



MPC MEETING

WEDNESDAY NOVEMBER 21, 2018

12:30 P.M.

TOWN HALL COUNCIL CHAMBERS



TOWN OF REDCLIFF
MUNICIPAL PLANNING COMMISSION
WEDNESDAY NOVEMBER 21, 2018 – 12:30 PM

AGENDA

Pg.	Agenda Item
	1. <u>CALL TO ORDER</u>
	2. <u>ADOPTION OF AGENDA</u>
	3. <u>PREVIOUS MINUTES</u>
4	A) Minutes of October 17, 2018 meeting
	4. <u>REPORTS TO MPC</u>
8	A) Dates Development Permits advertised in Commentator a. November 6, 2018 (Ad is attached)
	B) Development Permit Applications Approved/Denied by Development Officer since the last MPC meeting: a. Development Permit Application 18-DP-059 Carolyn Whitfield Lot 27, Block 5, Plan 0012006 (938 Kipling Cr. SE) Approved: Home Occupation - b. Development Permit Application 18-DP-060 Dan Dueck Lot 10, Block 6, Plan 9711977 (#1 – 1500 South Highway Dr. SE) Approved: Retail Store – Computer Repair c. Development Permit Application 18-DP-061 MacLean Weidemann LLP Lot 10 - 13, Block 3, Plan 5094AV (37 Dutton Street SE) Approved: Permit to Stay d. Development Permit Application 18-DP-062 Bill Crozier Lot 18 - 20, Block 24, Plan 1117V (301 5 Street SE) Approved: Hot Tub e. Development Permit Application 18-DP-063 Terry Goldade Lot 113, Block 1, Plan 0213235 (47 Riverview Drive SE) Approved: Accessory Building – Garden Shed



TOWN OF REDCLIFF
MUNICIPAL PLANNING COMMISSION
WEDNESDAY NOVEMBER 21, 2018 – 12:30 PM

AGENDA

Pg.	Agenda Item
	<p>f. Development Permit Application 18-DP-064 White Dragon Karate Lot 17-18, Block 73, Plan 775AD (#4 – 116 Broadway Avenue E) Approved: Change of Use – Fitness Center</p>
	<p>C) Appeals of Development Decisions received since the last MPC meeting</p> <p>a. No Appeals of Development decisions have been received.</p>
	<p>D) SDAB Decisions rendered since the last MPC meeting</p> <p>a. Development Permit Application 18-DP-047 Rick Wagenaar Lot 7-9, Block 92, Plan 1117V (20 5 Street NW) Approved with Conditions: Accessory Building - Pole Barn</p> <p>b. Development Permit Application 18-DP-049 West Built Homes Ltd. Lot 11, Block 22, Plan 3042AV (801 7 Street SE) Denied: Semi-Detached Dwelling</p>
	<p>E) Council Decisions and Direction related to the Land Use Bylaw since the last MPC meeting</p> <p>a. No Decisions or Directions related to the Land Use Bylaw have been received</p>
	<p>F) Items Received for Information</p> <p>a. No items received for information have been received.</p>



TOWN OF REDCLIFF
MUNICIPAL PLANNING COMMISSION
WEDNESDAY NOVEMBER 21, 2018 – 12:30 PM

AGENDA

Pg.	Agenda Item
9	<p>5. <u>SUBDIVISION APPLICATION(S) FOR MPC CONSIDERATION</u></p> <p>A) 2018 SUB 03 – Subdivision Application Ken Appleton and Paul Vince Lots 1 & 2, Block 17, Plan 1117V (437 & 439 2 Street SE) Subdivision Application to create two separate certificates of title</p> <ul style="list-style-type: none">a. Applicationb. Background reportc. Procedure<ul style="list-style-type: none">i. Presentation of Development Officerii. Presentation of Applicantiii. Presentation of Interested Partiesiv. MPC Discussion (Note, MPC may go in camera for discussion)v. Decision of MPC
29	<p>6. <u>ITEMS FOR MPC COMMENT</u></p> <p>A) Development Permit Application 18-DP-065 New Leaf Cannabis Lot 16, Block 75, Plan 775AD (318 Broadway Avenue E) Cannabis Retail Store</p> <ul style="list-style-type: none">a. Applicationb. Background reportc. Procedure<ul style="list-style-type: none">i. Presentation of Development Officerii. Presentation of Applicantiii. Presentation of Interested Partiesiv. MPC Discussion (Note, MPC may go in camera for discussion)v. Decision of MPC
	<p>7. <u>ADJOURNMENT</u></p>

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
WEDNESDAY OCTOBER 17, 2018 – 12:30 PM
TOWN OF REDCLIFF**

PRESENT: Members: L. Leipert , S. Gale,
N. Stebanuk, J. Steinke,

Development Officer: B. Stehr
Planning Specialist J. Zukowski
Director of Planning & Engineering J. Johansen,
Manager of Legislative & Land Services
Recording Secretary S. Simon

ABSENT: Members: B. Duncan, B. Vine, J. Beach
Technical Assistant/Recording Secretary R. Arabsky

1. CALL TO ORDER

L. Leipert, Chairperson called the meeting to order at 12:30 p.m.

2. ADOPTION OF AGENDA

S. Gale moved that the agenda be adopted as presented. – Carried.

3. PREVIOUS MINUTES

J. Steinke moved the minutes of the MPC meeting September 19, 2018 be adopted as presented.
– Carried.

4. REPORTS TO MPC

S. Gale moved to receive for information the following Reports to MPC for the MPC meeting of October 17, 2018:

A) Dates Development Permits advertised in Commentator.

a) September 25, 2018 & October 9, 2018

B) Development Permit Applications approved/denied by Development Officer.

a) Development Permit Application 18-DP-040
Trico Holdings Ltd.
Lot 12, Block 10, Plan 7711421 (1601 Highway Ave.)
Approved: Addition

b) Development Permit Application 18-DP-041
Sara Wiens
Lot 9, Block 25, Plan 1117V (321 4 Street SE)
Approved: Boulevard Development – Driveway

- c) Development Permit Application 18-DP-047
Rick Wagenaar
Lot 7-9, Block 92, Plan 1117V (20 5 Street NW)
Denied: Accessory Building - Pole Barn
- d) Development Permit Application 18-DP-048
U-Haul (Canada) Ltd.
Lot A, Block 6, Plan 7410658 (1901 Highway Ave. SE)
Approved: Interior Renovations
- e) Development Permit Application 18-DP-049
West Built Homes Ltd.
Lot 11, Block 22, Plan 3042AV (801 7 Street SE)
Denied: Semi-Detached Dwelling
- f) Development Permit Application 18-DP-050
Mike Stadnyk
Lot 34-35, Block 2, Plan 3042AV (528 5 Street SE)
Approved: Home Occupation – Drain Cleaning
- g) Development Permit Application 18-DP-051
Chris MacPherson
Lot 3-4, Block 9, Plan 3042AV (633 6 Street SE)
Approved: Accessory Building – Detached Garage
- h) Development Permit Application 18-DP-052
Barry Charlton
Lot 44, Block 121, Plan 9810300 (213 3 Street NW)
Approved: Boulevard Development
- i) Development Permit Application 18-DP-053
Rock Losier
Lot 20, Block 1, Plan 8211144 (6 Riverview Place SE)
Approved: Accessory Building – Garden Shed
- j) Development Permit Application 18-DP-055
Dunmore Liquor Ltd.
Lot 3-6, Block 84, Plan 755AD (301 Broadway Ave. E)
Approved: Change of Use – Liquor Store
- k) Development Permit Application 18-DP-056
Will Corporation
Lot 12, Block 1, Plan 0411924 (2450 South Highway Drive SE)
Approved: Change of Use – Automotive Sales & Rentals
- l) Development Permit Application 18-DP-057
Tactical Moving & Delivery
Lot 40, Block 9, Plan 9510287 (941 6 Street SE)
Approved: Home Occupation – Moving & Delivery

- m) Development Permit Application 18-DP-058
Randall Fairhurst
Lot 9, Block 2, Plan 123LK (9 Elm Court SE)
Approved: Accessory Building – Garden Shed

C) Appeals of Development Decisions received since the last MPC Meeting.

- a) Development Permit Application 18-DP-047 (Rick Wagenaar)
Lot 7-9, Block 92, Plan 1117V (20 5 Street NW)
Accessory Building – Pole Barn
- b) Development Permit Application 18-DP-049 (West Built Homes Ltd)
Lot 11, Block 22, Plan 3042AV (801 7 Street SE)
Semi-Detached Dwelling

D) SDAB Decisions rendered since the last MPC Meeting.

J. Johansen advised the SDAB met October 16, 2018 to hear appeals with regard to Development Permit Application 18-DP-047, and Development Permit Application 18-DP-049.

E) Council Decisions and Direction related to the Land Use Bylaw since the last MPC.

No report on Council Decision and direction related to the Land Use Bylaw has been received since the last MPC meeting.

F) Items Received for Information

No items have been received for information.

- Carried

5. SUBDIVISION APPLICATION(S) FOR MPC CONSIDERATION

- A) 2018 SUB 02 – Subdivision Application
Brian Munro, Global Raymac Surveys Inc. (Agent)
Lots 7-9, Block 8, Plan 1117V (625 1 Street SE)
Subdivision Application to create two R1-Single Family Residential Lots, for single family home development

S. Gale moved that MPC acting as the Subdivision Approving Authority approve Subdivision Application 2018 SUB 02 [Lots 7-9, Block 8, Plan 1117V (625 1 Street SE)] to create two R1-Single Family Residential Lots, for single family home development with the following conditions:

1. All taxes paid,
2. The removal of existing building(s) from the lands.
3. Removal or proper abandonment of existing service connections that are no longer required in accordance with the standards and procedures of each of the service providers with any applicable costs to be the responsibility of the owner.

4. The applicant is responsible to arrange and pay for the individually servicing of each lot in accordance with the standards and procedures of each of the service providers of the following services:
 - Potable water,
 - Sanitary sewer,
 - Electrical Power,
 - GasFurther that confirmation from Utility Providers that services have been installed is provided.
5. The Property Owner to provide a letter acknowledging that the lots created do not meet the minimums outlined in the Land Use Bylaw and that no relaxation of setbacks will be considered at the time of development permit applications.

Carried.

6. ITEMS FOR MPC COMMENT

Chairman L. Leipert confirmed there were no items presented for MPC comment.

7. ADJOURNMENT

N. Stebanuk moved adjournment of the meeting at 12:45 p.m. – Carried.

Chairman

Recording Secretary



TOWN OF REDCLIFF DEVELOPMENT PERMITS

NOTICE OF DECISION OF THE DEVELOPMENT OFFICER

Discretionary Uses:

Development

Permit Application # Details

18-DP-060	Lot 10, Block 6, Plan 9711977 (Bay 1 – 1500 South Highway Repair) APPROVED: Computer Sales & Repair
18-DP-062	Lot 18-20, Block 24, Plan 1117V (301 5 Street SE) APPROVED: Hot Tub
18-DP-063	Lot 113, Block 1, Plan 0213235 (47 Riverview Drive SE) APPROVED: Accessory Building - Garden Shed
18-DP-064	Lot 17-18, Block 73, Plan 755AD (#4 – 116 Broadway Ave E) APPROVED: Fitness Center

Persons claiming to be affected by a Development Permit for a Discretionary Use may appeal to the Subdivision and Development Appeal Board by submitting a \$150.00 fee, and written notice stating reasons for the Appeal to the Town Manager within twenty one (21) days after this notice is published.

Brian Stehr
Development Officer



TOWN OF REDCLIFF

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Subdivision Authority Report

File: 2018 SUB 03

Applicant / Agent of Applicant: Ken Appleton & Paul Vince

Legal Surveyor: Dean D. Fischer A.L.S., Benchmark Geomatics Inc.

Current Legal Description: Lots 1 & 2, Block 17, Plan 1117V

Municipal Address: 437 & 439 2 St. SE, Redcliff AB

Land Owner: Ken Appleton & Paul Vince

Type of Subdivision: R1- Single Family Residential District

Purpose of Subdivision: To subdivide the parcel to create two separate certificates of title

Subdivision by: (X) Plan () Instrument

Current Zoning: R1- Single Family Residential District

Number of Lots Created: 2

Reserve Status: () Required (X) Not Required

Items attached to this report:

- a. Proposed Subdivision Background Report
 - i. Subdivision Application Form
 - ii. Tentative Plan of Lots 1 & 2, Block 17, Plan 1117V
 - iii. Certificate of Title
 - iv. Map of Abandoned Wells
- b. Circulation list
 - i. Town of Redcliff Administration
 - ii. Affected Agencies
 - iii. Adjacent Property Owners
- c. Proposed Subdivision Evaluation Checklist



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Administrative Summary

Subdivision Authority Report: (November 7, 2018)

This application was circulated to affected agencies, adjacent property owners, and Town of Redcliff Administration to comment. Comments were to be received by October 30, 2018.

The following is a summary of the comments received by October 30, 2018 from affected Agencies:

City of Medicine Hat Gas Department – Distribution – Comments Below:

- There is a 50mm medium-pressure poly distribution gas main located within the lane at the rear of the properties
- As per the Gas Utility bylaw each lot is to be individually serviced (i.e. one meter and service per lot). This application would create two separate lots and the existing service to #437 would contravene the bylaw and, as such, #437 would require a new service.
 - As there is no main along either unoccupied boundary of #437, a new main would be required to service #437 (see map). With Town of Redcliff approval, this main extension could be placed in the existing road right-of-way, otherwise a UROW would be required through the existing property. This UROW would be surveyed and registered at the developer's expense.
 - The developer is responsible for all associated costs with the installation of the gas main extension, service line, meter set, and all secondary plumbing.
 - The service for #439 would remain as is, however the portion running to #437 would need to be abandoned, at the developer's expense.
 - To initiate servicing, the developer must apply using the City's Gas Service Application form. Detailed load information will be required to adequately size the individual service line and meter set.

City of Medicine Hat Planning & Development Services – no objections

City of Medicine Hat Electric Department – Comments Below:

- UDS – Electric Distribution requires each property to be individually serviced without trespassing across other lots. This application would create two separate lots and the existing service to #437 would contravene this requirement therefore #437 would require a new service



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City of Medicine Hat Natural Gas & Petroleum Resources – Comments Below:

- A map was provided to display the gas facilities within proximity to the proposed subdivision
- Surface improvements are not permitted within the City of Medicine Hat pipeline UROW and within 100m of any City of Medicine Hat wellhead, unless the subdivision/landowner applies to and receives approval from the Alberta Energy Regulator (AER) and the City for a setback reduction
- Any ground disturbances or surface improvements within 30m of any high-pressure gas production mains or within 100m of any gas wells will require a crossing/proximity agreement. Contact landsconsents@medicinehat.ca for required documentation
- See Natural Gas & Petroleum Resources Surface Land Comments for further detail/clarification.
 - ❖ No surface improvements may be made within 100m of any City wellhead, unless the subdivision/landowner applies to, and receives approval from the Alberta Energy Regulator (AER) and the City for a setback reduction.
 - ❖ No surface improvements may be within any City wellsite, access road, or pipeline right-of-way/easement leased area.
 - ❖ Per Alberta Occupational Health & Safety Code 2009:
 - Notification must be given to the City prior to any ground disturbance within 100m of a City wellhead, or within 30m of a City high pressure pipeline/UROW boundary.
 - Consent must be obtained from the City prior to any traffic/heavy equipment driving over, parking on, or otherwise crossing City wellsite, access road, or pipeline right-of-way/UROW leased area
 - ❖ Per Alberta Subdivision and Development Regulation:
 - Developers and property owners applying for a subdivision or development permit must identify the location of abandoned wells during planning and appropriately address them in the proposed development. Please refer to Alberta Energy Regulator (AER) Directive 079 – Surface Development in Proximity to Abandoned Wells for setback requirements and approval procedures for subdivision/development in proximity to abandoned wells.

Cypress County Planning Department – no objections or further comments

All other agencies circulated did not return comments.



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The following is a summary of the comments received by October 30, 2018 from Town of Redcliff Administration:

Development Officer – Comments Below relating to the Land Use Bylaw (LUB) and other applicable bylaws:

- The front yard setback of 4.16 m is less than the 6.0 m as required by the LUB;
- The side yard setback on the North side of 1.08 m is less than the 1.5 m as required by the LUB;
- The side yard setback on the South side of 2.37 m is less than the 3.0 m as required by the LUB;
- Proposed lot size for lot 42 of 226.47 sq. m is less than the 250 sq. m as required for a semi-detached dwelling in the R-1 Single Family Residential District;
- Town of Redcliff assessor lists the semi-detached dwelling as 80.08 sq. m (862 sq. ft.) per side. The site coverage would be 35% and would comply with the LUB;
- The LUB requires 2 parking stalls per residence. The parking stalls shall not be permitted in the front yard if the building is less than 6.0 m;
- A parking stall is defined in the LUB as 2.7 m by 7.2 m;
- There appears to be adequate room for 2 parking stalls in the front yard. A drive by inspection, and aerial views show that there is currently no parking in the front yard of the building;
- The LUB requires a minimum of 6.0 sq. m of amenity space for all multi-family developments. This amenity space shall be exclusive of front and side yard setbacks;
- Should the addressing change so that the front of the building is considered on 5 avenue, the buildings would not comply with the minimum rear yard setback of 6.0 m.

Director of Planning & Engineering – Comments Below:

- The layout and servicing of this building has not been done in a manner where subdivision of the property is easily or cheaply possible. Of particular concern is the setbacks that do not meet Land Use Bylaw minimums and the water and sanitary sewer servicing which if the subdivision was to proceed may create a large liability issue for the Town in the future. At a minimum each unit should be serviced directly from the mains without crossing through or under another unit. These services if crossing another property should be protected by Utility Right-of-ways registered on title.
- There is no sidewalk on 5th Avenue which is the way the building faces.



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- Section 654 of the Municipal Government Act lays out what the Subdivision Approval Authority must consider in its decision.

Director of Public Services – Comments Below:

- Request that the secondary services do not pass under another building as accessing them is virtually impossible
- Second service set must be accessible from the service around the side of the building.
- Likely needs new services installed assuming two are required on the property

Director of Finance & Administration – All taxes are paid.

Director of Community & Protective Services – has nothing to comment on.

All adjacent landowners circulated did not return comments.

Administrative Recommendation(s)

The Town of Redcliff recommends Refusal of Subdivision Application 2018 SUB 03 for the following reasons:

1. Subdividing the parcel as proposed would create servicing issues as the current water and sewer servicing would create liability issues for the Town and current servicing of gas or electric would not meet the requirements of the servicing providers. The cost to resolve the servicing issues are of such a magnitude that in the opinion of the Town the applicant would decide not to proceed.
2. The created parcels would not meet the minimum requirements of the Land Use Bylaw.

If MPC decides to approve the subdivision the Town of Redcliff recommends the following conditions to be met before endorsement of the plan of subdivision:

1. Provision of plans acceptable to the Directors of Public Services and Planning and Engineering with respect to the servicing of each unit independently with sanitary sewage and potable water. All costs to be borne by the Applicant.
2. Installing the sanitary sewage and potable water servicing in a manner acceptable to the Directors of Public Services and Planning and Engineering. All costs to be borne by the Applicant.
3. Installation of a sidewalk with a minimum flag width of 1.2 metres on 5th Avenue SE adjacent to the property.



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4. Resolving the Gas servicing to the satisfaction of the City of Medicine Hat Gas Distribution Department. All costs to be borne by the Applicant.
5. Resolving the Electrical servicing to the satisfaction of the City of Medicine Hat Electrical Distribution Department. All costs to be borne by the Applicant.
6. Registration of any required utility rights of way on titles. All costs to be borne by the Applicant.
7. All taxes are paid.



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Proposed Subdivision Background Report

File: 2018 SUB 03

Applicant / Agent of Applicant: Ken Appleton & Paul Vince

Legal Surveyor: Dean D. Fischer A.L.S., Benchmark Geomatics Inc.

Current Legal Description: Lots 1 & 2, Block 17, Plan 1117V

Municipal Address: 437 & 439 2 St. SE, Redcliff AB

Land Owner: Ken Appleton & Paul Vince

Type of Subdivision: R1- Single Family Residential District

Purpose of Subdivision: To subdivide the parcel to create two separate certificates of title

Subdivision by: (X) Plan () Instrument

Current Zoning: R1- Single Family Residential District

Number of Lots Created: 2

Reserve Status: () Required (X) Not Required



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Administrative Review

Background Information: (October 15, 2018)

This application is intended to subdivide one R1-Single Family Residential District parcel with an existing developed duplex into two (2) separate R1-Single Family Residential District parcels. The property owners wish to subdivide to create two (2) separate certificates of title.

Currently, this corner lot is 0.060 ha in size and once subdivided, one parcel will be 0.0277 ha, and the other will be 0.0377 ha in size.

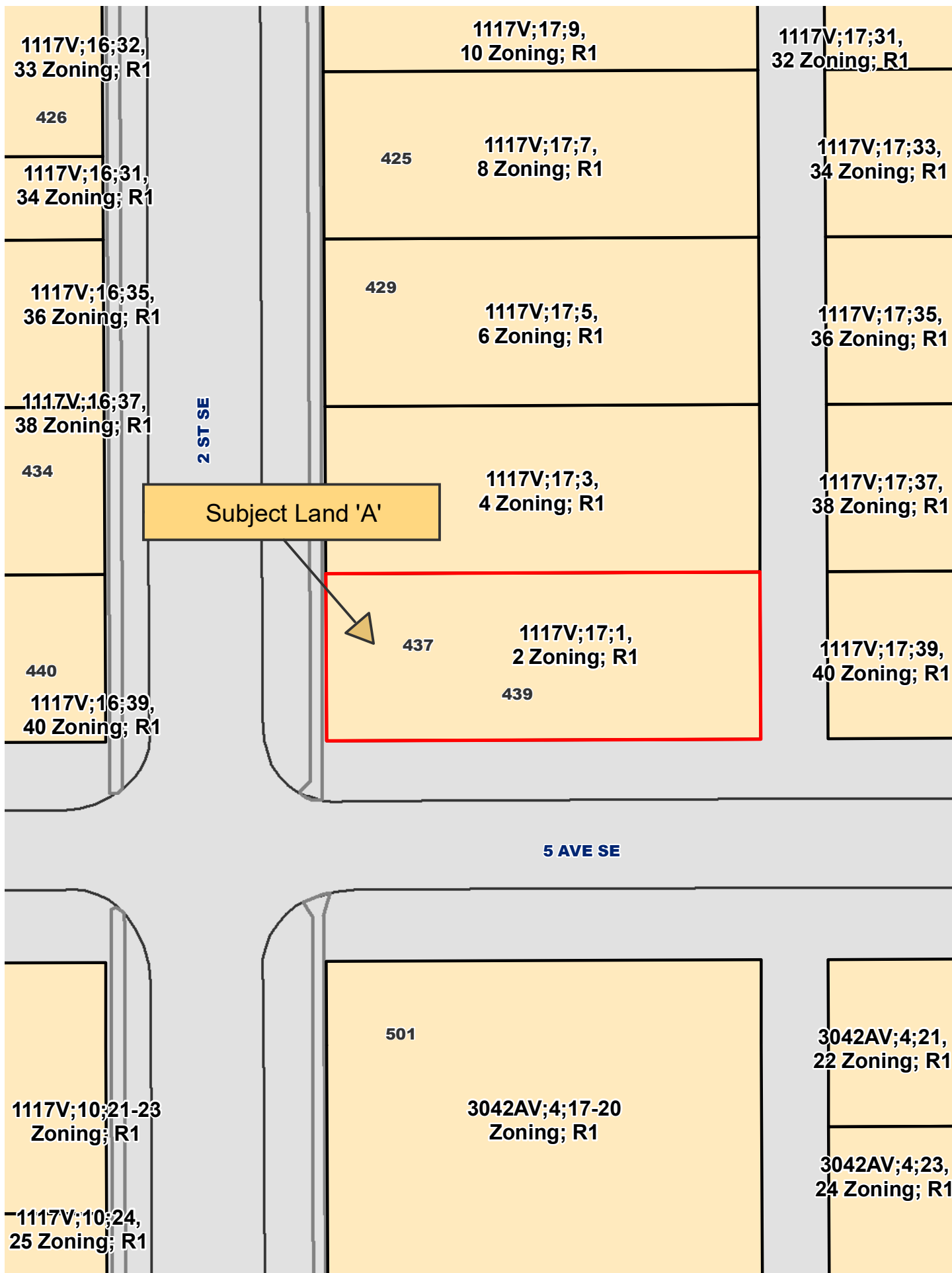
The GIS data shows that there are two separate water services and two separate sanitary services which enter the property from 2 Street SE. Do to the direction of the duplex and the proposed subdivision one water service and one sewer service would have to pass under one half of the duplex to get to the other half. There is a potential that the GIS data is not correct and that there is only one service, however whether there is one service or two services does not change the issue that one half of the proposed subdivision is serviced through and under the other half of the building.

This parcel is located in an established residential neighbourhood with the adjacent land use being R1-Single Family Residential District.

The proposed subdivision is located outside of the affected area identified in the Highway Vicinity Management Agreement (which identifies land within 0.8 kilometers from the centre line of the Trans Canada Highway).

The Tri-Area Inter-municipal Development Plan (IDP) identifies the Urban Referral Area. This subdivision application is located outside this area. As good practice, this subdivision application is being circulated to Cypress County and the City of Medicine Hat to provide information regarding urban planning in the Town of Redcliff.

According to Geodiscover there are no abandoned gas wells in the location of the proposed subdivision. Map attached.



APPLICATION FOR SUBDIVISION APPROVAL	For official use only	
Date of receipt of completed Form <u>Oct. 5, 2018</u>	Fee submitted: <u>\$ 550.00</u>	File No. <u>2018 SUB 03</u>

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF

1. NAME OF REGISTERED OWNER OF LAND TO BE SUBDIVIDED. ADDRESS, POSTAL CODE AND PHONE NO. -

KEN APPLETON
PAUL VINCE

2. NAME OF AGENT (PERSON AUTHORIZED TO ACT ON BEHALF OF REGISTERED OWNER), IF ANY. ADDRESS, POSTAL CODE AND PHONE NO.

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/part of the _____ 1/4 sec. _____ twp. _____ range _____ west of _____ meridian

Being all/parts of Lot LOTS 1+2 Block 17 Reg. Plan No. 1117 V C.O.T. No. _____

Area of the above parcel of land to be subdivided _____ hectares _____ acres

Municipal address (if applicable) # 437 + # 439 - 2nd ST. S.E

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of REDCLIFF

b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒

If "yes", the adjoining municipality is _____

c. Is the land situated within 1.6 kilometres of the centre line of a highway right of way? Yes ☐ No ☒

If "yes", the highway is No. _____

d. Does the proposed parcel contain or is it adjacent to a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒

If "yes", state its name _____

e. Is the proposed parcel within 1.5 kilometres of a sour gas facility? Yes ☐ No ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

a. Existing use of the land DUPLEX RESIDENCE

b. Proposed use of the land SEPARATE TITLES FOR EACH ADDRESS

c. The designated use of the land as classified under a land use bylaw R-1

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) N/A

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., - sloughs, creeks, etc.) N/A

c. Describe the kind of soil on the land (sandy, loam, clay, etc.) N/A

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

N/A

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal.

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I KENNETH ALLEN APPLETON

(Full Name)

hereby certify that

☒ I am the registered owner, or ☐ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Address [REDACTED](Signed) K. AppletonPhone No. [REDACTED]Date JUNE 23, 2018

THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED

1. Number of Parcels being created N/A
2. Size of parcels being created N/A
3. Reason for Subdivision N/A TO ALLOW FOR THE SALE OF ONE SIDE OF THE DUPLEX
4. Any other relevant information in support of application

RIGHT OF ENTRY: I hereby authorize the agent of the Redcliff Planning Board to enter my land for the purpose of conducting a site inspection in connection with the application for subdivision approval. This right is granted pursuant to Section 653 (2) of the Municipal Government Act.

K. Appleton

Property Owner's Signature

SUBDIVISION FEES:

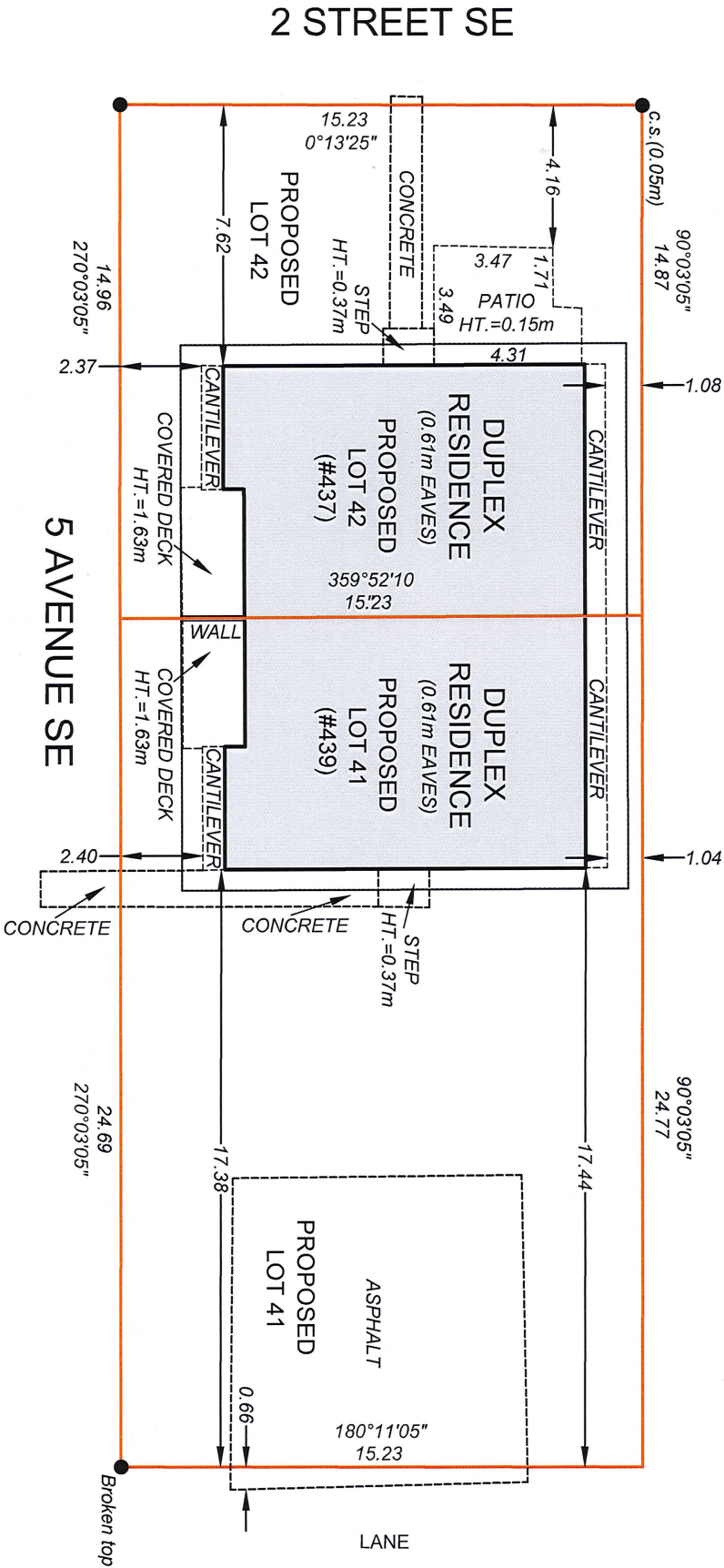
The application fee is \$350.00 plus \$100.00 per proposed lot, excluding parcels proposed as reserve or public utility lots.

After approval has been granted a fee of \$150.00 must be paid to have the final plan of survey or other instrument checked and endorsed prior to registration at the Land Titles Office.

NOTE: There is no obligation for the Subdivision Approving authority to return to the applicant either a subdivision application or any documentation accompanying it. Fees are not refundable once a complete application has been accepted.

THIS SECTION FOR OFFICAL USE

Tentative Plan of Subdivision
Address: #437 and #439 - 2 Street SE, Redcliff
Legal Description: Lots 1 and 2, Block 17, Plan 1117 V
Date: July 27, 2018
Scale 1:200



LEGEND AND NOTES:

All distances are in meters and decimals thereof.
Statutory iron posts found shown thus: ● and are at ground level unless otherwise indicated.
A/C - Air Conditioner LS - Light Standard R/W - Right of Way
Bearings are derived from GPS measurements using assumed coordinates.
Eaves are measured to line of fascia, unless otherwise specified.
Decorative brick, if present, is not shown.
Unless otherwise specified, sideyard dimensions are measured from finished materials perpendicular to property boundaries.
Some concrete features may not be shown if they do not encroach.
Subject property boundary shown thus: _____



Benchmark Geomatics Inc.
Unit 102, Westside Common
#2201 Box Springs Boulevard NW
Medicine Hat, AB T1C 0C8
Phone (403)527-3970 Fax (403)527-3908

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FILE NO. 18070351
DRAWN BY: JJJ/RLF

Total Area of Subdivision: 0.060 ha
Area of Proposed Lot 41: 0.0277 ha
Area of Proposed Lot 42: 0.0377 ha



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0020 561 297 1117V;17;1,2 151 225 106

LEGAL DESCRIPTION
PLAN 1117V
BLOCK 17
LOTS 1 AND 2
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;8

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 151 213 607

REGISTERED OWNER(S)
REGISTRATION DATE (DMY) DOCUMENT TYPE VALUE CONSIDERATION

151 225 106 01/09/2015 TRANSFER OF LAND \$250,000 \$250,000

OWNERS

KEN APPLETON

AND

PAUL VINCE

BOTH OF:

437, 439-2 ST SE

REDCLIFF

ALBERTA T0J 2P2

AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

151 225 107 01/09/2015 MORTGAGE
MORTGAGEE - THE TORONTO DOMINION BANK.
500 EDMONTON CITY CENTRE EAST

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
151 225 106

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

EDMONTON
ALBERTA T5J5E8
ORIGINAL PRINCIPAL AMOUNT: \$250,000

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 9 DAY OF AUGUST,
2018 AT 01:58 P.M.

ORDER NUMBER: 35666208

CUSTOMER FILE NUMBER:

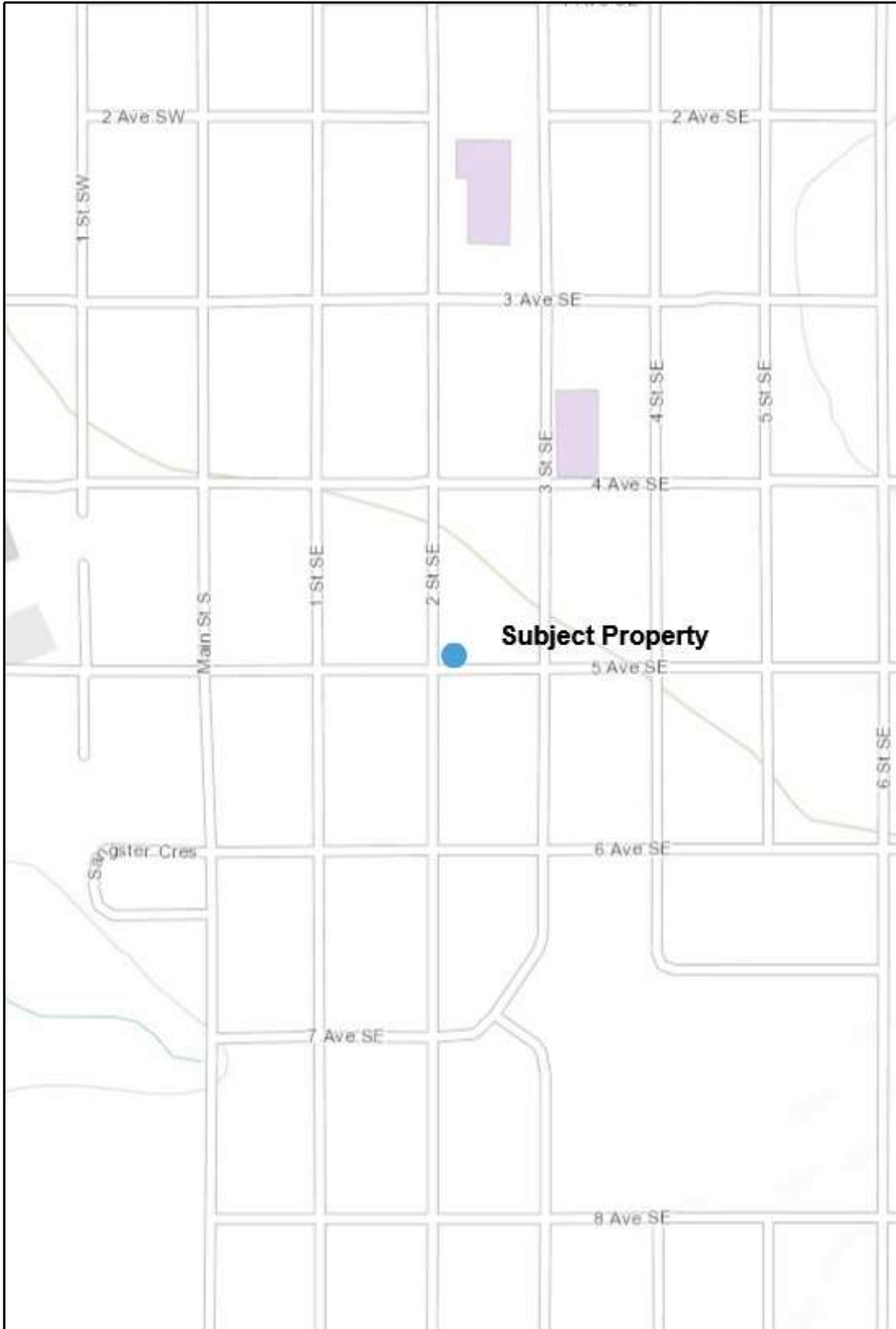


END OF CERTIFICATE




THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

Map Results



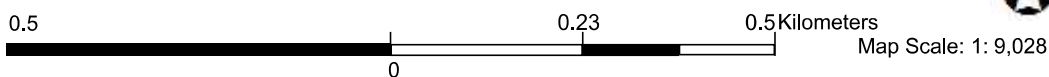
Legend

-  Abandoned Wells (Large Scale)
-  Revised Well Location (Large Scale)
-  Revised Location Pointer Citations

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Tuesday, October 16, 2018 10:41:14 -06:00



(2018) SUB 03 – Circulation List

Town of Redcliff Administration		
Town of Redcliff Municipal Manager		
Town of Redcliff Public Services		
Town of Redcliff Legislative & Land Services		
Town of Redcliff Community & Protective Services		
Town of Redcliff Finance Department		
Town of Redcliff Taxation Department		
Town of Redcliff Development Officer		
Town of Redcliff Municipal Planning Commission Chairman		
Affected Agencies		
Prairie Rose Regional Division #8		
City of Medicine Hat Electric Department		
City of Medicine Hat Gas Department - Distribution		
City of Medicine Hat Gas Department - Natural Gas & Petroleum Resources		
City of Medicine Hat Planning & Development Services		
Telus Communications		
Shaw Cable Systems G.P.		
Canada Post		
Cypress County Planning Department		
Adjacent Property Owners		
Lot	Block	Plan
39-40	16	1117V
37-38	16	1117V
3-4	17	1117V
37-38	17	1117V
39	17	1117V
21	4	3042AV
17-20	4	3042AV
21-23	10	1117V
39-40	16	1117V

Schedule 7 Subdivision Evaluation Checklist

MUNICIPAL PLANNING COMMISSION - SUBDIVISION EVALUATION CHECK LIST

Subdivision File Number: (2018) SUB 03

Date: November 7, 2018

Type of Subdivision: R1- Single Family Residential District

Land Use District

Existing Land Use District: R1- Single Family Residential District

Correct District for this subdivision? No___

Land Use Bylaw amendment required
and Subdivision Application tabled

Yes__✓__

Proceed to next section

Municipal Development Plan

Does the subdivision conform to the Municipal Development Plan? Yes_✓___ No___

Comments: _____

Property Taxes

Have taxes been paid on the property to be subdivided? Exempt___ Yes_✓___ No___

Land Use Bylaw

Does the proposed subdivision meet the requirements of the Land Use Bylaw and the District?

N/A___ Yes___ No_✓___

Other District Requirements?

Yes__✓___ No___

If no, explain: _____

- The front yard setback of 4.16 m is less than the 6.0 m as required by the LUB;
- The side yard setback on the North side of 1.08 m is less than the 1.5 m as required by the LUB;
- The side yard setback on the South side of 2.37 m is less than the 3.0 m as required by the LUB;
- Proposed lot size for lot 42 of 226.47 sq. m is less than the 250 sq. m as required for a semi-detached dwelling in the R-1 Single Family Residential District;

- Town of Redcliff assessor lists the semi-detached dwelling as 80.08 sq. m (862 sq. ft.) per side. The site coverage would be 35% and would comply with the LUB;
- The LUB requires 2 parking stalls per residence. The parking stalls shall not be permitted in the front yard if the building is less than 6.0 m;
- A parking stall is defined in the LUB as 2.7 m by 7.2 m;
- There appears to be adequate room for 2 parking stalls in the front yard. A drive by inspection, and aerial views show that there is currently no parking in the front yard of the building;
- The LUB requires a minimum of 6.0 sq. m of amenity space for all multi-family developments. This amenity space shall be exclusive of front and side yard setbacks;
- Should the addressing change so that the front of the building is considered on 5 avenue, the buildings would not comply with the minimum rear yard setback of 6.0 m.

Are there existing buildings on the property?

Yes_✓_

No__

Has a real property report been submitted?

N/A__

Yes__

No__✓_

Property File

Review and/or update Property File? Yes__✓__ No__

Comments: _____

Adjacency Matters

Is the subdivision located on the edge of Town? Yes__ No__✓__

Has the adjacent municipality responded? N/A__ Yes__✓__ No__

Comments: See Subdivision Authority Report Administrative Summary for comments

Have any notified adjacent land owners responded? Yes__ No__✓__

Comments: No comments were received.

Are there any gas or oil wells within 100 m of the subdivision? Yes__ No__✓__

Other: _____

Comments: _____

Are there any rights of way crossing the property? Yes__ No__✓__

Is the subdivision located along the TransCanada Highway? Yes__ No__✓__

Is the subdivision within 300 metres of a non-operating landfill? Yes__ No__✓__

(Section 13(3)(b) of the Subdivision and Development Regulation)

If yes, has notification been provided to Alberta Environment? Yes__ No__

(Note: Subdivision shall not be approved without consent of Alberta Environment)

What type of development is adjacent to this subdivision?

R1- Single Family Residential District

Land considerations that affect or restrict this subdivision

Is the topography of the site suitable for subdivision? Yes__✓__ No__

Are the soil characteristics suitable? Yes__✓__ No__

Is there adequate drainage for this site? Yes__✓__ No__

Can storm water be collected and disposed? Yes__✓__ No__

Is the land suitable for the proposed subdivision? Yes_✓__ No__

Comments: _____

Environmental Assessment

Are there problems related to subsidence, flooding or erosion? Yes__ No_✓__

Is an Environmental Site Assessment (ESA) required? Yes__ No_✓__

Servicing Matters

Is there direct access to a developed public street? Yes_✓__ No__

Are municipal water and sewer services available? Yes_✓__ No__

Are gas, electrical, telephone, cable services available? Yes_✓__ No__

Have the utility companies raised any concerns? Yes_✓__ No__

Municipal Reserve

Is the subdivision subject to the dedication of reserve? Yes__ No_✓__

If yes, what is the land area required (10%): _____ha _____ac

Should land be dedicated as part of the subdivision? Yes__ No__

Should reserve be deferred at this time by caveat? Yes__ No__

Should money in place of reserve be paid? Yes__ No__

If yes, what is the value of the land? # _____/ha

\$ _____/ha

Off-Site Levies Yes__ N/A_✓__

Service Agreement

Is an agreement with the Town required to deal with the construction or installation of:

Streets and lanes Yes__ No_✓__

Municipal utilities Yes__ No_✓__

Other utility services Yes__ No_✓__

Sidewalks Yes__ No_✓__

Off-street parking or loading Yes__ No_✓__

Curb, gutter, streetlights Yes__ No_✓__



DEVELOPMENT PERMIT APPLICATION

Application #: 18-DP-065

APPLICANT INFORMATION					
Applicant PlanWorks Architecture Inc - Attn: Tom Ellis			Property Owner (if different) <u>Larry Leipert</u>		
Phone 780 643 3233 x 27			Phone <u>403.548.3224</u>		
Email tellis@pwarch.ca			Email <u>larry@leipertplumbing.com</u>		
Mailing Address 201 - 10217 106th St NW			Mailing Address <u>Box 1300</u>		
City Edmonton	Province AB	Postal Code T5J 1H5	City <u>Redcliff</u>	Province <u>AB</u>	Postal Code <u>T0J 2P0</u>

LOCATION OF DEVELOPMENT			
Civic Address	<u>318</u> 543 Broadway Ave East, Redcliff, AB		
Legal Address	Lot <u>14 1b</u>	Block <u>2 75</u>	Plan 933-0392 <u>755 AD</u>

DESCRIPTION OF DEVELOPMENT	
Proposed Development: Existing Building - Change of Use / Interior Alteration to Cannabis Retail Sales 	
Proposed Application: <input type="checkbox"/> New Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Home Occupation <input type="checkbox"/> Permit to Stay <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Change of Use <input type="checkbox"/> Sign <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> Other (please specify) _____	Proposed Setbacks: Front: Existing _____ Left: Existing _____ Back: Existing _____ Right: Existing _____ Land Use District R-2 Value of Development \$250,000 Estimated Completion Date TBD





DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.

NAME (please print): Tom Ellis

SIGNATURE: *[Signature]*

DATE: October 2nd, 2018

RECEIVED
OCT 12 2018
ENG. DEPT.

FOR OFFICE USE ONLY		Date: <i>Nov 4/18</i>
Received by: <i>Brian Steh</i>		
<input type="checkbox"/> Permitted Use	Designated Use:	
<input type="checkbox"/> Discretionary Use – Development Officer	<i>Cannabis Retail Store</i>	
<input type="checkbox"/> Discretionary Use - MPC		
Receipt # <i>489 00</i>	Fee: <i>100</i>	Date Issued:
<input type="checkbox"/> Current Certificate of Title <i>Ro# 0100900</i>		
Notes:		

Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.

Preview

S
LINC SHORT LEGAL TITLE NUMBER
0018 103 739 755AD;75;16 761 101 209

LEGAL DESCRIPTION
PLAN 755AD
BLOCK 75
LOT 16
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;6;13;8;NE

MUNICIPALITY: TOWN OF REDCLIFF

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION

761 101 209	12/08/1976			NOT ESTABLISHED

OWNERS

LARRY K LEIPERT
OF 107 SIXTH ST SE
REDCLIFF
ALBERTA

[Close](#)

October 2, 2018

To Whom It May Concern



RE: APPOINTMENT AND AUTHORIZATION OF AGENT
Applications for Development, Building, and Sign Permits
318 Broadway Ave East
New Leaf Cannabis – Recliff

Kevin Porter
Principal
Architect, AAA
M.Arch, B.EnvD, B.Ed

Jason LeBlanc
Principal
Arch. Tech.

Danny Estephan
Principal
Affiliate Member, AAA
CET, CArch, Tech.

Melody Erickson
Principal
Arch. Tech.
LEED® AP.

Ken Park
Associate
Architect, AAA
M.Arch, BArch Sci.

Dear Sir/Madam:

I, Larry Leipert, owner of the above-noted property, hereby authorize PlanWorks Architecture Inc. and/or their agents to act on my/our behalf in applying for any required municipal, county/regional/district, provincial, or other approvals required in connection with securing development approval, and any ancillary work, for the above noted development project.

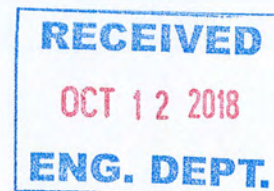
Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Best regards,

Landlord Legal Name: Larry Leipert
Contact Person: Larry Leipert
Address: Box 1300 Redcliff, AB T0J 2P0
Email: larry@leipertplumbing.com
Phone Number: 403.548.3224

Yours Truly,

Tom Ellis, Architectural Technologist



PlanWorks Architecture Inc.

Landlord Approval:

Oct 9, 2018

Date:

NEWLEAF CANNABIS

INVITES YOU TO PARTICIPATE IN THEIR

PUBLIC OPEN HOUSE

Come join the conversation surrounding the future challenges and opportunities of legal cannabis. Also, participate in a survey to provide feedback surrounding NewLeaf Cannabis' development permit application for Redcliff, Alberta.

SEPTEMBER 25

7:00pm - 9:00pm

Redcliff Royal Canadian Legion

302 Broadway Ave W,
Redcliff, AB T0J 2P0



Thank you very much for making the time to come down and meet with us today!
As you are showing some interest in us we would love to reciprocate as we have an interest in you!

Please fill out the below questionnaire in full so we can get to know you and serve your community better.

Age Demographic:

- ☐ Under 18
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65-74
- ☐ 75+

Do you agree or disagree on the legalization of cannabis for recreational use in Canada?

- ☐ Agree
- ☐ Disagree

What aspects of cannabis legalization are you most interested in or most concerned about? Select all that applies:

- ☐ Public Health impacts and education for youth and families
- ☐ Public smoking and vaping of cannabis
- ☐ Cannabis related crime
- ☐ Impaired driving
- ☐ Workplace safety
- ☐ Location of the cannabis stores
- ☐ Hours of operation of the cannabis stores

- ☐ Cannabis store signage and advertising
- ☐ Business opportunities related to cannabis
- ☐ Other (please specify):

With the legalization of Cannabis how likely are you to visit one of our locations?

- ☐ Very Likely
- ☐ Likely
- ☐ Neutral; will consider
- ☐ Not likely
- ☐ Most definitely will not

What type of community involvement would you like us to take part in?



October 25, 2018

Letter of Intent - City Planning approval to allow a Cannabis Store in Redcliff

Description of proposed development

The attached NewLeaf Cannabis Community Kit describes the quality of the store we hope to operate in your community and the standards that we will follow. We hope to operate a Cannabis Retail Store at 318 Broadway Ave East.

Important points:

1. Alberta Gaming, Liquor and Cannabis Commission (AGLC) who license cannabis stores, require very stringent security in and around the stores. Cannabis is secured similarly to a bank vault, cameras are required and disposal of any unsold material follows strict guidelines.
2. Owners, managers, and employees have rigorous police record checks completed to be able to work in the industry. No connections to a criminal history are tolerated.
3. NewLeaf staff have completed AGLC's Sell Safe training, and our in-house training program; making them some of the most knowledgeable in the industry. There are strict rules regarding age checks for customers and only cannabis related products can be sold in a store. Our policy is to ID anyone appearing under 40 years of age.
4. You will not be able to see any cannabis products from outside the store – the windows will be covered in such a way that doesn't allow a person walking by to see cannabis.
5. All cannabis will be sold in child-safe containers distributed by the AGLC and may not be opened by staff or customers within the store. No consumption of cannabis products is permitted in the store. NewLeaf corporate policy is to ban customers that are observed consuming products purchased from our store on the property or in their vehicles.
6. Loitering within our store will not be permitted, and as described above, we have a corporate policy regarding public consumption of our products regardless of the Municipal policy.
7. The governments are making cannabis legal for several reasons including ending the black market and related problems, increased tax revenue, reducing alcohol use, and providing public access to a desired product. In addition many people believe there are significant health benefits to cannabis and making it available is the right thing to do.





Description of transportation details including size of vehicles, frequency, and time of trips

We expect approximately 90-100 transactions over a 12-hour day with people in store for approximately 10 minutes. Over a 12-hour day (10 am-10pm) that would only be about only 9 customers per hour who would be in the store for a very short time. Many will choose to walk to our store. Those that prefer to drive are likely to be commuting in their regular daily vehicles ie. sedans, hatchbacks, SUVs and trucks.

Number of employees at any given time

On Average 5 employees

Hours of Operation

10am to 10pm - Monday to Friday and 11am to 8pm - Sunday

Waste management/disposal plan

Our retail store will go through the same amount of basic office waste as other retail stores. The exception is the Solid Cannabis Waste which is characterized as the non-hazardous discarded cannabis flowers, procured by the AGLC and used only for our Smelling Stations located in the store. Upon disposal, this Solid Cannabis Waste will be made unusable and unrecognizable by following AGLC regulations as follows:

Grinding the cannabis solid waste and mixing it with an equal amount of other non-cannabis material (Cat litter, Plastic waste, Sand, Saw dust) and pouring water on the mixture prior to disposal. Both the regular retail office waste and the Solid Cannabis Waste will be disposed of in garbage bins located at the back of the store.

Please direct any questions to the undersigned below.

Yours sincerely

A handwritten signature in blue ink, appearing to read "ATX", is written over the printed name "Angus Taylor".

Angus Taylor

Chief Administrative Officer

403-471-6246



2018 **community kit.**

**Supporting a shift in
cannabis perception
via education,
community outreach and
appropriate-fit product
recommendations.**



03. COMPANY OVERVIEW & BRAND POSITIONING

What's in a Name

Our Culture

Our Vision

Our Mission

Our Values

09. CANNABIS 101

11. CONCEPT STORES

company overview and brand positioning

what's in a name?



Our name speaks to our desire to **'turn over a new leaf'** by helping shift lingering misconceptions and unfounded negative attitudes towards cannabis and its retailers.

The legal, regulated cannabis market has the potential to help a lot of people, and we are committed to helping usher this new, more accurate narrative into the mainstream; leading by example with products and business practices that are beyond reproach.

our promise.

COMMITMENT TO COMMUNITY STATEMENT

NewLeaf Cannabis is committed to being stewards of authentic relationships through education and contribution to the communities we impact. We actively contribute to these communities through volunteer initiatives and donations to community projects.

Furthermore, we operate as responsible employers, mindful of the effects our products can have on young people, and ever-diligent in our efforts to educate against and avoid inappropriate or illegal consumption.

our culture.



We are innovative, professional stewards of the local retail cannabis industry who succeed because we build authentic and trustworthy relationships through education and needs-based sales to foster connections and empower communities.

our mission.



To contribute positively to the communities we serve by providing a share-worthy cannabis experience that's inclusive and appealing to anyone seeking the right-fit education, products or neighbour.

our vision.



A brand recognized for our professional polish, catering to a continually growing customer base whose loyalty stems from an appreciation of our branded products and exceptional customer and community service.

our values.



CONVENIENT

We believe in bringing a safe, professionally run business to the communities where everyday consumers can enjoy the same conveniences they do when buying groceries or alcohol.



COMFORTABLE

Friendly staff, naturally inviting layouts and pleasant aromas will define the store space. It is non-intimidating and service-focused; appealing to all the senses.



CLEAN

Never cluttered or tacky, the store, its brand representation and its employees will be the epitome of professionalism, polish and cleanliness.

our values.



COMMUNITY- FOCUSED

A belief that is the responsibility of every member of a community to add value; ensuring they contribute positively in a way that is in direct response to an identified need or challenge.



SMART

Educated staff, user-friendly shopping experiences and a well-rounded, curated product selection that reflects a keen understanding of the market and how it stays in tune with evolving customer needs.



INNOVATIVE

Offering the latest and greatest in both products and equipment sold, via savvy shopping and digital user experiences that remain engaging and appropriate.

our values.



GROWTH-FOCUSED

Be it the effect we have on our community or the nature of our business in general, we are committed to growth that is natural and beneficial to all we touch.

concept stores

now open

Contact Chad Hason
at chad@newleafcannabis.ca
to book an in-person tour
of one of our concept stores.









newleafcannabis.ca



TOWN OF REDCLIFF

P.O. Box 40 - 1 – 3rd Street NE
Redcliff, Alberta T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
Email redcliff@redcliff.ca
www.redcliff.ca

October 18, 2018

Planworks Architecture Inc.
201 – 10217 106 Street NW
Edmonton, AB
T5J 1H5

Attention: Tom Ellis

Thank you for your Development Permit Application for a Cannabis Retail Store in the Town of Redcliff.

Planning & Engineering has had an opportunity to review the Application, and note the following items were not included in the Development Permit Application:

1. A detailed Site Plan containing, but not limited to:
 - a. North arrow;
 - b. Scale of plan;
 - c. Legal description of property;
 - d. Municipal address;
 - e. Property lines shown and labelled;
 - f. Dimensions of building;
 - g. Setbacks to all property lines, shown and labeled;
 - h. Location of adjacent sidewalks, curbs, streets, avenues and lanes shown and labelled;
 - i. Dimensioned layout of parking spaces, and loading bays;
 - j. Location of outdoor storage and garbage containment areas;
 - k. Location and nature of proposed / existing lighting;
 - l. All easements and utility rights-of-ways shown and labelled and other relevant encumbrances;
 - m. Crime Prevention Through Environmental Design (CPTED) measures;
 - n. Storage areas for Cannabis
 - o. Shipping and receiving areas;
 - p. Location and design of signage; and
 - q. Security measures.
2. A detailed letter of intent including:
 - a. Description of proposed development;
 - b. Description of transportation details including size of vehicles, frequency, and time of trips;
 - c. Number of employees at any given time;
 - d. Hours of operation.



TOWN OF REDCLIFF

P.O. Box 40 - 1 - 3rd Street NE
Redcliff, Alberta T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
Email redcliff@redcliff.ca
www.redcliff.ca

3. Waste management/disposal plan.
4. Elevation plans showing access and signage.
5. Completion of public engagement by providing to the Development Officer:
 - a. A list of the addresses of adjacent property owners; and
 - b. Copies of the notification letters sent to adjacent property owners.
6. Advertise that the public is allowed to attend the Municipal Planning Commission (MPC) meeting where the application will be heard.

Should the aforementioned items not be submitted to the Town's Planning & Engineering department prior to November 13, 2018 the application will not be heard by the MPC at their next regular scheduled meeting on November 21, 2018.

Regards,

Brian W. Stehr

Brian W. Stehr

Direct: 403-548-9231

Fax: 403-548-6623

Email: brians@redcliff.ca

Brian Stehr

From: Tom Ellis <TEllis@pwarch.ca>
Sent: Thursday, October 25, 2018 2:18 PM
To: Brian Stehr
Subject: RE: Development Permit - 318 Broadway Ave. E
Attachments: 2306 CPTED Letter.pdf; NewLeaf Cannabis-Letter to Red Cliff.pdf; NewLeaf-Cannabis-Community Kit.pdf; Letter to Neighbors.pdf

Good morning Brian,

Please see the attached documents. Here is the information you requested based on your letter you sent me. Our client will be advertising on your social media next week. If you need proof of this actually occurring, please let me know.

Our client has sent the attached "Letter to Neighbors" to the following landlords:

- Home Hardware - 317 Broadway Avenue East
- Liquor Barn - 320 Broadway Avenue East
- Rootz Hair Salon - 322 Broadway Avenue
- Royal Canadian Legion Branch #6 - 302 Broadway Avenue
- Private Residence - #2, 4th Street SE
- Private Residence - #5, 4th Street SE
- Private Residence - #10, 4th Street SE

Going over your email:

- PLANWORKS architecture inc. will be supplying a list of the adjacent owners and a copy of the letter – see attached.
- As we have dealt with numerous municipalities across Alberta on cannabis retail stores, and none have asked us for a full site plan, we feel that providing more than we have is excessive. As the building is existing, and we are not doing any site work, providing information that doesn't affect the renovation and is existing and non-changeable, doesn't seem relevant (i.e.. Setbacks, nautical coordinates of property lines and rights-of-way's). On the site overlay provided we do clearly identify the adjacent roads, municipal address, legal description, parking, and any other typical information we find necessary for a interior renovation. As mentioned on the phone, we will apply for the fascia sign separately once we have finalized everything with the client and landlord, and will not provide these details for this review. Our overlay shows:
 - North Arrow
 - Scale (approximate)
 - Legal description of property
 - Municipal address
 - Dimensions of building (see DP2.1)
 - Location of adjacent sidewalks, curbs, streets, avenues, and lanes are all visible and tagged
 - CPTED (letter will be provided explaining CPTED)
 - Storage areas for Cannabis (see DP2.1)
 - Security measures (DP 2.2 provided and received as you noted)

We will not be providing the following:

- True property lines, setbacks, right-of-ways – the building is existing with no exterior modification. This information should be redundant

- Dimensioned layout of parking spaces and loading bays – the building existing. We are not modifying the site layout. The parking layout is visible on the overlay and existing. The parking layout, sizes etc. will have been approved back when the building was built. Parking stalls are visible on the layout – if you wish we can provide a count on the stalls along Broadway Ave E.
- Location of lighting – existing and/or on municipal property. Not being modified

Hopefully this clarifies our stance and experience. If you can explain why anything we are not providing is vital to a review on an existing building with no exterior work then we can have further discussion.

I believe this covers the letter in full, so please let me know if there is anything else we can help you with.

Sincerely,

Tom Ellis
Architectural Technologist

PLANWORKS architecture inc.
P: 780.643.3233 x.27
www.pwarch.ca
#201, 10217 – 106 Street NW, Edmonton, Alberta T5J 1H5



From: Brian Stehr <BrianS@redcliff.ca>
Sent: Thursday, October 25, 2018 9:39 AM
To: Tom Ellis <TEllis@pwarch.ca>
Subject: Development Permit - 318 Broadway Ave. E

Good Morning Tom,

Just to follow up on our conversation regarding Development Permit Application requirements.

- Planworks Architecture Inc. will not be supplying a Site Plan &/or Real Property Report, which would identify those items in the in the letter as well as a parking plan;
- The Town has received the security measure for the proposed development;
- Planworks Architecture Inc. will be supplying a Letter of Intent;
- Planworks Architecture Inc. will be supplying a Waste management/disposal plan;
- Signage will be applied for at a later date on a separate Development Permit Application;
- Planworks Architecture will not be supplying a list of the adjacent property owners, and a copy of the letter that was sent to them;
- New Leaf Cannabis will be supplying an ad for advertising the MPC meeting on the Town's social media platforms.

Should you have any further questions, I may be reached directly at 403-548-9231 or by email.

Thanks,

Brian Stehr

Development Officer
Box 40, #1 3 Street NE
Redcliff, AB T0J 2P0
Direct: 403-548-9231
Fax: 403-548-6623
Email: brians@redcliff.ca



Website: www.redcliff.ca

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September 13, 2018

Re: City Planning approval to allow a Cannabis Store at 318 Broadway Ave East

Dear Neighbours,

Our company, New Leaf Cannabis, has applied to the City of Redcliff for approvals which would allow us to open a Cannabis Retail Store near you.

Because cannabis stores is a new business, many people don't know what to expect and have concerns about them in their community. I am writing to give you a better idea of our plans if we are approved, and to offer to meet at your convenience if you would like more information.

The attached material gives a good idea of the quality of the store we would be operating in your community and the standards that we will follow. Please take a moment and review this material.

Important points:

1. Alberta Gaming, Liquor and Cannabis Commission (AGLC) who license cannabis stores, require very stringent security around the stores. The cannabis is secured similarly to a bank vault, cameras are required, disposal of any unsold material follows strict guidelines.
2. Owners, managers, and employees have rigorous police record checks completed to be able to work in the industry. No connections to a criminal history are tolerated.
3. NewLeaf staff have completed AGLC's *Sell Safe* training, and our in-house training program, making them some of the most knowledgeable in the industry. There are strict rules regarding age checks for customers and only cannabis related products can be sold in a store.
4. You will not be able to see any cannabis products from outside the store – the windows must be oriented/glazed/covered in such a way that doesn't allow a person walking by to see cannabis.
5. All cannabis will be sold in child-safe containers distributed by the AGLC and may not be opened by staff or customers within the store. No consumption of cannabis products is permitted in the store. NewLeaf corporate policy is to ban customers that are observed consuming products purchased from our store on the property or in their vehicles.





6. We expect approximately 90-100 transactions per day with people in the store for 10 minutes on average. Over a 12-hour day (10 am-10pm) that would only be about only 9 customers per hour who would be in the store for a very short time. Traffic and parking should not increase in the mall.
7. Loitering within our store will not be permitted, and as described above, we have a corporate policy regarding public consumption of our products regardless of the Municipal policy.
8. The governments are making cannabis legal for several reasons including ending the black market and related problems, increased tax revenue, reducing alcohol use, and providing public access to a desired product. In addition many people believe there are significant health benefits to cannabis and making it available is the right thing to do.

I invite you to give myself or Gillian Costache, our Regional Manager for the Medicine Hat and Lethbridge area (403-866-6386) a call for more information. **We have scheduled a Public Open House at the Redcliff Royal Canadian Legion 302 Broadway Ave W from 7pm to 9pm on Tuesday Sept. 25. Please drop in and we'll answer all your questions.**

Yours sincerely

Angus Taylor
Chief Administrative Officer
403-471-6246



October 23rd, 2018

Re: CPTED Outline
newLeaf Cannabis - Redcliff
318 Broadway Ave E, Redcliff, AB

Attn: Municipal Planning Committee

Dear committee members and attendees,

PLANWORKS architecture Inc. is the Architect for the proposed tenant newLeaf Cannabis. We wish to expand on the requirements to operate a cannabis retail store, with focus on Crime Prevention Through Environmental Design (CPTED). CPTED is critical in coordination of design, especially when reviewing businesses such as cannabis retail.

As noted by the address, the proposed location is on Broadway Avenue East, which is a high traffic area, and natural surveillance will be abundant. Further to this, there will be tenant supplied exterior cameras directed at the front and rear entrances, which will also capture much of that side of the building's activities. The building which the store is to be located allows circular flow around the exterior with no dead-ends, encouraging greater natural surveillance.

The Alberta Gaming, Liquor and Cannabis commission (AGLC) has also considered CPTED when requiring restricted visibility into the stores. To meet this, all exterior windows will have a frosted film to block visibility from the exterior, while allowing light. In conjunction with the frosted film, there will also be a security film installed going beyond the minimum requirement of the AGLC. Inside, the store will continue to meet the AGLC standards and consider CPTED. All requirements by the AGLC including but not limited to, the handling, storage, and security of cannabis and related paraphernalia will be met. A full security system will be installed with the key features being motion sensors, cameras, and secure access to the storage room. A symmetrical, rectangular designed sales floor will allow full visibility to any area which customers has access, discouraging crime.

Crime Prevention Through Environmental Design creates safe societies through well thought-out planning by perceiving all aspects. newLeaf Cannabis wants to join the Redcliff community with a positive impact.

Sincerely,

PLANWORKS Architecture Inc.



Tom Ellis, Architectural Technologist

P: (780) 643-3233 Ext. 27
F: (780) 455-2029
E: tellis@pwarch.ca



Kevin Porter
Principal
Architect, AAA
M.Arch, B.EnvD, B.Ed

Jason LeBlanc
Principal
Arch. Techn.

Danny Estephan
Principal
Affiliate Member, AAA,
CET, C.Arch. Techn.

Melody Erickson
Principal
Arch. Techn.
LEED® AP.

Ken Park
Associate
Architect, AAA
M.Arch, B.Arch Sd.

Brian Stehr

From: Brian Stehr
Sent: Tuesday, October 30, 2018 8:56 AM
To: 'Tom Ellis'
Subject: RE: Development Permit - 318 Broadway Ave. E

Good Morning Tom,

Thank you for sending the copy of the Real Property Report. I will include it in your submission.

When reviewing the RPR, the bottom of the paper (South property line) was cut off. Is it possible that you could resend it, or was it cut off on what you received?

The only other item that we are missing is the fee for the Development Permit Application. The fee is \$250.00. You have also submitted a Building Permit Application. Would you like to pay for that at the same time, or wait until after the MPC meeting?

Thanks,

Brian Stehr

Development Officer
Box 40, #1 3 Street NE
Redcliff, AB T0J 2P0
Direct: 403-548-9231
Fax: 403-548-6623
Email: brians@redcliff.ca



Website: www.redcliff.ca

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From: Tom Ellis [mailto:TEllis@pwarch.ca]
Sent: Monday, October 29, 2018 8:51 AM
To: Brian Stehr <BrianS@redcliff.ca>
Subject: RE: Development Permit - 318 Broadway Ave. E

Good morning Brian,

We were able to find an RPR that the landlord had to help with the process. Let me know if you need anything else.

Sincerely,

Tom Ellis
Architectural Technologist

PLANWORKS architecture inc.
P: 780.643.3233 x.27



From: Tom Ellis

Sent: Thursday, October 25, 2018 2:18 PM

To: Brian Stehr <BrianS@redcliff.ca>

Subject: RE: Development Permit - 318 Broadway Ave. E

Good morning Brian,

Please see the attached documents. Here is the information you requested based on your letter you sent me. Our client will be advertising on your social media next week. If you need proof of this actually occurring, please let me know.

Our client has sent the attached "Letter to Neighbors" to the following landlords:

- Home Hardware - 317 Broadway Avenue East
- Liquor Barn - 320 Broadway Avenue East
- Rootz Hair Salon - 322 Broadway Avenue
- Royal Canadian Legion Branch #6 - 302 Broadway Avenue
- Private Residence - #2, 4th Street SE
- Private Residence - #5, 4th Street SE
- Private Residence - #10, 4th Street SE

Going over your email:

- PLANWORKS architecture inc. will be supplying a list of the adjacent owners and a copy of the letter – see attached.
- As we have dealt with numerous municipalities across Alberta on cannabis retail stores, and none have asked us for a full site plan, we feel that providing more than we have is excessive. As the building is existing, and we are not doing any site work, providing information that doesn't affect the renovation and is existing and non-changeable, doesn't seem relevant (i.e.. Setbacks, nautical coordinates of property lines and rights-of-way's). On the site overlay provided we do clearly identify the adjacent roads, municipal address, legal description, parking, and any other typical information we find necessary for a interior renovation. As mentioned on the phone, we will apply for the fascia sign separately once we have finalized everything with the client and landlord, and will not provide these details for this review. Our overlay shows:
 - North Arrow
 - Scale (approximate)
 - Legal description of property
 - Municipal address
 - Dimensions of building (see DP2.1)
 - Location of adjacent sidewalks, curbs, streets, avenues, and lanes are all visible and tagged
 - CPTED (letter will be provided explaining CPTED)
 - Storage areas for Cannabis (see DP2.1)
 - Security measures (DP 2.2 provided and received as you noted)

We will not be providing the following:

- True property lines, setbacks, right-of-ways – the building is existing with no exterior modification. This information should be redundant
- Dimensioned layout of parking spaces and loading bays – the building existing. We are not modifying the site layout. The parking layout is visible on the overlay and existing. The parking layout, sizes etc. will have been approved back when the building was built. Parking stalls are visible on the layout – if you wish we can provide a count on the stalls along Broadway Ave E.
- Location of lighting – existing and/or on municipal property. Not being modified

Hopefully this clarifies our stance and experience. If you can explain why anything we are not providing is vital to a review on an existing building with no exterior work then we can have further discussion.

I believe this covers the letter in full, so please let me know if there is anything else we can help you with.

Sincerely,

Tom Ellis
Architectural Technologist

PLANWORKS architecture inc.

P: 780.643.3233 x.27

www.pwarch.ca

#201, 10217 – 106 Street NW, Edmonton, Alberta T5J 1H5



From: Brian Stehr <BrianS@redcliff.ca>

Sent: Thursday, October 25, 2018 9:39 AM

To: Tom Ellis <TEllis@pwarch.ca>

Subject: Development Permit - 318 Broadway Ave. E

Good Morning Tom,

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- Planworks Architecture Inc. will not be supplying a Site Plan &/or Real Property Report, which would identify those items in the in the letter as well as a parking plan;
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- Planworks Architecture Inc. will be supplying a Waste management/disposal plan;
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- New Leaf Cannabis will be supplying an ad for advertising the MPC meeting on the Town's social media platforms.

Should you have any further questions, I may be reached directly at 403-548-9231 or by email.

Thanks,

Brian Stehr

Development Officer
Box 40, #1 3 Street NE
Redcliff, AB T0J 2P0
Direct: 403-548-9231
Fax: 403-548-6623
Email: brians@redcliff.ca



Website: www.redcliff.ca

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NEW LEAF CANNABIS - BROADWAY

318 BROADWAY AVE EAST, REDCLIFF, AB, T0J 1X1

NEW LEAF CANNABIS - BROADWAY
318 BROADWAY AVE EAST
REDCLIFF, ALBERTA
ISSUED FOR DEVELOPMENT PERMIT
OCTOBER 4, 2018
JOB NUMBER: 2306

ARCHITECTURAL

DP1.0 SITE PLAN
DP2.1 CONSTRUCTION PLAN



ARCHITECTURAL :



201, 10217 106th Street NW,
Edmonton, Alberta, T5K 1H5

(t) 780.643.3233
(f) 780.455.2029

ISSUED FOR AGLC - SEPTEMBER 12, 2018
ISSUED FOR DEVELOPMENT PERMIT - OCTOBER 4, 2018

RECEIVED
OCT 12 2018
ENG. DEPT.



BUFFER ZONE - 318 BROADWAY AVE EAST PROXIMITY TO (m)		
DAYCARE (100 REQ'D SITE TO SITE)	400+ (ACTUAL)	
SCHOOLS (100 REQ'D SITE TO SITE)	200+ (ACTUAL)	
PROVINCIAL HEALTH CARE (100 REQ'D SITE TO SITE)	1,000+ (ACTUAL)	
SCHOOL RESERVE (100 REQ'D SITE TO SITE)	200+ (ACTUAL)	
MUNICIPAL RECREATION FACILITY (100 REQ'D SITE TO SITE)	200+ (ACTUAL)	
PAYDAY LOAN (100 REQ'D SITE TO SITE)	NONE IN TOWN	
PAWN SHOP (100 REQ'D SITE TO SITE)	NONE IN TOWN	
PUBLIC PARK (100 REQ'D SITE TO SITE)	200+ (ACTUAL)	
SITE INFORMATION:		
LEGAL DESCRIPTION:	LOT 16, BLOCK 75, PLAN 755AD	
DRIVE AISLE MATERIAL:	ASPHALT	
ZONING (REDCLIFF):	R-2	



1 SITE PLAN
DP1.1 1" = 40'-0"

PROJECT
NEW LEAF CANNABIS - BROADWAY
REDCLIFF, ALBERTA

DRAWING TITLE
SITE PLAN
SCALE: 1/4"=1'-0"

PROJECT NO: 2306

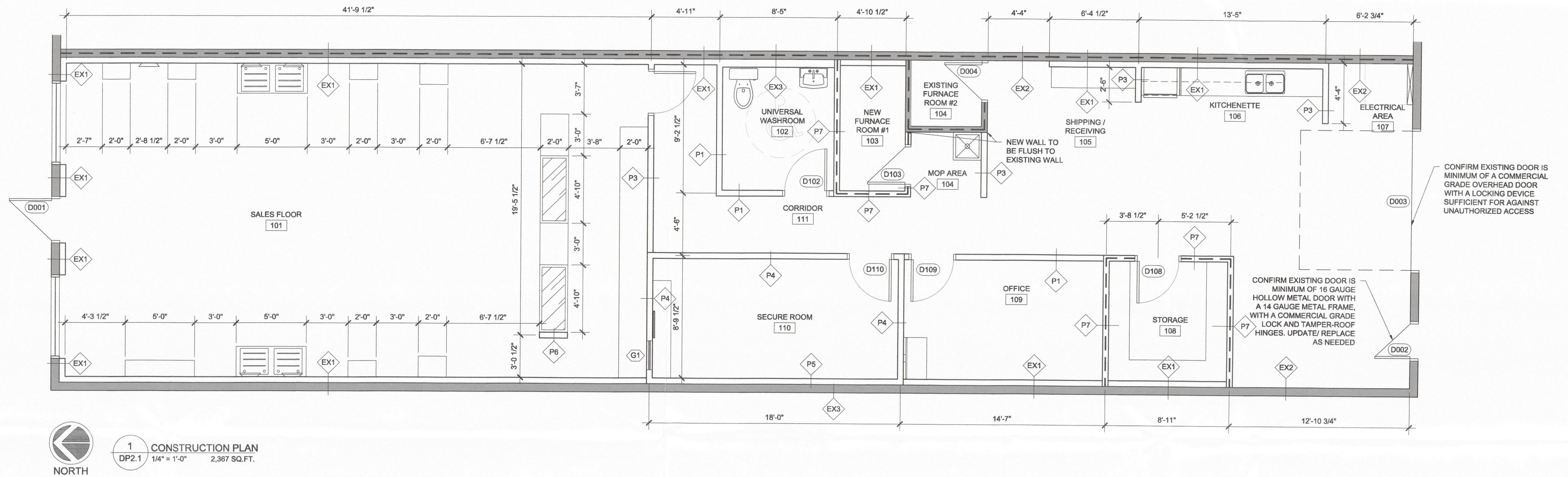
DATE: 2018-10-02

NO.
DP1.1



#201 - 10217-106 STREET NW
Edmonton, Alberta, T5J 1H5
www.pwarch.ca
PHONE 780-643-3233
FAX 780-455-2029

RECEIVED
OCT 12 2018
ENG. DEPT.



PROJECT
NEW LEAF CANNABIS - BROADWAY
REDCLIFF, ALBERTA

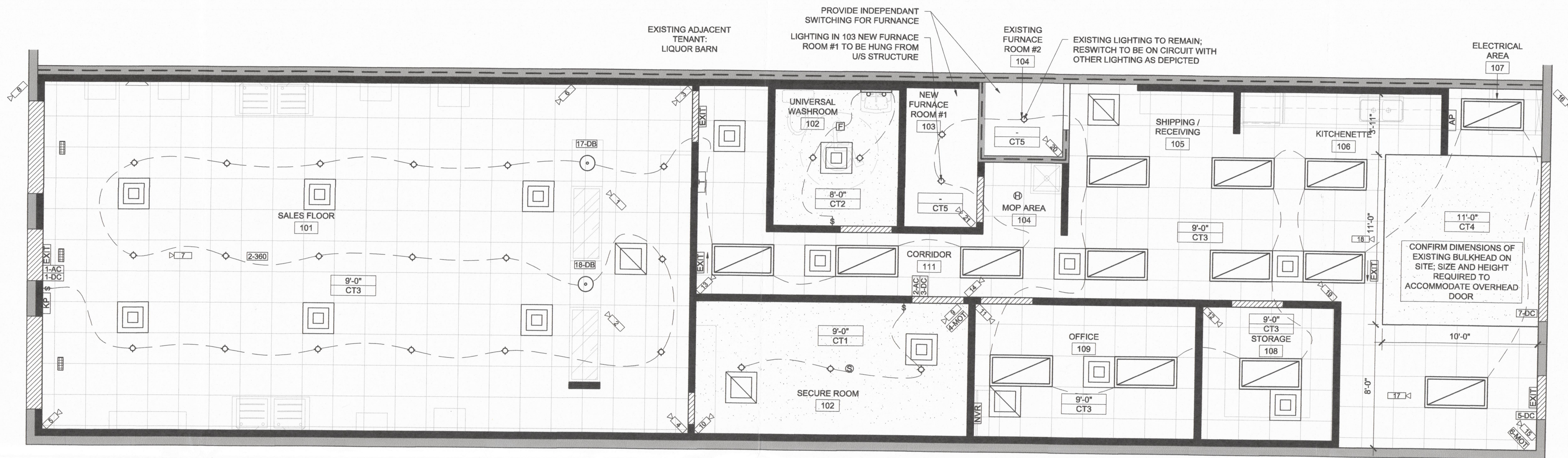
DRAWING TITLE
CONSTRUCTION PLAN
SCALE: 1/4"=1'-0" PROJECT NO: 2306 DATE: 2018-09-12

NO.
DP2.1



#201 - 10217-106 STREET NW
Edmonton, Alberta, T5J 1H5
www.pwarch.ca
PHONE 780-643-3233
FAX 780-455-2029

RECEIVED
OCT 12 2018
ENG. DEPT.



1
DP2.2 REFLECTED CEILING PLAN
1/4" = 1'-0"

GENERAL NOTES:

1. CEILING WITHIN SALES FLOOR 101 IS TO BE T-BAR CEILING AS SHOWN, UNLESS ABOVE STRUCTURE IS APPROVED AS SUITABLE TO BE CLEANED, PAINTED BLACK, AND LEFT EXPOSED BY NEWLEAF CANNABIS AND ARCHITECT. TRACK LIGHTING TO BE USED IN LIEU OF POT LIGHTING IF CEILING IS LEFT EXPOSED. GENERAL CONTRACTOR TO INSPECT AND COORDINATE WITH NEWLEAF CANNABIS AND ARCHITECT UPON DEMOLITION F EXISTING CEILING
2. LIGHTING FIXTURES TO BE PICKED BY NEWLEAF CANNABIS. GENERAL CONTRACTOR TO COORDINATE WITH NLC FOR FIXTURE SPECIFICATIONS
3. ALL DISPLAY TV'S AND DISPLAY CABINETS CONTROLS ARE TO BE GANGED TOGETHER ON A SINGLE SWITCH LOCATED ADJACENT THE REAR ENTRANCE. ALL OTHER POWER AND DATA IS TO BE UNAFFECTED BY SWITCHING

CEILING SCHEDULE	
TAG	SPECIFICATION
CT1	SECURE ROOM CEILING 5/8" GYPSUM WALL BOARD, TAPED, SANDED, AND READY FOR PAINT (SECURE ROOM SIDE) 3 5/8" METAL STUDS AT 16" O.C. 16 GAUGE METAL SHEET (ATTACK SIDE)
CT2	WASHROOM CEILING: 1/2" GYPSUM WALL BOARD, HUMIDITY RESISTANT, TAPED & SANDED ON 3/4" METAL FURRING AT 16" O.C. ON 1 1/2" METAL CARRYING CHANNELS AT 2'-0" O.C. C/W HANGER WIRES AT 4'-0" O.C. IN EACH DIRECTION
CT3	T-BAR CEILING: 24"X24" CEILING TILE IN T-BAR SYSTEM C/W HANGING WIRES AT 4'-0" O.C. IN EACH DIRECTION
CT4	GYPSUM CEILING BULKHEAD: 1/2" GYPSUM WALL BOARD, TAPED & SANDED ON METAL STUD FURRING AT 16" O.C.; FACE OF BULKHEAD TO EXTEND TO U/S DECK
CT5	EXPOSED CEILING: PAINT EXPOSED U/S DECK, EXPOSED STRUCTURE / MECHANICAL/ ELECTRICAL/ CONDUIT BLACK

LEGEND

- NEW WALL
- EXISTING WALL
- DOOR/ WINDOW HEADER

CEILING SYMBOL LEGEND

- | | | | |
|-----------------------------|---|----------------------|-------------------------------|
| \$ | CONTROL SWITCH 48" A.F.F. | #-360 | 360 DEG. MOTION DETECTOR |
| S | SMOKE DETECTOR | #-AC | ACCESS CONTROL PANEL |
| ⊕ | HEAT DETECTOR | AP | ALARM PANEL |
| F | EXHAUST FAN | #-DB | DURESS BUTTON (UNDER COUNTER) |
| ◇ | RECESSED POT LIGHTING | #-DC | DOOR CONTACT SENSOR |
| ○ | PENDANT LIGHT CENTERED ON POS COUNTER | KP | KEYPAD |
| | 4" X 10" SUPPLY DIFFUSER | #-MOT | MOTION DETECTOR |
| CAM-1 | CAMERA ON PENDANT | NVR | NETWORK VIDEO RECORDER |
| EXIT | NEW RUNNING MAN EXIT SIGN WITH DIRECTION WHERE NEEDED | T | THERMOSTAT |
| WALL MOUNT VANITY LUMINAIRE | | | |
| SUPPLY DIFFUSER | | 24"X48" LED LIGHTING | |
| RETURN DIFFUSER | | | |

RECEIVED
OCT 25 2018
ENG. DEPT.

PROJECT

NEW LEAF CANNABIS - BROADWAY
REDCLIFF, ALBERTA

DRAWING TITLE

REFLECTED CEILING PLAN

SCALE: 1/4"=1'-0"

PROJECT NO: 2306

DATE: 2018-10-23

NO.

DP2.2



#201 - 10217-106 STREET NW
Edmonton, Alberta, T5J 1H5
www.pwarch.ca
PHONE 780-643-3233
FAX 780-455-2029

MUNICIPAL PLANNING COMMISSION

Planning & Engineering Report

November 6, 2018

Development Permit Application:	18-DP-065
Applicant:	PlanWorks Architecture Inc. C/o Tom Ellis
Owner:	Larry Leipert
Property Address:	318 Broadway Avenue E
Legal Address:	Lot 16, Block 75, Plan 755AD
Land Use:	C-2 Downtown Commercial District
Development Officer:	Brian Stehr

1. BACKGROUND:

Over the last two (2) months, Planning & Engineering has been in contact with New Leaf Cannabis regarding opening a Retail Cannabis store and the Town's requirements for opening such a store in the Town of Redcliff.

After receiving approval for the location and survey from the Development Officer, New Leaf Cannabis held an Open House on September 25, 2018 in accordance with Section 43 of the Town's Land Use Bylaw.

On October 12, 2018 PlanWorks Architecture Inc., on behalf of New Leaf Cannabis, submitted a Development Permit Application for a Cannabis Retail Store at 318 Broadway Avenue E.

On October 18, 2018 a letter was sent to PlanWorks Architecture Inc. asking for further information required to complete the application. October 25, 2018 the Town received an email from the Applicant indicating those items that PlanWorks Architecture Inc. would and would not be supplying regarding the Development Permit Application. On October 30, the Town received a partial Real Property Report.

November 2, 2018 the Town received payment for Development Permit Application 18-DP-065. The applicant deems that the application is complete.

2. PLANNING & ENGINEERING COMMENTS

The Land Use Bylaw defines a Cannabis Retail Store as:

- *Means development for the retail sale of recreational Cannabis and Cannabis Accessories, as authorized by the Alberta Gaming, Liquor, and Cannabis Act. This use does not include Cannabis Production and Distribution Facility, Medical Marijuana Dispensary, or Cannabis Lounge.*

Section 43 **Cannabis Retail Store** of the Town's Land Use Bylaw states:

(1) Legal Basis

- (a) Cannabis Retail Stores are regulated by the provincial government and *must* meet all requirements set out in the Gaming, Liquor and Cannabis Act and all subsequent regulations.
- (b) Cannabis Retail Store is a discretionary use, Municipal Planning Commission.
- (c) All Cannabis Retail Stores require a Development Permit.

(2) Development Standards

- (a) A Cannabis Retail Store shall only be located in an area covered by the Cannabis Retail Store Overlay.
- (b) The Cannabis Retail Store Overlay was created with the following guidelines to include parcels that are:
 - (i) located in I1 (Light Industrial), C3 (General Commercial), C2 (Downtown Commercial), and C-HWY (Highway Commercial) Districts,
 - (ii) located outside of the 100 metre setback from any parcel of land on which a Cannabis Retail Store is located to a boundary of the parcel of land of a:
 - i. Provincial health care facility;
 - ii. School;
 - iii. School reserve or municipal and school reserve as designated in the Municipal Government Act;
 - iv. Municipal recreation facility (including the youth centre, swimming pool, rec-tangle, and library);
 - v. Payday loan centre or pawn shop;
 - vi. Daycare or childcare facility; or
 - vii. Public park used for recreational purposes; and
 - (iii) Located in places that fit the context of the surrounding area. Several parcels that meet the requirements in (i) and (ii) above were not included in the overlay because they are lone commercial parcels in the middle of residential neighbourhoods.
- (c) A Cannabis Retail Store shall meet all applicable requirements of the respective District in which it is located.

- (d) *A Cannabis Retail Store must be a stand-alone store and shall not operate accessory to, or in conjunction with any other use.*
 - (e) *Development Permits for Cannabis Retail Stores are conditional subject to the Development Officer receiving a copy of the retail license issued by the Alberta Gaming, Liquor, and Cannabis Commission from the Applicant.*
 - (f) *Parking for a Cannabis Retail Store shall be provided in accordance with the parking requirements for a Retail Store and the parking requirements for the District in which it is located.*
 - (g) *Development Permit Applications for Cannabis Retail Stores require the Applicant to engage the public on the proposed development by:*
 - (i) *Notifying adjacent property owners in writing;*
 - (ii) *Hosting at least one public open house, on a weekday evening, for at least 2 hours, in a neutral public location in Redcliff;*
 - (iii) *Advertising the open house in the local paper and on all Town social media outlets for at least 2 weeks prior to the open house;*
 - (iv) *Offering a survey for open house attendees to provide feedback; and*
 - (v) *Advertising the public is welcome to attend the MPC meeting in person where the decision on the Development Permit will be made, or make a written submission to the Development Officer before a specified date.*
 - (h) *The Applicant is required to receive approval of the open house location, advertising, and survey from the Development Officer prior to the advertising commencing.*
- (3) *Development Permit Application Requirements*
- (a) *Location plan showing the proposed Cannabis Retail Store and the distances to any of the following located within 500 metres of the store:*
 - (i) *Provincial health care facility;*
 - (ii) *School;*
 - (iii) *School reserve or municipal and school reserve as designated in the Municipal Government Act;*
 - (iv) *Municipal recreation facility (including the youth centre, swimming pool, rec-tangle, and library);*
 - (v) *Payday loan centre or pawn shop;*
 - (vi) *Daycare or childcare facility; or*
 - (vii) *Public park used for recreational purposes.*

- (b) *Detailed site plan containing all of the information required for the District, and the following additional information:*
 - (i) *Crime Prevention Through Environmental Design (CPTED) measures;*
 - (ii) *Storage areas for Cannabis;*
 - (iii) *Shipping and receiving areas;*
 - (iv) *Adjacent uses;*
 - (v) *Location and design of signage; and*
 - (vi) *Security measures*
- (c) *Waste management/disposal plan.*
- (d) *Elevation plans showing access and signage.*
- (e) *Completion of public engagement by providing to the Development Officer:*
 - (i) *A list of the addresses of adjacent property owners;*
 - (ii) *Copies of the notification letters sent to adjacent property owners; and*
 - (iii) *A summary of open house survey results.*
- (4) *Criteria For Consideration*
 - (a) *The Municipal Planning Commission must consider the following when reviewing an application for a Cannabis Retail Store:*
 - (i) *The extent to which the applicant demonstrates conformity with provincial and municipal regulations to minimize potential adverse effects on the community (i.e. site safety and security measures);*
 - (ii) *Whether any legitimate public concerns expressed during public consultation were addressed by the applicant; and*
 - (iii) *The recommendations and comments from Planning and Engineering.*
- (5) *Administration and Enforcement*
 - (a) *The use and Development Permit for a Cannabis Retail Store shall:*
 - (i) *Expire at the end of 5 years; and*
 - (ii) *Be reviewed by the Town four years after the issuance of the use and the Development Permit.*
 - (b) *Where the Town finds that the conditions of the Development Permit have been met and the use is not causing undesirable impacts to the Town, the Town will automatically issue a new Development Permit 6 months in advance of the expiring permit for 5 years that expires on the anniversary date of the original permit.*

- (c) *Where the Town finds that the conditions of the Development Permit have **not** been met or that the use is causing undesirable impacts to the Town, the Town will issue a notice to the Applicant 6 months in advance of the expiring permit, that the Town will not be automatically renewing the use and Development permit. The notice to the applicant must include:*
 - (i) *The reasons the permit is not being renewed,*
 - (ii) *The date of the permit expiring, and*
 - (iii) *That if the Applicant wishes to continue the use the Applicant must make a new Development Permit application.*
- (d) *If The Town fails to issue a Development Permit under clause (9)(b) or if the Town fails to issue a notification under clause (9)(c), the Town will automatically issue a new Development Permit for 5 years from when the Development Permit should have been issued that expires on the anniversary date of the original permit.*
- (e) *Development Permits will be cancelled if and when the retail license is no longer valid with the Alberta Gaming, Liquor, and Cannabis Commission.*
- (6) *Standard Conditions of Approval*
 - (a) *Development Permits are conditional subject to the Development Officer receiving a copy of the retail license issued by the Alberta Gaming, Liquor, and Cannabis Commission from the applicant.*
 - (b) *The use and Development Permit for a Cannabis Retail Store shall expire and require reapplication after 5 years to the day of approval.*

Development Officer Comments:

When reviewing the application, the Development Officer noted the following:

- a) Shipping & Receiving areas were not identified on Application;
- b) The size and location of sign(s) were not properly identified in Application. It should be noted that the Applicant has indicated that they will submit a separate Development Permit Application for signage;
- c) A dimensioned layout of parking spaces and shipping & receiving areas was not submitted.

Section 70 **Parking and Loading Requirements** of the Town's states:

(1) Calculations

- a. *The Development Authority shall require all proponents of development to provide off-street parking and loading facilities in accordance with the location and scale of development proposed in accordance with the following table and unless otherwise stated, shall:*
 - i. *Be calculated on the basis of gross floor area less any interior halls, mechanical rooms, stairways and elevators providing for the through movement of pedestrians;*
 - ii. *Be calculated on the next higher number where the calculation of the required number of parking stalls or loading spaces results in a*

fraction number or parking spaces (e.g. if 2.1 parking stalls are calculated, 3 parking stalls are required) and;

iii. *Be calculated based upon fire occupancy ratings where the term “seats” is used.*

- d. *When a building is enlarged, altered, or a change in the use occurs, provision shall be made for the additional parking spaces required under the parking provisions of the Bylaw. Any parking spaces that may have been removed due to the enlargement or alteration shall be replaced.*
- e. *Where employee parking is required, parking shall be factored on the basis of maximum persons employed at any one time.*

The parking for a Retail Cannabis Store shall be calculated at the same rate as a Retail Store which requires 1 parking stall/ 30 sq. metres. This would require a minimum of 7 parking stalls. PlanWorks Architecture Inc. has indicated that there will be as many as five (5) employees during normal hours of operation. Planning & Engineering recommends a minimum of twelve (12) parking stalls for the proposed Cannabis Retail Store. The submitted Site Plan indicates no on-site parking.

The Town’s LUB requires that a minimum of 10% of the required parking stalls be handicap accessible. The Parking Plan does not show any handicap parking stalls.

Historically, when applying the parking regulations to Development Permits in the C-2 Downtown Commercial District the Development Authority has allowed the Applicant to count the angled parking stalls that are directly in front of the building as part of the on-site parking. Aerial pictures, and a site inspection indicate that there are three (3) parking stalls that could be counted towards the required on-site parking.

A visual inspection of the property and adjoining properties indicate that the area is currently made up of a mixture of retail businesses, and residential properties. The properties directly to the north, east, and west of the site are currently zoned C-2 Downtown Commercial District. The properties directly to the south of the site are single family homes.

3. RECOMMENDATION:

MPC does not have the discretionary authority to adjust parking requirements by more than 10%. MPC in approving this development application is making a change of use from Retail Store to Cannabis Retail Store, meaning meeting the parking requirements must be considered. However Planning and Engineering notes that the Cannabis Retail Store Use is actually a special subcategory of the Retail Store Use with the exact same parking requirements (there are other special requirements that differentiate a Cannabis Retail Store from a Retail Store). If this was any store other than a Cannabis Retail Store no change of use requirements would be considered to approve the development and the current parking would be deemed to have been previously approved. The questions that MPC needs to ask before rendering a decision are:

- Is the application completed sufficiently for MPC’s to approve the development? Conditions can be added to the decision to require additional information that MPC does not consider critical to rendering their decision.

- As far as the requirements for parking are concerned, should MPC adopt the position that the application does not constitute a change of use? A decision made either way would be appealable.
- Is there currently sufficient parking for this store?

Planning and Engineering Provides the following suggested motions:

1. MPC member _____ moved that Development Permit Application 18-DP-065 for a Retail Cannabis Store be denied for the following reasons:
 1. The submitted application is incomplete. Specifically the Applicant has failed to provide:
 - i. A detailed Site Plan which indicates
 1. Property lines shown and labelled;
 2. Setbacks to all property lines, shown and labelled;
 3. How the applicant is meeting parking requirements;
 4. Where the Shipping and Receiving areas are.
2. MPC member _____ moved that Development Permit Application 18-DP-065 for a Retail Cannabis Store be Approved with the following conditions:
 1. All signage to the exterior shall require a separate Development Permit;
 2. A Site Plan which indicates the Shipping & Receiving areas;
 3. Any exterior lighting above what is currently in place shall comply with Section 65 **Lighting** of the Town's Land Use Bylaw;
 4. The Applicant shall apply and receive a Building Permit from the Town for all interior renovations;
 5. Development Officer to receive a copy of the retail license issued by the Alberta Gaming, Liquor, and Cannabis Commission;
 6. The Development Permit is valid for five (5) years;
 7. The Town will issue a permit in year four (4) if in the opinion of the Development Authority that the Retail Cannabis Store is not causing undesirable impacts on the Town;
 8. Where the Town finds that the conditions of the Development Permit have **not** been met or that the use is causing undesirable impacts to the Town, the Town will issue a notice to the Applicant six (6) months in advance of the expiring permit, that the Town will not be automatically renewing the use and Development Permit. The notice to the applicant must include:
 - i. The reasons the permit is not being renewed,
 - ii. The date of the permit expiring, and

- iii. That if the Applicant wishes to continue the use the Applicant must make a new Development Permit application.
- 9. If the Town fails to issue a Development Permit or if the Town fails to issue a Notice, the Town will automatically issue a new Development Permit for five (5) years from when the Development Permit should have been issued.
- 10. Development Permits, including use, will be cancelled if and when the retail license is no longer valid with the Alberta Gaming, Liquor, and Cannabis Commission.