

MUNICIPAL PLANNING COMMISSION MINUTES

G.R. DAVIS ADMINISTRATION BUILDING

TUESDAY MAY 21, 2024

In attendance: Chairperson David Arnoldussen Members Brian Reach, Brent Feyter and Greg Beekman, Planning and Development Officer Keli Sandford, Director of Operations Wally Ola, ORRSC Planner Gavin Scott and CAO Anthony Burdett.

Absent: Member Jeemeet Patel.

Regrets: Vice Chairperson Joe Rigaux.

Public in attendance: Tyson and Cassandra Peterson, Steven Vandenberg, and Gerrit Grisnich, Applicants. Nellie Van Der Weide, Sharan Haughian (Russell) and James (Jim) Haughian, Adjacent Landowners, and Frank McTighe, Gazette

The meeting was called to order by Chairperson David Arnoldussen at 12:15 p.m.

1.0 ADDITIONS AND ADOPTION OF AGENDA

M. 022-24 Moved by Member Brian Reach that the May 21, 2024 Meeting Agenda be approved as presented.

CARRIED

2.0 APPROVAL OF MINUTES

a) MPC Minutes April 15, 2024

M. 023-24 Moved by Member Brent Feyter to approve the MPC minutes from April 15, 2024, as presented.

CARRIED

3.0 DEVELOPMENT APPLICATIONS (order of agenda items has changed)

c) 046-24 VANDENBERG-Attached garage with variances

M. 024-24 Moved by Member Greg Beekman that Development Application 046-24, to request as-built setbacks on the existing dwelling and a front yard setback variance of 30.61 ft. (9.33 m.) and a side yard setback variance of 1.83 ft. (0.56 m) to allow the construction of a 1,212 sq. ft. attached garage, to be used for personal storage. Existing detached garage to be removed, 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 FRONT YARD SETBACK VARIANCE OF 30.61 FT. (9.33 M) ON THE EXISTING DWELLING WITH ATTACHED GARAGE HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 18.60 FT. (5.67 M);
4. A SIDE YARD SETBACK VARIANCE OF 1.83 FT. (0.56 M) ON THE EXISTING DWELLING WITH ATTACHED GARAGE HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 24.0 FT. (7.04 M);
5. APPLICANT/CONTRACTOR MUST ACQUIRE APPLICABLE PERMITS ISSUED UNDER THE SAFETY CODES ACT INCLUDING BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS;
6. DRIVEWAY AND APPROACH STANDARDS/REQUIREMENTS SHALL BE REVIEWED WITH THE DIRECTOR OF OPERATIONS (IF REQUIRED);

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.
10. A SEPARATE DEMOLITION PERMIT APPLICATION SHALL BE SUBMITTED FOR REMOVAL/ DEMOLITION OF THE EXISTING DETACHED GARAGE.

CARRIED

- e) 041-24 PETERSON As built variances for compliance, front yard setback variance

Mr. Peterson spoke to the application and gave some details on what the new structure would look like.

M. 025-24 Moved by Member Brian reach that the application be approved as presented.

MOTION WITHDRAWN

MPC members would like to discuss this item in camera.

- f) 040-24 MARKET PROPERTY CORP. 14-unit housing complex with parking variance

Mr. Grisnich spoke to the application and gave details of the new development. Adjacent landowners stated they have some issues with the parking requirements and overall, the building appears to be too large for the lots.

Discussion Ensued.

5.0 IN CAMERA DELIBERATIONS

M. 026-24 Moved by Member Brian Reach to go in camera at 12:55 p.m.

CARRIED

Tyson and Cassandra Peterson, Steven Vandenberg, Gerrit Grisnich, Nellie Van Der Weide, Sharan and Jim Haughian, and Frank McTighe left the meeting at 12:55 p.m.

M. 027-24 Moved by Member Brent Feyter to come out of in camera at 1:40 p.m.

CARRIED

Tyson and Cassandra Peterson, Gerrit Grisnich, and Frank McTighe re-entered the meeting at 1:40 p.m.

a) 047-24 MAAS- Accessory building with rear yard variance

M. 028-24 Moved by Member Brent Feyter that Development Application 047-24, to request a rear yard setback variance of 3. ft (0.91 m.) to allow for the construction of a 252 sq. ft. accessory building, to be used for personal storage., 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, RESIDENTIAL-R;
3. A REAR YARD SETBACK VARIANCE OF 3 FT. ON THE NEW ACCESSORY BUILDING HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 2 FT.
4. APPLICANT/CONTRACTOR MUST ACQUIRE APPLICABLE PERMITS ISSUED UNDER THE SAFETY CODES ACT INCLUDING BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS;
5. 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.
6. 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.
7. ALL REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.

CARRIED

b) 045-24 VAN DE WEGE- Accessory building with rear and side yard variances

M. 029-24 Moved by Member Brian Reach that Development Application 045-24, to request a rear yard setback variance of 4.0 ft. (1.22 m.) and a side yard setback variance of 1 ft. (0.30 m) to allow the construction of a 405 sq. ft. accessory building on existing concrete pad, to be used for personal storage, 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, RESIDENTIAL-R;
3. A REAR YARD SETBACK VARIANCE OF 4 FT. (1.22 M) ON THE NEW ACCESSORY BUILDING HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 1 FT. (0.30 M);
4. A SIDE YARD SETBACK VARIANCE OF 1 FT. (0.30 M). ON THE NEW ACCESSORY BUILDING HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 1 FT. (0.30 M);
5. APPLICANT/CONTRACTOR MUST ACQUIRE APPLICABLE PERMITS ISSUED UNDER THE SAFETY CODES ACT INCLUDING BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS;
6. 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.

7. 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.
8. ALL REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.

CARRIED

d) 039-24 MASSICOTTE -Secondary suite (Basement)

M. 030-24 Moved by Member Brent Feyter that Development Application 039-24, Construct a 1,024 sq. ft. two-bedroom secondary suite in the lower portion of a moved-in single family dwelling (approved on Development permit 036-24) 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. DRIVEWAY AND APPROACH STANDARDS/REQUIREMENTS SHALL BE REVIEWED WITH THE DIRECTOR OF OPERATIONS ;(Application attached) please contact Wally Ola, Director of Operations for additional information.
3. APPLICANT/CONTRACTOR MUST ACQUIRE BUILDING PERMIT FROM PARK ENTERPRISES. (Park Enterprises will require detailed engineered drawing/ plans);
4. APPLICANT/CONTRACTOR TO ACQUIRE ELECTRICAL, GAS, PLUMBING PERMITS FROM THE TOWN OF FORT MACLEOD AS REQUIRED.(Park Enterprises Ltd.)
5. SECONDARY SUITE SHALL MEET ALL APPLICABLE REQUIREMENTS OF THE ALBERTA FIRE CODE AND THE ALBERTA BUILDING CODE.;
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.
9. APPLICANT/CONTRACTOR TO ENSURE NO DAMAGE OCCURS TO EXISTING FENCES, NEARBY STRUCTURES, SIDEWALKS WALKWAYS OR ROADS AS A RESULT OF CONSTRUCTION, SHOULD THIS HAPPEN, APPLICANT WILL BE RESPONSIBLE TO REPAIR DAMAGES TO ORIGINAL CONDITION OR TO TOWN STANDARDS, WHICHEVER REPRESENTS THE BETTER DEVELOPMENT.
10. APPLICANT/CONTRACTOR SHALL ENSURE THAT CONSTRUCTION MATERIALS ARE CONTAINED ON THE SITE AND DO NOT CREATE A NUISANCE TO ADJACENT PROPERTIES.

CARRIED

e) 041-24 PETERSON (Continued) As built variances for compliance, front yard setback variance

M. 031-24 Moved by Member Brian Reach that Development Application 041-24 to request an as-built rear yard setback variance of 4.23 ft. (1.29 m.) on the existing 1014 sq. ft. dwelling to bring the property into compliance with the Land Use Bylaw; to allow for the construction of a new developed basement, second floor and attached garage with the following variance; 15.68 ft.(4.78 m.) front yard setback; additionally allow to remain on the property, two sheds and a lean to greenhouse which are currently in non-compliance, be TABLED to allow the applicant to submit additional information and new detailed drawings for review.

CARRIED

Tyson and Cassandra Peterson left the meeting at 1:55 p.m.

f) 040-24 MARKET PROPERTY CORP.(Continued) 14-unit housing complex with parking variance (Number of units decreased to 12 by MPC)

M. 032-24 Moved by Member Brian Reach that Development Application 040-24, to construct a twelve (12) unit, two (2) story housing complex; request a variance for off street parking and required number of stalls, be APPROVED subject to the following conditions;

1. DEVELOPMENT MUST CONFORM TO THE APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD (New plans for 12 units is to be submitted as soon as possible) AND TO SCHEDULE 2, RESIDENTIAL MULTI UNIT- R-MU; SCHEDULE 3, STANDARDS OF DEVELOPMENT; SCHEDULE 4 USE SPECIFIC STANDARDS OF DEVELOPMENT (SECTION 11) AND OFF-STREET PARKING & LOADING REQUIREMENTS OF LUB NO. 1882;
2. APPLICANT/CONTRACTOR MUST ACQUIRE ALL APPLICABLE PERMITS ISSUED UNDER THE SAFETY CODES ACT INCLUDING BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS (MORE DETAILED/ENGINEERED DRAWINGS MAY BE REQUIRED);
3. DRIVEWAY AND APPROACH STANDARDS/REQUIREMENTS SHALL BE REVIEWED WITH THE DIRECTOR OF OPERATIONS (IF REQUIRED);
4. A DEVELOPMENT AGREEMENT MAY BE REQUIRED FOR UPGRADES TO THE ALLEY; Please contact Wally Ola, Director of Operations for details)
5. APPLICANT/CONTRACTOR TO ENSURE NO DAMAGE OCCURS TO EXISTING 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;
6. 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;
7. YARD AREAS SHALL BE SEEDED OR SODDED AND COMPLETED WITHIN 12 MONTHS OF OCCUPANCY;
8. PARKING TO BE HARD SURFACED WITH CLEARLY MARKED & DELINEATED PARKING STALLS AND SHALL NOT ENCROACH INTO THE ALLEYWAY;

9. A MAXIMUM OF FOURTEEN (14) REAR PARKING STALLS ARE APPROVED; A FOUR (4) STALL VARIANCE HAS BEEN GRANTED;
10. A ROADSIDE DEVELOPMENT PERMIT SHALL BE OBTAINED FROM ALBERTA TRANSPORTATION FOR THE BUILDING; PLEASE SUBMIT THROUGH; <https://roadsideplanning.alberta.ca/rpath>

CARRIED

4.0 SUBDIVISION APPLICATIONS

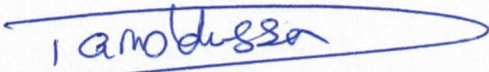
None

6.0 REPORTS, GENERAL REQUESTS, AND INFORMATION ITEMS

None

7.0 ADJOURNMENT

Meeting was adjourned at 2:08 p.m.



David Arnoldussen, Chairperson



Keli Sandford, Development Officer
Recording Secretary