



**MPC MEETING**

**TUESDAY FEBRUARY 25, 2020**

**12:30 P.M.**

**TOWN HALL  
BASEMENT MEETING ROOM**



**TOWN OF REDCLIFF**  
**MUNICIPAL PLANNING COMMISSION**  
 TUESDAY FEBRUARY 25, 2020 – 12:30 PM

## AGENDA

Pg.	Agenda Item
	1. <b><u>CALL TO ORDER</u></b>
	2. <b><u>ELECTION OF CHAIRMAN &amp; VICE CHAIRMAN FOR 2020</u></b>
	3. <b><u>ADOPTION OF AGENDA</u></b>
	4. <b><u>PREVIOUS MINUTES</u></b>
4	A) Minutes of December 18, 2019 meeting
	5. <b><u>REPORTS TO MPC</u></b>
7 & 8	A) Dates Development Permits advertised in Commentator a. December 17 & 24, 2019 & January 28, 2020 (Ads are attached)
	B) Development Permit Applications Approved/Denied by Development Officer since the last MPC meeting:
	a. Development Permit Application 19-DP-085 Amron Construction Lot 15, Block B, Plan 9811474 (409 1 Street NW) Approved: Addition to House
	b. Development Permit Application 19-DP-086 Erb Construction Lot 29, Block 80, Plan 132206 (#2 – 15 Mitchell Street N) Approved: Eating Establishment
	c. Development Permit Application 20-DP-001 Sunny Acres Land & Development Ltd. Lots 33-35, Block 47, Plan 1117V (226 6 Street SE) Approved: Demolition of House
	d. Development Permit Application 20-DP-002 Birch Bay Counselling Lot 10, Block 2, Plan 123LK (10 Willow Court SE) Approved: Home Occupation – With Clients



**TOWN OF REDCLIFF**  
**MUNICIPAL PLANNING COMMISSION**  
 TUESDAY FEBRUARY 25, 2020 – 12:30 PM

## AGENDA

Pg.	Agenda Item
	<ul style="list-style-type: none"> <li>e. Development Permit Application 20-DP-003 William L. Haynes Lots 17-18, Block 28, Plan 1117V (305 1 Street SE) Approved: Permit to Stay</li> <li>f. Development Permit Application 20-DP-004 Sheri Monk Lot 31, Block A, Plan 0412564 (626 Jesmond Pt. SW) Approved: Home Occupation – Without Clients</li> <li>g. Development Permit Application 20-DP-005 Global Raymac Surveys Lots 8-9, Block 122, Plan 1117V (218 5 Street NW) Approved: Permit to Stay</li> <li>h. Development Permit Application 20-DP-006 11300199 Canada Inc. Lot 10, Block C, Plan 0414274 (1711 Dirkson Drive NE) Approved: Interior Renovations</li> <li>i. Development Permit Application 20-DP-008 Pro Edge Properties Lots 28-29, Block 10, Plan 1117V (516 2 Street SE) Approved: Home Occupation</li> </ul>
	<p><b>C) Appeals of Development Decisions received since the last MPC meeting</b></p> <ul style="list-style-type: none"> <li>a. No Appeals of Development decisions have been received.</li> </ul>
	<p><b>D) SDAB Decisions rendered since the last MPC meeting</b></p> <ul style="list-style-type: none"> <li>a. No SDAB Decisions have been rendered since the last MPC meeting.</li> </ul>
	<p><b>E) Council Decisions and Direction related to the Land Use Bylaw since the last MPC meeting</b></p> <ul style="list-style-type: none"> <li>a. Land Use Bylaw Amendment given – 2<sup>nd</sup> &amp; 3<sup>rd</sup> Reading Lots 25-38, Block 32, Plan 1117V (334 2 Street SW) Land Use Bylaw Amendment to change H – Horticultural District to R1 -Single Family Residential District</li> </ul>
	<p><b>F) Items Received for Information</b></p> <ul style="list-style-type: none"> <li>a. No items received for information have been received.</li> </ul>



**TOWN OF REDCLIFF**  
**MUNICIPAL PLANNING COMMISSION**  
TUESDAY FEBRUARY 25, 2020 – 12:30 PM

## **AGENDA**

<b>Pg.</b>	<b>Agenda Item</b>
	<b>6. <u>DEVELOPMENT PERMIT APPLICATION FOR MPC DECISION</u></b>
9	<b>A) Development Permit Application 20-DP-007 Andrea Vis Lots 1-3, Block 1, Plan 3042AV (535 5 Street SE) Duplex/Addition</b> <ul style="list-style-type: none"><li>a. Application</li><li>b. Background Report</li><li>c. Procedure<ul style="list-style-type: none"><li>i. Presentation of Development Officer</li><li>ii. Presentation of Applicant</li><li>iii. Presentation of Interested Parties</li><li>iv. MPC Discussion (Note, MPC may go in camera for discussion)</li><li>v. Decision of MPC</li></ul></li></ul>
	<b>7. <u>ADJOURNMENT</u></b>



- d. Development Permit Application 19-DP-081  
Carter Law Office  
Lots 1-3, Block 1, Plan 3042AV (535 5 Street SE)  
Approved: Permit to Stay
- e. Development Permit Application 19-DP-082  
William Haynes  
Lot 38, Block 5, Plan 0012006 (937 3 Street SW)  
Approved: Permit to Stay
- f. Development Permit Application 19-DP-083  
BWB Hobbies  
Unit 7, Plan 0612896 (#4 124 3 Street NE)  
Approved: Home Occupation

**C) Appeals of Development Decisions received since the last MPC Meeting.**

- a. No Appeals of Development decisions have been received.

**D) SDAB Decisions rendered since the last MPC Meeting.**

- a. No SDAB Decisions have been rendered since the last MPC meeting.

**E) Council Decisions and Direction related to the Land Use Bylaw since the last MPC.**

- a. No Decisions or Directions related to the Land Use Bylaw have been received

**F) Items Received for Information**

- a. No items received for information have been received.

- Carried.

**5. DEVELOPMENT PERMIT APPLICATION FOR MPC DECISION**

**A) Development Permit Application 19-DP-084  
2215551 Alberta Ltd.  
Lot 4, Block 85, Plan 755AD (205 Broadway Avenue E)  
Cannabis Retail Store**

L. Liepert stated he had a pecuniary interest and recused himself from discussion and voting. Mr. Liepert left the room at 12: 36.

J. Steinke moved that Development Permit Application 19-DP-084 for Cannabis Retail Store [Lot 4, Block 85, Plan 755AD (205 Broadway Avenue E)] be approved with the following conditions:

1. Any exterior lighting above what is currently in place shall comply with Section 65 **Lighting** of the Town's Land Use Bylaw;
2. The Applicant shall apply and receive a Building Permit from the Town for all interior renovations;
3. Development Officer to receive a copy of the retail license issued by the Alberta Gaming, Liquor, and Cannabis Commission;
4. The Development Permit is valid for five (5) years;

5. The Town will issue a permit in year four (4) if in the opinion of the Development Authority that the Retail Cannabis Store is not causing undesirable impacts on the Town;
6. Where the Town finds that the conditions of the Development Permit have not been met or that the use is causing undesirable impacts to the Town, the Town will issue a notice to the Applicant six (6) months in advance of the expiring permit, that the Town will not be automatically renewing the use and Development Permit. The notice to the applicant must include:
  - i. The reasons the permit is not being renewed,
  - ii. The date of the permit expiring, and
  - iii. That if the Applicant wishes to continue the use the Applicant must make a new Development Permit application.
7. If the Town fails to issue a Development Permit or if the Town fails to issue a Notice, the Town will automatically issue a new Development Permit for five (5) years from when the Development Permit should have been issued.
8. Development Permits, including use, will be cancelled if and when the retail license is no longer valid with the Alberta Gaming, Liquor, and Cannabis Commission.

- Carried

## **6. ADJOURNMENT**

N. Stebanuk moved adjournment of the meeting at 12:41 p.m. – Carried.

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Chairman

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Recording Secretary





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

**Discretionary Uses:**

Development

Permit Application #   Details

19-DP-083      Unit 7, Plan 0612896  
                          (#4 – 124 3 Street NE)  
**APPROVED:** Home Occupation –  
                          Office Use Only

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 \$150.00 fee, and written notice stating reasons for the Appeal to the Town Manager within twenty-one (21) days after this notice is published.

Brian Stehr  
Development Officer



**TOWN OF REDCLIFF  
DEVELOPMENT PERMITS  
NOTICE OF DECISION OF THE  
MUNICIPAL PLANNING COMMISSION**

**Discretionary Uses:**

Development

Permit Application #   Details

19-DP-084      Lot 4, Block 85, Plan 755AD  
                          (205 Broadway Avenue E)  
**APPROVED:** Retail Cannabis Store

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 \$150.00 fee, and written notice stating reasons for the Appeal to the Town Manager within twenty-one (21) days after this notice is published.

Brian Stehr  
Development Officer





## TOWN OF REDCLIFF DEVELOPMENT PERMITS

### NOTICE OF DECISION OF THE DEVELOPMENT OFFICER

#### Discretionary Uses:

##### Development

##### Permit Application #    Details

20-DP-002

Lot 10, Block 2, Plan 123LK (10 Willow Court SE)

**APPROVED:** Home Occupation – With Customers

20-DP-004

Lot 31, Block A, Plan 0412564 (626 Jesmond Point SW)

**APPROVED:** Home Occupation – Office Use Only

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 \$150.00 fee, and written notice stating reasons for the Appeal to the Town Manager within twenty-one (21) days after this notice is published.

### NOTICE OF DECISION OF THE DEVELOPMENT OFFICER

#### Permitted Uses:

##### Development

##### Permit Application #    Details

20-DP-001

Lot 33-35, Block 47, Plan 1117V (226 6 Street SE)

**APPROVED:** Demolition of Single Family House

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 Stein  
Development Officer



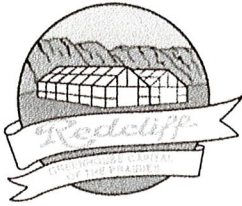
# DEVELOPMENT PERMIT APPLICATION

Application #: 20-DP-007

APPLICANT INFORMATION					
Applicant <u>Andrea Vis</u>			Property Owner (if different)		
Phone <u>403-866-5060</u>			Phone		
Email <u>dirkvis77@gmail.com</u>			Email		
Mailing Address <u>PO Box 1462</u>			Mailing Address		
City <u>Redcliff</u>	Province <u>AB</u>	Postal Code <u>T0J 2P0</u>	City	Province	Postal Code

LOCATION OF DEVELOPMENT			
Civic Address	<u>535 5th St. SE</u>		
Legal Address	Lot <u>1-3 Inclusive</u>	Block <u>1</u>	Plan <u>3042 AV</u>

DESCRIPTION OF DEVELOPMENT	
Proposed Development: <u>Develop a separate residential dwelling unit in the basement space, therefore creating a duplex building. In conjunction an addition will be made to the main floor unit to create a master bedroom as well as a crawl space to accommodate mechanical infrastructure.</u>	
Proposed Application:	Proposed Setbacks:
<input type="checkbox"/> New Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Home Occupation <input type="checkbox"/> Permit to Stay <input checked="" type="checkbox"/> Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Sign <input type="checkbox"/> Accessory Building <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Other (please specify) <u>Duplex</u>	Front: <u>No change</u> Left: <u>1.5 M.</u> Back: <u>≥ 6.0 M</u> Right: <u>Plankage-no change</u>
	Land Use District <u>R-1</u>
	Value of Development <u>\$95,000</u>
	Estimated Completion Date <u>JUNE 1 2020</u>



# DEVELOPMENT PERMIT APPLICATION

1. Failure to fully complete this form and/or supply the required information may result in a delay of the application process.
2. Development Permit fees must accompany this application prior to its review.
3. A Development Permit does not become effective until the appeal period has expired or until any made appeal has been heard and a decision rendered.
4. If a decision has not been issued within 40 days of the date the application is deemed refused. An appeal of the refusal may be made to the Subdivision and Development Appeal Board within 14 days.
5. A Development Permit shall be void after 12 months of no progress.
6. A Development Permit is NOT a Building Permit or Business License. Any approvals granted regarding this application does not excuse the applicant from complying with Federal, Provincial, or other Municipal requirements.
7. The Development Permit does not override conditions of any easement, restrictive covenant, architectural controls, or agreement affecting the building and/or lands. The Applicant is still responsible to comply with any and all of these conditions.
8. An authorized person designated by the municipality is allowed to enter subject land and buildings for the purpose of an inspection with respect to this application only. The time and date of inspection to be mutually agreed upon by both parties.

*I have read, understood, and agree to the above information. The information I have provided is true, and to the best of my knowledge and abilities, is accurate and complete.*

NAME (please print): Andrea Vis  
SIGNATURE: [Signature]  
DATE: Jan. 27 2020

<b>FOR OFFICE USE ONLY</b>		Date: <u>January 27, 2020</u>	
Received by: <u>Brian Stehr</u>		Designated Use: <u>Duplex</u>	
<input type="checkbox"/> Permitted Use <input type="checkbox"/> Discretionary Use – Development Officer <input checked="" type="checkbox"/> Discretionary Use - MPC		Date Issued: _____	
Receipt # <u>313 539</u>	Fee: <u>250.00</u>	Roll # <u>006 5200</u>	
<input checked="" type="checkbox"/> Current Certificate of Title			
Notes: _____ _____ _____			

Personal information collected on this form is collected in accordance with Sections 683, 685, and 686 of the Alberta Municipal Government Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act. Please note that such information may be made public. If you have any questions about the collection of information, please contact the Town of Redcliff's FOIP Coordinator at 403.548.3618.

## Preview

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0014 305 461            3042AV;1;1-3            191 240 943

LEGAL DESCRIPTION  
PLAN 3042AV  
BLOCK 1  
LOTS 1 TO 3 INCLUSIVE  
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;6;13;8;E

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 821 206 944

-----				
REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
-----				
191 240 943	26/11/2019	TRANSFER OF LAND	\$180,000	\$180,000

### OWNERS

ANDREA JOHANNA VIS  
OF PO BOX 1462  
REDCLIFF  
ALBERTA T0J 2P0

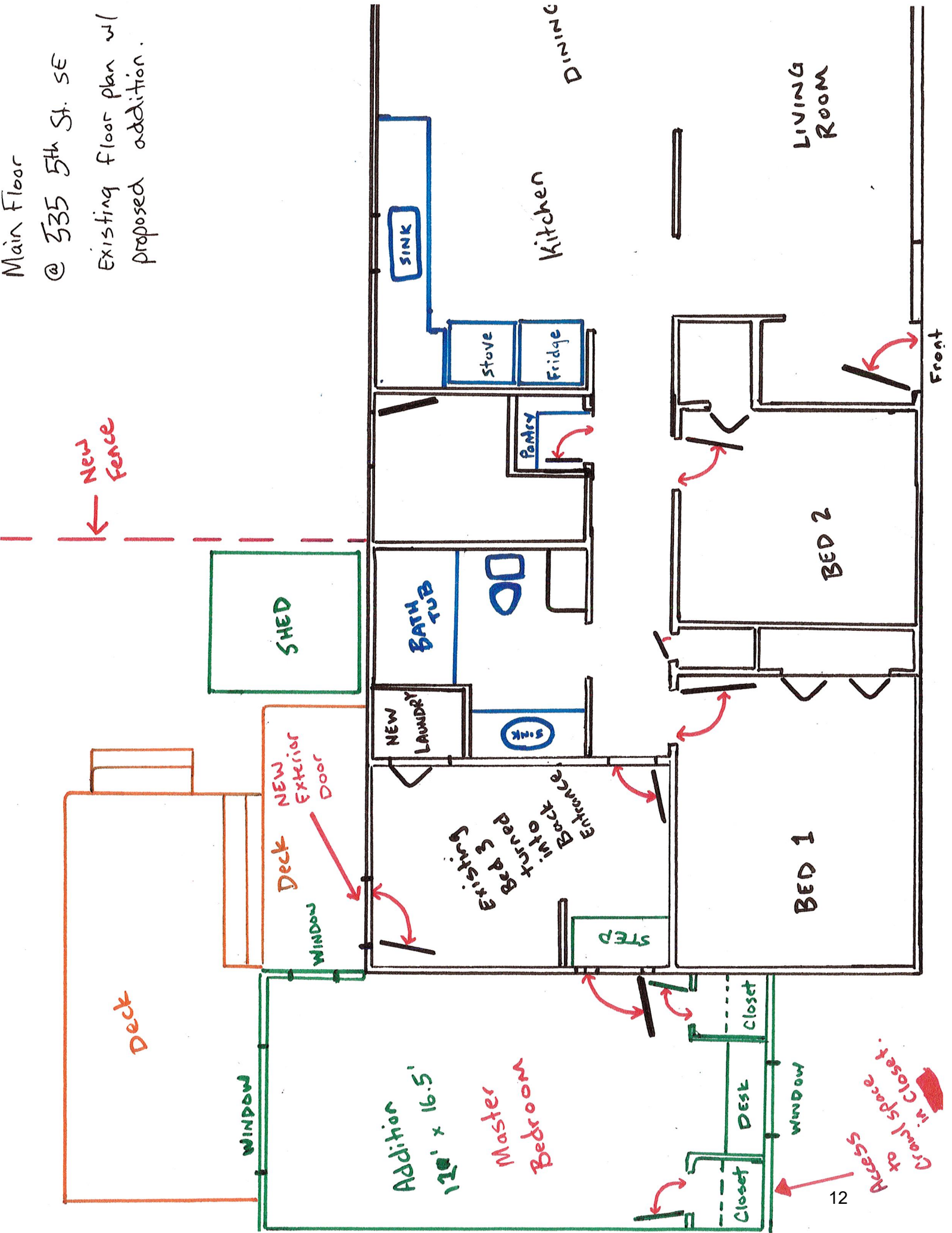
[Close](#)

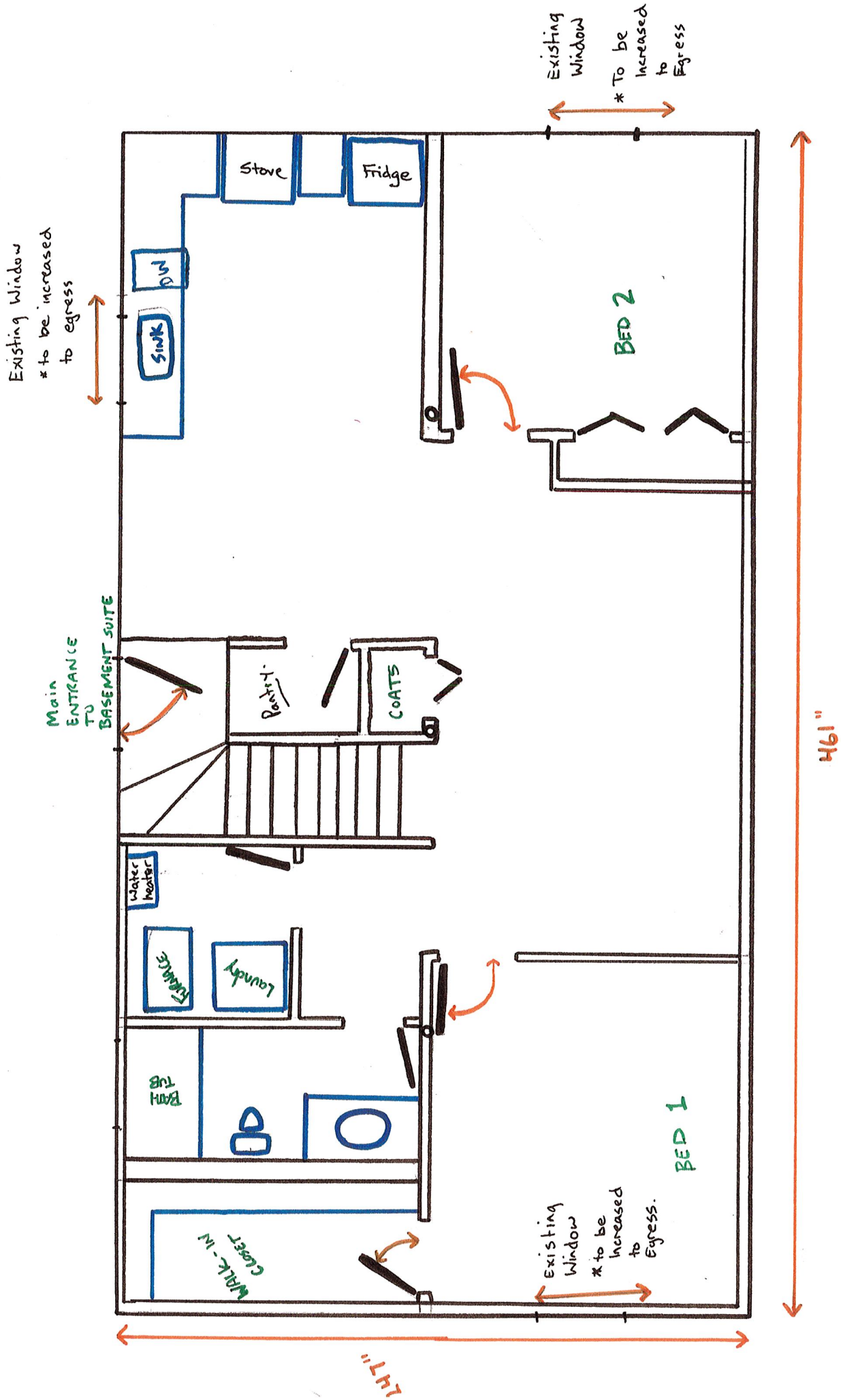


Main Floor

@ 535 5th St. SE

Existing floor plan w/  
proposed addition.





Scale 1mm = 2"

Proposed Basement @ 535 5th St. SE



DESCRIPTION OF PROPERTY

LOTS 1 TO 3 INCLUSIVE, BLOCK 1, PLAN 3042 AV  
535 - 5th Street S.E., Redcliff, Alberta



124, 1310 Kingsway Avenue S  
Ph: 403.526.6300

89°44'25" 6.10 89°44'25" 6.10

5th Avenue S.E.

89°44'25" 6.10 89°44'25" 6.10

89°44'25" 20.12 179°47'05" 129.65

Lot 20

Lot 4

89°41'15" 39.61

0.51

0.65

5.94

6.76

8.69

12.24

6.74

0.32

1.18

4.31

4.72

8.61

4.92

7.36

4.92

9.99

22.87

179°47'15"

6.10

89°40'40"

1.00

6.10

89°40'40"

3

Lot 21  
Block 2

89°44'25" 20.12

179°47'05" 129.65

0.44m to back of sidewalk

5th Street S.E.

0.44m to back of sidewalk

22.88

179°47'05"

8.69

6.76

5.94

0.65

2.4M

1.5

Proposed Addition

Concrete Driveway

Proposed new fence

Concrete

Garage

Basement Suite

Basement Suite Yard

Main Floor Yard

Existing fence

Lot 20

Lot 4

89°41'15" 39.61

0.51

0.65



and shown on Page 1.  
is Page 2 of a Real Property Report and is  
id if it is detached from Page 1.  
Copyright Global Raymac Surveys Inc. 2019

3.42m to back of sidewalk  
6th Avenue S.E.

FILE NO.	Draw
SCALE 1:200	G.R.

# MUNICIPAL PLANNING COMMISSION

## Planning & Engineering Report

February 11, 2020

Development Permit Application:	<b>20-DP-007 - Duplex</b>
Applicant:	<b>Andrea Vis</b>
Owner:	<b>Andrea Vis</b>
Property Address:	<b>535 5 Street SE</b>
Legal Address:	<b>Lot 1-3, Block 1, Plan 3042AV</b>
Land Use:	<b>R-1 Single Family Residential District</b>
Development Officer:	<b>Brian Stehr</b>

### **1. BACKGROUND:**

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On January 27, 2020, D. Vis submitted a Development Permit Application for a duplex at 535 5 Street SE.

The Applicant stated that they wanted to create 2 separate units. The proposed development is to add an addition to the main floor and create a distinct unit in the basement. Each unit will have a separate entrance and a unique amenity space independent from each other.

The submitted Site Plan indicates the house will still have the appearance and characteristics of a single family home and would integrate with the surrounding neighbourhood.

An addition is proposed on the north side of the house. With the proposed addition, the house complies with the Town's Land Use Bylaw regarding setbacks, and lot coverage.

The proposed Site Plan indicates 4 off street parking stalls which complies with the Land Use Bylaw's parking regulations.

### **2. PLANNING & ENGINEERING COMMENTS**

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The Land Use Bylaw (1198/2011) Section 103 – **R-1 Single Family Residential District** lists a Duplex as a Discretionary Use – Commission. As such, Development Permit Application 20-DP-007 is being forwarded to you for decision.

### **3. ADDITIONAL PLANNING & ENGINEERING COMMENTS**

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With respect to the MDP, LUB, and other statutory documents, Planning & Engineering offers the following concerns and opinions in regards to the development permit application:

1. The proposed development conforms to the Town of Redcliff's Municipal Development Plan, and any other Statutory Plans;
2. The Land Use Bylaw defines a Duplex as:
  - *Means a dwelling which contains only two dwelling units separated by a common ceiling/floor assembly and may include an attached garage.*
3. Addressing of the units will be assigned by the Town of Redcliff;
4. The submitted plans are not adequate for Safety Codes permits.

#### **4 RECOMMENATION:**

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1. MPC member \_\_\_\_\_ moved that Development Permit Application 20-DP-007 for a Duplex be approved with the following conditions:
  1. The provisions of the Town of Redcliff's Land Use Bylaw (1698/2011);
  2. Approval by the Development Authority does not exclude the need and/or requirements of the Applicant to obtain any and all other permits as may be required by this or any other legislation, bylaw, or regulation;
  3. The Development Authority may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and /or Land Use Bylaw;
  4. Exterior finishes to the addition must match or compliment the house to the satisfaction of the Development Officer;
  5. Addresses to the individual units will be assigned by the Town of Redcliff;
  6. Applicant to submit an updated Site Plan showing setback to the satisfaction of the Development Officer;
  7. A grading plan for the addition which address site drainage;
  8. An additional driveway access or expanding an existing driveway to the property will require a separate Development Permit.