



MINUTES

Municipal Planning Commission Meeting

5:00 PM - Wednesday, September 8, 2021
Virtual

The Municipal Planning Commission of the Town of Coaldale was called to order on Wednesday, September 8, 2021, at 5:00 PM, in the Virtual, with the following members present:

PRESENT:

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

EXCUSED:

J. Abrey, Councillor
J. Van Hierden, Committee Member

STAFF PRESENT:

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

GALLERY:

K. Rudolph; K. Pitcher; N. Poole; N. Fisher; R. Whitten;
A. Neustaeter; K. Vandermeer; I. Kana;

1.0 CALL TO ORDER

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

2.0 ACCEPTANCE OF THE AGENDA

2.1 Move Item 5.2 to the top of the agenda.

1-2021

MOTION: J. Peters moved to accept the agenda as amended.

CARRIED 3-0

3.0 ADOPTION OF PREVIOUS MINUTES

3.1 MPC Meeting Minutes - August 11, 2021

2-2021

MOTION: D. Lloyd moved to APPROVE the August 11, 2021 minutes.

CARRIED 3-0

4.0 BUSINESS ARISING FROM THE MINUTES

None.

5.0 NEW BUSINESS

5.1 DP 2021-111 - 651 Parkside Green - M. Messier

M. Messier presented DP 2021-111, an application to request a Home Occupation 2 at the property legally described as Lot 26, Block 3, Plan 1112683.

Within the Residential Small Lot R-1B zoning district in Land Use Bylaw 677-P-04-13, Home Occupation 2 is considered a discretionary use. The applicant is proposing to operate a home business to offer private piano lessons on a weekly basis, Monday to Friday from 3:50 pm to 8:30 pm. Additional considerations include:

- There are currently no other businesses operating out of the residence.
- Up to five (5) clients will visit the residence daily.
- There are two (2) on-site parking spaces available for visitors.
- No employees will visit the residence.
- There will be no advertising or signage on the property.

As per the Municipal Government Act (MGA), notification of the application was circulated to neighbouring property owners within a 60-metre distance of the property 12 days prior to the scheduled meeting. No responses from the neighbouring property owners have been received.

Should the Commission wish to consider approval of DP 2021-111 to allow for a Home Occupation 2 (Private Piano Lessons), the following conditions are recommended:

1. The applicant complies with the Land Use Bylaw No. 677-P-04-13, Schedule 7, Home Occupations.
2. Development Permit No. 2021-111 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: 3:50 pm to 8:30 pm, Monday to Friday.
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.

3-2021

MOTION: J. Peters moved to APPROVE DP 2021-111 with conditions:

1. *Applicant complies with the Land Use Bylaw No. 677-P-04-13, Schedule 7, Home Occupations.*
2. *Development Permit No. 2021-111 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: 3:50 pm to 8:30 pm, Monday to Friday.*
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.*

CARRIED 3-0

5.2 DP 2021-112 - 2114 18 Street - M. Messier

M. Messier presented DP 2021-112, an application requesting an application for an intensification of use to allow for a private school at the property legally described as Lot(s) 9-11, Block 23, Plan 6476AA.

A 'School' is considered a permitted use within the Institutional/Recreation I/R zoning district in Land Use Bylaw 677-P-04-13. However, as the property's primary use as a 'Public or Religious Assembly' is considered a discretionary use, the proposed accessory use must be considered by the Municipal Planning Commission (MPC).

The applicant is proposing to operate a school within the basement of the Coaldale Mennonite Brethren Church with the following considerations:

- The school will operate for four (4) days of the week from Monday to Thursday, with the proposed hours of operation from 8:30 am to 3:30 pm.
- The school will serve students from K-9 with a desire to extend to Grade 12, if needed.
- Programming will be offered by Hope Christian School belonging to the Prairie Land School Division.
- The programming is classified as a 'Home Education'.
- The Church will be utilized as a congregation site for thirty-five (35) students, two (2) on-call teachers, and two (2) helpers.
- Parking for teachers, helpers and parents is proposed to be within the existing church parking lot during school hours.
- There will be one 20-passenger bus for students, along with approximately 10 vehicles that drop students off at the school.
- Proposed recreational areas include the parking lot and the existing gymnasium within the church. An 80-foot by 85-foot space will be marked off by pylons as indicators for vehicles within the parking lot. The number of students would be staggered for outdoor recess so that no more than 20 students would be outside at one time.
- Five events that require family attendance will be hosted throughout the year.
- The applicant has indicated a desire to eventually expand and serve a maximum of 60 students at a later time.

The applicant is proposing that the 20-passenger bus enter through 18th Street into the church yard and drop off passengers at the south end of the school. The bus will then exit onto 19th Street moving south. The proposed pickup of the students will be the same. Three parking stalls on the north end of the school will be allocated for teachers and helpers. Recreation space for the students and learning entry will be located on the west end of the property.

South of the subject property is an existing easement. Residents abutting the easement have requested that it not be blocked in any way to restrict access to the property.

Three written submissions were received:

- K. Rudolph identified concerns with noise and traffic, as well as whether there would be adequate play space for children. Additional concerns included the traffic during functions such as report card times, and the opportunity for the school to expand and allow more students.
- N. Poole identified similar concerns regarding the safety and wellbeing of students. Additional questions regarding the speed limit being reduced and fire safety and evacuation plans were included, along with concerns of noise and the school continuing to expand.
- B. Vaselenak question the need for the school with the public-school systems that are already in place, along with increased traffic flow and loss of street parking, and a lack of playground area for students.

In addition, a petition was circulated to residents, which was crosschecked with the mailing list for notification to confirm all fell within the 60m buffer area. Multiple concerns were addressed including:

- Noise and traffic.
- Bussing and noise pollution.
- Whether the proposal meets fire regulations.
- Alleyways being used for parking in addition to street parking.
- Wear and tear on roads from increased traffic.
- Snow removal.
- Questions why existing schools are not being utilized.
- Concerns regarding the expansion possibility.

Additional items were identified by K. Rudolph which included extra traffic, snow removal, parking lot/playground and future expansion of the school

Should the Commission wish to consider approval of DP 2021-112 to allow an accessory use for a 'School,' 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 for any renovation.
2. Applicant/Owner shall contact the fire department at 403-345-1330 and arrange for a fire inspection prior to occupancy to ensure the application meets the criteria listed within the Coaldale Fire Inspection Guide. (Coaldale and District Emergency Services has indicated that an inspection for occupant load is based on additional criteria required by other regulatory bodies such as Alberta Education and Superior Safety Codes.)
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, Off-street Parking and Loading Requirements.
6. The applicant shall be required to provide a parking plan and pick-up and drop-off plan prior to operation.
7. Approval of the development permit is for a maximum of 35 students, anything additional will require an application to the Town for the necessary permits and approvals.
8. At no point shall the operation of the school infringe upon resident access to their property.
9. 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.
10. For reference purposes, the applicant shall provide to the Town of Coaldale copies of any approvals from provincial approving authorities required for the operation of the school.

- A. Neustaeter advised that this program would not be a school, it would be a learning center. In addition, no construction or extensions whatsoever would be made to the building.
- K. Rudolph advised she had few concerns. In the original document that was circulated, it indicated 35 children would be attending the school whereas M. Messier has referenced 60 children. Another concern addressed was the lack of painted lines in the church parking lot, which increases the potential for parking in front of residential properties. In addition, despite classifying the application as a home learning system, there will be busses, extra vehicles, children, etc., which is similar to a regular school. She recommended if the applicant wants to run a Mennonite based school, to do it on his dime, not the tax payer's dime.
- I. Kana indicated that she has similar beliefs as K. Rudolph. She expressed concerns regarding increased traffic, as well as extra exhaust from the school busses running in the winter. Lastly, she suggested that there's an existing school on 19th Street (John Davidson School) that the children can attend.
- M. Messier clarified that the church has given the applicant permission for 60 children, but this application is for 35 children.
- K. Rudolph added that she spoke with applicant who advised that they intend to add more children as they come along.
- K. Pitcher expressed her concerns regarding vandalism, as she's found children in her backyard as they're walking to John Davidson School. She commented that the area is already high traffic with dance studio, food market storage, busses for John Davidson, library, liquor store, etc., and with no heavy-duty vehicles allowed on Main Street, 18th Street has an increase with traffic flow.
- N. Fisher advised on top of all the other complaints, he believes the facility should stay as a church, as there are many opportunities in the community for public education. He expressed concerns regarding the students going into yards and vandalizing property.
- K. Vandermeer expressed concerns with traffic, noise, and snow removal in the winter time. He also had questions regarding the classes offered and whether high school children would be attending.

4-2021

MOTION: D. Lloyd moved to approve DP 2021-112 with staff recommended conditions

DEFEATED 1-2

5-2021

MOTION: J. Peters made a motion to REFUSE DP 2021-112 as the Development Authority has determined that the proposed use may negatively impact the neighbourhood and given the existing context of the area, the proposed use would be incompatible with surrounding properties.

CARRIED 2-1

5.4 DP 2021-114 - The area west of McDonald's - M. Messier

M. Messier presented DP 2021-114, an application with a request for a waiver of temporary sign requirements within the Town of Coaldale's road right of way located west of McDonald's (2608 21 Avenue). The Town of Coaldale is proposing the application on behalf of the Coaldale Copperheads Junior Hockey Team.

Within the current Land Use Bylaw 677-P-04-13, it states all applicants wishing to erect a temporary sign be required to apply for a development permit under the following conditions:

- A development permit for a temporary sign will be valid for a period of no longer than 60 days.
- Once the permit has expired for a temporary sign at a location address, an application for another temporary sign on the same site shall not occur until 30 days have elapsed from the expiration of the previously approved permit.

On a yearly basis, the Coaldale Copperheads Junior Hockey Team has applied for a temporary sign permit to advertise upcoming junior hockey games. Given the predictable nature of the sign and content of the sign, staff respectfully requests an extension of maximum time allowances for a temporary sign.

Should the Commission wish to consider approval of DP 2021-114 to allow for a waiver of temporary sign requirements, the following conditions are recommended:

1. The sign must only be on display for the years 2021/2022, 2022/2023, and 2023/2024, given the signage remains at the approved location.
2. The sign must be removed 60 days after the date issued on the development permit
3. The portable sign is to be non-illuminated and the position of the sign will not impede the vision of drivers.
4. Given the portable nature of the sign, this permit assumes that a location on the site will be selected in accordance with the applicable property line setback restrictions described in Town of Coaldale Land Use Bylaw 677-P-04-13.
5. The sign shall comply with the current Land Use Bylaw No. 677-P-04-13, Schedule 13, Sign Regulations.

As per the Municipal Government Act (MGA), notification of the application was circulated to neighbouring property owners within a 60-metre distance of the property 12 days prior to the scheduled meeting. No responses from the neighbouring property owners have been received.

- The Commission inquired if this is the same sign that has been around for the past couple years.
- M. Messier confirmed the above and advised that the applicant is requesting some lenience on the temporary sign permit requirements.

6-2021

MOTION: D. Lloyd moved to APPROVE 2021-114 with conditions:

1. *Unless the location of the proposed sign changes, the development permit is valid for years 2021/2022, 2022/2023, & 2023/2024.*
2. *The sign must be removed 180 days after the date issued on the development permit, on a yearly basis.*
3. *The portable sign is to be non-illuminated and the position of the sign will not impede the vision of drivers.*
4. *The sign shall not project or overhang onto public property.*
5. *Given the portable nature of the sign, this permit assumes that a location on the site will be selected in accordance with the applicable property line setback restrictions described in Town of Coaldale Land Use Bylaw 677-P-04-13.*

6. *The sign shall comply with the current Land Use Bylaw No. 677-P-04-13, Schedule 13, Sign Regulations.*

CARRIED 3-0

5.5 DP 2021-117 - 3035 23 Street - M. Messier

M. Messier presented DP 2021-117, an application to request a Home Occupation 2 at the property legally described as Lot 6, Block 5, Plan 0714116.

Within the Residential R-1A zoning district in Land Use Bylaw 677-P-04-13, Home Occupation 2 is considered a discretionary use. The applicant is proposing to operate a home business to design and build custom furniture made from wood. Additional considerations include:

- There are currently no other businesses operating out of the residence.
- One (1) client will visit the residence on a monthly basis.
- There are two (2) on-site parking spaces available for visitors.
- The business will operate Monday to Friday, 4:00 pm to 8:00 pm; Saturday to Sunday 9:00 am to 7:00 pm.
- The proposed storage will not be exposed to public view and will be kept within the garage.
- No employees will visit the residence.
- A (4" x 12") sign is proposed to be located on a portion of the garage.

Should the Commission wish to consider approval of DP 2021-117 to allow for a Home Occupation 2 (Wood Working), the following conditions are recommended:

1. The applicant complies with the Land Use Bylaw No. 677-P-04-13, Schedule 7, Home Occupations.
2. The applicant shall comply with Land Use Bylaw 677-P-04-13, Schedule 13, Sign Regulations.
3. Development Permit No. 2021-117 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.
4. Hours of operation will be: Monday to Friday, 4:00 pm to 8:00 pm; Saturday to Sunday, 9:00 am to 7:00 pm.

5. Appointments shall be one at a time and by appointment only.
6. 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.
7. The sign shall conform to drawings submitted as part of the Development Permit application.

As per the Municipal Government Act (MGA), notification of the application was circulated to neighbouring property owners within a 60-metre distance of the property 12 days prior to the scheduled meeting. No responses from the neighbouring property owners have been received.

7-2021

MOTION: J. Peters moved to APPROVE DP 2021-117 with conditions:

1. *Applicant complies with the Land Use Bylaw No. 677-P-04-13, Schedule 7, Home Occupations.*
2. *Development Permit No. 2021-117 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: 4:00 pm to 8:00 pm, Monday to Friday; 9:00 am to 7:00 pm, Saturday 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. *A single 4 inch by 12 inch fascia sign is permitted only in the location shown on the images submitted with the application. Should a change in the location of the sign, or any additional signage be desired, the applicant must submit a separate sign application to the Town of Coaldale.*

CARRIED 3-0

5.6 DP 2021-119 - Parkside Development - M. Messier

S. Croil presented DP 2021-119, an application for a multi-unit development at the property legally described as PTN. of SW 13-9-20 W4M located east of Parkside Pond. The proposed multi-

unit consists of seven (7) three-unit and one (1) four-unit single-story residential buildings, for a total of twenty-five (25) units.

Within the Residential Multi-Unit (R-2) zoning district in Land Use Bylaw 677-P-04-13, developments beyond a six-unit townhome are classified as a discretionary use. The applicant is proposing to develop the twenty-five (25) units in seven (7) three-unit and one (1) four-unit single-story buildings, with the following proposed setbacks and site characteristics:

- Westerly rear-yard setback (facing the Parkside Pond) of 4.0 metres (13.12 feet) from the west property boundary.
- The southerly side-yard setback of between 3.057 metres (10 feet) and 3.159 metres (10.36 feet) • Easterly front-yard setback of 6.0 metres (19.68 feet).
- Northerly side/rear-yard setback of 3.048 metres (10 feet)
- Off-street parking consisting of a two-vehicle garage and two parking stalls per unit.
- Four (4) off-street visitor parking stalls, including one (1) accessible stall. Only two stalls/unit are required, so they're providing double the number of stalls required per unit on the individual units for parking, however, they're about 8 units short on the visitor stalls.
- A comprehensive landscaping plan showing irrigated grassed areas throughout the proposed development area, 55 trees, and 65 shrubs.

Should the Commission wish to consider approval of DP 2021-119 to allow for a residential multi-unit development, 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. 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 Multi-unit R-2.
4. Landscaping to conform to the landscaping plan that was attached as part of the Development Permit application and to Land Use Bylaw 677-P-04-13, Schedule 9, Landscaping and Amenity Areas Standards and Guidelines.

5. Off-Street parking to conform to the parking plan that was attached as part of the Development Permit application and to the current Land Use Bylaw 677-P-04-13, Schedule 11, Off-Street Parking and Loading Requirements.
6. A person to whom a Development Permit has been issued shall notify the Designated Officer following the Stakeout of the site but prior to the commencement of construction.
7. A person to whom a Development Permit for a Multi-unit dwelling 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.
8. All elevations and grades shall comply with the Lot Grading Site Plan.
9. The applicant/owner shall submit to the Town of Coaldale a soil bearing report.
10. 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.)
11. 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.
12. This development must meet the requirements of Storm Drainage Bylaw No. 764-R-07-19.
13. The connection of weeping tile foundation drainage systems to the sanitary sewer services in this development is STRICTLY PROHIBITED.
14. Ensure water does not drain into neighbouring properties during or after construction.
15. Prior to the connection of utilities, the applicant shall pay for water meters and contact the public works department prior to construction.
16. 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.
17. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighborhood.

As per the Municipal Government Act (MGA), notification of the application was circulated to neighbouring property owners within a 60-metre distance of the property 12 days prior to the scheduled meeting. No responses from the neighbouring property owners have been received

- R. Whitten advised that the project is for age restriction condominium ownership geared towards adults and seniors.
- The Commission asked for clarity on the age restriction.
- R. Whitten advised that they do intend to have a restriction of 55.

8-2021

MOTION: D. Lloyd moved to APPROVE DP 2021-119 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. *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 Multi-unit R-2.*
4. *Landscaping to conform to the landscaping plan that was attached as part of the Development Permit application and to Land Use Bylaw 677-P-04-13, Schedule 9, Landscaping and Amenity Areas Standards and Guidelines.*
5. *Off-Street parking to conform to the parking plan that was attached as part of the Development Permit application and to the current Land Use Bylaw 677-P-04-13, Schedule 11, Off-Street Parking and Loading Requirements.*
6. *A person to whom a Development Permit has been issued shall notify the Designated Officer following the Stakeout of the site but prior to the commencement of construction.*
7. *A person to whom a Development Permit for a Multi-unit dwelling 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.

8. All elevations and grades shall comply with the Lot Grading Site Plan.
9. The applicant/owner shall submit to the Town of Coaldale a soil bearing report.
10. 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.)**
11. 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.
12. This development must meet the requirements of Storm Drainage Bylaw No. 764-R-07-19.
13. The connection of weeping tile foundation drainage systems to the sanitary sewer services in this development is **STRICTLY PROHIBITED**.
14. Ensure water does not drain into neighbouring properties during or after construction.
15. **Prior** to the connection of municipal potable water service to each dwelling unit, the applicant shall purchase water meters from the Town and contact the public works department to coordinate connection of the same.
16. 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.
17. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly as to not impact the neighborhood.

CARRIED 3-0

6.0 INFORMATION ITEMS

7.0 CLOSED MEETING

8.0 ADJOURNMENT

The public portion of the meeting was closed at 5:56 P.M.

8.1 **9-2021**

MOTION: J. Peters moved to adjourn the meeting at 6:20 P.M.

CARRIED 3-0

R. HOHM - CHAIR

K. STONE - RECORDING SECRETARY