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ZONING CONFIRMATION REPORT

ZONING BY-LAW AMENDMENT

SUBJECT SITE: 306 NELSON STREET, OTTAWA ON



REPORT DATE: OCTOBER 15, 2025

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

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This Zoning Confirmation Report is prepared in support of a Zoning By-law Amendment Application for the proposed rezoning of the site at 306 Nelson Street.

TABLE OF CONTENTS

1.0	PROJECT INFORMATION	4
2.0	ZONING REVIEW	5
2.1	Use Permissions	6
3.0	PERFORMANCE STANDARD REVIEW	8
4.0	PROPOSED AMENDMENT DETAILS	10
5.0	CONCLUSION	11

1.0 PROJECT INFORMATION

PROJECT INFORMATION			
Review Date	August 25, 2025	Official Plan Designation	Neighbourhood (Evolving), Downtown Core Transect
		Secondary Plan: Central and East Downtown Core Secondary Plan	Local Neighbourhood Designation, Sandy Hill Character Area Sandy Hill Cultural Heritage Character Area
Municipal Addresses	306 Nelson Street	Legal Description	Part of Lot 4, West Nelson Street, Registered Plan 14349
Scope of Work	We are requesting a special 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 or 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.		
Existing Zoning Code	R4UD[480]	By-Law Number	2008-250
Schedule 1 / 1A Area	Area X Inner Urban	Overlays Applicable	Sandy Hill Cultural Heritage Character Area

2.0 ZONING REVIEW

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 purpose of the Residential Fourth Density Zone is to allow a wide mix of residential building forms ranging from detached to low rise apartment dwellings, in some cases limited to four units, and in no case more than four storeys, in areas designated as General Urban Area in the Official Plan; (2) allow a number of other residential uses to provide additional housing choices within the fourth density residential areas; (3) permit ancillary uses to the principal residential use to allow residents to work at home; (4) regulate development in a manner that is compatible with existing land use patterns so that the mixed building form, residential character of a neighbourhood is maintained or enhanced: and (5) permit different development standards, identified in the Z subzone, primarily for areas designated as Developing Communities, which promote efficient land use and compact form while showcasing newer design approaches.

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 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.

The table below summarizes the required performance standards for the R4UD Zone. No changes to the existing site are proposed as part of the redevelopment.

Proposed Amendment: To rezone the lands from R4UD[480] – Residential Fourth Density Zone, Subzone UD, Special Exception 480, to R4UD[XXX] – Residential Fourth Density Zone, Subzone UD, Special Exception XXX, which in addition to the permitted uses of the R4UD zone, also permits office use for the purposes of an office use associated with the University.

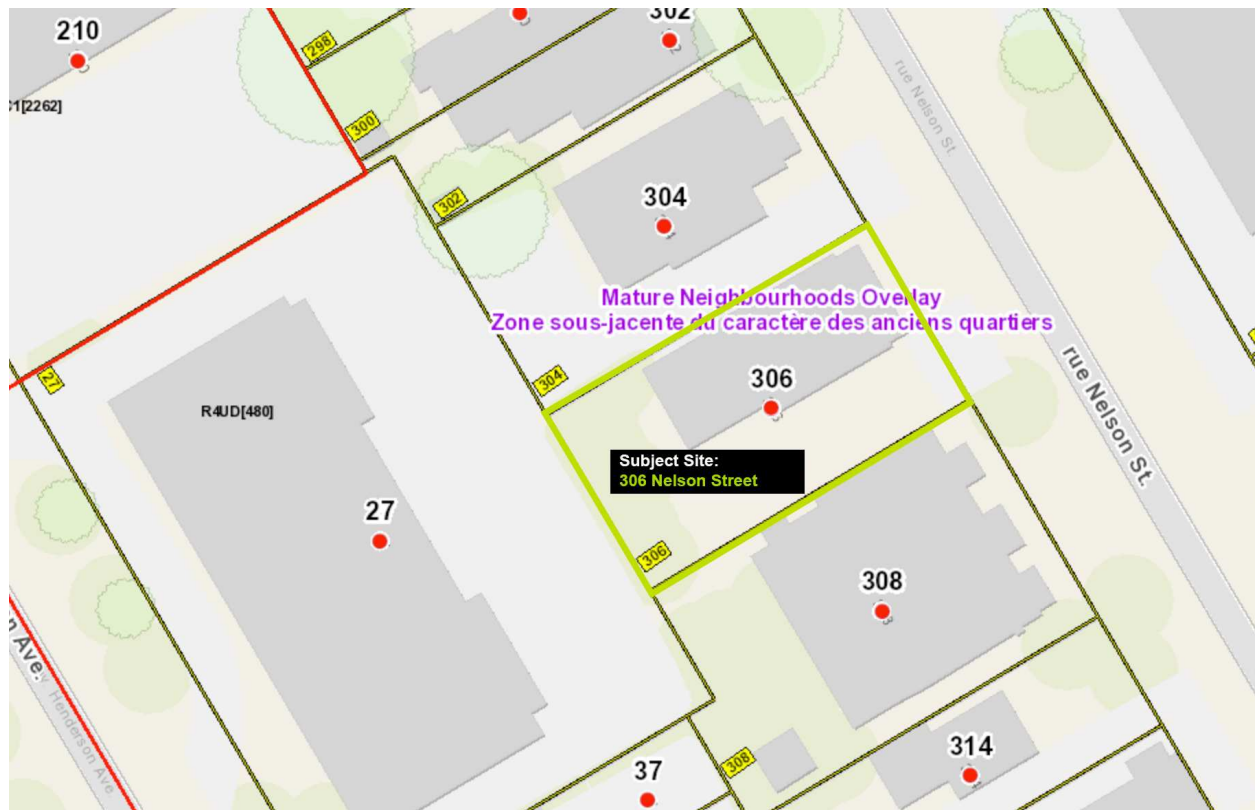


Figure 2, Map of Subject Site Zoning (Source: GeoOttawa).

2.1 Use Permissions

The proposed Zoning Amendment would permit an office use to exist on the subject lands in addition to the uses permitted by the R4UD zoning. This zone would not be out of character with surrounding land uses that include commercial land uses along Laurier Ave.

The R4UD Zone permits the following list of uses. The use shown **bolded and green** are currently proposed and will be captured by the Zoning Amendment in order to legalize the proposed site uses and activity:

The following uses are permitted uses subject to:

- (a) the provisions of subsection 161 (2) to (15);*
- (b) a maximum of three guest bedrooms in a bed and breakfast; and*
- (c) a maximum of ten residents permitted in a group home.*

- [apartment dwelling,
- [low rise bed and breakfast,
- [detached dwelling diplomatic mission,
- [group home,
- [home-based business,
- [home-based daycare,
- [linked-detached dwelling,

- [**office**
- [*park planned unit development,*
- [*retirement home, converted see Part 5, Section 122*
- [*retirement home rooming house additional dwelling unit,*
- [*semi-detached dwelling,*
- [*stacked dwelling,*
- [*three-unit dwelling townhouse dwelling,*
- [*urban agriculture*

(d) in the case of a rooming house in the R4A-R4L, R4-UA and R4-UB zones, (i) a maximum of seven rooming units is permitted; and (ii) no secondary dwelling unit is permitted.

The definition of an office use is as follows as outlined in the City of Ottawa Zoning By-law:

Office means a place used by an agency, business or organization for: (a) the transaction of administrative, clerical, data processing or management business; (b) the practice of a profession other than a medical facility; or (c) the provision of government or social services and other similar services. (bureau)

3.0 PERFORMANCE STANDARD REVIEW

The following table reviews the applicable site performance standards of the existing development against the proposed R4UD[480] zone. Any non-compliance items are noted in red and bolded.

Details:

- [Site Area (Subject to Rezoning): 440 m²
- [Total Site Area: 440 m²
- [Site Frontage: 15.49 m (Nelson Street)
- [Total Site Depth: 28.45 m

Provision	Requirement	Existing	Section
Minimum lot area	300 m ²	441.2 m ²	S.62, Table 162A
Minimum lot width	10 m	15.49 m	S.62, Table 162A
Maximum building height	14.5 m	<14.5 m	S.62, Table 162A
Minimum Front and Corner Yard setback	4.5 m	3.63 m (existing)	S.62, Table 162A
Minimum Interior Yard Setback	1.5 m	0.87 m (existing)	S.62, Table 162A
Minimum rear yard setback	30% of lot depth – 8.53 m	8.30 m (existing)	S.144 (5), Table 144A
Number of Two-Bedroom Units	For properties >450 m ² , at least 25% of the dwelling units must have two-bedrooms	N/A	Table 161, 16
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 width is >12 m = 40% Aggregated rectangle area of at least 25 m ² where the longer dimension is twice the shorter	Total Landscaped Area = >30% existing Rear Yard = 100% Front Yard = ~28% All existing	S. 161(15)

	dimension for tree planting		
Maximum Width of Double wide driveway	5.5 m	7.28 m (existing)	Table 139(3)
Parking	In the case of any other non-residential use with a gross floor area of 500 square metres or less, no off-street motor vehicle parking is required to be provided.	2 existing	S.101,4(d)(iii)
Parking Space Dimension	2.6 m by 5.2 m	2.6 m by 1.74 m (existing)	S.106(a)(c)
Bicycle parking	1 per 250m ² of gross floor area	2 bicycle parking space provided in rear shed	S.111, Table 111A

4.0 PROPOSED AMENDMENT DETAILS

The subject site is to be rezoned from R4UD[480] – Residential Fourth Density Zone, Subzone UD, Special Exception 480, to R4UD[XXX] – Residential Fourth Density Zone, Subzone UD, Special Exception XXX with an Urban Exception XXX as detailed below:

Exception Number	Applicable Zone	Additional Land Uses Permitted	Land Uses Prohibited	Provisions
XXX	R4UD[XXX]	Office		- In addition to the uses permitted in the R4UD zone, an office shall also be permitted

5.0 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 or site modifications are proposed, ensuring the cultural heritage value and residential context of the area are respected.

This report confirms that the existing use (residential) is permitted. The subject site is currently zoned Residential Fourth Density Zone, Subzone UD (R4UD), which does not permit an office use.

The R4UD zone allows a number of uses, however, only the following use is proposed to be included in a site-specific zone:

- Office

The proposed office will accommodate the Association of Part-Time Professors of the University of Ottawa, generating 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.