

# MUNICIPAL PLANNING COMMISSION MEETING

## MINUTES

March 3, 2022  
COUNCIL CHAMBERS  
400 Main Street SE

### PRESENT

Councillor Ron Chapman (Chair)  
Councillor Tina Petrow (via Teams)  
Aaron Holmes (via Teams)  
Charles Kabano (via Teams)  
Terry Meier (via Phone)  
Rich Smith  
Mark Steffler

### STAFF

Gail Gibeau, Team Leader, Planning & Development  
Geoff Rice, Planning Technician

### ABSENT WITH REGRETS

Shelly McIntosh  
Dan Oneil

### 1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

### 2. MINUTES

**2022-P-015**

**Moved By** Councillor Tina Petrow

That Municipal Planning Commission adopt the minutes of the Regular Meeting of February 17, 2022 as presented.

**CARRIED**

### 3. PUBLIC INPUT SESSION

There were no items.

### 4. BUSINESS ARISING

#### 4.1 Development Permit PL2200060

The Chair called a Recess at 7:03 p.m. The meeting reconvened at 7:09 p.m.

Municipal Planning Commission is being asked to make a decision on Development Permit PL2200060, an application for a Secondary Suite (One Bedroom) with a variance to the minimum lot width for a site accommodating a Secondary Suite.

G. Gibeau presented the application.

A question was asked about the common utility room for the upstairs and the secondary suite and whether a hard surface walkway to the back door is required. G. Gibeau advised that MPC is limited to conditioning based on the Land Use Bylaw. Neither a separate furnace room nor a hard surface walkway are Land Use Bylaw requirements.

It was noted that the staff report refers to one parking spot for this development. G. Gibeau confirmed that this refers to one additional parking stall for the secondary suite. A comment was made that it should be more clear about the number of parking spots required for the whole site. G. Gibeau confirmed that, "for a total of 3 parking stalls", could be added to condition 7.

A question was raised about the planning implications of having secondary suites where the upper level tenant has to walk through the secondary suite to get to the mechanical room. Councillor Petrow would like a legal review done about access and security between suites.

#### **2022-P-016**

**Moved By** Aaron Holmes

That Municipal Planning Commission approve Development Permit PL2200060, a Secondary Suite (One Bedroom) as presented, with the addition of the words, "for a total of 3 parking stalls", added to condition 7 for clarity.

**CARRIED**

#### **4.2 Development Permit PL2200192**

Municipal Planning Commission is being asked to make a decision on Development Permit PL2200192, an application for a Secondary Suite (One Bedroom) with variances to the minimum lot width and the minimum lot area for a site accommodating a Secondary Suite.

G. Gibeau presented the application.

It was noted that there is no fence between the two lots and that the stairwell is very close to the property line. Concern was raised about safety around the side door. G. Gibeau advised that exterior stairwells do not require setbacks as they are not considered part of the foundation. It was asked which section of the Land Use Bylaw deals with exterior stairwells. G. Gibeau did not have that information. It was questioned whether the vent can be located over a sidewalk or over stairs due to potential ice from condensation.

It was asked whether the tenant's amenity space is required to be separate from the owner's amenity space. G. Gibeau advised that amenity space is looked at as a whole and the Land Use Bylaw does not specify that it has to be separate. It was asked how the tenants will get to their amenity space in the back yard.

It was noted that the electrical panel is in the bedroom of the secondary suite. G. Gibeau advised that the location of electrical panels is not specified in the Land Use Bylaw. It was asked whether the electrical panel is only for the tenant suite or for the whole house. G. Gibeau did not have that information. Concern was raised about privacy if the electrical panel is for the whole house.

A question was asked about security on the doors between the owner-occupied space and the tenant space. G. Gibeau did not have that information but confirmed that it does meet the requirements of the Land Use Bylaw.

**2022-P-017**

**Moved By** Mark Steffler

That Municipal Planning Commission table Development Permit .PL2200192 to get more information about Code or setback requirements for the stairwell, Building Code requirements for the location of the vent above the stairwell, about access to the tenant's amenity space, about Code requirement and access to the electrical panel if it is for the whole house, and about locks on the 3 doors between the tenant space and the owner-occupied space, for security reasons.

**CARRIED**

## **5. COUNCIL SYNOPSIS**

Feb 22, 2022

## **6. ROUND TABLE DISCUSSION**

Mark Steffler—There will be a presentation of the Downtown Revitalization Plan to MPC and to CSAB in May. Can we combine those presentations into one meeting? It would save staff time and it would be good to hear each other's comments. G. Gibeau will ask S Utz about the possibility of a special meeting with the two Boards.

Aaron Holmes-Update on the new library? Councillor Petrow advised that Council is very optimistic. A design meeting is scheduled for next week.

Terry Meier-Update on the abandoned shipping containers alongside the railway tracks on Tower Lane Drive? G. Gibeau will ask J. Ramjohn for an update for the next meeting.

Councillor Petrow-Attended a meeting for Rocky View Foundation and toured the suites they have converted. Very excited to see the complex come together.

Councillor Petrow-Regarding the Baywater application tonight, the houses are really close together on one side and there are 2 giant air conditioning units and a fire pit on one side. At what point does the fire safety component take over? G. Gibeau advised that those items are covered in the Building Code. Gail will ask the inspectors to see what provisions there are and report back to the next meeting.

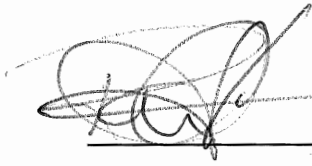
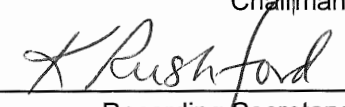
Councillor Chapman-At what point does building, permitting or inspections get an application for the construction of secondary suites? G. Gibeau outlined the process.

Councillor Chapman-Condolences to member Dan Oneil and his family.

G. Gibeau-The appeal for a secondary suite was overturned by SDAB. Councillor Chapman is looking forward to the upcoming training sessions to clarify what things MPC can base their decisions on.

## 7. ADJOURNMENT

The Chair adjourned the meeting at 8:28 p.m.

  
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Chairman  
  
\_\_\_\_\_  
Recording Secretary