

# MUNICIPAL PLANNING COMMISSION

## AGENDA

JANUARY 25, 2024

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

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1. Call to Order
2. Additions to the Agenda
3. Approval of Agenda
4. Confirmation of the October 30, 2023 MPC Meeting Minutes
5. Business Arising from the Minutes
6. **Development Application:** 3333-2022  
**Applicant:** Easy Street Shed Co. c/o Joel Boese  
**Legal:** Lot 1-2, Block 72, Plan 3781KS  
**Municipal:** 4511 – 59 Street  
**Proposed Development:** Change in Use
7. **Development Application:** 3488-2024  
**Applicant:** Prairie Dog Spa c/o Hope Rawn  
**Legal:** Lot 5, Block 8, Plan 7621217  
**Municipal:** Bay 5, 4707 – 42 Street  
**Proposed Development:** Change in Use – Animal Services
9. Adjournment

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING  
OCTOBER 30, 2023**

**Present:**

Councilors Cheryl Barros, Gord Lawlor, Wayne Smith, Scott Pfeiffer, and Kurt Baker, Development Officer Angela Stormoen, and Planning & Operations Clerk Maya Brennan.

1. **Call to Order:** Chairman Cheryl Barros called the meeting to order at 8:30 a.m.

2. **Additions to Agenda**

None.

3. **Approval of Agenda**

Moved by Councilor Scott Pfeiffer to accept the agenda as presented.

MOTION CARRIED

Unanimous

4. **Confirmation of the October 2, 2023 MPC Meeting Minutes**

Moved by Councilor Gord Lawlor that the Minutes of the October 2, 2023 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3476-2023

**Applicant:** Robert Little

**Legal:** Lot 71, Block 6, Plan 0524122

**Municipal:** 6003 – 54 Avenue Close

**Proposed Development:** Shed

Director of Planning and Development read a report that follow:

**General:**

The applicant is proposing to construct a new 10' x 16' x 8' shed on skids at 6003 - 54 Avenue Close. There are currently 3 accessory buildings at 6003- 54 Avenue Close and the applicant is proposing to remove one existing shed and replace it with the proposed shed.

The accessory building requirements within the Town of Stettler Land Use Bylaw #2060-15 Section 34 states the following:

*Section 34.1.5: There shall be no more than two accessory buildings per site.*

There is no prior approval for the third shed at the above referenced property, therefore, the applicant is requesting a variance to allow three accessory buildings on their lot within a R3A: Residential Mobile Home Subdivision District.

Due to the triangular shaped lot and the existing three sheds not causing current concerns, the additional accessory building is conducive with the lot and the neighborhood.

**Development Review:**

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

- Minimum Rear Yard Setback/ Driveway Length – 3 meters required – proposed 3 meters
- Minimum Side Yard Setback – 0.6 meters required – Proposed 0.6 meters
- Maximum Accessory Building Height – 6.5 meters required – Proposed 2.4 meters
- Maximum Parcel Coverage – 35% Coverage – Proposed 25% Coverage
- Maximum Number of Accessory Buildings – 2 maximum – Proposed 3 (Variance Required)

**Legislation and Policy:**

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

**Recommendation:**

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

1. That the owner/applicant is allowed three accessory buildings;
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 (Shed) 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.

**Discussion:**

Discussion ensued regarding the agreement to accept the proposed development.

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

MOTION CARRIED

Unanimous

7. **Development Application:** 3480-2023  
**Applicant:** Shared Tower Inc.  
**Legal:** Lot 4, Block 2, Plan 0925519  
**Municipal:** 4410 – 48 Street  
**Proposed Development:** Communication Tower

Director of Planning and Development read a report that follow:

**General:**

The applicant is proposing development of a 45 metre tri-pole Communication Tower on the north side of 4410 – 48 Street (See attached site plan). The development requires approval from Municipal Planning Commission as the proposed location is within Land Use District I: Industrial District and the use of a Communication Tower is discretionary, furthermore, the proposed Communication Tower exceeds 4.6 metres in height and requires a Development Permit as per Town of Stettler Land Use Bylaw 2060-15.

Communication Towers are regulated through Innovation, Science and Economic Development Canada and the Town of Stettler does not have a right to veto the location of a communication tower, however, the applicant is required to consult with affected/adjacent landowners and the municipality (see attached letter) to ensure there are no objections.

**Development Review:**

Innovation, Science and Economic Development Canada is responsible for regulating radio communication in Canada and for authorizing the location of radio communication facilities, including communication towers.

**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 approves this application subject to the following conditions:

9. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
10. 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;
11. 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;

The proposed development (Communication Tower) shall be located in accordance with the approved plan; any changes to this plan must be approved by the Town of Stettler;

**Alternatives:**

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

**Discussion:**

Discussion ensued regarding the proposed development and the federal regulations pertaining to communication towers.

Moved by Councilor Kurt Baker to approve the application as presented.

MOTION CARRIED

Unanimous

9. The meeting adjourned at 8:35 a.m. on a motion by Councilor Wayne Smith.



## Request For Decision

### **Issue:**

Development Permit Application: 3333-2022  
Applicant: Easy Street Shed Co. c/o Joel Boese  
Proposed Location: Lots 1-2, Block 72, Plan 3781KS  
Municipal: 4511 – 59 Street  
Development: Change in Use

### **BACKGROUND**

#### **General:**

The applicant is proposing an additional one-year extension to Development Permit 3333-2022 for the placement and sale of portable sheds at 4511 – 59 Street. The permit was originally approved by Municipal Planning Commission on January 24, 2022, for a one-year period. An additional one-year extension was given on February 9, 2023.

The original application was for the placement and sale of portable sheds along the west boundary of 4511 – 59 Street (Super 8 Large Truck Parking Lot). The portable sheds are currently located on the west boundary of the lot and are replaced as they sell. The remaining portion of the lot remains a large truck parking lot. The applicant currently has a two-month renewable lease with Super 8 to allow the storage and sale of the sheds.

Under the current zoning of C2: Commercial Highway District, the use of “Parking Facility” and “Similar Use” are Discretionary Uses. We would consider this applicant a “Similar Use” to:

- “Farm Supply Store”
- “Handicraft Business”
- “Temporary Mobile Commercial Sales”

This past year it has been observed that the sheds may have been entered unlawfully, therefore, it is the administration’s recommendation to include an additional condition to ensure the sheds are locked and secure.

#### **Development Review:**

Land Use District – C2: Commercial Highway District  
Existing Land Use – Parking Facility  
Proposed Use – Parking Facility & Similar Use

#### **DEFINITIONS:**

**“PARKING FACILITY”** means an area of land providing for the parking of motor vehicles. When identified as a specific use in a land use district, this use is contemplated as an exclusive use of a land parcel. Otherwise, parking lots are to be developed in association with other permitted and discretionary uses and in accordance with the regulations found in Part 8 of this Bylaw.

**“SIMILAR USE”** means a development that is similar, in the opinion of the Municipal Planning Commission Any use that is similar to either a listed permitted and discretionary use within a Land Use District.

- **“FARM SUPPLY STORE”** means establishments which sell their products to the farm industry, and general public. (Permitted Use)
- **“HANDICRAFT BUSINESS”** means the production and selling of handicrafts on a commercial basis. (Permitted Use)
- **“TEMPORARY MOBILE COMMERCIAL SALES”** means the sale of goods from a vehicle or stand for a period not exceeding 180 days per year in the Central Commercial and Highway Commercial Districts. (Discretionary 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 permit is only valid for a one-year period from the date of its approval. After which time the permit must be brought before Municipal Planning Commission for renewal.
2. The owner/applicant must ensure the sheds are limited to a single row along the west property boundary.
3. The owner/applicant must ensure all sheds are locked and secure;
4. The owner/applicant shall ensure the area of the proposed development is well maintained, including the removal of any garbage/refuse.
5. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
6. 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;
7. 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.

**Alternatives:**

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

**Author:**

Angela Stormoen, Development Officer

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

APPLICATION # 3333-2022 TAX ROLL # \_\_\_\_\_

APPLICATION TYPE: COMMERCIAL:  INDUSTRIAL:  INSTITUTIONAL:  RESIDENTIAL:  OTHER: \_\_\_\_\_

PROJECT TYPE: NEW CONSTRUCTION:  RENOVATION:  DEMOLITION:  CHANGE IN USE:  OTHER: \_\_\_\_\_

APPLICANT: Easy Street Shed Co. % Joel Boese ADDRESS: Box 1091

CITY: Stettler PROV: AB POSTAL CODE: T0C 2L0

PHONE: 780 608 8032 FAX: \_\_\_\_\_ EMAIL: easy street shed company@gmail.com

REGISTERED OWNER: Joel Super 8 Stettler ADDRESS: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE DEVELOPED: 4511 - 595+ Stettler AB

LOT: 1-2 BLOCK: 72 REGISTERED PLAN: 381K5

EXISTING USE: \_\_\_\_\_ LAND USE DISTRICT: \_\_\_\_\_

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED: Storage + Sales of Portable Sheds

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.) \_\_\_\_\_

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: \_\_\_\_\_

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION: \_\_\_\_\_

DATE OF APPLICATION: January 6, 21 SIGNATURE OF APPLICANT: Joel Boese

- 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.

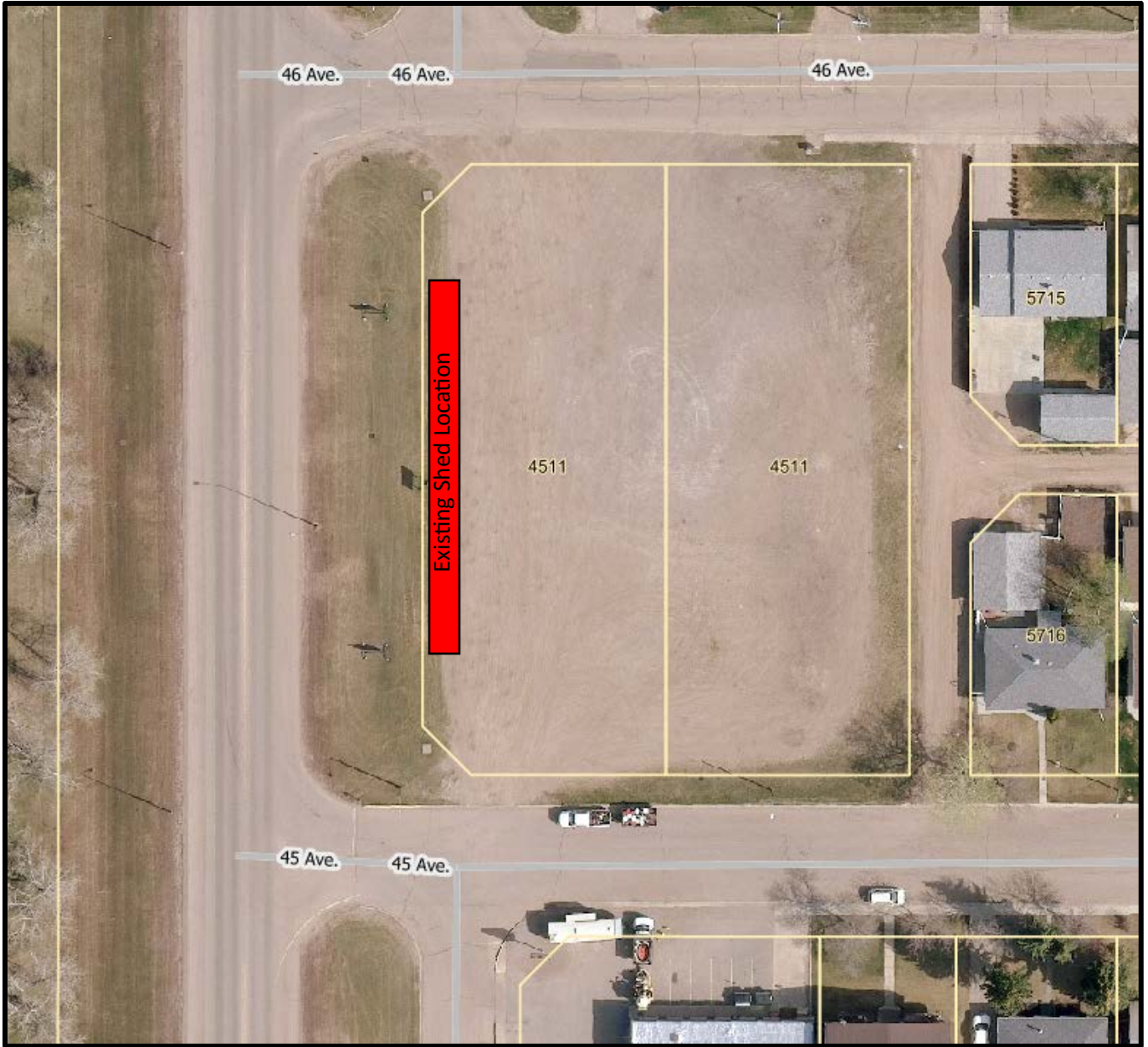
- NOTE:**
1. THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE REQUIRED INFORMATION IS NOT SUPPLIED OR WHERE, IN HIS/HER OPINION, THE QUALITY OF THE MATERIAL SUPPLIED IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.
  2. THE DEVELOPMENT OFFICER MAY DEAL 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: _____



Aerial View of 4511 – 59 Street





## Request For Decision

### **Issue:**

Development Permit Application: 3488 - 2024  
Applicant: Hope Rawn (Prairie Dog Spa)  
Proposed Location: Lot 5, Block 8, Plan 7621217  
Municipal: Bay 5, 4707 – 42 Street  
Development: Change In Use - Animal Services

### **BACKGROUND**

#### **General:**

The applicant is proposing a change in use to Animal Services at Bay 5, 4707 – 42 Street within the Industrial Land Use District of Land Use Bylaw 2060-15.

Under the current Land Use Bylaw 2060-15, I: Industrial District, Animal Services would be considered a discretionary use: All those uses listed as either permitted or discretionary uses within the C1 and C2 districts. The C2: Commercial Highway District does list Animal Services as permitted use, therefore, the proposed change in use requires Municipal Planning Commission approval.

The proposed change in use (Prairie Dog Spa) will include dog daycare, boarding, grooming and a pet store. Furthermore, they will be installing a new exterior fence to create a contained outdoor space for the dog daycare. Please see attached site plan.

#### **Development Review:**

See below Land Use Bylaw 2060-15 Review of the following sections:

##### **Section 9: Definitions**

“ANIMAL SERVICES” means the treatment, boarding, training, or grooming of animals and includes retail sales of associated products. This may include such uses as veterinary clinics, pet grooming salons, boarding and breeding kennels, impounding and quarantining facilities, and animal shelters, but does not include the sale of animals as a principal use.

##### **Section 89: I - Industrial District**

- Discretionary Use: “All those uses listed as either permitted or discretionary uses within the C1 and C2 districts”

##### **Section 87: C2 - Commercial Highway District**

- Permitted Use: “Animal Services”

#### **Legislation and Policy:**

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

**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:**

Angela Stormoen, Development Officer

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

APPLICATION # 3488 - 2024 TAX ROLL # 407157008

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

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

APPLICANT: Hope Rawn (Prairie Dog Spa) MAILING ADDRESS: 6115 51 Ave

CITY: Stettler PROV: Alberta POSTAL CODE: T0C 2L2

PHONE: 289-213-4905 FAX: \_\_\_\_\_ EMAIL: prairieinfo@prairiedogspa.ca

REGISTERED OWNER: Hope Rawn ADDRESS: 4707 42nd Street Bay 5

ADDRESS OF PROPERTY TO BE DEVELOPED: 4707 42st Stettler Alberta

LOT: 5 BLOCK: 8 REGISTERED PLAN: 7621217

EXISTING USE: \_\_\_\_\_ LAND USE DISTRICT: \_\_\_\_\_

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED: Dog daycare / Boarding / grooming / pet store / interior renovations

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.) \_\_\_\_\_

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: \$7000

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION: February 1, 2024

DATE OF APPLICATION: Jan 8/2024 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:

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

4707 – 42 Street

Dog Grooming/Daycare Location



---Fencing being Built.

We have already Built the grooming room

