

MUNICIPAL PLANNING COMMISSION

Monday 24th February, 2025 6:30 pm Council Chambers

AGENDA

1	1.0	Cal	l to	Orc	l۵r
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2.0 Approval of the Agenda

3.0 Approval of the Minutes

3.1 Municipal Planning Commission Meeting Minutes – 10th February 2025

4.0 Topics

- 4.1 Development Permit No. 2025-08 800 Sunset Place Rear Yard Waiver Request
- 4.2

5.0 As Introduced

5.1

6.0 Adjournment



PICTURE BUTTE MUNICIPAL PLANNING COMMISSION MEETING HELD IN COUNCIL CHAMBERS

Monday, February 10th, 2025 at 6:30 p.m.

PRESENT: Mayor Moore, Deputy Mayor Papworth, Councillor de Kok, Councillor Feist, Councillor

Neels

ALSO PRESENT: Chief Administrative Officer – K. Davis

Director of Corporate Services – M. Overbeeke

Administrative Assistant - K. Rice

1. CALL TO ORDER

Deputy Mayor Papworth called the meeting to order at 6:28 p.m.

2. APPROVAL OF AGENDA

MOVED by Councillor Feist that the agenda be accepted as presented.

CARRIED

3. APPROVAL OF THE MINUTES

a. June 17th, 2024 Meeting

MOVED by Councillor Neels that the minutes from the June 17th, 2024 Municipal Planning Commission (MPC) meeting be accepted as presented.

CARRIED

4. TOPICS

4.1 DEVELOPMENT PERMIT NO. 2025-04 – 751 Northridge Street – Home Occupation B – Hair Salon

The owner of 751 Northridge Street has applied for a Home Occupation B. The applicant would like to use her home to run a Hair Salon. As there will be customer visits this application is considered a Discretionary Use and needs to be considered by the Municipal Planning Commission. The applicant thinks that there will be one to five customers per day.

	MOVED by Councillor Feist to approve the applicat Street.	ion for a Home Occupation B at 751 Northri	dge
			CARRIED
	4.2 Development Officer Report		
	MOVED by Councillor Neels to accept the Developr	ment Officer report as presented.	CARRIED
5.	AS INTRODUCED – NONE		
6.	ADJOURNMENT		
	MOVED by Deputy Mayor Papworth that the Munic 6:37p.m.	cipal Planning Commission meeting adjourn	at
			CARRIED
	Chair C. Papworth	CAO Keith Davis	



Request for Decision

Our Vision: Picture Butte is the Community of Choice to work, live and play in

Lethbridge County

Our Mission: Picture Butte is a thriving community dedicated to serving our people

through fiscal responsibility and transparency.

Date: 20 February, 2025 To: Mayor, Council

From: CAO

Re: Development Permit 2025-08 – Rear Yard Setback Wavier Request

Background:

The owner of 800 Sunset Place has applied for a rear yard setback waiver of 5 feet for the purpose of constructing a single detached home with an attached rear yard deck.

Land Use Bylaw Considerations:

1. The Land Use Bylaw requires a 7.6m/25ft. rear yard setback. The applicant's house plans has a detached deck that would mean that the rear yard setback would be 20 ft.

Adjacent Landowners:

To date I have not received any written submissions in favour, concerned or opposed to the requests of the applicant.

Recommendations:

To grant the 5 foot setback waiver request and allow the development to proceed with the home having a rear yard setback of 20 feet.

Rationale:

- 1. I do not think the proposed development will unduly interfere with the amenities of the neighbourhood or materially interfere or affect the enjoyment or value of neighbouring properties and the proposed development conforms with the use prescribed for that land.
- 2. This property backs onto the park of St. Catherines School. The wavier will have little impact on adjacent landowners.

Alternate Option:

To require the landowner to meet the rear yard set back requirements.

• This would mean the applicant would have to remove or reduce their deck by at least 5 ft.

Attachments:

- 1. Development Permit Application 2025-08
- 2. Adjacent landowner map
- 3. Adjacent landowner notification

Submitted by: Keith Davis, CAO



Existing use of parcel:

Town of Picture Butte

Box 670, Picture Butte, AB TOK 1V0

RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

			Tax Roll No.	
Date of Application:			Development Permit Application No.	
			Date Deemed Complete:	
Development Authority. If appring right to file an appeal to the Sub	oval has not been received	within 40 days of th Appeal Board. ONSTITUTE A B	e date the application UILDING PERMIT	·
APPLICANT INFORMA	ATION			
Name of Applicant (please print):		Phon	e (primary):	
Mailing Address:				
		Fax:		
Municipality:		Email		
Postal Code:				ck this box if you would like to e documents through email.
Is the applicant the owner	of the property?	☐ Yes	□ No IF "NO	9" please complete box below
Name of Owner:		Phone	e:	
Mailing Address:	_	Annli	cant's interest in the	nronerty:
			1 Agent	, property.
Municipality:			_	
Postal Code:			. 0.1	
PROPERTY INFORMA	TION			
Municipal Address:				
Legal Description:	Lot(s)	Block		Plan
Land Use District:				

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)	
☐ Construct a new dwelling	
The dwelling is a:	
☐ Single-detached site built dwelling	
☐ Single-detached manufactured dwelling ☐ Type 1 ☐ Type 2 ☐ Single-detached ready-to-move ☐ 2-unit dwelling	
☐ Multi-unit – please specify the number of dwelling units	
Other	
☐ Alter/renovate the existing building	
The renovation is a:	
☐ Addition	
□ Attached garage□ Deck(s)□ Secondary suite	
Other	
Construct an accessory building / structure	
The accessory building is a:	
Garage (detached)	
☐ Shed/workshop	
Other	
 ☐ Moved-in dwelling ☐ Demolish existing building (attach completed <i>Demolition Form</i>) 	
□ Demolish existing building (attach completed <i>Demolition Form</i>)□ Other	
- Other	
Describe the proposed use, any changes from existing use, and any work to be done.	

BUILDING REQUIREMENTS

	Principal Building	Accessory Building	Office Use
Parcel Size	☐ m² ☐ ft²	☐ m² ☐ ft²	
Building Size	☐ m² ☐ ft²	☐ m² ☐ ft²	
Height of Building	☐ m ☐ ft.	□ m □ ft.	
Proposed Setbacks from Prope	rty Lines		
Front	☐m ☐ft	☐ m ☐ ft	
Rear	☐m ☐ft	☐m ☐ft	
Side	☐m ☐ft	☐m ☐ft	
Side	☐m ☐ft	☐m ☐ft	
Parcel Type:	☐ Interior Lot	☐ Corner Lot	

Details of VEHICLE PARKING and ACCESS:

Show **location** and **number** of all existing and proposed **parking spaces**, **loading spaces** and **driveways** on the PLOT PLAN.

Details of EXTERIOR BUILDING FINISH:

Describe the	type(s)		and colo	ur(s)	
of all material used to finish the existing and proposed structure exteriors.					
Details of SERVICES: Indicate as follows: (A) = available (R) = required					
() water	() sewer	() septic field	() natural gas	() electricity	() telephone

ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 m²), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are required to do the following:

1. Obtain map and well information

Please go to the ERCB's Abandoned Well Viewer (viewer) on the ERCB website at www.ercb.ca. The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

If you do not have Internet access or have questions about the information provided by the viewer, you may contact:

- the ERCB Customer Contact Centre by telephone at: 1-855-297-8311 (toll-free), or
- by e-mail at: Inquiries@ercb.ca, or
- the ERCB Information Services by mail at: Suite 1000, 250 5 Street SW, Calgary, Alberta T2P 0R4.

2. Submit the following as part of your development permit application

- the ERCB information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or ERCB Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the ERCB Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

DECLARATION	OF APPLI	CANT	/AGENT
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relation to the application for a Development Permit	ete and is, to the best of my knowledge, a true statement of the facts in a lass consent to an authorized person designated by the municipality ourpose of an inspection during the processing of this application.
APPLICANT	Registered Owner (if not the same as applicant)

TOWN OF PICTURE BUTTE RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

The following items shall be attached to all Development Permit Applications for new buildings or exterior changes to existing buildings. This is not an exhaustive list and the Designated Officer may request additional information that is required to assess the application.

Copy of Site Plan. Site plan shall provide the following information: (May be provided on a survey plan or sketch)
☐ Legal description and municipal address of subject property
☐ Scale and north arrow
☐ Adjacent roadways and lanes
☐ Lot dimensions, lot area, and percentage of lot coverage for all structures
☐ Existing residence and/or any other buildings with dimensions of foundation and projections including decks
☐ Proposed residence and/or any other buildings with dimensions of foundation and projections including decks
☐ The proposed distances from the foundation of the building to the front, side, and rear property lines
☐ Location of lot access, existing sidewalk(s) and curbs
☐ Location of any registered utility right of ways or easements
☐ Location and number of off-street parking spaces
Copy of Building Plans. Plans shall be to scale and contain the following information:
☐ Scale and dimensions of exterior walls and interior rooms
☐ Floor plan of all living space proposed to be developed
Building elevations including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch
Copy of map or additional information from the ERCB regarding location of abandoned wells.
If applicant is not the registered owner , a written statement (or this application) signed by the registered owner consenting to this application.
Application fee payable to the Town of Picture Butte.
Security or performance bond if required by the Town of Picture Butte (for prefabricated [manufactured]



<u>Index</u>

A1 - 3D Rendering

A2 - Elevation Views

A3 - Elevation Views

A4 - Main Floor Layout

A5 - 2nd Floor Layout

A6 - Foundation Layout

A7 - Section Yiew

A8 - Section Views A9 - Plot Plan &

ABC 9.36 Energy Calculations

RONALD & HENDRIKA KOOIJMAN

NEW RESIDENCE 800 - SUNSET PLACE, PICTURE BUTTE AB



AMINGS PROVIDED BY: 6 de L

COVER Sheet

COVER Sheet

COVER Sheet

- All Floor Trusses and Roof Systems shall be in accordance with a confirm rough opening sizes for windows on any and penetration flashing to bong scale drawing.

Jan 31, 2025

SCALE:

As Shown

SHEET:

A-1



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PROJECT: Ronald & Hendrika Kooijman

Qualicore Homes

DATE:

Jan 31, 2025

SCALE:

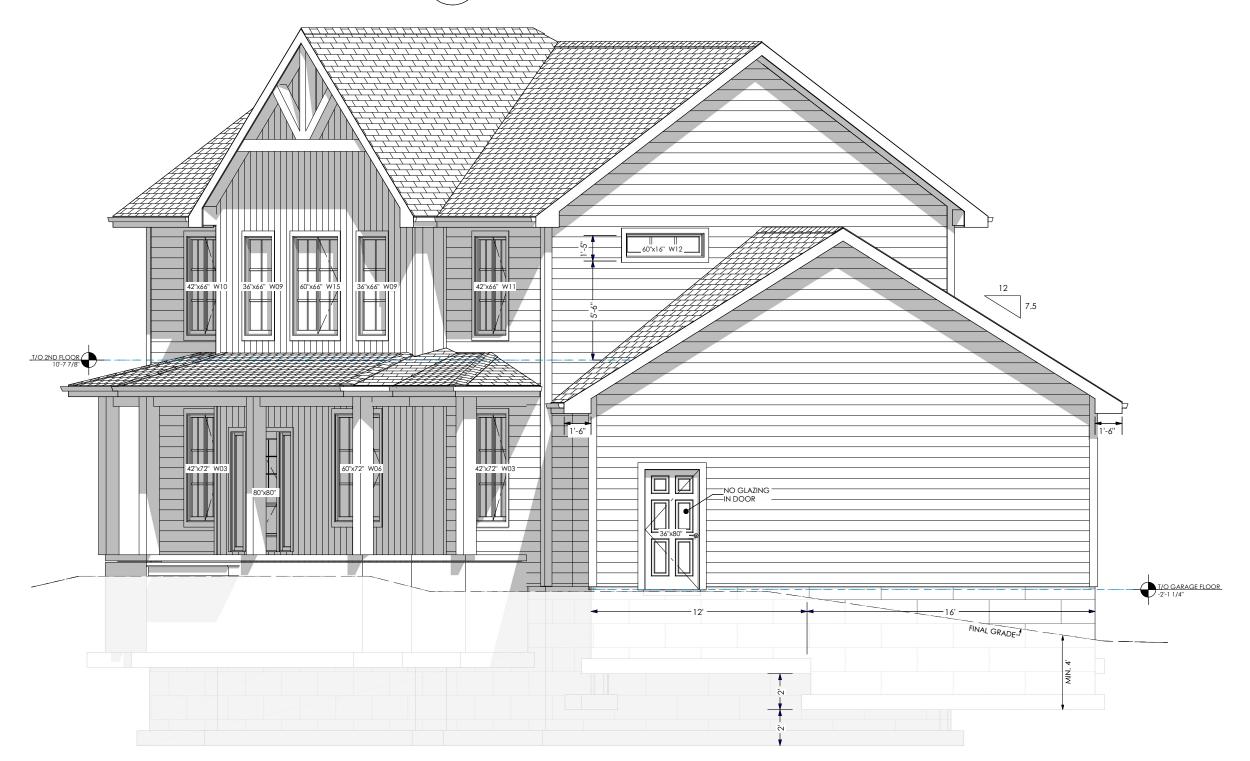
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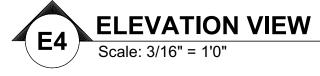
SHEET:

A-2

T/O 2ND FLOOR 10'-7 7/8"

ELEVATION VIEW Scale: 3/16" = 1'0"





Energy Efficiency Requirements (ABC 2014, Section 9.36) **Prescriptive Compliance**

Zone 6 Requirements	No HRV		Н	HRV	
	RSI	R-Value	RSI	R-Value	
Above Ground Building Assembly					
Ceiling below attics	6.67	49.2	8.67	49.2	
Cathedral ceiling or flat roofs	4.67	26.5	4.67	26.5	
Walls	3.08	17.5	2.97	16.9	
Floors over unheated spaces	4.67	26.5	4.67	26.5	
Walls beside unconditioned garage	2.92	16.6	2.81	16.0	
Attic access hatch	2.60	14.8	2.60	14.8	
Below Ground Building Assembly					
Foundation walls	2.98	16.2	2.98	16.2	
Unheated floors - below frost line	Un-In	sulated	Un-Ir	sulated	
Unheated floors - above frost line	1.96	11.1	1.96	11.1	
Heated floors	2.32	13.2	2.32	13.2	
Slabs-on-grade with integral footing	1.96	11.1	1.96	11.1	

Windows and Doors

Windows - Max. USI-Value: 1.6, Min. Energy Rating: 25 Doors - Max. USI-Value: 1.6, Min. Energy Rating: 25 Garage access door(s) - Min. RSI Value: 1.1

*NOTES

- All penetrations through the building envelope must have an airtight seal.
- 6 Mil. poly vapour barrier, accoustical sealant and sheathing tape must be used to seal all windows, exterior doors, wall and rim joist transitions and all penetrations in walls and roof
- 6 Mil. poly vapor barrier underneath concrete slab
- Attic Access to be sealed with weather stripping or foam gasket and have a continuous bead of sealant.

Wall Assembly - Below Ground (No HRV)				
Materials	R-Value			
Damproofing	0.00	0.00		
EPS Type 2 (2-5/8")	1.87	10.62		
Concrete (8")	0.07	0.39		
EPS Type 2 (2-5/8")	1.87	10.62		
Interior Air Film	0.12	0.68		
Total RSI (R-Value)	3.93	22.31		

Floor Assembly - Over Unheate	d Space (I	No HRV)
Materials	RSI	R-Value
Outside Air Film	0.03	0.17
Spray Polyurethane Foam -R20, 5" Min.	4.57	25.95
Truss Assembly, 16" O/C		
3/4 OSB Sheathing	0.18	1.02
Interior Air Film	0.16	0.91
Total RSI (R-Value)	4.94	28.05

Ceiling Assembly - Below Attic (No HRV)				
Materials	RSI	R-Value		
Outside Air Film	0.03	0.17		
Metal Roofing-Hollow Backed	0.11	0.62		
2x4 Strapping, 24" O/C	0.38	2.16		
Truss Assembly, 24" O.C.		0.00		
R50 Glass Fibre Loose Fill	8.46	48.04		
6 Mil Poly Vapor Barrier	0.00	0.00		
1/2" Ceiling Drywall	0.08	0.45		
Interior Air Film	0.11	0.62		
Total RSI (R-Value)	9.14	51.90		

Wall Assembly - Above Ground (No HRV)				
Materials	RSI	R-Value		
Outside Air Film	0.03	0.17		
Cement Hardie Board	0.03	0.15		
Building Wrap	0.00	0.00		
3/8" OSB Sheathing	0.09	0.51		
2x6, 16"OC, R24	2.76	15.67		
6 Mil Poly Vapor Barrier	0.00	0.00		
1/2" Drywall	0.08	0.45		
Interior Air Film	0.12	0.68		
Total RSI (R-Value)	3.11	17.63		

Floor Assembly - Unheated abv. frst line (No HRV)				
Materials	RSI	R-Value		
Interior Air Film	0.16	0.91		
5" Concrete Floor	0.05	0.29		
EPS Type 2 (2.5")	1.76	9.99		
Total RSI (R-Value)	1.97	11.19		

Ceiling Assembly - Cathedral or Flat (No HRV)				
Materials	RSI	R-Value		
Asphalt Shingles	0.00	0.00		
7/16" OSB Sheeting	0.00	0.00		
Outside Air Film	0.03	0.17		
Truss Assembly, 24" O.C.				
R30 Batt Insulation	4.47	25.36		
6 Mil Poly Vapor Barrier	0.00	0.00		
1/2" Ceiling Drywall	0.08	0.45		
Interior Air Film	0.12	0.68		
Total RSI (R-Value)	4.70	26.66		

- All Construction
- All Floor Trusses o
- Confirm rough o
- All window and
- Do not scale dro
- Owner and Con
- Drawings are on

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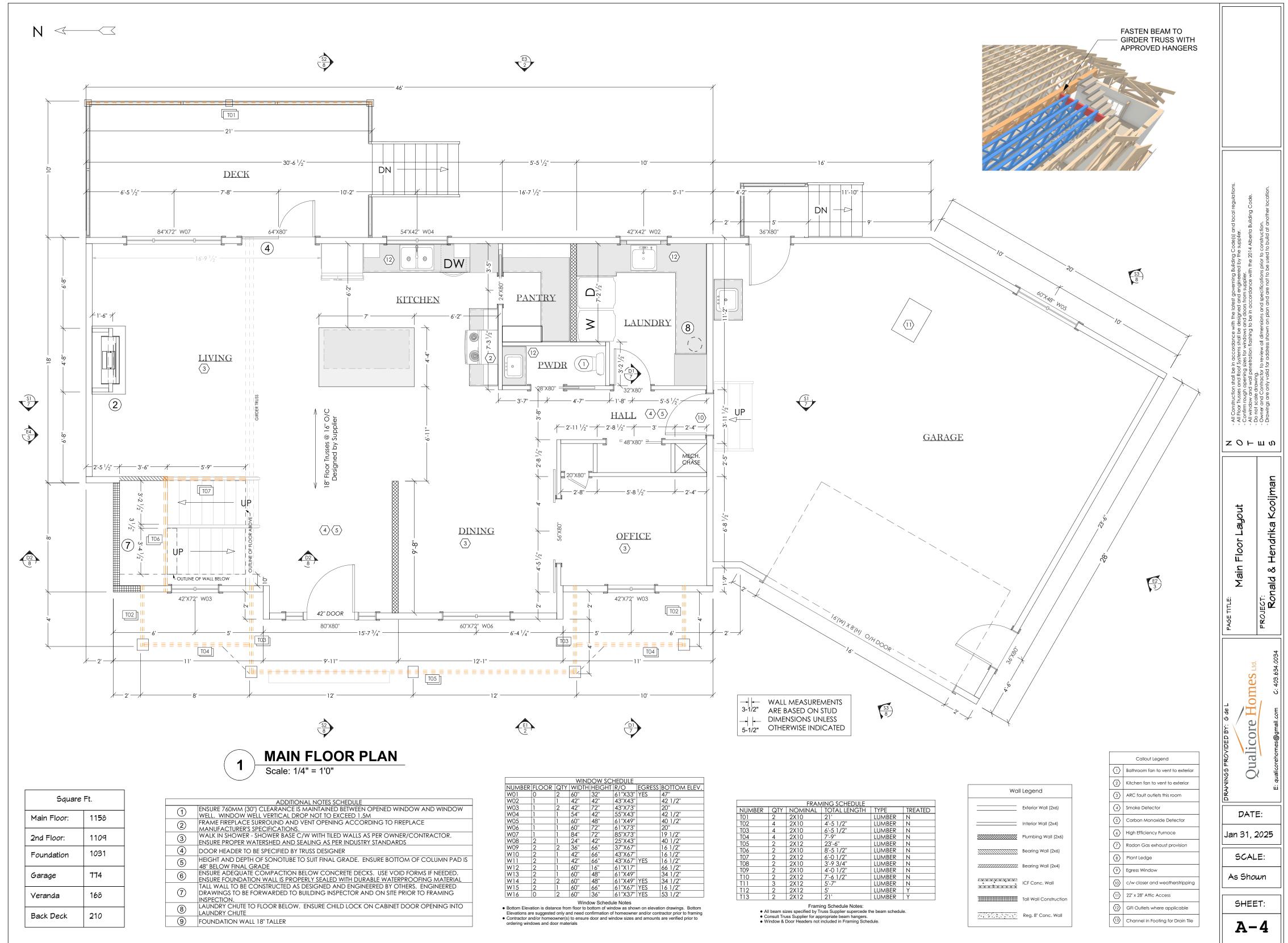
тпсе: Elevation Views ABC 9.36 Energy Calculations лест: Ronald & Hendrika Kooijman

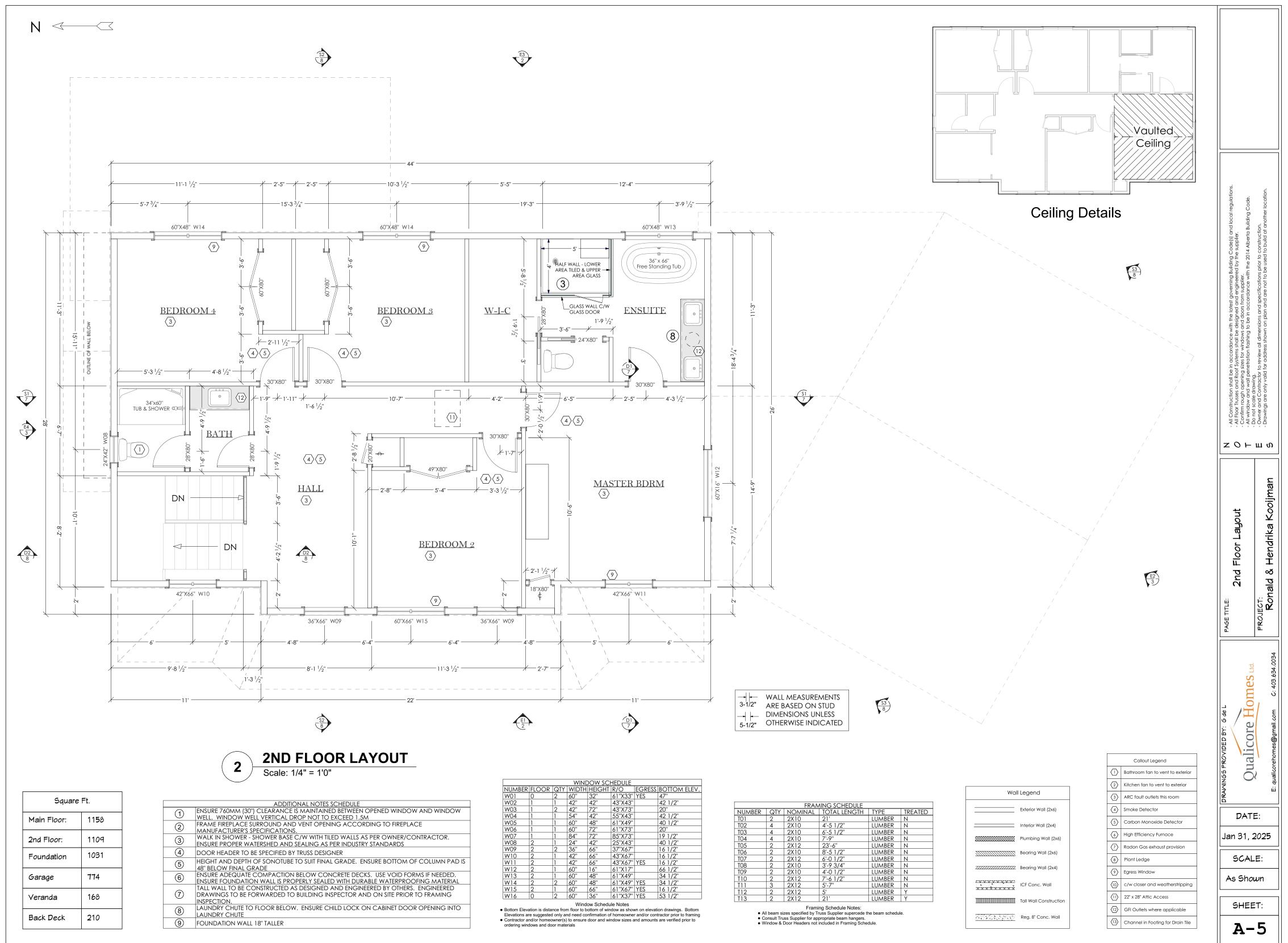
Qualicore Homes

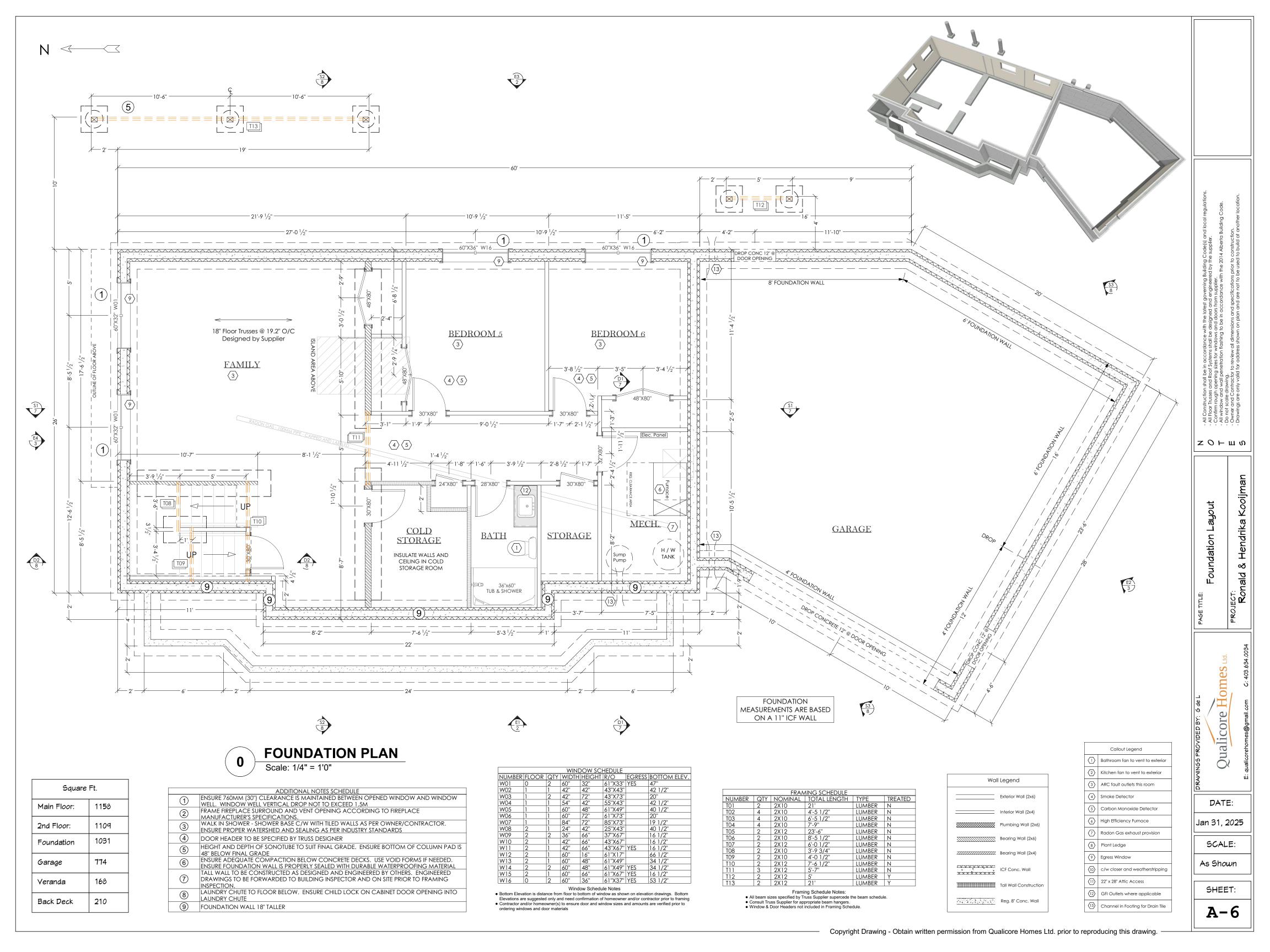
Jan 31, 2025 SCALE:

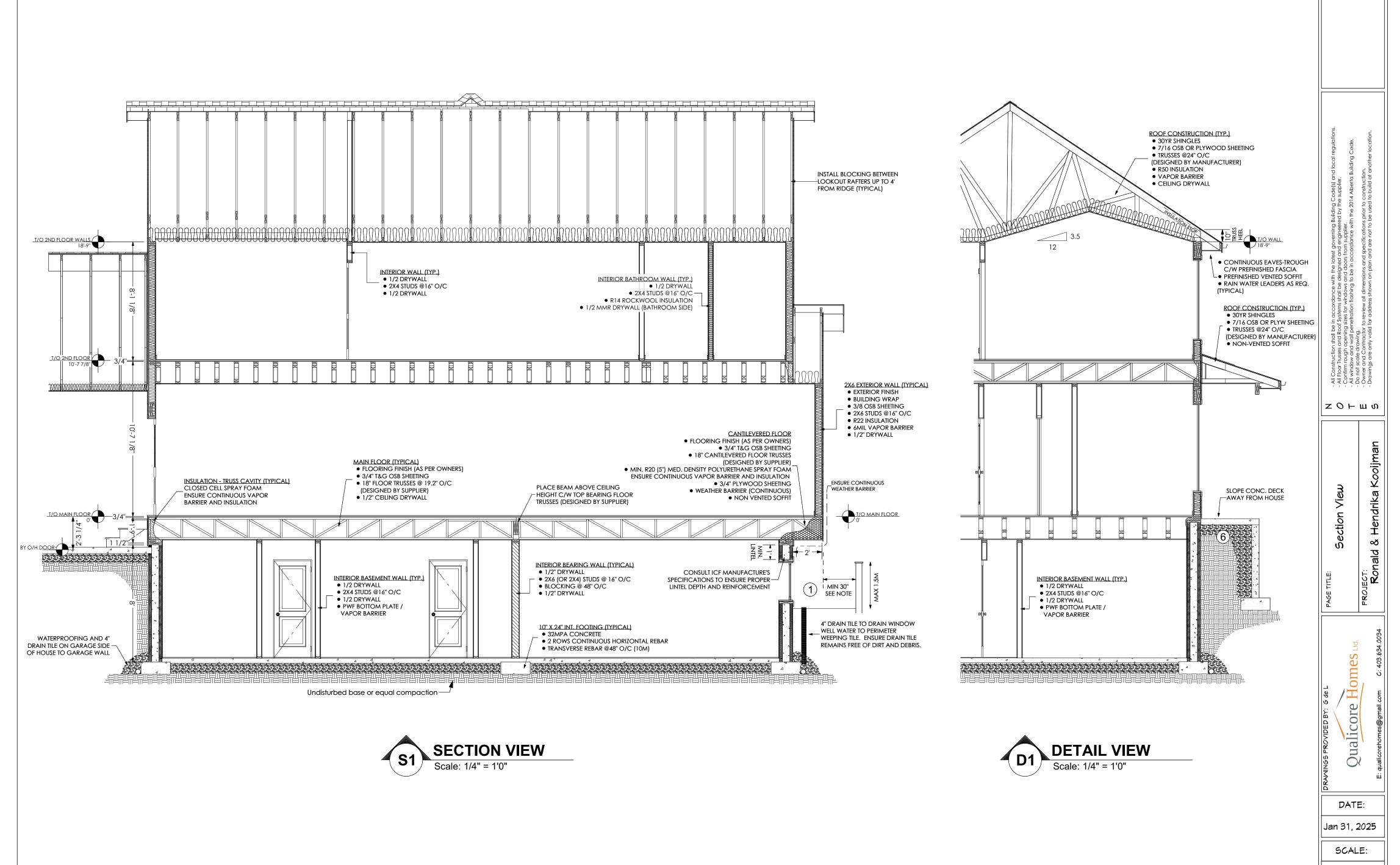
As Shown SHEET:

A-3



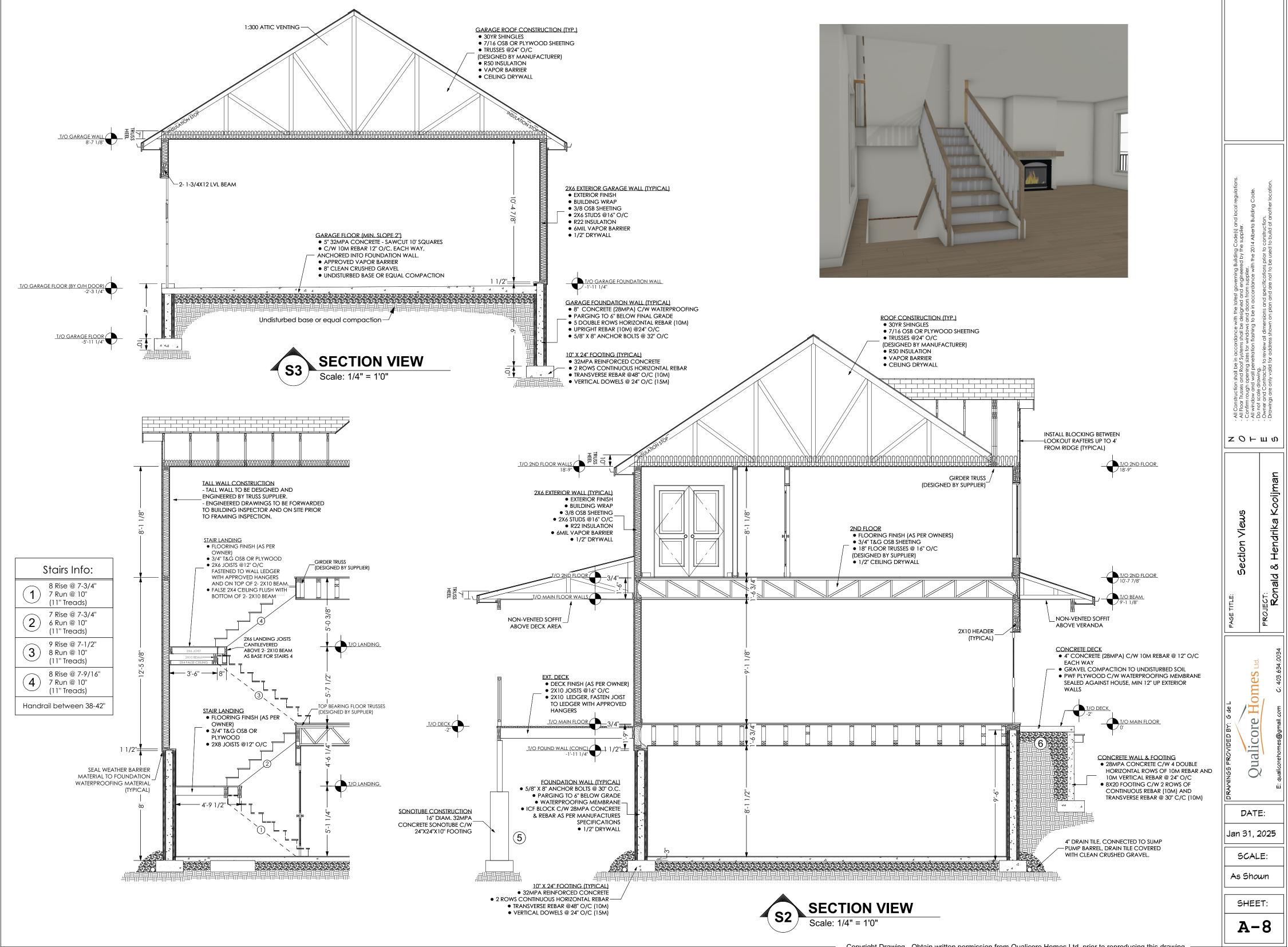


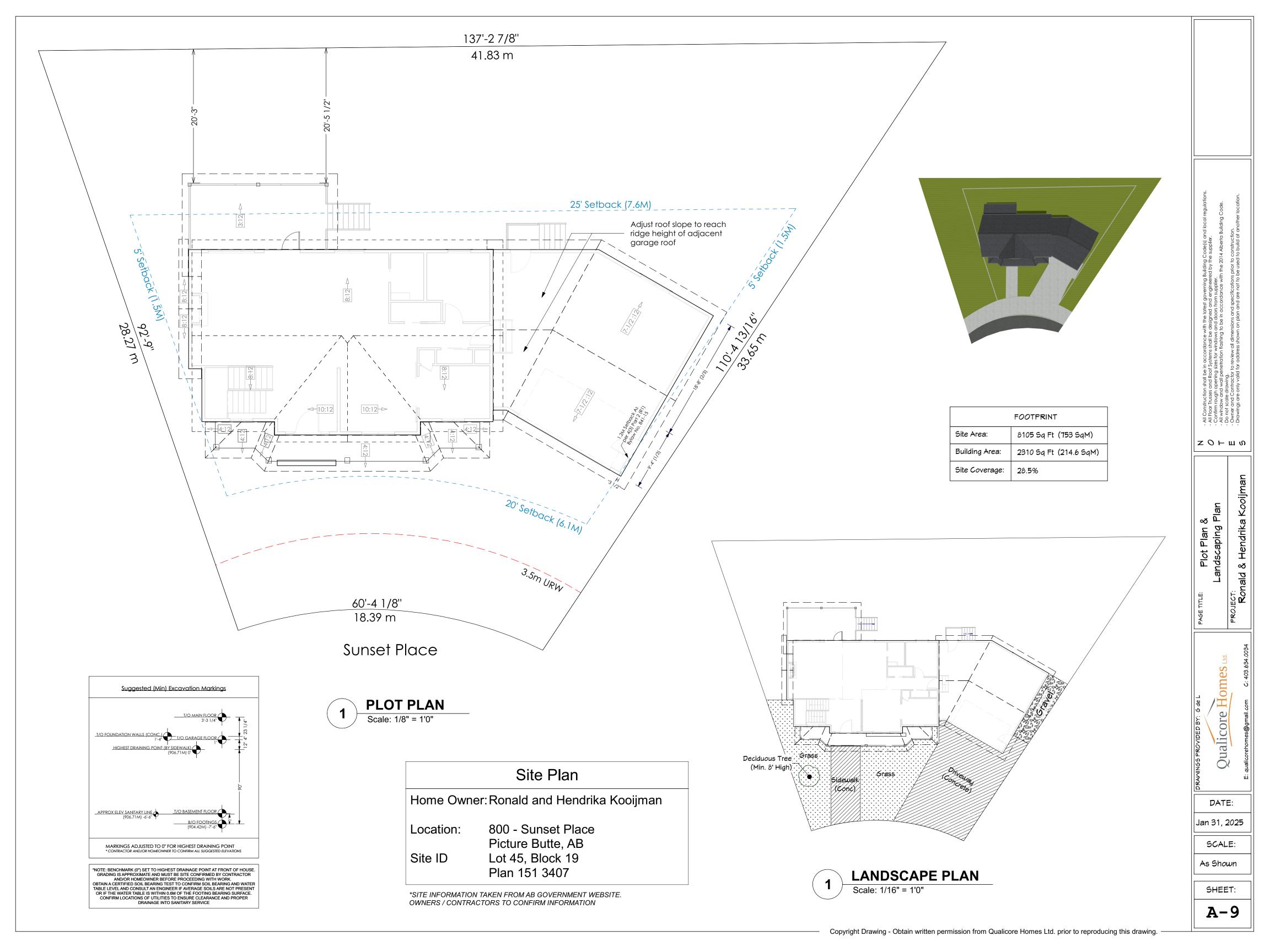




SHEET: **A-7**

As Shown







Picture Butte Picture Perfect!

4 February, 2025

Re: DEVELOPMENT PERMIT APPLICATION NO. 2025-08: 800 Sunset Place, Picture Butte, AB. TOK 1V0 Back Yard Set Back Waiver

Dear Landowner

The owner of 800 Sunset Place, Picture Butte, Alberta, Lot 45, Block 19, Plan 1513407, has applied for:

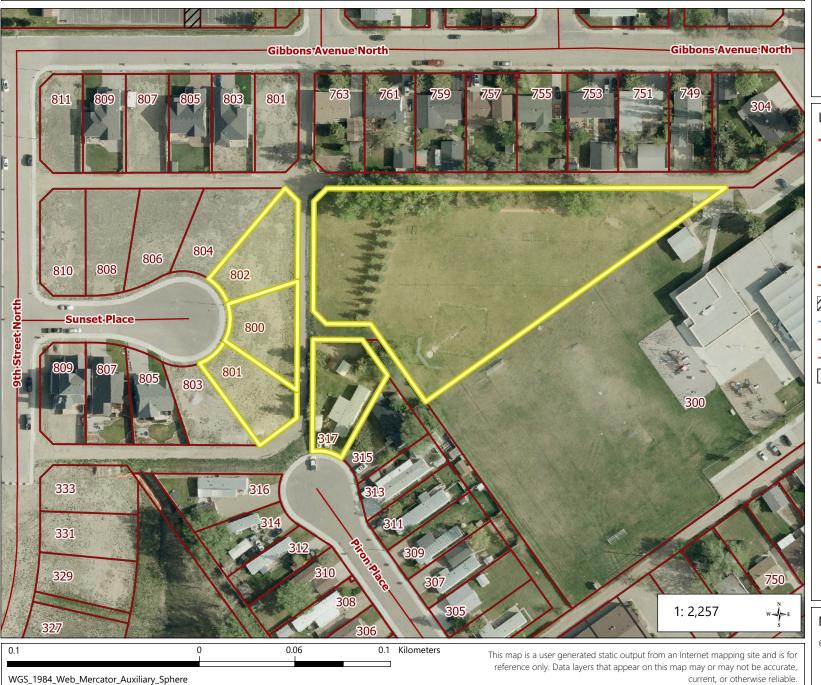
- 1. A five (5) foot Rear Yard Setback.
 - a. Under Land Use Bylaw No. 841-15 the rear yard setback must be 25-feet, the landowner is applying to have their rear yard set back be 20 feet. The Land Use Bylaw No. 841-15 requires all adjacent landowners be notified prior to a waiver being approved.

The Municipal Planning Commission will consider this development application and any written submissions or verbal representations in Council Chambers at the Town Office, 120 4th Street North, Picture Butte, AB. at 6:30 p.m. on the 24th of February, 2025. If you have any concerns, objections, support or would like to make a verbal representation at the meeting please inform me, via email or in writing, before 12:00 p.m. on the 24th of February, 2025.

A copy of the proposed development is available at the Town office for viewing. If you have any questions please contact me at the Town office.

Sincerely
Keith Davis
CAO
Town of Picture Butte
keith@picturebutte.ca

Adjacent Landowners



© OpenStreetMap contributors



Legend

Boundary
 Civic Address
 Road Labels
 Hwy Symbol

25

519

843

Hwy

Adjacent Roads

Closed Roads

Reservoir

Road Centreline

Title Linework

Parcels

Notes

THIS MAP IS NOT TO BE USED FOR NAVIGATION

© Town of Picture Butte