
To: Mayor and Council

From: Colin Ens Funk, Planning & Development Technician

Meeting Date: October 29, 2025

Subject: Background Report for Zoning By-law Review (Working Session)

Background

Township staff are in the process of completing a comprehensive review of the Township's Zoning By-law. The draft text and mapping can be found at www.clearview.ca/ZBLReview.

On September 8th, 2025, Council directed staff to make the Draft Comprehensive Zoning By-law available to the public for review and commenting, to coordinate an Open House and Public Meeting for the public to review, ask questions, and make comments on the proposed Draft Zoning By-law.

On September 9th, 2025, notice was given to the public for the Open House and Public Meeting, and to provide information about the draft Zoning By-law.

On September 24th, staff held an Open House at the Township Office in Stayner, from 2:00 p.m. until 7:30 p.m. Eighty (80) members of the public attended and filled in the sign-in sheet at the Open House, and ninety-two (92) formal comments have been received as of the publishing of this report on October 22nd, 2025. A summary of comments is attached to this report as Appendix A, and all comments received by October 22nd have been attached as Appendix B.

Statutory Public Meeting Timeline

The Statutory Public Meeting was originally scheduled for October 29th. Due to the significant amount of feedback, especially regarding the Environmental Protection (EP) zones, the Public Meeting has been postponed to a future date. Notice will be given as per the Planning Act once the Public Meeting date is rescheduled.

This meeting will be held as a working session to gain feedback from Council and the public about other matters in the proposed Zoning By-law.

Process Details

The process for the review of the Comprehensive Zoning By-law is as follows:

Date	Step
November 12, 2024	Official Plan (2024) passed by Simcoe County Council
December 2, 2024	Zoning By-law Review Initiated
June 5, 2025	Draft Zoning By-law Received
September 24, 2025	Open House
October 29, 2025	Working Session
November 5, 2025	First Comment Period Closes
To be determined	Public Meeting
To be determined	Potential Second Comment Period
To be determined	Recommendation Report to Council
To be determined	Notice of Passing

Concerns about Environmental Protection (EP) Zones

Staff have heard many concerns about the EP zones, and are extending our review process to consider the EP zones. Staff will not be addressing the EP zones at the working session. At this time, staff are carefully considering the draft zoning and mapping, and collecting feedback about these concerns.

Staff will update Council and the public when updated zoning and mapping are available.

Working Session Topics

Staff are requesting input from the public and direction from Council on the following topics in the draft Zoning By-law. This report provides a summary of changes for each topic and provides a brief overview of the existing and proposed requirements for the following topics:

- Additional Residential Units (ARUs)
- On-Farm Diversified Uses (OFDUs)

- Home Businesses
- Use of Shipping Containers
- Residential Lot Fabric
- Parking Requirements
- Archaic Plans
- Requirements for Cluster Development
- Private Servicing – Using Cisterns

The following proposed zoning requirements are based on policies in the 2024 Official Plan. While specifics are delegated to the implementing Zoning By-law, the overall direction for these policies were established in the Official Plan. Therefore, the following summary of changes is presented in part for comment and adjustment, and in part for information.

Additional Residential Units (ARUs)

Recommended Provisions:

- Limit ARUs to 1 per lot outside of settlement areas.
- Limit ARUs to 2 per lot within settlement areas.
- Limit ARUs to within the Farm Building Cluster on an Agricultural or Rural property.

Explanation:

The proposed Zoning By-law expands permission for detached ARUs to all residential zones, and permits 2 ARUs for all areas with municipal services. It removes the GFA limit for ARUs, although lot coverage requirements are maintained.

Provision	Current Zoning By-law	Proposed Zoning By-law
Attached ARUs (e.g. basement apartment) permitted in:	All Residential zones, Agricultural, Rural zones, Commercial Transition (CT1, CT2) zones, and Neighbourhood Commercial (C5)	All Residential zones, Agricultural, Rural, Commercial Transition (C2) zones
Detached ARUs (e.g. in an accessory building) permitted in:	Agricultural, Rural zones	All Residential zones, Agricultural, Rural zones

Provision	Current Zoning By-law	Proposed Zoning By-law
Maximum size of detached ARU:	111 m ² , or 50% of primary building Gross Floor Area (GFA)	No limit. Must meet lot coverage requirements for each zone.
Maximum number of ARUs	1 ARU per lot	1 ARU per lot without municipal services. 2 ARUs per lot with municipal services.
Required servicing (residential zone)	Serviced to the satisfaction of the Township	Municipal servicing required.
Required servicing (Rural, Agricultural zones)	Private services permitted	Private services permitted
Maximum distance from ARU to primary dwelling	In Agricultural or Rural zones, 50 m	In Agricultural or Rural zones, must be in the same Farm Building Cluster (contained in a limited area, sharing a common driveway).

On-Farm Diversified Uses (OFDUs)

Recommended Provisions:

- Limit OFDUs to 2% lot coverage.
- Permit many uses as-of-right, when accessory to Agricultural use.
- Permit many uses as-of-right as stand-alone uses in Rural zone.

Explanation:

The proposed Zoning By-law establishes provisions for OFDUs based on the Official Plan, which was previously absent from the current By-law. The Official Plan defines the uses which are permitted as-of-right, accessory to an agricultural use. It also defines the uses which are permitted as stand-alone OFDUs in the Rural zone. The proposed Zoning By-law implements these policies, and imposes some site and building regulations, including a 2% lot coverage limit for OFDUs.

Provision	Current Zoning By-law	Proposed Zoning By-law
Process for establishing an OFDU in an Agricultural zone	Site-specific Zoning By-law Amendment (ZBA)	Uses that meet the definition of an On-Farm Diversified Use are permitted as-of-right (see below for lists in Agricultural and Rural zones). They may be subject to site plan control. Other uses require a site-specific ZBA.
Distinction between a Home Business and OFDU	<p>When a business takes place entirely within a dwelling, it is considered a Home Business.</p> <p>When a business does not take place entirely within a dwelling, it is considered an accessory use, with no further definition.</p>	<p>When a business takes place entirely within a dwelling, it is considered a Home Business.</p> <p>When a business does not take place entirely within a dwelling on an Agricultural or Rural zoned property, it is considered an OFDU.</p>
OFDU uses permitted as-of-right in the Agricultural zone	<p>Farm help accommodation</p> <p>Bed and breakfast</p> <p>Equestrian centre</p> <p>Agricultural processing plant</p> <p>Agri-tourism uses</p>	<p>Accommodation for full-time farm labour</p> <p>Bed and breakfast</p> <p>Greenhouses</p> <p>Value-retaining facilities for agricultural products</p> <p>Small-scale woodworking, metalworking, or plastic fabrication operations (must be located within a fully enclosed building)</p> <p>Agri-tourism uses</p>
OFDU uses permitted as-of-right in the Rural zone	Farm help accommodation	All OFDU uses permitted as-of-right in the

Provision	Current Zoning By-law	Proposed Zoning By-law
	Bed and breakfast Equestrian centre Agricultural processing plant Agri-tourism uses	Agricultural zone (listed above), and additionally: Veterinary Clinic (large animal) Equestrian centre Kennel Machine repair shop Small-scale landscaping business Small scale woodworking, metalworking, plastic fabrication (may take place outside of fully enclosed buildings) Farm brewery, distillery, winery, cidery, or Meadery Agricultural Research and Training Centre (only if it does not provide on-site accommodations) Event Venues
OFDUs permitted as stand-alone or accessory use?	Not defined.	In the Agricultural zone, OFDUs must be accessory to a primary agricultural use (they cannot be stand-alone uses). In the Rural zone, stand-alone OFDUs are permitted without a primary agricultural use.
Maximum Lot Coverage for OFDUs	Not defined.	2% of total lot area

Home Businesses

Recommended Provisions:

- Permit home businesses to be located in an accessory building.
- Limit the GFA of a home business to 25% of the dwelling unit or 40 m², whichever is greater.
- Limit the maximum storage area for a home business to 4 m³.
- Limit the maximum number of patrons/clients/students to 3 at a given time.

Explanation:

The proposed Zoning By-law maintains many of the current requirements for Home Businesses (formerly called Home Occupations). It expands the permitted location to include accessory buildings, permits 1 commercial vehicle associated with the business use, and imposes limits for the amount of storage space for the business (4 cubic metres and the number of clients/patrons/students (3 at any given time).

Provision	Current Zoning By-law	Proposed Zoning By-law
Uses considered a home business	Professional, medical or business office Personal service shop (e.g. pet groomer) Art or music studio Home daycare Private tutor/instructor Home catering service Small electronic, appliance or computer repair	“A business, occupation, trade or craft conducted for gain or profit” Note: Home daycares now permitted in nearly all residential, commercial, institutional, and employment zones
Permitted location of home business	Only within dwelling unit	Within dwelling unit, or within an accessory building. A home business in an Agricultural or Rural zone is considered an OFDU if it is in an accessory building.

Provision	Current Zoning By-law	Proposed Zoning By-law
Number of non-resident employees (or partners, or associates)	1	1
Nuisance requirements	May not create odour, vibration, traffic, parking, or noise disturbances.	May not create odour, vibration, traffic, parking, or noise disturbances.
Outdoor display, sales, or storage permissions	May not have outdoor display, sales, or storage.	May not have outdoor display, sales, or storage.
Vehicle storage	Not defined.	May not have more than 1 vehicle commercially licensed or used with the home business.
Shipping and receiving of goods	Not permitted, except in Agricultural or Rural zones.	Not permitted, except in Agricultural or Rural zones.
Maximum GFA of Home Businesses	25% of Dwelling Unit to a maximum of 75 m ² .	25% of Dwelling Unit to a maximum of 40 m ² , whichever is greater.
Maximum storage area	Not defined. Storage areas are included in maximum GFA.	4 cubic metres. Storage areas are included in maximum GFA.
Storage of hazardous materials	Not permitted.	Not permitted.
Maximum number of clients/patrons/students at any given time	Not defined.	3
Required parking	Not defined.	An additional parking space is required for the home business.

Use of Shipping Containers

Recommended Provisions:

- Continue to prohibit Shipping Containers for all purposes.

Explanation:

No change is proposed in the draft Zoning By-law for the Township's approach to the use of shipping containers (also known as sea containers or sea cans). Shipping Containers are prohibited for any use. Shipping Containers are prohibited for storage or human habitation in all zones.

Moving containers are permitted for temporary storage for the purpose of moving services, for a period not exceeding fourteen (14) days.

Should Council be interested in changing this provision and permitting the use of shipping containers for storage and/or human habitation, Staff request Council's direction.

Residential Lot Fabric

Recommended Provisions:

- Permit a more urban type of lot area and frontages in the Urban Settlement Areas (Stayner and Creemore).

Explanation:

The RS2/R2 zone covers much of Stayner and Creemore. The proposed R2 zone reduces minimum requirements for lot area and frontage, and side yard setbacks. Additionally, this zone adds permitted residential forms to the lower-density zones, in particular in Stayner and Creemore. This change would support a more urban lot fabric in the two urban settlement areas.

Provision	Current Zoning By-law (RS2)	Proposed Zoning By-law (R2)
Minimum Lot Area	750 m ² (single-detached)	330 m ² (single-detached) 225 m ² (semi-detached) 165 m ² (townhouse)
Minimum Frontage	18.5 m	11 m (single-detached) 7.5 m (semi-detached) 6.0 m (townhouse)

Provision	Current Zoning By-law (RS2)	Proposed Zoning By-law (R2)
Minimum Interior side yard setback	1.5 m	1.2 m
Minimum Exterior side yard setback	6 m	4.5 m
Minimum Front and Rear setbacks	6 m	6 m
Maximum Lot Coverage	45%	50%
Maximum Height	10 m	10 m

In many respects, the new R2 zone is very similar to the existing RS3 zone, and the RS4 zone for townhouse dwellings. These zones are also present in Stayner and Creemore to a more limited extent.

Provision	Current Zoning By-law (RS3 & RS4)	Proposed Zoning By-law (R2)
Minimum Lot Area	400 m ² (single-detached) 230 m ² (semi-detached) 200 m ² (townhouse (RS4))	330 m ² (single-detached) 225 m ² (semi-detached) 165 m ² (townhouse)
Minimum Frontage	13.5 m (single-detached) 7.6 m (semi-detached) 6.1 m (townhouse (RS4))	11 m (single-detached) 7.5 m (semi-detached) 6.0 m (townhouse)
Minimum Interior side yard setback	1.2 m 2.0 m (townhouse (RS4))	1.2 m
Minimum Exterior side yard setback	4 m 6 m (townhouse (RS4))	4.5 m
Minimum Front and Rear setbacks	6 m	6 m

Provision	Current Zoning By-law (RS3 & RS4)	Proposed Zoning By-law (R2)
Maximum Lot Coverage	50% (single-detached) 60% (semi-detached) 60% (townhouse (RS4))	50%
Maximum Height	11 m	10 m

Further, other proposed Residential zones further reduce the minimum provisions. For instance, one of the smallest required frontages for a single-detached dwelling is 9 m, in the R3 zone.

Parking Requirements

Recommended Provision:

- Maintain parking minimums for residential uses.
- Reduce parking minimums for commercial uses.
- Somewhat reduce parking minimums for institutional and industrial uses.
- Use GFA for more calculations, instead of use-specific numbers like “number of classrooms”.

Explanation:

The proposed Zoning By-law generally maintains minimum parking requirements for residential uses and generally reduces minimum parking requirements for commercial uses. Industrial and institutional requirements are somewhat reduced, and standardized to use GFA, rather than use-specific numbers like “number of classrooms”.

The proposed Zoning By-law uses Gross Floor Area (GFA) for more of the calculations, whereas the current Zoning By-law often uses a combination of GFA and number of seats, staff, classrooms, or other use-specific numbers.

Provision	Current Zoning By-law	Proposed Zoning By-law
Residential Uses	2 spaces per dwelling unit	2 spaces per single-detached or townhouse dwelling 1 space per apartment dwelling, plus 0.25 visitor spaces

Provision	Current Zoning By-law	Proposed Zoning By-law
	1 space per ARU 1 space per guest room in a Bed & Breakfast	1 space per ARU 1 space plus 1 space per guest room in a Bed & Breakfast
Commercial Uses	Generally, 1 space per 20 m ²	Generally, 1 space per 25 m ²
Restaurant Uses	1 space per 3 seats. 5 spaces per 20 m ² for a Drive-through	1 space per 9 m ² , plus 1 space per 7.5 m ² of patio
Hotel Uses	2 spaces, plus 1 space per room	1.2 spaces per room
Vehicle Servicing/Sales uses	1 space per 45 m ²	1 space per 45 m ²
Office Uses	1 space per 10 m ²	1 space per 28 m ²
Medical Industrial (e.g. Animal Kennel, medical centre, Veterinary, etc.)	3 spaces per medical practitioner	Generally, minimum of 4 spaces, or 6 spaces per 100 m ²
Warehouse Uses	First 5,000 m ² : 1 space per 100 m ² Remaining GFA: 1 space per 200 m ²	First 5,000 m ² : 1 space per 100 m ² Remaining GFA: 1 space per 200 m ²
Other Industrial Uses	First 3,001 m ² : 2 spaces plus 1 space per 45 m ² Remaining GFA: 1 space per 100 m ²	5 spaces plus 1 space per 90 m ²
Institutional Uses (varies)	Assisted Care Facility: 0.5 staff spaces per 3 residents plus 0.5 visitor spaces per 3 residents	Congregant Housing: 1 space per 70 m ²

Provision	Current Zoning By-law	Proposed Zoning By-law
	Day Care: 2 spaces per classroom Elementary School: 1.25 spaces per classroom Hospital: 4 spaces per practitioner Place of Worship: 1 space per 4 seats, plus 1 space per office Secondary School: 4.25 spaces per classroom	Day Care: 1 space per 30 m ² Elementary School: 1 space per 75 m ² Hospital: 1 space per 54 m ² Place of Worship: 1 space per 25 m ² Secondary School: 1 space per 60 m ²
Recreational Uses (e.g. museum)	Generally, 1 space per 20 m ²	Generally, 1 space per 20 m ²
All other uses	1 space per 10 m ²	1 space per 40 m ²

As an example, this is a parking calculation using 217 Gideon Street, Stayner (Township Offices) as an example:

Required Parking	Current Zoning By-law	Proposed Zoning By-law
Office Use (1054 m ²) 39 spaces provided	1 space per 10 m ² of GFA 105.4 required spaces	1 space per 28 m ² of GFA 37.6 required spaces

Archaic Plans

Recommended Provisions:

- No change to lots in Archaic Plans of Subdivision.
- A ‘Future Development’ (FD) zone or a Holding Symbol (H) could be used for these archaic plans.
- An Application to Establish a Buildable Lot may be applied for in some specific cases.

Explanation:

No change is proposed in the draft Zoning By-law for the Township’s approach to lots in Archaic Plans of Subdivision (for example, the Schell Farm/Mighton Court, the former

Town of Sudbury plan (Regent Street), Caddo Drive, etc.). These lots remain ineligible for development as per the definition of a “Lot of Record”.

This definition, in addition to section 5.6.4 “Existing Lots with lesser Area or Frontage” prevents the issuance of any building permit for a lot within the Archaic Plans.

There is one exception to this provision. In a few Archaic Plans, if two adjacent lots are purchased and legally merged and consolidated, an Application to Establish a Buildable Lot may be applied for. This application must demonstrate that the lot meets the other minimum requirements for a vacant lot (minimum lot area, frontage along a public street which is maintained year-round, and meets the Minimum Distance Separation (MDS) calculations).

Two possible alternative approaches could be to implement the use of the ‘Future Development’ (FD) zone, or to use Hold (H) symbols for these areas.

Should Council be interested in changing this provision, Staff request Council’s direction.

Requirements for Cluster Development

Recommended Provisions:

- A minimum of 5 m² of amenity area per dwelling unit.
- A minimum 1.5 m walkway from the street to each entrance of each dwelling unit.
- Any private streets also require setbacks, as required by the relevant zone.
- Where development proceeds as a plan of condominium, all zoning standards shall be confirmed against the residential zoned area, not each individual parcels of tied land (POTL).

Explanation:

Cluster Development is a newer form of residential development, and the proposed Zoning By-law establishes policies for this form.

Cluster Development includes multiple single-detached dwellings, semi-detached dwellings, or townhouse (cluster) dwellings on a single lot. The proposed Zoning By-law establishes additional requirements for this form of development.

Should Council be interested in changing this provision, Staff request Council’s direction.

Private Servicing – Using Cisterns

Recommended Provisions:

- No change to where development on private services (e.g. well & septic) can occur.

- Both the existing and proposed Zoning By-law do not speak to whether cisterns may be used to supply lots with private water services.

Explanation:

This item was included in the Hot Topics, but staff do not think this is a zoning issue. This is best left to other regulatory mechanisms.

Generally speaking, the proposed Zoning By-law does not change where development on private services (e.g. well & septic) can occur.

Both the existing and proposed Zoning By-law do not speak to whether cisterns may be used to supply lots with private water services.

Provision	Current Zoning By-law	Proposed Zoning By-law
Zones which permit development on private services	Residential Hamlet (RS) Residential Estate (RE) Residential Large Lot (RS1) General Commercial (C1) Commercial Transition 1 (CT1) Neighborhood Commercial (C5) Institutional (IN) Restricted Industrial (MR) General Industrial (MG) (Agricultural and Rural lands generally fall under the provision “where municipal services do not exist”, private services are permitted. However, the zones do not specifically mention servicing).	AG (Agricultural) RU (Rural) AC (Agricultural Crossroads) RC (Rural Crossroads) R1 (Low-density Residential) R5 (Estate Residential) C3 (Commercial) IN (Institutional) RI (Rural Institutional) EMP2 (General Employment) EMP3 (Heavy Employment) AR (Airport Related Employment) MAR (Mineral Aggregate Resource) EX (Extractive Industrial)

Provision	Current Zoning By-law	Proposed Zoning By-law
Additional Requirements for Private Services	N/A	Development is only permitted in the above zones where municipal services do not exist within 50 m of a lot
Minimum Lot Size to contain private services	0.3 ha	As defined by each zone

Next Steps

In accordance with the Planning Act, the following outlines the next steps in the process:

Anticipated Date	Step
Winter 2025	Review of comments, draft Zoning By-law and mapping is revised
TBD – Early 2026	Notice of Public Meeting re-issued
TBD – Spring 2026	Public Meeting
TBD – Spring/Summer 2026	Recommendation Report and By-law to Council
TBD – Summer 2026	Notice of Passing

Financial Implications

Extending the review and revising the draft Zoning By-law will require additional budget allocation. These changes will be reflected in the 2026 budget for the Planning & Building department.

Clearview’s Strategic Plan

The above initiative supports the following strategic pillars:

- Core Business
- Communication

Communication

The applications referenced herein were circulated in accordance with the Planning Act.

The public meeting will be scheduled and notice will be given in accordance with the Planning Act. Members of the public are welcome to attend and make oral submissions at the public meeting, or submit comments in writing prior to the public meeting.

Comments received prior to the Public Meeting date will be included in the Public Meeting Council agenda package. In addition to the public notice, the Planning & Building Department also sent a request for comments to the Township's other internal departments and external commenting agencies further detailing the nature of the Zoning By-law Review. All comments will be considered as part of the Staff Recommendation Report.

Report Appendices

Appendix A: Comment Summary (as of October 22, 2025)

Appendix B: Comments (received as of October 22, 2025)

Approvals

Submitted by: Colin Ens Funk, BES, Planning & Development Technician

Reviewed by: Rossalyn Workman, MURP, DIPL.MM, MCIP, RPP, Manager of Planning

Derek Abbots, RPP, MCIP, PLE, Director of Planning

Financial Implications
Reviewed by: Kelly McDonald, Treasurer

Approved by: John Ferguson, CAO