

MUNICIPAL PLANNING COMMISSION

AGENDA

July 3, 2025

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 May 29, 2025 MPC Meeting Minutes
5. Business Arising from the Minutes
6. **Development Application:** 3616 - 2025
Applicant: Rowina Kobi
Legal: Pt. 17 & 18, Block 64, Plan 5847HW
Municipal: 4607– 56 Street
Proposed Development: Accessory Use – Bed & Breakfast
7. Adjournment

MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING
May 29, 2025

Present:

Councillors Cheryl Barros, Scott Pfeiffer, Mayor Sean Nolls (via conference call)
Development Officer Angela Stormoen and Planning & Operations Clerk Kendra Duff

1. **Call to Order:** Chairman Cheryl Barros called the meeting to order at 8:36 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 May 23, 2025 MPC Meeting Minutes**

Moved by Councillor Scott Pfeiffer that the Minutes of the May 23, 2025 MPC meeting be approved as presented.

MOTION CARRIED

Unanimous

5. **Business Arising**

None.

6. **Development Application:** 3603-2025

Applicant: William David Irwin

Legal: Lot 11, Block 48 , Plan 2849HW

Municipal: 4901 – 44 Street

Proposed Development: Carport

Development Officer read a report that follows:

General:

The applicant is proposing to construct a new 12' x 20' x 9' carport at 4901 – 44 Street. There are currently 2 accessory buildings at the above-mentioned address and located within the R2: Residential General District.

The accessory building requirements within the Town of Stettler Land Use Bylaw #2060-15 Section 34 states the following:

Section 34.1.5: There shall be no more than two accessory buildings per site.

Section 34.2.3: In no case shall the floor area or combined floor area of accessory buildings on a property exceed the main floor area of the principal dwelling.

The applicant proposes to construct a carport as a third accessory building on the lot and will cause the total combined floor area of the accessory buildings to 504 square feet greater than the dwelling.

Due to the smaller size of the existing dwelling at 688 square feet and an existing gravel parking pad used for parking at the location of the proposed carport, the additional accessory building is conducive with the lot. Further, the applicant has ensured the carport is located in the side yard which ensures sight lines are not affected. Lastly, the total allowable site coverage for the R2: Residential General District is 50% and the proposed total site coverage will be 27%.

Development Review:

Requirements pertaining to the proposed development are regulated within the Land Use Bylaw 2060-15 as follows:

- Minimum Driveway Length – 3 meters required – proposed 3.6 meters
- Minimum Side Yard Setback – 3.0 meters required – Proposed 4.2 meters
- Maximum Accessory Building Height – 6.5 meters required – Proposed 2.74 meters
- Maximum Parcel Coverage – 50% Coverage – Proposed 27% Coverage
- Maximum Number of Accessory Buildings – 2 maximum – Proposed 3 (Variance of 1 Accessory Building)
- Maximum total accessory building floor area – 688 sqft – Proposed 1192 sqft (73 % Variance)

Key Issues:

Number of Accessory Buildings – The applicant is proposing an additional accessory building which requires a variance of one accessory building.

Total Accessory Building floor area – The applicant is proposing an additional accessory building, pushing the total floor area for accessory buildings to 1192 sqft which is 504 sqft larger than the dwelling and requires a variance of (73%).

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. That the owner/applicant is allowed three accessory buildings;
2. That the owner/applicant receives a variance of 73% for the total allowable floor area for accessory buildings;
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 (Carport) shall be located in accordance with the approved plan; any changes to this site plan must be approved by the Town of Stettler;
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 owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code;
9. The owner/applicant must obtain a building permit for this development following the mandatory 21 day appeal period.

Alternatives:

Defeat the application stating reasons.

Discussion:

Council was in favor of the application as presented.

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

MOTION CARRIED

Unanimous

7. Development Application: 3604-2025

Applicant: Joseph Knihnitski

Legal: Lot -, Block A, Plan 5834NY

Municipal: 4402 – 50 Street

Proposed Development: Glamping Tents & Wellness Spa/Renovations

Development Officer read a report that follows:

Recommendation:

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

1. The owner/applicant must keep glamping tents to an identified block of the park.
2. The owner/applicant must ensure that glamping tents are of new construction.
3. The owner/applicant must not allow more than one glamping tent unit per an identified park stall.
4. The owner/applicant must not allow more than one deck to be constructed or placed on a glamping tent stall.
5. The owner/applicant must ensure that all glamping tent units are kept up and do not become of a derelict or nuisance state.
6. The owner/applicant will be responsible for all water and sewer services contained within the development. The Town of Stettler is not responsible for private servicing.
7. Mobile homes are not permitted in the Recreational Facility Campground.
8. The proposed development (Glamping Tents) shall be located in accordance with the approved plan; any changes to this site plan must be approved by the Town of Stettler.
9. The owner 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.
10. The applicant must comply with all the provisions of the Town of Stettler Land Use Bylaw #2060-15.
11. 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.
12. The owner/applicant shall arrange for and obtain approval for compliance with the current Alberta Building Code.
13. The owner/applicant must obtain a building permit for this development following the mandatory 21 day appeal period.

General:

The applicant is proposing to add to the existing Prairie Junction RV Resort campground by renovating the existing main office to a wellness spa and adding 10 – 20 foot diameter glamping tents. The property is located within the C2: Commercial Highway District and as such a Recreation Facility is a discretionary use and requires Municipal Planning Commission Approval.

The glamping tents are proposed to occupy the 10 camping sites adjacent to the railway on the northwest side of the property. These sites have existing water, sewer and electrical hook ups and propose to be hooked up to gas as well. Each glamping site will have individual parking spots available.

The proposed wellness spa is a permitted use within a C2: Commercial Highway District as a Personal Service Shop. The parking requirements for such use is 3 stalls

and the existing parking area has 22 stalls. Parking requirements for a recreation facility is at the discretion of the Development Authority. When taking into consideration the combination of a personal service shop and recreation facility, the area used for recreation provides parking at each individual stall/use and therefore parking is not a concern for this use.

Currently the campground has 53 camping stalls, Group Area, Grilling Shack, Laundromat/Shower House, Maintenance Shop, Main Office, 4 - one room Cabins and Small Church.

Legislation and Policy:

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

Development Review:

Land Use District - C2: Commercial Highway District
Recreational Facility - Discretionary Use
Personal Service Shop – Permitted Use

Alternatives:

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

Discussion:

Council was in favor of the application as presented.

Moved by Mayor Sean Nolls to approve the application as presented.
MOTION CARRIED
Unanimous

9. The meeting adjourned at 8:42 a.m. on a motion by Mayor Sean Nolls.

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

APPLICATION # 3616-2025 TAX ROLL # 641890004

APPLICATION TYPE: COMMERCIAL: _____ INDUSTRIAL: _____ INSTITUTIONAL: _____ RESIDENTIAL: X OTHER: _____
PROJECT TYPE: NEW CONSTRUCTION: _____ RENOVATION: _____ DEMOLITION: _____ CHANGE IN USE: _____ OTHER: X

APPLICANT: Rowina I. Kobi MAILING ADDRESS: 4607 56 St.
CITY: Stettler PROV: Alberta POSTAL CODE: T4K 1J7
PHONE: 403-741 6846 FAX: _____ EMAIL: rowinakobi@gmail.com
REGISTERED OWNER: Rowina I. Kobi ADDRESS: 4607 56 St. Stettler AB.
ADDRESS OF PROPERTY TO BE DEVELOPED: 6006 50A Ave. Stettler, Alberta
LOT: Pt. 17+18 BLOCK: 64 REGISTERED PLAN: 5847HW
EXISTING USE: Residence. LAND USE DISTRICT: R1

MAIN USE OF LAND AND OR BUILDINGS EITHER EXISTING OR PROPOSED: Bed and Breakfast
with 2 rooms for rent.

BUILDING OCCUPANCY CLASSIFICATION NEW or CHANGE: Accessory Use: Bed & Breakfast.
*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: 2
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: June 17, 2025 SIGNATURE OF APPLICANT: R. I. Kobi

- 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: _____



Request For Decision

Issue:

Development Permit Application: 3616-2025

Applicant: Rowina I. Kobi

Proposed Location: 6006 – 50A Avenue

Municipal: Lots Pt. 17 & 18, Block 64, Plan 5847HW

Development: Bed and Breakfast Facility

BACKGROUND

General:

The applicant is proposing to utilize the existing residence at 6006 - 50A Avenue as a short-term rental (Airbnb/VRBO) with two rooms to be rented. This is classified as a Bed and Breakfast Facility within the Town of Stettler Land Use Bylaw 2060-15.

As Bed and Breakfast Facility is a discretionary use in the R2: Residential General District, this application requires a Municipal Planning Commission decision.

As per Section 57 of the Town of Stettler Land use Bylaw #2060-15 the applicant is required to provide a total of four off-street parking stalls. This requirement will be a condition of the development permit as there is no existing parking pad.

Development Review:

Land Use District: R2: Residential General

Existing Land Use: Residential

Proposed Use: Residential, Bed and Breakfast

Required Parking Stalls: 4

Proposed Parking Stalls: 4

DEFINITIONS:

“BED AND BREAKFAST FACILITY” means a dwelling unit in which the occupant rents or leases a room or a suite of rooms on a temporary basis to vacationers or tourists, and which may include the provision of meals as part of and in addition to the rental paid for the room or suite of rooms. This does not include a hotel, motel, boarding or lodging house, or restaurant as defined herein.

Legislation and Policy:

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

RECOMMENDATION

Recommendation:

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

1. The owner/applicant must comply with all provisions of the Town of Stettler Land Use Bylaw #2060-15;
2. Compliance with the provisions of the Land Use Bylaw #2060-15 does not exempt the applicant from compliance with any provincial, federal, or other municipal legislation;
3. The proposed development (Bed and Breakfast) shall be located in accordance with the approved plan; any changes to the plan must be approved by the Town of Stettler;
4. The owner/applicant must supply any sign details and obtain approval from the Town of Stettler's Development Authority prior to installation;
5. The owner/applicant shall retain a Town of Stettler Business License prior to operation;
6. The owner/applicant shall ensure two on-site parking stall shall be provided for each dwelling unit, totaling 4 parking stalls.

Alternatives:

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

Author:

Angela Stormoen, Development Officer

Proposed Off- Street Parking

