



**CITY OF LACOMBE**  
**MUNICIPAL PLANNING COMMISSION**  
**MINUTES 110117**

**DATE:** November 1, 2017  
**PLACE:** City of Lacombe Council Chambers  
**TIME:** 5:00 p.m.

<b>PRESENT:</b>	Grant Creasey	Mayor
	Thalia Hibbs	Councilor
	Don Gullekson	Councilor
	Don Easton	Member at Large

<b>REGRETS:</b>	Sandra Badry	Member at Large
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**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 Creasey at 5:03 p.m.

**2. ELECTION OF CHAIRPERSON**

Manager of Planning and Development, Deb Bonnett, asked for nominations from the floor for chairperson of the Municipal Planning Commission.

Councilor Hibbs nominated Mayor Grant Creasey.

Deb Bonnett declared the nominations closed.

Mayor Grant Creasey was confirmed Chairman of the Municipal Planning Commission.

**3. ELECTION OF VICE-CHAIRPERSON**

Manager of Planning and Development, Deb Bonnett, asked for nominations from the floor for Vice-Chairperson of the Municipal Planning Commission.

Councilor Gullekson nominated Councilor Hibbs

Deb Bonnett declared the nominations closed.

Councilor Hibbs, was confirmed Vice-Chairperson of the Municipal Planning Commission

**CARRIED:** Unanimously

**4. CALL TO ORDER**

Mayor Creasey called the meeting to order at 5:03pm.

**5. ADOPTION OF AGENDA**

**MOVED BY:** Member Easton

THAT the Agenda be adopted as presented.

**CARRIED:** Unanimously

**6. ADOPTION OF MINUTES**

**MOVED BY:** Member Easton

That the Municipal Planning Commission minutes for October 11, 2017 be approved as presented.

**CARRIED:** Unanimously

**7. NEW DEVELOPMENT PERMIT APPLICATIONS**

**A. 61/252.19 (2017) Temporary Building; 4887 46 Street; Block 1, Plan 822 1257; Zoned I2- Heavy Industrial District.**

The applicant introduced themselves as the property owner's representative.

Development Officer, G.Long, presented an application for a Discretionary-Use temporary building proposed to be placed on a permanent foundation. The City of Lacombe's Land Use Bylaw describes a temporary building as a building *without* a permanent foundation which is removed when the development permit expires (12 months).

The applicant requested permission for the temporary structure to remain on site for a period of five years with the intention of replacing it with a permanent structure. Extensive property improvements are projected for the site, therefore; a concrete foundation for the temporary structure would be both useful during the transition and for a future permanent building.

Due to the nature of the business and the location, staff did not object to the applicant's request to waive the required bicycle parking.

Fencing is required for the entire parcel. The applicant discussed the property owner's intention to provide sufficient fencing of the front of the property boundary only. They wish to avoid fencing the entire parcel at this time as their property improvements include consolidating a number of the smaller abutting lots into 4887 46 Street. Staff supported the proposal noting that the department will apply fencing conditions at a later date.

Information had not been provided as to when the future developments may occur, therefore, staff recommended the application be approved for a maximum of 12 months from date of permit issuance.

The applicant reminded the Municipal Planning Commission (M.P.C.) that the property owners prefer an engineered foundation and a five year approval so as to not request annual extensions.

Member Easton queried the Commission's authority regarding variances on time restrictions and it was brought to their attention that the M.P.C. can grant up to a 100% variance. This detail would allow the structure to remain for two years with the possibility of extending the permit for an additional two years after the original permit lapses.

M.P.C. approved the application for a temporary structure with a foundation for a period of two years, and waived the bicycle parking requirement.

**MOVED:** Member Hibbs

**RESOLVED** that the Municipal Planning Commission approve the application to allow the location of a temporary building (tent structure) at 4887 46 Street, Block 1 Plan 822 1256, zoned I2, with a waiver to the requirement for bicycle parking, subject to the following conditions:

Approval for the temporary building (tent structure) 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 shall identify, on the site plan, what ground materials will be used around the perimeter of the temporary building (tent structure) to ensure vegetation is a minimum distance of 3m away from the structure, to the satisfaction of the Development Authority.
5. Applicant shall apply for and receive a Building Permit for the temporary building (tent structure) which will include the requirement for the submission of engineered stamped drawings for the temporary building (tent structure) confirming that it meets CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", and anchoring requirements.
6. Applicant shall apply for and receive electrical, plumbing, and gas permits for the temporary building (tent structure) as applicable.
7. The location of the temporary building (tent structure) on the property is approved for a **maximum period of 2 years from the date of issuance of this permit**, at which time the temporary building (tent structure) is to be removed from the parcel.
8. Applicant shall ensure that the site remains neat and tidy.
9. Prior to Building Permit issuance, applicant shall be required to submit a deposit of \$2,000.00 to ensure the removal of the temporary building (tent structure) when this development permit expires.
10. 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.

11. The applicant shall provide a fence extending from the front of the building to each side property boundary, with a minimum height of 2.44m.
12. 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.
13. 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.
14. Prior to Building Permit issuance, the applicant shall submit a landscaping plan, showing areas of hard surfacing, for approval by the Development Authority. 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 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 fencing.
16. Prior to Building Permit issuance, the applicant is to submit a revised site plan identifying the width of each access, areas of hard surfacing, a minimum of one loading space, and a garbage disposal area, with locations being to the satisfaction of the Development Authority.
17. Applicant shall provide a minimum of 18 hard surfaced parking spaces for the proposed use. One of these parking spaces must be designed to meet the needs of disabled persons.
18. All hard surfaced parking spaces shall be identified with pavement markings consisting of white or yellow lines that are approximately 7.6cm wide.
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. 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 \$2,000.00. 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.
22. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
23. 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.
24. Applicant shall make separate application for any signs proposed on the property.
25. 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.

**CARRIED:** Unanimously

**B. 61/252.18 (2017); 8% and 10% variances to the minimum parcel area and width respectively, for construction of a detached dwelling to be located at 5253 49 Street; Lot 25, Block 16, Plan 172 2619;**

**zoned R2 – Single and Semi Detached District and within the Medium Density Transition District Overlay.**

The applicant/owner was present to provide information and answer questions regarding the application.

Development Officer, G. Long, presented the application for construction of a detached dwelling on a recently subdivided and rezoned lot. In total, four lots had been previously approved through rezoning and subdivision to accommodate a semi-detached dwellings only. The bylaw requires larger minimum parcel areas and widths to accommodate detached dwellings in contrast to semi-detached lots. For this reason, minimum parcel area and width variances were requested and presented to the Municipal Planning Commission (M.P.C.) for consideration.

A total of twenty (20) property owners within 60m of the subject site were notified. Three responses were received in opposition to the proposed development.

This application is the first of four applications to be applied for.

In addition to being located in the R2 District, the parcel is also located within the Medium Density Transition District Overlay. The overlay regulates development of major additions and infill projects in medium-density residential areas in a manner that ensures compatibility with adjacent properties.

Administration did not support the application as submitted and suggested two separate resolutions.

- a) Deny the application and develop semi-detached / duplex units OR create lots with dimensions that could accommodate detached dwellings
- b) Approve the proposed development with conditions

The applicant spoke to the proposed development sharing more details about the proposed structures.

A concerned resident of the neighbourhood spoke at the meeting to discuss concerns about intensifying the neighbourhood, parking, and the overall feel of the neighbourhood's character should the development go through.

Mayor Creasey suggested unique and diverse developments may benefit the City.

Member Hibbs discussed the plan which guided the original decision to subdivide in order to accommodate semi-detached buildings which may fit the existing architecture better.

After further discussion, a motion to deny the application was passed. Future questions to be directed to the Planning and Development Department for consultation.

**MOVED:** Member Gullekson

**RESOLVED** that the Municipal Planning Commission deny the application for construction of a detached dwelling at 5253 49 Street, Lot 25 Block 16 Plan 172 2619, zoned R2 – Single & Semi Detached District, and located within the Medium Density Transition District Overlay for the following reasons:

1. Subdivision of the parcel was approved for development of a semi-detached residential unit.
2. The parcel does not meet the minimum parcel size required for development of a detached dwelling.
3. The parcel does not meet the minimum parcel width required for development of a detached dwelling.
4. The proposed development does not appear to be compatible with existing detached dwelling lots in the area in relation to lot size and parcel width.

**CARRIED**

**8. NEXT MPC MEETING**

- A. November 15, 2017

**9. ADJOURNMENT**

THAT this meeting now adjourns at 6:48p.m.

**MOVED BY:** Member Easton

**CARRIED:** Unanimously

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Chairperson

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Date