



# ROCKY VIEW COUNTY

## MUNICIPAL PLANNING COMMISSION MEETING MINUTES

Wednesday, February 10, 2021

9:00 AM

Held Electronically in accordance with the  
Meeting Procedures (COVID-19 Suppression) Regulation, Alberta Regulation 50/2020

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Present: Chair J. Gautreau  
Vice-Chair A. Schule (present electronically)  
Member G. Boehlke  
Member K. Hanson (present electronically)  
Member D. Henn (present electronically)  
Member M. Kamachi (present electronically)  
Member K. McKylor (present electronically)  
Member S. Wright (present electronically)

Also Present: A. Hoggan, Chief Administrative Officer  
B. Riemann, Executive Director, Operations  
K. Robinson, Executive Director, Corporate Services  
T. Cochran, Executive Director, Community Development Services Division  
G. Nijjar, Manager, Planning and Development Services  
J. Fleischer, Manager, Agricultural and Environmental Services  
H. McInnes, Supervisor, Planning and Development Services  
S. MacLean, Supervisor, Planning and Development Services  
C. Lombardo, Planner, Planning and Development Services  
X. Deng, Planner, Planning and Development Services  
J. Targett, Senior Development Officer, Planning and Development Services  
B. Culham, Development Officer, Planning and Development Services  
S. Khouri, Development Officer, Planning and Development Services  
W. Van Dijk, Development Officer, Planning and Development Services  
K. Tuff, Legislative Officer, Legislative Services  
M. Mitton, Legislative Coordinator, Legislative Services

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### **A Call Meeting to Order**

The Chair called the meeting to order at 9:00 a.m. with all members present.

### **B Updates/Approval of Agenda**

MOVED by Member Boehlke that the February 24, 2021 Municipal Planning Commission meeting agenda be accepted as presented.

Carried



**C-1 February 10, 2021 Municipal Planning Commission Minutes**

MOVED by Member Henn that the February 10, 2021 Municipal Planning Commission meeting minutes be approved as presented.

Carried

**D-1 Division 1 - Other Subdivision  
File: PL20200002 (03901003)**

Presenter: Stan Anguelov, the Applicant

The Chair called for a recess at 9:23 a.m. and called the meeting back to order at 9:28 a.m. with all previously mentioned members present.

MOVED by Member Boehlke that proposed condition 7 for subdivision application PL20200002 as noted in Attachment 'A' in Administration's report be amended to read:

- 7) The provision of Reserve in the amount of 10 percent of the area of Lots 1, ~~and 2 and 3~~ ~~(the remainder)~~, as determined by the Plan of Survey, is to be provided by payment of cash-in-lieu in accordance with the per acre value as listed in the land appraisal prepared by Sage Appraisals, File# 20200630 dated June 3, 2020, pursuant to Section 666(3) of the Municipal Government Act.
  - a) The existing Deferred Reserve Caveat (874JD) shall be discharged; ~~and~~
  - b) ~~Reserves for Lot 3 are to be deferred with Caveat, pursuant to Section 669(2) of the Municipal Government Act.~~

Defeated

MOVED by Member McKylor that Subdivision Application PL20200002 be approved with the conditions noted in Attachment 'A'.

- A. The application to create two parcels, ± 1.24 hectares (± 3.06 acres) and ± 1.34 hectares (± 3.31 acres) in size, with a ± 5.34 hectare (± 13.20 acre) remainder at SE-01-23-05-W05M, having been evaluated in terms of Section 654 of the *Municipal Government Act* and Section 7 AND 14 of the Subdivision and Development Regulations, and having considered adjacent landowner submissions, is approved as per the Tentative Plan for the reasons listed below:
  1. The application is consistent with the Statutory Policy;
  2. The subject lands hold the appropriate land use designation;
  3. The technical aspects of the subdivision proposal have been considered and are further addressed through the conditional approval requirements.



- B. The Applicant/Owner is required, at their expense, to complete all conditions attached to and forming part of this conditional subdivision approval prior to Rocky View County (the County) authorizing final subdivision endorsement. This requires submitting all documentation required to demonstrate each specific condition has been met, or agreements (and necessary securities) have been provided to ensure the conditions will be met, in accordance with all County Policies, Standards, and Procedures, to the satisfaction of the County, and any other additional party named within a specific condition. Technical reports required to be submitted as part of the conditions must be prepared by a qualified professional, licensed to practice in the province of Alberta within the appropriate field of practice. The conditions of this subdivision approval do not absolve an Applicant/Owner from ensuring all permits, licenses, or approvals required by Federal, Provincial, or other jurisdictions are obtained.
- C. Further, in accordance with Section 654 and 655 of the *Municipal Government Act*, the application shall be approved subject to the following conditions of approval:

*Survey Plans*

- 1) Subdivision is 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.

*Development Agreement*

- 2) The Applicant/Owner is to enter into a Development Agreement (Site Improvements / Services Agreement) with the County which shall be registered on the title of Lots 1, 2 and 3.
  - i) Identifying a low producing well on Lot 1, referencing the Phase 2 Groundwater Supply Evaluations, prepared by Western Water Resources Inc., dated February 26, 2019.
  - ii) Riparian setback of 15.0 m identifying a no build area as per the Riparian Setback Assessment prepared by Western Water Resources Inc. dated October 6, 2020.
  - iii) Implement the recommendations of the Site-Specific Stormwater Implementation Plan

*Transportation and Access*

- 3) The Applicant/Owner shall contact County Road Operations to upgrade the existing road approach to a single paved standard as shown on the Approved Tentative Plan, in order to provide access to Lot 3;
- 4) The Applicant/Owner shall construct a new paved approach on Boyce Ranch Road in order to provide access to Lots 1 and 2. If a mutual approach is constructed, the Owner shall:
  - a) Provide an access right of way plan; and
  - b) Prepare and register respective easements on each title, where required.



*Payments and Levies*

- 5) The Applicant/Owner shall pay the Transportation Off-Site Levy in accordance with Bylaw C-8007-2020 prior to Subdivision Endorsement. The County shall calculate the total amount owing:
  - a) From the gross acreage of the Lands to be subdivided as shown on the Plan of Survey.
- 6) The Owner shall pay the County Subdivision Endorsement fee, in accordance with the Master Rates Bylaw, for the creation of two (2) new lots.

*Municipal Reserve*

- 7) The provision of Reserve in the amount of 10 percent of the area of Lots 1, 2 and 3 (the remainder), as determined by the Plan of Survey, is to be provided by payment of cash-in-lieu in accordance with the per acre value as listed in the land appraisal prepared by Sage Appraisals, File# 20200630 dated June 3, 2020, pursuant to Section 666(3) of the Municipal Government Act.
  - i) The existing Deferred Reserve Caveat (874JD) shall be discharged.

*Utility*

- 8) Utility Easements, Agreements, and Plans are to be provided and registered to the satisfaction of Fortis Alberta

*Taxes*

- 9) All taxes owing up to and including the year in which subdivision is to be registered are to be paid to Rocky View County prior to signing the final documents pursuant to Section 654(1) of the *Municipal Government Act*.

D. SUBDIVISION AUTHORITY DIRECTION:

- 1) Prior to final endorsement of the subdivision, the Planning Department is directed to present the Applicant/Owners with a Voluntary Recreation Contribution Form and ask them if they will contribute to the Fund in accordance with the contributions prescribed in the Master Rates Bylaw.

Carried



**E-1 Division 8 - Child Care Facility**  
**File: PRDP20210030 (05632030)**

MOVED by Member Boehlke that a new Advisory proposed condition 18 for development application PRDP20210030 as noted in Administration's report be amended to read:

- 18) That this Development Permit shall be valid for two years after all Prior To Release conditions are met.

Carried

MOVED by Member Boehlke that Development Permit Application PRDP20210030 be approved with the conditions noted in Attachment 'A', as amended.

**Description:**

1. That a Care Facility (Child) may operate within the existing dwelling, single-detached on the subject property in accordance with the Site Plan, Floor Plans, Parking Plan, Signage Plan, and business details submitted with the application, including:
  - i. A day care facility operating from Monday to Friday;
  - ii. Parented baby gym classes operating Saturday and Sunday; and
  - iii. A summer day camp operating seasonally.

**Prior to Release:**

2. That prior to release of this permit, the Applicant/Owner shall submit a revised Parking Plan identifying the required minimum number of parking stalls (7) and the required minimum parking stall dimensions, in accordance with Section 236 and 239 of the Land Use Bylaw (C-8000-2020). The Parking Plan shall also include the minimum number of barrier free parking stalls (1), signage, and dimensions in accordance with the Alberta Code Building.
3. That prior to release of this permit, the Applicant/Owner shall submit a Trip Generation Assessment memo, prepared by a qualified professional, to assess the impacts of the proposed development on the surrounding transportation network based on the estimated trip generation, in accordance with County Servicing Standards.
  - i. If any upgrades to the local road network are identified, the Applicant/Owner shall be required to enter into a Development Agreement with the County for implementation of said upgrades.
4. That prior to release of this permit, the Applicant/Owner shall submit payment of the Transportation Offsite Levy, in accordance with Transportation Offsite Levy Bylaw at time of approval, for the total development area associated with proposed Care Facility. The total acreage will be based on the final site plan.

**Permanent:**

5. That a maximum operational capacity of the Care Facility (Child) shall not exceed 24 children at any one time, or in accordance with Provincial licensing requirements.
6. That there shall be no overnight stays related to the Child Care Facility at any time, including during the summer day camp.
7. That the hours of operation for the Child Care Facility may be Monday to Sunday, from 7:00 a.m. to 6:00 p.m.



8. That all parking shall be restricted to on-site and that no parking shall be permitted within the County road allowance.
  - i. That a minimum of seven (7) parking stalls, including one (1) barrier free stall, shall be maintained on-site at all times.
9. That all lighting shall be located, oriented, and shielded to prevent adverse effects on adjacent properties, be dark-sky compliant with County policies and shall be compatible with the surrounding area.
10. That any plan, technical submission, agreement, matter or understanding submitted and approved as part of the application, in response to a prior to issuance or occupancy condition, shall be implemented and adhered to in perpetuity.

**Advisory:**

11. That a Building Permit and applicable sub-trade permits shall be obtained for any additional renovations that may be required to accommodate the Child Care Facility. The application shall include a 3.2.2. Building Code Classification, as the proposed use is considered an A-2 occupancy.
12. That the Applicant/Owner shall contact Rocky View County Fire Services to arrange for an inspection or inspection program.
  - i. That the Applicant/Owner shall adhere to all Building Code and Fire Code requirements for the operation of the Child Care Facility, including the appropriate number of fire extinguishers and smoke detectors and installation of emergency lighting.
13. That the site shall be maintained in compliance with County Bylaw No. C-7690-2017, the "Nuisance and Unsightly Property Bylaw", at all times. Any debris or garbage generated on the site shall be stored/placed weatherproof and animal-proof containers, located within the buildings or adjacent to the side or rear of buildings and disposed of at an approved disposal facility.
14. That the County Bylaw C-5772-2003, the "Noise Bylaw", shall be adhered to at all times.
15. That any other federal, provincial or County permits, approvals, and/or compliances are the sole responsibility of the Applicant/Owner.
16. That if the development authorized by this Development Permit has not commenced with reasonable diligence within 12 months from the date of issue, and completed within 24 months of the issue, the permit is deemed to be null and void, unless an extension to this permit shall first have been granted by the Development Authority.
17. That if this Development Permit is not issued by **September 30, 2021** or the approved extension date, then this approval is null and void and the Development Permit shall not be issued.
18. That this Development Permit shall be valid for two years after all Prior To Release conditions are met.

Carried

The Chair called for a recess at 10:00 a.m. and called the meeting back to order at 10:06 a.m. with all previously mentioned members present.



**E-2 Division 7 - Home-Based Business, Type II**  
**File: PRDP20204145 (06307009)**

MOVED by Member Boehlke that proposed condition 18 for development application PRDP20204145 as noted in Administration's report be amended to read:

18) That this Development Permit shall be valid until **October 9, 2022 2025**

Carried

MOVED by Member Henn that Development Permit Application PRDP20204145 be approved with the conditions noted in Attachment 'A', as amended.

**Description:**

1. That a Home-Based Business, Type II, for automobile vehicle maintenance and sales may continue to operate on the subject parcel in accordance with the approved plans and submitted application.
  - a. That the proposed automotive use shall be permitted under a Home-Based Business, Type II.
  - b. That no more than ten (10) vehicles shall be stored on the subject site at any time.

**Permanent:**

2. That there shall be no non-resident employees at any time.
  - a. That an employee in this Home-Based Business is a person who attends on the property more than once in a seven (7) day period for business purposes.
3. That the operation of this Home-Based Business shall be secondary to the residential use of the subject parcel.
4. That the Home-Based Business shall not change the residential character and external appearance of the land and buildings.
5. That the operation of this Home-Based Business shall not generate excessive or unacceptable increases in traffic within the neighbourhood or immediate area.
6. That the number of business related vehicle trips shall not exceed four (4) per day.
7. That the Home-Based Business shall not generate noise, smoke, steam, odour, dust, fumes, exhaust, vibration, heat, glare, or refuse matter considered offensive or excessive by the Development Authority and at all times the privacy of the adjacent residential dwellings shall be preserved and the Home-Based Business use shall not, in the opinion of the Development Authority, unduly offend or otherwise interfere with neighbouring or adjacent residents.
8. That the Home-Based Business shall be limited to the dwelling, accessory building and the approved outside storage area.
9. That all vehicles, trailers, and equipment that are used in the Home-Based Business shall be kept within a building or the storage area in accordance with the approved Site Plan.



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10. That all outside storage that is a part of the Home-Based Business, Type II shall be completely screened from adjacent lands, shall meet the minimum setback requirements for buildings, and shall not exceed **400.00 sq. m (4,305.00 sq. ft.)**.
11. That any non-domestic wastewater, anti-freeze, oils or fuels that accumulate on site shall be held in sealed tanks, the contents of which shall be pumped out and properly disposed of off-site in accordance with the regulations administered by Alberta Environment & Parks.
12. That there shall be no outdoor display areas of any business vehicles.
13. That all vehicles for sale purposes shall be newer or used models. No salvaged or damaged vehicles shall be stored on site.
14. That there shall be no signage, exterior display, or advertisement of goods or services discernible from the outside of the property. Any future signage shall require a separate Development Permit.
15. That no off-site advertisement signage associated with the Home-Based Business shall be permitted.

### **Advisory:**

16. That the County's Noise Bylaw C-5772-2003 shall be adhered to at all times.
17. That any other Federal, Provincial, or County permits, approvals, and/or compliances, are the sole responsibility of the Applicant/Owner.
18. That this Development Permit shall be valid until **October 9, 2025**.

Carried

### **E-3 Division 4 - Cannabis Retail Store** **File: PRDP20210264 (03223665)**

Presenter: Puneet Kaushik, the Applicant

MOVED by Member McKylor that Development Permit Application PRDP20210264 be approved with the conditions noted in Attachment 'A'.

### **Description:**

1. That a *Cannabis Retail Store* (existing building), tenancy and signage for "Nirvana Canna" may operate on Unit 4 – 708 Centre Street, in general accordance with the submitted Site Plan, application and includes:
  - i. Installation of one (1) storefront, mounted or hanging, facade sign; 3.6 m (12 ft.) x 0.61 m (2 ft.) in size.
2. That the minimum separation distance for the Cannabis Retail Store from another Cannabis Retail Store is relaxed from 300 m (984.25 ft.) to 140 m (459.32 ft.).
3. That the minimum separation distance for the Cannabis Retail Store from a Care Facility is relaxed from 150.00 m (492.12 ft.) to 100 m (328.08 ft.).





**Permanent:**

4. That no Cannabis shall be consumed in the *Cannabis Retail Store*.
5. That the hours of operation for the *Cannabis Retail Store* shall be between 11:00 a.m. and 9:00 p.m. seven days a week, except on December 25th when the *Cannabis Retail Store* shall be closed.
6. That the sign shall be kept in a safe, clean and tidy condition at all times. The signs shall not be flashing or animated at any time.
7. That no outdoor storage at any time shall be allowed in the front of the property.
8. That all business parking shall be limited to the existing shopping plaza parking stalls.
9. That the entire site shall be maintained in a neat and orderly manner at all times, to the satisfaction of the Development Officer.
10. That any waste containers, garbage or recycling shall be completely screened from view from all adjacent properties and public thoroughfares.
11. That any plan, technical submission, agreement, matter or understanding submitted and approved as part of the application, in response to a prior to issuance or occupancy condition, shall be implemented and adhered to in perpetuity.

**Advisory:**

12. That any future change in use of the building, including any exterior changes or additions, or change in tenants shall require a Development Permit for the use and signage.
13. That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.
  - i. That the Applicant/Owner shall obtain any required Alberta Health Services approvals prior to the store opening.
  - ii. That the Applicant/Owner shall obtain any required licensing approvals through Alberta Gaming, Liquor and Cannabis (AGLC), if required, and shall operate in accordance with the provisions of that license.
14. That a Building Permit shall be obtained through Building Services, prior to tenant occupancy and/or interior bay renovations, using the Tenant Bay Development or Renovation Checklist.
15. That if the development authorized by this Development Permit is not commenced with reasonable diligence within twelve (12) months from the date of issue, and completed within twenty-four (24) months of the issue, the permit is deemed to be null and void, unless an extension to this permit shall first have been granted by the Development Officer.
16. That this Development Permit shall be valid until **March 31, 2024**.

Carried



**E-4 Division 5 - Single-lot Regrading  
File: PRDP20203812 (04324016)**

The Chair called for a recess at 11:01 a.m. and called the meeting back to order at 11:12 a.m. with all previously mentioned members present.

MOVED by Member Boehlke that Development Permit Application PRDP20203812 be tabled until the March 10 Municipal Planning Commission meeting, and direct Administration to return with detailed conditions related to soil transfer on this item.

Carried

**MOTION ARISING**

MOVED by Member Hanson that the Municipal Planning Commission recommends to Council to direct Administration to create a detailed policy / servicing standard related to soil transfer.

Carried

**E-5 Division 2 - Automotive Services  
File: PRDP20204174 (04734008)**

MOVED by Member McKylor that PRDP20204174 be tabled until the end of the meeting.

Carried

**E-6 Division 3 - Single-lot Regrading  
File: PRDP20203988 (04714176)**

MOVED by Member Hanson that Development Permit Application PRDP20203988 be approved with the conditions noted in Attachment 'A'.

**Description:**

1. That single-lot regrading and the placement of clean fill and topsoil shall be permitted in general accordance with the drawings submitted and the application details and includes:
  - i. Total area of approximately  $\pm$  7,718 sq. m (1.90 acres) and placement of approximately 926 cubic meters of clean fill and topsoil not exceeding 1.00 m (3.28 ft.) in grade change.

**Prior to Release:**

2. That prior to release of this permit, the Applicant/Owner shall submit an \$10,000.00 Irrevocable Letter of Credit or Refundable Security deposit to the Rocky View County, to ensure that the conditions of the permit are met. If the conditions are not met, Rocky View County may use the funds, enter onto the described land, and carry out the work necessary to meet the condition.



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3. That prior to release of this permit, the Applicant/Owner shall contact County Road Operations with haul details for materials and equipment needed during construction/site development to confirm if Road Use Agreements will be required for any hauling along the County road system and to confirm the presence of County road ban restrictions
  - i. Written confirmation shall be received from County Road Operations confirming the status of this condition. Any required agreement or permits shall be obtained unless otherwise noted by County Road Operations.
4. That prior to release of this permit, the Applicant/Owner shall submit a grade slip from MPE Engineering verifying that the as-built grading plan is in accordance with the overall development stormwater management plan, to the satisfaction of the County.

### **Permanent:**

5. That the applicant/owner shall provide compaction testing verifying that the fill areas greater than 1.2 m in depth were placed in accordance with the Deep Fills report accepted by the County.
6. That upon completion of the proposed development, the Applicant/Owner shall provide a Deep Fills Report, prepared by a qualified geotechnical professional, indicating the as-built cut and fill areas of the site, and providing compaction testing results of the graded areas.
7. That any plan, technical submission, agreement, matter or understanding submitted and approved as part of the application or in response to a Prior to Release condition shall be implemented and adhered to in perpetuity.
8. That it shall be the responsibility of the Applicant/Owners to ensure the fill has been placed in a safe manner that does not cause slope stability issues, slumping, or any other related safety issues.
9. That upon completion of the proposed development, the Applicant/Owners shall submit an as-built survey, confirming that the development proposal and post grades align with the supporting technical submissions for the file.
10. That any material entering to or leaving from the site, shall be hauled on/off in a covered trailer/truck, which will prevent blowing of dust/small rocks onto the road or cause issues with other vehicles on the road.
  - i. That the clean-up of any mud tracking and/or dirt that enters onto any County roads during hauling, shall be the responsibility and cost of the Applicant/Owner for clean-up.
11. That no topsoil shall be removed from the site.
12. That the fill shall not contain large concrete, rebar, asphalt, building materials, organic materials, or other metal.
13. That the Applicant/Owners shall take effective measures to control dust on the parcel so that dust originating therein shall not cause annoyance or become a nuisance to adjoining property owners and others in the vicinity.
14. That the Applicant/Owners shall be responsible for rectifying any adverse effect on adjacent lands from drainage alteration.



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15. That the subject land shall be maintained in a clean and tidy fashion at all times and all waste material shall be deposited and confined in an appropriate enclosure. All waste material shall be regularly removed from the property to prevent any debris from blowing onto adjacent property or roadways. That all garbage and waste shall be stored in weatherproof and animal proof containers and be in a location easily accessible to containerized garbage pickup.
16. That if this permit is not issued by **AUGUST 31, 2021** or the approved extension date, then this approval is null and void and the Development Permit shall not be issued.
17. That once this Development Permit is issued, the proposed development of single-lot regrading and placement of clean fill/topsoil shall be completed within twelve (12) months of the date of issue.

### **Advisory:**

18. That the site shall remain free of restricted and noxious weeds and be maintained in accordance with the Alberta Weed Control Act [*Statutes of Alberta, 2008 Chapter W-5.1; Current as of December 15, 2017*].
19. That the subject development shall conform to the County's Noise Bylaw C-5773-2003 in perpetuity.
20. That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.

***That the Applicant/Owner shall be responsible for all Alberta Environment approvals/compensation, under the Water Act, if any wetland is impacted/disturbed by the proposed development.***

Carried

### **E-5 Division 2 - Automotive Services File: PRDP20204174 (04734008)**

MOVED by Member McKylor that PRDP20204174 be lifted from the table.

Carried

MOVED by Member Boehlke that Development Permit Application PRDP20204174 be approved with the conditions noted in Attachment 'A'.

### **Description:**

- 1) That Automotive Services (Major), tenancy including an office trailer, storage within an existing accessory building (sea can container), outside storage and signage may take place on the subject site in accordance with the Site Plan submitted with the application.

### **Prior to Release:**

- 2) That prior to release of this permit, the Applicant/Owner shall submit signage details for the business, including location and dimensions, in accordance with the Land Use Bylaw and to the satisfaction of the County.



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- 3) That prior to release of this permit, that the Applicant/Owner shall submit a revised site plan that identifies the location, size and setbacks of the outside storage area. The outside storage shall be no greater than **7,400.00 sq. ft. (687.48 sq. m)** and shall meet the building setback requirements and be screened, as per the requirements of the Land Use Bylaw and to the satisfaction of the County.

### **Permanent:**

- 4) That any plan, technical submission, agreement, matter or understanding submitted and approved as part of the application, in response to a Prior to Release condition or part of the principal development permit onsite, shall be implemented and adhered to in perpetuity, including but not limited to the Noise Impact Assessment.
- 5) That the development shall maintain all parking on-site, in accordance with the approved Parking Plan. That no customer/business parking shall be permitted within the adjacent County Road Allowance.
- 6) That the sign shall be installed in accordance with the signage details and kept in a safe, clean and tidy condition at all times.
  - i. That any future signage, not approved within this permit, shall require separate development permit approval.
- 7) That all outside storage of any vehicles that are a part of the business shall be screened from adjacent lands with a fence, shall meet the minimum setback requirements for buildings, and shall not exceed 7,400.00 sq. ft. (687.48 sq. m).
- 8) That all outdoor lighting shall be full cut-off (shielded) light fixtures that direct light downward and designed to minimize light pollution, glare, and light trespass onto adjacent properties, while maintaining night-time, on-site safety and security during evening operating hours.
- 9) That the entire site shall be maintained in a neat and orderly manner at all times. All garbage and waste material shall be deposited and confined in weatherproof and animal-proof containers located within the building or adjacent to the side or rear of the building and screened from view from all adjacent properties and public thoroughfares. All waste material shall be regularly removed from the property to prevent any debris from blowing onto adjacent property or roadways.
  - i. That any non-domestic wastewater, anti-freeze, oils or fuels that accumulate within the unit shall be held in sealed tanks, the contents of which shall be pumped out and properly disposed of off-site in accordance with the regulations administered by Alberta Environment.
- 10) That there shall be no vehicle or equipment idling on the site at any time.
- 11) That all vehicles stored onsite shall be newer or used models. No salvaged or damaged vehicles shall be brought on site.

### **Advisory:**

- 12) That Building Permit(s) shall be obtained through Building Services, prior to placement or operation onsite for the change of use classification, proposed office trailer and storage container, including:
  - i. As the storage container is considered a building, an A P. Eng. review and letter is required.



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- 13) That any other federal, provincial or County permits, approvals, and/or compliances are the sole responsibility of the Applicant/Owner.
- 14) That if the development authorized by this Development Permit is not commenced with reasonable diligence within 12 months from the date of issue, and completed within 24 months of the issue, the permit is deemed to be null and void.
- 15) That if this Development Permit is not issued by **AUGUST 31, 2021** or an approved extension date, then this approval is null and void and the Development Permit shall not be issued.

Carried

**E-7 Division 1 - Single-lot Regrading**  
**File: PRDP20203738 (03902011)**

MOVED by Member Kamachi that Development Permit Application PRDP20203738 be approved with the conditions noted in Attachment 'A'.

**Description:**

- 1) That the single-lot regrading and placement of clean fill, to a depth of approximately **1.90 m (6.23 ft.)** may commence on the subject parcel, in accordance with approved application.

**Prior to Release:**

- 2) That prior to release of this permit, the Applicant/Owner shall submit a Deep Fill report, conducted and stamped by a professional engineer that provides recommendations on the placement of fill for areas where the fill is greater than 1.20 m (3.93 ft.) in depth, in accordance with County Servicing Standards.
- 3) That prior to release of this permit, the Applicant/Owner shall submit a Grading Plan, prepared and stamped by a qualified professional, that illustrates the original ground profile, identifies the depth of proposed fill, indicates the total amount of soil to be imported/exported from the site and analyzes the pre and post grades to determine if there are any impacts to adjacent properties or the public road network. The engineer shall confirm conditions, in both pre and post grading, associated with site stormwater storage, site releases and offsite drainage. The analysis shall also include recommendations for mitigating measures for Erosion and Sediment control as a result of the activity, as per County Servicing Standards.

**Permanent:**

- 4) That the Applicant/Owner shall submit a compaction Testing Report that verifies that the fill areas greater than 1.20 m (3.93 ft.) in depth were placed in accordance with the Deep Fill Report.
- 5) That no native topsoil shall be removed from the site.
- 6) That the Applicant/Owners shall take effective measures to control dust on the parcel so that dust originating therein shall not cause annoyance or become a nuisance to adjoining property owners and others in the vicinity.
- 7) That the Applicant/Owners shall be responsible for rectifying any adverse effect on adjacent lands from drainage alteration.



- 8) That any plan, technical submission, agreement, or other matter submitted and approved as part of the Development Permit application, or in response to a Prior to Release condition, shall be implemented and adhered to in perpetuity.

**Advisory:**

- 9) That the Applicant/Owner shall adhere to the County's Noise Bylaw (C-5772-2003) at all times.
- 10) That if the development authorized by this Development Permit is not commenced with reasonable diligence within 12 months from the date of issue, and completed within 24 months of the issue, the permit is deemed to be null and void, unless an extension to this permit shall first have been granted by the Development Officer.
- 11) That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.
- 12) That if this Development Permit is not issued by **August 31, 2021** or the approved extension date, then this approval is null and void and the Development Permit shall not be issued.

Carried

**E-8 Division 1 - Dwelling, Single Detached  
File: PRDP20210163 (03913022)**

Presenter: Robert Carpenter, the Applicant

MOVED by Member Kamachi that Development Permit Application PRDP20210163 be approved with the conditions noted in Attachment 'A'.

**Description:**

- 1) That an addition to the existing dwelling, single-detached, approximately 25.93 sq. m (279.07 sq. ft.), may be constructed on the subject parcel, in general accordance with the submitted application and design drawings.

**Prior to Release:**

- 2) That prior to release of this permit, the Applicant/Owner shall submit a Storm Water Memo, prepared by a qualified professional and shall demonstrate the following:
  - i. Minimum building opening elevation;
  - ii. Optimal building envelope location based on flood mapping data; and
  - iii. confirmation that proposed development will not have any negative impacts to drainage and is in accordance with the Bragg Creek Master Drainage Plan and the County Servicing Standards.

**Permanent:**

- 3) That any plan, technical submission, agreement, matter, or understanding submitted and approved as part of the application or in response to a Prior to Release condition shall be implemented and adhered to in perpetuity.
- 4) That any flood proofing measures shall be followed in accordance with the Alberta Building Code, good engineering practice and recommendations stated in the Greater Bragg Creek Area Structure Plan.



- 5) That no native topsoil shall be removed from the site.
- 6) That the Applicant/Owners shall be responsible for rectifying any adverse effect on adjacent lands from drainage alteration.
- 7) That the Applicant/Owner shall ensure that all habitable floor areas are flood-proofed at or above the 1 in 100 flood elevation level inclusive of the 0.5m freeboard. Any construction below the flood level will require flood proofing measures before acceptance by the County.

**Note:** The required flood elevation level is 1,299.26 m (as per Alberta Environment and Parks).

**Advisory:**

- 8) That during construction, all construction and building materials shall be maintained onsite, in a neat and orderly manner. Any debris or garbage shall be stored/placed in garbage bins and disposed of at an approved disposal facility.
- 9) That the Applicant/Owner shall adhere to the County's Noise Bylaw (C-5772-2003) at all times.
- 10) That a Building Permit shall be obtained through Building Services, prior to any construction taking place.
- 11) That if the development authorized by this Development Permit is not commenced with reasonable diligence within 12 months from the date of issue, and completed within 24 months of the issue, the permit is deemed to be null and void, unless an extension to this permit shall first have been granted by the Development Officer.
- 12) That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.
- 13) That if this Development Permit is not issued by **AUGUST 31, 2021** or the approved extension date, then this approval is null and void and the Development Permit shall not be issued.

Carried

**E-9 Division 5 - Accessory Dwelling Unit**  
**File: PRDP20204140 (05333025)**

MOVED by Member Hanson that Development Permit Application PRDP20204140 be approved with the conditions noted in Attachment 'A'.

**Description:**

1. That the dwelling, manufactured may be placed on the subject parcel, in general accordance with the approved site plan.

**Prior to Release:**

2. That Prior to Release of this permit, the Applicant shall confirm acceptance of or refusal to participate in the Voluntary Recreation Contribution for Community Recreation Funding on the form provided by the County and that the contribution, if accepted, is \$800, calculated at \$800.00 for each new residential unit.





**Permanent:**

3. That the dwelling, manufactured shall not be used for commercial or vacation rental purposes at any time, unless approved by a Development Permit.
4. That it is the Applicant/Owner's responsibility to obtain and display a distinct municipal address in accordance with the County Municipal Addressing Bylaw (Bylaw C-7562-2016), for each dwelling unit located on the subject site, to facilitate accurate emergency response.

**Advisory:**

5. That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.
6. That if this Development Permit is not issued by **August 31, 2021** or the approved extension date, then this approval is null and void and the Development Permit shall not be issued.

Carried

**E-10 Division 7 - Dwelling, Manufactured  
File: PRDP20210215 (08609003)**

MOVED by Member Boehlke that Development Permit Application PRDP20210215 be approved with the conditions noted in Attachment 'A'.

**Description:**

1. That the dwelling, manufactured may be placed on the subject parcel, in general accordance with the approved site plan.

**Prior to Release:**

2. That Prior to Release of this permit, the Applicant shall confirm acceptance of or refusal to participate in the Voluntary Recreation Contribution for Community Recreation Funding on the form provided by the County and that the contribution, if accepted, is \$800, calculated at \$800.00 for each new residential unit.

**Permanent:**

3. That the dwelling, manufactured shall not be used for commercial or vacation rental purposes at any time, unless approved by a Development Permit.
4. That it is the Applicant/Owner's responsibility to obtain and display a distinct municipal address in accordance with the County Municipal Addressing Bylaw (Bylaw C-7562-2016), for each dwelling unit located on the subject site, to facilitate accurate emergency response.



**Advisory:**

5. That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.
6. That if this Development Permit is not issued by **August 31, 2021** or the approved extension date, then this approval is null and void and the Development Permit shall not be issued.

Carried

**E-11 Division 1 - Single-lot Regrading  
File: PRDP20204166 (04802017)**

Presenter: Brett Taylor, the Applicant

MOVED by Member McKylor that Development Permit Application PRDP20204166 be approved with the conditions noted in Attachment 'A'.

**Description:**

1. That construction of a new access/driveway may commence on the subject land, in general accordance with the drawings submitted with application.

**Prior to Release:**

2. That prior to release of this permit, the Applicant/Owner shall contact County Road Operations to determine requirement for any permit and/or Road Use Agreement is required for/during the construction of the proposed development.

**Permanent:**

3. That any plan, technical submission, agreement, or other matter submitted and approved as part of the Development Permit application, or submitted in response to a Prior to Release or Occupancy condition, shall be implemented and adhered to in perpetuity.

**Advisory:**

4. That during construction of the building, all construction and building materials shall be maintained on-site, in a neat and orderly manner. Any debris or garbage shall be stored/placed in garbage bins and disposed of at an approved disposal facility.
5. That during construction of the accessory building, the Applicant/Owner shall adhere to the County's Noise Bylaw (C-5772-2003) at all times.
6. That a Building Permit for the accessory buildings shall be obtained through Building Services, prior to any construction taking place.
7. That if the development authorized by this Development Permit is not commenced with reasonable diligence within 12 months from the date of issue, and completed within 24 months of the issue, the permit is deemed to be null and void, unless an extension to this permit shall first have been granted by the Development Officer.
8. That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.

Carried



**E-12 Division 2 - Private Riding Arena**  
**File: PRDP20203762 (04721005)**

Vice-Chair Schule left the meeting at 11:47 a.m. and returned to the meeting at 11:49 a.m.

MOVED by Member McKylor that Development Permit No. PRDP20203762 be approved with the conditions noted in Attachment 'A'.

**Description:**

1. That a Riding Arena and signage may take place on the subject site in accordance with the submitted site plan and details with the application.

**Permanent:**

2. That any plan, technical submission, agreement, or other matter submitted and approved as part of the Development Permit application or submitted, shall be implemented and adhered to in perpetuity including the pasture and grazing management plan.
3. That the Livestock animals units kept onsite shall be in accordance with the County's Land Use Bylaw Animal Units by Parcel Size Table, unless otherwise permitted through an active Development Permit.
4. That the Riding Arena shall not have any viewing areas or seating/bleacher areas.
5. That the Owner/Occupant may board horses and the boarders may ride their horses in the riding area.
6. That this approval does not allow an Equestrian Centre on the parcel at any time.
7. That all manure shall be collected and disposed of on a continual basis, in accordance with the submitted manure management plan.
  - i. That if there is a deemed excessive build-up of manure, that manure shall be removed immediately.
8. That no liquid waste/water or solid waste from the operation shall be disposed of in any river, stream, canal or slough.
9. That there shall be no spreading or placement of manure within 30m of a common body of water (e.g. irrigation canal, stream, creek, etc.) or 30m of water well, the application of manure should comply with Alberta's Agricultural Operation Practices Act, Standards and Administration Regulation (AR267/2001).
10. That no groundwater or surface water sources shall become polluted due to livestock operations on the subject lands and ensure the potable water source is adequately protected from any run-off, nuisance or contaminants that have the potential to adversely impact human health.
11. That the Riding Arena shall only be used by the Owners/Occupants and non-paying guests of the parcel.
12. That this Riding Arena approval shall not allow an instructor who is hired to show an audience how to train horses where the audience has paid a fee to attend and the audience views the training from the sidelines or stands.



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13. That the private riding arena shall only be used for the training, exercising and boarding of horses. It shall not be used for horse shows, rodeos, teaching sessions or similar events to which there is a fee to participate in or to use or attend the facilities.
14. That the Owner/Occupant may have an instructor come to the arena to instruct the owner, boarders or non-paying guests in horsemanship and riding skills where the horse and rider are participating in the training.
15. That the Owner/Occupant shall not charge spectators a fee for entry to the facility or for people to participate in an event in the Arena.
16. That the Riding Arena shall not be rented out to persons or groups that are not Owners or residents of the site.
17. That the onsite parking areas shall be available at all times. All parking of vehicles, including trailers and participant/spectator parking, shall be limited to the parking areas. At no time shall there be parking on the County's Road Right of Way.
18. That all outdoor building or site lighting shall use full cut-off (shielded) fixtures that direct the light downward, and that no direct glare shall be visible from adjacent properties, roadways, and highways. All lighting shall be dark-sky complaint in accordance with the County's Dark-Sky principles.
19. That any garbage and waste material on site shall be stored in weatherproof and animal-proof containers located within buildings or adjacent to the side or rear of buildings. The containers shall be screened from view from all adjacent properties and public thoroughfares.
20. That the subject property shall be adequately fenced and maintained at all times when livestock are present. No livestock shall be allowed on unfenced areas.

### **Advisory:**

21. That it is recommended that the Applicant/Owner obtain a Premises Identification number, through the Province of Alberta, if not already obtained.
22. That any Building Permit(s) / Farm Building Exemption(s) shall be obtained through Building Services, if required.

Carried

### **E-13 Division 2 - Keeping of Livestock File: PRDP20203966 (04721005)**

MOVED by Member McKylor that Development Permit No. PRDP20203966 be approved with the conditions noted in Attachment 'A'.

### **Description:**

1. That the keeping of livestock at densities no greater than two (2) animal unit per 1.40 hectares (3.46 acres), specifically from 9 to 40 animal units (horses) may be permitted on the subject site, 33041 SPRINGBANK ROAD, at any time.



**Permanent:**

2. That the Pasture, and Grazing Management Plans, as submitted with the application, shall be practiced at all times.
  - i. That if overgrazing becomes evident on the property, revised grazing procedures may need to be implemented onsite or the number of livestock animal units may need to be decreased, to the satisfaction of the County.
3. That the Manure Management Plan, as submitted with the application, shall be practiced at all times. Manure shall be collected and disposed of on a continual basis, in accordance with the submitted management plan.
  - i. That if there is a deemed excessive build-up of manure, that manure shall be removed immediately.
4. That the Applicant/Owner shall ensure the property contains adequate livestock fencing, to ensure all livestock units (horses) remain on the subject property at all times.

**Advisory:**

5. That it is recommended that the Applicant/Owner obtain a Premises Identification number, through the Province of Alberta, if not already obtained.
6. That any other government permits, approvals, or compliances are the sole responsibility of the Applicant/Owner.
7. That this Development Permit shall be valid until **MARCH 17, 2023**.

Carried

**E-14 Division 6 - Single-lot Regrading  
File: PRDP20210473 (06315001)**

Presenter: Adrian Munro, the Applicant

MOVED by Member Boehlke that THAT Development Permit No. PRDP20210473 be approved with the conditions noted in Attachment 'A'.

Defeated

MOVED by Member Henn that Development Permit Application PRDP20210473 be tabled until the March 10 Municipal Planning Commission meeting, and direct Administration to return with detailed conditions related to soil transfer on this item.

Carried

The Chair called for a recess at 12:27 p.m. and called the meeting back to order at 12:34 p.m. with all previously mentioned members present.



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## **F-1 2020 - Year in Review**

MOVED by Member Wright that Administration's report on 2020 – Year in Review in regards to the Municipal Planning Commission be received as information.

Carried

MOVED by Member Wright that the Municipal Planning Commission direct Administration to bring forward amendments to the Administrative Directive that shift simpler uses such as Additional Dwelling Units, Home Based Businesses, Accessory Buildings and change of use to Administration for decision at the March 10, 2021 meeting of the Municipal Planning Commission.

Carried

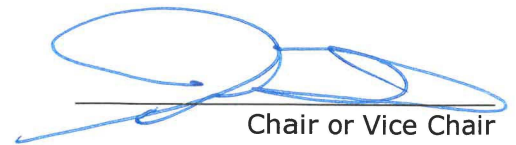
## **G Adjourn the Meeting**

MOVED by Member Boehlke that the February 24, 2021 Municipal Planning Commission meeting be adjourned at 12:43 p.m.

Carried

## **H Next Meeting**

March 10, 2021



Chair or Vice Chair



Chief Administrative Officer or Designate