

MUNICIPAL PLANNING COMMISSION

AGENDA

OCTOBER 18, 2024

8:30 A.M. – TOWN OFFICE – COUNCIL CHAMBERS

1. Call to Order
2. Additions to the Agenda
3. Approval of Agenda
4. Confirmation of the October 3, 2024 MPC Meeting Minutes
5. Business Arising from the Minutes
6. **Development Application:** 3548-2024
Applicant: SNL Surveys Ltd.
Legal: Lot 3, Block 52, Plan 2442AE
Municipal: 4912 – 42 Street
Proposed Development: Accessory Use: Shed on Skids
7. **Development Application:** 3549-2024
Applicant: Richard & Constance Huls
Legal: Lot 17, Block 9, Plan 7721414
Municipal: 4102 – 62 Street
Proposed Development: 2 Meter Fence on South Property Line
8. Adjournment

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
OCTOBER 3, 2024**

Present:

Councillors Cheryl Barros, Wayne Smith, Scott Pfeiffer, and Kurt Baker, Development Officer Angela Stormoen and Planning & Operations Clerk Maddie Standage

1. **Call to Order:** Chairman Cheryl Barrows called the meeting to order at 8:36 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 August 29, 2024 MPC Meeting Minutes**

Moved by Councillor Scott Pfeiffer that the Minutes of the August 29, 2024 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3537-2024

Applicant: Dave Hagen

Legal: Lot 11, Block 3, Plan 3173TR

Municipal: 6011 – 40 Avenue Close

Proposed Development: Relocation of Mobile Home (2007)

Director of Planning and Development read a report that follow:

General:

The applicant is proposing to relocate a 16' x 68' mobile home to 6011 – 40 Avenue Close, where the lot has been vacant since 2017. The proposed mobile home was constructed in 2007 and as such it is considered a discretionary use in the R3A: Mobile Home Subdivision Land Use District as it exceeds eight years of age from the date of application for a development permit.

Based on the photos submitted by the applicant the proposed 2007 mobile home will not detract the neighborhood.

Appendix A – Proposed 2007 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 Rear Yard Setback – 3 Meters

Proposed Rear Yard Setback – 3 Meters

Minimum Side Yard Setback – 1.5 Meters

Proposed Side Yard Setback (west) – 1.5 Meters

Proposed Side Yard Setback (east) – 3 Meters

Minimum Front Yard Setback – 6 Meters

Proposed Front Yard Setback – > 6 Meters (6m from northwest pin but due to outward curve it will be larger)

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. The owner/applicant must ensure that all siding is replaced/repared at time of mobile home relocation;
2. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw 2060-15;
3. 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;
4. 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;
5. 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.

6. 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;
7. The owner/applicant must ensure the proposed development (Relocation of Mobile Home) shall be located in accordance with the approved plan;
8. 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;
9. The owner/applicant shall arrange for and obtain approval for compliance with the Alberta Building Code;
10. 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.

Moved by Councillor Wayne Smith to approve the application as presented.

MOTION CARRIED

Unanimous

7. **Development Application:** 3545-2024
Applicant: Score Projects
Legal: Lot 13, Block 7, Plan 7722740
Municipal: 3810 – 47 Avenue
Proposed Development: Temporary Structure

Director of Planning and Development read a report that follow:

General:

The applicant is proposing to relocate a 70' x 100' temporary structure from 6602 – 44 Avenue (County of Stettler lot) to 3810 – 47 Avenue (Score Projects Yard). Upon relocation of the structure, the specifications will be as follows: same foundation (concrete blocks) with engineer report, new tarp shell (white/grey), new tin end walls, new door and removal of existing approach in the southeast corner of the property.

Temporary Structure is a permitted use within the Industrial Land Use District, however, the applicant is requesting a front yard variance of 6 meters (67%) on the South Side of the property. With the curvature of 47 Avenue at this location and the location of the main shop, the location of the temporary structure would not impede site lines and would be in line with the rear side (north side) of the main building.

Furthermore, the business (Score Projects) is currently located on four separate lots (see attached map), therefore, administration recommends a condition of approval to include the legal consolidation of the lots to avoid future non-compliance.

Development Review:

Minimum Front Yard Setback –

Required: 9.0 meters

Proposed: 3.0 meters

Variance Required – 6.0 meters (67%)

Recommendation:

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

11. That the owner/applicant receives a front yard variance on the south side of 6 meters (67%) to accommodate the proposed temporary structure.
12. That the owner/applicant must legally consolidate lots 10 to 13, block 7, plan 7722740;
13. 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 removing the existing approach south of the proposed temporary structure location;
14. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
15. 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;
16. 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;
17. The proposed development (Temporary Structure) shall be located in accordance with the approved plan; any changes to this site plan must be approved by the Town of Stettler;
18. 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;
19. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
20. The owner/applicant shall arrange for and obtain approval from the Municipal Fire Department to confirm compliance.
21. The owner/applicant must obtain a building permit for this development following the mandatory 21 day appeal period

Discussion

Councillor Wayne Smith asked if there were any concerns with the applicant removing the approach. Development Officer, Angela Stormoen advised that Town Administration has no concerns as there has other access points to the property.

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

MOTION CARRIED

Unanimous

8. The meeting adjourned at 8:41a.m. on a motion by Councillor Kurt Baker.



Request For Decision

Issue:

Development Permit Application: 3548-2024
Applicant: SNL Surveys Ltd.
Proposed Location: Lot 3, Block 52, Plan 2442AE
Municipal: 4912 – 42 Street
Development: Accessory Use: Shed on Skids

BACKGROUND

General:

The applicant is proposing to move a 14' x 24' shed on skids onto the lot at 4912 – 42 Street. The property is zoned Urban Reserve and as such an Accessory Use is Discretionary and requires Municipal Planning Commission decision.

Currently the lot is occupied by a mobile home and shop which operates a surveying business and includes small equipment storage. The shed is proposed to be used for additional storage and as such is conducive to the area and the Municipal Development Plan for future Industrial Land Use.

Development Review:

Land Use District – UR: Urban Reserve

Existing Land Use – Residential with Shop serving industrial business

Proposed Development – Accessory Use: Shed on Skids

- Definition – means a use customarily incidental and subordinate to the main use or building and is located on the same parcel of land with such main use or building.

Proposed Front Yard – 3 meter (in line with mobile home on lot)

Required Front Yard – MPC Discretion

Proposed Side Yard – 0.6 meter

Required Side Yard – 0.6 meter

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 (Accessory Use: Shed on Skids) shall be located in accordance with the approved plan;
5. 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;
6. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
7. The owner/applicant must obtain a building permit for each dwelling unit of this development following the mandatory 21 day appeal period. (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-


Alternatives:

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

Author:

Angela Stormoen, Development Officer

4912 - 42 Street Site Plan

 Proposed shed



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

APPLICATION # 3548-2024

TAX ROLL # 520350003

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

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

APPLICANT: SNL Surveys Ltd Nad Leach MAILING ADDRESS: 2616 33rd Ave

CITY: Nw Calgary PROV: Alta. POSTAL CODE: T3B 1M3

PHONE: 403-252-5734 FAX: _____ EMAIL: Nleach@SNLSurveys.com

REGISTERED OWNER: Same ADDRESS: _____

ADDRESS OF PROPERTY TO BE DEVELOPED: 4912 - 42 Street

LOT: 3 BLOCK: 52 REGISTERED PLAN: 2442AE

EXISTING USE: _____ LAND USE DISTRICT: UR

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

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.): _____

shed on skids.

SIZE OF ACCESSORY BUILDING: 12' x 14' x 8' walls. IN HEIGHT

DISTANCE FROM REAR PARCEL BOUNDARY: 2' DRIVEWAY LENGTH: Front ~10' in line w trailer

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

ESTIMATED COST OF THE PROJECT OR CONTRACT PRICE: _____

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION: _____

DATE OF APPLICATION: Oct 7/24 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: _____	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: _____

Issue:

Development Permit Application: 3549-2024
Applicant: Richard & Constance Huls
Proposed Location: Lots 17, Block 9, Plan 7721414
Municipal: 4102 – 62 Street
Development: 2.0 meter fence on south property line

BACKGROUND

General:

The applicant is proposing to construct a new 2.0 meter fence along the full length of the south property boundary at 4102 – 62 Street. The proposed fence meets the requirements within the Land Use Bylaw 2060-15 up to the portion which will extend past the forward portion of the principal dwelling. Therefore, the applicant is asking for a variance of 0.8 meters for the portion that extends past the forward portion of the dwelling to the front property boundary.

Section 46.2 within the Town of Stettler Land Use Bylaw 2060-15 states:

The maximum height of a fence as measured from grade shall be:
-2.0 m for that portion of the fence which does not extend beyond the most forward portion of the principal building on the lot;
-1.2 m for that portion of the fence which extends beyond the most forward portion of the principal building on the lot.

The applicant is requesting the variance to create privacy between the adjacent apartment building and create a barrier for residents cutting across their lawn. In conversation with the apartment manager a snow fence was installed to rectify the problem, however, the fence was cut and the problem continued.

The lot is an interior lot and with the boulevard and existing large trees at the location of the proposed fence, site lines are not a concern.

Development Review:

Land Use District – R1: Residential Low Density
Neighboring Land Use District – R2: Residential General
Existing Land Use – Residential
Proposed Use – 2 meter fence

SECTION 46: FENCING AND SCREENING:

- 46.2 The maximum height of a fence as measured from grade shall be:
- 46.2.1 2.0 m for that portion of the fence which does not extend beyond the most forward portion of the principal building on the lot;
 - 46.2.2 1.2 m for that portion of the fence which extends beyond the most forward portion of the principal building on the lot; and
 - 46.2.3 In the case of corner lots pursuant to Section 41.
- 46.3 Fence construction in all districts must be confined to the property line and shall

- not encroach onto any adjoining property including road and lane rights-of-way, utility easements or rights-of-way, environmental or municipal reserves, or any other public or private lands excepting only where such encroachments, are expressly approved by the Development Officer.
- 46.4 Commercial buildings adjacent to residential areas must be screened by a fence of not less than 2.0 m in height on those sides of the commercial lot adjacent to residential area or would be adjacent if not for a railway, road, utility right of way, or reserve land.

DEFINITIONS:

“FENCE” means a vertical physical barrier constructed to prevent visual intrusions, unauthorized access, or to provide sound abatement.

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 receives a 0.8 meter variance on the front yard fence height along the south property line;
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;
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.

Alternatives:

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

Author:

Angela Stormoen, Development Officer

4102 – 62 Street Proposed Fence Location



4102 – 62 Street, Street View

Facing north on 62 Street



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

APPLICATION # 3549-2024

TAX ROLL # _____

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

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

APPLICANT: Richard & Constance Huls MAILING ADDRESS: 4102 62 st.

CITY: Stettler PROV: Alberta POSTAL CODE: T4K 1H2

PHONE: 250-718-8284 FAX: _____ EMAIL: jellybeanhuls@gmail.com

REGISTERED OWNER: Above ADDRESS: 4102 62 st Stettler AB T4K 1H2

ADDRESS OF PROPERTY TO BE DEVELOPED: 4102 62 st Stettler AB T4K 1H2

LOT: _____ BLOCK: _____ REGISTERED PLAN: _____

EXISTING USE: _____ LAND USE DISTRICT: _____

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

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.) privacy fence along
129.62ft south boundary

SIZE OF ACCESSORY BUILDING: 126ft x 6" x 6.5ft IN HEIGHT

DISTANCE FROM REAR PARCEL BOUNDARY: _____ DRIVEWAY LENGTH: _____

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

ESTIMATED COST OF THE PROJECT OR CONTRACT PRICE: \$3,000.00

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION: Oct 28/24

DATE OF APPLICATION: Oct 15/24 SIGNATURE OF APPLICANT: Constance Huls

APPLICATIONS SHALL BE ACCOMPANIED BY THE FOLLOWING:

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NOTE:

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Fire Department Review: _____	Advertisement Date: _____ Permit Issue Date: _____
Engineering Review: _____	Application Accepted By: _____
Water: _____ Transportation: _____	Application Approved By: _____