

MPC AGENDA

Meeting: April 12, 2021 6:00 p.m.

Virtual Meeting

Meeting Link: <https://call.lifesizecloud.com/8211478>

1. CALL TO ORDER

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

4.1 February 8, 2021

5. DEVELOPMENT REPORT

5.1 March 31, 2021

6. DEVELOPMENT PERMITS/REQUESTS

6.1 Plan 4437AD; Block X – TOB-D-05-21 – Variance

6.2 Plan 771 1039; Block 1; Lot 1 and Plan 771 1039; Block 1; Lot 2 – TOB-D-06-21 - Variance

7. SUBDIVISIONS

None

8. INFORMATION ITEMS

None

9. QUESTION PERIOD

10. IN CAMERA

None

11. ADJOURNMENT



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
MEETING OF THE TOWN OF BASSANO HELD VIRTUALLY ON
FEBRUARY 8, 2021.**

MPC MEMBERS

CHAIR

BOARD MEMBERS

Tom Rose
Kevin Jones
Ron Wickson
John Slomp
Doug Barlow
Irvin Morey
Sonya Procter

STAFF

Amanda Davis – Chief Administrative Officer

OTHER

Marlene Maguire – Resident
Ray and Sue Harris - Residents
Joel Manorek – Developer
Devon Davidson – Canalief
Adam Bourbonnais - Canalief

1. CALL TO ORDER

Chair Rose called the meeting to order at 6:00 p.m.

2. EXCUSED FROM MEETING

- None

3. ADOPTION OF AGENDA

MPC01/21 Moved by **MEMBER MOREY** that the agenda is approved as presented.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the Municipal Planning Commission meeting on December 14, 2020.

MPC02/21 Moved by **MEMBER PROCTER** that the Municipal Planning Commission minutes of December 14, 2020 are approved as presented.

CARRIED

5. DEVELOPMENT REPORT

5.1 Development report for the period ending February 1, 2021.

MPC03/21 Moved by **MEMBER SLOMP** that the development report for the period ending February 1, 2021 is approved as attached to and forming part of the minutes.

CARRIED

6. DEVELOPMENT PERMITS/REQUESTS

6.1 Plan 4437AD; Block 8; Lots 33-35 - TOB-D-02-21 – Variance

Development permit TOB-D-02-21 was presented and discussed.

- MPC04/21** Moved by **MEMBER PROCTER** that the Municipal Planning Commission approves the development permit TOB-D-02-21 on Plan 4437AD; Block 8; Lots 33-35 to allow for a variance of a minimum west side yard setback from the existing principal building from 5 feet to 3.27 feet.

CARRIED

Ray and Sue Harris left the meeting at 6:05 p.m.

6.2 Plan 991 2096; Block 34; Lot 5 - TOB-D-03-21 – Discretionary Use

Development permit TOB-D-18-20 was presented and discussed.

Maguire left the meeting at 6:23 p.m.

- MPC05/21** Moved by **MEMBER PROCTER** that the Municipal Planning Commission approves the development permit TOB-D-03-21 on Plan 991 2096; Block 34; Lot 5 to allow for the change of use for a cannabis production facility in accordance with the development permit, site plan, and narrative received on February 1, 2021 with the following conditions:

Variance

- Schedule 7, Section 6 – Fencing – that a 6-foot chain link fence is permitted in the front yard.

Conditions

- Schedule 7, Section 13; 13.1 and 13.2 – Health Canada Approval and Licensing – that the applicant has 12-months from receipt of the notice of authorization to commence development to provide the Town with an approved copy of its Health Canada License. An extension may be granted if necessary, pending any Health Canada delays. If the applicant chooses to sell to AGLC, it must provide a copy of the Sales Amending license to the Town for record retention.
- Schedule 7, Section 13; 13.3 and 13.5 – That all processes and functions remain fully enclosed in the primary building with the exception of composting which will be performed in the adjacent sea can.
- Schedule 7, Section 13; 13.4 – Only cannabis production is permitted no other use shall be combined at the location.

- Schedule 7, Section 13; 13.5 – should excessive odor omit from the building due to system failure or any insufficient air-filtration processes; the applicant will be required to rectify the situation immediately. Without doing so could result in the issuance of a Stop Order.
- Schedule 7, Section 13; 13.8 – any change to the waste management process requires an application to the Municipal Planning Commission. Incineration is not permitted at the site without approval.
- Schedule 7, Section 6 – Fencing - To improve site security, three rows of barbed wire shall be installed along the top for of the 6-foot chain link fence.
- Schedule 5, Section 14 – Shipping Containers – that two permanent shipping containers (sea cans) are permitted at the site. Prior to the placement of the shipping containers, the applicant must provide photo images of them to the development officer for approval to ensure they meet the Town's aesthetic standards.

CARRIED

7. SUBDIVISIONS

None

8. INFORMATION ITEMS

None

9. QUESTION PERIOD

None

10. CLOSED SESSION

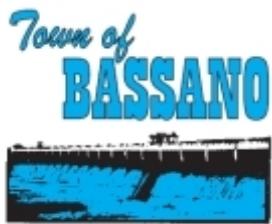
None

11. ADJOURNMENT

MPC06/21 Moved by **MEMBER ROSE** adjourned the regular Municipal Planning Commission meeting of February 8, 2021 at 6:27 p.m.

Chairperson

Chief Administrative Officer



Development Report

Meeting: April 12, 2021

Agenda Item: 5.1

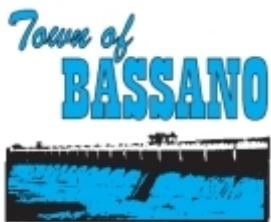
The following development permits were issued between February 1, 2021 – March 31, 2021

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-02-21	110 – 2 nd Avenue	Compliance certificate – variance
TOB-D-03-21	1001 – 2 nd Avenue	Change of use from a shop to a cannabis production facility.
TOB-D-04-21D	213 – 1 st Street	Residential dwelling demolition

Land Use Bylaw

Three members of council were appointed to the Land Use Bylaw Modernization committee, Irv Morey, John Slomp, and Kevin Jones.

The project is being led by Madeleine Baldwin, ORRSC planner and supported by administration. Two meetings have occurred, establishing a framework, and accessory dwelling units; milestone targets remain on track. One community engagement survey was issued with 42 respondents. Progress reports will be provided upon availability. At this point, we are in the planning and discussion phase.



REQUEST FOR DECISION

Meeting: April 12, 2021 MPC

Agenda Item: 6.1

Plan 4437AD, Block X – Variance Request Development Permit Application TOB-D-05-21

BACKGROUND

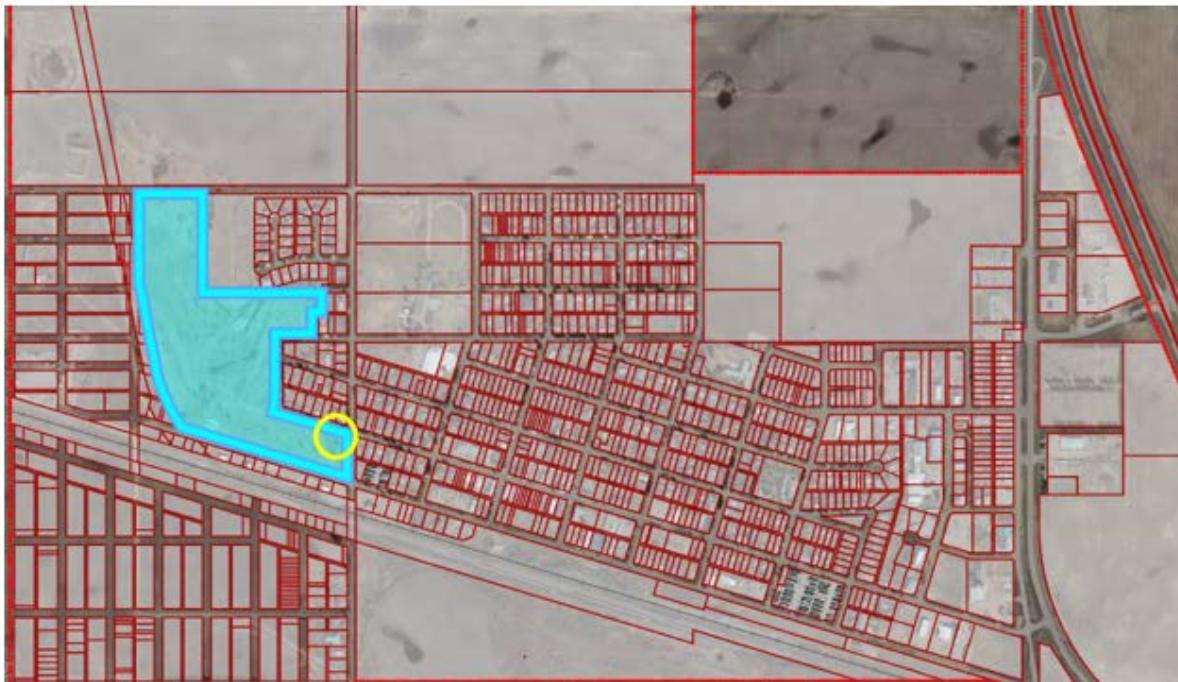
Applicant: Town of Bassano c/o Bassano Golf Club

Plan 4437AD; Block X

Land Use District: Parks and Recreation (PR)

Location: 109 – 1st Street, Bassano

An application was received for a secondary front yard setback variance to expand an existing cold storage shop at the golf course. The cold storage shop (accessory building) in a permitted use however, it was constructed on the property line. The minimum setback is 12.5 feet. The addition is 24' x 32'.



The applicant seeks a variance to reduce the 12.5-foot setback to 0 feet. The building is intended to remain as cold storage.

Notice of the variance was hand delivered/mailed to adjacent landowners on between April 1-6, 2021. At the time this report was prepared, no comments have been received from adjacent landowners regarding the proposed development.

The MPC's must decide on the accessory structure setback variance.

When deciding on the application, the MPC must determine if:

1. The variance unduly interferes with the amenities of the neighborhood,
2. The variance materially interferes with or affects the use, enjoyment, or value of neighboring properties, and
3. The proposed development conforms with the use prescribed for that land or building within Schedule 2 – Use Regulations.
4. Granting a variance is a last resort as the purpose of a Land Use Bylaw is to set standards. Does the variance meet the definition for extenuating circumstance?

The Development Officer confirms:

1. The variance does not unduly interfere with the amenities of the neighborhood.
2. The variance as proposed does not seem to materially interfere with or affect the use, enjoyment or value of the neighboring properties.
3. The proposed development conforms with the use prescribed within Schedule 2 – Use Regulations.
4. Granting the variance is reasonable as it is an addition to an existing building. Other alternatives would be to relocate the building or construct new which is not practical.

OPTIONS:

#1 – That the Municipal Planning Commission approves the development permit TOB-D-05-21 on Plan 4437AD; Block X to allow for a setback variance on the side yard from 12.5-feet to zero feet for a 24' x 32' accessory building expansion in accordance with the development permit, site plan, and narrative received on March 29, 2021 with the following conditions:

Conditions

1. That the development proceeds as specified with the site plan, documents, and drawings submitted in the Development Permit Application received on March 29, 2021. Any changes to the approved drawings require the written approval of the Development Officer.
2. That the driveway on the east side of the Stop sign is decommissioned and closed immediately as this is a public safety hazard. A structure such as a post and rail fence, barricade or marker must be installed to any use or access.
3. The proposed development shall conform with all Federal, Provincial and Municipal statutes, regulations, codes and standards except as waived in writing by the appropriate authority.
4. Any future development (demolition or new) must comply with the Town of Bassano's Land Use Bylaw which is subject to change from time to time.
5. The applicant must complete an Alberta One Call before any excavation occurs.
6. A civic address must be affixed to the front and rear of the property in accordance with Fire Bylaw 885/19.
7. Plan 4437AD; Block X must be kept in an aesthetically pleasing manner as defined in the Beautify Bassano Initiative and respective bylaws.

#2 – That the Municipal Planning Commission denies the development permit TOB-D-05-21 on Plan 4437AD; Block X setback variance on the side yard from 12.5-feet to zero feet for a 24' x 32' accessory building expansion in accordance with the development permit, site plan, and narrative received on March 29, 2021 and directs that the development be completed in accordance with setbacks outlined in the Land Use Bylaw.

- #3 – That the Municipal Planning Commission defers a decision on the development permit TOB-D-05-21 on Plan 4437AD; Block X until a later date to obtain further information on the application.

DEVELOPMENT OFFICER COMMENTS

There is a safety risk at the location as an undefined entry way was used in front of the Stop sign at the intersection of 2nd Avenue and 1st Street. The development officer advised the applicant that the entry way would have to be closed off and relocated as shown on the attached site plan.

PROPOSED RESOLUTION

That the Municipal Planning Commission approves the development permit TOB-D-05-21 on Plan 4437AD; Block X to allow for a setback variance on the side yard from 12.5-feet to zero feet for a 24' x 32' accessory building expansion in accordance with the development permit, site plan, and narrative received on March 29, 2021 with the following conditions:

Conditions

1. That the development proceeds as specified with the site plan, documents, and drawings submitted in the Development Permit Application received on March 29, 2021. Any changes to the approved drawings require the written approval of the Development Officer.
2. That the driveway on the east side of the Stop sign is decommissioned and closed immediately as this is a public safety hazard. A structure such as a post and rail fence, barricade or marker must be installed to any use or access.
3. The proposed development shall conform with all Federal, Provincial and Municipal statutes, regulations, codes, and standards except as waived in writing by the appropriate authority.
4. Any future development (demolition or new) must comply with the Town of Bassano's Land Use Bylaw which is subject to change from time to time.
5. The applicant must complete an Alberta One Call before any excavation occurs.
6. A civic address must be affixed to the front and rear of the property in accordance with Fire Bylaw 885/19.
7. Plan 4437AD; Block X must be kept in an aesthetically pleasing manner as defined in the Beautify Bassano Initiative and respective bylaws.

Prepared by: Amanda Davis, Development Officer

Attachments:

1. Development Permit Application TOB-D-05-21
2. Public Notice to Adjacent Landowners – April 1-6, 2021

TOWN OF BASSANO

TOWN OF BASSANO
NON-RESIDENTIAL ACCESSORY BUILDING DEVELOPMENT APPLICATION

MAR 29 2021

RECEIVED

Date of Application: Mar. 29, 2021.

Development Permit
Application No.

TDB-D-05-21

IMPORTANT NOTICE: This application does not permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If approval has not been received within 40 days of the date the application is deemed complete, you have the right to file an appeal to the Subdivision and Development Appeal Board.

THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.

APPLICANT INFORMATION

Name of Applicant: Ry Bar Oilfield Services Ltd.

Mailing Address: Box 1217

Phone: XXX-XXXX-XXXX

City: Bassano

Phone (alternate): XXX-XXXX-XXXX

Postal Code: T0J 0B0

Email: nbar@shaw.ca

Is the applicant the owner of the property?

Yes

No

IF "NO"

Name of Owner: Town of Bassano / Golf course

Mailing Address: Bassano Golf Club Society

Phone: 403-641-3788

Po Box 568

Phone (alternate):

City: Bassano, T0J 0B0

Email: cao@bassano.ca

Postal Code:

Applicant's interest in the property:

- Agent
- Contractor
- Tenant
- Other

PROPERTY INFORMATION

Municipal Address: 109 - 1st Street

Roll Number: 342000

Legal Description: Lot(s) _____ Block X Plan 4437AD

Land Use District: PR

What is the existing use? Golf course with multiuse facility

Town of Bassano

Development Officer Contact Information: cao@bassano.ca or 403-641-3788

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

Construct an accessory building or structure (if greater than 500 ft² see abandoned well information section)

The accessory building is a:

Garage (detached) (if greater than 500 ft² see abandoned well information section)

Shed/workshop (if greater than 500 ft² see abandoned well information section)

Other

Projected Construction Cost

\$18,000⁰⁰

Anticipated Construction Start Date

April 15/21

Anticipated Construction Completion Date

May 15/21

Describe the proposed use, any changes from existing use, and any work to be done.

- Adding cold storage space to the existing storage building

- metal cladding, exterior of existing building to be upgraded.

BUILDING REQUIREMENTS

Principal/Accessory Building				Office Use			
Parcel Size	<input type="checkbox"/> m ²	<input type="checkbox"/> sq. ft.		<input type="checkbox"/> m ²	<input type="checkbox"/> sq. ft.		
Building Size	768'	<input type="checkbox"/> m ²	<input checked="" type="checkbox"/> sq. ft.	1,728	<input type="checkbox"/> m ²	<input checked="" type="checkbox"/> sq. ft.	total bldg
Height of Building	8'	<input type="checkbox"/> m	<input checked="" type="checkbox"/> ft.	8'	<input type="checkbox"/> m	<input type="checkbox"/> ft.	
Proposed Setbacks from Property Lines							
Front	<input type="checkbox"/> m	<input type="checkbox"/> ft.		25	<input type="checkbox"/> m	<input checked="" type="checkbox"/> ft.	
Rear	<input type="checkbox"/> m	<input type="checkbox"/> ft.		n/a	<input type="checkbox"/> m	<input type="checkbox"/> ft.	
Side	<input type="checkbox"/> m	<input type="checkbox"/> ft.		290	<input type="checkbox"/> m	<input checked="" type="checkbox"/> ft.	
Side (secondary front)	<input type="checkbox"/> m	<input type="checkbox"/> ft.		0	<input type="checkbox"/> m	<input checked="" type="checkbox"/> ft.	
Parcel Type:	<input type="checkbox"/> Interior Lot			<input checked="" type="checkbox"/> Corner Lot			

WAIVERS

Is a waiver of one or more standards of the Land Use Bylaw being requested?

Yes

No

If yes, please specify: Relax secondary front yard setback from 12.5' to 0' to allow us to expand the cold storage building (existing).

TOWN OF BASSANO

Development Officer Contact Information: cao@bassano.ca or 403-641-3788

ABANDONED WELL INFORMATION

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

- new buildings larger than 500 sq. ft. (47 sq. m.), 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 AER's Abandoned Well Viewer (viewer) on the AER website at www.aer.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 AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free)**, or
- by e-mail at: Inquiries@aer.ca, or
- the AER 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 AER 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 AER 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 AER 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 APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).



APPLICANT



Registered Owner (if not the same as applicant)

TOWN OF BASSANO
Non-Residential Accessory Building Development Permit Application

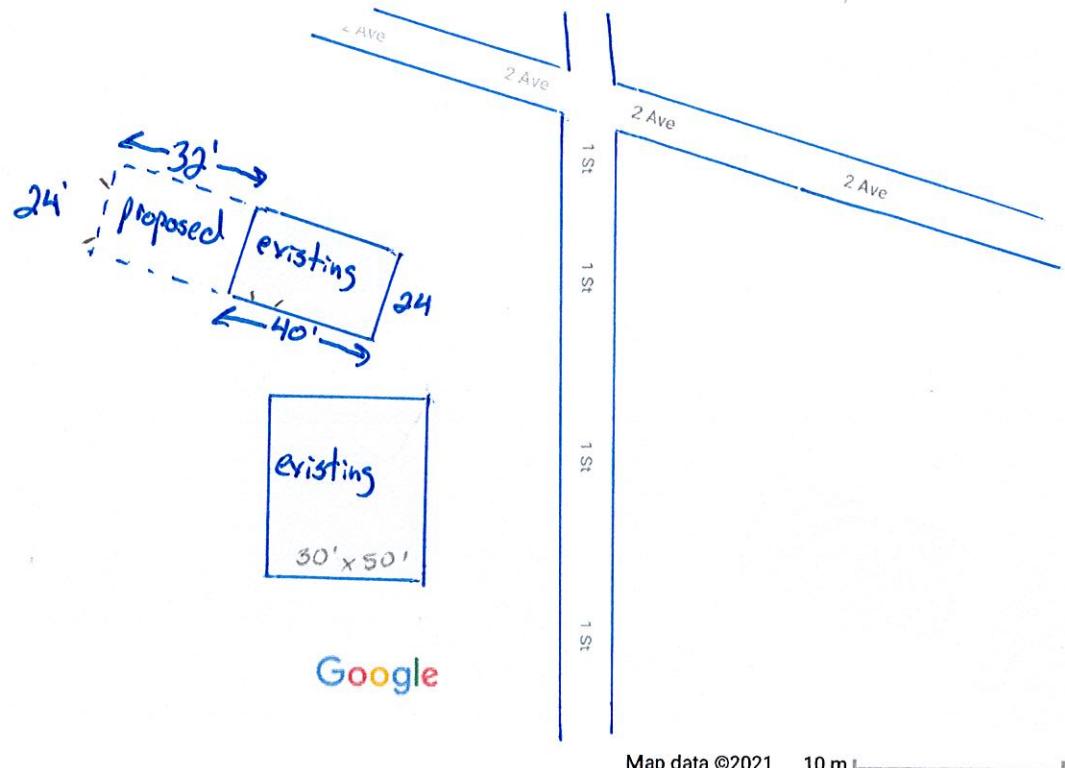
SKETCH OF PROPOSED DEVELOPMENT

Where development involves **BUILDING** and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a **solid line**) and the proposed addition(s) or new building(s) (indicated using a **dashed line**). Include the information required for a site plan.



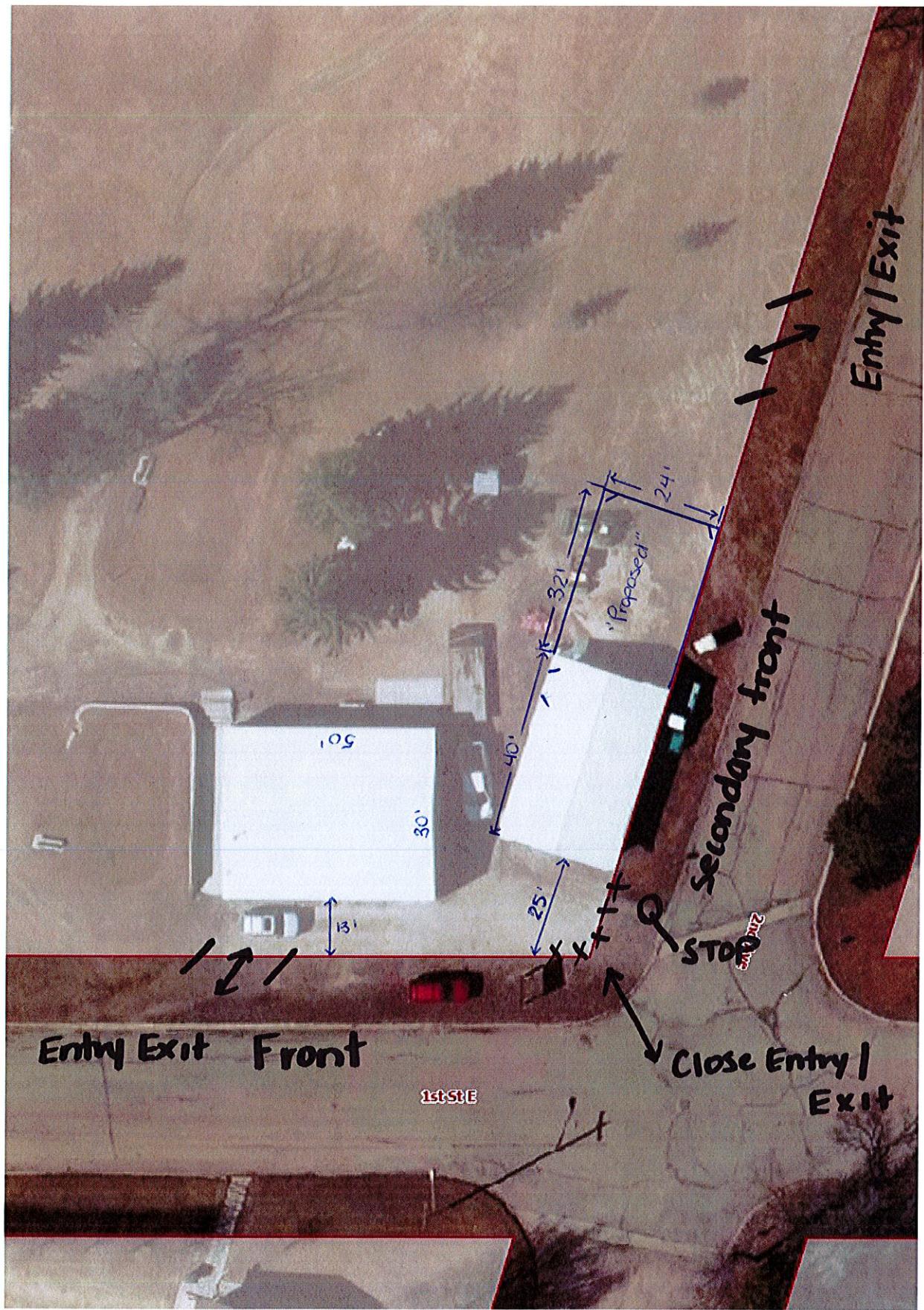
See attached

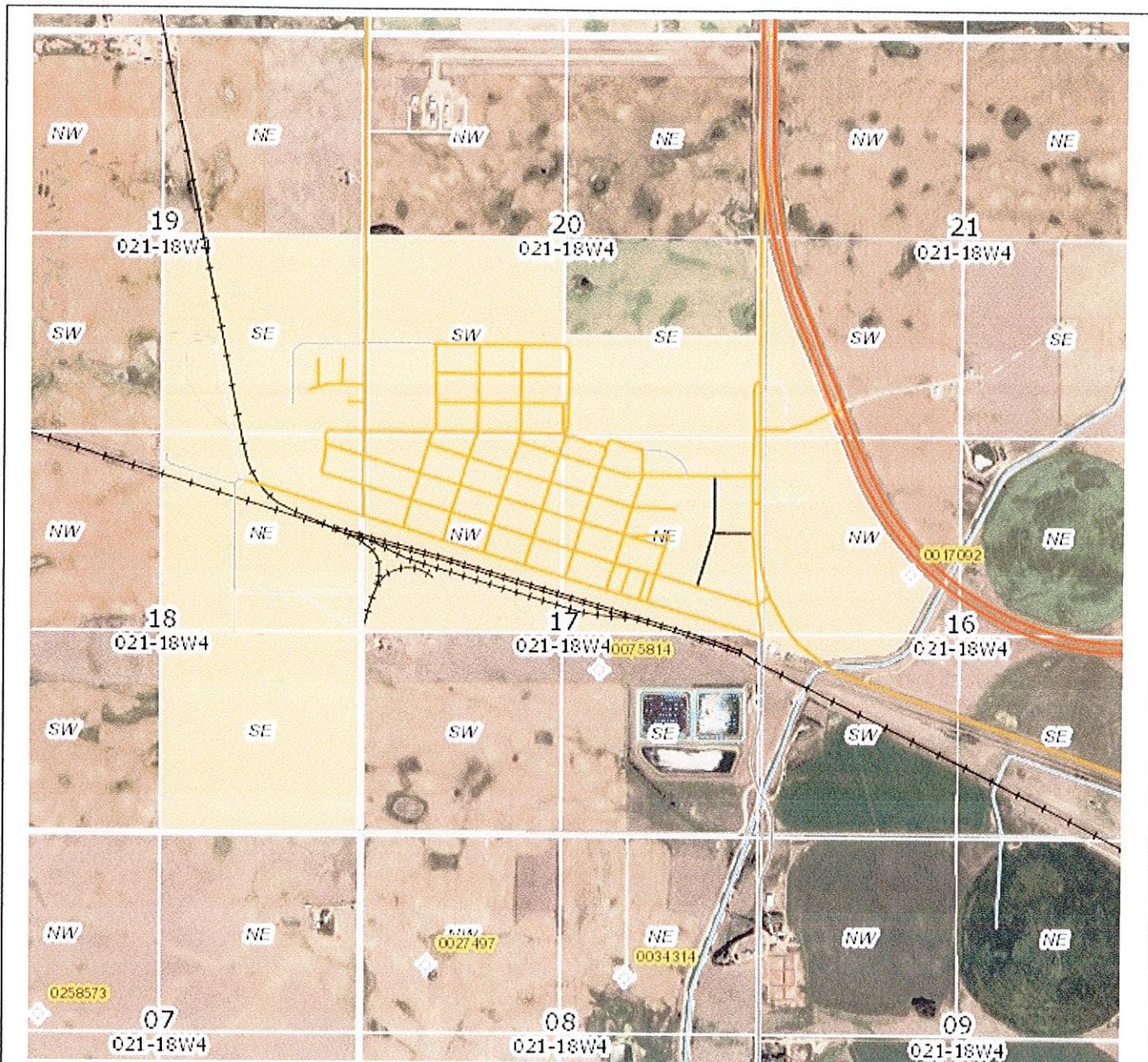
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Map data ©2021 10 m

Bassano Golf Course - Site Plan





Abandoned Well Map

Base Data provided by: Government of Alberta

Author	XXX	Printing Date:	3/27/2021
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Legend

- Abandoned Well (Large Scale)
- Revised Well Location (Large Scale)
- Revised Location Pointer
- Paved Road (20K)
 - Primary Divided
 - Primary Undivided 4L
 - Primary Undivided 2L
 - Primary Undivided 1L
 - Interchange Ramp
 - Secondary Divided
 - Secondary Undivided 4L

Date Date (if applicable)	
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Projection and Datum: WGS84 Web Mercator Auxiliary Sphere
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From: [Bernard Gibeau](#)
To: cao@bassano.ca
Cc: [Doherty_Rick](#); rybar@eidnet.org
Subject: Re: FW: Golf Course - Cold Storage Expansion
Date: March 30, 2021 7:04:00 AM
Attachments: [image001.png](#)
 [image003.png](#)
 [image004.png](#)

Amanda

Please take this email as a request for approval from the town to build an addition to the cold storage building.

Info in your email is correct.

Thanks

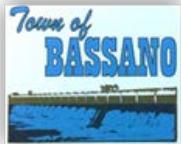
Bernard Gibeau
Bassano Golf Course

On Mon, Mar 29, 2021 at 7:06 PM <cao@bassano.ca> wrote:

Hi Bernard and Rick,

It appears that the email I sent earlier this afternoon may have needed to be sent directly to Bernard. Either way, please refer to the content below.

Thank you,



Amanda Davis, MBA

Chief Administrative Officer | Town of Bassano

Tel: (403) 641-3788 Fax: (403) 641-2585

cao@bassano.ca

From: [<rybar@eidnet.org>](mailto:rybar@eidnet.org)
Sent: March 29, 2021 6:17 PM
To: cao@bassano.ca
Subject: Re: Golf Course - Cold Storage Expansion

Bernard Gibeau is the golf course president. That is who I've been discussing this with

----- Original Message -----

From: cao@bassano.ca
Date: 03/29/21 17:38
To: Doherty, Rick (rdohersty@pandh.ca)
Cc: rybar@eidnet.org
Subject: **Golf Course - Cold Storage Expansion**

Hi Rick,

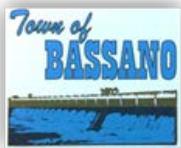
Ryan Barlow and I met this morning to go through a development permit for a cold storage expansion at the golf course. As outlined in the Bassano Recreation Complex Agreement, any capital upgrades at the site must be approved by the town. An email response acknowledging this is acceptable.

From our meeting, I understand that the golf club proposes an expansion of its existing 24' x 40' cold storage shop in the SE corner of the lot at the intersection of 1st Street and 2nd Avenue. The shop would be expanded at 72' x 24' to allow for more effective operations of the golf course and storage of equipment. The golf course has the resources to fund the capital upgrade and plans to move ahead with this development as soon as permits are issued.



Please confirm that this summary is correct as it will allow me to process the required documentation.

Thank you,



Amanda Davis, MBA

Chief Administrative Officer | Town of Bassano

Tel: (403) 641-3788 Fax: (403) 641-2585

cao@bassano.ca



TOWN OF BASSANO

PUBLIC NOTICE OF DEVELOPMENT APPLICATION ADJACENT LANDOWNERS AND PERSONS LIKELY TO BE AFFECTED

Hand delivered/mailed between April 1, 2021 - April 6, 2021

Notice is hereby given that an application will be considered by the Municipal Planning Commission (MPC) for a Development Permit about the following:

DEVELOPMENT APPLICATION: Development Permit No. TOB-D-05-21

Application for: 24' x 32' accessory building expansion.

DISTRICTING: Parks and Recreation (PR)

CIVIC ADDRESS: 109 – 1st Street, Bassano, AB T0J 0B0

LEGAL DESCRIPTION: Plan 4437AD; Block X

Dear Sir or Madame:

Pursuant to Section 34 of Land Use Bylaw No. 845/13 of the Town of Bassano, notice is hereby given that on **Monday April 12, 2021 at 6:00 p.m.**, the MPC will consider **Development Application No. TOB-D-05-21**. The meeting will be held virtually <https://call.lifesizecloud.com/8211478>.

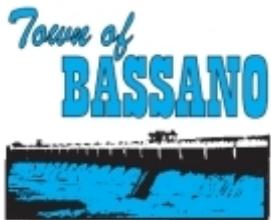
The application under consideration is to provide for an expansion of an existing accessory building to include a variance for the secondary front yard setback from 12.5 feet to zero feet as outlined in the Land Use Bylaw.

Persons requesting to be heard at the meeting may submit comments to the Development Officer no later than Monday April 12, 2021 at 12:00 p.m. Persons who do not submit comments for inclusion in the agenda package may attend the meeting and submit comments in person. A copy of the application is available for inspection at the Town Office – 502 – 2nd Avenue Bassano, Alberta. Comments may be dropped off or mailed to the Town Office; or directed to Amanda Davis, Development Officer/Town of Bassano at cao@bassano.ca or 403-641-3788.

A handwritten signature in black ink, appearing to read "Amanda Davis".

Amanda Davis, MBA
Development Officer
Town of Bassano





REQUEST FOR DECISION

Meeting: April 12, 2021 MPC

Agenda Item: 6.2

Plan 771 1039, Block 1, Lot 1 and Plan 771 1039, Block 1, Lot 2 – Variance Request Development Permit Application TOB-D-06-21

BACKGROUND

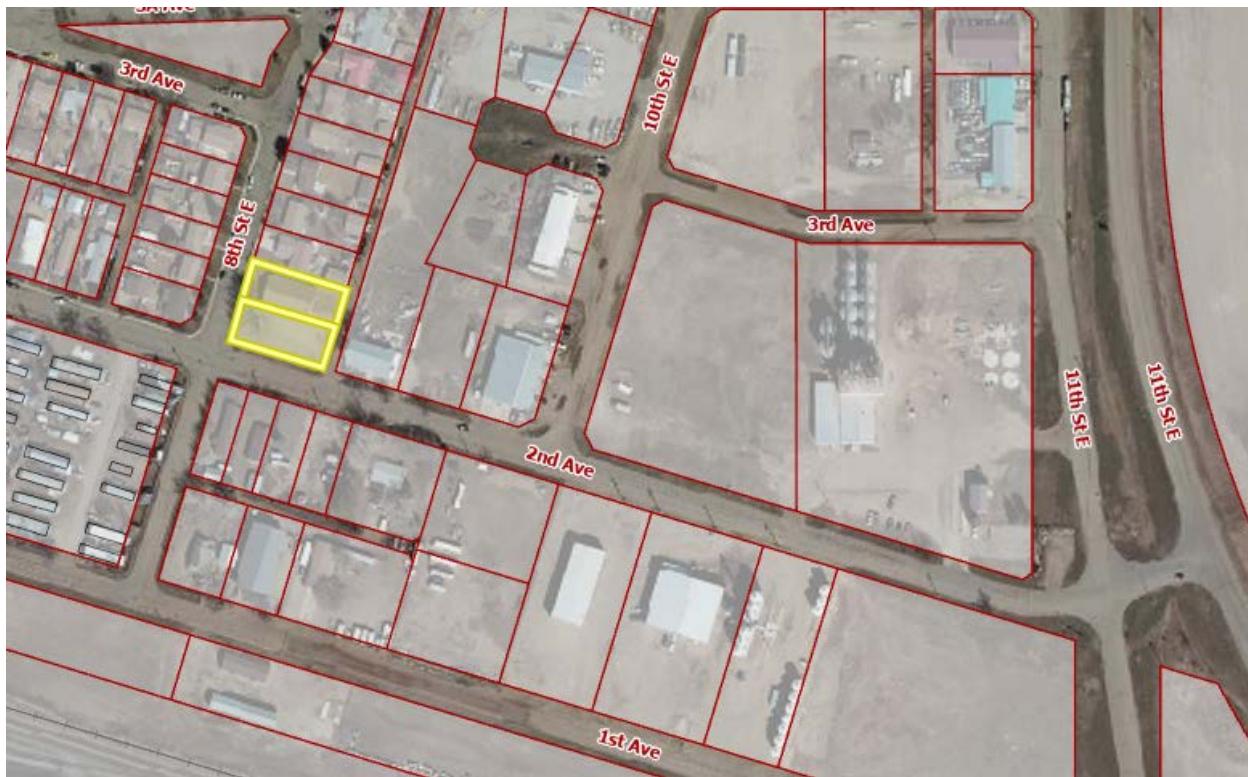
Applicant: Allison Berg

Plan 771 1039; Block 1; Lots 1 and Plan 771 1039; Block 1; Lot 2

Land Use District: Public and Institutional (PI)

Location: 202 – 8th Street, Bassano

An application was received for a change of use at the above site from a religious facility to a childcare facility. The childcare facility is a permitted use in this district. A variance is being requested to allow for a 6-foot fence in front yard and secondary front yard. The maximum allowable fence height in at the stated location is 3-feet unless approval is granted by the development authority.



The applicant seeks a variance to allow for a 6-foot fence around the entire perimeter of Playground 1 outlined on the attached site plan.

Notice of the variance was hand delivered/mailed to adjacent landowners on April 6, 2021. At the time this report was prepared, no comments have been received from adjacent landowners regarding the proposed development.

The MPC's must decide on the fence height variance.

When deciding on the application, the MPC must determine if:

1. The variance unduly interferes with the amenities of the neighborhood,
2. The variance materially interferes with or affects the use, enjoyment, or value of neighboring properties, and
3. Granting a variance is a last resort as the purpose of a Land Use Bylaw is to set standards. Does the variance meet the definition for extenuating circumstance?

The Development Officer confirms:

1. The variance does not unduly interfere with the amenities of the neighborhood.
2. The variance as proposed does not seem to materially interfere with or affect the use, enjoyment or value of the neighboring properties, now does would it impede the sight lines.
3. Granting the variance is reasonable to address the matter of public safety.

OPTIONS:

#1 – That the Municipal Planning Commission approves the development permit TOB-D-06-21 on Plan 771 1039; Block 1; Lot 1 and Plan 771 1039; Block 1; Lot 2 to allow for a change of use from a religious facility to a childcare facility in accordance with the development permit, site plan, and narrative received on April 6, 2021 with the following variances and conditions:

Variances

1. Lot 1 – that a fence may be installed around the perimeter of the Playground 1 area not to exceed 6-feet in height on all four sides.

Conditions

1. That the development proceeds as specified within the site plan, documents, and drawings submitted in the Development Permit Application received on April 6, 2021. Any changes to the approved drawings require the written approval of the Development Officer.
2. That the lots be consolidated onto one title within 12-months from the date of permit issuance.
3. That barriers are installed along the 2nd Avenue to prevent any traffic from extending the parking lot access beyond the defined entry point as outlined on the site plan to ensure public safety.
4. That the proposed development shall conform with all Federal, Provincial and Municipal statutes, regulations, codes, and standards except as waived in writing by the appropriate authority.
5. Any future development (demolition or new) must comply with the Town of Bassano's Land Use Bylaw which is subject to change from time to time.
6. The applicant must complete an Alberta One Call before any excavation occurs.
7. A civic address must be affixed to the front and rear of the property in accordance with Fire Bylaw 885/19.
8. Plan 771 1039; Block 1; Lot 1 and Plan 771 1039; Block 1; Lot 2 must be kept in an aesthetically pleasing manner as defined in the Beautify Bassano Initiative and respective bylaws.
9. That if a sign is to be installed at the site, that a development permit is obtained where applicable.
10. In operating a business at the location, an active license shall be maintained.

#2 – That the Municipal Planning Commission approves the development permit TOB-D-06-21 on Plan 771 1039; Block 1; Lot 1 and Plan 771 1039; Block 1; Lot 2 to allow for a change of use from a

religious facility to a childcare facility in accordance with the development permit, site plan, and narrative received on April 6, 2021 with the following variances and conditions:

Variances

1. Lot 1 – that a fence may be installed around the perimeter of the Playground 1 area not to exceed 6-feet in height on all four sides.

Conditions

2. That the development proceeds as specified within the site plan, documents, and drawings submitted in the Development Permit Application received on April 6, 2021. Any changes to the approved drawings require the written approval of the Development Officer.
3. That barriers are installed along the 2nd Avenue to prevent any traffic from extending the parking lot access beyond the defined entry point as outlined on the site plan to ensure public safety.
4. That the proposed development shall conform with all Federal, Provincial and Municipal statutes, regulations, codes, and standards except as waived in writing by the appropriate authority.
5. Any future development (demolition or new) must comply with the Town of Bassano's Land Use Bylaw which is subject to change from time to time.
6. The applicant must complete an Alberta One Call before any excavation occurs.
7. A civic address must be affixed to the front and rear of the property in accordance with Fire Bylaw 885/19.
8. Plan 771 1039; Block 1; Lot 1 and Plan 771 1039; Block 1; Lot 2 must be kept in an aesthetically pleasing manner as defined in the Beautify Bassano Initiative and respective bylaws.
9. That if a sign is to be installed at the site, that a development permit is obtained where applicable.
10. In operating a business at the location, an active license shall be maintained.

#3 – That the Municipal Planning Commission defers a decision on the development permit TOB-D-06-21 on Plan 771 1039; Block 1; Lot 1 and Plan 771 1039; Block 1; Lot 2 until a later date to obtain further information on the application.

DEVELOPMENT OFFICER COMMENTS

All other aspects of the development conform with the Land Use Bylaw and was planned with the applicant to include:

1. Minimum parking requirements
2. Access
3. Landscaping
4. Outdoor storage – none required
5. Waste management enclosures

PROPOSED RESOLUTION

That the Municipal Planning Commission approves the development permit TOB-D-06-21 on Plan 771 1039; Block 1; Lot 1 and Plan 771 1039; Block 1; Lot 2 to allow for a change of use from a religious facility to a childcare facility in accordance with the development permit, site plan, and narrative received on April 6, 2021 with the following variances and conditions:

Variances

1. Lot 1 – that a fence may be installed around the perimeter of the Playground 1 area not to exceed 6-feet in height on all four sides.

Conditions

1. That the development proceeds as specified within the site plan, documents, and drawings submitted in the Development Permit Application received on April 6, 2021. Any changes to the approved drawings require the written approval of the Development Officer.
2. That the lots be consolidated onto one title within 12-months from the date of permit issuance.
3. That barriers are installed along the 2nd Avenue to prevent any traffic from extending the parking lot access beyond the defined entry point as outlined on the site plan to ensure public safety.
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9. That if a sign is to be installed at the site, that a development permit is obtained where applicable.
10. In operating a business at the location, an active license shall be maintained.

Prepared by: Amanda Davis, Development Officer

Attachments:

1. Development Permit Application TOB-D-06-21
2. Public Notice to Adjacent Landowners – April 6, 2021

**TOWN OF BASSANO
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION**

Date of Application: _____

Development Permit
Application No.

TOB-D-06-21

IMPORTANT NOTICE: This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

**THIS DOES NOT CONSTITUTE A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.**

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: XXXXXXXX _____

Phone: XXXXXXXXXX

Phone (alternate): XXXXXXXXXX

City: _____

Email: XXXXXXXXXX

Postal Code: _____

Is the applicant the owner of the property?

 Yes No

↓
IF "NO"

Name of Owner: _____

Phone: XXXXXXXXXX

Mailing Address: _____

Phone (alternate): XXXXXXXXXX

City: _____

Email: XXXXXXXXXX

Postal Code: _____

Applicant's interest in the property:

- Agent
- Contractor
- Tenant
- Other _____

PROPERTY INFORMATION

Municipal Address of
Development: _____

Roll Number: _____

Legal Description: Lot(s) _____

Block _____

Plan _____

Land Use District: _____

What is the existing use? _____

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

- Construct a new building (*if greater than 500 ft² see abandoned well information section*)

The building is for:

- Commercial Use
 Industrial Use
 Public/Institutional Use

- Alter/renovate/add to the existing building (*if greater than 500 ft² see abandoned well information section*)

- Change in or intensification of use

Projected Construction Cost _____

Anticipated Construction Start Date _____ Completion Date _____

Describe the proposed use, any changes from existing use, and any work to be done.

WAIVERS

Is a waiver of one or more standards of the Land Use Bylaw being requested?

Yes No

If yes, please specify: _____

BUILDING REQUIREMENTS

Principal Building		Office Use	
Parcel Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft.	18,750 (combined) <input type="checkbox"/> m ² <input checked="" type="checkbox"/> sq. ft.	
Building Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft.	4,072 with decks <input type="checkbox"/> m ² <input checked="" type="checkbox"/> sq. ft.	
Height of Building	<input type="checkbox"/> m <input type="checkbox"/> ft.	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Proposed Setbacks from Property Lines			
Front	<input type="checkbox"/> m <input type="checkbox"/> ft.	Lot 2 - 18' <input type="checkbox"/> m <input type="checkbox"/> ft.	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft.	Lot 2 - 47' <input type="checkbox"/> m <input type="checkbox"/> ft.	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft.	Lot 2 - 10' (NE) <input type="checkbox"/> m <input type="checkbox"/> ft.	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft.	Lot 2 - 0' <input type="checkbox"/> m <input type="checkbox"/> ft.	
Parcel Type:	<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner Lot	

Town of Bassano

Development Officer Contact Information: cao@bassano.ca or 403-641-3788

ABANDONED WELL INFORMATION

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

- new buildings larger than 500 sq. ft. (47 sq. m.), 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 AER's Abandoned Well Viewer (viewer) on the AER website at www.aer.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 AER Customer Contact Centre by telephone at: 1-855-297-8311 (toll-free), or
- by e-mail at: Inquiries@aer.ca, or
- the AER 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

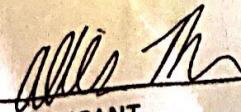
- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); 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 AER 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 APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).



APPLICANT

Registered Owner (if not the same as applicant)

Town of Bassano
Development Officer Contact Information: cao@bassano.ca or 403-641-3788

TOWN OF BASSANO NON-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 a sketch on the following page)
 - Legal Description and Municipal Address of Subject Property
 - Scale, North Arrow & Land Use District
 - Adjacent roadways & lanes
 - Lot Dimensions, Lot Area, and Percentage of Lot Coverage for all structures
 - Any buildings with dimensions of foundation and projections
 - The proposed distance from the front, side, and rear property lines
 - Location of Lot Access, Existing Sidewalk(s) and Curbs
 - Location of Fire Hydrant, Street Light, Power/Telephone/Cable Pedestal(s) (if located within property frontage)
 - Location of any Registered Utility Right of Ways and easements
 - Landscaping plan
 - Lighting plan
 - Number and location of parking spaces, both on and off-street
- 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 the space proposed to be developed
 - Building Elevations including Front, Sides, and Rear elevations, Building Height (From Finished Grade), Roofing Material, and Roof Pitch
- Map or additional information from the AER 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.

Change of Use

- Permitted Use - Application Fee of \$200.00 payable to the Town of Bassano is included.**
- Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of \$300.00 payable to the Town of Bassano is included.**

All other Development

- Permitted Use (includes fence) - Application Fee of \$300.00 payable to the Town of Bassano is included.**
- Discretionary Use or requesting a Waiver/Variance (s) - Application Fee of \$400.00 payable to the Town of Bassano is included.**

From: [dynamite academy](#)
To: [Bassano CAO](#)
Subject: BDA permit
Date: April 5, 2021 9:02:43 PM
Attachments: [Drawing - Bassano Permit.pdf](#)
[BassanoPermit.pdf](#)

Hi Amanda,

Here is the narrative then attached is a drawing and the permit. I will print/sign the permit tomorrow but hoping this is good to go!!!

Parking Plan

- There will be 4 parking stalls along 'playground 1' for parents. Parents will access the parking lot through the back alley. There will be a 20 foot barrier then a 26 foot opening then additional barriers to restrict parking to the designated area. Parents will exit this area into the through driveway and exit onto 8th street
- There will be 5 parking stalls along the back of the fence at 'playground 2' for staff parking.
- There will be a 15 foot driveway from the rear of the building with access from the back lane all the way through to an exit in the front onto 8th street
- Driving signage will be available to ensure parking and driving is maintained in these spaces including proper access.
- There will be a barrier around the parking to ensure that the designated route is followed and to ensure the road does not pose a risk

Landscaping plan

- There will be two playgrounds.
- Playgrounds will be fenced with 6 foot treated brown wood.
- Trees will be planted at the rear of the property within the playground 2.
- There is a garden the length of the building (75 feet) by 4 feet wide. This garden will be available to all program members

Waste Management

- A dumpster will be located at the back of the property.
- This will be shielded from the neighbours by extending the fence to provide a barrier and placing it away from the neighbours property.

Additional information

- The building will be painted light grey with charcoal trim and railing.
- The program will have typical operating hours of 7:00am - 6:00pm.

Not sure if you still needed the interior information so here it is as well,

1. Laundry facility (one sink, one washer, one dryer) will be installed to the upstairs existing bathroom. This room was previously attached to the 'cry room'. Directly under this space is the room referred to in 4.
2. A kitchen will be created in the room previously used as an 'office'. The kitchen will include a pantry, counter/cooking space, fridge, freezer, stove, dishwasher and multi-compartment

sink. Directly under this is the hallway and bathrooms. Those spaces will have a 'popcorn' ceiling replaced with a drop ceiling to ensure access to electrical and plumbing is available.

3. Two bathrooms will be installed in the room previously used as the main 'church' area. One bathroom will meet barrier free requirements. This will include a toilet and sink. On the outside of the bathroom, a sink will be available for access within the classroom. The second bathroom will contain one toilet & one sink. A sink will also be on the outside for classroom access.

4. A wall will be partially removed to allow for access between two rooms downstairs. Access from this room will also be made to one of the current bathroom facilities. This space will have the 'popcorn' ceiling replaced with a drop ceiling. The bathroom will also have the same ceiling work done.

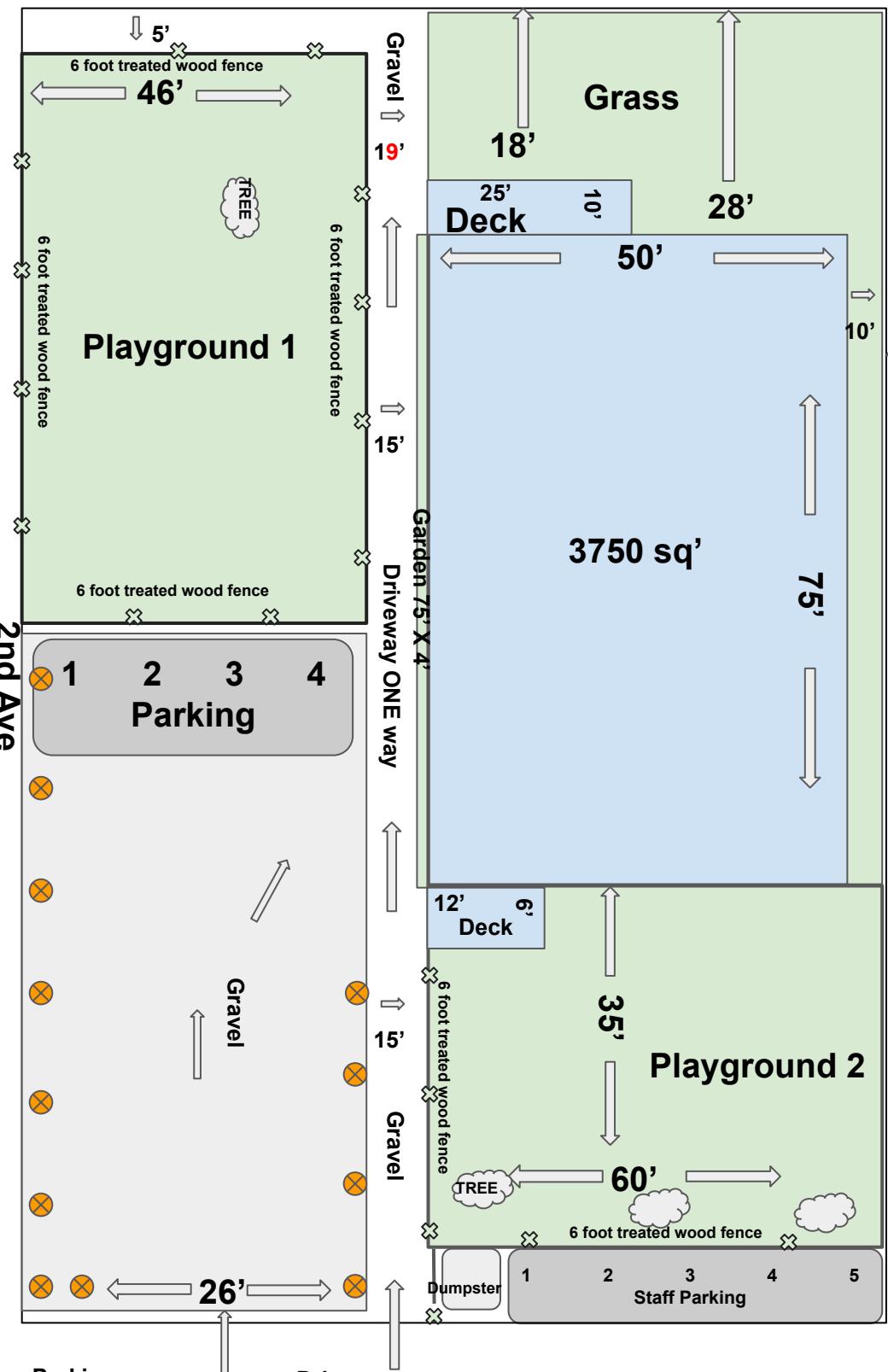
Thanks again for all your help!

Allison

8th Street

N

125'



Back Alley



TOWN OF BASSANO

PUBLIC NOTICE OF DEVELOPMENT APPLICATION ADJACENT LANDOWNERS AND PERSONS LIKELY TO BE AFFECTED

Hand delivered/mailed on April 6, 2021

Notice is hereby given that an application will be considered by the Municipal Planning Commission (MPC) for a Development Permit about the following:

DEVELOPMENT APPLICATION:	Development Permit No. TOB-D-06-21
	Application for: Change of Use from a Religious Facility to a Child Care Facility
DISTRICTING:	Public and Institutional (PI)
CIVIC ADDRESS:	202 – 8th Street Bassano, AB T0J 0B0
LEGAL DESCRIPTION:	Plan 771 1039; Block 1; Lot 1 Plan 771 1039; Block 1, Lot 2

Dear Sir or Madame:

Pursuant to Section 34 of Land Use Bylaw No. 845/13 of the Town of Bassano, notice is hereby given that on **Monday April 12, 2021 at 6:00 p.m.**, the MPC will consider **Development Application No. TOB-D-06-21**. The meeting will be held virtually <https://call.lifesizecloud.com/8211478>.

The application under consideration is to provide for a change of use from a Religious Facility to a Child Care Facility which is a permitted use within the stated land use district. A variance will be considered to extend the fence height on Lot 1 from 3 feet to 6 feet as outlined in the Land Use Bylaw. The existing footprint of the building on Lot 2 will remain unchanged.

Persons requesting to be heard at the meeting may submit comments to the Development Officer no later than Monday April 12, 2021 at 12:00 p.m. Persons who do not submit comments for inclusion in the agenda package may attend the meeting and submit comments in person. A copy of the application is available for inspection at the Town Office – 502 – 2nd Avenue Bassano, Alberta. Comments may be dropped off or mailed to the Town Office; or directed to Amanda Davis, Development Officer/Town of Bassano at cao@bassano.ca or 403-641-3788.

Amanda Davis, MBA
Development Officer
Town of Bassano

