

AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING
January 28, 2025

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, January 28, 2025, at 9:00 a.m. in the Council Chambers, 313 Alberta Avenue, Worsley Alberta.

- A) CALL TO ORDER**
- B) AGENDA**
 - A. REGULAR MEETING of January 28, 2025* 1
- C) ADOPTION OF THE PREVIOUS MINUTES**
 - A. REGULAR MEETING of September 24, 2024* 2
- D) BUSINESS ARISING OUT OF THE MINUTES**
- E) DELEGATION**
- F) BY-LAW**
- G) OLD BUSINESS**
- H) NEW BUSINESS**
 - A. DEVELOPMENT PERMIT APPLICATION – Herman & Elizabeth Giesbrecht* 6
- I) CORRESPONDENCE AND INFORMATION**
- J) CONFIDENTIAL ITEMS**
- K) ADJOURNMENT**

Initials show support - Reviewed by: Development Officer:  **Manager:** 

**MINUTES OF CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION
COUNTY COUNCIL CHAMBERS
TUESDAY, AUGUST 27, 2024**

PRESENT

Susan Hansen	Member
Danae Walmsley	Deputy Chairperson
Abram Giesbrecht	Chairperson
David Janzen	Member

ABSENT

Jason Ruecker	Member
Shelby Janzen	Corporate Services Clerk (CSC)

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Kelsey Lund	Payroll Clerk (PC)

CALL TO ORDER

Chairperson Giesbrecht called the meeting to order at 9:00 a.m.

**ACCEPTANCE OF
AGENDA**

M38-24 (08-27-24)

RESOLUTION by Member Janzen to adopt the agenda governing the August 27, 2024, Municipal Planning Commission Meeting, as presented. CARRIED.

**APPROVAL OF
MINUTES**

Previous Regular Meeting Minutes

M39-24 (08-27-24)

RESOLUTION by Member Hansen to adopt the minutes of the August 13, 2024, Municipal Planning Commission Meeting, as presented. CARRIED.

NEW BUSINESS

Subdivision Referral
D & S Wasylciw

Subdivision referral 24MK026 was received from the Mackenzie Municipal Services Agency to subdivide 14.90 acres (6.03 ha) off SE 3-86-8-W6 (unsubdivided) as a farmstead separation.

M40-24 (08-27-24)

RESOLUTION BY Member Janzen that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve subdivision referral 24MK026, with the dugout rear yard setback variance, from Donald and Sandra Wasylciw for the farmstead separation of SE 3-86-8-W6 (14.90 acres), subject to the following conditions:

- 1. Any outstanding property taxes to be paid in full on the land proposed to be subdivided or arrangements made which are satisfactory to the County.**
- 2. All required County, Provincial and Federal Regulations to be adhered to. CARRIED.**

Development Permit
Application
H. Friesen

Development Permit Application W17-24 was received from Heinrich Friesen to develop a second yard site and residential cabin on SE 3-84-5-W6.

M41-24 (08-27-24)

RESOLUTION by Member Hansen that the Municipal Planning Commission approves Development Permit Application W17-24 received from Heinrich Friesen to develop a second yard site and residential cabin on SE 3-84-5-W6, subject to the following conditions:

1. **Developer to obtain a roadside development permit from Alberta Transportation.**
 2. **Prior to construction, any outstanding property taxes to be paid in full on the land proposed to be developed.**
 3. **Minimum setbacks from property lines:**
 - a. **Front yard, 40.8 m (134 ft)**
 - b. **Side yard, 15.2 m (50 ft)**
 - c. **Rear yard, 15.2 m (50 ft)**
 4. **Water supply setbacks:**
 - a. **Dugout**
 - i. **Front Yard, 40.8 m (134 ft) from the road right-of-way or 70 m (229.6 ft) from the center line, whichever is the greater.**
 - ii. **Interior Side Yard, 15.24 m (50 ft) or as required by the Development Authority.**
 - iii. **Rear Yard, 15.24 m (50 ft) or as required by the Development Authority.**
 5. **Sewage setbacks:**
 - a. **Lagoon**
 - i. **45 m (148 ft) from a dwelling**
 - ii. **30.5 m (100 ft) from a property line**
 - iii. **90 m (295 ft) from water feature or source**
 6. **All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.**
 7. **All structures moved in and/or constructed on site shall conform to all building and code standards as set by Human Resources and Alberta Safety Codes Council.**
 8. **All required County Land Use Bylaw and Provincial/Federal Regulations be adhered to.**
- CARRIED.**

ADJOURNMENT

Chairperson Giesbrecht adjourned the August 27, 2024, Municipal Planning Commission Meeting at 9:12 a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

**MINUTES OF CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION
COUNTY COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 24, 2024**

PRESENT

Susan Hansen	Member
Danae Walmsley	Deputy Chairperson
Abram Giesbrecht	Chairperson
David Janzen	Member
Jason Ruecker	Member

ABSENT

Shelby Janzen	Corporate Services Clerk (CSC)
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ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Kelsey Lund	Payroll Clerk/Development Officer (PC/DO)

CALL TO ORDER

Chairperson Giesbrecht called the meeting to order at 9:00 a.m.

**ACCEPTANCE OF
AGENDA**

M42-24 (09-24-24)

RESOLUTION by Member Janzen to adopt the agenda governing the September 24, 2024, Municipal Planning Commission Meeting, as presented. CARRIED.

**APPROVAL OF
MINUTES**

Previous Regular Meeting Minutes

M43-24 (09-24-24)

RESOLUTION by Member Hansen to adopt the minutes of the August 27, 2024, Municipal Planning Commission Meeting, as presented. CARRIED.

NEW BUSINESS

Subdivision Referral
Clear Hills County

Subdivision referral 24MK028 was received from the Mackenzie Municipal Services Agency to consolidate and subdivide four existing lots (3 highway development lots and 1 public utility lot) into 7 lots for private and municipal uses; Lot 1 Block 1 = 3.7 acres, Lot 2 Block 1 = 2.89 acres, Lot 3 Block 1 = 3.51 acres, Lot 4PUL = 3.71 acres, for Plan 8720504 located on NW 10-85-10-W6 as a highway development; firehall (public/institutional). The proposed lots 1-5 in block 2 are owned by Sarah Braun, Willy Giesbrecht, and Cleardale Co-Op.

Member Ruecker entered the meeting at 9:02 a.m.

M44-24 (09-24-24)

RESOLUTION by Member Janzen that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve subdivision referral 24MK028 to consolidate and subdivide four existing lots (3 highway development lots and 1 public utility lot) into 7 lots for private and municipal uses; Lot 1 Block 1 = 3.7 acres, Lot 2 Block 1 = 2.89 acres, Lot 3 Block 1 = 3.51 acres, Lot 4PUL = 3.71 acres, for Plan 8720504 located on NW 10-85-10-W6 as a highway development; firehall (public/institutional), subject to the following conditions:

1. Any outstanding property taxes to be paid in full on the land proposed to be subdivided or arrangements made which are satisfactory to the County.
2. All required County, Provincial and Federal Regulations to be adhered to.
3. Abandoned home and shed setbacks on Lot 1 Block 2 be accommodated through variance.
4. The lagoon located north of Lot 5 Block 1 to be reclaimed during the construction of the firehall to allow for the proposed road plan. **CARRIED.**

ADJOURNMENT

Chairperson Giesbrecht adjourned the September 24, 2024, Municipal Planning Commission Meeting at 9:06 a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	January 28, 2025
Originated By:	Kelsey Lund, Development Officer
Title:	DEVELOPMENT PERMIT APPLICATION – HERMAN & ELIZABETH GIESBRECHT
File:	61-02-02

DESCRIPTION:

Development Permit Application W01-25 was received from Herman & Elizabeth Giesbrecht to develop a second residence on NW-23-84-11-W6.

BACKGROUND:

- Zoning: Agricultural District 1 (AG1)
- Second dwelling is an upgraded home.
- New roadway proposed for access to the proposed development.
- Proposed water supply will be cistern/hauling. Proposed sewage disposal will be sub-surface disposal/septic tank.

ATTACHMENTS:

1. Development Permit Application.
2. Aerial of proposed development.
3. Location of the proposed development site with respect to the county.


OPTIONS:

- A. Deny the application for the following reasons....
- B. Approve the application with the conditions recommended.
- C. Approve the application with different conditions.

RECOMMENDED ACTION:

RESOLUTION by... That the Municipal Planning Commission approves Development Permit Application W01-25 received from Herman & Elizabeth Giesbrecht to develop a second residence on NW-23-84-11-W6, subject to the following conditions:

1. Minimum setbacks from property lines:
 - a. Front yard, 40.8 m (134 ft)
 - b. Side yard, 15.2 m (50 ft)
 - c. Rear yard, 15.2 m (50 ft)
2. Water supply setbacks:
 - a. Dugout
 - i. Front Yard, 40.8 m (134 ft) from the road right-of-way or 70 m (229.6 ft) from the center line, whichever is the greater.

Initials show support - Reviewed by: Development Officer:  **Manager:** 

- ii. Interior Side Yard, 15.24 m (50 ft) or as required by the Development Authority.
 - iii. Rear Yard, 15.24 m (50 ft) or as required by the Development Authority.
- 3. Sewage setbacks:
 - a. Lagoon
 - i. 45 m (148 ft) from a dwelling
 - ii. 30.5 m (100 ft) from a property line
 - iii. 90 m (295 ft) from water feature or source
- 4. All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.
- 5. All structures moved in and/or constructed on site shall conform to all building and code standards as set by Human Resources and Alberta Safety Codes Council.
- 6. All required County Land Use Bylaw and Provincial/Federal Regulations be adhered to.

Initials show support - Reviewed by: Development Officer:

Manager:



CLEAR HILLS COUNTY
 Box 240
 Worsley AB T0H 3W0
 Telephone: 780-685-3925
 Fax: 780-685-3960
 Email: info@clearhillscounty.ab.ca

**APPLICATION FOR
 DEVELOPMENT PERMIT**

FOR ADMINISTRATIVE USE ONLY

APPLICATION NO.:	W01-25	
DATE RECEIVED:	01/08/25	
FEES PAID:	YES	NO <input checked="" type="radio"/> N/A

I/We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and forming part of this application.

I/We understand that this application will not be accepted without the following:

- (a) application fee;
- (b) site plan sketch that includes all relevant details for the proposed development (e.g.: proposed and existing structure, property lines, creeks/ravines, parking and vehicle access, building plans, etc.).

APPLICANT INFORMATION				COMPLETE IF DIFFERENT FROM APPLICANT				
NAME OF APPLICANT <i>Herman Elizabeth Giesbrecht</i>				NAME OF REGISTERED LAND OWNER				
ADDRESS <i>Box 155 Cleardale AB</i>				ADDRESS				
POSTAL CODE <i>T0H-3Y0</i>	EMAIL <i>hlgiesbrecht@live.ca</i>			POSTAL CODE	EMAIL			
CONTACT NUMBERS				CONTACT NUMBERS				
Home	<i>780-772-3177</i>			Home				
Business	<i>780-772-4618</i>			Business				
Cell	<i>780-772-4618</i>			Cell				
LAND INFORMATION								
Legal description of proposed development site								
QTR/L.S. <i>NW</i>	SEC. <i>23</i>	TWP. <i>84</i>	RG. <i>11</i>	M. <i>W6</i>	OR	REGISTERED PLAN NO.	BLOCK	LOT
Size of the proposed development site:								
LENGTH <i>40</i>	m <input checked="" type="radio"/>	WIDTH <i>100</i>	m <input checked="" type="radio"/>	NUMBER OF HECTARES		OR ACRES		
Lot type: <input checked="" type="radio"/> INTERIOR <input type="radio"/> CORNER <input type="radio"/> THROUGH				LAND USE DISTRICT: <i>New Building AG1</i>				
Describe the existing use of the land: <i>Farming</i>								

APPLICATION FOR DEVELOPMENT PERMIT

FORM A

Page 2

DEVELOPMENT INFORMATION

Describe the proposed use of the land:

Build a new home

Check (✓) any proposed use(s) not identified above:

Dwelling unit(s)

Accessory structure(s) / use(s)

~~Home Occupation(s)~~

Sign(s)

Commercial or industrial structure(s) / use(s)

Other (specify)

Indicate the proposed setback from the property line:

FRONT YARD	m	REAR YARD	m	SIDE YARD (1)	m	SIDE YARD (2)	m
	ft		ft		ft		ft

Off street parking: *N/A* Size of space Number of spaces

Off street loading: *N/A* Size of space Number of spaces

Accessory use:

PERCENTAGE OF LOT OCCUPIED:	HEIGHT OF ACCESSORY BLDG:	SETBACK FROM SIDE LOT LINE:	SETBACK FROM REAR LOT LINE:

The land is adjacent to:

PRIMARY HIGHWAY

SECONDARY HIGHWAY

RURAL ROAD

Estimate the Project:

COMMENCEMENT DATE <i>March 2025</i>	COMPLETION DATE <i>Sept 2025</i>	CONSTRUCTION COSTS 450,000
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Attached is

(a) SITE PLAN	Yes	No	N/A	(b) FLOOR PLAN	Yes	<u>No</u>	N/A
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DECLARATION

I/WE hereby declare that the above information is, to the best of my/our knowledge, factual and correct.

DATE: *Jan 8-2025* SIGNATURE OF APPLICANT:

DATE: *Jan 8-2025* SIGNATURE OF REGISTERED LAND OWNER:

NW-93-84-11-66

New
Home

APPLICATION FOR DEVELOPMENT PERMIT

ADDITIONAL INFORMATION REQUIRED

ABANDONED WELLS

If the building/addition is greater than 47m² (505.9 ft²) a map from the Alberta Energy Regulator (AER) identifying the locations of, or confirming the absence of, any abandoned oil or gas wells on or within 25m (82 ft) of the site boundary is to be included. Go to www.geodiscover.alberta.ca for abandoned well location and status information.

WATER AND SEWAGE

Indicate below the type of water supply and sewage disposal to be used by your development proposal and if it is existing or proposed.

Existing	Proposed	TYPE OF WATER SUPPLY
✓		DUGOUT
		WELL
	✓	CISTERN & HAULING
		COUNTY SERVICE
		OTHER (Please specify)

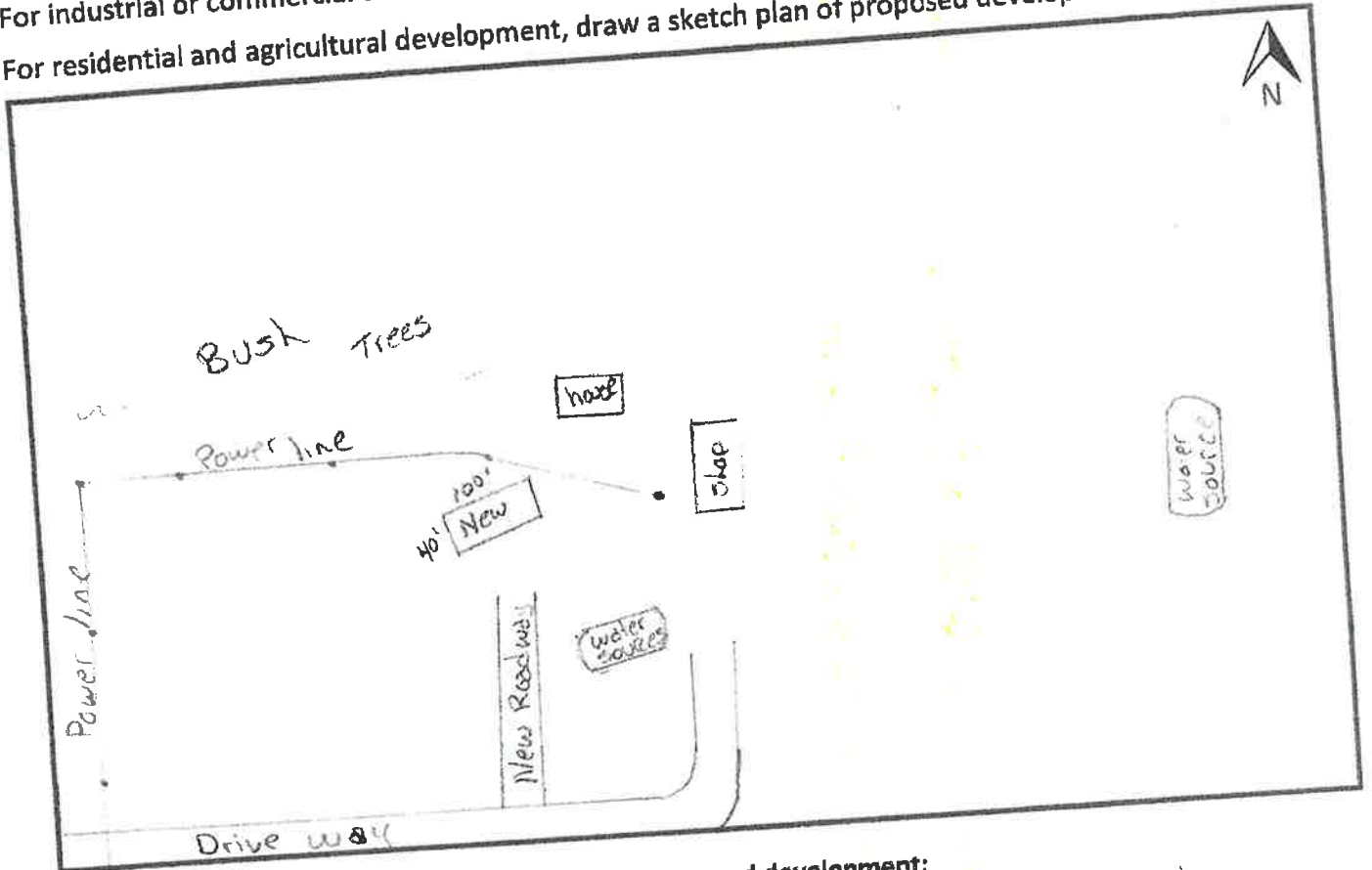
Existing	Proposed	TYPE OF SEWAGE DISPOSAL
		OPEN DISCHARGE/SEPTIC TANK
	✓	SUB-SURFACE DISPOSAL/SEPTIC TANK
		ABOVE GROUND/SEPTIC TANK
		SEWAGE LAGOON
		OUTDOOR PRIVY
		COUNTY SERVICE
		OTHER (Please Specify)

FOR ADDITIONAL INFORMATION CONTACT ALBERTA MUNICIPAL AFFAIRS -- CODES AND PERMITS AT 1-866-421-6929 (EMAIL safety.services@gov.ab.ca) OR A LICENSED PERMITTING AGENCY.

APPLICATION FOR DEVELOPMENT PERMIT

SITE MAP

LEGAL LAND DESCRIPTION: NW-23-84-11-W6
 For industrial or commercial development, attach engineered drawings of proposed development.
 For residential and agricultural development, draw a sketch plan of proposed development.



Please indicate the following if they apply to your proposed development:

- Location of water source & distance from property line and sewer system - 200+ feet
- Location of sewer system & distance from water source and property line - 500+ feet
- Access location(s) 1
- Location of existing or proposed buildings:
- Setbacks from the road allowance 600+ feet
- Location of roads in the area
- Location Shelterbelts
- Location of Treed Areas/ Sloughs/ Bush/ other vegetation 200+ feet
- Location of River/ Lakes/ other watercourses

**APPLICATION FOR
DEVELOPMENT PERMIT**

RIGHT OF ENTRY FORM

As a site inspection of land that is the subject of a development permit application may be required, we request that you complete the following authorization and submit it with your application for Development Permit approval.

Section 653(2) of the Municipal Government Act indicates that if consent is given by this form, a notice of inspection is not required to be given under Section 542(1).

I, HERMAN GIESBRECHT, do grant consent for an authorized
(Name in block letters)

person of Clear Hills County to enter upon subject land for the purpose of a site inspection.

Legal Land Description: NW-23-84-11-W6

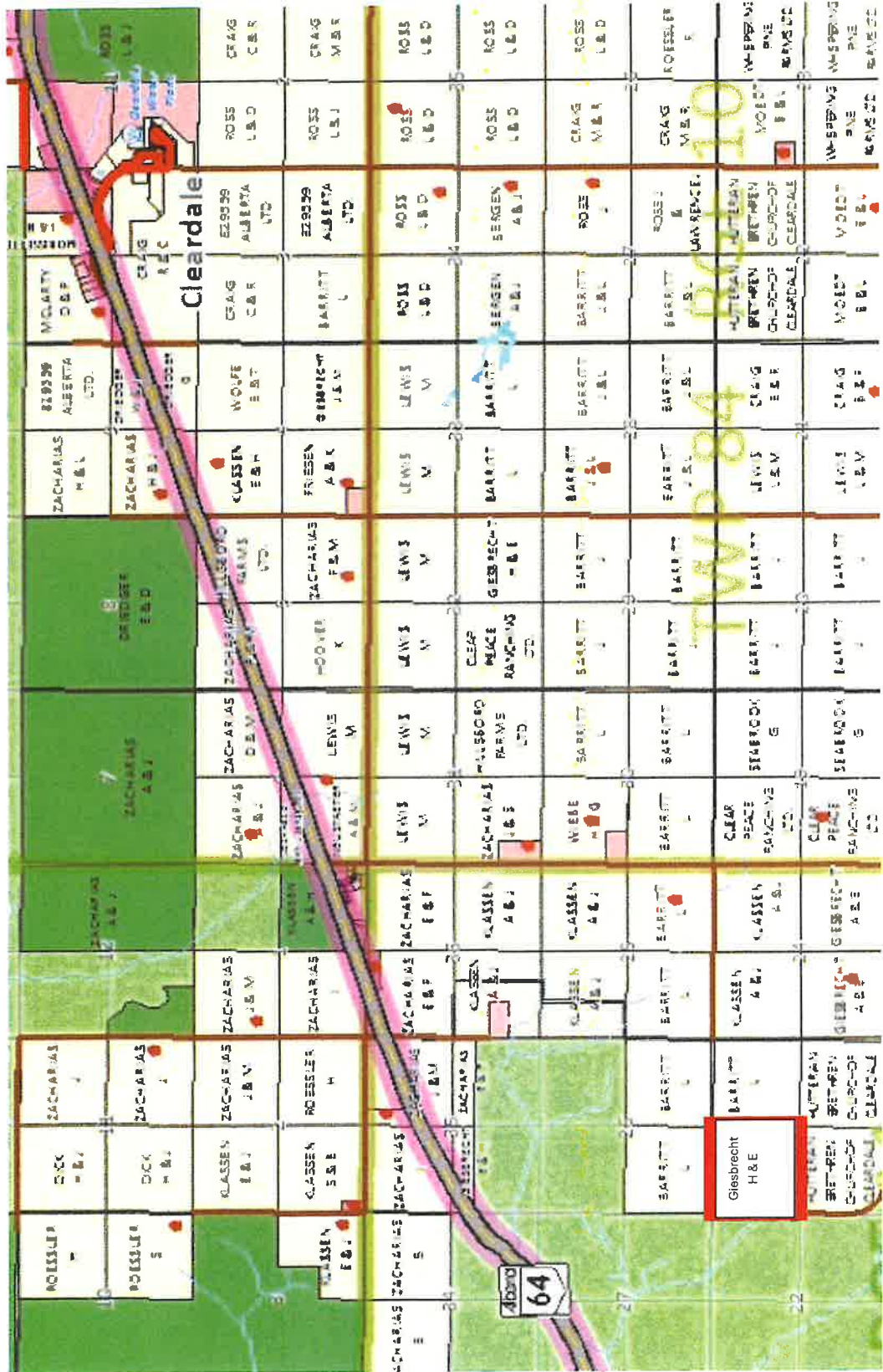
Jan 8-2025
DATE:


SIGNATURE OF APPLICANT:

NW-23-84-11-66



N ↑



N ↑

