

**MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL PLANNING
COMMISSION OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA
HELD MONDAY, APRIL 14TH, 2008, 7:00 P.M., TOWN OFFICE**

PRESENT:

Acting Chairperson Patricia Toone and members Roy Cummings, Joe Henze, Annette Clews, Ninette Savage-Howe and Bob McIntyre.

ABSENT:

Paul Webb

STAFF:

Development / Subdivision Officer John Whitesell
Assistant Development Officer Tracy Evans

OTHERS:

CALL TO ORDER:

Chairperson Pat Toone called the meeting to order at 6:59 p.m.

AGENDA:

Moved by Joe Henze to adopt the regular agenda. **CARRIED**

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

ADOPTION OF MINUTES:

Minutes of the March 25th, 2008 regular meeting were presented for adoption.

Moved by Annette Clews to adopt the minutes of the March 25th, 2008 regular meeting as presented. **CARRIED**

BUSINESS:

Development Application No. 2008024

Lot 2, Block 1, Plan 8111576

Signage – Change of name w/ 6.08' X 23.83' Fascia lettered sign.

Moved by Ninette Savage-Howe that Development Permit No. 2008024 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) Authorization letter from owner to be received by the Town of Sundre. **CARRIED**

Development Application No. 2008025

Lot 65, Plan 9612304

40' X 12' Park Model & 32' X 12' covered deck.

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. 2008026

Lot 6, Block 2, Plan 0712085

1488 SQFT Single family dwelling w/ 540 SQFT 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 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 ¾" or 1" 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, (14) Minimum overall density of trees – one per 100m² of the required 30 % landscaped area and boulevard. **RECEIVED FOR INFORMATION**

Development Application No. 2008027

Lot 1, Block C, Plan 20GW

1600 SQFT Single family dwelling w/ 440 SQFT attached garage.

Moved by Joe Henze that Development Permit No. 2008027 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) 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 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 ¾" or 1" 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, (14) Minimum overall density of trees – one per 100m² of the required 30 % landscaped area and boulevard, (15) Provisions be made to connect to Town of Sundre utility services, (16) All utilities will use the lane and adjacent properties will not be disturbed, (17) Size of water and sewer lines to be set by Development Officer before commencing. **CARRIED**

Development Application No. 2008028

Lot 7, Block 17, Plan 9912954

24' X 26' detached garage w/ relaxation to be closer to street than residence as previously approved on permit # 2006111 but never built.

Moved by Annette Clews that Development Permit No. 2008028 be approved

Development Application No. 2008028 - continued

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 purposes only and any commercial or Home Occupational use requires a separate Development Permit, (6) Relaxation of Section 1(1)(a)(iii) of Schedule B of land Use Bylaw No. 705 to allow for an accessory building to be placed closer to street than residence granted, (7) Adjacent landowners to be notified by the Development Officer. **CARRIED**

Development Application No. 2008029

Lot 2, Block 2, Plan 0613469

16' X 76' Manufactured home, 16' X 16' deck, 8' X 8' deck & 20' X 24' detached 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 and any attached structures shall not be placed closer that 6.0 m from any other structure on other adjacent properties. Any future accessory building or decks shall require separate Development & Building Permits, (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, the garage and shed 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 ¾" or 1" 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, (11) 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, (12)

Development Application No. 2008029 - continued

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, (13) Any vehicular access from the property to 6th Street is prohibited.

FOR INFORMATION ONLY

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

None

SUPPLEMENTARY AGENDA

Development Application No. 2008030

Lot 1 & 2, Block J, Plan 2008030

Use of leased commercial space to use for a trucking company.

Moved by Joe Henze that Development Permit No. 2008030 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) Use is for office space only. **CARRIED**

Other Business

Is an Accessory or Secondary Suite in the lower level of one side of a duplex a discretionary use?

Moved by Pat Toone that relevant research be provided by the Development Officer for the next Governance meeting in order to reach a decision.

OTHER BUSINESS:

None

ADJOURNMENT:

Roy Cummings moved at 8:20 p.m. to adjourn the meeting. **CARRIED**