



MPC AGENDA

Meeting: May 12, 2025 6:15 p.m.

Location: 502 – 2 Avenue, Bassano (Council Chambers)

Virtual login option: <https://call.lifesizecloud.com/17945621>

1. CALL TO ORDER

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

4.1 April 22, 2025

5. DEVELOPMENT REPORT

None

6. DEVELOPMENT PERMITS/REQUESTS

6.1 Plan 041 1235, Block 50, Lots 4-5 - TOB-D-13-25

7. SUBDIVISIONS

None

8. INFORMATION PERIOD

None

9. QUESTION PERIOD

10. CLOSED SESSION

None

11. ADJOURNMENT



MINUTES OF THE MUNICIPAL PLANNING COMMISSION MEETING OF THE TOWN OF BASSANO HELD IN THE VIRTUAL COUNCIL CHAMBERS ON APRIL 22, 2025.

MPC MEMBERS

CHAIR	Sydney Miller
VICE CHAIR	Kevin Jones
BOARD MEMBERS	Mike Wetzstein Irv Morey Dale Luchuck
STAFF	Amanda Davis, Chief Administrative Officer
DELEGATES/MEDIA	None

1. CALL TO ORDER

Chair Miller called the meeting to order at 12:15 p.m.

2. EXCUSED FROM MEETING

- Kevin Jones
- Mike Wetzstein

3. ADOPTION OF AGENDA

MPC05/25 Moved by **MEMBER MOREY** that the agenda is approved as presented.

CARRIED

4. ADOPTION OF MINUTES

5.1 Adoption of minutes from the Municipal Planning Commission meeting on February 10, 2025

MPC06/25 Moved by **MEMBER LUCHUCK** that the Municipal Planning Commission minutes of February 10, 2025 are approved as presented.

CARRIED

5. DEVELOPMENT REPORT

None

6. DEVELOPMENT PERMITS/REQUEST

6.1 Plan 1847K; Block 2; Lots 11-18 – TOB-D-09-25

MPC07/25 Moved by **MEMBER LUCHUCK** that the Municipal Planning Commission APPROVES development permit TOB-D-09-25 located on Plan 1847K; Block 2; Lots 11-18 per the development permit application received on April 13, 2025 as follows:

VariANCES

1. That a variance is granted to allow a rear yard setback of 10 feet from 25 feet as shown on the site plan.

Conditions

1. That the development proceeds as specified with all the documents submitted in the Development Permit Application received on April 13, 2025.
2. Any changes to approved drawings or development matters requires the written approval of the Development Officer.
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's Land Use Bylaw which is subject to change from time to time.
5. The applicant must submit details regarding the exterior lights to ensure the product and installation does not interfere with neighbouring properties to the Town for approval.

Where outdoor exterior lighting is to be mounted, it shall be no higher than 6.1 meters (20 feet) above ground. Where site lighting is provided to illuminate any parcel, building or site, the type, location and orientation of the lighting shall:

- a. Avoid light trespass onto neighboring properties including public properties;
- b. Not produce a glare;
- c. Not interfere with traffic safety on public roadways.

Exterior building lighting specifications must be provided to the Town for approval prior to installation.

6. Outdoor storage: no outdoor storage is permitted onsite without prior approval from the Town.
7. Parking stalls – parking stalls shall be marked with signs, bumpers, or other permitted devices for the orderly use of the area.

8. Signage: no signage was submitted as part of this application.
9. Landscaping: crushed gravel is acceptable for ground cover and landscape.
10. Construction materials and debris shall be contained on the property. Loose material shall be weighted to prevent debris from blowing around. All garbage shall be picked-up daily onsite to ensure aesthetics and public safety. The contractor is permitted to have one dumpster onsite, dumped regularly to prevent nuisances.
11. Noise shall be contained within hours set in the Town's Community Standards Bylaw 920/21 s. 4.3 - "No person shall cause or allow noise to emanate from a property they own or occupy that annoys or disturbs the peace of another person between the hours of 11:00 p.m. and 7:00 a.m."
12. Underground utilities must be located prior to construction.
13. A civic address must be affixed to the front of the property in accordance with Fire Bylaw 942/24.
14. All contractors, subcontractors, and tradespeople must have an active business license with the Town.
15. Plan 1847K; Block 2; Lots 11-18 must be kept in an aesthetically pleasing manner as defined in the Beautify Bassano Initiative and respective bylaws.

CARRIED

7. SUBDIVISIONS

None

8. INFORMATION ITEMS

None

9. QUESTION PERIOD

None

10. CLOSED SESSION

None

11. ADJOURNMENT

MPC08/25 Moved by **CHARI MILLER** to adjourn the regular Municipal Planning Commission meeting of April 22, 2025 12:18 p.m.

CARRIED

Chairperson

Chief Administrative Officer

Unapproved



REQUEST FOR DECISION

Municipal Planning Commission

Meeting: May 12, 2025

Agenda Item: 6.1

SUBJECT: Plan 041 1235, Block 50; Lots 4-5 – TOB-D-13-25

BACKGROUND

Applicant: 1575127 Alberta Ltd.

Plan 041 1235, Block 50, Lots 4-5

Land Use: Industrial

Location: 231 - 1st Avenue, Bassano



Development Summary

Development Permit Application No. TOB-D-13-25 is for an Outdoor Mini Storage development with setback variances. The development conforms to the Land Use Bylaw and is a permitted use. The reason the development is referred to the MPC is to address the variance request to reduce the front, side, and rear yard setbacks to maximize the allowable developed area.

Request 1 – to reduce the front yard setback from 25 feet to 22 feet.

Request 2 – to reduce the side yard setbacks from 10 feet to zero feet.

Request 3 – to reduce the rear yard setback from 25 feet to zero feet.

A notice to adjacent landowners was publicly posted, emailed/hand delivered to 4 properties on May 6, 2025. At the time this report was prepared no responses were received.

When deciding on the application, the MPC must consider the following:

1. Does the proposed development meet the intent of the Industrial land use district?
 - a. Yes.
2. Is the development, as proposed, generally appropriate for the district and with appropriate conditions, be reasonably compatible with existing neighbouring uses?
 - a. Yes.
3. Do the setback variances of the movable structures unduly interfere with the amenities of the neighborhood or materially interfere with or affects the use, enjoyment, or value of neighboring properties?
 - a. The mini storage units are moveable. Their placement with reduced setbacks ensures adequate yard maintenance. There is only access to the front of each mini-storage unit.
 - b. Reducing the setbacks enables the maximum number of storage units and prevents all outdoor storage outside of the containers.
 - c. The adjacent property (east) is a private storage yard, undeveloped.
 - d. The adjacent property (west) is undeveloped on the abutting area with primary operations on the far west area of the lands.
 - e. The placement of the storage units does not block visibility from 1st Avenue.
4. Does the setback variance unduly interfere with the amenities of the neighborhood or materially interfere with or affects the use, enjoyment, or value of neighboring properties?
 - a. No

MUNICIPAL PLANNING COMMISSION OPTIONS FOR CONSIDERATION:

OPTIONS:

#1 – That the Municipal Planning Commission APPROVES development permit TOB-D-13-25 located on Plan 041 1235; Block 50; Lots 4-5 per the development permit application received on April 29, 2025 as follows:

Variances

1. That a variance is granted to allow a rear yard setback of 0 feet from 25 feet as shown on the site plan.
2. That a variance is granted to allow for both side yard setbacks to be 0 feet from 10 feet as shown on the site plan.
3. That a variance is granted to allow a front yard setback of 22 feet from 25 feet as shown on the site plan.

Conditions

1. That the development proceeds as specified with all the documents submitted in the Development Permit Application received on April 29, 2025.
2. Any changes to approved drawings or development matters requires the written approval of the Development Officer.
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's Land Use Bylaw which is subject to change from time to time.
5. The applicant must submit details regarding the exterior lights to ensure the product and installation does not interfere with neighbouring properties to the Town for approval.

Where outdoor exterior lighting is to be mounted, it shall be no higher than 6.1 meters (20 feet) above ground. Where site lighting is provided to illuminate any parcel, building or site, the type, location and orientation of the lighting shall:

- a. Avoid light trespass onto neighboring properties including public properties;
 - b. Not produce a glare;
 - c. Not interfere with traffic safety on public roadways.
6. Outdoor storage: no outdoor storage is permitted onsite outside of the contained mini-storage units.
 7. Signage: signage is addressed in a separate application.
 8. Landscaping: crushed gravel is acceptable for ground cover and landscape.
 9. Noise shall be contained within hours set in the Town's Community Standards Bylaw 920/21 s. 4.3 – "No person shall cause or allow noise to emanate from a property they own or occupy that annoys or disturbs the peace of another person between the hours of 11:00 p.m. and 7:00 a.m."
 10. Underground utilities must be located prior to construction, where applicable.
 11. A civic address must be affixed to the front of the property in accordance with Fire Bylaw 942/24.
 12. All contractors, subcontractors, and tradespeople must have an active business license with the Town.

13. Plan 041 1235; Block 50; Lots 4-5 must be kept in an aesthetically pleasing manner as defined in the Beautify Bassano Initiative and respective bylaws.

#2 – That the Municipal Planning Commission APPROVES development permit TOB-D-13-25 located on Plan 041 1235; Block 50; Lots 4-5 per the development permit application received on April 29, 2025 **but REFUSES the requested setback variances.**

Conditions

1. That the development proceeds as specified with all the documents submitted in the Development Permit Application received on April 29, 2025.
2. Any changes to approved drawings or development matters requires the written approval of the Development Officer.
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's Land Use Bylaw which is subject to change from time to time.
5. The applicant must submit details regarding the exterior lights to ensure the product and installation does not interfere with neighbouring properties to the Town for approval.

Where outdoor exterior lighting is to be mounted, it shall be no higher than 6.1 meters (20 feet) above ground. Where site lighting is provided to illuminate any parcel, building or site, the type, location and orientation of the lighting shall:

- a. Avoid light trespass onto neighboring properties including public properties;
 - b. Not produce a glare;
 - c. Not interfere with traffic safety on public roadways.
6. Outdoor storage: no outdoor storage is permitted onsite outside of the contained mini-storage units.
 7. Signage: signage is addressed in a separate application.
 8. Landscaping: crushed gravel is acceptable for ground cover and landscape.
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10. Underground utilities must be located prior to construction, where applicable.
11. A civic address must be affixed to the front of the property in accordance with Fire Bylaw 942/24.
12. All contractors, subcontractors, and tradespeople must have an active business license with the Town.
13. Plan 041 1235; Block 50; Lots 4-5 must be kept in an aesthetically pleasing manner as defined in the Beautify Bassano Initiative and respective bylaws.

RECOMMENDATION: Option 1

That the Municipal Planning Commission APPROVES development permit TOB-D-13-25 located on Plan 041 1235; Block 50; Lots 4-5 per the development permit application received on April 29, 2025 as follows:

Variances

1. That a variance is granted to allow a rear yard setback of 0 feet from 25 feet as shown on the site plan.
2. That a variance is granted to allow for both side yard setbacks to be 0 feet from 10 feet as shown on the site plan.
3. That a variance is granted to allow a front yard setback of 22 feet from 25 feet as shown on the site plan.

Conditions

1. That the development proceeds as specified with all the documents submitted in the Development Permit Application received on April 29, 2025.
2. Any changes to approved drawings or development matters requires the written approval of the Development Officer.
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's Land Use Bylaw which is subject to change from time to time.
5. The applicant must submit details regarding the exterior lights to ensure the product and installation does not interfere with neighbouring properties to the Town for approval.

Where outdoor exterior lighting is to be mounted, it shall be no higher than 6.1 meters (20 feet) above ground. Where site lighting is provided to illuminate any parcel, building or site, the type, location and orientation of the lighting shall:

- a. Avoid light trespass onto neighboring properties including public properties;
- b. Not produce a glare;
- c. Not interfere with traffic safety on public roadways.

6. Outdoor storage: no outdoor storage is permitted onsite outside of the contained mini-storage units.
7. Signage: signage is addressed in a separate application.
8. Landscaping: crushed gravel is acceptable for ground cover and landscape.
9. Noise shall be contained within hours set in the Town's Community Standards Bylaw 920/21 s. 4.3 – "No person shall cause or allow noise to emanate from a property they own or occupy that annoys or disturbs the peace of another person between the hours of 11:00 p.m. and 7:00 a.m."
10. Underground utilities must be located prior to construction, where applicable.
11. A civic address must be affixed to the front of the property in accordance with Fire Bylaw 942/24.
12. All contractors, subcontractors, and tradespeople must have an active business license with the Town.
13. Plan 041 1235; Block 50; Lots 4-5 must be kept in an aesthetically pleasing manner as defined in the Beautify Bassano Initiative and respective bylaws.

Prepared by: Amanda Davis, CAO

Attachments:

1. Notice to Adjacent Landowners – May 6, 2025
2. Development Permit Application TOB-D-13-25



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

Hand Delivered or Emailed – May 6, 2025

Notice is hereby given that an application will be considered by the Development Authority for a Development Permit about the following:

DEVELOPMENT APPLICATION:	Development Permit No. TOB-D-13-25 Application for: Outdoor Mini Storage with Setback Variances
DISTRICTING:	Industrial (I)
CIVIC ADDRESS:	231 – 1st Avenue, Bassano, AB T0J 0B0
LEGAL DESCRIPTION:	Plan 041 1235, Block 50, Lots 4-5

Dear Sir or Madame:

Pursuant to Section 35 of Land Use Bylaw No. 921/21 of the Town of Bassano, notice is hereby given that on **Monday May 12, 2025 at 6:15 p.m.**, the Development Authority will consider **Development Application No. TOB-D-13-25**.

The application under consideration is for an Outdoor Mini Storage (36-unit) with setback variances. Outdoor Mini Storage is a permitted use within the Industrial land use district. The Development Authority will be considering the requested setback variances:

- Rear yard setback variance from 25 feet to zero feet
- Side yard setback variance from 10 feet to zero feet
- Front yard setback variance from 25 feet to 22 feet

Persons requesting to be heard may submit comments to the Development Officer no later than Monday May 12, 2025 at 12:0 p.m. 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. No response indicates your approval/support for the development.

Amanda Davis, MBA
Development Officer
Town of Bassano



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

Date of Application: _____

Development Permit Application No.	TOB-D-13-25
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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: _____

Phone: _____

Phone (alternate): _____

City: _____

Email: _____

Postal Code: _____

Is the applicant the owner of the property? Yes No
↓ IF "NO"

Name of Owner: _____

Mailing Address: _____

Phone: _____

Phone (alternate): _____

City: _____

Email: _____

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.	15,000	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft.	
Building Size	<input type="checkbox"/> m ² <input type="checkbox"/> sq. ft.		<input type="checkbox"/> m ² <input 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.	22	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Rear	<input type="checkbox"/> m <input type="checkbox"/> ft.	0	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft.	0	<input type="checkbox"/> m <input type="checkbox"/> ft.	
Side	<input type="checkbox"/> m <input type="checkbox"/> ft.	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

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.**

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](mailto: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)

1:48

📶 📶 99



Mel >

locked her up 😂😂

No problem 👍

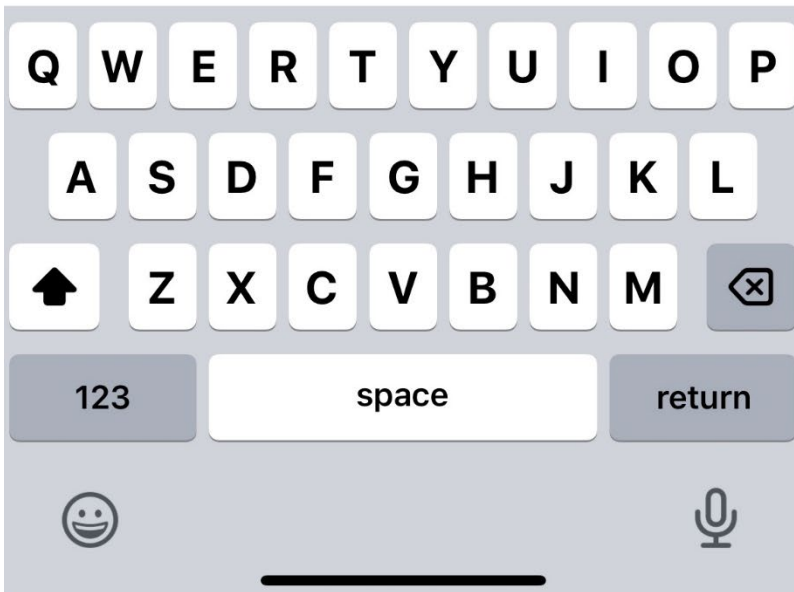
Today 1:46 PM

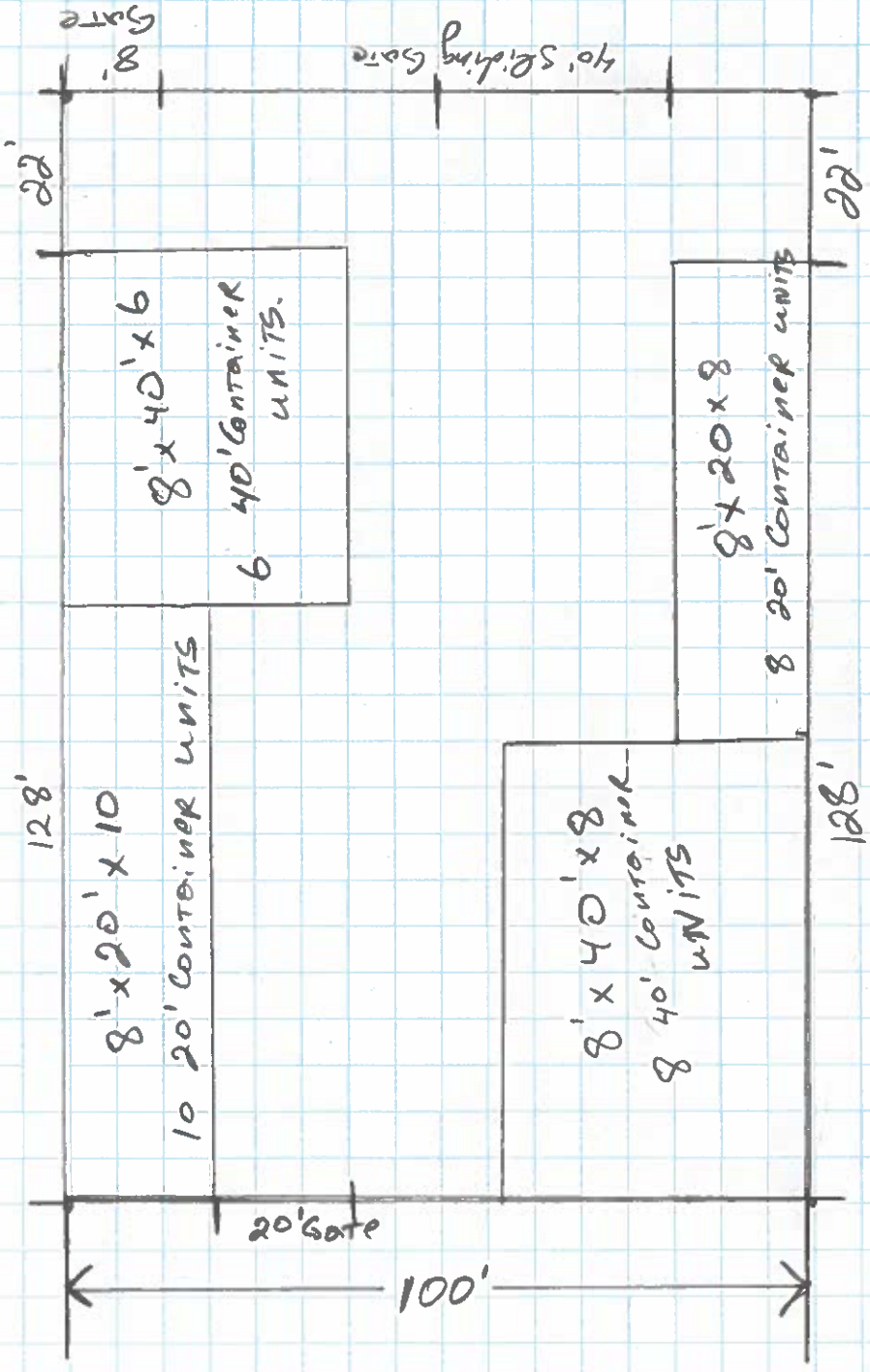
Melvin, can you confirm that I have I have purchased 231 1st Ave. Bassano Alberta from you?

Yes



Text Message • SMS





Rationale for Reduced Setbacks:

1. Front yard from 25' to 22' = enables me to maintain maximum site coverage with proper weed/vegetation control
2. Side yard from 10' to 0' = enables me to maintain proper weed/vegetation control keeping a clean and inviting mini storage yard.
3. Rear yard from 25' to 0' = enables me to maintain maximum site coverage with proper weed/vegetation control.

The outdoor mini storage narrative:

1. Each side of the yard will have 16 enclosed units for rent.
 - a. 8 x 40'x8' units per side + 8 x 20'x8' units per side (east)
 - b. 10 x 20'x8' + 6 x 40' x 8' units on one side (west)
2. Gravelled drive between storage units
3. Storage units will be of new quality (all beige exterior) – see photo
4. No outdoor storage beyond what is in the enclosed units.
5. No outdoor temporary or permanent parking

Signage

1. 2' x 6' exterior sign secured to the fence facing 1st Avenue

Sign Content

BCW Storage
403-793-5849

