

MINUTES OF THE MUNICIPAL PLANNING COMMISSION
of the Town of Banff in the Province of Alberta
Town Hall Council Chamber
Thursday, February 25, 2010 at 1:00 p.m.

COMMISSION MEMBERS PRESENT

Bill Squarebriggs	Public Representative – Chair
David Bayne	Public Representative
Dave Millard	Parks Canada Representative
John Gibson	Council Representative (arrived at 1:12 p.m.)
Karen Sorensen	Council Representative

COMMISSION MEMBERS ABSENT

Bob Haney	Public Representative – Vice Chair
Yannis Karlos	Public Representative
Brian Standish	Public Representative
Vacancy	Administration (non-voting)

ADMINISTRATION PRESENT

Randall McKay	Manager of Planning and Development
Darren Enns	Senior Planner
Claire Wilkinson	Planner
Cheryl Hyde	Municipal Clerk (Recorder)

1.0 CALL TO ORDER

The Chair called the regular meeting of the February 25, 2010 Municipal Planning Commission to order at 1:00 p.m.

2.0 APPROVAL OF AGENDA

MPC10-6

Moved by Bayne to approve the February 25, 2010 Municipal Planning Commission agenda with the following additions:

- 2.1: Leave of Absence for Board Member
- 2.2: Conflict of Interest for Board Member

CARRIED

2.1. Leave of Absence for Board Member

The Commission unanimously agreed to approve a leave of absence for board member Yannis Karlos, to a maximum of three months.

2.2. Conflict of Interest for Board Member

Administration reported that board member Brian Standish has indicated he has a conflict of interest with respect to Development Permit application 09DP62 as he is an employee of the property owner involved. Mr. Standish was not present for today's meeting.

3.0 ADOPTION OF PREVIOUS COMMISSION MINUTES

3.1. January 13, 2010 Meeting Minutes

MPC10-7 Moved by to approve the minutes of the January 13, 2010 meeting of the Municipal Planning Commission as presented.

CARRIED

4.0 UNFINISHED BUSINESS

No unfinished business was considered.

5.0 REPORTS

5.1. Proposed Change of Use Passenger Terminal (accessory office to accessory food services) 100 Gopher Street – 09DP62

Representatives of the applicant and the property owner were present to answer questions from the Commission.

Councillor Gibson arrived at 1:12 p.m.

The Chair instructed the Commission to consider Development Permit application 09DP62 as a change of use application and not as a decision whether or not to allow the particular applicant to operate a business in Banff.

Mr. Millard clarified the position of Parks Canada as noted in Appendix C of the agenda package: Concerns related to parking, housing, litter management and traffic circulation have been addressed in the proposed conditions of the development permit. Parks Canada remains concerned with the size and scale of the proposed food service.

Administration confirmed that Planning & Development will consider proposals from the applicant with respect to the housing requirement, including possible use of the dormitory-style rooms already in existence at the property.

MPC10-8 Moved by Gibson to approve Development Permit application 09DP62 for a change of use at 100 Gopher Street from Passenger Terminal accessory “office” to Passenger Terminal accessory “food service” subject to the following conditions of approval:

1) **Conditions to be met prior to issuance of the Development Permit:**

- a) The applicant shall provide 8.45 bedrooms of required housing pursuant to s8.19.5 and 8.19.11 of Land Use Bylaw 31-3.
- b) Submit waste management plans depicting existing garbage room provisions, location of additional litter receptacles and demonstration that waste management will meet the Town of Banff standards to the satisfaction of the Town of Banff Operations and Environmental Coordinator.

2) **General Conditions:**

- a) A minimum of 12 onsite parking stalls shall be identified and marked for the sole use of the accessory food service (Tim Hortons). The design and location of the parking stall identification signs shall be to the satisfaction of the Development Officer and Engineering Department.

- b) Additional 'loading zone only' signs shall be installed in the lay-by on the north side of Gopher Street entrance to the satisfaction of the Development Officer and Town of Banff Engineering Department.
- c) Obtain a Building Permit from the Town of Banff for any interior renovations and/or leasehold improvements.
- d) A *Food Establishment Permit* and inspection by the Calgary Health Region, Alberta Health Services is required prior to the issuance of an Occupancy Permit.
- e) Submit details of any change to the approved floor plans or building elevations for review and approval by the Development Officer prior to implementation on site. The location, size and type of all exterior lighting is subject to review and approval of the Development Officer.
- f) A Sign Permit is required for any new signs on the building. A Sign Permit is also required for decal or painted window signs with a combined area greater than 0.3 m² or 10% of the window in which they are located and for interior signs located closer than 0.9m from the inside face of a window.
- g) The development shall commence within one (1) year from the date of issue of the development permit in accordance with s. 4.11.1 of the Land Use Bylaw 31-3. If development is not substantially commenced within the 1 year period, the development permit shall cease to be valid.

CARRIED

6.0 CORRESPONDENCE

Received as information:

- 6.1. Building Your Planning Process From the Ground Up – Planning Commissioners Journal, Winter 2010
- 6.2. Some Parting Thoughts – Planning Commissioners Journal, Winter 2010
- 6.3. Planetizen Update – Planning Commissioners Journal, Winter 2010
- 6.4. Dealing with Contentious Public Hearings – Planning Commissioners Journal, Winter 2010

7.0 NEW BUSINESS

No new business was considered.

8.0 INQUIRIES

There were no inquiries.

9.0 DATE OF NEXT MEETING/ADJOURNMENT

The next regular meeting of the Municipal Planning Commission is scheduled for Wednesday, March 10, 2010 at 9:00 a.m.

MPC10-9 Moved by to Bayne to adjourn the meeting at 2:00 p.m.

CARRIED

Bill Squarebriggs
Chair

Cheryl Hyde
Recording Secretary

Minutes approved by: _____