

MUNICIPAL PLANNING COMMISSION MINUTES

G.R. DAVIS ADMINISTRATION BUILDING

MONDAY NOVEMBER 18, 2024

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

Absent: Members Joe Rigaux and Jeemeet Patel

Public in attendance: Applicants Dave Neels and Loren Feyter, and Frank McTighe, Gazette.

The meeting was called to order at 12:15 p.m.

1.0 WELCOME APPOINTED MEMBERS

a) Outgoing Chairperson David Arnoldussen welcomed the returning appointed MPC members.

2.0 APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON

Outgoing Chairperson David Arnoldussen called for nominations.

Member Brian Reach nominated Member David Arnoldussen for Chairperson. Member David Arnoldussen lets his name stand.

Second call for nominations.

Third call for nominations.

Nominations cease.

David Arnoldussen won by acclamation and was appointed Chairperson for the upcoming term of 1 year, to expire October 2025.

Member Brent Feyter nominated Member Brian Reach for Vice Chairperson. Member Brian Reach lets his name stand.

Second call for nominations.

Third call for nominations.

Nominations cease.

Brian Reach won by acclamation and was appointed Vice Chairperson for the upcoming term of 1 year, to expire October 2025.

3.0 ADDITIONS AND ADOPTION OF AGENDA

M. 083-24 Moved by Member Brian Reach that the November 18, 2024 Meeting Agenda be approved as presented.

CARRIED

4.0 APPROVAL OF MINUTES

a) MPC Minutes October 21, 2024

M. 084-24 Moved by Member Brent Feyter to approve the MPC minutes from October 21, 2024, as presented.

CARRIED

5.0 DEVELOPMENT APPLICATIONS

Details regarding the development applications were presented to the MPC.
(Order of applications changed for applicants present at the meeting.)

a) 091-24 FEYTER- USE MANUFACTURED HOME

M. 085-24 Moved by Member Brian Reach 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, 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 August 21, 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

Loren Feyter left the meeting at 12:21 p.m.

b) 118-24 NEELCO- 6 UNIT APARTMENT COMPLEX

M. 086-24 Moved by Member Greg Beekman that Development Application 118-24, to construct a (6) six-unit complex; consisting of; 3 main/upper level apartments with 3 bedrooms each and three lower-level apartments with 1 bedroom each, with an additional request for variances, a side yard setback variance of 1.3 ft. (0.40 m.) and a secondary front yard setback variance of 6.2 ft. (1.89 m.) 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 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. A SECONDARY FRONT YARD SETBACK VARIANCE OF 1.89 M. (6.2 FT.) HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 1.10 M. (3.6 FT.)
4. A SIDE YARD SETBACK VARIANCE OF 0.40 M. (1.3 FT.) HAS BEEN GRANTED TO ALLOW FOR A SETBACK OF 1.10 M. (3.6 FT.)
5. DRIVEWAY AND APPROACH STANDARDS/REQUIREMENTS SHALL BE REVIEWED WITH THE DIRECTOR OF OPERATIONS (IF REQUIRED);
6. YARD AREAS SHALL BE SEEDED OR SODDED AND COMPLETED WITHIN 12 MONTHS OF OCCUPANCY;
7. 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;
8. 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;
9. PARKING TO BE HARD SURFACED WITH CLEARLY MARKED & DELINEATED PARKING STALLS AND SHALL NOT ENCROACH INTO THE ALLEYWAY;

CARRIED

Dave Neels left the meeting at 12:25 p.m.

c) 103-24 HOMESTEAD BAKERY- EXTERIOR MAINTENANCE

M. 087-24 Moved by Member Brent Feyter that Development Application 103-24, to Paint rear of the bakery (Moroccan Sky Behr PPU3-01), and front of the building (Deep Viridian Behr S400-7) and to stain the grey stone to dark grey on the lower portion of the building only, 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. RECOMMENDATIONS FROM THE BUILT HERITAGE ADVISORY BOARD SHOULD BE TAKEN INTO CONSIDERATION. APPLICANT SHALL REAPPLY IN 2025 FOR STUCCO REMOVAL AND WINDOW REPLACEMENT, AS PER THE RECOMMENDATION SUBMITTED TO THE MPC;(SEE ATTACHED)
3. DEVELOPMENT SHALL CONFORM TO SCHEDULE 2, COMMERCIAL CENTRAL-CC; SCHEDULE 3, STANDARDS OF DEVELOPMENT; AND SCHEDULE 5 OVERLAYS OF LAND USE BYLAW NO. 1882;
4. IF YOU REQUIRE A TEMPORARY ALLEY, SIDEWALK OR ROAD CLOSURE, PLEASE CONTACT THE DIRECTOR OF OPERATIONS; WALLY OLA AT THE TOWN OFFICE (403-553-4425)
5. APPROPRIATE BARRICADING SHALL BE IN PLACE WHEN NECESSARY TO ENSURE PUBLIC SAFETY AT ALL TIMES.
6. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE DURING MAINTENANCE.

CARRIED

d) 116-24 DYNAMIC MARINE SERVICES- ADD TWO UNITS TO EXISTING BUILDING
Discussion ensued.

7.0 IN CAMERA DELIBERATIONS

M. 088-24 Moved by Member Greg Beekman to go in camera at 12:35 p.m.

CARRIED

Frank McTighe left the meeting at 12:35 p.m.

M. 089-24 Moved by Member Greg Beekman to come out of in camera at 12:45 p.m.

CARRIED

Frank McTighe re-entered the meeting at 12:45 p.m.

5.0 DEVELOPMENT APPLICATIONS (CONTINUED)

d) 116-24 DYNAMIC MARINE SERVICES- ADD TWO UNITS TO EXISTING BUILDING

M. 090-24 Moved by Member Brain Reach that Development Application 116-24, to renovate the existing structure to include an additional two residential suites; Two, 2-bedroom units, (two story) with a parking variance. (Prior approval of three suites on DP 057-22) be REFUSED for the following reasons;

1. THE REQUIRED MINIMUM NUMBER OF OFF-STREET PARKING STALLS FOR THE NEW UNITS CANNOT BE MET.

DEFEATED

M. 091-24 Moved by Member Greg Beekman that Development Application 116-24, to renovate the existing structure to include an additional two residential suites; Two, 2-bedroom units, (two story) with a parking variance. (Prior approval of three suites on DP 057-22) 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 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. 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;
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. PARKING TO BE HARD SURFACED WITH CLEARLY MARKED & DELINEATED PARKING STALLS AND SHALL NOT ENCROACH INTO THE ALLEYWAY;
7. A VARIANCE OF 2 STALLS HAS BEEN GRANTED TO ALLOW FOR AN ADDITIONAL 2 STALLS ONLY.

CARRIED

6.0 SUBDIVISION APPLICATIONS

None

8.0 REPORTS, GENERAL REQUESTS, AND INFORMATION ITEMS

None

9.0 ADJOURNMENT

Meeting was adjourned at 12:53 p.m.



David Arnoldussen, Chairperson



Keli Sandford, Development Officer
Recording Secretary