

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION**  
**of the Town of Banff in the Province of Alberta**  
**Town Hall Council Chamber**  
**Wednesday, April 14, 2010 at 9:00 a.m.**

**COMMISSION MEMBERS PRESENT**

Bill Squarebriggs	Public Representative – Chair
Bob Haney	Public Representative – Vice Chair
David Bayne	Public Representative
Brian Standish	Public Representative
John Gibson	Council Representative
Karen Sorensen	Council Representative

**COMMISSION MEMBERS ABSENT**

Yannis Karlos	Public Representative
Dave Millard	Parks Canada Representative
Vacancy	Administration (non-voting)

**ADMINISTRATION PRESENT**

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

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**1.0 CALL TO ORDER**

The Chair called the regular meeting of the April 14, 2010 Municipal Planning Commission to order at 9:00 a.m.

**2.0 APPROVAL OF AGENDA**

MPC10-16 Moved by Bayne to approve the April 14, 2010 Municipal Planning Commission agenda as presented.

**CARRIED**

**3.0 ADOPTION OF PREVIOUS COMMISSION MINUTES**

3.1. March 10, 2010 Meeting Minutes

MPC10-17 Moved by Gibson to approve the minutes of the March 10, 2010 meeting of the Municipal Planning Commission as presented.

**CARRIED**

**4.0 UNFINISHED BUSINESS**

No unfinished business was considered.

**5.0 REPORTS**

5.1. Development Permit Application 10DP10, Proposed Change of Use from “Recycling Depot” to “Rapid Drive-Through Vehicle Service”, 101 Eagle Crescent

Administration spoke to their written report included in today’s agenda package. The applicants were present to answer any questions from the Commission.

Minutes approved by: \_\_\_\_\_

MPC10-18 Moved by Haney to approve development permit application 10DP10 for a change of use from *recycling depot* to *rapid drive through vehicle service* subject to the following conditions of approval:

1. Conditions to be met prior to the issuance of the Development Permit

- a) Provide a detailed drawing showing current sump pit design and proposed changes. Details should include the location and dimensions of the sump pits, filter details, outlet to sanitary, grading details, etc. Oil/grit separators are mandatory for pre-treatment prior to discharge to sanitary system. If oil/grit separators are already installed, confirm location on Site Servicing Plan and submit a detailed drawing of same.
- b) Provide proposed maintenance schedule for the sumps/separators. Include details on how sludge from the sumps will be dealt with (e.g. hauled to certified landfill).
- c) Provide a grading plan for the site showing surface grading details (slope expressed as a percentage) indicating the drainage flow path in the interior wash bays as well as on adjacent apron areas. Indicate snow storage area on the plan. No discharge should flow into the storm sewer.
- d) If any changes are proposed to utility infrastructure on the site (water, sewer, storm) a detailed set of drawings will be required. If no changes to utility infrastructure are proposed, this must be indicated on a Site Servicing Plan which should show existing infrastructure and service connections, including location of water meter and back flow prevention device.
- e) Provide flow calculation estimates for all service connections to municipal infrastructure including sanitary outflow, water in, and storm drainage for review and approval by the Engineering Department.
- f) To verify condition and capacity of the sanitary sewer connection, applicant to hire qualified contractor to inspect and clean out sewer connection to Town of Banff main. Please contact Utilities Department (762-1243) prior to commencement of work. Inspection report to be submitted for approval by the Engineering Department.
- g) Verify with Utilities Department that the existing water meter is adequate for the proposed car wash. An inspection with the Utilities Department (762-1243) should be arranged. The water meter may need to be upgraded at the applicant's cost.
- h) Applicant to hire qualified contractor to verify an adequate backflow prevention device is installed immediately after the water meter. If not satisfactory (or not installed) then applicant must supply and install. The device must be tested by a certified tester after installation (or inspection if one is already in place), and annually thereafter with testing reports submitted to the Engineering Department.

2. Specific Conditions

- i) Submit annual wastewater discharge quality test results to the Town for years 1 and 2 of operation, and thereafter as required. If no test manhole exists to take this sample, the sample can be taken from the sump where it flows out the pipe to the sanitary sewer. Standard sampling practices should be followed, and the following parameters tested at a certified laboratory: total metals, BOD, TKN, hydrocarbons (BTEX), flash point, glycols, phosphorus, suspended solids, and pH.

- j) Install signage to the satisfaction of the Development Officer indicating the following:
- “No Idling” signage on the Hawk Avenue façade directed at vehicles in the queuing area;
  - “No Parking” signage on the 3 parking stalls to be removed as noted in Figure 3 of the application package;
  - “Car Wash Parking” signage on the 3 parking stalls to be dedicated as such in Figure 3 of the application package;
  - Pavement striping in the Hawk Avenue queuing area as illustrated in the agenda package; and,
  - “Car Wash Entrance” signage as illustrated in the agenda package.
- k) Remove existing freestanding sign structure at the intersection of Hawk Avenue and Eagle Crescent as illustrated in the agenda package.

3. General Conditions

- l) Apply for a Street Use Permit from the Manager of Engineering at least 48 hours prior to any work on Town streets, lanes or sidewalks. Enter into a temporary Encroachment Agreement with the Town of Banff for the use of Municipal property during construction;
- m) Town of Banff requires all developers to collect all waste, separate into appropriate categories on-site and store appropriately. Dispose trade waste at the Bow Valley Waste Management Commission’s Class III landfill (Francis Cook) and garbage to the Waste Transfer Station. Ensure that materials and waste being transported are covered with tarps or equivalent material. Please review the Town of Banff’s *How-to guide to construction waste management* (see attached);
- n) Management of all uncontaminated (clean) soil excavated from the site shall be arranged through Parks Canada. Contractors must obtain a Restricted Activity Permit for disposal of clean fill at the Cascade Pit. Permits and further direction may be obtained by contacting Parks Canada, Banff Dispatch at (403) 762-1470;
- o) Protect all existing services including landscaping on adjacent public roadways or properties and assume responsibility for all damages to any existing services during construction;
- p) It is the responsibility of the project proponent to ensure that all mitigation measures identified in the environment screening report and the guidelines identified in the Parks Canada’s *Environment Guidelines for Development Projects in Banff National Park* (Directive 17) are implemented during construction. The project proponent shall ensure that any hazardous materials discovered during excavation are immediately reported to Parks Canada and properly disposed of according to current regulations;
- q) All signs require separate Development Permit approval;
- r) Any changes to the approved plans following issuance of the Development Permit shall be approved by the Development Officer prior to implementation on-site.

**CARRIED**

5.2. Update on Development Permit Application 09DP22 -Town of Banff Recreation Centre Redevelopment

Written report accepted as information.

5.3. Update on Development Permit Application 09DP10 Proposed Façade Restoration/Renovation, 120 Banff Ave - Cascade Dance Hall

Administration provided a verbal update on the progress of the restoration/renovation of the Cascade Dance Hall:

- Completed item include: installation of the front railings (they are still to be painted); replacement of windows, and installation of rockwork on the lower facade.
- Challenges have included: discovery of a hollow space under central stairway, unexpected deterioration of the concrete, and a redesign of the overhangs planned for the lower level (originals obstructed patrons' views).
- Remaining item include signage and exterior lighting plan.

Administration also wished to provide the Commission with information protected from public disclosure by the Freedom of Information and Protection of Privacy Act regarding an enforcement issue. Administration requested that the Commission proceed with the meeting in camera.

MPC10-19 Moved by Sorensen to go in camera at 10:13 a.m.

**CARRIED**

MPC10-20 Moved by Standish to return to the public meeting at 10:19 a.m.

**CARRIED**

**6.0 CORRESPONDENCE**

6.1. Yikes, There's a Tourist in Town: Guidance for Local Planners – APA News & Views, Fall 2009  
Received as information.

**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, May 12, 2010 at 9:00 a.m.

MPC10-21 Moved by Haney to adjourn the meeting at 10:36 a.m.

**CARRIED**

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Bill Squarebriggs  
Chair

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Cheryl Hyde  
Recording Secretary

Minutes approved by: \_\_\_\_\_