



CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION

MINUTES 021815

DATE: February 18, 2015

PLACE: City of Lacombe Council Chambers

TIME: 5:00 p.m.

PRESENT:

Steve Christie	Chairperson
Reuben Konnik	Councilor
Wayne Rempel	Councilor
Debbie Gallant	Member at Large
Sandra Badry	Member at Large

STAFF:

Lyla Peter, Manager of Planning and Development
Gail Long, Development Officer

1. CALL TO ORDER

The meeting was called to order by Chairperson Christie at 5:00 p.m.

2. ADOPTION OF AGENDA

MOVED BY: Member Badry

THAT the Agenda be adopted as presented.

CARRIED: Unanimously

3. ADOPTION OF MINUTES

MOVED BY: Member Gallant

THAT the Municipal Planning Commission minutes for February 4, 2015 be amended to remove the names of the applicants and be adopted as amended.

CARRIED: Unanimously

4. NEW DEVELOPMENT PERMITS

A. 61/250.11(15), 5913 Len Thompson Drive, Lot 17B, Block 3, Plan 012 3833: Interior Renovations and Office/Garage Addition, Zoned I1 (Light Industrial District)

Development Officer Gail Long provided information regarding an application for interior renovations to an existing shop building, and the addition of additional office space and a garage. The parcel is currently being used as an open storage yard with a building containing offices and a large service bay for heavy equipment repair. Although the open storage yard and repair service building is considered a permitted use, the accessory use (office) is considered a discretionary use. In addition, as the property is located within the Flood Risk Area Regulations Overlay District, any development on this parcel is deemed discretionary.

Neighboring property consultations are required as part of the Public Consultation Policy. Pursuant to this policy, a total of five (5) property owners within 60m of the subject site were notified. Two response has been received in support of the application. No comments were included.

The proposed addition to the existing building will be used as office space for the operation of the existing business on the parcel. The addition meets all setback requirements and will not exceed the maximum lot coverage as outlined in the Land Use Bylaw.

With the proposed addition, the current access off of Len Thompson Drive will be restricted to smaller passenger vehicles as larger industrial vehicles will not be able to gain access to the repair shop and storage yard due to the addition being located closer to the south property boundary. The applicant has two options for industrial vehicle access:

- construct an access from Len Thompson Drive further to the north on the same parcel;
- have industrial traffic access from Wolf Creek Drive, onto an adjacent parcel also owned by the landowner (5639 Wolf Creek Drive).

The applicants entered the meeting.

Development Officer Long advised that it is the landowners intentions to have industrial traffic access from Wolf Creek Drive onto 5639 Wolf Creek Drive, and then head north on the lot to access 5913 Len Thompson Drive. No details have been provided as to what will be occurring on this lot in regards to access. Prior to building permit issuance, the applicant will be required to provide details regarding the proposed access, to the satisfaction of the Development Authority.

- If an access from Wolf Creek Drive is preferred, a cross access agreement will be required between 5913 Len Thompson Drive and 5939 Wolf Creek Drive. The applicant will be required to hard surface the first 6m into the parcel with the hard surfacing connecting to Wolf Creek Drive. A 3m landscape strip adjacent Wolf Creek Drive will also be required, in accordance with requirements of Section 8.16 of the City's Land Use Bylaw. Prior to Building Permit issuance, the applicant will be required to submit a landscaping plan, showing landscaped areas and areas of hard surfacing, to the satisfaction of the Development Authority. A hard surfacing deposit and a landscaping deposit will be required.
- If a second access to the north of the parcel onto Len Thompson Drive is preferred, paving will not be required as Len Thompson Drive has a gravel surface. No additional landscaping will be required.

Landscaping on 5913 Len Thompson Drive was completed at time of the original permit for this property. The applicant has advised that some shrubs will be planted adjacent to the addition once construction is complete to match what is already existing on site. As the existing landscaping on this site meets requirements of the Land Use Bylaw, no additional landscaping plan or deposit will be required for this site.

The existing development on site requires a total of 10 parking spaces. With the proposed addition, an additional 9 parking spaces will be required, for a total of 19 parking spaces on site. The applicant is providing 19 exterior parking

spaces, with an additional two parking spaces being provided in the proposed attached garage. The 19 outside parking spaces includes one parking space to meet the needs of disabled persons, meeting Alberta Building Code requirements. The applicant has more than adequate parking spaces to meet parking requirements as outlined in the Land Use Bylaw. Concrete parking barriers will be required to identify the parking spaces being provided on the site.

The three existing loading spaces, and the existing garbage bin, will remain at their current locations.

As the proposed development is intended to occur within the flood fringe area, additional precautions have been outlined in the Land Use Bylaw which must be met, as follows:

- (a) Development shall be restricted to buildings or structures which can be adequately protected to minimize potential flood damage,
- (b) The first floor and all mechanical and electrical installations within any structures or buildings shall be a minimum of 0.5 metres above the 1:100 year flood elevation.
- (c) Buildings shall have no habitable floor space developed below the 1:100 year flood elevation.

The original shop building on this property was constructed in 2002. A condition on the permit required the applicant to confirm in writing that the floor slab elevation would be no lower than 845.97m, as indicated on the 1:100 Flood Risk Mapping Plan. The required elevation for the building included a .5m freeboard.

In regards to the proposed addition, the Land Use Bylaw requires the applicant to provide information on the grade elevations of the proposed building site, the building corners and first floor, as well as the building openings and mechanical or electrical equipment, in accordance with geodetic elevations. The applicant will be required to confirm that the addition to the shop building will be no lower than the existing building on the site, ie. 845.97m, which is also in accordance with the geodetic elevation, including the 0.5m freeboard, as required in the City's Land Use Bylaw.

Planning and Development Services recommended approval of the application, subject to conditions.

The applicants informed the Municipal Planning Commission they wished to complete some interior renovations to the office space and add on to the existing building to provide additional office space and also the addition of an attached garage.

MOVED BY: Member Badry

“RESOLVED that the Municipal Planning Commission approve the application for interior renovations and the proposed addition of additional office space and a garage, to be located within the flood fringe at 5913 Len Thompson Drive, Lot 17B Block 3 Plan 012 3833, Zoned I1.

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 exterior of the building, including paints, shall match all existing exterior cladding in both materials and colors, and shall be completed within twelve (12) months from the date of issue of this building permit.
5. Applicant to apply for and obtain building permits and any necessary electrical, plumbing and gas permits for the proposed development.
6. **THIS PROPERTY IS IN THE FLOOD RISK AREA.** Prior to Building Permit issuance, the applicant to provide information on the grade elevations of the proposed building site to the satisfaction of the City's engineer, identifying the building corners and first floor, as well as the building openings and mechanical or electrical equipment, in accordance with geodetic elevations, with the addition to the shop building being no lower than the existing building on the site, ie. 845.97m.
7. The Builder must construct within 100mm of the approved grading plan while still meeting the minimum elevation plan.
8. There shall be no unprotected openings below the minimum elevation of 845.97 m.
9. Applicant is to ensure positive drainage away from the dwelling.
10. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
11. Prior to Building Permit issuance, the applicant is to provide a Fire Plan, to the satisfaction of the City's Fire Chief.
12. Prior to Building Permit issuance, the applicant is to provide construction details and identify the location of the access that industrial traffic will use to access the site, to the satisfaction of the Development Authority. If an access from Wolf Creek Drive is preferred, the following will be required:
 - (i) prior to building permit issuance, a cross access agreement between 5913 Len Thompson Drive and 5939 Wolf Creek Drive is to be registered at Land Titles Office, with a copy of the registered document being provided to the City .
 - (ii) the applicant will be required to hard surface the first 6m into the parcel and connect to Wolf Creek Drive.
 - (iii) a landscaping plan will be required to the satisfaction of the Development Authority, showing areas of hard surfacing and landscaped areas. A 3m landscape strip adjacent Wolf Creek Drive will be required in accordance with Section 8.16 of the City's Land Use Bylaw.
 - (iv) 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 on the site 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. Concrete parking barriers are to be included in the cost estimates.
 - (v) 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, and 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 at the end of the second growing season.

If an access from Len Thompson Drive is preferred, other than the requirement that the applicant provide construction details and identify the location of the access industrial traffic will use to access the site, to the satisfaction of the Development Authority, conditions (i) through (v) as outlined above will not need to be met.

13. 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.
14. The decision of the Municipal Planning Commission being mailed to adjacent landowners, a sign posted on site, and advertised in the local newspaper, and no appeal against the decision being successful.

APPROVED: Unanimously

5. BUSINESS

- A. Next MPC Meeting: Wednesday, March 4, 2015**

6. ADJOURNMENT

THAT this meeting now adjourns at 5:15 p.m.

MOVED BY: Member Konnik

CARRIED: Unanimously

Chairperson Christie