

MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
May 23, 2025

Present:

Councillors Cheryl Barros, Wayne Smith, Scott Pfeiffer, Travis Randell and Kurt Baker, Development Officer Angela Stormoen and Planning & Operations Clerk Kendra Duff

1. **Call to Order:** Chairman Cheryl Barros called the meeting to order at 8:30 a.m.

2. **Additions to Agenda**

None.

3. **Approval of Agenda**

Moved by Councillor Scott Pfeiffer to accept the agenda as presented.

MOTION CARRIED

Unanimous

4. **Confirmation of the April 10, 2025 MPC Meeting Minutes**

Moved by Councillor Travis Randell that the Minutes of the April 10, 2025 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3600-2025
Applicant: Clearview School Division No. 71
Legal: Lot -, Block 66A, Plan 3049AT
Municipal: 4801 – 57 Street
Proposed Development: Field House

Development Officer read a report that follows:

General:

The applicant is proposing the placement of a 14' x 45' Field House southwest of the existing running track on the Clearview School grounds at 4801 – 57 Street. The Field House will be used by the football program for the visiting teams and equipment storage. As an accessory use is listed as a discretionary use within the

P: Public Use district of the Town of Stettler Land Use Bylaw it requires Municipal Planning Commission approval.

Further, the applicant is requesting a 10 foot (3.05 meter) side yard setback variance to ensure the building is clear of other activities in the area. As per the Town of Stettler Land Use Bylaw, P: Public Use District, the building must be setback from the side property boundary, equal to or greater than the building height. The proposed field house is a total of 12 feet tall and the applicant proposes to place the building 2 feet from the west, side property boundary.

The adjacent property is an alley and no site lines are affected by the placement of the proposed Field House, therefore, administration has no concerns.

Development Review:

Land Use District – P: Public Use

Existing Land Use – Public Use – School

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw.

Recommendation:

That the Municipal Planning Commission approves this application subject to the following conditions:

1. The owner/applicant receives a 3.05 meter side yard variance;
2. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw 2060-15;
3. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated the Alberta Building Code;
4. Compliance with the provisions of Land Use Bylaw 2060-15 does not exempt the owner/applicant from compliance with any provincial, federal, or other municipal legislation;
5. The owner/applicant must ensure the proposed development (Field House) shall be located in accordance with the approved plan;
6. The owner/applicant must submit any revisions in the site plan or alterations of the driveway and obtain approval from the Town of Stettler's Development Authority prior to construction;
7. The owner/applicant shall arrange for and obtain approval for compliance with the Alberta Building Code;
8. The owner/applicant must obtain a building permit for this development. (in order to obtain a building permit all proper documentation, plans. And fees must be in place). If construction commences prior to a building permit being obtained the building permit fee shall be doubled in accordance with Town of Stettler Policy IV-1.

Alternatives:

Defeat the application stating reasons.

Discussion:

Councillor Wayne Smith inquired if the property adjacent to the proposed field house was fenced. Development Officer Angela Stormoen confirmed a chain-link fence currently exists on the property boundary.

Moved by Councillor Scott Pfeiffer to approve the application as presented.
MOTION CARRIED

7. Development Application: 3601-2025

Applicant: Arvinder Kaur

Legal: Lot 4B, Block C, Plan 1520094

Municipal: 4818A – 62 Street

Proposed Development: Change In Use – Day Care Facility

Development Officer read a report that follows:

General:

The applicant is proposing a change in use to a Day Care Facility at 4818A – 62 Street within the C2: Commercial Highway Land Use District. The proposed Day Care will be caring for a maximum of 117 children and 18 staff at one time and proposes to construct an outdoor play area in the parking lot area. The proposed change in use requires Municipal Planning Commission approval as Day Care Facility is a discretionary use within C2: Commercial Highway District within the current Town of Stettler Land Use Bylaw 2060-15.

The above-mentioned location is a multitenant commercial building and shares the lot with an existing Dental Office. Therefore, when calculating the required parking stalls both businesses must be accounted for. Furthermore, the Day Care proposes to eliminate four of the existing parking stalls on the north end of the parking lot to construct an outdoor play area.

The total amount of parking stalls required as per the Town of Stettler Land Use Bylaw 2060-15, when considering the Dental Office and Day Care Facility is 27 total stalls. With the removal of four existing stalls for the outdoor play area, the total number of proposed parking stalls is 24, therefore the applicant is requesting a variance of 3 parking stalls.

Furthermore, the Dental Office is located on the north end of the building and as such directly adjacent to the proposed outdoor play area. The landowner has been in contact with the Dental Office regarding the proposed Day Care and the below conditions have been negotiated to satisfy any concerns:

8' Wooden Wall – A full-height wooden wall is constructed between the playground and the clinic to mitigate noise and ensure a clear separation.

Glass Door Installation – The existing doors across from playground are replaced with glass doors to help with soundproofing and maintain a professional aesthetic.

Designated Parking – Six parking stalls directly in front of the clinic are designated for Stettler Dental only, with clear signage (tall post-mounted signs preferred) installed to ensure these are not used by daycare parents.

Development Review:

See below Land Use Bylaw 2060-15 Review of the following sections:

Section 9: Definitions

"**DAY CARE FACILITY**" means a development licensed by the Province to provide personal care, maintenance, supervision or education for seven or more children at one time for more than three but less than 24 hours in a day. This includes day care centers, nurseries, kindergartens, nursery schools, play schools, and other similar uses.

Section 87: C2: Commercial Highway District

Purpose: To provide for an area for commercial uses which are compatible with the area, adjacent to a major thoroughfare, which requires large open areas for parking by clientele, for display of merchandise, or both, which will create an attractive environment, primarily accessible to motor vehicles.

Section 58: Parking

Required Parking Stalls: 27 Stalls

Proposed Parking Stalls: 24 Stalls

Variance Required: 3 Stalls

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw.

Recommendation:

That the Municipal Planning Commission approve this application subject to the following conditions:

1. The owner/applicant receives a variance of 3 parking stalls;
2. The owner/applicant is responsible for the cost and repair of any damage to public property or works located thereon that may occur as a result of undertaking work regulated by the Alberta Building Code;
3. Compliance with the provisions of Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;

4. The proposed development (Change In Use) shall be located in accordance with the approved plan; any changes to this plan must be approved by the Town of Stettler;
5. The owner/applicant must supply any sign details and obtain approval from the Town of Stettler's Development Authority prior to installation.

Alternatives:

Approve the application with additional conditions
Defeat the application stating reasons.

Discussion:

Discussion ensued regarding the entrance to the play area, parking, and the neighboring business to the play area.

Council discussed alternate locations for the play area. Councillor Wayne Smith stated that it was not an ideal set-up, however, the proposed location was the best option.

Councillor Kurt Baker stated that the daycare would be regulated by Alberta Children's Services and all safety concerns and hazards would go through them.

Councillor Scott Pfeiffer was concerned about possible parking congestion during drop-off and pick-up times. Development Officer Angela Stormoen mentioned that it may be busy at pick-up/drop-off times, however, designated dental parking stalls should avoid affecting the adjacent business.

Moved by Councillor Wayne Smith to approve the application as presented.
MOTION CARRIED
Unanimous

8. The meeting adjourned at 8:39 a.m. on a motion by Councillor Scott Pfeiffer.