



Municipality of Crowsnest Pass
Municipal Planning Commission Minutes
Wednesday, May 22, 2024, at 2:00 PM

- PRESENT:** Dean Ward, Member
Sam Silverstone, Vice Chair
Dave Filipuzzi, Member
Doreen Johnson, Member
Vacant, Chair
- ADMINISTRATIVE:** Katherine Mertz, Development Officer
Johan Van Der Bank, Manager of Development & Trades
Ryan Dyck, ORRSC
Shay Sawatzky, Assistant Development Officer / Recording Secretary
- ABSENT:** Don Montalbetti, Member (Apology)
Joanne Tulk, Member (Apology)
-

1. Call to Order

The Vice Chair called the meeting to order at 2:02 pm and handed the meeting to Johan van der Bank to conduct the election of a Chair.

2. Election

2.1 Election of Municipal Planning Commission Chair

Johan van der Bank called for nominations for the position of Chair (three times) Sam Silverstone nominated Dean Ward. No further nominations were received. Dean Ward was appointed as Chair by acclamation.

Dean Ward assumed the Chair.

2.2 Appointment of Municipal Historic Resources Advisory Committee Representative

Dean Ward called for nominations or volunteers for the position of Municipal Planning Commission Representative to the Municipal Historic Resources Advisory Committee (MHRAC). Doreen Johnson volunteered for the position. No further nominations or volunteers were received. Doreen Johnson was appointed by acclamation as the MHRAC Representative.

3. Adopt Agenda

3.1 Additions / Deletions

MOTION by Doreen Johnson to adopt the agenda as presented.

4. Minutes

4.1 Adoption of Minutes

MOTION by Dave Filipuzzi to adopt the minutes of April 24, 2024, as presented.

CARRIED

5. Consent Agenda

5.1 Crowsnest Heritage – Heritage Views Publication, Issue No. 75

MOTION by Doreen Johnson to accept for information.

CARRIED

6. Requests for Decision - Subdivision Applications

6.1 Subdivision 2024-0-052 Lot 25, Block 11, Plan 0411101 and Lots 1-3, Block 11, Plan 3380T within NE1/4 35-7-4-W5M / Municipality of Crowsnest Pass

MOTION by Dave Filipuzzi to approve Subdivision Application 2024-0-052 with the resolution provided.

CARRIED

7. Requests for Decision – Development Permit Applications

7.1 DP2024-043 – 2746 227 Street, Bellevue (Lot 28 Block 18 Plan 8311929)

For an “Accessory Structure” (chain link fence) (permitted use) with an 83% variance to the front yard height from 1.0m to 1.83m, and a 58% variance in the sight triangle setback from 6.01m to 2.52m.

MOTION by Doreen Johnson to approve DP2024-043 with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

7.2 DP2024-073 - 7720 & 7738 17 Avenue, Coleman (Lot 4-7 Block 6 Plan 820L)

For “Mixed Use Building” (Discretionary use) including The Roxy Theatre “Entertainment Establishment” and “Office”.

MOTION by Dave Filipuzzi to approve DP2024-073 with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

7.3 DP2024-079 – 11629 19 Avenue, Blairmore (Lot 3 Block 2 Plan 8010276)

For an existing “Accessory Building” (Shed - 6.7m 2) (permitted use) with a 58% variance to the east side yard setback.

MOTION by Doreen Johnson to approve DP2024-079 with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

7.4 DP2024-081 – 14914 21 Avenue, Frank (Lot 12 & 13 Block 27 Plan 33611)

For an existing “Accessory Building up to 72.8m 2” (Shed - 29.5m2) (permitted use) with a 100% variance to the south side yard setback and;

For an existing “Accessory Building up to 72.8m 2” (Shed - 7.75m2) (permitted use) with a 100% variance to the north side yard setback.

MOTION by Dave Filipuzzi to approve DP2024-079 with conditions as identified by Alternative A in the MPC request for decision package with the addition of Prior to Issuance Condition Number 3, as below:

3. Notwithstanding the approval of a yard setback variance for any building, the landowner shall ensure that the eaves of the building shall not overhang the property boundary and that stormwater from the building roof does not drain onto the adjacent property. To meet this condition the landowner may:

(a) produce an encroachment agreement with the adjacent landowner to which the Municipality shall be included as a third-party signatory, or

(b) modify the building and/or its location to ensure that there is no overhang and that stormwater run-off from the roof does not enter onto the adjacent property, and the landowner/applicant shall provide evidence to demonstrate compliance with this option to the satisfaction of the Development Officer.

CARRIED

8. Land Use Bylaw Amendments

None

9. Appeals

None

10. Round Table Discussion

10.1 Johan Van Der Bank presented “MPC Planning & Development 101 – Roles and Process” as information.

It was requested by Dean Ward that the next meeting Agenda Package include the Municipal Planning Commission Bylaw, the Procedural Bylaw, and the Code of Conduct Bylaw.

11. In Camera

None

12. Next Meeting

12.1 Next Meeting June 26, 2024, at 2:00 PM.

13. Adjourn

MOTION by Dave Filipuzzi to adjourn the meeting at 2:38 PM.

CARRIED

14. Approval of Minutes

Approved By:

Chairperson

Date

Manager of Development and Trades

Date