

AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING

August 14, 2018

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, August 14, 2018, in the Council Chambers, Worsley, Alberta, at 9:00 a.m.

- A) CALL TO ORDER**
- B) AGENDA**
 - A. REGULAR MEETING August 14, 2018.....1*
- C) ADOPTION OF THE PREVIOUS MINUTES**
 - A. REGULAR MEETING OF July 24, 20182*
- D) BUSINESS ARISING OUT OF THE MINUTES**
- E) DELEGATION**
- F) BY-LAW**
- G) OLD BUSINESS**
- H) NEW BUSINESS**
 - A. DEVELOPMENT PERMIT – Luke Peifer.....4*
 - B. SUBDIVISION REFERRAL – Marcel Drouin.....13*
- I) CORRESPONDENCE AND INFORMATION**
- J) CONFIDENTIAL ITEMS**
- K) ADJOURNMENT**

Initials show support - Reviewed by: Development Officer:	Manager:
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**MINUTES OF CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION
COUNTY COUNCIL CHAMBERS
TUESDAY, JULY 24, 2018**

PRESENT

Miron Croy	Chair
Amber Bean	Deputy Chair
Peter Frixel	Member
Raymond Wetmore	Member
David Janzen	Member

ABSENT

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Dallas Logan	Development Officer
Bonnie Morgan	Executive Assistant (EA)

CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA**

M021-18

RESOLUTION by Member Janzen to adopt the agenda governing the July 24, 2018, Municipal Planning Commission Meeting as presented. **CARRIED.**

**APPROVAL OF
MINUTES**

Previous Regular
Meeting Minutes

M022-18

RESOLUTION by Member Wetmore to adopt the minutes of the July 10, 2018 Municipal Planning Commission Meeting, as presented. **CARRIED.**

NEW BUSINESS

Member Bean entered the meeting at 9:03 a.m.

Subdivision Referral
S03-18 (18MK020)

Subdivision referral S03-18 (18MK020) was received from Mackenzie Municipal Services Agency regarding the application for a Cemetery Expansion subdivision from Jimmy & Susan Stephenson for SE 36-85-5 W6M (0.457 hectares – 1.13 acres).

M023-18

RESOLUTION by Chairperson Croy that the Municipal Planning Commission recommend MacKenzie Municipal Services Agency approve the Cemetery Expansion subdivision from Jimmy & Susan Stephenson for Part of SE 36-85-5 WS6M (0.457 hectares – 1.13 acres), subject to the following conditions:

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

CARRIED.

Subdivision Referral
S04-18 (18MK018)

Subdivision Referral S04-18 (18MK018) was received from Mackenzie Municipal Services Agency regarding a Farmstead Separation subdivision from George & Gierholt Weibe for NW 30-84-10 W6M (6.314 hectares – 15.6 acres).

M024-18

RESOLUTION by Member Frixel that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the Farmstead Separation subdivision from George & Gierholt Weibe for part of NW 30-84-10 W6M (6.314 hectares – 15.6 acre), 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 Provincial/Federal Regulations to be adhered to.

Carried.

ADJOURNMENT

Chairperson Croy adjourned the July 24, 2018 Municipal Planning Commission Meeting at 9:07 a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	August 14, 2018
Originated By:	Dallas Logan – Development Officer
Title:	DEVELOPMENT PERMIT APPLICATION – Luke Peifer
File:	61-02-02

DESCRIPTION:

Development Permit Application W23-18 was received from Luke Peifer to develop a Church/School at part of NE 11-85-6 W6M (subdivision 15).

BACKGROUND:

- Zoning: Agricultural (AG1)
- The developer has purchased the old Worsley Baptist Church with plans to move it to the location.

ATTACHMENTS:

1. Development Permit Application

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:

That the Municipal Planning Commission approves Development Permit Application W23-18 from Luke Peifer a Church/School at part of NE 11-85-6 W6M (subdivision 15), subject to the following conditions:

1. Minimum setbacks from the property lines:
 - a) Front yard, 40.8m (134 feet)
 - b) Side yard, 15.2m (50 feet)
 - c) Rear yard, 15.2m (50 feet)
2. All structures moved in and/or constructed on site shall conform to all building code standards as set by Human Resources and Alberta Safety Codes Council.
3. All required Provincial/Federal Regulations to be adhered to.
4. All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.

Initials show support - Reviewed by: Development Officer:

Manager: *ABj*



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.:	W23-18		
DATE RECEIVED:	Aug 8-18		
FEES PAID:	YES	NO	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 Luke Peifer				NAME OF REGISTERED LAND OWNER George Zacharias				
ADDRESS Box 479 Hines Creek, AB				ADDRESS 3480 Wildwood Drive Burns Lake, BC				
POSTAL CODE T0H 2A0	EMAIL			POSTAL CODE V0J 1E1	EMAIL			
CONTACT NUMBERS				CONTACT NUMBERS				
Home				Home 250-698-7451				
Business				Business				
Cell 780-835-8540				Cell				
LAND INFORMATION								
Legal description of proposed development site								
QTR/L.S. NE/15	SEC. 11	TWP. 85	RG. 6	M. 6	OR	REGISTERED PLAN NO.	BLOCK	LOT
Size of the proposed development site:								
LENGTH 175	(m) ft	WIDTH 200	(m) ft	NUMBER OF HECTARES			OR ACRES	
Lot type: INTERIOR CORNER THROUGH						LAND USE DISTRICT: Agriculture		
Describe the existing use of the land: Bush								

APPLICATION FOR DEVELOPMENT PERMIT

FORM A

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DEVELOPMENT INFORMATION			
Describe the proposed use of the land: <i>A church with a school for the members' children. A welcome sign on the edge. A place for a cemetery. Possible parsonage on the edge of developed area. (20 yr. plan)</i>			
Check (✓) any proposed use(s) not identified above:			
Dwelling unit(s)	<input checked="" type="checkbox"/> Accessory structure(s) / use(s) <i>Power shed</i>	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 30 ft	REAR YARD	m 160 ft
		SIDE YARD (1)	m 20 ft
		SIDE YARD (2)	m 190 ft
Off street parking:		Size of space <i>1/2 acre</i>	Number of spaces <i>35</i>
Off street loading:		Size of space	Number of spaces
Accessory use:			
PERCENTAGE OF LOT OCCUPIED: <i>250 ft. 2</i>	HEIGHT OF ACCESSORY BLDG: <i>12 ft.</i>	SETBACK FROM SIDE LOT LINE:	SETBACK FROM REAR LOT LINE:
The land is adjacent to:			
<input checked="" type="checkbox"/> PRIMARY HIGHWAY		<input type="checkbox"/> SECONDARY HIGHWAY	<input type="checkbox"/> RURAL ROAD
Estimate the Project:			
COMMENCEMENT DATE <i>Aug. 30, 2018</i>	COMPLETION DATE <i>Aug. 29, 2018</i>	CONSTRUCTION COSTS <i>\$350,000 (5 yr)</i>	
Attached is			
(a) SITE PLAN	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
(b) FLOOR PLAN	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
DECLARATION			
I/WE hereby declare that the above information is, to the best of my/our knowledge, factual and correct.			
DATE: <i>8/2/2018</i>	SIGNATURE OF APPLICANT: <i>Luke Peifer</i>		
DATE:	SIGNATURE OF REGISTERED LAND OWNER:		

APPLICATION FOR DEVELOPMENT PERMIT

FORM A

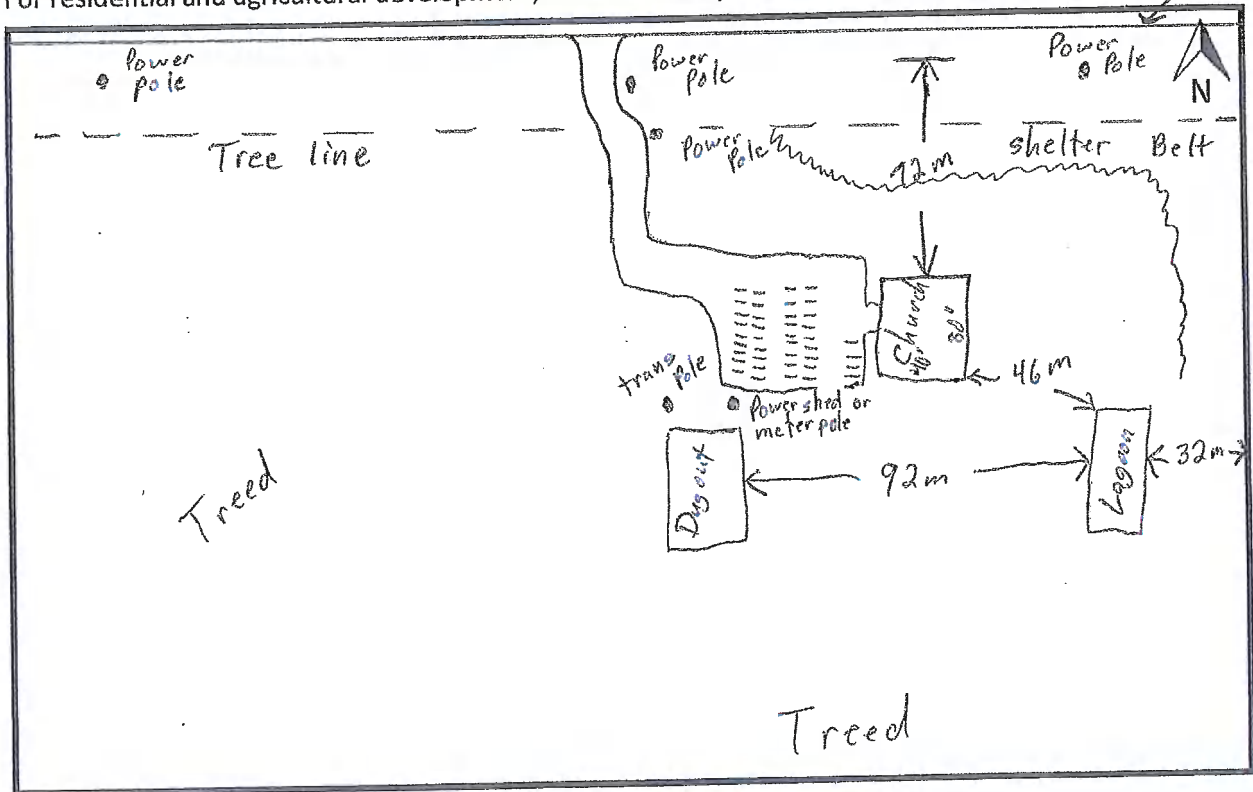
Page 3

SITE MAP

LEGAL LAND DESCRIPTION: 6;6;85; 11;7;15

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

**APPLICATION FOR
DEVELOPMENT PERMIT**

FORM A

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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

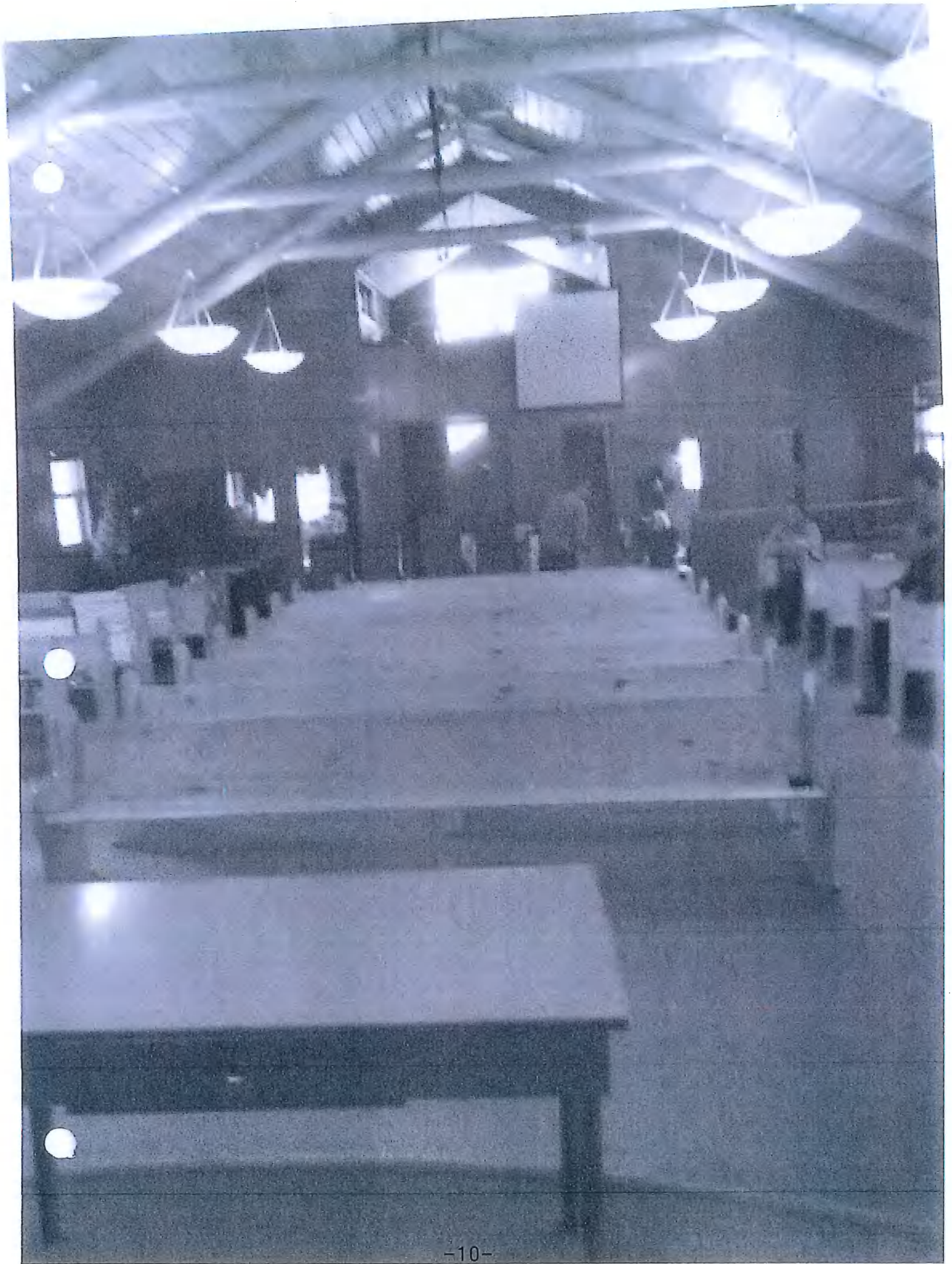
Indicate below the type of water supply and sewage disposal to be used by your development proposal and if it is existing or proposed.

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

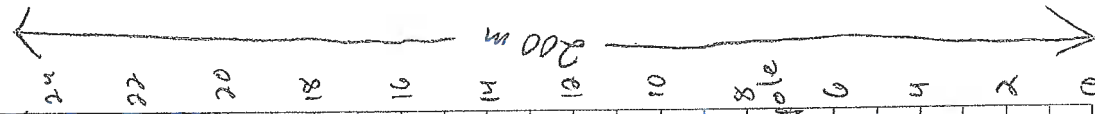
Existing	Proposed	TYPE OF SEWAGE DISPOSAL
		OPEN DISCHARGE/SEPTIC TANK
		SUB-SURFACE DISPOSAL/SEPTIC TANK
		ABOVE GROUND/SEPTIC TANK
	X	SEWAGE LAGOON
		OUTDOOR PRIVY
		COUNTY SERVICE
		OTHER (Please Specify)

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.

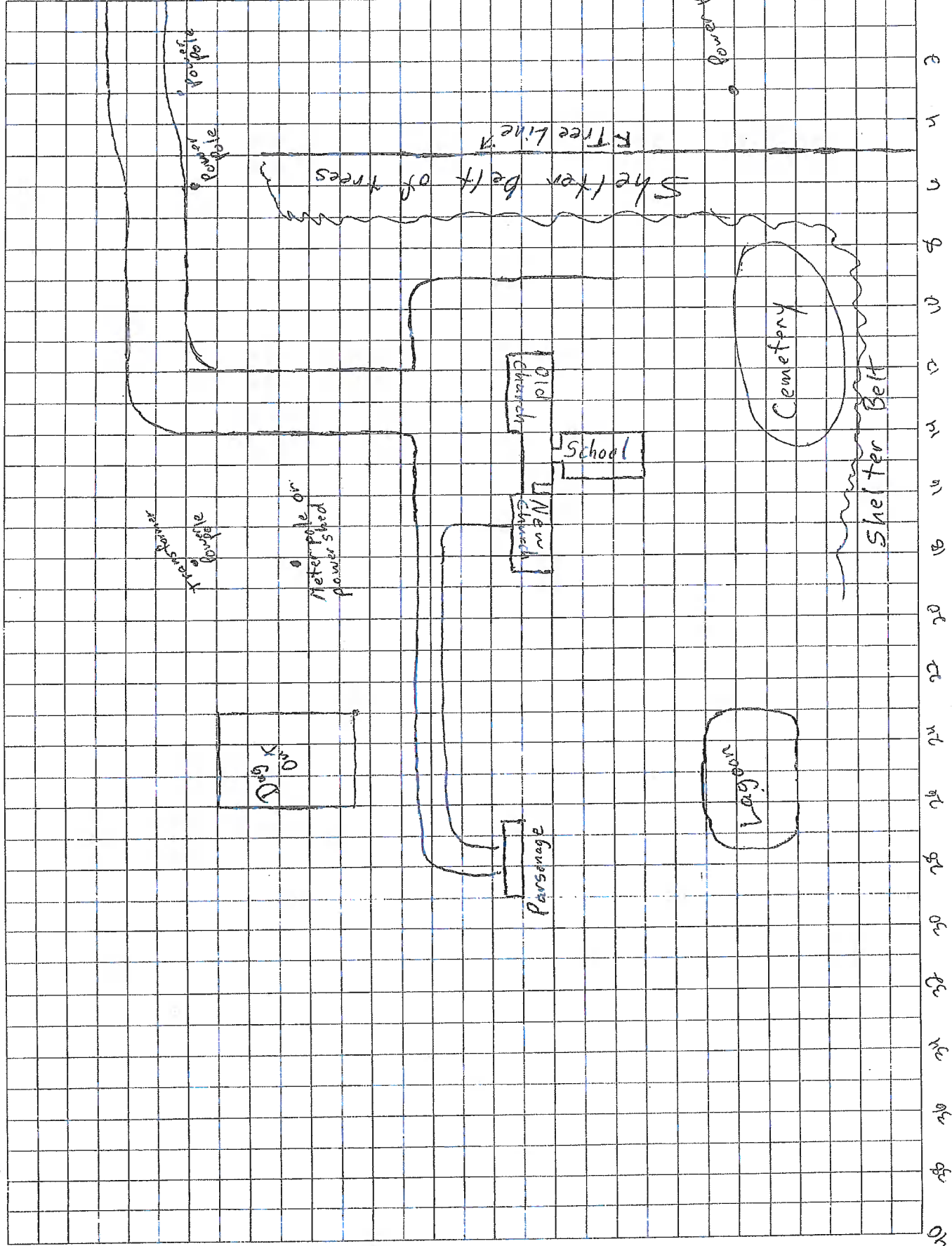




HWY 64



1 [grid square] = 8 meters



Master with 20 year plan

July 12, 2018

To whom it may concern,

We, George Ens Zacharias and Eva Zacharias of Burns Lake, BC, authorize Luke Peifer of Hines Creek, AB to pull a development permit from Clear Hills County, roadside development permit from Alberta Transportation, electrical permits, natural gas permit, and any other permit(s) that may be needed for the purpose of developing and building on this property: 6;6;85;11;;15. We also authorize Luke Peifer to build and construct an access and buildings and dugouts as he would choose to do.

Sign: George Zacharias

Date: July 12, 2018

Sign: Eva Zacharias

Date: July 12, 2018

Gareth R. Pugh
Witness as to George Zacharias
and Eva Zacharias
Gareth R. Pugh - Solicitor

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	August 14, 2018, 2018
Originated By:	Dallas Logan – Development Officer
Title:	SUBDIVISION REFERRAL – Marcel Drouin
File:	61-02-02

DESCRIPTION:

Subdivision referral S04-18 (18MK024) was received from Mackenzie Municipal Services Agency regarding the application for a Farmstead Separation subdivision from Marcel Drouin for SW 14-83-3 W6M (11.027 hectares – 27.24 acres).

BACKGROUND:

- Located in the Agricultural District (AG-1).
- The proposal is to subdivide from the quarter section, a 27.24 acre parcel to accommodate an existing farmstead and hobby farm. It is the applicant's intention to sell the balance and retain the subdivided portion to be used as a hobby farm. He currently has a few head of cattle and a couple of horses.
- The subject land is basically flat with some rolling.
- There is an existing farmstead on site including a residence, shop, dugout and associated servicing. The cultivated land included in the subdivision is cut off from the balance of the quarter by the bush area.
- Access is gained via the local road to the south. There is an approach to the balance of the quarter via the local road to the west. If the cultivated land is excluded from the subdivision, then another approach would be required to this portion.
- The existing development is serviced with a dugout for water supply and an open discharge sewage disposal system. The pumpout location will be in conformance with setbacks from the proposed property lines.
- The parcel size is larger than what is allowed under the current land use for a residential use. However, if the application is considered as a "minor agricultural use" than the parcel size is at the discretion of the development authority. If the proposal is considered more residential in nature, than the parcel size would be considered to be excessive and the Municipal Planning Commission may want to recommend a reduction in the parcel size to exclude the cultivated acreage by retaining the east/west measurement at 184m to ensure the setbacks are met.

ATTACHMENTS:

- Subdivision application

OPTIONS:

- A. Deny the request
- B. Approve the subdivision request with conditions listed, or other conditions

RECOMMENDED ACTION:

RESOLUTION BY ...That the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the Farmstead Separation subdivision from Marcel Drouin for SW 14-83-3 W6M (11.027 hectares – 27.24 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 Provincial/Federal Regulations to be adhered to.

Initials show support - Reviewed by: Development Officer:

Manager: *ABJ*

FORM 1
APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY

Date of Receipt for Completed Form: July 30/18 File No.: 18mk024 Fee Submitted: 725.⁰⁰

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNERS BEHALF.

1. Name of registered owner of land to be subdivided: MARCEL DANIEL DROUIN Address and phone number: Box 1577 FAIRVIEW, AB. T0H 1L0 780-835-1747
(Full Name in Block Capitals)

2. Name of agent (person authorized to act on behalf of registered owner), if any: BORDERLINE SURVEYS - JASON COATES Address and phone number: Box 2661 FAIRVIEW, AB. T0H 1L0 780-330-9939
(Full Name in Block Capitals)

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:
All/part of the SW ¼ Sec 14 TWP 83 Range 3 West of 6 Meridian
Being all/parts of Lot _____ Block _____ Registered Plan No. _____ C.O.T. No. 132 292 989
Area of the above parcel of land to be subdivided 11.027 hectares 27.24 (acres).
Municipal Address if applicable 31070 TWP RD 832

4. LOCATION OF LAND TO BE SUBDIVIDED:
a. The land is situated in the municipality of CLEAR HILLS COUNTY
b. Is the land situated immediately adjacent to the municipal boundary? Yes _____ No
If "yes", the adjoining municipality is _____
c. Is the land situated within 0.8 kilometres (0.5 miles) of the right-of-way of a highway? Yes _____ No
If "yes", the Highway is No _____ the Secondary Road is No, _____
d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal?
Yes _____ No If "yes", state its name: _____
e. Is the proposed parcel within 1.5 kilometres (0.932 miles) of a sour gas facility? Yes _____ No

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
Describe:
a. Existing use of the land FARMYARD/AG
b. Proposed use of the land FARMYARD/AG
c. The designated use of the land as classified under a land use bylaw AG

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)
a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) MOSTLY FLAT CULTIVATION, SOME ROLLING, BUSH
b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc - sloughs, creeks, etc) POPLAR, WILLOWS
c. Describe the kind of soil on the land (sandy, loam, clay, etc) CLAY

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED
Describe any buildings and any structures on the land and whether they are to be demolished or moved HOUSE, SHOP, SHED HAS BEEN MOVED ON SITE. SEE TENTATIVE PLAN

8. WATER AND SEWER SERVICES
If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal.
DUGOUT. SEPTIC DISCHARGE

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF
I, BORDERLINE SURVEYS - JASON COATES hereby certify that
(Full Name in Block Capitals)
 I am the registered owner, or
 I am the agent authorized to act on behalf of the registered owner

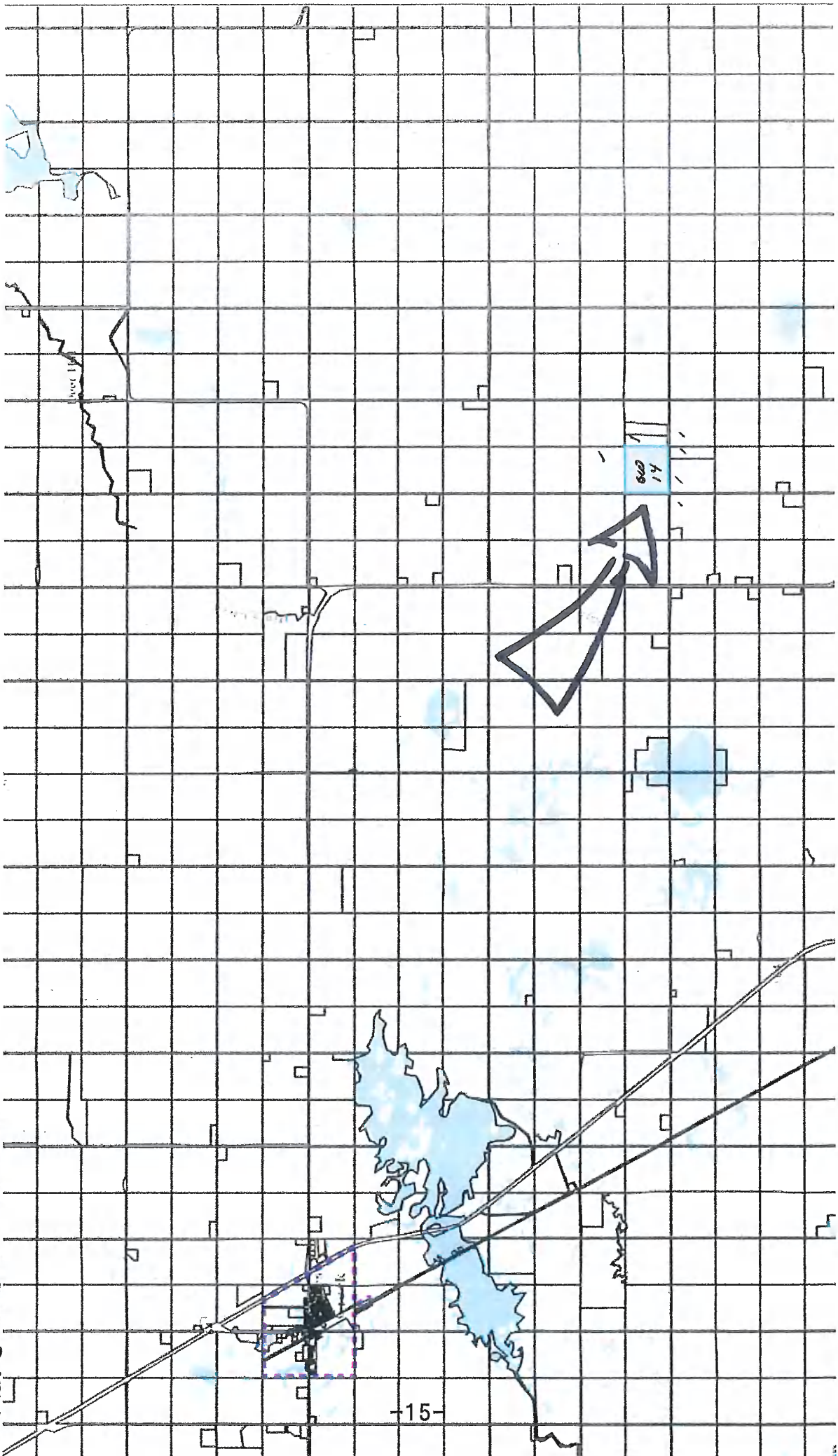
and that the information given on this form is full and complete as is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.
Address: Box 2661 FAIRVIEW AB T0H 1L0 Signature: _____
Phone No.: 780 330 9939 Date: JULY 12/18

FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE REVERSE SIDE OF THIS FORM

FILE: 18MK024

"LOCATION PLAN"

PROPOSED SUBDIVISION
CLARE HILLS COUNTY
SW 14 S3.3. W6M
FARMSTEAD SEPARATION



MACKENZIE MUNICIPAL SERVICES AGENCY
SUBDIVISION COMMENTS

MUNICIPALITY: Clear Hills County DATE RECEIVED: July 30, 2018
FILE: 18MK024 EXPIRY DATE: September 29, 2018
LEGAL: SW 14.83.3.W6M TIME EXTENSION _____
APPLICANT/AGENT: Marcel Drouin

PROPOSAL: The proposal is to subdivide from the quarter section, a 27.24 acre parcel to accommodate an existing farmstead and hobby farm. It is the applicant's intention to sell the balance and retain the subdivided portion to be used as a hobby farm. He currently has a few head of cattle and a couple of horses. **It is suggested that the applicant be asked to attend the MPC meeting to further explain his reasoning for the larger acreage size.**

ACREAGE IN TITLE: 161 acres

RESERVE REQUIREMENTS: Reserve is not required.

PROXIMITY TO URBAN MUNIC: Approx. 9 miles south east of Hines Creek.

SITE CHARACTERISTICS

C.L.I.: 85% 5s, 15% 4s.

TOPOGRAPHY: The subject land is basically flat with some rolling.

EXISTING USE/DEVELOPMENT: There is an existing farmstead on site including a residence, shop, dugout and associated servicing. The cultivated land included in the subdivision is cut off from the balance of the quarter by the bush area.

ROAD ACCESS: Access is gained via the local road to the south. There is an approach to the balance of the quarter via the local road to the west. If the cultivated land is excluded from the subdivision, then another approach would be required to this portion.

SERVICING: The existing development is serviced with a dugout for water supply and an open discharge sewage disposal system. The pumpout location will be in conformance with setbacks from the proposed property lines.

PARCEL SIZE: The parcel size is larger than what is allowed under the land use for a residential use, however, if the application is considered as a "minor agricultural use" than the parcel size is at the discretion of the development authority. If the proposal is considered more residential in nature, than the parcel size would be considered to be excessive and the County may want to recommend a reduction in the parcel size to exclude the cultivated acreage but retaining the east/west measurement at 184 m to ensure the setbacks are met.

LEGISLATION

LAND USE BYLAW: Located in the Agricultural District (AG-1). May be allowed if determined to be a "minor agricultural Use". (See comment above regarding parcel size)

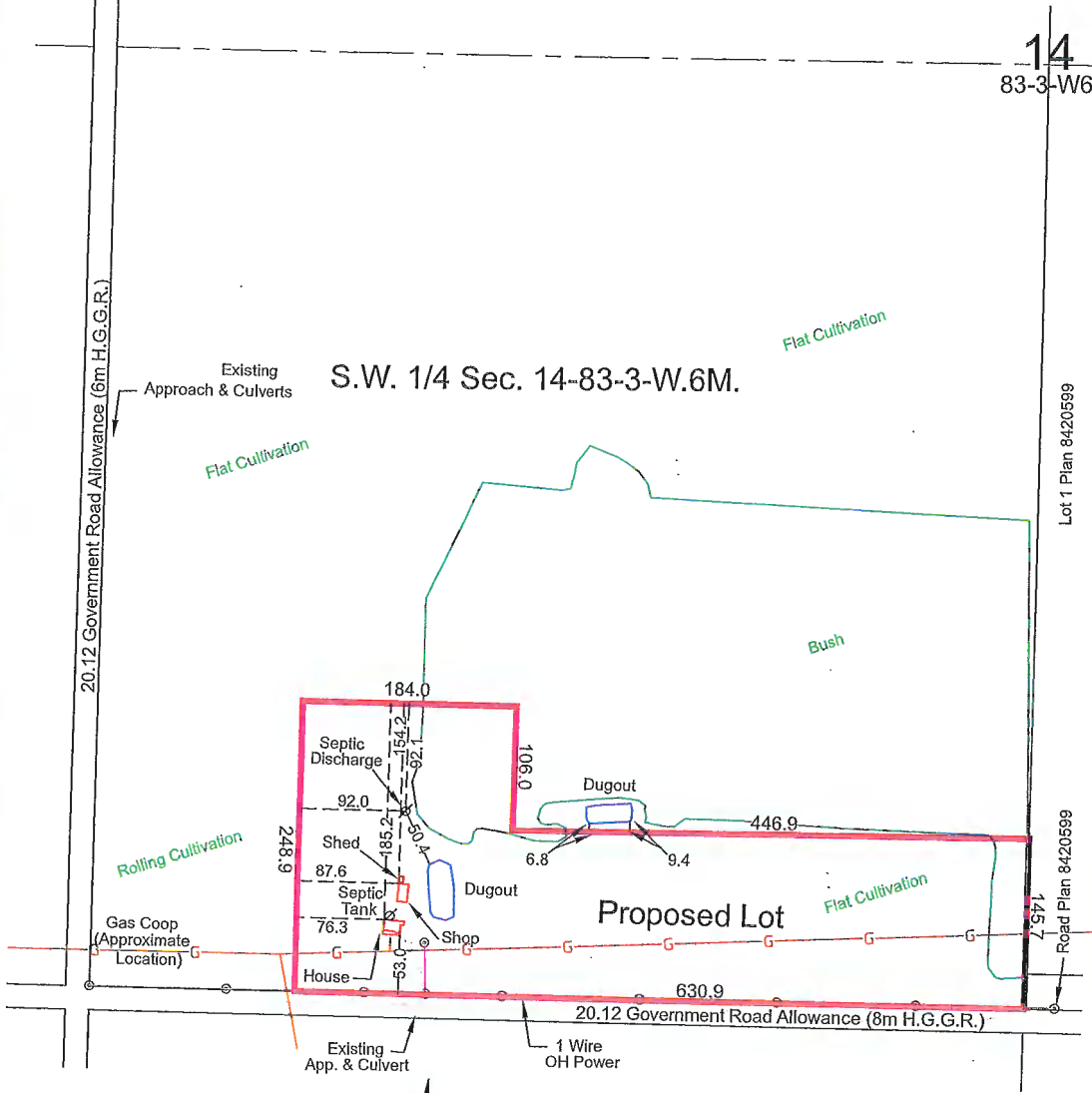
MUNICIPAL DEVELOPMENT PLAN: May be allowed if deemed to be a "minor agricultural use". If not, then in order to preserve agricultural land for agricultural use, the cultivated land should be excluded from the subdivision.

SUBDIVISION REGULATIONS: No conflicts

MUNICIPAL GOVERNMENT ACT: No conflicts

(These comments are subject to change based on additional information that may be received).

**Tentative Plan Showing
Proposed Subdivision of
SW. 1/4 Sec. 14, Twp. 83, Rge. 3, W.6M.
(For Farmyard Separation)
Within
Clear Hills County, Alberta**



Scale: 1:5000

LANDOWNER:

S.W. 14-83-3-W6:

Marcel Daniel Drouin
C. of T. 132 292 989

PROPOSED LOT AREA:

Lot: 11.027 ha (27.25 Ac.)

**REGISTERED TITLE
ENCUMBERANCES**

1. 752 110 235: U.R.W. North Peace Gas Coop



LEGEND

- Lands Dealt With
- Road
- Fence
- Overhead 2-Wire Power
- Gas Co-op Line
- Power Pole
- Septic Discharge/Tank

<p>BORDERLINE SURVEYS</p> <p>11028-102nd Ave., Street, Box 2661 Fairview, AB. 780 - 330 - 9939 www.borderlinesurveys.com</p>	<p>Page: 1 of 2</p> <hr/> <p>Date: July 11, 2018</p> <hr/> <p>Drawn by: JC</p> <hr/> <p>Job No.: 180076</p>
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Tentative Plan Showing
 Proposed Subdivision of
 SW. 1/4 Sec. 14, Twp. 83, Rge. 3, W.6M.
 (For Farmyard Separation)
 Within
 Clear Hills County, Alberta



NOTE:

1. A shed has been moved onsite since the date of the photo.

Photo
 Scale: 1:5000

Photo Date: 2012



**BORDERLINE
 SURVEYS**

11028-102nd Ave., Street, Box 2661
 Fairview, AB. 780 - 330 - 9939
 www.borderlinesurveys.com

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Date: July 11, 2018

Drawn by: JC

Job No.: 180076

