



CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 061118

DATE: November 6, 2018

PLACE: City of Lacombe Council Chambers

TIME: 5:00 p.m.

PRESENT:

Grant Creasey	Chairperson
Thalia Hibbs	Councilor
Don Gullekson	Councilor
Don Easton	Member at Large

REGRETS:

Sandra Badry	Member at Large
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STAFF:

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED BY: Member Gullekson

That the agenda be approved as amended.

CARRIED: Unanimously

3. AMENDMENTS TO APPROVED MINUTES

MOVED BY: Member Hibbs

That Municipal Planning Commission minutes for October 3, 2018, be approved as amended.

CARRIED: Unanimously

4. ADOPTION OF MINUTES

MOVED BY: Member Gullekson

That the Municipal Planning Commission minutes for October 17, 2018, be approved as amended.

CARRIED: Unanimously

4. NEW DEVELOPMENT PERMIT APPLICATIONS

A. 61/251.98 2018 Secondary Suite 16 Fieldstone Boulevard Lot 20, Block 4, Plan 782 2856, Zoned R1

The applicants were in attendance to provide additional information and answer questions.

Development Officer Gail Long presented an application for a secondary suite to be located within an existing dwelling at 16 Fieldstone Boulevard. Secondary suites are listed as discretionary uses in the R1 District.

A total of 34 adjacent property owners were notified, with two responses received in support of the application, and no comments included.

A secondary suite is to occupy no more than 75 m² or a maximum of 40% of the total floor area of a principal dwelling, whichever is less.

The proposed two-bedroom suite will be located in the lower level of the home and will be 78.41 m² in size.

Variances will be required for the maximum size of the suite from 75m² to 78.41 m² (5%), and to the maximum size based on 40% of Total Floor Area from 73.90 to 78.41 m² (6% variance).

The Land Use Bylaw requires that shared space be included. As such, with the shared space included, variances will be required for the maximum size of the suite, from 75m² to 91.79m² (19%), and the maximum size based on 40% of the Total Floor Area from 73.90 to 91.79m² (20% variance to the total floor area/suite ratio).

In total four parking spaces are required. With the double attached garage and front parking pad, five spaces are provided.

If approved, this will be the first secondary suite approved within this block.

As only minor variances are required, the adjacent landowners have not opposed the location of a secondary suite within the residence, and there is no impact resulting from the suite being larger as it is contained within the home, Planning and Development Services supports the application as submitted and recommends approval subject to conditions.

Further discussion took place in order to clarify the proposed parking arrangements.

MOVED BY: Member Gullekson

RESOLVED that the Municipal Planning Commission approve an 5% variance to the maximum size for a secondary suite and a 6% variance to the total floor area/suite ratio to allow for the location of a 78.41 m² secondary suite, with an additional 13.88 m² of shared space, to be located at 16 Fieldstone Boulevard, Lot 20 Block 4 Plan 782 2856, zoned R-1.

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 apply for and obtain building permits and any necessary electrical, plumbing and gas permits for the secondary suite located in the structure and is to confirm that the secondary suite is fully compliant with the Alberta Building Codes within one year of Building Permit issuance, and also prior to occupancy of the suite.
5. Two on-site parking spaces shall be provided for residents of the secondary suite, with the size of the parking spaces being a minimum of 2.75m x 5.5m.
6. Applicant shall be required to submit a Development Deposit of \$1,000 prior to receipt of the Building Permit. This deposit will be refunded once all permit conditions have been completed and permit services reports have been received indicating all requirements of the Alberta Building Code have been met.
7. The decision of the Municipal Planning Commission being provided to the applicant, notice being posted on the City's web page, notice being advertised in the local newspaper, and notice being posted on subject lands, and no appeal against the decision being successful.

Please note that this decision is subject to an appeal period which ends on November 29, 2018 at 4:30pm.

CARRIED: Unanimously

**B. 61/252.08 2018 3-Unit Multi-Housing Development
5327 48 Avenue
Lot 5, Block 24, Plan, 5057 ET, Zoned R4**

The applicants were in attendance to provide additional information and answer questions.

The Municipal Planning Commission approved the demolition of the existing home at 5327 – 48 Avenue on September 5th 2018. Development Officer Gail Long presented an application for the construction of a 3-unit residential building to be built at this location.

A total of 30 adjacent property owners were notified, with 2 responses being received in support of the proposed development.

A 3-unit residential development would be within the density requirements for this parcel.

A 2.4m side yard setback is required when a principal entry door is accessed from the side or rear yard. One of the units is entered from the side, while one of the units is entered from the rear. A 0.88m variance (37%) is required for both side yard setbacks.

Planning and Development Services has no concern with the design and the design elements of the building.

The existing mature tree located within the City boulevard adjacent 48 Avenue and a hedge in the front yard will remain. The developer will be required to make every attempt to protect the root system during excavation of the site, and/or while construction is taking place on the parcel.

The applicant is proposing additional trees and shrubs to be planted, a mature tree located at the back of the property will be removed, to be replaced with a spruce tree.

A 1.8m high privacy fence is being proposed on both side property boundaries of the property to provide screening from adjacent parcels.

Details on site lighting will be required.

A total of 6 parking spaces will be required. The 3 units each have single attached garages, with one additional parking space provided on the paved parking pad in front of each garage. One parking space has been provided at the rear for guest parking. All parking areas are to be hard surfaced.

No upgrades to the laneway are required.

As each unit will have their designated parking space close to their specific unit, no loading space will be required.

One bicycle parking space per dwelling unit is required, and these spaces can be provided for each unit inside of the individual garages.

There are verandahs/decks proposed for all units, all of which exceed the minimum required amenity area of 4.45m² per dwelling unit.

In addition to being located within the R4 – Residential Mixed District, the property is located within the Central Residential District Overlay. No architectural guidelines are prescribed for development occurring within this overlay area.

The purpose of the R4 District is to provide an area for residential development promoting a mix of dwelling types, primarily in the form of street-oriented, multi-attached housing units and compatible uses. The proposed development meets Land Use Bylaw requirements with exception of a 0.88m (37%) variance to the side yard setback requirement from 2.4m to 1.52m, which is due to the principal entry door to one of the units being accessed from the side of the property, and another from the rear of the property. Minimal impact, if any, will result in the principal entry doors to the units being located as is currently proposed, and there has been no opposition to the proposed development from neighbouring landowners. Planning and Development staff recommends approval of the location of a 3-unit multi-residential development on the parcel in accordance with the application submitted, subject to conditions.

The proponents indicated that they had sought to take into account the feedback received from their prior proposal.

Some further discussion was held considering the accessibility of the garage and proposed greenspace.

MOVED BY: Member Hibbs

RESOLVED that the Municipal Planning Commission approve the construction of a 3-unit multi-housing development to be located at 5327-48 Avenue, Lot 5 Block 24 Plan 5057ET, zoned R4, with a 37% variance to allow the building to be located 1.53m and 1.52m from the side property boundaries.

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 City of Lacombe building permits for each unit prior to commencement of construction.
5. Applicant to apply for and obtain all required secondary permits (electrical, plumbing, gas).
6. Prior to building permit issuance, the applicant must provide a lot grading plan for review and approval by the City's Engineering Services.

7. The builder must construct within 100mm of the design landscape elevation and illustrated drainage patterns unless otherwise approved by the Development Officer.
8. **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.**
9. Applicant to apply for and install one water meter per unit.
10. 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.
11. This lot has been serviced with Sanitary lines. TO CONFIRM, call PUBLIC WORKS. Applicant must ensure service connection is correct. Any cross connections will be remedied at the applicant expense.
12. 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.
13. Applicant shall provide a solid 1.8m high fence on both the east and west property boundaries from the front of the building to the rear property boundary. Fencing details must be provided prior to Building Permit issuance, for review and approval by the Development Authority.
14. Applicant shall not damage the existing Elm Tree located within the City's boulevard, and every attempt shall be made to protect the tree's root system during excavation of the site, and/or while construction is taking place on the parcel. Any damage occurring to the tree may result in the applicant being required to replace the existing tree, with the size and type of tree being subject to approval of the Development Authority.
15. 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 the required fencing.
16. Applicant shall be required to provide a total of 6 hard surfaced parking spaces in accordance with the approved plan.
17. Applicant to hard surface the access and parking areas within one (1) year from construction completion.
18. With exception of the visitor parking space, all exterior parking spaces shall be electrified.
19. 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. Costs for hard surfacing the new access and all parking areas to be included in the cost estimates.
20. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
21. Prior to building permit issuance, the applicant is to submit an exterior lighting plan for review and approval by the City's Engineering Department.
22. 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.
23. Prior to building permit issuance, the applicant shall submit a development permit deposit in the amount of \$1,000.00 per unit.

24. The exterior of the building, including paints, shall be completed within twelve (12) months from the date of issue of the building permit.
25. Any concrete curb or sidewalk that is damaged by the applicant during the course of construction shall be replaced by the applicant to the City's satisfaction.
26. 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.
27. Applicant must ensure that all conditions of the demolition permit approval have been met to the satisfaction of the Development Authority prior to commencement of construction of the proposed multi-unit housing development.
28. The decision of the Municipal Planning Commission being provided to the applicant and landowner, notice being posted on the City of Lacombe's website and in a local newspaper, 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 **November 29, 2018** at 4:30pm.*

Please Note: This is to inform the applicant that the City of Lacombe cannot guarantee a ten-minute fire department response time. As such, the building plan review may identify construction measures necessary to ensure fire spread is limited as required by the Alberta Building Code.

CARRIED: Unanimously

6. NEXT MPC MEETING

- A. Wednesday November 21, 2018
- B. December Meetings

It was agreed that the MPC will meet once in December on the 12th, however, if needed, another meeting may be scheduled.

7. ADJOURNMENT

MOVED BY: Member Easton

THAT this meeting now adjourns at 5:30pm

CARRIED: Unanimously

Chairperson

Date