



SUMMER VILLAGE OF CRYSTAL SPRINGS

Land Use Bylaw Online Open House – 17 August 2022



WELCOME!

1. Introductions
2. Logistics and Format
3. Purpose of the Online Open House
4. Summer Village IDP and MDP
5. What is a Land Use Bylaw?
6. Land Use Bylaw Review/Update Process
7. Draft Land Use Bylaw Structure
8. Draft Land Use Bylaw Overview
9. Feedback
10. Next Steps

INTRODUCTIONS

Municipal Planning Services

Who We Are:

- Jane Dauphinee – Principal and Senior Planner
- Brad MacDonald – Senior Planner

What We Do:

- Provide planning advisory services to the Summer Village of Crystal Springs and the other Summer Villages around Pigeon Lake
- Prepared the Summer Village of Crystal Springs Municipal Development Plan

LOGISTICS

- YouTube Livestream
- Question & Answer – submit questions to Brad MacDonald via the Zoom Chat

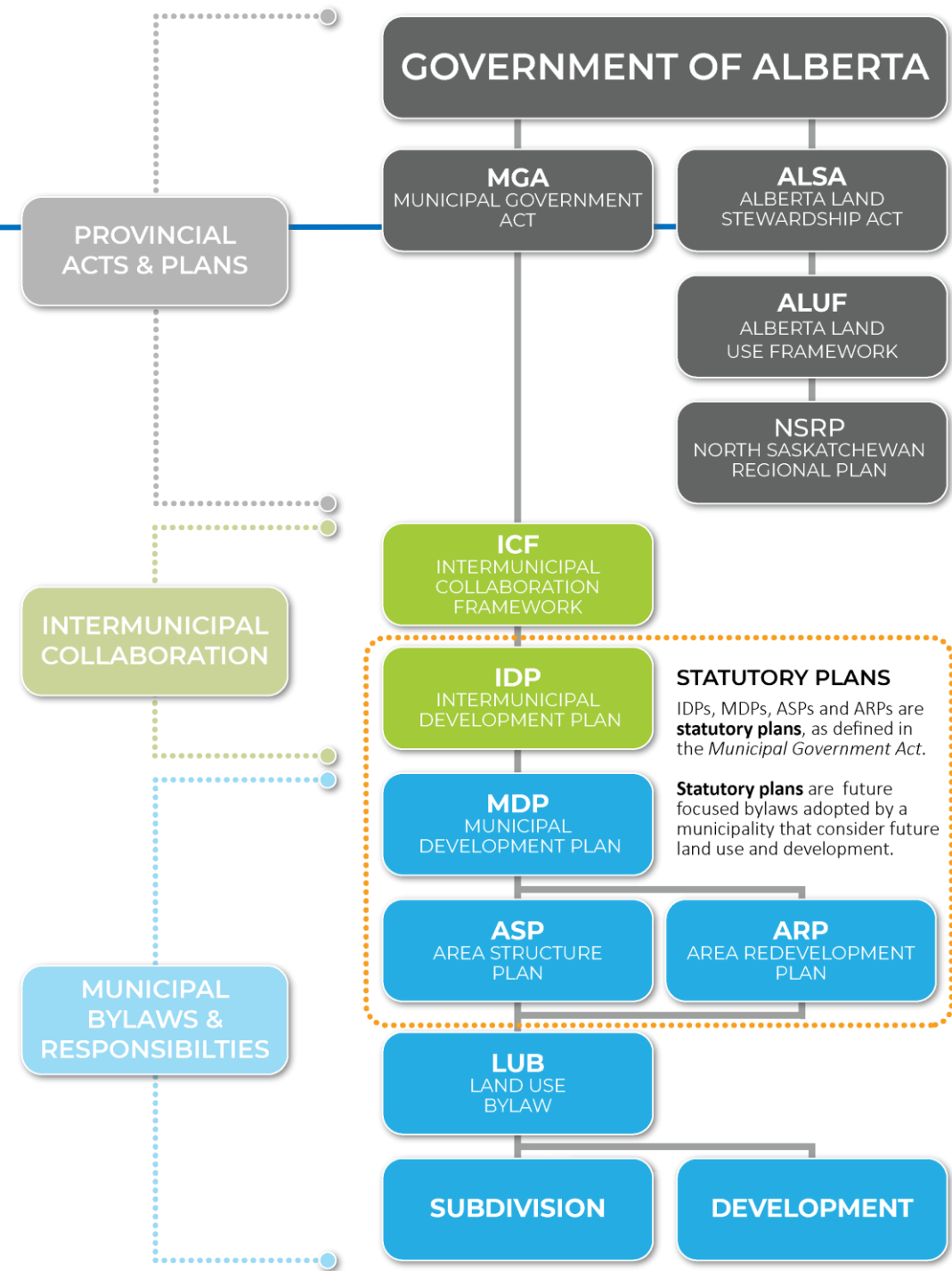


PURPOSE

- MPS is assisting the Summer Village to update its existing Land Use Bylaw (Bylaw No. 208)
- This online Open House will provide background information and an overview of the draft Land Use Bylaw content and opportunities to get involved and provide feedback

SUMMER VILLAGE PLANS

- IDP = Intermunicipal Development Plan
- MDP = Municipal Development Plan
- Approved by Council in 2021
- Required by all municipalities in Alberta
- Guides future development (and redevelopment) in the Summer Village through vision, goals, and **policies**
- Land Use Bylaw must be consistent with the IDP and MDP



WHAT IS A LAND USE BYLAW?

- A Land Use Bylaw is mandatory for all municipalities
- Establishes processes for subdivision and development applications, notification, enforcement, and appeals
- Establishes **regulations** for specific and general types of development
- Divides the Summer Village into different land use districts (also known as zones, or 'zoning')
- Identifies permitted and discretionary uses allowed within each land use district

LAND USE BYLAW No. 208

- Currently in effect
- Does not address recent changes to provincial legislation regarding development permit processing, notification, appeals, etc.
- Is not consistent with all policies in the Summer Village's MDP
- Contain some unclear regulatory direction for the Development Officer to follow

REVIEW/UPDATE PROCESS

- Issues with current Land Use Bylaw:
 - Limited in the types/forms/intensities of development that are contemplated
 - Does not adequately address subdivision, appeal process, enforcement options, built form of the Summer Village
 - Document structure is challenging to navigate
 - Figures contain information that conflicts with written regulations
 - Does not incorporate PLWMP recommendations

PURPOSE OF THE REVIEW

- Ensure that the **updated LUB** is consistent with the requirements in MGA
- Create a LUB that is **easy to read and follow**
- Ensure that **LUB regulations** reflect the character of the community
- Incorporate **watershed planning best practices** into the LUB where appropriate

REVIEW/UPDATE PROCESS

Identified areas of focus with Council and Administration



First draft of the LUB prepared by Municipal Planning Services




Draft LUB reviewed by Council and Administration



Survey to gather information from community members



Present Draft LUB to the community for review and feedback 



Revise Draft LUB with feedback from Council, Admin., Community



Bylaw adoption and public hearing

ENGAGEMENT PLAN

- **Newsletter #1** - September 2021
- **Survey** – September 2021
- **Newsletter #2** – July 2022
- **Online Open House** – August 2022
- **Comment/Response Period** – August/September

DRAFT LAND USE BYLAW STRUCTURE

1.4 Items Included:

This By-law includes the text contained herein and:

- a) **Schedule “A”:** General Regulations for all districts within the Summer Village of Crystal Springs
- b) **Schedule “B”:** District Regulations for Residential, Park and Commercial District within the Summer Village of Crystal Springs
- c) **Schedule “C”:** Penalties and Fees relating to this By-law within the Summer Village of Crystal Springs
- d) **Schedule “D”:** Intermunicipal Referrals under the Pigeon Lake Management Plan
- e) **Schedule “E”:** Land Use Districts Map appended as Schedule “E” divides the geographic area of the Summer Village into distinct Land Use Districts.
- f) **Figure 1:** Yard and fence requirements in the Residential District
- g) **Figure 2:** Setbacks for single and two storey buildings in the Residential district

Land Acknowledgement

Guide to Using The Land Use Bylaw

- 1. Introduction
- 2. Interpretation
- 3. Authorities
- 4. Amendments
- 5. Development Process
- 6. Subdivision Process
- 7. Appeals
- 8. Enforcement
- 9. General and Specific Regulations
- 10. Land Use Districts
- 11. Residential District (R)
- 12. Park District (P)
- 13. Direct Control District (DC)
- 14. Land Use District Map

LAND ACKNOWLEDGEMENT

- Consistent with the Summer Village's Municipal Development Plan

GUIDE TO USING THE LAND USE BYLAW

- Helps the reader interpret regulations, follow processes, understand terms, ensure the entire bylaw is consulted before proceeding with an application
- Not approved as part of the bylaw

The Summer Village of Crystal Springs respectfully acknowledges that the Summer Village is situated on Treaty 6 territory, traditional lands of First Nations and Métis people, whose footsteps have marked these lands and shores for generations.

1. INTRODUCTION

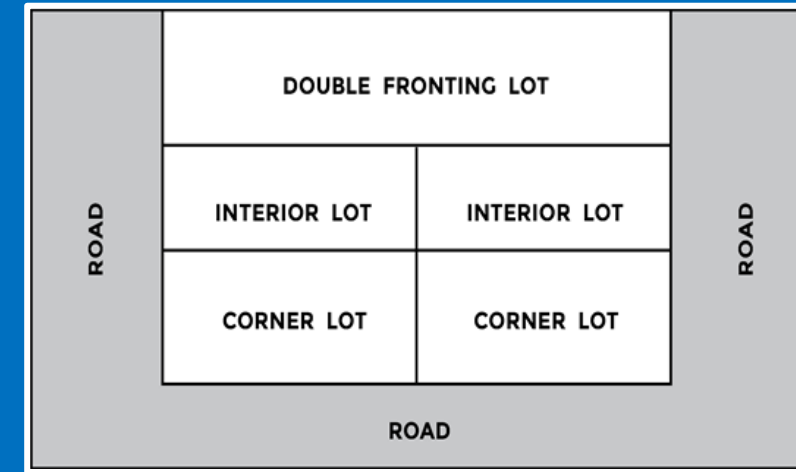
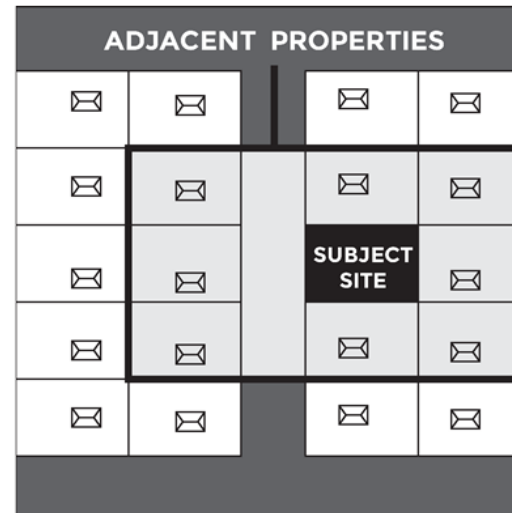
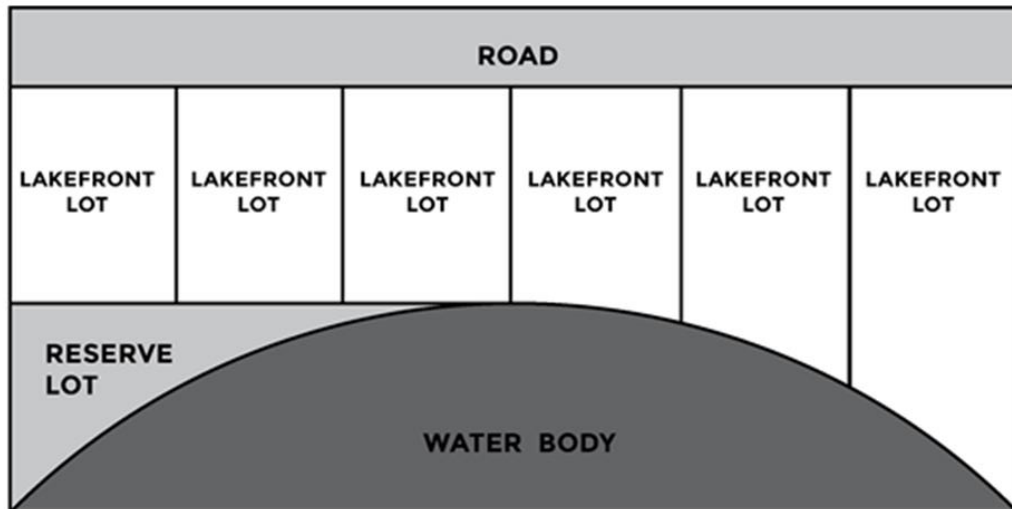
- Title (Bylaw information)
- Commencement
- Repeal (**updated**)
- Purpose (**new**)
- Application (**new**)
- Conformity (**new**)
- Compliance (**updated**)
- Severability (**updated**)

PURPOSE

“To prohibit or regulate and control the use and development of land and buildings within the municipality to achieve the orderly and economic development of land.”

2. INTERPRETATION

- Measurements
- Definitions
 - Additional definitions provide clarity and improve consistency in interpretation
 - New graphics and diagrams



205
Defined Terms

(current LUB has 36)

3. AUTHORITIES

- Identifies the roles and responsibilities of the different authorities that will approve/administer/enforce the regulations in the Land Use Bylaw

4. AMENDMENTS

- Application requirements
- Consideration by Council
- Notification and public hearing requirements
- Forms and submission requirements
- Amendments will be made by bylaw

AUTHORITIES & AGENCIES

- Council
- Development Authority/Officer
- Subdivision Authority
- Subdivision and Development Appeal Board

5. DEVELOPMENT PROCESS

- Control of Development
- Development **NOT** Requiring a Permit
 - Must conform to the regulations of this Land Use Bylaw
 - **All other developments** require a Development Permit
- Non-Conforming Buildings and Uses
- Application Requirements
- Permission for Demolition **(new)**
- Notice of Complete or Incomplete Applications **(new)**
- Development Permit Notification **(new)**
- Conditions and Development Agreements **(revised)**
- Validity of Permits **(revised)**
- Variances **(revised)**
- Issuing Compliance Certificates

DEVELOPMENT NOT REQUIRING A PERMIT

- Improvement, maintenance, pr or repair of buildings, decks, driveways that do not include structural alterations
- Developments lawfully under construction
Gates and fences less than 1.0 m (3.28 ft.) in height
- **Demolition (if it didn't require a permit to go up!)**
- **Some small accessory buildings (<110 ft²)**
- Exterior steps
- Roof repairs
- Mechanical/electrical/plumbing work (if the use/number of dwellings isn't changed)
- Certain signs
- Minor landscaping
- Removal of invasive species, dead vegetation, hazard trees
- Roof-mounted solar systems
- ... (and more)

6. SUBDIVISION PROCESS

- Identifies application requirements, process, duties of the Subdivision Authority, requirements and conditions of a subdivision approval (**new**)

7. APPEALS

- Outlines the following for development permit and subdivision appeals:
 - Who may appeal and when
 - Process for appealing
 - Timeframe
 - Appeal body: Subdivision and Development Appeal Board (SDAB) or Land and Property Rights Tribunal (LPRT)

RECENT / ONGOING CHANGES TO PROVINCIAL LEGISLATION:

- LPRT is new, was formerly the Municipal Government Board (MGB) and other quasi-judicial entities
- Will affect municipalities adjacent to highways, waterbodies, historic resources, and other provincial interests

8. ENFORCEMENT

- Identifies steps/actions the Development Officer may take to enforce the regulations of the Land Use Bylaw or conditions of a Development Permit Approval
- Rights of the Development Officer to inspect (or enter onto a property) to ensure compliance
- Identifies when Stop Orders, Violation Tags, and Violation Tickets may be issued
- Rights of the proponent/person to appeal a Stop Order

DIFFERENCE BETWEEN VIOLATION TICKETS AND TAGS

- **Violation Tag:** means a tag or similar document issued by the Summer Village pursuant to the *Municipal Government Act*. Voluntary payment in lieu of a Violation Ticket to encourage compliance.
- **Violation Ticket:** means a notice issued by a Peace Officer under the *Provincial Offences Procedure Act*. May include mandatory court appearance.
- The Summer Village may immediately issue a violation ticket to any person who contravenes any provision of this Bylaw (if deemed necessary).

9. GENERAL REGULATIONS

Proposed New Sections or Significantly Expanded Sections

Accessory Buildings and Uses	Boat Houses	Compatibility with Neighbouring Developments
Corner and Double Fronting Lots	Dwelling Units on a Lot	Environmental Protection
Erosion and Sediment Control	Fences and Walls	Grading, Stripping, and Site Drainage
Home Occupations	Keeping of Animals and Livestock	Landscaping Requirements
Lot Dimensions and Areas	Moved-In Buildings	Objects Prohibited or Restricted in Yards
Pools and Hot Tubs	Recreational Vehicles	Retaining Walls
Sea Cans	Signs	Solar Energy Collection Systems
Suites, Guest House	Tree Removal	Wastewater Disposal
	Wind Energy Conversion Systems	

HIGHLIGHTED FOR DISCUSSION:

- Accessory buildings and uses
- Boat Houses
- Environmental Protection
- Erosion and Sediment Control
- Fences and Walls
- Grading, Stripping, and Site Drainage
- Landscaping Requirements
- Recreational Vehicles
- Suites
- Tree Removal
- Wastewater Disposal

9.1 ACCESSORY BUILDINGS AND USES

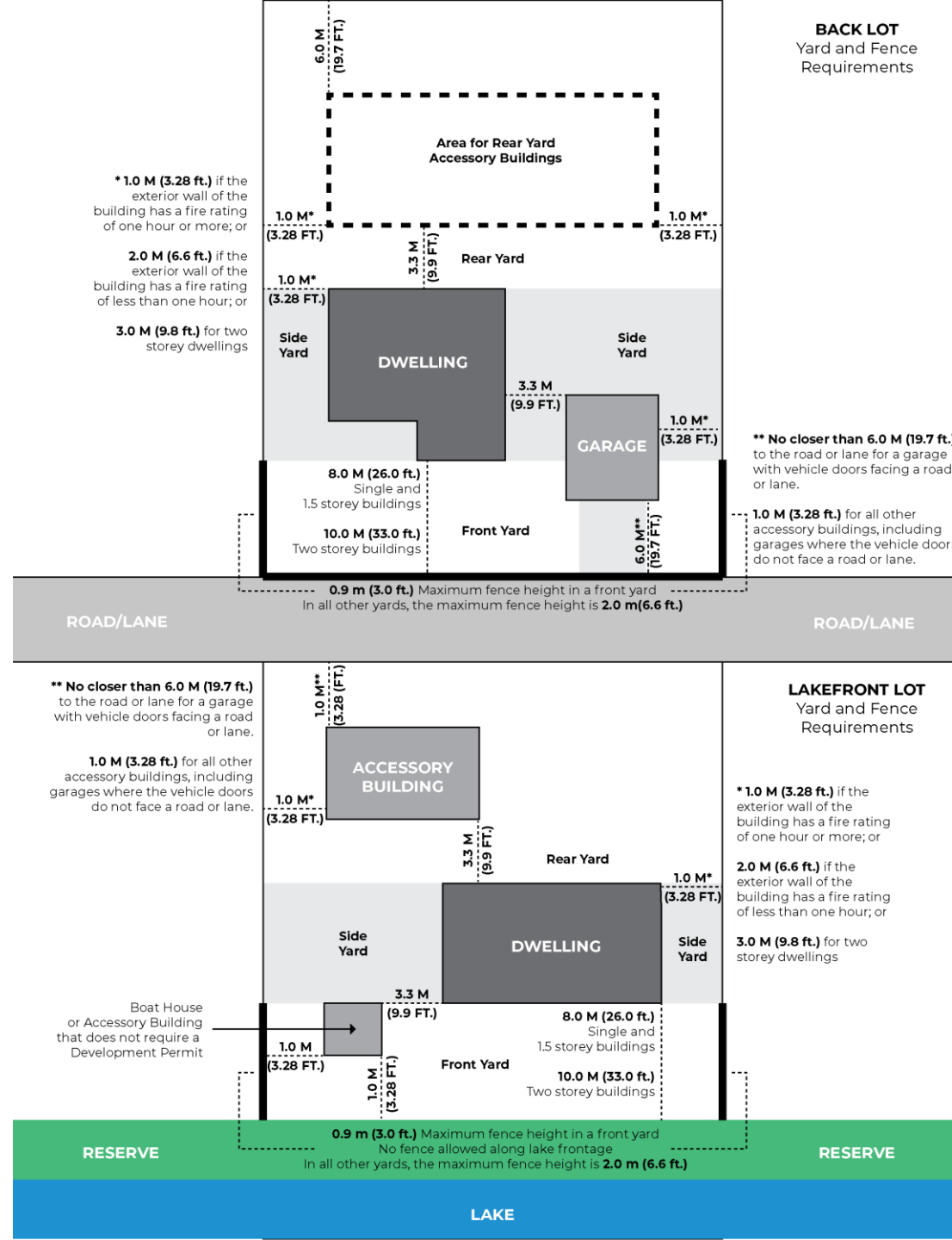
- Cannot exceed the maximum lot coverage (40%) of all buildings on a lot (same as current LUB)
- All accessory buildings must meet setback requirements in the Residential District (**shown in Figure on next slide**)
- On lakefront lots, a maximum of 1 accessory building may be developed in the front yard (between the house and the lake).
- Accessory buildings cannot exceed 1 storey in height.

TO DO: Max. area for accessory buildings is unclear. Further discussion required to determine if an accessory building or boat house or small accessory building (under 110.0sq. Ft.) in the lake front yard requires a permit. Need to clarify if a boat house is allowed in addition to a "shed" or if only one accessory building (boat house or shed) will be allowed in the lake front yard.

FLAGGED FOR COMMUNITY INPUT

- 9.1.6 & 9.1.7 Shall only be allowed on a lot with an existing building with an approved development permit, or where a dwelling is currently under construction
- 9.1.8. The **maximum** number of accessory buildings on a lot shall be **three**

Revised



9.2 BOAT HOUSES

- Maximum number of boat houses on a lakefront lot shall be 1.
- All boat houses shall require a development permit.
- Maximum size, height shall be as for an accessory building
- Shall include the following design elements:
 - Low-slope roof (or flat) to minimize view obstruction
 - Gutters on down-slopping sides with downspouts directed away from the lake and into rain barrels or rain gardens

BOAT HOUSE DEFINITION:

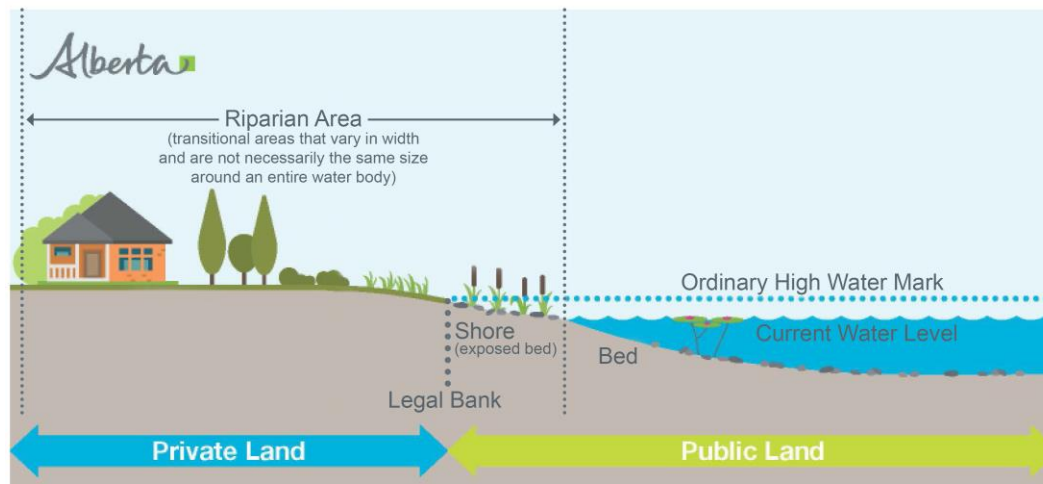
“means an accessory building located between the legal bank of the lake and the principal building on the site used primarily for the storage of watercraft and items associated with aquatic recreation. A boat house shall not include suites, and shall not contain cooking, bathing or sleeping facilities.”

New

9.6 ENVIRONMENTAL PROTECTION



- Prohibits the disturbance of watercourses, wetlands, waterbodies
- Outlines wetland assessment requirements
- Outlines permit requirements for shoreline modifications
- Discourages non-vegetative modifications except for erosion protection
- Prohibits adding sand adjacent to bed and shore



Shoreline modifications shall:

- Incorporate re-vegetation and the use of soft landscaping elements
- Incorporate low impact development strategies and
- Minimize the use of hard landscaping elements

New

9.7 EROSION & SEDIMENT CONTROL



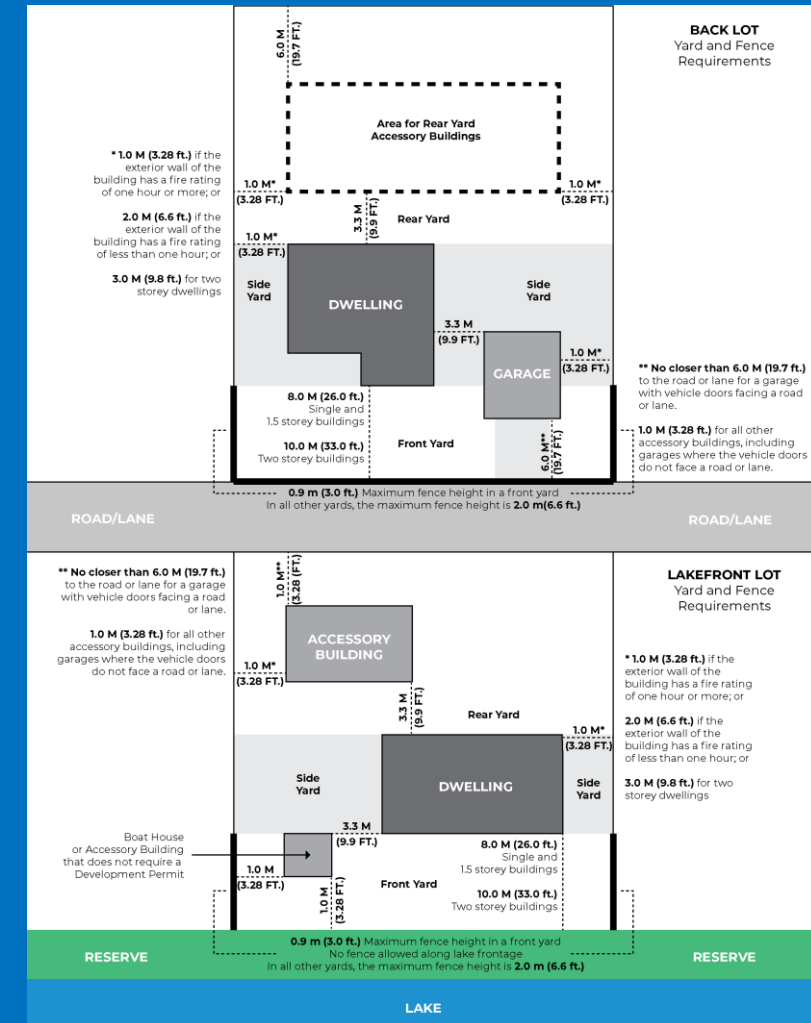
- New section, recommendations from Pigeon Lake Watershed Management Plan
- Requires **Erosion and Sediment Control Plans** for developments that affect drainage on the site or on adjacent properties:
 - Stripping and grading
 - Moving, depositing, storage, or removal of topsoil, aggregate, fill, etc.
 - Dwellings, major landscaping, and others
- Outlines the requirements for **Erosion and Sediment Control Plans**

Requirements for Erosion and Sediment Control Plans:

- Description of the proposed disturbance activities and critical areas
- Outlines control measures to minimize erosion and runoff
- Outlines control measures for dust, noise, light
- Identification of vegetation to be retained
- Protection measures for existing vegetation
- Others matters identified by the Development Authority

9.8 FENCES AND WALLS

- No electric or barbed wire fences shall be allowed in the Summer Village
- Construction of a fence, gate, or other enclosure over 1.0 m (3.28 ft.) in height requires a development permit
- On a backlot:
 - Maximum height in a front yard: 0.9 m (3.0 ft.)
 - Maximum height in all other yards: 2.0 m (6.6 ft.)
- On a lakefront lot:
 - Maximum height on **sides of front yard** (lakeside): 0.9 m (3.0 ft.)
 - No fence allowed **across the front yard** of a lakefront lot
 - Maximum height in **all other yards**: 2.0 m (6.6 ft.)



New

9.9 GRADING, STRIPPING AND DRAINAGE



- Existing minor section, expanded to assist Development Authority
- Requires **Development Permits** and **Lot Grading and Drainage Plans** for developments that alter drainage:
 - Moving, depositing, storage, or removal of topsoil, fill, etc.
 - Stripping, grading, dwellings, landscaping, and others
- Prohibits grading that impede or interfere with the natural flow of surface water onto adjacent municipal lands, public ditches, or neighbouring properties



Requirements for Lot Grading and Drainage Plans:

- Identify pre-development and proposed grades
- Specify design elevations, surface gradients, and swale locations
- Demonstrate how runoff will be controlled on the site
- Include any other drainage information required by the Development Authority

New

9.12 LANDSCAPING REQUIREMENTS



- Requires Development Permits for **major** landscaping that alters natural drainage patterns or quantity/quality of runoff into a watercourse or water body
- May require **Landscaping Plans** for:
 - Landscaping that alters natural drainage patterns on the site or alters the quantity/quality of runoff into a watercourse or water body
 - Stripping and grading
 - New buildings
 - Redevelopment of existing buildings
 - Any other development that alters drainage on the site

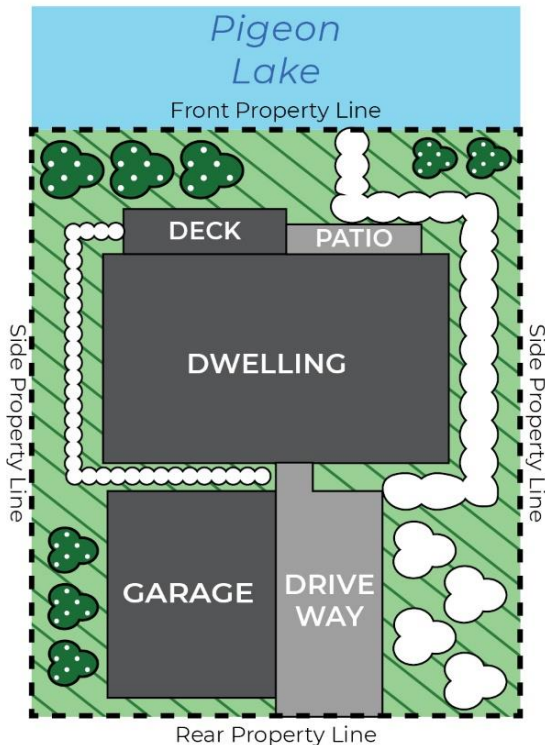


Requirements for Landscaping Plans:

- Site dimensions
- All existing and proposed berms, contours, retaining walls, fences
- Proposed lot grading and drainage
- Location of all existing vegetation to be retained
- Location, dimensions, description of:
 - Non-permeable surfaces
 - Vegetation
 - Native vegetation
 - Other soft landscaping elements and permeable surfaces

New

9.12 LANDSCAPING REQUIREMENTS



Symbol	Type	% of Lot Area
	Buildings	40% Maximum
	Non-permeable Surfaces	10% Maximum
	Vegetation	30% Minimum*
	Trees and Shrubs	
	Flex Area**	20%
	Lot Boundary	100%

*The total **vegetation** coverage requirement is a minimum 30% of the total lot area. Included in this 30% minimum requirement, 10% of the total lot area must be covered in **trees** and **shrubs**.

Flex Area means the remainder of the lot area where **soft landscaping elements or **permeable surfaces** (e.g., gravel, rock gardens, permeable pavement) are encouraged.

Note: Illustration demonstrates an example of site coverage only and is not representative of requirements for setbacks, building floor area, and siting. The location of buildings, decks, non-permeable surfaces, vegetation (including trees and shrubs), and flex area is an example only.

Requirements for Landscaping:

- Maximum requirements for non-permeable surfaces
- Minimum requirements for vegetation cover
- Must incorporate low impact development (LID)

9.17 RECREATIONAL VEHICLES



Current LUB Regulations	New Regulations Proposed by MPS
Shall not be used as a primary/sole dwelling	Shall not be used as a primary/sole dwelling
May be used while a home is being construction (with an approved development permit) for up to 24 months	May be used while a home is being construction (with an approved development permit) for up to 12 months
Development Permit required for any RV on a lot for more than 3 days.	Development Permit required for an RV on a lot for more than 3 days to a maximum of 14 days , for a given RV. With 2 weeks' notice the Development Authority may issue a Development Permit for an additional RV, for a special event .
All RV Development Permits must indicate how wastewater is be to handled	Addressed in Section 9.24 - Wastewater Disposal (must comply with the Summer Village's Wastewater Bylaw, no discharge onto the ground of any lot
1 RV may be stored unoccupied on a lot without a Development Permit	1 RV may be stored unoccupied on a lot without a Development Permit
All RVs on a lot must conform to accessory building lot coverage, setback, and siting requirements	All RVs on a lot must conform to accessory building lot coverage, setback, and siting requirements

9.22 SUITES, GUEST HOUSE

- Allowed in the **current Land Use Bylaw**
- **Clarified** that a maximum of 1 on a lot, at the discretion of the Development Authority
- A manufactured home or RV may not be used as a guest house suite
- Shall not be located in the front yard of a lot
- Shall not include a kitchen
- **Shall not be built above a garage or other accessory building**



Definition:

means a **permanent** accessory building which has sleeping accommodation and may have a bathroom, but **does not have cooking facilities**, and is not intended to be used as a self-contained dwelling, but which provides **overflow accommodation** for the main dwelling on the lot.

A guesthouse may be a standalone single storey structure only, and **shall not be built above an accessory building**.

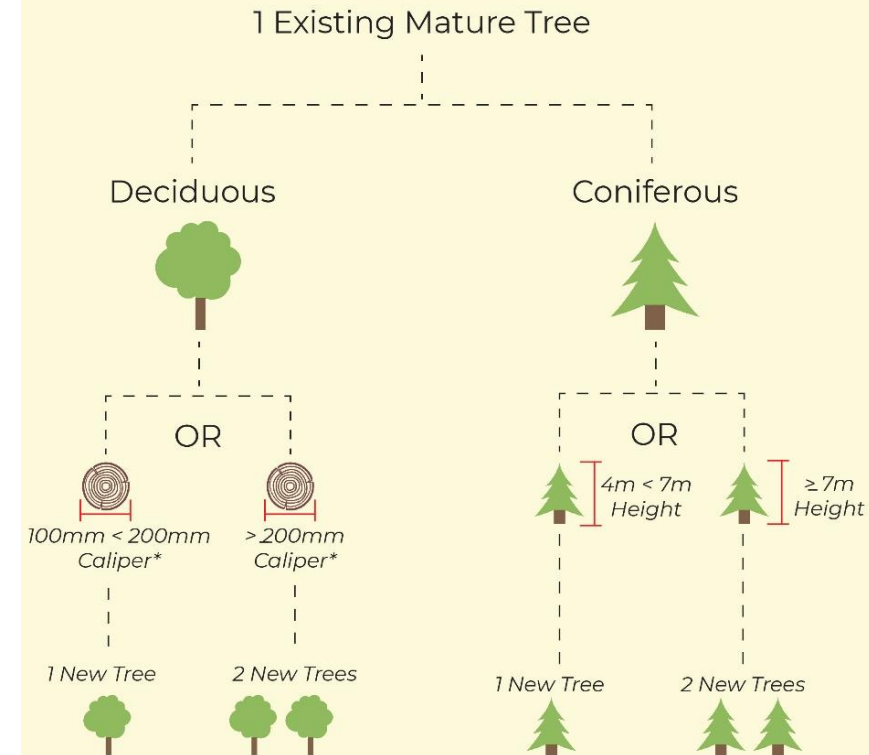
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9.20 TREE REMOVAL

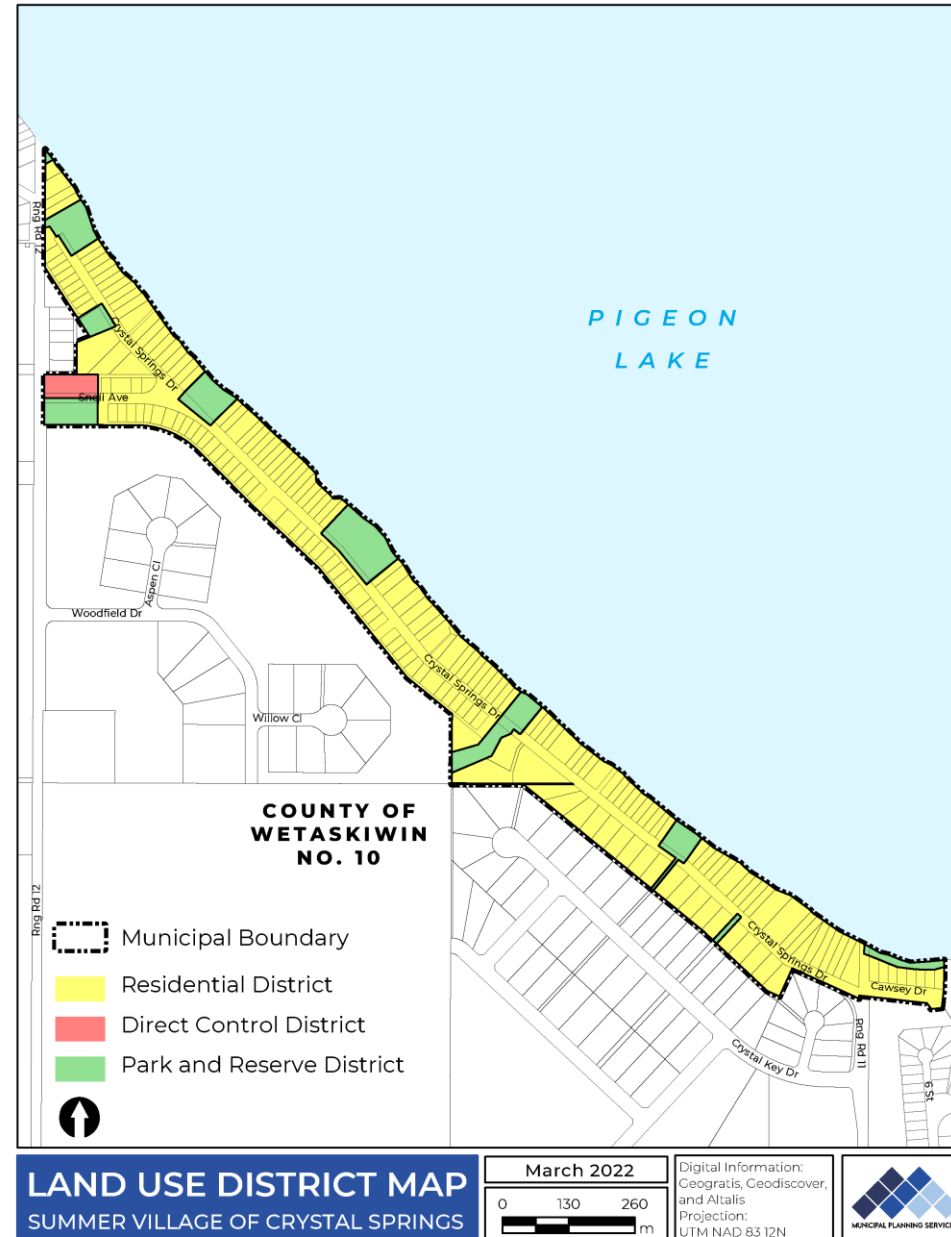
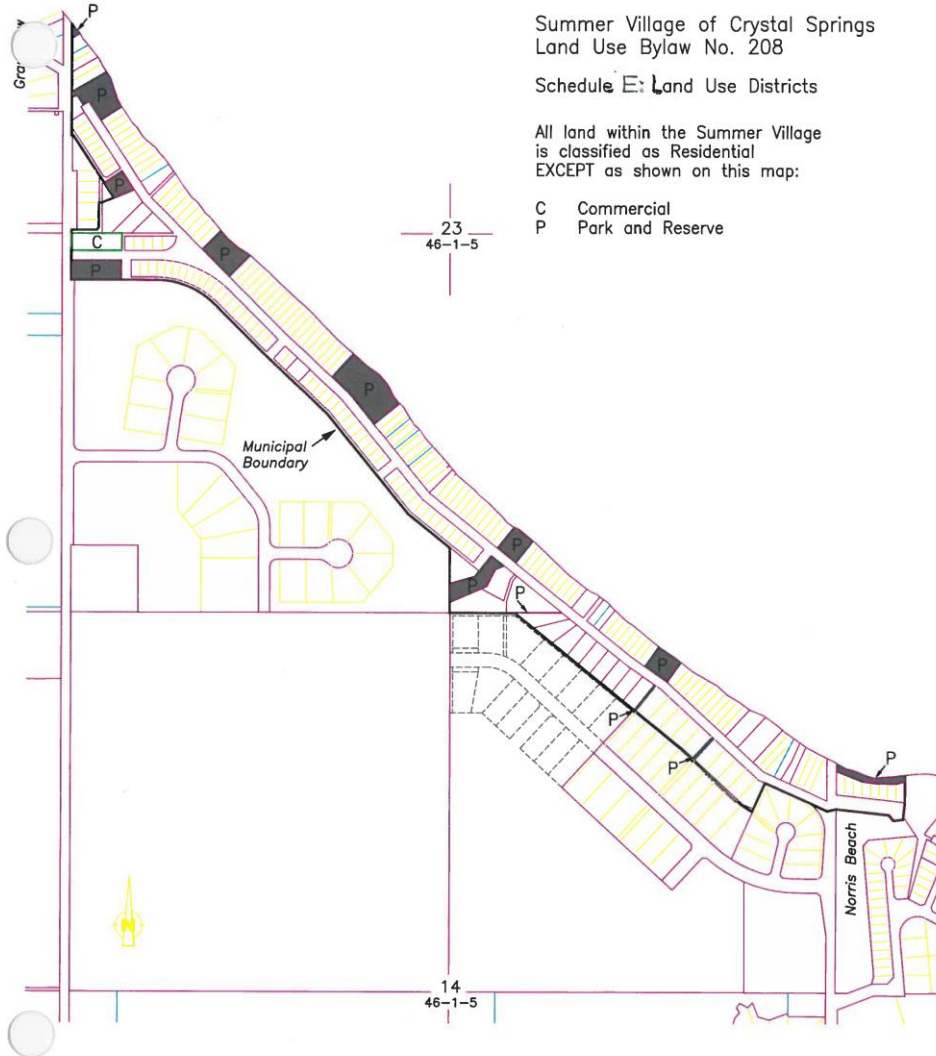
- Tree removal shall require a development permit unless exempt (safety, diseased)
- When mature trees are removed they shall be replaced according to the figure to the right
- Applications for tree clearing may be required to provide supporting information (reason, site plan, schedule, arborist report)
- Identifies considerations for the Development Authority when assessing a development permit for tree removal

When mature trees are removed, they shall be replaced as follows:



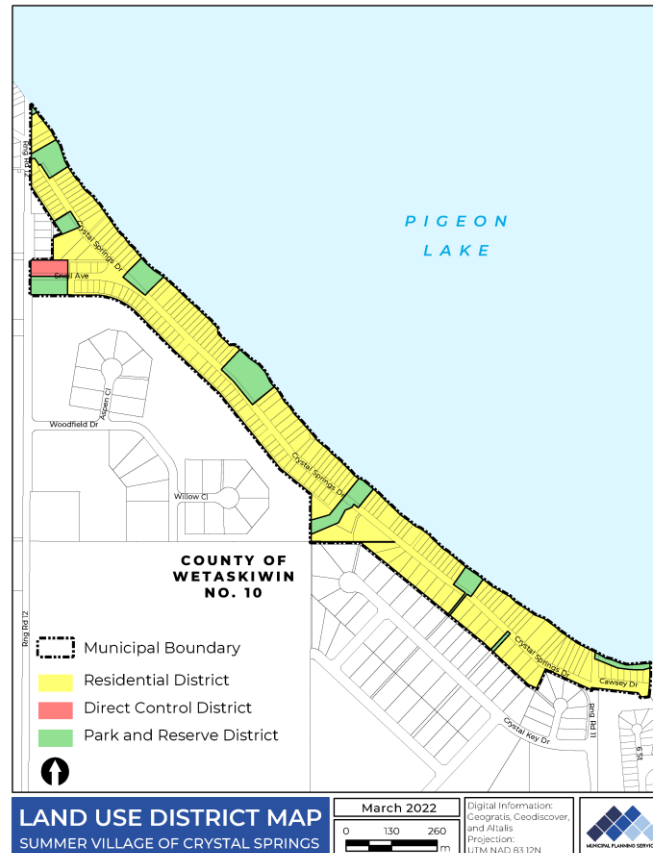
*Tree caliper measured at breast height (1.5m).

LAND USE DISTRICT MAP



10. ESTABLISHMENT OF DISTRICTS

- Clarify how boundaries are to be interpreted



NO CHANGES TO:

- Number of land use districts

11. RESIDENTIAL DISTRICT (R)

- Minor adjustment to permitted and discretionary uses, to be consistent with definitions/regulations
- Revised front yard setback, more consistent with built form of existing dwellings



NO CHANGES TO:

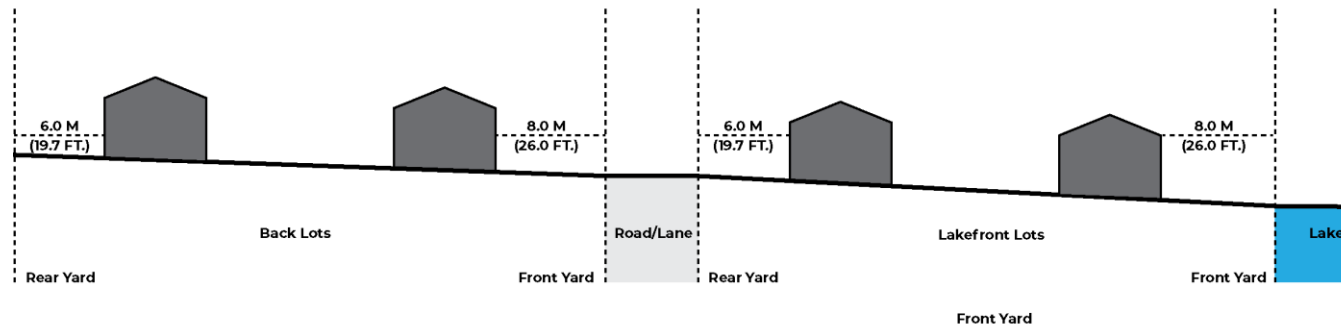
- Lot area requirements
- Building site coverage
- Building height

Some regulations were deleted in these sections because they are addressed in the **General and Specific Regulations**

11. RESIDENTIAL DISTRICT (R)

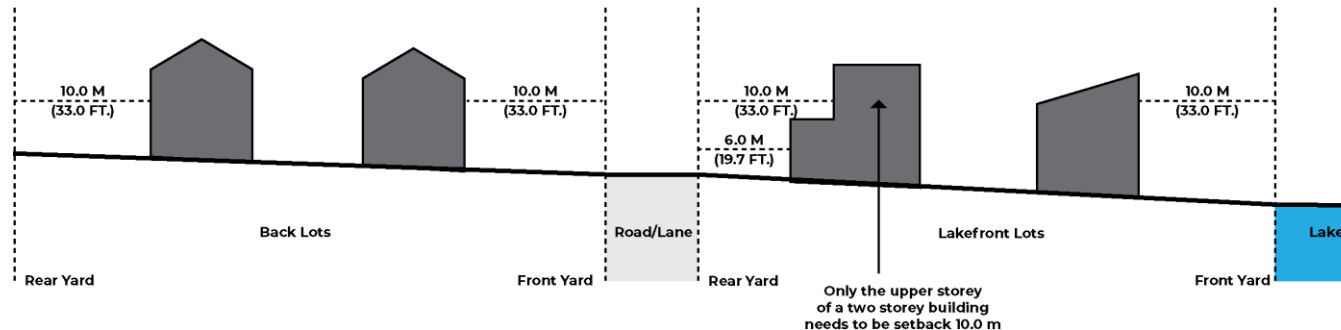
SETBACKS FOR DWELLINGS

1 and 1.5 Storeys



SETBACKS FOR DWELLINGS

2 Storeys



Note: Not to scale. Only **one** dwelling allowed on a lot.

NO CHANGES TO:

- Lot area requirements
- Building site coverage
- Rear, and side setbacks
- Other existing site regulations

Some regulations were deleted in these sections because they are addressed in the **General Regulations**

11. PARK DISTRICT (P)

- Added additional permitted and discretionary uses associated with public/recreational activities



NO CHANGES TO:

- **No** storage of watercraft, RV, etc.
- Boat lift storage with a tag from Oct 15 to June 15 only

11. DIRECT CONTROL DISTRICT (DC)

- Applied to one lot in the Summer Village (currently in the Commercial District)
- In a Direct Control District, **Council** is the Development Authority

Uses, development regulations, etc. in the DC District would be at Council's discretion



FEEDBACK AND NEXT STEPS

- Review the **draft Land Use Bylaw** online:
www.crystalsprings.ca
- Provide us with your feedback!
 - Email Rose @ r.paonessa@munplan.ab.ca

Feedback Deadline:
September 9, 2022
(please and thank you!)

Provide feedback to
Rose @
r.paonessa@munplan.ab.ca



FEEDBACK AND NEXT STEPS

- MPS will compile all the feedback received into a **What We Heard Report** that will be shared with the community and Council
- Recommendations based on the feedback (if required) will be outlined in the Report for Council's consideration

The **What We Heard Report (WWHR)** outlines all feedback received from residents and agencies

THANK YOU!

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