

**UNADOPTED MINUTES  
OF THE REGULAR MEETING OF THE  
MUNICIPAL PLANNING COMMISSION  
OF THE TOWN OF OKOTOKS  
HELD ON THURSDAY, NOVEMBER 16, 2017  
IN THE OKOTOKS MUNICIPAL CENTRE  
COUNCIL CHAMBER**

**COMMITTEE MEMBERS**

Darren Flood, Chair  
Councillor Florence Christophers  
Councillor Ray Watrin  
Jesse Krsa (arrived 7:09 p.m.)  
Claudia Kreplin  
Merlin MacNaughton

**ABSENT**

Anthony Kelly

**STAFF PRESENT**

Colleen Thome, Development Planner  
Karen Humby, Recording Secretary

**A AGENDA**

A.1. Call to Order

K. Humby, Recording Secretary, called the meeting to order at 7:00 p.m.

A.2. Elections of Chair and Vice Chair

K. Humby, Recording Secretary, called for nominations for Chair of the Municipal Planning Commission for the period ending October 31, 2018.

M. MacNaughton nominated D. Flood for the position of Chair of the Municipal Planning Commission for the period ending October 31, 2018.

There were no other nominations.

17.MPC.101

MOTION: By Councillor Watrin that nominations for Chair of the Municipal Planning Commission cease.

Carried Unanimously  
(J. Krsa absent)

D. Flood was elected and assumed the Chair.

Chair Flood called for nominations for Vice Chair of the Municipal Planning Commission for the period ending October 31, 2018.

C. Kreplin nominated M. MacNaughton for the position of Vice Chair of the Municipal Planning Commission for the period ending October 31, 2018.

There were no other nominations.

17.MPC.102

MOTION: By C. Kreplin that nominations for Vice Chair of the Municipal Planning Commission cease.

Carried Unanimously  
(J. Krsa absent)

M. MacNaughton was elected Vice Chair.

A.3. Additions and/or Deletions  
None

A.4. Adoption

17.MPC.103

MOTION: By Councillor Watrin that the November 16, 2017 agenda for the Municipal Planning Commission be adopted as presented.

Carried Unanimously  
(J. Krsa absent)

## **B MINUTES OF PREVIOUS MEETING**

B.1. Municipal Planning Commission Minutes – October 19, 2017

17.MPC.104

MOTION: By M. MacNaughton that the minutes of the Municipal Planning Commission held October 19, 2017 be adopted as presented.

Carried Unanimously  
(J. Krsa absent)

## C SUBDIVISION APPLICATIONS

### C.1. D11-WE2 – Wedderburn Phase 1 Subdivision

Applicant/Owner: Pasquini & Associates Geomatics Ltd. /  
2015 United Alberta Lands GP Ltd.  
Address/Legal: 9 Banister Gate / NW¼ 33-20-29 W4M

The Applicant was in attendance. C. Gainer, Senior Planner, reviewed the report.

There was discussion regarding the proposed pathway system, what mitigation measures are planned to ensure privacy between the lots proposed in this phase with existing adjacent properties, storm drainage, proposed parks and play structures, transportation, and water allocation.

MOTION: By C. Kreplin that the subdivision application for Wedderburn Phase 1 (D11-WE2) be approved subject to the following conditions:

1. The Plan of Subdivision shall be in the form approved by the Subdivision Authority on November 16, 2017.
2. The registered owner of the land being subdivided shall enter into a Subdivision Servicing Agreement pursuant to Section 655 of the *Municipal Government Act* to address, among other things, the construction of all services to the satisfaction of the Town of Okotoks; the payment of all applicable off-site levies, fees or endeavours to assist; and the submission of performance securities in the amount and form required by the Town of Okotoks.
3. Prior to entering into a Subdivision Servicing Agreement, the registered owner of the land being subdivided must:
  - a. submit engineering design plans acceptable to the Municipal Engineer and consistent with the Town of Okotoks General Design and Construction Specifications; and
  - b. submit transportation analysis for this phase in the form required by the Municipal Engineer.
4. Prior to endorsement of the Plan of Subdivision, the registered owner of the land being subdivided must:
  - c. submit landscaping plans acceptable to Town of Okotoks, which will include details on all landscaping within public utility lots, municipal reserve lots, and public roads;
  - d. submit Architectural Controls acceptable to the Town of Okotoks for the development within this phase; and
  - e. pay all outstanding property taxes levied against the subdivision lands.
5. Concurrent with the registration of the Plan of Subdivision, the registered owner of the land being subdivided must:
  - a. grant and register all such plans and agreements as are required to effectively grant to Okotoks all necessary utility

- rights of way, temporary access and/or easements including but not limited to those required for water, sewerage, transportation, interim road connections, irrigation, drainage including overland drainage, fuel, electric power, heat, telecommunications and waste management works and undertakings;
- b. register a utility right-of-way plan and restrictive covenant against Lots 1 to 13 inclusive, Block 41 and Lot 31, Block 40 identifying and prohibiting the construction of any accessory buildings within 15m of the nearest high pressure natural gas pipeline;
  - c. register a restrictive covenant against Lots 1 to 53 inclusive, Block 41 and Lots 25 to 31 inclusive, Block 40 prohibiting the removal or alteration to any developer installed chain-link fencing, including among other alterations a change in the style or height of the fence, but allowing for gate access;
  - d. register a deferred reserve caveat against the balance of the parent parcel that is not subject of this subdivision plan; and
  - e. register, by caveat against the lots created by registration of the plan of subdivision, the Subdivision Servicing Agreement pursuant to Section 655 of the *Act*.

## REASONS FOR DECISION

1. Wedderburn Phase 1 [D11-WE2] complies with the South Saskatchewan Regional Plan, the Okotoks Municipal Development Plan (Bylaw 50-98), the North Okotoks Area Structure Plan (Bylaw 24-16), the Okotoks Land Use Bylaw (40-98), and the Wedderburn Outline Plan approved by the Municipal Planning Commission on May 18, 2017; and
2. Subdivision conditions included in this approval ensure compliance of Wedderburn Phase 1 [D11-WE2] with Town of Okotoks subdivision development policies, standards and practices.

### 17.MPC.105

#### AMENDING

MOTION: By Councillor Christophers that condition 1. be amended to “The Plan of Subdivision shall be revised to include a laneway along the south boundary of this phase.”

Defeated

### 17.MPC.106

MOTION: By C. Kreplin that the subdivision application for Wedderburn Phase 1 (D11-WE2) be approved subject to the following conditions:

1. The Plan of Subdivision shall be in the form approved by the Subdivision Authority on November 16, 2017.

2. The registered owner of the land being subdivided shall enter into a Subdivision Servicing Agreement pursuant to Section 655 of the *Municipal Government Act* to address, among other things, the construction of all services to the satisfaction of the Town of Okotoks; the payment of all applicable off-site levies, fees or endeavours to assist; and the submission of performance securities in the amount and form required by the Town of Okotoks.
3. Prior to entering into a Subdivision Servicing Agreement, the registered owner of the land being subdivided must:
  - a. submit engineering design plans acceptable to the Municipal Engineer and consistent with the Town of Okotoks General Design and Construction Specifications; and
  - b. submit transportation analysis for this phase in the form required by the Municipal Engineer.
4. Prior to endorsement of the Plan of Subdivision, the registered owner of the land being subdivided must:
  - a. submit landscaping plans acceptable to Town of Okotoks, which will include details on all landscaping within public utility lots, municipal reserve lots, and public roads;
  - b. submit Architectural Controls acceptable to the Town of Okotoks for the development within this phase; and
  - c. pay all outstanding property taxes levied against the subdivision lands.
5. Concurrent with the registration of the Plan of Subdivision, the registered owner of the land being subdivided must:
  - a. grant and register all such plans and agreements as are required to effectively grant to Okotoks all necessary utility rights of way, temporary access and/or easements including but not limited to those required for water, sewerage, transportation, interim road connections, irrigation, drainage including overland drainage, fuel, electric power, heat, telecommunications and waste management works and undertakings;
  - b. register a utility right-of-way plan and restrictive covenant against Lots 1 to 13 inclusive, Block 41 and Lot 31, Block 40 identifying and prohibiting the construction of any accessory buildings within 15m of the nearest high pressure natural gas pipeline;
  - c. register a restrictive covenant against Lots 1 to 53 inclusive, Block 41 and Lots 25 to 31 inclusive, Block 40 prohibiting the removal or alteration to any developer installed chain-link fencing, including among other alterations a change in the style or height of the fence, but allowing for gate access;
  - d. register a deferred reserve caveat against the balance of the parent parcel that is not subject of this subdivision plan; and

- e. register, by caveat against the lots created by registration of the plan of subdivision, the Subdivision Servicing Agreement pursuant to Section 655 of the Act.

## REASONS FOR DECISION

1. Wedderburn Phase 1 [D11-WE2] complies with the South Saskatchewan Regional Plan, the Okotoks Municipal Development Plan (Bylaw 50-98), the North Okotoks Area Structure Plan (Bylaw 24-16), the Okotoks Land Use Bylaw (40-98), and the Wedderburn Outline Plan approved by the Municipal Planning Commission on May 18, 2017; and
2. Subdivision conditions included in this approval ensure compliance of Wedderburn Phase 1 [D11-WE2] with Town of Okotoks subdivision development policies, standards and practices.

Carried

## D DEVELOPMENT PERMIT APPLICATIONS

### D.1. Development Permit Application 143-17

Applicant/Owner: Jeanien Bell  
 Address/Legal: 9 Cimarron Springs Circle / Lot 34, Block 36, Plan 111 3484  
 Zoning: Residential Single Detached (R1) District  
 Proposal: Studio Suite

The Applicant was not in attendance. C. Davies, Development Planner, reviewed the report.

There was discussion regarding the proposed floor plan, and the structures in the rear yard.

### 17.MPC.107

MOTION: By M. MacNaughton that Development Permit Application Number 143-17 for a one (1) bedroom Studio Suite (74.79m<sup>2</sup>) in a walkout basement be approved subject to the following conditions:

1. Prior to the release of the Development Permit the Developer shall provide performance security in the amount of \$5,000.00 in a form satisfactory to the Town to ensure completion of conditions.
2. Development Conditions:
  - a. the Developer shall construct the development in accordance with:
    - i. all conditions of this approval; and
    - ii. the site and floor plans approved by the Municipal Planning Commission on November 16, 2017;
  - b. the Developer shall:

- i. construct a 2.5m x 5.8m concrete expansion to the existing driveway in accordance with the approved site plan; and
  - ii. construct a hard surfaced walkway at least 1.0m wide in the north side yard between the driveway and entrance to the studio suite at the rear of the principal building;
- to the satisfaction of the Development Officer;
- c. the performance security required under this approval will be returned after all site work has been completed including driveway widening and walkway construction, to the satisfaction of the Development Officer, and Occupancy has been granted by Okotoks Safety Codes; and
  - d. the issuance of a development permit by the Town of Okotoks does not relieve the permit holder of the responsibility of complying with all other relevant municipal bylaws and requirements, nor excuse violation of any regulation or act, which may affect this project.

Carried Unanimously

## **E STATUTORY PLANS AND BYLAWS**

### **E.1. Downtown Okotoks Urban Design Master Plan**

C. Gainer, Senior Planner, reviewed the report.

There was discussion regarding the potential for outdoor patios, sun shadowing guidelines, street closures, heritage designation for buildings, and railway crossings.

17.MPC.108

MOTION: By C. Kreplin that Council be advised that the Municipal Planning Commission supports the Downtown Okotoks Urban Design Master Plan in principle.

Carried

## **F FURTHER BUSINESS**

None

## **G INFORMATION REGARDING DEVELOPMENT MATTERS**

### **G.1. Development Permit Application List**

A copy of the Development Permit Application list was provided in the Agenda package.

### **G.2. Reports to Council – October 10, 2017; and October 30, 2017**

The following reports, which were presented to Council by Planning Services, were provided to the Commission for information:

- Bylaw 38-17;
- Okotoks Downtown Urban Design Master Plan; and
- Bylaw 37-17.

17.MPC.109

MOTION: By M. MacNaughton that items G.1 and G.2 be received as information.  
Carried Unanimously

## **H MONTHLY UPDATES**

Verbal updates were provided at the meeting, including:

- K. Humby, Recording Secretary, reminded members that the next Municipal Planning Commission meeting will be held on December 14, 2017.
- K. Humby, Recording Secretary, informed the members that a brief orientation will be held for the new members. All members are welcome to attend and details will be provided once finalized.
- A potential information session for the Municipal Planning Commission was discussed. The session will be held in January/February, would include a dinner, and Planning staff will query the members for suggested topics.

## **I ADJOURNMENT**

17.MPC.110

MOTION: By Councillor Christophers that the November 16, 2017 meeting of the Municipal Planning Commission adjourn at 9:13 p.m.  
Carried Unanimously

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Darren Flood, Chair

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Karen Humby, Recording Secretary