

AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING

June 11, 2019

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, June 11, 2019, in the Council Chambers, Worsley Alberta, at 9:00 a.m.

A) CALL TO ORDER	
B) AGENDA	
A. REGULAR MEETING June 11, 2019	1
C) ADOPTION OF THE PREVIOUS MINUTES	
A. REGULAR MEETING OF May 14, 2019	2
D) BUSINESS ARISING OUT OF THE MINUTES	
E) DELEGATION	
F) BY-LAW	
G) OLD BUSINESS	
H) NEW BUSINESS	
A. SUBDIVISION REFERRAL – Kevin & Tracy Heck	5
B. DEVELOPMENT APPLICATION – Martin Peters (Old Colony Mennonite Church) ...11	
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, MAY 14, 2019**

PRESENT

Miron Croy
David Janzen
Amber Bean
Peter Frixel
Raymond Wetmore

Chair
Deputy Chair
Member
Member
Member

ATTENDING

Allan Rowe
Dallas Logan
Sarah Hayward

Chief Administrative Officer (CAO)
Development Officer (DO)
Community Development Clerk (CDC)

CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA
M22-19**

RESOLUTION by Deputy Chair Janzen to adopt the agenda governing the May 14, 2019, Municipal Planning Commission Meeting with the following addition:

H C. Development Application – Elias George Fehr

CARRIED.

**APPROVAL OF
MINUTES**

Previous Regular
Meeting Minutes

M23-19

RESOLUTION by Member Bean to adopt the minutes of the April 23, 2019 Municipal Planning Commission Meeting, as presented.

CARRIED.

NEW BUSINESS

Development Permit
Application –
Julius Peters

Development Permit Application W12-19 was received from Julius Peters Second to develop a Second Residence – Single Detached at NE 4-85-9 W6M.

M24-19

RESOLUTION by Member Frixel that the Municipal Planning Commission approves Development Permit Application W12-19 from Julius Peters to develop a Second Dwelling-Single Detached at NE 4-85-9 W6M, subject to the following conditions:

- 1. Prior to start of construction, any outstanding property taxes to be paid in full on the land(s) proposed for development.**
- 2. 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)
4. 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.
 5. All required Municipal Land Use Bylaw and Provincial/Federal Regulations to be adhered to.
 6. All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.
CARRIED.

Development Permit
Application –
Lisa Driedger

Development Permit Application W14-19 was received from Lisa Driedger to construct a Dwelling-Mobile Home (Caretakers Residence) at Plan 8720504, Block 1, Lot 1.

M25-19

RESOLUTION by Member Wetmore that the Municipal Planning Commission approves Development Permit Application W14-19 from Lisa Driedger to construct a Dwelling – Mobile Home (Caretakers Residence) at Plan 8720504, Block 1, Lot 1, subject to the following conditions:

1. Developer to obtain a Roadside Development Permit from Alberta Transportation.
2. Prior to start of construction, any outstanding property taxes to be paid in full on the land(s) proposed for development.
3. Minimum setbacks from the property lines:
 - a) Front yard, as specified by Alberta Transportation but in no case less than 40.8m (134 feet) from road right-of-way.
 - b) Internal Front yard, 7.6m (25 feet).
 - c) Side yard, 6.1m (20 feet)
 - d) Rear yard, 6.1m (20 feet)
4. All structures moved in and/or constructed shall conform to all building code standards as set by Human Resources and Alberta Safety Codes Council.
5. All required Municipal Land Use Bylaw and Provincial/Federal Regulations to be adhered to.
6. All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.
CARRIED.

Development Permit
Application –
George Alias Fehr

Development Permit Application W15-19 was received from Elias George Fehr (Fehr Tirecraft Ltd.) to construct a Commercial Trades Building Addition at Plan 1623058, Block 1 Lot 1 (SW 13-85-8 W6M).

M26-19

RESOLUTION by Deputy Chair Janzen that the Municipal Planning Commission approves Development Permit Application W15-19 from Elias George Fehr (Fehr Tirecraft Ltd.) to construct a Commercial Trades Building addition at Plan 1623058, Block 1, Lot 1 (SW 13-85-8 W6M), subject to the following conditions:

1. Developer to obtain a Roadside Development Permit from Alberta Transportation.
2. Prior to start of construction, any outstanding property taxes to be paid in full on the land(s) proposed for development.
3. 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)
4. 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.
5. All required Municipal Land Use Bylaw and Provincial/Federal Regulations to be adhered to.
6. All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.

CARRIED.

ADJOURNMENT

Chairperson Croy adjourned the May 14, 2019 Municipal Planning Commission Meeting at 9:16 a.m.

DATE _____ CHAIRPERSON _____

DATE _____ CHIEF ADMINISTRATIVE OFFICER _____

Clear Hills County

Request For Decision (RFD)

Meeting: Municipal Planning Commission Meeting
Meeting Date: June 11, 2019
Originated By: Dallas Logan – Development Officer
Title: **SUBDIVISION REFERRAL – Kevin & Tracy Heck**
File: 61-02-02

DESCRIPTION:

Subdivision referral S03-19 (19MK011) was received from Mackenzie Municipal Services Agency regarding the application for a Country Residential subdivision from Kevin & Tracy Heck for NW 4-84-1-W6M (4.05 hectares – 10 acres).

BACKGROUND:

- Located in the Agricultural District (AG-1). Permitted parcel size is 5 acres. However, larger parcels may be allowed based on the need to accommodate future services such as on-site private sewage disposal.
- The proposal is to subdivide from the quarter section, a 4.05 hectare (10 acre) parcel for country residential use.
- The subject land is described as flat and should offer few constraints to development.
- There is no development on site. The land is partially tree covered and partially under cultivation. The balance of the quarter is under cultivation with the exception of the north east quadrant.
- There is a developed road located on the west side of the quarter. It appears that there is an existing approach to the balance located to the north of the proposed subdivision.
- Proposed servicing may be by cistern/water tanks and holding tanks or treatment mound for sewage disposal. There should be no issues with either of these systems provided are necessary permits are obtained and regulations complied with.
- Parcel is deemed to be appropriate for the intended use.

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 Country Residential subdivision from Kevin & Tracy Heck for NW 4-84-1-W6M (4.05 hectares – 10 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.

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

503-19

FORM 1
APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY
Date of Receipt for Completed Form: May 24/19 File No.: 19Mx011 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: _____ Address and phone number: _____
KEVIN HECK + TRACY HECK Box 2086 Fairview, AB. T0H 1L0

(Full Name in Block Capitals)

2. Name of agent (person authorized to act on behalf of registered owner), if any: _____ Address and phone number: _____
BORDERLINE SURVEYS - JASON COATES Box 2661 Fairview, AB. T0H 1L0

(Full Name in Block Capitals)

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:
All/part of the NW $\frac{1}{4}$ Sec 4 TWP 84 Range 1 West of 6 Meridian
Being all/parts of Lot _____ Block _____ Registered Plan No. _____ C.O.T. No. 942 III 669 +1
Area of the above parcel of land to be subdivided 4.050 hectares 10.0 (acres).
Municipal Address if applicable N/A

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 Ag.
b. Proposed use of the land Ag. Farmyard
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) Flat
b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc - sloughs, creeks, etc) Standing poplar/spaces, cultivation
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 None. 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.
N/A

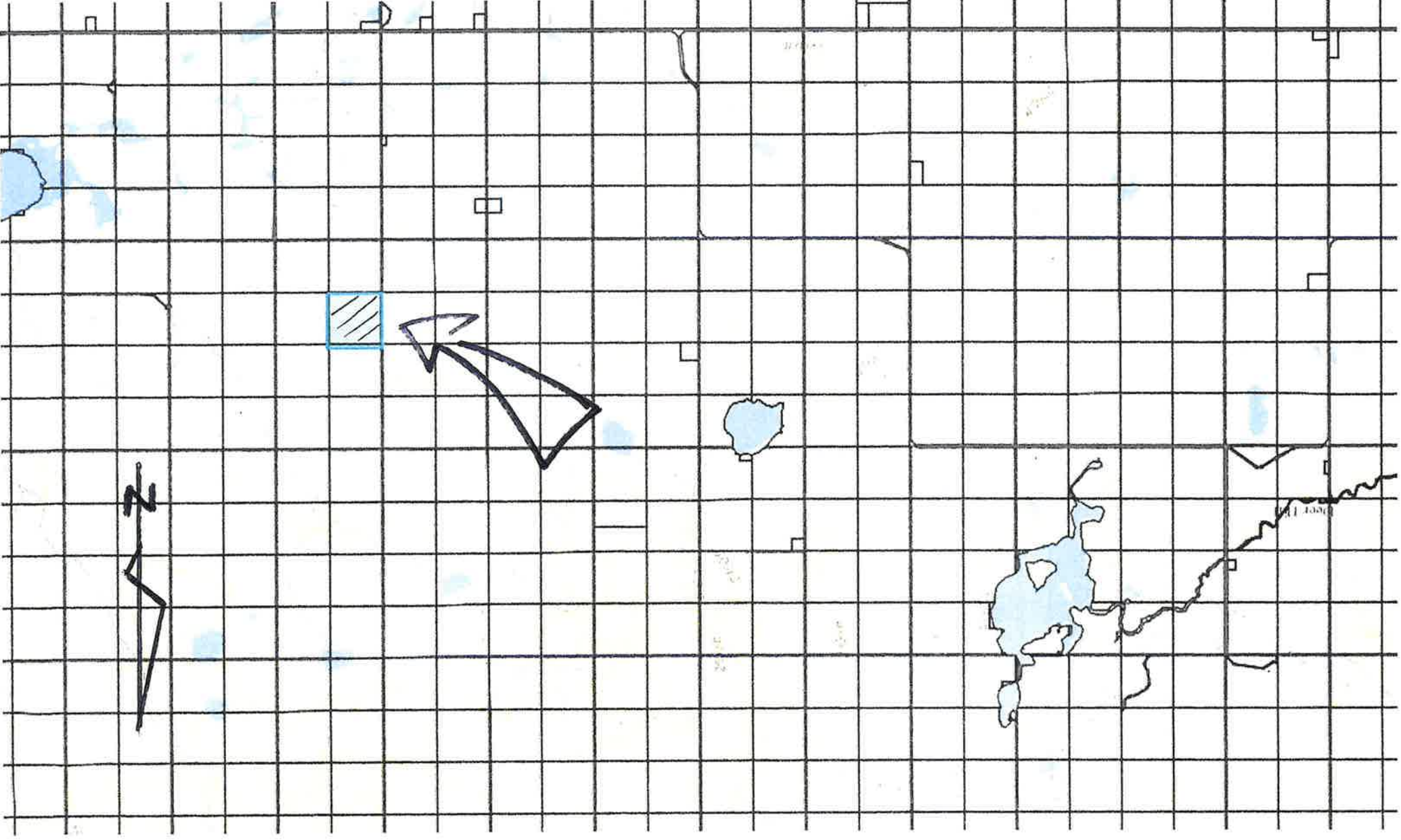
9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF
BORDERLINE SURVEYS - JASON COATES _____ hereby certify that
(Full Name in Block Capitals)

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: Jason Coates
Phone No.: 780 330 9939 Date: May 13/19

LYNN HILLS COUNTY
NW 4.89.1. W6M

PROPOSED SUBDIVISION: COUNTRY RESIDENTIAL



11070161
"LOCATION MAP"

MACKENZIE MUNICIPAL SERVICES AGENCY
SUBDIVISION COMMENTS

MUNICIPALITY: Clear Hills County DATE RECEIVED: May 24, 2019

FILE: 19MK011 EXPIRY DATE: July 23, 2019

LEGAL: NW 4.84.1.W6M TIME EXTENSION

APPLICANT/AGENT: Kevin & Tracy Heck

PROPOSAL: The proposal is to subdivide from the quarter section, a 10 acre parcel for country residential use.

ACREAGE IN TITLE: 160 acres

RESERVE REQUIREMENTS: Reserve is not required

PROXIMITY TO URBAN MUNIC: Approx. 14.5 miles east of Hines Creek

PREVIOUS APPLICATIONS:

SITE CHARACTERISTICS

C.L.I.: 100% 4s

TOPOGRAPHY: The subject land is described as flat and should offer few constraints to development.

EXISTING USE/DEVELOPMENT: There is no development on site. The land is partially tree covered and partially under cultivation. The balance of the quarter is under cultivation with the exception of the north east quadrant.

ROAD ACCESS: There is a developed road located on the west side of the quarter. It appears that there is an existing approach to the balance located to the north of the proposed subdivision.

SERVICING: Proposed servicing may be by cistern/water tanks and holding tanks or treatment mound for sewage disposal. There should be no issues with either of these systems provided are necessary permits are obtained and regulations complied with.

PARCEL SIZE: Parcel is deemed to be appropriate for the intended use.

LEGISLATION

LAND USE BYLAW: Located in the Agricultural District (AG-1). Permitted parcel size is 5 acres, however, larger parcels may be allowed based on the need to accommodate future services such as on-site private sewage disposal.

MUNICIPAL DEVELOPMENT PLAN: May be allowed

INTER MUNICIPAL DEV. PLAN:

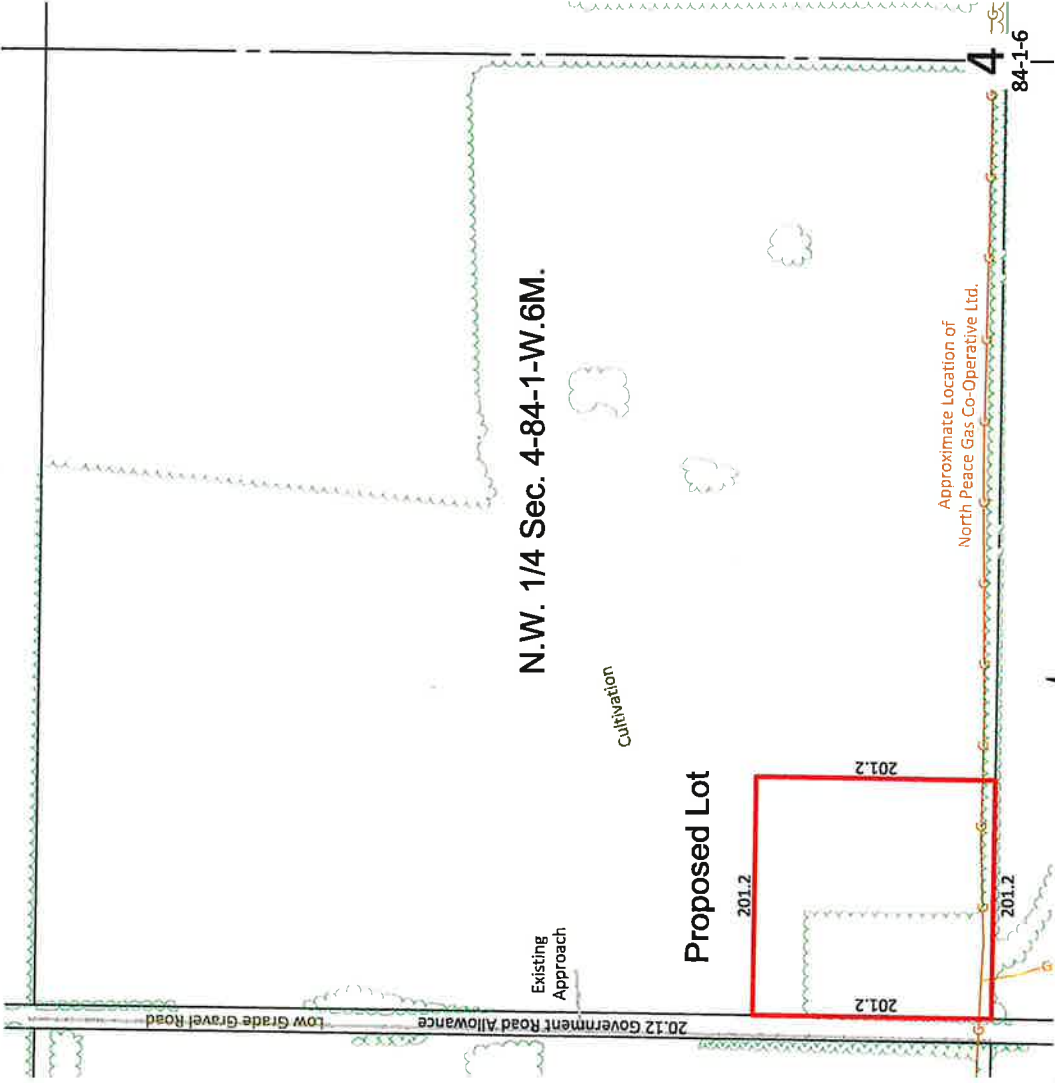
SUBDIVISION REGULATIONS: No conflicts

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
N.W. 1/4 Sec. 4, Twp. 84, Rge. 1, W.6M.
(For New Parcel)

Clear Hills County, Alberta



Scale: 1:5000

LANDOWNER:

N.W. 4-84-1-W6:

Kevin Heck
 Tracy Heck
 C. of T. 942 111 669 +1

PROPOSED LOT AREA:

Lot: 4.050 ha (10.000 Ac.)



LEGEND

-  Lands Dealt With
-  Road
-  Gas Co-op Line

REGISTERED TITLE
ENCUMBRANCES

1. 952 131 231: U.R.W.: North Peace Gas Coop Ltd.

Q.Job: 0132-19

BORDERLINE
SURVEYS

11028 - 102nd Ave., Box 2661
 Fairview, AB. T7B 3K0 - 9939
 www.borderlinesurveys.com

Page: 1 of 2

Date: May. 14th, 2019

Drawn by: SD

Job No.: 190059

Tentative Plan Showing
Proposed Subdivision of
N.W. 1/4 Sec. 4, Twp. 84, Rge. 1, W.6M.
(For New Parcel)

Clear Hills County, Alberta



Photo
Scale: 1:5000
Photo Date: Bing

NOTE:

1. No Real Property Improvements exist on the Lands.
2. Imagery is derived from Bing Satellite Imagery

**BORDERLINE
SURVEYS**

11028 - 102nd Ave., Box 2661
Fairview, AB. T8O - 330 - 9839
www.bordersurveys.com

Page: 2 of 2

Date: May. 14th, 2019

Drawn by: SD

Job No.: 190059

Clear Hills County

Request For Decision (RFD)

Meeting: Municipal Planning Commission Meeting
Meeting Date: May 14, 2019
Originated By: Dallas Logan – Development Officer
Title: **DEVELOPMENT PERMIT APPLICATION – Martin Peters (Old Colony Mennonite Church)**
File: 61-02-02

DESCRIPTION:

Development Permit Application W20-19 was received from Martin Peters (Old Colony Mennonite Church) to construct a School Expansion at Plan 092 9493 Block 1 Lot 1 (NW 9-85-9 W6M).

BACKGROUND:

- Zoning: Agricultural (AG1)
- Original school was approved and completed in July 1994
- First expansion approved and completed in September 2008.

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 W20-19 from Martin Peters (Old Colony Mennonite Church) to construct a School Expansion at Plan 092 9493 Block 1 Lot 1 (NW 9-85-9 W6M), subject to the following conditions:

1. Prior to start of construction, any outstanding property taxes to be paid in full on the land(s) proposed for development.
2. 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)
3. 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.
4. All required County Land Use Bylaw and Provincial/Federal Regulations to be adhered to.
5. All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.

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

R **Manager:**

Obj



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.:	W20-19
DATE RECEIVED:	June 4-19
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		NAME OF REGISTERED LAND OWNER						
Martin Peters		Old Colony Menzinger Church						
ADDRESS		ADDRESS						
Box 92 Cleardale AB		Box 92 Cleardale AB						
POSTAL CODE	EMAIL	POSTAL CODE	EMAIL					
T0H 3Y0	mmeters126@gmail.com	T0H 3Y0						
CONTACT NUMBERS		CONTACT NUMBERS						
Home	780 685 3391	Home						
Business	780 685 2002	Business						
Cell	780 835 0500	Cell						
LAND INFORMATION								
Legal description of proposed development site								
QTR/L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN NO.	BLOCK	LOT
						0929493	1	1
Size of the proposed development site:								
LENGTH		m	WIDTH		m	NUMBER OF HECTARES		
		ft			ft	OR ACRES		
Lot type:		INTERIOR	CORNER	THROUGH	LAND USE DISTRICT:			
					school yard			
Describe the existing use of the land:								

APPLICATION FOR DEVELOPMENT PERMIT

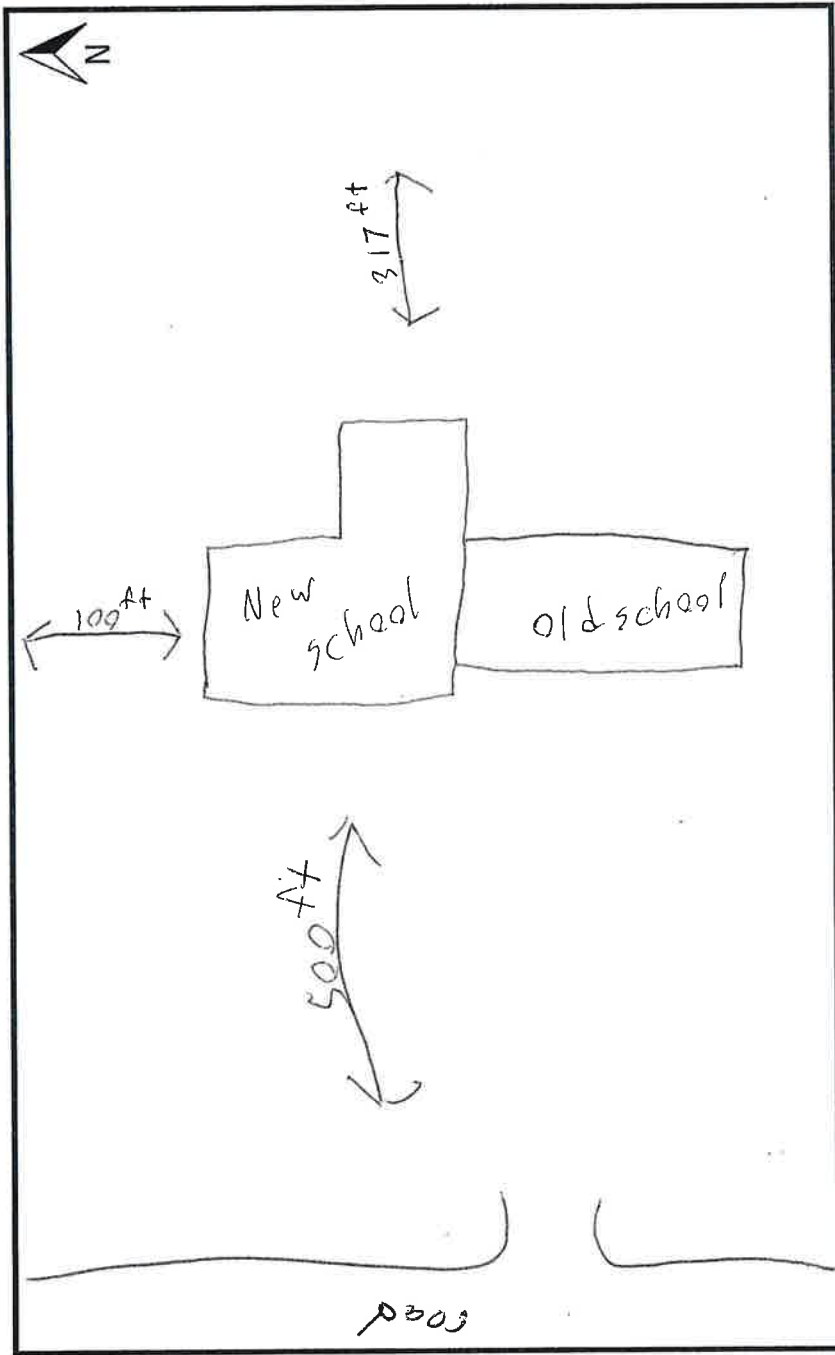
DEVELOPMENT INFORMATION			
Describe the proposed use of the land: <u>School yard / school expansion</u>			
Check (✓) any proposed use(s) not identified above:			
Dwelling unit(s)		Home Occupation(s)	
Sign(s)		Commercial or industrial structure(s) / use(s)	
Other (specify)			
Indicate the proposed setback from the property line:			
FRONT YARD	m	ft	m
500	317	100	85
REAR YARD	m	ft	m
SIDE YARD (1)	m	ft	m
SIDE YARD (2)	m	ft	m
Off street parking: Size of space _____ Number of spaces _____			
Off street loading: 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 <u>RURAL ROAD</u>			
Estimate the Project:			
COMMENCEMENT DATE	COMPLETION DATE	CONSTRUCTION COSTS	
<u>June 27 2019</u>	<u>Dec 30 2019</u>	<u>700 000</u>	
Attached is			
(a) SITE PLAN	No	N/A	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLOOR PLAN			
(b) FLOOR PLAN	Yes	No	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DECLARATION			
I/WE hereby declare that the above information is, to the best of my/our knowledge, factual and correct.			
DATE: <u>June 1 2019</u>	SIGNATURE OF APPLICANT: <u>[Signature]</u>		
DATE: <u>June 1 2019</u>	SIGNATURE OF REGISTERED LAND OWNER: <u>[Signature]</u>		

APPLICATION FOR
DEVELOPMENT PERMIT

SITE MAP

LEGAL LAND DESCRIPTION: NW 9-85-9 W6th

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

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) <i>Septic tank-hauling (no pumpout)</i>

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.