Pursuant to the *Freedom of Information and Protection of Privacy Act*, names, addresses, contact information and other personal information of individuals who write to the Board are protected from disclosure and must not be disclosed during the hearing.

The Corporation of the District of West Vancouver

Board of Variance Hearing Agenda

May 20, 2026
5 p.m. in the Municipal Hall Council Chamber
and via electronic communication facilities

Members of the public may hear, or watch and hear, the hearing by attending the Municipal Hall Council Chamber, or via electronic communication facilities through the link provided on the District's Board of Variance webpage.

1. Call to Order

The Board of Variance hearing will be called to order.

2. Introduction

The Board of Variance hearing procedure will be described.

3. Confirmation of Agenda

RECOMMENDATION:

THAT the May 20, 2026 Board of Variance hearing agenda be approved as circulated.

4. Adoption of Minutes

RECOMMENDATION:

THAT the April 15, 2026 Board of Variance hearing minutes be adopted as circulated.

5. Time Limit of Board of Variance Orders

The Chair will describe the time limit of orders approving a variance.

6. Application 26-014 (1271 Fulton Avenue) regarding a detached garage (accessory building) with the following variance:

a) 0.23 m to Accessory Building Height.

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
None to date.		

The Chair will request that the applicant or applicant's representative describe the application.

The Chair will call for public input.

Following conclusion of public input, and the Board's debate, the Board will consider the following motions.

RECOMMENDATION:

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 26-014 regarding a detached garage (accessory building) at 1271 Fulton Avenue with a variance of:

- 0.23 m to Accessory Building Height

BE ALLOWED pursuant to the plans dated April 7 and 14, 2026 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.

OR

RECOMMENDATION:

THAT the Board finds that undue hardship would not be caused to the applicant by compliance with Zoning Bylaw No. 4662, 2010 (as amended) and orders that Application 26-014 regarding a detached garage (accessory building) at 1271 Fulton Avenue with a variance of:

- 0.23 m to Accessory Building Height

BE NOT ALLOWED pursuant to the plans dated April 7 and 14, 2026 submitted with the application.

OR

RECOMMENDATION:

THAT the Board defers further consideration of Application 26-014 (1271 Fulton Avenue) to the next Board of Variance hearing.

7. Application 26-015 (1340 23rd Street) regarding a private power pole (accessory structure) with the following variances:

a) 6.08 m to Front Yard Setback
b) 1.44 m to Minimum Side Yard Setback
c) 2.55 m to Accessory Structure Height.

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
None to date.		

The Chair will request that the applicant or applicant's representative describe the application.

The Chair will call for public input.

Following conclusion of public input, and the Board's debate, the Board will consider the following motions.

RECOMMENDATION:

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 26-015 regarding a private power pole (accessory structure) at 1340 23rd Street with variances of:

- 6.08 m to Front Yard Setback
- 1.44 m to Minimum Side Yard Setback
- 2.55 m to Accessory Structure Height

BE ALLOWED pursuant to the plans dated April 8, 2026 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.

OR

RECOMMENDATION:

THAT the Board finds that undue hardship would not be caused to the applicant by compliance with Zoning Bylaw No. 4662, 2010 (as amended) and orders that Application 26-015 regarding a private power pole (accessory structure) at 1340 23rd Street with variances of:

- 6.08 m to Front Yard Setback
- 1.44 m to Minimum Side Yard Setback
- 2.55 m to Accessory Structure Height

BE NOT ALLOWED pursuant to the plans dated April 8, 2026 submitted with the application.

OR

RECOMMENDATION:

THAT the Board defers further consideration of Application 26-015 (1340 23rd Street) to the next Board of Variance hearing.

8. Application 26-016 (3357 Marine Drive) regarding an electrical meter (accessory structure) with the following variances:

a) 5.69 m to Front Yard Setback
b) 1.24 m to Minimum Side Yard Setback.

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
None to date.		

The Chair will request that the applicant or applicant's representative describe the application.

The Chair will call for public input.

Following conclusion of public input, and the Board's debate, the Board will consider the following motions.

RECOMMENDATION:

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 26-016 regarding an electrical meter (accessory structure) at 3357 Marine Drive with variances of:

- 5.69 m to Front Yard Setback
- 1.24 m to Minimum Side Yard Setback

BE ALLOWED pursuant to the plans dated April 16, 2026 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.

OR

RECOMMENDATION:

THAT the Board finds that undue hardship would not be caused to the applicant by compliance with Zoning Bylaw No. 4662, 2010 (as amended) and orders that Application 26-016 regarding an electrical meter (accessory structure) at 3357 Marine Drive with variances of:

- 5.69 m to Front Yard Setback
- 1.24 m to Minimum Side Yard Setback

BE NOT ALLOWED pursuant to the plans dated April 16, 2026 submitted with the application.

OR

RECOMMENDATION:

THAT the Board defers further consideration of Application 26-016 (3357 Marine Drive) to the next Board of Variance hearing.

9. Application 26-017 (3540 Creery Avenue) regarding repairs (building height) with the following variance:

a) 0.27 m to Building Height.

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
None to date.		

The Chair will request that the applicant or applicant's representative describe the application.

The Chair will call for public input.

Following conclusion of public input, and the Board's debate, the Board will consider the following motions.

RECOMMENDATION:

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 26-017 regarding repairs (building height) at 3540 Creery Avenue with a variance of:

- 0.27 m to Building Height

BE ALLOWED pursuant to the plans dated April 1, 2026 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.

OR

RECOMMENDATION:

THAT the Board finds that undue hardship would not be caused to the applicant by compliance with Zoning Bylaw No. 4662, 2010 (as amended) and orders that Application 26-017 regarding repairs (building height) at 3540 Creery Avenue with a variance of:

- 0.27 m to Building Height

BE NOT ALLOWED pursuant to the plans dated April 1, 2026 submitted with the application.

OR

RECOMMENDATION:

THAT the Board defers further consideration of Application 26-017 (3540 Creery Avenue) to the next Board of Variance hearing.

10. Application 26-018 (465 Hillcrest Street) regarding a Hydro meter base mounted on concrete pillar (accessory structure) with the following variances:

a) 8.90 m to Front Yard Setback (Concrete Pillar)
b) 9.04 m to Front Yard Setback for (Hydro Meter Base).

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
None to date.		

The Chair will request that the applicant or applicant's representative describe the application.

The Chair will call for public input.

Following conclusion of public input, and the Board's debate, the Board will consider the following motions.

RECOMMENDATION:

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 26-018 regarding a Hydro meter base mounted on concrete pillar (accessory structure) at 465 Hillcrest Street with variances of:

- 8.90 m to Front Yard Setback (Concrete Pillar)
- 9.04 m to Front Yard Setback for (Hydro Meter Base)

BE ALLOWED pursuant to the plans dated April 9 and 22, 2026 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.

OR

RECOMMENDATION:

THAT the Board finds that undue hardship would not be caused to the applicant by compliance with Zoning Bylaw No. 4662, 2010 (as amended) and orders that Application 26-018 regarding a Hydro meter base mounted on concrete pillar (accessory structure) at 465 Hillcrest Street with variances of:

- 8.90 m to Front Yard Setback (Concrete Pillar)
- 9.04 m to Front Yard Setback for (Hydro Meter Base)

BE NOT ALLOWED pursuant to the plans dated April 9 and 22, 2026 submitted with the application.

OR

RECOMMENDATION:

THAT the Board defers further consideration of Application 26-018 (465 Hillcrest Street) to the next Board of Variance hearing.

11. Receipt of Oral and Written Submissions

RECOMMENDATION:

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

- Application 26-014 (1271 Fulton Avenue)
- Application 26-015 (1340 23rd Street)
- Application 26-016 (3357 Marine Drive)
- Application 26-017 (3540 Creery Avenue)
- Application 26-018 (465 Hillcrest Street)

up to and including May 20, 2026 be received.

12. Public Question Period (Regarding process and/or disposition only)

13. Next Hearing

The next Board of Variance hearing is scheduled for June 17, 2026.

14. Adjournment

RECOMMENDATION:

THAT the May 20, 2026 Board of Variance hearing be adjourned.

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THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
BOARD OF VARIANCE HEARING MINUTES
MUNICIPAL HALL COUNCIL CHAMBER
AND VIA ELECTRONIC COMMUNICATION FACILITIES
WEDNESDAY, APRIL 15, 2026

BOARD MEMBERS: Acting Chair R. Yaworsky and Members H. Naderi, D. Simmons, and T. Webb. Absent: Chair L. Radage.

STAFF: P. Cuk, Board Secretary; T. Yee, Building Inspector; and M. Suddaby, 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

Acting Chair Yaworsky referred to the April 15, 2026 Board of Variance hearing agenda.

It was Moved and Seconded:

THAT the April 15, 2026 Board of Variance hearing agenda be approved as circulated.

CARRIED

4. Adoption of the March 18, 2026 Minutes

Acting Chair Yaworsky referred to the minutes of the Board of Variance hearing held on March 18, 2026.

It was Moved and Seconded:

THAT the March 18, 2026 Board of Variance hearing minutes be adopted as circulated.

CARRIED

5. Time Limit of Board of Variance Orders

Acting Chair Yaworsky 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 26-011 (1348 Mathers Avenue)

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

a) 6.70 m to Front Yard Setback
b) 1.36 m to Minimum Side Yard Setback
c) 2.40 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.

S. Mohammadi (Vela Homes, representing the owner of 1348 Mathers Avenue) described the variance application for a private power pole (accessory structure) and responded to Board members' questions.

Acting Chair Yaworsky 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 March 16, 2026, 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 S. Mohammadi:

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 26-011 regarding a private power (accessory structure) at 1348 Mathers Avenue with variances of:

- 6.70 m to Front Yard Setback
- 1.36 m to Minimum Side Yard Setback
- 2.40 m to Accessory Structure Height

BE ALLOWED pursuant to the plans dated March 2, 2026 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 26-012 (1925 Russet Way)

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

a) 8.20 m to Front Yard Setback
b) 1.54 m to Minimum Side Yard Setback
c) 2.40 m to Accessory Structure Height.

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

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
Redacted	April 10, 2026	1
Redacted	April 10, 2026	2
Redacted	April 10, 2026	3
Redacted	April 12, 2026	4
Redacted	April 10, 2026	5

Staff provided permit history of the subject property and responded to a Board member's question.

S. Mohammadi (Vela Homes, representing the owner of 1925 Russet Way) described the variance application for a private power pole (accessory structure) and responded to Board members' questions.

Acting Chair Yaworsky 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 March 17, 2026, 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 S. Mohammadi:

It was Moved and Seconded:

THAT the Board finds that undue hardship would not be caused to the applicant by compliance with Zoning Bylaw No. 4662, 2010 (as amended) and orders that Application 26-012 regarding a private power pole (accessory structure) at 1925 Russet Way with variances of:

- 8.20 m to Front Yard Setback
- 1.54 m to Minimum Side Yard Setback
- 2.40 m to Accessory Structure Height

BE NOT ALLOWED pursuant to the plans dated March 2, 2026 submitted with the application.

CARRIED

8. Application 26-013 (1217 Keith Road)

Staff confirmed the following requested variances regarding an emergency generator:

a) 3.66 m to Front Yard Setback
b) 0.12 m to Minimum Side Yard Setback.

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 and responded to a Board member's question.

D. Clement (1217 Keith Road) described the variance application for an emergency generator and responded to Board members' questions.

Acting Chair Yaworsky 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 March 17, 2026, 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 D. Clement:

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 26-013 regarding an emergency generator at 1217 Keith Road with variances of:

- 3.66 m to Front Yard Setback
- 0.12 m to Minimum Side Yard Setback

BE ALLOWED pursuant to the plans dated March 13, 2026 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 26-011 (1348 Mathers Avenue);
- Application 26-012 (1925 Russet Way);
- Application 26-013 (1217 Keith Road);

up to and including April 15, 2026, be received.

CARRIED

10. Public Question Period

There were no questions.

11. Next Hearing

Staff confirmed that the next hearing of the Board of Variance is scheduled for May 20, 2026 at 5 p.m.

12. Adjournment

It was Moved and Seconded:

THAT the April 15, 2026 Board of Variance hearing be adjourned.

CARRIED

The Board of Variance hearing adjourned at 5:29 p.m.

Certified Correct:

R. Yaworsky, Acting Chair

P. Cuk, Secretary

District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
t: 604-925-7004 f: 604-925-7006

6.
26-014

NOTICE OF BOARD OF VARIANCE HEARING

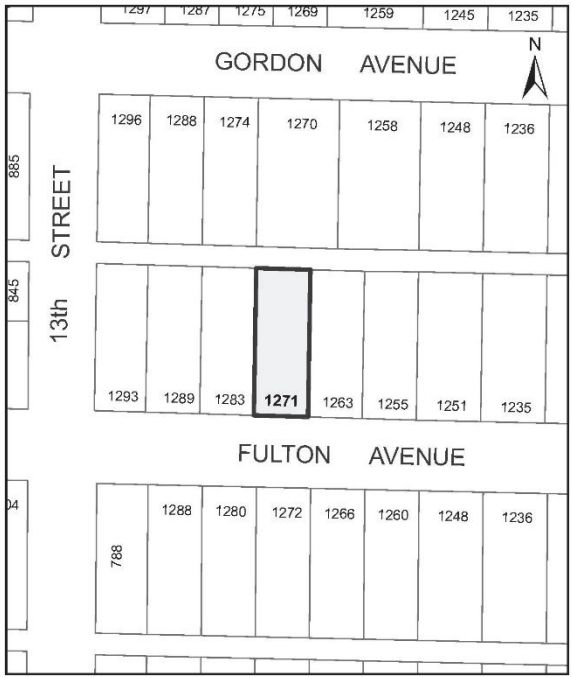
Subject property: **1271 Fulton Avenue**

A Board of Variance hearing will be held on:

Wednesday, May 20, 2026 at 5 p.m. in the Municipal Hall Council Chamber and via electronic communication facilities

The following variance for a detached garage (accessory building) at 1271 Fulton Avenue will be considered:

	Bylaw Requirement	Proposed	Variance
Accessory Building Height	3.70 m	3.93 m	0.23 m



To view plans, permit and variance information contact Permits & Inspections at 604-925-7040.

To view documents and written submissions, or to enquire about hearing procedures or results contact Legislative Services at 604-925-7004.

Representations regarding the requested variances may be made, and written submissions read, to the Board of Variance during the hearing on the date, time, and place shown above. Members of the public may hear, or watch and hear, the hearing by attending the Municipal Hall Council Chamber or via electronic communication facilities through the link provided on the District's Board of Variance web page. To register to make representations to the Board of Variance via electronic communication facilities please phone 604-925-7004 between 8 a.m. and 4 p.m. on the scheduled hearing date.

Prior to the hearing, written submissions may be:

- mailed to the Board of Variance, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3;
- emailed to the Board of Variance at boardofvariance@westvancouver.ca; or
- addressed to the Board of Variance and placed in the drop box located at the entrance of Municipal Hall.

Please provide written submissions no later than noon on May 20, 2026 to ensure their availability to the Board for the hearing.
Technical issues may affect receipt of electronic submissions; persons relying on this means of transmittal do so at their own risk.

Written submissions received for the hearing will be included in the public information package for the Board's consideration and for the public record.

To view the agenda package for the hearing please visit https://westvancouver.ca/government-administration/committees-groups/board-variance

westvancouver

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The Corporation of the District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
Permits and Inspections Department: 604-925-7242 || Fax: 604-925-7234 || westvancouver.ca

26-014

Board of Variance Application Form

Subject Property *(please print clearly)*

Address: 1271 Fulton Avenue , West Vancouver

Applicant *(please print clearly)*

Name(s): Kaveh Goldan - Goldcon Construction LTD. **Phone #:** s. 22(1)

Mailing Address: #394 - 901 West 3rd Street, North Vancouver, BC **Cell #:**

Email Address: s. 22(1) **Fax #:**

Interest of Applicant: s. 22(1)

(Note: If the registered property owner is not the applicant then the authorization form must be completed by the registered property owner)

Registered Owner *(please print clearly)*

Name(s): s. 22(1) **Phone #:** s. 22(1)

Mailing Address: s. 22(1) **Cell #:**

Email Address: **Fax #:**

Completed Application Must Include

☑ **A letter (signed original) describing:**

a) The proposed construction;

b) The requested variance(s); and

c) Hardship (pursuant to s.540 of the *Local Government Act* the applicant must demonstrate that hardship would be caused by compliance with the Zoning Bylaw)

☑ **Authorization of Registered Owners Form** (if this application is made by some but not all of the registered owners, or persons other than the registered owner(s), written authority for the applicant to apply to the Board of Variance on behalf of all registered owner(s) is required. Complete the attached form. For corporate ownership, a Corporate Search must be submitted showing proof of signing authority).

☑ **$880 fee**

Note: a copy of this application (redacted as necessary) and supporting documents will be available to the public and will be placed in the public agenda binder for the Board of Variance Hearing.

s. 22(1)

Applicant Signature

April 17, 2026

Date

Completed (signed original) applications must be received no later than the deadline date listed on the Board of Variance Deadline and Hearing Schedule (included in this application package). Incomplete applications will not be accepted.

Freedom of Information and Protection of Privacy Act Notification: The information on this form is collected under the general authority of the *Local Government Act* and Board of Variance Bylaw No. 4487, 2007. It is related directly to, required for and used by the District of West Vancouver to administer the Board of Variance application process. The access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* apply to the information collected on this form. Please contact the Manager, Records and Privacy, at 604-925-3497 if you have any questions.

Application forwarded to Legislative Services by: _____ Date: _____

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Re: 1271 Fulton Avenue, West Vancouver
Board of Variance Application

Dear Members of the Board,

We are applying for a minor variance to permit an accessory building (detached garage) height of 3.93 metres, where 3.7 metres is permitted under the Zoning Bylaw, representing a variance of 0.23 metres.

Strict compliance with the Zoning Bylaw would create undue hardship due to the specific site conditions. The property is accessed from a rear lane that is sloped and does not align with the natural grade of the site at the garage location. The required method of calculating average grade results in a garage elevation that sits noticeably below the adjacent lane.

As a result, complying with the permitted height would create impractical and constrained vehicle access into the garage, including increased slope at the entry and reduced clearance. This condition limits the functional use of the garage and is not reflective of typical or reasonable access conditions for a residential property.

The requested variance allows for a modest adjustment to the garage height so that it can better align with the elevation of the lane, improving safe and functional vehicle access. The variance is minor in nature and is directly tied to addressing the constraints created by the site topography and grade relationship.

The proposed increase in height is minimal and will not result in any adverse impacts. The garage remains consistent with the character of surrounding development, including neighbouring accessory buildings of similar height. There are no impacts to privacy, views, or the use and enjoyment of adjacent properties, and the proposal does not vary permitted use or density.

We respectfully request that the Board support this application.

Sincerely,

Kaveh Goldan

Goldcon Construction

Existing garage entry condition and grade difference

PERMITS & INSPECTIONS DEPARTMENT
750 17th Street West Vancouver BC V7V 3T3 westvancouver.ca/permits
t: 604-925-7040 f: 604-925-7234 e: permits@westvancouver.ca

April 17, 2026 File: **BP119943**

s. 22(1)

WEST VANCOUVER BC s. 22(1)

Dear Sir/Madam

RE: 1271 FULTON AVENUE – WEST VANCOUVER
BUILDING PERMIT APPLICATION – RS5 ZONE

The plans submitted with your application for a building permit at the above referenced address show that the proposed detached garage (accessory building) will not comply with the Zoning Bylaw because it does not maintain the required accessory building height.

- The Zoning Bylaw, Section 130.01(7)(b) requires that accessory building not exceed a height of 3.7 metres measured from the average grade as indicated in the table below:

	Bylaw	Proposed	Variance
Accessory Building Height for Garage	3.7 m	3.93 m	0.23 m

Comments:
- The proposed plans show the existing garage will be removed and a new garage will be constructed.

The Permits and Inspections Department is unable to issue a Building Permit unless you:

a) revise your plans to conform to the Zoning Bylaw; **or**
b) make application to the Board of Variance for relaxation of the Zoning Bylaw requirements by submitting a Board of Variance Application (application form enclosed) to the Permits & Inspections secretary. Your application, together with the $880 fee and required attachments, must be received by the Permits & Inspections secretary by 1:00 p.m. on **Wednesday April 22nd**. The next Board of Variance Hearing is scheduled for **Wednesday May 20th**. Confirmation of the date and time of the Board of Variance Hearing at which your application will be considered will be forwarded by mail; **or**
c) make application to the Planning Department for a Development Variance Permit (DVP) to be considered by Municipal Council, for a relaxation of the Zoning Bylaw requirements. Information regarding the Development Variance Permit Application

process may be obtained from the Planning Department at Municipal Hall (604-925-7055).

If you choose to make application to the Board of Variance, the Board at its Hearing, may order that a minor variance be permitted if it finds that undue hardship would be caused to the applicant if the Zoning Bylaw is complied with, and that the Board is of the opinion that the variance does not:

a) result in inappropriate development of the site,
b) adversely affect the natural environment,
c) substantially affect the use and enjoyment of adjacent land,
d) vary permitted uses and densities under the applicable bylaw, or
e) defeat the intent of the bylaw.

The Board of Variance members may visit the site as part of the variance consideration.

You and/or a representative should attend the Hearing to speak to your application and respond to any questions the Board may have.

Please do not hesitate to contact me at 604-921-3568 should you require any further information regarding this matter.

Thank you.

s. 22(1)

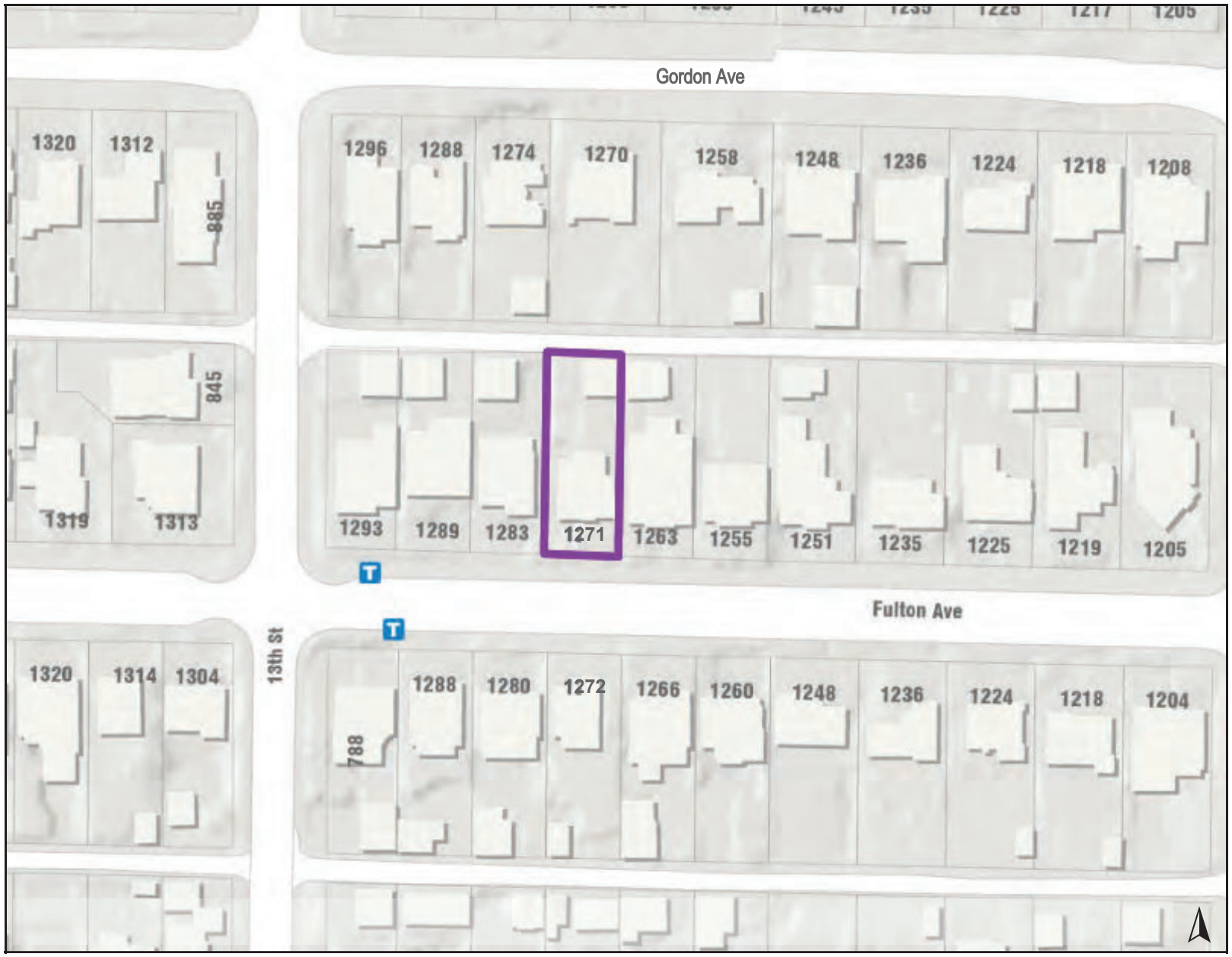
Amanda Procter
Plans Examiner
aprocter@westvancouver.ca

Enclosure

cc: Secretary, Board of Variance

west vancouver

26-014



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Notes

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

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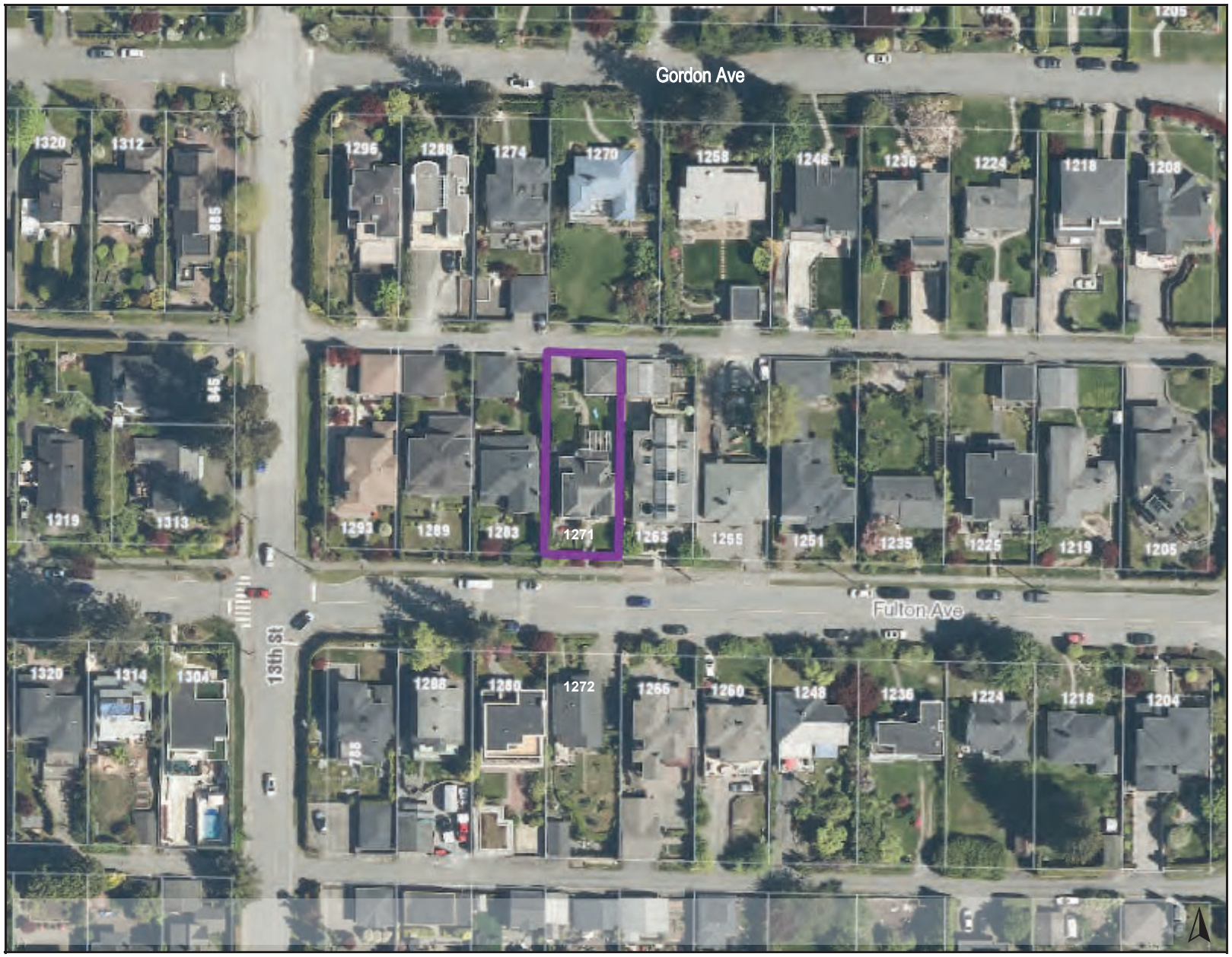
west vancouver

26-014



Legend

Notes

0 50 100 m

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District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
t: 604-925-7004 f: 604-925-7006

7.
26-015

NOTICE OF BOARD OF VARIANCE HEARING

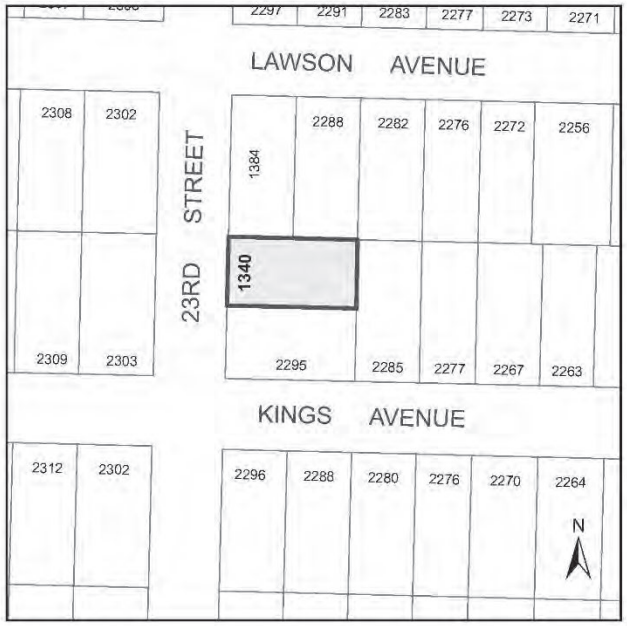
Subject property: **1340 23rd Street**

A Board of Variance hearing will be held on:

Wednesday, May 20, 2026 at 5 p.m. in the Municipal Hall Council Chamber and via electronic communication facilities

The following variances for a private power pole (accessory structure) at 1340 23rd Street will be considered:

Front Yard Setback	Bylaw Requirement	Proposed	Variance
	7.60 m	1.52 m	6.08 m
Minimum Side Yard Setback	Bylaw Requirement	Proposed	Variance
	1.52 m	0.08 m	1.44 m
Accessory Structure Height	Bylaw Requirement	Proposed	Variance
	3.70 m	6.25 m	2.55 m



To view plans, permit and variance information contact Permits & Inspections at 604-925-7040.

To view documents and written submissions, or to enquire about hearing procedures or results contact Legislative Services at 604-925-7004.

Representations regarding the requested variances may be made, and written submissions read, to the Board of Variance during the hearing on the date, time, and place shown above. Members of the public may hear, or watch and hear, the hearing by attending the Municipal Hall Council Chamber or via electronic communication facilities through the link provided on the District's Board of Variance web page. To register to make representations to the Board of Variance via electronic communication facilities please phone 604-925-7004 between 8 a.m. and 4 p.m. on the scheduled hearing date.

Prior to the hearing, written submissions may be:

- mailed to the Board of Variance, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3;
- emailed to the Board of Variance at boardofvariance@westvancouver.ca; or
- addressed to the Board of Variance and placed in the drop box located at the entrance of Municipal Hall.

Please provide written submissions no later than noon on May 20, 2026 to ensure their availability to the Board for the hearing.
Technical issues may affect receipt of electronic submissions; persons relying on this means of transmittal do so at their own risk.

Written submissions received for the hearing will be included in the public information package for the Board's consideration and for the public record.

To view the agenda package for the hearing please visit https://westvancouver.ca/government-administration/committees-groups/board-variance

westvancouver

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The Corporation of the District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
Permits and Inspections Department: 604-925-7242 || Fax: 604-925-7234 || westvancouver.ca

26-015

Board of Variance Application Form

Subject Property *(please print clearly)*

Address: 1340 23rd Street

Applicant *(please print clearly)*

Name(s): Dino Pecchia **Phone #:**

Mailing Address: 1248 Kings Avenue, West Vancouver,V7T 2C4 **Cell #:** 604-537-5343

Email Address: s. 22(1) **Fax #:**

Interest of Applicant: s. 22(1)

(Note: If the registered property owner is not the applicant then the authorization form must be completed by the registered property owner)

Registered Owner *(please print clearly)*

Name(s): s. 22(1) **Phone #:**

Mailing Address: s. 22(1) **Cell #:** s. 22(1)

Email Address: s. 22(1) **Fax #:**

Completed Application Must Include

☒ **A letter (signed original) describing:**

a) The proposed construction;

b) The requested variance(s); and

c) Hardship (pursuant to s.540 of the *Local Government Act* the applicant must demonstrate that hardship would be caused by compliance with the Zoning Bylaw)

☒ **Authorization of Registered Owners Form** (if this application is made by some but not all of the registered owners, or persons other than the registered owner(s), written authority for the applicant to apply to the Board of Variance on behalf of all registered owner(s) is required. Complete the attached form. For corporate ownership, a Corporate Search must be submitted showing proof of signing authority).

☒ **$880 fee**

Note: a copy of this application (redacted as necessary) and supporting documents will be available to the public and will be placed in the public agenda binder for the Board of Variance Hearing.

s. 22(1)

Applicant Signature

April 20, 2026

Date

Completed (signed original) applications must be received no later than the deadline date listed on the Board of Variance Deadline and Hearing Schedule (included in this application package). Incomplete applications will not be accepted.

Freedom of Information and Protection of Privacy Act Notification: The information on this form is collected under the general authority of the *Local Government Act* and Board of Variance Bylaw No. 4487, 2007. It is related directly to, required for and used by the District of West Vancouver to administer the Board of Variance application process. The access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* apply to the information collected on this form. Please contact the Manager, Records and Privacy, at 604-925-3497 if you have any questions.

Application forwarded to Legislative Services by: _____ Date: _____

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April 8, 2026

Attention: Board of Variance District of West Vancouver

Subject: Board of Variance Application for 1340 23rd St. – Private Power Pole Height Variance

Dear Members of the Board of Variance,

Please note that this new application is submitted without prejudice to our existing variance approval granted on July 16, 2025.

I am writing to formally submit and support our new application for a variance regarding the private power pole at 1340 23rd Street. As you may recall, the Board previously reviewed and approved a variance for this power pole last year. It is important to emphasize that the original site conditions and the underlying rationale that led to that initial approval remain completely unchanged. The only alteration to our plan is a West Vancouver District mandated safety adjustment forcing us to increase the height of the pole by approximately 6 feet.

This height increase was not an aesthetic choice or a voluntary design change. During the building process, District of West Vancouver inspectors Michael Cupit and Darcy Fitzgerald thoughtfully assessed the site and advised us that the originally approved pole would not pass final inspection. Due to its necessary proximity to the neighbor’s fence, the original height created an unacceptable risk where an individual could potentially reach the live power lines.

Under the direct guidance and instruction of Mr. Cupit and Mr. Fitzgerald, we were required to replace the originally approved pole and increase its height by 6 feet to satisfy safety clearances. We readily absorbed the significant, unexpected costs of replacing the pole because we deeply value the safety of our property, our neighbors, and the community. Furthermore, our neighbors are fully aware of this necessary safety adjustment and remain completely in support of our application and the new pole height.

While we have the utmost respect for the District's safety protocols and the diligence of its staff, we find ourselves in a difficult and paradoxical situation. We are now being required to expend further resources, time, and administrative fees to reapply to the Board of Variance specifically to authorize a safety modification that the District's own inspection team demanded for a successful final inspection.

We had hoped this could be avoided, as we were advised by District staff in early March that proposed Zoning Bylaw amendments might exempt power poles from these specific height restrictions. Unfortunately, with that motion withdrawn, we are burdened with this secondary process as we work in good faith to satisfy the recommendations of West Vancouver District specialists.

We respectfully request that the Board take these unique circumstances into account. We acted in good faith, followed the direct instructions of District inspectors to rectify a hazardous issue, and maintained the conditions of our original, approved application. We

ask for your understanding of the hardship this process has caused and urge you to approve this variance so we may safely finalize our project.

Thank you for your time, review, and consideration.

Sincerely,

s. 22(1)

s. 22(1)

s. 22(1)

s. 22(1) West Vancouver

PERMITS & INSPECTIONS DEPARTMENT
750 17th Street West Vancouver BC V7V 3T3 westvancouver.ca/permits
t: 604-925-7040 f: 604-925-7234 e: permits@westvancouver.ca

April 16, 2026 File: **BP119579**

s. 22(1)

NORTH VANCOUVER BC s. 22(1)

Dear Sir/Madam

RE: 1340 23RD STREET – WEST VANCOUVER
BUILDING PERMIT APPLICATION – RS5 ZONE

The plans submitted with your application for a building permit at the above referenced address show that the existing private power pole (accessory structure) does not comply with the Zoning Bylaw because it does not maintain the required minimum side yard setback, front yard setback, and accessory structure height.

- The Zoning Bylaw, Section 205.07 requires a front yard setback as indicated in the table below:

	Bylaw	Proposed	Variance
Front Yard Setback for Power Pole	7.6 m	1.52 m	6.08 m

- The Zoning Bylaw, Section 205.09(1)(a)(i) requires a minimum side yard setback as indicated in the table below:

	Bylaw	Proposed	Variance
Minimum Side Yard Setback for Power Pole (west side)	1.52 m	0.08m	1.44m

- The Zoning Bylaw, Section 130.01(7)(b)(i) requires that accessory structures not exceed a height of 3.7 meters measured from the average grade as indicated in the table below:

	Bylaw	Proposed	Variance
Accessory Structure Height for Power Pole	3.7 m	6.25 m	2.55 m

Comments:
- Variances for same power pole (Appeal 25-022) were approved July 16, 2025:
  - 6.38m to front yard setback, 0.42m to west side yard setback, 0.57m to power pole height

The Permits and Inspections Department is unable to issue a Building Permit unless you:

a) revise your plans to conform to the Zoning Bylaw; **or**
b) make application to the Board of Variance for relaxation of the Zoning Bylaw requirements by submitting a Board of Variance Application (application form enclosed) to the Permits & Inspections secretary. Your application, together with the $880 fee and required attachments, must be received by the Permits & Inspections secretary by 1:00 p.m. on **Wednesday April 22nd**. The next Board of Variance Hearing is scheduled for **Wednesday May 20th** Confirmation of the date and time of the Board of Variance Hearing at which your application will be considered will be forwarded by mail; **or**
c) make application to the Planning Department for a Development Variance Permit (DVP) to be considered by Municipal Council, for a relaxation of the Zoning Bylaw requirements. Information regarding the Development Variance Permit Application process may be obtained from the Planning Department at Municipal Hall (604-925-7055).

If you choose to make application to the Board of Variance, the Board at its Hearing, may order that a minor variance be permitted if it finds that undue hardship would be caused to the applicant if the Zoning Bylaw is complied with, and that the Board is of the opinion that the variance does not:

a) result in inappropriate development of the site,
b) adversely affect the natural environment,
c) substantially affect the use and enjoyment of adjacent land,
d) vary permitted uses and densities under the applicable bylaw, or
e) defeat the intent of the bylaw.

The Board of Variance members may visit the site as part of the variance consideration.

You and/or a representative should attend the Hearing to speak to your application and respond to any questions the Board may have.

Please do not hesitate to contact me at 604-921-3568 should you require any further information regarding this matter.

Thank you,

s. 22(1)

Amanda Procter
Plans Examiner
aprocter@westvancouver.ca

Enclosure

cc: Secretary, Board of Variance

west vancouver

26-015

Legend

Notes

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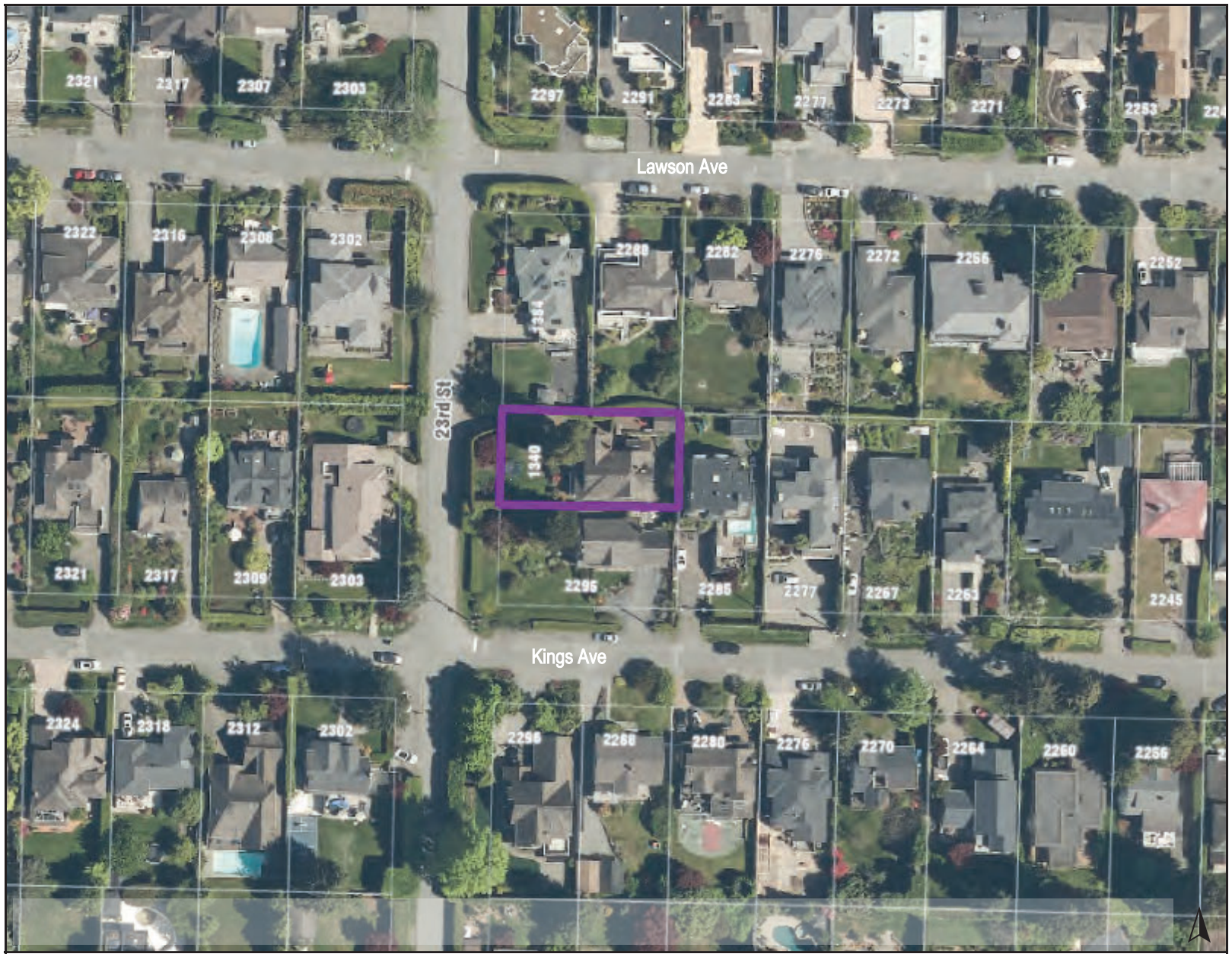
west vancouver

26-015



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District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
t: 604-925-7004 f: 604-925-7006

8.
26-016

NOTICE OF BOARD OF VARIANCE HEARING

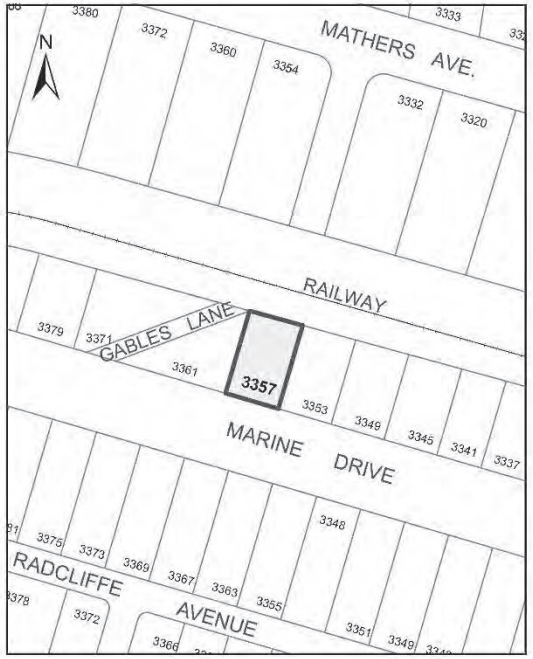
Subject property: **3357 Marine Drive**

A Board of Variance hearing will be held on:

Wednesday, May 20, 2026 at 5 p.m. in the Municipal Hall Council Chamber and via electronic communication facilities

The following variances for an electrical meter (accessory structure) at 3357 Marine Drive will be considered:

Front Yard Setback	Bylaw Requirement	Proposed	Variance
	9.10 m	3.41 m	5.69 m
Minimum Side Yard Setback	Bylaw Requirement	Proposed	Variance
	1.83 m	0.59 m	1.24 m



To view plans, permit and variance information contact Permits & Inspections at 604-925-7040.

To view documents and written submissions, or to enquire about hearing procedures or results contact Legislative Services at 604-925-7004.

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Prior to the hearing, written submissions may be:

- mailed to the Board of Variance, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3;
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westvancouver

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The Corporation of the District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
Permits and Inspections Department: 604-925-7242 || Fax: 604-925-7234 || westvancouver.ca

Board of Variance Application Form

Subject Property *(please print clearly)*

Address: 3357 Marine Dr

Applicant *(please print clearly)*

Name(s): Maziyar Hashemi **Phone #:**
Mailing Address: s. 22(1) **Cell #:** s. 22(1)
Email Address: **Fax #:**

Interest of Applicant: s. 22(1)

(Note: If the registered property owner is not the applicant then the authorization form must be completed by the registered property owner)

Registered Owner *(please print clearly)*

Name(s): s. 22(1) **Phone #:**
Mailing Address: s. 22(1) **Cell #:** s. 22(1)
Email Address: **Fax #:**

Completed Application Must Include

☐ **A letter (signed original) describing:**

a) The proposed construction;
b) The requested variance(s); and
c) Hardship (pursuant to s.540 of the *Local Government Act* the applicant must demonstrate that hardship would be caused by compliance with the Zoning Bylaw)

☐ **Authorization of Registered Owners Form** (if this application is made by some but not all of the registered owners, or persons other than the registered owner(s), written authority for the applicant to apply to the Board of Variance on behalf of all registered owners is required. Complete the attached form. For corporate ownership, a Corporate Search must be submitted showing proof of signing authority).

☐ **$880 fee**

Note: a copy of this application (redacted as necessary) and supporting documents will be available to the public and will be placed in the public agenda binder for the Board of Variance Hearing.

s. 22(1)

Applicant Signature

20 APR. 2026

Date

Completed (signed original) applications must be received no later than the deadline date listed on the Board of Variance Deadline and Hearing Schedule (included in this application package). Incomplete applications will not be accepted.

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Application forwarded to Legislative Services by: _____ Date: _____

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26-016

ARSA DESIGN INC.
BY AMIR SOODBAKHSH

DATE : 21 APR. 2026

Dear Members of the Board of Variance,

We are writing to request a relaxation of the zoning and servicing requirements to permit the installation of a BC Hydro electrical meter closer to the front property line than normally permitted.

The subject property is significantly constrained by extensive bedrock conditions. Locating the meter in the prescribed location would require substantial excavation and rock blasting, which would result in undue hardship due to excessive construction costs, as well as unnecessary site disturbance.

In response to these constraints, we propose to locate the electrical meter on the retaining wall near the property line. This proposed location has been carefully selected to maintain safe and convenient access for servicing, while aligning with the functional intent of the applicable regulations.

We respectfully submit that this request meets the criteria for a variance, as the hardship arises from the unique physical characteristics of the site and is not self-created. Furthermore, the proposed location will not negatively impact adjacent properties, streetscape character, or public safety.

We appreciate your consideration of this application and would be pleased to provide any additional drawings, supporting documentation, or attend the meeting to answer any questions.

Sincerely,
Amir Soodbakhsh
Arsa Design Inc.

ARSA DESIGN INC.
AMIR SOODBAKHSH, MRAIC
INTERN ARCHITECT AIBC
WWW . ARSADESIGN . COM
INFO @ ARSADESIGN . COM
PHONE:6 0 4 - 7 1 6 - 0 4 7 9

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PERMITS & INSPECTIONS DEPARTMENT
750 17th Street West Vancouver BC V7V 3T3 westvancouver.ca/permits
t: 604-925-7040 f: 604-925-7234 e: permits@westvancouver.ca

April 15, 2026 File: **BP118822**

s. 22(1)

WEST VANCOUVER BC s. 22(1)

Dear Sir/Madam

RE: 3357 MARINE DRIVE - WEST VANCOUVER
BUILDING PERMIT APPLICATION – RS4 ZONE

The plans submitted with your application for a building permit at the above referenced address show that the proposed electrical meter accessory structure does not maintain the required 9.1m front yard setback and 1.83m side yard setback.

- The Zoning Bylaw, Sections 204.07 and 130.01(3) require a front yard setback as indicated in the table below:

	Bylaw	Proposed	Variance
Front yard setback for accessory structure	9.1m	3.41m	5.69m

- The Zoning Bylaw, Sections 204.09(2)(a) and 130.01(3) requires a minimum side yard setback as indicated in the table below:

	Bylaw	Proposed	Variance
Min side yard setback for accessory structure	1.83m	0.59m	1.24m

Please note that the reduced setbacks permitted by Zoning Bylaw, Section 120.29 for the principal dwelling constructed to Step 5 of the Energy Step Code do not apply to accessory structures.

The Permits and Inspections Department is unable to issue a Building Permit unless you:

¿÷ revise your plans to conform to the Zoning Bylaw; **or**

¾÷ make application to the Planning Department for a Development Variance Permit (DVP) to be considered by Municipal Council, for a relaxation of the Zoning Bylaw requirements. Information regarding the Development Variance Permit Application process may be obtained from the Planning Department at Municipal Hall (604-925-7055).

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If you choose to make application to the Board of Variance, the Board at its Hearing, may order that a minor variance be permitted if it finds that undue hardship would be caused to the applicant if the Zoning Bylaw is complied with, and that the Board is of the opinion that the variance does not:

a) result in inappropriate development of the site
b) adversely affect the natural environment
c) substantially affect the use and enjoyment of adjacent land
d) vary permitted uses and densities under the applicable bylaw, or
e) defeat the intent of the bylaw.

The Board of Variance members may visit the site as part of the variance consideration.

You and/or a representative should attend the Hearing to speak to your application and respond to any questions the Board may have.

Please do not hesitate to contact me at 604-921-3450 should you require any further information regarding this matter.

Thank you.

s. 22(1)

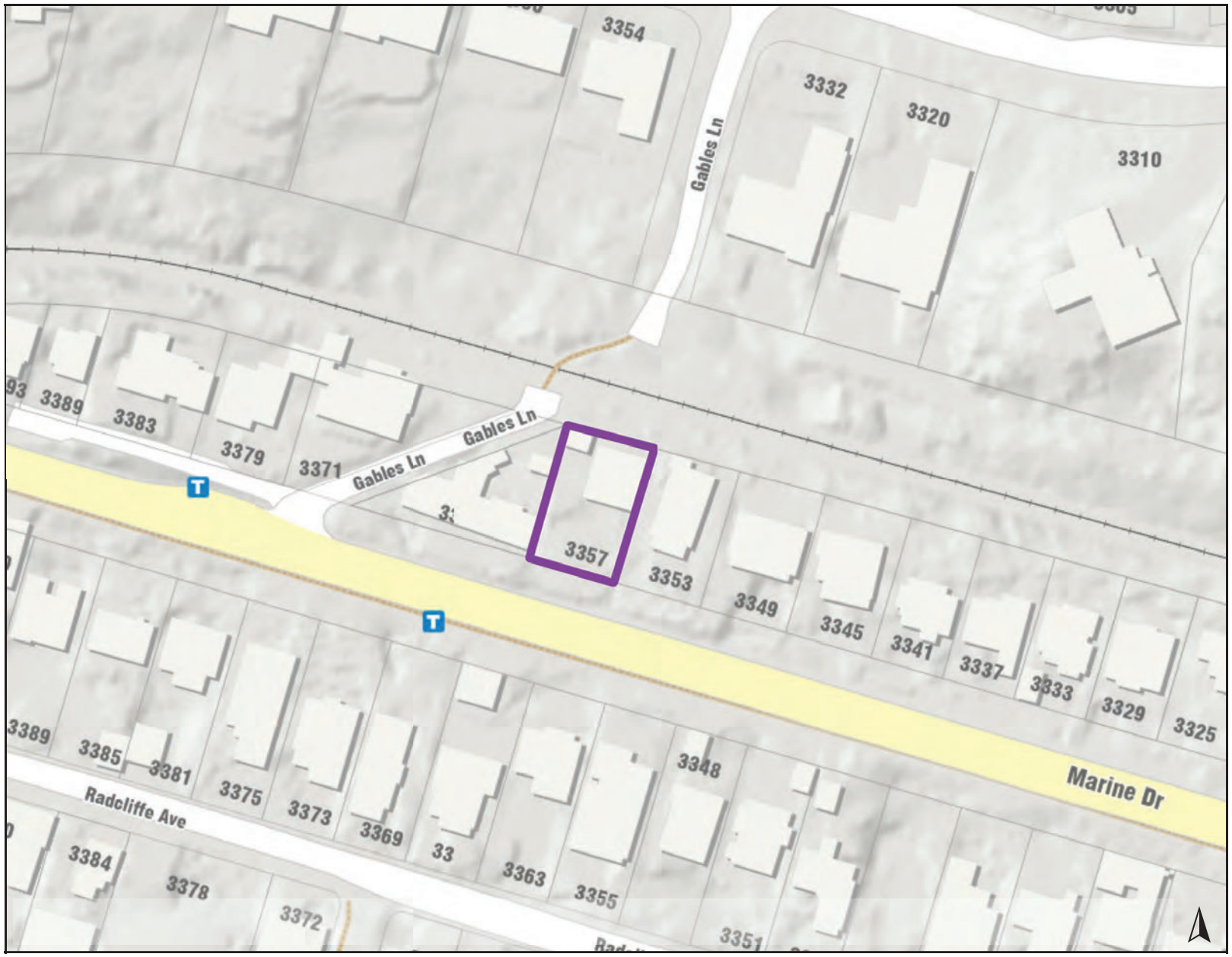
Colin Coulter
ccoulter@westvancouver.ca

Enclosure

cc: Secretary, Board of Variance

west vancouver

26-016



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west vancouver

26-016

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District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
t: 604-925-7004 f: 604-925-7006

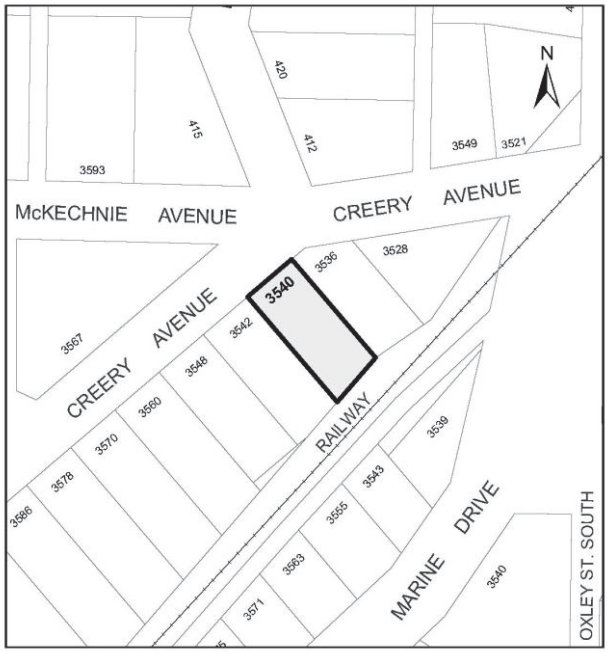
9.
26-017

NOTICE OF BOARD OF VARIANCE HEARING

Subject property: **3540 Creery Avenue**

A Board of Variance hearing will be held on:

Wednesday, May 20, 2026 at 5 p.m. in the Municipal Hall Council Chamber and via electronic communication facilities



The following variance for repairs (building height) at 3540 Creery Avenue will be considered:

	Bylaw Requirement	Proposed	Variance
Building Height	7.62 m	7.89 m	0.27 m

To view plans, permit and variance information contact Permits & Inspections at 604-925-7040.

To view documents and written submissions, or to enquire about hearing procedures or results contact Legislative Services at 604-925-7004.

Representations regarding the requested variances may be made, and written submissions read, to the Board of Variance during the hearing on the date, time, and place shown above. Members of the public may hear, or watch and hear, the hearing by attending the Municipal Hall Council Chamber or via electronic communication facilities through the link provided on the District's Board of Variance web page. To register to make representations to the Board of Variance via electronic communication facilities please phone 604-925-7004 between 8 a.m. and 4 p.m. on the scheduled hearing date.

Prior to the hearing, written submissions may be:

- mailed to the Board of Variance, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3;
- emailed to the Board of Variance at boardofvariance@westvancouver.ca; or
- addressed to the Board of Variance and placed in the drop box located at the entrance of Municipal Hall.

Please provide written submissions no later than noon on May 20, 2026 to ensure their availability to the Board for the hearing.
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westvancouver

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The Corporation of the District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
Permits and Inspections Department: 604-925-7242 || Fax: 604-925-7234 || westvancouver.ca

26-017

Board of Variance Application Form

Subject Property *(please print clearly)*

Address: 3540 Creery Ave, West Vancouver, BC, V7V 2M1

Applicant *(please print clearly)*

Name(s): Mark Westerink
Phone #: s. 22(1)
Mailing Address: 4333 Still Creek Drive #400, Burnaby
Cell #:
Email Address: s. 22(1)
Fax #: N/A

Interest of Applicant: s. 22(1)

(Note: If the registered property owner is not the applicant then the authorization form must be completed by the registered property owner)

Registered Owner *(please print clearly)*

Name(s): s. 22(1)
Phone #: s. 22(1)
Mailing Address: s. 22(1)
Cell #:
Email Address:
Fax #: N/A

Completed Application Must Include

☒ **A letter (signed original) describing:**

a) The proposed construction;
b) The requested variance(s); and
c) Hardship (pursuant to s.540 of the *Local Government Act* the applicant must demonstrate that hardship would be caused by compliance with the Zoning Bylaw)

☒ **Authorization of Registered Owners Form** (if this application is made by some but not all of the registered owners, or persons other than the registered owner(s), written authority for the applicant to apply to the Board of Variance on behalf of all registered owner(s) is required. Complete the attached form. For corporate ownership, a Corporate Search must be submitted showing proof of signing authority).

☐ **$880 fee** - *will be paid when invoiced*

Note: a copy of this application (redacted as necessary) and supporting documents will be available to the public and will be placed in the public agenda binder for the Board of Variance Hearing.

s. 22(1)

Applicant Signature

April 21st, 2026

Date

Completed (signed original) applications must be received no later than the deadline date listed on the Board of Variance Deadline and Hearing Schedule (included in this application package). Incomplete applications will not be accepted.

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Application forwarded to Legislative Services by: _____ Date: _____

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RDH BUILDING SCIENCE
DH VANCOUVER
4333 Still Creek Drive, #400, Burnaby, BC V5C 6S6

April 21, 2026

Board of Variance
District of West Vancouver
750 17th Street
West Vancouver, BC V7V 3T3
c/o: Sally Ruffalls
s. 22(1)

RE: Roof Height Increase at 3540 Creery Avenue due to Hardship

Dear Chair and Members of the Board,

On behalf of, s. 22(1) (The Owners), we respectfully submit this letter in support of a variance application for the property at 3540 Creery Avenue. The requested variance to ZBYL 120.19 Building or Structure Height is necessitated by original circumstances of the home that result in hardship under the current zoning requirements.

The Owners have proactively discussed this variance request with the immediate neighbours and are unaware of any issues. Directly across from the building site is a wooded lot thus no line-of-sight impacts are expected to occur from the proposed change.

Background

3540 Creery Avenue is a 2 storey, single-family residential home of wood frame construction over a concrete foundation built in 2017.

RDH was initially retained to assist with repair of the south deck following water ingress through the building enclosure.

Upon review it was apparent that similar defects may be present at other areas. Further investigation was completed which continued to uncover many deficiencies from original construction. The results led to the recommendation of a full building enclosure renewal including the main roof. The scope of work was so extensive that the Owners were recommend to leave the home during construction due to safety concerns.

Key observations noted during the investigation are noted below:

- → Deterioration of the pergola structure related to improper lapping of membranes, poorly sloped flashings.
- → Encapsulated moisture in structural elements during original construction.
- → Fasteners penetrating the deck waterproofing and / or not upturned at columns and railings leading to water ingress.
- → Negative (reverse) lapping of window and wall membranes.
- → Cladding components using coatings not designed for the service life of the assembly.
- → Insect infestation within the roof insulation and walls.
- → Sprayfoam applied directly to the wood sheathing at the low sloped decks and roof.
- → Roof and deck drain lines are not adequately sloped to drain.
- → Elevated moisture content in various roof structural elements.

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Original Roof Assembly

The following conditions of the existing roof assembly are highlighted below.

- → The existing roof assembly consists of plywood sheathing, sprayfoam insulation, a service cavity, and interior framing (Figure 1, left).

→ As the plywood sheathing is fully exposed to exterior air temperatures and subject to night sky radiation, should air leakage occur there is risk for condensation on the underside of the plywood sheathing (as also shown in Figure 1).

→ Wood framed roofs (and decks) where the insulation is provided on the warm side (bottom) of the roof sheathing are required to be vented to meet the prescriptive requirements of the building code, unless proven otherwise.

- It is unknown to RDH if the original design team and or builder received confirmation from The District to forego the requirements for venting under the roof sheathing.
- The building permit drawings (only drawings determined to be available) indicated a cavity (utilizing two layers of sheathing) that may have provided some level of venting or drying potential of the sheathing.
  - The as-built condition did not meet this (Figure 1, right).

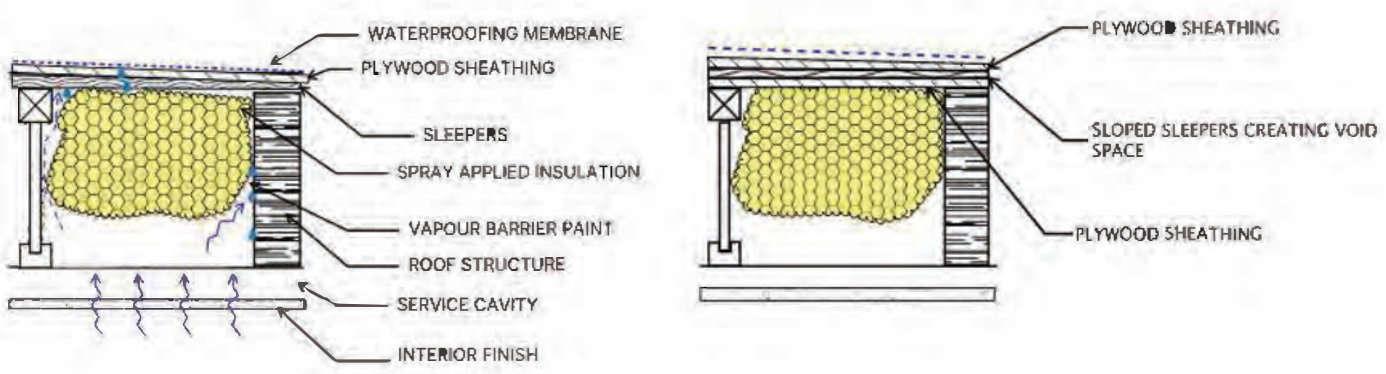


Figure 1
Existing as-built roof assembly (left), assembly listed in Building permit drawings (right).

BC Housing has published a series of Best Practice Guides including Number 21 "Retrofit and Renewal of Low Slope Vented Wood-Frame Roofs" that discusses the risk level of low-sloped wood framed roofs. The guide is enclosed for reference, and sections of the guide embedded where applicable.

As noted above and stated in the guide, the existing assembly does not meet the base code requirements for venting.

Additionally, the existing assembly comes with a higher level of risk as the spray foam insulation is applied directly to the plywood sheathing.

→ Any moisture that penetrates through the waterproofing membrane, through deficiencies or age-related wear, could be trapped between the sprayfoam and the waterproofing membrane.

→ Often significant deterioration of the organic elements (plywood sheathing and wood structure) occur before visual signs of water ingress are seen on the interior.

The air and vapour control relies on the spray foam application.

→ Voids, either through poor application or separation of the spray foam from the wood framing due to settling, can allow moisture-laden interior air to contact the sheathing and condense during cold weather.

Hardship Due to Current Conditions

During design of the roof renewal RDH considered the existing conditions, risks, and durability of the proposed new roof assembly.

There are several hardships in renewing the roof assembly to match the existing building height as described below:

→ The current design and building height do not include a strategy for venting or mitigating air leakage into the roof assembly.

- The existing parapets heights, even at the current condition with interior insulation, do not meet best practices for parapet heights (RCABC Best Practice guide).
- Achieving a continuous air and vapour barrier tie-in from the existing wall areas to the new roof assembly is challenging and can likely only result in moderate air tightness.
  - The more interior air leakage that occurs, the greater the risk of a vented low-sloped wood roof assembly.
- To retroactively modify the existing roof to allow for venting with interior insulation only will require significant reframing, unavoidable parapet height increase, yet still result in a moderate or high-risk roof assembly as categorized in the best practise guide.

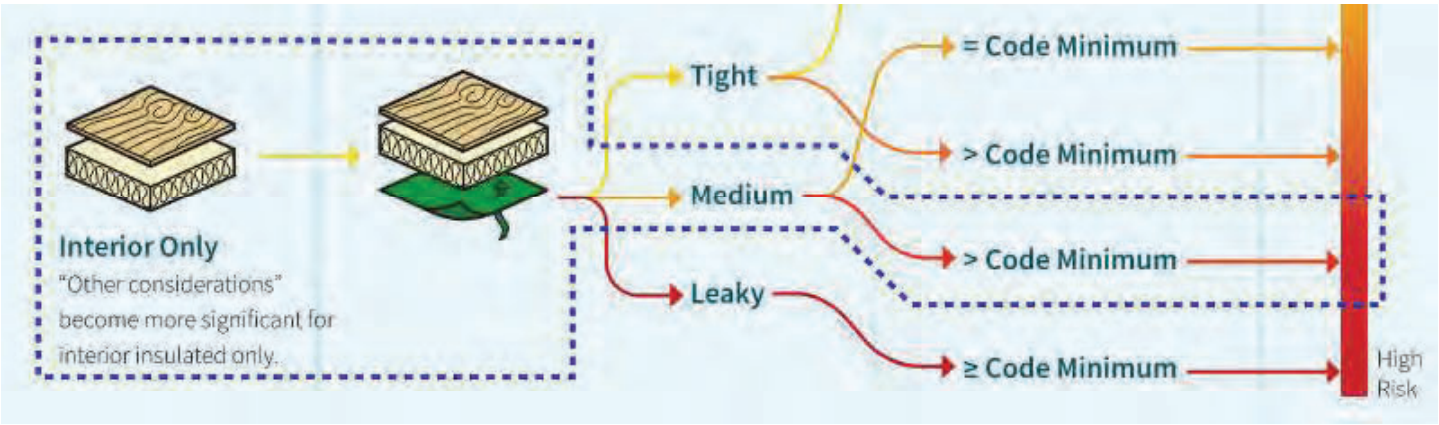


Figure 2
Moisture risk for assembly from guide.

- The roof structural members are found to have elevated moisture levels. The engineered members though do not seem to have structural distress should have adequate time to dry to the interior prior to the roof renewal.
  - This may further delay the Owners to move back into their home.

Proposed Assembly

To reduce the risk of condensation and work with the existing framing (not designed for venting) RDH recommends a conventional roof with the insulation installed on the top of the roof sheathing (Figure 3).

- This assembly is consistent with current practises used today in retrofits and new construction due to the decreased moisture related risks.
- As the structure remains on the warm side of the insultion, the structure can naturally continue to dry out.
- Lastly as a added benefit, the building will be able to be designed with a continous exterior air barrier and insulation leading to improved air tightness and thermal performance recuding green house gas emissions from lower heating and cooling loads.

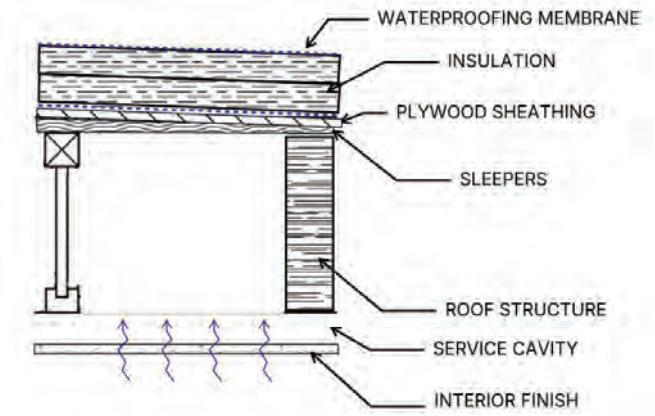


Figure 3
Sketch of proposed roof assembly

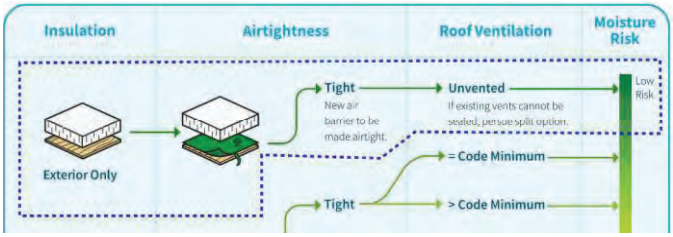


Figure 4
Moisture risk path for proposed assembly

Closure

On behalf of The Owners, we trust this letter meets the requirements for Variance Due to Hardship for the Board of Variance's review. If additional information is required, we will be pleased to provide any further information.

Sincerely

s. 22(1)

Mark Westerink | P.Eng., MBA
Associate, Senior Engineer
s. 22(1)

Number 21

BUILDER INSIGHT

26-017

BC HOUSING RESEARCH CENTRE

Builder Insight is a series of bulletins and companion videos designed to provide practical information on new technologies, research results, good building practices and emerging technical issues in residential construction to Licensed Residential Builders and others in the industry. This bulletin was prepared by RDH Building Science with review by Evoke Buildings Engineering Inc.

Retrofit and Renewal of Low-Slope Vented Wood-Frame Roofs

Overview

Low-slope vented wood-frame membrane roof assemblies are widely used in wood-frame construction throughout British Columbia. They can be found on various building types, ranging from single-family homes to larger multi-unit residential buildings (MURBs). In a coastal Pacific Northwest climate, low-slope vented roofs present durability and moisture performance challenges, even in roofs that have been built according to the building code and/or recently renewed. Field investigations frequently identify high roof sheathing moisture contents, fungal growth, and deterioration. There is a need to develop effective renewal and construction strategies for low-sloped roofs to overcome pre-existing performance issues, and to ensure the long-term durability of renewed or newly constructed roof assemblies.

This bulletin provides owners, designers, and contractors with guidance based on the recently completed Low-Slope Vented Wood-Frame Roof Study to indicate best practices, and key considerations for the successful retrofit or renewal of low-slope vented wood-frame roof assemblies in a coastal Pacific Northwest climate. While the bulletin focuses on retrofit and renewal work, by providing solutions to common constraints and challenges, the same design principles also apply to the design of new roof assemblies.

The information included in this bulletin applies to low-slope (i.e., flat, non-attic) wood-frame roofs in coastal areas of British Columbia. A low-slope roof is defined as a roof with a slope equal to, or less than, 1:6. Attic and non-wood-frame roof assemblies are beyond the scope of this bulletin.

Low-Slope Vented Roof Assemblies

Low-slope vented roof assemblies consist of insulated roof joists with ventilation beneath the roof sheathing. In this assembly, the depth of the roof insulation is limited by the depth of the roof joists, with allowance for ventilation at the underside of the roof sheathing. The joist space can be insulated using a variety of different insulation types, such as mineral wool, fibreglass batt, blown-in fibrous insulation (e.g., cellulose or fibreglass), or spray foam.

This assembly controls all liquid water at the waterproof membrane above the sheathing. The waterproof membrane and drainage surface are coincident. Water must drain over the membrane to centrally located drains or perimeter scuppers. Older low-slope vented roofs were typically waterproofed with built-up roof (BUR) waterproofing systems consisting of multiple layers of felt saturated in bitumen; while newer roof systems are often waterproofed with styrene butadiene styrene (SBS) modified bitumen membrane systems that generally consist of two plies of SBS modified bitumen waterproofing membrane. Other waterproofing materials include polyvinyl chloride (PVC), ethylene propylene diene monomer rubber (EPDM), thermoplastic polyolefin (TPO), and other proprietary membranes.

The air barrier is typically located at the ceiling plane using sealed-polyethylene, airtight drywall, or other sealed interior ceiling method. Besides the use of polyethylene, vapour retarder paint on the drywall can also be used to control outward vapour diffusion to the roof cavity.

Vented roofs are popular for low-slope roof assemblies because the placement of insulation is between the joists rather than above the roof sheathing, which allows effective use of the joist space (i.e., reducing the overall thickness of the roof), and it often eliminates or reduces the need for cavity barriers for fire compartmentalization. Batt insulation is also typically more economical than rigid foam boards required for unvented (exterior insulated) assemblies, making vented roofs a cost-effective assembly.

As shown in Figure 1, vented roof assemblies are one of the low-slope roof assembly design approaches recognized by the BC Building Code (BCBC). Section 9.19 of the BCBC states that where insulation is installed between the ceiling and the roof sheathing, a space must be provided between the insulation and the underside of the sheathing, and vents must be installed, unless it can be shown to be unnecessary. Ostensibly, the purpose of ventilation in these assemblies is to allow transfer of moisture from the vent space to the exterior to dry incidental wetting from air leakage and water ingress, as well as to dilute humidity from air leakage. This is thought to be necessary because the roof membrane creates an impermeable layer on the exterior of the assembly, which limits drying.

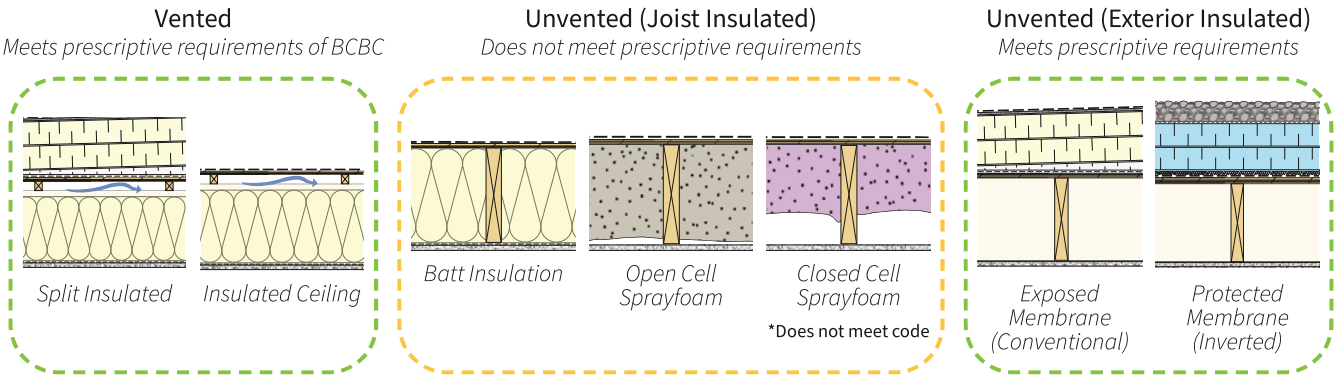


Figure 1: Roof Assemblies with Different Insulation and Venting Strategies

See the Insulated Wood-Frame Vaulted and Flat Roofs for Residential Construction in British Columbia for more roof designs and details at https://www.bchousing.org/sites/default/files/media/documents/Illustrated-Guide-Insulated-Wood-Frame-Vaulted-and-Flat-Roofs.pdf

For low-slope roofs with less than 1:6 slope, the BCBC requires minimum 1/150 of the insulated ceiling area to be unobstructed vent area. The required venting can be a combination of various types (e.g., above the roof, at the eaves, or at the gable ends), but should be distributed on opposite sides of the building and have minimum 25% of the openings each at the top and at the bottom of the vented joist space. In low-slope vented roofs, common methods of achieving venting include soffit vents, doghouse vents, and parapet vents. Within the roof assembly, BCBC requires a total minimum ventilation clearance of 63 mm (2.5") between the top of the insulation and the underside of the roof sheathing. Unless each joist space is separately vented, the total ventilation clearance is typically provided by use of purlins at least 38 mm (1.5") thick between the joist and the sheathing, with additional 25 mm (1") clearance above the insulation in the joist space.

A cut-away graphic of a typical low-slope vented roof assembly is provided in Figure 2, and examples of commonly used venting strategies and venting products (that BCBC requires to comply with CAN3-A93-M "Natural Airflow Ventilators for Buildings") are provided in Figure 3.

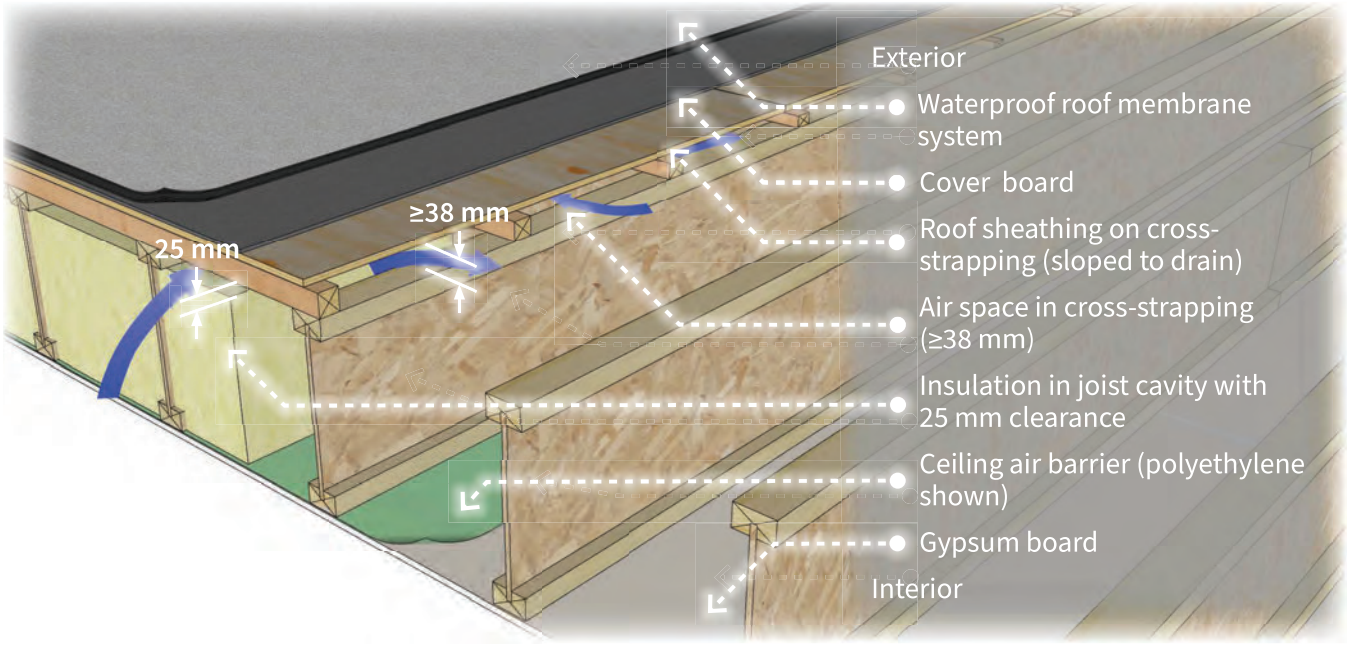


Figure 2: Low-slope vented wood-frame roof assembly

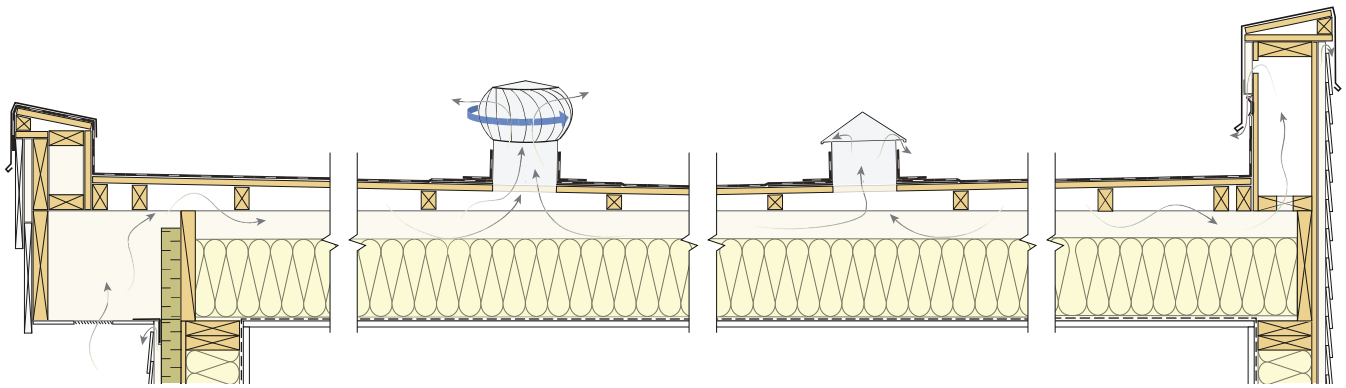


Figure 3: Example of Venting Options from left to right: Soffit Vent, Turbine Roof Vent, Doghouse Roof Vent, Parapet Vent

Issues

Issues in low-slope vented roof assemblies are common in the Pacific Northwest (area of concern highlighted in Figure 4), largely due to a damp and cool marine climate, where there is significant opportunity for wetting, but limited opportunity for drying due to its moderate winter coinciding with overcast and rainy wetting season. Compared to sloped attic roofs, low-slope vented roofs are less reliably ventilated, and the vented space is inaccessible for periodic inspection.

Studies done in the Pacific Northwest have shown that low-slope vented wood-frame roofs, even when built in conformance with the building code, have experienced high occurrences of mould growth, staining, and in some cases, decay. Investigations of low-slope vented wood-framed roof assemblies are sometimes prompted by water dripping down onto finished ceilings (i.e., staining on the ceiling), or due to deterioration of the roof sheathing that can be detected when walking on the roof; however, often, the issues are hidden from view.

Figure 5 shows the range of conditions that have been observed for low-slope vented wood-framed roofs in BC during recent roof renewals. Sources of moisture are often attributed to rainwater ingress; unintentional exfiltration of conditioned air from the interior spaces; or air leakage from ductwork that condenses on the underside of the roof sheathing. However, another source of moisture within the vented cavity can be the venting itself. In the winter, moist ventilation air from the exterior can also be a source of moisture absorbed by the otherwise dry sheathing.

Figure 4: Map of Pacific Northwest with high mold risk area highlighted

Night Sky Cooling

High humidity wintertime exterior air, especially in combination with limited solar heating of the ventilation space, is particularly challenging for two reasons: the unheated exterior air has limited drying capacity to remove moisture from the roof assembly when venting

Like New
Roof deck in pristine condition (insulation above roof sheathing)

Stained
Significant staining of the sheathing and purlins

Deteriorated
Structural damage of the sheathing

Figure 5: Range of observed low-slope vented wood-framed roof sheathing conditions in the Lower Mainland of BC at time of roof membrane renewal

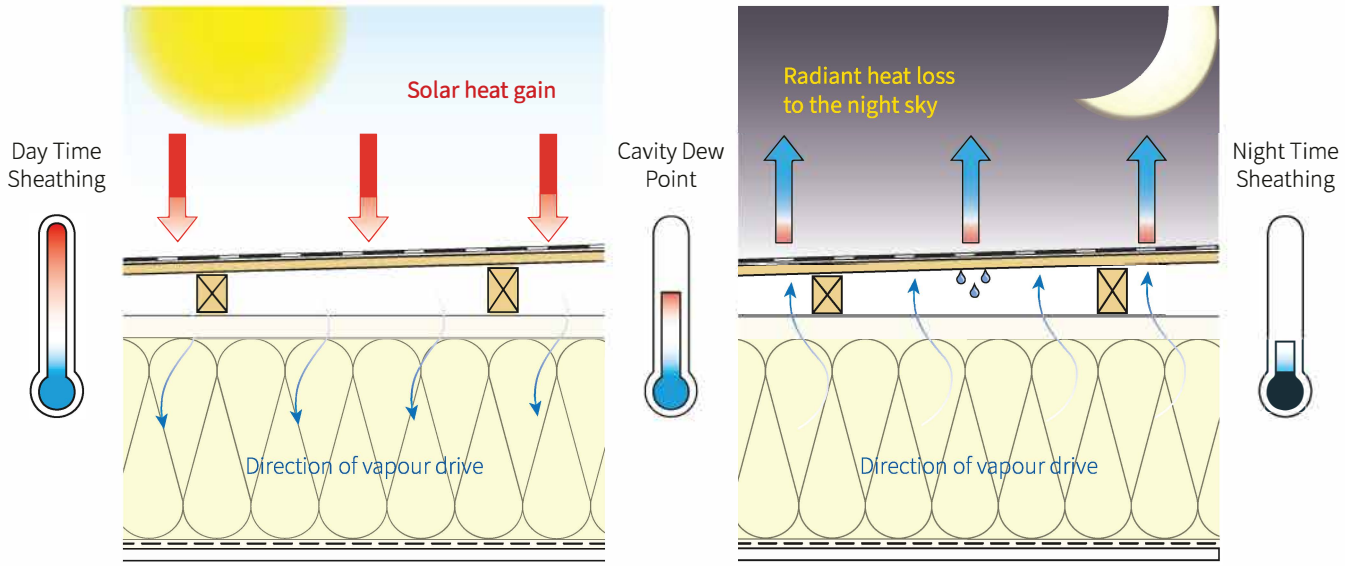


Figure 6: Illustration of solar warming (left) and night sky cooling (right) mechanisms

occurs; and the high humidity of the exterior air means that it is already close to vapour saturation (i.e., dewpoint). When the exterior air is near saturation, condensation or frost can form on the sheathing even without significant moisture contribution from the conditioned space. Studies have found that condensation or frost on the sheathing is linked to night sky cooling where the roof radiates heat to the clear night sky, thus, reducing its temperature. As a result of night sky cooling, the surface temperature of the underside of roof sheathing can fall below the dewpoint temperature of the exterior air used to ventilate the roof cavity, causing condensation or frost to form (see Figure 6). Condensation (or melted frost) on the underside of the roof sheathing can be absorbed to increase the moisture content of the sheathing. Additionally, as illustrated in Figure 6, the outward direction of vapour diffusion through low-slope vented roof assemblies at nighttime drives moisture from the roof cavity to the underside of the roof membrane. Without the ability for the air in the roof cavity to provide drying, these moisture sources maintain high equilibrium moisture content of the wood over prolonged periods.

Condensation wetting through night sky cooling is often overlooked, and issues can be incorrectly attributed to other causes, such as vapour diffusion, air leakage, or water ingress. Given the prevalence of this wetting mechanism in the Pacific Northwest climate, it is possible for assemblies with no ceiling air leakage or bulk water ingress to still experience damage, and adding more ventilation may actually exacerbate the problem.

Roof Ventilation

Unlike in an attic where there is significant height difference between the eave and the ridge vents, allowing for air buoyancy to drive ventilation, low-sloped roofs rely to a larger extent on wind pressures to drive ventilation. The relatively small and circuitous ventilation spaces in low-slope vented roofs also restrict ventilation more so than the relatively open spaces provided in attics. The result is low-slope roofs typically have lower airflow rates when compared to attics, which makes it difficult to ensure adequate ventilation is achieved throughout the entire roof area to effectively dry the assembly.

Insulation Arrangement

One of the key challenges with low-slope roof assemblies is that they experience significant wetting and generally necessitate a perfect barrier approach to water management (i.e., a roofing membrane). However, appropriate roofing membranes are also typically impermeable to water

vapour, which when combined with the vapour control layer positioned on the interior side of the insulation in colder climates, create a double vapour barrier situation. This double vapour situation is particularly problematic for vented wood-frame roof assemblies because moisture-sensitive materials, such as wood framing, are located between these vapour impermeable layers, increasing the risk of damage. A vented roof attempts to solve this problem by venting underneath the impermeable roofing membrane in an attempt to remove incidental moisture.

Other Factors

Anecdotal evidence from the roofing industry has suggested that there is a correlation between BUR systems being converted to direct applied, SBS modified bitumen membranes and an increase in occurrence of moisture issues with low-slope vented roofs becoming more common on low-sloped roofs. In a roof renewal survey conducted by BC Housing as part of the recent study, the older BUR roofs did not show as much condensation damage even when air leakage was confirmed. The greater overall thickness of older BURs, typically topped with gravel, compared to SBS, has greater thermal mass, which likely helps reduce frequency and magnitude of condensation events by moderating sheathing temperature and keeping the sheathing drier (see bottom of p. 7). All the surveyed BUR roofs generally performed well regardless of whether they were renewed or original roofs. However, the survey data showed that many of the SBS roofs that had condensation issues were renewed roofs. While it is difficult to determine if this was due to changes in the roof system as the data lacks accurate history of these roofs and what the previous assemblies were, it is likely they were BUR roofs due to their prevalence in older buildings. Another takeaway from the survey was that renewal with a like-for-like system generally continued to perform similarly.

Retrofit and Renewal

As discussed above, difficulty with the limited effectiveness of venting to remove moisture in low-sloped roofs, sensitivity to interior air leakage, and an assembly configuration where moisture can accumulate puts a low-slope vented roof assembly at a higher risk of long-term performance issues. This section of the bulletin addresses topics and strategies to consider when retrofitting or renewing existing low-slope vented roof assemblies. These considerations are provided in approximate order of importance and effectiveness with respect to reducing the moisture-related risk associated with low-slope vented roof assemblies.

This section is followed by a risk assessment tool, which illustrates how the retrofit/renewal considerations and strategies affect overall relative moisture-related risk.

While several considerations and risk mitigation strategies are discussed, as every retrofit and/or renewal is unique, there may be alternate solutions not discussed here, as well as other factors which may impact the relative risk associated with different approaches. The specific conditions and performance issues, constraints, and the scope/budget of each project should be considered.

Insulation Arrangement

Why Does It Matter?

The benefits of exterior insulation are well-understood in the industry. In roof assemblies, exterior insulation keeps the sheathing warmer, which can reduce or eliminate condensation wetting due to night sky cooling. While insulation outboard of a vented air space is generally considered less effective, in most common low-slope venting arrangements, the amount of heat transferred by venting does not significantly bypass the insulation because the airflow rates are low; and therefore, the insulation generally maintains its effectiveness.

As part of renewals, insulation is often added to increase thermal performance and/or to meet the code-required thermal resistance value for the assembly. Increasing the thermal resistance can also help moderate the sheathing temperature to achieve lower daily maximum and higher daily minimum temperatures. Controlled monitoring data, as shown in Figure 7, demonstrates this moderation effect on sheathing temperatures of roof assembly samples with varying insulation thicknesses in the winter. In studies of conventional roofs, roof assemblies using insulation with higher heat capacity has been shown to experience decreased daily peak temperatures on the interior side, while experiencing warmer daily minimum temperatures, with thermal fluctuation lag of a few hours compared to roofs with lightweight foam insulation.

Studies have shown that adding insulation outboard of sheathing is an effective solution to improve the moisture durability of these roof assemblies. In addition to its thermal benefits, exterior insulation can also serve as a taper package to improve drainage on the roof surface.

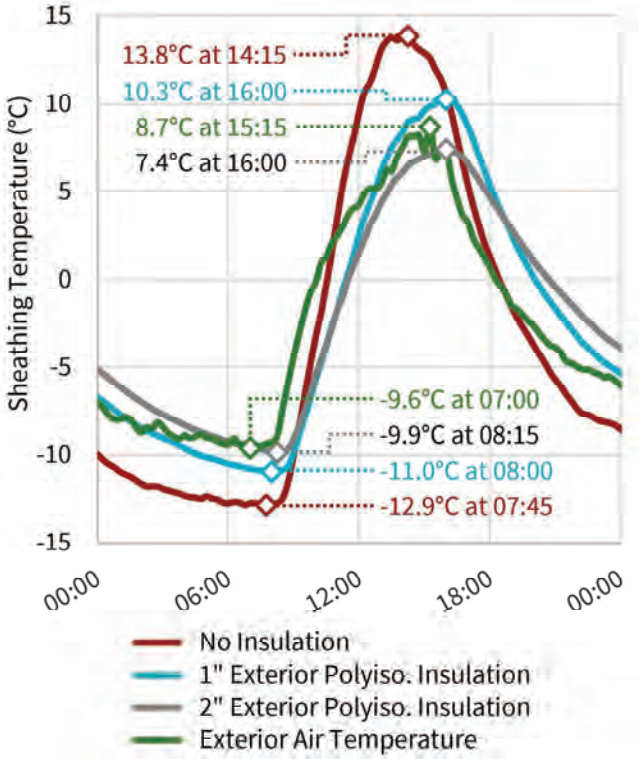
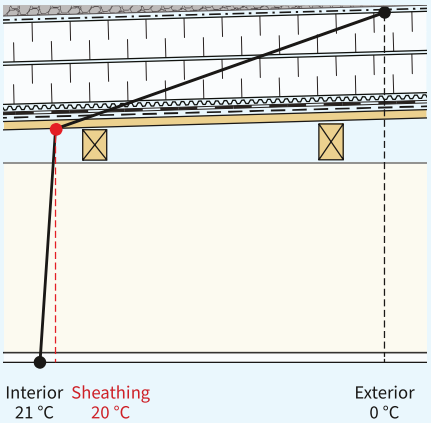


Figure 7: Sheathing temperatures in controlled roof assemblies with varying exterior insulation thicknesses for Feb. 6, 2019

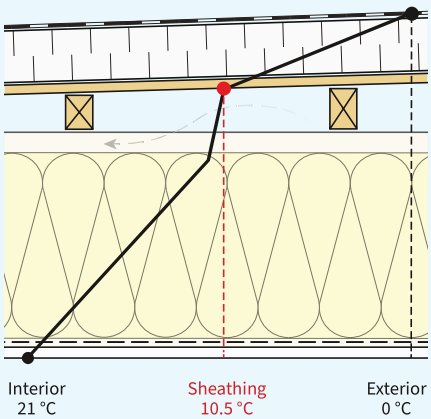
Exterior Only (Unvented)

Exterior insulated roof assemblies have all of the insulation on the exterior side of the roof sheathing. This insulation arrangement offers the greatest buffer for the sheathing from night sky cooling, eliminating the risk of condensation. Common exterior insulated roof assemblies include exposed membrane conventional roof assemblies and protected membrane roof assemblies (i.e. inverted roof assembly, shown below).



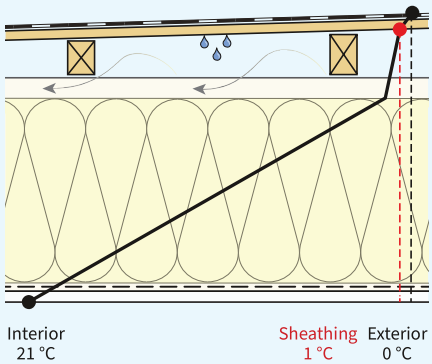
Split

Split insulated roof assemblies have some insulation on the exterior side of the roof sheathing and also have insulation in the joist space. The insulation on the exterior provides some buffer for the sheathing from night sky cooling, typically keeping the sheathing temperature above the dew point of the vented cavity air. The BCBC requires that split insulated assemblies be vented.



Interior Only

Interior insulated roof assemblies have all of the insulation on the interior side of the roof sheathing. This insulation arrangement offers minimal buffer for the sheathing from night sky cooling and condensation is much more likely to occur. The BCBC requires that interior insulated assemblies be vented. This insulation arrangement is the most susceptible to air leakage and the effectiveness of venting. Additionally, other considerations (i.e. membrane type, colour) have much greater influence on this insulation arrangement.



Considerations

Given the typical low-slope roof renewal period of more than 20 years, additional insulation may be desired in retrofit or renewal projects looking to improve the thermal performance of roof assemblies for improved energy efficiency. The addition of insulation is also often a practical approach to increasing roof sloping for drainage. Adding exterior insulation to a roof likely requires adjusting the height of various elements, including parapets, curbs, and penetrations. Raising the height of door thresholds is often particularly challenging.

If existing conditions allow the full depth of the roof insulation to be installed above the roof sheathing, a fully exterior insulated roof assembly, such as exposed membrane conventional assembly or protected membrane (inverted roof) assembly, is the most durable option. See the following sections for implication on airtightness and roof ventilation.

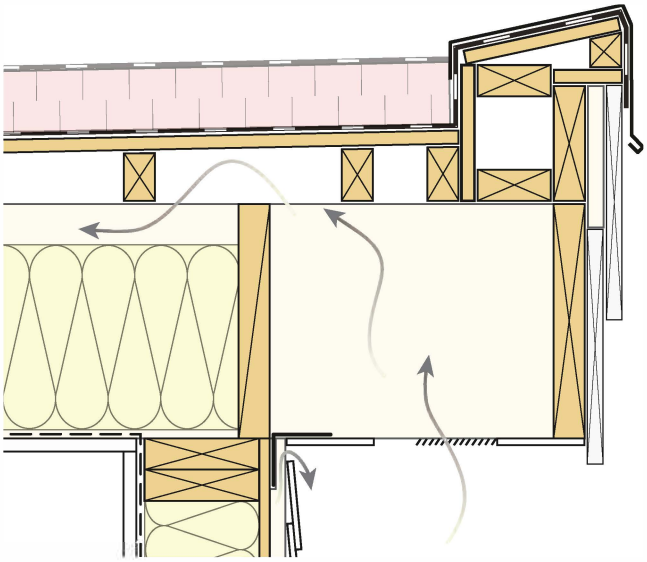


Figure 8: Insufficient parapet height to accomodate additional exterior insulation

If there is insufficient clearance above the sheathing to accommodate the desired thickness of insulation, a split insulation arrangement is the next best option to increase the durability of the roof assemblies (Figure 8). A split insulation arrangement is also appropriate when there is the desire to use the existing assembly and avoid removal of insulation and other materials from the joist space. Generally, when adding exterior insulation, venting should be maintained unless insulation accounting for at least 50% of the nominal R-value is located above the roof sheathing. It is potentially possible to reduce this ratio, but the condensation risk, depending on project-specific factors (e.g., climate, roof membrane solar properties, indoor use of space) should be assessed.

When the overburden (i.e., gravel layer) is being removed from the roofing system as part of a renewal, exterior insulation should be added to provide the roof sheathing with a similar buffer to night sky cooling (see **Roof Membrane Type** section below).

Airtightness

Why Does It Matter?

Air leakage from the interior of the building is a primary cause of condensation-related moisture accumulation, which can lead to fungal growth, and in the case of excessive air leakage, deterioration of moisture-sensitive materials. The amount of air leakage which occurs depends on the airtightness of the air barrier system, which is typically located at the ceiling level in these assemblies. Sealing of the air barrier at penetrations through the ceiling plane, such as pot lights and plumbing for fire suppression systems (i.e., sprinklers), can be difficult and often leads to air leakage paths into the roof assembly.

Considerations

Regardless of the failure mechanism of the existing roof assembly, air sealing of penetrations is recommended. In MURBs, connection details at the top of interior demising walls and fire-rated suite partition walls are also common air leakage locations that should be air sealed. If the scope of the retrofit or renewal involves new roof sheathing, the roof should be assessed for accessibility to the existing ceiling air control layer and existing ductwork. Efforts should be made to improve airtightness where possible, following current best practices (see Figure 9).

If the roof is being fully converted to an unvented, exterior

insulated assembly, the existing air control layer at the ceiling plane, along with any existing interior cavity insulation, should be removed and replaced with an air control layer on the exterior side of the roof sheathing to avoid having a double vapour barrier. This new air control layer must tie-in to the existing one in the adjacent assemblies and be properly detailed to provide a continuous air barrier system (see Figure 10). Any existing vents of the cavity space should also be sealed off. In some cases, it may be necessary or beneficial to maintain the batt insulation for acoustic or fire related reasons. Also, maintaining the polyethylene sheet can assist in providing some level of protection to interior finishes during roof renewals. In these situations, the ratio of interior to exterior insulation should be carefully considered to reduce risk of condensation within the roof assembly.

Whenever the roof sheathing is removed for air sealing improvements or for conversion to an exterior insulated assembly, the air control plane at the interior ceiling is exposed and is more prone to puncture and damage from workers, tools, and material on the roof. The exposure also makes the interior ceiling more prone to water intrusion during construction.

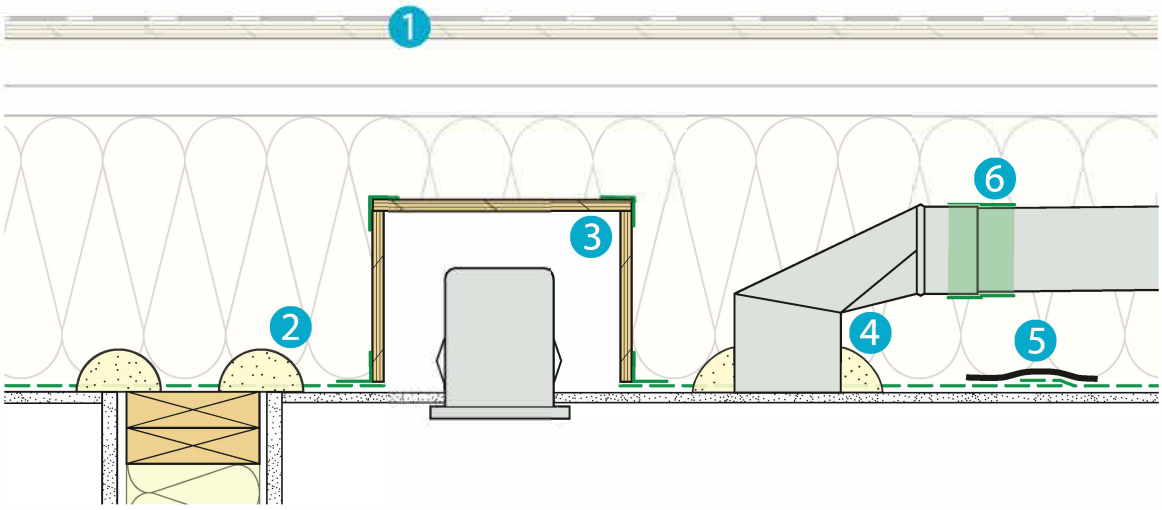


Figure 9: Example Interior Air Barrier Improvement Procedures

1. Remove existing roof membrane, sheathing and batt insulation to access existing polyethylene sheeting.
2. Spray foam, tape, or seal around interior demising walls and fire-rate suite partition walls
3. Box around penetrations in the ceiling, and tie into the air barrier
4. Spray foam, tape, or seal around duct penetrations through the air barrier
5. Tape laps, joints or cracks in the existing air barrier
6. Seal joints in ducts

Tight

A tight air barrier is continuous and minimal air leakage is expected, which significantly reduces risk of condensation. Exterior air barrier systems typically more easily achieve "tight" levels of performance. Where the air barrier is located below the roof joists, "tight" levels of performance are often difficult to achieve due to various penetrations and limited access during retrofit/renewal work.

Medium

This refers to an air barrier with airtightness somewhere between tight and leaky that has some discontinuities and allows some air leakage but continues to perform at an acceptable level. While airtightness improvement is always recommended, it may be economical to leave it as is, and focus on adding exterior insulation.

Leaky

A leaky air barrier is discontinuous and poses significant risk of condensation in a vented roof assembly. As airtightness improvement at the ceiling level is challenging, consider an exterior insulated assembly where no venting is required, and a new exterior air barrier can be installed and made airtight. If the roof cannot be fully exterior insulated, the air barrier must be made reasonably airtight.

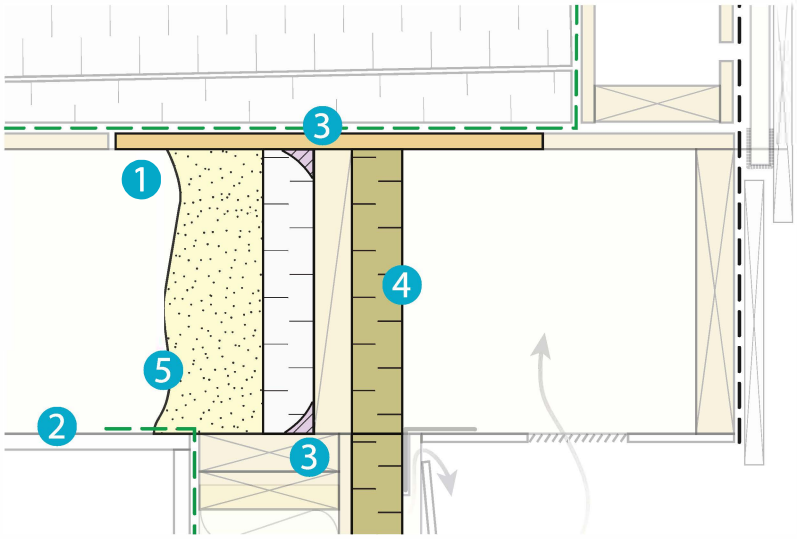


Figure 10: Example Retrofit Strategy for the Roof Exterior to Wall Interior Air Barrier Transition

1. Perimeter pre-stripping of roof sheathing, extending 50 mm (2”) past interior of wall assembly
2. Leave sufficient existing polyethylene sheeting for air barrier tie-in
3. Caulk all four sides at blocking at every joist space to accommodate transition to exterior air barrier system on the wall in the future
4. Add exterior insulation
5. Provide continuous air barrier from existing polyethylene to underside of perimeter roof sheathing using spray foam insulation (provided joist and other wood frame member has undergone drying and shrinkage)

If the existing air barrier system is intact and an acceptable level of airtightness is verified, a split insulation system may be an appropriate cost-effective option. Split-insulated assemblies are less reliant on the air barrier performance compared to interior insulated assemblies, and it is likely that the existing air barrier may be used. Provided that the roof has not experienced moisture-related issues and adequate insulation is installed above the roof sheathing, the removal of the roof sheathing may not be required in this case.

Roof Ventilation

Why Does It Matter?

Unless pursuing an engineered design through an alternative solution, in a low-slope roof assembly where insulation is provided on the interior of the roof sheathing, ventilation must be provided to meet the BCBC prescriptive requirements. In low-slope vented roofs, there is limited vertical distance between the vents. Consequently, ventilation of the roof depends primarily on wind-induced pressure differences, which are less reliable than pressures created by stack effect, such as in attics for a pitched (sloped) roof. Additionally, the ventilation paths and vent space in low-slope vented roof assemblies are relatively complex due to the small and restricted ventilation spaces created by purlins, and the difficulty in locating vents (e.g., parapets, soffits, doghouses) such that ventilation is reliably provided to all areas of the roof. Where the assembly cannot facilitate effective ventilation to provide drying, eventual moisture accumulation from air leakage and other interior sources is detrimental to the durability of these types of roof assemblies.

As mentioned previously, high humidity in exterior air that is close to the dewpoint temperature can be another source of moisture. Radiation heat loss to the night sky can cool the roof sheathing to below the dewpoint of the exterior air, causing condensation on the underside of the roof sheathing. This issue cannot be solved by increasing ventilation.

Considerations

When retrofitting or renewing a vented roof assembly, the existing venting area should be confirmed, and additional vents should be provided if building code minimum requirements are not met. The distribution of vent locations should also be considered to ensure adequate ventilation is reliably provided to all areas of the roof. Adding extra ventilation beyond code requirements won't necessarily improve durability and may cause moisture problems due to increased moisture accumulation from sources like interior air leakage. Venting methods that create additional pressure difference, such as turbine vents or fans, should generally be avoided where the ceiling plane airtightness cannot be confirmed, as depressurization can increase air leakage.

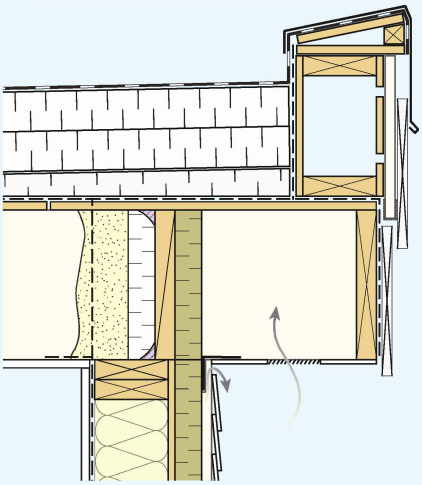
While vented low-slope roofs are typically installed with no insulation outboard of the exterior sheathing, in some cases, including retrofits or renewals of existing roofs, additional insulation is installed above the sheathing of vented low-slope roofs to provide slope to poorly sloped roof decks, or to increase the roof thermal performance. The additional insulation often raises questions regarding whether the roof vents should be sealed so that the roof can act as an unvented roof, or whether they should be maintained to allow ventilation and potentially drying. As mentioned previously, venting should be maintained unless insulation accounting for at least 50% of the nominal R-value is located above the roof sheathing, and project-specific conditions should always be considered before closing off roof vents.

Other Considerations

The design considerations discussed in this section are typically less impactful than the insulation arrangement, airtightness, and ventilation of the roof assembly. However, in certain situations can be significant, especially when using vented arrangements where the wetting and drying balance for the sheathing can be impacted by subtle, yet consequential, changes.

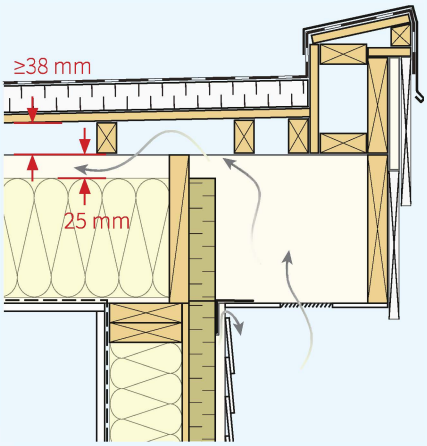
Unvented

Unvented assemblies are only permitted for exterior insulated assemblies. Venting is rendered unnecessary since the sheathing temperature is moderated by interior conditions to eliminate condensation risk, and the air barrier is continuous below the exterior insulation.



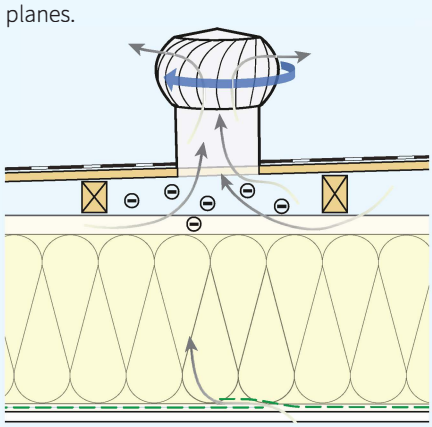
= Code Minimum

The provided ventilation meets the code minimum prescriptive requirement (area ratio of unobstructed vent area to insulated ceiling area of 1:150). Unless it can be shown to be unnecessary, venting must be provided when some or all insulation is installed between the joists. Soffit and dog-house style vents which rely on natural air movement are preferred.

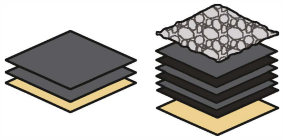


> Code Minimum

The provided ventilation exceeds the code minimum prescriptive requirement. Excess ventilation has not shown to provide increased durability. For example, wind-assisted turbine vents pull air out of the cavity, which creates negative pressure zones within the roof assembly and can exacerbate air leakage issues at the ceiling plane. Above code-minimum ventilation is unlikely an effective solution to addressing moisture-related performance issues, especially for assemblies with leaky ceiling planes.



Roof Membrane Type



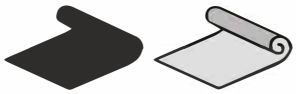
Why Does It Matter?

Older low-slope vented roofs were typically waterproofed with BUR waterproofing systems consisting of multiple layers of felt saturated in bitumen and topped with gravel acting as UV and wear protection. Newer roof systems are often waterproofed with a two-ply SBS modified bitumen system, or with a single-ply membrane system (e.g., PVC, TPO, EPDM). A survey conducted as part of the recent study has shown that something as simple as changing the roof waterproofing system during re-roofing can negatively affect the performance of the roof and increase potential for moisture-related risks. This trend was more commonly observed when BUR roofs were renewed with a new membrane type. While the thermal mass of the overburden (e.g., gravel, ballast) in BUR assemblies was just enough to moderate roof sheathing temperatures, with the new lower thermal mass roof system (e.g., two-ply SBS modified bitumen membrane), the roof sheathing has less buffer and is at increased risk of wetting from condensation, either by air leakage from the interior or night sky condensation of the ventilation air within this space.

Considerations

When retrofitting or renewing, compare the thermal mass of the old and new roof waterproofing systems and consider how changes might affect condensation risk. If the new system has less thermal mass, consider adding exterior insulation with at least R-5 thermal resistance.

Roof Membrane Colour



Why Does It Matter?

Low-slope roof membranes are available in a wide range of colours and associated solar thermal properties (i.e., solar absorption and emissivity). While dark membranes absorb a large amount of solar radiation and create roof temperatures significantly above ambient air temperatures, light-coloured roof membranes absorb relatively less radiation and consequently experience lower temperatures (see Figure 11). Therefore, changing the roof colour as part of a retrofit or renewal can impact the roof temperature, which in turn affects drying of the roof sheathing. Hygrothermal analysis and in-situ roof monitoring have shown that in vented wood-frame roofs, light-coloured roofs have the highest moisture levels while BURs and dark-coloured SBS roofs have lower moisture levels. The impact of roof colour is of significantly less importance for the moisture durability of conventional and protected membrane roof assemblies where the exterior surface of the roof is separated from the roof sheathing by insulation.

Considerations

Roof sheathing moisture content in vented wood-frame roofs is sensitive to the drying capacity provided from solar absorption when no exterior insulation is provided. In cases where more reflective membranes are used, there is an increased risk of high sheathing moisture contents conducive to damage, such as fungal growth. Therefore, for vented wood-frame roof assemblies with no exterior insulation, it is recommended that darker (more solar absorptive) membrane be used to increase drying capacity, and light-coloured reflective membranes should only be used for exterior insulated assemblies.

Wood Treatment

Why Does It Matter?

There are always moisture-related risks in low-slope vented roof assemblies; therefore, redundancy in the strategy for mitigating moisture-related issues should be considered.

Considerations

One option to provide redundancy is to make the wood material in the roof assembly more resilient to moisture-related damage by using surface mould treatments (e.g., moldicide), treatment to mitigate decay, and water-repellent products. While this does not replace more important and effective risk mitigation efforts that improve durability and prevent moisture accumulation that may

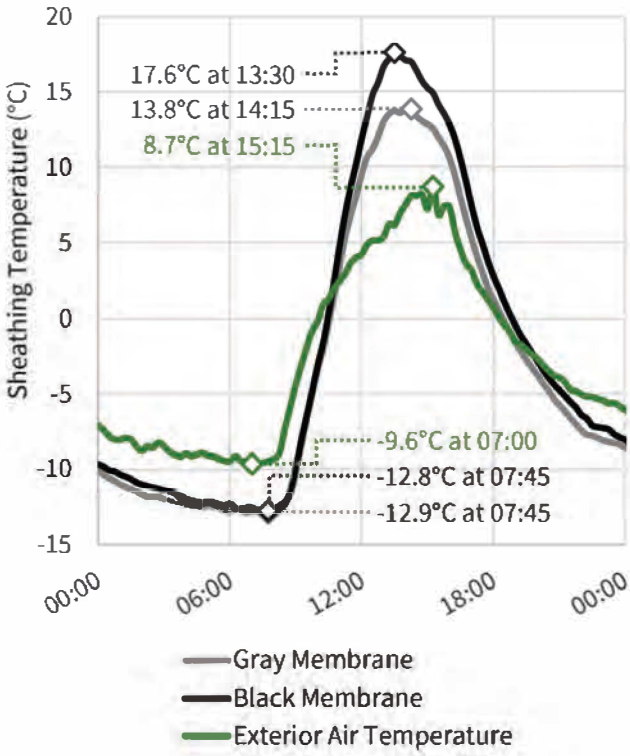


Figure 11: Graph of sheathing temperatures in controlled roof assemblies with varying membrane colours for Feb. 6, 2019

lead to damage to the interior finishes, wood treatment is a relatively practical measure that can be easily performed to supplement other measures to improve performance.

Key Considerations

1. Use exterior insulated roof assemblies where possible. Provide exterior insulation (min. R-5 thermal resistance) to mitigate moisture accumulation on the roof sheathing of vented roofs. The insulation on the exterior can also provide roof slope.
2. Provide an effective air barrier at the ceiling plane, which is especially important where insulation is split, or on the interior of the sheathing. Alternatively, provide sufficient exterior insulation to limit condensation risks.
3. Assess the airtightness of the ceiling plane (e.g., via smoke testing). Above code minimum ventilation may not be an effective solution to addressing moisture-related performance issues in the presence of air leakage paths. Airtightness verification is recommended.
4. Changing roof membrane type may introduce unforeseen moisture-related risk. Consider darker roof membrane colours for assemblies with insulation on the interior of the sheathing. Use wood treatment to provide resiliency against moisture-related damage.

Additional Resources

Available at BC Housing (www.bchousing.org)

- Illustrated Guide: Achieving Airtight Buildings
- Illustrated Guide: Insulated Wood-Frame Vaulted & Flat Roofs
- Building Enclosure Design Guide - Wood-Frame Multi-Unit Residential Buildings
- Asphalt Shingle Sloped Roofing Research Study
- Attic Ventilation and Moisture Research Study
- Field Evaluation of Roof Sheathing Surface Treatments Report
- Mouldy Sheathing Treatments | FPInnovations

Available at British Columbia Codes (www.bccodes.ca)

- Vancouver Building By-law (VBBL) 2019
- British Columbia Building Code (BCBC) 2024

Available at RDH Building Science (www.rdh.com)

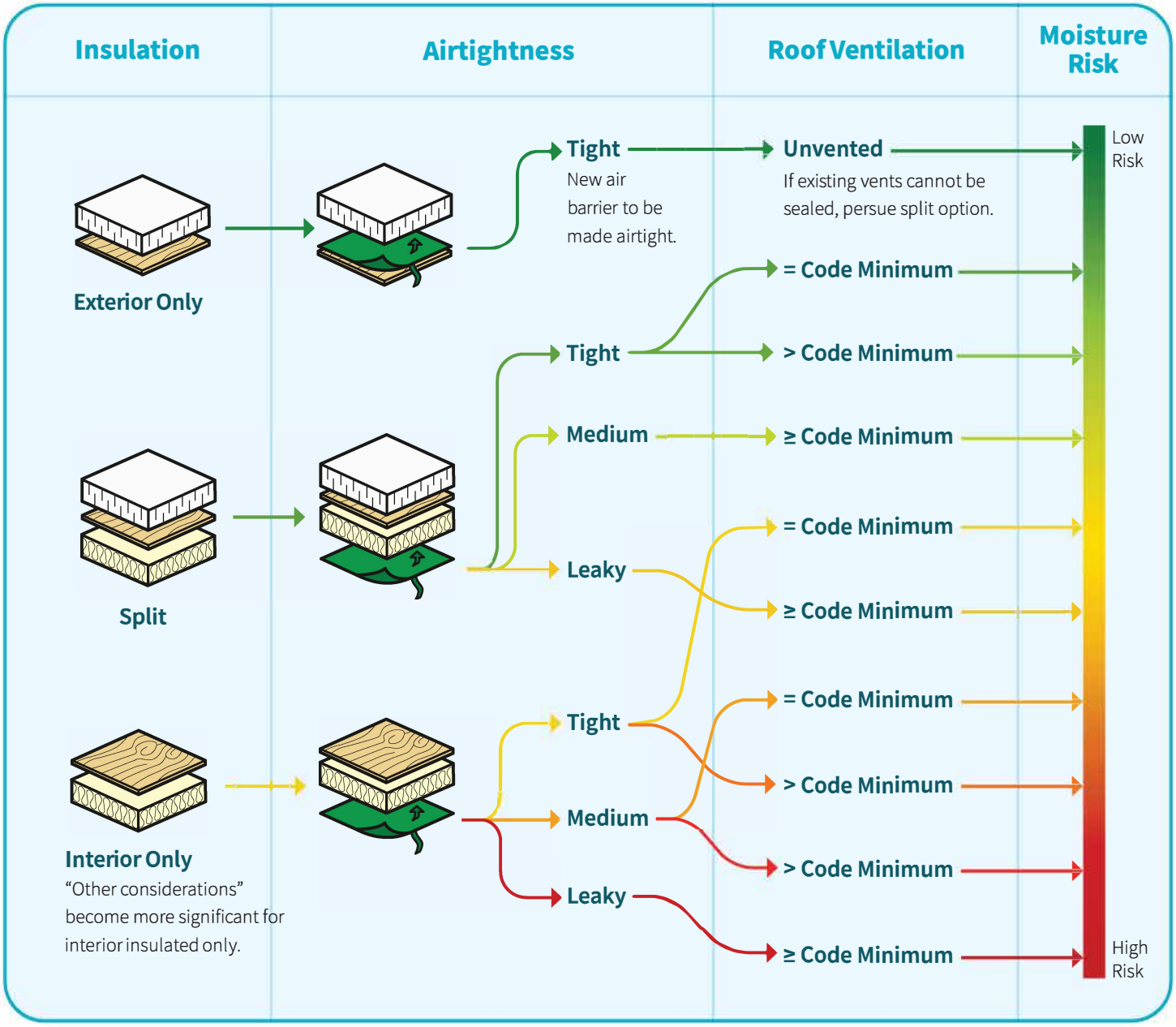
- Re-Thinking Ventilated Attics: How to Stop Mold Growth in Coastal Climates
- Six-Year Conventional Roof Monitoring Report
- Renewal Strategies for Low-Slope Ventilated Wood-Framed Roofs (ICBEST 2020)

Available at Evoke Buildings Engineering (www.evokebuildings.com)

- Renewal Strategies for Low-Slope Ventilated Wood-Framed Roofs (ICBEST 2020)

Boxes in this document with this icon in the top right corner define the terms used in the flow chart below.

Moisture Risk for Low-Slope Wood-framed Roofs



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- Exterior Insulation (e.g., rigid foam (polyiso, EPS), rigid mineral wool)
- Wood Sheathing (i.e. plywood)
- Interior Insulation (e.g., fibreglass batt)
- Air barrier (e.g., polyethylene sheet, vapour impermeable self-adhered membrane)

How do I use this risk assessment tool?

Start on the far left column. Consider which insulation arrangement will be feasible. Next consider how your existing air barrier is performing and whether a replacement/renewal is in order based on your target risk level. Finally, consider the effect of excess venting on your roof assembly. The less exterior insulation in your assembly, the more influence venting has on moisture risk. The color on the arrows indicate the lowest level of moisture risk that can be achieved by following that path.

Disclaimer

The greatest care has been taken to confirm the accuracy of this information. The authors, funder and publisher assume no liability for any damage, injury or expense that may be incurred or suffered as a result of the use of this publication including products, building techniques or practices. The views expressed do not necessarily represent those of any individual contributor or BC Housing. It is always advisable to seek specific information on the use of products in any application or detail from manufacturers or suppliers of the products and consultants with appropriate qualifications and experience.

It is acknowledged that many product options exist. Materials and products depicted in figures are shown as examples and do not represent an endorsement of any specific brands or products.

About BC Housing Research Centre

BC Housing's Research Centre collaborates with industry, non-profit, and public sector partners to foster excellence, innovation, and affordability in British Columbia's housing sector. We share leading-edge research, advance science and technologies to encourage best practices, and provide data analysis to understand and find solutions to housing issues across the province. The Research Centre identifies and bridges research gaps in the following topic areas: populations & communities, built environment & design, sustainable & resilient housing, housing assistance & policy, housing & wellbeing. Mobilizing knowledge and research expertise accelerates innovation and facilitates the adoption of new housing models, building methods, and standards. Housing studies and program evaluations drive policy changes and support access to affordable housing in British Columbia. Sign up to receive the latest news and updates from BC Housing's Research Centre at www.bchousing.org/subscribe.

BC HOUSING
RESEARCH CENTRE

1701-4555 Kingsway,
Burnaby BC V5G 4V8

Phone: 604-439-4135
Toll-free: 1-866-465-6873

Email: research@bchousing.org
www.bchousing.org

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PERMITS & INSPECTIONS DEPARTMENT
750 17th Street West Vancouver BC V7V 3T3 westvancouver.ca/permits
t: 604-925-7040 f: 604-925-7234 e: permits@westvancouver.ca

April 16, 2026 File: **BP119426**

s. 22(1)

WEST VANCOUVER BC s. 22(1)

Dear Sir/Madam

RE: 3540 CREERY AVENUE – WEST VANCOUVER
BUILDING PERMIT APPLICATION – RS4 ZONE

The plans submitted with your application for a revision to building permit at the above referenced address show that the proposed repairs will not comply with the Zoning Bylaw because it does not maintain the required building height for a principal dwelling.

- The Zoning Bylaw, Section 204.10 requires that structures not exceed a height of 7.62 metres measured from the average grade as indicated in the table below:

	Bylaw	Proposed	Variance
Building Height for Principal Dwelling	7.62 m	7.89 m	0.27 m

Comments:
- The proposed plans to repair the building envelope include an increase to the height of the existing roof and parapets which will exceed the allowable building height.

The Permits and Inspections Department is unable to issue a Building Permit unless you:

a) revise your plans to conform to the Zoning Bylaw; **or**
b) make application to the Board of Variance for relaxation of the Zoning Bylaw requirements by submitting a Board of Variance Application (application form enclosed) to the Permits & Inspections secretary. Your application, together with the $880 fee and required attachments, must be received by the Permits & Inspections secretary by 1:00 p.m. on **Wednesday April 22nd**. The next Board of Variance Hearing is scheduled for **Wednesday May 20th**. Confirmation of the date and time of the Board of Variance Hearing at which your application will be considered will be forwarded by mail; **or**
c) make application to the Planning Department for a Development Variance Permit (DVP) to be considered by Municipal Council, for a relaxation of the Zoning Bylaw requirements. Information regarding the Development Variance Permit Application

process may be obtained from the Planning Department at Municipal Hall (604-925-7055).

If you choose to make application to the Board of Variance, the Board at its Hearing, may order that a minor variance be permitted if it finds that undue hardship would be caused to the applicant if the Zoning Bylaw is complied with, and that the Board is of the opinion that the variance does not:

a) result in inappropriate development of the site,
b) adversely affect the natural environment,
c) substantially affect the use and enjoyment of adjacent land,
d) vary permitted uses and densities under the applicable bylaw, or
e) defeat the intent of the bylaw.

The Board of Variance members may visit the site as part of the variance consideration.

You and/or a representative should attend the Hearing to speak to your application and respond to any questions the Board may have.

Please do not hesitate to contact me at 604-921-3568 should you require any further information regarding this matter.

Thank you,

s. 22(1)

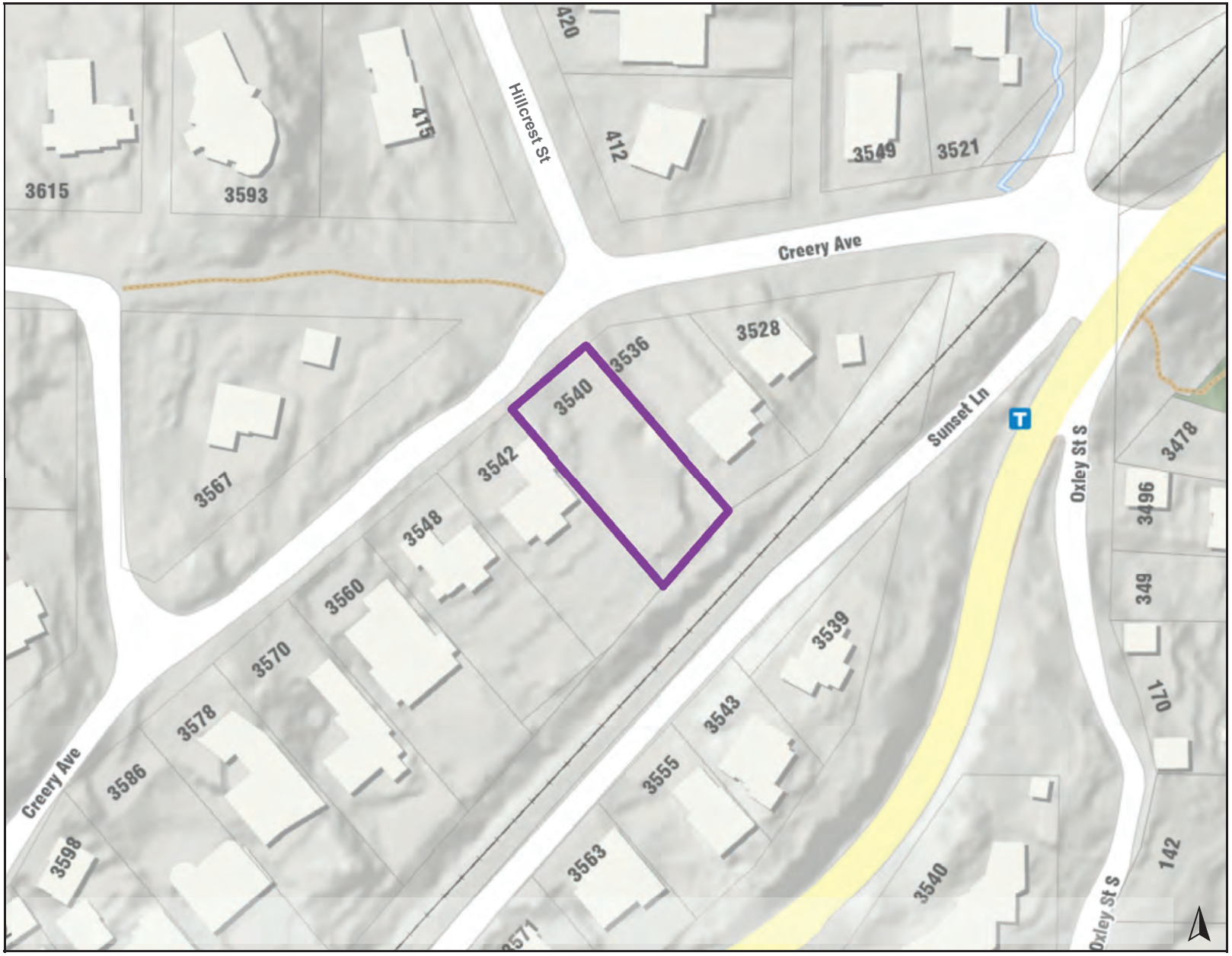
Amanda Procter
Plans Examiner
aprocter@westvancouver.ca

Enclosure

cc: Secretary, Board of Variance

west vancouver

26-017



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26-017

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District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
t: 604-925-7004 f: 604-925-7006

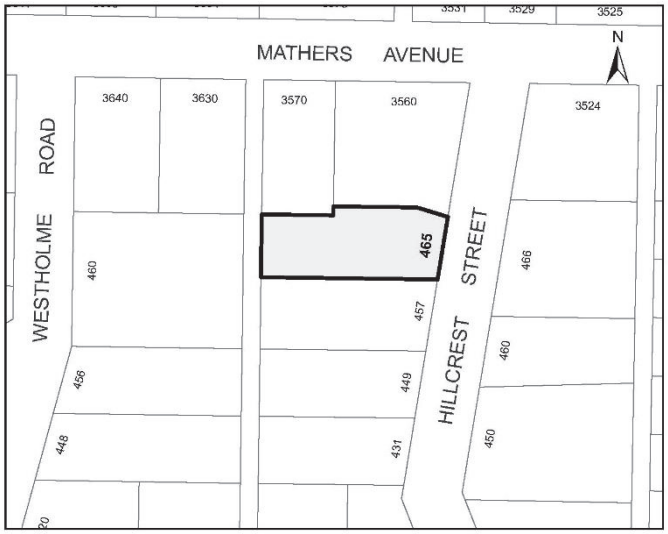
10.
26-018

NOTICE OF BOARD OF VARIANCE HEARING

Subject property: **465 Hillcrest Street**

A Board of Variance hearing will be held on:

Wednesday, May 20, 2026 at 5 p.m. in the Municipal Hall Council Chamber and via electronic communication facilities



The following variances for a Hydro meter base mounted on concrete pillar (accessory structure) at 465 Hillcrest Street will be considered:

Front Yard Setback (Concrete Pillar)	Bylaw Requirement	Proposed	Variance
	9.10 m	0.20 m	8.90 m
Front Yard Setback (Hydro Meter Base)	Bylaw Requirement	Proposed	Variance
	9.10 m	0.06 m	9.04 m

To view plans, permit and variance information contact Permits & Inspections at 604-925-7040.

To view documents and written submissions, or to enquire about hearing procedures or results contact Legislative Services at 604-925-7004.

Representations regarding the requested variances may be made, and written submissions read, to the Board of Variance during the hearing on the date, time, and place shown above. Members of the public may hear, or watch and hear, the hearing by attending the Municipal Hall Council Chamber or via electronic communication facilities through the link provided on the District's Board of Variance web page. To register to make representations to the Board of Variance via electronic communication facilities please phone 604-925-7004 between 8 a.m. and 4 p.m. on the scheduled hearing date.

Prior to the hearing, written submissions may be:

- mailed to the Board of Variance, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3;
- emailed to the Board of Variance at boardofvariance@westvancouver.ca; or
- addressed to the Board of Variance and placed in the drop box located at the entrance of Municipal Hall.

Please provide written submissions no later than noon on May 20, 2026 to ensure their availability to the Board for the hearing.
Technical issues may affect receipt of electronic submissions; persons relying on this means of transmittal do so at their own risk.

Written submissions received for the hearing will be included in the public information package for the Board's consideration and for the public record.

To view the agenda package for the hearing please visit https://westvancouver.ca/government-administration/committees-groups/board-variance

westvancouver

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The Corporation of the District of West Vancouver
750 17th Street, West Vancouver, BC V7V 3T3
Permits and Inspections Department: 604-925-7242 || Fax: 604-925-7234 || westvancouver.ca

26-018

Board of Variance Application Form

Subject Property *(please print clearly)*

Address: 465 Hillcrest St, West Vancouver , BC , V7V 2L8

Applicant *(please print clearly)*

Name(s): Trevor Cragg **Phone #:**
Mailing Address: #303-2432 Haywood Ave, West Vancouver, BC V7V1Y1 **Cell #:** s. 22(1)
Email Address: Info@craggbuilt.com **Fax #:**

Interest of Applicant: s. 22(1)

(Note: If the registered property owner is not the applicant then the authorization form must be completed by the registered property owner)

Registered Owner *(please print clearly)*

Name(s): s. 22(1) **Phone #:**
Mailing Address: s. 22(1) **Cell #:** s. 22(1)
Email Address: s. 22(1) **Fax #:**

Completed Application Must Include

☑ **A letter (signed original) describing:**

a) The proposed construction;
b) The requested variance(s); and
c) Hardship (pursuant to s.540 of the *Local Government Act* the applicant must demonstrate that hardship would be caused by compliance with the Zoning Bylaw)

☑ **Authorization of Registered Owners Form** (if this application is made by some but not all of the registered owners, or persons other than the registered owner(s), written authority for the applicant to apply to the Board of Variance on behalf of all registered owner(s) is required. Complete the attached form. For corporate ownership, a Corporate Search must be submitted showing proof of signing authority).

☐ **$880 fee**

Note: a copy of this application (redacted as necessary) and supporting documents will be available to the public and will be placed in the public agenda binder for the Board of Variance Hearing.

s. 22(1)

Applicant Signature

April 22nd, 2026
Date

Completed (signed original) applications must be received no later than the deadline date listed on the Board of Variance Deadline and Hearing Schedule (included in this application package). Incomplete applications will not be accepted.

Freedom of Information and Protection of Privacy Act Notification: The information on this form is collected under the general authority of the *Local Government Act* and Board of Variance Bylaw No. 4487, 2007. It is related directly to, required for and used by the District of West Vancouver to administer the Board of Variance application process. The access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* apply to the information collected on this form. Please contact the Manager, Records and Privacy, at 604-925-3497 if you have any questions.

Application forwarded to Legislative Services by: _____ Date: _____

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465 Hillcrest St Hardship Letter

Currently the existing home has a 100Amp overhead electrical service that goes into the northeast corner of the garage. The homeowners electrical needs are over what a 100amp service can provide. We want to upgrade the service to 200amps and here is where our hardship comes in. The distance from the garage to the utility pole is roughly 120 feet away and the maximum distance BC Hydro will do is 100 feet for an overhead service. We looked into doing a private power pole at the property line on the north side of the property closest to the utility pole but there is a district easement and we are not allowed to have the power pole or underground service in that area. If we try and go underground up the driveway the homeowners will incur a large cost of pulling up their paving stone driveway and then reinstalling as well as there is not enough wall space for the Hydro meter on the garage wall. The concrete pillar we are proposing will have the electrical meter and the cable/tel on it. It will minimally impact the driveway and will help keep my clients costs down as the service will be going through soft landscaping areas. Overhead services are fairly inexpensive in comparison to underground, my clients already are at a disadvantage not being able to upgrade their overhead service.

T Cragg

PERMITS & INSPECTIONS DEPARTMENT
750 17th Street West Vancouver BC V7V 3T3 westvancouver.ca/permits
t: 604-925-7040 f: 604-925-7234 e: permits@westvancouver.ca

April 22, 2026 File: **BP119949**

s. 22(1)

WEST VANCOUVER BC s. 22(1)

Dear Sir/Madam

RE: 465 HILLCREST STREET - WEST VANCOUVER
BUILDING PERMIT APPLICATION – RS3 ZONE

The plans submitted with your application for a building permit at the above referenced address show that the proposed Hydro meter base mounted on concrete pillar (accessory structure) will not comply with the Zoning Bylaw because it does not maintain the required front yard setback.

- The Zoning Bylaw, Section 203.07 and 120.27(5) requires a front yard setback as indicated in the table below:

	Bylaw	Proposed	Variance
Front Yard Setback for concrete pillar (accessory structure)	9.1 m	0.2 m	8.9 m
Front yard setback for Hydro Meter Base (accessory structure)	Bylaw 9.1m	Proposed 0.06m	Variance 9.04m

<u>The following non-conformities exist and are listed for reference only:</u>

1) April 2024 (BOV #24-014) for 2.45' height/ grade line variance to a 15.4' segment of retaining wall at south side yard

The Permits and Inspections Department is unable to issue a Building Permit unless you:

a) revise your plans to conform to the Zoning Bylaw; **or**

b) make application to the Planning Department for a Development Variance Permit (DVP) to be considered by Municipal Council, for a relaxation of the Zoning Bylaw requirements. Information regarding the Development Variance Permit Application process may be obtained from the Planning Department at Municipal Hall (604-925-7055) ; **or**

c) make application to the Board of Variance for relaxation of the Zoning Bylaw requirements by submitting a Board of Variance Application (application form enclosed) to the Permits & Inspections secretary. Your application, together with the $880 fee and required attachments, must be received by the Permits & Inspections secretary by 2:00 p.m. on **Wednesday 22nd April.** The next Board of Variance Hearing is scheduled for **Wednesday 20th May.** Confirmation of the date and time of the Board of Variance Hearing at which your application will be considered will be forwarded by mail

If you choose to make application to the Board of Variance, the Board at its Hearing, may order that a minor variance be permitted if it finds that undue hardship would be caused to the applicant if the Zoning Bylaw is complied with, and that the Board is of the opinion that the variance does not:

a) result in inappropriate development of the site
b) adversely affect the natural environment
c) substantially affect the use and enjoyment of adjacent land
d) vary permitted uses and densities under the applicable bylaw, or
e) defeat the intent of the bylaw.

The Board of Variance members may visit the site as part of the variance consideration.

You and/or a representative should attend the Hearing to speak to your application and respond to any questions the Board may have.

Please do not hesitate to contact me at 604-925-7053 should you require any further information regarding this matter.

Thank you.

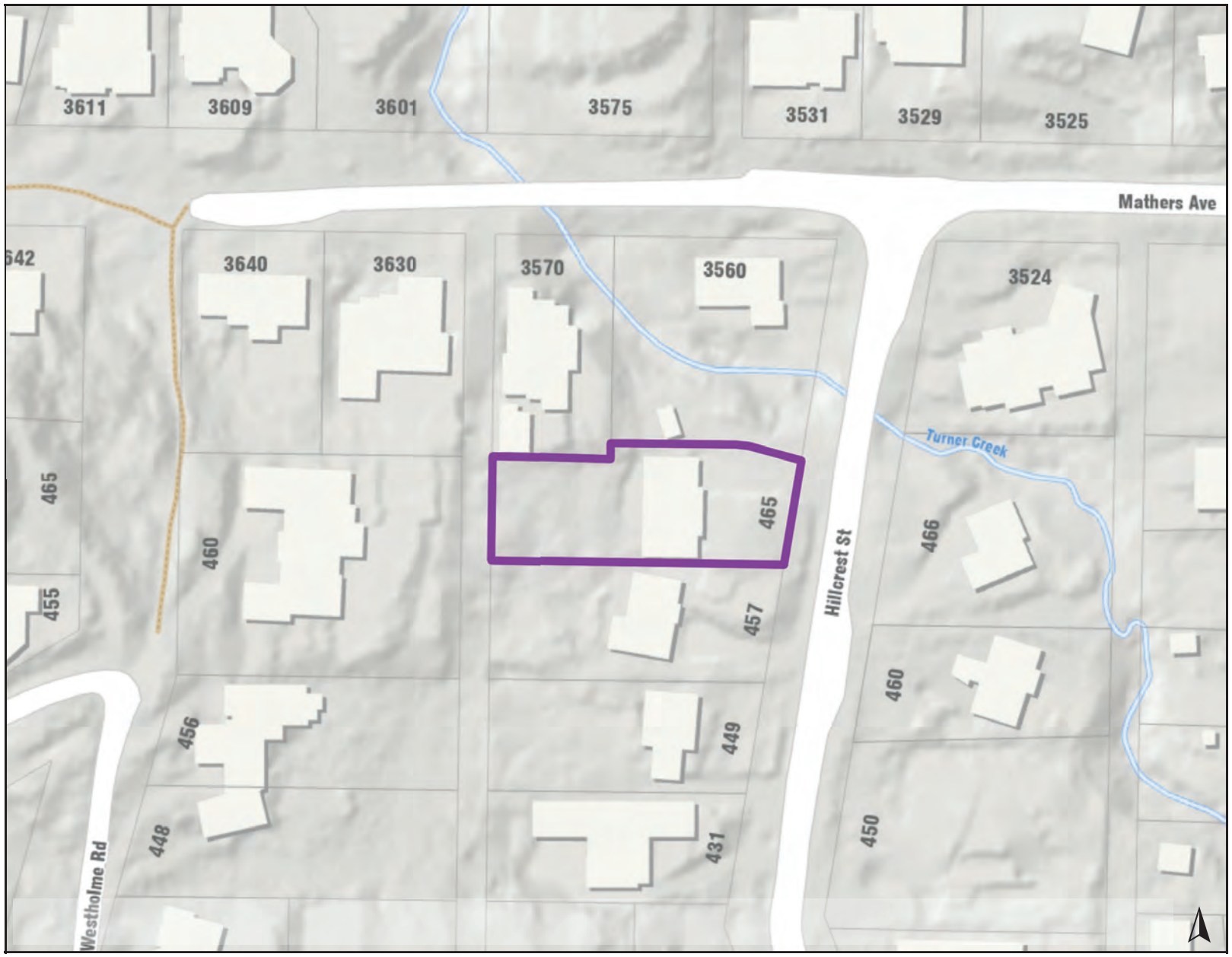
s. 22(1)

Joe Woodruff
Assistant Plans Examiner
jwoodruff@westvancouver.ca

Enclosure
cc: Secretary, Board of Variance

west vancouver

26-018



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