

**Municipal Planning Commission
MINUTES
Meeting of Thursday November 5, 2020**

Present: Darryl Drohomerski, CAO/Development Officer
Antonia Knight, Development Officer in Training
Corri Bitner, Administrative Support
Linda Taylor, Recording Secretary
Tom Zariski, Chair - Councillor/Member
Tony Lacher, Councillor/Member
Shelley Rymal, Member - online
Stacey Gallagher, Member
Devin Diano, Palliser Regional Municipal Services Representative – Planner

Absent: Sharon Clark, Vice Chair/Member - Regrets
Scott Kuntz, Member - Regrets
Andrew Luger, Member
Darwin Durnie - Chief Resiliency & Flood Mitigation Officer

Attendee(s):

1.0 CALL TO ORDER – 12:02 pm

T. Zariski presented the Agenda for the November 5, 2020 meeting.

1.1 Agenda – Additions, Deletions or Amendments

Addition - none

Deletion - none

Amendment -

1.2 Acceptance of Agenda

Motion: - T. Lacher moved to accept the agenda for the November 5, 2020 agenda

Second: – S. Rymal - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 October 8, 2020

Motion: S. Rymal moved to accept the minutes of October 8, 2020

Second: – S. Gallaher - Carried

2.2 Summary of Development Permits

Motion: T. Lacher moved to accept the Summary of Development Permits for information only

Second: – S. Gallagher - Carried

3.0 DEVELOPMENT PERMITS

3.1 T00116-20D – Home Occupation – Adjust the Angle

D. Drohomerski presented Development Permit T00116-20D submitted by Applicant for a Home Occupation located at 1224 2 Avenue West, Drumheller on Plan 6561CO; Block 5; Lot 12. Zoning is R-1A Residential District.

D. Drohomerski advised Adjust the Angle is a promotion company conducting business from a home office. Consulting as well as promoting the Valley of Drumheller, music, film, sports, business and the Arts.

Municipal Planning Commission discussed the application.

Motion: T. Lacher moved to approve presented Development Permit T00116-20D submitted by Applicant for a Home Occupation located at 1224 2 Avenue West, Drumheller on Plan 6561CO; Block 5; Lot 12 subject to the following conditions;

1. Shall conform to Land Use Bylaw 10-08.
2. Shall conform to the Town of Drumheller Community Standards Bylaw 06-19.
3. An Annual Business License is required.
4. Where the applicant for the home occupation is not the registered owner of the dwelling unit; the applicant shall provide written authorization from the registered owner(s).
5. There shall be no outside storage of materials, commodities or finished products.
6. Signing is restricted to one sign per site attached to the building with a maximum size of 0.9 m (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer. Any variation shall be subject to a separate development permit application.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Authority.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Home Occupations shall be revocable at any time by the Development Authority, if the use is or has become detrimental to the amenities of the neighborhood.
10. A commercial vehicle shall be subject to approval, and shall not be detrimental to the residential character of the neighborhood.

Second: S. Rymal - Carried

3.2 T00119-20D – Home Occupation – Valley Nails

D. Drohomerski presented Development Permit T00119-20D submitted by Applicant for a Home Occupation located at 478 Hunter Drive, Nacmine on Plan 205EO; Block G; Lot O. Zoning is R-1 Residential District.

D. Drohomerski advised Valley Nails is a nail application business to be run from the home location. The business is part-time and may run the hours 9 am to 8 pm. The customers would park at the rear of the home.

Municipal Planning Commission discussed the application. Question arose in regards to Alberta Health Service inspections; as per condition 11 the report of inspection is to be submitted to the Development Authority.

Motion: S. Gallagher moved to approve presented Development Permit T00119-20D submitted by Applicant for a Home Occupation located at 478 Hunter Drive, Nacmine on Plan 205EO; Block G; Lot O subject to the following conditions;

1. Shall conform to Land Use Bylaw 10-08.
2. Shall conform to the Town of Drumheller Community Standards Bylaw 06-19.
3. An Annual Business License is required.
4. Where the applicant for the home occupation is not the registered owner of the dwelling unit; the applicant shall provide written authorization from the registered owner(s).
5. There shall be no outside storage of materials, commodities or finished products.
6. Signing is restricted to one sign per site attached to the building with a maximum size of 0.9 m (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer. Any variation shall be subject to a separate development permit application.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Authority.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Home Occupations shall be revocable at any time by the Development Authority, if the use is or has become detrimental to the amenities of the neighborhood.
10. A commercial vehicle shall be subject to approval, and shall not be detrimental to the residential character of the neighborhood.
11. Development to conform and meet the requirements of the Health Authority; reports to be submitted to the Development Authority.

Second: T. Lacher - Carried

3.3 T00120-20D – Home Occupation – Dino Delivery

D. Drohomerski presented Development Permit T00120-20D submitted by Applicant for a Home Occupation located at 48 Hunts Place, Drumheller on Plan 544LK; Block 1; Lot 10A. Zoning is R-4 Residential District.

D. Drohomerski advised this delivery and courier business has been in operation for sometime, however the applicant has moved to a new location, therefore the application is being seen again, as it is a discretionary use in this district. The business includes delivery of restaurant orders, prescription delivery, flowers, general courier services and exclusive delivery for Mr. Liquor.

Municipal Planning Commission discussed the application. Noted, as per the retail liquor store handbook information, the delivery person must have a valid ProServe certification.

Motion: T. Lacher moved to approve presented Development Permit T00120-20D submitted by Applicant for a Home Occupation located at 48 Hunts Place, Drumheller on Plan 544LK; Block 1; Lot 10A subject to the following conditions;

1. Shall conform to Land Use Bylaw 10-08.
2. Shall conform to the Town of Drumheller Community Standards Bylaw 06-19.
3. An Annual Business License is required.
4. Where the applicant for the home occupation is not the registered owner of the dwelling unit; the applicant shall provide written authorization from the registered owner(s).
5. There shall be no outside storage of materials, commodities or finished products.
6. Signing is restricted to one sign per site attached to the building with a maximum size of 0.9 m (10 sq. ft.). Appearance of the sign shall be of a professional quality to the satisfaction of the Development Officer. Any variation shall be subject to a separate development permit application.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Authority.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Home Occupations shall be revocable at any time by the Development Authority, if the use is or has become detrimental to the amenities of the neighborhood.
10. A commercial vehicle shall be subject to approval, and shall not be detrimental to the residential character of the neighborhood.

Second: S. Rymal - Carried

3.4 T00123-20D -- Applicant - Agricultural Building with variance to 2520 square feet

D. Drohomerski presented Development Permit T00123-20D submitted by Applicant for new construction of Agricultural building with variance to 2520 square feet located at 150 Highway 10X, Drumheller on NW-20-28-19-W4. Zoning is A - Agricultural District.

D. Drohomerski advised this is for the construction of an agricultural building. The building will be 2520 square feet with a 16-foot-high ceiling, with an overall total height of 20 feet. This is Agricultural land.

Municipal Planning Commission discussed the application.

Motion: S. Gallagher moved to approve presented Development Permit T00123-20D submitted by Applicant for new construction of Agricultural building with variance to 2520 square feet located at 150 Highway 10X, Drumheller on NW-20-28-19-W4 subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw 06-19.
3. Placement of construction as per plot plan submitted.
4. All necessary permits (electrical, gas, etc) to be in place prior to construction/installations.
5. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services. (Call 823.1330 for the regulations).
6. Exterior finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
7. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Authority. An additional development permit may be necessary.
8. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Contractor(s) to have a valid Business License with the Town of Drumheller.
10. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call
11. Prior to construction, establishment of property lines must occur through either a survey by a registered land surveyor or by locating the property markers (steel pins). A real property report may also be used to establish property lines.

Second: S. Rymal - Carried

3.5 T00117-20D – Applicant – Expansion to existing & New Construction restaurant

D. Drohomerski presented Development Permit T00117-20D submitted by Applicant for an expansion to the existing building and a new construction restaurant located at 200 – 680 2 Street SE, Drumheller on Plan 9512135; Block 11; Lot 6.
Zoning is HWY C – Highway Commercial District.

D. Drohomerski advised this is the existing Shell gas station; an expansion of the existing building is to add walk in coolers and to offer hot food stuff to be more competitive. As well, the applicant wants to add a new construction restaurant on the same parcel. Both buildings require a variance to the rear yard setback to 1.6 meters from 6.1 meters. A web map view was brought up on the screen for a better understanding of the set back distance and layout of the surrounding area.

Municipal Planning Commission discussed the application.

Motion: T. Lacher moved to approve presented Development Permit T00117-20D submitted by Applicant for an expansion to the existing building and a new construction restaurant with a variance on both building to 1.6 meters on the rear set backs from 6.1 meters, located at 200 – 680 2 Street SE, Drumheller on Plan 9512135; Block 11; Lot 6 subject to the following conditions;

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw 06-19.
3. Development shall conform to the Tourism Corridor Bylaw 04-19.
4. Development shall conform to any/all Municipal, Provincial and Federal regulations, guidelines and/or legislation that may apply.
5. Development shall conform to Alberta Building Codes and Fire Codes. Prior to occupancy confirmation from the Local Fire Authority that the building(s) may be occupied for such purposes.
6. Development shall conform to the Alberta Health Authority; confirmation from the Local Alberta Health Services that the building(s) may be occupied for such purposes.
7. If the holder of the permit/property owner wishes to make any changes in the proposed development, occupancy or additions to same from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
8. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be provided to the Town of Drumheller for verification and upon completion.
9. All necessary Safety Codes Permits (building, electrical, gas, plumbing and private sewage.) to be in place prior to any construction/installations.
10. Make provisions for installation of water services and meter as per the Town of Drumheller water/sewer bylaw at the expense of the owner/applicant.
11. Offsite levies to be paid prior to the issuance of Safety Codes permits.

12. External finished appearance of site to the satisfaction of the development Officer/Municipal Planning Commission.
13. Ensure grading allows for all surface water to drain from the site and does not adversely affect neighboring properties
14. Any/all local improvements or upgrade required for development are at owner/applicants' expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications prior to installation.
15. Landscaping to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
16. Development permit is required for signage placement and made under a separate application prior to placement.
17. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares including lanes.
18. No outside storage of material and equipment.
19. Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Municipal Planning Commission.
20. Contractor and subcontractors to have a valid business license with the Town of Drumheller.
21. Annual Business License(s) are required for each separate business.

Second: S. Rymal - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 File 80-158 Campbell subdivision – discussion item

D. Diano, Palliser Regional Municipal Services Planner updated the Municipal Planning Commission on the subdivision application for Campbell. Subdivision applications have a 60-day timeline from the time the application is received until a decision is rendered. D. Diano noted the permit was conditionally approved. Discussion on concerns and approval process.

5.0 OTHER DISCUSSION ITEMS

- 5.1 Update** - a new draft Land Use Bylaw should be available on Monday November 9, 2020. Second reading potentially to be done Monday November 23, 2020.
The Palliser web map to be updated to inform residents of the new zoning of properties; to be done soon.

Printed copies of the new Land Use Bylaw requested by MPC members

5.2 IN CAMERA

Motion to go In Camera by S. Gallagher – 12:44pm
Second – T. Lacher – Carried

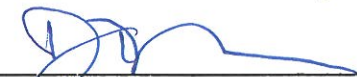
Motion to go out In Camera by S. Gallagher – 1:02pm
Second – T. Lacher – Carried

6.0 NEXT MEETING DATE – November 18, 2020

- 7.0 Adjournment – Meeting adjourned** by T. Lacher at 1:05 pm.
Second by S. Gallagher - Carried

Sec attached

Chairperson



Development Officer

Attachments:

- Agenda
- Summary of development permits

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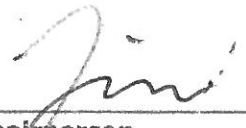
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Second – T. Lacher – Carried

Motion to go out In Camera by S. Gallagher – 1:02pm
Second – T. Lacher – Carried

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- 7.0 Adjournment** – Meeting adjourned by T. Lacher at 1:05 pm.
Second by S. Gallagher - Carried



Chairperson

Development Officer

Attachments:

- Agenda
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