



CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 021517

DATE: February 15, 2017
PLACE: City of Lacombe Council Chambers
TIME: 5:04p.m.

PRESENT:	Steve Christie	Mayor
	Debbie Gallant	Member at Large
	Reuben Konnik	Councilor
	Wayne Rempel	Councilor

REGRETS:	Sandra Badry	Member at Large
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STAFF:	Deb Bonnett, Acting Manager Planning & Development Services
	Gail Long, Development Officer
	Crystal Chappell, Development Officer

1. CALL TO ORDER

The meeting was called to order by Chairperson Christie at 5:04p.m.

2. ADOPTION OF AGENDA

MOVED BY: Member Rempel

THAT the Agenda be adopted as presented.

CARRIED: Unanimously

3. ADOPTION OF MINUTES

MOVED BY: Member Gallant

That the Municipal Planning Commission minutes for January 25, 2017 be confirmed as presented.

CARRIED: Unanimously

4. NEW DEVELOPMENT APPLICATION

A. 61/250.14 (2017), Montessori Preschool; 1103, 4876A 46 Street; Lot 5, Block 1, Plan 032 5215; Similar Use as Commercial School- Zoned C3, Transitional Commercial District

The applicant and the property owner were in attendance to provide additional information and answer questions as required.

The Development Officer, Gail Long, presented information regarding the application for a 'Similar Use' to a Commercial School to be located at 1103, 4876A 46 Street. The application was referred to the Municipal Planning Commission (MPC) for consideration.

A total of seven (7) property owners within 60m of the subject site were notified. One response had been received in support of the application.

The application was presented as: 'Use Similar to: *Commercial School*'. The City's Land Use Bylaw defines a Commercial School as: '*a facility that provides education or training in general education, trade, life skills, or business skills and includes business schools, secretarial schools and personal service schools, but does not include an industrial training facility*'. In the opinion of the Planning and Development Department, the definition did not perfectly align with the proposed use, but is similar enough in nature to be supported. The report clarified that support of a use similar in nature to an available use listed in the Bylaw requires MPC approval. 'Similar Uses' are considered to be discretionary.

The applicant indicated that one or two staff members would be hired to assist her with the program. Based on the maximum numbers of 3 staff members and 16 students at any given time, the Development Officer determined that 4 parking spaces will be required for the proposed Montessori Preschool.

The Development Officer stated that the application considers the proposed staffing to children ratio only. If the school expands its numbers, floor area, or teaching curriculum, the applicant will be required to apply for a new permit.

Administration recommended support for the application, but noted that future expansions shall require a new application for consideration.

MOVED: Member Rempel

"RESOLVED that the Municipal Planning Commission approve the location of a 'similar use' for a Montessori Preschool Program at 1103, 4876A 46 Street, Lot 5 Block 1 Plan 032 5215, 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 is to obtain a City of Lacombe building permit prior to commencement of construction.

5. Applicant to apply for and obtain any required secondary permits (electrical, plumbing, gas).
6. This permit is valid for a maximum number of children as specified *through provincial licensing. Staffing levels shall be determined by the province, with the staff/child ratio being based on the ages of the children utilizing the program.*
7. The permit holder is to ensure that the minimum net floor area as set out in the Alberta Child Care Licensing Regulations is met.
8. Applicant is to ensure that all necessary permits and licenses required to operate the program are in place at all times.
9. Applicant is to provide documentation of all licensing approvals, including the Child Care License and approval through the Public Health Act, if applicable, within 120 days of the date of issuance of the Development Permit, and prior to occupancy and operation of the program.
10. 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.
11. A total of 4 parking spaces located on the parcel shall be dedicated for staff and parent parking.
12. A bicycle stand, providing for four (or more) bicycles to be parked, shall be provided prior to the building occupancy.
13. The applicant shall apply for and maintain a valid business license.
14. This development permit is valid for only so long as the required licensing by the Province remains valid.
15. The applicant shall display their Child Care License in a clearly visible and prominent place at all times.
16. Applicant to apply for a separate sign permit.
17. The decision of the Municipal Planning Commission being placed on the City's web page, 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 March 3, 2017 at 4:30pm.

CARRIED: Unanimously

B. 61/250.11 (2017), Public Utility Use/ Building; NE 29-40-26-W4M; Regional Lift Station- Zoned I2, Heavy Industrial District

The applicant (x2) was in attendance to introduce the proposed project and to provide additional information.

Development Officer, Gail Long, presented information regarding an application for a lift station, and referred it to the Municipal Planning Commission for consideration. She explained that the regional lift station is required in order to pump sewage from the City of Lacombe's lagoons to the City of Red Deer's sewage plant for treatment.

A total of fifteen (15) property owners located within 60m of the subject site from both the City of Lacombe and Lacombe County were notified. Two responses were received in support of the application, however one respondent expressed concern regarding noise levels produced by the lift station.

With regard to parcel coverage, it was noted that the proposed building will require a 99.8% variance for minimum parcel coverage required for the I2 Heavy Industrial District. The intent is to subdivide the lift station out of NE 29-40-26-W4M at a later date, but the large variance is to be recognized at the time of permit issuance. The subject site is currently the entire quarter section used mainly for the City lagoons.

The Development Officer provided information on vehicular and bicycle parking in addition to garbage disposal and loading space. She recommended these items to be waived from the conditions of approval due to the location and nature of the lift station. Further to these waivers, Gail discussed the proposed fencing and the fence heights that the Land Use Bylaw will allow. The applicant proposed fencing exceeding the allowed height with barbed wire above chain link. MPC approved the fencing as proposed and granted a 60% variance to be applied to the fence in the front, and a 27% variance applied to the height of the fence on the side and rear property boundaries.

With regard to landscaping and hard surfacing, Planning and Development Services advised that a public utility building should be developed using the same criteria that would be applied to other applications in the Industrial District. It was agreed upon that the applicant and the City would work together to come up with a reasonable landscaping plan that would lead to the quotes that all deposits required from the applicant will be based upon.

MOVED: Member Konnik

“RESOLVED that the Municipal Planning Commission approve the location of a Regional Lift Station Building on NE 29-40-26-W4M, subject to the following variances and conditions:

- a 99.8% variance to the minimum parcel coverage;
- a 19% variance to the height of fence, including a barbed wire top, enclosing the building site
- a waiver of the requirement for a garbage disposal area;
- a waiver of the requirement for a loading space; and
- a waiver of the requirement for bicycle parking.

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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 is to obtain a City of Lacombe building permit prior to commencement of construction.
5. Applicant to apply for and obtain any required secondary permits (electrical, plumbing, gas).
6. Applicant to maintain a valid City of Lacombe Business License throughout the duration of development.
7. Prior to building permit issuance, the applicant must provide a lot grading plan for review and approval by the City’s Engineering Services.
8. The builder must construct within 100mm of the design landscape elevation and illustrated drainage patterns unless otherwise approved by the Development Officer.

9. If the property requires more than 1.0 m of fill, the lot will require 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. This lot has been serviced with Sanitary only. The applicant shall manage storm water to the satisfaction of the City's engineering manager. TO CONFIRM sanitary main locations, call PUBLIC WORKS. Applicant must ensure service connections are correct. Any above or below ground damage to municipal infrastructure shall be remedied at the applicant's expense.
11. All landscaping areas are to be protected by concrete curbs or other barriers, as approved by the Development Authority, having a minimum height of 140mm or separated from the street or parking area by a paved, curbed sidewalk.
12. Applicant to hard surface both the north and south accesses to the parcel from 34th Street a minimum of 6m into the property, including hard surfacing from the parcel boundary across the City road right of way to connect to 34th Street.
13. The applicant shall provide a maximum 1.8m high fence chain link fence on the perimeter of the property adjacent the public access roads, and around the building site. Fencing around the building site may be topped with barb wire to a maximum height of .4m allowing for a 2.2m high fence.
14. Prior to Building Permit issuance, the applicant shall submit a landscaping plan for approval by the Development Authority. Areas of hard surfacing and the location and type of fencing being proposed shall be shown on the landscaping plan.
15. Prior to building permit issuance, landscaping deposits will be required in the form of cash or letter of credit in an amount equal to 25% of the estimated cost of the required landscaping as estimated by an appropriate trade professional, but 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. Landscaping estimates are to include estimated costs for required fencing.
16. Applicant shall provide 6 graveled parking spaces for the proposed use.
17. All parking spaces shall be identified with parking barriers.
18. Front access points from the street should not exceed 15 m in width, unless otherwise approved by the City Engineer.
19. Hard surfacing as shown on the approved site plan, shall be completed within one (1) year from construction completion.
20. 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, 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. Parking barriers and pavement markings are to be included in the cost estimates.
21. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
22. Prior to Building Permit issuance, the applicant shall prepare a Fire Safety Plan, subject to approval by the City's Fire Chief. The Plan is to be followed while construction is taking place on site.
23. Prior to building permit issuance, the applicant shall submit a development permit deposit in the amount of \$2,000.00.
24. The exterior of the building, including paints, shall be completed within twelve (12) months from the date of issue of the building permit.

25. 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.
26. Applicant shall make separate application for any signs proposed on the property.
27. The decision of the Municipal Planning Commission being placed on the City's web page, 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 March 3, 2017 at 4:30pm.

CARRIED: Unanimously

5. BUSINESS

A. Next MPC Meeting: Wednesday March 1, 2017

6. ADJOURNMENT

MOVED BY: Member Konnik

THAT this meeting now adjourns at 5:51 p.m.

Chairperson

Date