



**MUNICIPAL PLANNING COMMISSION – MINUTES
WEDNESDAY, February 10, 2021
5:00 PM – THE HUB (VIRTUAL)**

PRESENT:	Council Members:	R. Hohm (Chair), D. Lloyd, J. Abrey
	Citizen Members:	J. Van Hierden; J. Peters
	Director of Planning:	S. Croil
	Economic and Community Development Manager:	C. Mills
	Municipal Planning Intern:	M. Messier
	Recording Secretary:	K. Stone
	Gallery:	P. Bos; D. Kovaks; D. Kovaks;

1.0 CALL MEETING TO ORDER:

R. Hohm called the meeting to order at 5:00 p.m.

2.0 ADDITIONS TO / ADOPTION OF AGENDA:

MOTION: J. Peters moved to approve the agenda

5-0 CARRIED

3.0 ADOPTION OF MINUTES:

Municipal Planning Commission Minutes – December 9, 2020

MOTION: J. Abrey moved to approve the December 9, 2020 minutes

5-0 CARRIED

4.0 BUSINESS ARISING FROM MINUTES: None

5.0 NEW BUSINESS:

**5.1 Development Application 2021-008
2116 24 Avenue
Home Occupation II**

M. Messier presented Development Application 2021-008 requesting a Home Occupation II – Spray Tanning & Retail at 2116 24 Avenue.

Due to the potential for perceived or real impacts to surrounding properties, the applicant has noted that they expect the following for operation of the business:

- Hours of operation would be 10am – 7pm Monday to Sunday;

- There are 4 off street parking stalls available for client visits;
- There will be up to 5 clients serviced per day;
- There shall be no employees other than the dwelling occupant;
- There shall be no materials or goods displayed or stored outside the building;
- There shall be no signage advertising the business;
- There will be goods displayed within the residence;

Notice of the application was sent to the neighbouring property owners and six written letters of support have been submitted as of the date of the preparation of this report.

MOTION: J. Abrey moved to approve Development Application 2021-008 subject to conditions:

1. Applicant complies with the Land Use Bylaw No 677-P-04-13, Schedule 7, Home Occupations District;
2. Development Permit No. 2021-008 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 neighborhood.
3. Hours of operation will be: 10 am to 7 pm, Monday to Sunday.
4. Appointments shall be one at a time and by appointment only.
5. 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.
6. 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.

5-0 CARRIED

**5.2 Development Application 2021-011
266 Fairway Drive
Home Addition**

M. Messier presented Development Application 2021-011 requesting an addition to the existing dwelling at 266 Fairway Drive. The applicant is requesting an addition to the east corner of the residence for a kitchen renovation. The proposed addition will extend 3.3 metres (11 feet) and 4 inches along the northeast side of the existing residence. The current rear setback of the property is 5.1 metres (17 feet) and 6 inches, while the proposed addition will project an additional 0.9 metres (3 feet) into the rear setback for a proposed new setback of 4.2 metres (14 feet) and 10 inches.

Additional information, provided by the applicant include:

- The home addition will not extend past the existing eaves of the dwelling,
- The height of the dwelling will not be impacted, and
- A portion of the rear sidewalk will be removed, restored and landscaped to accommodate the new addition.

Notice of the application was sent to the neighbouring property owners and three written letters of support have been submitted.

MOTION: J. Van Hierden moved to approve Development Application 2021-011 subject to conditions:

1. Must obtain approval of a Building Permit from Superior Safety Codes Inc at (403) 320-0734 prior to commencement
2. Must 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 to conform to site plan that was attached as part of the Development Permit application and to the current Land Use Bylaw 677-P-04-13, Schedule 2, Residential R-1A.
4. 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.
5. When completed, shall meet or exceed provincial building requirements and comply with all provincial and municipal health and fire regulations.
6. For safe work-site purposes, it is recommended that the civic address of the site be displayed so it is visible from the street at all times during construction in the event that emergency services personnel are called to attend the site.
7. The development must be of a colour and style that is complementary to the exterior of the existing home in the opinion of the development officer.
8. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighborhood.

5-0 CARRIED

**5.3 Development Application 2021-013
906 11 Avenue
Industrial Building**

M. Messier presented Development Application 2021-013 to review the construction of a new industrial building application and to allow a waiver of the minimum landscaping requirements at 906 11 Avenue. Within the Industry - I zoning district in Land Use Bylaw 677-P-04-13, 'manufacturing' is a permitted use, however, the applicant is requesting a waiver to relax the minimum landscaping requirements outlined in Schedule 9, Landscaping and Amenity Areas Standards and Guidelines.

The applicant is requesting a reduction of 7.1% from the standard 10% of lot/site landscaping requirement. However, if a Municipal Reserve strip were considered a part of the landscaping plan, the total contribution of landscaping would be 15.4%. The waiver is being requested in recognition of the 10 metre (32.8 ft) wide strip of Municipal Reserve located adjacent to the east boundary of the subject property, which will be fully landscaped. This strip of land is 1174 square metres (12,636 sq ft) in area. The Municipal Reserve strip is proposed to be landscaped by the applicant at the same time that all other site landscaping is undertaken.

It was also noted that the minimum 6 metre (20 ft) landscaping buffer between road right of way and the subject parcel will be met on the south and east sides of the lot, which are adjacent to 11th Avenue and 8th Street, respectively. The portion of lot adjacent to 10th Avenue does not show any proposed landscaping and is proposed to remain without landscaping for the time being, given that there are no plans to construct 10th Avenue in the near term.

Industrial buildings carrying out manufacturing activities is a permitted use in the Industry - I zoning. The property that is the subject of this application is able to accommodate the construction of the new industrial building to meet all requirements of the Land Use Bylaw. The portion of the application that requires consideration by the Municipal Planning Commission is regarding the waiver of the minimum of 10 percent of the total lot area (or site area) only. Therefore, the scope of this application is limited to whether or not the applicant will be required to provide additional landscaping in addition to the landscape buffer to be located east of the property.

- P. Bos advised that the area is 14 meters wide and will look good when it's completed.
- The Commission inquired if the proposed landscaping conforms with the businesses to the south.
- S. Croil advised that Nudura has a substantial amount of landscaping facing 8th Street. He further advised that the applicant is proposing more landscaping than Nudura currently has, and confirmed that that it would match well.
- The Commission inquired if there were any concerns with snow drifting onto Range Road 201 (8th Street) as a result of the landscaping.
- C. Mills advised that there are no concerns, and explained there are lots of permeable living surface that would cover the snow drifts.
- D. Kovaks asked if there are any drainage issues and if they would be addressed. He also inquired if the area around 10th Avenue would be fenced
- S. Croil confirmed that all development permits state that any drainage must be drained on site.
- P. Bos advised that the plan is to have a fence along the north side of the lot.

MOTION: D. Lloyd moved to approve Development Application 2021-013 subject to conditions:

1. Must obtain approval of a Building Permit from Superior Safety Codes Inc at (403) 320-0734 prior to commencement.
2. Must 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 to conform to site plan that was attached as part of the Development Permit application and to the current Land Use Bylaw 677-P-04-13, Schedule 2, Industry-I.
4. A drawing set prepared and stamped by a professional engineer registered to practice in Alberta, showing stormwater, sanitary sewer and potable water design and connections from the site to the municipal infrastructure shall be submitted to, reviewed and approved by the Town prior to commencement of construction.
5. A person to whom a Development Permit for an Industrial building has been issued shall provide the Designated Officer prior to construction a letter from a qualified Alberta Land Surveyor confirming that a qualified Alberta Land Surveyor conducted the Stakeout of the site for construction.
6. 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.
7. Any outstanding fees and deposits associated with the development application must be paid prior to the release of the permit.
8. The applicant/ owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 10, Industrial, Commercial & Warehousing Performance Standards.
9. The applicant/ owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 11, Off-Street Parking & Loading Requirements.

10. For safe work-site purposes, it is recommended that the civic address of the site be displayed so it is visible from the street at all times during construction in the event that emergency services personnel are called to attend the site.
11. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighbourhood.
12. As per the Municipal Planning Commission's decision, the landscaping waiver that was requested as per the submitted landscaping plans has been granted and the developer is required to install landscaping at their cost and enter into a maintenance agreement with the municipality for the landscaping that is to be placed on the MR parcel.
13. The Town and applicant shall enter into an access r-o-w agreement to allow access across the MR parcel to allow for the two accesses as proposed on the site plan.
14. Applicant/Owner shall contact the fire department at 403-345-1330 and arrange for a fire inspection prior to commencement.

5-0 CARRIED

The public portion of the meeting was closed at 5:20 p.m.

MOTION: J. Peters moved to adjourn meeting at 5:30 p.m.

5-0 CARRIED

CHAIR- R. HOHM

RECORDING SECRETARY- KYLEY STONE