

**AGENDA**  
**MUNICIPAL PLANNING COMMISSION**  
**COUNTY OF NORTHERN LIGHTS**  
**TUESDAY, MAY 23rd, 2023 AT 11:00 A.M.**  
**COUNTY COUNCIL CHAMBERS, MANNING, ALBERTA**  
<https://us02web.zoom.us/j/89136947722>

**01.0 CALL TO ORDER**

**02.0 ADOPTION OF THE AGENDA**

**03.0 ADOPTION OF THE MINUTES**

**A) Tuesday, May 9, 2023 Municipal Planning Commission Meeting Minutes**

**04.0 PLANNING AND DEVELOPMENT**

**A) Development Permits – Issued by the Development Officer**

**B) Development Permits – To Be Issued or Discussed by MPC**

**a. DP-23-10 – Dwelling Addition – Setback Variance Required**

**C) Miscellaneous**

**05.0 ADJOURNMENT**

**MINUTES**  
**MUNICIPAL PLANNING COMMISSION**  
**COUNTY OF NORTHERN LIGHTS**  
**TUESDAY, MAY 9th, 2023 AT 11:00 A.M.**  
**COUNTY COUNCIL CHAMBERS, MANNING, ALBERTA**  
<https://us02web.zoom.us/j/83334420093>

**PRESENT:**

Gary These	Ward One	Weberville/Stewart
Kayln Schug	Ward Two	Warrensville/Lac Cardinal
Brenda Yasinski	Ward Three	Dixonville/Chinook Valley
Brent Reese	Ward Four	Deadwood/Sunny Valley
Gloria Dechant	Ward Five	North Star/Breaking Point
Terry Ungarian	Ward Six	Hotchkiss/Hawk Hills
Linda Halabisky	Ward Seven	Keg River/Carcajou

**IN ATTENDANCE:**

Theresa Van Oort – Chief Administrative Officer  
Teresa Tupper – Executive Assistant/ Recorder  
Charles Schwab – Director of Public Works  
Josh Hunter – Director of Finance  
Dan Archer – Mile Zero Banner Post Reporter  
Anna Glover – ISL Engineering Planning & Development Technician  
Natalie Trembley – ISL Engineering Planning & Development Community Planner (virtually)

**01.0 CALL TO ORDER**

Reeve/Chair Terry Ungarian called the Tuesday, May 09<sup>th</sup>, 2023 Municipal Planning Commission Meeting to order at 10:51 a.m.

**02.0 ADOPTION OF THE AGENDA**

**025/09/05/23MPC**    **MOVED BY Councillor Dechant to acknowledge receipt of the Tuesday, May 09<sup>th</sup> Municipal Planning Commission agenda package and adopt it as presented.**  
**CARRIED**

**03.0 ADOPTION OF THE MINUTES**

**A) Tuesday, April 25, 2023 Municipal Planning Commission Meeting Minutes**

026/09/05/23MPC    MOVED BY Councillor Yasinski to acknowledge receipt of the Tuesday, April 25<sup>th</sup>, 2023 Municipal Planning Commission Meeting minutes and adopt them as presented.  
CARRIED

#### 04.0    PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

B) Development Permits – To Be Issued or Discussed by MPC

a. DP-23-07 – Accessory Building – Setback Variance Required

027/09/05/23MPC    MOVED BY Councillor Reese to grant a variance for Development Permit DP-23-07, to reduce the rear yard setback (Section K1.2(d) to the north from 15.2 m (50 ft) to 10 m (33 ft), a reduction of 34%.  
CARRIED

028/09/05/23MPC    MOVED BY Councillor Halabisky to approve Development permit DP-23-07, subject to the following eight (8) conditions:

1. The owner/developer must contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approvals applicable: - Home Warranty Coverage- Provincial Plumbing Permit- Gas Inspection Permit- Building Permit- Electrical Permit. A copy of the approved permits must be submitted to the County of Northern Lights for their files.
2. That the development proceeds in accordance with the attached plans and site plan to reflect the proposed location within Lot 12A Block 2 Plan 202 0535 (NW-19-91-23-W5M)
3. The applicant/owner shall consult County of Northern Lights Public Works at the time of construction when installing culverts for site access approaches to ensure the approaches are constructed in accordance with County standards.
4. Additional development or construction is not allowed without an approved development permit from the County of Northern Lights.
5. Exterior finish to be wood, metal, or similar siding, brick, or stucco to the satisfaction of the Development Authority. The finish and appearance should complement other structures and natural site features.
6. The applicant/owner may be required to enter into a development agreement with County if any upgrading of the existing access is required and shall consult County of Northern Lights Public Works when installing culverts for site access approaches to ensure the approaches are constructed in accordance with County standards.
7. Additional lot accesses shall not be allowed without an approved development permit from the County of Northern Lights pursuant to section I 31.4 of the Land Use Bylaw.
8. If any evidence of archaeological, paleontological, historic structures, or Aboriginal Traditional Use sites are observed during construction, the applicant/owner must cease

work and notify the Heritage Division of Alberta Culture and Status of Women immediately in accordance with Section 31 of the Historical Resources Act.

CARRIED

C) Miscellaneous

#### 05.0 ADJOURNMENT

Chair/Reeve Terry Ungarian adjourned the Tuesday, May 09<sup>th</sup>, 2023 Municipal Planning Commission meeting at 10:54 a.m.

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Chair/Reeve Terry Ungarian

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Chief Administrative Officer

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Date Signed



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## Memorandum

7909 – 51 Avenue NW, Edmonton, AB T6E 5L9 T: 780.438.9000 F: 780.438.3700

To: **Reeve and Council – County of Northern Lights**  
 Attention: **Theresa Van Oort, Chief Administrative Officer**  
 Cc: **David Schoor, Dave McRae, Natalie Tremblay**  
 Reference: **DP-23-10 Olsen 1000 sq.ft. Dwelling Addition**  
 From: **Anna Glover**

Date: **May 17, 2023**

Project No.: **15856-B23**

### Application

The applicant proposes to construct a 1000 sq.ft. addition to an existing Single Detached Dwelling on Lot A Plan 762 0072 (NW-12-87-24-W5M) adjacent to Highway 689.

### Site and Surrounding Lands

The subject dwelling is located at the intersection of Range Road 241 and Highway 689 approximately 643 m west of Dixonville.

The 3.6 ac lot on which the dwelling is located is within the northwest corner of the quarter section and is partially covered in trees. Aerial imagery from 2021 indicates trees buffers along the north, east, and west perimeter of the lot. Adjacent to the lot in the south east area is a large wetland area, with the balance of the quarter covered in varying pockets of wetland, trees, and shrubs. The balance of the quarter is vacant and the only other farmstead development is approximately 200m to the north west across both Highway 689 and Range Road 241.

There are no active or abandoned well sites with this quarter, and no high-pressure gas lines. The site is served by two active low pressure gas lines owned by North Peace Gas Co-Op from the south east and south west. The quarter section is not within any environmentally sensitive areas or key wildlife biodiversity zones.

The quarter is also not within any historical value (HRV) classified land designation.

Surrounding lands to the north, south, and west are zoned Agriculture General (A) District and consist of a combination of tree covered low-lying areas and cultivated areas. The quarter section to the east is the Hamlet (H) District of Dixonville. The development is compatible with the surrounding land uses.

### Site Access

The lot has existing direct highway access and Alberta Transportation has issued a roadside development permit approval for the addition to the house and a reduced setback to the highway.

### Compliance with Approved Plans and Land Use Compatibility



The subject development area does not fall within any IDP or ASP boundaries and is not part of any current Area Concept or Outline Plans.

The application was reviewed against the County's Municipal Development Plan (MDP) and Land Use Bylaw (LUB) and relevant Provincial legislation. The proposed addition is a permitted use and meets the intent of the Agriculture General (A) District of the County's Land Use Bylaw (LUB) but requires a variance to the front yard setback adjacent to the highway (Section I31.1(a)) from 41 m (134 ft) to 30 m (98 m), a reduction of 26%.

The existing dwelling is considered non-conforming and was already approved with an 11 m (36 ft) reduced setback to the front yard, adjacent to Highway 689 to the north, the addition requires approval of the continued non-conforming building.

The proposed addition will be built along the front face of the existing dwelling and therefore will not increase the non-conformity by further decreasing the front yard setback. The dwelling will maintain the existing front yard setback distance.

Section 643(5)(c) of the Municipal Government Act grants exceptions to non-conforming buildings and that they may be enlarged, added to, or rebuilt in accordance to the variance powers regulated in the LUB. The reduced setback to the addition and the non-conforming building meets the exception granted by the MGA (Section 643(5)(c)).

Given that the 1975 subdivision plan widened the highway at this lot by 10 m for a possible future service road, the dwelling would have complied with setbacks to the highway, it is reasonable to consider the proposed request for an addition to a non-conforming building.

### Recommendation

It is recommended that, subject to the front yard setback adjacent to a highway variance along Highway 689 from 41 m to 30 m, this application be APPROVED subject to the following conditions:

1. The owner/developer must contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approvals applicable:- Home Warranty Coverage- Provincial Plumbing Permit- Gas Inspection Permit- Building Permit- Electrical Permit. A copy of the approved permits must be submitted to the County of Northern Lights for their files.
2. That the development proceeds in accordance with the attached plans and site plan to reflect the proposed location within Lot A Plan 762 0072 (NW-12-87-24-W5M).
3. Additional development or construction is not allowed without an approved development permit from the County of Northern Lights.
4. Exterior finish to be wood, metal or similar siding, brick or stucco to the satisfaction of the Development Authority. The finish and appearance should complement other structures and natural site features.



5. The development is subject to roadside development permit approval from Alberta Transportation.



# DEVELOPMENT PERMIT APPLICATION FORM A

"An Agriculture Based Community"

FOR ADMINISTRATIVE USE	
APPLICATION NO.	DP-23-10
DATE RECEIVED	May 9, 2023
ROLL NO.	182431

County of Northern Lights, # 600, 7<sup>th</sup> Ave. NW Box 10, Manning, AB, T0H 2M0  
W: [www.countyofnorthernlights.com](http://www.countyofnorthernlights.com) | E: [info@countyofnorthernlights.com](mailto:info@countyofnorthernlights.com) | T: (780) 836-3348 | F: (780) 836-3663

I / We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application. I / We understand that this application will not be accepted without the following:

- (a) application fee;
- (b) site plan sketch that includes all relevant detail to the proposed development (e.g.: proposed and existing structures, property lines, creeks/ravines, parking and vehicle access, building plans, etc.)

APPLICANT INFORMATION			COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF APPLICANT: <u>Dennis C. Olsen</u>			NAME OF REGISTERED OWNER		
ADDRESS: <u>Box 1421</u>			ADDRESS		
<u>Manning Alberta</u>					
POSTAL CODE: <u>T0H 2M0</u>			POSTAL CODE		
EMAIL ADDRESS*: <u>olsend99@yahoo.com</u>			EMAIL ADDRESS*		
*By supplying the County with an email address, you agree to receive correspondence by email.					
PHONE (CELL): <u>780-617-4385</u>	PHONE (RES)	PHONE (BUS)	PHONE (CELL)	PHONE (RES)	PHONE (BUS)

LAND INFORMATION	
Municipal Address (if applicable): _____	
Legal description (if applicable): Registered Plan: <u>7620672</u> Block: _____ Lot (parcel): <u>A</u>	
QTR/LS: <u>N.W.</u> Section: <u>12</u> Township: <u>87</u> Range: <u>24</u> Meridian: <u>5</u>	
Size of the Parcel to be developed <u>3.6</u> <input checked="" type="checkbox"/> Acres or <input type="checkbox"/> Hectares	
Description of the existing use of the land: <u>Hobby Farm</u>	
Proposed Development: <u>Add <del>the</del> rooms + renovate old house. Doing this as we can do it. projected to take 2 years to complete.</u>	
Circle any proposed uses(s): <input type="checkbox"/> SIGN(S) <input type="checkbox"/> CULVERT(S)/ ROAD ACCESS POINT(S) <input type="checkbox"/> PUBLIC USE(S)/ UTILITIES <input checked="" type="checkbox"/> DWELLING UNIT(S) <input type="checkbox"/> ACCESSORY STRUCTURE(S)/ USE(S) <input type="checkbox"/> SHED/GARAGE/BARN(S) <input type="checkbox"/> HOME BASED BUSINESS <input type="checkbox"/> COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S) <input type="checkbox"/> OTHER (SPECIFY)	
Estimated:	Date of Commencement: <u>05/23</u> Date of Completion: <u>05/25</u> Value of Construction: \$ <u>90,000</u>



**PROPOSAL INFORMATION**DEVELOPMENT IS: ☒ NEW☐ EXISTING☒ ALTERATION TO EXISTINGLAND IS ADJACENT TO: ☐ PRIMARY HIGHWAY ☒ LOCAL ROAD ☐ INTERNAL SUBDIVISION ROAD ☐ OTHERLOT AREA: 3.6 Acres LOT WIDTH: \_\_\_\_\_ LOT LENGTH: \_\_\_\_\_ PERCENTAGE OF LOT OCCUPIED: \_\_\_\_\_%

PRINCIPAL BUILDING SETBACK: FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ SIDES: \_\_\_\_\_/\_\_\_\_\_ HEIGHT \_\_\_\_\_

ACCESSORY BUILDING SETBACK: FRONT: \_\_\_\_\_ REAR: \_\_\_\_\_ SIDES: \_\_\_\_\_/\_\_\_\_\_ HEIGHT \_\_\_\_\_

**ADDITIONAL INFORMATION INCLUDED**☐ SITE PLAN ☐ FLOOR PLAN ☐ LAND TITLE ☐ ABANDONED OIL WELL DECLARATION SIGNED☐ ALBERTA NEW HOME WARRANTY / OR PROOF OF EXEMPTION ☐ DISTANCE TO ROAD / HIGHWAY \_\_\_\_\_**ADDITIONAL INFORMATION AS REQUIRED:**☐ ELEVATIONS ☐ SOIL TESTS ☐ HOURS OF OPERATION \_\_\_\_\_☐ NUMBER OF DWELLING UNITS 1 ☐ NUMBER OF EMPLOYEES \_\_\_\_\_☐ PROPOSED BUSINESS ACTIVITIES \_\_\_\_\_☐ LANDOWNER LETTER OF AUTHORIZATION ☐ ADJACENT LANDOWNER LETTERS OF SUPPORT**MANUFACTURED HOME (MOBILE HOME)**

SERIAL NUMBER: \_\_\_\_\_ YEAR BUILT: \_\_\_\_\_ SIZE: WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

**DECLARATION**

I/WE HEREBY AUTHORIZE REPRESENTATIVES OF THE COUNTY TO ENTER MY/OUR LAND FOR THE PURPOSE OF CONDUCTING A SITE INSPECTION IN CONNECTION WITH THIS APPLICATION

I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT

**NOTE:**Signature of Registered  
Landowner required if different  
from Applicant

Date \_\_\_\_\_

SIGNATURE OF APPLICANT 

Date \_\_\_\_\_

SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER

**FOR ADMINISTRATIVE USE**

LAND USE DISTRICT: \_\_\_\_\_

FEE ENCLOSED: YES ☐ NO ☐ AMOUNT: \$ \_\_\_\_\_ RECEIPT NO.: \_\_\_\_\_

DEFINED USE: \_\_\_\_\_

PERMITTED/DISCRETIONARY: \_\_\_\_\_

VARIANCE: \_\_\_\_\_



## County of Northern Lights

# 600 7th Avenue NW, Box 10, Manning, AB T0H

2M0 Phone: (780) 836-3348 Fax (780) 836-3663

### ADDITIONAL DEVELOPMENT INFORMATION

PLEASE INDICATE BELOW THE METHOD OF SEWAGE DISPOSAL AND TYPE OF DOMESTIC WATER SUPPLY TO BE USED IN RELATION TO YOUR DEVELOPMENT APPLICATION. PLEASE INDICATE ON THE SITE PLAN THE PROPOSED LOCATION AND DISTANCES OF YOUR WATER SUPPLY AND SEWAGE DISPOSAL FROM ALL PROPERTY LINES AND RESIDENCE.

#### TYPE OF DOMESTIC WATER SUPPLY (PLEASE CHECK)

- ☐ DUGOUT
  - ☐ WELL
  - ☐ CISTERN AND HAULING SERVICE
  - ☒ COMMUNITY WELL/MUNICIPAL SERVICE
  - ☐ OTHER (PLEASE SPECIFY)
- 

#### TYPE OF DOMESTIC/COMMERCIAL SEWAGE DISPOSAL (PLEASE CHECK)

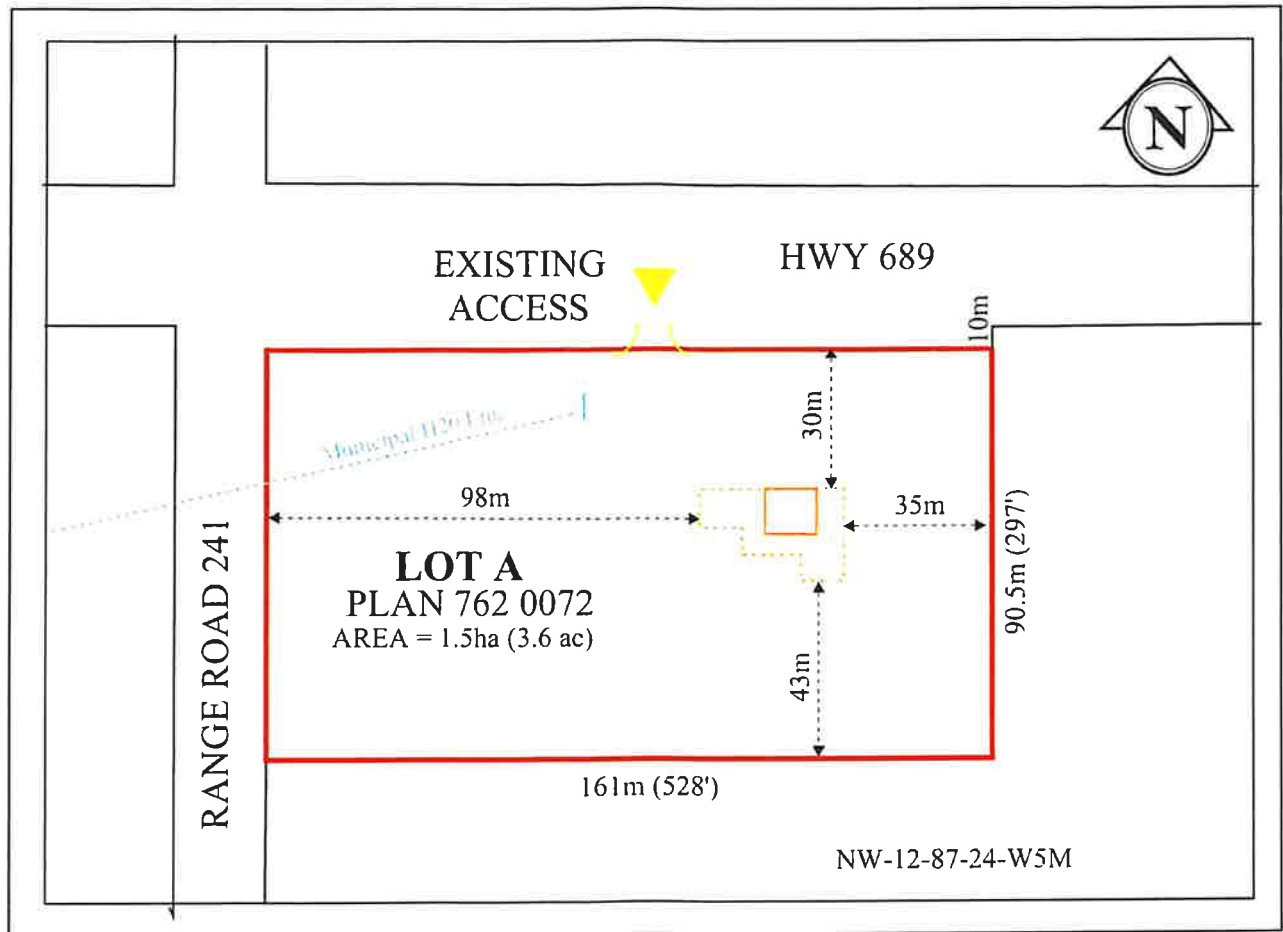
- ☒ OPEN DISCHARGE/APPROVED SEPTIC TANK
  - ☐ SUB-SURFACE DISPOSAL/APPROVED SEPTIC TANK
  - ☐ ABOVE GROUND MOUND/APPROVED SEPTIC TANK
  - ☐ APPROVED SEWAGE LAGOON
  - ☐ OUTDOOR PRIVY
  - ☐ MUNICIPAL SERVICE
  - ☐ OTHER (PLEASE SPECIFY)
- 

PLEASE INDICATE IF THE ABOVE INFORMATION IS:

- a) ☒ EXISTING
- b) ☐ PROPOSED

#### FOR ADDITIONAL INFORMATION CONTACT:

MUNICIPAL AFFAIRS AND HOUSING, Public Safety Department  
PEACE RIVER, AB  
PHONE: 1-866-421-6929



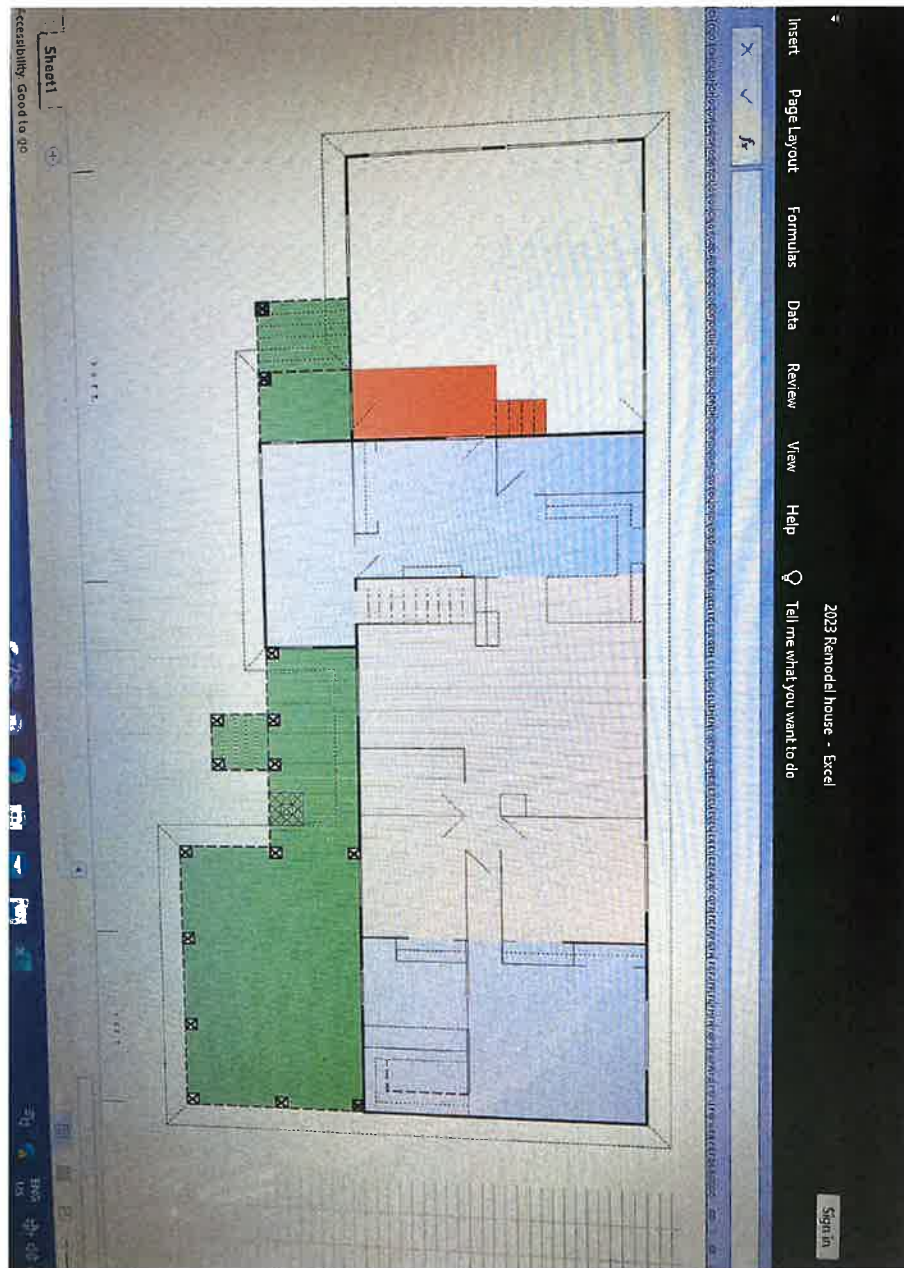
Development Permit Application

COUNTY OF NORTHERN LIGHTS

Legal: NW-12-87-24-W5M

NOTE: Distance and area calculations are approximate (+)  
Improvements located as per data supplied by owner

May 3, 2023



This drawing for the proposed addition a renovation to our house. Pink is the original house, blue is the proposed house addition and green is the deck and white is the garage. Blue area is very close to a 1000sq. ft.



## APPLICANT STATEMENT REGARDING ABANDONED WELLS

In accordance with the Municipal Government Act Subdivision and Development Regulation

I, Dennis Olsen, registered owner (or  
(Please Print)

their agent) of Lot A, Plan 762 0072, have consulted the Energy  
(Legal Land Description)

Resources Conservation Board (ERCB) Abandoned Well Map Viewer, and verified that **there are no abandoned wells** located the property subject to this application. A copy of the ERCB map showing the subject property is attached.

Dennis Olsen

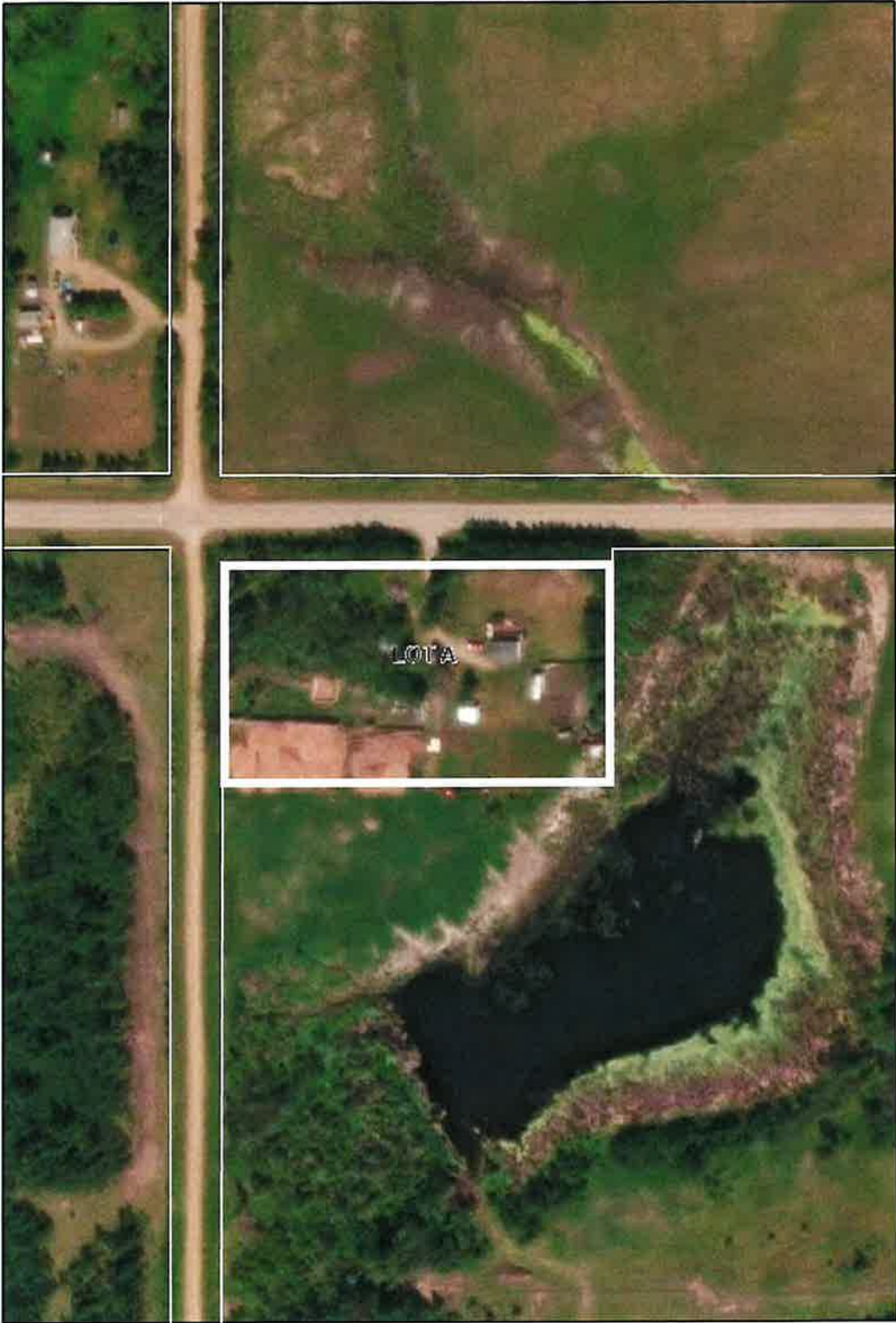
Signature of registered owner (or agent)

May 9th / 27

Date



Abandoned Wells Map



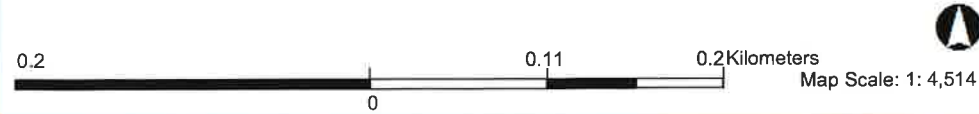
Legend

- ◇ Abandoned Wells (Large Scale)
- Abandoned\_Well\_Revised (Large Scale)
- Abandoned\_Well\_Loc\_Pointer
- Cadastral Right of Way Annotati
- Cadastral Right of Way Line
- Cadastral Block and Lot Annotati
- Cadastral Block and Lot Line
- ATS v4\_1 Alberta Provincial Bour
- Citations

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Wednesday, May 17, 2023 11:08:37 -06:00



**Transportation and Economic Corridors Permit**  
**Request for Development Permit - On Private Property**  
**in Proximity of a Provincial Highway - Approved**

Permit Number:	2023-0035088	Highway(s):	689
Issued to (Permittee):	Dennis Olsen olsend99@yahoo.com		
Legal Land Location:	QS-NW SEC-12 TWP-087 RGE-24 MER-5	Municipality:	County of Northern Lights
Approved By:	Mary Crowley	Issuing Office:	Peace Region / Peace River
Issued Date:	2023-05-08 14:00:41		
Description of Development:	Expansion of an existing residence		



Transportation and Economic Corridors Permit No. **2023-0035088** is issued to the above named Permittee under authority of Section 14 of the *Highways Development and Protection Act* (the Act) authorizing the development(s) listed herein, and a further application is required for any changes or additions.

The approved site plan forms a part of this permit and any changes to the approved site plan will require an amendment or a new permit application.

**This permit is subject to the following terms and conditions, which should be carefully reviewed:**

1. This permit is subject to the provisions of Section 11-19 inclusive of the Highways Development and Protection Act (Chapter H-8.5 2004), amendments thereto, and Highways Development and Protection Regulation (Alberta Regulation 326/2009) and amendments thereto.
2. This permit is issued subject to any other municipal, provincial, or federal approvals that may be required. Issuance of a permit by Transportation and Economic Corridors does not guarantee the permittee will be able to obtain other required approvals and does not excuse violation of any regulation, bylaw, or Act that may affect the proposed development.
3. The Permittee consents to a person designated by Transportation and Economic Corridors to enter upon land during construction and again upon completion of construction for the purpose of inspection to ensure the terms and conditions of this permit are met.
4. All works authorized by this permit shall be constructed, altered, maintained or operated at the sole expense of the Permittee.
5. In consideration of the permit issued in respect to this development, the Permittee shall indemnify and hold harmless Transportation and Economic Corridors, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.
6. The Permittee shall conform to the approved site plan. Failure to conform to the approved site plan without an approved amendment may result in enforcement measures as laid out in the Act
7. The proposed development is to be set back a minimum of 30 meters from the highway right of way, as shown on the attached site plan. No encroachment within this setback distance is permitted without an amendment to this permit.
8. Transportation and Economic Corridors is under no obligation to reissue a permit if the development is not commenced before expiry of this permit
9. The existing direct highway access may remain on a temporary basis. All highway accesses are to be considered temporary. No compensation shall be payable to the Permittee or their assigns or successors when the Department removes or relocates the temporary access or if highway access is removed and access provided via a municipal / service road.,
10. Pursuant to Section 11(2) of the Highways Development and Protection Regulation, a permit for a sign is not required for a business identification sign for this development provided that the sign is located no closer to



the highway than the proposed building or is no more than 30m from either side of the building. If a proposed sign does not meet these requirements the landowner shall submit a separate sign application.

11. This permit approves only the development contained herein, and a further application is required for any changes or additions

12. Any yard lights, area lighting or other lights that are considered distracting to the motoring public, or create a traffic hazard, are not permitted.

Failure to comply with the terms and conditions of this permit is an offense pursuant to Section 35 of the Highways Development and Protection Regulation (the Regulation), and may result in enforcement or penalties as described in Section 55 of the Act and Section 35-36 of the Regulation.

This permit is valid for a period of **two years from the date of issuance**. If the works authorized by this permit have not commenced within this timeframe, the permit expires and the Permittee must submit a request for an extension, or reapply for a new permit, if they wish to proceed. Transportation and Economic Corridors is under no obligation to reissue a permit if the development is not commenced before expiry of this permit.

Please contact Transportation and Economic Corridors through [RPATH application](#) if you have any questions, updates, additions, or require additional information.



Issued by **Mary Crowley**, , on **2023-05-08 14:00:41** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*