



# Memo

**To:** Tyra Henderson, Corporate Officer

**From:** Cody Roberts, Building Inspector III

**Date:** July 15, 2024

**Subject:** Notice on Title- PID 029-166-748

**RECOMMENDATION:**

That a notice be filed in the Land Title Office, in accordance with Section 57 (1)(b) of the Community Charter and Section 302 c) of the Local Government Act, against the title of Lot 1 of Section 22, Township 84, Range 20, W6M, PRD, Plan EPP32380 (The Property) disclosing that a Detached Accessory Building was constructed without a building permit contrary to PRRD Building Bylaw No. 2131, 2014.

**BACKGROUND/RATIONALE:**

**911 Civic:** 13398 281 Road; **PID:** 029-166-748; **Folio:** 760-011391.040; **Landowners:** David and Dailyn Huggins; **Legal Land Description:** LOT 1, SECTION 22, TOWNSHIP 84, RANGE 20, WEST OF THE 6TH MERIDIAN, PEACE RIVER DISTRICT, PLAN EPP32380 **Land Within the ALR:** No

**January 8, 2024:** A site Inspection was conducted based on a complaint that was received. Contact was made with the landowner and the need for a building permit was discussed. It was observed that an accessory building had been constructed on the property with out a building permit. After review of our GIS system, it was determined that the building was over double the allowable accessory floor area under Zoning Bylaw 1343, 2001.

The size and configuration of the construction would have required the services of an Engineer and/or an Architect along with a Development Variance Permit prior to construction.

**March. 6, 2024:** A registered letter was sent to the landowner advising them of the Notice on Title along with the board meeting date and requirements.

**April 5, 2024:** The Landowner made contact and was provided a DVP application.

**April 8, 2024:** A DVP application was submitted for an accessory building floor area Increase. The Enforcement process was suspended until the outcome of the application was decided upon by the Regional Board.

**May 30, 2024:** DVP No.24-005 was respectfully refused by the Regional Board during an open board meeting.

**June 24, 2024:** A Letter was sent to the landowner outlining the refusal and an option to bring the property into compliance with the PRRD Bylaws. With out the Development Variance Approval the excess floor area would need to be removed for the property to be compliant with the PRRD Zoning Bylaw.

After it is confirmed through a professional survey that the building is reduced to the allowable size, a building permit could be issued for the construction. As the construction has already been completed, the PRRD would rely upon accredited Engineers who carry a BC Professional Stamp to Review, Inspect and Submit a stamped report verifying the completed work is compliant with the BCBC.

The deadline of July 12, 2024, was given to contact the PRRD staff to confirm the compliance plan. If the demolition didn't occur a notice on title would be recommended.

**July 5, 2024:** The landowner came into the Fort St, John office to discuss the option provided in the June 2024 letter. The option was discussed and was shown the Board of Variance Application location on the PRRD web page.

**July 12, 2024:** A Board of Variance application was received. As this may bring the property into compliance with Zoning, a Notice on title is being recommended to advise any interested parties of the construction completed without a valid building permit.

**Attachments:**

1. Map of Property
2. Photo of the Building Jan. 2024
3. Site plan Submitted with DVP application Apr. 2024



