

MUNICIPAL PLANNING COMMISSION

AGENDA

April 7, 2022

8:30 A.M. – TOWN OFFICE – UPSTAIRS MEETING ROOM

1. Call to Order
2. Additions to the Agenda
3. Approval of Agenda
4. Confirmation of the March 9, 2022 MPC Meeting Minutes
5. Business Arising from the Minutes
6. **Development Application:** 3347-2022
Applicant: 2416181 Alberta Ltd. – Hadley Concrete
Legal: Lot 4-5, Block 23, Plan 925X
Municipal: 4601 – 51 Avenue
Proposed Development: Change in Use
7. **Development Application:** 3350-2022
Applicant: 808556 AB Ltd.
Legal: Lot 2, Block 13, Plan 9720733
Municipal: 5608 – 51 Avenue
Proposed Development: Storage Unit Building
8. Adjournment

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
March 9, 2022**

Present

Councillors Cheryl Barros, Travis Randell, Kurt Baker & Scott Pfeiffer & Director of Planning & Development Leann Graham & Planning & Operations Clerk Angela Stormoen

1. **Call to Order**

Chairman Cheryl Barros called the meeting to order at 8:27 a.m.

2. **Additions to Agenda**

None.

3. **Approval of Agenda**

Moved by Councillor Kurt Baker to accept the agenda as presented.

MOTION CARRIED
Unanimous

4. **Confirmation of the January 24, 2022 MPC Meeting Minutes**

Moved by Councillor Travis Randell that the Minutes of the January 24, 2022 MPC meeting be approved as presented.

MOTION CARRIED
Unanimous

5. **Business Arising**

None.

6. **Development Application: 3335-2022**

Applicant: Brooker Blundon

Legal: Lot 1A, Block 1, Plan 5128KS

Municipal: 6117 – 50A Avenue

Proposed Development: Basement Suite – Dwelling, Single Detached

A report prepared by the Director of Planning & Development was reviewed as follows:

General

The applicant is proposing to add a basement suite as an additional dwelling to the existing single family dwelling at 6117 – 50A Avenue. The proposed basement suite will have a separate entrance and the applicant is required to provide 4 off street parking stalls to accommodate 2 stalls/dwelling unit as required by the Town of Stettler’s Land Use Bylaw.

The applicant will be required to ensure the basement suite is built to the current Alberta Building Code standards, including proper fire separation between units, hard wired fire alarms, separate heating systems, proper egress from basement windows, etc.

The proposed development is located in Land Use District R2: General Residential and as such the basement suite is considered a discretionary use.

Development Review:

Land Use District – R2 – Residential General

Existing Land Use – Dwelling, Single Detached

Proposed Land Use – Basement Suite – Dwelling, Single Detached Only

- Definition – means a basement developed as a dwelling unit within a Single Family Dwelling and approved by the Development Authority all dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

Legislation and Policy

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 2060-15.

Recommendation

That the Municipal Planning Commission approve this application subject to the following conditions:

1. The applicant must comply with all the provisions of the Town Of Stettler Land Use Bylaw #2060-15.
2. The owner is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code.
3. Compliance with the provisions of Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;

4. The proposed development (Basement Suite) shall be located in accordance with the approved plan;
5. The applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code.
6. The applicant must provide four off street parking stalls to accommodate each dwelling unit.

Alternatives

- Approve the application with additional conditions
- Defeat the application stating reasons

Discussion

Planning and Operations Clerk stated the applicant is proposing to add a basement suite as an additional dwelling to the existing single family dwelling at 6117 – 50A Avenue. The proposed basement suite will have a separate entrance and the applicant is required to provide 4 off street parking stalls to accommodate 2 stalls/dwelling unit as required by the Town of Stettler’s Land Use Bylaw.

The applicant will be required to ensure the basement suite is built to the current Alberta Building Code standards, including proper fire separation between units, hard wired fire alarms, separate heating systems, proper egress from basement windows, etc.

The proposed development is located in Land Use District R2: General Residential and as such the basement suite is considered a discretionary use.

Moved by Councilor Scott Pfeiffer to approve the application as presented.

Adjournment

The meeting adjourned at 8:35 a.m. on a motion by Councilor Travis Randell.



Request For Decision

Issue:

Development Permit Application: 3347-2022
Applicant: 2416181 Alberta Ltd. – Hadley Concrete
Proposed Location: Lots 4-5, Block 23, Plan 925X
Municipal: 4601 – 51 Avenue
Development: Change in Use

BACKGROUND

General:

The applicant is proposing a change in use in order to operate their business, Hadley Concrete, at this location. In the past, the applicant largely ran their business seasonally and stored related tools and materials at their home address 4917 – 53 Street. In 2022 they have expanded their business and are currently renting a shop in the east industrial area to have indoor space to pour smaller concrete items until they find a permanent location to operate.

Under the current zoning of C1A: Commercial Transitional District, the use of “Contracting Services, Major” is a Discretionary Use. While the current use on this parcel also falls within the use of “Contracting Service, Major”, the nature of work is changing which results in the need to bring this application to Municipal Planning Commission for review.

Development Review:

Land Use District – C1A: Commercial Transitional District
Existing Land Use – Contracting Services, Major - Electrical Business
Proposed Use – Contracting Services, Major - Concrete Business

DEFINITIONS:

“**CONTRACTING SERVICES, MAJOR**” means a development used for commercial and industrial support and construction. Typical uses include oilfield support services, laboratories, cleaning and maintenance, contractors, building construction, surveying, landscaping, concrete, electrical, excavation, drilling, heating, plumbing, paving, road construction, sewer or similar services of a construction nature which require on-site storage space for materials, mobile equipment or vehicles normally associated with the contract service. Any sales, display, office or technical support service areas shall be necessary to the principal general contractor use.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 2060-15.

RECOMMENDATION

Recommendation:

That the Municipal Planning Commission approve this application subject to the following conditions:

1. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
2. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code;
3. Compliance with the provisions of Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;
4. The proposed development (Change In Use) shall be located in accordance with the approved plan; any changes to this plan must be approved by the Town of Stettler;
5. The owner/applicant must supply any sign details and obtain approval from the Town of Stettler's Development Authority prior to installation.

Alternatives:

- Approve the application with additional conditions
- Defeat the application stating reasons.

Author:

Leann Graham, Director of Planning and Development

DEVELOPMENT PERMIT APPLICATION FORM
TOWN OF STETTLER LAND USE BYLAW NO. 2060-15

APPLICATION # 3347 - 2022 TAX ROLL # 230440001

APPLICATION TYPE: COMMERCIAL: INDUSTRIAL: INSTITUTIONAL: RESIDENTIAL: OTHER: _____

PROJECT TYPE: NEW CONSTRUCTION: RENOVATION: DEMOLITION: CHANGE IN USE: OTHER: Discreti

APPLICANT: Layvon & Stephanie Hadley/2416181 AB Ltd. ADDRESS: 4919 53 Street

CITY: Stettler PROV: Alberta POSTAL CODE: T0C2L2

PHONE: 403-741-8442 FAX: _____ EMAIL: hadleycontracting@gmail.com

REGISTERED OWNER: Stettler Electric ADDRESS: _____

ADDRESS OF PROPERTY TO BE DEVELOPED: 4601-51 Avenue Stettler, Alberta

LOT: 4-5 BLOCK: 23 REGISTERED PLAN: 925X

EXISTING USE: Electrical Service Shop/Yard LAND USE DISTRICT: CIA

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED: Proposed Use: To utilize existing storage yard, sheds, and seacan for the purpose of storing concrete forms, materials and tools for use in offsite construction.

To utilize shop for the purpose of pouring decorative concrete blocks, counterstops and engraving during off season.

BUILDING OCCUPANCY CLASSIFICATION **NEW** or **CHANGE**: Discretionary Use Request
**See Reverse for Major Occupancy Classifications and STETTLER REGIONAL FIRE DEPARTMENT REVIEW FORM*

PARCEL TYPE: INTERIOR CORNER PARCEL AREA: _____

SETBACKS OF EITHER EXISTING OR PROPOSED BUILDINGS: _____

FRONT YARD: _____ SIDE YARDS: _____ and _____
**Refer to Alberta Building Code High Intensity Residential Fire Standards if applicable*

REAR YARD: _____ FLOOR AREA: _____ PARCEL COVERAGE: _____ %

HEIGHT OF MAIN BUILDING: _____ NO. OF OFF-STREET PARKING STALLS: _____

EXISTING: _____ PROPOSED: _____ SIZE OF OFF-STREET LOADING SPACE: _____

RTM OR MOBILE HOME MAKE OF UNIT _____ YEAR BUILT _____

PROPOSED ACCESSORY USE OF LAND AND OR BUILDINGS (garages, etc.) _____

SIZE OF ACCESSORY BUILDING: _____ X _____ X _____ IN HEIGHT

DISTANCE FROM REAR PARCEL BOUNDARY: _____ DRIVEWAY LENGTH: _____

DISTANCE FROM SIDE PARCEL BOUNDARY: _____ PARCEL COVERAGE: _____ %

ESTIMATED COST OF THE PROJECT OR CONTRACT PRICE: n/a

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION: May 15, 2022

DATE OF APPLICATION: March 28, 2022 SIGNATURE OF APPLICANT: [Signature]

APPLICATIONS SHALL BE ACCOMPANIED BY THE FOLLOWING:

- (1) A **NON-RETURNABLE PROCESSING FEE** (SEE POLICY IV-1 – BUILDING AND DEVELOPMENT PERMIT FEE SCHEDULE)
- (2) A **SCALED SITE PLAN** IN DUPLICATE SHOWING THE TREATMENT OF LANDSCAPED AREAS, IF REQUIRED, THE LEGAL DESCRIPTION, THE FRONT, REAR AND SIDE YARDS, IF ANY, ANY PROVISION OF OFF-STREET LOADING AND VEHICLE PARKING, AND ACCESS AND EGRESS POINTS TO THE PARCEL.
- (3) **SCALED FLOOR PLANS, ELEVATIONS AND BUILDING SECTIONS** IN DUPLICATE.
- (4) FURTHER INFORMATION MAY ALSO BE REQUIRED.

NOTE:

- 1. THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE REQUIRED INFORMATION IS NOT SUPPLIED OR WHERE, IN HIS/HER OPINION, THE QUALITY OF THE MATERIAL SUPPLIED IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.
- 2. THE DEVELOPMENT OFFICER MAY DEAL WITH AN APPLICATION WITHOUT ALL OF THE INFORMATION REQUIRED, IF HE/SHE IS OF THE OPINION THAT A DECISION ON THE APPLICATION CAN BE PROPERLY MADE WITHOUT SUCH INFORMATION.

The personal information on this form is collected under the authority of Section 32 of the Alberta Freedom of Information and Protection of Privacy Act. The information will enable us to process your application and is necessary for municipal operations.

TOWN OF STETTLER OFFICE USE ONLY:	
Building Permit Required: <input type="checkbox"/>	MPC Required: <input type="checkbox"/> MPC Date: _____ MPC Approval: _____
Business License Required: <input type="checkbox"/>	Alberta Transportation Review (adjacent to Hwy 12 or 56): <input type="checkbox"/>
County Referral Required: <input type="checkbox"/>	Alberta Environment Review (adjacent to Red Willow Creek or Cold Lake): <input type="checkbox"/>
Fire Department Review: <input type="checkbox"/>	Advertisement Date: _____ Permit Issue Date: _____
Engineering Review: <input type="checkbox"/>	Application Accepted By: _____
Water: <input type="checkbox"/> Transportation: <input type="checkbox"/>	Application Approved By: _____

Location of Proposed Change of Use

4601 – 51 Avenue



2416181 Alberta Ltd. Operating As

HADLEY CONCRETE



Ph. (403)741-8442

P.O. Box 336 Stettler, AB T0C2L0

E. info@hadleyconcrete.com

www.hadleyconcrete.com

March 28, 2022

To Whom It May Concern;

Please find the attached Development Application on behalf of 2416181 Alberta Ltd., operating as Hadley Concrete. This application is for approval of Discretionary Use of the property located at 4601 51 Avenue Stettler, Alberta currently occupied and owned by Stettler Electric Ltd.

Our company currently has an offer to purchase on said property, for the purpose of operating our concrete business year round. For the past 7 years, we have stored all related tools and materials in our vacant lot at 4917 53 street, which is attached to our home. During this time, our business has grown and has reached a point in which we require additional space separate from our residence. In 2022 we have expanded our services to include the production of small scale concrete products, and have been renting a shop in the east Industrial area in order to have indoor space in which we can pour architectural blocks, countertops, and other decorative items.

The property at 4601 51 Avenue will allow for year round operation of the business. The large shop will be used for the purpose of producing decorative concrete products during the winter months and rainy summer days. The fenced compound, storage sheds and seacan will be used for storage of rebar, concrete forms, tools and equipment. Please view the attached images for reference.

We have listed this development application as a condition in the offer to purchase, removal of the condition is due April 18, 2022. The possession date is scheduled for May 10th, 2022, so we plan to be operating from the space by May 15, 2022.

If you have any questions, please feel free to contact me at any time. Thank you for your consideration of this request.

Sincerely,

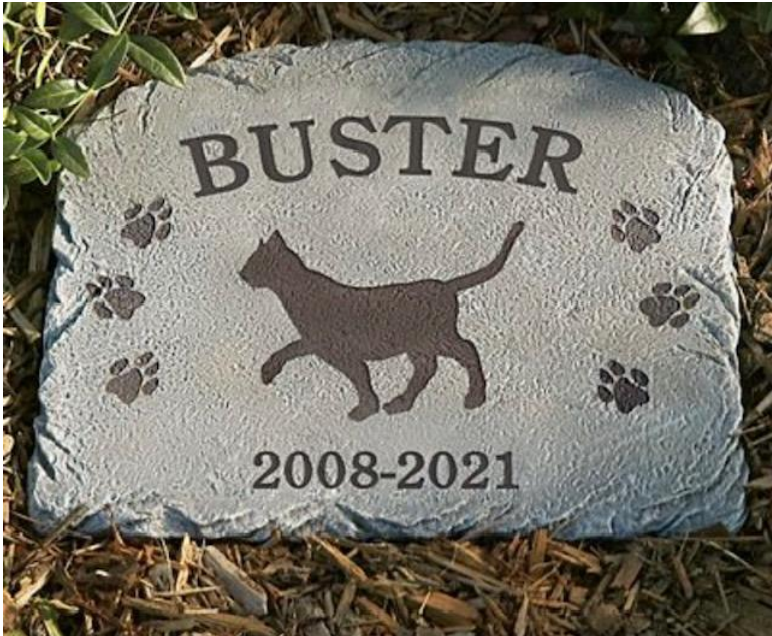
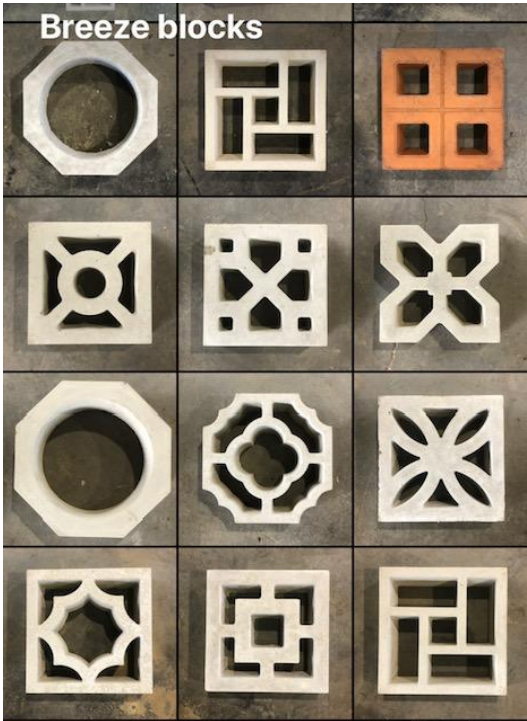


Layvon Hadley
Owner/Operator
2416181 AB Ltd./Hadley Concrete



Main shop(right) will be used year round as an indoor workshop, for pouring forms and other decorative items.

Examples of items to be produced in shop during off season/rainy day-breeze blocks, decorative engraved stones and concrete countertops.





Fenced compound (far left), two storage sheds (center) and seacan (behind sheds) will be used for storage of concrete forms, rebar, tools and equipment.



Request For Decision

Issue:

Development Permit Application: 3350-2022

Applicant: 808556 AB Ltd.

Legal: Lot 2, Block 13, Plan 9720733

Civic: 5608 – 51 Avenue

Proposed Development: Storage Unit Building

BACKGROUND

General:

The applicant is proposing to construct a new storage unit at 5608 – 51 Avenue. The current use of this parcel, indoor storage, is a discretionary use therefore requiring a Municipal Planning Commission decision.

Under the current zoning of C2: Commercial Highway District, the use of “Storage – Indoor” is a discretionary use falling under “All Permitted Uses within the Industrial District”.

Furthermore, a new development permit requires application of current Land Use Bylaw 2060-15 regulations and in this case there are landscaping requirements:

- 3 meter strip of land adjacent to 51 Avenue landscaped: roughly 200 squares meters of landscaping.
- A total of 4 trees to be planted.

Given the current use of the parcel the applicant is requesting a variance to the landscaping requirement. Based on the existing development of the parcel and the nature the surrounding areas (Compost Bins and Rental Agency with limited landscaping) administration recommends the applicant receive a variance for the landscaping requirements.

Development Review:

Requirements pertaining to the proposed development are regulated within the Land Use Bylaw 2060-15 as follows:

Section 9:

“**STORAGE – INDOOR**” means a self-containing building or groups of buildings available for the storage of goods. This use includes mini-storage, private storage facilities, and warehouse.

Section 48:

- 3 meter strip of land adjacent to 51 Avenue be landscaped: 192 square meters of landscaping.
- 4 trees to be planted in landscaped area.

Section 85:

- Minimum Front Yard – 9 meters required – Proposed 10 meters
- Minimum Side Yard – 3 meters required– Proposed 3 meters
- Minimum Rear Yard – 3 meters required – Proposed 3 meters

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw.

RECOMMENDATION

Recommendation:

That the Municipal Planning Commission approves this application subject to the following conditions:

1. The owner/applicant receives a landscaping variance to keep current landscaping;
2. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
3. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code;
4. Compliance with the provisions of Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;
5. The proposed development (Storage Unit Building) shall be located in accordance with the approved plan; any changes to this site plan must be approved by the Town of Stettler;
6. It is the owner/applicant's responsibility to ensure that lot grading and drainage are compliant with Section 51 of the Town of Stettler Land Use Bylaw #2060-15;
7. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
8. The owner/applicant must obtain a building permit for this development following the mandatory 21 day appeal period.

Alternatives:

Defeat the application stating reasons.

Author:

Leann Graham, Director of Planning and Development

DEVELOPMENT PERMIT APPLICATION FORM
TOWN OF STETTLER LAND USE BYLAW NO. 2060-15

APPLICATION # 3350-2022 TAX ROLL # 961320000

APPLICATION TYPE: COMMERCIAL: INDUSTRIAL: INSTITUTIONAL: RESIDENTIAL: OTHER: _____

PROJECT TYPE: NEW CONSTRUCTION: RENOVATION: DEMOLITION: CHANGE IN USE: OTHER: _____

APPLICANT: 808556 AB LTD ADDRESS: 4123-61 STREET

CITY: STETTLER PROV: AB POSTAL CODE: T0C2L1

PHONE: 403-742-4918 FAX: _____ EMAIL: _____

REGISTERED OWNER: SAME ADDRESS: _____

ADDRESS OF PROPERTY TO BE DEVELOPED: 5608-51 AVE

LOT: 2 BLOCK: 13 REGISTERED PLAN: 9720733

EXISTING USE: _____ LAND USE DISTRICT: _____

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED: _____

Storage lot

BUILDING OCCUPANCY CLASSIFICATION NEW or CHANGE: _____

*See Reverse for Major Occupancy Classifications and STETTLER REGIONAL FIRE DEPARTMENT REVIEW FORM

PARCEL TYPE: INTERIOR CORNER PARCEL AREA: _____

SETBACKS OF EITHER EXISTING OR PROPOSED BUILDINGS: _____

FRONT YARD: _____ SIDE YARDS: _____ and _____

*Refer to Alberta Building Code High Intensity Residential Fire Standards if applicable

REAR YARD: _____ FLOOR AREA: _____ PARCEL COVERAGE: _____%

HEIGHT OF MAIN BUILDING: _____ NO. OF OFF-STREET PARKING STALLS: _____

EXISTING: _____ PROPOSED: _____ SIZE OF OFF-STREET LOADING SPACE: _____

RTM OR MOBILE HOME MAKE OF UNIT _____ YEAR BUILT _____

PROPOSED ACCESSORY USE OF LAND AND OR BUILDINGS (garages, etc.) _____

add storage building.

SIZE OF ACCESSORY BUILDING: 20 x 60 x _____ IN HEIGHT

DISTANCE FROM REAR PARCEL BOUNDARY: 3m. DRIVEWAY LENGTH: _____

DISTANCE FROM SIDE PARCEL BOUNDARY: 10 FT PARCEL COVERAGE: _____%

ESTIMATED COST OF THE PROJECT OR CONTRACT PRICE: 60,000

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION: July 2022

DATE OF APPLICATION: APRIL 4, 2022 SIGNATURE OF APPLICANT: James Daskin

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Business License Required: <input type="checkbox"/>	Alberta Transportation Review (adjacent to Hwy 12 or 56): <input type="checkbox"/>
County Referral Required: <input type="checkbox"/>	Alberta Environment Review (adjacent to Red Willow Creek or Cold Lake): <input type="checkbox"/>
Fire Department Review: <input type="checkbox"/>	Advertisement Date: _____ Permit Issue Date: _____
Engineering Review: <input type="checkbox"/>	Application Accepted By: _____
Water: <input type="checkbox"/> Transportation: <input type="checkbox"/>	Application Approved By: _____

Location of Proposed Building



5608 – 51 Avenue
10 meter side yard setback
10 meter rear yard setback

