



**CITY OF LACOMBE**  
**MUNICIPAL PLANNING COMMISSION**  
**MINUTES 091819**

**DATE:** September 18<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 Debbi Gallant	Mayor Councillor Councillor Member at Large Member at Large
<b>STAFF:</b>	Crystal Chappell Jennifer Kirk	Development Officer (Acting Manager) Development Officer
<b>REGRETS:</b>	Debbie Bonnett	Planning & Development Manager

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

That the agenda be approved as presented.

**MOVED BY:** Councillor Hibbs

**CARRIED:** Unanimously

**3. ADOPTION OF MINUTES**

That the Municipal Planning Commission minutes for September 4<sup>th</sup>, 2019 be approved as presented.

**MOVED BY:** Councillor Hibbs

**CARRIED:** Unanimously

**4. NEW DEVELOPMENT PERMIT APPLICATIONS**

- 61/251.89 2019 – Side Yard Setback Variances on Existing Detached Dwelling and Detached Garage  
5608 48 Avenue  
Lot 2, Block 1, Plan 2094RS**

The Applicant was not in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application for side yard setback variances on existing detached dwelling and detached garage to be located at 5608 48 Avenue. Variances exceeding 10% require approval from the Municipal Planning Commission.

After discussion, the following amended motion was put forward:

**MOVED BY:** Member Easton

**“RESOLVED** that the Municipal Planning Commission approve a 23% (0.34m) side yard setback variance from foundation to property line, a 36% (0.32m) side yard setback variance for an existing detached garage and a 33% (0.1m) variance for the overhang on the detached garage located at 5608 48 Avenue; Lot 2, Block 1, Plan 2094 RS; 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. 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 **October 9, 2019** at 4:30 p.m.*

**CARRIED:** Unanimously

2. **61/251.78 2019 – Detached Dwelling with a Secondary Suite and a 15% Overall Lot Coverage Variance  
53 Mackenzie Avenue  
Lot 91, Block 2, Plan 142 0541**

The Applicant was not in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application for the development of a detached dwelling with a secondary suite to be located at 53 Mackenzie Avenue. The footprint of the house would be 15% oversized. It was noted that the deck, verandah, and the access to the suite at the back of the property contributed to the overall lot coverage.

This particular property would contain the first suite on the block and therefore is well within the allowable 12% the City allows for secondary suites in a given neighbourhood.

After discussion, the following amended motion was put forward:

**MOVED BY:** Councillor Hibbs

**RESOLVED** that the Municipal Planning Commission approved a Detached Dwelling with a Secondary Suite to be located at 53 Mackenzie Avenue; Lot 91, Block 2, Plan 142 0541, 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. Prior to Building Permit issuance, the Applicant shall submit a Development Permit Deposit in the amount of \$1,000.00.
5. Applicant is to obtain a City of Lacombe Building Permit prior to commencement of construction.
6. **This lot requires 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.**
7. The Builder must construct within 100mm of the design landscape elevation and illustrated drainage patterns unless otherwise approved by the Development Officer.
8. Applicant to install both a sump pump and storm line connection. (While storm lines are in place the elevation of the service requires a sump pump to bring water from weeping tile system up to storm service).
9. Applicant may not connect floor drain in garage floor slab to City services. Slope floor for drainage.
10. Applicant to apply for and obtain any required Secondary Permits (Electrical, Plumbing and/or Gas).
11. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
12. Applicant to complete minimum front yard landscaping requirements: (a) a minimum of one (1) tree; or (b) a landscape bed consisting of a minimum of three (3) shrubs; **and** (c) placement of sod unless other landscaping material is approved by the Development Authority.
13. Applicant shall provide two (2) parking spaces for the principal dwelling unit and hard surface the front driveway no later than one (1) year from construction completion. The maximum driveway width is as approved on the Plot Plan, unless otherwise approved by the Development Authority.
14. Applicant to develop two (2) parking stalls for the secondary suite on a gravel pad at the rear of the lot with minimum dimensions of 5.5m x 5.5m, within the property, no later than one (1) year from construction completion.
15. Applicant to develop a hard surfaced walkway leading from the gravel parking pad to the entrance of the suite no later than one (1) year from construction completion.
16. 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.
17. 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 **October 9, 2019** at 4:30 p.m.*

**CARRIED:** Unanimously

3. **61/251.88 2019 – Secondary Suite in Existing Detached Dwelling with 2% Parking Pad Width Variance  
42 Country Ridge Close  
Lot 21, Block 1, Plan 972 2641**

The Applicant was not in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application for a secondary suite in an existing detached dwelling. The basement had previously been rented out, and the new property owners have chosen to fully develop the unit into a legal suite. The slightly undersized gravel parking pad received a 10cm (2%) width variance.

Brief discussion followed regarding Alberta Building Code regulations and the challenges of bringing existing basements up to building code compliance. Staff indicated that the City works closely with the accredited agency whose jurisdiction is responsible for such matters.

After discussion, the following amended motion was put forward:

**MOVED BY:** Councillor Gullekson

**RESOLVED** that the Municipal Planning Commission approved a secondary suite with a 10cm (2%) parking stall width variance to be located at 42 Country Ridge Close; Lot 21, Block 1, Plan 972 2641, zoned R1-N, Residential Detached District”.

Approval 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 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. Prior to Building Permit issuance, the Applicant shall submit a Development Permit Deposit in the amount of \$1,000.00.
5. Applicant is to obtain a City of Lacombe Building Permit prior to structural alterations to the home AND occupancy of the secondary suite.
6. Applicant to apply for and obtain any required Secondary Permits (Electrical/Plumbing and/or Gas).
  - a) Electrical Permit for installation of electric oven range within the suite
  - b) Electrical Permit for relocation of dryer to the utility room
  - c) Electrical Permit for installation of dryer to main floor
  - d) Plumbing Permit for relocation of washing machine to the utility room
  - e) Plumbing Permit for relocation of washing machine to the utility room
7. Applicant to develop two (2) parking spaces for the property on a gravel pad at the rear of the lot (within the property) and with minimum dimensions of 5.4m x 5.5m, no later than one (1) year from date of Building Permit issuance.
8. 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.
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 **October 9, 2019** at 4:30 p.m.*

**CARRIED:** Unanimously

## **5. NEXT MPC MEETING**

A. October 16<sup>th</sup>, 2019

**6. ADJOURNMENT**

THAT this meeting now adjourns at 5:30 p.m.

**MOVED BY:** Councillor Gullekson

**CARRIED:** Unanimously

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Chairperson

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Date