

**MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL PLANNING
COMMISSION OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA
HELD MONDAY, MAY 5TH, 2008, 7:00 P.M., TOWN OFFICE**

PRESENT:

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

STAFF:

Development / Subdivision Officer John Whitesell
Assistant Development Officer Tracy Evans

OTHERS:

Wade Konschuh, Tom Boucher, Bert Meier and Kieth Kippen.

CALL TO ORDER:

Chairperson Paul Webb called the meeting to order at 6:59 p.m.

AGENDA:

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

ADOPTION OF MINUTES:

Minutes of the April 14th, 2008 regular meeting were presented for adoption.

Moved by Ninette Savage-Howe to adopt the minutes of the April 14th, 2008 regular meeting as presented. **CARRIED**

BUSINESS:

Development Application No. 2008031

Block 193, Plan 9812536

Relocate 8' X 36' RV and 12' X 36' addition w/ 8' X 16' patio.

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. 2008032

Block 166, Plan 9812525

Relocate 8' X 18.8' RV & 10' X 18' addition. Build a 10' X 12' guest cottage, 6' X 10' deck, 12' X 12' deck w/ removal of 4 trees to facilitate addition & 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. 2008033

Lot 26, Block 10, Plan 7611274

Convert flat roof of duplex into a peaked roof with trusses & shingles.

Moved by Annette Clews that Development Permit No. 2008033 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. 2008034

Lot 178, Plan 9812525

Enclose 13' X 9' western portion of 10' X 16' existing deck and replace 8' 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

Development Application No. 2008035

Lot 32, Block 2, Plan 0010410

1800 SQFT single family dwelling w/ 400 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. **RECEIVED FOR INFORMATION**

Development Application No. 2008036

Lot 1, Block 1, Plan 0712758

405 m² Liquor Store with licensed premise & wine tasting.

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) All Provincial Government regulations where applicable, (5) That you submit to the Town Office copies of

Development Application No. 2008036 continued

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) Upgrades to water or sewer service lines are required and the 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 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, (9) 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, (10) Provisions be made for the installation of the appropriate number of water meters. Notify the Town Office when ready for meter installation, (11) The balance of the property excluding any areas to be landscaped shall be hard surfaced with hot mix asphalt. All parking spaces shall be defined with painted lines, (12) All parking spaces shall be a minimum of 2.75 metres by 5.50 metres 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. 2008037

Lot 54, Block 9, Plan 7911066

Replace existing stairs w/ 6' X 23' covered deck w/ stairs.

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. 2008038

Lot 11, Block X, Plan 9711022

123.4m² addition w/ covered deck & workshop.

Approved by Development Officer John Whitesell subject to the following conditions; (1) As per application, drawings and plot plan submitted, (2) Requires a

Development Application No. 2008038 continued

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. 2008039

Lot 6, Block C, Plan 6194GN

Home office for spray coating business – all work off-site & no customers at residence.

Moved by Roy Cummings that Development Permit No. 2008027 be approved subject to the following conditions; (1) As per application submitted - Home office for spray coating business - all work off-site & no customers at residence, (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, nor any outside storage of material, commodities or finished products. **CARRIED**

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

(a) Application Referral:

- (1) SW 4-33-4-W5M; Plan 0413920, Block 2, Lot 3
5 ½ miles East of Sundre
File No. LP 08-009

Second Dwelling Unit (Mobile Home) w/ relaxation of setback requirements of deck – Temporary development.

The previous item is received for information only. Approved by
Development Officer John Whitesell. Mountain View County has been

Application Referral LP 08-009 continued

advised 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 Plan and that an end date for the temporary development be specified.

- (2) NE 32-32-5-W5M; Plan 0110257, Block 2, Lot 8
1 ½ miles West of Sundre
File No. LP 08-029

7,020 Sq. Ft. addition to existing building for use as a County shop.

The previous item is received for information only. Approved by Development Officer John Whitesell. Mountain View County has been advised 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 the West Sundre Area Structure Plan. The Town of Sundre maintains that it is important to have commercial & industrial properties landscaped to improve the visual appearance of the area and that all landscaping shown on the submitted plot plan be completed within 1 calendar year of the completion of construction of the exterior of the building.

(b) Proposed Subdivision:

- (1) SW 34-32-5-W5M
Southern boundary of the Town of Sundre, adjacent to Hwy. 760
File No. SD 07-011

Subdivide 2.0 acres from 6.5 acres for a Residential lot.

This application was seen originally and commented on at the September 10th, 2007 Municipal Planning Commission meeting. As the County agreed with our comments; a condition was placed on the application to prepare a storm water plan for presentation to the Town of Sundre. Tom Boucher, representing the applicant will make this presentation.

Bob McIntyre moved to refer this to the Town's engineer to be reported back to the Municipal Planning Commission before sending a referral to the county.

ADJOURNMENT:

Chairperson Paul Webb moved at 7:52 p.m. to adjourn the meeting.

CARRIED