



LAND USE BYLAW

Open House Summary

May 25, 2022



PROJECT OVERVIEW

The Town of Westlock is reviewing and updating the Land Use Bylaw. Since Land Use Bylaw No. 2015-02's adoption by Council in 2015, Administration has compiled a list of revisions to correct errors, gaps and other issues that have been identified through practical application. The goal of this update will be to create a new Land Use Bylaw which will help Town residents, businesses and developers navigate development activities and processes with ease.

In late 2021, Administration conducted comparator research and reviewed the current Land Use Bylaw to compile a list of revisions. Based on the findings, a working draft of the new Land Use Bylaw was created. The next step of the project is to engage the public for their feedback on the proposed changes, what is working, what should be changed, and what is missing from the Town's Land Use Bylaw. The feedback from the public will be used to shape the final version of the new Land Use Bylaw.

Public engagement commenced with an online survey held from February 22 to March 11, 2022. Following the closure of the survey, Administration created handouts and videos of the key changes proposed to the Land Use Bylaw. The videos, handouts and a full summary report of all changes were posted to the Land Use Bylaw Update project page on the Town's website. The key changes were also showcased at Open Houses on April 28th and May 5th.

OVERVIEW OF OPEN HOUSES

Administration held 3 Open Houses that were open to the public to attend. One of the Open Houses was targeted to the Town's business community with specific invitations provided to the Chamber of Commerce and other local businesses. A total of 14 residents, business owners and other stakeholders were in attendance over the 3 sessions – the attendance numbers for each Open House are below:

Date and Time of Open House	Number of Attendees
April 28 th , 2022 – 5 to 8 p.m.	5
May 5 th , 2022 – 9 a.m. to 4 p.m.	5
May 5 th , 2022 – 6 to 8 p.m. (business focused)	4

Feedback from the attendees was overwhelming positive. Attendees were engaged and provided insightful comments. Verbatim comments are included in the remainder of this report.

A total of 12 boards were used to showcase 8 categories of proposed key changes to the Land Use Bylaw. Participants were free to view the boards on their own and then ask questions of



the Town staff present if they had any or participants also had the option of being walked through the boards by Town staff. Participants were also invited to leave their comments as sticky notes on the related board(s).



Panorma view of Open House set-up (May 5th, evening session)

ADVERTISEMENT OF OPEN HOUSES

To promote the Open Houses, Administration created handouts and videos of the key changes proposed to the Land Use Bylaw. Those handouts and videos were posted to the Land Use Bylaw Update project page on the Town’s website one week prior to the first Open House. In addition, a series of posts on the Town’s social media pages (Facebook and LinkedIn) featuring the Open House dates and times and each “Key Change” video were made between April 20th and May 5th.

In particular, the Facebook posts of each video had excellent engagement, with over 200 views of each. Culmative views for each video over all platforms (including Youtube) are below:

Video	Number of Views
Home Businesses & Home Offices	417
Landscaping	323
Administration & Procedures	320
Accessory Structures	313
Signs	308
Parking	307
Secondary Suites	306
New & Expanded Land Uses	240

Direct invitations were also made to the local business community, Chamber of Commerce, builders, developers, and those that had previously signed up for project updates.



FEEDBACK SUMMARY

Feedback was added directly to each board with sticky notes. A summary of the feedback for each board (if any) is below.

Board: New and Expanded Uses

TOWN OF Westlock

Land Use Bylaw Update Uses

We are expanding the types of uses that can be developed in each district

New Uses

New use types are being added to the Land Use Bylaw to meet current Development Trends.

- Show Home**
Temporary, 1-year Approvals
- Pet Care Service**
Pet Grooming, Doggy Daycare
- Renewable Energy Device**
Solar Panels, Wind & Solar Farms

Expanded Uses

We are adding use types across all land use districts. Our Commercial and Industrial districts have been greatly expanded to provide more opportunity and choice for landowners.

For example:

Breweries, Wineries and Distilleries

Surveillance Suite
Industrial Security

Vehicle Wash
Standalone or accessory

Highway Commercial District:

Light Industrial District:

New uses include:
Business Support Service, Child Care Facility, Health Service, Personal Service, Place of Worship

New uses include:
Automotive Repair, Service Station, Warehousing Workshop, Limited

Comments, Concerns, Suggestions?

get wind farms in town

I WANT A BREWERY IN TOWN

Great Ideas! Keep them coming!

Place your sticky notes here

Comments included support for the newly proposed Breweries, Wineries and Distilleries Use class and a request for Wind Farms to no be allowed within the Town proper.



Board: Landscaping

Land Use Bylaw Update

Landscaping

Residential Landscaping

NEW Requirement:
10.0m (32.8ft) maximum width for hard landscaping in the front yards of Single Detached, Semi-Detached and Row Houses

Current:
Reduces on-street parking, potential drainage issues

Proposed:
Allows for more on-street parking, visually appealing streetscape

Multi-Unit Residential Landscaping

NEW Requirement:
20% of total site area to be landscaped

3.0m (9.8ft) buffer required between multi-unit development and low density residential

Parking lots of 8 or more stalls require perimeter planting

Commercial & Industrial Landscaping

NEW Requirements:

Commercial:
20% of site area to be landscaped

Industrial:
10% of site area to be landscaped

Reduced tree and shrub requirements for all developments.

Comments, Concerns, Suggestions?

Place your sticky notes here

Would artificial turf grass still count as landscaping? It's illogic


Is this under range for 3.0m?

Agree with less landscaping. Garden not a forest

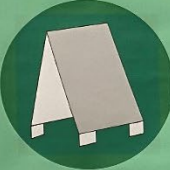



Comments included questions about artificial turf and support for less commercial and industrial landscaping (think garden not a forest).




Board: Signs





Land Use Bylaw Update Signs

A-Frame Signs	Billboard Signs	Freestanding Signs	Portable Signs
<p>NEW regulations:</p> <ul style="list-style-type: none"> - No Development Permit Required - 1 sign maximum per business - Can be placed during business hours only 	<p>NEW Regulation:</p> <p>Minimum 6.0m (19.7ft) setbacks from all property lines</p>	<p>NEW Regulation:</p> <p>Minimum 6.0m (19.7ft) setback from front property line</p>	<p>NEW Regulation:</p> <p>Minimum 1.0m (3.3ft) setbacks from all property lines</p>
			

Comments, Concerns, Suggestions?








your sticky notes here

Comments included concern about the new setback requirements for freestanding signs being difficult to meet on smaller or shallower lots as well as a request to not allow the Town's "gateway" to be littered with billboard signs.



Board: Administration & Procedure



Land Use Bylaw Update Administration & Procedure

Procedural Changes

- 1) New timelines for Development Permits
 - Deemed Complete - 20 days
 - Decision Made - 40 days
- 2) New notification requirements for Discretionary and variance approvals
- 3) Expanded enforcement mechanisms including violation tickets and tags & new Fine appendix

General Changes

- 1) More diagrams & tables
- 2) One column format
- 3) Reorganization to improve navigation
- 4) Simplification and streamlining of regulations

New & Revised Definitions

We are revising 47 existing definitions and adding 50 new definitions. Including business, community garden, day home, driveway, hard surfacing, home office, mixed use development, park model trailer, setback, utility, variance, xeriscaping, modular construction, home business, landscaping, school and more.

Comments, Concerns, Suggestions?


Simplify not more complicated

Place your sticky notes here

The comment left on this board was a preference for simplification over complication.



Board: Home Businesses



Land Use Bylaw Update


Home Businesses

We are splitting the Home Occupation use class into 2 NEW uses.


Home Business	Home Office
<p>NEW Regulations:</p> <ul style="list-style-type: none">- One (1) employee who does not live in the home is permitted <p>Existing regulations for Home Occupations are being carried forward including:</p> <ul style="list-style-type: none">- Maximum of one (1) business-related vehicle- No outdoor storage of business material or equipment- Maximum of three (3) clients at any one time- Businesses are only permitted in a home setting that would cause excess nuisance (noise, smell, traffic) <p>Discretionary Use - Adjacent Landowners are Notified of Approvals</p>	<p>NEW Regulations:</p> <ul style="list-style-type: none">- No Development Permit required- No outdoor storage or parking of business vehicles- No customer visits or deliveries- No external signage- Cannot cause any inconvenience to adjacent landowners

Comments, Concerns, Suggestions?

Place your sticky notes here




Please all allow small home offices to never require a permit.



The comment left on this board was in support of the split, stating it makes it “clean and easy” and that home offices should never require a permit.






Board: Secondary Suites



Land Use Bylaw Update Secondary Suites


We are splitting the **Secondary Suite** use class into 3 different uses.

Secondary Suites	Garage Suites	Garden Suites
NEW Regulations: <ul style="list-style-type: none">- Floor area of suite < dwelling- Separate entry to suite required- Must appear as one dwelling externally	NEW Regulations: <ul style="list-style-type: none">- Floor area of suite < dwelling- 1.5m (4.9ft) minimum rear and side setbacks- 7.5m (24.6ft) maximum height OR no taller than the dwelling (whichever is less)- Provisions to protect privacy of adjacent dwellings including the placement of windows, decks and balconies	NEW Regulations: <ul style="list-style-type: none">- Floor area of suite < dwelling- 1.5m (4.9ft) minimum rear and side setbacks- 4.5m (15.1ft) maximum height- Provisions to protect privacy of adjacent dwellings including the placement of windows, decks and balconies
		


All suites will be limited to 1 per lot and additional parking will be required on-site.
In the majority of districts, suites will be Discretionary Uses, meaning adjacent landowners will be notified of approvals.

Comments, Concerns, Suggestions?

Place your sticky notes here




I SHOULD NEED A PERMIT TO RENT OUT A ROOM!



The comment left on this board was concerned with the ramifications of the changes on their ability to rent a room in their house without a permit.



Board: Accessory Structures Part 1




Land Use Bylaw Update

Accessory Structures

Sheds, Garages & Accessory Buildings

NEW Requirements:


No maximum lot coverage for accessory buildings



Accessory buildings cannot be located in a front yard

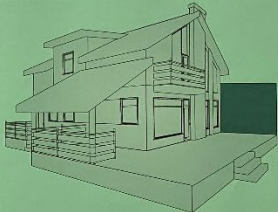
Minimum separation distance of 1.5m from other buildings, including a house

Garages with an overhead door facing a Lane must be setback a minimum of 3.0m (9.8ft)




Privacy Walls

Privacy Walls will be able to be added to decks, patios, and balconies (2.0m maximum height)



Uncovered Decks

Uncovered decks will be able to be built into a required front or rear yard



Comments, Concerns, Suggestions?

INCREASES SAFETY


Privacy walls are a great idea.

Love the idea of front decks to build community

Comments included that the increased setback to the lane for garages would increase safety and support for front decks which can build the feel of community through increased interaction.



Board: Accessory Structures Part 2



Land Use Bylaw Update Accessory Structures

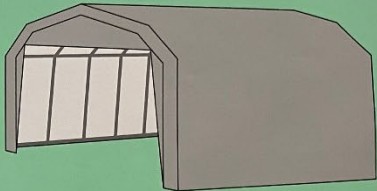
Portable Fabric-Covered Structures

Our current Land Use Bylaw is silent on Portable Fabric-Covered Structures. This can cause confusion over the permitting requirements for landowners who want to take advantage of this option of temporary, cost-efficient shelter. Online survey results indicate a desire for the option of temporary fabric-covered structures in Residential districts.

We are proposing that the new Land Use Bylaw allow for portable fabric-covered structures **without a Development Permit**, providing the structure follows new regulations to ensure structures are not unsafe or unsightly.

NEW Regulations:

- 1 Portable Fabric-Covered Structure will be allowed per lot
- The floor area of the structure must not exceed 30.0 sq. m (322.9 sq. ft)
- Portable Fabric-Covered Structures must be prefabricated, with a metal, plastic or wood frame, covered with a flame-resistant fabric or film
- The structure must be located so that snow and ice is to fall and remain on the lot on which it is placed
- The structure must be maintained in a good state of repair and be securely anchored to the ground.



Comments, Concerns, Suggestions?

Place your sticky notes here

This could help with garbage pickup, or you could avoid them

They don't work well in the. They are not durable.

Comments included support for the new approach and its ability to address unsafe or “ugly” fabric structures as well as concern that these types of structures do not work well with Alberta weather due to their lack of durability.



Board: Comments

TOWN OF Westlock

Land Use Bylaw Update

Do you have any other changes or revisions you'd like to see made to the Land Use Bylaw?

Comments, Concerns, Suggestions?

Place your sticky notes here

EV Chargers
-Types
-Installation

GREAT WORK ON THIS

BYLAW 2015-02

Legend:
R1 Low Density Residential
R2 Medium Density Residential
R3 High Density Residential
R4 Employment

General comments included a request for the Land Use Bylaw to address electric vehicle chargers and overall support for the project.



APPENDIX A: OPEN HOUSE BOARDS

The Open Houses featured 12 boards of content (including introduction, general comments and exit boards). Originals of each board are included in the following pages.

Open House Board Listing:

1. Introduction
2. New & Expanded Uses
3. Parking
4. Landscaping
5. Signs
6. Administration & Procedure
7. Home Businesses
8. Secondary Suites
9. Accessory Structures Part 1
10. Accessory Structures Part 2
11. Exit



APPENDIX B: VERBATIM FEEDBACK

1. Introduction

Informational board only, no comments provided.

2. New and Expanded Uses

- No wind farms in town
- I want a brewery in town
- Great ideas! Keep them coming!
- Modular vs manufactured, different lending, if it has a serial # it's modular
- Character & width of modular construction on foundation

3. Parking

- Developers won't like increase but it makes sense
- Will our storm sewers handle more pavement run off?
- Good idea to increase amount. Westlock does not have transit. We drive.

4. Landscaping

- Would artificial turf grass still count as landscaping? I'm allergic
- Is this wide enough for 3 cars?
- Agree with less landscaping. Garden not a forest

5. Signs

- Great idea!
- Don't litter the gateway to Town with billboards.
- My lot wouldn't have room for a sign with this setback

6. Administration & Procedure

- Simplify not more complicated

7. Home Businesses

- Makes it clear and easy. A home office should never need a permit.

8. Board: Secondary Suites

- I shouldn't need a permit to rent out a room!



9. Accessory Structures Part 1

- Increases safety
- Privacy walls are a great idea
- Love the idea of front decks. It builds community

10. Accessory Structures Part 2

- This could help with enforcing unsafe or ugly one's around town
- They don't work well in AB. They are not durable.

11. Comments

- EV chargers
 - Types
 - Installation
- Great work on this



APPENDIX C: POST & PAGE VIEWS

Town Website

Page Name	Number of Page Views
Land Use Bylaw Update	410 (cumulative from project launch)

Youtube

Video Name	Number of Views
Administration & Procedural Changes	4
Signs	3
Parking	8
Home Businesses & Home Offices	4
Secondary Suites	3
New and Expanded Uses	4
Landscaping	10
Accessory Structures	7

Facebook

General Open House Reminders

Post Date	Number of Views
April 20 th	522
April 28 th	292
April 28 th	685
May 2 nd	291
May 5 th	422
May 5 th	744



Proposed Changes Videos

Video Name	Number of Views
Administration & Procedural Changes	255
Signs	269
Parking	294
Home Businesses & Home Offices	389
Secondary Suites	288
New and Expanded Uses	229
Landscaping	290
Accessory Structures	245

LinkedIn

General Open House Reminders

Post Date	Number of Views
May 3 rd	15
May 5 th	43

Proposed Changes Videos

Video Name	Number of Views
Administration & Procedural Changes	12
Signs	36
Parking	5
Home Businesses & Home Offices	24
Secondary Suites	15
New and Expanded Uses	7
Landscaping	23
Accessory Structures	61