

**MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL PLANNING COMMISSION
OF THE TOWN OF SUNDRÉ IN THE PROVINCE OF ALBERTA HELD
TUESDAY, AUGUST 4TH, 2009, 7:00 P.M., TOWN OFFICE**

PRESENT:

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

ABSENT:

Roy Cummings

STAFF:

Subdivision / 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 Bob McIntyre to adopt the regular agenda and supplementary agenda. **CARRIED**

ADOPTION OF MINUTES:

Minutes of the Monday July 13th, 2009 regular meeting were presented for adoption.

Moved by Pat Toone to adopt the minutes of the July 13th, 2009 regular meeting as presented.
CARRIED

BUSINESS:

4.1 Development Application No. 2009059

Lot 40, Block 1, Plan 8611359
Civic Address: 402 4th Street N.W.

Construct 10' X 12" storage shed.

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

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4.2 Development Application No. 2009060

Lot 53, Block 9, Plan 7911066
Civic Address: 214 - 9th Avenue N.E.

Construct 24' X 22' detached 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) All Provincial Government regulations where applicable, (5) Garage must have siding that compliments the home, (6) 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, (7) 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, (8) All contractors associated with the project are to obtain a Town of Sundre Business License. **RECEIVED FOR INFORMATION**

Bob McIntyre moved to have the Subdivision / Development Officer review policy procedures and whether Foundation checks should be required on elevations and set backs once the foundation has been completed. **CARRIED**

4.3 Development Application No. 2009061

Lot 1SR, Plan 8111933
Civic Address: #5, 310 Centre Street North

Construct enclosed fire exit stairs.

Moved by Bob McIntyre that Development Permit 2009061 be approved subject 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. **CARRIED**

4.4 Development Application No. 2009062

Lot 1SR, Plan 8111933
Civic Address: #5, 310 Centre Street North

10' X 10' Storage Shed

Moved by Gale Henderson-White that Development Permit 2009062 be approved subject 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 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. **CARRIED**

4.5 Development Application No. 2009063

Lot 23, Block 14, Plan 0814094
Civic Address: 207 12th Avenue N.E.

Single family dwelling 1342 sq.ft. with triple attached garage 704 sq.ft. and 14' X 12' 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) All Provincial Government regulations where applicable, (5) 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, (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 building grade sheets for the property, (8) Water service line shall be 3/4" or 1" Series 160 Municipal water line and Sewer service line shall be 4" Series SDR 28 or SDR 35, (9) 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 (10) 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 feet below grade, (11) 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 (12) Minimum overall density of trees – one tree per 100 m² of the required 30% landscaped area and boulevard, (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, (14) This permit is approved with the understanding that there are no offsite effects, (15) 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 including constraints on use resulting from environmental conditions or legislation, or both, (16) This permit is subject to all relevant environmental legislation and the Environmental Protection and Enhancement Act (Alberta). **RECEIVED FOR INFORMATION**

4.6 Development Application No. 2009064

Lot 26, Block 14, Plan 0814094
Civic Address: 213 12th Avenue N.E.

Single family dwelling 1200 sq.ft. with attached garage 453 sq.ft. and 16' X 10' 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) All Provincial Government regulations where applicable, (5) 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, (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 building grade sheets for the property, (8) Water service line shall be 3/4" or 1" Series 160 Municipal water line and Sewer service line shall be 4" Series SDR 28 or SDR 35, (9) 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 (10) 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 feet below grade, (11) 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 (12) Minimum overall density of trees – one tree per 100 m2 of the required 30% landscaped area and boulevard, (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, (14) This permit is approved with the understanding that there are no offsite effects, (15) 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 including constraints on use resulting from environmental conditions or legislation, or both, (16) This permit is subject to all relevant environmental legislation and the Environmental Protection and Enhancement Act (Alberta). **RECEIVED FOR INFORMATION**

4.7 Development Application No. 2009065

Lot 50, Block 9, Plan 7911066
Civic Address: 211 9th Avenue N.E.

10' X 12' Storage Shed

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) 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, (6) 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, (7) All contractors associated with the project are to obtain a Town of Sundre Business License. **RECEIVED FOR INFORMATION**

4.8 Development Application No. 2009066

Lot 13, Block 18, Plan 9910924
Civic Address: 128 12th Avenue N.E.

Single family dwelling 1228 sq.ft. with attached garage 352 sq.ft. and 6' X 20' front deck and 8' X 20' 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) All Provincial Government regulations where applicable, (5) 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, (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 building grade sheets for the property, (8) Water service line shall be 3/4" or 1" Series 160 Municipal water line and Sewer service line shall be 4" Series SDR 28 or SDR 35, (9) 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 (10) 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 feet below grade, (11) 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 (12) Minimum overall density of trees – one tree per 100 m² of the required 30% landscaped area and boulevard, (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, (14) This permit is approved with the understanding that there are no offsite effects, (15) 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 including constraints on use resulting from environmental conditions or legislation, or both, (16) This permit is subject to all relevant environmental legislation and the Environmental Protection and Enhancement Act (Alberta). **RECEIVED FOR INFORMATION**

4.9 Development Application No. 2009067

Lot 36, Plan 7546JK
Civic Address: 220 5th Avenue N.E.

Secondary suite in basement.

Moved by Ninette Savage that Development Permit 2009067 continue on a temporary basis and the application be deferred until a building inspector provides a certified inspection and a request for decision is sent to council to review secondary suites in R-1 zoning as a discretionary use. **CARRIED**

4.10 Development Application No. 2009068

Lot 112, Plan 9711313
Civic Address: 200 4th Avenue S.W.

Construct roof structure over 12' X 16' deck with 2 patio doors.

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) 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, (6) All contractors associated with the project are to obtain a Town of Sundre Business License. **RECEIVED FOR INFORMATION**

4.11 Development Application No. 2009069

Lot 3, Block 4, Plan 5664GI
Civic Address: 109 1st Avenue S.W.

Dance Studio for ages 3 to adult.

Moved by Gale Henderson-White that Development Permit 2009069 be approved subject 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 exterior signage shall be visible from the exterior until drawings have been submitted and approved by the Town of Sundre, (7) Provide the Town of Sundre with copies of all required licenses and certifications, (8) Outdoor storage and or display is not permitted. **CARRIED**

4.12 Development Application No. 2009070

Lot 26, Block 1, Plan 0613469
Civic Address: 24 Noblefern Way S.W.

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) Gas meters cannot be blocked and must remain accessible. If a gas meter requires relocation, it must be moved by the Town of Sundre at the applicant's sole expense, (6) All contractors associated with the project are to obtain a Town of Sundre Business License, (7) 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**

4.13 Development Application No. 2009071

Lot 3, Block 4, Plan 5664GI
Civic Address: 109 1st Avenue S.W.

Mixed Martial Arts / Self Defense / Fitness Studio for youth and adults.

Moved by Bob McIntyre that Development Permit 2009071 be approved subject 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 exterior signage shall be visible from the exterior until drawings have been submitted and approved by the Town of Sundre, (7) Provide the Town of Sundre with copies of all required licenses and certifications, (8) Outdoor storage and or display is not permitted. **CARRIED**

4.14 Development Application No. 2009072

Lot 6, Block 1, Plan 8611359
Civic Address: #6, 402 4th Street N.W.

Home Occupation – Locksmith Business

Moved by Ninette Savage that Development Permit 2009072 be approved subject the following conditions; (1) As per application, home occupation – locksmith business, (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 exterior sign, display or advertising, nor any interior signs visible from the exterior, (6) No commodity/service other than approved shall be sold, (7) The home occupation shall not be staffed on site by any person(s) other than a resident of the dwelling, (8) The Development Permit may be revoked if complaints are received, (9) 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 of vehicular traffic, (10) Noise must be kept to a minimum, (11) No unsightly storage on the premises, or any outside storage of material, commodities or finished products. **CARRIED**

4.15 Development Application No. 2009073

Lot 3, Block 1, Plan 8910856
Civic Address: 306 4th Street N.W.

Enclose a 12' X 16' portion of existing covered deck, install windows and a door and remove existing 6' X 12' greenhouse.

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) Gas meters cannot be blocked and must remain

accessible. If a gas meter requires relocation, it must be moved by the Town of Sundre at the applicant's sole expense, (6) All contractors associated with the project are to obtain a Town of Sundre Business License. **RECEIVED FOR INFORMATION**

MOUNTAIN VIEW COUNTY:

Application Referral:

- (1) NW 10-33-5-W5M
Lot 8, Plan 8911614
File No. DP09-070

1511 sq.ft. single family dwelling

Approved by John Whitesell that the Town of Sundre has no objections/concerns with the above mentioned Application Referral other than the concern that the development may interfere with any future extension of the adjacent Town of Sundre Sewage Lagoon system and provided that it is in compliance with the Urban Fringe Area Development Agreement and any applicable Area Structure Plan. **RECEIVED FOR INFORMATION**

OTHER BUSINESS:

Pat Toone excused herself from the meeting at 7:45 due to conflict of interest regarding Bearberry Village Condo parking.

There was discussion in regards to additional parking at the Bearberry Village Condo due to letters received from a concerned resident owner and the Bearberry Village Condo Association.

Moved by Joe Henze that condition 19 of Development Permit 2006166, a further 5 parking stalls to be created at the developer's expense, be exercised. **CARRIED**

ADJOURNMENT:

Moved by Gale Henderson-White that the meeting be adjourned at 8:20 P.M. **CARRIED**