

**AGENDA FOR THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, JULY 30, 2013 – 5:30 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>Pg.#</u>	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1.	GENERAL	
	A) Call to Order	
	B) Adoption of Agenda *	Adoption
	C) NON STATUTORY PUBLIC HEARING Re: Development Application 13-DP-048 Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) Outreach School (change of use & interior renovations) In a DC Direct Control Land Use District	
2.	OTHER	
	A) Development Application 13-DP-048 * Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) Outreach School (change of use & interior renovations) In a DC Direct Control Land Use District	For Consideration
	B) Trail Repairs *	For Consideration
	C) Municipal Inspection	For Discussion
2.	ADJOURN	



DEVELOPMENT PERMIT

Application # 13-DP-048Roll # 0140300

APPLICATION SECTION				
Property Owner: PRAIRIE ROSE SCHOOL DIVISION NO. 8			Mailing Address / PO Box 918 - 2ND AVE.	
Phone 403 527-5516	EXT 2316	Fax 403 528-2264	City DUNMORE	Prov AB
Applicant / Contractor / Agent: Owner: BRIAN FREY - MAINTENANCE SUPER.			Mailing Address / PO Box SAME	
Phone SAME	Fax SAME		City SAME	Postal Code T1B 0K3

PROJECT LOCATION		
Civic (Street) Address of the Property on which the development is to be affected:		102 - 4 ST. NE
Lot(s) 1, 2, 3	Block 108	Plan 117V

PROJECT INFORMATION			
Description of Proposed Development CONVERT THE POLICE STATION TO AN OUTREACH SCHOOL. START A CTS (IND. ARTS) PROGRAM FOR STUDENTS FROM PARKSIDE SCHOOL. INSTALL A SCHOOL SIGN SEE ATTACHED LETTER OF INTENT			
<input type="checkbox"/> Home Occupation	<input checked="" type="checkbox"/> Property Improvements	<input checked="" type="checkbox"/> Signage	<input type="checkbox"/> Temporary changes
<input type="checkbox"/> Basement Development	<input type="checkbox"/> Demolition	<input type="checkbox"/> Other	
Proposed Setbacks	Front 1.23 m	Rear 5.32 m	Estimated Value of Project: \$ _____
Flankage	Left Side 1.55 m	Right Side 6.43 m	
Parcel Size		Number of Units	
Land Use District		DC - Direct Control	
Is the development near slopes of 15% or greater		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Start Date AUGUST 1, 2013		Estimated Completion Date OCT. 30, 2013	
Applicant/Owner Signature Brian Frey			
Application Date July 4, 2013			
<input type="checkbox"/> Permitted Use	<input type="checkbox"/> Dev. Officer Discretionary	<input type="checkbox"/> Discretionary Use (MPC)	



DEVELOPMENT PERMIT

Application # 13-DP-048

Roll # 0140300

IMPORTANT NOTES:

1. In addition to completing this form, and application for a Development Permit shall be accompanied by the following information, where relevant:
 - a. Site plan showing the legal description, existing and proposed buildings, front, rear and side yards. Any provisions for off street loading and/or vehicle parking, site plan to be accurate at a scale to the satisfaction of the Development Officer.
 - b. Floor plans and elevations, preferably on 11" x 17" inch paper.
 - c. A statement of uses and, in the case of development proposed in an industrial area, a statement indicating the manner in which the applicant intends to conform to any performance standards applicable.
2. A Development Permit does not become effective until the time for appeal has expired (14 days) or until such appeal has been determined.
3. If the development authorized by a permit does not commence within 12 months from the date of its issue, the permit ceases to be valid.
4. Failure to complete this form fully and to supply the required information and plans may mean that this application for a permit will not be considered and may cause delays in the processing of the application.
5. This is **not** a **Building Permit**, **Occupancy Permit** or **Business License**. Any approvals granted regarding this application does not excuse the applicant from complying with requirements of Federal, Provincial or other municipal legislation, or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

PRIVACY: This information is being collected under the authority of the Town of Redcliff Building and Development Permit Bylaw, Town of Redcliff Land Use Bylaw, the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. This information will be used to process your application and may be used to provide statistical data. This information may also be used for taxation and assessment purposes. This information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Town of Redcliff F.O.I.P.P. Coordinator at (403) 548-3618.

PERMIT VALIDATION SECTION (to be completed by the Development Officer)		
Approved <input type="checkbox"/>	Approved with Condition(s) <input type="checkbox"/>	Refused <input type="checkbox"/>
Conditions Note: (see attached Development Permit Report)		
Issuing Officers Name:		
Issuing Officer's signature		
Date of Decision:	Date of Issue:	
Date Permit Fee Paid: <u>July 4/13</u>	Payment Method <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Cheque <u>020241</u> <input type="checkbox"/> Debit	
Permit Fees: \$ <u>591.81</u>	Receipt # <u>279942</u>	

July 4, 2013

Mr. Brian Stehr
Development Officer - Town of Redcliff
Box 40, #1 - 3 St. NE
Redcliff, Alberta T0J 2P0

Dear Sir:

Re: Attached Development Permit:

Prairie Rose School Division No. 8 intends to use the property at 102 - 4 St. NE (Plan 117V, Blk. 108, Lot 1,2,3) as a Redcliff Outreach School and possible CTS space for Parkside School. The building would be renovated to create two classrooms and possibly three small offices. The garage area of the building would be used as a CTS shop space. We expect the junior high CTS program would consist of construction and fabrication modules, and it would be housed completely within the building.

The school is expecting an initial enrolment of 20 students but it could expand to as many as 60 once it is established. Students from Parkside School, taking CTS classes, would be in addition to this figure.

The school would operate from 8 AM until possibly 9 PM daily, Monday to Friday, during the school year. During the day, many of the students would be bused to the school, so buses would be arriving in the morning and again later in the afternoon. The size of the buses would depend on where the students live and which route goes past their homes. This operation would be similar to what is done at our other schools in Redcliff except that the scale would be quite small because of the smaller number of students.

There would be 3 staff members in the Outreach program. The three offices would house an additional 3 Family School Liaison Workers. These 6 staff members would require parking, which is available on the east side of the building.

There is a small grassed area on the south side of the building and it may be fenced in for outdoor play space. However, because of the size, students would walk (supervised) to the nearby park for most of their outdoor play.

The exterior of the building and grounds requires repairs and maintenance. Besides a fence on the south side, we may consider installing an underground sprinkler system. The brick face on three sides requires repair.

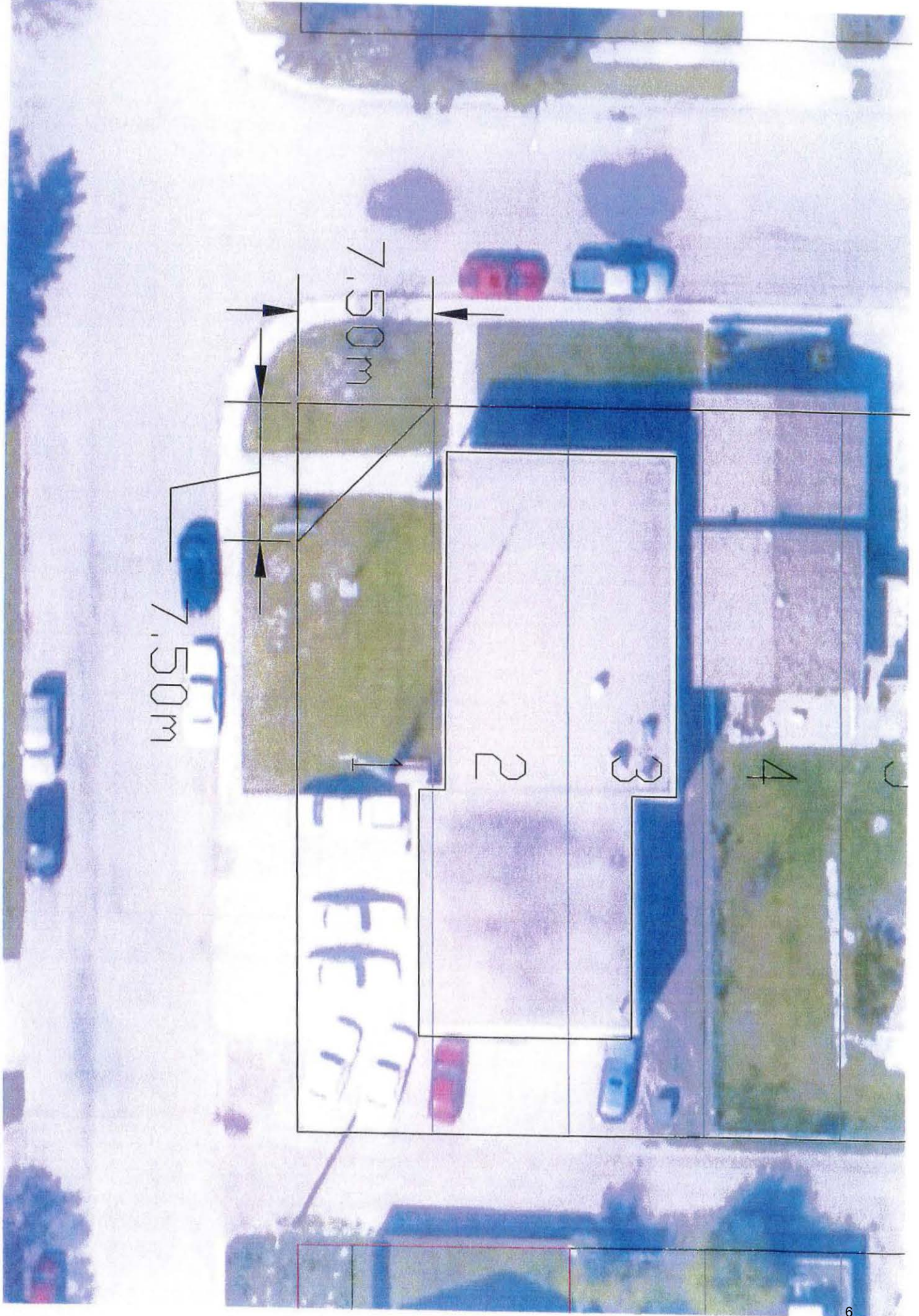
Please contact me if you have any questions or concerns.

Regards,



Brian Frey
Maintenance Supervisor





Development Permit Application Background Information / Review

Date: July 10, 2013

Applicant:	Prairie Rose School Division no. 8
Civic Address:	102 4 Street NE
Legal Address:	Lot 1-3, Block 108, Plan 1117V
Coverage:	43.3%
Land Use:	DC Direct Control District
Development Officer:	Brian Stehr

Background:

Prairie Rose School Division No. 8 has submitted a Development Permit Application for an outreach school and a CTS (Industrial Arts) program with students from Parkside School. Discussions with Brian Frey from the Prairie Rose School Division No. 8, and from the Letter of Intent, it was understood that the property will be undergoing interior renovations. At the time of this review, the Town of Redcliff has not received a comprehensive set of drawings.

The property is zoned DC – Direct Control District. The purpose and intent of this district is to afford Council the opportunity to address and provide for development that, due to their unique characteristics, or unusual site constraints, require specific regulations unavailable in the other land use districts of this Bylaw. All proposed uses and development applications shall be evaluated on their merits by Council who will establish the appropriate development standards. Furthermore, the General Land Use Regulations of the Land Use Bylaw and any previous development approval on the site shall be used as a guideline when considering this Development Permit Application. This Development Permit Application is being forwarded to the Commission as per policy no. 039 for comment.

I have reviewed the application and note the following:

- The Land Use Bylaw requires a site drainage / stormwater management plan to be prepared by a qualified professional to the satisfaction of the Development Authority for every development except for single family residential. However K. Minhas, Manager of Engineering for the Town of Redcliff, has advised that a site drainage plan would not be necessary because the building is existing, and no changes are proposed for the footprint of the building
- School bus pickup and drop off zones are not specifically identified. The amount of space needed for school bus pick up and drop off is not defined in the Land Use Bylaw. Congestion during unloading and loading times, both vehicular and pedestrian is a concern of the Development Officer.
- In the letter of intent it states that the Prairie Rose School Division No. 8 may fence the small grass area on the south side of the building for a play area. The Land Use Bylaw restricts the height of a fence in the front yard and in the corner visibility triangle to a maximum height of 0.9 m in any zone (see attached picture).

- The letter of intent states that the school will be using the public park 58 1 Avenue NE for most of the students outdoor play. This may affect the neighbourhood and the local children's ability to use the public park and its facilities.
- In the letter of intent the Prairie Rose School Division No. 8 states that they expect to have roughly 6 staff members. The Prairie Rose School Division No. 8 also stated that they intend on having 3 offices as well. In the Land Use Bylaw you are required to have 1 parking stall / classroom for an Elementary or Junior High School and 1 parking stall / 45 m² of office space. This does not include any visitor parking. Due to no plans being submitted, I was unable to determine the exact number of parking stalls needed. According to the Real Property Report there is enough room for only 3 parking stalls. The Land Use Bylaw identifies a standard parking stall as been 2.7 m wide x 7.3 m long.
- The Land Use Bylaw requires a minimum of one Handicapped stall. Handicapped stalls are to be hard surfaced and properly marked and signed. Barrier free parking stall, as per the Land Use Bylaw is 4.0 m wide x 7.3 m long.
- Based upon the information provided, I would recommend a minimum of 9 parking stalls. The number of parking stalls to consist of 6 employee parking stalls, 1 Handicapped stall, and 2 visitor parking stalls. All parking stalls to be properly marked and signed.
- The intent of Prairie Rose School Division No. 8 is to have an enrolment of up to 60 students plus the Parkside CTS Program. This may mean up to a maximum of 80 students being dismissed at the same time. This may put undue stress on a neighbourhood which does not have the proper loading and unloading zones, and adequate off street parking to deal with the volume of traffic, both pedestrian and vehicular.
- The letter of intent states that the outreach school will be open from 8:00 am until 9:00 pm during the school year. Concern would be there would be inadequate off street parking for classes held after traditional school hours.
- After a review of the Real Property Report it was determined that the adjacent residence on 108 4 Street NE (Lot 4, Block 8, Plan 1117V) is encroaching onto this lot. A review of the Property File determined that no encroachment agreement exists between the two property owners.
- The Town of Redcliff has not received a comprehensive set of drawings which indicate planned interior renovations.

It is a concern of the Development Officer that the Development Permit Application does not include enough details regarding the interior renovations, the parking requirements, and the loading, and unloading requirements. The Development Officer has concerns about the potential impact that an outreach school of this size may have on the neighbourhood and surrounding Town of Redcliff infrastructure.

- E) Development Permit Application 13-DP-045
Medicine Hat Signworks
Lot 12, Block 6, Plan 9811617 (1576 South Highway Drive)
Approved: Free Standing Sign

6. DEVELOPMENT PERMITS FOR MPC CONSIDERATION

- A) Development Permit Application 13-DP-026
TriVentures
Lot 47, Block 34, Plan 1212279 (221 8 Street NW)
Greenhouse Expansion

L. Leipert moved that Development Permit Application 13-DP-026 be lifted from the table.
- Carried

The Development Officer informed the Commission that TriVentures is in the process of removing the encroaching structure, and that the Commission could make a decision with the information at hand, or table the Application until the Applicant has had the opportunity to supply a new site drawing that shows no encroaching structures.

J. Beach moved that Development Permit Application be tabled until the next regular Municipal Planning Commission. – Carried

7. FOR COMMENT

- A) Development Permit Application 13-DP-048
Prairie Rose School Division No. 8
Lot 1-3, Block 108, Plan 1117V
Outreach School

Planning Consultant, K. Snyder, informed the commission that schools are typically built in residential districts. While there might be impact on the surrounding neighbourhood, a school is a good fit for this building.

Discussion ensued on the limited parking, and the use of a public park for the school. It was discussed if the Town could include the storage lot across the back alley for parking and playground area.

B. Lowery moved to advise Council of the following comments from the Municipal Planning Commission in regard to Development Permit Application 13-DP-048 for the change of use of the former RCMP building to an Outreach School and associated interior renovations Lot 1-3, Block 108, Plan 1117V (102 4 Street NE):

- That the adjacent storage yard at 117 5 St. NE (Lot 31-36, Block 108, Plan 1117V) be considered for parking and storage.
 - School Bus Loading and Unloading zone be clearly identified.
 - Adequate exterior lighting for loading and unloading zones be installed.
- Carried

8. ADJOURNMENT

D. Schaffer moved adjournment of the meeting at 1:05 p.m. – Carried.

Chairman

Secretary

**TOWN OF REDCLIFF
Request for Decision (RFD)**

DATE: July 30, 2013

PROPOSED BY: Khalil Minhas, Manager of Engineering

TOPIC: Trails repair various locations

PROPOSAL: Budget approval

BACKGROUND:

Due to heavy rainfall event that occurred on July 06th of this year, the Town has experienced some damage on existing shale trails on various locations in the Town. The attached map will provide the locations where the damage took place. Almost in every case, erosion happened in a zig zag pattern with approx. width of 0.5m and a total length of 830 l.m. Engineering department has prepared the cost estimate and in order to fix these trails, a budget amount of \$22,750.00 will be required. I have inquired of various contractors and heard that Shale material is not available locally and if required it will be transported from outside the local area which may increase the actual cost of construction. Public Services Department is also exploring places for Shale availability.

Please note that the Town has inquired of the Province for the event on July 6th to be classified as a disaster which would allow trail repairs under disaster recovery; however, it is unclear at this point that it will get approval.

Options:

1. Repair the shale trails damaged due to recent rainfall with the matching existing Shale trails structure.
2. Repair the shale trails damaged due to recent rainfall with gravel only without Shale on top.

Recommendation:

My recommendation is to accept option #1 and repair the shale trails damaged due to recent rainfall in various locations with the matching existing Shale trails structure and approve a budget amount of \$22,750 with funding to come from the Operating Contingency Reserve.

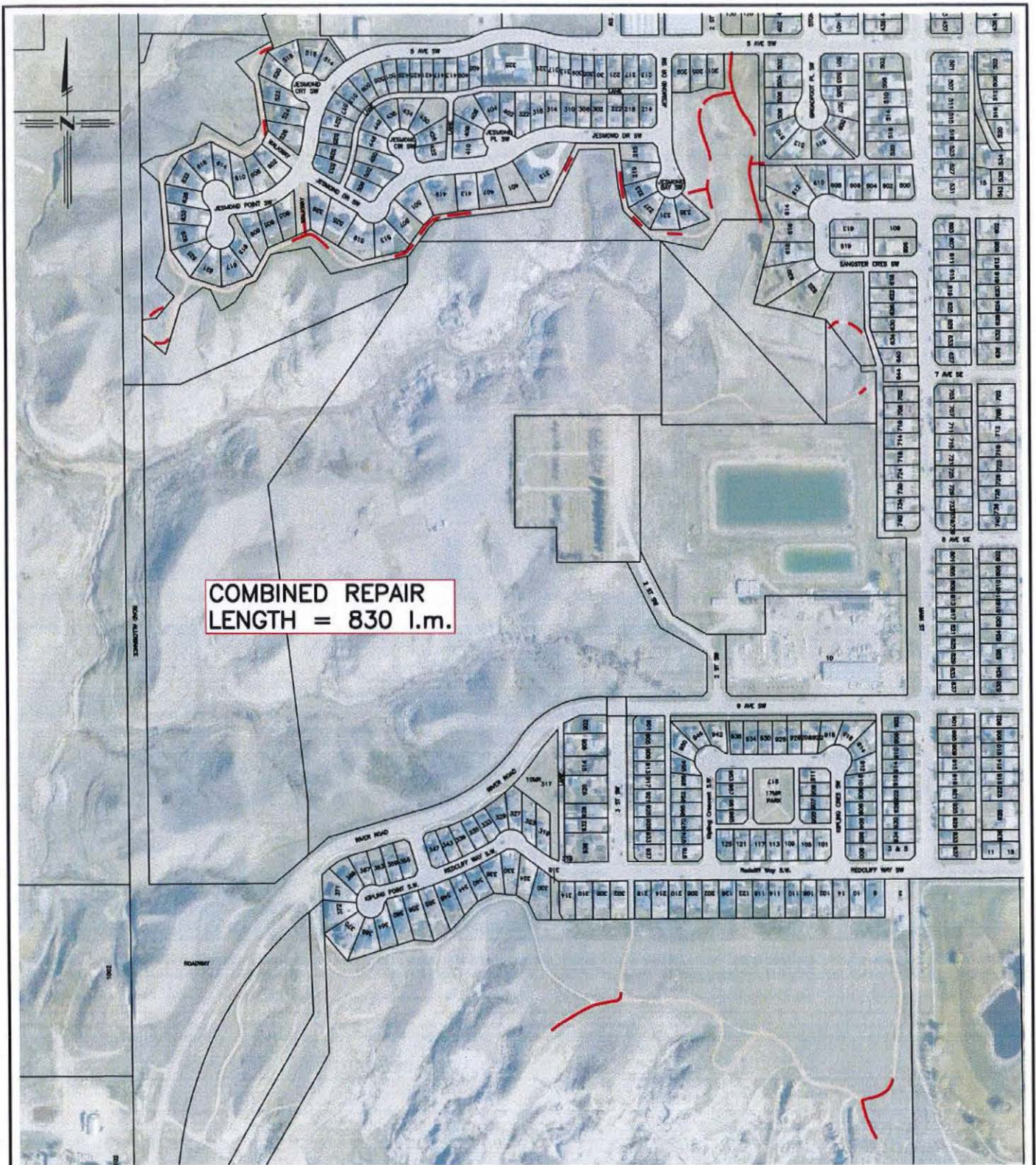
Suggested Motions:

1. Councilor _____ moved the Town of Redcliff repair the shale trails damaged due to recent rainfall with the matching existing Shale trails structure and approve a budget amount of \$22,750 with funding to come from the Operating Contingency Reserve.
2. Councilor _____ moved the Town of Redcliff repair the shale trails damaged due to recent rainfall with regular gravel only for a maximum amount of \$11,330 with funding to come from the Operating Contingency Reserve.

SUBMITTED BY: 
Khalil Minhas, P. Eng, PMP
Manager of Engineering

APPROVED BY: 
David Wolanski, Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2013



			<p>SHALE TRAILS HEAVY RAINFALL EROSION LOCATIONS</p> <p>TOWN OF REDCLIFF</p>	Designed	N/A	Date	JULY 2013
				Drawn	LC	Project No.	N/A
				Checked	LC	Contract No.	N/A
				Approved	N/A	Revision	0
				Scale	N.T.S.		
7/13	FOR INFORMATION	N/A		DWG. No.			01
DATE	REVISIONS	APP					