



MUNICIPAL PLANNING COMMISSION
MINUTES OF MEETING HELD MONDAY, FEBRUARY 1, 2021
@ 5:00 P.M.
COUNCIL CHAMBERS

PRESENT: S. Torresan-Chykerda, S. Shah, J. Brandle, J. Lund, and B. Ferguson
ABSENT: A. Emes and R. King
OTHERS: Laurie Skrynyk, Director of Planning & Development
Samantha Dyck, Development Officer

S. Torresan-Chykerda called the meeting to order at 5:00 p.m.

1. Adoption of the Agenda

MOVED BY B. Ferguson to accept the agenda as presented.

CARRIED

2. Minutes of Previous Meetings

MOVED BY J. Brandle to accept the minutes of January 4, 2021 meeting as presented.

CARRIED

3. Business Arising from the Minutes

4. Development Permit Applications

- a) **DP #46.07.20**
SP Beauty
HBB Type E #08.20
6 Month Review

MOVED BY J. Brandle that the Municipal Planning Commission grants permanent approval of Development Permit #46.07.20, HBB #08.20 Type E Home Based Business – Personal Services (i.e. Hair Salon) SP Beauty within the R1 – Standard Detached Residential District located on Lot 7, Block 2, Plan 892 1226 at 824 – 1A Avenue SW.

CARRIED

- b) **DP #48.07.20**
Keira St. Louis
HBB Type E #09.20
6 Month Review

MOVED BY S. Torresan-Chykerda that the Municipal Planning Commission grants permanent approval of Development Permit #48.07.20, HBB #09.20 Type E Home Based Business, Personal Services, (i.e. Boreal Lash Parlor) within the R2 – Medium Density Residential District located on Lot 11B, Block 39, Plan 142 3591 at 909 – 12 Street SE.

CARRIED

- c) **DP #49.07.20**
JSJ Contracting
HBB Type E #10.20
6 Month Review

MOVED BY B. Ferguson that the Municipal Planning Commission grants permanent approval of Development Permit #49.07.20, HBB #10.20 Type E Home Based Business, JSJ Contracting, within the R1 – Standard Detached Residential District located on Lot 20, Block 18, Plan 5387 RS at 724 – 5 Avenue NE.

CARRIED

- d) **DP #50.07.20**
Winston Teichroeb
HBB Type E #11.20
6 Month Review

MOVED BY S. Shah that the Municipal Planning Commission grants permanent approval of Development Permit #50.07.20, HBB #11.20 Type E Home Based Business, The Garage Community Fitness, within the R1A – Low Density Residential District located on Lot 2, Block 47, Plan 2971 TR at 517 – 10 Avenue S.E

CARRIED

- e) **DP #04.01.21**
Wabasca Truck & Trailer
Discretionary Use
Truck Repair Shop

MOVED BY B. Ferguson that the Municipal Planning Commission approves Development Permit #04.01.21 for the Occupancy of Space for a Truck Repair Shop which is a discretionary use in the M1 – Light Industrial District and a Fascia Sign which is a permitted use in the M1 – Light Industrial District on Lot 3, Plan 952 5386 located at 200A Caribou Trail SW 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.

CIVIC ADDRESS

6. The civic address for this property has been assigned by the Town of Slave Lake in accordance with the Street Numbering Bylaw. The civic address shall be posted on a stake at the front of the property and shall remain in place until the civic address has been permanently posted on the exterior of the building. The civic address shall be posted in a location that is easily visible from the street.

7. The Civic Addresses for the Truck Repair Shop shall be as follows:

200A Caribou Trail NW

8. The owner of the property shall maintain the Address Number in good condition and shall not allow the visibility of the address to be obscured.

PUBLIC LANDS

9. 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.

10. 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.

11. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

SIGNS

12. All signs shall be developed in accordance with Part 9 of the Land Use Bylaw #22-2007.

13. 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.

14. 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.

15. 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.

16. The subject sign(s) must be maintained to the satisfaction of the Development Authority. 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.

17. The Fascia sign shall be erected so that it does not project more than 0.5 m (1.6 ft.) above the top of the vertical face of the wall to which it is attached.

18. The Fascia sign shall not exceed in area the equivalent of 25% of the superficial area of the wall comprising the business frontage.

GENERAL CONDITIONS

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

20. 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 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.
- Should the applicant/landowner move the business to another location, a new Development Permit Application must be submitted and approved prior to occupancy and opening of the business at the new location.
- Any new tenants of this building are required to apply for an Occupying Space Development Permit prior to occupying the space. Any existing tenants who wish to add a service or increase the intensity of an existing use or service are required to apply for a Change in Use Development Permit prior to adding the service or use. Contacting the Planning Department early can avoid costly complications and delays.

CARRIED

- f) **DP #05.01.21**
Canadian Tire
Discretionary Use
Temporary Sea Cans

MOVED BY S. Torresan-Chykerda that the Municipal Planning Commission approves Development Permit #05.01.21 for the placement of two (2) Sea Cans – Temporary Use to facilitate renovations and upgrades to the retail store which is a discretionary use in the C3 – Highway Commercial District on Lot 8, Block 4, Plan 052 2448 located at #101, 1500 Main Street SW subject to the following conditions.

1. **The temporary placement of the Sea Cans is approved until May 30, 2021. The applicant must have the Sea Cans removed seven (7) days after the May 30th, 2021 deadline has passed.**
2. 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.
3. 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.

4. 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.
5. 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.

GENERAL CONDITIONS

6. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the Province.
7. 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 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>.
- Should the applicant/landowner move the business to another location, a new Development Permit Application must be submitted and approved prior to occupancy and opening of the business at the new location.

CARRIED

g) **DP #07.01.21**
Kathryn Richards
Discretionary Use
HBB Type E #01.21

MOVED BY S. Torresan-Chykerda that the Municipal Planning Commission The Municipal Planning Commission approves Development Permit #07.01.21 (HBB #01.21) to permit the development of a **Type "E" Home Based Business**, Cadillac Bowen Therapy (i.e. Bowen Therapy) within the R3A – High Density Apartment District on Lot 1, Block 42, Plan 122 0499 at #309, 600 – 6 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 #309, 600 – 6 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

**h) DP #08.01.21
Marsha Gauthier
Discretionary Use
HBB Type E #02.21**

MOVED BY S. Shah that the Municipal Planning Commission approves Development Permit #08.01.21 (HBB #02.21) to permit the development of a **Type "E" Home-based Business**, C.M. Creations (i.e. sewing business) within the R2 – Medium Density Residential District on Lot 11B, Block 4, Plan 962 0026 at **1104 – 8 Street SW**, 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:
 - (iii) the sign shall not be illuminated;
 - (iv) 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 **1104 – 8 Street SW**. 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

- i) **DP #09.01.21**
Carwald Redi-Mix
Discretionary Use
Asphalt Plant

- Decision deferred until next meeting. The MPC requested more information.

5. Land Use Bylaw/Statutory Plan Amendments

6. Proposed Subdivisions

7. Other Business

- a) **J. Lund** asked if there was a map indicating all of the approved home-based business.
 - We do not have one but will look into having one produced.

8. MPC Development Concerns

9. Meeting Review

Next meeting is scheduled for March 1, 2021 at 5:00 pm in Council Chambers.

Adjournment: Meeting adjourned at 5:40 pm

Recorder: Samantha Dyck
Minutes Prepared by: Samantha Dyck
Minutes Reviewed by: Laurie Skrynyk

Syed Sheikh

Chairperson

March of 2021

Date