



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

**MINUTES 120215**

**DATE:** December 2, 2015

**PLACE:** City of Lacombe Council Chambers

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

**PRESENT:** Steve Christie Mayor  
Reuben Konnik Councilor  
Sandra Badry Member at Large

**REGRETS:** Wayne Rempel Councilor  
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 5:03 p.m.

Member Konnik had concerns regarding a potential conflict of interest with one of the agenda items. After discussion, it was determined that there was no conflict.

**2. ADOPTION OF AGENDA**

**MOVED BY:** Member Badry

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 18, 2015 be confirmed as presented.

**CARRIED:** Unanimously

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

##### **A. 61/253.39 (2015), 6730 University Drive , Pt. NW 31-40-25-4: Demolition of Existing Building – North Hall, Building 6930**

The applicant was present to provide details & and answer questions regarding the application. The applicant was hoping to be able to proceed with the demolition prior to the appeal period expiring due to frost in the ground. The Commission and staff advised that they had no authority to waive the appeal period or grant approval to proceed before the appeal period expires.

Development Officer Deb Bonnett presented the application for a discretionary demolition of an existing building at Burman University. The building, known as “North Hall”, is 4500 sq. ft. on the main floor and has a walkout basement of 4500 sq. ft. The building served a number of functions including Student Success Centre & Counseling, student gathering area and study hall. The lower level was occupied by the Custodial Department, Year Book Room and Student Association meeting room.

The building was badly damaged in the July 21, 2015 storm. With information from the insurance provider, it was determined the building should be demolished to provide space for future development.

The building is fifty years of age or older, and is identified in the Places of Interest List, however it is not included in the Municipal Heritage Inventory.

The Lacombe & District Historical Society completed an assessment of the building and noted that the building has been condemned since July, the roof caved in during the storm. Due to the condition of this building, the Heritage Resource Committee has no objection to the demolition. While the Committee indicated interest in the possible salvage of the original double hung windows, concerns regarding mold issues resulted in the Committee not wishing to pursue salvage of any windows.

#### **Recommendations:**

As the Heritage Resource Committee did not oppose the demolition, Planning & Development Services supports the application and recommends the following resolution be made:

**MOVED:** Member Konnik

**“RESOLVED** that the Municipal Planning Commission approve the discretionary demolition of the North Hall building subject to the regulations of the Historic District Area Overlay, to occur at 6730 University Drive, on Pt. NW 31-40-26 W4, zoned CUC.”

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 demolition 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 demolition.
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 demolition 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 demolition.
5. All Dry Rubble Materials are to be disposed at the Prentiss Waste Station or at an area approved by Alberta Environment.

6. Applicant is to ensure the demolition area is fenced until it has been leveled. Applicant shall ensure that the demolition area is leveled within seven days of demolition.
7. Applicant is to ensure that all Occupational Health and Safety requirements are met.
8. Applicant is to ensure the site remains neat and tidy, and free of noxious weeds.
9. Applicant is required to sod or seed the demolition area with grass within one year of demolition if future development has not commenced.
10. The applicant arrange for an end of life cycle report for the building be undertaken prior to demolition.
11. A separate development permit and building permit approval will be required for any redevelopment of the North Hall building located at 6730 University Avenue.
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 the applicant is responsible to arrange an inspection with a qualified company to inspect for asbestos prior to demolition, in accordance with the attached Standata.*

*\*Please note that this decision is subject to an appeal period which ends on December 24, 2015 at 4:30 p.m.*

**APPROVED:** Unanimously

**B. 61/253.15 (2015), 5620 52 Avenue, Lot 3 Block 26 Plan RN1, Demolition of Detached Dwelling, zoned R1a – Large Lot Single Detached Dwelling District**

The applicant was not in attendance.

Planning Intern Amanda Legros presented information regarding the application for demolition of a detached dwelling.

A total of twenty-one (21) property owners within 60m of the subject site were notified. Two responses have been received in support of the application. One resident provided further comment and stated that the residence should have been knocked down many years ago, citing it is in “deplorable condition and detrimental to the value of their property”.

In analyzing this application, it was identified that the dwelling is fifty years of age or older, and was not included on either the Heritage Inventory or the Places of Interest List.

The Lacombe and District Historical Society completed an assessment of the historical value of the building. The assessment indicates that the structure is a one story single detached residence built in the 1940s. There have been two additions to the original dwelling; the veranda and the kitchen. These additions pulled on the foundation and have caused the dwelling to shift. The house does not have a basement instead it has a partial dirt dugout under a part of a house that can be accessed from a door in the floor next to the kitchen. The Lacombe & District Historical Society noted that there are no original elements remaining inside the dwelling. However the exterior wood siding, soffit and fascia and some windows are original.

The dwelling is an example of post WWII residential architecture in Lacombe. The residences exterior features make up its remaining character defining elements.

The Heritage Resource Committee passed a motion to support demolition of the dwelling.

**Recommendation**

As the Heritage Resource Committee did not oppose the demolition, Planning & Development Services supports the application and recommends the following resolution be made:

**“RESOLVED** that the Municipal Planning Commission approve the discretionary demolition of a residence subject to the regulations of the Historic District Area Overlay, to occur at 5620 52 Avenue, Lot 3, Block 26, Plan RN1E, zoned R1a.”

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 demolition 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 demolition.
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 demolition 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 demolition.
5. Applicant is to comply with demolition regulations, as stated in Part 8.8 of the Land Use Bylaw.
6. All Dry Rubble Materials are to be disposed at the Prentiss Waste Station or at an area approved by Alberta Environment.
7. Applicant is to ensure the demolition area is fenced until it has been leveled. Applicant shall ensure that the demolition area is leveled within seven days of demolition.
8. Applicant is to ensure that all Occupational Health and Safety requirements are met.
9. Applicant is to ensure the site remains neat and tidy, and free of noxious weeds.
10. Applicant is required to sod or seed the lot with grass within one year of demolition if future development has not commenced.
11. A separate development permit and building permit approval will be required for any redevelopment of 5620 52 Avenue.
12. That the applicant arrange for an end of life cycle report to be undertaken prior to demolition.
13. 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 the applicant is responsible to arrange an inspection with a qualified company to inspect for asbestos prior to demolition, in accordance with the attached Standata.*

*Please note that the Heritage Resource Committee recognizes that the applicant does not plan on salvaging items from the building. However, if there are heritage items that are salvageable and can be donated to the Committee, please contact Jennifer Kirchner at 403-782-1264 (extension 228).*

**APPROVED:** Unanimously

**C. 61/253.42 (2015), 5140 53 Street. N Pt. Lot 13, Plan RN1X Demolition of Church, Office & Hall zoned R4 – Medium Residential Density District**

The applicant was in attendance to provide information and answer questions regarding the application, for the demolition of the Church, Hall & Office.

Development Officer Gail Long presented the application for the demolition of the Church, Hall and Office. Original construction of the building took place between 1947 and 1949, with additions and renovations occurring in subsequent years. The building is included within the Municipal Heritage Inventory but is not found on the Places of Interest List.

A total of twenty-five (25) property owners within 60m of the subject site were notified. Three responses have been received supporting the application. One comment indicated they believe the building is in poor repair and they are sure the congregation will look forward to a new facility.

Original construction of the building took place between 1947 and 1949, with additions and renovations occurring in subsequent years. The building is included within the Municipal Heritage Inventory but is not found on the Places of Interest List.

The Lacombe & District Historical Society completed an assessment which indicates that the building is a one story structure consisting of a church sanctuary, a church office, and a church hall. The original building consisted of the church sanctuary. A house was later moved onto the site to serve as the Manse. Today, that portion of the structure is no longer used as a manse, but rather, contains offices which are connected to the church and church hall through a hallway. It has been reported that maintenance issues have plagued the building since its construction and water damage is readily apparent in several areas. The hail storm in July 2015 damaged the building envelope and some windows. Recent estimates indicate a greater cost to attempt to repair the structure than to build a new structure.

The Heritage Resource Committee reviewed the application and passed the following motions:

- that the committee support the demolition;
- that the committee request the opportunity to take more detailed photos of the exterior of the building before demolition occurs;
- that due to the historical significance of the archway, it be strongly recommended that the stone pillars and archway sign be retained in their current location and incorporated into the new design;
- that it be strongly recommended that the new building be sensitive to the art deco design as the original building was (eg. front entrance design).

There is a large coniferous tree in the yard adjacent 53 Street, as well as several trees to the north, located within the City boulevard. The applicant is requested to maintain the landscaping along the north property boundary and the large tree in the front as part of this demolition application.

Asbestos removal is governed by Occupational Health and Safety, and the applicant is advised to ensure removal complies with Alberta legislation.

### **Recommendation**

As the Heritage Resource Committee did not oppose the demolition, Planning & Development Services supports the application and recommends the following resolution be made:

**MOVED BY:** Member Badry

**"RESOLVED** that the Municipal Planning Commission approve the discretionary demolition of the church, church hall, and church offices aged 50+ years, subject to the regulations of the Historic District Area Overlay, located at 5140 53 Street, N. Pt. Lot 13 Plan RN1X, zoned R4 – Medium Density Residential 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 demolition 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 demolition.
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 demolition 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 demolition of the structure on the property.

5. All dry rubble materials are to be disposed at the Prentiss Waste Station or at an area approved by Alberta Environment.
6. Applicant is to ensure the demolition area is fenced until it has been leveled or until construction commences on site. Applicant shall ensure that the demolition area is leveled within seven days of demolition.
7. Applicant is to ensure that all Occupational Health and Safety requirements are met.
8. Applicant is to ensure the site remains neat and tidy, and free of noxious weeds.
9. Applicant is required to sod or seed the lot with grass within one year of demolition if future development has not commenced.
10. The applicant arrange for an end of life cycle report for the building be undertaken prior to demolition.
11. Prior to building permit issuance, the applicant is to contact the Heritage Resource Committee to allow them to take more detailed photos of the exterior of the building.
12. The stone pillars and archway sign adjacent 53 Street is to be retained and incorporated into the design for any new development on the parcel.
13. The existing trees along the north boundary are not to be damaged or removed during demolition.
14. A separate development permit and building permit approval will be required for any redevelopment of 5140 53 Street.
15. 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 the applicant is responsible to arrange an inspection with a qualified company to inspect for asbestos prior to demolition, in accordance with the attached Standata.*

*\*Please note that as part of the design guidelines for the new church, the landowner is strongly advised to give consideration to incorporating elements of original buildings art deco design into the new building, eg. the front entrance.*

*\*Please note that this decision is subject to an appeal period which ends on December 24, 2015 at 4:30 p.m.*

**APPROVED:** Unanimously

**D. 61/253.42 (2015), 4718 Highway 2A Lot 5, Block 25, Plan 716 HW: Zoned C3 – Transitional Highway Commercial District, and the Pedestrian-Oriented Downtown Gateway District Overlay; Light Auto Repair & Service**

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

Development Officer Gail Long presented the application for a light automotive repair and service business to be operated from an existing building located at 4718 Highway 2A. The property is located in the C3 - Transitional Highway Commercial District, where Automotive Sales and Service is listed as a discretionary use.

A total of thirteen (13) property owners within 60m of the subject site were notified. No comments have been received in response to the circulation notice.

The previous use in the building was for Auto Accessory Sales and Installation. Prior to that, the building was used for the sale of specialty, rare or antique automotive vehicles.

Based on the size of building, 10 parking spaces are required. The applicant has indicated that 4 vehicles can be tandem parked on the northeast side of the building. These vehicles will be screened from view by a gate located at the front corner of the building. Two additional parking spaces can be provided at the rear of the property in the northeast corner. It is proposed that 3-4 vehicles could be parked at the front of the building. If parking is to take place in front of the building, the applicant has been made aware that a cross access agreement with the adjacent landowners will be required.

The applicant has also indicated that if required, 6-8 vehicles would be parked in the building during after-business hours.

While the space located at the northeast side of the building will allow for 4 vehicles if tandem parking is considered, it really is not convenient or a customer solution. Several on-street parking spaces are available in front of the building. Although these parking spaces are generally used specifically for the businesses located adjacent the Highway 2A service road, they cannot be counted towards the delivery for on-site parking.

Planning and Development considers that the applicant can realistically park 3 vehicles on the property, with two parking spaces at the rear of the building, and one parking space at the northeast side of the building. Based on the provision of 3 on-site parking spaces, a 70% variance to the parking requirements will be required. The Department is of the opinion that the nature of the business is such that we do not anticipate 10 vehicles on the property at any one time and is supportive of the proposed variance.

In accordance with Section 8.12 of the Land Use Bylaw, one loading space and a minimum of one commercial garbage bin are to be provided on site. The site plan identifies that a loading space will be located in front of the overhead door located at the rear of the property. A garbage bin for the businesses located near this parcel has been located in the laneway. The Public Works Department has indicated approval that the proposed business continue to use this bin.

The Pedestrian-Oriented Downtown Gateway District Overlay requires loading docks to be fully screened from public roadways other than a lane. In addition, parking lots are to be screened by low fences between .6m to .9m in height, or framed by screening vegetation, and with the exception of the access, landscaping is to be provided between public roadways and surface parking lots. As the applicant will require access to the overhead door located at the rear of the building, and as access will be required to the two parking spaces being proposed at the northeast corner of the building as well as access to the side of the building for tandem parking of vehicles, Planning and Development Services is of the opinion that screening and/or fencing of the rear parking area and loading space should not be required.

In accordance with the requirements under the Transitional Highway Commercial District, a 3m wide area of the minimum front yard is required to be landscaped, while the Pedestrian-Oriented Downtown Gateway District Overlay requires a 2m wide landscaped area. In addition, the overlay requires all applications for building occupancy/change of use to include a landscape plan which provides for planters outside each external front entrance.

With upgrades to Highway 2A through the City and the change in the roadway in front of the building, the landscaped area in the front yard previously provided on site was replaced with asphalt. In order to provide some type of landscaping in the front yard of the property, a landscaping plan will be required showing placement of planters or other approved landscaping items on the parcel.

**Recommendation:**

Planning and Development Services recommends approval of the application, subject to the following conditions:

**Moved:** Member Konnick

**“RESOLVED** that the Municipal Planning Commission approve the location of a light automotive repair and service business with a 70% variance to the parking requirements to be located at 4718 Highway 2A, Lot 5 Block 25 Plan 716 HW, zoned C3.”

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 display the assigned civic address at or near the front of the property so that it can be clearly read from the roadway.
5. Applicant to obtain and maintain a valid business license from the City of Lacombe.
6. Applicant to apply for any necessary building, electrical, plumbing and gas permits for any leasehold improvements.
7. The Alberta Motor Vehicle Industry Council regulates the motor vehicle industry in Alberta. The City requires that the above development is registered with AMVIC prior to business operation and a copy is listed on file.
8. Prior to Development Permit issuance, the applicant shall provide the City with a landscaping plan showing location of planters or other landscaping features on the parcel, to the satisfaction of the Development Authority.
9. Applicant must provide for a minimum of 3 parking spaces on the parcel, with a maximum of two (2) parking spaces located at the rear of the building. Parking spaces must be clearly signed with directions for use.
10. Vehicles parked along the northeast side of the building must be screened with a chain link fence with slats, or a wood fence.
11. All parking spaces located at the front of the building must be clearly marked with pavement markings and cement parking curbs.
12. A cross access agreement will be required if the applicant intends to park vehicles on the parcel in front of the building.
13. No parking is allowed in front of the overhead door at the back of the building.
14. There shall be no vehicles left idling at the back of the building.
15. There shall be no outside storage of materials on the parcel.
16. Applicant to apply for all signage separately.
17. 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 24, 2015 at 4:30 p.m.*

*Note: If the applicant wishes to park vehicles on the parcel in front of the building, a cross access agreement will be required.*

**APPROVED:** Unanimously

## **5. BUSINESS**

**A. Next MPC Meeting: Wednesday, December 16, 2015**

## **6. ADJOURNMENT**

**MOVED BY:** Member Badry

THAT this meeting now adjourns at 5:39 p.m.

**APPROVED:** Unanimously