



Planning Division

1st Quarter Report

Year: 2025

Recommendation:

THAT the Planning Division 1st Quarterly 2025 Report **BE RECEIVED** for information.

Activities:

Below is a summary of planning applications received from January 1st – March 31st:

Applications Received in 2025	Number of Applications
Zoning By-law Amendment	6
Minor Variance	2
Consents to Sever	4
Site Plan	1
Official Plan Amendment	0
Subdivision/Condominium	0
Part Lot Control	0
Settlement Area Boundary Expansions	0
Total Applications	15

Thames Centre received 6 Zoning By-law Amendment applications, 1 application was withdrawn, 1 application was a Holding Removal, 1 application for site-specific zoning, and the remaining 3 applications are in relation to Surplus Farm Dwelling Severances. Staff reviewed and accepted 4 Consent applications, 3 being Surplus Farm Dwelling Severances and 1 under review for more information. There were 2 Minor Variance applications received related to subdivision blocks. 1 Site Plan Control Amendment application was received for a private institution proposing amendments to the site.

In addition to Planning Applications, below are requests received by the Planning Division. It is to highlight from the below that 3 Draft Plan Approval dates will soon lapse, being the Vista Woods Estates Subdivision in Dorchester, Elliott Estates

Subdivision and the Monteith Subdivision in Thorndale. The requests to extend the for the Draft Plan Approvals are attached to this report. Final Approval is requested when a Draft Plan Approved development has fulfilled all conditions stated in the County's Notice of Decision. Final Approval is required prior to construction and is reviewed and approved by the Municipality, the County and any other applicable agencies. Thames Centre has processed and approved 1 Letter of Concurrence for a Telecommunication Tower in North-West Dorchester which underwent a public consultation process through the appropriate agency. There were 3 Community Improvement Plan Grant Applications for Thames Centre businesses, which are to be reviewed by the Economic Development Committee and subsequently, local Council for consideration of approval in May 2025. Additionally, this year, the Municipality received 17 Document Searches such as septic or dwelling drawings requests. As the Planning Division highly encourages consultations for proposals, the department coordinated 24 virtual meetings with external stakeholders and agencies to review development concepts and had 41 tracked email thread inquiries not including phone and other email inquiries.

2025 Requests	Number
Draft Plan Approval Extension	3
Final Approval	0
Telecommunications Tower Letter of Concurrence	1
Community Improvement Plan Grant Application	3
Document Searches	17
Development Teams Meetings	24
Email Inquiries	41

Other:

Land Severance, Zoning By-law, and Minor Variance Applications

Applications for land severance, zoning by-law amendment, or a minor variance are made to the local municipality. Applications are subject to a public and stakeholder consultation, including at least one public meeting. Any person or stakeholder may provide written comments and/or speak at the public meeting. Applications are evaluated against principles of good planning, provincial policy and legislation, as well as county and local policy. Municipal council may pass (or refuse to pass) applications and, in some cases, may attach conditions to decisions to address necessary matters.

Official Plan Amendment

An application for an amendment to the Thames Centre Official Plan is made to the local municipality. An amendment to the Municipality's Official Plan is subject to public

and stakeholder consultation including at least one public meeting and any person or stakeholder may provide written comments and / or speak at the public meeting. Official plan amendments are evaluated against principles of good planning, provincial policy, as well as county and local policy. Thames Centre council may adopt (or refuse to adopt) an official plan amendment. If adopted, the official plan amendment is forwarded to the County of Middlesex for review and consideration. The County undertakes an Approval Authority responsibility on behalf of the Province and must ensure that provincial interests are integrated in the consideration of local planning matters and may approve, modify and approve, or refuse to approve an official plan amendment.

Plan of Subdivision and Condominium

An application for a plan of subdivision/condominium is made to the County of Middlesex. The County and the municipality have developed an integrated planning model which involves a combined public and stakeholder consultation. This includes the Municipality undertaking public consultation which may optionally include a public meeting. Any person or stakeholder may provide written comments and/or speak at the public meeting. Plans of subdivision/condominium are evaluated against principles of good planning, provincial policy and legislation, as well as county and local policy. Thames Centre Council may support (or refuse to support) a proposed plan of subdivision/condominium and may also request the addition or removal of any conditions of draft plan approval for County Council consideration. Draft plan conditions are matters that must be addressed prior to final plan approval and registration. The County undertakes an Approval Authority responsibility on behalf of the Province and must ensure that provincial interests are integrated in the consideration of local planning matters and may approve, subject to conditions, or refuse to approve a plan of subdivision.

Strategic Plan Link:

Pillar: *Smart Planning*

Goal: *Increase communications between the municipality (Council and Staff) and the public*

Attachments:

Draft Plan Extension Request - 39T-TC2101 - Monteith Subdivision (Phase 2)
Draft Plan Extension Request - 39T-TC2001 - Vista Woods Estates
Draft Plan Extension Request - 39T-TC1902 – Elliott Estates (Phase 2)

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