



**CITY OF LACOMBE**  
**MUNICIPAL PLANNING COMMISSION**  
**MINUTES 150818**

**DATE:** August 15, 2018  
**PLACE:** City of Lacombe Council Chambers  
**TIME:** 5:00 p.m.

**PRESENT:**

Thalia Hibbs	Councilor
Don Gullekson	Councilor
Don Easton	Member at Large
Sandra Badry	Member at Large

**STAFF:**

Debbie Bonnett, Manager  
Gail Long, Development Officer  
Kyle Schole, Development Officer

**1. CALL TO ORDER**

Chairperson Hibbs called the meeting to order at 5:00 p.m.

**2. ADOPTION OF AGENDA**

That the agenda be approved as presented.

**MOVED BY:** Member Gullekson

**CARRIED:** Unanimously

**3. ADOPTION OF MINUTES**

That the Municipal Planning Commission minutes for August 1, 2018, be approved as presented.

**MOVED BY:** Member Gullekson

**CARRIED:** Unanimously

**4. NEW DEVELOPMENT PERMIT APPLICATION**

**A. 61/255.21 2018 Home Occupation 2 – Personal Services – Alterations**

The applicant was present to offer further information if necessary.

Development Officer Gail Long presented an application for a Home Occupation 2 (Alterations) to be located at 22 Country Ridge Close. Twenty-Eight (28) property owners within 60m of the subject site were notified, and one response had been received in support of the application, with no additional comments attached.

It was reported that there may be 1 client per week, with no set days or hours, and no sale of products will occur from the property.

A detached garage is located at the rear of the property which provides parking for 2 vehicles. Additional parking is provided on the paved driveway south of the residence.

Due to limited business related traffic to the site and the availability of on-site parking, Planning and Development Services does not anticipate an impact on the neighbourhood and recommends approval subject to conditions.

**MOVED:** Member Badry

**RESOLVED** that the Municipal Planning Commission approve the discretionary use for a Home Occupation 2: Personal Services (Alterations), to be located at 22 Country Ridge Close, Lot 11 Block 1 Plan 972 2641, zoned R1 – Residential Detached District. Approval is in respect of works consisting of and as described on the development permit application form and plans submitted by the applicant, subject to the following conditions:

1. This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw and in or any other bylaw, orders and/or regulations affecting such development.
2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
4. Applicant to obtain and maintain a valid business license from the City of Lacombe.
5. There shall be a maximum of 1 business related (client) vehicle at the property at any given time.
6. Only residents of the principal dwelling shall be engaged on the premises for the purpose of carrying on the home occupation.
7. All business related parking is to occur within the property boundaries. Country Ridge Close may not be utilized to accommodate the parking needs of the Home Occupation 2.
8. Any permit issued for home occupations may be revoked at any time if, in the opinion of the development authority, the home occupation is, or has become detrimental to the amenities of the neighbourhood.
9. Applicant to display the assigned civic address at or near the front of the property so that it can be clearly read from the roadway.
10. This permit is valid for the address stated on the application and is not transferable to a new address.
11. Only one sign shall be allowed on the property for the Home Occupation use. The sign may have the logo of the business if desired, shall display only the name of the business and the telephone number, shall not exceed 0.16m<sup>2</sup> in size, is to be unlit, and is to be affixed to the front face of the dwelling or a free-standing sign post not to exceed 1.5m in height.
12. The decision of the Municipal Planning Commission being provided to the applicant, notice being posted on the City's website, and a notice being posted on the subject lands, and no appeal against the decision being successful.

*Please note that this decision is subject to an appeal period which ends on **September 5, 2018** at 4:30 p.m.*

**CARRIED:** Unanimously

**B. 61/251.38 2018 Construction of Multi-Tenant Retail Building; Proposed Use: Liquor Store and Personal Services (Coin Laundry)**

The applicant was present to answer any questions if necessary.

Development Officer Gail Long presented an application for the construction of a Multi-Tenant Retail Building (3 units) at 4552 50 Avenue. In addition to the property being located within the C4 – Highway Commercial District, the property is also contained within the Business Industrial District Overlay.

A liquor store and personal services (coin laundry) are currently proposed to be located within the building. Both of these uses are discretionary uses and require approval from the Municipal Planning Commission. Occupancy of one additional unit remains unknown at this time. Eight (8) adjacent property owners were notified of the application, with no responses being received.

In order to maximize vehicle movement within the property, the building has been located with a 0 side yard setback on the west boundary of the parcel, requiring a 100% variance to the side yard setback requirement. The proposed building meets all other setback requirements and is not exceeding the maximum parcel coverage or the maximum height permitted.

Both 4552 50 Avenue and the lot directly to the east (4550 50 Avenue) are owned by the same landowner. A Cross Access Agreement allowing for shared use from the 50th Avenue access to the north end of the building located on 4550 50 Avenue will be required.

Landscaping is required at both the front and side of the property in the front yard, and at the rear of the property to separate the parcel from the rail line. The City will be working with the applicant to determine the appropriate number of both deciduous and coniferous trees and shrubs.

A 1.8m high chain link fence is being proposed along the west property boundary, extending from 50 Avenue to and across the rear of the property, and then extending south on the east property boundary to meet up with the existing chain link fence located on the north side of the building on the parcel to the east.

The maximum height of fence is .9m in the side and rear yards; a decorative or post and cable fence will be required if the applicant wishes to locate a fence in the front yard.

Details regarding the mixture of coniferous and deciduous trees and shrubs, and the type and height of fencing must be included in a landscaping plan, to the satisfaction of the Development Authority. Of the 24 required parking spaces, 23 parking spaces have been provided on the property. Therefore, a 5% parking variance will be required.

Hard surfacing will be required, with all parking spaces being identified with concrete parking barriers and line painting. A bicycle rack will be provided on the landscaped area adjacent the disabled parking area at the front of the parcel. The garbage disposal area and loading space will be located adjacent the building to the east of the shared driveway.

The builder has met the intent of the Overlay District in that the Developer has provided variations in the roof line, parapets, and projections at the side entrances to the units. Visual massing to the exterior of the building has been reduced by incorporating changes to the building finish and materials.

Although the Overlay District encourages the use of murals on facades fronting the rail line, the Arts Collection Committee has advised there are insufficient funds to proceed with a mural at this time.

**MOVED:** Member Gullekson

**RESOLVED** that the Municipal Planning Commission approve the construction of a multi-tenant retail building with a side yard setback variance of 100%, and a parking variance of 5% to be located at 4552 50 Avenue, Lot 7 Block 33 Plan 1302HW, zoned C4 – Highway Commercial District, and located within the Business Industrial District Overlay, and further, that approval be granted for the proposed uses (liquor store and personal services - coin laundry)

Approval is in respect of works consisting of and as described on the development permit application form and plans submitted by the applicant, subject to the following conditions:

1. This permit indicates that only the development to which it relates is authorized with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw and in or any other bylaw, orders and/or regulations affecting such development.
2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
4. Applicant is to obtain a City of Lacombe building permit prior to commencement of construction.
5. Applicant to apply for and obtain all secondary permits (electrical, plumbing, gas).
6. All tenants must apply for and be approved for an Occupancy Permit, and obtain a business license with the City prior to occupancy.
7. Prior to building permit issuance, the applicant must provide a lot grading plan for review and approval by the City's Engineering Services.
8. The builder must construct within 100mm of the design landscape elevation and illustrated drainage patterns unless otherwise approved by the Development Officer.
9. If the property requires more than 1.0 m of fill, the lot will require a bearing certificate. Applicant must submit foundation soil bearing certification from a Geotechnical Engineer (stamped and signed) prior to a foundation inspection. Such certificate shall reference footing design approved with the associated building permit.
10. Applicant to apply for and install one water meter per unit.
11. If it is deemed that upgrades are required to the existing water and/or sewer services to accommodate the proposed development, the applicant will be required to apply for and complete any upgrades at their expense, to the satisfaction of the City of Lacombe.
12. This lot has been serviced with both Sanitary and Storm lines. TO CONFIRM, call PUBLIC WORKS. Applicant must ensure service connections are correct. Any cross connections will be remedied at the applicant expense.
13. All landscaping areas are to be protected by concrete curbs or other barriers, as approved by the Development Authority, having a minimum height of 140mm or separated from the street or parking area by a paved, curbed sidewalk.
14. Applicant shall provide a 6' high fence from the southwest corner of the building, to extend north and across the rear boundary of the parcel to the southeast corner, and then extend south to end at the existing fence on the adjacent parcel to the east. Any fence proposed to be located south of the proposed building in the front yard of the parcel must be either a decorative or post and cable fence, with details provided on a landscape plan, to the satisfaction of the Development Authority.
15. Applicant shall provide for an on-site garbage disposal area(s), and appropriate screening, to the satisfaction of the Development Authority. The disposal bins are to have no doors, gates, or roof structures.
16. Applicant shall provide one loading space for the proposed building.
17. The landowner shall provide a Cross Access Agreement between 4552 50 Avenue and 4550 50 Avenue from the 50th Avenue access to extend to the north end of the building on 4550 50 Avenue, with the City being named as a third party to the Agreement. The applicant will be required to register the Agreement on the title to both properties, with a copy of the land titles showing registration of the Agreement on both properties being provided to the City.
18. Prior to Building Permit issuance, the applicant is to provide a Construction and Maintenance Access Agreement signed by the adjacent landowner of the property to the west, to allow access from 4552 50 Avenue onto 4556 50 Avenue for construction and maintenance purposes, to the satisfaction of the Development Authority. The applicant is required to register the Agreement on the title to both properties, with a copy of the land titles showing registration of the Agreement on both properties being provided to the City.
19. Prior to Building Permit issuance, the applicant shall submit a detailed landscaping plan showing areas of hard surfacing, to the satisfaction of the Development Authority. Hard surfacing will be required on the shared driveway and all areas not covered by the building, sidewalks, or landscaping.
20. Details regarding the total landscaped area, including the number, types, and sizes of trees and shrubs to be planted, the type of fencing being proposed, and the location of a garbage disposal area (including details on screening), shall be included on the landscape plan.

21. Prior to building permit issuance, landscaping deposits will be required in the form of cash or letter of credit in an amount equal to 100% of the estimated cost of the required landscaping as estimated by an appropriate trade professional, but not less than \$2,000. Security will be released once a site inspection demonstrates that the landscaping has been completed in accordance with the approved plan, has been well maintained, and is in healthy condition. Landscaping estimates are to include estimated costs for required fencing.
22. Applicant shall provide a total of 23 parking spaces. All parking spaces, including accessible parking spaces, shall be hard surfaced to the satisfaction of the Development Authority.
23. All parking spaces shall be identified with concrete parking barriers and pavement markings consisting of white or yellow lines that are approximately 7.6cm wide.
24. The applicant shall provide a minimum of one loading space.
25. Applicant shall provide for the placement of bicycle parking providing parking for a minimum of 3 bicycles, to be located within 15 m of the main entrance at either the front or rear of the building. If the bicycle parking area is provided in or adjacent to vehicle parking spaces, or a loading space, the bicycle parking area is to be raised above the parking lot grade and is to be hard surfaced. Location and details of the bicycle parking/rack is to be shown on the landscaping plan.
26. The shared access from 50 Avenue shall not exceed 15m in width, unless otherwise approved by the City Engineer.
27. Hard surfacing as shown on the approved site plan, shall be completed within one (1) year from construction completion.
28. Prior to building permit issuance, hard surfacing deposits will be required in the form of cash or letter of credit in an amount equal to 50% of the estimated cost of the hard surfacing, as estimated by an appropriate trade professional, and not less than \$2,000. Security will be released once a site inspection demonstrates that the hard surfacing has been completed in accordance with the approved plan. Parking curbs and pavement markings are to be included in the cost estimates.
29. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
30. Mechanical equipment (including roof top mechanical equipment) shall be screened from view from all sides, and shall be compatible with the surrounding character of the site, to the satisfaction of the Development Authority.
31. Prior to Building Permit issuance, the applicant shall prepare a Fire Safety Plan, subject to approval by the City's Fire Chief. The Plan is to be followed while construction is taking place on site.
32. Prior to building permit issuance, the applicant shall submit a development permit deposit in the amount of \$2,000.00.
33. Prior to building permit issuance, the applicant shall submit a Downtown Area Redevelopment Plan Architectural Deposit in the amount of \$5,000.00.
34. The exterior of both buildings, including paints, shall be completed within twelve (12) months from the date of issue of the building permit.
35. Applicant to display the assigned civic address at or near the front of the property so that it can be clearly read from the roadway.
36. Applicant shall make separate application for any signs proposed on the property.
37. The decision of the Municipal Planning Commission being placed on the City's web page, a sign posted on site, and advertised in the local newspaper, and no appeal against the decision being successful.

*Please note that this decision is subject to an appeal period which ends on **September 5, 2018** at 4:30pm.*

**CARRIED:** Passed 3 - 1

### **C. 61/251.45 2018 Demolition of Motel Buildings (2)**

The applicant was present to answer any questions if necessary.

Development Officer Gail Long presented an application for the demolition of the existing motel buildings (2) at 4930 Highway 2A. As the motel was built more than 50 years ago, the application is subject to Section 14.5.6 of the Historic District Area Overlay which provides guidelines for the demolition of principle structures of 50 years of age or older.

A total of twelve (12) adjacent property owners were notified of the application, with no responses being received.

Notice of the demolition was advertised in the Lacombe Globe on August 2 and August 9, 2018. The City has received a response from a citizen of the community interested in salvaging some of the doors. Planning and Development Services will provide this information to the applicant.

An assessment was prepared by the Lacombe and District Historical Society, which indicates that the motel was constructed circa 1945, and consists of 17 units, including a manager's suite. The style of the motel is not unique in Lacombe and does not have any significant heritage value. The motel does, however, reflect the architectural character of a significant period within Lacombe's history and forms an important part of our built environment's identity.

The structure has no basement and features a stucco exterior with wood and stone adornment, original wood windows and a reasonably new shingle roof. There have been some past renovations to the motel, but not for a number of years.

Should the motel be demolished, the Heritage Resource Committee recommends salvage of one or two of the better condition entry doors to the units and the vintage light fixtures in the bathrooms.

The application for a rebuild of this property is next on the agenda.

As the Heritage Resource Committee did not oppose the demolition, Planning & Development Services supports the application subject to conditions.

**MOVED BY:** Member Gullekson

**RESOLVED** that the Municipal Planning Commission approve the discretionary demolition of the motel buildings (2) located at 4930 Highway 2A, Lots 5-8 Block 7 Plan RN1, zoned C3 – Transitional Commercial District.

Approval is in respect of works consisting of and as described on the development permit application form and plans submitted by the applicant, subject to the following conditions:

1. This permit indicates that only the demolition to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other bylaw, orders and/or regulations affecting such demolition.
2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the relocation and demolition have not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
4. Applicant is to obtain a City of Lacombe building permit prior to demolition.
5. Prior to building permit issuance, the applicant is to apply for disconnection of the electrical, gas, and water services to the building, as applicable.
6. Applicant shall be required to submit a Development Deposit of \$2,000.00 prior to receipt of the Building Permit, refundable upon meeting the conditions of the development and building permit.
7. Applicant is to ensure the demolition area is fenced until it has been leveled. Applicant shall ensure that the demolition area is leveled within seven days of demolition.
8. Applicant is to ensure that all Occupational Health and Safety requirements are met.

9. Applicant is to ensure the site remains neat and tidy, and free of noxious weeds. Applicant is required to sod or seed the lot with grass within one year of demolition if future development has not commenced.
10. All dry rubble materials are to be disposed of at the Prentiss Waste Station or at an area approved by Alberta Environment and Parks.
11. A separate development permit and building permit approval will be required for any redevelopment of 4930 Highway 2A.
12. The decision of the Municipal Planning Commission being provided to the applicant, notice being posted on the City of Lacombe's website, and a notice being posted on the subject lands, and no appeal against the decision being successful.

*Please note that this decision is subject to an appeal period which ends on **September 5, 2018** at 4:30pm.*

*Please note that the Heritage Resource Committee recognizes that the applicant may want to salvage some of the items from the building. However, if one or two of the better condition entry doors to the units and the vintage light fixtures in the bathroom can be donated to the Committee, please contact Jennifer Kirchner at 403-782-1264 (extension 228).*

*Please note that the applicant is responsible to arrange an inspection with a qualified company to inspect for asbestos prior to demolition or relocation, in accordance with Alberta Building Code Standata 06-BCB-006.*

**CARRIED:** Unanimously

#### **D. 61/251.48 2018 Construction of a Retail Building for the purpose of Automotive Sales and Service**

The applicant was present to answer any questions if necessary.

Development Officer Gail Long presented an application for the construction of a retail building at 4930 and 4940 Highway 2A for the purpose of Automotive Sales and Service. In addition to the property being located within the C3 – Transitional Commercial District, the property is also contained within the Pedestrian- Oriented Downtown Gateway District Overlay.

An Automotive Sales and Service Business is proposed to be located within the newly constructed building. Although the proposed building is a permitted use in this District, Automotive Sales & Service is listed as a discretionary use in the C3 District, requiring consideration from the Municipal Planning Commission.

Twelve (12) adjacent property owners were notified of the application, with no responses being received.

The proposed building will be straddling two lots: one is a vacant lot directly adjacent 49B Avenue, while a motel is located on the other lot to the southwest. A condition requiring the applicant to consolidate both lots into one parcel will be required.

The front yard setback for a building in the C3 District is 6m. The building is proposed to be located 2m from the front property boundary, requiring a 67% variance. All other setback requirements are being met, and the proposed building is not exceeding the maximum parcel coverage or maximum building height.

Although the Land Use Bylaw requires a *“3m landscaped strip on private property along all parcel boundaries adjacent to a public roadway.”*, the Land Use Bylaw also states that *“Sidewalks on Highway 2A should be buffered by a landscaped boulevard strip. If the applicant provides a sidewalk as part of municipal improvements, then the landscaping strip required shall be reduced to 2m from 3m.”*

The applicant is proposing a 2m landscaped strip separating the parking area from the existing sidewalk adjacent the Highway 2A service road. In addition, the applicant is proposing a 2m strip adjacent 49B Avenue. A quad and ATV display area will be located between the landscaped strip on the northeast side of the building. Prior to building permit issuance, the applicant will be required to submit a landscape plan for review and approval by the Development Authority.

A graveled storage compound is being proposed for storage of inventory at the rear of the property. A 2.44m high chain link fence with privacy slats will be constructed around the perimeter of the compound. As the height of the fence is proposed to be greater than 1.8m, a 36% variance will be required. A garbage disposal and loading spaces area will be located at the rear of the property.

A total of fifteen (15) parking spaces will be required, with fourteen (14) parking spaces being provided on the southwest side of the building. A 7% parking variance is being requested. Hard surfacing will be required, with all parking spaces being identified with concrete parking barriers and line painting.

The applicant will be required to include the location of bicycle parking on the site plan.

The elevation plan that has been provided by the applicant is a concept only. Staff will be working with the applicant to ensure that the exterior of the building will meet the intent of the overlay district.

**MOVED BY: Member Easton**

**RESOLVED** that the Municipal Planning Commission approve the construction of a retail building with a 67% variance to the front yard setback requirement and a 36% variance to the height of the fence, to be located at 4930 and 4940 Highway 2A, Lots 5-10 Block 7 Plan RN1, zoned C3 – Transitional Commercial District, and located within the Pedestrian-Oriented Downtown Gateway District. Furthermore, approval is granted for an Automotive Sales and Service Business to be located within the building.

Approval is in respect of works consisting of and as described on the development permit application form and plans submitted by the applicant, subject to the following conditions:

1. This permit indicates that only the development to which it relates is authorized with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw and in or any other bylaw, orders and/or regulations affecting such development.
2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
4. Within 6 months of Development Permit approval, applicant shall consolidate the two lots into one lot by either Descriptive Plan or Plan of Survey, with a copy of the consolidated title being provided to the City.
5. Applicant is to obtain a City of Lacombe building permit prior to commencement of construction.
6. Applicant to apply for and obtain all secondary permits (electrical, plumbing, gas).
7. Applicant shall apply for and maintain a valid business license.
8. Prior to building permit issuance, the applicant must provide a lot grading plan for review and approval by the City's Engineering Services.
9. The builder must construct within 100mm of the design landscape elevation and illustrated drainage patterns unless otherwise approved by the Development Officer.
10. If the property requires more than 1.0 m of fill, the lot will require a bearing certificate. Applicant must submit foundation soil bearing certification from a Geotechnical Engineer (stamped and signed) prior to a foundation inspection. Such certificate shall reference footing design approved with the associated building permit.
11. Applicant to identify the water servicing required for the development prior to building permit issuance.
12. If it is deemed that upgrades are required to the existing water and/or sewer services to accommodate the proposed development, the applicant will be required to apply for and complete any upgrades at their expense, to the satisfaction of the City of Lacombe.
13. This lot has been serviced with both Sanitary and Storm lines. TO CONFIRM, call PUBLIC WORKS. Applicant must ensure service connections are correct. Any cross connections will be remedied at the applicant expense.



14. All landscaping areas are to be protected by concrete curbs or other barriers, as approved by the Development Authority, having a minimum height of 140mm or separated from the street or parking area by a paved, curbed sidewalk.
15. Applicant shall provide a 2.44m solid fence around the storage compound located at the rear of the building.
16. Applicant shall provide for an on-site garbage disposal area(s), and appropriate screening, to the satisfaction of the Development Authority. The disposal bins are to have no doors, gates, or roof structures.
17. Prior to Building Permit issuance, the applicant shall submit a site plan identifying the location of the building on the property, areas of landscaping and hard surfacing, the location and number of parking spaces, the location of a bicycle rack, the location of a garbage disposal area (including details on screening), the location of a loading space, and location of the storage compound, to the satisfaction of the Development Authority.
18. Prior to Building Permit issuance, the applicant shall submit elevation plans for the proposed building which meets requirements of the Pedestrian-Oriented Downtown Gateway District Overlay, to the satisfaction of the Development Authority.
19. Prior to Building Permit issuance, the applicant shall submit a detailed landscaping plan showing areas of hard surfacing, to the satisfaction of the Development Authority. Details regarding the total landscaped area, including the number, types, and sizes of trees and shrubs to be planted, and the type of fencing being proposed, shall be included.
20. Prior to building permit issuance, landscaping deposits will be required in the form of cash or letter of credit in an amount equal to 100% of the estimated cost of the required landscaping as estimated by an appropriate trade professional, but not less than \$2,000. Security will be released once a site inspection demonstrates that the landscaping has been completed in accordance with the approved plan, has been well maintained, and is in healthy condition. Landscaping estimates are to include estimated costs for landscaping, landscape curbing and the required fencing.
21. Applicant shall provide a total of 14 parking spaces. All parking spaces, including accessible parking spaces, shall be hard surfaced to the satisfaction of the Development Authority. Based on the number of parking spaces required, one parking space must be designated for use by disabled persons.
22. All parking spaces shall be identified with concrete parking barriers and pavement markings consisting of white or yellow lines that are approximately 7.6cm wide.
23. The applicant shall provide a minimum of one loading space.
24. Applicant shall provide for the placement of bicycle parking providing parking for a minimum of 4 bicycles, to be located within 15 m of the main entrance at either the front or rear of the building. If the bicycle parking area is provided in or adjacent to vehicle parking spaces, or a loading space, the bicycle parking area is to be raised above the parking lot grade and is to be hard surfaced. Location and details of the bicycle parking/rack is to be shown on the landscaping plan.
25. Hard surfacing as shown on the approved site plan, shall be completed within one (1) year from construction completion.
26. Prior to building permit issuance, hard surfacing deposits will be required in the form of cash or letter of credit in an amount equal to 50% of the estimated cost of the hard surfacing, as estimated by an appropriate trade professional, and not less than \$2,000. Security will be released once a site inspection demonstrates that the hard surfacing has been completed in accordance with the approved plan. Parking curbs and pavement markings are to be included in the cost estimates.
27. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
28. Mechanical equipment (including roof top mechanical equipment) shall be screened from view from all sides, and shall be compatible with the surrounding character of the site, to the satisfaction of the Development Authority.
29. Prior to Building Permit issuance, the applicant shall prepare a Fire Safety Plan, subject to approval by the City's Fire Chief. The Plan is to be followed while construction is taking place on site.
30. Prior to building permit issuance, the applicant shall submit a development permit deposit in the amount of \$2,000.00.
31. Prior to building permit issuance, the applicant shall submit a Downtown Area Redevelopment Plan Architectural Deposit in the amount of \$5,000.00.

32. The exterior of the building, including paints, shall be completed within twelve (12) months from the date of issue of the building permit.
33. Applicant to display the assigned civic address at or near the front of the property so that it can be clearly read from the roadway.
34. Applicant shall make separate application for any signs proposed on the property.
35. The decision of the Municipal Planning Commission being placed on the City's web page, a sign posted on site, and advertised in the local newspaper, and no appeal against the decision being successful.

*Please note that this decision is subject to an appeal period which ends on **September 5, 2018** at 4:30pm.*

**CARRIED:** Unanimously

**6. NEXT MPC MEETING**

- A. September 5, 2018

**7. ADJOURNMENT**

**MOVED BY:** Member Easton

THAT this meeting now adjourns at 5:43pm

**CARRIED:** Unanimously

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Chairperson

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Date