

**AGENDA**  
**MUNICIPAL PLANNING COMMISSION MEETING**  
**SEPTEMBER 15, 2020**  
**8:00 a.m.**  
Town of Rocky Mountain House Council Chambers

Call to Order

<b>ITEM 1. AGENDA</b>	<b>PAGE #</b>
1.1 Additions or Deletions	1
<b>ITEM 2. MINUTES</b>	
2.1 MPC Meeting Minutes – August 4, 2020	2-3
<b>ITEM 3. DEVELOPMENT PERMIT APPLICATIONS</b>	
3.1 Applicant: Dave & Michele Holkstad Land Use Designation: General Residential (R-2) Legal Land Description: Lot 21-24, Block 2, Plan 101AJ	4-8
<b>ITEM 4. DEVELOPMENT PERMITS STATS</b>	
4.1 Development Permits issued as of August 31, 2020	9-10
<b>ITEM 5. BUILDING PERMIT STATS</b>	
5.1 Building Permits Issued as of August 31, 2020	11

Adjournment

**MINUTES**  
**MUNICIPAL PLANNING COMMISSION - MPC**

**AUGUST 4, 2020**

**8:30 a.m.**

**TOWN COUNCIL CHAMBERS**

Call to Order at 8:04 a.m.

**PRESENT:** Councillor Len Phillips, Chairperson  
Kimberly McDonald, Member at Large  
Randall Sugden, Member at Large (via Conference Call)

**STAFF:** Dean Schweder, Director of Planning & Development  
Michael Fitzsimmons, Assistant Development Officer

**1. AGENDA**

**1.1 Additions and Deletions**

Moved by Kimberly McDonald, Member at Large, to approve the August 4, 2020 MPC meeting agenda with no additions or deletions.

Carried

**2. MINUTES**

**2.1 MPC Organizational Meeting Minutes – April 7, 2020**

Members were provided with minutes from the MPC Organizational Meeting on April 7, 2020.

Moved by Councillor Len Phillips, Chairperson, to approve the April 7, 2020 Organizational Meeting Minutes

Carried

**2.2 MPC Meeting Minutes – April 7, 2020**

Members were provided with minutes from the MPC Meeting on April 7, 2020.

Moved by Randall Sugden, Member at Large, to approve the April 7, 2020 Meeting Minutes

Carried

**3. DEVELOPMENT PERMIT APPLICATION**

**3.1 Accessory Building Shed – Variance**

**Applicant:** Patrick Cavanagh

**Land Use Designation:** (R-1) Low Density Residential District

**Legal Land Description:** Lot 26 / Block 12 / Plan 972-0237

**Development Permit #:** 20/44

Michael Fitzsimmons, Assistant Development Officer provided the Municipal Planning Commission (MPC) with an overview of Development Permit application 20/44. The applicant was applying for variances as described in the report. Mr. Fitzsimmons highlighted that the shed was built in 2016 and the applicant was requesting a Certificate of Compliance. No complaints for the shed were indicated on the file and Engineering & Operations indicated no issues with the accessory building’s location in proximity to Town land adjacent to the rear yard. Mr. Fitzsimmons made a recommendation to approve Development Permit 20/44. No questions were asked by members of MPC.

Motion by Councillor Len Phillip, Chairperson to approve Development Permit 20/44 with the conditions listed on the Development Permit.

Carried

**4. DEVELOPMENT PERMIT STATS**

**4.1 Development Permits Issued as of June 30, 2020**

Moved by Motion by Councillor Len Phillip, Chairperson, to accept Item 4.1 as information.

Carried

**5. BUILDING PERMIT STATS**

**5.1 Building Permits Stats as of June 30, 2020**

Moved by Kimberly McDonald, Member at Large, to accept Item 5.1 as information.

Carried

Adjournment: 8:38 a.m.

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LEN PHILLIPS  
Chairperson

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MICHAEL FITZSIMMONS  
Recording Secretary

/mf

## Report to the Municipal Planning Commission

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<b>Subject:</b>	<b>ACCESSORY BUILDING WITH VARIANCE</b>
<b>Location:</b>	5204 51 Ave Lot 21-24, Block 2, Plan 101AJ
<b>Land Use Designation:</b>	(R-2) General Residential District
<b>Applicant</b>	Dave & Michele Holkestad
<b>Development Permit Number:</b>	20/59
<b>MPC Meeting Date:</b>	September 15, 2020

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The Town is in receipt of a development permit application in order to demolition and rebuild a garage (accessory building). The new garage will be larger than the allowed square footage in the Land Use Bylaw. It is being brought forward to Municipal Planning Commission as a variance over 10% is being requested.

### ***LAND USE BYLAW 11/11LU (LUB)***

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#### *PART 3: GENERAL REGULATIONS*

##### *Section 3.2 Accessory Buildings and Uses*

###### *(2) In residential Districts*

*(f) Accessory buildings shall not individually exceed 62.8 m<sup>2</sup> (676 sq. ft.) and shall not cover more than 35% of the rear yard...*

As shown above, the allowed square footage for an accessory building is 676 sq. ft and the applicant wishes to build a garage of 816 sq. ft. This is a variance request of 21% above the regulation.

### ***CONSIDERATIONS***

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- A building permit will be taken out to ensure that the accessory building is meeting Safety Code regulations.

- The use, enjoyment and value of the neighbouring parcels should not be unduly affected.
- Affected residents will be given a chance to appeal through the 21-day appeal process.
- Advertisement to the public will take place at the Town office and at the new location.
- All other regulations of the Land Use Bylaw are being met.
- No other statutory or non-statutory plans are affected by this development.

### ***RECOMMENDATION***

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Recommendation that development permit 20/59 be approved with the listed conditions.

### ***DECISION OPTIONS FOR THE DEVELOPMENT AUTHORITY***

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- (a) Approve the application with conditions
- (b) Table as further information is required
- (c) Refuse the application giving reasons for its refusal.

Please note: an application for a development permit shall be deemed to be refused when a decision thereon is not made by the Development Authority within forty (40) days after receipt of the application.

**Prepared by: Charlene Johnson, Senior Development Officer**



Schedule "A", Form "C"  
Land Use Bylaw No. 11/11 LU  
Town of Rocky Mountain  
House

## Development Permit

Development Involving:

**Accessory Building Demolition & Accessory Building Construction**  
**816 ft<sup>2</sup> (21% variance) - Permitted Use**

Municipality No.: 20/59  
Application No.: 268268-20-D0059  
Application Date: August 28, 2020  
Decision Date: Sep 15, 2020  
Issue Date: Oct 6, 2020

Zoning: R-2 General Residential

On Lot: 21-24      Block: 2      Plan: 101AJ      Land section description:

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**Applicant**

Name: Dave & Michele  
Holkestad

Address:

Phone:

Cell:

Fax:

**Contractor**

Name: Paradise Homes Corp.

Address:

Phone:

Cell:

Fax:

**Owner**

Name: Dave & Michele  
Holkestad

Address:

Phone:

Cell:

Fax:

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**Property Address:**

5204 51 Ave  
Rocky Mountain House, AB

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**APPROVED, subject to the following Conditions:**

1. That the accessory building 816 ft<sup>2</sup> (21% variance) be located as per submitted site plan.
2. That the accessory building demolition be removed as per land use bylaw regulations.
3. That unless otherwise expressly stated, the applicant must comply with all provisions of the Town of Rocky Mountain House Land Use Bylaw 11/11LU.
4. **That the applicant must contact the Engineering and Operations department to coordinate the demolition and possible road closures.**
5. **That the applicant agrees to carry out this demolition work in conformance to the Alberta Building Code.**
6. **That the applicant inform the following companies of the date of Demolish for disconnection. Epcor, Atco Gas, Telus Communications, Cable, Engineering & Operations-Public Works-Town of Rocky Mountain House.**
7. **That it is the responsibility of the owner or agent to ensure that all meters and service connections have been removed before demolition begins.**
8. That the exterior of the accessory building be maintained and compatible with the existing buildings on-site.
9. That the accessory building not be located over any gas, water, easement or utility right of way. (Call Alberta One Call 1-800-242-3447).

10. That all roof drainage shall be directed onto the property.
11. That all outdoor storage areas associated with a principal use shall be located to the rear or sides of the principal building and screened from view from adjacent sites and public roadways.
12. That a valid building permit be obtained.
13. That the approval be posted on the Town bulletin board and on the property site and be subject to a twenty-one (21) day appeal period.

**You are hereby authorized to proceed with the development specified provided: that any stated conditions are complied with; that the development is in accordance with any approved plans and applications; and that a BUILDING PERMIT IS OBTAINED IF CONSTRUCTION IS INVOLVED. SHOULD AN APPEAL BE MADE AGAINST THIS DECISION TO THE SUBDIVISION DEVELOPMENT APPEAL BOARD, THE DEVELOPMENT PERMIT SHALL CEASE TO BE EFFECTIVE.**

\_\_\_\_\_  
Signature of Development Officer

*Issued By:*  
**Charlene Johnson, Senior  
Development Officer**

**Municipality:**

Town of Rocky Mountain House  
PO BOX 1509  
5116 - 50th Avenue  
ROCKY MOUNTAIN HOUSE, Alberta  
T4T 1B2  
Phone: (403)847-5260

Fax: (403)845-1835

[www.rockymtnhouse.com](http://www.rockymtnhouse.com)

**Note:**

1. *As per Section 685)(3) of the Municipal Government Act; Despite subsections (1) and (2), no appeal lies in respect of the issuance of a development permit for a permitted use unless the provisions of the land use bylaw were relaxed, varied or misinterpreted or the application for the development permit was deemed to be refused under section 683.1(8).*
2. The issuance of a Development Permit in accordance with the Notice of Decision is subject to the condition that it does not become effective until twenty-one (21) days after the date of decision.
3. The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Subdivision Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision Development Appeal Board within twenty-one (21) days after the date the Development Permit is issued.
4. Any development proceeded with, by the applicant prior to the expiry of the twenty-one (21) day period is done solely at the risk of the applicant.
5. This permit is effective for a period of twelve (12) months from the date of its issue, or the date of decision of the Subdivision Development Appeal Board confirming it. If at the expiry of this period, the development has not commenced or carried out with reasonable diligence, this permit ceases to be effective, unless an extension to the period has been previously granted by the Development Officer.
6. Compliance with the requirements of the Land Use Bylaw does not exempt any person from the requirements of any federal, provincial, or municipal legislation or complying with any easement, covenant, agreement or contract affecting development.
7. Prior to any work being performed within the municipal right of way an excavation permit must be obtained from the Engineering and Operations Department.





## Development Permits as of August 31, 2020

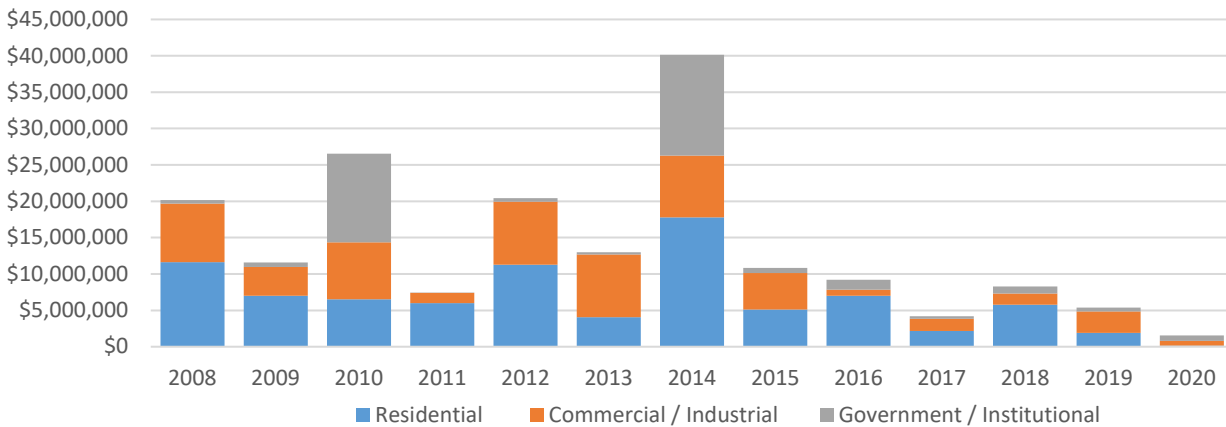
Permit Number	Applicant Name	Development Location	Owners Name	Legal	Approval Body	Type of Development
20/01	Snell & Oslund Surveys (1978) Ltd.	5101 49 Ave	RVB Managements Ltd.	4/1/972-4130	DO	Accessory Building - Greenhouse
20/02	Clearwater County	4370 - 47 Ave	Same as applicant	15/60/2537RS	DO	Accessory Building - Storage Shed
20/03	Nina Beresford	4411 41 Ave	Bravo Company Medical Inc.	1/2/992-5795	DO	Use Change - Office, Business
20/04	Angela DiStefano	5211 52 Street	same as app	13/55/3656RS	DO	Home Occupation - Class 1
20/05	Cailyn Boodt	6131 54 Street	Same as app	17/7/982-4116	DO	Home Occupation - Class 1
20/06	Dylan Wood	4919 43 Street, Bay 12	RVB Managements LTD.	3C / 62 / 762-0774	DO	Use Change - Sales & Service Outlet for Automobiles, Trucks, Recreational Vehicles
20/07	Duz Cho Construction	4512 42 Ave	same as applicant	3/882-1506	DO	Accessory buildings & Main Building
20/08	Urban Systems Ltd.	1/1/042-4622	The Board of Trustees for the WRSD	1/1/0424622	DO	Accessory Building - Mechanical Room and Accessory Use - Splash Park
20/09	Greg and Karen Travis	6308 47 Ave	same as applicant	13/4/162-0330	DO	Detached Dwelling, covered deck, verandah, accessory building, cantilever
20/10	David Exley	5805 68 Ave Cl	David Exley	38/2/072-3036	DO	Accessory Uses - Patio (196.73 sq. ft.) and Front Step (8 sq. ft.)
20/11	RedRock Camps Inc	Lot north of Extra Foods	1598768 Alberta Ltd.	NE-27-39-7-W5M	DO	Temporary Buildings
20/12	Beth Ratzlaff	5014 - 59 Street Cl	Bea Gammie	4/45/3691TR	DO	Accessory Use - Deck with Steps (232 sq. ft.), Accessory Deck with Steps (96 sq. ft.)
20/13	Kalyn Innovations	4439 47 AVE	Gateway Companion Animal Clinic	2A/37/832-3594	DO	Use change & Renovations
20/14	Lori Courtright	5016 - 50 Ave	Clearwater Commercial and Retail Ltd.	15/13/842-2418	DO	Change in Use - Retail Sales Establishment
20/15	Jeffrey McLeod	4419 - 58 St Cl	Same as applicant	34/4/072-1212	DO	Accessory Use - Deck with Steps
20/16	Rocky Mountain Hydraulic & Bearing	4911 - 44 Street	KDR Ventures	16/61/927TR	DO	Freestanding Sign
20/17	1940252 Alberta Ltd.	58A Street Cl	Same as applicant	3/1/142-2133	DO	Excavation & Stockpiling of Dirt
20/18	1940252 Alberta Ltd.	58A Street Cl	Same as applicant	3/2/142-0703	DO	Excavation & Stockpiling of Dirt
20/19	Tracylee Gervais	4812 - 46 St	Same as applicant	18/251886HW	DO	Accessory Building Garage and Parking Pad
20/20	Grant Huxter	5418 - 61 Ave Cl	Same as applicant	37/5/942-3318	DO	Accessory Use - Front Step
20/21	Devin MacPherson	5308 - 53 Street	Same as applicant	6A/B/598NY	DO	Home Occupation - Class 1
20/22	Trevor Kalyn	5003 - 44 St	Town of Rocky Mountain House	1R/61/927TR	DO	Temporary Sea/Land Cargo Container
20/23	Lorne and Tana Humphrey	4940 - 48 St	Same as applicant	39-40/22/101AJ	DO	Renovations - Front Dormer (68 sq. ft.) / New Step & Concrete Pad (17.6 sq. ft.) / New E
20/24	Rudy and Doreen Klaassen	4815 - 46 St	Same as applicant	1C/33/752-1789	DO	Accessory Use - Roof Extention
20/25	The Lord's Food Bank - David Carter	4304 - 49 Ave	Living Branches Community Church	18B/61/792-0633	DO	Quasi-Public Use - Emergency Shelter (Temporary)
20/26	Derrick & Irene Sacrey	4508 46 St	Same as applicant	14/38/1886HW	DO	Accessory Building - Gazebo
20/27	Christine & Michael Giguere	5419 - 53 Ave	Same as applicant	2/4/2981RS	DO	Accessory Use - Deck with Steps
20/28	Kerry Saunders	6519 - 58 St	Same as applicant	13/2/992-2400	DO	Accessory Building - Detached Garage
20/29	Sasha Hunke	4909 - 50 St	Iom Specialized Services Ltd.	15/21/101AJ	DO	Personal Services
20/30	2176188 Alberta Ltd.	4516 45 Street	522842 Alberta Ltd.	2B/1/982-2191	DO	Drinking Establishment

20/31	Mike Bell	6522 - 59 St	Same as applicant	38/2/992-2400	DO	Accessory Use - Deck with Step
20/32	Mike Cutknife	5009 50 St	Henry & Amy Mah	15-17/12/101AJ	DO	Accessory Use
20/33	Jodi Wymenga	5222 44 St	Eric & Jodi Wymenga	6/2/942-3491	DO	Light Repair Services
20/34	David Turnbull	4904 - 45 St	1847845 Alberta LTD.	7/33/012-1120	DO	Accessory Use - Patio
20/35	Louise Lambert	5807 - 64 Ave Cl	Same as applicant	16/12/972-0237	DO	Accessory Building - Detached Garage (624 sq.ft) , Accessory Use - Parking Pad (960 sq.
20/36	Jackie Willier	56A St (For 5227 - 56 St Cl)	Same as applicant	16/5/2981RS	DO	Temporary Sea/Land Cargo Container
20/37	SkyFire Energy	4409 - 58 St Cl	Navjot Singh	39/4/072-1212	DO	Solar Energy Devices on Detached Dwelling
20/38	Gil & Holly Zonneveld	5722 45 Ave Cl	Same as applicant	59/5/122-4410	MPC	Accessory Use - Deck
20/39	Rod Leighton	Suite #6, 5211 - 55 Ave, RM	Same as applicant	6/962-1695	DO	Other - Removal of Trailer
20/40	David & Audrey Nicholas	4427 - 54 St	Same as applicant	24/6/082-9470	DO	Accessory Use - Temporary Sea/Land Cargo Container
20/41	Donald Barry Bourne	4932 52 St	same as applicant	20-21/18/101AJ	DO	Light Repair Services with a dwelling unit
20/42	Sgt. Carl Dinsdale	4428 - 45 St	Her Majesty The Queen in Right of Cana	3/1/852-0063	DO	Accessory Use - Parking Pad
20/43	Sgt. Carl Dinsdale	4428 - 45 St	Her Majesty The Queen in Right of Cana	4/1/852-0063	DO	Accessory Building - Sea/Land Cargo Container and Accessory Use Parking Pad
20/44	Patrick Cavanagh	5812 - 64 Ave Cl	Patrick Cavanagh	26/12/972-0237	DO	Accessory Building - Shed
20/45	Travis Smears	4439 - 59 St	Travis Smears	13/1/972-0321	DO	Accessory Use - Enclosed Deck
20/46	Kalyn Innovations`	4324 45 St	Rocky Mountain Storage Ltd.	9/1/202-1217	DO	Accessory Building x 2
20/47	Raymond Osbourne	4536 46 Ave	Same as applicant	21/36/593HW	DO	Accessory Building - Garage
20/48	Blaine and Melodie Peacock	5904 56 St	Same as applicant	42/3/782-3394	DO	Home Occupation Class 2
20/49	The Lord's Food Bank - David Carter	4923 - 52 St	Same as applicant	8/19/101AJ	DO	Quasi Public Uses - Emergency Shelter (Temporary)
20/50	Kelsey MacPherson	5308 - 53 St	Kelsey and Devin MacPherson	6A/B/598NY	DO	Home Occupation Class 2
20/51	Steve Oscar	4204 - 52 Ave	Echo Fluid Levels Ltd.	1/4/942-1108	DO	Accessory Building - Sea/Land Cargo Container (Temporary)
20/52	Browood Developments Ltd.	6307 58A Street	same as applicant	G/1/202-1554	DO	Duplex with covered porch & covered deck & attached garage
20/53	Browood Developments Ltd.	6305 58A Street	same as applicant	H/1/202-1554	DO	Duplex with covered porch & covered deck & attached garage
20/54	Browood Developments Ltd.	6303 58A Street	same as applicant	I/1/202-1554	DO	Duplex with covered porch & covered deck & attached garage
20/55	Browood Developments Ltd.	6301 58A Street	same as applicant	J/1/202-1554	DO	Duplex with covered porch & covered deck & attached garage
20/56	Icom Refrigeration Inc.	5332 - 50 Street	Town of Rocky Mountain House	SE-27-39-7-W5	DO	Accessory Building - Ice Plant
20/57	Kim Phillips	6006 - 43 Ave Cl	Darcy Alley May	13/3/032-6143	DO	Home Occupation Class 2

**2020 BUILDING PERMITS  
TOWN OF ROCKY MOUNTAIN HOUSE**

Month	Permits	Residential	Commercial/ Industrial	Government/ Institutional	2020	2019
JAN.	4	\$ 1,000.00	\$ 6,000.00	\$ 75,000.00	\$ 82,000.00	0
FEB.	1		\$ 5,000.00		\$ 5,000.00	\$ 458,000.00
MARCH	1		\$ 145,000.00		\$ 145,000.00	\$ 308,000.00
APRIL	3	\$ 5,000.00	\$ 150,000.00	\$ 242,000.00	\$ 397,000.00	\$ 52,000.00
MAY	4	\$ 59,000.00	\$ 5,000.00		\$ 64,000.00	\$ 223,000.00
JUNE	10	\$ 32,000.00	\$ 48,000.00		\$ 80,000.00	\$ 216,000.00
JULY	2	\$ 41,000.00			\$ 41,000.00	\$ 830,000.00
AUG.	7	\$ 16,000.00	\$ 282,000.00	\$ 461,000.00	\$ 759,000.00	\$ 396,000.00
SEPT.					\$ -	\$ 150,000.00
OCT.					\$ -	\$ 2,734,000.00
NOV.					\$ -	\$ 20,000.00
DEC.					\$ -	\$ 2,000.00
TOTAL 20	32	\$ 154,000.00	\$ 641,000.00	\$ 778,000.00	<b>2020 TOTAL</b>	<b>\$ 1,573,000.00</b>
TOTAL 19	60	\$ 1,925,000.00	\$ 2,917,000.00	\$ 547,000.00	2019 TOTAL	\$ 5,389,000.00
TOTAL 18	53	\$ 5,756,000.00	\$ 1,556,000.00	\$ 955,000.00	2018 TOTAL	\$ 8,267,000.00
TOTAL 17	48	\$ 2,180,000.00	\$ 1,660,000.00	\$ 344,000.00	2017 TOTAL	\$ 4,184,000.00
TOTAL 16	63	\$ 6,988,000.00	\$ 866,000.00	\$ 1,374,000.00	2016 TOTAL	\$ 9,228,000.00
TOTAL 15	82	\$ 5,101,000.00	\$ 5,051,000.00	\$ 686,000.00	2015 TOTAL	\$ 10,840,000.00
TOTAL 14	82	\$ 17,766,000.00	\$ 8,509,000.00	\$ 13,857,000.00	2014 TOTAL	\$ 40,132,000.00
TOTAL 13	81	\$ 4,061,000.00	\$ 8,637,000.00	\$ 300,000.00	2013 TOTAL	\$ 12,998,000.00
TOTAL 12	114	\$ 11,267,000.00	\$ 8,669,000.00	\$ 500,000.00	2012 TOTAL	\$ 20,436,000.00
TOTAL 11	71	\$ 5,993,000.00	\$ 1,395,000.00	\$ 11,000.00	2011 TOTAL	\$ 7,399,000.00
TOTAL10	75	\$ 6,512,000.00	\$ 7,837,000.00	\$ 12,178,000.00	2010 TOTAL	\$ 26,527,000.00
TOTAL09	100	\$ 7,024,000.00	\$ 3,944,000.00	\$ 628,000.00	2009 TOTAL	\$ 11,596,000.00
TOTAL08	94	\$ 11,641,000.00	\$ 8,052,000.00	\$ 459,000.00	2008 TOTAL	\$ 20,152,000.00

Building Permit Construction Value (\$)



\*these numbers do not reflect demolitions