



MUNICIPAL PLANNING COMMISSION  
MINUTES OF MEETING HELD MONDAY, MAY 17, 2021  
@ 5:00 P.M.  
COUNCIL CHAMBERS

PRESENT: S. Torresan-Chykerda, R. King, J. Brandle, and B. Ferguson  
ABSENT: S. Shah  
OTHERS: Samantha Dyck, Acting Director of Planning & Development

S. Torresan-Chykerda called the meeting to order at 5:03 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 April 12, 2021 meeting as presented.

CARRIED

3. **Business Arising from the Minutes**

4. **Development Permit Applications**

a) **DP #44.04.21**

**Taylor Kelham**

**Discretionary Use**

**Accessory Building Greater than 74m<sup>2</sup>**

MOVED BY B. Ferguson that the Municipal Planning Commission approves Development Permit #44.04.21 for the Accessory Building greater than 74m<sup>2</sup> in gross floor area R1C – Estate Residential District on Lot 21, Block 2, Plan 042 6627 located at 1785 Ross 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 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.

5. The landowner/applicant is to provide a development deposit in the name of the Town of Slave Lake in the amount of \$1,000.00 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

6. 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

7. All structures on site must conform to the submitted and approved Site Plan and must also be in accordance with the requirements of Section 3, 55 and Section 67 of the Land Use Bylaw #22-2007; unless otherwise varied under the issuance of a development permit.
8. The Town will require a copy of an original Real Property Report (RPR), prepared by an Alberta Land Surveyor, for review when the entire development 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.

#### LOT GRADING & DRAINAGE

9. Lot drainage and building elevation 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 approved Subdivision Lot Grading Plan and the Town of Slave Lake's Development Standard and Procedures.
10. 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. (Please see attached Brochure.)
11. All elevations re: grades, inverts, etc. should be field checked and taken into consideration when setting the building grades.
12. **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); 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.

13. 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.
14. 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.

#### **SITE SERVICING**

15. As directed by the Town of Slave Lake's Water and Sewer Bylaw, there shall not be a connection from the weeping tile (i.e. sump pump) to the Sanitary Sewer System.
16. The landowner/applicant is responsible for requesting utility locates. In the event that a development is within 30 meters of a high-pressure gas main, the landowner/applicant 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.
17. The landowner/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.

#### **PARKING**

18. Driveways accessing lanes shall be developed a minimum of 5.0 m in depth measured from the property boundary extending into the property and may be the full parcel width.
19. 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.
20. Driveway access shall be set back a minimum distance of 6.1 m (20 ft.) from the intersection of property boundaries on corner lots and shall adhere to Sight Triangles.
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 residential developments, including an abutting sidewalk, where the driveway is developed in the front or side yard, shall be 8.5 meters (28 ft.) in width, measured at the property boundary. The minimum driveway width shall be 3.0 m (10 ft.) regardless of location of the driveway. The minimum permitted driveway depth shall be 7.5 m (25 ft.) and shall be measured from the property boundary extending into the property. All front yard hard surfacing (i.e. driveway and sidewalks) shall not exceed 50% of the front yard area.
23. Every off-street parking, loading, or unloading space provided or required and the access thereto, (which includes the whole area contained within Town owned land), 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 asphalt, concrete, rubber or a similar pavement. **Hard surfacing shall be completed within eighteen (18) months of the date of decision of this development permit.**

**LANDSCAPING**

- 24. 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.
- 25. Fences and retaining walls must not be located on any adjacent Town lands.

**PUBLIC LANDS**

- 26. 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.
- 27. 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.
- 28. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

**UTILITY RIGHT OF WAYS**

- 29. There is a utility right-of-way located on the subject lands and as such the following items are not permitted to be installed, constructed or planted over or onto the right-of-way: building eaves, structures such as sheds, garages, carports, gazebos, hot tubs, decks, greenhouses, fire pits, etc. and no deep rooting trees or shrubs. This list should not be interpreted as the complete list of items and may include other structures or items not already identified or listed. Please note that the following items are permitted to be installed, constructed, or planted within the right-of-way at the landowner’s risk. The permitted items are shallow rooting trees and shrubs, fences, flower beds, gardens, play structures/trampolines, dog houses or any other structure not placed on a permanent foundation. **It must be clearly understood that any plantings or items permitted to be placed within the right-of-way are placed at the OWNER’S RISK. This means if the shallow utility companies must access the right-of-way and the trees, shrubs, play structures, etc. must be removed; the utility company will not be responsible for damage, loss, repair or replacement thereof. The utility companies also reserve the right to trim trees and shrubs or remove them entirely if deemed appropriate by the utility company. Development Deposits will not be refunded until such time as any plantings and/or structures that are not permitted have been removed from the right-of-way.**
- 30. There shall be no trees planted under overhead power lines whether those power lines are located within a right-of-way or a road-right-of-way.

**FIRE**

- 31. 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.

**GENERAL CONDITIONS**

- 32. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the Province.
- 33. 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.

34. The landowner/applicant may be required to enter into a Road Use Agreement with the Town of Slave Lake.

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.
- Although the Shallow Utility Companies (i.e. ATCO Gas, ATCO Electric, TELUS, etc.) have made allowances for planting within their utility right-of-ways, the Town of Slave Lake will not allow the placement of structures or plantings of any kind within their deep utility right-of-ways. To determine if the utility right-of-way on your property is a shallow or deep utility right-of-way, please contact the Town at 780-849-8004.
- 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 1<sup>st</sup> Call at 1-800-242-3447 or CLICK BEFORE YOU DIG at <http://albertaonecall.com>.
- Second accesses/driveways must be approved by the Municipal Planning Commission.

CARRIED

b) **DP #45.04.21**  
**Dog Island Brewing**  
**Discretionary Use**  
**Temporary Outdoor Patio Expansion**

MOVED BY R. King that the Municipal Planning Commission approves Development Permit #45.04.21 for the Temporary Expansion until December 31, 2021 of an Outdoor Patio Associated with an Approved Craft Brewery & Distillery - Minor in the M1 – Light Industrial District on Lot 7, Block 4, Plan 102 4857 located at 200 Balsam Road NE 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.

#### **SITE PLAN**

6. All structures on site must conform to the submitted and approved Site Plan and must also be in accordance with the requirements of Section 100 of the Land Use Bylaw #22-2007; unless otherwise varied under the issuance of a development permit.

#### **PARKING**

7. 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(s) 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.
8. The landowner/applicant shall provide 31 on-site parking spaces and 2 on-site loading spaces. All required parking spaces shall be located behind the industrial building in the rear parking lot and no parking spaces will be permitted in the front of the site adjacent to the Outdoor Patio.
9. Parking areas shall be marked, painted, and signed to the satisfaction of the Development Officer.

#### **PUBLIC LANDS**

10. 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.
11. 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.
12. Any existing public landscaped areas that are damaged during construction are to be repaired to their original condition by the landowner/applicant.

#### **GENERAL CONDITIONS**

13. The landowner/applicant must construct a barrier to separate customers from the parking area.
14. The landowner/applicant and any other contractors working on this development are to be properly licensed by the Town and/or the Province.
15. 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)

- Although the Shallow Utility Companies (i.e. ATCO Gas, ATCO Electric, TELUS, etc.) have made allowances for planting within their utility right-of-ways, the Town of Slave Lake will not allow the placement of structures or plantings of any kind within their deep utility right-of-ways. To determine if the utility right-of-way on your property is a shallow or deep utility right-of-way, please contact the Town at 780-849-8004.
- Please remember to CALL BEFORE YOU DIG by contacting Alberta 1<sup>st</sup> Call at 1-800-242-3447 or CLICK BEFORE YOU DIG at <http://albertaonecall.com>.

CARRIED

c) **DP #47.04.21**  
**North of 55 Oilfield Hauling**  
**Discretionary Use**  
**Security Suite**

- J. Brandle declared a conflict of interest.
- This member conflict removed quorum, and as such a decision would not be able to be voted upon.

MOVED BY S. Torresan-Chykerda that the Municipal Planning Commission defer this report to the next meeting of the MPC.

CARRIED

5. **Land Use Bylaw/Statutory Plan Amendments**

a) **Bylaw #09-2021**  
**Amend MDP**  
**Re-Designation**  
**Airport – Regional Commercial**

MOVED BY B. Ferguson that the Municipal Planning Commission supports Bylaw #09-2021.

CARRIED

b) **Bylaw #10-2021**  
**Amend LUB**  
**Re-Designation**  
**M3 – RR1**

MOVED BY J. Brandle that the Municipal Planning Commission supports Bylaw #10-2021.

CARRIED

c) **Bylaw 2021-13**  
**MD 124 LUB Amendment**  
**Re-zoning from CR1 to RF**

MOVED BY R. King that the Municipal Planning Commission directs Administration to send a letter to the Municipal District of Lesser Slave River No. 124 indicating that the Town of Slave Lake has no concerns with the proposed Land Use Bylaw Amendment Bylaw #2021-13.

6. Proposed Subdivisions

7. Other Business

a) **Building Value Report  
April 2021**

MOVED BY S. Torresan-Chykerda to accept the April Building Value Report as presented.

CARRIED

8. MPC Development Concerns

9. Meeting Review

A Special Meeting is scheduled for May 31, 2021 at 5:00 pm in Council Chambers.  
Next regularly scheduled meeting is June 5, 2021.

**Adjournment:**            Meeting adjourned at 5:26 pm

Recorder: Samantha Dyck  
Minutes Prepared by: Samantha Dyck

  
\_\_\_\_\_  
Chairperson

May 31/21  
\_\_\_\_\_  
Date