

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
BOARD OF VARIANCE HEARING MINUTES
MUNICIPAL HALL COUNCIL CHAMBER
AND VIA ELECTRONIC COMMUNICATION FACILITIES
WEDNESDAY, NOVEMBER 19, 2025**

BOARD MEMBERS: Chair L. Radage and Members D. Simmons and T. Webb.
Member R. Yaworsky attended the hearing via electronic communication facilities.
Absent: Member H. Naderi.

STAFF: P. Cuk, Board Secretary; N. Karimabadi, Supervisor, Residential Plans
Examiners; and M. Beattie, Legislative Services Clerk.

1. Call to Order

The hearing was called to order at 5 p.m.

2. Introduction

Staff introduced the Board Members and described the hearing procedure.

3. Confirmation of the Agenda

It was Moved and Seconded:

THAT the November 19, 2025 Board of Variance hearing agenda be approved
as circulated.

CARRIED

4. Adoption of the October 15, 2025 Minutes

Chair Radage referred to the minutes of the Board of Variance hearing held on
October 15, 2025.

It was Moved and Seconded:

THAT the October 15, 2025 Board of Variance hearing minutes be adopted as
circulated.

CARRIED

5. Time Limit of Board of Variance Orders

Chair Radage read out the following statement regarding Time Limit of Order
Approving a Variance and noted that the time limit applied to each application
approved by the Board:

Pursuant to section 542(3) of the *Local Government Act*, if a Board of Variance
orders that a minor variance be permitted from the requirements of the bylaw,
and the Order sets a time limit within which the construction of the building or

structure must be completed, and the construction is not completed within that time, the permission of the Board terminates and the bylaw applies. Further, if that construction is not substantially started within 2 years after the Order was made, or within a longer or shorter time period established by the Order, the permission of the Board terminates and the bylaw applies.

6. Application 25-031 (970 Sentinel Drive)

Staff confirmed the following requested variances regarding additions and alterations:

- a) 3.99 m to Combined Side Yard Setback (Roof Overhang)
- b) 1.9 m to Front Yard Setback (Addition)
- c) 3.8 m to Front Yard Setback (Roof Overhang)
- d) 7% (58.5 m²) to Floor Area Ratio.

Staff informed of written submissions received for this application prior to the Board of Variance hearing.

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
SJ Construction	November 18, 2025	1

Staff provided permit history of the subject property.

M. MacCaull (representing the owner of 970 Sentinel Drive) described the variance application for additions and alterations. Staff and M. MacCaull responded to Board members' questions.

Chair Radage queried whether anyone else had signed up to address the Board regarding the subject application. Staff informed that no one else had signed up to address the Board regarding the subject application.

Members of the Board considered:

- All of the submissions;
- Whether the application was for a minor variance that did not
 - result in inappropriate development of the site
 - adversely affect the natural environment
 - substantially affect the use and enjoyment of adjacent land
 - vary permitted uses and densities under the applicable bylaw; or
 - defeat the intent of the bylaw; and
- Whether compliance with the bylaw would cause the applicant undue hardship.

Having read the application dated October 20, 2025, including the applicant's letter, plans and all other related documents, and having read the statutory Notice of Hearing for the subject application, and having inspected and/or viewed images of the subject site, and having heard the submission of M. MacCaull:

It was Moved and Seconded:

THAT the Board finds that undue hardship would be caused to the applicant by compliance with Zoning Bylaw No. 4662, 2010 (as amended) and orders that Application 25-031 regarding additions and alterations at 970 Sentinel Drive with variances of:

- 3.99 m to Combined Side Yard Setback (Roof Overhang)
- 1.9 m to Front Yard Setback (Addition)
- 3.8 m to Front Yard Setback (Roof Overhang)
- 7% (58.5 m²) to Floor Area Ratio

BE ALLOWED pursuant to the plans dated October 6, 10, and 21, 2025 submitted with the application; AND THAT if construction is not substantially started within 2 years of the issuance of the Order, the permission terminates and the Zoning Bylaw applies.

CARRIED

7. Application 25-032 (950 King Georges Way)

Staff confirmed the following requested variances regarding a private power pole (accessory structure):

- a) 0.46 m to Rear Yard Setback
- b) 1.48 m to Accessory Structure Height.

Staff informed that no written submissions were received for this application prior to the Board of Variance hearing.

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
None.		

Staff provided permit history of the subject property.

Staff informed that neither the applicant nor the subject property owners were in attendance. With the consent of the Board, Chair Radage varied the agenda to consider Item 8 before completing consideration of Item 7 in order to give the applicant and/or owners more time to attend the hearing.

8. Application 25-033 (3028 Procter Avenue)

Staff confirmed the following requested variance regarding a crawlspace conversion to full height basement:

- a) 11% (110.3 m²) to Floor Area Ratio.

Staff informed that no written submissions were received for this application prior to the Board of Variance hearing.

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
None.		

Staff provided permit history of the subject property.

J. Kerensky (representing the owner of 3028 Procter Avenue) described the variance application for a crawlspace conversion to full height basement. Staff and J. Kerensky responded to Board members' questions.

Chair Radage queried whether anyone else had signed up to address the Board regarding the subject application. Staff informed that no one else had signed up to address the Board regarding the subject application.

Staff responded to a Board member's questions.

Members of the Board considered:

- All of the submissions;
- Whether the application was for a minor variance that did not
 - result in inappropriate development of the site
 - adversely affect the natural environment
 - substantially affect the use and enjoyment of adjacent land
 - vary permitted uses and densities under the applicable bylaw; or
 - defeat the intent of the bylaw; and
- Whether compliance with the bylaw would cause the applicant undue hardship.

Having read the application dated October 21, 2025, including the applicant's letter, plans and all other related documents, and having read the statutory Notice of Hearing for the subject application, and having inspected and/or viewed images of the subject site, and having heard the submission of J. Kerensky:

It was Moved and Seconded:

THAT the Board finds that undue hardship would be caused to the applicant by compliance with Zoning Bylaw No. 4662, 2010 (as amended) and orders that Application 25-033 regarding a crawlspace conversion to full height basement at 3028 Procter Avenue with a variance of:

- 11% (110.3 m²) to Floor Area Ratio
- BE ALLOWED pursuant to the plans dated October 20, 2025 submitted with the application; AND THAT if construction is not substantially started within 2 years

of the issuance of the Order, the permission terminates and the Zoning Bylaw applies.

CARRIED

7. Application 25-032 (950 King Georges Way)

Following consideration of Item 8, the Board continued consideration of Item 7. Staff informed that neither the applicant nor the subject property owners were in attendance.

Chair Radage queried whether anyone had signed up to address the Board regarding the subject application. Staff informed that no one had signed up to address the Board regarding the subject application.

Members of the Board considered:

- All of the submissions;
- Whether the application was for a minor variance that did not
 - result in inappropriate development of the site
 - adversely affect the natural environment
 - substantially affect the use and enjoyment of adjacent land
 - vary permitted uses and densities under the applicable bylaw; or
 - defeat the intent of the bylaw; and
- Whether compliance with the bylaw would cause the applicant undue hardship.

Having read the application dated October 21, 2025, including the applicant's letter, plans and all other related documents, and having read the statutory Notice of Hearing for the subject application, and having inspected and/or viewed images of the subject site:

It was Moved and Seconded:

THAT the Board finds that undue hardship would be caused to the applicant by compliance with Zoning Bylaw No. 4662, 2010 (as amended) and orders that Application 25-032 regarding a private power pole (accessory structure) at 950 King Georges War with variances of:

- 0.46 m to Rear Yard Setback
- 1.48 m to Accessory Structure Height

BE ALLOWED pursuant to the plans dated September 16, 2025 submitted with the application; AND THAT if construction is not substantially started within 2 years of the issuance of the Order, the permission terminates and the Zoning Bylaw applies.

CARRIED

9. Receipt of Written and Oral Submissions

It was Moved and Seconded:

THAT all written and oral submissions regarding the following Board of Variance Applications:

- Application 25-031 (970 Sentinel Drive);
- Application 25-032 (950 King Georges Way);
- Application 25-033 (3028 Procter Avenue);

up to and including November 19, 2025, be received.

CARRIED

10. Public Question Period

There were no questions.

11. Proposed 2026 Board of Variance Hearing Schedule

It was Moved and Seconded:

THAT the proposed 2026 Board of Variance Hearing Schedule be adopted.

CARRIED

12. Next Hearing

Staff confirmed that the next hearing of the Board of Variance is scheduled for January 21, 2026 at 5 p.m.

13. Adjournment

It was Moved and Seconded:

THAT the November 19, 2025 Board of Variance hearing be adjourned.

CARRIED

The Board of Variance hearing adjourned at 5:49 p.m.

Certified Correct:

[Original signed by Chair]
CHAIR

[Original signed by Secretary]
SECRETARY