



# MINUTES

## Municipal Planning Commission Meeting

5:00 PM - Wednesday, September 14, 2022  
Council Chambers

---

The Municipal Planning Commission of the Town of Coaldale was called to order on Wednesday, September 14, 2022, at 5:00 PM, in the Council Chambers, with the following members present:

**PRESENT:** Roger Hohm, Chair  
Jack Van Rijn, Commission Member  
Jacen Abrey, Commission Member  
Dale Pickering, Commission Member  
Rene Van de Vendel, Commission Member

**EXCUSED:** Melanie Messier, Senior Planner

**STAFF PRESENT:** Cameron Mills, Director of Growth and Investment  
Tom Anderson, Municipal Administration Intern

**GALLERY:** E. Wiegers, M. Crooks

### 1.0 CALL TO ORDER

- The meeting was called to order at 5:00 pm.

### 2.0 ACCEPTANCE OF THE AGENDA

**56-2022**

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

**Carried 5-0**

### 3.0 ADOPTION OF PREVIOUS MINUTES

- R. Hohm posed the question whether there were any errors or omissions with the minutes presented.

**57-2022**

*MOTION: D. Pickering moved to APPROVE the August 10, 2022 minutes.*

**Carried 5-0**

**4.0 BUSINESS ARISING FROM THE MINUTES**

**5.0 NEW BUSINESS**

- 5.1 Development Permit (2022-080) – 2017 17 Street – Cameron Mills, Director of Growth and Investment

C. Mills presented Item 5.1 where the applicant was submitted an application for a Home Occupation 2, where the applicant is proposing an Airbnb (short-term rental) at the property legally described as Lot 28, Block 14, Plan 647 6AA with the civic address 2017 17 Street.

Within the Land Use Bylaw, Schedule 2, Residential R-1A is states that a Home Occupation 2 is a discretionary use. The applicant is proposing that the business will operate with the following considerations:

- One (1) on-site parking space will be available for visitors
- One to five (1-5) visitors are expected per stay
- Residents will be occupying the main floor as their primary residence
- The basement suite is proposed to be used by guests

Schedule 11: Off-Street Parking and Loading Requirements states one (1) additional parking space is required for Home Occupation businesses.

Should the Commission wish to consider a Home Occupation 2 to allow for an Airbnb (short-term rental) at the subject property, 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. 2022-080 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. Development Permit No. 2022-080 is a temporary permit being valid for a period of six (6) months from October 5, 2022, to April 5, 2022.
4. The applicant/owner is **not** required to pay an application fee for an extension of the use of the Temporary Development Permit or Development Permit at the end of the six (6) month term.
5. A business license must be obtained from the Town of Coaldale.
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. No offensive noise, vibration, smoke, dust, odours, heat or glare discernible beyond the property lines shall be produced by the use.
8. The home occupation is granted a waiver of one (1) additional parking stall requirement **as per the Municipal Planning Commission (MPC)**.

### **58-2022**

*MOTION: J. Van Rijn made a motion to APPROVE development permit (2022-080) with the suggested conditions and that the permit be circulated to the Fire Department for Fire Code inspection.*

**Carried 5-0**

### 5.2 Development Permit (2022-088) – 1012 13 Avenue – Cameron Mills, Director of Growth and Investment

C. Mills presented Item 5.2 where an applicant was requesting a Change of Use to allow for an "Automotive Repair and Service Shop" at the property legally described as Lot 27, Block 17, Plan 121 2873 with the civic address 1012 13 Avenue.

Within the current Land Use Bylaw, Schedule 2, Industry-I states that an "Automotive Repair and Service Shop" is discretionary use.

Development Permit (2016-072) was approved to construct the 557 m<sup>2</sup> (6000 ft<sup>2</sup>) industrial building, where parking and landscaping requirements were considered and provided. **Note:** nine (9) parking stalls were provided as part of the initial build.

Within Schedule 11: Off-Street Parking and Loading Requirements, identifies an "Automotive Repair and Service Shop" is required to provide a minimum of one (1) space per 46.5m<sup>2</sup> (500 ft<sup>2</sup>) of Gross Floor Area.

The proposal satisfies the six (6) required parking stalls with existing on-site parking.

Should the Commission wish to consider approval of a Change of Use to allow for an "Automotive Repair and Service Shop" at the subject property, the following conditions are recommended:

1. Must obtain approval of a Building Permit from Superior Safety Codes Inc at (403) 320-0734 prior to commencement.
2. Applicant/owner shall contact the Fire Department at 403-345-1330 and arrange for a fire inspection.
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 46.5 m<sup>2</sup> (500 ft<sup>2</sup>) of GFA.
5. Refuse and/or garbage during construction shall be in appropriate containers and shall be properly screened and placed in an approved enclosure until removed for disposal.
6. Excess dirt and mud that is tracked onto sidewalks and roads shall be cleaned up promptly so as not to impact the neighbourhood.
7. Approval is for the change of use only. Any signage must be applied for and approved.

**59-2022**

*MOTION: R. Van de Vendel made a motion to APPROVE development permit (2022-088) with the suggested conditions.*

**Carried 5-0**

5.3 Development Permit (2022-095) – 2124 16 Avenue – Cameron Mills, Director of Growth and Investment

C. Mills presented Item 5.3 where an applicant was requesting an addition to an existing building resulting in a waiver of rear yard setback requirements for the property legally described as Lot 8, Block 8, Plan 901 2294 with the civic address 2124 16 Avenue. The application is the home of the Birds of Prey Foundation.

Within the Land Use Bylaw, Schedule 2, Institutional/Recreational - I/R, states that "Recreation, Private" is a discretionary use. In addition, the Bylaw states the minimum rear yard setback within this zoning is 7.62 m (25 ft.), whereas the applicant proposes a new rear yard setback of 3.4 m (11 ft. - 2 1/2 inches).

- The addition would result in a 55 percent waiver of rear yard setback requirements.

Should the Commission wish to consider approval of the development permit (2022-095) to allow for a building addition with a waiver of rear yard setback requirements, the following conditions are recommended:

1. Must obtain approval of a Building Permit from Superior Safety Codes Inc at (403) 320-0734 prior to commencement.
2. 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. Applicant/owner shall contact the Fire Department at (403) 345-1330 and arrange for a fire inspection once construction is completed.
4. Setbacks to conform to the site plan attached as part of the Development Permit application and to the current Land Use Bylaw No. 677-P-04-13, Schedule 2, Institutional/Recreational - I/R.
5. Ensure lot drainage is maintained.
6. Refuse and garbage during construction shall be in appropriate containers and shall be properly screened and placed in an approved enclosure until removed for disposal.

7. 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.
8. Excess dirt and mud tracked onto sidewalks and roads shall be cleaned up promptly so as not to impact the neighbourhood.
9. When completed, the building shall meet or exceed provincial building requirements and comply with all provincial requirements.

**60-2022**

*MOTION: J. Van Rijn made a motion to APPROVE Development Permit (2022-095) with the suggested conditions and that the permit be circulated to the Fire Department for Fire Code inspection.*

**Carried 4-1**

**6.0 INFORMATION ITEMS**

6.1. Information Item – Citizen Member Appointments – Cameron Mills, Director of Growth and Investment

- R. Van de Vendel indicated he was considering the possibility of serving another term.

**7.0 CLOSED MEETING**

- Closed session began at 5:25 pm.

**8.0 ADJOURNMENT**

- J. Van Rijn made a motion to adjourn at 5:44 pm.

---

Chair – Roger Hohm

---

Recording Secretary – T. Anderson

