



# WHEATLAND COUNTY

## Municipal Planning Commission Meeting Minutes

March 10, 2020, 9:00 a.m.

Members Present: Chair T. Ikert  
Vice Chair D. Biggar  
A. Link  
B. Armstrong  
J. Wilson  
S. Klassen  
  
G. Koester  
  
M. Boscariol, GM of Community and Development Services  
G. Allison, Planner I  
M. Williams, Planner II  
S. Hayes, Development Officer  
M. Soltys, Communications Specialist  
D. Bodie, Recording Secretary

### 1. CALL TO ORDER AND RELATED BUSINESS

#### 1.1 Call To Order

Note: meetings are recorded and may be posted on the official Wheatland County website and/or via social media.

The Chair, T. Ikert, called the meeting to order - time 8:59 AM

[Note: Members of the public entered and left the meeting at various times]

#### 1.2 Adoption of Agenda

##### **RESOLUTION MPC-2020-03-01**

Moved by LINK

THAT the Municipal Planning Commission approve the agenda as presented.

• Carried

#### 1.3 Adoption of Minutes

##### 1.3.1 Unapproved Minutes - February 11, 2020

##### **RESOLUTION MPC-2020-03-02**

Moved by ARMSTRONG

THAT the Municipal Planning Commission approved the February 11, 2020 minutes, as presented.

• Carried

### 2. DEVELOPMENT PERMIT APPLICATIONS

#### 2.1 DP2020-003

Legal: Plan 141 2013, Block 2, Lot 1, NW 11-24-22-4  
Proposal: Sign – Identification and Changeable Content  
Parcel Size: 4.74 ha (11.71 acres)

S. Hayes, Development Officer, presented the application highlighting the following: recommendation – to approve DP2020-003, Sign – Identification and Changeable Content subject to the conditions noted.

**RESOLUTION MPC-2020-03-03**

Moved by WILSON

THAT Municipal Planning Commission approve DP2020-003 for a Sign, Identification and Changeable Content subject to the following conditions:

1. This Development Permit is issued solely for a freestanding Identification and Information Sign for the School - Defined as a Sign, Identification and Changeable Content.
2. The sign shall not display at an angle, luminosity, intensity, or interval which creates a public hazard or nuisance.
3. No variances have been granted.
4. Development shall proceed according to Community Service (CS) District requirements and the applicant must comply with all applicable provisions of the Wheatland County Land Use Bylaw.
5. No permanent development shall occur on or over any utility right of way or easement.

Notes:- All construction shall conform to Alberta Safety Code regulations.  
- Development shall meet all provincial and federal legislation.

• Carried

2.2 DP2020-009

Legal: Plan 191 2083, Block 1, Lot 14 - Gleichen  
Proposal: Dwelling, Moved-On  
Parcel Size: 11624 sq. ft.

S. Hayes, Development Officer, presented the application highlighting the following: recommendation – to approve DP2020-009, Dwelling, Moved-On subject to the conditions noted.

**RESOLUTION MPC-2020-03-05**

Moved by LINK

THAT Municipal Planning Commission approve DP2020-009, Dwelling, Moved-On, subject to the following conditions:

1. This Development Permit is issued solely for the purpose of allowing a used dwelling, single detached to be moved to a bare lot - Defined as a Dwelling, Moved On.
2. No variances have been granted.
3. Development shall proceed according to Hamlet Residential General (HRG) District requirements and the applicant must comply with all applicable provisions of the Wheatland County Land Use Bylaw.
4. No permanent development shall occur on or over any utility right of way or easement.
5. Applicant to ensure approach is developed to County standards. Please contact Wheatland County transportation & infrastructure assistant for details 403-934-3321.
6. Used dwelling deposit of \$5000 to be submitted and refunded upon:
  - a) Foundation finished with appropriate material.

- b) Exterior stairs to be installed (if required).
- c) Exterior finish (IE: siding) to the satisfaction of the Development Officer.
- d) All roofing, windows and paint completed to the satisfaction of the Development Officer.
- e) Any other requirements as deemed necessary by the Development Officer.

7. Applicant to submit applicable fees related to utility connection, meter refundable deposit, and meter fee in accordance with the Master Fee schedule.

Notes:- All construction shall conform to Alberta Safety Code regulations.  
 - Development shall meet all provincial and federal legislation.

• Carried

### 2.3 DP2020-010

Legal: Plan 771 0696, Block 9, Lot 19 - Carseland  
 Proposal: Home Based Business Type 2 (HBB 2)  
 Parcel Size: 5500 sq. ft.

S. Hayes, Development Officer, presented the application highlighting the following: recommendation – to approve DP2020-010, Home Based Business Type 2 (HBB 2) subject to the conditions noted.

#### **RESOLUTION MPC-2020-03-06**

Moved by BIGGAR

THAT Municipal Planning Commission approve DP2020-010, Home Based Business Type 2 (HBB 2), subject to the following conditions:

1. This Development Permit is issued solely for the purpose of a Contract Sewing and Embroidery Business – Defined as a Home Based Business Type 2.
2. No variances have been granted.
3. Development shall proceed according to Hamlet Residential General (HRG) District requirements and the applicant must comply with all applicable provisions of the Wheatland County Land Use Bylaw.
4. No permanent develop shall occur on or over any utility right of way or easement.
5. The business will operate in accordance with application details, Letter of Intent and plans or drawings as submitted with the Development Permit application and acknowledged to be appropriate.
6. Any expansion or intensification of the business beyond the criteria of a Home Based Business Type 2 may require relocation of the business to a district appropriate for the use.
7. Permit to be issued for a 2 year term expiring on March 10, 2022.

Notes:- All construction shall conform to Alberta Safety Code regulations.  
 - Development shall meet all provincial and federal legislation.

• Carried

### 2.4 DP2020-013

Legal: Plan 131 2179, Block 3, Lot 2 within NE-24-22-26-W4M  
 Proposal: Industrial, Medium  
 Parcel Size: 6.17 ha (15.23 acres)

S. Hayes, Development Officer, presented the application highlighting the following: recommendation – to approve DP2020-013, Industrial, Medium subject to the conditions noted.

[Note:S. Hayes left meeting following the vote on DP2020-013 - time 9:13 AM]

#### **RESOLUTION MPC-2020-03-07**

Moved by BIGGAR

THAT Municipal Planning Commission approve DP2020-013, Industrial, Medium, subject to the following conditions:

1. This Development Permit is issued solely for the purpose of a Greenhouse Manufacturing Business – Defined as Industrial, Medium.
2. No variances have been granted.
3. Development shall proceed according to Industrial General (IG) District requirements and the applicant must comply with all applicable provisions of the Wheatland County Land Use Bylaw.
4. No permanent develop shall occur on or over any utility right of way or easement.
5. The business will operate in accordance with application details, Letter of Intent and plans or drawings as submitted with the Development Permit application and acknowledged to be appropriate.
6. Any future modifications or development on or to the lands will require the appropriate development permits in accordance with the Wheatland County Land Use Bylaw.

Notes: - All construction shall conform to Alberta Safety Code Regulations.  
-Development shall meet all provincial and federal legislation including all provisions of Alberta Health Services.

• Carried

### **3. SUBDIVISION APPLICATIONS**

#### **3.1 SD2020-001**

Legal: SW-2-24-26-W4M

Proposal: To subdivide a +/-2.27 acre parcel and consolidate it with an existing 1.57 acre parcel.

M. Williams, Planner II, presented the application highlighting the following: recommendation – to approve SD2020-001 subject to the conditions noted.

#### **RESOLUTION MPC-2020-03-08**

Moved by WILSON

THAT Municipal Planning Commission approve SD2020-001 subject to the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.
2. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding taxes up to and including the year in which the subdivision is to be registered shall be paid to the municipality.
3. That the 10% municipal reserve requirement, pursuant to Section 666 of the Municipal Government Act be provided by payment of cash-in-lieu in accordance with the per acre value of \$9,000 as stated in the appraisal prepared by I. Weleschuk (February 3, 2020).The exact amount owed will be determined based on the final plan of survey.
4. Approaches to the proposed parcel(s) and remainder built and located

- to County Standards and approved by the Public Works Department, at the Owners expense.
5. Existing approaches to the proposed and remainder parcel to meet County Standards and approved by the Public Works Department, at the Owner's expense.
6. The Owners are to enter into a *Deferred Services Agreement* for water and wastewater with Wheatland County which shall be registered by caveat concurrently with the final plan against the title(s) being created.

• Carried

3.2 SD2020-002

Legal: SE-18-26-18-W4M  
Proposal: Subdivide one +/- 10.0 acre parcel from the titled area

G. Allison, Planner I, presented the application highlighting the following: recommendation – to approve SD2020-002 as a tentative plan subject to the conditions noted.

Discussion included but was not limited to: the new boundaries of the parcels; access easement; variations in the tentative plan options; possible approach options; review of proposed conditions.

[Note: Resolution MPC-2020-03-09 allowed Mr. Andrew Cammaert, Ace Surveys, permission to speak]  
In Mr. Andrew Cammaert's opinion, an access easement would be the best option as to not fragment sections of the parcel, which could cause issues if the property ever changes owners.  
S. Baers, Manager of Planning and Safety Codes Services, commented on the property line in relation to the road.

[Note: Member Klassen enter the meeting during the presentation and discussion of SD2020-02 - time 9:31 AM. Member Klassen did not vote on any motions pertaining to SD2020-02]

**RESOLUTION MPC-2020-03-09**  
Moved by WILSON

THAT the Municipal Planning Commission allow Andrew Cammaert (Ace Survey) to speak, as per Wheatland County Policy 7.13.

• Carried

**RESOLUTION MPC-2020-03-10**  
Moved by ARMSTRONG

- THAT Municipal Planning Commission approve SD2020-002 as a tentative plan subject to the following conditions as amended:
1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.
  2. That, pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding taxes up to and including the year in which the subdivision is to be registered shall be paid to the municipality.
  3. The Owner is to enter into an *Agreement of Easement for Construction and Maintenance of Any Public Works* with Wheatland County which shall be registered by caveat concurrently with the final plan against the title(s) being created.

4. The Owner is to enter into a *Road Acquisition Agreement*, which shall be registered by caveat concurrently with the final plan against the title(s) being created.

• Carried

### 3.3 SD2020-003

Legal:SW-14-25-25-W4M

Proposal: Subdivide one +/- 10.00 acre parcel from the 160 acre titled area

G. Allison, Planner I, presented the application highlighting the following: recommendation – to approve SD2020-003 subject to the conditions noted.

Discussion relating to the proposed conditions and the condition relating to service road requested by Alberta Transportation.

[Note: Resolution MPC-2020-03-11 allowed Mr. Andrew Cammaert, Ace Surveys, permission to speak]

Mr. Andrew Cammaert gave his opinion on the service road access requested by Alberta Transportation.

[Note: During the presentation and discussion Municipal Planning Commission Recessed - time 9:49 to 9:54 AM]

KLASSEN joined the meeting at 4:35 pm.

#### **RESOLUTION MPC-2020-03-11**

Moved by WILSON

THAT the Municipal Planning Commission allow Andrew Cammaert (Ace Survey) to speak, as per Wheatland County Policy 7.13.

• Carried

#### **RESOLUTION MPC-2020-03-12**

Moved by KLASSEN

THAT Municipal Planning Commission approve SD2020-003 subject to the following conditions, as amended:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the *Municipal Government Act*, or such other means satisfactory to the Registrar of the South Alberta Land Titles District.
2. That, pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding taxes up to and including the year in which the subdivision is to be registered shall be paid to the municipality.
3. Approaches to the proposed parcel(s) and remainder built and located to County Standards and approved by the Public Works Department, at the Owners expense.
4. The Owner is to enter into an *Agreement of Easement for Construction and Maintenance of Any Public Works* with Wheatland County which shall be registered by caveat concurrently with the final plan against the title(s) being created.
5. The Owner is to enter into a *Road Acquisition Agreement*, which shall be registered by caveat concurrently with the final plan against the title(s) being created.
6. As per Section 15 of the Subdivision Development Regulation, a +/- 30 meter wide service road right of way shall be dedicated to the satisfaction of Alberta Transportation through a caveat agreement prepared by a register Alberta Land Surveyor.

• Carried

4.     **OTHER PLANNING MATTERS**

No 'Other Planning Matters' were discussed

5.     **CLOSED SESSION (IN CAMERA)**

No' Closed Session' items were discussed

6.     **ADJOURNMENT**

**RESOLUTION MPC-2020-03-13**

Moved by WILSON

        THAT the Municipal Planning Commission meeting adjourn at 9:56 AM.

• Carried

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Chair

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General Manager of Community and Development Services

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Recording Secretary