

ADOPTED

Minutes of a  
**REGULAR MUNICIPAL PLANNING COMMISSION MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building  
Valleyview, Alberta, on Tuesday, April 17, 2018

**#1 CALL TO ORDER** Chair Dale Smith called the meeting to order at 9:04 a.m.

**PRESENT**

Chair	Dale Smith
Vice-Chair	Tom Burton
Member	Shawn Acton
Member	Dale Gervais
Member	Roxie Rutt
Member	Bill Smith (via phone)
Member	Les Urness

**ATTENDING**

Manager, Planning and Development	Sally Ann Rosson
Development Officer	Leona Dixon
Development Officer	Lindsey Lemieux
Development Officer	Price Leurebourg
Recording Secretary	Jenny Cornelsen

**GUESTS** Manager, Environmental Services, Gary Couch – S18-008  
Adjacent Landowner, Leon Gullickson – S18-008

**ABSENT**

Member	Winston Delorme
Development Technician	Celine Soucy

**#2 AGENDA** MOTION: 18.04.043. Moved by: MEMBER ROXIE RUTT  
That the April 17, 2018, agenda be adopted as presented.  
**CARRIED**

**#3.1 REGULAR MUNICIPAL PLANNING COMMISSION MEETING MINUTES** MOTION: 18.04.044. Moved by: MEMBER SHAWN ACTON  
That the minutes of the regular Municipal Planning Commission meeting held on March 13, 2018, be adopted with the following changes:

- S18-002 / 804183 ALBERTA LTD. O/A GREENVIEW GOLF RESORT / W½-33-70-24-W5 / COUNTRY RESIDENTIAL 3 (CR-3) DISTRICT / STURGEON LAKE AREA – It was incorrectly noted that the applicant had obtained a 100-year lease from the Crown for access over Crown land.
- D18-018 / JASON A WIRTH AND DEBBIE R WIRTH / FARM BUILDING / SW-32-70-21-W5 / VALLEYVIEW AREA – Members requested that the additional information presented be reworded to indicate “Administration had recommended refusal” rather than stating that “A motion to refuse the application had been recommended.”

**CARRIED**

**#3.2  
BUSINESS ARISING  
FROM MINUTES**

### **3.2 BUSINESS ARISING FROM MINUTES**

Manager Rosson had obtained information on the purposes of cash-in-lieu amounts for municipal reserves. She stated that fencing would be used to separate environmental reserves or municipal reserves from titled land. She added that council was the authority in deciding the type of fencing. There were concerns raised that landowners in Eagle Bay development had understood that there would have been access to the lake but that fencing had deterred access. Members questioned the difference between Eagle Bay and Cosy Cove development, where fencing had not been required. It was commented that Eagle Bay had both municipal reserve and environmental reserve whereas Cosy Cove had only municipal reserve. Council could consider fencing of municipal reserve properties. It was suggested that fencing reserves would prevent problems among bordering properties.

**#4  
DELEGATIONS**

### **4.0 DELEGATIONS**

**#4.1  
DELEGATION**

#### **4.1 S18-008 / MUNICIPAL DISTRICT OF GREENVIEW / DWIGHT GOODVIN AND CORRINE GOODVIN / NE-32-69-06-W6 / PUBLIC UTILITY / GROVEDALE AREA**

Development Officer Lemieux presented an overview of a proposed subdivision application for a 4.05 hectare (10 acre) ± lot. The property was zoned Agricultural One (A-1) District and was currently vacant. The proposed subdivision would create a parcel to be used for a municipal water treatment plant.

Development Officer Lemieux presented additional information as follows:

- Surrounding properties were zoned Agricultural One (A-1) District, Country Residential One (CR-1) District and Industrial Light (M-1) District.
- Notifications had been circulated to 64 landowners within an 800 metre radius of the parcel; however, no comments had been received.
- As part of the negotiation with the landowner in Greenview's purchase of the subdivision, it had been agreed that the road would be built for possible expansion.

Mr. Leon Gullickson spoke as an adjacent landowner. He had previously spoken with Manager Rosson regarding fencing, hours of operation and buffer around the parcel and had been satisfied with the answers received. However, he also inquired as to the location of the water treatment plant on the property. Manager, Environmental Services, Gary Couch, responded that some clearing had taken place; however, a 30.0 metre treed buffer had been retained on the west, south and east sides of the parcel. Taking advantage of the parcel's elevation, the plant would be located approximately in the centre of the parcel, with the fill station located on the north side of the building. Manager Couch assured Mr. Gullickson that the water

treatment plan had been proposed primarily for residential use and that there would be minimal commercial activity.

Mr. Gullickson suggested that the roots and top soil that had been cleared to be used as berm on the south side of the property. He stated that this would serve as a buffer from headlights and noise as well as prevent drainage from his property to Greenview's property.

Mr. Gullickson also raised concerns about access to the site, effect on property values and theft. Members and Manager Couch discussed possible fencing and berming options to address these concerns.

Member Acton vacated the meeting at 9:28 a.m.

Members asked Mr. Gullickson about the source of water for his property. Mr. Gullickson responded that the property had a water well.

Member Acton re-entered the meeting at 9:29 a.m.

Manager Couch informed Mr. Gullickson that the site would be monitored with cameras. In addition, operators would access the plant through a gated entrance; there would be access on the north side of the building but the rest of the area would be fenced.

Chair Dale Smith advised Mr. Gullickson and Manager Couch that Municipal Planning Commission would render a decision later in the meeting.

Mr. Gullickson and Manager Couch vacated the meeting at 9:34 a.m.

#5  
SUBDIVISIONS

## **5.0 SUBDIVISION APPLICATIONS**

### **5.1 S17-021 / CHARLES W TENNEY AND DONNA M TENNEY / SE-23-69-07-W6 / FIRST PARCEL OUT / GROVEDALE AREA**

Development Officer Lemieux presented an overview of a proposed subdivision application for a 4.04 hectare (10 acre) ± lot. The property was zoned Agricultural One (A-1) District and was currently vacant.

Member Urness vacated the meeting at 9:35 a.m.

Development Officer Lemieux presented additional information as follows:

- Surrounding properties were zoned Agricultural One (A-1) District and Country Residential One (CR-1) District.

- Notifications had been circulated to 14 landowners within an 800 metre radius of the parcel; however, no comments had been received.

Municipal Planning Commission discussed the following:

- As a building at the south end of the parcel had been removed, it was questioned whether it had not been a suitable building site. Development Officer Lemieux stated that the landowner had been requested to select a different location within the parcel due to wetland areas on the south, which would have required the landowner to obtain a wetland assessment.

SE-23-69-07-W6

MOTION: 18.04.045. Moved by: MEMBER BILL SMITH

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S17-021 for the creation of a 4.04 hectare (10 acre) ± lot within the parcel legally described as SE-23-69-07-W6, subject to the conditions listed below:

**Reasons:**

1. The proposed subdivision complies with the Municipal Development Plan, the Grovedale Area Structure 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 7 of the Subdivision and Development Regulations.

**Conditions:**

1. The applicant shall submit to Greenview, a plan of survey suitable for registration with the Alberta Land Titles Office. The size of the subdivided parcels shall be as per the approved Tentative Plan.
2. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to the Greenview signing the final subdivision approval documents.
3. The applicant shall provide 5.03 metres for road widening along parcel frontage along the balance of the quarter adjacent to Township 693 and Range Road 71 and a 10.0 metre by 10.0 metre corner cut at the intersection. Road widening shall be by dedication by Plan of Survey and will be surveyed by Greenview. The applicant shall not have the parcel boundaries of the proposed subdivision located until after the road widening has been accounted for. The applicant may:
  - a) Sell 5.03 metres for future road widening to Greenview in accordance with the Greenview's Schedule of Fees; or
  - b) Enter into an Acquisition of Land Agreement with Greenview to allow the purchase of 5.03 metres for future road widening, to be registered against the balance of the quarter by caveat.

CARRIED

**5.2 S18-003 / VELOCITY GROUP / SUREWAY LOGGING LTD. / NW-33-69-06-W6,  
PLAN 1321380, BLOCK 2, LOT 1 / INDUSTRIAL / GROVEDALE AREA**

Development Officer Lemieux presented an overview of a proposed subdivision application for a 5.71 hectare (14.11 acre) ± parcel and a 7.07 hectare (17.47 acre) ± parcel. The property was zoned Industrial Light (M-1) District and currently contained an office building and shop for a logging operation and laydown yard. The proposed subdivision would create two (2) parcels out of one (1) existing parcel.

Development Officer Lemieux presented additional information as follows:

- The parcel as proposed would be oversized; however, a variance of size had been requested because Greenview had required an easement agreement for drainage, which would have removed a portion of the developable area.
- Surrounding properties were zoned Industrial Light (M-1) District and Agricultural One (A-1) District.
- Notifications had been circulated to 50 landowners within an 800 metre radius of the parcel; however, no comments had been received.

Member Urness re-entered the meeting at 9:39 a.m.

Municipal Planning Commission discussed the following:

- Members discussed the easement agreement and whether it would be more effective for the landowner or Greenview to own that portion of the property. Development Officer Lemieux stated that the agreement between Greenview and the landowner had been preferred; although members would have preferred that the easement be owned by Greenview. Manager Rosson pointed out that the landowner would own the land and Greenview would be required to notify the landowner of impending work.

Development Officer Dixon vacated the meeting at 9:43 a.m.

- It was suggested that Greenview register the utility lot easement; however, it would encompass the dugout, in which Greenview had no interest. Therefore, it had been preferred for the landowner to have title rather than Greenview to register a public utility lot.

Development Officer Dixon re-entered the meeting 9:45 a.m.

- Members continued to be concerned that the easement would be maintained between the current two landowners and potential new landowners and recommended that the easement be applied to only one lot. Members agreed that the proposed boundaries be adjusted so that the easement would only be within one lot.

NW-33-69-06-W6,  
PLAN 1321380,  
BLOCK 2, LOT 1

MOTION: 18.04.046. Moved by: VICE-CHAIR TOM BURTON  
That Municipal Planning Commission (MPC) **APPROVE** subdivision application S18-003 for the creation of a 5.71 hectare (14.11 acre) ± lot and a 7.07 hectare (17.47 acre) ± lot within the parcel legally described as NW-33-69-06-W6, Plan 1321380, Block 2, Lot 1, subject to the conditions listed below:

**Reasons:**

1. The proposed subdivision complies with the Municipal Development Plan, the Grovedale Area Structure 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 7 of the Subdivision and Development Regulations.

**Conditions:**

1. The applicant shall submit to Greenview, a plan of survey suitable for registration with the Alberta Land Titles Office. The size of the subdivided parcels shall be as per the approved Tentative Plan. The subdivision boundaries shall be located so that the drainage agreement is only registered on proposed Block 3, Lot 1.
2. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to the Greenview signing the final subdivision approval documents.
3. The applicant shall ensure the on-site sewage disposal systems on the proposed lots complies with requirements of the Alberta Private Sewage Disposal Regulations. The applicant shall provide Greenview with a Certificate of Compliance from an accredited agency reflecting that the proposed parcel boundaries have been taken into consideration when compliance was considered. The arrangements and costs are the responsibility of the applicant.
4. The applicant shall enter into a Drainage Right-of-Way agreement with Greenview. The agreement shall be registered concurrently with the final plan against the title(s) proposed Block 3, Lot 1.
5. Pursuant to Bylaw 11-659 Rural Addressing Bylaw the developer shall pay to Greenview, as established under the Schedule of Fee's Bylaw for rural address signs and installation.

CARRIED

**5.3 S18-008 / MUNICIPAL DISTRICT OF GREENVIEW / DWIGHT GOODVIN AND CORRINE GOODVIN / NE-32-69-06-W6 / PUBLIC UTILITY / GROVEDALE AREA**

Development Officer Lemieux had previously presented an overview of a proposed subdivision application for a 4.05 hectare (10 acre) ± parcel.

Development Officer Lemieux presented additional information as follows:

- A condition of road widening along Range Road 64 had been added to the conditions.
- At the development permit application stage, fencing requirements would be included as a condition. The development permit application would then be brought to Municipal Planning Commission for consideration and decision.

Municipal Planning Commission discussed the following:

- Members asked if the road plan would be registered with the proposed subdivision. Development Officer Lemieux responded that the road plan would be registered as a separate plan.
- It was commented that more information prior to Greenview's purchase of the property would have been useful for council in determining the purchase of the selected property. It was stated that council had been unaware of the requirement to purchase additional property for the road plan and were concerned about the significant cost to the overall purchase this would add.
- Manager Rosson stated that the proposed subdivision had required legal and physical access. It was pointed out that approval of the subdivision would also approve the proposed road into the proposed subdivision.

NE-32-69-06-W6

MOTION: 18.04.047. Moved by: MEMBER LES URNESS

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S18-008 for the creation of a 4.05 hectare (10 acre) ± lot within the parcel legally described as NE-32-69-06-W6, subject to the conditions listed below:

**Reasons:**

1. The proposed subdivision complies with the Municipal Development Plan, the Grovedale Area Structure 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 7 of the Subdivision and Development Regulations.

**Conditions:**

1. The applicant shall submit to Greenview, a plan of survey suitable for registration with the Alberta Land Titles Office. The size of the subdivided parcel shall be as per the approved Tentative Plan.
2. The applicant shall provide access to the lot created. The approach and internal road shall be built to Greenview's Development Guidelines and Municipal Standards.
3. The applicant shall provide 5.03 metres for road widening along parcel frontage and the balance of the quarter adjacent to Range Road 64. Road widening shall be by dedication by Plan of Survey and will be surveyed by

Greenview. The applicant shall not have the parcel boundaries of the proposed subdivision located until after the road widening has been accounted for. The applicant may:

- a) Sell 5.03 metres for future road widening to Greenview in accordance with the Greenview's Schedule of Fees; or
- b) Enter into an Acquisition of Land Agreement with Greenview to allow the purchase of 5.03 metres for future road widening, to be registered against the balance of the quarter by caveat.

CARRIED

#6  
DEVELOPMENT PERMITS

**6.0 DEVELOPMENT PERMITS**

**6.1 D18-059 / SABRINA SPEISER / DWELLING UNIT, MANUFACTURED WITH ADDITION / SE-21-69-06-W6, PLAN 1026388, BLOCK 2, LOT 3 / GROVEDALE AREA**

Development Officer Lemieux presented an overview of a development permit application for a manufactured dwelling unit within SE-21-69-06-W6, Plan 1026388, Block 2, Lot 3. The parcel was zoned Country Residential One (CR-1) District and was 4.02 hectares (9.94 acres) ±. The applicant had proposed to renovate a well site trailer by adding an addition and a peaked roof. The parcel was currently vacant.

Development Officer Lemieux presented additional information as follows:

- Surrounding properties were zoned Country Residential One (CR-1) District, Agricultural One (A-1) District and Crown Land (CL) District.
- Notifications had been circulated to eight (8) landowners within a 400 metre radius of the parcel; however, no comments had been received.

No comments or questions were noted from Municipal Planning Commission.

SE-21-69-06-W6,  
PLAN 1026388,  
BLOCK 2, LOT 3

MOTION: 18.04.048. Moved by: MEMBER BILL SMITH

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-059 for a manufactured dwelling unit on the parcel legally described as SE-21-69-6-W6, Plan 1026388, Block 2, Lot 3, subject to the conditions listed below:

1. This permit indicates that only the development to which it relates is authorized pursuant to the provisions of the Land Use Bylaw. Compliance with the provisions of Land Use Bylaw 17-779 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
2. All Development must conform to the conditions of this development permit and the approved plans and any revisions as required pursuant to this Approval. Any subsequent changes, amendments, or additions to this

- development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
3. Prior to construction or commencement of any development, is the responsibility of the applicant to ensure they obtain Building, Gas, Plumbing and Electrical Permits, if required, from an accredited agency for Alberta Safety Codes Authority. Please be aware that these permits are required in accordance with the Safety Codes Act of Alberta.
  4. The manufactured home shall be placed on an engineer approved foundation, basement, or other method of securing the home which satisfies the requirements of the Alberta Safety Codes.
  5. Skirting must be installed within ninety (90) days from the date which the manufactured home is placed on the foundation.
  6. The exterior of the manufactured home shall be finished within one (1) year of placement. All finish material shall either be factory fabricated or of equivalent quality so that the design and construction complement the dwelling.
  7. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.

CARRIED

#7  
MEMBERS' BUSINESS

**7.0 MEMBERS' BUSINESS**

**CHAIR DALE SMITH**

Chair Dale Smith reminded members of the upcoming Community Planning Association of Alberta conference in Red Deer, April 30 – May 2, 2018.

#8  
DATE OF NEXT MEETING

**8.0 DATE OF NEXT MEETING**

Tuesday, May 15, 2018

#9  
ADJOURNMENT

**9.0 ADJOURNMENT**

MOTION: 18.04.049. Moved by: MEMBER DALE GERVAIS  
That this meeting adjourn at 10:09 a.m.

CARRIED

CHAIR



MANAGER, PLANNING AND DEVELOPMENT