



MUNICIPAL PLANNING COMMISSION
MINUTES OF MEETING HELD MONDAY, FEBRUARY 6, 2023
@ 5:00 P.M.
SAWRIDGE CREEK MEETING ROOM

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

ABSENT:

OTHERS: Laurie Skrynyk, Director of Planning & Development and Joanna Raymond, Development Officer

S. Torresan-Chykerda called the meeting to order at 5:01 p.m.

1. Adoption of the Agenda

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

CARRIED

2. Minutes of Previous Meetings

MOVED by K. Hughes to accept the minutes of the January 9, 2023, meeting as presented.

CARRIED

3. Business Arising from the Minutes

None

4. Development Permit Applications

a) DP #45.08.22

**Discretionary Use, Outdoor Recreation Facility – Inflatable Water Slide
Big Fish Bay RV Resort**

MOVED by S. Jayarman that the Municipal Planning Commission approves Development Permit #45.08.22 for the approval of an Outdoor Recreational Facility – Inflatable Water Slide, which is a Discretionary Use in the RR1 – Recreation Facility and Resort District on Pt. SW 1-73-6-W5 located on 1000 Caribou Trail NW 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.

SITE PLAN

6. All structures on the site must conform to the submitted and approved Site Plan and must also be in accordance with Section 115 of the Land Use Bylaw #22-2007 unless otherwise varied on the issuance of a development permit.

PUBLIC LANDS

7. 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.
8. 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.
9. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

GENERAL CONDITIONS

10. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the Province.
11. 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 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 use of the waterslide be extended to the general public, beyond the patrons of the Big Fish Bay RV Resort then another application will need to be submitted to the Town of Slave Lake.

CARRIED

b) DPA #06.01.23

**Discretionary Use, Self Storage Facility, Variance to Rear Yard Setback,
Major Renovation for Residential Units and Fascia Signs
20/20 Investment Group Inc.**

S. Torresan-Chykerda declared a conflict and recused herself from the meeting at 5:27 pm.

MOVED by S. Gramlich that the Municipal Planning Commission approves Development Permit #06.01.23 which approves the development of a Self Storage Facility, which is a Discretionary Use and a major renovation to the existing mixed commercial/residential building to convert the existing commercial spaces to residential units, and the placement of two (2) 4 ft. x 8 ft. Fascia Signs to be erected on the exterior of the existing mixed commercial/residential building and on the new Self Storage building, which are Permitted Uses in the C1 – Downtown Commercial Mixed-Use District on Lots 20-22, Block 1, Plan 1794 ET located at 217 – 3 Avenue NW subject to the following conditions.

1. The Municipal Planning Commission approves a variance to the rear yard setback of the proposed Self Storage Facility from the required 6 m (20 ft.) to 4.87 m (16 ft.).
2. The applicant is to ensure a Consolidation Plan is registered with Alberta Lands Titles and a copy of the Title evidencing the consolidation shall be submitted to the Town office no later than December 31, 2023, for Lots 20-22, Block 1, Plan 1794 ET.
3. 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.
4. 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.
5. 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.
6. 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.
7. The landowner/applicant is to provide a development deposit in the name of the Town of Slave Lake in the amount of \$10,000.00 to guarantee the performance of all obligations under this permit. **This deposit will be refunded once all conditions of the development permit have been met. Please note that the development deposit will be returned to the individual or company who provided it to the Town.**

PERMIT COMPLIANCE

8. 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.

SITE PLAN

9. All structures on site must conform to the submitted and approved Site Plan and must also be in accordance with the requirements of Sections 72A, 76A, and 87 of the Land Use Bylaw #22-2007; unless otherwise varied under the issuance of a development permit.
10. The Town will require a copy of an original Real Property Report (RPR), prepared by an Alberta Land Surveyor, for review when the Self Storage Facility is complete. A variance fee ranging from \$500.00 to \$2,500.00, in accordance with the prevailing Planning Fees Bylaw, will be imposed on new construction that does not comply with the requirements of the Land Use Bylaw or the Development Permit issued.

CIVIC ADDRESS

11. The civic address for this development is as follows:

Mixed Commercial/Residential Building

Existing Residential Unit on the ground floor remains as 101, 217 – 3 Avenue NW
New Residential Unit (to north) is 103, 217 – 3 Avenue NW
New Residential Unit (in the middle) is 105, 217 – 3 Avenue NW
New Residential Unit (to the south) is 107, 217 – 3 Avenue NW

New Self Storage Building

New Self Storage Facility is 213 – 3 Avenue NW

No changes to the civic address will apply to the residential units on the second floor of the mixed commercial/residential building.

12. 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.
13. The civic address for each building is to be posted in a location that is easily visible from the street.

LOT GRADING & DRAINAGE

14. **Lot drainage and building elevation for the Self Storage Facility and parking area associated with the Self Storage Facility** shall be in accordance with the requirements of the prevailing Land Use Bylaw. For confirmation of grades contact the Development Authority. Lots are to be graded in accordance with the Town of Slave Lake's Development Standard and Procedures.
15. The lot shall be drained so that water is not diverted onto adjacent properties. As such, all down spouts and sump pump discharge pipes shall be directed either into the front or rear yard of your property or into a side yard where a drainage swale is present.
16. All elevations re: grades, inverts, etc. should be field checked and taken into consideration when setting the building grades.
17. **The lot must be graded in accordance with the approved Lot Grading Plan.** The landowner/applicant is required to submit a Lot Grading Plan prepared by an Alberta Land Surveyor or an Engineer (prepared in accordance with the Town's Development Standards and Procedures) for the new Self Storage Facility and surrounding area;

showing proposed lot and building grades and grade percentages, prior to commencement of construction on the site. The Lot Grading Plan will illustrate how the landowner/applicant will grade the site from the foundation of the building. Where no lot grading design for the subdivision exists, it will be the responsibility of the landowner/applicant to work with an Alberta Land Surveyor to develop a Lot Grading Plan that illustrates both existing and proposed grades. The Surveyor or Engineer shall also calculate the elevation of the foundation and stake this information along with the foundation location of the new development. Once the lot grading is complete i.e., topsoil has been placed, the landowner/applicant is to submit to the Town a Lot Grading Certificate, as prepared by an Alberta Land Surveyor or Engineer. The Lot Grading Certificate shall include proposed and as-built grades as well as grade percentages at the corners of the property and the foundation of the structure (at minimum). The Town will review the Lot Grading Certificate with the Lot Grading Plan and the Town's Development Standards and Procedures. Once satisfied that the lot grading has been completed in accordance with these Plans the Town will sign off on this requirement.

18. Lot Grading Certificates prepared at rough grade or prior to the placement of topsoil **will not be accepted by the Town**. Lot Grading Certificates must be prepared after the topsoil is placed in order for the Town to properly assess compliance with the drainage plans.
19. The Town will conduct two (2) Lot Grading Inspections at no charge to the landowner/applicant. All additional re-inspections required over and above the first two (2) will be charged at a rate of \$125.00 per inspection. As such, the Planning Department urges you to ensure all required work with respect to Lot Grading is completed prior to requesting an inspection.

PARKING

20. All driveways shall have a minimum clearance of 1.5 m from structures such as hydrants, catch basins, streetlights, or service pedestals, unless otherwise authorize by the Town.
21. All off street parking areas must be properly graded so as to dispose of storm water accumulation.
22. The maximum width of driveway for all Commercial, Industrial, and Institutional developments, measured at the property boundary, shall be 9.1 m (30 ft.). Mountable curbs shall be lowered for commercial and industrial driveways and lane crossings.
23. All on-site lighting shall be located, orientated, and shielded so as not to adversely affect any adjacent residential development.
24. The developer is to provide 18 on-site parking stalls and 2 on-site loading stalls. One loading stall shall be located adjacent to the existing mixed commercial/residential building for the self storage business located in the basement and 1 loading stall shall be located adjacent to the new Self Storage Facility. Thirteen (13) of the 18 parking stalls are to be dedicated for Residential Parking and the remaining 5 are to be dedicated for Commercial Parking.
25. Parking for the residential units must be totally independent of the commercial parking. All parking stalls for the residential units shall be signed "Residential Parking Only", all parking stalls for the commercial uses shall be signed "Commercial Parking Only", and all loading stalls shall be signed "Loading Stall".
26. In parking areas and similarly congested locations, curbs and other protective measures shall be used to protect adjacent fences, walls, boulevards, and landscaped areas or building on the site or an adjacent site. Barriers are to be installed and maintained on the periphery of parking lots and access aisles to physically restrict vehicle encroachment or overhang onto adjacent roadways.

27. Parking stalls and manoeuvring aisles must be developed as per the regulations of the Land Use Bylaw #22-2007 and the submitted and approved Parking Plan.
28. In any Commercial or Institutional District every off-street parking, loading, or unloading space provided or required and the access thereto shall be hard surfaced if the access is from a street or lane that is also hard surfaced. Hard surfacing shall mean the provision of a durable, hard surfaced material constructed of concrete, asphalt, rubber, or a similar pavement. Hard surfacing shall be completed within eighteen (18) months of the date of decision of this development permit or prior to occupancy of the building or commencement of the approved use, whichever comes first.

AMENITY

29. Outdoor amenity area for the three (3) new residential units on the ground floor shall be provided under the existing covered walkway on the east side of the building and shall comprise the entire area of the walkway.

LANDSCAPING

30. All areas of a lot not covered by buildings, driveways, parking, storage, and display areas must be landscaped.
31. Landscaping of the front yard setback area in front of the new Self Storage Facility shall consist of a shrub bed and is to be completed in accordance with the approved Site Plan and the regulations of the Land Use Bylaw, within eighteen (18) months of the date of decision of this development permit or prior to the occupancy of the building or commencement of the approved use, whichever comes first.
32. The quality and extent of the landscaping shown on the approved Landscaping Plan shall be the minimum standard to be maintained on site for the life of the development.
33. Adequate means of irrigating or maintaining the landscaping shall be provided.
34. In accordance with the Town of Slave Lake's current and prevailing Boulevard Bylaw the boulevard area immediately adjacent to your property must be developed and maintained in a turf standard. Please be advised that no rocks, trees, plantings, or structures of any kind are permitted in the boulevard area.
35. Garbage shall be stored in weatherproof and animal proof containers screened from the adjacent properties and public thoroughfares.
36. Fences and retaining walls must not be located on any adjacent Town lands.

PUBLIC LANDS

37. 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.
38. 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.
39. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

FIRE

40. The burning of building material and debris on construction site or within the boundaries of the Town is strictly prohibited. Violators will receive a fine.
41. [Where a building incorporates fire protection equipment, elevator controls or door accesses as outlined in the Alberta Fire Code, a key box shall be provided, keyed, and located in a manner acceptable to the Town of Slave Lake;](#) and shall contain a set or set of keys or devices required to be used in an emergency. All such key boxes and keys shall be purchased from the Town of Slave, being available at the Town office.

SIGNS

42. All signs shall be developed in accordance with Part 9 of the Land Use Bylaw #22-2007.
43. If in the progress of work on the subject sign(s) 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.
44. 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.
45. Signs shall not be erected 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.
46. 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.

47. 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.
48. The Fascia signs 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.
49. The Fascia signs shall not exceed in area the equivalent of 25% of the superficial area of the wall comprising the business frontage.

GENERAL CONDITIONS

50. In mixed residential and commercial buildings all residential uses must be located above all commercial/office uses.
51. 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.

52. **There shall be no public occupancy of buildings on site until such time as the required essential services have been installed. The essential services required shall include the installation and construction of all municipal improvements, as defined in the Land Use Bylaw, and shall include but are not limited to, water, sanitary sewer, storm sewer, natural gas, electric power, approved fire protection, lot grading to achieve positive lot drainage and paving of the parking area.**
53. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the Province.
54. 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)

- Development Deposits are refunded **once all of the conditions** of your development permit have been met and are refunded to the individual or company that provided the deposit to the Town.
- 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 signs for this development 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

S. Torresan-Chykerda returned to the meeting at 5:52 pm.

5. Land Use Bylaw/Statutory Plan Amendments

6. Proposed Subdivisions

7. Other Business

- a) Telecommunication Tower – Tentative Location
Evolve Surface Strategies Inc. for TELUS
Delegation: Anthony Novello – Microsoft Reams Call

MOVED by F. Ward to accept this report as information.

CARRIED

8. MPC Development Concerns

No concerns.

9. Meeting Review

- Next regularly scheduled meeting is March 6, 2023.

Adjournment:

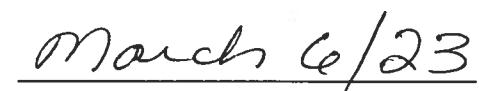
Meeting adjourned at 6:23pm.

Recorder: Laurie Skrynyk

Minutes Prepared by: Laurie Skrynyk



Chairperson



Date

