

# Planning Justification Report Major Rezoning

By  
P.E.N. Holdings Corp  
At  
3713 Navan Road, Ottawa



September 15, 2022

Ray Essiambre and Associates Ltd.

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## Table of Contents

TABLE OF CONTENTS.....	1,2
1. INTRODUCTION .....	3
2. LOCATION OF PROPERTY.....	3
Figure 1: Location.....	3
3. SITE .....	4
3.1 Property Information.....	4
3.2 Site Context.....	4
Figure 2: Site Context.....	4
Figure 3: Ariel View of Site.....	5
Figure 4: View from the corner of Navan Road and Mer Bleue Road .....	5
Figure 5: View from Navan Road and Property North of Site .....	6
Figure 6: View Looking West from Mer Bleue Road and Property East of Site .....	6
Figure 7: View Looking East Toward Mer Bleue Road and Property East of Site .....	7
Figure 8: View of Mini Putt Use located South of Navan Road and the Site.....	7
Figure 9: View of 105 Residential Use on Saphir Avenue, .....	8
4. THE PROPOSAL .....	8
Figure 10: Proposed Use of the Site .....	9
5. CITY OF OTTAWA ZONING BY-LAW .....	10
5.1 Current Zoning.....	10
Figure 11: City of Ottawa Zoning.....	10
5.2 Proposed Zoning .....	11
5.2.1 GM – H – General Mixed Use Zone Holding.....	11
5.2.2 City of Ottawa Zoning By-law 2008-250 Section 54 Definitions .....	11
5.2.3 Compliance with Zoning Provisions.....	11
5.2.4 Parking .....	12
Figure 12. Zone Schedule .....	13
6. PLANNING POLICY & REGULATORY FRAMEWORK .....	13
6.1 Provincial Policy Statement (2005) .....	13
6.2 City of Ottawa Official Plan (2003).....	14
6.2.1 Official Plan Designation.....	14

Figure 13: Schedule B – General Urban Area .....	14
Figure 14: Schedule C - Cycling.....	17
Figure 15: Schedule F - Urban Roads.....	17
Figure 16: Schedule J – Mulit-Use Pathways .....	17
6.3 Draft Official Plan.....	18
Figure 17: Suburban Transect Policy Area.....	18
Figure 18: Suburban East Transect .....	19
6.4 Discussion .....	20
6.5 East Urban Community .....	21
Figure 19– Site Location within Phase 2 Area .....	21
Figure 20– East Urban Community Phase 2 - Schedule A Land Use .....	21
7.0 TECHNICAL STUDIES .....	22
7.1 Site Servicing .....	22
7.1.1 Sanitary .....	22
7.1.2 Stormwater .....	23
7.1.3 Utilities.....	23
7.2 Phase I Environmental Site Assessment .....	23
8.0 CONCLUSION.....	24
Appendix – A – Preliminary Comments for 3713 Navan Road .....	25
Appendix – B - Pin Page.....	29
Appendix – C – DR - Development Reserve Zone (Sections 237 and 238).....	30
Appendix – D – GM – General Mixed-Use Zone.....	32
Appendix – E – Table 101 Minimum Parking Space Rates .....	36

## 1. INTRODUCTION

Ray Essiambre and Associates Ltd. were retained in March 2022 by P.E.N. Holdings Corp. owners of the property at 3713 Navan Road, Ottawa. The assignment is to obtain a Major Rezoning of the property to permit a Community Health and Resource Center within the existing building previously used as a financial institution.

A pre-consultation meeting was held on March 15, 2022. Comments received by the City are contained in Appendix A.

## 2. LOCATION OF PROPERTY

Below is an image of the property at 3713 Navan Road which is at the south-east corner of Mer Bleue Road and Navan Road.

**Figure 1: Location**



### 3. SITE

#### 3.1 Property Information

- Registered Owner: P.E.N. Holdings Corp.
- Contact:  
Mr. Elias Houkayem,  
Executive Director, Walk of Grace Residential Services Inc.  
233 Joshua Street,  
Ottawa, Ontario K1W 0A8
- Lot Area: 0.18 ha
- Building gross floor area 390 m<sup>2</sup>
- Site coverage 4.8%
- Parking spaces – 18
- Innes Ward

#### 3.2 Site Context

The property is currently occupied by a one-storey brick structure that fronts onto Navan Road and Mer Bleue Road. Vehicular access to the property is from Mer Bleue Road. The structure was formerly occupied by a bank.

The natural topography of the site is generally flat. Mature trees and shrubs cover the side yards of the property and provide visual buffers from adjacent properties. The property has 28 meters of frontage along Navan Road and a frontage of 58.6 meters along Mer Bleue Road.

The legal description is Part of Lot 1, Concession 4, Ottawa Front, PIN 04352-0231. The Pin Page is included in Appendix B. The following images show the subject property at 3713 Navan Road and the surrounding Communities.

Figure 2: Site Context



**Figure 3: Ariel View of Site**



**Figure 4: View from the corner of Navan Road and Mer Bleue Road**



**Figure 5: View from Navan Road and Property North of Site**



**Figure 6: View Looking West from Mer Bleue Road and Property East of Site**



**Figure 7: View Looking East Toward Mer Bleue Road and Property East of Site**



**Figure 8: View of Mini Putt Use located South of Navan Road and the Site**





**Figure 9: View of Residential Use on Saphir Avenue, East of Mer Bleue Road and the Site**



## **4. THE PROPOSAL**

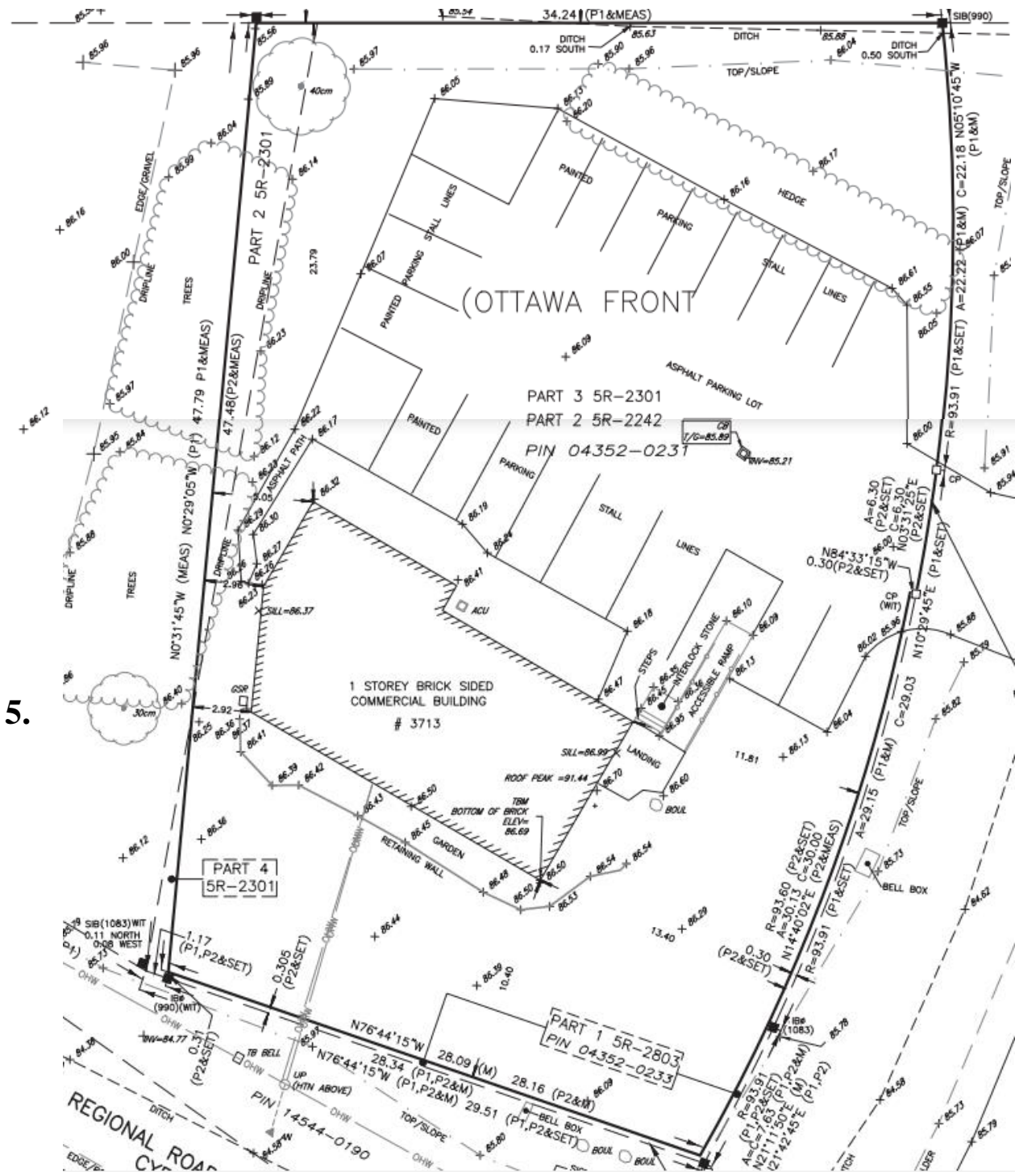
P.E.N. Holdings Corp proposes to convert the existing structure, situated on the property, from its former use as a Financial Institution to a Community Health and Resource Center. The Center will cater to the aging population by providing long-term/short-term services for individuals with development disabilities and dual diagnosis. Walk of Grace considers resident's mental health needs and works with a clinical care team in developing the proper Behaviour Support Programs to help teach new behaviours through Applied Behaviour Analysis.

The proposal is described below.

- The area of the property is 0.18 ha.
- The gross floor area of the building is approximately 390 m<sup>2</sup>.
- The building is one storey.
- Provides office space for approximately 5 staff.
- Provides meeting rooms for approximately 30 patients.
- The parking lot will accommodate 18 vehicles.
- There will be interior changes to the building.
- There will be no changes to the gross area of the building, exterior of the building, and parking lot.

The change in use of the property will require a Major Rezoning to permit the change of use from the existing Development Reserve (DR) zone, to a General Mixed-Use (GM-H) zone.

Figure 10: Proposed Use of the Site



5.

## 5. CITY OF OTTAWA ZONING BY-LAW

### 5.1 Current Zoning

The subject property is currently zoned DR - Development under the City of Ottawa Comprehensive Zoning By-law 2008-250. Figure 11 is an excerpt of the City of Ottawa Zoning from geoOttawa.

**Figure 11: City of Ottawa Zoning**



The zone permits the uses contained in Section 237 as follows:

1. The following uses are permitted.
  - agricultural use
  - agriculture-related use
  - emergency service
  - environmental preserve and education area
  - forestry operation
  - group home
  - home-based business
  - marine facility
  - one detached dwelling accessory to a permitted use
  - park
  - on-farm diversified use
  - secondary dwelling unit
  - urban agriculture

The list of permitted uses does not include a Community Health and Resource Center requiring a rezoning of the Site.

An extract of the DR zone is contained in Appendix C.

## 5.2 Proposed Zoning

The proposed zoning for the property is **GM-H**. Below is an explanation for the proposed zone.

### 5.2.1 GM – H – General Mixed Use Zone Holding

Permits a variety of uses that includes a Community Health and Resource Center. The proposed zoning for the Site is GM-H. The intent of the proposed change in zoning from DR to GM-Holding is to limit the use of the property at 3713 Navan Road to only permit a Community Health and Resource Center. Prior to removing the Holding zone a review of the existing septic system will need to be completed to determine if it is sufficient to support the new proposed use”.

A Serviceability Brief prepared by Stantec Consulting Ltd. confirmed that the existing septic system was adequate to support the proposed use. For more information regarding the septic system refer to the Serviceability Brief prepared by Stantec Consulting Ltd.

An extract of the **GM – General Mixed Use Zone** is contained in Appendix D.

Accessory uses will be permitted and all provisions of the GM zone will apply.

### 5.2.2 City of Ottawa Zoning By-law 2008-250 Section 54 Definitions

*Community health and resource center means a place where members of the public are provided with health services, social support services, cultural, social or recreational programs or life/work skills training programs and where neither overnight care nor living accommodation is available.*

### 5.2.3 Compliance with Zoning Provisions

Table 187 - GM Zone provisions				
I ZONING MECHANISMS			II PROVISIONS	COMPLIANCE
(a) Minimum lot area			No minimum	yes
(b) Minimum lot width			No minimum	yes
(c) Minimum front yard and corner side yard setbacks			3 m	11.8 m and 13.4 m (exceeds minimum)
(d) Minimum interior side yard setbacks	(i) for a non-residential or mixed-use building, from any portion of a lot line abutting a residential zone		5 m	n/a
	(ii) for a residential use building	1. for a building equal or lower than 11 metres in height	1.2 m	2.9 m (exceeds minimum)
		2. for a building higher than 11 metres in height	3 m	n/a

	(iii) all other cases	No minimum	n/a
I ZONING MECHANISMS		II PROVISIONS	COMPLIANCE
(e) Minimum rear yard setback	(i) abutting a street	3 m	n/a
	(ii) from any portion of a rear lot line abutting a residential zone	7.5 m	n/a
	(iii) for a residential use building	7.5 m	23.7 m (exceeds minimum)
	(iv) all other cases	No minimum	n/a
(f) Maximum building height		18 m	4 m estimated ( less than max)
(g) Maximum floor space index		2, unless otherwise shown	80,000 m <sup>2</sup> / 390 m <sup>2</sup> = .004 (less than max)
(h) Minimum width of landscaped area	(i) abutting a street	3 m	11.8 m (exceeds minimum)
	(ii) abutting a residential or institutional zone	3 m	n/a
	(iii) other cases	No minimum	n/a
(i) minimum width of landscaped area around a parking lot		<i>see Section 110 – Landscaping Provisions for Parking Lots</i>	Existing Vegetation

### 5.2.4 Parking

On Schedule 1A, Areas of Minimum Parking Requirements in the Zoning By-law shows the Site located within Area C: Suburban Sector. Table 101- Minimum parking space rates for a Community Health and Resource Center in Area C shows 2.2 vehicles per 100 m<sup>2</sup> per gross floor area. An extract of Table 101 is included in Appendix D.

The gross floor area of the building is 390 m<sup>2</sup> which requires a minimum of 9 parking spaces.

The total number of parking spaces provided is 18 which exceeds the minimum requirement for parking spaces.

### 5.2.6 Zone Schedule

The Zoning Schedule for the Site will be changed to show the DR zone replaced with the site specific GM – H zone.

**Figure 12. Zone Schedule**



## 6. PLANNING POLICY & REGULATORY FRAMEWORK

### 6.1 Provincial Policy Statement (2005)

The Provincial Policy Statement 2005 (PPS) provides policy direction of planning matters for the Province of Ontario. The proposal at 3713 Navan Road is consistent with intent and context of the PPS.

The following sets out the relevant policies and sections within the PPS that are to comply with this development proposal.

Section 1.1.1 (a) Healthy, livable and safe communities, states an objective of the PPS is:

*promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term.*

The proposed development of the Community Health and Resource Center is efficient use of land and the Center will provide a service to the community and contribute to creation of jobs that will contribute to the well-being of the Province and the municipality in the long-term.

Section 1.1.3.1 states,

*Settlement areas shall be the focus of growth and development.*

The proposed development is located within the designated City of Ottawa Settlement Area.

Section 1.1.3.2 states:

*Land use patterns within settlement areas shall be based on densities and a mix of land uses which: a) efficiently use land and resources; b) are appropriate for, and efficiently use, the infrastructure.*

The proposed development is an efficient use of land because it is a conversion of an existing structure that was formerly used as a Bank. The proposed development will make use of existing on-site and off-site infrastructure. There will be no increase in demand on City municipal services.

The proposal is consistent with the outlined policies of the PPS. The proposal promotes redevelopment of an existing building and property which is an efficient use of land in the General Urban Settlement Area. The development optimizes existing City infrastructure; thus contributing to developing long-term sustainable communities.

## 6.2 City of Ottawa Official Plan (2003)

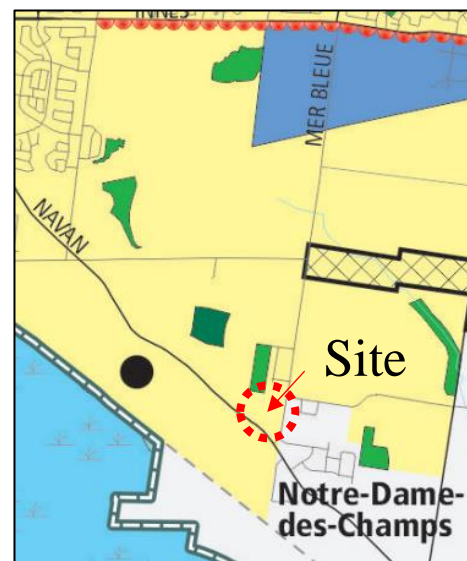
The Official Plan for the City of Ottawa as adopted under By-law 2003-203 by City Council on May 14, 2003, and modified by the Minister of Municipal Affairs on November 10, 2003, and modified by the Ontario Municipal Board in various decisions and official plan amendments.

The Site is identified on Schedules B and Schedule B8 of the 2021 Official Plan which are shown in the following sections where the associated policies are also discussed. The following are relevant policies of the Official Plan that are considered in evaluation of the development proposal for the Site.

### 6.2.1 Official Plan Designation

Schedule B from the City of Ottawa Official Plan shows the Site is located in the area designated General Urban Area.

**Figure 13: Schedule B – General Urban Area**



Section 3.6.1 – General Urban Area, states:

*The General Urban Area designation permits the development of a full range and choice of housing types to meet the needs of all ages, incomes and life circumstances, in combination with conveniently located employment, retail, service, cultural, leisure, entertainment and institutional uses. This will facilitate the development of complete and sustainable communities. A broad scale of uses is found within this designation.*

The proposed Community Health and Resource Center will contribute to local employment, provide a valuable community service and contribute to a more complete and sustainable community.

*2. The evaluation of development applications, studies, other plans and public works undertaken by the City in the General Urban Area will be in accordance with Section 2.5.1 and Section 4.1.1.*

#### *2.5.1 – Designing Ottawa*

*Community design generally deals with patterns and locations of land use, relative densities, street networks, and the allocation of community services and facilities. Urban design is more concerned with the details relating to how buildings, landscapes and adjacent public spaces look and function together.*

The proposed Community Health and Resource Center will be located within the existing building that was previously used as a financial institution. The design style is a one storey, low-profile red brick structure that is compatible with surrounding uses as described in the Site Context. The site coverage is very low, at less than 4.8 %, which provides an open feeling at the intersection of two major roads and affords an unobstructed view at the intersection of Navan Road and Mer Bleue Road.

#### *Section 4.1.1*

*Secondary plans, villages and urban areas and site-specific policies found in Volume 2 provide more detailed policy directions for specific areas or neighbourhoods. The policies and plans in Volume 2 must conform to the policies and plans in Volume 1 of the Plan, except where policies in Volume 1 indicate otherwise. Secondary Plans and site specific policies in Volume 2 may be more restrictive than the policies in Volume 1 of the Plan. [Modification #150, LPAT October 22, 2018]*

The Site is located within the Community of Chapel Hill South. There are no known secondary plans for this area and the Site.

*3. Building height in the General Urban Area will continue to be predominantly Low-Rise. Within this range, changes in building form, height and density will be evaluated based upon compatibility with the existing context and the planned function of the area.*

The building height is 1 storey which conforms to the policy.



*5. The City supports intensification in the General Urban Area where it will complement the existing pattern and scale of development and planned function of the area.*

No changes are proposed to the exterior of the existing structure, parking area or landscaping and the proposal complements the existing pattern and scale of development and planned function of the area.

*7. The General Urban Area permits uses that may generate traffic, noise or other impacts that have the potential to create conflicts.*

There will be no increased impact on the surrounding community from traffic or noise because the proposal includes a similar number of vehicles and the same number of parking spaces (18) as the previous use that occupied the Site.

*8. Throughout the General Urban Area, the City will encourage the provision of a variety of small, locally-oriented convenience and service uses that complement adjacent residential land uses, and are of a size and scale consistent with the needs of nearby residential areas. The City will ensure that these uses:*

- 1. Are compatible and complement surrounding land uses; [Amendment #150, October 19, 2018]*
- 2. Are conveniently located with respect to concentrations of residential development and provide direct access for pedestrians and cyclists from adjacent residential areas;*
- 3. Are permitted to cluster with other community-oriented uses, such as parks, pedestrian linkages, community centers or leisure facilities, in order to facilitate interaction among residents and contribute to a sense of community;*
- 4. Are situated to take advantage of pedestrian and cycling patterns;*
- 5. Are of a size and scale that will not result in the attraction of large volumes of vehicular traffic from outside the immediate area.*

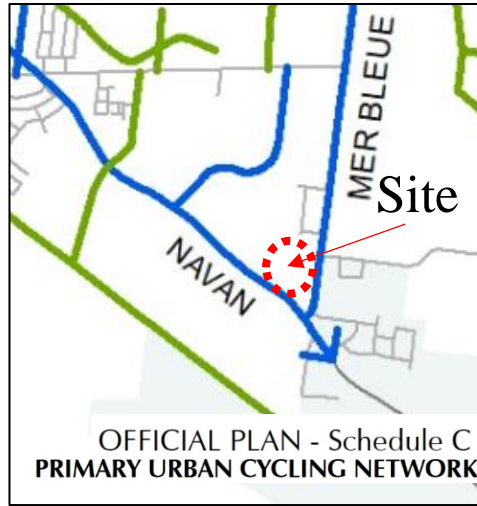
A Community Health and Resource Center caters to the population of all ages by providing long-term/short-term services for individuals with development disabilities and dual diagnosis mental health needs. Clients work with a clinical care team in developing the proper behaviour support programs. These services will serve residents of the City including surrounding residential areas.

The Center is small scale and will be located within an existing 1 storey structure that complements the size and character of uses in the surrounding area. The Center is located at the intersection of 2 main roads, Navan Road and Mer Bleue Road, that provide convenient access from residential communities such as Chapel Hill South, Portobello South and Blackburn Hamlet.

The scale of development is small and it will not attract large volumes of traffic to the Site.

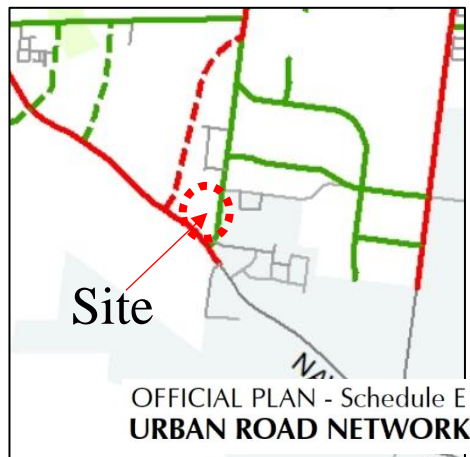
Schedule C – Primary Urban Cycling Network shows cycling routes located along Navan Road and Mer Bleue Road which front the Site providing cycling access from adjacent residential areas to the Site.

**Figure 14: Schedule C - Cycling**



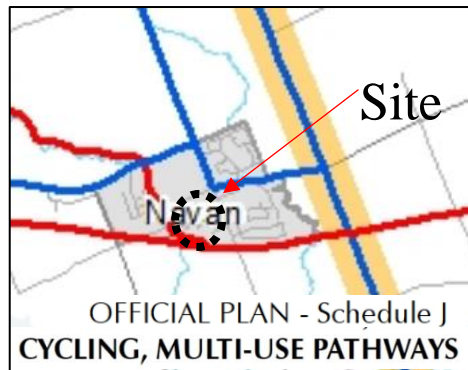
Schedule F – Urban Road Network shows that Navan Road is designated an Existing Arterial Road and Mer Bleue Road is designated an Existing Collector Road. The roads are designated to carry a large number of vehicles. The proposed change in use is not anticipated to have any significant impact on the adjacent road network.

**Figure 15: Schedule F - Urban Roads**



Schedule J – Cycling, Multi-Use Pathways shows that Navan Road is identified as having a Multi-use Pathway that will provide pedestrian and cycling access to the Resource Centre.

**Figure 16: Schedule J – Multi-Use Pathways**

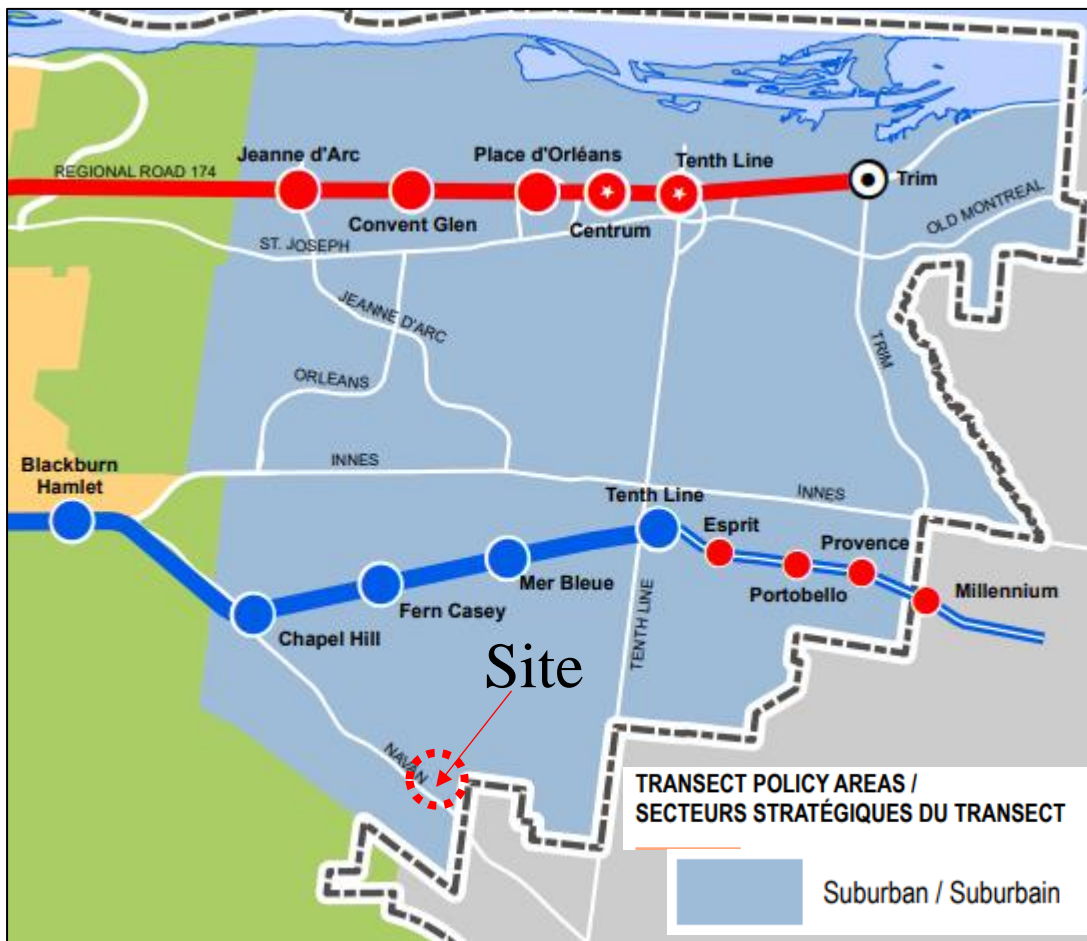


### 6.3 Draft Official Plan

The Official Plan was amended and passed by City Council on October 27<sup>th</sup>, 2021. The revised version was adopted by Council on November 24<sup>th</sup>, 2021 as By-law 2021-386. The Official Plan is not yet approved by the Minister of Municipal Affairs. The City of Ottawa has asked that specific policies of the Draft Official Plan be reviewed in the context of the proposed Resource Center.

**Schedule A** – Transect Policy Area shows the area of the “Suburban Transect Policy Area”. Figure 17 shows the location of the Site within the “Suburban Transect Policy Area”.

**Figure 17: Suburban Transect Policy Area**



#### 5.4 Suburban Transect

The Suburban Transect comprises neighbourhoods within the urban boundary located outside the Greenbelt. Neighbourhoods generally reflect the conventional suburban model described in Table 6 in Subsection 5.3 and are characterized by the separation of land uses, stand-alone buildings, generous setbacks and low-rise building forms. The Suburban

*areas are intended as satellite cities that were to feature a complete range of residential, commercial and employment opportunities.*

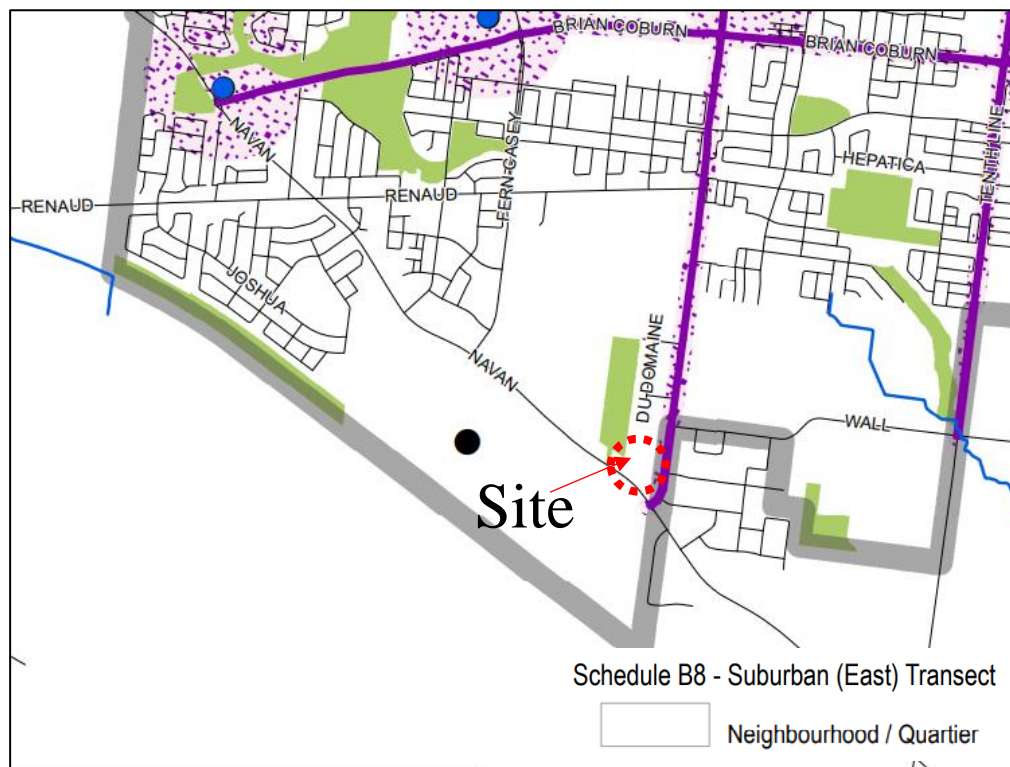
*5.4.1 Recognize a suburban pattern of built form and site design while supporting an evolution towards 15-minute neighbourhoods.*

*1) The Suburban Transect's established pattern of built form and site design, in the existing built-up areas, is suburban, as described in Table 6, reflective of the conventional model described in Table 8.*

*2) The Suburban Transect is generally characterized by Low- to Mid-density development. Development shall be: a) Low-rise within Neighbourhoods and along Minor Corridors.*

**Schedule B8** – Suburban East Transect shown in Figure 18 identifies the Site within a Neighbourhood.

**Figure 18: Suburban East Transect**



*5.4.1 Recognize a suburban pattern of built form and site design while supporting an evolution towards 15-minute neighbourhoods*

*1) The Suburban Transect's established pattern of built form and site design, in the existing built-up areas, is suburban, as described in Table 6, reflective of the conventional model described in Table 8. 2) The Suburban Transect is generally characterized by Low- to Mid-density development. Development shall be:*

*a) Low-rise within Neighbourhoods and along Minor Corridors;*

## 6.4 Discussion

The Site is shown within the *Suburban (East) Transect Policy Area* and in a Neighbourhood within the Transect Area.

The policies of the Suburban Transect recognize the suburban pattern of development and architectural style of the era when development occurred in the 1980s and 1990s. The Site is on the southern edge of the South Chapel Hill Community. The Site has frontage on Navan Road that is a collector road and a protected Transportation Corridor. Mer Bleue Road is a collector road. Both collector roads distribute traffic between arterial and local road systems. Residents of the Chapel Hill Community can access the Site along these collector roads by personal vehicles or transit service.

The Collector roads also provide access to the Site for commercial vehicles. The area is in transition and redeveloping from the older original land use to newer spaces that reflect the changing needs of the East Transect. Navan Road is undergoing a major upgrade that will provide access to more people who will use the Community Health and Resource Center.

Navan Road and Mer Bleue Road are proposed to have sidewalks that will provide pedestrian access to the Site from the surrounding residential areas; thereby contributing to achieving a goal of a 15 minute community.

The previous use of the property was a Bank that provided financial services to residents and businesses in the surrounding area. The proposed Community Health and Resource Center will serve a similar function by providing commercial health care to residents of the area. The Resource Centre will occupy the same space as the former use. There will be no alteration of the exterior appearance of the building, neither will there be any change to the parking area or landscaping on the property.

The building is a one storey low-rise structure with a flat roof which is characteristic of the style of architectural style of the era of its construction. It is also consistent with other one and two storey low profile buildings that are typical in the Suburban area.

The proposed use of the property for a Community Health and Resource Center is consistent with the policies of the New Official Plan and will contribute to a healthy and complete community.

## 6.5 East Urban Community – Community Design Plan Phase 1 and Phase 2 Areas (2013)

The Site is located within Phase 2 Area of the East Urban Community – Community Design Plan.

Figure 19– Site Location within Phase 2 Area

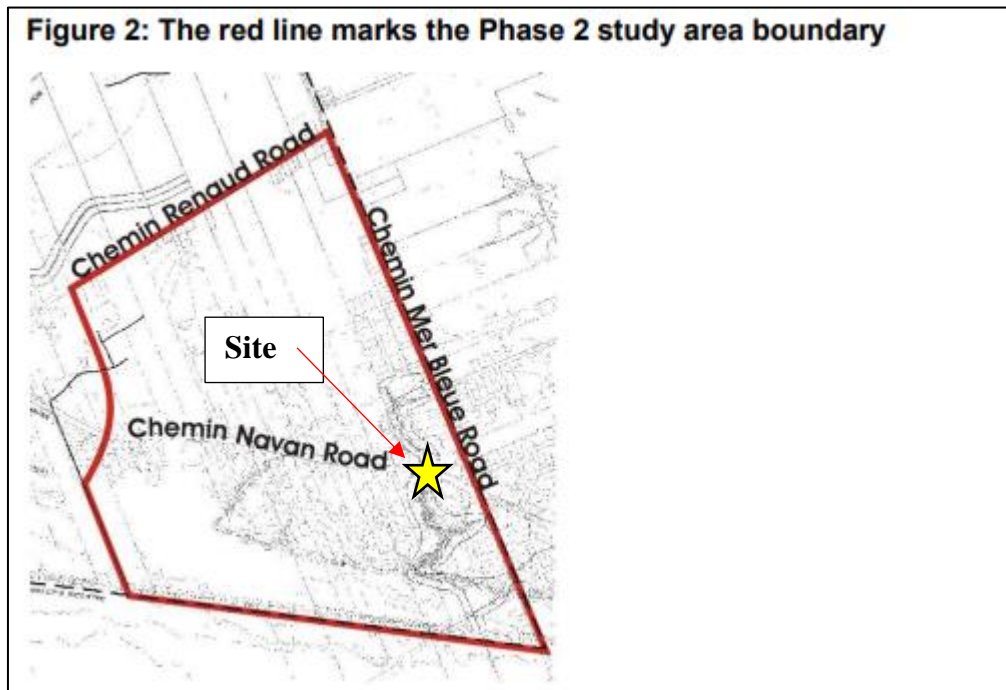
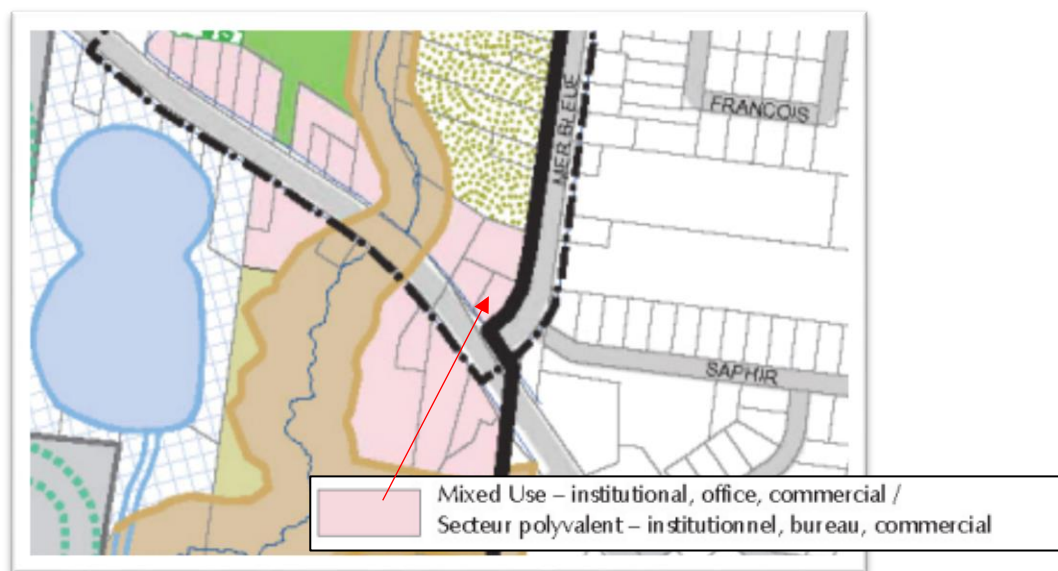


Figure 20– East Urban Community Phase 2 - Schedule A Land Use



Schedule A Land Use Plan designates the Site Mixed Use that permits Institutional, Office and Commercial. The proposed Resource Center conforms to the permitted uses because the Center is for profit enterprise containing offices and meeting rooms that serves the needs of the residential communities of Ottawa.

Section 3.1.2 states, Mixed Use lands shown on Schedule A can develop with a combination of commercial and institutional uses. These uses are appropriate for lands on a future urban arterial. Non-residential uses along Navan Road are to provide local services that complement the surrounding residential development.

The proposed Community Health and Resource Center will provide commercial health care services to residents of the surrounding residential areas and the City.

## **7.0 TECHNICAL STUDIES**

### **7.1 Site Servicing**

#### **7.1.1 Sanitary**

Stantec Consulting Ltd. has been commissioned by P.E.N. Holdings Corp. to prepare a Serviceability Brief in support of a Major Zoning By-law Amendment for the Site. The zoning amendment would permit a Community Health and Resource Center within the existing building previously used as a financial institution.

The owner proposes to utilize the existing building to establish a Community Health and Resource Center that will support up to 30 patients and 5 office staff throughout a 12-hour typical workday. The site also includes an existing asphalt-paved parking lot with approximately eighteen parking spaces. The Zoning By-law Amendment is strictly related to change of use.

The intent of the investigation from Stantec is to provide an engineering rationale for the proposed changes in local infrastructure demands or loading that will result from the zoning change, while adhering to City of Ottawa design guidelines and recommendations and utilizing the existing local infrastructure in accordance with prior consultation with City of Ottawa staff.

Based on the information provided, it is anticipated that the current servicing infrastructure for the Site will be sufficient for rezoning purposes to permit the establishment of a Community Health and Resource Center within the subject property.

A geotechnical consultant (Paterson Group) has been retained to conduct a desktop sewage system sizing review to assess the capacity of the existing septic system (see Appendix D.1 for full memorandum). Based on their assessment of the Ministry of Environment Use Permit No. 75(14) and several assumptions, Paterson Group determined that the existing system could support a daily flow rate of 1,200 L/day.

### **7.1.2 Stormwater**

There is no proposed increase to the amount of impervious area on site, nor are there modifications proposed to the exterior of the 3713 Navan Road building for this application. As such, no increases in the estimated peak storm sewer discharge rate for the site have been identified.

### **7.1.3 Utilities**

As the subject site lies within a developed community, Hydro, Bell, Gas and Cable servicing for the proposed change of use should be readily available.

## **7.2 Phase I Environmental Site Assessment**

Stantec Consulting Ltd. (Stantec) was commissioned by Walk of Grace Residential Services to conduct a Phase I Environmental Site Assessment (ESA) to support a major Zoning By-Law Amendment (ZBA) for the 3713 Navan Road project, located at 3713 Navan Road, in Ottawa.

The purpose of the Phase I ESA was to assess for the presence of areas of potential environmental concern (APECs) at the Site, which may be present as a result of current and/or former activities at the Site and/or nearby properties. It is understood that a Record of Site Condition under Ontario Regulation 153/04 is not required for this project.

The Phase I ESA has revealed no evidence of potential and/or actual environmental contamination at the Site. Stantec does not recommend a subsurface investigation be completed at the Site to assess the environmental quality of the soil and/or groundwater at the above-mentioned APECs.



## **8.0 CONCLUSION**

The development is consistent with the Planning Policy Statement and the Official Plan policies and guidelines. A major zoning by-law amendment is required for the site to permit the change in use from DR to GM-Holding to permit a Community Health and Resource Center with a Holding provision.

The proposed zoning of GM-Holding is consistent with the intent of the PPS (2020), Official Plan (2003) and New Official Plan (2021)

The property is in the General Urban Area of the City and at the intersection of an Arterial Road Collector Road that will have sidewalks and cycling routes that contribute to a 15 minute Neighbourhood. The proposed use conforms to the City of Official Plan policies.

The architectural style of the building is a type that reflects the era that it was build and it is similar to other suburban development in the area.

The Sanitary, Stormwater and water supply systems have been evaluated by professional engineers and they are adequate to support the proposed use.

The propose use of the property for a Community Health and Resource Center is good land use planning.

**Prepared by:**

Ray Essiambre, Principal  
September 14, 2022

## **Appendix – A – Preliminary Comments for 3713 Navan Road**

The following summary notes and attachments are provided as a follow-up to the pre-application consultation meeting held on 15 March 2022. They are regarding a major zoning By-law amendment application for the rezoning of the site to enable the applicant to implement a community health and resource center use in replacement of the unoccupied financial institution building.

The subject site is located at 3713 Navan Road. As discussed in the pre-consultation meeting, the applicant, Walk of Grace Residential Services, envisions creating a space that caters to the aging population by providing long-term/short-term services for individuals with development disabilities and dual diagnosis. Walk of Grace considers resident's mental health needs and works with a clinical care team in developing the proper Behaviour Support Programs to help teach new behaviours through Applied Behaviour Analysis.

The applicant would be using the existing building; there would be no immediate construction or alteration to the building.

The site is zoned Development Reserve (DR), and it is understood that a re-zoning to General Mixed-Use zone or another appropriate zone will be required to support the proposed uses. Also attached is the list of required plans and studies in support of an application for zoning By-law amendment approval should your client choose to formally submit one.

The following City staff preliminary comments are based upon the attached information that was made available at the time of the pre-application consultation.

### **Planning** – Comments provided by Amya Martinov (Per Evode Rwagasore), Student Planner

- **Application of Relevant Policy:** The new City of Ottawa Official Plan (OP) was approved by City Council in November 2021 and is awaiting approval of the Minister of Municipal Affairs & Housing at this time before it comes into full force and effect. However, until the Minister approves the new OP, City staff is to apply the more restrictive of applicable policies of either the existing or new OPs. Therefore, the following summarizes the relevant policies of both OPs for your understanding and consideration.
- **Official Plan (2003):** Schedule “B” of the City’s current Official Plan designates the subject site as “General Urban Area”, which permits many types and densities of housing, as well as employment, retail uses, service, industrial, cultural, leisure, greenspace, entertainment, and institutional uses.

Section 3.6.1 of the OP outlines the applicable land use policies, the more notable of which include those highlighted below. The proposed development is also to conform with other relevant OP policies, specifically Section 4.11 as may be applicable.

- Policy 8 of Section 3.6.1 states that the City will encourage the provision of a variety of small, locally oriented convenience and service uses that complement adjacent residential land uses and are of a size and scale consistent with the needs of nearby residential areas.

• **New Official Plan (2021):**

Schedule A of the New Official Plan places the subject community within the “Suburban Transect Policy Area”.

Schedule B5 places the community within the “Greenbelt Transect Policy Area” and Schedule B8 designates the subject site as “Neighbourhood”. Neighbourhoods are planned for ongoing gradual, integrated, sustainable and context-sensitive development, or where an Overlay directs evolution, for gradual well-planned transformation.

- Policy 2 of Section 5.4 states that the Suburban Transect is generally characterized by Low-to Mid-density development. Development shall be Low-rise within Neighbourhoods and along Minor Corridors.
- Policy 1 of Section 5.5 states that designations applied to lands in the Greenbelt Transect area are intended to reflect the goals of the National Capital Commission’s Greenbelt Master Plan. Proponents of any land use shall conform to both the policies of this Official Plan and the National Capital Commission’s Greenbelt Master Plan where applicable.

• **East Urban Community - Community Design Plan for the Phase 1 and Phase 2 Areas (2013)**

- Section 3.1.2 states that non-residential uses along Navan Road are to provide local services that complement the surrounding residential development.

• **Zoning By-law 2008-250:** The site is zoned “Development Reserve” (DR), which limits the range of permitted uses to those which will not preclude future development options land except for the existing uses. A zoning amendment would be required to permit the proposed community health and resource center use. Further discussion will need to take place respecting the appropriate zoning and performance standards to recommend for the subject proposal.

- Given the above policy context, the subject site needs to be rezoned to permit the proposed “community health and resource center” use.
- The more appropriate approach to rezone the site would be:
  - It is understood that no changes to the existing site is proposed. Therefore, preference would be to rezone the site from DR to a GM zone.
  - We will likely be applying a holding provision which intent is to only permit the use of a community health and resource center use until a septic system is connected to the property.

**Engineering** – Comments provided by Alex Polyak, Infrastructure Project Manager.

- Engineering is in support of this Zoning By-Law amendment provided that upgrades to the site servicing are not required or proposed.
- A serviceability letter or Brief is required to be prepared in support of the proposed Community Resource Center to confirm septic bed sizing and potable water demands for the site.
  - The site boundary conditions from the Master Servicing Study are to be included in the serviceability letter.
- The Master Servicing Study (EUC Phase 2) applicable to the site can be found at the following link:  
<https://app05.ottawa.ca/sirepub/cache/2/faxkgdzu4wfgavay5ag3qwkw/846160318202203251950.PDF>
- In addition to the above, the applicant is to consult with the Ottawa Septic System Office (Septic@rvca.ca) and confirm their submission requirements.

**Application Type and Fees:**

- Applications for a zoning By-law amendment approval will be required in support of the proposed site development.
- In accordance with Council policy, housing organizations that are charitable or non-profit are exempt from paying the planning component of the Planning Application fees. Conservation Authority and Engineering Design Review and Inspection fees are not subject to this exemption. The total Application Fees (2022 Rates) for the required application types, notwithstanding the applicable exemption, are as follows for your information.

Application Type	Planning/ Legal Fee	Initial Engineering Design Review & Inspection Fee  (Value of Hard & Soft Servicing > \$300,000)	Conservation Authority Fee  (Initial)	Total (**)
Zoning By-law Amendment - Major	\$22,472.80		\$400.00	\$22,872.80

- Link to Application for Zoning By-law Amendment: <https://ottawa.ca/en/planning-developmentand-construction/developing-property/development-application-review-process/developmentapplication-submission/development-applications/zoning-law-amendment>
- Links to Relevant Policy and Guidelines – As part of Planning staff’s review, we will evaluate your proposal against the relevant Official Plan policies and applicable guidelines. I have provided links to them on the City’s website. I don’t have a link yet to the New Official Plan (2021).

City Official Plan (2003):

<https://ottawa.ca/en/planning-development-andconstruction/official-plan-and-master-plans/official-plan>

- East Urban Community: Community Design Plans for the Phase 1 and Phase 2 Areas (ottawa.ca)

### **Other**

- Please refer to the links to [Guide to preparing studies and plans](#) for further information. Additional information is available related to [building permits](#), [development charges](#), and the [Accessibility Design Standards](#). Be aware that other fees and permits may be required, outside of the development review process..

### **Required Plans and Reports Submissions**

- Attached for your information and action are lists of plans and studies required for both types of applications outlined above. The required plans and studies focus on the above and other matters necessary for staff and circulated agencies to provide informed review and comment on the proposed zoning amendment and site plan control approval applications. The list is also used to deem the applications complete.

The above pre-application consultation comments are valid for one year. If you submit a development application(s) after this time, you may be required to attend another pre-consultation meeting and/or the submission requirements may change. You are also encouraged to contact us for a follow-up meeting if the plan/concept is further refined.

# Appendix – B Pin Page



PAGE 1 OF 1  
PREPARED FOR M4160934  
ON 2022/04/14 AT 10:27:50

LAND  
REGISTRY  
OFFICE #4

04352-0231 (LT)

\* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CROWN GRANT \*

PROPERTY DESCRIPTION: PF LT 1 CON 40F GLOUCESTER PF 2, SR242 EXCEPT PF 1, SR280; GLOUCESTER  
RECENTLY:  
RE-ENTRY FROM 04352-0737  
CREATION DATE: 1999/11/19

REGISTRY BRANCH:  
SEARCH/QUALIFIER:  
FEE SIMPLE  
LT CONVERSION QUALIFIED

OWNER'S NAME:  
CAISSE POPULAIRE DE CIRVILLE LIMITEE

REG. NO.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/CRKO
		**EFFECTIVE 2000/07/29 THE NOTATION OF THE "BLOCK IMPLEMENTATION DATE" OF 1997/04/28 ON THIS PIN**				
		**WAS REPLACED WITH THE "PIN CREATION DATE" OF 1999/11/19**				
		** PRINTOUT INCLUDES ALL DOCUMENT TYPES (DELETED INSTRUMENTS NOT INCLUDED) **				
		**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO				
		SUBSECTION 4(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *				
		AND ESCHEATS OR FORFEITURE TO THE CROWN.				
		** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY CONVENTION.				
		** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.				
		**DATE OF CONVERSION TO LAND TITLES: 1999/11/22 **				
GL76495	1965/05/03	BYLAW				C
SR2242	1975/10/16	PLAN REFERENCE				C
SR2301	1975/11/14	PLAN REFERENCE				C
CT225462	1976/03/12	TRANSFER	822,500		CAISSE POPULAIRE DE CIRVILLE LIMITEE	C
CT239932	1976/11/17	AGREEMENT REMARKS: SKETCH ATTACHED			THE CORPORATION OF THE TOWNSHIP OF GLOUCESTER	C
CT244484	1977/03/03	MECHANICS LIEN				C
N368245	1986/12/10	AGREEMENT REMARKS: SKETCH ATTACHED			THE CORPORATION OF THE CITY OF GLOUCESTER	C

## Appendix – C – DR - Development Reserve Zone (Sections 237 and 238)

### Purpose of the Zone

*The purpose of the DR - Development Reserve Zone - is to:*

1. *recognize lands intended for future urban development in areas designated as **General Urban Area** and **Developing Communities** in the Official Plan, and future village development in areas designated as **Village** in the Official Plan;*
2. *limit the range of permitted uses to those which will not preclude future development options; and*
3. *impose regulations which ensure a low scale and intensity of development to reflect the characteristics of existing land uses;*
4. *permit limited lot creation on existing public streets in villages that will not preclude future development options in the DR3 – Development Reserve Subzone 3. (By-law 2013-58)*

### Section 237

In the DR Zone

## Permitted Uses

1. The following uses are permitted subject to:
  1. the provisions of subsection 237(2):
    - agricultural use**
    - agriculture-related use**, *see Part 3, Section 79B* (By-law 2021-222)
    - emergency service**
    - environmental preserve and education area**
    - forestry operation**
    - group home**, *see Part 5, Section 125*
    - home-based business**, *see Part 5, Section 127*
    - marine facility**
    - one detached **dwelling** accessory to a permitted use
    - park**
    - on-farm diversified use**, *see Part 3, Section 79A* (By-law 2021-222)
    - secondary dwelling unit**, *see Part 5, Section 133*
    - urban agriculture** (By-law 2017-148)
  2. on-farm diversified uses are limited to conversions and temporary structures, and no new buildings are permitted. (By-law 2021-222)

## Zone Provisions

2. The zone provisions are set out in Table 237 below.

**Table 237– DR Zone regulations**

<b>I Zoning Mechanisms</b>	<b>II Zone Provisions</b>
(a) Minimum Lot Width (m)	No minimum
(b) Minimum Lot Area (m <sup>2</sup> )	No minimum
(c) Minimum Front Yard Setback (m)	7.5
(d) Minimum Rear Yard Setback (m)	7.5
(e) Minimum Interior Side Yard Setback (m)	7.5
(f) Minimum Corner Side Yard Setback (m)	7.5
(g) Maximum Height (m)	11
(h) Maximum Lot Coverage (%)	30

3. For other applicable provisions, see Part 2- General Provisions, Part 3 - Specific Use Provisions and Part 4- Parking, Queuing and Loading Provisions.

### Section 238 - DR Subzones

In the DR Zone, the following subzones apply:

**Table 238A– DR3 Zone provisions (By-law 2013-58)**

<b>I Zoning Mechanisms</b>	<b>II Provisions</b>
(a) Minimum Lot Area (m <sup>2</sup> )	4000
(b) Minimum Lot Width (m)	20
(c) Minimum Front Yard Setback (m)	7.5
(d) Minimum Interior Side Yard Setback (m)	3
(e) Minimum Corner Side Yard Setback (m)	7.5
(f) Minimum Rear Yard Setback (m)	7.5
(g) Maximum Building Height (m)	11



## Appendix – D – GM – General Mixed-Use Zone

### Purpose of the Zone

*The purpose of the GM – General Mixed-Use 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 Main streets 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.*

### Section 187

### In the GM Zone

## Permitted Non-Residential Uses

- The following non-residential uses are permitted subject to:
  - the provisions of subsections 187(3), (4) and (5).
    - animal care establishment**
    - animal hospital**
    - artist studio**
    - bank**
    - bank machine
    - catering establishment**
    - click and collect facility (By-law 2016-289)
    - community center**
    - community health and resource center**
    - convenience store**
    - day care**
    - diplomatic mission**, *see Part 3, Section 88*
    - drive-through facility**
    - emergency service**
    - funeral home
    - home-based business**, *see Part 5, Section 127*
    - home-based day care, *see Part 5, Section 129*

**instructional facility**  
**library**  
**medical facility**  
**municipal service center**  
**office**  
**payday loan establishment** (By-law 2017-302)  
**personal brewing facility** (By-law 2019-41)  
**personal service business**  
**place of assembly**  
place of worship  
post office  
**recreational and athletic facility**  
**research and development center**  
**residential care facility** (By-law 2011-273)  
**restaurant**  
retail food store  
**retail store**  
**service and repair shop**  
**shelter**, *see Part 5, Section 134* (By-law 2011-273)  
**storefront industry**, *see Part 3, Section 99* (By-law 2018-171)  
**technology industry**  
**training centre**  
**urban agriculture**, *see Part 3, Section 82* (By-law 2017-148)

## Permitted Residential Uses

2. The following residential uses area permitted subject to:
  1. the provisions of subsections 187(3), (4) and (5); and
  2. a maximum of ten guest bedrooms in a bed and breakfast.  
apartment **dwelling**, low rise  
apartment **dwelling**, mid-rise (By-law 2014-292)  
**bed and breakfast**, *see Part 5, Section 121*  
**dwelling** unit  
**group home**, *see Part 5, Section 125*  
**planned unit development**, *see Part 5, Section 131*  
**retirement home**  
**retirement home, converted**, *see Part 5, Section 122*  
**rooming house**  
**stacked dwelling**, *see Part 5, Section 138* (By-law 2010-307)  
**townhouse dwelling**, *see Part 5, Section 138* (By-law 2012-334) (By-law 2010-307) (By-law 2018-206)

## Provisions

3. The zone provisions are set out in Table 187 below.

**Table 187 - GM Zone provisions**

<b>I ZONING MECHANISMS</b>		<b>II PROVISIONS</b>	
(a) Minimum lot area		No minimum	
(b) Minimum lot width		No minimum	
(c) Minimum front yard and corner side yard setbacks		3 m	
(d) Minimum interior side yard setbacks	(i) for a non-residential or mixed-use building, from any portion of a lot line abutting a residential zone	5 m	
	(ii) for a residential use building	1. for a building equal or lower than 11 metres in height	1.2 m
		2. for a building higher than 11 metres in height	3 m
	(iii) all other cases	No minimum	
(e) Minimum rear yard setback	(i) abutting a street	3 m	
	(ii) from any portion of a rear lot line abutting a residential zone	7.5 m	
	(iii) for a residential use building	7.5 m	
	(iv) all other cases	No minimum	
(f) Maximum building height		18 m	
(g) Maximum floor space index		2 m, unless otherwise shown	
(h) Minimum width of landscaped area	(i) abutting a street	3 m	
	(ii) abutting a residential or institutional zone	3 m	
	(iii) other cases	No minimum	
(i) minimum width of landscaped area around a parking lot		<i>see Section 110 – Landscaping Provisions for Parking Lots</i>	

4. Storage must be completely enclosed within a building.
5. For other applicable provisions, see Part 2 – General Provisions, Part 3 – Special Use provisions, and Part 4 – Parking and Loading Provisions.
6. (a) Despite the list of permitted residential uses, where the zoning on a lot is accompanied by an H suffix, schedule or exception that restricts building height to less than 30 metres or to fewer than ten storeys on the entire lot, the use is Apartment dwelling, High-rise is a prohibited use on that lot.  
 (b) Despite the list of permitted residential uses, where the zoning on a lot is accompanied by an H suffix, schedule or exception that restricts building height to less than 15 metres or to fewer than five storeys on the entire lot, the use is Apartment dwelling, Mid-rise is a prohibited use on that lot. (By-law 2015-192)  
 (c) Despite the list of permitted residential uses, where the zoning on a lot is accompanied by an H suffix, schedule or exception that permits a building height of 10 or more storeys

or greater than 30 metres, the use “apartment dwelling, high rise” is a permitted use on that lot. (By-law 2019-355)

## Appendix – E – Table 101 Minimum Parking Space Rates

Table 101- Minimum parking space rates N24 to N34 (By-law 2016-249)

Row	I Land Use	II Area X and Y on Schedule 1A	III Area B on Schedule 1A	IV Area C on Schedule 1A	V Area D on Schedule 1A
N24	Community Centre	2 per 100 m <sup>2</sup> of gross floor area	4 per 100 m <sup>2</sup> of gross floor area	4 per 100 m <sup>2</sup> of gross floor area	4 per 100 m <sup>2</sup> of gross floor area
N25	Urban Agriculture (By-law 2017-148)	None	None	None	None
N26	Community Health and Resource Centre	0.75 per 100 m <sup>2</sup> of gross floor area	1.5 per 100 m <sup>2</sup> of gross floor area	2.2 per 100 m <sup>2</sup> of gross floor area	2.2 per 100 m <sup>2</sup> of gross floor area
N27	Convenience Store	1.25 per 100 m <sup>2</sup> of gross floor area	2.5 per 100 m <sup>2</sup> of gross floor area	3.4 per 100 m <sup>2</sup> of gross floor area	3.4 per 100 m <sup>2</sup> of gross floor area
N28	Correctional Facility	0.5 per 100 m <sup>2</sup> of gross floor area	1 per 100 m <sup>2</sup> of gross floor area	1 per 100 m <sup>2</sup> of gross floor area	1 per 100 m <sup>2</sup> of gross floor area
N29	Court House	0.5 per 100 m <sup>2</sup> of gross floor area	1 per 100 m <sup>2</sup> of gross floor area	1 per 100 m <sup>2</sup> of gross floor area	1 per 100 m <sup>2</sup> of gross floor area