



# STIRLING

## Village of Stirling

### Meeting Minutes

April 16, 2025 - 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, April 16, 2025, commencing at 6:00 p.m.

#### IN ATTENDANCE

Commission Chair Matthew Foss, Mayor Trevor Lewington, Councillors Gary Bikman, and Justin Davis

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.

2025-009

#### 2. Adoption of Agenda

Moved By: Mayor Lewington

That the agenda be adopted as presented.

Carried

2025-010

#### 3. Minutes From March 5, 2025

Moved By: Councillor Bikman

That the Minutes of the Municipal Planning Commission held March 5, 2025 to be adopted as presented.

Carried

#### 4. Items for Discussion

2025-011

#### 4.1 DA06-25 Home Occupation Major Day Home

Moved By: Mayor Lewington

to APPROVE a home occupation major for the operation of a day home at 338 4A street, subject to the following conditions:

1. The applicant is required to obtain an annual business license from the Village.
2. The hours of operation shall be limited to Monday through Friday between the hours of 6:00 am and 6:00 pm.
3. The applicant may not exceed the number of children the licensing authority permits for day home services. and to a maximum of 6.
4. A minimum of two off street parking spots shall be available for client drop off and pick up.
5. The day home must have all necessary licensing and permits required to operate.
6. One sign advertising the business is permitted of no greater than 2 square feet in size and must adhere to Part 7 of Land Use Bylaw 549.24. Any additional signage or signage

greater in size will require a new sign permit application.  
7. Any requirement under Part 5 Home Occupation of Land Use Bylaw 549-24 applies.

Carried

**4.1.1 Development Officer Report**

**4.1.2 Application Submissions**

**4.1.3 Public Submissions**

None.

**4.1.3.1 Scheduled Presenters**

None.

**4.1.3.2 Written Submissions**

None.

**4.1.4 Applicant Rebuttal**

None.

2025-012

**4.2 DA07-25 Add Multi-Family Development**

**Moved By:** Councillor Davis

To APPROVE the permit of the construction of a multi-family dwelling with a unit located in the basement and one above the garage, on Lot 15, Block 34, Plan 2010803 subject to the following conditions and informative:

**CONDITIONS**

1. The development is to conform to all applicable requirements of Land Use Bylaw 549-24 and conform to the approved site plan submitted as part of the development application dated July April 1, 2025.
2. Development Permit DA07-24 is hereby cancelled.
3. The development of a multi-unit dwelling is approved and all requirements of Land Use Bylaw 549-24 Part 2 Residential shall be adhered to. All sections relevant in Land Use Bylaw Part 4 Standards of Development and Part 6 Off Street Parking and Loading shall be adhered to.
4. 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.
5. The multi-unit dwelling is to be located on the property by a land surveyor, certified survey technologist, or qualified engineer.
6. 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 5 Avenue.
7. The construction of the development shall be completed within 12 months of issuance of this permit.
8. 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.
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.
11. A driveway of no wider than 40 feet is approved for each of the 5th avenue access and for the portion of the garage which faces the undeveloped lane/road right of way.

**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.
3. The undeveloped land/road right of way on the West side (2A Street) of the property shall not be

maintained by the Village of Stirling as per the Care of Boulevards & Lanes or Alleys Bylaw as amended from time to time.

Carried

**4.2.1 Development Officer Report**

**4.2.2 Application Submissions**

**4.2.3 Public Submissions**

None.

**4.2.3.1 Scheduled Presenters**

None.

**4.2.3.2 Written Submissions**

None.

**4.2.4 Applicant Rebuttal**

None.

2025-013

**5. Adjournment**

**Moved By:** Mayor Lewington

That the agenda matters have been concluded and that the meeting be adjourned at 6:17 p.m.

Carried

These minutes to be approved on the 7th day of May 2025.



Commission Chair - Matthew Foss



CAO - Scott Donselaar