

ADOPTED

Minutes of a
MUNICIPAL PLANNING COMMISSION REGULAR MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building and Zoom
Valleyview, Alberta, on Wednesday, May 12, 2021

#1
CALL TO ORDER

Vice-Chair Tom Burton called the meeting to order at 9:00 a.m.

PRESENT

Chair	Duane Didow (via Zoom)
Vice-Chair	Tom Burton
Member	Shawn Acton
Member	Roxie Chapman
Member	Winston Delorme
Member	Dale Gervais (via Zoom)
Member	Dale Smith
Member	Les Urness (via Zoom)

ATTENDING

Director, Infrastructure and Planning	Roger Autio
Development Officer	Leona Dixon
Development Officer	Price Leurebourg
Development Officer	Celine Chuppa (via Zoom)
Development Technician	Alysse Barks (via Zoom)
Recording Secretary	Jenny Cornelsen

GUESTS

Joe Charlebois-Perry (Municipal Intern)
Blake Lange, A.L.S., Beairsto & Associates (S21-003)
Ross Wiebe (D21-172)
Joe Arnault and Zacary Arnault (D21-191)

ABSENT

Member	Tyler Olsen
Member	Bill Smith

#2
AGENDA

MOTION: 21.05.17. Moved by: MEMBER SHAWN ACTON
That the May 12, 2021, agenda be adopted as presented.

CARRIED

#3
MINUTES

3.1 MINUTES OF REGULAR MEETING

MOTION: 21.05.18. Moved by: MEMBER ROXIE CHAPMAN
That the minutes of the Municipal Planning Commission regular meeting held on
February 10, 2021, be adopted as presented.

CARRIED

3.2 BUSINESS ARISING FROM MINUTES

March and April 2021 Municipal Planning Commission meetings had been cancelled. There was no business arising from the minutes of February 10, 2021.

**#4
DELEGATIONS**

**4.1 S21-003 / HUTH GARY AND SHIRLEY C/O BEAIRSTO & ASSOCIATES
ENGINEERING / NW-08-71-22-W5 / FIRST PARCEL OUT / NEW FISH CREEK AREA**

Development Officer Leona Dixon presented an overview of a proposed subdivision application for a 6.66-hectare (16.46-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Additional information was presented as follows:

- The proposed subdivision would include two single-family dwelling units (one modular and one manufactured home), shop, pole shed, ATCO trailer, sea can and four sheds.
- Although the parcel would encompass a cultivated portion of the quarter, most of the lands on the balance would remain in agricultural production.
- The field system to one of the single-family dwellings had met setback requirements in accordance with provincial regulations. However, the sewage system servicing the second single-family dwelling and shop were being upgraded to an open discharge system.
- No further road widening of Range Road 225 was required.
- Approaches existed to both the proposed subdivision and to the balance of the quarter.
- Notifications 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.

Blake Lange, A.L.S. was in attendance (via Zoom) to represent the application. He stated that the parcel had been proposed as a farmstead separation to remove the existing infrastructure off the lot.

Members had no comments or questions.

Vice-Chair Tom Burton advised Blake that Municipal Planning Commission would render a decision later in the meeting.

**4.2 D21-172 / WIEBE ROSS AND PAM / KLASSEN PAUL WARREN AND EILEEN
DONNA / DWELLING UNIT, MANUFACTURED / NW-11-71-26-W5 / RIDGEVALLEY
AREA**

Development Officer Leona Dixon presented an overview of a development permit application for a Dwelling Unit, Manufactured, within NW-11-71-26-W5. The property was zoned Agricultural One (A-1) District.

Additional information was presented as follows:

- The development was proposed to establish a manufactured home as a second dwelling on the parcel.
- The applicant would reside in the existing residence to the north while the landowners downsized and relocated into the manufactured home.
- The proposed placement required a variance of 18.7 metres from the front property line (Road Plan 2468PX). Alberta One-Call had located the East Smoky Gas line to ensure compliance with setback distances.
- Road Plan 2468PX provided access only to the existing yard site and ended at an undeveloped portion of the road allowance to the north.
- A variance to the 40.0-metre setback had not been recommended by Construction and Engineering because Road Plan 2468PX was a municipal road.

Ross Wiebe was in attendance (via Zoom) to represent the application. He confirmed that he had proposed to purchase the farm from his in-laws and set up a home for them along the road. A 40.0-metre setback had been required; however, he had proposed a variance to allow the manufactured home to remain sheltered by the existing spruce trees and be close to the road.

Members had the following comments or questions:

- Was there a second approach or was the applicant proposing to install a new approach? Ross responded that they had applied for a new approach.
- Were the spruce trees located on the property or on the road allowance? Ross explained that the trees were on the landowner's land and not on the road allowance.

Vice-Chair Burton advised Ross that Municipal Planning Commission would render a decision later in the meeting.

4.3 D21-191 / PINK PETUNIA'S PATCHWORKS FABRIC STORE / ARNAULT JOSEPH JAMES RICHARD AND AUDREY JOY / MAJOR HOME OCCUPATION, PINK PETUNIA'S PATCHWORKS QUILT SHOP / SW-32-66-21-W5 / LITTLE SMOKY AREA

Development Officer Leona Dixon presented an overview of a development permit application for a Major Home Occupation, Pink Petunia's Patchworks Quilt Shop, within SW-32-66-21-W5. The property was zoned Agricultural One (A-1) District.

Additional information was presented as follows:

- The proposed development consisted of operation of a quilt shop to sell quilting/sewing fabrics and supplies.
- Development permit application D21-161 for the shop, which would contain all storage, had recently been approved.
- Notifications were circulated to adjacent landowners in the area; no comments or concerns were received.

Joe Arnault and Zacary Arnault were in attendance (via Zoom) to represent the application. Joe stated that the quilt shop attracted tourists to the area, with several provinces and states being represented. He proposed a variance to the number of customers permitted per day.

Members had the following comments or questions:

- Was the variance to the number of customers the only variance that the applicant proposed? Joe affirmed that this had been his only proposal.
- Was the applicant concerned with the location of the proposed development? Joe responded that he had discussed this with Development Officer Dixon and stated that the location was adequate.
- Would food service be involved? Joe stated that food services had not been proposed at that time.
- If a variance was not permitted, did the applicant still desire a development permit? Joe responded affirmatively.
- Was signage and parking sufficient for operation of the business? Joe replied that parking was adequate and currently had a sign for the operation.
- Was the condition restricting customers to eight customers per day a standard condition for home occupation, major? Development Officer Dixon explained that traffic could not exceed the equivalent of five full-time employees and eight customers per day, in accordance with the current Land Use Bylaw. Joe added that the business would employ only one individual.

Vice-Chair Burton advised Joe and Zacary that Municipal Planning Commission would render a decision later in the meeting.

#5
SUBDIVISIONS

5.1 S19-014 / JOHNSON ARNE SIGFRED AND MERLE ALICE C/O EXPLORE SURVEYS / NW-09-69-21-W5 / FIRST PARCEL OUT / VALLEYVIEW AREA

Development Officer Price Leurebourg presented an overview of a proposed subdivision application for a 5.68-hectare (10.27-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Additional information was presented as follows:

- The application had been delayed due to an application for road closure. The road plan had been consolidated and registered March 1, 2021.
- Access existed to the balance from Range Road 214; however, an approach would be required to the proposed subdivision.
- Notifications 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.

Members had the following comments or questions:

- Was there not presently an approach into the borrow pit area? Development Officer Leurebourg explained that only one approach existed on the parcel, leading to the home site. The other was on the quarter section to the south.
- With high-quality soil and concerns about future subdivision on better agricultural land, would a possible subdivision for the home site be anticipated? Development Officer Leurebourg agreed that the proposed subdivision was better agricultural land; however, he stated that Greenview permitted first parcel out subdivisions on better agricultural land. He added that the home site had not been better agricultural land.
- An application could only be dealt with on its own merits and not on the prospect of future subdivisions.
- Leanne Eshleman, who had been in attendance via Zoom, added that proximity to her aging parents prompted the proposal of this subdivision.

NW-09-69-21-W5

MOTION: 21.05.19. Moved by: MEMBER DALE SMITH

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S19-014 for the creation of a 5.68-hectare ± lot within the parcel legally described as NW-09-69-21-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 or descriptive plan, suitable for registration with Alberta Land Titles. The size 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 landowners 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 Practise. 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. Access to the proposed subdivision to be constructed by Greenview. An approach application must be submitted along with a non-refundable application fee of \$175. Construction fees of \$5,000 per paved approach must be paid to Greenview prior to endorsement of the subdivision authority approval. Greenview reserves the right to determine the date of construction of the approach.

CARRIED

5.2 S21-002 / STURT WAYNE ARTHUR AND CATHY MAUREEN GLADYS C/O GEOVERRA / SW-24-72-20-W5 / FIRST PARCEL OUT / SUNSET HOUSE AREA

Development Officer Price Leurebourg presented an overview of a proposed subdivision application for a 4.04-hectare (9.98-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Additional information was presented as follows:

- Access existed to the balance from Range Road 201. Although there was existing access to the proposed vacant subdivision, it would be required to be relocated to meet Greenview's Development and Municipal Servicing Standards.
- Road widening of 5.03 metres along Range Road 201 was recommended as a condition of subdivision approval.
- Notifications 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.

Members had the following comments or questions:

- If an approach existed, why was it required to be removed? Development Officer Leurebourg stated that the existing approach was located on the property line and reiterated that it was required to be relocated 30.0 metres from the boundary to meet engineering standards.

- The landowner would be responsible for the costs for Greenview to relocate the approach.

SW-24-72-20-W5

MOTION: 21.05.20. Moved by: MEMBER SHAWN ACTON

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S21-002 for the creation of a 4.04-hectare ± lot within the parcel legally described as SW-24-72-20-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 or descriptive plan, suitable for registration with Alberta Land Titles. The size of the subdivided parcel shall be as per the approved tentative plan.
2. The landowners 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. Road widening of 5.03 metres shall be dedicated by the applicant along the parcel frontage adjacent to Township Road 201. 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 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.
5. Access to the proposed lot to be upgraded by Greenview. An approach application must be submitted along with a non-refundable application fee of \$175. Construction fees of \$2,500 per gravel relocation must be paid to Greenview prior to endorsement of the subdivision authority approval. Greenview reserves the right to determine the date of construction and/or upgrade of the approach.

CARRIED

**5.3 S21-003 / HUTH GARY AND SHIRLEY C/O BEAIRSTO & ASSOCIATES
ENGINEERING / NW-08-71-22-W5 / FIRST PARCEL OUT / NEW FISH CREEK AREA**

Development Officer Leona Dixon had previously presented an overview of a proposed subdivision application for a 6.66-hectare (16.46-acre) ± lot. The property was zoned Agricultural One (A-1) District.

Additional information was presented as follows:

- The landowner had advised that the ATCO trailer would be removed from the lot.

Members had the following comments or questions:

- Was there no longer a trucking operation at this location? Development Officer Dixon advised that the business had been relocated to Prince George.

NW-08-71-22-W5

MOTION: 21.05.21. Moved by: MEMBER DALE SMITH

That Municipal Planning Commission (MPC) **APPROVE** subdivision application S21-003 for the creation of a 6.66-hectare ± lot within the parcel legally described as NW-08-71-22-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 or descriptive plan, suitable for registration with Alberta Land Titles. 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 system for House #2 comply with distance requirements of the Alberta Private Sewage Standards of Practice. 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.

CARRIED

#6
DEVELOPMENT PERMITS

6.1 D21-172 / WIEBE ROSS AND PAM / KLASSEN PAUL WARREN AND EILEEN DONNA / DWELLING UNIT, MANUFACTURED / NW-11-71-26-W5 / RIDGEVALLEY AREA

Development Officer Leona Dixon had previously presented an overview of a development permit application for a dwelling unit, manufactured, within NW-11-71-26-W5. The property was zoned Agricultural One (A-1) District.

Members had the following comments or questions:

- Condition 8 specified a 40.0-metre setback; therefore, why would the development permit application be recommended without a variance? Development Officer Dixon explained that the development permit application was recommended in accordance with the current Land Use Bylaw.
- The gas line had been checked to ensure it was at least 30.0 metres from the property line; therefore, a relaxation would still permit distance from the gas line. Providing a relaxation would move the development closer to the property line and avoid using better agricultural land.
- How many residences are allowed on a quarter? Development Officer Dixon stated that two primary residences and two suites were permitted in accordance with the current Land Use Bylaw.
- Municipal Planning Commission recommended amending Condition 8 from a 40.0-metre setback to a variance of 18.7 metres to allow for a 21.3-metre setback.
- Had the area been prone to flooding? Ross confirmed that there was no concern about flooding as the bank was approximately 100 feet deep.

NW-11-71-26-W5

MOTION: 21.05.22. Moved by: MEMBER ROXIE CHAPMAN

That Municipal Planning Commission (MPC) **APPROVE** development permit application D21-172 to locate the Manufactured Home, on the parcel legally described as NW-11-71-26-W5, 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 18.7 metres to allow the manufactured home to be 21.3 metres from the front property line, being Road Plan 2468PX.

CARRIED

6.2 D21-191 / PINK PETUNIA'S PATCHWORKS FABRIC STORE / ARNAULT JOSEPH JAMES RICHARD AND AUDREY JOY / MAJOR HOME OCCUPATION, PINK PETUNIA'S PATCHWORKS QUILT SHOP / SW-32-66-21-W5 / LITTLE SMOKY AREA

Development Officer Leona Dixon had previously presented an overview of a development permit application for a home occupation, major, Pink Petunia's Patchworks Quilt Shop, within SW-32-66-21-W5. The property was zoned Agricultural One (A-1) District.

Additional information was presented as follows:

- Development Officer Dixon had not been made aware that the applicant wished to request a variance for the number of customers permitted per day. Her understanding was that traffic should not exceed the equivalent of five full-time employees and eight customers per day, which would total 13 people, less one employee as noted by Joe Arnault.

Members had the following comments or questions:

- If twelve vehicles would be adequate, would the applicant agree to no variance? Joe said it would be adequate; however, traffic may exceed twelve vehicles on occasion.
- Joe indicated that if the condition was a guideline and that customers would not be deterred, he would not require a variance.

- What problems could be generated if there were two or three large groups visiting on the same day? Director, Infrastructure and Planning, Roger Autio responded that it would only cause a problem should complaints arise.
- Municipal Planning Commission recommended amending the condition of eight customers per day to eight business visits per day. Development Officer Leurebourg explained that the current Land Use Bylaw stipulated eight customers; however, a proposal of eight business visits per day had been considered for the next revision of the Land Use Bylaw. He advised that there should still be a maximum cap due to potential traffic concerns.

SW-32-66-21-W5

MOTION: 21.05.23. Moved by: MEMBER DALE GERVAIS

That Municipal Planning Commission (MPC) **APPROVE** development permit application D21-191 for operation of a Home Occupation, Major: Pink Petunia's Patchworks, being a quilt shop, on the parcel legally described as SW-32-66-21-W5, 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. 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. Issuance of this development permit is for the quilt shop as described in the submitted application.
5. Any expansion of the business, site area, or additional employees will require the applicant to apply for a new development permit and will require approval.
6. Shall not result in traffic that exceeds the equivalent of five (5) full-time employees and eight (8) business visits per day.
7. The quilt shop shall be operated solely within one accessory building.
8. 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

ADOPTED

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#7
NEXT MEETING

Wednesday, June 9, 2021

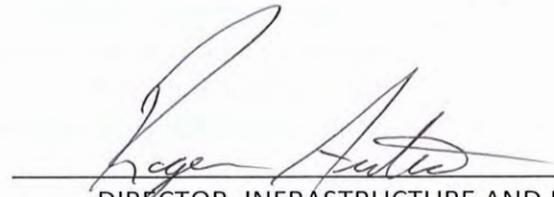
#8
ADJOURNMENT

MOTION: 21.05.24. Moved by: MEMBER ROXIE CHAPMAN
That the meeting be adjourned at 9:47 a.m.

CARRIED



VICE-CHAIR
TOM BURTON



DIRECTOR, INFRASTRUCTURE AND PLANNING
ROGER AUTIO