



COCHRANE PLANNING COMMISSION MINUTES

Meeting:	Cochrane Planning Commission
Meeting Date:	February 20, 2019
Originated By:	P. Fitzpatrick
Title:	Minutes of the January 16, 2019 Regular CPC Meeting
Agenda Item No.	4a

BACKGROUND:

Minutes of the January 16, 2019 Regular Meeting of the Cochrane Planning Commission.

DISCUSSION/ALTERNATIVES:

See attached report.

RECOMMENDED ACTION:

That the Cochrane Planning Commission approves the Minutes of the January 16, 2019 Regular Meeting.



COCHRANE PLANNING COMMISSION REGULAR MEETING MINUTES

TIME: 6:30pm
DATE: January 16, 2019
PLACE: Council Chambers

Chairperson: Deborah Spence
Vice Chairperson: Patrick Grainger

Members: Councillor Fedeyko
Councillor Wilson
Lyle Balmer
Erika Lange
Jeff Robertson

Staff:
Manager, Legislative Services: Jaylene Knight
Manager, Planning Service: Riley Welden
Planner II: Amanda Legros
Recording Secretary: Patrice Fitzpatrick

1. CALL TO ORDER

The meeting was called to order at 6:30pm by P. Fitzpatrick.

2. ELECTION OF CHAIR & VICE CHAIR

MOVED by P. Grainger to nominate D. Spence as Chairperson for 2019.

~Carried Unanimously~

MOVED by Councillor Fedeyko to nominate P. Grainger as Vice Chairperson for 2019.

~Carried Unanimously~

3. AGENDA – AMENDMENTS & ADOPTION

*MOVED by E. Lange to **approve** the agenda as amended. (Changed Bylaw# 34/2018 to Bylaw 04/2019)*

~Carried Unanimously~

4. ADOPTION OF PREVIOUS MINUTES

- (a) Minutes of the January 16, 2019 Regular CPC Meeting.

*MOVED L. Balmer to **approve** the minutes of the December 12, 2018 Regular CPC Meeting as amended. (word change in agenda item 6a: change to "therefore supportive")*

~Carried Unanimously~

5. COUNCIL UPDATE

6. DEVELOPMENT PERMITS

- (a) Development Officer's Report for the month of December 2018

*MOVED by Councillor Fedeyko to **approve** the Development Officer's Report for the month of December as circulated.*

~Carried Unanimously~

- (b) DP 2018-232
Plan 161 2787, Block 28, Lot 44
11 Buckskin Way
Accessory Building (Basement)

*MOVED BY Councillor Fedeyko that the Cochrane Planning Commission **approve** DP 2018-232 for an Accessory Suite (Basement) at Lot 44, Block 28, Plan 161 2787, subject to the following conditions:*

1. This development is classified as an Accessory Suite and is a Discretionary Use in the Residential Single Detached Dwelling District (R-1), on the lands legally described as Lot 44, Block 28, Plan 161 2787.
2. An Accessory Suite (basement) of 69.68 square meters (750 square feet) is approved in accordance with the approved plans. Any changes to the design, format, location, orientation, capacity or use of any part of the development must receive the approval of the Development Authority before they may be commenced.
3. There shall be no use or occupancy of the accessory suite unless verification is obtained, by means of a Final Inspection, from the Town of Cochrane Safety Codes Officer that the accessory suite meets the requirements of the Alberta Building Code (2014), to the satisfaction of the Development Authority.
4. In addition to the parking required for the principal dwelling, the applicant shall provide and maintain two (2) off-street parking stall at all times for the use of the accessory suite. On-street parking for this development shall not be permitted.

5. The area leading to the parking stall from the entrance of the accessory suite shall consist of hard-surfacing material, including: asphalt, concrete, brick, interlocking block or a similar material to the satisfaction of the Development Authority. The pathway to the parking stall shall be graded and surfaced to ensure conformance with the Surface Drainage Bylaw, as may be amended from time to time.
6. Construction materials, including garbage, shall be stored securely in weather-proof and animal-proof containers to the satisfaction of the Development Authority so as not to create a nuisance to neighbouring properties.
7. The applicant/owner shall be responsible for the clean-up of any garbage, materials or other items that may be unsightly, or disperse beyond the boundaries of the subject property during the construction of this development.
8. In accordance with Section 1.5.1 of Land Use Bylaw 01/2004, a Development Permit, if issued, is valid only if development commences within one year of the date of Development Permit issuance and the development is completed within two years of the date of issuance. A new Development Permit may be required unless a request for a time extension to the applicable date is received prior to its expiry.

ADVISORY NOTES:

- a) It is the responsibility of the applicant/owner to comply with all requirements of Land Use Bylaw 01/2004, other municipal regulations, and all provincial and federal legislation.
- b) All permits as required by the Alberta Building Code shall be obtained and the applicant/owner shall remain compliant with the provisions of this code at all times. All building permit applications must be affixed with the seal of a professional architect.
- c) Inspections are conducted by the Town of Cochrane Safety Codes Officer.
- d) All buildings are to comply with the fire codes and regulations in place at the time of construction.
- e) The address for the accessory suite is 11A Buckskin Way; please be advised that due to external agency processing times, it may take up to six weeks for your address to be registered at Canada Post.
- f) All contractors working on this development shall acquire a valid Cochrane Business Licence prior to the commencement of any work and shall maintain the licence for the full duration of the construction period.
- g) The Town of Cochrane encourages the establishment of an additional waste account with the Utilities Service Department at the Town of Cochrane for waste collection at the time of the accessory suite development.
- h) Access around and to the shut off valve and water meter must be maintained and unobstructed as per the Water Utility Bylaw 04/2013.
- i) It is the responsibility of the applicant to meet all conditions of approval.

~Carried Unanimously~

7. BYLAWS

- (a) Bylaw 04/2019
Textual Land Use Bylaw Amendment
Fitness Studio & Recreational Vehicle Storage

CPC discussed the Textual Land Use Amendment – Fitness Studio and Recreational Vehicle Storage. The amendment adds fitness studio use to multiple non-residential districts and proposes a specific parking calculation for fitness studios of one parking stall per 20 meters squared of building space (1/20m²).

Secondly, Bylaw 34/2018 is proposing Recreational Vehicle Storage be added as a Discretionary Use to the General Industrial (M-1) District. The bylaw is also proposing a regulation in the General Industrial District that allows for a recreational vehicle storage facility's parking area to be surfaced to the satisfaction of the Development Authority.

CPC discussed both amendments and is in support of Bylaw 04/2019.

- (b) Area Structure Plan Amendment (Sunset Ridge Stage 2) &
Neighbourhood Plan (Sunset Ridge Stage 3)

CPC Comments:

Area Structure Plan Amendment (Sunset Ridge Stage 2)

CPC is in support of the Area Structure Plan Amendment for Stage 2 of Sunset Ridge. The amendment allows for the annexation of 40 acres to facilitate access of residents to Hwy 22; and changes to wording to change the annexation from the future to current.

Neighbourhood Plan (Sunset Ridge Stage 3)

CPC supports the Stage 3 Sunset Ridge Neighbourhood Plan and made the following comments:

- To ensure safe access to the central park and future school, the enhanced pedestrian crossings should be developed at the same time as the roads are developed in the area and prior to the development of the school.
- To ensure traffic flows smoothly through this area, the timing of the traffic lights at the secondary access and the existing lights at Sunset Boulevard/Hwy 22 need to be timed/synchronized accordingly.
- CPC would like to see the inclusion of access points to the north/south 'spine' pathway on long blocks of homes to ensure easy access to residents.
- CPC would like Administration to confirm an emergency response plan is in place for this area related to the gas plant located west and to check air quality for this area resulting from the gas plant.

- CPC would like the development to be completed with consideration to the timing of the servicing of the school site i.e. servicing the school site occurs early in the development to avoid missed opportunity for the development of a school.
- CPC would like the development of future lots in this area to align with any changes to the accessory suite regulations in the land use bylaw. i.e. meet minimum lot area requirements to future accessory suites and parking of multiple vehicles.

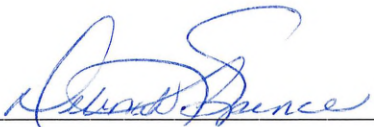
8. NEXT MEETING

Regular Meeting, February 20, 2019 at 6:30 pm – Council Chambers

9. CONCLUSION

MOVED by E. Lange to conclude the meeting at 8:20 pm

~Carried Unanimously~



Chairperson



Recording Secretary