



CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 030117

DATE: March 1, 2017

PLACE: City of Lacombe Council Chambers

TIME: 5:03p.m.

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

REGRETS: Sandra Badry Member at Large

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 5:03p.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 February 15, 2017 be confirmed as presented.

CARRIED: Unanimously

4. NEW DEVELOPMENT APPLICATION

A. 61/250.20 (2017), Veterinary Clinic; 5030 Highway 2A; Lot 18 & 19, Block 4, Plan RN1; Zoned C3, Transitional Commercial District

The applicant and their realtor were in attendance to present the application and provide additional information. Development Officer, Gail Long, presented information regarding the application for a Veterinary Clinic to be located at 5030 Highway 2A. The property is zoned C3 - Transitional Highway Commercial District where the use is listed as discretionary. The lands is within the Old Town Main Street District: Mixed Use District Overlay.

A total of fifteen (15) property owners within 60m of the subject site were notified. One response was received in support.

Ms. Long provided information on vehicular and bicycle parking in addition to garbage disposal and loading space. Based on the size of the commercial building, 16 parking spaces are required. Working together with the property owner, the applicant agreed to submit a parking plan to be reviewed and approved by the development officer. This will not include a loading zone, as the loading zone will be at the rear of the building along with the garbage disposal. The bicycle parking will be provided. In addition, the landowner agreed to repair existing potholes and apply a layer of asphalt to be added to the parking lot.

The Development Officer discussed the Old Town Main Street District: Mixed Use District Overlay. It was noted that the Development Authority may require that parking facilities incorporate low fences between 0.6m to 0.9m in height. The Municipal Planning Commission determined that a fence would not be required. Due to the proximity of Highway 2A to the front parcel boundary, it is recommended that the curbing be maintained, and that no fence be required on the front property boundary.

The Development Officer noted that the subject site is completely hard surfaced, and connects to a City road. In order to provide landscaping in the front yard of the property, Planning and Development Services requested planters or hanging baskets on each side of the entry doors to the businesses located within the building. Where a site does not physically allow for required landscaping, a landscaping plan can consider the placement of hanging baskets, potted plants or other items along all facades adjacent to a public roadway. The Municipal Planning Commission negotiated with the applicant and derived an appropriate condition of approval. A compromise was reached with the applicant on the appropriate number of baskets.

MOVED: Member Gallant

“RESOLVED that the Municipal Planning Commission approve a 13% variance to the parking requirements, a waiver to the requirement for onsite garbage disposal, and a waiver to the requirement for fencing on the front property boundary, to allow for the location of a veterinary clinic in Units 2 and 3 at 5030 Highway 2A, Lots 18 & 19 Block 4 Plan RN1, zoned C3 and located within the Old Town Main Street District: Mixed Use District Overlay”.

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. Prior to Building Permit issuance, the applicant is to provide the City with a revised parking plan which maximizes the number of parking spaces on site, and includes a bicycle parking area for a minimum of 3 bicycle spaces, to the satisfaction of the Development Authority.
5. Landowner/applicant to overlay the existing parking surface with a new layer of asphalt. The existing curbing adjacent Highway 2A is to remain.
6. All parking spaces shall be identified with precast concrete curbs and pavement markings consisting of white or yellow lines that are approximately 7.6cm wide.
7. The bicycle parking space shall be provided on a raised hard surfaced area.
8. Applicant to obtain and maintain a valid business license from the City of Lacombe.
9. Applicant to apply for any necessary building, electrical, plumbing and gas permits for any leasehold improvements.
10. In lieu of landscaping, the landowner/applicant shall provide a minimum of three planters and/or hanging baskets on the parcel on an annual basis during the growing season. Prior to building permit issuance, the landowner/applicant shall submit a deposit of \$150 per planter (\$450.00) to ensure the planters/hanging baskets are located as required. The deposit shall be refunded once the planters/hanging baskets are in place.
11. 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 for the asphalt repair & overlay, parking curbs and pavement markings as estimated by an appropriate trade professional, and not less than \$2,000. Security will be released once a site inspection demonstrates that the surface has been repaved, parking barriers are in place and the pavement markings have been completed in accordance with the approved plan.
12. 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.
13. Applicant shall make separate application for any signs proposed on the property.
14. 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 17, 2017 at 4:30pm.

CARRIED: Unanimously

B. 61/250.07 (2017), Place of Worship; 5128 53 Street; Lot 12 & Pt 13, Plan RN9; Place of Worship, Zoned CS, Community Services District and the Historic Residential District Overlay

Two applicants and a consultant were in attendance to introduce the proposed project and to provide additional information and answer questions if required. A concerned neighbouring property owner and several members of the parish were also in attendance at the meeting.

A Commission member, also a member of the Church's Building Committee, removed themselves as part of the Development Authority to avoid a possible conflict.

The applicants introduced the proposed development through a slideshow that was submitted to the department prior to the meeting. A church, in addition to a small tool shed, are proposed to replace an original demolished church located at 5128 53 Street; Lots 12 & Pt. 13, Plan RN9A.

The applicant's slideshow discussed the neighbourhood's variety of styles, sizes and eras represented by the surrounding buildings. The project is "designed to balance the new Energy Code and cost effectiveness". While the design does not "mimic any architectural style from the past," it is "sensitive to the neighbourhood", being "clean, modern" and "pedestrian friendly". The applicant's estimated date of completion is November, 2017. The parish is currently utilizing space at Father Lacombe Catholic School for their functions.

The applicants highlighted conditions of approval to be clarified, adjusted or removed. These conditions were reviewed in detail after the report was read aloud.

A total of twenty-nine (29) property owners within 60m of the subject site were notified. Four responses were received acknowledging the application. One respondent looks forward to a nice building and stated that it will be nice to have the lane paved. They questioned how the difference in grade will be addressed between this property and the one to the west, as there is quite a slope at present. Another response was received in support of the application with suggestions for change. The respondent, who was in attendance at the meeting, provided photos to the Department in order to illustrate the high volume of street parking the neighbourhood saw when the original building was still standing. The respondent brought forward the following issues:

- Lack of adequate parking – especially in winter when snow will be stockpiled on valuable parking stalls.
- A need for an engineered storm water management plan as water currently percolates through natural materials (grass, gravel, soil etc.). There is significant potential for high overland water flow volumes to affect neighbouring properties with development of a large impenetrable paved parking lot and the accompanying runoff that will accumulate from the large surface area of the proposed building.
 - In the past, the respondent experienced flooding in the basement and installed a sump pump with the opinion that it was through flow from the adjacent lot (5128 53 Street).
- A retaining wall may be better than a fence.

The Development Officer presented information regarding the application within the CS - Community Services District indicating the property is also located within the Historic Residential District Overlay. Although there are no specific design guidelines for places of worship within the overlay, staff worked with the applicant to deliver a design that reflects its intent.

The applicant requested a variance to enable the longer property boundaries become the front and rear yards. This will result in a new address to be assigned as the building frontage will be on 53 Street rather than 52 Avenue. Other requested variances include; front yard setback, number of parking spaces required, screening of the loading space, incorporating landscaped islands/open spaces within the parking area, dedication of a pedestrian walkway connecting the parking facility to the building. The applicants also asked to waive required on-site garbage disposal area.

Plans to be submitted to Planning and Development Services were discussed in detail. Staff and the applicant agreed that prior to building permit issuance; they will submit a landscaping plan for review and approval that meets land use bylaw requirements. Throughout the course of the meeting, it was decided that this landscaping plan will include several items including:

- 3 additional trees to replace removal of an existing mature tree on the City Boulevard.
- areas of hard surfacing and parking spaces (including bicycle parking)
- type of fencing and/or retaining wall (on west side of property)

Other plans to be submitted include a lighting plan and an engineered storm water management plan to be approved by the City Engineer.

Parking details were discussed at length on account of the high volume of traffic the church has the potential to accumulate. With much of the parish utilizing street parking, it was important to note the effect snow stockpiles have on available parking in winter months. This was noteworthy, as a parking variance was under review, and a concerned citizen remarked on safety related to visibility when the street is condensed with parked vehicles. For

every four seats, one parking stall is required. The plans show a seating capacity of 313, requiring 79 parking spaces. Of the 79 parking spaces required, a minimum of 3 are to be wheelchair accessible. 61 parking spaces will be provided, 4 parking spaces have been designated for accessible parking. The City's Land Use Bylaw requires a minimum of 3 bicycle parking spaces to be located on hard surfacing. A condition of approval was modified to address timely snow removal, and all other variances were granted.

MOVED: Member Rempel

RESOLVED that the Municipal Planning Commission approve the location of a church building and an accessory tool shed at 5128 53 Street, Lots 12 & Pt. 13 Plan RN1X, subject to the following conditions and variances:

- a variance which enables the rotation of the lot so that the longer property boundaries become the front and rear yards,
 - a front yard setback variance of 29% for the church building
 - a front yard setback variance of 52% for the church tower
 - a parking variance of 23%
 - a variance to the requirement for screening of the loading space
 - a variance to the requirement to incorporate landscaped islands or open spaces within the parking facility,
 - a variance to the requirement for a dedicated pedestrian walkway connecting the parking facility to the building,
 - a waiver to the requirement for an on-site garbage disposal area
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 all secondary permits (electrical, plumbing, gas).
 6. Prior to building permit issuance, the applicant shall provide a Storm Water Management Plan prepared by a qualified engineer with their seal and permit to practice, for review and approval by the City's Engineering Services.
 7. The builder must construct within 100mm of the design landscape elevation and illustrated drainage patterns unless otherwise approved by the Development Officer.
 8. **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.**
 9. Applicant to identify the water servicing required for the development prior to building permit issuance.
 10. If it is deemed that upgrades are required to the existing water and/or sewer services to accommodate the proposed development, the applicant will be required to apply for and complete any upgrades at their expense, to the satisfaction of the City of Lacombe.
 11. This lot has been serviced with both Sanitary and Storm lines. TO CONFIRM, call PUBLIC WORKS. Applicant must ensure service connections are correct. Any cross connections will be remedied at the applicant expense.
 12. 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.

13. With the exception of access locations, the applicant shall provide a 1.8m high fence on the perimeter of the south boundary of the parcel. A maximum 1.8m high fence or a minimum .6m high retaining wall is required on the west boundary of the parcel in accordance with specified engineered recommendations.
14. Any fencing or screening surrounding the proposed courtyard located on the south side of the church building shall have a maximum height of 1.8m.
15. Prior to Building Permit issuance, the applicant shall submit a landscaping plan, showing areas of hard surfacing, for approval by the Development Authority. Details as to the type of fencing and/or retaining wall being proposed shall be shown on the landscaping plan.
16. The landscaping plan is to include 3 additional trees to compensate the City for loss of the mature tree in the City boulevard where a new access is being proposed.
17. Prior to building permit issuance, the applicant shall submit an exterior lighting plan, for review and approval by the City's Engineer.
18. 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, 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 and/or retaining wall.
19. Applicant shall provide 61 parking spaces for the proposed use. All parking spaces, including accessible parking spaces, shall be hard surfaced to the satisfaction of the Development Authority.
20. All parking spaces shall be identified with parking barriers and pavement markings consisting of white or yellow lines that are approximately 7.6cm wide. Parking spaces shall be shown on the landscaping plan.
21. All snow to be removed on a regular basis when accumulation of snow stored on site exceeds 5 parking spaces.
22. The applicant shall provide a minimum of one loading space.
23. Applicant shall provide for the placement of bicycle parking providing parking for a minimum of 3 bicycles, to be located within 15 m of the main entrance at either the front or rear of the building. If the bicycle parking area is provided in or adjacent to vehicle parking spaces, or a loading space, the bicycle parking area is to be raised above the parking lot grade and is to be hard surfaced. Location and details of the bicycle parking/rack is to be shown on the landscaping plan.
24. With removal of the current access, the applicant shall ensure that any unnecessary drop curb and driveway aprons are replaced or repaired, with the City's boulevard being seeded to grass or sodded, to the City's satisfaction.
25. The laneway on the south boundary that will be used to access the parking lot shall be hard surfaced to City standards from 53 Street to the west boundary of the parcel.
26. Hard surfacing as shown on the approved site plan, shall be completed within one (1) year from construction completion.
27. 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 curbs and pavement markings are to be included in the cost estimates.
28. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
29. 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.
30. Prior to building permit issuance, the applicant shall submit a development permit deposit in the form of cash or letter of credit in the amount of \$2,000.00. The Development Permit deposit will be retained until file closure (when Building, Electrical, Plumbing and Gas Permit Services Reports have been received confirming compliance with the Alberta Building Code, and a site inspection has been completed

confirming that all conditions outlined on the development permit approval have been met, ie. landscaping, civic addressing, paving, etc.)

31. Prior to building permit issuance, the applicant shall submit a Downtown Area Redevelopment Plan Architectural Deposit in the form of cash or letter of credit in the amount of \$5,000.00. The Downtown Area Redevelopment Plan Architectural Deposit will be retained until file closure (when Building, Electrical, Plumbing and Gas Permit Services Reports have been received confirming compliance with the Alberta Building Code, a site inspection has been completed confirming that all conditions outlined on the development permit approval have been met (ie. landscaping, civic addressing, paving, etc.) and it has been identified that the architectural features/character elements outlined on the approved plan have been provided.
32. The exterior elevations shall be reviewed and approved by the Development Authority.
33. The exterior of the accessory tool shed shall match or be complimentary to the primary building in color and materials.
34. The exterior of both buildings, including paints, shall be completed within twelve (12) months from the date of issue of the building permit.
35. 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.
36. Applicant shall make separate application for any signs proposed on the property.
37. 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 17, 2017 at 4:30pm.

CARRIED: Unanimously

5. BUSINESS

A. Next MPC Meeting: Wednesday March 15, 2017

6. ADJOURNMENT

MOVED BY: Member Rempel

THAT this meeting now adjourns at 7:13 p.m.

Chairperson

Date