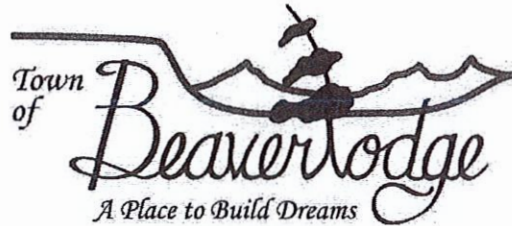


AGENDA FOR THE TOWN OF BEAVERLODGE SUBDIVISION & DEVELOPMENT BOARD MEETING
 TO BE HELD TUESDAY AUGUST 8, 2023 AT 6:00 PM
 COUNCIL CHAMMERS, 400-10 STREET

*Microsoft Teams meeting - **Join on your computer, mobile app or room device***
[Click here to join the meeting](#) Meeting ID: 266 897 909 461 Passcode: o5yoRV
[Download Teams](#) | [Join on the web](#)

1.0	<u>CALL TO ORDER:</u>	
2.0	<u>ADOPTION OF AGENDA:</u>	
3.0	<u>ADOPTION OF MINUTES:</u> 3.1 May 23, 2023 Subdivision & Development Board Meeting RECOMMENDATION: That the minutes of the Subdivision & Development Board meeting held May 23, 2023 be adopted as presented	PP 2
4.0	<u>OLD BUSINESS:</u>	
5.0	<u>NEW BUSINESS:</u> 5.1 Subdivision Applicant: Riley O'Connell Property: Plan 752-1786 Lot A Zoning: R2 5.2 Variance Request Applicant: Ryan Lehman Property: Plan 772-0127 Block 3 Lot 12 Zoning: MHR	PP 3-11 PP 12-17
6.0	<u>ADJOURNMENT:</u>	



BEAVERLODGE, ALBERTA, CANADA

SUBDIVISION AND DEVELOPMENT BOARD MEETING MINUTES

COUNCIL CHAMBERS #400 – 10 STREET, TUESDAY MAY 23, 2023 @ 6 PM

CHAIR	Councillor Judy Kokotilo-Bekkerus	Deputy Mayor Cal Mosher
	Mayor Gary Rycroft, absent	Councillor Hugh Graw
	Councillor Cody Moulds	Councillor Ryier Hommy
STAFF	CAO Jeff Johnston	Nichole Young, Legislative Services
	Tina Letendre, Deputy CAO	

1.0 **CALL TO ORDER** Councillor Judy Kokotilo-Bekkerus called the meeting to order. **6:00 PM**

2.0 **ADOPTION OF AGENDA**

2.1

#001-2023-05-23 Councillor Cody Moulds

CARRIED: That the Subdivision & Development Board adopts the agenda as presented.

3.0 **ADOPTION OF MINUTES**

3.1

#002-2023-05-23 Councillor Hugh Graw

CARRIED: That the minutes of the Subdivision & Development Board meeting held June 27, 2022 be adopted as presented.

4.0 **OLD BUSINESS**

5.0 **NEW BUSINESS**

5.1 Subdivision Proposal

Applicant: Riley O'Connell

Chair held meeting open but Applicant was not present to discuss his proposal.

6.0 **ADJOURNMENT:**

#003-20263-05-23 Councillor Judy Kokotilo-Bekkerus

6:12 PM

CARRIED: That the Subdivision and Development Board Meeting is adjourned.

Chair, Councillor Judy Kokotilo-Bekkerus

Tina Letendre, Deputy CAO

Date: August 8, 2023

From: Tina Letendre

Department: Administration

RE: Request for Subdivision

I received the attached subdivision application from Helix Engineering Ltd. on July 5, 2023 and submitted it for comment to the appropriate parties, so far I have received back 3 comments.

ATCO Gas stated that there is an existing ATCO Gas service in the area, this is normal for them to comment on proposed subdivisions or developments.

Alberta Health Services states that the proposed subdivision is in a high-risk watershed. And that there may be a well located in or around the proposed development site. Ryley currently has a well located on his portion of the property but I don't foresee any concerns with this as it is Ryley's intent to connect to town water and sewer.

Alberta Transportation states that the requirements of Section 18 of the Regulation are not met, but that the department anticipates minimal impact on the existing and future highway alignments from this proposal and therefore no variance is required.

Recommendation: That Council approve the proposed subdivision as attached by Helix Engineering Ltd.



SUBDIVISION APPLICATION FORM J

FOR ADMINISTRATIVE USE

APPLICATION NO. SUB 2023-01-0001
DATE RECEIVED July 5, 2023
DATE COMPLETE

Town of Beaverlodge, 400-10th Street, Box 30, Beaverlodge, AB, T0H 0C0
 W: beaverlodge.ca | E: development@beaverlodge.ca | T: (780) 354-2201 | F: (780) 354-2207

This form is to be completed in full wherever applicable by the registered landowner that is the subject of the application or by a person authorized to act on the registered owner's behalf (all form content is regulated by Section 4 of the Subdivision and Development Regulation 43/2002 of the Municipal Government Act).

LANDOWNER INFORMATION			PERSON AUTHORIZED TO ACT ON BEHALF OF THE REGISTERED OWNER (IF APPLICABLE)		
NAME OF REGISTERED OWNER Scott Riley O'Connell			NAME OF AGENT Helix Surveys Ltd.		
ADDRESS Box 1524			ADDRESS 202, 10514 67 Ave		
Beaverlodge, AB			Grande Prairie, AB		
POSTAL CODE T0H 0C0			POSTAL CODE T8W 0K8		
EMAIL ADDRESS*			EMAIL ADDRESS* val.lethbridge@helixsurveys.ca		
*By supplying the Town with an email address, you agree to receive correspondence by email.					
PHONE (CELL)	PHONE (RES)	PHONE (BUS)	PHONE (CELL)	PHONE (RES)	PHONE (BUS) 780-532-5731

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED
All/part of Lot: <u>A</u> Block: _____ Registered Plan No. <u>752 1786</u> C.O.T No.: <u>162 224 150</u>
All/part of the _____ ¼ Section _____ Township 71 Range 8 West of the 6 th Meridian
Municipal Address (if applicable): _____
Area of the above parcel to be subdivided: <u>0.372</u> Hectares

LOCATION OF LAND TO BE SUBDIVIDED
(a) The land is situated in the municipality of the Town of Beaverlodge.
(b) Is the land situated immediately adjacent to the municipal border? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(c) Is the land situated within 1.6 kilometers of the centre line of Highway 43? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d) Does the proposed parcel contain or is it adjacent to a body of water or by a drainage ditch or canal? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, state the name: _____

(e) Is the proposed parcel within 1.5 kilometers of a sour gas facility? Yes No

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

- (a) Existing use of the land: vacant
- (b) Proposed use of the land: residential
- (c) The designated use of the land as classified under the Land Use Bylaw: R2

PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

- (a) Describe the nature of the topography of the land (flat, rolling, steep, mixed): flat
- (b) Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., – sloughs, creeks, etc.):
some tree stands
- (c) Describe the kind of soil on the land (sandy, loam, clay etc.): unknown

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved:

none

REGISTERED LANDOWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I, Valerie Lethbridge, hereby certify that

I am the registered landowner or;

I am the agent authorized to act on behalf of the registered landowner;

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

ADDRESS 202, 10514 67 Ave

SIGNATURE 

PHONE NO. 780-532-5731

DATE

July 4, 2023

SIGNED COPY OF AGENT AUTHORIZATION MUST BE ATTACHED TO THIS FORM, IF APPLICABLE. FURTHER INFORMATION MAY BE PROVIDED BY THE APPLICANT ON THE REVERSE OF THIS FORM

The personal information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and or the Safety Code Act. The information will be used to process your application(s) and your name and or address of where the development is being proposed may be made available to the public upon request or at a public meeting. If you have questions on the collection and use of this information, please contact the Town Office.



Location Plan
Scale 1:10 000

The Proposed Subdivision:

	Yes	No
- is within 1.6km of Highway #43	<input type="checkbox"/>	<input type="checkbox"/>
- is within 1.5km of a sour gas facility	<input type="checkbox"/>	<input type="checkbox"/>
- contains an abandoned oil and gas well	<input type="checkbox"/>	<input type="checkbox"/>
- is within 300m of an operating wastewater treatment plant	<input type="checkbox"/>	<input type="checkbox"/>
- is within 450m of an operational landfill	<input type="checkbox"/>	<input type="checkbox"/>
- is within 300m of the disposal area an operational or non-operational landfill	<input type="checkbox"/>	<input type="checkbox"/>
- is within 450m of an operational or non-operational hazardous waste management facility	<input type="checkbox"/>	<input type="checkbox"/>
- is within 300m of an operational waste storage site	<input type="checkbox"/>	<input type="checkbox"/>
- is within 300m of a livestock feeding lot	<input type="checkbox"/>	<input type="checkbox"/>
- is within a potential flood plain	<input type="checkbox"/>	<input type="checkbox"/>
- is within or adjacent to land identified in the Historical Resources Act	<input type="checkbox"/>	<input type="checkbox"/>

PLAN SHOWING PROPOSED
SUBDIVISION
OF PART OF
LOT A, PLAN 752 1786
WITHIN
S.E. 1/4 SEC. 11 TWP. 72 RGE. 10 W. 6 M.
TOWN OF BEAVER LODGE
ALBERTA



SUBDIVISION AUTHORITY
Town of Beaverlodge

OWNER
Scott Riley O'Connell

LEGEND

Area to be registered shown outlined thus and contains 0.372 ha.
Distances shown on the plan are ground and are in meters and decimals thereof

NOTES

Proposed Subdivision contains 1 Lot.
Boundaries are based on existing Land Title Office records and are subject to change upon legal survey
Land is currently zoned R2 District and will remain as such.

ABBREVIATIONS

E. ha.	East hectare	S. Sec.	South section
M.	meridian	Twp.	township
N.	North	URW	utility right of way
Rge. R/W	range right of way	W.	West

SCALE: 1:2000

FILE No.: 5106-139

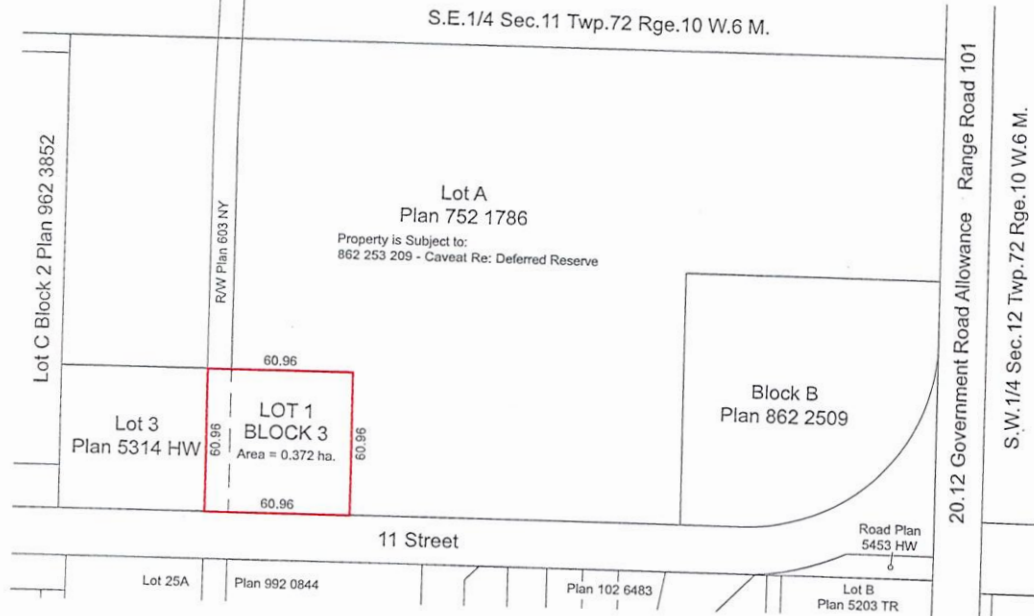
DWG.: 5106-139-PSUB

DRAWN BY: HLR CHECKED BY: VL

#202, 10514-67th Ave.
Grande Prairie, AB.
T8W 0K8

HELIX
Surveys Ltd.

P: 780.532.5731
F: 780.532.5824



The Proposed Subdivision.

	Yes	No
- is within 1.6km of Highway #43.	<input type="checkbox"/>	<input type="checkbox"/>
- is within 1.5km of a sour gas facility	<input type="checkbox"/>	<input type="checkbox"/>
- contains an abandoned oil and gas well	<input type="checkbox"/>	<input type="checkbox"/>
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- is within 300m of a livestock feeding lot.	<input type="checkbox"/>	<input type="checkbox"/>
- is within a potential flood plain	<input type="checkbox"/>	<input type="checkbox"/>
- is within or adjacent to land identified in the Historical Resources Act.	<input type="checkbox"/>	<input type="checkbox"/>

Location Plan
Scale 1:10 000

PLAN SHOWING PROPOSED
SUBDIVISION
OF PART OF
LOT A, PLAN 752 1786
WITHIN
S.E. 1/4 SEC.11 TWP.72 RGE.10 W.6 M.
TOWN OF BEAVERLODGE
ALBERTA



SUBDIVISION AUTHORITY
Town of Beaverlodge

OWNER
Scott Riley O'Connell

LEGEND

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ABBREVIATIONS

E.	East	S.	South
ha.	hectare	Sec.	section
M.	meridian	Twp.	township
N.	North	URW	utility right of way
Rge.	range	W.	West
R/W	right of way		

SCALE: 1:2000

FILE No.: 5106-139

DWG.: 5106-139-PSUB

DRAWN BY: HLR CHECKED BY: VL

#202, 10514-67th Ave.
Grande Prairie, AB.
T8W 0K8

HELIX
Surveys Ltd.

P: 780.532.5731
F: 780.532.5824

Tina Letendre

From: Champagne, Jade <Jade.Bushell@atco.com>
Sent: July 21, 2023 9:29 AM
To: Tina Letendre
Subject: {External}RE: Proposed Subdivision

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Please see conditions below regarding the above mentioned file:

- There is an existing ATCO Gas service in the area. If it should be necessary to lower, relocate, or make any alteration to our existing service due to this proposal, please contact **ATCO Gas Service Admin Coordinator** at **780-420-7514** to discuss a service alteration. Note all alteration costs will be borne by the developer / owner.
- There are existing ATCO Gas facilities in the area. Drainage for any of ATCO Gas above ground appurtenances must be maintained. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution Engineer gpnaturalgasengineering@atco.com to enable an adequate and timely response by ATCO Gas. Note all alteration costs will be borne by the developer / owner.
- If gas service is required, to avoid delays, the owner / developer should contact an **ATCO Gas Service Admin Coordinator** at **780-420-7514**, or their local ATCO Gas agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 4 months is recommended. Note, each lot / unit is to have a separate service line.
- Please contact Utility Safety Partners at 1-800-242-3447 to have the gas lines located at least 48 hours prior to excavation.
- **Deep Utilities:** Maintain a minimum of 0.3m vertical clearance and a 2.0m horizontal clearance between ATCO Gas distribution gas lines and your facilities.
- **All Other Facilities:** Maintain a minimum of 0.3m vertical clearance and a 1.0m horizontal clearance between ATCO Gas distribution gas lines and your facilities.
- **Above Ground Facilities:** Maintain a 1.5m horizontal clearance between ATCO Gas's distribution gas lines and your above ground facilities.
- If deviations are required please contact gpnaturalgasengineering@atco.com
- Clearance requirements from ATCO Gas pipelines for trees are as follows:
 - minimum of 1 meter from tree spade (hand expose the pipeline)
 - if work must be carried out on a line with trees above it, the trees must be removed
 - to minimize damage, root balls should clear the buried pipeline by 1.2 meters
 - shrubs may be planted in gas rights-of-ways, but trees are not permitted to be planted on gas rights-of-way
 - Maintain a minimum clearance of 1.2meters from planted trees, prior written consent should be obtained through **ATCO Gas Land Administration Department** at **780-420-8012** or email crossings@atcogas.com

Thank you,

Jade Champagne
Land Administrative Coordinator



Caroline Nelson
Environmental Public Health
Grande Prairie
Ph: (780) 513-7534
Caroline.Nelson2@ahs.ca

July 17, 2023

Tina Letendre
Development Officer/ Deputy Chief
Administrative Officer
Town of Beaverlodge

Sent via E-mail to:
development@beaverlodge.ca

Re: Proposed Subdivision of Plan 752-1786, Block A, File number: 2023-01-0001.

Thank you for inviting our comments on the above-referenced application.

Alberta Health Services – Safe Healthy Environments (AHS-SHE) understands that this application is a proposed subdivision of Plan 752-1786, Block A.

AHS-SHE has reviewed the application and understands the following:

:

1. The application is for the proposed subdivision land use: residential.
2. The number of proposed parcels: 2

Upon reviewing this application, AHS-SHE has concerns at this time; the following comments are for your consideration:

1. According to the Alberta OneStop, Alberta Energy Regulator website the proposed development site is in a high-risk watershed.
2. According to the Alberta Water Wells website there may be a well located in or around the proposed development site. Please ensure setback distances meet the requirements of the Alberta Nuisance and General Sanitation Regulation (AR 243/2003). Please verify with Alberta Environment and Parks for appropriate setback distances and assessments, as required.

3. According to the Alberta Energy Regulator Abandoned Well Map Viewer, a Rec Certified well exists in 11-72-10-W6M. Please verify with the Alberta Energy Regulator and Alberta Environment and Parks for appropriate setback distances and assessments, as required.
4. Please ensure all phases of development are maintained in accordance with the Alberta Public Health Act, Nuisance and General Sanitation Regulation (AR 243/2003) which states:

No person shall create, commit, or maintain a nuisance. A person who creates, commits, or maintains any condition that is or might become injurious or dangerous to the public health or that might hinder in any manner the prevention or suppression of disease is deemed to have created, committed or maintained a nuisance.

5. If any evidence of contamination or other issues of public health concern are identified at any phase of development, AHS-SHE wishes to be notified.

Please call (780) 513-7534 or e-mail Caroline.Nelson2@ahs.ca if you have any questions.

Sincerely,

Caroline Nelson, CPHI ©
Public Health Inspector
Environmental Public Health
Alberta Health Services – North Zone

Tina Letendre

From: David Richards <David.Richards@gov.ab.ca>
Sent: July 14, 2023 11:20 AM
To: Tina Letendre
Cc: Philip Alcock
Subject: {External}RE: Proposed Subdivision

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Tina,

The requirements of Section 18 of the Regulation are not met. The department anticipates minimal impact on the existing and future highway alignments from this proposal.

Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 are met as access is by means other than a provincial highway, therefore no variance is required.

Date: August 8, 2023

From: Tina Letendre

Department: Administration

RE: Variance Request

Applicant is requesting a variance so that he can build a fence from the start of his trailer to the back (as per attached drawing) to a height of 9 feet. Applicant would like to build a tin fence (as per attached drawing). Applicant is requesting the height increase because of neighbors window facing his and neighbors lighting going into his room.

The allowable height of fence as per our Land Use Bylaw is 6.5 feet (for rear yard) and 3.3 feet in front yard, applicant will only build the 3.3 feet in the front yard.

When approving variances, the development authority may allow a variance if in its opinion it would not duly affect the amenities, use, or enjoyment of the lot or neighbouring properties.



DEVELOPMENT PERMIT APPLICATION FORM A

FOR ADMINISTRATIVE USE

APPLICATION NO.
DATE RECEIVED

Town of Beaverlodge, 400-10th Street, Box 30, Beaverlodge, AB, T0H 0C0
 W: beaverlodge.ca | E: development@beaverlodge.ca | T: (780) 354-2201 | F: (877)309-9281

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 <i>Ryan Lehman</i>		NAME OF REGISTERED OWNER <i>Clinton Fair</i>			
ADDRESS <i>416 7th Ave Beaver lodge</i>		ADDRESS <i>Box 700 Hythe Alberta</i>			
TOH-OCO		TOH-2C0			
POSTAL CODE		POSTAL CODE			
EMAIL ADDRESS* <i>RyanLehman5@gmail.com</i>		EMAIL ADDRESS*			
*By supplying the Town with an email address, you agree to receive correspondence by email.					
PHONE (CELL) <i>780-296-3469</i>	PHONE (RES)	PHONE (BUS)	PHONE (CELL) <i>780-518-1892</i>	PHONE (RES)	PHONE (BUS)

LAND INFORMATION			
Address of proposed development site: <i>416 7th Ave</i>			
Legal description of proposed development site: REGISTERED PLAN: <i>7720127</i> BLOCK: <i>3</i> LOT (parcel): <i>12</i>			
Other legal description: _____			
Description of the existing use of the land: <i>Requesting variance of fence height to 9'</i>			
Proposed Development: <i>Tin fence (see attached)</i>			
Does the Development Permit require and amendment to the Land Use Bylaw? Yes _____ No <input checked="" type="checkbox"/>		If yes, has an amendment to the Land Use Bylaw been submitted? Yes _____ No <input checked="" type="checkbox"/>	
Estimated:	Date of Commencement: _____ <i>August 9 2023</i>	Date of Completion: _____	Value of Construction: \$ _____ <i>5000.00</i>

FOR NEW CONSTRUCTION ONLY

LOT AREA: _____ LOT WIDTH: _____ LOT LENGTH: _____ PERCENTAGE OF LOT OCCUPIED: _____%

LOT TYPE: INTERIOR CORNER WITH LANE WITHOUT LANE

PRINCIPLE BUILDING YARDS: FRONT: _____ REAR: _____ SIDE (1): _____ SIDE (2): _____

BUILDING HEIGHT ABOVE FINISHED GRADE: _____ NUMBER OF PARKING STALLS: _____

ACCESSORY BUILDING YARDS: FRONT: _____ REAR: _____ SIDE (1): _____ SIDE (2): _____

SPECIAL CHARACTERISTICS OF LAND (agricultural, swampy, bush): _____

PROVISIONS FOR WATER SERVICE: Municipal Private Well
PROVISIONS FOR SANITARY SEWER: Municipal Onsite System

(Note if you are connecting to Municipal services you will need to complete our Service Connection Application)

USE OF ADJACENT PROPERTIES: _____

ON AN ATTACHED SHEET, PLEASE PROVIDE A SCALED PLAN INDICATING THE LOCATION AND DIMENSIONS OF EXISTING AND PROPOSED IMPROVEMENTS, INCLUDING:

- Property lines surround the site
- Parking, roads, sidewalks
- Above ground utilities and direction of storm water drainage off the site
- Building and structures
- Landscaping, fences and screening

FOR NEW SIGNAGE

Free Standing/Pylon Sign

Temporary Sign

Fascia/Wall Sign

Permanent Sign

Billboard Sign

Dimensions of Sign: Horizontal: _____ Vertical: _____ Depth: _____

Canopy or Awning Sign

Height from ground to highest point of sign: _____

DECLARATION

I/WE HEREBY AUTHORIZE REPRESENTATIVES OF THE TOWN 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

July 19/23
DATE

[Signature]
SIGNATURE OF APPLICANT

NOTE:

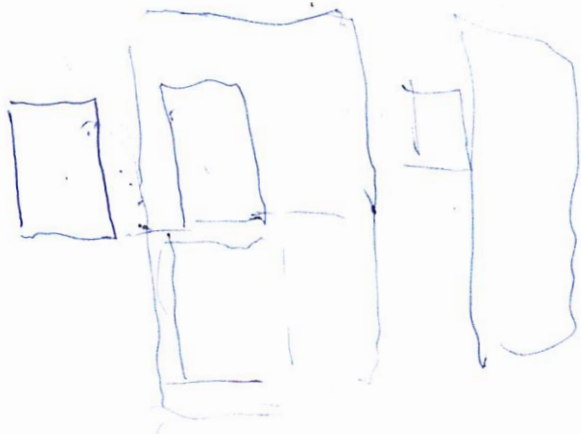
Signature of Registered
Landowner required if different
LANDOWNER/LEASEHOLDER
From Applicant

DATE

SIGNATURE OF REGISTERED

The personal information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and or the Safety Code Act. The information will be used to process your application(s) and your name and or address of where the development is being proposed may be made available to the public upon request or at a public meeting. If you have questions on the collection and use of this information, please contact the Town Office.

I would like to build a fence higher than 6.5 feet around the back and sides to 9' because mine and the neighbours windows face each other and his lights light up my room and can constantly look inside my house, also to keep the noise down from all the traffic on the highway.





7 AVE

2-10



2:09