

**Zoning Confirmation Report**

95-123 Roydon Place - Costco Parking Lot  
Parking Lot Expansion (for Office Use)

October 31st, 2025



**Zoning Confirmation Report**

File no: PC2025-0179

Submitted to:

Development Review, Planning, Infrastructure and  
Economic Development Department,  
City of Ottawa

In Consideration for the Project at:

95 -123 Roydon PI, Ottawa  
Costco Parking Lot  
Parking Lot Expansion (for Office Use)



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**Project Information**

<b>Municipal Address(es)</b>	95 Roydon PI, Ottawa, ON K2E 1A3, and 123 Roydon PI, Ottawa, ON K2E 1A5
<b>Official Plan Designation</b>	Outer Urban transect, Neighbourhood
<b>Zoning</b>	AM[1375], By-Law 2008-250, as amended
<b>Schedule 1A</b>	Area C - Suburban
<b>Legal description</b>	Part of Lot 29, Concession A (Rideau Front) Geographic township of Nepean, City of Ottawa
<b>Scope of work</b>	Proposed expansion of the parking lot at 95 and 123 Roydon to add 65 parking spaces



*Fig.1. Aerial imagery showing the surrounding context of the subject site, Google Earth.*

The subject lands for this Site Plan Control application, 95 and 123 Roydon Place are owned by Costco Wholesale Canada Ltd (Fig.4). Parcel 95 contains a portion of the existing parking area, while Parcel 123 contains the remaining parking area together with the Costco gas station. The scope of this application is limited to: expansion of the parking lot within 95 and 123 Roydon Place to accommodate 65 additional stalls associated with office use; and installation of new pedestrian sidewalks along the 95 and 123 Roydon Place frontages, tying into the existing sidewalk on 123 Roydon Place. No modifications are proposed to the gas station, the number or location of site access points, or any curb depressions/driveway entrances. The proposed pedestrian crossover (PXO) and the detailed proposed pedestrian sidewalk design will proceed under a separate Road Modification Approval (RMA) and do not form part of this application (Refer to the grey-shaded box on the Site Plan, which delineates the area to be addressed under a separate Road Modification Approval (RMA)).

This Site Plan Control application has been submitted to facilitate a revised expansion of the existing surface parking lot. The proposal responds to operational demand created by the recently approved office expansion at 415 West Hunt Club, which will bring approximately 150 new employees to the site, and the continued pressures from the adjacent Costco retail store. The revised plan provides 65 additional parking spaces for office use, for a total of 277 spaces across 95 and 123 Roydon Place. This represents a significant reduction from the 104 spaces initially considered at

pre-consultation and demonstrates a balanced approach that both addresses parking demand and improves landscaping opportunities.

The design achieves these objectives by incorporating a minimum 3.32 m landscaped buffer (exceeding the 3 m minimum) and providing 15.88% landscaped area within the parking lot (exceeding the required 15%). These revisions create opportunities for tree retention and new canopy tree planting, while reducing the overall extent of hardscaping. The proposal therefore balances operational functionality with improved site design and enhanced environmental performance.

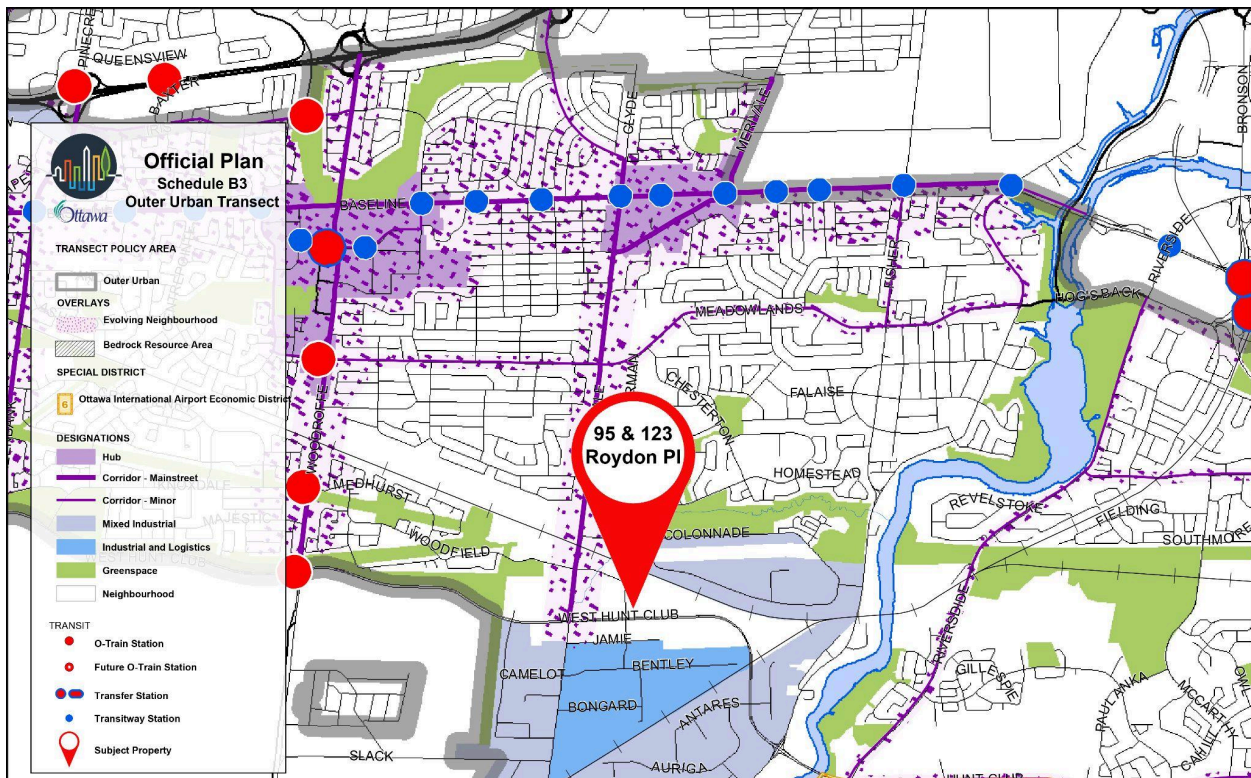


Fig.2. Schedule B3 - Outer Urban Transect, City of Ottawa Official Plan.

**Site Zoning**

The subject property is zoned AM[1375] – Arterial Mainstreet, Exception 1375 under the City of Ottawa Zoning By-law 2008-250. The subject property, municipally known as 95 and 123 Roydon Place, is located within the Outer Urban Transect of the City of Ottawa’s Official Plan and is designated Neighbourhood pursuant to Schedule B3. Roydon Place is identified as a Collector Road on Schedule C4 of the Urban Road Network, and the property is also situated within the Airport Vicinity Development Zone as outlined in Schedule C14.

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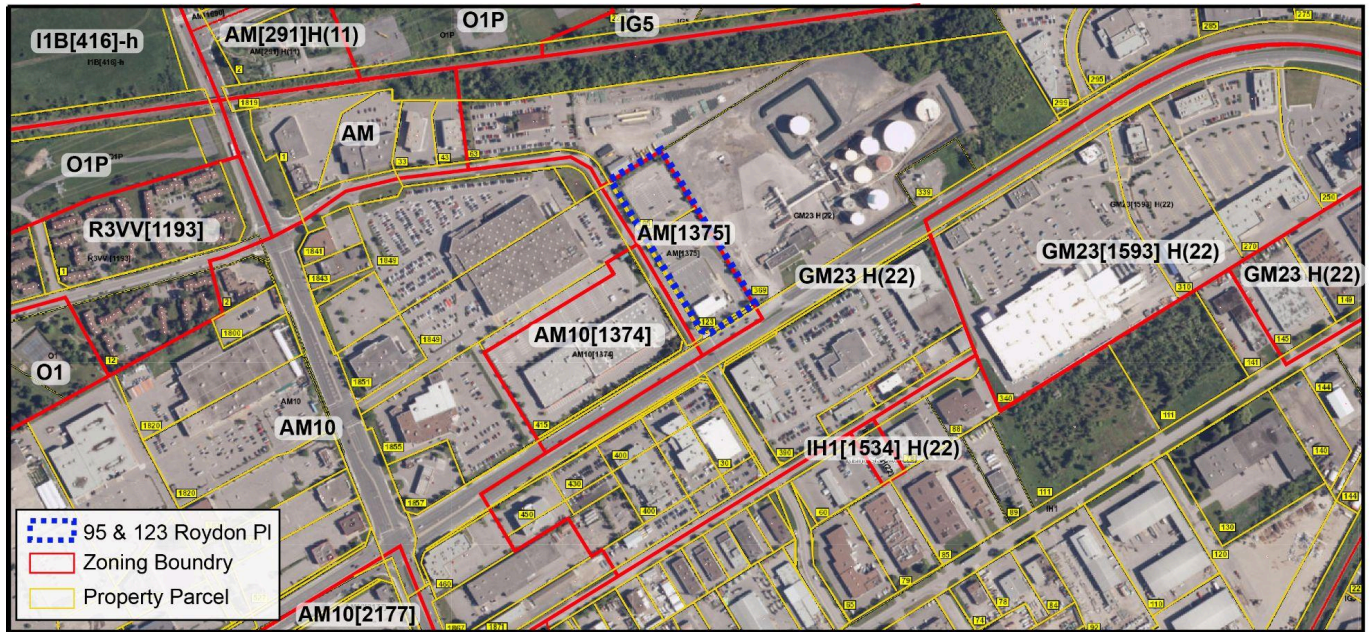
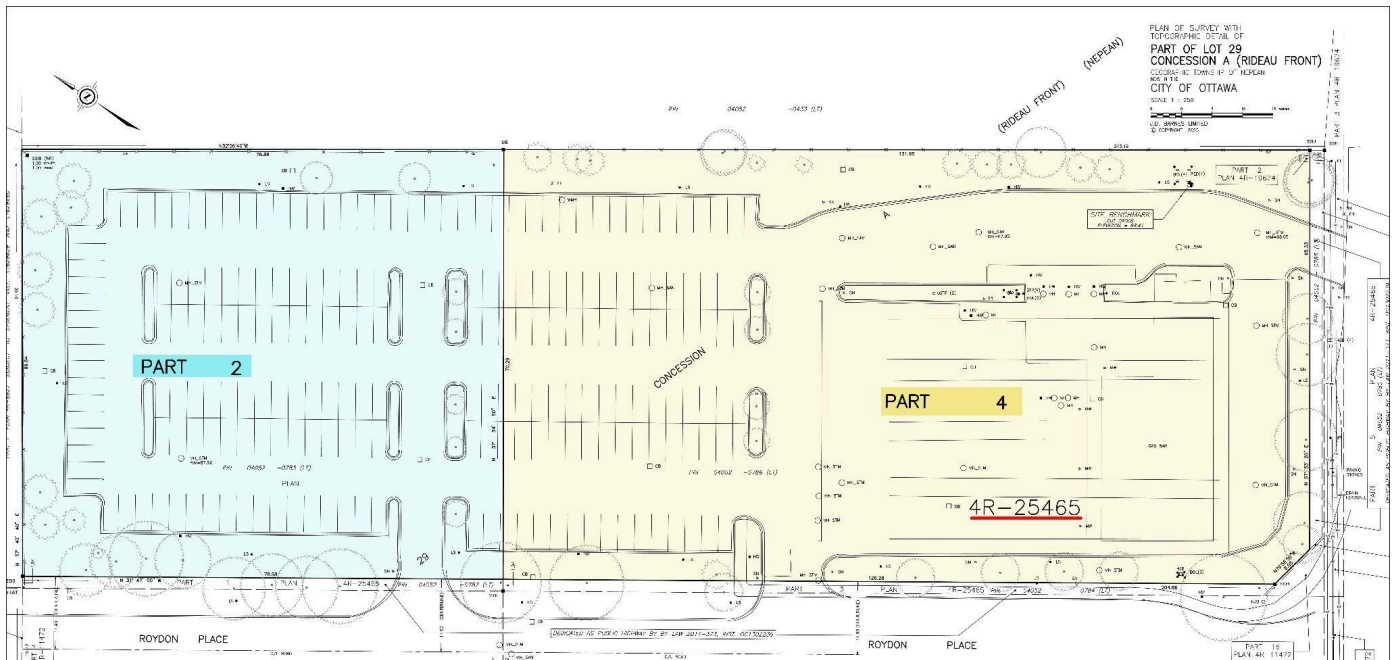


Fig.3. Zoning map of the subject property and surrounding area.

Based on confirmation from the property owners' legal counsel and supported by the survey and parcel abstract page (Fig.4), 95 and 123 Roydon Place are merged on title; therefore, the provisions of Section 93 (One Lot for Zoning Purposes) do not apply.





Ontario ServiceOntario		LAND REGISTRY OFFICE #4		PARCEL REGISTRY (ABSTRACT) FOR PROPERTY IDENTIFIER		PAGE 1 OF 2 PREPARED FOR TORONTO ON 2025/06/03 AT 13:11:47	
PROPERTY DESCRIPTION:		<b>PART OF LOT 29 CONCESSION A RF NEPEAN PART 2 ON PLAN 4R25465; CITY OF OTTAWA</b>					
PROPERTY REMARKS:		REGISTRY DIVISION FROM 04052-0496		EIN CREATION DATE: 2011/08/12			
ESTATE/QUALIFIER:		REGISTRY OFFICE #4		EIN CREATION DATE: 2011/08/12			
FILE SIMPLE		REGISTRY OFFICE #4		EIN CREATION DATE: 2011/08/12			
IF CONVEYANCE QUALIFIED		REGISTRY OFFICE #4		EIN CREATION DATE: 2011/08/12			
OWNERS' NAMES		CAPACITY SHARE					
COSTCO WHOLESALE CANADA LTD.		COSTCO WHOLESALE CANADA LTD.					
REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	COPY/CHKD	
** 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 ON 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: 1994/03/22 **							
CR475141	1964/04/06	NOTICE				C	
REMARKS: SKETCH ATTACHED							
NS146175	1982/03/26	ORDER IN COUNCIL				C	
REMARKS: AMENDMENT							
NS146176	1982/03/26	ORDER IN COUNCIL				C	
REMARKS: AMENDMENT							
NS69346	1991/07/19	TRANSFER	22,600,000		PRICE CLUB CANADA REAL ESTATE INC.	C	
NS63786	1991/07/25	AGREEMENT				C	
LT941696	1995/07/21	REL CH NAME OWNER		PRICE COSTCO CANADA INC.		C	
CORRECTIONS: NAME CHANGED FROM PRICE COSTCO CANADA INC. TO PRICE COSTCO CANADA INC. ON 1995/08/01 BY MONICA CHAPMAN.							
LT951894	1995/10/03	NOTICE		PRICE COSTCO CANADA INC. 2963691 CANADA INC.	THE REGIONAL MUNICIPALITY OF OTTAWA-CARLETON	C	
NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTION OF INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY. NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.							

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REMARKS: AMENDMENT							
NS146176	1982/03/26	ORDER IN COUNCIL				C	
REMARKS: AMENDMENT							
NS803207	1991/07/19	TRANSFER	92,500,000		898479 ONTARIO LTD.	C	
LT916353	1995/05/28	REL CH NAME OWNER		2963691 CANADA INC.		C	
LT911854	1995/10/03	NOTICE		PRICE COSTCO CANADA INC. 2963691 CANADA INC.	THE REGIONAL MUNICIPALITY OF OTTAWA-CARLETON	C	
LT969148	1996/03/13	NOTICE		PRICE COSTCO CANADA INC. 2963691 CANADA INC.	THE REGIONAL MUNICIPALITY OF OTTAWA-CARLETON	C	
NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTION OF INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY. NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.							

**Fig. 4. Survey Plan and Parcel Abstract Page Confirming Title Merger; 95 (part 2 on plan 4R-25465) & 123 (part 4 on plan 4R-25465) Roydon Place.**



The purpose of the Arterial Mainstreet zone (Sections 185-186) is as follows:

- (1) *accommodate a broad range of uses including retail, service commercial, offices, residential and institutional uses in mixed-use buildings or side by side in separate buildings in areas designated Arterial Mainstreet in the Official Plan; and;*
- (2) *impose development standards that will promote intensification while ensuring that they are compatible with the surrounding uses*

Exception [1375] permits the subject parking lot to provide required parking for lands zoned AM10[1374] H(22). The property to the south, municipally known as 415 West Hunt Club, is zoned AM10[1374], and Exception [1374] further allows the required parking for office uses on that site to be accommodated on lands zoned AM[1375]. Accordingly, the zoning framework explicitly supports the use of 95 and 123 Roydon Place for office parking associated with 415 West Hunt Club.

For the purposes of the Zoning By-law, **parking lot** means a lot or place other than a building used for the parking of four or more motor vehicles, which includes the parking spaces, aisles and driveways, but excludes the interior landscaped islands and medians, the required perimeter landscaped buffer to a lot line, and an area used solely for the display of vehicles for sale. (parc de stationnement) (OMB Order, File #PL080959 issued September 18, 2009).

The proposed expansion of the parking lot has been designed to fully comply with the applicable zoning provisions. A detailed performance standards review is provided in **Performance Standard Review below**, confirming conformity with requirements for parking supply, landscaped buffers, and landscaped area.

**Performance Standard Review**

<b>Provision</b>	<b>Section</b>	<b>Requirement</b>	<b>Proposed</b>	<b>Compliant? (Y / N)</b>
Permitted use	Exception [1375]	parking lot providing required parking for lands located on lands zoned AM[1374] H(22)	Parking lot for office uses on 415 West Hunt Club Rd	<b>Y</b>
Minimum lot width	T. 185, (b)	No minimum	65.34 m *	<b>Y</b>

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Minimum lot area	T. 185, (a)	No minimum	95 Roydon: 5516.76 m2 123 Roydon : 9305.12 m2 Total lot area: 14821.88 m2 *	Y
Minimum parking spaces (office)	T. 101, N59	2.4 spaces / 100 m2 GFA** = 301 spaces	<b>550</b> parking spaces for office use: There are 485 existing parking spaces for office use in the entire Costco site (covering 95 and 123 Roydon Place, 415 West Hunt Club, and 1849 Merivale Road) and we are proposing 65 additional parking spaces at 95 and 123 Roydon, for a total of <b>550</b> parking spaces dedicated to office use.	Y
Minimum number of barrier-free parking spaces	AODA, 80.36 (4)	2 spaces and 2% of the total number of parking spaces*** = 25.2 spaces	26****	Y
Minimum landscaped buffer (parking lot)	T. 110, (b)	3 m	Abutting a street: 3.32 m Not abutting a street: 3.34 m	Y

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Minimum landscaped area (parking lot)	S. 110, (1)	15% of the parking lot area or 1268.82 m <sup>2</sup>	15.88% of the parking lot area ***** or 1343.03 m <sup>2</sup>	Y
Minimum driveway width	S. 107, (1)(a)(ii)	6 m	6 m	Y
Minimum drive aisle width	T. 107, (d)	6.7 m	6.7 m	Y

\* Lot Width and Lot Area have been calculated on the basis that 95 and 123 Roydon Place are merged on title; accordingly, the calculations reflect the combined parcel, not the individual properties.

\*\* GFA for the total office space at 415 west hunt club is 12,533.39 m2.

\*\*\* The entire Costco site (including 95 and 123 Roydon Pl, 415 West Hunt Club, and 1849 Merivale Rd) currently provides 1,095 parking spaces in total, including retail, office, and visitor/vendor parking. With the addition of 65 spaces at 95 and 123 Roydon, the total proposed parking supply will increase to 1,160 spaces. The barrier-free requirement is 25.2 spaces, and 26 are proposed, satisfying and slightly exceeding the requirement.

\*\*\*\* A total of 26 barrier-free parking spaces are provided across the entire Costco site (covering 95 and 123 Roydon Place, 415 West Hunt Club, and 1849 Merivale Road). No barrier-free spaces are located specifically at 95 and 123 Roydon, as the distance from both the retail store and the primary office areas would not provide meaningful accessibility. This is particularly important given the challenges faced by individuals using wheelchairs, especially under winter conditions.

\*\*\*\*\* Across 95 and 123 Roydon Place, the parking lot area totals 8,458.81 m<sup>2</sup>, of which 1,343.03 m<sup>2</sup> (15.88%) is proposed as a landscaped area within the parking lot.

## **Conclusion**

The proposed parking lot expansion has been designed to meet or exceed all applicable zoning provisions, including requirements for landscaped buffers, landscaped area, and parking dimensions. As such, no Minor Variance is required. This Zoning Confirmation Report, together with the updated Site Plan, provides the necessary dimensions and calculations to confirm full conformity with the City of Ottawa Zoning By-law.

Accordingly, the proposed use is permitted, and the development as designed is in full compliance with all relevant zoning performance standards.

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Should you have any questions or require anything further, please do not hesitate to contact the undersigned at (613) 695 0192 or via email at [planning@p2concepts.ca](mailto:planning@p2concepts.ca).

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