

A G E N D A

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

VIA ZOOM/ROOM # 304

10:00 A.M.

AUGUST 13th, 2026

DISCLOSURE OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on July 23, 2026.

HEARING OF APPLICATIONS

A11-26 – Lot 35 & 36 Sandymount Parkway **Pages 2-22**

Planning Report – A11-26 **Pages 23-31**

NEW BUSINESS

Next Meeting

August 27, 2026

ADJOURNMENT

CONFIRMATION OF AN APPLICATION FOR MINOR VARIANCE

July 8, 2026

Secretary-Treasurer, Committee of Adjustment
Attention: Sherry Steadman

Pursuant to By-Law 30-2015, a consultation meeting was held on June 9, 2026, with City staff and the applicant.

An application for a minor variance, regarding Lots 35 and 36, Plan 11M-281 (Sandymount Subdivision-Landrise) was filed on July 7, 2026, and the required fee under Section 69 of the Planning Act has been provided.

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

Regards,



Michelle Knieriem, MCIP, RPP
Manager of Planning Services



Clear Form

CORPORATION OF THE CITY OF ST THOMAS

COMMITTEE OF ADJUSTMENT

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

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

OFFICE USE:	Date Application Received: <u>July 8 2026</u>	Consultation Date: <u>June 9 2026</u>
	Date Application Deemed Complete: <u>July 9 2026</u>	

Application #: A11-26

Committee of Adjustment August 13, 2026

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

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) Lyndsay Sibley per Landrise Developments Inc.

Address 15 Anderson Ave., St. Thomas, Ontario

Postal Code N5P 3N4 Tel: 519-663-0691 x224 e-mail: lyndsay@donwest.ca

2. Name of Authorized Agent (if any) Will Hayhoe per Performance Communities Inc. (Hayhoe Homes), Claire Koops per CJDL

Address PCI: 2 Ontario Road, St. Thomas, Ontario

CJDL: 261 Broadway St., P.O. Box 460, Tillsonburg, Ontario

Postal Code PCI: N5P 3N4, CJDL: N4G 4H8 Tel: PCI: 519-317-1663, CJDL: 519-688-1000 e-mail: willjr.hayhoe@hayhoehomes.com, ckoops@cjdle.com

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

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

Described in accompanying planning letter: relief from the provisions of Subsection 4.2.6.3.c and

Subsection 4.2.6.4

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

To support 2-car driveways with a width of 5.54 m per unit

5. Location of Land:

Concession No. NTR Lot(s) B Registered Plan No. 11M-281 Lot(s) 35 & 36

Reference Plan No. _____ Part(s) _____

Geographic/Former Township Geographic Township of Southwold

Name of Street Sandymount Parkway

Street No. 56,58,60,62,64,66,68,70

6. Dimensions of land affected:

Frontage 37m

Depth 35m

Area 1295 m2

Width of Street 20m

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:

none

USE

Proposed:

2-storey 4-unit townhouse developments on each lot

gross floor area: 721m2, width: 32.9m, length: 14.2m

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:

none

Proposed:

distance from front: 6.1m, from side: 2.04m, from rear: 11.63m (deck), 14.68m (house)

USE

10. Date of acquisition of subject land: Hayhoe Homes: July 10th 2026

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

12. Existing uses of the subject land:

vacant residential

13. Existing uses of abutting lands:

North: residential/ parkland East: residential

South: residential West: residential

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

not constructed

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:

R3A-52

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.

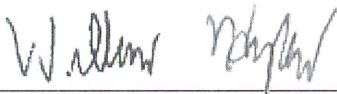
I Will Hayhoe, the Owner or Authorized Agent, hereby agree and acknowledge
(Print name of Owner or Authorized Agent)
that the information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants 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

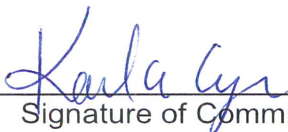
I, Will Hayhoe of St Thomas in the province of ON,
name of applicant City
make oath and say (or solemnly declare) that the information required under Schedule 1 of Ontario Regulation 545/06 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.
Sworn (or declared) before me at the St Thomas on this 6th day of July, 20 2026.
City Day Month Year



Signature of Owner or Authorized Agent

July 6, 2026

Date



Signature of Commissioner of Oaths, etc.

July 6, 2026
Date

Karla Suzanne Cyr, a Commissioner, etc.,
Province of Ontario,
for Cyril J. Demeyere Limited.
Expires March 21, 2028.

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 Claire Koops per CJDL, 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, Claire Koops of Town of Ingersoll 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 Town of Tillsonburg on this 6th day of July, 2026.
City Day Month Year



Signature of Owner or Authorized Agent

July 6th, 2026
Date



Signature of Commissioner of Oaths, etc.

July 6, 2026
Date

Karla Suzanne Cyr, a Commissioner, etc.,
Province of Ontario,
for Cyril J. Demeyere Limited.
Expires March 21, 2023.

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, Lyndsay Sibley, am the owner of the subject lands, and I authorize William Hayhoe (PCI), Claire Koops (CJDL), 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.

June 29, 2026
Date

Lyndsay Sibley Digitally signed by Lyndsay Sibley
Date: 2026.06.29 10:50:50 -04'00'
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, Lyndsay Sibley, 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.

June 29, 2026
Date

Lyndsay Sibley Digitally signed by Lyndsay Sibley
Date: 2026.06.29 10:51:09 -04'00'
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.

06 July 2026

19055 PCI

 City of St. Thomas
 545 Talbot Street
 St. Thomas, Ontario
 N5P 3V7

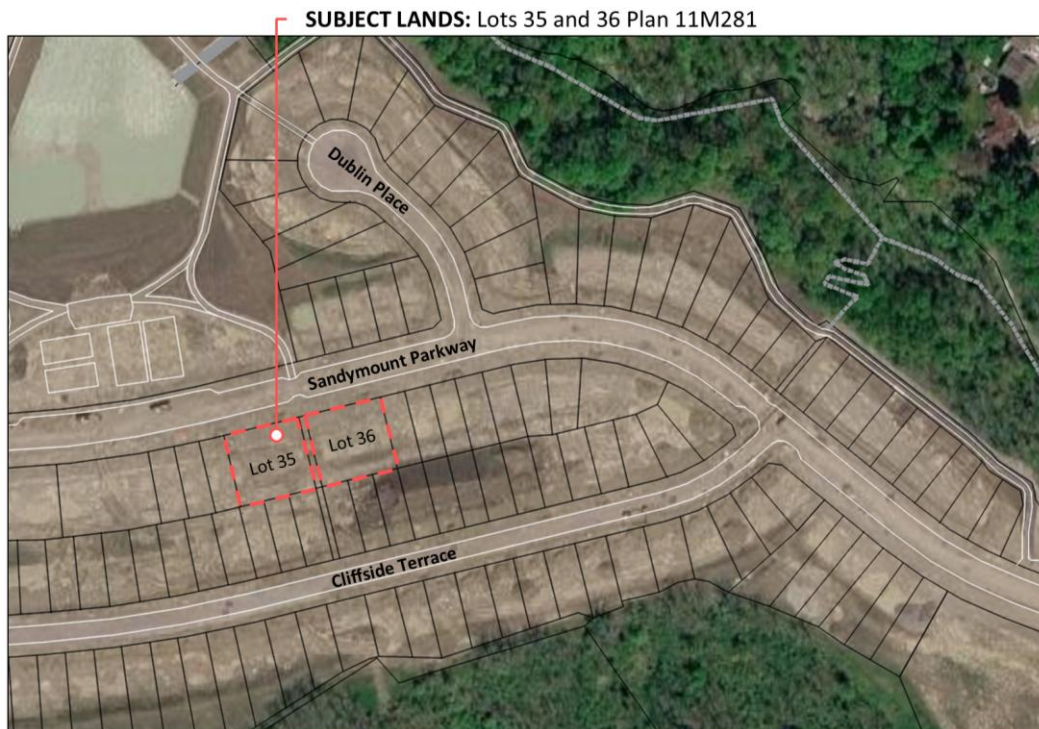
 RE: PLANNING LETTER
 APPLICATION FOR MINOR VARIANCE
 PERFORMACE COMMUNITIES INC.
 LOT 35 & 36 PLAN 11M-281
 SANDYMOUNT SUBDIVISION (LAND RISE)
 CITY OF ST. THOMAS

Dear Planning Staff,

On behalf of the applicant, Performance Communities Inc., we are pleased to submit the enclosed application for Minor Variance for the lands municipally known as 56, 58, 60, 62, 64 66, 68, and 70 Sandymount Parkway in the City of St. Thomas. The lands are legally described as Lot 'B' or Gore Lot '44' Concession North of Talbot Road, Geographic Township of Southwold, City of St. Thomas, County of Elgin, Parts 35 and 36 on Registered Plan 11M-281. The subject lands are currently zoned Third Residential Zone A-52 (R3A-52) in the City of St. Thomas Zoning By-law No. 50-88.

The proposed Minor Variance would support the development of two 4-unit townhouse developments on the subject lands.

Figure 1: Location of the Subject Lands

☐ Fax☐ Mail☐ Deliver☐ Courier☒ e-mail

This minor variance is proposed to:

1. Permit residential driveways with an area of 68.5% of the front yard of interior town homes and 53.5% of the front yard of exterior town homes.

Subsection 4.2.6.3.c requires a maximum driveway area of 50% of the front yard.

2. Permit residential driveways with a width of 68.5% of the length of the front lot line for interior town homes and 53.5% of the length of the front lot line for exterior town homes, where the driveways intersect the front lot line.

Subsection 4.2.6.4 requires that the total width of all driveways shall not exceed 50% of the length of the front lot line where such driveway intersects with the front lot line.

Section 45(1) of the *Planning Act* (R.S.O. 1990) empowers the Committee of Adjustment to authorize minor variances to the provisions of the Zoning By-law under circumstances that have come to be known as the 'four tests'. The following analysis provides an assessment of how the proposed variances meet the four tests:

1. Is the variance minor?

In this case, the minor variances would permit a driveway with a width of 5.54 m and an area of 35.2 m² per unit, in order to allow two vehicles to park in the driveway. The proposed driveway width maintains the general width of the driveways provided by the remainder of lots within the subdivision and is below than the typical maximum of 6.0 m that would be permitted if the lots were wider (Section 1.99 iii).

Application of the minor variances will be limited to the two subject properties. The minor variances will support an appropriate use of land while having minimal visual impact on the streetscape within the context of the overall subdivision, and will not inhibit the lands from continuing to comply with the other provisions of the Zoning by-law.

While the proposed development of the lot will have a different configuration than provided for by the City of St. Thomas Zoning By-Law, the changes will contribute to an appropriate use of land and will have no negative impact to the adjacent land uses. For this reason, the proposed variance is minor.

2. Is the variance desirable for the appropriate use of the land, building, or structure?

The proposed townhouse developments are of a density that supports the efficient use of land and provision of infrastructure. The current zoning provisions do not support 2-car driveways. The requested minor variances support the efficient density of the development while supplying appropriate parking levels.

In the applicant's experience, single-width driveways often result in an increase in on street parking, and, in some cases, unsafe parking within the right-of-way. Photos of areas where single car driveways have prompted an increase in on street parking, and photos of comparable areas with 2-car driveways, have been supplied by the applicant and are included below.

Figure 2: Looking north down Renaissance Drive at around 9:30 pm on June 11, 2026.



In the photo above, zoning provisions for lots along this street do not provide for 2-car driveways, and on street parking has resulted. Parking is prohibited on the east (right) side of Renaissance Dr., and vehicles are seen parked in the bike lane.

Figure 3: Looking east down Cortland Terrace at approximately 9:30 pm on June 11, 2026.



In the photo above, zoning provisions on this street provide for 2-car driveways.

Houses in both scenarios are typically constructed with a single car garage parking space per unit.

In both scenarios, the level of overall parking is unaffected, however, whether these cars park in a driveway or in the road allowance is dependent on the ability of the driveways to accommodate demand.

Additional photos of where limited driveway space has prompted unsafe parking conditions are enclosed with this letter.

Sandymount Parkway will have bike lanes on both sides of the street, meaning that on-street parking will not be available for the subject lands. Additionally, the subject lands are adjacent to a pedestrian crossing. Maintaining sufficient off-street parking here prevents unauthorized on-street parking that would obstruct the bike lane and create unsafe conditions for pedestrians.

It is unlikely that public transit options will be available to the subject lands upon construction. This lack of transit increases the likelihood of household reliance on personal vehicles for transportation, and the likelihood that parking demand will exceed the levels currently accommodated by the Zoning By-law. Similar to comparable developments within St. Thomas, it is likely that these households will own two or more vehicles.

The proposed level of off-street parking for this residential site is appropriate given that on-street parking is unavailable. Increasing the width and area of the residential driveways to provide two parking spaces per unit contributes to the appropriate use of land.

3. Is the general intent and purpose of the Official Plan maintained?

The subject land is designated Residential in Schedule 'A' to the City of St. Thomas Official Plan. The following goals are specified for Residential areas:

"i) to maintain and/or improve the present quality of the residential areas in the City;

ii) to provide sufficient residential land and satisfy housing demands in terms of housing type, tenure, density, lot size, unit size and cost, taking into account household size and income of households in accordance with the Municipal Housing Statement and Land Use Review Study as updated from time-to-time;"

The proposed minor variances will facilitate a driveway that supports the residential use of the subject property and supports the appropriate use of land which satisfies residential demand in terms of density, lot size, and unit size.

One of the basic assumptions of the Official Plan, stated in Section 3.8.1, is that *"Transportation and land use are interdependent variables and will not be considered in isolation from each other in evaluating development applications."*

It is unlikely that public transit options will be available to the subject lands upon construction. The proposed 2-car driveways provide for adequate parking reflective of this transportation factor.

For these reasons, the proposed variance maintains the general intent and purpose of the Official Plan

4. Is the general intent and purpose of the Zoning By-law maintained?

The subject land is zoned Third Residential Zone A-52 (R3A-52) in the City of St. Thomas Zoning By-law No. 50-88. The R3A zone provides for residential uses.

The sections of the Zoning By-law where a variance is requested regulate the width and area of residential driveways, relative to their lot frontage and front yard area (Subsection 4.2.6.3.c and Subsection 4.2.6.4). The intent and purpose of these provisions is to prevent a streetscape that is majorly characterized by driveways, while providing adequate parking for the residential uses.

The proposed minor variances will affect two townhouse developments with a total of 8 dwellings. The variances will not significantly affect the character of the overall streetscape.

The existing adjacent land uses are detached residential dwellings with driveways of a similar width. Although, for the subject lots, a greater percentage of the lot frontage will be occupied by the driveway, the overall character of the area will be maintained.

In these ways, the proposed Minor Variance maintains the general intent and purpose of the Zoning By-law.

In support of the application for Minor Variance, in addition to this letter, the following material has been submitted:

- Minor Variance Application form;
- Application fee (\$900.00);
- Minor Variance Figure prepared by CJD Consulting Engineers.

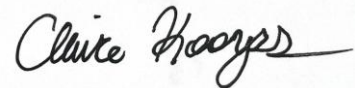
If you have any questions or concerns, please do not hesitate to contact the undersigned.

**

**

**

All of which is respectfully submitted by,



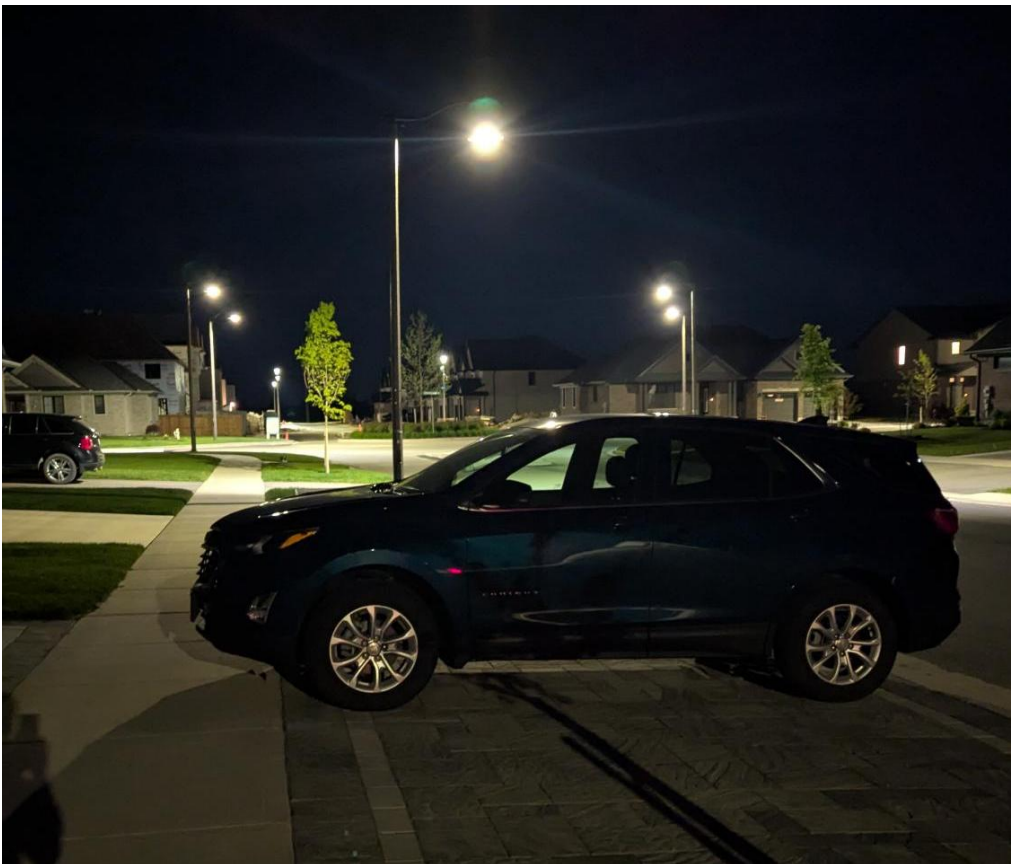
Claire Koops
Junior Planner
Cyril J. Demeyere Limited

Encl. Photos of Cars Blocking Sidewalk or Street
Photos of Unattractive Driveway Widening and Front Lawn Parking
Photos of Cars Parked Between Sidewalk and Street (Parallel)

Cars Blocking Sidewalk or Street









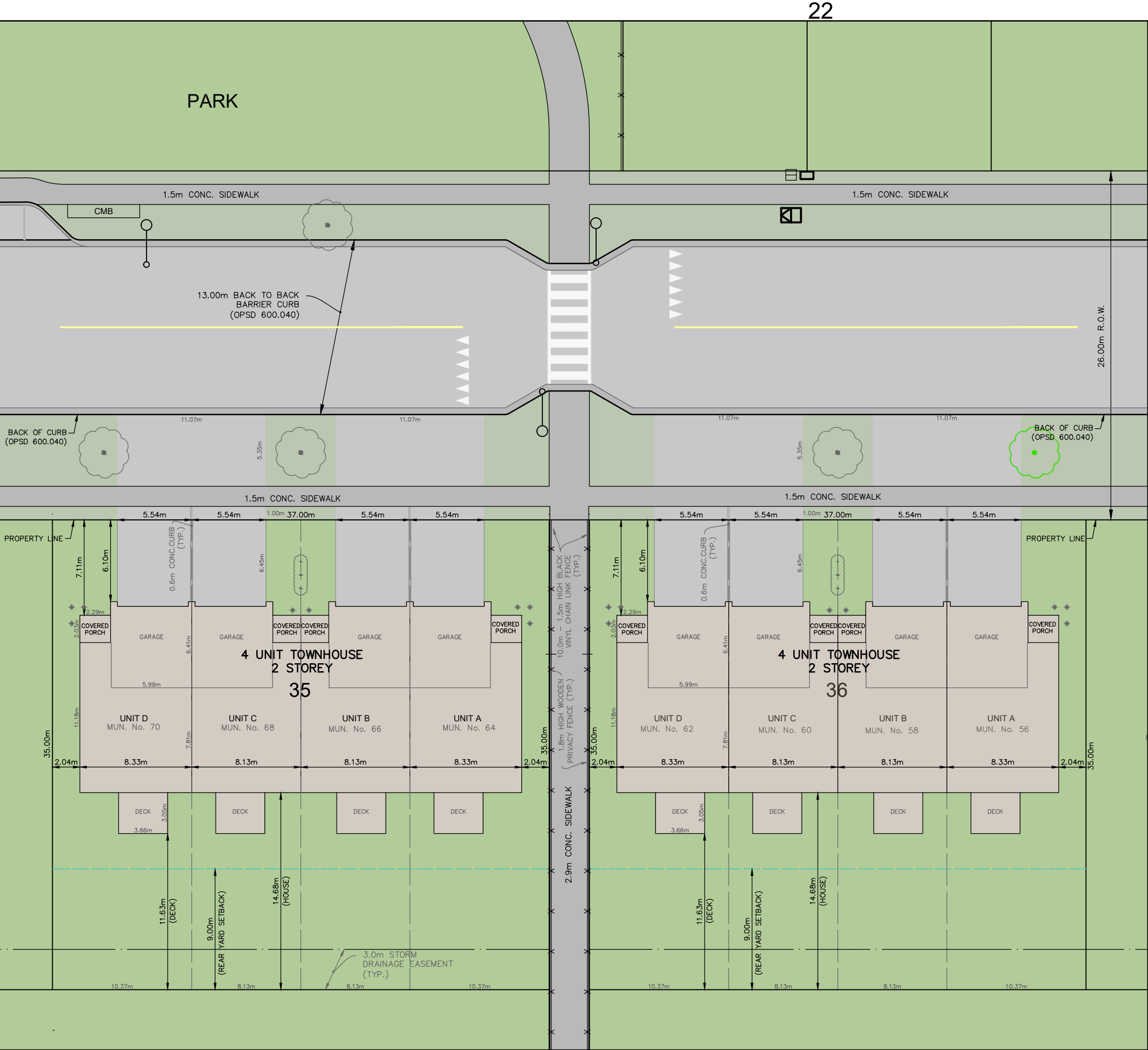


Driveway Widening & Front Lawn Parking



Cars Parked Between Sidewalk and Street (Parallel)





SCALE: 1:300

R3A-52 ZONE REGULATIONS

ITEM NO.	PROVIDED LOTS SHOWN					PROPOSED REGULATION
	UNIT	A	B	C	D	
1. MINIMUM LOT AREA		363.0m ²	284.5m ²	284.5m ²	363.0m ²	185.0m ² PER DWELLING UNIT
5. MAXIMUM LOT COVERAGE	33.5%					40%
7. MAXIMUM NUMBER OF DWELLING UNITS	4					4
9. MINIMUM FRONT YARD DEPTH	6.0m					6.0m
10. MINIMUM REAR YARD DEPTH	14.68m					9.0m
11. MINIMUM INTERIOR SIDE YARD DEPTH	2.04m					2.0m
DECK PROJECTION INTO REQUIRED REAR YARD	-					4.00m
MAX PARKING AREA WITHIN THE FRONT YARD AND MAX. DRIVEWAY AT INTERSECTION OF FRONT LOT LINE	UNIT	A	B	C	D	INTERIOR UNITS: 70% EXTERIOR UNITS: 55%
DRIVEWAY WIDTH		5.54m	5.54m	5.54m	5.54m	

NOTE: PROPOSED REGULATIONS SHOWN IN RED ARE REQUESTED MINOR VARIANCES FROM THE R3A-52 ZONE.

MINOR VARIANCE FIGURE TYPICAL 4-UNIT TOWNHOME LOTS 35 AND 36

SANDYMOUNT SUBDIVISION (LAND RISE)
CITY OF ST. THOMAS
PERFORMANCE COMMUNITIES INC.

PLAN PREPARED BY:
CJDL
Consulting Engineers

Cyril J. Demeyere Limited
P.O. Box 460, 261 Broadway
Tillsonburg, Ontario. N4G 4H8
Tel: 519-688-1000
866-302-9886
Fax: 519-842-3235
cjd@cjdleng.com

JOB No. 19055PCI

DATE: 6 JULY 2026

Directed to: Members of the Committee of Adjustment

Meeting Date: 08/13/2026

Department: Planning & Building Services Department

Prepared by: Michelle Knieriem, Manager of Planning Services

Attachment: Location Plan,
and 2025 Aerial Photograph

Location: 56, 58, 60, 62, 64, 66, 68 and 70 Sandymount Parkway,
legally described as Lot 35 and Lot 36, Plan 11M-281, City of St.
Thomas

Applicant: Performance Communities Inc.

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

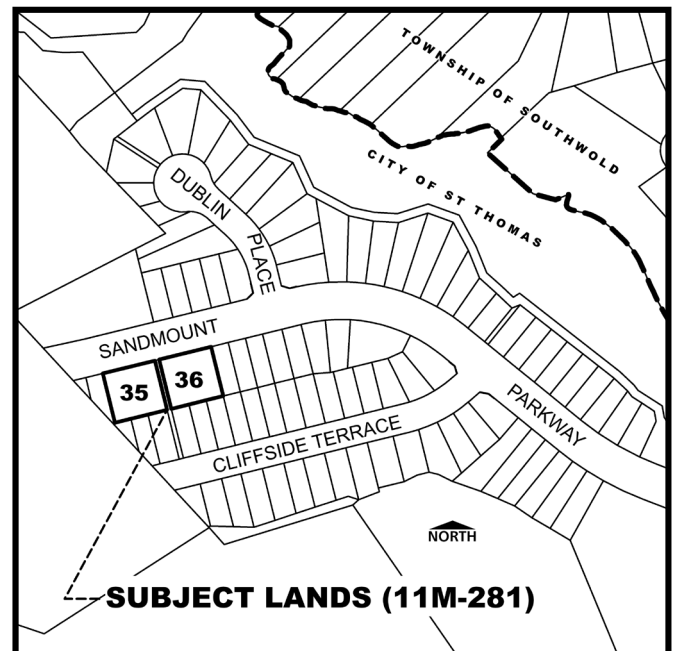
Recommendation:

That: Report COA11-2026 relating to an application for a minor variance at 56, 58, 60, 62, 64, 66, 68 and 70 Sandymount Parkway be received for information.

Background:

The subject lands consist of two vacant residential building lots, within a plan of subdivision that was recently approved on May 19, 2026.

Minor Variance Application No. COA11-2026 has been filed for the purpose of increasing the maximum driveway areas and widths for two (2) townhouse dwellings, each containing four (4) dwelling units (Eight (8) units in total). The variances are requested to facilitate a double garage and a 5.54m wide driveway for each townhouse dwelling unit, as shown on the site plan prepared by CJDLC Consulting Engineers, dated July 6, 2026.

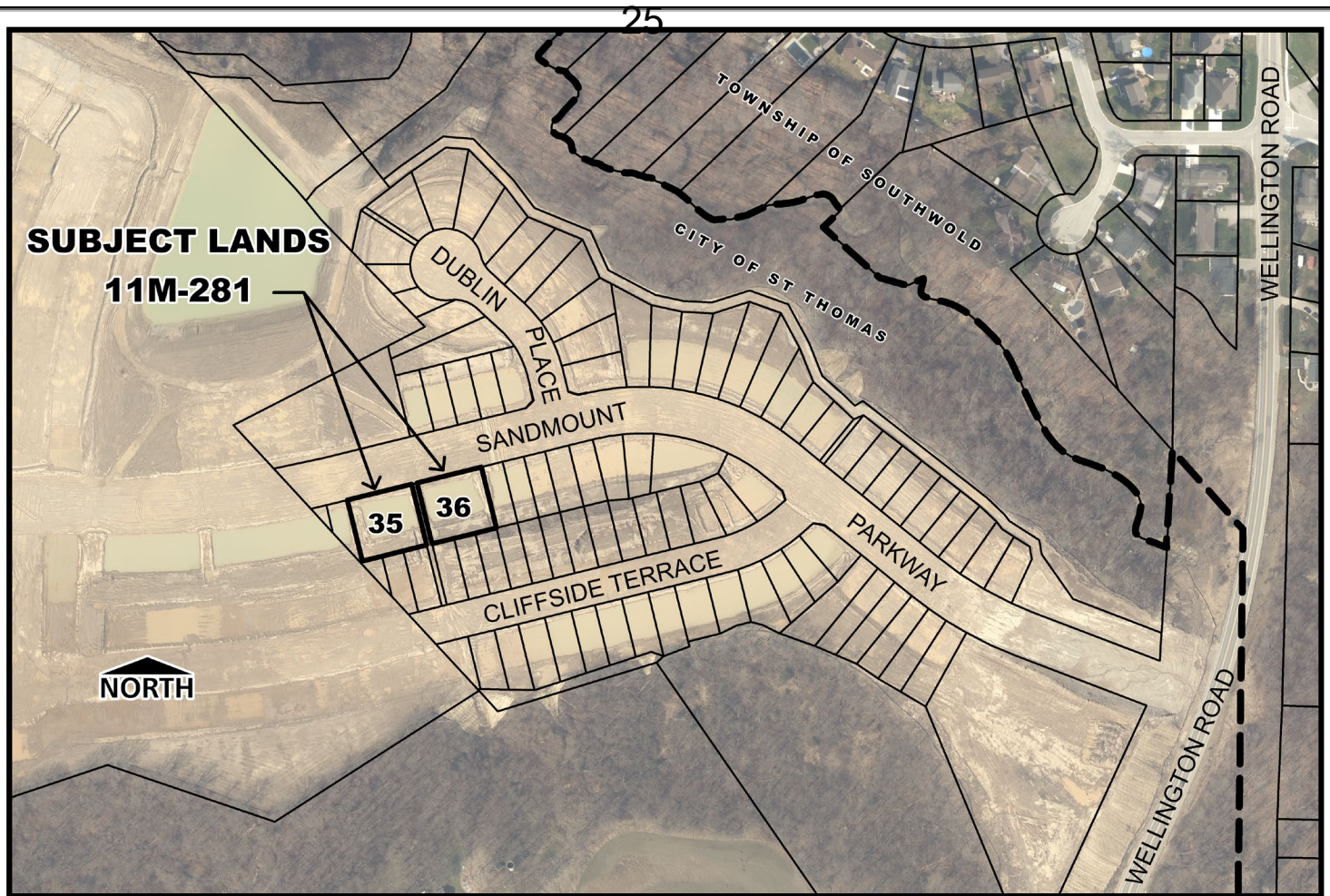


Requested Variances:

- i.) To permit residential driveways with an area of 68.5% of the front yard for interior townhouse dwellings and 53.5% of the front yard of exterior townhouse dwellings, whereas Subsection 4.2.6.3(c) of the Zoning By-law provides that no parking lot, parking space or residential driveway shall be located or used within a front yard if the area of all driveways, parking spaces and parking lots in such yard exceeds 50% of the area of such yard.
- ii.) To permit residential driveways with a width of 68.5% of length of the front lot line for interior townhouse dwellings and 53.5% of the length of the front lot line for exterior townhouse dwellings, where the driveways intersect the front lot line, whereas Subsection 4.2.6.4(a) of the Zoning By-law provides that no residential driveway or parking space shall be located or used if the total width of all such driveways and parking spaces on a lot where they intersect the front lot line exceeds fifty (50%) per cent of the length of the front lot line.

Consultation Process:

- On December 29, 2025, local developers reached out to planning staff to set up a meeting to discuss proposed general amendments to the City of St. Thomas Zoning By-law 50-88, with respect to driveway area and widths regulations.
- A meeting was held on January 21, 2026, with staff from the City and local developers. The purpose of that meeting was for the developers to present proposed new zone standards to staff based certain challenges that they had been experiencing.
- Staff are continuing discussions with local developers on this topic and are of the opinion that driveway widths would be more appropriate to be reviewed by Council on a city-wide basis, than on an application-specific basis.
- Council review is critical to ensure that any changes to driveway regulations are considered within the broader context of community impacts, municipal objectives, and public input, and that amendments to the Zoning By-law are made transparently and through the appropriate legislative process.



Provincial Planning Statement, 2024 (PPS):

- The Provincial Planning Statement, 2024 (PPS 2024) provides policy direction on matters of provincial interest related to land use planning and development. Pursuant to the Planning Act, decisions of planning authorities, including the Committee of Adjustment, must be consistent with the PPS.
- Sections 2.1 (Planning for People and Homes), 2.2 (Housing), and 2.3 (Settlement Areas and Settlement Area Land Use) support a range of housing options while promoting complete communities, efficient land use patterns, active transportation, accessibility, and high-quality urban design.
- Section 2.9 (Energy Conservation, Air Quality and Climate Change) encourages compact, transit-supportive communities, the use of green infrastructure, and low impact development practices.
- Sections 3.1 (Infrastructure and Public Service Facilities), 3.2 (Transportation Systems), and 3.6 (Sewage, Water and Stormwater Services), including Section 3.6.8 respecting stormwater management, emphasize the efficient use of infrastructure, the provision of safe transportation systems, protection of the natural environment, and the minimization of stormwater impacts.
- Section 3.9 (Public Spaces, Recreation, Parks, Trails and Open Space) recognizes the importance of safe, connected public streets that support active transportation.
- Section 4.2 (Water) directs planning authorities to protect water resources by considering the cumulative impacts of development on watersheds, minimizing adverse environmental impacts, and

- The requested variances would increase driveway area and width up to 68.5% of the front yard and frontage would result in additional impervious surface coverage. While information was provided by the developer that the stormwater management implications to the Sandymount subdivision of approving their request was negligible, setting a precedent of allowing 68.5% driveway width and area for townhouses could create stormwater management issues if implemented more broadly. This would set a precedent as it significantly exceed what has been allowed in recent approvals. While staff could support the proposed increase to 53.5% for the exterior townhouse units, a more significant increase to 68.5% would set a precedent that far exceeds what has been permitted by recent approvals and would require a broader review to evaluate consistency with the PPS policies relating to the efficient use of infrastructure, stormwater management, protection of water resources, and environmental sustainability.
- A broader review of residential driveway requirements and parking regulations in residential zones is required to ensure increases to permitted driveway widths are consistent with the PPS. Planning staff will work to facilitate this review in a timely manner, recognizing the time sensitivities expressed by the development community.

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.
- Council recognizes the importance of protecting and strengthening residential neighbourhoods. Council will provide the necessary municipal services and will control land uses which affect neighbourhood amenities to protect the residential neighbourhoods (4.3.6).
- The Residential designation means the predominant use of land shall be for low, medium, and high-density residential use (5.1.3.1 Residential).
- Each lot will be developed with one townhouse dwelling, containing four (4) dwelling units, resulting in a density of 31 dwelling units net per hectare.
- Medium density residential shall mean a residential use between twenty-five (25) and seventy-five (75) residential dwelling units per net hectare, is permitted in the Residential designation. Within a medium density residential area, the permitted uses include townhouses (5.1.3.3).
- The Housing policies provide that 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).
- The City shall encourage the provision of sufficient residential land and satisfy housing demands in terms of type, tenure, size, location, and cost, considering household size and income of new households (6.2.2).
- The Goals for the Environment in the City of St. Thomas include reducing the impact of urban drainage on the natural environment and to preserve and enhance the quality and quantity of ground and surface water balancing the need for natural heritage protection with the rights and interests of existing land

uses and minimizing the risk to human life and physical property from hazards such as flooding and erosion (8.2.1(v)(viii)(ix)).

- Through the implementation of Best Management Practices, stormwater management measures that promote natural groundwater recharge shall be encouraged where applicable (8.6.2).
- Current stormwater management techniques shall be used in the design and implementation of all development to control both the quality and quantity of surface water runoff and to maintain the quality and quantity in the receiving watercourse (8.6.3).
- The requested variances would increase driveway area and width to occupy up to 68.5% of the front yard and frontage, which could set a negative precedent and lead to stormwater management issue if implemented more broadly across the City. As a result, it is the opinion of staff that it is premature to determine that the requested increase to 68.5% conforms with Official Plan policies respecting neighbourhood protection, reducing the impact of urban drainage on the natural environment, enhancing the quality and quantity of ground and surface water, stormwater management and the implementation of Best Management Practices.
- The requested variances are not in conformity with the general intent and purpose of the Official Plan.
- A broader review of residential driveway requirements and parking regulations in residential zones as recommended by staff would ensure any updates made to the Zoning By-law provisions are consistent with the intent and purpose of the Official Plan. This review would be informed by feedback from the development community, along with any other feedback received through the community consultation process.

St. Thomas Zoning By-law 50-88:

- The subject lands are in the Third Residential Zone (R3A-52) pursuant to the City of St. Thomas Zoning By-Law No. 50-88, as shown on Zoning Map 46.
- Permitted uses of the R3A-52 zone include townhouse dwellings (7A.1(e)). (Table 1 to Subsection 7A.4, Column No. (5)):
 - Minimum lot area - 185sqm per dwelling unit;
 - Minimum lot frontage - 21m;
 - Maximum main building height - 11m;
 - Maximum accessory building height - 4m;
 - Maximum lot coverage - 40%;
 - Maximum floor area of an enclosed accessory building - the lesser of 15% of the lot area or 40sqm;
 - Maximum number of dwelling units - 4 per lot;
 - Maximum roof area - 55%;
 - Minimum front yard depth - 6m;
 - Minimum rear yard depth - 9m;
 - Minimum interior side yard depth - 2m;
 - Interior side yard along common wall between dwelling units - 0m;

- Minimum ground floor area - 56sqm / 1 storey dwelling, 46sqm / 1.5 storey dwelling and 37sqm / 2 or more storey dwelling;
- Minimum dwelling unit floor area - 56sqm two-bedroom and 70sqm three-bedroom.
- Minimum number of parking spaces - 1.25 parking space per dwelling unit.
- **Definitions (1):**
 - Front Yard (1.47) means the yard extending across the full width of a lot between the front lot line and the main building wall.
 - Residential Driveway (1.99) means the uncovered portion of a lot in a residential zone which:
 - i.) provides access and egress for motor vehicles from a street to a lot, garage, carport or parking space on the lot,
 - ii.) is surfaced with asphalt, concrete or granular material which has a dust free stable surface,
 - iii.) is not greater than 6m in width,
 - iv.) is not less than 3m in width, and
 - v.) may include a parking space.
- **Use of Lands for Parking in Residential Zones (4.2.6)**
 - i.) No parking lot, parking space or residential driveway shall be located or used within a front yard if the area of all driveways, parking spaces and parking lots in such yard exceeds 50% of the area of such yard (4.2.6.3(c)).
 - ii.) No residential driveway or parking space shall be located or used if the total width of all such driveways and parking spaces on a lot where they intersect the front lot line exceeds fifty (50%) per cent of the length of the front lot line (4.2.6.4(a)).
- The driveway area and width regulations are intended to balance off-street parking needs with residential neighbourhood objectives. These regulations help maintain an appropriate relationship between hard surface areas and soft surface areas, supporting the overall function, appearance, and sustainability of the streetscape.
- The requested variances would increase the driveway width and area, resulting in driveway coverage of up to 68.5% of the front yard. This would substantially reduce the soft surface area of the front yard and undermine several objectives intended to be achieved through the Zoning By-law, including:
 - ✓ **Landscaped front yards:** Increased driveway coverage reduces opportunities for soft landscaping, landscape treatments, and the visual transition between private property and the public streetscape.
 - ✓ **Urban tree health:** The reduction in permeable soil and landscaped areas may limit opportunities for tree planting, root growth, and the long-term establishment of the urban tree canopy.
 - ✓ **Stormwater management:** Additional impervious surface area would increase stormwater runoff beyond the assumptions established through the approved Sandymount Subdivision stormwater management design, as confirmed by the City's Environmental Services Department.
 - ✓ **Neighbourhood character and streetscape:** Expanded driveway areas may disrupt the intended balance between built form, landscaping, and hard surfaces, altering the established residential character and appearance of the neighbourhood.

- ✓ **Pedestrian safety:** Wider driveways and increased hard surface areas may increase the potential for vehicle-pedestrian conflicts and diminish the visual definition of pedestrian-oriented front yards.
- ✓ **On-street parking:** The proposed increase in private driveway parking capacity may affect the planned balance between private parking and the availability and function of on-street parking within the neighbourhood.
- ✓ **Municipal servicing, maintenance, snow storage, and waste collection:** Excessive hard surface coverage within the front yard can reduce the space available for municipal maintenance activities, snow storage, waste collection, and other servicing functions.
- While the proposed townhouse dwellings themselves conform to the Zoning By-law, the requested driveway variance to 68.5% width and area is not consistent with the general intent and purpose of the driveway regulations by reducing the ability of the front yard to perform its intended residential, environmental, and streetscape functions when considered in advance of a broader City-wide review to balance these factors with the need to provide space for parking. Staff are of the opinion that the requested increase to 53.5% could be considered at this time, as it is a slight exceedance of the Zoning By-law requirement and the developer has provided information, to the satisfaction of Environmental Services, that the stormwater management implication of this change would be negligible.
- The requested increase to 68.5% is not in conformity with the general intent and purpose of the Zoning By-law.

Legislative Framework for a Minor Variance - Section 45(1) (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
- variance is minor in nature.

Comments:

- Staff recognize that townhouse developments contribute to the provision of additional housing choice and efficient land use patterns.
- However, the PPS and Official Plan policies supporting housing supply must be balanced with other planning objectives, including infrastructure capacity, stormwater management, neighbourhood character, and sustainable site design.
- The requested variance to increase driveway widths and areas to 68.5% would achieve additional parking accommodation at the expense of other established planning objectives. A broader City-wide review of townhouse parking provisions is required to assess an expansion of this magnitude, as it would set a precedent for recent approvals.
- The requested variance to increase driveway widths and areas to 68.5% does not maintain the intent

30
and purpose of the Zoning By-law and may establish an undesirable precedent for future applications seeking similar relief. Accordingly, the requested variances are not considered appropriate or minor in nature.

- A broader review is needed to ensure any updates made to the Zoning By-law provisions for townhouse driveways are consistent with the PPS, conform to the intent and purpose of the Official Plan and balance a variety of planning objectives. It is the opinion of staff that the approval of the requested minor variance application requesting a significant increase from the current 50% requirement to 68.5% is premature in advance of the broader review of the City's residential driveway requirements and parking regulations in residential zones. Staff understand the concerns of the development community, and will work to bring a broader review forward in a timely manner.
- Based on the foregoing, staff are of the opinion that the requested variance to permit residential driveways with a width of 68.5% of length of the front lot line and an area of 68.5% of the front yard for interior townhouse dwellings does not satisfy the four tests of Section 45(1) of the Planning Act. Specifically, the application has not demonstrated that the general intent and purpose of the Official Plan and Zoning By-law are maintained, the variances are not considered desirable for the appropriate development of the land, and the variances are not minor in nature due to their planning and infrastructure implications.
- As the applicant has provided information to demonstrate that stormwater management changes are minor, staff are able to support the requested increase to 53.5% of the length of the front lot line and 53.5% of the area of the front yard for the exterior townhouse dwellings in advance of a broader review of driveway provisions. Unlike the requested increase to 68.5%, this change represents a minor deviation from the existing driveway provisions, and can be considered to meet the 4 tests required for a Committee of Adjustment application.
- Accordingly, staff recommend that the request to permit residential driveways with an area of 53.5% for the area of the front yard and 53.5% for the length of the front lot line for the exterior units be approved, however the request for driveways with an area of 68.5% for the area of the front yard and driveways with a width of 68.5% for the length of the front lot line for the interior units as requested in Application No. COA11-2026 be refused.
- Further, staff acknowledge the concerns raised by the local development community regarding the application of driveway width regulations to townhouse and semi-detached residential developments and remain committed to ongoing collaboration with local developers in finding solutions that balance off-street parking, housing objectives, development needs, and broader community interests. Staff are of the opinion that these changes should be considered on a City-wide basis and any significant deviations in advance of this broader review are premature.
- As staff are committed to facilitating a City-wide review of driveway regulations, the Committee may wish to consider whether deferral is appropriate pending Council direction. However, until amendments to the Zoning By-law are formally adopted, the current regulations remain in effect, and the application must be evaluated against the existing planning framework.

Respectfully submitted,
Michelle Knieriem,
Manager of Planning Services