



CITY OF  
*Lethbridge*

Office of the City Clerk

December 21, 2018

**RE: NOTICE OF HEARING - SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

An appeal has been filed on the approval of the Development Officer to construct a secondary suite in the basement of the existing single detached dwelling at 636 16 Street North, Development Permit DEV10830.

When an appeal is filed with the Subdivision and Development Appeal Board (SDAB), all persons who own property within 200 feet or 60 meters of the development are notified of the hearing by way of this letter. In addition, the owner of the property, the applicant of the development permit, the Community Association and the person(s) who filed the appeal will also receive a copy of this letter.

The Subdivision and Development Appeal Board (SDAB) will hold a Public Hearing as follows:

**DATE:** Thursday, January 3, 2019  
**TIME:** 5:00 p.m.  
**LOCATION:** Council Chambers, Main Floor, City Hall  
910 – 4 Avenue South

Persons affected by this development have the right to present a written, verbal and/or visual submission to the Board. When making a presentation, keep in mind that in accordance with the legislation that governs the SDAB, the Board can only consider relevant planning matters when rendering its decision. It is recommended that you limit your presentation to five minutes.

If you wish to submit written material to the Board, it should be delivered to the Secretary of the SDAB, no later than 12:00 noon on the Wednesday prior to the hearing. If you are unable to meet this submission deadline, please bring 12 copies of the materials to the Hearing and it will be distributed at the start of the Hearing. Any written and/or visual material received will be made available to the public.

We will be pleased to answer any questions you may have regarding the appeal and can also provide information or advice on Board procedures and how to make presentations to the Board. Please feel free to contact me at 403 320 3030 if you have any questions.

Yours truly,

Wendy Smith  
Acting Board Secretary,  
Subdivision and Development Appeal Board



CITY OF  
*Lethbridge*

## NOTICE OF A SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING

**DATE:** Thursday, January 3, 2019

**PLACE:** Council Chambers, 1<sup>st</sup> Floor  
City Hall - 910 - 4<sup>th</sup> Avenue South

**TIME:** 5:00 p.m.

### **AGENDA:**

1. CALL TO ORDER

### **PRESENTATIONS:**

- 2.1 5:00 p.m.  
SDAB No. 2018-09  
APPEAL OF DEVELOPMENT PERMIT DEV10830
- Appellants: Westminster Village Committee et al
- Address: 636 16 Street N
- To construct a Secondary Suite in existing dwelling
- Land Use District: R-L (Low Density Residential)**

Dec 17, 2018

9 letters of appeal  
for a heavily rental unit  
area. Many people not  
reachable or away.

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DEC 10 2018

OFFICE OF THE  
CITY CLERK

DEV 10830

10 pages submitted

Westminster Village  
Committee supports  
the appeal of this  
development along  
with the longer term  
residents.

Don Lee Newman  
on behalf of WVC  
403 328-8602

Letters of appeal →

## DEVELOPMENT PERMITS

### LAND USE BYLAW 5700

TAKE NOTICE THAT THE FOLLOWING  
DISCRETIONARY USE APPLICATIONS AND  
APPLICATIONS INVOLVING WAIVERS HAVE BEEN  
APPROVED BY THE DEVELOPMENT OFFICERS.

#### NORTH AVENUES AND STREETS:

636 - 16 Street North, to construct a secondary suite  
(DEV10830). Low Density Residential District.

2027 - 18 Avenue North, a request for a 0.09m (4") eave  
projection into the rear setback to bring the existing  
accessory building into compliance. (DEV10852). Low  
Density Residential District.

707 - 9 Avenue North, a request for a 5.48m (18'0") front  
setback waiver and a 0.17m (7") side setback waiver to  
bring the existing building into compliance. (DEV10857)  
Low Density Residential District.

#3, 3205 - 6 Avenue North, to establish 362.31m<sup>2</sup>  
(3900ft<sup>2</sup>) for the purpose of manufacturing intensive  
(DEV10858). General Industrial District.

1713 - 5A Avenue North, a request for a 0.07m (3") eave  
projection waiver into the side setback for the detached  
garage to bring the existing accessory building into  
compliance. (DEV10861). Low Density Residential  
Westminster District.

#### SOUTH AVENUES AND STREETS:

2009 - 11 Avenue South, to construct a secondary suite  
(DEV10829). Low Density Residential District.

2950 - 32 Street South, to erect two fascia signs and a  
request for a 9.05m<sup>2</sup> (equal to 97.42 ft<sup>2</sup>) waiver of the  
maximum sign area. (DEV10833). Highway Commercial  
District.

312 - 3 Street South, to erect a fascia sign. (DEV10842)  
Downtown Commercial District.

717 - 6 Avenue South, a request to replace the existing  
fascia signs and a request to replace the existing panels in  
the free-standing sign. (DEV10853). Downtown  
Commercial District.

325 - 5 Street South, a request for an exterior building  
alteration or improvement to the existing building  
(DEV10859). Downtown Commercial District.

#### WEST AVENUES AND STREETS:

16 Montrose Way West, to construct a single detached  
dwelling and a request for a 0.51m (8") front setback  
waiver. (DEV10854). Small Parcel Low Density  
Residential District.

169 University Drive West, to construct a temporary  
accessory building with a request for a 26.0m (85'-4") front  
setback waiver. (DEV10851). Future Urban Development  
District.

253 Lasalle Terrace West, a request for a 0.18m (8") side  
setback waiver to bring the existing single detached  
dwelling into compliance. (DEV10866). Comprehensively  
Planned Low Density Residential District.

#### APPEALS:

A LETTER OF APPEAL MAY BE DELIVERED AND / OR  
MAILED TO: SECRETARY OF THE SUBDIVISION AND  
DEVELOPMENT APPEAL BOARD, CITY CLERK'S  
OFFICE, 2ND FL. 910 - 4 AVENUE SOUTH,  
LETHBRIDGE, T1J 0P6, PHONE 403-329-7329 FOR  
RECEIPT NO LATER THAN DECEMBER 17 2018

from: Westminster Village Committee include in  
submission to SPAB board, please.

**Darlene McLean**

*It gets missed somehow, some times.*

**From:** "Darlene McLean" <frivory@telusplanet.net>  
**To:** "Pam Colling" <Pam.Colling@lethbridge.ca>  
**Cc:** <developmentsservices@lethbridge.ca>; "WNA Association" <westmins@telus.net>; "wvc" <wvc@shaw.ca>; <council@lethbridge.ca>  
**Sent:** November 19, 2018 3:11 PM  
**Subject:** Re: 636 - 16 Street North

This lot had for many years just a single family home. Then it was subdivided, which the area residents have no say in. Now it has 2 homes on it. The one that was completed a couple of years ago may or may not have a suite that is legal or illegal in it. Now, the newest residence wants a suite. That is at least 3 dwellings where one once was. That is the typical and very frequent request of this area to continually take on more density. The lot size is typical of say Uplands (for one example) where single family dwellings are. Other areas, that have a density dwelling per hectare far less than Westminster have these types of developments even turned down by the transportation department, ask to see documentation of example. Where they say that an area has reached their dwelling max. The city and council could set a density max for Westminster, like so many newer neighbourhoods have. London Road neighbourhood asked for a moratorium on redevelopment years ago because of similar, continual events. They had the protection of a density bonus system at least. Westminster is not an island or a leper colony. Important factors that flow between different neighbourhoods such as mobility, local economy, social and cultural events and amenities facilitate the city as a whole. Westminster is a part of that whole and as such has every right to be on a more equal footing in all respects to other neighbourhoods. Other neighbourhoods also often get a larger notification area, we have examples of this. These are but a few points as to why Westminster Village Committee does not approve this request.

Darlene McLean, on behalf of WVC.

----- Original Message -----

**From:** Pam Colling  
**To:** Westminster Neighborhood Association; Westminster Village Committee  
**Sent:** Thursday, November 08, 2018 9:15 AM  
**Subject:** 636 - 16 Street North

Good morning,

Attached please find a Notice To Neighbours letter that is being sent out today regarding an application for a new secondary suite at 636 - 16 Street North.

Please provide any comments or concerns to our [developmentsservices@lethbridge.ca](mailto:developmentsservices@lethbridge.ca) mailbox by 4:30 p.m. on November 19<sup>th</sup>.

If you would like to review the application, please feel free to stop in and our staff would be glad to show them to you.

Thanks,

Pam Colling  
Development Officer

*then in  
news paper &  
can appeal  
b2  
Dec 17  
2018*

November 29, 2018

To be very clear, I am opposed to to this development. I currently have 1 place in front of my home  
For guest's and it is often filled with Don' s visitors and contractors. Don is the fellow that is building  
and renovating rentals out back and out front of my property. Please do not allow a 2nd suite or unit at  
636 16 St North.

Respectfully submitted by : Grant K. Colling of 637 16 St. North. 403 327 9109.

Why we were not informed as to the type of development being proposed prior to putting neighbors  
against one another. I am very disappointed with the leadership in this organisation.



NEIGHBOURHOOD ASSOCIATION

IS YOUR

WESTMINSTER VILLAGE

1506-6A Ave NO.

403 380-2172

John John



Dec 7.

NEIGHBOURHOOD ASSOCIATION

IS YOUR

WESTMINSTER VILLAGE

DEC 8 2018 1411- GARVEN  
403 942 3790 BRIAN WINTERS  
ENOUGH 

**NEIGHBOURHOOD ASSOCIATION**

**IS YOUR**

**WESTMINSTER VILLAGE**

DEC 8, 2018 - 1501 6A Ave North.

Kathy Grover

Kathy Grover

403-929-5913

Have to many now.

# NEIGHBOURHOOD ASSOCIATION

IS YOUR

# WESTMINSTER VILLAGE

Joe Sepal 1509 6A Ave 12/08/18

Neighbour hood is great as is! Dont necessarily need any suites rental.



NEIGHBOURHOOD ASSOCIATION

IS YOUR

WESTMINSTER VILLAGE

I will not be able to  
come to meetings as  
I work full time.  
But would like to support  
the resolution (appeal)

  
Surya Acharya  
627-16 St. N  
320-1315

NEIGHBOURHOOD ASSOCIATION

IS YOUR

WESTMINSTER VILLAGE

Robin Garbutt  
621 14 A Street Dec 8  
942-0697

NEIGHBOURHOOD ASSOCIATION

IS YOUR

WESTMINSTER VILLAGE

Dec 8th

Helene Christensen

~~Helene~~

1327 6th Ave North

393-1783

Plenty Already

Dec 16 / 2018

To the Secretary of the Subdivision and Development  
Appeal Board, City Clerk's office

I strongly object to the development of the  
Proposed secondary suite to be located at  
636 - 16 ST No. Lethbrdg. AB. It will in all  
likely hood devalue my property and cause on  
street parking issues.

Signed: 

643 16ST No. LETH. T4H3B4.  
HENRY. LANKHORST.

403 315-3307

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DEC 18 2018

OFFICE OF THE  
CITY CLERK

DEV 10830



CITY OF  
*Lethbridge*

Land Use Bylaw 5700  
**DEVELOPMENT PERMIT**

**PERMIT NO.  
DEV10830**

Address: **636 16 ST N**  
Legal: 0910757;8;35

District: R-L

Applicant: LOCKING, DONALD  
LOCKING, SHARI  
Address: 632 16 ST N LETHBRIDGE AB T1H 3B2

Phone: 587-425-0454  
Phone: 587-425-0454

**Development Proposed** To construct a secondary suite in the basement of the existing single detached dwelling. The three required off-street parking stalls will be provided.

**District** R-L LOW DENSITY RESIDENTIAL

**Land Use** SECONDARY SUITE, NEW - DISCRETIONARY

**CONDITIONS OF APPROVAL**

1. The secondary suite is approved and shall be developed in accordance with the plans submitted November 7, 2018. Any change to these plans requires the approval of the Development Officer.
2. A minimum of three off-street parking stalls (2 for the single detached dwelling and 1 for the secondary suite) shall be provided and maintained at all times.

**Decision Date**

Nov 20, 2018

**Valid Date**

Dec 18, 2018

**Development Commencement**

Provided this decision is not appealed, development shall commence:

- on or after the valid date, and
- within one year of the valid date.

Development may commence before the valid date only if the applicant has signed the "Voluntary Waiver of Claims" and is in receipt of this signed permit.

**Development Authority**

PAM COLLING, DEVELOPMENT OFFICER

**STATUTORY PLANS**

The SSRP and applicable municipal statutory plans were considered in rendering this decision.

**APPEALS**

The applicant has the right to appeal this decision to the Subdivision and Development Appeal Board. An appeal shall contain a statement of the grounds of appeal and shall be delivered either personally or by Registered Mail so as to reach the Secretary of the Subdivision and Development Appeal Board not later than twenty-one (21) days after the decision date indicated on the Development Permit or 'Development Permit Application - Refused' letter.

**FOIP**

The personal information provided as part of this permit is collected under the Alberta Municipal Government Act and in accordance with section 33(c) of the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, Land Use By-law 5700 compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request and may be revealed in public appeal processes.

If you have questions about the collection or use of the personal information provided, please contact Information Management at 910 4 Ave S Lethbridge, AB, T1J 0P6 or phone at (403) 329-7329, or email [developmentsservices@lethbridge.ca](mailto:developmentsservices@lethbridge.ca).

Permit No. **DEV10830**

**City of Lethbridge**

**Planning and  
Development  
Services**

910 - 4<sup>th</sup> Avenue South  
Lethbridge, AB  
T1J 0P6

General #: 403-320-3920  
Inspection #: 403-320-3830  
Fax #: 403-327-6571

**Development Permit Application**

LAND USE BYLAW 5700 - FORM A

BP 023031

DEV 10830

**Project Address:**

Unit / Bay # 636 Civic Address 16 ST NW

Date: NOV 7 / 2018 Access Code: \_\_\_\_\_

**Property Owner**

Applicant

Name: DOM LOCKING Paid

Address: 632 - 16 ST NW

LETH AB T1H 3B2

Phone: 587 425 0454 Fax: \_\_\_\_\_

Signature: D Locking

**Land Owner Consent**

The owner of this property knows the full details of the proposed development and knows I am making this development application.

Yes  No

**Applicant**

Applicant

Name: DOM LOCKING Paid

Address: 632 - 16 ST NW

LETH AB T1H 3B2

Phone: 587 425 0454 Fax: \_\_\_\_\_

Signature: D Locking

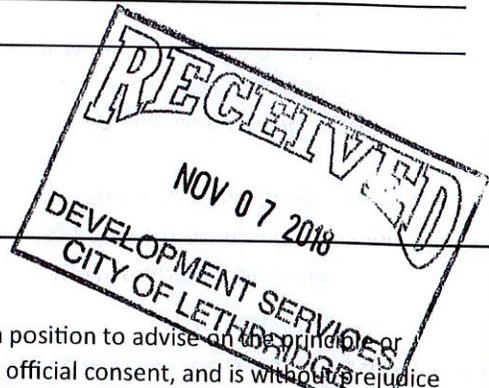
Email: d.locking@skau.ca

\*\* Providing an email address means you consent to receive all documents via this address. Please ensure accuracy \*\*

B/L #: \_\_\_\_\_

**Details of Proposed Development**

To develop basement as secondary suite.



**Be Advised**

Although the Development Officers of the City of Lethbridge are in a position to advise on the principles or details of proposals, such advice must not be taken in any way as an official consent, and is without prejudice to the decision in connection with the formal application. It must be clearly understood that the applicant shall not proceed with the development based on comments made by the Development Officers prior to the issuing of a development permit.

**Confirmation**

The information I have provided herein and herewith is true, and to the best of my knowledge and abilities, accurate and complete.

Signature: D Locking

Date: NOV 7 / 18

Version Date: December 27, 2017

**City of Lethbridge**

**Planning and  
Development  
Services**

910 - 4<sup>th</sup> Avenue South  
Lethbridge, AB  
T1J 0P6

General #: 403-320-3920  
Inspection #: 403-320-3830  
Fax #: 403-327-6571

**Voluntary Waiver of Claims**

DEVELOPMENT COMMENCEMENT - FORM A.1

LUB 5700, Section 5.10.1

BP 023031

DEV 10830

Project Address:

Unit/Bay # \_\_\_\_\_

Civic Address

636.10 ST. N.

Date:

Nov. 7/18

Access Code: \_\_\_\_\_

**"VOLUNTARY WAIVER OF CLAIMS" (Optional)**

*For Development Approvals of Discretionary Uses and/or Approvals granting a waiver of development standards*

This "Voluntary Waiver of Claims" allows you to commence your development in advance of the date of validity on your Development Permit. The permit's valid date is the date at which the appeal period for the public has expired.

By agreeing to this "Voluntary Waiver of Claims" you agree that should an appeal be made you will immediately cease the development pending the outcome of the appeal and will waive all claims to compensation from the City of Lethbridge for costs associated with that cessation and/or costs resulting from the outcome of the appeal.

Agreement to this "Voluntary Waiver of Claims" does not nullify your own right to an appeal. You may appeal any condition of approval on the Development Permit to the Subdivision and Development Appeal Board by the date identified on your permit.

Agreement to this "Voluntary Waiver of Claims" and possession of the released Development Permit does not eliminate the need for a Business License, Building Permit or other permits. Do not commence development without first obtaining all the necessary permits.

I HAVE READ, UNDERSTOOD, AND AGREE TO THIS "VOLUNTARY WAIVER OF CLAIMS"

Name (Please Print)

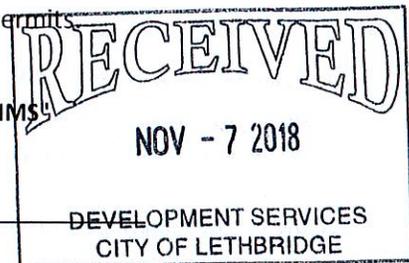
DCM LOCKING

Signature:

D. Locking

Date:

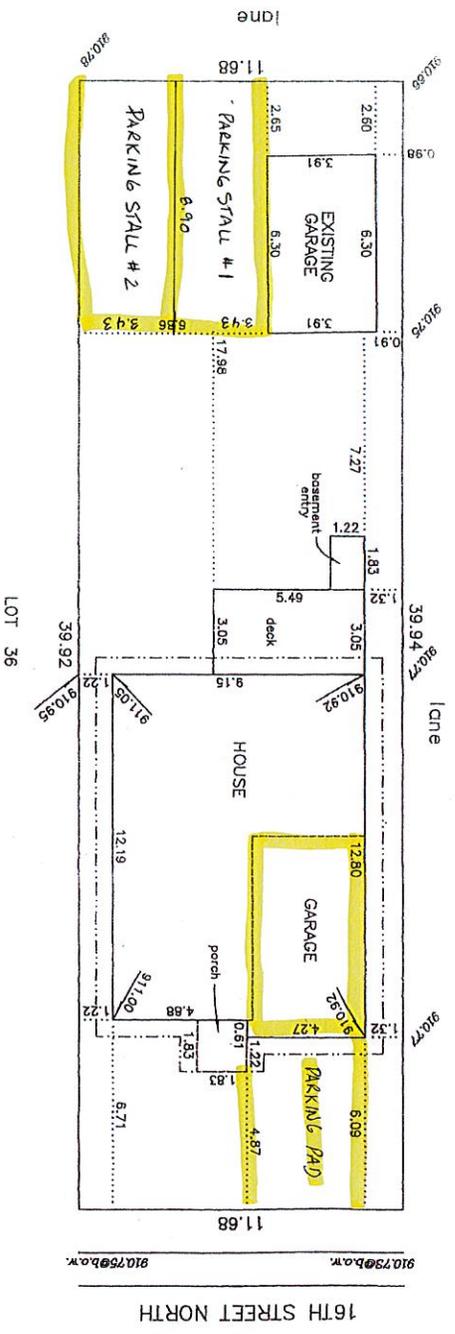
NOV 7/2018



Version Date: December 28, 2017

Any personal information collected on this form is collected in accordance with Sections 683, 685 and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection, use or disclosure of the personal information provided, please contact Information Management at 910 4 Ave S, Lethbridge, AB, T1J 0P6 or phone at (403) 320-7329.

**PLOT PLAN  
OF  
LOT 35, BLOCK 8, PLAN 091 0757**  
DON LOCKING  
636 -- 16TH STREET NORTH



Distance are in metres and decimals thereof  
 Lot Area: 467.7 sq.meter 5034.8 sq.feet  
 Building Area: 161.1 sq.meter 1734.1 sq.feet  
 Sanitary Sewer Invert to be verified by contractor prior to construction

Drawn: OS  
 Checked: TOP  
 Date: August 2, 2018  
 Scale: 1 : 200 (metric)  
 File: J6986

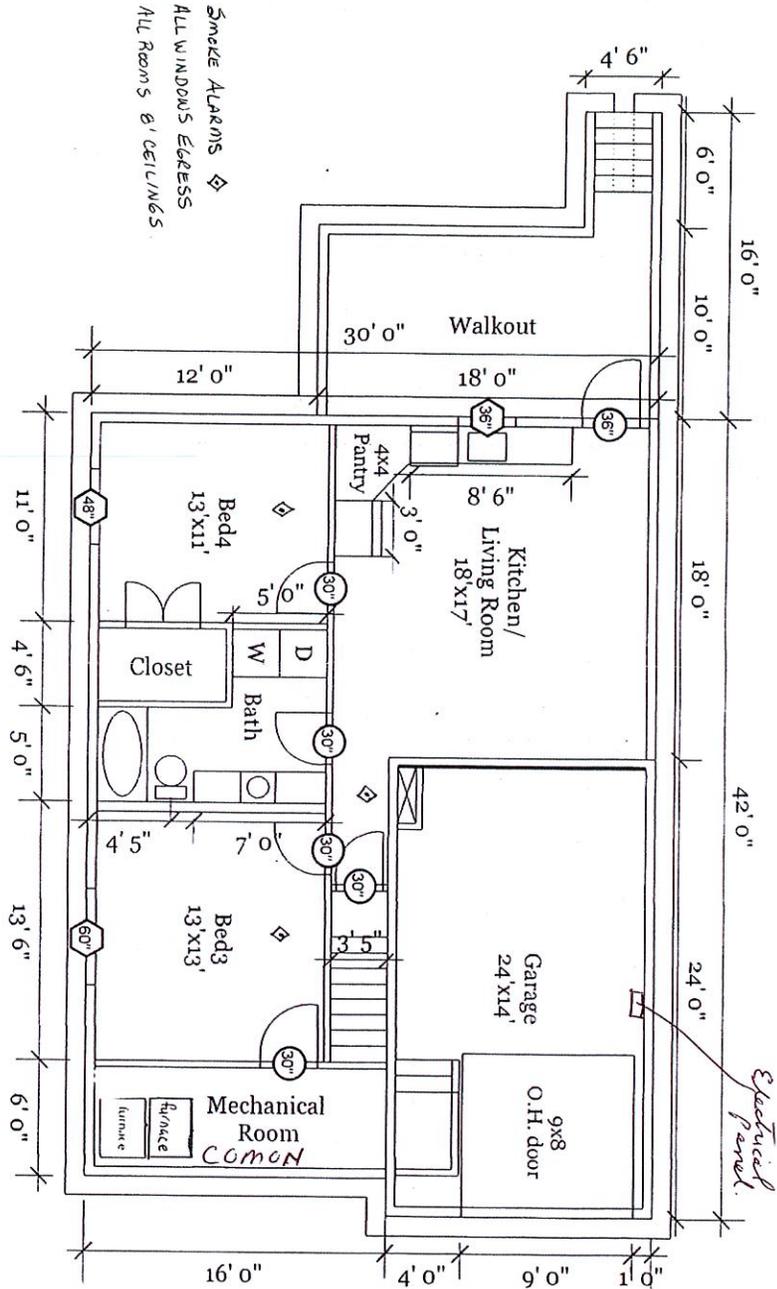
Brown Okamura & associates Ltd.  
 P.O. BOX 655 - 514 Storrard Drive N., Lethbridge, Alberta T1J 3Z4

**RECEIVED**  
 NOV 07 2018  
 DEVELOPMENT SERVICES  
 CITY OF LETHBRIDGE

CITY OF Lethbridge  
**APPROVED AS PER**  
 LAND USE BYLAW 5780  
 NOV 20 2018

PERMIT #: DEV10830  
 SIGNATURE: *Rolling*

Future Basement Development



Smoke Alarms  $\diamond$   
 ALL WINDOWS EDGELESS  
 ALL ROOMS 8' CEILING/6.5

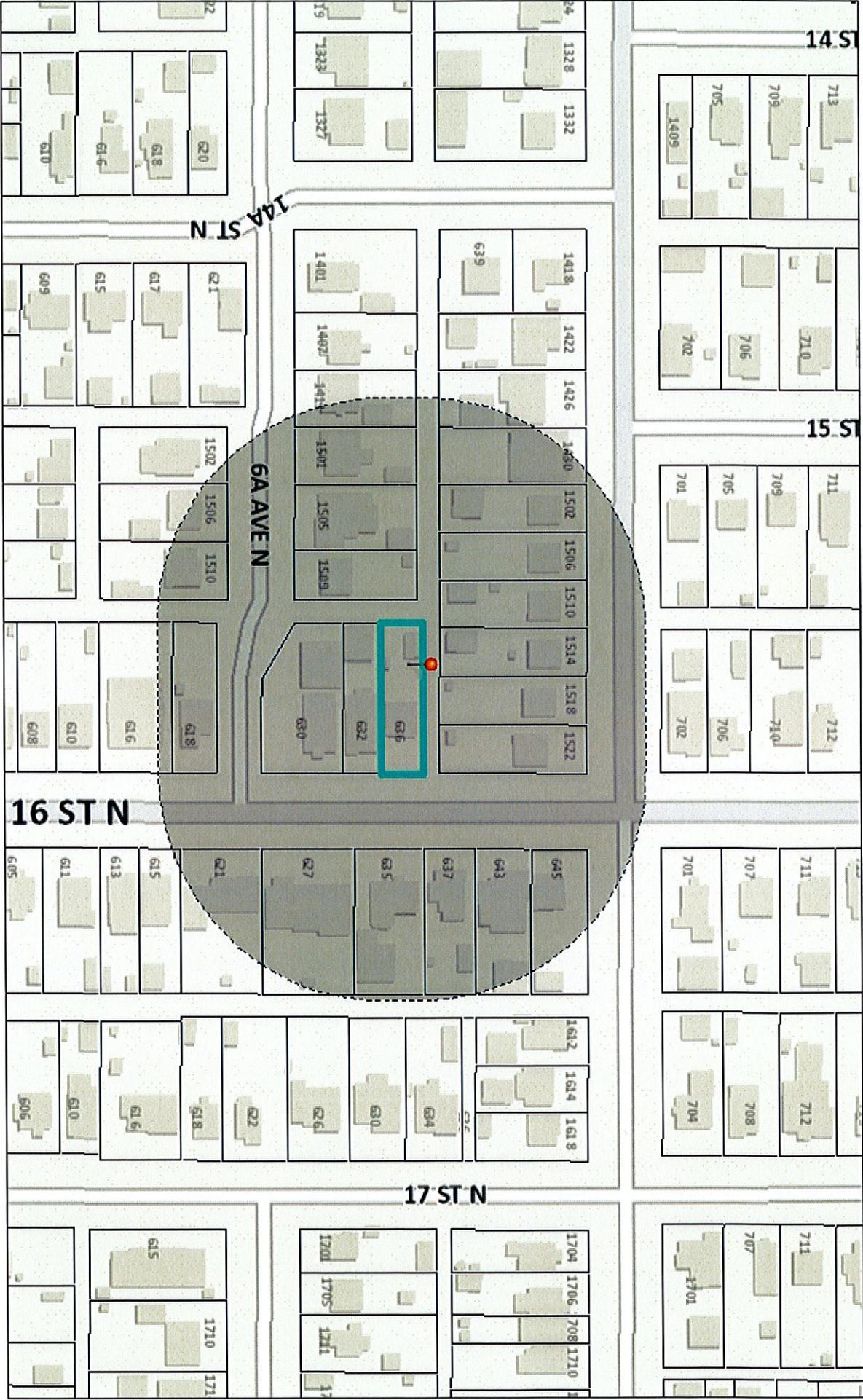
082 1651 N  
 BRD23031  
 DV10530



CITY OF *Small logo*  
**APPROVED AS PER**  
 LAND USE BYLAW 5730  
 NOV 20 2018  
 PERMIT #: **DEV10830**  
 SIGNATURE: *R. Poole*



# Parcel Locator WebMAP



Parcels

December 12, 2018



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, Geobase, IGN, Kadaster NL, Ordnance Survey, Esri