

ADOPTED

Minutes of a
REGULAR MUNICIPAL PLANNING COMMISSION MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building
Valleyview, Alberta, on Tuesday, July 10, 2018

- #1 CALL TO ORDER** Chair Dale Smith called the meeting to order at 9:00 a.m.
- PRESENT**
- | | |
|------------|--------------|
| Chair | Dale Smith |
| Vice-Chair | Tom Burton |
| Member | Shawn Acton |
| Member | Dale Gervais |
| Member | Roxie Rutt |
| Member | Bill Smith |
| Member | Les Urness |
- ATTENDING**
- | | |
|---------------------|------------------|
| Development Officer | Lindsey Lemieux |
| Development Officer | Price Leurebourg |
| Recording Secretary | Celine Soucy |
- GUESTS** Jim Uhl (S16-025)
- ABSENT**
- | | |
|---|------------------|
| Member | Winston Delorme |
| Admin Support, Planning and Development | Jenny Cornelsen |
| Manager, Planning and Development | Sally Ann Rosson |
| Development Officer | Leona Dixon |
- #2 AGENDA** MOTION: 18.07.04. Moved by: VICE-CHAIR TOM BURTON
That the July 10, 2018, agenda be adopted as presented.
CARRIED
- #3.1 REGULAR MUNICIPAL PLANNING COMMISSION MEETING MINUTES** MOTION: 18.07.075. Moved by: VICE-CHAIR TOM BURTON
That the minutes of the regular Municipal Planning Commission meeting held on June 12, 2018, as amended.
- S18-006 / PANKIW RICHARD / SW-23-70-19-W5 / FIRST PARCEL OUT / SUNSET HOUSE AREA – The proposed parcel was located northeast of the Town of Valleyview rather than northwest as had been identified in the request for decision.
CARRIED
- #3.2 BUSINESS ARISING FROM MINUTES** **3.2 BUSINESS ARISING FROM MINUTES**
- 6.2 – D18-127 / JAMES BRENT AND LEE-ANNE DENISE ARNOLD / DWELLING UNIT, SINGLE DETACHED / NW-13-69-22-W5 / VALLEYVIEW AREA –

Development Officer Dixon stated that administration would continue to research historical records regarding the easement that had been placed on title and would provide information to municipal planning commission at a later date.

#4
DELEGATIONS

4.0 DELEGATIONS

#4.1
DELEGATION

4.1 S16-025 / 1913212 ALBERTA LTD. / S½-01-69-06-W6, PLAN 882 2869, LOT 2 / INDUSTRIAL LIGHT (M-1) DISTRICT / GROVEDALE AREA

Mr. Jim Uhl was in attendance at the meeting; however, he had been present specifically to answer any questions that were raised from Municipal Planning Commission during consideration of the application.

#5
SUBDIVISIONS

5.0 SUBDIVISION APPLICATIONS

5.1 S16-025 / 1913212 ALBERTA LTD. / S½-01-69-06-W6, PLAN 8822869, LOT 2 / INDUSTRIAL LIGHT (M-1) DISTRICT / GROVEDALE AREA

Development Officer Lemieux presented an overview of a proposed subdivision application for nineteen (19) lots varying from 1.40 hectares (3.45 acres) to 3.09 (7.63 acres) parcels. The property was zoned Industrial Light (M-1) District.

Development Officer Lemieux presented additional information as follows:

- The subject site was located approximately 10 kilometres southeast of the Hamlet of Grovedale. Surrounding properties were zoned Agricultural One (A-1) District and Country Residential One (CR-1) District.
- Notifications had been circulated to twenty-seven adjacent landowners within a 1600-metre radius of the parcel; however, no comments or concerns were received.
- Access to the subdivision would be from Township Road 690A with an approach to the subdivision to be constructed approximate 165 metres from Highway 40. Heavy traffic would be restricted to Township Road 690A and would not be permitted to use the service road.
- Alberta Transportation had been in agreement with the recommendations and conclusions provided within the Traffic Impact Assessment (TIA) that had been submitted.
- Due to maintenance, drainage breaks and aesthetics, the applicant proposed to retain a fifty-metre treed buffer rather than developing a berm.

Municipal Planning Commission discussed the following:

- Members discussed the possibility of noise issues and asked how buffer could mitigate any issues.

- A concern was raised regarding water wells. Development Officer Lemieux explained that the province would issue permits for water wells.

S½-01-69-06-W6,
PLAN 8822869, LOT 2

MOTION: 18.07.076. Moved by: MEMBER DALE GERVAIS

That Municipal Planning Commission **APPROVE** subdivision application S16-025 for the creation of nineteen (19) lots within the parcel legally described as S½-01-69-06-W6, Plan 8822869, Lot 2, 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.
2. The applicant shall enter into a Development Agreement with Greenview for the provision of municipal services, road improvements, offsite levies and the submission of performance securities. The Development Agreement shall be registered by caveat on the title of the subject lands. Greenview shall prepare the Development Agreement as per Greenview's Schedule of Fees.
3. The developer shall be responsible for obtaining any necessary authorizations pursuant to the Water Act. Alberta Environment and Parks (AEP) may be contacted to determine applicable requirements pursuant to the Water Act and Public Lands Act, including the Alberta Wetland Policy. A copy of the response provided by AEP shall be provided to Greenview.
4. The applicant shall obtain Historical Resources Act Clearance from Alberta Culture and Tourism and provide the approval to Greenview.
5. The developer shall update the existing Storm Water Management Plan prepared by Beirsto and Associates in 2016 to reflect the revised Tentative Plan and submit it to Greenview and Alberta Environment and Parks for review and approval.
6. The applicant shall pay to Greenview, as established under the Schedule of Fee's Bylaw, for the purchase of all regulatory signage, a subdivision layout sign and rural addressing lot signage.
7. 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.

8. The applicant is responsible for making suitable arrangements with utility companies for the provision of all services and/or necessary easements for utility rights-of-way. If easements are required, they shall be registered concurrently with the Plan of Subdivision.
9. The developer is responsible for providing knock-down bollards at the emergency exit as indicated in the Big Mountain Industrial Park Area Structure Plan.
10. A fifty (50) metre natural treed buffer, designated as Municipal Reserve, to remain along the entire northern boundary of the proposed subdivision with exception of access into the subdivision.
11. The applicant shall pay a final subdivision endorsement fee, according to Greenview's Schedule of Fees in effect at the time of endorsement.

CARRIED

Mr. Uhl vacated the meeting at 9:17 a.m.

5.2 S18-012 / JAMES STANLEY ROGERS / NE-18-70-22-W5 / FIRST PARCEL OUT / VALLEYVIEW AREA

Development Officer Leurebourg presented an overview of a proposed subdivision application for a 5.34 hectare (13.2 acre) ± lot within NE-18-70-22-W5. The property was zoned Agricultural One (A-1) District.

Development Officer Leurebourg presented additional information as follows:

- The site, which included an existing residence, two barns and a dugout was located approximately 2.4 kilometres west of the Town of Valleyview. Surrounding properties were also zoned Agricultural One (A-1) District.
- Notifications had been circulated to fourteen landowners within an 800-metre radius of the parcel; however, no comments were received.

Municipal Planning Commission discussed the following:

- As the proposed subdivision was only 13.2 acres, members asked if there could be an additional 7.0 acre parcel subdivision without rezoning. Development Officer Lemieux stated that that Land Use Bylaw allows for a first parcel out up to 20 acres.

NE-18-70-22-W5

MOTION: 18.07.077. Moved by: MEMBER LES URNESS

That Municipal Planning Commission **APPROVE** subdivision application S18-012 for the creation of a 5.34 hectare (13.2 acre) ± lot within the parcel legally described as NE-18-70-22-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 ensure the on-site sewage disposal systems on the proposed lot 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.
3. 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.
4. The applicant shall pay a final subdivision endorsement fee, according to Greenview's Schedule of Fees in effect at the time of endorsement.

CARRIED

5.3 S18-014 / FREDERICK WARREN MCAUSLAND AND ELLEN MCAUSLAND / NW-33-69-06-W6, PLAN 1621185, BLOCK 2, LOT 4 / INDUSTRIAL LIGHT (M-1) DISTRICT / GROVEDALE AREA

Development Officer Lemieux presented an overview of a proposed subdivision application for a 2.02 hectare (5.0 acre) ± lot within NW-33-69-06-W6, Plan 1621185, Block 2, Lot 4. The property was zoned Industrial Light (M-1) District.

Development Officer Lemieux presented additional information as follows:

- The subject site, which was an existing industrial site, was located approximately 500 metres south of the Hamlet of Grovedale. The proposal would subdivide a portion of the industrial lot, which would then contain a telecommunication tower on each lot. Surrounding properties were zoned Industrial Light (M-1) District, Agricultural One (A-1) District and Country Residential One (CR-1) District.
- Notifications had been circulated to thirty-six adjacent landowners within an 800-metre radius; however, no comments were received.

Municipal Planning Commission discussed the following:

- Members asked if the proposed subdivision was for the purpose of including the towers. Development Officer Lemieux stated that it was just for the towers.

NW-33-69-06-W6,
PLAN 1621185,
BLOCK 2, LOT 4

MOTION: 18.07.078. Moved by: MEMBER BILL SMITH

That Municipal Planning Commission **APPROVE** subdivision application S18-014 for the creation of a 2.02 hectare (5.0 acre) ± lot within the parcel legally described as NW-33-69-06-W6, Plan 1621185, Block 2, Lot 4, 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.
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 pay a final subdivision endorsement fee, according to Greenview's Schedule of Fees in effect at the time of endorsement.

CARRIED

5.4 S18-015 / NORTHERN GATEWAY PUBLIC SCHOOLS / BRIAN GORDON AND JOANNE GORDON / NW-22-70-22-W5 / INSTITUTIONAL DISTRICT / VALLEYVIEW AREA

Development Officer Leurebourg presented an overview of a proposed subdivision application for a 3.59 hectare (8.87 acre) ± lot. The property was zoned Institutional (INS) District.

Development Officer Leurebourg presented additional information as follows:

- The subdivision application had been previously approved by the Municipal Planning Commission, however; the town had waived the conditions. This resulted in the application being presented again for approval.
- The vacant subject site, which was located just north of the boundary separating Greenview from the Town of Valleyview, would accommodate a proposed K-12 school. The proposed lot would be consolidated with the lot

subdivided in the Town of Valleyview as services and access to the school would be provided by the town. Surrounding properties were zoned Agricultural One (A-1) District and Country Residential One (CR-1) District.

- Notifications had been circulated to nine adjacent landowners within an 800-metre radius; however, no letters or comments were received.

Municipal Planning Commission discussed the following:

- Members received clarification that municipal jurisdiction for the parcel was within both town and Greenview, the parcel was proposed for consolidation to create one lot. Development Officer Leurebourg stated that the proposed school would be a partly in the town of Valleyview and the remainder of the parcel would be in Greenview. Any development activity within Greenview requires a development permit application from Greenview.
- Members asked about the narrow portion to the east of the parcel. Development Officer Leurebourg explained that the Town of Valleyveiw had decided to designate it as Municipal Reserve.

NW-22-70-22-W5

MOTION: 18.07.079. Moved by: MEMBER DALE GERVAIS

That Municipal Planning Commission **APPROVE** subdivision application S18-015 for the creation of a 3.59 hectare (8.87 acre) ± lot within the parcel legally described as NW-22-70-22-W5, subject to the conditions listed below:

Reasons:

1. The proposed subdivision complies with the Municipal Development Plan, Intermunicipal 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. Consolidation of 3.59 hectare parcel with lands approved by the Town of Valleyview Subdivision Decision File 25650-18-12.
4. The conditions of the Town of Valleyview Subdivision Decision File 25650-18-12 must have been met prior to endorsement of the Plan of Survey.
5. The applicant shall pay a final subdivision endorsement fee, according to Greenview's Schedule of Fees in effect at the time of endorsement.

CARRIED

#6
DEVELOPMENT PERMITS

6.0 DEVELOPMENT PERMITS

6.1 D18-171 / DAN HARMS AND KACEY HARMS / TEMPORARY PROJECT ACCOMMODATION AND STAGING AREA / SW-01-69-06-W6 / GROVEDALE AREA

Development Officer Lemieux presented an overview of a development permit application to operate a temporary project accommodation and staging area within SW-01-69-06-W6. The property was zoned Agricultural One (A-1) District.

Development Officer Lemieux presented additional information as follows:

- The subject site was located approximately 10 kilometres southwest of the Hamlet of Grovedale, adjacent to Township Road 690. The 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 24 adjacent landowners within an 800-metre radius; however, no comments were received.
- The development, which would accommodate up to thirty recreational vehicles and a staging area for equipment, would be utilized during the construction of Township Road 690 and be limited to a three-month period.
- While a project-oriented work camp was considered a discretionary use in Agricultural One (A-1) District, Greenview's Land Use Bylaw had excluded the utilization of recreational vehicles. As such, the development authority determined that the proposed use was similar in character and purpose to other uses in that district.

Municipal Planning Commission discussed the following:

- Members were concerned about the length of the project due to potential weather. Development Officer Lemieux stated that the applicant has requested only two months for the duration of the project and felt that 3 months would be adequate.

SW-01-69-06-W6

MOTION: 18.07.080. Moved by: MEMBER SHAWN ACTON

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-171 for temporary project accommodation and staging area on the parcel legally described as SW-01-69-06-W6, 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. Reclamation of site must be to a standard satisfactory to the Greenview. The following standards shall apply to the reclamation of the site:
 - a) All garbage, building materials and equipment must be removed from the site;
 - b) The site must be adequately leveled and re-contoured;
 - c) All disturbed areas must be seeded with a minimum of Certified #1 seed. Applicants are required to submit a Purity Analysis to the Agricultural Fieldman for Greenview. Contact Greenview's Agricultural Fieldman at 780.524.7602 for further information.
5. The applicant shall obtain approval from Alberta Health Services prior to construction or commencement of any development.
6. The applicant shall obtain a Roadside Development Permit from Alberta Transportation for development in proximity to a Highway prior to commencing development.
7. The site shall not be used as third-party rental accommodations and can only be occupied by employees, staff or personnel directly related to or employed by the project for which the site was constructed.
8. This permit is issued for a period of three (3) months from the date of issue.
9. 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 D18-173 / REG SMITH / ACCOMMODATION, CLUSTERED LEISURE / NW-29-70-24-W5, PLAN 9222930, LOT 9 / STURGEON LAKE AREA

Development Officer Lemieux, on behalf of Development Officer Dixon, presented an overview of a development permit application for two detached cabins as clustered leisure accommodation within NW-29-70-24-W5. The property was zoned Country Residential Three (CR-3) District.

Development Officer Lemieux presented additional information as follows:

- The 0.995 hectare (2.46 acre) parcel was located across from Cosy Cove at Sturgeon Lake. Surrounding properties were also zoned Country Residential Three (CR-3) District.

- The proposed development included two units. One 14 foot by 20 foot cabin would be newly constructed and an existing 14 foot by 20 foot storage shed would be converted into a cabin.
- There would be no water or sewer connected to the cabins as there was an existing shower/washroom located beside the house, which would be utilized.
- Other existing development on the lot included a 720 square foot cabin, an 1,800 square foot pole shed and a number of small storage buildings.
- Notifications had been circulated to 16 adjacent landowners within a 400-metre radius of the parcel; however, no comments were received.
- Condition 3 – The reference to a Major Home Occupation was removed due to irrelevance.

No comments or questions were noted from Municipal Planning Commission.

NW-29-70-24-W5,
PLAN 9222930, LOT 9

MOTION: 18.07.081. Moved by: MEMBER ROXIE RUTT

That Municipal Planning Commission (MPC) **APPROVE** development permit application D18-173 for clustered leisure accommodation consisting of two detached cabins on the parcel legally described as NW-29-70-24-W5, Plan 9222930, Lot 9, subject to the conditions listed below as amended:

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. No more than half of the natural vegetation should be cleared from any residential lot in accordance with the Sturgeon Lake Area Structure Plan.
5. 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, September 11, 2018

ADOPTED

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#8
ADJOURNMENT

8.0 ADJOURNMENT

MOTION: 18.07.082. Moved by: VICE-CHAIR TOM BURTON
That this meeting adjourn at 9:37 a.m.

CARRIED



CHAIR



DEVELOPMENT OFFICER,
PLANNING AND DEVELOPMENT