

**SPECIAL MEETING MINUTES  
MUNICIPAL PLANNING COMMISSION**

**TIME AND PLACE:** 1:00 pm, March 2, 2007, Town Office Council Chambers

**Present:** Chairperson Bernice Willsie, Shirley Adams, Cody Berggren & Sheila Church

**Absent:** Mildred Lane

**Staff:** Dan Proctor – Development Officer

**Delegations:** None

**CALL TO ORDER**

**Item # 1.1** Bernice Willsie, Chairperson, called the special meeting to order at 1:02pm.

**ADOPTION OF AGENDA**

**Motion # 2.1** Moved by Cody Berggren that the March 2, 2007 Municipal Planning Commission Meeting agenda be adopted as presented. **MOTION CARRIED**

**ADOPTION OF PREVIOUS MINUTES**

**Motion # 3.1 November 14, 2006 Municipal Planning Commission Meeting Minutes**

Moved by Cody Berggren that the minutes of the November 14, 2007 Municipal Planning Commission meeting be adopted as presented. **MOTION CARRIED**

**UNFINISHED BUSINESS**

**Item # 4.1 Development Officer's report**

The Municipal Planning Commission received the March 2, 2007 Development Officer's report as presented for information.

**CORRESPONDENCE**

**Item # 5.1** There was no correspondence scheduled for review at this meeting.

**PERMIT APPLICATIONS**

**Motion # 6.1 Manufactured Single Family Dwelling & Accessory Suite – DP07-001**

The Municipal Planning Commission (MPC) discussed the application in question and noted that this application was regarding a Manufactured Single Family Dwelling that was to be placed upon a permanent 8' foundation that would be developed to the standard of a legal accessory suite. The Development Officer commented that the Development Permit application met all Land Use Bylaw regulations including those regarding the R2 zone in which it is being relocated, the section regarding "Relocation of Buildings" and the section regarding "Accessory Suites." The MPC was in favour of a \$5,000.00 security deposit because of the risk associated with moving in a manufactured home and made it clear that in the future the Development Officer should ensure the year of construction is listed on all applications for manufactured homes.

Moved by Cody Berggren that the Municipal Planning Commission approve the application for development permit DP07-001 regarding the installation and construction of a manufactured Single Family Dwelling and Accessory Suite at 2218 19 Avenue, or Plan 1954S, Block 8, Lot 5, subject to the following conditions:

- Prior to the commencement of construction the Developer shall provide the Town with a security deposit satisfactory to the Town to secure the performance and observance of all the obligations of the Developer pursuant to this Development Permit in an amount equal to Five Thousand (\$5,000.00) to be released upon the issuance of a site inspection report from a Safety Codes Officer that states no more site inspections are required and the work inspected complies with the intent of the Safety Codes Act and applicable regulations, and at the discretion of the Town; and
- Those conditions as set out in Development Permit Attachment - Schedule "A".
- Accessory suites may only be situated in a detached dwelling that is occupied by the registered owner

**MOTION CARRIED**

**Motion # 6.2 Single Family Dwelling & Attached Garage – DP07-002**

The Municipal Planning Commission (MPC) discussed the application in question and noted that this application was for a single family dwelling with an attached three car garage. Administration noted that the application met all Land Use Bylaw regulations including those regarding the R1 zone in which it is being located however; it was before MPC because the home was being built as a show home before the supporting infrastructure was put in place. Our engineer had recommended against allowing the development unless the following issues were addressed:

1. This will require the issuance of a building permit and might present a problem or set a precedent if the permit is issued prior to the other items in the development agreement being met.
2. Without a water main, fire hydrants, street access, does this meet provincial code in the event of a fire?
3. Without the servicing in place, there seem to be a number of items that could surface later on. For example, what happens if the show home happens to be built at an elevation that does not allow proper grade of the sanitary to the main or if for some reason the main cannot be installed at the design elevation.

MPC discussed that these issues seem to have been sufficiently addressed in that setting a precedent should not be an issue, our current hydrant coverage includes this lot, and the water main already extends adjacent to the lot even if not quite as far as it needs to go which makes the potential for error very low.

Moved by Shirley Adams that the Municipal Planning Commission approve the application for development permit DP07-002 regarding the construction of a Single Family Dwelling and Attached Garage at 1219 Westview Drive, or Plan 071 1087, Block 3, Lot 6, subject to the following conditions:

- Prior to the commencement of construction the Developer shall provide the Town with the performance security as stipulated in Section 11 of the Development Agreement regarding this subdivision.
- Those conditions as set out in Development Permit Attachment - Schedule "A".

**MOTION CARRIED**

**Motion # 6.3 Single Family Dwelling & Attached Garage – DP07-003**

The Municipal Planning Commission (MPC) discussed the application in question and noted that this application was for a single family dwelling with an attached two car garage. Administration noted that the application met all Land Use Bylaw regulations including those regarding the R1 zone in which it is being located however; it was before MPC because the home was being built as a show home before the supporting infrastructure was put in place. Our engineer had recommended against allowing the development unless the following issues were addressed:

1. This will require the issuance of a building permit and might present a problem or set a precedent if the permit is issued prior to the other items in the development agreement being met.
2. Without a water main, fire hydrants, street access, does this meet provincial code in the event of a fire?
3. Without the servicing in place, there seem to be a number of items that could surface later on. For example, what happens if the show home happens to be built at an elevation that does not allow proper grade of the sanitary to the main or if for some reason the main cannot be installed at the design elevation.

MPC discussed that these issues seem to have been sufficiently addressed in that setting a precedent should not be an issue, our current hydrant coverage includes this lot, and the water main already extends adjacent to the lot even if not quite as far as it needs to go which makes the potential for error very low.

Moved by Sheila Church that the Municipal Planning Commission approve the application for development permit DP07-003 regarding the construction of a Single Family Dwelling and Attached Garage at 1220 Westview Drive, or Plan 071 1087, Block 2, Lot 9, subject to the following conditions:

- Prior to the commencement of construction the Developer shall provide the Town with the performance security as stipulated in Section 11 of the Development Agreement regarding this subdivision.
- Those conditions as set out in Development Permit Attachment - Schedule "A".

**MOTION CARRIED**

**ADJOURNMENT**

**Motion # 7** Moved by Cody Berggren that the March 2, 2007 Special Municipal Planning Commission Meeting adjourn at 1:30pm.

**MOTION CARRIED**

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Bernice Willsie, Chairperson

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Dan Proctor, Secretary