

**MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL PLANNING COMMISSION  
OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA HELD  
MONDAY, APRIL 20TH, 2009, 7:00 P.M., TOWN OFFICE**

**PRESENT:**

Chairperson Paul Webb and members Ninette Savage, Patricia Toone, Bob McIntyre, Joe Henze and Gale Henderson-White.

Late Arrival – Roy Cummings 7:11pm

**ABSENT:**

**STAFF:**

Development Officer, John Whitesell  
Assistant Development Officer, Denica Crosbie

**OTHERS:** Bob Sander, Tomas Knecht

**CALL TO ORDER:**

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

**AGENDA:**

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

**ADOPTION OF MINUTES:**

Minutes of the Monday March 30<sup>th</sup>, 2009 regular meeting were presented for adoption.

Moved by Bob McIntyre to adopt the minutes of the March 30<sup>th</sup>, 2009 regular meeting as presented with addition of landscape plan to be added to 5.3 Development Application 2009014. **CARRIED**

**BUSINESS:**

**4.1 Development Application No. 2009014**

Lots 1-4, Block 5, Plan 1589GY  
Civic Address: 701 Main Avenue East

Site used to sell Park Model RV's. Temporary office to be located in one of the Park Models. Put 2 4' X 8' Signage on the NW corner of the property. Term of lease is one year.

Moved by Joe Henze that Development Permit No. 2009014 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 including the Alberta Building Code, (5) Leased lot must be leveled, graveled, kept clean of garbage/debris and have proper weed control, (6) Area to be landscaped with potted trees, boulevard grass to be cleaned and maintained, picket fence not to exceed 3 feet, (7) All vehicle access must be off 6<sup>th</sup> Street S.E., and access from Main Avenue must be blocked to prevent vehicle access, (8) Temporary location approved for 2 years. **CARRIED**

#### **4.2 Development Application No. 2009015**

Lot 8, Block 18, Plan 9912954  
Civic Address: 118 - 12<sup>th</sup> Avenue N.E.

122.6 m<sup>2</sup> Single family dwelling w/ 51 m<sup>2</sup> attached garage, 8.8 m<sup>2</sup> covered front deck and 17.7 m<sup>2</sup> rear deck.

Approved by 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, etc. shall not be placed closer than 1.0 metres to side or rear 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) Submit to the Town Office copies of applicable permits and inspection reports (Gas, Plumbing & Electrical), (8) All contractors associated with the project are to obtain a Town of Sundre Business License (9) Building grades and elevations must conform to the building grade sheets for the property, (10) Water service lines 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 back filling ditch to a level 2-3 ft below grade, (13) The garage must have siding that compliments the home, (14) 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, (15) Minimum overall density of trees – one tree per 100 m<sup>2</sup> of the required 30% landscaped area and boulevard, (16) 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, (17) 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.

**RECEIVED FOR INFORMATION**

#### **4.3 Development Application No. 2009016**

Lot 21, Block 3, Plan 8010730  
Civic Address: 219 - 5<sup>th</sup> Street N.W.

Remove existing 14' X 66' Mobile home, deck & porch with 2000 16' X 76' Mobile home with no deck or porch.

Approved by 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, etc. shall not be placed closer than 1.0 metres to side or rear property boundaries. Any future accessory buildings, additions or decks will require a separate development permit, (5) All Provincial Government regulations where applicable, (6) Applicant provides the Town of Sundre with the ULC Number (if applicable) and the CSA Number of the mobile home, (7) A Real Property Report must

be submitted to the Town Office immediately upon placement of the home on the property, (8) All contractors associated with the 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) Arrange to have your utility services disconnected before removing existing mobile home, (11) No gas meter may be blocked by a permanent or semi-permanent structure and if it is blocked it must be moved by the Town of Sundre at the applicant's sole expense, (12) 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, (13) 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. **RECEIVED FOR INFORMATION**

#### **4.4 Development Application No. 2009017**

Lot 41, Plan 9612304  
Civic Address: #41, 200 - 4<sup>th</sup> Avenue SW

Add deck 6 ½' X 6' X 23" with railing on side of Park Model.

Approved by 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**

#### **4.5 Development Application No. 2009018**

Lot 4, Block 3, Plan 5664G1  
Civic Address: 121 2<sup>nd</sup> Street S.W.

Use garage at rear of property for sales and service of quads, dirt bikes, ATV's and generators. House to be used for home office. Possible signage on garage and drywall/insulating the garage in the fall.

Moved by Bob McIntyre that Development Permit No. 2009018 be approved subject to the following conditions (1) as per application submitted – Home Occupation (Garage) – Sales & Service of Quads, Dirt Bikes, ATV's, generators, Home used for office, phone, books, etc., (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 solely at the risk of the applicant. A Town of Sundre Business License shall be acquired from the Town Office after the posting period, (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 other than approved shall be sold, (6) No exterior signage shall be visible from the exterior until drawings have been submitted and approved by Town of Sundre, (7) No commodity/service other than approved shall be sold, (8) Refuse provided is for residential use and is not to be used for commercial. Used oil, oil containers and any other hazardous materials are to be disposed of properly and recyclable materials be recycled, (9) 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, (10) Noise must be kept to a minimum, (11) The Development Permit may be revoked if complaints are received, (12) No unsightly storage on the premises, nor any outside storage of material, commodities

or finished products, (13) Provide the Town of Sundre with copies of all required licenses and certifications. **CARRIED**

**4.6 Development Application No. 2009019**

Lot 133, Plan 9812180  
Civic Address: 133 Riverside RV Village

Remove existing 37' RV Trailer and position a new 12' X 40' RV Park Model Trailer in existing location.

Approved by 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**

**4.7 Development Application No. 2009020**

Lot 1&2, Block A, Plan 7747ER  
Civic Address: 118 Centre Street N

Install a free standing sign 4' X 10.5' on property.

Moved by Ninette Savage that Development Permit No. 2009020 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**

**4.8 Development Application No. 2009021**

Lot 1, Block 10, Plan 7611274  
Civic Address: 202 7<sup>th</sup> Avenue N.E.

Replace and expand deck to 12' X 29', replace window with french doors.  
Request relaxation on rear setback on 12.5' X 6.3 shed located behind garage.

Moved by Gale Henderson White that Development Permit No. 2009021 be approved 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) No gas meter may be blocked it must be moved by the Town of Sundre at the applicant's expense, (6) Relaxation on rear yard setback for 12.5' X 6.3' shed located behind garage to allow shed to remain as located. **CARRIED**

**MOUNTAIN VIEW COUNTY:**

**Application Referral:**

**OTHER BUSINESS:**

Discussion on Lot 28, Block 15, Plan 9912954 and setback requirements. The Municipal Planning Commission would like to see a plot plan showing houses on either side of Lot 28, before approving a relaxation on setbacks as per Land Use By-Law 705 with Amendments.

**ADJOURNMENT:**

Moved by Gale Henderson White that the meeting be adjourned at 8:00 P.M.

**CARRIED**