A G E N D A

THE FIFTH MEETING OF THE COMMITTEE OF ADJUSTMENT OF THE CITY OF ST. THOMAS 2026

VIA ZOOM/ROOM # 304 **10:00 A.M.** **May 14th, 2026**

DISCLOSURE OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on March 26, 2026.

HEARING OF APPLICATIONS

A04-26 – 8 Hammond Street **Pages 3-19**

Planning Report – A04-26 **Pages 20-25**

A05-26 – 352 Wellington Street **Pages 26-45**

Planning Report – A05-26 **Pages 46-49**

A06-26 – 30 South Edgeware Road **Pages 50-57**

Planning Report – A06-26 **Pages 58-62**

B02-26 – 161 Fairview Avenue **Pages 63-98**

Planning Report – B02-26 **Pages 99-105**

A G E N D A

THE FIFTH MEETING OF THE COMMITTEE OF ADJUSTMENT OF THE CITY OF ST. THOMAS 2026

NEW BUSINESS

Next Meeting

May 28, 2026

ADJOURNMENT

PLANNING & BUILDING SERVICES DEPARTMENT
t. (519) 633.2560 f. (519) 633.6581
545 Talbot Street
St. Thomas, Ontario, N5P 3V7

CONFIRMATION OF AN APPLICATION FOR MINOR VARIANCE

March 27, 2026

Secretary-Treasurer, Committee of Adjustment
Attention: Sherry Steadman

Pursuant to By-Law 30-2015, a consultation meeting was held on March 19, 2026, with City staff and the applicant.

An application for a minor variance, regarding 8 Hammond Street was filed on March 26, 2026, and the required fee under Section 69 of the Planning Act has been provided.

Please contact the Planning & Building Services Department if you have any questions.

Regards,

Michelle Knieriem, MCIP, RPP
Manager of Planning Services

Clear Form

CORPORATION OF THE CITY OF ST THOMAS

COMMITTEE OF ADJUSTMENT

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

(Section 45 of the Planning Act, RSO, 1990, as amended)

OFFICE USE: Date Application Received: March 27 2026 Consultation Date: March 19 2026
Date Application Deemed Complete: March 27 2026

Application #: A04-2026

APPLICATION IS HEREBY MADE TO:

City of St. Thomas **Committee of Adjustment meeting May 14 2026**
545 Talbot Street
St. Thomas ON N5P 3V7
Tel: (519) 631-1680 ext 4138 Fax: (519) 633-9019
Email: ssteadman@stthomas.ca

Please note that in accordance with By-Law 30-2015, consultation with the Planning and Building Services Department must take place prior to the submission of an application. After consultation, the application will be filed with the Assistant Secretary-Treasurer, together with the sketch referred to in Note 1 and $900 made payable to the City of St. Thomas. All information and materials submitted for the application shall be made available to the public, as indicated by Section 1.0.1 of the Planning Act, R.S.O. 1990.

Personal information contained on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and Ontario Regulation 200/96 and will be used for the purpose of processing this application.

1. Name of Owner(s) DRU Holdings Inc. (c/o Dave Millard) Blossom ECE Centre

   Address 19 Heather Crescent, London - ON

   Postal Code N5W 4L6 Tel: 519-452-1456 e-mail: blossoms.office@rogers.com

2. Name of Authorized Agent (if any) Strik Baldinelli Moniz (SBM) Ltd.

   Address 1599 Adelaide St N Unit 301, London, ON

   Postal Code N5X 4E8 Tel: 519 - 471 6667 x167 e-mail: jrobertson@sbmltd.ca

Note: Please specify to whom all communications should be sent: Owner ☐ Agent ☑

3. Nature and extent of relief from the Zoning By-law applied for:

   Minor variance to relief parking area within the front or exterior side yard to 45%.

   Minor variance requested to allow for a garbage enclosure fence height 1.5 metres in the front yard.

4. Reason why the proposed use cannot comply with the provisions of the Zoning By-law:

   The proposed configuration separates pedestrian movements from vehicular activity, and ensures children's play areas are away

   from parking areas and emissions caused by both the parking area and the adjacent streets. Adequate screening of a garbage enclosure

5. Location of Land:

Concession No. _____ Lot(s) _____ Registered Plan No. 110 Lot(s) _____

Reference Plan No. _____ Part(s) Block M

Geographic/Former Township St Thomas

Name of Street Hammond Street Street No. 8

6. Dimensions of land affected:

Frontage 54 Depth 93.295

Area 4594.09 Width of Street 18.3

7. Access to the subject land is by:

- ☐ a Regional Road
- ☐ a private road
- ☑ a Municipal road that is maintained all year
- ☐ a Municipal road that is maintained seasonally

8. Particulars of all buildings and structures on or proposed for the subject land (Specify ground floor area, gross floor area, number of storeys, width, length, height). Please specify use of existing structures.

Existing:

MAIN BUILDING: 1 1/2 storey building. Ground floor area 368sqm; width: 21.6m; length: 28m

ACCESSORY BUILDINGS (8 sheds); ground floor area of all: 82sqm;

USE Child care facilities

Proposed:

MODULAR BUILDING: 1 storey; 100sqm; width: 11m; length: 9.1m

9. Location of all buildings and structures on or proposed for the subject land (Specify distance from side, rear and front lot lines). Please specify use of proposed structure.

Existing:

MAIN BUILDING: front yard: 16.94m; Side yard: 16.49m (east) and 15.88m (west); rear yard: 46.11m

ACCESSORY BUILDINGS (8 sheds): front yard: 34.3m; Side yard: 1.3m (east) and 1.4m (west); rear yard: 29.4m

Proposed:

MODULAR BUILDING: front yard: 25.9m; side yard: 1.4m (west); rear yard: 56.80m

USE

10. Date of acquisition of subject land: unknown

11. Date of construction of all buildings and structures on subject land: unknown

12. Existing uses of the subject land:

Child care

13. Existing uses of abutting lands:

North: Residential (R3 Zone) East: Residential (R3 Zone)

South: Open Space West: Residential (R3 Zone)

14. Length of time the existing uses of the subject land have continued:

unknown

15. Services available (check appropriate space or spaces):

Water:

☑ Municipally owned and operated piped water system Other (Specify) _____

Sewage Disposal:

☑ Municipally owned and operated sanitary sewer system Other (Specify)_____

Storm Drainage

☑ Storm sewers Other (Specify) appropriate stormwat

16. Present Official Plan designation of the subject land:

Residential

17. Present Zoning of the subject land:

Third Residential Zone (R3)

18. Has the owner previously applied for relief (minor variance) under Section 45 of the Act in respect of the subject property?

yes ☐ no ☑

If the answer is yes, describe briefly (and if known, quote Application #)

_____

19. Is the subject property the subject of a current application for a consent under Section 53 or a plan of subdivision under Section 51 of the Planning Act, 1990?

yes ☐ no ☑ If so, state Application # and status_____

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application **(Appendix A)**. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I Dave Millard of DRU Holdings Inc., the Owner or Authorized Agent, hereby agree and acknowledge
(Print name of Owner or Authorized Agent)
that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy* Act, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:
Personal information on this form is collected under the authority of Section 41 of the *Planning Act,* R.S.O. 1990 and Sections 8 (1) and 10 of the *Municipal Act,* 2001, as amended, and will be used to contact the owner, applicant and/or agent regarding the Committee of Adjustment Application. Questions about this collection should be directed to the City Clerk, 545 Talbot Street, St. Thomas, Ontario, N5P 2T9 (519) 631-1680.

AFFIDAVIT OR SWORN DECLARATION

I, Jamie Robertson (name of applicant) of London (City) in the province of Ontario,
make oath and say (or solemnly declare) that the information required under Schedule 1 of Ontario Regulation 545/06 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.
Sworn (or declared) before me at the London (City) on this 25 (Day) day of March (Month), 2026 (Year).

Signature of Owner or Authorized Agent — Mar 25, 2026 — Date

Aaron Cornelis Augustus Strik, a Commissioner, etc.,
Province of Ontario, for Strik, Baldinelli, Moniz Ltd.
and SBM Geomatics Ltd.
Expires November 30, 2026.

Signature of Commissioner of Oaths, etc. — Date

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, Dave Millard of DRU Holdings Inc., am the owner of the subject lands, and I authorize Strik Baldinelli Moniz (SBM) Ltd., to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

Mar 25 2026
Date

Signature of Owner

APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, Dave Millard of DRU Holdings Inc., am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

Mar 25 2026
Date

Signature of Owner

NOTES:

1. Each copy of this application must be accompanied by a Sketch. The Sketch need not necessarily be to scale, but dimensions must be accurate, and showing the following:

   (a) The boundaries and dimensions of the subject land;

   (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;

   (c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, driveways, swimming pools, roads, railways, drainage ditches, wells, septic tank and tile bed, and trees;

   (d) The current uses on land that is adjacent to the subject land;

   (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;

   (f) If access to the subject land is by water only, the location of the parking and docking facilities to be used;

   (g) The location and nature of any restrictive covenant or easement affecting the subject land;

2. The Committee of Adjustment <u>may</u> require that a preliminary drawing be prepared, signed and dated by an Ontario Land Surveyor.

3. If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

STRIK BALDINELLI MONIZ
PLANNING • CIVIL • STRUCTURAL • MECHANICAL • ELECTRICAL

LONDON LOCATION
1599 Adelaide St. N., Unit 301
London, ON N5X 4E8
P: 519-471-6667

KITCHENER LOCATION
132 Queen St. S. Unit 4
Kitchener, ON N2G 1V9
P: 519-725-8093

www.sbmltd.ca
sbm@sbmltd.ca

March 25, 2026 SBM-24-2539

Steve Craig
Senior Planning Technician
St. Thomas Planning and Building Services
545 Talbot Street
St. Thomas, ON N5P 2T9

RE: Minor Variance Application - Planning Brief
8 Hammond St, St Thomas, ON

On behalf of Blossoms Early Childhood Education (ECE) Centre and DRU Holdings (Property Owner), Strik Baldinelli Moniz (SBM) Ltd. has been retained to submit a minor variance application for the lands municipally addressed as 8 Hammond St, St Thomas, Ontario (Assessment Roll # 342102019012600), in support of a Site Plan Approval Application for the expansion to the services provided by their established childcare centre, and the formalization of the parking area along with associated site servicing updates.

1 INTRODUCTION

The subject site is located on the southwest corner of the Hammond St. and Balaclava St. intersection (see **Figure 1**). The site is provided with existing frontage and vehicular access from Hammond Street and abuts residential uses to the west, north and east, and the St. Thomas Expressway ROW to the south.



Figure 1. Aerial of Subject Site.
Source: St. Thomas Online Mapping

The applicant is proposing to update the parking area (increasing total spaces), complete associated servicing upgrades, enclose the garbage bin by privacy fencing, and add a modular building to expand the capacity of the facility. A site plan has been enclosed for consideration, and a concurrent Site Plan Approval Application will be submitted.

The proposed accessory building, with a footprint area of approximately 100 m², would be set back 1.4 m from the interior lot line and provides sufficient space to accommodate both the existing ramp (from the existing building) and an accessible pathway between the proposed modular building and the existing buildings. The parking area is proposed to consolidate and expand within the front, interior, and exterior side yards of the lot, with the intention of maintaining parking in primarily in front of the existing main building to improve access for drop-off and pick-up for the expanded childcare services. A total of 19 parking spaces is proposed, including one barrier-free space, to provide appropriate parking for the ultimate licensed capacity of the proposed childcare expansion. Additionally, a 1.5 m-high fence is proposed to enclose the garbage bin, ensuring proper containment and visual screening as part of the overall site-improvement strategy. The proposed development would continue to be serviced by existing municipal infrastructure. A Stormwater Management Design Brief was prepared, which identified that the post-development C-value is anticipated to increasing runoff potential; therefore, appropriate stormwater management controls are planned to be implemented through the Site Plan Approval process.

The purpose of this planning rationale is to evaluate minor variances associated with the development, as follows:

1. Permission **to increase the permitted parking area within the front yard and exterior side yard to 45% of the area of both yards**, whereas 25% is currently permitted, 4.2.6.3(d).
2. Permission to implement a **1.5m high fence enclosure around the garbage bin storage area** within the **front yard** whereas a 1.0 m high fence is permitted, 4.2.1.6**.**

2 FOUR TESTS OF A MINOR VARIANCE

2.1 Is it in keeping with the general intent and purpose of the Official Plan

The requested minor variances maintain the general intent and purpose of the Provincial Planning Statement, 2024 (PPS 2024) and the City of St. Thomas Official Plan, as outlined below.

The PPS 2024 directs growth to serviced urban areas, encourages efficient use of land and existing municipal infrastructure, and supports the development of complete communities. The proposed expansion of the Blossoms ECE Centre is aligned with these objectives.

The childcare centre is an existing institutional use located within a mainly residential neighbourhood and is fully serviced by municipal servicing infrastructure. The requested variances would enable a small expansion to the childcare services (in response to the shortage of childcare spaces in many Ontario Municipalities) and provides safe on-site circulation for both pedestrians and vehicles. These improvements strengthen an essential community service without requiring additional land or off-site servicing.

The PPS also recognizes the importance of community-supportive institutional uses, such as childcare facilities, by promoting convenient access to services that meet the needs of residents. The proposed expansion enhances access to childcare for local families, reduces travel distances for daily drop-off and pick-up, and contributes to the creation of a complete community that would support families immediately within the residential neighbourhood and indirectly supporting housing through the provision of necessary social infrastructure.

Further, the proposal optimizes the existing built form, represents an efficient use of existing infrastructure, and facilitates safe pedestrian movements around the site. Overall, the development remains consistent with the broader planning direction of the PPS 2024.

The City of St. Thomas Official Plan acknowledges daycares as valuable community services that should be located in convenient, safe, and compatible areas. The Official Plan encourages private-sector participation in providing and improving such community facilities.

The proposed expansion maintains compatibility with the residential character of the neighbourhood while upgrading a needed local service. The site layout continues to respect Official Plan policy directions, including:

- maintaining the residential appearance of the lot;

- locating outdoor amenity areas away from parking and traffic;
- providing safe, efficient pick-up and drop-off; and
- ensuring on-site circulation minimizes impacts on adjacent uses.

The proposed parking expansion within the front and exterior side yards would not change to the residential character of the site. Existing parking is located within the front yard of the property and is being formalized. The existing building continues to maintain its built form and appearance and remains consistent with the surrounding residential neighbourhood.

The proposed expansion to the parking area is designed to support safe access to the site, provides safe movement of vehicles and pedestrians and continues to separate outdoor play areas (which are primarily located behind the existing and proposed buildings. The proposed layout improves safety, operational efficiency, and reduces potential disruptions to Hammond Street resulting from a lack of on-site parking spaces. The requested variance to increase the percentage of parking lot area in the front and exterior side yards is necessary to implement this functional and policy-aligned design, while maintaining compliance with the broader intent of the Official Plan.

While this minor variance is required to facilitate the proposal, the development maintains the general intent and purpose of the PPS 2024 and the City of St. Thomas Official Plan, by delivering an appropriate and well-designed expansion supporting complete communities, optimizing existing infrastructure, and remains compatible with the surrounding residential context.

2.2 Is it in keeping with the general intent and purpose of the Zoning Bylaw

The subject site is currently zoned Third Residential Zone (R3) and Open Space. The R3 Zone is intended to accommodate a range of residential forms—from single-detached dwellings to apartment buildings—and permits supporting community uses such as churches, private schools, nursing homes, and day cares, in urban locations where appropriate services and infrastructure are available.

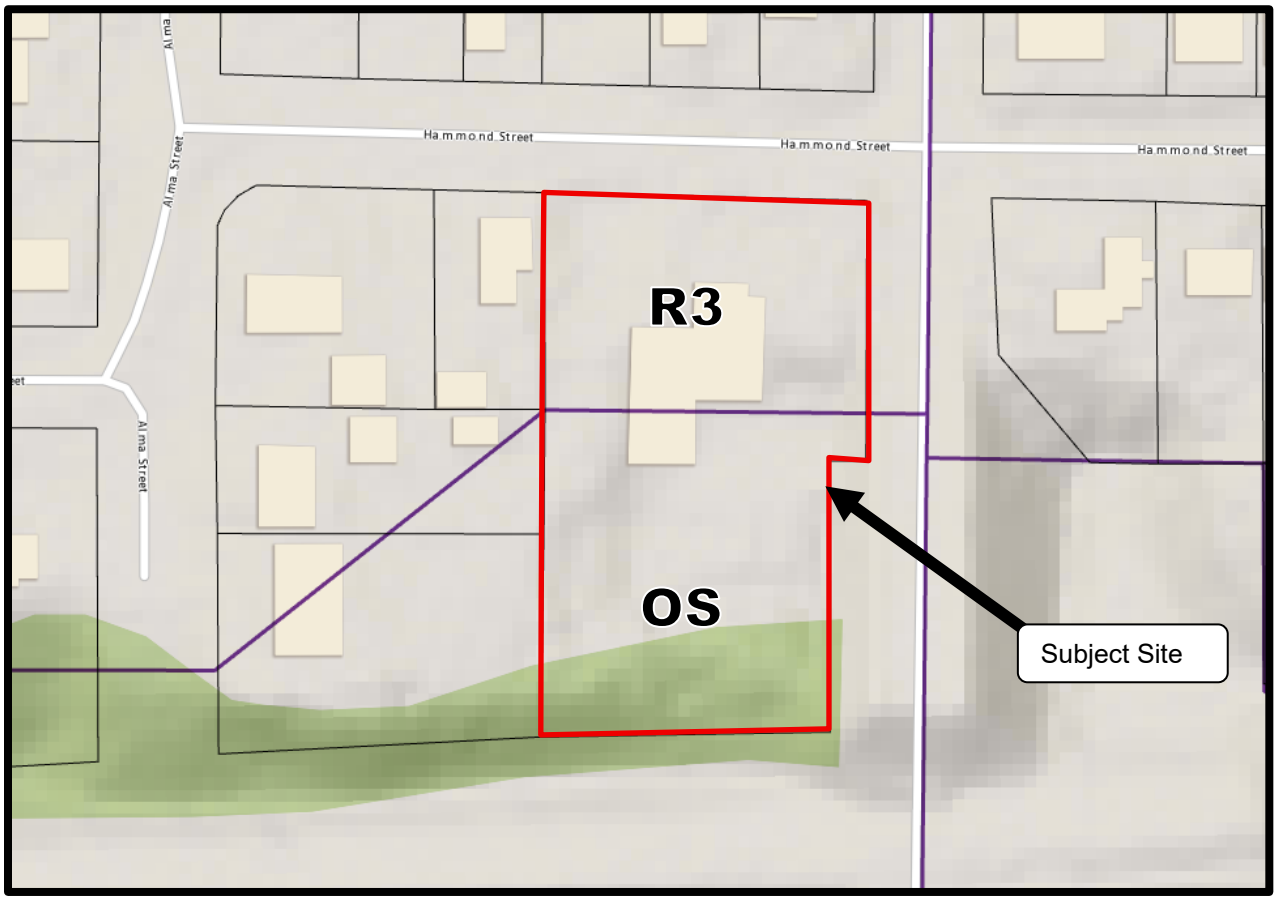


Figure 2. Existing Zoning.
Source: St. Thomas Online Zoning Mapping.

The proposed day-care is a permitted uses within the R3 Zone and aligns with the zone's overarching intent to support efficient residential development (at an appropriate scale), along with supportive community facilities. Table 1 below provides a summary of the applicable zoning standards and the corresponding zoning calculations for the proposed development. As outlined therein, the majority of performance standards—including setbacks, height, lot coverage, number of parking spaces, and accessibility requirements—are met or exceeded.

Table 1

Item	Regulation	R3-Day Nursery	Provided	Compliance
1	Lot Area (m^2) Min	555	4594	Yes
2	Lot Frontage (m) Min	15	54	Yes
3	Main Building Height (m) Max	11	±5	Yes
4	Accessory Building Height (m) Max	4	<4	Yes
5	Lot Coverage (%) Max	40	11.6	Yes
6	Floor Area of Enclosed Accessory Building (%) Max	15	2.2	Yes
7	Roof Area (%) Max	55	13.2	Yes

8	Front Yard Depth (m) Min	7.5	16.9	Yes
9	Rear Yard Depth (m) Min	9	46	Yes
10	Exterior Side Yard Width (m) Min	4	13.6	Yes
11	Interior Side Yard Width (m) Min	1	1.4	Yes
12	Number of Parking Spaces Minimum (1 for each 5 children licensed capacity)	19 (93 Children Licensed)	19	Yes
13	Accessible Parking Spaces	N/A	Type 'A' - 1	Yes
14	Height of Fence located within the Front Yard (m) Max	1.0	1.5	***NO**
15	Parking Lot area in front yard (%) Max [section 4.2.6.3 (d)]	25	44	***NO**
16	Total width of driveway and parking spaces intersecting the front lot line (%) Max [section 4.2.6.4 (a)]	50	18.5	Yes

Both requested variances: 1.5m high fence within the front yard for a garbage enclosure, and increased parking area proportion within the front and exterior side yard, maintain the general intent and purpose of the Zoning By-law and is both reasonable and appropriate given the site's context and the overall compliance of the development with the applicable zoning standards.

Current zoning already permits a 2-metre fence in any yard; however, in the front yard, specifically, this height is limited to one (1) metre, to ensure fencing doesn't block vehicular views while accessing or leaving a property, and to reduce impacts on the public realm. A modest increase in height to 1.5 m is necessary to provide privacy fencing and screening of the garbage bins. This enclosure helps to prevent animal intrusion; improves odour containment; restricts unauthorized use; reduces risks of injury; and provides assists in screening the bin from the public realm (reducing perceived visual disruption). Additionally, the garbage enclosure would occupy a small portion of the front yard and will be set back from the property line allowing for a planting strip where additional landscaping can be provided for additional screening along Hammond Street, thereby reducing visual impacts caused by the fence. This location would also ensuring adequate visibility for vehicles accessing and leaving the site.

The intent of limiting parking within the front and exterior side yard is primarily to reduce negative visual impacts on the streetscape, maintain a residential character, and prevent parking areas from dominating the public realm. In this case, locating parking in the front yard is necessary as this is an existing circumstance with not alternatives for locating additional parking. The proposed parking layout provides safe and efficient access for guardians during drop-off and pick-up periods, dedicated pedestrian pathways, and barrier free options. Time on site is reduced as

a result, and the need for vehicles to remain within the right-of-way is reduced or eliminated. A 1.5 m landscape strip is provided along the parking spaces adjacent to Hammond Street. This space offers the opportunity to provide screening via landscaping to provide additional visual relief of the parking area to the public realm.

Although the proposed expansion increases the amount of parking within the front and exterior side yards, the design continues to uphold the intent of the Zoning By-law by maintaining a generous front yard setback to the existing building, complies with the required exterior yard setback along the minor arterial road, and preserves the general single-detached residential character of the built form. With the proposed screening and landscaping, visual impacts of the parking area would be mitigated, and the use of the site would remain compatible with the surrounding neighbourhood.

Given that the proposed development complies with all other zoning requirements, the requested minor variance is specific, limited in scope, and would be consistent with the general intent and purpose of the Zoning Bylaw.

2.3 Is it minor in nature?

The requested minor variances are considered minor in nature, as it is reasonable to conclude that they will not result in any adverse impacts on the subject site or surrounding properties. The proposed increase in the proportion of parking within the front and exterior side yards does not alter the overall function, appearance, or character of the neighbourhood and, with the proposed mitigation measures, would continue to integrate with surrounding residential uses. Additionally, no new land uses are being introduced, which reduces the potential for conflict and ensures that the site continues to operate in a manner consistent with existing conditions. The variances facilitate a development that otherwise fully complies with the applicable Zoning By-law and Official Plan policies and provides enhanced services to residents of the neighbourhood.

The Zoning By-law already permits up to 25% of the total area of the front and exterior yards to be used for parking. The requested variance to 45% represents an increase needed to maintain parking in the safest and most functional location for the existing day-care use and assists in ensuring vehicles are provided adequate space on site. As such, the relief sought does not introduce a new activity to the front yard but adjusts the permitted proportion of the existing use, to support efficient on-site operations and the safe movement of children, guardians, and vehicles.

Similarly, the requested increase in fence height from 1.0 m to 1.5 m is minor in nature. The enclosure occupies a very limited portion of the front yard and does not create any functional, visual, or compatibility impacts on adjacent properties, or for vehicles accessing and leaving the site. The proposed height represents a modest change that does not alter the character of the streetscape and continues to maintain an appropriate relationship with the surrounding residential context. Given its small scale and the presence of a planting strip that would provide additional buffering, the variance will not result in adverse impacts and therefore can be considered minor.

Overall, the requested variances do not undermine the intent of the Zoning By-law. They allow for a safe, well-designed, functional, and compatible development that continues to integrate appropriately within the surrounding residential context and supports the ongoing provision of an essential community service.

2.4 Is it appropriate development or use of the land, buildings, or structure?

The subject lands are designated and zoned for mainly residential development, along with supplemental community uses such as day cares, and are located within a planned urban area supported by existing municipal services and infrastructure. The proposed development is a permitted use within this zoning, provides a valuable community-supportive service, is appropriately scaled for the site, and is consistent with the surrounding planned built form. As such, the proposal represents an appropriate and compatible use of the land and is well-suited to both the site and its surrounding context.

The requested variances do not alter the nature of the permitted use but are necessary to improve the safe and efficient operation of the site and to facilitate the expansion of the existing day-care facility. The proposed development makes effective use of a fully serviced urban property, enhances the delivery of an essential community service, and reinforces the planned function of the neighbourhood by supporting a local need within an established residential area. The variances are technical in nature and do not introduce adverse impacts or create incompatibility with adjacent properties.

Accordingly, the requested variances satisfy the fourth test related to the appropriate development and use of the land.

3 CLOSING

In the opinion of the writers the proposed minor variance meets the four tests of Minor Variance as detailed above and represents sound land use planning.

We thank you for your consideration and look forward to working with you to complete the minor variance process and the Site Plan Control Approval application process.

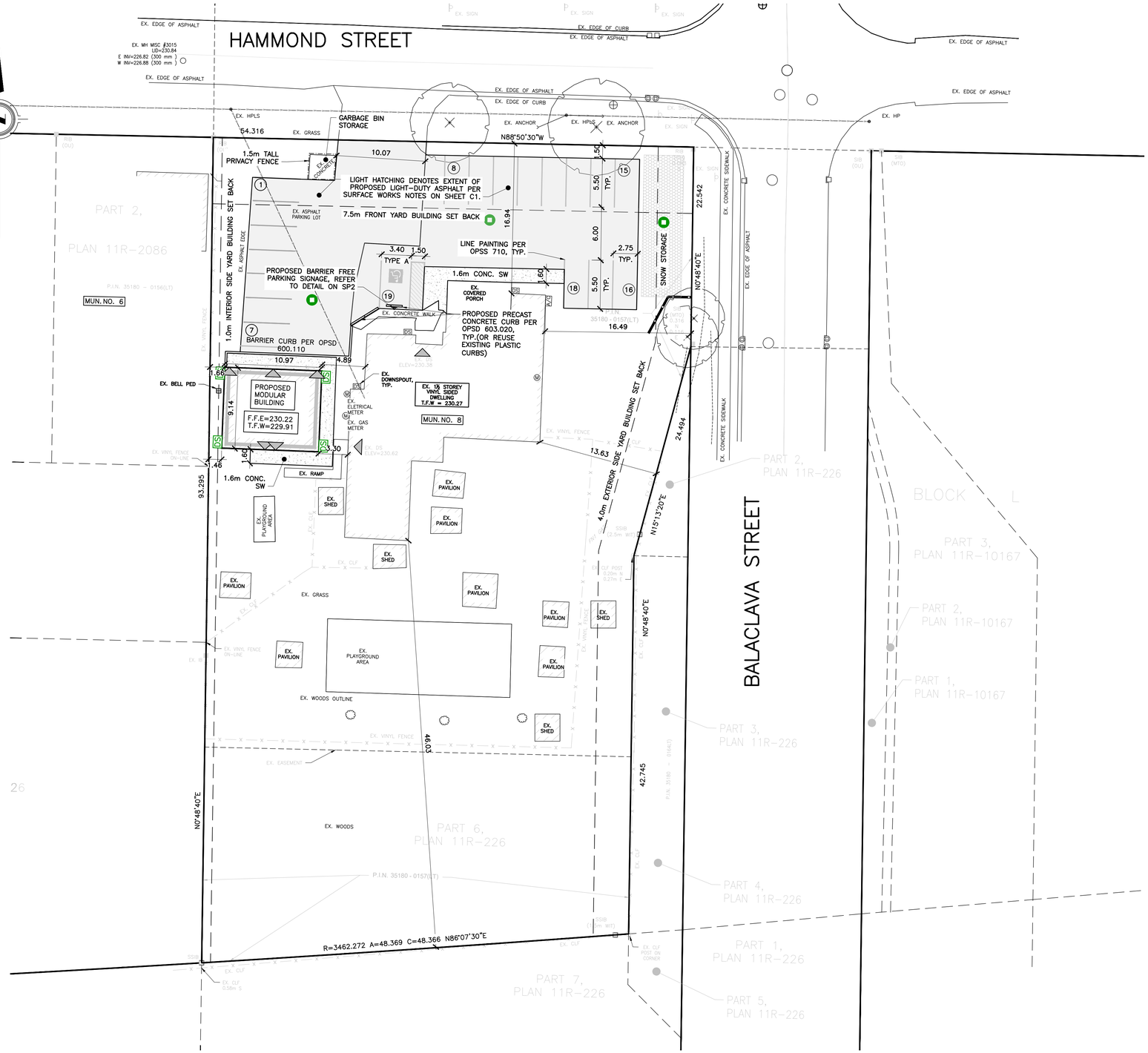
Respectfully submitted,

Strik, Baldinelli, Moniz Ltd.
Planning • Civil • Structural • Mechanical • Electrical

Jamie Robertson, CPT
Planner II, Project Lead

Hanna Reitsch von Daudt Mohn
Planning Technician II

cc. Dave Millard, Blossoms ECE Centre & DRU Holdings



THE PLAN IS COMPILED AND SHOULD NOT BE CONSIDERED A PLAN OF SURVEY.

ZONING DATA CHART

GROSS SITE AREA: 4594.09 m² ASPHALT AREA: 742.78 m²
BUILDING AREA: 531.66 m² LANDSCAPED AREA: 3319.650 m²

ITEM	R3 ZONE – DAY NURSERY	REQUIRED	PROVIDED
	PERMITTED USES	SEE PERMITTED USE NOTE ON SHEET SP1	SEE PERMITTED USE NOTE ON SHEET SP1
1	LOT AREA (m² MIN)	555.0	4594.09
2	LOT FRONTAGE (m MIN)	15.0	54.0
3	HEIGHT MAXIMUM (m)	11.0	±5.0
4	ACCESSORY BUILDING HEIGHT (m)	4.0	<4.0
5	LOT COVERAGE (%) MAX	40.0	11.6
6	FLOOR AREA OF ENCLOSED ACCESSORY BUILDING (%)	15	2.2
7	FRONT YARD DEPTH (m MIN)	7.5	16.9
8	EXTERIOR SIDE YARD DEPTH (m MIN)	4.0	13.6
9	INTERIOR YARD DEPTH (m MIN)	1.0	1.4
10	REAR YARD DEPTH (m MIN)	9.0	46.0
11	ROOF AREA (%) MAX	55.0	13.2
12	PARKING LOT AREA IN FRONT YARD AND EXTERIOR SIDE YARD (%) MAX (SECTION 4.2.6.3)	25.0	43.8*
*	ZONING DEFICIENCY		

PARKING REQUIREMENTS

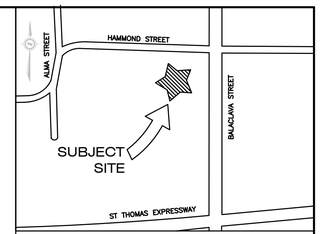
MINIMUM 1 PARKING SPACE PER 5 LICENSED CHILDREN CAPACITY.
MINIMUM PARKING SPACE DIMENSIONS 2.75mx5.5m, TYPE A 3.4mX5.5m, TYPE B 2.75mX5.5m
LICENSED CAPACITY = 93 CHILDREN
TOTAL PARKING REQUIRED = 93/5 = 19 SPACES
TOTAL PROVIDED PARKING = 19 SPACES
B/F PARKING PROVIDED = 1 TYPE 'A'

LEGEND:

- FR-2 — PROPOSED SIGN, TYPE OF SIGN
- BUILDING ENTRANCE
- PROPOSED LIGHT-DUTY ASPHALT
- EXISTING BUILDING
- LIMITS OF SUBJECT PROPERTY
- DECIDUOUS/CONIFEROUS TREE
- PROPOSED SNOW STORAGE

REFERENCE DOCUMENTS:

1. EXISTING CONDITIONS TOPOGRAPHIC SURVEY PREPARED BY SBMG, PROJECT No: G250098. RECEIVED VIA EMAIL, DATED FEBRUARY 2, 2026



KEY PLAN

N.T.S.

LEGAL INFORMATION

PART OF
PLAN 110
PT BLOCK M
IN THE
CITY OF ST. THOMAS
COUNTY OF ELGIN

SITE BENCHMARK:

STATION: 00819658077

MONUMENT TYPE: BM

LOCATION: 65-77: 1-1/2 STOREY BROWN ASBESTOS SHINGLED HOUSE (RES OF D.B. WILLIAMS) 1.4 KM EAST ALONG HWY 3 (TALBOT ST) FROM THE POST OFFICE (FEDERAL BLDG) IN THE CITY OF ST THOMAS TO WOODWORTH AVE AND 1.2 KM NORTH; ALSO 29.0 M NORTH OF ITS JCT WITH HAMMOND ST AND 27.4 M EAST OF CENTRE LINE OF WOODWORTH AVE. TABLET IS SET HORIZONTALLY IN THE SOUTH FACE OF CONCRETE FOUNDATION, 52 CM EAST OF THE S.W. CORNER AND 27 CM BELOW THE BOTTOM OF SHINGLES.

ELEVATION: 232.050 (CGVD28-78)

STATION: 00819658071

MONUMENT TYPE: BM

LOCATION: 65-71: 1-1/2 STOREY RED BRICK HOUSE AT 34 BARWICK ST 0.6 KM EAST ALONG HWY 3 (TALBOT ST) FROM THE POST OFFICE (FEDERAL BLDG) IN THE CITY OF ST. THOMAS TO FLORA ST NORTH 1.0 KM TO BARWICK ST, WEST 45.7 M, AND 44.2 M NORTH OF CENTRE LINE OF ROADWAY. TABLET IS SET HORIZONTALLY IN THE EAST FACE OF CONCRETE FOUNDATION, 3.8 M SOUTH OF N.E. CORNER AND 27 CM BELOW BRICKWORK.

ELEVATION: 231.827 (CGVD28-78)

(CONTRACTOR TO CONFIRM BENCHMARK ELEVATIONS)

WASTE REMOVAL

GARBAGE TO BE STORED EXTERNALLY IN GARBAGE CONTAINERS AND OWNER TO ARRANGE SITE PICK-UP AND REMOVAL.

BUILDING CLASS.

COMMERCIAL – GROUP E OCCUPANCY, PART 3 OF THE ONTARIO BUILDING CODE

CANADA POST

THIS DEVELOPMENT WILL RECEIVE MAIL TO A NEAR-BY SUPERBOX AS LOCATED BY CANADA POST.

PERMITTED USES

R3 ZONE:

- SINGLE-DETACHED DWELLING;
- SEMI-DETACHED DWELLING;
- DUPLEX DWELLING;
- TRIPLEX DWELLING;
- TOWNHOUSE DWELLING;
- APARTMENT DWELLING;
- MULTIPLE DWELLING;
- CONVERTED DWELLING;
- PROVINCIAL GROUP HOME;
- BOARDING HOUSE;
- CHURCH;
- **DAY CARE (BY-LAW 118-2015);**
- PRIVATE SCHOOL;
- NURSING HOME;
- HOME OCCUPATION;
- USES ACCESSORY TO THE FOREGOING

LIST OF DRAWINGS

SHEET SP1	SITE PLAN & ZONING CHART
SHEET SP2	DETAILS

AS CONSTRUCTED SERVICES	COMPLETION

DESIGN LPr
DRAWN FR
CHECKED BH/JR
APPROVED BH
DATE 23/03/2026
CAD 24-2539

No.	REVISIONS	D/M/Y	BY
1	FOR CLIENT REVIEW/APPROVAL	07/03/25	AK
2	ISSUED FOR SITE PLAN APPROVAL	12/03/26	FR
3	REVISIONS PER CLIENT	25/03/26	MGE

CONSULTANT
STRIK BALDINELLI MONIZ
PLANNING - CIVIL - STRUCTURAL - MECHANICAL - ELECTRICAL
1599 Adelaide St. N, Unit 301, London, Ontario, N5X 4E8
Tel: (519) 471-6667 Fax: (519) 471-0034
Email: sbm@sbmltd.ca

ENGINEER'S STAMP

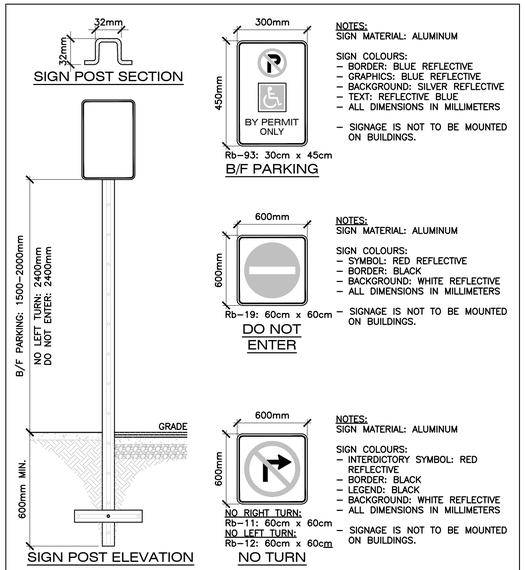
ENGINEER'S STAMP
SEALED FOR GENERAL CONFORMANCE WITH THE OBC AND MUNICIPAL SITE PLAN CONTROLS AND ZONING BY-LAWS

CLIENT
BLOSSOMS ECE CENTRE
8 HAMMOND STREET
ST. THOMAS, ON
N5P 2B5
P: 519.868.0956
E: BLOSSOM.OFFICE@ROGERS.COM

SCALE
SCALE - 1:250
2.5 0 5.0m

TITLE
SITE PLAN, ZONING CHART & LEGEND
PROPOSED SITE DEVELOPMENT
8 HAMMOND STREET
ST. THOMAS, ON.

PROJECT No. SBM-24-2539
SHEET No. SP1
PLAN FILE No. –



Rb–93: 30cm x 45cm

B/F PARKING

NOTES:
SIGN MATERIAL: ALUMINUM

SIGN COLOURS:
– BORDER: BLUE REFLECTIVE
– GRAPHICS: BLUE REFLECTIVE
– BACKGROUND: SILVER REFLECTIVE
– TEXT: REFLECTIVE BLUE
– ALL DIMENSIONS IN MILLIMETERS

– SIGNAGE IS NOT TO BE MOUNTED ON BUILDINGS.

Rb–19: 60cm x 60cm

DO NOT ENTER

NOTES:
SIGN MATERIAL: ALUMINUM

SIGN COLOURS:
– SYMBOL: RED REFLECTIVE
– BORDER: BLACK
– BACKGROUND: WHITE REFLECTIVE
– ALL DIMENSIONS IN MILLIMETERS

– SIGNAGE IS NOT TO BE MOUNTED ON BUILDINGS.

NO RIGHT TURN:
Rb–11: 60cm x 60cm
NO LEFT TURN:
Rb–12: 60cm x 60cm

NO TURN

NOTES:
SIGN MATERIAL: ALUMINUM

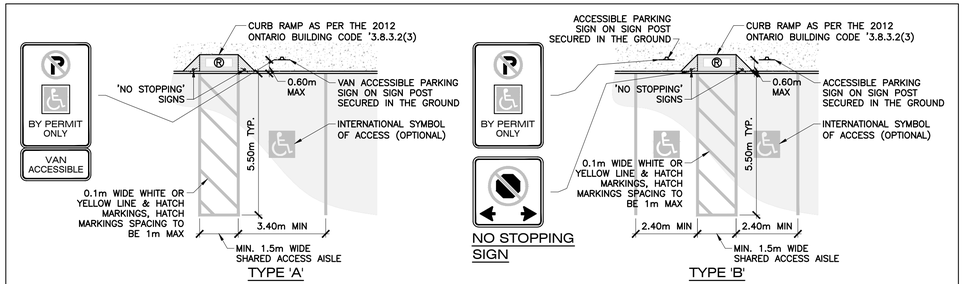
SIGN COLOURS:
– INTERDICTORY SYMBOL: RED REFLECTIVE
– BORDER: BLACK
– LEGEND: BLACK
– BACKGROUND: WHITE REFLECTIVE
– ALL DIMENSIONS IN MILLIMETERS

– SIGNAGE IS NOT TO BE MOUNTED ON BUILDINGS.

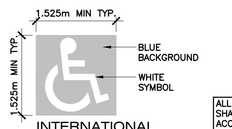
REFERENCE:
ONTARIO TRAFFIC MANUAL BOOK 5 – CURRENT EDITION

TYPICAL SIGN DETAILS

N.T.S.



NO STOPPING SIGN



INTERNATIONAL SYMBOL OF ACCESS

ALL PAVEMENT MARKINGS SHALL BE COMPLETED IN ACCORDANCE WITH OPSS 710 'CONSTRUCTION SPECIFICATION FOR PAVEMENT MARKING' AND

NOTES:
1. SIGN POST TO BE AT LEAST 1.5m ABOVE GRADE AND NOT MORE THAN 2.5m WHEN MEASURED FROM GRADE TO THE CENTRE OF THE SIGN.
2. PRESCRIBED ACCESSIBLE PARKING SIGN TO BE IN ACCORDANCE w/ THE HIGHWAY TRAFFIC ACT, REGULATION 581 – PRESCRIBED SIGNS FOR PARKING SPACES DESIGNATED UNDER A MUNICIPAL BY–LAW FOR THE USE OF PEOPLE WITH DISABILITIES.
3. PROVIDE TACTILE ATTENTION INDICATORS CONFORMING TO OBC 3.8.3.18.

TYP. BARRIER FREE PARKING SPACE

N.T.S.

AS CONSTRUCTED SERVICES	COMPLETION

DESIGN	LPr
DRAWN	FR
CHECKED	BH/JR
APPROVED	BH
DATE	23/03/2026
CAD	24–2539

No.	REVISIONS	D/M/Y	BY
1	FOR CLIENT REVIEW/APPROVAL	07/03/25	AK
2	ISSUED FOR SITE PLAN APPROVAL	12/03/26	FR
3	REVISIONS PER CLIENT	25/03/26	MGE

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ENGINEER'S STAMP

ENGINEER'S STAMP

SEALED FOR GENERAL CONFORMANCE WITH THE OBC AND MUNICIPAL SITE PLAN CONTROLS AND ZONING BY–LAWS

CLIENT

BLOSSOMS ECE CENTRE
8 HAMMOND STREET
ST. THOMAS, ON
N5P 2B5
P: 519.868.0956
E: BLOSSOM.OFFICE@ROGERS.COM

SCALE

N/A

TITLE

DETAILS

PROPOSED SITE DEVELOPMENT
8 HAMMOND STREET
ST. THOMAS, ON.

PROJECT No.
SBM–24–2539

SHEET No.
SP2

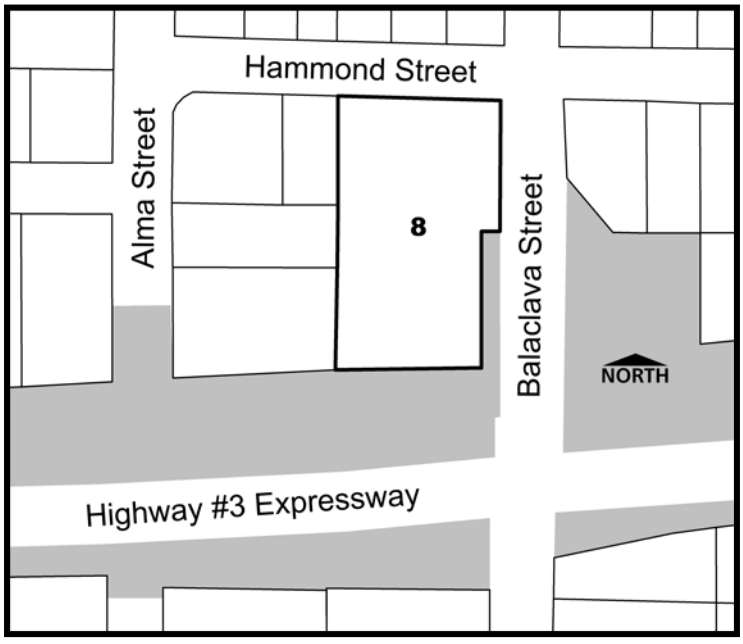
PLAN FILE No.
–

ST. THOMAS THE RAILWAY CITY	**Report No.:** COA4-2026
Directed to: Members of the Committee of Adjustment	**Meeting Date:** 05/14/2026
Department: Planning & Building Services Department **Prepared by:** Steve Craig, Senior Planning Technician	**Attachment:** Location Plan, Aerial Photograph (2020)
Location: 8 Hammond Street, City of St. Thomas	
Applicant: DRU Holdings Inc., Blossom ECE Centre	
Subject: Request for a minor variance pursuant to Section 45(1) of the Planning Act, R.S.O.	

Recommendation:
That: Report COA4-2026 relating to an application for a minor variance at 8 Hammond Street be received for information.

Background:

Minor Variance Application No. COA4-2026 has been filed for the purpose of facilitating the expansion of the existing day care, Blossoms Early Childhood Education Centre.



Requested Variance(s):

i.) To permit the location and use of forty-five (45%) per cent of the front yard and exterior side yard as a parking lot, parking space(s) and residential driveway, whereas Subsection 4.2.6.3 of the Zoning By-law provides that no parking lot, parking space or residential driveway shall be located or used within a front yard or exterior side yard of a corner lot if the area of all parking lots, parking spaces and residential driveways in both of such yards exceeds twenty-five (25%) per cent of the area of both yards.

ii.) To permit a 1.5m high fence (garbage enclosure) to be erected and used within the front yard, whereas Subsection 4.2.1.6 of the Zoning By-law provides that no fence shall be erected or used in a front yard if the height of any part of the fence exceeds 1.0m.

Provincial Planning Statement, 2024 (PPS):

- The Provincial Planning Statement (PPS 2024) provides directions on matters of Provincial interest related to land use planning and development. Decisions by planning authorities (i.e., Committee of Adjustment) that require approval under the Planning Act must be consistent with the PPS.
- The proposed development is consistent with the policies of the PPS with respect to:
  - ✓ Planning authorities should support the achievement of complete communities by 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 (2.1(6)(a)).
  - ✓ Settlement areas shall be the focus of growth and development, and land use patterns should be based on densities, and a mix of land uses which: efficiently use land and resources (2.3.1).
- The requested variances are consistent with the Provincial Planning Statement (PPS 2024).

St. Thomas Official Plan:

- The subject lands are within the Residential designation, as shown on Schedule A (Land Use Plan) to the Official Plan for the City of St. Thomas. Day Care use is permitted within the Residential designation (4.13.3.1).
- Day Cares provide for the temporary care and custody of children, for a continuous period not exceeding twenty-four hours and which is licensed In accordance with the Day Nurseries Act, R.S.O. 1990, c. 0 .2 as amended or successors thereto; or, provides for the temporary care for any number of persons for a continuous period not exceeding twenty-four hours, but does not include the services of a health care practitioner (4.13.1).
- Day Cares are a valuable service to families in which parents work outside the home and to primary caregivers who require temporary assistance in the care of loved ones. The City recognizes that there is a need to provide these services in convenient locations close to either home or to centres of employment, in surroundings that are safe and enjoyable for those receiving care (4.13.1).
- The goals/objectives of the Day Care policies are (4.13.2):
  - To enable day care facilities that are inclusive and available to all persons requiring such services in all stages of their life;
  - To support day care services that are convenient, affordable and offer a range of quality care options;
  - To ensure that persons with special needs are fully included in the community and have full access to a range/level of care services required to meet their needs;

- To provide those who offer day care services a broader range of location options to meet the needs of the community; and to establish standards and criteria for day care that address matters of land use compatibility.

- The following policies shall apply to all Day Care uses (4.13.3.2):

  i) the site must have direct access to an arterial or collector street as identified on Schedule "B" to the Official Plan or have access by a local road to an arterial or collector as shown on Schedule "B" where it can be demonstrated that there will be no adverse effects to the operation of the local road. (*Conforms, the existing day care use was established on the subject lands in approximately 1963 and has access from Hammond Street (Local Road) to Balaclava Street, which is a Minor Arterial Road).*

  ii) adequate off-street parking must be provided.
  (Conforms, based on a licensed capacity of 93 children/people, a minimum of 19 parking spaces is required, and 19 parking spaces are provided).

  iii) the location, design and site layout of the day care will maintain the character of the area through:
    - the use of exterior materials and lighting that improve the compatibility of the development with the surrounding land uses;
    - not substantially altering the appearance of a residential building;
    - maintaining the general appearance of the local streetscape.
    - accommodating off-street parking, pick-up and drop-off facilities and outdoor amenity areas while minimizing the impact on day care clients.
    - locate the outdoor amenity area away from parking areas, streets and vehicular traffic and emissions; and
    - provide direct access between the day care building and any outdoor amenity area.

  Conforms, the proposed modular building, parking lot expansion and garbage enclosure are subject to the site plan review and approval process, which addresses building layout, massing, public, pedestrian and vehicle access, accessibility, parking, servicing, grading and drainage, storm water management and landscaping, among other matters

- Schedule C (Roads Widening Plan) to the Official Plan of the City of St. Thomas identifies Balaclava Street (Minor Arterial) with a proposed minimum road allowance width of 26m-29m. The right-of-way widths indicate the minimum planned widths of the road right of ways that may be secured as part of the development approval process (9.1.1.9.1).
- Road widenings shall be reserved or obtained, at no cost to the City, through subdivision approval, condominium approval, land severance consent, site plan approval or by gift, bequeathment, purchase or through expropriation where necessary and feasible (9.1.1.9.2). *(Conforms, the Balaclava Street road widening will be obtained through the site plan control process).*
- The requested variances are in conformity with the general intent and purpose of the Official Plan.

St. Thomas Zoning By-Law 50-88:

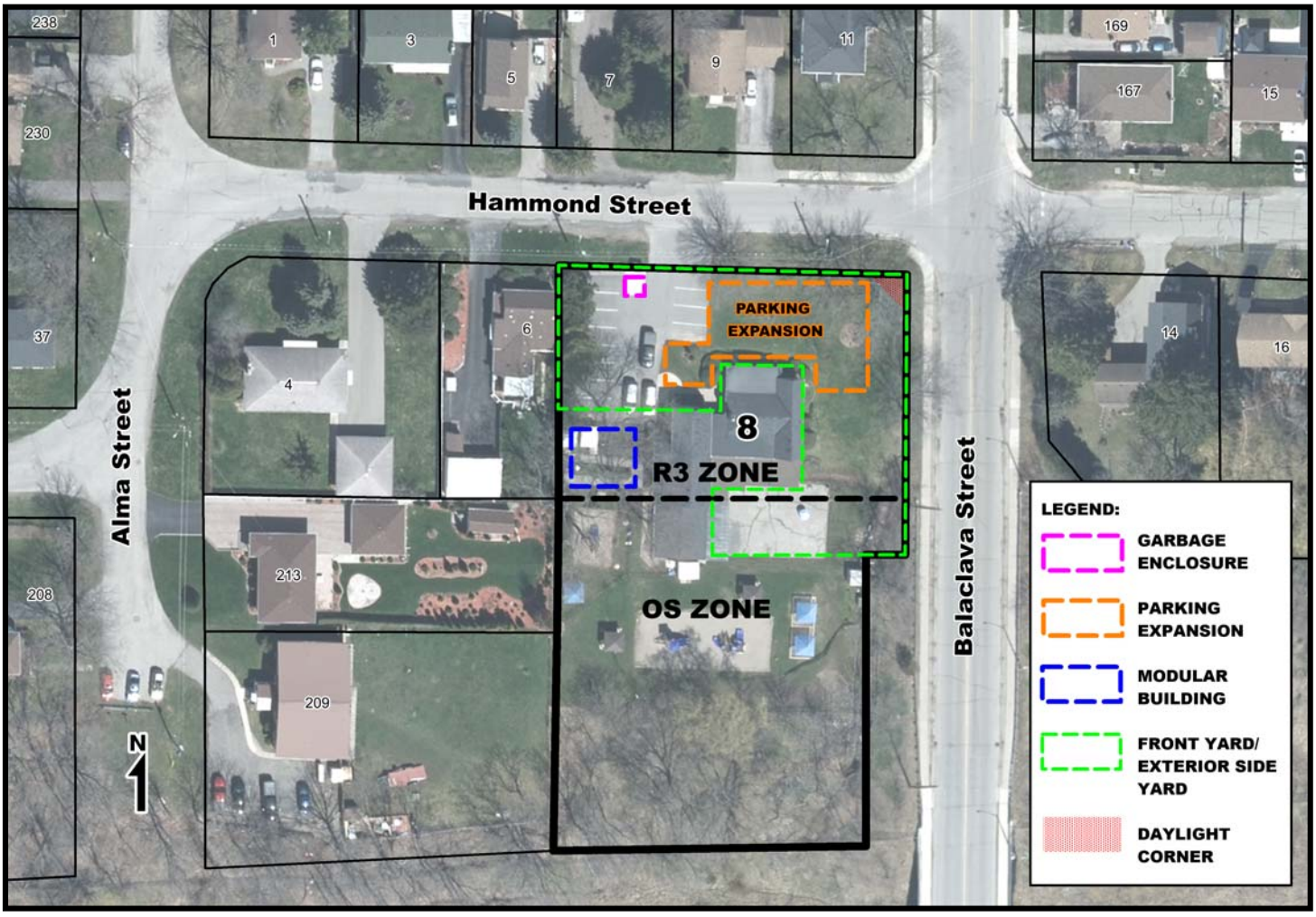
- The subject lands are within the Third Residential Zone (R3) and Open Space and Park Zone (OS), as shown on Zoning Map 5, City of St. Thomas Zoning By-Law No. 50-88. The modular building, parking lot and garbage enclosure are within the R3 zone, permitted uses include a day care and uses accessory to the foregoing (7.1(m)(q)).
- Day care means a place, building or part of a building (1.28):
  - (i) used for the temporary care and custody of children, for a continuous period not exceeding twenty-four hours and which is licensed in accordance with the Day Nurseries Act, R.S.O. 1990, c. D.2 as amended or successors thereto; or
  - (ii) used for the temporary care for any number of persons for a continuous period not exceeding twenty-four hours, but does not include the services of a health care practitioner.
- No building or structure shall be erected or used for any purpose permitted by Subsection 7.1 unless the following municipal services are available to service the building or structure and the land on which it is situate (7.3): (a) a water supply system; and (b) a sanitary sewage system and a storm sewage system or a combined sanitary and storm sewage system. *(Conforms, the existing daycare is on municipal services and the proposed modular building will be on municipal services)*.
- Zoning Requirements for a Day Care (Table 2 to Subsection 7.4, Column No. 4):
  - ✓ Minimum Lot Area - 555sqm *(Conforms 4,594sqm).*
  - ✓ Minimum Lot Frontage - 15m *(Conforms 54.31m).*
  - ✓ Maximum Main Building Height - 11m *(Conforms +/- 5m).*
  - ✓ Maximum Accessory Building Height - 4m *(Conforms 4m).*
  - ✓ Maximum Lot Coverage - 40% *(Conforms 11.6%).*
  - ✓ Maximum Floor Area Enclosed Accessory Building - 15% *(Conforms 2.2%).*
  - ✓ Maximum Roof Area - 55% *(Conforms 13.2%).*
  - ✓ Minimum Front Yard Depth - 7.5m *(Conforms 16.94m).*
  - ✓ Minimum Rear Yard Depth - 9m *(Conforms 46.03m).*
  - ✓ Minimum Interior Side Yard Depth - 1m *(Conforms 1.4m).*
  - ✓ Minimum Exterior Side Yard Depth - 4m *(Conforms 13.6m).*
  - ✓ Minimum Number of Parking Spaces - 1 for each 5 children/people licensed capacity *(Conforms 19 parking spaces / Licensed capacity 93 children/people).*
- In residential zones on corner lots, parking lots, parking spaces and driveways are limited to 25% of the area of the front yard and exterior side yard (4.2.6.3(c)).
- Accompanying the application is a planning brief (SBM-24-2539), prepared by Strik, Baldinelli, Moniz Ltd., which provides that the expansion to the parking area is designed to support safe access to the site, provides safe movement of vehicles and pedestrians and continues to separate outdoor play areas, which are primarily located behind the existing and proposed building.

- In residential zones the height of a fence is limited to 1.0m in a front yard (4.2.1.6).
- Accompanying the application is a planning brief (SBM-24-2539), prepared by Strik, Baldinelli, Moniz Ltd., which provides that the enclosure of the existing garbage bin occupies a very limited portion of the front yard and does not create any functional, visual, or compatibility impacts on adjacent properties, or for vehicles accessing and leaving the site.
- The requested variances are in conformity with the general intent and purpose of the Zoning By-law.

Legislative Framework for a Minor Variance (Four (4) Tests):

In considering this application, the Committee shall have regard to the following criteria and determine whether the:

- general intent and purpose of the Official Plan will be maintained;
- general intent and purpose of the Zoning By-law will be maintained;
- variance is desirable for the appropriate development or use of the land, building or structure; and
- the requested variance is minor in nature.



Comments:

- City records confirm that a license was issued for a daycare use on the subject lands in approximately 1963, which predates the current City of St. Thomas Zoning By-Law 1988 (April 18, 1988) and the former City of St. Thomas Zoning By-law 68-63 (March 8, 1966). The portion of the existing day care encroaching into the Open Space and Park Zone (OS) is legal non-complying.
- In accordance with the site plan control by-law, the garbage enclosure, parking lot and modular building are subject to the site plan control approval process.
- In Staff's opinion the requested variances meet the general intent and purpose of the Official Plan, Zoning By-law, are minor in nature, and are desirable and appropriate for the use of the lands, thereby satisfying the four tests, as set out in Section 45 of the Planning Act.
- Staff recommend that Minor Variance application COA4/2026 be approved, subject to the following conditions:
    1) Confirmation from the Ministry of Transportation (MTO), that the applicant has obtained any necessary approvals/permits; and
    2) Site plan control approval.

Respectfully submitted,
Steve Craig,
Sr. Planning Technician

PLANNING & BUILDING SERVICES DEPARTMENT
t. (519) 633.2560 f. (519) 633.6581
545 Talbot Street
St. Thomas, Ontario, N5P 3V7

CONFIRMATION OF AN APPLICATION FOR MINOR VARIANCE

April 9, 2026

Secretary-Treasurer, Committee of Adjustment
Attention: Sherry Steadman

Pursuant to By-Law 30-2015, a consultation meeting was held on December 16, 2025, with city staff and the applicant.

An application for a minor variance regarding 352 Wellington Street was filed on April 9, 2026, and the required fee under Section 69 of the Planning Act has been provided.

Please contact the Planning & Building Services Department if you have any questions.

Regards,

Michelle Knieriem, MCIP, RPP
Manager of Planning Services

Clear Form

CORPORATION OF THE CITY OF ST THOMAS

COMMITTEE OF ADJUSTMENT

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

(Section 45 of the Planning Act, RSO, 1990, as amended)

OFFICE USE: Date Application Received: April 9 2026 Consultation Date: December 16, 2025
Date Application Deemed Complete: April 9, 2026

Application #: **A05-26**

APPLICATION IS HEREBY MADE TO:

City of St. Thomas
545 Talbot Street
St. Thomas ON N5P 3V7
Tel: (519) 631-1680 ext 4138 Fax: (519) 633-9019
Email: ssteadman@stthomas.ca

Committee of Adjustment meeting May 14 2026

Please note that in accordance with By-Law 30-2015, consultation with the Planning and Building Services Department must take place prior to the submission of an application. After consultation, the application will be filed with the Assistant Secretary-Treasurer, together with the sketch referred to in Note 1 and $900 made payable to the City of St. Thomas. All information and materials submitted for the application shall be made available to the public, as indicated by Section 1.0.1 of the Planning Act, R.S.O. 1990.

Personal information contained on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and Ontario Regulation 200/96 and will be used for the purpose of processing this application.

1. Name of Owner(s) Jaymin Patel

   Address 352 Wellington St, St Thomas, ON

   Postal Code N5R 2T3 Tel: 204-970-2211 e-mail: jaymin0416@gmail.com

2. Name of Authorized Agent (if any) Valiuddin Mohammed / Mechways Inc.

   Address 6 Ripon St, Mississauga ON

   Postal Code L4T 1E2 Tel: (416) 627-4100 e-mail: cofa@mechways.com

Note: Please specify to whom all communications should be sent: Owner ☐ Agent ☑

3. Nature and extent of relief from the Zoning By-law applied for:

   To permit the enlargement or extension of the existing legal non-conforming building on the subject lands, in accordance with Section 45(2)(a)(i) of the Planning Act.

4. Reason why the proposed use cannot comply with the provisions of the Zoning By-law:

   The existing building and use (Wellington Variety) are legal non-conforming.

5. Location of Land:

Concession No. _____ Lot(s) _____ Registered Plan No. 80 Lot(s) 8

Reference Plan No. PLAN 80 BLK 8 LOT 8 Part(s) _____

Geographic/Former Township COUNTY OF ELGIN

Name of Street WELLINGTON ST Street No. 352

6. Dimensions of land affected:

Frontage 19.31 M Depth 38.32 M

Area 711.78 SQ.M Width of Street 24.99 M

7. Access to the subject land is by:

- ☐ a Regional Road
- ☐ a private road
- ☑ a Municipal road that is maintained all year
- ☐ a Municipal road that is maintained seasonally

8. Particulars of all buildings and structures on or proposed for the subject land (Specify ground floor area, gross floor area, number of storeys, width, length, height). Please specify use of existing structures.

Existing:

Gross floor area: 110.26 SQ.M - Number of storeys: 2 STORES ABOVE GROUND AND 1 STORY BELOW GROUND

Width: 6.65 M - Length:15.83 M - Height: 6.24 M

USE FIRST FLOOR GROUP E MERCANTILE - RETAIL STORE (O.B.C 3.1.2.1.(1)) SECOND FLOOR : GROUP C RESIDENTIAL (O.B.C 3.1.2.1.(1))

Proposed:

Ground floor area: 30.42 SQ.M - Gross floor area: 140.68 SQ.M (TOTAL AREA INCLUDING EXISTING)

Number of storeys: 1 - Width: 6.65 M - Length:4.57 M - Height: 3.35 M

9. Location of all buildings and structures on or proposed for the subject land (Specify distance from side, rear and front lot lines). Please specify use of proposed structure.

Existing:

Front Yard Setback: 1.23m Rear Yard Setback: 21.23m

Side Yard Setback: 0.21m Side Yard Setback: 11.81m

Proposed:

Front Yard Setback: 1.23m Rear Yard Setback: 16.65m

Side Yard Setback: 0.47m Side Yard Setback: 11.81m

USE SINGLE STORY UNHEATED EXTENSION IN THE REAR YARD OF AN EXISTING MIXED USED BUILDING

10. Date of acquisition of subject land: January 16th, 2020

11. Date of construction of all buildings and structures on subject land:

12. Existing uses of the subject land:

FIRST FLOOR GROUP E MERCANTILE - RETAIL STORE (O.B.C 3.1.2.1.(1)) SECOND FLOOR : GROUP C RESIDENTIAL (O.B.C 3.1.2.1.(1))

13. Existing uses of abutting lands:

North: _____ East: _____

South: _____ West: _____

14. Length of time the existing uses of the subject land have continued:

20+ Years - Exact date Unknown

15. Services available (check appropriate space or spaces):

Water:

☑ Municipally owned and operated piped water system Other (Specify) _____

Sewage Disposal:

☑ Municipally owned and operated sanitary sewer system Other (Specify) _____

Storm Drainage

☑ Storm sewers Other (Specify) _____

16. Present Official Plan designation of the subject land:

PLAN 80 BLK 8 LOT 8

17. Present Zoning of the subject land:

R3 – THIRD RESIDENTIAL ZONE

18. Has the owner previously applied for relief (minor variance) under Section 45 of the Act in respect of the subject property?

yes ☐ no ☑

If the answer is yes, describe briefly (and if known, quote Application #)

_____

19. Is the subject property the subject of a current application for a consent under Section 53 or a plan of subdivision under Section 51 of the Planning Act, 1990?

yes ☐ no ☑ If so, state Application # and status _____

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application **(Appendix A)**. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I Valiuddin Mohammed, the Owner or Authorized Agent, hereby agree and acknowledge
(Print name of Owner or Authorized Agent)
that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy* Act, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:
Personal information on this form is collected under the authority of Section 41 of the *Planning Act,* R.S.O. 1990 and Sections 8 (1) and 10 of the *Municipal Act,* 2001, as amended, and will be used to contact the owner, applicant and/or agent regarding the Committee of Adjustment Application. Questions about this collection should be directed to the City Clerk, 545 Talbot Street, St. Thomas, Ontario, N5P 2T9 (519) 631-1680.

AFFIDAVIT OR SWORN DECLARATION

I, Valiuddin Mohammed (name of applicant) of Mississauga (City) in the province of Ontario,
make oath and say (or solemnly declare) that the information required under Schedule 1 of Ontario Regulation 545/06 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.
Sworn (or declared) before me at the Mississauga (City) on this 30 (Day) day of March (Month), 2026 (Year).

Signature of Owner or Authorized Agent — 30-03-2026 (Date)

Signature of Commissioner of Oaths, etc. — 30-03-2026 (Date)

Rameshbhai Somabhai Patel
Ramesh Patel & Associate Lawyers
Professional Corporation
127 Westmore Dr. Unit # 101,
Toronto, ON. M9V 3Y6
Tel: 416-742-2999 Fax: 416-742-3888
mail@rplawoffice.net

RAMESHBHAI SOMABHAI PATEL NOTARY PUBLIC ONTARIO

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, Jaymin patel, am the owner of the subject lands, and I authorize Valiuddin Mohammed / Mechways Ir, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

9 Feb ,2026
Date


Signature of Owner

APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, Jaymin Patel, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

9 Feb 2026
Date


Signature of Owner

NOTES:

1. Each copy of this application must be accompanied by a Sketch. The Sketch need not necessarily be to scale, but dimensions must be accurate, and showing the following:

   (a) The boundaries and dimensions of the subject land;

   (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;

   (c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, driveways, swimming pools, roads, railways, drainage ditches, wells, septic tank and tile bed, and trees;

   (d) The current uses on land that is adjacent to the subject land;

   (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;

   (f) If access to the subject land is by water only, the location of the parking and docking facilities to be used;

   (g) The location and nature of any restrictive covenant or easement affecting the subject land;

2. The Committee of Adjustment <u>may</u> require that a preliminary drawing be prepared, signed and dated by an Ontario Land Surveyor.

3. If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

PLAN OF SURVEY OF
ALL OF LOT 8
BLOCK 8
REGISTERED PLAN No. 80
CITY OF ST. THOMAS
COUNTY OF ELGIN

SCALE 1:200

0 1 2 3 4 5 10 15 metres

THE INTENDED PLOT SIZE OF THIS PLAN IS 662mm IN WIDTH BY 549mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:200

© COPYRIGHT 2025, AK&M SURVEYING LTD.

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

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2) FOR BEARING COMPARISONS, A ROTATION OF 00°8'10" CLOCKWISE WAS APPLIED TO P1
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BENCHMARK NOTE

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LEGEND

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□	DENOTES	PLANTED MONUMENT
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IB	DENOTES	IRON BAR
CP	DENOTES	CONCRETE PIN
CC	DENOTES	CUT CROSS
OU	DENOTES	ORIGIN UNKNOWN
CALC	DENOTES	CALCULATED
MEAS	DENOTES	MEASURED
WIT	DENOTES	WITNESS
P1	DENOTES	REGISTERED PLAN 80
P2	DENOTES	PLAN 11R–10715
P3	DENOTES	SURVEYOR'S REAL PROPERTY REPORT BY KIM HUSTED SURVEYING LTD., FEBRUARY 16, 2016(FILE. FF6)
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MH	DENOTES	MANHOLE
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I CERTIFY THAT:

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2) THE SURVEY WAS COMPLETED ON 13TH DAY OF OCTOBER, 2025

October 29, 2025
DATE

K. Athi
ATHITHTHAN KANAGANAYAGAM
ONTARIO LAND SURVEYOR

ASSOCIATION OF ONTARIO LAND SURVEYORS
PLAN SUBMISSION FORM
V-111165

THIS PLAN IS NOT VALID UNLESS IT IS AN EMBOSSED ORIGINAL COPY ISSUED BY THE SURVEYOR In accordance with Regulation 1026, Section 29(3)

15 Great Plains Street
Brampton, Ontario
L6R–1Z5
Phone: (647) 914–3361
www.akmsurvey.com
Email: info@akmsurvey.com

AK&M SURVEYING LTD.

DATE: October 29, 2025 | CHECKED BY: AK | DRAWN BY: XX | PROJECT No.: 202X–XX

FILE LOCATION: G:\Shared drives\AK&M Survey Ltd. Job Folders(Brampton)\2025\–98\Drawing\2025–98–PS\2025–98–FINAL.dwg

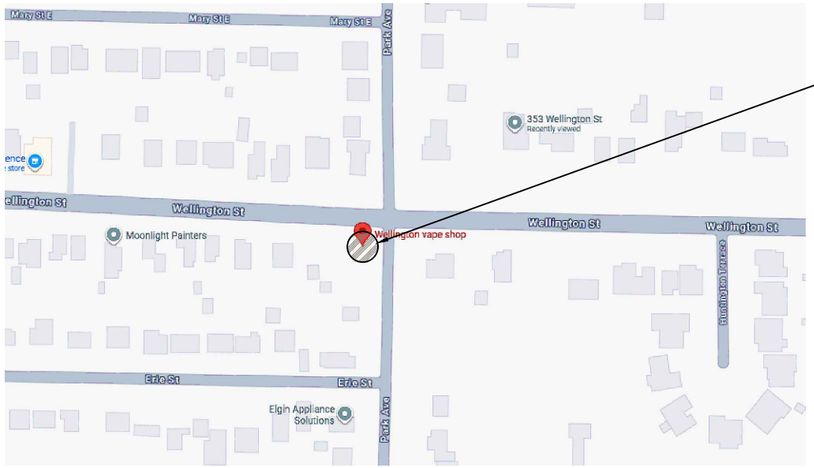
PROPOSED SINGLE STORY UNHEATED EXTENSION IN THE REAR YARD OF AN

EXISTING MIXED USED BUILDING

352 WELLINGTON ST,
ST THOMAS, ON N5R 2T3

SCOPE OF WORK : SINGLE STORY UNHEATED EXTENSION IN THE REAR YARD FOLLOWED BY THE INSTALLATION OF NEW EXTERIOR WALLS ROOF AND FLOOR.

UNIT CLASSIFICATION : GROUP E – MERCANTILE OCCUPANCIES - RETAIL STORE (O.B.C 3.1.2.1.(1))



KEY PLAN

DRAWING INDEX

Sheet Number	Sheet Name
G - CS	COVER SHEET
G - SL	WALLS & DOOR - WINDOW SCHEDULE AND LEGENDS
	ARCHITECTURAL DRAWINGS
SP.00	EXISTING PROPERTY SURVEY
SP.01	EXISTING/PROPOSED SITE PLAN
A-1.01	EXISTING / PROPOSED BASEMENT PLAN
A-1.02	EXISTING /PROPOSED FIRST FLOOR PLAN
A-1.03	EXISTING SECOND FLOOR PLAN (FOR REFERENCE ONLY)
A-2.01	PROPOSED RIGHT SIDE ELEVATION
A-2.02	PROPOSED LEFT SIDE ELEVATION
A-2.03	PROPOSED REAR ELEVATION
A-3.01	SHED PLAN AND SECTION A-A
G-1.01	GENERAL NOTES

FIRM: Mechways Inc.

6 RIPON STREET, MISSISSAUGA, ON.
(O) 416-627-4100 (M) 647-786-5940
info@mechways.com, mechways@gmail.com

PROJECT NAME: PROPOSED SINGLE STORY UNHEATED EXTENSION IN THE REAR YARD OF AN EXISTING MIXED USED BUILDING
PROJECT ADDRESS: 352 WELLINGTON ST, ST THOMAS, ON N5R 2T3

ITEM	ONTARIO BUILDING CODE DATA MATRIX - PART 11 - RENOVATION OF EXISTING BUILDING					OBC REFERENCE
11.00	BUILDING CODE VERSION :	O.REG.332/12	LAST AMENDMENT: O.REG.89/23			
11.01	PROJECT DESCRIPTION	☒ ADDITION	☐ RENOVATION	☐ ADDITION AND RENOVATION		[A]1.1.2
		☐ CHANGE OF USE				
		DESCRIPTION: UNHEATED ADDITION TO AN EXISTING MIXED USE BUILDING				
11.02	MAJOR OCCUPANCY CLASSIFICATION:	OCCUPANCY: GROUP E		USE: EXISTING RETAIL STORE		3.1.2.1(1)
11.03	SUPERIMPOSED MAJOR OCCUPANCIES:	☐ NO	☒ YES			3.2.2.7
11.04	BUILDING AREA	DESCRIPTION :	EXISTING(M^2)	NEW(M^2)	TOTAL(M^2)	[A]1.4.1.2
		BUILDING GROSS FLOOR AREA (INCLUDING EXTERIOR WALLS)	123.08	30.42	153.05	
		MAIN FLOOR AREA (GROUP E - RETAIL STORE)	94.84	27.36	110.43	
		SECOND FLOOR AREA (GROUP C - RESIDENTIAL)	109.15	0.00	109.15	
		AREA OF WORK	0.00	30.42	30.42	
11.05	BUILDING HEIGHT	2 STOREYS ABOVE GRADE	9.60 (M) ABOVE GRADE			[A]1.4.1.2 & 3.2.1.1
		1 STOREYS BELOW GRADE				
11.06	NUMBER OF STREETS/ FIREFIGHTER ACCESS	2 STREET(S)				3.2.2.10 & 3.2.5
11.07	BUILDING SIZE	☒ SMALL	☐ MEDIUM	☐ LARGE	☐ > LARGE	T.11.2.1.1.B-N.
11.08	EXISTING BUILDING CLASSIFICATION	CHANGE IN MAJOR OCCUPANCY		☐ YES	☒ NO.	11.2.1.1
		GROUP E - UPTO 2 STOREYS, OBC 3.2.2.61				
11.09	ALTERATION TO EXISTING BUILDING IS:	BASIC RENOVATION	☐ NO	☒ YES.		11.3.3.1
		EXTENSIVE RENOVATION	☒ NO	☐ YES		11.3.3.2
11.12	BARRIER-FREE DESIGN	☐ YES				11.3.3.2(2)
		☒ NO				
11.13	REDUCTION IN PERFORMANCE LEVEL:					11.4.2
		STRUCTURAL	☒ NO	☐ YES		11.4.2.1
		BY INCREASE IN OCCUPANT LOAD	☒ NO	☐ YES		11.4.2.2
		BY CHANGE OF MAJOR OCCUPANCY	☒ NO	☐ YES		11.4.2.3
		PLUMBING	☒ NO	☐ YES		11.4.2.4
		SEWAGE SYSTEM	☒ NO	☐ YES		11.4.2.5
		EXTENSION OF COMBUSTIBLE CONSTRUCTION	☒ NO	☐ YES		11.4.2.6
11.4	COMPENSATING CONSTRUCTION:		☒ NO	☐ YES.		11.4.3.1
		STRUCTURAL	☒ NO	☐ YES		11.4.3.2
		INCREASE IN OCCUPANT LOAD	☒ NO	☐ YES (EXPLAIN)		11.4.3.3
		CHANGE OF MAJOR OCCUPANCY	☒ NO	☐ YES (EXPLAIN)		11.4.3.4
		PLUMBING	☒ NO	☐ YES		11.4.3.5
		SEWAGE SYSTEM	☒ NO	☐ YES		11.4.3.6
		EXTENSION OF COMBUSTIBLE CONSTRUCTION	☒ NO	☐ YES		11.4.2.7
11.5	COMPLIANCE ALTERNATIVES PROPOSED:	☒ NO				11.5.1
		☐ YES (GIVE NUMBER(S))	-			
11.6	ALTERNATIVE MEASURES PROPOSED:	☒ NO	-			11.5.2
		☐ YES (GIVE NUMBER(S))	-			
NOTE:						

GENERAL NOTES:

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SEAL:

LICENSED PROFESSIONAL ENGINEER
V.MOHAMMED
100216807
FEB 02,2026
PROVINCE OF ONTARIO

NO.	DESCRIPTION	DATE
2	REVISED FOR CITY COMMENTS	FEB 02.2026
1	ISSUED FOR PERMIT	NOV 14.2025

ENGINEER:

Mechways Inc.
ADDRESS : 6 RIPON STREET, MISSISSAUGA, ON. L4T 1E2
TEL. : 416-627-4100
EMAIL : INFO@MECHWAYS.COM
WEBSITE : WWW.MECHWAYS.COM

PROJECT:

PROPOSED SINGLE STORY EXTENSION IN THE REAR YARD

352 WELLINGTON ST, ST.THOMANS

SHEET TITLE:

COVER PAGE

CHECKED : TP
DRAWN: :NP
SCALE :NTS
DATE :NOV14/ 2025

DRAWING:

G-CS

WALL ASSEMBLY

W1

W1 - EXTERIOR WALL - EXISTING FOUNDATION WALL TO REMAIN AS IS

EXISTING FOUNDATION WALL (8" THICK CONCRETE BLOCK WALL TO REMAIN AS IS

W2

W2 - EXISTING INTERIOR WALL - GYPSUM BOARD FIN. TO REMAIN

EXISTING/NEW DRY WALL (WOOD FRAMED WALL CONSISTING OF 2x4 WOOD STUDS @ 16" O.C. WITH 1/2" DRY WALL ON BOTH SIDES, JOINTS TAPED AND SEALED.

W3

W3 - EXTERIOR BRICK VENEER WALL

3" THK BRICK VEENER
1" AIR SPACE
38mm x 139mm (2"x6") HORIZ. WOOD STRAPPING
TYVEK HOUSE WRAP
12MM (1/2") EXT. GRADE SHEATHING
38MM X 139MM 2"x6" WD. STUDS @16" O.C.
R24 BATT INSULATION
6 MIL VAPOUR BARRIER,
1/2" GYPSUM BOARD FIN.

W4

W4 - EXISTING INTERIOR LOAD BEARING WALL TO REMAIN AS IS

EXISTING FOUNDATION WALL (8" THICK CONCRETE BLOCK WALL, MOISTURE BARRIER, 2x4 STUDS @ 16" O.C., EXISTING INSULATION, 1/2" GYPSUM DRYWALL JOINTS TAPED AND SEALED AND PAINTED)

W5 – EXISTING EXTERIOR WOOD SIDING WALL (TO REMAIN)

W5

EXISTING WOOD SIDING
1" NOMINAL AIR SPACE / DRAINAGE CAVITY
EXISTING WOOD STRAPPING
EXISTING BUILDING WRAP OR SHEATHING MEMBRANE
EXISTING EXTERIOR-GRADE SHEATHING
EXISTING 2X6 WOOD STUD WALL @ 16" O.C.
EXISTING WALL INSULATION
EXISTING 6 MIL VAPOUR BARRIER
EXISTING 1/2" GYPSUM BOARD JOINTS TAPED, SEALED, AND PAINTED

W6 - NEW EXTERIOR WOOD SIDING WALL

W6

WOOD SIDING (TO MATCH EXISTING; PROFILE)
25 MM (1") VENTED AIR SPACE / RAINSCREEN CAVITY
19 MM X 89 MM (1"X4") VERTICAL WOOD STRAPPING
TYVEK (OR EQUAL) AIR BARRIER HOUSE WRAP
12 MM (1/2") EXTERIOR-GRADE SHEATHING
38 MM X 139 MM (2"X6") WOOD STUDS @ 16" O.C.
6 MIL POLYETHYLENE VAPOUR BARRIER (INTERIOR SIDE), INSTALLED CONTINUOUSLY:
1/2" INTERIOR GYPSUM BOARD FINISH, JOINTS TAPED, SEALED, AND PAINTED

FLOORING

F1

F1 - NEW SLAB ON GRADE
150 THK CONCERTED SLAB ON GRADE
REFER TO THE STRUCTURAL DRAWINGS

R1

R1 - ROOF CONSTRUCTION - TYPICAL FRAMING - 1 HR FRR (OBC 2024, SB-3 F4B)

25 YEAR SELF-SEALING ASPHALT SHINGLES
CONTINUOUS ICE & WATER SHIELD MEMBRANE
15.5 mm PLYWOOD / OSB ROOF SHEATHING
WOOD JOISTS OR WOOD I-JOISTS @ MAX. 610 mm O.C.
NO ABSORPTIVE MATERIAL IN CAVITY
CEILING: 2 LAYERS 12.7 mm (1/2") TYPE 'X' GYPSUM BOARD

ASSEMBLY TO COMPLY WITH OBC 2024 SB-3, TABLE F4B – 1 HR FIRE RESISTANCE RATING.

DOOR SCHEDULE

DOOR TAG	TYPE	DOOR SIZE	REMARK
D1	EXISTING	3'-0" x 6'-8"	
D2	EXISTING	2'-6" x 6'-8"	
D3	EXISTING	2'-8" x 6'-8"	
D4	EXISTING	2'-10" x 6'- 8"	
D5	EXISTING	2'-8" x 6'-4"	
D6	EXISTING	2'-10" x 6'-6"	
ND1	NEW	3'-0" x 6'-8"	
ND2	NEW	6'-0" x 6'-6"	

WINDOW SCHEDULE

WINDOW#	WINDOW SIZE
NW1	48" X 32"

LEGEND

SYMBOL	DISCRETION
SD	DUCT-TYPE SMOKE DETECTOR TO BE INSTALLED IN THE SUPPLY OR RETURN AIR DUCT SYSTEM SERVING THE ENTIRE BUILDING THAT MUST TURN OFF THE FUEL SUPPLY AND ELECTRICAL POWER TO THE HEATING SYSTEM UPON ACTIVATION
S.A	SMOKE ALARMS W/ STROBE LIGHT INSTALLED IN EVERY DWELLING UNIT AND COMMON AREAS IN CONFORMANCE WITH OBC 9.10.19. SMOKE ALARM SHALL BE WIRED AND INTERCONNECTED FOR THE ENTIRE BUILDING
CO	CARBON MONO OXIDE ALARM
	SPRINKLER
EF	EXHAUST FAN
	EMERGENCY LIGHT
	STEEL POST

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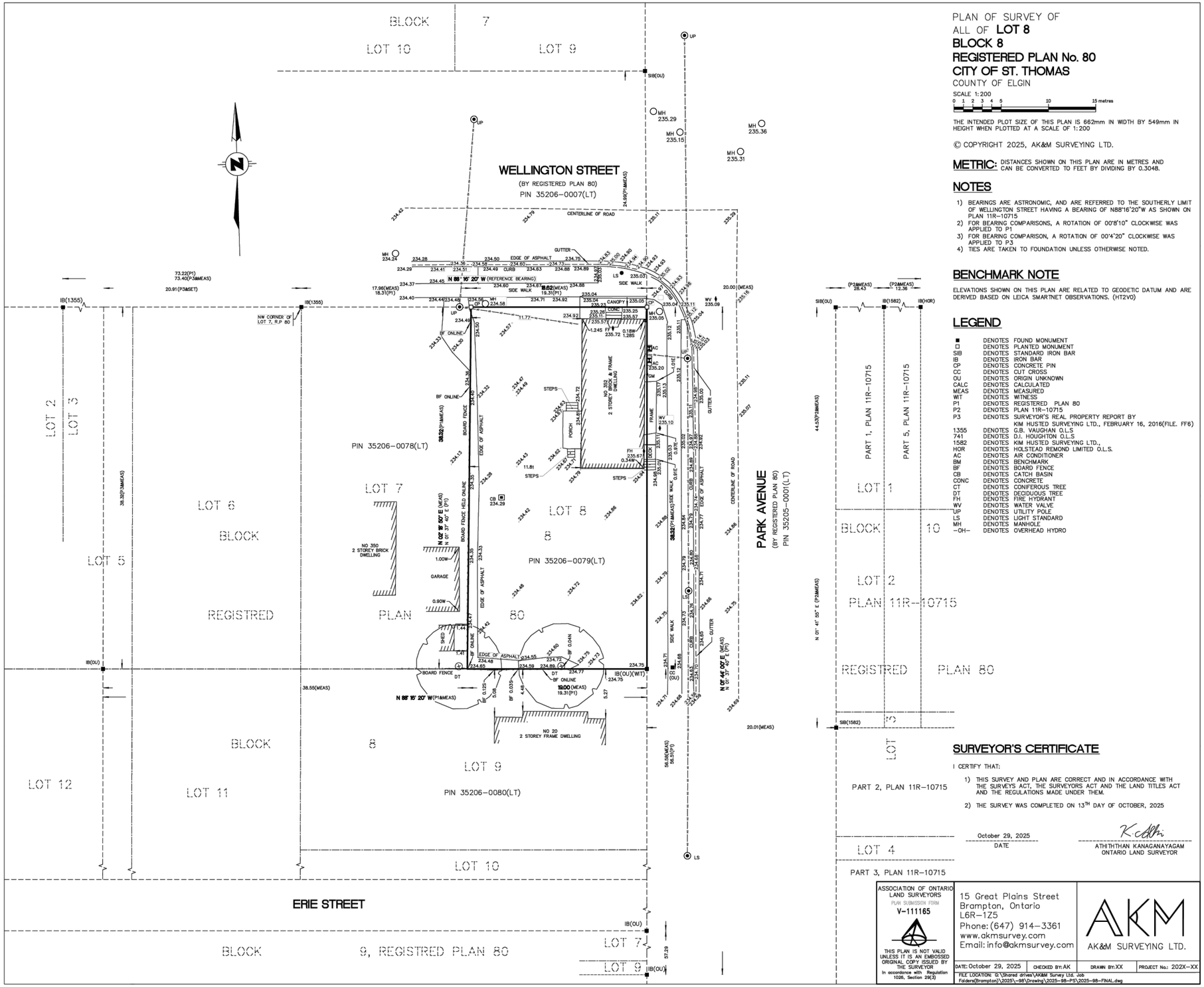
SHEET TITLE:

WALLS & DOOR - WINDOW SCHEDULE AND LEGENDS

CHECKED : TP
DRAWN: :NP
SCALE :NTS
DATE :NOV14/ 2025

DRAWING:

G-SL



PLAN OF SURVEY OF
ALL OF **LOT 8**
BLOCK 8
REGISTERED PLAN No. 80
CITY OF ST. THOMAS
COUNTY OF ELGIN

SCALE 1: 200

0 1 2 3 4 5 10 15 metres

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2) THE SURVEY WAS COMPLETED ON 13TH DAY OF OCTOBER, 2025

October 29, 2025
DATE

ATHITHTHAN KANAGANAYAGAM
ONTARIO LAND SURVEYOR

ASSOCIATION OF ONTARIO LAND SURVEYORS
PLAN SUBMISSION FORM
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AK&M SURVEYING LTD.

DATE: October 29, 2025 | CHECKED BY: AK | DRAWN BY: XX | PROJECT No.: 202X-XX

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SEAL:

NO.	DESCRIPTION	DATE

ENGINEER:

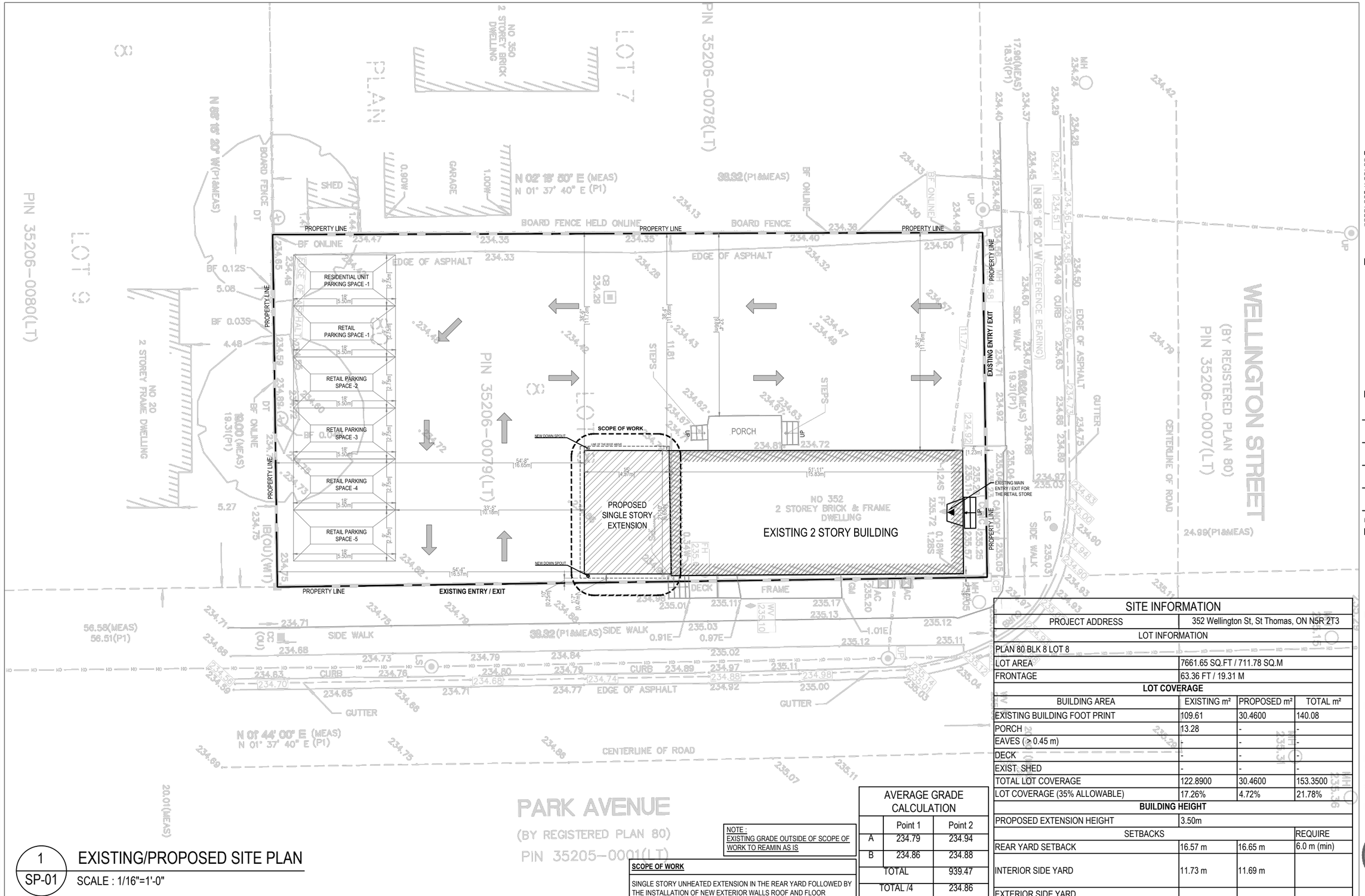
Mechways Inc.
ADDRESS : 6 RIPON STREET, MISSISSAUGA, ON. L4T 1E2
TEL. : 416-627-4100
EMAIL : INFO@MECHWAYS.COM
WEBSITE : WWW.MECHWAYS.COM

PROJECT:
PROPOSED SINGLE STORY EXTENSION IN THE REAR YARD

352 WELLINGTON ST, ST.THOMANS

SHEET TITLE:
EXISTING TOPOGRAPHIC SURVEY

DRAWING:
SP-00



1 SP-01

EXISTING/PROPOSED SITE PLAN

SCALE : 1/16"=1'-0"

NOTE :
EXISTING GRADE OUTSIDE OF SCOPE OF WORK TO REAMIN AS IS

SCOPE OF WORK

SINGLE STORY UNHEATED EXTENSION IN THE REAR YARD FOLLOWED BY THE INSTALLATION OF NEW EXTERIOR WALLS ROOF AND FLOOR

AVERAGE GRADE CALCULATION		
	Point 1	Point 2
A	234.79	234.94
B	234.86	234.88
TOTAL		939.47
TOTAL /4		234.86

SITE INFORMATION			
PROJECT ADDRESS	352 Wellington St, St Thomas, ON N5R 2T3		
LOT INFORMATION			
PLAN 80 BLK 8 LOT 8			
LOT AREA	7661.65 SQ.FT / 711.78 SQ.M		
FRONTAGE	63.36 FT / 19.31 M		
LOT COVERAGE			
BUILDING AREA	EXISTING m²	PROPOSED m²	TOTAL m²
EXISTING BUILDING FOOT PRINT	109.61	30.4600	140.08
PORCH	13.28	-	-
EAVES (> 0.45 m)	-	-	-
DECK	-	-	-
EXIST. SHED	-	-	-
TOTAL LOT COVERAGE	122.8900	30.4600	153.3500
LOT COVERAGE (35% ALLOWABLE)	17.26%	4.72%	21.78%
BUILDING HEIGHT			
PROPOSED EXTENSION HEIGHT	3.50m		
SETBACKS			REQUIRE
REAR YARD SETBACK	16.57 m	16.65 m	6.0 m (min)
INTERIOR SIDE YARD	11.73 m	11.69 m	
EXTERIOR SIDE YARD			

GENERAL NOTES:

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V.MOHAMMED
100216807
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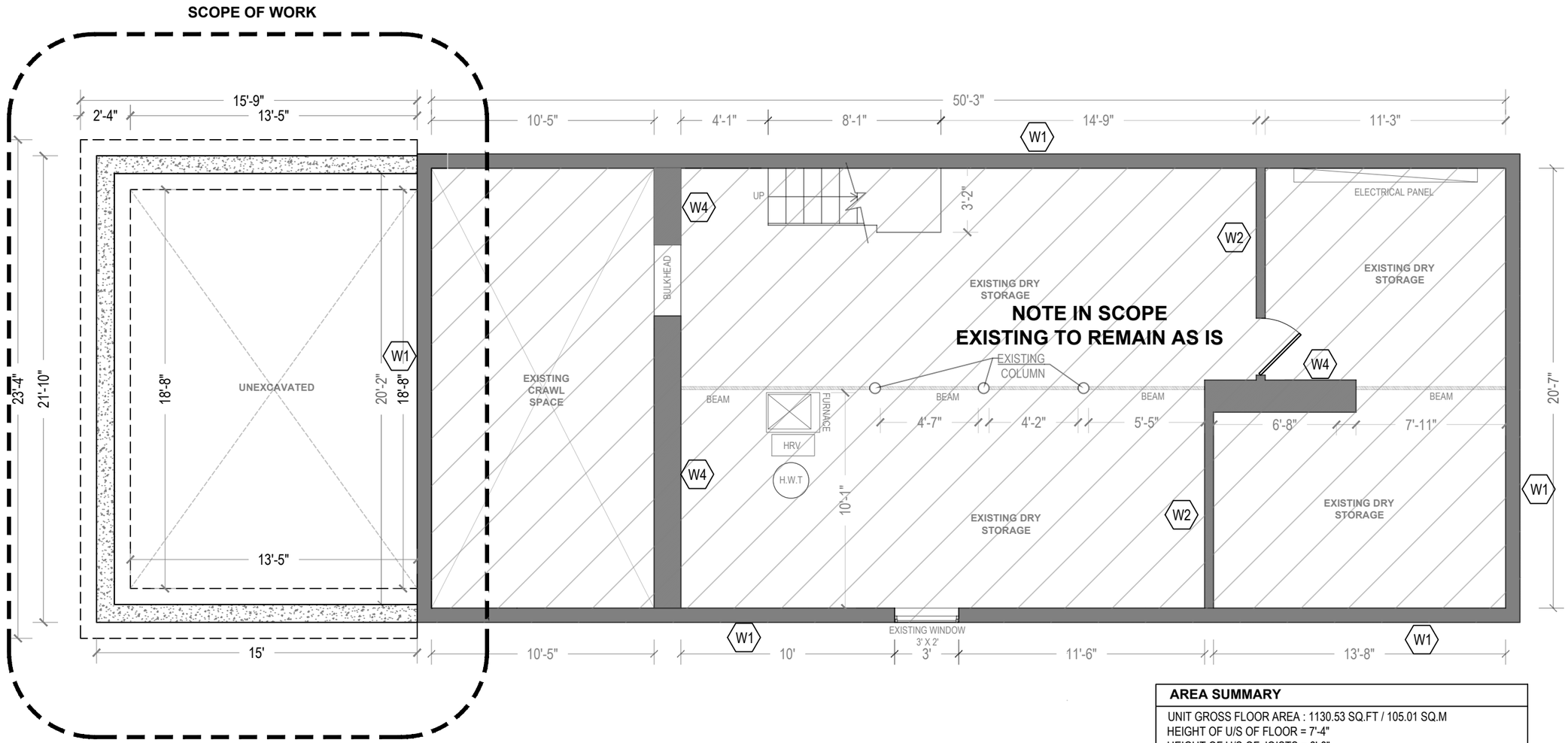
SHEET TITLE:

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DRAWN: :NP
SCALE : 1/16"= 1'-0"
DATE :NOV14/ 2025

DRAWING:

SP-01



1 / A1.01 EXISTING / PROPOSED BASEMENT PLAN

SCALE : 3/16"=1'

AREA SUMMARY

UNIT GROSS FLOOR AREA : 1130.53 SQ.FT / 105.01 SQ.M
HEIGHT OF U/S OF FLOOR = 7'-4"
HEIGHT OF U/S OF JOISTS = 6'-8"

GENERAL NOTES:

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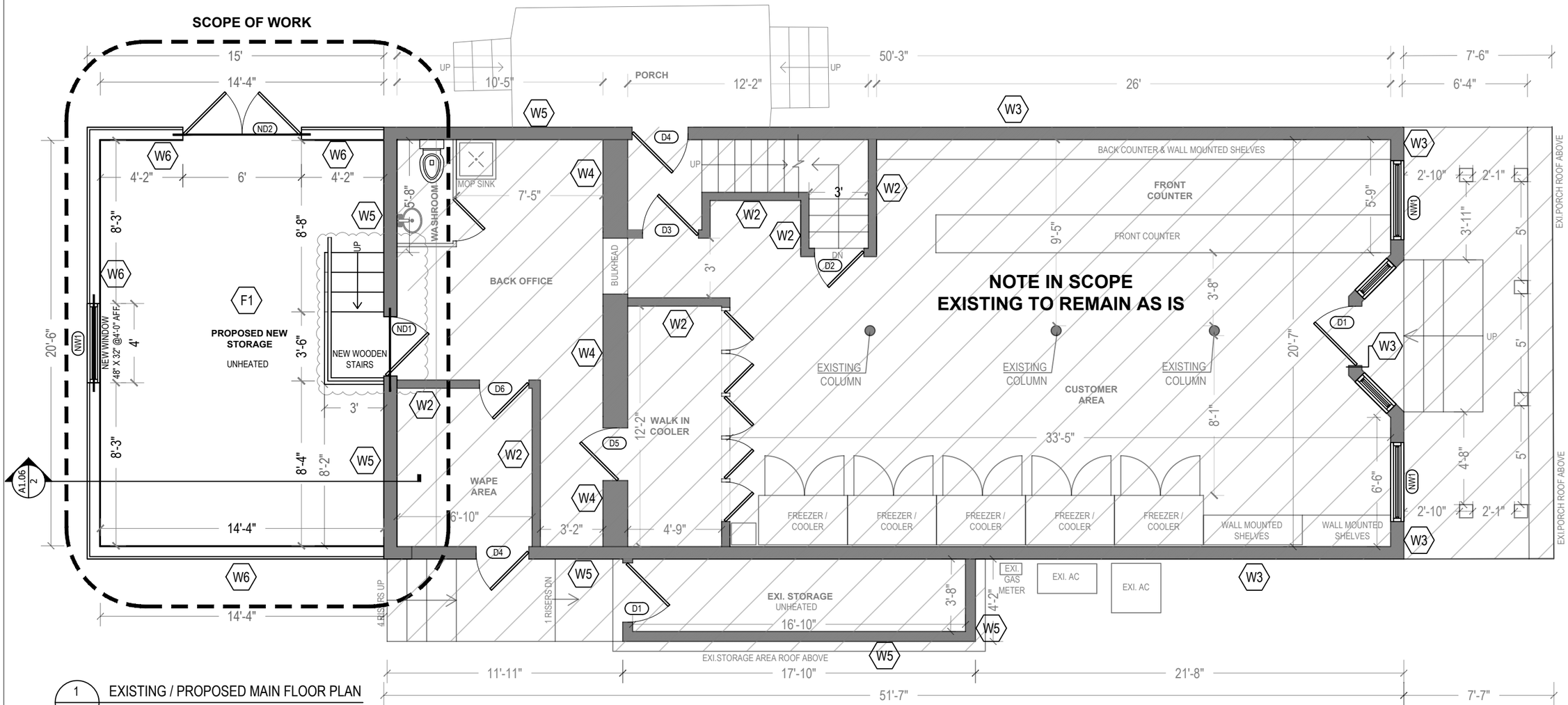
SHEET TITLE:

EXISTING/ PROPOSED BASEMENT PLAN

CHECKED : TP
DRAWN: :NP
SCALE : 3/16"= 1'-0"
DATE :NOV14/ 2025

DRAWING:

A1.01



1 / A1.02 EXISTING / PROPOSED MAIN FLOOR PLAN

SCALE : 3/16"=1'

UNIT CLASSIFICATION
GROUP E MERCANTILE - RETAIL STORE (O.B.C 3.1.2.1.(1))

AREA SUMMARY
EXISTING GROSS FLOOR AREA : 1187 SQ.FT /110.26 SQ.M
PROPOSED GROSS FLOOR AREA : 327.50 SQ.FT/30.42 SQ.M
TOTAL GROSS FLOOR AREA : 1514.50 SQ.FT / 140.68 SQ.M
FINISHED CEILING HT = 8'-6"

GENERAL NOTES

1. FOOT PRINT OF THE UNIT IS TO REMAIN AS IS, NO CHANGE IN THE POSITION OF EXISTING MAIN DOORS & WINDOWS.
2. FOR ALL MECHANICAL & PLUMBING DETAILS, LIKE POSITION OF DUCTS,EXHAUST,WASHROOM PLUMBING REFER TO MECHANICAL & PLUMBING DRAWINGS ATTACHED SEPARATELY.
3. CONTRACTOR TO CHECK, ALL MEASUREMENTS ON SITE BEFORE COMMENCING THE WORK.
4. CONTRACTOR TO NOTIFY THE UNDERSIGNED IN CASE OF ANY DISCREPANCIES.

GENERAL NOTES:

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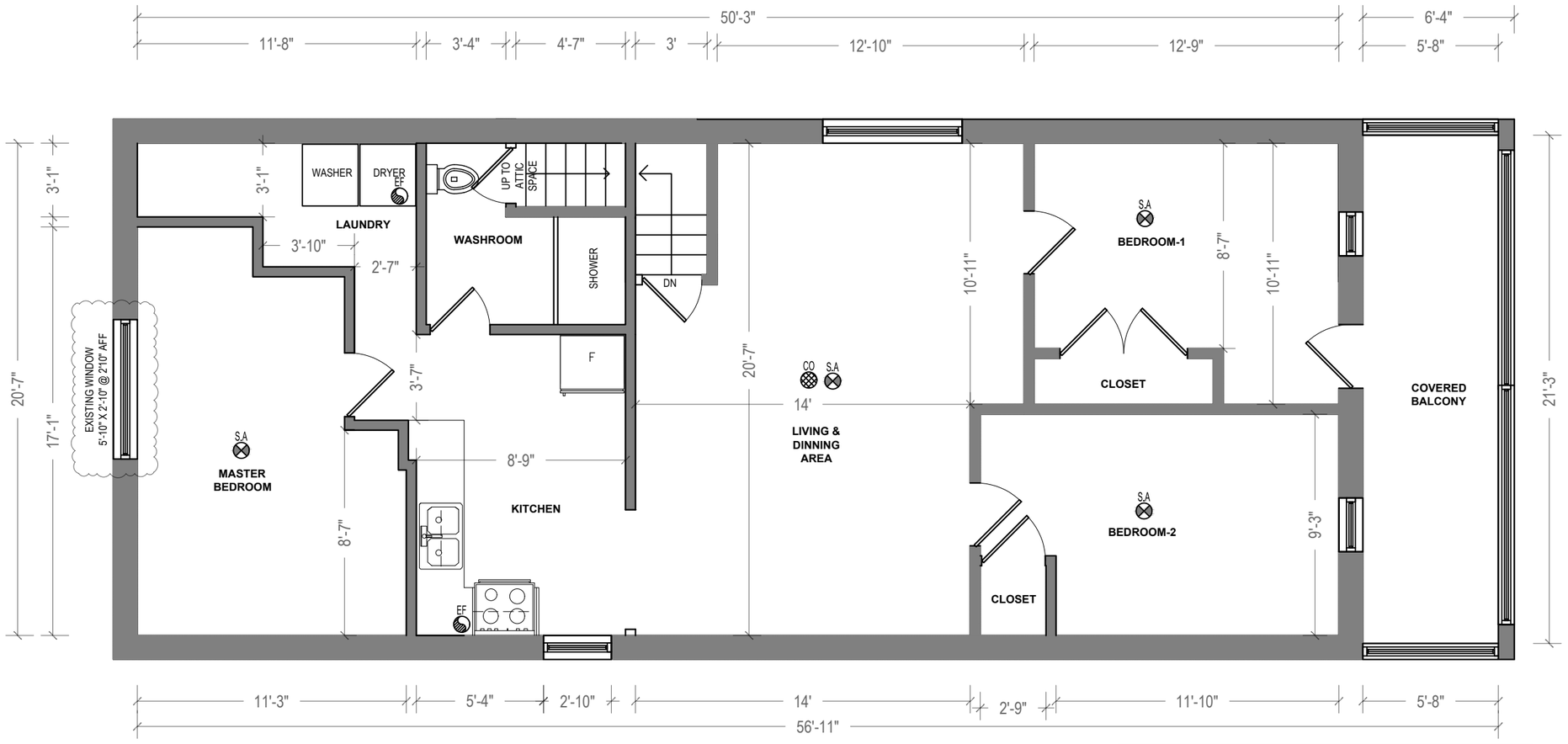
SHEET TITLE:

EXISTING / PROPOSED MAIN FLOOR PLAN

CHECKED : TP
DRAWN: :NP
SCALE : 3/16"= 1'-0"
DATE :NOV14/ 2025

DRAWING:

A1.02



1 / A1.05 EXISTING SECOND FLOOR PLAN (FOR REFERENCE ONLY)

SCALE : 3/16"=1'

AREA SUMMARY

UNIT GROSS FLOOR AREA : 1323 SQ.FT /122.89 SQ.M
HEIGHT OF U/S OF CEILING = 8'-0"

GENERAL NOTES:

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PROPOSED SINGLE STORY EXTENSION IN THE REAR YARD

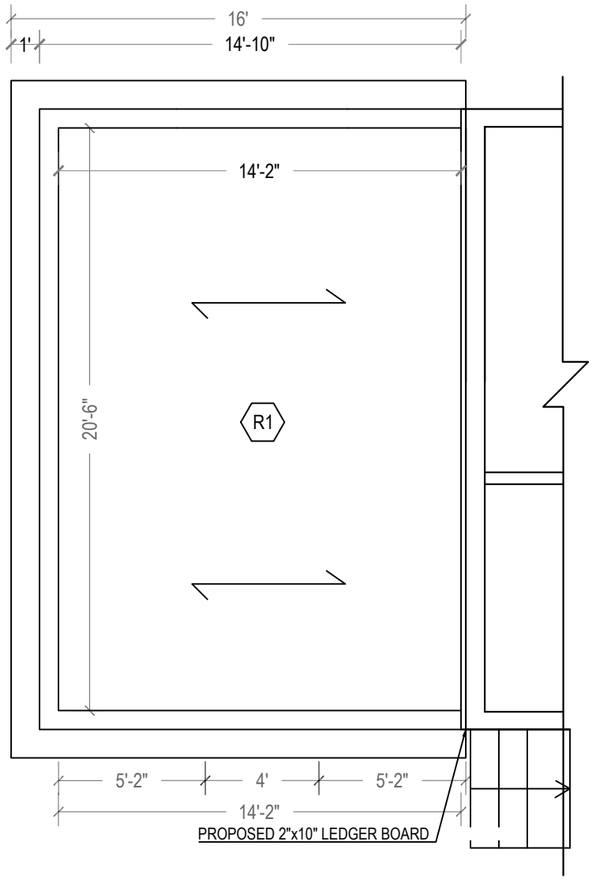
352 WELLINGTON ST, ST.THOMANS

SHEET TITLE:

EXISTING SECOND FLOOR PLAN

CHECKED : TP
DRAWN: :NP
SCALE : 3/16"= 1'-0"
DATE :NOV14/ 2025

DRAWING: A1.05

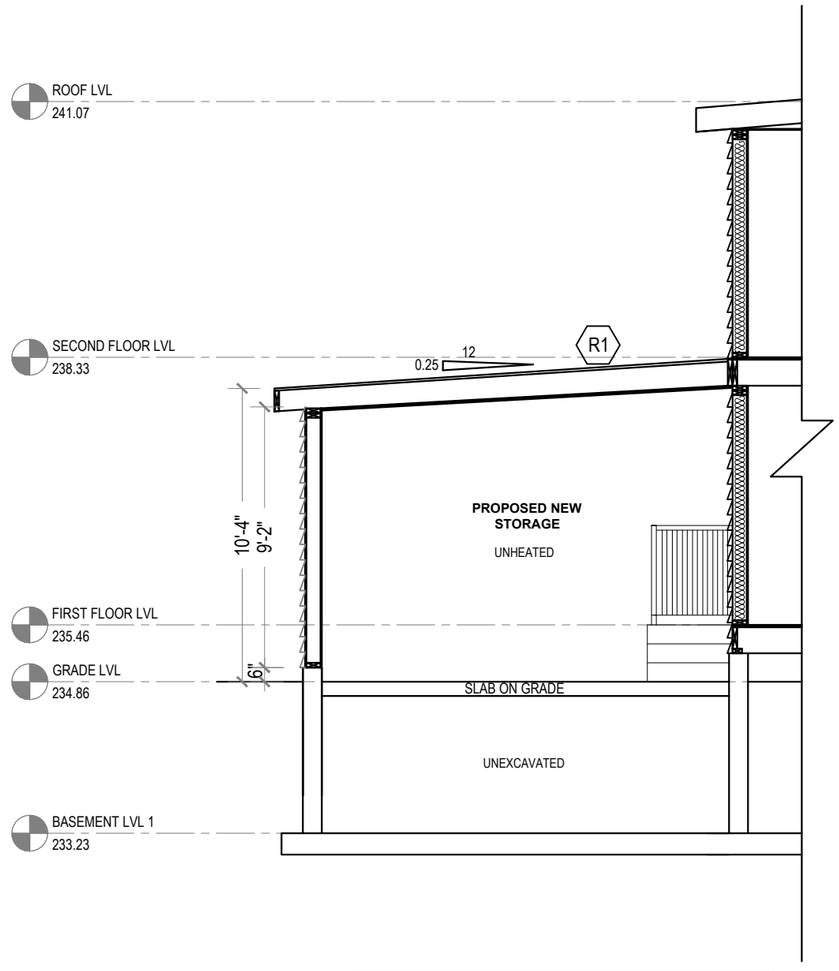


1 A1.06 PROPOSED ROOF PLAN

SCALE : 3/16"=1'

NOTE :

REFER TO THE STRUCTURAL DRAWINGS FOR THE DETAILS



2 A-1.06 PROPOSED SECTION

SCALE : 3/16"=1'

NOTE :

REFER TO THE STRUCTURAL DRAWINGS FOR THE DETAILS

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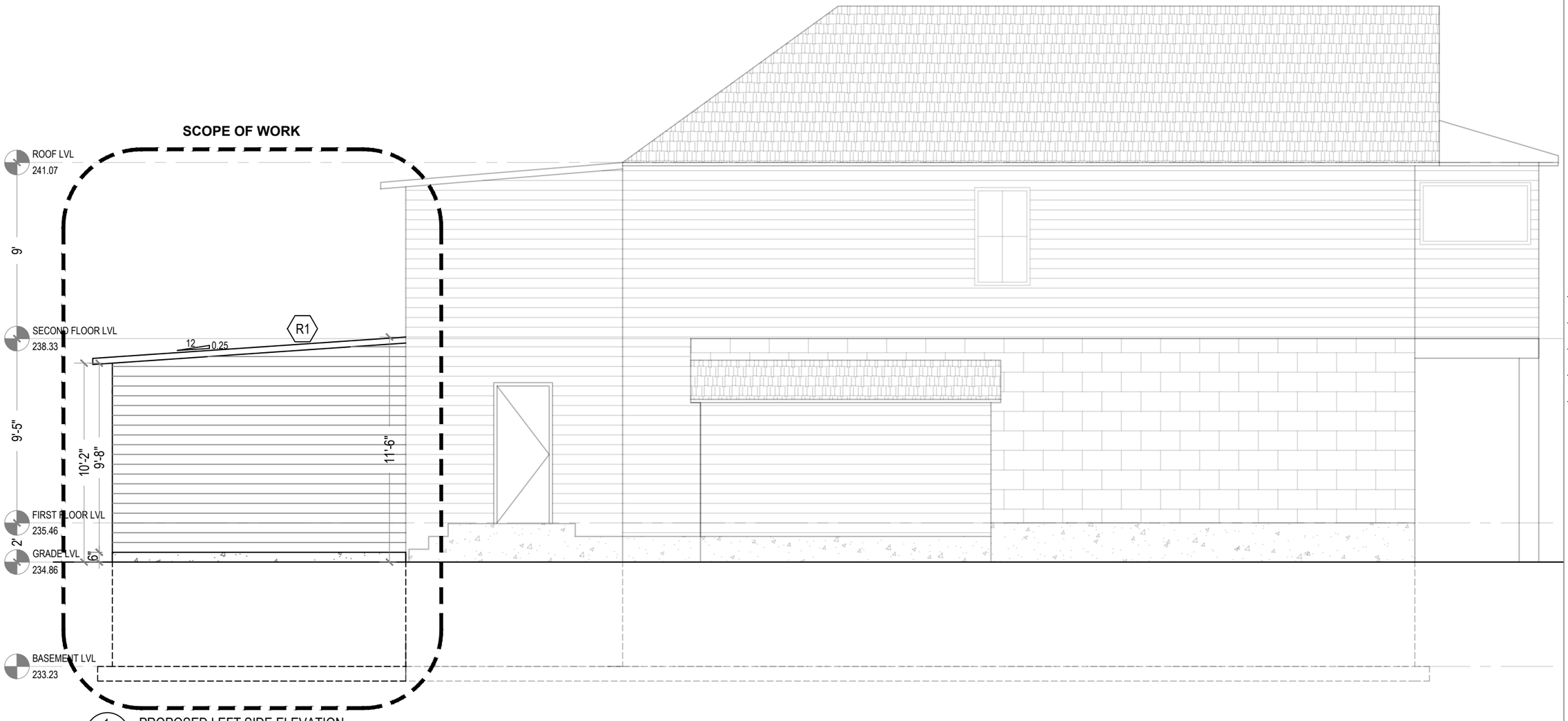
SHEET TITLE:

EXISTING SHED PLAN AND SECTION

CHECKED : TP
DRAWN: :NP
SCALE : 3/16"= 1'-0"
DATE :NOV14/ 2025

DRAWING:

A1.04



1 / A-2.1 PROPOSED LEFT SIDE ELEVATION

SCALE : 3/16"=1'

GENERAL NOTES:

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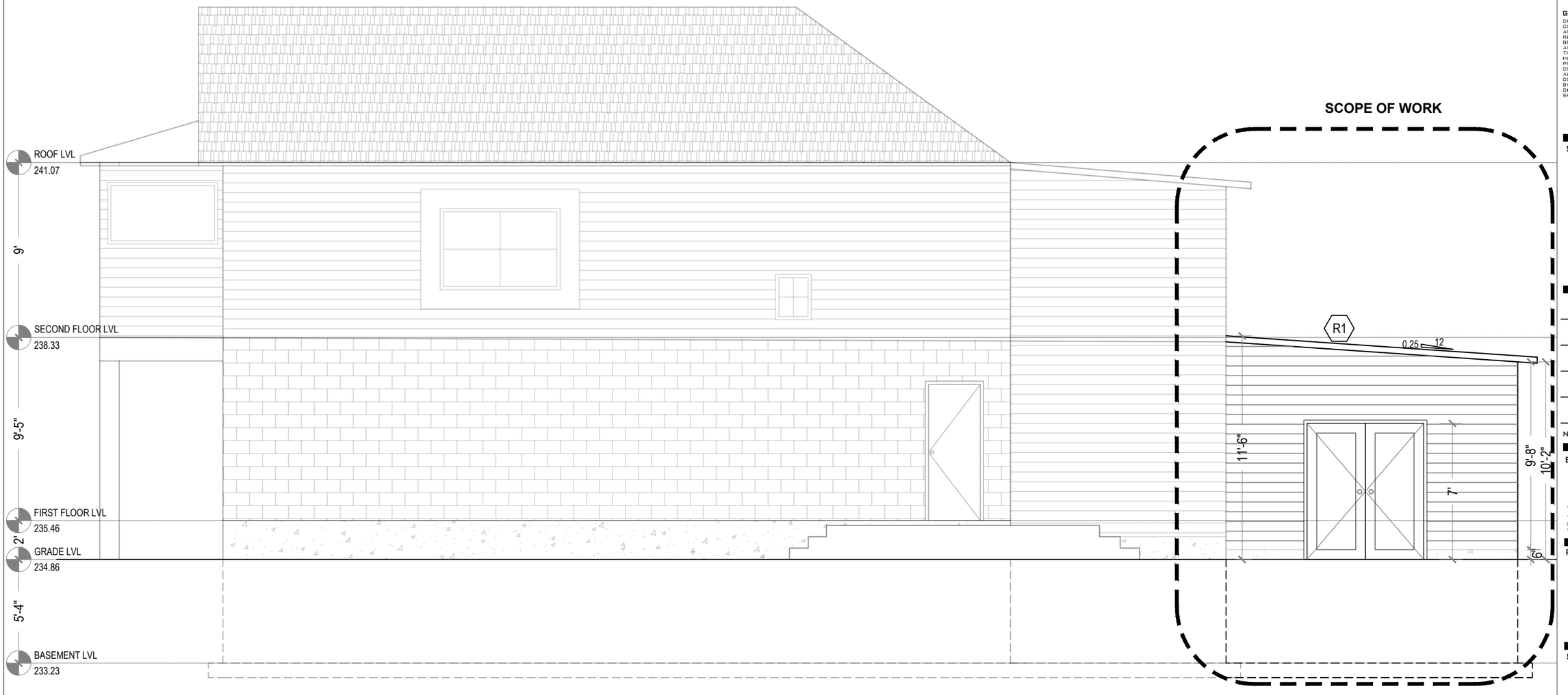
SHEET TITLE:

PROPOSED LEFT SIDE ELEVATION

CHECKED : TP
DRAWN: :NP
SCALE : 3/16"= 1'-0"
DATE :NOV14/ 2025

DRAWING:

A2.01



1 / A-2.1 PROPOSED RIGHT SIDE ELEVATION

SCALE : 3/16"=1'

GENERAL NOTES:

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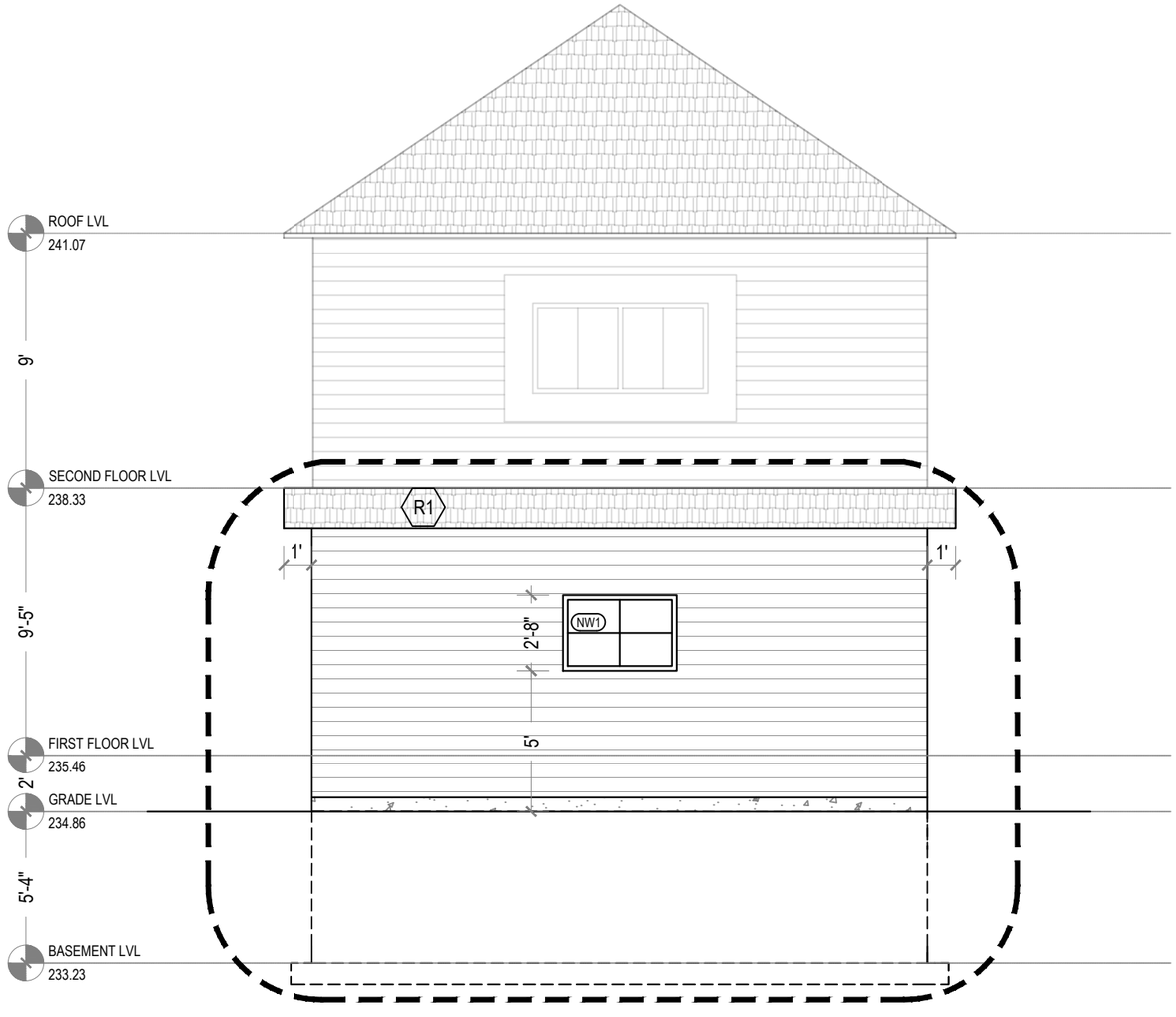
SHEET TITLE:

RIGHT SIDE ELEVATION

CHECKED : TP
DRAWN: :NP
SCALE : 3/16"= 1'-0"
DATE :NOV14/ 2025

DRAWING:

A2.02



1 / A-2.3 PROPOSED REAR SIDE ELEVATION

SCALE : 3/16"=1'

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SHEET TITLE:

REAR ELEVATION

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DATE :NOV14/ 2025

DRAWING:

A2.03

GENERAL INSTRUCTIONS AND SPECIFICATIONS FOR ALL CONTRACTOR(S)

1. ALL WORK SHALL BE ACCORDANCE WITH THE LATEST AND CURRENT ISSUE OF THE ONTARIO BUILDING CODES (OBC)2024 ,ONTARIO FIRE CODE (OFC), NATIONAL BUILDING CODES (NBC) AND/OR ANY LAWS, RULES AND/OR REGULATIONS (LOCAL, MUNICIPAL, PROVINICIAL AND /OR FEDERAL) AS ISSUED BY ANY AUTHORITY HAVING JURISDICTION.
2. ALL CONTRACTORS SHALL BE IN A GOOD STANDING WITH THE WORKMEN'S COMPENSATION BOARD HAVING JURISDICTION.
3. EXCEPT AS PROVIDED AND/OR SPECIFIED OTHERWISE, ALL CONTRACTORS SHALL APPLY FOR, OBTAIN AND COMPLY WITH ANY APPLICABLE DEMOLITION, BUILDING,AND/OR ANY OTHER PERMITS, APPROVALS AND/OR INSPECTIONS AND MAY BE NECESSARY.
4. ALL CONTRACTORS SHALL VERIFY THE SITE CONDITIONS AND/OR DIMENSIONS, RELEVANT TO THEIR AREA OF EXPERTISE, AND NOTIFY THE DESIGNER OF ANY DISCREPANCIES AND/OR AREA OF POTENTIAL CONCERNS, PRIOR TO COMMENCING ANY DEMOLITION AND/OR CONSTRUCTION, FOR CLARIFICATION AND/OR ADDITIONAL INSTRUCTIONS.
5. THE SITE SHALL BE KEPT IN CLEAN AND SAFE CONDITION AS PER GOVERNMENT RULES AND/OR REGULATIONS. ALL THE DEBRIS GENERATED BY CONTRACTORS, AS THE PART OF THIS CONTRACT SHALL BE REMOVED FROM SITE AT THE END OF EACH WORKDAY, AND DISPOSED OF IN AN ENVIRONMENTAL ACCEPTABLE AND APPROVED MANNER.
6. REFER TO INTERIOR DESIGNER DRAWINGS FOR ACCURATE DIMENSIONS.
7. REFER TO ARCHITECTS'S AND/OR STRUCTURAL ENGINEER'S DRAWINGS FOR ANY SPECIFIC REQUIREMENT RELATING TO THOSE DISCIPLINES.
8. REFER TO ELECTRICAL'S AND/OR MECHANICAL ENGINEER'S DRAWINGS FOR ANY SPECIFIC REQUIREMENT RELATING TO THOSE DISCIPLINES.
9. ALL INDIVIDUALS CONTRACTORS AND/OR TRADESMEN ARE RESPONSIBLE FOR THE FINAL PREPARATIONS OF ANY SURFACE THAT THEY ARE RESPONSIBLE FOR THE FINISHING, READY TO ACCEPT THE SPECIFIED FINISH.
10. THE GENERAL CONTRACTOR SHALL TURN OVER THE COMPLETE SPACE TO THE TENANT IN A 'SWEPT- CLEAN' CONDITION. ALL THE FINAL CLEANING TO THEIR OPERATIONAL STANDARDS SHALL BE THE RESPONSIBILITY OF THE TENANT.
11. A. CUT OUT AND REMOVE ANY EXISTING 'HEAVED' AND OR UNEVEN FLOOR AREA, AS WELL AS ANY DEPRESSION THE FLOOR AREAS: FILL-IN THESE AREAS, AS WELL AS ANY OTHER HOLES, PIPE CUTS AND/OR OBSOLETE SERVICE BOXES AND PATCH WITH SAME SMOOTH-TROWELED CONCRETE, AT THE SAME ROOM LEVEL AS EXISTING ADJACENT FINISHED CONCRETE FLOOR SURFACE IN SINGLE AND UNINTERRUPTED PLANE. KEYED IN AS REQUIRED, READY TO ACCEPT NEW FLOOR FINISH AS SHOW SPECIFIED AND/OR IMPLIED. B. REMOVE ALL EXISTING FLOOR FINISHES AND/OR COATING WITHIN THE AREAS (WHERE NOT SPECIFIED AS BEING FINISHED OTHERWISE) INCLUDING ANY ADHESIVE OR RESIDUE AND PREPARE (GRINDING AND OTHERWISE REQUIRED) FOR FINISHING AS SPECIFIED. C. ALL ADJACENT FLOOR FINISHES (WHETHER SIMILAR OR NOT SHALL BE UN-INTERRUPTED AND FLUSH WITH EACH OTHER WITHOUT ANY EXPOSED LIP OR LEVEL CHANGE, SO AS NOT TO CONSTITUTE ANY HAZARD, AND PERMIT SMOOTH FINISHING FLOOR.
12. ALL EXISTING SHALL REMAIN AS-IS, WHERE-IS, EXPECT AS SHOWN OTHERWISE, OR WHERE AFFECTED BY NEW CONSTRUCTION.
13. FILL-IN, PATCH AND MAKE GOOD, ANY EXPOSED WALLS, PARTITIONS AND/OR CEILING AREA, ALL TO MATCH EXISTING.
14. A. MAINTAIN ANY EXISTING FIRE SEPARATION AND/OR PROTECTION. PATCH, MAKE-GOOD AND REPAIR ALL EXISTING AND REQUIRED, WHERE DAMAGED AND/OR AFFECTED BY ANY NEW CONSTRUCTION. EXTEND ALL FIRE-SEPARATION FROM CONCRETE SLAB FLOOR UP TO U/S ROOF SLAB ABOVE; ALL TO MATCH EXISTING AND/OR REQUIRED FIRE PROTECTION. B. ALL OPENING IN/THROUGH FIRE RATED WALLS/PARTITIONS SHALL BE COMPLETELY SMOKE SEALED AND ALL FIRE STOPPED USING SUITABLE ULC- LABELED MATERIALS; THE USE OF REGULAR DRYWALL COMPOUND AND/OR CAULKING IS NOT ACCEPTABLE.
15. MANUFACTURE AND INSTALL ALL NEW MILLWORK AS SHOWN, SPECIFIED AND/OR REQUIRED, COMPLETE WITH ANY ELECTRICAL AND/OR PLUMBING CONNECTIONS AS SHOWN AND/OR REQUIRED.
16. FINISH/RE-FINISH ALL NEW AREAS (FLOORS, WALLS AND/OR CEILINGS) AND THOSE AFFECTED BY NEW CONSTRUCTION, AS SHOWN, SPECIFIED AND/OR IMPLIED, TO MATCH EXISTING ADJACENT UNLESS SHOWN OTHERWISE.
17. SUPPLY AND INSTALL ALL NEW LIGHT FIXTURES AND LAMPS (ONLY FROM MANUFACTURES SPECIFIED) AS SHOWN, PLUS ANY NECESSARY ELECTRICAL POWER SUPPLIES FOR THESE AND/OR ANY EQUIPMENT AND/OR MILLWORK AS REQUIRED.
18. SUPPLY AND INSTALL ALL NEW EXPOSED UPTURNED AND/OR CHROME, SEMI-RECESSED PENDANT SPRINKLERS HEADS, AS PER BASE BUILDING STANDARDS, AS SHOWN, SPECIFIED AND/OR REQUIRED.
19. EXCEPT WHERE SHOWN OTHERWISE, ALL MILLWORK AND/OR FF&E SHALL BE SUPPLIED AND DELIVERED TO THE SITE AND SET IN PLACE (APPROXIMATELY) BY THE TENANT. ALL FINAL AND ACCURATE PLACEMENT AND HOOK UP TO ELECTRICAL AND/OR MECHANICAL SHALL BE BY GENERAL CONTRACTORS.
20. WHEN ANY PROPOSED/SPECIFIED ITEMS ARE 'TO MATCH EXISTING' (WHETHER SPECIFIED AS SUCH, OR NOT), THE CONTRACTOR(S), PRIOR TO ORDERING, SHALL CONFIRM ON SITE THAT ALL SUCH ITEMS MATCH ESTABLISHED BASE BUILDING STANDARDS.
21. ALL SIGNAGE IS SUPPLIED AND/OR INSTALLED BY THE TENANT TO THE BASE BUILDING STANDARD.

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WEBSITE : WWW.MECHWAYS.COM

PROJECT:

PROPOSED SINGLE STORY EXTENSION IN THE REAR YARD

352 WELLINGTON ST, ST.THOMANS

SHEET TITLE:

GENERAL NOTES

CHECKED : TP
DRAWN: :NP
SCALE : NTS
DATE :NOV14/ 2025

DRAWING:

G0.01

ST. THOMAS THE RAILWAY CITY	**Report No.:** COA5-2026
Directed to: Members of the Committee of Adjustment	**Meeting Date:** 05/14/2026
Department: Planning & Building Services Department **Prepared by:** Steve Craig, Senior Planning Technician	**Attachment:** Location Plan, Aerial Photograph (2020)
Location: 352 Wellington Street, City of St. Thomas	
Applicant: Jaymin Patel	
Subject: Request for a permission pursuant to Section 45(2)(a)(i) of the Planning Act, R.S.O.	

Recommendation:
That: Report COA5-2026 relating to an application for a permission at 352 Wellington Street be received for information.

Background:



- The subject lands are within a residential zone (R3) which does not permit commercial uses.
- City records indicate that the use of the subject lands for a convenience store existed prior to 1966, which predates the City of St. Thomas Zoning By-Law 1988 (April 18, 1988) and Zoning By-law 68-63 (March 8, 1966).
- Where an existing use of land, building or structure is not permitted within the applicable zone in the Zoning By-law, but the use of the lot, buildings or structures predate the zoning by-law these uses are considered legal non-conforming.
- Application No. COA5-2026 has been filed for the purpose of facilitating an addition on the south side of the existing legal non-conforming convenience store, in accordance with Section 45(2)(a)(i) of the Planning Act.

Permission:

To permit the enlargement or extension of the existing legal non-conforming building on the subject lands, in accordance with Section 45(2)(a)(i) of the Planning Act.



Planning Act:

- Section 34(9) of the Planning Act, R.S.O. provides that a zoning by-law cannot prohibit the use of land, a building, or a structure that was lawfully commenced on the date the by-law was passed.
- Where an existing use of land, building or structure is not permitted within the applicable zone in the Zoning By-law, but the lot, buildings or structures predate the zoning by-law are considered legal non-conforming.
- Section 45(2)(a)(i) of the Planning Act , R.S.O permit the Committee of Adjustment upon any such application, where any land, building or structure, on the day the by-law was passed, was lawfully used for a purpose prohibited by the by-law, may permit the enlargement or extension of the building or structure, if the use that was made of the building or structure on the day the by-law was passed, or a use permitted under subclause (ii) continued until the date of the application to the committee, but no permission may be given to enlarge or extend the building or structure beyond the limits of the land owned and used in connection therewith on the day the by-law was passed.

Provincial Planning Statement, 2024 (PPS):

- The Provincial Planning Statement (PPS 2024) provides directions on matters of Provincial interest related to land use planning and development.
- Decisions by planning authorities (i.e., Committee of Adjustment) that require approval under the Planning Act must be consistent with the PPS. The proposed development is consistent with policies of the PPS in respect to:
  - ✓ Settlement areas shall be the focus of growth and development (Policy 1.1.3.1).
  - ✓ Land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources; efficiently use the infrastructure and public service facilities which are planned or available (Policy 1.1.3.2).
  - ✓ Appropriate development standards should be promoted which facilitate intensification, redevelopment, and compact form (Policy 1.1.3.2).

St. Thomas Official Plan:

- The subject lands are within the Residential designation as shown on Schedule A, Land Use Plan to the Official Plan for the City of St. Thomas.
- The Residential designation means the predominant use of land shall be for low, medium, and high-density residential use (5.1.3.1).
- The Committee of Adjustment on application shall consider the granting of permission to extend or enlarge a non-conforming use in order to prevent unnecessary hardship on the non-conforming use (10.1.4).

St. Thomas Zoning By-Law 50-88:

- The subject lands are within the Third Residential Zone (R3), as shown on Zoning Map 17, City of St. Thomas Zoning By-Law No. 50-88.
- Permitted uses of the R3 zone include a single detached dwelling, semi-detached dwelling, duplex dwelling, triplex dwelling, townhouse dwelling, apartment dwelling, multiple dwelling, converted dwelling, provincial group home, residential care home, boarding house, church, day care, private school, nursing home, home occupation and uses accessory to the foregoing (7.1).
- The Zoning By-law does not contain regulations regarding the enlargement or extension of legal non-conforming use. The applicant is requesting permission to construct an addition on the south side of the existing lawful non-conforming convenience store, in accordance with 45(2)(a)(ii) of the Planning Act.
- Convenience store means a building or part of a building where (1.23(a)):
  - i.) food, tobacco, confections, non-prescription drugs, personal care items and periodicals or similar items are offered for sale to serve the day-to-day of primarily the residents of the surrounding area, and
  - ii.) in addition to offering such items for sale, videos may be offered for rental.

- The Zoning By-law does not contain a specific parking regulation for a convenience store. Parking is regulated under other commercial uses not listed, which requires a minimum of three (3) parking spaces per 100sqm of floor area (4.3.3).
- The ground floor area of the existing convenience store is 109.61sqm and proposed addition is 30.46sqm, resulting in a total floor area of 140.07sqm. Based on three (3) parking spaces per 100sqm of floor area a minimum of five (5) parking spaces would be adequate to accommodate the convenance store, in accordance with the Zoning By-law.
- An additional sixth (6) parking space will be used to accommodate the existing upper floor apartment dwelling.

Comments:

- In accordance with Section 45(2)(a) (i) of the Planning Act the applicant is requesting permission from the Committee of Adjustment to construct a 30.46sqm (327.86sqft) addition on the south side of the existing building. The additional floor area will be used for ancillary storage space associated with the existing convenience store, know as the Wellington Variety store.
- Based on staff's research, city records confirm that the ground floor of the existing building has been used as a convenience store and the upper floor as an apartment dwelling since prior to 1966. It would appear that the non-conforming commercial use of the subject lands has remained continuous and uninterrupted through to the present application date and that the proposed enlargement or expansion is entirely within the limits of the subject lands.
- Unlike minor variance applications which must pass the "Four Tests" in the Planning Act, an enlargement or expansion under Section 45(2)(a)(i) is typically evaluated based on desirability and adverse impacts.
- In staff's opinion the proposed addition for the purpose of providing ancillary storage space associated with the existing convenience store facilitates reasonable expansion of an lawful non-conforming use that has existed for over 60 years.
- In accordance with the site plan control by law, the proposed addition is subject to the site plan control approval process.
- In staff's opinion the requested permission to expand the existing lawful non-conforming convenience store is desirable for the appropriate development of the subject lands and will not result in undue adverse impacts on the subject lands, neighbouring residential properties and the Wellington Street and Park Avenue road allowances. Staff recommend that Minor Variance application COA5-2026 be approved, subject to the following condition:
  1) Site plan control approval.

Respectfully submitted,
Steve Craig, Sr. Planning Technician

PLANNING & BUILDING SERVICES DEPARTMENT
t. (519) 633.2560 f. (519) 633.6581
545 Talbot Street
St. Thomas, Ontario, N5P 3V7

CONFIRMATION OF AN APPLICATION FOR MINOR VARIANCE

April 9, 2026

Secretary-Treasurer, Committee of Adjustment
Attention: Sherry Steadman

Pursuant to By-Law 30-2015, a consultation meeting was held on April 7, 2026, with city staff and the applicant.

An application for a minor variance regarding 30 South Edgeware Road was filed on April 9, 2026, and the required fee under Section 69 of the Planning Act has been provided.

Please contact the Planning & Building Services Department if you have any questions.

Regards,

Michelle Knieriem, MCIP, RPP
Manager of Planning Services

Clear Form

CORPORATION OF THE CITY OF ST THOMAS

COMMITTEE OF ADJUSTMENT

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

(Section 45 of the Planning Act, RSO, 1990, as amended)

OFFICE USE: Date Application Received: April 9/26 Consultation Date: April 7/26
Date Application Deemed Complete: April 9/26

Application #: **A06-26**

APPLICATION IS HEREBY MADE TO:

City of St. Thomas
545 Talbot Street
St. Thomas ON N5P 3V7
Tel: (519) 631-1680 ext 4138 Fax: (519) 633-9019
Email: ssteadman@stthomas.ca

Committee of Adjustment Meeting May 14, 2026

Please note that in accordance with By-Law 30-2015, consultation with the Planning and Building Services Department must take place prior to the submission of an application. After consultation, the application will be filed with the Assistant Secretary-Treasurer, together with the sketch referred to in Note 1 and $900 made payable to the City of St. Thomas. All information and materials submitted for the application shall be made available to the public, as indicated by Section 1.0.1 of the Planning Act, R.S.O. 1990.

Personal information contained on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and Ontario Regulation 200/96 and will be used for the purpose of processing this application.

1. Name of Owner(s) JEG Home Solutions Inc

   Address 30 South Edgeware Rd
   ST Thomas

   Postal Code N5P2H3 Tel: 519-614-7870 e-mail: apatten@hotmail.com

2. Name of Authorized Agent (if any) _____

   Address _____

   Postal Code _____ Tel: _____ e-mail: _____

Note: Please specify to whom all communications should be sent: Owner ☑ Agent ☐

3. Nature and extent of relief from the Zoning By-law applied for:

   Width and area of driveways to be allowed to increase to 32.4% up from the 25% allowed currently.

4. Reason why the proposed use cannot comply with the provisions of the Zoning By-law:

   I am looking to have wider driveways for ease of use as some tenants will be elderly.

5. Location of Land:

Concession No. _____ Lot(s) _____ Registered Plan No. 11R11231 Lot(s) 5

Reference Plan No. _____ Part(s) 3 and 6

Yarmouth Range SER

June 2023

Geographic/Former Township _____

Name of Street Woodworth Cres Street No. _____

6. Dimensions of land affected:

Frontage 100ft Depth 100 ft

Area _____ Width of Street _____

7. Access to the subject land is by:

- ☐ a Regional Road
- ☐ a private road
- ☑ a Municipal road that is maintained all year
- ☐ a Municipal road that is maintained seasonally

8. Particulars of all buildings and structures on or proposed for the subject land (Specify ground floor area, gross floor area, number of storeys, width, length, height). Please specify use of existing structures.

Existing:

New construction

USE _____

Proposed:

Residential

9. Location of all buildings and structures on or proposed for the subject land (Specify distance from side, rear and front lot lines). Please specify use of proposed structure.

Existing:

Proposed:

Residential

USE

10. Date of acquisition of subject land: May 2020

11. Date of construction of all buildings and structures on subject land: _____

12. Existing uses of the subject land:

13. Existing uses of abutting lands:

North: Residential East: Residential

South: Residential West: Residential

14. Length of time the existing uses of the subject land have continued:

2 lots created in 2022

15. Services available (check appropriate space or spaces):

Water:

☑ Municipally owned and operated piped water system Other (Specify) _____

Sewage Disposal:

☑ Municipally owned and operated sanitary sewer system Other (Specify)_____

Storm Drainage

☐ Storm sewers Other (Specify)_____

16. Present Official Plan designation of the subject land:

Residential

17. Present Zoning of the subject land:

R3-107

18. Has the owner previously applied for relief (minor variance) under Section 45 of the Act in respect of the subject property?

yes ☐ no ☑

If the answer is yes, describe briefly (and if known, quote Application #)

_____

19. Is the subject property the subject of a current application for a consent under Section 53 or a plan of subdivision under Section 51 of the Planning Act, 1990?

yes ☐ no ☑ If so, state Application # and status_____

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application **(Appendix A)**. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I Alan Patten, the Owner or Authorized Agent, hereby agree and acknowledge
(Print name of Owner or Authorized Agent)
that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy* Act, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:
Personal information on this form is collected under the authority of Section 41 of the *Planning Act,* R.S.O. 1990 and Sections 8 (1) and 10 of the *Municipal Act,* 2001, as amended, and will be used to contact the owner, applicant and/or agent regarding the Committee of Adjustment Application. Questions about this collection should be directed to the City Clerk, 545 Talbot Street, St. Thomas, Ontario, N5P 2T9 (519) 631-1680.

AFFIDAVIT OR SWORN DECLARATION

I, Alan Patten (name of applicant) of ST Thomas (City) in the province of ON,
make oath and say (or solemnly declare) that the information required under Schedule 1 of Ontario Regulation 545/06 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.
Sworn (or declared) before me at the ST Thomas (City) on this 9th (Day) day of April (Month), 2026 (Year).

Alan Patte
Signature of Owner or Authorized Agent

April 9, 2026
Date

Signature of Commissioner of Oaths, etc.

Apr 9/26
Date

Crystal Marie ...
Province of Ontario, for the
Corporation of the City of St. Thomas.
Expires September 22, 2028.

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize _____, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

_____ Date

_____ Signature of Owner

APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, Alan Patten, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

April 9, 2026 Date

Alan Patten Signature of Owner

NOTES:

1. Each copy of this application must be accompanied by a Sketch. The Sketch need not necessarily be to scale, but dimensions must be accurate, and showing the following:

   (a) The boundaries and dimensions of the subject land;

   (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;

   (c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, driveways, swimming pools, roads, railways, drainage ditches, wells, septic tank and tile bed, and trees;

   (d) The current uses on land that is adjacent to the subject land;

   (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;

   (f) If access to the subject land is by water only, the location of the parking and docking facilities to be used;

   (g) The location and nature of any restrictive covenant or easement affecting the subject land;

2. The Committee of Adjustment <u>may</u> require that a preliminary drawing be prepared, signed and dated by an Ontario Land Surveyor.

3. If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

4.2.6.3 No parking lot, parking space or residential driveway shall be located or used:
(d) within a front yard or exterior side yard of a corner lot if the area of all residential driveways, parking lots and parking spaces in both of such yards exceeds twenty-five (25%) per cent of the area of both yards.

1.39 EXTERIOR SIDE YARD means a yard extending from the front yard to the rear yard between the main building wall and the exterior lot line.

1.47 FRONT YARD means the yard extending across the full width of a lot between the front lot line and the main building wall.

1.73 MAIN BUILDING WALL means the exterior face of the wall of the main building, and its projections, which:
(i) in the case of a front yard, is closest to the front lot line, and
(ii) in the case of an interior side yard is closest to an interior side lot line, and
(iii) in the case of an exterior side yard is closest to an exterior side lot line, and
(iv) in the case of a rear yard, is closest to.'-the rear lot line.



LOT 1:
Lot Area - 1'005.1sqm
Building Area - 414.85sqm
Lot Coverage - 41.27%

CONFORMS

Front/Exterior Side Yard - 297.62sqm
Driveways - 96.58sqm
Coverage 32.4%

+7.4% **MINOR VARIANCE**

LOT 2:
Lot Area - 981.2sqm
Building Area - 415.04sqm **CONFORMS**
Lot Coverage - 42.29%

Front Yard - 224.71sqm
Driveways - 96.59sqm
Coverage 42.9% **CONFORMS**

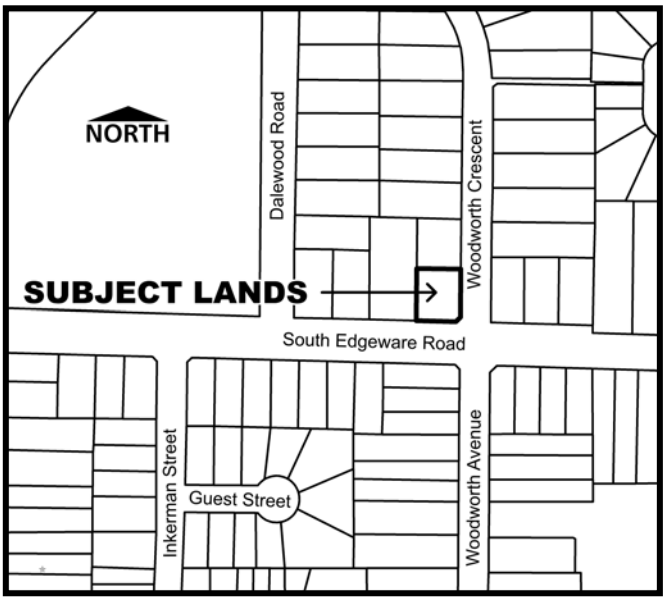
NOTE:
TREE PROTECTION OF EXISTING TREES TO REMAIN DURING CONSTRUCTION AS PER CITY REQUIREMENTS

ST. THOMAS THE RAILWAY CITY	**Report No.:** COA6-2026
Directed to: Members of the Committee of Adjustment	**Meeting Date:** 05/14/2026
Department: Planning & Building Services Department **Prepared by:** Steve Craig, Senior Planning Technician	**Attachment:** Location Plan, Site Plan (OLT-22-004290)
Location: Part 3 and Part 6, on Plan 11R-11231, City of St. Thomas	
Applicant: JEG Home Solutions Inc.	
Subject: Request for a minor variance pursuant to Section 45(1) of the Planning Act, R.S.O.	

Recommendation:
That: Report COA6-2026 relating to an application for a minor variance at 30 South Edgeware Road be received for information.

Background:

- The proposed townhouse dwellings were approved (OLT-22-004290) by the Ontario Land Tribunal (OLT) in 2024.
- Minor Variance Application COA06-2026 is technical in nature and is for the purpose of resolving an interpretation oversight that was recently discovered through the building permit review process.



Minor Variance:

i.) To permit the location and use of 32.4% of the front yard and exterior side yard as a residential driveway, whereas Subsection 4.2.6.3 of the Zoning By-law provides that no parking lot, parking space or residential driveway shall be located or used within a front yard or exterior side yard of a corner lot if the area of all parking lots, parking spaces and residential driveways in both of such yards exceeds 25% per cent of the area of both yards.

Provincial Planning Statement, 2024 (PPS):

- The Provincial Planning Statement (PPS 2024) provides directions on matters of Provincial interest related to land use planning and development. Decisions by planning authorities (i.e., Committee of Adjustment) that require approval under the Planning Act must be consistent with the PPS. The proposed development is consistent with policies of the PPS in respect to:
  - ✓ Settlement areas shall be the focus of growth and development (Policy 1.1.3.1).
  - ✓ Land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources; efficiently use the infrastructure and public service facilities which are planned or available (Policy 1.1.3.2).
  - ✓ Appropriate development standards should be promoted which facilitate intensification, redevelopment, and compact form (Policy 1.1.3.2).
  - ✓ Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans; permitting and facilitating all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and all types of residential intensification, including additional residential units, and redevelopment (Policy 1.4.3).
- The requested variance for the residential driveway areas is technical in nature and is for the purpose of resolving an interpretation oversight that was recently discovered through the building permit review process.
- No changes are proposed to the overall development on the site from what was approved by the Ontario Land Tribunal (OLT) in 2024.
- The requested variance is consistent with the Provincial Planning Statement (PPS 2024).

St. Thomas Official Plan:

- The subject lands are within the Residential designation as shown on Schedule A, Land Use Plan to the Official Plan for the City of St. Thomas.
- The Residential designation means the predominant use of land shall be for low, medium, and high-density residential use (5.1.3.1).
- The proposed townhouse dwellings were approved (OLT-22-004290) by the Ontario Land Tribunal (OLT) in 2024, as it was determined that the development conformed to the relevant sections of the City of St. Thomas Official Plan.

- The requested variance for the residential driveway areas is technical in nature and is for the purpose of resolving an interpretation oversight that was recently discovered through the building permit review process.
- No changes are proposed to the overall development on the site from what was approved by the Ontario Land Tribunal (OLT) in 2024.
- The requested variance is in conformity with the general intent and purpose of the Official Plan.

St. Thomas Zoning By-law 50-88:

- The subject lands are within the Third Residential Zone (R3-117), Zoning Map 2, in accordance with the City of St. Thomas Zoning By-Law 50-88, as amended.
- Permitted uses of the R3-117 zone include townhouse dwellings and uses accessory to the foregoing (7.1(e)(q)).
- The requested variance for the residential driveway areas is technical in nature and is for the purpose of resolving an interpretation oversight that was recently discovered through the building permit review process.
- No changes are proposed to the overall development on the site from what was approved by the Ontario Land Tribunal (OLT) in 2024.
- The requested variance is in conformity with the general intent and purpose of the Zoning By-law.

Legislative Framework for a Minor Variance (Four (4) Tests):

In considering this application, the Committee shall have regard to the following criteria and determine whether the:

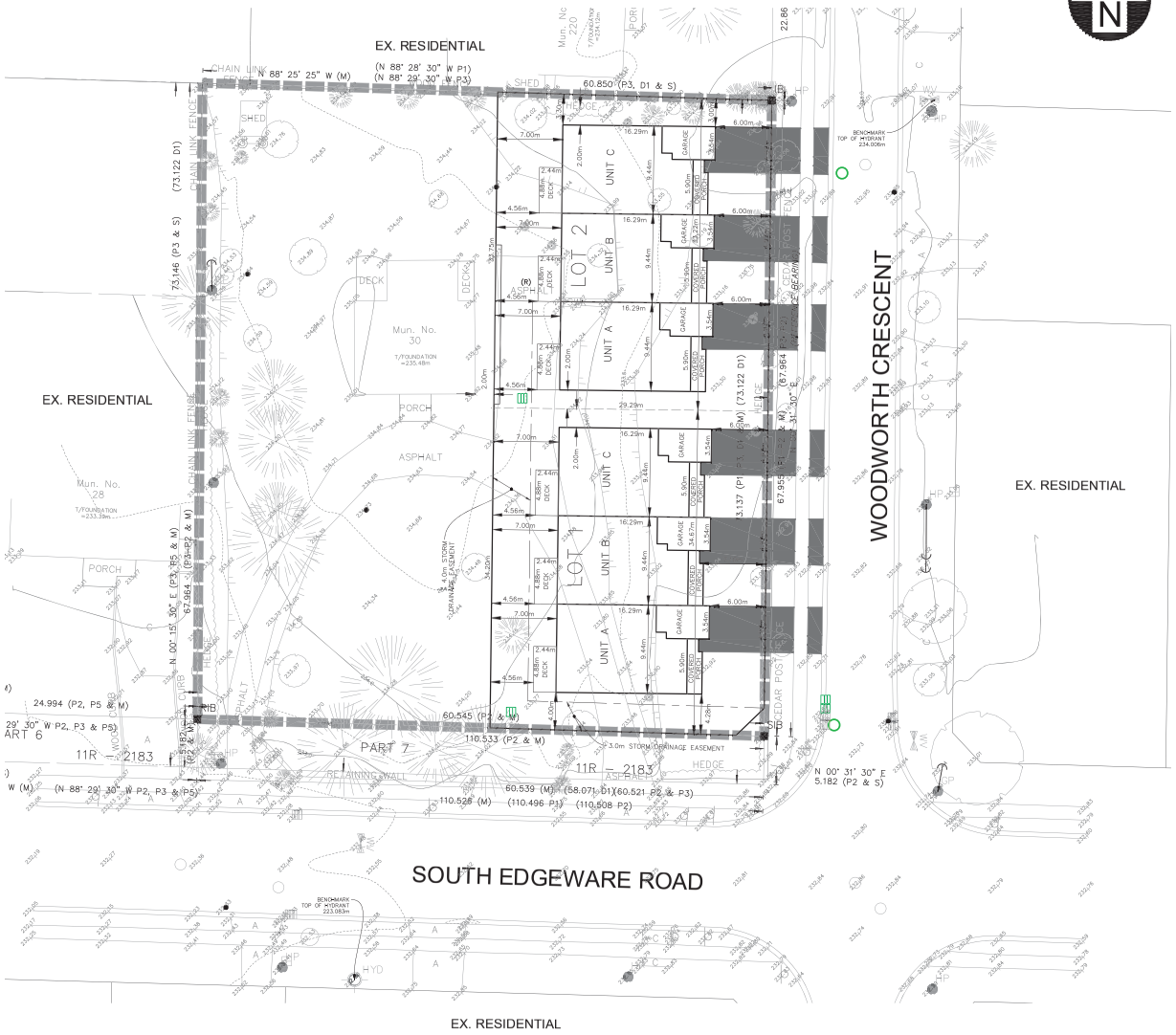
- general intent and purpose of the Official Plan will be maintained;
- general intent and purpose of the Zoning By-law will be maintained;
- variance is desirable for the appropriate development or use of the land, building or structure; and
- the requested variance is minor in nature.

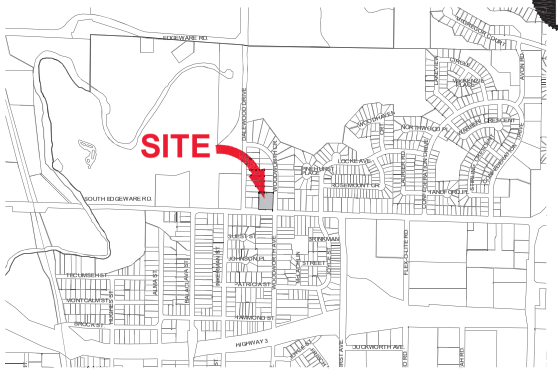
Comments:

- In 2022, the city received a development proposal for the subject townhouse dwellings, including a consent/severance application and zoning by-law amendment application.
- The applications were appealed in 2022 and finally approved by the Ontario Land Tribunal (OLT-22-004290) in 2024, including the residential driveways that are the subject of the minor variance application. A copy of the site plan approved by the OLT is attached to the planning report.
- In 2026, the applicant filed a building permit application for the townhouse dwellings, at which time it was discovered that driveway areas for the subject lands were calculated in accordance with an interior lot (4.2.6.3(c)), whereas the subject lands are a corner lot (4.2.6.3(d)).

- The Zoning By-law provides that, no parking lot, parking space or residential driveway shall be located or used (4.2.6.3):
  a) within a front yard if the area of all driveways, parking spaces and parking lots in such yard exceeds 50% of the area of such yard (Interior Lot);
  b) within a front yard or exterior side yard of a corner lot if the area of all residential driveways, parking lots and parking spaces in both of such yards exceeds twenty-five (25%) per cent of the area of both yards (Corner Lot).
- The requested variance for the residential driveway areas is technical in nature and is for the purpose of resolving an interpretation oversight, no changes are proposed to the overall development on the site from what was approved by the Ontario Land Tribunal (OLT) in 2024.
- In Staff's opinion the requested variance meets the general intent and purpose of the Official Plan, Zoning By-law, is minor in nature, and is desirable and appropriate for the use of the lands, thereby satisfying the four tests, as set out in Section 45 of the Planning Act.
- Planning staff recommend that minor variance application COA6-2026 be approved. Should the Committee of Adjustment approve the application, the decision should reflect that the Committee is permitting the location and use of 32.4% of the front yard and exterior side yard as a residential driveway(s).

Respectfully submitted,
Steve Craig,
Sr. Planning Technician





KEY PLAN

SCALE: 1:10,000

R3A ZONE REGULATIONS

	PROVIDED						REGULATION
	LOT 1			LOT 2			R3A
1. MINIMUM LOT AREA	UNIT A 407.9m²	UNIT B 286.6m²	UNIT C 315.9m²	UNIT A 315.9m²	UNIT B 286.6m²	UNIT C 379.3m²	185.0m² PER DWELLING UNIT
2. MINIMUM LOT FRONTAGE	34.7			33.2			21.0m
3. MAXIMUM MAIN BUILDING HEIGHT	8.9m			8.9m			11.0m
4. MAXIMUM ACCESSORY BUILDING HEIGHT	N/A			N/A			4.0m
5. MAXIMUM LOT COVERAGE	41.7%			42.9%			40%
6. MINIMUM FLOOR AREA OF ACCESSORY ENCLOSED BUILDING	N/A			N/A			40.0m²
7. MAXIMUM NUMBER OF DWELLING UNITS	3			3			4
8. MAXIMUM ROOF AREA	44.3%			45.6%			55%
9. MINIMUM FRONT YARD DEPTH	6.0m			6.0m			6.0m
10. MINIMUM REAR YARD DEPTH	7.0m			7.0m			9.0m
11. MINIMUM INTERIOR SIDEYARD DEPTH	2.0m			3.0m (NORTH) 2.0m (SOUTH)			2.0m
12. MINIMUM EXTERIOR SIDEYARD DEPTH	4.0m			N/A			4.0m
13. INTERIOR SIDE-YARD ALONG COMMON WALL BETWEEN UNITS	0.0m			0.0m			0.0m
14. MINIMUM GROUND FLOOR AREA	447.9m²			447.9m²			56.0m²
15. MINIMUM DWELLING UNIT FLOOR AREA	149.3m²	149.3m²	149.3m²	149.3m²	149.3m²	149.3m²	70.0m²
16. MINIMUM NUMBER OF PARKING SPACES	2	2	2	2	2	2	1.25 PER DWELLING UNIT
DECK PROJECTION INTO REQUIRED REAR YARD (MAX)	2.44m			2.44m			2.5m
MAX PARKING AREA WITHIN THE FRONT YARD	42.3%			44.1%			50%

NOTE: FRONT LOT LINE TO BE CONSIDERED AS WOODWORTH CRESCENT

LEGEND

- PROPOSED SANITARY SEWER
- EXISTING SANITARY SEWER
- FUTURE SANITARY SEWER
- PROPOSED STORM SEWER
- EXISTING STORM SEWER
- FUTURE STORM SEWER
- PROPOSED WATERMAIN
- EXISTING WATERMAIN
- FUTURE WATERMAIN
- PHASE LIMITS
- MAINTENANCE HOLE
- CATCH BASIN
- WATER VALVE
- WATER SERVICE CURB STOP
- HYDRANT

CONSULTANT: CJDL Engineering

ST. THOMAS THE RAILWAY CITY

STAMP: D.J. LYLE 100174772 PROFESSIONAL ENGINEER PROVINCE OF ONTARIO

REVISION			
#	DESCRIPTION	DD/MM/YYYY	BY

SITE PLAN

CONTRACT #: 20064

PROJECT NAME: 30 SOUTH EDGEWARE ROAD, TOWNHOUSE DEVELOPMENT JEG HOME SOLUTIONS

SCALE: 1:250

DRAWING #: 1

PLANNING & BUILDING SERVICES DEPARTMENT
t. (519) 633.2560 f. (519) 633.6581
545 Talbot Street
St. Thomas, Ontario, N5P 3V7

CONFIRMATION OF A COMPLETE APPLICATION
APPLICATION FOR CONSENT

April 16, 2026

Secretary-Treasurer, Committee of Adjustment
Attention: Sherry Steadman

Pursuant to By-Law 30-2015, a consultation meeting was held on February 18, 2026, with city staff and the applicant.

An application for Consent, regarding 161 Fairview Avenue, was filed on April 15, 2026.

This letter is notice that the information and material required under Subsections 53(2) and 53(3) and the required fee under Section 69 of the Planning Act has been provided and the application for consent is thereby considered complete.

Please contact the Planning & Building Services Department if you have any questions.

Yours truly,

Michelle Knieriem, MCIP, RPP
Manager of Planning Services

Clear Form

THE CORPORATION OF THE CITY OF ST THOMAS

COMMITTEE OF ADJUSTMENT

APPLICATION FOR CONSENT

OFFICE USE:	Date Application Received: April 16, 2026	Consultation Date: February 18, 2026
	Date Application Deemed Complete: April 16, 2026	

Application #: B02-26

APPLICATION IS HEREBY MADE TO: City of St. Thomas Committee of Adjustment meeting May 14, 2026
545 Talbot Street
St. Thomas ON N5P 3V7
Tel: (519) 631-1680 ext 4138 Fax: (519) 633-9019
Email: ssteadman@stthomas.ca

Please note that in accordance with By-Law 30-2015, consultation with the Planning and Building Services Department must take place prior to the submission of an application. After consultation, the application will be filed with the Assistant Secretary-Treasurer, together with the sketch referred to in Note 1 and $2,000, plus $200 for any additional lots created made payable to the City of St. Thomas. All information and materials submitted for the application shall be made available to the public, as indicated by Section 1.0.1 of the Planning Act, R.S.O. 1990.

Personal information contained on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and Ontario Regulation 200/96 and will be used for the purpose of processing this application.

1. (a) Registered Owner(s): 2872558 Ontario Inc

Mailing Address: 100 Dundas St E Paris ON

Postal Code: N3L3H6 Telephone: 519 590 6883 Fax: _____

email: Matt@calibercontracting.ca

(b) Owner's Solicitor or Authorized Agent (if any): NA

Mailing Address: _____

Postal Code: _____ Telephone: _____ Fax: _____

email: _____

(c) Please specify to whom all communications should be sent:

Owner ☐ Solicitor ☐ Agent ☑

2. (a) Type and purpose of proposed transaction: (Check appropriate space/s)

☑ Creation of New Lot
☐ Addition to Lot
☐ Mortgage or Charge
☐ Lease
☐ Disposal of Surplus Farm Dwelling
☐ Correction of Title
☐ Partial Discharge of Mortgage
☐ Right-of-way

Easement _____

(b) If a lot addition, identify the lands to which the parcel will be added:

_____

Name of person(s), if known, to whom land or interest in land is intended to be transferred, charged or leased:

_____

3. Are there any existing easements or restrictive covenants affecting the land?

Yes ☐ No ☑

If "Yes" describe the easement or covenant and its effect:_____

_____

4. Location of land:

Municipality (City/Town/Township) 161 Fairview Avenue

Concession No_____ Lot(s)_____ Registered Plan No_____ Lot(s)_____

Reference Plan No_____ Part(s)_____

Name of Street_____ Street No_____

5. Description of land to be severed: **(in metric units)** Part No. on sketch Severed Parcel 2

(a) Frontage 16.052 Depth 70.280 Area 1126.7

(b) Existing Use single detached property Proposed Use Single with 3 ARUs

(c) Existing and proposed buildings and structures on the subject land:

Existing: single detached home

Proposed: Proposed single with 3 ARUs (CMHC Fourplex)

6. Description of land to be retained: **(in metric units)** Part No. on sketch (Called Severed Parcel 1

(a) Frontage 16.052 Depth 70.308 Area 1126.8 sm

(b) Existing Use single detached property Proposed Use Single with 3 ARUs

(c) Existing and proposed buildings and structures on the land to be retained:

Existing: single detached home

Proposed: Proposed single with 3 ARUs (CMHC fourplex)

7. (a) Type of access to severed land:

☐ Provincial Highway
☑ Municipal Road maintained all year
☐ Municipal Road maintained seasonally
☐ Water Access
☐ Regional Road
☐ Other Public Road
☐ Right-of-Way
☐ Private Road

(b) Type of access to retained land:

☐ Provincial Highway
☑ Municipal Road maintained all year
☐ Municipal Road maintained seasonally
☐ Water Access
☐ Regional Road
☐ Other Public Road
☐ Right-of-Way
☐ Private Road

8. What type of water supply is proposed? (Check appropriate space)

TYPE	PROPOSED LOT	RETAINED LOT
Publicly owned and operated piped water system	☑	☑
Other (specify)	_____	_____

9. What type of sewage disposal is proposed? (Check appropriate space)

TYPE	PROPOSED LOT	RETAINED LOT
Publicly owned and operated sanitary sewage system	☑	☑
Other (specify)	_____	_____

10. What is the current designation of the subject land in any applicable official plan?

(a) Local Municipal Official Plan Low Density Residential

(b) Regional Policy Plan_____

11. (a) Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of The Planning Act or a consent under Section 53 of The Act?

Yes ☐ No ☑

(b) If the answer to (a) is "Yes", please provide the following information:

File Number: _____

Status: _____

12. (a) Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes ☐ No ☑

(b) If the answer to (a) is "Yes", please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's (Purchaser's) name_____

Land Use on severed parcel_____

Date parcel transferred_____

Consent file number (if known) B_____

13. (a) Is the subject land the subject of any other application under the Planning Act e.g. approval of a plan of subdivision; a consent application; an application for an amendment to an official plan amendment; a zoning by-law or a Minister's zoning order, or a minor variance?

Yes ☐ No ☑

(b) If the answer of (a) is "Yes", please provide the following information:

File Number: _____

Status: _____

14. (a) Is the proposed consent application consistent with the Policy Statements issued under subsection 3(1) of the Planning Act?

☑ Yes ☐ No

(b) Are the subject lands within an area of land designated under a Provincial Plan or Plans? Yes ☐ No ☑

(c) If the answer to (b) is "yes" does the proposed consent application conform to or does it not conflict with the Provincial Plan or Plans?

Yes ☐ No ☐

15. As provided for in Ontario Regulation 197/96, and as required by this Committee of Adjustment, an application must be accompanied by a preliminary drawing prepared, signed and dated by an Ontario Land Surveyor, showing the information set out below. In the case of multiple applications, one drawing plus one extra copy for each additional application will suffice.

(a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;

(b) the distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;

(c) the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;

(d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;

(e) the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;

(f) the existing uses on adjacent land, such as residential, agricultural and commercial uses;

(g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;

(h) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;

(i) the location and nature of any easement affecting the subject land.

16. One copy of this application form is to be filed for each subject parcel, together with the preliminary drawing and the applicable application fee in cash, money order or by cheque made payable to the City of St. Thomas.

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application **(Appendix A)**. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I Ryan Mounsey, the Owner or Authorized Agent, hereby agree
(Print name of Owner or Authorized Agent)
and acknowledge that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy* Act, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:
Personal information on this form is collected under the authority of Section 41 of the *Planning Act,* R.S.O. 1990 and Sections 8 (1) and 10 of the *Municipal Act,* 2001, as amended, and will be used to contact the owner, applicant and/or agent regarding the Committee of Adjustment Application. Questions about this collection should be directed to the City Clerk, 545 Talbot Street, St. Thomas, Ontario, N5P 2T9, (519) 631-1680.

AFFIDAVIT OR SWORN DECLARATION

I, ~~Matt Morningstar~~ Ryan Mounsey of ~~Cambridge~~ Waterloo in the province of Ontario,
name of applicant City
make oath and say (or solemnly declare) that the information required under Schedule 1 of Ontario Regulation 545/06 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the ~~Cambridge~~ St. Thomas on this 15 day of 04, 2026.
City Day Month Year

Signature of Owner or Authorized Agent

2026-04-15
Date

Brittany Jessome
Signature of Commissioner of Oaths, etc.

April 15 2026
Date

BRITTANY LYNN JESSOME, a Commissioner, etc.,
Province of Ontario, for the Corporation of the City of St. Thomas.
Expires September 10, 2028.

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, Matt Morningstar, am the owner of the subject lands, and I authorize Ryan O. Mounsey, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

2026-04-15
Date

Signature of Owner

APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, Matt Morningstar, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

2026-04-15
Date

Signature of Owner

PROCEDURES FOR PROCESSING APPLICATIONS FOR CONSENT

Under the provisions of Sections 50 and 53 of The Planning Act, as amended, the approval of the Committee of Adjustment is required for land transactions covering the separation of a parcel of land from existing holdings. This approval is called a "consent". Consent is also required for leases, rights-of-way or easements if such extend beyond a period of 21 years and to mortgage or discharge a mortgage over part of a parcel of land.

As provided for by The Planning Act and Regulation 197/96 under The Act, every application for consent must be brought to the attention of certain authorities and to property owners within 60 metres of the subject land, either by personal service or by advertising in a newspaper which has general circulation in the area. In addition, other agencies will be consulted if the location of the subject lands falls within their respective field of responsibility.

It is this Committee's policy to conduct a public hearing on each application for consent. Notice of this hearing is circulated to the applicant/agent/solicitor and all other persons or agencies as required at least 14 days prior to the date of hearing.

Prior to the hearing, members of the Committee may examine the lands which are the subject of the application.

Following the hearing, the applicant/agent/solicitor is notified in writing of the decision of the Committee. In addition, any other person or agency who files a written request for the decision of the Committee or attends the hearing will be sent a copy of the decision.

Specified persons identified in the Planning Act objecting to the decision of the Committee or the condition(s) imposed by the Committee may appeal either the decision and/or the conditions of consent to the Ontario Land Tribunal within 20 days after the giving of the notice of decision.The notice of appeal, together with written reasons supporting the appeal and the fee by cheque or money order payable to the Minister of Finance must be filed with the Secretary-Treasurer, who in turn, will forward the appeal to the Ontario Land Tribunal. The Fees and Charges, found on the Ontario Land Tribunal's website, outlines the costs associated with filing an appeal. All parties to the appeal will receive any further notice concerning the appeal directly from the Ontario land Tribunal.

Prior to final consent being issued, written proof must be submitted to the Secretary-Treasurer to the effect that any conditions imposed by the Committee in granting consent have been fulfilled. According to the Act, if the consent granted by the Committee is conditional, the conditions must be fulfilled within two years of the giving of the notice of decision. Failure to do so will cause the consent to lapse.

Preliminary Discussion and Pre-consultation

In accordance with By-Law 30-2015, consultation with the Planning and Building Services Department must take place prior to the submission of an application. The City and any affected agency may require additional background reports in support of the application in order for the application to be considered complete. The purpose of pre-consultation is to ensure that the applicant is aware of the required supporting information before an application is submitted in order to prevent delays in processing the application.

POLICIES

The requirements to complete one application are:

One fully completed application for consent form signed by the applicant(s) or authorized agent and properly witnessed by a Commissioner for the taking of affidavits.

A letter of authorization from the applicant(s) for applications which are signed by someone other than the owner(s).

A preliminary drawing which has been prepared, dated and signed by an Ontario Land Surveyor, showing all information referred to in item 14 of the application form.

Payment of $2000. Cheques are to be made payable to the "City of St. Thomas"

Someone must be present at the hearing to represent the application.

Decisions of the Committee are made in public.

In granting consent to an application, the Committee may impose conditions as requested by municipal or other authorities such as the following:

That payment of 5% of the value of the subject parcel be made to the local municipality for parks purposes or dedication of 5% of the subject land to the municipality for parks purposes.

That an agreement with the local municipality be entered into for installation of such municipal services as may be required, at the expense of the applicant and to standards acceptable to the municipality.

That land be deeded gratuitously to the local or Regional municipality for road widening purposes.

PROPOSED SEVERANCE SKETCH
161 FAIRVIEW AVENUE
ST. THOMAS, ONTARIO

SCALE 1:250

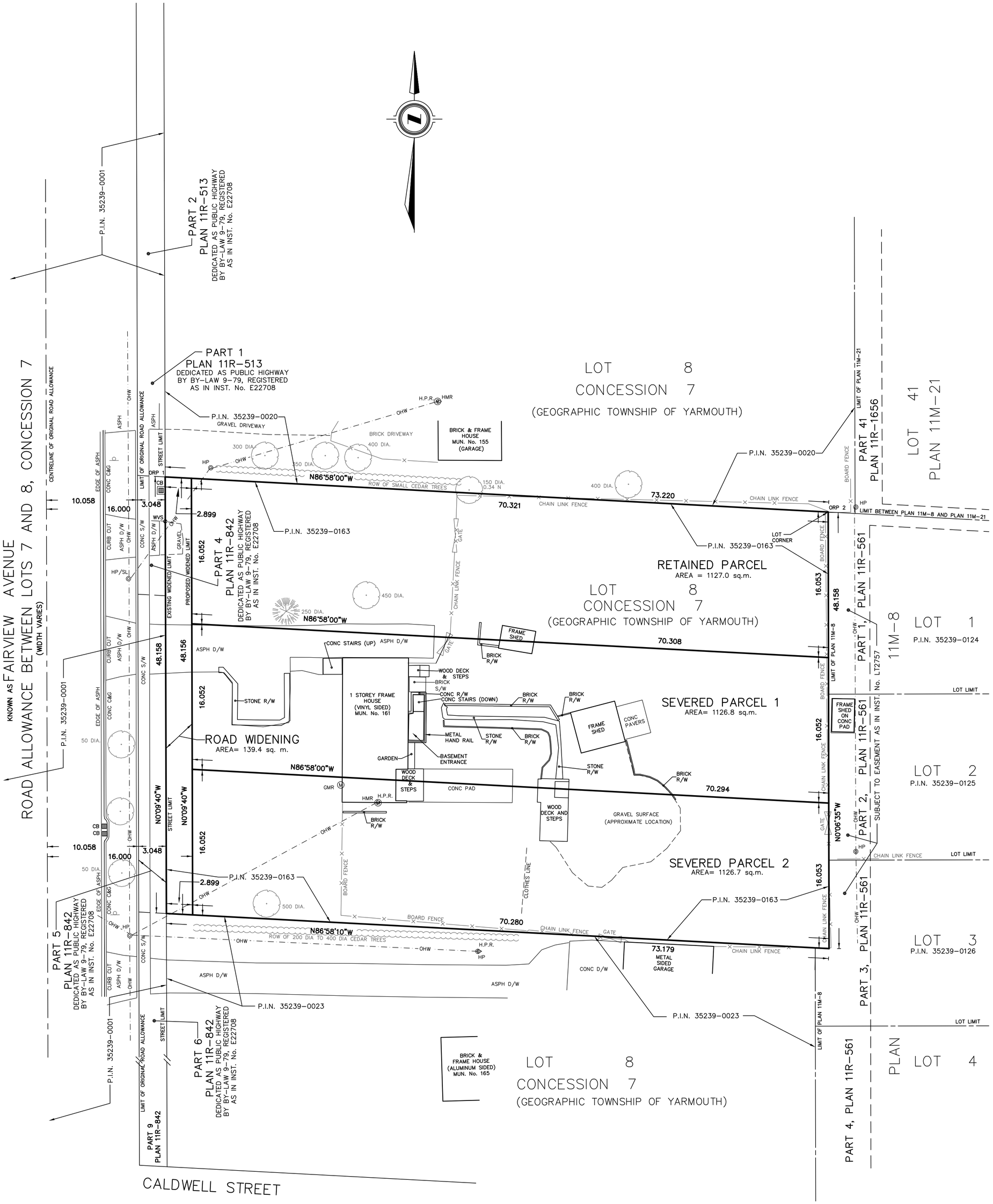
5 4 3 2 1 0 5 10 15

SCALE IN METRES

2026
ARCHIBALD, GRAY & McKAY LTD.
ONTARIO LAND SURVEYORS

NOTES

1) THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.
2) THE LEGAL DESCRIPTION OF THE SUBJECT PROPERTY IS; PART OF LOT 8, CONCESSION 7 (GEOGRAPHIC TOWNSHIP OF YARMOUTH), IN THE CITY OF ST. THOMAS, COUNTY OF ELGIN
3) BOUNDARY DIMENSIONS AND INFORMATION SHOWN ON THIS SKETCH HAVE BEEN DERIVED FROM A FIELD SURVEY, AGM FILE# YA-07-08-1 DATED JULY 9, 2025.
4) THIS SKETCH IS PROTECTED BY COPYRIGHT ©



TOPOGRAPHIC LEGEND

A/C	DENOTES AIR CONDITIONER
ASPH	DENOTES ASPHALT
BM	DENOTES BENCHMARK
B/S	DENOTES BOTTOM OF SLOPE
CB	DENOTES CATCH BASIN
CONC	DENOTES CONCRETE
C&G	DENOTES CURB AND GUTTER
DIA	DENOTES DIAMETER IN mm
DS	DENOTES DOOR SILL
D/W	DENOTES DRIVEWAY
EL	DENOTES ELEVATION
FF	DENOTES FINISHED FLOOR
GMR	DENOTES GAS METER
HMR	DENOTES HYDRO METER
HP	DENOTES HYDRO POLE
HPR	DENOTES HYDRO RISER
MH	DENOTES MANHOLE (UNKNOWN TYPE)
OHW	DENOTES OVERHEAD WIRES
R/W	DENOTES RETAINING WALL
S/W	DENOTES SIDEWALK
SL	DENOTES STREET LIGHT
TOF	DENOTES TOP OF FOUNDATION
T/S	DENOTES TOP OF SLOPE
WVS	DENOTES WATER VALVE SERVICE
N	DENOTES NORTH
E	DENOTES EAST
W	DENOTES WEST
S	DENOTES SOUTH
P	DENOTES SIGN
	DENOTES CONIFEROUS TREE
	DENOTES DECIDUOUS TREE

UTM GRID NOTES

BEARINGS ARE U.T.M. GRID NAD83 (CSRS) (2010.0), DERIVED FROM G.P.S. OBSERVATIONS AND THE CAN-NET BASE STATION NETWORK AND ARE REFERRED TO THE CENTRAL MERIDIAN 81°00' WEST LONGITUDE, ZONE 17.

DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999570335426

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM GPS OBSERVATIONS USING REAL TIME NETWORK (RTN). U.T.M. ZONE 17, NAD83 (CSRS) (2010.0). COORDINATES TO URBAN ACCURACY PER SEC. 14(2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP 1	4734273.144	486345.040
ORP 2	4734269.272	486418.118

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

AGM PLAN • SURVEY • ENGINEER
ARCHIBALD, GRAY & McKAY LTD.
3514 WHITE OAK ROAD, LONDON, ON, N6E 2Z9
PHONE 519-685-5300 FAX 519-685-5303
EMAIL info@agm.on.ca WEB www.agm.on.ca

DRAWN BY: CRC	DIGITAL FILE: YA2505SK1.dwg	PLAN No: 4-A-5735
CHECKED BY: NAME		
FILE No: YA-07-08-1	Plot date: Mar 25, 2026	

C:\MY PROJECTS\Y\YA-07-08-1\CAD\YA2505SK1.dwg



Insight: (the ability to have) a clear, deep and sometimes sudden understanding of a complicated problem or situation.
Cambridge Dictionary.

PLANNING REPORT - DRAFT

Re 161 Fairview Ave. Planning Justification Report

To: City of St. Thomas

For: Calibre Construction

Date: April 15, 2026

PLANNING JUSTIFICATION REPORT

Re: 161 Fairview Avenue, City of St. Thomas
Consent Applications (2 Severed Lots, 1 Retained Lot)

1.0 INTRODUCTION

Urban Insights Inc. has been retained by Calibre Construction to prepare this Planning Justification Report in support of two (2) consent applications to facilitate the creation of three (3) residential lots at 161 Fairview Avenue in the City of St. Thomas.

The purpose of the applications is to sever the existing parcel into:

- one (1) retained lot (Lot B), and
- two (2) severed lots (Lots A and C),

to accommodate three (3) fourplex residential buildings, resulting in a total of 12 residential units (permitted as a single-detached unit with three Accessory Dwelling Units, “ADU” using the National Housing Catalogue floor plans).

The proposed development represents a form of as-of-right residential intensification, requiring only consent approval under the *Planning Act*, as all applicable zoning requirements are satisfied. The purpose of these consent applications is to create three lots for future housing subject to full zoning compliance. A preliminary engineering report has been prepared to confirm that the site grades will function for the new lots prepared by JPE Engineering.

2.0 SITE AND SURROUNDING CONTEXT

The subject property is approximately 3,505.44 m² in area, with approximately 48.158 metres of frontage along Fairview Avenue and a depth of approximately 72.9 metres. The existing survey plan is provided in Appendix 1.

The property is located within an established residential neighbourhood characterized by:

- a mix of larger residential lots, and
- surrounding areas of finer-grain low-rise housing.

This transition in lot fabric presents a clear opportunity for context-sensitive residential intensification. The proposed lots are shown below and provided in a separate PDF file.

Surrounding Context

The site benefits from strong access to community infrastructure:

- Mitchell Hepburn Public School (~650 m)
- St. Joseph's Catholic High School (~650 m)
- Fanshawe College campus (~700 m)
- Transit stops (~230 m and ~380 m)
- Commercial uses (~400 m), including convenience retail and services

This context supports the introduction of additional residential units in a transit-supportive and amenity-rich location, particularly given proximity to both secondary and post-secondary educational institutions.

3.0 PROPOSED DEVELOPMENT

The proposal consists of the severance of the existing parcel into three (3) rectangular lots of approximately equal size and is conceptually shown below and in *Appendix 2*:

- Lot A (retained): 16.052 m frontage / 1127 sm lot area
- Lot B (severed): 16.052 m frontage / 1126.8 sm lot area
- Lot C (severed): 16.052 m frontage / 1126.7 sm lot area

Lot A will remain as the retained parcel, while Lots B and C are proposed as new severed lots through the consent process. The proposed lots meet (and exceed) the minimum lot area requirement and minimum lot frontage requirement. The new lots are also approximately 70 metres deep (73.220, 70.294 and 70.280 m deep), providing ample room to accommodate the rear yard setback requirement. A road widening dedication is provided in the Severance Plan shown as a 2.899 m x 48.158 m parcel.

Each lot will accommodate:

- one (1) fourplex residential building (4 units) based on the CMHC National Housing Catalogue model,
- a side driveway providing access to the rear yard, and
- six (6) parking spaces per lot located in the rear yard, along with generous landscaped open space.

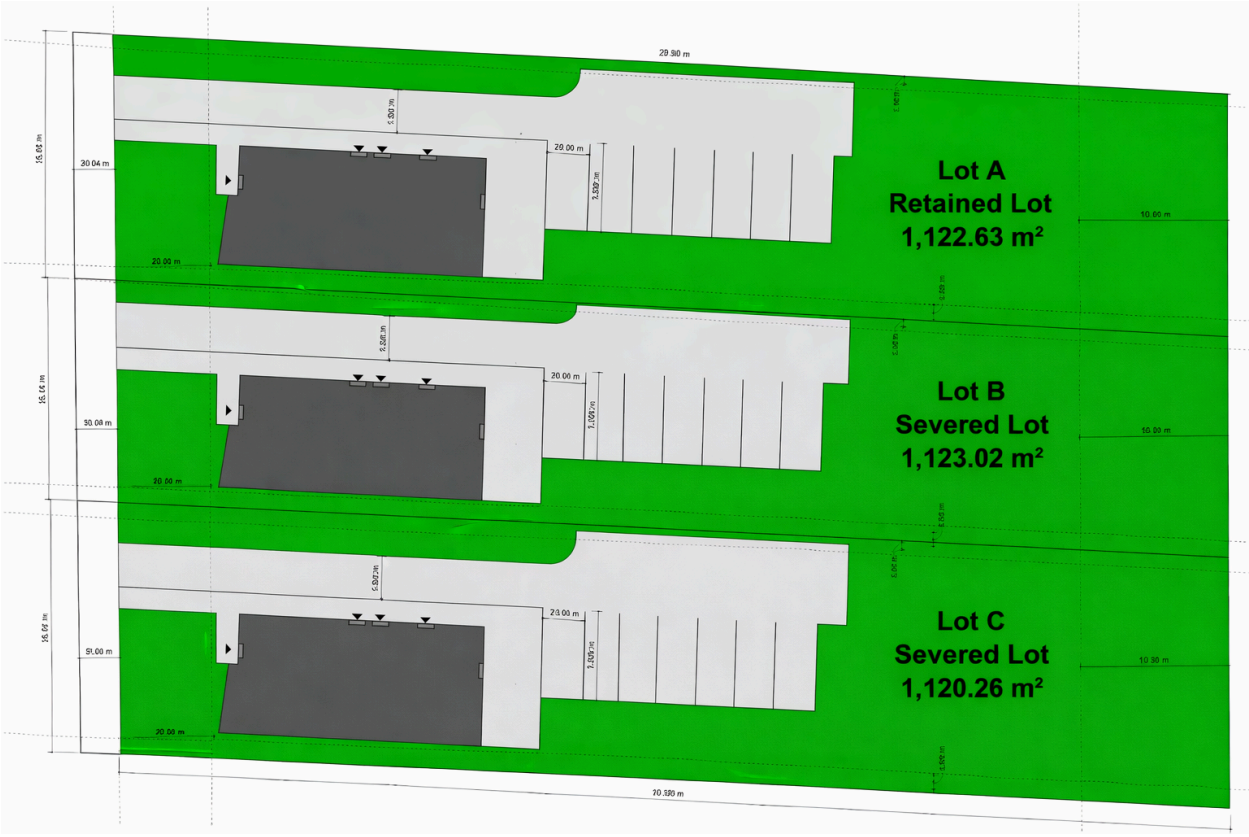
- The lots are large enough to ensure that any future building (based on the CMHC Housing Plans) meet the minimum front yard setback, side yard setback and rear yard setback requirements.

The proposed fourplex buildings will be modelled on the CMHC Housing Catalogue Fourplex 01 design shown in *Appendix 3*, which is specifically intended to deliver gentle density in low-rise residential neighbourhoods while maintaining a built form that is compatible with detached housing. This floor plan meets the definition and intent of a single detached home with three ADUs.

No shared access, easements, or internal roadways are proposed. Each lot functions independently with direct frontage onto Fairview Avenue. An engineering plan has been prepared by JPE Engineering to confirm that these proposed lots can be serviced.

The development maintains a low-rise built form that is designed to reflect the appearance of detached dwellings while introducing gentle density.

Figure 1: Proposed Conceptual Site/Severance Plan with proposed building footprint and building envelope shown below to ensure the future buildings will fit on the property



4.0 PRELIMINARY ENGINEERING PLAN

A preliminary municipal engineering review report has been prepared by JPE Engineering. A summary of the preliminary servicing and grading analysis is provided below with the full report provided in Appendix 4.

“From visual inspection and review of topographical survey, the property’s central-southern portions are generally high (approx. 242.0m), and the property falls in elevation to its western, northern and eastern perimeters. There is no evidence of a storm system on site and stormwater sheet drains from the property. The south property line has a drainage divide centrally on the property, with western stormwater flows directed to Fairview Avenue, and eastern flows crossing residential properties to McLarty Drive. The northern property line generally falls from east (240.0m) to west with stormwater discharging via swale to a ditch inlet at Fairview Avenue (top of grate = 238.9m). It is anticipated that the proposed redevelopment will generally maintain existing drainage patterns. Dwellings will be set at appropriate finished floor elevations to ensure positive drainage away from the structures, and side yard swales designed to convey stormwater primarily to Fairview Avenue, with some small area of the rear yards continuing to sheet drain eastward to McLarty Drive.”

“Based on our preliminary review of the subject property and existing municipal servicing, we do not anticipate any significant constraints to the proposed redevelopment from a site engineering perspective. Proposed grading will direct stormwater via sheet drainage and swales generally to Fairview Avenue. Two sets of municipal services (i.e., water and sanitary) already exist to the property, and a third set can readily be installed to service the three proposed lots.”

5.0 ZONING ANALYSIS

The subject lands are zoned R1 – First Residential Zone, which permits low-density residential uses and accessory residential units.

The applicable zoning standards include:

- Minimum Lot Area: 464 m²
- Minimum Lot Frontage: 15
- Minimum Front Yard: 6 m
- Minimum Rear Yard: 10.5 m
- Minimum Interior Side Yard: 1 m
- Maximum Lot Coverage: 35%
- Maximum Building Height: 11 m
- Minimum Parking: 1 space per unit

Table 1: Zoning Compliance Summary

Standard	Requirement	Proposed	Compliance
Lot Area	464 m²	~1226.7-1227 m²	✓
Frontage	15 m	~16 m	✓
Front Yard	6 m	≥6 m	✓
Rear Yard	10.5 m	≥10.5 m	✓
Side Yard	1 m	≥1 m	✓
Lot Coverage	35% max	<35%	✓
Height	11 m max	~10 m	✓
Parking	1/unit (4)	6 spaces	✓

Zoning Conclusion:

Based on the proposed lot dimensions, and proposed building floor plans, the proposed development complies with all provisions of the Zoning By-law and is permitted as-of-right. No minor variances are required.

6.0 PLANNING POLICY FRAMEWORK

Official Plan

The proposal conforms to the intent of the City of St. Thomas Official Plan, which encourages residential intensification within built-up areas. The following Official Plan policies are directly applicable to the proposed development:

> **4.111.2.(i) General Objectives:**
> to encourage the renovation, rehabilitation and, where appropriate, residential intensification of obsolete buildings and/or underutilized lands by the private sector;
>
> **5.1.1.vii) Background Residential:**
> To encourage residential intensification, infill and redevelopment activity in the City to provide appropriate housing for families, seniors and other special needs groups. (OPA No. 66)
>
> **5.1.3.2. Policies – Residential:**
> LOW DENSITY RESIDENTIAL use shall mean a residential use to a maximum of twenty five (25) residential dwelling units per net hectare. Within a low-density

residential area, the main permitted uses shall include single detached, semi-detached, duplex and triplex residential dwellings. Infilling and intensification of low-density residential areas shall be encouraged where deemed appropriate.
Council shall encourage the development of new residential units through intensification of low-density residential dwellings as a means of contributing to the Provincial objective of providing housing that is affordable to moderate- and lower income households in the municipality. (Paragraph amended OPA No. 42)

10.4.1.iii) Consents:
Consents should have the effect of infilling in existing urbanized areas and not of extending the urban area unduly;

Planning Rationale

The proposed development is consistent with the above Official Plan policies.

The proposal:

- represents residential intensification of an underutilized parcel,
- introduces low-rise housing within a low-density residential designation,
- maintains compatibility with the surrounding neighbourhood,
- contributes to the City's objective of increasing housing supply, and
- implements the City's Housing Accelerator Fund (HAF) amendments which permits 4 units per residential lot.

The severance of the lands results in three appropriately sized residential lots that function independently and reflect a logical and efficient infill pattern. The proposal does not extend the urban boundary, makes efficient use of existing municipal infrastructure and enables the City's HAF housing goals which permits up to 4 units on a single detached lot.



6.1 Provincial Planning Statement (PPS), 2024

The application is subject to the Provincial Planning Statement (2024). All planning decisions are required to be consistent with the PPS.

Relevant policies include:

2.2 Housing

1. Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:
   b) permitting and facilitating:

2. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and

3. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;

c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:
a) efficiently use land and resources;
b) optimize existing and planned infrastructure and public service facilities;
c) support active transportation;

3. Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

Planning Rationale

The proposed severance introduces a net increase in residential units within a fully municipally serviced settlement area, directly supporting these provincial policies encouraging residential intensification and efficient land use.

7.0 PLANNING ACT – SECTION 51(24) ANALYSIS

7.1 Provincial Interest

The proposal supports provincial interests by facilitating compact development, optimizing infrastructure, and increasing housing supply within a built-up area.

7.2 Public Interest

The proposal is in the public interest as it introduces additional housing in a low-rise, compatible form without creating adverse impacts.

The development:

- maintains neighbourhood character,
- provides more than sufficient on-site parking, and
- efficiently utilizes existing infrastructure.

7.3 Conformity with Official Plan

The proposal conforms to the Official Plan by introducing appropriate residential intensification within an established neighbourhood.

7.4 Suitability of the Land

The lands are highly suitable for the proposed development.

The proposed lots are well-sized and efficiently configured, with all zoning standards exceeding minimum requirements, including setbacks, parking, lot coverage, and amenity space.

The subject property is:

- located within a fully municipally serviced urban area,
- free of known physical or environmental constraints, and
- appropriately sized to support three low-rise residential buildings without compromise.

The proposal represents a logical and efficient use of land that fully aligns with both zoning and policy expectations.

7.5 Road Access

Each proposed lot will have direct access to Fairview Avenue via individual driveways located along the side of each building.

This provides safe and functional access for each lot independently.

7.6 Lot Configuration

The proposed lots are regular in shape and appropriate in size and dimension.

Each lot:

- exceeds minimum zoning requirements,
- provides generous lot area and frontage, and
- allows for compliant development without the need for variances.

The lotting pattern reflects a conventional and desirable subdivision outcome consistent with the surrounding neighbourhood.

7.7 Municipal Services

The subject lands will be fully municipally serviced.

Each proposed lot will be independently connected to:

- municipal water,
- sanitary sewer, and
- stormwater infrastructure.

The development represents an efficient use of existing municipal services and does not require extensions or upgrades.

7.8 Schools

The site is located within close proximity to two schools (~650 m) and a post-secondary institution (~700 m), and the modest increase in residential units is not anticipated to create capacity concerns.

8.0 CONCLUSION

The proposed consent applications represent a straightforward, policy-aligned, and as-of-right form of residential intensification in the City of St.Thomas in alignment with the 2024 PPS.

The development:

- consistent with the 2024 PPS,
- complies fully with the Zoning By-law,
- conforms to the Official Plan,
- satisfies all Section 51(24) criteria of the *Planning Act*,
- introduces 3 single detached homes with a total of 12 residential units within a fully municipally serviced urban area, and
- Supported by a preliminary municipal engineering report prepared by JPE Engineering.

In summary, the proposal not only meets but exceeds all applicable zoning standards, and no minor variances are required. The proposed development is not anticipated to result in any adverse impacts related to traffic, parking, servicing, privacy, shadowing, or neighbourhood character. The scale and form of development remain consistent with the surrounding low-rise residential context and enables the City's HAF ARU program.

For these reasons, we respectfully request that the Committee approve the proposed severances.

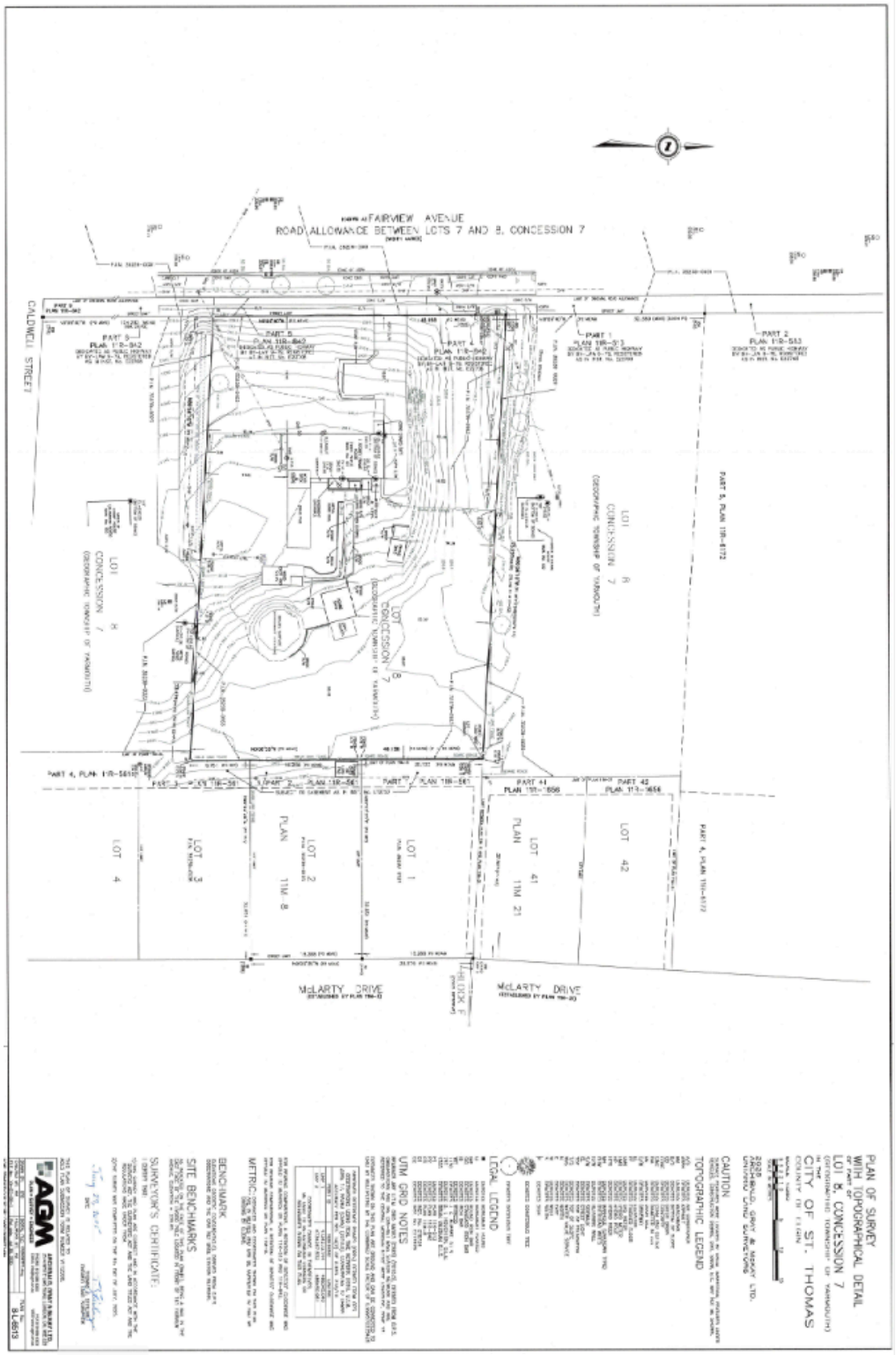
Sincerely,



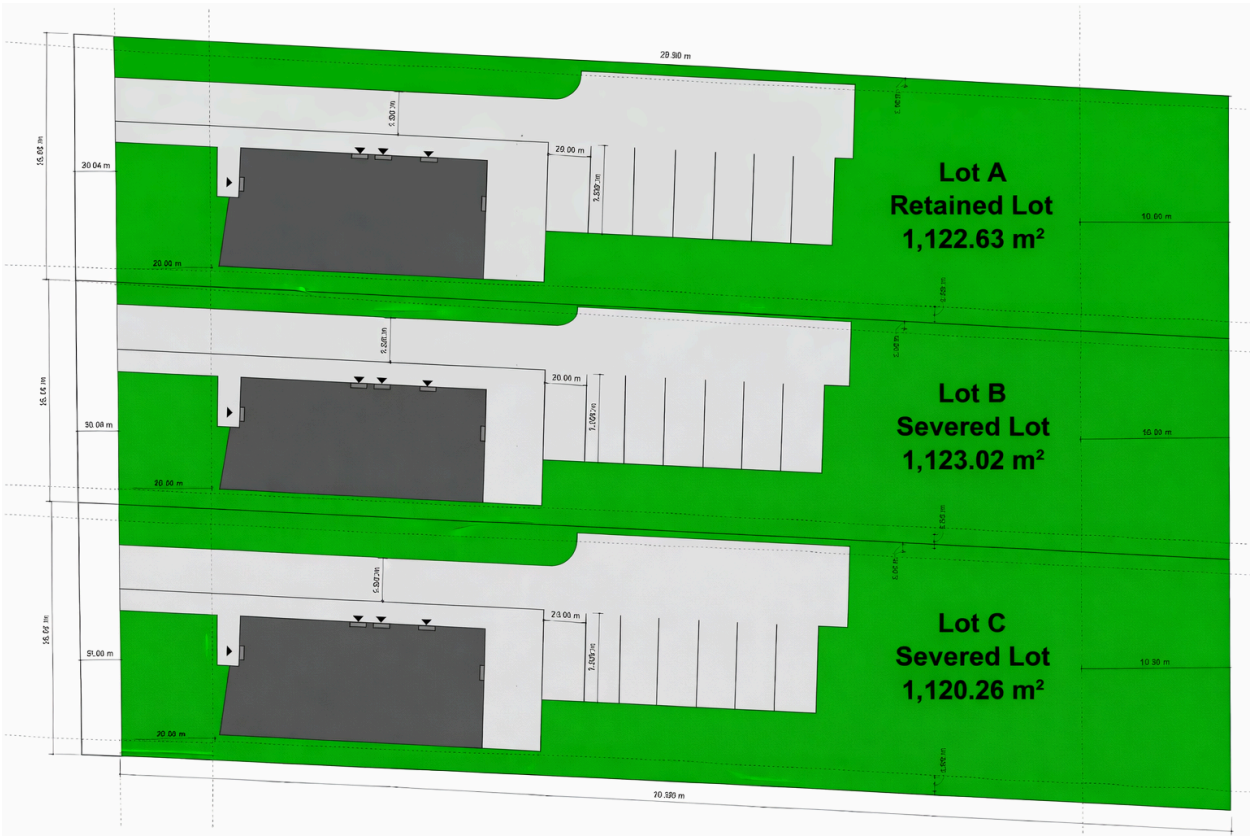
Urban Insights Inc.
Ryan Mounsey, CEO.BES.MUDS.MCIP, RPP
Urban Insights Inc.

I hereby certify that Ryan O. Mounsey is a qualified consultant (and an OLT expert) in the field of land use planning, site planning, housing and urban design. Ryan Mounsey has 26 years of planning experience with over 20 years as an urban design specialist gained at GSP Group, the City of Kitchener, the City of Waterloo, and, at Urban Insights Inc.. Ryan has an undergraduate degree from the University of Waterloo with full course load in urban design studio and has a Master's Degree in Urban Design Studies with advanced studies in urban design theory and studio from the University of Toronto. Ryan was a member of the Urban Design Working Group for ten years (an OPPI Subcommittee), he was a former Site Plan Chair and practices urban design in his current role as Managing Director and CEO at Urban Insights Inc.

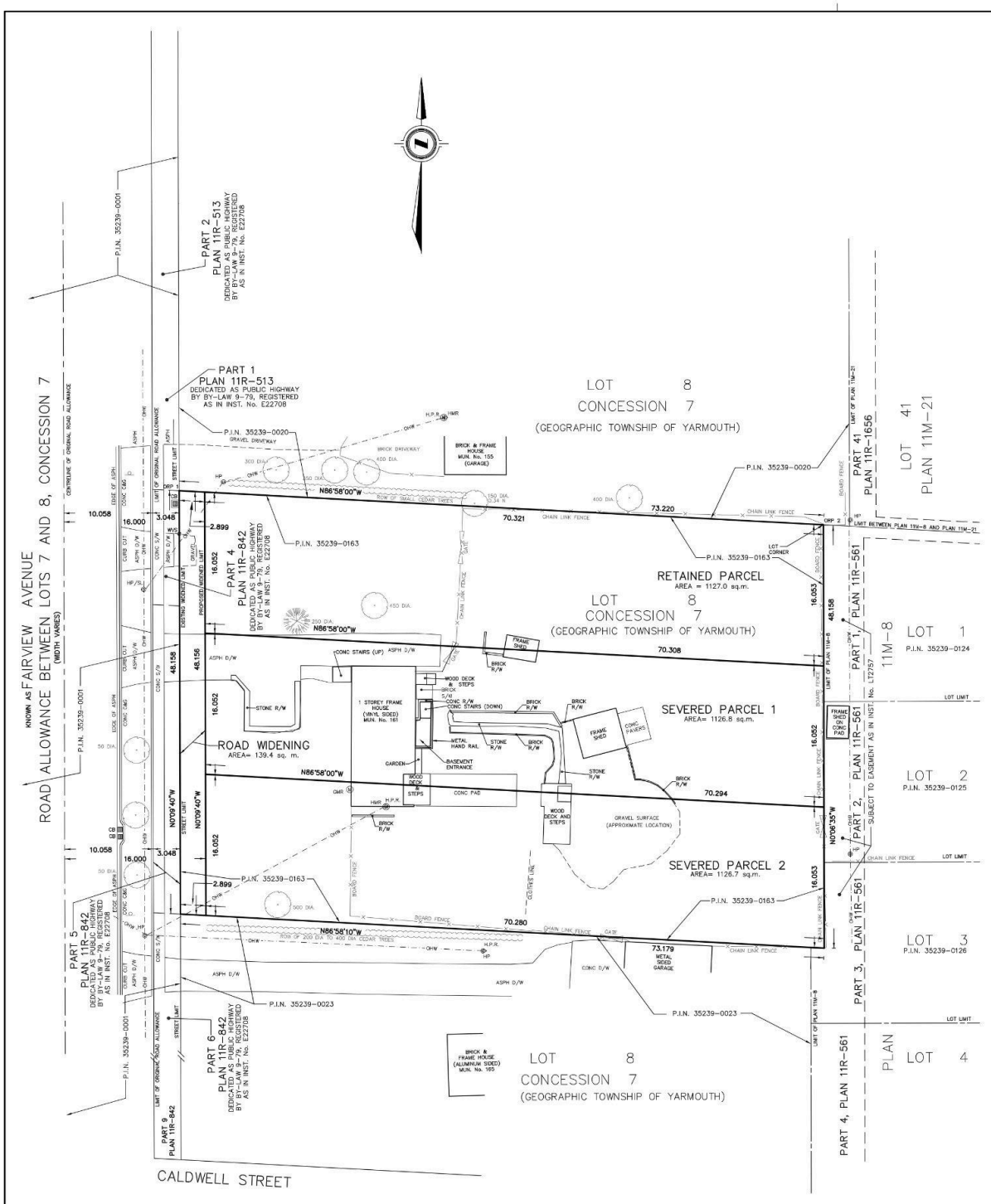
Appendix 1: Existing Survey Plan



Appendix 2: Site/Severance Plan



urban insights



PROPOSED SEVERANCE SKETCH
161 FAIRVIEW AVENUE
ST. THOMAS, ONTARIO

SCALE 1:250

5 4 3 2 1 0 5 10 15

SCALE IN METRES

2026
ARCHIBALD, GRAY & McKAY LTD.
ONTARIO LAND SURVEYORS

NOTES

1) THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.
2) THE LEGAL DESCRIPTION OF THE SUBJECT PROPERTY IS; PART OF LOT 8, CONCESSION 7 (GEOGRAPHIC TOWNSHIP OF YARMOUTH), IN THE CITY OF ST. THOMAS, COUNTY OF ELGIN
3) BOUNDARY DIMENSIONS AND INFORMATION SHOWN ON THIS SKETCH HAVE BEEN DERIVED FROM A FIELD SURVEY, AGM FILE# YA-07-08-1 DATED JULY 9, 2025.
4) THIS SKETCH IS PROTECTED BY COPYRIGHT ©

TOPOGRAPHIC LEGEND

A/C	DENOTES AIR CONDITIONER
ASPH	DENOTES ASPHALT
BM	DENOTES BENCHMARK
B/S	DENOTES BOTTOM OF SLOPE
CB	DENOTES CATCH BASIN
CONC	DENOTES CONCRETE
C&G	DENOTES CURB AND GUTTER
DIA	DENOTES DIAMETER IN mm
DS	DENOTES DOOR SILL
D/W	DENOTES DRIVEWAY
EL	DENOTES ELEVATION
FF	DENOTES FINISHED FLOOR
GMR	DENOTES GAS METER
HMR	DENOTES HYDRO METER
HP	DENOTES HYDRO POLE
HPR	DENOTES HYDRO RISER
MH	DENOTES MANHOLE (UNKNOWN TYPE)
OHW	DENOTES OVERHEAD WIRES
R/W	DENOTES RETAINING WALL
S/W	DENOTES SIDEWALK
SL	DENOTES STREET LIGHT
TOF	DENOTES TOP OF FOUNDATION
T/S	DENOTES TOP OF SLOPE
WVS	DENOTES WATER VALVE SERVICE
N	DENOTES NORTH
E	DENOTES EAST
W	DENOTES WEST
S	DENOTES SOUTH
P	DENOTES SIGN

DENOTES CONIFEROUS TREE

DENOTES DECIDUOUS TREE

UTM GRID NOTES

BEARINGS ARE U.T.M. GRID NAD83 (CSRS) (2010.0), DERIVED FROM G.P.S. OBSERVATIONS AND THE CAN-NET BASE STATION NETWORK AND ARE REFERRED TO THE CENTRAL MERIDIAN 81°00' WEST LONGITUDE, ZONE 17.

DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999570335426

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM GPS OBSERVATIONS USING REAL TIME NETWORK (RTN). U.T.M. ZONE 17, NAD83 (CSRS) (2010.0). COORDINATES TO URBAN ACCURACY PER SEC. 14(2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP 1	4734273.144	486345.040
ORP 2	4734269.272	486418.118

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

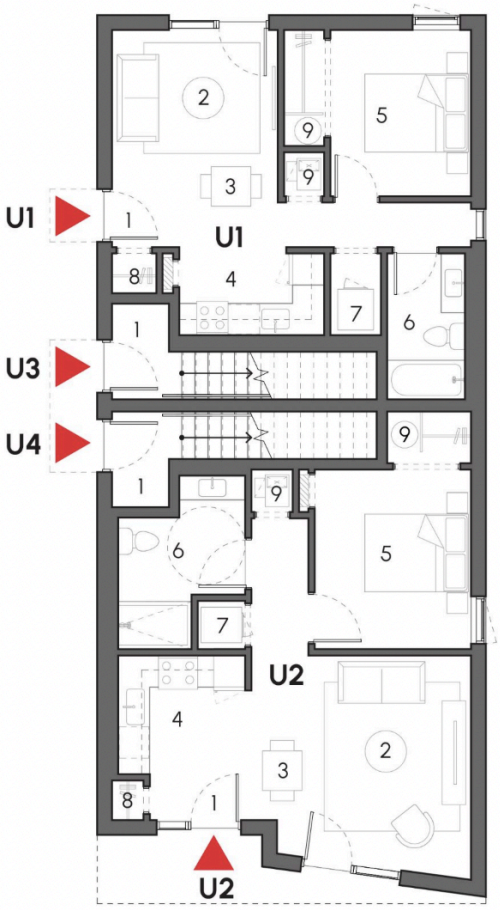
METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

AGM PLAN • SURVEY • ENGINEER
ARCHIBALD, GRAY & McKAY LTD.
3514 WHITE OAK ROAD, LONDON, ON, N6E 2Z9
PHONE 519-685-5300 FAX 519-685-5303
EMAIL info@agm.on.ca WEB www.agm.on.ca

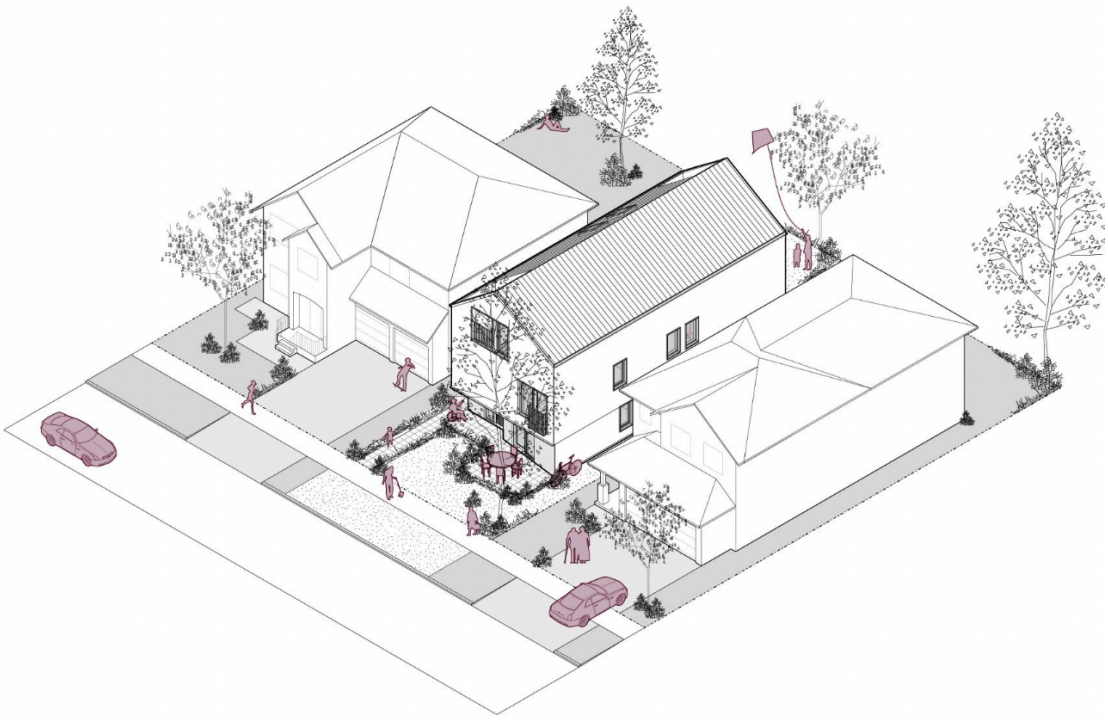
DRAWN BY: CRC	DIGITAL FILE: YA2505SK1.dwg	PLAN No: 4-A-5735
CHECKED BY: NAME		
FILE No: YA-07-08-1	Plot date: Mar 25, 2026	

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Appendix 3: CMHC Fourplex 01 Design







Appendix 4: JPE Engineering Report (also provided separate attachment)

JPE Engineering
41 Kestrel Street
Kitchener ON N2K 4K2 Canada
tel 519 577 2238
email: info@jpe-engineering.ca
web: www.jpe-engineering.ca

March 30, 2026

via email only: matt@calibercontracting.ca
cc: ryanolivermounsey@outlook.com

Matt Morningstar
2572567 Ontario Inc. o/a Caliber Contracting
100 Dundas Street East
Paris ON
N3L 3H6

Dear Mr. Morningstar:

161 FAIRVIEW AVENUE, ST. THOMAS, ON
REDEVELOPMENT REVIEW

JPE Engineering was retained to review the potential redevelopment of the subject property from a municipal engineering perspective (i.e., grading, drainage, sanitary and water servicing). Our review was based on visual observations of the property, review of available municipal infrastructure drawings (attached for reference), and a topographical survey of the property and immediate environs.

The subject property is located on the east side of Fairview Avenue approx. 140m north of Caldwell Street in St Thomas, Ontario. Note, for description, it is assumed that Fairview Avenue runs north-south.

The existing property has an area of approx. 0.355ha, a frontage of approx. 48m and a depth of approx. 70m. It is currently developed with a single detached house and two detached buildings. Two driveways enter the property from Fairview Avenue. From municipal records, Fairview Avenue was reconstructed in circa 2021 and sidewalk exists along the subject property's frontage. Refer to Plate 1 for an aerial photo of the property, and Plate 2 for a street-view photo of the property from Fairview Avenue.

The proposal is to severe the property into three single family lots (each with approx. 16m frontage), demolish all existing buildings, and construct three new dwellings. The driveways and landscaping would be also reconstructed to suit the new dwellings.

GRADING & DRAINAGE:
From visual inspection and review of topographical survey, the property's central-southern portions are generally high (approx. 242.0m), and the property falls in elevation to its western, northern and eastern perimeters. There is no evidence of a storm system on site and stormwater sheet drains from the property. The south property line has a drainage divide centrally on the property, with western stormwater flows directed to Fairview Avenue, and eastern flows crossing residential properties to McLarty Drive. The northern property line generally falls from east (240.0m) to west with stormwater discharging via swale to a ditch inlet at Fairview Avenue (top of grate = 238.9m).

The proposed redevelopment will generally maintain existing drainage patterns. Dwellings will be set at appropriate finished floor elevations to ensure positive drainage away from the structures, and side yard swales designed to convey stormwater primarily to Fairview Avenue, with some small area of the rear yards continuing to sheet drain eastward to McLarty Drive. Once the building footprints are available, detailed design of the grading and drainage will be completed and be made compliant with the City's requirements and criteria.

File: JPE-1096



PLATE 1: Aerial Photo (source: Google Maps, Aug 2025)



PLATE 2: Street View Photo from Fairview Ave (source: Google Maps, June 2023)

SANITARY:
A 250mm diameter sanitary sewer exist on the eastern side of Fairview Avenue. Two sanitary laterals exist to the property: one is centrally located on the lot and connected to the existing house (depth at property line is 2.0m); the other is stubbed for future use on the northern portion of the lot (depth at property line is 2.7m). While the two laterals are positioned appropriately to service the proposed two northernmost lots, a third sanitary lateral will need to be installed to service the proposed southernmost lot.

During design of the proposed dwellings, the basement elevation will be set to facilitate gravity service connection to the municipal sewers.

POTABLE WATER:
A 350mm diameter watermain exist on the western side of Fairview Avenue. Two water laterals exist to the property: one is centrally located on the lot and connected to the existing house; the other is stubbed for future use on the northern portion of the lot. While the two laterals are positioned appropriately to service the proposed two northernmost lots, a third water lateral will need to be installed to service the proposed southernmost lot.

A municipal fire hydrant exists on the western side of Fairview Avenue approx. 15m perpendicularly south of the subject property's southern property corner.

CLOSURE:
Based on our preliminary review of the subject property and existing municipal servicing, we do not anticipate any significant constraints to the proposed redevelopment from a site engineering perspective. Proposed grading will direct stormwater via sheet drainage and swales generally to Fairview Avenue, with only small landscaped areas being directed easterly, all of which is similar to existing conditions. Two sets of municipal services (i.e., water and sanitary) already exist to the property, and a third set can readily be installed such that all three proposed lots will be serviced individually.

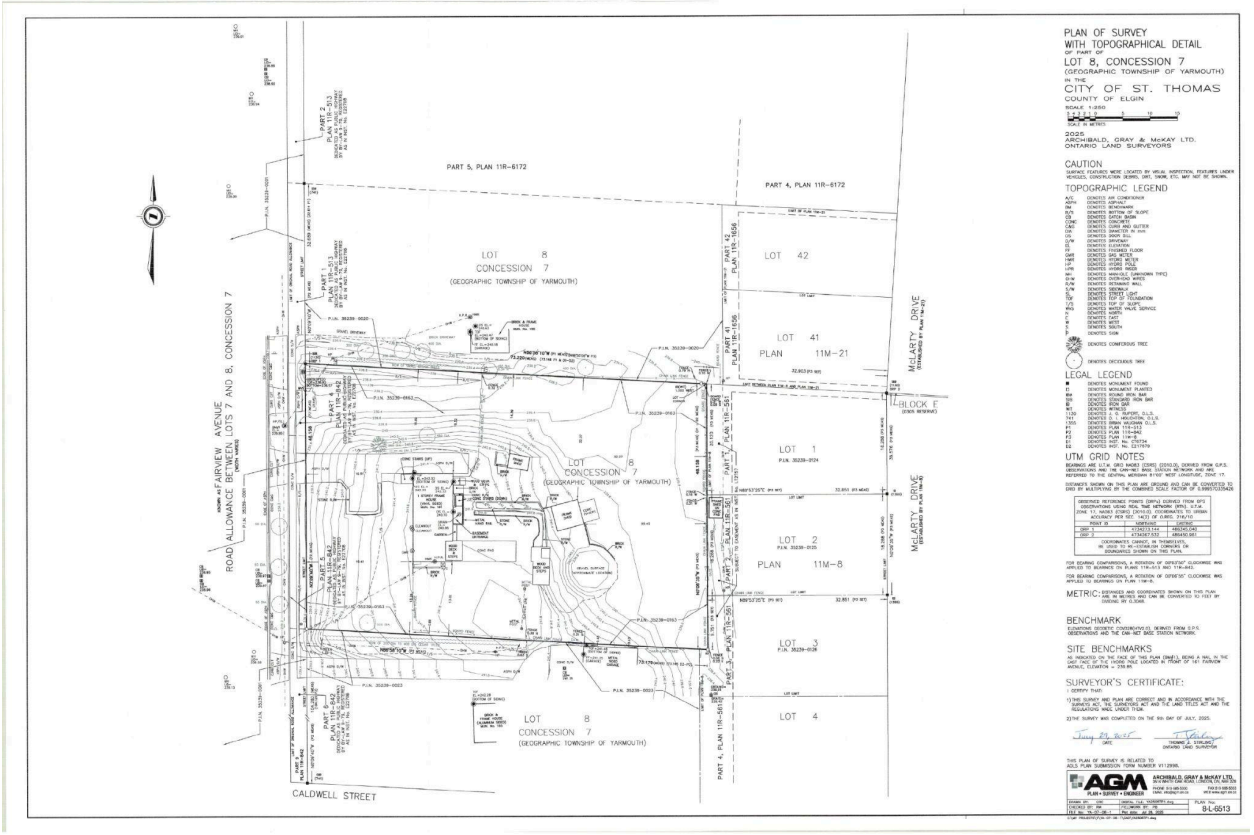
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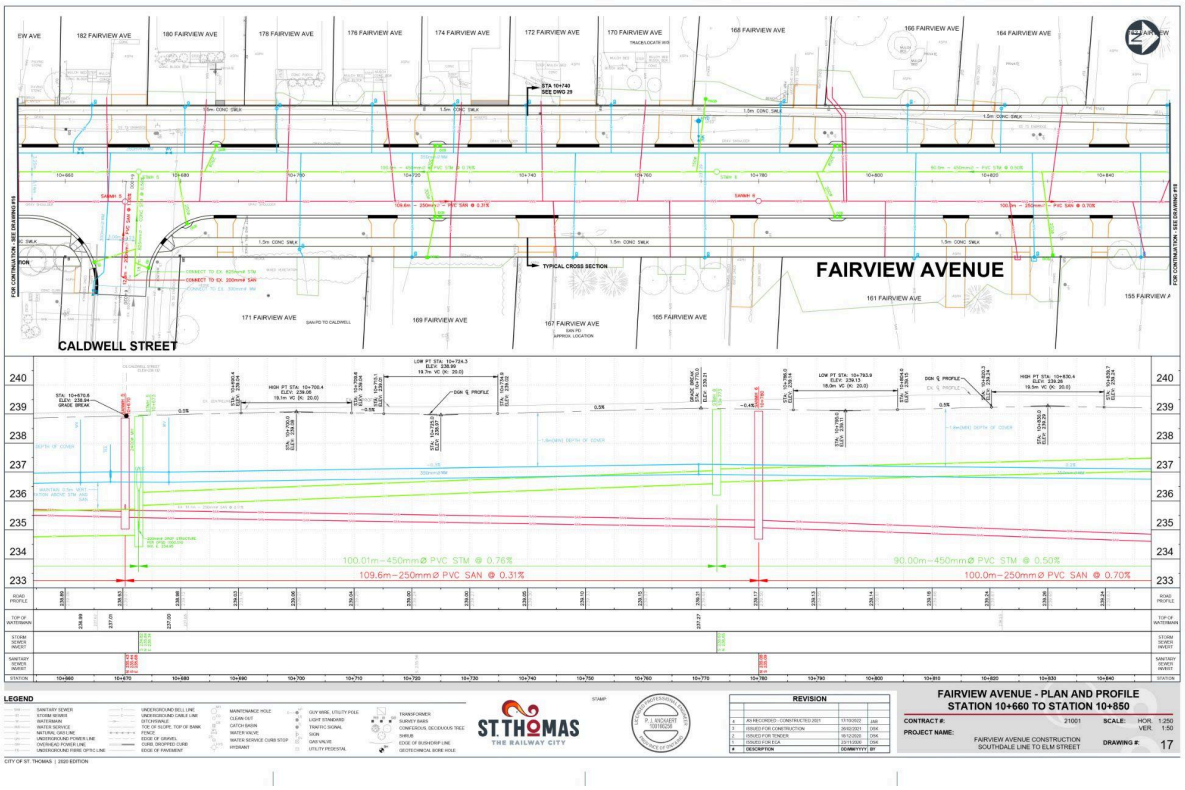
We trust this letter is sufficient for your current requirements. Should you have any further needs, please do not hesitate to contact the undersigned.

Yours truly,
JPE ENGINEERING

John Perks, MBA, P.Eng.
Consulting Engineer, President

Attachments:
- *Topographical Survey of 161 Fairview Avenue*
- *Plan & Profile of Fairview Street*


PLAN OF SURVEY
WITH TOPOGRAPHICAL DETAIL
OF PART OF
LOT 8, CONCESSION 7
(GEOGRAPHIC TOWNSHIP OF YARMOUTH)
IN THE
CITY OF ST. THOMAS
COUNTY OF ELGIN
SCALE 1:250
2025
ARCHIBALD, GRAY & McKAY LTD.
ONTARIO LAND SURVEYORS
CAUTION
TOPOGRAPHIC LEGEND
LEGAL LEGEND
UTM GRID NOTES
BENCHMARK
SITE BENCHMARKS
SURVEYOR'S CERTIFICATE:
PART 5, PLAN 11R-6172
PART 4, PLAN 11R-6172
LOT 8
CONCESSION 7
(GEOGRAPHIC TOWNSHIP OF YARMOUTH)
LOT 42
LOT 41
PLAN 11M-21
LOT 1
P.I.N. 35239-0124
LOT 2
PLAN 11M-8
P.I.N. 35239-0125
LOT 3
P.I.N. 35239-0126
LOT 4
BLOCK E
(OPEN SPACE)
McLARTY DRIVE
DEDICATED BY PLAN 11M-21
FAIRVIEW AVENUE
ROAD ALLOWANCE BETWEEN LOTS 7 AND 8, CONCESSION 7
CALDWELL STREET
8-L-6513


FAIRVIEW AVENUE
CALDWELL STREET
182 FAIRVIEW AVE
180 FAIRVIEW AVE
178 FAIRVIEW AVE
176 FAIRVIEW AVE
174 FAIRVIEW AVE
172 FAIRVIEW AVE
170 FAIRVIEW AVE
168 FAIRVIEW AVE
166 FAIRVIEW AVE
164 FAIRVIEW AVE
161 FAIRVIEW AVE
171 FAIRVIEW AVE
169 FAIRVIEW AVE
167 FAIRVIEW AVE
165 FAIRVIEW AVE
TYPICAL CROSS SECTION
100.01m – 450mm Ø PVC STM @ 0.76%
109.6m – 250mm Ø PVC SAN @ 0.31%
90.00m – 450mm Ø PVC STM @ 0.50%
100.0m – 250mm Ø PVC SAN @ 0.70%
LEGEND
REVISION
FAIRVIEW AVENUE - PLAN AND PROFILE
STATION 10+660 TO STATION 10+850
CONTRACT #: 21001
SCALE: HOR. 1:250 VER. 1:50
PROJECT NAME: FAIRVIEW AVENUE CONSTRUCTION SOUTHDALE LINE TO ELM STREET
DRAWING #: 17

JPE Engineering
41 Kestrel Street
Kitchener ON N2K 4K2 Canada
tel 519 577 2238
email: info@jpe-engineering.ca
web: www.jpe-engineering.ca

March 30, 2026

via email only: matt@calibercontracting.ca
cc: ryanolivermounsey@outlook.com

Matt Morningstar
2572567 Ontario Inc. o/a Caliber Contracting
100 Dundas Street East
Paris ON
N3L 3H6

Dear Mr. Morningstar:

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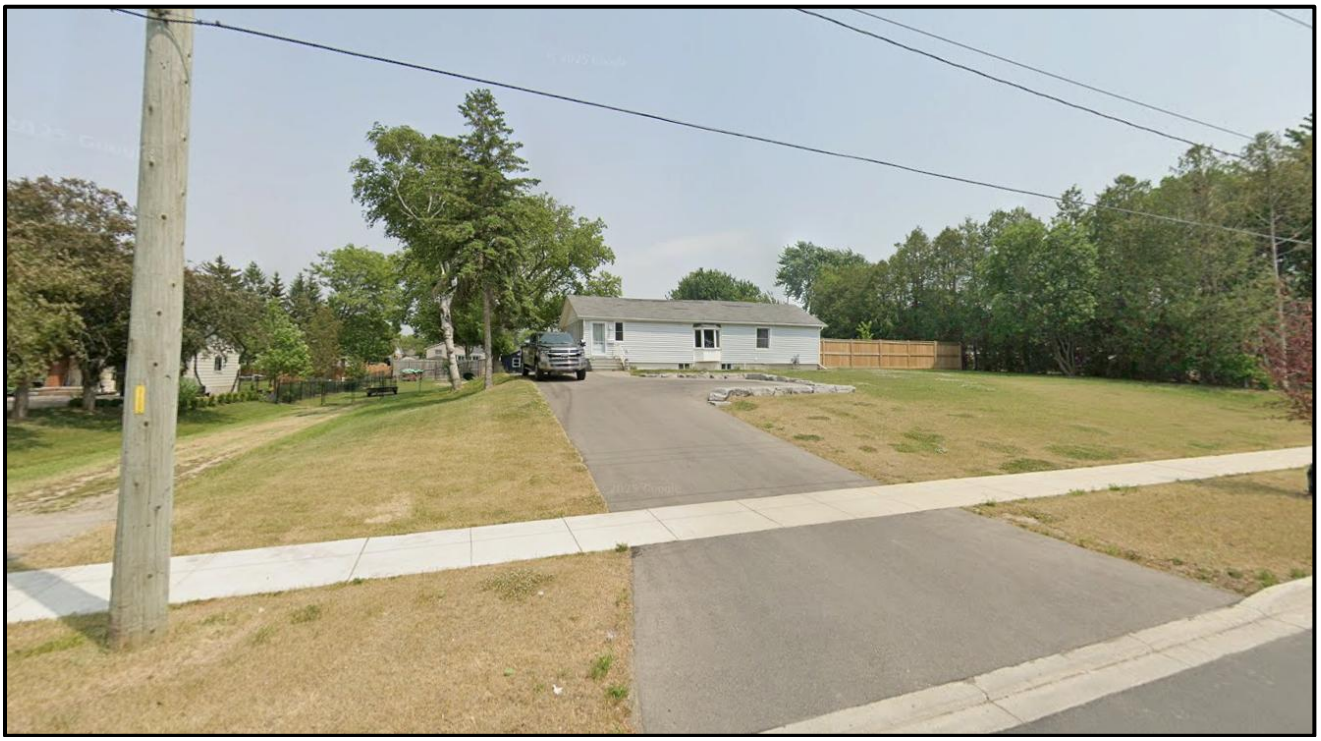


PLATE 2: Street View Photo from Fairview Ave (source: Google Maps, June 2023)

SANITARY:

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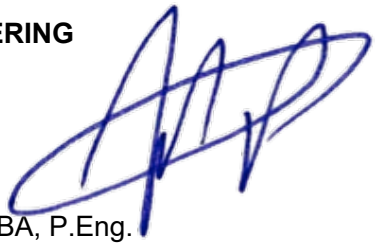
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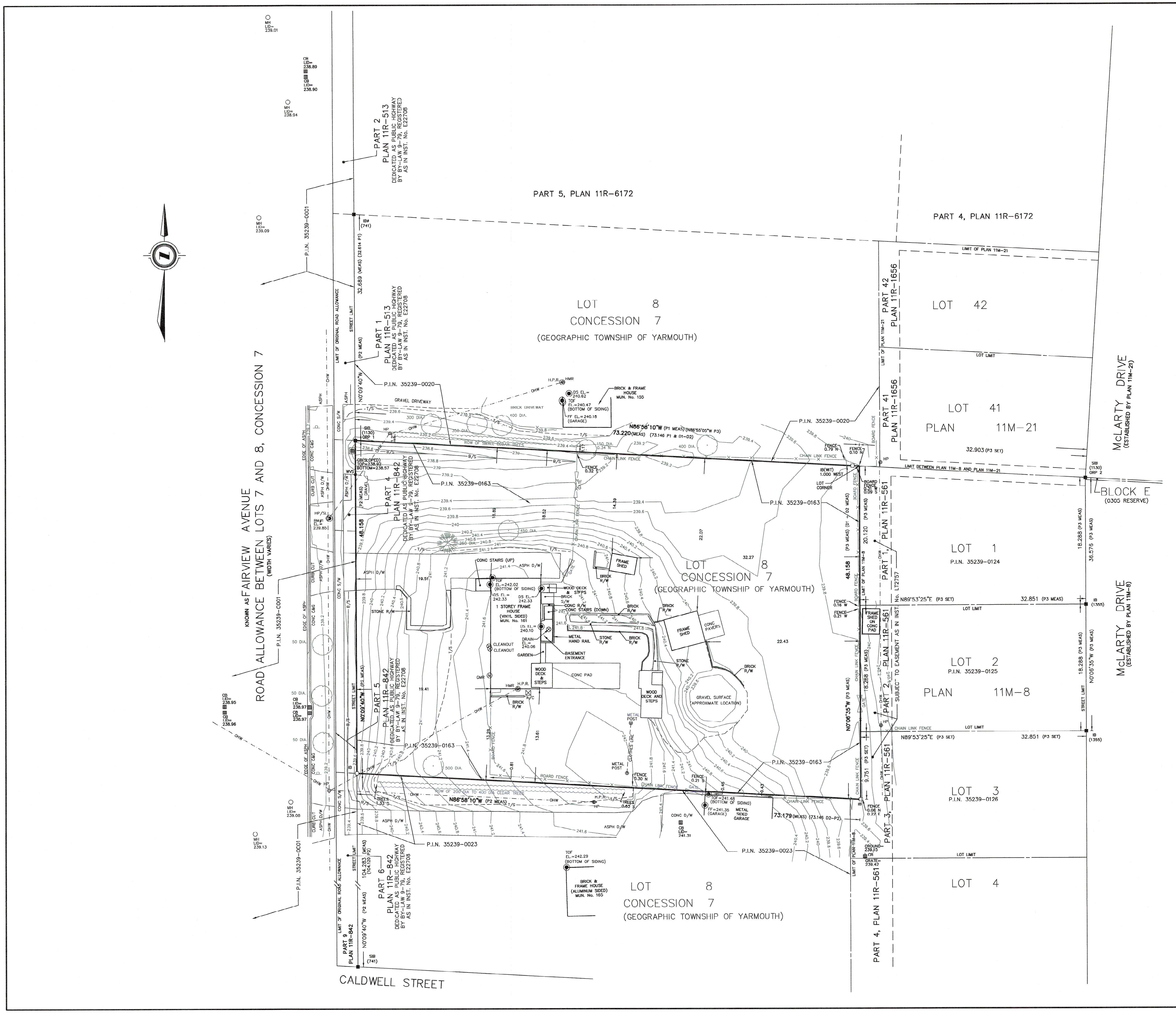
Yours truly,
JPE ENGINEERING



John Perks, MBA, P.Eng.
Consulting Engineer, President

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- *Plan & Profile of Fairview Street*



PLAN OF SURVEY WITH TOPOGRAPHICAL DETAIL

OF PART OF

LOT 8, CONCESSION 7

(GEOGRAPHIC TOWNSHIP OF YARMOUTH)

IN THE

CITY OF ST. THOMAS

COUNTY OF ELGIN

SCALE 1:250

5 4 3 2 1 0 5 10 15

SCALE IN METRES

2025
ARCHIBALD, GRAY & McKAY LTD.
ONTARIO LAND SURVEYORS

CAUTION

SURFACE FEATURES WERE LOCATED BY VISUAL INSPECTION, FEATURES UNDER VEHICLES, CONSTRUCTION DEBRIS, DIRT, SNOW, ETC. MAY NOT BE SHOWN.

TOPOGRAPHIC LEGEND

A/C	DENOTES AIR CONDITIONER
ASPH	DENOTES ASPHALT
BM	DENOTES BENCHMARK
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N	DENOTES NORTH
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W	DENOTES WEST
S	DENOTES SOUTH
þ	DENOTES SIGN
(symbol)	DENOTES CONIFEROUS TREE
(symbol)	DENOTES DECIDUOUS TREE

LEGAL LEGEND

■	DENOTES MONUMENT FOUND
□	DENOTES MONUMENT PLANTED
IBø	DENOTES ROUND IRON BAR
SIB	DENOTES STANDARD IRON BAR
IB	DENOTES IRON BAR
WIT	DENOTES WITNESS
1130	DENOTES J. G. RUPERT, O.L.S.
741	DENOTES D. I. HOUGHTON, O.L.S.
1355	DENOTES BRIAN VAUGHAN O.L.S.
P1	DENOTES PLAN 11R-513
P2	DENOTES PLAN 11R-842
P3	DENOTES PLAN 11M-8
D1	DENOTES INST. No. CT6734
D2	DENOTES INST. No. E217679

UTM GRID NOTES

BEARINGS ARE U.T.M. GRID NAD83 (CSRS) (2010.0), DERIVED FROM G.P.S. OBSERVATIONS AND THE CAN-NET BASE STATION NETWORK AND ARE REFERRED TO THE CENTRAL MERIDIAN 81°00' WEST LONGITUDE, ZONE 17.

DISTANCES SHOWN ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999570335426

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM GPS OBSERVATIONS USING REAL TIME NETWORK (RTN). U.T.M. ZONE 17, NAD83 (CSRS) (2010.0). COORDINATES TO URBAN ACCURACY PER SEC. 14(2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP 1	4734273.144	486345.040
ORP 2	4734267.532	486450.961

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FOR BEARING COMPARISONS, A ROTATION OF 00°03'50" CLOCKWISE WAS APPLIED TO BEARINGS ON PLANS 11R-513 AND 11R-842.

FOR BEARING COMPARISONS, A ROTATION OF 00°06'55" CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 11M-8.

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

BENCHMARK

ELEVATIONS GEODETIC CGVD28(HTV2.0), DERIVED FROM G.P.S. OBSERVATIONS AND THE CAN-NET BASE STATION NETWORK.

SITE BENCHMARKS

AS INDICATED ON THE FACE OF THIS PLAN (BM#1), BEING A NAIL IN THE EAST FACE OF THE HYDRO POLE LOCATED IN FRONT OF 161 FAIRVIEW AVENUE, ELEVATION = 239.85.

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2) THE SURVEY WAS COMPLETED ON THE 9th DAY OF JULY, 2025.

July 29, 2025
DATE

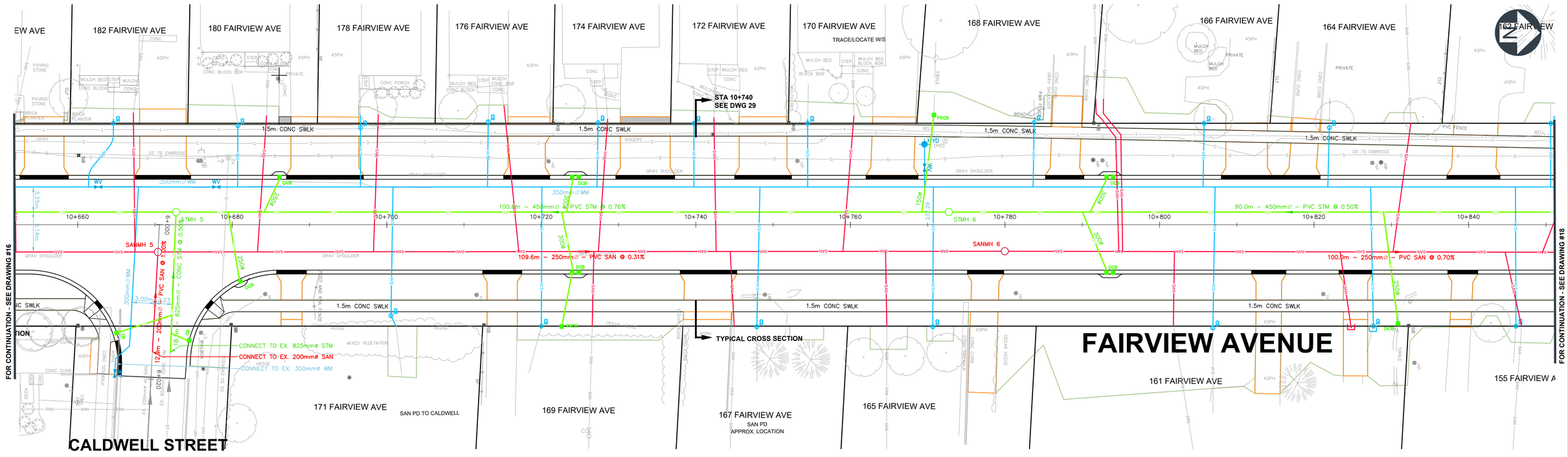
T. Stirling
THOMAS J. STIRLING
ONTARIO LAND SURVEYOR

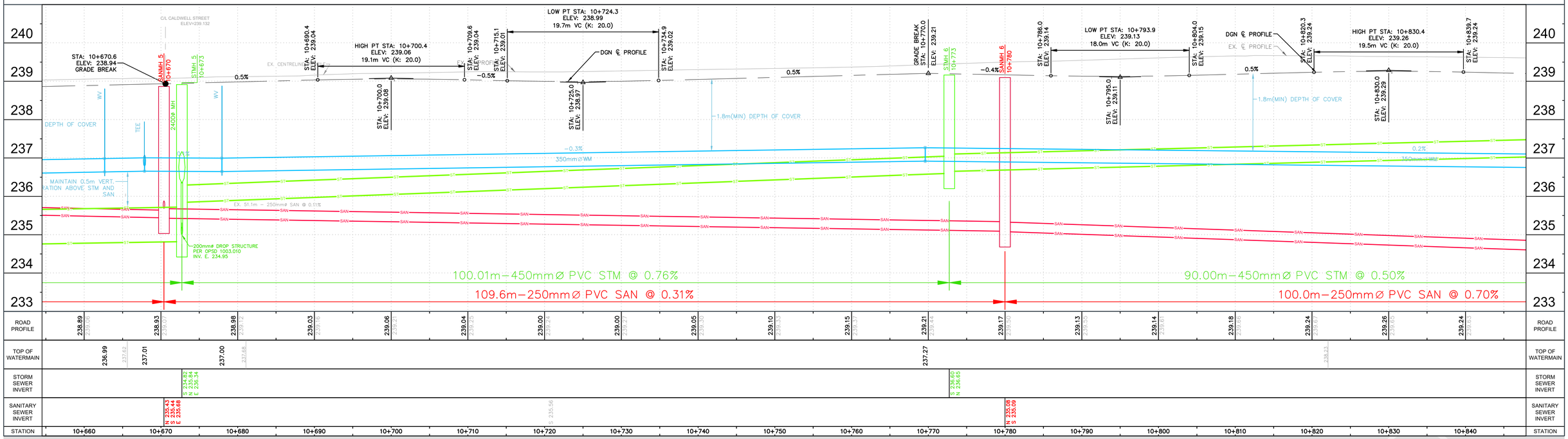
THIS PLAN OF SURVEY IS RELATED TO AOLS PLAN SUBMISSION FORM NUMBER V112998.

AGM
PLAN • SURVEY • ENGINEER
ARCHIBALD, GRAY & McKAY LTD.
3514 WHITE OAK ROAD, LONDON, ON, N6E 2Z9
PHONE 519-685-5300 FAX 519-685-5303
EMAIL info@agm.on.ca WEB www.agm.on.ca

DRAWN BY: CRC	DIGITAL FILE: YA2505TP1.dwg	PLAN No:
CHECKED BY: RM	FIELDWORK BY: PB	8-L-6513
FILE No: YA-07-08-1	Plot date: Jul 28, 2025	

C:\MY PROJECTS\Y\YA-07-08-1\CAD\YA2505TP1.dwg





LEGEND

SAN	SANITARY SEWER	T	UNDERGROUND BELL LINE	MH	MAINTENANCE HOLE
ST	STORM SEWER	C	UNDERGROUND CABLE LINE	CO	CLEAN OUT
W	WATERMAIN		DITCH/SWALE	CB	CATCH BASIN
WS	WATER SERVICE		TOE OF SLOPE, TOP OF BANK	WV	WATER VALVE
G	NATURAL GAS LINE		FENCE	WSCS	WATER SERVICE CURB STOP
UH	UNDERGROUND POWER LINE		EDGE OF GRAVEL	HYD	HYDRANT
OH	OVERHEAD POWER LINE		CURB, DROPPED CURB	GP	GUY WIRE, UTILITY POLE
FO	UNDERGROUND FIBRE OPTIC LINE		EDGE OF PAVEMENT	LS	LIGHT STANDARD
				TL	TRAFFIC SIGNAL
				SIGN	SIGN
				GV	GAS VALVE
				UP	UTILITY PEDESTAL
				RIB IB SIB	TRANSFORMER, SURVEY BARS
					CONIFEROUS, DECIDUOUS TREE
					SHRUB
					EDGE OF BUSH/DRIP LINE
				BH	GEOTECHNICAL BORE HOLE

ST. THOMAS
THE RAILWAY CITY

STAMP:

LICENSED PROFESSIONAL ENGINEER
P. J. ANCKAERT
100166258
PROVINCE OF ONTARIO

REVISION			
4	AS RECORDED - CONSTRUCTED 2021	17/10/2022	JAB
3	ISSUED FOR CONSTRUCTION	26/02/2021	DSK
2	ISSUED FOR TENDER	18/12/2020	DSK
1	ISSUED FOR ECA	23/11/2020	DSK
#	DESCRIPTION	DD/MM/YYYY	BY

FAIRVIEW AVENUE - PLAN AND PROFILE STATION 10+660 TO STATION 10+850

CONTRACT #: 21001

SCALE: HOR. 1:250, VER. 1:50

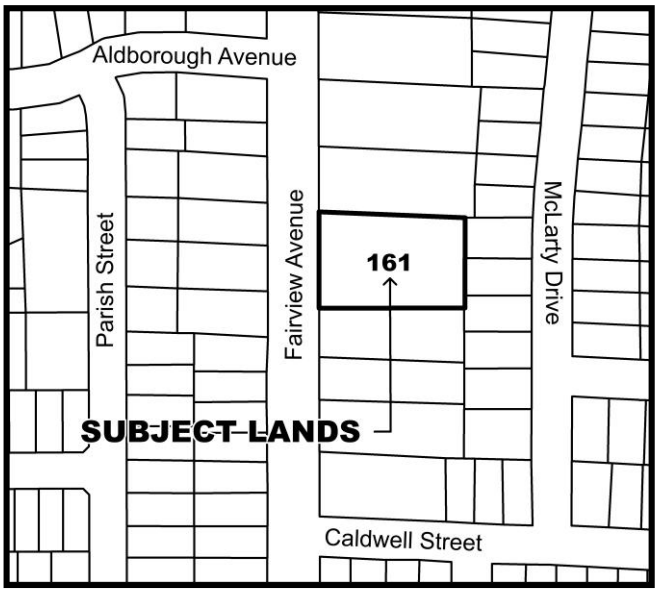
PROJECT NAME: FAIRVIEW AVENUE CONSTRUCTION SOUTHDALE LINE TO ELM STREET

DRAWING #: 17

ST. THOMAS THE RAILWAY CITY	**Report No.:** B02/2026
Directed to: Members of the Committee of Adjustment	**Meeting Date:** 05/14/2026
Department: Planning & Building Services Department **Prepared by:** Steve Craig, Senior Planning Technician	**Attachment:** Location Plan and 2020 Aerial Photograph
Location: 161 Fairview Avenue	
Applicant: 2872558 Ontario Inc.	
Subject: Request for a consent pursuant to Section 53 of the Planning Act, R.S.O, as amended	
Recommendation: That: Report B02/2026 relating to an application for a consent at Fairview Avenue be received for information.	

Background:

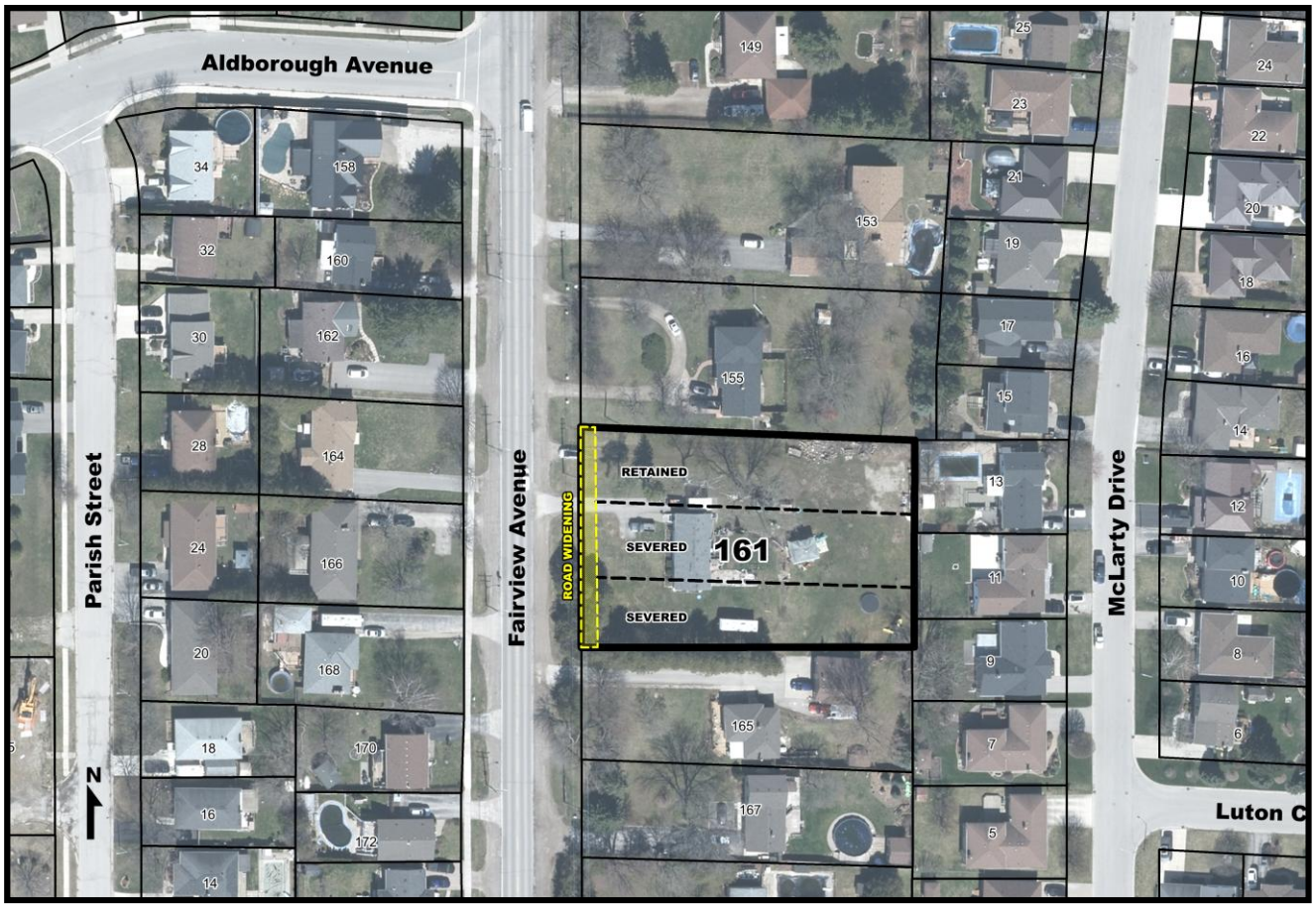
Consent Application B02/2026 has been filed for the purpose of creating three (3) residential building lots for the future of three (3) single detached dwellings. It is proposed that each single detached dwelling will contain three (3) additional residential units, as shown on the comprehensive plans accompanying the application.



Proposal:

The applicant is requesting consent to sever two new residential building lots and retain a third residential building lot as follows:

- Severed Parcel 1: Frontage of 16.05m on Elm Street with a lot area of 1,126.8m².
- Severed Parcel 2: Frontage of 16.05m on Elm Street with a lot area of 1,126.7m².
- Retained Parcel 3: Frontage of 16.05m on Elm Street with a lot area of 1,127.0m².



Provincial Planning Statement, 2024 (PPS):

- The Provincial Planning Statement (PPS 2024) provides directions on matters of Provincial interest related to land use planning and development. Decisions by planning authorities (i.e. Committee of Adjustment) that require approval under the Planning Act must be consistent with the PPS.
- The proposed development is consistent with policies of the PPS in respect to:
  - ✓ Settlement areas shall be the focus of growth and development (2.3.1.1).
  - ✓ Land use patterns within settlement areas should be based on densities and a mix of land uses which, efficiently use land and resources and optimize existing and planned infrastructure and public service facilities (2.3.1.2).
  - ✓ Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities (2.3.1.3).
  - ✓ Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety (3.6.2).

- The Provincial Planning Statement provides that planning for stormwater management shall mitigate risks to human health, safety, property and the environment and align with any comprehensive municipal plans for stormwater management that consider cumulative impacts of stormwater from development on a watershed scale (3.6.8(d)(g)).
- The applicant obtained the services of JPE Engineering to review the potential redevelopment of the subject lands from a municipal engineering perspective, including stormwater management.
- The City's Environmental Services Department reviewed the JPE Engineering report, dated March 30, 2026, and identified concerns regarding the proposed stormwater management plan.
- Staff are recommending that approval of Consent Application B02/2026 be conditional on the applicant submitting a revised stormwater management plan, that demonstrates that drainage for the severed, retained and adjacent lots has been addressed to the satisfaction of the Director, Environmental Services.
- Subject to the stormwater management condition outlined above the requested consent may be deemed consistent with the Provincial Planning Statement.

Planning Act, R.S.O. 1990, as Amended:

- Pursuant to Section 53(12) of the Planning Act, when considering an application for provisional consent, regard shall be had to prescribed criteria in Section 51(24) of the Planning Act. Including, matters of provincial interest, whether the consent is premature or in the public interest, conformity with the official plan, suitability of the land for the purposes in which it is to be subdivided, the dimension and shape of the proposed lots, and the adequacy of municipal services and highways (51(24)).
- The applicant obtained the services of JPE Engineering to review the potential redevelopment of the subject lands from a municipal engineering perspective, including stormwater management.
- The City's Environmental Services Department reviewed the JPE Engineering report, dated March 30, 2026, and identified concerns regarding the proposed stormwater management plan.
- Staff are recommending that approval of Consent Application B02/2026 be conditional on the applicant submitting a revised stormwater management plan, that demonstrates that drainage for the severed, retained and adjacent lots has been addressed to the satisfaction of the Director, Environmental Services.
- Subject to the stormwater management condition outlined above the requested consent has regard to the prescribed criteria in Section 51(24) of the Planning Act.

St. Thomas Official Plan:

- The subject lands are within the Residential designation, as shown on Schedule A (Land Use Plan) to the Official Plan for the City of St. Thomas.
- The Residential designation means the predominant use of land shall be for low, medium, and high-density residential use (5.1.3.1).
- The applicant is requesting consent for the purpose of creating three (3) residential building lots for the purpose of developing three (3) single detached dwellings, which equates to a density of 9 units per hectare, placing it in the low-density category (5.1.3.2).
- Low density residential use shall mean a residential use to a maximum of twenty-five (25) residential dwelling units per net hectare. Within a low-density residential area, the main permitted uses shall include single detached, semi- detached, duplex and triplex residential dwellings. Infilling and intensification of low-density residential areas shall be encouraged where deemed appropriate (5.1.3.2).
- Redevelopment and infill for the purposes of the Official Plan is defined as new residential development within an established neighbourhood, on vacant or underutilized sites and may occur by consent or plan of subdivision (5.1.3.6). Policies governing redevelopment/Infill include:
  - i) Zoning by-law provisions shall ensure that redevelopment/infill housing projects recognize the scale of adjacent land uses and enhance the character of the area. *(Conforms, development of the lots will be in conformity with the Zoning By-law).*
  - ii) All redevelopment/infilling must be on full urban services and existing municipal services and facilities should be adequate to accommodate the proposed development. *(Conforms, development of the lots will be on full municipal services and are adequate to accommodate the development).*
  - iii) Redevelopment/infill housing should be sensitive to the height, scale and architectural design of buildings in the surrounding neighbourhood. *(Conforms, development of the lots will be in conformity with the Zoning By-law).*
  - iv) Redevelopment/infill housing should be sensitive to the continuity of the residential streetscape. *(Conforms, development of the lots will be in conformity with the Zoning By-law).*
  - v) Adequate off-street parking and outdoor amenity areas will be provided as part of a redevelopment/infill housing project. *(Conforms, development of the lots will be in conformity with the Zoning By-law).*
  - vi) New lots created by consent must be of a size consistent with the average size of lots within the surrounding area. In all cases new lots must meet the requirements of the Zoning By-law. *(Conforms, all three (3) lots conform with the requirements of the Zoning By-law for a single detached dwelling).*

- In addition to three (3) single detached dwellings, it is proposed that each dwelling will contain three (3) additional residential units (ARU's).
- ARU's are separate and complete dwelling units that are created within a single detached, semi-detached or rowhouse, regardless of whether the physical alteration of the house is required to create a maximum of four residential units on a lot (5.1.3.7.1).
- Schedule C (Corridor Widening Plan) to the Official Plan of the City of St. Thomas identifies Fairview Avenue (Major Arterial Road) with a proposed minimum road allowance width of 29m - 32m.
- The right-of-way widths shown on Schedule "C" indicate the minimum planned widths of the corridor right of ways that may be secured as part of the development approval process. The roads shown on Schedule "C" will require widening to achieve their minimum right-of-way widths (9.1.1.9.1).
- Road widenings shall be reserved or obtained, at no cost to the City, through subdivision approval, condominium approval, land severance consent, site plan approval or by gift, bequeathment, purchase or through expropriation where necessary and feasible (9.1.1.9.2).
  (Conforms, the proposed severance sketch prepared by AGM and accompanying the application identifies the required road widening (2.899m) along the entire frontage (Fairview Avenue) of the subject lands).
- Consents will be granted only if it is apparent to the Committee of Adjustment that a plan of subdivision is unnecessary and the land in question can be serviced adequately (10.4.1).
  (Conforms, the development of three residential building lots for the future development of three (3) single detached dwellings does not require a plan of subdivision and municipal services are adequate to accommodate the development).
- The Official Plan provides that current stormwater management techniques shall be used in the design and implementation of all development to control both the quality and quantity of surface water runoff and to maintain the quality and quantity in the receiving watercourse (8.6.3).
- The applicant obtained the services of JPE Engineering to review the potential redevelopment of the subject lands from a municipal engineering perspective, including stormwater management.
- The City's Environmental Services Department reviewed the report prepared by JPE Engineering, dated March 30, 2026, and identified concerns regarding the proposed stormwater management plan.
- Staff are recommending that approval of Consent Application B02/2026 be conditional on the applicant submitting a revised stormwater management plan, that demonstrates that drainage for the severed, retained and adjacent lots has been addressed to the satisfaction of the Environmental Services Department.
- Subject to the stormwater management condition outlined above the requested consent conforms with the Official Plan.

St. Thomas Zoning By-Law 50-88:

- The subject lands are within the First Residential Zone (R1) pursuant to the City of St. Thomas Zoning By-Law No. 50-88, as shown on Zoning Map 25.
- Permitted uses of the R1 zone include single detached dwellings and uses accessory to the foregoing (5.1(a)(g)).
- No building or structure shall be erected or used for any purpose permitted by subsection 5.1 unless the following municipal services are available to service the building or structure and the land on which it is situate, a water supply system; and a sanitary sewage system and a storm sewage system or a combined sanitary and storm sewage system (5.3).
- The minimum lot area for a single detached dwelling the minimum lot frontage is 15m and the minimum lot area is 464sqm (Table 1 to Subsection 5.4, Column No. (2), Items 1. and 2.):
  - ✓ *Conforms, Severed Parcel 1: Frontage of 16.05m on Elm Street with a lot area of 1,126.8m².*
  - ✓ *Conforms, Severed Parcel 2: Frontage of 16.05m on Elm Street with a lot area of 1,126.7m².*
  - ✓ *Conforms, Retained Parcel 3: Frontage of 16.05m on Elm Street with a lot area of 1,127.0m².*
- Additional residential units shall be permitted within any residential zone in association with the following uses, single detached dwelling, semi-detached dwelling and street townhouse dwelling (4.2.11.1).
- A maximum of three (3) additional residential units shall be permitted per lot as follows: four residential units in a detached house, semi-detached house or townhouse on a residential lot, if no building or structure ancillary to the detached house, semi-detached house or townhouse contains any residential units (4.2.11.1(ii)).
- The requested consent conforms with the City of St. Thomas Zoning By-law.

Comments:

- Subject to the conditions outlined in staff's recommendation, Consent Application B02/2026 conforms with the Provincial Planning Statement (PPS), City of St. Thomas Official Plan, Zoning By-law and satisfies the criteria of Section 51(24) of the Planning Act, R.S.O, as amended. Therefore, approval of the application is supportable. Should the Committee of Adjustment approve Consent Application B02/2026 staff recommends the following conditions:
  1) The applicant submits a stormwater management plan that demonstrates that drainage for the severed, retained and adjacent lots has been addressed to the satisfaction of the Director, Environmental Services;
  2) The applicant enters into a development agreement with the Corporation of the City of St. Thomas, which addresses among other matters, driveway locations, grading and drainage, and servicing all to the satisfaction of the Director, Planning and Building Services;

3) The existing dwelling, buildings and structures be removed from the subject lands to the satisfaction of the Chief Building Official, Building Services, prior to the issuance of a certificate of consent;
4) The applicant conveys to the Corporation of the City of St. Thomas, free of all costs a road widening along Fairview Avenue, to the satisfaction of the Director, Environmental Services;
5) The payment of cash-in-lieu of the dedication of 5% of the land for parkland purposes; and
6) The Corporation of the City of St. Thomas be provided with a copy of the Reference Plan.

Respectfully submitted,
Steve Craig,
Sr. Planning Technician