

MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
April 10, 2025

Present:

Councillors Gord Lawlor, Wayne Smith, Scott Pfeiffer, Travis Randell and Kurt Baker, Development Officer Angela Stormoen and Planning & Operations Clerks Maddie Standage and Kendra Duff

1. **Call to Order:** Chairman Wayne Smith called the meeting to order at 8:28a.m.

2. **Additions to Agenda**

None.

3. **Approval of Agenda**

Moved by Councillor Kurt Baker to accept the agenda as presented.

MOTION CARRIED

Unanimous

4. **Confirmation of the February 11, 2025 MPC Meeting Minutes**

Moved by Councillor Gord Lawlor that the Minutes of the February 11, 2025 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3572-2025

Applicant: Lynn Engel

Legal: Lot 10A, Block 5, Plan 8120341

Municipal: 5910 – 52 Avenue

Proposed Development: Convert Existing Dwelling and Basement Suites to Triplex

Development Officer read a report that follows:

General:

The applicant is proposing to convert the building at 5910 – 52 Avenue, an existing Dwelling and Basement Suites, into a Triplex with main floor and two basement suite rentals. The applicant purchased the property in 2022 as such and has requested to convert the building to conform with the Town of Stettler

Land Use Bylaw 2060-15 and Alberta Building Code.

As per the Town of Stettler Land Use Bylaw 2060-15, Dwelling Triplex is defined as:

“Means a building containing three dwelling units each with direct access to the outside grade, but not all units may have separate frontage onto a public or private road. Units may have common side and rear walls and may also be separated by a common ceiling/floor assembly. All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.”

The proposed basement suite currently has separate entrances into a common hallway to the exterior door, therefore, a variance to the definition of triplex would be required as the definition requires direct access to the outside grade. The Alberta Building Code allows the entrance as it exists, however, all walls must be fire rated.

The applicant is required to provide a total of six (6) off street parking stalls to accommodate two (2) stalls per dwelling unit as per the Town of Stettler's Land Use Bylaw 2060-15. There are currently seven (7) total parking stalls, with a front attached garage creating three (3) stalls in the front yard and four (4) in the rear yard. The applicant is required to ensure the basement suite is built to the current Alberta Building Code standards, including proper fire separation between units, hard wired fire alarms, separate heating systems, proper egress from basement windows, etc. The proposed development is located in **Land Use District R2: General Residential** and as such the basement suite is considered a discretionary use.

Development Review:

Land Use District – R2 – Residential General

Existing Land Use – Dwelling, Single Detached & Basement Suite

Proposed Land Use – Dwelling, Triplex

- Definition – means a building containing three dwelling units each with direct access to the outside grade, but not all units may have separate frontage onto a public or private road. Units may have common side and rear walls and may also be separated by a common ceiling/floor assembly. All dwelling units must adhere to the provisions of the Alberta Safety Codes Act.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 2060-15.

Recommendation:

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

1. The owner/applicant must provide six off street parking stalls to accommodate stalls per dwelling unit.
2. The owner/applicant receives a variance to allow basement suites to have shared hallway and one direct access to outside grade;
3. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15.
4. 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.
5. 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;
6. The proposed development (Triplex) shall be located in accordance with the approved plan;
7. The applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code.

Alternatives:

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

Discussion:

Moved by Councillor Gord Lawlor to approve the application as presented.

MOTION CARRIED
Unanimous

7. Development Application: 3578-2025

Applicant: Kal Tire

Legal: Lot 11-17, Block 4, Plan RN54

Municipal: 5002, 5010 & 5014 – 48 Street

Proposed Development: Metal Freight Containers

Councillor Travis Randell Sustained.

Development Officer read a report that follows:

General:

The applicant is proposing the placement of four (4) 2.5 meter by 12.2 meter metal

freight containers on the north side of the Kal Tire building for tire storage.

In 2024 the Town of Stettler received a complaint regarding the condition of the property at 5002, 5010 & 5014 – 48 Street, specifically fire hazard concerns and a derelict building. Following an inspection by the Fire Department, no fire hazards were detected, however the building, used as tire storage, remained a concern. After discussion with the property owner, it was determined the building would be demolished and proposed to be replaced with four (4) metal freight containers to provide proper storage of tires.

The metal freight containers will be freshly painted, white in colour and surrounded by a two (2) metre high privacy fence to ensure proper screening from the adjacent residential area as per the Town of Stettler Land Use Bylaw 2060-15 requirements. Further a gate will be installed on the south side of the compound between the containers for access near the Kal Tire building. (See attached site plan)

The lease for Kal Tire at 5002, 5010 & 5014 – 48 Street expires June of 2026 and will likely renew for an additional five (5) years.

The proposed location is currently zoned C1A: Commercial Transitional District which purpose is:

To provide an area for mixed residential and commercial use, with businesses offering a variety of goods and services which are compatible with residential activities, where a transition to the central commercial district is intended.

Under the current zoning of C1A: Commercial Transitional District, the use of “Accessory Use” is a Discretionary Use and requires Municipal Planning Commission approval.

Development Review:

Land Use District – C1A: Commercial Transitional District
Existing Land Use – Automobile Repair Garage (Tire Shop)
Proposed Land Use – Accessory Use (Metal Freight Containers)

- Definition – “ACCESSORY USE” means a use customarily incidental and subordinate to the main use or building and is located on the same parcel of land with such main use or building.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 2060-15.

Recommendation:

That the Municipal Planning Commission approve this application subject to the

following conditions:

1. The owner/applicant shall ensure that a unison solid fence is provided at least 2.0 meters in height screening all tire storage areas and Metal Freight Containers;
2. The owner/applicant shall ensure the Metal Freight Containers are finished to a new standard. This may be achieved by a new coat of paint or siding on the structure and be approved by the Town of Stettler Development Authority;
3. The Development Permit is valid until June 1, 2026, at which time the applicant can apply to renew;
4. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
5. 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;
6. 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;
7. The proposed development (Metal Freight Container) shall be located in accordance with the approved plan; any changes to this plan must be approved by the Town of Stettler;
8. The owner/applicant shall ensure the temporary structure (metal freight container) is finished to a new standard matching the existing building and metal freight container. This may be achieved by a new coat of paint or siding on the structure and be approved by the Town of Stettler Development Authority;
9. The owner/applicant shall arrange for and obtain approval from compliance with the current Alberta Building Code;
10. The owner/applicant must obtain a building permit for this development following the mandatory 21-day appeal period.

Alternatives:

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

Discussion:

Discussion ensued regarding the proposed fencing and the neighboring residential parcels, further, the cost of solid fence compared to a chain link.

Moved by Councillor Gord Lawlor to approve the application with the condition that solid fencing of at least 2.0 metres in height be constructed only on the new portion of fence.

MOTION CARRIED
Unanimous

8. **Development Application:** 3579-2025

Applicant: Shared Tower Inc.

Legal: Lot 4, Block 2, Plan 0925519

Municipal: 4410 – 48 Street

Proposed Development: 50 Meter Communication Tower

Development Officer read a report that follows:

Recommendation:

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

1. The owner/applicant receives a side yard variance of 6.5 metres;
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 by the Alberta Building Code;
4. 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;
5. The proposed development (Communication Tower) shall be located in accordance with the approved plan; any changes to this plan must be approved by the Town of Stettler;

General:

The applicant is proposing development of a 50-metre tri-pole Communication Tower on the north side of 4410 – 48 Street (See attached site plan).

The development requires approval from Municipal Planning Commission as the proposed use is listed as a discretionary within the Industrial Land Use District of the Town of Stettler Land Use Bylaw 2060-15. Furthermore, the proposed Communication Tower requires a Development Permit as it exceeds 4.6 metres in height.

Lastly, the Town of Stettler Land Use Bylaw 2060-15 requires the tower to be setback 20 percent of the tower height from property lines and roadways. All setbacks meet the requirements except the side property setback (East side) which requires a 6.5 metre (35%) variance. An application for the same location and for the same applicant was previously approved in 2023 for a 45-metre tower in the same location with an alternate access road. The changes to the current proposed tower height are to allow for additional carriers to utilize the tower and the access road changes are to minimize the impact on the current tenant of the lands.

Communication Towers are regulated through Innovation, Science and Economic Development Canada and the Town of Stettler does not have a right to veto the

location of a communication tower, however, the applicant is required to consult with affected/adjacent landowners and the municipality (see attached letter) to ensure there are no objections.

Development Review:

Town of Stettler Land Use Bylaw 2060-15

Land Use District – I: Industrial

Existing Land Use – Automobile Repair Garage

Proposed Land Use – Communication Tower

Setback Requirements:

- Required Setback Distance – 10 metres
- Proposed East Side Yard Setback – 3.5 metres
- Variance Required – 6.5 metres (35%)

Innovation, Science and Economic Development Canada:

Innovation, Science and Economic Development Canada is responsible for regulating radio communication in Canada and for authorizing the location of radio communication facilities, including communication towers.

Legislation and Policy:

Staff has assessed this application against the provisions outlined in the Town of Stettler Land Use Bylaw 2060-15.

Alternatives:

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

Discussion:

Discussion ensued regarding the height of the proposed tower in comparison to other towers in the area.

Councillor Scott Pfeiffer asked what company would occupy the tower. Development Officer Angela Stormoen advised that they had not included those details in the application, however, the proposed height is 5.0 metres greater than the previous application to allow for more users.

Moved by Councillor Kurt Baker to approve the application as presented.

MOTION CARRIED
Unanimous

The meeting adjourned at 8:55 a.m. on a motion by Councillor Scott Pfeiffer.