



**CITY OF LACOMBE**  
**MUNICIPAL PLANNING COMMISSION**

**MINUTES 110415**

**DATE:** November 18, 2015

**PLACE:** City of Lacombe Council Chambers

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

**PRESENT:** Steve Christie Mayor  
Reuben Konnik Councilor  
Wayne Rempel Councilor

**REGRETS:** Sandra Badry Member at Large  
Debbie Gallant Member at Large

**STAFF:** Lyla Peter, Manager of Planning and Development  
Gail Long, Development Officer  
Deb Bonnett, Development Officer  
Amanda Legros, Planning Intern

**1. CALL TO ORDER**

The meeting was called to order by Chairperson Christie at 5:07 p.m.

**2. ADOPTION OF AGENDA**

**MOVED BY:** Member Konnik

THAT the Agenda be adopted as presented.

**CARRIED:** Unanimously

**3. ADOPTION OF MINUTES**

**MOVED BY:** Member Konnik

That the Municipal Planning Commission minutes for November 4, 2015 be confirmed as presented.

**CARRIED:** Unanimously

#### **4. NEW DEVELOPMENT PERMIT APPLICATION**

##### **A. 61/255.19 (2015), 25 Estella Crescent , Lot 22, Block 6, Plan 042 3989: Home Occupation 2, Personal Services – Hair Salon**

The applicant was present to provide details & and answer questions regarding the application.

Planning Intern Amanda Legros presented information regarding the application to allow a home occupation 2 – hair salon at 25 Estella Crescent.

Twenty eight (28) neighboring property owners within 60 meters of the property were notified. One response was received in support of the application with the following suggestion for change. However, no suggestions were provided.

The applicant is requesting approval to provide a Hair Salon from the residence located at 25 Estella Crescent. The business will be open from 10:00 a.m. - 6:00 p.m. from Monday to Friday, with the occasional Saturday. The applicant has indicated there will be about 12 clients per week.

The applicant has indicated they will be operating on an appointment only basis and will have no more than two additional cars on the driveway at one time. There are currently five available parking spots, two in the attached garage, two on the paved driveway, and one gravel pad adjacent the paved parking pad. As hard surface parking pads are required when accessing a paved roadway, the applicant should be required to hard surface the gravel parking pad.

Due to the limited number of clients being proposed, and as there are no employees working in the business, the times that there will be two business related vehicles parking on the property at any given time should be minimal. Planning and Development Services is of the opinion that the proposed Home Occupation 2 will have minimal impact on adjacent landowners.

As the proposed use meets the requirements set out in the Land Use Bylaw, Planning & Development Services supports the application as submitted and recommends the following resolution:

#### **Recommendations:**

**MOVED:** Member Rempel

**“RESOLVED** that the Municipal Planning Commission approve the discretionary use for a Home Occupation 2: Hair Salon, to be located at 25 Estella Crescent, Lot 22, Block 6, Plan 042-3989, zoned R1b”.

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. 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.
3. Applicant to obtain and maintain a valid business license from the City of Lacombe.
4. Only the applicant, and additional family members approved by the Development Authority shall be engaged on the premises for the purpose of carrying on the home occupation.
5. All business related parking is to occur within the property boundaries. Estella Crescent may not be utilized to accommodate the parking needs of the Home Occupation 2.

6. The gravel parking pad adjacent the existing driveway and accessed from Estella Crescent shall be hard surfaced, no later than June 30, 2016.
7. Prior to development permit issuance, the applicant shall submit a hard surfacing deposit in the amount of \$1,000.
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. This permit is valid for the address stated on the application and is not transferable to a new address.
10. 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.
11. Applicant shall provide the City with confirmation that their business has been approved by Alberta Health Services prior to commencement of the Home Occupation 2.
12. 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.

*Please note that this decision is subject to an appeal period which ends on December 10, 2015 at 4:30pm.*

**APPROVED:** Unanimously

**B. 61/253.28 (2015), 13 MacKenzie Avenue, Lot 81, Block 2 Plan 142 0541, Detached Dwelling with Secondary Suite, zoned R1c – Residential Smaller Lot Single Detached Dwelling District**

The applicant was in attendance to provide information and answer questions regarding the application.

Development Officer Gail Long provided information regarding the application for the construction of a residence with a secondary suite at 13 MacKenzie Avenue. The proposed residence is a permitted use as it meets all requirements of the Land Use Bylaw. However, as the property is located within the Flood Risk Area Regulations District Overlay, and as the applicant is proposing a secondary suite in the lower level of the residence, the application is being presented to the Municipal Planning Commission for consideration.

The parcel is located within a relatively newer subdivided area in the MacKenzie subdivision. As the property is located within the flood risk area, additional precautions have been outlined in the Land Use Bylaw for development within the flood fringe, 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 City's Engineers have determined that floor space developed below the 1:100 year flood elevation is permissible if the building has been adequately flood proofed to the satisfaction of the Development Authority.*

In addition, the applicant must 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.

Prior to Building Permit issuance, the above information will be reviewed to ensure compliance with Land Use Bylaw requirements. The grading plan showing the required geodetic elevations for the buildings proposed on site will be reviewed and approved by the City's Engineering Department, also prior to Building Permit issuance.

The height of the building will be 7.32m from the top of the footing to the peak of the roof. No variance will be required as this is well below the Land Use Bylaw's maximum height restriction of 9m.

The home located on the property totals 189.45m<sup>2</sup>. A secondary suite is allowed to occupy no more than 75m<sup>2</sup> or a maximum of 40% of the total floor area of a detached dwelling (75.78m<sup>2</sup>), whichever is less.

Plans submitted with the application indicate that the secondary suite, proposed to be located in the lower level in the home, will be 70.8m<sup>2</sup> in size. Based on the information provided, the proposed secondary suite will occupy 37.5% of the total floor area of the residence. Neither the size of the secondary suite in relation to the square footage of the home, or the percentage of floor area to be used for the secondary suite, exceed the requirements as outlined in the Land Use Bylaw.

Four parking spaces will be required for residents of the home as well as parking for occupants of the secondary suite. The applicant is intending to locate a gravel pad across the entire width of the parcel at the rear, accessing from the laneway. As the width of this parcel is 13.63m, and as each parking space is required to be 2.75m wide., the applicant will be able to provide a total of 5 parking spaces on-site.

Section 9.8 (11) regulates the concentration of secondary suites to 10% on a block. This particular block consists of 21 homes, allowing for 2 secondary suites to be located within the block. As this is a relatively new area, no secondary suites have yet been approved for this block. If secondary suites are approved for this property, as well as for 37 MacKenzie Avenue (being applied for on a separate application) are both approved, the 10% concentration of secondary suites in this particular block will be met.

A total of 21 property owners within 60 meters of the subject site were notified. One letter of objection has been received noting parking issues.

The resident who wrote the letter was in attendance. The resident also read out a letter on a neighbour's behalf to the commission. The neighbour indicated that they did not support the suite because it would decrease the value of their home. This is because it would likely be rented and renters have less appreciation for property and when visitors come to the rear to park vehicles.

The resident at the meeting did not support the application because a pedestal at the rear of the property is located in the lane and is currently making it very difficult to back out into the lane and with another residence that has parking in the rear, it will be nearly impossible to exit their existing garage. Staff will investigate the location of the pedestal and if it is in the wrong location will follow up to ensure it is relocated.

## **Recommendation**

The Planning and Development Department supports the application as submitted and recommends approval with conditions as attached.

**MOVED BY:** Member Konnik

**“RESOLVED** that the Municipal Planning Commission approve the construction of a residence to be located within the flood fringe at 13 MacKenzie Avenue, Lot 81 Block 2 Plan 142 0541, zoned R1c.

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 buildings, including paints, shall be completed within twelve (12) months from the date of issue of this development 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.** No habitable floor space shall be developed below the 1:100 year floor elevation unless the building has been adequately flood proofed to the satisfaction of the Development Authority.
7. Prior to Building Permit issuance, the applicant is required to submit information on the grade elevations of the proposed building site for review and approval by the City's Engineering Department. The plan must provide grading details at the building corners and first floor, as well as the building openings and mechanical or electrical equipment, with the finished grade set at a minimum elevation of 846.98m.
8. The Builder must construct within 100mm of the approved grading plan while still meeting the minimum elevation plan.
9. 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.**
10. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
11. 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.)
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 approved by Development Authority.
13. Prior to receipt of the Building Permit issuance, the applicant shall be required to submit a Development Deposit of \$1,000.00.
14. 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.
15. Applicant to develop a total of four parking stalls with a gravel surface (2 for occupants of the residence, and 2 for occupants of the secondary suite) at the rear of lot in accordance with the approved site plan. Each parking space must be a minimum of 2.75m x 6m.
16. 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.

*Please note that this decision is subject to an appeal period which ends on December 10, 2015 at 4:30pm.*

**APPROVED:** Unanimously

**C. 61/253.29 (2015), 37 MacKenzie Avenue, Lot 87, Block 2 Plan 142 0541, Detached Dwelling with Secondary Suite, zoned R1c – Residential Smaller Lot Single Detached Dwelling District**

The applicant was in attendance to provide information and answer questions regarding the application, for the construction of a residence with a secondary suite at 37 MacKenzie Avenue. The proposed residence is a permitted use as it meets all requirements of the Land Use Bylaw. However, as the property is located within the Flood Risk Area Regulations District Overlay, and as the applicant is proposing a secondary suite in the lower level of the residence, the application is being presented to the Municipal Planning Commission for consideration.

The parcel is located within a relatively newer subdivided area in the MacKenzie subdivision. As the property is located within the flood risk area, additional precautions have been outlined in the Land Use Bylaw for development within the flood fringe, 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 City's Engineers have determined that floor space developed below the 1:100 year flood elevation is permissible if the building has been adequately flood proofed to the satisfaction of the Development Authority.*

In addition, the applicant must 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.

Prior to Building Permit issuance, the above information will be reviewed to ensure compliance with Land Use Bylaw requirements. The grading plan showing the required geodetic elevations for the buildings proposed on site will be reviewed and approved by the City's Engineering Department, also prior to Building Permit issuance.

The home located on the property totals 189.45m<sup>2</sup>. A secondary suite is allowed to occupy no more than 75m<sup>2</sup> or a maximum of 40% of the total floor area of a detached dwelling (75.78m<sup>2</sup>), whichever is less.

Plans submitted with the application indicate that the secondary suite, proposed to be located in the lower level in the home, will be 70.8m<sup>2</sup> in size. Based on the information provided, the proposed secondary suite will occupy 37.5% of the total floor area of the residence. Neither the size of the secondary suite in relation to the square footage of the home, or the percentage of floor area to be used for the secondary suite, exceed the requirements as outlined in the Land Use Bylaw.

The landowner has indicated that four parking spaces will be provided at the rear of the property. This will serve as parking for residents of the home as well as parking for occupants of the secondary suite. The applicant is intending to locate a gravel pad across the entire width of the parcel at the rear, with access from the laneway. The width of this parcel is 13.63m., less a 1.5m utility right-of-way located at the southwest corner, leaving a total of 12.13m wide area across the parcel for parking. As each space is required to be 2.75m wide, a total of 4 parking spaces will be provided.

Section 9.8 (11) regulates the concentration of secondary suites to 10% on a block. This particular block consists of 21 homes, allowing for 2 secondary suites to be located within the block. As this is a relatively new area, no secondary suites have yet been approved for this block. If a secondary suite is approved for this property, as well as for 13 MacKenzie Avenue (being applied for on a separate application), the 10% concentration of secondary suites in this particular block will be met.

A total of 9 property owners within 60 meters of the subject site were notified. No responses have been received regarding this application.

### **Recommendation**

The Planning and Development Department supports the application as submitted and recommends approval with conditions as attached.

**MOVED BY:** Member Rempel

**“RESOLVED** that the Municipal Planning Commission approve the construction of a residence to be located within the flood fringe at 37 MacKenzie Avenue, Lot 87 Block 2 Plan 142 0541, zoned R1c.

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 buildings, including paints, shall be completed within twelve (12) months from the date of issue of this development 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.** No habitable floor space shall be developed below the 1:100 year floor elevation unless the building has been adequately flood proofed to the satisfaction of the Development Authority.
7. Prior to Building Permit issuance, the applicant is required to submit information on the grade elevations of the proposed building site for review and approval by the City's Engineering Department. The plan must provide grading details at the building corners and first floor, as well as the building openings and mechanical or electrical equipment, with the finished grade set at a minimum elevation of 846.98m.
8. The Builder must construct within 100mm of the approved grading plan while still meeting the minimum elevation plan.
9. 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.**
10. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
11. 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.)
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 approved by Development Authority.
13. Prior to receipt of the Building Permit issuance, the applicant shall be required to submit a Development Deposit of \$1,000.00.
14. 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.
15. Applicant to develop a total of four parking stalls with a gravel surface (2 for occupants of the residence, and 2 for occupants of the secondary suite) at the rear of lot in accordance with the approved site plan. Each parking space must be a minimum of 2.75m x 6m.
16. 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.

*Please note that this decision is subject to an appeal period which ends on December 10, 2015 at 4:30pm.*

**D. 61/253.16 (2015), 7008 Deer Street, Lot 21, Block 4, Plan 032 6218: Zoned R4 – Medium Density Residential District; Legalize Existing Secondary Suite**

The applicant was in attendance to provide information and to answer questions.

Administration has received an application for approval of two existing suites in a detached dwelling. There are currently 2 suites that were constructed over 20 years ago, while the property was still in Lacombe County's jurisdiction. The applicant has indicated that the existing units are self contained with separate entrances, with one suite sharing power, furnace, and hot water with the main residence, and the other having separate services. Smoke alarms are interconnected. The suites have been continuously rented to Burman University students.

The applicant has stated that these suites fill a housing role for those students who have no transportation as the majority of the renters have not had vehicles. The applicant has indicated that they feel there has been no impact on the area as it has been in operation for 20 + years with no issues. In order to meet parking requirements, the applicant is proposing that two additional parking pads be developed from Beardsley Avenue.

The application is being brought forward as a result of a proposed subdivision of the existing lot. The County bylaw allows only one suite per single detached dwelling. The City has no record of any development permit existing permitting the suites through the County process.

The applicant is requesting approval of both suites, however if directed is willing to dismantle the smaller of the two suites. In reviewing this application, it has been determined that once subdivided, the proposed lot containing the residence and the suites will meet the requirements of the Land Use Bylaw.

The Department has analyzed the application to determine the most appropriate method of consideration. As the property is located in an R4 – Medium Density Residential District, increasing density and supporting different housing types is a key consideration for reviewing this application.

The Department presented an alternative resolution to MPC from that found in the report package sent on the Friday. This was because in conversations with the Building Inspector, it was found that converting a house to a multi-unit dwelling (with more than two units) is very challenging.

Specifically the building inspector had advised:

- Under the Alberta Building Code, approval cannot be granted for more than one secondary suite in the residence.
- In order to consider the application as either a Triplex or an Apartment House, the applicant would need to provide fire rating between units on both the walls and the ceilings. In addition, each unit would need to have their own furnace. As the existing basement suites share a furnace, the applicant would not meet this requirement, and as the suites are already existing, the Building Inspector has advised that it would be very difficult for the applicant to renovate the suites in order to meet Building Code.

The Department indicated that while they supported the increased density of the site (and in theory supported the three suites), they understood that it would be very difficult for the applicant to meet building code. Therefore they were recommending the removal of one suite and approval of the other.

Approval of the suite indicated that it would meet most bylaw requirements (not including the block %).

A secondary suite is allowed to occupy no more than 75 m<sup>2</sup> or a maximum of 40% of the total area (main floor, upper floor, and basement) of a dwelling unit, whichever is less. The dwelling is 1575 sq. ft. on the main floor and 1532 sq. ft. in the basement. In this instance, the larger existing suite is 600 sq. ft. (55.8 m<sup>2</sup>), which is 19.4%. The second suite is 492 sq ft (45.7 m<sup>2</sup>), which is 15.8%. The two suites together are less than 36% of the total floor area. One parking space is required for suites less than 60m<sup>2</sup>. Each suite would require one parking space each. The applicant is proposing to construct on-site parking on the north west corner of the property adjacent to Beardsley Avenue.



The report considered regulation 9.8 (6): Secondary suites shall have access to rear lanes, except in circumstances in which all other requirements of this bylaw are satisfied, and the provision of all required parking can be accommodated in the absence of a lane, to the satisfaction of the Development Authority.

The property currently meets this regulation. However, the property is likely to be subdivided (as an application was submitted and approval to subdivide the property has been granted). Therefore, while the property currently meets this regulation, MPC should be aware that it is intended that the property be subdivided in the future, and would no longer meet this regulation. However, this cannot be a sole decision factor, as the property currently meets this regulation.

Staff discussed how approval would exceed regulation 9.8.(11) Secondary Suite concentrations will be limited on a block basis...(10%). Staff indicated that while the block basis will be exceeded, the suite currently exists and the site and block is zoned R4. Therefore the density for the block could be much higher than what would be provided through suite provision.

The 10% regulations for this block have already been exceeded, and any additional suite will require a variance to the blocking. Block 187 currently includes 15 properties, and four suites have been approved. This means the concentration of suites within the block is currently at 26.6%. Approval of one suite would increase the concentration to 33.3%.

There was discussion among the MPC members on amalgamation of the suites, the costs that would need to be incurred in order to meet the requirements of the Alberta Building Code, and the steps that would be necessary so that this would no longer be considered a suite.

The applicant also indicated that her parents are elderly and would not be interested in renovations that would be so costly.

**Recommendation:**

As a result, Planning and Development has reconsidered its recommendation and is providing the following resolution for consideration:

**Moved:** Member Rempel

**“RESOLVED** that the Municipal Planning Commission approve one existing secondary suite and require the removal of the stove in the second existing secondary suite, currently located at 7008 Deer Street, Lot 21 Block 4 Plan 032 6218, zoned R4.”

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 an electrical permit for the permanent removal of the wiring to the stove in one of the secondary suites and is to confirm compliance within six months of issuance of the electrical permit.
5. Applicant to apply for and receive a building permit and any necessary electrical, plumbing and gas permits for the remaining secondary suite located in the basement of the structure and is to confirm that the

secondary suite is fully compliant with the Alberta Building Codes within six months of Building Permit issuance.

6. One parking space shall be provided for the secondary suite, with the size of the parking pad being a minimum of 2.75m x 6m. Applicant shall ensure that the space is hard surfaced no later than (1) year from building permit issuance.
7. Applicant to provide a hard surfacing deposit of \$2000 to ensure the hard surfacing of the parking space.
8. Applicant shall be required to submit a Development Deposit of \$1,000.00 prior to receipt of the Building Permit.
9. 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.

*Please note that this decision is subject to an appeal period which ends on December 10, 2015 at 4:30pm.*

**5. BUSINESS**

**A. Next MPC Meeting: Wednesday, December 2, 2015**

**6. ADJOURNMENT**

THAT this meeting now adjourns at 5:38 p.m.

**MOVED BY:** Member Konnik

**APPROVED:** Unanimously

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Chairperson Christie

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Date