

# MUNICIPAL PLANNING COMMISSION MINUTES

G.R. DAVIS ADMINISTRATION BUILDING

MONDAY APRIL 15, 2024

**In attendance:** Vice Chairperson Joe Rigaux, Members Brian Reach and Brent Feyter, Planning and Development Officer Keli Sandford, and Director of Operations Wally Ola.

**Regrets:** Chairperson David Arnoldussen and ORRSC Planner Gavin Scott.

**Public in attendance:** Scott Norlin, Applicant.

The meeting was called to order by Vice Chairperson Joe Rigaux at 12:15 p.m.

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

**M. 018-24** Moved by Member Brian Reach that the April 15, 2024 Meeting Agenda be approved as presented.

**CARRIED**

## **2.0 APPROVAL OF MINUTES**

a) MPC Minutes March 25, 2024

**M. 019-24** Moved by Member Brent Feyter to approve the MPC minutes from March 25, 2024 with the signature line name amended.

**CARRIED**

## **3.0 DEVELOPMENT APPLICATIONS**

a) 026-24- NORLIN Setbacks and roof pitch variances.

**M. 020-24** Moved by Member Brian Reach that Development Application 026-24 to request an as-built side yard setback variance of 10 ft. on the existing 1200 sq. ft. accessory building to bring the property into compliance with the Land Use Bylaw; to allow for the construction of a second 1000 sq. ft. accessory building with the following variances; 20 ft. side yard setback and a 4/12 roof pitch, be APPROVED subject to the following conditions;

1. DEVELOPMENT MUST CONFORM TO THE APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD AND TO SCHEDULE 3, STANDARDS OF DEVELOPMENT OF LAND USE BYLAW 1882;
2. DEVELOPMENT SHALL CONFORM TO SCHEDULE 2, COUNTRY RESIDENTIAL-CR;
3. A VARIANCE FOR A NON-MATCHING ROOFLINE ON THE NEW ACCESSORY BUILDING HAS BEEN GRANTED BY THE MPC UNDER SCHEDULE 3, SECTION 1.3 (3);
4. A SIDE YARD SETBACK VARIANCE OF 20 FT. ON THE NEW ACCESSORY BUILDING HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 5 FT.
5. AN AS-BUILT SIDE YARD SETBACK VARIANCE OF 10 FT. ON THE EXISTING ACCESSORY BUILDING HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 15 FT.
6. APPLICANT/CONTRACTOR MUST ACQUIRE APPLICABLE PERMITS ISSUED UNDER THE SAFETY CODES ACT INCLUDING BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS;
7. APPLICANT/CONTRACTOR TO ENSURE NO DAMAGE OCCURS TO EXISTING ROADS AS A RESULT OF DEVELOPMENT PROCESS. SHOULD THIS HAPPEN, APPLICANT WILL BE RESPONSIBLE TO REPAIR DAMAGES TO ORIGINAL CONDITION OR TO TOWN STANDARDS, WHICHEVER REPRESENTS THE BETTER DEVELOPMENT.
8. DOWNSPOUTS, EXTENSIONS AND GROUND ELEVATIONS MUST BE IN PLACE THAT POSITIVE DRAINAGE IS TOWARDS STREET/ALLEY/ DITCH AND 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 IF DRAINAGE PROBLEMS OCCUR.

9. ALL REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.

**CARRIED**

b) 034-24- TILLSLEY Roof Height Variance

**M. 021-24** Moved by Member Brent Feyter that Development Application 034-24 to construct a 9,375 sq. ft. accessory building to enclose the existing aggregate storage tower; and to request a 7.5 ft. height variance to allow for a max height of 42.5 ft. 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, INDUSTRIAL GENERAL- IG; SCHEDULE 3, STANDARDS OF DEVELOPMENT REQUIREMENTS OF LUB NO. 1882;
2. APPLICANT/CONTRACTOR MUST ACQUIRE APPLICABLE PERMITS ISSUED UNDER THE SAFETY CODES ACT INCLUDING BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS.(Park Enterprises may require more detailed and /or engineered plans)
3. A HEIGHT VARIANCE OF 7.5 FT. HAS BEEN GRANTED TO ALLOW FOR A MAXIMUM HEIGHT OF 42.5 FT.;
4. APPLICANT/CONTRACTOR TO ENSURE NO DAMAGE OCCURS TO EXISTING ROADS, SIDEWALKS AND WALKWAYS AS A RESULT OF DEVELOPMENT PROCESS. SHOULD THIS HAPPEN, APPLICANT WILL BE RESPONSIBLE TO REPAIR DAMAGES TO ORIGINAL CONDITION OR TO TOWN STANDARDS, WHICHEVER REPRESENTS THE BETTER DEVELOPMENT;
5. GROUND ELEVATIONS, DOWNSPOUTS AND EXTENSIONS MUST BE IN PLACE SUCH THAT POSITIVE DRAINAGE IS AWAY FROM THE BUILDING AND FLOWS TOWARD STREET OR ALLEY. WATER MUST 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 IF DRAINAGE PROBLEMS OCCUR;
6. BUILDING MATERIALS SHALL BE STORED IN A NEAT AND ORDERLY MANNER;
7. ALL REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.
8. A SEPARATE PERMIT APPLICATION SHALL BE SUBMITTED FOR ANY NEW DEVELOPMENT OR DEMOLITION OF EXISTING BUILDINGS ON THE PROPERTY.
9. DEVELOPMENT PERMIT 051-23 IS NULL AND VOID.

**CARRIED**

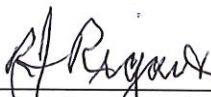
**4.0 SUBDIVISION APPLICATIONS**

**5.0 IN CAMERA DELIBERATIONS**

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

**7.0 ADJOURNMENT**

Meeting was adjourned at 12:20 p.m.



Joe Rigaux, Vice Chairperson



Keli Sandford, Development Officer  
Recording Secretary