

MUNICIPAL PLANNING COMMISSION

AGENDA

MAY 16, 2024

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 April 25, 2024 MPC Meeting Minutes
5. Business Arising from the Minutes
6. **Development Application:** 3499-2024 (Amendment)
Applicant: Jamie & Jo-Ann Lane
Legal: Lot 21, Block 53, Plan 1885TR
Municipal: 4209 – 51 Avenue
Proposed Development: Relocation of 2011 Mobile Home and Deck
7. Adjournment

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
APRIL 25, 2024**

Present:

Councillors Cheryl Barros, Wayne Smith, Scott Pfeiffer, Travis Randell 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 8:29 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 25, 2024 MPC Meeting Minutes**

Moved by Councillor Wayne Smith that the Minutes of the January 25, 2024 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3499-2024

Applicant: Jamie & Jo-Ann Lane

Legal: Lot 21, Block 53, Plan 1885TR

Municipal: 4209 – 51 Avenue

Proposed Development: Relocation of 2011 mobile Home and Deck

Development Officer read a report that follows:

General:

The applicant is proposing to relocate a 16' x 76' mobile home constructed in 2011, to 4209 – 51 Avenue. As the age of the home exceeds eight years of age from the date of application for a development permit, it is considered a discretionary use in the R3A: Mobile Home Subdivision Land Use District.

The applicant is also requesting a 1.12 meter front yard variance as there is an existing detached garage on the lot and the applicant would prefer to leave a distance between the mobile home and detached garage.

Furthermore, the applicant indicated that once the trailer was moved, they plan to replace the missing siding, replace the broken window and build a 10' x 16' deck.

Based on the photos submitted by the applicant the proposed 2011 mobile home will not detract from the neighborhood.

Appendix A – Proposed 2011 Mobile Home

Development Review:

Land Use District – R3A: Mobile Home Subdivision
Discretionary Use – “Mobile Home > Eight (8) years of age from the date of Development Permit Application”

Minimum Front Yard Setback – 6 Meters
Proposed Front Yard Setback – 4.88 Meters

Recommendation:

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

1. The owner/applicant receives approval for a 2011 Mobile Home;
2. The owner/applicant receives a 1.12 meter front yard variance;
3. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw 2060-15;
4. The owner/applicant must ensure that the undercarriage of a mobile home shall be screened from view by skirting or such other means satisfactory to the Development Officer/Municipal Planning Commission in accordance with 38.3 of the Land Use Bylaw 2060-15;
5. The owner/applicant shall ensure all accessory structures to a mobile home such as patios porches, additions, skirting and storage facilities shall be fabricated so that the appearance complements the mobile home to the satisfaction of the Development Officer/Municipal Planning Commission in accordance with 38.4 of the 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 the Alberta Building Code.
7. Compliance with the provisions of Land Use Bylaw 2060-15 does not exempt the owner/applicant from compliance with any provincial, federal, or other municipal legislation;

8. The owner/applicant must ensure the proposed development (Relocation of 2011 Mobile Home) shall be located in accordance with the approved plan;
9. The owner/applicant must submit any revisions in the site plan or alterations of the driveway and obtain approval from the Town of Stettler's Development Authority prior to construction;
10. The owner/applicant shall arrange for and obtain approval for compliance with the Alberta Building Code;
11. The owner/applicant must obtain a building permit for this development. (in order to obtain a building permit all proper documentation, plans. And fees must be in place). If construction commences prior to a building permit being obtained the building permit fee shall be doubled in accordance with Town of Stettler Policy IV-1.

Alternatives:

Defeat the application stating reasons.

Discussion:

Moved by Councillor Scott Pfeiffer to approve the application with an additional condition:

12. The owner/applicant must ensure that all siding is replaced/repared at the time of relocation.

MOTION CARRIED
Unanimous

7. **Development Application:** 3500-2024
Applicant: DDS BBQ
Legal: Lot 5A, Block 7, Plan 7922458
Municipal: 4710C – 41 Street
Proposed Development: Change in Use – Restaurant – Takeout/Delivery

Development Officer read a report that follows:

General:

The applicant is proposing a change in use for a Restaurant -Takeout/Delivery at 4710C – 41 Street. The restaurant is located in the south half of the existing shop at 4710 – 41 Street.

The proposed location is in the Industrial District where "Restaurant - Takeout/Delivery" is a discretionary use falling under "All those listed as either permitted or discretionary uses with the C1 & C2 Districts" and requires Municipal Planning Commission approval.

The proposed business includes a mobile food truck which prepares food and offers it to customers either fresh or frozen. The business plan is for take away only and the interior is solely for parking the food truck, freezers for the sale of frozen food and a few tables for merchandise sales.

The application has been circulated to the Alberta Health Inspector and Building Code Inspector with no concerns received.

Development Review:

Land Use District – I: Industrial District
Existing Land Use – Oilfield Support Services/Office
Proposed Use – Restaurant – Takeout/Delivery

DEFINITIONS:

“RESTAURANT – TAKEOUT/DELIVERY” means an establishment primarily engaged in specialty foods in bulk and in providing customers with a takeout and/or delivery service, which may or may not be consumed on or off the premises.

PARKING:

MINIMUM PARKING STANDARD

Restaurant – Takeout/Delivery: 3

Recommendation:

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

1. The owner/applicant must provide 3 parking stalls;
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. The applicant shall arrange for and obtain approval from the Stettler Regional Fire Department to confirm compliance with the Provincial Fire Code;
5. 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;
6. The proposed development (Change In Use: Restaurant – Takeout/Delivery) 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:

Moved by Councillor Travis Randell to approve the application as presented.

MOTION CARRIED

Unanimous

8. **Adjournment:**

The meeting adjourned at 8:37 a.m. on a motion by Councillor Wayne Smith.



Request For Decision

Issue:

Development Permit Application: 3499 – 2024 (Amendment)
Applicant: Jamie & Jo-Ann Lane
Proposed Location: Lot 21, Block 53, Plan 1885TR
Municipal: 4209 – 51 Avenue
Development: Relocation of 2011 Mobile Home and Deck

BACKGROUND

General:

The applicant is proposing to relocate a 16' x 76' mobile home constructed in 2011, to 4209 – 51 Avenue within the R3A: Mobile Home Subdivision Land Use District.

The applicant was previously approved for the age of mobile home exceeding the eight years of age and a 1.12-meter front yard variance.

The applicant is requesting a further front yard variance of 1.03 meters with a total variance of 2.15 meters.

Furthermore, the applicant indicated that once the trailer was moved, they plan to replace the missing siding, replace the broken window, and build a 10' x 16' deck.

Based on the photos submitted by the applicant the proposed 2011 mobile home will not detract from the neighborhood.

Appendix A – Proposed 2011 Mobile Home

Development Review:

Land Use District – R3A: Mobile Home Subdivision
Discretionary Use – “Mobile Home > Eight (8) years of age from the date of Development Permit Application”

Minimum Front Yard Setback – 6 Meters
Previously Approved Front Yard Setback – 4.88 Meters
Proposed Front Yard Setback – 3.85 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 approval for a 2011 Mobile Home;
2. The owner/applicant receives a 2.15 meter front yard variance;
3. The owner/applicant must ensure that all siding is replaced/repaired at time of mobile home relocation;
4. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw 2060-15;
5. The owner/applicant must ensure that the undercarriage of a mobile home shall be screened from view by skirting or such other means satisfactory to the Development Officer/Municipal Planning Commission in accordance with 38.3 of the Land Use Bylaw 2060-15;
6. The owner/applicant shall ensure all accessory structures to a mobile home such as patios porches, additions, skirting and storage facilities shall be fabricated so that the appearance complements the mobile home to the satisfaction of the Development Officer/Municipal Planning Commission in accordance with 38.4 of the Land Use Bylaw 2060-15;
7. 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 the Alberta Building Code.
8. Compliance with the provisions of Land Use Bylaw 2060-15 does not exempt the owner/applicant from compliance with any provincial, federal, or other municipal legislation;
9. The owner/applicant must ensure the proposed development (Relocation of 2011 Mobile Home) shall be located in accordance with the approved plan;
10. The owner/applicant must submit any revisions in the site plan or alterations of the driveway and obtain approval from the Town of Stettler's Development Authority prior to construction;
11. The owner/applicant shall arrange for and obtain approval for compliance with the Alberta Building Code;
12. The owner/applicant must obtain a building permit for this development. (in order to obtain a building permit all proper documentation, plans. And fees must be in place). If construction commences prior to a building permit being obtained the building permit fee shall be doubled in accordance with Town of Stettler Policy IV-1.

Alternatives:

Defeat the application stating reasons.

Author:

Angela Stormoen, Development Officer

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

APPLICATION # 2499-2024 TAX ROLL # 53215 0000

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

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

APPLICANT: JAMIE & JO-ANN LANE MAILING ADDRESS: Box 577

CITY: WIDEWATER PROV: AB POSTAL CODE: T0G 2M0

PHONE: 380 843-5756 FAX: _____ EMAIL: jo.lane1969@hotmail.ca

REGISTERED OWNER: JAMIE & JO-ANN LANE ADDRESS: SAME

ADDRESS OF PROPERTY TO BE DEVELOPED: 4209-51 AVE

LOT: 21 BLOCK: 53 REGISTERED PLAN: 1885TR

EXISTING USE: Residential LAND USE DISTRICT: _____

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED: Residential property

BUILDING OCCUPANCY CLASSIFICATION NEW or CHANGE: Group C - Mobile Home

*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: 16' SIDE YARDS: 15' and 25' 22'

REAR YARD: 15' FLOOR AREA: 1216 PARCEL COVERAGE: 22 %

HEIGHT OF MAIN BUILDING: 13' NO. OF OFF-STREET PARKING STALLS: 2

EXISTING: _____ PROPOSED: SIZE OF OFF-STREET LOADING SPACE: 15 X 15

RTM OR MOBILE HOME MAKE OF UNIT FAIRMONT HOMES YEAR BUILT 2011

PROPOSED ACCESSORY USE OF LAND AND OR BUILDINGS (garages, etc.) Residential home w/ detached garage (existing)

SIZE OF ACCESSORY BUILDING: 34 X 28 X 12 IN HEIGHT

DISTANCE FROM REAR PARCEL BOUNDARY: 10 DRIVEWAY LENGTH: 10'

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

ESTIMATED COST OF THE PROJECT OR CONTRACT PRICE: \$ 80,000.00

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION: May 1 - June 30, 2024

DATE OF APPLICATION: April 15/24 SIGNATURE OF APPLICANT: _____

- 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.

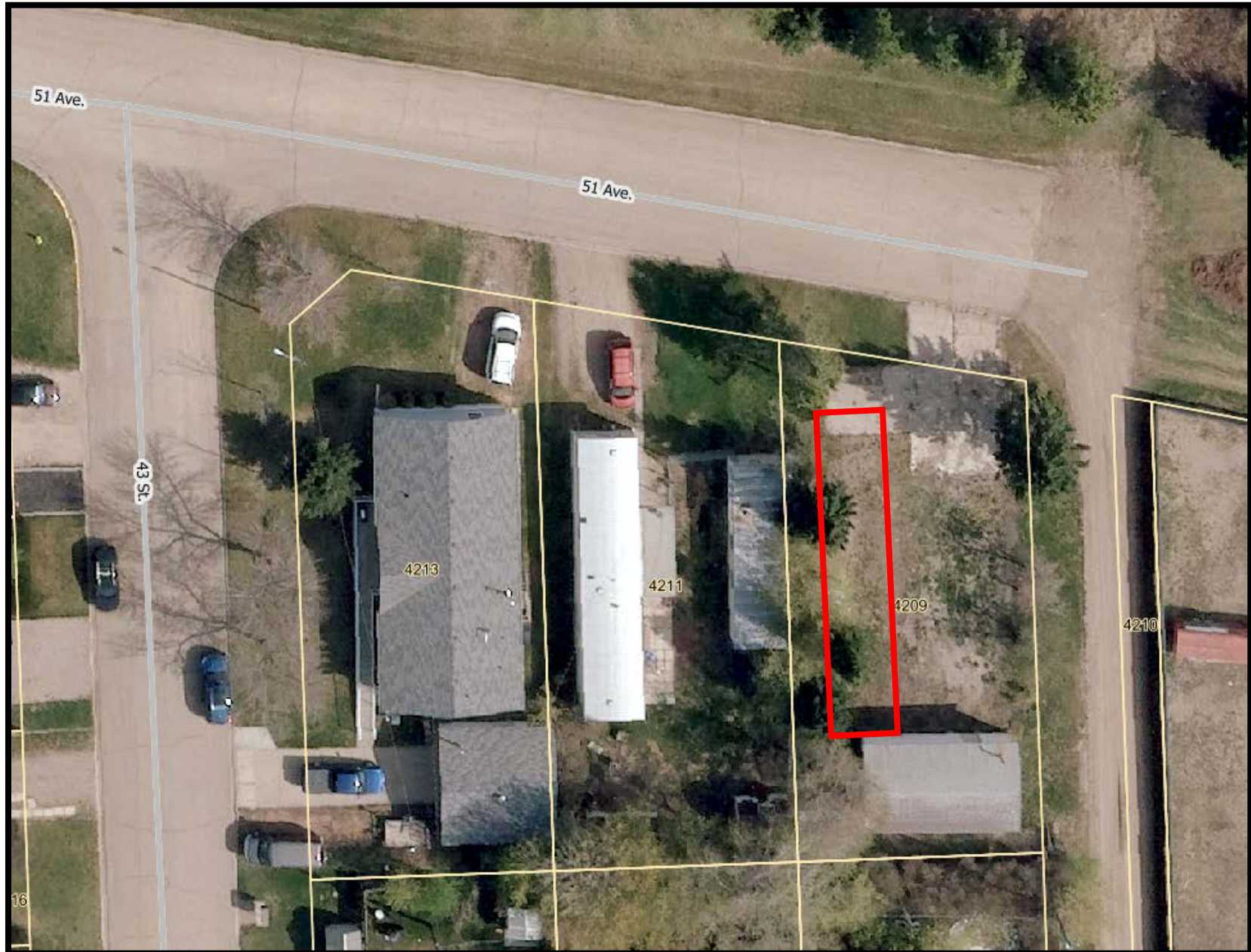
The personal information on this form is collected under the authority of Section 32 of the Alberta Freedom of Information and Protection of Privacy Act. The information will enable us to process your application and is necessary for municipal operations.

TOWN OF STETTLER OFFICE USE ONLY:	
Building Permit Required: _____	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: _____

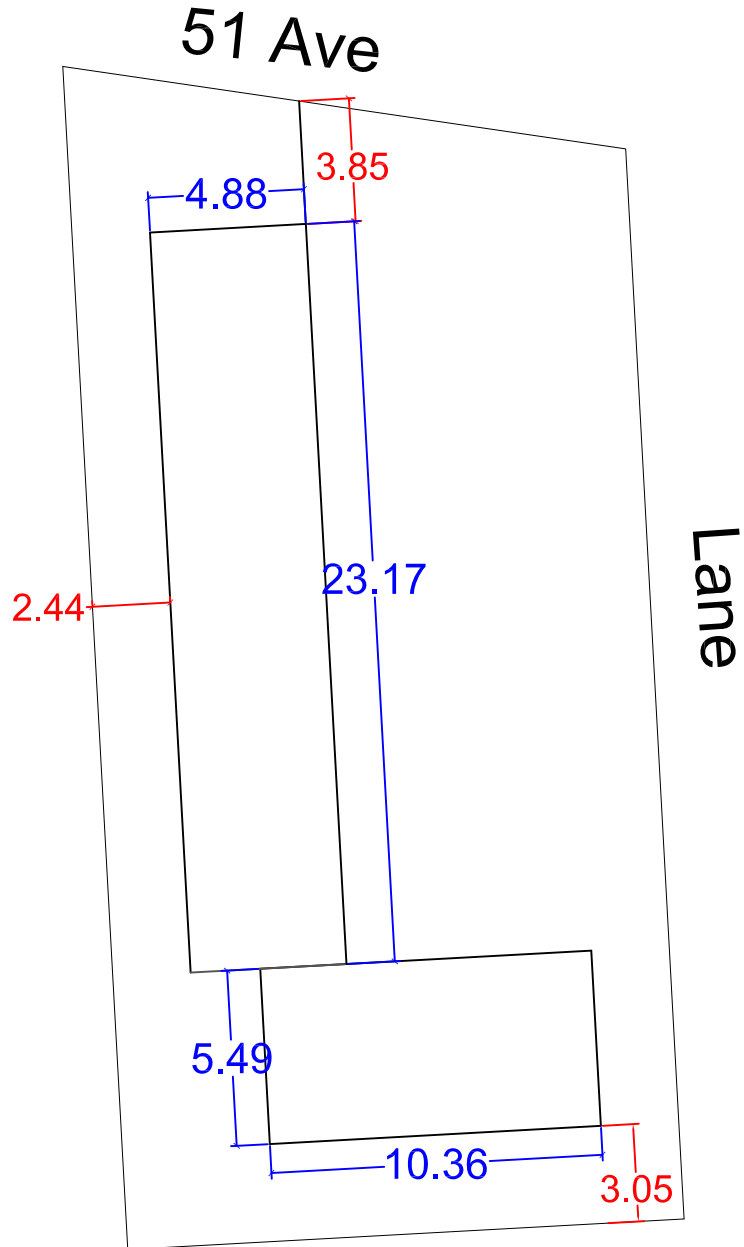
Town of Stettler

4209 – 51 Avenue

Proposed Mobile Home Location



4209 - 51 Avenue



LEGEND

 Setbacks

 Dimensions















