

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION
WEDNESDAY, MARCH 27, 2019

PRESENT: Terry Hrudey, Chairperson
Deanna Powell, Vice – Chairperson
Shar Cartwright, Member
Dave Filipuzzi, Councilor
Dean Ward, Councilor

ADMINISTRATIVE: Mike Burla, O.R.R.S.C.
Mel Bohmer, Director of Development, Engineering & Operations
Alexa Levair, Manager of Development & Trades
Lisa Kinnear, Development Officer
Deserie Mosby, Recording Secretary

ABSENT: Greg Lach, Member

1. CALL TO ORDER & BOARD INTRODUCTIONS

Meeting called to order at 3:30 p.m.

2. ADOPTION OF AGENDA

MOTION by Dean Ward to adopt the agenda of March 27, 2019 with the following addition:

10) a. MPC Membership

CARRIED

3. ADOPTION OF MINUTES

MOTION by Shar Cartwright to adopt the minutes of February 27, 2019 as presented:

CARRIED

MOTION by Dave Filipuzzi to adopt the minutes of March 21, 2019 as presented:

CARRIED

4. DELEGATIONS

5. BUSINESS ARISING FROM THE MINUTES

6. CORRESPONDENCE

7. SUBDIVISION APPLICATIONS

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8. DEVELOPMENT PERMIT APPLICATIONS

8) a. Development Permit DP2018 – 073; Peters – Ready to Move In Dwelling – 2914 – 225 Street, Bellevue – Amendment to permit front yard Porch

The RTM was approved by DP2018-073 in September 2018.

The home has not been moved in yet as excavation is still underway.

The applicants are proposing to add a front porch area to be built on site. The porch will require a front yard variance.

***MOTION** by Dean Ward to approve the amendment to DP2018-073 with the following conditions as originally approved and a front yard setback of 2.1 meters (7 ft.):*

Conditions

1. The development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.
2. All surface water must drain from the building site to the street and/or lane and not adversely affect neighboring properties. Should retaining walls be required, they are at the expense of the developer.
3. Prior to release and effectiveness of this permit, a \$1,000 irrevocable letter of credit (or other form of security acceptable to the Municipality) must be submitted as a security deposit to ensure that conditions of this permit are complied with.
4. Prior to release and effectiveness of this permit, and prior to pouring foundations, the applicant shall submit to the Development Officer a certified copy of the site plan indicating that the building has been staked out in accordance with the approved site plan, and signed by an Alberta Land Surveyor, Professional Engineer or its agent.
5. No outdoor storage, other than approved garbage enclosures, shall be permitted in any front yard area.
6. Provision of services is at the expense of the developer. If service connections are required to the property line, the applicant is required to contact the Municipality Public Works Department at 403-563-2220 to make necessary arrangements.

CARRIED

8) b. Development Permit DP2019- 010; Wood – 8989 – 29 Avenue, Coleman – New Residential Dwelling

The applicant was present for discussion.

There is a carriage style dwelling on the property, and the applicant is proposing to develop a main level dwelling which will serve as the primary residence and convert the carriage home to a secondary suite. The intended plan is to connect the two dwellings by a breezeway.

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Discussion included that the entrance to the suite should be inside the new dwelling, not a separate entrance from the outside.

Enclosing the breezeway versus leaving it open would eliminate the concept of two stand-alone dwellings on one parcel.

***MOTION** by Deanna Powell to approve DP2016-010 with the following conditions and the added condition that the breezeway must be enclosed:*

Conditions

1. The development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.
2. The setback variance from the north property line approved for the dwelling is to be measured to the eave; the variance does not allow for any projections onto or over the utility right-of-way. Prior to release and effectiveness of this permit, the applicants will supply a finalized site plan showing accurate representation of the dwelling (including eaves and projections) which demonstrates that the proposed development would not infringe upon the utility right-of-way(s).
3. Prior to release and effectiveness of this permit, a \$1,000 irrevocable letter of credit (or other form of security acceptable to the municipality) must be submitted as a security deposit to ensure that conditions of this permit are complied with.
4. Prior to release and effectiveness of this permit, and prior to pouring foundations, the applicant shall submit to the Development Officer a certified copy of the site plan indicating that the building has been staked out in accordance with the approved site plan, and signed by an Alberta Land Surveyor, Professional Engineer, or its agent.
5. Prior to release and effectiveness of this permit, full building plans for the proposed dwelling and breezeway must be provided for review and acceptance by the Development Officer. The proposed dwelling must be attached to the existing carriage home by an enclosed breezeway.
6. Materials, methods, use and site planning shall be in keeping with Schedule 14 (FireSmart Regulations) of the Land Use Bylaw (see attached). The proposed location of the dwelling is within an area of Low Fuel Hazard Area.
7. All surface water must drain from the building site to the street and/or lane and not adversely affect neighboring properties. Should retaining walls be required, they are at the expense of the developer.
8. No outdoor storage, other than approved garbage enclosures, shall be permitted in any front yard area.
9. Provision of services is at the expense of the developer. If service connections are required to the property line, the applicant is required to contact the Municipality Public Works Department at 403-563-2220 to make arrangements.

CARRIED

8) c. Development Permit DP2019-014; Eco-museum Trust – Accessory buildings/Shipping container – 2531 – 213 Street, Bellevue

The applicant was present for discussion.

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The applicants are proposing to install two accessory buildings on to the property for storage. One would be an Atco trailer and the other a shipping container.

Discussion centered around the look of the two accessory buildings. The MPC agreed that the exterior of both buildings be similar to the existing structures.

MOTION by Shar Cartwright to approve DP2019-014 with the following conditions:

Conditions

1. The development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.
2. All surface water must drain from the building site to the street and/or lane and not adversely affect neighboring properties. Should retaining walls be required, they are at the expense of the developer.
3. No outdoor storage, other than approved garbage enclosures, shall be permitted in any front yard area.
4. Provision of services is at the expense of the developer. If service connections are required to the property line, the applicant is required to contact the Municipality Public Works Department at 403-563-2220 to make arrangements.

CARRIED

MOTION by Dean Ward that MPC recommends to Council that the application fee for development permit DP2019-014 be waived:

CARRIED

8) d. Development Permit DP2019 – 020; Young – Ready To Move Home – 1310 – 85 Street, Coleman

The applicants were present for discussion.

A variance is required in the front yard of the property. (1.82 m) (6 ft.)

The property is in an older neighborhood where existing homes are located relatively closer to the front of the property, so the variance required will match the character of the neighborhood.

MOTION by Deanna Powell to approve DP2019-019 with the following conditions and a front yard variance of 1.82 m (6 ft.):

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2. All surface water must drain from the building site to the street and/or lane and not adversely affect neighboring properties. Should retaining walls be required, they are at the expense of the developer.
3. Prior to release and effectiveness of this permit, a \$1,000 irrevocable letter of credit (or other form of security acceptable to the municipality) must be submitted as a security deposit to ensure that conditions of this permit are complied with.
4. Prior to release and effectiveness of this permit, and prior to pouring foundations, the applicant shall submit to the Development Officer a certified copy of the site plan indicating that the building has been staked out in accordance with the approved site plan, and signed by an Alberta Land Surveyor, Professional Engineer, or its agent.
5. No outdoor storage, other than approved garbage enclosures, shall be permitted in any front yard area.
6. A separate development permit will be required for a detached garage.
7. Provision of services is at the expense of the developer. If service connections are required to the property line, the applicant is required to contact the Municipality Public Works Department at 403-563-2220 to make arrangements.

CARRIED

8) e. Development Permit DP2019-021; Genesis – Moved In Dwelling – 2926 – 224 Street, Bellevue

The applicants were present for discussion.

The 1,200 sq. ft. bungalow was constructed in 1951. An inspection report concluded that the dwelling is structurally sound. It is documented that there is Vermiculite insulation containing asbestos in the attic.

There will be a condition in the permit that will require the Vermiculite insulation be removed from the attic prior to relocation to the Crownsnest Pass.

MOTION by Dave Filipuzzi to approve DP2019-021 with the following conditions:

Conditions

1. The development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.
2. Prior to release and effectiveness of this permit, the applicants will provide documentation to the satisfaction of the Development Officer that the Vermiculite has been removed from the attic.

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3. Prior to release and effectiveness of this permit, the applicants will supply written confirmation from a certified building inspector, at the applicants cost, that the building meets or can be made to meet the provincial building code.
4. Prior to release and effectiveness of this permit, a \$1,000 irrevocable letter of credit (or other form of security acceptable to the municipality) must be submitted as a security deposit to ensure that conditions of this permit are complied with.
5. Prior to release and effectiveness of this permit, and prior to pouring foundations, the applicant shall submit to the Development Officer a certified copy of the site plan indicating that the building has been staked out in accordance with the approved site plan, and signed by an Alberta Land Surveyor, Professional Engineer, or its agent.
6. No outdoor storage, other than approved garbage enclosures, shall be permitted in any front yard area.
7. A separate development permit will be required for a detached garage.
8. Provision of services is at the expense of the developer. If service connections are required to the property line, the applicant is required to contact the Municipality Public Works Department at 403-563-2220 to make arrangements.

CARRIED

8) f. Development Permit DP2019-022; Beyers – Secondary Suite – 6001 – 22 Avenue, Coleman

The applicants were present for discussion.

The lower level of the dwelling currently has a family room which is open, and the applicants wish to convert it to an open concept kitchen and living room.

The development permit meets Schedule 16, Standards for Secondary Suites in the Land Use Bylaw.

MOTION by Shar Cartwright to approve DP2019-022 with the following conditions:

Conditions

1. The development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.

CARRIED

8) g. Development Permit DP2019-023; – GR Enterprises Ltd. – New Modular Home – 7018 – 18 Avenue, Coleman

The applicant was present for discussion.

The parcel of land that the modular home is going to be moved on is narrow, (30 ft.), so the requested variance for the front yard 4.5 m (15 ft.), appears to meet the character of the neighborhood.

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Although there are only a couple of “mobile homes” in the neighborhood, the single-family dwellings are all small, cottage style, so the 800 square foot modular will fit nicely in the neighborhood.

There was a letter from a neighbor that stated mobile homes should not be allowed

The MPC were all in agreement that the modular that is being moved in does not resemble a “mobile home” in any way. The home will be on pilings, skirting and a front veranda.

***MOTION** by Dean Ward to approve DP2019-023 with the following conditions and a front yard variance of 4.5 m (15 ft.) and a side yard setback of 0.3 m (1 ft.):*

Conditions

1. The development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.
2. All surface water must drain from the building site to the street and/or lane and not adversely affect neighboring properties. Should retaining walls be required, they are at the expense of the developer.
3. Prior to release and effectiveness of this permit, a \$1,000 irrevocable letter of credit (or other form of security acceptable to the municipality) must be submitted as a security deposit to ensure that conditions of this permit are complied with.
4. Prior to release and effectiveness of this permit, and prior to pouring foundations, the applicant shall submit to the Development Officer a certified copy of the site plan indicating that the building has been staked out in accordance with the approved site plan, and signed by an Alberta Land Surveyor, Professional Engineer, or its agent.
5. No outdoor storage, other than approved garbage enclosures, shall be permitted in any front yard area.
6. A separate development permit will be required for a detached garage.
7. Provision of services is at the expense of the developer. If service connections are required to the property line, the applicant is required to contact the Municipality Public Works Department at 403-563-2220 to make arrangements.

CARRIED

8) H. Development Permit DP2019-024; – Municipality of Crownsnest Pass – Change of Use – 2013 – 129 Street Blairmore

The Municipality of Crownsnest Pass is proposing to rent space for use a Fitness Center for recreational programs which were put on hold following the closure of the Albert Stella Memorial Arena.

Minor renovations would be required.

***MOTION** by Shar Cartwright to approve DP2019-024 with the following conditions:*

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Conditions

1. The development must be completed in its entirety, in accordance with approved plans and conditions. Any revisions to the approved plans (including non-completion of the development) must be submitted for approval to the Development Authority.

CARRIED

8. NEW BUSINESS

10. ROUND TABLE

- a. April Meeting Date – Lisa Kinnear will be away during the regular scheduled MPC meeting, (April 24) – MPC will meet on Wednesday, April 17, 2019 at 3:30 PM.
- b. New memberships – Council accepted Dave Taggart’s resignation at the regular council meeting on March 26, 2019.
New member required. Ad will go in next week’s Pass Herald.

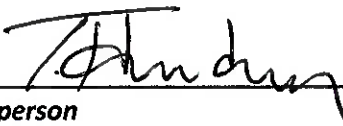
11. IN CAMERA

12. ADJOURN


MOTION by Deanna Powell to adjourn the meeting @ 4:15 pm:

CARRIED

Approved By:



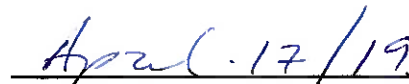
Chairperson



Date



Development Officer



Date

NEXT MEETING WEDNESDAY APRIL 17TH, 2019 @3:30 PM