

AGENDA
CLEAR HILLS COUNTY
MUNICIPAL PLANNING COMMISSION MEETING
November 10, 2020

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, November 10, 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 November 10, 2020..... 1

C) ADOPTION OF THE PREVIOUS MINUTES

A. REGULAR MEETING of September 22, 2020..... 2

D) BUSINESS ARISING OUT OF THE MINUTES

E) DELEGATION

F) BY-LAW

G) OLD BUSINESS

H) NEW BUSINESS

A. SUBDIVISION REFERRAL – J&P, D&S Koyman..... 4

B. DEVELOPMENT PERMIT – P. Giesbrecht..... 10

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, SEPTEMBER 22, 2020**

PRESENT	Miron Croy Amber Bean Raymond Wetmore Peter Frixel David Janzen	Chair Member Member Deputy Chair Member
ATTENDING	Allan Rowe Audrey Bjorklund Bonnie Morgan	Chief Administrative Officer (CAO) Community Development Manager (CDM) Executive Assistant (EA)
ABSENT		
CALL TO ORDER	Chair Croy called the meeting to order at 9:00 a.m.	
<u>ACCEPTANCE OF AGENDA</u> M27-20(09/22/20)	RESOLUTION by Deputy Chair Frixel to adopt the agenda governing the September 22, 2020, Municipal Planning Commission Meeting as presented. CARRIED.	
<u>APPROVAL OF MINUTES</u> Previous Regular Meeting Minutes M28-20(09/22/20)	RESOLUTION by Member Janzen to adopt the minutes of the September 8, 2020 Municipal Planning Commission Meeting, as presented. CARRIED.	
<u>NEW BUSINESS</u> Delegation – James Koyman – Subdivision Proposal	James Koyman was present at 9:00 to present a subdivision proposal to divide a quarter section of agricultural land in half, so he and his brother may each own half of the quarter section they inherited.	
M29-20(09/22/20)	RESOLUTION by Deputy Chair Frixel that the Municipal Planning Commission Support in principle subdividing SW 18-83-3-W6M in half. CARRIED.	
Subdivision Referral B & S Meashaw	Subdivision ReferralS06-20 (20-1MK024) was received from the Mackenzie Municipal Services Agency regarding the application	

for a Farmstead separation, from Bruce & Shirley Meashaw for NW 31-83-4-W6M (4.047 hectares – 10 acres).

M30-20(09/22/20)

RESOLUTION by Chairman Croy that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the Farmstead separation, from Bruce & Shirley Meashaw for NW 31-83-4-W6M (4.047 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.**

ADJOURNMENT

Chair Croy adjourned the September 22, 2020 Municipal Planning Commission Meeting at 9:10 a.m.

DATE

CHAIRPERSON

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	November 10, 2020
Originated By:	Audrey Bjorklund, CLGM –Development Officer
Title:	SUBDIVISION REFERRAL – J&P and D&S Koyman
File:	61-02-02

DESCRIPTION:

Subdivision referral S07-20 (20-1MK029) was received from Mackenzie Municipal Services Agency regarding the application from James & Pamela Koyman and Don and Susen Koyman to subdivide quarter section SW 18-83-3-W6M into an 80 acre split for agricultural use.

BACKGROUND:

- Zoning: Agricultural (AG1)
- This is the first subdivision of the quarter.
- There are sufficient approaches to access both parcels.
- The proposed subdivision is to resolve estate matters.

ATTACHMENTS:

- Subdivision application

OPTIONS:

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

RECOMMENDED ACTION:

RESOLUTION BYthat the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve the application from James & Pamela Koyman and Don and Susen Koyman to subdivide quarter section SW 18-83-3-W6M into an 80 acre split for agricultural use, 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:

ABj

Manager:

[Signature]

FORM 1
APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY
Date of Receipt for Completed Form: October 16, 2020 File No.: 20-1MK029 Fee Submitted: \$725

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: James Michael Koyman and Pamela M Koyman Address and phone number: 9743 126 Ave, Grande Prairie, AB T8V 7K3 780-876-0951
Don Koyman and Susan L Koyman Box 1834, Fairview AB T0H 1L0 780-772-1434
(Full Name in Block Capitals)
2. Name of agent (person authorized to act on behalf of registered owner), if any: Borderline Surveys Ltd./Jason Coates Address and phone number: Box 2661, Fairview, AB T0H 1L0 780-835-4618
(Full Name in Block Capitals)

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED:
All/part of the SW $\frac{1}{4}$ Sec. 18 TWP 83 Range 3 West of 6 Meridian
Being all/parts of Lot Block Registered Plan No. C.O.T. No. 022 404 124
Area of the above parcel of land to be subdivided 32.100 hectares 79.32 (acres).
Municipal Address if applicable Not assigned

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 No X
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 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 Agriculture
b. Proposed use of the land Agriculture
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) Cultivated farmland
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
None proposed

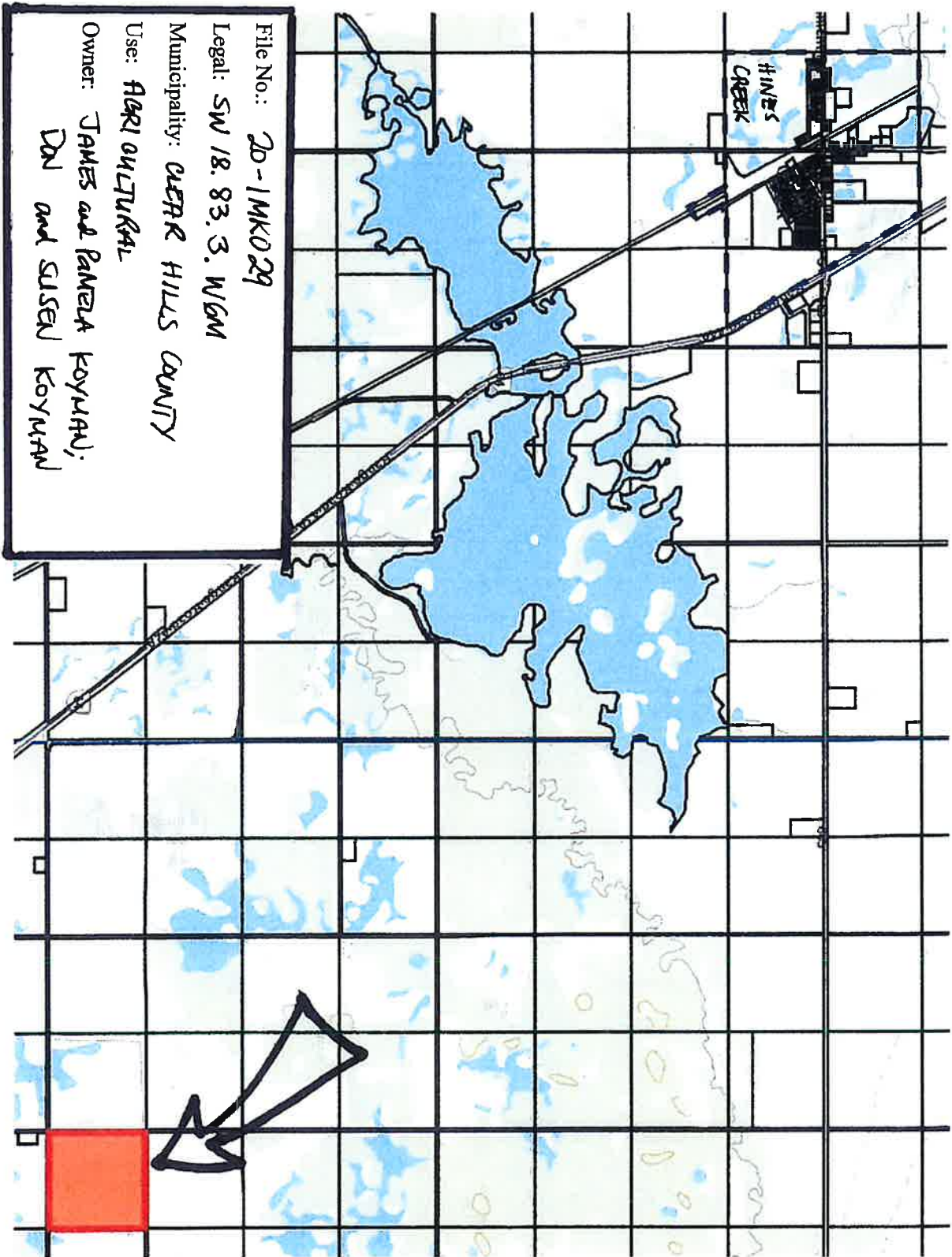
9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF
I, Borderline Surveys Ltd./Jason Coates hereby certify that
(Full Name in Block Capitals)
☐ I am the registered owner, or
☒ I am the agent authorized to act on behalf of the registered owner

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.

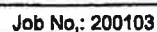
Address: Box 2661, Fairview, AB T0H 1L0 Signature: Jason Coates
Phone No.: 780-835-4618/cell 780-330-9939 Date: October 1, 2020

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

"LOCATION" MAP



(Land Separation)
Within
Clear Hills County, Alberta



**Tentative Plan Showing
Subdivision of Part of
S.W. 1/4 Sec. 18,
Twp. 83, Rge. 3, W.6M.
(Land Separation)
Within
Clear Hills County, Alberta**



Lot Photo
Scale: 1:5,000
Photo : BING Imagery



**BORDERLINE
SURVEYS**

11028 - 102th Ave, Box 2861
Fairview, AB. T8O - 330 - 9939
www.borderlinesurveys.com

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Date: Sep. 28, 2020

Drawn by: MAM

Job No.: 200103

**MACKENZIE MUNICIPAL SERVICES AGENCY
SUBDIVISION COMMENTS**

MUNICIPALITY:	Clear Hills County	DATE RECEIVED:	October 16, 2020
FILE:	20-1MK029	EXPIRY DATE:	December 15, 2020
LEGAL:	SW 18.83.3.W6M	TIME EXTENSION:	
APPLICANT/AGENT:	Borderline Surveys Ltd.		

PROPOSAL: The proposal is to subdivide a quarter section into an 80-acre split for agricultural use.

ACREAGE IN TITLE: 158.99

RESERVE REQUIREMENT: N/A

PROXIMITY TO URBAN MUNIC: Approximately 5.5 miles southeast of Hines Creek

PREVIOUS APPLICATIONS: None

SITE CHARACTERISTICS

C.L.I.: 100% 3c, O

TOPOGRAPHY: The subject land is described as flat.

EXISTING USE/DEVELOPMENT: The subject quarter section is currently under cultivation. There is a dug out in the middle of the quarter section. No other development exists or is proposed.

ROAD ACCESS: Access may be gained via Township Road 832A to the north or the Range Road 40 to the west.

SERVICING: There is no existing on-site services. Based on the existing or proposed on-site servicing should not be required.

PARCEL SIZE: The subdivision is to resolve estate matters. If the two 80 ac parcels continue to be farmed in conjunction with other agricultural lands, the parcel size as a viable farm unit should not be an issue.

LEGISLATION

LAND USE BYLAW: Located in the Agricultural District -1 (AG-1). Parcel size and density per quarter section for uses other than residential is determined by the Development Authority.

MUNICIPAL DEVELOPMENT PLAN: May be allowed under section 3.1.1 (c)(i).

INTER MUNICIPAL DEV. PLAN: N/A

SUBDIVISION REGULATIONS: No conflicts.

MUNICIPAL GOVERNMENT ACT: No conflicts.

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

Clear Hills County

Request For Decision (RFD)

Meeting:	Municipal Planning Commission Meeting
Meeting Date:	November 10, 2020
Originated By:	Audrey Bjorklund, CLGM –Development Officer
Title:	DEVELOPMENT PERMIT APPLICATION – P. Giesbrecht
File:	61-02-02

DESCRIPTION:

Development Permit Application W32-20 was received from Peter Giesbrecht for parking and storing a manufactured home dwelling on Plan 1124618 Block 1 Lot 1, a subdivision out of SW 36-84-11-W6M.

BACKGROUND:

- The manufactured home, accessory structures, uses and sewage system are encroaching across the property line onto the adjacent property.
- Zoning: Agricultural District 1 (AG1)
- The landowner has signed off on the development permit application.

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 W32-20 from Peter Giesbrecht for parking and storing a manufactured home dwelling on Plan 1124618 Block 1 Lot 1, a subdivision out of SW 36-84-11-W6M.

1. The manufactured home must be stored on the property in a location that meets the following minimum setbacks from the property lines:
 - a. Front yard, 40.8m (134 feet)
 - b. Side yards, 15.2m (50 feet)
 - c. Rear yard, 15.2m (50 feet)
 - d. Top of the coulee, ravine, valley bank, 22.9 m (75 feet)
2. The manufactured home structure may not be used as a dwelling and will remain vacant of human habitation for the duration of the time it is stored on the property.
3. Manufactured home to be moved onto the subdivision (Plan 1124618 Block 1 Lot 1) by November 30, 2020.

Initials show support - Reviewed by: Development Officer:	<i>ABj</i>	Manager:	<i>AG</i>
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4. Accessory buildings, structures and uses to be removed from the adjacent property (SW 36-84-11-W6M) by November 30, 2020.
5. Sewage system to be reclaimed on the adjacent property (SW 36-84-11-W6M) by November 30, 2020.
6. All required Municipal Land Use Bylaw and Provincial/Federal Regulations to 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**FORM A**

Page 1

**APPLICATION FOR
DEVELOPMENT PERMIT**

FOR ADMINISTRATIVE USE ONLY

APPLICATION NO.:	W32-20		
DATE RECEIVED:	Nov 2/20		
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 Peter Giesbrecht					NAME OF REGISTERED LAND OWNER Jacob Giesbrecht				
ADDRESS Box 170 Cleardale AB					ADDRESS Box 40 Cleardale AB				
POSTAL CODE T0H-340		EMAIL Peter.v.giesb@gmail.com			POSTAL CODE T0H-340		EMAIL N/A		
CONTACT NUMBERS					CONTACT NUMBERS				
Home 780 834 8447					Home 780 685 3828				
Business					Business				
Cell 780 834 8421					Cell 780 834 8456				
LAND INFORMATION									
Legal description of proposed development site									
QTR/L.S. SW	SEC. 36	TWP. 84	RG. 11	M. W6	OR	REGISTERED PLAN NO. Plan 1124618	BLOCK 1	LOT 1	
Size of the proposed development site:									
LENGTH 60		m ft	WIDTH 45		m ft	NUMBER OF HECTARES		OR ACRES	
Lot type: INTERIOR <u>CORNER</u> THROUGH						LAND USE DISTRICT:			
Describe the existing use of the land: 									

APPLICATION FOR DEVELOPMENT PERMIT

FORM A

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DEVELOPMENT INFORMATION

Describe the proposed use of the land:

Park House Trailer

Our Plan is to move and
Park the trailer on the Lake
property by November 30 2020
See A. H. H. H.

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	50' over Border Line	ft		ft		ft

Off street parking: Size of space Number of spaces 2

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:
	16 feet		

The land is adjacent to:

PRIMARY HIGHWAY

SECONDARY HIGHWAY

RURAL ROAD

Estimate the Project:

COMMENCEMENT DATE	COMPLETION DATE	CONSTRUCTION COSTS

Attached is

(a) SITE PLAN	Yes	No	N/A	(b) FLOOR PLAN	Yes	No	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: Oct 31 2020	SIGNATURE OF APPLICANT: *
DATE: Nov 2/20	SIGNATURE OF REGISTERED LAND OWNER: Jacob L. L. L.

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
		DUGOUT
		WELL
		CISTERN & HAULING
		COUNTY SERVICE
		OTHER (Please specify) N/A

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) N/A

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.