

**MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL PLANNING  
COMMISSION OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA  
HELD TUESDAY, MARCH 25<sup>TH</sup>, 2008, 7:00 P.M., TOWN OFFICE**

**PRESENT:**

Chairperson Paul Webb and members Joe Henze, Patricia Toone, Annette Clews, Ninette Savage-Howe and Bob McIntyre.

**ABSENT:**

Roy Cummings

**STAFF:**

Development / Subdivision Officer John Whitesell  
Assistant Development Officer Tracy Evans

**OTHERS:**

Jackie Carpenter, Tristen Devisser, Bob Garbutt, Jann McClendon, Joel Sloan, Carol Kuirinlahti, Joanna McKenzie and Ralph Bondy

**CALL TO ORDER:**

Chairperson Paul Webb called the meeting to order at 7:00 p.m.

**AGENDA:**

Moved by Ninette Savage-Howe to adopt the regular agenda. **CARRIED**

Moved by Bob McIntyre to adopt the supplementary agenda. **CARRIED**

**ADOPTION OF MINUTES:**

Minutes of the March 3<sup>rd</sup>, 2008 regular meeting were presented for adoption.

Moved by Joe Henze to adopt the minutes of the March 3<sup>rd</sup>, 2008 regular meeting as presented. **CARRIED**

**BUSINESS:**

**Development Application No. 2008014**

Lot 16, Block 8, Plan 0513796

1393 SQFT Single family dwelling w/ 24' X 26' attached garage.

Approved by Development Officer John Whitesell subject to the following conditions; (1) As per application, drawings and plot plan submitted, (2) Requires a 14 day posting period before project can begin, and any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) Future accessory buildings such as sheds, greenhouses and garages shall not be placed closer than 1.0 metres to property boundaries, (5) All

**Development Application No. 2008014 – continued**

Provincial Government regulations where applicable, (6) A Real Property Report must be submitted to the Town Office **immediately upon completion of the framing of all structures** listed on the Development Application, (7) That you submit to the Town Office copies of applicable permits and inspection reports (Gas, Plumbing & Electrical) for this project, (8) All contractors associated with project are to obtain a Town of Sundre Business License, (9) Building grades and elevations must conform to the plan for the area, or if non-available, to be set by the Town of Sundre. (Top of foundation must be a minimum of 6” higher than the center line of the street), (10) Water service line shall be 6” or 8” Series 160 Municipal water line and Sewer service line shall be 4” Series SDR 28 or SDR 35 or equivalent, (11) Water and sewer lines shall be inspected by the Town of Sundre public works staff prior to the ditch being backfilled. Contact the Town Office when lines are ready for inspection. Water will not be turned on until such time as inspection has been made, (12) 2” thick by 4’ wide Styrofoam insulation must be placed in ditch above water and sewer lines after backfilling ditch to a level 2-3 ft. below grade, (13) Provisions be made for your plumber to install a water meter supplied by the Town of Sundre in the dwelling unit. Notify the Town Office when ready for meter installation. **RECEIVED FOR INFORMATION**

**Development Application No. 2008015**

Lot 6, Plan 8010970

Home Occupation – Brown bag lunch service. Residence for office use only.

Moved by Annette Clews that Development Permit No. 2008015 be approved subject to the following conditions; (1) As per application submitted – Brown bag lunch service – Residence for office only, (2) Requires a 14 day posting period, after which a Town of Sundre Business License shall be acquired from the Town Office, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) All Provincial Government regulations where applicable, (5) No retail sales at premises, (6) No exterior sign, display or advertising, nor any interior signs visible from the exterior, (7) No commodity/service other than approved shall be sold, (8) The home occupation shall not be staffed on site by any person(s) other than a resident of the dwelling, (9) The Development Permit may be revoked if complaints are received, (10) A home occupation shall not include any use or operation which detracts from the amenities of a residential neighborhood, by way of creating dangerous or objectionable conditions of vehicular traffic, (11) Noise must be kept to a minimum, (12) No unsightly storage on the premises, or any outside storage of material, commodities or finished products, (13) That you obtain permits and inspections reports from the local health authority and submit copies to the Town of Sundre office. **CARRIED**

**Development Application No. 2008016**

Lot 4, Block F, Plan 2574JK

Renovations - create unloading area and office space.

Moved by Bob McIntyre that Development Permit No. 2008016 be approved subject to the following conditions; (1) As per application, drawings and plot plan submitted, (2) Requires a 14 day posting period before project can begin, and any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) All Provincial Government regulations where applicable. **CARRIED**

**Development Application No. 2008017**

Lot 16, Plan 9612304

Relocate existing RV to east side of property, 47m<sup>2</sup> ground level deck, 7.4 m<sup>2</sup> shed & 11.5m<sup>2</sup> guest cabin.

Approved by Development Officer John Whitesell subject to the following conditions; (1) As per application, drawings and plot plan submitted, (2) Requires a 14 day posting period before project can begin, and any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) All Provincial Government regulations where applicable.

**RECEIVED FOR INFORMATION**

**Development Application No. 2008018**

Lots A, Block 2, Plan 2462JK

Home based business – Property Maintenance, residence used for office only.

Moved by Bob McIntyre that Development Permit No. 2008018 be approved subject to the following conditions; (1) As per application submitted – Property Maintenance – Residence for office only, (2) Requires a 14 day posting period, after which a Town of Sundre Business License shall be acquired from the Town Office, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) All Provincial Government regulations where applicable, (5) No retail sales at premises, (6) No exterior sign, display or advertising, nor any interior signs visible from the exterior, (7) No commodity/service other than approved shall be sold, (8) The home occupation shall not be staffed on site by any person(s) other than a resident of the dwelling, (9) The Development Permit may be revoked

**Development Application No. 2008018 continued**

if complaints are received, (10) A home occupation shall not include any use or operation which detracts from the amenities of a residential neighborhood, by way of creating dangerous or objectionable conditions of vehicular traffic, (11) Noise must be kept to a minimum, (12) No unsightly storage on the premises, or any outside storage of material, commodities or finished products. **CARRIED**

**Development Application No. 2008019**

Lot 11 & 12, Plan 260FM

Use of existing commercial building for Coin Laundromat (fully attended), tanning salon & internet café with photocopy/fax service.

Moved by Joe Henze that Development Permit No. 2008019 be approved subject to the following conditions; (1) As per application, drawings and plot plan submitted, (2) Requires a 14 day posting period before project can begin, and any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) All Provincial Government regulations where applicable, (5) That you submit to the Town Office copies of applicable permits and inspection reports (Gas, Plumbing & Electrical) for this project, (6) All contractors associated with project are to obtain a Town of Sundre Business License, (7) If upgrades to water or sewer service lines are required the water service line shall be 2" Series 160 Municipal water line and Sewer service line shall be minimum 4" Series SDR28 or SDR35. Cost of service line installation and road rehabilitation shall be at the sole expense of the applicant, (8) Any water and sewer line upgrades shall be inspected by the Town of Sundre public works ready for inspection. Water will not be turned on until such time as inspection has been made, (9) 2" thick by 4' wide Styrofoam insulation must be placed in ditch above water and sewer lines, (10) Provisions be made for the installation of the appropriate number of water meters, (11) The balance of the property excluding any areas to be landscaped shall be hard surfaced, (12) All parking spaces shall be a minimum of 2.75 meters by 5.50 meters and have concrete bumpers or have a 4 inch raised sidewalk placed at the front of the space, (13) Any hard or soft landscaping and lot paving shall be completed within one year of issuance of this permit. **CARRIED**

**Development Application No. 2008020**

Lot 13, Block 1, Plan 8910856

Remove existing Mobile & replace w/ 1999, 16' X 68' SRI Mobile. Asking for relaxation of rear setback from 3m to 1.2m. Relocating & enlarging 10' X 16' deck.

**Development Application No. 2008020 continued**

Moved by Ninette Savage-Howe that Development Permit No. 2008020 be approved subject to the following conditions; (1) As per application, drawings, landscaping plan and plot plan submitted, (2) Requires a 14 day posting period before project can begin, and any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) Future accessory buildings such as sheds, greenhouses and garages shall not be placed closer than 1.0 metres to property boundaries, (5) All Provincial Government regulations where applicable, (6) A Real Property Report by a registered Land Surveyor must be submitted to the Town Office showing the placement of the Manufactured Home on the lot, (7) That you submit to the Town Office copies of applicable permits and inspection reports (Gas, Plumbing & Electrical) for this project, (8) All contractors associated with project are to obtain a Town of Sundre Business License, (9) Building grades and elevations must conform to the plan for the area, or if non-available, to be set by the Town of Sundre, (10) Water service line shall be 1" or 1.5" Series 160 Municipal water line and Sewer service line shall be 4" Series SDR 28 or SDR 35 or equivalent, (11) Water and sewer lines shall be inspected by the Town of Sundre public works staff prior to the ditch being backfilled. Contact the Town Office when lines are ready for inspection. Water will not be turned on until such time as inspection has been made, (12) 2" thick by 4' wide Styrofoam insulation must be placed in ditch above water and sewer lines after backfilling ditch to a level 2-3 ft. below grade, (13) Provisions be made for your plumber to install a water meter supplied by the Town of Sundre in the dwelling unit. Notify the Town Office when ready for meter installation. **CARRIED**

**Development Application No. 2008021**

Lot 4, Block B, Plan 7447ER

Construct a false front & re-side building to resemble appearance of other buildings in town.

Moved by Pat Toone that Development Permit No. 2008021 be approved subject to the following conditions; (1) As per application, drawings and plot plan submitted, (2) Requires a 14 day posting period before project can begin, and any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) All Provincial Government regulations where applicable. **CARRIED**

**Development Application No. 2008022**

Lot 35, Plan 9612304

Remove existing RV & replace w/ 2008, 12' X 38' RV & relocate 12' X 10' shed.

Approved by Development Officer John Whitesell subject to the following conditions; (1) As per application, drawings and plot plan submitted, (2) Requires a 14 day posting period before project can begin, and any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) All Provincial Government regulations where applicable.

**RECEIVED FOR INFORMATION**

**Mountain View County Application Referrals, Applications for Redesignation & Subdivision Applications:**

**(a) Application Referral's:**

- (1) SE 11-33-5-W5M; Plan 08???, Block 1, Lot 2  
2 miles East, \_ mile North  
File No. DP 08-012

Boarding Stable & Riding Academy.

Moved by Ninette Savage-Howe that a notice be sent to Mountain View County advising them that the Town Of Sundre does not have any objections or concerns with the above mentioned Application Referral, provided that it is in compliance with the Urban Fringe Area Development Agreement and any applicable Area Structure Plans. **CARRIED**

**(b) Application for Proposed Redesignation:**

- (2) SE 21-32-5-W5M; Plan 8811320, Lot 1  
2 \_ miles South  
File No. RD 03-003

Redesignate 32.12 acres from Agricultural District "A" to Recreational Facility District "RF".

Moved by Pat Toone that a notice be sent to Mountain View County advising them that the Town of Sundre does not have any objections or concerns with the above mentioned Redesignation provided that it is in compliance with the Urban Fringe Area Development Agreement and any applicable Area Structure Plans. The Town of Sundre requests that Mountain View County contact Alberta Infrastructure &

**Application for Proposed Redesignation RD 03-003 continued**

Transportation and ask how this development will impact traffic at the junction of highway No.'s 760 & 27 and at what level of traffic volume would require traffic control devices at the intersection. **CARRIED**

**SUPPLEMENTARY AGENDA**

**Development Application No. 2008023**

Lot 7, Plan 260FM

30' X 40' Detached garage w/ bathroom & removal of garden shed.

Moved by Ninette Savage-Howe that Development Permit No. 2008023 be approved subject to the following conditions; (1) As per application, drawings and plot plan submitted, (2) Requires a 14 day posting period before project can begin, and any development proceeded with by the applicant prior to the expiry of this period is done solely at the risk of the applicant, (3) Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) All Provincial Government regulations where applicable, (5) The building is to be used for residential purposed only and any commercial or home occupational use requires a separate Development permit, (6) No gas line may be located underneath a permanent or semi-permanent structure and if a gas line runs under a proposed building site, the gas line must be moved by the Town of Sundre at the applicant's sole expense, (7) No gas meter may be blocked by a permanent or semi-permanent structure and if a gas meter requires relocation, the gas meter must be moved by the Town of Sundre at the applicant's sole expense, (8) The garage must have siding installed that compliments the home. **CARRIED**

**OTHER BUSINESS:**

None

**ADJOURNMENT:**

Annette Clews moved at 7:25 p.m. to adjourn the meeting. **CARRIED**