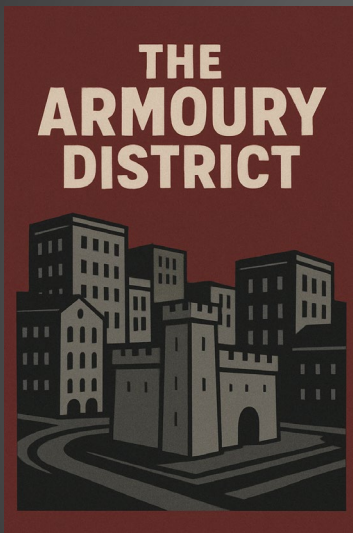


Community Planning Permit By-law

DRAFT

Summary Overview



Public Information Centre

Jan. 28, 4-6pm

Community Planning Permit System (CPPS)

INITIATIVE

Implement a new Community Planning Permit System for a development area of the City as a land use planning tool for more streamlined development approvals.

What is it?

It is a land use planning tool that combines Zoning By-law Amendments, Minor Variances and Site Plan Applications into one single application and approval process.

Formerly known as the Development Permit System (DPS), a CPPS provides an alternative to the typical planning approval process. Several municipalities in Ontario are now using or working on it, including Guelph, Lake of Bays, Carleton Place, Brampton, Huntsville, Toronto, Peterborough, Waterloo and others.

Where could one be used?

It could be city-wide or focused on specific locations such as secondary plan areas, intensification areas, new development.

How does it get used?

Once the Official Plan policies are in place, a CPP Bylaw can be prepared for an area through a public process. The Bylaw would replace zoning and provide steps for the development process. A permit would be needed for development which must be reviewed within 45 days. A Building Permit is still needed upon approval of a Community Planning Permit.

What would be in a CPPS Bylaw?

The permitted land uses along with discretionary uses, the development standards, community benefits, classes of development, approval authority, criteria for conditions of approval, agreements, the application process, the land area, etc.

What are some of the benefits?

A streamlined development process; reduced complexity, flexible system; a broader scope of review; support for local goals like housing diversity and affordable housing, high-quality sustainable design, amenities and environmental protection.

What is in the City-initiated approved Official Plan Amendment (OPA)?

- Policies that allow for a CPP Bylaw
- The framework of a CPPS: where it could be applied, overall goals, the process, criteria for a CPP Bylaw, ability to have conditions/agreement and community benefits, delegation of authority for development classes
- Requirements for applications/permit

STATUS

- Official Plan Amendment adopted Oct
- Area-specific CPP By-law under preparation Fall 2025-Winter 2026.
- Initial reports: Oct. 14/25, Jan. 12/26.

How to provide feedback?

For the CPP Bylaw, see the circulation and public meeting notice to comment:

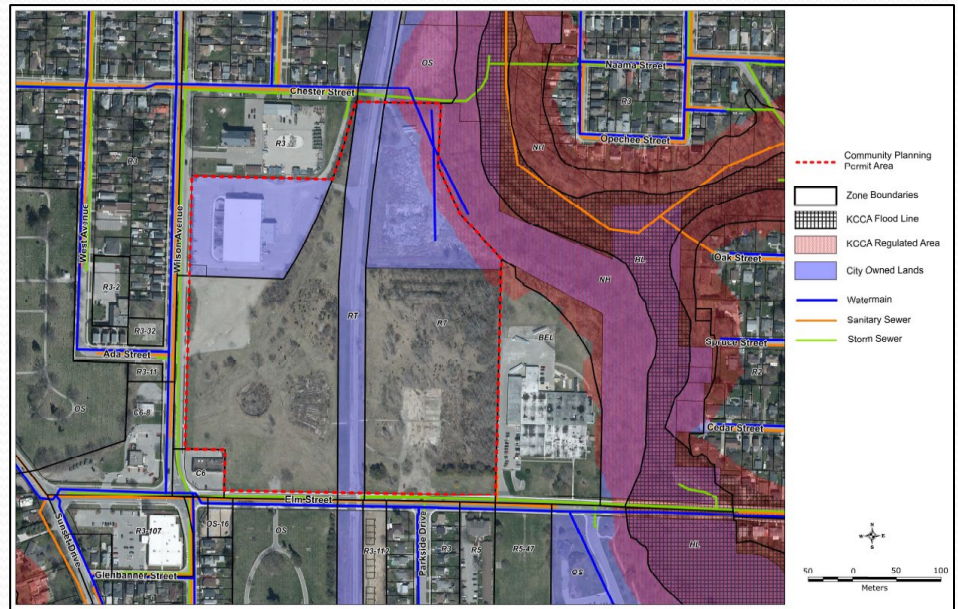
https://www.stthomas.ca/living_here/notices_to_residents
(select Planning Notices – Community Planning Permit Bylaw)

- OR via feedback form at the PIC

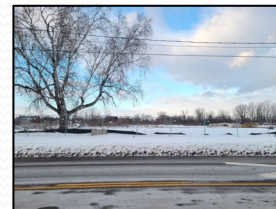
Location



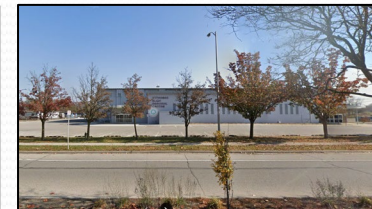
Proposed Community Planning Permit Area



Wilson Ave. Lands



Elm St. Lands



Memorial Arena Site



Victor Dr. Lands

OBJECTIVES



To facilitate redevelopment of known brownfield and underutilized sites for residential and any complementary uses



To permit a scale and density of development that would allow for redevelopment of the lands



To ensure proper integration of future residential and any mixed used development in an existing area



To establish development standards to ensure appropriate transition of development heights, densities and built form as it relates to the surrounding area



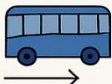
To recognize existing community uses and plan for future opportunities



To provide housing in a high-rise and high-density form, including rental and integration of affordable dwelling units, which contributes to an appropriate range of housing in the community



Proper use, integration and improvement of existing and planned public realm and infrastructure, such as servicing, transportation, parks and trails, streetscapes and community recreation facilities



To establish uses and densities that support and integrate with transit and active transportation (cycling, walking)



Permit Classes

Class	Description	Approval Authority	Public Notice
Class 1	Meets all standards and permitted uses.	Director of Planning & Building or delegate.	None required.
Class 2	Meets the intent, standards and provisions, but requires a staff variation based on one or more development standards within the established Class 2 variation limit, approval of a listed discretionary use, or for specified community benefits.	Director of Planning & Building or delegate.	On-site sign, website notice and mail (within 60m).
Class 3 & Amendments	Variations or modifications beyond Class 2 up to Class 3 limits; additional/new permitted uses or amendment to other by-law provisions; community benefits exchange beyond the parameters of the by-law.	City Council.	On-site sign, website notice and mail (within 120m).
Modifications (Class 1 & 2 standards)	Modifications to approved and provisionally approved applications (within Class 1 or 2 standards)	Director of Planning & Building or delegate.	In accordance with the public notice procedures for the applicable class of permit as noted above.

Permit Requirements

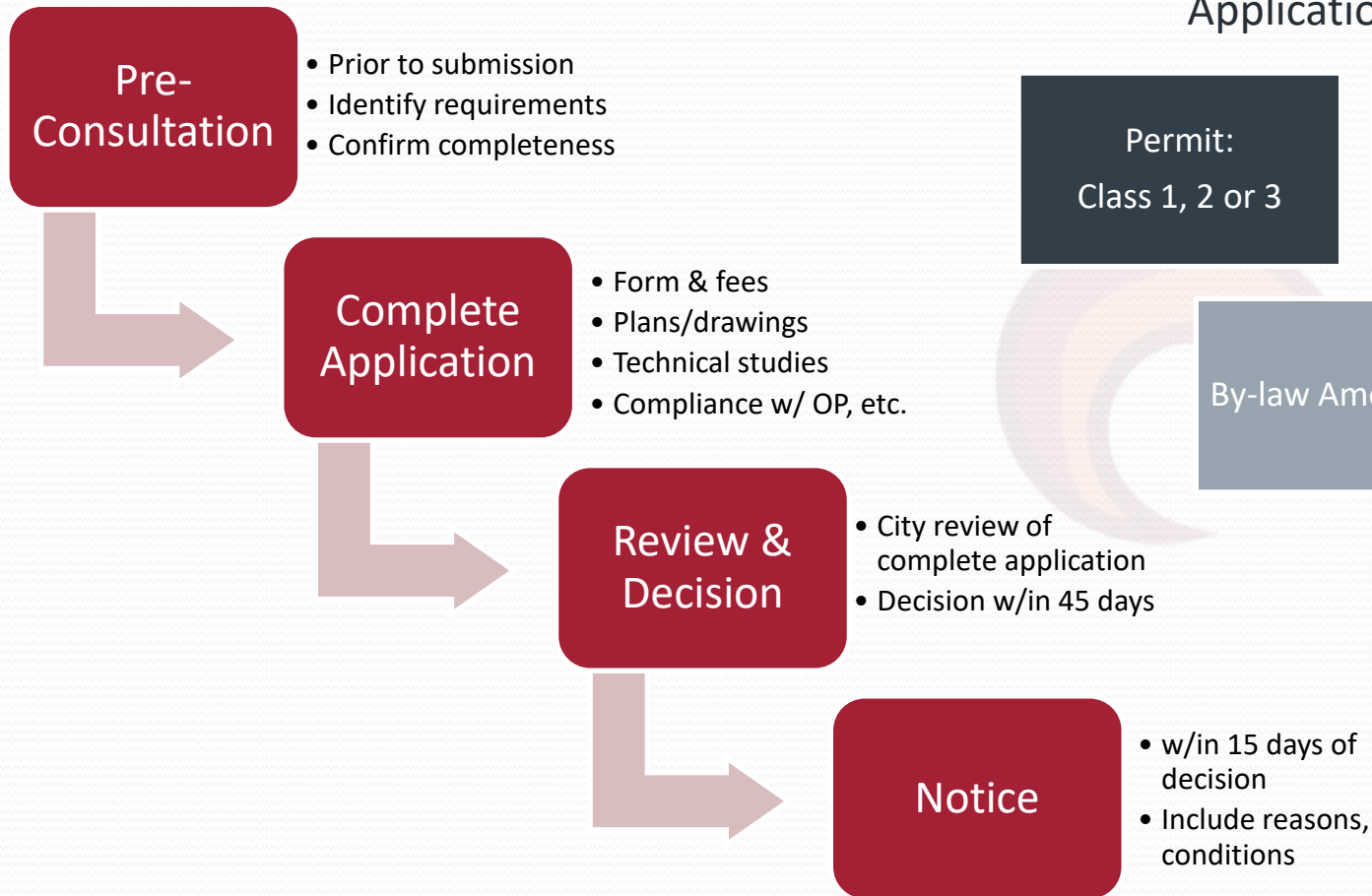
When is a CPP Permit required?

- Development, redevelopment, a change of use of a building or site, the erection or alteration of any building or structure, the use or occupancy of land = permit needed.
- “Development” includes construction of buildings or structures, building additions or alterations that substantially increase the size and useability, site grading and filling, vegetation removal.
- Exemptions: site alteration if there is another municipal bylaw (St. Thomas does have a site alteration bylaw), infrastructure or public projects by a government body, project by a publicly-assisted university, any prior approvals that may be in place before the CPP Bylaw.

Criteria for Class 2 or 3 Permits; Variations; Discretionary Uses

- 1) The proposed development or a discretionary use implements the requirements and objectives of this by-law.
- 2) The proposed development or a discretionary use implements the City’s Official Plan policies and conforms to the City's Official Plan.
- 3) The proposed development or a discretionary use shall consider provincial and municipal guidelines and regard for technical studies.
- 4) The proposed development or a discretionary use is consistent with and conforms to provincial policy, regulations, and standards, as amended, and any other authority having jurisdiction.
- 5) The potential off-site and adverse impacts resulting from the proposal are identified and mitigated where appropriate.

Application Process



Application Types

Permit:
Class 1, 2 or 3

Modification:
Provisional or
Conditional
Approval

By-law Amendment

Permit Decisions:

Complete Application

Conditions

Agreements

Approve w/out
Conditions

Approve w/
Conditions

Provisional Approval
w/ Pre-conditions

Provisional Approval
w/ Pre-Conditions &
w/ Conditions

Refusal

Appeal Rights
(Decision or Non-
Decision w/in 45
days): Applicant

- Conditions of approval may be imposed (clear, achievable).
- Limitations on conditions (no interior, type of construction).
- Types of conditions includes (not limited to):
 - any typically through site plan, park, parking, zoning
 - completion and implementation of studies/plans
 - related to site alteration, infrastructure, services, transportation
 - conveyance of land, easement or dedication; parkland
 - confirmation of approvals/permits from agencies
 - conservation of natural environment, cultural heritage, energy
 - orderly development; financial assurances; holdings
 - community benefit(s) in exchange for development
 - enter into agreement relating to any condition
- Development Agreement(s) – delegated to staff to prepare, approve, execute and amend any CPP Agreement. To be registered on title.

- Mitigation Measures – may impose condition regarding on- or off-site mitigation through agreement, security or prior to development.
- Tribunal – applicant may at any time make motion for OLT to determine if condition fulfilled or valid.
- Provisional Conditions – applicant shall fulfill before permit.
 - If one or more provisional conditions not cleared = permit not issued.
 - Design changes may result in new circulation or new application.
- Provisional Approval – valid for one year.
 - Extension requests by applicant may be granted by Director in 1-year intervals to a maximum of 3 requests.

Land Uses

Permitted Uses:

- Apartment Dwelling
 - Community or Recreation Centre
 - Day Care
 - Home Occupation
 - Park (public or POP)
 - Retirement Home
 - Uses accessory to the foregoing
-
- Public Service Uses
 - Urban Agriculture (including community gardens)

Special Circumstances: Occupancy for residential uses only permitted subject to Record of Site Condition or Certificate of Property Use.

Discretionary Uses*:

- Back-to-Back Townhouse
- Back-to-Back Stacked Townhouse
- Long-Term Care Facility
- Multiple Dwelling
- Stacked Townhouse Dwelling
- Neighbourhood Commercial uses in a mixed-use building (bakery, business office, clinic, convenience store, personal service, restaurant, retail store)

*Details on Development Standards for Discretionary Uses is contained in the Proposed By-law

Potential Development (Conceptual, Examples)

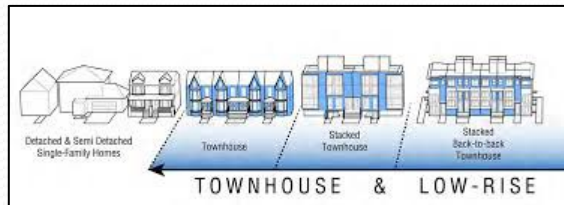
Stacked Townhouses



Back-to-Back Townhouses

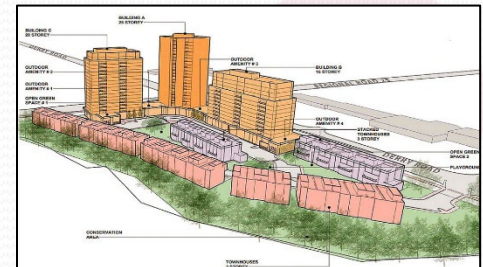


Multiple Dwellings



Potential Development (Conceptual, Examples)

Mid- and High-Rise Apartments, Mixed Residential, Mixed Use



Development Standards – Permitted Uses

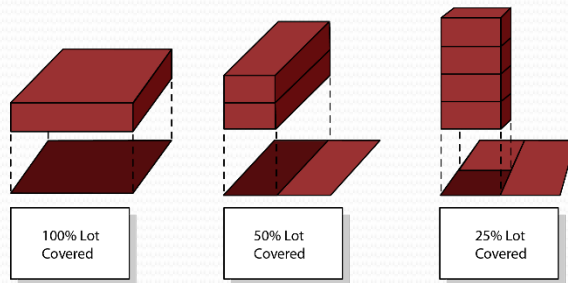
Provision	Class 1 (Base)	Class 2 Maximum	Class 3 Maximum
Apartment Dwelling; Retirement Home			
Minimum Lot Area	930 m ²	750m ²	<750m ²
Minimum Lot Frontage	30 m	21 m	<21 m
Minimum Floor Space Ratio (FSR) ¹	1	1	0.6
Maximum Floor Space Ratio (FSR)	3	4, subject to Section 11 (Community Benefits)	5, subject to Section 11 (Community Benefits)
Minimum Building Height (storeys)	4	3	<3
Maximum Building Height (storeys)	15	20, subject to Section 11 (Community Benefits)	25, subject to Section 11 (Community Benefits)
Minimum Front Yard and Exterior Side Yard Setback	7.5 m	6 m	<6 m
Minimum Interior Side Yard Setback	4.5 m or ½ building height whichever is greater	Class 2 permit may be issued subject to the intent of the standard being achieved through an alternative method to the satisfaction of the Approval Authority	<Class 1 or Class 2
Minimum Rear Yard Setback	4.5 m or ½ building height whichever is greater	Class 2 permit may be issued subject to the intent of the standard being achieved through an alternative method to the satisfaction of the Approval Authority	<Class 1 or Class 2

¹ Phased development whereby initial buildings do not meet the minimum **Floor Space Ratio** are permitted provided that there is an approved plan confirming that with all phases of development the minimum requirement will be met.

Floor Space Ratio (FSR) – What is it?

Total Gross Building Floor Area Divided by the Lot Area

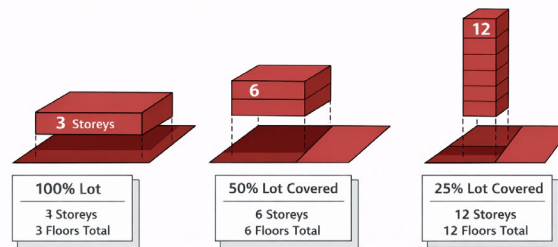
1.0 FSR (Floor Space Ratio)



Ex: 1,000 m² property = 1,000 m² building space

3.0 FSR (Floor Space Ratio)

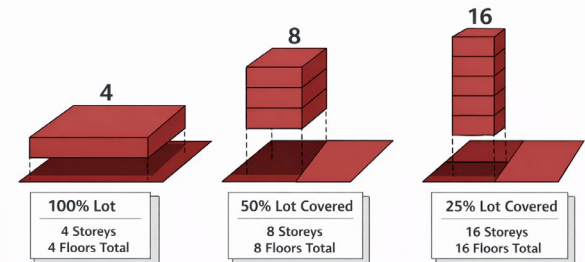
Total Floor Area = 3x Lot Area



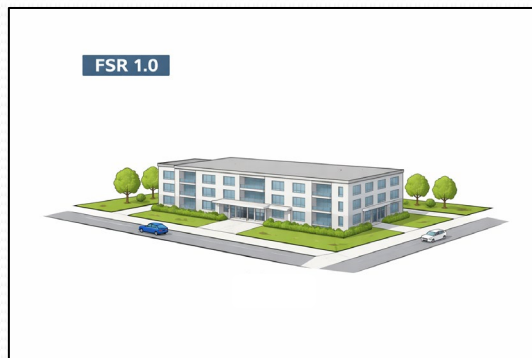
Different Ways to Achieve 3.0 FSR

4.0 FSR (Floor Space Ratio)

Total Floor Area = 4x Lot Area



Different Ways to Achieve 4.0 FSR



Sometimes referred to as FAR (Floor Area Ratio), FSI (Floor Space Index) or as a ratio (e.g. 1:1, 4:1)

Development Standards – Permitted Uses*

Provision	Class 1 (Base)	Class 2 Maximum	Class 3 Maximum
Apartment Dwelling; Retirement Home			
Maximum Lot Coverage	40%	50%	>50%
Minimum Landscaped Area	25%	20%	<20%
Minimum Building Stepbacks	3 m for all portions of the building above the 6 th storey facing a street for buildings located within 15 m of street or a lot line of a public use (trail, arena/community centre)	Class 2 permit may be issued subject to the intent of the standard being achieved through an alternative method to the satisfaction of the Approval Authority	<Class 1 or Class 2
Minimum Distance Between Buildings (Tower Separation)	The tower portion of the building, which is the portion of a building 5 storeys and above, shall be setback a minimum of 25 m from any portion of another tower	Class 2 permit may be issued subject to the intent of the standard being achieved through an alternative method to the satisfaction of the Approval Authority	<Class 1 or Class 2
Maximum Building Length	75 m for buildings located within 15m of a street for the portion of the building adjacent to the street	Class 2 permit may be issued subject to the intent of the standard being achieved through an alternative method to the satisfaction of the Approval Authority	>Class 1 or Class 2

*Any building containing a residential, day care or long-term care facility use should have a minimum setback of 70 m from any property zoned for Business Employment. A variation may be provided through a Class 2 Permit to a minimum setback of 20 m or less, subject to a satisfactory Land Use Compatibility Study in accordance with provincial guidelines and implementation of any associated mitigation measures through conditions of approval.

Development Standards – Permitted Uses

Provision	Class 1 (Base)	Class 2 Maximum	Class 3 Maximum
Community or Recreation Centre			
Minimum Yard Setback	7.5 m	4.5 m	<4.5 m
Maximum Lot Coverage	25%	40%	>40%
Minimum Landscaped Area	20%	15%	<15%
Day Care			
Building Location	Must be within or attached to another building with a permitted use and in accordance with the provisions for that building	No Variation	Standalone building subject to provisions
Accessory Uses			
In accordance with the provisions for the primary use and accessory buildings and structures			

Development Standards – Other Structures*

- Architectural Features
- Barrier-free Access Ramp
- Bay Window
- Canopies and Balconies
- Deck, Stoop, Steps, Porch
- Eaves and Eavestrough
- Elevator Penthouse
- Fence
- Fence (temp. construction)
- Flagpole, Light Standard
- Fire Escape, Exterior Stairs
- Individual HVAC Units
- Mechanical Equipment
- Patio
- Rooftop Amenity Building or Structures
- Swimming Pool (exterior)
- Telecommunications Antenna
- Uncovered stoop, uncovered steps, uncovered porch

*Class 2 Variation considered up to 50% beyond the min. or max. requirement. Any Variation beyond 50% requires a Class 3 Permit.

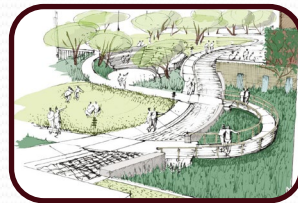
Community Benefits

[Facilities, Services, and Matters]

- Development of a Permitted or Discretionary Use exceeding the Class 1 maximum Floor Space Ratio (FSR) or maximum Building Height may be permitted as a Variation up to the Class 2 and 3 maximums, subject to criteria and in exchange for community benefits:



Affordable
Housing



Public Realm
Improvements

AND
/OR



Sustainable
Development

AND
/OR



Transportation
Demand Mgt.
/ Active
Transportation

Community Benefits – Affordable Housing

Community Benefit - Required	Facility, Service or Matter <i>Provision of:</i>	Additional Development
Affordable Housing ¹ ¹ Facility, Service or Matter to be provided within and for the building receiving the additional development permissions.	5% or greater of units in the building as Affordable Housing OR >10% of units in the building as Affordable Housing OR >33% of units in the building as Affordable Housing OR >10% of units in the building at or below 80% of Average Market Rent OR >25% of units in the building at or below 80% of Average Market Rent OR A cash-in-lieu contribution towards St. Thomas-Elgin Social Services affordable housing programs OR A mix of Affordable Housing and cash-in-lieu contribution for the required Affordable Housing	1 storey in building height and 0.25 FSR 2 storeys in building height and 0.5 FSR 5 storeys in building height and 1.0 FSR 5 storeys in building height and 1.0 FSR 10 storeys in building height and 2.0 FSR For every \$500,000: 1 storey in building height and 0.25 FSR Combination of the above

Community Benefits - Other

Community Benefit - Other	Facility, Service or Matter	Additional Development
Public Realm Improvements (Parks, Trails, Streetscape)	Provision of privately-owned, publicly accessible park or outdoor amenity space and facilities/equipment (over and above any parkland dedication requirements)	For every 500 m ² : 2 storeys in building height and 0.5 FSR to a maximum of 4 storeys in building height and 1.0 FSR
	OR Provision of funding towards community or recreational facilities, enhanced streetscape elements such as street tree planting, LID planting bed infrastructure, decorative pedestrian-scale lighting, decorative crosswalks/ intersections, burying utilities underground, seating areas, public art, etc .	For every \$500,000: 1 storey in building height and 0.25 FSR to a maximum of 2 storeys in building height and 0.5 FSR
Sustainable Development	Net Zero Energy	1 storey in building height and 0.25 FSR
	District Energy System	3 storeys in building height and 0.75 FSR

Community Benefits – Other

Community Benefit - Other	Facility, Service or Matter	Additional Development
Transportation Demand Management / Active Transportation	<u>Type A</u> - Provision of a minimum of \$100,000 towards infrastructure, facilities or services for public transit or active transportation. AND/OR Provision of enhanced trail(s) and rest area(s) connected to the active transportation network that is through or on site and fully publicly accessible (either land dedication above and beyond requirements or through easement). AND <u>Type B</u> - Provision of bicycle parking stalls at least 50% over and above the minimum required with at least 75% of those additional stalls being Type 1. OR Provision of an exterior publicly accessible covered bikeshare facility with a minimum of 20 spaces, a publicly accessible bicycle repair station and rest stop. OR Provision of a minimum of 6 dedicated and signed motor vehicle car-share spaces and the purchase of at least 1 dedicated motor vehicle for car-share. OR Installation of accessible transit stop and shelter on-site beyond standard requirements. OR Provision of subsidized monthly transit passes available to all occupants. OR {Additional provision(s) to be added}.	At least 4 items: 1 storey in building height and 0.25 FSR At least 8 items: 2 storeys in building height and 0.5 FSR

Parking Provisions



General Parking Provisions



Parking Areas, Driveways and Spaces



Bicycle Parking, Long-Term and Short-Term



Shared Use (Reduction if Mixed Use on Site)



Accessible Parking Spaces



Electric Vehicle Parking Spaces



Loading Spaces

Rates & Variations

- Variations to a parking standard:
 - Up to 10% below the minimum = Class 2 Permit & at least 4 TDM / Active Transportation Community Benefits
 - 10-20% below the minimum = Class 2 Permit & at least 8 TDM / Active Transportation Community Benefits
 - More than 20% below the minimum or w/out the minimum associated Community Benefit provisions = Class 3 Permit
- Home Occupations:
 - If 1 non-resident employee = 1 additional parking space
 - With customer or client attending = 1 additional parking space
 - Without customer or client attending = no additional parking space

Parking Provisions - Rates

Use	Minimum Vehicular Parking	Minimum Vehicular Visitor Parking	Minimum Bicycle Parking, Long-Term	Minimum Bicycle Parking, Short-Term
Apartment Dwelling	1.25 / unit	0.1 / unit	0.5 / unit	0.1 / unit, 2 spaces min.
Back-to-Back Stacked Townhouse Dwelling	1.25 / unit	0.2 / unit	1 / unit	0.1 / unit, 2 spaces min.
Back-to-Back Townhouse Dwelling	1.25 / unit	0.2 / unit	1 / unit	0.1 / unit, 2 spaces min.
Day Care	3 / 100m ²	N/A	0.2 / 100m ² , 2 spaces min.	0.3 / 100m ² , 2 spaces min.
Long-Term Care Facility	0.1 / bed + 1 / 2 employees	0.1 / bed	1 space / 5 employees	5
Multiple Dwelling	1.25 / unit	0.2 / unit	1 / unit	0.1 / unit, 2 spaces min.
Neighborhood Commercial Uses, except Restaurant	3 / 100m ²	N/A	0.1 / 100 m ² GFA, 2 spaces min.	0.1 / 100 m ² GFA, 2 spaces min.
Neighborhood Commercial Uses, Restaurant	5 / 100m ²	N/A	0.1 / 100 m ² GFA, 2 spaces min.	0.1 / 100 m ² GFA, 2 spaces min.
Retirement Home	0.5 / bed + 1 / 2 employees	0.2 / bed	5, plus 1 space / 5 employees	5
Stacked Townhouse Dwelling	1.25 / unit	0.2 / unit	1 / unit (where individual garages are not provided)	0.1 / unit (where individual garages are not provided)



The Armoury District Conceptual Master Plan

Legend

-  Community Uses
-  High Rise/High Density Residential Uses
-  Medium-High Rise/Density Residential Uses
-  Low Rise Residential Area
-  Green Space / Cemetery
-  Employment
-  Commercial/Institutional
-  Trail
-  Arterial Road
-  Arterial Road w/ Bike Lane
-  Potential Vehicular Connection
-  Potential Trail Connection
-  Community Planning Permit By-law Area