



MUNICIPAL PLANNING COMMISSION
MINUTES OF MEETING HELD MONDAY, JANUARY 9, 2023
@ 5:00 P.M.
SAWRIDGE CREEK MEETING ROOM

PRESENT: S. Torresan-Chykerda, F. Ward, S. Gramlich, K. Hughes, S. Jayarman and C. Mandau

ABSENT: T. Kelham

OTHERS: Laurie Skrynyk, Director of Planning & Development and Marc Boisonneault

S. Torresan-Chykerda called the meeting to order at 5:04 p.m.

1. Election of Chair and Vice Chair

S. Torresan-Chykerda was nominated as Chair of the Municipal Planning Commission – accepted

C. Mandau was nominated as Vice Chair of the Municipal Planning Commission – accepted

2. Adoption of the Agenda

MOVED by S. Gramlich to accept the agenda as presented.

CARRIED

3. Minutes of Previous Meetings

MOVED by K. Hughes to accept the minutes of the December 5, 2022, meeting as presented.

CARRIED

4. Business Arising from the Minutes

None

5. Development Permit Applications

a) DP #59.11.22

Discretionary Use – Agricultural Operation

MKB Trucking (Marc Boisonneault)

The additional information requested by the MPC at their December 5, 2022, meeting was presented and discussed. Discussion ensued regarding the barbed wire fence. Marc Boisonneault stated that he installed a DOT reflective strip on every fence post to increase safety for pedestrians and ATV users in proximity of the fence. Mr. Boisonneault also indicated that he was planning to grow hay and possible grain crops.

MOVED by C. Mandau that the Municipal Planning Commission approves Development Permit #59.11.22 for an Agricultural Operation, which is a Discretionary Use in the UE – Urban Expansion District on Pt. of NE 25-72-6-W5. The Agricultural Operation is approved for a period of five (5) years and shall expire on December 31, 2027. The approval of the Agricultural Operation is subject to the following conditions.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and submit amended drawings, and if necessary, shall apply for a new development permit.

2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.
3. If the development authorized by this development permit is not commenced and completed within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission. It is the landowner/applicant's responsibility to advise the Town if the development will not be completed within the 18-month time frame and request an extension.
4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas and other disciplines) required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town. The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or approvals in any of the disciplines.**

PERMIT COMPLIANCE

5. The Landowner and applicant shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

PUBLIC LANDS

6. The landowner/applicant is responsible for ensuring that all improvements on the lot, such as building, driveway, etc., do not interfere with fire hydrants, storm drains, light standards, or utility easements, etc., and landowner/applicant will be held responsible for damage he or his contractors may cause.
7. Prior to construction proceeding, any existing damage to sidewalks, roads or public utility services is to be reported to the Town or the landowner/applicant will be held responsible for damage.
8. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

FIRE

9. The burning of building material and debris within the boundaries of the Town is strictly prohibited. Violators will receive a fine.

ACCESS

10. The applicant is required to develop an approach to the subject lands (i.e., Pt. of NE 25-72-6-W5) from the existing service road (i.e., 15 Avenue SE). The approach shall be constructed to a gravel standard and shall align with the 15 Avenue SE service road.
11. The applicant shall submit detailed drawings of the proposed approach, developed in accordance with the Town's Development Standards and Procedures and the Director of Operations will review and approve the drawings prior to construction commencing.

12. The approach shall be no greater than 9.1 m in width and shall be constructed no later than July 31, 2023.

GENERAL CONDITIONS

13. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the province.

14. The landowner/applicant shall ensure that the construction site remains in a tidy and orderly condition and that construction debris and materials are contained within the boundaries of the parcel and not permitted to scatter to neighbouring parcels.

ADDITIONAL NOTES: (not conditions of the Development Permit)

- If you require a time extension to complete your development, please contact the Planning Department at 780-849-8004.
- Please remember to CALL BEFORE YOU DIG by contacting Alberta 1st Call at 1-800-242-3447 or CLICK BEFORE YOU DIG at <http://albertaonecall.com>.
- The addition of a Low Intensity Farming Operation (i.e., Hobby Farm) will require a separate development permit.

CARRIED

b) DPA #64.12.22

Discretionary Use – Minor Digital Sign
A & W (Gordy Ferguson)

MOVED by S. Torresan-Chykerda that the Municipal Planning Commission approves Development Permit #64.12.22 for the installation of a 4 ft. x 8 ft. Minor Digital Sign – Reader Board on an existing Freestanding Sign on Lot 3A, Block 2, Plan 922 2545 located at 900A Main Street SW and is a Discretionary Use in the C2 – Secondary Commercial District subject to the following conditions.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and submit amended drawings, and if necessary, shall apply for a new development permit.
2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.
3. If the development authorized by this development permit is not commenced and completed within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission. It is the landowner/applicant's responsibility to advise the Town if the development will not be completed within the 18-month time frame and request an extension.
4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas, and other disciplines) required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town.** The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or

approvals in any of the disciplines.

PERMIT COMPLIANCE

5. The Landowner shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

SIGN

6. The sign(s) shall be developed in accordance with Part 9 of Land Use Bylaw #22-2007.
7. No signs or advertising structures shall not be erected on or affixed to a fence, pole, tree, or any object in a public street or private or public place in any district.
8. Signs shall not be erected so as to obstruct free and clear vision or vehicular traffic or at any location where it may interfere with, or be confused with, any authorized traffic sign, signal, or device.
9. All Signs must contain "Point-of-Sale" Advertising only and must not contain "Third Party" Advertising.

"POINT OF SALE ADVERTISING" means advertising that relates to the name of the occupier of the firm, the nature of the business conducted and/or the goods produced, and/or the main products and services sold or obtainable at the premises on which the advertising is displayed. This definition includes Community Signs.

"THIRD PARTY ADVERTISING SIGN" means a sign that contains copy directing attention to a business, commodity, service, or entertainment that is conducted, sold, or offered elsewhere than on the site where the sign is located. The subject sign(s) shall be maintained to the satisfaction of the Development Officer. Should the sign(s) become unsightly or fall into a state of disrepair, notice will be served by the Development Authority requiring repair or removal.

10. The Minor Digital Signs shall use automatic light level controls to adjust light levels at night, under cloudy and other darkened conditions to reduce light pollution, in accordance with the following:
 - (a) Ambient light monitors shall automatically adjust brightness levels of the copy area based on ambient light conditions. Brightness levels shall not exceed 0.3 foot-candles above ambient light conditions when measured from the sign face at its maximum brightness, between sunset and sunrise, at those times determined by the Sunrise / Sunset Calculator from the National Research Council of Canada.
 - (b) Brightness levels of the Sign shall not exceed 400 Nits when measured from the sign face at its maximum brightness, between sunset and sunrise, at those times determined by the Sunrise / Sunset calculator from the National Research Council of Canada.

GENERAL

11. The applicant shall be responsible for any conflict that may exist between the development proposed and existing utilities and is responsible for having all underground utilities located i.e.: gas, cable television, power, telephone and sewer and water, prior to proceeding with construction.
12. Applicant is responsible for ensuring that all improvements on the lot, such as building, driveway, etc., do not interfere with fire hydrants, storm drains, light standards, or utility easements, etc., and applicant will be held responsible for damage he or his contractors may cause.

13. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the developer.
14. Prior to construction proceeding, any existing damage to sidewalks, roads or public utility services is to be reported to the Town or the applicant will be held responsible for damage.
15. The applicant/owner/developer is responsible for requesting utility locates. In the event that a development is within 30 meters of a high-pressure gas main, the applicant/owner/developer is responsible for obtaining a Letter of Permission from ATCO Gas. ATCO Gas will not allow any structure to be located within an easement that contains a gas line of any type.
16. Applicant and any other contractors or agents working on this development, is to be properly licensed by the Town of Slave Lake and/or the Province of Alberta as required.

ADDITIONAL NOTES: (not conditions of the Development Permit)

- If you require a time extension in order to complete your development, please contact the Planning Department at 780-849-8004.
- Please remember to CALL BEFORE YOU DIG by contacting Alberta 1st Call at 1-800-242-3447 or CLICK BEFORE YOU DIG at <http://albertaonecall.com>.
- Any additional signs must be approved under a separate development permit. However, signs displayed within buildings, on door plates, door boards or kick plates, and sandwich board signs do not require a development permit but must comply with the regulations of the current and prevailing Land Use Bylaw.

CARRIED

c) **DPA #01.01.23**

Type E HBB

Ophelia De La Cruz

MOVED by S. Jayarman that the Municipal Planning Commission approves Development Permit #01.01.23 (HBB #01.23) to permit the development of a **Type "E" Home Based Business**, General Retail (i.e., online Jewelry Sales) Le 'Jit Online Shoppe within the R1A – Low Density Residential District on Lot 15, Block 54, Plan 932 1376 at **301 – 13 Street SE**, subject to the following conditions.

1. If in the progress of work on this development the landowner/applicant desires to change in any way from the terms and conditions of this development permit, he/she shall notify the Town in writing and if necessary, shall apply for a new development permit.
2. The Town assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact, which arises from the information supplied by or on behalf of the landowner/applicant.
3. If the development authorized by this development permit is not within eighteen (18) months from the date of issuance of this development permit, the permit is deemed to be VOID unless an extension has been granted by the Development Authority or the Municipal Planning Commission.
4. The Development is to comply with all Municipal, Provincial and Federal Codes and Regulations. The landowner/applicant is to obtain all necessary permits (building, fire, electrical, plumbing gas and other disciplines)

required under the authority of the Alberta Safety Codes Act from an accredited agency prior to proceeding with any construction. **A copy of the Building Permit shall be submitted to the Town.** The issuance of this development permit does not exempt the landowner/applicant from any additional requirements or approvals in any of the disciplines.

PERMIT COMPLIANCE

5. The Landowner shall comply with the Town's Development Standards and Procedures, the Town's Policies and Procedures, the Town's municipal bylaws, the Alberta Safety Codes Act, all applicable federal and provincial legislation and any conditions of caveat, covenant, easement, or other instrument registered on title to the lands.

PARKING

6. Only one business vehicle shall be parked on-street or off-street as a result of the home-based business.

GENERAL

7. The business may be operated in the home and may be extended to an accessory residential building provided that the minimum on-site parking requirements are met. The number of non-resident employees working on-site shall not exceed two at any given time.
8. A home-based business shall be operated as a secondary use only to the residential use.
9. There should be no outside storage of materials, commodities or finished products associated with the business.
10. The area of the main building used for a home-based business shall not exceed 25%.
11. The area of an accessory building used for a Type "E" home-based business may be 100%, provided that the minimum off-street parking requirements are met.
12. The display or placement of signage on the premises of the home-based business will be evaluated on their merits by the Development Authority, provided that:
 - (i) the sign shall not be illuminated;
 - (ii) the sign shall be placed in a window or attached to the exterior of the residence on the street side of the residence, or at the discretion of the Municipal Planning Commission; and
 - (iii) the maximum area of the sign shall not exceed 1000 cm² - (155 in²).
13. The sign for the home-based business shall be developed in accordance with Part 9 of the Land Use Bylaw #22-2007.
14. A home-based business shall not create a nuisance factor which may be apparent outside an enclosed building and shall not create any objectionable or dangerous conditions on the parcel or adjacent parcels in terms of noise, vibration, smoke, dust, odour, heat, noxious gas, glare, electrical radio and television disturbance.
15. A home-based business shall not generate customer traffic greater than one visitor at a time. A visitor includes clients, client groups and sale people other than the resident, even if the client visits are for pickups and deliveries. (Client groups do not include a group of individuals for class instruction).

16. This development shall comply with or adhere to the quiet hours as set out in the Community Standards Bylaw #37-2007, Section 8(1) Quiet time within the Town of Slave Lake shall be between the hours of 10:00 pm and 0:700 am on weekdays and between the hours of 10:00 pm and 09:00 am on weekends and holidays.
17. Delivery of goods to the residence as a direct result of the home-based business by tandem trucks or semi-trailer units will not be permitted.
18. All Type "E" home-based business shall be subject to review by the Municipal Planning Commission following six (6) months from the date of issuance of the development permit.
19. All home-based business permits may be revoked by the Development Authority if the operation of the business is deemed to be violation of the Land Use Bylaw #22-2007.
20. The applicant is to be properly licensed by the Town in accordance with the Business License By-Law #19-2018.

ADDITIONAL NOTES: (not conditions of the Development Permit)

- This development permit approves the home-based Business located **301 - 13 Street SE**. Should the applicant/landowner move to another location; a new home-based Business application must be submitted and approved prior to operating the business at the new location.

CARRIED

6. Land Use Bylaw/Statutory Plan Amendments

- a) **Land Use Bylaw Amendment**
Bylaw #16-2022 - Redistricting from R1 to R2
Metis Urban Housing

MOVED by F. Ward that the Municipal Planning Commission supports Bylaw #16-2022.

CARRIED

- b) **Land Use Bylaw Amendment**
Bylaw #17-2022 – Regulatory
2020 Investment Group Inc.

MOVED by S. Jayarman that the Municipal Planning Commission supports Bylaw #17-2022.

CARRIED

- c) **Municipal Development Plan Amendment**
Bylaw #18-2022 – Re-designating
Lakeview Optometry Clinic

MOVED by S. Gramlich that the Municipal Planning Commission supports Bylaw #18-2022.

CARRIED

Municipal Planning Commission Minutes

- d) **Land Use Bylaw Amendment**
Bylaw #19-2022 – Redistricting from R1 to C1
Lakeview Optometry Clinic

MOVED by S. Torresan-Chykerda that the Municipal Planning Commission supports Bylaw #19-2022.

CARRIED

7. Proposed Subdivisions

8. Other Business

- a) December 2022 Building Value Report

MOVED by K. Hughes to accept the December 2022 Building Value Report as presented.

CARRIED

- b) Ten Year Building Value Report

MOVED by F. Ward to accept the Ten Year Building Value Report as presented.

CARRIED

9. MPC Development Concerns

10. Meeting Review

- Next regularly scheduled meeting is February 6, 2023.

Adjournment:

Meeting adjourned at 5.48 pm.

Recorder: Laurie Skrynyk

Minutes Prepared by: Laurie Skrynyk



Chairperson



Date