

AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING
July 16, 2019

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, July 16, 2019, in the Council Chambers, Worsley Alberta, at 9:00 a.m.

- A) CALL TO ORDER**
- B) AGENDA**
 - A. REGULAR MEETING OF July 16, 2019 1*
- C) ADOPTION OF THE PREVIOUS MINUTES**
 - A. REGULAR MEETING OF June 11, 2019..... 2*
- D) BUSINESS ARISING OUT OF THE MINUTES**
- E) DELEGATION**
- F) BY-LAW**
- G) OLD BUSINESS**
- H) NEW BUSINESS**
 - A. DEVELOPMENT APPLICATION – 4D Holdings Ltd.....5*
- I) CORRESPONDENCE AND INFORMATION**
- J) CONFIDENTIAL ITEMS**
- K) ADJOURNMENT**

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

**MINUTES OF CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION
COUNTY COUNCIL CHAMBERS
TUESDAY, JUNE 11, 2019**

PRESENT

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

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Audrey Bjorklund	Community Development Manager (CDM)
Dallas Logan	Development Officer (DO)
Bonnie Morgan	Executive Assistant (EA)

CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA
M27-19**

RESOLUTION by Member Janzen to adopt the agenda governing the June 11, 2019, Municipal Planning Commission Meeting as presented. CARRIED.

**APPROVAL OF
MINUTES
Previous Regular
Meeting Minutes
M28-19**

RESOLUTION by Member Frixel to adopt the minutes of the May 14, 2019 Municipal Planning Commission Meeting, as presented. CARRIED.

**NEW BUSINESS
Subdivision Referral –
Kevin & Tracy Heck**

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).

M29-19

RESOLUTION by Chairperson Croy 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. CARRIED.**

Development Permit
Application –
Martin Peters
(Old Colony
Mennonite Church)

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

M30-19

RESOLUTION by Member Janzen 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.**

CARRIED.

ADJOURNMENT

Chairperson Croy adjourned the June 11, 2019 Municipal Planning Commission Meeting at 9:05 a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	July 16, 2019
Originated By:	Dallas Logan – Development Officer
Title:	DEVELOPMENT PERMIT APPLICATION – 4D Holdings Ltd.
File:	61-02-02

DESCRIPTION:

Development Permit Application W28-19 was received from 4D Holdings Ltd. (Barb Dous) to construct a Commercial Building Expansion at Plan 802KS Block 1 Lot 4 & 5.

BACKGROUND:

- Zoning: Hamlet Commercial (HC)
- Front yard setback in current Land Use Bylaw is 7.6m (25 feet) or as required by the Development Authority. Recommending 3.0m (10 feet) to match current development.
- Applicant is planning to expand the existing commercial building and construct an access to an existing commercial building on an adjacent lot.
- The expansion of the existing grocery store on Lot 5 would allow for additional store/storage space.
- The applicant is wanting to move the existing laundromat to the building on Lot 4. There is also the possibility of a bakery in the future.
- Joining the two commercial building would allow access to both buildings.
- Both lots are owned by the developer. The lots are not amalgamated.

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 W28-19 from 4D Holdings Ltd. (Barb Dous) to construct a Commercial Building Expansion at Plan 802KS Block 1 Lot 4 & 5, 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, 3.0m (10 feet)
 - b) Rear yard, 3.0m (10 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 Council
4. All structures moved in and/or constructed on site shall be compatible in condition and aesthetic appearance with the existing commercial building(s).
5. All required County Land Use Bylaw and Provincial/Federal Regulations to be adhered to.

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

**CLEAR HILLS COUNTY**

Box 240

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Email: info@clearhillscounty.ab.ca**FORM A**

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**APPLICATION FOR
DEVELOPMENT PERMIT**

FOR ADMINISTRATIVE USE ONLY

APPLICATION NO.:	W28-19		
DATE RECEIVED:	July 5-19		
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 4D Holdings					NAME OF REGISTERED LAND OWNER 4D Holdings				
ADDRESS Box 332					ADDRESS Worsley				
POSTAL CODE T0H 3W0		EMAIL 4ddous@telus.net			POSTAL CODE		EMAIL		
CONTACT NUMBERS					CONTACT NUMBERS				
Home 780 685 2526					Home				
Business 685 2095					Business				
Cell 835 0983					Cell				
LAND INFORMATION									
Legal description of proposed development site									
QTR/L.S.	SEC.	TWP.	RG.	M.	OR	REGISTERED PLAN NO. 801KS 801KS	BLOCK 1 1	LOT 5 4	
Size of the proposed development site:									
LENGTH		m	WIDTH		m	NUMBER OF HECTARES		OR ACRES	
		ft			ft				
Lot type: INTERIOR CORNER THROUGH						LAND USE DISTRICT: Hamlet Commercial (HC)			
Describe the existing use of the land: Existing store but add 45 ft on back for expansion plus a hall access to next building									

APPLICATION FOR DEVELOPMENT PERMIT

FORM A

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DEVELOPMENT INFORMATION			
Describe the proposed use of the land: <i>Retail Store expansion + hallway to next building access</i>			
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
<i>5</i>	ft	<i>10</i>	ft
SIDE YARD (1)		m	SIDE YARD (2)
		ft	ft
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	RURAL ROAD
Estimate the Project:			
COMMENCEMENT DATE	COMPLETION DATE	CONSTRUCTION COSTS	
<i>ASAP, Aug 15/19</i>	<i>Aug 14 2020</i>	<i>48,000.00</i>	
Attached is			
(a) SITE PLAN	<input checked="" type="radio"/> Yes	No	N/A
(b) FLOOR PLAN	Yes	No	N/A

DECLARATION	
I/WE hereby declare that the above information is, to the best of my/our knowledge, factual and correct.	
DATE: <i>July 5/19</i>	SIGNATURE OF APPLICANT: <i>Barbara Dous</i>
DATE: <i>July 5/19</i>	SIGNATURE OF REGISTERED LAND OWNER: <i>Barbara Dous</i>

APPLICATION FOR DEVELOPMENT PERMIT

FORM A

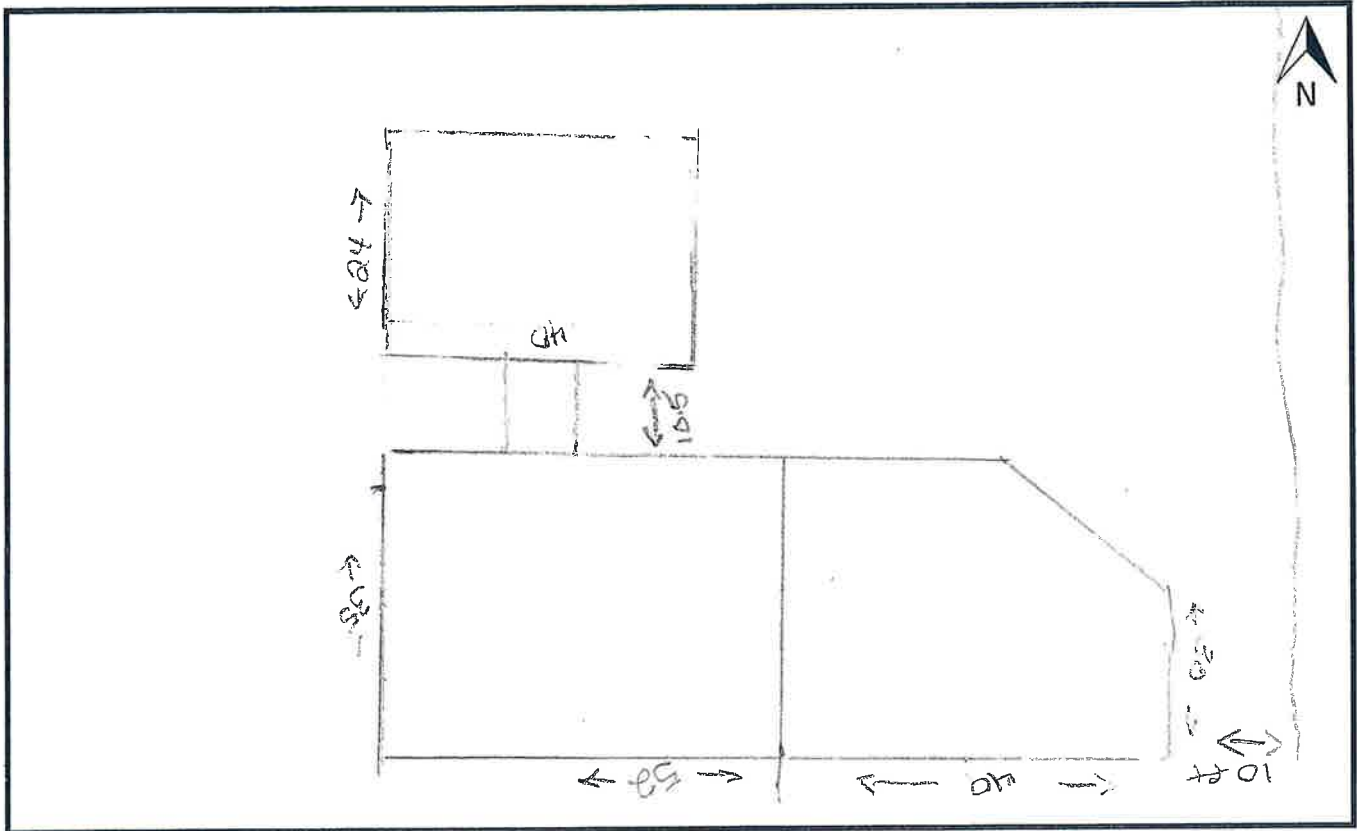
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SITE MAP

LEGAL LAND DESCRIPTION: 489 Jubilee St.

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

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.