

**MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL PLANNING COMMISSION
OF THE TOWN OF SUNDRÉ IN THE PROVINCE OF ALBERTA HELD
MONDAY, MAY 11TH, 2009, 7:00 P.M., TOWN OFFICE**

PRESENT:

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

ABSENT:

STAFF:

Development Officer, John Whitesell
Assistant Development Officer, Denica Crosbie

OTHERS:

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 April 20th, 2009 regular meeting were presented for adoption.

Moved by Pat Toone to adopt the minutes of the April 20th, 2009 regular meeting as presented.
CARRIED

BUSINESS:

4.1 Development Application No. 2009023

Lot 18, Block 2, Plan 0712085
Civic Address: 636 - 6th Avenue S.W.

1216 sq.ft. single family dwelling with 528 sq.ft. attached garage.

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) for this project, (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

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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) 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 tree per 100 m² of the required 30% landscaped area and boulevard, (15) 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**

4.2 Development Application No. 2009024

Lot 18, Block 14, Plan 0814094
Civic Address: 133 - 12th Avenue N.E.

1218 sq.ft. single family dwelling with 451 sq.ft attached garage and 10' X 16' 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) for this project, (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) 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 tree per 100 m² of the required 30% landscaped area and boulevard, (15) 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, (16) This permit is approved with the understanding that there are no offsite effects. It is the owner's responsibility to determine whether the use approved by this Development Permit is, in fact, achievable or whether such use may be constrained or precluded by site conditions on use resulting from environmental conditions or legislation, or both, (17) This permit is subject to all relevant environmental legislation and the Environmental Protection and Enhancement Act (Alberta). **RECEIVED FOR INFORMATION**

4.3 Development Application No. 2009025

Lot 19, Block F, Plan 8542GM
Civic Address: 417 - 4th Avenue S.W.

Remove 1 spruce tree located on property line between lot 419 & 417 on 4th Avenue S.W.

Approved by John Whitesell. **RECEIVED FOR INFORMATION**

4.4 Development Application No. 2009026

Lot 8, Block 18, Plan 7546JK
Civic Address: #8 Willow Crescent

Home occupation used for bookkeeping. Business itself is conducted off site.

Moved by Gale Henderson White that Development Permit No. 2009026 be approved subject the following conditions (1) As per application submitted – office for bookkeeping, (2) Requires a 14 day posting period before project can begin, 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 other than approved shall be sold, (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 neighbourhood, by way of creating dangerous or objectionable conditions or vehicular traffic, (11) Noise must be kept to a minimum, (12) No unsightly storage on the premises, nor any outside storage or material, commodities or finished products.

CARRIED

4.5 Development Application No. 2009027

Lot 4, Block 2, Plan 9610892
Civic Address: 412 - 6th Street N.W.

Remove existing deck and add 21' X 16' 9" addition on existing mobile home.

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) All contractors associated with the project are to obtain a Town of Sundre Business License (7) Building grades and elevations must conform to the plan for the area, or if non available to be set by the Town of Sundre, (8) 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, (9) 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, (10) 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**

4.6 Development Application No. 2009028

Lot 210, Plan 9812536
Civic Address: 210, 200 - 4th Avenue S.W.

Replace existing 30' RV with 2000 36' RV, relocate existing deck, 4' X 8' woodshed and 5.5' X 8' playhouse.

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. 2009029

Lot 42, Plan 9612304
Civic Address: #42, 200 - 4th Avenue S.W.

Construct new 10' X 12' guest cabin with 4' verandah, 12' X 12' addition on RV and a 168 sq.ft. deck with pergola open roof and remove existing 8' X 10' shed.

Approved by John Whitesell subject to the following conditions; (1) As per application 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**

4.8 Development Application No. 2009030

Lot 38, Block 15, Plan 9912954
Civic Address: 213 – 11A Avenue N.E.

1208 sq.ft. single family dwelling with 552 sq.ft. attached garage.

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) for this project, (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) 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 tree per 100 m2 of the required 30% landscaped area and boulevard, (15) 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**

4.9 Development Application No. 2009031

Lot 13, Block C, Plan 7720FF
Civic Address: 104 3rd Street N.W.

Remove existing front entry deck/porch, grade sub deck for water drainage, construct deck and ramp to plan 11' 6" X 21' 4 3/4".

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, (5) All contractors associated with the project are to obtain a Town of Sundre Business License, (6) 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, (7) 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, (8) 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**

4.10 Development Application No. 2009032

Lot 5, Block C, Plan 6194GN
Civic Address: 112 3rd Avenue N.E.

12' X 46' back yard deck and replace shed with 10' X 12' shed and relocate closer to alley.

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, (5) All contractors associated with the

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project are to obtain a Town of Sundre Business License, (6) 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, (7) 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, (8) 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**

4.11 Development Application No. 2009033

Lot 30, Block 1, Plan 0613469
Civic Address: 28 Noblefern Way S.W.

Build 12' X 16' storage shed with 6' overhang.

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, (5) The shed must have siding installed that compliments the home. **RECEIVED FOR INFORMATION**

MOUNTAIN VIEW COUNTY:

Application Referral:

- (1) Proposed Subdivision Referrals
NE 2-33-5-W5M
Approx. 1 mile east of Town boundary and ¾ mile north of Sundre
File No. SD 08-188

Moved by the Municipal Planning Commission that a letter be sent to Mountain View County indicating the Town of Sundre has no objections or concerns on the proposed subdivision provided that the placement of dwellings on each of the initial 13 lots be such that they will fit onto proposed lots as shown on the future Residential & Urban overlays submitted with the application and discussed in the Defined Building Envelopes paragraph of the Outline Plan documentation attached to the application. A Deferred Servicing Agreement must be registered on all lots to allow future connection and servicing from a Municipal Water & Sanitary Sewer system. The project must be in compliance with the Urban Fringe Area Development Agreement and any applicable Area Structure Plan. **CARRIED**

OTHER BUSINESS:

There was discussion regarding signage on municipal land and the upcoming Subdivision and Development Appeal Board hearing.

ADJOURNMENT:

Moved by Bob McIntyre that the meeting be adjourned at 7:26 P.M. **CARRIED**