



AGENDA

Municipal Planning Commission Meeting

5:00 PM - Wednesday, August 11, 2021

Zoom

Page

	1.0	CALL TO ORDER
	2.0	ACCEPTANCE OF THE AGENDA
	3.0	ADOPTION OF PREVIOUS MINUTES
2 - 16	3.1.	MPC Minutes, July 14, 2021
	4.0	BUSINESS ARISING FROM THE MINUTES
	5.0	NEW BUSINESS
17 - 31	5.1.	DP 2021-103 - 2016 14 Street DP 2021-103 - E. Proksa - Pdf
	6.0	INFORMATION ITEMS
	7.0	CLOSED MEETING
	8.0	ADJOURNMENT



MINUTES

Municipal Planning Commission Meeting

5:00 PM - Wednesday, July 14, 2021
Virtual

The Municipal Planning Commission of the Town of Coaldale was called to order on Wednesday, July 14, 2021, at 5:05 PM, via ZOOM, with the following members present:

PRESENT:

R. Hohm, Councillor
J. Abrey, Councillor
D. Lloyd, Councillor
J. Van Hierden, Committee Member (Chair)
J. Peters, Committee Member

EXCUSED:

STAFF PRESENT:

S. Croil, Director of Planning & Development
M. Messier, Planning Intern
K. Stone, Recording Secretary

GALLERY:

D. Hayes

1.0 CALL TO ORDER

J. Van Hierden called the meeting to order at 5:05 P.M.

1.1 41-2021

MOTION: R. HOHM moved to appoint J. Van Hierden as Chair.

Carried 5-0

2.0 ACCEPTANCE OF THE AGENDA

2.1 Item 5.5 - Discussion regarding in-person Municipal Planning Commission meetings

42-2021

MOTION: J. Van Hierden moved to APPROVE the agenda as amended.

Carried 5-0

3.0 ADOPTION OF PREVIOUS MINUTES

3.1 MPC Meeting Minutes - June 9, 2021

43-2021

MOTION: R. Hohm moved to APPROVE the June 9, 2021 minutes.

Carried 5-0

4.0 BUSINESS ARISING FROM THE MINUTES

None.

5.0 NEW BUSINESS

5.1 SUB 2021-011 - New School Site and Recreation Centre

S. Croil presented SUB 2021-011, where the Town of Coaldale is proposing the creation of lots for the development of a new high school and multi-use recreation centre as well as the creation of two bareland condominium lots.

The parcels of land subject to review include legal subdivisions 3 and 6 in SW 15-9-20 W4M, and legal subdivisions 4 and 5, in SW 15-9-20 W4M.

The purpose of the application is first to subdivide five (5) parcels of land, ranging in size from 8.49 (20.98 ac) to 14.34 ha (35.43 ac) in size, to accommodate the development of a new high school and multi-use recreation centre and access to the same, and second, to allow for the creation of two bareland condominium lots for the purposes of allowing legal separation between the high school and multi-use recreation centre.

The lot to be used for the purposes of creating the two condominium units is shown on the proposed plan titled "Drawing 21-15311TA" as Lot 5, Block 1 (9.59 ha (23.68 ac) in size) in the

agenda package. The proposed plan showing the condominium units is entitled "Drawing 21-15311TB." in the agenda package.

For the sake of clarity, it is worth noting that on the proposed plan in the agenda package titled "Drawing 21-15311TA," proposed Lot 6, Block 1, and Lot 2, Block 1, are to remain vacant for the time being. Proposed Lot 3, Block 1 and Lot 5, Block 1 contain stormwater management facilities.

As such, the Municipal Planning Commission may consider approval of the application along with the following suggested conditions and considerations for the creation of the five (5) lots, and the creation of two (2) condominium units:

1. Any outstanding property taxes shall be paid to the Town of Coaldale.
2. The applicant or owner or both enter into a Development Agreement with the Town of Coaldale which may make reference to the provision of servicing, drainage, and grading plans, roads, sidewalks, landscaping, parks, etc., and any other matter the Town deems necessary.
3. That any easement(s) as required by utility companies and/or the municipality shall be established, prior to the finalization of the subdivision.
4. That any conditions of Alberta Transportation shall be met prior to finalization.
5. Consideration of adjacent landowner and referral agency comments.

In accordance with the provisions of Sec. 666, 667 and 669 of the Municipal Government Act, the Subdivision Authority may wish to consider Municipal Reserve by way of land, cash-in-lieu or by deferring MR that remains owing on the remainder of the subject parcel.

SUB 2021-011 has been circulated to neighbouring properties and the appropriate referral agencies. The commentary received included:

Alberta Transportation reviewed the Highway 3 and 30th Street Traffic Impact Assessment (TIA) prepared by MPE Engineering Ltd. and stated, "the development of the school and recreational facility will be expressly based on and subject to Section 7 Conclusions, Subsection 7.2 Recommendations of the said Town of Coaldale Highway 3 and 30th Street Traffic Impact Assessment

document." Effectively, granting a waiver of Sections 14 and 15(2) of the Subdivision and Development Regulation, Alberta Regulation 43/2002, consolidated up to 188/2017 ("the regulation").

Given the foregoing and in order that all transportation requirements are fully addressed, pursuant to and in accordance with the approved Town of Coaldale – Highway 3 and 30th Street Traffic Impact Assessment (TIA) a condition of subdivision approval would be subject to the following:

By the Year 2024:

- Changes on the intersection layout: one East Bound-Left Turning auxiliary lane (minimum 180m storage); and one South Bound-Left Turning auxiliary lane (minimum 70m storage),
- Pedestrian crosswalks on the east and south legs of the intersection,
- Actuated-coordinated traffic signals with a cycle length of 110 seconds in the AM and PM peak hour, EB and WB left-turns coded as protected-permitted, other left-turns and right-turns coded as permitted. 1.0 m/s pedestrian walking speed is assumed,

Short-Term Study Intersection's Recommendations:

- implement a monitoring strategy for the intersection to monitor actual growth,
- implement a strategy to provide pedestrian's facilities upgrades need to support the school and recreational facility development (Phase 1) including the CPR crossing at 30th Street,
- coordinate with Alberta Transportation to reduce the posted speed from 70 kph to 50 kph along Highway 3 at the intersection of Highway 3 and 30th Street

The design and construction of the intersection would be to the satisfaction of and accomplished at no cost to Alberta Transportation.

Written verification that by the Year 2024, Recommendations and Short-Term Study Intersection's Recommendations are in place and are to the satisfaction of Alberta Transportation will be required prior to endorsement of the final linen by the approval authority.

The applicant would be advised that any development within the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the center point of the intersection of the highway and another highway would require the benefit of a permit from Alberta Transportation. This requirement is outlined in the Highways Development and Protection Regulation, being Alberta Regulation 326/2009.

ATCO Pipelines has no objections granted the following conditions are met:

1. Any existing land rights shall be carried forward in kind and registered on any newly created lots, public utility lots, or other properties.
2. ATCO Transmission requires a separate utility lot for its sole use.
3. Ground disturbances and surface works within 30 meters require prior written approval from ATCO Transmission before commencing any work.
 - Municipal circulation file number must be referenced; proposed works must be compliant with ATCO Transmission requirements as set forth in the company's conditional approval letter.
 - Contact ATCO Transmission Land Department at 1-888-420-3464 or landadmin@atcom.com for more information.
4. Road crossings are subject to Engineering review and a
 - Road crossing(s) must be paved and cross at a perpendicular angle.
 - Parallel roads are not permitted within ATCO Transmission right(s)-of-way.
 - If the road crossing(s) requires a pipeline alteration, the cost will be borne by the developer/owner and can take up to 18 months to complete.
5. Parking and/or storage is not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
6. Encroachments are not permitted on ATCO Transmission facility(s) and/or right(s)-of-way
7. ATCO Transmission recommends a minimum 15 metre setback from the centreline of the pipeline(s) to any buildings.
8. Any changes to grading that alter drainage affecting ATCO Transmission right-of-way or facilities must be adequate to allow to ongoing access and maintenance activities.

- If alterations are required, the cost will be borne by the developer/owner.
9. Any revisions or amendments to the proposed plan(s) must be recirculated to ATCO Transmissions for further review.

ATCO Gas advised that they will require 3.5m URW's in locations identified in red on the attached plan. The URW's are to be registered as general utility rights-of-way in the town's name.

FortisAlberta determined no easement would be required. FortisAlberta is the Wire Service Provider for this area and the developer can arrange the installation of electrical services for the subdivision through FortisAlberta.

Canada Post provided no comment.

Lethbridge County has no concerns.

St. Mary River Irrigation District (SMRID) has no objection provided the permanent irrigation rights are removed from Legal Subdivisions 3 & 6 and Legal Subdivisions 4 & 5 all in the SW 15-09-20-W4.

- The Commission inquired if there were any submissions from the neighbours
- S. Croil confirmed there was none
- The Commission asked how far around we circulated the notices
- S. Croil advised Subdivision and Development Regulations are specific in that adjacent property owners are to be circulated. However, this application went further out, going along 18th to P. Bos, then west and north quarter sections, Birds of Prey and straight down the west edge of manufactured home park.

44-2021

MOTION: R. Hohm moved to APPROVE SUB 2021-011 with conditions:

For the creation of the five (5) lots:

1. Any outstanding property taxes shall be paid to the Town of Coaldale.

2. The applicant or owner or both enter into a Development Agreement with the Town of Coaldale which may make reference to the provision of servicing, drainage, and grading plans, roads, sidewalks, landscaping, parks, etc., and any other matter the Town deems necessary.
3. That any easement(s) as required by utility companies and/or the municipality shall be established, prior to the finalization of the subdivision.
4. That any conditions of Alberta Transportation shall be met prior to finalization.
5. That any conditions of ATCO Gas and ATCO Pipelines shall be met prior to finalization.

For the creation of the two (2) bareland condominium units:

1. Any outstanding property taxes shall be paid to the Town of Coaldale.
2. The applicant or owner or both enter into a Development Agreement with the Town of Coaldale which may make reference to the provision of servicing, drainage, and grading plans, roads, sidewalks, landscaping, parks, etc., and any other matter the Town deems necessary.
3. That any easement(s) as required by utility companies and/or the municipality shall be established, prior to the finalization of the subdivision.
4. That any conditions of Alberta Transportation shall be met prior to finalization.
5. That any conditions of ATCO Gas and ACTO Pipelines shall be met prior to finalization.

Carried 5-0

5.2 DP 2021-088 - 1302 18 Avenue

M. Messier presented DP 2021-088, an application requesting an intensification of use and a request for the provision of minimum parking requirements at the property at 1302 18 Avenue.

In August 2020, at the regular MPC meeting, the Commission moved to approve Development Permit (2020-092) and the subject property to allow the current use as an 'Automotive Repair and Service Shop.'

Within the Industry-I land use district in Land Use Bylaw 677-P-04-13, an 'Automotive Sales and Service Shop' is considered a

discretionary use. For this reason, the application requires the review of the Commission. The applicant is proposing an accessory use in addition to the current use as an 'Automotive Repair and Service Shop.'

As part of the discussion for the MPC, staff respectfully requests that parking requirements be reviewed as Schedule 11: Off-Street Parking and Loading Requirements states the MPC or Designated Officer must designate the minimum number of required parking spaces for an accessory use.

The applicant is proposing an addition of ten (10) additional parking stalls to accommodate the storage of vehicles for purchase, which will be located at the rear of the building in an enclosed fenced area.

As a matter of process, it was noted that the landscaping requirements outlined in the applicant's previous Development Permit (2020-092) have not been met and to ensure compliance with the conditions, the applicant will be providing a landscape plan. They have proposed to enclosed 4 trees, which is above the requires three trees. In addition, they have agreed to provide Kentucky Blue Grass Sod and ornamental gravel at the base of trees and in front of the proposed parking stalls.

Should the Commission wish to consider approval of Development Application 2021-088 to allow for an intensification of use and the provision of minimum parking requirements, the following conditions are recommended:

1. Must obtain approval of a Building Permit from Superior Safety Codes Inc at (403) 320-0734 prior to commencement.
2. Applicant/Owner shall contact the fire department at 403-345-1330 and arrange for a fire inspection prior to occupancy.
3. Approval is for the building only. A separate permit must be applied for and approved for any signs.
4. A Business License must be obtained from the Town of Coaldale.
5. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighbourhood.

6. The applicant/ owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 11, Off-Street Parking & Loading Requirements, 1 (one) space per 500 ft2 of GFA.
7. The applicant shall complete landscaping on or before the date agreed to in permit no. 2020-092, unless otherwise decided by the Municipal Planning Commission.
8. The development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans must be submitted for re-approval. Failure to comply with any condition of this permit shall render the permit null and void at the discretion of the Development Officer.

The application has been circulated to neighbouring property owners and no comments were received.

- The Commission asked if there is a set date to complete the landscaping.
- M. Messier advised that the date that was stated on the previous application has since passed, so a time frame recommendation from the MPC would be preferred.

45-2021

MOTION: R. Hohm moved to APPROVE DP 2021-088, with conditions:

1. Must obtain approval of a Building Permit from Superior Safety Codes Inc at (403) 320-0734 prior to commencement.
2. Applicant/Owner shall contact the fire department at 403-345-1330 and arrange for a fire inspection prior to occupancy.
3. Approval is for the change of use only. A separate permit must be applied for and approved for any signs.
4. A business license must be obtained from the Town of Coaldale.
5. The applicant/owner shall consult with the Alberta Motor Vehicle Industry Council for updated permissions involving their commercial business license.
6. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighborhood.

7. The applicant/ owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 11, Off-Street Parking & Loading Requirements, 1 (one) space per 500 ft² of GFA.
8. The applicant shall complete landscaping within 6 months of the permit issuance as decided upon by the Municipal Planning Commission (MPC).
9. The development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans must be submitted for re-approval. Failure to comply with any condition of this permit shall render the permit null and void at the discretion of the Development Officer.

Carried 5-0

5.3 DP 2021-089 - 20A Avenue Cul-de-sac

M. Messier presented DP 2021-089, an application submitted on the behalf of the Town of Coaldale, requesting to issue a blanket waiver for various setback requirements for dwellings and accessory structures within the residential subdivision legally described as Lots 26-50, Block 14, Plan 7711285 and referenced as the '20A Avenue Cul-de-Sac'.

At the February 12, 2020, MPC meeting, the Commission moved to approve Development Permit 2019-182, a request for a compliance letter submitted by applicant C. Moman.

At the February 22, 2021, regular council meeting, Council moved to approve the motion that the '20A Avenue Cul-de-Sac' item be referred to the Municipal Planning Commission.

Additional motions at the February 2021 meeting included waiving the costs associated with the proposed blanket waiver and a refund of compliance letter fees paid by resident C. Moman.

During the review of the initial request brought forth by C. Moman, a resident of the '20A Avenue Culde-Sac,' it was realized that the lot size of the subject property was below the minimum lot size requirement.

At this time, staff determined that minimum lot size requirements were an overarching issue within the subdivision and continued to conduct a comprehensive review for each parcel to determine the level of compliance with the current Land Use Bylaw 677-P-04-13 and the Land Use Bylaw at the time. It was determined that of the twenty-seven (27) lots, 22 or eighty-one percent (81%) of dwellings were in some level of non-compliance of front, side or rear yard setbacks requirements.

Following the February 22, 2021 council meeting and the direction of Council, staff conducted an additional review of accessory structures to determine their level of compliance with minimum setback requirements. When reviewing the accessory structures, it was determined that of the twenty-seven (27) parcels, thirteen (13) were non-compliant with setback requirements. A total of ten (12) parcels did not have an accessory structure, while one (1) property had a compliant accessory structure.

Should the Commission wish to issue a blanket waiver, they may consider applying a waiver to dwellings and accessory structures to ensure residents are able to obtain a letter of compliance in light of the subdivision not meeting the minimum lot size requirements.

Should the Commission wish to consider the approval of Development Application (2021-089) to allow for a blanket waiver of all existing dwelling and accessory structure minimum setback requirements, the following conditions are recommended:

1. Dwellings or accessory structures may not be added to or altered without obtaining a valid Development Permit.

For information purposes, and should the Commission find merit in the blanket waiver request, in the notice of decision sent to property owners, it will be clarified that the waiver applies to structures in place up to July 2021 only.

At the February 22, 2021, regular council meeting, Council moved to approve a waiver of costs associated with the development application for the residential subdivision legally described as Lots 26 to 50, Block 14, Plan 7711285.

Notice of the application was circulated to neighbouring property owners.

Due to the history of decisions by the Commission and council, staff provided an informational project webpage on the Let's Connect Coaldale online platform for access to resources such as previous council reports, site location and the council meeting recorded livestream. While not standard practice, a URL link to the webpage was included within the circulated notice.

M. Wickstrom advised that they reviewed the application and didn't understand what the waiver and application were trying to achieve, which was addressed by staff.

- The Commission inquired why this application is being heard before the MPC and not Town Council.
- M. Messier advised that Council has approved that all costs associated with the application coming to MPC would be waived, as the Commission has authority to grant the waivers.
- S. Croil added that the primary reason it came before the MPC is the ability for one committee to have the authority to make that decision. Locate

46-2021

MOTION: R. Hohm moved to APPROVE DP 2021-089, with conditions:

1. Dwellings or accessory structures may not be added to or altered without obtaining a valid development permit. Waiver applies to structures in place up to July 2021 only.

Carried 5-0

5.4 DP 2021-097 - 2006 30A Avenue

M. Messier presented DP 2021-097, an application requesting a waiver of accessory building height requirements to allow for a detached garage at the property at 2006 30A Avenue.

Within the Residential R-1A land use district in Land Use Bylaw 677-P-04-13, it states the maximum height of any accessory building shall be no more than 4.6 metres (15 feet). The applicant is proposing a new height of 5.8 metres (17 feet 8 inches), which would equal an eighteen percent (18%) waiver.

Should the Commission wish to consider approval of Development Application 2021-097 to allow for a waiver of maximum accessory height requirements, the following conditions are recommended:

1. Must obtain approval of a Building Permit from Superior Safety Codes Inc., at (403) 320-0734 OR at www.superiorsafetycodes.com prior to commencement.
2. Shall contact Alberta 1st Call (1-800-242-3447) and Dig Shaw (1-866-344-7429) to locate any utility lines prior to commencement.
3. Setbacks shall conform to site plan, which was attached as part of the Development Permit application and to Land Use Bylaw No. 677-P-04-13, Schedule 2, Residential R-1A.
4. Ensure lot drainage is maintained and that lot grade is maintained, and at no time shall lot drainage negatively impact adjacent properties.
5. Refuse and or garbage during construction shall be in appropriate containers and shall be properly screened and placed in an approved enclosure until removed for disposal.
6. The building, when completed, shall meet or exceed provincial building requirements and comply with all provincial and municipal health and fire regulations.
7. The detached garage is not to be further enlarged unless the necessary permits have been applied for.
8. There shall be no construction of additional accessory buildings until the existing structures have been removed.

The application has been circulated to neighbouring property owners.

- D. Hayes advised that the homeowner is doing the detached garage himself, but Grizzly Ridge is assisting. The homeowner works on vehicles and has a vehicle lift. The lumber package he had purchased was over height, and in order to rectify it he looked into purchasing 3/12 trusses, which were very expensive. He then decided to try to rectify it by way of a waiver.
- The Commission inquired if the height is the same as the neighbouring property to the south which was previously denied by MPC.

- S. Croil advised that the height on the one to the south that was denied was 17.5ft.

47-2021

MOTION: D. Lloyd moved to DENY DP 2021-097 as the Development Authority has determined that the waivers being requested were considered excessive and would be out of character with surrounding properties and the general aesthetic of the neighbourhood, and that if the waiver requests were to be granted, the resulting development would not be in keeping with the general character of the area.

5.5 Change MPC meetings from virtual to in-person

The Commission suggested holding off until September

48-2021

MOTION: R. Hohm made a motion to wait until September 2021 to meet in-person

Carried 5-0

6.0 INFORMATION ITEMS

7.0 CLOSED MEETING

8.0 ADJOURNMENT

8.1 **49-2021**

MOTION: D. Lloyd moved to close the public portion of the meeting at 5:58 P.M.

Carried 5-0

8.2 **50-2021**

MOTION: J. Peters moved to adjourn the meeting at 5:58 P.M.

Carried 5-0

J. VAN HIERDEN – CHAIR

K. STONE – RECORDING SECRETARY

AGENDA ITEM REPORT



Title: DP 2021-103 - 2016 14 Street
Report Type: Request for Decision
Report Author: Melanie Messier
Meeting: Municipal Planning Commission - 11 Aug 2021
Department: Planning
Reviewed by Cameron Mills
Supervisor/Peer:

TOPICS:

OBJECTIVE:

The following report is to present the Municipal Planning Commission (MPC) with an application for a Home Occupation 2 where the applicant is requesting to operate a dog breeding business at the property legally described as Lot 22, Block 16, Plan 6476AA.

PREVIOUS COUNCIL DIRECTION:

First time this matter has appeared before the commission.

ANALYSIS:

The Residential R-1A land use district in Land Use Bylaw 677-P-04-13 states that Home Occupation 2 is a discretionary use. For this reason, the application requires the review of the Municipal Planning Commission. The applicant is proposing to operate a business to breed, maintain and sell German Shepherd puppies under the following premises:

- There are currently no businesses operating out of the residence
- No more than one client will visit the residence daily
- There are (2) two on-site parking spaces available for visitors
- The business will operate Monday to Friday from 9:00 am to 8:00 pm
- No employees will visit the residence
- There will be no advertising or signage on the property

The applicant has indicated an intention to breed one to two litters of puppies per year. It is worth noting the animals being bred will be certified by the Canadian Kennel Club (CKC), a registry body for purebred dogs in Canada where members are expected to follow a 'Code of Practice' for breeding. For reference to the Code of Practice, please refer to Schedule A.

Applicable Section of the Land Use Bylaw:

- Schedule 2, Residential R-1A land use district
- Schedule 7, Home Occupations

KEY CONSIDERATIONS:

Should the commission wish to consider approval of Development Application (2021-103) to allow for a Home Occupation 2 to allow for the breeding of German Shepherd puppies, the following conditions are recommended:

1. Applicant/owner complies with the Land Use Bylaw No. 677-P-04-13, Schedule 7, Home Occupations.
2. Development Permit No. 2021-103 may be revoked at any time if, in the opinion of the Development Authority, the use is or has become detrimental to the amenities of the neighbourhood.
3. Applicant/owner complies with the Community Standards Bylaw and ensures onsite business activity does not create noise or nuisance that is noticeable from adjacent property owners.
4. Applicant/owner shall have no more than (2) two breeding dogs at any one time.
5. Hours of operation will be Monday to Friday from 9:00 am to 8:00 pm.
6. Appointments shall be one at a time and by appointment only.
7. At no time shall there be a surplus of vehicles parked on or in front of the subject property to ensure there will be no traffic or parking problems within the neighbourhood.
8. No signage shall be permitted. Should the applicant wish to place signage on the property a separate sign application must be submitted to the Town of Coaldale.

FINANCIAL IMPACT:

None.

STAKEHOLDER ENGAGEMENT:

Development Application DP 2021-103 has been circulated to neighbouring property owners.

DECISION OPTIONS:

The Municipal Planning Commission may wish to:

1. Approve development application (2021-103) with conditions.
2. Deny the application with reasons.
3. Table the application pending further receipt of information.

RECOMMENDATION:

N/A

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on
Community Safety

2. Focus on Livability

3. Focus on Economic
Health

4. Focus on Good
Governance and
Corporate Excellence

5. Focus on
Responsible and
Responsive Growth

ATTACHMENTS:

[2021-103 - Notice Letter to Surrounding Landowners - Home Occ II](#)
[Coaldale LUB Residential R-1A LU district excerpt](#)
[Coaldale LUB - Schedule 7 - Home occupations](#)
[Schedule A - Canadian Kennel Club - Code of Practice](#)



July 29, 2021

TO: NEIGHBOURING PROPERTY OWNERS

RE: DEVELOPMENT APPLICATION 2021-103

APPLICANT: ELISABETH PROKSA

**ADDRESS: 2016 14 STREET, COALDALE, ALBERTA
PLAN 6476AA, BLOCK 16, LOT 22**

ZONING: RESIDENTIAL R-1A

Dear Sir/Madam,

We are in receipt of Development Application #2021-103 to review an application for a Home Occupation 2 to allow for a business to breed and sell German Shepherd puppies at the above-mentioned address.

Within the Residential R-1A zoning district in Land Use Bylaw 677-P-04-13, Home Occupation 2 is a discretionary use, and for that reason requires review by the Municipal Planning Commission (MPC).

The applicant is proposing to operate a home business to breed, maintain and sell German Shepherd puppies under the following premises:

- There are currently no other businesses operating out of the residence
- No more than one client will visit the residence daily
- There are 2 on-site parking spaces available for visitors
- The business will operate Monday to Friday from 9:00 am to 8:00 pm
- No employees will visit the residence
- There will be no advertising or signage on the property

The application will be considered and decided upon by the Municipal Planning commission (MPC) at the August MPC meeting.

- **This application will be heard by the MPC at the August 11th meeting, which will be held virtually at 5 pm.**
- **Options for attending the meeting are by virtual means.**
- **For individuals wishing to attend by virtual means, please contact the undersigned at your earliest convenience and you will be provided instructions for virtual attendance.**

The full agenda will be posted on our website by August 5th, 2021 at the following link, <http://www.coaldale.ca/mpc-meeting-agendas/>. However, if you wish to view the details of this

application prior to that date please contact the Town by email or phone at buildingcoaldale@coaldale.ca or 403 345-1304 and a copy of the application can be sent to you digitally.

Pursuant to the provisions of Section 42 of the Bylaw 677-P-04-13 being the Land Use Bylaw of the Town of Coaldale, notice is hereby given that on **Wednesday, August 11th, 2021, at 5:00 p.m., the Municipal Planning Commission (MPC) will consider an application for Development Permit 2021-103.**

Any comments you wish to make concerning the application can be made in writing or by email to the Town of Coaldale up to and including the date of the meeting, it is appreciated if they can be forwarded by 4:00pm on Wednesday, August 11th, 2021 or verbally and by virtual means at the meeting. Comments for the application can be dropped off in person at the Town Office, faxed to 403-345-1311 or emailed to buildingcoaldale@coaldale.ca. Please note that all submissions will be made public.

Sincerely,



Spencer Croil, RPP MCIP
Director of Planning and Community Development
Development Officer

cc. Applicant



RESIDENTIAL – R-1A



Purpose:

To provide for a high-quality residential environment with the development of primarily single-detached dwellings on standard-sized lots or semi-detached dwellings development and other compatible uses. Development is to occur on standard-sized lots as defined in this land use district.

1. (A) PERMITTED USES

- Dwellings:
 - Secondary Suite
 - Single-Detached - Site Built
 - Single-Detached - Prefabricated
 - Semi-Detached - Pre-Planned¹
- Accessory building, structure or use to an approved permitted use
- Day Home
- Detached Garage
- Garden Shed
- Home Occupation 1
- Shipping Container (temporary)

(B) DISCRETIONARY USES

- Dwellings:
 - Moved-In
 - Semi-Detached - Isolated²
- Accessory building, structure or use to an approved discretionary use
- Bed and Breakfast
- Boarding or Lodging House
- Child Care Facility
- Home Occupation 2
- Institutional Facilities and Uses
- Parks and Playgrounds
- Public or Private Utility
- Sign Types³: 2, 4, 5⁴, 12

Notes:

1 – Semi-Detached Dwelling – Pre-Planned means a semi-detached dwelling or a proposed semi-detached dwelling that **would** be located on a site designated for that purpose in an adopted Statutory Plan.

2 – Semi-Detached Dwelling – Isolated means a semi-detached dwelling or proposed semi-detached dwelling that would be located on a site **not** designated for that purpose in an adopted Statutory Plan.

3 – See Schedule 13: Sign Regulations, Section 8 for definitions of sign types.

4 – See Schedule 13, subsection 8(5)(i) for restrictions on freestanding signs in residential districts.

(C) PROHIBITED USES

- Shipping Container (permanent)
- Single-detached manufactured dwellings
- Sign Types 1, 3, 6, 7, 8, 9, 10, 11
- Any use which is not listed as either a permitted or discretionary use, or is not ruled to be a similar use to a permitted or discretionary use in accordance with the Administration Section, subsection 35(a), is a prohibited use

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	ft ²
Single Detached Dwelling	15.24	50	33.53	110	511.00	5,500
Semi-Detached Dwellings (for each side)	10.67	35	33.53	110	357.76	3,850
All other uses	As required by the Designated Officer or Municipal Planning Commission					

- (a) The Designated Officer may approve a development on an existing registered lot if the minimum dimensions or area are less than those specified above in Section 2.
- (b) Despite the above requirements, all lots located on curves or cul-de-sacs shall have a minimum frontage of 6 m (19.68 ft.).

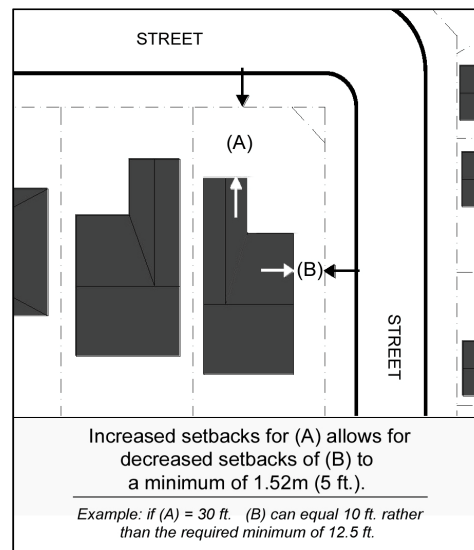
3. MINIMUM YARD DIMENSIONS FOR PRINCIPAL BUILDINGS AND USES

Use	Front Yard		Secondary Front (Corner Lots)		Side Yard		Rear Yard	
	m	ft.	m	ft.	m	ft.	m	ft.
Single-Detached Dwelling	7.62	25	3.81*	12.5*	1.52	5	7.62	25
Semi-Detached Dwellings (for each side)	7.62	25	3.81*	12.5*	1.52	5	7.62	25
All other uses	As required by the Designated Officer or Municipal Planning Commission							

Note: Measurements are from the respective property line to the nearest point of the building.

MINIMUM YARD SETBACKS FOR A CORNER LOT

*The required secondary front yard distance on a corner lot may be reduced by 0.15 m (0.5 ft.) for each 0.3 m (1 ft.) that the front yard setback is increased, providing the resulting secondary front yard setback is never less than 1.52 m (5 ft.). (see diagram)



4. MAXIMUM SITE COVERAGE

- (a) **Total allowable coverage:** 45% inclusive of all buildings
- (b) **Principal building:** 35 - 45% depending on accessory building(s)
The principal dwelling shall not occupy more than 45 percent of the surface area of a lot. Attached garages shall be considered as part of the principal building.
- (c) **Accessory buildings:** 0 - 10% depending on principal building
The combined total of all accessory buildings, including detached garages, shall be no more than 10 percent of the surface area of the lot, or less, depending on the total lot coverage of the principal building.
- (d) Other development shall be at the discretion of the Development Authority.

5. MINIMUM FLOOR AREA

Use	Minimum Floor Area*
Single-Detached Dwellings	74.32 m ² (800 ft ²)
Semi-Detached Dwellings (both units)	130.06 m ² (1,400 ft ²)
All other uses	As required by the Designated Officer or Municipal Planning Commission

*Total floor area of all floors as measured by floors above grade or floors not more than 1.5 m (5 ft.) below grade.

6. MAXIMUM HEIGHT OF BUILDINGS

Use	Maximum Height*
Principal Dwelling	10 m (33 ft.)
Accessory Buildings	4.57 m (15 ft.)
All other uses	As required by the Designated Officer or Municipal Planning Commission

*See definition for Building Height.

7. DRAINAGE

- (a) All dwellings and accessory structures must have eaves and downspouts, proper site grading and all surface drainage must be contained on-site and directed into approved municipal infrastructure.

8. ACCESSORY BUILDINGS (INCLUDING GARDEN SHEDS AND DETACHED GARAGES)

- (a) Minimum setbacks for accessory buildings including garden sheds and detached garages are as follows:

	Front Yard		Secondary Front (Corner Lots)		Side Yard		Rear Yard	
Use	m	ft.	m	ft.	m	ft.	m	ft.
Accessory Buildings – interior lots and laneless corner lots	See (f) and (g) below.				0.90	3	0.90	3
– laned corner lots	Same as principal		3.05	10	0.90	3	0.90	3

All other uses

As required by the Designated Officer or Municipal Planning Commission

Note: Measurements are from the respective property line to the nearest point of the building.

- (b) No accessory building or use shall be allowed on a lot without an approved principal building or use.
- (c) Accessory structures and uses not specifically included within a development permit require a separate development permit application.
- (d) Accessory buildings on interior lots or laneless corner lots shall not have overhanging eaves less than 0.61 m (2 ft.) from the side and rear lot line.
- (e) Accessory buildings on laned corner lots shall not have overhanging eaves less than 2.74 m (9 ft.) from the secondary front lot line and 0.61 m (2 ft.) from the rear and side lot lines.
- (f) Accessory buildings shall not be located in the front yard.
- (g) Accessory buildings shall not be located in a side yard between the property line and a principal building.
- (h) Accessory buildings shall have a minimum separation of 0.61 m (2 ft.) from the overhanging eaves of the accessory building and the eaves of any other structure or dwelling.
- (i) The exterior finish of all accessory buildings must be the same or complimentary to the principal building.
- (j) A minimum separation distance of 1.22 m (4 ft.) shall be provided between a principal building and any accessory building or structure.

9. MINIMUM LOT LINE SETBACKS FOR OVERHANGING EAVES

- (a) The overhanging eaves of a principal building shall not be less than 0.61 m (2 ft.) from the side lot line.

10. ARCHITECTURAL CONTROL APPROVAL

- (a) Development permits may require developer's Architectural Control review and approval PRIOR to a development permit being issued.

11. PREPLANNED OR COMPREHENSIVE DEVELOPMENTS

Applications for preplanned or comprehensive Developments or Subdivisions should be accompanied by:

- (a) **Development Concept** – A graphic rendering of the project together with a brief written summary of the concept and purpose of the development;
- (b) **Site Plans and Drawings** – Site plans, drawn to an appropriate scale, should be submitted in duplicate. Among other things, they should indicate: dimensions of all existing and proposed lots, existing and proposed roadways and public areas, parking stalls, the location of adjoining parcels and other details needed to describe the proposal;
- (c) **Topographic Details** – Topography of the site, including one metre or one-half metre contours should be provided either on the site plan or on a separate drawing;
- (d) **Contouring and Drainage** – Any proposed cutting and filling or other contouring of the site should be shown on a separate site plan. Proposed drainage of surface runoff should be detailed either on this plan or the main site plan;

- (e) **Roadways and Access** – All existing and proposed public roadways, such as streets, lanes and walkways should be shown and should include the proposed width of each as well as linkages to existing public roads;
- (f) **Development Specifications** – Specifications of the actual development should include such items as: minimum setbacks of all existing or proposed structures from lot boundaries, location, dimension and capacity of parking, driveway access points, approximate location of buildings on each lot, height of structures, etc.;
- (g) **Services and Utilities** – Information on all utilities that will be provided to the site including details pertaining to road construction, sidewalks, curb and gutter, water supply, storm sewer, sanitary sewage disposal and solid waste disposal;
- (h) **Staging of Development** – Proposed staging if the proposed Subdivision or Development will be completed in two (2) or more phases. This should be described together with the purpose of the proposed staging;
- (i) **Architectural Controls** – Any design standards such as type of roofing, building colours, siting of buildings, fencing, etc. to be complied with;
- (j) **Other Information** – And any other information that may be required by the Development Authority to make a recommendation.

12. STANDARDS OF DEVELOPMENT	– SCHEDULE 4
13. MOVED-IN DWELLING AND MOVED-IN BUILDING REGULATIONS	– SCHEDULE 5
14. PREFABRICATED DWELLING REGULATIONS	– SCHEDULE 6
15. HOME OCCUPATIONS	– SCHEDULE 7
16. BED AND BREAKFAST STANDARDS	– SCHEDULE 8
17. LANDSCAPING AND AMENITY AREAS STANDARDS AND GUIDELINES	– SCHEDULE 9
18. OFF-STREET PARKING AND LOADING REQUIREMENTS	– SCHEDULE 11
19. SIGN REGULATIONS	– SCHEDULE 13

SCHEDULE 7: HOME OCCUPATIONS

1. HOME OCCUPATION 1

The Designated Officer is authorized under Administration Section 14 of the Land Use Bylaw, to decide upon any of the home occupations listed below as Home Occupation 1 only if:

- (a) the use involves phone and office only,
- (b) the use involves no outdoor storage,
- (c) there is no display of goods on the interior of the residence,
- (d) all sales occur off the premises,
- (e) the use complies with the general standards found in Section 3 of this Schedule.

If there is a doubt as to whether a proposed home occupation is a Home Occupation 1, then the Designated Officer may refer the application to the Municipal Planning Commission for a decision.

2. HOME OCCUPATION 2

The Municipal Planning Commission is to decide upon any of the home occupations listed below as Home Occupation 2 only if:

- (a) there is a limited volume of on-premises sales,
- (b) the proposed storage is not exposed to public view,
- (c) there is a limited display proposed for the inside of the building,
- (d) the use complies with the general standards found in Section 3 of this Schedule.

3. GENERAL STANDARDS

Home occupations may be permitted subject to the following conditions:

- (a) Except with the approval of the Development Authority, no person other than the applicant shall be engaged in such home occupations on the premises.
- (b) The applicant shall be a permanent resident of the dwelling.
- (c) No variation from the external appearance and residential character of land or building shall be permitted.
- (d) Home occupations shall be operated as a secondary or subordinate use to the principal use of the lot/site with a residence or dwelling unit.
- (e) Home occupations shall not be permitted in any residential land use district if, in the opinion of the Development Authority, the use would be more appropriately located in a commercial or industrial land use district.
- (f) No use requiring electrical or mechanical equipment shall cause a fire rating change in the structure or the district in which the home occupation is located.
- (g) Advertising may only be permitted in compliance with Schedule 13: Sign Regulations.
- (h) Home occupations shall not generate vehicular traffic or parking, in excess of that which is characteristic of the district within which it is located.

- (i) On-site parking stalls shall be provided and utilized for all business vehicles associated with a home occupation. Any and all business vehicles associated with the home occupation shall comply with all requirements and regulations of the relevant and applicable Town of Coaldale traffic/road bylaw(s).
- (j) The Municipal Planning Commission may require additional parking spaces due to the type of Home Occupation 2 proposed as they determine to be necessary.
- (k) Traffic shall be controlled by and conform to the Town of Coaldale Traffic Bylaw.
- (l) No offensive noise, vibration, smoke, dust, odours, heat or glare discernible beyond the property lines shall be produced by the use.
- (m) The development permit shall be applicable only for the period of time the property is occupied by the applicant. Any permit issued is non-transferable.
- (n) All permits issued for home occupations shall be subject to the condition that the permit may be revoked at any time if, in the opinion of the Development Authority, the use is or has become detrimental to the amenities of the neighbourhood.
- (o) A Home Occupation permit issued may be subject to review each year by the Designated Officer to determine if the home occupation is in compliance with the Land Use Bylaw and any conditions placed on the approved permit.
- (p) A Home Occupation permit may be issued temporarily in accordance Section 43 of the Administration Section.
- (q) Home occupations shall **not** include:
 - i. activities that use or store hazardous materials;
 - ii. any use that would, in the opinion of the Development Authority, materially interfere with or affect the use, enjoyment or value of neighbouring properties;
 - ii. any use declared by resolution of Council to be undesirable as a home occupation.
- (r) The applicant shall be responsible for compliance with the Alberta Health Standards and Guidelines and the Alberta Building Code requirements.
- (s) The issuance of a development permit in no way exempts the applicant from obtaining a business license from the Town and any other Provincial approvals that may be required.

CODE OF PRACTICE FOR CANADIAN KENNEL CLUB MEMBER BREEDERS

I. Purpose [Board Motion #23-09-17]

This Code of Practice shall apply to all breeders who are members of The Canadian Kennel Club. Its purpose shall be to provide breeders with a set of mandatory standards and requirements relating to the proper maintenance, breeding, selling and overall protection of their chosen breed(s).

It shall be the aim of every breeder to breed dogs that are healthy and sound in both mind and body to ensure that the dogs are true to their heritage.

It shall also be the responsibility of every breeder to adhere at all times to proper and ethical business practices when buying, breeding, selling and placing their dogs.

II. Breeding Principles

The breeding of dogs is a serious responsibility; therefore, the decision to breed should never be taken lightly. To this end, every breeder, or prospective breeder, must be willing to embrace the following general principles:

- (a) Be prepared to make a serious commitment of both time and financial resources in order to ensure that a proper breeding program can be carried out.
- (b) Be prepared to provide for the well being of the dogs, both while in your care as well as in the ultimate placement of the dogs.
- (c) Be prepared to work hard to preserve and maintain the breed for future generations through the judicious selection of breeding stock.
- (d) Be prepared to share knowledge that is gained through experience with fellow breeders, particularly those who are novices.

III. General Responsibilities

The following are a set of general responsibilities that shall be understood and accepted by all CKC member breeders:

- (a) Every breeder shall be conversant with and fully adhere to the *By-laws*, rules, regulations, policies and procedures of CKC, as well as the requirements of the *Animal Pedigree Act (APA)*.
- (b) All litters and all dogs in each litter shall be registered with the CKC. Litter registrations shall be forwarded to CKC as soon as is reasonably possible after the birth of the dogs. Upon the sale of each dog from any litter, breeders shall transfer ownership and register each dog in the name of the purchaser in accordance with stated requirements.
- (c) At all times the dogs shall be provided with proper housing, nutrition, health care and necessary exercise.

- (d) Every breeder shall make a conscientious effort to learn about structure, movement and behavior, understand and stay current with inherited traits, congenital and hereditary health problems related to their breed, and to have a basic knowledge of health care and first aid.
- (e) Breeders are encouraged to regularly test for health and genetic problems and are encouraged to openly share the results of all such testing that is undertaken. They should also follow recommended protocols for the control of genetic disease.
- (f) Every breeder shall maintain current and accurate records pertaining to their breeding program, the particulars of all dog registrations and all sales transactions.
- (g) No breeder shall sell or donate dogs for the purpose of their being auctioned, raffled or to pet stores.

IV. Breeding Practices [Board Motion #23-09-17]

In order to attain the goal of producing quality dogs, a breeder must give priority to producing dogs that are healthy and sound in both mind and body, and to selecting breeding stock that conforms to the requirements as defined by the Rules of Eligibility (ROE) for each breed where available.

- (a) Use dogs that are known to be of sound health and stable temperament.
- (b) Choose both a sire and dam that have reached such maturity that they can produce and raise a healthy litter.
- (c) Assure that all breeding documents and registrations are available for inspection and completely in order.
- (d) As the owner of a stud dog, ensure that the owner of the dam has the ability and the necessary facilities to successfully whelp, raise and assure the future well being of any resulting litter.
- (e) As the owner of the dam, ensure that the owner of the sire has the knowledge and experience to provide a safe and proper mating, including the diligent care of the dam.

V. Selling Practices

All breeders have a serious responsibility when selling dogs to purchasers, whether they are fellow breeders or members of the general public. In order to fulfill this responsibility and without limiting the specifics of The By-laws, rules, regulations, policies and procedures and the *Animal Pedigree Act*, all CKC breeders shall adhere to the following general sales practices:

- (a) Dogs must never be sold on a "with or without papers" basis. As noted in Section III. (b) above, all dogs must be registered with CKC.
- (b) In accordance with The By-laws, the breeder is responsible for the submission of and payment for all registration applications. Such costs may be included in the price of the dog. Under no circumstances shall the buyer be asked to submit or pay for any applications to register or transfer the ownership of a dog.
- (c) All dogs must be uniquely and permanently identified with an approved Canadian Standard microchip transponder or a tattoo, prior to leaving the breeder's premises.

- (d) Potential purchasers of dogs shall be reasonably screened for their suitability and capability to own and meet the needs of the particular breed. The concept of a dog being a lifetime commitment should always be reinforced with the purchaser.
- (e) Breeders shall represent their dogs to prospective purchasers with honesty and integrity.
- (f) Breeders shall commit themselves to assisting novice dog owners in understanding the breed. They shall also encourage new dog owners to become involved in the activities of the sport of purebred dogs and inform them about the values in becoming a member of CKC.
- (g) Breeders shall provide a written sales agreement containing the name of the purchaser, the date of sale, a statement confirming that the dog is purebred, the name of the breed and the dog's unique identification number. In addition, all terms and conditions of the sale, including a return or replacement policy, shall be clearly defined. The agreement shall be properly dated and signed by all parties.
- (h) Breeders shall provide the purchaser with a reasonable written guarantee that protects the dog, the purchaser and the seller.
- (i) Regardless of age, spaying or neutering of all dogs sold as companions should be actively encouraged.
- (j) Purchasers should be provided with copies of all relevant documentation, including such things as CKC registration documentation, copies of non-breeding agreements, completed sales agreements, guarantees, health and vaccination records, and a set of instructions on the care, training and diet for the dog.