

MUNICIPAL PLANNING COMMISSION

AGENDA

DECEMBER 19, 2024

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

1. Call to Order
2. Additions to the Agenda
3. Approval of Agenda
4. Confirmation of the November 14, 2024 MPC Meeting Minutes
5. Business Arising from the Minutes
6. **Development Application:** 3560-2024
Applicant: Aecon Foundations
Legal: Lot 11, Block C, Plan 062175
Municipal: 6711 – 49 Avenue
Proposed Development: Temporary Structure: Office Building
7. Adjournment

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
NOVEMBER 14, 2024**

Present:

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

1. **Call to Order:** Chairman Cheryl Barros called the meeting to order at 8:28 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 October 18, 2024 MPC Meeting Minutes**

Moved by Councillor Wayne Smith that the Minutes of the October 18, 2024 MPC meeting be approved as presented.

MOTION CARRIED
Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3555-2024

Applicant: James Patko Contracting

Legal: Lot 6, Block 8, Plan 1177HW

Municipal: 5724 – 50A Avenue

Proposed Development: Single Family Dwelling with Attached Garage and Basement Suite

Development Officer read a report that follow:

General:

The applicant is proposing to reconstruct a single-family dwelling with attached garage and a two bedroom basement suite at 5724 – 50A Avenue. The dwelling was originally constructed in 2013 and was partially demolished/gutted in fall of

2024 due to a house fire. The applicant proposes to reconstruct the dwelling as originally built, with the addition of a basement suite.

The proposed development is located in the R2: General Residential Land Use District and as such the basement suite is considered a discretionary use.

The proposed basement suite will have a separate entrance located on the east side of the building and meets the parking requirements of 4 total stalls as per the Town of Stettler Land Use Bylaw. Further, the applicant is proposing a separate fenced yard for the basement suite located on the southeast corner of the property including landscaping.

The applicant will be 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. Additionally the applicant has fulfilled the requirement of 4 off street parking stalls to accommodate 2 stalls per dwelling unit as required by the Town of Stettler's Land Use Bylaw by means of the attached garage and existing driveway apron.

Development Review:

Land Use District – R2 – Residential General

Existing Land Use – Dwelling, Single Detached

Proposed Land Use – Basement Suite – Dwelling, Single Detached Only

- Definition – means a basement developed as a dwelling unit within a Single Family Dwelling and approved by the Development Authority 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 comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15;
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 or otherwise;
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 (Single Family Dwelling with Attached Garage) shall be located in accordance with the approved plan; any changes to this site plan must be approved by the Town of Stettler;
5. Landscaping must be completed by the end of the first growing season following the date of approval;
6. The owner/applicant shall ensure that all water, sanitary, and storm connections are approved by the Town of Stettler's Director of Operational Services;
7. It is the owner/applicant's responsibility to ensure that lot grading and drainage are compliant with Section 51 of the Town of Stettler Land Use Bylaw #2060-15;
8. The applicant must supply four off street parking stalls to accommodate for the principal dwelling and basement suite;
9. The owner/applicant must submit any revisions of the blueprints to the Town of Stettler Development Authority for approval;
10. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
11. Applicant must provide the Town of Stettler with an Alberta Home Warranty registration number prior to issuance of a Building Permit;
12. Applicant must provide the Town of Stettler with an Alberta Energy Efficiency Report prior to issuance of a Building Permit;
13. 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:

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

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

MOTION CARRIED

Unanimous

7. The meeting adjourned at 8:30 a.m. on a motion by Councillor Kurt Baker.

Aecon Foundations Temporary office

This office is only placed at the Ramada Hotel temporarily as we are in progress of a contract to install deep foundations for the CETO project.

The purpose of this office is only to carry administrative operations.

Location outlined in red, the maximum stay won't exceed end of February.



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

APPLICATION # TAX ROLL #

APPLICATION TYPE: COMMERCIAL: INDUSTRIAL: INSTITUTIONAL: RESIDENTIAL: OTHER:

PROJECT TYPE: NEW CONSTRUCTION: RENOVATION: DEMOLITION: CHANGE IN USE: OTHER:

APPLICANT: MAILING ADDRESS:

CITY: PROV: POSTAL CODE:

PHONE: FAX: EMAIL:

REGISTERED OWNER: ADDRESS:

ADDRESS OF PROPERTY TO BE DEVELOPED:

LOT: BLOCK: REGISTERED PLAN:

EXISTING USE: LAND USE DISTRICT:

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED:

BUILDING OCCUPANCY CLASSIFICATION NEW or CHANGE:
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: SIDE YARDS: and
Refer to Alberta Building Code High Intensity Residential Fire Standards if applicable

REAR YARD: FLOOR AREA: PARCEL COVERAGE: %

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

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

RTM OR MOBILE HOME MAKE OF UNIT YEAR BUILT

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:

ESTIMATED DATES OF COMMENCEMENT AND COMPLETION:

DATE OF APPLICATION: SIGNATURE OF APPLICANT:

- 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:		