

 <p>CITY OF <i>Lethbridge</i></p>	<p>Property Services</p> <p>POLICIES</p>	<p>Policy Number</p> <p>2018-16</p>
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DELEGATION OF APPROVAL AUTHORITY: PREVIOUSLY APPROVED HOME OCCUPATIONS

Summary

Title of Document:	Delegation of Approval Authority: Previously Approved Home Occupations
Title of Designated Responsible Manager:	Director, Property Services
Original Date Approved:	August 7, 1990
Approved By:	Municipal Planning Commission
Last Revision:	n/a
Next Review Date:	Not Defined

Purpose

The purpose of this Policy is to streamline the process of extending the length of validity of a development permit granted by the Municipal Planning Commission.

Background

Prior to this Policy any extensions in the length of validity of a development permit that was granted by MPC required the approval of MPC. However in an effort to save time and cost in the development process, MPC allowed Development Officers to be able to grant such extensions (see 'Policy' section below).

Supporting Research and Analysis

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

- Relevant government policy and legislation:
 - August 7, 1990 minutes from a meeting of the Municipal Planning Commission
 - Land Use Bylaw 4100 (was superseded in 2011 by Land Use Bylaw 5700)

Supporting Information (attached)

- **Home Occupations- Previous Approvals:** scan of a policy listed in former policy book

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Policy Statement

This Policy states:

- **The Municipal Planning Commission delegates the following authority to the Development Officer:**
 - **When previously approved home occupations are brought forward after having been in operation for the temporary period as approved by MPC and after individual letters have been sent to the property owners within a 60m² radius of the property in question with no negative responses; the Development Officers is authorized to approve the home occupation on a permanent basis.**

Related Documents

- August 7, 1990 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- Land Use Bylaw 4100 (which was superseded by Land Use Bylaw 5700 in 2011)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

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

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Current Status

In effect

Date Effective

August 7, 1990

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

Policy Location

- File Path: I:\BU\830\DEPARTMENT AREAS\DEVELOPMENT\2. POLICIES & PROCEDURES\b. Approved and formatted PPP's\2018-16 Delegation of Approval Authority previously approved home occ\policy

APPENDIX - 'A'

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Inspectors, since the amount of the non-resident business license fee charged these type of Home Occupations may lead the applicant to stop proceeding with the Home Occupation application. However, this does not put the onus on Planning Department staff to ask each time if a proposed Home Occupation is non-resident. This information is normally obtained by the License Inspectors when the business license is applied for.

~~HOME OCCUPATIONS - PREVIOUS APPROVALS~~

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Policy Origin: MPC

Date: August 7, 1990

The Municipal Planning Commission hereby delegates the following authority to the Development Officer:

When previously approved home occupations are brought forward after having been in operation for the temporary period as approved by MPC and after individual letters have been sent to the property owners within a 60 m² radius of the property in question with no negative responses; the Development Officer is authorized to approve the home occupation on a permanent basis.

The Development Officer may, at his/her discretion, decide not to exercise this authority granted above and may refer any development permit application to the Municipal Planning Commission.

~~HOME OCCUPATIONS - WOODWORKING, MACHINE SHOP~~

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Policy Origin: City Council

Date: June, 1987

One of the decisions of Council was to exclude woodworking, welding or machine shops from the list of allowable home occupations. While this is not yet enshrined in the Land Use By-law (which will be binding on the Development Officer, Municipal Planning Commission and Development Appeal Board), it does not make sense to approve these type of home occupations simply because the by-law prohibiting them has not yet been passed. Accordingly, if persons are making applications for one of these type of business as a home occupation, please advise them that they will not be able to gain approval, due to a City Council decision to exclude them from the list of allowable home occupations. If the persons persist, please call me or Charlene to the counter to talk to them.

INCINERATORS

Policy Origin: Planning Director

Date: March 11, 1987

Incinerators may require a development permit, since they are structures and