

Property Information/Details

Location Description	Lot 5 Block 511 Plan 1157
City of Yellowknife Community Plan No. 5007, as amended.	Section 4.3 Old Airport Road Commercial
City of Yellowknife Zoning By-law No. 5045, as amended.	Chapter 3 Roles and Responsibilities Chapter 4 Development Permit Process Section 5.1 Development Appeal Process Section 7.1 Site Planning Considerations Section 7.3 Grade Section 7.4 Vehicular Access and On-Site Traffic Section 7.5 General Landscaping Regulations Section 7.8 Parking Section 11.2 CS – Commercial Services Zone
Civic Address:	308 Woolgar Avenue
Access:	Woolgar Avenue
Municipal Services:	Piped water and sewage services; Municipal garbage pickup

**Recommendation:**

The Development Officer recommends approval of Development Permit Application PLDEV-2026-0005 for a Change of Use from Residential to Commercial to allow for the development of an Office, with the following condition(s):

1. The development shall comply with the approved stamped drawings for PLDEV-2026-0005 and with all By-laws and policies in effect for the City of Yellowknife.

**Proposal:**

The applicant has applied for Development Permit for a Change of Use from Residential to Commercial for an Office at 308 Woolgar Avenue. The proposed Office is intended to be developed as a Speech Pathology Medical Office on a portion of the second floor of the existing building. Office is a permitted use in the CS – Commercial Services Zone according to Zoning By-law No. 5045, as amended.

**Background:**

GENERAL STATEMENT

On December 17, 2025, a Commercial Business License application for a Speech Pathology business was circulated to the Planning and Environment Division for review. It was determined that a Development Permit would be required for a Change of Use as the unit where the business was proposed had previously been used as a residential space. On January 12, 2026 an application for a Change of Use Development

Permit was received from Pinnacle Resource Solution Inc., the applicant, to change the principal use of a portion of the second floor of the building from Residential to Commercial to allow for an Office.

**Assessment of the Application:**

JUSTIFICATION

The Development Officer reviews and approves Development Permits within the scope defined by Section 3.1.1 of the Zoning By-law as well as section 16 (1) and 25 (1) of Community Planning and Development Act. Office is a permitted use in the CS Zone. A Development Permit for a Change of use is required if there is a change in the intensity of Use such as from Residential to Commercial under Section 4.1.3.b) ii) of the Zoning By-law.

LEGISLATION

*Community Planning and Development Act, S.N.W.T. 2011, c.22*

Section 16. (1) and 25. (1) of the *Act*, a development authority, being a development officer appointed under section 52, shall, subject to any applicable conditions, approve an application for a development permit for a use specified in a zoning bylaw as a permitted use of land or of a building, if the development authority is satisfied that the applicant meets all the requirements of the bylaw.

Community Plan By-law No. 5007, as amended

Section 3(1) of the *Act* states that the purpose of a community plan is to provide a policy framework to guide the physical development of a municipality, having regard to sustainability, the environment, and the economic, social and cultural development of the community.

This 2020 Community Plan is a comprehensive outline of the goals and objectives for the City with directive policies to accomplish the objectives. All applicable policies of the Community Plan are to be considered and applied at the time of development.

Zoning By-law No. 5045, as amended

The general purpose of a zoning by-law is to guide the physical development of a municipality by offering regulations to the use and development of land and buildings within the municipal boundary of the City.

The Development Officer processes the application per section 3.1.1 (Development officer's roles and responsibilities) and applicable sections of Chapter 4 (Development Permit Process) of the By-law.

PLANNING ANALYSIS

City of Yellowknife Community Plan By-law No. 5007, as amended

Section 4.3 Old Airport Road Commercial

Date: February 25, 2026  
DM# 817291.

The subject property is within the Old Airport Road land use designation. The Plan identifies the Old Airport Road Commercial land designation as a major transportation thoroughfare in and out of Yellowknife. It is also a major commercial corridor in the city. It serves as a regional shopping and service center that attracts residents from around the Northwest Territories. Higher density development is intended to be located close to the main corridor (Old Airport Road) with densities scaling down as development moves further away. The Plan encourages continued commercial development and use of land while being compatible with other land uses and adjacent residential areas.

<b>4.3 Old Airport Road Commercial Objectives and Policies</b>	
Planning and Development Objectives:	Policies:
2. To accommodate commercial uses that require large sites and a high degree of motor vehicle accessibility.	2-a. Commercial uses will continue to be required to accommodate all customers and delivery motor vehicle parking in off-street parking facilities.
5. To allow for a variety of motor vehicle parking options.	5-a. Parking options such as shared parking will be considered to reduce off-street parking requirements. 5-b. New buildings will front the street with street fronting landscaping and off-street parking will be accommodated behind buildings.
7. To improve safety, drainage, and attractiveness of off-street parking facilities.	7-a. Surface parking lots shall be landscaped, lit, paved and drained.
8. To intensify the use of commercial areas.	8-a. New multi-unit commercial (strip malls) should include more than one storey and could be used for mixed uses.
9. To encourage mixed uses for existing and new development.	9-a. Mixed use development will be incentivized through consideration of parking variances and flexibility of zoning where deemed appropriate.

The proposed Change of Use to Office meets the objectives for the Old Airport Road Land Use Designation as the applicant is proposing parking to be accommodated in off-street spaces on the existing site, as well as comply with landscaping requirements for the site. Additionally, the proposed Office would be in addition to the previously approved Food and Beverage Services for Chocolate Production Kitchen and Retail, intensifying commercial uses in an existing building. This multi-unit commercial building would support Community Plan policy direction for multi-unit commercial with mixed uses.

**Zoning**

City of Yellowknife Zoning By-law No. 5045, as amended

The proposed Office use has been determined to meet all applicable requirements of the By-law.

#### Land Use (Section 11.2):

Office is a permitted use in the CS Zone. The proposed use meets the purpose of the CS Zone by providing a commercial use in close proximity to a major transportation corridor, Old Airport Road. The proposed Speech Pathology business that would occupy the Office is considered to be a doctor's office that provides out-patient healthcare, as defined for types of Offices, in Section 2 Table 2-1. The existing Residential uses on the second floor adjacent to the Office are considered to be compatible with the proposed Change of Use as there is separate accesses for the Office and the Residential units providing separation between customers and residents. The Food and Beverage Services located on the first floor is compatible as there is the ability to have separate accesses for each business, and both have clients coming to the site and while duration of visit may differ, there is not anticipated to be any negative impact to either business by being located in the same building.

Additionally, directly adjacent properties include both existing commercial uses and vacant lots that are also zoned as CS for future commercial redevelopment. These sites are not anticipated to be impacted by the proposed Office use. Properties across Woolgar Ave are zoned R2 – Medium Density Residential zone.

Below are additional zoning analysis of the site.

#### Site Planning Considerations (Section 7.1):

The proposed development complies with applicable regulations in Section 7.1 specifically in regards to incorporating proper Lot surface drainage (Section 7.1.2) and remaining accessible by emergency services (Section 7.1.6.).

#### Grading (Section 7.3):

The proposed development complies with all applicable City regulations pertaining to drainage and grading. No changes have been proposed to the grading of the site as a part of this application and will continue to comply with any previously approved grading and drainage plans.

#### Vehicular Access and On-Site Traffic (Section 7.4):

The site has Front Street Access from Woolgar Avenue and Rear Street Access from the lane to the rear of the property that can be accessed from Byrne Road. Review of the proposal and existing site layout demonstrates that the driveway access for both the front and rear of the site can accommodate the safe and efficient movement of existing and planned vehicle traffic for the proposed Office (Section 7.4.1.c). The development complies with all applicable regulations including Section 7.4.1.d requiring positive surface drainage to the roadway and grade of not exceeding 8% for both the driveway and the on-site parking.

#### Landscaping (Section 7.5):

Table 7-2 of the Zoning Bylaw requires a minimum of 40% of the Front Yard to be landscaped, with areas not occupied by buildings, parking or vehicular circulation considered as contributing to landscaping

requirements (Table 7-2 CS – Commercial Services). Landscaped screening is also required for any non-residential development that abuts a road that is 2.00m wide, with the exception of the driveway that is used to access the site by vehicle traffic as required in Section 7.5.2.a. The applicant has demonstrated the intention to meet this require on Page 2 of the approved stamped plans. Additionally, due to the amount of hard surfacing that already exists on the site, the Development Officer will accept the placement of potted plants, public art, specialty lighting or other items that can be located facing public roadways as contributing to the landscaping requirements.

As the landscaping requirements are specific to the zone, not the individual use, the requirements shall not be duplicated and any landscaping that is developed on the site will count towards the landscaping requirements regardless of if a tenant or property owner provided the landscaping to meet applicable requirements.

#### Parking (Section 7.8):

Table 7-3 describes the minimum parking space requirements for an Office. Offices require a minimum of three 'type B' parking spaces per 100 m<sup>2</sup> of gross floor area provide off-street. The total gross floor area of the portion of the building that will be occupied as the Office is approximately 82.50m<sup>2</sup>. Therefore, there is no minimum amount of parking spaces required to be provided for the office use. The applicant may choose to provide parking spaces but is not obligated to provide a minimum amount for the Office use.

At least one off-street loading space with a minimum of one space for each loading door shall be provided, with the required minimum dimensions of 3.00m by 9.00m and a vertical clearance of 4.20m as outlined in Section 7.8.12.b. The applicant has demonstrated they intend to provide an off-street loading space according to the stamped plans and has access for the loading space taken from the lane (Section 7.8.12.c).

In accordance with Section 7.8.13.a) of the Zoning By-law, a Change of Use to an existing Development requires off-street bicycle parking to be provided. To determine bicycle parking, only the gross floor area of the space being occupied by the Office is used in the calculation. The required minimum bicycle parking for Food and Beverage Services is one bike space per 140m<sup>2</sup> of gross floor area. With a total Gross Floor Area of 82.50m<sup>2</sup>, no bicycle parking spaces are required to be provided for the business.

Further redevelopment of the site will require determining specific parking requirements according to the proposed development, the Zoning By-law and the compatibility with the existing use(s).

#### Development Permit Conditions and Development Agreements (Section 4.7)

A Development Agreement is not required. For items that apply to the entire site such as landscaping requirements have been included in the Development Agreement of Development Permit (PL-2025-0168).

**Servicing**

The proposed development will be serviced by piped municipal water and sewage services, and will rely on municipal garbage pickup.

**City Departments / External Agency Consultation**

As directed in section 4.5.1 of Zoning By-law No. 5045, a request for comments was circulated to the following city departments and external agency on January 5, 2025. Comments were reviewed and considered, and are summarized in the table below:

No.	City Department	Comments	Consideration
1.	Public Works & Engineering	No comments to add and no concerns with the permit.	None Required.
2.	Lands and Building Services	Applicant must submit a change of occupancy classification building permit under which the building services staff will work with the applicant to ensure code compliance for the new occupant.	None Required.
3.	Fire Services	Fire has no concerns for the change to the second floor for use as an office space (medical) for this application. Happy to conduct an inspection if required.	None Required.

**Public Comments**

Public Comments were collected through the circulate of a Notice of Application letter for the Development Permit to neighboring residents within 30m of the subject site on February 9, 2026, per sections 4.5 of Zoning By-law No. 5045, as amended, Section 6.7 of Community Plan By-law No. 5007, as amended, and section 14 (2) of the *Community Planning and Development Act*. A Notice of Application Sign was placed on site on February 9, 2026, facing Woolgar Avenue, with a QR code to the City of Yellowknife’s Active Applications Webpage where additional information and documents could be viewed.

No comments for consideration were received from the public.

Outlined in Section 5 of the Zoning By-law and sections 61 – 62 of the *Community Planning and Development Act*, the approval of an application for a Development Permit is subject to a 14- day appeal period, commencing on the date of the approval. Once the Development Permit decision has been issued, a Notice of Decision Sign will be posted at the site, and Notice of Decision Letters circulated to landowners and lessees within 30m of the subject site in accordance with Section 4.11. of Zoning By-law. The City’s Active Application webpage will be updated with the Notice of Decision, Stamped Plans and Planning

Date: February 25, 2026  
 DM# 817291.

Report. If not appealed within this 14-day period, the development will be considered effective starting on the 15th day.

**Conditions of Approval:**

1. The development shall comply with the approved stamped drawings for PLDEV-2026-0005 and with all By-laws and policies in effect for the City of Yellowknife.

**Conclusion:**

Development Permit application PLDEV-2026-0005 is recommended for approval with the above mentioned condition(s) as the proposed development conforms to Community Plan By-law No. 5007, as amended and complies with all applicable regulations of Zoning By-law No. 5045, as amended.

Reviewed [and Approved] by:



Eli Smith  
Planner I, Planning and Environment

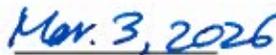


Date

Concurrence by:



Tatsuyuki Setta, RPP, MCIP, AICP  
Manager, Planning and Environment



Date

Attachment:

Approved Drawings PLDEV-2026-0005, DM# 817292.