

**AGENDA
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, MAY 14, 2021 at 11:00 A.M.**

COUNTY COUNCIL CHAMBERS, MANNING, ALBERTA

<https://us02web.zoom.us/j/81666105577?pwd=Y3QwaFNxSFhqGt6b2kxVGUVUVkpFZz09>

01.0 CALL TO ORDER

02.0 ADOPTION OF THE AGENDA

03.0 ADOPTION OF THE MINUTES

A) Tuesday, April 09, 2024 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

1. DP-24-04 Paul/Gudzinski

C) Miscellaneous

05.0 ADJOURNMENT

MINUTES
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, APRIL 09, 2024 at 11:00 A.M.
COUNTY COUNCIL CHAMBERS, MANNING, ALBERTA
<https://us02web.zoom.us/j/86183754267>

PRESENT:

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 (virtually)

REGRETS:

Gary These	Ward One	Weberville/Stewart
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IN ATTENDANCE:

Theresa Van Oort – Chief Administrative Officer
Charles Schwab – Director of Public Works
Josh Hunter – Director of Finance
Teresa Tupper – Executive Assistant/ Recorder
Dan Archer – Mile Zero Banner Post Reporter
Debbie Bonnett - Planning and Development Officer, ISL Engineering and Land Services Ltd. (virtually)

01.0 CALL TO ORDER

Chair Terry Ungarian called the Tuesday, April 09, 2024 Municipal Planning Commission Meeting to order at 11:07 a.m.

02.0 ADOPTION OF THE AGENDA

014/09/04/24MPC **MOVED BY Councillor Dechant to acknowledge receipt of the Tuesday, April 09, 2024 Municipal Planning Commission Meeting Agenda and adopt it as presented.**
CARRIED

03.0 ADOPTION OF THE MINUTES

1. Tuesday, March 26, 2024 Municipal Planning Commission Meeting Minutes

015/09/04/24MPC **MOVED BY Councillor Reese to acknowledge receipt of the Tuesday, March 26, 2024 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

1. DP-24-02 Ground Mounted Solar Array

016/09/04/24MPC MOVED BY Councillor Reese to grant a 36-meter variance for Development Permit DP-24-02.
CARRIED

017/09/04/24MPC MOVED BY Councillor Dechant to acknowledge receipt of Development Permit DP-24-02, to install a ground mounted solar array within the front yard of SW 13-91-23-W5; and approve the development subject to the following three (3) conditions:

1. That the development proceeds in accordance with the attached plans and site plan to reflect the proposed location within SW 13-91-23 W5M.
2. The applicant/owner shall contact an accredited agency by Municipal Affairs to obtain the applicable permits and inspections, as required.
3. Additional development or construction is not allowed without an approved development permit from the County of Northern Lights.

CARRIED

C) Miscellaneous

05.0 ADJOURNMENT

Chair Terry Ungarian adjourned the Tuesday, April 09, 2024 Municipal Planning Commission Meeting at 11:11 a.m.

Chair, Terry Ungarian

CAO, Theresa Van Oort

Date Signed

03.A



Memorandum

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

To: **Reeve and Council – County of Northern Lights** Date: **May 14, 2024**
Attention: **Mr. Gerhard Stickling Chief Administrative Officer** Project No.: **16613**
Cc: **David Schoor**
Reference: **DP-24-04 Paul/Gudzinski**
From: **Deb Bonnett**

Application

The applicant proposes to construct a 1,104 ft² non-permanent Recreation Cabin on skids (24 ft by 46 ft), a 408 ft² deck (12 ft. by 34 ft.), with a holding tank and cistern. The 0.36 acres (0.145 hectares) site is in Kulyna Flats on Lot 5, Block 5, Plan 102-1714 in NE23-91-21 W5M. The proposed cabin will be 15.5 ft. (4.7 m) in height with the following setbacks:

- 9.14 m front (west) yard adjacent to the local road;
- 5.5 m south side yard;
- 10.77 m north side yard; and
- 3.3 m rear (east) yard.

The holding tank will be located 1.0 m from the west (front) yard. The cistern will be located within the cabin.

Site and Surrounding Lands

The subject lot is located 21 km east of Manning, and 185 meters (m) west of the Peace River. The property is designated Direct Control 2 (DC2) District and all development is subject to Council approval. The Kulyna Flats subdivision is largely cleared and has been converted into small lots (roughly 0.2 ha each), serviced by internal roads.

The lots to the north, west, southwest and south of the subject lot have been developed with similar recreational cabins. Development setbacks for the neighboring lots are roughly 40-65 m, 5-13 m and 3-20 m for front, side and rear yards respectively.

The subject lot does not fall within the 1:100 year flood plain according to a 2004 tentative plan for the subdivision, but is still subject to Direct Control provisions requiring no permanent structure, nor permanent foundation.

The lands have been designated an Environmentally Sensitive Area by the County's Municipal Development Plan (MDP) and are within the Key Wildlife Biodiversity Zone. Alberta Forestry and Parks have confirmed that they have no concerns with this application.

There are no active or abandoned wells located within the parent quarter section of the lot.



The parcel is identified within Historical Resources Value as Class HRV5. We have received confirmation that Historical Resources Act approval is not necessary, and a Historical Resources application is not required.

Access and Servicing

The applicant has indicated that the development will be serviced by a cistern and hauling service for water and a holding tank and hauling service for sewage.

Access will be from Township Road 914, located to the immediately west of Lot 5.

Compliance with Approved Plans and Land Use Compatibility

The Municipal Development Plan (MDP) designates the subject site as an Environmentally Sensitive Area. In accordance with Policy 8.2.8 no permanent development shall be permitted on lands that are contained within a 1:100 year flood plain or otherwise known to be flood-prone.

The Land Use Bylaw (LUB), Direct Control 2 (DC2) District, requires that no building or structure shall be permanent and/or be attached to a permanent foundation, and that development standards shall be determined by Council. The applicant has stated the cabin will be on skids, as is the practice in Kulyna Flats. The setbacks for the cabin fall within the precedent ranges for development on the surrounding sites.

The proposed development meets the intent of the MDP, and demonstrating land use compatibility, provides setbacks of a similar nature to surrounding development.

Circulation Comments

The Development Permit application was circulated to various affected agencies. No comments have been received to date.

Recommendation

It is recommended that this application **BE APPROVED** subject to the following conditions:

1. The owner/developer shall enter into a development agreement with the County of Northern Lights to include, but not limited to, the upgrading the existing approach, if required;
2. The owner/developer shall comply with the uses and regulations of Direct Control 2 (DC2) District;
3. The proposed development shall be situated on the lot in accordance with the approved site plan and must not include permanent structure(s);
4. The owner/developer shall acquire all regulatory approvals required by affected agencies, including the provision of servicing in accordance with provincial standards of practice;
5. The applicant/owner shall contact an accredited agency contracted by Municipal Affairs to obtain the following applicable permits and inspections, as required:
 - a. Provincial Plumbing or PSDS Permit,

04.B-1



Memorandum

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- b. Gas Inspection Permit,
 - c. Building Permit,
 - d. Electrical Permit, and
 - e. Safety Codes Permits.
6. No further development or construction shall be allowed without an approved Development Permit.



DEVELOPMENT PERMIT APPLICATION FORM A

"An Agriculture Based Community"

FOR ADMINISTRATIVE USE	
APPLICATION NO.	DP-24-04
DATE RECEIVED	3/22/2024
ROLL NO.	313839

County of Northern Lights, # 600, 7th Ave. NW Box 10, Manning, AB, T0H 2M0

W: www.countyofnorthernlights.com | E: development@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 Allan Paul and Cheryl Gudzinski	NAME OF REGISTERED OWNER
	ADDRESS
	POSTAL CODE
	EMAIL ADDRESS*
	<input type="checkbox"/> you agree to receive correspondence by email.
	PHONE (CELL) PHONE (RES) PHONE (BUS)

LAND INFORMATION	
Municipal Address (if applicable): Lot 106 211037 Twp Rd 914	
Legal description (if applicable): Registered Plan: _____ Block: _____ Lot (parcel): _____	
QTR/LS: NE Section: 23 Township: 91 Range: 21 Meridian: W5M	
Size of the Parcel to be developed .145 <input type="checkbox"/> Acres or <input checked="" type="checkbox"/> Hectares .36 Acres	
Description of the existing use of the land: Bare Lot	
Proposed Development: Cabin, deck, outdoor kitchen on skids	
Circle any proposed uses(s):	
<input type="checkbox"/> SIGN(S)	<input type="checkbox"/> CULVERT(S)/ ROAD ACCESS POINT(S)
<input checked="" type="checkbox"/> DWELLING UNIT(S)	<input type="checkbox"/> ACCESSORY STRUCTURE(S)/ USE(S)
<input type="checkbox"/> HOME BASED BUSINESS	<input type="checkbox"/> COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S)
<input type="checkbox"/> PUBLIC USE(S)/ UTILITIES	
<input type="checkbox"/> SHED/GARAGE/BARN(S)	
<input type="checkbox"/> OTHER (SPECIFY)	
Estimated:	Date of Commencement: 1/4/24
Date of Completion: 1/7/25	Value of Construction: \$ 90k

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PROPOSAL INFORMATIONDEVELOPMENT IS: ☒ NEW☐ EXISTING☐ ALTERATION TO EXISTINGLAND IS ADJACENT TO: ☐ PRIMARY HIGHWAY ☐ LOCAL ROAD ☒ INTERNAL SUBDIVISION ROAD ☐ OTHER

LOT AREA: 1455 sq m LOT WIDTH: 27.24 m LOT LENGTH: 53.44 m PERCENTAGE OF LOT OCCUPIED: 10.1 %

PRINCIPAL BUILDING SETBACK: FRONT: 3.66 REAR: 35.36 SIDES: 3.66 / 12.8 HEIGHT 4.57

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

2/24/2029

Date

SIGNATURE OF APPLICANT

NOTE:Signature of Registered
Landowner required if different
from Applicant

Date

SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER

FOR ADMINISTRATIVE USE

LAND USE DISTRICT:

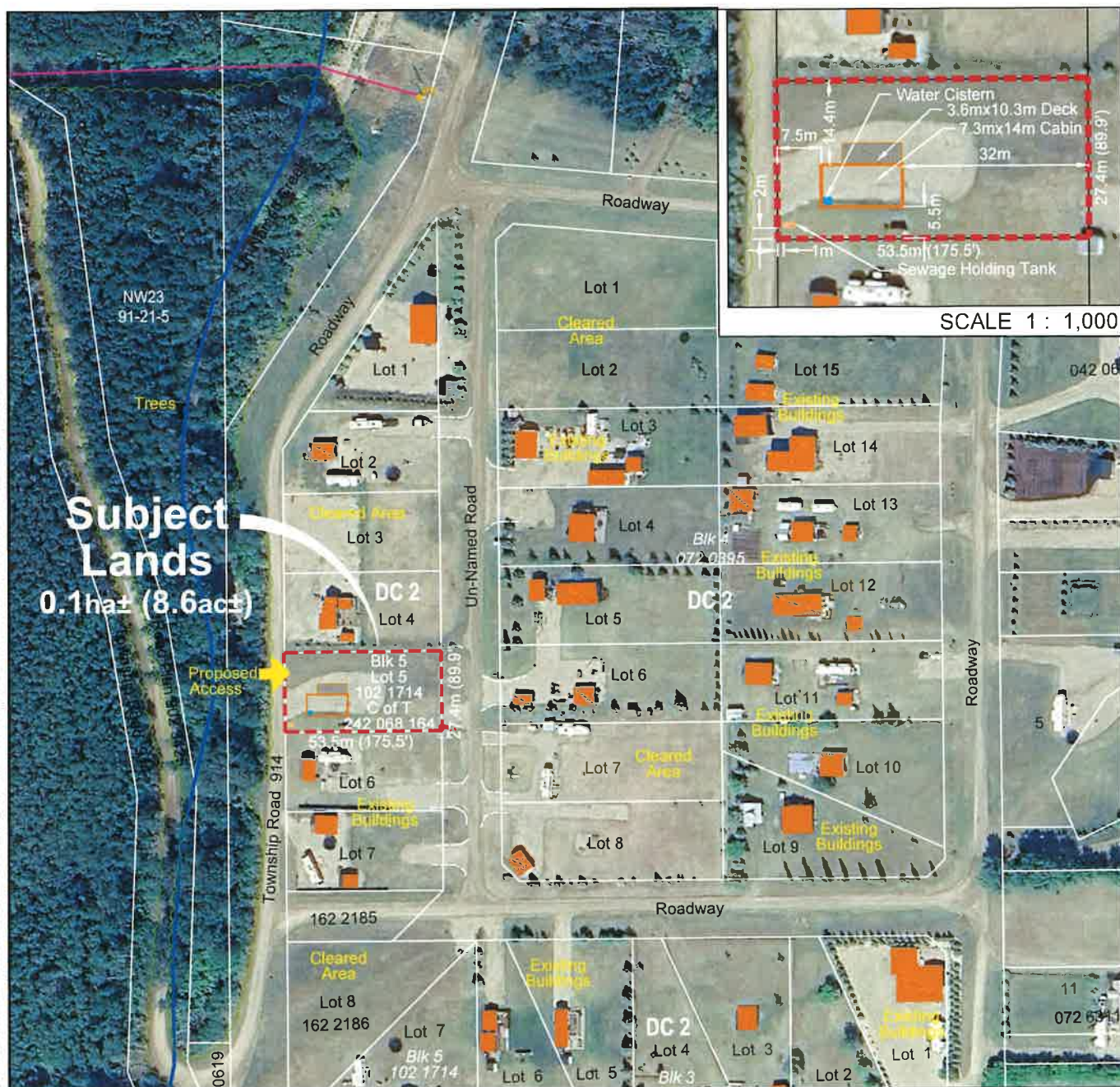
FEE ENCLOSED: YES ☐ NO ☐ AMOUNT: \$ 50.00 RECEIPT NO.: 202131

DEFINED USE:

PERMITTED/DISCRETIONARY:

VARIANCE:

04.B-1



04. B-1



County of Northern Lights

600 7th Avenue NW, Box 10, Manning, AB T0H
2MQ Phone: (780) 836-3348 Fax (780) 836-3663

Date: 1/4/24

THE OWNER(S) HEREBY ACKNOWLEDGES THAT THIS SKETCH IS FOR THE PURPOSES OF PROCESSING A DEVELOPMENT APPLICATION ONLY.

THIS DEVELOPMENT SKETCH IS PREPARED WITH INFORMATION PROVIDED BY THE OWNER(S). ACCORDINGLY, THE COUNTY OF NORTHERN LIGHTS IS NOT RESPONSIBLE FOR THE ACCURACY OF THE SKETCH OR ANY OTHER INFORMATION CONTAINED HEREIN.

Allan Paul and Cheryl Gudzenski

(Applicant)

Allan Paul

(Owner/Leaseholder)

Cheryl Gudzenski

(Owner/Leaseholder)

*****DISCLAIMER*****

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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

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County of Northern Lights
600 7th Avenue NW, Box 10, Manning, AB T0H 2M0
Phone: (780) 836-3348 Fax (780) 836-3663

RIGHT OF ENTRY BY AN AUTHORIZED PERSON FROM THE COUNTY OF NORTHERN LIGHTS FOR THE PURPOSES OF A SITE INSPECTION OF THE LAND AFFECTED BY A PROPOSED DEVELOPMENT APPLICATION.

The County Government Act, 1995, Section 542 (1) states the following:

A designated officer of the county may "enter such land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,"

IN ACCORDANCE WITH SECTION 542 (1) a OF THE COUNTY GOVERNMENT ACT, PLEASE COMPLETE THE FOLLOWING RIGHT OF ENTRY FORM AND SUBMIT WITH YOUR DEVELOPMENT APPLICATION.

I do ☒ or do not ☐ give consent for an authorized person of the County of Northern Lights to enter the land subject to a development application for the purpose of making a site inspection in order to evaluate the proposed development application.

LEGAL DESCRIPTION OF THE LAND NE 23 91 21 W5M

NAME (Please Print) Allan Paul and Cheryl Gudzinski

SIGNED Allan Paul Cheryl Gudzinski

DATE 1/4/24

*****RIGHT OF ENTRY*****



APPLICANT STATEMENT REGARDING ABANDONED WELLS

In accordance with the Municipal Government Act Subdivision and Development Regulation

I, Allan Paul and Cheryl Gudzinski, registered owner (or
(Please Print)

their agent) of NE 23 91 21 W5M, have consulted the Energy
(Legal Land Description)

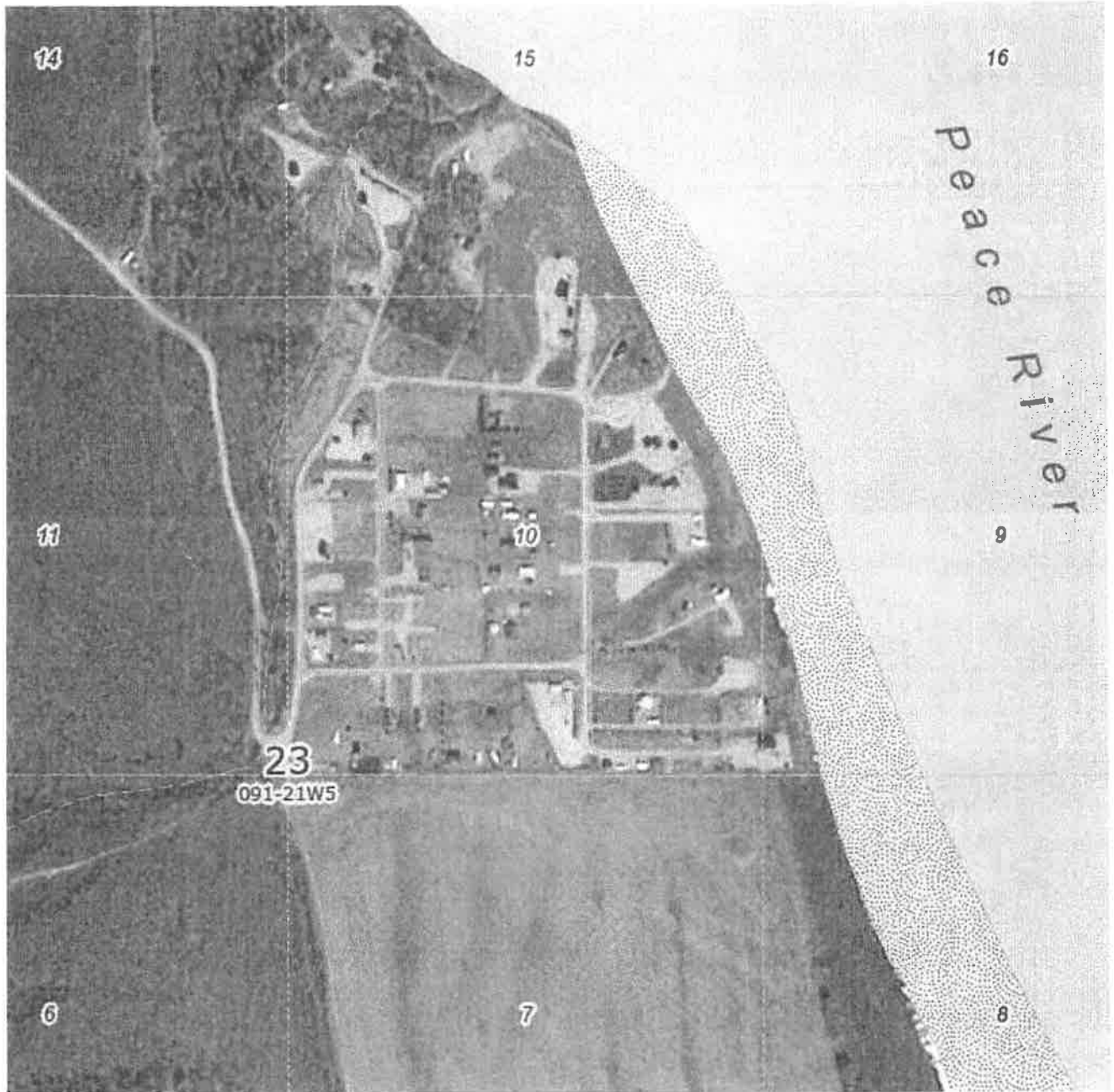
Resources Conservation Board (ERCB) Abandoned Well Map Viewer, and verified that **there are no abandoned wells** located the property subject to this application. A copy of the ERCB map showing the subject property is attached.


Allan Paul
Signature of registered owner (or agent)

1/7/25

Date

04.B-1



Abandoned Well Map	Base Data provided by: Government of Alberta	
	Author XXX	Printing Date: 2/29/2024
Legend ♦ Abandoned Well (Large Scale) ○ Revised Well Location (Large Scale) — Revised Location Pointer Paved Road (20K) — Primary Divided — Primary Undivided 4L — Primary Undivided 2L — Primary Undivided 1L — Interchange Ramp — Secondary Divided — Secondary Undivided 4L	Date Data (if applicable)	
	The Alberta Energy Regulator (AER) has not verified and makes no representation or warranty as to the accuracy, completeness, or reliability of any information or data in this document or that it will be suitable for any particular purpose or use. The AER is not responsible for any inaccuracies, errors or omissions in the information or data and is not liable for any direct or indirect losses arising out of any use of this information. For additional information about the limitations and restrictions applicable to this document, please refer to the AER Copyright & Disclaimer webpage: http://www.aer.ca/copyright-disclaimer	Scale: 9,027.98 0 14 Kilometers Projection and Datum: WGS84 Web Mercator Auxiliary Spher 

04.B-1