



MINUTES

Municipal Planning Commission Meeting

5:00 PM - Wednesday, February 9, 2022
Zoom

The Municipal Planning Commission of the Town of Coaldale was called to order on Wednesday, February 9, 2022, at 5:00 PM, over Zoom, with the following members present:

PRESENT: R. Hohm, Chair
J. Abrey
R. Van de vendel
D. Pickering
J. Van Rijn

EXCUSED:

STAFF PRESENT: S. Croil, Director of Planning & Development
M. Messier, Planner
L. Cathro, Community Development Specialist

GALLERY: T. Shaum
D. Hayes
J. Wiese
K. Miller

1.0 CALL TO ORDER

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

2.0 ACCEPTANCE OF THE AGENDA

8-2022

MOTION: J. Van Rijn moved to APPROVE the January 12, 2022 minutes.

3.0 ADOPTION OF PREVIOUS MINUTES

09-2022

MOTION: R. van de Vendel moved to approve the agenda

4.0 BUSINESS ARISING FROM THE MINUTES

None.

5.0 NEW BUSINESS

5.1 DP 2022-008 - 92075 Hwy 845 - Melanie Messier, Planner

M. Messier presented DP 2022-008, an application requesting a Home Occupation 2 where the applicant is proposing a shed manufacturing business.

The property is located within the Urban Reserve-UR zoning district. It was noted that the application does not meet all criteria listed in Schedule 7: Home Occupations of the current Land Use Bylaw 677-P-04-13. However, given that the subject property is within an area of transition, being within a portion of the Future Industrial Area Structure Plan (ASP) area, the applicant is requesting the consideration of the MPC.

The application proposed that:

- The business will operate from an Accessory Structure
- At least one customer will frequent the business daily
- Two (2) on-site parking stalls will be available
- The business will operate from 7:00 am to 5:00 pm; Monday to Friday
- One (1) to four (4) employees will visit the residence with the expectation that more than one employee will be on-site at one time
- Materials proposed to be stored outside include two (2) lifts of lumber
- Sheds will be displayed outside for the public view
- Equipment on-site will include one (1) pick-up vehicle, one (1) trailer, and miscellaneous shop tools
- One (6 ft. x 6 ft.) fascia sign

A signage plan was also provided in the site plan. The plan includes a fascia sign (6ft x 6ft) and a building face sign (16ft x 60ft) which will only cover 3.75% of the building face coverage.

The proposal was circulated to Lethbridge County and there were no concerns with the proposal, however the following comments were submitted:

- Home occupations are to be secondary to the residential development and as such the proposed development should not become more industrial in nature. If it is more than a home occupation (full commercial/industrial business) that they should rezone to ensure that the use is kept appropriate for the area.
- That any outdoor storage areas be screened to keep the highway area visually appealing and maintain the residential character of the property. Any display areas be limited (this is a home based business not a full commercial/industrial business)

Should the Commission wish to consider approval of DP 2022-008 to allow for a shed manufacturing business, the following conditions are recommended:

1. The applicant complies with Land Use Bylaw No. 677-P-04-13, Schedule 7, Home Occupations.
 2. Development Permit No. 2022-008 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 neighbourhood.
 3. Hours of operation will be: 7:00 am to 5:00 pm, Monday to Friday.
 4. A business license must be obtained from the Town of Coaldale.
 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. The home occupation setbacks to conform to the 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.
- J. Van Rijn asked if the 10 sheds illustrated in the site plans is an accurate depiction of the number of sheds the applicant wanted to display along Highway 845. He followed up by asking if the Commission was going to regulate how many sheds the applicant could have on display at any given time.

- M. Messier responded by saying they would limit the amount of proposed storage and requested that the applicant speak to the question. She also asked the Commission what would be an acceptable amount of storage of the sheds being displayed on Highway 845.
- J. Van Rijn asked at what point will it start to look cluttered.
- M. Messier asked S. Croil if he had any insight on this question and mentioned a condition be added that the site look orderly.
- S. Croil suggested that he did not believe the sheds in the site plan were exaggerated and that they would look appropriate based on the actual scale. He reiterated M. Messier's point that the Commission can discuss what the acceptable maximum amount would be.
- R. Hohm requested that the applicant be brought into the discussion.
- R. Hohm asked if the plan requires 10 sheds along Highway 845 or if that number is just an illustration for the purpose of the site plan.
- T. Shaum requested that K. Miller speak to this question.
- R. Hohm stated that the Commission doesn't want to see the land look cluttered from the highway and wants it to look as orderly as possible.
- T. Shaum asked K. Miller if the 10 sheds on the site plan is a requirement.
- K. Miller was unable to respond on the zoom call but Shaum stated that they wanted enough room to drive around the sheds so 10 would likely be the maximum number that would be on display.
- C. Mills stated that the important thing to consider in Schedule 7: Home Occupations, there is always a condition that all permits issued for Home Occupations are subject to a condition that the permit can be revoked at any time if in the option of the development authority the use is or has become detrimental to the amenities of the neighbourhood.
- R. Van de vendel stated that in the information package there will be two on site parking stalls and the potential for one pickup trucks and up to 4 employees and 1 client. He asked where the parking would be for this many vehicles.
- R. van de Vendel also asked if there would be a forklift of some kind on site.

- T. Shaum stated that there will be room for customer parking between the first row sheds and the shop and there will be more room for parking to the north. There will be no forklift at this time.

10-2022

MOTION: J. van Rijn moved to APPROVE DP 2022-008 with conditions:

- 1. The applicant complies with Land Use Bylaw No. 677-P-4-13, Schedule 7, Home Occupations.*
- 2. Development Permit No. 2022-008 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 neighbourhood.*
- 3. Hours of operation will be: 7:00 am to 5:00 pm, Monday to Friday.*
- 4. A business license must be obtained from the Town of Coaldale.
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.*
- 5. The home occupation setbacks to conform to the 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.*

Carried 5-0

5.2 DP 2022-009 - 90085 RR 202A - Melanie Messier, Planner

M. Messier presented DP 2022-009, an application requesting a Single Detached Dwelling and Detached (Shop) Garage, where the applicant is requesting a waiver of accessory structure maximum height requirements. The property is located within the Urban Reserve-UR zoning district.

The Applicant is proposing a single detached dwelling that meets all the setback and height requirements of the Urban Reserve (UR) zoning district . The garage is proposed to be 8.3

metres (27 ft. and 4 ¾ inches) in height, resulting in an eighty percent (80%) waiver of height requirements.

The Applicant provided a site plan and SDD elevation drawing. A letter was also received by the Commission in support of the proposal by a neighbouring property as well as a number of signatures from surrounding property owners in support of the proposal.

The Municipal Planning Commission may consider approval of the application along with the following conditions and considerations:

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. The principal dwelling and detached garage setbacks conform to the 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, Urban Reserve.
4. The principal dwelling and detached garage building height to conform with the building elevation drawings attached as part of the Development Permit application and to the current Land Use Bylaw 677-P-04-13, Schedule 2, Urban Reserve, with the exception of the detached garage building height waiver of 8.3 m (27 ft. ¾ inches).
5. A person to whom the Development Permit has been issued shall notify the Designated Officer following the Stakeout of the site prior to the commencement of construction.
6. A person to whom a Development Permit for a Single-Detached Dwelling has been issued shall provide the Designated Officer prior to construction a letter from a qualified Alberta Land Surveyor (ALS) confirming that a qualified ALS conducted the Stakeout of the site for construction.
7. All elevations and grades shall comply with the Lot Grading Site Plan.
8. The applicant/owner shall submit to the Town of Coaldale a soil bearing report.

9. Must obtain a competent Alberta Land Surveyor to establish the vertical grades and cuts prior to the excavation of the foundation. (Should the building be constructed lower than design finish grade due to a failure to survey the vertical grades for the foundation as per the lot grading design it may be at risk for flooding.)
10. 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.
11. The development must meet the requirements of Storm Drainage Bylaw No. 764-R-07-19.
12. The connection of weeping tile foundation drainage systems to the sanitary sewer services in this development is **STRICTLY PROHIBITED**.
13. Ensure water does not drain into neighbouring properties during or after construction.
14. 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.
15. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighbourhood.

- J. Abrey asked how this proposal fits into the ASP for South Coaldale.
- M. Messier deferred the question to S. Croil.
- S. Croil stated that the current ASP is dated and based on a County style of development and should be updated.
- J. van Rijn added that this piece of land is 10 acres and asked if the road would be a private road and who would take ownership of the road if future developers develop the adjacent land
- S. Croil responded that the roads are currently within the public realm and once a new ASP is approved the developers would upgrade the roads as development would occur.
- J. van Rijn asked if the road proposed to be built on the site plan would be built to Town specifications.
- C. Mills clarified that the road would be a driveway until the developer planned to develop the land, in which case

the driveway would need to be upgraded into a road to the Town's specifications.

- J. van Rijn asked if there's room for additional development on the north and south side of the driveway.
- Applicant stated that they kept from front 6 acres in the proposal open for future development and could do 10 lots per side of the driveway.
- J. van Rijn asked if the driveway would turn into a road at the time of development.
- S. Croil added that the driveway could be where a future public road could be placed, however the Town is under no obligation to follow that alignment and we could require the driveway be removed and the road be moved to accommodate the development. He also added that the height of the detached garage is the main focus of the application and the additional elements of the applications are within the permitted use of Urban Reserve (UR).

11-2022

MOTION: D. Pickering moved to APPROVE DP 2022-009 with 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. The principal dwelling and detached garage setbacks conform to the 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, Urban Reserve.*
- 4. The principal dwelling and detached garage building height to conform with the building elevation drawings attached as part of the Development Permit application and to the current Land Use Bylaw 677-P-04-13, Schedule 2, Urban Reserve, with the exception of the detached garage building height waiver of 8.3 m (27 ft. 3/4 inches).*

5. *A person to whom the Development Permit has been issued shall notify the Designated Officer following the Stakeout of the site prior to the commencement of construction.*
6. *A person to whom a Development Permit for a Single-Detached Dwelling has been issued shall provide the Designated Officer prior to construction a letter from a qualified Alberta Land Surveyor (ALS) confirming that a qualified ALS conducted the Stakeout of the site for construction.*
7. *All elevations and grades shall comply with the Lot Grading Site Plan.*
8. *The applicant/owner shall submit to the Town of Coaldale a soil bearing report.*
9. *Must obtain a competent Alberta Land Surveyor to establish the vertical grades and cuts prior to the excavation of the foundation. (Should the building be constructed lower than design finish grade due to a failure to survey the vertical grades for the foundation as per the lot grading design it may be at risk for flooding.)*
10. *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.*
11. *The development must meet the requirements of Storm Drainage Bylaw No. 764-R-07-19.*
12. *The connection of weeping tile foundation drainage systems to the sanitary sewer services in this development is STRICTLY PROHIBITED.*
13. *Ensure water does not drain into neighbouring properties during or after construction.*
14. *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.*
15. *Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighbourhood.*

Carried 5-0

5.3 DP 2022-010 - 1905 18 Avenue - Melanie Messier, Planner

M. Messier presented DP 2022-010, an application requesting a Change of Use to allow for an Automotive (Motorcycle) Sales and Service Shop. The property is located within the Commercial (C-1) zoning district. The applicant is also proposing a fascia sign.

Within the C-1 zoning district, 'Automotive Sales and Service' is considered a discretionary use.

The Municipal Planning Commission may consider approval of the application along with the following conditions and considerations:

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. A business license must be obtained from the Town of Coaldale.
 4. Applicant/Owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 11: Off-Street Parking and Loading Requirements, one (1) space per 500 ft² of GFA.
 5. The fascia sign must comply with Land Use Bylaw No. 677-P-04-13, Schedule 13: Signage Regulations.
 6. A signage plan must be submitted for approval to the Development Authority.
 7. 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.
 8. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighbourhood.
- R. van de Vendel asked if the application included the signs on the rear of the building as well.
 - M. Messier responded there was no information in the application around an additional sign facing the highway and that the additional signs would require a separate permit.
 - The applicant stated that he thought that the application included all three signs including the front and rear signs.

- M. Messier asked what area of signage the applicant was considering for the other signs.
- The applicant responded by stating that there are already three existing signs. He wanted two signs to have the business name and the third with the charitable organization associated with the business.
- R. Hohm clarified that the applicant wanted to update the existing signs.
- The applicant clarified that there are three signs, two in the front and one in the rear of the building, and they become illuminated at night.
- R. van de Vendel wanted more clarification on the signs and asked if the additional signs would fall under a different application.
- M. Messier stated she would need to look into the questions further as one of the signs is under a different business.
- The applicant stated that the sign with the additional business name was not a necessity but it would have been nice to have the additional sign.

12-2022

MOTION: J. Abrey moved to APPROVE DP 2022-010 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. *A business license must be obtained from the Town of Coaldale.*
4. *Applicant/Owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 11: Off-Street Parking and Loading Requirements, one (1) space per 500 ft² of GFA.*
5. *The fascia sign must comply with Land Use Bylaw No. 677-P-04-13, Schedule 13: Signage Regulations.*
6. *A signage plan must be submitted for approval to the Development Authority.*

7. *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.*
8. *Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighbourhood.*
9. *All signs are to be approved at the discretion of the development officer*
10. *All signs must conform to AB transportation departments regulations*

Carried 5-0

6.0 INFORMATION ITEMS

7.0 CLOSED MEETING

The meeting went into closed session at 5:40PM

8.0 ADJOURNMENT

The meeting was adjourned at 5:57PM

Chair - Roger Hohm

Recording Secretary - Leia Cathro