

# MUNICIPAL PLANNING COMMISSION MINUTES

G.R. DAVIS ADMINISTRATION BUILDING

MONDAY AUGUST 18, 2025

**In attendance:** Chairperson David Arnoldussen, Members, Brian Reach Jeemeet Patel and Alternate member Greg Beekman, ORRSC Planner Gavin Scott, Director of Operations Brennan Orr and Planning and Development Officer Keli Sandford.

**Regrets:** Brent Feyter and Joe Rigaux

**Public in attendance:** Scott Forster, Kathy and Peter Eytcheson applicants, Pete Olsen contractor, Dan Deginnus adjacent Landowner, and Frank McTighe, Gazette.

The meeting was called to order by Chairperson David Arnoldussen at 12:15 p.m.

## 1.0 ADDITIONS AND ADOPTION OF AGENDA

**M. 037-25** Moved by Member Jeemeet Patel that the August 18, 2025 Meeting Agenda be approved as presented.

**CARRIED**

## 2.0 APPROVAL OF MINUTES

a) MPC Minutes July 21, 2025

**M. 038-25** Moved by Member Brian Reach to approve the MPC minutes from July 21, 2025, as presented.

**CARRIED**

## 3.0 DEVELOPMENT APPLICATIONS

The development applications were presented to the MPC.

- a) 067-25-Eytcheson Secondary/ Garden suite with variances
- b) 069-25 Manufacturing Shop with height variances

**Peter and Kathy Eytcheson, Pete Olsen, Dan Deginnus, Scott Forster and Frank McTighe left the meeting at 12:25 p.m.**

## 5.0 IN CAMERA DELIBERATIONS

**M. 039-25** Moved by Member Jeemeet Patel to go in camera at 12:25 p.m.

**CARRIED**

**M. 040-25** Moved by Member Jeemeet Patel to come out of in camera at 12:51 p.m.

**CARRIED**

**Scott Forster and Frank McTighe entered the meeting at 12:51 p.m.**

## 3.0 DEVELOPMENT APPLICATIONS CONTINUED

a) 067-25-Eytcheson Secondary/ Garden suite with variances

**M. 041-25** Moved by Member Brian Reach that Development permit 067-25 to request as-built setback variances for the following;

- Front yard setback variance on the existing dwelling of 0.93 m. (3.05 ft.)
- Rear yard setback variance on the existing shed #1 of 1.52 m (4.98 ft.) current encroachment
- Side yard(east) setback variance on the existing shed #1 of 0.6 m (2 ft.)



- Rear yard setback variance on the existing shed #2 of 1.55 m (5.08 ft.) current encroachment
- Side yard(west) setback variance on the existing shed #2 of 0.9 m (2.95 ft.) current encroachment

to allow for the conversion of the existing 368 sq. ft. shed into a 1-bedroom secondary/ garden suite be APPROVED subject to the following conditions;

1. DEVELOPMENT MUST CONFORM TO THE APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD AND TO SCHEDULE 2, RESIDENTIAL-R; SCHEDULE 3, GENERAL STANDARDS OF DEVELOPMENT SCHEDULE 5; USE SPECIFIC STANDARDS OF DEVELOPMENT; SECONDARY SUITES- SECTION 13 OF LAND USE BYLAW NO. 2000; ;(Excepting point 1 informative)
2. A VARIANCE OF 0.93 M. (3.05 FT.) HAS BEEN GRANTED TO ALLOW FOR AN AS-BUILT FRONT YARD SETBACK OF 8.43 M. (27.66 FT.) ON THE EXISTING DWELLING TO COMPLY WITH THE LAND USE BYLAW.
3. A VARIANCE OF 0.6 M (2.0 FT.) HAS BEEN GRANTED TO ALLOW FOR AS- BUILT SIDE YARD SETBACK OF 0 M. (0 FT.) FOR THE LARGE SHED(East) TO COMPLY WITH THE LAND USE BYLAW.
4. AN ALLOWABLE ENCROACHMENT INTO MUNICIPAL PROPERTY (SEE POLICY DEV#04) OF 0.02 M. (0.78 INCHES.) FOR THE REAR YARD SETBACK FOR THE EXISTING LARGE SHED(East) (AS BUILT) IS HEREBY GRANTED.
5. AN ALLOWABLE ENCROACHMENT INTO MUNICIPAL PROPERTY (SEE POLICY DEV#04) OF 0.05 M. (1.96 INCHES) FOR THE REAR YARD SETBACK FOR THE EXISTING SMALL SHED (west) (AS BUILT) IS HEREBY GRANTED.
6. PRIOR TO CONSTRUCTION/ CONVERSION OF THE SUITE, APPLICANT/CONTRACTOR MUST ACQUIRE A BUILDING PERMIT FROM PARK ENTERPRISES FOR THE SECONDARY SUITE. (Park Enterprises will require detailed and updated engineered drawing plans);
7. APPLICANT/CONTRACTOR TO ACQUIRE ELECTRICAL, GAS, PLUMBING PERMITS FROM THE TOWN OF FORT MACLEOD AS REQUIRED. (Park Enterprises Ltd.)
8. SECONDARY SUITE SHALL MEET ALL APPLICABLE REQUIREMENTS OF THE ALBERTA FIRE CODE AND THE ALBERTA BUILDING CODE.;
9. IF IN THE CASE THAT THE FIRE OR BUILDING CODE REQUIREMENTS OR REQUIREMENTS OF THIS BYLAW ARE UNABLE TO BE MET, THE SECONDARY SUITE SHALL NOT BE USED FOR RENTAL PURPOSES AT ANYTIME WITHOUT PRIOR APPROVAL AND/ OR UPGRADES;
10. REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE;
11. DOWNSPOUTS AND EXTENSIONS MUST BE IN PLACE SUCH THAT POSITIVE DRAINAGE IS AWAY FROM THE BUILDING. WATER MUST NOT CROSS INTO ADJACENT PROPERTIES;
12. GROUND ELEVATIONS MUST BE SUCH THAT DRAINAGE WATER DOES NOT CROSS INTO ADJACENT PROPERTIES. THE TOWN OF FORT MACLEOD RESERVES THE RIGHT TO REQUEST A DRAINAGE PLAN PROFESSIONALLY PREPARED BY A SURVEYOR OR ENGINEER SHOULD DRAINAGE PROBLEMS OCCUR.

ADDITION TO INFORMATIVE:

1. IT IS RECOMMENDED THAT AN ENCROACHMENT AGREEMENT BE ENTERED INTO WITH ADJACENT LANDOWNER FOR 0.30 M. (11.8 INCHES) FOR THE SIDE YARD SETBACK FOR THE EXISTING SMALL SHED (west) for compliance purposes;

**CARRIED**



b) 069-25 Manufacturing Shop with height variances

**M. 042-25** Moved by Member Jeemeet Patel that Development permit 069-25 to construct a new 13,030 m<sup>2</sup> manufacturing facility for the production of precast building materials; sand, gravel and cement to be delivered to the site, finished panels will be stored on site, site to be landscaped and fenced, initial development to cover 17 acres; which includes a dry pond, graveled yard space for parking, a concrete apron and a vehicle access road. Additional request for height variances of 27 ft. on the north portion of the building containing the batch plant structure to allow for a maximum height of 62 ft., a height variance of 21 ft. on the main plant to allow for a maximum height of 56 ft. and height variance of 2 ft. on the south end shop area to allow for a maximum height of 36 ft. be APPROVED subject to the following conditions;

1. DEVELOPMENT MUST CONFORM TO THE APPLICATION SUBMITTED TO THE TOWN OF FORT MACLEOD AND TO SCHEDULE 2, INDUSTRIAL HEAVY- IH; SCHEDULE 3, GENERAL STANDARDS OF DEVELOPMENT AND SCHEDULE 4 DESIGN STANDARD REQUIREMENTS OF LUB NO. 2000;
2. APPLICANT/CONTRACTOR MUST ACQUIRE APPLICABLE PERMITS ISSUED UNDER THE SAFETY CODES ACT INCLUDING BUILDING, ELECTRICAL, GAS & PLUMBING PERMITS. (Park Enterprises may require more detailed and /or engineered plans)
3. A HEIGHT VARIANCE OF 27 FT. (8.23 M.) HAS BEEN GRANTED TO ALLOW FOR A MAXIMUM HEIGHT OF 62 FT. (18.90 M.) ON THE BATCH PLANT PORTION OF THE BUILDING.;
4. A HEIGHT VARIANCE OF 21 FT (6.40 M.) HAS BEEN GRANTED TO ALLOW FOR A MAXIMUM HEIGHT OF 56 FT. (17.07 M.) ON THE MAIN PLANT PORTION OF THE BUILDING.;
5. A HEIGHT VARIANCE OF 2 FT. (0.60 M.) HAS BEEN GRANTED TO ALLOW FOR A MAXIMUM HEIGHT OF 36 FT. (10.97 M.) ON THE SOUTH END SHOP PORTION OF THE BUILDING.;
6. A DEVELOPMENT AGREEMENT WILL BE REQUIRED FOR UPGRADES TO SERVICING INFRASTRUCTURE AND OR / ROADS; PLEASE CONTACT BRENNAN ORR, DIRECTOR OF OPERATIONS FOR DETAILS;
7. DRIVEWAY AND APPROACH STANDARDS/ REQUIREMENTS/ HEAVY HAUL AGREEMENTS SHALL BE REVIEWED WITH THE DIRECTOR OF OPERATIONS;
8. A TRAFFIC IMPACT ASSESSMENT HAS BEEN SUBMITTED TO ALBERTA TRANSPORTATION AND ECONOMIC CORRIDORS (RPATH0049182);
9. REFERRAL DECISION FROM ALBERTA TRANSPORTATION AND ECONOMIC CORRIDORS HAS BEEN RECEIVED (RPATH0053435) A ROADSIDE DEVELOPMENT PERMIT WILL BE REQUIRED; PLEASE SUBMIT AN APPLICATION THROUGH <https://goaprod.service-now.com/rpath>
10. APPLICANT/CONTRACTOR TO ENSURE NO DAMAGE OCCURS TO EXISTING ROADS, SIDEWALKS AND WALKWAYS AS A RESULT OF DEVELOPMENT PROCESS. SHOULD THIS HAPPEN, APPLICANT WILL BE RESPONSIBLE TO REPAIR DAMAGES TO ORIGINAL CONDITION OR TO TOWN STANDARDS, WHICHEVER REPRESENTS THE BETTER DEVELOPMENT;
11. GROUND ELEVATIONS, DOWNSPOUTS AND EXTENSIONS MUST BE IN PLACE SUCH THAT POSITIVE DRAINAGE IS AWAY FROM THE BUILDING AND FLOWS TOWARD STREET OR ALLEY. WATER MUST NOT 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;
12. BUILDING MATERIALS SHALL BE STORED IN A NEAT AND ORDERLY MANNER;
13. ALL REFUSE AND GARBAGE STORAGE AREAS SHALL BE EFFECTIVELY SCREENED UNTIL SUCH TIME AS COLLECTION AND DISPOSAL ARE POSSIBLE.
14. A SEPARATE PERMIT APPLICATION SHALL BE SUBMITTED FOR ANY NEW PHASE OF DEVELOPMENT AND SIGNAGE ON THE PROPERTY.

**CARRIED**



#### **4.0 SUBDIVISION APPLICATIONS**

a) 2025-0-072 Sunbreeze

**M. 043-25** Moved by Member Jeemeet Patel that the the Residential and Cemetery subdivision of Block X, Plan 3370AI and LSD 4 & 5 within SW1/4 18-9-25-W4M (Certificate of Title No. 071 193 708, 861 172 639, Q248), to create 17 residential lots ranging in size 0.45 acres (0.18 ha) to 1.23 acre (0.50 ha) from a title of 20.92 acres (8.46 ha) for residential use, a separate parcel for the existing cemetery, and one Public Utility lot being 3.20 acres (1.30ha) from a title of 24.99 acres (10.12 ha), for public use; BE APPROVED subject to the following:

##### **RESERVE:**

THE PAYMENT OF THE APPLICABLE 10% MUNICIPAL RESERVE ON THE 10.74 ACRES OF PHASE 1 PLUS THE PUL 3.20 ACRES, AND PURSUANT TO SECTIONS 669(2) AND (3) OF THE MUNICIPAL GOVERNMENT ACT, 10.18 ACRES (PHASE 2 AND 3) BE DEFERRED BY CAVEAT FOR MUNICIPAL RESERVE PURPOSES.

##### **CONDITIONS:**

1. THAT, PURSUANT TO SECTION 654(1)(D) OF THE MUNICIPAL GOVERNMENT ACT, ALL OUTSTANDING PROPERTY TAXES SHALL BE PAID TO THE TOWN OF FORT MACLEOD.
2. THAT, PURSUANT TO SECTION 655(1)(B) OF THE MUNICIPAL GOVERNMENT ACT, THE APPLICANT OR OWNER OR BOTH ENTER INTO AND COMPLY WITH A DEVELOPMENT AGREEMENT WITH THE TOWN OF FORT MACLEOD WHICH SHALL BE REGISTERED CONCURRENTLY WITH THE FINAL PLAN AGAINST THE TITLE(S) BEING CREATED.
3. THAT THE 3.5M FRONTAGE UTILITY RIGHT OF WAYS AND ASSOCIATED AGREEMENT AS REQUIRED BY TOWN SHALL BE ESTABLISHED PRIOR TO FINALIZATION OF THE APPLICATION.
4. THAT THE DRAINAGE RIGHT OF WAYS AND ASSOCIATED AGREEMENT AS REQUIRED BY TOWN SHALL BE ESTABLISHED PRIOR TO FINALIZATION OF THE APPLICATION.
5. THAT IN RELATION TO AN ENGINEERED DRAINAGE/STORM WATER MANAGEMENT PLAN, THE APPLICANT IS RESPONSIBLE FOR OBTAINING AN APPROVAL AND LETTER OF AUTHORIZATION FROM ALBERTA ENVIRONMENT UNDER THE WATER ACT AND ENVIRONMENTAL ENHANCEMENT & PROTECTION ACT AND SHALL PROVIDE A COPY TO THE SUBDIVISION AUTHORITY PRIOR TO FINAL ENDORSEMENT. THE APPLICANT IS ALSO RESPONSIBLE FOR OBTAINING APPROVAL FROM THE MUNICIPALITY TO DIRECT RUN-OFF WATER TO ENTER THE TWO STORM DITCHES / DRAINS ALONG 10TH AVENUE AND 30TH STREET.
6. THAT 10TH AVENUE BE DEDICATED AS 'ROAD' ON THE PLAN OF SURVEY ELIMINATING THE EXISTING TITLE.
7. THAT THE INTERNAL ROAD BE NAMED AND LABELLED ON THE PLAN OF SURVEY.
8. THAT THE CEMETERY LOCATED ON A PORTION OF CERTIFICATE OF TITLE Q248 BE REGISTERED AS A SEPARATE LOT ON THE PLAN OF SURVEY AND THAT THE HABENDUM CLAUSE REGISTERED AS INSTRUMENT 231 187263 BE REMOVED FROM THE REMAINDER PORTIONS OF THE TITLE LYING NORTH OF 30TH STREET.
9. THAT, ANY CONDITIONS OF ALBERTA ARTS, CULTURE, AND STATUS OF WOMEN, HISTORICAL RESOURCES, SHALL BE MET PRIOR TO FINALIZATION.
10. THAT, THE APPLICANT PROVIDES A COPY OF THE ARCHITECTURAL CONTROLS CAVEAT TO BE REVIEWED AGAINST THE REQUIREMENTS OF THE LAND USE BYLAW AND REGISTERED ON TITLE WITH THE SUBDIVISION.



**REASONS:**

1. THE PROPOSED SUBDIVISION IS CONSISTENT WITH THE SOUTH SASKATCHEWAN REGIONAL PLAN AND COMPLIES WITH BOTH THE MUNICIPAL DEVELOPMENT PLAN AND LAND USE BYLAW.
2. THE SUBDIVISION AUTHORITY IS SATISFIED THAT THE PROPOSED SUBDIVISION IS SUITABLE FOR THE PURPOSE FOR WHICH THE SUBDIVISION IS INTENDED PURSUANT TO SECTION 9 OF THE MATTERS RELATED TO SUBDIVISION AND DEVELOPMENT REGULATION.
3. ALBERTA TRANSPORTATION HAS AUTHORIZED THE SUBDIVISION AUTHORITY TO VARY THE REQUIREMENTS OF SECTIONS 18 AND 19 OF THE MATTERS RELATED TO SUBDIVISION AND DEVELOPMENT REGULATION TO ACCOMMODATE THE PROPOSAL.

**CARRIED**

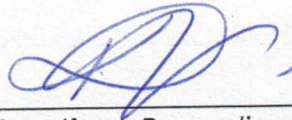
**6.0 REPORTS, GENERAL REQUESTS, AND INFORMATION ITEMS**

**7.0 ADJOURNMENT**

Meeting was adjourned at 1:02 p.m.



David Arnoldussen, Chairperson



Keli Sanford, Recording Secretary