

# Staff Report



Development Services Department

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**REPORT TO:** Committee of Adjustment

**DATE OF MEETING:** January 20, 2026

**SUBMITTED BY:** Tina Malone-Wright, Manager, Development Approvals  
519-783-8913

**PREPARED BY:** Sheryl Rice Menezes, Senior Planning Technician  
519-783-8944

**WARD(S) INVOLVED:** Ward 4

**DATE OF REPORT:** January 7, 2026

**REPORT NO.:** DSD-2026-028

**SUBJECT:** Minor Variance Application A2026-008 – 14 Sportsman Hill St.

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## RECOMMENDATION:

That Minor Variance Application A2026-008 for 14 Sportsman Hill Street requesting relief from Section 4.14.10 (b) of Zoning By-law 2019-051, to permit a westerly side yard setback of 0.1 metres instead of the minimum required 0.5 metres, to legalize the existing steps in the side yard and to facilitate an Additional Dwelling Unit (ADU) (Attached) (Duplex), in accordance with the drawings prepared by Prism Design Space, dated Nov 13, 2025, **BE APPROVED.**

## REPORT HIGHLIGHTS:

- The purpose of this report is to review a Minor Variance Application to facilitate the conversion of the existing Single Detached Dwelling (1 dwelling unit) to a Single Detached Dwelling with one (1) Additional Dwelling Unit (ADU) (Attached) (2 dwelling units - Duplex).
- The key finding of this report is that the requested Minor Variance meets all the four tests of the Planning Act.
- There are no financial implications.
- Community engagement included a notice sign being placed on the property advising that a Committee of Adjustment application has been received, notice of the application was mailed to all property owners within 30 metres of the subject property and this report was posted to the City's website with the agenda in advance of the Committee of Adjustment meeting.
- This report supports the delivery of core services.

## BACKGROUND:

The subject property is located on the south side of Sportsman Hill Street and east of Blair Creek Drive and currently contains a Single Detached Dwelling constructed in 2021.



**Image 1: Aerial photo**

The subject property is identified as 'Community Areas' on Map 2 – Urban Structure and is designated 'Low Rise Residential' on Map 3 – Land Use in the City's 2014 Official Plan.

The property is zoned 'Low Rise Residential Four Zone (RES-4)' in Zoning By-law 2019-051.

The purpose of the application is to facilitate the conversion of the existing Single Detached Dwelling to a Single Detached Dwelling with One Attached Additional Dwelling Unit (Duplex).

**REPORT:**

**Planning Comments:**

In considering the four tests for the minor variances as outlined in Section 45(1) of the Planning Act, R.S.O, 1990 Chap. P 13, as amended, Planning staff offers the following comments:

General Intent of the Official Plan

The property is designated as 'Low Rise Residential.' The intent of this land use designation is to encourage residential intensification and/or redevelopment which includes additional dwelling units to respond to changing housing needs and as a cost-effective means to reduce infrastructure and service costs by minimizing land consumption and making better use of existing community infrastructure. The variance meets the general intent of the Official Plan.



**Image 2: Streetview**

General Intent of the Zoning By-law

The intent of the regulation requiring a minimum 0.5 metre setback for steps is to ensure that there is adequate setback to maintain the steps, to ensure adequate drainage in the side yard and to ensure that no part of the steps will encroach onto the neighbouring lands.

As noted by Engineering staff, the side yard currently accommodates overland stormwater flows. An existing sidewalk is being requested to be legalized to the rear yard. The final grading of this property shall not adversely affect the drainage of adjacent properties or the overall grading control plan. The Owner is responsible to address storm water drainage at the Building Permit stage.

As the steps are at grade, they can be maintained. And they are setback 0.1 metre from the side lot line. As noted by Engineering staff, the owner shall ensure that storm water drainage does not adversely affect the neighbouring lands. Staff are of the opinion that the intent of the Zoning Bylaw is being maintained.

Is/Are the Effects of the Variance(s) Minor?

The creation of a second dwelling unit in the existing building requires the subject variance. As noted above, the variance meets the intent of the Official Plan and Zoning By-law. As the effects of the variance are minimal and will permit the property to add a second dwelling unit, staff are of the opinion that they may be considered minor.

Is/Are the Variance(s) Desirable For The Appropriate Development or Use of the Land, Building and/or Structure?

Staff are of the opinion that the variance for the second dwelling unit is desirable and appropriate for the property and will provide a gentle form of intensification which can be

considered appropriate use for the property and compatible with the surrounding neighbourhood.



**Image 3: View of side lot line from sidewalk**

**Environmental Planning Comments:**

No concerns.

**Heritage Planning Comments:**

No concerns.

**Building Division Comments:**

The Building Division has no objections to the proposed variance. A Building Permit Application has been made for the additional attached dwelling unit.



**Image 4: Photo submitted by applicant (taken on different date from staff photos).**

**Engineering Division Comments:**

The side yard currently accommodates overland stormwater flows. A sidewalk is requested to the rear yard. The final grading of this property shall not adversely affect the drainage of adjacent properties or the overall grading control plan. The Owner is responsible to address storm water drainage at the Building Permit stage.

**Parks and Cemeteries/Forestry Division Comments:**

No concerns or requirements.

**Transportation Planning Comments:**

No concerns with this application.

**Region of Waterloo Comments:**

No concerns.

**Six Nations Grand River Elected Council**

*Bird and Light Friendly Design*

SNGREC requests that the building is designed using bird and light friendly practices. This includes minimizing reflective surfaces, creating visual markers on windows, and using warmer lights that are directed downwards and away from natural areas. Hundreds of millions of birds are killed by windows in North America each year, with 56% being from low-rise residential, thus this request extends to all sizes of development (<https://ontarionature.org/sustainable-building-design-can-stop-millions-of-birds-deaths-blog/>).

Please see the City of Toronto's bird friendly practices for glass and for lighting as guidelines and implement them thoroughly across the entire design:

<https://www.toronto.ca/wp-content/uploads/2017/08/8d1c-Bird-Friendly-Best-Practices-Glass.pdf>

<https://www.toronto.ca/wp-content/uploads/2018/03/8ff6-city-planning-bird-effective-lighting.pdf>

### **STRATEGIC PLAN ALIGNMENT:**

This report supports the delivery of core services.

### **FINANCIAL IMPLICATIONS:**

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

### **COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City's website with the agenda in advance of the Committee of Adjustment meeting. A notice sign was placed on the property advising that a Committee of Adjustment application has been received. The sign advises interested parties to find additional information on the City's website or by emailing the Planning Division. A notice of the application was mailed to all property owners within 30 metres of the subject property.

### **PREVIOUS REPORTS/AUTHORITIES:**

- *Planning Act*
- *Provincial Planning Statement (PPS 2024)*
- *Regional Official Plan*
- *Official Plan (2014)*
- *Zoning By-law 2019-051*