

District of North Saanich
Regular Meeting of Board of Variance
Thursday, June 18, 2026, at 10:00 a.m.
Council Chambers
1620 Mills Road, North Saanich

*Public can view the meeting live using the District's livestreaming feature at:
northsaanich.ca/council-meetings*

AGENDA

1. **CALL TO ORDER**
2. **FIRST NATIONS TERRITORY ACKNOWLEDGEMENT**
3. **INTRODUCTION OF LATE ITEMS**
4. **APPROVAL OF AGENDA**
5. **ADOPTION OF MINUTES**
 - (a) Draft minutes of the Board of Variance meeting held May 21, 2026. 3 - 4
[2026-05-21 BOV Minutes \(draft\)](#)
6. **APPLICATIONS**
 - (a) **Lot 14, Block 3, Section 7, Range 2 and 3 West, North Saanich District Plan 1936 – 642 Cromarty Avenue** 5 - 30
Applicant: Bohdan Kurylo (Gray Jay Design)
The Applicant is requesting the following variances:
 1. Section 502.3.3(d)(iv): To vary the minimum setback requirements from the western exterior side lot line from 7.6m (25 ft.) to 5.0m (16.4 ft.).

Public Participation Period

 - The applicant or persons whose property is affected by this application to the Board of Variance, or persons who occupy a property that is affected by this application to the Board of Variance, and who wish to address the Board of Variance regarding this application must state their name and address for identification.
 - Questions and comments must be addressed through the Chair and answers given likewise. Debates with or questions of individual Board members will not be allowed.
 - Each speaker during the Public Participation Period:
 - must use respectful language and refrain from making offensive gestures or sign; and

- is limited to speaking for 3 minutes unless otherwise authorized by the Chair to speak for a longer period of time

[BOV 2026-03 - 642 Cromarty Avenue - Staff Report](#)

[Attachment 1 - Site Survey \(Existing\)](#)

[Attachment 2 - Site Plan \(Proposed\) and Architectural Drawings](#)

[Attachment 3 - Location Map](#)

[Attachment 4 - Zoning Map](#)

[Attachment 5 - Orthophoto](#)

[Attachment 6 - Elevation Drawings](#)

[Attachment 7 - Rationale Letter](#)

7. ADJOURNMENT

SUBJECT TO ADOPTION
Minutes of the Board of Variance
District North Saanich - 1620 Mills Road
Thursday, May 21, 2026, at 10:00 a.m.

PRESENT: Chair B. Goodman
Members A. Burgoyne
B. Menzies

ATTENDING: Senior Planner T. Erickson
Planning Technician D. Clark
Recording Secretary S. Spittle
Recording Secretary H. Nunn

1 CALL TO ORDER

Chair B. Goodman called the Board of Variance meeting to order at 10:00 a.m.

2 FIRST NATIONS TERRITORY ACKNOWLEDGEMENT

Chair B. Goodman wishes to recognize and acknowledge the WSÁNEĆ people on whose traditional territory we live, we learn, and we do our work.

3 INTRODUCTION OF LATE ITEMS

There were no late Items presented.

4 APPROVAL OF AGENDA

MOVED BY: B. Goodman
SECONDED BY: B. Menzies

05- BOV The May 21, 2026, Board of Variance agenda was approved as circulated.

CARRIED UNANIMOUSLY

5 ADOPTION OF MINUTES

Draft minutes of the Board of Variance meeting held February 19, 2026.

MOVED BY: A. Burgoyne
SECONDED BY: B. Menzies

06- BOV That the draft minutes of the Board of Variance meeting held February 19, 2026, be adopted as circulated.

CARRIED UNANIMOUSLY

6 APPLICATIONS

Lot 16, Section 16, Range 2 West, North Saanich District Plan 3577 - 847 Towner Park Road

Applicant: Ryan Hoyt (Hoyt Design Co.)

The Applicant is requesting the following variances:

1. Section 502.2.3(d)(iv): To vary the minimum setback requirements from the eastern exterior side lot line from 7.6m (25 ft.) to 4.6m (15.09 ft.).

The Board discussed the following:

- Minimal impact
- Right of way
- Ocean setback
- Height
- Hardship
- Land survey presentation

MOVED BY: A. Burgoyne
SECONDED BY: B. Menzies

- 07- BOV That the Board approve application BOV 2026-02, to vary the following sections of the Zoning Bylaw:
- a) Section 502.2.3(d)(iv): To vary the minimum setback requirements from the eastern exterior side lot line from 7.6m (25 ft.) to 4.6m (15.09 ft.)

CARRIED UNANIMOUSLY

7 **ADJOURNMENT**

The May 21, 2026, Board of Variance meeting adjourned at 10:08 a.m.

CERTIFIED CORRECT

APPROVED AND CONFIRMED

Deputy Corporate Officer

Chair



STAFF REPORT

To: Board of Variance Meeting Date: June 18, 2026

From: Dylan Clark Planning Technician File: BOV 2026-03 PCS Report No. PCS-26-014

Re: **Board of Variance Application for BOV 2026-03 for Lot 14, Block 3, Section 7, Range 2 and 3 West, North Saanich District**
Plan 1936 – 642 Cromarty Avenue

PURPOSE:

The purpose of this report is to provide the Board of Variance with information and analysis regarding an application that is requesting to vary the following sections of *Zoning Bylaw No. 1255* to permit the siting of a proposed addition to a single-family dwelling at 642 Cromarty Avenue (Subject Property):

- Section 502.3.3(d)(iv): To vary the minimum setback requirements from the western exterior side lot line from 7.6m (25 ft.) to 5.0m (16.4 ft.).

BACKGROUND:

The subject property is zoned R-3, Single Family Residential 3, which is intended solely for the purpose of low-density single family residential housing on land that is serviced by a community water system but not by a community sewer system. The subject property is 3,894.03m² (0.96 acres) in size, with the minimum lot size in the R-3 zone being 4,000m² for subdivision eligibility. The following buildings and structures are currently located on the property: single-family dwelling, shed, green house, tree house, lean-to.

The applicant has proposed an addition to a single-family dwelling. The addition would be located on the northwest corner of the home and would include a sunroom and a new deck. Along its western lot line, the property is adjacent to Glenelg Avenue. Due to the roadway, this western lot line is considered an exterior lot line in the Zoning Bylaw. As such, a 7.6m (25ft) setback is typically required for any structures.

When the original Building Permit application for the home was made in 1980, the proposed location was compliant with all setback requirements, and it included an approximately 11.58m (38ft) setback from the western exterior lot line. However, when the home was constructed, its position was shifted from the originally proposed location and closer to the western lot line. In its new location, the development infringed upon the required 7.6m western exterior side setback, and, instead of the initially proposed setback of 11.58m, the siting resulted in a 5.95m setback for the house and a 5.57m setback for the deck. Despite this infringement, the house was issued an occupancy permit in the same year (1980).

The applicant requests that the setback for the western exterior lot line be reduced from 7.6m to 5.0m. The proposed sunroom and deck are intended by the applicant to add space for family and socialization, while also enhancing views and outdoor access for the property owners. The applicant intends the development to align with existing neighbourhood scale and character. Additionally, while Glenelg Avenue does extend alongside the property, it terminates parallel to the northernmost, forested portion of 642 Cromarty Avenue (see Attachment 5). At this point, the road is replaced by a footpath that connects Glenelg Avenue to Dalkeith Avenue to its immediate north, shown by a green-black dotted line in Attachment 5. Due to the footpath and lack of through-traffic, the applicant expects no conflict with road users. However, while part of the right-of-way is currently used as a footpath rather than for vehicle travel, it is always possible that the District will redevelop the right-of-way differently in the future. The right-of-way is approximately 20.0m (65.6ft) in width.

While the proposed addition is roughly in line with the existing non-conforming structure, it would be located closer to the western lot line than the existing structure. The existing deck has a 5.56m setback and the proposed deck and sunroom have a 5.0m setback, requiring a variance beyond the existing non-conformity by 0.56m.

DISCUSSION

The applicant for 642 Cromarty Avenue has submitted a variance application to reduce the minimum side exterior setback for a proposed addition to a single-family dwelling to comply with the District’s Zoning Bylaw regulations.

The applicant has proposed an addition to a single-family dwelling that includes a sunroom and expanded deck. This addition is meant to improve the owners’ enjoyment of the property, conform with neighbourhood character, and avoid conflict with any users of the right-of-way to the west. The applicant identifies an undue hardship caused by the existing non-conforming siting of the house and a sunken patio that together restrict potential room for any addition to the house (see Attachment 7 for applicant’s rationale).

The western exterior lot line is adjacent to a right-of-way that is developed in two distinct ways: as a road and as a footpath. Due to the footpath, the road (Glenelg Avenue) has a dead-end near the northern edge of the subject property. The applicant suggests that this dead-end will minimize any potential conflict, since no through-traffic will be present. As noted by the applicant, there will be a distance of 18.07m (59.28ft) between the proposed addition and the existing paved edge of the roadway (see final page of Attachment 6). However, it should also be noted that there are three properties to the west with driveways that connect to Glenelg Avenue, so there will continue to be some local traffic along the route. There will also be some foot traffic as the footpath connects to a larger greenway network, including beach accesses on Braemer Avenue and Aboyne Avenue (see Attachment 3 – all developed trails are indicated by a green-black dotted line).

When the occupancy permit for the house was issued in 1980, there was unfortunately a significant difference between the proposed site and the actual location of the home. As a result, the existing home and deck are non-compliant. If the variance were granted, it would bring both the existing structures and the proposed addition into compliance with the Zoning Bylaw.

The proposal conforms to all other requirements under *Zoning Bylaw No. 1255* and *Official Community Plan Bylaw No. 1130* and does not conflict with Section 542 of the *Local Government Act*.

VARIANCE DETAILS:

In accordance with the plans submitted, the applicant requests the following variance:

Bylaw Section	Permitted	Proposed	Variance
<i>Zoning Bylaw No. 1255</i> , Section 502.3.3(d)(iv) - Minimum side exterior setback requirement for principal buildings	7.6m (25 ft.)	5.0m (16.4 ft.)	2.6m (8.53 ft.)

NOTIFICATION:

In accordance with District of North Saanich Board of Variance Bylaw No. 1387 notification letters regarding this application were sent to the owners and occupiers of the land that is subject to the application, and the owners and

occupiers of the land that are within 50m of the boundaries of the site. No formal responses were received at the time of writing this report in response to these notifications.

SUMMARY/CONCLUSION:

The applicant has requested the following variance to the R-3 zone requirements of *Zoning Bylaw No. 1255*:

- a) To vary the minimum exterior side yard setback requirement for a principal building in the R-3 Zone from 7.6m to 5.0m to allow for the construction of an addition to the existing single-family dwelling.

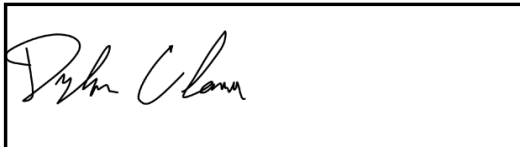
MOTIONS:

- 1. That the Board approve application BOV 2026-03, to vary the following sections of the Zoning Bylaw:
 - a) Section 502.3.3(d)(iv): To vary the minimum setback requirements from the western exterior side lot line from 7.6m (25 ft.) to 5.0m (16.4ft.) in accordance with the plans included in Staff Report PCS-26-014 as Attachment 2.

OR

- 2. That the Board deny application BOV 2026-03, to vary the following sections of the Zoning Bylaw:
 - a) Section 502.3.3(d)(iv): To vary the minimum setback requirements from the western exterior side lot line from 7.6m (25 ft.) to 5.0m (16.4ft.) in accordance with the plans included in Staff Report PCS-26-014 as Attachment 2.

Respectfully submitted,



Dylan Clark
Planning Technician

ATTACHMENTS:

- Attachment 1 Site Survey (Existing)
- Attachment 2 Site Plan (Proposed) and Architectural Drawings
- Attachment 3 Location Map
- Attachment 4 Zoning Map
- Attachment 5 Orthophoto
- Attachment 6 Elevation Drawings
- Attachment 7 Rationale Letter

BC Land Surveyors Site Plan

Civic: 642 Cromarty Avenue
 Legal: Lot 14, Block 3, Section 7,
 Range 2 & 3 West, North Saanich
 District, Plan 1936

Parcel Identifier: 006-739-385 in the District of North Saanich
 Scale: 1:200

Distances are in metres.
 The intended print size is 18" by 24".

Legend
 Elevations are geodetic and referenced to the CV0288C datum.
 + - denotes - existing elevation
 FH - denotes - fire hydrant
 UP - denotes - utility pole
 T - denotes - Tree trunk
 Tree diameters are in centimetres
 Lot area: 0.389 Ha

Setbacks are derived from field survey.
 Parcel dimensions shown hereon are
 derived from Land Title Office records.

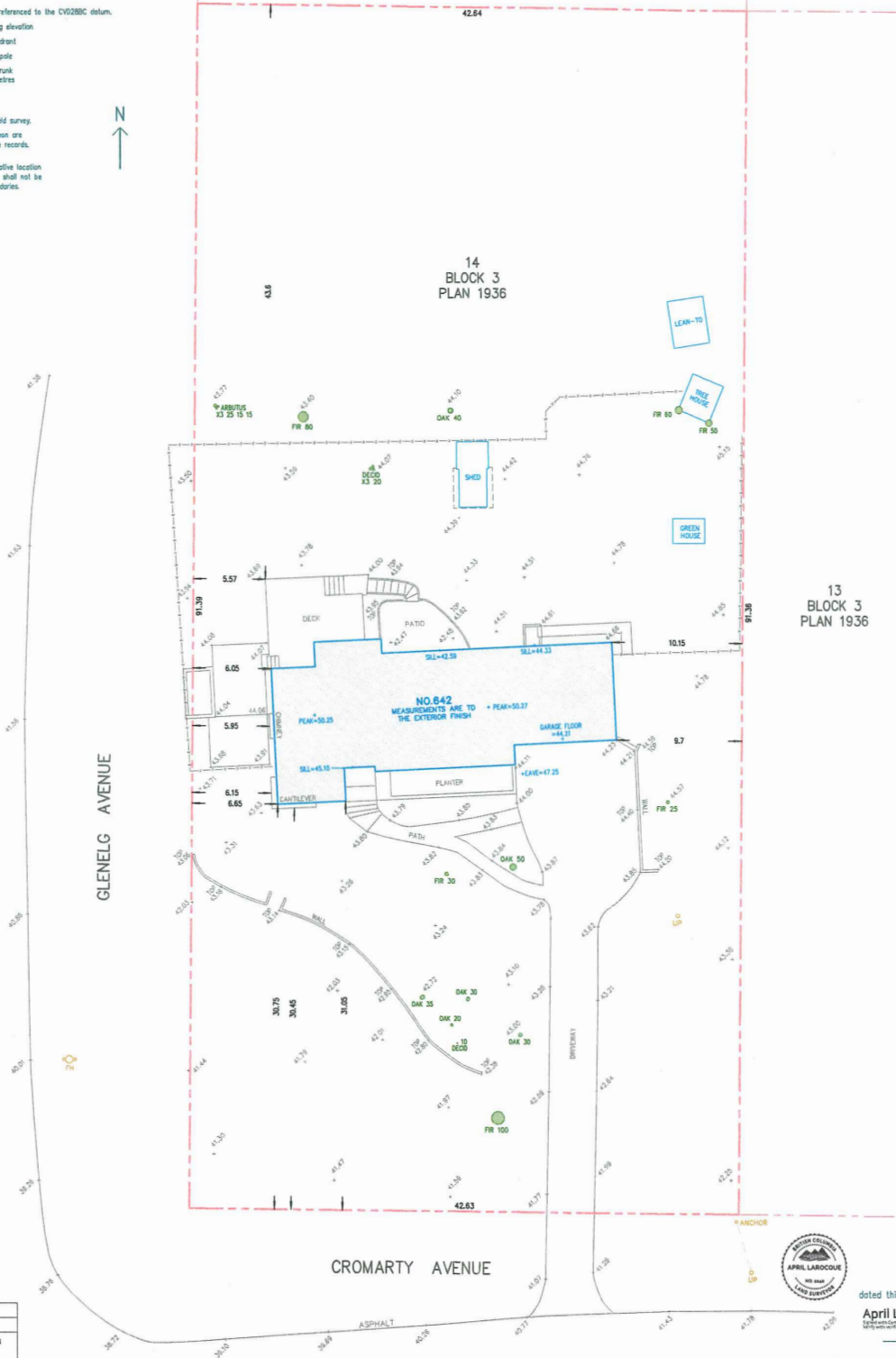
This document shows the relative location
 of the surveyed features and shall not be
 used to define property boundaries.

Attachment 1

1
 BLOCK 3
 PLAN 1936

14
 BLOCK 3
 PLAN 1936

13
 BLOCK 3
 PLAN 1936



File: 14.712
 Drawing: Site
 V.L. Powell & Associates
 Land Surveying
 250-2850 Douglas Street
 Victoria, BC, V8T 4W4
 250-382-8855



CERTIFIED CORRECT
 dated this 24th day of February, 2026
 April Laroque
 B.C.L.S.
 April Laroque
 This document is not valid unless digitally signed.

Attachment 2

250-382-8855
 Victoria, BC, V8T 4N4
 250-2950 Douglas Street
 Land Surveying
 V.I. Powell & Associates
 Drawing: Site
 File: 14,712

BC Land Surveyors Site Plan
 Civic: 642 Cromarty Avenue
 Legal: Lot 14, Block 3, Section 7,
 Range 2 & 3 West, North Saanich
 District, Plan 1936
 Parcel Identifier: 006-739-385 in the District of North Saanich

This document is not valid unless digitally signed.
 April Larocque
 B.C.L.S.
 dated this 24th day of February, 2026
 CERTIFIED CORRECT

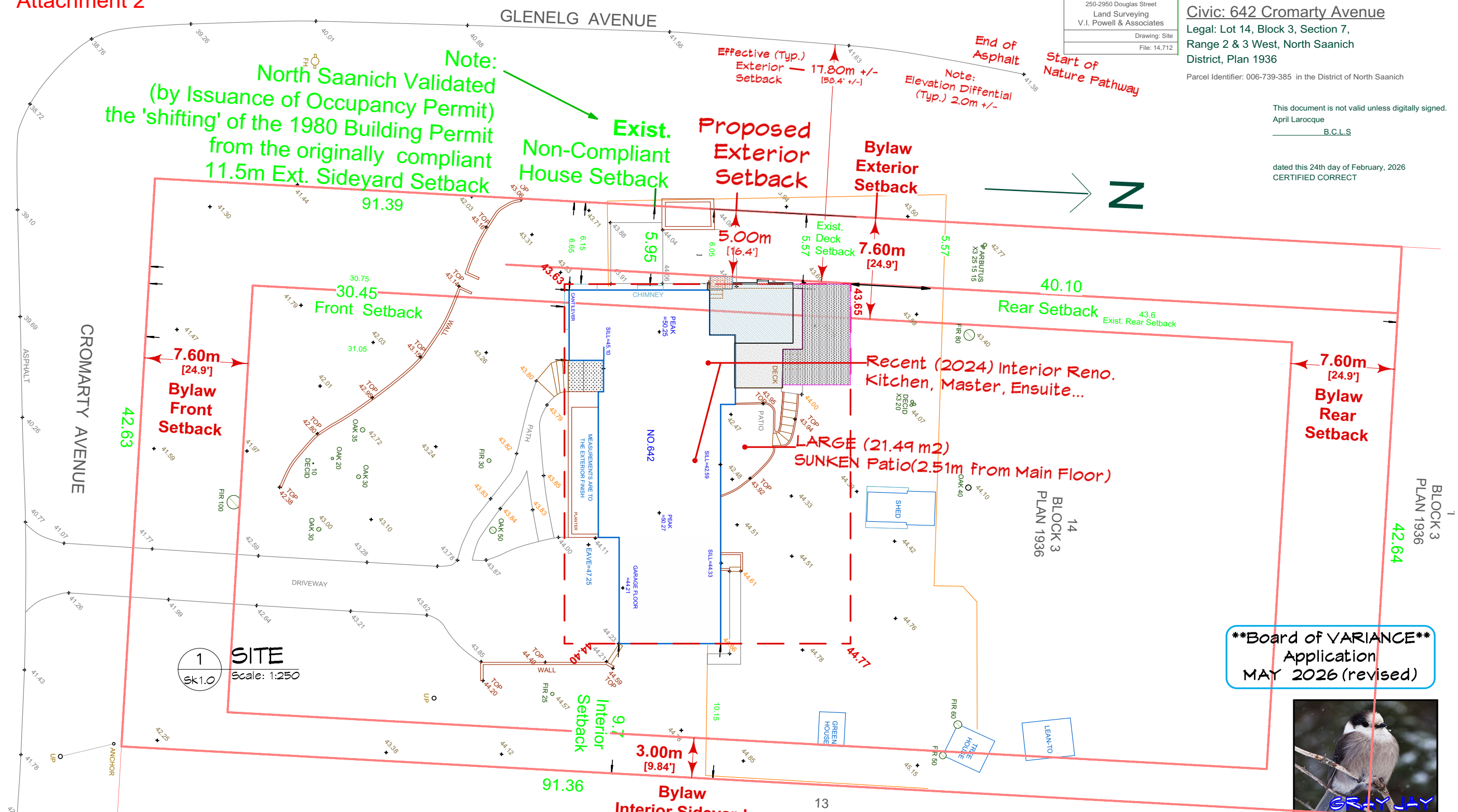
Note:
 North Saanich Validated
 (by Issuance of Occupancy Permit)
 the 'shifting' of the 1980 Building Permit
 from the originally compliant
 11.5m Ext. Sideyard Setback

Exist.
 Non-Compliant
 House Setback

Proposed
 Exterior
 Setback

Bylaw
 Exterior
 Setback

End of
 Asphalt
 Start of
 Nature Pathway
 Note:
 Elevation Differential
 (Typ.) 2.0m +/-



1 SITE
 Scale: 1:250

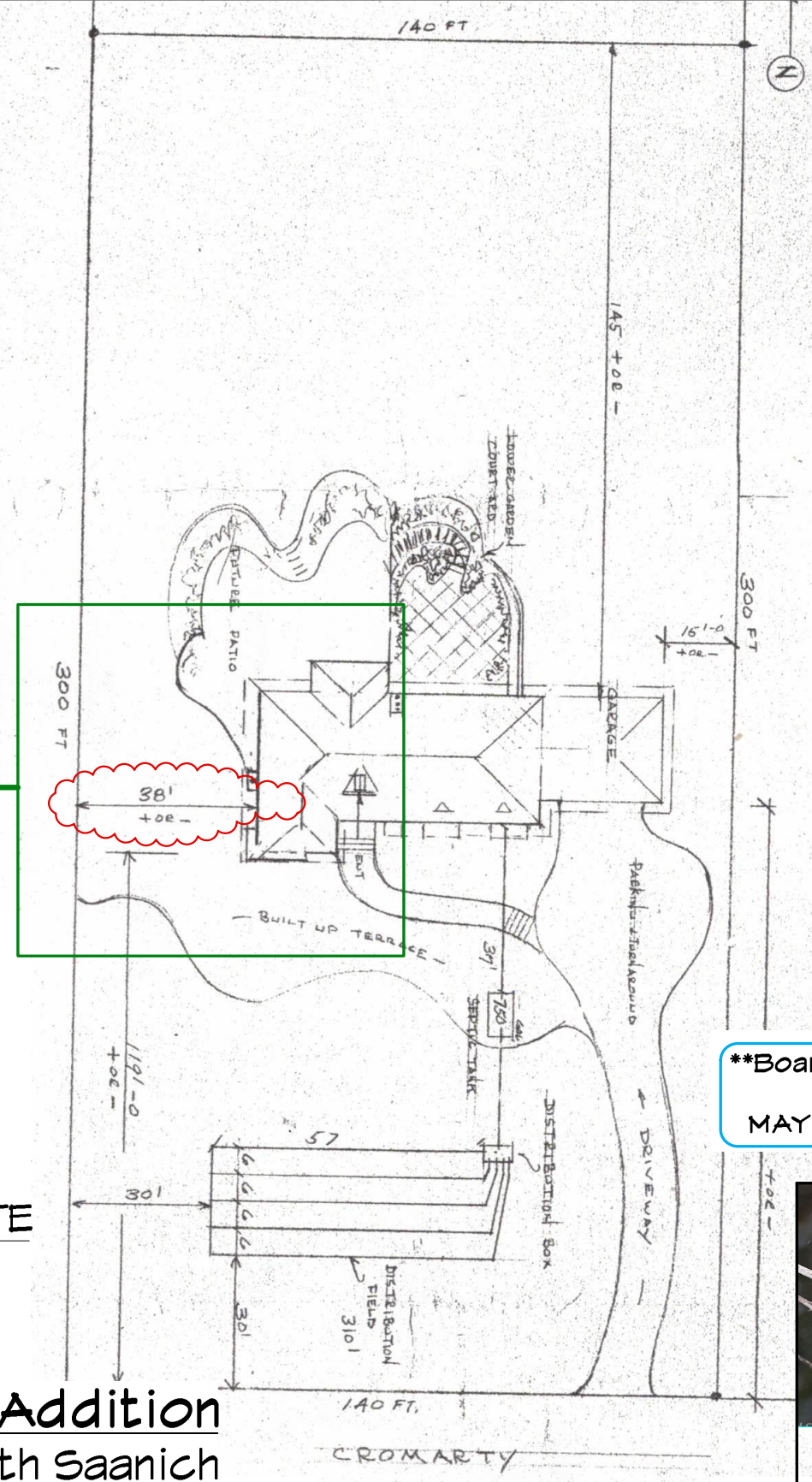
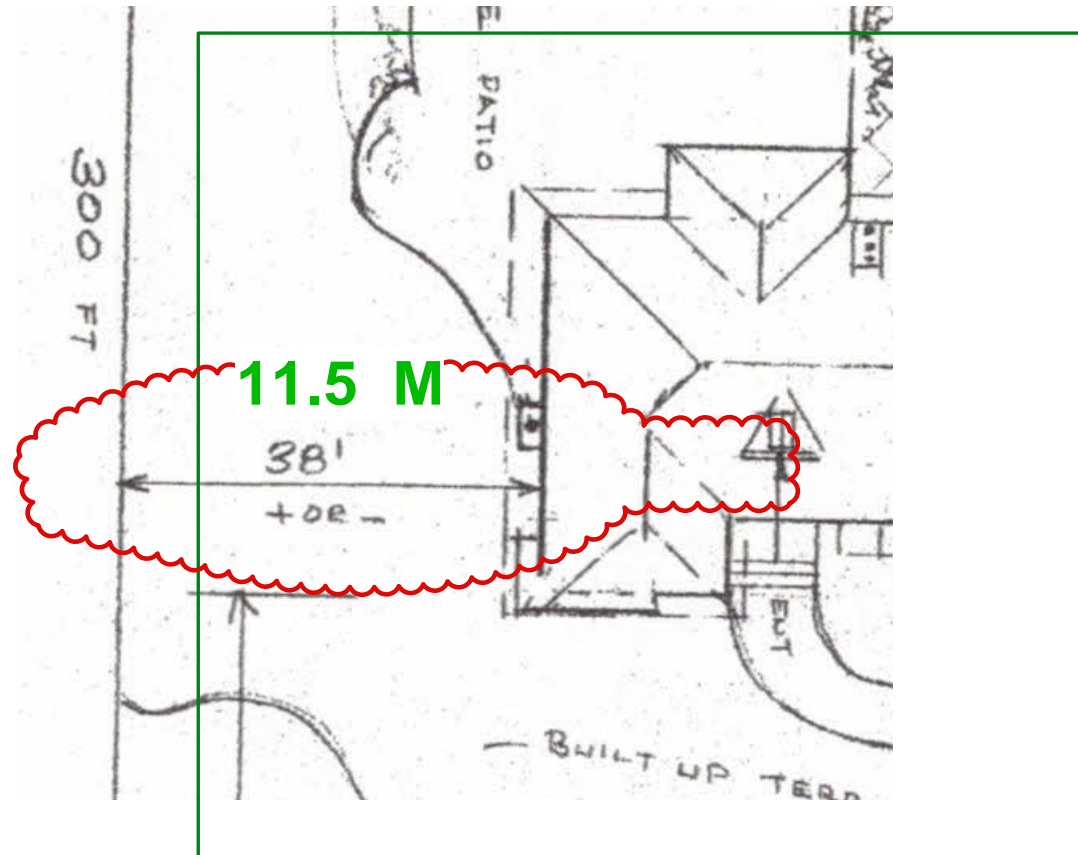
****Board of VARIANCE****
 Application
 MAY 2026 (revised)



Victoria, B.C.
 Phone: (778) 535-4688
 grayjay1949@gmail.com

Proposed SUNROOM Addition
 642 Cromarty Road, North Saanich

PROPOSED RESIDENCE
 [REDACTED]
 CROMARTY RD. NORTH SAANICH B.C.
 LOT 14
 PLAN 1936
 NORTH SAANICH B.C.



DISTRICT OF NORTH SAANICH
 THESE PLANS ARE APPROVED FOR CONSTRUCTION UNDER PERMIT No. 4413 NOTATIONS MADE HEREON DO NOT CONSTITUTE A COMPLETE PLANS EXAMINATION AND ARE PROVIDED ONLY AS ASSISTANCE. IT IS THE RESPONSIBILITY OF THE OWNER TO ENSURE THAT ALL WORK DONE CONFORMS TO B.C. GOVERNMENT BUILDING REGULATIONS, MUNICIPAL BY-LAWS AND ANY SPECIAL CONDITIONS.
 29/5/18 [REDACTED]
 DATE INSPECTOR

THIS BUILDING SHALL NOT BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN OBTAINED

1 Original 1980 SITE
 SK1.1

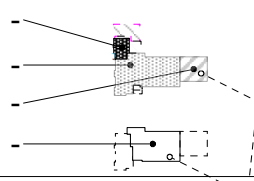
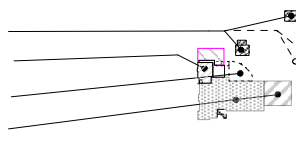
Proposed SUNROOM Addition
 642 Cromarty Road, North Saanich

****Board of VARIANCE****
 Application
 MAY 2026 (revised)



Victoria, B.C.
 Phone: (778) 535-4688
 grayjay1949@gmail.com

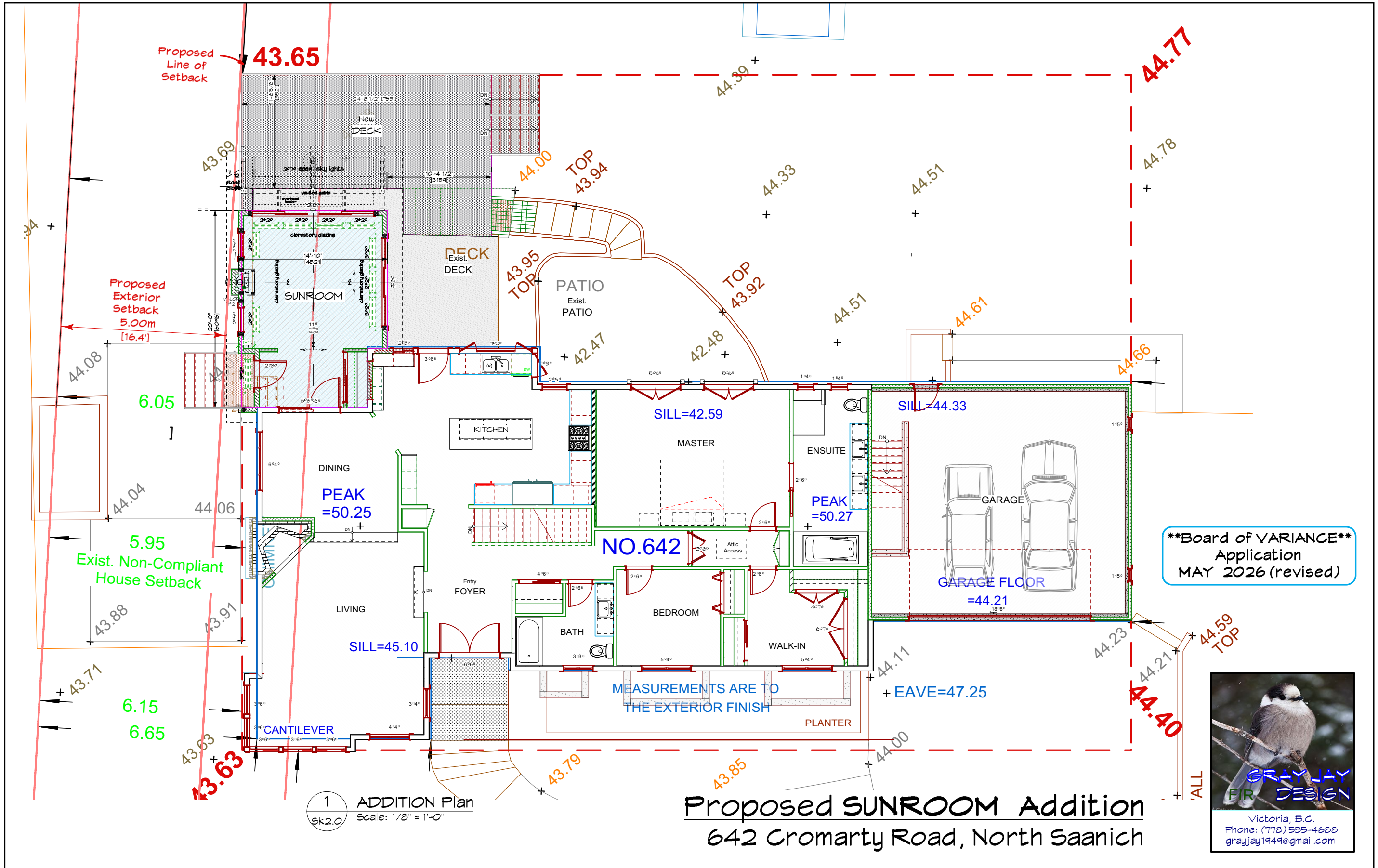
SITE DATA - ZONING - Single Family RESIDENCE - 3

LOT AREA	REQUIRED 4 000 M2 M2 (43 056 sf)	EXISTING - 642 CROMARTY Drive 3 894 M2 M2 (41 916 sf)
LOT WIDTH	46 M (150.9')	42.63 M (139.8') ← Exist. Non-Conforming
SETBACKS		
FRONT (South)	7.6 M (25') MIN.	30.45M (99.9')
REAR (North)	7.6 M (25') MIN.	40.1 M (131.6')
SIDE -Interior (East)	3.0 M (9.84') MIN.	9.7 M (31.8')
EXTERIOR (West)	7.6 M (25') MIN.	5.95 M (19.5') ← Exist. Non-Conforming to HOUSE Chimney
SIDE COMBINED LOT WIDTH GREATER than 20 M (65.6')	10.6 M (34.84') MIN.	5.00 M (16.4') Proposed 14.65 M (48.1')
FLOOR AREA		
SUNROOM Addition		25.96 M2 (279 sf) - NEW
MAIN + Stair		179.25 M2 (1 929 sf) - Exist.
GARAGE		58.12 M2 (626 sf) - Exist.
LOWER/BASEMENT + Stair		130.44 M2 (1 404 sf) - Exist.
SUB-TOTAL		393.77 M2 (4 239 sf) - Exist.
BASEMENT Allowance (185 M2 exempted)	- subtracted	minus 130.44 M2 (1 404 sf)
PARKING Allowance (65 M2 exempted)	- subtracted	minus 57.29 M2 (617 sf)
TOTAL		206.04 M2 (2 218 sf) - Exist.
FLOOR RATIO	0.25MAX.	206.04 M2 / 3 894.03 M2 = 05.3 TOTAL FLOOR AREA / LOT AREA
FLOOR AREA -Accessory		
TOOL Shed + Bin		11.52 M2 (124 sf) - Exist.
LEAN To		10.06 M2 (108 sf) - Exist.
TREE House		7.68 M2 (82 sf) - *Exempt.
GREEN House		4.81M2 (52 sf) - *Exempt.
TOTAL	150 M2 (1 615 sf) MAX.	22.58 M2 (243 sf) - Exist.
ACC'Y HEIGHT	5.6 M (18.4') MAX.	Compliant
SETBACKS - Accessory		
FRONT (South)	7.6 M (25') MIN.	SHED 53.44M LEAN-TO 65.69M
REAR (North)	7.6 M (25') MIN.	33.16M 21.69M
SIDE -Interior (East) Acc'y Bldgs less than 14 M2 (150.6 sf)	1.5 M (4.92') MIN.	19.86M 2.66M
EXTERIOR (West)	7.6 M (25') MIN.	20.26M 36.62M
COVERAGE	15% MAX.	350.09 M2 / 3 894.03 M2 = 9.0% TOTAL STRUCTURE AREA / LOT AREA
ACCESSORY Bldgs. DECK + Stair LOWER Patio + Stair MAIN, Stair + GARAGE		
HEIGHT		
BUILDING Height [LOT WIDTH GREATER than 20 M (65.6')]	9.15 M (30.0')	6.17 M (20.25') (PEAK Roof @ 50.28 M - 44.11 M Avg.GRADE)
AVERAGE GRADE	GRADE POINTS 43.65 M + 44.77 M + 44.40 M + 43.63 M TOTAL = 176.45 M AVERAGE GRADE = $\frac{176.45 \text{ M}}{4}$ = 44.11 M	

****Board of VARIANCE****
Application
MAY 2026 (revised)

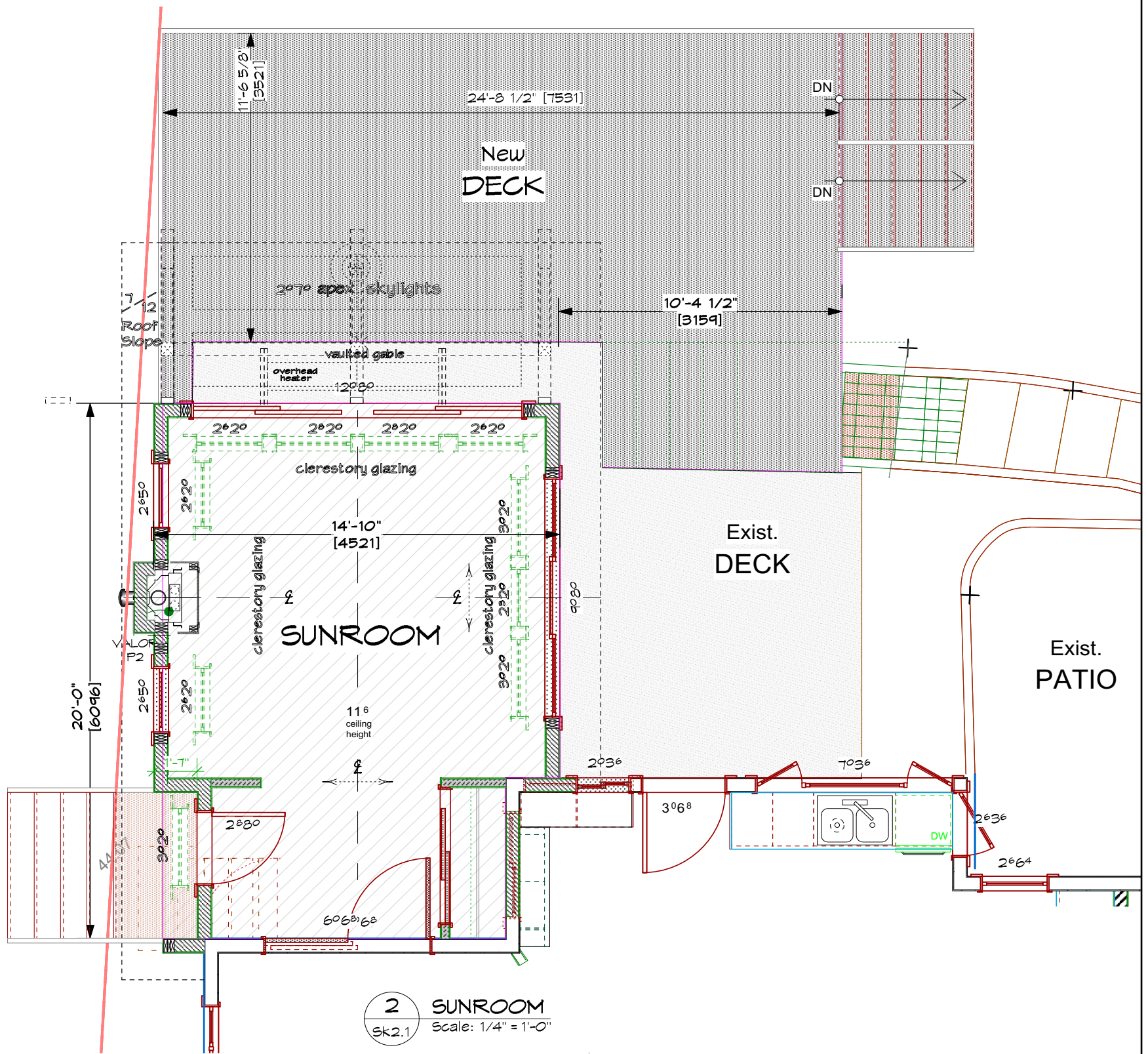


Proposed SUNROOM Addition
642 Cromarty Road, North Saanich



Proposed SUNROOM Addition
 642 Cromarty Road, North Saanich

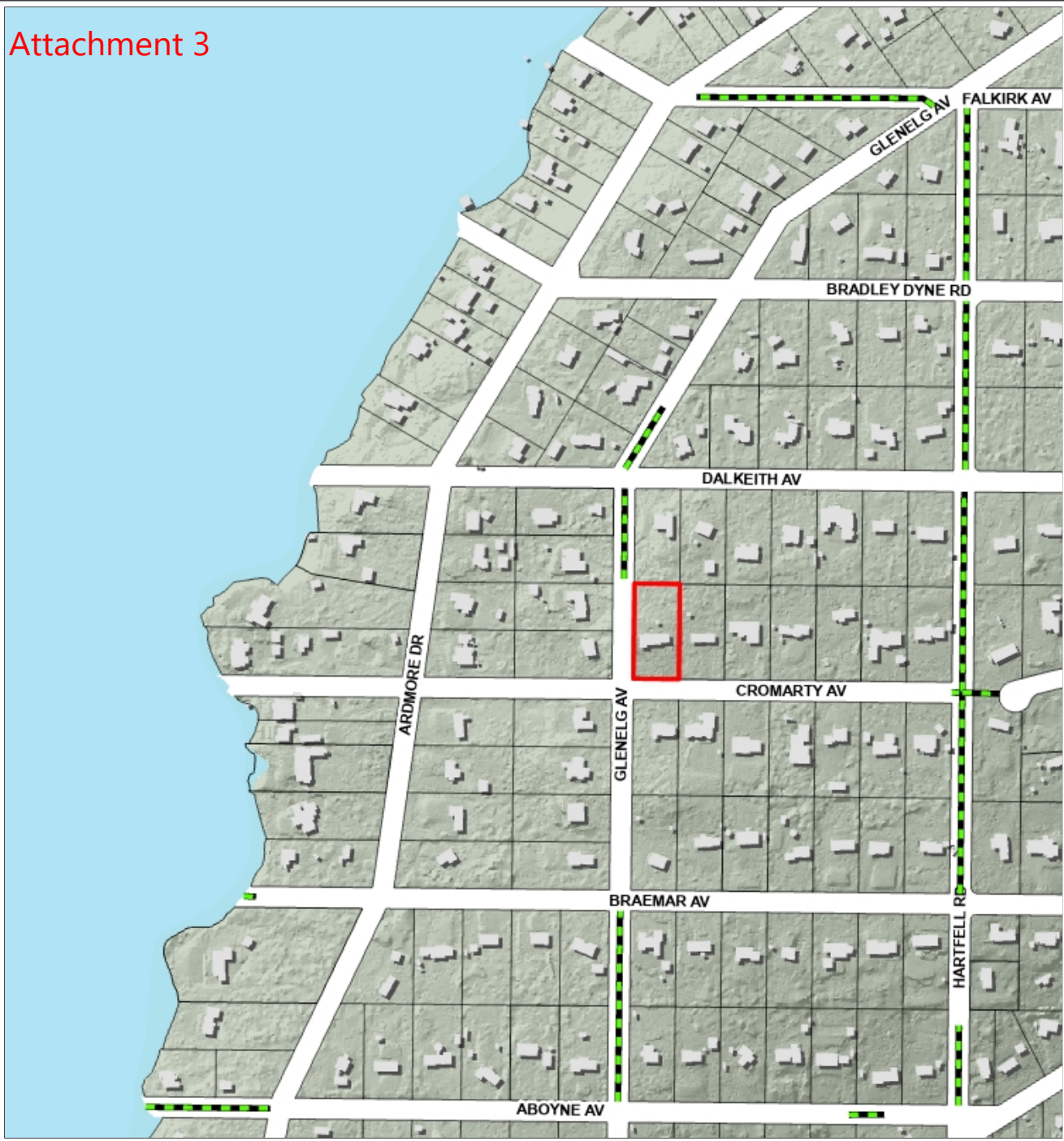




Proposed SUNROOM Addition
 642 Cromarty Road, North Saanich



Attachment 3



LOCATION MAP

642 Cromarty Avenue

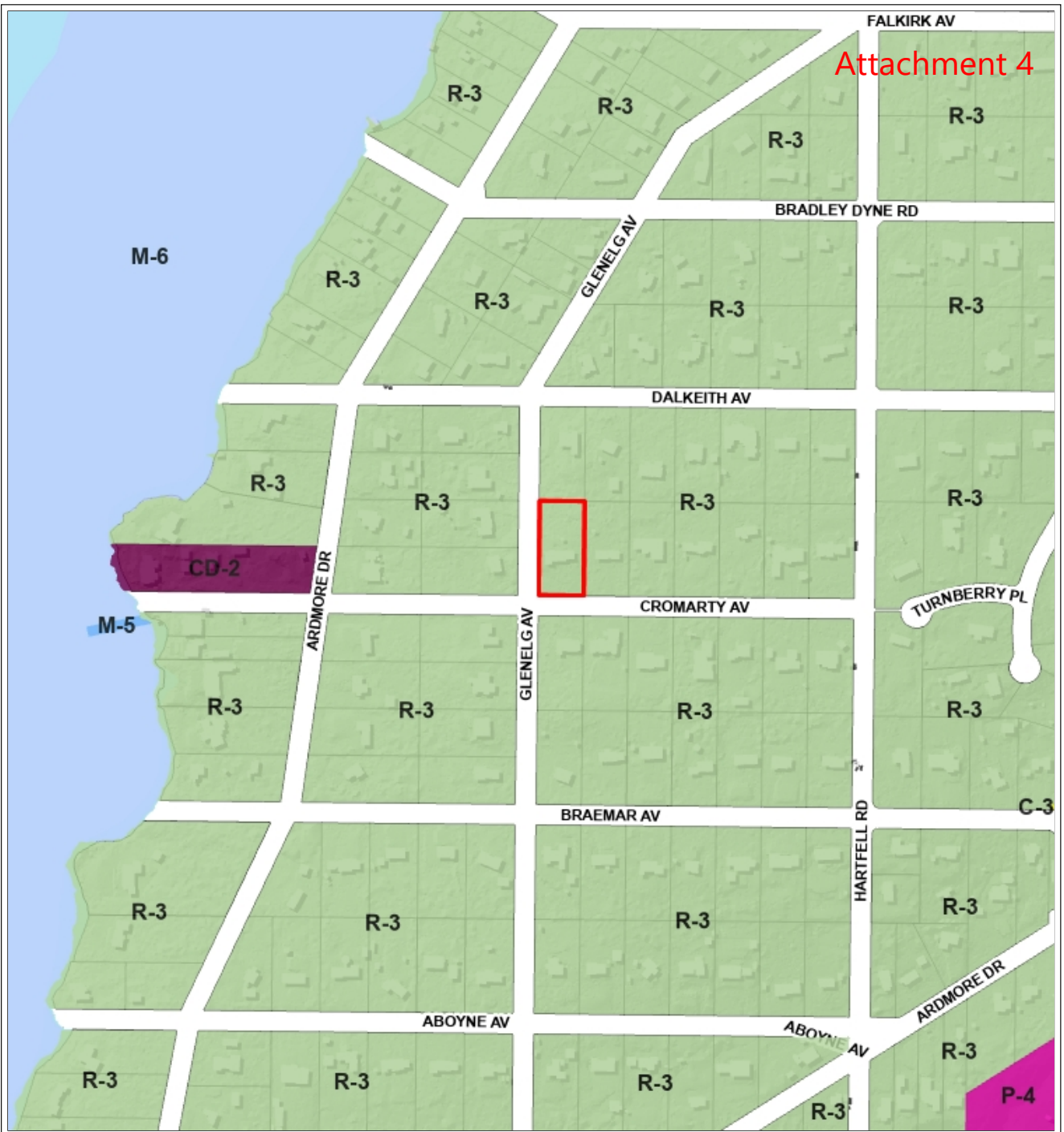
DATE: May 26, 2026



TYPE: Board of Variance

FILE #: BOV 2026-03

SCALE: 1:5,000

Attachment 4



		ZONING MAP		DATE:	May 26, 2026
		642 Cromarty Avenue		TYPE:	Board of Variance
				FILE #:	BOV 2026-03
				SCALE:	1:5,000

Attachment 5



ORTHOPHOTO

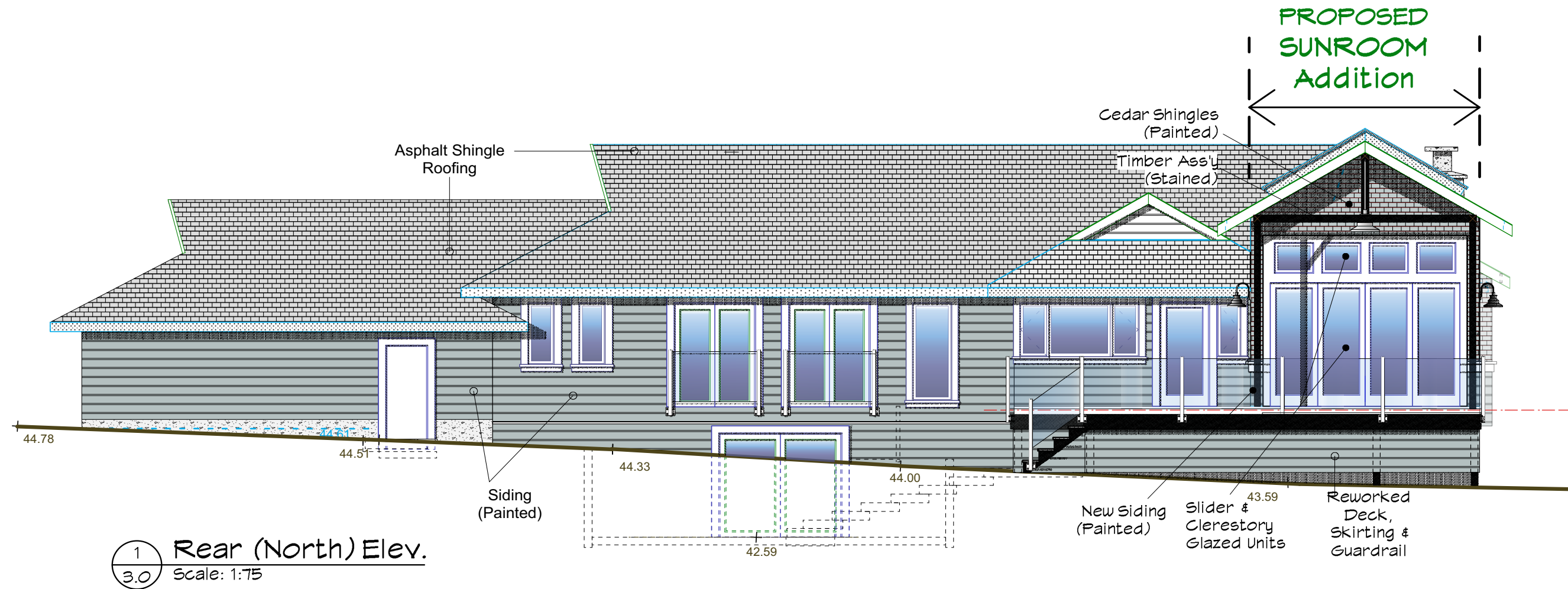
642 Cromarty Avenue

DATE: May 26, 2026

TYPE: Board of Variance

FILE #: BOV 2026-03

SCALE: 1:500



Rear (North) Elev.

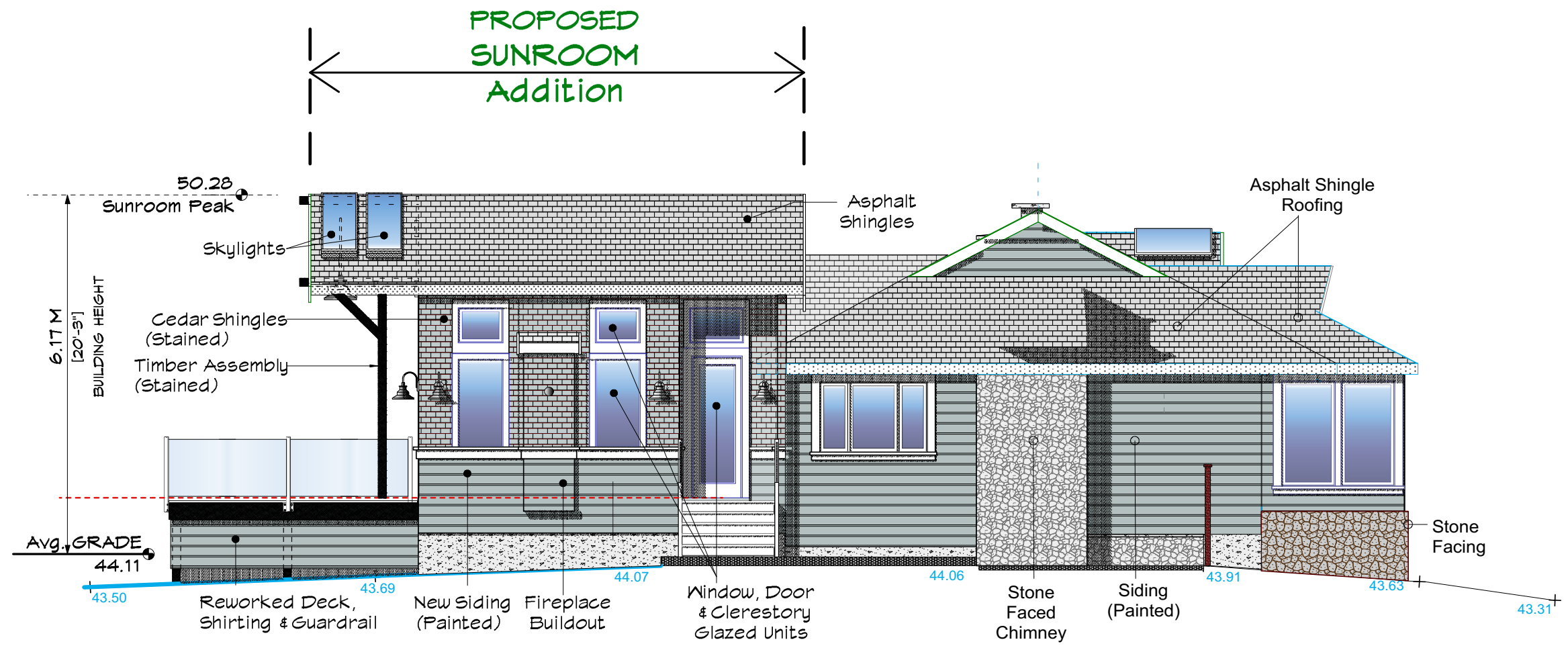
Scale: 1:75

Proposed SUNROOM Addition

642 Cromarty Road, North Saanich

Board of VARIANCE
Application
MAY 2026





1 Side (West) Elev.
3.1 Scale: 1:75

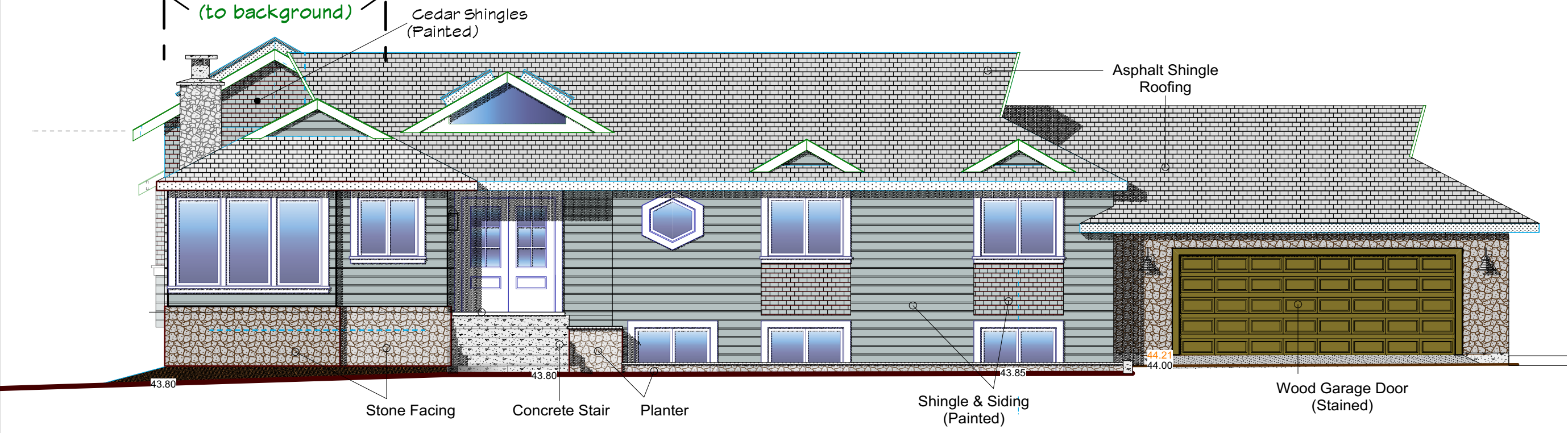
Proposed SUNROOM Addition

642 Cromarty Road, North Saanich

Board of VARIANCE
Application
MAY 2026



**PROPOSED
SUNROOM
Addition**
(to background)



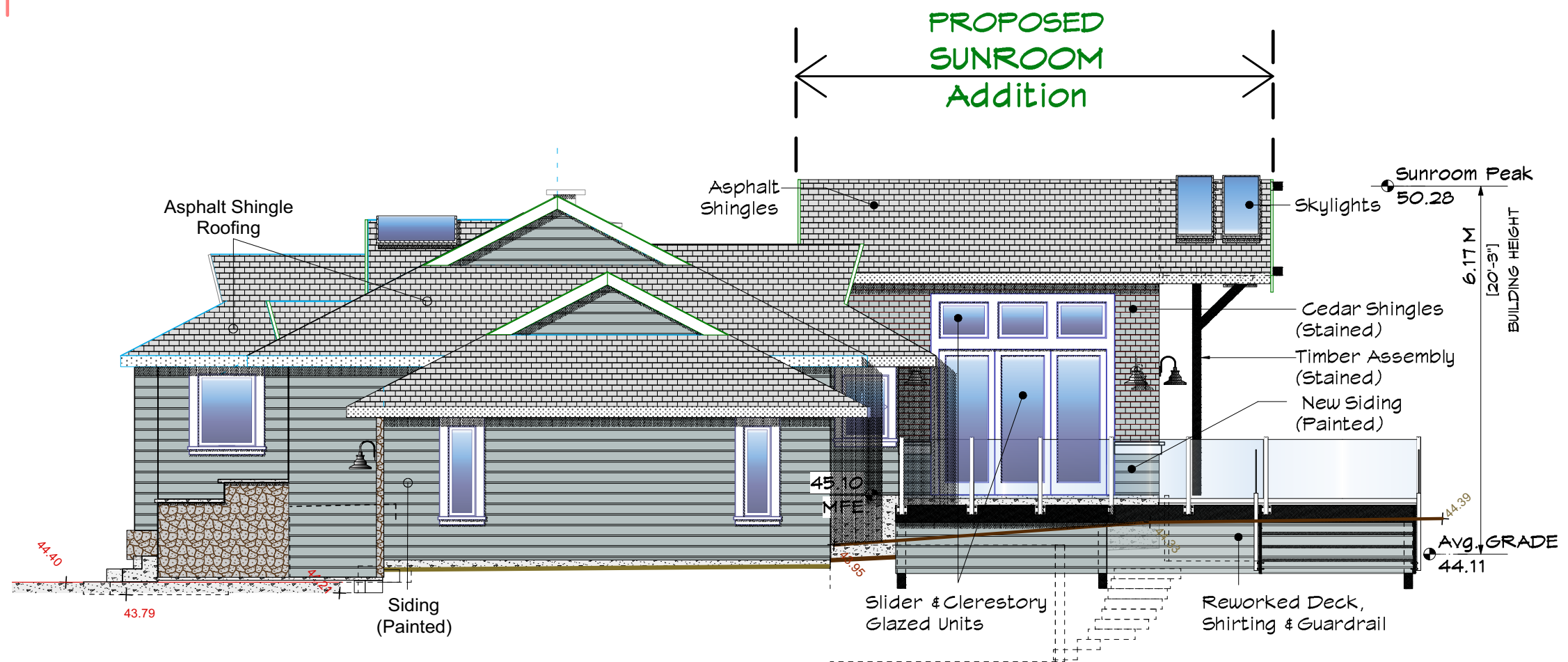
1 Front (South) Elev.
3.2 Scale: 1:75

Proposed SUNROOM Addition

642 Cromarty Road, North Saanich

Board of VARIANCE
Application
MAY 2026





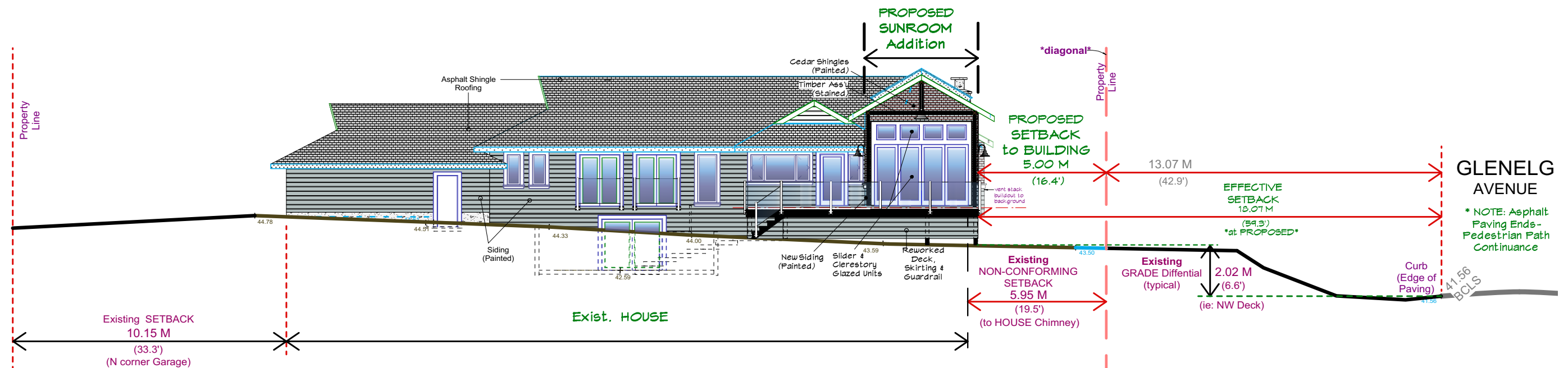
1 Side (East) Elev.
3.3 Scale: 1:75

Proposed SUNROOM Addition

642 Cromarty Road, North Saanich

Board of VARIANCE
Application
MAY 2026





1
3.4 Setbacks

Proposed SUNROOM Addition

642 Cromarty Road, North Saanich

Board of VARIANCE
Application
MAY 2026





1295 PERSIMMON PL.
Victoria, B.C. V8P 2H9
Phone: (778) 535-4688
Email: grayjay1949@gmail.com

Date: May 27, 2026

To: North Saanich Board of Variance

**RE: 642 Cromarty Road
Exterior Setback Variance
At Proposed Sunroom Addition**

Dear Sirs/Madams,

We are forwarding a proposal for a Sunroom addition which is tasteful, appropriate to the neighbourhood and of quality construction. The Sunroom/Family Room, connected to Dining and Kitchen (*recent renovation*) is 'necessarily *positioned away from a large sunken Lower patio and* is purposed to enjoy family, grandchildren, connection to nature and sunset views in its bright, open space. **Hardship:***this is the only physically reasonable positioning for the Sunroom, respecting recent Kitchen renovations and located away from the Lower Patio PIT.*

All building parameters are attended, excepting 'Exterior Sideyard Setback' of 7.6m. The clients have **found** the existing house is at an 'Existing Non-Compliant Sideyard Setback' of 5.95m to the house (chimney) and 5.57m to structure (existing rear deck). The original Building Permit 11.5m (38') setback was apparently amended during construction and **validated with Occupancy Permit** issuance, which leaves the homeowners in an awkward situation. We are proposing a 5.0m setback to the Sunroom west patio landing (structure) and an official Variance Permit that will allow subsequent Building Permit application **Hardship:***the District, in 1980 allowed/validated the existing non-conforming exterior sideyard setback. In 2024, the issued Building Permit for chimney removal and renovations, did not question Building Siting.*

The 'Exterior Sideyard Setback' is to Glenelg Road, whose asphalt terminates, roughly, at the rear portion of the Sunroom and continues as a pedestrian nature path. The asphalt road

Gray Jay Design. • 1295 Persimmon Place, Victoria, BC V8P 2H9 •
Phone: (778) 535-4688
Email: grayjay1949@gmail.com

edge, 13.07m distant and 2.02m lower in elevation (typically) to the property line, will, *in all likelihood*, not be developed further and will remain physically remote to the property.

Hardship: *the Exterior Sideyard Setback is effective in definition **solely**. Realistically, a dead end rural road (view no exit signage) and pedestrian nature pathway located typically 18 m distant and 2 m in elevation differential will not be developed in the near (or further) future. A costly 2 lane road expansion to 4 lanes, with possible sidewalks and obligatory 2m retaining walls is not on the District's to-do list. In effect, the road would become 'urban' and those exterior sideyard setbacks are typically 3.5m.*

The clients, Barbara Simpson and Peter House, are requesting a relaxation of the 7.6m 'Exterior Sideyard Setback' to an authorized variance of **5.0m** exterior sideyard setback.

Thank you for your time with this matter.

Bohdan Kurylo
(Agent for the Owners) ***Refer to file; pwomg