

# MUNICIPAL PLANNING COMMISSION MINUTES

G.R. DAVIS ADMINISTRATION BUILDING

MONDAY AUGUST 19, 2024

**In attendance:** Vice Chairperson Joe Rigaux, Members Brian Reach, Greg Beekman and Jeemeet Patel., Planning and Development Officer Keli Sandford, Director of Operations Wally Ola, and ORRSC Planner Gavin Scott and ORRSC planning students Harsimran (Sim) Kaur and Jiayi Wang.

**Regrets:** Chairperson David Arnoldussen.

**Public in attendance:** Applicant Marco Van Huigenbos, and Frank McTighe, Gazette

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

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

**M. 052-24** Moved by Member Brian Reach that the August 19, 2024 Meeting Agenda be approved as presented.

**CARRIED**

## **2.0 APPROVAL OF MINUTES**

a) MPC Minutes July 15, 2024

**M. 053-24** Moved by Member Jeemeet Patel to approve the MPC minutes from July 15, 2024, as presented.

**CARRIED**

## **3.0 DEVELOPMENT APPLICATIONS**

a) 073-24 SHIFT REI (QUEENS)- Change of Use

**M. 054-24** Moved by Member Greg Beekman that Development Application 073-24, to request a change of use from "Vacant" to Hotel, which will accommodate 16 guest suites; with restaurant/ lounge and meeting spaces. (Includes major interior renovations, rehabilitation and upgrades DP 072-24) be APPROVED subject to the following conditions;

1. DEVELOPMENT SHALL CONFORM TO THE PLANS IN THE DEVELOPMENT APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD.
2. DEVELOPMENT SHALL CONFORM TO SCHEDULE 2, COMMERCIAL CENTRAL-CC; SCHEDULE 3, STANDARDS OF DEVELOPMENT OF LAND USE BYLAW NO. 1882.
3. DEVELOPMENT MUST COMPLY WITH ANY AND ALL FEDERAL AND PROVINCIAL STATUTES AND REGULATIONS, AND ANY AND ALL TOWN OF FORT MACLEOD MUNICIPAL BYLAWS AND POLICIES.
4. APPLICANT/CONTRACTOR TO ENSURE NO DAMAGE OCCURS TO EXISTING SIDEWALKS, WALKWAYS OR ROADS AS A RESULT OF CONSTRUCTION/DEVELOPMENT. SHOULD THIS HAPPEN, APPLICANT WILL BE RESPONSIBLE TO REPAIR DAMAGES TO ORIGINAL CONDITION OR TO TOWN STANDARDS, WHICHEVER REPRESENTS THE BETTER DEVELOPMENT.
5. ALL REFUSE AND GARBAGE SHALL BE SCREENED AND CONTAINED UNTIL COLLECTION AND DISPOSAL IS POSSIBLE.
6. A MUNICIPAL BUSINESS LICENSE (HOTEL/MOTEL) SHALL BE OBTAINED ANNUALLY AS PER BYLAW NO. 1836.
7. PARKING REQUIREMENTS HAVE BEEN WAIVED FOR THIS APPLICATION. MINIMAL OFF-STREET PARKING IS ACCESSIBLE GIVEN THE BUILDINGS HISTORIC NATURE AND LOCATION. ON STREET PARKING AND NEARBY PUBLIC PARKING LOTS(REAR) SHALL BE UTILIZED FOR BUSINESS PARKING

REQUIREMENTS. DOUBLE PARKING OR ALLEY PARKING BY PATRONS OR EMPLOYEES IS PROHIBITED.

CARRIED

b) 075- 24 MUILWRJK-As built setbacks for compliance and a variance for a deck  
**M. 055-24** Moved by Member Brian Reach that Development Application 075-24, to request an as-built front yard setback variance of 0.69 ft. (0.21 m.) on the existing dwelling to bring the property into compliance with the Land Use Bylaw; to allow for the development of a 270 sq. ft. rear deck with a rear yard setback variance request of 12.57 ft. (3.83 m.) \*\*Development commenced prior to permits being obtained \*\*, be APPROVED subject to the following conditions;

1. DEVELOPMENT SHALL CONFORM TO THE PLANS IN THE DEVELOPMENT APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD;
2. DEVELOPMENT SHALL CONFORM TO SCHEDULE 2, RESIDENTIAL; SCHEDULE 3, STANDARDS OF DEVELOPMENT OF LAND USE BYLAW NO. 1882.
3. APPLICANT/CONTRACTOR SHALL ACQUIRE A BUILDING, PERMIT FROM PARK ENTERPRISES LTD. (Park Enterprises may require more detailed plans);
4. A VARIANCE OF 0.69 FT. (0.21 M.) FOR THE FRONT YARD SETBACK FOR THE EXISTING DWELLING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A FRONT YARD SETBACK 25.30 FT. (7.71 M) TO COMPLY WITH THE LAND USE BYLAW;
5. A VARIANCE OF 12.57 FT. (3.83 M.) FOR THE REAR YARD SETBACK FOR THE EXISTING DWELLING WITH NEW DECK IS HEREBY GRANTED TO ALLOW FOR A REAR YARD SETBACK OF 12.37 FT. (3.77 M) TO COMPLY WITH THE LAND USE BYLAW;
6. DOWNSPOUTS, EXTENSIONS AND GROUND ELEVATIONS MUST BE IN PLACE SO THAT POSITIVE DRAINAGE IS AWAY FROM THE BUILDING. 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 SHOULD DRAINAGE PROBLEMS OCCUR.

CARRIED

c) 080-24 M&E VH HOLDINGS- Manufactured home

**M. 056-24** Moved by Member Jeemeet Patel that Development Application 080-24, to relocate a used 1978, 14 ft. x 66 ft. manufactured home with 128 sq. ft. deck onto the vacant 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 MANUFACTURED HOME-R-MH; SCHEDULE 3, STANDARDS OF DEVELOPMENT SCHEDULE 4; USE SPECIFIC STANDARDS OF DEVELOPMENT- SECTION 9 OF LAND USE BYLAW NO. 1882;
2. PRIOR TO CONSTRUCTION, APPLICANT/CONTRACTOR MUST ACQUIRE A BUILDING PERMIT FROM PARK ENTERPRISES. (Park Enterprises may require more detailed and /or engineered drawing plans);
3. APPLICANT/CONTRACTOR TO ACQUIRE ELECTRICAL, GAS, PLUMBING PERMITS FROM THE TOWN OF FORT MACLEOD AS REQUIRED. (Park Enterprises Ltd.)
4. MANUFACTURED HOME 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, OCCUPANCY SHALL BE REFUSED;
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. MANUFACTURED HOME SHALL BE IN A STATE OF GOOD CONDITION AND SHALL SHOW MINIMAL OR NO SIGNS OF WEAR , INCLUDING THE STATE OF ALL EXTERIOR ELEMENTS OF THE HOME INCLUDING BUT NOT LIMITED TO SIDING, PAINT, TRIM, SHINGLES, FASCIA, SOFFIT, WINDOWS, DECKS, PORCHES, DOOR HANDLES, RAILINGS, AND STEPS; ANY DISCOLORATION, CRACKING, PEELING OR DAMAGE TO ANY PAINTED SURFACES; RUSTING, BENDING OR BREAKING OF ANY METAL PORTION OF THE HOME'S EXTERIOR; DISCOLORATION, HAZING, CRACKING OR BREAKING OF ANY WINDOWS; DAMAGE TO THE ROOF; SHIFTING, STRESS OR ANY OTHER DAMAGE TO DECKS, PORCHES, STEPS OR ANY OTHER EXTERIOR ELEMENT OF THE HOME SHALL BE RESTORED TO THE SATISFACTION OF THE DEVELOPMENT AUTHORITY;
10. A SECURITY DEPOSIT OF \$5000.00 SHALL BE SUBMITTED (Received July 31, 2024) TO THE TOWN OF FORT MACLEOD PRIOR TO THE DEVELOPMENT PERMIT BEING ISSUED; DEPOSIT IS TO ENSURE REQUIREMENTS OF SECTION 9 OF SCHEDULE 4 ARE COMPILED WITH IN A TIMELY MANNER BUT NO LATER THAN 1 YEAR AFTER THE DATE OF DECISION.

**CARRIED**

**Marco Van Huigenbos left the meeting at 12:31 p.m.**

d) 083-24 LINK BUILDERS- Secondary suite

**M. 057-24** Moved by Member Brian Reach that Development Application 083-24, to construct a 960 sq. ft. two-bedroom secondary suite in the lower portion of a moved-in single family dwelling. (approved on Development permit 082-24), 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**

#### **4.0 SUBDIVISION APPLICATIONS**

a) 2024-0-099 TOFM /VB Block Commercial Inc.

Planner Gavin Scott presented the details on the application to the MPC members. Member Greg Beekman declared a conflict and will not vote on this application.

**M. 058-24** Moved by Member Jeemeet Patel that the Residential subdivision of Lots 1923, Block 316, Plan 92B within SW ¼ 12-9-26-W4M (Certificate of Title No. 47J76DA, 44O105004, 741 021 311 D), to create 5 lots from three titles ranging from 0.15 acres (0.056 ha) to 0.16 acres (0.066 ha) for residential use; BE APPROVED subject to the following:

CONDITIONS:

1. THAT, PURSUANT TO SECTION 654(1)(D) OF THE MUNICIPAL GOVERNMENT ACT, ALL OUTSTANDING PROPERTY TAXES SHALL BE PAID TO THE TOWN OF FORT MACLEOD.
2. THAT, PURSUANT TO SECTION 655(1)(B) OF THE MUNICIPAL GOVERNMENT ACT, THE APPLICANT OR OWNER OR BOTH ENTER INTO AND COMPLY WITH A DEVELOPMENT AGREEMENT WITH THE TOWN OF FORT MACLEOD WHICH SHALL BE REGISTERED CONCURRENTLY WITH THE FINAL PLAN AGAINST THE TITLE(S) BEING CREATED.
3. THAT THE EASTERLY 5 FEET OF TITLE 74102131 1D BE CONSOLIDATED WITH TITLE 47J76DA IN A MANNER SUCH THAT THE RESULTING CERTIFICATE OF TITLE COULD NOT BE SUBDIVIDED WITHOUT THE APPROVAL OF THE SUBDIVISION AUTHORITY.
4. THAT THE APPLICANT IS RESPONSIBLE FOR SUBMITTING A HISTORIC RESOURCES (HR) APPLICATION TO ALBERTA CULTURE VIA THE ONLINE PERMITTING AND CLEARANCE (OPAC). THE APPLICANT MUST PROVIDE TO THE SUBDIVISION AUTHORITY A COPY IN WRITING OF THE HISTORICAL RESOURCES ACT CLEARANCE PRIOR TO FINAL ENDORSEMENT.

REASONS:

1. THE PROPOSED SUBDIVISION IS CONSISTENT WITH THE SOUTH SASKATCHEWAN REGIONAL PLAN AND COMPLIES WITH BOTH THE MUNICIPAL DEVELOPMENT PLAN AND LAND USE BYLAW.
2. THE SUBDIVISION AUTHORITY IS SATISFIED THAT THE PROPOSED SUBDIVISION IS SUITABLE FOR THE PURPOSE FOR WHICH THE SUBDIVISION IS INTENDED PURSUANT TO SECTION 9 OF THE MATTERS RELATED TO SUBDIVISION AND DEVELOPMENT REGULATION.
3. ALBERTA TRANSPORTATION HAS AUTHORIZED THE SUBDIVISION AUTHORITY TO VARY THE REQUIREMENTS OF SECTIONS 18 AND 19 OF THE MATTERS RELATING TO SUBDIVISION AND DEVELOPMENT REGULATION TO ACCOMMODATE THE PROPOSAL.
4. THE SUBDIVISION AUTHORITY IS SATISFIED THAT WITH THE CONSOLIDATION, THE PROPOSED SUBDIVISION IS SUITABLE FOR THE PURPOSE FOR WHICH THE SUBDIVISION IS INTENDED AND MEETS THE INTENT OF THE SUBDIVISION POLICIES OF THE MUNICIPALITY'S LAND USE BYLAW.

**CARRIED**

**5.0 IN CAMERA DELIBERATIONS**

None

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

None

**7.0 ADJOURNMENT**

Meeting was adjourned at 12:38 p.m.



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Joe Rigaux, Vice Chairperson



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Keli Sandford, Development Officer  
Recording Secretary