



MPC MEETING

WEDNESDAY MAY 18, 2016

12:30 P.M.

**MUNICIPAL PLANNING COMMISSION
WEDNESDAY MAY 18, 2016 – 12:30 PM
TOWN OF REDCLIFF**

AGENDA

<u>Pg.</u>	<u>AGENDA ITEM</u>
1.	CALL TO ORDER
2.	ADOPTION OF AGENDA
3.	PREVIOUS MINUTES A) Minutes of February 17, 2016 meeting
4.	LIST OF DEVELOPMENT PERMITS ADVERTISED A) March 15, April 12, April 19, May 10, 2016
5.	DEVELOPMENT PERMIT APPLICATION APPROVED BY DEVELOPMENT AUTHORITY A) Development Permit Application 16-DP-006 White Dragon Karate Lot 38-39, Block 85, Plan 755AD (215 Broadway Ave. E) Approved: Change of Use – Fitness Studio B) Development Permit Application 16-DP-007 Don Kolody Lot 21-23, Block 42, Plan 1117V (202 1 Street SE) Approved: Permit to Stay C) Development Permit Application 16-DP-008 Richard Hammel Lot 13, Block 49, Plan 7361JK (99 6 Street SE) Denied: Accessory Building – Addition to Detached Garage D) Development Permit Application 16-DP-009 Amron Construction Lot 12, Block 13, Plan 0913590 (30 Manor Place SE) Approved: Single Family Dwelling E) Development Permit Application 16-DP-010 Linda Janzen Lot 20, Block 74, Plan 1117V (2 3 Street SE) Withdrawn: Change of Use – Retail Store F) Development Permit Application 16-DP-011 Marcel Plante Lot 2, Block 100, Plan 0013224 (106 4 Street NW) Approved: Covered Deck

- G)** Development Permit Application 16-DP-012
Erma Garrison
Lot 1, Block 2, Plan 123LK (1 Elm Court SE)
Approved: Home Occupation – Home Services
- H)** Development Permit Application 16-DP-013
Michael Arnold
Lot 36-40, Block 47, Plan 1117V (232 6 Street SE)
Approved: Addition to Multi Family Dwelling
- I)** Development Permit Application 16-DP-014
Henry Coehoorn
Lot 38-40, Block 132, Plan 1117V (303 1 Street NE)
Approved: Accessory Building – Detached Garage
- J)** Development Permit Application 16-DP-015
Scott Werre
Lot 4, Block 5, Plan 7114JK (24 Josephine Court SW)
Approved: Home Occupation – Oilfield Consultant
- K)** Development Permit Application 16-DP-016
Exotic Touch
Lot 1, Block 2, Plan 8511177 (#1 1651 Broadway Ave E)
Approved: Change of Use – Auto Detailing
- L)** Development Permit Application 16-DP-017
Monarch Land
Lot 12, Block 1, Plan 0411924 (2450 South Highway Drive SE)
Approved: Fascia Sign
- M)** Development Permit Application 16-DP-018
XRoad Homes
Lot 18, Block 10, Plan 0913590 (939 Maskell Place SE)
Approved: Single Family Dwelling
- N)** Development Permit Application 16-DP-019
LDB Contracting
Lot 34, Block 4, Plan 7410853 (424 7 Avenue SE)
Approved: Accessory Building – Detached Garage
- O)** Development Permit Application 16-DP-020
Kevin Sawchuk
Lot 41, Block 6, Plan 0711626 (713 1 Street SE)
Approved: Home Occupation – Home Services
- P)** Development Permit Application 16-DP-021
Evan Pierce
Lot 32-33, Block 24, Plan 1117V (324 6 Street SE)
Approved: Permit to Stay
- Q)** Development Permit Application 16-DP-023
Kim Gazdag
Lot 23, Block 10, Plan 9611145 (631 7 Street SE)
Approved: Home Occupation – Personal Service

- R) Development Permit Application 16-DP-024
U-Haul (Canada) Ltd.
Lot A, Block 6, Plan 7410658 (1901 Highway Avenue SE)
Approved: Change of Use – Automotive Sales & Rental

6. DEVELOPMENT PERMIT APPLICATION FOR MPC CONSIDERATION

- A) Development Permit Application 16-DP-026
Auction Action
Lot 5, Block C, Plan 0414274 (#3 1401 Dirksen Drive NE)
Change of Use – Auction Establishment

7. ADJOURNMENT

MINUTES

1. **CALL TO ORDER**
B. Duncan called the meeting to order at 12:30 pm.
2. **ADOPTION OF AGENDA**
B. Lowery moved that the agenda be adopted as presented.
- Carried.
3. **PREVIOUS MINUTES**
J. Beach moved that the previous minutes be adopted as presented.
- Carried
4. **DEVELOPMENT PERMITS APPROVED BY DEVELOPMENT AUTHORITY**
L. Leipert moved that Development Permits approved by Development Authority be received for information.
- Carried
5. **SUBDIVISION APPLICATION FOR MPC CONSIDERATION**
B. Lowery moved that 2016 Condo 01 (Units 1-3, Plan 1610119 [1502 Dirkson Drive NE]) to convert two existing buildings into 22 condominium units, be approved as presented. Further that the following comments be provided to the Applicant:

That the Condominium Bylaws should include clauses that assist the Condominium Board in helping maintain the Town's Land Use Bylaw as the Town will be contacting the Condominium Board as land owner to correct violations of the Town's bylaws. Examples of areas of specific concern to the Town with this development are:
 1. All outdoor storage shall be located only to the rear of the building;
 2. Outdoor storage or raw materials, finished or partially finished products shall be effectively screened from view by buildings, solid fences, privacy walls, trees, landscaped features, or combination thereof as required by the Development Authority;
 3. Any exterior signage will require a separate Development Permit;
 4. Development was approved as mini-storage. Any change to this use in any bay will require a development permit;

5. Addition of a mezzanine level in any bay will require a Development Permit Application as it is an intensification of the use.

- Carried


6. **ADJOURNMENT**

E. Reimer moved adjournment of the meeting at 1:15 pm.

- Carried.

Chairman

Secretary



**TOWN OF REDCLIFF
DEVELOPMENT PERMITS
NOTICE OF DECISION
OF DEVELOPMENT OFFICER**

Discretionary Uses:
Development

Permit Application #	Details
16-DP-023	Lot 23, Block 10, Plan 9611145 (6317 Street SE)

APPROVED: Home Occupation
- Personal Services

A Development Permit for a Discretionary Use does not take effect until fourteen (14) days after the date of this notice provided that no Appeals have been registered with this office.

Persons claiming to be affected by a Development Permit for a Discretionary Use may appeal to the Subdivision and Development Appeal Board by submitting a \$100.00 fee, and written notice stating reasons for the Appeal to the Town Manager within fourteen (14) days after this notice is published.

**Brian Stehr
Development Officer**



**TOWN OF REDCLIFF
DEVELOPMENT PERMITS
NOTICE OF DECISION
OF DEVELOPMENT OFFICER**

Discretionary Uses:
Development

Permit Application #	Details
16-DP-023	Lot 19-21, Block B, Plan 4870AL (5027 Street SE)

APPROVED: Home Occupation -
Personal Services

A Development Permit for a Discretionary Use does not take effect until fourteen (14) days after the date of this notice provided that no Appeals have been registered with this office.

Persons claiming to be affected by a Development Permit for a Discretionary Use may appeal to the Subdivision and Development Appeal Board by submitting a \$100.00 fee, and written notice stating reasons for the Appeal to the Town Manager within fourteen (14) days after this notice is published.

Permitted Uses - For Information Only:

Permit Application #	Details
16-DP-024	Lot A, Block 6, Plan 7410658 (1901 Highway Avenue E)

APPROVED: Automotive Sales & Rental

*Note: No appeal is available for the issuance of a Development Permit for a permitted use unless provisions of the Land Use Bylaw have been relaxed, varied, or misinterpreted.

**Brian Stehr
Development Officer**



TOWN OF REDCLIFF DEVELOPMENT PERMITS

NOTICE OF DECISION OF DEVELOPMENT OFFICER

Discretionary Uses:

Development

Permit Application# Details

16-DP-006	Lot 38-39, Block 85, Plan 755AD (215 Broadway Ave. E) APPROVED: Change of Use - Fitness Centre
16-DP-008	Lot 13, Block 49, Plan 7361JK (99.6 Street SE) DENIED: Accessory Building - Addition to detached garage
16-DP-012	Lot 1, Block 2, Plan 123LK (1 Elm Court SE) APPROVED: Home Occupation
16-DP-014	Lot 38-40, Block 132, Plan 1117B (303.1 Street NW) APPROVED WITH CONDITIONS: Accessory Building - Detached Garage
16-DP-016	Lot 4, Block S, Plan 7114JS (24 Josephine Court SW) APPROVED: Home Occupation

A Development Permit for a Discretionary Use does not take effect until fourteen (14) days after the date of this notice provided that no Appeals have been registered with this office.

Persons claiming to be affected by a Development Permit for a Discretionary Use may appeal to the Subdivision and Development Appeal Board by submitting a \$100.00 fee, and written notice stating reasons for the Appeal to the Town Manager within fourteen (14) days after this notice is published.

Permitted Uses - For Information Only:

Development

Permit Application# Details

16-DP-009	Lot 12, Block 13, Plan 0913590 (30 Manor Place SE) APPROVED: Single Family Dwelling
16-DP-010	Lot 20, Block 74, Plan 1117V (2.3 Street SE) APPROVED: Change of Use - Retail Store
16-DP-011	Lot 2, Block 100, Plan 0013221 (106.4 Street NW) APPROVED: Covered Deck

*Note: No appeal is available for the issuance of a Development Permit for a permitted use unless provisions of the Land Use Bylaw have been relaxed, varied, or misinterpreted.

Brian Stehr
Development Officer



TOWN OF REDCLIFF DEVELOPMENT PERMITS

NOTICE OF DECISION OF DEVELOPMENT OFFICER

Discretionary Uses:

Development

Permit Application# Details

16-DP-016	Lot 12, Block 1, Plan 0411924 (2450 South Highway Drive) APPROVED: Fascia Signs
16-DP-019	Lot 34, Block 4, Plan 7410853 (724.7 Avenue SE) APPROVED: Accessory Building - Detached Garage
16-DP-020	Lot 41, Block 8, Plan 0711626 (731.1 Street SE) APPROVED: Home Occupation - Home Services

A Development Permit for a Discretionary Use does not take effect until fourteen (14) days after the date of this notice provided that no Appeals have been registered with this office.

Persons claiming to be affected by a Development Permit for a Discretionary Use may appeal to the Subdivision and Development Appeal Board by submitting a \$100.00 fee, and written notice stating reasons for the Appeal to the Town Manager within fourteen (14) days after this notice is published.

Permitted Uses - For Information Only:

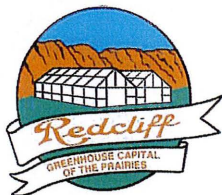
Development

Permit Application# Details

16-DP-016	Lot 1, Block 2, Plan 951177 (3 - 1654 Broadway Ave. E) APPROVED: Automotive Repair and Service
16-DP-018	Lot 18, Block 10, Plan 0913590 (939 Maskell Place SE) APPROVED: Single Family Dwelling

*Note: No appeal is available for the issuance of a Development Permit for a permitted use unless provisions of the Land Use Bylaw have been relaxed, varied, or misinterpreted.

Brian Stehr
Development Officer



DEVELOPMENT PERMIT

Application # 16-DP-025Roll # 1950338

APPLICATION SECTION

Property Owner: #608381 SEMTEL HOLDINGS LTD		Mailing Address / PO Box 4850 BOX SPRINGS RD. NW		
Phone	Fax	City MEDICINE HAT	Prov AB.	Postal Code T1C0H3.
Applicant / Contractor / Agent: Owner: Don Manke Auction Action		Mailing Address / PO Box #18-298 SOMERSET WAY SE		
Phone 403 878 0722	Fax	City MEDICINE HAT	Prov AB	Postal Code T1B0E9.

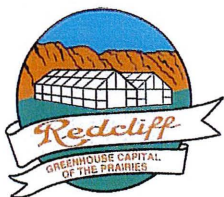
PROJECT LOCATION

Civic (Street) Address of the Property on which the development is to be affected: Bay 3 1401 DIRKSON DR REDCLIFF		
Lot(s) 5	Block C	Plan 0414274

PROJECT INFORMATION

Description of Proposed Development AUCTION HOUSE.			
<input type="checkbox"/> Home Occupation <input type="checkbox"/> Property Improvements <input type="checkbox"/> Signage <input type="checkbox"/> Temporary changes			
<input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Other <u>Change of Use.</u>			
Proposed Setbacks	Front	Rear	Estimated Value of Project: \$ _____
Flankage	Left Side	Right Side	
Parcel Size		Number of Units	
Land Use District		I 2	
Is the development near slopes of 15% or greater		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Start Date <u>June 25 2016</u>		Estimated Completion Date	
Applicant/Owner Signature <u>[Signature]</u>			
Application Date <u>May 10 2016</u>			
<input type="checkbox"/> Permitted Use		<input type="checkbox"/> Dev. Officer Discretionary <input checked="" type="checkbox"/> Discretionary Use (MPC)	

IMPORTANT NOTES:



DEVELOPMENT PERMIT

Application # 16-DP-025

Roll # 1950338

1. In addition to completing this form, and application for a Development Permit shall be accompanied by the following information, where relevant:
 - a. Site plan showing the legal description, existing and proposed buildings, front, rear and side yards. Any provisions for off street loading and/or vehicle parking, site plan to be accurate at a scale to the satisfaction of the Development Officer.
 - b. Floor plans and elevations, preferably on 11" x 17" inch paper.
 - c. A statement of uses and, in the case of development proposed in an industrial area, a statement indicating the manner in which the applicant intends to conform to any performance standards applicable.
2. A Development Permit does not become effective until the time for appeal has expired (14 days) or until such appeal has been determined.
3. If the development authorized by a permit does not commence within 12 months from the date of its issue, the permit ceases to be valid.
4. Failure to complete this form fully and to supply the required information and plans may mean that this application for a permit will not be considered and may cause delays in the processing of the application.
5. This is **not** a **Building Permit**, **Occupancy Permit** or **Business License**. Any approvals granted regarding this application does not excuse the applicant from complying with requirements of Federal, Provincial or other municipal legislation, or the conditions of any easement, restrictive covenant or agreement affecting the buildings or lands.

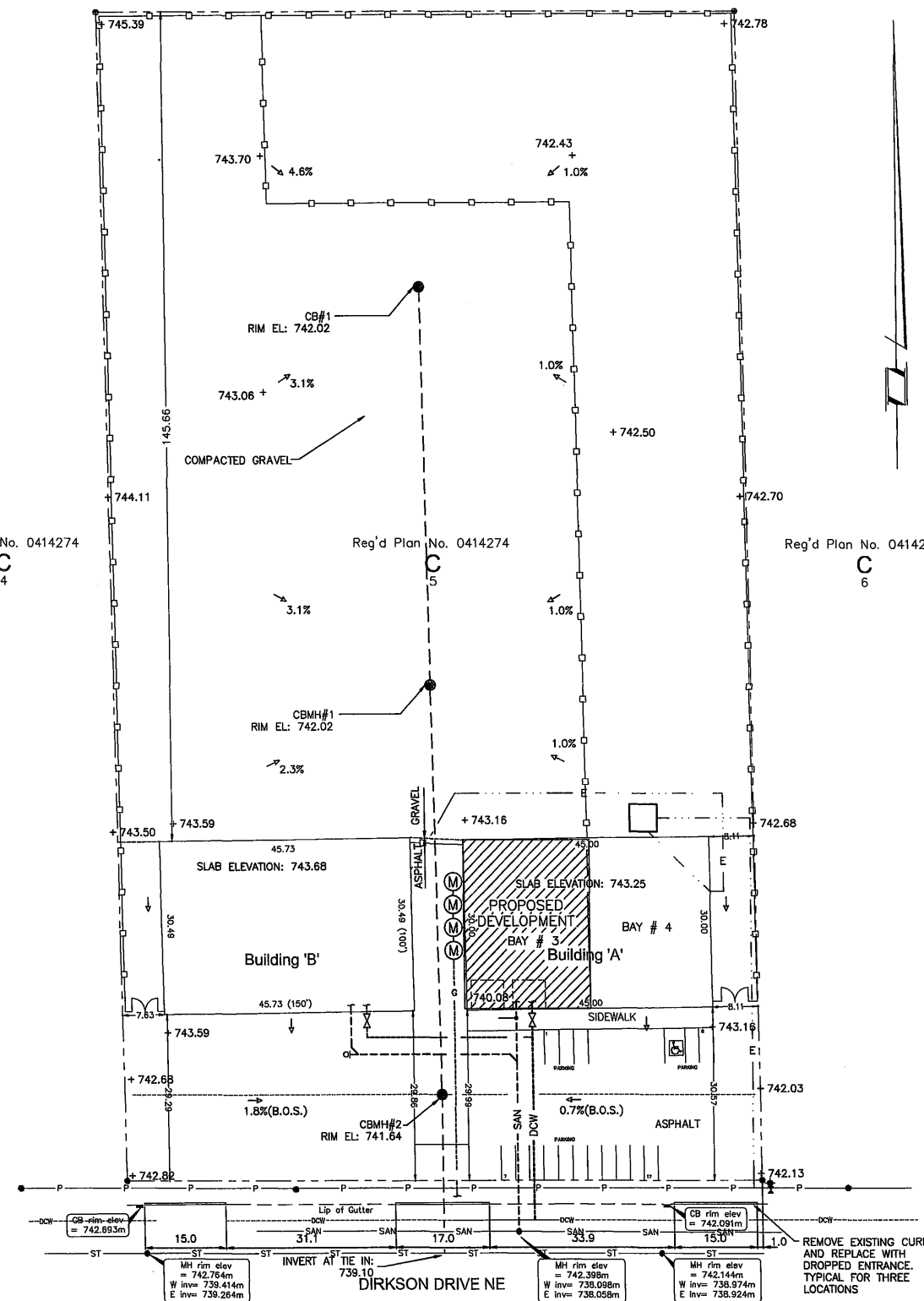
PRIVACY: This information is being collected under the authority of the Town of Redcliff Building and Development Permit Bylaw, Town of Redcliff Land Use Bylaw, the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. This information will be used to process your application and may be used to provide statistical data. This information may also be used for taxation and assessment purposes. This information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact the Town of Redcliff F.O.I.P.P. Coordinator at (403) 548-3618.

PERMIT VALIDATION SECTION (to be completed by the Development Officer)		
Approved <input type="checkbox"/>	Approved with Condition(s) <input type="checkbox"/>	Refused <input type="checkbox"/>
Conditions Note: (see attached Development Permit Report)		
Issuing Officers Name:		
Issuing Officer's signature		
Date of Decision:	Date of Issue:	
Date Permit Fee Paid: <u>May 10/16</u>	Payment Method <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Debit	
Permit Fees: \$ <u>65.00</u>	Receipt # <u>21115</u>	

Reg'd Plan No. 0414274
C
4

Reg'd Plan No. 0414274
C
5

Reg'd Plan No. 0414274
C
6



LEGEND	
---	DCW DOMESTIC COLD WATER
---	SAN SANITARY SEWER
---	G GAS
⋈	BURIED VALVE
---	BOTTOM OF SWALE/GRADE BREAK
1.0% →	PROPOSED LOT GRADE
721.48 +	PROPOSED ELEVATION
---	EXISTING ELEVATION
---	PROPERTY LINE
□	CHAIN LINK FENCE

1 SITE PLAN
A1 1:500

ADDRESS:
LOT 5, BLOCK C PLAN 0414274
1401 - DIRKSON DRIVE N.E.

SITE COVERAGE
TOTAL SITE AREA: 2.38 Ha
TOTAL BUILDING AREA: 0.28 Ha
% OF SITE COVERAGE: 11.8%

ISSUED FOR DEVELOPMENT PERMIT

NOTES:

THESE DRAWINGS AND DESIGNS REMAIN THE PROPERTY OF
ADVANCED DESIGN & CONSTRUCTION, AND ARE NOT TO BE
USED OR DUPLICATED BY ANY PERSONS OR COMPANIES
WITHOUT WRITTEN AUTHORIZATION.

THESE DRAWINGS ARE FOR DESIGN PRESENTATION
ONLY AND MAY NOT BE USED FOR CONSTRUCTION
WITHOUT WRITTEN CONSENT FROM THE OFFICE OF
ADVANCED DESIGN & CONSTRUCTION.

REVISION: BY:

1 BUILDING PERMIT

2

TITLE:
BUILDING 'A'

DATE:
MAY 11/16

SCALE:
AS SHOWN

DESIGNED BY:
WS

DRAWN BY:
GBW

PROJECT:
MEDCLIFF DEVELOPMENTS
TELUS

1401 - Dirkson Drive N.E.
Redcliff, AB

CONTRACTOR:

STARKS
PLUMBING • HEATING
ELECTRICAL

724 14th STREET S.W.
MEDICINE HAT, AB T1A 4V7
PHONE: (403) 527-2929
FAX: (403) 527-3414
EMAIL: info@starks.ca
WEBSITE: http://www.starks.ca

SHEET:

A1

Semtel Holdings Ltd., 608381 Alberta Ltd. & 736160 Alberta Ltd.
4850 Box Springs Road N.W.
Medicine Hat, AB T1C 0H3

May 9, 2016

Don Manke
Owner: Auction Action

Re: Bay 3-1401 Dirkson Drive
Redcliff, Alberta

Don,

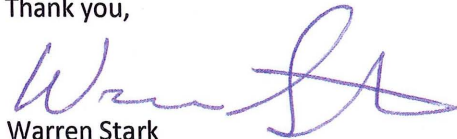
We are pleased to offer the space at the above mentioned address for your auction services. This is effective immediately.

The signed copies of the lease agreement between us will be forwarded to you in the next few days, however I realize you immediately require this letter for the Town of Redcliff Planning Commission.

We have also provided the site plan for the Town's requirements.

I hope this will suffice and, if you require anything further please contact our Property Manager, Darlene Collings, at 403-878-2994.

Thank you,



Warren Stark

Auction Action
712 14ST
Medicine Hat AB
403-878-0722
auction.action@hotmail.com
Auctionaction.ca

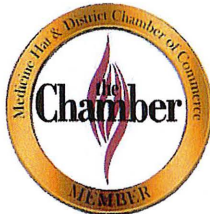
May 09, 2016

To: The Town of Redcliff

We Auction Action propose to move our auction company to 1401 Bay ^{pm}2 Dirkson Dr. NE. We auction all rolling stock such as cars, trucks, trailers and miscellaneous items such as tools and appliances. We hold sales on Saturdays once a month and we have parking for that in front and back for up to 100 cars. There will be no on-site storage, buyer's remove items right after the sale Consignors will bring their consignments starting a week before the sale during our business hours of 9am to 5pm Monday to Saturday. Auction Action has two full time employees with up to seven temporary staff for sale days.

We look forward to working with you in setting up our business and becoming an asset in your community.

Don and Alida Manke, Auction Action



Brian Stehr

From: Don Manke <auction.action@hotmail.com>
Sent: Tuesday, May 10, 2016 5:25 PM
To: Brian Stehr
Subject: Re: letter of intent

Hi Brian;

I would like to add information pertaining to operations. It is our intent to hold auctions on Saturdays. We will operate any non Saturday auctions during non peak hours. Evening auctions, starting at 7, ending @9:00pm. Also it is our intention to use back portion of lot for sale parking. Thank you for your assistance in this process. We look forward to being an involved business in Redcliff. Warm regards, Don

Sent from my iPhone

On May 10, 2016, at 8:51 AM, Brian Stehr <BrianS@redcliff.ca> wrote:

Morning,

The letter of intent should be adequate for our purposes. The only thing is that I was understanding by our conversations that you were leasing Bay 3, but your letter of intent mentions that you will be leasing Bay 2.

Thanks,

Brian W. Stehr
Development Officer
Town of Redcliff
403-548-9231
brians@redcliff.ca

From: Don Manke [<mailto:auction.action@hotmail.com>]
Sent: Monday, May 09, 2016 4:41 PM
To: Brian Stehr
Subject: Fwd: letter of intent

Hi Brian

Here is our letter of intent. Let me know if this works. Regards, Don

Sent from my iPhone

Begin forwarded message:

From: "Alida Manke (via Google Docs)" <alida.dawn.d@gmail.com>
Date: May 9, 2016 at 9:39:47 AM MDT
To: auction.action@hotmail.com

Development Permit Application

Background Information / Review

Date: May 12, 2016

Applicant:

Property Owner:

Civic Address:

Legal Address:

Land Use:

Development Officer:

Auction Action

Semtel Holdings Ltd.

Bay #3 1401 Dirksen Drive NE

Lot 5, Block C, Plan 0414274

I-2 Heavy Industrial District

Brian Stehr

Background:

On May 10, 2016 Don Manke of Auction Action submitted a Development Permit Application to change the use of Bay #3 – 1401 Dirksen Drive NE to an Auction Establishment. Under the Land Use Bylaw and Auction Establishment is a Discretionary Use – Commission, and is being forwarded to you for consideration.

I have reviewed the Land Use Bylaw in regards to the Development Permit Application and not the following:

- Land Use Bylaw Section 68 (Parking and Loading Requirements) requires 1 parking stall for every 65 m².
- According to the provided Site Plan, Bay #3 is approx. 675 m². This would require 11 parking stalls.
- The provided Site Plan indicates 14 parking stalls for Bay#3.
- Section 98.9.a requires that all outdoor storage should be located only to the rear of the main building
- Section 67.1 of the Land Use Bylaw allows the Development Authority the authority to require that all outdoor storage be screened.
- Section 67.4 (a-b) states
 - o If an outdoor display of vehicles, recreation vehicles, farm or construction machinery or equipment or other machinery, goods, merchandise or equipment is permitted as an accessory use the applicant shall:
 - a) Construct the area in such a manner as is consistent with other development in the vicinity while permitting the machinery or equipment to be displayed.
 - b) Provide such additional access, parking, screening and lighting as may be necessary to accommodate the outdoor display.

It is the recommendation of the Development Officer that Development Permit 16-DP-026, for a Change of Use – Auction Establishment, be approved as submitted with the following conditions:

1. All outdoor storage be located to the rear of the main building;
2. Outdoor display of vehicles, recreation vehicles, farm or construction machinery or equipment or other machinery, goods, merchandise or equipment is permitted

provided that they are displayed in a manner that is consistent with other developments in the vicinity and to the satisfaction of the Development Authority;

3. Any shipping containers &/or accessory buildings will require a separate Development Permit.