AGENDA

CLEAR HILLS COUNTY

MUNICIPAL PLANNING COMMISSION MEETING

September 24, 2024

The regular meeting of the Municipal Planning Commission for the Clear Hills County will be held on Tuesday, September 24, 2024, at 9:00 a.m. in the Council Chambers, 313 Alberta Avenue, Worsley Alberta.

A)	CALL TO ORDER
B)	AGENDA A. REGULAR MEETING of September 24, 2024
C)	ADOPTION OF THE PREVIOUS MINUTES A. REGULAR MEETING of August 27, 2024
D)	BUSINESS ARISING OUT OF THE MINUTES
E)	DELEGATION
F)	BY-LAW
G)	OLD BUSINESS
H)	NEW BUSINESS A. SUBDIVISION REFERRAL – CLEAR HILLS COUNTY
l)	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, AUGUST 27, 2024

PRESENT

Susan Hansen

Member

Danae Walmsley

Deputy Chairperson

Abram Giesbrecht

Chairperson

David Janzen

Member

ABSENT

Jason Ruecker

Member

Shelby Janzen

Corporate Services Clerk (CSC)

ATTENDING

Allan Rowe

Chief Administrative Officer (CAO)

Bonnie Morgan

Executive Assistant (EA)

Kelsey Lund

Payroll Clerk (PC)

CALL TO ORDER

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

ACCEPTANCE OF AGENDA

M38-24 (08-27-24)

RESOLUTION by Member Janzen to adopt the agenda governing the August 27, 2024, Municipal Planning Commission Meeting, as presented.

CARRIED.

APPROVAL OF MINUTES

Previous Regular Meeting Minutes

M39-24 (08-27-24)

RESOLUTION by Member Hansen to adopt the minutes of the August 13, 2024, Municipal Planning Commission Meeting, as presented.

CARRIED.

NEW BUSINESS
Subdivision Referral
D & S Wasylciw

Subdivision referral 24MK026 was received from the Mackenzie Municipal Services Agency to subdivide 14.90 acres (6.03 ha) off SE 3-86-8-W6 (unsubdivided) as a farmstead separation.

M40-24 (08-27-24)

RESOLUTION BY Member Janzen that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve subdivision referral 24MK026, with the dugout rear yard setback variance, from Donald and Sandra Wasylciw for the farmstead separation of SE 3-86-8-W6 (14.90 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.

Page 2 of 2

MUNICIPAL PLANNING COMMISSION TUESDAY, AUGUST 27, 2024

Development Permit Application H. Friesen

M41-24 (08-27-24)

Development Permit Application W17-24 was received from Heinrich Friesen to develop a second yard site and residential cabin on SE 3-84-5-W6.

RESOLUTION by Member Hansen that the Municipal Planning Commission approves Development Permit Application W17-24 received from Heinrich Friesen to develop a second yard site and residential cabin on SE 3-84-5-W6, subject to the following conditions:

- 1. Developer to obtain a roadside development permit from Alberta Transportation.
- 2. Prior to construction, any outstanding property taxes to be paid in full on the land proposed to be developed.
- 3. Minimum setbacks from property lines:
 - a. Front yard, 40.8 m (134 ft)
 - b. Side yard, 15.2 m (50 ft)
 - c. Rear yard, 15.2 m (50 ft)
- 4. Water supply setbacks:
 - a. Dugout
 - i. Front Yard, 40.8 m (134 ft) from the road right-ofway or 70 m (229.6 ft) from the center line, whichever is the greater.
 - ii. Interior Side Yard, 15.24 m (50 ft) or as required by the Development Authority.
 - iii. Rear Yard, 15.24 m (50 ft) or as required by the Development Authority.
- 5. Sewage setbacks:
 - a. Lagoon
 - i. 45 m (148 ft) from a dwelling
 - ii. 30.5 m (100 ft) from a property line
 - iii. 90 m (295 ft) from water feature or source
- 6. All sewage disposal systems must comply with the Alberta Private Sewage Treatment and Disposal Regulations.
- 7. All structures moved in and/or constructed on site shall conform to all building and code standards as set by Human Resources and Alberta Safety Codes Council.
- 8. All required County Land Use Bylaw and Provincial/Federal Regulations be adhered to. CARRIED.

ADJOURNMENT

Planning Commiss	sion Meeting at 9:12 a.m.
DATE	CHAIRPERSON
DATE	CHIEF ADMINISTRATIVE OFFICER

Chairperson Giesbrecht adjourned the August 27, 2024, Municipal

Clear Hills County

Request For Decision (RFD)

Meeting: Municipal Planning Commission Meeting

Meeting Date: September 24, 2024

Originated By: Kelsey Lund, Payroll Clerk/Development Officer

Title: SUBDIVISION REFERRAL – CLEAR HILLS COUNTY

File: 61-02-02

DESCRIPTION:

Subdivision referral 24MK028 was received from the Mackenzie Municipal Services Agency to consolidate and subdivide four existing lots (3 highway development lots and 1 public utility lot) into 7 lots for private and municipal uses; Lot 1 Block 1 = 3.7 acres, Lot 2 Block 1 = 2.89 acres, Lot 3 Block 1 = 3.51 acres, Lot 4PUL = 3.71 acres, for Plan 8720504 located on NW 10-85-10-W6 as a highway development; firehall (public/institutional). The proposed lots 1-5 in block 2 are owned by Sarah Braun, Willy Giesbrecht, and Cleardale Co-Op.

BACKGROUND:

- Zoning: Highway Development (HD)
- Road Access:
 - Existing service road (Highway Drive) connected to HWY 64 to the south. Will be connected to a proposed road plan, providing access to all the lots.
 - o Apart from Lot 4 Block 2, all proposed lots will each require separate approach/driveway to provide physical access via service road or proposed road plan.
- Topography: Flat
- Servicing:
 - The proposed lots are serviced by municipal water service and sewage treatment systems. There is a septic pump-out located on proposed Lot 2 Block 2, which would have to be removed, if it is not required.
- Parcel Size: Proposed parcel sizes may be deemed appropriate for their intended uses.

ATTACHMENTS:

- Subdivision Application
- Maps of proposed lots

OPTIONS:

- Deny the request.
- B. Approve the subdivision request with the conditions listed and/or the following conditions.

RECOMMENDED ACTION:

RESOLUTION BY that the Municipal Planning Commission recommend Mackenzie Municipal Services Agency approve subdivision referral 24MK028 from Clear Hills County to consolidate and subdivide four existing lots (3 highway development lots and 1 public utility lot) into 7 lots for private and municipal uses; Lot 1 Block 1 = 3.7 acres, Lot 2 Block 1 = 2.89 acres, Lot 3 Block 1 = 3.51 acres,

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

Lot 4PUL = 3.71 acres, for Plan 8720504 located on NW 10-85-10-W6 as a highway development; firehall (public/institutional), 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.
- 3. Abandoned home and shed setbacks on Lot 1 Block 2 be accommodated through variance.
- 4. The lagoon located north of Lot 5 Block 1 to be reclaimed during the construction of the firehall to allow for the proposed road plan.

Initials show support - Reviewed by: Development Officer:

Manager:



MACKENZIE MUNICIPAL SERVICES AGENCY

5109 - 51 Street P.O. Box 450 Berwyn, Alberta TOH 0E0

> Phone: 780-338-3862 www.mmsa.ca

DATE:

September 5, 2024

FILE NO.:

24MK028

MUNICIPALITY:

Clear Hills County LEGAL: LOT 1, 2, 3 & 4PUL, BLOCK 1, PLAN 8720504

OWNERS:

Clear Hills County, Sarah Braun, Willy Giesbrecht, Cleardale Co-op

PROPOSED LAND USE:

Highway Development; Firehall (Public/Institutional)

DEVELOPER/AGENT/SURVEYOR: Borderline Surveys Ltd.

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

SIGNATURE:	
SIGNAL OILE.	

Comments received may be deemed public information.

Area Planner: Komiete Tetteh

Telus: Grande Prairie

ATCO Electric: Attn. Rita Klasson, Land Administration, Edmonton

ATCO Pipeline: HP.Circulations.com

Transportation and Economic Corridors: Peace Region

Gas Co-op: North East Gas Co-op Ltd. Municipality: Clear Hills County

MACKENZIE MUNICIPAL SERVICES AGENCY Box 450 Berwyn AB T0H 0E0 - Phone: 780-338-3862 Fax: 780-338-3811 Email: info@mmsa.ca

FORM 1 APPLICATION FOR SUBDIVISION

	OFFICE US of Receipt i	SE ONLY for Completed Fo	orm: August 22,	, 2024	File No.:24	MK028		Fee Submitted:	\$725.00 (Discounted)
					LE BY THE REGISTER	ED OWNER OF	THE LAND THAT IS T	HE SUBJECT OF TH	E APPLICATION OR BY A PERSO
AUT			REGISTERED OW						
1;		-	of land to be subdiv	_			ddress and phone num		Lilla Carrati
	_		ills, Sarah				1tact - Natas 1-685-3925	na at Clear	Hills County
2.			ht, Cleard	are Co-op ehalf of registered ow	ner) if any:		ddress and phone num	nher	
4.1				Jason Coate:					K 0T8 (780)538-1955
			ame in Block Capitals)						
	. = 0.11 . D.	CODIDTION AND	D 4854 054 4ND	TO BE 01 100 11 100 11					
3_				TO BE SUBDIVIDED	0.5	10		6	
	All/part of	the NW	¼ Sec	10 _{TWF}	85 R	angeTU_	West of	6 Merio	lian
	Being all/o	arts of Lot 1,2,3	3 & 4PUl _{Block}	1	Registered Plan N	lo. 872 0	504 co.⊤.№	192 127 3	96, 222 182 506, 72, 952 064053+16
			n'=					172 080 8	72, 952 064053+16
	Area of the	above parcel of	land to be subdivid	ded5.274	hectares13	3.03	_(acres)		
	Municipal /	Address if applica	able						
4.			BE SUBDIVIDED:	CI	ear Hills Cou	ntv			
	a.								
	b.				pal boundary? Yes	_X	No		-
				isCle					
	C.	Is the land situ	ated within 1.6 kilo	metres (1.0 miles) of	the right-of-way of a hig	nway? Yes	XNo	-	
		If "yes", the Hig	jhway is No	Hwy 64	_the Secondary Road is	No			
	d.	Does the propo	osed parcel contain	or is it bounded by a	river, stream, lake or o	her body of wate	r or by a drainage ditch	n or canal?	
		Yes	No	tf"	yes", state its name:				
		-		<u>"</u>					
	е.	Is the proposed	d parcel within 1.5 l	kilometres (0,932 mile	es) of a sour gas facility	Yes	No		
5.	EXISTING Describe	AND PROPOSE	D USE OF LAND	TO BE SUBDIVIDED					
	a	Existing use of	the land						
	b.	Proposed use	of the land						
	C	The designated	d use of the land as	s classified under a la	nd use bylaw				
6.	PHYSICAL	. CHARACTERIS	STICS OF LAND TO	O BE SUBDIVIDED (WHERE APPROPRIATI	Ξ)			
	a	Describe the na	ature of the topogra	aphy of the land (flat,	rolling, steep, mixed)	Flat			
	b.	Describe the na	ature of the vegeta	tion and water on the	land (brush, shrubs, Ire	e slands, woodlo	is, etc – słoughs, creeł	ks, elc)Sec	Tentative plan
	C			nd (sandy, loam, clay	CI	ay			
7.	EXISTING	BUILDINGS ON	THE LAND TO BE	SUBDIVIDED			See Tentat	tive plan	
	Describe a	ny buildings and	any structures on i	the land and whether	they are to be demolish	ed or moved			
	_								
8		ND SEWER SER							
	If the propo	sed subdivision	is to be served by		stribution system and a v nicipal water a			the manner of providi	ng water and sewage disposal.
				- IVIGI	noipai water	and ooptic			
9	REGISTER	RED OWNER OF	R PERSON ACTING	G ON THE REGISTE	RED OWNER'S BEHAL	F			
	ı, <u>Bord</u>	erline Sur	veys Ltd/Ja	son Coates	(Full Name in Block Capitals)				hereby certify that
					for the second second contracts				
			the registered own		n				
		L ≛ lam	the agent authoriz	ed to act on behalf of	the registered owner				
	and that the	e information give	en on this form is fu	ull and complete as is	, to the best of my know	ledge, a true stat	ement of the facts rela	iting to this application	for subdivision
	Address F	O Box 43	3, Clairmon	t, AB T8X 0T	88	Signature _	Hus	an con	Xet

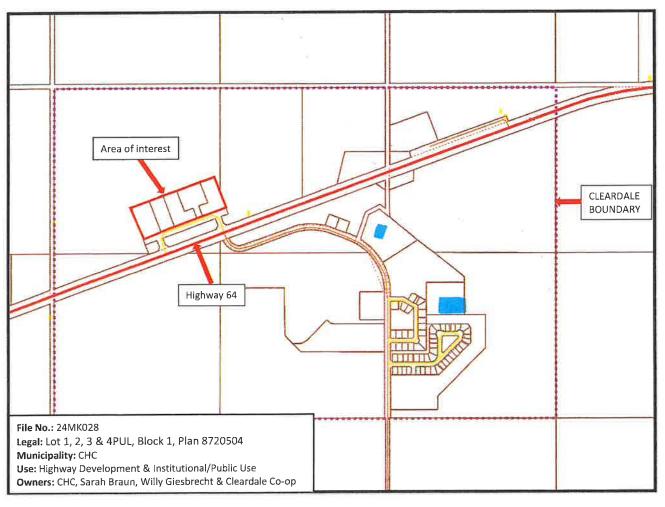
Phone No.: (780) 538-1955 / Cell (780) 330-9939

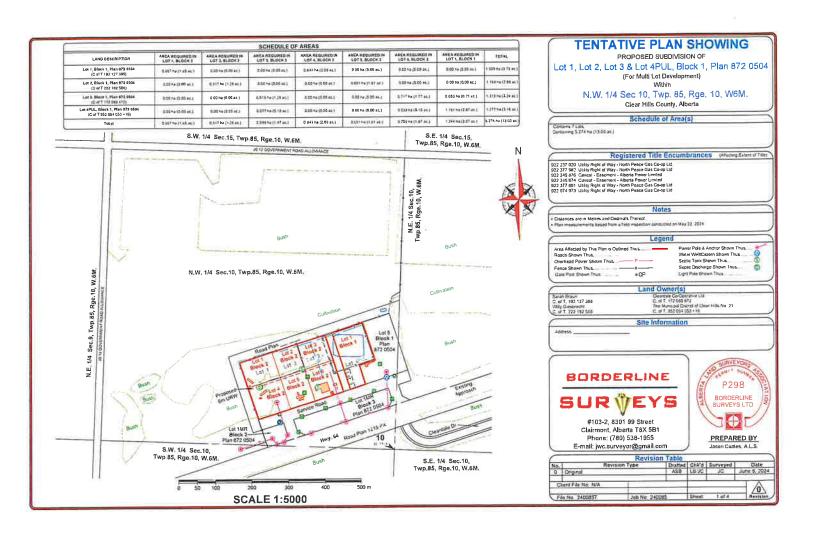
July 17-2024

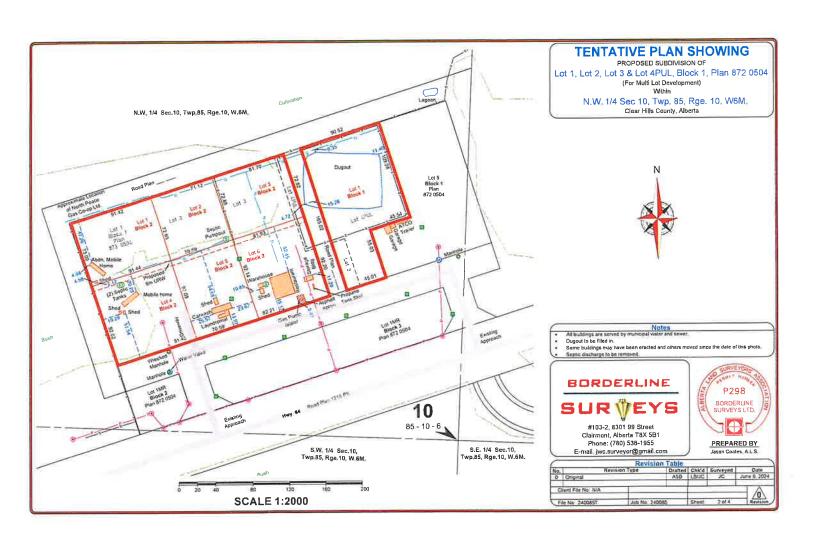
7 Date:—

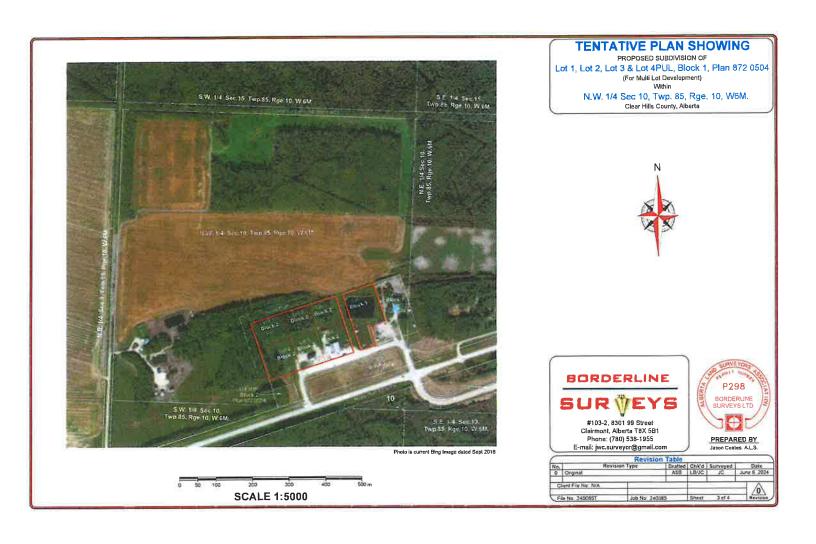
LOCATION MAP













MACKENZIE MUNICIPAL SERVICES AGENCY SUBDIVISION COMMENTS

MUNICI	PALITY: Clea	r Hills County	DATE RECEIVED: August 21, 2024		
FILE:	24MK028		DEEMED COMPLETE ON: August 22, 2024		
LEGAL:	LOT 1, 2, 3 &	4PUL, BLOCK 1, PLAN 8720504	EXPIRY DATE: October 21, 2024		
APPLICA	NT/AGENT:	Borderline Surveys Inc.			

PROPOSAL: The proposal is to consolidate and subdivide four existing lots (3 highway development lots and 1 public utility lot) into 7 lots for private and municipal uses.

ACREAGE IN TITLE: Lot 1 Block 1= 3.7 acres; Lot 2 Block 1= 2.89 acres; Lot 3 Block 1= 3.51 acres; Lot 4PUL=

3.71 acres.

RESERVE REQUIREMENT: Not required.

PROXIMITY TO URBAN MUNIC: Cleardale (see location map).

PREVIOUS APPLICATIONS: Y

Yes

SITE CHARACTERISTICS

C.L.I.: 100% 2 8c 4 2w

TOPOGRAPHY: The subject land is described as flat.

EXISTING USE/DEVELOPMENT: Proposed Lot 1 Block 1, which is currently a public utility lot, contains a dugout and is proposed to be used for a new firehall. Proposed Lot 1 Block 2 contains an abandoned manufactured home and shed. Proposed Lot 2 and 3, Block 2 are vacant. Proposed Lot 4 Block 2 contains a manufactured home and two sheds. Proposed Lot 5 Block 2 contains a carwash, laundromat and shed, while proposed Lot 6 Block 2 contains a restaurant, warehouse, storage building, sheds, gas pump island and propane tank skid. There are various registered instruments on the four parcels.

ROAD ACCESS: Access to the proposed lots could be gained via an existing service road (Highway Drive) connected to Highway 64 to the south. The service road will be connected to a proposed road plan, which, together with the existing service road, would provide access to all the lots. Apart from proposed Lot 4 Block 2, which has a physical access, all the proposed lots would each require a separate approach/driveway to provide physical access via the service road or proposed road plan.

SERVICING: The proposed lots are serviced by municipal water service and sewage treatment systems. However, there is a septic pumpout located on proposed Lot 2 Block 2, which would have to be removed, if it is not required.

PARCEL SIZE: The proposed parcel sizes may be deemed appropriate for their intended uses.

LEGISLATION

LAND USE BYLAW: The proposed subdivisions are all located within the Highway Development District (HD). The parcel size and parcel density are at the discretion of the Development Authority. The proposed parcel sizes (Lot 1 Block 1 = 3.07 acres; Lot 1 Block 2 = 1.65 acres; Lot 2 Block 2 = 1.28 acres; Lot 3 Block 2 = 1.47 acres; Lot 4 Block 2 = 2.08 acres; Lot 5 Block 2 = 1.61 acres; and Lot 6 Block 2 = 1.87 acres) may, therefore, be deemed appropriate for their intended uses. Most of the existing developments on the proposed lots meet the setback requirements of the Land Use Bylaw. However, a few structures, including the abandoned home and shed on proposed Lot 1 Block 2 do not meet the setback requirements of the Land Use Bylaw. These non-conforming developments may be accommodated through variance or required to be remedied. The lagoon located north of Lot 5 Block 1 would have to be reclaimed to allow for the proposed road plan. Future developments on the proposed lots must comply with the Land Use Bylaw.

MUNICIPAL DEVELOPMENT PLAN: May be allowed

INTERMUNICIPAL DEV. PLAN: N/A

MATTERS RELATED TO SUBDIVISION AND DEVELOPMENT REGULATION: Section 7(6)(c) and (d) apply. Application will be sent to Transportation and Economic Corridors, and the appropriate utility companies, for comments.

MUNICIPAL GOVERNMENT ACT: No conflicts

NT



