screen at least 1.5 metres high.	N/A
Max. number of queueing lanes	No more than 2 queueing lanes may be provided for each building containing a drive-through facility, except for a car wash.	Complies
Parking and Loading Provisions		
Max. parking space rate Table 602, Area B on Schedule A1	3.6 per 100 m ² of gross floor area	<i>Previously established</i>
Location of parking	No parking space may be established in: / a front yard / an exterior side yard	<i>Previously established</i>
Min. parking space size	2.6 m wide x 5.2 m long	Complies
Parking lot provisions	Provided parking must be located behind a building or within the building or underground (legal non-conforming)	<i>Previously established</i>
Min. width, driveway	Single traffic lane: 3 m Double traffic lane: 6 m	Complies
Min. aisle width, parking lot	6.7 m	Complies
Soft landscaped buffer around parking lot	A soft landscaped buffer must be provided between the perimeter of a parking lot and a lot line, and a driveway may cross the soft landscaped buffer: / for a parking lot with 10 or fewer spaces: one metre;	<i>Previously established</i>

H2 H(100) Zoning	Requirement	Provided
	/ for a parking lot with more than 10 but fewer than 100 spaces: 3.5 metres; and / for a parking lot containing 100 or more spaces: 5 metres.	
Outdoor garbage storage provisions	All outdoor refuse collection and refuse loading areas contained within or accessed via a parking lot must be screened from view by an opaque screen with a minimum height of 2 metres, subject to the following: / in the case of a parking lot with 50 or more parking spaces, all outdoor refuse or refuse loading areas must be located at least 9 metres from a lot line abutting a public street and least 3 metres from any other lot line; and / despite subsection (6), where an in-ground refuse container is provided, the screening requirement may be achieved with soft landscaping and must be a minimum height of 1.5 metres.	<i>Previously established</i>
Min. bicycle parking rate	2 spaces with an additional 1 space per 250 m ² above 250 m ²	Complies
Loading Spaces Required	In the Hub zone, a vehicle loading space is only required in the case of the following: in all other cases, where the use has a gross floor area of 1,500 square metres or more.	N/A
Min. Number of Loading Spaces Required, per GFA	All other non-residential uses: <1,000 m²: 0 1,000-1,999 m²: 1 2,000-4,999 m²: 2	0 required
Min. Dimensions	3.5 m wide x 7 m long (9m if parallel)	Complies
Min. Vertical Clearance	4.2 m	Complies
Min. width of driveway accessing a loading space	Single traffic lane: 3.5 m Double traffic lane: 6 m	Complies
Min. width of aisle accessing loading space by angle	90 degrees: 9 m	Complies
Loading Spaces, Location	No loading spaces may be located in a required or provided front or exterior side yard	Complies

The number of required queuing spaces has not changed between the outgoing and incoming Zoning By-laws, although, the language has changed slightly. A comparison of the required queuing space is shown below, in Table 3:

Table 3: Queueing provisions required for a drive-through associated with a restaurant

Current Zoning By-law	Draft Proposed Zoning By-law
/ No order board: 4 spaces for each service window / With order board: 7 for each order board and 4 for each pick-up window	/ No order board: 4 spaces for each service window / With order board: 7 before/ at order board and a minimum total of 11

In both scenarios, a minimum of 11 queuing spaces are required for a drive-through with an order board. Note that a drive-through without an order board only requires four (4) spaces per service window.

Conclusions and Next Steps

Based on the overview provided and the supporting materials submitted, it is our understanding that this application for Site Plan Control will be considered complete. Through previous correspondence with City of Ottawa staff, it is understood that an additional and concurrent application to the Committee of Adjustment for “permission to expand a legal non-conforming use” may be required to support the expansion of the drive-through use.

Based on our review, the proposal for the subject site conforms to both the incoming (2026-50) and outgoing (2008-250) Zoning By-laws; aside from the removal of drive-through as a permitted use in 2026-50. This interpretation is provided with consideration to the components of the site which were established prior to the adoption of these by-laws and are not proposed to be revised or expanded within the scope of the submitted Site Plan Control application. Aside from the reconfiguration of the parking lot area and any visual changes to the building shell, no new development is proposed as part of this application.

Should you have any further questions, please do not hesitate to contact the undersigned.

Sincerely,



Tamara Nahal, MCIP RPP
Planner



Scott Alain, MCIP RPP
Senior Planner