



**CITY OF VICTORIA
BOARD OF VARIANCE MINUTES
JUNE 26, 2025 12:00 P.M.**

The City of Victoria is located on the homelands of the Songhees Nation and Xwsepsum Nation.

PRESENT: Trevor Moat (Chair)
Margaret Eckenfelder
Bernie Gaudet
Don Monsour
Rosa Munzer

STAFF: Nina Jokinen, Senior Zoning Technician
Alicia Ferguson, Recording Secretary

Call to Order

The meeting was called to order at 12:05 p.m.

A. Minutes

Moved by: M. Eckenfelder
Seconded by: R. Munzer

That the Minutes of the June 12, 2025, Board of Variance meeting be adopted.

CARRIED UNANIMOUSLY

B. Gaudet recused himself from the meeting at 12:34 p.m. due to a conflict of interest with the following item:

**B. Board of Variance Appeal No. 01037
Graeme Connelly, Fayze Contracting Inc. (Applicant); Charles Cooper, Jacquelyn Kanyuk, Mary Stocks, Dawn Smith (Owners)
1269 Vista Heights**

Present Zoning: R1-B
Present Use: SFD

The proposal includes a new deck and stairs.

Bylaw Requirements

Section 1.2.5.b.

Relaxation Requested

Rear yard setback to the stairs from
8.56m to 6.95m

Applicant

- *Provided an overview of the requested variance, detailing that the project was constructed according to the approved plans; however, a discrepancy in the surveyed grade elevation resulted in the need for an additional step to meet building code requirements for safe access.*
- *Without the variance, alternative solutions would involve costly landscaping modifications to eliminate the need for the step.*

Neighbours

- *No neighbors were present for this portion of the meeting.*

The public portion of the meeting was closed at 12:37 p.m.

Board

- *Highlighted the importance of approval to comply with building code requirements.*

Motion:

Moved By: M. Eckenfelder

Seconded By: R. Munzer

That the Board of Variance Appeal No. 01037 for 1269 Vista Heights, be approved as requested.

CARRIED UNANIMOUSLY

B. Gaudet returned to the meeting at 12:38 p.m.

C. Board of Variance Appeal No. 01038

Susan Scott, Scott and Scott Architects (Applicant); Chelsea Roberts (Owner)
1520 Gladstone Avenue

Present Zoning: R1-B
Present Use: SFD

The proposal is for interior renovations to the existing single family dwelling which includes creating liveable area within the existing building envelopes attic space.

Bylaw Requirements

Part 1.2.4.a.

Relaxation Requested

Number of storeys from 3 to 3.5

*Note: existing building is considered 3 storeys, no exterior changes proposed.

Applicant

- *Provided an overview of the proposal, noting that the existing home is undergoing interior renovations, including the addition of a staircase to access the undeveloped attic space.*

Board

- *Inquired about the intended use of the proposed finished attic space.*
 - *Confirmed it is intended as a flexible area for use as a family room, office, or playroom, with no current plans to convert it into a bedroom.*

- *Asked about headroom at the midpoint and the feasibility of standing height.*
 - *Noted that the ridge height is approximately 7 feet, with a knee wall of 3 feet and a minimum headroom of 6 feet 4 inches at the stair landing.*
- *Sought clarification on the existing gable-end windows and whether safety and egress requirements would be met.*
 - *The windows at each end of the gable will be replaced with new units of the same size, reconfigured to meet egress standards should future bedroom use be considered.*
- *Discussed the absence of dormers and the rationale for maintaining the existing roofline.*
 - *Explained that preserving the home's exterior character was a priority, and no exterior changes were proposed aside from skylights.*
- *Asked whether the building has any heritage status.*
 - *Confirmed that the house is not on the heritage registry and that the proposed attic development would not alter the exterior appearance.*

Neighbours

- *No neighbors were present for this portion of the meeting.*

The public portion of the meeting was closed at 12:58 p.m.

Board

- *Highlighted that no concerns were raised by the neighbours and that there are no exterior changes proposed.*
- *Expressed appreciation for the thoughtful design and consideration of future safety and egress.*

Motion:

Moved By: R. Munzer

Seconded By: M. Eckenfelder

That the Board of Variance Appeal No. 01038 for 1520 Gladstone Avenue, be approved as requested.

CARRIED UNANIMOUSLY

Adjournment

The Board of Variance meeting held June 12, 2025, was adjourned at 12:54 p.m. by unanimous consent.