

Minutes of the **Community Design Committee** held on **January 8, 2019** in the **Meeting Room 003** at 3:00 P.M. with the following attendance:

PRESENT:	Councillor, Chair	S.R. Miyashiro
	Councillor, Vice-Chair	B.A. Crowson
	Councillor	J.A. Coffman
	Alberta Professional Planners Institute	S. Croil
	B.I.L.D. Lethbridge	P. Neufeld
	Citizen at Large	K. Brees
	Geoscientists Association/Association of Science & Engineering Technology Professionals of Alberta	T. Loomer
	Lethbridge Construction Association	E. Low
OTHERS:	Legislative Services Assistant	J. Robinson
	Director of Property Services	J. Greene
ABSENT:	Alberta Association of Architects	A. Fritz

1. Adoption of Agenda

THAT the agenda, as amended, be approved.

----- ADOPTED BY CONSENSUS

2. Approval of Minutes

THAT the minutes of September 5, 2018 be approved.

----- ADOPTED BY CONSENSUS

3. Agenda Item

3.1. Design Topics

a. Jennifer McCarthy, Owner, Teacup Tiny Homes re: Tiny Homes and the opportunities/challenges of locating them in Lethbridge

Jennifer McCarthy, Owner, Teacup Tiny Homes shared that tiny homes diversify the housing market, and allow people to achieve the lifestyle they want. She explained what constitutes a tiny home and how they focus on the pillars of affordability and attainable housing.

Ms. McCarthy provided an overview of the opportunities for tiny homes in Lethbridge, from the municipal and consumer perspective. She described challenges that municipalities, consumers and builders may face regarding tiny home. Highlighting one of the biggest challenges which is the building code. She finished by sharing potential possibilities for tiny homes in Lethbridge being: Eldorado RV Land in the River Bottom, Laneway housing, education sessions.

Following the presentation the committee asked/discussed the following:

- Tiny Home vs. RV's
- The possibilities/effects of tiny homes on established communities
- Municipal services being extended to laneway housing
- Building code requirements/changes
- Demographics for tiny homes

- Mobile tiny homes vs site installed
- Clarification on survey results
- Potential tiny house opportunities for the Municipal Housing Strategy Task Force

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3.2. Land Use Bylaw Review

None.

4. Business Arising from Minutes

None.

5. New Business

a. Jessica Robinson, Legislative Services Assistant re: Parking Passes for Committee Members

Jessica Robinson, Legislative Services Assistant shared with committee members that if they want to take advantage of the volunteer parking pass which would allow them to park in designated areas they need to forward their license plates to be added into the system.

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b. Round Table Discussion

Members of Council shared that the Municipal Housing Taskforce's housing strategy draft could potentially be presented to the Community Design Committee. The committee agreed that it would be a topic of interest.

Jeff Greene, Director of Property Services shared that the City is hosting a workshop on the Municipal Development Plan (MDP), and posed the question to the committee if they thought they might be a good steward for the process of reviewing the MDP. The more people involved in the MDP will ensure it becomes more of a community document, as opposed to a planning document. The committee expressed interest in being involved.

Councillor Coffman asked members of the committee if they still felt that being a member of the committee was beneficial for them. Each member confirmed that they did, and wanted to continue with the Community Design Committee.

The committee discussed meetings and setting the agenda. It was agreed upon that an email would be sent out to members following the meeting asking them to forward their ideas to Ms. Robinson to compile to bring forward to Mr. Greene and Councillor Miyashiro, and that agenda's would be sent out earlier to members.

6. Adjournment

THAT we do now adjourn till Tuesday, February 5, 2019.

----- ADOPTED BY CONSENSUS

7. Next Meeting Date

Tuesday, February 5, 2019 3:00 P.M. – 4:30 P.M. Meeting Room 251

Minutes of the **Community Design Committee** held on **February 5, 2019** in the **Meeting Room 251** at 3:00 P.M. with the following attendance:

PRESENT:	Councillor, Chair	S.R. Miyashiro
	Councillor, Vice-Chair	B.A. Crowson
	Councillor	J.A. Coffman
	Alberta Association of Architects	A. Fritz
	B.I.L.D. Lethbridge	P. Neufeld
	Association of Professional Engineers and Geoscientists	T. Loomer
	Association of Alberta/Association of Science & Engineering Technology Professionals of Alberta	
OTHERS:	Legislative Services Assistant	R. Westerson
	Director of Property Services	J. Greene
ABSENT:	Citizen at Large	K. Brees
	Alberta Professional Planners Institute	S. Croil
	Lethbridge Construction Association	E. Low
	B.I.L.D. Lethbridge	B. Mearns

1. Adoption of Agenda

A.FRITZ

THAT the agenda be approved.

----- CARRIED

2. Approval of Minutes

T. LOOMER

THAT the minutes of January 8, 2019 be approved.

----- CARRIED

3. Agenda Item

3.1. Councillor Rob Miyashiro, Chair, Community Design Committee re: Potential Committee Work-Plan

Councillor Rob Miyashiro, Chair, Community Design Committee, identified that the Committee would be working towards creating a work-plan for the next year. A spreadsheet of topics was provided, and members were asked to add input to the content provided.

Discussion occurred, and it was agreed that an additional item should be added to section D. Technology and Automation. Adding v. Fiber backbone (gigabit connectivity) is meant to include this in discussions, as the ability for a community to access high connectivity is a strong part of development and growth.

Consensus was reached to continue discussion at the March 5, 2019 meeting. Jeff Greene, Director of Property Services, will take the amended list and work with Perry Neufeld, B.I.L.D Representative, to add some context and flow to the table.

The agreed focus for this work-plan will be:

- MDP/ICSP – New 2020 MDP
- Council Strategic Plan
- Thinking outside the box – a ‘How Can We’ approach
- Density targets
- Implementation considerations
 - Zoning
 - Technical Requirements
 - Cost v. Cost Requirements.

4. Business Arising from Minutes

None.

5. New Business

None.

6. Adjournment

THAT we do now adjourn till Tuesday, March 5, 2019.

----- ADOPTED BY CONSENSUS

7. Next Meeting Date

Tuesday, March 5 2019 3:00 P.M. – 4:30 P.M. Culver City Room

Minutes of the **Community Design Committee** held on **March 5, 2019** in the **Culver City Room** at 3:00 P.M. with the following attendance:

PRESENT:	Councillor, Chair	S.R. Miyashiro
	Councillor, Vice-Chair	B.A. Crowson
	Councillor	J.A. Coffman
	Alberta Association of Architects	A. Fritz
	Alberta Professional Planners Institute	S. Croil
	Alberta Professional Engineers and Geoscientists	T. Loomer
	Association/Association of Science & Engineering	
	Technology Professionals of Alberta	
	B.I.L.D. Lethbridge	P. Neufeld
	B.I.L.D. Lethbridge	B. Mearns
	Citizen at Large	K. Brees
OTHERS:	Legislative Services Assistant	J. Robinson
	Director of Infrastructure Services	D. Hawkins
ABSENT:	Lethbridge Construction Association	E. Low

1. Adoption of Agenda

The topic of the Review Process be added to the Agenda, before the Committee Work Plan item.

THAT the agenda, as amended, be approved.

----- ADOPTED BY CONSENSUS

2. Approval of Minutes

THAT the minutes of February 5, 2019 be approved.

-----ADOPTED BY CONSENSUS

3. Agenda Items:

I. Jason Price, Senior Subdivision Planner, Tyson Boylan, Senior Community Planner and Kurt Fisher, Planning Assistant, Re: Approval Process for Outline Plans

Jason Price, Senior Subdivision Planner, Tyson Boylan, Senior Community Planner and Kurt Fisher, Planning Assistant shared that they were presenting the approval process for Outline Plans to the Community Design Committee as City Council had asked Administration to investigate different way to involve Council in the process.

They shared that they compared the Cities current process to other municipalities in Alberta highlighting the similarities and differences. Following the comparison they drafted a new process and met with BILD Lethbridge. Through the consultation with BILD they came up with Option C which allows developers the opportunity to have a first screening conducted by Council, which

also allows Council to be involved in the process from the very beginning. It was shared that industries preferred option was option C.1.

The Committee discussed the following:

- Is if its council's desire to be more involved in the process, or the approval
- Level of involvement for City Council
- The merits of Council seeing first
- Transition of Council members over the lives of the Outline Plans
- MPC's current involvement of insuring the outline plan is in accordance with the Area Structure Plan
- Who the Planning Review Team consisted of
- Not involving Council early enough and needing to change plans
- Council's role as the philosophical thoughts and vision for the community
- Connection of MPC and Council
- Merits of the amount of touch points with Council

Following the discussion the following resolution was presented:

P. NEUFELD/K. BREES

BE IT RESOLVED THAT the Community Design Committee approves BILD's preferred option, C.1, with at least one touch point with Council.

----- CARRIED

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II. B. Mearns, BILD Representative, Re: Review Process

B. Mearns share that BILD would like the Committee to do a review of the City's internal processes from parcel to lot to see if there were any ways of gaining efficiencies, as well as opportunities to discuss pinch points in the process from each perspective.

The committee determined they would add this topic to their work plan.

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III. Councillor Miyashiro, Chair, Community Design Committee Re: Committee Work Plan

Councillor Miyashiro, Chair, led the group through a discussion of topics for the committee work plan. The following items were what the committee decided to focus on:

I. Neighbourhood Design

- Sustainability is an overriding factor in efficient land use

- A. Determining/managing the wants of different stakeholders
 - 1. What does the City want:
 - a) Council and/or
 - b) Admin)
 - 2. Land developer
 - 3. Customer wants
 - 4. What is appropriate in the Lethbridge context
 - 5. Affordability
 - 6. Density
 - B. What do our neighborhoods look like in the future? How can we plan for the future, today?
 - C. Public land and building infrastructure that is conducive to not only utility but also lifestyles
 - D. How do we necessitate change moving forward?
 - E. Complete Streets
 - F. Operational versus design considerations and the impact on the community and lifestyles today and into the future
 - G. How do we determine road standards and what they look like?
 - H. What impacts the design of our neighborhoods? Including all public and private
 - I. Competing interests? Fire, garbage, service vehicles, utility providers, infrastructure, landscape, homeowners, etc.
 - J. Incentivize programs
- II. Technology and Automation:
- A. Impacts of Smart City tools (big data, informing decisions)
 - B. Impacts of autonomous vehicles – short/mid/long term
 - 1. Impact on City’s service delivery i.e. Waste collection (recycling), snow clearing, etc.
 - 2. Effects on pedestrians
 - C. Innovation in communications and the impacts on community
 - D. The City as a place for experimentation (similar to Edmonton’s CityLab)
 - E. Fiber backbone (gigabit connectivity)
- III. How the City does Planning and Development
- A. Parcel to lot process
 - 1. Developer perspectives to identify pinch points
 - 2. Cities perspective to identify pinch points

The Committee discussed the possibility of having some longer milestone meetings/workshops to really dive into some of the topics. D. Hawkins, Director of Infrastructure Services shared that he would be sharing the information with the MDP group.

ACTION:	<i>Councillor Miyashiro, Councillor Crowson, and Spencer Croil volunteered to further look at the topics to try and determine when/how the committee would address the items.</i> <i>D. Hawkins to share information with the MDP group.</i>
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4. Adjourn:

T. LOOMER

THAT we do now adjourn till Tuesday, April 2, 2019

----- **CARRIED**

5. Next Meeting Date:

April 2, 2019 3:00 to 4:30 PM, Culver City Room

Minutes of the **Community Design Committee** held on **April 2, 2019** in the **Culver City Room** at 3:00 P.M. with the following attendance:

PRESENT:	Councillor, Chair	S.R. Miyashiro
	Councillor, Vice-Chair	B.A. Crowson
	Alberta Association of Architects	A. Fritz
	Alberta Professional Planners Institute	S. Croil
	Alberta Professional Engineers and Geoscientists	T. Loomer
	Association/Association of Science & Engineering	
	Technology Professionals of Alberta	
	B.I.L.D. Lethbridge	P. Neufeld
	B.I.L.D. Lethbridge	B. Mearns
	Citizen at Large	K. Brees
	Lethbridge Construction Association	E. Low
OTHERS:	Legislative Services Assistant	J. Robinson
	Director of Infrastructure Services	D. Hawkins
ABSENT:	Councillor	J.A. Coffman

1. Adoption of Agenda

THAT the agenda be approved.

----- **ADOPTED BY CONSENSUS**

2. Approval of Minutes

THAT the minutes of March 5, 2019 Community Design Committee meeting, be approved.

-----**ADOPTED BY CONSENSUS**

3. Agenda Items:

1. **Jason Price, Senior Subdivision Planner, Angie Olsen, Senior Development Officer and Byron Buzunis, Urban Construction Manager, Re: How the City Does Planning and Development: Area Structure Plan to Occupancy**

Jason Price, Senior Subdivision Planner, Angie Olsen, Senior Development Officer and Byron Buzunis, Urban Construction Manager presented on how the City does planning and development, going from the Area Structure Plan to occupancy.

Mr. Price provided an overview of the process hierarchy which is meant to be sequential which includes: ASP, Outline Plan, Rezoning, Detailed Infrastructure Design, Subdivision, Infrastructure Construction, Development Permit and Building Permit. He then provided an overview of Area Structure Plans, Outline Plans, the Rezoning Process and Subdivisions.

Mr. Buzunis explained the responsibility of Urban Construction for Detailed Infrastructure Design and Infrastructure Construction. He explained that Urban Construction in the fulcrum between

the developers, consultants, construction companies and City Departments.

Ms. Olsen wrapped up the presentation by providing an overview of the Development Permit and Building Permit process. She shared that development permits are based on the rules of Land Use Bylaw 5700 and outlined the application process through to approval. Building permits are to ensure compliance with various codes, concluding the presentation outlining Development and Safety Code compliance.

The Committee addressed the following questions:

- Timelines for various aspects in the process
- Stakeholders involvement
 - City Departments
 - Industry
 - Who coordinates
- Who reviews and modifies infrastructure standards
- The use of TACT within the City of Lethbridge
- Feasibility of combining steps when moving through the process
- Ability to deny requests
- Special Cases outside of the normal process

P. Neufeld requested if he could share the presentation with the Developers Council. The presenters agreed to share their PowerPoint.

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I. Councillor Miyashiro, Chair, Community Design Committee Re: Infrastructure Discussion Points

Councillor Miyashiro shared the work plan spreadsheet that was created to map out the topics for the committee to explore. The committee can start looking at how to influence things and generate ideas.

D. Hawkins, Director of Infrastructure Services explained that the next steps will be to drill down into each topic for better understanding of what drives things. The City would like to share what we are doing, and get feedback from the committee to start stimulating conversations.

ACTION:	<i>J. Robinson to send out the Committees Work Plan spreadsheet.</i>
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II. Councillor Miyashiro, Chair, Community Design Committee Re: Connection to MDP

Councillor Miyashiro shared that they are trying to orient the committee to be involved in the MDP process.

4. Adjourn:

THAT we do now adjourn till Tuesday, May 14, 2019

-----ADOPTED BY CONSENSUS

5. Next Meeting Date:

May 14, 2019 3:00 to 4:30 PM, Culver City Room

Minutes of the **Community Design Committee** held on **June 13, 2019** in the **Culver City Room** at 3:00 P.M. with the following attendance:

PRESENT:	Councillor, Chair	S.R. Miyashiro
	Councillor, Vice-Chair	B.A. Crowson
	Councillor	J.A. Coffman
	Alberta Association of Architects	A. Fritz
	Alberta Professional Engineers and Geoscientists	T. Loomer
	Association/Association of Science & Engineering	
	Technology Professionals of Alberta	
	B.I.L.D. Lethbridge	P. Neufeld
	B.I.L.D. Lethbridge	B. Mearns
OTHERS:	Legislative Services Manager	R. Westerson
	Director of Infrastructure Services	D. Hawkins
	Urban Construction Manager	B. Buzunis
	Urban Construction Coordinator	J. Gutsell
ABSENT:	Alberta Professional Planners Institute	S. Croil
	Citizen at Large	K. Brees
	Lethbridge Construction Association	E. Low

1. Adoption of Agenda

THAT the agenda be approved.

----- **ADOPTED BY CONSENSUS**

2. Approval of Minutes

No Minutes were taken at the May 2019 meeting.

3. Agenda Items:

I. Byron Buzunis, Urban Construction Manager re: City of Lethbridge Design Standards

B. Buzunis, Urban Construction Manager provided an overview of the City of Lethbridge Design Standards. Mr. Buzunis identified:

- The history of how the City developed its design standards;
- Six Outcomes
 - Safety – to protect people and property from damage, reduce risk, fail safe, and prevent weather damage.
 - Functionality – Things should work well for the intended purpose (ie. Infrastructure can deliver clean drinking water).
 - Life Cycle Cost – representing a reasonable costs to operate, maintain and replace. These costs impact utilities and taxes.
 - Environmental Protection – storm water quality and water returning to river.

- Aesthetics – how things look and feel, do you want to live there.
 - Accessibility – can all abilities use it.
- Learning Nature of the Organization
 - Monitor performance and adjust standards to improve results.
- Storm Pond Evolution
 - Since requirements came in in the 90's, working to find a Lethbridge use that fits with current amounts of precipitation, aesthetic appeal, etc.
- Complete Streets Model
 - Shift in mindset, and will affect design standards dramatically.

Discussion ensued regarding the design standard of driveways, permeability in downpours, accessibility, and cost of design. Discussion was also held regarding the ability for a neighbourhood like London Road to be developed nowadays. B. Buzunis indicated it could be, but developers would need to give up that much land to roadways (35.3 meters).

4. Adjourn:

THAT we do now adjourn.

-----ADOPTED BY CONSENSUS

5. Next Meeting Date:

August 13, 2019 at 3:00 to 4:30 PM, Culver City Room

Minutes of the **Community Design Committee** held on **September 4, 2019** in the **Culver City Room** at 3:00 P.M. with the following attendance:

PRESENT:	Councillor, Acting Chair	J.A. Coffman
	Councillor, Vice-Chair	B.A. Crowson
	Alberta Association of Architects	A. Fritz
	Alberta Professional Engineers and Geoscientists	T. Loomer
	Association/Association of Science & Engineering	
	Technology Professionals of Alberta	
	Alberta Professional Planners Institute	S. Croil
	B.I.L.D. Lethbridge	P. Neufeld
	Citizen at Large	K. Brees
OTHERS:	Legislative Services Assistant	J. Robinson
	A/Director of Infrastructure Services	B. Buzunis
	Manager of Planning	M. Gaehring
	Building Safety and Inspection Services Manager	K. Crump
ABSENT:	Councillor, Chair	S.R. Miyashiro
	Lethbridge Construction Association	E. Low
	B.I.L.D. Lethbridge	B. Mearns

1. Adoption of Agenda

B.A. Crowson

THAT the agenda be approved.

----- **CARRIED**

2. Approval of Minutes

B.A. Crowson

THAT the minutes of the June 13, 2019 Community Design Committee, be approved.

----- **CARRIED**

3. Agenda Items:

I. Maureen Gaehring, Manager of Planning and Kerry Crump, Building Safety and Inspection Services Manager, re: Tiny Homes

M. Gaehring, Manager of Planning, shared that the City of Lethbridge does not have a minimum single detached dwelling size, as Edmonton does. If someone were to purchase a lot and place a tiny home on the lot there is nothing preventing this from a regulatory perspective, but there might be architectural controls.

The City has not had anyone request to put a tiny home within the City limits. Tiny Homes that are on wheels the City considers them to be RV's. In terms of zoning tiny homes could be built in Direct Control (DC), Manufactured Home (MH) or Urban Innovation (UI) zones.

K. Crump, Building Safety and Inspection Services Manager, shared that innovation seems to be something that the province is hesitant to address regarding building codes. A Sub Council of the Safety Codes Council struck a working group to discuss tiny homes last November; as of March there had been no movement. Mr. Crump committed to reaching out to a contact on the Sub Council and bringing an update to the Community Design Committee.

ACTION:	<i>K. Crump to reach out to the Sub Council of the Safety Codes Council and report back to the Committee.</i>
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II. Jennifer McCarthy, Owner Operator Teacup Tiny Homes, re: Tiny Homes in Lethbridge

The Committee further discussed tiny homes addressing the following topics:

- Addressing Parking
- Tiny home subdivision in Plymouth, California
- Limited space for services
- Setback minimum of parcels
- Preplanned Communities
- Potential for use for non-profits
- Site selection
- Building homes without basements
- Apartments vs. Tiny homes
- Environmental impact
- Effective use of land
- Investing with a developer for a pilot project of Tiny Homes

It was concluded that Tiny Homes were something that could be done and accommodated within the City of Lethbridge with the required investment and planning.

4. Round Table:

Councillor Coffman asked the Committee if they had any future topics of discussion for the Committee. S. Croil shared that he would like to have a facilitated discussion on Autonomous vehicles and their potential impacts on the environment and planning. The Committee agreed this would be an appropriate topic for discussion.

ACTION:	<i>J. Robinson and S. Croil to work together to get Autonomous vehicles on the agenda</i>
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5. Adjourn:

B.A. Crowson

THAT we do now adjourn.

-----CARRIED

5. Next Meeting Date:

October 16, 2019 at 3:00 to 4:30 PM, Culver City Room

Minutes of the **Community Design Committee** held on **November 13, 2019** in the **City Council Board Room** at 3:00 P.M. with the following attendance:

PRESENT:	Councillor, Chair	S.R. Miyashiro
	Councillor, Vice-Chair	B.A. Crowson
	Alberta Association of Architects	A. Fritz
	Alberta Professional Engineers and Geoscientists	T. Loomer
	Association/Association of Science & Engineering	
	Technology Professionals of Alberta	
	Alberta Professional Planners Institute	S. Croil <i>(departed at 3:30 PM)</i>
	B.I.L.D. Lethbridge	P. Neufeld
	B.I.L.D. Lethbridge	B. Mearns
	Lethbridge Construction Association	E. Low
OTHERS:	Legislative Services Assistant	J. Robinson
	Legislative Services Assistant	A. Moncrieff
	Director of Infrastructure Services	D. Hawkins
ABSENT:	Councillor	J.A. Coffman
	Citizen at Large	K. Brees

1. Adoption of Agenda

B.A. CROWSON:

THAT the agenda be approved.

----- **ADOPTED BY CONSENSUS**

2. Approval of Minutes

B.A. CROWSON:

THAT the minutes of the September 4, 2019 Community Design Committee, be approved.

----- **CARRIED**

3. Agenda Items:

I. Spencer Croil, Alberta Professional Planners Institute re: Autonomous Vehicles

S. Croil, Alberta Professional Planners Institute, gave a presentation to the Committee regarding Autonomous Mobility. S. Croil informed the Committee that Autonomous Mobility would be the subject of his Geography 4500 class starting in January.

The following motion was presented:

S. CROIL:

THAT S. Croil's Geography 4500 Class present their final projects on Autonomous Mobility to the Community Design Committee.

----- **ADOPTED BY CONSENSUS**

Following the presentation, S. Croil led a workshop on the Committee's initial thoughts regarding Autonomous Mobility and what it may mean for communities and their residents.

Discussion ensued regarding:

- Impact on built environment;
- New demands that may arise from Autonomous Mobility (legislation, infrastructure);
- Impact on private ownership/individual demands;
- Benefits of Autonomous Mobility, such as interconnectivity, heightened efficiency; and
- Economic impacts (potential job loss; business opportunities).

S. Croil requested to the Committee that the topic be returned to for further discussion at a future meeting.

ACTION:	<i>A. Moncrieff to provide summary of workshop findings to S. Croil for future discussion.</i> <i>A. Moncrieff to add a subsequent discussion item on Autonomous Mobility to a future meeting.</i>
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II. Councillor Miyashiro, Chair, Community Design Committee re: City Council's Workplan

Councillor Miyashiro, Chair, Community Design Committee circulated an excerpt from City Council's Work Plan 2019 pertaining to the Community Design Committee. Councillor Miyashiro provided an overview, and the Committee discussed of each of the following deliverables:

- Strategic Goal #3: Liveable Communities
 - 3.1: Community Plan and Vision
 - 3.2: Leading in the Development of Neighbourhoods that are People Centric and Innovative
 - 3.3: Connecting Neighbourhoods through Effective Multi-Modal Systems
- Strategic Goal #4: Compassionate Community
 - 4.1: Enrich our Community through Diversity and Inclusivity
 - 4.2: Safe and Secure Housing for Everyone

D. Hawkins, Director of Infrastructure Services, informed the Committee of a Municipal Development Plan (MDP) Update for the Committee in the upcoming month. Councillor Miyashiro expressed that the Community Design Committee would be a valuable participant in the MDP formulation and as such should play an active role.

ACTION:	<i>A. Moncrieff to add "MDP Update" for the December 10, 2019 Community Design Committee Agenda.</i>
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4. Round Table:

None.

5. Adjourn:

THAT we do now adjourn the Community Design Committee Meeting at 3:58 p.m. until Tuesday, December 10, 2019.

----- **ADOPTED BY CONSENSUS**

6. Next Meeting Date:

December 10, 2019

3:00 PM – 4:30 PM

City Council Boardroom

Minutes of the **Community Design Committee** held on **December 10, 2019** in the **City Council Board Room** at 3:03 P.M. with the following attendance:

PRESENT:	Councillor, Acting Chair	J.A. Coffman
	Councillor, Vice-Chair	B.A. Crowson
	Alberta Association of Architects	A. Fritz
	Association of Professional Engineers and Geoscientists of Alberta / Association of Science & Engineering Technology Professionals of Alberta	T. Loomer
	B.I.L.D. Lethbridge	P. Neufeld
	B.I.L.D. Lethbridge	B. Mearns
	Lethbridge Construction Association	E. Low
OTHERS:	Legislative Services Assistant	A. Moncrieff
	Director of Infrastructure Services	D. Hawkins
ABSENT:	Community Design Committee, Chair	S.R. Miyashiro
	Citizen at Large	K. Brees
	Alberta Professional Planners Institute	S. Croil
	Lethbridge Construction Association	E. Low

1. Adoption of Agenda

B.A. CROWSON:

THAT the agenda be approved **as amended**, with **Item II – Autonomous Mobility Workshop Debrief & Discussion** being postponed to the January meeting.

----- **ADOPTED BY CONSENSUS**

2. Approval of Minutes

B.A. CROWSON:

THAT the minutes of the November 13, 2019 Community Design Committee, be approved **as amended**, with edit to date.

----- **CARRIED**

3. Agenda Items:

- I. **Byron Buzunis, Urban Construction Manager; Shelagh Graham, Community Planner; Genesis Hevia Orio, Community Planner**

B. Buzunis, Urban Construction Manager, and G. Hevia Orio, and S. Graham, Community Planners, provided an overview of updates to the Municipal Development Plan (MDP) for the

Committee's information.

The following was discussed:

- Desire for the MDP to be more measurable as time goes on;
- Relationship of the MDP to other statutory documents, and how other active documents can be applied to/from the MDP;
 - How policy recommendations for the MDP may arise from other lower level documents;
- Shifting from broad/aspirational to more specific deliverables;
 - Practicalities of the MDP, and what it means as a guiding document;
- Changes to the Land Use Bylaw via changes to the MDP;
- How an MDP can achieve certainty but flexibility;
- Neighbourhood densities and best practices for Lethbridge.

It was noted that the Committee will be a valuable group to assist with the MDP.

Links shared with the Committee by S. Graham (pertaining to neighbourhood densities) can be found below:

- <https://www.lethbridge.ca/Doing-Business/Planning-Development/Planning/Documents/SSRP/Efficient%20Land%20Use%20Strategy%20Final.pdf>
 - The *Efficient Land Use Strategy (ELUS)* is a report developed along with 3 additional reports prepared as part of response to the South Saskatchewan Regional Plan (SSRP) (found here: <https://www.lethbridge.ca/Doing-Business/Planning-Development/Planning/Pages/South-Sask-Regional-Plan-About.aspx>). Section 4.3 Neighbourhood Densities begins on p. 88 and includes tables listing each neighbourhood.

4. Round Table:

5. Adjourn:

THAT we do now adjourn the Community Design Committee Meeting at 4:10 p.m. until Tuesday, January 14, 2020.

----- ADJOURNED BY CONSENSUS

6. Next Meeting Dates:

January 14, 2020	3:00 PM – 4:30 PM	City Council Boardroom
February 11, 2020	3:00 PM – 4:30 PM	City Council Boardroom