

# Village of Stirling Municipal Planning Commission Meeting Minutes

June 5, 2019

The meeting of the Municipal Planning Commission of the Village of Stirling was held in the Council Chambers in the Stirling Community Centre on Wednesday, June 5, 2019, commencing at 6:00 p.m.

## IN ATTENDANCE

Mayor Trevor Lewington, Councillors Robert Edwards, Matthew Foss, and Kevin Nelson

Development Officer, Bonnie Brunner

CAO, Bob Payette

Administrative Assistant, Aletta Lightfoot

## CALL TO ORDER

The Meeting was called to order at 6:00 p.m.

## ACCEPTANCE OF AGENDA

2019-007      MOVED by Mayor Lewington that the agenda be adopted.

CARRIED

## APPROVAL OF MINUTES

2019-008      MOVED by Councillor Foss that the minutes of the Municipal Planning Commission held March 6, 2019 to be adopted.

CARRIED

## ITEMS FOR DISCUSSION

### DA 2019-03 – Discretionary Use

Development Officer Bonnie Brunner presented a report on Development Application DA 2019-03.

Applicant Submission: Thomas Memmott

Written Submissions: None.

Public Presentations: None.

Rebuttal: None.

### DA2019-007 – Variance Request

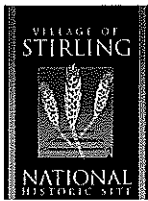
Development Officer Bonnie Brunner presented a report on Development Application DA 2019-07.

Applicant Submission: Denton Michelson

Written Submissions: None.

Public Presentations: None.

Rebuttal: None.



# Village of Stirling

## Municipal Planning Commission

### Meeting Minutes

#### DA2019-008 – Variance Request

Development Officer Bonnie Brunner presented a report on Development Application DA 2019-08.

Applicant Submission: Denton Michelson  
Written Submissions: None.  
Public Presentations: None.  
Rebuttal: None.

#### DA2019-010 – Variance Request

Development Officer Bonnie Brunner presented a report on Development Application DA 2019-010.

Applicant Submission: Tyler Smith  
Written Submissions: None.  
Public Presentations: None.  
Rebuttal: None.

#### DA2019-012 – Variance Request

Development Officer Bonnie Brunner presented a report on Development Application DA 2019-012.

Applicant Submission: Leon Steciw  
Written Submissions: None.  
Public Presentations: None.  
Rebuttal: None.

Councillor Edwards closed the public portion of the meeting at 6:26 p.m.

2019-009      MOVED by Councillor Foss that the Commission approve Development Application 2019-03 and to have Development Officer Bonnie Brunner issue a notice of decision/development permit subject to the following conditions:

1. The solar panels must not extend beyond the outermost edge of the roof and shall be flush mounted.
2. The applicant shall be responsible for complying with the Micro-Generation Regulation and obtaining required approvals and authorizations from the Alberta Utilities Commission, the wires service provider/wire owner, and retail provider, as applicable.
3. Construction of the solar collector household system shall be completed within 12 months from the date of issue of this development permit.
4. All refuse on the construction site shall be property screened or placed in an approved enclosure until removed for disposal. Construction waste is not allowed to be taken to the Village Transfer Station.



# Village of Stirling

## Municipal Planning Commission

### Meeting Minutes

5. All applicable building permit and safety code permits and approvals shall be obtained from the designated safety codes officer prior to commencement of construction.

#### Informative:

1. The applicant must contact Alberta One Call (1-800-242-3447) to locate any utility lines prior to commencement.
2. Temporary use of a shipping container for site storage while construction takes place requires a development permit in accordance with the Land Use Bylaw.

CARRIED

2019-010

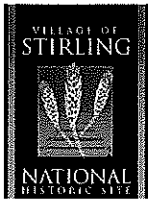
MOVED by Councillor Edwards that the Commission approve Development Application 2019-07 and to have Development Officer Bonnie Brunner issue a notice of decision/development permit subject to the following conditions:

1. The development is to conform to all applicable requirements of Land Use Bylaw 415-08 and the approved site plan submitted as part of the development application dated April 23, 2019. A variance is granted to the 12.5 foot (3.8 m) setback requirement to allow the 320 ft<sup>2</sup> accessory building to be located no closer than 5 feet (1.53 m) from the west property line.
2. The applicant is responsible for completing the final grade so drainage flows away from the accessory building but so as not to adversely affect the neighbouring land, including the undeveloped road allowance.
3. Construction of the accessory building, including exterior finishes, is to be completed within 12 months from the date of issue of this development permit.
4. All refuse on the construction site shall be properly screened or placed in an approved enclosure until removed for disposal. Construction waste is not allowed to be taken to the Village Transfer Station.
5. All applicable building permits and safety codes permits and approvals shall be obtained prior to commencement of construction.

#### Informative:

1. The applicant must contact Alberta One Call (1-800-242-3447) to locate any utility lines prior to commencement.
2. Temporary use of a shipping container for site storage while construction takes place requires a development permit in accordance with the Land Use Bylaw.

CARRIED



# Village of Stirling

## Municipal Planning Commission

### Meeting Minutes

2019-011

MOVED by Councillor Nelson that the Commission approve Development Application 2019-08 and to have Development Officer Bonnie Brunner issue a notice of decision/development permit subject to the following conditions:

1. The development is to conform to all applicable requirements of Land Use Bylaw 415-08 and the approved site plan submitted as part of the development application dated April 23, 2019. A variance is granted to the 15 foot (4.6m) maximum height requirement of the Land Use Bylaw allowing the accessory building to be constructed to a height of 23 feet (7.02 m) – the cupola may exceed the height requirement in accordance with the Land Use Bylaw.
2. The final building grade shall be completed so drainage flows away from the accessory building but so as not to adversely affect the neighbouring land, including the undeveloped road allowance.
3. Construction of the accessory building, including exterior finishes, is to be completed within 12 months from the date of issue of this development permit.
4. All refuse on the construction site shall be properly screened or placed in an approved enclosure until removed for disposal. Construction waste is not allowed to be taken to the Village Transfer Station.
5. All applicable building permits and safety codes permits and approvals shall be obtained prior to commencement of construction.

Informative:

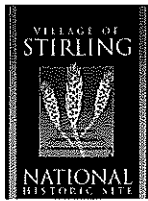
1. The applicant must contact Alberta One Call (1-800-242-3447) to locate any utility lines prior to commencement.
2. Temporary use of a shipping container for site storage while construction takes place requires a development permit in accordance with the Land Use Bylaw.

CARRIED

2019-012

MOVED by Councillor Edwards that the Commission approve Development Application 2019-010 and to have Development Officer Bonnie Brunner issue a notice of decision/development permit subject to the following conditions:

1. The development is to conform to all applicable requirements of Land Use Bylaw 415-08 and the approved site plan submitted as part of the development application dated May 3, 2019. A variance is granted to the permanent foundation requirement of the Land Use Bylaw to allow the dwelling to be placed on wood blocking in combination with an anchoring system in accordance with CSA and Alberta Building Code.
2. The open base foundation shall be enclosed/skirted prior to occupancy of the dwelling in a material and colour identical, compatible, or complementary to that of the dwelling's exterior finish.
3. The existing dwelling and carport shall be removed from the property prior to placement of the new dwelling on the property.



# Village of Stirling

## Municipal Planning Commission

### Meeting Minutes

4. All municipal and private service connections (e.g., sewer, water, gas, phone, electric,) shall be disconnected in accordance with safety codes requirements prior to removal of the existing dwelling from the property with documentation demonstrating such filed with the Village. With respect to water and sewer services, the existing services shall be disconnected by a qualified professional and a camera inspection of the lines conducted, with a record submitted to the Village. All costs incurred in association with disconnection of services shall be borne by the applicant.
5. The dwelling is required to connect to the municipal water and wastewater system prior to occupancy. Connection to municipal water and wastewater services shall be performed by a qualified professional with documentation of the connection submitted to the Village. All costs incurred in association with connection of services shall be borne by the applicant.
6. The final building grade shall be completed so drainage flows away from the dwelling but so as not to adversely affect the neighbouring land. Lot drainage must be retained on property or directed towards 3A Street.
7. In accordance with provincial legislation, storm, ground and surface water cannot be placed in the sanitary sewer collection system. This includes weeping tile around foundation of dwelling.
8. All refuse on the construction site shall be properly screened or placed in an approved enclosure until removed for disposal. Construction waste is not allowed to be taken to the Village Transfer Station.
9. All applicable building permits and safety codes permits and approvals shall be obtained prior to commencement of construction.

#### Informative:

1. The applicant must contact Alberta One Call (1-800-242-3447) to locate any utility lines prior to commencement.
2. Temporary use of a shipping container for site storage while construction takes place requires a development permit in accordance with the Land Use Bylaw.

CARRIED

2019-013

MOVED by Councillor Foss that the Commission approve Development Application 2019-012 and to have Development Officer Bonnie Brunner issue a notice of decision/development permit subject to the following conditions:

1. The development is to conform to all applicable requirements of Land Use Bylaw 415-08 and the approved site plan submitted as part of the development application dated May 17, 2019. A variance is granted to the 15 foot (4.6m) maximum height requirement of the Land Use Bylaw allowing the accessory building to be constructed to a height of 20 feet 5 inches (6.22 m).
2. The final building grade shall be completed so drainage flows away from the accessory building but so as not to adversely affect the neighbouring land. Lot drainage must be retained on property or directed toward 6th Street.



Village of Stirling  
Municipal Planning Commission  
Meeting Minutes

3. Construction of the accessory building, including exterior finishes, is to be completed within 12 months from the date of issue of this development permit.
4. All refuse on the construction site shall be properly screened or placed in an approved enclosure until removed for disposal. Construction waste is not allowed to be taken to the Village Transfer Station.
5. All applicable building permits and safety codes permits and approvals shall be obtained prior to commencement of construction.

Informative:

1. The applicant must contact Alberta One Call (1-800-242-3447) to locate any utility lines prior to commencement.
2. Temporary use of a shipping container for site storage while construction takes place requires a development permit in accordance with the Land Use Bylaw.

CARRIED

2019-014      MOVED by Mayor Lewington that Development Officer Bonnie Brunner develop an infill standard for consideration as part of the proposed Land Use Bylaw amendments.

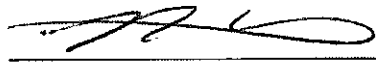

CARRIED

ADJOURNMENT

2019-015      MOVED by Councillor Edwards that the agenda matters have been concluded and that the meeting be adjourned at 6:47 p.m.

CARRIED

These minutes to be approved on the 10<sup>th</sup> day of July, 2019.

  
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Chair - Robert Edwards  
  
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Development Officer - Bonnie Brunner