



CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 101117

DATE: October 11, 2017
PLACE: City of Lacombe Council Chambers
TIME: 5:00 p.m.

PRESENT:	Steve Christie	Mayor
	Wayne Rempel	Councilor
	Reuben Konnik	Councilor
	Sandra Badry	Member at Large
	Don Easton	Member at Large

STAFF: Debbi Bonnett, Manager of Planning and Development
Gail Long, Development Officer
Crystal Chappell, Development Officer

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED BY: Member Badry

THAT the Agenda be adopted as presented.

CARRIED: Unanimously

3. ADOPTION OF MINUTES

MOVED BY: Member Rempel

That the Municipal Planning Commission minutes for September 20, 2017 be approved as presented.

CARRIED: Unanimously

4. NEW DEVELOPMENT PERMIT APPLICATIONS

A. 61/251.85 (2017) Addition to an Existing Retail Building with a 27% Parking Variance & Relocation of an Existing Freestanding Sign at 6140 Highway 2A; Lot 20, Block 3, Plan 882 1150; Zoned C4 - Highway Commercial District.

A total of eleven (11) property owners within 60m of the subject site were notified. One response was received in support of the application provided that the height of the addition does not exceed that of the main building.

Development Officer, Gail Long, presented the application for a two storey addition to be added to the south side of an existing building. Parking and landscaping improvements are planned, and the proposed addition meets all setback requirements. The building will accommodate different uses when the project is complete, therefore, a total of 42 parking spaces are required by the Land Use Bylaw. The parking plan proposes 31 parking stalls and a request for a 27% parking variance on the number of stalls required.

Administration supported the application with the parking variance and recommended approval.

The Municipal Planning Commission approved the application with conditions.

MOVED: Member Konnick

RESOLVED that the Municipal Planning Commission approve an addition to the existing commercial building and the relocation of an existing freestanding sign located at 6140 Highway 2A; Lot 20, Block 3, Plan 882 1150; zoned C4, with a 27% variance to the parking requirements.

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 and electrical, plumbing and gas permits for the proposed addition and any renovations being made to the existing building.
5. Prior to occupancy, any new tenant within the building will be required to apply for an occupancy permit and obtain a valid City of Lacombe Business License throughout the duration of business operation.
6. Prior to building permit issuance, the applicant must provide a lot grading plan detailing the relocated accesses and parking facility 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. 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.

9. Applicant to provide for an on-site garbage disposal area, and appropriate screening, to the satisfaction of the Development Authority.
10. Applicant to provide a minimum of one loading space, to the satisfaction of the Development Authority.
11. Prior to Building Permit issuance, the applicant shall submit a landscaping plan, showing areas of hard surfacing, for approval by the Development Authority. Location and type of fencing being proposed shall be shown on the landscaping plan.
12. 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.
13. Front access points from the service road shall be in accordance with the approved plan, unless otherwise approved by the City Engineer.
14. Applicant shall provide 31 parking spaces for the proposed use. All parking spaces at the front of the property, including accessible parking spaces, shall be hard surfaced in accordance with the approved site plan, to the satisfaction of the Development Authority.
15. All hard surfaced parking spaces shall be identified with concrete parking barriers and pavement markings consisting of white or yellow lines that are approximately 7.6cm wide.
16. All parking located on the gravel surface at the rear of the parcel shall be identified with parking barriers, to the satisfaction of the Development Authority.
17. Applicant shall provide for the placement of a bicycle rack providing parking for a minimum of four bicycles, to be located within 15 m of the main entrance or employee entrance. The parking area for the bicycle rack 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.
18. Applicant to hard surface both accesses, the internal roadway, and the parking lot area at the front of the building in accordance with the approved plan within one (1) year from construction completion.
19. Where an existing access is to be relocated or removed, the applicant will ensure that any unnecessary dropped curb and driveway aprons are replaced or repaired to the City's satisfaction.
20. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
21. Prior to building permit issuance, the applicant is to submit an exterior lighting plan for review and approval by the City's Engineering Department.
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. Prior to building permit issuance, the applicant is to provide details of the original sign installation, to the satisfaction of the Development Authority.
26. 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.

27. The decision of the Municipal Planning Commission being mailed to the applicant and landowner, notice being posted on the City of Lacombe's website, and a notice being posted on the subject lands, and no appeal against the decision being successful.

CARRIED: Unanimously

- B. 61/251.90 (2017), Retail Sales (consignment store) with a 50% parking variance to be located at 5109 51 Street; Lot 3, Block 11, Plan RN1A; zoned C1 - Downtown Commercial District, and located within the Mixed Use Transition District Overlay.**

A total of twelve (12) property owners within 60m of the subject site were notified. One response was received in support of the application noting a need for improvements to be made to the commercial property which is situated within a residential neighbourhood.

Development Officer, Gail Long, presented the application for a retail consignment store. The applicants requested variances to development permit conditions such as; landscaping, parking, hard surfacing, and garbage storage.

Planning and Development Services staff supported a 50% parking variance but maintained a need for all other conditions related to landscaping, hard surfacing (parking), and garbage storage. Staff presented a suggested site plan for the landowner's consideration.

The Municipal Planning Commission approved the 50% parking variance and approved the application with conditions requiring landscaping and parking improvements and garbage storage.

MOVED: Member Easton

RESOLVED that the Municipal Planning Commission approve the location of retail sales (consignment store) to be located at 56109 51 Street, Lot 3 Block 11 Plan RN1A, zoned C1 - Downtown Commercial District, and located within the Mixed Use Transition District Overlay, with a 50% parking variance. 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 relieving or excusing the applicant from complying with the Land Use Bylaw 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 a City of Lacombe building permit prior to occupancy of the building.
5. Applicant to obtain a City of Lacombe required permits for any tenant improvements.
6. Application to maintain a valid City of Lacombe Business License throughout the duration of business operation.
7. 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.
8. 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.

9. Applicant shall provide a minimum of one on-site garbage disposal area(s), and appropriate screening, to the satisfaction of the Development Authority. The enclosure for the bin is to have no door, gate, or roof structure, and must be located in either the side or rear of the parcel.
10. Applicant is to provide a minimum of one loading space to be located either at the side or rear of the property. The loading space is to be screened to the satisfaction of the Development Authority.
11. Prior to Building Permit issuance, the applicant shall submit a landscaping plan, showing areas of hard surfacing, for approval by the Development Authority.
12. In addition to improvements required to the landscaped area at the front of the building, the applicant shall provide a minimum of two planters and/or hanging baskets during the summer months on a yearly basis, to be located at the south and north side of the front entryway to the building. Ongoing maintenance of these planters/hanging baskets will be the responsibility of the applicant.
13. Prior to Building Permit issuance, deposits in the amount of \$150.00 per planter/hanging basket (total of \$300.00) will be required. This deposit will be released once a site inspection demonstrates that the planters/hanging baskets have been located in accordance with Condition #16.
14. 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.
15. Applicant shall provide a minimum of 4 parking spaces for the proposed use. All parking spaces shall be gravel surfaced to the satisfaction of the Development Authority.
16. All parking spaces shall be identified with concrete parking barriers.
17. Applicant shall provide a bicycle parking area providing parking for a minimum of 2 bicycles, to be located within 15 m of the main entrance or employee entrance. The bicycle parking spaces are to be located on a hard surface and be designed so that bicycles may be securely locked to a rack, railing or other device without undue inconvenience to the bicycle user. Location and details of the bicycle parking/rack is to be shown on the landscaping plan.
18. Applicant shall provide a hard surfaced pedestrian walkway connecting the parking facility to the public entrance to the building.
19. Prior to Building Permit issuance, the applicant must provide a lot grading plan for the parking facility, for review and approval by the City's Engineering Services.
20. The builder must construct within 100mm of the design landscape elevation and illustrated drainage patterns unless otherwise approved by the Development Officer.
21. Applicant to hard surface the access a minimum of 6m into the property and connect to the City's paved laneway, prior to June 30, 2018.
22. 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 are to be included in the cost estimates.
23. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
24. 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.
25. Applicant shall make separate application for any signs proposed on the property.

26. 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 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.*

CARRIED: Unanimously

7. NEXT MPC MEETING

- A.** November 1, 2017

8. ADJOURNMENT

MOVED BY: Member Badry

THAT this meeting now adjourns at 6:07 p.m.

CARRIED: Unanimously

Chairperson

Date