

AGENDA
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, NOVEMBER 12, 2024 at 11:00 A.M.

<https://us02web.zoom.us/j/86590870343?pwd=qXhcQUs5cYUE7HaWXa6jrmhumSTY7.1>

01.0 CALL TO ORDER

02.0 ADOPTION OF THE AGENDA

03.0 ADOPTION OF THE MINUTES

A) Tuesday, October 22, 2024 Municipal Planning Commission Meeting Minutes

04.0 PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

i) DP-24-41 – Accessory Structure

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

i) DP-24-31 – Permanent Residence – Modular Dwelling

C) Miscellaneous

05.0 ADJOURNMENT

MINUTES
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, OCTOBER 22, 2024 at 11:00 A.M.

<https://us02web.zoom.us/j/82392300114?pwd=4sPFRMbTo5OqNEFKtppaaS014i3bTMO.1>

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:

Gerhard Stickling – Chief Administrative Officer
Charles Schwab – Director of Public Works (virtually)
Josh Hunter – Director of Finance
Teresa Tupper – Executive Assistant/ Recorder
Dan Archer – Mile Zero Banner Post Reporter

01.0 CALL TO ORDER

Chair Ungarian called the Tuesday, October 22, 2024 Municipal Planning Commission Meeting to order at 11:00 a.m.

02.0 ADOPTION OF THE AGENDA

047/22/10/24MPC **MOVED BY** Councillor These to acknowledge receipt of the Tuesday, October 22, 2024 Municipal Planning Commission Meeting Agenda and adopt it as presented.
CARRIED

03.0 ADOPTION OF THE MINUTES

A) Tuesday, October 07, 2024 Municipal Planning Commission Meeting Minutes

048/22/10/24MPC **MOVED BY** Councillor Halabisky to acknowledge receipt of the Monday, October 7, 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

- 1) DP-24-39 Walisser & Stang
- 2) DP-24-42 Reginald & Janelle Kirkpatrick

049/22/10/24MPC **MOVED BY Councillor Reese to acknowledge receipt of the Development Permits: DP-24-39 and DP-24-42; issued by the Development Officer and accept them for information.**
CARRIED

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

C) Miscellaneous

05.0 ADJOURNMENT

Chair Ungarian adjourned the Tuesday, October 22, 2024 Municipal Planning Commission Meeting at 11:01 a.m.

Chair, Terry Ungarian

CAO, Gerhard Stickling

Date Signed



COUNTY OF NORTHERN LIGHTS
#600, 7th Avenue NW Box 10, Manning, AB T0H 2M0
Ph (780) 836-3348 Fax (780) 836-3663 Toll Free 1-888-525-3481

DEVELOPMENT PERMIT NOTICE OF DECISION

APPLICATION NO.: DP-24-41
ROLL NO.: 236790
DEVELOPMENT: Accessory Structure, Sun Shade Gazebo (10' x 32')
USE TYPE: Permitted Use
LAND USE DISTRICT: H – Hamlet District
LEGAL DESCRIPTION (ATS Location): NE 12-87-24-W5M Plan 3277KS Block 1 Lot 9
CONSTRUCTION VALUE: \$ 20,000
NAME & ADDRESS OF APPLICANT(s): 

DECISION OF THE DEVELOPMENT AUTHORITY IN RESPECT TO THE ISSUANCE OF THE DEVELOPMENT PERMIT:

- ☐ **APPROVED**
☒ **APPROVED** with the following conditions
☐ **REFUSED** for the following reason(s)

(See below conditions and appeal procedures)

APPROVAL GRANTED SUBJECT TO COMPLYING TO THE FOLLOWING CONDITIONS:

1. The proposed development shall be situated on the lot in accordance with the approved site plan.
2. The owner/developer shall comply with the uses and regulations of Hamlet (H) District.
3. The owner/developer shall contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approval applicable: Building Permit – Provincial Plumbing Permit – Gas Permit – Electrical Permit. A copy of the approved permits must be submitted to the County of Northern Lights for their files.
4. The owner/developer shall acquire all regulatory approvals required by affected agencies.
5. The applicant/owner may be required to enter into a development agreement with the County if upgrades to the existing access is required, and shall consult with County of Northern Lights Public Works Department when installing culverts to ensure the approaches are constructed in accordance with County standards. Any costs incurred will be the responsibility of the applicant/owner.
6. 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.
7. The owner/developer shall comply with setbacks as per Alberta Private Sewage System Standards.
8. No further development or construction shall be allowed without an approved Development Permit.
9. The applicant/owner obtain other approvals required by other regulatory approvals throughout the course of this development and its operation.

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October 28, 2024

DATE OF DECISION

October 28, 2024.

DATE OF ISSUE OF NOTICE OF DECISION



DEVELOPMENT OFFICER



COUNTY OF NORTHERN LIGHTS

APPROVED

AS PER LETTER/CONDITIONS

DATED: Oct 28, 2024

PER: _____

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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: **November 12, 2024**
Attention: **Mr. Gerhard Stickling, Chief Administrative Officer** Project No.: **16613**
Cc: **David Schoor**
Reference: **DP-24-31**
From: **Deb Bonnett**

Application

The applicant proposes to locate a new 139 m² (1495 ft²) modular dwelling, a 3.6 meter x 6 meter (12 ft. x 20 ft.) deck with a ramp and a sea can. The 3.6 hectare (8.95 acre) subject site is on Lot 3, Block 1, Plan 142-3041 within SE2-92-23-W5M. The proposed dwelling will be 5.2 m (17 ft) in height with the following setbacks:

- 41 m front (east) yard adjacent to the local road
- 30 m south side yard
- 30 m north side yard, and
- 220 m rear (west) yard.

The dwelling will be serviced by a septic tank with a pump out. The above surface septic tank and a cistern will be located in accordance with the requirements of Alberta Private Sewage Systems Standards.

Access to the subject site is from Township Road 920 and a local internal road.

Site and Surrounding Lands

The subject site is located 2.2 km northeast of Manning town limits. A Canadian National (CN) Rail Branch/Spur Line right-of-way is located immediately west of the proposed development. The Southside Notikewin Area Structure Plan states that a metal safety fence was constructed by CN and a 20 m municipal reserve (MR) lot is provided adjacent to the rear yard of the site. The ASP also states that 750 trees (1 row of willows and 2 rows of spruce trees) have been planted within the MR parcel to act as a sight and sound buffer. A recent site review revealed that there is a barbed wire fence, several visible spruce trees, and some trees adjacent to the rail line.

At this time, two lots have been developed within the subdivision. A similar development was approved by the Municipal Planning Commission, with a front yard setback of 45m. recently approved a similar application assuming these development requirements had been met.

The site is located within the Southside Notikewin Area Structure Plan (ASP), which accommodates an existing 19 lot country residential subdivision, and is designated Airport Protection (AP) District, Zone 2. The ASP states that the subject site, and adjacent lots, are safe from flooding, erosion, subsidence and

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each site have a suitable building site. Both the ASP and the Land Use Bylaw recommend a development setback of 15 m from a Branch and Spur Line right-of-way. The proposed development meets the 15m setback. A dwelling is considered a discretionary use in the AP District and is subject to Municipal Planning Commission (MPC) approval. The shed is considered an accessory building, which is a permitted use in the AP District.

A low pressure and high pressure gas line owned by North Peace Gas Co-op is located in the rear yard of the site. However, there are no active or abandoned wells, record of spills or contamination within the subject site and adjacent lots.

The subject site and adjacent lots have are located within an environmentally sensitive area for Grizzly bears, and is within a Key Wildlife Biodiversity Zone.

The subject site and adjacent lots are not within an Historical Resources Value land designation, however a portion of the quarter section is HRV5 High Potential Lands, Paleontological. No response was received from Alberta Heritage and Tourism.

Compliance with Approved Plans and Land Use Compatibility

The proposed development meets the intent of the County's Municipal Development Plan (MDP), Southside Notikewin ASP, is compatible with adjacent and future land uses, and provides a front yard setback similar to the adjacent dwelling. The subject site is not within the Manning/County of Northern Lights Intermunicipal Development Plan (IDP).

Circulation Comments

The Development Permit application was circulated to various affected agencies and adjacent landowners. There were no concerns or issues raised, with the exception of CN Rail and they have the following recommendations:

1. The Owner shall install and maintain a chain link fence of minimum 1.83 meter height along the mutual property line.
2. The following clause should be inserted in all development agreements, offers to purchase, and agreements of Purchase and Sale or Lease of each dwelling unit within 300m of the railway right-of-way:

"Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 300 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way."

3. The implementation of the following mitigation measures in the dwelling design and construction:
 - a. Forced air ventilation systems with central air conditioning,



- b. Acoustically upgraded windows meeting the minimum requirements of the Building Code and providing a maximum 35 dBA indoor limit for bedrooms and 40 dBA for living rooms.

Recommendation

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

1. The proposed development shall be situated on the lot in accordance with the approved site plan.
2. The owner/developer shall comply with the uses and regulations of the Airport Protection (AP) District.
3. The owner/developer shall contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approval applicable: Building Permit – Provincial Plumbing Permit – Gas Permit – Electrical Permit . A copy of the approved permits must be submitted to the County of Northern Lights for their files.
4. The applicant/owner may be required to enter into a development agreement with the County if upgrades to the existing access is required, and shall consult with County of Northern Lights Public Works Department when installing culverts to ensure the approaches are constructed in accordance with County standards. Any costs incurred will be the responsibility of the applicant/owner.
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 owner/developer shall acquire all regulatory approvals required by affected agencies, including the provision of servicing in accordance with provincial standards of practice and comply with the setbacks as per the Alberta Private Sewage System Standards.
7. No further development or construction shall be allowed without an approved Development Permit.
8. The Owner shall install and maintain a chain link fence of minimum 1.83 meter height along the mutual property line.
9. The following clause should be inserted in all development agreements, offers to purchase, and agreements of Purchase and Sale or Lease of each dwelling unit within 300m of the railway right-of-way:

"Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 300 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way."
10. The implementation of the following mitigation measures in the dwelling design and construction:
 - a. Forced air ventilation systems with central air conditioning,



Memorandum

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- b. Acoustically upgraded windows meeting the minimum requirements of the Building Code and providing a maximum 35 dBA indoor limit for bedrooms and 40 dBA for living rooms.

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DEVELOPMENT PERMIT APPLICATION FORM A

"An Agriculture Based Community"

FOR ADMINISTRATIVE USE	
APPLICATION NO.	DP 24-31
DATE RECEIVED	Aug 1, 2024
ROLL NO.	314329

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	NAME OF REGISTERED OWNER		
	ADDRESS		
	POSTAL CODE		
	EMAIL ADDRESS*		
	, you agree to receive correspondence by email.		
	PHONE (CELL)	PHONE (RES)	PHONE (BUS)

LAND INFORMATION	
Municipal Address (if applicable): <u>12 231004 TWP RD 920</u>	
Legal description (if applicable): Registered Plan: <u>1423041</u> Block: <u>1</u> Lot (parcel): <u>3</u>	
QTR/LS: <u>SE</u> Section: <u>2</u> Township: <u>92</u> Range: <u>23</u> Meridian: <u>5</u>	
Size of the Parcel to be developed <u>8.95</u> ☒ Acres or ☐ Hectares	
Description of the existing use of the land: <u>Grass</u>	
Proposed Development: <u>Permanent Residence</u>	
Circle any proposed uses(s): ☐ SIGN(S) ☐ CULVERT(S)/ ROAD ACCESS POINT(S) ☐ PUBLIC USE(S)/ UTILITIES ☒ DWELLING UNIT(S) ☐ ACCESSORY STRUCTURE(S)/ USE(S) ☒ SHED/GARAGE/BARN(S) ☐ HOME BASED BUSINESS ☐ COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S) ☐ OTHER (SPECIFY)	
Estimated:	Date of Commencement: <u>Aug 1/24</u> Date of Completion: <u>Oct 31/24</u> Value of Construction: \$ <u>375,000</u>

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PROPOSAL INFORMATION

DEVELOPMENT IS: ☒ NEW ☐ EXISTING ☐ ALTERATION TO EXISTING

LAND IS ADJACENT TO: ☐ PRIMARY HIGHWAY ☒ LOCAL ROAD ☒ INTERNAL SUBDIVISION ROAD ☐ OTHER

LOT AREA: 8.95 ac. LOT WIDTH: _____ LOT LENGTH: _____ PERCENTAGE OF LOT OCCUPIED: _____ %

PRINCIPAL BUILDING SETBACK: FRONT: 7100 REAR: 7100 SIDES: 1 HEIGHT _____

ACCESSORY BUILDING SETBACK: FRONT: 7100 REAR: 7100 SIDES: 1 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: A003616 YEAR BUILT: 2023 SIZE: WIDTH 20' LENGTH 76'

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

Aug 11/24
Date

Date

[Signature]
SIGNATURE OF APPLICANT

SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER

FOR ADMINISTRATIVE USE

LAND USE DISTRICT: Airport + Protection

FEE ENCLOSED: YES ☒ NO ☐ AMOUNT: \$ 100.00 RECEIPT NO.: 208774

DEFINED USE: _____

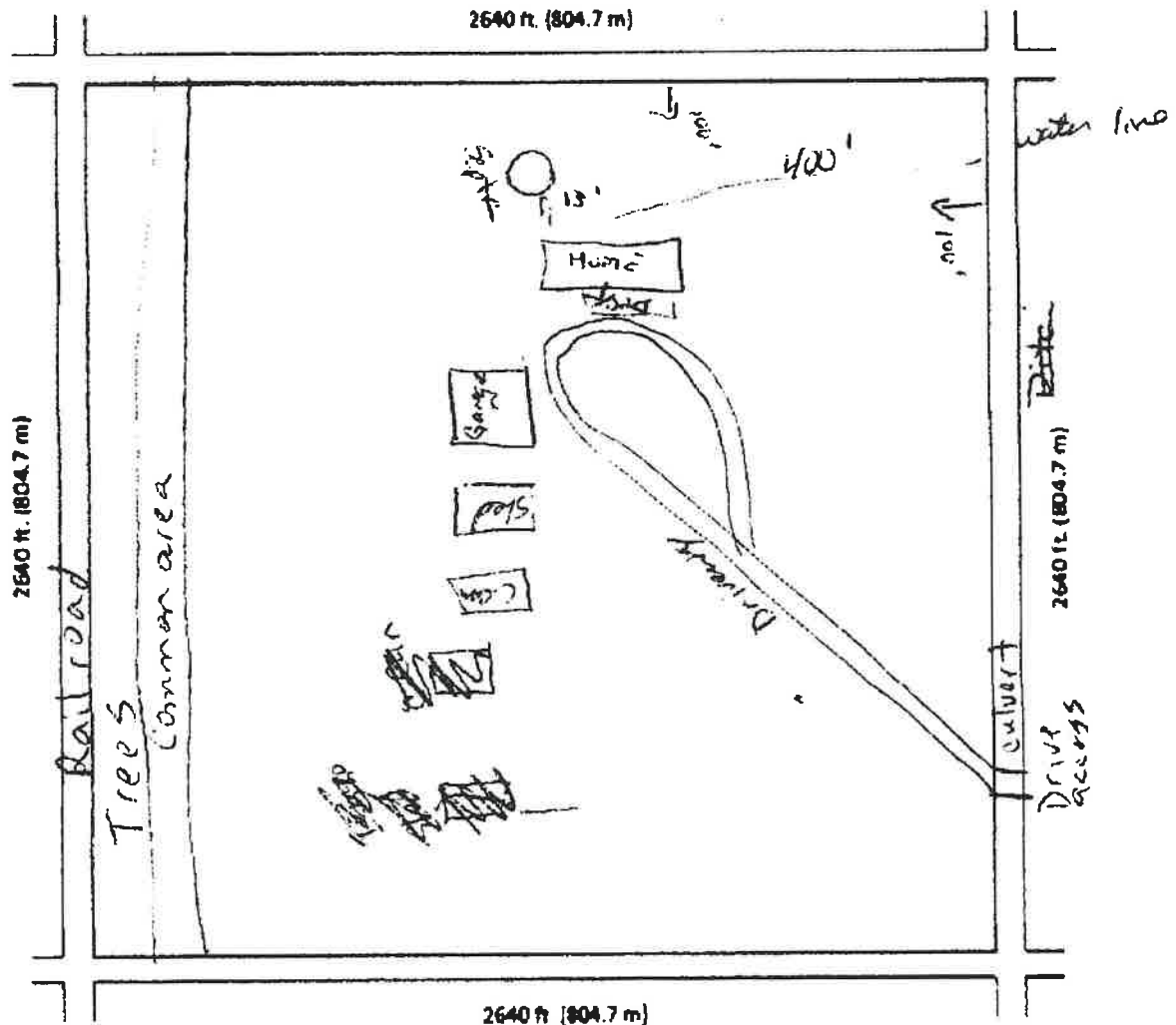
PERMITTED/DISCRETIONARY: _____

VARIANCE: _____

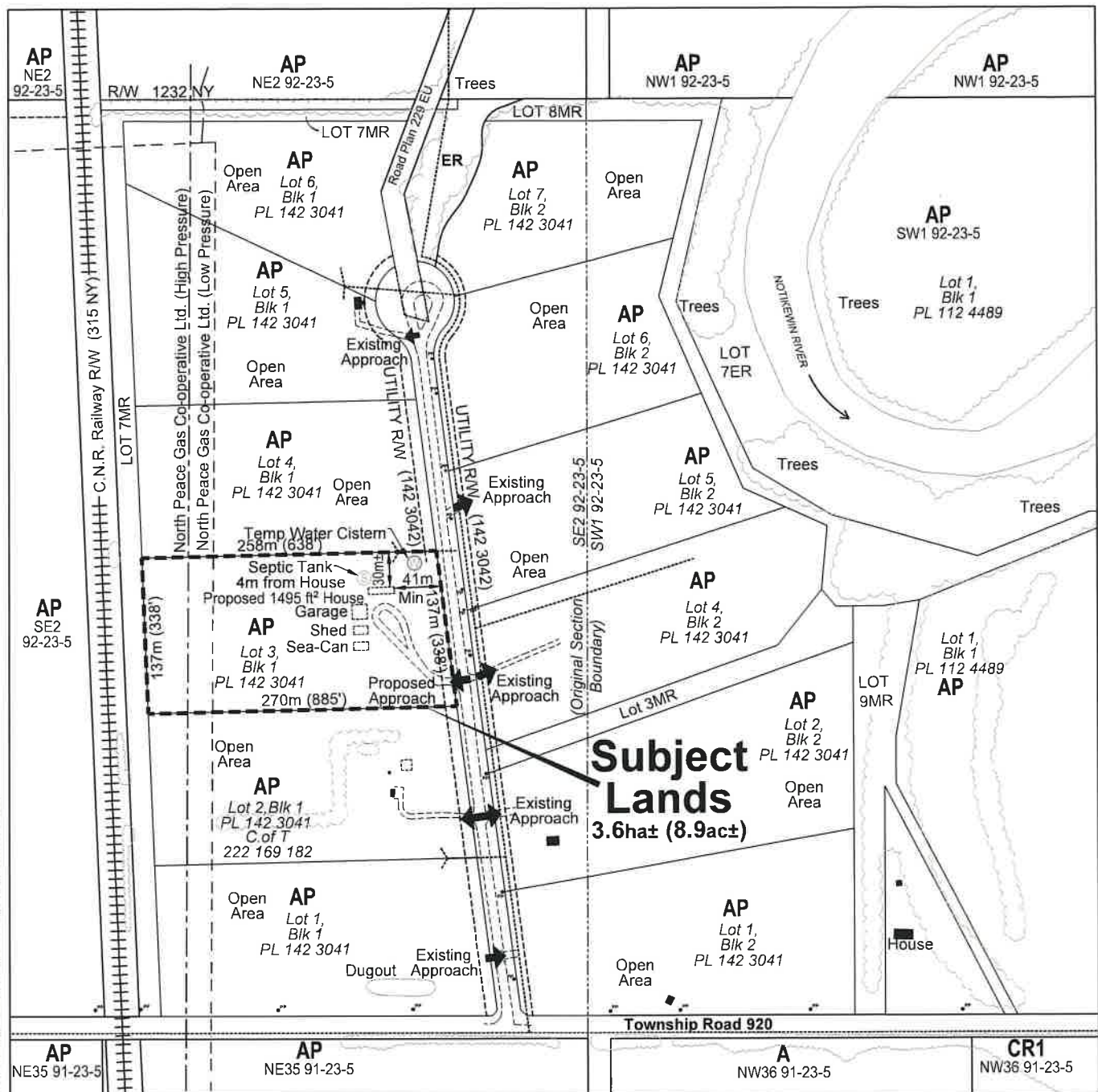
04.B-i)

LEGAL SE 1/4 SEC 2 TWP 92 RG 23 W 5 M

- North



04. В-і)



DEVELOPMENT PERMIT APPLICATION

COUNTY OF NORTHERN LIGHTS

LEGAL: SE2, Twp 92, Rge 23, W5M

FILE No. DP-24-31

SCALE 1 : 5,000

0 50 100 150 200(m)

NOTE: Improvements located as per data supplied by owner and Abadata measurements.



LEGEND

- Subject Lands
- Existing Access
- Buildings/Structures
- Edge of River
- Edge of Treeline
- Power Pole
- Water Cistern
- County Waterline
- Low Pressure Natural Gas Servicing
- High Pressure Natural Gas
- Sewage Tank



October 7, 2024

04.B-i)



DEVELOPMENT PERMIT APPLICATION

COUNTY OF NORTHERN LIGHTS

LEGAL: SE2, Twp 92, Rge 23, W5M

FILE No. DP-24-31



LEGEND

- Subject Lands
- ◆ Existing Access
- Buildings/Structures
- Edge of River
- Edge of Treeline
- Power Pole
- Water Cistern
- County Watertine
- Low Pressure Natural Gas Servicing
- High Pressure Natural Gas
- Sewage Tank

SCALE 1 : 5,000

0 50 100 150 200 (m)

NOTE: Improvements located as per data supplied by owner and Abadata measurements.



October 7, 2024

04.B-i)



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)

Municipal Service Subject to Approval.

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

municipal water exists to property boundary

FOR ADDITIONAL INFORMATION CONTACT:

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

04.B-i)



APPLICANT STATEMENT REGARDING ABANDONED WELLS

In accordance with the Municipal Government Act Subdivision and Development Regulation



(Please Print) _____, registered owner (or

their agent) of 1423041 Lot 1 Block 3, 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.

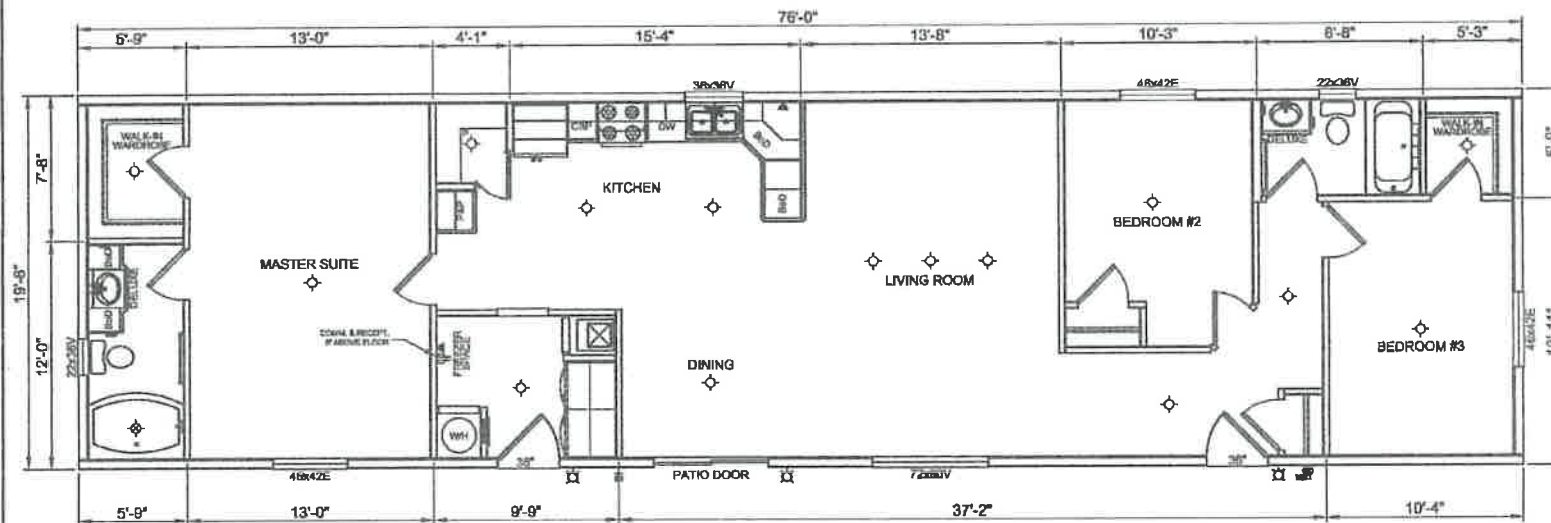
signature of registered owner (or agent)

Aug 1/24
Date

04.B-i)

04, B-i)

PLEASE SIGN AND FAX BACK ASAP



NOTE:
THIS PRINT MUST ACCOMPANY ORDER

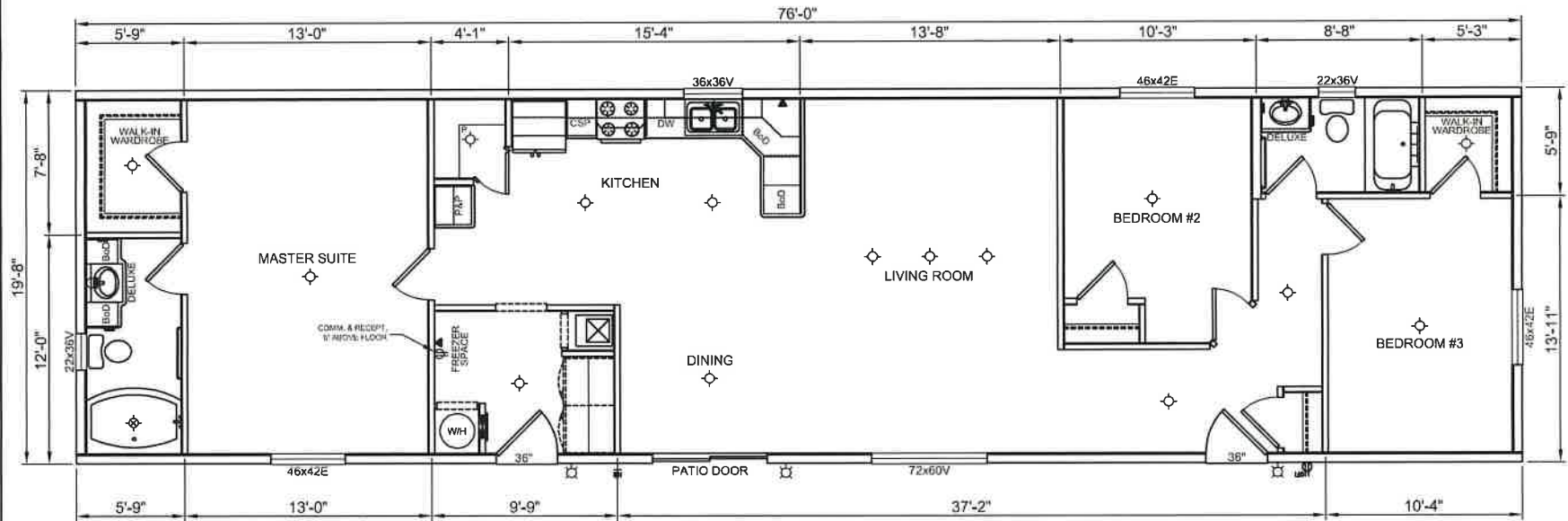
CUSTOMER: _____ SIGN
DEALER: _____
DATE: _____ SIGN



* PRICES DO NOT INCLUDE OPTIONS

 www.moduline.ca	APPROVER'S SEAL	MODIFICATIONS	MODEL: 20204-3616 LEGACY	SHEET: AP-101
			TITLE: APPROVAL	
PROPRIETARY AND CONFIDENTIAL THESE DRAWINGS AND SPECIFICATIONS ARE ORIGINAL PROPRIETARY AND CONFIDENTIAL MATERIALS OF CHAMPION COPYRIGHT © 1976-2008 BY CHAMPION			DRAWN BY: JKB SCALE: 1/8" = 1'-0"	DATE: 10-18-22

PLEASE SIGN AND FAX BACK ASAP



NOTE:
THIS PRINT MUST ACCOMPANY ORDER

CUSTOMER: _____
SIGN

DEALER: _____
SIGN

DATE: _____



* PRICES DO NOT INCLUDE OPTIONS



APPROVER'S SEAL

MODIFICATIONS

MODEL: 20204-3616
LEGACY

SHEET:

TITLE: APPROVAL

AP-101

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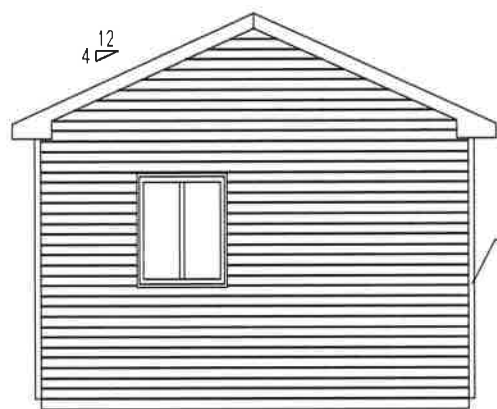
SCALE: 1/8" = 1'-0"

04.8-11

04.B-i)

STANDARD EXTERIOR

Single Wide



VINYL CORNER POST
COLOR=BASE

END VIEW



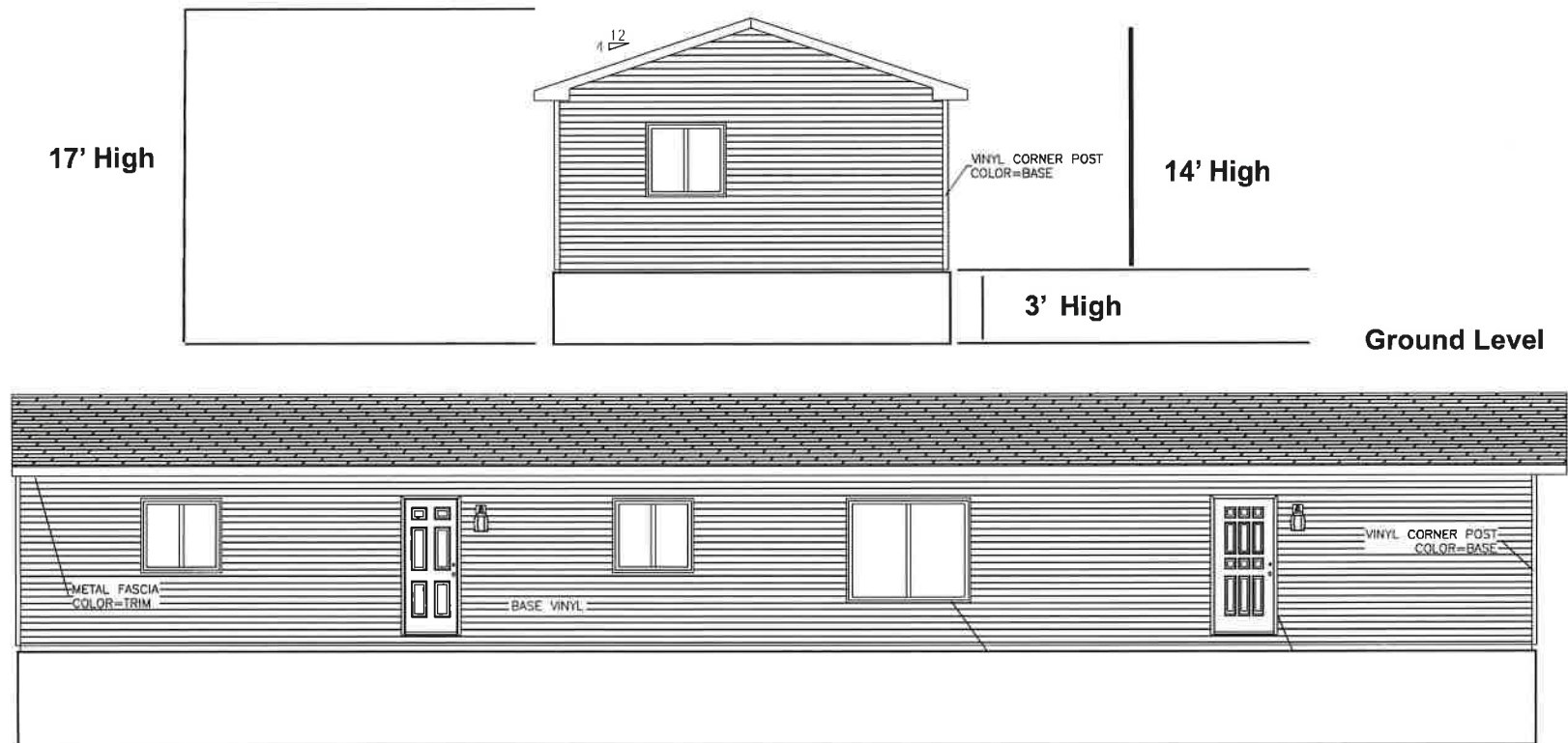
SIDE VIEW

04.B-i)



Height Chart for 20' X 76'

LEGACY SINGLE SECTION STANDARD EXTERIOR



04.B-i)