



## **MINUTES**

### **BOARD OF VARIANCE MEETING**

Thursday, March 6, 2025, 4:00 P.M.  
Boardroom, Service and Resource Centre,  
411 Dunsmuir Street, Nanaimo, BC

Present: Nelson Allen, Chair  
Michael Bassili, At Large  
Jaime Dubyna, At Large  
Kyle Wickland, At Large

Absent: Brian Anderson, At Large

Staff: L. Rowett, Manager, Current Planning  
K. Dafoe, Planning Assistant, Current Planning  
K. Mayes, Planner, Current Planning  
A. Bullen, Recording Secretary

**1. CALL THE MEETING OF THE BOARD OF VARIANCE TO ORDER:**

The Chair called the meeting of the Board of Variance to order at 4:00 p.m.

**2. ADOPTION OF AGENDA:**

It was moved and seconded that the agenda, be adopted. The motion carried unanimously.

**3. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Board of Variance Meeting held in the Boardroom of the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2024-NOV-07 at 4:00 p.m. be adopted. The motion carried unanimously.

#### 4. PRESENTATIONS:

##### a. Board of Variance Application No. BOV00783 – 455 Watfield Avenue

Introduced by Nelson Allen, Chair.

Gordon Thomas, Owner, spoke regarding Board of Variance Application No. BOV00783 – 455 Watfield Avenue. Highlights included:

- The property is a narrow lot measuring 12.57m in width, with two 4m setbacks on either side
- Due to these setbacks, there are limited options for development on the property
- Claimed that the property cannot accommodate a carriage house

Nelson Allen, Chair, opened the floor for discussion. Highlights included:

- Clarification was provided regarding the location of the 4m setbacks
- Discussion of the potential size of the house if the setbacks were not in place
- Staff provided a zoning history for the property and clarified that the lot is approximately 505m<sup>2</sup> in size
- Comments regarding the unusual shape of the lot and its zoning

It was moved and seconded that the Board of Variance finds that hardship exists in the case of application BOV00783 at 455 Watfield Avenue due to the physical site characteristics. The motion carried.

It was moved and seconded that the Board of Variance approve application BOV00783 at 455 Watfield Avenue to reduce the minimum north side yard setback from 4.0m to 1.55m to allow the construction of a single residential dwelling. The motion carried.

##### b. Board of Variance Application No. BOV00784 – 1018 Shelby Ann Avenue

Introduced by Nelson Allen, Chair.

Bryce and Kathleen Smith, Owners, spoke regarding Board of Variance Application No. BOV00784 – 1018 Shelby Ann Avenue. Highlights included:

- The proposal is to convert an existing workshop/garage into an authorized suite
- Clarification that no vehicles are currently parked on the street

- Prior to purchasing the property, the owners verified that the driveway could accommodate enough vehicles for a suite in an accessory building in addition to the existing secondary suite within the principal dwelling
- The house currently has four bedrooms and three bathrooms
- Full commitment was expressed to ensure all necessary fire barriers are in place
- The proposed deck will overlook a community garden and will not impact the privacy of neighboring properties

Nelson Allen, Chair, opened the floor to the public.

Barry Morton, 529 Grewal Place, expressed concerns regarding off-street parking and speeding along Shelby Ann Avenue and stated they were not opposed to the application.

Nelson Allen, Chair, opened the floor for discussion. Highlights included:

- Staff clarified the current Zoning Bylaw regulations regarding the allowance of secondary suites
- Keene Anderson, Applicant, Greenplan, explained that the location of an internal staircase prevents the building from being reduced in size
- Staff clarified the applicant is working with an engineer to design a fire suppression sprinkler system and noted that changes to the principal dwelling may be required during the building permit stage based on feedback from the City's Building and Engineering Departments

It was moved and seconded that the Board of Variance finds that hardship exists in the case of application BOV00784 at 1018 Shelby Ann Avenue due to the physical site characteristics. The motion carried.

Opposed: *Jaime Dubyna*

It was moved and seconded that the Board of Variance approve application BOV00784 at 1018 Shelby Ann Avenue to reduce the minimum separation distance from 3.0m to 1.39m to allow the conversion of an existing accessory building (garage) to an accessory building containing a secondary suite. The motion carried.

Opposed: *Jaime Dubyna*

**5. OTHER BUSINESS:**

Staff announced that Kristine Mayes, Planner, will temporarily step in for Kirsten Dafoe, Planning Assistant, until her position is filled.

**6. ADJOURNMENT:**

It was moved and seconded at 4:52 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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RECORDING SECRETARY