



STIRLING

Village of Stirling

Meeting Minutes

May 1, 2024 - Municipal Planning Commission - 06:00 PM

The meeting of the Municipal Planning Commission of the Village of Stirling was held in the Council Chambers, located at Stirling Community Centre/Lions Hall at 409 - 2 Street, on Wednesday, May 1, 2024, commencing at 6:00 p.m.

IN ATTENDANCE

Commission Chair Matthew Foss, Mayor Lewington, Deputy Mayor Larry Nilsson, and Councillor Gary Bikman

ORRSC Senior Planner, Bonnie Brunner

Development Officer, Scott Donselaar
Municipal Clerk, Aletta Lightfoot

1. **MPC Meeting – Call Meeting to Order**

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

2024-008

2. **Adoption of Agenda**

Moved By: Mayor Lewington

That the agenda be adopted as presented.

Carried

2024-009

3. **Minutes From March 6, 2024**

Moved By: Councillor Bikman

That the Minutes of the Municipal Planning Commission held March 6, 2024 to be adopted as presented.

Carried

4. **Items for Discussion**

2024-010

4.1 **Subdivision Application 2024-0-037**

Moved By: Councillor Bikman

Mayor Lewington recused himself at 6:01 p.m. and was not present for the Subdivision Application discussion.

Mayor Lewington returned to the meeting after the Subdivision Application discussion at 6:18 p.m. to discuss the other applications.

Mayor Lewington called a recess at 7:01 p.m.

Mayor Lewington called to resume the Commission at 8:00 p.m.

Mayor Lewington recused himself at 8:00 p.m.

Mayor Lewington was returned to the meeting at 8:15 p.m. and was present for voting.

THAT the subdivision of Lot 4, Block 36, Plan 752J within SW1/4 29-6-19-W4M (Certificate of Title No. 231 226 013), to create a 0.40 acre (0.161 ha) lot from a titled area of 0.91 acres (0.367 ha) for residential use; BE APPROVED subject to the following:

CONDITIONS:

1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Village of Stirling.
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 Village of Stirling which shall be registered concurrently with the final plan against the title(s) being created.
3. That a 15 ft (4.57m) wide right-of-way running the entire length of the eastern boundary of the subject parcel adjacent to the lane and associated corner cut-off at the northern intersection is dedicated as road on the final plan of subdivision.

REASONS:

1. The proposed subdivision is consistent with the South Saskatchewan Regional Plan.
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. Subject to the conditions of approval, the proposed subdivision complies with both the Municipal Development Plan and Land Use Bylaw.
4. The requirement for road dedication in condition number 3 is in accordance with Schedule 2(R) – 2, Section 6(d), of the Village of Stirling Land Use Bylaw No. 415-08, which requires a 4.57 m (15 ft) wide right-of-way running the entire length of the subject parcel be dedicated at the time of subdivision for future road widening for any lots adjacent to a lane.

INFORMATIVE:

(a) Since the proposed subdivision complies with Section 663(c) of the Municipal Government Act, Reserve is not required.

(b) That a legal description for the proposed parcel be approved by the Surveys Branch, Land Titles Office, Calgary.

(c) The applicant/owner is advised that other municipal, provincial or federal government or agency approvals may be required as they relate to the subdivision and the applicant/owner is responsible for verifying and obtaining any other approval, permit, authorization, consent or license that may be required to subdivide, develop and/or service the affected land (this may include but is not limited to Alberta Environment and Protected Areas, Alberta Transportation, and the Department of Fisheries and Oceans.)

(d) An engineered drainage plan is not required for the purposes of subdivision but at the time of development an engineered drainage plan will be required in accordance with the Land Use Bylaw requirements.

(e) TELUS has no concerns.

(f) Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

(g) In reference to the above request, please be advised of ATCO Gas' response and notify the landowner of the following:

ATCO Gas has no objection

ATCO Gas has no need for a Utility Right of Way currently

ATCO Gas would also like to make the MD/County and Landowner/Developer aware of the following:

- If conducting any ground disturbance on the subject property, the landowner/developer must ensure the location of all utilities by contacting Utility Safety Partners at 1-800-242-3447 or <https://utilitiesafety.ca/>
- For any ground disturbance within 30m of an existing gas line please contact Crossings@atcogas.com to obtain permission (submit locate slip as back up)
- ATCO Gas requires a minimum of 6 months' notice to design and construct a new gas line, or alter an existing gas line. New Service installations, pipeline alterations, and Main extensions will be performed at the landowner/developers expense.
- If the landowner requires a single gas service please visit <https://gas.atco.com/en-ca/products-services-rates/new-services-changes/new-natural-gas-line.html>

Any further questions please email southlandadmin@atco.com.

(h) ATCO Transmission high pressure pipelines has no objections. Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

(i) Alberta Transportation – Leah Olsen, Development/Planning Technologist:

“This will acknowledge receipt of your circulation regarding the above noted proposal. The subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 846, 4

Transportation and Economic Corridors offers the following comments with respect to this application:

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the highway from this proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 of the Regulation are not met. There is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 19 of the Regulation.

Further, should the approval authority receive any appeals in regard to this application and as per Section 678(2.1) of the Municipal Government Act and Section 7(6)(d) of the regulation, Transportation and Economic Corridors agrees to waive the referral distance for this particular subdivision application. As far as Transportation and Economic Corridors is concerned, an appeal of this subdivision application may be heard by the local Subdivision and Development Appeal Board provided that no other provincial agency is involved in the application

Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:

1. The department expects that the municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act Please contact Transportation and Economic Corridors through the RPATH Portal if you have any questions, or require additional information.”

(j) Historical Resources – Barry Newton, Land Use Planner:

“We have reviewed the captioned subdivision application and determined that in this instance formal *Historical Resources Act* approval is not necessary, and submission of a Historic Resources application is not required.”

Mayor Lewington abstained

Carried

2024-011

4.2 Application DV01-24 Dwelling Similar to a Shop House and Temporary Use of Shipping Container

Moved By: Mayor Lewington

To table the application until the June 5, 2024 meeting of the Municipal Planning Commission, with the following requests for additional information to be brought back:

- Site plan showing alternative orientations as identified by the applicant, to fit the dwelling within required setbacks regardless of orientation.
- Provide a visual representation of proposed exterior finishes and find ways to adjust the look and feel to be more compatible with a residential neighborhood.

Carried

4.2.1 Development Officer Report

4.2.2 Application Submissions

4.2.3 Public Submissions

None.

4.2.4 Written Submissions

None.

4.2.5 Scheduled Presenters

None.

4.2.6 Applicant Rebuttal

None.

2024-012

4.3 DV02-24 Development of a Manufactured Home

Moved By: Deputy Mayor Nilsson

To approve the development of a manufactured home as described in application DV02-24 subject to the following conditions:

1. The development is to conform to all applicable requirements of Land Use Bylaw 415-08 and conform to the approved site plan submitted as part of the development application dated April 10, 2024.
2. One driveway is permitted off 4 Street and shall not exceed 12.2 metres in width in accordance with the Land Use Bylaw. The developer is required to contact the Village in advance of construction of the driveway to purchase an approved culvert if required and arrange for its installation within the municipal road right-of-way. The developer is responsible for any associated costs.
3. All applicable building permits and safety codes permits and approvals shall be obtained prior to commencement of construction from Park Enterprises at (403) 329-3747.
4. The manufactured home is to be located on the property by a land surveyor, certified survey technologist, or qualified engineer.
5. The final building grade shall be completed so drainage flows away from the building but so as not to adversely affect the neighboring lots. Lot drainage must be retained on property or directed towards 4 Street.
6. The development of the manufactured home, including exterior finishes, is to be completed within 12 months from the date of issue of this development permit.
7. The yard shall be landscaped to the satisfaction of the Development Officer in accordance with the Land Use Bylaw and shall be completed within 12 months of issue of the development permit.
8. The manufactured home is required to connect to the municipal water and wastewater system. The developer is required to pay for all of the costs associated with the required connections. The developer is required to purchase and install a Village approved water meter with radio frequency readout, which must be obtained from the Village.
9. 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.
10. 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.

Carried

4.3.1 Development Officer Report

4.3.2 Application Submissions

4.3.3 Public Submissions

None.

4.3.4 Written Submissions

None.

4.3.5 Scheduled Presenters

None.

4.3.6 Applicant Rebuttal

None.

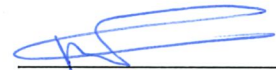
2024-013

5. Adjournment

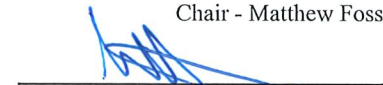
Moved By: Deputy Mayor Nilsson

That the agenda matters have been concluded and that the meeting be adjourned at 8:18 p.m.

These minutes to be approved on the 5th day of June 2024.



Chair - Matthew Foss



CAO - Scott Donselaar