

A G E N D A

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

VIA ZOOM/ROOM # 304

10:00 A.M.

JUNE 11th, 2026

DISCLOSURE OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on May 28, 2026.

HEARING OF APPLICATIONS

A08-26 – 53 Hiawatha Street **Pages 2-33**

Planning Report – A08-26 **Pages 34-41**

A09-26 – 4 Avon Road **Pages 42-50**

Planning Report – A09-26 **Pages 51-56**

NEW BUSINESS

Next Meeting

TBD (No meeting June 25)

ADJOURNMENT

CONFIRMATION OF AN APPLICATION FOR MINOR VARIANCE

May 14, 2026

Secretary-Treasurer, Committee of Adjustment
Attention: Sherry Steadman

Pursuant to By-Law 30-2015, a consultation meeting was held on April 22, 2026, with city staff and the applicant.

An application for a minor variance, regarding 53 Hiawatha Street, was filed on May 13, 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.

Yours truly,



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: <u>May 14 2026</u>	Consultation Date: <u>April 22 2026</u>
	Date Application Deemed Complete: <u>May 14 2026</u>	

Application #: A08-26

APPLICATION IS HEREBY MADE TO:

City of St. Thomas Committee of Adjustment Meeting June 11, 2026
 545 Talbot Street
 St. Thomas ON N5P 3V7
 Tel: (519) 631-1680 ext 4138 Fax: (519) 633-9019
 Email: sssteadman@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) YWCA St. Thomas Elgin

Address 16 Mary Street West St. Thomas, ON

Postal Code N5P 2S3 Tel: 519-631-9800 x:225 e-mail: lindsay.rice@ywcaste.ca

2. Name of Authorized Agent (if any) Doug. Tarry Limited c/o Tracy Tucker

Address 122 Edward St, St Thomas, ON

Postal Code N5P 1Z2 Tel: 519-808-5895 e-mail: ttucker@dtdev.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:

Parking reduction: 0.5 spaces per unit, whereas 1.25 spaces per unit are required

Setback to Interior Lot Line: 3.0m to western lot line, whereas 4.5m is required.

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

Please see attached justification letter

5. Location of Land:

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

Reference Plan No. _____ Part(s) _____

Geographic/Former Township St. Thomas

Name of Street Hiawatha Street

Street No. 53

6. Dimensions of land affected:

Frontage ±35.7 Meters

Depth varies

Area 3676 m2

Width of Street 20 Meters

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:

Community building

USE

Proposed:

Residential Apartment building and accessory program house

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:

See attached site plan

Proposed:

See attached site plan

USE

10. Date of acquisition of subject land: May 14 2026

11. Date of construction of all buildings and structures on subject land: 1920

12. Existing uses of the subject land:

Private facility

13. Existing uses of abutting lands:

North: Residential East: ResidentialSouth: Parking/ Residential West: Residential

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

>15 years

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:

R5 & R4 - 33

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, Doug. Tarry Limited c/o Tracy Tucker, 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

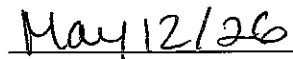
I, Tracy Tucker of St. Thomas in the province of Ontario,
name of applicant City

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 St. Thomas on this 12th day of May, 2026.
City Day Month Year



Signature of Owner or Authorized Agent



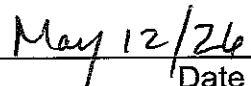
Date

SCOTT LLOYD SWITZER,

a Commissioner, etc., Province of Ontario,
for Doug. Tarry Limited and its subsidiaries.
Expires December 10, 2028.



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, YWCA St. Thomas Elgin, am the owner of the subject lands, and I authorize Doug. Tarry Limited, 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.

05-06-2026

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, YWCA St. Thomas Elgin, 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.

05-06-2026

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 may 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.



May 14, 2026

Ms. Sherry Steadman
Legislative Services Coordinator
Attn: Planning Department
City. St. Thomas
545 Talbot Street, PO Box 520
St. Thomas, Ontario
N5P 3V7

**APPLICATION FOR MINOR VARIANCE
105 SCOTT STREET & 53 HIAWATHA STREET, ST. THOMAS**

Dear Ms. Steadman:

On behalf of the owner, YWCA St. Thomas-Elgin, we are pleased to submit the enclosed application for Minor Variance for the lands located at 53 Hiawatha Street, St. Thomas. The Minor Variance is required in order to permit the proposed development of a 3.5 storey, 49 units affordable housing project to be owned and operated by the YWCA St. Thomas Elgin.

Development Details & Background

In collaboration with the City of St. Thomas, the YWCA St. Thomas-Elgin has acquired additional adjoining lands which were deemed surplus to the City of St. Thomas; these lands include the north portion of the Scott Street Parking Lot and the grassed area to the west of the parking lot, adjoining to their existing lands at 53 Hiawatha Street.

The subject lands, including the newly acquired lands from the City, are irregular in shape, having an area of 3,676m² and a frontage of 35.7m along Hiawatha Street. The lands are currently developed with one-storey building, with associated parking, along Hiawatha Street, the north portion of the Scott Street Parking Lot, and the existing municipal trail. There are existing servicing and access easements on the lands related to existing underground services, as well as the public trail which crosses the subject lands.

It is proposed that the lands will be developed by way of Site Plan Control with a 3.5 storey, 49-unit affordable apartment building. The proposed units will be 1-bedroom units and will include 10 accessible units. The existing building along Hiawatha Street will function as an accessory use and will operate as Program House offering services for the residents of the apartment building. The development proposal includes 28

parking spaces between the existing parking lot at Hiawatha Street and the north portion of the Scott Street Parking Lot.

Current Planning Status

The subject lands are designated as Residential in the Official Plan, which permits a variety of residential uses including apartments and accessory uses to an apartment. Within the City of St. Thomas Zoning By-law 50-88 the lands are dual zoned with the lands which made up 53 Hiawatha Street being zoned Residential Type 4 (R4-33), modified and the former Scott Street lands being Zoned Residential Type 5 (R5).

The R5 Zone permits a variety of uses including apartment buildings, such as the one proposed.

Minor Variance Request

In order to permit the proposed development of a 3.5-storey, 49-unit apartment building, minor variances to Table 1 to subsection 9.1 are required for the following permissions for an Apartment Dwelling (Column 4):

- 11. a) Interior Side Yard: 4.5m is required
- 14. Minimum Number of Parking Spaces: 1.25 spaces per unit.

Variances

- 1. Interior Side Yard: 3.0m. It is also requested that the Committee deem the lot lines based on the enclosed schedule showing Front, Rear, & Interior Side yards
- 2. Minimum Number of Spaces: 0.5 spaces per unit

Justification & Analysis

Section 45(1) of the *Planning Act* requires minor variances to be evaluated against the four tests as follows:

- 1. Is the Variance minor in nature?
- 2. Is the Variance desirable and appropriate?
- 3. Does the Variance maintain the intent and purpose of the Official Plan?
- 4. Does the Variance maintain the intent and purpose of the Zoning By-law?

The following will evaluate the proposed minor variance against the four tests.

1. Is the Variance Minor in Nature?

The determination of “minor” is not the quantity or extent of the variance but is to be determined on a site-specific basis based on the impact on the overall development and site-specific factors to both the subject lands and surrounding land uses.

Variance 1

Due to the irregular shape of the development lands, we are proposing that the Committee of Adjustment confirm the lot lines for the development be as outlined in the figure below, based on the following definitions:

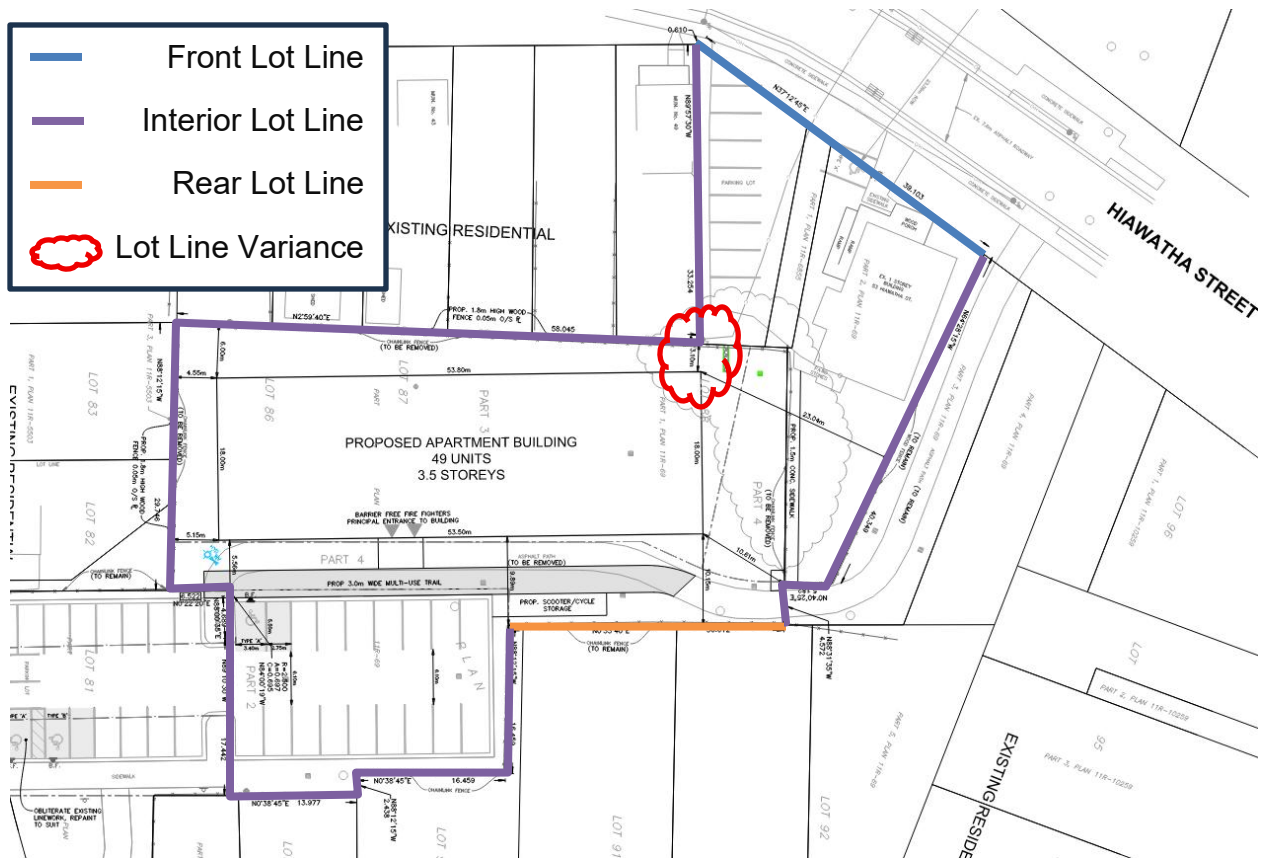


Figure 1: Lot Line Confirmation Sketch

The proposed reduction to the interior side yard it to accommodate a pinch point at the north-west end of the proposed building. The existing lot line angles away from the building, and the proposed building will be 6.0m from the lot line at the south end of the building. It is noted that with the building being 3.5 storeys in height it is not expected that there will be privacy and overlook issues on to the existing neighbours on Hiawatha Street. Further, the proposed location is a side yard to rear yard

condition where the existing dwelling is located approximately 15m from the rear property line and ± 18 m from the building at its closest location.

Given that the proposed reduction is for a pinch point and most of the building will be more than 4.5m from the side lot line, it is our opinion that the proposed variance to reduce the minimum interior side yard setback to 3.0m, is minor in nature.

Variance 2

A parking Justification Brief was prepared by Paradigm Transportation Solutions Limited, which reviewed similar developments, as well as the zoning provisions for other municipalities which have introduced reduced parking rates for affordable housing projects. It was found that parking rates for affordable housing in other areas ranges from 0.0 spaces per unit to 1.5 spaces per unit, with the ability to reduce by 25% when providing affordable units.

In St. Thomas specifically parking reductions for affordable housing have ranged from 0.4 spaces per unit to 0.6 spaces per unit. The proposed minor variance is for 0.5 spaces per unit, which remains consistent with the recently approved affordable house units at Balaclava Crossing.

The development is also located in close proximity to Downtown St. Thomas, grocery stores, and services. The on-site program house will offer services to the residents of the development.

The proposed development is made up of 40 deeply affordable residential units and 9 affordable units, with seniors and youth being the targeting tenants. Given the development is for affordable housing, and targeting primarily seniors and youth, the proposed reduction in parking spaces for the development is supportable, and consistent with recent approvals for other affordable housing developments in the area and in our opinion is minor in nature.

2. Is the Variance Desirable and appropriate?

Variance 1 & 2

The proposed variance to the minimum side yard setback and the reduction to the required parking will help facilitate an affordable housing development on an otherwise underutilize parcel of land.

The proposed development will assist the City in meeting their housing targets, particularly the affordable housing targets, as outlined in the Official Plan, and the Housing Accelerator Fund Action Plan.

It is not anticipated that the proposed reduction to the side yard setback will negatively impact the existing residential homes along Hiawatha Street, as the development is a low-rise apartment building, and the reduction is to accommodate a pinch point at the north-west corner of the proposed building.

The proposed reduction in parking for the development is consistent with that of the Parking Justification and other affordable housing projects within the City of St. Thomas.

As such, it is our opinion that the proposed variances are desirable as they will allow for the development of much needed affordable housing.

3. Does the Variance maintain the intent and purpose of the Official Plan?

Variance 1 & 2

As previously noted, the subject lands are designated as Residential in the City of St. Thomas Official Plan. The Residential designation permits a variety of residential uses including apartments. Further, proposed development is for an affordable housing development which is inline with the municipalities goals in Section 5.1.2 v) of the Official Plan which states *“to encourage the provision of housing that is affordable to moderate- and lower-income households on a city-wide basis.”*

Policy 6.2.6 states, *“[...] Council shall endeavour to meet a target of 807 affordable housing units (35 per year) by 2041.”*

The proposed residential development will assist the city in meeting their target for affordable housing units.

Given that the lands are designated for residential purposes and the proposed development will provide affordable and deeply affordable rental units, which will assist the City in meeting their affordable housing targets, it is our opinion that the proposed variances maintain the intent and purpose of the Official Plan.

4. Does the Variance maintain the intent and purpose of the Zoning By-law?

Variance 1

The intent of the minimum side yard setback is to ensure there is adequate separation between the building and adjacent uses. The proposed reduction to the building setback will accommodate a pinch point at the north-west corner of the building. At the south-west corner of the proposed building the building exceeds the minimum setback. The proposed reduction will not result in concerns with privacy and

overlook, as the building is only proposed to be 3.5 storeys in height, and the setback reduction is a side yard to rear yard condition.

Further, a Shadow Study was included in the submission package and indicates that the shadow impacts from the building on adjacent lands are generally limited to the early hours in winter months, and generally do not negatively impact, or shadow more than 50% of the rear amenity spaces after 10am at any time of the year other than winter months where shadows impacts pass by 11am.

Given the above and that the proposed variance is to accommodate a pinch point at the north-west corner of the building, it is our opinion that the variance maintains the intent and purpose of the Zoning By-law.

Variance 2

The intent of the Minimum number of parking spaces for a residential development is to ensure that there is adequate parking provided on site for the residents and visitors to the building. In this instance the proposed development is for affordable housing, and the site is located in close proximity to the downtown area, which provides access to daily and weekly amenities including groceries, personal services, and amenities. Further, the proposed development will provide housing for seniors and youth.

A Parking Justification Study was prepared by Paradigm Transportation Solutions Limited in support of the development. The Study recommended a parking ratio of 0.0 space to 0.5 spaces per unit be provided for the development. The Site Plan proposes a total of 28 spaces, with 10 being located on Hiawatha Street and 18 within the north portion of the parking lot on Scott Street. Included in the count are 2 accessible spaces.

It should also be noted that the proposed development will include parking for alternative transportation options including bicycles and e-bikes.

Given that the proposed development is for affordable housing for senior and youth, and this demographic typically has a lower need for parking, it is our opinion that the proposed reduction in parking from 1.25 spaces to 0.5 space per unit is appropriate and maintains the intent and purpose of the Zoning By-law.

Conclusion

Based on the foregoing analysis, it is our opinion that the proposed variances meet the four tests of Section 45 of the Planning Act to enable the proposed development at 53 Hiawatha Street and 105 Scott Street and should be approved.

The proposed variances are minor in nature, result in a desirable and appropriate use of land, and maintain the general intent and purpose of the City of St. Thomas Official Plan and Zoning By-law 50-88.

In support of the Minor Variance application, please find enclosed the following:

- Completed application form;
- Preliminary Site Plan, as prepared by CJDLE Engineering;
- Preliminary Building Elevations & Shadow Analysis, as prepared by Studiodyer Architects; and,
- Parking Study & Traffic Review, as prepared by Paradigm Transportation Solutions Limited;

The application fee of \$900.00 has been paid at the time of submission.

We trust that the enclosed is in order. However, should you require additional information or clarification, please do not hesitate to contact the undersigned.

Sincerely,

Doug. Tarry Limited



Tracy Tucker
Manager of Land Development



5A-150 Pinebush Road
Cambridge ON N1R 8J8
p: 416.479.9684
905.381.2229
519.896.3163

www.ptsl.com

12 May 2026
Project: 260259

Tracy Tucker
Manager of Land Development
Doug Tarry Developments
122 Edward Street
St. Thomas

**RE: PARKING STUDY & TRAFFIC REVIEW – AFFORDABLE RESIDENTIAL
DEVELOPMENT, 53 HIAWATHA STREET / 105 SCOTT STREET, ST THOMAS**

Paradigm Transportation Solutions Limited has been retained to prepare a Parking Study and Traffic Review for a proposed 49-unit apartment building providing affordable housing, located at 53 Hiawatha Street in the City of St. Thomas.

Project Background

The 53 Hiawatha Street property includes an existing church building that accommodates the Program House initiative of the YWCA St. Thomas-Elgin. The proposed development, undertaken by Doug Tarry Developments and YWCA St. Thomas-Elgin, will provide a new apartment building accommodating 49 one-bedroom units, 40 of which will be deeply affordable and nine market affordable. The tenants of the new building are expected to be youth and seniors.

The existing church building with the Program House initiative will be retained and will function as an accessory to the residential development, providing support services to residents in the new building. There are currently ten parking spaces on the property, including one accessible space, and the existing access arrangement will be retained.

The proposed development also includes the northerly portion of the existing public parking lot located at 105 Scott Street, which is adjacent to the Hiawatha Street property. The parking lot currently includes 34 spaces, of which 18 spaces are located in the northerly portion that will be transferred by the City of St. Thomas to YWCA St. Thomas-Elgin. The two properties are located east of Hiawatha Street and north of Scott Street.

Figure 1 (attached) illustrates the overall study area including the location of the two properties and the proximity between them.

Figure 2 (attached) shows the Site Plan for the development, illustrating the mutual connections of the two properties to Hiawatha Street and Scott Street.

The City's parking requirement for apartments under R5 designation is 1.25 spaces per unit, resulting in a requirement of 62 spaces for the subject development.

However, a lower parking supply is appropriate for the proposed development as it will provide affordable housing in the community. The purpose of this parking review is to assess actual parking demand associated with affordable housing and identify an appropriate parking supply requirement for the subject development.

Affordable Housing Parking Supply

Affordable Housing Parking Requirements in Other Ontario Municipalities

Municipalities of Toronto, Mississauga, Kingston, Sudbury and Belleville have incorporated affordable housing land uses into their respective Zoning By-law parking requirements.

Table 1 summarizes affordable housing parking rates in each municipality.

TABLE 1: AFFORDABLE HOUSING REQUIREMENTS SUMMARY

Municipality	Land Use	Minimum Requirement
Toronto ¹	Assisted Housing	No minimum, except for accessible parking. Maximum 0.50 to 0.90 resident spaces per one-bedroom unit.
	Alternative Housing	No minimum, except for accessible parking. Maximum 0.50 spaces per unit
Mississauga ²	Non-Profit Housing Unit	0 spaces per unit
	Transitional Housing	0.10 spaces per unit
Kingston ³	Affordable Units	No resident parking requirement. 0.03 to 0.06 visitor spaces per unit & accessible spaces
Sudbury ⁴	Multiple Dwelling	1.5 spaces per unit, a reduction of 25% may be applied to units that are subject to an affordable housing agreement
Belleville ⁵	Affordable Rental Housing	0.50 to 1.00 spaces per unit

¹ Toronto Zoning By-law 569-2013, Section 200

² Mississauga Zoning By-law No. 0225-2007, Section 3

³ Kingston Zoning By-law 2022-62, Section 7

⁴ Sudbury Zoning By-law 2010-100Z, Section 5

⁵ City of Belleville, *Guidelines for the Reduction of Parking Requirements for Affordable Rental Housing*, January 2020.

Based on the rates in **Table 1**, parking requirements for affordable housing in other municipalities generally range between 0 and 1.25 spaces per unit. With the exception of Sudbury, the municipalities are open to accommodating affordable housing without requiring



any vehicular parking or applying parking rates lower than one space per two units (0.50 space per unit).

Region of Waterloo Affordable Housing Parking Study

Paradigm prepared the *Affordable Housing Parking Report*¹ for the Region of Waterloo as part of the Building Better Futures initiative to add affordable housing in the Region.

The study outlines affordable housing trends in other municipalities and parking demand in the Region for various levels of affordability. The study completed a parking utilization survey at affordable housing developments in the Region, identifying rates of between 0.00 and 0.54 spaces per unit for supportive housing developments and 0.32 to 0.58 spaces per unit for below average market rent. These rates are in comparison to market rate developments with an observed utilization of between 0.40 to 1.16 spaces per unit. This is consistent with the requirements of other municipalities included in **Table 1**.

As seen from the parking requirements for the above municipalities, with the exception of Sudbury, the municipalities are open to accommodating affordable housing without requiring any vehicular parking or accepting parking rates generally lower than one space per two units (0.50 space per unit).

The acceptance of lower parking rates is indicative of the travel characteristics of affordable housing tenants, such as the lower vehicular travel requirements of senior tenants or those who may not own a vehicle. These characteristics indicate that it would not be appropriate or practical to apply zoning requirements for parking in typical market housing to non-market affordable housing.

Affordable Housing in St. Thomas

Development and parking information from existing affordable/supportive housing developments are also consistent with a lower parking requirement and supply than the applicable rates for market housing.

Table 2 summarizes the parking supply for three other affordable housing developments in St. Thomas.

TABLE 2: ST. THOMAS AFFORDABLE HOUSING SITES – PARKING SUPPLY

Development	Number of Units	Parking Supply	Parking Rate
Tiny Hope Project (YWCA)	40 units + Program House	21 spaces	0.50 spaces per unit
The Station (Indwell)	45 units	27 spaces	0.60 spaces per unit
Balaclava Crossing (Indwell)	78 units	31 spaces	0.40 spaces per unit

¹ Paradigm Transportation Solutions Limited, *Region of Waterloo Affordable Housing Parking Report*, May 2023.



It is noted that ten units are currently occupied at the YWCA's Tiny Hope development and parking is used by four of the ten tenants.

At a similar YW KW development in Kitchener with 41 units, the parking supply is ten spaces, including two accessible parking spaces, for a parking supply rate of 0.24 spaces per unit.

Subject Site Parking Assessment

The City's zoning requirement for parking in apartments under R5 designation is 1.25 spaces per unit, requiring 62 parking spaces for the subject 49-unit development. This is a significantly higher parking requirement for affordable housing than in the above comparison with other Ontario municipalities.

Also, based on the parking requirement range of 0.00 to 0.50 spaces per unit in the above municipalities, the subject affordable housing development in St. Thomas could appropriately have either no parking supply or a maximum of 25 parking spaces.

The current Program House on the subject property is zoned R4-33 and has a permitted requirement of 13 parking spaces. The site currently provides ten spaces, including one accessible parking space.

With the proposed affordable housing development on-site, the Program House in the church building could be considered as an accessory use to the residential building, and the existing ten spaces will be transferred to the new affordable housing residential use.

As noted, the development includes the northerly portion of the existing public parking lot located at 105 Scott Street which will add 18 more spaces to the development site for a total supply of 28 spaces, including two accessible parking spaces, resulting in a parking supply ratio of 0.57 spaces per unit.

Figure 2 illustrates the new parking arrangement.

Parking Summary

The total supply of 28 spaces, including two accessible spaces, corresponds to a parking supply rate of 0.57 spaces per unit, which is higher than the maximum parking rate of 0.50 spaces per unit specified in a number of other municipalities in Ontario.

The proposed parking arrangement is also consistent with the parking supply at existing affordable housing sites in St. Thomas and a comparable development in Kitchener.



Traffic Assessment

The Institute of Transportation Engineers (ITE) Trip Generation Manual² rates and equations have been used to estimate the peak hour traffic volumes generated by this development.

Table 3 summarizes the trip generation.

TABLE 3: TRIP GENERATION

Land Use	Number of Units	AM Peak Hour				PM Peak Hour			
		Rate	In	Out	Total	Rate	In	Out	Total
LUC 221 - Multifamily Housing (Mid-Rise)	9	0.38	1	2	3	Eq	4	2	6
LUC 223 - Affordable Housing - Income Limits	40	0.36	4	10	14	0.46	11	7	18
Total Trip Generation			5	12	17		15	9	24

LUC 221 - PM: $T = 0.36(X) + 3.07$

The 49-unit subject development is forecast to generate 17 trips during the AM peak hour and 24 trips during the PM peak hour. Split between inbound and outbound traffic, and between northbound and southbound directions on Hiawatha Street, the additional peak hour development traffic on Hiawatha Street will be less than 10 vehicles per hour in either direction. The additional traffic could reasonably be considered as having minimal impact on Hiawatha Street as well on the intersection of Hiawatha Street and Scott Street.

Summary and Conclusions

The above parking review for the proposed 49-unit affordable housing apartment building located at 53 Hiawatha Street, is based on a total supply of 28 spaces, including two accessible parking spaces, for a parking supply rate of 0.57 spaces per unit, which is higher than the maximum parking rate of 0.50 spaces per unit specified in a number of other municipalities in Ontario.

The proposed affordable parking arrangement is also consistent with the parking supply at existing affordable housing sites in St. Thomas and a comparable development in Kitchener.

The traffic impacts of the subject development on the abutting roads are also considered to be minimal and acceptable.

Based on the above review and conclusions, we recommend that the proposed parking arrangement be considered as appropriate and acceptable for the subject development.

² Institute of Transportation Engineers, *Trip Generation Manual*, 12th ed., (Washington, DC: ITE, 2025).



Yours truly,

PARADIGM TRANSPORTATION SOLUTIONS LIMITED

A handwritten signature in black ink, appearing to read 'Rajan Philips', with a horizontal line extending from the end of the signature.

Rajan Philips

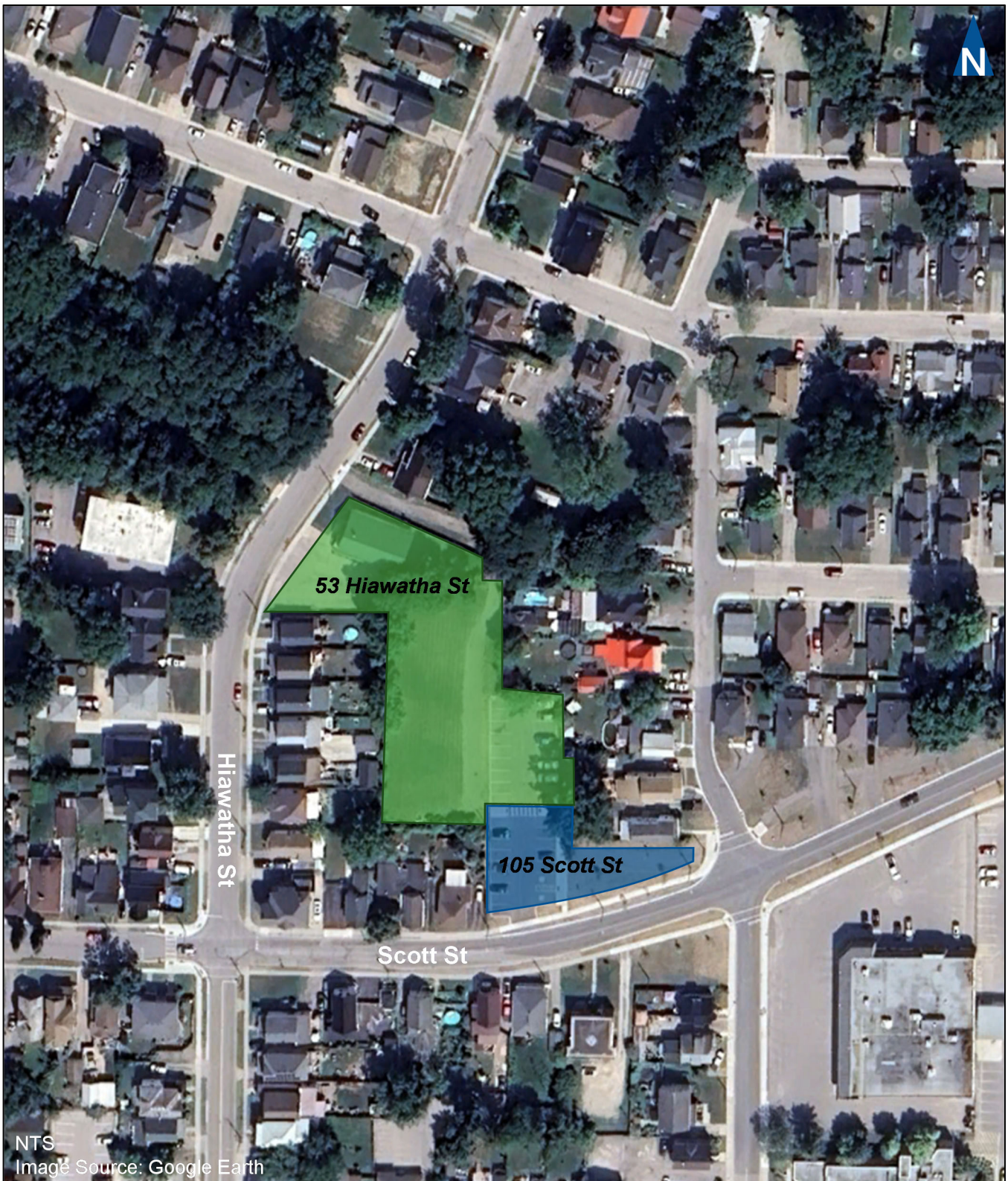
M.SC, P.Eng.

Senior Transportation Consultant

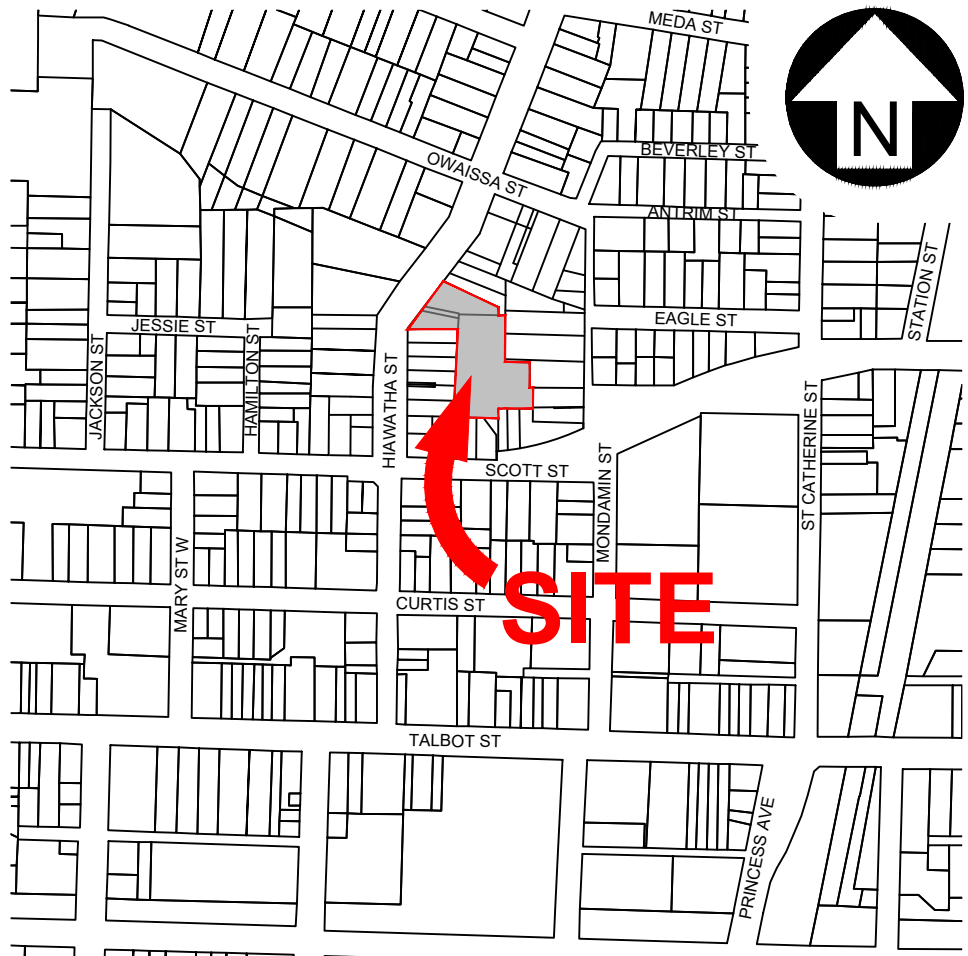
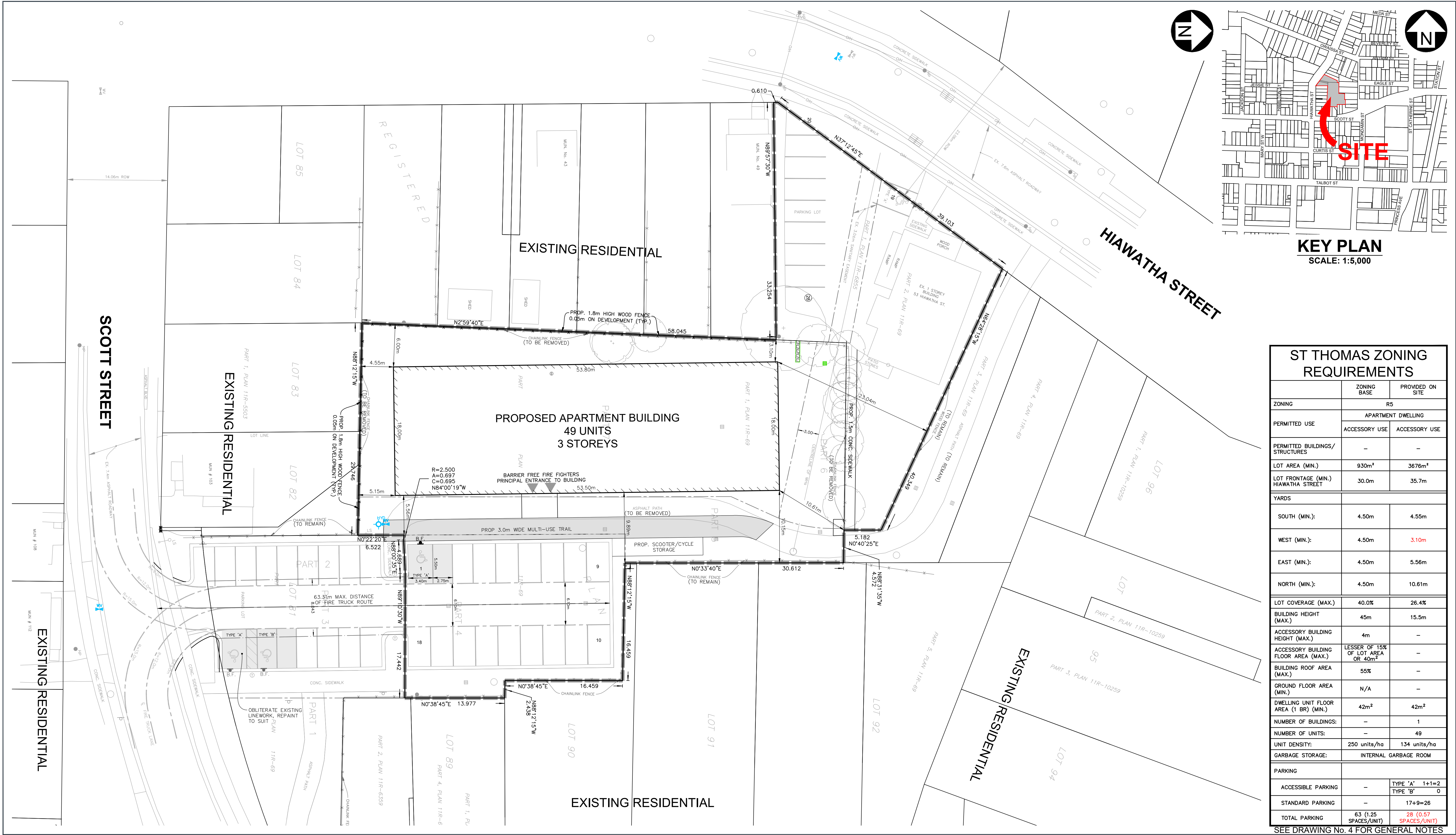


Attachments









KEY PLAN
SCALE: 1:5,000

ST THOMAS ZONING REQUIREMENTS		
	ZONING BASE	PROVIDED ON SITE
ZONING	R5	
PERMITTED USE	APARTMENT DWELLING	
	ACCESSORY USE	ACCESSORY USE
PERMITTED BUILDINGS/ STRUCTURES	—	—
LOT AREA (MIN.)	930m²	3676m²
LOT FRONTAGE (MIN.) HIAWATHA STREET	30.0m	35.7m
YARDS		
SOUTH (MIN.):	4.50m	4.55m
WEST (MIN.):	4.50m	3.10m
EAST (MIN.):	4.50m	5.56m
NORTH (MIN.):	4.50m	10.61m
LOT COVERAGE (MAX.)	40.0%	26.4%
BUILDING HEIGHT (MAX.)	45m	15.5m
ACCESSORY BUILDING HEIGHT (MAX.)	4m	—
ACCESSORY BUILDING FLOOR AREA (MAX.)	LESSER OF 15% OF LOT AREA OR 40m²	—
BUILDING ROOF AREA (MAX.)	55%	—
GROUND FLOOR AREA (MIN.)	N/A	—
DWELLING UNIT FLOOR AREA (1 BR) (MIN.)	42m²	42m²
NUMBER OF BUILDINGS:	—	1
NUMBER OF UNITS:	—	49
UNIT DENSITY:	250 units/ha	134 units/ha
GARBAGE STORAGE:	INTERNAL GARBAGE ROOM	
PARKING		
ACCESSIBLE PARKING	—	TYPE 'A' 1+1=2
		TYPE 'B' 0
STANDARD PARKING	—	17+9=26
TOTAL PARKING	63 (1.25 SPACES/UNIT)	28 (0.57 SPACES/UNIT)

SEE DRAWING No. 4 FOR GENERAL NOTES

LEGEND

- OH

OC

- SITE LIMITS

OVERHEAD POWER LINE

OVERHEAD COMMUNICATIONS LINE

FENCE

EDGE OF GRAVEL

CURB, DROPPED CURB

EDGE OF PAVEMENT

TACTILE WALKING SURFACE INDICATORS (OPSD 310.033)
- MH

OC

WV

HYD

WV

WV
- MAINTENANCE HOLE

CLEAN OUT

CATCH BASIN

WATER VALVE

HYDRANT

WATER SERVICE BLOW-OFF
- GP

PL

UT

TR
- GUY WIRE, UTILITY POLE

LIGHT STANDARD

TRAFFIC SIGNAL

SIGN

UTILITY PEDESTAL

TRANSFORMER
- RIB

IB

SIB

- SURVEY BARS

CONIFEROUS, DECIDUOUS TREE

SHRUB

EDGE OF BUSH/D RIP LINE

CONSULTANT:

CJDJL
Consulting Engineers

ST. THOMAS
THE RAILWAY CITY

Civil 3, Demerys Limited
P.O. Box 450, 261 Broadway
Tillamook, Ontario, N4G 4W8
Tel: 519-681-1000
Fax: 519-681-1001
cjdj@cdjeng.com

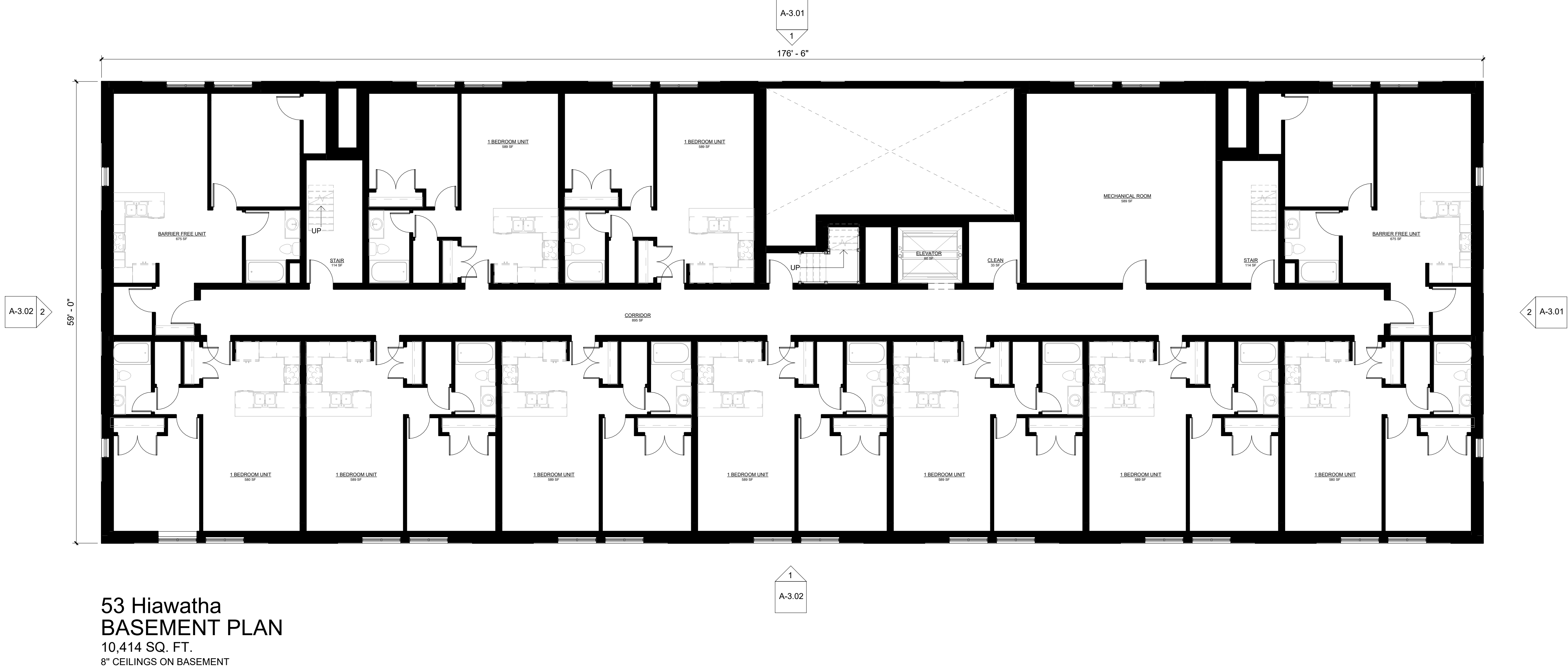
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PROFESSIONAL ENGINEER
D.J. LYLE
100174772
13 MAY 2026
PROVINCE OF ONTARIO

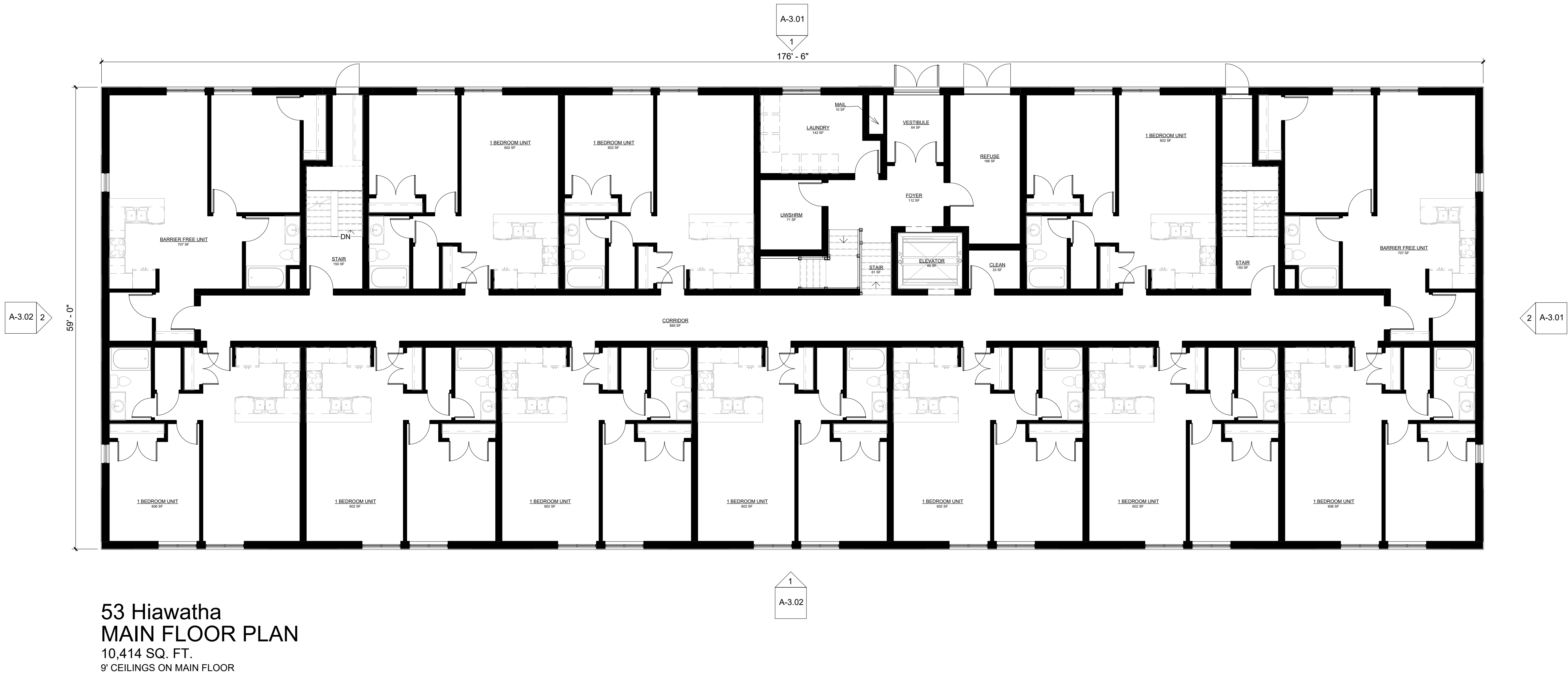
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1	ISSUED FOR MINOR VARIANCE APPLICATION
#	DESCRIPTION
13 MAY 2026	DJL
DD/MM/YYYY	BY

SITE PLAN

CONTRACT #: 25073 SCALE: 1:250
PROJECT NAME: PROPOSED APARTMENT BUILDING
53 HIAWATHA STREET
YWCA/DOUG TARRY LIMITED
DRAWING #: 1

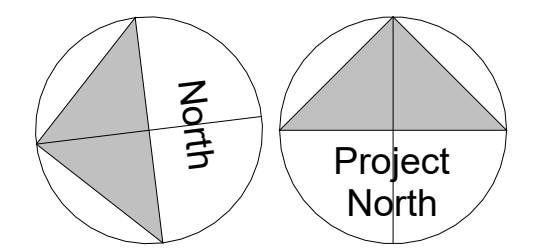
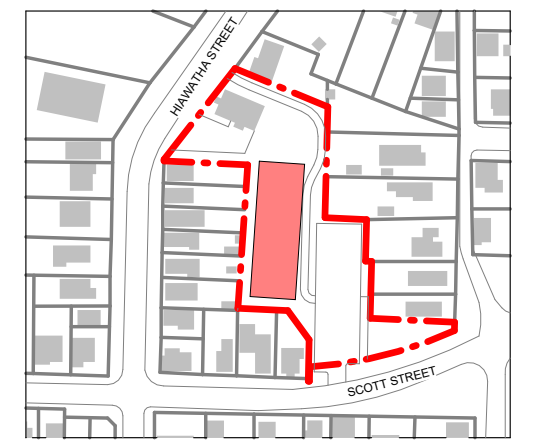


53 Hiawatha
BASEMENT PLAN
10,414 SQ. FT.
8" CEILINGS ON BASEMENT



53 Hiawatha
MAIN FLOOR PLAN
10,414 SQ. FT.
9' CEILINGS ON MAIN FLOOR

- NOTES
1. DRAWINGS ARE NOT TO BE SCALED.
 2. ALL DIMENSIONS AND INSTALLATIONS ARE TO BE VERIFIED ON SITE.
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 10. * INDICATES STRUCTURAL ELEMENT DESIGNED TO PART 4 OF THE O.B.C. BY A PROFESSIONAL ENGINEER.
 11. ** INDICATES PRE-ENGINEERED ELEMENT SUPPLIED BY MANUFACTURER.
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 14. ATTIC ACCESS HATCH TO BE 3'-0" BY 1'-10" LOCATION TO BE ADJUSTED IN COORDINATION WITH TRUSS LAYOUT



Rev	Notes	By	App
1			

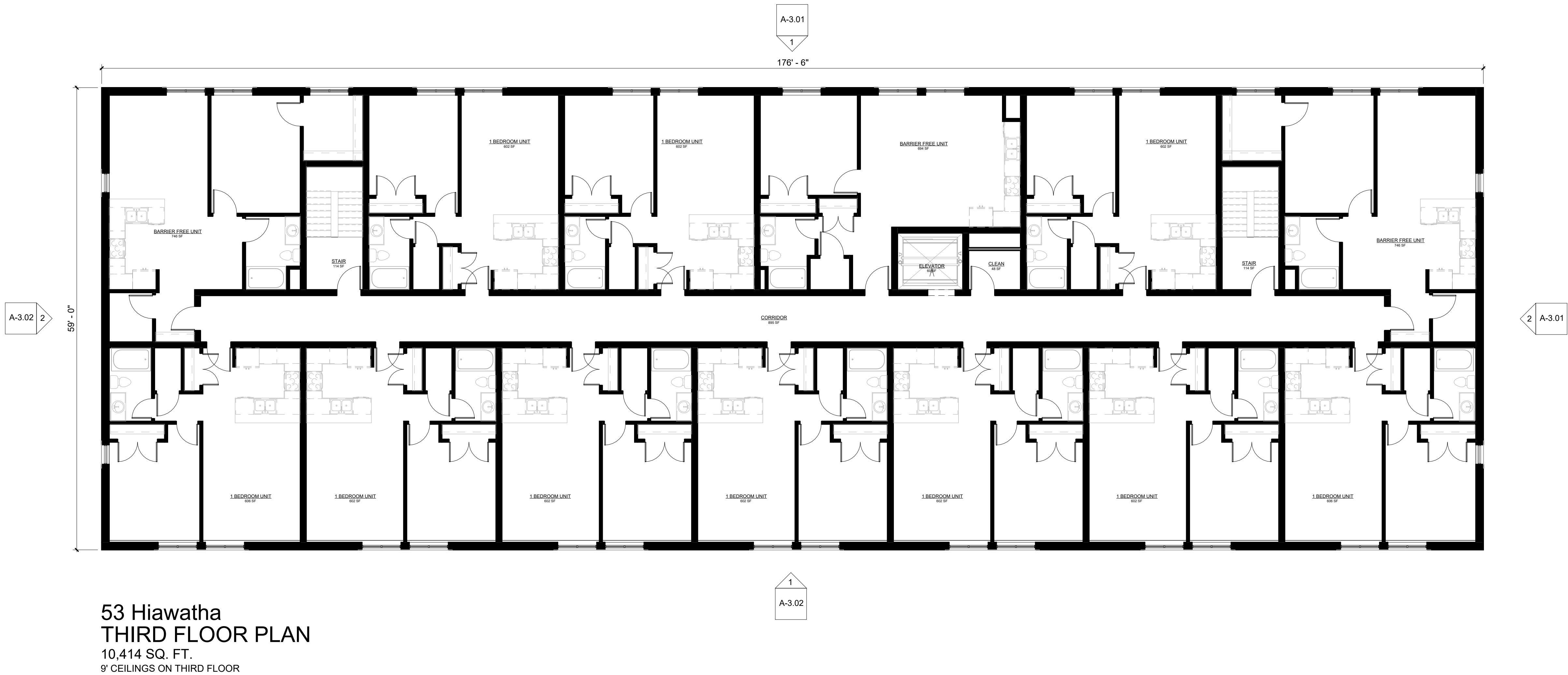
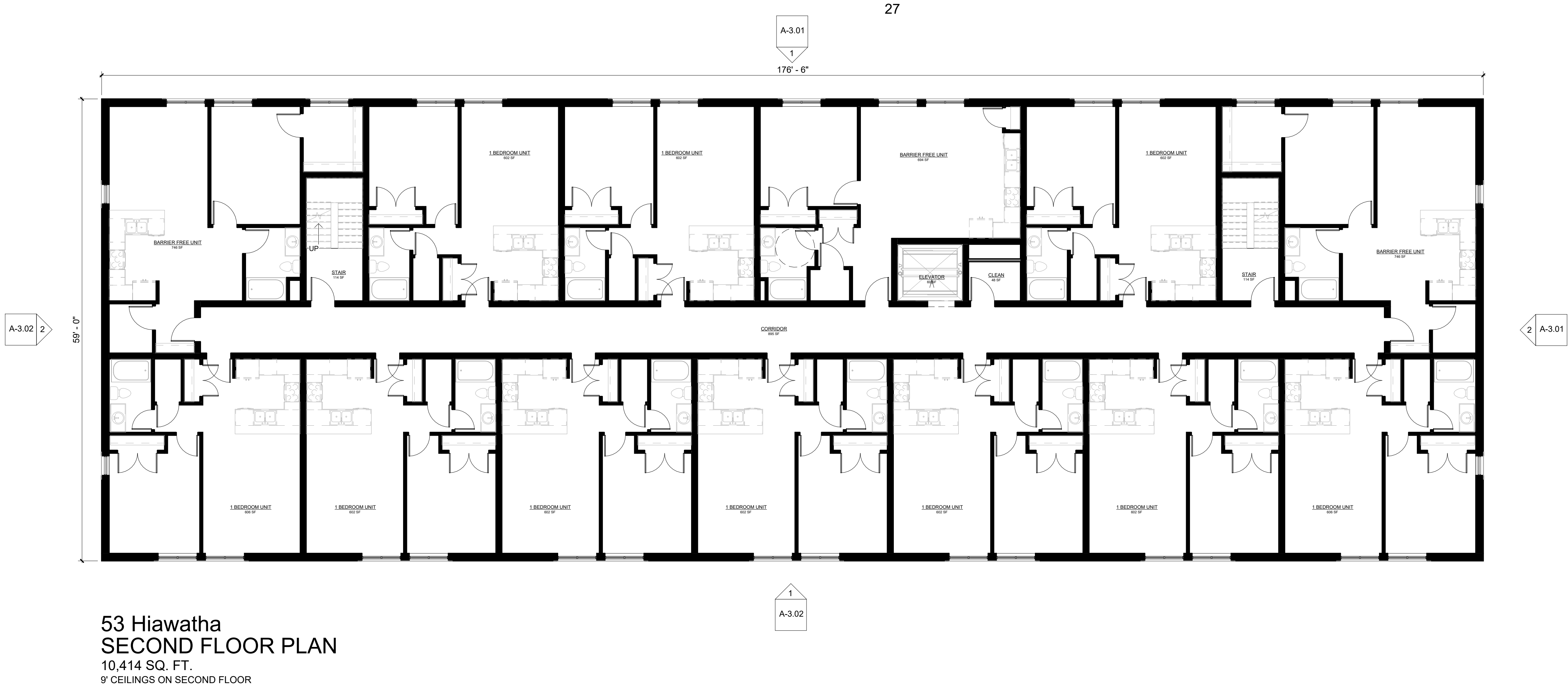
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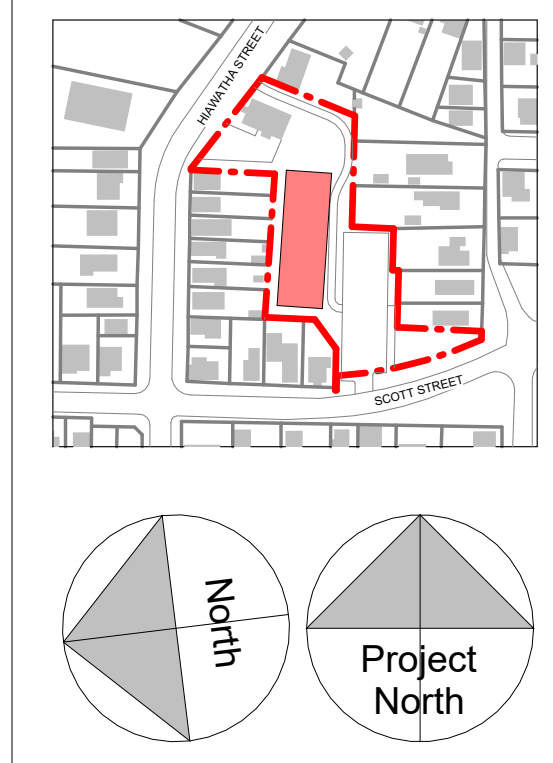
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15/02/22	AD	AD	
APPROVED BY	DATE	DATE	

Project: **HIAWATHA APARTMENT**
53 Hiawatha Street
BASEMENT & MAIN FLOOR PLAN

Project No:	Drawing No:	Revision:
260203	A-2.01	



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Rev	Notes	By	App
1			

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Drawn By 15/03/2022 A-260202	Check By AD 03/04/2022	Issue By AD 03/04/2022
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Project: **HIAWATHA APARTMENT**
53 Hiawatha Street
SECOND & THIRD FLOOR PLAN

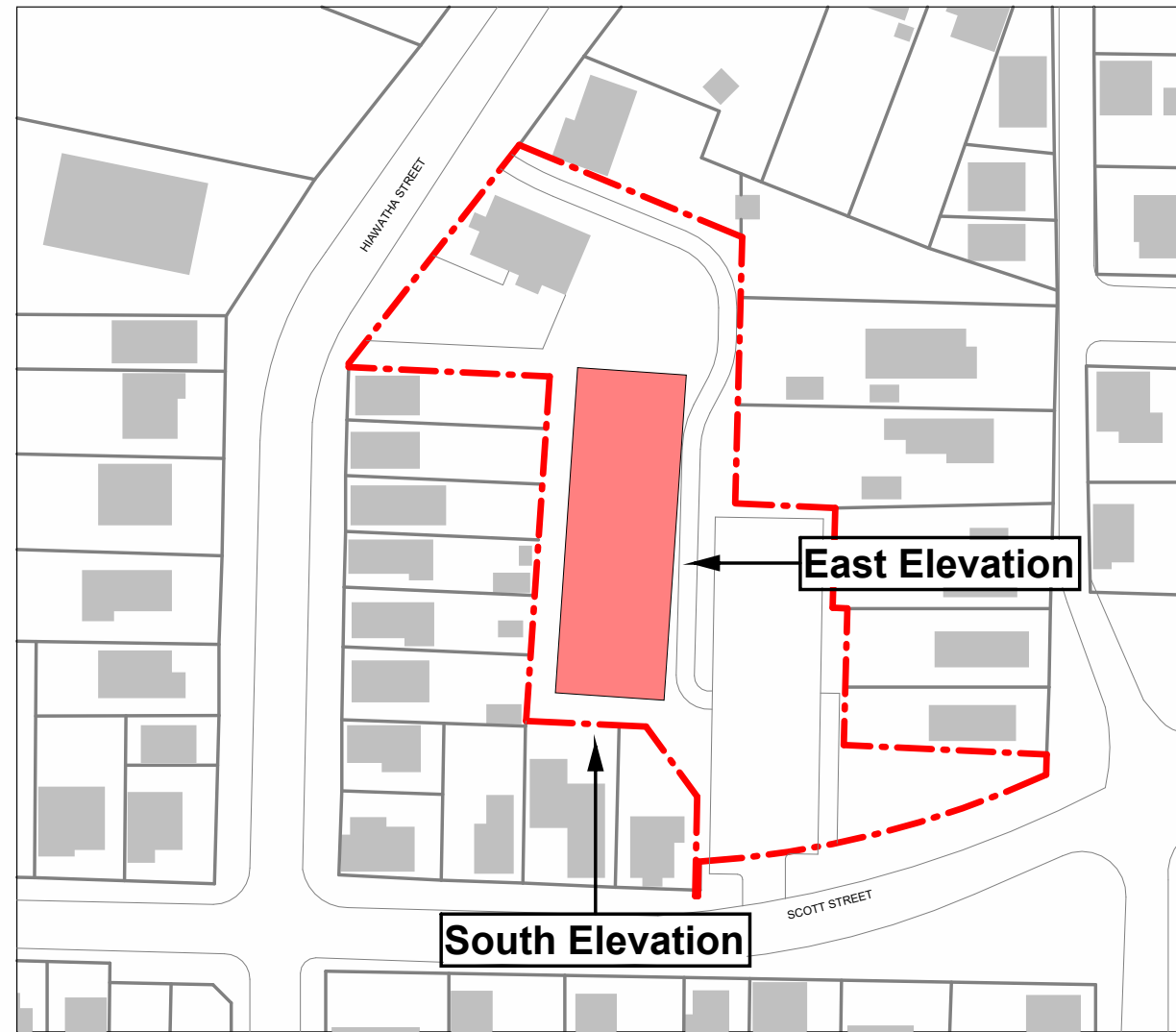
Project No: 260203	Drawing No: A-2.02	Revision:
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1 EAST ELEVATION
1/8" = 1'-0"



2 SOUTH ELEVATION
1/8" = 1'-0"



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Rev. Notes

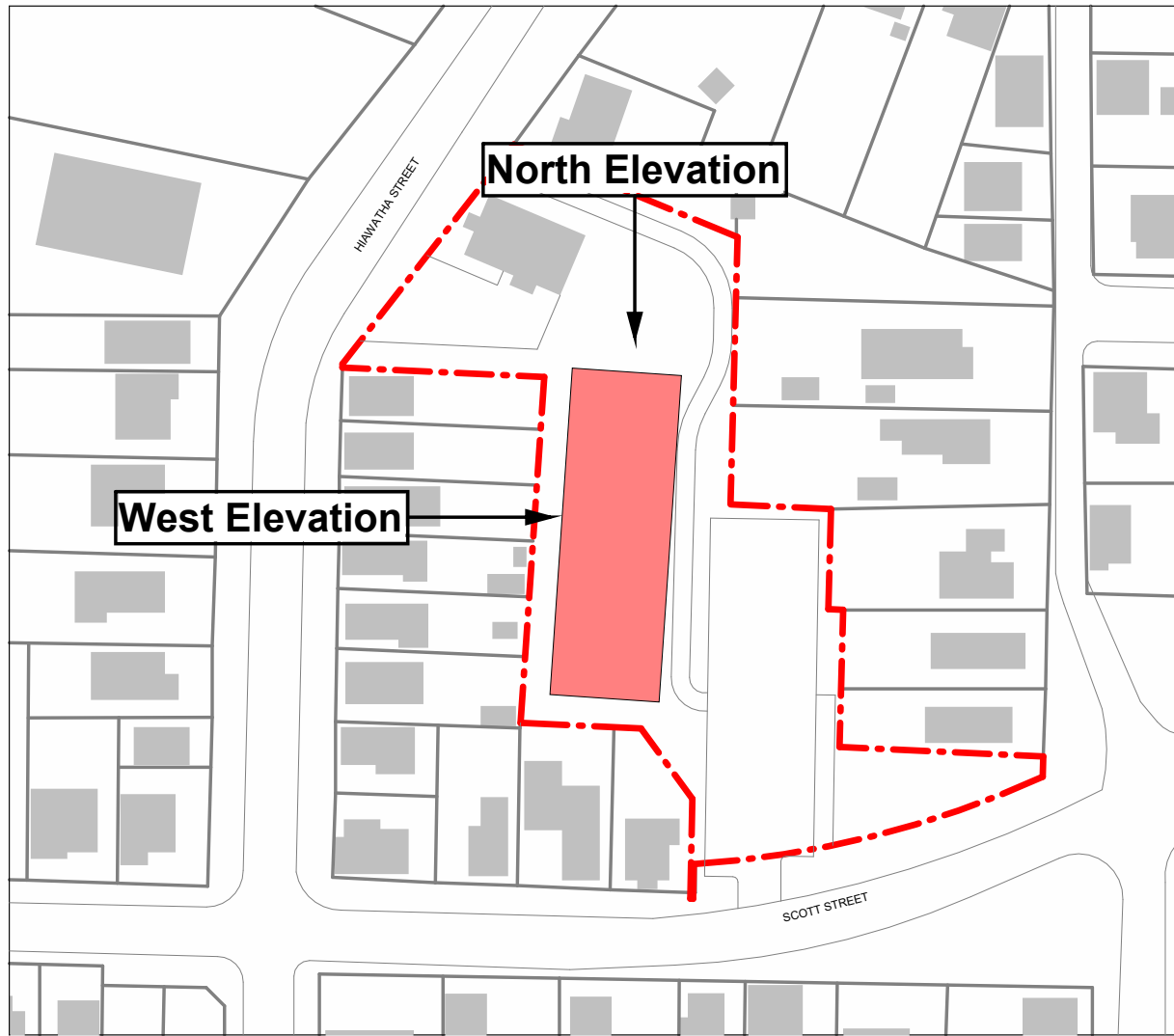
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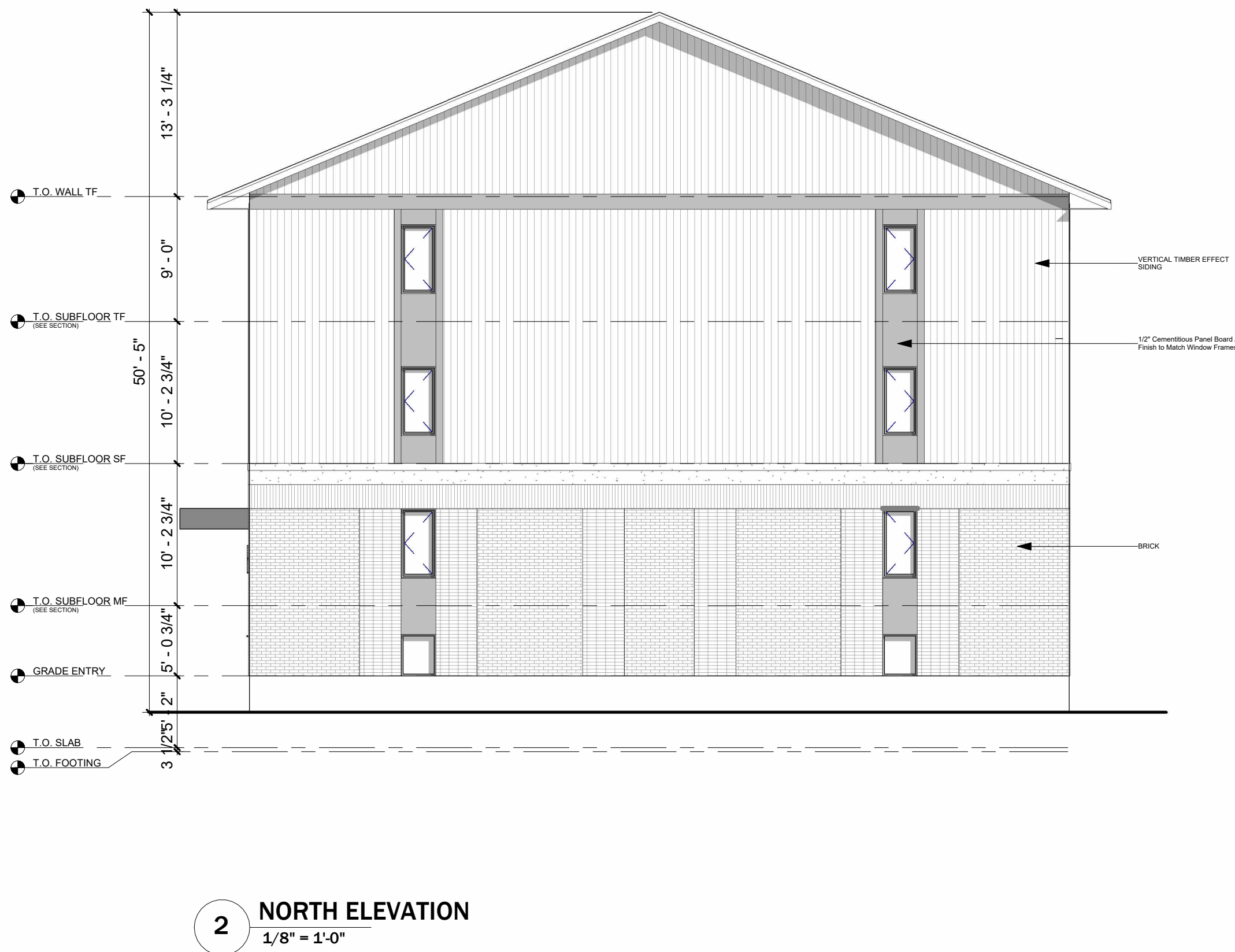
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Project: HIWATHA APARTMENT
53 Hiwatha Street
EAST & SOUTH ELEVATION

Project No: 260203 Drawing No: A-3.01

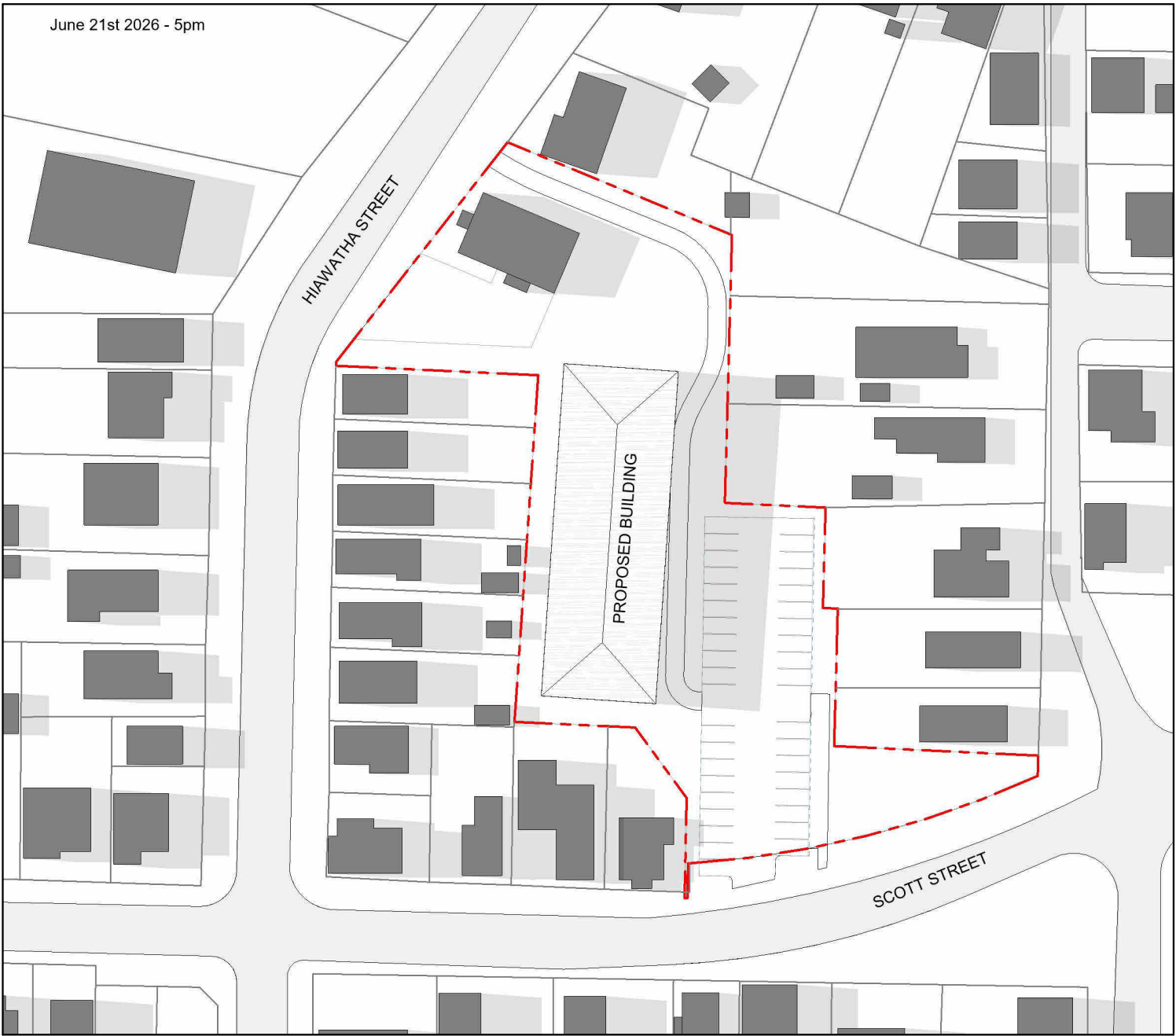
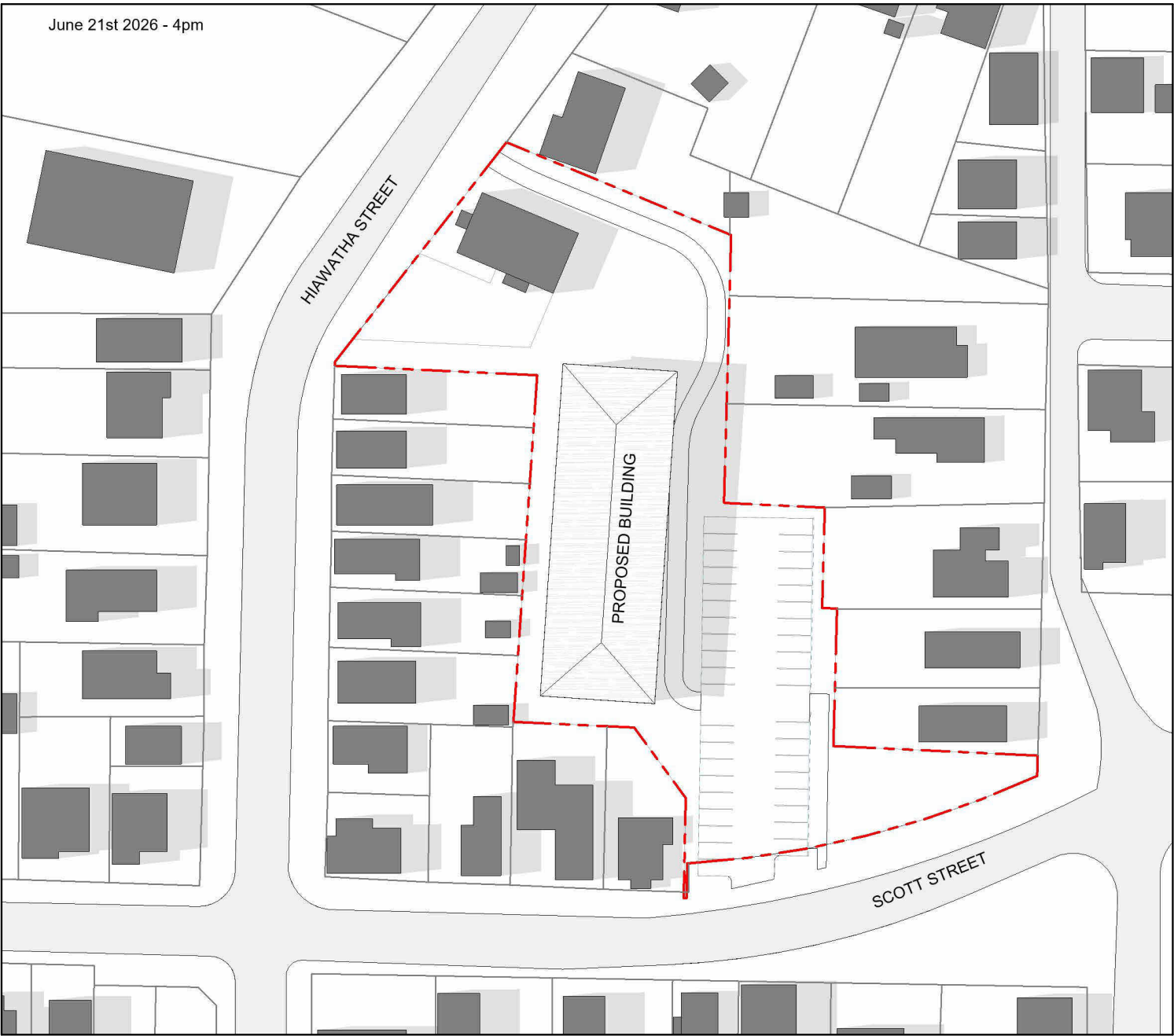
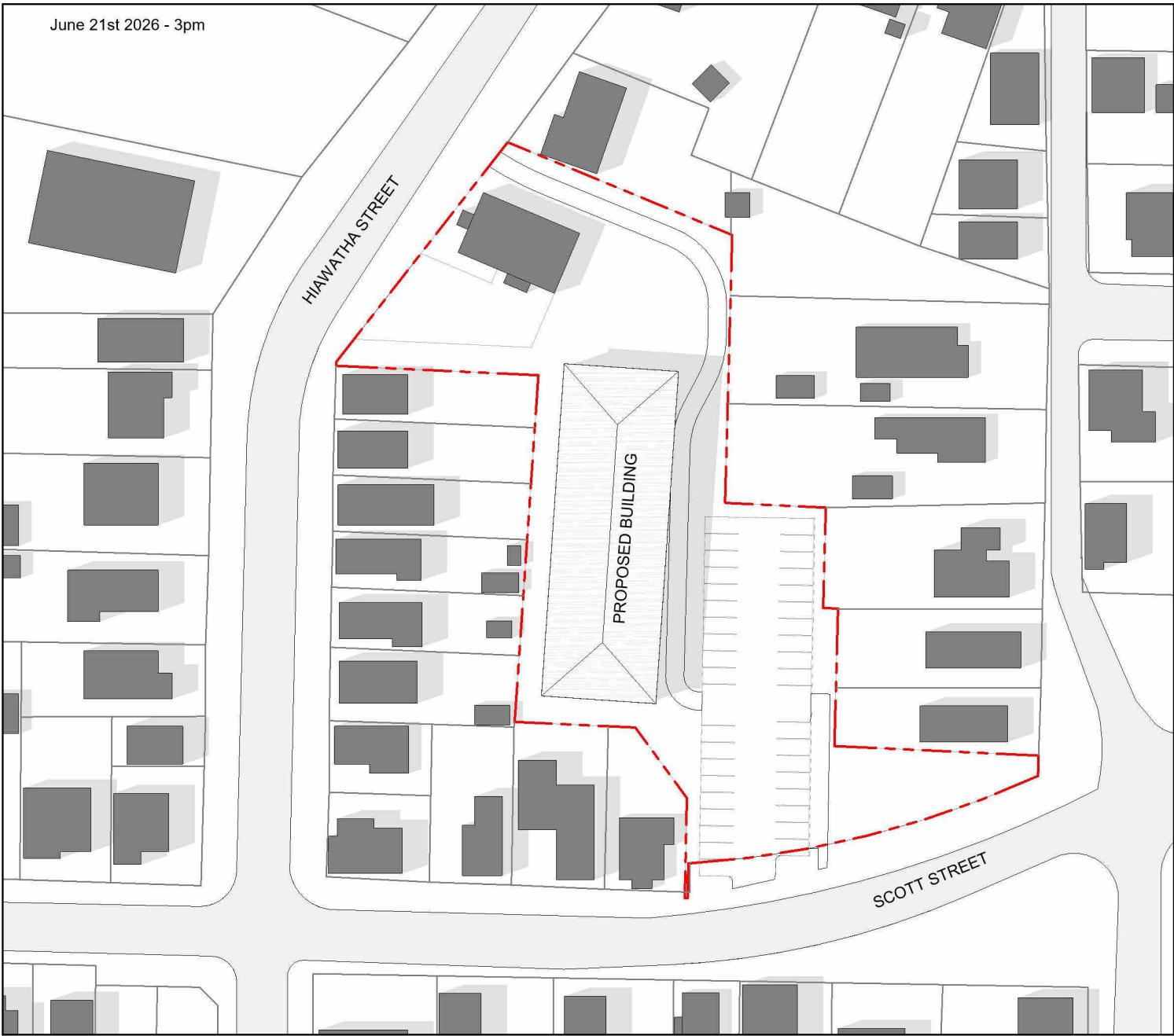
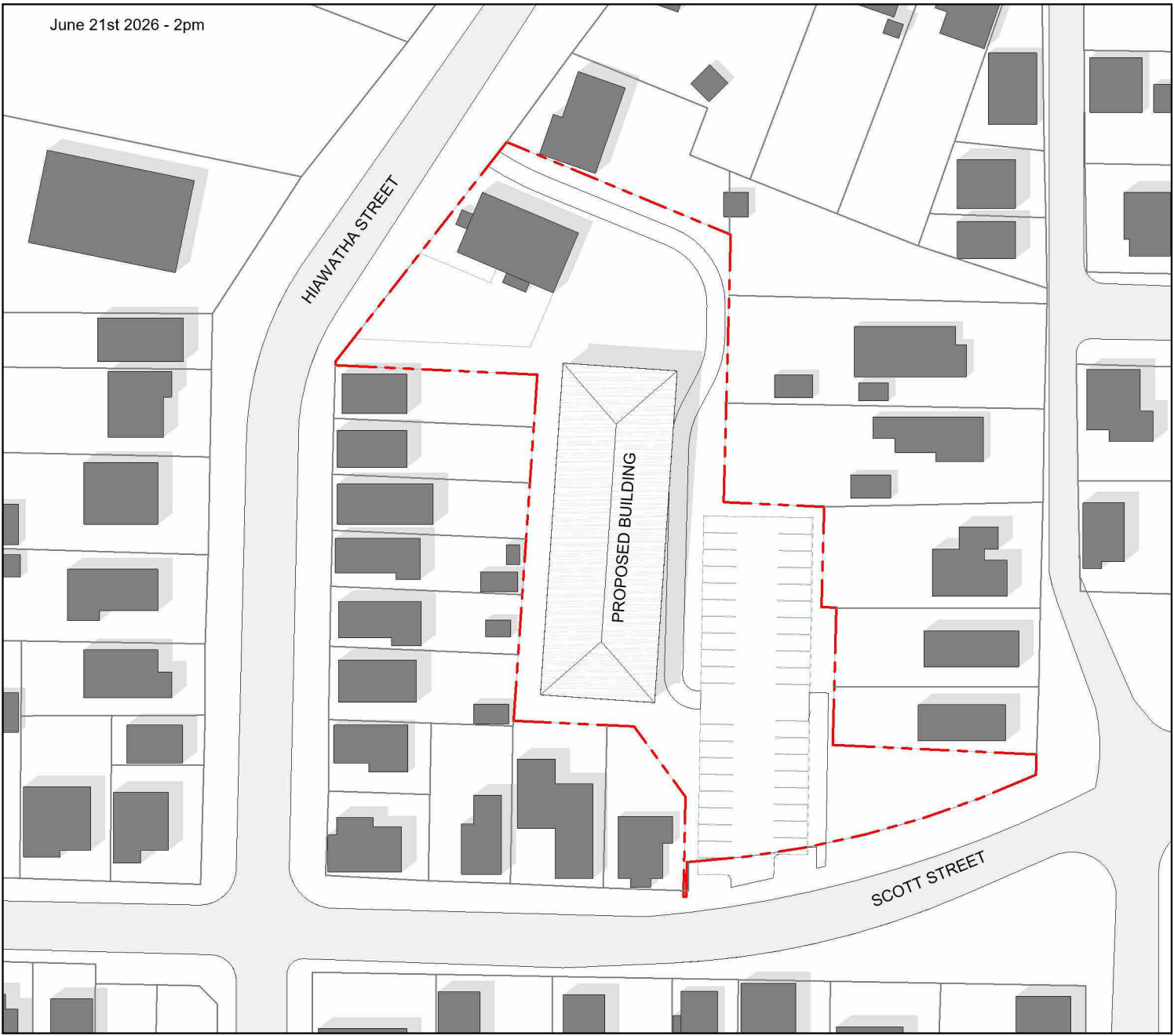
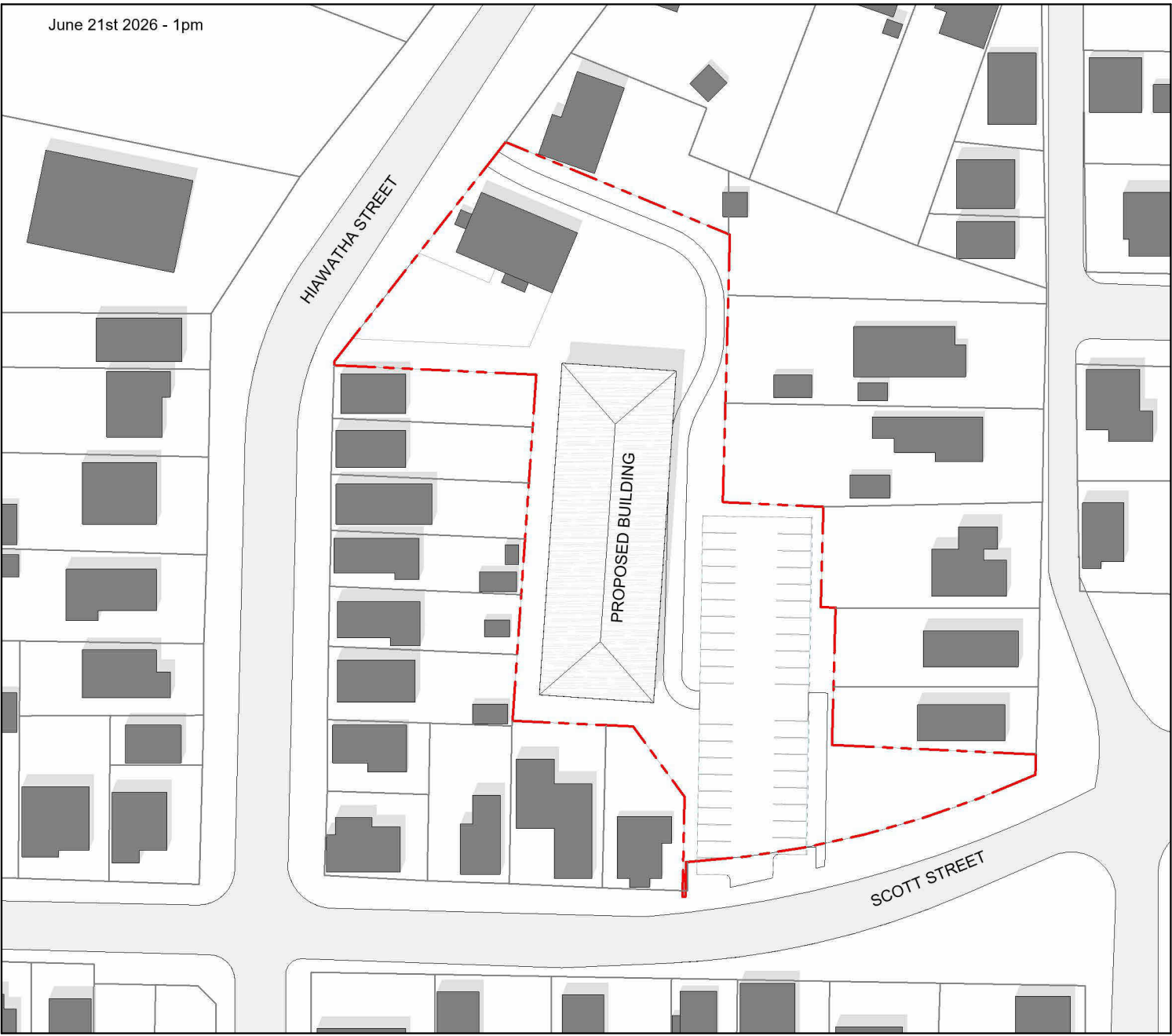
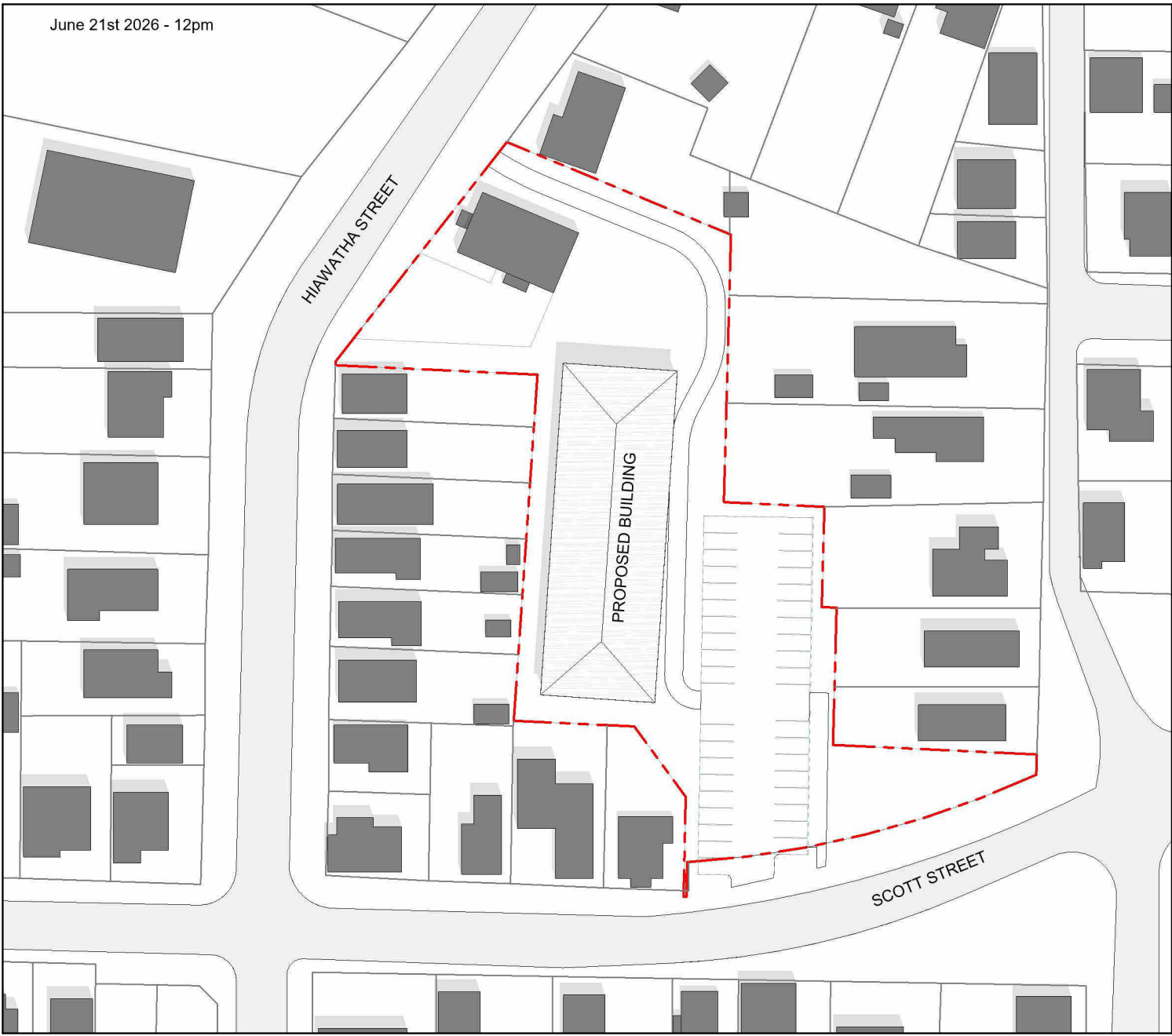
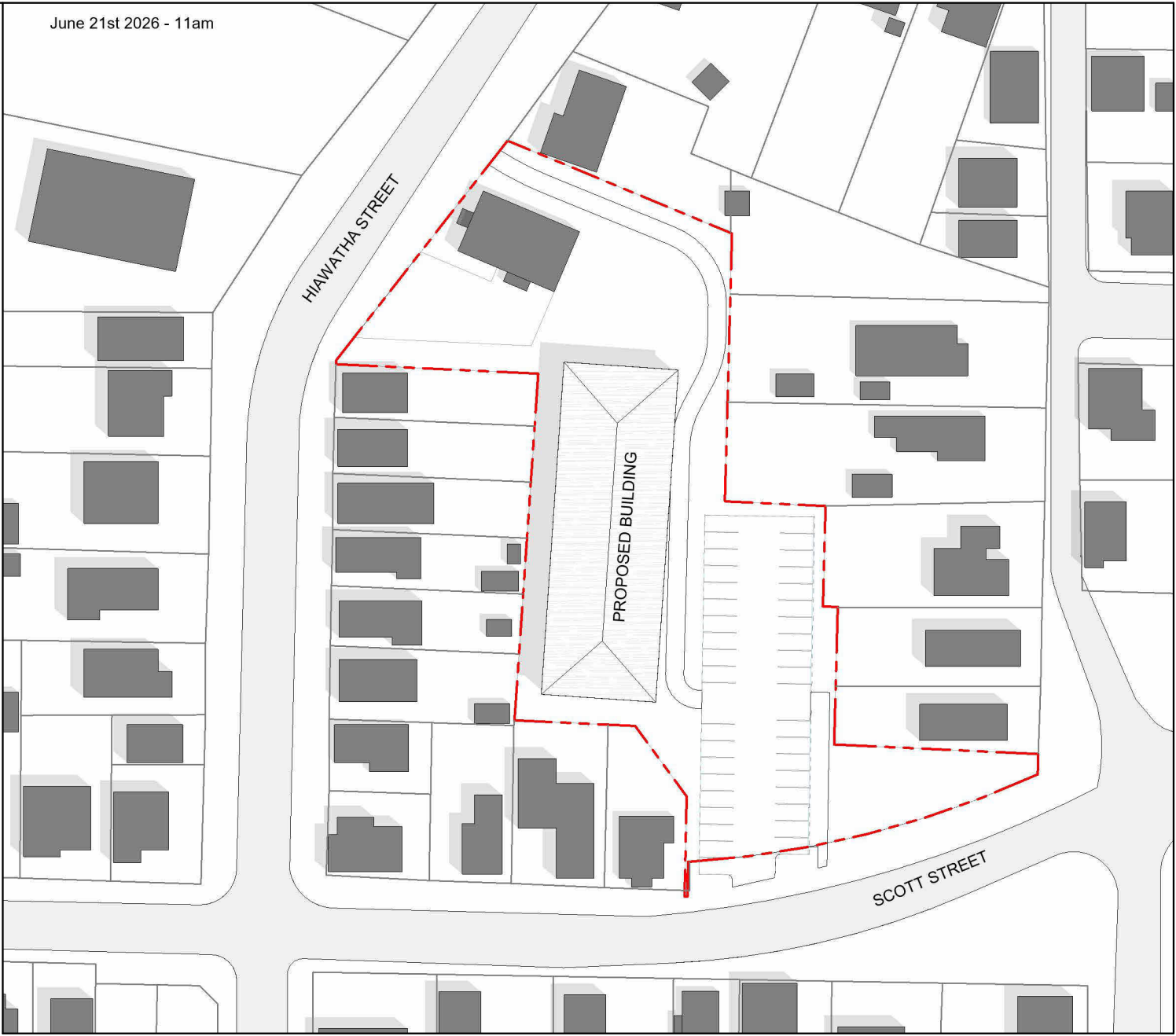
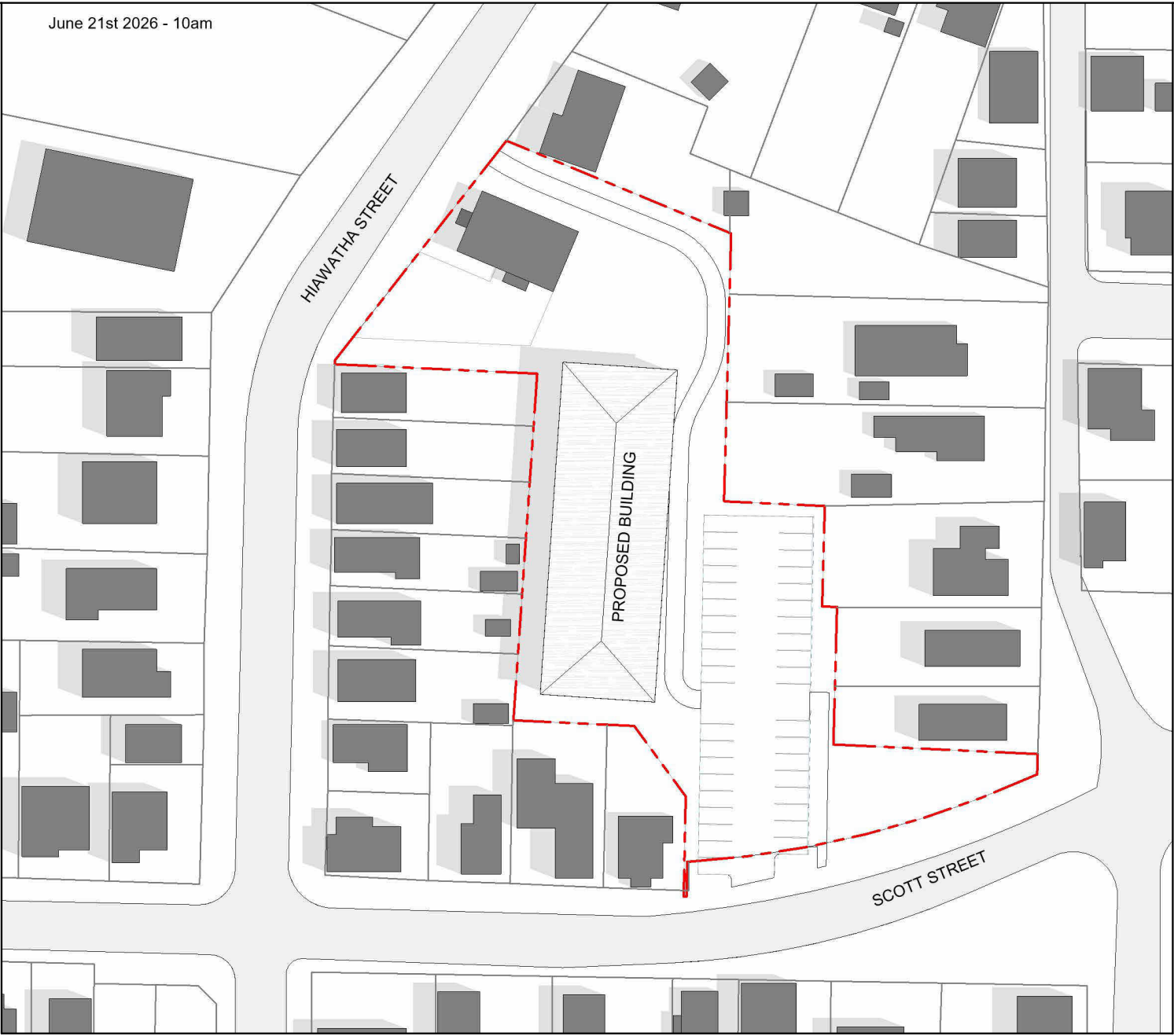
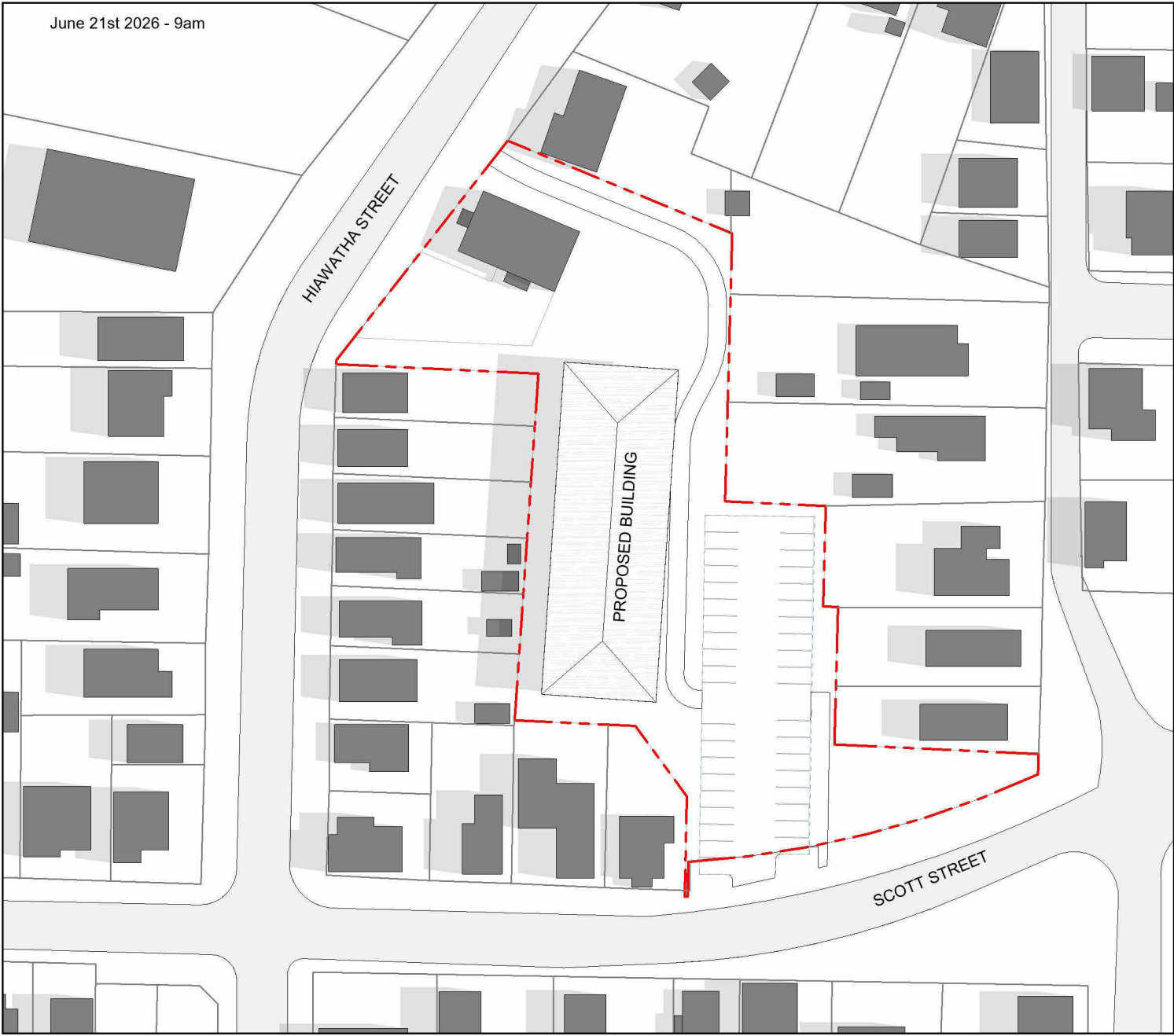


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SHADOW STUDY SUMMER SOLSTICE

JUNE 21ST, 2026
9AM TO 5PM



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Rev	Notes	Issued	By	Date
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DESIGNED BY	AD	DATE	BY
2026-06-01	AD	2026-06-01	AD

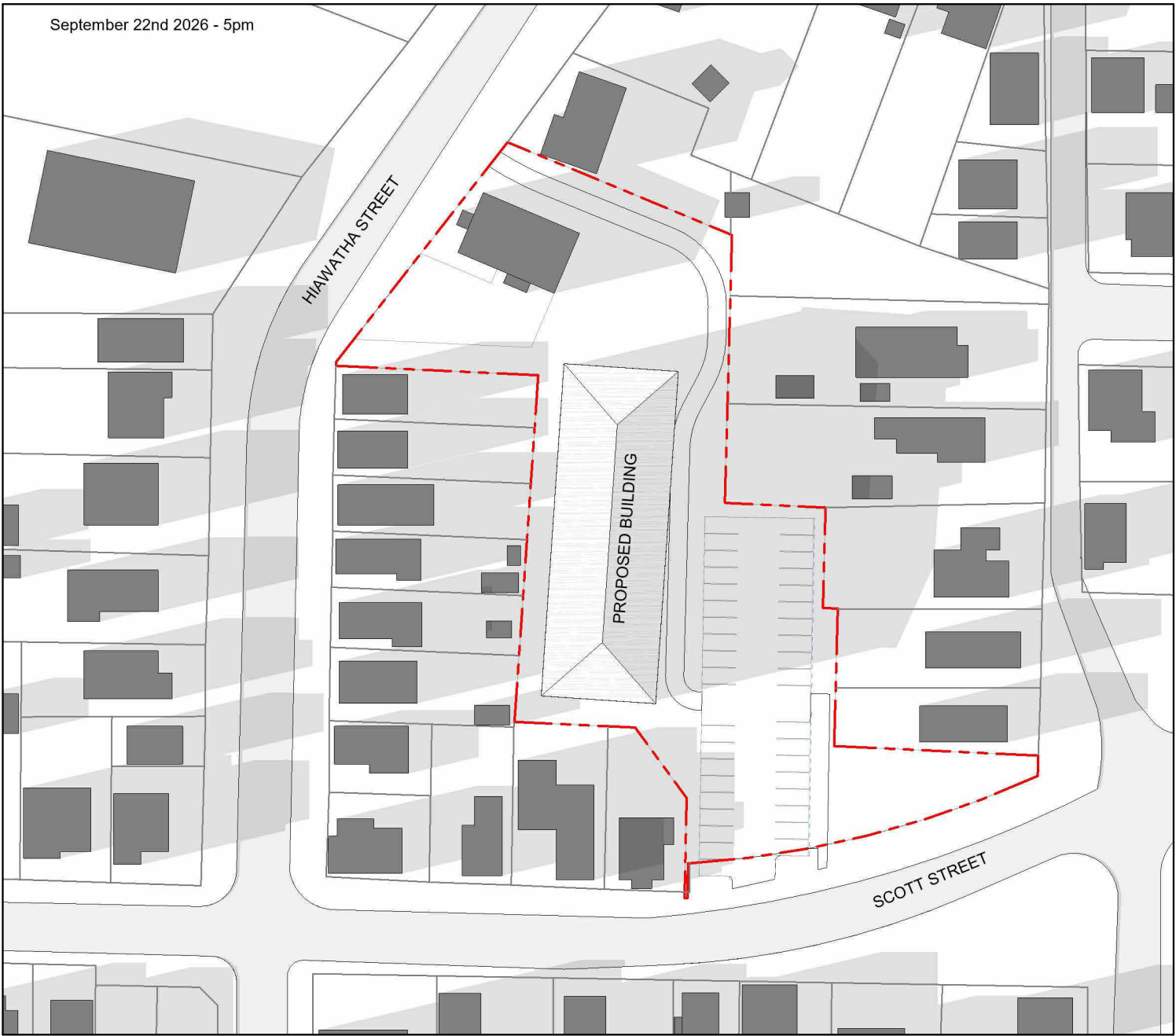
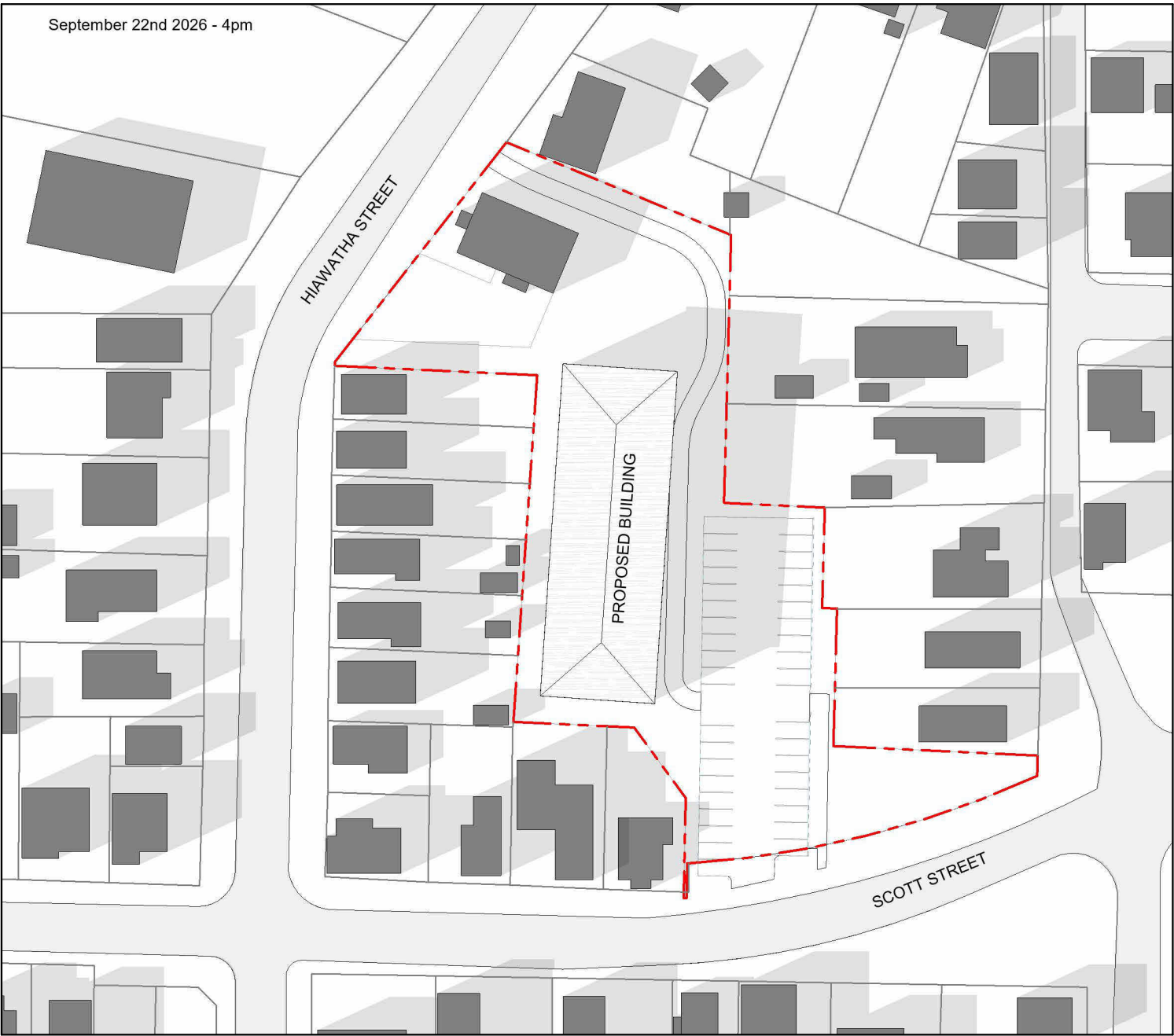
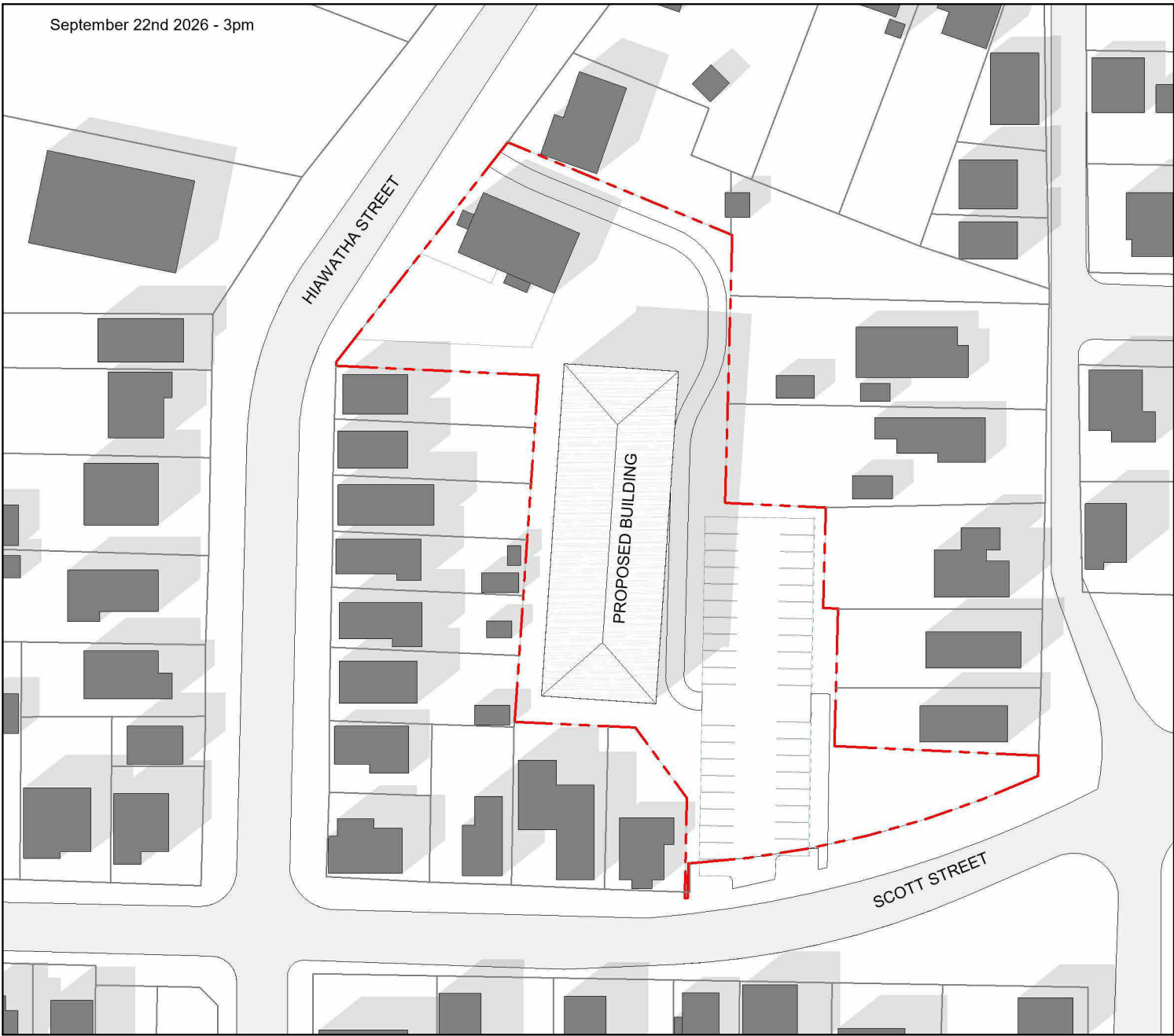
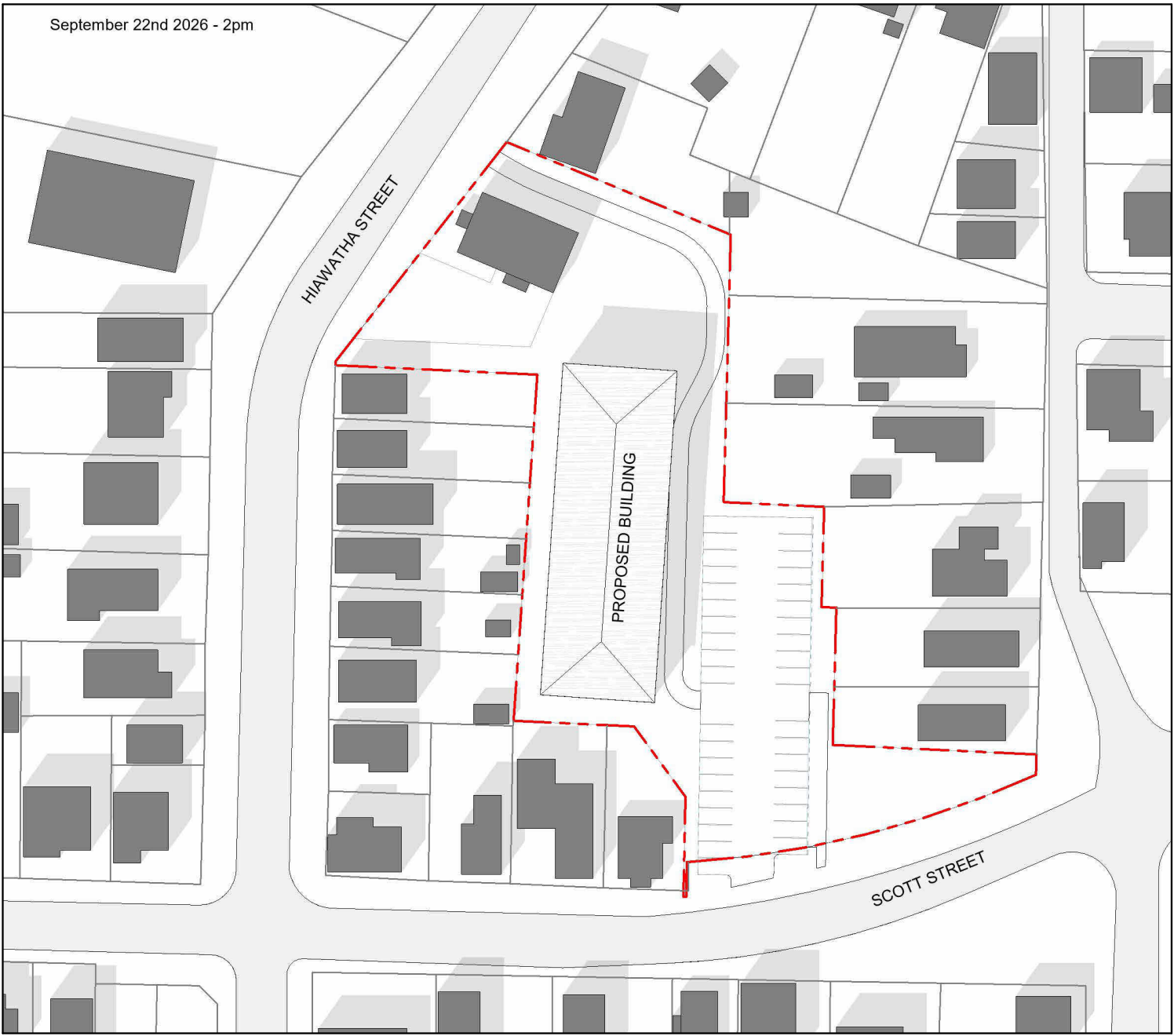
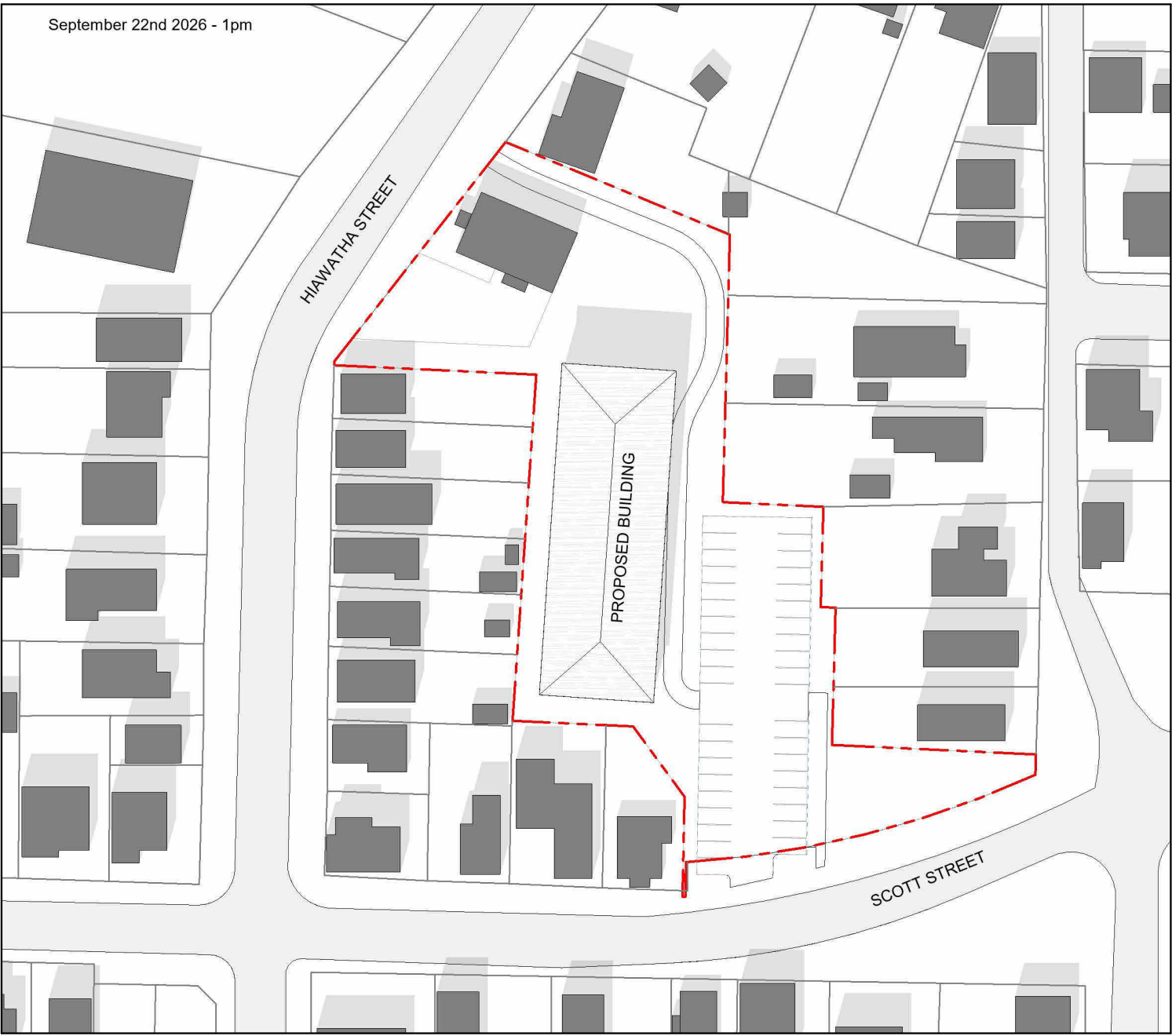
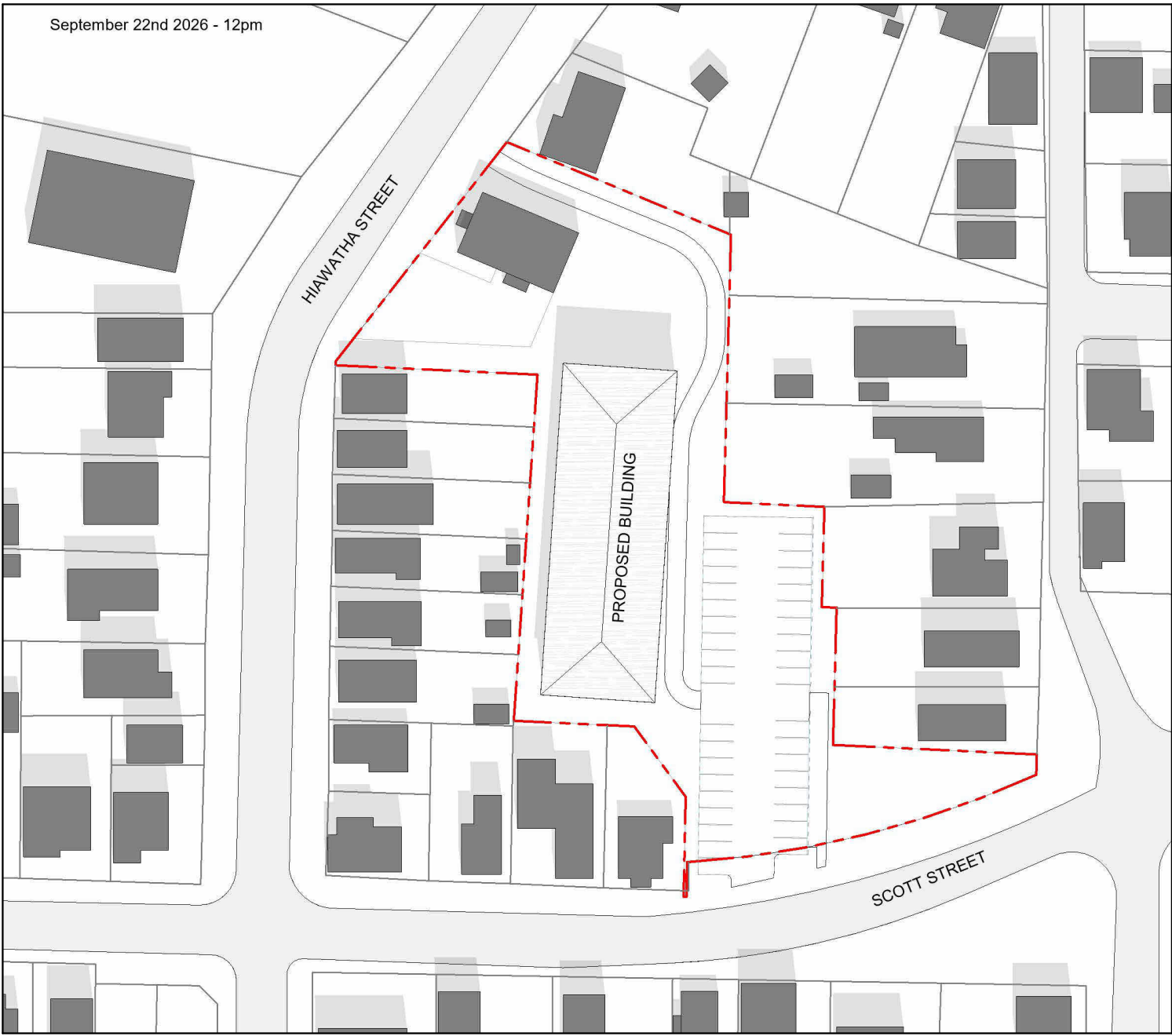
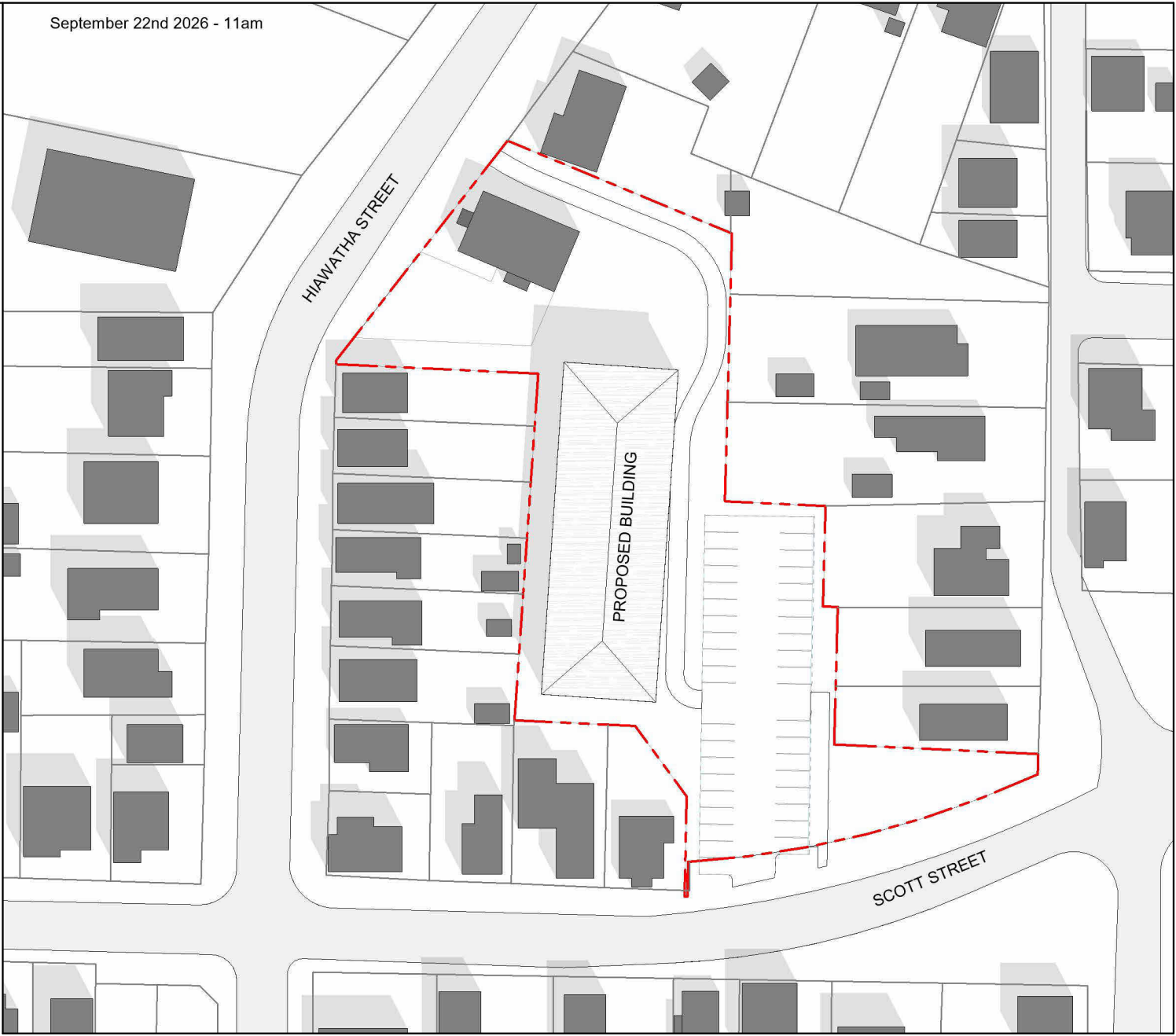
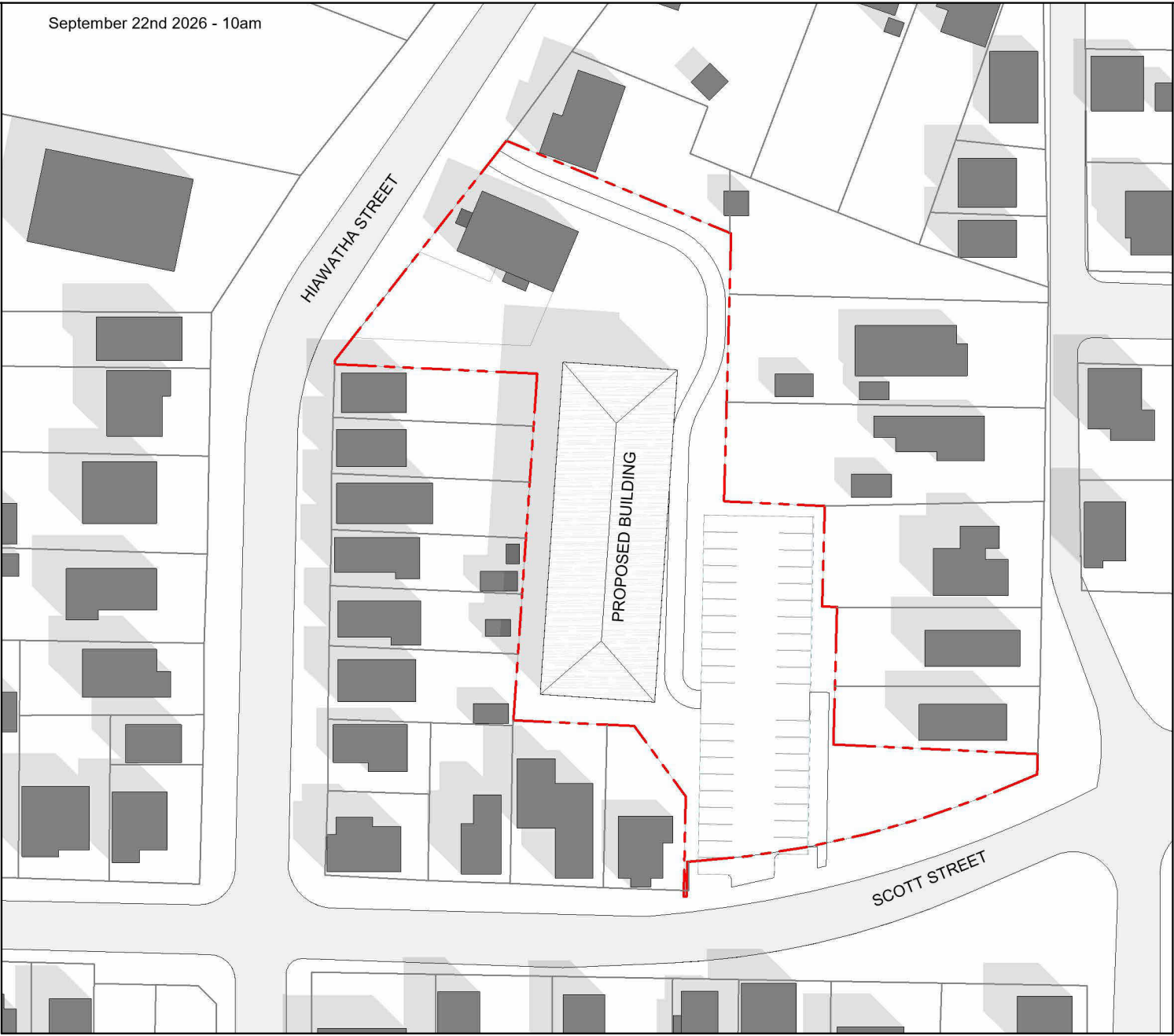
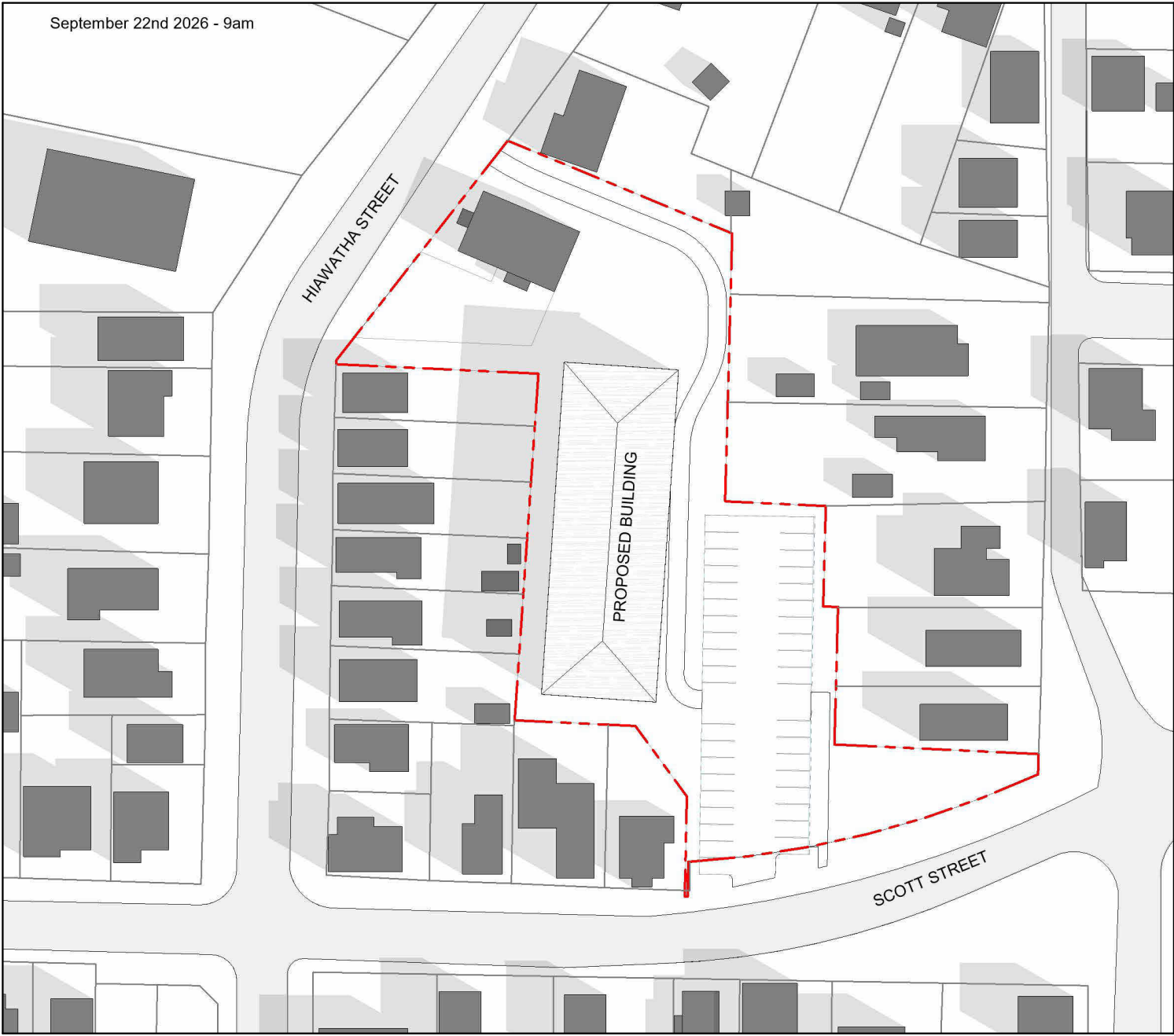
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HIAWATHA APARTMENT
53 Hiawatha Street
SHADOW STUDY - SUMMER SOLSTICE

Project No.	260203	Drawing No.	A-7.01	Revision	
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SHADOW STUDY FALL EQUINOX

SEPTEMBER 22nd, 2026
9AM TO 5PM



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Rev: Issues: Scale: 1/8"=1'-0" Date: 09/22/2026

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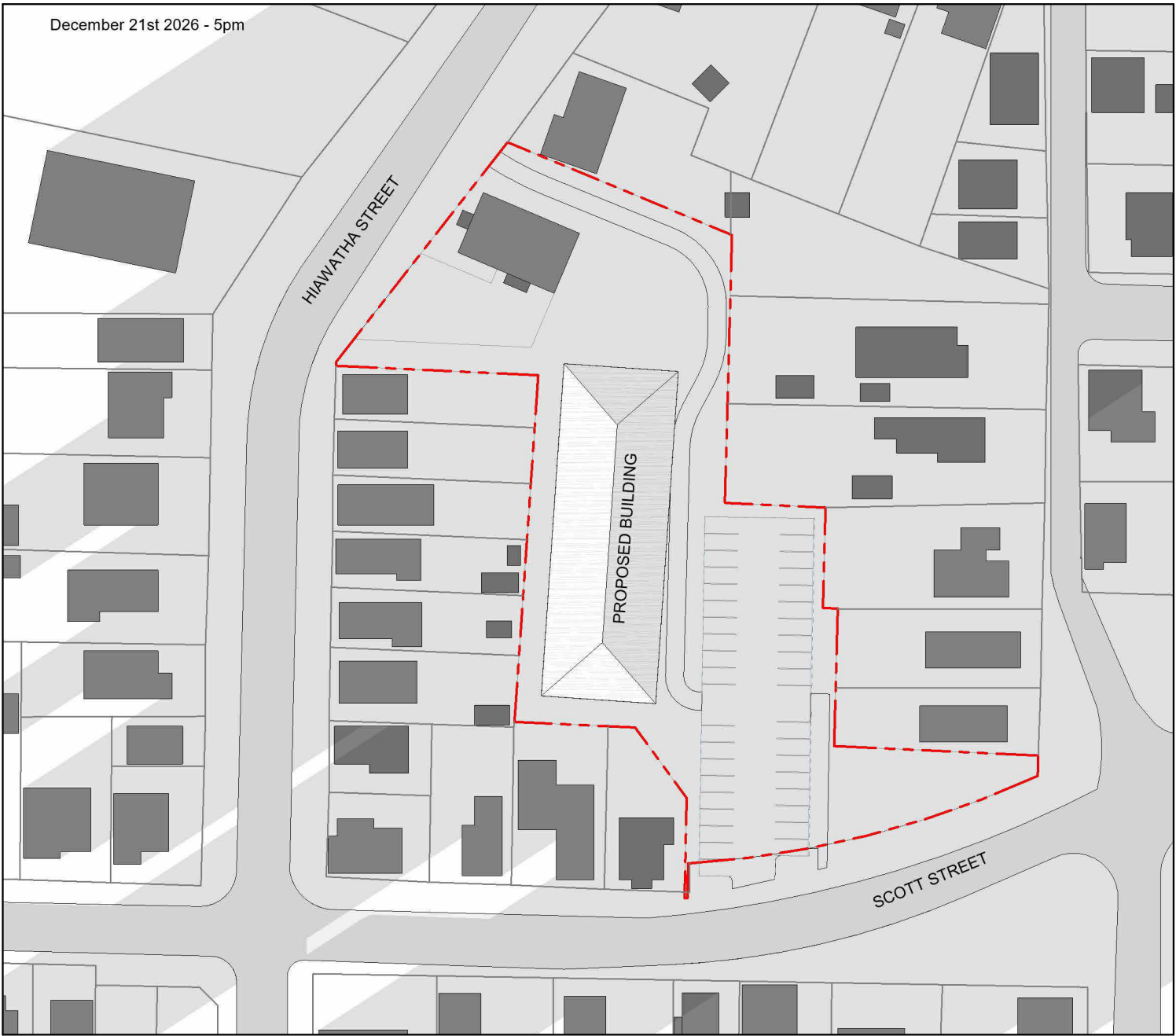
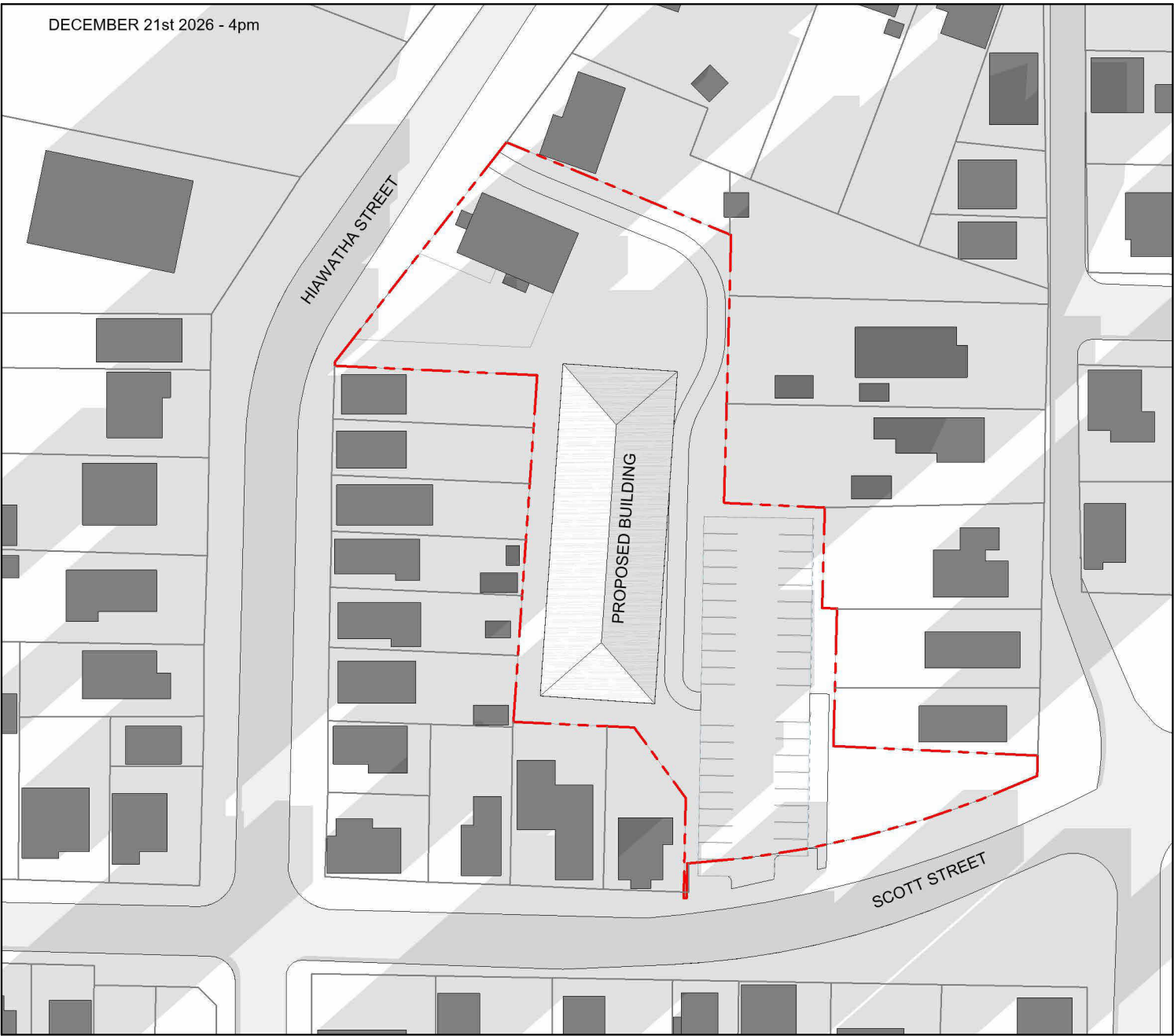
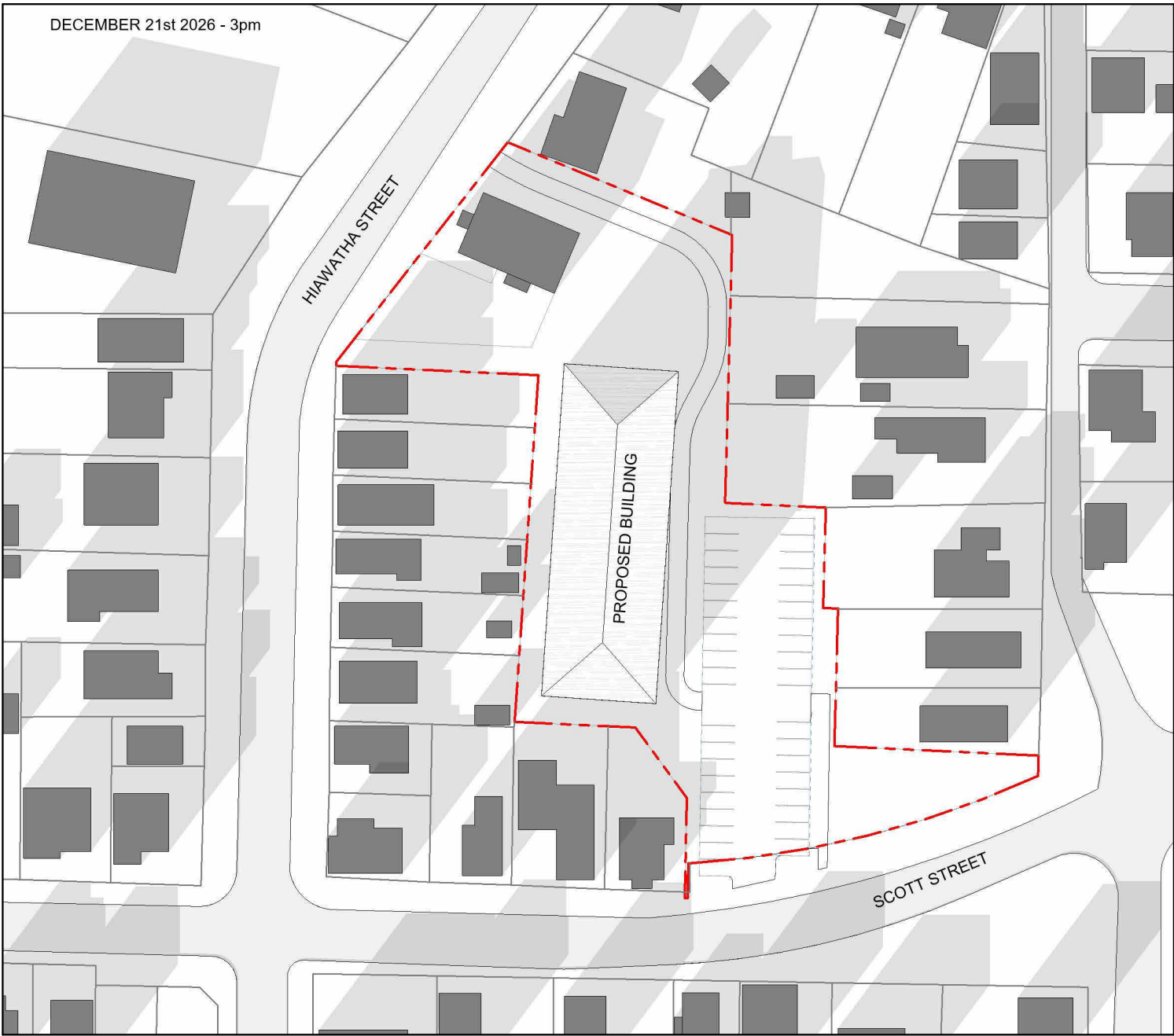
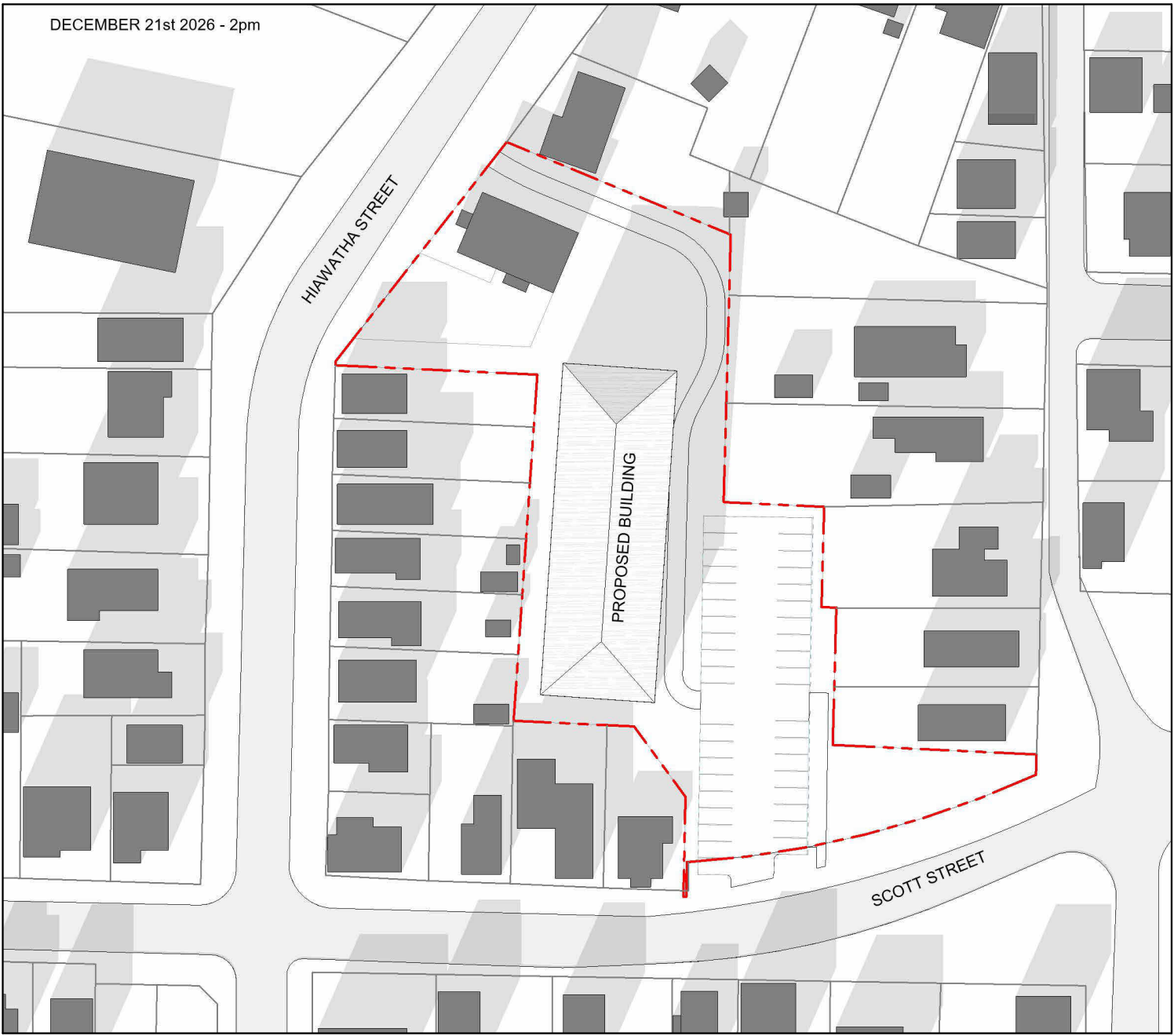
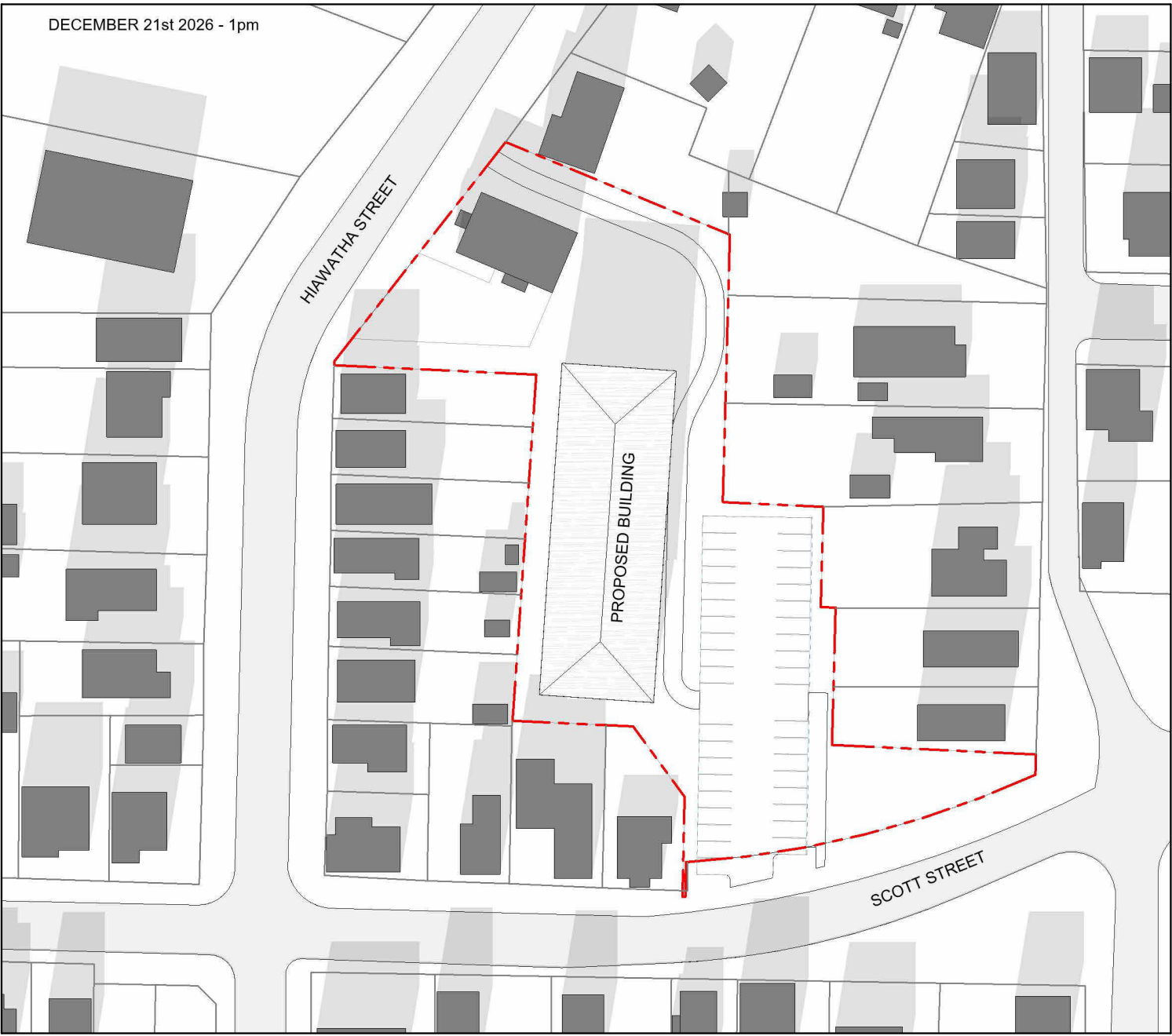
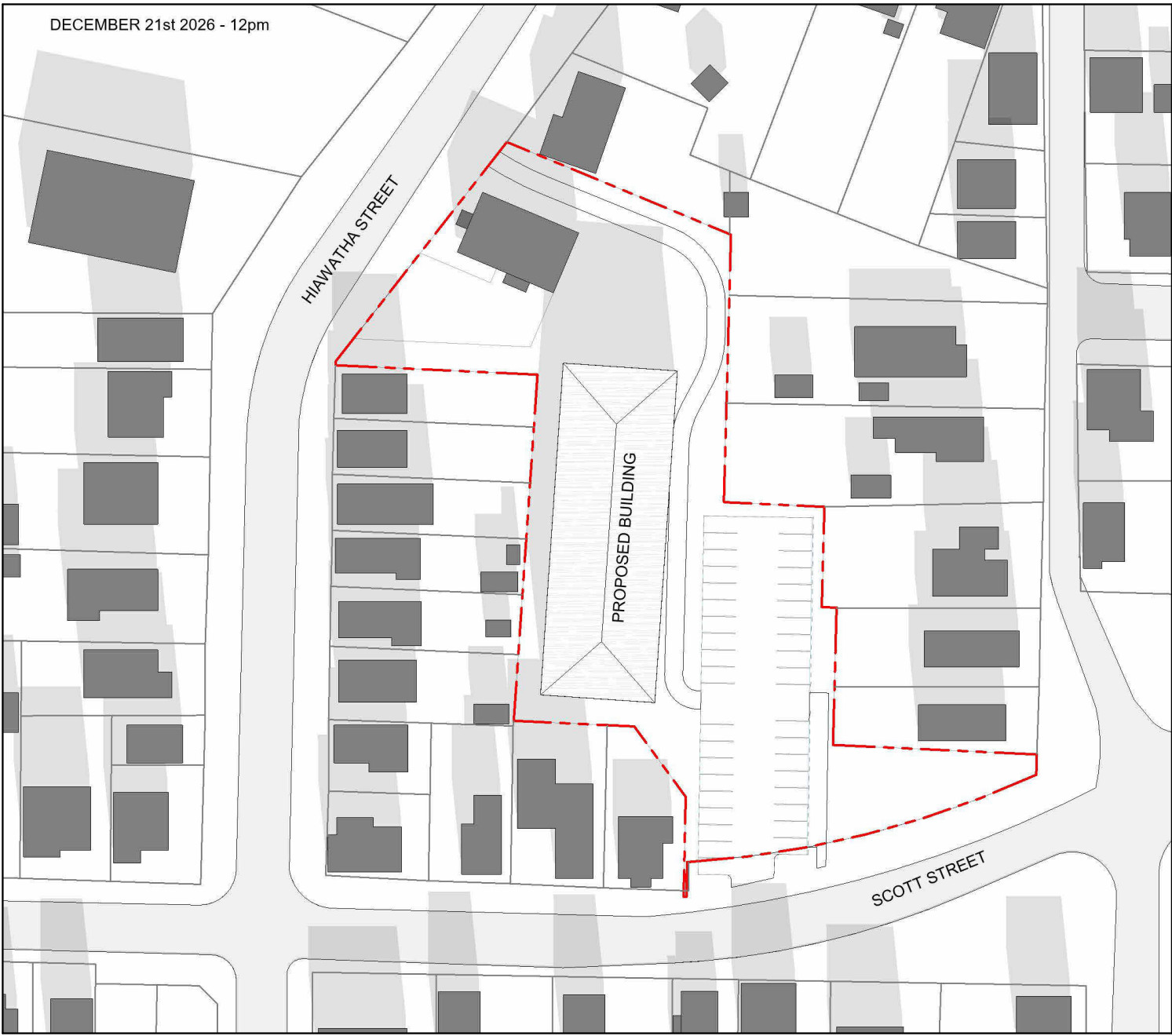
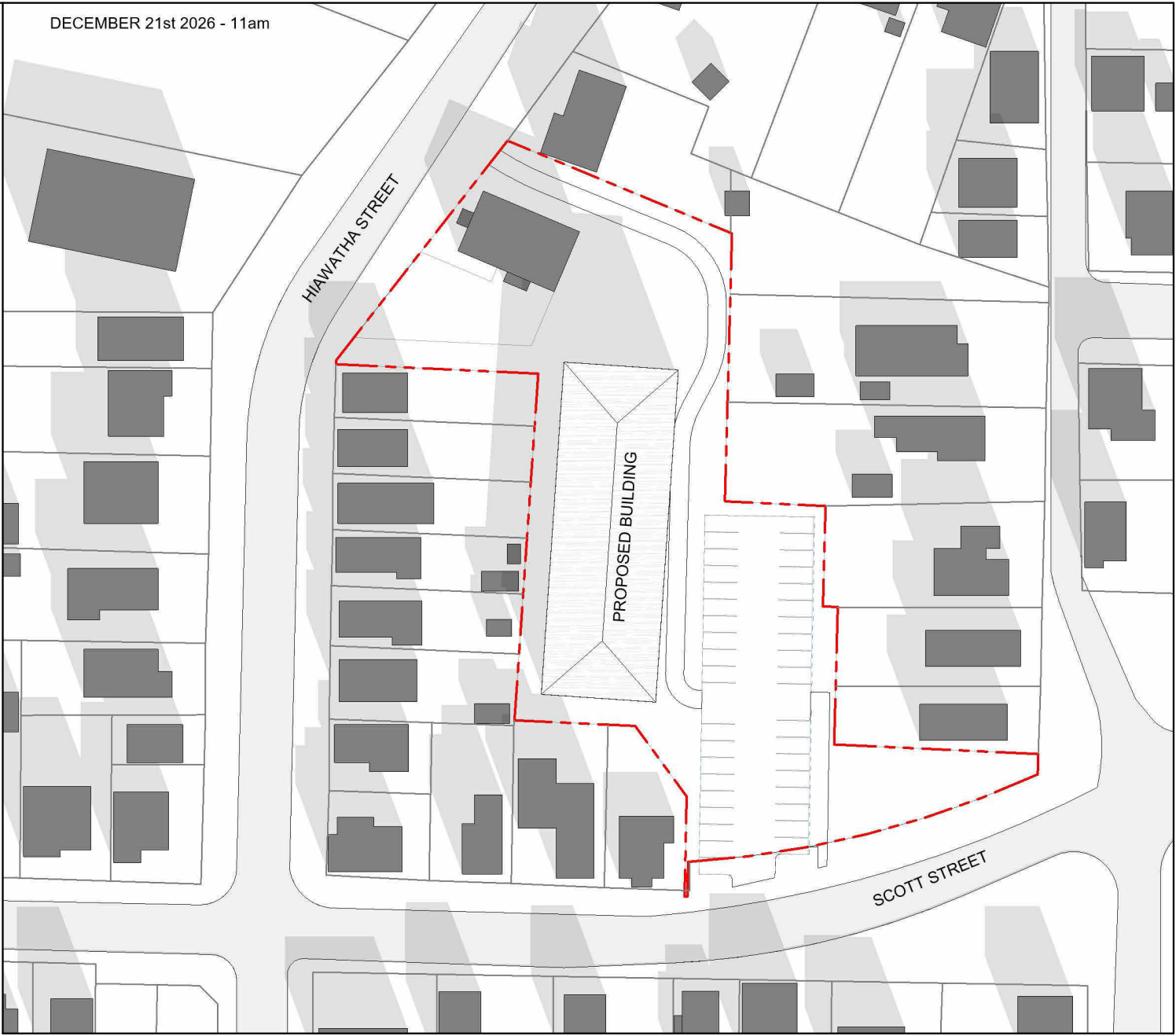
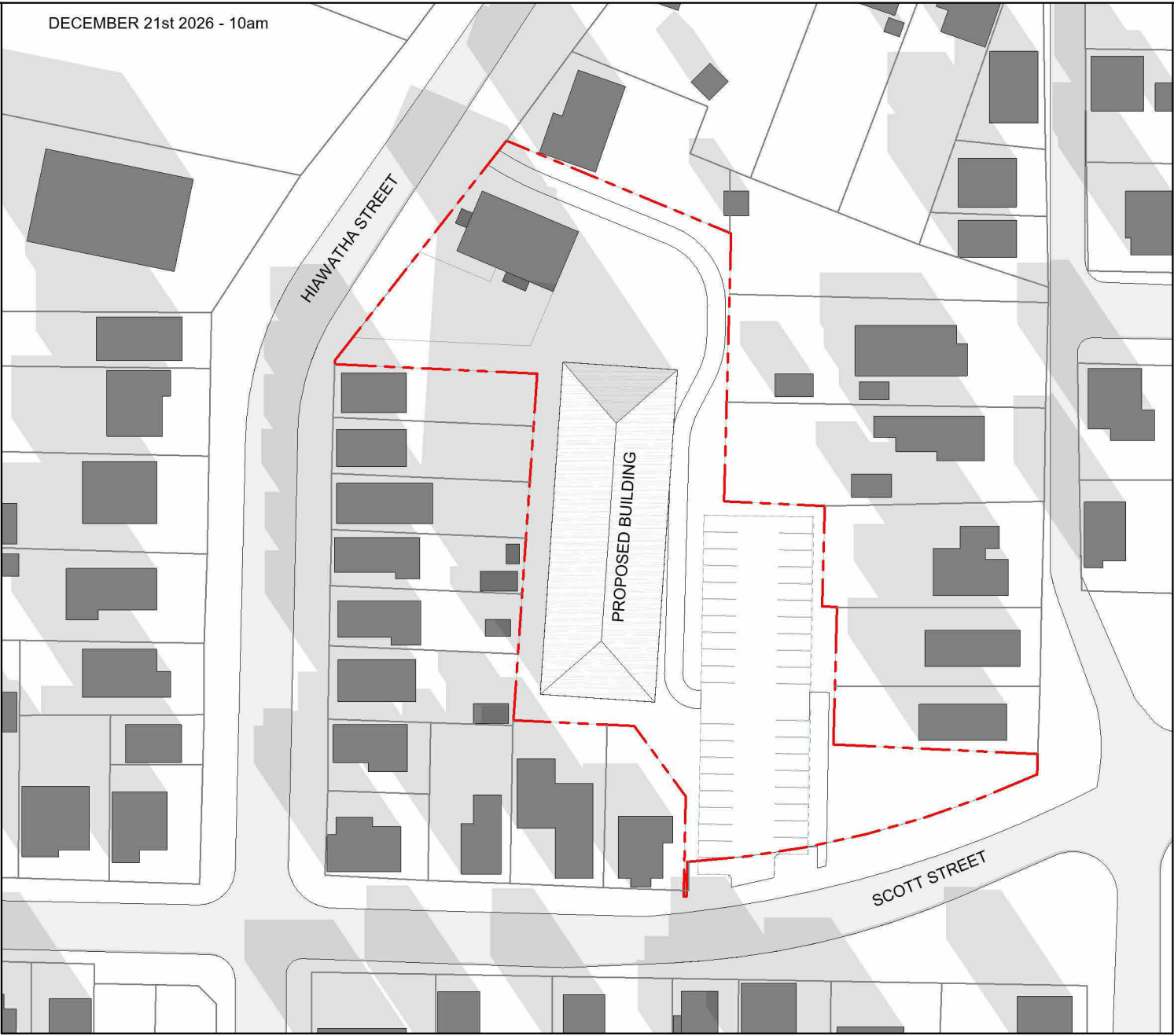
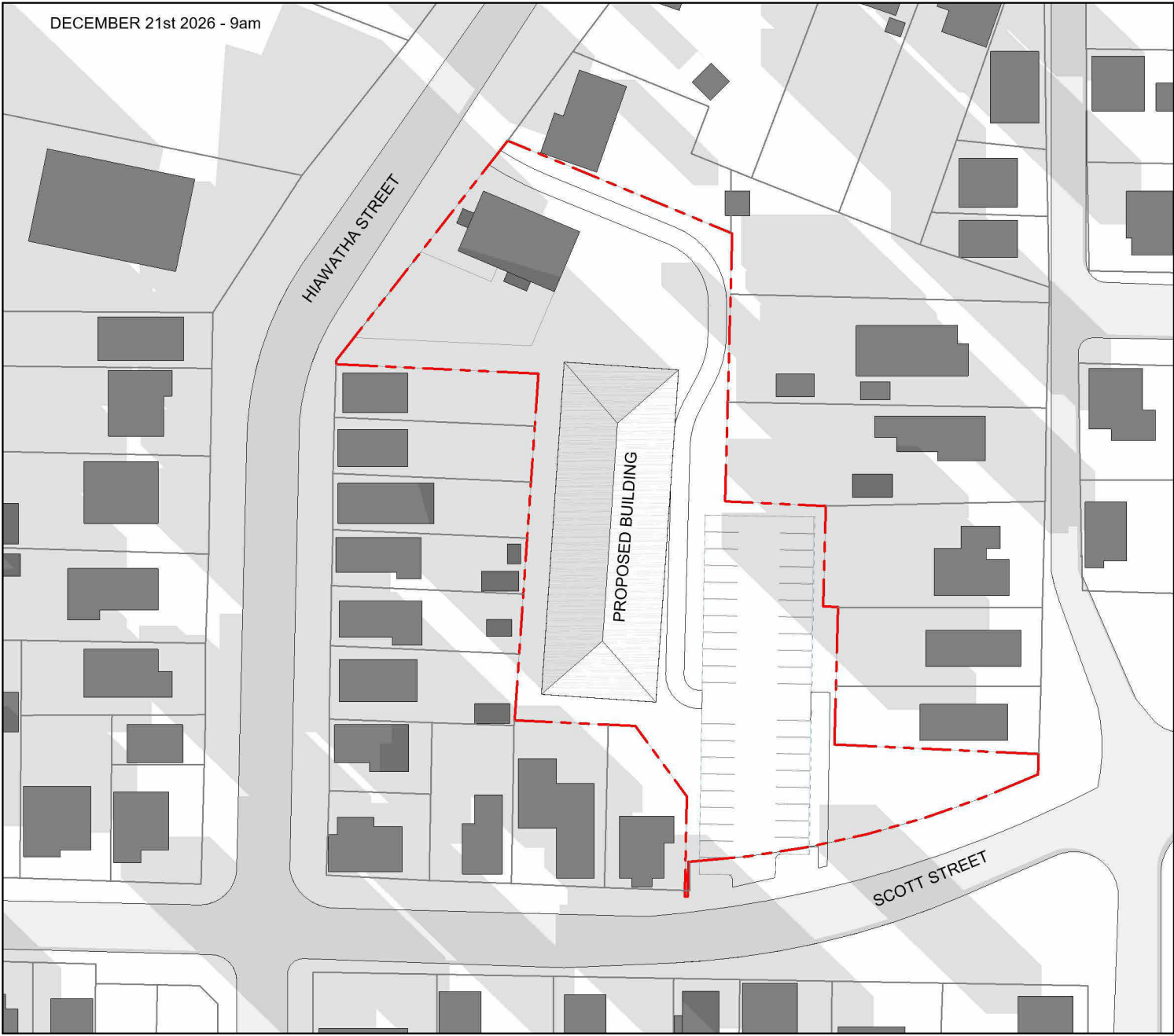
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HIWATHA APARTMENT
53 Hiwatha Street
SHADOW STUDY - FALL EQUINOX

Project No: 260203
Drawing No: A-7.02
Revision:

SHADOW STUDY WINTER SOLSTICE

DECEMBER 21ST, 2026
9AM TO 5PM

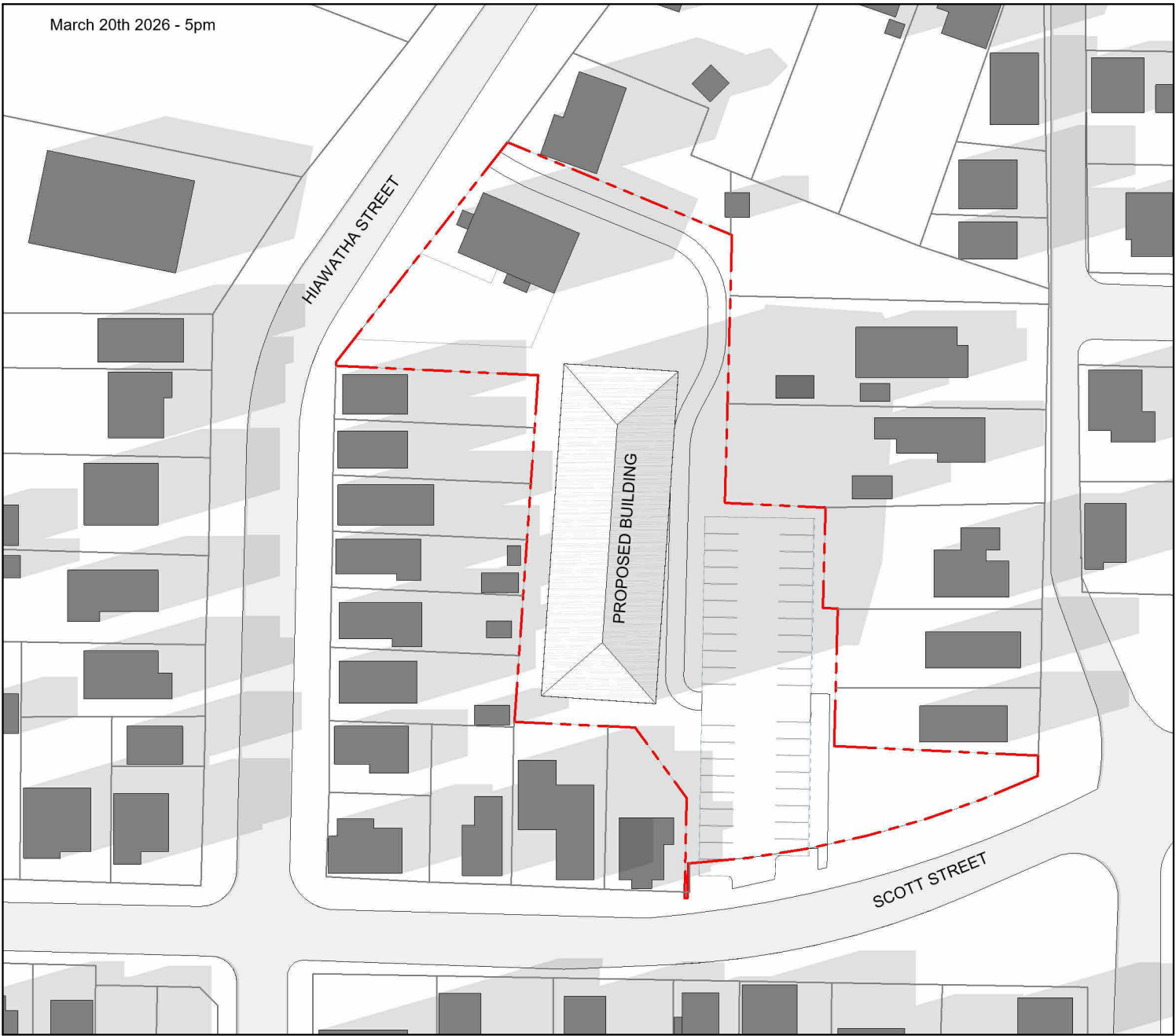
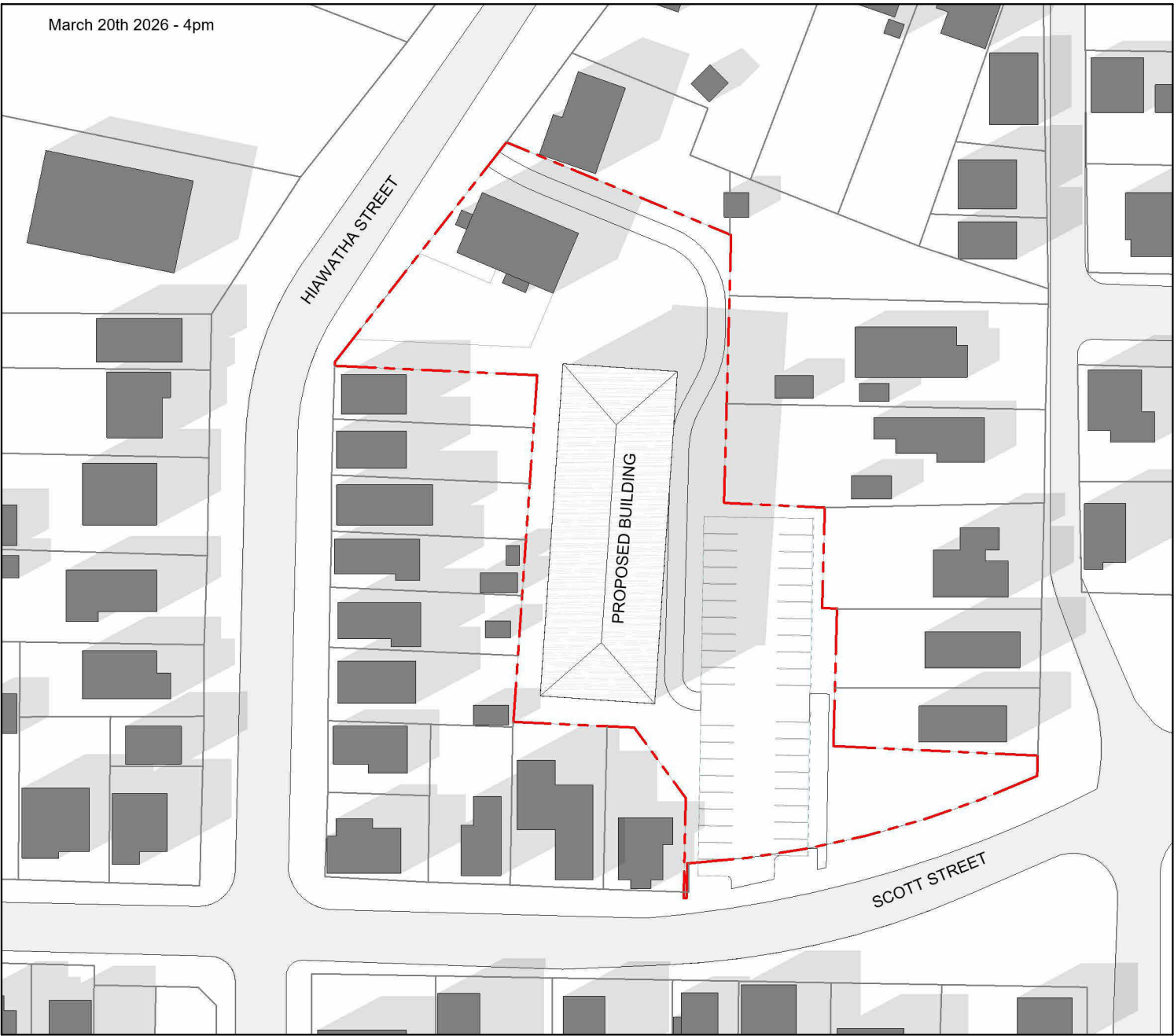
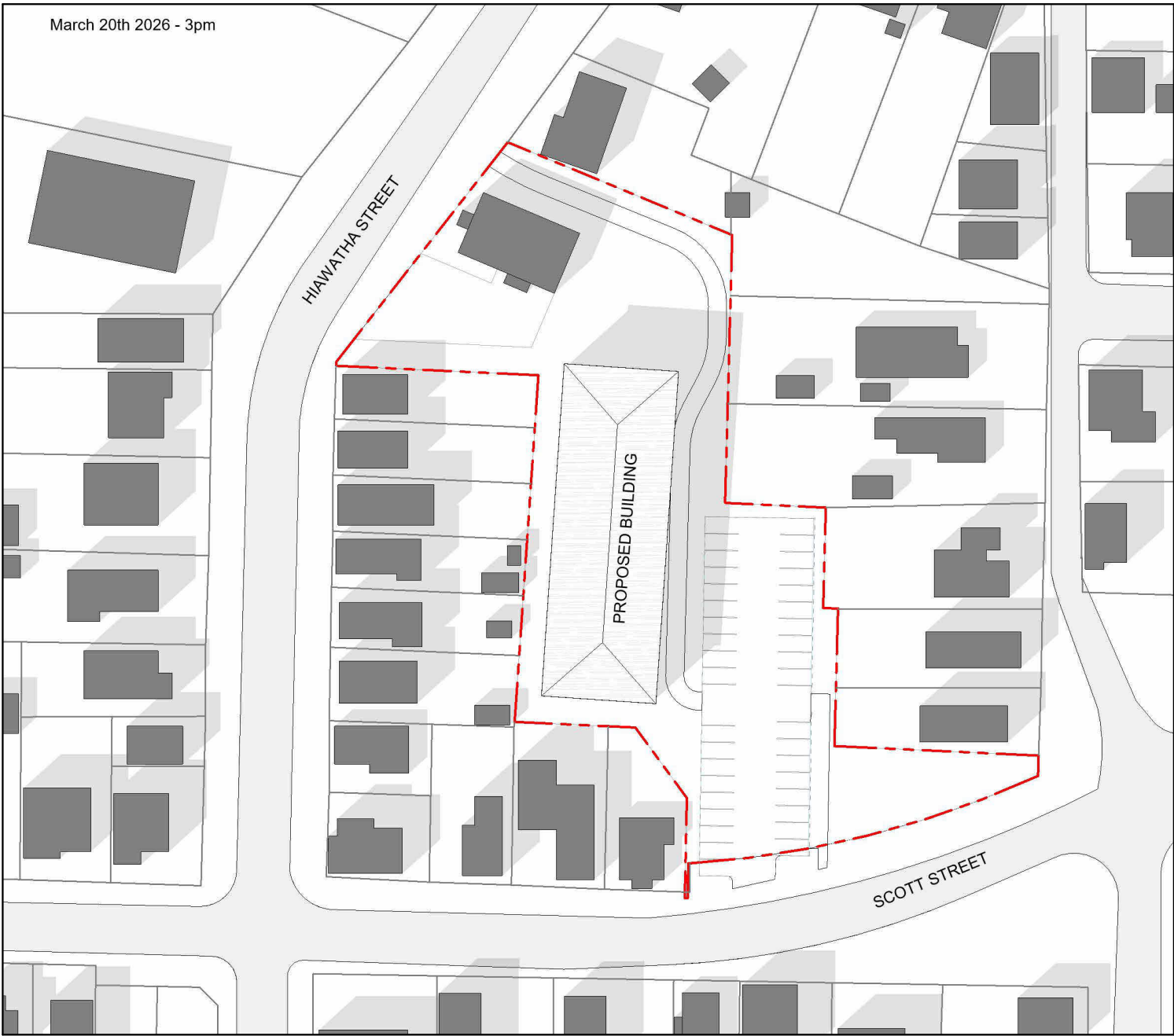
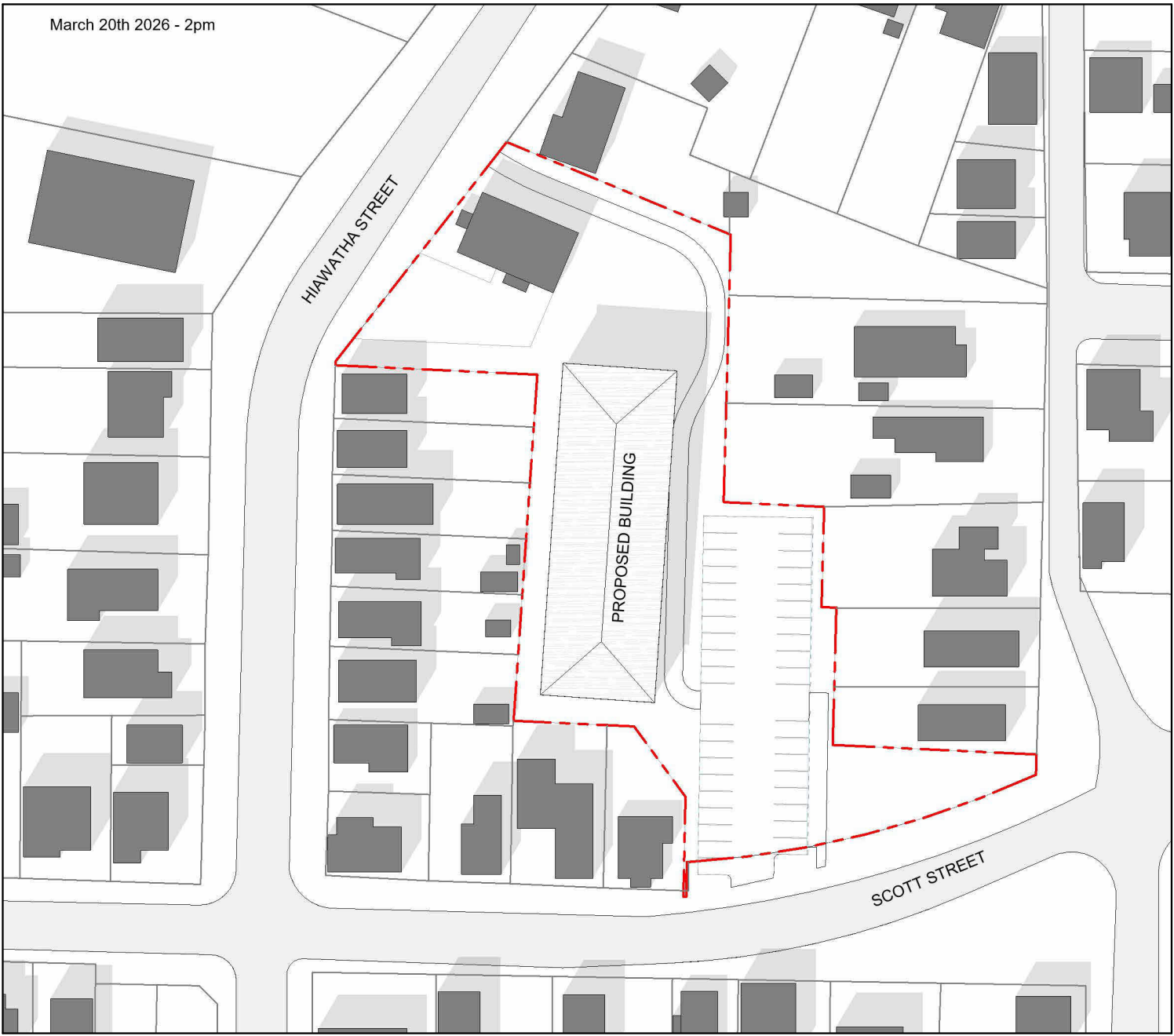
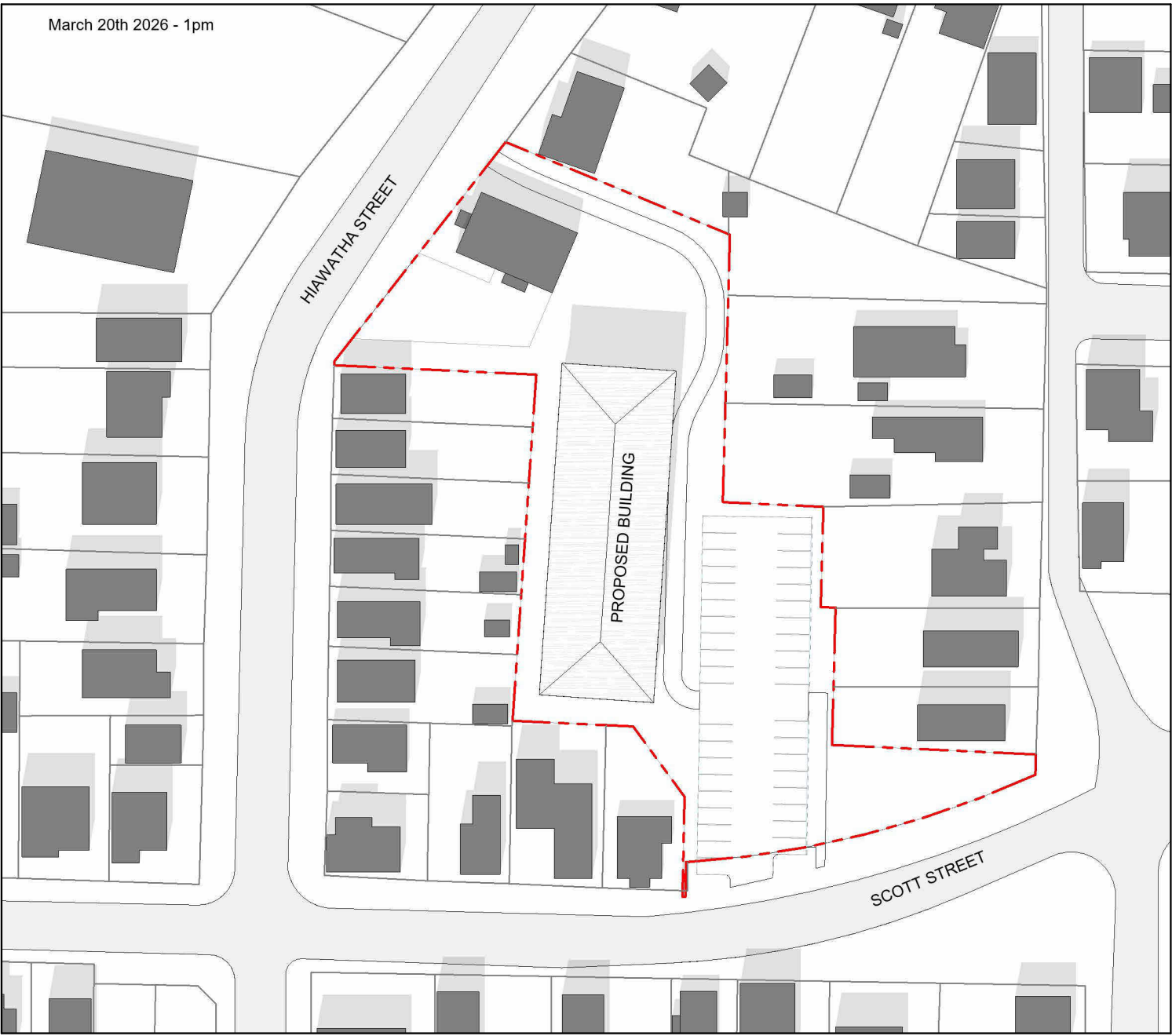
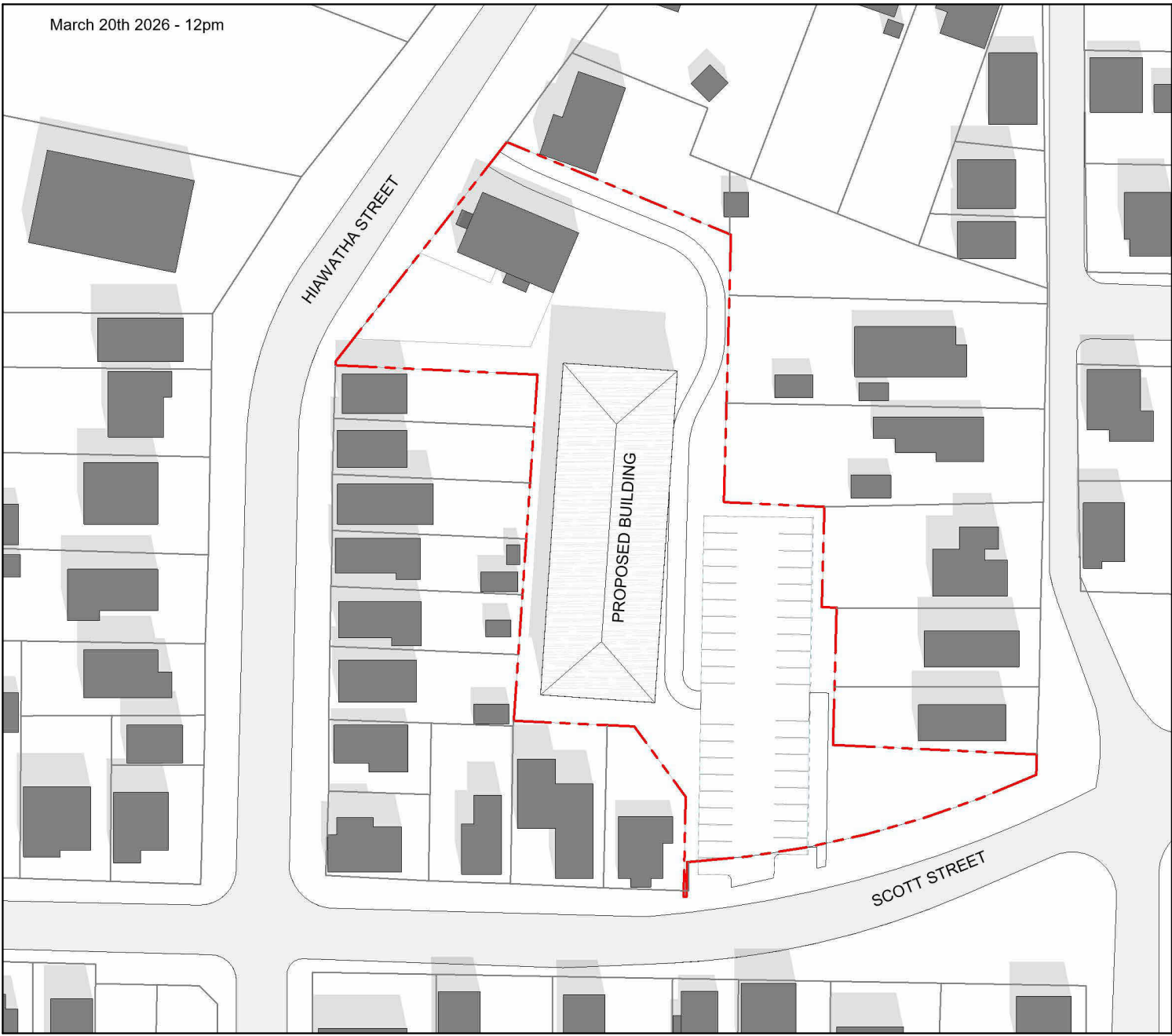
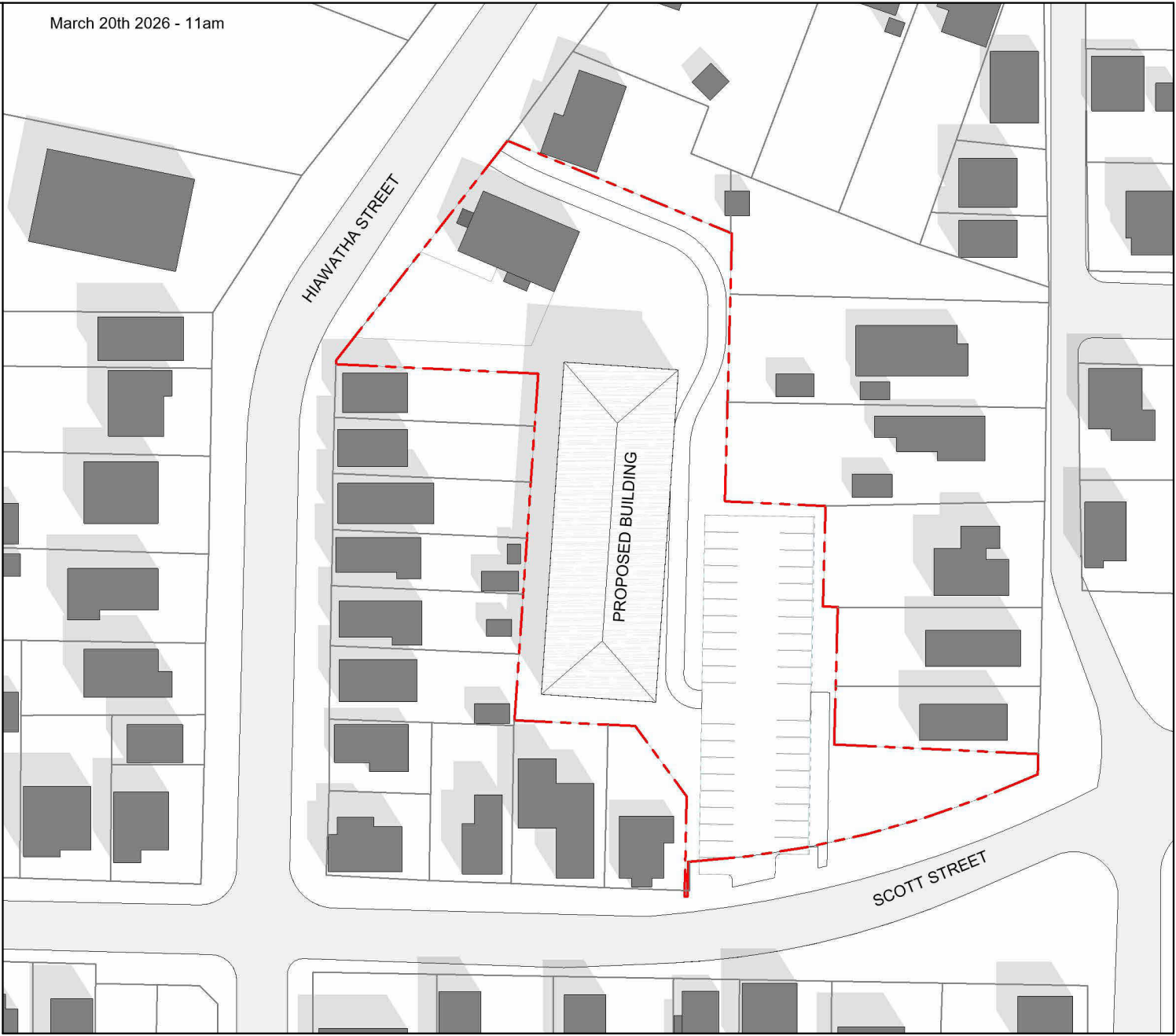
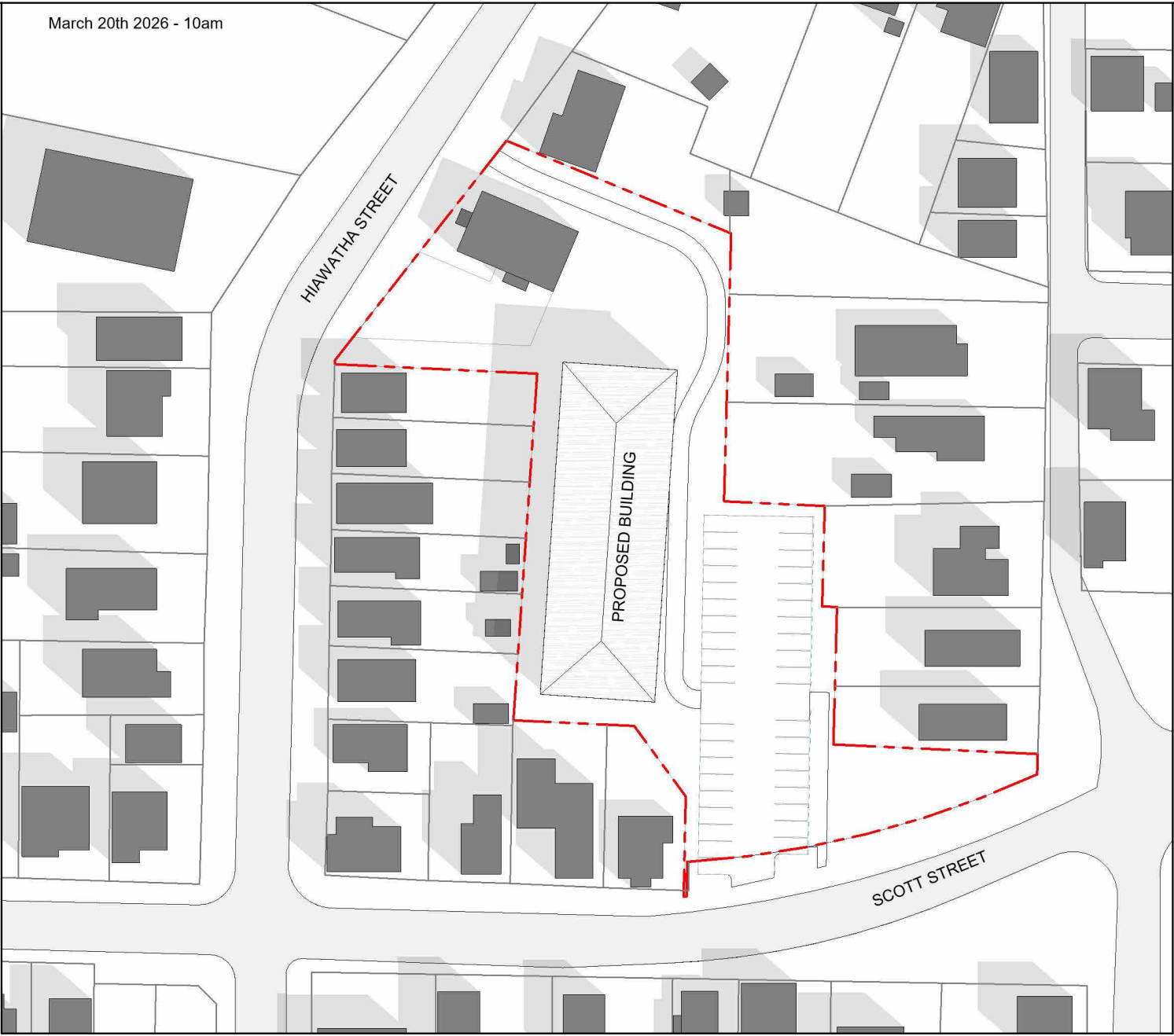


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SHADOW STUDY SPRING EQUINOX

MARCH 20th, 2026
9AM TO 5PM



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DESIGNED BY	DATE	BY	DATE
260203	2026-03-20	AD	2026-03-20

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HIAWATHA APARTMENT
53 Hiawatha Street
SHADOW STUDY - SPRING EQUINOX

Project No.	Drawing No.	Revision
260203	A-7.04	

Report No.: COA8-2026

Directed to: Members of the Committee of Adjustment

Meeting Date: 06/11/2026

Department: Planning & Building Services Department

Prepared by: Steve Craig, Senior Planning Technician

Attachment: Location Plan,
Aerial Photograph (2025)

Location: 53 Hiawatha Street, City of St. Thomas

Applicant: YWCA St. Thomas-Elgin

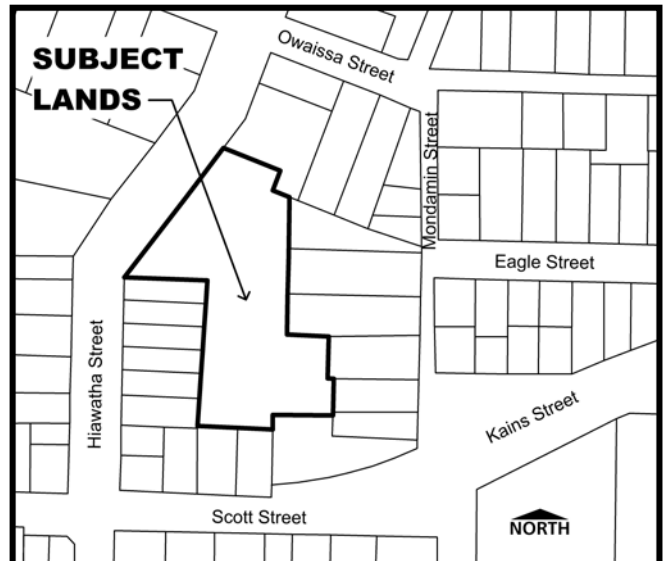
Subject: Request for a minor variance pursuant to Section 45(1) of the Planning Act, R.S.O.

Recommendation:

That: Report COA8-2026 relating to an application for a minor variance at 53 Hiawatha Street be received for information.

Background:

Minor Variance Application No. COA8-2026 has been filed for the purpose of facilitating the development of a three and a half (3.5) storey, forty-nine (49) dwelling unit apartment building on the subject lands. The project will provide seniors and youth with affordable housing units in the community, through a collaboration between the City of St. Thomas and the YWCA St. Thomas-Elgin.



Requested Variance(s):

- i.) To permit the northwest corner of an apartment dwelling a minimum of 3.0m from the interior side lot line, whereas the Zoning By-law requires a minimum Interior side yard depth of 4.5m (Column 4 of Table 1, to Subsection 9.4, Item No. 11(a)).
- ii.) To permit 0.5 parking spaces per dwelling unit for an apartment dwelling, whereas the Zoning By-law requires a minimum of 1.25 parking spaces per dwelling unit (Column 4 of Table 1, to Subsection 9.4, Item No. 14).

YWCA St. Thomas-Elgin:

- The YWCA St. Thomas-Elgin is a community-based organization committed to building safe, inclusive, and supportive communities where everyone has the opportunity to thrive.
- For many years, YWCA has provided programs and services that support housing stability, employment, education, settlement services, childcare, youth development, and community wellbeing across St. Thomas and Elgin County.
- Like many communities across Ontario, St. Thomas is experiencing a growing need for affordable housing options for seniors.
- Many older adults in our community are living on fixed incomes and are finding it increasingly difficult to access safe, affordable, and appropriate housing close to family, healthcare, transit, and community supports.
- This proposed development is intended to help address that need by creating affordable housing designed to support seniors in living independently, safely, and with dignity.
- The YWCA St. Thomas-Elgin's goal is to create a welcoming residential community that:
 - ✓ Supports healthy aging;
 - ✓ Provides stable and affordable homes;
 - ✓ Encourages community connection;
 - ✓ Helps reduce housing insecurity for seniors – we are creating permanent affordable housing with supports; and
 - ✓ Enhances the neighbourhood and broader community.

Provincial Planning Statement, 2024 (PPS):

- The Provincial Planning Statement (PPS) 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 (a) accommodating an appropriate range and mix of housing options (b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society and (c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups (2.1(6)).
 - ✓ 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).

- ✓ 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)1) permitting and facilitating all housing options required to meet the social, health, economic and well-being requirements of current and future residents and ((b)2) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation (2.2(1)).
- The proposed three-and-a-half (3.5) storey, forty-nine (49) unit apartment building optimizes underutilized land within an established settlement area, providing affordable housing for seniors and youth. 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.
- The Goals of the Residential designation include (v) encouraging the provision of housing that is affordable to moderate- and lower-income households on a City-wide basis and (viii) encouraging residential intensification, infill and redevelopment activity in the City to provide appropriate housing for families, seniors and other special needs groups (5.1.2).
- The predominant use of land in the Residential designation shall be for low, medium, and high-density residential use (5.1.3.1).
- A forty-nine (49) dwelling unit apartment building results in a density of 133 units per net hectare, placing the development in the high-density category. Within a high-density residential area, the main permitted uses shall be apartments or other forms of multiple dwellings exceeding four (4) storeys in height (5.1.3.4).
- Applications for new development; infilling or redevelopment for a high-density residential use shall be reviewed based on the following policies (5.1.3.4):
 - i) the site location must be in proximity to a park or areas designated Open Space and Conservation or areas designated Talbot West, Talbot Central or Talbot East (*Conforms, a City walking trail passes through the subject lands, crosses Hiawatha Street, and provides direct access to Athletic Park. Further the subject lands are within a five-minute walking distance to the Talbot Central designation*);
 - ii) the residential use may be part of a comprehensively planned development or redevelopment scheme with a variety of dwelling types (*Not applicable*);
 - iii) the maximum permitted density shall be not more than 250 units per net hectare (*Conforms, the proposed forty-nine (49) dwelling unit apartment building results in a density of 133 units per net hectare*);

- iv) the site must have direct access to an arterial or collector street or have access by a local road to an arterial or collector road, having regard for the road classification in relation to the traffic generated by the proposed development (*Conforms, Paradigm Transportation Solutions Limited completed a Parking Study and Traffic Review (Project: 260259). According to the results traffic impacts of the development on the abutting roads are minimal and acceptable*);
- v) Council shall be concerned when high density residential uses are proposed to abut low density residential uses, to ensure that adequate sunlight and privacy for the low-density residential use is maintained; the construction of medium density residential dwellings as a buffer is encouraged (*Conforms, the high-density policies of the Official Plan provide that within a high-density residential area, the main permitted uses shall be apartments or other forms of multiple dwellings exceeding four (4) storeys in height (5.1.3.4). The proposed three and a half (3.5) storey apartment building is consistent with height of medium density residential dwellings*);
- vi) the height, bulk and siting of high-density residential uses must be designed in a manner to minimize adverse effects on surrounding residential uses (*Conforms, the applicant obtained the services of Studiodyer Architects to complete a Preliminary Building Elevations & Shadow Analysis. According to the results the shadow impacts from the proposed apartment building on adjacent lands are generally limited to the early hours in winter months, and generally do not negatively impact, or shadow more than 50% of the rear amenity spaces after 10am at any time of the year other than winter months where shadows impacts pass by 11am*);
- vii) adequate off-street parking for residents and guests must be provided; the use of parking structures, depressed deck or underground parking is encouraged as opposed to total surface parking (*Conforms, Paradigm Transportation Solutions Limited completed a Parking Study and Traffic Review (Project: 260259). According to the results, the proposed parking arrangement is considered as appropriate and acceptable for the subject development*).
- viii) adequate landscaping and buffering between the high-density residential uses and abutting residential uses and throughout the site must be provided; the landscaping and buffering may include separation distances, trees, shrubs and the use of an earthen berm (*Conforms, the proposed apartment building is subject to the site plan review and approval process, which will address landscaping and buffering*);
- viii) Council encourages the provision of appropriate on-site recreation facilities for the use of residents and guests; such facilities could include open space recreational areas, swimming pools, and exercise facilities (*Conforms, the existing building on the subject lands will be renovated to accommodate a resident activity room for drop-in programs and support and group-based programs, with YWCA staff and community partners*);

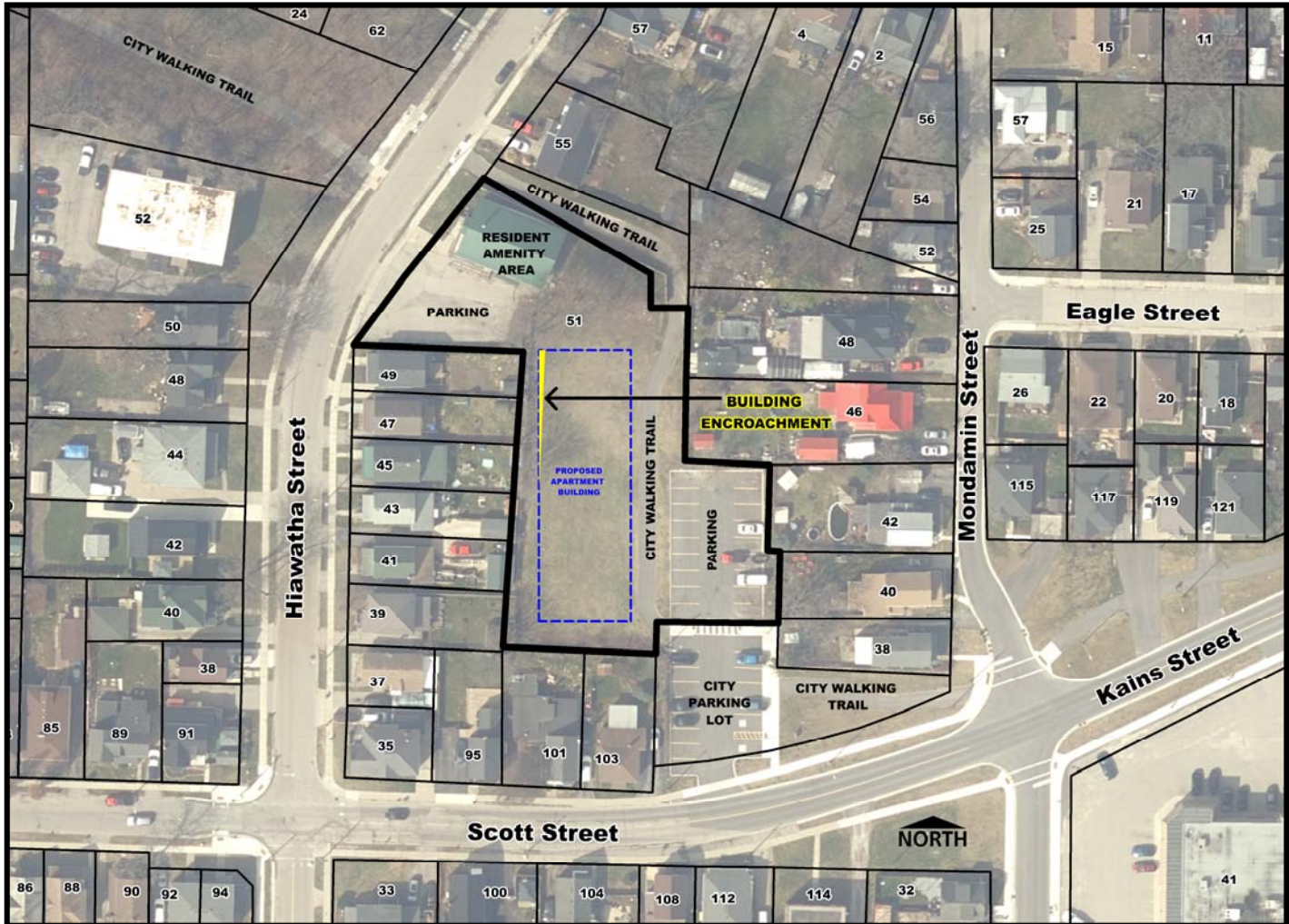
- x) adequate general storage facilities for the use of the residents shall be provided within the dwelling unit or within the building (*Conforms, the floor areas for the proposed one-bedroom dwelling units will exceed the Zoning By-law's minimum requirement of 42sqm. The barrier free dwelling units will be 65sqm and standard dwelling units will be 55.74sqm, which is adequate for general storage for use by the residents*);
 - xi) retail commercial uses, personal services and office uses are allowed on the ground floor of high-density residential uses; these uses shall be of a strictly local type providing convenience day-to-day goods and services (*Not applicable*);
 - xii) adequate municipal services, including storm and sanitary sewers, are required (*Conforms, Environmental Services did not note and concerns through the City's consultation process*);
 - xiii) an environmental impact study may be required of the potential effects of surrounding land uses on the proposed high-density residential use and of the proposed high-density residential uses on the surrounding land uses in terms of noise, dust or odours and the measures anticipated to reduce any environmental effects (*No adverse effects from surrounding land uses are anticipated on the proposed apartment building*);
 - xiv) all applications for high density residential use will be evaluated in terms of their effects on vistas and views (*Conforms, the proposed apartment building will be limited to three and a half (3.5) storeys, minimizing any adverse effects to vistas and views on adjacent residential properties*);
 - xv) a submission to Council is required and must be accompanied by a plan showing the shape, topography, dimensions, drainage and existing easements on the site and a site plan showing all proposed building locations and dimensions, parkland areas, access provisions, buffering, landscaping, privacy provisions, outdoor recreation facilities, final grades, plans showing all elevations and a perspective drawing; solar diagrams for both equinoxes (*Conforms, City Council declared the subject lands as surplus and endorsed the sale of the lands to the YWCA St. Thomas-Elgin to facilitate the development of an affordable housing project on the subject lands*);
 - xvi) lands proposed for high density residential use shall be developed on the basis of comprehensive site plans. Site plans shall indicate layout and profile of buildings, parking, landscaping areas and road access points. The purpose is to integrate development with adjacent properties as much as possible, particularly in terms of open space elements and building heights (*Conforms, the proposed apartment building is subject to the site plan review and approval process, which requires the submission of comprehensive plans*).
- The Housing policies of the Official Plan provide that (6.1):
 - Council will attempt to ensure that there is an adequate provision of a variety of dwelling and tenure types at affordable prices in St. Thomas (6.2.1) and that a portion of new ownership and rental housing is affordable as defined by provincial policy (6.2.6).

- Council shall endeavour to meet a target of 807 affordable housing units (35 per year) by 2041 (6.2.6).
- Council shall encourage affordable housing projects through a variety of means including financial incentives such as those provided through the Community Improvement Program (6.2.10).
- The City will support programs that meet the most pressing of housing requirements and may encourage and assist non-profit housing corporations such as private, community, church, labour and service clubs that provide housing for low- and moderate-income groups (6.2.14).
- The City shall encourage the development of non-profit housing by cooperative and private non-profit housing corporations (6.2.17).
- The location and development of assisted housing units shall have regard for the proximity of transit routes, schools, recreation facilities, open space and commercial areas (6.2.18).
- The City shall encourage the development of senior citizens' housing and other special needs housing (6.2.21).
- Senior citizens' housing and other special needs housing shall be located wherever possible, in proximity to transit routes, medical, social service and community facilities, open space and recreation facilities and shopping areas (6.2.22).
- 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 Fifth Residential Zone (R5) and Fourth Residential Zone (R4-33), as shown on Zoning Map 32, City of St. Thomas Zoning By-Law No. 50-88.
 - The proposed apartment dwelling is located entirely within the R5 zone, permitted uses include an apartment dwelling (1.1(b)).
 - Apartment dwelling means a building containing three or more dwelling units, each of which has an entrance through a common hall, common vestibule or other common entrance (1.24).
 - The zoning regulations for an apartment dwelling include (Table 1 to Subsection 9.4, Column No. (4)):
- Minimum lot area - 930sqm (*Conforms, 3,676sqm*);
 - Minimum lot frontage - 30m (*Conforms, 39.10m*);
 - Maximum main building height - 45m (*Conforms, 15.5m*);
 - Maximum lot coverage - 40% (*Conforms, 26.4%*);
 - Maximum number of dwelling units - 250 per hectare (*Conforms, 133 dwelling units per hectare*);
 - Maximum roof area - 55% (*Conforms, 26,4% + overhang/eave*);
 - Minimum front yard depth - 7.5m (*Conforms, +/- 29m*);
 - Minimum rear yard depth - 9m (*Conforms, 9.89m*);
 - Minimum interior side yard depth - 4.5m (*Minor variance, northwest corner 3.10m*);

- Minimum dwelling unit floor area - One Bedroom - 42sqm (*Conforms 55.74sqm - 65sqm*); and
- Minimum number of parking spaces - 1.25 per dwelling unit (*Minor variance, 0.5 per dwelling unit*).
- The subject lot is irregularly shaped; therefore, the applicant is requesting that the Committee of Adjustment provide confirmation of the lot lines, in accordance with the Planning Justification Letter, prepared by Doug Tarry Limited, Figure 1: Lot Line Confirmation Sketch.
- 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:

- The first variance is requested to permit the northwest corner of the proposed apartment building (Floor Area - 968.4sqm) to encroach 1.5m into the required 4.5m interior side yard.
- The building encroachment is minor (Floor Area +/-16.39m) and is a result of the building footprint not running parallel to the irregular property boundary. Staff have delineated the area of the building encroachment in on the 2025 aerial photograph accompanying the planning report.
- In addition to the irregular property boundary, it is not possible to shift the building footprint further to the east, as there are existing servicing and access easements on the lands related to underground services and the City walking trail that passes through the subject lands.
- The second variance is requested to permit a parking ratio of 0.5 parking spaces per dwelling unit, whereas a minimum of 1.25 parking spaces per dwelling unit is required.
- The applicant obtained the services of Paradigm Transportation Solutions Limited to complete a Parking Study and Traffic Review (Project: 260259). According to the results:
 - That the acceptance of lower parking rates is indicative of the travel characteristics of affordable housing tenants, such as the lower vehicular travel requirements of senior tenants or those who may not own a vehicle;
 - These characteristics indicate that it would not be appropriate or practical to apply zoning requirements for parking in typical market housing to non-market affordable housing; and
 - Parking rates in other affordable housing projects in the City of St. Thomas, include the Tiny Hope Project / 0.50 parking spaces per dwelling unit, the Station / 0.60 parking spaces per dwelling unit and the Crossing / 0.40 parking spaces per dwelling unit.
- 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 COA9/2026 be approved, subject to the following conditions:
 - 1) That the lot lines for the subject lands be interpreted in accordance with the Planning Justification Letter, prepared by Doug Tarry Limited, Figure 1: Lot Line Confirmation Sketch; and
 - 2) Site plan control approval.

Respectfully submitted,

Steve Craig,

Sr. Planning Technician

CONFIRMATION OF AN APPLICATION FOR MINOR VARIANCE

May 13, 2026

Secretary-Treasurer, Committee of Adjustment
Attention: Sherry Steadman

An application for a minor variance, regarding 4 Avon Road, was filed on May 13, 2026.

The City is the current owner of the subject lands, so no payment was required, as determined by the Director of Planning and Building Services.

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

Yours truly,



Michelle Knieriem, MCIP, RPP
Manager of Planning Services

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: <u>May 13, 2026</u>	Consultation Date: _____
	Date Application Deemed Complete: <u>May 13 2026</u>	

Application #: A09-26

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 June 11 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) City of St Thomas - Lou Pompili

Address 545 Talbot Street St. Thomas, ON

Postal Code N5P 3V7 Tel: 519-631-1680 x4280 e-mail: mbyl@stthomas.ca

2. Name of Authorized Agent (if any) Graham McNally

Address 41 King William St, Suite 301 Hamilton, ON

Postal Code L8R 1A2 Tel: 289 768 2211 e-mail: graham@toms-mcnally.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:

Refer to attached letter

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

Refer to attached letter

5. Location of Land:

Block 31 on Plan 11M-57 & Parts 4 & 5 on Plan 11R-4916

Geographic/Former Township City of St Thomas

Name of Street Corner of Avon Rd and McGregor Ct Street No.

6. Dimensions of land affected:

Frontage ~30m Depth ~85m

Area 1782.5m² Width of Street 20.116m

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:

n/a

USE

Proposed:

1 storey, 403m², 16.1m x 27.4m daycare facility

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:

1.05m front yard, 53.44m rear yard, 1.16m exterior side yard, 5.04m interior side yard

USE

10. Date of acquisition of subject land: 1965 and 1993

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

12. Existing uses of the subject land:

Left over lands from subdivision. Abandoned road allowance

13. Existing uses of abutting lands:

North: Single Family Residential

East: Single Family Residential

South: Multi-Unit Residential

West: Single Family Residential

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

Some evidence that the neighbouring subdivision was constructed in the early 90s.

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

Water:



Municipally owned and operated
pipd 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, Community Improvement Area

17. Present Zoning of the subject land:

R1-6

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, Graham McNally, 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, _____ of _____ in the province of _____,
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 _____ on this _____ day of _____, 20____.

City Day Month Year

Signature of Owner or Authorized Agent

Date _____

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, City of St Thomas - Lisa Higgs, am the owner of the subject lands, and I authorize Graham McNally, 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.

May 12, 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, City of St Thomas - Lou Pompili, 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.

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 may 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.

May 12th, 2026

City of St Thomas
545 Talbot Street
St. Thomas ON N5P 3V7

Re: Minor Variance Application for the Corner of Avon Rd and McGregor Ct

Attention City of St Thomas Staff,

The City of St Thomas is applying for a minor variance to permit the construction of a daycare at the corner of Avon Rd and McGregor Ct in the City of St Thomas

A minor variance application form is being submitted. This letter is supplement to the application form.

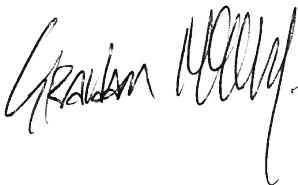
The applicant requests relief from the following provisions of the Zoning By-law to permit the proposed daycare facility:

- Section 7, Item 9 (Minimum Front Yard Depth): To permit a minimum front yard depth of 1.0m, whereas a minimum of 7.5m is required.
- Section 7, Item 11(b) (Minimum Exterior Side Yard): To permit a minimum exterior side yard of 1.0m, whereas a minimum of 4.0m is required.

The proposed daycare facility cannot comply with the Zoning By-law provisions due to the inherent spatial constraints of the existing corner lot. The requirement to provide standard setbacks on two street frontages severely limits the buildable envelope. To provide a functional facility that meets provincial licensing requirements for indoor floor area and secure outdoor play space for 49 children, the building footprint must extend into the required yard setbacks.

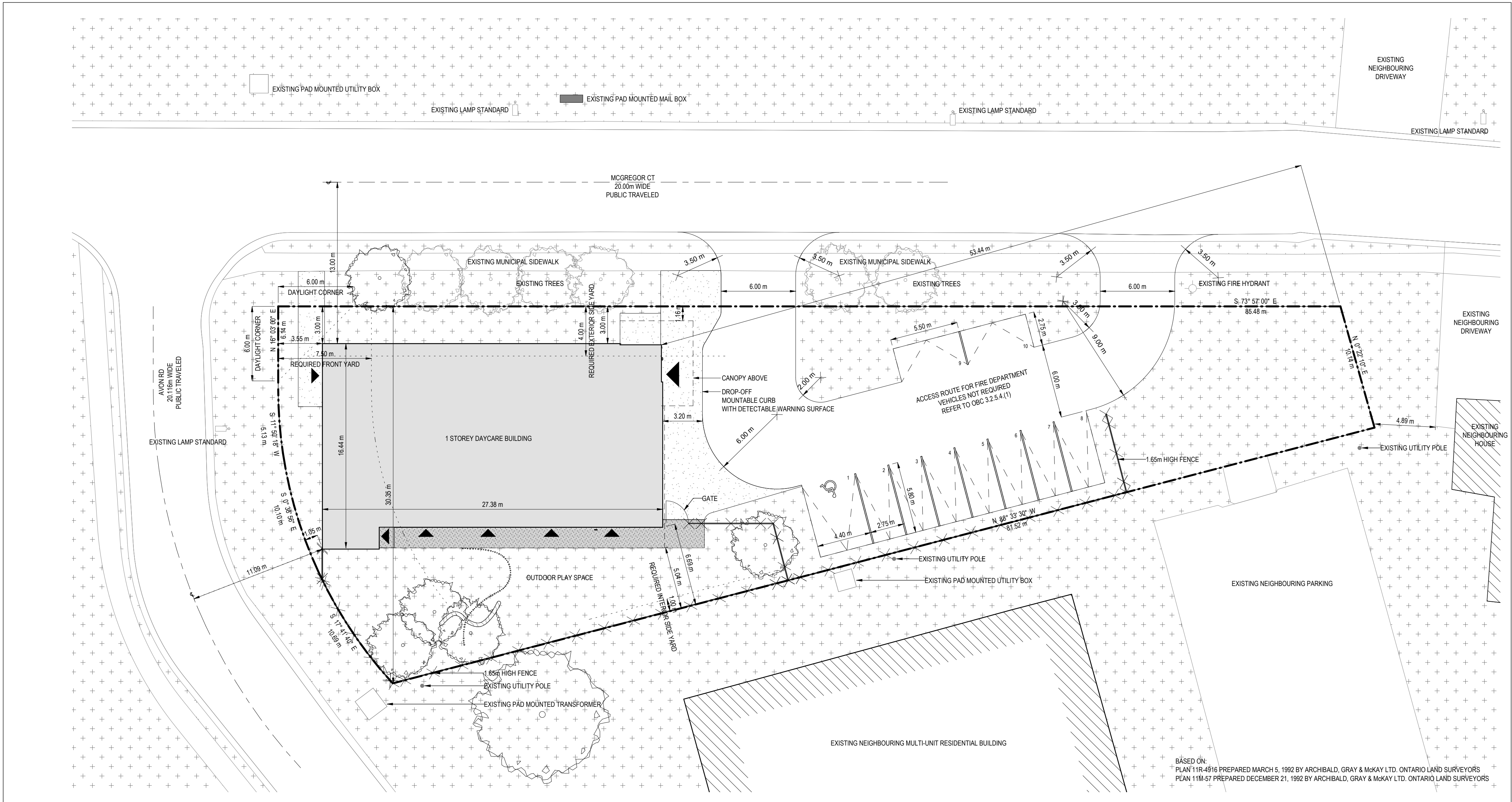
Sincerely,

Graham McNally, OAA

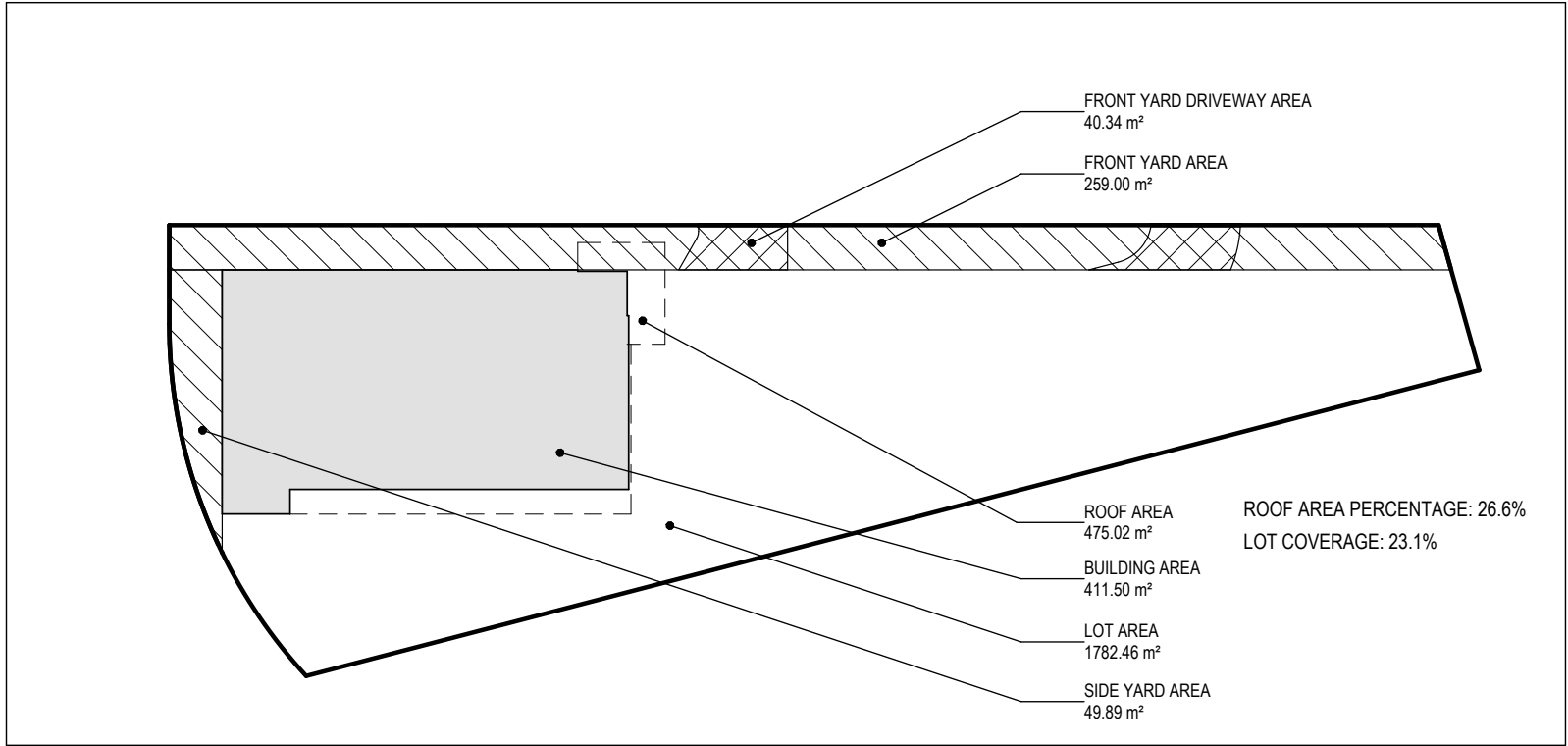


NOT DATE: 2026-04-13 13:09:25

SITE STATS		
1	NET SITE AREA	1782.5 m²
2	BUILDING AREA	411.5 m²
3	BUILDING COVERAG RATIO	0.23
4	TOTAL GROSS FLOOR AREA	411.5 m²
5	BUILDING HEIGHT PROPOSED	4.56 m
6	NUMBER OF STOREYS	1
7	NUMBER OF PARKING SPACES PROPOSED	10
8	NUMBER OF LOADING SPACES PROPOSED	0
9	LANDSCAPE AREA PROPOSED	0

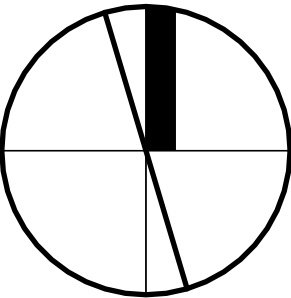


SITE PLAN 1
1:200 A1.00



SITE AREA PLAN 2
1:500 A1.00

- GENERAL NOTES:
- These Contract Documents are the property of the Architect. The Architect bears no responsibility for the interpretations of these documents by the Contractor. Upon written application the Architect will provide written and graphic clarification or supplementary information regarding the intent of the Contract Documents. The Architect will review Shop Drawings submitted by the Contractor for design conformance only.
 - Drawings are not to be scaled for construction. Contractor to verify all existing conditions and dimensions required to perform the Work and report any discrepancies with the Contract Documents to the Architect before commencing work.
 - Positions of exposed or finished mechanical or electrical devices, fittings, and fixtures are indicated on the Architectural drawings. The locations shown on the Architectural drawings govern over the Mechanical and Electrical drawings. Those items not clearly located will be located as directed by the Architect.



6	MINOR VARIANCE APPLICATION R1	2026-05-13
5	MINOR VARIANCE APPLICATION	2026-05-12
4	MINOR VARIANCE DRAFT	2026-05-08
3	PRELIM SET	2026-05-06
2	PRELIM SET	2026-04-28
1	PRELIM SET	2026-04-14

No.	Description	Date
-----	-------------	------

HARBOUR HILLS
CONSTRUCTION MANAGEMENT

461 Cumberland Ave | Hamilton | Ontario | L8M 2A8 | 905 574 8484
www.habourhillscm.com

TOMS + MCNALLY
DESIGN | ARCHITECTURE | URBANISM | CONSTRUCTION

41 King William, Suite 301 | Hamilton | Ontario | L8R 1A2 | 289 759 2211
www.toms-mcnally.ca



ST THOMAS CHILDCARE
4 AVON ROAD, ST THOMAS, ON

SITE PLAN

Project No.:	26007
Scale:	As indicated
Drawn By:	MM
Checked By:	GM

A1.00

Directed to: Members of the Committee of Adjustment

Meeting Date: 06/11/2026

Department: Planning & Building Services Department

Prepared by: Steve Craig, Senior Planning Technician

Attachment: Location Plan,
Aerial Photograph (2025)

Location: 4 Avon Road, City of St. Thomas

Applicant: Corporation of the City of St. Thomas

Subject: Request for a minor variance pursuant to Section 45(1) of the Planning Act, R.S.O.

Recommendation:

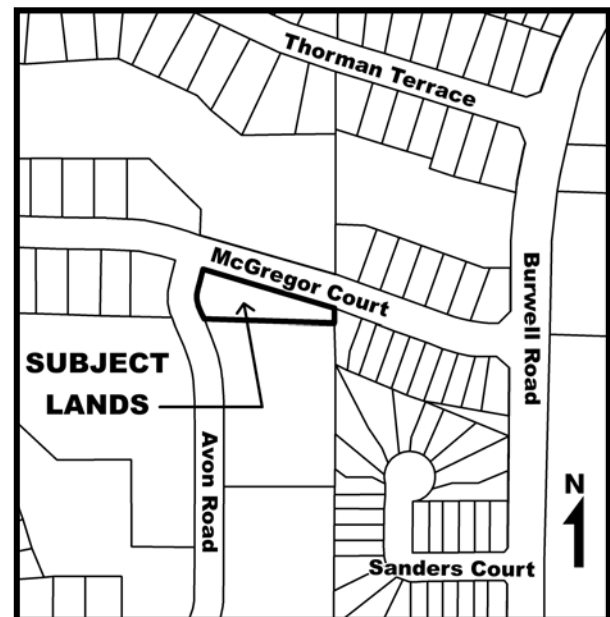
That: Report COA9-2026 relating to an application for a minor variance at 4 Avon Road be received for information.

Background:

Minor Variance Application No. COA9-2026 has been filed for the purpose of facilitating the development of a day care facility on the subject lands, as shown on the site plan prepared by TOMS + MCNALLY and accompanying the application.

Requested Variance(s):

- i.) To permit a day care building 1m (Southwest Corner) and 3.55m (Northwest corner) from the front lot line, whereas the Zoning By-law requires a minimum front yard depth of 7.5m (Column 3 of Table 2, to Subsection 7.4, Item No. 9).
- ii.) To permit a day care building 3m and roof canopy 1m from the exterior side lot line, whereas the Zoning By-law requires a minimum exterior side yard depth of 4m (Column 3 of table 2, to Subsection 7.4, Item No. 11b).



St. Thomas-Elgin Child Care:

- The demand for licensed child care spaces throughout the region continues to exceed supply, particularly as population growth, residential development, and workforce participation increase.
- Expanding child care capacity is a key priority identified by both local service system managers and the Province of Ontario through the implementation of the Canada-Wide Early Learning and Child Care (CWELCC) program.
- The proposed child care centre will help address existing service gaps by creating forty-nine (49) new licensed spaces for children and families in the community.
- The City of St. Thomas continues to face a significant gap in child care availability.
- While approximately six hundred (600) new licensed child care spaces have been funded to date, there remains a shortfall with over thirteen hundred (1,300) children on the St. Thomas child care waiting list.
- Families and service providers alike have expressed the urgency of expanding child care to meet the growing community needs of St. Thomas.
- This child care center will be able to provide care to forty-nine (49) children: ten (10) infants, fifteen (15) toddlers and twenty-four (24) preschoolers.
- Approval of this minor variance will provide a meaningful community benefit by increasing the availability of licensed child care spaces, supporting local economic development through workforce participation, and contributing to the healthy growth of the St. Thomas–Elgin region.

Provincial Planning Statement, 2024 (PPS):

- The Provincial Planning Statement (PPS) 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).

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. O. 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 (4.13.1).
- 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:
 - to enable day care facilities that are inclusive and available to all people 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 people 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 cares that address matters of land use compatibility (4.13.2).
- 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 Environmental Services Department confirmed that given the proximity of the day care (Local Road) to Burwell Road (Minor Arterial) and the limited residents within the stretch from Burwell to the day care facility the development should not provide negative effects);*
 - ii) adequate off-street parking must be provided. *(Conforms, the licensed capacity of the proposed day care is forty-nine (49) children, which results in a minimum of ten (10) parking spaces required by the Zoning By-law and ten (10) parking spaces are proposed).*

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.

(Conforms, the applicant has retained the architectural services of Toms + McNally Design to ensure that the proposed day care will maintain the residential character of the area).

- accommodating off-street parking, pick-up and drop-off facilities and outdoor amenity areas while minimizing the impact on day care clients *(Conforms, the off-street parking for the proposed day care conforms with the Zoning By-law, pick-up and drop-off facilities will be located on the east side of the building and a outdoor amenity play area will be located on the south side of the building);*
- locate the outdoor amenity area away from parking areas, streets and vehicular traffic and emissions *(Conforms, the outdoor amenity play space area will be located on the south side of the day care building, away from the parking lot and vehicular traffic);* and
- provide direct access between the day care building and any outdoor amenity area *(Conforms, the proposed day care building's southern facade directly abuts the outdoor amenity play space area).*
- Where development and/or site alteration is proposed on lands within 120m of an area designated as Natural Heritage the proponent may be required to prepare an Issues Scoping Report (ISR) and an Environmental Impact Study (EIS), if warranted by the ISR, that evaluates the ecological functions of the lands proposed for development or site alteration and demonstrates that there will be no negative impacts on the natural heritage features or on their ecological functions (8.3.3.1). *(Conforms, no negative impacts to the natural heritage features or on their ecological functions are anticipated as there are intervening lands (McGregor Court Road allowance) between the natural heritage feature (woodlot) and the subject lands).*
- 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 First Residential Zone (R1-6), as shown on Zoning Map 32, City of St. Thomas Zoning By-Law No. 50-88.
- A day care, as defined in Subsection 1.28 of the by-law, may be located within any R1, R2, R3, R3A, R4, R5, R6, C1, C2, C3, C4, C5, C6, C7, C8, BEL zone or special zone (4.1.16.1).
- No building or structure shall be erected or land, building or structure used for a day care in an R1 or an R2 zone except in accordance with the regulations set forth in Column 3 of Table 2 to Subsection 7.4 of this By-law (4.1.16.2).

- 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.
- The zoning regulations for a day care include (Table 2 to Subsection 7.4, Column No. (3)):
 - Minimum Lot Area - 555sqm (*Conforms 1,782.5sqm*);
 - Minimum Lot Frontage - 15m (*Conforms +/- 33.1m*);
 - Maximum Main Building Height - 11m (*Conforms 4.56m*);
 - Maximum Lot Coverage - 40% (*Conforms 23%*);
 - Maximum Roof Area - 55% (*Conforms 26.6%*);
 - Minimum Front Yard Depth - 7.5m (*Minor Variance 1m - 3.55m*);
 - Minimum Rear Yard Depth - 9m (*Conforms 53.44m*);
 - Minimum Interior Side Yard Depth - 1m (*Conforms 6.69m*);
 - Minimum Exterior Side Yard Depth - 4m (*Minor Variance 1m - 3m*); and
 - Minimum Number of Parking Spaces - 1 for each 5 children/people licensed capacity (*Conforms 10 parking spaces / Licensed capacity 49 children/people*).
- 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:

- The subject lands are a city-owned surplus lot located within an established settlement area and fully serviced by municipal infrastructure.
- Historically the lot has remained vacant, as applying the front yard and exterior yard setbacks to the irregular configuration severely constrains the allowable building envelope on the site.
- The requested variances to permit the proposed day care facility to encroach into the required front yard and exterior side yard permits an efficient site layout on the lot without compromising streetscape aesthetics and traffic sightlines.
- The encroachment into the required front yard and exterior side yard also maximizes the safety of the proposed day care facility by securing an outdoor amenity play area away from the fronting roadways (Avon Road and Mc Gregor Court), off-street parking, pick-up and drop-off facilities.
- Approval the application will provide forty-nine (49) critically needed, licensed day care spaces in the City of St. Thomas, offering an immediate, benefit to local families in the community.
- The proposed day care facility represents an appropriate and desirable infill development on the subject lands. The project successfully optimizes an underutilized, municipally owned parcel of vacant land in full alignment with the City's priority to expand licensed child care options for local families in the community.
- 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 COA9/2026 be approved.

Respectfully submitted,

Steve Craig,

Sr. Planning Technician