



CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 071719

DATE: July 17, 2019
PLACE: City of Lacombe Council Chambers
TIME: 5:00 p.m.

PRESENT:

Grant Creasey	Mayor
Don Gullekson	Councillor
Thalia Hibbs	Councillor
Don Easton	Member at Large

REGRETS:

STAFF:

Debbie Bonnett	Planning & Development Manager
Crystal Chappell	Development Officer
Jennifer Kirk	Development Officer

1. CALL TO ORDER

A. Chairperson Creasey called the meeting to order at 5:00 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 July 3, 2019 be approved as presented.

CARRIED: Unanimously

4. NEW DEVELOPMENT PERMIT APPLICATIONS

A. 61/251.26 2019 – Oversized Detached Garage with 100% Variance
5520 50 Avenue
Lots 1 & 2, Block A, Plan 3590P

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

Development Officer, Crystal Chappell, presented an application for an Oversized Detached Garage with a 100% Variance to be located at 5520 50 Avenue (Lots 1 & 2, Block A, Plan 3590P, zoned R1 – Residential Mixed District, and within the Old Town Main Street Residential Overlay District). Variances between 10% - 100% require approval from the Municipal Planning Commission.

Fourteen (14) adjacent property owners were notified, with no responses being received regarding the proposed development.

The purpose of the R1 District is to provide an area for residential development in the form of detached dwellings and compatible uses.

After discussion, the following motion was put forward:

MOVED BY: Member Hibbs

RESOLVED that the Municipal Planning Commission approved a 140m² detached garage/shop requiring a 100% size variance to be located at 5520 50 Avenue; Lots 1 & 2, Block A, Plan 3590P, zoned R1 and within the Old Town Main Street Residential Overlay 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 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 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.
7. Applicant to ensure that the accessory building matches or is complimentary to the primary dwelling unit in color and materials
8. The maximum height of the garage shall not exceed the height of the Principal Building.
9. The builder must construct within 100mm of the design landscape elevation and illustrated drainage patterns unless otherwise approved by the Development Officer.
10. Applicant may not connect floor drain in garage floor slab to City services.
11. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
12. 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 **August 7, 2019** at 4:30 p.m.*

CARRIED: Unanimously

**B. 61/251.22 2019 - New Industrial Multi-Tenant Lease Bay Building with 33% Parking Variance
5372 Len Thompson Drive
Lot 19, Block 1, Plan 142 0510**

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

Development Officer, Crystal Chappell, presented an application for a New Industrial Multi-Tenant Lease Bay Building with a 33% Parking Variance to be located at 5372 Len Thompson Drive; Lot 19, Block 1, Plan 142 0510, zoned I-1 (Light Industrial District). Variances between 10% - 100% require approval from the Municipal Planning Commission.

Two (2) property owners within 60m of the subject site were notified, with one of them being the City of Lacombe. No responses were received in regards to the application.

The purpose of the I-1 District is to provide an area for a wide variety of light and other service related industrial activities that do not create a nuisance beyond the property boundary. This application is for a multi tenant lease bay building that would provide light industrial space for tenants to operate small businesses out of.

The Applicants provided alternate parking plans for Municipal Planning Commission members to consider.

After discussion, the following motion was put forward:

MOVED BY: Member Gullekson

RESOLVED that the Municipal Planning Commission approved a multi-tenant lease bay building (warehouse) with a 33% parking variance to be located at 5372 Len Thompson Drive; Lot 19, Block 1, Plan 142 0510, zoned I-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 maintain a valid City of Lacombe Business License throughout the duration of business operation. Any tenant conducting work in the City of Lacombe will also require a Business License.
5. Applicant is to obtain a Building Permit prior to commencement of construction.
6. Applicant to apply for and obtain any required secondary permits (electrical, plumbing, gas).
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. Prior to Building Permit issuance, the Applicant shall submit a Landscaping Plan, showing areas of hard surfacing, for approval by the Development Authority.
11. All landscaped areas are to be protected by concrete curbs or other barriers, as approved by the Development Authority, having a minimum height of 140mm.
12. Any area located in the front yard shall be either landscaped or hard surfaced to the satisfaction of the Development Authority. This includes hard surfacing the access from Len Thompson Drive to the West edge of the building with a minimum width of 10m abutting the South edge of the building.
13. Front access points from the street should not exceed 15m in width, unless otherwise approved by the City Engineer.
14. Applicant shall provide twenty-four (24) parking spaces for the proposed use.
15. Where parking is located on a gravel surface at the side or rear of the parcel, parking spaces are to be identified with parking barriers.
16. Applicant is to provide a minimum of one loading space.

17. Where an existing access is to be relocated or removed, the Applicant will ensure that any unnecessary dropped curb and driveway aprons are replaced or repaired to the City's satisfaction.
18. Applicant to hard surface all accesses and parking lot areas within one (1) year from construction completion.
19. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
20. 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. Where necessary, the City of Lacombe shall be responsible to replace any surface infrastructure that the City removes to complete water and sewer servicing.
21. 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, and must be located in either the side or rear of the parcel.
22. Applicant shall provide for the placement of bicycle parking providing parking for a minimum of four (4) bicycles. If the bicycle parking area is provided in or adjacent to vehicle parking spaces, visitor parking spaces, or a loading space, the parking area for the bicycle rack 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.
23. 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 \$2,000.00. 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.
24. 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 \$2,000.00. 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.
25. Prior to Building Permit issuance, the Applicant shall submit a Development Permit Deposit in the amount of \$2,000.00 per structure.
26. Prior to Building Permit issuance, the Applicant is to submit an Exterior Lighting Plan for review and approval by the City's Engineering Department.
27. Prior to Building Permit issuance, the Applicant is to submit Elevation Plans for review and approval by the Development Authority.
28. 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.
29. Applicant to design the facility to accommodate a future oil/grit separator, and provide a sample site where the City can test the effluent before it enters the main line. If future effluent quality issues arise, and are traced back to 5372 Len Thompson Drive, the City will install an interceptor at that time.
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. Applicant to apply for and install one water meter per unit.
32. Applicant to display the assigned civic address on the main building, facing the road or street, so that it can be clearly read from the roadway. Further information can be obtained from the Development Department.
33. The exterior of the building, including paints, shall be completed within twelve (12) months from the date of issue of the Building Permit.
34. Applicant shall make a separate application for any signs proposed on the property.
35. 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 a notice being posted on the subject lands, and no appeal against the decision being successful.

From the Land Sale Agreement

1. Within 18 months of the agreement date, the Property Owner must commence construction of the development on the property (excavation, construction and backfilling of all foundations for the development to grade level).
2. Within 30 months of the agreement date, the Buyer must complete construction of the development on the property including all landscaping (to the satisfaction of the Inspections and Licensing Department of the City).
3. The purchaser is responsible for the cost of utility service connections from the nearest point of service. Applicants should consult The City of Lacombe's Engineering Services and Atco Gas/Fortis Alberta for further information and service connection quotes.
4. For electrical servicing, purchaser will be responsible for the cost of a 120/208 Volt or 347/600 Volt pad mount three phase transformer, primary and secondary cable on property, and metering. For further information, please contact Fortis Alberta.
5. Purchasers are required to contact other utilities for cost estimates and applications.
6. Purchasers are responsible to confirm final details regarding the location of street lights, fire hydrants, etc. with the Len Thompson Industrial Park Phase 2.

*Please note that this decision is subject to an appeal period which ends on **August 7, 2019** at 4:30pm.*

CARRIED: Unanimously

5. NEW BUSINESS

A. Notice of Appeal

An objection has been made to the Subdivision and Development Appeal Board concerning the July 3, 2019 decision made by the City of Lacombe Municipal Planning Commission. The appeal relates to the requirement for alleyway paving.

MOVED BY: Member Easton

B. Signatures/Comments on Proposed Developments/Procedures

CARRIED: Unanimously

6. NEXT MPC MEETING

- A. August 21, 2019

7. ADJOURNMENT

MOVED BY: Member Hibbs

THAT this meeting now adjourns at 6:05 p.m.

CARRIED: Unanimously

Chairperson

Date