

ADOPTED

Minutes of a
REGULAR MUNICIPAL PLANNING COMMISSION MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
M.D. Administration Building
Valleyview, Alberta, on Tuesday, January 14, 2020

#1 CALL TO ORDER Chair Roxie Rutt called the meeting to order at 9:08 a.m.

PRESENT

Chair	Roxie Rutt
Vice-Chair	Tom Burton (by phone, 9:15 a.m.)
Member	Shawn Acton
Member	Duane Didow
Member	Dale Gervais
Member	Tyler Olsen
Member	Dale Smith
Member	Les Urness

ATTENDING

Manager, Planning and Development	Sally Ann Rosson
Development Officer, Wards 1 and 8	Celine Chuppa
Development Officer, Wards 2, 3 and 4	Price Leurebourg
Development Officer, Wards 5, 6 and 7	Leona Dixon
Recording Secretary	Jenny Cornelsen

GUESTS

ABSENT

Member	Winston Delorme
Member	Bill Smith
Development Officer, Division 9	Susanne Nicholls
Development Technician	Alyse Barks

#2 AGENDA

MOTION: 20.01.01. Moved by: MEMBER SHAWN ACTON
That the January 14, 2020, agenda be adopted with the following additions:

- S19-020 / RENSCHLER JODI LEE C/O MCELHANNEY LAND SURVEYS / SW-28-65-21-W5 / FIRST PARCEL OUT / LITTLE SMOKY AREA – An additional letter of concern from an adjacent landowner was distributed to Members.

CARRIED

#3.1 ORGANIZATIONAL MUNICIPAL PLANNING COMMISSION MEETING MINUTES

MOTION: 20.01.02. Moved by: MEMBER DALE SMITH
That the minutes of the organizational Municipal Planning Commission meeting held on November 5, 2019, be adopted as presented.

CARRIED

#3.2 REGULAR MUNICIPAL PLANNING COMMISSION MEETING MINUTES

MOTION: 20.01.03. Moved by: MEMBER SHAWN ACTON
That the minutes of the regular Municipal Planning Commission meeting held on November 5, 2019, be adopted with the following correction:

- As Member Tom Burton had phoned in at 9:04 a.m. for the organizational municipal planning commission meeting, it was noted that he had also been present via phone for the regular municipal planning commission meeting.

CARRIED

**#3.2
BUSINESS ARISING
FROM MINUTES**

3.2 BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes of November 5, 2019.

**#4
DELEGATIONS**

4.0 DELEGATIONS

There were no delegations present.

**#5
SUBDIVISIONS**

5.0 SUBDIVISION APPLICATIONS

5.1 S19-016 / JOBSON ROBERT L & LE ANNE C/O VELOCITY GROUP / SE-14-69-07-W6 / FIRST PARCEL OUT / GROVEDALE AREA

Development Officer Leona Dixon presented an overview of a proposed subdivision application for an 8.11-hectare (20.00-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Development Officer Leona Dixon presented additional information as follows:

- The subject site, located approximately 12 kilometres southwest of the Hamlet of Grovedale would include a dwelling unit, barn, shop, two storage sheds and animal shelters.
- The landowner intended to continue raising sheep on the proposed subdivision and sell the balance of the quarter, which was primarily cultivated farmland.
- Alberta Municipal Affairs required a private sewage variance due to the 45-metre setback distance required between the dwelling unit and open discharge. If a variance would not be granted, the applicant could upgrade the sewer system to meet the required setback distances from the proposed property lines.
- Access was in place to the proposal and balance of the quarter.
- Road widening of 5.03 metres was required on Range Road 71 and Township Road 692 with a 10-metre by 10-metre corner cut at the intersection.
- No comments or concerns were received from adjacent landowners.
- Comments or concerns received from internal and external departments had been addressed or included in the conditions.

Municipal Planning Commission discussed the following:

- Members asked whether an approach to the balance of the quarter would be required. Development Officer Dixon explained that the field approach at the south end of the quarter off Range Road 71 would not be included within the proposed subdivision; therefore, access to the balance of the quarter had been provided.

Vice-Chair Tom Burton joined the meeting by phone at 9:15 a.m.

SE-14-69-07-W6

MOTION: 20.01.04. Moved by: MEMBER DALE SMITH

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S19-016 for the creation of an 8.11-hectare ± lot within the parcel legally described as SE-14-69-07-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 18-800.
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 or descriptive plan 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 a final subdivision endorsement fee, according to Greenview's Schedule of Fees in effect at the time of endorsement.
3. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to Greenview signing the final subdivision approval documents.
4. A Certificate of Compliance from an accredited agency shall be provided to Greenview evidencing that the on-site sewage disposal system on the proposed lot complies with all distance requirement of the Alberta Private Sewage Standards of Practice. The arrangements and costs in this regard are the responsibility of the applicant.
5. Road widening of 5.03 metres shall be dedicated by the applicant along the parcel frontage adjacent to Township Road 692 and Range Road 71, including a 10.0-metre by 10.0-metre corner cut at the intersection. Adjacent to the balance of the quarter, the applicant is required to sell to Greenview 5.03 metres for future road widening adjacent to Township Road 692 and Range Road 71 in accordance with Greenview's Schedule of Fees Bylaw. The Road Plan for the widening shall be surveyed and registered by Greenview. The applicant shall not have the parcel boundaries of the

proposed subdivision located until after the road widening has been accounted for.

CARRIED

5.2 S19-017 / VAN BREEMEN LEONARD (OTTO) / NW-21-69-22-W5 / FIRST PARCEL OUT / VALLEYVIEW AREA

Development Officer Price Leurebourg presented an overview of a proposed subdivision application for a 5.65-hectare (13.96-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Development Officer Price Leurebourg presented additional information as follows:

- The subject site was located approximately six kilometres south of the Town of Valleyview.
- Access existed to the proposed subdivision from Township Road 694 as well as to the balance of the quarter.
- No comments or concerns were received from adjacent landowners.
- Comments or concerns received from internal and external departments had been addressed or included in the conditions.
- TC Energy had responded that there were no concerns with the subdivision; however, requested that the landowner contact them prior to development.

Municipal Planning Commission discussed the following:

- Members asked about TC Energy's plans for this area. Development Officer Leurebourg explained that TC Energy had only wanted to make the landowner aware of the requirement to contact them for future development.

NW-21-69-22-W5

MOTION: 20.01.05. Moved by: MEMBER LES URNESS

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S19-017 for the creation of a 5.65-hectare ± lot within the parcel legally described as NW-21-69-22-W5, subject to the conditions listed below:

Reasons:

1. The proposed subdivision complies with the Municipal Development Plan and Land Use Bylaw No. 18-800.
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 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.
4. The applicant shall ensure the on-site sewage disposal systems on the proposed lot complies with distance requirements of the Alberta Private Sewage Standards of Practice. 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.
5. Road widening of 5.03 metres shall be dedicated by the applicant along the parcel frontage adjacent to Township Road 694. Adjacent to the balance of the quarter, the applicant is required to sell to Greenview 5.03 metres for future road widening in accordance with Greenview's Schedule of Fees Bylaw. The Road Plan for the widening shall be surveyed and registered by Greenview. The applicant shall not have the parcel boundaries of the proposed subdivision located until after the road widening has been accounted for.

CARRIED

5.3 S19-018 / LINDBLOM CLARENCE & ELOISE C/O HELIX SURVEYS / SE-36-70-25-W5 / FIRST PARCEL OUT / STURGEON HEIGHTS AREA

Development Officer Leona Dixon presented an overview of a proposed subdivision application for a 4.84-hectare (11.96-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Development Officer Leona Dixon presented additional information as follows:

- The subject site was accessed approximately five kilometres from Highway 43 on Young's Point Road via Township Road 710 and Range Road 250.
- Located within the Primary Area of the Sturgeon Lake Area Structure Plan (SLASP), the proposed first parcel subdivision consisted of an existing single family dwelling, attached garage and 40 x 50-foot warehouse.
- An open discharge septic system had been installed so the pump-out had been located more than 300 metres from Sturgeon Lake. However, in accordance with the Sturgeon Area Structure Plan, Greenview proposed a condition that the holding tank be upgraded.

- Access existed to both the proposal and balance of the quarter from Range Road 250. Range Road 250 was 30 metres in width with 5.03 metres road widening from SE-36-70-25-W5, which had been purchased and registered by Road Plan 0921593.
- An East Smoky Gas Co-op line entered the property from the lot across the road (Plan 0740598, Block 1, Lot 22, Eagle Bay).
- Wetland had been demonstrated adjacent to the south boundary of the proposed parcel; however, it had not affected existing residential development.
- No comments or concerns were received from adjacent landowners.
- Comments or concerns received from internal and external departments had been addressed or included in the conditions.

Municipal Planning Commission discussed the following:

- Members asked what area would be covered by the 90-metre buffer recommended in Condition 5. Development Officer Dixon responded that the buffer would follow the shoreline of Sturgeon Lake on the balance of the quarter.
- Moving forward with the Sturgeon Lake Area Structure Plan (SLASP), it was asked whether density could be increased on the proposed parcel. Development Officer Dixon explained that if the landowner would rezone an area to Country Residential Three (CR-3) District, there would be potential for additional future lots. She added that the future minimum size of lot would likely be one-half acre.

SE-36-70-25-W5

MOTION: 20.01.06. Moved by: VICE-CHAIR TOM BURTON

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S19-018 for the creation of a 4.84-hectare ± lot within the parcel legally described as SE-36-70-25-W5, subject to the conditions listed below:

Reasons:

1. The proposed subdivision complies with the Municipal Development Plan, the Sturgeon Lake Area Structure Plan and Land Use Bylaw No. 18-800.
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 or a descriptive plan suitable for registration with the Alberta Land Titles Office. The size of the subdivided parcel(s) shall be as per the approved tentative plan.
2. The applicant shall pay a final subdivision endorsement fee in accordance with Greenview's Schedule of Fees in effect at the time of endorsement

3. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to Greenview signing the final subdivision approval documents.
4. The applicant is required to install a holding tank for the proposed development. The holding tank must be installed in a location that is accessible for regular cleaning and maintenance and the tank and installation must meet Alberta Private Sewage Systems Standards of Practise.
5. An Environmental Reserve must be registered to protect Sturgeon Lake, a minimum distance of 90 metres.
6. The applicant shall obtain Historical Resources Act Clearance from Alberta Culture and Tourism and provide the approval to Greenview.

CARRIED

5.4 S19-019 / TARANORTH INC. C/O MIDWEST SURVEYS / SE-13-70-20-W5 / FIRST PARCEL OUT / SUNSET HOUSE AREA

Development Officer Price Leurebourg presented an overview of a proposed subdivision application for a 7.13-hectare (17.62-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Development Officer Price Leurebourg presented additional information as follows:

- The subject site was located approximately 22 kilometres east of the Town of Valleyview.
- Access existed to the proposed subdivision from Highway 747. Access existed to the balance from the approach on the undeveloped road allowance.
- No comments or concerns were received from adjacent landowners.
- Comments or concerns received from internal and external departments had been addressed or included in the conditions.

Municipal Planning Commission discussed the following:

- Members held a lengthy discussion regarding access to the proposed subdivision and balance of the quarter. They raised concerns about effects on registered drainage ditches and culverts and the fact that Alberta Transportation had not recommended a service road. However, there were also concerns raised about construction of a service road if it was not proposed to connect to a municipal road. Manager Rosson added that a service road was typically constructed for subdivisions along a provincial highway.
- As Members felt that Alberta Transportation had not made expected comments on this subdivision, they agreed that Development Officer

Leurebourg receive further confirmation from Alberta Transportation prior to approval of the subdivision application.

SE-13-70-20-W5

MOTION: 20.01.07. Moved by: MEMBER DALE SMITH

That Municipal Planning Commission (MPC) **TABLE** subdivision application S19-019 for the creation of a 7.13-hectare ± lot within the parcel legally described as SE-13-70-20-W5, to February 11, 2020, Municipal Planning Commission meeting.

CARRIED

5.5 S19-020 / RENSCHLER JODI LEE C/O MCELHANNEY LAND SURVEYS / SW-28-65-21-W5 / FIRST PARCEL OUT / LITTLE SMOKY AREA

Development Officer Price Leurebourg presented an overview of a proposed subdivision application for an 8.10-hectare (20.00-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Development Officer Price Leurebourg presented additional information as follows:

- The subject site, located approximately 10 kilometres south of the Hamlet of Little Smoky, consisted of an existing residence and yard site.
- Access existed to the proposed subdivision from Township Road 654 and had been proposed to the balance from Township Road 654.
- One letter of concern had been received from an adjacent landowner.
- Comments or concerns received from internal and external departments had been addressed or included in the conditions.

Municipal Planning Commission discussed the following:

- Members raised concerns regarding the profile of the proposed subdivision, stating that there would be setback distances the landowner would have to consider at the time of development and more importantly, that the quarter would be divided sporadically. It was noted that setbacks could be met by upgrading the sewer system to a field or mound system. However, Manager Rosson indicated that the soil would be required to warrant those types of systems to meet provincial regulations.
- Development Officer Leurebourg was requested to discuss other options of subdivision layout with the applicant prior to proceeding with approval of the subdivision application.

SW-28-65-21-W5

MOTION: 20.01.08. Moved by: MEMBER DALE SMITH

That Municipal Planning Commission (MPC) **TABLE** subdivision application S19-020 for the creation of an 8.10-hectare ± lot within the parcel legally described as SW-28-65-21-W5, subject to the conditions listed below:

CARRIED

5.6 S19-021 / MARSKELL TERRY C/O VELOCITY GROUP / NE-15-68-22-W5 / FIRST PARCEL OUT / LITTLE SMOKY AREA

Development Officer Price Leurebourg presented an overview of a proposed subdivision application for an 8.32-hectare (20.50-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Development Officer Price Leurebourg presented additional information as follows:

- The subject site, located approximately 17 kilometres south of the Town of Valleyview, consisted of an existing yard residence and yard site.
- Access existed to the proposed subdivision and balance of the quarter from Township Road 683.
- The applicant had requested a slightly oversized parcel to follow the fence line along the west side of the proposal and to meet setbacks for the open discharge to east and barn to the south. The shed on the south side of the boundary would be removed.
- No comments or concerns were received from adjacent landowners.
- Comments or concerns received from internal and external departments had been addressed or included in the conditions.

Municipal Planning Commission discussed the following:

- Members asked about the removal of the shed on the south side of the boundary. Development Officer Leurebourg stated that though the landowner would own both the subdivision and the balance at this time, the shed would be outside the property line.

NE-15-68-22-W5

MOTION: 20.01.09. Moved by: MEMBER DALE GERVAIS

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S19-021 for the creation of an 8.32-hectare ± lot within the parcel legally described as NE-15-68-22-W5, subject to the conditions listed below:

Reasons:

1. The proposed subdivision complies with the Municipal Development Plan and Land Use Bylaw No. 18-800.
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 a final subdivision endorsement fee, according to Greenview's Schedule of Fees in effect at the time of endorsement.
3. The applicant shall pay all taxes owing to Greenview, up to the year in which subdivision is to be registered, prior to Greenview signing the final subdivision approval documents.
4. The applicant shall ensure the on-site sewage disposal systems on the proposed lot complies with distance requirements of the Alberta Private Sewage Standards of Practice. 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.

CARRIED

#6
 DEVELOPMENT PERMITS

6.0 DEVELOPMENT PERMIT APPLICATIONS

6.1 D19-346 / LEMMON DANIEL & ASHLEY / RESIDENTIAL; DWELLING UNIT, MODULAR / NW-36-69-22-W5, PLAN 1524211, BLOCK 1, LOT 1 / VALLEYVIEW AREA

Development Officer Price Leurebourg presented an overview of a development permit application for a modular dwelling unit within NW-36-69-22-W5, Plan 1524211, Block 1, Lot 1. The property was zoned Agricultural One (A-1) District.

Development Officer Price Leurebourg presented additional information as follows:

- The subject site was located approximately three kilometres southeast of the Town of Valleyview.
- The applicant proposed to remove the existing residence and place the modular home along the existing driveway.
- The proposed modular home would be located 30 metres away from the undeveloped road allowance; therefore, a 25% variance was required.
- Road widening had been taken at the time of subdivision in 2012 (subdivision application S12-017); however, it had only been taken along the west property line.

Municipal Planning Commission discussed the following:

- Members were interested in why the applicants had proposed to place the new home in a different location on the parcel. Development Officer Leurebourg explained that the applicants had desired to reconfigure the existing parcel.

That Municipal Planning Commission (MPC) **APPROVE** development permit application D19-346 for the development of a modular dwelling unit and setback reduction of 10 metres from the north property line, on the parcel legally described as NW-36-69-22-W5, Plan 1524211, Block 1, Lot 1, subject to the conditions listed below:

1. 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.
2. Prior to construction or commencement of any development, it 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.
3. The subject development shall not alter the existing drainage where water drains onto neighbouring properties. It will be the applicant's responsibility to provide corrective drainage structures, including retaining walls, to divert water from neighbouring properties. The development shall not adversely affect the natural drainage and must be designed to divert stormwater runoff from neighbouring properties.
4. This development permit is valid upon the decision being advertised in a local paper and no appeal against said decision being successful.
5. 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 18-800 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
6. The developer is granted a setback variance of 10 metres to allow the modular dwelling unit to be 30 metres from the north property line.

CARRIED

#7
DATE OF NEXT MEETING

7.0 DATE OF NEXT MEETING

Tuesday, February 11, 2020

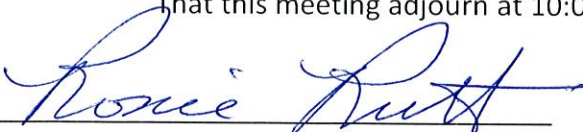
#8
ADJOURNMENT

8.0 ADJOURNMENT

MOTION: 20.01.11. Moved by: VICE-CHAIR TOM BURTON
 That this meeting adjourn at 10:08 a.m.

CARRIED

CHAIR




MANAGER, PLANNING AND DEVELOPMENT