

REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

**HEARING FOR APPEAL OF STOP ORDER 5231 52
Street, Lacombe, Alberta, legally described as Lot
15 & 16, Block 19, Plan 4500R**

MUNICIPALITY: City of Lacombe

DATE: December 18th, 2023

TIME: 5:00 PM

PLACE: 5432 56 Ave, Lacombe, AB T4L 1E9

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REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Hearing for Appeal of STOP ORDER at 5231 52 Street, Lacombe, Alberta, legally
described as Lot 15 & 16, Block 19, Plan 4500R

AGENDA

- | | |
|--|--------------------------|
| 1. Call to Order | Chair |
| 2. Agenda Approval | Chair |
| 3. Introduction of Appeal Topic and Panel Members and Staff | Chair |
| 4. Introduction of Appellants, Applicant and Development Authority | Chair |
| 5. Call for and Introduction of Other Parties wishing to Speak/Present | Chair |
| 6. Overview of Hearing Procedure | Chair |
| 7. Call for Objections to Panel Members | Chair |
| 8. Appeal Statements and Notice Given | Clerk |
| 9. Development Authority Submission and Presentation | Development Authority |
| 10. Questions of the Development Authority | Chair |
| a. From Panel Members | |
| b. From Appellant | |
| c. From Other Parties who requested to speak/present | |
| 11. Appellant Submission and Presentation | Appellant |
| 12. Questions of the Appellant | Chair |
| a. From Panel Members | |
| b. From Development Authority | |
| c. From Other Parties who requested to speak/present | |
| 13. Submissions and Presentations from Other Parties (If Any) | Other Parties (in order) |

- | | |
|---|-------|
| 14. Questions of the Other Parties (If Any) | Chair |
| a. From Panel Members | |
| b. From Development Authority | |
| c. From Appellant | |
| d. From Other Parties who requested to speak/present | |
|
15. Final Questions from Panel Members | Chair |
|
16. Summary and Rebuttal Statements | Chair |
| a. From Development Authority | |
| b. From Appellant | |
| c. From Other Parties who requested to speak/present | |
|
17. Chair's Closing Comments | Chair |
|
18. Deliberations of Panel Members (Private) | |
|
19. Adjournment of Hearing | |



STOP ORDER

Date of Issue

November 6th, 2023

Person(s) upon whom the
Order is being issued
(Landowner)

Kelly Chaun Brown
-and-
Shaminey Shelley Brown

-and-

Person(s) upon whom the Order
is being issued (Occupant)

Occupant

Address of Person(s)
upon whom the Order is being
issued (Landowner)

5231-52 St
Lacombe, AB
T4L 1H8

Authority under which the
Order is being issued

Section 645 of the Municipal Government Act, R.S.A. 2000, c.M-26,
as amended (Copy attached).

Section 616 of the Municipal Government Act, R.S.A. 2000, c.M-26,
as amended (Copy attached).

What is being contravened

1. Architectural Controls of the Downtown Area Redevelopment Plan

Section 14.4.11 e) of the Land Use Bylaw 400 (LUB) states the
following:

e) Building Façade/Building Materials

i. All exposed building facades shall be architecturally treated to
create a unified building exterior

ii. All building facades shall use high quality, compatible and
harmonious exterior finishing materials.

- Wood, metals and plastics shall be deemed acceptable as trim
materials for window and door frames, cornices, and awnings
or canopies. Façade trim work, including window and door
frames, cornices, pilasters, awnings, canopies, and other
elements may be any color with the exception of luminescent,
fluorescent or metallic colours.
- Trim work around windows should be delineated through
wider framing or different colours from the principal building.

2. Development without the benefit of a Development Permit

Section 4.11 states the following: Development Permits are required to ensure that all development in the City of Lacombe is undertaken in an orderly manner in accordance with the Land Use Bylaw and the Municipal Government Act. Except as outlined in Section 4.3 and clause 4.10.2, no development shall commence within the City of Lacombe unless a Development Permit has first been issued pursuant to this Bylaw.

According to Section 616(b) of the *Municipal Government Act*, R.S.A. 2000, c.M- 26 (“MGA”), “development” means:

- (i) an excavation or stockpile and the creation of either of them,
- (ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,
- (iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
- (iv) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change to the intensity of use of the land or building;

According to Section 616 of the MGA “development permit” means:

“a document that is issued under a land use bylaw and authorizes a development.”

3. Illegal Signage

Section 7.4.1 f) of the Land Use Bylaw 400 states that “the following types of signs are prohibited in all districts: billboards, except those existing at the date of passage of this Bylaw”.

The Land Use Bylaw defines “Billboard” as an off-premise sign that may be erected on selected sites as provided for by this Bylaw.

It has come to the attention of the Development Authority that a billboard sign has been erected on the façade of an existing detached dwelling at 5231 52nd Street, Lacombe, Alberta, legally described as:

Plan 4500R

Block 19

Lots 15 and 16

EXCEPTING THEREOUT ALL MINES AND MINERALS
(the “Lands”).

By failing to meet the requirements of the Land Use Bylaw 400, the above-noted Development is in contravention of *The City of Lacombe Land Use Bylaw*.

ON RECEIPT OF THIS ORDER YOU ARE REQUIRED TO DO THE FOLLOWING:

- 1. Remove the sign within 30 days of receipt of this STOP ORDER.**

The STOP ORDER was issued on November 7, 2023. Therefore the sign must be removed no later than **December 7, 2023.**

If you fail to comply with this order, or any part thereof, including the continued non-completion of the development in breach of this order, the City may exercise the following remedies:


1. Request quotes to complete the required action, appoint and hire an operator to enter onto the Lands to perform the work needed to complete the required action, and add the cost of all work needed to complete the required action to the tax roll for the Lands pursuant to the sections 646 and 553(1)(h.1) of the MGA;
2. Apply to a court for an injunction to force you to obey the terms of this Order. If that action becomes necessary, the City will also ask the court to order that you pay the legal costs of that action, which could be substantial.
3. The City may also register a caveat under the *Land Titles Act* against the certificate of title for the land until such time as the Stop Order has been complied with.

Municipal address and legal description of the property upon which the thing, process or activity which is the subject matter of the Order is located

**5231 52 Street
Lacombe, AB
T4L 1H8**

**Legal:
Plan 4500R
Block 19
Lots 15 and 16**

Identification of Development Officer


Nancy Hackett, RPP, MCIP
Manager of Planning and Development

Procedure to commence an appeal of the Order

You have the right to appeal this Order to the Subdivision and Development Appeal Board by filing a notice of appeal within 21 days of the date you receive the Order, in accordance with section 685 and pursuant to section 686 of the *Municipal Government Act*. The appeal must be received in writing, no later than **November 27, 2023**.

The appeal must be in writing, appeals must be directed to:

Regional Intermunicipal Subdivision and Development Appeal Board
Attn: Secretary to the RISDAB
c/o Parkland Community Planning Services
Unit B, 4730 Ross Street
Red Deer, AB T4N 1X2
P: (403) 343-3394

Notice of Offence

Non-compliance with the terms of this Order is an offence under The City of Lacombe Land Use Bylaw #400 and the *Municipal Government Act*.

(3) The *Aeronautics Act Agreements (City of Medicine Hat and Cypress County) Regulation* (AR 33/2014) is deemed to have been made under this section.

2015 c8 s60

Part 17

Planning and Development

Definitions

616 In this Part,

- (a) “adjacent land” means land that is contiguous to a parcel of land that is being subdivided or redesignated and includes
 - (i) land that would be contiguous if not for a highway, road, river or stream, and
 - (ii) any other land identified in a land use bylaw as adjacent land for the purpose of notification under sections 653, 679, 680 and 692;
- (a.01) “agricultural operation” means an agricultural operation as defined in the *Agricultural Operation Practices Act*;
- (a.1) “building” includes anything constructed or placed on, in, over or under land, but does not include a highway or road or a bridge that forms part of a highway or road;
- (a.1.1) “community recreation facilities” means indoor municipal facilities used primarily by members of the public to participate in recreational activities conducted at the facilities;
- (a.2) “community services reserve” means the land designated as community services reserve under Division 9;
- (a.3) “conservation reserve” means the land designated as conservation reserve under Division 8;
- (b) “development” means
 - (i) an excavation or stockpile and the creation of either of them,
 - (ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,

- (iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
- (iv) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;
- (c) “development authority” means a development authority established pursuant to Division 3;
- (d) “development permit” means a document that is issued under a land use bylaw and authorizes a development;
- (e) “environmental reserve” means the land designated as environmental reserve under Division 8;
- (f) “environmental reserve easement” means an easement created under Division 8;
- (g) “former Act” means the *Planning Act*, RSA 1980 cP-9, *The Planning Act*, 1977, SA 1977 c89, *The Planning Act*, RSA 1970 c276 or *The Planning Act*, SA 1963 c43;
- (h) “highway” means a provincial highway under the *Highways Development and Protection Act*;
- (i) “instrument” means a plan of subdivision and an instrument as defined in the *Land Titles Act*;
- (j) “intermunicipal service agency” means an intermunicipal service agency established under Division 3;
- (j.1) “joint use and planning agreement” means an agreement under section 670.1;
- (k) “land use bylaw” means a bylaw made under Division 5 and a bylaw made under section 27 of the *Historical Resources Act*;
- (l) “land use policies” means the policies referred to in section 618.4;
- (m) “lot” means
 - (i) a quarter section,
 - (ii) a river lot shown on an official plan, as defined in the *Surveys Act*, that is filed or lodged in a land titles office,

- (iii) a settlement lot shown on an official plan, as defined in the *Surveys Act*, that is filed or lodged in a land titles office,
- (iv) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in the certificate of title other than by reference to a legal subdivision, or
- (v) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in a certificate of title by reference to a plan of subdivision;
- (m.1) “mediation” means a process involving a neutral person as a mediator who assists the parties to a matter that may be appealed under this Part and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;
- (n) “municipal planning commission” means a municipal planning commission established under Division 3;
- (o) “municipal reserve” means the land designated as municipal reserve under Division 8;
- (p) “municipal and school reserve” means the land designated as municipal and school reserve under Division 8;
- (q) “non-conforming building” means a building
 - (i) that is lawfully constructed or lawfully under construction at the date a land use bylaw affecting the building or the land on which the building is situated becomes effective, and
 - (ii) that on the date the land use bylaw becomes effective does not, or when constructed will not, comply with the land use bylaw;
- (r) “non-conforming use” means a lawful specific use
 - (i) being made of land or a building or intended to be made of a building lawfully under construction at the date a land use bylaw affecting the land or building becomes effective, and

- (ii) that on the date the land use bylaw becomes effective does not, or in the case of a building under construction will not, comply with the land use bylaw;
- (r.1) “non-profit”, in respect of a day care, senior citizens or special needs facility, means that the facility is owned or operated by a corporation or other entity established under a law of Canada or Alberta for a purpose other than to make a profit;
- (r.2) “off-site levy” means a levy referred to in subsection 648(1.1)(a);
- (s) “parcel of land” means the aggregate of the one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office;
- (t) “*Planning Act*” means the *Planning Act*, RSA 1980 cP-9;
- (u) “plan of subdivision” means a plan of survey prepared in accordance with the *Land Titles Act* for the purpose of effecting a subdivision;
- (v) “public utility” means a system or works used to provide one or more of the following for public consumption, benefit, convenience or use:
 - (i) water or steam;
 - (ii) sewage disposal;
 - (iii) public transportation operated by or on behalf of the municipality;
 - (iv) irrigation;
 - (v) drainage;
 - (vi) fuel;
 - (vii) electric power;
 - (viii) heat;
 - (ix) waste management;
 - (x) telecommunications;

and includes the thing that is provided for public consumption, benefit, convenience or use;

- (w) “public utility lot” means land required to be given under Division 8 for public utilities;
- (x) “redevelopment area” means an area of land that is the subject of an area redevelopment plan;
- (y) “Registrar” means Registrar as defined in the *Land Titles Act*;
- (z) “reserve land” means environmental reserve, conservation reserve, municipal reserve, community services reserve, school reserve or municipal and school reserve;
- (aa) “road” means road as defined in section 1(1), but does not include highway as defined in this Part;
- (bb) “school board” means the board of trustees of a school division;
- (cc) “school reserve” means the land designated as school reserve under Division 8;
- (dd) “statutory plan” means an intermunicipal development plan, a municipal development plan, an area structure plan and an area redevelopment plan adopted by a municipality under Division 4;
- (ee) “subdivision” means the division of a parcel of land by an instrument and “subdivide” has a corresponding meaning;
- (ff) “subdivision authority” means a subdivision authority established under Division 3;
- (gg) “subdivision and development appeal board” means a subdivision and development appeal board established under Division 3;
- (hh) “subdivision and development regulations” mean regulations made under section 694(1).

RSA 2000 cM-26 s616;RSA 2000 c21(Supp) s3;2004 cH-8.5 s69;
2008 c37 s4;2012 cE-0.3 s279;2016 c24 s91;2019 c22 s10;
2020 c39 s10(3)

Purpose of this Part

617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted

Stop order

645(1) Despite section 545, if a development authority finds that a development, land use or use of a building is not in accordance with

- (a) this Part or a land use bylaw or regulations under this Part, or
- (b) a development permit or subdivision approval,

the development authority may act under subsection (2).

(2) If subsection (1) applies, the development authority may, by written notice, order the owner, the person in possession of the land or building or the person responsible for the contravention, or any or all of them, to

- (a) stop the development or use of the land or building in whole or in part as directed by the notice,
- (b) demolish, remove or replace the development, or
- (c) carry out any other actions required by the notice so that the development or use of the land or building complies with this Part, the land use bylaw or regulations under this Part, a development permit or a subdivision approval,

within the time set out in the notice.

(2.1) A notice referred to in subsection (2) must specify the date on which the order was made, must contain any other information required by the regulations and must be given or sent to the person or persons referred to in subsection (2) on the same day the decision is made.

(3) A person who receives a notice referred to in subsection (2) may appeal to the subdivision and development appeal board in accordance with section 685.

RSA 2000 cM-26 s645;2017 c13 s1(59)

Enforcement of stop order

646(1) If a person fails or refuses to comply with an order directed to the person under section 645 or an order of a subdivision and development appeal board under section 687, the municipality may, in accordance with section 542, enter on the land or building and take any action necessary to carry out the order.

(2) A municipality may register a caveat under the *Land Titles Act* in respect of an order referred to in subsection (1) against the certificate of title for the land that is the subject of the order.

Subdivision and Development Appeal Board December 18th, 2023

Subject Site: 5231 52 Street (Lots 15 & 16, Block 19,
Plan 4500R)

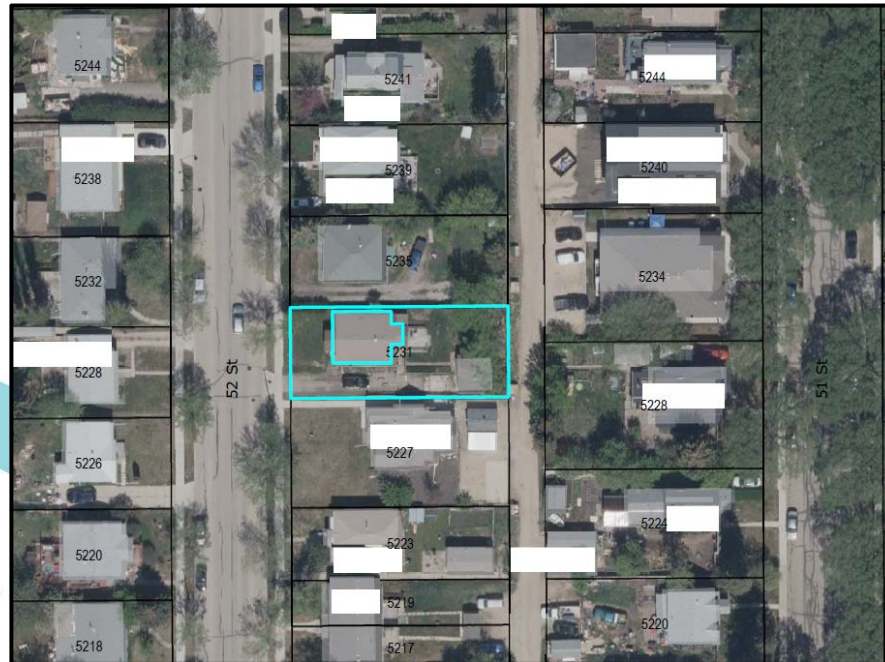
Stop Order: Illegal Billboard Sign



Report Summary

On November 6th, 2023, the City of Lacombe's Development Authority issued a STOP ORDER under Sections 645 and 615 of the Municipal Government Act (MGA) to the Landowner and Occupant of 5231 – 52 Street. The STOP ORDER was issued for the following reasons:

1. Architectural Controls of the Downtown Area Redevelopment Plan are being contravened.
2. Development occurred without the benefit of a Development Permit. The billboard sign erected is not in accordance with the Land Use Bylaw #400.



Analysis

The subject property is zoned R4 (Residential Mixed) District and is located within the Medium Density Transition District of the Downtown Area Redevelopment Plan (DARP). The property shall adhere to the regulations set out within the Land Use Bylaw #400.

The Land Use Bylaw #40 (LUB) Section 14.4.1 e) states the following:

e) Building Façade / Building Materials

- i. All exposed building facades shall be architecturally treated to create a unified building exterior.
- ii. All building facades shall use high quality, compatible and harmonious exterior finishing materials.
 - Wood, metals, and plastics shall be deemed acceptable as trim materials for window and door frames, cornices, and awnings or canopies.
 - Façade, trim work, including window and door frames, cornices, pilasters, awnings, canopies and other elements may be any colour, with the exception of luminescent, fluorescent or metallic colours.
 - Trim work around windows shall be delineated through wider framing or different colours from the principal dwelling.

Analysis

It is the Development Authority's interpretation that the sign is not "architecturally treated to create a unified building exterior" and does not use "high quality, compatible and harmonious exterior finishing materials".

Section 14.4.1 further states that "the regulations of the Downtown Area Redevelopment Plan Architectural Guidelines Overlay shall apply in addition to the regulations of the underlying districts and other provisions of the Land Use Bylaw. Where extensive exterior renovations occur that typically would not require a Development Permit, a Development Permit may be required to ensure compatibility with this overlay".

It is the Development Authority's interpretation that the sign is considered extensive exterior renovations and would require a Development Permit to ensure compatibility with the DARP overlay.

Analysis

The Development Authority deemed the sign a Billboard, which “means an off-premise sign that may be erected on selected sites as provided for by this Bylaw”. Section 7.4 Prohibited Signs further states, “the following types of signs are prohibited in all districts: f) billboards, except those existing at the date of passage of this Bylaw”. Land Use Bylaw #400 was adopted October 24, 2016.

Planning and Development staff reviewed all sign types. Including consideration of whether Lacombe could interpret the sign as being a temporary sign, which is defined as “a sign that is not permanently affixed to a building, or other irremovable structure, or to the ground”.

Section 7, Signs, of the Land Use Bylaw regulates the development of signs within the City of Lacombe. Section 7.1 of the Land Use Bylaw states that “This part of the Land Use Bylaw provides planning regulation for all signs including but not limited to the type, location, number, size, design and character of signs in relation to their surroundings with the intent to a) balance the need for signs with safety and aesthetics, b) provide adequate and flexible means of identification and communication for enterprise; and c) minimize the potential adverse effects of signs on private and public property”.

Analysis

Section 7.7.2 of the Land Use Bylaw states that “Class 1 signs do not require a Development Permit subject to the regulations found within Part 7 and this bylaw being satisfied and include: p) temporary sign (4.65 m² maximum)”. The sign is approximately 7.43 m², therefore, if the Board does believe that it meets the definition of a temporary sign, a Development Permit would be required. It is most likely that a Development Permit would not be granted by the Development Authority as the sign does not meet the intent of the DARP overlay.

Section 7.7.6 b) states “Prohibited Signs are not allowed in any District: billboard signs”.

Section 7.8.1 a) states “The rules and regulations for all permanent signs are based on the type of sign and the Land Use District that the site is located within and shall conform to the following: a) in the opinion of the Development Authority, a sign should not conflict with the general character of the surrounding streetscape, the architecture of nearby buildings, or be liable to create a cluttered appearance to the streetscape; i) all signs shall be subject to any applicable Overlay District requirements contained within Part 14”.

Analysis

Overall, it is the Development Authority's interpretation that the sign was erected without the benefit of a Development Permit under Sections 4.1.1, 14.4.1, 14.4.11, 7.4, 7.7.2, 7.7.6 b), 7.8.1 a) and Section 7.8.1 i) of the Land Use Bylaw #400.



Recommendation

Administration recommends that the Board uphold the STOP ORDER and allow the Occupant 30 days to remove the sign and comply with the STOP ORDER.

(3) The *Aeronautics Act Agreements (City of Medicine Hat and Cypress County) Regulation* (AR 33/2014) is deemed to have been made under this section.

2015 c8 s60

Part 17

Planning and Development

Definitions

616 In this Part,

- (a) “adjacent land” means land that is contiguous to a parcel of land that is being subdivided or redesignated and includes
 - (i) land that would be contiguous if not for a highway, road, river or stream, and
 - (ii) any other land identified in a land use bylaw as adjacent land for the purpose of notification under sections 653, 679, 680 and 692;
- (a.01) “agricultural operation” means an agricultural operation as defined in the *Agricultural Operation Practices Act*;
- (a.1) “building” includes anything constructed or placed on, in, over or under land, but does not include a highway or road or a bridge that forms part of a highway or road;
- (a.11) “community recreation facilities” means indoor municipal facilities used primarily by members of the public to participate in recreational activities conducted at the facilities;
- (a.2) “community services reserve” means the land designated as community services reserve under Division 9;
- (a.3) “conservation reserve” means the land designated as conservation reserve under Division 8;
- (b) “development” means
 - (i) an excavation or stockpile and the creation of either of them,
 - (ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,

- (iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
- (iv) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;
- (c) “development authority” means a development authority established pursuant to Division 3;
- (d) “development permit” means a document that is issued under a land use bylaw and authorizes a development;
- (e) “environmental reserve” means the land designated as environmental reserve under Division 8;
- (f) “environmental reserve easement” means an easement created under Division 8;
- (g) “former Act” means the *Planning Act*, RSA 1980 cP-9, *The Planning Act, 1977*, SA 1977 c89, *The Planning Act*, RSA 1970 c276 or *The Planning Act*, SA 1963 c43;
- (h) “highway” means a provincial highway under the *Highways Development and Protection Act*;
- (i) “instrument” means a plan of subdivision and an instrument as defined in the *Land Titles Act*;
- (j) “intermunicipal service agency” means an intermunicipal service agency established under Division 3;
- (j.1) “joint use and planning agreement” means an agreement under section 670.1;
- (k) “land use bylaw” means a bylaw made under Division 5 and a bylaw made under section 27 of the *Historical Resources Act*;
- (l) “land use policies” means the policies referred to in section 618.4;
- (m) “lot” means
 - (i) a quarter section,
 - (ii) a river lot shown on an official plan, as defined in the *Surveys Act*, that is filed or lodged in a land titles office,

- (iii) a settlement lot shown on an official plan, as defined in the *Surveys Act*, that is filed or lodged in a land titles office,
 - (iv) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in the certificate of title other than by reference to a legal subdivision, or
 - (v) a part of a parcel of land described in a certificate of title if the boundaries of the part are described in a certificate of title by reference to a plan of subdivision;
- (m.1) “mediation” means a process involving a neutral person as a mediator who assists the parties to a matter that may be appealed under this Part and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;
- (n) “municipal planning commission” means a municipal planning commission established under Division 3;
- (o) “municipal reserve” means the land designated as municipal reserve under Division 8;
- (p) “municipal and school reserve” means the land designated as municipal and school reserve under Division 8;
- (q) “non-conforming building” means a building
- (i) that is lawfully constructed or lawfully under construction at the date a land use bylaw affecting the building or the land on which the building is situated becomes effective, and
 - (ii) that on the date the land use bylaw becomes effective does not, or when constructed will not, comply with the land use bylaw;
- (r) “non-conforming use” means a lawful specific use
- (i) being made of land or a building or intended to be made of a building lawfully under construction at the date a land use bylaw affecting the land or building becomes effective, and

- (ii) that on the date the land use bylaw becomes effective does not, or in the case of a building under construction will not, comply with the land use bylaw;
- (r.1) “non-profit”, in respect of a day care, senior citizens or special needs facility, means that the facility is owned or operated by a corporation or other entity established under a law of Canada or Alberta for a purpose other than to make a profit;
- (r.2) “off-site levy” means a levy referred to in subsection 648(1.1)(a);
- (s) “parcel of land” means the aggregate of the one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office;
- (t) “*Planning Act*” means the *Planning Act*, RSA 1980 cP-9;
- (u) “plan of subdivision” means a plan of survey prepared in accordance with the *Land Titles Act* for the purpose of effecting a subdivision;
- (v) “public utility” means a system or works used to provide one or more of the following for public consumption, benefit, convenience or use:
 - (i) water or steam;
 - (ii) sewage disposal;
 - (iii) public transportation operated by or on behalf of the municipality;
 - (iv) irrigation;
 - (v) drainage;
 - (vi) fuel;
 - (vii) electric power;
 - (viii) heat;
 - (ix) waste management;
 - (x) telecommunications;

and includes the thing that is provided for public consumption, benefit, convenience or use;

- (w) “public utility lot” means land required to be given under Division 8 for public utilities;
- (x) “redevelopment area” means an area of land that is the subject of an area redevelopment plan;
- (y) “Registrar” means Registrar as defined in the *Land Titles Act*;
- (z) “reserve land” means environmental reserve, conservation reserve, municipal reserve, community services reserve, school reserve or municipal and school reserve;
- (aa) “road” means road as defined in section 1(1), but does not include highway as defined in this Part;
- (bb) “school board” means the board of trustees of a school division;
- (cc) “school reserve” means the land designated as school reserve under Division 8;
- (dd) “statutory plan” means an intermunicipal development plan, a municipal development plan, an area structure plan and an area redevelopment plan adopted by a municipality under Division 4;
- (ee) “subdivision” means the division of a parcel of land by an instrument and “subdivide” has a corresponding meaning;
- (ff) “subdivision authority” means a subdivision authority established under Division 3;
- (gg) “subdivision and development appeal board” means a subdivision and development appeal board established under Division 3;
- (hh) “subdivision and development regulations” mean regulations made under section 694(1).

RSA 2000 cM-26 s616;RSA 2000 c21(Supp) s3;2004 cH-8.5 s69;
2008 c37 s4;2012 cE-0.3 s279;2016 c24 s91;2019 c22 s10;
2020 c39 s10(3)

Purpose of this Part

617 The purpose of this Part and the regulations and bylaws under this Part is to provide means whereby plans and related matters may be prepared and adopted

Stop order

645(1) Despite section 545, if a development authority finds that a development, land use or use of a building is not in accordance with

- (a) this Part or a land use bylaw or regulations under this Part, or
- (b) a development permit or subdivision approval,

the development authority may act under subsection (2).

(2) If subsection (1) applies, the development authority may, by written notice, order the owner, the person in possession of the land or building or the person responsible for the contravention, or any or all of them, to

- (a) stop the development or use of the land or building in whole or in part as directed by the notice,
- (b) demolish, remove or replace the development, or
- (c) carry out any other actions required by the notice so that the development or use of the land or building complies with this Part, the land use bylaw or regulations under this Part, a development permit or a subdivision approval,

within the time set out in the notice.

(2.1) A notice referred to in subsection (2) must specify the date on which the order was made, must contain any other information required by the regulations and must be given or sent to the person or persons referred to in subsection (2) on the same day the decision is made.

(3) A person who receives a notice referred to in subsection (2) may appeal to the subdivision and development appeal board in accordance with section 685.

RSA 2000 cM-26 s645;2017 c13 s1(59)

Enforcement of stop order

646(1) If a person fails or refuses to comply with an order directed to the person under section 645 or an order of a subdivision and development appeal board under section 687, the municipality may, in accordance with section 542, enter on the land or building and take any action necessary to carry out the order.

(2) A municipality may register a caveat under the *Land Titles Act* in respect of an order referred to in subsection (1) against the certificate of title for the land that is the subject of the order.

Sarmad Abbasi
Parkland Community Planning Services
Unit B, 4730 Ross Street
Red Deer, AB T4N 3N4

December 7th, 2023

Appeal of Stop Order 5231 - 52 Street Lacombe, Information Requested by the SDAB

Mr. Abbasi:

In response to your request for information please find materials at the digital link accompanying this letter. The requested materials have been labelled based on your email request and are summarized below.

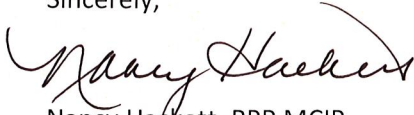
1. **Copy of Stop Order** - copy of signed order including the relevant portions of the Municipal Government Act
2. **A list of all parties who received the stop order and the means of notification used for each party and the dates that the stop order was delivered to each party**
 - i. Kelly Chaun Brown and Shaminey Shelley Brown (listed on the land title)
5231 – 52 Street
Lacombe, AB T4L 1H8
Means of Notification: sent by registered mail
Date Delivered: November 16th, 2023
 - ii. Occupant (Don Matheson)
5231 – 52 Street
Lacombe, AB T4L 1H8
Means of Notification: posted on the property
Date Delivered: posted on the property November 6th, 2023
3. **Background on the reasons why the stop order was issued** (see included Administration Report prepared by Planning and Development Services)
4. **Excerpts of the Land Use Bylaw, any statutory plan or any policy applicable the site/decision that was used in deciding to issue the stop order** (Please see below Section 4.11 and Section 8.13.8 a) of the City of Lacombe Land Use Bylaw #400)
5. **Map showing the location of the subject site and surroundings** (included)
6. **Names and mailing addresses for all owners of adjacent properties** (included for immediate adjacent owners and within 60m mail-out area)



7. Additional materials

- i. site photos
- ii. site visit reports (2 dates) and photographs attached
 - a) November 6th, 2023 – photos and report

Sincerely,



Nancy Hackett, RPP MCIP
Manager of Planning and Development Services
Ph: 403-782-1238
E: nhackett@lacombe.ca

CC: Moira Duley, Senior Development Officer
Jordan Thompson, Director of Operations and Planning

Subdivision and Development Appeal Board (SDAB) Report

December 18th, 2023

STOP ORDER Appeal

Subject Site: 5231 – 52 Street (Lots 15 & 16, Block 19, Plan 4500R)

Appellant: Don Matheson

REPORT SUMMARY

On November 6th, 2023, the City of Lacombe's Development Authority issued a STOP ORDER under Sections 645 and 615 of the Municipal Government Act (MGA) to the Landowner and Occupant of 5231 – 52 Street. The STOP ORDER was issued for the following reasons:

1. Architectural Controls of the Downtown Area Redevelopment Plan are being contravened.
2. Development occurred without the benefit of a Development Permit. The billboard sign erected is not in accordance with the Land Use Bylaw #400.

Administration presents the supplementary information within this report.

DISCUSSION

Background

On November 3rd, 2023, Planning and Development Services is advised of complaints regarding an illegal billboard sign at 5231 – 52 Street during a meeting with Matthew Goudy, CAO and Michelle Kristian, Community Services Liaison. During this meeting, Planning and Development is directed to conduct an inspection and issue a STOP ORDER, if required.

A site inspection was conducted on November 6th, 2023 and Planning and Development identified that a sign had been erected on the property without the benefit of a Development Permit. A STOP ORDER was drafted and issued on November 6th, 2023. The STOP ORDER was sent via registered mail to the Landowners and was posted on the property, where the Occupant received it.

A meeting was held with the Occupant and Planning and Development Services on November 15th, 2023 to discuss the STOP ORDER and any potential avenues that the Occupant might have regarding the sign. The following options were proposed: voluntary compliance with the STOP ORDER, submission of a site-specific Land Use Bylaw amendment for City Council's consideration, placing the sign inside the window and re-sizing the sign to 8 ½ x 11 inches sign (letter size paper), appealing the STOP ORDER, or renting an existing billboard. The Occupant informed City administration that he intended to appeal the STOP ORDER.

On November 27th, 2023, the Occupant met with Planning and Development Services to discuss the appeal process. An appeal was received on the same day.

Land Use Bylaw Interpretation

Downtown Area Redevelopment Plan

The subject property is zoned R4 (Residential Mixed) District and is located within the Medium Density Transition District of the Downtown Area Redevelopment Plan (DARP). The property shall adhere to the regulations set out within the Land Use Bylaw #400.

The Land Use Bylaw #40 (LUB) Section 14.4.1 e) states the following:

e) Building Façade / Building Materials

- i. All exposed building facades shall be architecturally treated to create a unified building exterior.*
- ii. All building facades shall use high quality, compatible and harmonious exterior finishing materials.*
 - Wood, metals, and plastics shall be deemed acceptable as trim materials for window and door frames, cornices, and awnings or canopies.*
 - Façade, trim work, including window and door frames, cornices, pilasters, awnings, canopies and other elements may be any colour, with the exception of luminescent, fluorescent or metallic colours.*
 - Trim work around windows shall be delineated through wider framing or different colours from the principal dwelling.*

It is the Development Authority's interpretation that the sign is not "architecturally treated to create a unified building exterior" and does not use "high quality, compatible and harmonious exterior finishing materials".

Section 14.4.1 further states that *"the regulations of the Downtown Area Redevelopment Plan Architectural Guidelines Overlay shall apply in addition to the regulations of the underlying districts and other provisions of the Land Use Bylaw. Where extensive exterior renovations occur that typically would not require a Development Permit, a Development Permit may be required to ensure compatibility with this overlay"*.

It is the Development Authority's interpretation that the sign is considered extensive exterior renovations and would require a Development Permit to ensure compatibility with the DARP overlay.

Signs

The Development Authority deemed the sign a Billboard, which *"means an off-premise sign that may be erected on selected sites as provided for by this Bylaw"*. Section 7.4 Prohibited

Signs further states, *"the following types of signs are prohibited in all districts: f) billboards, except those existing at the date of passage of this Bylaw"*. Land Use Bylaw #400 was adopted October 24, 2016.

Planning and Development staff reviewed all sign types. Including consideration of whether Lacombe could interpret the sign as being a temporary sign, which is defined as *"a sign that is not permanently affixed to a building, or other irremovable structure, or to the ground"*.

Section 7, Signs, of the Land Use Bylaw regulates the development of signs within the City of Lacombe. Section 7.1 of the Land Use Bylaw states that *"This part of the Land Use Bylaw provides planning regulation for all signs including but not limited to the type, location, number, size, design and character of signs in relation to their surroundings with the intent to a) balance the need for signs with safety and aesthetics, b) provide adequate and flexible means of identification and communication for enterprise; and c) minimize the potential adverse effects of signs on private and public property"*.

Section 7.7.2 of the Land Use Bylaw states that *"Class 1 signs do not require a Development Permit subject to the regulations found within Part 7 and this bylaw being satisfied and include: p) temporary sign (4.65 m² maximum)"*. The sign is approximately 7.43 m², therefore, if the Board does believe that it meets the definition of a temporary sign, a Development Permit would be required. It is most likely that a Development Permit would not be granted by the Development Authority as the sign does not meet the intent of the DARP overlay.

Section 7.7.6 b) states *"Prohibited Signs are not allowed in any District: billboard signs"*.

Section 7.8.1 a) states *"The rules and regulations for all permanent signs are based on the type of sign and the Land Use District that the site is located within and shall conform to the following: a) in the opinion of the Development Authority, a sign should not conflict with the general character of the surrounding streetscape, the architecture of nearby buildings, or be liable to create a cluttered appearance to the streetscape; i) all signs shall be subject to any applicable Overlay District requirements contained within Part 14"*.

Overall, it is the Development Authority's interpretation that the sign was erected without the benefit of a Development Permit under Sections 4.1.1, 14.4.1, 14.4.11, 7.4, 7.7.2, 7.7.6 b), 7.8.1 a) and Section 7.8.1 i) of the Land Use Bylaw #400.

Notice

Section 7.6.1 states that *"Where, in the opinion of the Development Officer, a violation of the sign provisions exists, or a sign is an abandoned sign, the Development Officer may issue a written notice for the removal of such a sign. The registered owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon"*.

And furthermore, Section 7.6.2 states, *"The written notice shall specify the following:*

- a) those sections of the sign regulations in which the individual is in violation;
- b) the removal of such a sign and all related structural components within thirty (30) days from the date of issuance of such a removal notice;
- c) the restoration of the immediate area around the sign to the satisfaction of the Development Officer; and
- d) that all costs related to such removal and/or restoration, are to be borne by the owner of the sign”.

Notice was given to the landowner / occupant in accordance with the Land Use Bylaw #400 and the Municipal Government Act.

Site Aerial



Site Photo



RECOMMENDATION

Administration recommends that the Board uphold the STOP ORDER and allow the Occupant 30 days to remove the sign and comply with the STOP ORDER.

Respectfully,

Moira Duley
Senior Development Officer
City of Lacombe

MD/nh

Part - 4 DEVELOPMENT PERMITS AND SUBDIVISION CONSIDERATIONS

4.1 Purpose and Requirement for Development Permits

- 4.1.1 Development Permits are required to ensure that all development in the City of Lacombe is undertaken in an orderly manner in accordance with the Land Use Bylaw and the *Municipal Government Act*. Except as outlined in Section 4.3 and clause 4.10.2, no development shall commence within the City of Lacombe unless a Development Permit has first been issued pursuant to this Bylaw.
- 4.1.2 Applications for all Development Permits shall be made to the Development Authority.

4.2 Development Permits

- 4.2.1 Development Permits shall be issued in accordance with the requirements of this Bylaw, except as outlined in clause 4.5.6. (Amended, b.400.23, 07/8/2019)
- 4.2.2 The Development Authority for each Development Permit application shall be in accordance with Part 3.
- 4.2.3 Within 20 days of the receipt of a Development Permit application, the Development Authority must determine whether the application is complete. (Added, b.400.18, 11/26/2018)
 - a) An application is complete if, in the opinion of the development authority, the application contains the documents and other information necessary to review the application.
 - b) The time referred to in clause 4.2.3 may be extended by a written agreement between the applicant and the development authority.
 - c) If the Development Authority does not make a determination of completeness within the time referred to in clauses 4.2.3 and 2.2.3(b), the application is deemed to be complete.
 - d) If the Development Authority determines that the application is complete, the Development Authority must inform the applicant that the application is complete. This is to be prepared in the form and manner provided for in the land use bylaw.
 - e) If the Development Authority determines that the application is incomplete, the Development Authority must inform the applicant that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete. This notice is to be prepared in the form and manner provided for in the land use bylaw.
 - f) If the Development Authority determines that the information and documents submitted under subsection 4.2.3(e) are complete, the Development Authority must inform the applicant that the application is complete. This is to be prepared in the form and manner provided for in the land use bylaw.
 - g) If the applicant fails to submit all the outstanding information and documents on or before the date referred to in clause 4.2.3(e), the application is deemed to be refused, and the Development Authority must inform the applicant that the application is refused and provide a reason for the refusal. This is to be prepared in the form and manner provided for in the land use bylaw.
 - h) Despite that the Development Authority has issued an acknowledgment under clauses 4.2.3(d) or 4.2.3(f), in the course of reviewing the application, the Development Authority may request additional information or documentation from the applicant that the Development Authority considers necessary to review the application.
 - i) If the Development Authority refuses the application for a Development Permit, the Development Authority must inform the applicant that the application is refused and provide a reason for the refusal. This is to be prepared in the form and manner provided for in the land use bylaw.

4.3 Development Not Requiring a Development Permit

- 4.3.1 A Development Permit is not required for the following developments provided the proposed development complies with all the applicable regulations of this bylaw. This does not preclude the need for any other applicable permits (e.g. building, electrical, etc). Where a development does not meet the requirements of this Bylaw, the development shall be processed as an application for a discretionary use within the District in which the development is located.
- a) The carrying out of works of improvement, maintenance or renovation to any building provided that such works do not include structural alterations or additions unless an exterior renovation as described in clause 14.4.1;
 - b) The completion of any development which has lawfully commenced before the passage of this Land Use Bylaw and any amendments thereof, provided that the development is completed in accordance with the terms of any permit granted in respect of it, and provided that it is completed within twelve (12) months of the date of commencement or as stated in an approval;
 - c) Agricultural operations existing at the date of passage of this Bylaw;
 - d) The development of public parks and playgrounds and any associated parking requirements;
 - e) The erection, construction or maintenance of gates, fences, walls and other means of enclosure less than or equal to 1m in height in front yards and 1.83m in height in any side or rear yard ; (amended, b.400.23, 07/8/2019)
 - f) Accessory buildings on a residential parcel, provided the building does not exceed 10m² in floor area and 2.5m in height and provided that all setbacks and parcel coverage requirements are observed;
 - g) Construction of decks provided that all setbacks, height and parcel coverage requirements are compliant; (amended, b. 400.23, 07/8/2019)
 - h) Construction of pools and hot tubs provided that all setbacks for accessory (residential) buildings are compliant; (Added, b.400.02, 04/24/2017) (amended, b.400.23, 07/8/2019)
 - i) Landscaping where the existing grade and natural surface drainage pattern is not materially altered, except where the landscaping works forms part of a development for which a Development Permit has been issued;
 - j) A temporary building allowed for the duration of the building permit and for the purposes of storage for 30 days meaning, more specifically, a temporary building, the purpose of which supports the carrying out of a development for which a permit has been issued, for the duration of time needed to complete the work approved in the permit or a temporary building used for the purposes of storage up to a maximum of 30 consecutive days or up to 60 days if an additional 30 days has been approved by the City's CAO; (Amended, b.400.24, 03/09/2020)
 - k) Location of temporary fences erected as part of an approved development for the purpose of containing a construction site and its activities;
 - l) The temporary use of a building or part thereof for election or census purposes;
 - m) Temporary sales on a parcel located within a commercial land use district where a principal building is established. This includes, but is not limited to food sales, Christmas tree and flower sales and windshield repairs. A temporary building (which is less than 2.5m in height and 10m² in floor area) may be placed on site for up to sixty (60) days to support the temporary sales;
 - n) Any demolition or relocation of an accessory building less than 23.22m²;
 - o) A flag attached to an upright pole;
 - p) Satellite receivers less than 1m in diameter, subject to the provisions of Section 8.20;
 - q) Solar energy and geothermal energy infrastructure, not including any required buildings, subject to the provisions of Section 8.3.1 and 8.3.2;
 - r) The installation, maintenance or repair of utilities;
 - s) Clock towers, monuments, heritage plaques, art installations or other similar aesthetic enhancements; this does not include a painted wall mural.
 - t) Containers which are designed to be temporary moving containers, located on areas of land designated for parking, for a period to exceed no more than four (4) months. These do not include shipping containers. Where it is determined by the Development Authority that there is a concern with sight lines or nuisance, these shall be removed by order of the Development Authority;
 - u) Any sign which is listed in Section 7.3 Signs Not Requiring a Development Permit;

Act, as amended, or any applicable statutory plans or Outline Plans adopted by the Municipality. (Amended, b.400.24, 03/09/2020)

- 4.8.8 Variances granted by the Municipal Planning Commission Development Authority shall not exceed a variance of more than 100% from the requirements of this Bylaw. Where a variance request exceeds 100%, the application shall be modified to ensure that the variance does not exceed 100% or be refused, citing reasons for refusal.
- 4.8.9 All variances which a Development Officer is authorized to grant may also be granted by the Municipal Planning Commission.
- 4.8.10 Variances may be subject to an appeal in accordance with Section 4.13 Appealing a Decision of the Development Authority.

4.9 Notification of a Decision on a Development Permit

- 4.9.1 Upon the issuance of a Development Permit, the Development Officer shall cause notice to be given as follows:
 - a) for permitted uses which conform in every respect to this Land Use Bylaw (pursuant to clause 3.2.3 (a)), a notice of decision shall be provided to the applicant and landowner in writing, and posted on the City of Lacombe's website;
 - b) for all discretionary use permit decisions and variances issued by the Development Officer pursuant to clauses 3.2.3 (b through f), a notice of decision shall be provided in writing to the applicant and landowner, as well as to all neighbouring landowners within 60m of the subject property. The notification shall outline the nature of the application, the decision of the Development Officer, and provide information on how one may appeal the decision, as per Section 4.13. In addition, a notice shall be posted on the City of Lacombe's website and a notice may be posted on the subject lands, which has the effect of direct notification to any landowner, tenant of land or building within the general area, whose use and enjoyment of property may be affected; (Amended, b.400.24, 03/09/2020)
 - c) for all Development Permit decisions issued by the Municipal Planning Commission, a notice of decision shall be provided in writing to the applicant and landowner on the same day the decision is made, specifying the date on which the decision was made and containing any other information required by the regulations. The notification shall outline the nature of the application, the decision of the Commission, and provide information on how one may appeal the decision, as per Section 4.13. In addition, a notice shall be posted on the City of Lacombe's website and a notice shall be posted on the subject lands, which has the effect of direct notification to any landowner, tenant of land or building within the general area, whose use and enjoyment of property may be affected; (Amended, b.400.18, 11/26/2018)
 - d) for all Development Permit decisions issued by City Council, a notice of decision shall be provided in writing to the applicant and landowner. The notification shall outline the nature of the application and the decision of City Council;
 - e) for all permit decisions, the City shall ensure that they are advertised within a newspaper, circulating locally within the area, for one (1) week; and
 - f) the date on which the decision was made by the Development Authority is considered to be the date on which notice of the issuance of the permit was given. (Amended, b.400.18, 11/26/2018)

4.10 Effective Date and Validity of a Development Permit

- 4.10.1 Excepting out clause 4.10.2, when a Development Permit application has been approved by the Development Authority it shall not be issued unless and until:
 - a) any conditions of Development Permit approval, except those of a continuing nature or those that cannot be executed until the development commences, have been met, and
 - b) the period for an appeal to the Subdivision and Development Appeal Board has expired or, if an appeal has been filed, a decision has been rendered by the Subdivision and Development Appeal Board to confirm the issuance of the Development Permit subject to any variations directed by the Subdivision and Development Appeal Board; and

- c) clause 4.10.1(a) does not apply to demolition applications, where the disconnection of utilities is required prior to building permit issuance.

4.10.2 The Development Officer may authorize the commencement of a development prior to the issuance of a Development Permit if:

- a) an application has been approved for the development and the appeal period has not yet expired; and
- b) the applicant waives their right to appeal through the signing of an indemnity agreement to the satisfaction of the Development Authority. The form shall ensure that the applicant is held liable for all costs and risks associated with progressing development in advance of the appeal period, should another party appeal the decision. The form shall also ensure that the applicant cease development immediately if the decision is appealed by another party.

4.10.3 If the development authorized by a Development Permit is not commenced within twelve (12) months from the date of its issue, or date of decision of the Subdivision and Development Appeal Board upon appeal, nor carried out with reasonable diligence as determined by the Development Authority, the Development Permit ceases to be effective unless an extension to this period, being no longer than an additional twelve (12) months, has previously been granted by the Development Authority. Only one (1) extension should be granted. The extension shall be at the discretion of the Development Authority and shall be for a period no longer than twelve (12) months from the expiration date.

4.10.4 Where a Development Permit expires, a new Development Permit application shall be required. Such application shall be dealt with as a new application and there shall be no obligation to approve it on the basis that a previous application had been issued.

4.11 Failure to Complete Development

4.11.1 Once a development is initiated in relationship to an approved Development Permit, the Development Permit remains valid until the work is completed. However, if a development is not completed to a standard acceptable to the Development Officer within two (2) years of the issuance of the Development Permit, or any extension thereof, the Development Permit ceases to be effective and the Development Officer may direct that the site be returned to its original condition or a state acceptable to the Development Officer.

4.12 Modification, Suspension or Cancellation of a Development Permit

4.12.1 The Development Authority may decide to modify, suspend or cancel a Development Permit when:

- a) the Development Permit was issued on the basis of incorrect information or misrepresentation by the applicant;
- b) a contravention of the conditions of the development approval has taken place;
- c) the Development Permit was issued in error; and
- d) requested by an applicant or the owner(s) of the land.

4.12.2 Should an applicant apply to amend an existing Development Permit, it shall be to the discretion of the Development Officer whether to require the amendment(s) be approved by the Municipal Planning Commission or City Council. Should the amendments require a variance or be with respect to a discretionary use or development within a Direct Control District, the procedures for notification of a Development Permit decision as outlined in Section 4.9 shall be followed.

4.12.3 Where an applicant applies to amend an existing Development Permit, the fee should be equal to that which would be charged if the application was new. At the discretion of the Development Officer, the fees may be waived or reduced if the change is minor, or the application to amend is received a short time after the issuance of the Development Permit.

Part - 7 SIGNS

7.1 Purpose and Requirement for Sign Permit

- 7.1.1 This part of the Land Use Bylaw provides planning regulation for all signs including but not limited to the type, location, number, size, design and character of signs in relation to their surroundings with the intent to:
- a) balance the need for signs with safety and aesthetics;
 - b) provide adequate and flexible means of identification and communication for enterprise; and
 - c) minimize the potential adverse effects of signs on private and public property.
- 7.1.2 A Development Permit is required for any sign, including any enlargements, relocation, erection, construction or alteration of a sign unless omitted under Section 7.3.

7.2 Definitions

- 7.2.1 Notwithstanding Part 2 of this Land Use Bylaw, the following definitions relate to signs:

A

“Abandoned sign” means a sign which no longer identifies or advertises a bona fide business, service, owner, product, or activity, and/or for which no legal owner can be found.

“A-board sign” means a self-supporting A-shaped or flat sign that is set upon the ground and has no external supporting structure.

“Alteration” means a structural modification of a sign but does not include routine maintenance, painting or change in copy or lettering.

“Animated sign” means a sign component which uses movement or change in lighting to depict action or create a visual effect.

“Awning or canopy sign” means advertising inscribed on or affixed flat upon the covering material of an awning or canopy.

B

“Banner” means a piece of fabric or other non-rigid material attached on a minimum of two sides to a structure.

“Billboard” means an off-premise sign that may be erected on selected sites as provided for by this Bylaw.

“Board sign” means a sign attached to the side of a building which displays products offered on site, but does not include the business name, logo or operating details of the business.

“Business directory sign” means a freestanding permanent sign located at the entrance to an industrial or commercial business park for the purpose of identifying, locating and promoting businesses which operate within the business park.

C

“Changeable copy, automatic” means a copy on a sign that changes automatically and may include an electronic message centre, or an electronic time and temperature unit.

“Changeable copy, manual” means a copy on a sign that can be changed manually through the use of attachable letters, numbers, or pictorial panels.

“Clearance” means the shortest vertical distance between the underside of a sign and grade.

“Cluster sign” means a permanent sign located within the Community Services (CS) District for the purpose of identifying and promoting

businesses which are located in the general vicinity.

“Consolidated sign” means a sign containing copy for one or more tenants or occupants located on the same site or on the property line of two adjacent sites.

“Construction sign” means a temporary sign erected by an individual or firm on premises undergoing construction for which the individual or firm is furnishing labour, services, materials or financing and which advertises the individual or firm’s provision of such labour, services, materials or financing or which identifies the future use on the site and information pertaining to it.

“Copy area” means that area of the sign covered by a simple rectangle around the extremities of the copy contained on the sign.

D

“Drive through signage” means signage located in a drive-through area for the purpose of directing traffic through the parking facilities or drive through, taking orders at restaurants, or menu boards listing items for purchase.

E

“Eaveline” means the horizontal line on a structure that marks the bottom edge of the overhang of a roof and where there is no overhang, the eaveline should be the horizontal line at the intersection of the roof and wall.

“Election sign” means a sign associated with a referendum, plebiscite or election pursuant to municipal, provincial or federal legislation that indicates support for a candidate or position, or information relative to the location and time of the event.

“Electronic message centre” means a component of a sign on which the copy can be changed by electronic means; and is a form of changeable copy, automatic.

F

“Fascia sign” means a sign attached parallel to the face of a building which advertises the name, logo and general details of the business located on-site.

“Flag” means a piece of fabric, wind sock or other non-rigid material attached on one side or at one or two points to a structure.

“Floral or foliage sign” means the arrangement of plant material to create words, images or other identification copy in the ground or in raised beds.

“Freestanding sign” means a sign supported by structures or supports that are placed on, or anchored in the ground and are independent from any building or other structural element of a building. A freestanding sign may identify a single tenant or multiple tenants located on a common parcel or adjacent parcels.

G

“Garage sale sign” means a temporary sign placed on the premise which advertises a garage sale on the premise only for the duration of the sale.

“Grade” means the finished ground surface directly underneath the sign.

H - L

“Height of sign” means the vertical distance measured from the highest point of the sign or sign structure to grade.

“Illumination” means the lighting of any sign by artificial means.

“Illumination, external” means the lighting of any sign face from a light source located on or near the exterior of the sign.

“Illumination, internal” means the lighting of any sign face from a light source located within the sign or behind the copy.

“Inflatable sign” means an inflated three-dimensional object which incorporates a sign and is anchored or affixed to a building or parcel.

“Local advertising” means sign copy which advertises the business on the property where the sign is located.

M - P

“Maintenance” means the cleaning, painting, repair or replacement of any defective parts of a sign in a manner that does not alter the basic design or structure of the sign and does not include a change in copy.

“Neighbourhood identification sign” means a sign which states the name of a subdivision area and may contain a logo, graphic or map which is related to the subdivision name.

“Painted wall mural” means a scene or picture located upon an exterior wall surface of a building, but does not include the roof.

“Painted wall sign” means a sign (advertising a business or product) which is located upon any exterior wall surface of a building, but does not include the roof.

“Post sign” means a sign which is hung from a decorative post, typically made of metal or wood designed to be decorative in nature.

“Projecting sign” means a sign which projects from a structure or a building face but does not include an awning or canopy sign or awning sign.

“Property management sign” means a sign that identifies the party responsible for the management of the site or building and any necessary sales, leasing or rental information.

Q - S

“Real estate sign” means a sign that advertises real estate “for sale”, “for lease”, or “for rent” or real estate that has been “sold”.

“Rotating sign” means a sign or portion of a sign which moves in a revolving manner.

“Roof sign” means a sign which projects above a roofline to which the sign is attached or is erected upon or above a roof or parapet of a building which the sign is affixed.

“Sign” is a device, structure, fixture or image used, or intended to be used, for the advertising of or calling attention to any person, matter, or object.

“Sign area” means the area of a sign on which copy is placed that is contained by a single rectangular box to include all letters or graphics, but not support structures or architectural embellishments.

“Sign location” means an approved location for the placement of a sign on a site, as identified on a Development Permit for a sign.

“Sponsorship sign” means a permanent, stationary sign displaying a public announcement to make an activity, service, event, product or organization generally known within a public use district.

“String of pennants” means a number of pieces of fabric or other non-rigid material attached to a string, wire, cable or other similar material.

“Street numbers and letters” means numbers or letters affixed to the exterior of a structure to indicate the street address and/or names of the building or parcel occupants.

T - W

“Temporary sign” means a sign that is not permanently affixed to a building, or other irremovable structure, or to the ground.

“Window sign” means a sign which is painted on, attached to or installed on or near a window

for the purpose of being viewed from outside the premises.

7.3 Signs Not Requiring a Development Permit

- 7.3.1 A Development Permit is not required for the erection and placement of Class 1 signs in accordance with the requirements of this Bylaw. Where a Class 1 sign does not meet the requirements of this Bylaw, the Class 1 sign shall be processed as an application for a discretionary use.
- 7.3.2 In addition to Class 1 signs, a Development Permit is not required for the following:
- a) the incorporation of additional message panels or replacement of message panels by the same business within an existing business directory, cluster, consolidated and fascia sign which conforms to this Bylaw provided that:
 - i the additional panel(s) are the same length as existing panels;
 - ii the panel(s) are located within the limits of the existing sign structure;
 - iii the requirements of the general provisions for all signs (see Section 7.8) are met; and
 - iv the requirements for business directory, cluster, consolidated and fascia signs (see clauses 7.10.2, 7.11.1, 7.10.4 and 7.10.3) are met (where applicable).
 - b) the replacement of an existing permanent freestanding sign by another freestanding sign on the same base provided:
 - i both signs conform with this Bylaw;
 - ii the new sign is installed within six (6) months of the removal of the existing sign;
 - iii the new sign area is either equal to or less than the existing sign area;
 - iv the existing sign support, or similar replacement, is used and the new sign is mounted at a height equal to or lower than the existing sign; and
 - v the sign is located in accordance with the setback provisions of this Bylaw.
 - c) the replacement of an existing canopy sign by another canopy sign at the same location provided:
 - i both signs and structure conform to this Bylaw;
 - ii the new sign is installed within six (6) months of the removal of the existing sign;
 - iii the new sign area is either equal to or less than the existing sign area;
 - iv the existing canopy framework or support is used;
 - v the canopy does not project over City owned property.
 - d) signs authorized or erected by the City of Lacombe on any streets, sidewalks, or other public property;
 - e) signs associated with on-site pedestrian or vehicular traffic direction, including signs associated with drive through businesses (located on-site);
 - f) signs associated with products or services offered by the business, but which do not advertise the business name or logo, located on-site, and are:
 - i less than 1.8m in height,
 - ii are temporary;
 - iii not obstructing vehicle or active transportation traffic; and
 - iv not attached to a fence.
 - g) signs, notices, placards or bulletins required to be displayed:
 - i by or on behalf of federal, provincial or municipal governments
 - ii pursuant to the provisions of federal, provincial or municipal legislation; and
 - iii on behalf of a department, a commission, a board, a committee or an official of the federal, provincial or municipal government.
 - h) construction signs placed on a fence temporarily erected as part of an approved development for the purposes of containing a construction site and its activities.

- 7.3.3 Nothing in the foregoing shall relieve any person of compliance with the requirements of the *Safety Codes Act*, as amended, or any other applicable municipal, provincial or federal regulations or legislation.

7.4 Prohibited Signs

- 7.4.1 The following types of signs are prohibited in all districts:
- a) abandoned signs, unless determined to have historical significance;
 - b) a sign which because of its position, shape, colour, format or illumination may be confused with an official traffic sign, signal or device, or otherwise pose a potential hazard to traffic;
 - c) a sign having display lights which may be mistaken for the flashing lights customarily associated with danger or those used by police, fire, ambulance or other emergency vehicles;
 - d) signs attached to trees, utility poles, fences (excepting out signs placed on temporary construction fences) or placed on any public property (excepting out cluster signs and temporary signs covered under Section 7.12) or public right-of-way;
 - e) signs placed on vehicles or trailers which are parked or located for the primary purpose of displaying said sign (this does not apply to allowed off-premise signs or to signs or lettering on buses, taxis, or vehicles operating during the normal course of business); and
 - f) billboards, except those existing at the date of passage of this Bylaw.

7.5 Applying for a Sign Permit (Development Permit)

- 7.5.1 An application to erect, construct and place a sign shall be made to the Development Authority by the lawful owner of a sign or his authorized agent, on a form provided by the Development Officer.
- 7.5.2 Every application for a Development Permit for a sign should be accompanied by the following:
- a) a completed signed Development Permit application form;
 - b) if applicant is not the owner of the land on which the sign is to be located a letter of authorization from the owner of the property or his authorized agent, in a form satisfactory to the Development Authority;
 - c) a site plan (number of copies to be determined by the Development Authority) showing the following information:
 - i north arrow;
 - ii scale of drawing;
 - iii legal description of the property (lot, block, plan);
 - iv civic address information;
 - v property lines, shown and labeled;
 - vi outline of existing structures on the site;
 - vii the proposed sign location;
 - viii metric dimensioned distances from the existing or proposed structures and/or other signs on the subject site to the proposed sign;
 - ix existing signs within the subject site;
 - x metric dimension of any overhang or projection.
 - d) detailed sign construction drawings (number of copies to be determined by the Development Authority) including plan, elevation views and details of how the sign is attached or secured to the ground, a structure or building; and
 - e) any other information (e.g. engineered drawings) deemed necessary by the Development Authority to determine the application for a Development Permit.
- 7.5.3 Subject to the provisions of this part, the Development Officer may require an inspection to ensure that the landscaping provisions are in accordance with the approved Development Permit and drawings.

7.6 Removal of Signs

- 7.6.1 Where, in the opinion of the Development Officer, a violation of the sign provisions exists, or a sign is an abandoned sign, the Development Officer may issue a written notice for the removal of such a sign. The registered owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon.
- 7.6.2 The written notice shall specify the following:
- those sections of the sign regulations in which the individual is in violation;
 - the removal of such a sign and all related structural components within thirty (30) days from the date of issuance of such a removal notice;
 - the restoration of the immediate area around the sign to the satisfaction of the Development Officer; and
 - that all costs related to such removal and/or restoration, are to be borne by the owner of the sign.
- 7.6.3 Where a permanent sign is found to identify a business incorrectly or is in an overall state of disrepair, the Development Officer may, by written notice, require the building owner or person(s) responsible for the sign to remove the sign, or alter or refurbish the sign within thirty (30) days from the date of issuance of such a notice.
- 7.6.4 In the case of temporary signs, where in the opinion of the Development Officer, a violation of the sign provisions exist; the Development Officer shall issue a written notice requiring the removal of such a sign within 48 hours.
- 7.6.5 In cases of emergency, the Development Officer may cause the immediate removal of a dangerous or defective sign without notice. Where it is determined that sign should be immediately removed, the sign should be deemed to pose a hazard to the public safety as defined by the *Safety Codes Act*, as amended, the *Municipal Government Act*, or are contrary to the City of Lacombe's Traffic Bylaw.

7.7 Class of Signs

- 7.7.1 For the purpose of identifying permitted and discretionary uses within the Land Use Districts, all signs erected, constructed, placed on any site or building shall be assessed as either a Class 1, Class 2, or Class 3 sign.
- 7.7.2 Specific regulations pertaining to sign types are found in Section 7.8 onwards.
- ... Class 1 signs do not require a Development Permit subject to the regulations found within Part 7 and this bylaw being satisfied and include:
- | | |
|---|--|
| a) A-board sign; | k) Post sign; |
| b) Banner sign affixed to a building (not a fence); | l) Property management sign |
| c) Board sign (4.65m ² maximum); | m) Real estate sign |
| d) Business directory sign – copy change only; | n) Street numbers or letters, not to exceed a total copy area of 1.2m ² ; |
| e) Consolidated sign – changeable copy (manual/automatic) only; | o) String of pennants affixed to a building (not a fence); |
| f) Construction sign; | p) Temporary sign (4.65m ² maximum); |
| g) Election sign; subject to Section 7.9.6 | q) Window sign. |
| h) Flags; | |
| i) Floral or foliage sign; | |
| j) Garage Sale Sign; | |

Class 2 signs require a Development Permit and are a discretionary use in the residential districts and are a permitted use in all commercial, industrial, public use and airport districts, provided all applicable regulations contained in this Bylaw are satisfied, and include:

- a) Awning and canopy signs;
- b) Banner sign (not affixed to a building);
- c) Business directory sign;
- d) Consolidated sign;
- e) Post sign;
- f) Fascia sign;
- g) Freestanding sign;
- h) Painted wall sign;
- i) Painted wall mural;
- j) Projecting sign;
- k) Neighbourhood identification sign.

7.7.5 Class 3 signs require a Development Permit and are a discretionary use in districts, provided all applicable regulations contained in this bylaw are satisfied, and include:

- a) Inflatable sign;
- b) Cluster sign, in CS - Community Services District only;
- c) Roof sign;
- d) Sponsorship signs, in the CS - Community Services District only;
- e) Any sign that has any of the following component(s):
 - i animation;
 - ii flashing; and
 - iii rotation.

7.7.6 Prohibited Signs are not allowed in any District:

- a) any sign or advertising attached to a fence, light standards or poles (excepting out those signs accommodated for under 7.3.2(h)); and
- b) billboard signs.

7.8 General Provisions for All Signs

7.8.1 The rules and regulations for all permanent signs are based on the type of sign and the Land Use District that the site is located within and shall conform to the following:

- a) in the opinion of the Development Authority, a sign should not conflict with the general character of the surrounding streetscape, the architecture of nearby buildings or be liable to create a cluttered appearance to the streetscape;
- b) a sign shall not be erected on or attached to:
 - i a public light standard or pole without the written permission of the utility company;
 - ii the area within a corner visibility triangle;
 - iii a fence (excepting out 7.3.2(h));
 - iv a location which may affect traffic safety and circulation, or impede vehicle parking; and
 - v shall not encroach over or upon any utility right-of-way, without the written consent of the utility right of way holder and an encroachment agreement entered into by the two parties.
- c) where permission has been granted by the City for a sign to:
 - i project over City property, a minimum clearance of 2.5m above grade level should be maintained,
 - ii project over a City owned driveway or lane, a clearance of 4.6m should be maintained
 - iii project or extend horizontally into or over City owned property, the sign should be no closer than 0.75m to the existing or future curb line.
- d) any sign placed in or on a required parking facility or loading space shall be placed so as not to reduce the number of parking stalls or loading spaces required pursuant to this Bylaw or a Development Permit;
- e) no trees shall be removed or damaged to prepare a site for a sign unless new trees are planted or landscaping is introduced to improve the appearance of the site, to the satisfaction of the Development Authority;

- f) the lighting or orientation of a sign should not adversely affect any residential district;
- g) electrical power supply to signs should be underground;
- h) signage for a bed and breakfast may be allowed. Such signage is to be confined to a single discreet unlit professionally made sign located within the property boundaries to a maximum dimension of 0.16m²;
- i) all signs shall be subject to any applicable Overlay District requirements contained within Part 14;
- j) where a sign no longer fulfils its function under the terms of this Bylaw, the Development Authority may resolve to order the lawful owner of the sign, or where applicable, the registered property owner, to:
 - i remove the sign and all related structural components within thirty (30) days, or a reasonable time frame established by the Development Authority, from the date of issuance of such notice;
 - ii restore the immediate area around the sign to the satisfaction of the City; and
 - iii bear all costs related to such removal and restoration.

7.8.2 Subject to the provisions of this part, manual changeable copy as part of a sign shall:

- a) be allowed on all properties containing approved commercial uses with the exception of home occupations;
- b) display local advertising only or an event with which the business is associated with; and
- c) allow for portable signs to contain up to 100% changeable copy.

7.8.3 Copy which is meant to be regularly changed on a permanent sign should be limited to only displaying of time, temperature, gas/diesel prices or the products and services offered on site.

7.8.4 The base of all signs should be landscaped with grass or contained within a planting bed, and shall be kept clean and free of overgrown vegetation or refuse.

7.9 Class 1 Signs

7.9.1 A-Board Signs

- a) A-board signs shall:
 - i not be allowed in association with a home occupation;
 - ii not be allowed on a site that also contains a temporary sign as per Section 7.12;
 - iii be limited to one (1) per business per street frontage;
 - iv be on display only during those hours that the business is open;
 - v only display local advertising or services and products offered by the business;
 - vi not exceed 1m²;
 - vii be of a painted finish, be neat and clean, and be maintained in such condition; and
 - viii not use fluorescent, `day-glo`, luminous or reflective lettering or backgrounds.
- b) For businesses with zero (0) metre front setbacks, one (1) sign may be placed on City property adjacent the front property boundary provided that the sign is placed to maintain the maximum area possible for safe and unimpeded pedestrian passage. (Amended, b.400.24, 03/09/2020)

7.9.2 Board Signs

- a) Subject to provisions of this part, board signs shall be allowed in all districts excepting out residential districts.
- b) Board signs should complement rather than conflict with the architecture and colour scheme of the building façade.
- c) A board sign shall:
 - i not, individually or collectively, cover more than 25% of the visible area of the Facade of each wall of the building where it is located;
 - ii not be located on a Facade that projects towards or is adjacent to a residential district;
 - iii provide a minimum of 0.6m of separation between adjacent board and fascia signs;
 - iv not extend above the uppermost eaveline of the building;
 - v not project over a street or public property;

- vi not be internally or externally lit; and
- vii not exceed more than 4.65m² in area (per sign).

7.9.3 Construction Signs

- a) Construction signs are temporary signs and only allowed to be erected after a building permit has been issued for works on site.
- b) Construction signs should:
 - i only have a maximum sign area of 3m² and a maximum height of 3m;
 - ii be removed within thirty (30) days after the work is completed.

7.9.4 Post Signs

- a) Post signs shall:
 - i only display local advertising;
 - ii be located next to an entry, or a walkway to an entry;
 - iii not extend more than 1.8m above grade; and
 - iv not be internally lit.

7.9.5 Real Estate and Property Management Signs

- a) A real estate sign or a property management sign may be allowed in any district, provided that:
 - i there is maximum of two (2) signs per R1 (Residential Detached), R1-N (Residential Detached Narrow), and R2 (Residential Single & Semi-Detached) parcels and a maximum of one sign per parcel plus one (1) sign per unit for sale on all other parcels;
 - ii the maximum sign area is 1m² in a residential district or 3m² for all other districts; and
 - iii the maximum sign height shall not exceed 1.8m in a residential district or 4m in any other district.
- b) A real estate sign or a property management sign may be placed flush on a building face provided the sign does not exceed a maximum sign area of:
 - i 1.5m² on a building frontage equal to or less than 30m in length;
 - ii 3m² on a building frontage exceeding 30m in length; and
 - iii the sign is located within a sign band area or does not extend beyond the upper and lower limit of the window sills on the first floor, or is located within a window.

7.9.6 Election Signs (Added, b.400.04, 07/24/2017)

- a) Election signs are permitted on public property for 28 days prior to the date of election.
- b) Election signs may be placed on private or public property (with the approval of the owner/public authority).
- c) Election signs are permitted on municipal property, excluding City Hall and all parks, only as designated by the City Council.
- d) Election signs shall not be located within 7 meters of any intersection. The distance shall be measured from the nearest edge of the curb, measured in parallel with the adjacent roadway right of way centerline. Notwithstanding the foregoing, should the sign interfere with site distances, the Designated Officer shall in consultation with the sign owner/candidate relocate the sign to ensure the sign does not impede site lines.
- e) Election signs must be located at least 2.0 m (6.6 ft) from the back of sidewalk or if there is no sidewalk, the back of curb.
- f) Election signs on public property may not exceed 3.0 m² (32 sq ft) in size or 3.6 m (12 ft) in height.
- g) Candidates shall remove their election signs from public and private property within 72 hours after the close of the voting stations on Election Day and ensure that the site is cleaned up and that the holes are filled with a mixture of topsoil and grass seed.
- h) If a candidate fails to remove his or her election signs within 72 hours after the voting stations close on Election Day, the Designated Officers may remove and dispose of them and the candidate shall be liable for the cost of removal.
- i) When an election sign interferes with work being carried out by City work crews or contractors doing work on behalf of the City, the crews may remove the interfering signs, and notify the candidate.

- j) If a sign is placed in contravention of the bylaw during the election campaign, the candidate will be notified and given 48 hours to remove it. If the signage is not removed within 48 hours, the City's Designated Officers shall remove and destroy the applicable signs. Subsequent contraventions of this bylaw, by the same candidate, in any location, will result in the removal and destruction of signage without notification to the candidate.
- k) A candidate whose name appears on an election signs which is in contravention of this Bylaw shall be guilty of an offence under this Bylaw.
- l) During winter conditions, there is a high probability that signs less than six meters from the road will be either covered with snow or damaged during snow removal and sanding operations.
- m) Candidates are not permitted to use the City of Lacombe logo or branding in campaign advertising, signage, literature, or any other campaign material.
- n) Election signs are prohibited on the property on which a building used for a voting station is located. Election signs are prohibited within a building used for a voting station, or in the case of a building with a complex of interlocking offices, the area used as a voting station. (added, b.400.23, 07/8/2019)

7.10 Class 2 Signs

7.10.1 Awning and Canopy Signs

- a) No sign shall be suspended from an awning or the awning support structure.
- b) Where an awning or canopy sign is allowed it shall comply with the following regulations:
 - i have a minimum clearance of at least 2.5m from grade;
 - ii not project more than 2.5m from the face of the building to which such sign is attached;
 - iii the vertical dimension shall not exceed 1m for awning signs and 1.5m for canopy signs, unless otherwise allowed by the Development Authority;
 - iv display only local advertising;
 - v be constructed of durable, colour-fast material and relate to the architectural design of the building to which they are attached;
 - vi be tightly stretched over a rigid frame in order to maintain its appearance and to minimize the accumulation of dirt through sagging;
 - vii not be internally lit;
 - viii where the sign copy is located on a fringe, the fringe shall have a maximum of 0.25m in height and spans the full body width of the awning.

7.10.2 Business Directory Signs

- a) A business directory sign should only be allowed if there are ten (10) or more privately owned lots or business associated with a commercial or industrial business park.
- b) One (1) business directory sign may be erected at each entrance to the business park.
- c) A business directory sign may only be freestanding.
- d) A business directory sign shall contain on the front face the following information:
 - i the name and/or associated logo of the industrial or commercial business park; and
 - ii a map and legend showing the area in detail.
- e) A business directory sign shall not identify or be used as an off-premise sign for businesses located outside the commercial or industrial park to which the sign relates.
- f) The design standards for business directory signs shall be as follows:
 - i the maximum sign area shall not exceed 15m²; and
 - ii the sign structure and supports shall be finished utilizing high quality, durable and maintenance-free materials.
- g) The lower edge of the sign shall be:
 - i mounted at a minimum height of 1.5m above grade; or

- ii mounted at a height of 1m from the grade of the road that it is viewed from when the sign is located in a road right-of-way (and an encroachment agreement is in place), or the sign is located in an area lower than the adjacent road.

7.10.3 Fascia Signs

- a) A fascia sign shall:
 - i only display local advertising;
 - ii complement the architecture and colour scheme of the building Facade;
 - iii not cover more than 20% of the visible area of the Facade of each wall of the building where it is located;
 - iv provide a minimum of 0.6m of separation between adjacent board and fascia signs;
 - v be no lower than 2.5m above grade;
 - vi not extend above the uppermost eaveline of the building;
 - vii not project more than 0.6m over a street or public property; and
 - viii be located primarily on the wall(s) facing a street, or any other wall provided the sign is complementary to the principal sign in size and style.

7.10.4 Freestanding & Consolidated Signs

- a) Consolidated signs shall meet all the requirements for a freestanding sign, regardless of the number of businesses being advertised on the sign.
- b) Only one (1) freestanding sign per parcel may be erected.
- c) Freestanding signs shall be separated by a minimum distance of 30m from any sign on an adjacent parcel.
- d) Freestanding signs should meet the following requirements in the C1 (Downtown Commercial) and C3 (Transitional Commercial) Districts:
 - i have a sign area no greater than 4.65m²; and
 - ii not exceed a maximum height above grade of 6m.
- e) In Residential Districts the maximum area and height of freestanding signs shall be determined by the Development Authority;
- f) In all other Districts not mentioned above, where a freestanding sign is a listed use, the freestanding sign shall:
 - i have a sign area no greater than 7m²; and
 - ii not exceed the maximum height above grade of 6m.
- g) Freestanding signs for the C5 - Shopping Centre District, C6 – Regional Shopping Centre District or Direct Control District allowing primarily commercial uses are subject to the following regulations: (amended, b.400.23, 07/8/2019)
 - i only one (1) multi-panel sign per commercial street frontage may be allowed for each district shopping centre for the purpose of identifying the centre and the tenants collectively; and
 - ii the maximum sign area (per sign) shall be 30m² and shall not exceed the maximum height above grade of 10m.
- h) Notwithstanding clause 7.10.4 (b) within the C5 - Shopping Centre District or the C6 – Regional Shopping Centre District, a second freestanding sign may be allowed for standalone buildings, including but not limited to, gas bars, located on the same site as the principal building or district shopping centre provided that: (amended, b.400.23, 07/8/2019)
 - i a distance of 50m is maintained between freestanding signs; and
 - ii the second freestanding sign area is not to exceed 5m² and not exceed the maximum height above grade of 6m.
- i) The bottom edge of any freestanding sign:
 - i shall be a minimum of 2.5m above grade in any commercial and industrial district; and
 - ii shall be determined by the Development Authority in all residential districts where such signs are allowed.
- j) The placement of freestanding signs shall not interfere with vehicle parking or traffic circulation.
- k) Freestanding signs that include an electronic message centre may only be allowed in commercial, industrial and community services districts.

7.10.5 Neighbourhood Identification Sign

- a) A neighbourhood identification sign should meet the following requirements:
 - i be professionally designed and maintained;
 - ii the appearance and contents of the sign shall be approved by the Development Officer;
 - iii be located on public utility lands or on private property adjacent to the entry of the neighbourhood;
 - iv not exceed 12m² in area unless the sign is more than 100m from a roadway and is approved by the Development Officer; and
 - v only allow for one (1) sign for each entrance to the subdivision.
- b) A neighbourhood identification sign should be located on a public utility parcel. A neighbourhood identification sign may be located on a:
 - i municipal reserve parcel; or
 - ii street right-of-way, where it shall be placed either on a boulevard or a median on streets of a major collector standard or less.

7.10.6 Painted Wall Murals

- a) A painted wall mural may only be allowed in commercial, public use or industrial districts, or on an existing public use or commercial use building located within a residential district.
- b) All murals should be painted on dibond, alucobest or any other product considered to be the current standard for the creation of murals on external walls. By not applying the mural directly to the exterior wall, degradation of the mural is reduced and enables the mural to be relocated, if required.
- c) Any proposed mural exceeding a two-storey height is at the discretion of the Development Authority.
- d) A mural may only be considered on a wall that is considered a side or rear wall of a building on the parcel, and if it enhances:
 - i walls leading into lanes or rear parking facilities;
 - ii walls that enclose a pedestrian walkway;
 - iii walls that can be viewed from a street or that comprise a corner parcel; or
 - iv streetscapes viewed from Highway 2A, Highway 12/50th Avenue, as these walls will be considered a priority.
- e) Any proposed mural that is located within the Downtown Area Redevelopment Plan Architectural Guidelines Overlay: Old Town Main Street District Mixed Use should be based on any photograph or compilation of photographs from the Lacombe and District Historical Society or any private photograph or artist's depiction that represents a scene or picture depicting a local event, person, place or activity that portrays life in Lacombe and environs in a period setting. All private photographs and artist depictions should be reviewed and approved by the Lacombe and District Historical Society (or its equivalent) to ensure that the event or person is authentic and appropriate to the history and/or culture of Lacombe.
- f) Any proposed mural that is located outside the Downtown Area Redevelopment Plan Architectural Guidelines Overlay: Old Town Main Street District Mixed Use may contain other scenes that represent an event or activity that influenced the community or is significant in a regional context. Approval of any theme depicted is at the discretion of the Development Authority, with input provided by the Art Collection Committee (or its equivalent).
- g) Any application to the Development Authority for a wall mural should consist of the following information:
 - i the completed Development Permit application form;
 - ii the appropriate fee established by Council;
 - iii the original or any copy (slide, digital, or other means of duplication) of the approved photograph or photographs as referenced in clause 7.10.6(e), and the submission of a written historic commentary in support of the application;
 - iv a statement of the manufacturer, grade and quality of paint and finishing coats, and the expected life of the mural;
 - v photographs or digital images of the existing wall taken from the typical viewing angle and/or distance that the mural will be seen, as well as the orientation of the wall, as there is a preference for north-facing walls; and

- vi a letter from the owner of the building, if the owner is not the applicant, stating consent and support for the application.
- h) The Development Authority may require, as part of the application for Development Permit for a painted wall mural, written confirmation, in a form and on terms and conditions satisfactory to the Development Authority that arrangements are in place with respect to access to the mural for maintenance and related purposes. Such arrangements may include, at the discretion of the Development Authority, but are not limited to, a working and maintenance agreement or an easement agreement registered against title to the appropriate lands.

7.10.7 Painted Wall Signs

- a) Painted wall signs may only be located in commercial or industrial districts.
- b) Painted wall signs may only consist of logos, pictures or simple copy.
- c) Any painted wall sign that has a heritage theme or local significance may be maintained even though the business to which the sign relates no longer exists.

7.10.8 Projecting Signs

- a) Subject to the provisions in this Part, projecting signs should only be located in a commercial or industrial district.
- b) One (1) projecting sign per wall(s) facing a street may be allowed, providing the sign complies with the following sign area requirements as follows:
 - i in the C1 (Downtown Commercial), C2 (Neighbourhood Commercial), C3 (Transitional Commercial) and UC (University Commercial) Districts, a projecting sign may have a maximum sign area of 1m²;
 - ii in the C4 (Highway Commercial), C5 (Shopping Centre) or C6 (Regional Shopping Centre) District, a projecting sign may have a maximum sign area of 1.5m²; (amended, b.400.23, 07/8/2019)
 - iii in the I1 Light Industrial and I2 - Heavy Industrial Districts, a projecting sign may have a maximum sign area of 2m².
- c) The top of a projecting sign shall not exceed the eaveline, or the roofline, or the top of the second storey window head, or 6 m above grade, whichever is least.
- d) The lower limit of the sign area should be the lower limit of the lintel or the window head, but in no case shall the projecting sign be lower than 2.5m above grade.
- e) Projecting signs shall not project more than 1m over that portion of a public street that contains the public sidewalk and an encroachment agreement with the municipality is required.
- f) On corner sites, a projecting sign shall be placed at equal angles to the walls that form the corner, and on all other buildings at right angles to the wall.

7.11 Class 3 Signs

7.11.1 Cluster Signs

- a) A cluster sign shall:
 - i only be allowed in the CS - Community Services District;
 - ii only advertise businesses or community facilities within 150m of the sign location;
 - iii advertise more than one business with no one business occupying more than one sign panel;
 - iv be double faced with identical copy on each face;
 - v not exceed 30m² of copy area, with no one business or community facility copy area exceeding 4.65m² on each sign face; and
 - vi not exceed 10m in height, with a bottom edge 2.5m above grade.
- b) Only one (1) cluster sign shall be allowed per parcel.
- c) A cluster sign may be located within 30m of another sign, so long as the cluster sign application is supported by stamped engineered drawings.
- d) Automatic changeable copy may be allowed if:
 - i it forms no more than 50% of the copy area of a sign; and

- ii It is restricted to local advertising only with the exception of not for profit organizations and community sponsored events.

7.11.2 Roof Signs

- a) A roof sign may only be located in the I1 - Light Industrial and I2 - Heavy Industrial Districts, or in the C3 - Transitional Commercial District on the west side of 46 Street alongside the rail line.
- b) The height of a roof sign shall not project more than 1.2m beyond the highest point of a pitched roof, and on any flat roof the maximum height shall be 1.8m. Further, in the C3 - Transitional Commercial District, the height of a roof sign shall not exceed the maximum height of the District.
- c) The maximum sign area for roof signs shall be 7m² and shall not exceed two-thirds (2/3) of the length of the roof on which it is mounted, whichever is less.
- d) A roof sign shall not be erected with visible means of support unless architecturally integrated with the building upon which it is located.

7.11.3 Sponsorship Signs

- a) A sponsorship sign may be allowed in the CS - Community Services District in which a community, culture and recreation facility is situated. This bylaw only regulates exterior signage related to such facilities.
- b) A Development Permit is required for all sponsorship signage. One Development Permit may be applied for all exterior signage associated with the facility.
- c) A sponsorship sign may not be located in a manner that blocks views of natural open space.
- d) A sponsorship sign shall be limited to the name, symbol and/or slogan of sponsor or product. Signs shall not display the name or image of any alcohol, drug or tobacco product.
- e) A sponsorship sign should be affixed to integral parts of the facility, including but not limited to fences, scoreboards, bleachers or play surface. Free-standing signs will not be allowed, with the exception of those signs intended to list the names of donors. Only one (1) free-standing sign of this nature is allowed per facility.
- f) All sponsorship signs should be oriented towards the inside of the facility as the primary intent of all signs is that they are to be viewed by users of the facility.
- g) Sponsorship signs attached to buildings will be limited to one (1) per eligible building face.
- h) All sponsorship signs shall be maintained to a standard satisfactory to the City.
- i) Sponsorship signage may not be illuminated when the facility is not in use. All lighting should be necessary for the facility operation, not specifically for the sign.
- j) Design standards for sponsorship signage shall be as follows:
 - i The maximum sign area shall not exceed 4.25m²;
 - ii The number of identical signs on one (1) site shall be limited to three (3).

7.12 Temporary Signs

7.12.1 Temporary Signs on Private Lands

- a) A Development Permit is not needed for a temporary sign.
- b) The owner of the private lands shall be allowed:
 - i one (1) temporary sign per parcel for the sole purpose of local advertising or an event with which the business is associated with; and
 - ii additional temporary signs, per the regulations of 7.3.2(e) and (f), the number of which is to the discretion of the Development Authority.
- c) Temporary signs shall be located wholly within the property lines of private lands except where the City gives permission for the placement of an A-board sign in 7.9.1(b), or a directional sign, which may be subject to conditions imposed by the Development Authority. No temporary sign over 1m in height shall be placed within the corner visibility triangle.
- d) The maximum size of a temporary sign located on private land shall be 4.65m².
- e) All sign supports shall be placed on private property.

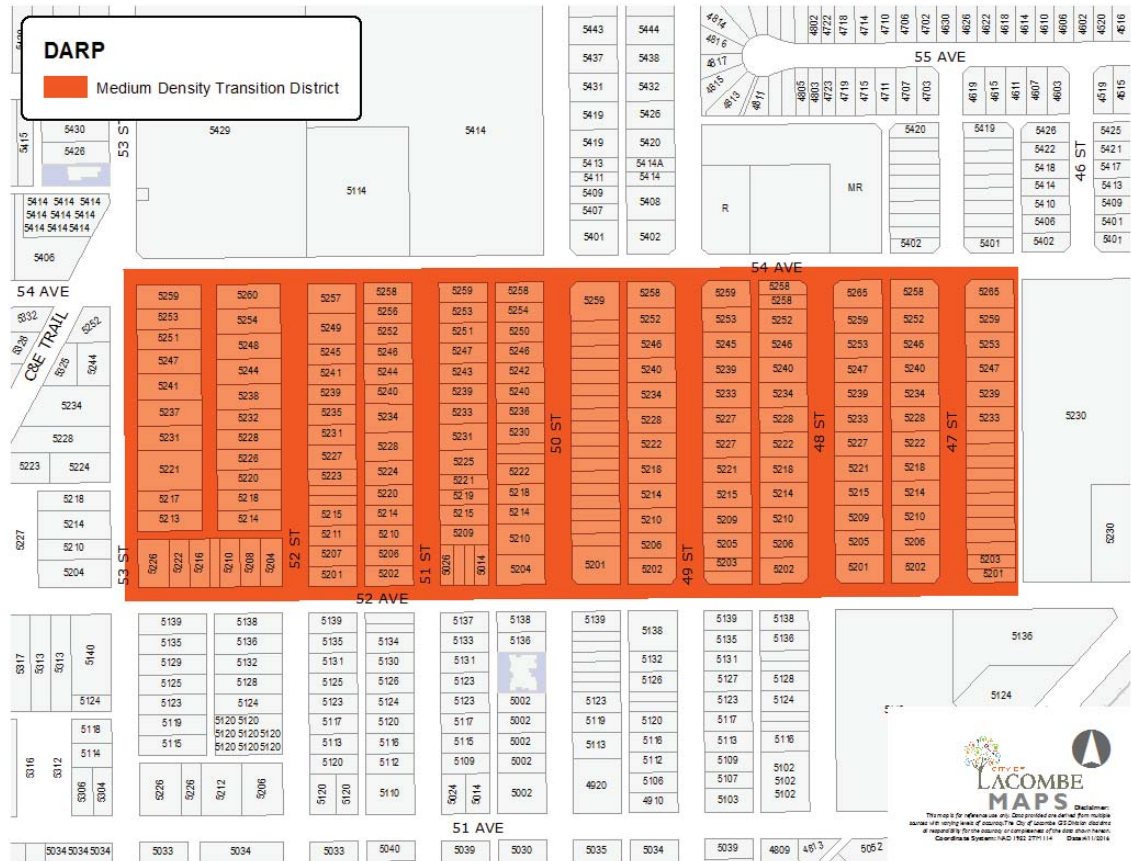
7.12.2 Temporary Signs on Public Lands

- a) The City may make available locations for temporary signs on City property.
- b) A new business (in operation for less than six (6) months) or a community group may apply to locate a temporary sign on City property. The approval of locations is on a first come, first serve basis, and at the discretion of the Development Authority.
- c) All off-premise temporary signs are subject to a signed agreement for a 21-day display period. Community events may apply to redisplay the same sign/event sixty (60) days after the ending of the previous advertising period.
- d) Temporary signs may only be located in two (2) locations at one time as designated by the Temporary Sign Map (as updated by the Development Authority).
- e) The maximum size of a temporary sign located on public lands shall be 4.65m².
- f) The Development Officer may choose to waive any regulations of this part, subject to approval by the Chief Administrative Officer.

14.4.11 MEDIUM DENSITY TRANSITION DISTRICT

- a) **General Purpose:** To regulate the development of major additions and infill development for Medium Density residential uses in a manner that ensures compatibility with adjacent properties. This District acts as a transition area between the higher density Mixed Use Transition District and lower density residential surrounding areas.

MEDIUM DENSITY TRANSITION DISTRICT



- b) **New Construction/Infill/Site Development**
- i Infill developments shall be sensitive to the character, scale, façade, and materials of adjacent buildings and users within this District Overlay. This will be provided through the provisions set forth in this Overlay District.
 - ii A Victorian, Queen Anne, Eclectic/Craftsman, Folk or Edwardian architectural style, as shown Section 14.4.6 shall be chosen for construction of a new building. The architect and/or builder should draw on the architectural features and building materials of that specific style. Development shall provide the required elements and shall incorporate the minimum number of features associated with the specific style (see the styles found in the glossary).
 - iii All new residential developments shall have a minimum side yard setback of 2.0m. (Amended, b.400.24, 03/09/2020)
- c) **Building Components**
- i **Roofs:** Residential developments shall have roof slopes of 3 in 12 or greater – and shall be indicated on the submitted plans. Where residential development proposes a flat roof or slope of less than 3 in 12, it shall be at the discretion of the Development Officer.

- ii **Entrances:** All new development which provides for more than one dwelling unit per site shall be developed to promote street orientated design. Aspects of street orientated design include (but may not be limited to):
 - Front verandahs
 - Roof elements separating the first storey from the second storey
 - Larger windows facing the street
 - Minimal front yard parking, where any Garage is setback from the primary Facade of the structure; or with a second storey above the Garage.
- iii Apartments shall have a central entry point directly accessible at ground level fronting onto the street. Where multiple street frontages exist (e.g. corner lots) an additional central entry point shall be developed.
- iv A hard surfaced pedestrian path shall link all parking for multi-unit development to entrances.

d) **Building Placement and Massing**

- i New developments on all corner sites shall orient to both street frontages through the use of elements such as entrances, windows, porches.

e) **Building Facade/Building Materials**

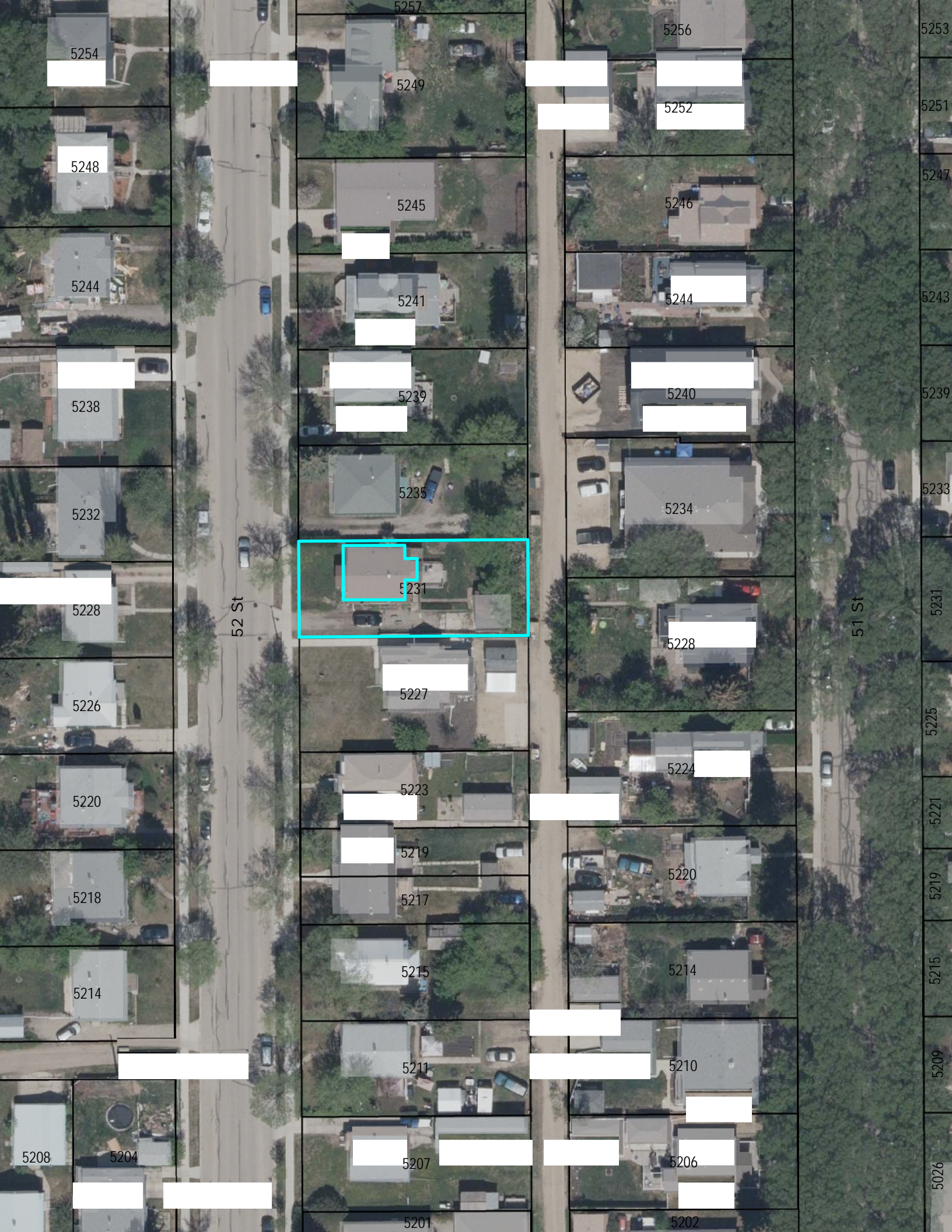
- i All exposed building Facades shall be architecturally treated to create a unified building exterior.
- ii All building Facades shall use high quality, compatible and harmonious exterior finishing materials.
 - Wood, metals, and plastics shall be deemed acceptable as trim materials for window and door frames, cornices, and awnings or canopies.
 - Façade trim work, including window and door frames, cornices, pilasters, awnings, canopies and other elements may be any colour, with the exception of luminescent, fluorescent or metallic colours.
 - Trim work around windows shall be delineated through wider framing or different colours from the principal building.

Examples of appropriate building Facades are shown in the pictures adjacent.



f) **Parking and Access**

- i All parking should be accessed through the lanes. Where parking is proposed from the street it should be through the provision of a Garage which:
 - incorporates a second storey above the Garage and
 - is flush with or recessed back from the principal building. (Amended, b.400.24, 03/09/2020)
- ii Where parking is provided from the lane for multiple housing developments, it shall:
 - provide screening from adjacent properties – either through fences or be framed by vegetation (i.e. shrubs) 0.6m to 0.9m in height. Preferred fencing includes wrought iron, wood picket or rope and tie/post and cable fencing. Where fence material is chain link, it shall be painted black.**
 - be setback from the rear of the principal building to ensure that a strip of landscaping is provided between the principal building and the parking facilities



OwnerName	PropertyAddress	MailingName	MailingAddress	MailingCityProvPostal
ROSEBRIAR HOLDINGS INC.	5220 51 Street	ROSEBRIAR HOLDINGS INC.	BOX 5745	LACOMBE AB;T4L 1X3
GALLOWAY ANDREW ANDREEFF KATARINA	5220 52 Street	GALLOWAY, ANDREW & ANDREEFF, KATARINA	5220 52 STREET	LACOMBE AB;T4L 1H9
PEARS BENJAMIN DOUGLAS	5215 52 Street	PEARS, BENJAMIN DOUGLAS	5215 52 STREET	LACOMBE AB;T4L 1H9
BROWN KELLY CHAUN BROWN SHAMINEY SHELLEY	5231 52 Street	BROWN, KELLY CHAUN & BROWN, SHAMINEY SHELLEY	5231 52 STREET	LACOMBE AB;T4L 1H8
KUNZ RONALD DAVID KUNZ MIRIAM GRASSE	5228 52 Street	KUNZ, RONALD DAVID & KUNZ, MIRIAM GRASSE	41 LANSBURY CLOSE	LACOMBE AB;T4L 1P4
BAKER BRYSON D	5246 51 Street	BAKER, BRYSON D	5246 51 STREET	LACOMBE AB;T4L 1H7
SMITH ANGELA	5214 52 Street	SMITH, ANGELA	5214 52 STREET	LACOMBE AB;T4L 1H9
SARGENT RYAN SARGENT MALORIE	5232 52 Street	SARGENT, RYAN & SARGENT, MALORIE	5232 52 STREET	LACOMBE AB;T4L 1H8
KUNZ RONALD DAVID KUNZ MIRIAM GRASSE	5226 52 Street	KUNZ, RONALD DAVID & KUNZ, MIRIAM GRASSE	41 LANSBURY CLOSE	LACOMBE AB;T4L 1P4
STEC MICHAEL	5218 52 Street	STEC, MICHAEL	5218 52 STREET	LACOMBE AB;T4L 1H9
MORIN DAVID MORIN LENA	5235 52 Street	MORIN, DAVID & MORIN, LENA	2 SPRUCE CLOSE	LACOMBE AB;T4L 2L3
MORIN NATALINO MORIN RITA	5239 52 Street	MORIN, NATALINO & MORIN, RITA	SITE 5 BOX 11, RR 4	LACOMBE AB;T4L 2N4
URSULIAK TIMOTHY RAYMOND COOKSON-HILLS CARMEN JO-JESSE	5241 52 Street	URSULIAK, TIMOTHY RAYMOND & COOKSON-HILLS, CARMEN JO-JESSE	5241 52 STREET	LACOMBE AB;T4L 1H8
BOWYER JEFFREY A BOWYER SALLY A	5245 52 Street	BOWYER, JEFFREY A & BOWYER, SALLY A	5245 52 STREET	LACOMBE AB;T4L 1H8
STEPHENS NEIL ARDEN STEPHENS THERESA ANN	5244 51 Street	STEPHENS, NEIL ARDEN & STEPHENS, THERESA ANN	5244 51 STREET	LACOMBE AB;T4L 1H7
TRIMBLE MAEGEN	5214 51 Street	TRIMBLE, MAEGEN	4413 58 STREET CLOSE	ROCKY MOUNTAIN HOUSE AB;T4T 0A4
ROSEBRIAR HOLDINGS INC.	5224 51 Street	ROSEBRIAR HOLDINGS INC.	BOX 5745	LACOMBE AB;T4L 1X3
GRAF ALFRED PAUL GRAF CANDICE JOY	5228 51 Street	GRAF, ALFRED PAUL & GRAF, CANDICE JOY	5228 51 STREET	LACOMBE AB;T4L 1H9
WALLS PETER J & JOANNE J STRYKER HENRIETTA A	5234 51 Street	WALLS, PETER J & JOANNE J & STRYKER, HENRIETTA A	BOX 5901	LACOMBE AB;T4L 1X4
FAIRPLAY MORTGAGE INC.	5240 51 Street	FAIRPLAY MORTGAGE INC.	191 SILVER SPRINGS WAY NW	AIRDIRE AB;T4B 2Y3
PATEL VIKAS PATEL BEENABAHEN	5223 52 Street	PATEL, VIKAS & PATEL, BEENABAHEN	5223 52 STREET	LACOMBE AB;T4L 1H8
NOEL JULES ROLAND	5227 52 Street	NOEL, JULES ROLAND	5227 52 STREET	LACOMBE AB;T4L 1H8
ANNEMIEKE OLSEN	5238 52 Street	ANNEMIEKE, OLSEN	5238 52 STREET	LACOMBE AB;T4L 1B8
REDELBACK MATHEW	5244 52 Street	REDELBACK, MATHEW	BOX 69	CORONATION AB;TOC 1C0
FORSYTH WILLIAM FORSYTH LOUISE M	5248 52 Street	FORSYTH, WILLIAM & FORSYTH, LOUISE M	BOX 42, SITE 2, RR1	LACOMBE AB;T4L 2N1
WALLS PETER J. WALLS JOANNE J.	5217 52 Street	WALLS, PETER J. & WALLS, JOANNE J.	BOX 5901	LACOMBE AB;T4L 1X4
STRYKER ROBERT STRYKER HENRIETTA	5219 52 Street	STRYKER, ROBERT & STRYKER, HENRIETTA	63 ANQUETEL STREET	RED DEER AB;T4R 2K8

SUBJECT PROPERTY
ADJACENT PROPERTIES
DUPLICATE LANDOWNER



WAKE UP CANADA... YOUR SILENCE IS DEAFENING!


- Our Courts, Our Judicial Systems Are a National Disgrace!
- Divorce, Custody, Access - the Legal Destruction of the Family!
- Lawyers - Only THEY Benefit! From The Legal System
- No More Non Disclosure Agreements (NDAs)
- End Home Day Orders Used to Cover up Truth, Not Expose It
- Justice for 1000 Female Police Officers
- All Women Matter. We AS Black and
- A - Rattle from the Rattles off
- C - Consent from the Top Down - Court Order
- M - Manipulating High Tops of Justice, P.T.S.D Sexual Harassment!
- P - Protect Survivors, Powers of the Provincial & Federal Government!

WAKEUPCANADA.INFO

**"I SUPPORT THE POLICE
BUT ONLY THE GOOD ONES!"**



SITE INSPECTION REPORT

DATE: November 6th, 2023	CIVIC: 5231 52 Street
TIME: 10:40 AM and 2:00 PM	LEGAL: Lots 15 and 16, Block 19, Plan 4500R
NAME OF INSPECTOR/S: Moiria Duley	
ANY OTHER INDIVIDUALS PRESENT AT TIME OF INSPECTION: Parker Fandrey (2:00 PM)	
RELEVANT DETAILS (i.e. condition of lands, weather, etc.): Enforcement Services attended the site with Planning and Development for a secondary inspection to serve the STOP ORDER. Enforcement knocked twice, with no answer. The STOP ORDER was posted on the property. Photos attached.	
SUMMARY OF ANY COMMENTS MADE BY THE OWNER/ OCCUPANT: Owner/Occupant was not present at either time of inspection.	
WHAT IS BEING INSPECTED: Illegal Billboard Sign affixed to the detached dwelling	
SUMMARY OF INSPECTION (pass or fail, why?): Fail – STOP ORDER issued pursuant to Section 645 and Section 616 of the MGA.	
PHOTOGRAPHS/ SITE PLAN/ SKETCH/ MAP: <div data-bbox="440 1083 1060 1816"></div>	

40: BETH Mc LACHLAN,
P.C.P.S.

27th Nov 23
5291-52 St,
Lacombe Alta.
T4L-1H8.

CONTACT INFO. ATTACHED.

STOP ORDER AND SIGNS ON HOME.

REASONS: Express of free SPEECH UNDER THE CANADIAN
CHARTER.

THE SIGNS ON MY HOME, A VARIANCE for
this home to be 5 feet by 10 feet, not any other
property, just the footage requested on this home.

I wish a VISA VOCE before the Council or Board.

The reasons are too numerous to write down.

Cheque attached: \$250.⁰⁰

P.S. Why am I doing this;
because no one else is. I
wish to do it right and through
due process.

Yours truly,
W. H. D. Matheson.

REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

UNIT B 4730 ROSS STREET
RED DEER AB T4N 1X2
403-343-3394

December 8, 2023

Adjacent Landowner

NOTICE OF APPEAL

An appeal has been made to the Regional Subdivision and Development Appeal Board (RSDAB) against a Stop Order from the City of Lacombe Development Authority and is described as follows:

A Billboard Sign has been erected on the façade of an existing Detached Dwelling at 5231 52 Street, Lacombe, Alberta, legally described as Lot 15 & 16, Block 19, Plan 4500R, in contravention of the Land Use Bylaw 400.

The Regional Subdivision and Development Appeal Board will hold a hearing on **December 18th, 2023 at 5:00 PM**, in Council Chambers at the City of Lacombe City Hall - 5432 56 Ave, Lacombe, AB T4L 1E9.

A copy of the Notice of Appeal filed with the SDAB by the Appellant can be provided upon request. Please contact the SDAB Clerk if you wish a copy.

As an owner of land adjacent to the subject site and if you are affected by the above appeal, you may be entitled to make submissions to the SDAB. Here is what you can do:

1. You can provide visual or written submissions in advance of the hearing or at the hearing and/or;
2. You can attend the hearing and make a presentation at the hearing.

If you wish to submit visual or written material to the SDAB prior to the hearing, one copy should be delivered to the SDAB Clerk no later than **December 14th, 2023.**

Materials received will be included in the hearing package prepared for the SDAB and will be distributed to the SDAB, appeal participants and the public prior to the hearing.

You can drop off or mail your written or printed documentation to Sarmad Abbasi, SDAB Clerk, at Unit B, 4730 Ross Street, Red Deer, AB T4N 1X2, or send it by email to sarmad.abbasi@pcps.ab.ca.

REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

UNIT B 4730 ROSS STREET
RED DEER AB T4N 1X2
403-343-3394

If you choose to provide a verbal presentation, please notify the SDAB Clerk, at the contact information provided above, to register your intent to present, no later than **December 14th, 2023.**

Alternatively, if you choose not to attend or are not able to attend, you may submit written comments to the SDAB Clerk no later than **December 14th, 2023.**

PLEASE BE ADVISED THAT:

1. Any visual or written material received by the SDAB Clerk will form part of the public record and will be made available for public inspection pursuant to section 686(4) of the Municipal Government Act, RSA 2000, c M-26 as amended;
2. While the SDAB Clerk will accept visual or written material in advance of the hearing, the ultimate decision as to whether any or all of the materials will be considered by the SDAB remains with the SDAB; and
3. Since the SDAB and appeal participants may not have an opportunity to review any materials that you do not provide in advance, the SDAB may be required to adjourn the hearing to allow the SDAB and other appeal participants opportunity to review any materials you bring with you to the hearing and, if necessary, for the appeal participants to provide responding materials.

A copy of the agenda and materials for this hearing, and further information about the appeal process, can be viewed on the Regional Subdivision and Development Appeal Board website at <https://pcps.ca/sdab/hearing-notice>, on or after **December 18th, 2023.**

If you have any questions concerning this appeal, please contact Sarmad Abbasi, SDAB Clerk at the contact information provided below.

Sarmad Abbasi, Clerk
Regional Subdivision and Development Appeal Board
Email: sarmad.abbasi@pcps.ab.ca
Telephone: 403-343-3394

REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

UNIT B 4730 ROSS STREET
RED DEER AB T4N 1X2
403-343-3394

December 8, 2023

Don Matheson
5231 52 Street
Lacombe, AB T4L 1H8

NOTICE OF APPEAL

We have received your appeal with the Regional Subdivision and Development Appeal Board against a Stop Order from the City of Lacombe Development Authority and is described as follows:

A Billboard Sign has been erected on the façade of an existing Detached Dwelling at 5231 52 Street, Lacombe, Alberta, legally described as Lot 15 & 16, Block 19, Plan 4500R, in contravention of the Land Use Bylaw 400.

The Regional Subdivision and Development Appeal Board will hold a hearing on **December 18th, 2023 at 5:00 PM**, in Council Chambers at the City of Lacombe City Hall - 5432 56 Ave, Lacombe, AB T4L 1E9.

As the Appellant you are welcome to participate and make verbal and/or written presentation at the hearing. Here is what you can do:

1. You can provide visual or written submissions in advance of the hearing or at the hearing and/or;
2. You can attend the hearing and make a presentation at the hearing.

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REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

UNIT B 4730 ROSS STREET
RED DEER AB T4N 1X2
403-343-3394

If you choose to provide a verbal presentation, please notify the SDAB Clerk, at the contact information provided above, to register your intent to present, no later than **December 14th, 2023**

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A copy of the agenda and materials for this hearing, and further information about the appeal process, can be viewed on the Regional Subdivision and Development Appeal Board website at <https://pcps.ca/sdab/hearing-notice>, on or after **December 18th, 2023**. A copy of the agenda and materials will also be emailed to you.

If you have any questions concerning this appeal, please contact Sarmad Abbasi, SDAB Clerk at the contact information provided below.

Sarmad Abbasi, Clerk
Regional Subdivision and Development Appeal Board
Email: sarmad.abbasi@pcps.ab.ca
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REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

UNIT B 4730 ROSS STREET
RED DEER AB T4N 1X2
403-343-3394

December 8, 2023

Development Authority
City of Lacombe
5432 56 Avenue
Lacombe, AB T4L 1E9

NOTICE OF APPEAL

This is to notify you that an appeal has been made to the Regional Subdivision and Development Appeal Board (RSDAB) against a Stop Order from the City of Lacombe Development Authority and is described as follows:

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A copy of the Notice of Appeal filed with the SDAB by the Appellant was previously emailed to you. Please contact the SDAB Clerk if you require another copy.

As the Development Authority you will be on the agenda to present the background on the Stop Order. If you are presenting additional written or printed documentation please provide a copy to the SDAB Clerk no later than **December 14th, 2023**.

Materials received will be included in the hearing package prepared for the SDAB and will be distributed to the SDAB, appeal participants and the public prior to the hearing.

If you choose to bring additional written or printed documentation with you to the hearing without providing it to the SDAB Clerk in advance, please bring digital format files that can be distributed. Please note that since the SDAB and other appeal participants may not have an opportunity to review any materials that you do not provide in advance, the SDAB may be required to adjourn the hearing to allow the SDAB and other appeal participants opportunity to review any materials you bring with you to the hearing and, if necessary, for the appeal participants to provide responding materials.

REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

UNIT B 4730 ROSS STREET
RED DEER AB T4N 1X2
403-343-3394

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If you have any questions concerning this appeal, please contact Sarmad Abbasi, SDAB Clerk at the contact information provided below.

Sarmad Abbasi, Clerk
Regional Subdivision and Development Appeal Board
Email: sarmad.abbasi@pcps.ab.ca
Telephone: 403-343-3394

NOTICE OF REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING

This is to notify you that an appeal has been made to the Regional Subdivision and Development Appeal Board (RSDAB) against a Stop Order from the City of Lacombe Development Authority and is described as follows:

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A copy of the agenda and materials for this hearing, and further information about the appeal process, can be viewed on the Regional Subdivision and Development Appeal Board website at <https://pcps.ca/sdab/hearing-notice>, on **December 18th, 2023**.

Any affected person is welcome to participate and make verbal and/or written presentation at the hearing. Affected persons wanting to provide a written submission to the Board concerning the appeal must deliver a copy of the submission to the SDAB Clerk no later than **December 14th, 2023**. Mail or deliver to: Unit B, 4730 Ross Street, Red Deer, AB, T4N 1X2 or email to: sarmad.abbasi@pcps.ab.ca. Affected persons wishing to speak at the hearing are asked to register with the SDAB Clerk no later than **December 14th, 2023**.

Please be advised that any written material that you provide will become a matter of Public Record and may be forwarded to the affected parties prior to the hearing for review and consideration, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

If you require further information, please contact Sarmad Abbasi, SDAB Clerk at 403-343-3394 or Sarmad.abbasi@pcps.ab.ca. Documents and additional information about the appeal process are also available online at <https://pcps.ca/sdab/hearing-notice>.

Dated: December 8, 2023

Sarmad Abbasi, Clerk

Regional Subdivision and Development Appeal Board