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+ design

PLANNING JUSTIFICATION REPORT

ZONING BY-LAW AMENDMENT

SUBJECT SITE: 306 NELSON STREET, OTTAWA ON



REPORT DATE: AUGUST 11, 2026

PREPARED FOR: ASSOCIATION OF PART-TIME PROFESSORS OF THE
UNIVERSITY OF OTTAWA

PREPARED BY: Q9 PLANNING + DESIGN INC.

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This Planning Rationale is prepared in support of a Zoning By-law Amendment Application for the proposed office development at 306 Nelson Street.

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1.0 EXECUTIVE SUMMARY

The subject property at 306 Nelson Street is designated *Neighbourhood* within the Downtown Core Transect in the new Official Plan and is also part of the *Evolving Overlay*. The property is located within the Central and East Downtown Core Secondary Plan. The property is zoned R4UD[480] – Residential Fourth Density Zone, Subzone UD, Urban Exception 480 in the City of Ottawa Zoning By-law 2008-250 and is zoned N4B[480] Neighbourhood 4 Zone, Subzone B, Urban Exception 480 in the City of Ottawa Zoning By-law 2026-050.

The proposed development is to request a special urban exception to permit office in the existing building on the subject property. The building has an approximate floor area of 300 m². No changes to the exterior of the existing building and minimal changes to the existing site are proposed. The proposal will convert the interior of the building into office workspaces. The property is listed on the Heritage Register, however no changes to the exterior of the building are proposed. The Enforcement of Non-compliant Driveways, which allows driveways existing in a certain configuration prior to 2007 to continue existing as long as they are not determined to be unsafe. Per and email dated, April 10th from Jean-Charles Renaud, it has been confirmed with the ROW By-law Administrator that the driveway located at 306 Nelson Street has not been changed or altered since 2007. The driveway has been relocated completely onto the subject site to provide legal parking spaces that comply with the Zoning By-law. A tree and a landscape buffer have been added to the front yard. Two bicycle parking spaces are proposed within the existing rear shed.

Application and Material submitted:

- [Zoning By-law Amendment (Major)
- [Site Plan / Survey
- [Planning Rationale (this document)
- [Assessment of Adequacy of Services, October 9, 2025
- [CCTV Review, June 2025

2.0 INTRODUCTION

Q9 Planning + Design has been retained by the Association of Part-Time Professors of the University of Ottawa to prepare a Planning Rationale for the proposed development which is intending to convert the existing residential building to office use. The building has an approximate floor area of 300 m².

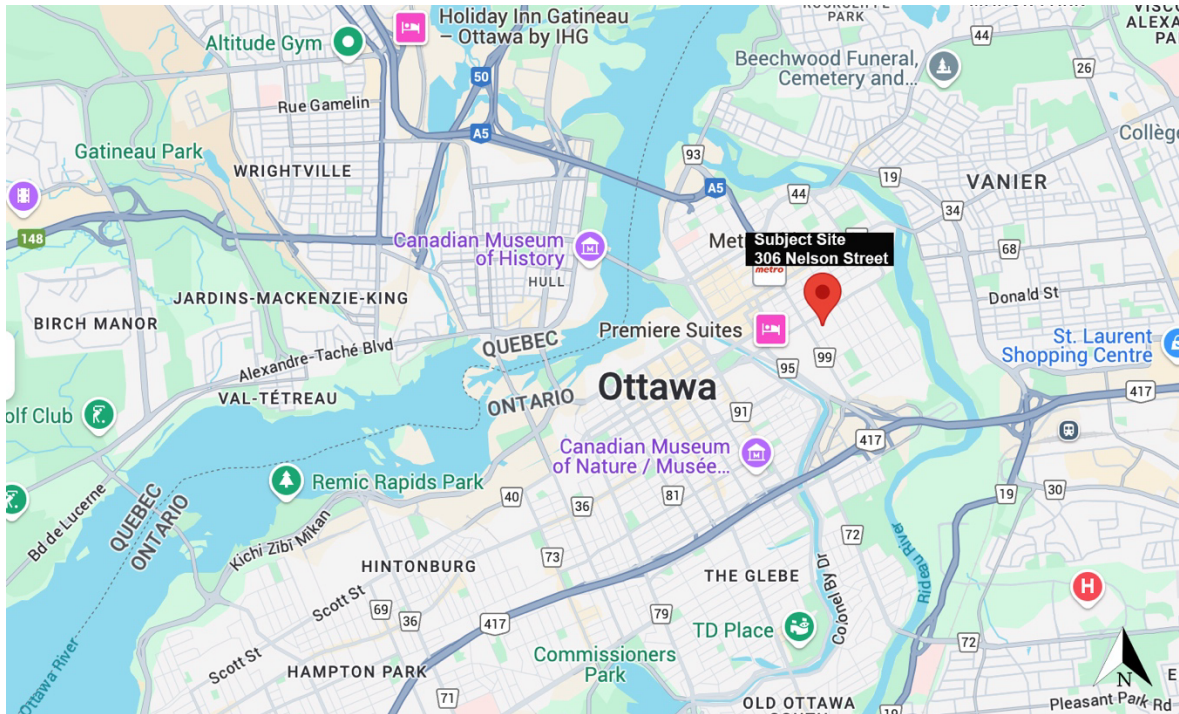


Figure 1: Location Plan

The subject property has frontage along Nelson Street. The property is adjacent to low and mid-rise residential uses to the north and is about 75 m south of the Laurier Avenue East commercial mainstreet. The property is designated *Neighbourhood* within the Downtown Core Transect in the new Official Plan and is also part of the *Evolving Overlay*. The property is located within the Central and East Downtown Core Secondary Plan. The property is zoned R4UD[480] – Residential Fourth Density Zone, Subzone UD, Urban Exception 480 in the City of Ottawa Zoning By-law 2008-250 and N4B[480] – Neighbourhood 4 Zone, Subzone B, Urban Exception 480 in the City of Ottawa Zoning By-law 2026-050.

The proposed office use is not a permitted use in a residential zone; therefore, we are seeking to rezone the site to a residential zone with an urban exception that permits an office use on the subject site. There are currently three (3) employees of the Association of Part-Time Professors of the University of Ottawa, however they only work in the office three days a week, meaning we average there will be approximately two (2) employees on-site per day. We anticipate a maximum of two (2) to three (3) members visiting the office per week, and perhaps one or two board members for an hour or two per week. Most visitors will likely walk from the University. Two new bicycle parking spaces will be added to the existing shed at the rear of the property to accommodate employees commuting by bicycle. Waste will be taken to the curb on collection days. It is anticipated that the office use will generate less waste than if the property was to continue as a residential use.

The property is located on the block bounded by Laurier Avenue East to the north, Henderson Avenue to the west, Nelson Street to the east and Osgood Street to the south. The property is just east of Colonel By Drive and a 75 m south of the Laurier Avenue East commercial mainstreet. The lot currently contains a 2.5-storey residential building (duplex) and is currently serviced via sewer, water, and stormwater. The property is part of the Sandy Hill neighbourhood as is within Ward 12 – Rideau-Vanier.

3.0 SITE & CONTEXT

3.1 SITE

The subject property contains a 2.5 storey residential building on a property located on the block bounded by Laurier Avenue East to the north, Henderson Avenue to the west, Nelson Street to the east and Osgood Street to the south. The property is just east of Colonel By Drive and a 75 m south of the Laurier Avenue East commercial mainstreet. There is currently a mix of 2 to 3 storey detached dwellings and mid-rise apartment buildings along Nelson Street. The mid-rise buildings which range in height from 5 to 10 storeys, are located across the street from the subject property. The site is rectangular in shape and has frontage on Nelson Street. The building is located on the northern half of the property, while the other half consists of surface parking and some landscaped areas. There is rear yard amenity behind and to the south of the building. Site images are provided on the following pages.

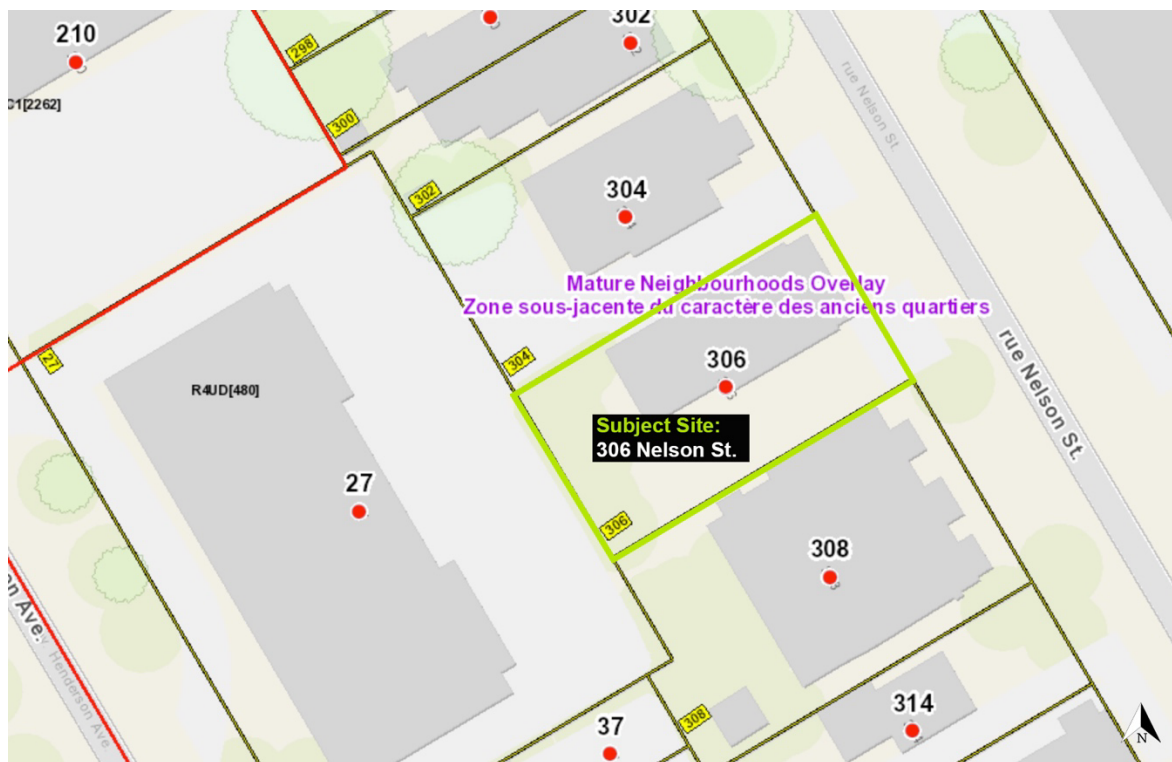


Figure 2: Site Map

The following represents the site's current dimensions:

- [Lot Area: 441.2 m²
- [Lot Frontage: 15.49 m on Nelson
- Lot Depth: 28.45 m

Legal Description: Part of Lot 4, West Nelson Street, Registered Plan 14349

The following images show the subject site:



Figure 3: View of the site from Nelson Street. The directly adjacent buildings are of similar height and setback.



Figure 4: Directly across the street from the subject site on Nelson Street.

3.2 CONTEXT

The property is located within the Sandy Hill neighbourhood in Ward 12 – Rideau-Vanier. Sandy Hill is a historic neighbourhood just east of Ottawa's downtown core, roughly 1.5 km from Parliament Hill. The neighbourhood is located in Ottawa's central and downtown core and is bordered by Rideau Street to the north, the Queensway (Highway 417) and Nicholas Street to the south, the Rideau Canal to the west and the Rideau River and Strathcona Park to the east. Its central location gives Sandy Hill both excellent transit access and proximity to commercial, civic and cultural designations. Lindenlea-New Edinburgh and Lowertown, Rockcliffe Park and Manor Park to the north and Overbrook-McArthur to the east.

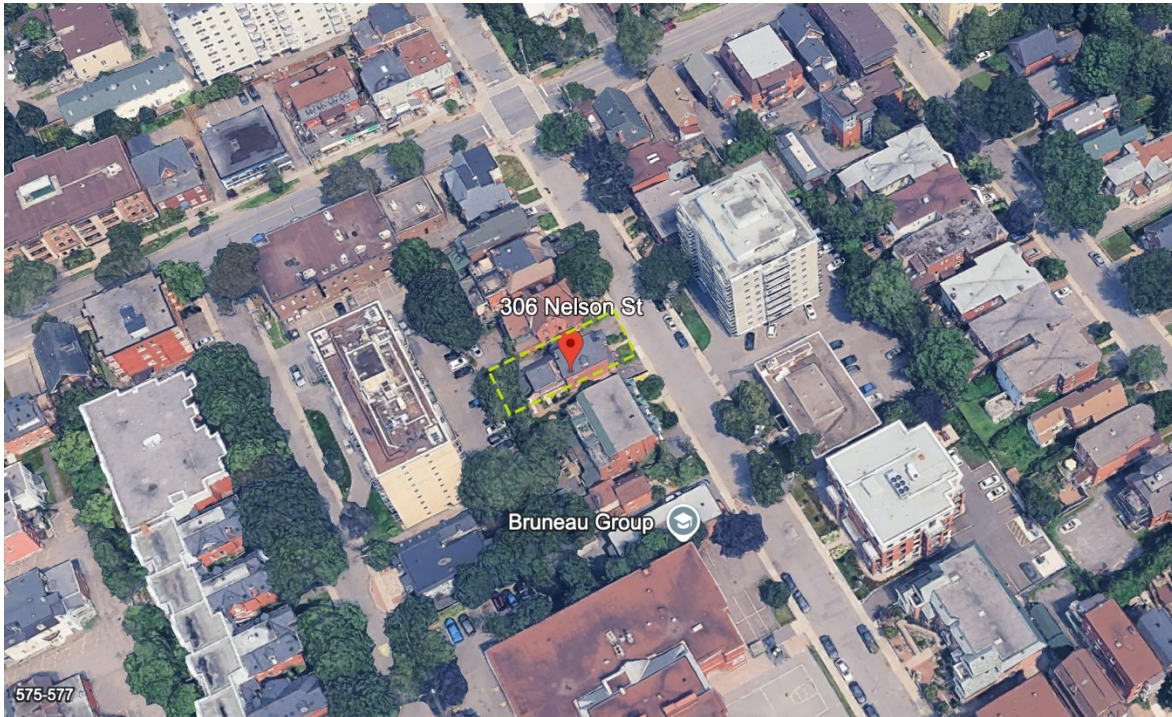


Figure 5: Site Context Map

The neighbourhood is characterized by mostly residential development (in many forms, low-rise single detached, duplex, semis, as well as taller apartment dwellings). The housing typologies are mainly mid-20th-century housing, with some older homes retained. The residential uses are mainly located along local roads, with the commercial and mixed uses concentrated along Laurier Avenue. The subject site is located approximately 200 m east of the University of Ottawa campus which contains many institutional buildings.

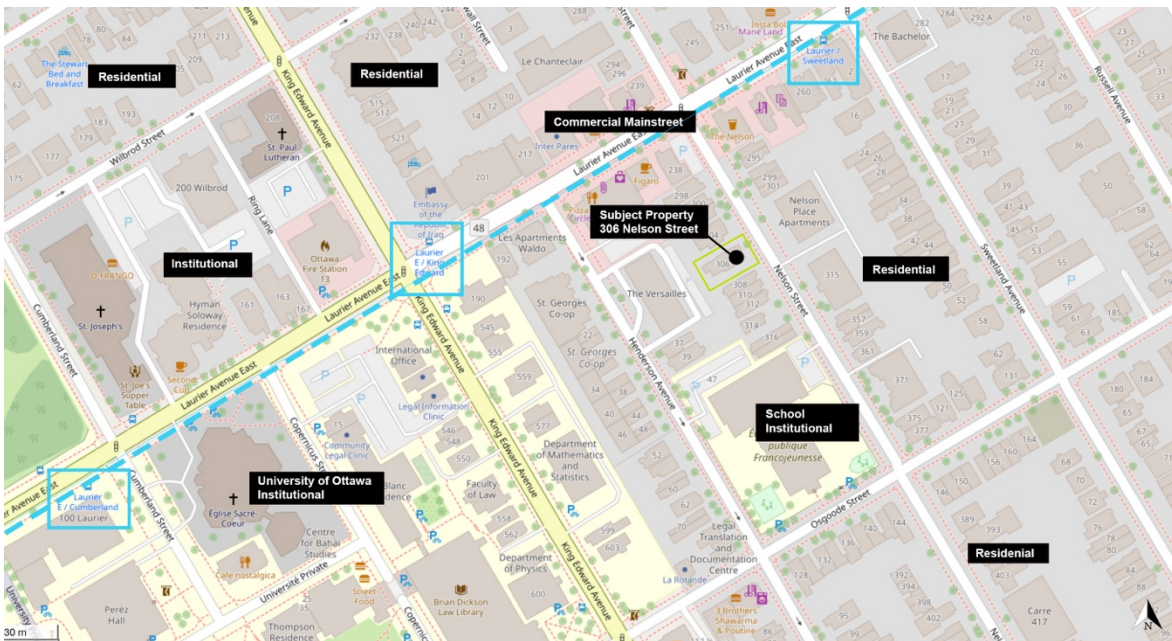


Figure 6: Overall Context Map

The site is directly south of the Laurier Avenue East commercial mainstreet and east of the University of Ottawa Campus. There also exist other institutional or public uses in the surrounding area including Churches, fire stations and schools. The University of Ottawa campus lines Sandy Hill's western boundary (along the Rideau Canal), drawing heavy student presence and influencing local land use patterns. Strathcona Park lies along the eastern edge by the Rideau River. It includes recreational facilities, historic playgrounds, and open-air theatre through Odyssey Theatre. The area adjacent to Strathcona Park, especially along Range Road and Laurier Avenue, is home to numerous embassies and dignitaries' residences.

The following images show the site context surrounding the subject property:



Figure 7: View of the subject property (left), looking north up Nelson Street towards Laurier Avenue



Figure 8: View of the buildings directly south of the subject site on Nelson Street.



Figure 9: View from the corner of Nelson Street and Laurier Ave, looking east down Laurier Avenue East

3.3 PEDESTRIAN AND TRANSIT NETWORK

Given that the site is located adjacent to the commercial main streets of Laurier Avenue East and King Edward Avenue, the site is well served by commercial uses that are within walking distance. The local streets are organized in a modified grid format. Sidewalks are provided on both sides of Nelson Street and Laurier Avenue East. Sidewalks are continuous along Nelson, Somerset, Laurier, and Rideau. These streets intersect many shops, transit, and green spaces. The walkable grid connects to green spaces like Sandy Hill Park, St Germain Park, Rideau Canal Pathway, as well as Major's Hill Park via ByWard Market.

The site is within an approximate 5-minute walk to the nearest community centre, is a 6-to-12-minute walk from various schools, including the University of Ottawa and is within a 20 minute walking distance to the nearest Ottawa Public Library branch.

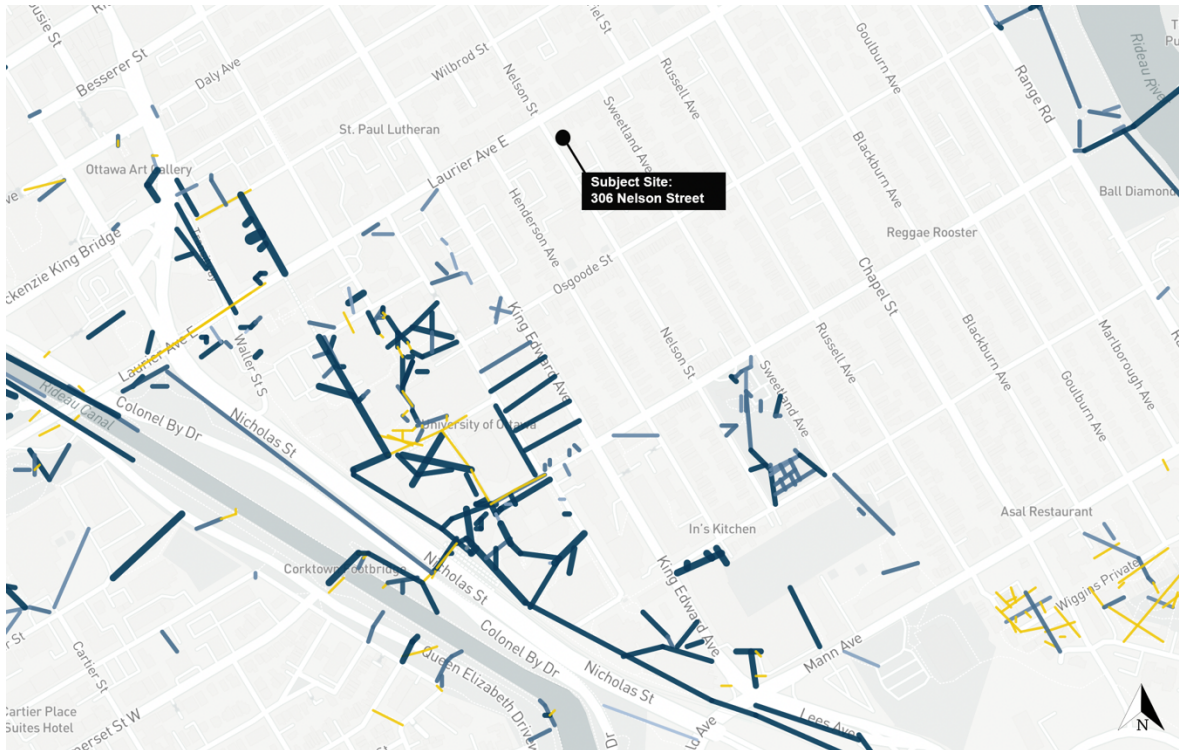


Figure 10: Map showing pedestrian connections near the subject site



Figure 11: Transit Map

The proposed development is well-located near public transportation service, with immediate access to OC Transpo routes 5 & 11. The site is within close walking distance to transit stops located along Laurier Avenue. Overall, the site has strong public transportation access, with a variety of frequent service routes running within walking distance to the site.

The proposed development is to request a special urban exception to permit office in the existing building on the subject property. The building has an approximate floor area of 300 m². No changes to the exterior of the existing building and minimal changes to the existing site are proposed. The proposal will convert the interior of the building into office workspaces. The property is listed on the Heritage Register, however no changes to the exterior of the building are proposed. The Enforcement of Non-compliant Driveways, which allows driveways existing in a certain configuration prior to 2007 to continue existing as long as they are not determined to be unsafe. Per an email dated, April 10th from Jean-Charles Renaud, it has been confirmed with the ROW By-law Administrator that the driveway located at 306 Nelson Street has not been changed or altered since 2007. The driveway has been relocated completely onto the subject site to provide legal parking spaces that comply with the Zoning By-law. A tree and a landscape buffer have been added to the front yard. Two bicycle parking spaces are proposed within the existing rear shed.





4.2 BUILDING FORM AND SETBACKS

The existing low-rise building is 2.5 storeys in height and currently contains 2 units. The building is set back 3.63 metres from the front property line at Nelson Street and has side yard setbacks of 0.87 m (west) and 7.28 m (east). The side and rear yard amenity areas are currently used for amenity space. No changes to the exterior of the existing building are proposed. Minor site modifications are proposed, including adjustments to the existing driveway/parking configuration, additional front-yard landscaping and a tree, and the provision of two bicycle parking spaces within the existing rear shed. The proposal will convert the interior of the building into office workspaces. The property is listed on the Heritage Register.

4.3 STATISTICS

The following table outlines the project statistics

Dimension	Building Statistics
Number of storeys	2.5 (existing building)
Total units	Full office use
Gross Floor Area	~300 m ²
Amenity area	Rear & southern side yard
Total parking spaces	2 existing (shifted to be zoning compliant)
Total bicycle parking spaces	2 proposed in rear yard shed

4.4 USERS, TRIPS & FREQUENCY

The proposed office use is not a permitted use in a residential zone; therefore, we are seeking to rezone the site to a residential zone with an urban exception that permits an office use on the subject site. There are currently three (3) employees of Association of Part-Time Professors of the University of Ottawa, however they only work in the office three days a week, meaning we average there will be approximately two (2) employees on-site per day. We anticipate a maximum of two (2) to three (3) members visiting the office per week, and perhaps one or two board members for an hour or two per week. Most visitors will likely walk from the University.

4.5 WASTE STORAGE & DISPOSAL

Waste will be stored inside the building and will be brought to the curb for collection day. Given that the building will only be used during weekday and daytime hours primarily, it is anticipated that less waste will be generated than a residentially occupied building.

5.0 POLICY AND REGULATORY CONTEXT

The proposed development to permit an office on the subject site requires a Major Zoning By-law Amendment Application. The site is currently zoned for a residential use and this zone will need to be changed to a site-specific residential zone that will permit the office use. The application requires a thorough review of applicable policies, including the Provincial Planning Statement (PPS), the recently approved Official Plan, any applicable secondary plans and community design plans, and the City of Ottawa Zoning By-law.

5.1 PROVINCIAL PLANNING STATEMENT, 2024

In order to obtain approval of the proposed permission application required to convert an existing residential building to an office use a review of the relevant and applicable policies and provisions is required. These are reviewed and discussed below. Relevant policies will be indicated in *italics*.

The Provincial Planning Statement, 2024 (PPS) came into effect on October 20, 2024, and merges the previous “A Place to Grow: Growth Plan for the Greater Golden Horseshoe” and the “PPS (2020)”. It provides broad policy direction on land use planning and development, emphasizing intensification to reach a target of 1.5 million homes by 2031.

These policies must be integrated with other provincial and municipal plans, including local Official Plans and Secondary Plans, and all planning decisions must be consistent with the PPS. Relevant policies from the PPS are outlined below, with the specific policies provided in *italics*. Section 2.0 provides policies to ensure that planning authorities prepare for long-term growth by using provincial forecasts, maintaining adequate land for residential and other uses, and incorporating any additional growth from zoning orders into future plans. It emphasizes the creation of complete, accessible, and equitable communities through a diverse mix of land uses.

Section 2.1 - Planning for People and Homes

2.1.6 Planning authorities should support the achievement of complete communities by:

a. accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

b. improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and

c. improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

Comment: The proposed development promotes the achievement of complete communities by providing office space related to the University of Ottawa (institutional use) within close proximity to the University facilities. The new office use will provide employment opportunities close by to the University and will accommodate a mix of land uses (residential and office) within close proximity to a mix of other commercial and institutional uses, notably the Laurier Avenue East Mainstreet corridor.

Section 2.8 Employment

1.4 Supporting a Modern Economy

Planning authorities shall promote economic development and competitiveness by:

- a) *providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;*
- b) *providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;*
- c) *identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;*
- d) *encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities; and*
- e) *addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses.*

2. Industrial, manufacturing and small-scale warehousing uses that could be located adjacent to sensitive land uses without adverse effects are encouraged in strategic growth areas and other mixed-use areas where frequent transit service is available, outside of employment areas.

3. In addition to policy 3.5, on lands within 300 metres of employment areas, development shall avoid, or where avoidance is not possible, minimize and mitigate potential impacts on the longterm economic viability of employment uses within existing or planned employment areas, in accordance with provincial guidelines.

4. Major office and major institutional development should be directed to major transit station areas or other strategic growth areas where frequent transit service is available.

Comment: The proposed office use provides for employment uses that meet the long-term needs of the part-time professors providing them with offices serving the greater economic activity of the University of Ottawa. The proposal encourages intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities. The office use will be compatible with surrounding residential uses as it will not generate evening or weekend traffic and noise and will support the economic vitality of Laurier Avenue East.

Section 4.0 of the PPS aims to ensure Ontario's long-term prosperity, environmental health, and social well-being through the wise management and conservation of natural resources. This includes policy direction on conserving biodiversity, protecting the Great Lakes, and protecting natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources.

Section 5.0 of the PPS intends to provide for Ontario's long-term prosperity, environmental health, and social wellbeing by reducing potential natural and human-made hazards and threats to public safety. Development is to be directed away from natural or human-made hazards.

Based on our review, it is our professional planning opinion that the proposed development is consistent with the policies of the Provincial Planning Statement (PPS), 2024.

5.2 OFFICIAL PLAN (2022)

Designation: *Neighbourhood, Evolving Overlay, Downtown Core Transect*

The City of Ottawa Official Plan was approved by City Council on November 24th, 2021 and received approval from the Ministry of Municipal Affairs and Housing on November 4, 2022. The plan outlines the City's overall vision, goals, and objectives, while providing policies intended to accommodate growth and manage physical change into the year 2046. The Plan is based around the Five Big Policy Moves, outlined in the City's Strategic Plan, which is intended to help the City become the most liveable mid-sized city in North America over the next century.

Section 2 provides the overall strategic directions of the new Official Plan, which is based around the Five Big Moves. The Five Big Moves are the foundational basis on which Official Plan policies will work towards a more liveable city, calling for increased growth through intensification, sustainable transportation, context-based urban and community design, environmental, climate, and health resiliency embedded into planning policy, and planning policies based on economic development.

Comment | The proposed development supports the strategic goals of context sensitive urban and community design, growth accommodation through intensification and redevelopment, and sustainable forms of transportation. This proposal will introduce context appropriate intensification of an underutilized site by adding an office use that will support the university and the Laurier Avenue East Mainstreet corridor.

Section 3 provides a growth management framework that directs various types of growth appropriately in order to accommodate projected population and employment growth. Most growth is anticipated to occur in the urban area, which is the built-up area where existing development is located and the greenfield area of vacant lands at the periphery of the urban area. Within the urban area, there are six different transect areas representing different contexts. Growth is expected to be accommodated in these transect policy areas in a manner that supports 15-minute communities. The balance of growth is to occur in the rural area. In order to accommodate anticipated population and job growth, an increasing amount of growth is to be absorbed through intensification.

Section 3.2 provides specific goals for the overall amount of growth in the urban area to be accommodated through intensification. The plan allocates 47% of growth to occur within the built-up portion and 46% of growth within the greenfield portions of the urban area. Growth through intensification is expected to support the creation of 15-minute neighbourhoods. Intensification may also occur through various built form and height profiles, based around Hubs, Corridors, and Neighbourhoods and housing choice with a variety of dwelling types and sizes are planned.

Comment | The proposed development is located within the urban area and is designated as 'Neighbourhood' within the Downtown Core Transect, which plans for the area to redevelop as a 15-minute neighbourhood at a density that supports additional public and active transportation use. The proposal results in the change of use of lands formerly used for residential purposes to a compatible office use. This supports a mix of

residential and employment uses, in proximity to other employment and commercial uses that will result in mixed use, transit-oriented development.

Section 4 of the Official Plan provides land use and transportation policies that apply to the entire city.

Section 4.1.2 plans for the promotion of healthy, 15-minute neighbourhoods, with safe walkable pedestrian networks and access to active and public transportation infrastructure.

Section 4.1.4 provides policies aimed at facilitating the shift towards sustainable modes of transportation, including through managing the supply of parking close to transit stations and regulating the design and location of parking garage entrances and surface parking areas.

Comment | The proposed development is proposing only minor changes to the site design including the existing parking. Sidewalks currently exist both sides of Nelson Street and in the local neighbourhood. Building users will be encouraged to access the site via sidewalks or active transportation methods. Due to the relationship and proximity to the University of Ottawa, it is expected that many users will access the site via the University and commute on foot or by bike. Given the relationship of the proposed office use with the University, the location of the site makes this an ideal site to rezone to office space, as many of the users will utilize the pedestrian networks and active transportation infrastructure, thereby minimize vehicle trips and reducing the need for vehicular parking. A tree and additional landscaping will be provided in the front yard.

Section 4.2 provides policies aimed at providing adequate, safe, and affordable housing by enabling a greater supply and diversity of housing options throughout the City. Housing should meet the needs of all ages, incomes, and backgrounds to create healthier communities.

Section 4.2.1 enables more flexibility to provide an adequate supply and diversity of housing options throughout the city, which shall primarily be provided through the zoning by-law. It provides for a variation in densities, building types, and tenure types, including the provision of more rental units.

Comment | The proposed development adds to the supply and diversity of office supply in the neighbourhood by adding new office space associated with the University of Ottawa, in close proximity to the University, but within an existing building. The proposal is located in an existing neighbourhood and is within close walking distance to a commercial mainstreet and frequent transit. The Official Plan designation for this site contemplates development up to four storeys in height. There will be minimum changes to the existing site and no changes to the existing heritage building (which will remain at 2.5 storeys) therefore the proposal is consistent with the building height policies in the Official Plan. Section 4.6 contains policies aimed at regulating the design of the built form and public realm in the city. Urban design is recognized as playing an important role in supporting the City's objectives of creating healthy, 15-minute neighbourhoods, growing the urban tree canopy, and developing climate resiliency. The section encourages urban design excellence throughout the city, especially in Design Priority Areas.

Section 4.6.5 of the Official Plan provides for effective site planning that supports the objectives of the designations. Effective site planning includes providing appropriate setbacks, designs that minimize conflict between vehicles and pedestrians, and universal accessibility.

Section 4.6.6 includes policies aimed at integrating low-rise, mid-rise, and high-rise buildings to ensure that intensification targets are met while ensuring liveability. It provides for appropriate transitions in building heights and the use of angular planes to step-back the upper storeys of mid-rise and high-rise buildings.

Policy 6 states that low-rise buildings shall be designed to respond to context, and transect area policies, and shall include areas for soft landscaping, main entrances at-grade, front porches or balconies, where appropriate. Buildings shall integrate architecturally to complement the surrounding context.

Comment | The proposed development will utilize the existing building and minimal changes to the site are proposed. The building is setback in a consistent manner with other adjacent and abutting uses along Nelson Street. The ample greenspace maintained in both the side and rear yard will provide outdoor amenity space for office users. The subject site is located within the Sandy Hill Cultural Heritage Character Area. The building is listed on the Heritage Register. The proposed office will maintain the existing building and will not make any large-scale modifications to the exterior of the building. The proposal will provide additional landscaping and a tree in the front yard. Therefore, the proposed building represents a contextually appropriate fit with surrounding uses.

Section 5 provides policy direction for the six identified transect policy areas. The subject site is located within the Downtown Core Transect policy area. Within the Downtown Core Area, the site is designated as Neighbourhood, with an Evolving Neighbourhood overlay. Low-rise buildings at least two storeys in height and up to four storeys are generally permitted.

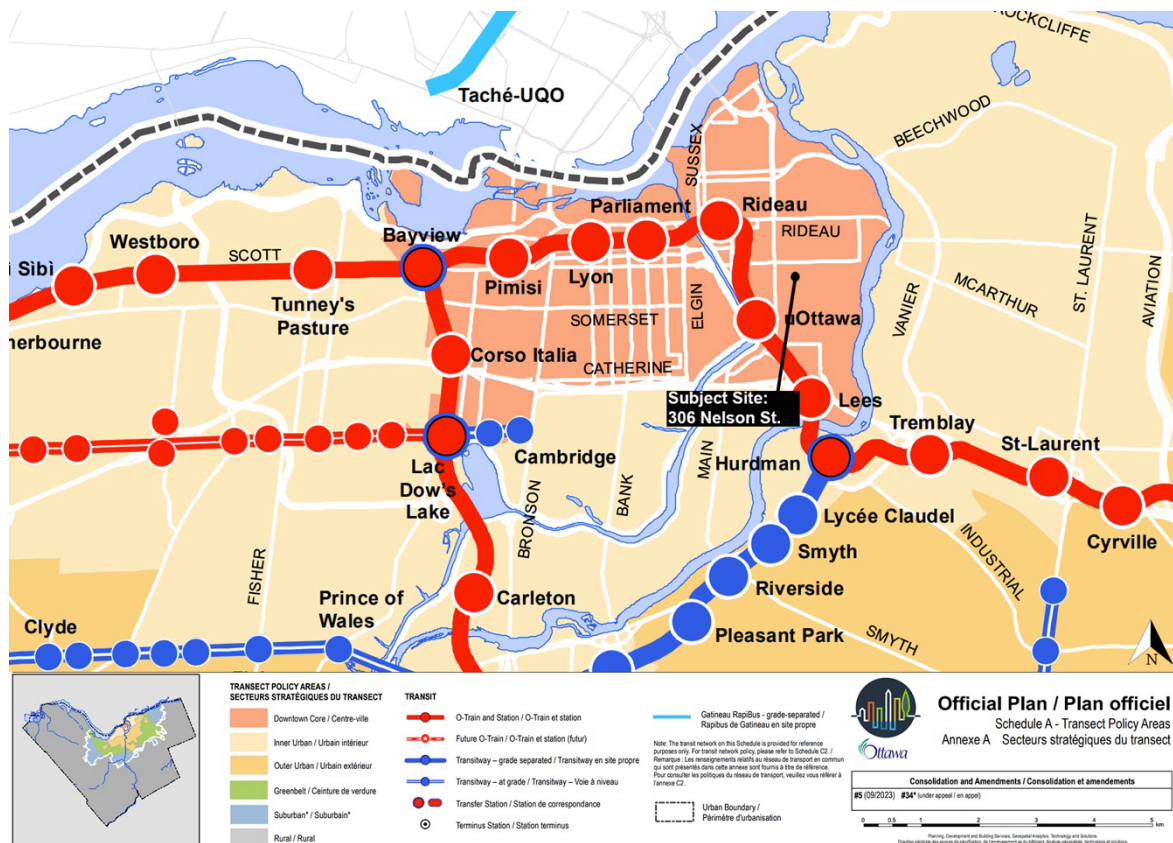


Figure 14: Extract of Official Plan Transect Areas, Schedule A

Section 5.1 provides policy direction for the Downtown Core Transect. The Official Plan states that the Metropolitan Downtown Core is the most significant focus area in which these objectives can be demonstrated. The Downtown Core is a mature built environment whose urban characteristics of high-density, mixed uses and sustainable transportation orientation are to be maintained and enhanced.

Comment | The proposed development supports the overall objectives of the Official Plan, which plans for an urban pattern of development, transit-supportive densities, and a strong mix of uses. The existing building addresses the street frontage, fits contextually with surrounding development and provides a positive pedestrian experience from all directions. The development will utilize the existing parking on the site.

Section 5.1.2 states that the *Downtown Core shall continue to develop as healthy 15-minute neighbourhoods within a highly mixed-use environment, where: a) Hubs and a dense network of Corridors provide a full range of services; b) A high concentration of employment is maintained and increased; c) Existing and new cultural assets are supported, including those that support music and nightlife; and d) Residential densities are sufficient to support the full range of services noted in Policy a).*

Section 5.1.5.1 provides direction to the Neighbourhoods located within the Downtown Core Transect.

Neighbourhoods located in the Downtown Core shall accommodate residential growth to meet the Growth Management Framework as outlined in Subsection 3.2, Table 3b. The Zoning By-law shall implement the density thresholds in a manner which adheres to the following: a) Allows and supports a wide variety of housing types with a focus on missing-middle housing, which may include new housing types that are currently not contemplated in this Plan; b) The application, as appropriate, of Zoning By-law development standards to be applied as one lot for zoning purposes to support missing middle housing; c) Provides for a Low-rise built form, by requiring in Zoning a minimum built height of 2 storeys, generally permitting 3 storeys, and where appropriate, will allow a built height of up to 4 storeys to permit higher density Low-rise residential development; d) Building on Table 6, provides an emphasis on regulating the maximum built form envelope that frames the public right of way; and e) In appropriate locations, to support the production of missing middle housing, prohibit lower-density typologies.

Section 5.6.1 provides policies for built form overlays, including the Evolving Overlay, which applies to areas in close proximity to Hubs and Corridors that will evolve in character to support increased intensification. The Evolving Overlay applies to properties with a lot line on a Minor Corridor, to lands within 150 metres of the boundary of a Hub or Mainstreet designation, and to lands within 400 metres of a rapid transit station.

Comment | The proposed development meets the intent of the Evolving Overlay by providing an office use in close proximity to Laurier Avenue East, which is identified as a Mainstreet Corridor in the Official Plan. The Evolving Overlay applies to areas that are expected to undergo gradual intensification and transition over time in response to their location near Hubs, Corridors, and Mainstreets. The proposed office contributes to this evolution by introducing a compatible, low-intensity employment use within an existing residential building, thereby enhancing the mix of uses within the Sandy Hill neighbourhood.

The office use will support the continued operation and institutional presence of the University of Ottawa by providing convenient workspace for the Association of Part-Time Professors within walking distance of the main campus. Its proximity to active transportation networks and public transit routes will encourage sustainable commuting patterns and reduce reliance on private vehicles. Furthermore, the adaptive reuse of the existing heritage building maintains the architectural character of the area while advancing the City's objectives for compact growth, mixed-use development, and efficient use of existing infrastructure.

In this way, the proposal exemplifies the intent of the Evolving Overlay by facilitating context-sensitive intensification, supporting nearby employment and institutional uses, and contributing to the ongoing evolution of a walkable, 15-minute neighbourhood in the Downtown Core Transect.

Section 6 of the Plan provides tailored policy direction for each urban designation, which are divided into Hubs, Corridors, and Neighbourhoods. The subject property is designated 'Neighbourhood', with an Evolving Overlay.

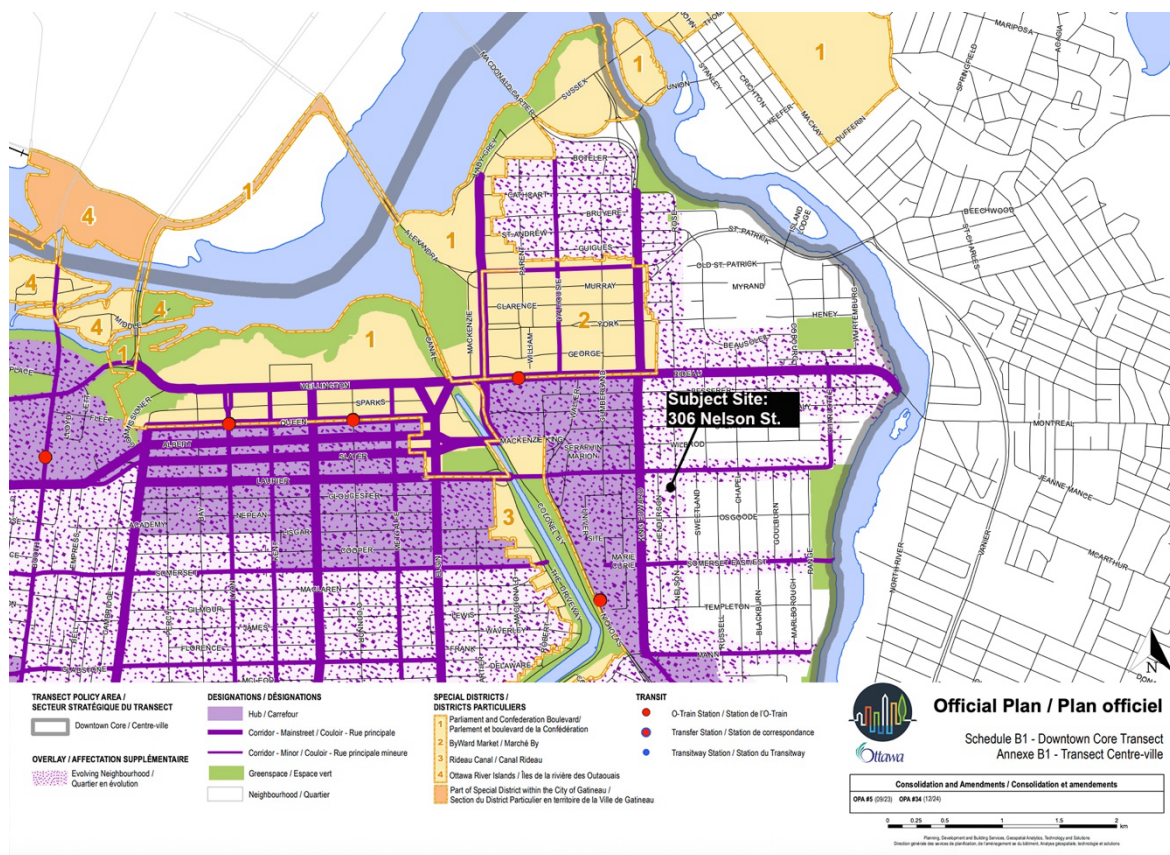


Figure 15: Extract Showing Official Plan Designation, Schedule B1

Comment | The proposed development supports the creation of a 15-minute neighbourhood in the Sandy Hill neighbourhood by providing an office that is contextually appropriate within walking distance to a commercial mainstreet and transit and its affiliate, the University of Ottawa. The office use takes advantage of the clustering of nearby commercial and institutional uses, thus making use of the existing active transit and pedestrian network minimizing vehicular trips to the site.

Section 6.3 identifies Neighbourhoods as the heart of communities. They are intended to support a mix of building forms and densities in order to strengthen or create 15-minute communities. Neighbourhoods are generally planned for ongoing gradual, integrated, sustainable, and context-sensitive development.

Policy 2 of Section 6.3.1 states that building heights in Neighbourhoods are generally to be low-rise, unless existing secondary plans or zoning permits greater building heights.

Comment | The proposed development provides a low-rise built form, which is permitted by the Official Plan. The proposal will contribute to the growth and establishment of a longstanding neighbourhood by adding a mix of uses, supporting a healthy mix of residential and employment uses within a contextual low-rise form, supporting active and public transportation infrastructure and a strong mix of uses.

Based on our review, it is our professional planning opinion that the proposed development conforms with the City of Ottawa Official Plan.

5.3 CENTRAL & EAST DOWNTOWN CORE SECONDARY PLAN

Designation: *Local Neighbourhood Designation, Sandy Hill Character Area*

The subject site is located within the Sandy Hill Character Area and is designated Local Neighbourhood. As per Schedule C - Maximum Building Height, the maximum permitted building height is 4 storeys.

The Centre and East Downtown Core Secondary Plan, Centretown Character Area in Policy 4.7.2 outlines core principles that provide a vision for Sandy Hill and the foundation for this Character Area. They establish overarching goals for Sandy Hill, and each provides the basis for the more specific objectives:

- (1) *To preserve and enhance Sandy Hill as an attractive residential neighbourhood, especially for family living.*
- (2) *To provide for a broad range of socio-economic groups.*
- (3) *To accept a modest increase in population, primarily as a way of housing some of the growth in the Central Area labour force.*
- (4) *To maintain and coordinate both the local functions of Sandy Hill (primarily as a residential neighbourhood) and the functions that serve a wider area (e.g., the mainstreet mixed-use area along Rideau Street and the University of Ottawa)*

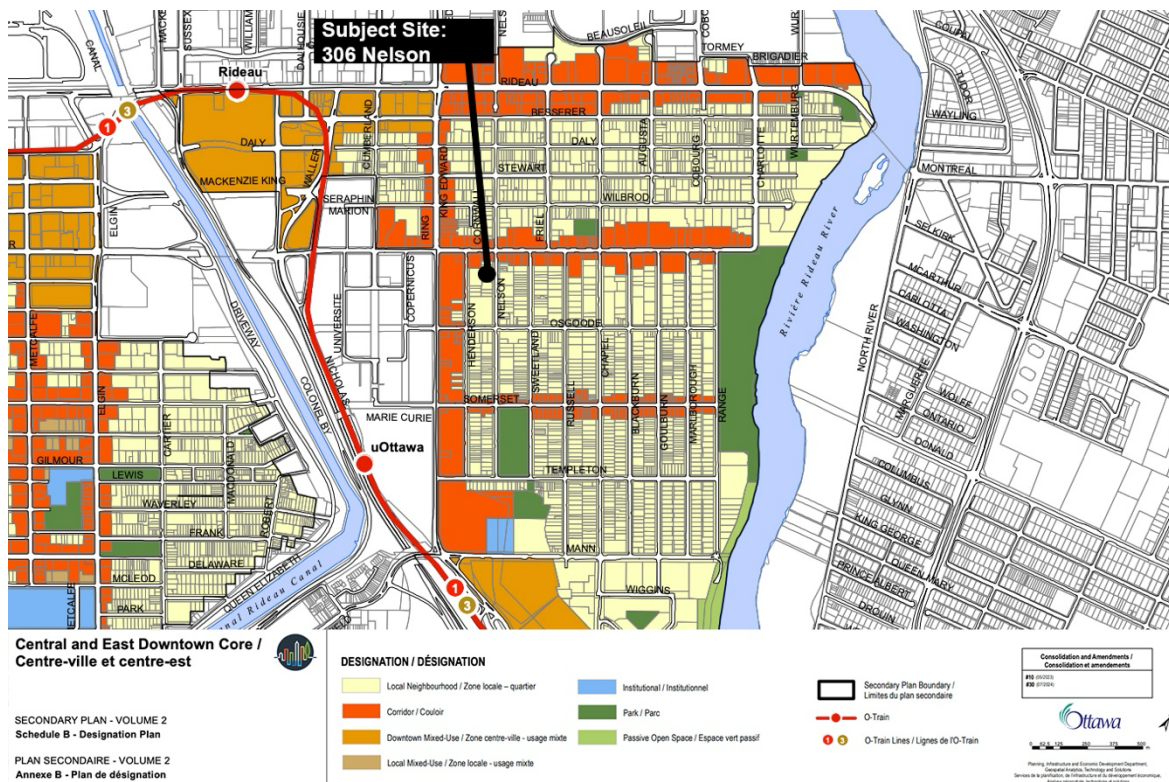


Figure 16: Extract Showing Secondary Plan Designation, Schedule B

Section 3.4 speaks to the cultural heritage of the area:

21) *The Central and East Downtown Core is distinguished by its high concentration of heritage buildings, districts and landscapes, including those designated under Part IV and Part V of the Ontario Heritage Act, the Federal Heritage Buildings Review Office, or listed on the City's Heritage Register. Development will respect the area's heritage character and where located on or adjacent to a built heritage resource, will be in accordance with the policies found in Section 4.5 – Cultural Heritage and Archaeology, of Volume 1 of the Official Plan.*

22) *Development on properties designated under Part V of the Ontario Heritage Act, including alterations to existing properties and new construction, shall be consistent with the policies and guidelines of the following Heritage Conservation District Plans, as applicable: Bank Street, Besserer-Wurtemberg, Cathedral Hill, Centretown, Daly Avenue, King Edward Avenue, Minto Park, Russell-Range, Sandy Hill West, Sparks Street, Stewart-Wilbrod and Sweetland Avenue. Heritage applications will be required for any development on properties located within a Heritage Conservation District.*

Comment | The subject site is located within the Sandy Hill Cultural Heritage Character Area. The building is listed on the Heritage Register. The proposed office will maintain the existing building and will not make any large-scale modifications to the exterior of the building. The proposed development seeks to preserve and enhance Sandy Hill as an attractive residential neighbourhood, by keeping the existing building and site design and permitting a new use which is contextually appropriate with the character of the street and the neighbourhood. By maintaining the existing building, the proposal is consistent with the Sandy Hill Cultural Heritage Character Area.

Based on our review, it is our professional planning opinion that the proposed development conforms with the City of Ottawa Secondary Plan.

5.4 CITY OF OTTAWA ZONING BY-LAW

The subject site is currently zoned as R4UD[480] – Residential Fourth Density Zone, Subzone UD, Special Exception 480 in the City of Ottawa Comprehensive Zoning By-law 2008-250.

The subject site is currently zoned N4B[480] – Neighbourhood 4 Zone, Subzone B, Special Exception 480 in the City of Ottawa Zoning By-law 2026-050. As of March 11, 2026, the majority of the 2026 is now in effect.

The special exception 480 permits multiple dwelling units in addition to the permitted uses.

In order to permit an office use, we are proposing that the site be rezoned to a site-specific Residential Fourth Density Zone, Subzone UD (R4UD) zone. This would allow the site to be used in the future for residential use if the office was to relocate. The proposed office will support the activities of the Association of Part-Time Professors of the University of Ottawa and is directly related to the University's institutional presence in the surrounding area.. As a result, it will be compatible with the surrounding residential uses from a noise, traffic and operation perspective.

The table below summarizes the required performance standards for the R4UD & N4B Zones.

Provision	Requirement Zoning By-law 2008 (R4UD)	Requirement Zoning By-law 2026 (N4B)	Existing
Minimum lot area	300 m ²	NA	441.2 m ²
Minimum lot width	10 m	7.5 m	15.49 m
Maximum building height	14.5 m	14.5 m	<14.5 m
Minimum Front Yard setback	4.5 m	4.5 m	3.63 m (existing)
Minimum Interior Yard Setback	1.5 m	Total 1.8 m	0.87 m (existing)
Minimum rear yard setback	30% of lot depth – 8.53 m	25% of lot depth – 7.11 m (under appeal)	8.30 m (existing)
Minimum Soft Landscape Area	Total Landscaped Area = 30% Rear Yard – For sites 360-450 m ² = 50% Front Yard – For sites with setback >3 m where lot	Front Yard – For sites with setback >3 m where lot width is >12 m = 40% Rear Yard – For sites 360-450 m ² = 50%	Total Landscaped Area = >30% existing Rear Yard = 100% Front Yard = 45% All existing

	width is >12 m = 40% Aggregated rectangle area of at least 25 m ² where the longer dimension is twice the shorter dimension for tree planting		
Maximum Width of Double wide driveway	5.5 m	6 m	5.2 m driveway 1.2 m walkway
Parking	For an Office use with a GFA of 300 square metres, 3 total parking spaces will be required.	No parking minimum	2 existing (location adjusted to comply with zoning)
Parking Space Dimension	2.6 m by 5.2 m	2.6 m by 5.2 m	2.6 m by 5.2 m (adjusted to comply)
Bicycle parking	1 per 250m ² of gross floor area	4 spaces with an additional 1 space for 250 m ² above 1000 m ² (under appeal)	2 proposed in existing rear shed

PARKING OVERVIEW:

Section 604(2) of the New Zoning Bylaw does not permit front yard parking.

Section 603 provides an exception to 604(2) stating that front yard parking space(s) associated with a residential use established as of September 30, 2007, that are perpendicular to the street and also conform to the Traffic and Parking By-law are permitted as they existed on that date.

Section 604 states that for lots in the Neighborhood Zones in Area B on Schedule A5, front yard parking is permitted subject to the following:

- (a) The lot is greater than 6 m in width;
- (b) The parking space must be located entirely on the lot, or else must be located at least 1.5 m away from an abutting roadway or 0.6 m away from an abutting sidewalk; and
- (c) The maximum width of any driveway containing front yard parking must not exceed the maximum width permitted under Section 606;
- (d) The parking space must be perpendicular to the street.

Comment | The Enforcement of Non-compliant Driveways, which allows driveways

existing in a certain configuration prior to 2007 to continue existing as long as they are not determined to be unsafe. Per and email dated, April 10th from Jean-Charles Renaud, it has been confirmed with the ROW By-law Administrator that the driveway located at 306 Nelson Street has not been changed or altered since 2007.

Since that time, it was determined that the driveways (as existed) were not wholly located on the subject site and therefore their length does not conform with the By-law. As a result the existing driveways were shifted onto the subject site to provide legal, 5.2 m long parking spaces.

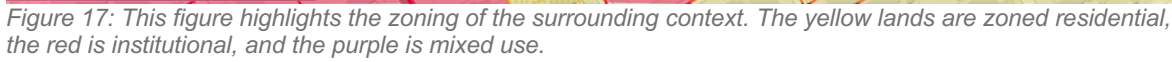
While the site is not located within Area B on Schedule A5 the front yard parking has been in existence since 2007 and meets the intent of the By-law to accommodate low-impact front yard parking for existing residential uses only. The lot is much greater than 6.0 m wide (it is 15.49 m wide). The parking spaces have been revised to be entirely within the lot and a landscape buffer has been added to increase the landscape area in the front yard. The parking spaces are at the minimum required width, and the driveway width is less than what is required in the By-law. The parking spaces are perpendicular to the street. A tree has been added in the front yard.

PROPOSED ZONING:

The proposed zoning is appropriate for the subject property as it is the same zoning that is applied to the properties to the north of the site on the same block, with the addition of a site-specific exception to permit the contextually appropriate office use.

Within the close vicinity of the subject site, there is a good mix of commercial, institutional and residential uses (see Figure 16 below). Within the greater community and neighbourhood there are numerous residentially zoned properties that range in scale from low-rise to taller buildings. The current property has long been used for residential purposes, and the proposed office will expand the diversity of permitted uses in proximity to the University. The proposed site-specific use will permit both office and residential on the subject site. This would allow the site to be used in the future for residential use if the office was to relocate. The proposed office will support the activities of the Association of Part-Time Professors of the University of Ottawa and is directly related to the University's institutional presence in the surrounding area and will be compatible with the surrounding residential uses from a noise, traffic and operation perspective.

As a result, rezoning the lands from residential to permit an office use will not remove a critical supply of residential lands from the local community as there appears to be many residential uses within the neighbourhood.



Based on our review, it is our professional planning opinion that the proposed rezoning is appropriate for the site and fits within the context of the surrounding neighbourhood.

6.0 PLANNING ANALYSIS AND RATIONALE

The proposed Zoning By-law Amendment to permit office use at 306 Nelson Street is appropriate and represents good land use planning. The rationale is summarized as follows:

Provincial Planning Statement (2024):

The proposal is consistent with the PPS, which emphasizes complete communities, employment diversity, and efficient use of existing infrastructure. The proposed office use supports the economic activity of the University of Ottawa while maintaining compatibility with the surrounding residential neighbourhood. The low intensity of the use, combined with its walkable proximity to the University, aligns with the PPS direction for compact, mixed-use development in urban areas.

City of Ottawa Official Plan (2022):

The subject site is designated *Neighbourhood* within the *Downtown Core Transect* and is located within the *Evolving Overlay*. The Official Plan encourages context-sensitive intensification and the creation of 15-minute neighbourhoods. The proposed office use contributes to a balanced mix of employment and residential uses in Sandy Hill, within walking distance of Laurier Avenue East Mainstreet and the University of Ottawa. The development maintains the existing low-rise built form, preserves the heritage character of the building, and does not introduce adverse impacts to the neighbourhood.

Central and East Downtown Core Secondary Plan:

The subject site lies within the Sandy Hill Character Area, designated *Local Neighbourhood*. The Secondary Plan emphasizes maintaining the heritage character of Sandy Hill while accommodating modest growth and supporting the University of Ottawa as a major institutional presence. By reusing an existing heritage building (listed) for office use related to the University, the proposal contributes to these objectives and does not require exterior alterations that could compromise the area's character.

Zoning By-law:

The site is zoned R4UD[480] under Zoning By-law 2008-250 & N4B[480] under Zoning By-law 2026-050. Office is not currently a permitted use. The requested site-specific amendment will allow the office while maintaining the underlying residential permissions. This ensures flexibility for the property to return to residential use in the future, if desired. The low-intensity office use will not generate land use (noise, traffic, odour) conflicts with surrounding residential properties.

The proposed office will provide accessory office use to the University function and will be used weekdays during business hours and will be compatible with the surrounding residential uses from a noise, traffic and operation perspective. There are currently three (3) employees of Association of Part-Time Professors of the University of Ottawa, however they only work in the office three days a week, meaning we average there will be approximately two (2) employees on-site per day. We anticipate a maximum of two (2) to three (3) members visiting the office per week, and perhaps one or two board members for an hour or two per week. Most visitors will likely walk from the University. Two new bicycle parking spaces will be added to the existing shed at the rear of the property to accommodate employees commuting by bicycle. Waste will be brought to the curb for weekly collection. It is anticipated that less waste will be created by an office as it will only be used during the day and on weekdays.

The proposed retention of two front-yard parking spaces is appropriate and represents the continuation of an established parking arrangement that has existed on the property since prior to September 30, 2007. While Section 604(2) of the New Zoning By-law generally prohibits parking spaces within a front yard, Section 604(3) specifically provides an exception for front-yard parking spaces (in some areas of the City) associated with a residential use established as of September 30, 2007. Such parking spaces are permitted to continue where they are perpendicular to the street and conform to the applicable Traffic and Parking By-law.

The intent of this provision is to recognize and protect established front-yard parking arrangements that pre-date the City's current regulatory framework. In this regard, the proposed two parking spaces should be considered existing parking rights rather than the establishment of new front-yard parking. The continued provision of two spaces does not introduce a new or intensified parking use but instead maintains a long-standing residential parking arrangement. As such, we are requesting that this permission be applied to the subject site as the intent of the By-law is met which is to accommodate low impact front yard parking. To minimize the impact, we are adding additional landscaped space and a tree in the front yard.

The proposed configuration has also been designed to accommodate the two parking spaces within the existing site constraints. The spaces will be located in a manner that minimizes impacts on the streetscape, pedestrian movement and adjacent properties, while maintaining appropriate access to the dwelling and rear yard. The parking spaces will remain perpendicular to the street and will be configured to avoid encroachment or obstruction of pedestrian infrastructure.

The two spaces represent a long-established parking arrangement associated with the property, with evidence confirming their existence prior to September 30, 2007. Although the proposed office use does not rely directly on the residential parking exception, retaining the two spaces represents a continuation of an established site condition, does not increase the number of parking spaces, and can be accommodated entirely within the subject property without obstruction of the sidewalk or public right-of-way.

Compatibility and Good Planning:

The proposed office represents a contextually appropriate use that:

- Utilizes an existing building and preserves its heritage character;
- Generates minimal traffic, parking, or servicing demands;
- Enhances the mix of uses in Sandy Hill and supports employment opportunities near the University;
- Aligns with the policy framework at the provincial, municipal, and secondary plan levels;
- Maintains the established low-rise character of Nelson Street.

Overall, the proposal is consistent with the PPS, conforms with the Official Plan and Secondary Plan, and represents an efficient and context-sensitive use of land, infrastructure and services.

7.0 PUBLIC CONSULTATION STRATEGY

Public Consultation for the proposed development occurs through the following means:

- [Councillor Plante's office has suggested that an appropriate public consultation method would be an approach that is limited to the usual signage notification and notification of neighbours and community groups to receive further feedback;
- [Open line of communication where any community member is welcome to contact Q9 Planning + Design and provide comments and feedback throughout the process
- [Required signage on site with City file lead contact details (comments provided are shared with the proponent)
- [Updates shared with the Community via the Councillor's office and the Community Association for an efficient line of communication moving forward.

8.0 SUMMARY OF REPORTS & STUDIES

8.1 SUMMARY OF REPORTS AND STUDIES

8.1.1 ASSESSMENT OF ADEQUACY OF PUBLIC SERVICES

An Assessment of Adequacy of Public Services Report was prepared by D.B. Gray Engineering dated October 9, 2025. The report states that there is an adequate water supply for firefighting from the existing municipal water distribution system for the proposed use. There is an acceptable range of water pressures in the existing municipal water distribution system for the proposed use. It is expected that the existing 19 mm water service will be acceptable for the proposed use. Based on a CCTV sewer inspection the existing 135 mm sanitary sewer connection it appears to be in good condition; and it is calculated to have more than sufficient capacity; therefore, is acceptable for the proposed use. A backwater valve is recommended to be installed in the sanitary building drain.

8.1.2 CCTV REVIEW

A CCTV, full inspection and flush of the main drain line was performed by John the Plumber on June 25, 2025. A full inspection and flush of the main drain line was performed. The total length of the inspected pipe was approximately 37 feet, composed entirely of ABS piping in very good condition. There were no signs of damage, obstruction, or improper grading.

All necessary flushing was completed, and the line is now clear and functioning properly.

- Interior pipe diameter: 4-inch ABS
- Exterior pipe diameter: 5-inch
- City connection pipe diameter: 11-inch

This drainage system has excellent capacity and is more than sufficient to handle the demands of a commercial space, such as an office or business center. Based on current conditions, there should be no foreseeable issues with the main drain or the city-side connection going forward.

9.0 CONCLUSION

The proposed Zoning By-law Amendment seeks to permit an office use within the existing building at 306 Nelson Street. The application represents a modest and contextually appropriate change of use that will preserve the existing 2.5-storey listed heritage building and maintain the established character of the Sandy Hill neighbourhood. No exterior alterations to the building and only minimal site alterations are proposed, ensuring the cultural heritage value and residential context of the area are respected.

The proposed office will accommodate the Association of Part-Time Professors of the University of Ottawa, generate minimal traffic, servicing, and parking demands, while supporting the economic and institutional vitality of the nearby University and Laurier Avenue East Mainstreet.

In our professional planning opinion, the proposed Zoning By-law Amendment constitutes good land use planning. It will contribute positively to the local community, respect the heritage context of Sandy Hill, and align with all relevant policy frameworks.

Overall, it is Q9's opinion that the proposed Zoning By-law Amendment Application to permit the development of an 'office use' on the site constitutes good land use planning.

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