



**CITY OF LACOMBE**  
**MUNICIPAL PLANNING COMMISSION**  
**MINUTES 010820**

**DATE:** January 8<sup>th</sup>, 2020  
**PLACE:** City of Lacombe Council Chambers  
**TIME:** 5:00 p.m.

<b>PRESENT:</b>	Thalia Hibbs Don Easton Debbi Gallant	Councillor (Acting Chairperson) Member at Large Member at Large
<b>STAFF:</b>	Crystal Chappell Vanessa Smith	Development Officer (Acting Manager) Planning & Development Technician
<b>REGRETS:</b>	Grant Creasey Don Gullekson	Mayor Councillor

**1. CALL TO ORDER**

A. Chairperson Hibbs called the meeting to order at 4:58 p.m.

**2. ADOPTION OF AGENDA**

That the agenda be approved as amended.

**MOVED BY:** Member Easton

**CARRIED:** Unanimously

**3. ADOPTION OF MINUTES**

That the Municipal Planning Commission minutes for December 18<sup>th</sup>, 2019 be approved as amended.

**MOVED BY:** Member Easton

**CARRIED:** Unanimously

**4. DEVELOPMENT PERMIT APPLICATIONS**

**A. 61/252.60 (19) – Secondary Suite**  
**46 Cedar Crescent**  
**Lot 2, Block 8, Plan 782 3298**

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

Development Officer, Crystal Chappell, presented an application for a secondary suite to be located at 46 Cedar Crescent. No opposition was expressed by adjacent landowners, and no variances were requested for the development.

After discussion, the following motion was put forward:

**MOVED BY:** Member Gallant

**“RESOLVED** that the Municipal Planning Commission approve a secondary suite to be developed at 46 Cedar Crescent; Lot 2, Block 8, Plan 782 3298; 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 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 any 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).
7. Applicant to develop a minimum of one (1) parking space for the secondary suite 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, 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 **January 29<sup>th</sup>, 2020** at 4:30pm.*

**CARRIED:** Unanimously

**B. 61/252.48 (19) – Class 2 Freestanding Sign with a 27% (1.62m) Variance to Maximum Allowable Height and a 53% (3.7m<sup>2</sup>) Variance to the maximum Allowable Copy Area  
3407 52 Avenue  
Lot 9, Block 6, Plan 082 5611**

A representative of the business owner was in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented the application and indicated that one letter was submitted in support of the application.

After discussion, the following motion was put forward:

**MOVED BY:** Member Easton

**“RESOLVED** that the Municipal Planning Commission approve a Class 2 Freestanding Sign with variances of 27% (1.62m) to the maximum allowable height and 53% (3.7m<sup>2</sup>) to the maximum allowable sign copy area to be located at 3407 52 Avenue; Lot 9, Block 6, Plan 082 5611; zoned I2 – Heavy Industrial 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 a City of Lacombe Business License prior to installation of sign.
5. Should the signs be replaced at a future date, new Sign Permits will be required.
6. No auxiliary sign shall be attached to, on, above, or below the sign.
7. The Applicant must maintain the sign, including the cleaning, painting, repair or replacement of any defective parts of the sign in a manner that does not alter the basic design or structure of the sign and does not include a change in copy.
8. All electrical power shall be underground and be accompanied by an Electrical Permit.
9. The sign base shall be covered with topsoil, and seeded, or concealed by vegetation or ornamental rock contained within a planting bed, to the satisfaction of the Development Authority.
10. No third party advertising shall be permitted.
11. Signage shall not be erected within any Utility Right of Ways present on the lot without an encroachment agreement.
12. Applicant shall notify Fortis and provide approval should be the sign be located close to power lines.
13. The sign shall be a minimum of 2.5m from grade.
14. 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.

*Please note that this decision is subject to an appeal period which ends on **January 29<sup>th</sup>, 2020** at 4:30pm.*

**CARRIED:** Unanimously

**5. OLD BUSINESS**

**A. Verify past minutes**

The verification of past minutes was postponed to the January 22<sup>nd</sup>, 2020 Municipal Planning Commission meeting.

**6. NEXT MPC MEETING**

**A.** January 22<sup>nd</sup>, 2020

**7. ADJOURNMENT**

**MOVED BY:** Member Gallant

THAT this meeting now adjourns at 5:14 p.m.

**CARRIED:** Unanimously

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Chairperson

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Date