

**UNADOPTED MINUTES  
OF THE REGULAR MEETING OF THE  
MUNICIPAL PLANNING COMMISSION  
OF THE TOWN OF OKOTOKS  
HELD ON THURSDAY, FEBRUARY 15, 2018  
IN THE OKOTOKS MUNICIPAL CENTRE  
COUNCIL CHAMBER**

**COMMITTEE MEMBERS**

Darren Flood, Chair  
Councillor Florence Christophers  
Councillor Ed Sands  
Anthony Kelly  
Claudia Kreplin  
Jesse Krsa  
Merlin MacNaughton

**STAFF PRESENT**

Karen Humby, Recording Secretary

**A AGENDA**

A.1. Call to Order  
Chair Flood called the meeting to order at 7:00 p.m.

A.2. Additions and/or Deletions  
None

A.3. Adoption

18.MPC.006

MOTION: By M. MacNaughton that the February 15, 2018 agenda for the Municipal Planning Commission be adopted as presented.

Carried Unanimously

**B MINUTES OF PREVIOUS MEETING**

B.1. Municipal Planning Commission Minutes - January 18, 2018

18.MPC.007

MOTION: By Councillor Sands that the minutes of the Municipal Planning Commission held January 18, 2018 be adopted as presented.

Carried Unanimously

**C SUBDIVISION APPLICATIONS**

None

**D DEVELOPMENT PERMIT APPLICATIONS****D.1. Development Permit Application 155-17**

Applicant/Owner: Colleen Thompson  
Address/Legal: 233 Cimarron Drive / Lot 101, Block 25, Plan 061 3997  
Zoning: R1, Residential Single Detached District  
Proposal: Studio Suite

The Applicant was in attendance. C. Davies, Development Planner, reviewed the report.

There was discussion regarding the extra parking space, the floor area calculations, and alternative configurations for the studio suite.

18.MPC.008

**MOTION:** By C. Kreplin that Development Permit Application Number 155-17 for a Studio Suite be approved with a variance subject to the following conditions:

1. Prior to the release of the Development Permit the Developer shall:
  - a. submit a revised floor plan reducing the floor area of the studio suite to not more than 74.83m<sup>2</sup>;
  - b. submit a revised site plan demonstrating expansion of the hard-surfaced driveway by at least 1.94m on the north side;
  - c. provide performance security in the amount of \$5,000.00 in a form satisfactory to the Town to ensure completion of conditions; and
  - d. revise the floor plan to provide alternate access to the utility room from the principal residence.
2. Development Conditions:
  - a. the Developer shall construct the development in accordance with:
    - i. all conditions of this approval; and
    - ii. the revised site and floor plans approved by the Municipal Planning Commission on February 15, 2018;to the satisfaction of the Development Officer; and
  - b. the performance security required under this approval will be returned after all internal renovations and site work have been completed, to the satisfaction of the Development Officer, and Occupancy has been granted by Okotoks Safety Codes.

3. 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.

### **VARIANCE**

The following Section of the Land Use Bylaw is varied pursuant to Section 4.4.1 of the Land Use Bylaw:

1. Section 9.24.7(c) [Studio Suites] to permit a studio suite with a floor area of up to 53.0m<sup>2</sup> where the maximum is 52.02m<sup>2</sup> (40% of the principal dwelling unit), a variance of 0.98m<sup>2</sup> or 2%.

Defeated

18.MPC.009

**MOTION:** By Councillor Christophers that Development Permit Application Number 155-17 for a Studio Suite be approved with variances subject to the following conditions:

1. Prior to the release of the Development Permit the Developer shall:
  - a. submit a revised floor plan reducing the floor area of the studio suite to not more than 74.83m<sup>2</sup>, and to provide alternate access to the mechanical room from the principal residence;
  - b. submit a revised site plan demonstrating expansion of the hard-surfaced driveway by at least 1.5m on the south side; and
  - c. 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 revised site and floor plans approved by the Municipal Planning Commission on February 15, 2018; to the satisfaction of the Development Officer; and
  - b. the performance security required under this approval will be returned after all internal renovations and site work have been completed, to the satisfaction of the Development Officer, and Occupancy has been granted by Okotoks Safety Codes.
3. 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.

## **VARIANCE**

The following Sections of the Land Use Bylaw are varied pursuant to Section 4.4.1 of the Land Use Bylaw:

1. Section 9.24.7(c) [Studio Suites] to permit a studio suite with a floor area of up to 74.83m<sup>2</sup> where the maximum is 52.02m<sup>2</sup> (40% of the principal dwelling unit), a variance of 22.81m<sup>2</sup> or 44%; and
2. Section 9.3.4(b)(ii) [Minimum Width of Parking Space] to allow a parking space to have a width of 2.06m where the minimum width of a parking space with a physical barrier on one side is 2.85m, a variance of 0.79m.

Carried

### **D.2. Development Permit Application 168-17**

Applicant/Owner: Dr. Brad Harper / 1924411 Alberta Ltd.  
 Address/Legal: 46 Elma Street / Lots 1 to 3, Block E, Plan 4563I  
 Zoning: HMU, Heritage Mixed Use District  
 Proposal: Studio Suite

The Applicant was in attendance. C. Thome, Development Planner, reviewed the report.

There was discussion regarding the revised notice posting, the performance security, and the parking.

### **18.MPC.010**

**MOTION:** By Councillor Christophers that Development Permit Application Number 168-17 for a Studio Suite be approved with variances subject to the following conditions:

1. Prior to the release of the Development Permit the Developer shall;
  - a. provide performance security in the amount of \$5,000.00 in a form satisfactory to the Town to ensure completion of conditions; and
  - b. enter into an Encroachment Agreement with the Town of Okotoks for parking spaces encroaching into the Elk Avenue road right-of-way.
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 February 15, 2018;

- b. the Developer shall:
    - i. finish the north and east sides of the principal building to match the accessory building; to the satisfaction of the Development Officer; and
  - c. the performance security required under this approval will be returned after all site work has been completed including exterior finishing, to the satisfaction of the Development Officer, and Occupancy has been granted by Okotoks Safety Codes.
- 3. 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.

### **VARIANCE**

The following Sections of the Land Use Bylaw are varied pursuant to Section 4.4.1 of the Land Use Bylaw:

- 1. Section 9.24.7(c) [Studio Suites] to permit a studio suite with a floor area of 59.27m<sup>2</sup> where the maximum is 57.36m<sup>2</sup> (40% of the principal dwelling unit), a variance of 1.91m<sup>2</sup> or 3%;
- 2. Section 13B.2.2 [Discretionary Uses] to allow the development with 8 parking spaces where the minimum required is 9 spaces, a variance of 1 parking space; and
- 3. Section 13B.4.4(b)(ii) [Side Yard] to allow the building to have a setback of 1.42m where 1.5m is the minimum required, a variance of 0.08m.

Carried Unanimously

### **E STATUTORY PLANS AND BYLAWS**

- E.1. Bylaw 11-18 (Land Use Bylaw Amendment)  
Applicant: Town of Okotoks

K. Idland, Development Planner, reviewed the report.

There was discussion regarding allowable signage in, and how this development differed from, other multi-residential developments.

18.MPC.011

MOTION: By M. MacNaughton that Council be advised that the Municipal Planning Commission supports Bylaw 11-18 to amend the Okotoks Land Use Bylaw 40-98 as proposed.

Carried

E.2. Bylaw 12-18 (D'Arcy Phase 2 Land Use Redesignation)

Applicant/Owner: Stantec Consulting Ltd. / 2015 United Alberta Lands GP Ltd.

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

18.MPC.012

MOTION: By C. Kreplin that Council be advised that the Municipal Planning Commission supports Bylaw 12-18 for land use redesignation as proposed.

Carried Unanimously

E.3. Bylaw 13-18 (D'Arcy Phase 3 Land Use Redesignation)

Applicant/Owner: Stantec Consulting Ltd. / 2015 United Alberta Lands GP Ltd.

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

18.MPC.013

MOTION: By M. MacNaughton that Council be advised that the Municipal Planning Commission supports Bylaw 13-18 for land use redesignation as proposed.

Carried Unanimously

E.4. Bylaw 14-18 (D'Arcy Phase 4 Land Use Redesignation)

Applicant/Owner: Stantec Consulting Ltd. / 2015 United Alberta Lands GP Ltd.

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

18.MPC.014

MOTION: By J. Krsa that Council be advised that the Municipal Planning Commission supports Bylaw 14-18 for land use redesignation as proposed.

Carried Unanimously

E.5. Bylaw 15-18 (Land Use Bylaw Amendment)

Applicant: Town of Okotoks

C. Gainer, Senior Planner, reviewed the report.

There was discussion regarding the depth of the laned lots, and how it could affect the potential for a detached garage from the lane.

18.MPC.015

MOTION: By A. Kelly that Council be advised that the Municipal Planning Commission supports Bylaw 15-18 to amend the Land Use Bylaw as proposed.

Carried Unanimously

## **F FURTHER BUSINESS**

### **F.1. Public Participation Presentation**

P. Huber, Legislative Services Assistant, provided a review of the public advisory committees as a public participation tool presentation.

18.MPC.016

MOTION: By J. Krsa that the Municipal Planning Commission receive the Public Participation Presentation as information.

Carried Unanimously

### **F.2. Hail Shelters Update**

C. Thome, Development Planner, reviewed the report.

There was discussion regarding finishes to complement the principal building to appear as a comprehensive site development.

## **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 – January 8, 2018; and January 22, 2018**

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

- Bylaw 33-17;
- Bylaw 43-17; and
- Request for Time Extension.

18.MPC.017

MOTION: By Councillor Sands that items G.1 and G.2 be received as information.

Carried Unanimously

## **H MONTHLY UPDATES**

None

## **I        ADJOURNMENT**

18.MPC.018

MOTION:     By C. Kreplin that the February 15, 2018 meeting of the Municipal  
Planning Commission adjourn at 9:43 p.m.

Carried Unanimously

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Darren Flood, Chair

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Karen Humby, Recording Secretary