

CITY OF FORT ST. JOHN

BYLAW NO. 1719, 2004

A Bylaw to Provide for the Establishment of a Board of Variance

Council of the City of Fort St. John in open meeting assembled, enacts as follows:

1. In accordance with Section 899 of the *Local Government Act*, a Board of Variance committee will be established consisting of three people appointed by Council.
2. A Chair shall be elected from the Board members.
3. The Director of Corporate Administration shall designate a recording secretary to the Board of Variance and shall exercise the following powers in relation to the said Board:
 - i) keep minutes of all Board Meetings and ensure that the record is available for public inspection during normal business hours.
 - ii) send all notices and decisions to affected properties owners and the applicant by mail.
4. Procedures for the Board of Variance:
 1. The property owner shall submit a letter to the Board of Variance outlining the reason(s) for the variance request. The letter shall include the applicant's mailing address and telephone number for contact purposes.
 2. If a variance is under six (6) inches in length or if the structure was erected prior to 1972, the Building Inspector may write a letter of consent rather than hold a meeting. A review of the building file should be completed to see if there have been any other Board of Variance meetings on the subject property.
 3. The Board of Variance recording secretary shall notify the Chair and the Chair shall set a date for the meeting to consider the request within 14 days.
 4. Public notice of the meeting shall be given if the matter is deemed by the Board to be of significant importance.
 5. At least five days prior to the meeting date, the Secretary shall mail an informational package to:
 - i) the Board of Variance members,
 - ii) the applicant (including an invitation to attend the meeting with the opportunity to address the Committee),
 - iii) the owners and occupiers of all real property located adjacent to the subject property being considered for the variance.

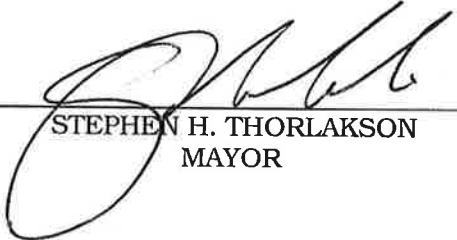
6. The informational package will include the following:
 - i) date, time and location of the meeting,
 - ii) comments from the Building Department regarding the variance request and relevant sections of the Zoning Bylaw with recommendation(s) to the Board,
 - iii) comments from the Fire Department regarding the variance request with recommendation(s) to the Board,
 - iv) location map,
 - v) survey certificate of the property indicating the variance request.
 7. At the meeting, the Board will consider the information presented and make a decision regarding the request.
 8. The recording secretary will send letters by mail to the applicant and adjacent property owners outlining the Committee's decision.
5. This bylaw repeals Board of Variance Bylaw No. 401, 1971 upon its adoption.
 6. This Bylaw may be cited as Board of Variance Bylaw No. 1719, 2004.

READ FOR A FIRST TIME THIS 27th DAY OF September, 2004

READ FOR A SECOND TIME THIS 27th DAY OF September, 2004

READ FOR A THIRD TIME THIS 27th DAY OF September, 2004

ADOPTED THIS 12th DAY OF October, 2004


STEPHEN H. THORLAKSON
MAYOR


CAROL SUSAK, DIRECTOR OF
CORPORATE ADMINISTRATION