



December 9, 2025

Garrett Stevenson
Manager of Development Review
City of Kitchener, Planning Division, 6th Floor
200 King Street West
Kitchener, ON N2G 4G7

Dear Mr. Stevenson:

**RE: Applications for Official Plan Amendment & Zoning By-law Amendment
30 Shaftsbury Drive, Kitchener
OUR FILE 21207F**

On behalf of our client, Cook Homes Waterloo Limited, we are pleased to submit the enclosed applications for an Official Plan Amendment and Zoning By-law Amendment to facilitate the redevelopment of the lands municipally addressed as 30 Shaftsbury Drive in the City of Kitchener (the "subject lands").

The subject lands are located in the Idlewood neighbourhood, just south of Ottawa Street North, west of Lackner Boulevard, east of River Road East, and north of Fairway Road North. The subject lands are a through lot with a total land area of approximately 0.85 hectares and multiple frontages, including approximately 85 metres of frontage along Shaftsbury Drive and 60 metres of frontage along Oldfield Drive. The subject lands currently contain a 2-storey evangelical church located on the west portion of the property, with associated surface parking to the east. The underutilized church and associated parking is proposed to be demolished to accommodate the proposed development.

The proposed applications will facilitate the redevelopment of the subject lands with a medium-density residential development comprised of a six-storey apartment building with 82 units ("Block A") and a two-storey townhouse block with 6 units ("Block B"). Vehicular access to the apartment block is provided from Ebydale Drive, while access to the townhouse block is provided from Oldfield Drive, and surface parking is proposed.

The subject lands are currently designated 'Institutional' (Map 3 – Land Use) in the City of Kitchener Official Plan and Institutional (INS-1) in the City of Kitchener Zoning By-law. The subject lands are proposed to be re-designated to 'Medium Density Residential' with a site-specific policy to permit the proposed street-facing townhouse development. The zone change requests the following permissions:

- To establish street-facing townhouse dwellings as a permitted use in the RES-6 zone, whereas Section 7.2 of the Zoning By-law does not permit street-facing townhouse dwellings.

- To permit a minimum rear yard setback of 6.0 metres for the street-facing townhouse dwellings, whereas Section 7.3 of the Zoning By-law requires a minimum rear yard setback of 7.5 metres.
- To permit a minimum lot width of 22.0 metres for the residential apartment building, whereas Section 7.3 of the Zoning By-law requires a minimum lot width of 30.0 metres.

A Pre-Submission Consultation Meeting with City staff was held on January 23, 2025, to discuss the proposed development and submission requirements. A copy of the Record of Consultation is included with this submission and is appended to the Planning Justification Report.

In support of the Official Plan Amendment and Zoning By-law Amendment applications, please find enclosed the following supporting materials:

- A copy of the completed and signed Official Plan Amendment Application Form;
- A copy of the completed and signed Zoning By-law Amendment Application Form;
- A Record of Pre-Submission Consultation;
- Planning Justification Report, prepared by MHBC Planning, dated December 4, 2025;
- Draft Official Plan Amendment, prepared by MHBC Planning;
- Draft Zoning By-law Amendment, prepared by MHBC Planning;
- Urban Design Brief, prepared by MHBC Planning, dated December 1, 2025;
- Sustainability Statement, prepared by MHBC Planning, dated November 27, 2025;
- Functional Servicing, Stormwater Management, and Water Distribution Report, prepared by WalterFedy, dated December 2, 2025;
- Traffic Impact Study, prepared by Salvini Consulting, dated December 1, 2025;
- Noise Impact Study, prepared by JJ Acoustics Engineering Ltd, dated November 3, 2025;
- Neighbourhood Meeting Slide Deck, prepared by MHBC Planning; and
- A cheque in the amount of 57,348.00 representing the City's Official Plan Amendment and Zoning By-law Amendment fee.

Please note that the original cheque will be provided under separate cover with a copy of this letter.

We trust the above-noted items are sufficient for your review and circulation of the application. We look forward to working with City staff on this project. Please contact the undersigned if any further information is required.

Yours truly,

MHBC



Dave Aston, MSc, MCIP, RPP
Partner, Vice President



Stephanie Mirtitsch, BES, MCIP, RPP
Associate

cc. Scott Schweyer, Cook Homes Waterloo Limited