

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Board of Variance Meeting

July 6, 2022, 2:00 p.m.

Video Conference

Voting Members: B. Casidy (*Chair*)
D. Siemens
R. Shaw

Staff: A. Lucas, Director of Planning & Development
C. O'Byrne, Manager of Planning
A. Dominelli, Senior Development Services Technician

Guests: Applicant 1 – 11645 195a Street

Recording Clerk: T. McCaw, Committee Clerk II

1. **CALL TO ORDER**

As their first order of business, the Board considered appointment of a new Chair and Vice Chair.

It was **MOVED** and **SECONDED** THAT the Board of Variance:

- A. Nominate Bryce Casidy as the Chair for 2022; and
- B. Nominate Randy Shaw as the Vice-Chair for 2022.

CARRIED.

As the new Chair, B. Casidy called the meeting to order at 2:06 PM and acknowledged that the meeting was held on the traditional territory of the ᑭᓴᓴᑦ (Katzie) First Nation.

2. **LATE ITEMS**

None.

3. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** THAT the Agenda for the July 6, 2022 Board of Variance be approved as amended.

CARRIED.

4. ADOPTION OF MINUTES

It was **MOVED** and **SECONDED** THAT the Minutes of the July 7, 2021 Board of Variance meeting be approved.

CARRIED.

5. NEW BUSINESS

5.1 Nomination of Chair & Vice Chair for 2022

This item was addressed at the beginning of the meeting.

5.2 Roundtable of Introductions

The Board participated in a roundtable of introductions of Staff and Board members.

5.3 Roles & Responsibilities of a Committee Member

T. McCaw, Committee Clerk II, provided a brief summary of the duties and responsibilities of the City's Board of Variance members, including a PowerPoint presentation which forms part of the original minutes as **Attachment 1**.

Some of the highlights included:

- The review of expectations for members such as preparing for meetings, participating in voting and engaging with fellow members in an honest and respectful manner; and
- It was recommended that everyone reads and reviews the Committee Training Manual and Training Videos which can be found at:
<https://www.pittmeadows.ca/city-hall/committees/committee-orientation-and-training-resources>.

5.4 Board of Variance Application - 11645 195A Street

A. Dominelli, Senior Development Services Technician, provided a PowerPoint presentation on an application the City received for an addition to a single family dwelling at 11645 195A St, to permit construction of a balcony with a heated storage room underneath, on an existing foundation. The presentation forms part of the minutes as **Attachment 2**.

Some of the questions and comments from the Board of Variance members to the Applicant included:

- The question was raised whether the proposed building area will be over the concrete slab below or if there will be any expansion (*Staff confirmed that the existing foundation will need to be evaluated to support this new structure which may need some shoring; however, the intention is to not expand the existing foundation*);
- The question was raised whether the sprinkler bylaw would impact the new addition (*Staff confirmed if the value of the addition is more than 25% of the assessed value of the home, sprinklers would be required which would be determined at the building permit stage*); and
- Concerns were raised around the close proximity of the addition to the fence of the neighboring properties in the event of a fire (*Staff confirmed that the City's Building Inspector reviews these application and determines if there are any fire code comments or concerns and the Fire Department typically is not involved in single family dwelling applications*).

** The Applicant was placed in the virtual waiting room at 2:30 p.m. while the Board of Variance members deliberated.*

The Board then deliberated on the matter.

It was **MOVED** and **SECONDED** THAT the Board of Variance:

Approves the following setback variances for construction of an addition at 11645 195A St:

- A. Zoning Bylaw No. 2505, 2011 section 10.2.6 a) is varied to reduce the rear lot line setback from 7.5 m to 4.46 m; and
- B. Zoning Bylaw No. 2505, 2011 section 4.4 d) is varied to permit a second storey balcony to project into the rear yard.

CARRIED

** The Applicant rejoined the meeting at 2:35 p.m.*

The Board informed the Applicant that the variance application had been approved.

6. ROUNDTABLE

The Board participated in a roundtable of discussions. No motions or recommendations were put forward.

7. ADJOURNMENT

The meeting was adjourned at 2:40 p.m.

*The next **Board of Variance** Meeting is tentatively scheduled for **August 3, 2022** at 2:00 p.m.*

Certified as correct:

Tatiana McCaw, Committee Clerk II