

*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

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### 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 ȩicǎy (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:**

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Tatiana McCaw, Committee Clerk II

# Board of Variance

Welcome!



## Board of Variance - Summary

- Statutory committee prescribed by legislation
- 3 members (*based on the population of our city*) for a 3 year term
- City Bylaw establishes the procedures and mandate
- Recommended by the CAO and appointed by city Council
- Decision making powers on minor variances



# Committee Members

## Responsibilities:

- Unlike other City committees, the BoV has an appointed member Chair their meetings
- Prepare for and attend meetings
- Let Committee Clerk know if you can't attend
- Vote and make decisions on presented minor variances
- Engage in honest and respectful dialogue at all times
- Follow City policies



# Variance Appeal Summary

- Attached in each agenda
- New record keeping tool for members and the City
- Staff will include completed checklists into minutes
- Developed to assist and support decisions of the Board.

City of  
**Pitt Meadows**  
THE Natural PLACE

**VARIANCE APPEAL SUMMARY**

Board Member Name: \_\_\_\_\_  
Appeal Address: \_\_\_\_\_

VARIANCE	
<input type="checkbox"/>	NO HARDSHIP HAS BEEN IDENTIFIED (no need to continue)
PLEASE IDENTIFY THE HARDSHIP:	
<input type="checkbox"/>	Physical site characteristics (GMA Guidelinebook p. 29)
<input type="checkbox"/>	Physical characteristics of abutting site (GMA Guidelinebook p. 29)
<input type="checkbox"/>	Personal characteristics of applicant (does not include financial hardship) (GMA Guidelinebook p. 29)
APPROVAL:	
<input type="checkbox"/>	Variance Approved (hardship must be present)
REASON FOR DENIAL (if hardship found):	
<input type="checkbox"/>	Not a minor variance (GMA Guidelinebook p. 33-35)
<input type="checkbox"/>	Inappropriate development of the site (GMA Guidelinebook p. 29)
<input type="checkbox"/>	Adverse effect on the natural environment (GMA Guidelinebook p. 29)
<input type="checkbox"/>	Substantial effect on the use and enjoyment of adjacent land (GMA Guidelinebook p. 29)
<input type="checkbox"/>	Defect of the intent of the bylaw (GMA Guidelinebook p. 24 - planning comment)
Other: _____	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Training Materials

[pittmeadows.ca/city-hall/committees](http://pittmeadows.ca/city-hall/committees)

You'll find:

- LGMA Training manual
- City Committee Policy & Board of Variance Bylaw. No 2861, 2020
- Training videos



# Privacy Protection

We are each responsible for the protection of personal information.

Only use and disclose personal information for the reason for which it was provided.



Questions?



# 11645 195A St

Board of Variance July 6, 2022



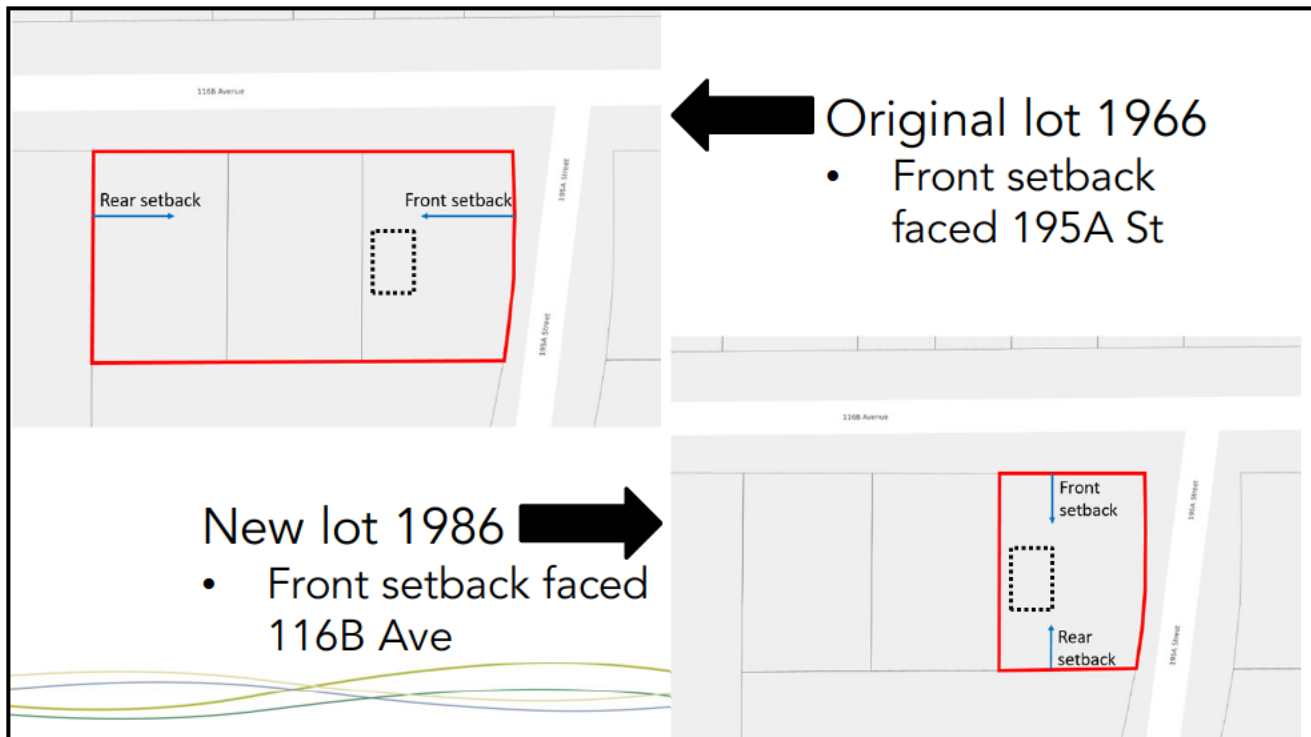
## 11645 195A St

- Property size: 685 m<sup>2</sup> (7,373 ft<sup>2</sup>)
- Constructed 1966
- House size: 182 m<sup>2</sup> (1,959 ft<sup>2</sup>)
- Addition built 1979
  - Removed prior to 2009
  - Foundation and foundation wall remain



# Lot Configuration

- Property was larger when home built in 1966
- Subdivided in 1986 into 3 lots





# Proposal

- New deck with heated storage area below
  - 42.8 m<sup>2</sup> (461 ft<sup>2</sup>)
  - Use existing foundation from old addition

Zoning Bylaw Section	Required	Proposed	Variance Amount
10.2.6 a) minimum setback to rear property line	7.5 m	4.46 m	3.04 m
4.4 d) no second storey balcony projecting into rear yard	None	4.46 m	4.46 m

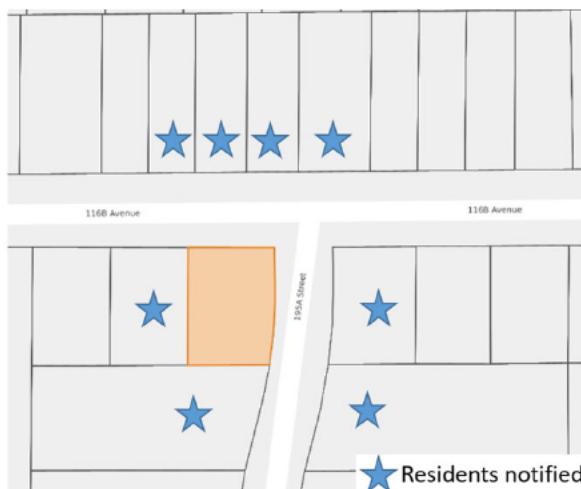


# Intent of Regulations

- Preserve back yard space
- Privacy for adjacent neighbours



# Neighbours Notified



## Recommendation: THAT the Board of Variance:

- A. Approves the following setback variances for construction of an addition at 11645 195A St:
- 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
  - Zoning Bylaw No. 2505, 2011 section 4.4 d) i. is varied to permit a second storey balcony to project into the rear yard; OR
- B. Other.



## Livestreaming Paused

- The livestreaming of the Board of Variance meeting has been paused while the members deliberate.
- Thank you for your patience.
- We will resume shortly...





**VARIANCE APPEAL SUMMARY**

Board Member Name: Bryce Casidy

Appeal Address: 11645 195A Street

VARIANCE	
<input type="checkbox"/>	<b>NO HARDSHIP HAS BEEN IDENTIFIED</b> <i>(no need to continue)</i>
PLEASE IDENTIFY THE HARDSHIP:	
<input checked="" type="checkbox"/>	Physical site characteristics <i>(LMGA Guidebook p. 29)</i>
<input type="checkbox"/>	Physical characteristics of abutting site <i>(LMGA Guidebook p. 29)</i>
<input type="checkbox"/>	Personal characteristics of applicant <i>(cannot include financial hardship)</i> <i>(LGMA Guidebook p. 29)</i>
APPROVAL:	
<input checked="" type="checkbox"/>	Variance Approved <i>(hardship must be present)</i>
REASON FOR DENIAL <i>(if hardship found):</i>	
<input type="checkbox"/>	Not a minor variance <i>(LGMA Guidebook p. 33-35)</i>
<input type="checkbox"/>	Inappropriate development of the site <i>(LGMA Guidebook p. 20)</i>
<input type="checkbox"/>	Adverse effect on the natural environment <i>(LGMA Guidebook p. 21)</i>
<input type="checkbox"/>	Substantial effect on the use and enjoyment of adjacent land <i>(LGMA Guidebook p. 21)</i>
<input type="checkbox"/>	Defeat of the intent of the bylaw <i>(LGMA Guidebook p. 24 + planning comments)</i>
Other: _____ _____ _____ _____	

FOIPPA s. 22

7/6/2022

Signature

Date

 City of  
**Pitt Meadows**  
THE *Natural* PLACE  
**VARIANCE APPEAL SUMMARY**

Board Member Name: DIANE STEINER

Appeal Address: 11645 195A STREET

**VARIANCE**

☐ **NO HARDSHIP HAS BEEN IDENTIFIED** (*no need to continue*)

**PLEASE IDENTIFY THE HARDSHIP:**

- ☒ Physical site characteristics (LGMA Guidebook p. 29)
- ☐ Physical characteristics of abutting site (LGMA Guidebook p. 29)
- ☐ Personal characteristics of applicant (*cannot include financial hardship*) (LGMA Guidebook p. 29)

**APPROVAL:**

☒ Variance Approved (*hardship must be present*)

**REASON FOR DENIAL (*if hardship found*):**

- ☐ Not a minor variance (LGMA Guidebook p. 33-35)
- ☐ Inappropriate development of the site (LGMA Guidebook p. 20)
- ☐ Adverse effect on the natural environment (LGMA Guidebook p. 21)
- ☐ Substantial effect on the use and enjoyment of adjacent land (LGMA Guidebook p. 21)
- ☐ Defeat of the intent of the bylaw (LGMA Guidebook p. 24 + planning comments)

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOIPPA s. 22

Signature

Date

July 12/22

 City of  
**Pitt Meadows**  
THE *Natural* PLACE  
**VARIANCE APPEAL SUMMARY**

Board Member Name: RANDY SHAW

Appeal Address: 11645 195A Street

VARIANCE	
<input checked="" type="checkbox"/>	<b>NO HARDSHIP HAS BEEN IDENTIFIED</b> <i>(no need to continue)</i>
<b>PLEASE IDENTIFY THE HARDSHIP:</b>	
<input type="checkbox"/>	Physical site characteristics (LMGA Guidebook p. 29)
<input type="checkbox"/>	Physical characteristics of abutting site (LMGA Guidebook p. 29)
<input type="checkbox"/>	Personal characteristics of applicant <i>(cannot include financial hardship)</i> (LGMA Guidebook p. 29)
<b>APPROVAL:</b>	
<input type="checkbox"/>	Variance Approved <i>(hardship must be present)</i>
<b>REASON FOR DENIAL (if hardship found):</b>	
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<input type="checkbox"/>	Substantial effect on the use and enjoyment of adjacent land (LGMA Guidebook p. 21)
<input type="checkbox"/>	Defeat of the intent of the bylaw (LGMA Guidebook p. 24 + planning comments)
Other: _____ _____ _____ _____	

FOIPPA s. 22



Signature

JULY, 26, 2022

Date