



**SPECIAL COUNCIL MEETING**

**MONDAY, AUGUST 24, 2020**

**7:00 P.M.**

**AGENDA FOR THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, AUGUST 24, 2020  
7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

**AGENDA ITEM**

**RECOMMENDATION**

**1. GENERAL**

**A)** Call to Order

**B)** Adoption of Agenda

Adoption

**2. REQUEST FOR DECISION**

Pg. 3

**A)** Schedule a Non-Statutory Public Hearing for  
Development Permit Application 20-DP-078 (Direct Control) \*  
Re: Lots 21-31, Block 95, Plan 1117V (39 7 Street NW) and  
Lots 32-34, Block 95, Plan 1117V (13 7 Street NW)

For Consideration

**3. ADJOURN**

## **TOWN OF REDCLIFF REQUEST FOR DECISION**

**DATE:** August 24, 2020

**PROPOSED BY:** Legislative Services

**TOPIC:** Development Permit Application 20-DP-078

**PROPOSAL:** To schedule a Non-Statutory Public Hearing – Development Permit Application 20-DP-078

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### **BACKGROUND:**

Property described as 13 7 Street NW [Lots 21-31, Block 95, Plan 1117V] & 39 7 Street NW [Lots 32-34, Block 95, Plan 1117V] was recently rezoned to Direct Control (DC). Council is the development authority with regard to development permit applications in a DC zone. An application for a Development Permit in a DC zone was received by the Town on July 31, 2020.

Following the process as outlined in Policy 39, Direct Control Zone Development Application Process, the development permit application was included on the Municipal Planning Commission agenda on August 19, 2020 for their comment/recommendation. The next step in the process involves scheduling a Non-Statutory Public Hearing. Bylaw No. 1804/2015 states under Section 77 that “on the advice of Administration, and/or should the Council deem it appropriate, a Non-Statutory Public Hearing may be held at a date, time and place approved by Council resolution”.

The Municipal Government Act states that a development authority must make a decision on the application within 40 days after receipt unless there is an agreement between the applicant and the development authority. In this case the 40 days expire September 9, 2020.

If Council were to establish a Non-Statutory Public Hearing for the next regular Council meeting on September 14, 2020 Administration would have sufficient time to advertise and notify the adjacent landowners. Council could also consider the application at that meeting.

A Non-Statutory Public Hearing is not a legislated process per the Municipal Government Act but is an established process by Council through policy and bylaw.

### **POLICY/LEGISLATION:**

Policy 39, Direct Control Zone Development Application process  
Bylaw 1804/2015, Procedural Bylaw  
Municipal Government Act  
Bylaw 1698/2011, Land Use Bylaw

### **STRATEGIC PRIORITIES:**

2.3 Promote a positive culture towards business and development.

**ATTACHMENTS:**

1. Policy 39, Direct Control Zone Development Application process
2. Development Permit Application 20 DP 078 (13 7 Street NW [Lots 21-31, Block 95, Plan 1117V] & 39 7 Street NW [Lots 32-34, Block 95, Plan 1117V])

**OPTIONS:**

1. Schedule a Non-Statutory Public Hearing for Development Permit Application 20-DP-078 (13 7 Street NW [Lots 21-31, Block 95, Plan 1117V] & 39 7 Street NW [Lots 32-34, Block 95, Plan 1117V]) for development in a DC Zone during the regular Council meeting of September 14, 2020.
2. Do not schedule a Non-Statutory Public Hearing.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to schedule a Non-Statutory Public Hearing for Development Permit Application 20-DP-078 (13 7 Street NW [Lots 21-31, Block 95, Plan 1117V] & 39 7 Street NW [Lots 32-34, Block 95, Plan 1117V]) for development in a Direct Control zone during the regular Council meeting of September 14, 2020. Further to delegate authority to the Development Officer to enter into a written agreement with the applicant to extend the decision time period for Development Permit Application 20-DP-078.

**SUBMITTED BY:**



Department Head



Municipal Manager



Approved by Council May 11, 2020

## **DIRECT CONTROL ZONE DEVELOPMENT APPLICATION PROCESS**

### **BACKGROUND**

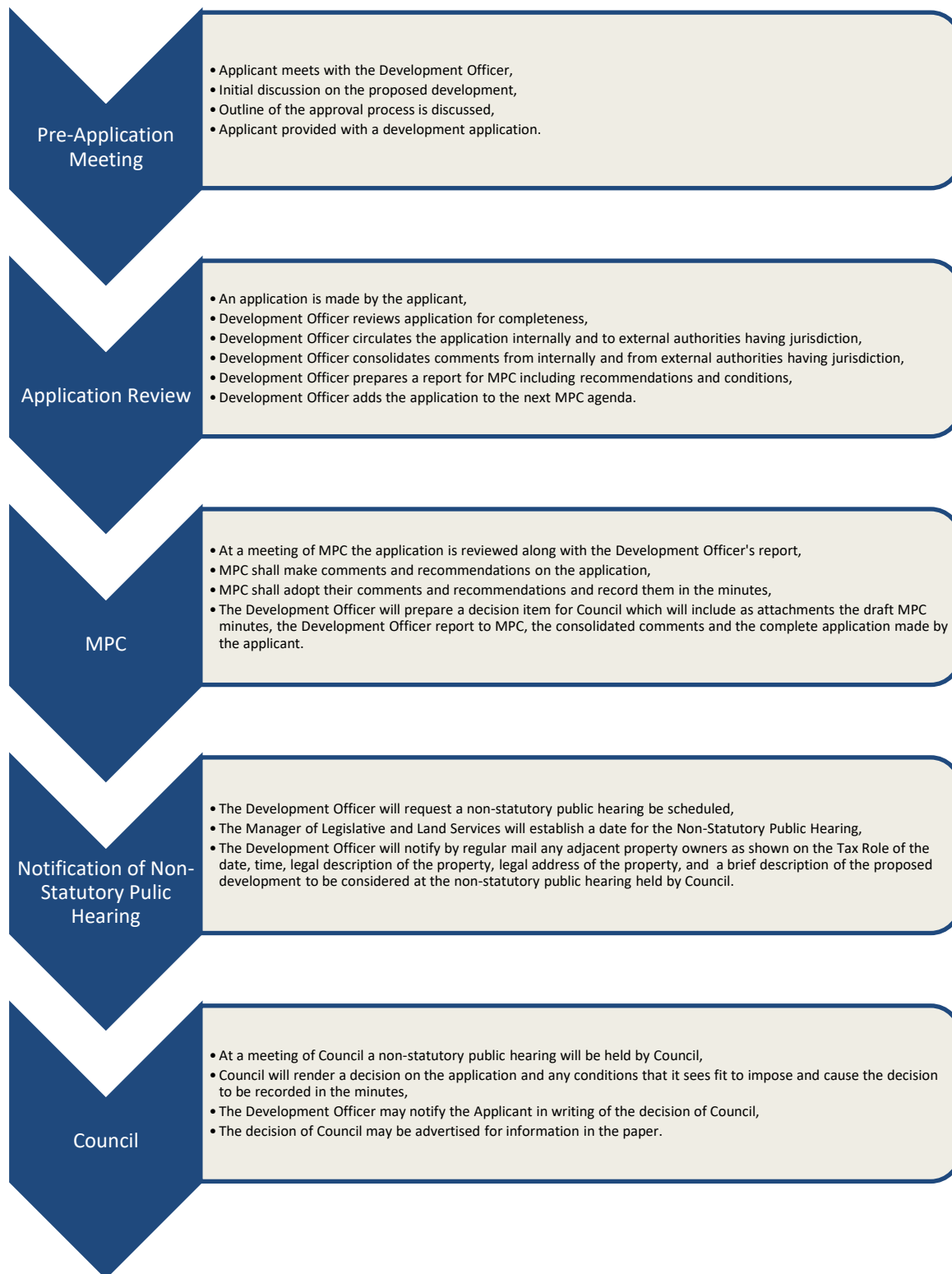
Direct Control (DC) refers to a Land Use classification designated in the Land Use Bylaw (LUB) of the Town of Redcliff. The DC Land Use classification is used when Council determines that it will retain the authority to approve developments for a specific parcel of land. As such all development applications for a site with a DC Land Use classification must be referred to Redcliff Town Council for approval.

### **DEFINITIONS**

"Adjacent land" shall mean land that is contiguous to the parcel of land that is being developed or land that would be contiguous if not for a highway, road, river or stream.

### **POLICY**

- (1) Typically, DC should be used for the following circumstances:
  - (a) Where a proposed development is for a use that was not considered in the LUB and it is not practical to make a LUB amendment,
  - (b) Where a proposed development is a one-off that is not practical to create special conditions for,
  - (c) Where a proposed development is on a site or of a type where Council considers that the development requires the additional oversight of Council.
- (2) Applications for development on a parcel of land designated as DC shall undergo the same review process as any other development permit that requires the approval of MPC with the exception that MPC will provide a recommendation to Council instead of rendering a decision.
- (3) The recommended process is outlined in the flow chart on the next page.
- (4) Providing a notice to the adjacent property owners is not mandatory or legislated but should be done as courtesy. The Town shall not be held responsible for improper addresses or the failure of any property owner to receive notice.
- (5) Council shall hear the development application and render a decision on the matter.
- (6) As stipulated in the MGA, the decision of Council on development applications is final and not appealable.
- (7) The decision on the application may be advertised in manner similar to other development applications, however the advertisement should advise the decision, is not subject to appeal and is advertised only as a matter of information to the public.





# DEVELOPMENT PERMIT APPLICATION

Application #: 20-DP-078

| APPLICANT INFORMATION                         |                       |                               |                               |          |             |
|---|-----------------------|-------------------------------|-------------------------------|----------|-------------|
| Applicant<br><u>Tim Cochrane</u>              |                       |                               | Property Owner (if different) |          |             |
| Phone<br><u>403-866-0504</u>                  |                       |                               | Phone                         |          |             |
| Email<br><u>Tim.Cochrane@gmail.com</u>        |                       |                               | Email                         |          |             |
| Mailing Address<br><u>68-Greenwood Crt SW</u> |                       |                               | Mailing Address               |          |             |
| City<br><u>Medicine Hat</u>                   | Province<br><u>AB</u> | Postal Code<br><u>T1A-7X7</u> | City                          | Province | Postal Code |

| LOCATION OF DEVELOPMENT                                     |                  |                       |      |
|---|------------------|-----------------------|------|
| Civic Address<br><u>13439 7th St NW Redcliff AB T0J-2P0</u> |                  |                       |      |
| Legal Address<br><u>(21-31)(32-34)</u>                      | Lot<br><u>95</u> | Block<br><u>1117V</u> | Plan |

| DESCRIPTION OF DEVELOPMENT   |  |
|--|--|
| Proposed Development:<br><u>Take down existing Garage to put on larger Garage in its place</u>   |  |
| Proposed Application:  | Proposed Setbacks:   |
| <input type="checkbox"/> New Residential<br><input type="checkbox"/> Commercial/Industrial<br><input type="checkbox"/> Home Occupation<br><input type="checkbox"/> Permit to Stay<br><input type="checkbox"/> Addition<br><input type="checkbox"/> Change of Use<br><input type="checkbox"/> Sign<br><input type="checkbox"/> Accessory Building<br><input type="checkbox"/> Deck<br><input type="checkbox"/> Demolition<br><input checked="" type="checkbox"/> Other (please specify) <u>Make Garage Larger</u> | Front: _____<br>Left: _____<br>Back: _____<br>Right: _____ |
|  | Land Use District<br><u>DC-Direct Control District</u>     |
|  | Value of Development<br><u>70,000</u>                      |
|  | Estimated Completion Date<br><u>April 2021</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): Tim Cocher

SIGNATURE: \_\_\_\_\_

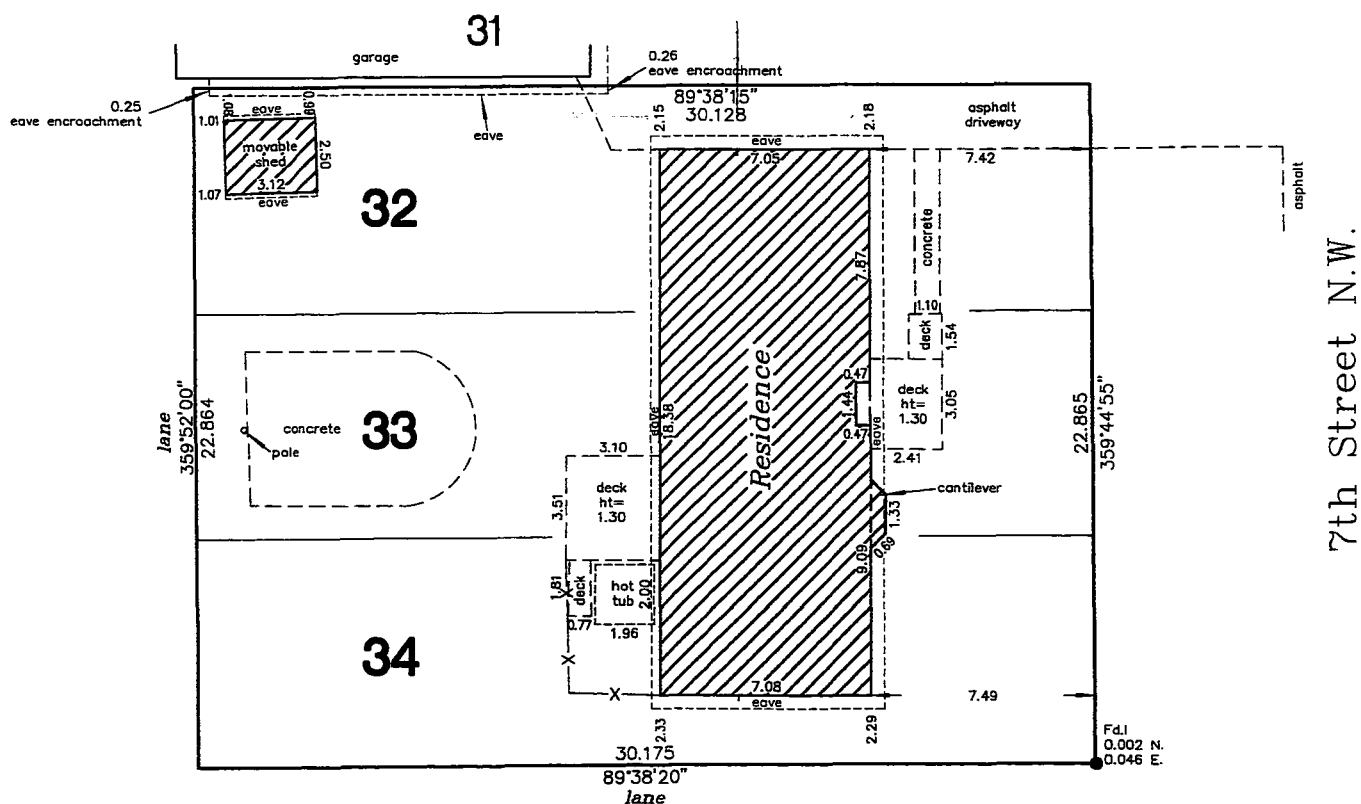
DATE: July 29/20

|  |                    |                                     |  |
|--|--------------------|-------------------------------------|--|
| <b>FOR OFFICE USE ONLY</b>   |                    | Date: <u>July 31/2020</u>           |  |
| Received by: <u>Brian Steph</u>  |                    | Designated Use: <u>Mini Storage</u> |  |
| <input type="checkbox"/> Permitted Use<br><input type="checkbox"/> Discretionary Use – Development Officer<br><input checked="" type="checkbox"/> Discretionary Use - <u>MPC Council</u> |                    |                                     |  |
| Receipt # <u>318510</u>  | Fee: <u>200.00</u> | Date Issued:                        |  |
| <input type="checkbox"/> Current Certificate of Title  |                    |                                     |  |
| Notes: <u>Roll # 0129100</u>   |                    |                                     |  |
|  |                    |                                     |  |
|  |                    |                                     |  |

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.



Address: 35 7th Street N.W., Medicine Hat.  
 Legal Description: Lots 32 – 34 Block 95 Plan 1117V  
 Date: November 29th, 2005.  
 Scale 1:200



Note: This is page 2 of a Real Property Report and is ineffective if it is detached from page 1

Note: Statutory iron posts found shown thus: ●

All distances are in metres and decimals thereof.

Fence line shown thus: X—X—X—X—X and

is within 0.20m of property Line unless otherwise noted.

Eaves are dimensioned to line of fascia.

A/C=Air Conditioner

© (Copyright 2005) George A. Munro A.L.S.

**FOCUS**  
 Focus Surveys Inc.

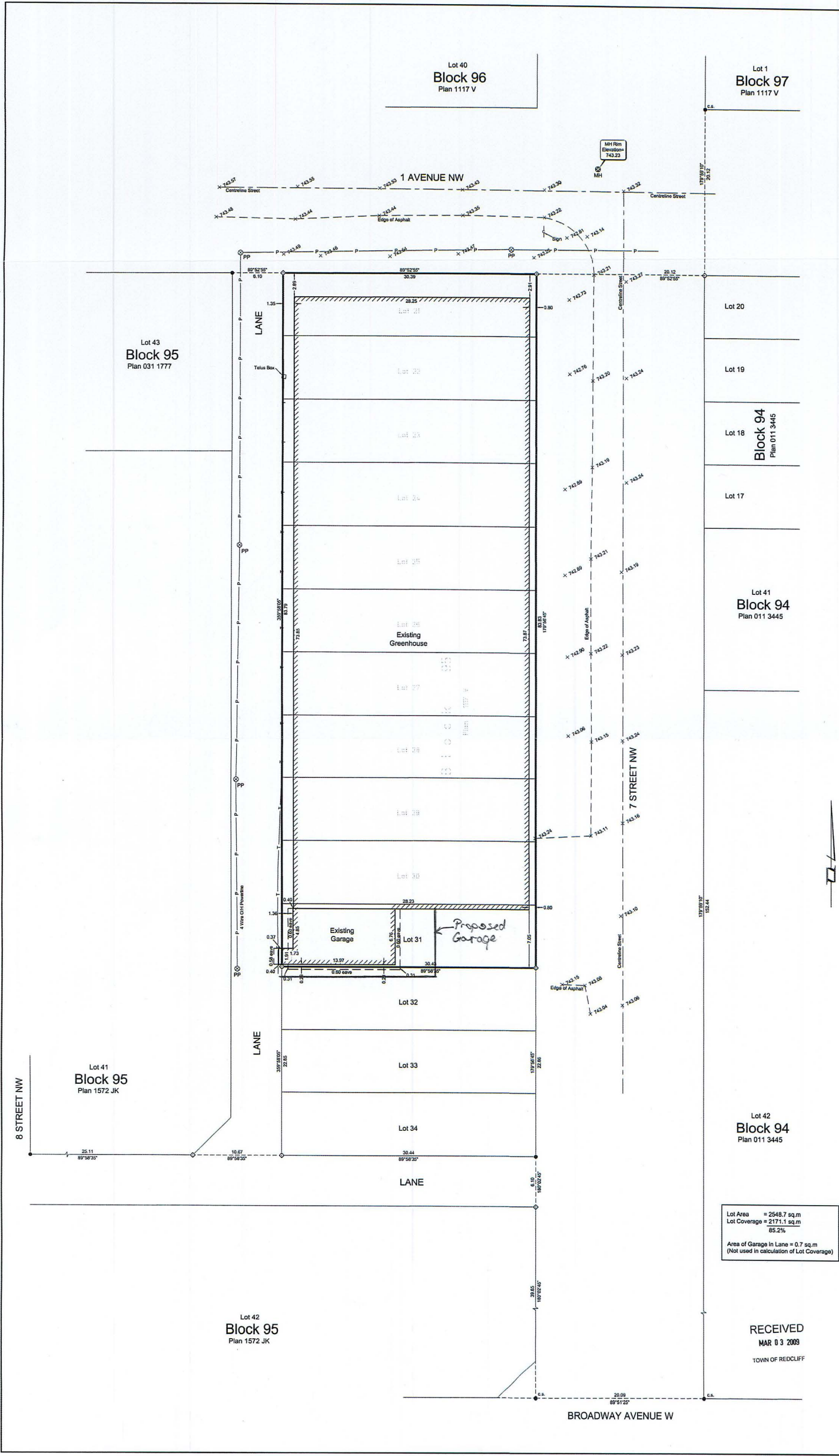
# 302-623 4th Street SE  
 Phone: 403-527-3707

Medicine Hat  
 Fax: 403-526-0321

File : 147605-40

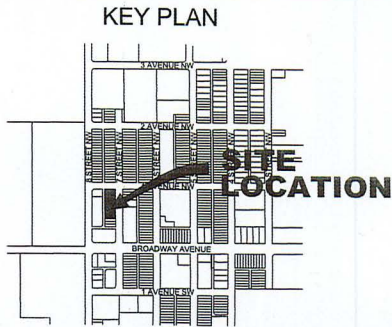
TM

RPR Control :



**DISCLAIMERS**

1. ALL SUB-SURFACE UTILITY LOCATIONS THAT ARE SHOWN ARE TAKEN FROM DRAWINGS PROVIDED BY THE UTILITY COMPANIES INVOLVED. EXACT LOCATIONS MAY VARY.
2. THE ACTUAL LOCATIONS OF THE SUB-SURFACE UTILITIES SHOULD BE VERIFIED PRIOR TO CONSTRUCTION.
3. THIS PLAN SHOULD NOT BE USED TO ESTABLISH PROPERTY BOUNDARIES DUE TO THE RISK OF MISINTERPRETATION OR MEASUREMENT ERROR BY THE USER.



**SITE PLAN**  
of  
#39 7th Street N.W.  
Lots 21 to 31 inclusive, Block 95, Plan 1117 V  
in  
S.W. 1/4 Sec.17 Twp.13 Rge.6 W.4 M.



Scale 1:200

Redcliff

995232 Alberta Ltd.

**LEGEND**

|  |           |
|--|-----------|
| Statutory iron posts found shown thus:           | ●         |
| Calculated points shown thus:                    | ○         |
| Subject Property Boundaries shown outlined thus: | —         |
| Existing Ground Spot Elevations shown thus:      | 714.64    |
| Fence Line .....                                 | —X—X—X—X— |
| Powerline .....                                  | P—P—P—P—  |
| Buried Cable .....                               | C—C—C—C—  |
| Gas Line .....                                   | G—G—G—G—  |
| Sanitary Sewer Line .....                        | SAN—SAN—  |
| Storm Sewer Line .....                           | ST—ST—    |
| Telus Cable .....                                | T—T—      |
| Underground Power .....                          | UP—UP—    |
| Water Line .....                                 | W—W—      |
| Catch Basin .....                                | CB        |
| Manhole .....                                    | MH        |
| Fire Hydrant .....                               | FH        |
| Power Pole .....                                 | PP        |
| Light Standard .....                             | LS        |
| Water Valve .....                                | WV        |

**NOTES**

All distances are in metres and decimals thereof.  
All elevations are in metres and decimals thereof.  
Elevations are geodetic and are derived from  
Alberta Survey Control Marker 575654  
Horizontal Datum: NAD 83, 3TM Projection  
Reference Meridian: 111° West Longitude  
Combined Factor used: 0.999900

**ABBREVIATIONS**

|      |                |
|------|----------------|
| c.s. | Countersunk    |
| ha.  | Hectare        |
| M.   | Metre or Mound |
| N.   | North          |
| Rge. | Range          |
| S.   | South          |
| Sec. | Section        |
| Twp. | Township       |
| W.   | West           |

Lot Area = 2548.7 sq.m  
Lot Coverage = 2171.1 sq.m  
65.2%  
Area of Garage in Lane = 0.7 sq.m  
(Not used in calculation of Lot Coverage)

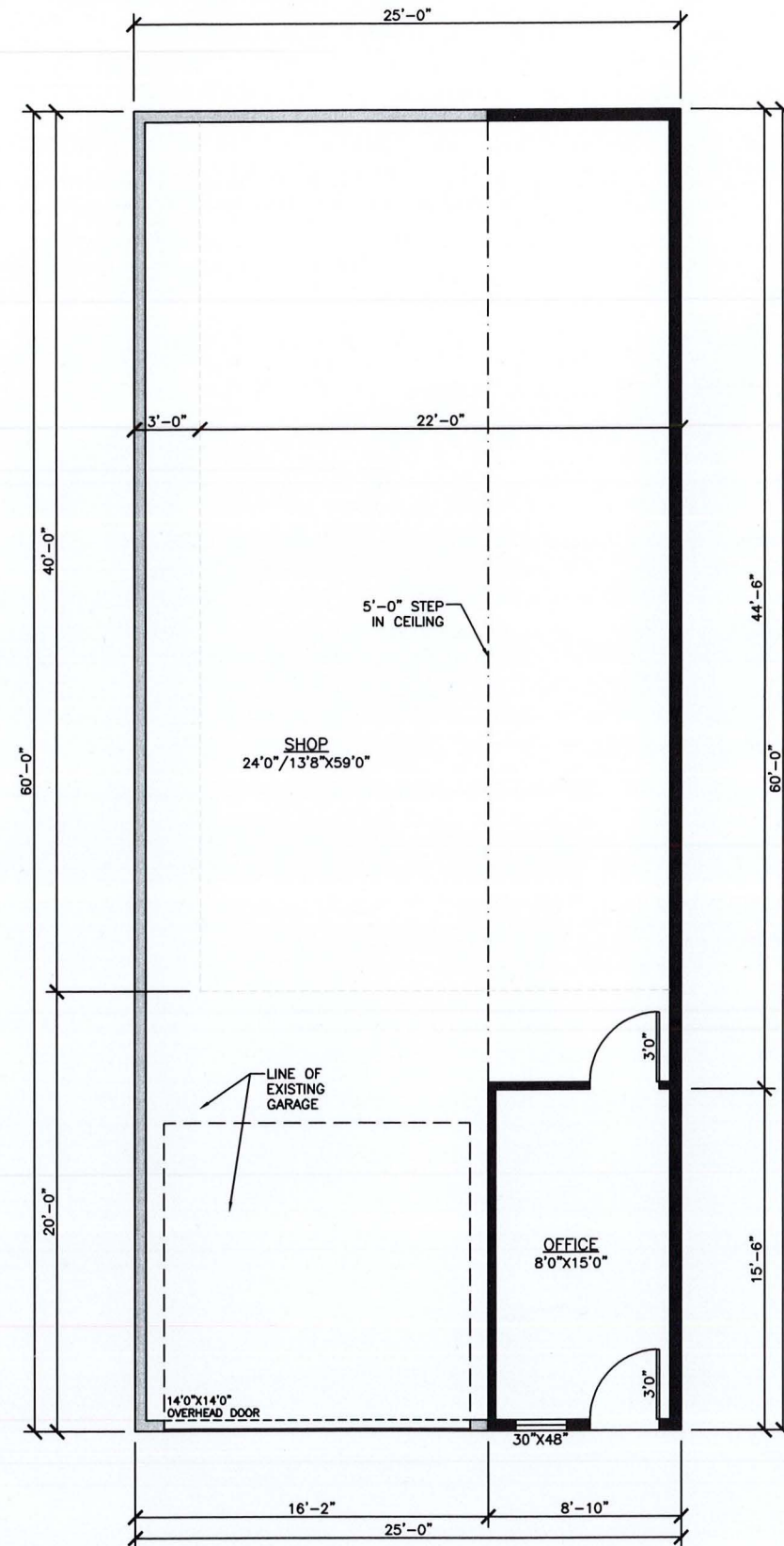
RECEIVED  
MAR 03 2009  
TOWN OF REDCLIFF

**FOCUS**

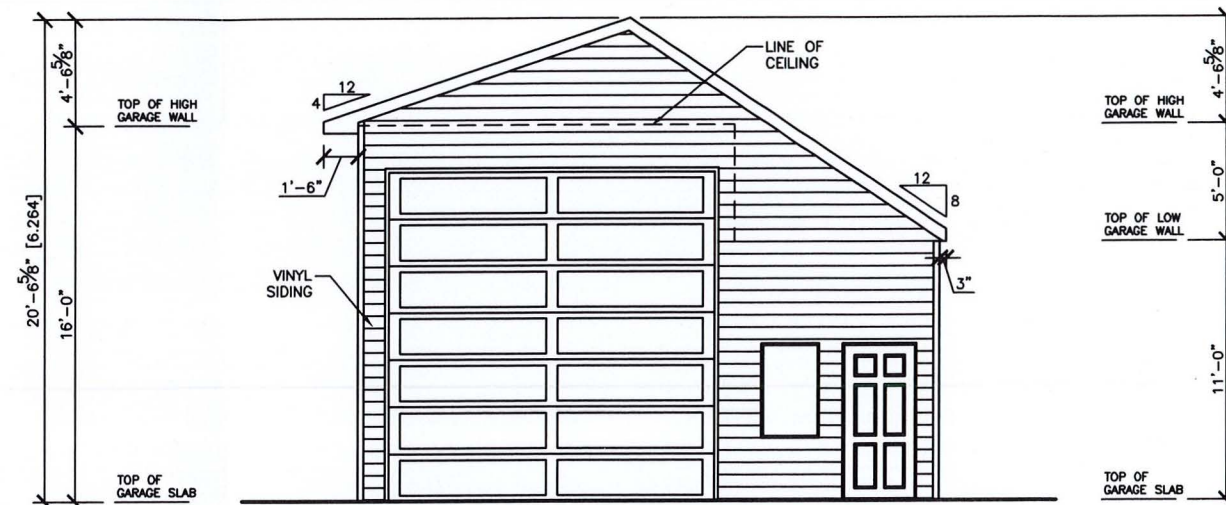
#302-423 4th Street SE  
Medicine Hat, Alberta  
Phone: (403) 527-3767  
Fax: (403) 525-0321

|                               |                                   |
|-------------------------------|-----------------------------------|
| Drawn by: BDW                 | Checked by: GJD                   |
| Drawing File: 010017557-011-0 |                                   |
| File: 010017557-000           | Surveyed by: RB                   |
| Date: February 18, 2009       | Date of Survey: February 10, 2009 |





1 FLOOR PLAN  
A1 SCALE:  $\frac{1}{8}" = 1'-0"$  1500 SQ. FT.



2 FRONT ELEVATION  
A1 SCALE:  $\frac{1}{8}" = 1'-0"$  (EAST FACING)

GENERATED BY:  
**ALANTIS**  
CUSTOM CREATIONS INC.  
DESIGN & DRAFTING SERVICES



CONTACT INFORMATION:  
PH: 403-580-6611  
E-MAIL ADDRESS  
Kurtis@Alantiscc.com  
OFFICE ADDRESS:  
1186 16th STREET N.E.  
MEDICINE HAT, ALBERTA  
T1C-1P9

- THIS PLAN IS PROTECTED BY COPYRIGHT INFRINGEMENT AND REMAINS THE PROPERTY OF ALANTIS CUSTOM CREATIONS INC. THIS PLAN CAN ONLY BE USED FOR THIS PROPERTY. ANY KIND OF REPRODUCTION IS PROHIBITED.

- THE CONTRACTOR & SUB-CONTRACTOR "TRADES" ARE RESPONSIBLE TO CHECK ALL DIMENSIONS AND DETAILS ON DRAWINGS & WILL REPORT ANY DISCREPANCIES TO THIS OFFICE FOR CHANGES PRIOR TO THE START OF CONSTRUCTION.

- ALL CONSTRUCTION IS TO COMPLY WITH THE NEWEST EDITION OF THE ALBERTA BUILDING CODE AND ANY LOCAL REQUIREMENTS.

PREPARED FOR:  
**TIM COELHOORN**

PROJECT:  
25'-0" X 60'-0" SHOP

LOCATION:  
14 7TH STREET NW.  
REDCLIFF, ALBERTA

TITLE:  
FLOOR PLAN & FRONT ELEVATION

JOB START DATE:  
2020-04-07

JOB NO.: 20001-05

SCALE: 11" X 17" PAPER  
AS SHOWN

DRAWN BY:  
KURTIS KURPJUWEIT

SHEET: DWG. NO.

1  
1  
A1

(PRELIM\_3)2020-07-29

## Preview

|              |                |              |
|--------------|----------------|--------------|
| B            |                |              |
| LINC         | SHORT LEGAL    | TITLE NUMBER |
| 0020 556 164 | 1117V;95;32-34 | 071 232 666  |

LEGAL DESCRIPTION  
 PLAN 1117V  
 BLOCK 95  
 LOTS 32 TO 34 INCLUSIVE  
 EXCEPTING THEREOUT OF LOTS 32 AND 33 ALL MINES AND MINERALS  
 AND OUT OF LOT 34 ALL COAL AND PETROLEUM

ESTATE: FEE SIMPLE  
 ATS REFERENCE: 4;6;13;17

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 071 175 341

|              |            | REGISTERED OWNER(S) |       |                |
|--------------|------------|---------------------|-------|----------------|
| REGISTRATION | DATE(DMY)  | DOCUMENT TYPE       | VALUE | CONSIDERATION  |
| 071 232 666  | 12/05/2007 | TRANSFER OF LAND    |       | SEE INSTRUMENT |

OWNERS

TIMOTHY JAMES COEHOORN

AND  
 ELIZABETH COEHOORN  
 BOTH OF:  
 PO BOX 1331  
 REDCLIFF  
 ALBERTA T0J 2P0  
 AS JOINT TENANTS

[Close](#)

## Preview

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0033 162 868            1117V;95;21-31            081 130 824

LEGAL DESCRIPTION  
PLAN 1117V  
BLOCK 95  
LOTS 21 TO 31 INCLUSIVE  
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;6;13;17

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 071 232 666 +2  
                                 071 232 666 +1

| REGISTERED OWNER(S) |           |               |       |               |
|---------------------|-----------|---------------|-------|---------------|
| REGISTRATION        | DATE(DMY) | DOCUMENT TYPE | VALUE | CONSIDERATION |

|             |            |                            |  |  |
|-------------|------------|----------------------------|--|--|
| 081 130 824 | 09/04/2008 | CONSOLIDATION -<br>PARCELS |  |  |
|-------------|------------|----------------------------|--|--|

## OWNERS

TIMOTHY JAMES COEHOORN

AND  
ELIZABETH COEHOORN  
BOTH OF:  
PO BOX 1331  
REDCLIFF  
ALBERTA T0J 2P0  
AS JOINT TENANTS

[Close](#)