



TOWN OF VIEW ROYAL
BOARD OF VARIANCE MEETING
WEDNESDAY, OCTOBER 8, 2026 @ 7:00 PM
VIEW ROYAL TOWN HALL – MEETING ROOM 1

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
(motion to approve)
- 3. MINUTES, RECEIPT & ADOPTION OF**
 - a) Minutes of the Board of Variance meeting held May 8, 2024
(motion to adopt) Pg. 2
 - b) Minutes of the Board of Variance meeting held July 8, 2026
(motion to adopt) Pg. 3-4
- 4. APPLICATIONS**
 - a) **Board of Variance Application No. 2026-02 for 2298 Meadowvale Drive**
 1. Report dated September 15, 2026 from the Community Planner Pg. 5- 26
- 5. CORRESPONDENCE**
- 6. NEW BUSINESS**
- 7. ADJOURNMENT**



TOWN OF VIEW ROYAL
MINUTES OF THE BOARD OF VARIANCE MEETING
WEDNESDAY, MAY 8, 2024, AT 7:00PM
COUNCIL CHAMBERS

PRESENT WERE: D. Adair
P. Devonshire
L. Pakos
S. Stirling, Planner
D. Miles, Committee Clerk

PRESENT ALSO: 2 Applicants

1. CALL TO ORDER - The Chair called to order at 7:00pm

2. APPROVAL OF AGENDA
(motion to approve)

MOVED BY: L. Pakos
SECONDED: D. Adair

THAT the Agenda be amended to include late item letter dated May 1, 2024, from S. Peterson & C. Peterson.

CARRIED

3. MINUTES, RECEIPT & ADOPTION OF

MOVED BY: P. Devonshire
SECONDED: L. Pakos

THAT the minutes from January 17, 2024, be approved as amended to show D. Adair as not present and P. Devonshire as moving the motion to approve the application.

CARRIED

5. APPLICATIONS

a) 316 JALAN PLACE (Lot 27, Section 13, Esq Dist, Plan 37592)
Applicants: Edda Creative

The Senior Planner introduced the application to the Board.

The applicant stated that the deck replacement is for safety reason and that the area needed within the setback portion is to maintain the access to the existing doorway.

MOVED BY: D. Adair
SECONDED: L. Pakos

THAT the Board approve the issuance of the variance which would have the effect of relaxing the following regulation:

Section 8.1.4 to reduce the reduce the minimum rear yard setback of a principle building from 7.5m to 6m

To allow for the construction of an attached proposed deck as per the plans included in the report.

CARRIED

6. TERMINATION: 7:06pm

CHAIR – P. Devonshire

RECORDING SECRETARY – D. Miles



TOWN OF VIEW ROYAL

MINUTES OF THE BOARD OF VARIANCE MEETING HELD ON WEDNESDAY, JULY 8, 2026 VIEW ROYAL MUNICIPAL OFFICE – COUNCIL CHAMBERS

PRESENT WERE: P. Devonshire
J. Josh
L. Pakos

PRESENT ALSO: L. Curtis, Community Planner
D. Miles, Committee Clerk

3 members of the public
2 members of the press

1. CALL TO ORDER – The Chair called the meeting to order at 7:00 p.m.

a) Selection of Chair and Co-Chair

MOVED BY: L. Pakos
SECONDED: J. Josh

THAT P. Devonshire be appointed as Chair to the Board of Variance.

CARRIED

MOVED BY: P. Devonshire
SECONDED: L. Pakos

THAT L. Pakos be appointed as Co-Chair to the Board of Variance.

CARRIED

2. APPROVAL OF AGENDA

MOVED BY: L. Pakos
SECONDED: P. Devonshire

THAT the agenda be amended to include items 4. a) 2. – 4.;

AND THAT the agenda be approved as amended.

CARRIED

3. MINUTES, RECEIPT & ADOPTION OF

4. APPLICATIONS

a) Board of Variance Application No. 2026/01 for 8 Parkcrest Drive

1. Report dated June 25, 2026 from the Community Planner

The Community planner gave an overview of the report.

The applicant stated that if approved, the accessory building will be required to obtain a building permit and will meet current BC Building Code. They further stated that the pergola structure was originally intended to provide a cover for a fishpond that was installed.

C. Mah, resident of Gull Rd, asked the Board what would prevent the accessory building from becoming a living space.

Staff explained the required steps for any accessory building to be constructed or converted to a dwelling unit. Staff also noted that if these variances are approved, they

would not allow such a conversion to occur on the property.

2. Letter dated July 5, 2026 from R. & L. McMahon

MOVED BY: L. Pakos
SECONDED: J. Josh

THAT the letter dated July 5, 2026 from R. & L. McMahon be received.

CARRIED

3. Letter dated July 6, 2026 from R. Klee

MOVED BY: L. Pakos
SECONDED: J. Josh

THAT the email dated July 6, 2026 from R. Klee be received.

CARRIED

4. Letter email July 7, 2026 from a View Royal resident

MOVED BY: L. Pakos
SECONDED: J. Josh

THAT the email dated July 7, 2026 from a View Royal resident be received.

CARRIED

MOVED BY: L. Pakos
SECONDED: J. Josh

THAT the following variances to Zoning Bylaw No. 900, 2014, for Board of Variance Application No. 2026/01 at 8 Parkcrest Drive, to permit retention of the existing accessory building, be approved:

- reduce the minimum rear yard setback from 1.2m to 0.87m; and
- reduce the minimum side yard setback from 1.2m to 0.74m.

AND THAT the following variance to Zoning Bylaw No. 900, 2014 to permit the retention the existing pergola be denied:

- reduce the minimum side yard setback from 1.2m to 0.74m.

CARRIED

5. CORRESPONDENCE

6. NEW BUSINESS

7. ADJOURNMENT

MOVED BY: P. Devonshire
SECONDED: L. Pakos

THAT this meeting now adjourn.
Time: 7:20 p.m.

CARRIED

CHAIR

COMMITTEE CLERK



TOWN OF VIEW ROYAL BOARD OF VARIANCE REPORT

TO: Board of Variance
FROM: Leah Curtis
Community Planner

DATE: September 21, 2026
MEETING: October 8, 2026
FILE NO: BOV 2026-02

BOARD OF VARIANCE APPLICATION NO. 2026-02 2298 MEADOWVALE DR

APPLICANT REQUESTED VARIANCE:

The applicant is requesting the following three variances to *Zoning Bylaw No.900, 2014* Section 4.6 to allow for a new accessory structure to be installed and a hot tub to remain in its current location on the subject property of 2298 Meadowvale Dr:

- reduce the distance of separation between a principal building and an accessory structure from 2.4m to 1.2m;
- reduce the side yard setback for a proposed accessory structure from 1.2m to 0.8m; and
- reduce the side yard setback for an existing hot tub from 1.2m to 0.6m.

The subject property is legally described as:

Lot 44, Section 117, Esquimalt District, Plan VIP63453.



Figure 1 - Location of Subject Property

PURPOSE OF REPORT:

To provide the Board with information related to the subject Board of Variance Application No. 2026-02 for 2298 Meadowvale Dr. The applicant is requesting three setback variances to allow for a new accessory structure to be installed and an existing hot tub to remain in its current location.

BACKGROUND:

RELEVANT BYLAWS / POLICIES:

The requested variances are to Sections 4.6.2 and 4.6.3 of *Zoning Bylaw No.900, 2014*. Apart from the noted setback and building separation variances, the applicant's proposal is consistent with the zoning provisions of the R-1B: Detached Residential (Medium Lot) Zone; including the maximum permitted amount of lot coverage and impermeable surface coverage, as the pergola is proposed to be located in an area that is already impermeable.

ATTACHMENTS:

- Schedule 1 – Letter to the Board & Plans
- Schedule 2 – Letters of Support

DISCUSSION:

The existing single-family dwelling with a secondary suite, was built in the late 1990s. In 2024, a building permit was issued for a deck at the rear of the dwelling unit. The existing patio is considered landscaping. There are significant grade changes between the subject property and the neighbouring properties. The proposed pergola and hot tub would be screened by an existing rock wall.

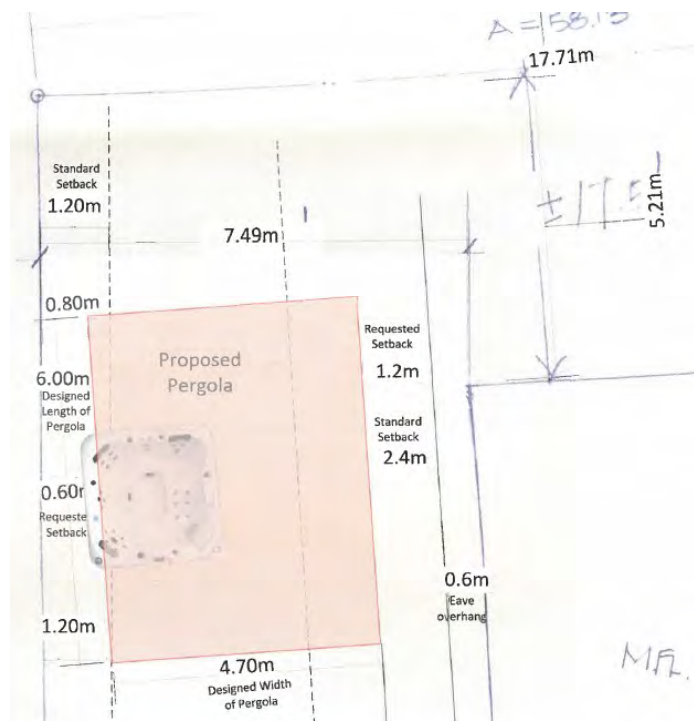


Figure 2 - Proposed Pergola & Hot Tub Location

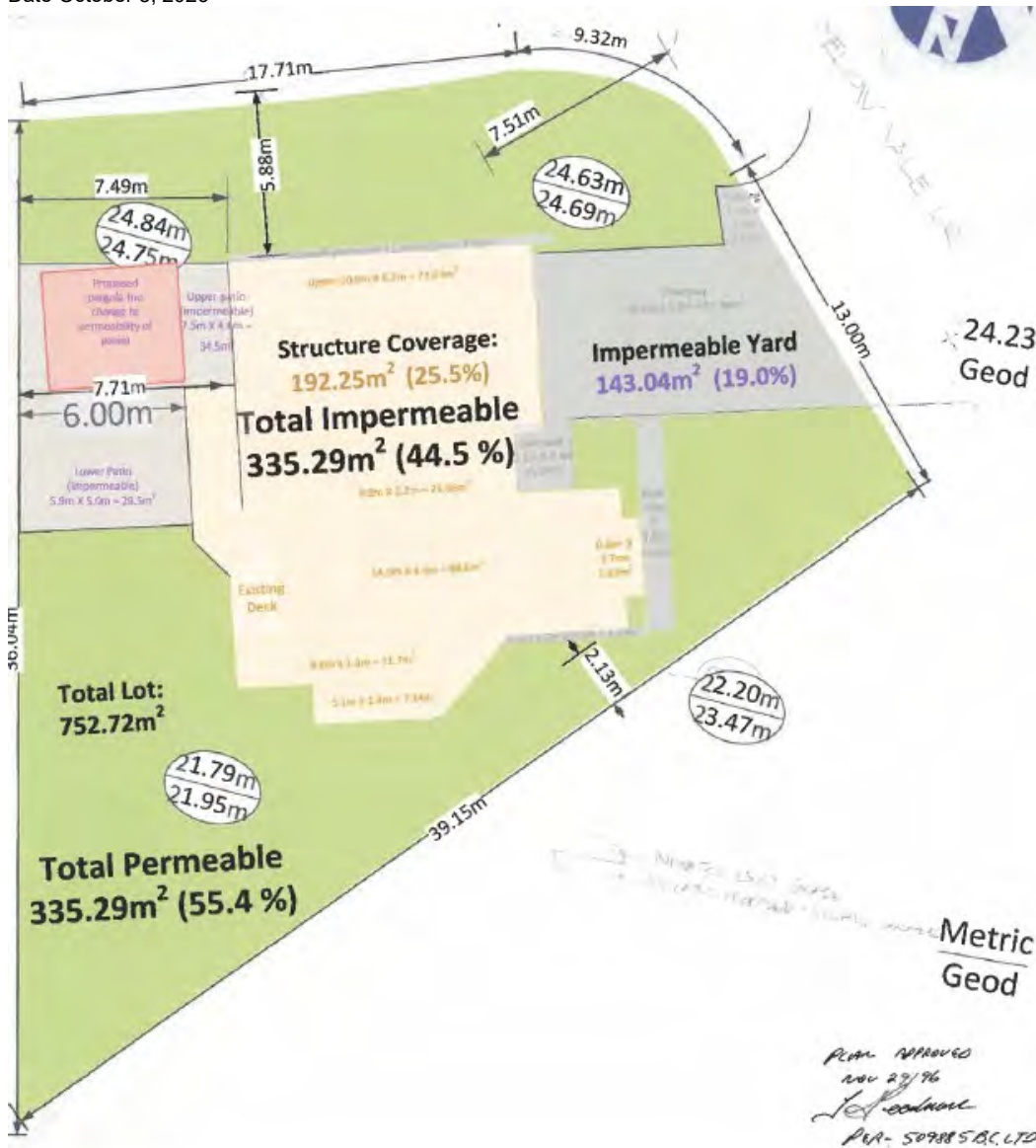


Figure 3 - Site Plan of 2298 Meadowvale Dr

The Board is to consider the variances according to the following section within the *Local Government Act*:

542 (1) On an application under section 540, the board of variance may order that a minor variance be permitted from the requirements of the applicable bylaw, or that the applicant be exempted from section 531 (1) [alteration or addition while non-conforming use continued], if the board of variance...is of the opinion that the variance or exemption does not do any of the following:

- (i) result in inappropriate development of the site;
- (ii) adversely affect the natural environment;
- (iii) substantially affect the use and enjoyment of adjacent land;
- (iv) vary permitted uses and densities under the applicable bylaw;
- (v) defeat the intent of the bylaw.

PUBLIC NOTIFICATION:

A notice of the Board's consideration of this variance application was delivered to owners and occupants of properties within a radius of 100 metres (328 feet) of the subject parcel.

SUBMITTED BY:

A handwritten signature in cursive script that reads "Leah Curtis".

Leah Curtis
Community Planner

Date: September 6, 2026

To: Chair and Members of the Board of Variance, Town of View Royal

Re: Board of Variance Application for Minor Relief – 2298 Meadow Vale Dr.

Dear Board Members,

Please accept this application and rationale for minor variance relief under Section 540 of the *Local Government Act* to permit the installation of an outdoor hot tub and an accessory louvered pergola structure at 2298 Meadow Vale Dr.

Specifically, we are requesting adjustment for the hot tub and pergola:

Section	Bylaw 900 Requirements	Request
4.6.2.c:	1.2 meters setback from property line	Relaxation to 0.6m (for corner overhang of pergola & hot tub placement)
4.6.3	2.4 meters separation distance between a principal building and a detached accessory structure	Relaxation to 1.2m (from furthest eave projection; 1.8m from primary wall)

1. Site Constraints & Demonstration of Undue Hardship

Strict compliance with the standard setback and separation requirements creates an extraordinary, terrain-based hardship unique to this property:

- **Topographical Enclosure:** The usable rear yard is severely constrained, with only 7.59m of total clearance between the home's rear wall and the lot line. Directly along this rear lot line, the terrain rises abruptly into a 3.4m vertical rock wall with a 1.2m fence on top, directly above the patio.
- **Non-Parallel Lot Line Geometry:** The home is positioned parallel to Meadow Vale Drive, creating an angled relationship with the rear lot line. A standard rectangular pergola aligned with the house creates an inevitable minor setback encroachment at its northern corner, despite remaining clear elsewhere.
- **Quadruple-Bound Footprint:** The patio is tightly bounded on all four sides: the house wall to the east, the 4.6m vertical rock face and fence to the west, steep rock-flanked grade changes to the north, and a 1.2m grade drop to the south, with access that must be maintained for a ramp and stairs.
- **Dead Space Utilization:** Adhering strictly to the 1.2m setback forces structural posts into primary walkways and emergency egress routes. Granting a 0.6m relaxation allows us to

place the hot tub and pergola supports into an otherwise unusable dead zone at the base of the rock face.

2. Rationale & Analysis of Board Criteria

In accordance with Town guidelines, this proposal represents a minor adjustment that fully aligns with the five criteria evaluated by the Board:

- **Does Not Result in Inappropriate Development:** The pergola is a non-combustible, commercial-grade aluminum structure featuring adjustable open-air louvers. The non-parallel orientation of the rear lot line relative to the house means the 0.6-metre setback applies only to a small triangular corner of the pergola footprint, tapering out to 1.2 meters.
- **No Impact on Use and Enjoyment of Adjacent Properties:** No other neighbours have any site line to the rear of this property; the structure will effectively be completely invisible from adjacent lots and surrounding streets:
 - The immediate rear neighbor (on Riverside Drive) sits on top of a solid 4-metre rock wall overlooking our lot, with the proposed hot tub and pergola sitting over 4 meters below their grade, adjacent to their garage and parking.
 - Neighbours to the south on Meadow Vale Dr. have no sight lines to this location due to their lower elevation, fences, and positioning of homes.
 - The steep slope and rock walls northwards toward Meadow Vale serve as an absolute visual and acoustic buffer; others from across the road with an elevated view might barely glimpse a corner of the structure at best.
- **Does Not Defeat the Intent of the Bylaw:** The intent of separation and setback rules is fire safety, maintenance access, and sightline protection. The pergola is spaced 1.2 meters from the furthest eave projection (and over 1.8 meters from the main wall). Being constructed of non-combustible aluminum, it poses no fire transmission risk.
- **No Adverse Environmental Impact:**
 - The hot tub and patio will utilize an existing steel-reinforced concrete surface: No change in impermeability ratio (still 45%).
 - No protected trees would be removed or impacted.
 - Preservation of municipal storm infrastructure: The salt-water based hot tub will provide for efficient water conservation (drain annually vs 3-4 months for chlorine-based treatment), and will drain on-site via pervious discharge.

- **Does Not Vary Permitted Use or Density:** The property remains an R-1B single-family residential lot.

The rear patio area is fully accessible for Board members to inspect the site at any time prior to the hearing. It would be most ideal to answer questions in person, and we will be out of town until September 25. We will leave the project area unlocked if scheduling does not permit a later time.

Thank you for your consideration of our request.

Sincerely,

Bruce & Laura Webster

Additional reference information attached:

- Photos of the patio area (current, and with proposed structure and hot tub)
- CAD diagram and placement dimensions for proposed structure and hot tub
- Site plan with impermeable coverage specifications
- Inset view of site plan area showing proposed works
- Elevation view from rear, facing East
- Elevation view from side, facing North
- State of Title Certificate from September 5, 2026
- Letters of support from every adjacent neighbours
- Electronic copy of the Board of Variance application form

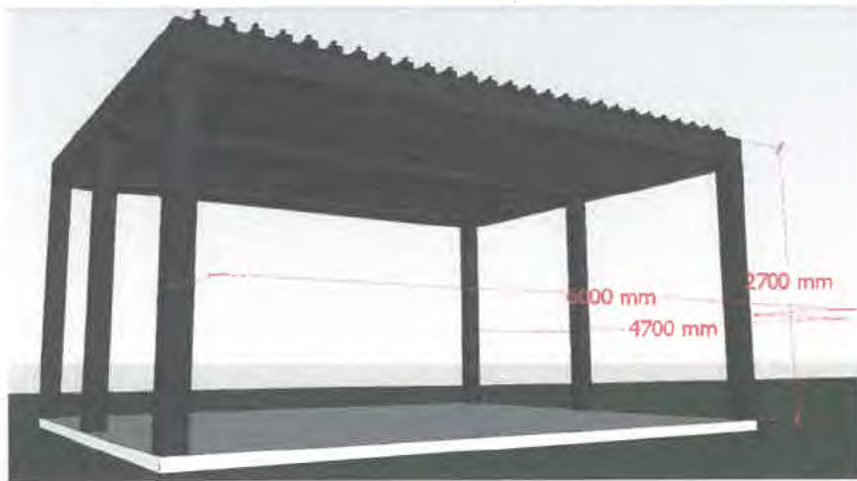
West facing photo looking towards 1959 Riverside Drive. Note the restrictive topology of this yard as described in the letter above.



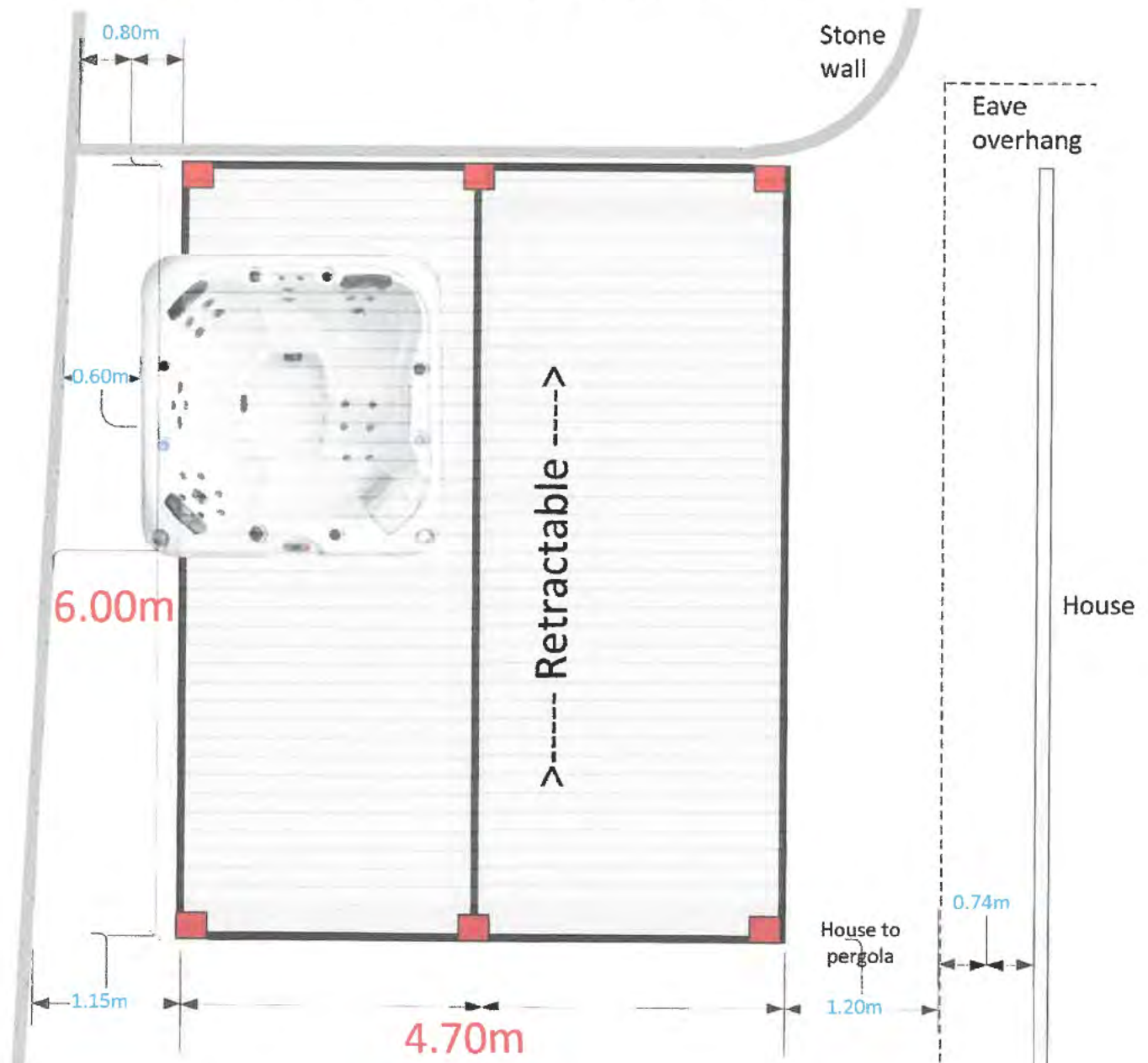
Scale rendering of the intended placement of the pergola on the patio, showing the hot tub. Note constraining walls, and elevated property adjacent:



CAD drawing of the proposed aluminum structure:

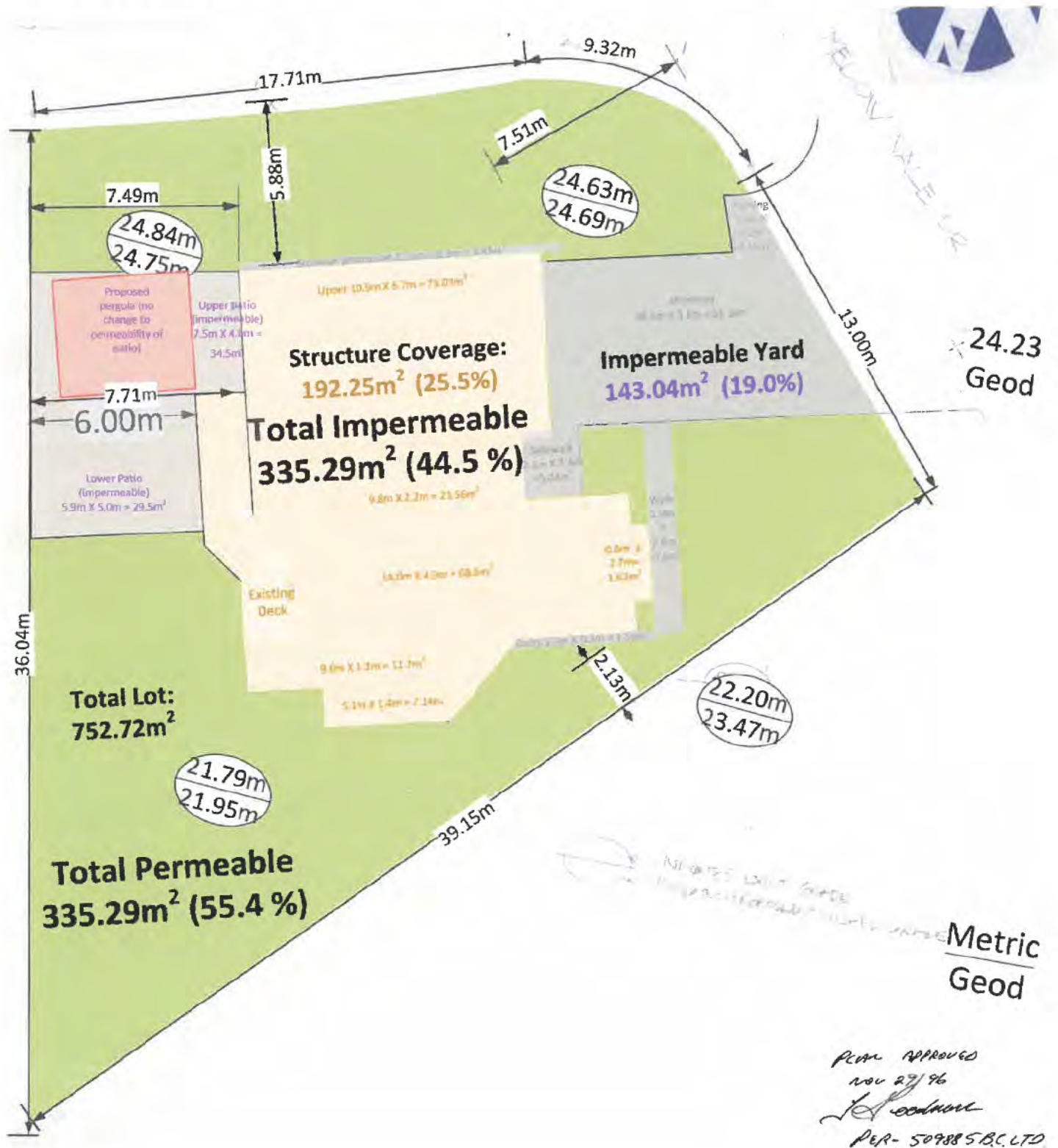


Detailed placement of the pergola and hot tub with setbacks noted:

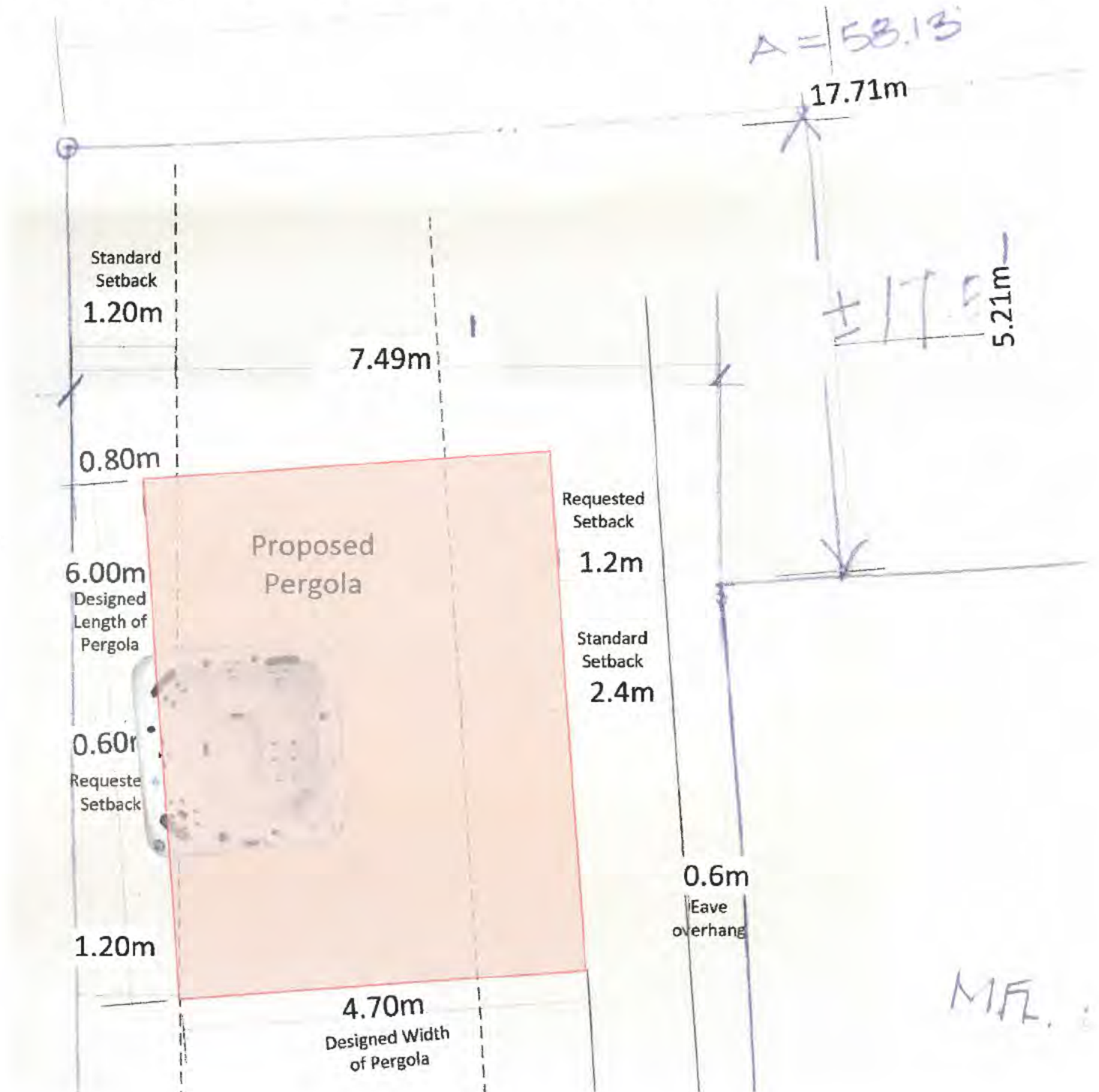


Dimensioned site plan with proposed works added. For printing, scale is effectively 1:350.

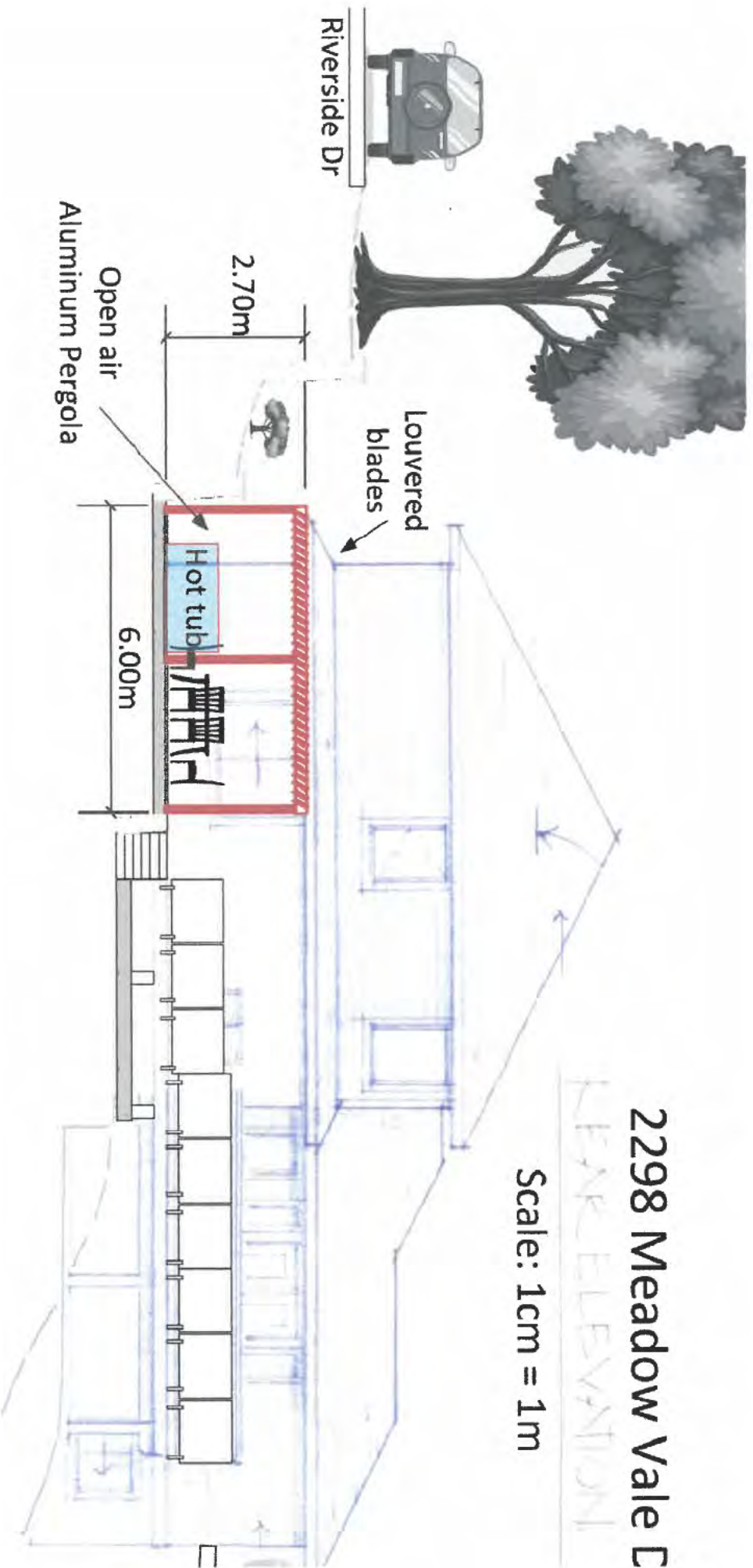
Below is a site plan of the property at 2298 Meadow Vale Drive. The total impermeable surface remains unchanged at 44.5%:



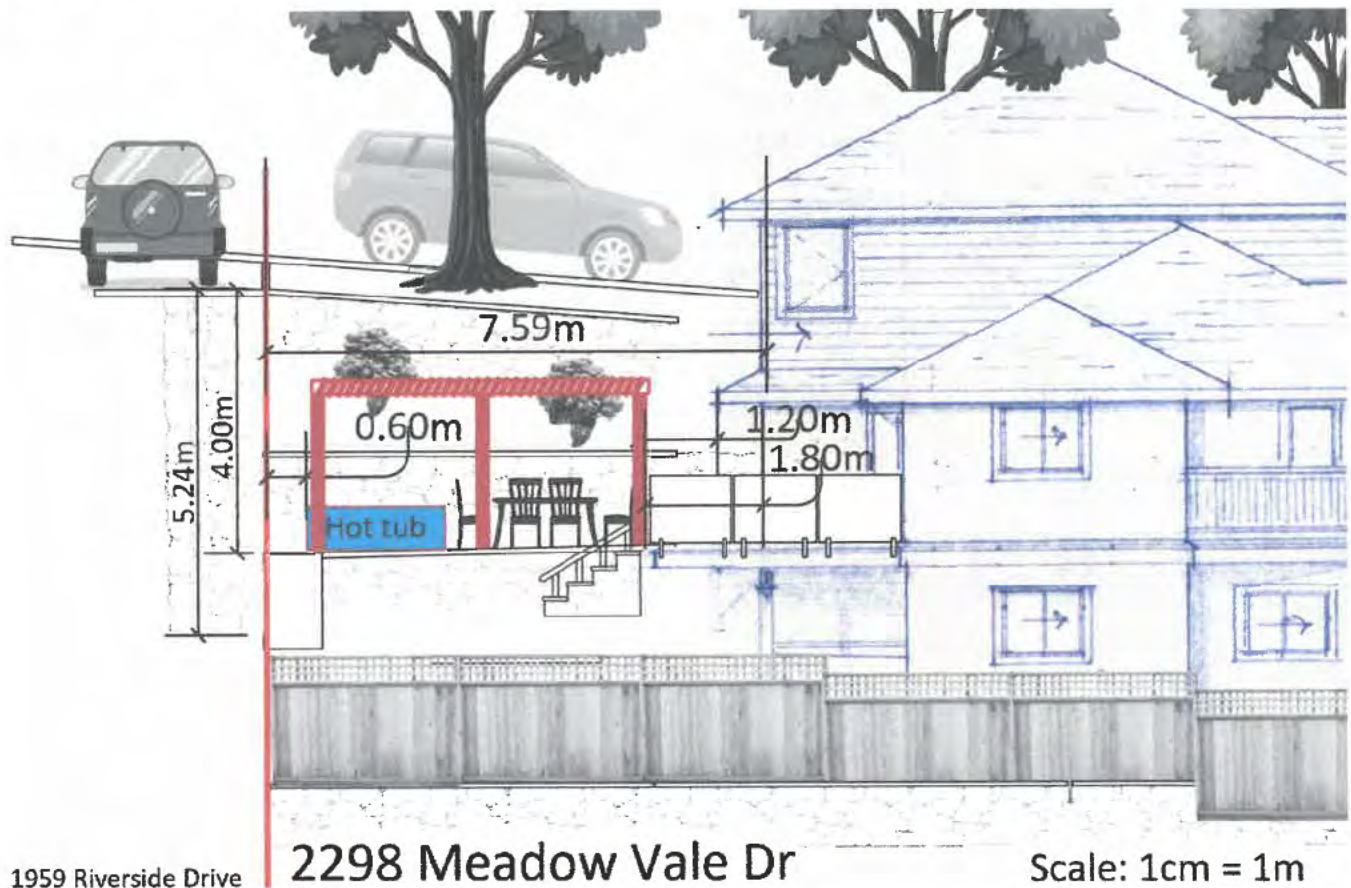
This detail is an inset of the site plan (previous image), showing the proposed placement of the pergola in detail along with the hot tub. The dotted lines show the standard setback requirements:



The following page shows the rear Elevation Profile facing East towards Meadow Vale Drive. Note 50% reduction of image to format for printing.



Side elevation profile facing north towards Riverside Drive:



Note 50% reduction of above image to format for printing.

Example below showing proposed structure from similar orientation as the elevation detail above:

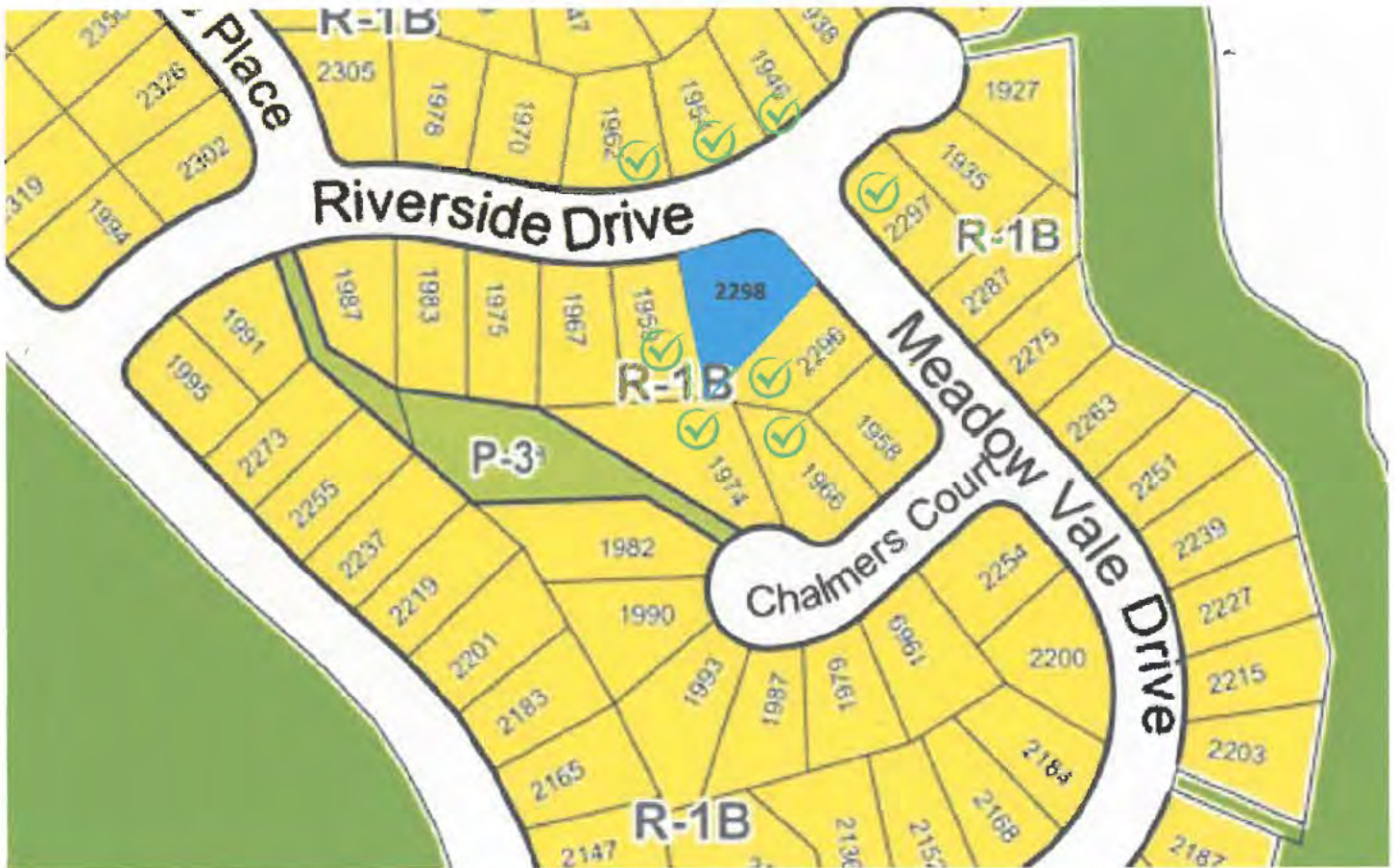


Subject property highlighted in blue

Lot 44 Plan VIP63453 Section 117 Land District 21
PID: 023-442-883
.186 acres = 752.7 m²
Title Number EL12197

100% of our neighbours are in support of our variance request.

Letters confirming they have no concerns are attached on the following pages.



These letters include every surrounding property, as indicated by the check marks above:

- ✓ 1959 Riverside Drive
- ✓ 1962 Riverside Drive
- ✓ 1954 Riverside Drive
- ✓ 1946 Riverside Drive
- ✓ 2297 Meadow Vale Drive
- ✓ 2296 Meadow Vale Drive
- ✓ 1974 Chalmers Court
- ✓ 1966 Chalmers Court

Attachment 2

To: Board of Variance, Town of View Royal

Re: Board of Variance Application – 2298 Meadow Vale Dr.

I am/We are the registered owner(s) of the property located at Riverside Drive

We have reviewed the plans provided by Bruce and Laura Webster for minor variance relief regarding rear lot line setbacks (from 1.2m to .6m) and building separation (from 2.4m to 1.2m) for a backyard hot tub and low-profile aluminum pergola.

the proposed structure is located well outside our line of sight, it will have no impact on our privacy, views, light, or enjoyment of our property.

We have no objections to the Board granting the requested minor variance.

Name(s): Arnette Inc. L2510W Michael Manzi

Signature(s): _____

Date: 07 Sep 2026

To: Board of Variance, Town of View Royal

Re: Board of Variance Application – 2298 Meadow Vale Dr.

I am/We are the registered owner(s) of the property located at : Riverside Drive.

We have reviewed the plans provided by Bruce and Laura Webster for minor variance relief regarding rear lot line setbacks (from 1.2m to .6m) and building separation (from 2.4m to 1.2m) for a backyard hot tub and low-profile aluminum pergola.

We confirm that the proposed structure will not obstruct our views, privacy, sunlight, or enjoyment of our property. We support their application and have no objections to the Board approving this request.

Name(s): Lesley Landels _____

Signature(s): _____

Date: Sept. 6 / 2026

To: Board of Variance, Town of View Royal

Re: Board of Variance Application – 2298 Meadow Vale Dr.

I am/We are the registered owner(s) of the property located at Riverside Drive.

We have reviewed the plans provided by Bruce and Laura Webster for minor variance relief regarding rear lot line setbacks (from 1.2m to .6m) and building separation (from 2.4m to 1.2m) for a backyard hot tub and low-profile aluminum pergola.

We have no sightlines to the subject area. We confirm that the proposed structure will not obstruct our views, privacy, sunlight, or enjoyment of our property. We support their application and have no objections to the Board approving this request.

Name(s): CLARENCE RESER VIVIANA RESER

Signature(s): _____

Date: 6 AUGUST 2026

To: Board of Variance, Town of View Royal

Re: Board of Variance Application – 2298 Meadow Vale Dr.

I am/We are the registered owner(s) of the property located at _____ Riverside Drive.

We have reviewed the plans provided by Bruce and Laura Webster for minor variance relief regarding rear lot line setbacks (from 1.2m to .6m) and building separation (from 2.4m to 1.2m) for a backyard hot tub and low-profile aluminum pergola.

We confirm that the proposed structure will not obstruct our views, privacy, sunlight, or enjoyment of our property. We support their application and have no objections to the Board approving this request.

Name(s): KEITH _____ MACCARTHY _____

Signature(s): _____

Date: SEPT 6th / 2024

To: Board of Variance, Town of View Royal

Re: Board of Variance Application – 2298 Meadow Vale Dr.

I am/We are the current occupant/tenants of the property located at Meadow Vale Drive.

We have reviewed the plans provided by Bruce and Laura Webster for minor variance relief regarding rear lot line setbacks (from 1.2m to .6m) and building separation (from 2.4m to 1.2m) for a backyard hot tub and low-profile aluminum pergola.

We have no sightlines to the rear of this property. We confirm that the proposed structure will not obstruct our views, privacy, sunlight, or enjoyment of our property. We support their application and have no objections to the Board approving this request.

Name(s): Reid Thompson _____

Signature(s): _____

Date: 9/6/2021

To: Board of Variance, Town of View Royal

Re: Board of Variance Application – 2298 Meadow Vale Dr.

I am/We are the registered owner(s) of the property located at Meadow Vale Drive.

We have no sightlines to the rear of this property. We have reviewed the plans provided by Bruce and Laura Webster for minor variance relief regarding rear lot line setbacks (from 1.2m to .6m) and building separation (from 2.4m to 1.2m) for a backyard hot tub and low-profile aluminum pergola.

We confirm that the proposed structure will not obstruct our views, privacy, sunlight, or enjoyment of our property. We support their application and have no objections to the Board approving this request.

Name(s): N. Douglas St-Michel Lori Takach

Signature(s): _____

Date: 06/SEP/2026

To: Board of Variance, Town of View Royal

Re: Board of Variance Application – 2298 Meadow Vale Dr.

I am/We are the current occupant/tenants of the property located at Chalmers Court.

- We have reviewed the plans provided by Bruce and Laura Webster for minor variance relief regarding rear lot line setbacks (from 1.2m to .6m) and building separation (from 2.4m to 1.2m) for a backyard hot tub and low-profile aluminum pergola.

We have no sightlines to the rear of this property. We confirm that the proposed structure will not obstruct our views, privacy, sunlight, or enjoyment of our property. We support their application and have no objections to the Board approving this request.

Name(s): Angus Mount _____

Signature(s): _____

Date: Sept 6/26

To: Board of Variance, Town of View Royal

Re: Board of Variance Application – 2298 Meadow Vale Dr.

I am/We are the current occupant/tenants of the property located at _____, Chalmers Court.

We have reviewed the plans provided by Bruce and Laura Webster for minor variance relief regarding rear lot line setbacks (from 1.2m to .6m) and building separation (from 2.4m to 1.2m) for a backyard hot tub and low-profile aluminum pergola.

We have no sightlines to the rear of this property. We confirm that the proposed structure will not obstruct our views, privacy, sunlight, or enjoyment of our property. We support their application and have no objections to the Board approving this request.

Name(s): Sandy Sparane _____ Chalmers Ct.

Signature(s): _____

Date: Sept 6/2020