

# LAND USE BYLAW REWRITE

## ENGAGEMENT #2 - WHAT WE

### HEARD REPORT

**TOWN OF EDSON**

November 14, 2022



## **PREPARED FOR:**

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## BACKGROUND

The Town of Edson is rewriting its Land Use Bylaw (Bylaw) to ensure the Bylaw is an effective tool to help the Town achieve its overall vision. The project intends to better align the Bylaw with Town policies and reflects the current and growing needs of the community.

During the first round of engagement that took place from April 19 to May 3, 2022, the goal was to understand how the Bylaw is working for the community and where there are opportunities to make it better.

The purpose of the second round of engagement which took place from October 11 to October 19, 2022, is to circle back with the community to share what we heard from the first round of engagement, the 'Key Bylaw Focus Areas' that were highlighted. The 'Key Bylaw Focus Areas' were shared and included what high-level approaches we have developed to address those topics in the Bylaw. By returning to the community and stakeholders, we can check "the pulse" on previous engagement and receive feedback on the draft approaches to the identified 'Hot Topics'.

Throughout the engagement, we used a variety of tactics including pop-up booths at popular locations, information sessions to gain perspectives from the community and businesses, and a virtual information session for the business community. Through this round of engagement, using these tactics, we heard from approximately twenty (20) participants.

## RESULTS OVERVIEW

### POP-UP BOOTHS

We hosted a pop-up booth at Independent Grocer on October 12, 2022, from 12 pm to 1:30 pm.

We heard from five (5) participants through the pop-up booth. Participants reviewed the Key Bylaw Focus Areas and were invited to add additional comments about the Bylaw and what is most important to them. Common themes were **parking, secondary suites, boarding houses, and road conditions.**

### INFORMATION SESSIONS

There was an information session for residents and business owners, where participants could view information boards and provide their thoughts and feedback. The information session was held in the lobby of Edson and District Leisure Center from 4:00pm to 7:00pm. Participants were asked their thoughts, and if they agreed or disagreed with the proposed Key Bylaw Focus Areas. We heard from ten (10) participants. Participants were most interested in speaking about the proposed use of **shipping containers for different users, secondary suites, parking, and home-based businesses.**

### BUSINESS COMMUNITY VIRTUAL SESSION

Businesses were invited via email by the Town to participate in a session. where information was presented through a brief PowerPoint presentation. Following the presentation, participants had the opportunity to ask questions and have a greater discussion. For the virtual session, there were three (3) participants who registered and participated. Participants were most interested in speaking about the **discretionary use of home-based businesses in secondary suites.**

# BUILDING PROJECT AWARENESS

To build community awareness of the project and encourage community participation, a variety of outreach tactics were used.

1. **Facebook posts.** To create excitement about the project and engagement opportunities taking place, posts, stories, and captions were created and posted on the Town’s Facebook page between September 29<sup>th</sup> and October 12<sup>th</sup>. The posts provided information such as the location of the Information Session, along with three (3) polls which were launched to gain an understanding of how many participants might come. Between the first and second round of engagement, polls were created biweekly to help maintain the project's momentum and to continue gathering insight into 'hot topics such as home businesses and parking stall size.
2. **Website content.** The webpage on the [Town of Edson Planning webpage](#) was updated to include additional information about the engagement opportunities available for the public to participate in. The webpage included updated information about the purpose of the project, the purpose of this phase of engagement, and updated timelines.

# ENGAGEMENT OPPORTUNITIES

## POP-UP BOOTH

A critical part of the engagement for this project was to connect with the community members of Edson to understand their thoughts and what matters to them on some of the Key Focus Areas that emerged through the first round of engagement. The topics of the posters available at the pop-up included.

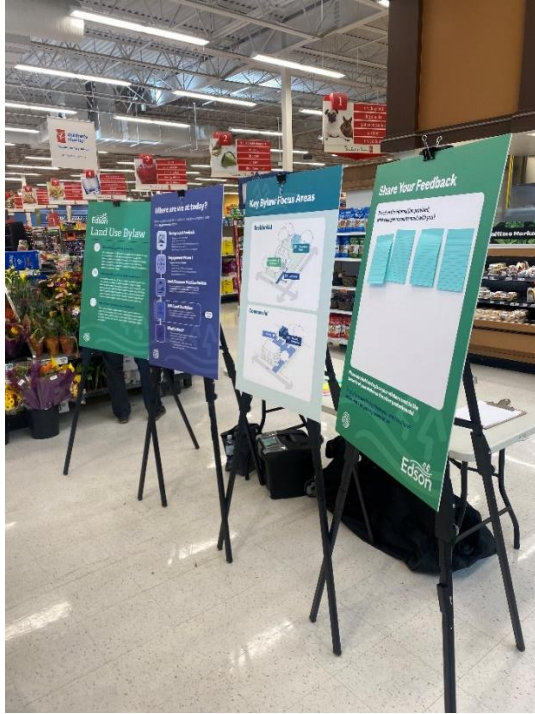
- Description of what a Land Use Bylaw is and how it impacts the community
- The project’s progress and next steps
- A diagram of the Key Bylaw Focus Areas with corresponding boards that outline key details on proposed changes
- A board to collect feedback from participants

One (1) pop-up booth was held in the Edson Independent Grocer to connect with the community. This took place on October 12, 2022, from 12 pm to 1:30 pm.

Five (5) participants spoke with project representatives and opted to provide their feedback. The participants were able to write their opinions on sticky notes and place them on the information boards. Additionally, participants were able to place stickers on the boards to highlight topics that they were passionate about.

Participants informed us that **parking, secondary suites, boarding houses, and road conditions** were important to consider for the Bylaw.

Images of the engagement event are provided below.



Pop-up booth set up



Pop-up at Independent Grocery

## INFORMATION SESSIONS

It was important to further connect with the community and provide opportunities to gather feedback on the proposed updates to the current Bylaw at 50% complete. An Information Session was set up in the lobby of the Edson District and Leisure Center on October 12, 2022, from 4:00pm to 7:00pm. The

goal was to host the information session on a night when there would be high traffic through the lobby from the skating lessons occurring that evening.

Participants were engaged through information boards where they were encouraged to provide their thoughts and feedback using stickers on the Key Bylaw Focus Areas. The topics of the posters included.

- Description of what a Land Use Bylaw is and how it impacts the community
- The project's progress and next steps
- Key terms to support a greater understanding of Land Use Bylaws
- Consolidation of Districts
- A diagram of the Key Bylaw Focus Areas
- Home-Based Businesses
- Secondary Suites
- Driveways and Parking
- Shipping Containers
- A board to collect feedback from participants

Residents were provided with red and blue stickers:

- Blue circle stickers were used for residents who **were supportive** of what had been proposed
- Red circle stickers were used for residents who had **concerns or questions** about what had been proposed

Businesses were also invited to provide feedback using the stickers:

- White squares with blue circle stickers were used for business owners who **were supportive** of what had been proposed
- White squares with red circle stickers were used for business owners who had **concerns or questions** about what had been proposed

In total, ten (10) participants (residents & members of the business community) participated in the session to share their thoughts on the proposed Key Bylaw Focus Areas. Below are the proposed Key Bylaw Focus Areas, along with the feedback provided by residents.

## KEY BYLAW FOCUS AREAS – RESIDENTIAL

**Home-Based Businesses.** The proposed change from existing “Home Occupation” to “Home-Based Business”, and create two tiers for this land use (minor and major), with specific provisions added for each type based on the type of residential area (urban vs. rural).

- One (1) participant agreed with the proposed change and indicated a general desire to accommodate these types of businesses

**Secondary Suites.** The proposed change from existing “Owner Occupied Two-Family Dwelling” and “Owner Occupied Three Family Dwelling” to “Secondary Suite”, removing the “Owner Occupied” so it is no longer regulating the people who live there, adding a new definition, and includes descriptions and regulations for each type of secondary suite that seeks to lessen the impact on neighboring properties.

- Three (3) participants agreed with this proposed change. Participants highlighted that they agree with reviewing parking requirements to ensure sufficient parking is being required to limit the impact secondary suites may have on the surrounding neighborhood, as it relates to the on-street parking supply.

**Driveways.** Ensure the driveway requirements appropriately align with the type of property (e.g., how it is being accessed) and ensure driveway requirements are sufficient to accommodate vehicles specific to the Edson context.

- Two (2) participants (one (1) resident and one (1) business) noted that they wanted to see changes to this key area.

## KEY BYLAW FOCUS AREAS – COMMERCIAL

**Parking.** Proposed to increase flexibility by including minimum parking requirements that are more appropriate for the businesses to meet, while also including provisions that allow for different approaches to meeting parking requirements. Additionally, ensure parking stall dimensions are appropriate for the types of vehicles common to Edson.

- Two (2) participants agreed with the proposed change and one (1) business disagreed with the proposed change of shared parking because they felt it would not be appropriate for their business.

**Shipping Containers.** Proposed to add “Shipping Containers” as a useful category, with specific requirements added to lessen the visual impacts on the surrounding areas, (e.g., prohibit staking of containers, require them to be located behind buildings and screened). The use includes specific requirements based on the district it is being proposed in, as follows:

**Residential Districts:** “Shipping containers” will only be a discretionary use in rural residential districts (with a maximum of two per parcel allowed). They will only be permitted in urban residential districts on a temporary basis, for the purpose of construction (must be removed after a set duration).

- Five (5) participants agreed with the proposed changes, generally communicating a desire to be more flexible with this type of land use
- One (1) participant disagreed with the proposed changes, specifically the “temporary basis” on urban residential districts, there was a desire from the participant to see them allowed on a permanent basis.

**Commercial Districts:** “Shipping containers” will be a discretionary use (with a maximum of three containers allowed per property).

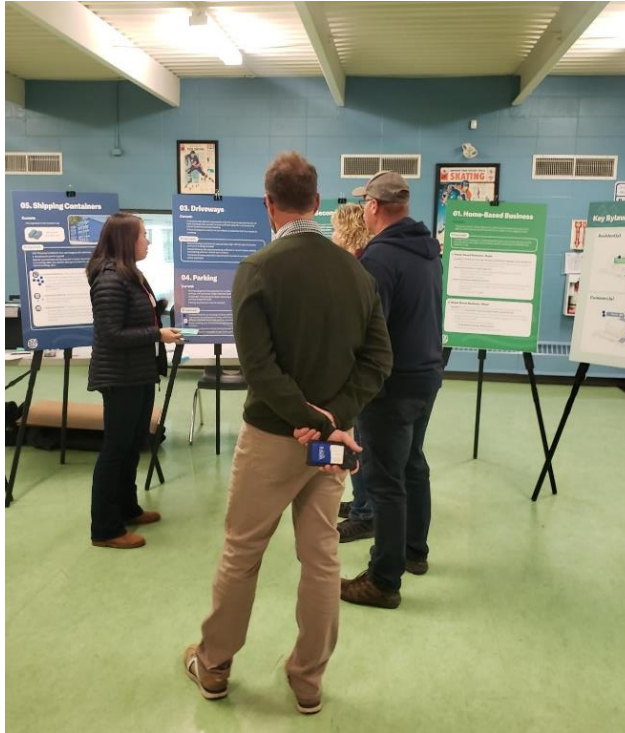
- Two (2) businesses agreed with the proposed changes, emphasizing the importance of providing affordable storage options, and wanting to see greater flexibility to support this type of use.

**Industrial Districts:** “Shipping containers” will be a permitted use (up to three (3) containers allowed per property). They will be a discretionary use once there are more than three containers proposed (with a maximum of five containers allowed per property).

- One (1) business had concerns with setting a limit on the number of shipping containers allowed on a lot in industrial districts

Images of the Information Session are provided below.





**Information Session at Edson District and Leisure Center**



**Information boards and feedback from stakeholders from the Information Session at Edson District and Leisure Center.** Please note that blue circle stickers were used for residents who were supportive of what had been proposed. Red circle stickers were used for residents who had concerns or questions about what had been proposed. White squares with blue circle stickers were used for business owners who were supportive of what had been proposed. And lastly, White squares with red circle stickers were used for business owners who had concerns or questions with what had been proposed.

## BUSINESS COMMUNITY VIRTUAL SESSION

We wanted to provide an opportunity to connect directly with the business community as key stakeholders in this rewrite process. Businesses were invited by the Town via email to participate in a virtual session where information was presented about what was heard during the first phase of engagement, the key themes that had emerged, and how the project team used this feedback to inform the creation of a 50% complete Land Use Bylaw. Members of the Town staff were present on the call to answer questions and listen to discussions. During the session, the participants were shown a

brief PowerPoint presentation that outlined the proposed changes in the Key Bylaw Areas, followed by the opportunity for participants to ask questions and have a greater discussion.

The virtual session took place on October 19<sup>th</sup>, 2022, on Zoom; there were three (3) participants who registered and participated in this virtual event. Feedback provided included

- Consider making a Major Home Occupation in a Secondary Suite – participants felt there should be an opportunity for major home business operations to be considered in secondary suites on a case-by-case basis, assessed by the merits of the proposal; having the discretion to allow it if the property/ area is suitable
- Consider rethinking how Bylaw updates are communicated to the public – participants shared concerns about not being aware when Bylaw changes are occurring that may impact them and their property

## **NEXT STEPS**

The input gathered during this round of engagement will aid in the development of a draft Land Use Bylaw which will be shared with the Town near the end of the year for review and additional refinement. Once the draft Bylaw is nearing completion, the community will have a final opportunity to review the draft Bylaw and better understand what is changing through the third round of engagement which will take place in late February 2023.

# APPENDIX A:

## ENGAGEMENT POSTER BOARDS





# Land Use Bylaw

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## What does a Land Use Bylaw do?

A Land Use Bylaw (LUB) is a tool used to help the Town achieve its overall vision. The Bylaw divides the municipality into different land use districts, or “zones”. Each district establishes rules and regulations for development in Town, including information on the process of making decisions on development proposals within the Town.



## How does the Land Use Bylaw impact me?

As a landowner in Town, if you are planning to develop or make changes to your property such as constructing a building, starting a business, undertaking renovations or redevelopment, putting up a sign, establishing a secondary suite, etc., the Bylaw will indicate the district (zone) that your property is designated, and furthermore, outline all the relevant rules and regulations that must be considered within that district, and in general.



## Why are we asking for your feedback?

The Land Use Bylaw should reflect the current and growing needs of a community. We want to understand what aspects of the Bylaw are important to you, what you think is working well, and what needs to change to make living and working in Edson even better.





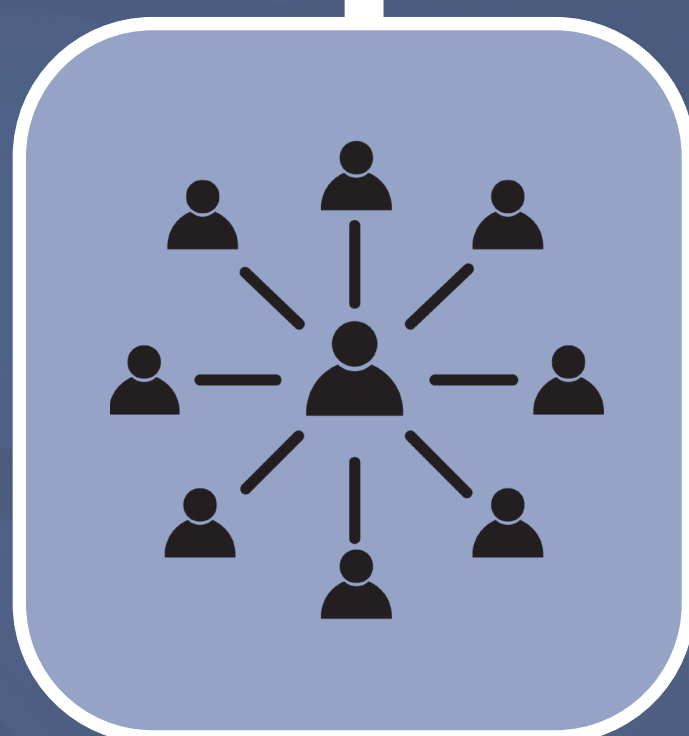
# Where are we at today?

Below is a description of the work that has been completed so far in the **Bylaw rewrite** process.



## Background Analysis

- Discussions with Town Staff
- Audit of the current LUB
- Review of relevant Town/Planning documents to highlight the key strengths
- Identify areas that require further investigation



## Engagement Phase 1

### Engagement events included:

- Online survey
- Booth at the April 2022 local Tradeshow
- Two workshops with the business community
- Pop-up information booths



## Best/Common Practice Review

Reviewing comparable LUBs and **determining what's out there that could work for Edson**, rather than just reusing LUB approaches that would work for any Town.



## 50% Land Use Bylaw:

We are coming back to the community at the 50% stage to ensure that we are on the right track before getting into specific regulation writing.

**WE ARE  
HERE**



## What is Next?

- Revisions to 50% LUB based on Committee of the Whole & Community feedback
- Incorporate into 90% LUB
- February-May 2023 – Approvals Process
  - Includes going back out to the community to present the new LUB





# Key Terms

Let's review some of the language we see in a Land Use Bylaw!

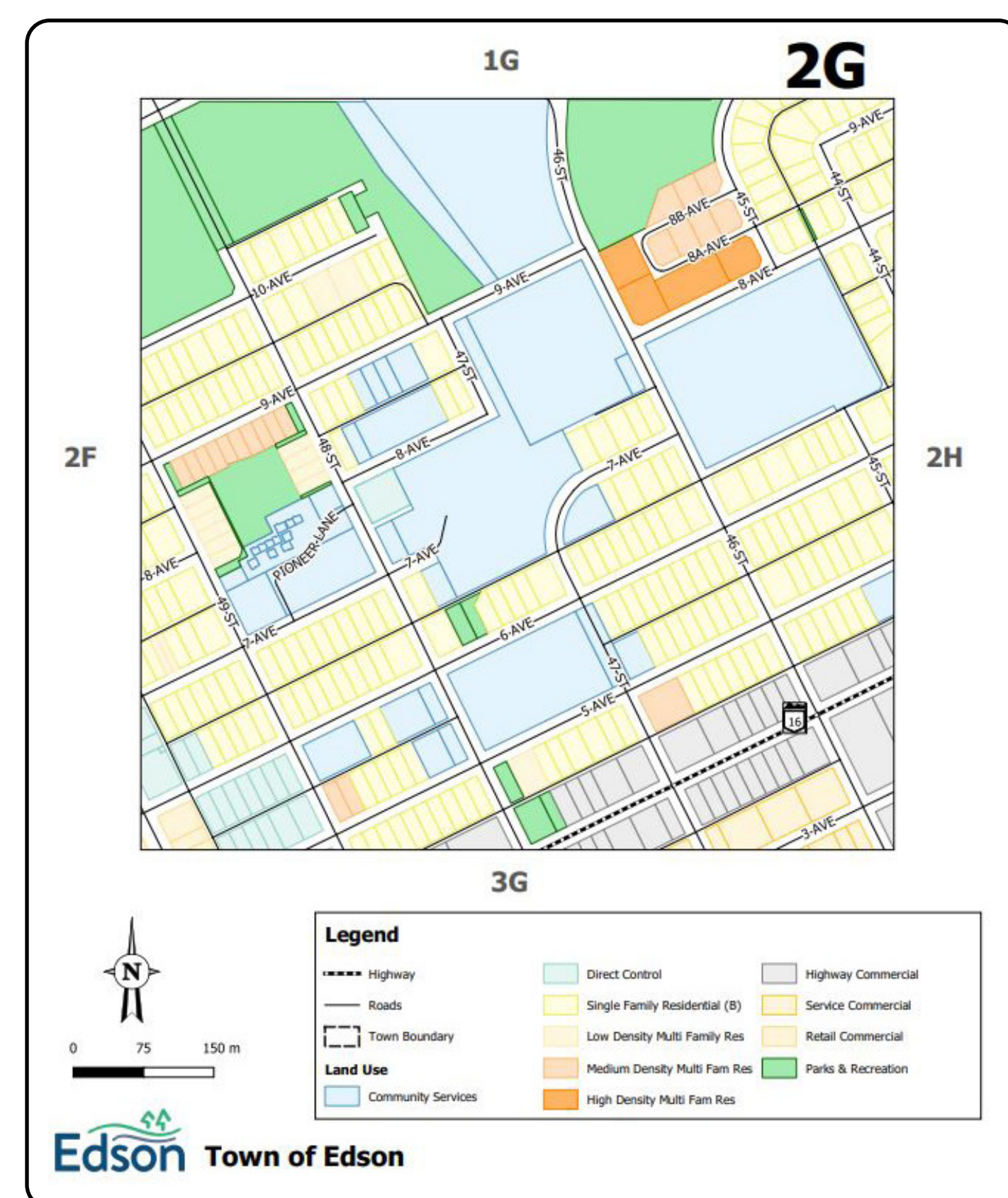
## Development Authority (DA):

A person or person(s) designated and or authorized by Council to exercise development approving authority/powers on behalf of the Town. A Development Officer is one example of a Development Authority.

## Land Use District:

The Town is divided into specific areas called land use districts (or zones), each of which have **specific provisions and regulations unique to that district and/or zone**. Each have a general purpose that describes what type of development is envisioned for that district, and each will list which land uses will be supported. **If you are planning to develop your property, the LUB will tell you what district (zone) your property is designated and provide direction on the applicable rules and regulations you'll need to consider.**

Example of current Edson LUB district map



## Land Use:

The specific use of the land is typically categorized into residential, commercial, industrial, urban reserve and natural areas. An example of a residential land use may be a "Single Detached Dwelling". Land uses will be listed as either permitted or discretionary within a land use district (or zone), each described below:

**Permitted Use:** The Development Authority is obligated to approve this land use so long that it complies with all relevant regulations of the LUB. Permitted uses often require a development permit unless specified as otherwise in the Bylaw. This ensures conformance to the LUB. Permitted uses can be approved with or without conditions.

**Discretionary Use:** This use *may* be approved by the Development Authority after due consideration is given to the impact of the use on the neighboring lands. Discretionary uses are approved by the Development Officer and can be approved with or without conditions. These land uses are approved at the DA's **discretion**.





# Consolidation of Districts

## Current:

The current LUB has **28** different Land Use Districts, which is a lot!

Because there are so many, and some have very few differences between them, a consolidation will add simplicity, clarity, and in some areas, may **provide additional development opportunities** across properties with similar land uses.

## Proposed:

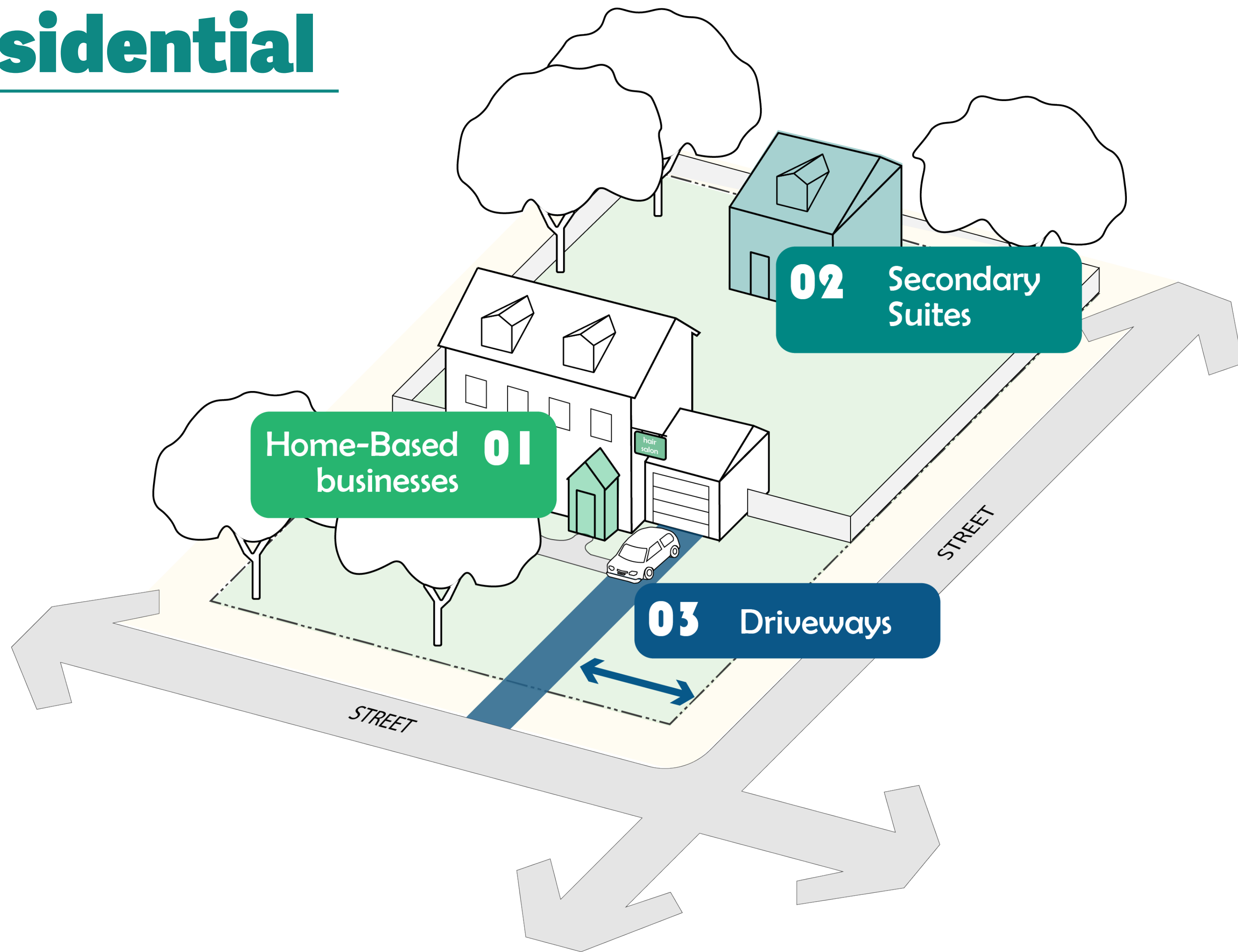
The proposed consolidation would result in **18** proposed land use districts. The most significant consolidation proposed is the residential districts, summarized in the table below:

District Type	Current Number of Districts	Proposed Number of Districts
Low Density Residential <i>i.e. Single Detached Dwellings</i>	<b>7</b>	<b>4</b>
Mobile Home Park and Subdivision	<b>2</b>	<b>1</b>
Medium Density Residential <i>i.e. Duplexes, Row Houses</i>	<b>3</b>	<b>2</b>
High Density Residential <i>i.e. Apartment Buildings</i>	<b>1</b>	<b>1</b>

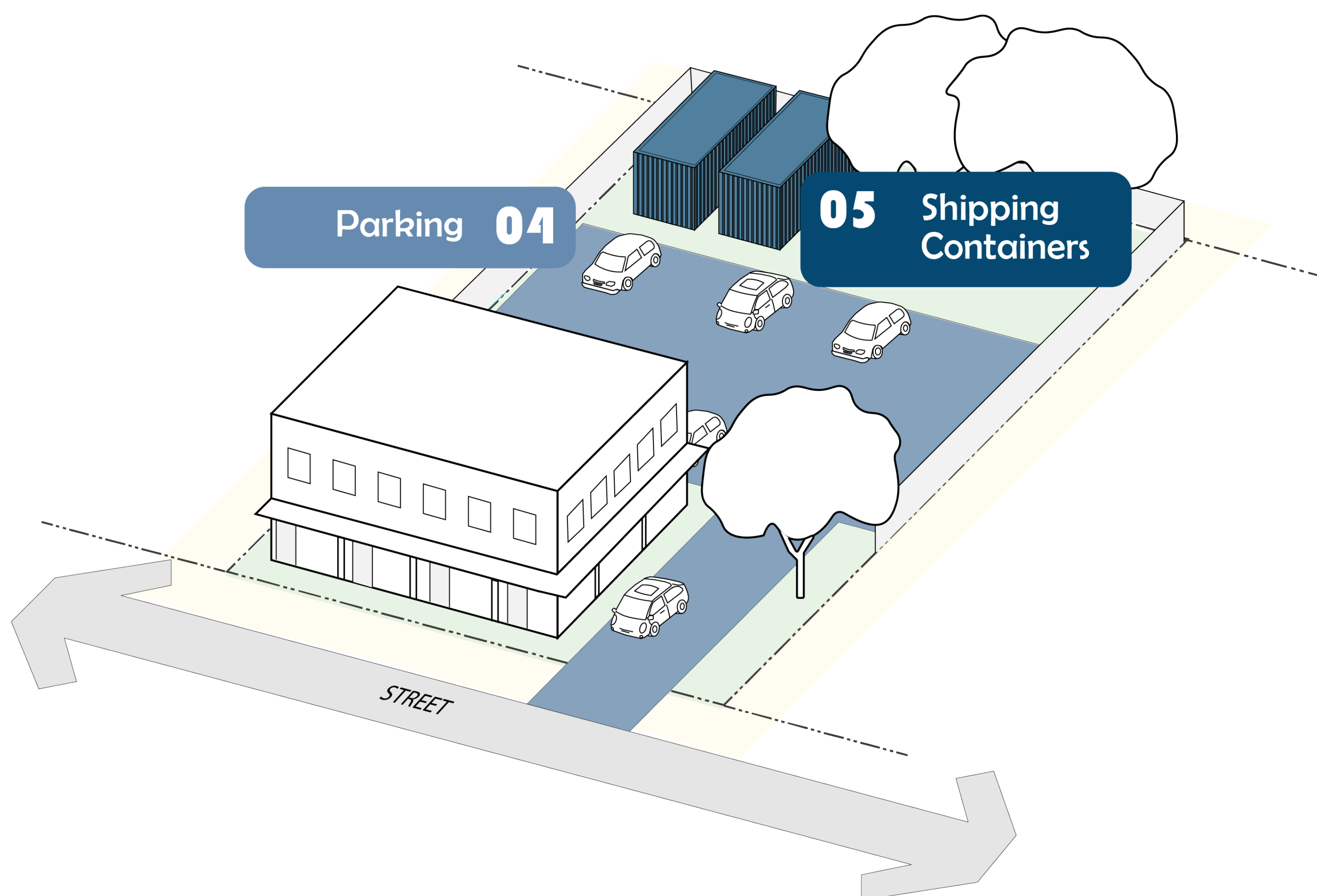


# Key Bylaw Focus Areas

## Residential



## Commercial





# 01. Home-Based Business

## Current:

“Home Occupation” which allows for 6 visitors to the business at a time; this is high for a land use that should have little to no impact on the neighbourhood.

## Proposed:

Change the land use term to “Home-Based Business” and include two-tiers for this land use (minor and major), with provisions specific to the type of residential area (urban vs. rural).

### 1. Home-Based Business, Major

**Examples:** hairdresser, massage therapist, esthetician, tutoring, music teacher etc.

- Allowing a more intense home-based business that may have minimal impact on neighboring properties/the surrounding community

#### **Rural residential districts with larger lots:**

- Allowing more intense business operations that may impact adjacent neighbours, e.g., an auto repair shop
- Allowing outdoor storage

#### **Urban, established residential districts:**

- Limit the types of businesses that are permitted (e.g., prohibit auto repair shop)
- Include requirements that mitigate impacts of that major business on the neighborhood
- Prohibiting outdoor storage

### 2. Home-Based Business, Minor

**Examples:** Typically a home-office that will not serve clients or customers on the premises like an **accountant, housecleaning business, consultant, etc.**

- Home-based businesses that have no impact to the surrounding neighbourhood
- Applied when the employee resides on the property; signage, visitors and outdoor storage are not permitted
- Due to the minor nature of these businesses,
  - **no development permit will be required**
  - listed as a permitted use in all residential districts



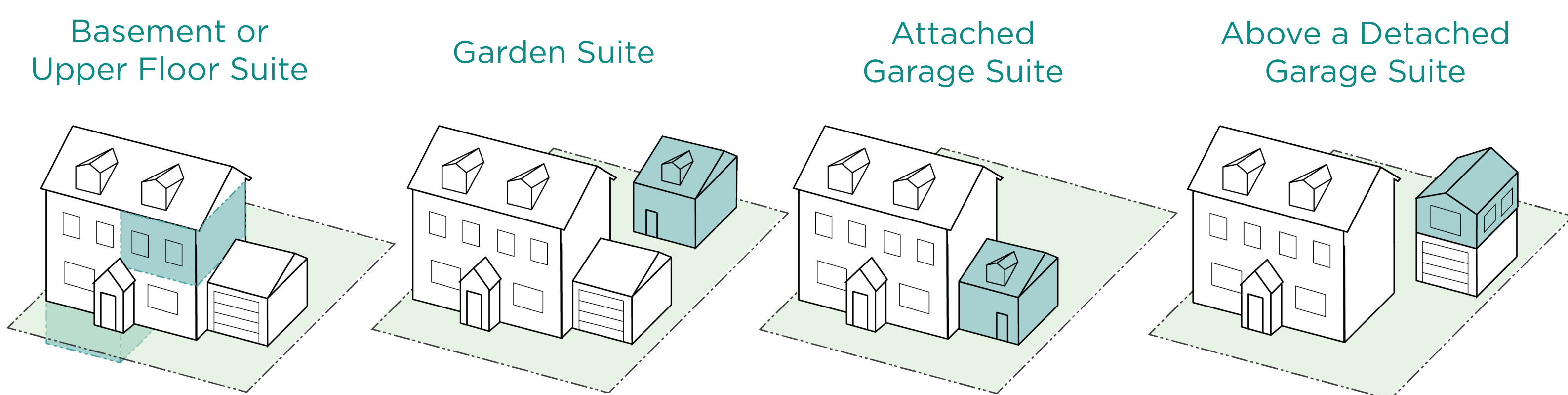
# 02. Secondary Suites

## Current:

- “Owner Occupied Two-Family Dwelling” and “Owner Occupied Three-Family Dwelling”, **which means only people who own the property and live there can have secondary suites**
- Legally, a LUB cannot regulate who lives in a home, only the density or number of dwelling units at a given property

## Proposed:

- Change land use term to “**Secondary Suite**”, removing the “Owner Occupied”
- **New definition, and descriptions and visual representations for the different types of secondary suites possible:**



- By separating into the different suite types, the Bylaw can now be more specific with provisions that relate to the type of suite proposed, **that help to lessen its impact on the neighbouring properties**. For example, this could include requirements for where the windows are placed to preserve privacy
- **Adding provisions to allow more than one suite on a property in certain areas**, depending on the characteristics of the residential district (for example, more appropriate to allow on larger lot properties) and the capacity to service multiple dwellings on one lot (water and sewer)
- **Review of parking requirements** to limit impact of secondary suites on the surrounding neighbourhood





# 03. Driveways

## Current:

- A minimum side setback requirement of 3m for those properties that do not have a laneway (rear access), to leave sufficient space for a driveway to be placed beside the principal dwelling
- A front driveway is currently not permitted on properties that have access to a laneway

## Proposed:

- Ensure driveway requirements appropriately align with the type of property and how it is being accessed
- Ensure driveway size requirements are sufficient to accommodate vehicles (considering common vehicle size in Edson)
- Introduce driveway separation requirements to preserve on-street parking, where applicable

# 04. Parking

## Current:

- Parking categories that prescribe the number of parking spaces required per land use (e.g., #of spaces per single detached dwelling)
- Challenges interpreting the Bylaw where the land uses do not correspond to the parking categories listed
- Parking requirements may be outdated

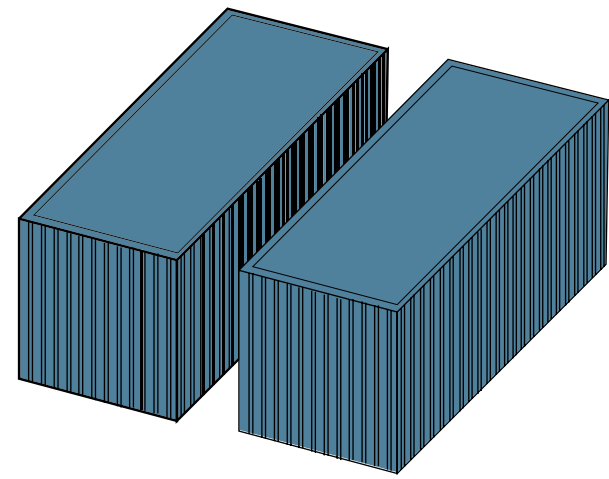
## Proposed:

- Increase flexibility by including minimum parking requirements that are more appropriate for businesses to meet, while also including provisions that allow for different approaches to meet parking requirements
- Ensure parking stall dimensions are appropriate for the types of vehicles common to Edson
- Include provisions for shared parking between businesses
- Investigate more thoroughly a cash-in-lieu parking option

# 05. Shipping Containers

## Current:

Not regulated in the current LUB.



Also known as a "Sea Can"



## Proposed:

- Add "Shipping Containers" as a use category with definition
- A development permit required
- Specific requirements will be required to lessen visual impacts on the surrounding areas. (i.e. prohibit staking of containers, required to be located behind buildings, etc.)



In **residential districts**, "Shipping Containers" will

- Only be a discretionary use in rural residential districts (with a maximum of two per parcel allowed)
- Only be permitted in urban residential districts **on a temporary basis**, for the purposes of construction (must be removed after a set duration)



In **commercial districts**, "Shipping Containers" will

- Be a discretionary use (with a maximum of three containers allowed per property)



In **industrial districts**, "Shipping Containers" will

- Be a permitted use (of up to three containers allowed per property)
- Be a discretionary use once there is more than 3 containers proposed (with a maximum of five containers allowed per property)





# Share Your Feedback

Based on the information provided,  
what changes resonate most with you?

**Please also feel free to place your stickers next to the elements of your choice on the other posterboards!**

Do you have specific feedback you want to share?  
Speak with a project representative!

