

Minutes of the meeting of the Board of Variance of the Cowichan Valley Regional District held in the Cowichan Valley Regional District Board Room, located at 175 Ingram Street, Duncan, BC, on Tuesday, October 31, 2023 at 2:30 p.m.

**PRESENT:** Brian Duncan  
Frank McCorkell  
Ed Cepka

**CVRD STAFF:** Ann Kjerulf, General Manager, Land Use Services Department  
Michelle Pressman, Manager, Development Services Division  
Chloe Boyle, Planner II, Development Services Division  
Linda Powers, Recording Secretary, Land Use Services Department

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**It was moved and seconded that the minutes of June 27, 2023, be amended to read “Toby Seward, Hearing #2”, and that the minutes as amended be adopted.**

**MOTION CARRIED**

#### **ITEMS OF BUSINESS**

**R1** Hearing #1 - Board of Variance Application No. BOV23D01 for 4598 Sparwood Road

**David Achurch** Presented their application to the Board of Variance.  
**Applicant**

**David Connor** Spoke in support of the application.  
**4589 Lanes Road**

**Dan Caird** Spoke in opposition of the application.  
**1305 Antoine**  
**View Pl**

**Steven Miller** Spoke in opposition of the application.  
**4850 Lanes Rd**

**Michael Martin** Spoke in opposition of the application.  
**4588 Lanes Road**

**Kevin Maher** Spoke in opposition to the application.  
**4588 Sparwood**  
**Rd**

**MOTION:**

It was Moved and Seconded that minor variances to the CVRD Electoral Area D - Cowichan Bay Upland Zoning Bylaw No. 3705, 2013 (4598 Sparwood Road/PID: 029-043-107) be permitted, limited to the following:

- A. Section 5.5.4.(b) – The front parcel line setback is reduced from 7.5m to 4.5m for proposed Rem Lot 1 for the existing single detached dwelling;
- B. Section 5.5.4.(b) – The front parcel line setback is reduced from 7.5m to 4.5m for proposed Lot A for the existing accessory building (Garage);
- C. Section 2.1.8.(a) – The gross floor area of an accessory building (garage) on a parcel without a principal building is increased from 25m<sup>2</sup> to 67m<sup>2</sup> for proposed Lot A, for the existing accessory building (Garage);
- D. Section 5.5.4.(b) – The front parcel line setback is reduced from 7.5m to 4.5m for proposed Lot A for the future residential construction (i.e. single detached dwelling);
- E. Section 3.(a) – The setback from the natural boundary of a watercourse is reduced from 15m to 11.7m for a residential accessory building (pool shed).

**MOTION CARRIED**

Frank McCorkell opposed

**R2**

Hearing #2 – Board of Variance Application No. BOV23D02 for 5199 Francis Street

**Caroline Dirom  
Applicant**

Presented their application to the Board of Variance.

**MOTION**

It was moved and seconded that following variance to Section 7.8.4(b) of the CVRD Electoral Area D – Cowichan Bay Upland Zoning Bylaw No. 3705, 2013 (5199 Francis St/PID: 009-145-109) be permitted:

- 1. Section 7.8.4(b) – The minimum parcel line setback from the exterior side parcel line is reduced from 6m to 4.8m for the construction of an addition to an existing manufactured home.

**MOTION CARRIED**

Ed Cepka opposed

**ADJOURNMENT**

**3:50 PM**

It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 3:50 PM

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_