

ADOPTED

Minutes of a  
**MUNICIPAL PLANNING COMMISSION REGULAR MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building and Zoom  
Valleyview, Alberta, on Wednesday, February 10, 2021

#1  
CALL TO ORDER

Chair Duane Didow called the meeting to order at 9:00 a.m.

PRESENT

|            |                         |
|------------|-------------------------|
| Chair      | Duane Didow             |
| Vice-Chair | Tom Burton              |
| Member     | Shawn Acton             |
| Member     | Winston Delorme         |
| Member     | Dale Gervais (via Zoom) |
| Member     | Tyler Olsen (via Zoom)  |
| Member     | Bill Smith (via Zoom)   |
| Member     | Les Urness (via Zoom)   |

ATTENDING

|                                   |                             |
|-----------------------------------|-----------------------------|
| Manager, Planning and Development | Sally Ann Rosson            |
| Development Officer               | Leona Dixon                 |
| Development Officer               | Price Leurebourg (via Zoom) |
| Development Officer               | Celine Chuppa               |
| Development Technician            | Alysse Barks (via Zoom)     |
| Recording Secretary               | Jenny Cornelsen             |

GUESTS

Blake Lange, A.L.S., Beairsto & Associates – S21-001 (via Zoom)  
Avery Rawlek (via Zoom)  
Bonnie Hein – S21-001 (via Zoom)  
Director, Infrastructure and Planning, Roger Autio

ABSENT

|        |               |
|--------|---------------|
| Member | Roxie Chapman |
| Member | Dale Smith    |

#2  
AGENDA

MOTION: 21.02.10 Moved by: VICE-CHAIR TOM BURTON  
That the February 10, 2021, agenda be adopted as amended:

- 4.1 – S21-001 / HEIN FLORA CLARA VIOLA / SE-06-70-06-W6 / GROVEDALE AREA – Bonnie Hein was added as a delegation.
- 6.4 – Manager Rosson would provide a brief update on Land Use Bylaw.

CARRIED

#3  
MINUTES

**3.1 MINUTES OF REGULAR MEETING**

MOTION: 21.02.11 Moved by: MEMBER SHAWN ACTON  
That the minutes of the Municipal Planning Commission regular meeting held on January 13, 2021, be adopted as presented.

CARRIED

### 3.2 BUSINESS ARISING FROM MINUTES

Manager Rosson advised that Subdivision Application S20-018 decision was appealed to the Subdivision and Development Appeal Board (SDAB) and results will be forthcoming pending the decision of the SDAB hearing scheduled for March 4, 2021.

#### #4 DELEGATIONS

### 4.1 S21-001 / HEIN FLORA CLARA VIOLA / SE-06-70-06-W6 / GROVEDALE AREA

Development Officer Celine Chuppa presented an overview of a proposed subdivision application for a 4.25-hectare (10.51-acre) ± Country Residential One (CR-1) lot and consolidation of Plan 0722233 with the balance of the lands on SE-06-70-06-W6, creating a 31.44-hectare (77.0-acre) ± that encompassed the Agricultural Two (A-2) District lands.

Additional information was presented as follows:

- Council had approved rezoning of the lands to Country Residential One (CR-1) District and Agricultural Two (A-2) Districts by Bylaws 19-828 and 19-829 on November 23, 2020.
- The subject site was located approximately 2.0 kilometres west of the Hamlet of Grovedale.
- The proposed boundary adjustment would reduce the Agricultural Two (A-2) District boundary and increase Country Residential One (CR-1) lot to include the balance of the quarter.
- Road widening of 5.03 metres was required on Range Road 65A for both parcels.
- Notifications of the public hearing to rezone the lands were circulated to adjacent landowners within an 804.0-metre radius; no comments or concerns were received.
- Comments or concerns received from internal and external departments had been addressed or included in the conditions, including upgrade of the sewage system to a field or mound system on the proposed Lot 4, in accordance with provincial regulations.

Bonnie Hein was in attendance (via Zoom) to represent the application. Development Officer Leona Dixon commented that written confirmation would be required from Alberta Safety Codes Authority to approve the existing sewer system.

Blake Lange was satisfied with the standard conditions as presented.

Chair Duane Didow advised Bonnie Hein and Blake Lange that Municipal Planning Commission would render a decision later in the meeting.

**4.2 D20-441 / RAWLEK AVERY / PETERS BENJAMIN W AND & RITA M / DWELLING UNIT, MANUFACTURED / SW-26-72-02-W6 / DEBOLT AREA**

Development Officer Leona Dixon presented an overview of a development permit application for a Dwelling Unit, Manufactured Home within portion SW-26-72-02-W6. The property was zoned Agricultural One (A-1) District.

Additional information was presented as follows:

- The site was located approximately 20.0 kilometres west and north of the Hamlet of DeBolt.
- The current Land Use Bylaw required a 15.0-metre setback; therefore, a variance to allow the dwelling to be 6.0 metres from the east property line had been requested. As the east property line was separated by trees adjacent to the cultivated field, the agricultural operations would not be negatively impacted.

Avery Rawlek was in attendance (via Zoom) to represent the application stating the manufactured home was located 6.0 metres from the property line. The distance between the home and existing fence was 15.0 metres. If the home were placed 15.0 metres from the property line, the home would be on the existing driveway. He was of the opinion that this had been the most suitable location as services were existing.

Members had the following comments or questions:

- It was questioned if there had been any thought about going across the driveway. Based on the aerial information, there were trees identified in the alternative location mentioned.
- Avery Rawlek responded that he had mistakenly understood that the fence was on the property line and later discovered the actual property line was only 6.0 metres from the home. Unfortunately, the manufactured home had already been placed on site and he had not been aware of permit requirements for replacing the manufactured home. The major factor for placing the home in the selected location was due to pre-existing water and sewer service connections.
- It was noted that the landowner used the fence line as the boundary of the existing subdivision and understood the relaxation would allow the development within the current lot boundary.

Chair Duane Didow advised Avery Rawlek that Municipal Planning Commission would render a decision later in the meeting.

Development Officer Celine Chuppa had previously presented an overview of a proposed subdivision application for a 4.25-hectare (10.51-acre) ± Country Residential One (CR-1) lot and consolidation of Plan 0722233 with the balance of the lands on SE-06-70-06-W6, creating a 31.44-hectare (77.0-acre) ± that encompassed the Agricultural Two (A-2) District lands.

Members had no comments or questions.

SE-06-70-06-W6

MOTION: 21.02.12 Moved by: MEMBER BILL SMITH

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S21-001 for the creation of Lot 1A consolidating the 3.01-hectare Plan 0722233, Block 1, Lot 1, and 28.43 hectares from the balance of the quarter, totaling 31.44 hectares, and creation of Lot 4 containing 4.25 hectares ±, within the parcel legally described as SE-06-70-06-W6, subject to the conditions listed below:

**Reasons:**

1. The proposed subdivision complies with the Municipal Development Plan, the Grovedale Area Structure Plan and the 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 or a descriptive plan, suitable for registration with Alberta Land Titles. The size and location of the subdivided parcel 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 the Greenview signing the final subdivision approval documents.
4. The applicant shall ensure the on-site sewage disposal system on proposed Lot 4 has been upgraded and complies with requirements of the Alberta Private Sewage Standards of Practice prior to endorsement. The applicant shall provide Greenview with a report from an accredited agency reflecting that the setback distance requirements and 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 both parcel frontages adjacent to Range Road 65A. The road plan for widening shall be surveyed and registered by the applicant.

CARRIED

Delegate Blake Lange vacated the meeting at 9:19 a.m.

#6  
 DEVELOPMENT PERMITS

**6.1 D20-441 / RAWLEK AVERY / PETERS BENJAMIN W AND & RITA M / DWELLING UNIT, MANUFACTURED / SW-26-72-02-W6 / DEBOLT AREA**

Development Officer Leona Dixon had previously presented an overview of a development permit application for a Dwelling Unit, Manufactured Home, within SW-26-72-02-W6. The property was zoned Agricultural One (A-1) District.

Members had the following comments or questions:

- The validity of a relaxation request if the development had previously occurred was questioned. Manager Rosson explained that Municipal Planning Commission had the authority to grant a variance depending on the merits of each application.
- It was suggested that each application be evaluated on a case-by-case basis depending on reasons and circumstances for the development.
- It was noted that the landowner had understood that the fence line was on the property line and had based the measurement from the fence line.
- It was suggested that a boundary adjustment be pursued. Manager Rosson explained that a boundary adjustment had not been possible at this time due to recent and unforeseen circumstances having placed the adjacent property in estate.
- Manager Rosson advised that the lot had been subdivided by descriptive plan; therefore, no survey pins had been placed.

SW-26-72-02-W6

MOTION: 21.02.13 Moved by: VICE-CHAIR TOM BURTON

That Municipal Planning Commission (MPC) **APPROVE** development permit application D20-441 with a 9.0-metre variance of the setback allowing the Manufactured Home to be located 6.0 metres from the east property line, on the parcel legally described as SW-26-72-02-W6 (1.67-ha), 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 18-800 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. 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 it is the responsibility of the applicant to ensure they obtain all necessary permits

required by Alberta Safety Codes Authority, including but not limited to Building, Gas, Plumbing and Electrical Permits, in accordance with the Safety Codes Act of Alberta.

4. This development permit is valid upon the decision being advertised in accordance with Greenview's Advertising Bylaw, and no appeal against said decision being successful.
5. 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.
6. Skirting must be installed within ninety (90) days from the date which the manufactured home is placed on the foundation.
7. 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.
8. The developer is granted a setback variance of 9.0-metres to allow the manufactured home to be 6.0 metres from the east property line.

CARRIED

Delegates Avery Rawlek and Bonnie Hein vacated the meeting at 9:26 a.m.

## **6.2 D21-004 / MCCAFFERY DON / DWELLING UNIT, MANUFACTURED HOME / SE-33-70-24-W5, PLAN 8921869, LOT 12 / THE NARROWS AREA**

Development Officer Leona Dixon presented an overview of a development permit application for a Dwelling Unit, Manufactured Home, within SE-33-70-24-W5, Plan 8921869, Lot 12. The property was zoned Country Residential Three (CR-3) District where a manufactured home was a discretionary use.

Additional information was presented as follows:

- The subject site was located at the entrance to the Narrows development with trees buffering clear visibility of the dwelling from the main road.
- Development consisted of replacement of an existing manufactured home to a 2020 manufactured home on the 1.00-hectare (2.47-acre) lot.
- Notifications were circulated to approximately 20 adjacent landowners within a 400.0-metre radius; no comments or concerns were received.
- Comments or concerns received from internal and external departments had been addressed or included in the conditions.

MOTION: 21.02.14 Moved by: VICE-CHAIR TOM BURTON

That Municipal Planning Commission (MPC) **APPROVE** development permit application D21-004 for a manufactured home dwelling on the parcel legally described as Plan 8921869, Lot 12, 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 18-800/799 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. Development(s) shall not adversely affect groundwater resources or disturb natural drainage patterns or watercourses unless such measures are necessary to serve a proposed development and receive approval from Alberta Environment and Parks.
5. All development(s) must be designed to ensure the stormwater runoff to adjacent lands or watercourses does not exceed pre-development flows.
6. Skirting must be installed within ninety (90) days from the date which the manufactured home is placed on the foundation.
7. 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.
8. 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.
9. The towing hitch and wheels must be removed within thirty (30) days from the date that the manufactured home is placed on the foundation.
10. No more than half of the natural vegetation should be cleared from any residential lot in accordance with the Sturgeon Lake Area Structure Plan.
11. 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 must meet the tank and installation must meet Alberta Private Sewage Systems Standards of Practice.
12. This development permit is valid upon the decision being advertised in accordance with Greenview's Advertising Bylaw, and no appeal against said decision being successful.

CARRIED

**6.3 D21-120 / NAGY, ZACHARIAH / ANTYPOWICH MACHELLE GRETA AND NASTASCIA RAE / RETAIL STORE, CONVENIENCE - CAR WASH & DETAILING VEHICLES / SW-33-56-08-W6, PLAN 0825604, BLOCK 14, LOT 116 / GRANDE CACHE AREA**

Development Officer Price Leurebourg presented an overview of a development permit application for a retail store (convenience) and car wash within SW-33-56-08-W6, Plan 0825604, Block 14, Lot 116. The property was zoned Neighbourhood Commercial (C-4) District.

Additional information was presented as follows:

- The subject site was located at 10925 97 Avenue in the Hamlet of Grande Cache.
- Though a car wash was not listed as a use in Neighbourhood Commercial (C-4) District, it was not perceived to have a greater negative impact than a gas bar, which was listed as a discretionary use in this district.

Members had the following comments or questions:

- It was commented that the site had always been utilized as a car wash.
- Members asked for clarification on what was included in the definition of a gas bar. Development Officer Leurebourg explained that the gas bar was listed as a use in this district; however, the definition had not included car wash.
- It was noted that conditions in the decision addressed the safety code standards and requirements.
- Concerns were raised regarding the volume of water, mud and sludge that the car wash would generate and its affect on the municipal sewer system. To address the concerns regarding the affects on municipal infrastructure, Manager Rosson advised that the decision of Municipal Planning Commission would be provided to Environmental Services.

SW-33-56-08-W6,  
 PLAN 0825604,  
 BLOCK 14, LOT 116

MOTION: 21.02.15 Moved by: MEMBER WINSTON DELORME

That Municipal Planning Commission (MPC) **APPROVE** development permit application D21-120 for the development of a Retail Store – Convenience and Car Wash to locate a convenience store, car wash and car detailing business, on the lot legally described as Plan 0825604, Block 14, Lot 116, 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 799 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. 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 it is the responsibility of the applicant to ensure they obtain all necessary permits required by Alberta Safety Codes Authority, including but not limited to Building, Gas, Plumbing and Electrical Permits, in accordance with the Safety Codes Act of Alberta.
4. This development permit is valid upon the decision being advertised and no appeal against said decision being successful.
5. All development(s) must be designed to ensure the stormwater runoff to adjacent lands or watercourses does not exceed pre-development flows.
6. Any exterior lighting shall be positioned in such a manner that it does not cause a nuisance for surrounding landowners and/or interfere with the safe movement of traffic on nearby roads.

CARRIED

**6.4 LAND USE BYLAW UPDATE**

Manager Rosson reported that plans for review of the Land Use Bylaw would be provided at the Committee of Whole Meeting scheduled for February 16, 2021. An eight-page summary was provided to apprise of the changes resulting from the incorporation of the Grande Cache Land Use Bylaw with Greenview’s Land Use Bylaw.

- The number of residential districts within the Hamlet of Grande Cache Districts had been streamlined.
- Changes had been highlighted throughout the proposed draft Land Use Bylaw for ease of reference.

Member Shawn Acton vacated the meeting at 9:41 a.m.

- Definitions for land uses had been added and/or expanded.
- Updated mapping was provided for the Hamlet of Grande Cache districts.

Member Shawn Acton returned to the meeting at 9:43 a.m.

#7  
NEXT MEETING

Wednesday, March 10, 2021

#8  
ADJOURNMENT

MOTION: 21.02.16 Moved by: MEMBER TYLER OLSEN  
That the meeting be adjourned at 9:45 a.m.

CARRIED

ADOPTED

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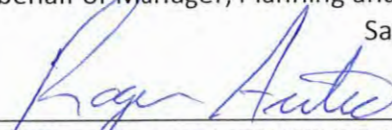
February 10, 2021

On behalf of Manager, Planning and Development  
Sally Ann Rosson



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CHAIR  
DUANE DIDOW



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DIRECTOR, INFRASTRUCTURE AND PLANNING  
ROGER AUTIO