

# MUNICIPAL PLANNING COMMISSION

## AGENDA

February 11, 2025

8:30 A.M. – TOWN OFFICE – UPSTAIRS MEETING ROOM

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1. Call to Order
2. Additions to the Agenda
3. Approval of Agenda
4. Confirmation of the December 19, 2024 MPC Meeting Minutes
5. Business Arising from the Minutes
6. **Development Application:** 3566 - 2025  
**Applicant:** David Hagen  
**Legal:** Lot 11, Block 3, Plan 3173TR  
**Municipal:** 6011 – 40 Avenue Close  
**Proposed Development:** Relocation of 2008 Mobile Home
7. Adjournment

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING  
DECEMBER 19, 2024**

**Present:**

Councillors Cheryl Barros, Gord Lawlor, Wayne Smith, Scott Pfeiffer, Travis Randell and Kurt Baker, Development Officer Angela Stormoen and Planning

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 Gord Lawlor to accept the agenda as presented.

MOTION CARRIED  
Unanimous

4. **Confirmation of the November 14, 2024 MPC Meeting Minutes**

Moved by Councillor Wayne Smith that the Minutes of the November 14, 2024 MPC meeting be approved as presented.

MOTION CARRIED  
Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3560-2024

**Applicant:** Aecon Foundations

**Legal:** Lot 11, Block C, Plan 0621675

**Municipal:** 6711 – 49 Avenue

**Proposed Development:** Temporary Structure: Office Building

Development Officer read a report that follow:

**General:**

The applicant is proposing a 60' by 9' temporary office to be placed at the rear, southwest corner of the Ramada property. The office building will be used for administration operations for Aecon Foundations as they fulfill their contract to install foundations for the CETO (Central East Transfer-Out) Project while operating in the area.

The applicant is expecting the temporary office to be removed before the end of February when they are expected to wrap up their portion of work pertaining to the project.

Under the current C2: Commercial Highway District, Temporary Structures would be considered a Discretionary Use: All Permitted Uses within the Industrial District. The Industrial District does list a Permitted Use for a Temporary Structure.

When considering an application for discretionary use, MPC shall have regard to the "design, character and appearance of the proposed development and in particular whether it is compatible with the surrounding properties."

When considering this proposed development, MPC must consider the Highway Commercial District, Land Use Bylaw and the intent of the Highway Commercial Design Guidelines.

**Development Review:**

See Attached Land Use Bylaw Review of the following sections:

**Section 9: Definitions**

**Section 19: Decision**

**Section 21: Variance Authority**

**Section 56: Temporary Structures**

**Section 85: C2 Commercial Highway District**

- Discretionary Use: "All Permitted Uses within the Industrial District"

**Section 87: I Industrial District**

- Permitted Use: "Temporary Structure"

**Section 95: OH Overlay Highway Design Guidelines District**

**Rear Yard Setback**

Proposed: 3 meter

Required: 3 meter

**Side Yard Setback**

Proposed: 3 meter

Required: 3 meter

**Recomenation:**

Approve Development Permit Application 3560-2024 with the following conditions:

- 1) The Development Permit shall expire February 28, 2025;
- 2) The proposed development (Temporary Structure: Office Building) shall be located to the southwest corner of the lot;
- 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 applicant must ensure that the temporary structure is maintained in good repair and do not become in a state that constitutes a nuisance under the Town of Stettler Nuisance Bylaw 1945-07;
- 7) The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;

**Discussion:**

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

MOTION CARRIED

Unanimous

7. The meeting adjourned at 8:35 a.m. on a motion by Councillor Scott Pfeiffer.



## Request For Decision

### **Issue:**

Development Permit Application: 3566-2025

Applicant: David Hagen

Proposed Location: Lot 11, Block 3, Plan 3173TR

Municipal: 6011 – 40 Avenue Close

Development: Relocation of 2008 Mobile Home

### **BACKGROUND**

#### **General:**

The applicant is proposing to relocate a 12.19 m x 4.27 m mobile home constructed in 2008, to 6011 – 40 Avenue Close. On October 3, 2024, MPC approved a 2007 Mobile Home for the above-mentioned lot, however, shortly after placing the home on the lot it was destroyed beyond repair by a fire. Previous to the mobile home the lot has been vacant since 2017.

The proposed mobile home was constructed in 2008 and used as a mobile office. The applicant proposes to renovate the building to convert the interior to living space and use it as a dwelling.

The mobile home is considered a discretionary use in the R3A: Mobile Home Subdivision Land Use District as it exceeds eight years of age from the date of application for a development permit. Further, it does not meet the mobile home definition criteria of 3:1 length to width ratio.

Based on the photos submitted by the applicant, the proposed 2008 RTM mobile home will not detract the neighborhood.

#### **Development Review:**

##### **Land Use District**

R3A: Mobile Home Subdivision

Discretionary Use – “Mobile Home > Eight (8) years of age from the date of Development Permit Application”

Minimum Rear Yard Setback – 3 Meters

Proposed Rear Yard Setback – 3 Meters

Minimum Side Yard Setback – 1.5 Meters

Proposed Side Yard Setback (west) – 1.5 Meters

Proposed Side Yard Setback (east) – 3 Meters

Minimum Front Yard Setback – 6 Meters

Proposed Front Yard Setback – 14.5 Meters

**Definition:****MOBILE HOME”**

means a residential unit that may be constructed with a heavy transport chassis that allows for permanent or temporary attachment of a hitch and wheel assembly to enable the relocation of the dwelling. A mobile home may be a single structure (single-wide) or two parts which are put together to comprise a complete dwelling (double-wide). Mobile Homes shall feature the following criteria:

- i. Minimum roof pitch of 5 cm (2 inches) of vertical rise for every 30.5 cm (12 inches) of run; and
- ii. A minimum floor area length to width ratio of 3:1.

A mobile home does not include a single detached dwelling.

Proposed floor area – 12.19 Meters x 4.27 Meters

**Variance required – 0.21 Meters = 5%**

**Legislation and Policy:**

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

**RECOMMENDATION****Recommendation:**

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

1. The owner/applicant receives a 5% variance for the 3:1 length to width ratio of the mobile home;
2. The owner/applicant must ensure that any deteriorated siding is replaced/repaired at time of mobile home relocation;
3. The owner/applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw 2060-15;
4. The owner/applicant must ensure that the undercarriage of a mobile home shall be screened from view by skirting or such other means satisfactory to the Development Officer/Municipal Planning Commission in accordance with 38.3 of the Land Use Bylaw 2060-15;
5. The owner/applicant shall ensure all accessory structures to a mobile home such as patios porches, additions, skirting and storage facilities shall be fabricated so that the appearance complements the mobile home to the satisfaction of the Development Officer/Municipal Planning Commission in accordance with 38.4 of the Land Use Bylaw 2060-15;
6. 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.
7. 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;
8. The owner/applicant must ensure the proposed development (Relocation of RTM Mobile Home) shall be located in accordance with the approved plan;
9. 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;

10. The owner/applicant shall arrange for and obtain approval for compliance with the Alberta Building Code;
11. 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.

**Author:**

Angela Stormoen, Development Officer

DEVELOPMENT PERMIT APPLICATION FORM  
TOWN OF STETTLER LAND USE BYLAW NO. 2060-15

APPLICATION # 3566-2025 TAX ROLL # 003117000

APPLICATION TYPE: COMMERCIAL: \_\_\_\_\_ INDUSTRIAL: \_\_\_\_\_ INSTITUTIONAL: \_\_\_\_\_ RESIDENTIAL: ☒ OTHER: \_\_\_\_\_

PROJECT TYPE: NEW CONSTRUCTION: ☒ RENOVATION: \_\_\_\_\_ DEMOLITION: \_\_\_\_\_ CHANGE IN USE: \_\_\_\_\_ OTHER: \_\_\_\_\_

APPLICANT: David Hagen MAILING ADDRESS: Box 865

CITY: Stettler PROV: AB POSTAL CODE: T0C 2L0

PHONE: 403 742 5400 FAX: \_\_\_\_\_ EMAIL: dh0207@telus.net

REGISTERED OWNER: same ADDRESS: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE DEVELOPED: 6011 40 ave close

LOT: 11 BLOCK: 3 REGISTERED PLAN: 3H3TR

EXISTING USE: vacant LAND USE DISTRICT: B3A

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED: move on  
0008 RTM/mobile home

BUILDING OCCUPANCY CLASSIFICATION NEW or CHANGE: residential

*\*See Reverse for Major Occupancy Classifications and STETTLER REGIONAL FIRE DEPARTMENT REVIEW FORM*

PARCEL TYPE: INTERIOR ☒ CORNER \_\_\_\_\_ PARCEL AREA: \_\_\_\_\_

SETBACKS OF EITHER EXISTING OR PROPOSED BUILDINGS: \_\_\_\_\_

FRONT YARD: 49' SIDE YARDS: 5' and 9' (at smallest)

REAR YARD: 10' FLOOR AREA: 500' PARCEL COVERAGE: \_\_\_\_\_ %

HEIGHT OF MAIN BUILDING: \_\_\_\_\_ NO. OF OFF-STREET PARKING STALLS: 2

EXISTING: \_\_\_\_\_ PROPOSED: \_\_\_\_\_ SIZE OF OFF-STREET LOADING SPACE: \_\_\_\_\_

RTM OR MOBILE HOME MAKE OF UNIT \_\_\_\_\_ YEAR BUILT 2008

PROPOSED ACCESSORY USE OF LAND AND OR BUILDINGS (garages, etc.) \_\_\_\_\_

SIZE OF ACCESSORY BUILDING: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ IN HEIGHT

DISTANCE FROM REAR PARCEL BOUNDARY: \_\_\_\_\_ DRIVEWAY LENGTH: \_\_\_\_\_

DISTANCE FROM SIDE PARCEL BOUNDARY: \_\_\_\_\_ PARCEL COVERAGE: \_\_\_\_\_ %

ESTIMATED COST OF THE PROJECT OR CONTRACT PRICE: 30,000

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION: May 1, 2025

DATE OF APPLICATION: Feb 1/25 SIGNATURE OF APPLICANT: [Signature]

APPLICATIONS SHALL BE ACCOMPANIED BY THE FOLLOWING:

- (1) A **NON-RETURNABLE PROCESSING FEE** (SEE POLICY IV-1 – BUILDING AND DEVELOPMENT PERMIT FEE SCHEDULE)
- (2) A **SCALED SITE PLAN** IN DUPLICATE SHOWING THE TREATMENT OF LANDSCAPED AREAS, IF REQUIRED, THE LEGAL DESCRIPTION, THE FRONT, REAR AND SIDE YARDS, IF ANY, ANY PROVISION OF OFF-STREET LOADING AND VEHICLE PARKING, AND ACCESS AND EGRESS POINTS TO THE PARCEL.
- (3) **SCALED FLOOR PLANS, ELEVATIONS AND BUILDING SECTIONS** IN DUPLICATE.
- (4) FURTHER INFORMATION MAY ALSO BE REQUIRED.

NOTE:

1. THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE REQUIRED INFORMATION IS NOT SUPPLIED OR WHERE, IN HIS/HER OPINION, THE QUALITY OF THE MATERIAL SUPPLIED IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.
2. THE DEVELOPMENT OFFICER MAY DEAL WITH AN APPLICATION WITHOUT ALL OF THE INFORMATION REQUIRED, IF HE/SHE IS OF THE OPINION THAT A DECISION ON THE APPLICATION CAN BE PROPERLY MADE WITHOUT SUCH INFORMATION.

The personal information on this form is collected under the authority of Section 32 of the Alberta Freedom of Information and Protection of Privacy Act. The information will enable us to process your application and is necessary for municipal operations.

TOWN OF STETTLER OFFICE USE ONLY:

Building Permit Required: _____	MPC Required: _____ MPC Date: _____ MPC Approval: _____
Business License Required: _____	Alberta Transportation Review (adjacent to Hwy 12 or 56): _____
County Referral Required: _____	Alberta Environment Review (adjacent to Red Willow Creek or Cold Lake): _____
Fire Department Review: _____	Advertisement Date: _____ Permit Issue Date: _____
Engineering Review: _____	Application Accepted By: _____
Water: _____ Transportation: _____	Application Approved By: _____



### SETBACKS

Rear Yard minimum setback = 10'  
Rear Yard actual setback = 10'  
Side Yard minimum setback = 5'  
Side Yard actual setback = 5' west & 13' east (from back corners)  
Front Yard minimum setback = 20'  
Front Yard actual setback = 49'



