



MINUTES of the **Board of Variance** Meeting held on Wednesday, December 2, 2020 at 2:00 p.m. via video conference.

PRESENT:

Voting Members: Maureen Robertson (Chair)
Stacey Loyer
Lee Lukiw

Staff: K. Barchard, Corporate Officer
A. Berry, Director of Planning and Development
A. Dominelli, Development Services Technician
A. Wallace, Manager Community Development

Guests: Applicant 1

Recording Clerk: T. McCaw, Committee Clerk II

1. CALL TO ORDER

The meeting was called to order at 2:06 p.m.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** THAT the agenda for the December 2, 2020 Board of Variance Meeting be approved.

CARRIED.

4. ADOPTION OF MINUTES

It was **MOVED** and **SECONDED** THAT the Minutes of the Board of Variance Meeting held on January 15, 2020 be adopted.

CARRIED.

5. NEW BUSINESS

(1) Introduction of the Variance Appeal Summary Checklist

A. Berry, Director of Planning and Development, introduced the new Appeal Summary Checklist that the Board of Variance members will begin using going forward. Highlights included:

- The checklist is a new record keeping tool for both members and the City;
- The checklist was developed in alignment with the LGMA guidebook;
- Staff will include all submitted checklists in the Variance file as a part of both the decision making & records management processes; and
- The checklist was developed to assist and support the decisions of the board.

(2) Board of Variance Application – 11850 Springdale Dr, Pitt Meadows, BC (FILE: 0360-20-2020-01)

A. Dominelli, Development Services Technician, presented a variance application received for a sunroom addition to a single family dwelling at 1850 Springdale Drive, including a PowerPoint presentation which is included in the minutes as **Attachment 1**. Highlights included:

- The property is under 3500 sq. ft. with a varied rear setback;
- The Applicant is applying to add a 150 sq. ft. sunroom;
- Applicant has been working from home in response to COVID-19 and would like the opportunity to create a larger working space as this new office space will be utilized long term;
- The proposed addition would have minimal impact to neighboring properties;
- Significant support through detailed letters and signatures from neighboring residents; and
- Notice has been sent out to all surrounding property owners and no letters have been received back to the City in support or opposition in response to the Notice.

Questions and Comments from the Board of Variance members to the Applicant included:

- The intentions for the current trees on the lot (*The Applicant responded stating no trees will be removed in response to the building of this addition*).

**The Applicant was placed in the virtual waiting room at 2:18 p.m.*

Questions and Comments from the Board of Variance included:

- Whether the stairs on the south side of the property considered to be infringing on the setback? (*Staff responded with the stairs are not included in the setback*);
- There was significant support from all of the surrounding neighbours;
- The location of the proposed addition does not raise any concerns as it backs onto Butternut Lane and the driveway of neighbours to the East;

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

- A . Support the application to vary Sec 16.4.6 Siting a) ii. of Zoning Bylaw No. 2505, 2011 such that the principal building shall not be sited less than 2.4 m from a rear lot line for up to 71% of the lot width and 5.91 m for the remainder of the lot width, to permit a proposed sunroom as shown on the building plans by WestCAD Services Ltd., dated July 2020.

CARRIED.

** The Applicant re-joined the meeting at 2:25 p.m.*

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

** The applicant left the meeting at 2:27 p.m.*

(3) **2021 Committee Calendar**

A. Berry, Director of Planning and Development, presented the 2021 Committee Calendar for review.

(4) **New Board of Variance Bylaw No. 2861, 2020**

A. Berry, Director of Planning and Development, provided a brief update on Bylaw No. 2861, 2020. Highlights included:

- Revisions were made to allow for a more current and consistent language as the previous bylaw was adopted in 1992; and
- Staff noted that City notices are no longer placed in the local newspaper.

(5) **2021 Committee Recruitment**

A. Berry, Director of Planning and Development and K. Barchard, Corporate Officer, discussed 2021 recruitment. Highlights included:

- Application process will open February 2021; and
- Current members with expiring terms as of Dec. 31, 2020 have been asked to extend their membership until March 31, 2021 to allow for the Board's recruitment process to align with the City's annual recruitment process for other City committees.

(6) **Records Management and Privacy Protection Employee Agreement**

K. Barchard, Corporate Officer, provided a verbal overview of the City's Records Management and Privacy Protection Employee Agreement.

- City has been going through a review of the records management and privacy protection program over the last year;
- City has worked with a consultant to ensure we have a strong records management system;
- Vital records of the City and how decisions need to be captured in a way that has longevity and can easily be recalled in the future should we require; and
- The City is obligated to protect and maintain all private and personal information in conjunction with the Freedom of Information and Privacy Protection Act.

Board members were asked to read, sign and return the agreement to the Committee Clerk.

6. ROUND TABLE

The members of the Board of Variance participated in a brief round table discussion. Highlights included:

- The request was made to add a signature line to the bottom of the new Variance Appeal Summary Checklist; and
- The question was raised as to why there is a height variance between the new development on the South side of Hammond Road and the Morningside Development on the North Side (*Staff stated that the undeveloped lands on the South Side of Hammond Road are at a lower elevation; therefore, they needed to be raised in order to meet flood construction elevation requirements*).

7. ADJOURNMENT

It was **MOVED** and **SECONDED** THAT the meeting be adjourned at 2:45 p.m.

*The next **Board of Variance** Meeting is tentatively set for January 6, 2020 at 2:00 p.m.*