

ADOPTED

Minutes of a  
**REGULAR MUNICIPAL PLANNING COMMISSION MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building  
Valleyview, Alberta, on Tuesday, June 12, 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	Dale Gervais
Member	Roxie Rutt
Member	Bill Smith

**ATTENDING**

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

**GUESTS**

Richard Pankiw (S16-006 and S16-007)  
Will Shadid – Velocity Group (S16-006 and S16-007)

**ABSENT**

Member	Shawn Acton
Member	Winston Delorme
Member	Les Urness

**#2 AGENDA**

MOTION: 18.06.065. Moved by: MEMBER ROXIE RUTT  
That the June 12, 2018, agenda be adopted with the following additions:

- S18-006 / PANKIW RICHARD / SW-23-70-19-W5 / FIRST PARCEL OUT / SUNSET HOUSE AREA and S18-007 / RICHARD PANKIW / SE-23-70-19-W5 / PHYSICAL SEVERANCE / SUNSET HOUSE AREA – Addition of Guests

CARRIED

**#3.1 REGULAR MUNICIPAL PLANNING COMMISSION MEETING MINUTES**

MOTION: 18.06.066. Moved by: MEMBER DALE GERVAIS  
That the minutes of the regular Municipal Planning Commission meeting held on May 15, 2018, be adopted as presented.

CARRIED

**#3.2 BUSINESS ARISING FROM MINUTES**

**3.2 BUSINESS ARISING FROM MINUTES**

Subdivision application S18-006 and S18-007, which had been tabled at the May 15, 2018, Municipal Planning Commission meeting, were brought forward to the June 12, 2018 meeting.

#4  
DELEGATIONS

#### **4.0 DELEGATIONS**

Applicant Mr. Richard Pankiw and Mr. Will Shadid (Velocity Group) were present to review subdivision applications S16-006 and S16-007. Municipal Planning Commission reviewed and made decisions on the applications directly after hearing the delegations.

#5  
SUBDIVISIONS

#### **5.0 SUBDIVISION APPLICATIONS**

##### **5.1 S18-006 / PANKIW RICHARD / SW-23-70-19-W5 / FIRST PARCEL OUT / SUNSET HOUSE AREA**

Development Officer Leurebourg presented an overview of a proposed subdivision application for a 4.45 hectare (11 acre) ± lot. The property was zoned Agricultural One (A-1) District. Additionally, a 0.019 hectare (0.046 acre) area would be subdivided from SE-23-70-19-W5 and consolidated with the balance of the quarter described as SW-23-70-19-W5.

Development Officer Leurebourg presented additional information as follows:

- On May 15, 2018, Municipal Planning Commission had tabled subdivision application S18-006 due to concerns surrounding access to the balance of the quarter.
- The vacant subject site was located 28 kilometres northeast of the Town of Valleyview and 2 kilometres from Snipe Lake. Surrounding properties were zoned Agricultural One (A-1) District.
- Notifications had been circulated to two landowners within an 800-metre radius of the parcel. One response was received, expressing opposition to the proposed subdivision.
- Greenview's Manager, Construction and Maintenance recommended that the proposed approach location be modified to align with Greenview's Development Guidelines and Municipal Servicing Standards prior to receiving approval for the subdivision.

Mr. Will Shadid and Mr. Richard Pankiw spoke as the applicants. Mr. Shadid explained that the revised tentative plans submitted would utilize a small triangular area from the adjacent quarter (SE-23-70-19-W5) to provide a 30-metre frontage to be added to the parcel, which would address the concerns of an adequate approach location.

Municipal Planning Commission discussed the following:

- There was concern raised that survey pins would have to be removed upon future development of the road by Greenview. Mr. Shadid responded that it would be possible that pins would be removed; however, future surveys

could be calculated to the original pin location. Mr. Pankiw confirmed that the location of the approach would be suitable to access the balance.

- Members asked if Infrastructure and Planning had agreed to the revised plans. Development Officer Leurebourg stated that Manager, Construction and Maintenance had approved the location of the approach. Manager Rosson added that the approval had not been made on a physical inspection.
- Members questioned if the curve in the road would necessitate a decrease in speed limit. Mr. Pankiw responded that as the proposed approach would be located on the west side of the road, visibility would not be affected.
- Members asked for clarification on the portion of the adjacent southeast quarter that would be removed to provide frontage. Mr. Shadid explained that it would be consolidated with the remainder of the parcel on SW-23-70-19-W5 and be registered as one parcel. Manager Rosson added further that consolidation of the two parcels had been outlined in Condition 1.

SW-23-70-19-W5

MOTION: 18.06.067. Moved by: MEMBER DALE GERVAIS

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S18-006 for the creation of a 4.45 hectare (11 acre) ± lot within the parcel legally described as SW-23-70-19-W5, subject to the conditions listed below:

**Reasons:**

1. The proposed subdivision complies with 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 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 and include the additional area of 0.019 hectare (0.046 acre) to be subdivided from SE-23-70-19-W5 and consolidated with the balance of the quarter described as SW-23-70-19-W5 to provide access to the balance of the quarter.
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. Access to the proposed lot and balance of the quarter to be constructed and/or upgraded by Greenview. A non-refundable construction fee of \$2,000 per gravel approach/\$2,500 per approach relocation or upgrade must be paid to Greenview prior to endorsement of the Subdivision

Authority Approval. Greenview reserves the right to determine the date of the construction and/or upgrade of the approaches.

CARRIED

## **5.2 S18-007 / RICHARD PANKIW / SE-23-70-19-W5 / PHYSICAL SEVERANCE / SUNSET HOUSE AREA**

Development Officer Leurebourg presented an overview of a proposed subdivision application for a 4.05 hectare (10 acre) ± lot and an 8.31 hectare (20.53 acre) ± lot. The property was zoned Agricultural One (A-1) District.

Development Officer Leurebourg presented additional information as follows:

- On May 15, 2018, Municipal Planning Commission tabled subdivision application S18-007 due to concerns surrounding access to the balance of the SW-23-70-19-W5 quarter section.
- The vacant subject site was located 28 kilometres northwest of the Town of Valleyview and 1.5 kilometres from Snipe Lake. Surrounding properties were zoned Agricultural One (A-1) District.
- Notifications had been circulated to five landowners within an 800-metre radius of the parcel. Three responses were received, expressing opposition to the proposed subdivision.

Municipal Planning Commission discussed the following:

- When asked how a survey for a physical severance would be prepared, Mr. Shadid responded that it would be registered by a plan of survey rather than a descriptive plan.
- Members asked whether Infrastructure and Planning had approved the existing approach locations. Development Officer Leurebourg confirmed that the existing approach locations had been suitable to Manager, Construction and Maintenance.

SE-23-70-19-W5

MOTION: 18.06.068. Moved by: MEMBER ROXIE RUTT

That Municipal Planning Commission (MPC) APPROVE subdivision application S18-007 for the creation of a 4.05 hectare (10 acre) ± lot and an 8.31 hectare (20.53 acre) ± lot within the parcel legally described as SE-23-70-19-W5, subject to the conditions listed below:

### **Reasons:**

1. The proposed subdivision complies with 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 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. Access to the proposed lots and balance of the quarter to be constructed and/or upgraded by Greenview. A non-refundable construction fee of \$2,000 per gravel approach/\$2,500 per approach relocation or upgrade must be paid to Greenview prior to endorsement of the Subdivision Authority Approval. Greenview reserves the right to determine the date of the construction and/or upgrade of the approaches.

CARRIED

Mr. Shadid and Mr. Pankiw vacated the meeting at 9:21 a.m.

#6  
DEVELOPMENT PERMITS

**6.0 DEVELOPMENT PERMITS**

**6.1 D18-126 / DARON TYLER MOODY / JASON AND CRYSTAL MOODY / DWELLING UNIT, MANUFACTURED / SW-06-73-01-W6, PLAN 0522547, BLOCK 1, LOT 2 / PUSKWASKAU AREA**

Development Officer Dixon presented an overview of a development permit application for a manufactured home dwelling unit within SW-06-73-01-W6, Plan 0522547, Block 1, Lot 2. The property was zoned Country Residential One (CR-1) District and was a 4.11 hectare (13.65 acre) lot.

Development Officer Dixon presented additional information as follows:

- The vacant subject site was located 20 kilometres northwest of the Hamlet of DeBolt adjacent to Range Road 20. Surrounding properties were zoned Agricultural One (A-1) District, with the exception of an adjacent Country Residential One (CR-1) District lot.
- Notifications had been circulated to four landowners within a 400-metre radius of the parcel; however, no comments were received.

No comments or questions were noted from Municipal Planning Commission.

SW-06-73-01-W6,  
PLAN 0522547,  
BLOCK 1, LOT 2

MOTION: 18.06.069. Moved by: VICE-CHAIR TOM BURTON

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-126 for a manufactured dwelling unit on the parcel legally described as SW-6-73-1-W6, Plan 0522547, Block 1, Lot 2, 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

**6.2 D18-127 / JAMES BRENT AND LEE-ANNE DENISE ARNOLD / DWELLING UNIT, SINGLE DETACHED / NW-13-69-22-W5 / VALLEYVIEW AREA**

Development Officer Leurebourg presented an overview of a development permit application for presented an overview of a development permit application for a single detached dwelling unit within NW-13-69-22-W5. The property was zoned Agricultural One (A-1) District

Development Officer Leurebourg presented additional information as follows:

- The subject site, which contained a residence and shop, was located 8 kilometres southeast of the Town of Valleyview. Surrounding properties were zoned Agricultural One (A-1) District.
- The proposed 9.75 by 19.81 metre (32 by 65 foot) dwelling unit would replace the previous residence, which had already been removed.
- The development had required a setback variance from 40 metres to 24.5 metres to the east of the property. Greenview's Manager, Construction and

Maintenance, had no concerns with granting a variance as future development of the road allowance was not anticipated.

- Manager Rosson explained that it had been understood that the easement was an undeveloped road allowance; however, it was determined that it was actually a 33-foot right-of-way for a road. Administration had been researching historical records to find out when it had been placed on title and whether the right-of-way could be discharged, as it was located in the middle of the section.

Municipal Planning Commission discussed the following:

- It was suggested that the relaxation could be approved due to the fact that it wouldn't affect any part of the quarter.
- Members asked on which side of the survey line had the easement been located. Manager Rosson explained that the easement was located on the east side of the quarter on the adjacent property. It was noted that a regular setback requirement from an interior property line was 15 metres (50 feet).

NW-13-69-22-W5

MOTION: 18.06.070. Moved by: MEMBER DALE GERVAIS

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-127 for a dwelling unit, granting a setback to 24.5 metres from the east property boundary adjacent to the road right-of-way, on the parcel legally described as NW-13-69-22-W5, as amended, 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 Plan and any revisions thereto 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/owner to ensure they obtain Building, Gas, Plumbing and Electrical Permits, if required, from Alberta Safety Codes Authority. Please be aware that these permits are required in accordance with the Safety Codes Act of Alberta. Copies of these permits must be forwarded to Greenview prior to construction commencement.
4. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.

CARRIED

**6.3 D18-148 / CAMERON VERHAGEN / BACKYARD HEN ENCLOSURE / SW-04-70-06-W6, PLAN 9920076, BLOCK 2, LOT 4B / GROVEDALE AREA**

Development Officer Lemieux presented an overview of a development permit application for a backyard hen enclosure within SW-04-70-06-W6, Plan 9920076, Block 2, Lot 4B. The property was zoned Hamlet Residential (HR) District.

Development Officer Lemieux presented additional information as follows:

- The 0.17 hectare (0.44 acre) subject site was located in East Grove Estates in Grovedale. Surrounding properties were zoned Hamlet Residential (HR) District.
- The development permit would allow for a maximum of six hens.
- Notifications had been circulated to eight landowners within a 50-metre radius of the parcel; however, no comments were received.

Municipal Planning Commission discussed the following:

SW-04-70-06-W6,  
 PLAN 9920076,  
 BLOCK 2, LOT 4B

MOTION: 18.06.071. Moved by: MEMBER BILL SMITH

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-148 for a backyard hen enclosure on the parcel legally described as SW-04-70-06-W6, Plan 9920076, Block 2, Lot 4B, 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. The major home occupation shall solely be operated within the principal dwelling unit and within one accessory building.
4. A backyard hen enclosure must only use a pen and a coop.
5. A maximum of six (6) hens may be kept in the backyard hen enclosure.
6. Backyard hen enclosures are for personal use only and products produced from backyard hen enclosures shall not be sold in any commercial manner.



7. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.

CARRIED

**6.4 D18-154 / CORY AND JACKIE KOWAL / HARVEY AND EDITH GILLETT / DWELLING UNIT, MANUFACTURED / SE-07-69-06-W6, PLAN 1622802, BLOCK 1, LOT 1 / GROVEDALE AREA**

Development Officer Lemieux presented an overview of a development permit application for a dwelling unit, manufactured home within SE-07-69-06-W6, Plan 1622802, Block 1, Lot 1. The property was zoned Country Residential One (CR-1) District.

Development Officer Lemieux presented additional information as follows:

- The 4.00 hectare (9.88 acre) subject site was located 8 kilometres south of the Hamlet of Grovedale. Surrounding properties were zoned Agricultural One (A-1) District, with the exception of one adjacent Country Residential One (CR-1) parcel.
- Notifications had been circulated to eight landowners within a 400-metre radius of the parcel; however, no comments were received.
- A 2016 manufactured home would replace the existing dwelling.

Choose an item.

SE-07-69-06-W6,  
PLAN 1622802,  
BLOCK 1, LOT 1

MOTION: 18.06.072. Moved by: MEMBER BILL SMITH

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-154 for a manufactured dwelling unit on the parcel legally described as SE-07-69-06-W6, Plan 1622802, Block 1, Lot 1, 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  
DATE OF NEXT MEETING

**7.0 DATE OF NEXT MEETING**

Tuesday, July 10, 2018

#8  
ADJOURNMENT

**8.0 ADJOURNMENT**

MOTION: 18.06.073. Moved by: MEMBER DALE GERVAIS  
That this meeting adjourn at 9:43 a.m.

CARRIED

  
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 CHAIR

  
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 MANAGER, PLANNING AND DEVELOPMENT