



# MINUTES

## Municipal Planning Commission Meeting

5:00 PM - Wednesday, March 10, 2021  
HUB (Virtual)

---

The Municipal Planning Commission of the Town of Coaldale was called to order on Wednesday, March 10, 2021, at 5:00 PM, in the HUB (Virtual), with the following members present:

**PRESENT:**

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

**STAFF PRESENT:**

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

**GALLERY:**

D. Bergen; I. Moxon; T. Sampson; T. McLennan; D. McLennan; P. Bos;

### **1.0 CALL TO ORDER**

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

### **2.0 ADDITIONS TO/ACCEPTANCE OF THE AGENDA**

No Additions

### **3.0 ADOPTION OF PREVIOUS MINUTES**

3.1 Municipal Planning Commission Minutes - February 10, 2021

**1-2021**

*MOTION: J. Peters moved to APPROVE the February 10, 2021 minutes.*

**Carried 5-0**

**4.0 BUSINESS ARISING FROM THE MINUTES**

None

**5.0 NEW BUSINESS**

**5.1 SUB 2021-004 - 505 20th Avenue**

S. Croil presented Subdivision Application 2021-004 for a subdivision at 505 20 Avenue. The application is to subdivide one 1.162 ha (2.87 acre) lot and one 0.518 (1.27 acre) lot out of the existing 5.42 (13.39 acre) parcel for the purposes of the development of a fully-serviced privately-owned and operated campground, and a municipally-built and owned mountain bike skills park.

The subject area currently contains an unmaintained picnic shelter and has historically been used as a publicly owned and publicly-run campground up until 2016.

The subdivision proposal is intended to allow for the future development of a revitalized and fully-serviced campground that is intended to be built and operated in a way that would ensure compatibility with the surrounding area. The westernmost proposed parcel (being shown as 1.162 ha or 2.87 acres), is intended to be the parcel on which the mountain bike park is to be constructed. The easternmost proposed lot (being shown as 0.518 ha or 1.28 acres) is intended to allow for the continued operation of the drainage infrastructure within this area, and to allow for access to the easternmost boundary of the campground, including a future campground manager's residence (which would require a separate development permit in the future).

The existing and proposed lots that make up this subdivision application front onto 20th Avenue and would maintain legal and physical access by way of 20th Avenue.

It was noted that the application has been circulated to the surrounding neighbouring properties and the appropriate referral agencies. The commentary that was provided included:

1. Alberta Transportation stated it does not anticipate that the creation of the residential parcel as proposed would have any appreciable impact on the highway and effectively granted a waiver of sections 14 and 15(2). That being said, any development in the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the centre point of the intersection would require the benefit of a permit from Alberta Transportation.
2. Canada Post expressed no comments on the application.
3. Fortis Alberta determined that no easement is required.
4. Lethbridge County expressed no concerns with the proposed subdivision.
5. St. Mary Irrigation District expressed no objection to the proposed subdivision as it is classified as "dry". The agency went on to express any development and/or underground works must be kept at a minimum of 100 feet from the SMRID canal right of way.
6. TELUS expressed no objections to the subdivision.

- The Commission inquired about the pathway that goes from the canal to 20th Avenue, asking if it will stay and if the ditch will be filled in.
- S. Croil advised that he doesn't believe the ditch will be filled in.
- T. Sampson confirmed that the pathway is intended to stay there as a way for pedestrians to get around.

## **2-2021**

*MOTION: D. Lloyd moved to APPROVE Subdivision Application 2021-004 subject to conditions:*

- 1. That, pursuant to Section 654(1) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Coaldale.*
- 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with the Town of Coaldale which shall be registered concurrently with the final plan against the title(s) being created.*
- 3. That a deferred reserve caveat be placed on the remainder of the subject property for Municipal Reserve, for the area representing 10% of the lands upon which reserve may required.*

**Carried 5-0**

## 5.2 SUB 2021-001 - 1410 21 Avenue

S. Croil presented Subdivision Application 2021-001 for a subdivision at 1410 21 Avenue. The applicant is proposing to subdivide one additional lot out of the subject area, which is currently made up of two lots. The total subject area is 0.129 hectares (0.33 acres) in size, and each of the proposed lots to be created out of the subject area would be approximately 0.043 hectares (0.11 acres) each.

The application aims to subdivide an existing subject area of 0.129 hectares (0.33 acres) into 3 parcels of equal size. The subject property is at the corner of 15th Street and 21st Avenue and has the civic address of 1410 21st Avenue.

The area currently contains no buildings or structures but was historically home to a single-story multi-unit residential dwelling complex. This complex was destroyed in a fire several years ago, and since that time, the property has been vacant.

The subdivision proposal is intended to allow for the future development of 3 dwelling units, two of which would be oriented towards 15th Street. The southernly-most proposed lot is a corner lot, oriented either towards 15th Street or 21st Avenue.

The width of each lot is proposed at 14.22 metres (46.65 feet) in width (measuring north/south) and 30.48 metres (100 feet) in

depth (measuring east/west), which means each lot meets or exceeds the minimum lot dimensions of the Town's Residential Small Lot - R-1B land use district.

It was noted that the application has been circulated to the surrounding neighbouring properties and the appropriate referral agencies. Commentary that was provided included:

1. Alberta Transportation stated it does not anticipate that the creation of the residential parcel as proposed would have any appreciable impact on the highway and effectively granted a waiver of sections 14 and 15(2). That being said, any development in the right-of-way or within 300 metres beyond the limit of the highway or within 800 metres from the centre point of the intersection would require the benefit of a permit from Alberta Transportation.
2. ATCO Gas expressed it requires a Utility Right of Way as shown hi-lighted on the attached plan. The URW should be 3.5 metres in width. All easements are to be registered as a general utility right of way granted to the Municipality and are to be registered concurrently with the legal plan of subdivision. No structures or portion thereof may be erected with the right of way without prior written consent for the company.
3. ATCO Transmission identified it has no objections to the proposed subdivision.
4. Canada Post has no comment.

- The Commission asked if this application was already heard before the MPC.
- S. Croil advised that there was a previous application for two manufactured homes as a multi family use; however, the application has now changed to a subdivision focused on individual units within the three proposed lots.

### **3-2021**

*MOTION: J. Abrey moved to APPROVE Subdivision Application 2021-001 subject to conditions:*

- 1. That, pursuant to Section 654(1) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Coaldale.*

*2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with the Town of Coaldale which shall be registered concurrently with the final plan against the title(s) being created.*

*3. That the applicant enter into a utility r-o-w agreement with ATCO Gas and that the agreement be registered on title at the same time the subdivision is registered.*

**Carried 5-0**

### 5.3 DP 2021-020 - 505 20 Avenue - Owl's Nest Campground

S. Croil presented Development Permit 2021-020 application to review a change of use from recreation, public (campground and associated amenities) to recreation, private (campground and associated amenities) at 505 20 Avenue.

The applicant is proposing to revitalize and substantially enhance the campground which was owned and operated municipally until 2016. As has been recently publicized, the Town has sold the campground property to the applicant. The primary function of the property is proposed to remain a campground.

Although a campground was previously operated at this location and the use of the property for a campground continues to align with the property's zoning (Institutional/Recreational - I/R), the reason the proposal for the campground must now appear before the Municipal Planning Commission is because of the private ownership and operation of the facility. Recreation, private (which includes campgrounds) is listed as a discretionary use in the I/R land use district.

There are also several major differences between the campground as it was and the campground as it is proposed to be:

- The number of proposed sites is 39, with the following breakdown of services to each:
  - o 17 are intended to have power, water and sewer
  - o 17 are intended to have power and water
  - o 5 sites are intended to have power only

- A new washroom facility serviced by water, power and sewer will be constructed
- A new playground and other related amenities will be constructed
- In addition to the parking at each campsite, 21 visitor parking stalls will be provided adjacent to the playground and washroom facility area (2 per campsite)
- Parking stalls potentially could be used for the mountain bike park
- A Sani-dump station will be built and operated by the Town and tied directly into the municipal sanitary servicing infrastructure located on 20th Avenue
- Adjacent amenities will include direct access and connection to the municipal pathway system, and direct access and connection to the municipally-built and operated mountain bike park, which is expected to be constructed in 2021/2022
- Additional considerations include the substantial amount of landscape in the site area ensuring a vegetative buffer of trees in the north area of the campground

Lastly, the applicant has suggested a set of campground rules outlining the operational aspects of the facility during the camping season. Staff recommended to the commission that the rules be enforced within the conditions to ensure the amenity is maintained in a consistent and orderly manner.

Staff requested the commission consider approval of Development Application 2021-020 to allow for a change of use from recreation, public to recreation, private subject to the following conditions:

1. That the list of rules submitted as a part of the development permit application be enforced fully and completely at all times during the operation of the campground.
2. That, should any rules in the list of rules as submitted, be changed or otherwise altered in any way, an updated list of rules be provided to the Town in a timely manner, for example, within 5 business days of the rule(s) changing or being altered.
3. The proposed development shall be undertaken, completed, operated and maintained in accordance with Land Use Bylaw No. 677-P-04-13.

4. That the construction of the campground be completed in accordance with plans as submitted, including the camping sites, access roads, washroom facility, playground and other amenities, and the 21 parking stalls that are shown as being in addition to the stalls provided for each camping site.
5. That servicing plans including the exact location and design of water, wastewater, and stormwater services required for the campground, be submitted, reviewed and approved by the Town of Coaldale prior to the commencement of construction of the campground.
6. That an operating and maintenance agreement be entered into for any and all aspects of the campground that involve partnership with the Town of Coaldale, such as but not limited to the sani-dump station and associated turnaround.
7. That, if deemed necessary, the applicant/owner enter into a Development Agreement with the Town of Coaldale.
8. The applicant/owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 11, Off-Street Parking & Loading Requirements.
9. The applicant/owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 9, Landscaping and Amenity Areas Standards and Guidelines.

It was noted that circulation was provided to Parkside Acres, the Coaldale Christian School, and properties adjacent to the campground and future bike park area, and no responses were received.

#### **4-2021**

*MOTION: J. Peters moved to APPROVE DP 2021-020 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, Institutional/Recreational – I/R.*

- 4. That the list of rules submitted as a part of the development permit application be enforced fully and completely at all times during the operation of the campground.*
- 5. That, should any rules in the list of rules as submitted, be changed or otherwise altered in any way, an updated list of rules be provided to the Town in a timely manner, for example, within 5 business days of the rule(s) changing or being altered.*
- 6. The proposed development shall be undertaken, completed, operated and maintained in accordance with Land Use Bylaw No. 677-P-04-13.*
- 7. That the construction of the campground be completed in accordance with plans as submitted, including the camping sites, access roads, washroom facility, playground and other amenities, and the 21 parking stalls that are shown as being in addition to the stall provided for each camping site.*
- 8. That servicing plans including the exact location and design of water, wastewater, and stormwater services required for the campground, be submitted, reviewed and approved by the Town of Coaldale prior to the commencement of construction of the campground.*
- 9. That an operating and maintenance agreement be entered into for any and all aspects of the campground that involve partnership with the Town of Coaldale, such as but not limited to the sani-dump station and associated turnaround.*
- 10. That, if deemed necessary, the applicant/owner enter into Development Agreement with the Town of Coaldale.*
- 11. The applicant/owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 11, Off-Street Parking & Loading Requirements.*
- 12. The applicant/owner shall comply with Land Use Bylaw No. 677-P-04-13, Schedule 9, Landscaping and Amenity Areas Standards and Guidelines.*
- 13. Applicant/Owner shall contact the fire department at 403-345-1330 and arrange for a fire inspection prior to commencement.*

**Carried 5-0**

5.4 DP 2021-019 - 1711 20 Avenue - McLennan's Cocktails and Cues Bar and Grill

M. Messier presented Development Permit 2021-019 to review a temporary installation of a seasonal patio at the subject property located at 1711 20 Avenue.

The property is located within the Commercial C-1 zoning district, which does not currently list temporary seasonal patios as an available use, however in this instance the proposed use would be categorized as an accessory structure to the approved discretionary use.

In August of 2020, development permit 2020-102 was approved to allow renovations to the subject property's facade. The proposed application is expected to complement the improvements at the subject property.

The applicant is proposing to install a temporary patio to operate from April 2021 to October 2021. The proposed patio would be installed at the frontage of the business within the public right-of-way and would ultimately occupy the sidewalk. For this reason, the MPC is reviewing the application to consider potential impacts to the surrounding area and businesses.

In order to provide an alternate path-of-travel, the applicant, in partnership with the Town, is proposing that a sidewalk extension be installed alongside the patio space to ensure a safe passage for pedestrians. The sidewalk extension would extend into 3 parking spaces, and the remainder of those stalls would be designated as motorcycle parking for the duration of the pilot project.

Town staff recognizes the desire for convenient parking along 20th Avenue and is committed to seeking ways to provide additional off-street parking in response to the temporary loss of 3 stalls. The four stalls just across the street currently reserved for the RCMP will be available for the general public again once the new RCMP building is completed.

During informal conversations with area stakeholders, it was suggested by two businesses that introducing a time-limit for parking stalls east of the patio could provide increased parking opportunities for patrons, and provide functional recognition that uses to the east are typically frequented by patrons who do not stay for longer than a relatively brief period of time. In addition to the commentary that has been captured through informal correspondence, one formal submission has been made regarding the temporary seasonal patio application, which can be found in Schedule B.

If approved, staff requests that the MPC consider flexibility with the development permit and its conditions to allow the construction of the sidewalk extension, including elements such as building materials to ensure compliance with Safety Codes requirements. The intent of the flexibility requested would not be to deviate from the areas that are proposed to be taken up by the proposed patio.

The installation of the temporary seasonal patio and sidewalk extension should be considered a pilot project for 2021, which would allow the Town to measure the project's success and gather feedback from area stakeholders and the general public in a consistent manner. If the MPC approves the patio, staff is committed to use regular check-ins with surrounding business owners and McLennan's, and feedback from all respective parties to inform a temporary seasonal patio policy based on the pilot's outcomes. The development of a temporary seasonal patio policy would take place over the fall and winter of 2021/2022, and is in-line with best practices demonstrated by many other communities, large and small, that allow sidewalk patios.

Staff requested that the board consider approval of Development Application 2021-019 to allow for the temporary installation of a seasonal patio subject to the following conditions. These conditions will be in addition to standard development permit conditions.

1. As per the Municipal Planning Commission's decision, the temporary seasonal patio shall be permitted to operate between the months of April 2021 - October 2021. The sidewalk extension, railings, and patio furniture must be removed by November 1st, 2021.

2. The temporary seasonal patio permit shall be conditional upon the business owner providing proof of liability insurance, indemnifying the Town from any claims or liabilities arising from the use of Town property.
3. The sidewalk extension access, and clear-path pedestrian thoroughfare must be clear of obstructions and snow at all times.
4. The sidewalk extension is subject to contextual design and safety considerations compliant with all requirements of Superior Safety Codes.
5. The applicant/owner shall ensure railings or fences meet the requirements of the Alberta Gaming, Liquor and Cannabis Commission if alcohol is to be served within the patio area.
6. The applicant/owner is expected to maintain the patio area and furniture in a clean and hygienic manner, and secure or store the patio furniture when not in use outside the hours of business operation.
7. At the termination of the temporary seasonal patio permit, the applicant must return the patio area to its pre-approved condition.
8. If the patio is not being operated in a manner that is considered safe and/or within the confines of any of the conditions of this permit, the business owner will be notified immediately and must comply with remedial steps necessary to rectify the issue(s) that arise.

Notice was provided to neighbouring business owners. Five letters of support and one letter of concern were received.

- The Commission inquired if the Town will be painting different lines to ensure people don't parallel park due to the lack of room to angle park.
- M. Messier advised that there will be either signage or painted lines to assist with parking.
- S. Croil confirmed that there would be both vertical lines painted as well as vertical signage showing motorcycle parking.
- The Commission questioned whether their approval would result in a permanent decision, despite this being a temporary application.
- M. Messier advised that the approval would only be for months identified in the permit.

- The Commission inquired if the application is for all three of the McLennan's buildings.
- M. Messier provided clarity by explaining that the patio would be in extent of one full lot and a portion of another.
- T. McLennan advised that patio will take up 25 feet.
- The Commission asked what the hours of operation would be.
- M. Messier indicated that the hours of operation would be largely depended on AGLC requirements and the applicant's operational hours.

### **5-2021**

*MOTION: J. Peters moved to APPROVE DP 2021-019 subject to conditions:*

1. *Must obtain **approval** of a Building Permit from Superior Safety Codes Inc at (403) 320-0734 **prior** to commencement, if deemed necessary.*
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, Commercial C-1.*
4. *As per the Municipal Planning Commission's decision, the temporary seasonal patio shall be permitted to operate between the months of April 2021 – October 2021. The sidewalk extension, railings, and patio furniture must be removed by November 1st, 2021.*
5. *The temporary seasonal patio permit shall be conditional upon the business owner providing proof of liability insurance in the sum of no less than 2 million dollars coverage, indemnifying the Town from any claims or liabilities arising from the use of Town property.*
6. *The operation of the patio shall adhere to the Community Standards bylaw 725-R-03-17 as amended.*
7. *The hours of operation (customers in the patio area) is permitted from regular opening hours to 11 pm of each night.*

8. *The sidewalk extension access, and clear-path pedestrian thoroughfare must be clear of obstructions and snow at all times.*
9. *The sidewalk extension is subject to contextual design and safety considerations as per Superior Safety Codes recommendation.*
10. *The applicant/owner shall ensure railings or fences meet the requirements of the Alberta Gaming, Liquor and Cannabis Commission if alcohol is to be served within the patio area.*
11. *At the termination of the temporary seasonal patio permit, the applicant must return the patio area to its pre-approved condition.*
12. *If the patio is not being operated in a manner that is considered safe and/or within the confines of any of the conditions of this permit, the business owner will be notified immediately and must comply with remedial steps necessary to rectify the issue(s) that arise.*
13. *Applicant/Owner shall contact the fire department at 403-345-1330 and arrange for a fire inspection prior to commencement.*

**Carried 5-0**

5.5 DP 2021-014 - 1010 12 Avenue - Genesis Automotive Sales & Services

M. Messier presented DP 2021-014 to review a change of use and request an intensification of the current use at 1010 12 Avenue.

The parcel is zoned Industry-I, within this zoning district in the Land Use Bylaw, "Automobile Sales and Services" and "Automobile Repair and Service Shops" are considered a discretionary use and for this reason, the application will be reviewed by the MPC.

In August 2020, development application 2020-093 was approved to allow the construction of a new industrial building on the subject property 1010 12 Avenue. Conditions of the permit included all development requirements including landscaping and off-street parking and loading requirements, as based on the most common

uses likely to be undertaken in the industrial zoning (1 stall per 700 ft<sup>2</sup>, based on Gross Floor Area).

The applicant is proposing a change in use to include the following activities:

- Heavy and light duty mechanics;
- Wholesale and retail automotive sales;
- Automotive part sales; and
- Wheel and tire sales.

The applicant is proposing to occupy two bays at the existing building located on the parcel. One bay will be allocated to carrying out heavy-duty mechanics, while the second will be used for automotive mechanics. All retail automotive storage is proposed to be situated at the rear of the building, while the property owner has proposed to install a fence to enclose the vehicles from the surrounding property. Lastly, all wheels and tires are proposed to be stored within the building's showroom. The parking requirement for the uses above is based on 1 stall per 500 ft<sup>2</sup> of Gross Floor Area. For 4800 ft<sup>2</sup> of floor area, this translates to 10 stalls (rounding up from 9.6). Storage areas for vehicles for sale would not be a part of the 10 stalls that are required to be provided.

The property that is subject of this application has an approved development permit for the industrial building and conditions outlining general off-street parking and loading requirements, and since the specific uses require additional stalls (3 more than the 7 that would have originally been required for the floor area in question), the applicants have provided a parking and storage plan to that effect. The portion of the application that requires consideration by the Municipal Planning Commission is regarding whether the property is able to accommodate the intensification of use while effectively managing potential impacts to the surrounding area.

#### **6-2021**

*MOTION: J. VanHierden moved to APPROVE DP 2021-014 subject to conditions:*

1. Must obtain **approval** of a Building Permit from Superior Safety Codes Inc at(403) 320-0734 **prior** to commencement for any renovations.
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. Applicant/owner shall comply with Land Use Bylaw no. 677-P-04-13, Schedule 10: Industrial, Commercial and Warehousing Performance Standards.
6. Applicant/owner shall contact the fire department at 403-345-1330 and arrange for a fire inspection for the approved change of use.
7. Applicant/owner shall comply with Land Use Bylaw no. 677-P-04-13, Schedule 11: Off-street Parking and Loading Requirements.
8. Applicant shall submit an updated parking plan displaying an adequate number of stalls as per Schedule 11: Off-street Parking and Loading Requirements, prior to commencement of the use.
9. Must contact Alberta 1st Call (1-800-242-3447) and Dig Shaw (1-866-344-7429) to locate any utility lines **prior** to commencement.
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. 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.
12. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighborhood.

**Carried 5-0**

5.6 DP 2021-018 - 903 11 Avenue - Boston Enterprises

M. Messier presented DP 2021-018 to review the construction of a new industrial building and to request a waiver of the minimum landscaping requirements at the subject property located at 903 11 Avenue.

The parcel is zoned Industry-I, within this district in the Land Use Bylaw, "manufacturing" is a permitted use, however, the applicant is requesting a waiver to relax the minimum landscaping requirements outlines in Schedule 9, Landscaping and Amenity Areas Standards and Guidelines.

The applicant is proposing to provide 177.5 m<sup>2</sup> of landscaping along the frontage of the lot. This constitutes approximately half of the required 10% of the lot or site area as per the LUB. However, the application is proposing that at their cost they landscape the 701 m<sup>2</sup> MR parcel immediately adjacent to the subject property. Combining the 177.5 m<sup>2</sup> along the frontage of the lot with the 701 m<sup>2</sup> Municipal Reserve parcel, this results in approximately 24% of the lot area being landscaped. The Municipal Reserve strip is proposed to be landscaped by the applicant at the same time that all other site landscaping is undertaken. It should also be noted that the minimum 6 metres (20 ft) landscaping buffer between road r-o-w and the subject parcel will be met on the north side of the lot, which is adjacent to 11th Avenue.

Industrial buildings carrying out manufacturing activities is a permitted use in the Industry-I zoning district. 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, owner of the land to the north, advised that he is in favour of application.

- S. Croil advised that one of the conditions that was presented to the applicant was that they must match what's being done with the Municipal Reserve strip to the north.

## **7-2021**

*MOTION: D. Lloyd moved to APPROVE DP 2021-018 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 developer is required to install all landscaping at their own cost.*
- 13. A detailed landscaping plan for the landscaping to be provided on and adjacent to the applicant's site on the portion of the lot and utility r-o-w fronting onto 11th Avenue, and for the MR parcel that is adjacent to the subject lot, for review and approval by the Development Officer, prior to installation of landscaping taking place.*
- 14. Applicant/Owner shall contact the fire department at 403-345-1330 and arrange for a fire inspection prior to commencement.*

***Carried 5-0***

5.7 DP 2021-017 - 2805 21 Avenue - Coaldale Home Hardware Building Centre

M. Messier presented DP 2021-017 for an addition to an existing freestanding sign at the subject property located at 2805 21 Avenue.

Within the Highway Commercial C-2 district in the Land Use Bylaw, a freestanding sign is considered a discretionary use and for this reason, the application will be reviewed by the MPC.

This matter has appeared before council previously In September 2017, MPC moved to approve development application 2017-138 at the subject property granting a waiver for the existing freestanding sign.

The applicant is proposing an addition to the existing sign. The proposed addition to the freestanding sign will be 2.9 metres (9 ft) and 10 inches in length, 0.9 metres (3 ft) in height for a total of 2.7 square metres (29.5 sq ft) in area. The applicant has indicated the

sign will not be illuminated and will feature a logo advertising an additional service to be located within the Home Hardware Building Centre.

It is important to note that the existing sign subject to this application has an existing waiver which was granted as part of development application 2017-138. The existing freestanding sign is currently 18 square metres (196.3 sq ft) in area and 9.7 metres (32 ft) in height. The proposed addition will increase the total signage area by 2.7 square metres for a total signage area of 20.7 metres (223 sq ft).

Within the Highway Commercial - C-2 zoning district of the Land Use Bylaw, it states that a freestanding sign is considered a discretionary use. Additionally, in Schedule 13, sign regulations, it is stated that within C-2 districts, the maximum height of a freestanding sign must not exceed 7.6 metres and the maximum sign area shall be no more than 15 square metres on each side of a multiple-sided sign.

#### **8-2021**

*MOTION: D. Lloyd moved to APPROVE DP 2021-017 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 13, Sign Regulations.*
- 4. Applicant/owner shall comply with Land Use Bylaw 677-P-04-13, Schedule 13, Sign Regulations.*
- 5. The freestanding sign shall notto be further enlarged without application and approval of the necessary permits.*
- 6. The freestanding sign shall be used only for on-site advertising and shall contain NO third-party advertising.*
- 7. The development must be completed in its entirety, in accordance with approved plans and conditions. Any*

*revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.*

**Carried 5-0**

5.8 DP 2021-025 - 3005 13 Street - Kimberly and Tony Tams

M. Messier presented DP 2021-025 to review the construction of a deck at the subject property located at 3005 13 Street.

The parcel is zoned Country Residential CR-2, within this zoning district in the Land Use Bylaw 'accessory structures' is considered a permitted use. However, the application is to review a request for a waiver of side yard setback requirements for the proposed deck.

The applicant is proposing to construct a deck and pool as an addition to the existing deck located at the subject property. The addition is proposed to be constructed on the southernmost portion of the dwelling in the side yard. The deck and pool's surface is proposed to be (1.2 metres) 4' from the ground.

In accordance with the Town's Land Use Bylaw, accessory structures in the side yard require a waiver. As per the Land Use Bylaw, temporary swimming pools are permitted within CR-1 zoning, therefore this application is to review a waiver for the deck only. It is important to note the existing deck will not be altered in any way.

As per the Land Use Bylaw, side yard setbacks within CR-2 zoning are required to be a minimum of 10 feet and the applicant is proposing a new side yard setback of 1 metre (3.5'). Recognizing the deck is not proposed to be a 3-dimensional structure. It is expected that it will have less of a visual impact on the surrounding area; however, it requires the consideration of the MPC for the above-listed reasons.

- D. Bergen advised that as he owner of the adjacent property, he is not opposed to the application.

- The Commission inquired if there is a requirement for a special type of fencing between properties.
- D. Bergen confirmed that if you elect to build a fence, there is a fence spec in the architectural controls. He also confirmed that there is no fence on the southern boundary of this property.

**9-2021**

*MOTION: J. Abrey moved to TABLE DP 2021-025 to allow the applicant time to provide more information.*

**Carried 5-0**

**6.0 INFORMATION ITEMS**

**7.0 CLOSED MEETING**

**8.0 ADJOURNMENT**

The public portion of the meeting was closed at 5:57 P.M .

**10-2021**

*J. Peters moved to adjourn the meeting at 6:30 P.M.*

**Carried 5-0**

---

CHAIR - R. HOHM

---

RECORDING SECRETARY - K. STONE