

Municipal District of Pincher Creek No. 9
MUNICIPAL PLANNING COMMISSION
Virtual via Microsoft Teams
January 7th, 2025
6:30 pm
Agenda

- 1. Adoption of Agenda**
- 2. New Business**
 - a. **Election of Chairperson**
 - b. **Election of Vice-Chairperson**
- 3. Minutes**
 - a. Meeting Minutes of October 29th, 2024
- 4. Closed Meeting Session**
- 5. Unfinished Business**
- 6. Development Permit Applications**
 - a. Development Permit Application No. 2024-57
Jessie Young
SW 20-10-2 W5
Secondary Suite
- 7. Development Reports**
 - a. Development Officer's Report
- Report for November & December 2024
- 8. Correspondence**
- 9. Next Regular Meeting** – February 4th, 2025
- 10. Adjournment**

**Meeting Minutes of the
Municipal Planning Commission
October 29th, 2024 6:30 pm
Council Chambers**

ATTENDANCE

Commission: Chairperson Jeff Hammond, Reeve Rick Lemire, Councillors Tony Bruder, Jim Welsch, Dave Cox and John MacGarva

Staff: CAO Roland Milligan, Development Officer Laura McKinnon

Planning
Advisor: ORRSC, Senior Planner Gavin Scott

Absent: Member at Large Laurie Klassen

Chairperson Jeff Hammond called the meeting to order, the time being 6:30 pm.

1. ADOPTION OF AGENDA

Councillor Jim Welsch 24/066

Moved that the agenda for October 29th, 2024, be approved as presented.

Carried

2. ADOPTION OF MINUTES

Councillor Dave Cox 24/067

Moved that the Municipal Planning Commission Meeting Minutes for September 3rd, 2024 be approved as presented.

Carried

3. CLOSED MEETING SESSION

Reeve Rick Lemire 24/068

Moved that the Municipal Planning Commission close the meeting to the public, under the authority of the *Municipal Government Act*, Section 197(2.1), the time being 6:31 pm.

Carried

Member at Large Laurie Klassen 24/069

Moved that the Municipal Planning Commission open the meeting to the public, the time being 6:37 pm.

Carried

4. **UNFINISHED BUSINESS**

5. **DEVELOPMENT PERMIT APPLICATIONS**

- a. **Development Permit Application No. 2024-50**
Aurora Eggert
NW 19-5-2 W5
Tourist Home

Councillor Dave Cox

24/070

Moved that Development Permit No. 2024-50, Tourist Home, be approved subject to the following Condition(s):

Condition(s):

1. That this development meets the minimum provisions as required in Land Use Bylaw 1349-23.
2. That the owner/operator ensure that all parts of the dwelling conform to the National Building Code – Alberta Edition. Including confirmation, that septic capacity is sufficient.

6. **DEVELOPMENT REPORT**

- a. Development Officer's Report

Reeve Rick Lemire

24/071

Moved that the Development Officer's Report, for the period September and October 2024, be received as information.

Carried

7. **CORRESPONDENCE**

- a. ORRSC Periodical Fall 2024 – Home Occupations

8. **NEW BUSINESS**

None

9. **NEXT MEETING** – December 3rd, 2024; 6:30 pm.

10. **ADJOURNMENT**

Councillor Dave Cox

24/072

Moved that the meeting adjourn, the time being 6:45 pm.




MINUTES
Municipal Planning Commission (MPC)
Municipal District of Pincher Creek No. 9
October 29, 2024

Carried

Chairperson Jeff Hammond
Municipal Planning Commission

Development Officer
Laura McKinnon
Municipal Planning Commission

Recommendation to Municipal Planning Commission

TITLE: DEVELOPMENT PERMIT No. 2024-57 Applicant: Jessica Young Location: SW 20-10-2 W5 Division: 5 Size of Parcel: 47.47 ha (117.32 Acres) Zoning: Agriculture (A) Development: Secondary Suite	
PREPARED BY: Laura McKinnon	DATE: January 2, 2025
DEPARTMENT: Planning and Development	
Signature:	ATTACHMENTS:
 <hr style="width: 100%;"/>	<ol style="list-style-type: none"> 1. Development Permit Application 2024-57 2. GIS Site Plan
Jan 2, 2025	
APPROVALS:	
	 <hr style="width: 100%;"/>
	Roland Milligan 2025/01/02
Department Director	Date
	CAO
	Date

RECOMMENDATION:

That Development Permit Application No. 2024-57, for a Secondary Suite, be approved subject to the following Condition(s):

Condition(s):

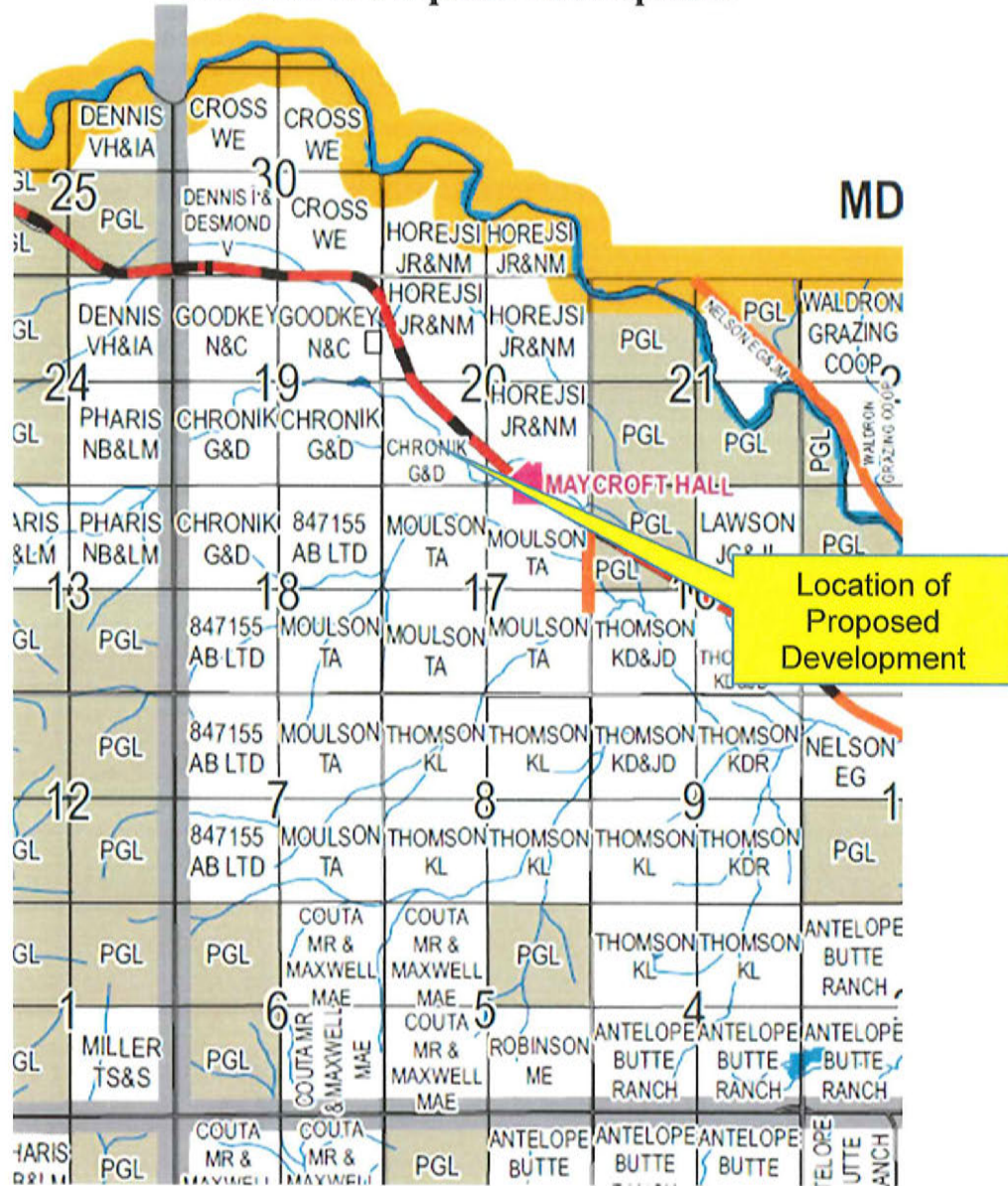
1. That this development meets the minimum provisions as required in Land Use Bylaw 1349-23.
2. That this development meet the requirements of a legal suite within the Alberta Building Code.

BACKGROUND:

- On December 17, 2024, the MD accepted the Development Permit Application No. 2024-57 from applicant Jessie Young. (*Attachment No. 1*).
- This application is to allow the conversion of the existing hip roof barn into a secondary suite for farm help.
- This application is being placed in front of the MPC because:
 - Within the Agriculture (A) Land Use District, Secondary Suite is a Discretionary Use.
- The applicant does not live at this location fulltime and needs a location for a farm worker to stay at.
- The application was forwarded to the adjacent landowners for comment; no responses were received at the time of this report being written.

Recommendation to Municipal Planning Commission

Location of Proposed Development





Municipal District of Pincher Creek

P.O. Box 279

Pincher Creek, AB T0K 1W0

Phone: 403.627.3130 • Fax: 403.627.5070

DEVELOPMENT PERMIT APPLICATION

All grey areas will be completed by the Planning Authority

DEVELOPMENT PERMIT APPLICATION NO. 2024-57

Date Application Received Nov 18/24

PERMIT FEE \$100 Permitted
\$150 Discretionary

Date Application Accepted Dec 17/24

RECEIPT NO. 61944

Tax Roll # _____

* Delayed due to
postal strike.

IMPORTANT: This information may also be shared with appropriate government / other agencies and may also be kept on file by those agencies. This information may also be used by and for any or all municipal programs and services. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions about the collection of this information, please contact the Municipal District of Pincher Creek No. 9

SECTION 1: GENERAL INFORMATION

Applicant: Jessie Young

Address: 2417 Township 10-0A Lundbreck, AB T0K1H0

Telephone: 4 [REDACTED] Email: [REDACTED]

Owner of Land (if different from above): _____

Address: _____ Telephone: _____

Interest of Applicant (if not the owner): _____

SECTION 2: PROPOSED DEVELOPMENT

I/We hereby make application for a Development Permit under the provisions of Land Use Bylaw No. in accordance with the plans and supporting information submitted herewith and which forms part of this application.

A brief description of the proposed development is as follows:

Renovation of pre-existing hip roof barn into suite
for farm help.

Legal Description: Lot(s) _____

Block _____

Plan _____

Quarter Section SW Section 20 Twp 10 Rg 2 W5M

Estimated Commencement Date: Nov. 30TH 2024

Estimated Completion Date: FEB 1ST 2025

SECTION 3: SITE REQUIREMENTS

Land Use District: Agriculture - A Division: 5

Permitted Use Discretionary Use

Is the proposed development site within 100 metres of a swamp, gully, ravine, coulee, natural drainage course or floodplain?

Yes No

Is the proposed development below a licenced dam?

Yes No

Is the proposed development site situated on a slope?

Yes No

If yes, approximately how many degrees of slope? 3 degrees

Has the applicant or a previous registered owner undertaken a slope stability study or geotechnical evaluation of the proposed development site?

Yes No Don't know Not required

Could the proposed development be impacted by a geographic feature or a waterbody?

Yes No Don't think so

<u>PRINCIPAL BUILDING</u>	Proposed	By Law Requirements	Conforms
(1) Area of Site			
(2) Area of Building	30ft x 40ft		
(3) %Site Coverage by Building (within Hamets)	7in		
(4) Front Yard Setback Direction Facing:	NE	Existing Building	
(5) Rear Yard Setback Direction Facing:	SW		
(6) Side Yard Setback: Direction Facing:			
(7) Side Yard Setback: Direction Facing:			
(8) Height of Building	20ft		
(9) Number of Off Street Parking Spaces			

Other Supporting Material Attached (e.g. site plan, architectural drawing)

None yet

ACCESSORY BUILDING	Proposed	By Law Requirements	Conforms
(1) Area of Site			
(2) Area of Building			
(3) % Site Coverage by Building (within Hamlets)			
(4) Front Yard Setback Direction Facing:			
(5) Rear Yard Setback Direction Facing:			
(6) Side Yard Setback: Direction Facing:			
(7) Side Yard Setback: Direction Facing:			
(8) Height of Building			
(9) Number of Off Street Parking Spaces			

Other Supporting Material Attached (e.g. site plan, architectural drawing)

SECTION 4: DEMOLITION

Type of building being demolished : _____

Area of size: _____ *N/A*

Type of demolition planned: _____

SECTION 5: SIGNATURES (both signatures required)

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

DATE: OCT 21st 2024

Jessie Yang
 Applicant _____

 Registered Owner *same as above*

Information on this application form will become part of a file which may be considered at a public meeting.

IMPORTANT NOTES:

THE DEVELOPMENT OFFICER MAY REFUSE TO ACCEPT AN APPLICATION FOR A DEVELOPMENT PERMIT WHERE THE INFORMATION REQUIRED HAS NOT BEEN SUPPLIED OR WHERE THE QUALITY OF SUCH INFORMATION IS INADEQUATE TO PROPERLY EVALUATE THE APPLICATION.

1. In addition to completing this application form in its entirety, an application for a development permit shall be accompanied by the following information, where relevant:
 - (a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, any provision for off-street loading and vehicle parking, access to the site, and the location of public utility lines, waterbodies and treed areas;
 - (b) a scaled floor plan and elevations where construction is proposed;
 - (c) at the discretion of the Development Officer, a Real Property Report as proof of location of existing development and a copy of the Duplicate Certificate of Title indicating ownership and encumbrances;
 - (d) if the applicant is not the registered owner, a written statement, signed by the registered owner consenting to the application and approving the applicant as the agent for the registered owner.
2. A non-refundable processing fee of an amount determined by Council shall accompany every application for a development permit.
3. Failure to complete the application form fully and supply the required information, plans and fee may cause delays in processing the application.
4. All development permits shall contain the following informative:

“ANY DEVELOPMENT CARRIED OUT PRIOR TO THE EFFECTIVE DATE OF THE APPROPRIATE DEVELOPMENT PERMIT IS DONE SOLELY AT THE RISK OF THE APPLICANT AND/OR LANDOWNER.”
5. In accordance with the *Municipal Government Act*, a development authority must, within 20 days after the receipt of an application for a development permit, determine whether the application is complete.

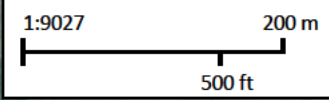
A decision on a completed application must be made within 40 days. After the 40-day period the applicant may deem the application refused and file an appeal within 21 days, of the expiry of the decision date.
6. Every approach to a residence is entitled to a civic address sign, supplied by the municipality. If your location does not already have a sign, please contact the MD Administration Office to make arrangements as soon as your approach has been constructed.



2024-57 Aerial



All information depicted is subject to change, therefore the Municipal District Of Pincher Creek assumes no responsibility for discrepancies at time of use. Please note, average accuracy of the displayed data is: +/- 10m.



Barn for Renovation Location



ROAD 071 0147

SW20 10-2-5

SW20 10-2-5

SE20 10-2-5

1151 LK

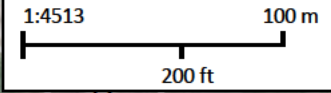
SE20 10-2-5

(811 1144)

2024-57 Aerial



All information depicted is subject to change, therefore the Municipal District Of Pincher Creek assumes no responsibility for discrepancies at time of use. Please note, average accuracy of the displayed data is: +/- 10m.



SW20 10-2-5

Barn for Renovation Location



SE20 10-

(811 1144)

DEVELOPMENT OFFICER REPORT

November & December 2024

Development / Community Services Activities includes:

- Oct 29 Planning & MPC Meeting
- Oct 30 AltaLink – Re: Sunrise Solar Project
- Oct 31 Admin Safety Meeting
- Oct 31 Emergency Management Meeting
- Nov 6 Castle Mountain Resort Project Meeting
- Nov 8 Community Peace Officer Meeting – Hazard Assessment Review
- Nov 12 South Canadian Rockies Board Meeting
- Nov 12 Committee & Council Meeting
- Nov 14 South Canadian Rockies – Strategic Insights Committee Meeting
- Nov 19 Waterton Parks Warden Meeting
- Nov 26 Committee & Council Meeting
- Nov 27 Calgary – MRF Workshop
- Nov 28 Admin Safety Meeting
- Dec 3 Subdivision Authority Meeting
- Dec 5 South Canadian Rockies – Strategic Insights Committee Meeting
- Dec 5 Community Peace Officer Consultant Session
- Dec 6 MD Christmas Party
- Dec 10 Committee & Council Meeting
- Dec 10 South Canadian Rockies Board Meeting
- Dec 12-16 Vacation
- Dec 24-Jan 2 Christmas Holidays

PLANNING DEPARTMENT STATISTICS

Development Permits Issued by the Development Officer for November & December 2024

No.	Applicant	Division	Legal Address	Development
2024-55	Harry Bullock	4	Lot 21, Block 14, Plan 2212017 within Pincher Station	Retail – Accessory Building
2024-56	Michael Baceda	4	Block Q, Plan 0011354 within SW 34-7-30 W4	Addition to SDR
2024-58	Scott & Edwina Hammond	4	S ½ 30-8-29 W4	Addition to SDR

Development Permits Issued by Municipal Planning Commission November 2024

2024-50	Aurora Eggert	3	NW 19-5-2 W5	Tourist Home
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Development Statistics to Date

DESCRIPTION		2024 To date (Dec)	2023	2022	2021
Dev Permits Issued	4 – Nov & Dec	54 38 -DO 16 -MPC	49 31 -DO 18 -MPC	48 29 – DO 19 - MPC	68 46-DO 19-MPC
Dev Applications Accepted	6 – Nov & Dec	58	54	49	70
Utility Permits Issued	2 –Nov & Dec	23	35	12	31
Subdivision Applications Approved	5 – Nov & Dec	12	5	8	20
Rezoning	1 – Nov & Dec	1	0	5	0
DESCRIPTION		2024 to Date (Dec)	2023	2022	2021
Compliance Cert	5 – Nov & Dec	34	21	32	41

RECOMMENDATION:

That the report for the period ending Dec 31, 2024, be received as information.



Prepared by: Laura McKinnon, Development Officer

Date: January 2, 2025



Respectfully Submitted to: Municipal Planning Commission