

Date: **September 28, 2018**

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **TBT Request For Side Entrance**

On September 19, 2018, Council received a request from TBT Engineering (Rob Frenette) for the installation of an entrance door and windows at 255 Scott Street facing the newly developed Rainy Lake Square. In Rob Frenette's letter, he describes the reasoning behind the changes to the building.

This matter was referred to the Planning and Development department. The request was given to all Fort Franks Town division for comments on the request. Please see below:

Tannis Drysdale Economic Development

- YES ... x 1,000

We will need to have an agreement with tenants around secured access on those occasions when the square is rented for a private purpose. (In year one there has not been any events that have not been open to the public, but we did and will have ticketed events)

That agreement will need to set a protocol for events with a liquor licensed vendor. Basically - we should retain the ability to close off (by temporary gate) this entrance/exit if required by law (for a liquor permit) or if required for a ticketed event.

Patrick Briere/Arlene Byrens By-Law Enforcement

- Snow Shovelling of the Square Walkway that runs along the building. Who will be doing this? Is this something that we can add into an agreement with TBT to have them shovel, salt/sand this one walkway during the winter months, similar to what they would be required to do on Scott Street (their frontage).
- Construction of the Door – Is this going to be built similar to the front entrance with an alcove or door that swings in? Concerns we have are if the door swings outward into the Square than it is a potential hazard to people using the square.

Operations and Facilities Travis Rob, Milt Strachan, Craig Miller and Trish Law

- Winter snow removal is limited in the square. The Town sidewalk snow removal by-law wouldn't apply in this case. How do we make sure removal is complete at owners' expense?
- How will the new doorway impact the existing walkway?
- Could the entrance be on the back-alley wall?

- Unsure of elevation difference between the 255 Scott and the Rainy Lake Square. This should be checked.

Chief Building Official and Municipal Planner Tyson Dennis

- I would suggest having the windows installed with no issue facing the Rainy Lake Square
- The Door entrance should be on the rear of 255 Scott or the South/West Corner allowing the new door entrance to be fenced off without major issue during any events at the square. This would allow for proper parking and access to 255 Scott and the Rainy Lake Square.
- Door swing could be interior if occupant load of the office is below 50 persons.
- Elevations should be confirmed for access to the office as well

Please discuss the options and determine a recommendation for Council to move forward on TBT Engineering's request.

Respectfully submitted,

Original Signed By

Tyson Dennis

Chief Building Official/Municipal Planner