



**Municipal Planning Commission (MPC) Meeting
AGENDA**

**Thursday January 21, 2021 at 8:30 am
Via Electronic (zoom) meeting
4512 - 46 Street, Olds, Alberta**

As per MPC Bylaw No. 2019-23:

- All members of MPC will be asked to advise pecuniary interest for items on the Agenda.

1. Call to Order

1A. Added Item(s)

1B. Adoption of Agenda

1B) Adoption of the January 21, 2021 MPC Agenda

2. Adoption of Previous Minutes

2A) Adoption of the December 17, 2020 MPC Minutes

3. Business Arising from the Minutes

4. New Business

4A) DP20-145

1 Sea Can storage unit
17 Imperial Close

4B) DP20-146

Coffee shop with drive through
5629 46 Street

4C) DP20-152

Class 2 Home Occupation (Dog Grooming)
21 Hawthorn Crescent

5. Correspondence and Information

5A) December 2020 Development & Building Permits and
Monthly Building Permit Statistics

6. Adjournment

Next MPC Meeting February 18, 2021 at 8:30 am in the Council Chambers.



**TOWN OF OLDS
MUNICIPAL PLANNING COMMISSION
REQUEST FOR DECISION REPORT**

MEETING DATE:	January 21, 2021
TITLE:	Adoption of Agenda

APPLICATION / ISSUE HISTORY:

Current procedure includes presentation of the agenda to the Municipal Planning Commission meeting for approval.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Municipal Planning Commission members may adopt the agenda as presented or amend it to correct any errors or omissions that have been identified and may add any additional items for deliberation as the membership sees fit.

DEVELOPMENT OFFICER'S RECOMMENDED ACTION:

That the Municipal Planning Commission adopts the December 17, 2020 Agenda as presented.



**TOWN OF OLDS
MUNICIPAL PLANNING COMMISSION
REQUEST FOR DECISION REPORT**

MEETING DATE: January 21, 2021

TITLE: Adoption of Minutes from December 17, 2020

APPLICATION / ISSUE HISTORY:

Current procedure includes presentation of the minutes from the previous Municipal Planning Commission meeting for approval.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Municipal Planning Commission members may approve the minutes as presented or amend them to correct any errors or omissions that have been identified.

DEVELOPMENT OFFICER'S RECOMMENDED ACTION:

That the Municipal Planning Commission adopt the November 19, 2020 Minutes as presented.



Minutes of the Town of Olds **MUNICIPAL PLANNING COMMISSION (MPC)** meeting held on Thursday, **December 17, 2020** at 8:30 a.m.

Present – MPC Members

Public at Large: Leon Muir, Dan Peters, Phyllis Horpenuk, Rudy Durieux

Elected Officials: Councillor Mitch Thomson, Councillor Mary Jane Harper, Councillor Mary Anne Overwater, Mayor Michael Muzychka

Absent – MPC Members

Absent:

Present – Staff

Scott Chant, Municipal Planning Commission Secretary & Director of Operations; Kyle Sloan Development Officer, Craig Teal PCPS

Absent – Staff

Absent:

1. Call to Order

Chair: Scott Chant MPC Secretary called the meeting to order at 8:31 a.m.

1A. Added Item(s)

Election – Chair and Vice Chair positions

Secretary Scott Chant called for nominations for the position of Chair.

Councillor Mary Jane Harper nominated Commissioner Rudy Durieux.

Commissioner Rudy Durieux accepted the nomination.

After the 3rd call for nominations and hearing none then nominations closed

Commissioner Rudy Durieux has been re-elected Chair of the Municipal Planning Commission.

Secretary Scott Chant called for nominations for the position of Vice Chair.

Councillor Mary Anne Overwater nominated Commissioner Dan Peters.

Commissioner Dan Peters accepted the nomination.

After the 3rd call for nominations and hearing none then nominations closed

Commissioner Dan Peters has been re-elected Vice Chair of the Municipal Planning Commission.

Chair Rudy Durieux presided over the Municipal Planning Commission and introduced the new Council members, Councillor Thomson & and Phyllis Horpenuk, Public at Large.

Chair Rudy Durieux took over the meeting after the election.

Chair Rudy Durieux spoke to the passing of Jane Archer the towns Administrative support to planning and development on her many years of dedication to the town and condolences of her passing.

1B. Adoption of Agenda

Moved by Leon Muir, "to adopt the agenda for the Municipal Planning Commission meeting of December 17, 2020 as presented."

Motion Carried 19.130

2. Adoption of Previous Minutes

Moved by Commissioner Dan Peters, "to adopt the meeting minutes from October 15, 2020 Municipal Planning Commission meeting as presented."

Motion Carried 19.131

3. Business Arising from the Minutes

4. New Business

4A) MPC Training for new members and existing members presented by Craig Teal from PCPS

No other files presented

5. Correspondence and Information

5A) October and November 2020 Development & Building Permits and Monthly Building Permit Statistics

Scott Chant, Municipal Planning Commission Secretary reported on the list of development and building permit approvals and the building permit statistics for October and November 2020.

Moved by Commissioner Leon Muir, "that the development updates be received as information."

Motion Carried 19.132

6. Adjournment

The next Municipal Planning Commission meeting will be January 21, 2021 at 8:30 a.m. at the Town of Olds using the electronic platform (Via ZOOM).

Commissioner Dan Peters moved to adjourn the Municipal Planning Commission meeting at 10.32 a.m.

Motion Carried 19.133

These Minutes approved _____.

RUDY DURIEUX
CHAIRPERSON

SCOTT CHANT
SECRETARY TO THE COMMISSION

**TOWN OF OLDS
MUNICIPAL PLANNING COMMISSION**

REQUEST FOR DECISION REPORT

Agenda Item No.:	4B
Meeting Date:	January 21, 2021
File No.:	DP 20-146
Civic Address:	5629 46 STREET
Legal Description:	LOT 7, BLOCK 43, PLAN 7510622
Designation:	CH – HIGHWAY COMMERCIAL
Proposal:	COFFEE SHOP WITH DRIVE-THROUGH
Originated By:	Kyle Sloan, Development Officer
MPC Secretary Approval:	Scott Chant, Director of Operations

REVIEW OF DEVELOPMENT PERMIT APPLICATION

The Town has received a Development Permit Application for a Restaurant at 5629 46 Street. This building is a former car wash that would be used as an eating establishment and coffee shop with a drive-through.

Restaurants are a permitted use in the CH Highway Commercial District. This application is being circulated to area landowners because Drive Through is listed as a Discretionary Use in the Town's Land Use Bylaw. The approving authority for discretionary uses is the Municipal Planning Commission (MPC).

The definitions of concern are as follows:

"Restaurant" means an establishment for the preparation or sale of food for consumption on the premises and may include takeout food service and entertainment, excluding adult entertainment, as accessory uses. A restaurant does not include a drinking establishment but may include premises for which a "Class A" liquor license has been issued and minors are not prohibited by terms of the license.

"Drive through" means a use that provides services to patrons who are inside a motor vehicle and that will always be approved with another use. [2013-02]

Eight (8) area landowners were circulated with regards to this application. No objections or concerns were received from area property owners.

Planning & Development staff are of the opinion that the Restaurant and Drive Through would not unduly affect the use and enjoyment of the neighboring parcels of land and, therefore, support approval of this application.

RECOMMENDATION:

That the Municipal Planning Commission approve Development Permit application 20-146 as presented, subject to the conditions listed in the attached draft Development Permit.

Prepared by: Kyle Sloan, Development Officer

Attachments:

1. Site Context Maps
2. Photos
3. Draft Development Permit 20-146

5629 46 Street



Legend

Road Labels

Parcels



1: 3,000



0.2 0 0.08 0.2 Kilometers

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Notes

Site Context

5629 46 Street



Legend

Road Labels

Parcels



1: 934



0.0 0 0.02 0.0 Kilometers

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Notes

Overview of site.

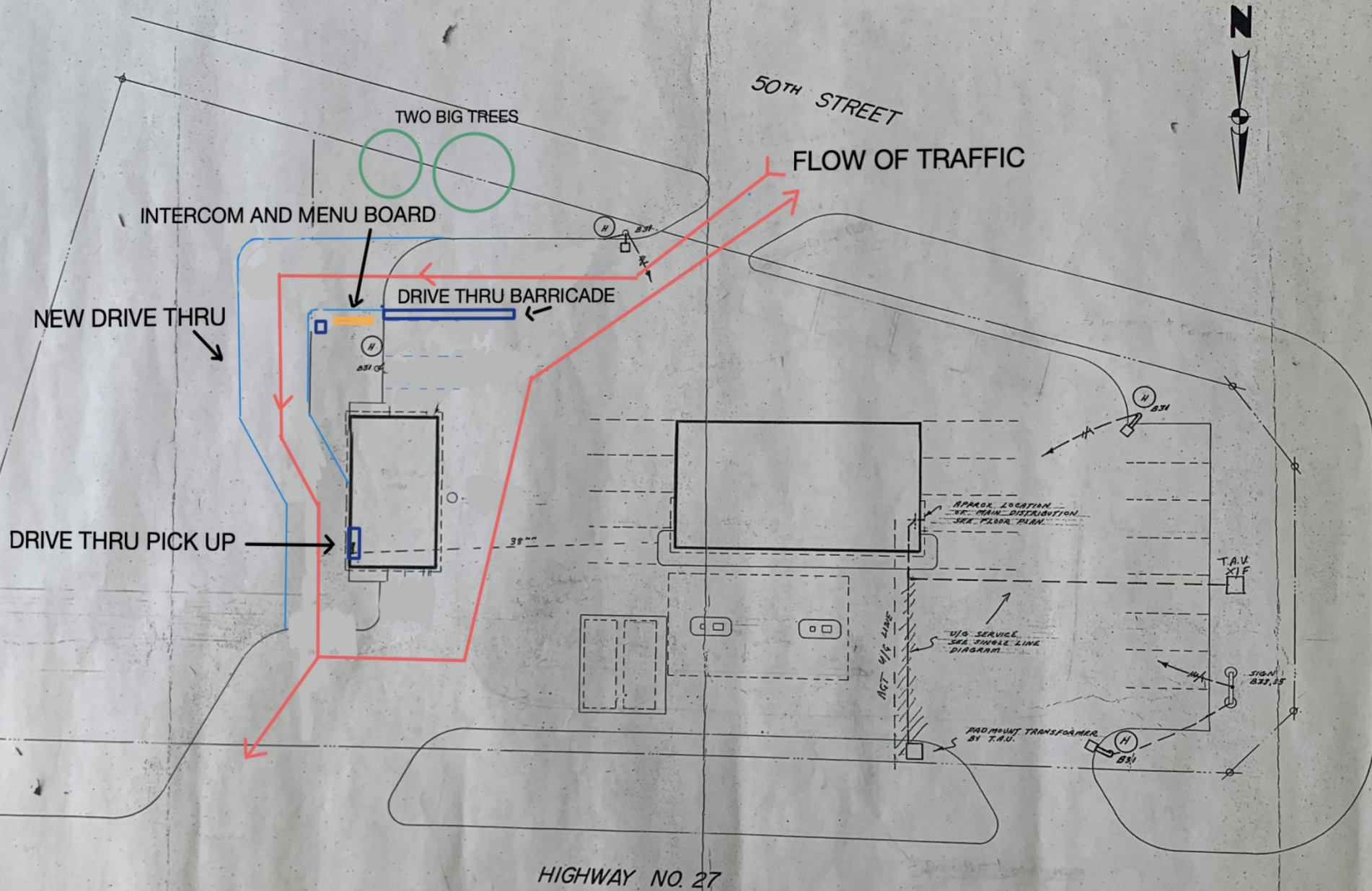




Figure 1| Site as seen from Highway 27



Figure 2| Site as seen from 50 Street

DEVELOPMENT PERMIT DP20-146

Proposal: Change of Use to Restaurant with Drive Through

Deemed Use: Permitted Use – Restaurant; Discretionary Use – Drive Through

Land Use Bylaw Designation: CH – Highway Commercial

Civic Address: 5629 46 Street

Legal Description: Lot 7, Block 43, Plan 7510622

Applicant / Owner: Michael Reynolds / Adelphia Holdings Inc.

This Development Permit is issued solely for: **Change of use from Car Wash to Restaurant and the addition of a Drive Through with Variance to permit Four (4) in-bound queuing spaces.** Any development beyond what is shown on the approved plans may require separate Development and/or Building Permits. Confirmation of permitting requirements may be obtained from The Town of Olds Planning & Development at (403) 556-6981.

Decision: **APPROVED** subject to the conditions outlined below:

1. The development must be constructed in accordance with the approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority. The approved plans are attached.
2. A minimum of Four (4) on-site parking spaces shall be provided for the exclusive use of the business.
3. The drive through lane shall be finished with a type of hard surfacing (i.e. not gravel), to the satisfaction of a Development Officer, within 12 months from the date this permit is issued.
4. Storage of any garbage containers is to be located within the structure or otherwise stored in an enclosure constructed and sited to the satisfaction of a Town of Olds Development Officer.
5. The Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw.
6. If the development authorized by a development permit is not commenced within 12 months from the date of issue, nor carried out with reasonable diligence, such permit approval ceases and the permit itself is deemed void, expired, and without effect, unless an extension of this period has been previously granted.
7. Use and development of the subject site shall conform to all other applicable requirements of the Town of Olds Land Use Bylaw 01-23 except where a variance has been expressly granted.

Scott Chant, Secretary of Municipal Planning Commission

Date of Decision: January 21, 2021

Date of Notice in Newspaper: January 26, 2021

Effective Date of Permit: February 11, 2021 (after 3-week appeal period)

Attachments:

1. Site Plan

TOWN OF OLDS
MUNICIPAL PLANNING COMMISSION
REQUEST FOR DECISION REPORT

Agenda Item No.:	4A
Meeting Date:	January 21, 2021
File No.:	DP 20-145
Civic Address:	17 Imperial Close
Legal Description:	LOT 18A, BLOCK 11, PLAN 0814721
Designation:	LI, LIGHT INDUSTRIAL
Proposal:	SEA CAN STORAGE WITH RELAXATION TO BE IN THE FRONT YARD
Originated By:	Scott Chant, Development Officer
MPC Secretary Approval:	Scott Chant, Director of Operations

REVIEW OF DEVELOPMENT PERMIT APPLICATION

The Town has received a Development Permit Application for one (1) sea can storage unit at 17 Imperial Close. This application is proposing to make the existing sea can placed on this property to be compliant with the LUB and the Light Industrial District. A variance is also being asked through MPC to allow the temporary placement of this sea can in the front yard as defined by the LUB. In this case the address or front of the property is 17 Imperial Close, however the entrance and the way the building faces it to the side street of Imperial Road.

Sea Cans are a discretionary use in the L1 Light Industrial District. This application is being circulated to area landowner as this is listed as a Discretionary Use in the Town's Land Use Bylaw. The approving authority for discretionary uses is the Municipal Planning Commission (MPC).

The applicant is also looking to have a front yard relaxation from 9 meters (29.5 feet) to 6 meter (19.8 feet) this would be a 33% relaxation to allow the sea can to be placed in this location.

The definitions of concern are as follows:

sea can" means a shipping or cargo container used in intermodal (sea, rail, truck) freight transportation or storage. [2014-17]

"front yard" means a yard extending across the full width of a parcel measured perpendicularly from the front boundary of the parcel to the front wall(s) of the main building situated on the parcel [see sketch in Schedule B];

Set back requirements in L1 Light Industrial. Front yard set back to be 9 meters.

Eight (7) area landowners were circulated with regards to this application. No objections or concerns were received from area property owners.

Planning & Development staff are of the opinion that the one sea can storage unit would not unduly affect the use and enjoyment of the neighboring parcels of land and, therefore, support approval of this application.

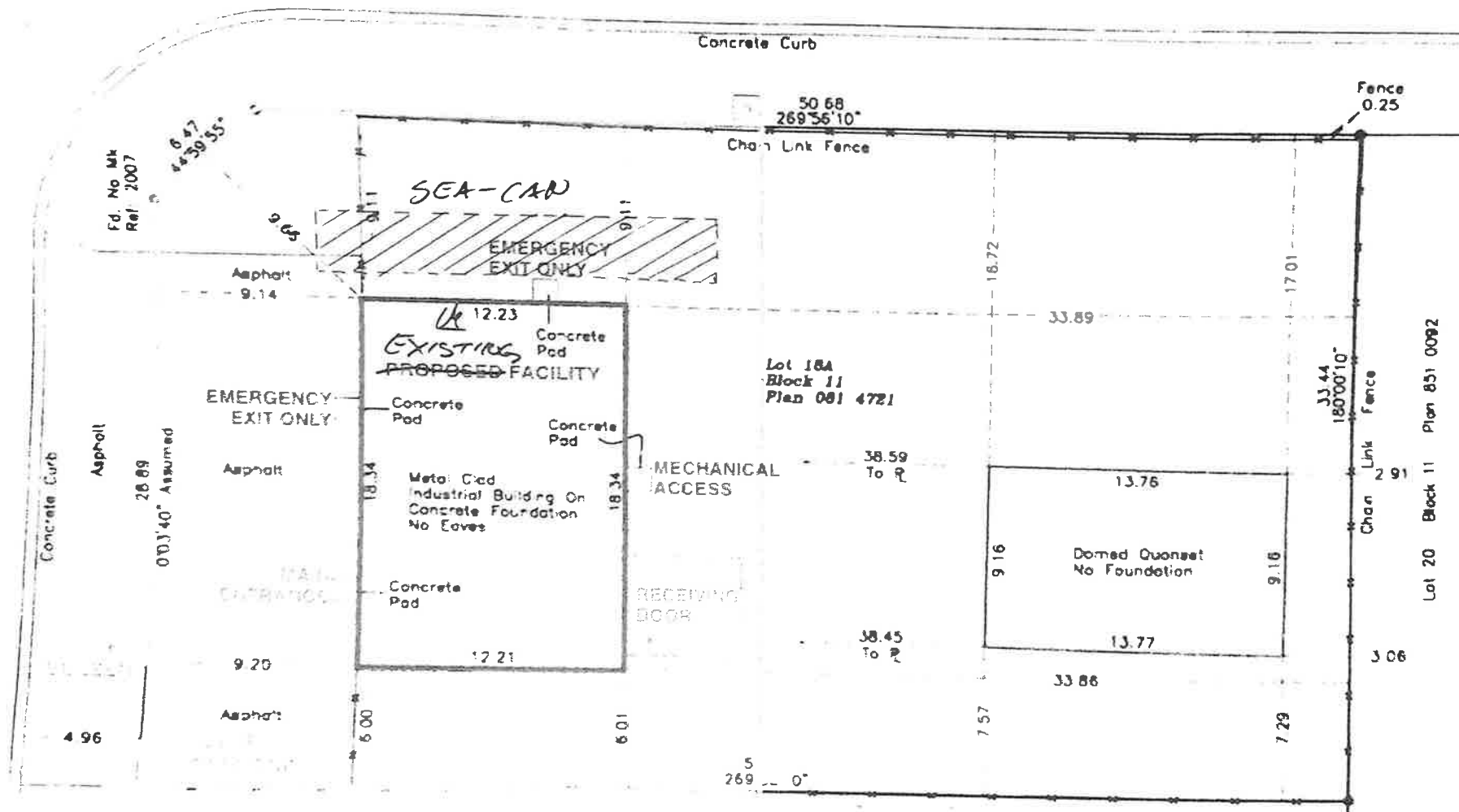
RECOMMENDATION:

That the Municipal Planning Commission approve Development Permit application 20-145 as presented, subject to the conditions listed in the attached draft Development Permit.

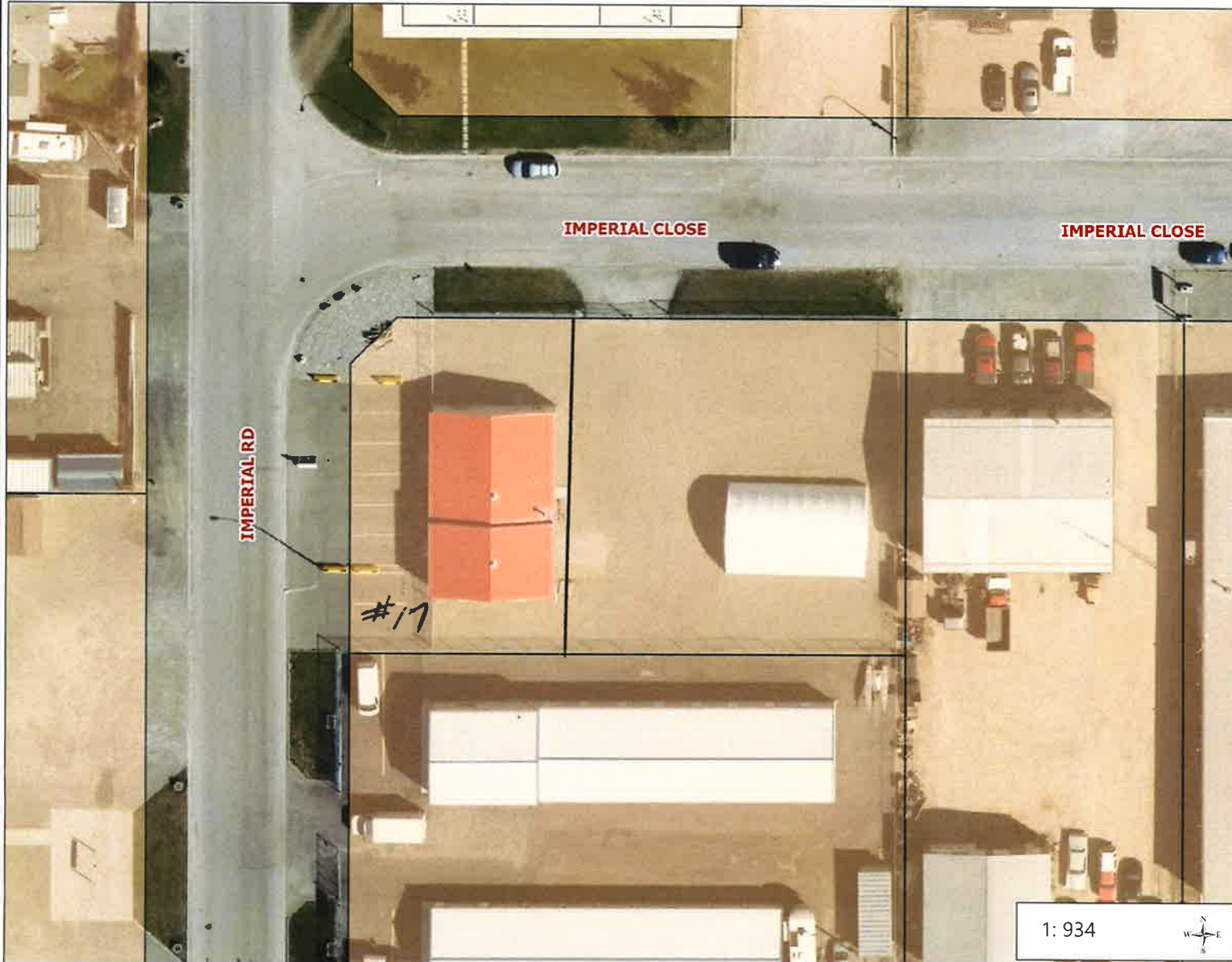
Prepared by: Scott Chant, Development Officer

Attachments:

1. Site Location Map & Aerial Photo
3. Photos
4. Draft Development Permit 20-145



Town of Olds



Legend

- Town Boundary
- Hwy 2A Symbol
- Hwy 2A
- Hwy 27 Symbol
- Hwy 27
- Railway
- Road Labels
- Parcels

Notes

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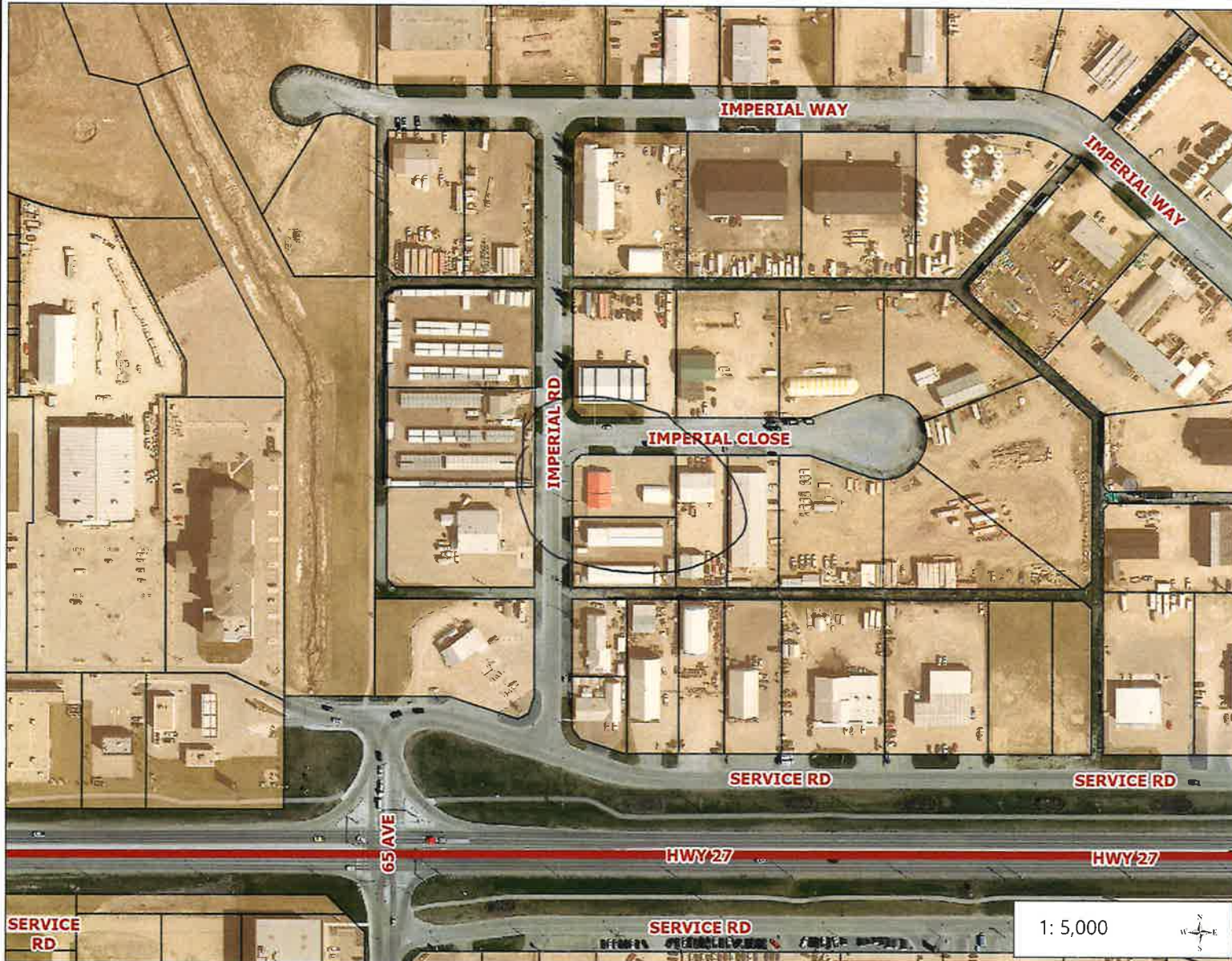
0.0 0 0.02 0.0 Kilometers

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Town of Olds



Legend

- Town Boundary
- Hwy 2A Symbol
- Hwy 2A
- Hwy 27 Symbol
- Hwy 27
- Railway
- Road Labels
- Parcels

Notes

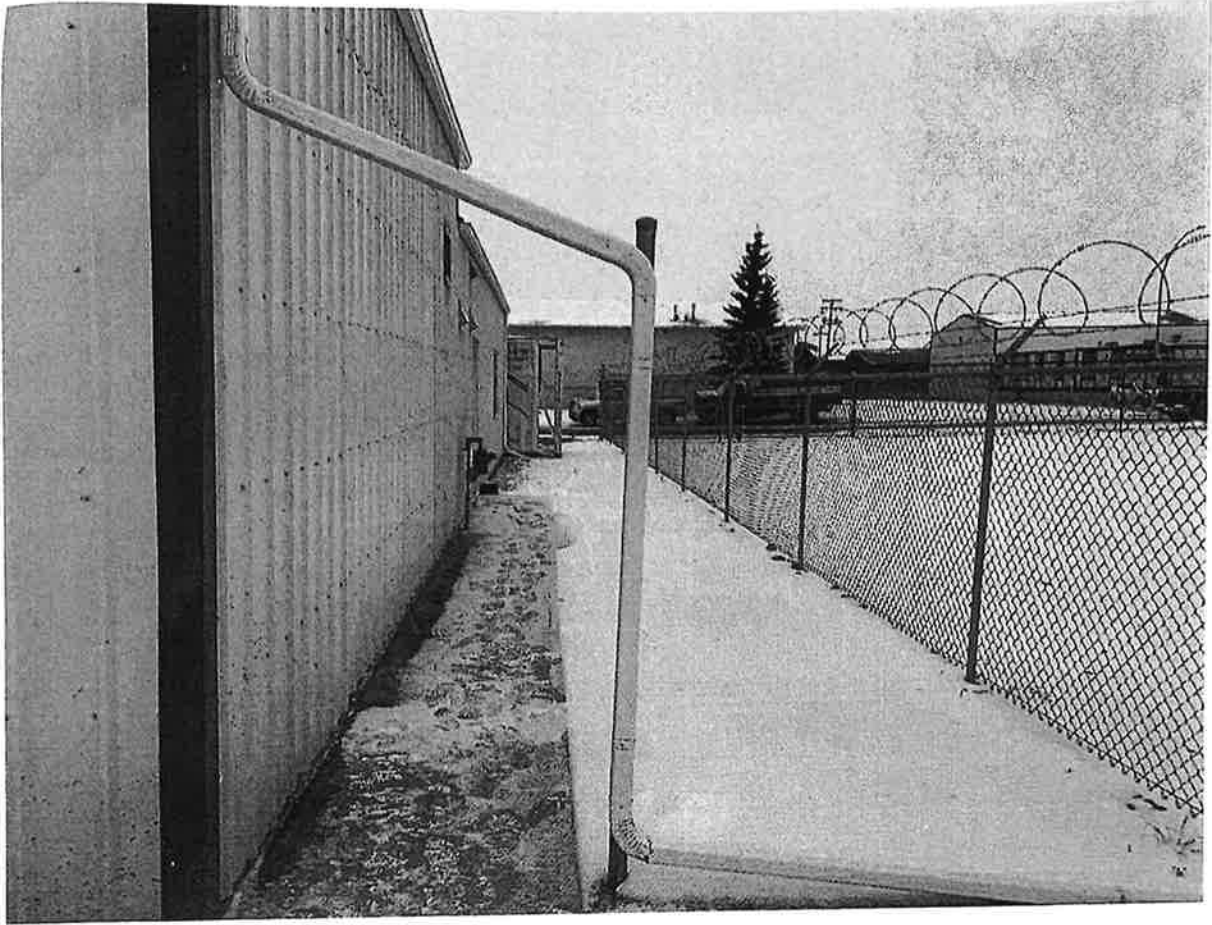
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0.3 0 0.13 0.3 Kilometers

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Town of Olds

4512 46 Street
Olds AB T4H 1R5
Main: 403.507.4804
Fax: 403.507.4856
planning@olds.ca

DEVELOPMENT PERMIT DP20-145

Proposal: One (1) Sea Can (9'x8'x53')

Deemed Use: Discretionary Use

Land Use Bylaw Designation: Light Industrial District

Civic Address: 17 Imperial Close

Legal Description: Lot 18A; Block 11, Plan 0814721

Applicant / Owner: Mukhdeep Mangat / Roy & Carol Schneider

Decision: **APPROVED** subject to the conditions outlined below:

1. The development must be constructed in accordance with the approved plans and conditions. Any revisions to the approved plans must be submitted for approval to the Development Authority. The approved plans are attached.
2. The Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw.
3. Use and development of the subject site shall conform to all other applicable requirements of the Town of Olds Land Use Bylaw 01-23 except where a relaxation has been expressly granted.
4. Relaxation is given to the current location of the sea can until 1 of the following takes place.
 - a. This sea can is to be used as temporary storage until such time as the current business expands or relocates, then the sea can is to be removed
 - b. Sea Can is to be relocated to the rear of the building if the current business expands into the balance of the lot to the East of the building.
 - c. The current business stays in operation at the current location.
5. That the relaxation for front yard setback of 33% which is going from 9 meters to 6 meters.

Scott Chant, Development Officer

Date of Decision: January 21, 2021 – Municipal Planning Commission

Attachments:

1. Site Plan:
2. Aerial Photos

TOWN OF OLDS
MUNICIPAL PLANNING COMMISSION
REQUEST FOR DECISION REPORT

Agenda Item #:	4C
Meeting Date:	January 21, 2021
File Number:	DP20-152
Civic Address:	21 Hawthorn Crescent
Legal Description:	Lot 1, Block 12, Plan 9912229
Designation:	R1 – Low Density Residential District
Proposal:	Home Occupation Class 2 – Pet Groomer Discretionary Use – Home Occupation Class 2
Originated By:	Kyle Sloan, Development Officer
MPC Secretary Approval:	Scott Chant, Director of Operations

REVIEW OF DEVELOPMENT PERMIT APPLICATION

The Town has received a Development Permit Application for a Class 2 Home Occupation at 21 Hawthorn Crescent. This proposal is for a dog grooming business that would operate Monday-Saturday between the hours of 8am to 5pm. The business would not employ any additional staff and parking would be on-site using the existing driveway.

Class 2 Home Occupations are listed as a discretionary use in the R1 Low Density Residential District. This application is being circulated to area landowners because the proposed use is listed as a discretionary use in the Town's Land Use Bylaw. The approving authority for discretionary uses is the Municipal Planning Commission (MPC).

Eight (8) area landowners were circulated with regards to this application. One response was received from an area property owner, which is attached.

Planning & Development staff are of the opinion that this home occupation would not unduly affect the use and enjoyment of the neighbouring parcels of land and, therefore, support approval of this application.

RECOMMENDATION: That the Municipal Planning Commission approve Development Permit application 20-152 as presented, subject to the conditions listed in the attached draft Development Permit.

Prepared by: Kyle Sloan, Development Officer

Attachments: 1. Site Context Maps and Photos
2. Draft Development Permit 20-152
3. Response Letter from Adjacent Property Owner

21 Hawthorn Crescent



Legend

Road Labels

Parcels

Notes

Site context of subject property.

0.1 0 0.03 0.1 Kilometers

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Figure 1 | 21 Hawthorn Crescent



Figure 2 | Side of Property

DEVELOPMENT PERMIT DP20-152

Proposal: Home Occupation – Class 2: Pet Groomer

Deemed Use: Discretionary Use

Land Use Bylaw Designation: R1 – Low Density Residential District

Civic Address: 21 Hawthorn Crescent

Legal Description: Lot 1, Block 12, Plan 9912229

Applicant/Owner: Michelle Menchenton / Gail Schmidt & Earl Menchenton

Decision: **APPROVED** subject to the conditions outlined below:

1. The development must be constructed in accordance with the approved conditions. Any revisions to the approved conditions must be submitted for approval to the Development Authority.
2. This Home Occupation must be carried out so that the privacy and enjoyment of neighbouring residents is not compromised.
3. The maximum area of residence to be used for the Home Occupation must be limited to a maximum of the lesser of 20% or 30m² (333 ft²) of the gross floor area of the principal building.
4. The business shall not be visited by more than five (5) clients per day and fifteen (15) per week. Clients' pets shall not remain on the premises overnight.
5. This permit may be revoked at any time, if in the opinion of the Development Authority; the operator of the home occupation has violated any provisions of the Bylaw or the conditions of this permit.
6. A Business License is required to carry out a home occupation.
7. Use and development of the subject site shall conform to all other applicable requirements of the Town of Olds Land Use Bylaw 01-23 except where a relaxation has been expressly granted.

Scott Chant, Secretary of Municipal Planning Commission

Date of Decision: Municipal Planning Commission – January 21, 2021

Date of Notice in Newspaper: January 26, 2021

Effective Date of Permit: February 11, 2021 (after 3-week appeal period)

From: [Jean-Pierre Mulago](#)
To: [Kyle Sloan](#)
Subject: File No. DP20-152- Class 2 Home occupation
Date: December 31, 2020 8:29:27 PM

Hi Kyle,

While I appreciate the opportunity for someone opening a business in these difficult times, I'm also concerned for the safety of our children.

Hawthorn Crescent is a safe place for children thanks to the low density of traffic. A business in the area will bring increased vehicular traffic that can only threaten the safety of children playing outside.

Hope you will take this into consideration.

Jean-Pierre Shamvu



Development & Building Permits

December 2020

Permit #	Roll #	Owner	Applicant	Civic Address	Lot	Block	Plan	Land Use District	App Description	Category	Value of Project
20-144	3602501	1385635 Alberta Ltd.	Tyler Murphy	6307 46 Street	8	D	8411125	CH	BP only	Comm. Renovation	\$10,000.00
20-147	4900217	Gordon & Diane Bueckert	On Side Restoration	42 Vantage Crescent	13	2	715166	R1	BP only	Repair of fire damage to garage	\$14,165.96
20-142	4200100	157435 Alberta Ltd.	Norm Broomfield	4530 49 Avenue	4		7710400	CHA	BP only	Comm. Renovation	\$10,000.00
20-148	2703600	Dennis & Jan Combs	1893298 Alberta Ltd.	5303 50 Avenue	3	5	613171	C1	Change to Office	Change of Use	\$5,000.00
20-143	3815900	BJ Enterprises (Olds) Ltd.	Emily Black Magnetic Signs	5221 46 Street	3, 19, 20	37	1718 JK	CH	Portable temporary sign, Fire & Flower	Signage DP	\$1,200.00

\$40,365.96



2020 BUILDING PERMIT STATISTICS

	Residential										Commercial	Industrial		Institutional		TOTALS		
	Detached Dwelling		Duplex		Multi-Unit		Acc. Bldg/Other											
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value		
Jan											2	\$216,000.00			1	\$200,000.00	3	\$416,000.00
Feb									1	\$16,000.00	4	\$153,000.00					5	\$169,000.00
Mar	1	\$410,000.00							1	\$6,000.00	3	\$11,730.00					5	\$427,730.00
Apr									5	\$89,278.00	2	\$138,000.00			1	\$400,000.00	8	\$627,278.00
May									5	\$51,900.00	2	\$8,500.00	1	\$4,000.00			8	\$64,400.00
Jun	1	\$450,000.00							3	\$31,552.25							4	\$481,552.25
Jul	1	\$500,000.00	1	2	\$900,000.00				16	\$244,274.95	1	\$500.00					19	\$1,644,774.95
Aug			1	2	\$477,000.00				3	\$32,500.00	1	\$7,500.00			2	\$550,000.00	7	\$1,067,000.00
Sep			1	2	\$440,000.00				4	\$172,500.00							5	\$612,500.00
Oct									12	\$159,563.45	1	\$240,000.00	1	\$100,000.00			14	\$499,563.45
Nov	1	\$370,000.00							2	\$121,000.00	3	\$220,000.00	2	\$110,000.00	3	\$23,975,000.00	11	\$24,796,000.00
Dec									1	\$14,165.96	2	\$20,000.00					3	\$34,165.96
	4	\$1,730,000.00	3	6	\$1,817,000.00	0	0	\$0.00	53	\$938,734.61	21	\$1,015,230.00	4	\$214,000.00	7	\$25,125,000.00	92	\$30,839,964.61

2019 BUILDING PERMIT STATISTICS

	Residential										Commercial	Industrial	Institutional	TOTALS				
	Detached Dwelling		Duplex		Multi-Unit		Acc. Bldg/Other											
	#	Value	#	Units	Value	#	Units	Value	#	Value	#	Value	#	Value	#	Value		
Jan	0	0	0		0	0	0	0	0	0	3	\$383,000	3	\$223,365	1	\$900,000	7	\$1,506,365
Feb	0	0	0		0	0	0	0	2	\$20,000	1	\$594,960	4	\$4,980,000	0	0	7	\$5,594,960
Mar	0	0	0		0	0	0	0	0	0	2	\$132,500	4	\$2,600,000	1	\$80,000	7	\$2,812,500
Apr	0	0	0		0	0	0	0	5	\$55,000	2	\$7,000	2	\$8,950,000	1	\$3,000	10	\$9,015,000
May	1	\$410,000	4		\$750,000	0	0	0	7	\$159,240	3	\$76,200	2	\$, 143,500	2	\$340,000	19	\$1,735,440
Jun	0	0	0		0	0	0	0	7	\$70,292	5	\$1,543,500	0	0	1	\$2,500	13	\$1,616,292
Jul	1	\$436,800	0		0	0	0	0	8	\$101,179	3	\$15,000	1	\$24,000	1	\$50,000	14	\$626,979
Aug	0	0	2		\$500,000	0	0	0	3	\$42,000	0	0	0	0	0	0	5	\$542,000
Sep	0	0	0		0	0	0	0	3	\$25,700	0	0	0	0	0	0	3	\$25,700
Oct	1	\$495,000	2		\$440,000	0	0	0	4	\$119,000	3	\$275,810	2	\$33,000	0	0	12	\$1,362,810
Nov	1	\$319,920	0		0	0	0	0	3	\$222,000	2	\$35,000	1	\$18,000	0	0	7	\$594,920
Dec	0	0	0		0	0	0	0	1	\$40,000	2	\$30,415	0	0	1	\$7,881,879	4	\$7,952,294
	4	\$1,661,720	8	0	\$1,690,000	0	0	\$0	43	\$854,411	26	\$3,093,385	19	\$16,828,365	8	\$9,257,379	108	\$33,385,260