



**CITY OF LACOMBE**  
**MUNICIPAL PLANNING COMMISSION**  
**MINUTES 031517**

**DATE:** March 15, 2017  
**PLACE:** City of Lacombe Council Chambers  
**TIME:** 5:00p.m.

**PRESENT:** Sandra Badry Member at Large  
Debbie Gallant Member at Large  
Reuben Konnik Councilor  
Wayne Rempel Councilor

**REGRETS:** Steve Christie Mayor

**STAFF:** Gail Long, Development Officer  
Crystal Chappell, Development Officer

**1. CALL TO ORDER**

The meeting was called to order by Chairperson Badry at 5:03p.m.

**2. ADOPTION OF AGENDA**

**MOVED BY:** Member Gallant

THAT the Agenda be adopted as amended.

**CARRIED:** Unanimously

**3. ADOPTION OF MINUTES**

**MOVED BY:** Member Rempel

That the Municipal Planning Commission minutes for March 1, 2017 be confirmed as presented.

**CARRIED:** Unanimously

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

##### **A. 61/250.26 (2017), Existing Secondary Suite; 8 Timmons Close; Lot 42, Block 1, Plan 022 5514; Zoned R1-N, Residential Detached Narrow District**

The applicant was in attendance to present the application and provide additional information if needed.

Development Officer, Gail Long, presented information regarding legalization of an existing secondary suite located at 8 Timmons Close. The property is zoned R1-N - Residential Detached Narrow District where the use is listed as discretionary.

A total of thirty-one (31) property owners within 60m of the subject site were notified. One response was received in opposition to the application. Questions regarding required parking spaces and size of the existing parking pad were raised.

A secondary suite is allowed to occupy no more than 75 m<sup>2</sup> or a maximum of 40% of the total floor area of a principal dwelling, whichever is less. Blueprints of the home on this lot indicate a main floor area of 101.54 m<sup>2</sup> and the applicant has advised that the secondary suite is 59.46 m<sup>2</sup> in size, with a shared space equivalent to 38.58 m<sup>2</sup>. Considering the size of the secondary suite only, the suite occupies 49.12% of the total floor area of the residence. When the shared space is included, the suite occupies 29.79% of the total floor area. It was highlighted that a 24% variance to the maximum size limit for the suite and a 23% variance to the total floor area would be necessary.

In addition to two parking spaces required for the residence, one parking space is required for one-bedroom suites less than 60m<sup>2</sup> in size. The applicant will move an existing fence located at the rear of the property in order to provide the three (3) required parking spaces to accommodate house and suite. A hard surfaced path from the parking area to the rear entry door will be provided to serve as access to the suite.

The development officer noted that the City's newly adopted Land Use Bylaw 400 now lists secondary suites as a discretionary use within the R-1N District. Secondary suites were prohibited in this district under Land Use Bylaw 300. As such, this could be the first legal secondary suite located on the block.

**MOVED:** Member Konnik

**RESOLVED** that the Municipal Planning Commission approve a 24% variance to the maximum size for a secondary suite and a 23% variance to the total floor area/suite ratio to allow for the location of a 59.46 m<sup>2</sup> secondary suite plus a shared space of 38.58m<sup>2</sup>, to be located at 8 Timmons Close, Lot 42 Block 1 Plan 022 5514, zoned R-1N.

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 apply for and obtain building permits and any necessary electrical, plumbing and gas permits for the secondary suite located in the structure and is to confirm that the secondary suite is fully compliant with the Alberta Building Codes within one year of Building Permit issuance.

5. 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.
6. Applicant to develop a total of three graveled parking spaces at rear of the lot in accordance with the approved site plan.
7. Applicant to develop a hard surfaced pathway leading from the parking area at the rear of the lot to the exterior access door to the secondary suite.
8. Applicant shall be required to submit a Development Deposit of \$1,000 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 March 31, 2017 at 4:30pm.*

**CARRIED:** Unanimously

**B. 61/250.22 (2017), Demolition of Existing Attached Garage, Addition to Existing Residence, and Construction of a New Attached Garage with a Secondary Suite above; 5727 50 Avenue; Lots 7 & 8, Plan 2200HW; Zoned R1, Residential Detached District**

The applicants (X2) were in attendance to introduce their proposed project and to provide additional information and answer questions if required.

A total of twenty (20) property owners within 60m of the subject site were notified. One letter was submitted in opposition to the application.

The development officer presented the application first by discussing the double lot requiring consolidation as the existing residence sits upon two parcels of land. The proposal is to demolish the existing attached garage and replace it with a two storey addition where the main floor would be an attached garage, and the second floor would contain a secondary suite.

The proposed addition covers a 91.62m<sup>2</sup> footprint and reaches 8.54m in height. A secondary suite is allowed to occupy no more than 75 m<sup>2</sup> or a maximum of 40% of the total floor area of a principal dwelling, whichever is less. The total floor area of the main and lower level of the principal dwelling, including the addition to the principal dwelling and the secondary suite will be 344.05 m<sup>2</sup>, allowing for a secondary suite to be 137.62m<sup>2</sup> in size.

Plans for the secondary suite indicate it will be 95.5m<sup>2</sup> in size, which includes an area being provided in the garage for the furnace. Based on the size of the suite and the furnace room, a 22% variance to the maximum size allowed for a secondary suite will be required. The proposed secondary suite is not exceeding the size allowed based on the total floor area/suite ratio.

The proposed attached garage will be divided by a wall and shared with space for two vehicles accessed from 50th Avenue and one garage stall accessible from the lane (specifically for the secondary suite occupants). Plans show additional gravel parking availability along the entire length of the parcel on the east side of the garage. The applicants are required to hard surface a minimum of 6m into the property, and connect to 50th Avenue. It was noted that the Overlay District prohibits any further parking curb cuts along 50th Avenue.

With the adoption of Land Use Bylaw 400, the concentration of secondary suites on a block was increased from 10% to 12% allowing for a total of four secondary suites to be located in this particular block. This will be the first secondary suite located within the block.

With respect to the *Old Town Main Street District: Residential District Overlay* infill developments are to be sensitive to the character, scale, facade, and materials of adjacent building and users within the District Overlay.

The Land Use Bylaw states that new or redeveloped front attached garages shall be at the discretion of the Development Authority and are not encouraged. As this residence is directly adjacent the western boundary of the Overlay District, and as the plans submitted by the applicant indicate widening of the existing driveway within the confines of the property boundary, Planning and Development Services is supporting the proposed plans as submitted. The development officer noted that the applicant had made efforts to add features to both the existing residence and the new addition to visually bring the building together.

**MOVED:** Member Rempel

**RESOLVED** that the Municipal Planning Commission approve a 22% variance to the maximum size allowed for a secondary suite to allow for the demolition of the existing garage, construction of an addition to the existing residence, construction of a new attached garage, and the location of a secondary suite above the attached garage at 5727 50 Avenue, Lots 7 & 8 Block 3 Plan 2200HW, zoned R1 and located within the Old Town Main Street District: Residential 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. Applicant to consolidate both parcels (Lot 7 & Lot 8) into one lot by descriptive plan or plan of survey.
5. Applicant to apply for and obtain building permits; one for the demolition of the attached garage, and one for the construction of the addition to the residence, the attached garage, and the secondary suite.

#### Demolition

6. Prior to issuance of a Building Permit, the applicant shall provide confirmation to the City that all electricity, gas, and plumbing, as applicable) has been disconnected.
7. All dry rubble materials are to be disposed at the Prentiss Waste Station or at an area approved by Alberta Environment.
8. Applicant is to ensure the demolition area is fenced on the day of the demolition and the fencing shall remain in place until the area has been leveled. Applicant shall ensure that the demolition area is leveled within seven (7) days of demolition.
9. Applicant is to ensure that all Occupational Health and Safety requirements are met.
10. Applicant is to ensure the site remains neat and tidy, and free of weeds.
11. Applicant is required to sod or seed the lot with grass within one year of demolition if future development has not commenced.

#### New Construction

12. Applicant to apply for electrical, plumbing and gas permits for the addition to the home, the construction of the attached garage, and the secondary suite.

13. Applicant to display the assigned civic address at or near the front of the property so that it can be clearly read from the roadway.
14. Applicant to provide a total of two parking spaces for residents of the parcel, and two parking spaces for residents of the secondary suite, in accordance with the approved site plan.
15. The existing access from 50 Avenue shall not be widened.
16. Applicant to hard surface the existing driveway from the City Street to the property boundary no later than one (1) year from construction completion.
17. Applicant to hard surface the existing gravel parking pad adjacent the east property boundary a minimum of 6m into the property with a connection to the City Street no later than one (1) year from construction completion. The maximum driveway width is as approved on the plot plan, unless otherwise approved by the Development Authority.
18. Applicant may not connect floor drain in garage floor slab to City services.
19. Applicant shall be required to submit a Development Deposit of \$1,000 prior to receipt of the Building Permit.
20. Prior to building permit issuance, the applicant shall submit a Downtown Area Redevelopment Plan Architectural Deposit in the amount of \$3,000.00.
21. 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 March 31, 2017 at 4:30pm.*

**CARRIED:** Unanimously

## **5. BUSINESS**

**A. Next MPC Meeting: Wednesday April 5, 2017**

## **6. ADJOURNMENT**

**MOVED BY:** Member Gallant

THAT this meeting now adjourns at 5:23p.m.

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Chairperson

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Date