

**MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL PLANNING
COMMISSION OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA
HELD THURSDAY, OCTOBER 9TH, 2008, 7:00 P.M., TOWN OFFICE**

PRESENT:

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

ABSENT:

STAFF: Development / Subdivision Officer John Whitesell

OTHERS: Karen Rosehill

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 September 8th, 2008 regular meeting were presented for adoption.

Moved by Roy Cummings to adopt the minutes of the September 8th, 2008 regular meeting as presented. **CARRIED**

BUSINESS:

5.1 Development Application No. 2008092

Lot 43, Block 15, Plan 9912954

1134 SQFT Single family dwelling w/ 24' X 24' attached garage and 12' X 10' 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)
Future accessory buildings such as sheds, greenhouse, etc shall not be placed closer
than 1.0 meters to side or rear property boundaries nor closer to a side street than the
main building, (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

Development Application No. 2008092 Continued.....

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 3/4" or 1" Series 160 Municipal water line and Sewer service line shall be 4" Series SDR28 or SDR35, (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 an 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 level 2-3 ft below grade, (13) Provisions be made for your plumber to install a water meter, supplied by the Town of Sundre. Notify the Town Office when ready for meter installation.

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5.2 Development Application No. 2008096

Lot 12, Block G, Plan 8542GM

12' X 20' portable tent garage – seasonal.

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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5.3 Development Application No. 2008097

Lot 14, Plan 9612304

Replace existing RV w/ 2008, 12' X 40' Park Model.

Approved by Assistant Development Officer Tracy Evans 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) Applicant provides the Town of Sundre with the CSA Number of RV or Park Model.

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5.4 Development Application No. 2008098

Lot 36, Plan 9612304

2008, 11' X 40' RV and relocate 8' X 8' shed and 10' X 12' 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, (5) Applicant provides the Town of Sundre with the CSA Number of RV or Park Model.

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5.5 Development Application No. 2008099

Lot 78, Plan 9711313

Replace existing RV w/ 2008, 8' X 40' Park Model and replace 5' X 5' shed w/ 8' X 10' shed. Removal of 8 trees to accommodate Park Model.

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, (5) Applicant provides the Town of Sundre with the CSA Number of RV or Park Model, (6) Grant removal of 8 trees to accommodate park model.

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5.6 Development Application No. 2008100

Lot 7, Block J, Plan 8542GM

Home Occupation – Residence used for office only. Picking up and dropping off parts. Use of garage for storage, transfer spot and minimal work.

Moved by Bob McIntyre that Development Permit No. 2008100 be approved subject to the following conditions; (1) As per application submitted – Home office for Sundre Performance Compressor Services, picking up and dropping off parts off-site, use of garage for storage, transfer location and minimal repairs with no customers at residence, (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) 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

Development Application No. 2008100 Continued.....

approved shall be sold, (8) The 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

5.7 Development Application No. 2008101

Lot 11, Block 2, Plan 0312972

24' X 30' 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) 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) 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) The garage must have siding installed that compliments the home, (8) Alberta 1 Call must be contacted by the applicant and have services marked before development commences.

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5.8 Development Application No. 2008107

Lot 5, Block 4, Plan 0013095

Use of existing commercial space for Laser Therapy Clinic.

Moved by Roy Cummings that Development Permit No. 2008107 be approved subject to the following conditions; (1) As per application submitted – Use of existing commercial space for Laser Therapy Clinic, (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) Provide the Town with copies of all required licenses and certifications, (6) Obtain an inspection from the Regional Health Authority (403-556-8441) and provide the Town with proof of approval.

CARRIED

5.9 Development Application No. 2008108

Lot 9, Plan 9612304

Replace existing RV w/ 1998, 8' X 36' RV.

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, (5) Applicant provides the Town of Sundre with the CSA Number of RV or Park Model, (6) No gas line may be covered by a permanent or semi-permanent structure including an RV or addition and if a gas line requires relocation the gas line must be moved by the Town of Sundre at the applicant's sole expense, (7) Before development begins Alberta 1 Call needs to be contacted by the applicant to have all services marked and if development damages any services, the repairs will be done at the applicant's sole expense.

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5.10 Development Application No. 2008109

Block 2, Plan 1347GF

Addition of Laser Hair Removal in Tranquility Day Spa.

Moved by Bob McIntyre that Development Permit No. 2008109 be approved subject to the following conditions; (1) As per application submitted – Addition of Laser Hair Removal in Tranquility Day Spa, (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) Provide the Town with copies of all required licenses and certifications, (6) Obtain an inspection from the Regional Health Authority (403-556-8441) and provide the Town with proof of approval.

CARRIED

5.11 Development Application No. 2008106

Lot 11, Block 18, Plan 9912954

1134 SQFT Single family dwelling w/ 24' X 24' attached garage, 4' X 5' front deck and 12' X 10' 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)

Development Application No. 2008106 Continued.....

Must conform to the Town of Sundre Land Use By-Law No. 705 with amendments, (4) Future accessory buildings such as sheds, greenhouse, etc shall not be placed closer than 1.0 meters to side or rear property boundaries nor closer to a side street than the main building, (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 3/4" or 1" Series 160 Municipal water line and Sewer service line shall be 4" Series SDR28 or SDR35, (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 an 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 level 2-3 ft below grade, (13) Provisions be made for your plumber to install a water meter, supplied by the Town of Sundre. 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) No gas line may be covered by a permanent or semi-permanent structure and if a gas line requires relocation, the gas line must be moved by the Town of Sundre at the applicant's sole expense, (16) Before development begins, Alberta 1 Call must be contacted by the applicant to have all services and utilities marked and if development damages any services, the repairs will be completed at the applicant's sole expense.

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5.12 Development Application No. 2008110

Lot 20, Block 2, Plan 0712085

1497 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, greenhouse, etc shall not be placed closer than 1.0 meters to side or rear property boundaries nor closer to a side street than the main building, (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

Development Application No. 2008110 Continued.....

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 3/4" or 1" Series 160 Municipal water line and Sewer service line shall be 4" Series SDR28 or SDR35, (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 an 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 level 2-3 ft below grade, (13) Provisions be made for your plumber to install a water meter, supplied by the Town of Sundre. 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) No gas line may be covered by a permanent or semi-permanent structure and if a gas line requires relocation, the gas line must be moved by the Town of Sundre at the applicant's sole expense, (16) Before development begins, Alberta 1 Call must be contacted by the applicant to have all services and utilities marked and if development damages any services, the repairs will be completed at the applicant's sole expense.

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5.13 Development Application No. 2008111

Lot 9, Block 18, Plan 9912954

1360 SQFT Single family dwelling w/ 23.5' X 25' attached garage, 10' X 16' rear deck and 8' X 16.5' covered front verandah.

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, greenhouse, etc shall not be placed closer than 1.0 meters to side or rear property boundaries nor closer to a side street than the main building, (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 3/4" or 1" Series 160 Municipal water line and Sewer service line shall be 4" Series SDR28 or SDR35, (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 an 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 level 2-3 ft below grade, (13) Provisions be made for your plumber to install a water

Development Application No. 2008111 Continued.....

meter, supplied by the Town of Sundre. 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) No gas line may be covered by a permanent or semi-permanent structure and if a gas line requires relocation, the gas line must be moved by the Town of Sundre at the applicant's sole expense, (16) Before development begins, Alberta 1 Call must be contacted by the applicant to have all services and utilities marked and if development damages any services, the repairs will be completed at the applicant's sole expense.

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5.14 Development Application No. 2008112

Lot 17, Block 1, Plan 1347GF

4" X 8' illuminated roof sign projecting above roof line and a 22" X 4' illuminated fascia sign on south wall.

Schedule "B" Paragraph 5(1)(b) of the Land Use Bylaw states that "No sign shall project higher than the roof-line of the building to which it is attached." Therefore, a relaxation of that requirement will need to be made if the roof mounted sign is allowed to remain.

Schedule "B" Paragraph 5(2)(a) states that "No fascia or projecting sign shall be lower than 2.5 meters (8.2 ft.) above grade except in the case of signs intended solely for the information of pedestrians in which case the height shall be determined by the Municipal Planning Commission having regard, amongst other things, to clarity and safety." A relaxation will need to be made to allow the height of the bottom of the fascia sign to remain at it's present height.

Deferred to Monday, October 20th, 2008 Municipal Planning Commission meeting.

MOUNTAIN VIEW COUNTY:

Application Referrals:

- (1) SW 5-33-5-W5M
Lot 20, Plan 9010599
1 ½ miles East of Sundre
File No. LP 08-124

30' X 40' garage/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

Application Referrals Continued.....

mentioned Application Referral provided that it is in compliance with the Urban Fringe Area Development Agreement and any applicable Area Structure Plans. It was noted that there would be a minimum of 17' from grade to peak. Due to the nature and density of this neighborhood, a building this tall will be substantially higher than the residences and all other structures in the subdivision which would detract from the amenities and visual pleasantness of the neighborhood.

OTHER BUSINESS:

Maggie Zackary – Discussion regarding proposed bed and breakfast.

Riverside RV Park – Discussion regarding Park Models.

ADJOURNMENT:

Moved by Joe Henze that the meeting be adjourned at 8:00 P.M. **CARRIED**