

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

Site Location: 1900 Cyrville Road

File No.: D07-12-25-0160

Date of Application: March 26, 2026

This SITE PLAN CONTROL application submitted by Kristopher Hall, WSP Canada Inc, on behalf of Costco Wholesale Canada Ltd, is APPROVED pursuant to conditions/upon resolution of the conditions stated in this report
And the following plans are approved:

1. **Site Plan, SP-20**, prepared by WSP Inc. dated July 9, 2026
2. **Master Plan, L001**, prepared by WSP Inc. dated 2025-03-28, revision 11 dated 2026-07-16
3. **Landscape Notes, L100**, prepared by WSP Inc. dated 2025-03-28, revision 11 dated 2026-07-16
4. **L201**, prepared by WSP Inc. dated 2025-03-28, revision 11 dated 2026-07-16
5. **Landscape Details, LD-01** prepared by WSP Inc. dated 2025-03-28, revision 11 dated 2026-07-16
6. **Notes, NT1** prepared by WSP Inc. dated July 2026, revision 12 dated 2026-07-13
7. **Site Removal Plan, RM1**, prepared by WSP Inc. dated July 2025, revision 12 dated 2026-07-13
8. **Site Grading Plan, SG1** prepared by WSP Inc. dated July 2026, revision 12 2026-07-13
9. **Site Servicing Plan, SS1**, prepared by WSP Inc. dated July 2026, revision 12 dated 2026-07-13
10. **Drainage Area Plan, ST1**, prepared by WSP Inc. dated July 2026, revision 12 dated 2026-07-13
11. **Erosion Control Plan, ES1**, prepared by WSP Inc. dated July 2026, revision 12 dated 2026-07-13

And as detailed in the following report(s):

1. **Tree Conservation Report**, prepared by WSP Canada Inc., dated July 28, 2025, revision 4 June 5, 2026

2. **Phase One Environmental Site Assessment – Northeast Part of 1900 Cyrville Road, Ottawa, Ontario**, prepared by Stantec Consulting Ltd., dated March 3, 2026
3. **Phase Two Environmental Site Assessment – Northeast Part of 1900 Cyrville Road, Ottawa, Ontario**, prepared by Stantec Consulting Ltd., dated March 18, 2026
4. **Addendum**, prepared by Stantec Consulting Ltd., dated March 18 2026
5. **Preliminary Geotechnical Investigation Report**, prepared by Stantec Consulting Ltd., dated March 2026
6. **Tree Information Report (TIR)**, prepared by WSP Canada Inc., dated March 25, 2026
7. **Gloucester Costco Business Centre Gas Bar Addition Traffic Impact Assessment**, prepared by Kittelson Canada, LLC, dated October 2025

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. Lapsing of Approval

The Owner shall enter into this Site Plan Control Agreement including all standard and special conditions, financial and otherwise, as required by the City. In the event that the Owner fails to sign this Agreement, complete the conditions to be satisfied prior to the signing of this Agreement, and have the corresponding building permit(s) issued within three (3) years of Site Plan approval, the approval shall lapse.

2. Prior Site Plan Agreement

The Owner acknowledges and agrees that all terms and conditions of the Site Plan Agreement between 867620 Ontario Inc. and The Corporation of the City of Gloucester, registered as Instrument No. N572561 on 1991/01/23 are reconfirmed and are in full force and effect except as otherwise varied or amended in this Agreement. The Owner further acknowledges and agrees that the relevant portion of the Approved Plans referenced in Schedule "E" hereto shall supercede 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. **Reinstatement of City Property**

The Owner shall reinstate, at its expense and to the satisfaction of the General Manager, Planning, Development and Building Services, any property of the City, including, but not limited to, sidewalks, curbs and boulevards, which is damaged as a result of the subject development.

6. **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.

7. **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.

8. **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.

9. **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.

10. Development Charges

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

Special Conditions

11. 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 Department, 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 Department, 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 Department, 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 Department.

12. Permanent Encroachment Agreement

The Owner acknowledges and agrees to enter into a permanent Encroachment Agreement to permit the encroachment of the soft landscaping, including plantings and landscaping material to be constructed within the City's Innes Road and Cyrville Road rights-of-way. The Owner shall, at its expense, provide a reference plan for registration, indicating the approved encroachments, and the Owner shall submit the draft reference plan to the City's Surveyor for review and approval prior to its deposit in the Land Registry Office. The Owner further acknowledges and agrees that the cost of preparation and registration of the Encroachment Agreement will be borne by the Owner.

13. Letter of Tolerance – Right-of-Way

The Owner shall, within two (2) weeks of Site Plan Control Approval, file with the General Manager, Planning, Development and Building Services a copy of the letter of tolerance issued by the Right-of-Way Unit for the encroachment of the soft landscaping, including plantings and landscaping material, to be constructed within the City's Innes Road and Cyrville Road rights-of-way, as shown on the approved **Master Plan L001** prepared by WSP Inc. dated 2025/08/28 revision 11 dated 2026/07/16 referenced in Schedule "E" herein.

14. 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 Access Approach By-law, being No. 2026-139, as amended.

15. 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 Geotechnical Investigation Report (the "Report"), referenced in Schedule "E" herein, 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.

16. Spill Contingency and Pollution Prevention Plan

The Owner shall, within six (6) months of signing this Agreement, develop and implement a spill contingency and pollution prevention plan, which plan, at a minimum, will include a set of written procedures describing how to prevent and/or mitigate the impacts of a spill within the area serviced by the Works:

- (a) the name, job title and location (address) of the Owner, person in charge, management or person(s) in control of the buildings;
- (b) the name, job title and 24-hour telephone number of the person(s) responsible for activating the spill contingency and pollution prevention plan;
- (c) a site plan drawn to scale showing the facility, nearby buildings, streets, catch basins and manholes, drainage patterns (including direction of flow in storm sewers), and receiving water course that could potentially be significantly impacted by a spill and any features which need to be taken into

account in terms of potential impacts on access and response (including physical obstructions and location of response and clean-up equipment);

- (d) steps to be taken to report, contain, clean up and dispose of contaminants following a spill;
- (e) a listing of telephone numbers for local clean-up companies who may be called upon to assist in responding to spills, local emergency responders including health institution(s), and the Ministry of the Environment, Conservation and Parks Spills Action Centre;
- (f) Materials Safety Data Sheets (MSDS) for each hazardous material which may be transported or stored in the said building;
- (g) the means (internal corporate procedures) by which the spill contingency and pollution prevention plan is activated;
- (h) a description of the spill response training provided to employees assigned to work in the said building, the date(s) on which the training was provided and by whom;
- (i) an inventory of response and clean-up equipment available to implement the spill contingency and pollution prevention plan, location and date of maintenance/replacement if warranted; and
- (j) the dates on which the spill contingency and pollution prevention plan was prepared and subsequently, amended.

The Owner covenants and agrees to maintain the spill contingency and pollution prevention plan up to date through revisions undertaken from time to time as required by changes to the general operations of the site. The Owner further covenants and agrees to retain a copy of the spill contingency and pollution prevention plan in a conspicuous, readily accessible location on-site such that it can be used as a reference by employees assigned to work in the said building. The Owner further covenants and agrees that it will make available, for inspection and copying by City personnel, the spill contingency and pollution prevention plan.

17. Vibration Monitoring

The Owner agrees and acknowledges that prior to commencing site alteration or construction that vibration monitoring shall be undertaken by a Professional Engineer licensed in the province of Ontario. Vibration levels shall not exceed those determined by the City and Province to cause damage to adjacent buildings and structures. The Owner may consider offering pre-construction surveys to adjacent/abutting properties. The Owner agrees to maintain vibration monitoring records during construction, which shall be made available to the General Manager, Planning, Real Estate and Economic Development upon request. The Owner agrees and acknowledges that the City shall be indemnified from any damage claims resulting from construction activities.

18. **Maintenance and Liability Agreement for Landscaping**

The Owner acknowledges and agrees it shall be required to enter into a Maintenance and Liability Agreement with the City, for those elements which are to be located in the City's Innes Road and Cyrville Road rights-of-way, as shown on the approved (Landscape Plan) **Master Plan L001**, prepared by WSP Inc. dated 2025/03/28 revision 9 dated 2026/07/16 referenced in Schedule "E" herein, including all plant and landscaping material (except municipal trees), and planting beds. The Maintenance and Liability Agreement shall be registered on title, at the Owner's expense, immediately after the registration of this Agreement. The Owner shall assume all maintenance and replacement responsibilities in perpetuity.

19. **Parkland Dedication**

- (a) The Owner acknowledges and agrees that the conveyance requirement to the City is 209.75 square metres.
- (b) The Owner covenants and agrees that the conveyance requirement has been calculated at the rate set out below in accordance with the Parkland Dedication By-law, being By-law No. 2022-280, as amended:
 - (i) For cash-in-lieu of conveyance parkland:
 - i. 2% of the gross land area (commercial & industrial uses).

Conveyance Requirement Table

Development Type	Calculation	Conveyance Requirement (square metre)
Commercial and industrial uses 2 %	2 % multiplied by 10,487.6 square metres ¹	209.75 square metres
Convert Conveyance Requirement to land value	Land Value (\$304.79per m ²) x 209.75 m ²	\$63,929.70

20. **Cash-In-Lieu of Conveyance of Parkland**

- a) Prior to registration of the Site Plan Agreement, the Owner acknowledges and agrees to pay cash-in-lieu of conveyance of parkland as referenced in Schedule "B" herein. Pursuant to the City's Parkland Dedication By-law, being By-law No. 2022-280, as amended, 40% of said funds collected shall be directed to City wide funds, and 60% shall be directed to Ward 11 funds (Account 830300).
- b) Prior to issuance of building permit, the Owner shall pay the parkland appraisal fee of \$880.00 plus H.S.T. of \$114.40, as referenced in Schedule "B" herein.

All of the above shall be to the satisfaction of the General Manager, Planning, Development Building Services.

¹ Based on post construction development area provided by Applicant on May 20, 2026

21. Corner Sight Triangle

Prior to registration of this Agreement, the Owner acknowledges and agrees to convey to the City, at no cost to the City, an unencumbered corner sight triangle at the intersection of Innes Road and Cyrville Road as outlined in the Hospital Link and Cumberland Transitway Westerly Environmental Project Report, dated August 2011. The exact location and area of the corner sight triangle must be determined by legal survey. The Owner shall provide a reference plan for registration, indicating the corner sight triangle, to the City Surveyor for review prior to its deposit in the Land Registry Office. Such reference plan must be tied to the Horizontal Control Network in accordance with the municipal requirements and guidelines for referencing legal surveys. The Owner acknowledges and agrees to provide an electronic copy of the Transfer and a copy of the deposited reference plan to the City Solicitor prior to the execution of this Agreement by the City. All costs shall be borne by the Owner.

22. Road Widening

Prior to registration of this Agreement, the Owner acknowledges and agrees to convey to the City, at no cost to the City, an unencumbered road widening across Innes Road frontage of the lands, as outlined in the Hospital Link and Cumberland Transitway Westerly Environmental Project Report, dated August 2011 with the comprising an irregular measurement from the existing centreline of pavement/the abutting right-of-way. The exact widening must be determined by legal survey. The Owner shall provide a reference plan for registration, indicating the widening, to the City Surveyor for review and approval prior to its deposit in the Land Registry Office. Such reference plan must be tied to the Horizontal Control Network in accordance with the municipal requirements and guidelines for referencing legal surveys. The Owner acknowledges and agrees to provide an electronic copy of the Transfer and a copy of the deposited reference plan to the City Solicitor prior to the execution of this Agreement by the City. All costs shall be borne by the Owner.

23. Rideau Valley Conservation Authority

The Owner acknowledges and agrees to obtain any required approvals and/or permits from the Rideau Valley Conservation Authority prior to the commencement of site works. The Owner acknowledges and agrees to file copies of such approvals and/or permits with the General Manager, Planning, Development and Building Services.



July 30, 2026

Date

John Seigny
Manager, Development Review East,
Planning, Development and Building
Services Department

Enclosure: Site Plan Control Application approval – Supporting Information

SITE PLAN CONTROL APPROVAL APPLICATION SUPPORTING INFORMATION

File Number: D07-12-25-0160

SITE LOCATION

1900 Cyrville Road, and as shown on Document 1.

SYNOPSIS OF APPLICATION

The subject site, municipally addressed as 1900 Cyrville Road, currently contains a large-format retail building (Costco) with surface parking at the east and south sides. The site is irregular in shape, and approximately 47,500 square metres in size. The site is located on the northeast corner of Innes Road and Cyrville Road. To the south of the site is Highway 417. The surrounding lands include commercial buildings to the east and west, and single detached dwellings north of the site. The site is bounded to the south by a Costco parking lot, followed by Green's Creek and commercial/industrial properties.

The application has been submitted to accommodate a gas bar on the property. There will be no changes to the existing main retail building as part of this site plan application. This development will include a gas bar, reduction in parking stalls, and an additional site access accompanied by soft landscaping. The gas bar will be implemented on the eastern side of the existing building with a new site access onto Cyrville Road.

The parcel is currently zoned General Mixed-Use, Subzone 12 (GM12) in the current Zoning By-law 2008-250 and permits gas bars. In the New Zoning By-law 2026-50, the parcels are zoned Mainstreet Zone 2 (MS2) and permits gas bars. Per the Official Plan (2022) the subject property is located within the Outer Urban Transect and is designated as Neighbourhood (Schedules A and B3) with an Evolving Neighbourhood Overlay (Policy 5.6.1). The site is at the intersection of Cyrville Road and Innes Road, Innes Road is designated as an Arterial road (Schedule C4).

Residential Units and Types

N/A

Related Applications

N/A

DECISION AND RATIONALE

- The Official Plan (2022) designates the subject property as Neighbourhood (Schedule [A](#) and [B3](#)) within the Outer Urban Transect. The proposed gas bar is consistent with the surrounding land uses.
- The subject property is also identified within the Evolving Neighbourhood Overlay ([Policy 5.6.1](#)). The proposal includes modifications to the existing site and includes landscaping and pedestrian improvements that support the objectives of creating an attractive and functional public realm.
- The proposal is in conformity with the applicable provisions of Zoning By-law 2008-250 and Zoning By-law 2026-50.
- The proposed development maintains the existing retail building while adding a gas bar to the site. The proposal makes efficient use of the existing commercial property and supports the continued operation of the commercial development.
- The proposed site layout maintains appropriate vehicular circulation, parking, loading, pedestrian connectivity, and landscaping.

The above conditions of site plan control approval would serve to ensure that the development proceeds in accordance with the approved plans and conditions of site plan control approval.

PARKLAND DEDICATION

Parkland dedication, in accordance with By-law 2022-280, is being satisfied within this approval through the taking of cash-in-lieu of parkland as detailed in the above conditions.

CONSULTATION DETAILS

Public Comments

This application was subject to public circulation under the Public Notification and Consultation Policy. There were public comments received online and staff considered these comments.

Technical Agency/Public Body Comments

Summary of Comments – Public

Community comments were received relating to traffic congestion and environmental impacts. Staff have reviewed the comments received and reviewed the corresponding studies prepared in the support of the application. Staff have no concerns with the proposal at this time.

Summary of Comments – Technical

The technical agencies comments were considered during the review and evaluation of the proposed development. The conditions contained within the standard Site Plan Agreement adequately addresses the agencies' comments.

Comments were received from Enbridge Gas Distribution, Conseil des écoles catholiques du Centre-Est, TELUS, Rideau Valley Conservation Authority.

Advisory Committee Comments

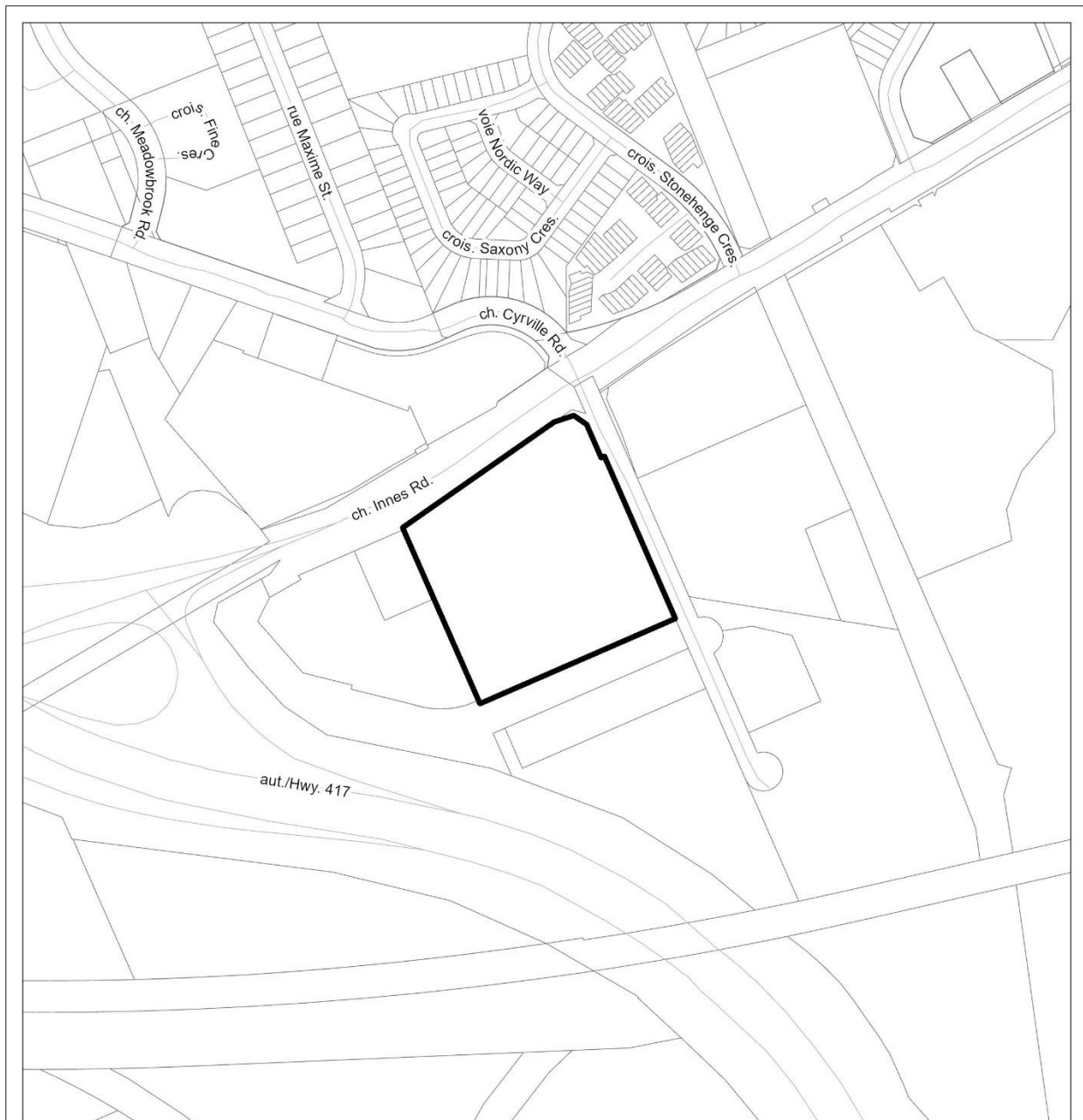
N/A

APPLICATION PROCESS TIMELINE STATUS

This Site Plan application was processed by the On Time Decision Date. The Council approved timeline has been met.

Contact: Craig Hamilton Tel: 613-580-2424, ext. 23502 or e-mail:
Craig.hamilton@ottawa.ca

Document 1 – Location Map



D07-12-25-0160

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REVISION / RÉVISION - 2026 / 04 / 17

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



1900 ch. Cyrville Rd



NOT TO SCALE