

**MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL PLANNING  
COMMISSION OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA  
HELD MONDAY, JUNE 16TH, 2008, 7:00 P.M., TOWN OFFICE**

**PRESENT:**

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

**ABSENT:**

Ninette Savage-Howe

**STAFF:**

Development / Subdivision Officer John Whitesell  
Assistant Development Officer Tracy Evans

**OTHERS:**

Marty Mennear, Willie Logan, Matt Konschuh and Tyler Reid

**CALL TO ORDER:**

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

**AGENDA:**

Moved by Roy Cummings to adopt the regular agenda. **CARRIED**

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

**ADOPTION OF MINUTES:**

Minutes of the May 26<sup>th</sup>, 2008 regular meeting were presented for adoption.

Moved by Roy Cummings to adopt the minutes of the May 26<sup>th</sup>, 2008 regular meeting as presented. **CARRIED**

**BUSINESS:**

**Development Application No. 2008050**

Lot 17, Block 1, Plan 0312972

16' X 16' detached solarium.

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.

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**Development Application No. 2008051**

Lot 194, Plan 79812536

8' X 31.5 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.

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**Development Application No. 2008052**

Lot 21, Block 2, Plan 0712085

1488 SQFT single family dwelling w/ 440 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, (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, (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 tree per 100m<sup>2</sup> of the required 30% landscaped area and boulevard. **RECEIVED FOR INFORMATION**

**Development Application No. 2008053**

Lot 41, Plan 9612304

Remove shed and replace w/ 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.

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**Development Application No. 2008054**

Lot 204, Plan 9812536

Remove existing RV & replace w/ 11.5' X 38' park model & 4' X 8' wood 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.

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**Development Application No. 2008055**

Lot 190, Plan 9812536

12' X 28' deck w/ 3' pony wall, roof & lattice on one side.

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.

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**Development Application No. 2008056**

Lot 11, Plan 8010970

Home office for a construction company. No clients at residence.

Moved by Bob McIntyre that Development Permit No. 2008056 be approved

**Development Application No. 2008056 continued.....**

subject to the following conditions; (1) As per application submitted - Home office for construction company. No clients 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**

**Development Application No. 2008057**

Lot 3, Block 5, Plan 7610139

Relocate interior wall.

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.

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**Development Application No. 2008058**

Lot 23 & 24, Plan 8910920

8' X 24' illuminated fascia sign extending 7' above roof line & a 3' X 8' fascia sign extending 1' above roof line.

Moved by Joe Henze that Development Permit No. 2008058 be approved subject to the following conditions; (1) As per application, drawings and plot plan submitted, (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) Grant relaxation of 8' X 24' illuminated fascia sign extending 7' above roof line & a 3' X 8' fascia sign extending 1' above roof line.

**CARRIED**

**Development Application No. 2008059**

Lot 27, Block 1, Plan 0613469

2008, 16' X 76' mobile home.

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. 2008060**

Lot 59, Plan 9612304

12' X 20' addition w 9' X 12' 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. 2008061**

Lot 14 & 15, Block 1, Plan 1347GF

3, 2' X 3.5' banners onto face of building.

Moved by Bob McIntyre that Development Permit No. 2008061 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. 2008062**

SE 9-33-5-W5

Subdivision entrance sign.

Moved by Roy Cummings that Development Permit No. 2008062 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) A landscaping plan is to be submitted to the Development Officer for approval and must reflect a similar design to the design drawing submitted at the Municipal Planning Commission meeting, (6) Landscaping is to be started during the 2008 growing season & must be completed by October 31<sup>st</sup>, 2009. **CARRIED**

**Development Application No. 2008063**

Lot 188, Plan 9812536

Roof over existing deck, 10' X 12' guest house & 4' X 8' wood 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**

**OTHER BUSINESS:** None

**ADJOURNMENT:**

Moved by Roy Cummings that the meeting be adjourned at 7:25 P.M. **CARRIED**