

MINUTES
MUNICIPAL PLANNING COMMISSION

November 6, 2018

8:00 a.m.

Call to Order at 8:02 a.m.

PRESENT: Chairperson Len Phillips (Councillor)
Vice-Chairperson Glenys Kent (Member at Large)
Councillor Randy Brown
Randall Sugden, Member at Large
Donald Verhesen, Member at Large

STAFF: Charlene Johnson, Senior Development Officer
Michael Fitzsimmons, Recording Secretary

ITEM 1 – AGENDA

1.1 Additions or Deletions

Moved by Chairperson Len Phillips, to approve the Municipal Planning Commission agenda of November 6, 2018.

Carried

ITEM 2 – MINUTES

2.1 MPC Meeting Minutes – October 2, 2018

Moved by Councillor Randy Brown, that the Municipal Planning Commission meeting minutes of October 2, 2018, be approved.

Carried

ITEM 3 – DEVELOPMENT PERMIT APPLICATIONS

3.1 SECONDARY RESIDENCE – DISCRETIONARY USE

Jessica Courtright
(R1) Low Density Residential
Lot 4, Block 4, Plan 952-0687
Development Permit 18/73

Overview:

Charlene Johnson, Senior Development Officer provided the Commission with an overview of the application. A secondary residence in the basement was constructed several years ago for the property and the applicant who has power of attorney wishes to bring the property into compliance for resale. Ms. Johnson highlighted that the development permit meets the definitions of a secondary residence in the Town's *Land Use Bylaw 11/11LU*. Not including the shared space in the basement, the floor area for the secondary residence is 689 sq. ft. which meet the requirements of Section 3.55 (3) in the Land Use Bylaw.

With the shared space as well, the floor area for the basement was 894 sq. ft. which would require a variance of 18% for the proposed development. Ms. Johnson also highlighted the parking requirements for three on-site parking stalls. There was no history of complaints received for the property.

Ms. Johnson recommended that the Municipal Planning Commission approve Development Permit 18/73.

Discussion by MPC Members

The Commission asked Ms. Johnson if the secondary residence would have egress? Ms. Johnson highlighted that egresses and other building code items are examined and reviewed by the Town's building inspector during the building permit process.

Moved by Councillor Randy Brown to approve Development Permit application 18/73 with the conditions specified on the Development Permit.

Carried

ITEM 4 – DEVELOPMENT PERMITS

4.1 Development Permits issued from January to October 31, 2018.

The Municipal Planning Commission was provided with the list of development permits issued for the entire year, up to October 31, 2018.

ITEM 5 – BUILDING PERMITS

5.1 – Building Permits issued in October 2018 with Yearly Comparisons.

The Municipal Planning Commission was provided with the building permits issues for October 2018 and comparisons with previous years.

Adjournment:

Moved by Councillor Randy Brown to adjourn the November 6, 2018 Municipal Planning Commission meeting at 8:07 am.

Carried



LEN PHILLIPS
CHAIRPERSON



MICHAEL FITZSIMMONS
RECORDING SECRETARY

/mf