



**CITY OF LACOMBE**  
**MUNICIPAL PLANNING COMMISSION**  
**MINUTES 061919**

**DATE:** June 19<sup>th</sup>, 2019

**PLACE:** City of Lacombe Council Chambers

**TIME:** 5:00 p.m.

<b>PRESENT:</b>	Grant Creasey Thalia Hibbs Don Gullekson Don Easton	Mayor Councillor Councillor Member at Large
<b>REGRETS:</b>	Brian McLoughlin	Member at Large
<b>STAFF:</b>	Debbie Bonnett Crystal Chappell Jennifer Kirk	Planning & Development Manager Development Officer II Development Officer I

**1. CALL TO ORDER**

A. Mayor Creasey called the meeting to order at 5:02 p.m.

**2. ADOPTION OF AGENDA**

**MOVED BY:** Member Easton

That the agenda be approved as amended.

**CARRIED:** Unanimously

**3. ADOPTION OF MINUTES**

**MOVED BY:** Member Hibbs

That the Municipal Planning Commission minutes for April 17<sup>th</sup>, 2019, be approved as presented.

**CARRIED:** Unanimously

**4. AUTHORIZATION OF THE MUNICIPAL PLANNING COMMISSION TO EXCUSE MEMBER AT LARGE FROM THIRD CONSECUTIVE MEETING**

**MOVED BY:** Mayor Creasey

Member at Large, Brian McLoughlin, submitted resignation from the Municipal Planning Commission.

**CARRIED:** Unanimously

## 5. NEW DEVELOPMENT PERMIT APPLICATIONS

- A. 61/250.70 2019 – Garden Suite (137m<sup>2</sup>) within a Detached Shop Located in the Flood Risk Area Overlay Requiring Maximum Allowable Floor Area, and Ratio Variances  
4528 43 Avenue  
Lot 13, Block 1, Plan 962 3073.**

The Applicant was in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application to reactivate an existing Garden Suite located within the Flood Fringe of the Flood Hazard Area Regulations Overlay at 4528 43<sup>rd</sup> Avenue (Lot 13, Block 1, Plan 962 3073, zoned R-L1 Residential Light Industrial District and Flood Hazard Area Regulations Overlay). Secondary suites are listed as a Discretionary Use in the R-L1 District, as well as in the Flood Fringe.

No responses were received in opposition of the application.

The development is in the Flood Fringe of the Flood Hazard Area Overlay. The Development Officer indicated that the building was code compliant and it would be necessary to obtain an Electrical Permit to reactivate the range in the kitchen.

The suite is substantially oversized and the Planning and Development Department indicated that in this residential light industrial district, the intent is to develop larger buildings. Administration was in support of the application, as the requested variance would not impose a detrimental impact on the neighborhood.

The number of suites per block is limited to 12% of the existing parcels on that block. In this instance, three (3) suites would be allowed on this block. This proposed suite would be the third on the block.

After discussion, the following motion was put forward:

**MOVED BY:** Member Gullekson

**RESOLVED** that the Municipal Planning Commission approved a 137m<sup>2</sup> Garden Suite with an 83% variance to allowable living space, and a 9% variance to the suite to principal dwelling ratio for an existing Garden Suite located in the Flood Fringe of the Flood Hazard Area Regulations Overlay located at 4528 43 Avenue; Lot 13, Block 1, Plan 962 3073, zoned R-LI.

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 display the assigned civic address at or near the front of the property so that it can be clearly read from the roadway.
5. Applicant to apply for and receive a Building Permit prior to occupancy if deemed necessary by the Chief Building Codes Safety Officer.
6. Applicant to apply for and receive an Electrical Permit to reactivate the range
7. Applicant shall provide a minimum of two (2) on-site parking spaces for residents of the home, plus an additional two on-site parking space for residents of the suite.

8. **THIS PROPERTY IS IN THE FLOOD RISK AREA.** No habitable floor space shall be developed below the 1:100 year flood elevation.
9. The decision of the Municipal Planning Commission being mailed to the Applicant and Landowner, 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 **July 10, 2019** at 4:30pm.*

**CARRIED:** Unanimously

**B. 61/255.15 2019 - Home Occupation 2 (Guitar Lessons)  
7111 Cobb Street  
Lot 2, Block 11, Plan 072 9051**

The Applicant was in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application for a Home Occupation 2 (Guitar Lessons) to be located at 7111 Cobb Street; Lot 2, Block 11, Plan 072 9051, zoned R1 (Residential Detached District). A Home Occupation 2 is listed as a Discretionary Use in the R1 District.

No responses were received in opposition of the application.

Lessons will be provided in a 9.3m<sup>2</sup> room where the Applicant anticipates between 10-20 students visiting per week. Hours of operation will be based on appointments only, one at a time, for approximately 1-hour periods. There are no plans to sell merchandise at this business.

7111 Cobb Street has an attached double car garage and a 7m x 7m driveway to provide off street parking for the home based business.

After discussion, the following motion was put forward:

**MOVED BY:** Member Hibbs

**RESOLVED** that the Municipal Planning Commission approved a discretionary use Home Occupation 2: Guitar Lessons to be located at 7111 Cobb Street; Lot 2, Block 11, Plan 072 9051, zoned R1.

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 two (2) business related (client) vehicles 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. Cobb Street 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 **July 10, 2019** at 4:30pm.*

**CARRIED:** Unanimously

**C. 61/255.14 2019 - Home Occupation 2 (Massage Therapy & Spa)  
11 Cedar Crescent  
Lot 19, Block 9, Plan 782 3298**

The Applicant was in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application for a Home Occupation 2 (Massage Therapy & Spa) to be located at 11 Cedar Crescent; Lot 19, Block 9, Plan 782 3298, zoned R1 (Residential Detached District). A Home Occupation 2 is listed as a Discretionary Use in the R1 District.

One response was received in support of the application; however expressed concerns regarding parking and indicated that if there were to be 1-3 customers per hour parking would likely not be an issue.

The work area is roughly 20m<sup>2</sup>, where the Applicant anticipates approximately 2-3 customers per day. Hours of operation will be based on appointments only and on a bi-weekly rotation. It is not known for certain what the exact hours of operation and days per week will be at this time. There are no plans to sell merchandise at this business.

11 Cedar Crescent has an attached double car garage and a 6m x 7m driveway to provide off street parking for the home based business.

After discussion, the following motion was put forward:

**MOVED BY:** Member Hibbs

**RESOLVED** that the Municipal Planning Commission approved a discretionary use Home Occupation 2:

Personal Services (Massage Therapy & Spa) to be located at 11 Cedar Crescent; Lot 19, Block 9, Plan 782 3298, zoned R1.

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 two (2) business related (client) vehicles 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. Cedar Crescent 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. Applicant to apply for a permit from Alberta Health Services and receive approval from Alberta Health Services prior to the operation of the business. A copy of the permit is to be submitted to the City.
13. 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 **July 10, 2019** at 4:30pm.*

**CARRIED:** Unanimously

**D. 61/250.89 2019 - Addition – Foyer in the Future Designation District  
5960 C&E Trail  
Lot 1, Block 1, Plan 882 2402**

The Applicant was in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application for an addition to an existing home which is located within the Future Designation , FD, District at 5960 C&E Trail; Lot 1, Block 1, Plan 992 2402, zoned FD (Future Designation District).

One response was received in support of the application.

The Development Officer indicated that the Future Designation District does not have any development standards such as setbacks and lot coverage limitations. Therefore, the Planning and Development Department applied R1 (Residential Detached District) zoning regulations to this application. All improvements to existing developments are considered discretionary and require Municipal Planning Commission approval.

After discussion, the following motion was put forward:

**MOVED BY:** Member Gullekson

**RESOLVED** that the Municipal Planning Commission approved a residential addition/foyer to an existing detached dwelling located at 5960 C & E Trail, Lot 1, Block 1, Plan 822 2402, zoned FD.

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 any required secondary permits (electrical, plumbing, gas).
6. Applicant must construct within 100mm of the design landscape elevation and illustrated drainage patterns approved at time of the development of the single family dwelling unless otherwise approved by the Development Officer.
7. Applicant to ensure that the addition matches or is complimentary to the primary dwelling unit in color and materials, to the satisfaction of the Development Authority.
8. Applicant to ensure that the exterior of the building, including paints, shall be completed within twelve (12) months from the date of issue of the Building Permit.
9. The decision of the Municipal Planning Commission being mailed to the Applicant and Landowner, 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 **July 10, 2019** at 4:30pm.*

**CARRIED:** Unanimously

**6. BUSINESS ON OLD MINUTES**

**MOVED BY:** Member Hibbs

- A. Motion to reschedule postponed application 61/255.03 2019 to from June 19, 2019 to July 3<sup>rd</sup>, 2019.

**CARRIED:** Unanimously

**7. NEXT MPC MEETING**

- A. July 3<sup>rd</sup>, 2019

**7. ADJOURNMENT**

**MOVED BY:** Member Hibbs

THAT this meeting now adjourns at 5:35 p.m.

**CARRIED:** Unanimously

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Chairperson

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Date