

# MUNICIPAL PLANNING COMMISSION MINUTES

G.R. DAVIS ADMINISTRATION BUILDING

TUESDAY May 19, 2020

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**In attendance:** Chairperson David Arnoldussen, Member Marco Van Huigenbos, Member Werner Dressler, Member Sharan Randle, Alternate Member Donna Bird, Development Officer Scott Donselaar, Director of Operations Adrian Pedro and ORRSC Planner Gavin Scott

**Absent:** Vice Chairperson Shawn O'Sullivan

**Public Attendees:** Meranda Day Chief and Robert Delong

The meeting was called to order by Chairperson David Arnoldussen at 12:13 p.m.

## **1.0 ADDITIONS AND ADOPTION OF AGENDA**

**M. 014-20** Moved by Member Werner Dressler that the May 19, 2020 Agenda be approved as presented.

**CARRIED**

## **2.0 APPROVAL OF MINUTES**

a) March 16, 2020

Member Dressler called into question lack of the first names for public attendees noting Mr. and Mrs. Van Driesten could be several different Van Driestens. Requested to add first names of Bruce and Janene.

**M. 015-20** Moved by Member Marco Van Huigenbos to accept the minutes as amended to include the first names of Bruce and Janene.

**CARRIED**

b) March 31, 2020

**M. 016-20** Moved by Member Werner Dressler to approve the Minutes of March 31, 2020 as presented.

**CARRIED**

## **3.0 DEVELOPMENT APPLICATIONS**

a) 025-20 – Meranda Day Chief – Fence height variance request

**M. 017-20** Moved by Member Werner Dressler to accept option 1, with conditions 1 through 8, and add a condition 9 to add a chamfer on the alley to 3<sup>rd</sup> Avenue, with wording to be determined by Planner, Gavin Scott and the Town.

Conditions

1. DEVELOPMENT SHALL CONFORM TO THE PLANS IN THE DEVELOPMENT APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD.
2. DEVELOPMENT SHALL CONFORM TO SCHEDULE 2, RESIDENTIAL-R AND SCHEDULE 3, GENERAL STANDARDS OF DEVELOPMENT OF LAND USE BYLAW NO. 1882.
3. FENCE HEIGHT FOR THE SECONDARY FRONT YARD (19 STREET) OF 4 FT. IS HEREBY GRANTED TO ALLOW FOR A CLEAR VISION ZONE VARIANCE OF 1.4 FT. AND A SECONDARY FRONT YARD VARIANCE OF 0.7 FT.
4. FENCE HEIGHT FOR THE FRONT YARD (3 AVENUE) OF 4 FT. NORTH OF THE DRIVEWAY AND 6 FT. SOUTH OF THE DRIVEWAY IS HEREBY GRANTED. FRONT YARD CLEAR VISION ZONE VARIANCE OF 1.4 FT. ON THE NORTH END AND 3.4 FT. ON THE SOUTH END. FRONT YARD HEIGHT VARIANCE OUTSIDE CLEAR VISION ZONE OF 0.7 FT. NORTH OF THE DRIVEWAY AND 2.7 FT. SOUTH OF THE DRIVEWAY.

5. FENCE HEIGHT OF 6 FT. FOR THE REAR YARD (ALLEY) IS HEREBY GRANTED TO ALLOW FOR A CLEAR VISION ZONE VARIANCE OF 3.4 FT.
6. APPLICANT/CONTRACTOR SHALL ENSURE THAT CONSTRUCTION MATERIALS ARE CONTAINED ON THE SITE AND DO NOT CREATE A NUISANCE TO ADJACENT PROPERTIES.
7. APPLICANT/CONTRACTOR TO ENSURE NO DAMAGE OCCURS TO EXISTING ROADS, SIDEWALKS, OR WALKWAYS, AS A RESULT OF CONSTRUCTION. SHOULD THIS HAPPEN, APPLICANT WILL BE RESPONSIBLE TO REPAIR DAMAGES TO ORIGINAL CONDITION OR TO TOWN STANDARDS, WHICHEVER REPRESENTS THE BETTER DEVELOPMENT.
8. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.
9. ADD A CHAMFER ON THE ALLEY TO 3<sup>rd</sup> AVENUE. (Gavin and the Town to determine wording)

**DEFEATED**

**M. 018-20** Moved by Member Marco Van Huigenbos to approve option 1, with conditions 1 through 8, and add condition 9 to add a chamfer on the 6 ft. portion of fence from the alley to 3<sup>rd</sup> Avenue. That the distance of the chamfer be sufficient to clear the tree to the satisfaction of the Development Authority.

Conditions

1. DEVELOPMENT SHALL CONFORM TO THE PLANS IN THE DEVELOPMENT APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD.
2. DEVELOPMENT SHALL CONFORM TO SCHEDULE 2, RESIDENTIAL-R AND SCHEDULE 3, GENERAL STANDARDS OF DEVELOPMENT OF LAND USE BYLAW NO. 1882.
3. FENCE HEIGHT FOR THE SECONDARY FRONT YARD (19 STREET) OF 4 FT. IS HEREBY GRANTED TO ALLOW FOR A CLEAR VISION ZONE VARIANCE OF 1.4 FT. AND A SECONDARY FRONT YARD VARIANCE OF 0.7 FT.
4. FENCE HEIGHT FOR THE FRONT YARD (3 AVENUE) OF 4 FT. NORTH OF THE DRIVEWAY AND 6 FT. SOUTH OF THE DRIVEWAY IS HEREBY GRANTED. FRONT YARD CLEAR VISION ZONE VARIANCE OF 1.4 FT. ON THE NORTH END AND 3.4 FT. ON THE SOUTH END. FRONT YARD HEIGHT VARIANCE OUTSIDE CLEAR VISION ZONE OF 0.7 FT. NORTH OF THE DRIVEWAY AND 2.7 FT. SOUTH OF THE DRIVEWAY.
5. FENCE HEIGHT OF 6 FT. FOR THE REAR YARD (ALLEY) IS HEREBY GRANTED TO ALLOW FOR A CLEAR VISION ZONE VARIANCE OF 3.4 FT.
6. APPLICANT/CONTRACTOR SHALL ENSURE THAT CONSTRUCTION MATERIALS ARE CONTAINED ON THE SITE AND DO NOT CREATE A NUISANCE TO ADJACENT PROPERTIES.
7. APPLICANT/CONTRACTOR TO ENSURE NO DAMAGE OCCURS TO EXISTING ROADS, SIDEWALKS, OR WALKWAYS, AS A RESULT OF CONSTRUCTION. SHOULD THIS HAPPEN, APPLICANT WILL BE RESPONSIBLE TO REPAIR DAMAGES TO ORIGINAL CONDITION OR TO TOWN STANDARDS, WHICHEVER REPRESENTS THE BETTER DEVELOPMENT.
8. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.
9. THE PROPOSED 6 FT. FENCE BE CHAMFERED AT THE ALLEY TO A DISTANCE SUFFICIENT TO CLEAR THE TREES, TO THE SATISFACTION OF THE DEVELOPMENT AUTHORITY.

**CARRIED**

c) 017-20 – Robert Delong – Renovation and open a convenience store

**M. 019-20** Moved by Member Werner Dressler to approve option 1 with conditions 1 through 13 to the satisfaction of the development authority.

Conditions

1. DEVELOPMENT SHALL CONFORM TO THE PLANS IN THE DEVELOPMENT APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD.
2. DEVELOPMENT SHALL CONFORM TO SCHEDULE 2, BUSINESS INDUSTRIAL-BI AND SCHEDULE 3, GENERAL STANDARDS OF DEVELOPMENT, OF LAND USE BYLAW NO. 1882. (Specifically, parking, loading and landscaping)
3. DEVELOPMENT MUST COMPLY WITH ANY AND ALL FEDERAL AND PROVINCIAL STATUTES AND REGULATIONS, AND ANY AND ALL TOWN OF FORT MACLEOD MUNICIPAL BYLAWS AND POLICIES.
4. PRIOR TO CONSTRUCTION APPLICANT/CONTRACTOR MUST SUBMIT BUILDING PLANS TO ALBERTA HEALTH SERVICES.
5. A FOOD HANDLING PERMIT SHALL BE OBTAINED FROM ALBERTA HEALTH SERVICES PRIOR TO OPENING.
6. PRIOR TO CONSTRUCTION, APPLICANT/CONTRACTOR MUST ACQUIRE A BUILDING PERMIT FROM PARK ENTERPRISES IF NEEDED. (Park Enterprises may require more detailed and /or engineered plans).
7. APPLICANT/CONTRACTOR TO ACQUIRE ELECTRICAL, GAS AND PLUMBING PERMITS FROM PARK ENTERPRISES LTD. AS REQUIRED.
8. APPLICANT/CONTRACTOR TO ENSURE NO DAMAGE OCCURS TO EXISTING ROADS AS A RESULT OF THE DEVELOPMENT PROCESS. SHOULD THIS HAPPEN, APPLICANT WILL BE RESPONSIBLE TO REPAIR DAMAGES TO THE ORIGINAL CONDITION, OR TO TOWN STANDARDS, WHICHEVER REPRESENTS THE BETTER DEVELOPMENT.
9. GROUND ELEVATIONS, DOWNSPOUTS AND EXTENSIONS MUST BE IN PLACE SUCH THAT WATER MUST NO CROSS INTO ADJACENT PROPERTIES; THE TOWN OF FORT MACLEOD RESERVES THE RIGHT TO REQUEST A DRAINAGE PLAN PROFESSIONALLY PREPARED BY A SURVEYOR OR ENGINEER IF DRAINAGE PROBLEMS OCCUR.
10. APPLICANT/CONTRACTOR SHALL ENSURE THAT CONSTRUCTION MATERIALS ARE CONTAINED ON THE SITE AND DO NO CREATE A NUISANCE TO ADJACENT PROPERTIES.
11. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.
12. A BUSINESS LICENSE SHALL BE OBTAINED AND RENEWED ANNUALLY.
13. IF SIGNAGE IS REQUIRED A NEW APPLICATION FOR SIGNAGE SHALL BE SUBMITTED.

**CARRIED**

b) 020-02 – Forma Steel Ltd. – Request to make temporary structure permanent

**M. 020-20** Moved by Member Werner Dressler to approve the request and necessary variances in option 1 with conditions 1 through 7.

Conditions

1. DEVELOPMENT SHALL CONFORM TO THE PLANS IN THE DEVELOPMENT APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD.
2. DEVELOPMENT SHALL CONFORM TO SCHEDULE 2, INDUSTRIAL GENERAL-IG, AND SCHEDULE 3, GENERAL STANDARDS OF DEVELOPMENT OF LAND USE BYLAW NO. 1882. (Specifically parking and loading)
3. A 15.7 FT. REAR YARD SETBACK WAIVER, A 6.5 FT. SIDE YARD (WEST SIDE) SETBACK WAIVER AND A 1.2 FT. SIDE YARD (EAST SIDE) SETBACK WAIVER ARE HEREBY GRANTED ON THE TEMPORARY CANVAS ON STEEL BUILDING TO ALLOW FOR A 9.2 FT. REAR YARD SETBACK, A 3.3 FT. SIDE YARD (WEST SIDE) SETBACK AND A 8.6 FT. SIDE YARD (EAST SIDE) SETBACK, THEREBY BRINGING THIS PROPERTY INTO COMPLIANCE WITH LAND USE BYLAW 1882.
4. GROUND ELEVATIONS, DOWNSPOUTS AND EXTENSIONS MUST BE IN PLACE SUCH THAT WATER MUST NO CROSS INTO ADJACENT PROPERTIES; THE TOWN OF FORT MACLEOD RESERVES THE RIGHT TO REQUEST A DRAINAGE PLAN PROFESSIONALLY PREPARED BY A SURVEYOR OR ENGINEER IF DRAINAGE PROBLEMS OCCUR.
5. APPLICANT/CONTRACTOR SHALL ENSURE THAT CONSTRUCTION MATERIALS ARE CONTAINED ON THE SITE AND DO NO CREATE A NUISANCE TO ADJACENT PROPERTIES.
6. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.
7. APPLICANT SHALL CONSOLIDATE LOT 11 AND LOT 12 WITH LAND TITLES.

**CARRIED**

d) 066-18 – CTM Design Services LTD. – 8-month extension request to DP No. 066-18  
**M. 021-20** Moved by Member Sharan Randle to provide the 8-month extension to DP No. 066-18 with the Town to send a letter to the applicant indicating such.

**CARRIED**

**4.0 SUBDIVISION APPLICATIONS**

None

**5.0 IN CAMERA DELIBERATIONS (IF REQUIRED)**

Not Required

**6.0 REPORTS, GENERAL REQUESTS, AND INFORMATION ITEMS**

None

**7.0 ADJOURNMENT**

Meeting was adjourned at 1:15 p.m.



David Arnoldussen, Chairperson



for: Scott Donselaar, Development Officer  
Recording Secretary