

# MUNICIPAL PLANNING COMMISSION MINUTES

G.R. DAVIS ADMINISTRATION BUILDING

MONDAY MARCH 15, 2021

**In attendance:** Chairperson David Arnoldussen, Members Werner Dressler, Sharan Randle, Marco Van Huigenbos and Donna Bird, ORRSC Planner Gavin Scott, Planning and Development Officer Keli Sandford, Director of Operations Adrian Pedro and CAO Sue Keenan

The meeting was called to order by Chairperson David Arnoldussen at 12:13 p.m.

## **1.0 ADDITIONS AND ADOPTION OF AGENDA**

**M. 015-21** Moved by Member Werner Dressler that the March 15, 2021 Agenda be approved as presented.

**CARRIED**

## **2.0 APPROVAL OF MINUTES**

a) February 16, 2021

**M. 016-21** Moved by Member Werner Dressler to approve the MPC minutes from February 16, 2021 as presented.

**CARRIED**

## **3.0 DEVELOPMENT APPLICATIONS**

a) 015-21- Vanee -Convert mezzanine space into a secondary suite

**M. 017-21** Moved by Member Werner Dressler that Development Application 015-21 to convert the mezzanine area in the 4,000 sq. ft. shop (currently under construction and approved with a height variance under Development Permit 044-20) into 943 sq. ft. "secondary suite" living accommodations for family and visitors (Intended use of the secondary suite is NOT for rental purposes) be APPROVED subject to the following conditions:

1. DEVELOPMENT MUST CONFORM TO THE APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD AND TO SCHEDULE 2, COUNTRY RESIDENTIAL-CR ; SCHEDULE 3, STANDARDS OF DEVELOPMENT SCHEDULE 4 ; USE SPECIFIC STANDARDS OF DEVELOPMENT; SECONDARY SUITES- SECTION 13 OF LAND USE BYLAW NO. 1882;
2. PRIOR TO CONSTRUCTION OF THE SUITE, APPLICANT/CONTRACTOR MUST ACQUIRE AN UPDATED/ NEW BUILDING PERMIT FROM PARK ENTERPRISES FOR THE SECONDARY SUITE. (Park Enterprises will require detailed and updated engineered drawing plans);
3. APPLICANT/CONTRACTOR TO ACQUIRE ELECTRICAL, GAS, PLUMBING PERMITS FROM THE TOWN OF FORT MACLEOD AS REQUIRED.(Park Enterprises Ltd.)
4. SECONDARY SUITE SHALL MEET ALL APPLICABLE REQUIREMENTS OF THE ALBERTA FIRE CODE AND THE ALBERTA BUILDING CODE.;
5. IF IN THE CASE THAT THE FIRE OR BUILDING CODE REQUIREMENTS OR REQUIREMENTS OF THIS BYLAW ARE UNABLE TO BE MET, THE SECONDARY SUITE SHALL NOT BE USED FOR RENTAL PURPOSES AT ANYTIME WITHOUT PRIOR APPROVAL AND/ OR UPGRADES;
6. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE;
7. DOWNSPOUTS AND EXTENSIONS MUST BE IN PLACE SUCH THAT POSITIVE DRAINAGE IS AWAY FROM THE BUILDING. WATER MUST NOT CROSS INTO ADJACENT PROPERTIES;

8. GROUND ELEVATIONS MUST BE SUCH THAT DRAINAGE WATER DOES NOT CROSS INTO ADJACENT PROPERTIES. THE TOWN OF FORT MACLEOD RESERVES THE RIGHT TO REQUEST A DRAINAGE PLAN PROFESSIONALLY PREPARED BY A SURVEYOR OR ENGINEER SHOULD DRAINAGE PROBLEMS OCCUR.

**CARRIED**

b) 019-21- Hall- Size variances for new modular home

**M. 018-21** Moved by Member Sharan Randle that Development Application 019-21 to request size variances to allow for a minimum width of 20 ft. (4 ft. variance) and a maximum length variance to allow for an additional 10 ft. (76 ft). for the placement of a NEW 20 ft. x 76 ft. modular "B" home (Yr. 2020 CSA standard A-277) onto two (2) lots ; Lots will be consolidated into one (1) lot be APPROVED subject to the following conditions:

1. DEVELOPMENT MUST CONFORM TO THE APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD AND TO SCHEDULE 2, RESIDENTIAL-R ; SCHEDULE 3, STANDARDS OF DEVELOPMENT SCHEDULE 4 ; USE SPECIFIC STANDARDS OF DEVELOPMENT- SECTION 10 OF LAND USE BYLAW NO. 1882;
2. A VARIANCE OF 4 FT. TO THE WIDTH OF THE MODULAR HAS BEEN GRANTED TO ALLOW FOR A MINIMUM WIDTH OF 20 FT.;
3. A VARIANCE OF 10 FT. TO THE LENGTH OF THE MODULAR HAS BEEN GRANTED TO ALLOW FOR A MAXIMUM LENGTH OF 76 FT.;
4. DRIVEWAY AND APPROACH STANDARDS/REQUIREMENTS SHALL BE REVIEWED WITH THE DIRECTOR OF OPERATIONS ;(Application attached) please contact Adrian Pedro, Director of Operations for additional information.
5. PRIOR TO CONSTRUCTION, APPLICANT/CONTRACTOR MUST ACQUIRE A BUILDING PERMIT FROM PARK ENTERPRISES. (Park Enterprises may require more detailed and /or engineered drawing plans);
6. APPLICANT/CONTRACTOR TO ACQUIRE ELECTRICAL, GAS, PLUMBING PERMITS FROM THE TOWN OF FORT MACLEOD AS REQUIRED.(Park Enterprises Ltd.)
7. MODULAR HOME SHALL MEET ALL APPLICABLE REQUIREMENTS OF THE ALBERTA FIRE CODE AND THE ALBERTA BUILDING CODE.;
8. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE;
9. DOWNSPOUTS AND EXTENSIONS MUST BE IN PLACE SUCH THAT POSITIVE DRAINAGE IS AWAY FROM THE BUILDING. WATER MUST NOT CROSS INTO ADJACENT PROPERTIES;
10. GROUND ELEVATIONS MUST BE SUCH THAT DRAINAGE WATER DOES NOT CROSS INTO ADJACENT PROPERTIES. THE TOWN OF FORT MACLEOD RESERVES THE RIGHT TO REQUEST A DRAINAGE PLAN PROFESSIONALLY PREPARED BY A SURVEYOR OR ENGINEER SHOULD DRAINAGE PROBLEMS OCCUR;
11. A SECURITY DEPOSIT OF \$5000.00 SHALL BE SUBMITTED (Received February 24<sup>th</sup>) TO THE TOWN OF FORT MACLEOD PRIOR TO THE DEVELOPMENT PERMIT BEING ISSUED; DEPOSIT IS TO ENSURE REQUIREMENTS OF SECTION 10 OF SCHEDULE 4 ARE COMPILED WITH IN A TIMELY MANNER BUT NO LATER THAN 1 YEAR AFTER THE DATE OF DECISION.
12. AS A CONDITION OF SALE, THE TWO LOTS SHALL BE CONSOLIDATED.

**CARRIED**

c) 021-21- Weinmann- New home with secondary suite

**M. 019-21** Moved by Member Marco Van Huigenbos that Development Application 021-21 to construct a new 1497 sq. ft home with 394 sq. ft. attached garage with a 405 sq. ft. covered deck; a 1083 sq. ft. a secondary suite(attached to the rear of the primary dwelling) with a 290 sq. ft sunroom and a 156 sq ft. covered deck; Request a 3' 9" height variance and a 3 ft. rear yard setback variance for a 352 sq. ft. detached garage (Intended use of the secondary suite is NOT for rental purposes)be APPROVED subject to the following conditions:

1. DEVELOPMENT MUST CONFORM TO THE APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD AND TO SCHEDULE 2, RESIDENTIAL-R ; SCHEDULE 3, STANDARDS OF DEVELOPMENT SCHEDULE 4 ; USE SPECIFIC STANDARDS OF DEVELOPMENT; SECONDARY SUITES- SECTION 13 OF LAND USE BYLAW NO. 1882;
2. A VARIANCE OF 3 FT. TO THE REAR YARD SETBACK FOR THE GARAGE HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 2 FT.;
3. A VARIANCE OF 3 FT. 9 INCHES TO THE HEIGHT OF THE GARAGE HAS BEEN GRANTED TO ALLOW FOR A HEIGHT OF 19 FT. 9 INCHES;
4. DRIVEWAY AND APPROACH STANDARDS/REQUIREMENTS SHALL BE REVIEWED WITH THE DIRECTOR OF OPERATIONS ;(Application attached) please contact Adrian Pedro, Director of Operations for additional information.
5. PRIOR TO CONSTRUCTION, APPLICANT/CONTRACTOR MUST ACQUIRE BUILDING PERMIT FROM PARK ENTERPRISES. (Park Enterprises will require detailed engineered drawing/ plans);
6. APPLICANT/CONTRACTOR TO ACQUIRE ELECTRICAL, GAS, PLUMBING PERMITS FROM THE TOWN OF FORT MACLEOD AS REQUIRED.(Park Enterprises Ltd.)
7. SECONDARY SUITE SHALL MEET ALL APPLICABLE REQUIREMENTS OF THE ALBERTA FIRE CODE AND THE ALBERTA BUILDING CODE.;
8. IF IN THE CASE THAT THE FIRE OR BUILDING CODE REQUIREMENTS OR REQUIREMENTS OF THIS BYLAW ARE UNABLE TO BE MET, THE SECONDARY SUITE SHALL NOT BE USED FOR RENTAL PURPOSES AT ANYTIME WITHOUT PRIOR APPROVAL;
9. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE;
10. DOWNSPOUTS AND EXTENSIONS MUST BE IN PLACE SUCH THAT POSITIVE DRAINAGE IS AWAY FROM THE BUILDING. WATER MUST NOT CROSS INTO ADJACENT PROPERTIES;
11. GROUND ELEVATIONS MUST BE SUCH THAT DRAINAGE WATER DOES NOT CROSS INTO ADJACENT PROPERTIES. THE TOWN OF FORT MACLEOD RESERVES THE RIGHT TO REQUEST A DRAINAGE PLAN PROFESSIONALLY PREPARED BY A SURVEYOR OR ENGINEER SHOULD DRAINAGE PROBLEMS OCCUR.

**CARRIED**

TABLED applications from February 16, 2021 meeting pending additional information: Discussion to go in camera for these two Items.

d) 008-21-Aladedunye -Move on used manufactured home older than 10 years

e) 014-21- Fort Motel/ Ken Patel - Permanent placement of shipping container for storage.

**4.0 SUBDIVISION APPLICATIONS**

None

**5.0 IN CAMERA DELIBERATIONS**

**M. 020-21** Moved by Member Werner Dressler that the meeting moves in-camera at 12:30 p.m.

**CARRIED**

**M. 021-21** Moved by Member Marco Van Huigenbos that the meeting moves out of in-camera at 12:49 p.m.

**CARRIED**

**3.0 DEVELOPMENT APPLICATIONS CONTINUED**

a) 008-21-Aladedunye- Move on used manufactured home older than 10 years

**M. 022-21** Moved by Member Werner Dressler that Development Application 008-21 to relocate a used 1978, 14 ft. x 66 ft. manufactured home onto the vacant lot be deemed **REFUSED** for the following reasons:

- 1. THE APPLICANT FAILED TO SUBMIT AN EXTENSION AGREEMENT AS REQUESTED;
- 2. THE APPLICANT DID NOT SUBMIT ALL REQUESTED INFORMATION IN THE TIME FRAME REQUIRED.

**CARRIED**

b) 014-21- Fort Motel/ Ken Patel Permanent placement of Shipping Container for storage

**M. 023- 21** Moved by Member Werner Dressler that Development Application 014-21 to allow to remain permanently on the property, an 8 ft. x 40 ft. shipping container to be used for secondary storage for the existing business be deemed **REFUSED** for the following reasons:

- 1. THE APPLICANT FAILED TO SUBMIT AN EXTENSION AGREEMENT AS REQUESTED;
- 2. THE APPLICANT DID NOT SUBMIT ALL REQUESTED INFORMATION IN THE TIME FRAME REQUIRED.

**CARRIED**

**6.0 REPORTS, GENERAL REQUESTS, AND INFORMATION ITEMS**

None

**7.0 ADJOURNMENT**

Meeting was adjourned at 12:57 p.m.

  
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David Arnoldussen, Chairperson

  
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Keli Sandford, Development Officer  
Recording Secretary