

MUNICIPAL PLANNING COMMISSION MINUTES

G.R. DAVIS ADMINISTRATION BUILDING

MONDAY SEPTEMBER 16, 2024

In attendance: Chairperson David Arnoldussen, Members Joe Rigaux, Brian Reach, and Jeemeet Patel, Alternate Member Greg Beekman, Planning and Development Officer Keli Sandford, Director of Operations Wally Ola, ORRSC Planner Gavin Scott and ORRSC Assistant Planner Jiayi Wang.

Regrets: Member Brent Feyter

Public in attendance: Applicants Donna Bird, Phil Moses, Dan Markey, 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. 059-24 Moved by Member Joe Rigaux that the September 16, 2024 Meeting Agenda be approved as presented. (Order of items was changed).

CARRIED

2.0 APPROVAL OF MINUTES

a) MPC Minutes August 19, 2024

M. 060-24 Moved by Member Brian Reach to approve the MPC minutes from August 19, 2024, as presented.

CARRIED

3.0 DEVELOPMENT APPLICATIONS

Introductions of members and applicants. Details regarding the development applications were presented to the MPC.

g) 095-24 Cultural Heritage and Tourism Alliance- Mural

Donna Bird, Phil Moses and Dan Markey left the meeting at 12:26 p.m.

f) 092-24 BEEKMAN BLOCK- re-development of existing dwelling

a) 087-24 FIREFLY – Solar

b) 089-24 ENERGY SMART – Solar

c) 093-24 FIREFLY – Solar

d) 094-24 FIREFLY – Solar

e) 091-24 FEYTER - Used manufactured home.

4.0 SUBDIVISION APPLICATIONS

Planner Gavin Scott presented the details of the application to the MPC.

a) 2024-0-114-Feyter

5.0 IN CAMERA DELIBERATIONS

M. 061-24 Moved by Member Brian Reach to go in camera at 12:40 p.m.

CARRIED

Greg Beekman and Frank McTighe left the meeting at 12:40 p.m.

M. 062-24 Moved by Member Brent Jeemeet Patel to come out of in camera at 12:50 p.m.

CARRIED

Greg Beekman and Frank McTighe re-entered the meeting at 12:50 p.m.

3.0 DEVELOPMENT APPLICATIONS (CONTINUED)

a) 087-24 FIREFLY – Solar

M. 063-24 Moved by Member Joe Rigaux that Development Application 087-24, to request an as-built front yard setback variance of 8.2 ft. (2.5 m) on the existing dwelling to bring the property into compliance with the Land Use Bylaw to allow for the installation of a 3.03 Kw. Solar array flush mounted on the existing dwelling; approximately six (6) panels be APPROVED subject to the following conditions;

1. DEVELOPMENT SHALL CONFORM TO SCHEDULE 2, RESIDENTIAL MANUFACTURED HOME- RMH; SCHEDULE 3, STANDARDS OF DEVELOPMENT SCHEDULE 4, SECTION 1-ALTERNATIVE ENERGY SOURCES OF LAND USE BYLAW NO. 1882.
2. APPLICANT/CONTRACTOR MUST ACQUIRE BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS FROM PARK ENTERPRISES LTD. IF REQUIRED.(Park Enterprises may require more detailed plans);
3. AN INTERCONNECTION AGREEMENT SHALL BE ENTERED INTO WITH FORTIS AND A COPY TO BE KEPT ON FILE AT THE TOWN OFFICE (if connecting to the grid);
4. ANY OTHER DOCUMENTATION OF ANY FEDERALLY OR PROVINCIALLY LEGISLATED APPROVALS (IE; FORTIS ALBERTA) SHALL BE SUPPLIED TO THE TOWN AND A COPY TO BE KEPT ON FILE ;
5. A VARIANCE OF 2.5 M (8.2 FT.) FOR THE FRONT YARD SETBACK FOR THE EXISTING DWELLING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A FRONT YARD SETBACK OF 2.5 M (8.2 FT.) TO COMPLY WITH THE LAND USE BYLAW.
6. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.
7. 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

b) 089-24 ENERGY SMART – Solar

M. 064-24 Moved by Member Brian Reach that Development Application 089-24, to request an as-built side yard setback variance of 2.71 ft. (0.83 m) and an as-built front yard setback variance 7.57 ft. (2.30 m) on the existing dwelling to bring the property into compliance with the Land Use Bylaw to allow for the installation of a 7.70 Kw. Solar array flush mounted on the existing dwelling; approximately fourteen (14) panels 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, SCHEDULE 4, SECTION 1-ALTERNATIVE ENERGY SOURCES OF LAND USE BYLAW NO. 1882.

3. APPLICANT/CONTRACTOR MUST ACQUIRE BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS FROM PARK ENTERPRISES LTD. IF REQUIRED. (Park Enterprises may require more detailed plans);
4. AN INTERCONNECTION AGREEMENT SHALL BE ENTERED INTO WITH FORTIS AND A COPY TO BE KEPT ON FILE AT THE TOWN OFFICE (if connecting to the grid);
5. ANY OTHER DOCUMENTATION OF ANY FEDERALLY OR PROVINCIALLY LEGISLATED APPROVALS (IE; FORTIS ALBERTA) SHALL BE SUPPLIED TO THE TOWN AND A COPY TO BE KEPT ON FILE;
6. A VARIANCE OF 2.30 M (7.57 FT.) FOR THE FRONT YARD SETBACK FOR THE EXISTING DWELLING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A FRONT YARD SETBACK OF 2.69 M (8.83 FT.) TO COMPLY WITH THE LAND USE BYLAW.
7. A VARIANCE OF 0.83 M (2.71 FT.) FOR THE SIDE YARD SETBACK FOR THE EXISTING DWELLING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A SIDE YARD SETBACK OF 0.67 M (2.19 FT.) TO COMPLY WITH THE LAND USE BYLAW.
8. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.
9. 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) 093-24 FIREFLY – Solar

M. 065-24 Moved by Member Jeemeet Patel that Development Application 093-24, to request an as-built front yard setback variance of 7.84 ft. (2.39 m) on the existing dwelling to bring the property into compliance with the Land Use Bylaw to allow for the installation of an 8.08 Kw. Solar array flush mounted on the existing dwelling; approximately sixteen (16) panels 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 MANUFACTURED HOME- RMH SCHEDULE 3, STANDARDS OF DEVELOPMENT, SCHEDULE 4, SECTION 1-ALTERNATIVE ENERGY SOURCES OF LAND USE BYLAW NO. 1882.
3. APPLICANT/CONTRACTOR MUST ACQUIRE BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS FROM PARK ENTERPRISES LTD. IF REQUIRED.(Park Enterprises may require more detailed plans);
4. AN INTERCONNECTION AGREEMENT SHALL BE ENTERED INTO WITH FORTIS AND A COPY TO BE KEPT ON FILE AT THE TOWN OFFICE (if connecting to the grid);
5. ANY OTHER DOCUMENTATION OF ANY FEDERALLY OR PROVINCIALLY LEGISLATED APPROVALS (IE; FORTIS ALBERTA) SHALL BE SUPPLIED TO THE TOWN AND A COPY TO BE KEPT ON FILE ;
6. A VARIANCE OF 2.39 M (7.84 FT.) FOR THE FRONT YARD SETBACK FOR THE EXISTING DWELLING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A FRONT YARD SETBACK OF 2.61 M (8.56 FT.) TO COMPLY WITH THE LAND USE BYLAW.
7. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.

8. 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

d) 094-24 FIREFLY – Solar

M. 066-24 Moved by Member Jeemeet Patel that Development Application 094-24, to Request two (2) as-built side yard setback variances of 0.62 ft. (0.19 m) and 3.08 ft. (0.94 m) on the existing dwelling to bring the property into compliance with the Land Use Bylaw to allow for the installation of a 2.53 Kw. Solar array flush mounted on the existing dwelling; approximately five (5) panels 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, SCHEDULE 4, SECTION 1-ALTERNATIVE ENERGY SOURCES OF LAND USE BYLAW NO. 1882.
3. APPLICANT/CONTRACTOR MUST ACQUIRE BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS FROM PARK ENTERPRISES LTD. IF REQUIRED. (Park Enterprises may require more detailed plans);
4. AN INTERCONNECTION AGREEMENT SHALL BE ENTERED INTO WITH FORTIS AND A COPY TO BE KEPT ON FILE AT THE TOWN OFFICE (if connecting to the grid);
5. ANY OTHER DOCUMENTATION OF ANY FEDERALLY OR PROVINCIALLY LEGISLATED APPROVALS (IE; FORTIS ALBERTA) SHALL BE SUPPLIED TO THE TOWN AND A COPY TO BE KEPT ON FILE ;
6. A VARIANCE OF 0.19 M (0.62 FT.) FOR THE WEST SIDE YARD SETBACK FOR THE EXISTING DWELLING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A SIDE YARD SETBACK OF 1.31 M (4.29 FT.) TO COMPLY WITH THE LAND USE BYLAW.
7. A VARIANCE OF 0.94 M (3.08 FT.) FOR THE EAST SIDE YARD SETBACK FOR THE EXISTING DWELLING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A SIDE YARD SETBACK OF 0.56 M (1.83 FT.) TO COMPLY WITH THE LAND USE BYLAW.
8. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.
9. 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

e) 091-24 FEYTER - Used manufactured home.

M. 067-24 Moved by Member Joe Rigaux that Development Application 091-24, to relocate a used 2004 16 ft. x 76 ft. manufactured home onto the east portion of the lot and construct a porch and 120 sq. ft. deck. (Upcoming subdivision 2024-0-114) be TABLED pending submission of a subdivided title.

CARRIED

f) 092-24 BEEKMAN BLOCK- re-development of existing dwelling

Member Greg Beekman declared a conflict and will not vote on this application.

M. 068-24 Moved by Member Jeemeet Patel that Development Application 092-24, to request the following as-built setback variances on the existing dwelling: front yard- 18.77 ft. (5.72 m.); rear yard- 12.24 ft. (3.73 m.) side yard 1.35 ft. (0.411 m.) and as-built variances on the accessory building: side yard 2.0 ft. (0.6 m.) and rear yard 5.0 ft. (1.5 m.) to bring the property into compliance with the Land Use bylaw to allow for the complete re-development of the lower interior; including stairs and new upper floor bedroom with dormers and the rear addition of the existing dwelling. **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. PRIOR TO CONTINUING DEVELOPMENT THE APPLICANT/CONTRACTOR SHALL ACQUIRE BUILDING, PLUMBING, GAS AND ELECTRICAL, PERMITS FROM PARK ENTERPRISES LTD. AS REQUIRED (PARK ENTERPRISES MAY REQUIRE MORE DETAILED PLANS);
4. A VARIANCE OF 18.77 FT. (5.72 M.) FOR THE FRONT YARD SETBACK FOR THE EXISTING DWELLING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A FRONT YARD SETBACK OF 43.67 FT. (13.31 M) TO COMPLY WITH THE LAND USE BYLAW;
5. A VARIANCE OF 12.24 FT. (3.73 M.) FOR THE REAR YARD SETBACK FOR THE EXISTING DWELLING IS HEREBY GRANTED TO ALLOW FOR A REAR YARD SETBACK OF 12.66 FT. (3.85 M) TO COMPLY WITH THE LAND USE BYLAW;
6. A VARIANCE OF 1.35 FT. (0.41 M.) FOR THE SIDE YARD SETBACK FOR THE EXISTING DWELLING IS HEREBY GRANTED TO ALLOW FOR A SIDE YARD SETBACK OF 3.65 FT. (1.11 M) TO COMPLY WITH THE LAND USE BYLAW;
7. A VARIANCE OF 2.0 FT. (0.6 M.) FOR THE SIDE YARD SETBACK FOR THE EXISTING ACCESSORY BUILDING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A SIDE YARD SETBACK 0 FT. (0 M) TO COMPLY WITH THE LAND USE BYLAW;
8. A VARIANCE OF 5.0 FT. (1.5 M.) FOR THE REAR YARD SETBACK FOR THE EXISTING ACCESSORY BUILDING (AS BUILT) IS HEREBY GRANTED TO ALLOW FOR A REAR YARD SETBACK 0 FT. (0 M) TO COMPLY WITH THE LAND USE BYLAW;
9. 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.
10. WATER AND SEWER SHALL TIE INTO MUNICIPAL SERVICING; AS PER SEWER BYLAW.

CARRIED

g) 095-24 Cultural Heritage and Tourism Alliance- Mural

M. 069-24 Moved by Member Brian Reach that Development Application 095-24, to erect a 10 ft. x 16 ft. perforated steel panel painted mural depicting the RCAF training airplane and service men, to be mounted on the west side of the building. 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 & COMMERCIAL GENERAL- CG; SCHEDULE 3, STANDARDS OF DEVELOPMENT; AND OVERLAYS SCHEDULE 5 AND SCHEDULE 6-SIGNAGE OF LAND USE BYLAW NO. 1882.
3. RECOMMENDATIONS/ COMMENTS FROM THE BUILT HERITAGE ADVISORY BOARD (BHAB) SHOULD BE TAKEN INTO CONSIDERATION;
4. A BUILDING PERMIT RELATED TO ANCHORING THE SIGNAGE TO THE BUILDING MAY BE REQUIRED FROM PARK ENTERPRISES, PLEASE CONTACT THEM DIRECTLY FOR INFORMATION;
5. 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.
6. A ROADSIDE DEVELOPMENT PERMIT SHALL BE OBTAINED FROM ALBERTA TRANSPORTATION FOR THE MURAL(sign); PLEASE SUBMIT THROUGH; [HTTPS://ROADSIDEPLANNING.ALBERTA.CA/RPATH](https://roadsideplanning.alberta.ca/rpath)

CARRIED

4.0 SUBDIVISION APPLICATIONS (CONTINUED)

a) 2024-0-114 Feyter

M. 070-24 Moved by Member Joe Rigaux that the Residential subdivision of Lots 3 & 4, Block 322, Plan 92B within SW ¼ 12-9-26-W4M (Certificate of Title No. 241 024 425), to create two 66 x 99 foot lots, from a title of 0.30 acres (0.122 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 LOT LINE BETWEEN EXISTING LOT 3 AND 4 BE MOVED EASTWARD 3 FEET ON THE FINAL PLAN OF SURVEY PRIOR TO ENDORSEMENT.
4. THAT THE APPLICANT REMOVES THE SHED LOCATED ON PROPOSED LOT 10 THAT IS SITTING OVER THE PROPOSED NEW PROPERTY LINE.

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.

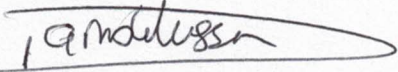
CARRIED

6.0 REPORTS, GENERAL REQUESTS, AND INFORMATION ITEMS

a) Renewal application letters distributed.

7.0 ADJOURNMENT

Meeting was adjourned at 1:00 p.m.



David Arnoldussen, Chairperson



Keli Sandford, Development Officer
Recording Secretary