

 <p>CITY OF <i>Lethbridge</i></p>	<p>Property Services</p> <p>POLICIES</p>	<p>Policy Number</p> <p>2018-14</p>
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DELEGATION OF APPROVAL AUTHORITY: 2- UNIT DWELLINGS

Summary

Title of Document:	Delegation of Approval Authority: 2- Unit Dwellings
Title of Designated Responsible Manager:	Director, Property Services
Original Date Approved:	June 30, 1987
Approved By:	Municipal Planning Commission
Last Revision:	n/a
Next Review Date:	Not Defined

Purpose

The purpose of this Policy is to establish the development approval authority of Development Officers to approve certain two-unit dwellings.


Background

On January 23, 1990 a motion was submitted to Municipal Planning Commission to increase the approval authority of Development Officers for discretionary uses. Prior to this the Municipal Planning Commission had delegated approval authority (as permitted in the Land Use Bylaw 4100) for a variety of discretionary uses, one example being the approval authority for Home Occupations. The purpose of granting approval authority for discretionary uses was identified that it would streamline the approval process without sacrificing the control that the City wishes to exercise over potentially controversial land uses. The Development Officer recommended to MPC that a further delegation of approval authority be granted for certain two- unit dwellings (identified as a discretionary land use in Bylaw 4100). Prior to this the Development Officers were only granted authority to approve additions to existing 2 unit dwellings, however this Policy would allow Development Officers to approve all two-unit dwellings (see Policy section below). The motion was presented to MPC on.... And passed on.....

Supporting Research and Analysis

Highlights from the research conducted in the creation of this policy include:

- Relevant government policy and legislation:
 - Land Use Bylaw 4100 (was superseded in 2011 by Land Use Bylaw 5700)

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Supporting Information (attached)

- **Interdepartmental memo:** identifying the motion put forward by the Development Officer to the Municipal Planning Commission - Appendix 'A'

Policy Statement

This Policy regarding two-unit dwellings states that:

- **The Municipal Planning Commission delegates approval authority to Development Officers for:**
 - **In circumstances where parcels have been subdivided only for the purpose of providing sites for two-unit dwellings, The Development Officer is hereby authorized to approve development permit applications for two-unit dwellings on those parcels, provided that no waivers are required in excess of those which the Development Officer is authorized to grant.**
 - **The Development Officer may decide to not exercise this authority and instead may refer such applications to the Municipal Planning Commission.**

Process

- When the Development Officer receives a development permit application they will review to ensure applications are complete, and that the purpose for subdividing was intended for providing 2- unit dwellings.
- The Development Officer will then follow the procedure for processing a development permit as outlined in Land Use Bylaw 5700.

Related Documents

- June 30, 1987 Municipal Planning Commission minutes
- Land Use Bylaw 4100 (which was superseded by Land Use Bylaw 5700 in 2011)

Responsibility for Policy Implementation

Responsible for Policy Implementation

- Senior Development Officer, Property Services

Responsible for Monitoring of Implementation

- Director, Property Services

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Key Functional Stakeholders

- Planning & Development Department

Key Stakeholders for Policy Development

- Municipal Planning Commission

Definitions

- All land uses in this Policy are defined in Land Use Bylaw 5700

Policy Status

Current Status

In effect

Date Effective

June 30, 1987

Approval Details

Municipal Planning Commission approved the delegation of authority

Endorsement Details

Municipal Planning Commission

Next Review Date

Not Defined

Policy Author

Planning Assistant

Authored date

Sept 12, 2018

Contacts

Director, Property Services

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Policy Location

- File Path:
 - I:\BU\830\DEPARTMENT AREAS\DEVELOPMENT\2. POLICIES & PROCEDURES\b. Approved and formatted PPP's\2018-14 Delegation of Approval Authority _2 Unit Dwellings\Policy Tempest Location:

APPENDIX - 'A'

INTERDEPARTMENTAL MEMORANDUM

FILE: LUB

DATE: January 23, 1990

TO: Chairman and Members of the
Municipal Planning Commission

FROM: Development Officer


SUBJECT: Discretionary Use Policy -
Two - Unit Dwellings

The Land Use By-law allows the Municipal Planning Commission to delegate the authority to the Development Officer to approve discretionary uses. An example of this delegation of authority is the Development Officer's right to approve Home Occupations that comply in all respects with the Land Use By-law. The ability of the Commission to delegate this authority allows for a more streamlined approval process without sacrificing the control that the City wishes to exercise over potentially controversial land uses.

It has come to our attention that another discretionary land use warrants the delegation of approving authority to the Development Officer, and thus the following policy is recommended:

Delegation of Authority to Development Officer to Approve Certain Two Unit Dwellings:

In circumstances where parcels have been subdivided only for the purpose of providing sites for two unit dwellings, the Development Officer is hereby authorized to approve development permit applications for two unit dwellings on those parcels, provided that no waivers are required in excess of those which the Development Officer is authorized to grant. The Development Officer may decide to not exercise this authority and instead may refer such applications to the Municipal Planning Commission.

Moved By: 

Date: 

