

PROJECT OVERVIEW

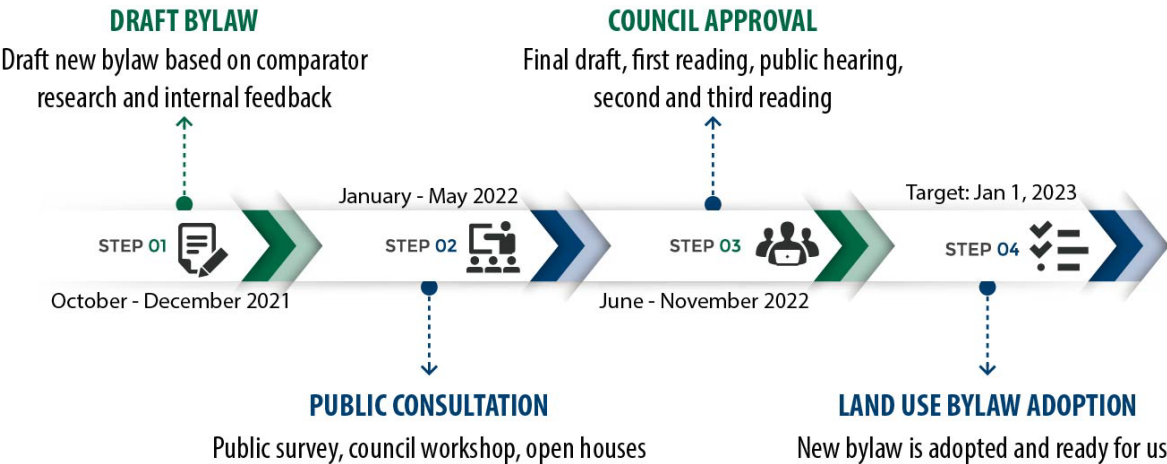
The Town of Westlock’s Development Services department has drafted a new Land Use Bylaw No. 2022-12, proposed to repeal and replace current Land Use Bylaw No. 2015-02. Issues, gaps and required revisions identified through both the practical application of the current Land Use Bylaw as well as public engagement throughout the Land Use Bylaw update project are addressed in the new Land Use Bylaw. The new Land Use Bylaw aims to help Town residents, businesses, and developers navigate development activities and processes with ease.

The New Land Use Bylaw follows the same land use districting framework as the current LUB, with improvements to the language, reorganization and streamlining of existing sections, and the introduction of new regulations to fill gaps and address emerging development trends. The major changes include:

- Updated and new definitions
- Expansion of land use options across districts
- Administrative and procedural improvements
- Updating residential accessory development regulations
- Introduction of new land uses
- Expanding secondary suite types and regulations
- Expanding development options where no permit is required
- Relaxing landscaping requirements for commercial and industrial development

1. PROJECT TIMELINE AND PROCESS

Work on the new Land Use Bylaw began in October 2021 with background and comparator research. Public Engagement based on the first rough draft of the new Land Use Bylaw was conducted from January to May 2022. Feedback from all public engagement sessions was used to prepare the final version of the new Land Use Bylaw. Administration has a target date of January 1, 2023 for the new Bylaw to be in force & effect.



2. PUBLIC ENGAGEMENT

Public Engagement on the proposed changes to the Land Use Bylaw were conducted from January to May 2022. This phase of the project commenced with an online survey held from February 22 to March 11, 2022. Educational videos and handouts of the key proposed changes were also made available on the Town website and social media. Three Open Houses were held late April and early May for focused feedback on the proposed changes. The Open Houses were targeted to the general public as well as the business and development community. Direct engagement with affected landowners for the site-specific redistricting's proposed in the new Land Use Bylaw were also conducted in late May. A summary report of the public engagement phase of the project is included in Appendix A.

What did we hear?

In general, the feedback received can be summarized as follows:

- The current Land Use Bylaw is difficult to navigate and hard to decipher
- Allow for more flexibility and encourage a variety of new business
- Residential properties should be protected from adjacent uses
- Parking requirements should not be decreased
- Explore more opportunities for mixed-use development

3. RAMIFICATIONS ON EXISTING DEVELOPMENT

When changes are made to a Land Use Bylaw, there may be existing buildings or uses that no longer comply with it. There are a set of rules in place to protect those non-conforming buildings and uses. If a development permit has been issued before the day the new Land Use Bylaw comes into effect, then the development can continue in perpetuity.

Non-conforming buildings may continue to be used, but the building may not be enlarged, added to, rebuilt, or structurally altered except to make it a conforming building or for routine maintenance of the building. If a non-conforming building is damaged or destroyed, exceeding 75 per cent of the value of the building, it must be repaired or rebuilt in accordance with the new LUB.

Non-conforming uses may continue to be in place, but if that use is discontinued for two (2) years or more, any future use of the land or building must conform with the new LUB.

4. FORMAT CHANGES

The new Land Use Bylaw features major format changes in order to enhance its' readability and navigability. These include the use of a one-column format vs. the previous two-column format of the current Land Use Bylaw, as well as the addition of multiple additional tables and graphics. The additional tables and graphics function to streamline lengthy lists of regulations as well as provide visual assistance for the interpretation of complicated or spatially based regulations.



Sections of the Land Use Bylaw have been relocated to group like-regulations and to aid with wayfinding throughout the Bylaw. For example, all regulations and land use districts having to do specifically with a Residential property are now grouped into Part 9: Residential Land Use Districts of the Bylaw.

In addition, similar or same regulations across multiple sections or Land Use Districts have been consolidated.

Lastly, a how-to guide has been added to the beginning of the Land Use Bylaw to provide users with a step-by-step process to find the applicable sections and regulations to their property.

5. CHANGES BY PART

Any changes in the new Land Use Bylaw are not retroactive; they will be applicable when approving new developments or subdivisions.

a. ADMINISTRATION & PROCEDURAL CHANGES

Parts 2 through 4 of the new Land Use Bylaw outline both administrative procedures as well as the process for development permits and subdivisions. The new Land Use Bylaw also takes into account changes to the *Municipal Government Act* (MGA) regarding timelines for deeming applications complete and rendering decisions. The new Land Use Bylaw references the referral process brought into effect under the Intermunicipal Development Plan (IDP) passed between the Town and Westlock County in 2019.

What did we hear?

A common theme to the feedback we heard was the need for a Land Use Bylaw which was simpler to use and easier to navigate.

Residents also expressed a desire to maintain the privacy, use, and enjoyment of their property. When asked how they would like to be notified of developments near their property, the vast majority indicated a preference for mailed notices.

Comments were also received requesting more flexibility in regulations. Respondents also indicated support for removing permitting requirements for more uses including Home Offices, Temporary Tents for Events, and A-Frame Signs.

Notifications

Developments which involve a Discretionary Use or a variance have the potential to impact the use, enjoyment and value of a neighbouring property. The new Land Use Bylaw provides adjacent property owners with direct notification of any proposed development that has been approved involving a Discretionary Use or a variance in the following ways:

- A written notice mailed to, at a minimum, property owners within 50.0m (164.0ft) of the subject site



- The Development Authority may also publish a notice regarding any such approvals in any or all of the following forms:
 - Publish a notice in one (1) issue of a newspaper circulating in the Town; or
 - Publish a notice on the Town’s website

Development Permit Process

New timelines for deeming a development permit application complete as well as rendering a decision have been added to the new Land Use Bylaw. These align with the statutory requirements of the MGA. Mechanisms that allow the timelines to be extended by written agreement between the applicant and the Development Authority have been built into the new Land Use Bylaw.

Clear timelines provide applicants with surety in expected timelines when applying for a Development Permit. They are:

- Applications must be deemed complete within 20 days after receipt
- A decision on an application must be made within 40 days from the date the application is deemed complete

The new Land Use Bylaw also features a visual representation of the development permit process (Figure 3.0).

Variations

The new Land Use Bylaw provides more guidance for the Development Authority when considering development permit applications involving a variance. Variations over 10% will continue to be referred to the Municipal Planning Commission for approval. Variations will now be evaluated based on the following:

- If the proposed development would not:
 - Unduly interfere with the amenities of the neighbourhood
 - Materially interfere with or affect the use, enjoyment, safety, or value of neighbouring land
- The proposed development must conform with the Use prescribed for the subject land or building
- The Development Authority must also consider the following:
 - The specific merits of the application
 - The general purpose and intent of the District
 - Any practical difficulties peculiar to the Use, character or situation of the land or a building which are not typical of other land or buildings in the same Land Use District



Fundamental Use Provisions or Use Definitions cannot be varied. If a variance is granted, the Development Authority is required to detail its nature and extent in the associated Development Permit approval.

Expiry & Extension of Development Permit Applications

Recent world events have further highlighted the need for further flexibility in the development process, for both the commencement and completion of approved development permits. The new Land Use Bylaw allows the Development Authority to grant the following extensions if requested within 30 days of the associated expiry date:

- 1 – One year extension to the typical 12-month expiry of a Development Permit
- 1 – One year extension to the 2-year period from Development Permit issuance in which a development shall be completed

Lapse of Use

The current Land Use Bylaw does not address situations in which the Use of a building has ceased for a considerable period of time. Buildings which have had a lapse of use may not meet the current Land Use Bylaw regulations nor the current Building Code requirements when an attempt is later made to revive the previous use of the premises.

To ensure that Uses are re-established in a safe and compliant manner, the new Land Use Bylaw requires a new Development Permit for the re-establishment of a Use that has ceased operation in a building or a portion of a building for more than two (2) years. This requirement will not apply for the use of a Dwelling for residential occupancy.

Major & Minor Classifications

In order to simplify the Land Use Bylaw, the major and minor classifications of development used in the current Land Use Bylaw have been removed. Instead, all applications will need to include the standard requirements listed in Section 3.6.1 (ie. application form, fees, proposed use, cost of project) and may also need to include requirements listed in Section 3.6.2 which are deemed necessary by the Development Authority to properly assess the proposed development. This will provide more flexibility in application requirements depending on the scope and scale of each application to minimize the burden on applicants.

Fundamental Use Provisions

In the current Land Use Bylaw, attempts were made to limit the scope of a particular Use to meet the intent and purpose of specific Land Use Districts through the use of regulations. As regulations can be interpreted differently depending on the type of verbiage used (ie. shall vs. may) and can also be varied, those regulations have been converted to Fundamental Use Provisions (FUPs) in the new Land Use Bylaw.

FUPs are introduced in Section 2.5.18 of the new Land Use Bylaw and are qualifiers for specific or all Permitted and Discretionary Uses within a district. An FUP will:



- Limit or restrict the nature or scope of the Use to align with the purpose of the district in which the use is allowed;
- Ensure that Uses achieve a particular planning objection that is characteristic and specific to the Land Use District; and
- Not be regulatory but modifies the scope of the Use as it applies to that particular district.

FUPs cannot be varied or relaxed.

Development not Requiring a Development Permit

Support for allowing more types of development without a development permit as well as desire for increased flexibility and ease of development were both common themes we heard throughout the public engagement phase. The new Land Use Bylaw proposes the following 10 additional types of development to be permitted without a Development Permit:

- Day Home [Not located in an Apartment]
- Electrical Vehicle Charging Stations [Installed as per manufacturer's instructions, not detract from the minimum required number of on-site parking stalls]
- Hard Surfacing [For vehicle or pedestrian access or parking]
- Home Office
- Portable Fabric Covered Structure [Located in a Residential Land Use District]
- Renovations [Not increasing building footprint, use or number of dwelling units]
- Solar Collectors [Mounted directly to a roof or side wall]
- A-Frame Signs [Removed outside of business hours, 10.0 sq. ft. maximum]
- Tent [Special Events only]
- Temporary Construction Building [Removed within 30 days of substantial completion of associated development]

Subdivision Applications

The current Land Use Bylaw does not reference Town specific process or requirements for subdivisions. The proposed Bylaw includes Part 4, which is specific to Subdivision Applications and Procedures. This new Part ensures that subdivisions are in accordance with the *Municipal Government Act* and the provincial Subdivision & Development Regulation as well as sets out timelines for completeness, decision and notification for applications.



b. ENFORCEMENT & PENALTY CHANGES

The current Land Use Bylaw provides for two options for enforcement: fines attached to a violation ticket and a Stop Order issued under the MGA. As neither the current Land Use Bylaw nor the Town's Fees and Rates Bylaw provided any specific fine amounts, the violation ticket option has been unusable as a violation ticket is ineffectual without an attend fine. Stop Orders alone, while effective, are a lengthy process, and front-load the cost of enforcement onto the Town.

The new Land Use Bylaw expands the enforcement mechanisms available to designated officers when addressing non-compliant or non-permitted development to include:

- Municipal Tags
 - Issued by a designated officer of the Town of Westlock
 - Accompanied by an appropriate specified penalty or minimum fine
 - Payment required within 21 days of issuance
- Violation Tickets
 - Issued following the non-payment of a Municipal Tag
 - Issued under the *Provincial Offences Procedures Act*, as amended
 - Can specify a penalty amount or require a person to appear in Court
- Stop Order
 - Issued under the MGA, as amended
 - Issued by the Development Authority
 - Specifies the contravention of the Bylaw, the required remedy and a timeline under which to comply
 - Non-compliance can result in the Town taking any necessary action to carry out the requirements of the Stop Order
 - Costs to carry out the Order can be billed to the relevant tax roll of the property, as per the MGA.

The expanded use of municipal tags and violation tickets will allow for quicker enforcement and compliance with the Land Use Bylaw, especially in the case of matters where safety and adverse impacts on adjacent properties is of concern. Issuance of a tag or ticket is at the discretion of the designated officer. Depending on the severity and recurrence of an offence, voluntary compliance through educational letters can be attempted prior to proceeding to further levels of enforcement.

The new Land Use Bylaw also clarifies what constitutes an offence under the Land Use Bylaw. They include:



- Obstructing or hindering any person in the exercise or performance of their powers under the Land Use Bylaw
- Providing false or misleading information to any designated officer
- Contravening or failing to comply with any provision of the Land Use Bylaw

The new Land Use Bylaw proposes the following fine schedule in relation to the established offences:

Offence	First Offence	Second Offence	Third Offence*
Failure to obtain a Development Permit	\$250.00	\$500.00	\$1000.00
Failure to comply with Development Permit Conditions	\$250.00	\$500.00	\$1000.00
Failure to comply with a Stop Order	\$500.00	\$750.00	\$1250.00
Failure to comply with any other condition of the Bylaw	\$250.00	\$500.00	\$1000.00
Obstruct or hinder any person in the exercise of performance of their duties, pursuant to the Land Use Bylaw	\$500.00	\$750.00	\$1250.00
Provided a designated office with false or misleading information	\$500.00	\$750.00	\$1250.00
*for a third or any additional offences			

c. DEFINITION CHANGES

In the current Land Use Bylaw, definitions were split into two sections: general and use definitions. This created confusion and required more work on behalf of users of the Bylaw to navigate both sections while attempting to find a definition. This also meant that definitions may have been missed if they were not found in one section over another.

In the new Bylaw, definitions have been combined into one section with definitions pertaining to Uses being **HIGHLIGHTED** in blue.

Definitions have been revised to be more clear, more streamlined or to remove regulatory aspects. A side-by-side comparison of the revised definitions are included as Appendix B to this report. New definitions are also proposed to define terms that were not previously or to define new Uses. The new definitions are shown in full in Appendix C of this report. Diagrams have also been added where possible to definitions with a spatial aspect or those that may be aided by a visual representation.

d. GENERAL CHANGES

Part 6 of the new Land Use Bylaw encompasses general development regulations that apply to all Land Use Districts including access, design, and landscaping. The remainder of the Part covers Use specific regulations.



What did we hear?

Respondents expressed support for the proposed changes to Home Business regulations and were supportive of the clearer distinguishment between a Home Business and a Home Office. Participants also were in favor of the addition of new regulations regarding garden and garage suites to protect the privacy of adjacent properties.

From the Open House events, we also received additional requests for improved design standards for modular construction to ensure that the character of established neighbourhoods would not be adversely impacted.

Access to Sites

Additional parameters for the location and placement of accesses to sites have been introduced in the new Land Use Bylaw. New regulations include those to require the consideration of emergency response access, those physically disabled, bicyclists, and those using strollers or carts. Further access off of arterial or collector roadways have also been limited in order to reduce the impact on major traffic flows.

Accessory Developments

The current Land Use Bylaw considers any structure attached to a principal building by a roof, floor, or foundation to be considered part of the principal building itself – making that structure subject to the same setbacks and lot coverage standards. The new Land Use Bylaw considers only those structures attached to a principal building by an open or closed roof to be part of the principal building. In addition, the new Land Use Bylaw clarifies that an accessory development shall not be constructed or placed onto a site prior to the commencement of construction of an associated principal building.

Corner Sites

The new Land Use Bylaw introduces the concept of a Sight Triangle, which restricts what can be placed within a 3.0m (9.8ft) sight triangle located at the intersection of public roadways and lanes. This will ensure that sightlines are maintained for pedestrians, cyclists, and drivers travelling along an adjacent roadway to a corner site.

Design, Character, and Appearance of Buildings

To reduce the occurrence of blank façades facing public roadways, the new Land Use Bylaw requires any side of a building facing a highway or public roadway to be treated as a principal façade and finished in an appropriate manner. This could be achieved through architectural features or public art installations.

Double Fronting Sites

The new Land Use Bylaw provides clarity to the concept of double fronting lots. The frontage from which the site is addressed will now be required to function as the front yard. In addition, the Development Authority may now require both frontages off of a roadway to function as a front



yard, depending on the adjacent lots and the location of the access to the development.

Fences, Walls, and Hedges

The new Land Use Bylaw now treats hedges the same as a fence or wall. Regulations have been introduced to restrict the placement of a fence, wall, or hedge on public property (ie. a Lane or boulevard), as well as clarify that the height of a fence, wall, or hedge be measured from grade.

Lighting

To protect the use and enjoyment of private property, new Multi-Unit Residential, Commercial, and Institutional developments will be required to provide a lighting plan showing the projected light patterns if adjacent to a residential property under the new Land Use Bylaw.

Specific Use Regulations

To streamline all Specific Use Regulation sections and avoid duplication, repeating regulations already covered in the Land Use Bylaw elsewhere have been removed.

Home Business

Home Businesses will now be able to employ one (1) outside employee who does not live in the home under the new Land Use Bylaw

Home Office

Home Offices have been introduced in the new Land Use Bylaw. Regulations limiting the scope of Home Offices have been included to reduce the impact of these types of businesses on adjacent properties including no outside storage of materials, no business activity in accessory buildings or an outside yard, no business-associated visits, and no parking of commercial vehicles.

Garage Suite

While Garage Suites are permitted in the current Land Use Bylaw, they are difficult to develop due to the current height restrictions. The new Land Use Bylaw provides specific regulations for Garage Suites, including the allowance for an increased height of 7.5m (24.6ft) or the height of the principal dwelling, whichever is less, to allow for suites to be developed over a detached garage. Additional regulations including specific setbacks to property lines, limitations on the locations of windows, decks, and balconies have also been introduced to protect the privacy of adjacent properties.

Garden Suite

Like Garage Suites, Garden Suites are also permitted in the current Land Use Bylaw. However, the Use currently has no specific regulations attached. The new Land Use Bylaw includes specific regulations for Garden Suites, including specific setbacks to property lines and limitations on the locations of windows, decks, and balconies.



Modular Construction

Modular construction will now be dealt with as a method of construction rather than its own Use class in the new Land Use Bylaw. In order to ensure dwellings built by modular construction are compatible with existing neighbourhoods and dwellings in the vicinity, specific regulations have been introduced to protect the character of the neighbourhood and the value of adjacent properties. The new regulations include:

- Shall fit the building character of the neighbourhood and have a quality equal to other dwellings in the area;
- Shall have a visibly dominant main entrance located on a front façade fronting a public roadway;
- Shall comply with architectural guidelines regarding minimum width, maximum length to width ratio, eave projection, and roof pitch and style; and
- Shall be placed on a permanent foundation of a basement, crawl space, or slab on grade.

Renewable Energy Devices

The new Land Use Bylaw introduces Renewable Energy Device Use classes to promote the future development of alternative energy source transmission including solar and wind. Specific regulations have been included to limit the impact of these devices on neighbouring properties and the environment. For devices mounted on a roof, the new Land Use Bylaw limits their location and projection beyond the roof face to ensure no glare is produced on adjacent properties and public roadways.

Secondary Suites

Secondary Suites currently have no specific regulations attached in the current Land Use Bylaw. The new Land Use Bylaw introduces specific regulations to ensure that suites remain subordinate to the principal dwelling including prohibiting separation by condominium conversion and restricting the floor area of a suite to less than that of the principal dwelling.

Show Homes and Temporary Sales Centres

The new Land Use Bylaw introduces Show Homes and Temporary Sales Centres as new Uses. Specific regulations have also been included to limit the operation of these temporary Uses to no more than one (1) year, limit the number of on-site signage, and to require customer parking to be provided on-site.

e. PARKING CHANGES

The new Land Use Bylaw increases parking requirements for Uses where there is a potential for an adverse impact on on-street parking and directly integrates guest parking into minimum parking requirements.



What did we hear?

The feedback received was heavily in support of ensuring adequate parking is required for future development.

Little to no support was received for suggestions of reducing parking requirements for Uses which the Town of Westlock currently requires more parking than its comparators. Conversely, respondents were united in their support for an increase in parking for multi-unit residential developments such as apartment or stacked row housing. Westlock's lack of public transit was highlighted as a reason for supporting increase parking requirements.

Residential Parking Requirements

The new Land Use Bylaw eliminates the option for a Development Authority to consider a reduced parking requirement for row-housing and high-density apartment developments. The following changes to the minimum parking requirements for specific Residential Uses are proposed:

- Assisted Living Facility
 - Current: 1 space per 4 units
 - Proposed: 1 space per 4 units and 1 guest space for every 5 units
- Dwelling, Apartment and Dwelling, Stacked Row Housing
 - Current: 1 space per 1 bedroom; 1.5 spaces per 2 bedrooms; 1.7 spaces per 3 or more bedrooms
 - Proposed: 1 space per Bachelor unit; 1 space per 1 Bedroom unit; 2 spaces per 2 or more Bedroom units; and 1 guest space per every 5 units
- Dwelling, Row Housing
 - Current: 1.5 space per unit
 - Proposed: 2 spaces per dwelling unit
- Dwelling, Manufactured Home (within a Manufactured Home Park)
 - Current: 2 spaces per unit
 - Proposed: 2 spaces per dwelling unit and 1 guest space per every 5 units



Commercial Parking Requirements

The new Land Use Bylaw focuses commercial parking requirements on variables which are easily determined at the time of a Development Permit application such as gross floor area (GFA) or number of rooms. Adjustments have also been made to require a flat rate of spaces for staff for applicable Use classes. The following changes to minimum parking requirements for specific Commercial Uses are proposed:

- Eating and Drinking Establishment
 - Current: 1 space per 4 seats or 1 parking space per 13.0 m² of GFA (take-out service)
 - Proposed: 1 space per 50.0 m² of GFA
- Hotel
 - Current: 1 space per guest room
 - Proposed: 1 space per guest room and 5 spaces for staff
- Pet Care Services
 - Current: None.
 - Proposed: 1 space per 50.0 m² of GFA
- Private Club
 - Current: 1 space per 10 fixed seats or 1 space per 25.0 m² of patron space if seating is not fixed
 - Proposed: 1 space per 25.0 m² of patron space
- Retail Cannabis
 - Current: None.
 - Proposed: 3 spaces per 100.0m² of GFA
- Service Station
 - Current: 1 space per employee plus a minimum of 5 for customers
 - Proposed: 5 spaces for customers plus 2 spaces for staff
- Commercial School
 - Current: 1 space per student
 - Proposed: 4 spaces per classroom



Industrial Parking Requirements

The minimum parking requirement for all Industrial Uses sees a small decrease in the new Land Use Bylaw from 1 space per 70.0 m² of GFA to 1 space per 100.0 m² of GFA. The new requirement provides a consistent ratio in comparison to that of the other minimum parking requirements that use GFA as the key variable.

f. LANDSCAPING CHANGES

During the practical application of the current Land Use Bylaw, Administration repeatedly received concerns regarding the amount of landscaping required for commercial and industrial developments. The landscaping calculations for those types of developments was found to be hard to interpret and resulted in a large over dedication of landscaping in comparison with the standard of the Town and its existing developments.

The new Land Use Bylaw simplifies the calculation by using site area as the key variable and reduces the amount of landscaping required for all developments in an effort to reduce the burden on developers and to provide for easier interpretation of the Bylaw.

What did we hear?

Respondents were in support of the new landscaping requirements. Developers and business owners voiced their past experiences with the current landscaping requirements of the Land Use Bylaw and noted that while they were in favor of providing landscaping, an amount tantamount to a garden was more attainable and achievable versus that of a forest.

The new Land Use Bylaw also introduces the ability for the Development Authority to approve a one-time extension to a landscaping completion timeline of up to twelve (12) months through written agreement with the applicant.

Front Yard Landscaping in Low-Density Residential Development

The current Land Use Bylaw would allow the entire front yard of a Single-Detached, Semi-Detached or Row House dwelling to be hard surfaced. Doing so has negative implications on surface drainage and the availability of on-street parking.

The new Land Use Bylaw introduces a maximum width of 10.0m to hard surfacing in the front yard of any single detached, semi-detached, or row house dwelling. This will allow for the retention of on-street parking and provide for a more visually-appealing streetscape.

Multi-Unit Housing Landscaping

The new Land Use Bylaw will apply the following landscaping requirements to new multi-unit housing developments:

- A minimum of 20% of the site area shall be landscaped
- Any parking lot having eight (8) or more parking spaces shall have trees and/or shrubs planted around the perimeter of the site



- A minimum landscape buffer of 3.0m shall be provided between a multi-unit housing site and adjacent residential sites

Commercial & Institutional Landscaping

The new Land Use Bylaw will apply the following landscaping requirements to new commercial and institutional developments:

- A minimum of 20% of the site area shall be landscaped
- One (1) tree for each 40.0 m² and one (1) shrub for each 20.0 m² of landscape area shall be provided
- Each parking island, if provided, shall have a minimum of one (1) tree
- A minimum landscape buffer of 3.0m shall be provided between the development and any adjacent residential site
- Outdoor storage shall be screened from public roadways by building orientation, landscaping, or architectural elements

Industrial Landscaping

The new Land Use Bylaw will apply the following landscaping requirements to new industrial housing developments:

- A minimum of 10% of the site area shall be landscaped
- One (1) tree for each 40.0 m² and one (1) shrub for each 20.0 m² of landscape area shall be provided
- Each parking island, if provided, shall have a minimum of one (1) tree
- A minimum landscape buffer of 3.0m shall be provided between the development and any adjacent residential site
- An alternative landscaping plan may be accepted for industrial site if the plan results in an aesthetically pleasing site through the use of art, enhanced signage, decorative fencing, or other enhanced landscaping elements
- Outdoor storage shall be screened from public roadways by building orientation, landscaping, or architectural elements



g. SIGNAGE CHANGES

Part 8 of the new Land Use Bylaw addresses regulations regarding to signage. Revisions to this part focused on filling gaps in the current Land Use Bylaw regarding signage. The new Land Use Bylaw now addresses the responsibilities of sign owners, expanded sign removal procedures, and introduces additional sign setback regulations for select sign types. The Town's current Election Sign policy has also been integrated into the Land Use Bylaw.

It is important to note that the Land Use Bylaw only deals with signs on private property. It cannot regulate highway, street or road-right-of-way signage.

What did we hear?

Keeping with the common theme of supporting business heard through the public engagement phase, respondents were heavily in favour of allowing A-Frame signage to be placed without a Development Permit during business hours.

Feedback was also received concerning the newly proposed front setback requirement for freestanding signs, with some business owners noting that the new regulation could be difficult to meet on shallow or smaller lots. Concern was also received regarding the potential for the Town's "gateway" to become further littered with Billboard signage.

Responsibilities of a Sign Owner

The new Land Use Bylaw introduces new responsibilities for sign owners regarding the ongoing repair and maintenance of sign. These requirements include:

- Ongoing compliance with the Land Use Bylaw and any approved Development Permit
- Ongoing maintenance of signs including painting, structural/support repair, and cleaning

Removal of Signs

The current Land Use Bylaw provides for the option for the Development Authority to require an owner of a sign or the owner of land on which a sign is placed to remove or repair any sign deemed to be abandoned or in disrepair. The new Land Use Bylaw expands on those removal procedures by introducing final resolution measures of impoundment (fee applies) and disposal if an initial written notice is not complied within the timeline given.

A-Frame Signs

The new Land Use Bylaw introduces specific regulations for A-Frame signs. A-Frame signs are exempted from requiring a Development Permit providing they comply with the following:

- Maximum Sign Area: 1.0m² (10.8ft²)
- Maximum Height: 1.0m (3.3ft)
- No more than one (1) sign per business



- Placed during hours of operation only
- Shall not obstruct pedestrian or vehicular traffic sight-lines
- Shall have no illumination or electric messaging

Billboard Signs

The current Land Use Bylaw does not prescribe a minimum setback from property lines. This could allow for the potential for a billboard sign to be developed directly adjacent to a property line. To avoid the potential for visibility and massing issues due to the placement of billboards, the new Land Use Bylaw will require Billboard Signs to have a minimum setback of 6.0m (19.7ft) from any property line.

Election Signs

Requirements within the scope of a Land Use Bylaw from the Town's Election Sign Policy 61-002 have been integrated into Section 8.7 of the new Bylaw. The Election Sign Policy will be amended to reflect the change as well as to reference the new Land Use Bylaw after its approval.

Electronic Message Signs

Electronic Message Signs are not currently spoken to in the current Land Use Bylaw. In order to provide clear guidance on the placement and use of Electronic Message Signs moving forward, the new Land Use Bylaw includes a dedicated section (Section 8.8) regarding signs with an electronic message component. The proposed regulations include:

- Signs within a Residential Land Use District shall not have an electronic message component
- Electronic message signs shall not be closer than 300m (984.3ft) from another electronic message sign facing the same oncoming traffic and no closer than 90.0m (295.3ft) from any other electronic message sign on the same site
- The illumination of an electronic message sign shall not compete with or dull the contrast of traffic control devices or signals
- Electronic message signs shall not face or project onto a residential property or use
- Electronic message signs shall not be attached to or located on the roof of a building
- An electronic message sign shall be compatible with the general architectural character and theme of the area
- Electrical power shall be supplied underground
- The copy and digital display of an electronic message sign shall be static, with instantaneous transitions and shall not contain any full-motion video
- Portable signs shall not have an electronic message component



Flag Signs

Like Electronic Message Signs, the current Land Use Bylaw does not speak specifically to Flag Signs. The new Land Use Bylaw provides specific regulations for flag signs in Section 8.10, which include:

- Maximum Sign Area: 1.85m² (19.9ft²)
- Maximum Height: 3.66m (12.0ft)
- Maximum of three (3) flag signs per site
- Flag signs shall be located within property lines and shall not block sidewalks or interfere with pedestrian or vehicular traffic
- Flag signs shall not obstruct views to any existing business or permanent sign
- Flag signs shall be secured and stabilized to withstand wind gusts

Freestanding Signs

The current Land Use Bylaw does not prescribe a minimum front setback for freestanding signs, which allows for a freestanding sign to be placed directly on or adjacent to a front property line. The addition of a minimum front setback of 6.0m (19.7ft) was initially proposed to be including the new Land Use Bylaw to maintain traffic and pedestrian sightlines as well as clearance to overhead utilities. Following feedback from businesses during public engagement concerning the feasibility of this new regulation for small or shallow sites, the proposed new minimum front setback was reduced to 3.0m (9.8ft).

Portable Signs

The new Land Use Bylaw introduces a minimum 1.0m (3.3ft) setback from any property line for Portable Signs to maintain traffic and pedestrian sightlines. In addition, the new Bylaw clarifies that if a portable sign is removed prior to the expiry of its associated development permit, the sign cannot be replaced without the approval of a new development permit.

h. LAND USE DISTRICT CHANGES

The new Land Use Bylaw splits the Land Use Districts into two distinct Parts: Residential and Non-Residential. This allows for the grouping of like regulations across all residential and non-residential land use districts.

What did we hear?

In general, respondents requested a Land Use Bylaw which promotes a variety of business and encourages new businesses to locate in Westlock.

Participants expressed support for the newly proposed Uses, particularly the introduction of Breweries, Wineries, and Distilleries.



A number of new Uses have also been introduced throughout many of the Land Use Districts to address new and upcoming development trends. The new use types are:

- Show Home
- Temporary Sales Centre
- Pet Care Service
- Renewable Energy Device
- Renewable Energy Device (Limited)
- Breweries, Wineries, and Distilleries
- Surveillance Suite
- Vehicle Wash
- Garage Suites
- Garden Suites
- Home Office

Land Use options within all Land Use Districts, but most particularly our Commercial and Industrial districts, have been expanded to allow for greater flexibility for land and business owners. The combination of these new and expanded land uses will result in the opportunity for a greater variety of land use within each individual Land Use District. The Use Matrix included in Appendix D provides an overview of the Use changes in each Land Use District.

i. RESIDENTIAL LAND USE CHANGES

Part 9 of the new Land Use Bylaw consolidates all Residential Land Use Districts and any related residential-only regulations.

What did we hear?

Feedback to the proposed changes to residential-related regulations was positive. In particular, respondents were supportive of an increased setback between detached garages and lanes and its ability to increase safety. Support was also received for larger front uncovered decks and their ability to build community through increased interaction.

Portable fabric structures were noted to be ill-suited to Alberta weather and the new approach received support for its ability to address unsafe or “ugly” structures.

General provisions for all residential districts are provided at the beginning of Part 9, including those for accessory developments, fencing, and landscaping. Many of the included regulations are carried over from the current Land Use Bylaw but have been combined or enhanced through diagrams.

Accessory Uses and Buildings

One additional setback regulation is introduced for residential accessory buildings in the new Land Use Bylaw:

- Accessory buildings shall be no closer than 1.5m (4.9ft) to any other building on-site, unless attached



Portable Fabric-Covered Structures

The current Land Use Bylaw does not speak to portable fabric-covered structures. This has created a point of confusion for homeowners who would like to utilize this type of affordable, temporary shelter but who would be unable to procure a Building Permit approval due to the lack of engineering information available for these types of structures. Without clear guidelines for these types of structures, it is also difficult to remedy existing fabric-covered structures which are unsafe or in disrepair.

The new Land Use Bylaw introduces a clear approach to allow these types of structures to be placed under specific guidelines to ensure the safety of adjacent property while providing homeowners an option for affordable, temporary shelter. No development permit will be required to place a portable fabric-covered structure if the structure complies with the imposed regulations, which include:

- A maximum floor area of 30.0m² (322.9ft²)
- A maximum of one (1) portable fabric-shelter per lot
- Fabric-covered structures shall be prefabricated with a metal, plastic, or wood frame and a flame-resistant fabric or film
- Fabric-covered structures shall be securely anchored, shall not block egress or exits from a principal building, and shall be maintained in good repair
- Fabric-covered structures shall be placed so that snow and ice does not fall onto adjacent properties

If a portable fabric-covered structure were to be found to be not in compliance with the above requirements, the Development Authority will have the ability to require a landowner to either remove the structure or refurbish the structure to meet the Land Use Bylaw within a reasonable time period. If action is not taken by the landowner within the set timeframe, the Development Authority will then have the ability to remove, impound, and destroy the structure.

Uncovered Decks

The current Land Use Bylaw does not currently allow for an uncovered deck of 0.6m (2.0ft) or greater to project into any required setback area. Depending on the footprint of the associated principal building, this limits the size of an uncovered deck a homeowner can build and by extension that usability of their property.

The new Land Use Bylaw allows for an uncovered deck to project into both a minimum required front and rear yard. The new projections (found in Table 9.2) will allow for larger uncovered decks to be built while minimizing the effect of the larger deck on adjacent properties through massing.



Privacy Walls

The current Land Use Bylaw does not provide for the option of privacy walls on patios, decks, or balconies. Privacy walls are often used to protect the privacy of properties, particularly in cases where the siting of principal buildings may inherently impact privacy (ie. semi-detached dwellings, adjacent dwellings with differing grades).

The new Land Use Bylaw allows for the additions of a privacy wall to a patio, deck, or balcony provided that the privacy wall is no taller than 2.0m (6.6ft) and is not located in a front yard.

R1 – Low Density Residential District

The following uses have been added or removed in R1 District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Day Home - Home Office - Renewable Energy Device, Limited 	<ul style="list-style-type: none"> - Garage Suite - Garden Suite - Show Home - Temporary Sales Centre 	<ul style="list-style-type: none"> - Attached Garage - Detached Garage - Dwelling, Modular Home 	
Accessory development to any Permitted or Discretionary Use			

As a result, the new R1 Permitted and Discretionary Uses and their associated Fundamental Use Provisions will be as follows:

9.7.2 R1 Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 9.7.2 b) and c) and shall ensure:

- i. Only one Secondary Suite; Garage Suite; or Garden Suite is permitted per lot.

b) R1 Permitted Uses	c) R1 Discretionary Uses
Day Home Dwelling, Single-Detached Home Office Public Utility Renewable Energy Device, Limited Accessory development to any use listed in subsection b) or c)	Assisted Living Facility, Limited Bed and Breakfast Child Care Facility Dwelling, Semi-Detached Garage Suite Garden Suite Home Business Secondary Suite Show Home Temporary Sales Centre



The new Land Use Bylaw also increases the minimum front yard setback for principal buildings in Subdivision Plan 172 0439 in the R1 District from 3.0m (9.8ft) to 3.5m (11.5ft) to avoid the potential for a principal building to be built upon the utility right of way running the entire front width of the subdivision. This change will ensure that the entire building pocket prescribed by the new Land Use Bylaw is usable for future development.

R2 – Medium Density Residential District

The following uses have been added or removed in R2 District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Day Home - Home Office - Renewable Energy Device, Limited 	<ul style="list-style-type: none"> - Assisted Living Facility, Limited - Garage Suite - Garden Suite - Show Home - Temporary Sales Centre 	<ul style="list-style-type: none"> - Attached Garage - Detached Garage - Dwelling, Modular Home 	
Accessory development to any Permitted or Discretionary Use			

As a result, the new R2 Permitted and Discretionary Uses and their associated Fundamental Use Provisions will be as follows:

9.8.2 R2 Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 9.8.2 b) and c) and shall ensure:

- i. Secondary Suite, Garage Suite and Garden Suite Uses shall only be accessory to a Dwelling, Single Detached.
- ii. Only one Secondary Suite; Garage Suite; or Garden Suite is permitted per lot.

b) R2 Permitted Uses	c) R2 Discretionary Uses
Day Home Dwelling, Row Housing Dwelling, Semi-Detached Dwelling, Single-Detached Dwelling, Stacked Row Housing Home Office Public Utility Renewable Energy Device, Limited	Assisted Living Facility, Limited Child Care Facility Dwelling, Manufactured Home Garage Suite Garden Suite Home Business Secondary Suite Show Home Temporary Sales Centre



Accessory development to any use listed in b) or c)	
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The new Land Use Bylaw also increases the minimum rear yard setback for principal buildings in the R2 District from 3.0m (9.8ft) to 7.5m (24.5ft) to align with the minimum rear yard setback required in the R1 District. R2 districted lots are often located directly adjacent or near R1 lots. The drastic difference between the R1 and R2 rear setbacks in the current Land Use Bylaw has the potential for incompatible developments being adjacent to one another due to massing differences.

R3 – High Density Residential District

The following uses have been added or removed in R3 District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Home Office - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Free-standing 	<ul style="list-style-type: none"> - Personal Service - Professional, Office, Government and Business Service - Show Home - Temporary Sales Centre 	<ul style="list-style-type: none"> - Attached Garage - Detached Garage 	
Accessory development to any Permitted or Discretionary Use			

As a result, the new R3 Permitted and Discretionary Uses and their associated Fundamental Use Provisions will be as follows:

9.9.2 R3 Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 9.9.2 b) and c) and shall ensure:

- i. Personal Service, Professional, Office, Government and Business Service, and Retail, General Uses are not permitted as a principal use in a stand-alone building and shall only be located at the ground floor of a Dwelling, Apartment.

b) R3 Permitted Uses	c) R3 Discretionary Uses
Assisted Living Facility Dwelling, Apartment Dwelling, Row Housing Dwelling, Stacked Row Housing Home Office Public Utility Renewable Energy Device, Limited	Child Care Facility Personal Service Professional, Office, Government and Business Service Retail, General Show Home Temporary Sales Centre



<p>Sign, A-Frame Sign, Fascia Sign, Freestanding Accessory development to any use listed in b) or c)</p>	
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RMM – Medium Density Multiple Residential District

The new Land Use Bylaw introduces a new Land Use District, RMM, which will provide for the development of future site-specific condominium developments. The RMM District will result in medium-density residential development featuring smaller lots utilizing shared common space.

The new District regulations can be found in Section 9.10 of the new Land Use Bylaw.

RE – Estate Residential District

The following uses have been added or removed in RE District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Day Home - Home Office - Renewable Energy Device, Limited - Garage Suite - Garden Suite - Renewable Energy Device, Limited - Sign, Freestanding 	<ul style="list-style-type: none"> - Show Home - Temporary Sales Centre 	<ul style="list-style-type: none"> - Attached Garage - Detached Garage - Dwelling, Modular Home 	
Accessory development to any Permitted or Discretionary Use			

As a result, the new RE Permitted and Discretionary Uses and their associated Fundamental Use Provisions will be as follows:

9.11.2 RE Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 9.11.2 b) and c) and shall ensure:

- i. Only one Secondary Suite; Garage Suite; or Garden Suite is permitted per lot.

b) RE Permitted Uses	c) RE Discretionary Uses
Day Home	Bed and Breakfast



<p>Dwelling, Single-Detached Home Office Garage Suite Garden Suite Public Utility Renewable Energy Device, Limited Secondary Suite Sign, Freestanding</p> <p>Accessory development to any use listed in b) or c)</p>	<p>Child Care Facility Home Business Show Home Temporary Sales Centre</p>
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The new Land Use Bylaw also introduces a minimum flanking front yard setback for the RE District of 6.0m (19.7ft). The current Land Use Bylaw does not currently prescribe a flanking front yard setback for the RE District. This new setback requirement will provide clarity for RE developments on corner lots.

RMH-1 – Manufactured Home Subdivision Residential District

The following uses have been added or removed in RMH-1 District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Day Home - Home Office - Renewable Energy Device, Limited 	<ul style="list-style-type: none"> - Show Home - Temporary Sales Centre 	<ul style="list-style-type: none"> - Attached Garage - Detached Garage 	
<p>Accessory development to any Permitted or Discretionary Use</p>			

As a result, the new RMH-1 Permitted and Discretionary Uses will be as follows:

9.12.2 RMH-1 Permitted and Discretionary Uses

- a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 9.12.2 b) and c) and shall ensure:

- i. None.

b) RMH-1 Permitted Uses	c) RMH-1 Discretionary Uses
<p>Day Home Dwelling, Manufactured Home Home Office Public Utility Renewable Energy Device, Limited</p>	<p>Child Care Facility Dwelling, Single-Detached Home Business Show Home Temporary Sales Centre</p>



Accessory development to any use listed in b) or c)	
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RMH-2 – Manufactured Home Park Residential District

The following uses have been added or removed in RMH-2 District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Home Office - Public Utility - Renewable Energy Device, Limited - Sign, Freestanding 	<ul style="list-style-type: none"> - Show Home - Temporary Sales Centre 	<ul style="list-style-type: none"> - Attached Garage - Detached Garage 	
Accessory development to any Permitted or Discretionary Use			

As a result, the new RMH-2 Permitted and Discretionary Uses will be as follows:

9.13.2 RMH-2 Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 9.13.2 b) and c) and shall ensure:

- i. None.

b) RMH-2 Permitted Uses	c) RMH-2 Discretionary Uses
Dwelling, Manufactured Home Home Office Public Utility Renewable Energy Device, Limited Sign, Freestanding Accessory development to any use listed in b) or c)	Child Care Facility Show Home Temporary Sales Centre

The current Land Use Bylaw does not prescribe a maximum principal building height for the RMH-2 District. To close this gap, the new Land Use Bylaw proposes a maximum principal building height of one (1) storey not to exceed 6.0m (19.7ft), which aligns with the equivalent requirement in the RMH-1 District.



j. NON-RESIDENTIAL LAND-USE CHANGES

Part 10 of the new Land Use Bylaw consolidates all Non-Residential Land Use Districts and any related non-residential-only regulations.

What did we hear?

A significant number of participants of the public engagement activities were either non-residential landowners or business owners. Respondents emphasized the desire for regulations with allowed for flexibility and encouraged a variety of new business.

No opposition was received towards the expansion of uses in industrial or commercial districts and new Uses proposed, including Breweries, Wineries, and Distilleries and Surveillance Suites were well received.

General provisions for all non-residential districts are provided at the beginning of Part 10, including those for accessory developments, fencing, site design, and landscaping. Many of the included regulations are carried over from the current Land Use Bylaw but have been combined or enhanced through diagrams.

Accessory Uses and Buildings

One additional setback regulation for non-residential accessory development has been included in the new Land Use Bylaw:

- Accessory buildings shall be no closer than 1.5m (4.9ft) to any other building on-site, unless attached

Interface with Residential Land Uses

The new Land Use Bylaw introduces regulations to mitigate the potential impacts of non-residential development adjacent to residential properties, including:

- A development may need to provide one or more of the following:
 - Noise attenuation walls;
 - Increased landscaping or landscaping buffers
 - Relocation of high activity areas such as parking areas or entrances away from residential property lines;
 - Screening or relocation of lighting; and
 - Changes to the proposed development to mitigate noise, light or glare impacts
- Uses shall be buffered to alleviate, mitigate, or eliminate any negative impact on an existing or future residential use; and



- If the negative impact of a discretionary use cannot be reasonable alleviated, mitigate, or eliminated, the Development Authority may refuse to approve a development permit for that use

Site Planning and Design Standards

The current Land Use Bylaw does not prescribe any guidelines for the planning and design of non-residential sites. In order to provide future development with guidance on site planning and design, the new Land Use Bylaw includes the following standards to which sites shall be planned and designed:

- A coordinated and coherent pattern of roadways, outdoor spaces, landscaping, building forms and land uses;
- Appropriate transitions in scale and intensity to adjacent developments;
- Direct pedestrian access to building entrances and other uses and buildings on site;
- Locate mechanical equipment, waste collection areas, outdoor storage areas, work operations, and vehicle servicing areas in rear or side yards to minimize visual impact on public roadways;
- Link on-site pedestrian walkways and sidewalks with adjacent public sidewalks and trails; and
- Provide for bicycle amenities

Surveillance Suites

The new Land Use Bylaw introduces surveillance suites as a new Use to provide the option for industrial developments requiring 24-hour surveillance. A maximum of one (1) surveillance suite per site will be allowed where permitted.

DT-MU – Downtown Mixed Use District

The following uses have been added or removed in the DT-MU District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Business Support Service - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable 	<ul style="list-style-type: none"> - Bed and Breakfast - Pet Care Service - Protection and Emergency Services - School 	<ul style="list-style-type: none"> - Attached Garage - Detached Garage 	



<ul style="list-style-type: none"> - Sign, Marquee or Canopy - Sign, Portable - Sign, Projecting - Sign, Roof 			
Accessory development to any Permitted or Discretionary Use			

As a result, the new DT-MU Permitted and Discretionary Uses will be as follows:

10.8.2 DT-MU Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.8.2 b) and c) and shall ensure:

- i. That any Use which includes a drive-in business shall be considered neither Permitted nor Discretionary Uses.
- ii. Breweries, Wineries, and Distilleries shall have a maximum floor area of 1,114.8m² (12,000.0ft²)
- iii. Dwelling, Apartment shall only occur above ground floor commercial uses.
- iv. Retail, General uses shall not include buildings or yards used for the sale or storage of motor vehicles or agricultural or heavy industrial machinery and equipment.

b) DT-MU Permitted Uses	c) DT-MU Discretionary Uses
Dwelling, Apartment Breweries, Wineries, and Distilleries Business Support Service Child Care Facility Commercial School Cultural and Community Facility Eating and Drinking Establishment Entertainment Establishment, Indoor Financial Service Funeral Home Health Service Hotel Parking Facility Personal Service Place of Worship Private Club	Assisted Living Facility Automotive Repair, Service, Rental and Sales Bed and Breakfast Pet Care Service Protection and Emergency Services School Shopping Centre



<p>Professional, Office, Government and Business Service Public Utility Renewable Energy Device, Limited Retail, Cannabis Retail, General Retail, Liquor Sign, A-Frame Sign, Fascia Sign, Freestanding Sign, Inflatable Sign, Marquee or Canopy Sign, Portable Sign, Projecting Sign, Roof Workshop, Limited</p> <p>Accessory development to any use listed in b) or c)</p>	
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DT-T – Downtown Transitional District

The following uses have been added or removed in the DT-T District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Breweries, Wineries and Distilleries - Business Support Service - Financial Service - Home Office - Renewable Energy Device, Limited - Retail, General - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee or Canopy - Sign, Portable - Sign, Projecting - Sign, Roof 	<ul style="list-style-type: none"> - Entertainment Establishment, Outdoor - Pet Care Service 		<ul style="list-style-type: none"> - Retail, General
<p>Accessory development to any Permitted or Discretionary Use</p>			



As a result, the new DT-T Permitted and Discretionary Uses will be as follows:

10.9.2 DT-T Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.9.2 b) and c) and shall ensure:

- i. That any Use which includes a drive-in business shall be considered neither Permitted nor Discretionary Uses.
- ii. Breweries, Wineries, and Distilleries shall have a maximum floor area of 1,114.8m² (12,000.0ft²)

b) DT-T Permitted Uses	c) DT-T Discretionary Uses
<p>Auctioneering Establishment Automotive Repair, Service, Rental and Sales Business Support Service Child Care Facility Commercial School Dwelling, Apartment Eating and Drinking Establishment Financial Service Funeral Home Home Office Parking Facility Personal Service Place of Worship Private Club Professional, Office, Government and Business Service Public Utility Renewable Energy Device, Limited Retail, General Sign, A-Frame Sign, Fascia Sign, Freestanding Sign, Inflatable Sign, Marquee or Canopy Sign, Portable Sign, Projecting - Sign, Roof - Workshop, Limited</p>	<p>Bed and Breakfast Breweries, Wineries and Distilleries Cultural and Community Facility Dwelling, Single-Detached Dwelling, Two-Family Entertainment Establishment, Indoor Entertainment Establishment, Outdoor Health Service Pet Care Service Recycling Depot Retail, Liquor</p>



Accessory development to any use listed in b) and c)	
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C-MP – Commercial Multi-Purpose District

The following uses have been added or removed in the C-MP District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Business Support Service - Child Care Facility - Financial Service - Home Office - Renewable Energy Device, Limited - Retail, General - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee or Canopy - Sign, Portable - Sign, Projecting - Sign, Roof 	<ul style="list-style-type: none"> - Breweries, Wineries and Distilleries - Entertainment Establishment, Outdoor - Pet Care Service - Vehicle Wash 	<ul style="list-style-type: none"> - Drive-In Business - Entertainment Establishment, Outdoor 	<ul style="list-style-type: none"> - Retail, General
Accessory development to any Permitted or Discretionary Use			

As a result, the new CM-P Permitted and Discretionary Uses will be as follows:

10.10.2 C-MP Permitted and Discretionary Uses

- a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.10.2 b) and c) and shall ensure:

- i. None.

b) C-MP Permitted Uses	c) CM-P Discretionary Uses
Auctioneering Establishment	Breweries, Wineries and Distilleries Cultural and Community Facility



<p>Automotive Repair, Service, Rental and Sales Business Support Service Child Care Facility Commercial School Dwelling, Apartment Eating and Drinking Establishment Financial Service Funeral Home Home Office Hotel Parking Facility Personal Service Pet Care Service Place of Worship Private Club Professional, Office, Government and Business Service Public Utility Renewable Energy Device, Limited Retail, General Sign, A-Frame Sign, Fascia Sign, Freestanding Sign, Inflatable Sign, Marquee or Canopy Sign, Portable Sign, Projecting Sign, Roof Workshop, Limited</p> <p>Accessory development to any use listed in b) and c)</p>	<p>Dwelling, Single-Detached Entertainment Establishment, Indoor Entertainment Establishment, Outdoor Equipment Rental, Sales and Service Establishment Fleet Services Health Service Outdoor Storage Recycling Depot Retail, Liquor Service Station Shopping Centre Vehicle Wash</p>
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C-H – Highway Commercial District

The following uses have been added or removed in the C-H District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Breweries, Wineries and Distilleries - Business Support Service 	<ul style="list-style-type: none"> - Sign, Billboard 	<ul style="list-style-type: none"> - Drive-In Business 	<ul style="list-style-type: none"> - Retail, Liquor - Personal Service



<ul style="list-style-type: none"> - Child Care Facility - Entertainment Establishment, Outdoor - Health Service - Personal Service - Pet Care Service - Place of Worship - Renewable Energy Device, Limited - Retail, General - Retail, Liquor - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee/Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Vehicle Wash 			
Accessory development to any Permitted or Discretionary Use			

As a result, the new C-H Permitted and Discretionary Uses will be as follows:

10.11.2 C-H Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.11.2 b) and c) and shall ensure:

- i. None.

b) C-H Permitted Uses	c) C-H Discretionary Uses
Agricultural Equipment Sales and Service Auctioneering Establishment Automotive Repair, Service, Rental and Sales Breweries, Wineries and Distilleries Business Support Service	Cultural and Community Facility Fleet Services Manufacturing Establishment Outdoor Storage Recycling Depot Sign, Billboard Warehousing



<p>Child Care Facility Commercial School Eating and Drinking Establishment Entertainment Establishment, Indoor Entertainment Establishment, Outdoor Equipment Rental, Sales and Service Establishment Financial Service Funeral Home Health Service Hotel Parking Facility Personal Service Pet Care Service Place of Worship Professional, Office, Government and Business Service Public Utility Renewable Energy Device, Limited Retail, Cannabis Retail, General Retail, Liquor Service Station Shipping Container Shopping Centre Sign, A-Frame Sign, Fascia Sign, Freestanding Sign, Inflatable Sign, Marquee or Canopy Sign, Portable Sign, Projecting Sign, Roof Vehicle Wash Veterinary Clinic</p> <p>Accessory development to any use listed in b) and c)</p>	
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I-L – Light Industrial District

The following uses have been added or removed in I-L District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Automotive Repair, Service, Rental and Sales - Breweries, Wineries and Distilleries - Pet Care Service - Renewable Energy Device, Limited - Service Station - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee or Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Vehicle Wash - Warehousing - Workshop, Limited 	<ul style="list-style-type: none"> - Entertainment Establishment, Outdoor - Surveillance Suite 		
Accessory development to any Permitted or Discretionary Use			

As a result, the new I-L Permitted and Discretionary Uses will be as follows:

10.12.2 I-L Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.12.2 b) and c) and shall ensure:

- i. None.

b) I-L Permitted Uses	c) I-L Discretionary Uses
Agricultural Equipment Sales and Service Auctioneering Establishment	Entertainment Establishment, Outdoor Kennel Manufacturing Establishment



<p>Automotive Repair, Service, Rental and Sales Breweries, Wineries and Distilleries Business Support Service Equipment Rental, Sales and Service Establishment Fleet Services Industrial, General Outdoor Storage Pet Care Service Public Utility Renewable Energy Device, Limited Service Station Shipping Container Sign, A-Frame Sign, Fascia Sign, Freestanding Sign, Inflatable Sign, Marquee or Canopy Sign, Portable Sign, Projecting Sign, Roof Vehicle Wash Veterinary Clinic Warehousing Workshop, Limited</p> <p>Accessory development to any use listed in b) and c)</p>	<p>Recycling Depot Surveillance Suite Temporary Industrial Camp Vehicle Impoundment Yard</p>
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The current Land Use Bylaw does not prescribe a maximum lot coverage for buildings and structures in the I-L District. An 80% maximum lot coverage has been introduced for this District in the new Land Use Bylaw to align with the same requirements in the Industrial Heavy District.

I-H – Heavy Industrial District

The following uses have been added or removed in I-H District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Automotive Repair, Service, Rental and Sales - Renewable Energy Device, Limited - Sign, A-Frame 	<ul style="list-style-type: none"> - Renewable Energy Device 		



<ul style="list-style-type: none"> - Sign, Fascia - Sign, Freestanding - Sign, Inflatable - Sign, Marquee or Canopy - Sign, Portable - Sign, Projecting - Sign, Roof - Vehicle Wash - Veterinary Clinic 			
<p>Accessory development to any Permitted or Discretionary Use</p>			

As a result, the new I-H Permitted and Discretionary Uses will be as follows:

10.13.2 I-H Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.13.2 b) and c) and shall ensure:

- i. None.

b) I-H Permitted Uses	c) I-H Discretionary Uses
<p style="text-align: center;"> Agriplex Auctioneering Establishment Automotive Repair, Service, Rental or Sales Auto Wrecking Yard Equipment Rental, Sales and Service Establishment Fleet Services Industrial, General Manufacturing Establishment Outdoor Storage Public Utility Renewable Energy Device, Limited Recycling Depot Shipping Container Sign, A-Frame Sign, Fascia Sign, Freestanding Sign, Inflatable Sign, Marquee/Canopy Sign, Portable </p>	<p style="text-align: center;"> Auctioneering Establishment, Livestock Industrial, Hazardous Kennel Renewable Energy Device </p>



<p>Sign, Projecting Sign, Roof Surveillance Suite Vehicle Impoundment Yard Vehicle Wash Veterinary Clinic Warehousing</p> <p>Accessory development to any use listed in b) and c)</p>	
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I – Institutional District

The following uses have been added or removed in I District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Community Garden - Place of Worship - Public Park - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Marquee or Canopy - Sign, Portable - Sign, Projecting 	<ul style="list-style-type: none"> - Personal Service - Retail, General - Sign, Inflatable 		<ul style="list-style-type: none"> - Dwelling Unit
Accessory development to any Permitted or Discretionary Use			

As a result, the new I Permitted and Discretionary Uses will be as follows:

10.14.2 I Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.14.2 b) and c) and shall ensure:

- i. Eating and Drinking Establishment; Health Service; Financial Service; Personal Service; Professional, Office, Government and



Business Service; and Retail, General shall only be considered Permitted or Discretionary if accessory to a principal use.

- ii. That any Use which includes a drive-in business shall be considered neither Permitted nor Discretionary Uses.

b) I Permitted Uses	c) I Discretionary Uses
Assisted Living Facility Business Support Service Child Care Facility Community Garden Cultural and Community Facility Health Service Hospital Parking Facility Place of Worship Protection and Emergency Services Public Park Public Utility Renewable Energy Device, Limited School Sign, A-Frame Sign, Fascia Sign, Freestanding Sign, Marquee or Canopy Sign, Portable Sign, Projecting Accessory development to any use listed in b) and c)	Cemetery Eating and Drinking Establishment Financial Service Personal Service Professional, Office, Government and Business Service Retail, General Shipping Container Sign, Inflatable

PR – Parks and Recreation District

The following uses have been added or removed in PR District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
<ul style="list-style-type: none"> - Community Garden - Renewable Energy Device, Limited - Sign, A-Frame - Sign, Fascia - Sign, Freestanding - Sign, Marquee or Canopy 	<ul style="list-style-type: none"> - Sign, Inflatable - 		



- Sign, Portable - Sign, Projecting			
Accessory development to any Permitted or Discretionary Use			

As a result, the new PR Permitted and Discretionary Uses will be as follows:

10.15.2 PR Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.15.2 b) and c) and shall ensure:

- i. None.

b) PR Permitted Uses	c) PR Discretionary Uses
<p>Cultural and Community Facility Community Garden Parking Facility Public Park Public Utility Recreation Facility, Indoor Recreation Facility, Outdoor Renewable Energy Device, Limited Sign, A-Frame Sign, Fascia Sign, Freestanding Sign, Marquee or Canopy Sign, Portable Sign, Projecting</p> <p>Accessory development to any use listed in b) and c)</p>	<p>Campground Cemetery Entertainment Establishment, Outdoor Sign, Inflatable</p>

UR – Urban Reserve District

The following uses have been added or removed in UR District in the new Land Use Bylaw:

NEW		REMOVED	
Permitted	Discretionary	Permitted	Discretionary
- Public Utility - Renewable Energy Device, Limited - Sign, Portable	- Kennel - Pet Care Service - Renewable Energy Device - Sign, Billboard		



Accessory development to any Permitted or Discretionary Use

As a result, the new UR Permitted and Discretionary Uses will be as follows:

10.15.2 UR Permitted and Discretionary Uses

a) Fundamental Use Provisions

The Fundamental Use Provisions are requisite qualifiers for the Permitted and Discretionary Uses listed within 10.15.2 b) and c) and shall ensure:

- i. None.

b) UR Permitted Uses	c) UR Discretionary Uses
Dwelling, Single-Detached Extensive Agriculture Public Utility Renewable Energy Device, Limited Sign, Portable Accessory development to any use listed in b) and c)	Kennel Pet Care Service Renewable Energy Device Temporary Industrial Camp Sign, Billboard

6. PROPOSED RE-DISTRICTINGS

A select number of properties have been identified for re-districting. This will allow the current Use of these properties to best align with the listed uses and purpose of the Land Use District of which they are assigned.

What did we hear?

The landowners of the subject properties were contacted directly and provided with the district regulations of both their current district and the proposed new district.

Of those who responded to the notification, landowners were in support of the re-districting as proposed.

The properties identified for redistricting along with their current and proposed new district are as follows:

LEGAL DESCRIPTION	ADDRESS	CURRENT DISTRICT	NEW DISTRICT
Lots 17 to 20; Block 23; Plan 7432 AN	10136 106 Street (Legion Villa)	I	R3



LAND USE BYLAW 2022-12

SUMMARY OF CHANGES

Lot 1, Block 18, Plan 782 0314	10003 & 10049 97 Street (Parkview Place & Parkview Plaza)	I	R3
Lot C, Plan 7432 AN	9616 108 Street	I-H	I-L
Lot C, Plan 7432 AN	9612 100 Street	I-H	I-L
Lot 6, Block, Plan 4183 HW	9731 109 Street	R3	R1
Lots 1 to 20; Plan 0622299	9848 93 Street	R2	RMM



APPENDIX A – PUBLIC ENGAGEMENT SUMMARY REPORT

PUBLIC ENGAGEMENT OVERVIEW

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. After the completion of the Open Houses, Administration then proceeded with direct consultation with affected landowners whose properties had been identified for re-districting.

Feedback from all stages of public engagement were utilized by Administration in the creation of the final draft of the new Land Use Bylaw.

OVERVIEW OF SURVEY

The online survey was advertised on the Town’s website and social media platforms as well as in the local newspaper. The Town also utilized two portable signs located behind the Museum and the Aquatic Centre to promote the survey.

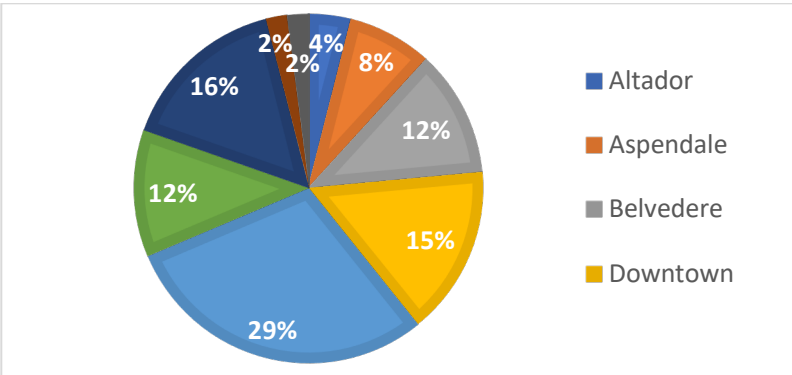
The survey included questions regarding demographics, the current Land Use Bylaw, notification, mixed-use development, and specific contemplated changes or additions to the new Land Use Bylaw. A total of 58 survey responses were received.

RESULTS SUMMARY

Part 1 – Demographics

The first five questions of the survey helped gauge the demographics of the survey respondents.

The majority of the survey respondents (87.9%) reside in the Town of Westlock. Of those who live in Westlock, at least one response from every neighbourhood was received.

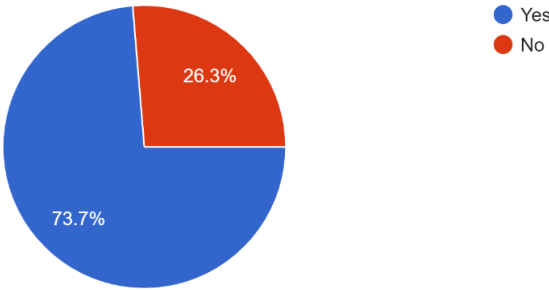


A notable selection (20.7%) of survey respondents also indicated that they own or operate a business in Westlock.

Part 2 – Land Use Bylaw Experiences

The next set of questions focused on the survey respondents’ past experiences with the current Land Use Bylaw. The majority of the respondents (67.2%) had not previously used or consulted the Town’s Land Use Bylaw. Of those that had, the majority found the Land Use Bylaw easy to use.

Did you find the Land Use Bylaw easy to use?
19 responses



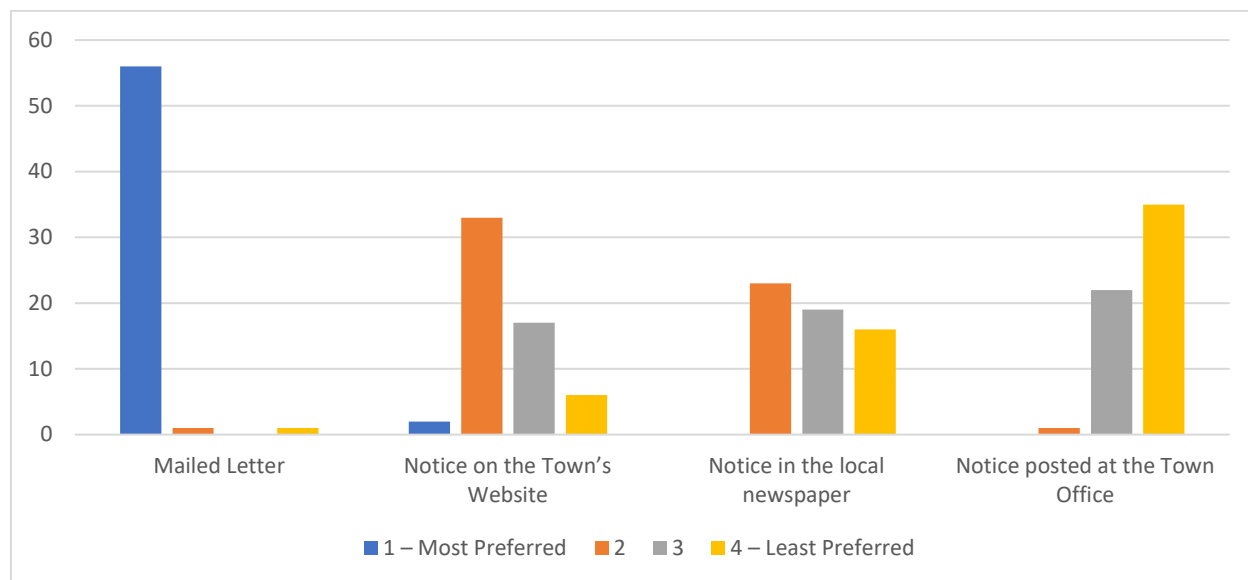
Those that experienced issues using the Land Use Bylaw felt it was difficult to navigate and hard to decipher or understand.

Part 3 – Notification

The survey asked respondents how they would like to be notified of development decisions near their home or business. Notification is required to be given to affected landowners when a development involving a variance or a discretionary use is approved.

Four options for notification were posed and were ranked by the respondents from 1 – Most preferred to 4 – Least Preferred.





The majority of respondents indicated that their most preferred option for notification was mailed letter and their least preferred was a notice posted at the Town Office.

Part 4 – Regulations

The remainder of the survey asked questions regarding the Land Use Bylaw’s regulations both in general and in regards to specific changes or additions.

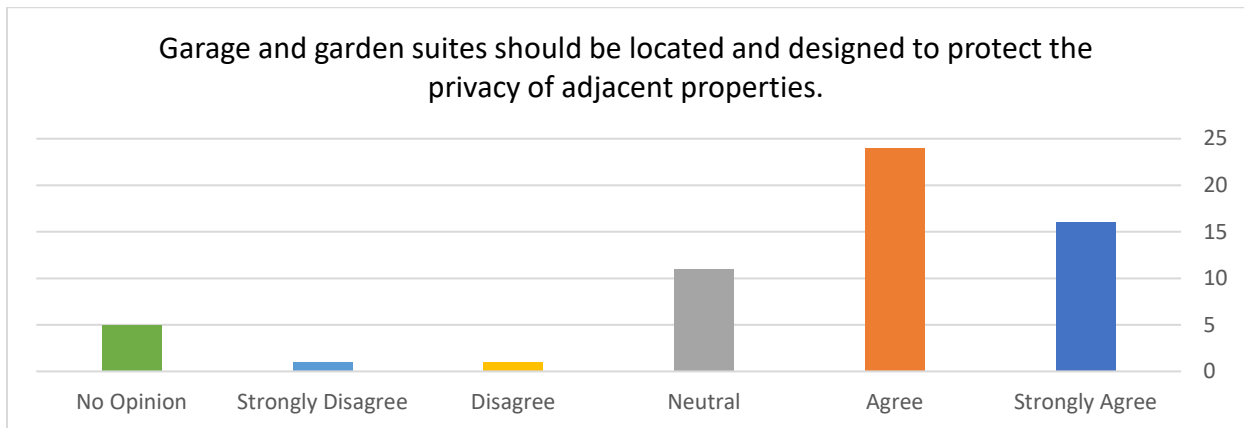
In general, respondents wanted regulations to allow more flexibility and encourage new business. It was also important to respondents that the regulations promote a variety of businesses. In the Town’s residential areas, respondents emphasized the protection of residential property from adjacent uses and more flexibility in regulations such as lot coverage.

Development Regulations

Respondents were asked to rate their level of agreement with a number of statements pertaining to regulations for specific types of development:

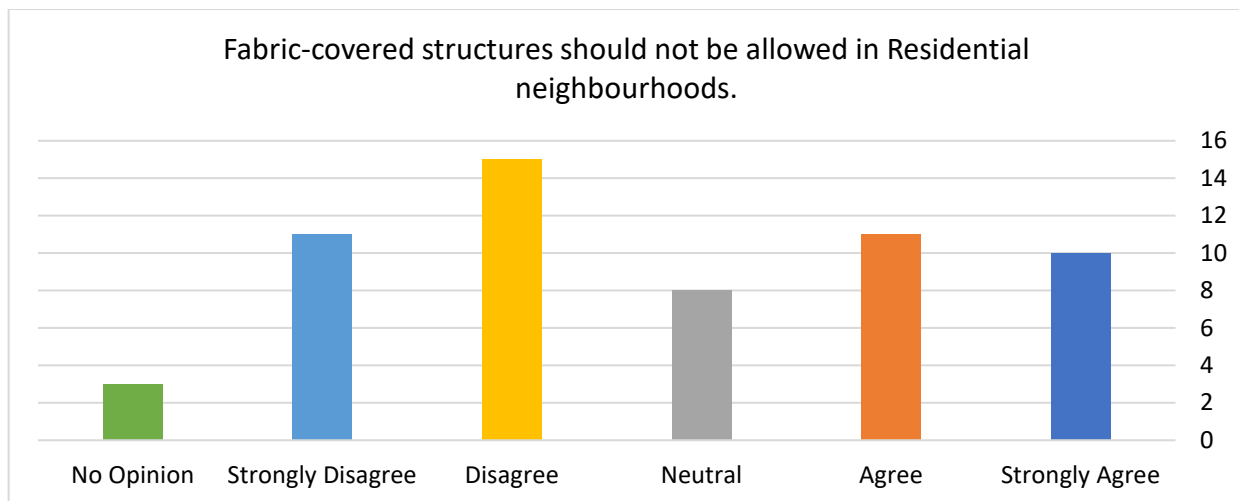


Garage and Garden Suites



69.0% of respondents either agreed or strongly agreed that garage and garden suites should be located in a way that does not impact the privacy of adjacent properties.

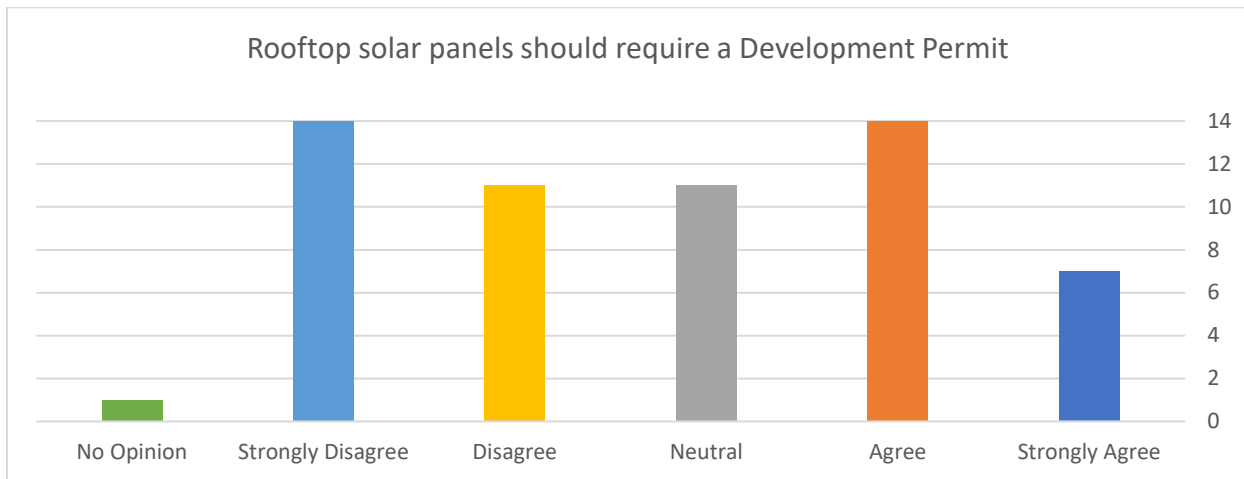
Fabric Covered Structures



Respondents were split on whether Fabric Covered Structures such as portable garages should not be allowed in Residential neighbourhoods with 37.9% agreeing that they should not be permitted, while 44.8% felt that they should.

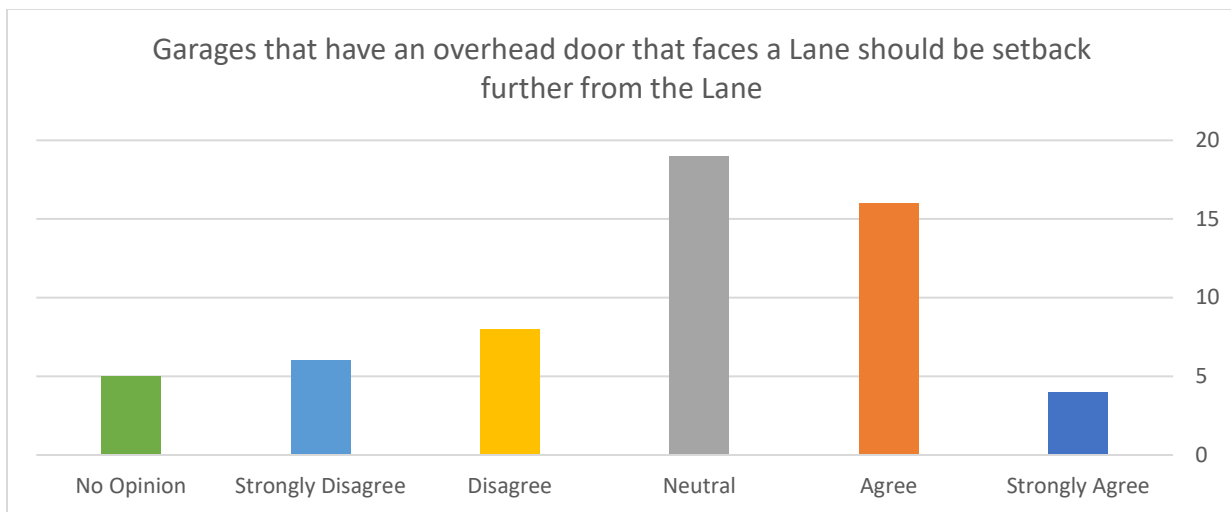


Roof-top Solar Panels



Respondents were also split on the topic of rooftop solar panels and whether or not they should require a Development Permit. A slight majority (43.1%) felt that they should not require a Development Permit.

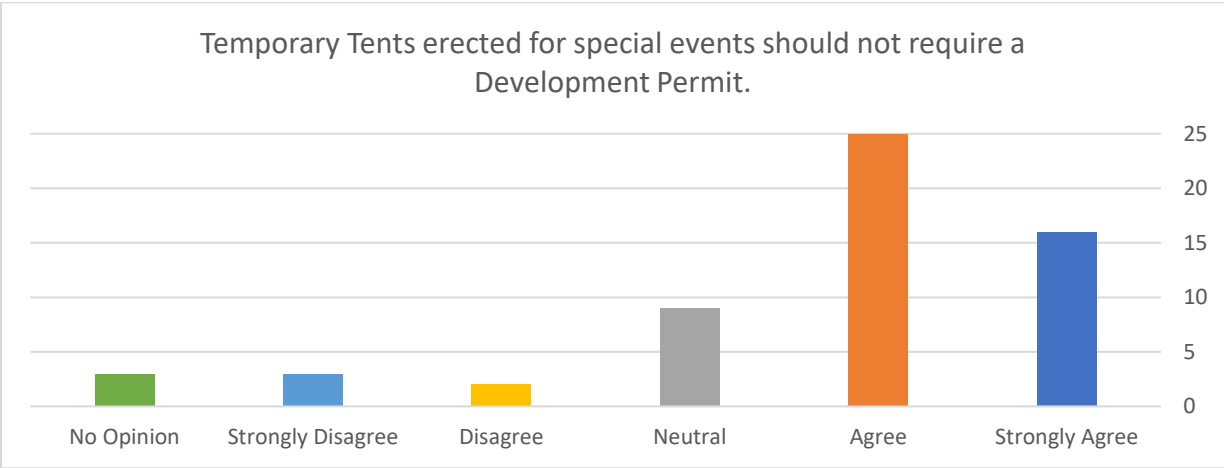
Garage Setbacks



Respondents were either neutral or in favor (34.5%) of Garages having a larger setback to the Lane if the garage's overhead door faces the Lane.

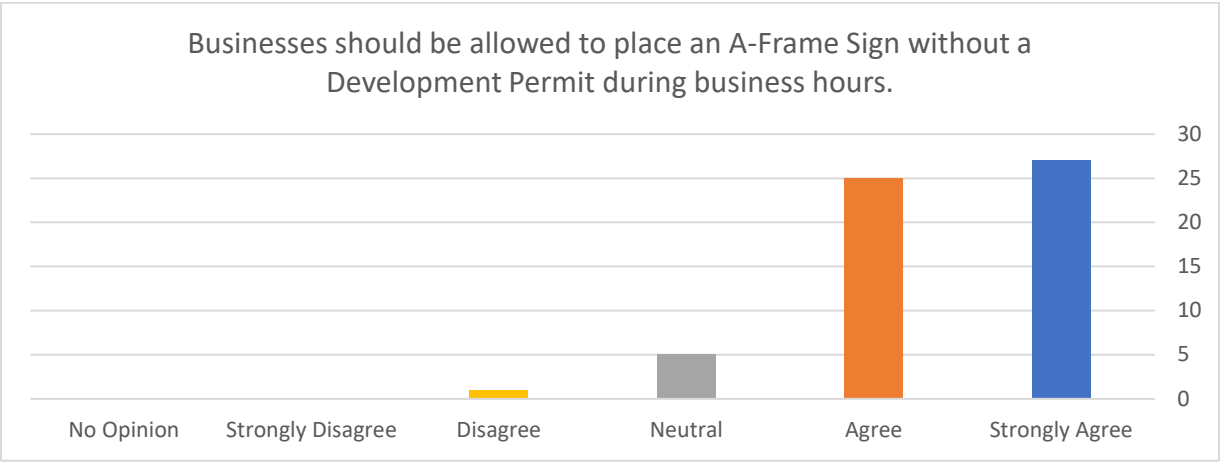


Temporary Tents



A clear majority of respondents (70.7%) were in agreement that Temporary Tents for special events should not require a Development Permit.

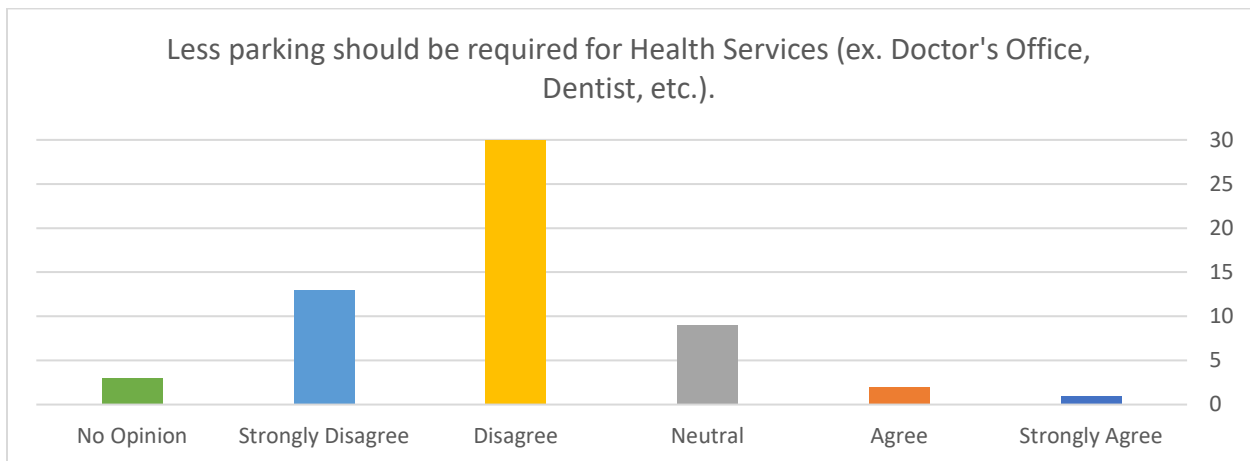
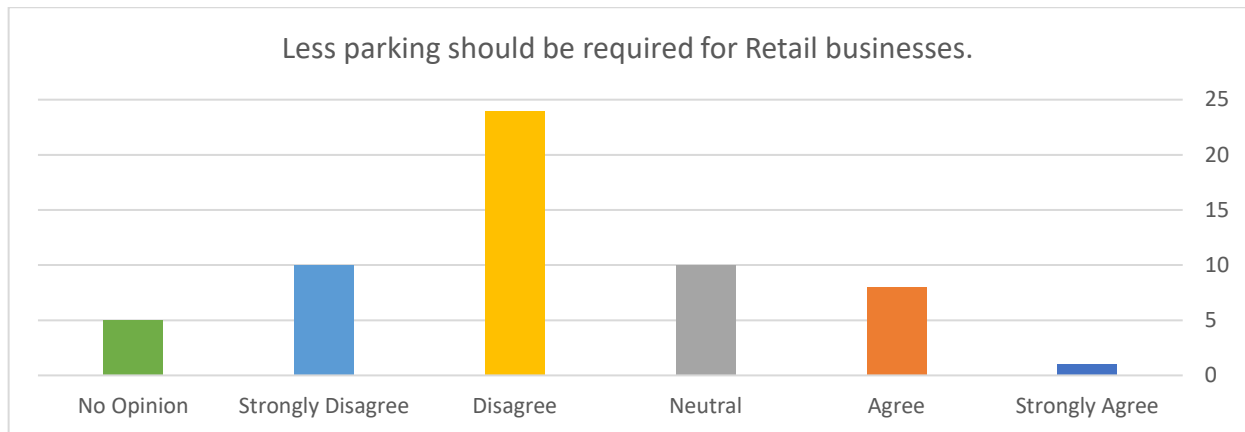
A-Frame Signs



All but 6 respondents either agreed or strongly agreed that a business should be able to place an A-Frame sign during business hours without a Development Permit.

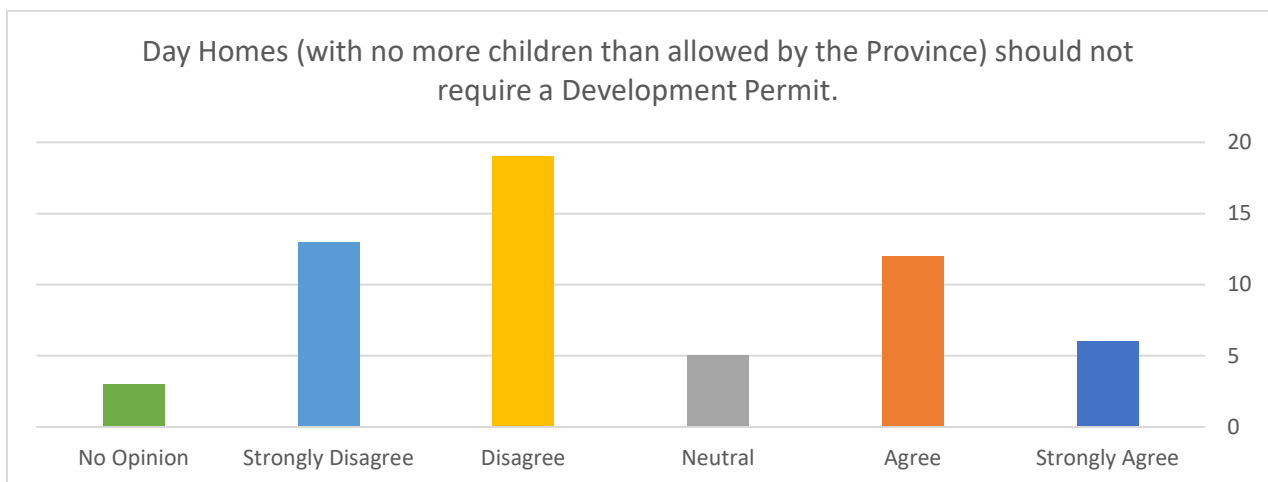


Parking (Retail & Health Service)



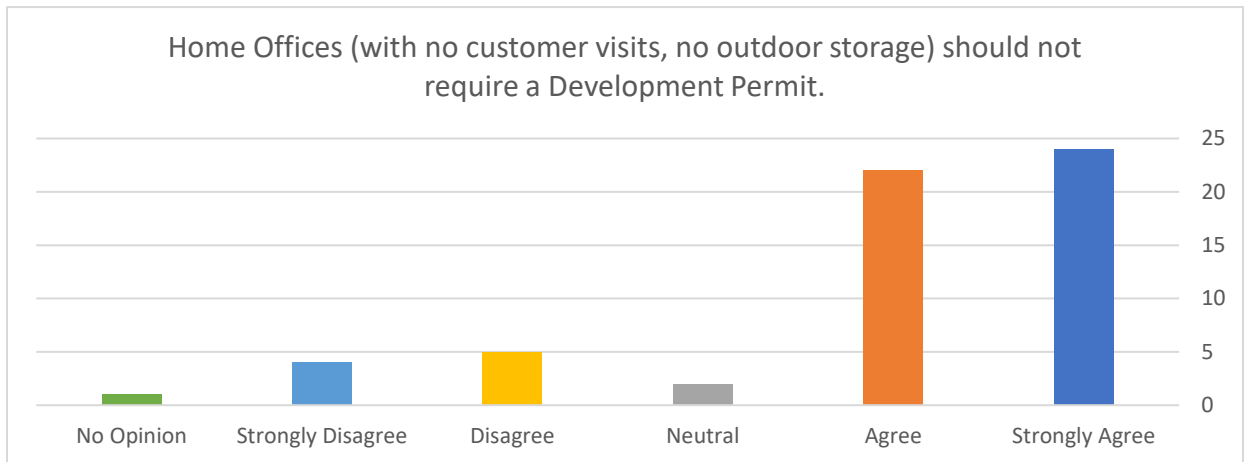
Respondents were not in favor of reducing parking for both Retail (58.6% disagree/strongly disagree) and Health Service (74.1% disagree/strongly disagree) uses.

Day Homes



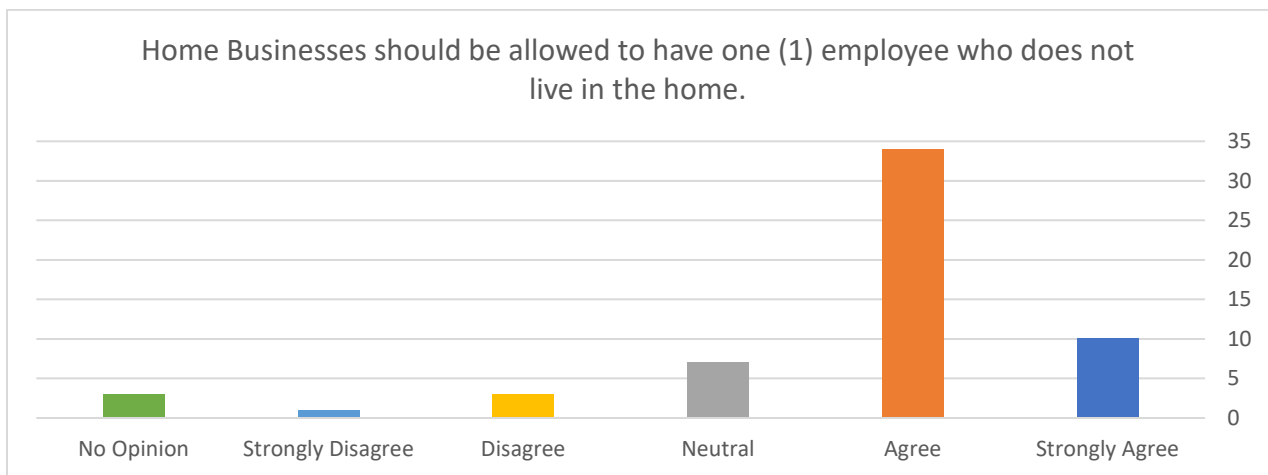
31.0% of respondents agreed that Day Homes should not require a permit, while 55.2% felt that they should require a Development Permit.

Home Offices



44 of 58 respondents indicated that they were in agreed or strongly agreed that Home Offices should not require a Development Permit.

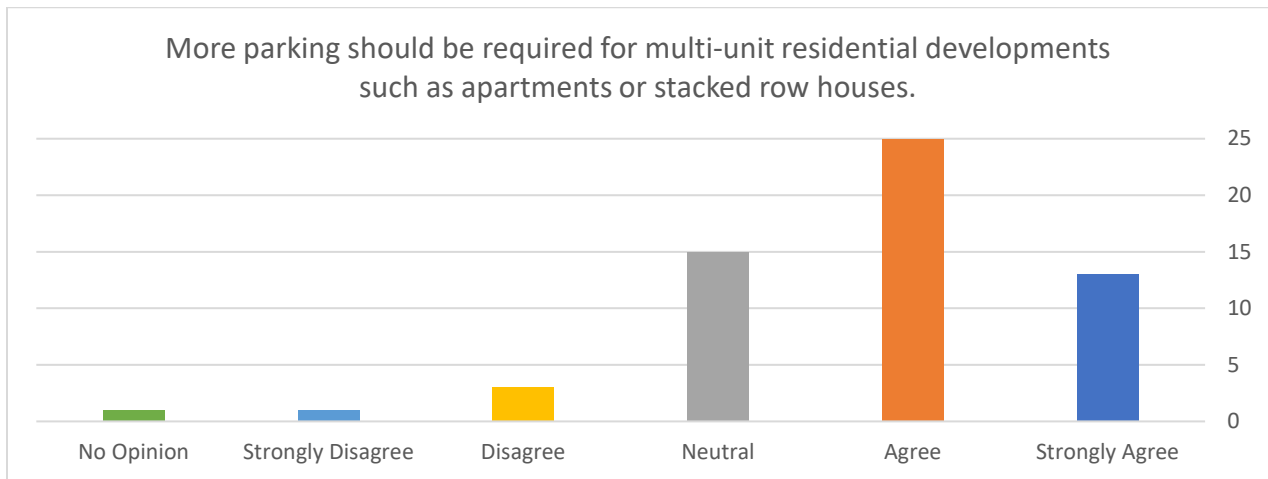
Home Businesses



Respondents were also in clear agreement (75.9% agree/strongly agree) that Home Businesses should be allowed to have one employee who does not live in the home.



Multi-Unit Residential Parking



Respondents were in favor an increase in parking for multi-unit residential developments such as apartments or stacked row housing, with 65.5% either agreeing or strongly agreeing with the increase.

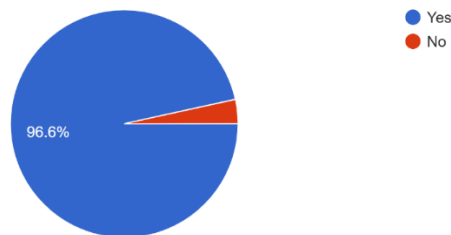
New Development Types

Respondents were also asked whether the Town should allow new types of Development in the Land Use Bylaw. Many of the respondents endorsed the additions of Breweries, Wineries, and Distilleries (82.1%), Pet Care Services (76.9%), and Renewable Energy Devices (56.4%).

Mixed-Use Development

Respondents were also asked for their thoughts on adding more opportunities for mixed-use development to the Land Use Bylaw. All but 2 respondents were in favor of providing more opportunities through Land Use Bylaw.

Should the Land Use Bylaw include opportunities for more mixed-use development? (ex. Retail on the ground floor of an Apartment or a quick-service restaurant in a Recreation Centre)
58 responses



When asked for further comments, respondents noted that mixed use development would be acceptable if sufficient on-site parking was provided and if the uses allowed did not create noise or excessive traffic to nearby residents. The Town’s Downtown was highlighted as an ideal location for more mixed-use development.

Other Suggested Changes & Additions

To close the survey, respondents were asked to share any additional changes or additions that they would like to see be made to the Land Use Bylaw. Some of the comments received included allowing for higher fencing, ensuring adequate parking was required for future development, more flexibility for home renovations, ensuring regulations remain business friendly.

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).





Panorama 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 as follows.



Board: New and Expanded Uses






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?











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: Parking

Land Use Bylaw Update Parking

Multi-Family Parking
More parking will be required for row housing and apartment developments

Hotel Parking
Additional parking spaces will be required for staff in addition to those required per guest room

Service Station Parking
A new flat requirement will be used rather than a calculation based on the number of employees.

Use Type	Example	Current Stalls	Proposed Stalls
Multi-Family	30-unit Apartment	42	56
Hotel	50 room Hotel	50	55
Service Station	Gas Station	5 Stalls + 1 per employee	7

Comments, Concerns, Suggestions?

Place your sticky notes here

Developers want like increase but it makes sense.


Will our storm sewers handle more pavement run-off?

Some ideas to increase amount of parking that not have to be done.

Comments included concern about storm sewer handling more run-off from the resulting pavement increase due to increased parking requirements and support for increased parking due to Westlock’s lack of transit.



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

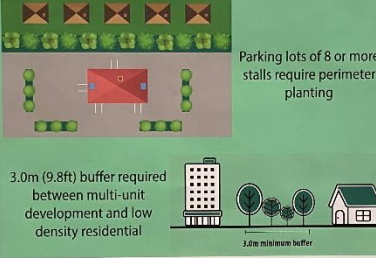


Multi-Unit Residential Landscaping

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

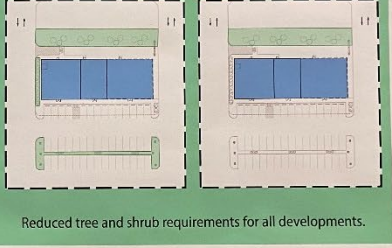


Commercial & Industrial Landscaping

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 allergic

Is this outside enough for 3 units?

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

TOWN OF Westlock

Land Use Bylaw Update Signs

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

Comments, Concerns, Suggestions?

Good idea!

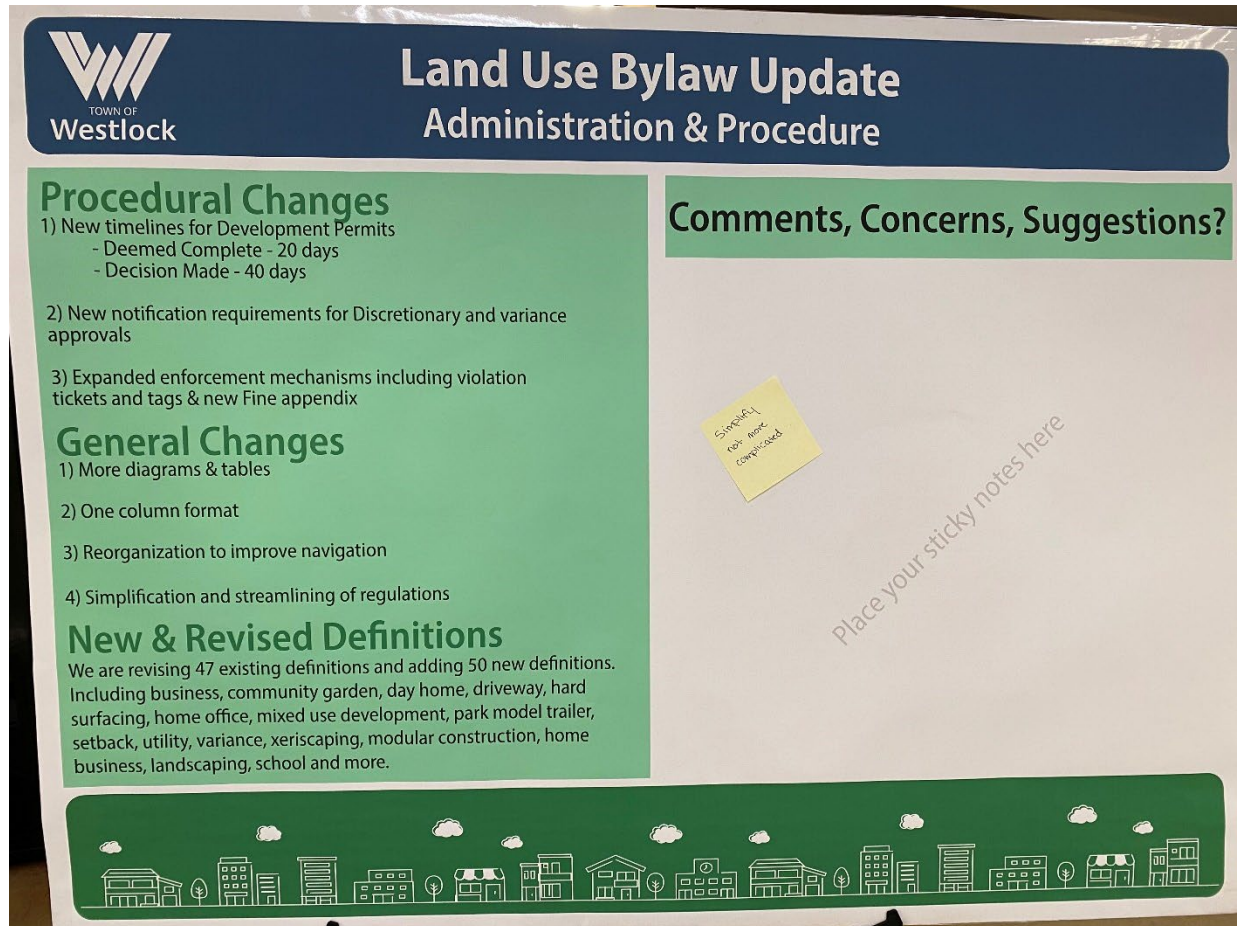
Don't litter the gateway to town with billboards.

ANY LOT WOULDNT HAVE ROOM FOR A SIGN WITH THIS SETBACK

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



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



Board: Home Businesses

TOWN OF Westlock

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 do allow small scale home offices should not 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 SINCERELY NEED A PERMIT TO RENT OUT IN RASH!

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?

our sticky notes

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

TOWN OF Westlock

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

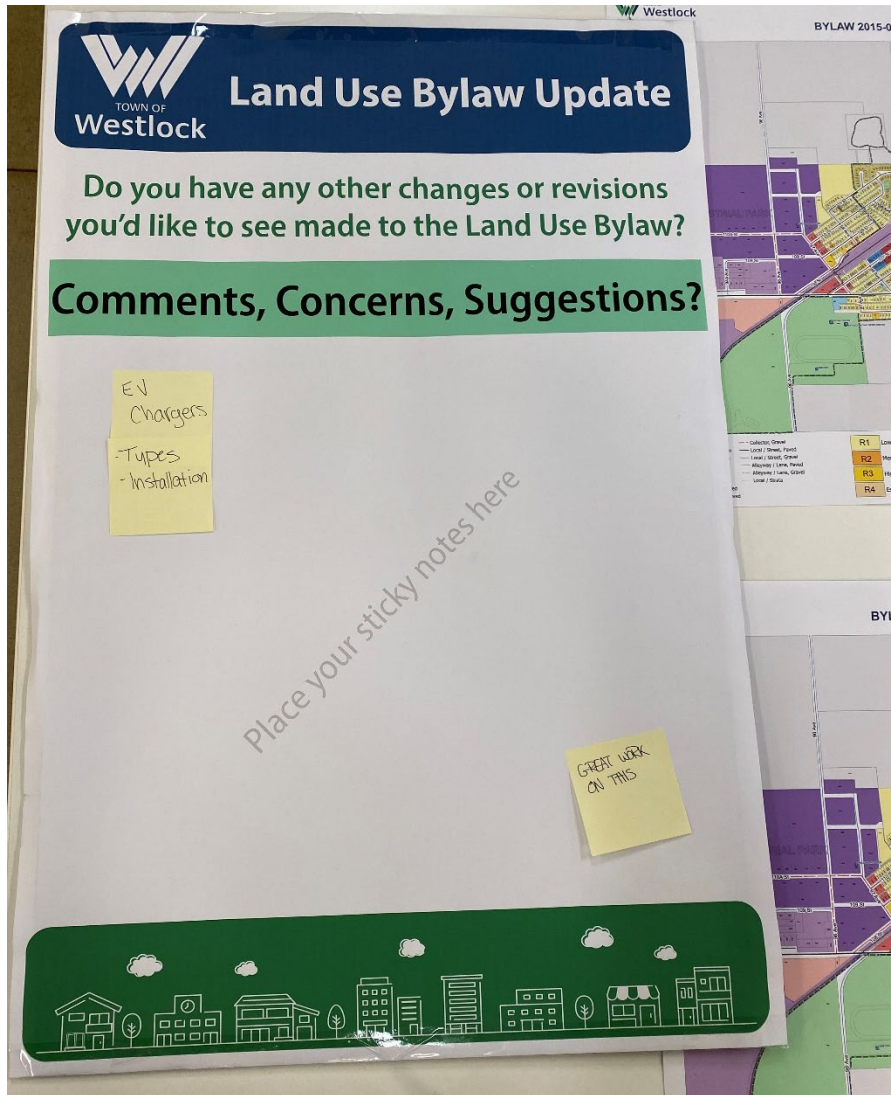
THIS COULD HELP WITH EXISTING OR NEW SHEDS, MOBILE HOMES

They don't work well in AB. 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



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



DIRECT LANDOWNER CONSULTATION

Administration directly contacted the landowners of the properties identified for redistrictings and provided each with the current and proposed new districts. Of those responses received, landowners were in favour of the specific redistrictings identified for their properties.

The landowners will be contacted again prior to the Public Hearing regarding the adoption of the new Bylaw.



APPENDIX B – REVISED DEFINITIONS

CURRENT	PROPOSED
<p>ACCESSORY BUILDING means a building separate and subordinate to the principal building, the use of which is incidental to that of the principal building and located on the same parcel of land. If a structure such as a garage or carport is attached to the principal building, it shall be considered to be part of the principal building and not an accessory building. Accessory buildings shall include decks, fabric shelters, gazebos, play structures, sheds, and treehouses.</p>	<p>ACCESSORY DEVELOPMENT means a building, structure or use that is subordinate to, incidental to and located on the same parcel of land as the principal building or use. Where a structure is attached to a principal building on a site it shall be considered part of the principal building. This use may include, but is not limited to, sheds, detached garages, gazebos, play structures, and pergolas.</p>
<p>ACCESSORY USE means a use that is subordinate to the principal use and located on the same parcel of land.</p>	<p>Deleted. Incorporated into Accessory Development.</p>
<p>ADJACENT LAND means land that is contiguous to a particular parcel of land. This includes land that would have a common boundary with the subject parcel of land if not for a road, river or stream.</p>	<p>ADJACENT means contiguous to, or would be contiguous if not for a river, stream, railway, road, utility right-of-way, or public utility lot.</p>
<p>ADVERTISEMENT means any word, letter, model, picture, symbol, device, or representation, whether illuminated or not, in the nature of or used wholly or in part for the purposes of advertisement, announcement, or direction.</p>	<p>COPY means the letters, graphics or characters that make up the message on the sign face.</p>
<p>AREA STRUCTURE PLAN means a plan adopted by Council as an Area Structure Plan pursuant to the MGA.</p>	<p>AREA STRUCTURE PLAN means a statutory plan adopted by Council, prepared pursuant to the MGA, which addresses the future development of large areas of land at a conceptual level of detail.</p>
<p>BUILDING AREA means the greatest horizontal area of a building above grade within the glassline of exterior walls, or within the glassline of exterior walls and the centreline of firewalls.</p>	<p>FLOOR AREA means the sum of the areas of all above grade floors of a building measured to the glassline, or where there is no glassline, to the outside surface of the exterior walls, or where buildings are separated by firewalls, to the centre line of the common firewalls, and includes all mechanical equipment areas and all open areas inside a building, including atriums, elevator shafts, stairwells, basements, attached garages, sheds, open porches, breezeways and similar areas.</p>
<p>BUILDING HEIGHT means the vertical distance measured from the grade to the highest point of the building, exclusive of any accessory roof construction such as a mechanical housing, an elevator housing, a ventilating fan, a skylight, a</p>	<p>HEIGHT means the vertical distance between grade (at the base of the structure) and the highest point of a structure excluding any device or addition not structurally essential to the structure, including an elevator housing,</p>



<p>smokestack, a flagpole, a fire wall, a parapet wall, a chimney, a steeple, an antenna, or a similar device.</p>	<p>mechanical housing, roof stairway entrance, ventilating fan, skylight, steeple, chimney, smoke stack, firewall, parapet wall, flagpole or similar devices.</p>
<p>BUSINESS SUPPORT SERVICE means a development providing support services to businesses. Business support services are characterized by one or more of the following features: the use of minor mechanical equipment for printing, duplicating, binding or photographic processing; the provision of office maintenance or custodial services; the provision of office security; the provision of technological services such as computer hardware or software maintenance, desktop publishing, website design or hosting, and similar uses; or the sale, rental, repair or servicing of office equipment, furniture and machines. Business support services include printing establishments, film processing establishments, computer service establishments, janitorial firms, and office equipment sales and repair establishments.</p>	<p>BUSINESS SUPPORT SERVICE means a development provided support services to businesses. Typical uses include but are not limited to: printing establishments, film processing establishments, computer service establishments, janitorial firms, office equipment sales and repair establishment, and security system sales and service establishments.</p>
<p>CAMPGROUND means a development where tents, vacation trailers, or motor homes used by travellers and tourists for overnight accommodation are located.</p>	<p>CAMPGROUND means a development where tents, vacation trailers or motorhomes used by travelers and tourists for overnight accommodation are located. Related facilities that are necessary to and support the campground such as an administrative office, laundromat, picnic grounds, playgrounds and boating facilities may be located on-site.</p>
<p>CANNABIS PRODUCTION FACILITY means a Federally licensed and authorized development for growing, producing, testing, destroying, storing, or distributing Medical and Non-Medical Cannabis or Cannabis products.</p>	<p>CANNABIS PRODUCTION FACILITY means a Federally licensed and authorized development for growing, producing, testing, destroying, storing or distributing Medical and Non-Medical Cannabis or Cannabis products. This use does not include Retail, Cannabis or any other cannabis related uses.</p>
<p>CHILD CARE FACILITY means a development where one or more of care, maintenance, education, or supervision of four or more children under the age of thirteen (13) years is carried out, by persons other than ones related by blood or marriage, for periods not exceeding twenty-four (24) consecutive hours. Child care facilities include: daycare centres, nurseries, kindergartens, and after-school or baby-sitting programs.</p>	<p>CHILD CARE FACILITY means a development licensed by the Province to provide personal care, maintenance, education or supervision of children. Child care facilities include: daycare centres, nurseries, kindergartens, play schools, and after-school or baby-sitting programs</p>



<p>CORNER LOT means a lot with boundary lines on two separate roads which intersect at an angle of less than one hundred and thirty five (135) degrees, or a single road that curves such that the arc of the inside boundary of the road is less than 45 m (147.6 ft.) in radius over an angle of more than one hundred and thirty-five (135) degrees) at the subject lot.</p>	<p>CORNER LOT means a lot located at the intersection of two public roadways, other than a lane.</p>
<p>DETACHED GARAGE means a building, accessory to a principal building, which is designed or used primarily for the storage of motor vehicles. It may also be referred to as cart port which is a roofed garage used for storing or parking not more than two (2) vehicles and which has a minimum of 40% of its total perimeter open and unobstructed. If less than 40% is open and unobstructed, the building will be considered to be not a carport, but an attached garage.</p>	<p>DETACHED GARAGE means a building accessory to, but not attached in any way, to a principal building, which is designed or primarily used for the storage of motor vehicles.</p>
<p>DEVELOPMENT means:</p> <ul style="list-style-type: none"> a) An excavation or stockpile and the creation of either of them; b) A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land; c) 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 d) 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. <p>And includes, but is not limited to:</p> <ul style="list-style-type: none"> e) Any increase in the number of households occupying and living in any building or on any site, and any construction or alterations or additions which would provide for an increase in the number of households which could occupy any building or on any site, including any increase in the number of dwelling units in a building or on a site; f) Any increase in the number of businesses occupying and operating within any building 	<p>DEVELOPMENT means:</p> <ul style="list-style-type: none"> a) An excavation and/or stockpile and the creation of either of them; b) A building or an addition to or replacement or repair of any building and the construction or placing of any of them in, on, over, or under land; c) A change of use or 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; d) A change in intensity of use of land or a building or an act down 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. <p>as defined in the MGA, as amended.</p>



<p>or on any site, and any construction or alterations or additions which would provide more an increase in the number of businesses which could occupy and operate in any building or on any site;</p> <ul style="list-style-type: none"> g) The placing of refuse or waste material on any land; h) The use of land for the storage or repair of motor vehicles or other machinery or equipment on land that was previously either not used at all or not used for such purpose; i) The demolition or removal of a building; j) The placement of an already constructed or partially constructed building on a parcel of land; k) The use of land for the parking of trailers, bunk houses, portable dwellings, skid shacks, or any type of portable building whether or not the same has been placed or affixed to the land in any way; l) The display of advertisements on the exterior of any building or on any land, post or support; m) A sign; or n) The removal of topsoil. 	
<p>DRIVE-IN BUSINESS means a development which serves customers traveling in motor vehicles driven onto the site where such business is carried on, where normally the customer either remains in the vehicle for service, or parks the vehicle for a short period for the purpose of doing business at the premises. Drive-in businesses include, but are not limited to, service stations, gas bars, drive-in restaurants, drive-through vehicle service establishments such as lubrication shops, recycling depots, and car washes.</p>	<p>DRIVE-IN BUSINESS means a development which provides for rapid customer service to patrons in a motor vehicle and may include outdoor speakers. This includes, but is not limited to, drive-through financial institutions, drive-in/through food services and similar developments providing drive-in service in which patrons generally remain within their vehicles.</p>
<p>DWELLING means any building used exclusively for human habitation and which is supported on a foundation or base extending below ground level.</p>	<p>DWELLING or DWELLING UNIT means a complete building or self-contained portion of a building, containing sleeping, cooking and sanitary facilities intended as a permanent residence and having an independent entrance either directly from the outside of the building or through a common area inside the building.</p>



<p>DWELLING, MODULAR HOME means a dwelling consisting of one (1) dwelling unit that is normally constructed in pieces off-site and assembled on-site. A modular home is supported on a permanent foundation or base extending below grade; the roof pitch is equal to or greater than 1:4, the depth of eaves is greater than 60.0cm (24.0in); and the ratio of depth vs. width (or width vs. depth) is less than 2:1.</p>	<p>MODULAR CONSTRUCTION means a form of construction in which a building consisting of one or more sections constructed off-site, often in a factory, which meets Canadian Standards Association (CSA) A277 standards and the requirements of the Alberta Building Code. The building is transported to a site where the section(s) are permanently assembled and anchored to a permanent foundation. A modular section has no chassis, running gear, or wheels. The units or sections may be stacked horizontally or vertically and completed to form one or more complete units for year-round occupancy. Modular construction does not include a manufactured home but any other structures can be built using modular construction.</p>
<p>DWELLING, SINGLE-FAMILY means a dwelling consisting of one (1) dwelling unit. A single-family dwelling is constructed on-site and does not include modular or manufactured homes.</p>	<p>DWELLING, SINGLE-DETACHED means a building consisting of one (1) dwelling unit. This use does not include manufactured homes.</p>
<p>DWELLING, TWO-FAMILY means a dwelling containing two (2) dwelling units which are located either one above the other or one beside the other, in whole or in part, each having a separate entrance.</p>	<p>DWELLING, SEMI-DETACHED means a building containing two (2) dwelling units which are located either one above the other or one beside the other, in whole or in part, each having a separate entrance.</p>
<p>EATING AND DRINKING ESTABLISHMENT means a development where food or beverages or both are prepared and offered for sale to the public, for consumption within the premises, at an accessory outdoor seating area on the site, or off the site, which is not a drive-in restaurant. Eating and drinking establishments include, but are not limited to, neighbourhood pubs, licensed restaurants, cafes, delicatessens, tea rooms, lunch rooms, refreshment stands and take-out restaurants, but shall not include drive-in restaurants or casinos. Eating and, drinking establishments may contain within them a gambling entertainment establishment or an indoor amusement establishment unless otherwise provided for in an approved development permit.</p>	<p>EATING AND DRINKING ESTABLISHMENT means a development where food or beverages are both prepared and offered for sale to the public for consumption by dining in or taking away. This use includes, but is not limited to, neighbourhood pubs, restaurants, cafes, delicatessens, tea rooms, lunch rooms, refreshment stands, outdoor cafes and patios, and take-out restaurants. This use does not include casinos.</p>



<p>ENTERTAINMENT ESTABLISHMENT, INDOOR means a development providing recreational facilities with table games or electronic games or both, used by patrons for entertainment. Indoor amusement establishments include movie theatres, billiard parlours, electronic games arcades with tables or games or both, and bowling alleys, but do not include gambling machine establishments.</p>	<p>ENTERTAINMENT ESTABLISHMENT, INDOOR means an indoor development providing recreational facilities in which the public participates in and/or views an activity for entertainment or social purposes. This use includes the sale of food and beverages to the patrons and may be licensed by the Province for the on-site consumption of alcohol. Indoor entertainment establishments include, but are not limited to movie theatres, billiard parlors, electronic arcades, bowling alleys, theatrical, musical or dance theatres, museums and bingo halls. This use does not include gambling establishments.</p>
<p>ENTERTAINMENT ESTABLISHMENT, OUTDOOR means a development providing recreational facilities outdoors played by patrons for entertainment. Outdoor amusement establishments include amusement parks, go-cart tracks, motocross tracks and miniature golf courses. However, outdoor amusement establishments do not include drive-in motion picture theatres, carnivals or circuses.</p>	<p>ENTERTAINMENT ESTABLISHMENT, OUTDOOR means an outdoor development providing recreational facilities in which the public participates in and/or views an activity for entertainment or social purposes. This use includes the sale of food and beverages to the patrons and may be licensed by the Province for the on-site consumption of alcohol. Outdoor entertainment establishments include amusement parks, go-cart tracks, motorcross tracks, drive-in theatres, carnivals, animal or vegetation exhibits, and circuses.</p>
<p>GRADE means a geodetic elevation from which the height of a structure is measured. The Development Authority <u>shall</u> determine grade by selecting, from the methods listed below, the method that best ensures compatibility with the surrounding development:</p> <ul style="list-style-type: none"> a) Where a site does not contain any slope greater than 3.3%, the grade is the average of the highest and lowest elevation on the site; b) Grade is the average of the elevation at the corners of the site prior to construction as shown on the site grading plan; or c) Grade is the average elevation of the corners of the buildings on all adjacent properties. 	<p>GRADE means the average elevation at the finished level of ground at the corners of a site or at the foundation or as otherwise established by the Town.</p>



LAND USE BYLAW 2022-12

SUMMARY OF CHANGES

<p>HOME OCCUPATION means any business, occupation, trade, profession, or craft carried on by an occupant of a dwelling unit as an accessory use to the residential use of the dwelling, and which does not change the character of the building in which it is located or have any exterior evidence of such accessory use.</p>	<p>HOME BUSINESS means the accessory use of a principal dwelling, or a combination of a principal dwelling and an accessory building, in a residential district to operate an occupation, trade, profession, craft or enterprise or related uses. This use does not include any Cannabis related uses.</p>
<p>HOTEL means a development where members of the traveling public are lodged for brief periods of time, normally not exceeding seven (7) days, in rentable units, where access to the rentable units is from a common entranceway or individual outdoor entranceways. A hotel may include eating and drinking establishments, meeting rooms, personal service shops, indoor amusement establishments, and general retail stores no larger than 100m² (1076.4ft²), but shall not include any entertainment establishment or gambling machine establishment unless specifically approved by the Development Authority.</p>	<p>HOTEL means a development providing lodging for temporary or short-term accommodation in the form of rooms or suites. Access to the rentable units is from a common entranceway or individual entranceways. A hotel may include eating and drinking establishments, meeting rooms, personal service shops, indoor entertainment establishments and general retail stores.</p>
<p>HOUSEHOLD means:</p> <ul style="list-style-type: none"> a) A person; i. Two (2) or more persons related by blood, marriage, a common law relationship, or adoption; or b) A group of not more than five (5) persons who are not related by blood, marriage, or adoption. <p>All living together as a single housekeeping group and using cooking facilities shared in common. A household may also include bona fide servants, up to two (2) boarders or lodgers, or up to four (4) foster children.</p>	<p>Deleted.</p>
<p>KENNEL means a development in which domestic pets are maintained, boarded, trained, cared for, bred, or raised for remuneration or for sale.</p>	<p>KENNEL means a development in which domestic pets are maintained, boarded, trained, cared for, bred, or raised for remuneration or for sale, generally for periods of greater than twenty-four (24) hours. This use may also include grooming, impounding/quarantining facilities, animal shelters and retail sale of associated products.</p>
<p>LANDSCAPING means lawns, trees, shrubs, ornamental plantings, fences, walks, or other structures and materials used in landscape architecture</p>	<p>LANDSCAPING means the preservation or modification of the natural features of a site through the placement or addition of any or a combination of the following:</p> <ul style="list-style-type: none"> a) Soft landscaping elements consisting of vegetation such as,



	<p>but not limited to, trees, shrubs, plants, gardens, lawns, xeriscaping, and ornamental plantings;</p> <p>b) Hard landscaping elements such as bricks, pavers, shale, crushed rock or other suitable materials, excluding monolithic concrete and asphalt, in the form of patios, walkways and paths; and</p> <p>c) Architectural elements such as fences, walls and sculptures.</p>
<p>LOT WIDTH means the average horizontal distance between the side lines or, where the lot width would be shorter, the distance between the side lines at either the minimum required front yard distance or the minimum required rear yard distance, whichever distance is the shorter, measured parallel to the front line or at right angles to the tangent on a curve from the midpoint of a curved front line.</p>	<p>LOT WIDTH means the average horizontal distance between the side lines measured parallel to the front line or at right angles to the tangent on a curve from the midpoint of a curved front line.</p>
<p>MAY is an operative word meaning a choice is available, with no particular direction or guidance intended.</p> <p>MUST is an operative word which means the action is obligatory.</p>	<p>Deleted. Covered in the Interpretation Section.</p>
<p>NON-ACCESSORY PARKING LOT means a parking area which is not accessory to a particular use or development on the lot on which it is located.</p>	<p>Deleted. Same as Parking Facility.</p>
<p>PARCEL COVERAGE means the total area of the first floor of a building above grade within the outside surface of exterior walls or within the glassline of exterior walls and the centreline of fire walls, including covered porches and verandas, enclosed decks and patios, steps, cornices, eaves and similar projections. Parcel coverage shall include air wells, and all other space within an enclosed building.</p>	<p>SITE COVERAGE means the ratio of the total horizontal area of all buildings and structures on a site which are located at or higher than 0.6m (2.0ft) above grade, including covered porches and verandas, enclosed decks and patios, and similar projections. Parcel coverage shall include air wells, and all other space within an enclosed building. This definition shall not include:</p> <p>a) Steps, eaves, cornices, and similar uncovered projections;</p> <p>b) Driveways, aisles and parking spaces unless they are part of a parking garage; or</p>



	<p>c) Unenclosed inner and outer courts, terraces and patios where there are less than 0.6m (2.0ft) above grade.</p>
<p>PUBLIC SCHOOL means a development where educational, training, or instruction occurs under the auspices of a school division or under the auspices of an organization authorized by the Province to provide education similar to that which would be provided by a school division. Public schools include the administration offices, storage, and maintenance operations of the public school, but not of the school division as a whole. Public schools include public and separate elementary, junior high and high schools, community colleges, universities, technical and vocational schools, and private academies or “charter schools”, and their administrative offices and maintenance facilities.</p>	<p>SCHOOL means a development where education, training or instruction is offered to a student of any age by a school board or an operator of a private school as defined by the <i>Schools Act</i>, as amended. This use includes elementary schools, junior and senior high schools, college or university but does not include Commercial Schools.</p>
<p>RETAIL, CANNABIS (or dispensary) means a retail development licensed by the Province of Alberta, where non-medical Cannabis products are to be sold to individuals who attend at the premises. Whereas a Retail, General Use development may retail Cannabis accessories or paraphernalia, it may not engage in the sale of Cannabis products without first acquiring appropriate Provincial licensing and development permit. Likewise, medical Cannabis suppliers and/or consulting services are encompassed within the Health Service Use. This Use Class does not include a Cannabis Production Facility.</p>	<p>RETAIL, CANNABIS means a development licensed by the Province to sell Cannabis and cannabis accessories to the public, for consumption elsewhere. This use does not include Cannabis Production Facility or any other cannabis related uses.</p>
<p>SECONDARY SUITE means a separate set of living quarters within a principal or accessory building, containing independent and physically separate sleeping, sanitary and kitchen facilities.</p>	<p>SECONDARY SUITE means an accessory dwelling unit located within a principal dwelling. This use class includes the development or conversion of basement space or above-grade space to a separate dwelling, or the addition of new floor space to an existing Dwelling. This use does not include Garage or Garden Suites.</p>
<p>SHALL is an operative word which means the action is obligatory.</p>	<p>Deleted. Covered in the Interpretation Section.</p>
<p>SHIPPING CONTAINER means a shipping container, originally used to transport goods, removed from its axle and wheels and used as an accessory building for storage provided that a building permit can be issued under the Building Bylaw.</p>	<p>SHIPPING CONTAINER means a shipping container, originally used to transport goods, removed from its axle and wheels and used as an accessory building for storage.</p>



<p>SIDE LINE means the boundary line of a lot lying between a front line and a rear line of a lot. In the case of a corner lot, the longer of the two boundary lines adjacent to the road shall be considered a side line.</p>	<p>LINE, SIDE means the property line of a lot lying between a front line and a rear line of a lot.</p>
<p>SIGN means any device, erection, or structure used for the display of advertisements, and without in any way restricting the generality of the foregoing, includes posters, notices, panels, boardings, and banners.</p>	<p>SIGN means any device, erection or structure used for the display of advertising or calling attention to any business, organization, person, matter, thing, or event.</p>
<p>SIGN, A-FRAME means a self-supporting sign comprised of two panels not more than 1.0m (3.3ft) high or 0.6m (2.0ft) wide joined at the top used to promote products or services on or adjacent to the property where the sign is displayed.</p>	<p>SIGN, A-FRAME means a self-supporting sign comprised of one or more panels joined at the top used to promote products or services on or adjacent to the property where the sign is displayed.</p>
<p>SIGN, FASCIA means a sign placed flat and parallel to the face of the building so that no part, excluding lighting fixtures or related supports, projects more than 31.0cm (1.0ft) from the building.</p>	<p>SIGN, FASCIA means a sign placed flat and parallel to the face of the building. Typical fascia signs include painted signs, wall signs, channel lettering, and banners.</p>
<p>SIGN, PORTABLE means a sign with a total area on one face of no greater than 4.65m² (50.1ft²) mounted on a frame or on a trailer, stand or similar support which together with the support can be relocated to another location, and may include copy that can be changed manually through the use of detachable characters. A permit for a portable sign shall be valid for ninety (90) days.</p>	<p>SIGN, PORTABLE means a sign mounted on a frame or on a trailer, stand or similar support which together with the support can be relocated to another location and may include copy that can be changed manually through the use of detachable characters.</p>
<p>SIGN, PROJECTING means a sign which is attached to a building or structure so that part of the sign projects more than 31.0cm (1.0ft) from the face of the building or structure.</p>	<p>SIGN, PROJECTING means a sign which is attached to a building or structure so that part of the sign projects outwards from the face of the building or structure.</p>
<p>STOREY means the space between one floor of a multi-storey building and the next floor above it. The upper limit of the top storey shall be the ceiling above the topmost floor. A basement shall not be considered a storey.</p>	<p>STOREY means the space between one floor and the next floor above it. The upper limit of the top storey shall be the ceiling above the topmost floor. A basement shall not be considered a storey.</p>



<p>TEMPORARY INDUSTRIAL CAMP means a temporary residential complex used to house camp workers by various contracting firms on a temporary basis of more than 28 days and less than one (1) year. The camp may be made up of a number of mobile units, clustered in such fashion as to provide sleeping, eating, recreation and other basic living facilities.</p>	<p>TEMPORARY INDUSTRIAL CAMP means a temporary residential complex used to house camp workers by various contracting firms on a temporary basis. The camp may be made up of a number of mobile units, clustered in such a way as to provide sleeping, eating, recreation or other basic living facilities.</p>
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APPENDIX C – NEW DEFINITIONS

PROPOSED
BALCONY means an outside projecting platform with an entrance from an upper floor of a building.
BREWERIES, WINERIES AND DISTILLERIES means the manufacturing of beer, wine, spirits or other alcoholic beverages. This Use may include the sale of alcoholic beverages to the public for consumption within the premises. Retail sales of alcoholic beverages for consumption off-Site shall be limited to alcoholic beverages manufactured on-site. Accessory activities may include the preparation and sale of food, storage, packaging, bottling, canning and shipping of products.
<p>BUSINESS means:</p> <ul style="list-style-type: none"> a) A commercial, merchandising or industrial activity or undertaking; b) A profession, trade occupation, calling or employment; or c) An activity providing goods or services. <p>whether or not for profit and however organized or formed, including a co-operative or association of persons.</p>
<p>COMMERCIAL VEHICLE means any motorized vehicle that is designed or used for any activity with the main purpose of financial gain, and shall include, but is not limited to:</p> <ul style="list-style-type: none"> a) Any vehicle licensed or used for commercial purposes and having a gross vehicle weight (GVW) rating in excess of 4,000kg or exceeding 7m (23ft) in length or any trailer licensed or used for commercial purposes; b) Any piece of construction equipment or agricultural equipment; c) Any vehicle not licensed as a commercial vehicle, but is used for the collection or delivery, or both, of merchandise or commodities in the ordinary course of a business undertaking; or d) Any vehicle that incorporates a boom (cherry picker) or similar mechanical fitting.
COMMUNITY GARDEN means a plot of land used by a group of community members to grow vegetables and fruit for personal use and consumption.
CONDOMINIUM means a building or lot containing bare land units or other units and shared areas, as defined in the <i>Condominium Property Act</i> , as amended.
COPY AREA means the total area of the sign, within one or more rectangles, in which the entire limits of the copy is enclosed. The total copy area of any sign shall be calculated as the sum of all individual faces of the sign.
DAY HOME means an accessory use providing temporary care, education services and supervision to children operated from a private residence that complies with the <i>Alberta Family Day Home Standards</i> .
DRIVEWAY means a private area that provides for vehicle access from an individual lot or site to a public roadway.
ELEVATION means a drawing made in projection on a vertical plan to show a building face.



FAÇADE means the exterior outward face of a building. Typically, the façade of interest is that surface that services as the front of that building and faces the primary public roads, buildings on the corner of two public roads present two public facades.
GARAGE SUITE means an accessory dwelling located above a detached garage or attached to the side or rear of a detached garage. This use does not include Secondary Suites or Garden Suites.
GARDEN SUITE means an accessory dwelling which is separate from the principal dwelling but located on the same lot. This land use does not include Secondary Suites or Garage Suites.
HARD SURFACING means asphalt, concrete, paving stone or other similar material that is used in the construction of a driveway or parking area to the satisfaction of the Development Authority.
HOME OFFICE means an accessory use located within a dwelling unit for the purposes of office uses. This use does not include any Cannabis related uses.
LANDSCAPE BUFFER means an area landscaped with sod and any other soft landscaping elements.
LINE, FRONT FLANKING means, on a corner site, the property line separating a lot from an abutting road other than a lane that is not the front line. This is the longer of the property lines abutting a road, other than a lane. In the case of a corner site formed by a curved corner, the front flanking line shall be the longer of the two segments of the lot line lying between the point determined to be the actual corner and the two points at the extremities of that property line.
LIVESTOCK means livestock as defined in the <i>Agricultural Operation Practices Act</i> , as amended.
MIXED USE DEVELOPMENT means a development that is designed to accommodate a mix of commercial, residential, and/or a limited range of light industrial uses within a single site. The mix of uses may be vertical or horizontal.
MOTOR VEHICLE means: <ul style="list-style-type: none"> a) a vehicle propelled by any power other than muscle power; or b) a moped, but does not include a bicycle, a power bicycle, an aircraft, an implement of husbandry, or a motor vehicle that runs only on rails; as defined by the <i>Traffic Safety Act</i> , as amended.
PARCEL means the aggregate of 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, as defined in the MGA, as amended.
PARK MODEL TRAILER means a recreational unit designed for seasonal use. Park Model Trailers are built on a single chassis mounted on wheels, are designed to facilitate occasional relocation and must be connected to utilities to operate installed fixtures and appliances.
PARTY WALL means either: <ul style="list-style-type: none"> a) A wall erected at, or upon, a line separating two parcels of land each of which is, or is capable of being, a separate legal parcel subdivided under the MGA; or b) A wall separating two dwellings or rear detached garages, each of which is, or is capable of being, a separate legal parcel divided under the <i>Condominium Property Act</i>.
PET CARE SERVICE means a development where small animals normally considered as domestic pets are washed, groomed, trained and/or boarded, but not overnight. This use may also include the retail sales of associated products.
PORCH means an entrance structure typically attached to the front or sides of a residential dwelling at the ground floor entrance level, consisting of a roof and floor, where the front and sides of the structure are enclosed by solid walls and/or windows.



PORTABLE FABRIC COVERED STRUCTURE means a non-permanent, prefabricated structure designed to be collapsible in nature, usually constructed with a metal, wood or plastic frame and covered with a flame-resistant fabric or similar type of cover used for storage.
PRIVACY WALL means a structure that: <ul style="list-style-type: none"> a) Provides visual screening; b) Is located on a balcony, deck or patio; and c) Does not include a railing or balustrade.
PROJECTION means structures projecting from the wall of a building. Common structures include balconies, raised terraces, fireplaces, bay windows, and decks.
PROPERTY LINE means the boundary that legally and geometrically demarcates a parcel.
RECREATIONAL VEHICLE means a portable structure designed and built to be transported on its own wheels or carried on a vehicle to provide temporary living accommodation for recreational or travel purposes and/or for motorized sports activities conducted on both land and water. This use includes, but is not limited to: motor homes or travel trailers; fifth wheel trailers; campers, whether located on a truck or vehicle or not; tent trailers; park model trailers; boats; off-highway vehicles, as defined by the <i>Traffic Safety Act</i> , as amended; utility trailers; and a trailer used to transport any of the above. A recreational vehicle does not include manufactured homes and is not considered a dwelling.
RENEWABLE ENERGY DEVICE means a device where energy is derived from sources that are not depleted by using them, such as solar, geothermal, wind and co-generation production of electricity. Typical uses include wind or solar farms.
RENEWABLE ENERGY DEVICE (LIMITED) means a device where energy is derived from sources that are not depleted by using them, such as solar, geothermal and wind energy. Typical uses include solar panels mounted or attached to a roof or accessory building.
SCREENING means a fence, wall, berm or landscaping feature used to visually separate areas or functions.
SETBACK means the distance that a development shall be set back from a lot line or any other features on a site as specified by this Bylaw. A setback is not a yard. A setback measurement shall be taken from the building foundation.
SHOW HOME means a permanent dwelling that is used for the temporary purpose of illustrating to the public the type or character of a dwelling or dwellings to be constructed in other parts of a subdivision or development area. Show home may contain offices for the sale of other lots of dwellings in the area. A show home may not be occupied by any person for the purpose of residency. This use may include a show suite in a multi-unit development.
SIGN, ELECTRONIC MESSAGE means a sign that displays copy by means of a digital display but does not contain copy that is full motion video, motion picture, Moving Picture Experts Group (MPEG), or any other digital video format.
SIGN, FLAG means a sign of flexible and durable material with copy on one or both sides attached to a support pole that is normally inserted into a receptacle in the ground.
SIGN, ILLUMINATED means a sign where an artificial light source is used to illuminate the sign from the side or back of the display panel or from an external source, and may be contained within the structure of the sign.
SITE AREA means the total area of a site.
SOFT LANDSCAPING means landscaping consisting of vegetation such as trees, shrubs, hedges, grass and ground cover, including non-grass alternatives such as xeriscaping.



<p>STATUTORY PLAN means an Intermunicipal Development Plan, a Municipal Development Plan, an Area Structure Plan or an Area Redevelopment Plan adopted by a municipality under the MGA, as amended.</p>
<p>STRUCTURE means a building (including eaves) or other thing erected or placed in, on, over or under land, whether or not it is affixed to the land.</p>
<p>SUBSEQUENT OFFENCE means an offence committed by a person after that person has been convicted for the same offence or has voluntarily paid a fine for the same offence within the past twenty-four (24) months.</p>
<p>SURVEILLANCE SUITE means a single dwelling unit, forming part of a development, which is accessory to the principal use and is used solely to accommodate persons whose official function is to provide surveillance required for the maintenance and safety of the development.</p>
<p>TEMPORARY SALES CENTRE means a temporary building, other than a show home, used for a limited period of time for the purpose of marketing land and buildings.</p>
<p>TRAFFIC ISLAND means an area of space set aside within a street, road, or parking area, prohibited for use by motor vehicles and is marked or indicated by paint or physical means, to be clearly visible at all times. Typically, islands are raised with perimeter concrete curbs and are landscaped within.</p>
<p>UTILITY means a system or works used to provide or deliver one or more of the following for public consumption, benefit, convenience or use:</p> <ul style="list-style-type: none">a) Water or steam;b) Sewage disposalc) Public transportation operated by or on behalf of the Town;d) Irrigation;e) Drainage;f) Fuel;g) Electric power;h) Heat;i) Waste management;j) Residential and commercial street lighting; ork) Any building required to operate the utility as defined in the MGA, as amended.
<p>VARIANCE means an alteration or change to a standard prescribed by this Bylaw that is authorized by the Development Authority or an appeal board.</p>
<p>VEHICLE WASH means a development providing cleaning services to motor vehicles where the customer remains within their vehicle or waits on the premises, unless the facility includes a self-service wand wash. Typical uses include automatic/drive-through or coin/time operated car washes</p>



<p>MUNICIPAL TAG means a tag or similar document issued by the Town of Westlock pursuant to the MGA for the purposes of notifying a person that an offence has been committed for which a prosecution may follow.</p>
<p>VIOLATION TICKET means a ticket is issued pursuant to the <i>Provincial Offences Procedure Act</i>.</p>
<p>XERISCAPING means a method of landscaping that uses plants, soils and mulches whose natural requirements are appropriate to the local climate, resulting in low maintenance, water efficient and sustainable landscapes.</p>
<p>YARD, FRONT FLANKING means that portion of a lot on a corner lot abutting the front flanking lot line extending from the front yard to the rear yard. The front flanking yard is situated between the front flanking lot line and the nearest wall of the principal building.</p>



APPENDIX D – USE MATRIX

