

AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING
February 11, 2020

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, February 11, 2020, in the Council Chambers, 313 Alberta Avenue, Worsley Alberta, at 9:00 a.m.

- A) CALL TO ORDER**
- B) AGENDA**
 - A. REGULAR MEETING of February 11, 2020* 1
- C) ADOPTION OF THE PREVIOUS MINUTES**
 - A. REGULAR MEETING of January 28, 2020*..... 2
- D) BUSINESS ARISING OUT OF THE MINUTES**
- E) DELEGATION**
- F) BY-LAW**
- G) OLD BUSINESS**
- H) NEW BUSINESS**
 - A. DEVELOPMENT APPLICATION – J. Peters* 4
 - B. SUBDIVISION REFERRAL – Worsley Reinland Mennonite Church -Cemetery* 8
- 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, January 28, 2020**

PRESENT

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

ATTENDING

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

CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA**

M01-20

RESOLUTION by Member Bean to adopt the agenda governing the January 28, 2020, Municipal Planning Commission Meeting as presented. **CARRIED.**

**APPROVAL OF
MINUTES**

Previous Regular Meeting Minutes
M02-20

RESOLUTION by Member Janzen to adopt the minutes of the December 10, 2019 Municipal Planning Commission Meeting, as presented. **CARRIED.**

NEW BUSINESS

Subdivision Referral
Dale & Gail Bickford

Subdivision referral S01-20 (20-1MK001) was received from Mackenzie Municipal Services Agency regarding the application for a first parcel out (farmstead separation) subdivision from Dale & Gail Bickford for SW 35-83-12-W6M (9.08 hectares – 22.44 acres). Due to the cost of building the road to access the balance of the quarter the applicant is requesting that two alternatives be considered.

M03-20

RESOLUTION by Deputy Chair Frixel that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the application for a first parcel out (farmstead separation) subdivision from Dale and Gail Bickford for SW 35-83-12-W6M (9.08 hectares – 22.44 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. Developer to enter into a purchase agreement with the landowner of SE 35-83-12-W6M with the condition that the balance of SW 35-83-12-W6M will be consolidated with SE 35-**

83-12-W6M to provide access to the balance of the quarter of SW 35-83-12-W6M.

- 3. All required County, Provincial and Federal regulations to be adhered to. CARRIED.**

ADJOURNMENT

Chairperson Croy adjourned the January 28, 2020 Municipal Planning Commission Meeting at 9:15a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	February 11, 2020
Originated By:	Audrey Bjorklund, CLGM – Development Officer
Title:	DEVELOPMENT PERMIT APPLICATION – Jake Schmidt
File:	61-02-02

DESCRIPTION:

Development Permit Application W02-20 was received from Joseph Peter to set up a used car dealership in the same yard where the shop (Partline Plus) and a dwelling are currently located on SE 13-85-10-W6M.

BACKGROUND:

- Zoning: Agricultural District 1 (AG1)
- Current business at this location is Partline Plus
- Car dealership is listed as a discretionary in this zone.
- There are no structures being built or moved in for this used car sales lot. The vehicles are proposed to be displayed near the existing shop.

ATTACHMENTS:

1. Aerial photo of location
2. 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 W02-20 from Joseph Peter to set up a used car dealership in the same yard where the shop (Partline Plus) and a dwelling are currently located on SE 13-85-10-W6M.

1. Prior to start of construction 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) South side, as specified by Alberta Transportation but in no case less than 40.8m (134 feet) from road right of way
 - b) East side (Range Road 100) 40.8 m (134 feet) from road right of way
 - c) North side yard, 15.2 m (50 feet)
 - d) West side yard 15.2 m (50 feet)
4. All required Municipal Land Use Bylaw and Provincial/Federal Regulations to be adhered to.

Initials show support - Reviewed by: Development Officer:

Manager:

Development Permit Application W02-20



DEVELOPMENT PERMIT APPLICATION

CLEAR HILLS COUNTY

FOR ADMINISTRATIVE USE

APPLICATION NO	W02-20
DATE RECEIVED	Jan 27/20

I/We hereby make application under the provisions of the Land Use Order for a Development Permit in accordance with the plans and supporting information submitted herewith and form 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 detail to 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 Jake Schmidt				NAME OF REGISTERED LAND OWNER Jake Schmidt			
ADDRESS Box 10				ADDRESS Box 90			
Cleardale AB				Cleardale AB			
POSTAL CODE 10430	TELEPHONE (Res.) 780 685 2002	(Bus.)		POSTAL CODE 10430	TELEPHONE (Res.) 780 685 3621	(Bus.)	

LAND INFORMATION								
Legal description of proposed development site:								
QTR./L.S. SE	SEC. 13	TWP. 85	RG. 10	M. W6	OR	REGISTERED PLAN NO.	BLOCK	LOT
Size of the proposed development site:								
LENGTH <input type="text"/> ft <input type="text"/> m		WIDTH <input type="text"/> ft <input type="text"/> m		Number of:		ACRES		OR HECTARES
Describe the existing use of the land: _____								

DEVELOPMENT INFORMATION			
Describe the proposed use of the land: for a Used Car Dealership			
Check (✓) any proposed use(s) not identified above:			
<input type="checkbox"/> Sign(s)	<input type="checkbox"/> Culvert(s) / Road access point(s)	<input type="checkbox"/> Public use(s) / Utilities	
<input type="checkbox"/> Dwelling unit(s)	<input type="checkbox"/> Accessory structure(s) / use(s)	Other (specify) _____	
<input type="checkbox"/> Home Occupation(s)	<input type="checkbox"/> Commercial or industrial structure(s) / use(s)	_____	
Indicate the proposed setback from the property line:			
FRONT YARD <input type="text"/> ft <input type="text"/> m	REAR YARD <input type="text"/> ft <input type="text"/> m	SIDE YARD (1) <input type="text"/> ft <input type="text"/> m	SIDE YARD (2) <input type="text"/> ft <input type="text"/> m
The land is adjacent to: <input type="checkbox"/> A Primary Highway <input type="checkbox"/> A Secondary Highway <input type="checkbox"/> A County Road			
Estimate the Project: <input type="text"/> A. COMMENCEMENT DATE <input type="text"/> B. COMPLETION DATE <input type="text"/> C. CONSTRUCTION COSTS \$			
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 type="checkbox"/> No <input type="checkbox"/> N/A			

DEVELOPMENT INFORMATION	
I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT.	
Jan 27 2020 DATE	 SIGNATURE OF APPLICANT
Jan 24 2020 DATE	 SIGNATURE OF REGISTERED LAND OWNER

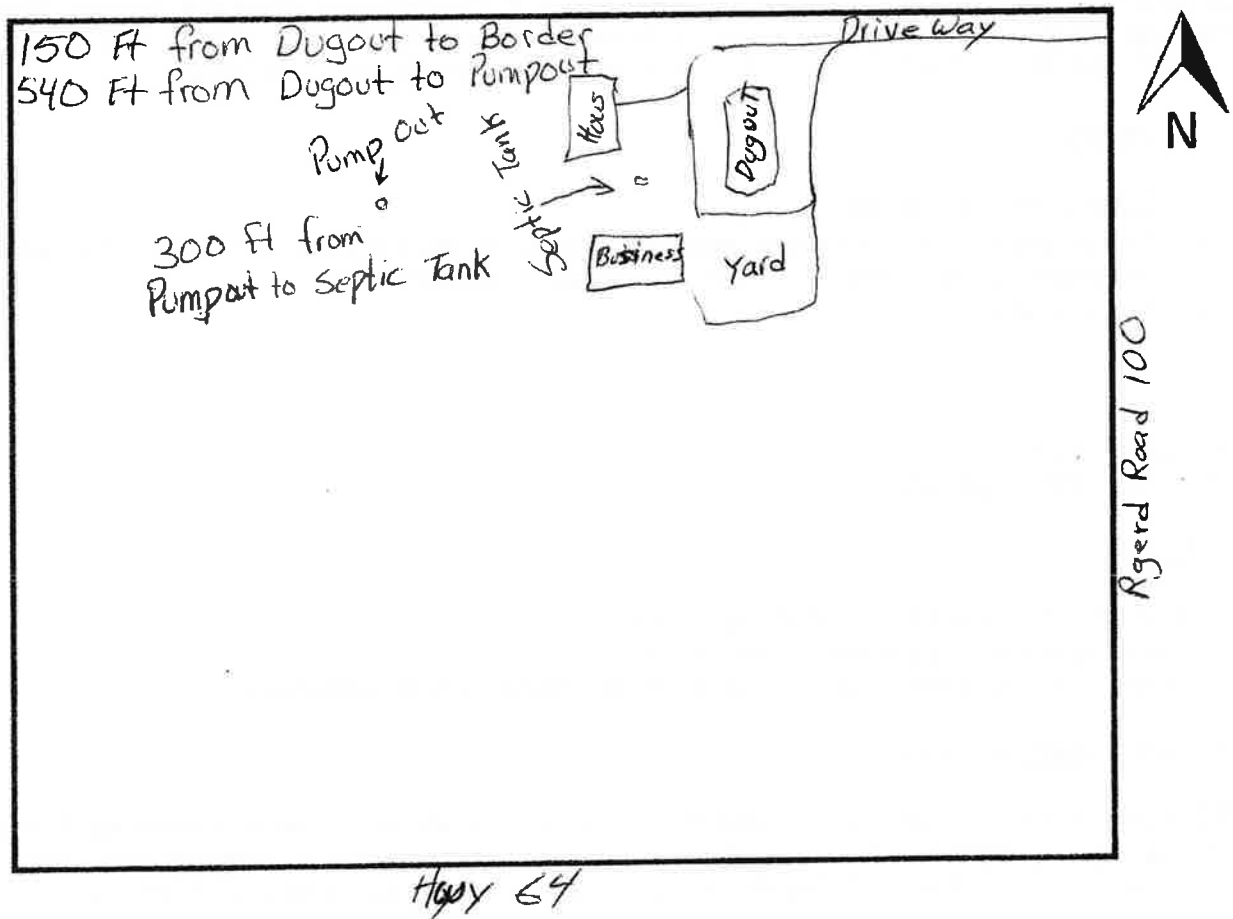
FOR ADMINISTRATIVE USE ONLY	
LAND USE CLASSIFICATION: _____	
FEE ENCLOSED: <input type="checkbox"/> Yes <input type="checkbox"/> No	AMOUNT: \$ _____ RECEIPT No. _____

APPLICATION FOR DEVELOPMENT PERMIT – SITE MAP

LEGAL DESCRIPTION: _____

For industrial or commercial development, attach engineered drawings of proposed development.

For residential and non-industrial development, draw a sketch plan of proposed development.



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

1. Location of water source & distance from property line and sewer system
2. Location of sewer system & distance from water source and property line
3. Access location(s)
4. Location of existing or proposed buildings: *display area for used vehicles (at new)*
5. Setbacks from the road allowance
6. Location of roads in the area
7. Location Shelterbelts
8. Location of Treed Areas/ Sloughs/ Bush/ other vegetation
9. Location of River/ Lakes/ other watercourses

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	January 28, 2020
Originated By:	Audrey Bjorklund, CLGM – Development Officer
Title:	SUBDIVISION REFERRAL – Worsley Reinland Mennonite Church - Cemetery
File:	61-02-02

DESCRIPTION:

Subdivision referral S01-20 (20-1MK002) was received from Mackenzie Municipal Services Agency regarding the application for a cemetery subdivision from Worsley Reinland Mennonite Church for Plan 1821596 Block 2 Lot 1 (Pt. of SW 14-85-8-W6M) of .144 hectares (.766 acres).

BACKGROUND:

- Zoning: Agricultural (AG1)
- The proposed subdivision is to provide space for a cemetery and the access road into the cemetery, as required by Cemetery registration legislation.
- This will be the

ATTACHMENTS:

- Subdivision application

OPTIONS:

- A. Require Developer to provide the approach
- B. Deny the request (state reasons for denial)
- C. Approve the subdivision request the following conditions or no conditions.

RECOMMENDED ACTION:

RESOLUTION BY ... that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the application for a cemetery subdivision from Worsley Reinland Mennonite Church for Plan 1821596 Block 2 Lot 1 (Pt. of SW 14-85-8-W6M) of .144 hectares (.766 acres).

Initials show support - Reviewed by: Development Officer:	Manager:
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← 2

Subdivision Referral 20-1MK002





MACKENZIE MUNICIPAL SERVICES AGENCY

DATE: February 4, 2020
FILE: 20-1MK002

5109 - 51 Street P.O. Box 450
Berwyn, Alberta T0H 0E0
Phone: (780) 338.3862 Fax: (780) 338.3811
www.mmsa.ca

MUNICIPALITY: Clear Hills County LEGAL: Lot 2, Blk 1, Plan 1821596
OWNER: Worsley Reinland Mennonite Church (Pt. SW 14.85.8.W6M)
PROPOSED LAND USE: Cemetery

DEVELOPER/AGENT/SURVEYOR: Explore Surveys

MAY WE HAVE YOUR COMMENTS ASAP INAS FAR AS YOUR AGENCY IS CONCERNED.
PLEASE ATTACH ANY ADDITIONAL COMMENTS.

SIGNATURE: _____

Comments received may be deemed public information.

- Area Planner: Jan Sotocinal
- TELUS: Grande Prairie
- Atco Electric: Attn. Rita Klasson, Land Administration, Edmonton
- Atco Pipelines: HP.Circulations.com
- Gas Co op: North Peace
- Alberta Transportation: Peace River
- Municipality: Clear Hills County

MACKENZIE MUNICIPAL SERVICES AGENCY
Box 450 Berwyn AB T0H 0E0 - Phone: 780-338-3662 Fax: 780-338-3811 Email: info@mmsa.ca

FORM 1
APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY
Date of Receipt for Completed Form: JAN 21 / 20 File No.: 20-100402 Fee Submitted: 725.00

THIS FORM IS TO BE COMPLETED IN FULL WHEREEVER 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: Worsley Reiland Mennonite Church
(Full Name in Block Capitals)
Address and phone number: Box 105 Cleardale, AB, T0H 3Y0 780-835-8528

2. Name of agent (person authorized to act on behalf of registered owner, if any): Explore (Tricia Forsyth) Job File: X044217
(Full Name in Block Capitals)
Address and phone number: 18941-111 Ave NW, Edmonton, AB, T5S 2X4
780-455-5598 (O); 780-221-6880 (Cell)

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:
All part of the _____ % Sec _____ TWP _____ Range _____ West of _____ Meridian
Being all parts of Lot 2 Block 1 Registered Plan No. 182 1596 C.O.T. No. 182 122 498
Area of the above parcel of land to be subdivided 4.99 hectares 9.99 (acres).
Municipal Address if applicable _____

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 X
If "yes", the adjoining municipality is _____
c. Is the land situated within 1.6 kilometres (1.0 miles) of the right-of-way of a highway? Yes X No _____
If "yes", the Highway is No. 64 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 X If "yes", state its name: _____
e. Is the proposed parcel within 1.5 kilometres (0.932 miles) of a sour gas facility? Yes: _____ No X

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
Describe:
a. Existing use of the land Agricultural
b. Proposed use of the land Cemetery
c. The designated use of the land as classified under a land use by-law Ag-1 (Agricultural District 1)

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) parking lot with grassy field to the S.
c. Describe the kind of soil on the land (sandy, loam, clay, etc) Class 2, C, 80 and Class 4, W, 20 (CL)

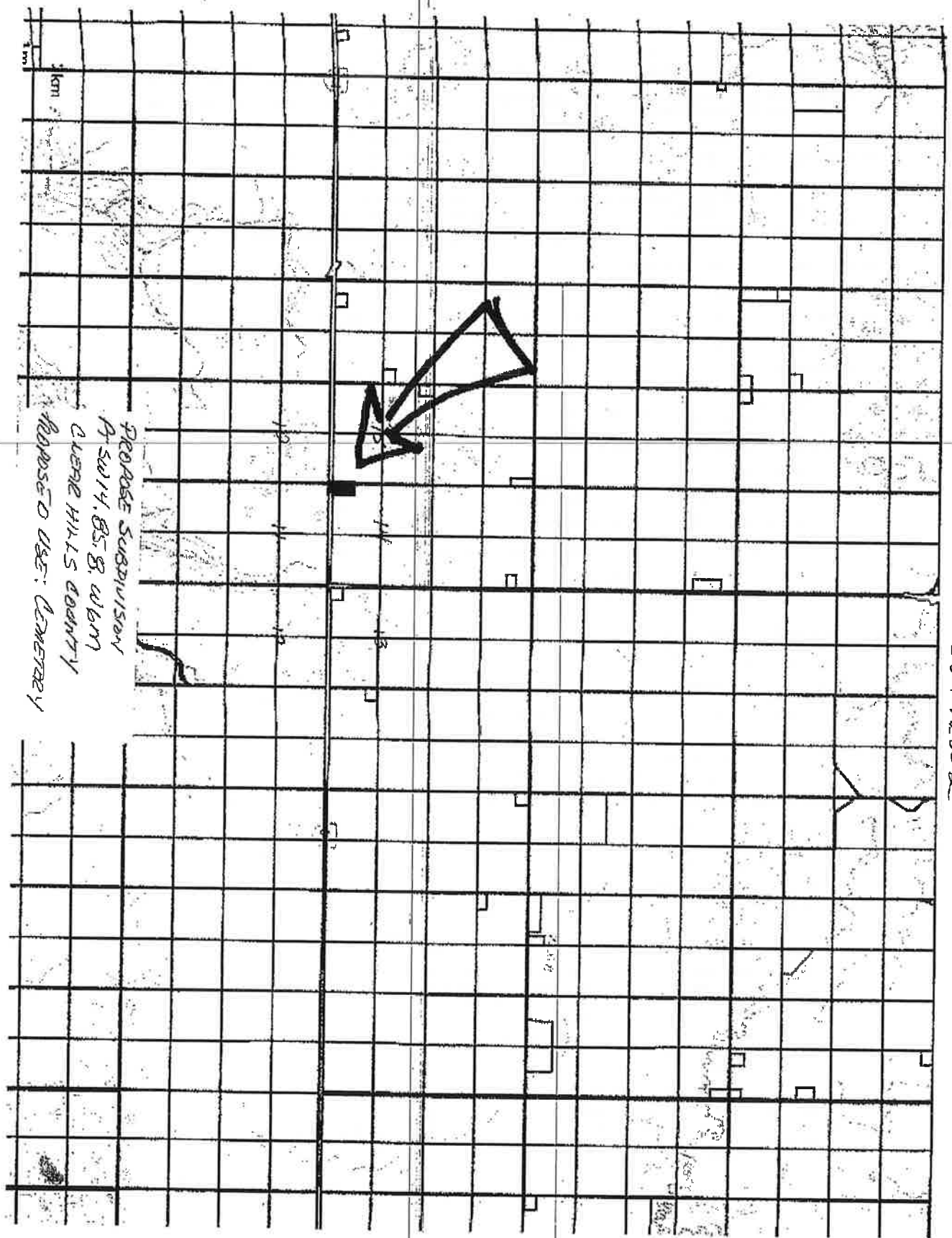
7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED
Describe any buildings and any structures on the land and whether they are to be demolished or moved _____
Buildings and structures are to remain as is.

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.
No services on the proposed parcel. Septic and water well are on the existing lot.

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

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: 18941-111 Ave NW, Edmonton, AB, T5S 2X4 Signature: [Signature]
Phone No.: 780-455-5598 (o), 780-221-6880 Cell Date: Jan 16, 2020

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



PROPOSED SUBDIVISION
 AT SW 1/4, Q5, B, W6M
 CLEAR HILLS COUNTY
 PROPOSED USE: CEMETERY

LOCATION FOR
 80-112002

MACKENZIE MUNICIPAL SERVICES AGENCY
SUBDIVISION COMMENTS

MUNICIPALITY: Clear Hills County DATE RECEIVED: January 21, 2020

FILE: 20-1MK002 EXPIRY DATE: March 20, 2020

LEGAL: Lot 2, Blk 1, Pl 182 1596 (Pt. SW 14.85.8.W6M

APPLICANT/AGENT: Worsley Rainland Mennonite Church

PROPOSAL: The proposal is to subdivide a 0.766 ac parcel from the existing title for the development of a cemetery.

ACREAGE IN TITLE: 9.96 acres

RESERVE REQUIREMENTS: Reserve may be required.

PROXIMITY TO URBAN MUNIC: Approx. 9 miles south of Worsley.

PREVIOUS APPLICATIONS: 17MK019 - Rndy adj. To increase to 10 ac.

SITE CHARACTERISTICS

C.L.I.: 80% 2c, 20% 4w

TOPOGRAPHY: The subject land is described as flat.

EXISTING USE/DEVELOPMENT: The proposed parcel is currently undeveloped. There is a church located on the balance of the lot.

ROAD ACCESS: Access can be gained via the local road to the west, however, it appears that an approach will be required to be installed.

SERVICING: On site servicing is not required.

PARCEL SIZE: The parcel size can accommodate the proposed use.

OTHER COMMENTS:

LEGISLATION

LAND USE BYLAW: Agricultural District (AG-1) No conflicts. Cemetery is listed as a discretionary use.

MUNICIPAL DEVELOPMENT PLAN: May be allowed

INTER MUNICIPAL DEV. PLAN:

SUBDIVISION REGULATIONS: Sections 14 and 15. Highway vicinity.

MUNICIPAL GOVERNMENT ACT: No conflicts

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

PAGE 1 OF 2

Option 5

TENTATIVE PLAN

SHOWING PROPOSED CEMETERY SITE
WITHIN LOT 2, BLOCK 1, PLAN 182 1596
S.W.1/4 Sec.14 Twp.85 Rge.8 W.6M.

S.E.1/4 SEC. 15-85-8 W.6M.

EXISTING APPROACH

20.12m GOVERNMENT ROAD ALLOWANCE

307.70

LOT 2
BLOCK 1
PLAN 182 1596

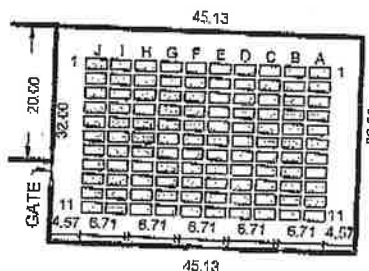
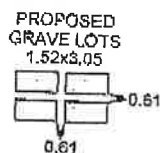
SITE 1
AREA = 0.144 ha.

PROPOSED GRAVE LOTS
1.52x3.05
SEE
DETAIL 'A'

APPROXIMATE LOCATION OF
NORTH PEACE GAS CO-OPERATIVE LTD.

S.W.1/4 SEC. 14-85-8 W.6M.

DETAIL 'A'
SCALE - 1:1,000



126.80

HIGHWAY 64

ROAD PLAN 822 3195

20.12m GOVERNMENT ROAD ALLOWANCE

ROAD PLAN 822 3195

N.W.1/4 SEC. 11-85-8 W.6M.

LEGEND:

Proposed Site shown as:

Distances are in metres and decimals thereof.



Plan Prepared by:
Explore Surveys Inc.
Edmonton, Alberta
Toll Free 1-866-936-1805
Fax No. 780-800-1927



REV. NO.	DESCRIPTION	DATE
1	PLAN ISSUED	SEPT. 6, 2019
2	ADDED ROAD	NOV. 7, 2019

Job X044217

Rev. 1

SURVEYED BY: ... CALCD BY: K.H. DRAWN BY: S.H.