

MINUTES OF THE REGULAR MEETING OF THE DEVELOPMENT  
AUTHORITY OF THE TOWN OF TABER, IN THE PROVINCE OF  
ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION  
BUILDING, ON TUESDAY, FEBRUARY 22, 2022, AT 1:30 PM.

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**Chairperson**

Roger Miles

**Members**

Cody Fletcher  
Monica McLean  
Ron Hadden

**Absent**

Jack Brewin

**Staff**

Chris Eagan  
Celina Newberry  
Derrin Thibault  
Kattie Schlamp (Teleconferenced)

**CALL TO ORDER**

Meeting called to order by R. Miles at 1:31 pm

**Nominations for Chair and Vice Chair**

Secretary C. Newberry called for nominations from the floor for Chair of the Municipal Planning Commission.

R. Hadden nominated R. Miles for the position of Chair of the Municipal Planning Commission. R. Miles accepted the nomination. C. Newberry called for further nominations a second then a final time. Being as there were no further nominations R. Miles was declared the Chair of the Municipal Planning Commission.

Secretary C. Newberry called for nominations from the floor for Vice Chair of the Municipal Planning Commission.

R. Miles nominated R. Hadden for the position of Chair of the Municipal Planning Commission. R. Hadden accepted the nomination. C. Newberry called for further nominations a second then a final time. Being as there

were no further nominations R. Hadden was declared the Vice Chair of the Municipal Planning Commission.

At the conclusion of the election C. Newberry turned the meeting over to Chairperson Miles for the remainder of the meeting.

### **ADOPTION OF THE AGENDA**

RES 8/2022      MOVED by M. McLean that the Municipal Planning Commission adopts the Agenda of the regular Municipal Planning Commission meeting held on February 22, 2022.

CARRIED UNANIMOUSLY

### **ADOPTION OF THE MINUTES**

#### **Minutes for the January 17, 2022 Municipal Planning Commission Meeting**

RES 9/2022      MOVED by M. McLean that the Municipal Planning Commission adopts the minutes of the Regular Municipal Planning Commission meeting held January 17, 2022 as presented.

CARRIED UNANIMOUSLY

### **BUSINESS ARISING FROM THE MINUTES**

None

### **ACTION ITEMS**

#### **DP 22-005 5202 55 Street - Multi-Unit Dwelling 8 Units**

RES 10/2022      MOVED by M. McLean that the Municipal Planning Commission approves Development Permit DP 22-005 for a Multi-Unit Residential Building - 8 Units with Variances at 5202 55 Street, Lots 14-15, Block 20, Plan 5365L, with the following sixteen (16) conditions:

1. The site is developed as per the site plan submitted;
2. The development conforms to the district requirements of the Residential Street-Orientated Multiple Dwelling District (R-3);

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3. A front yard setback variance of 1.1 metres was granted by the Municipal Planning Commission on February 22, 2022. The front yard setback has been varied to 4.87 metres;
4. A rear yard setback variance of 0.98 metres was granted by the Municipal Planning Commission on February 22, 2022. The rear yard setback has been varied to 5.02 metres;
5. A driveway width variance of 12.19 metres was granted by the Municipal Planning Commission on February 22, 2022. The driveway width has been varied to 24.38 metres;
6. The applicant must obtain a Building Permit to ensure the development complies with the National Fire Code 2019 (AE) and the National Building Code 2019 (AE). It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical, and Gas permits;
7. If sprinkler permits are required under the Alberta Building Code, a separate Building Permit application must be made in conjunction with the permit for the building, and a copy provided to the Town of Taber;
8. New Home Warranty documentation must be supplied prior to the issuance of the Building Permit;
9. A landscaping plan demonstrating that all the requirements for multi-unit residential development have been met, shall be submitted to the Development Authority for approval, prior to the beginning of construction;
10. A lot drainage (grade) plan illustrating water will not accumulate at or near the buildings (positive drainage), nor accumulate on the lot, and will not adversely affect adjacent properties shall be produced by a qualified professional and supplied to the Town of Taber prior to the Building Permit being issued. In addition, the foundation must be staked by a qualified professional;
11. The curb stop shall only be operated by the Town of Taber's Public Services. Any attempt

to contravene this may be subject to a fine as outlined in Bylaw 20-2020 part 8.0. The water curb stop shall be set at finished grade elevation to ensure accessibility by Public Services prior to installation of water metre and access to Town water. Public Services shall determine if water curb stop is acceptable and so advise the Town office prior to occupancy of the dwelling. As per Bylaw 20-2020 part 5.30, temporary water service for a maximum of 60 days must be arranged through the Town Office;

12. The developer shall enter into a Service Agreement with the Town of Taber, to provide new services to the property, before construction begins;
13. In accordance with Section 2.15.3(5) of the Land Use Bylaw 13-2020 a minimum of 2 parking spaces per residential unit are required. Per Section 2.15.2(1), each space designated for a particular unit through signage;
14. The contractor commissioned for construction must have a valid Business License for the Town of Taber;
15. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired. Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non-compliance of these items are subject to fines as indicated under Bylaw 13-2021);
16. Applicant shall provide an updated real property report and obtain a compliance certificate prior to occupancy.

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**DP 22-007 - 5613 58 Avenue - Mixed Use with 4 Residential Units**

RES 11/2022

MOVED by M. McLean that the Municipal Planning Commission approves Development Permit DP 22-007 for Mixed Use Residential and Parking/Storage/Office Space at 5613 58 Avenue, Lot 12, Block 10, Plan 7710758, with the following fifteen (15) conditions:

1. The site is developed as per the site plan submitted;
2. The development conforms to the district requirements of the Residential Street-Orientated Multiple Dwelling District (R-3);
3. The applicant must obtain a Building Permit to ensure the development complies with the National Fire Code 2019 (AE) and the National Building Code 2019 (AE). It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical, and Gas permits;
4. A deck height variance of 2.65 metres was approved for this development by the Municipal Planning Commission on February 22nd, 2022. The deck height for this parcel has been varied to 4.15 metres;
5. The developer shall enter into a Servicing Agreement with the Town of Taber, to provide new services to the property, before construction begins;
6. If sprinkler permits are required under the Alberta Building Code, a separate Building Permit application must be made in conjunction with the permit for the building, and a copy provided to the Town of Taber;
7. New Home Warranty documentation must be supplied prior to the issuance of the Building Permit;
8. A lot drainage (grade) plan illustrating water will not accumulate at or near the buildings (positive drainage), nor accumulate on the lot, and will not adversely affect adjacent properties shall be produced by a qualified

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professional and supplied to the Town of Taber prior to the Building Permit being issued. In addition, the foundation must be staked by a qualified professional;

9. An approved landscaping plan which demonstrates that the landscaping requirements of the site has been met shall be provided prior to construction commencing;
10. The curb stop shall only be operated by the Town of Taber's Public Services. Any attempt to contravene this may be subject to a fine as outlined in Bylaw 20-2020 part 8.0. The water curb stop shall be set at finished grade elevation to ensure accessibility by Public Services prior to installation of water metre and access to Town water. Public Services shall determine if water curb stop is acceptable and so advise the Town office prior to occupancy of the dwelling. As per Bylaw 20-2020 part 5.30, temporary water service for a maximum of 60 days must be arranged through the Town Office;
11. In accordance with Section 2.15.3(5) of the Land Use Bylaw 13-2020 a minimum of 2 parking spaces per residential unit are required. Per Section 2.15.2(1), each space designated for a particular unit through signage;
12. Prior to occupancy, the applicant will provide an Updated Real Property Report to the Town of Taber and obtain a Compliance Certificate for the property;
13. The contractor commissioned for construction must have a valid Business License for the Town of Taber;
14. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs

due to this construction shall be repaired. Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non-compliance of these items are subject to fines as indicated under Bylaw 13-2021);

15. All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development.

CARRIED

**DP 22-008 6200 46 Avenue - Freestanding Sign**

RES 12/ 2022      MOVED by R. Hadden that the Municipal Planning Commission approves Development Permit DP 22-008 for Addition of Signage to an Existing Freestanding Sign at 6200 46 Avenue, Lot 2, Block 4, Plan 0512581, with the following four (4) conditions:

1. The sign is developed as per the attached site plan and as is presently located;
2. The development conforms to the district requirements of the Comprehensive Commercial District (CC);
3. The sign must conform to Illumination requirements in section 2.21.2 of the Town of Taber Land Use Bylaw 13-2020;
4. All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development.

CARRIED UNANIMOUSLY

**DP 22-009 - 25 Prairie Sunset Avenue - Driveway and Deck Variances**

RES 13/2022      MOVED by C. Fletcher that the Municipal Planning Commission approves Development Permit DP 22-009 for Driveway and Deck Variances at 25 Prairie Sunset Avenue, Lot 11, Block 5, Plan 1611498, with the following nine (9) conditions:

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1. The site is developed as per the site plan submitted;
2. The development covered in this application conforms to the district requirements of the Residential Single Dwelling District (R-1);
3. The applicant must obtain a Building Permit to ensure the development complies with the National Fire Code 2019 (AE) and the National Building Code 2019 (AE). It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical, and Gas permits;
4. A driveway width variance of 1.39 metres was approved for this parcel by the Municipal Planning Commission on February 22<sup>nd</sup>, 2022. The driveway width for this parcel has been varied to 8.23 metres;
5. A deck height variance of 0.40 metres was approved for this parcel by the Municipal Planning Commission on February 22<sup>nd</sup>, 2022. The deck height for this parcel has been varied to 1.9 metres;
6. The contractor commissioned for construction must have a valid Business License for the Town of Taber;
7. A lot drainage (grade) plan illustrating water will not accumulate at or near the buildings (positive drainage), nor accumulate on the lot, and will not adversely affect adjacent properties shall be produced by a qualified professional and supplied to the Town of Taber prior to the Building Permit being issued. In addition, the foundation must be staked by a qualified professional;
8. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired.

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Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non-compliance of these items are subject to fines as indicated under Bylaw 13-2021);

9. All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development.

CARRIED UNANIMOUSLY

**DP 22-010 5404 46 Street - Secondary Garage**

RES 14/2022

MOVED by R. Hadden that the Municipal Planning Commission approves Development Permit DP 22-010 for a Secondary Garage with Variance at 5404 46 Street, Lot 8, Block 4, Plan 7710300, with the following thirteen (13) conditions:

1. The site is developed as per the attached site plan;
2. A height variance of 1.1 metres was approved for this parcel by the Municipal Planning Commission on February 22, 2022. The height for the garage has been varied to 6.1 metres;
3. A 12.4 square metre variance on the maximum allowable size for the garage was approved for garage by the Municipal Planning Commission on February 22, 2022. The maximum size for the garage has been varied to 112.4 square metres;
4. A separate demolition permit will be required for the removal of the existing garage;
5. The applicant will ensure that the foundation will be staked by a qualified professional;
6. The applicant must obtain a Building Permit to ensure the development complies with the National Fire Code 2019 (AE) and the National Building Code 2019 (AE). It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical, and Gas permits;
7. The development conforms to the requirements of the Residential Single Dwelling District (R-1);

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8. The exterior finish of the detached garage shall be professionally manufactured and complimentary to the finishing of the neighboring properties and subject dwelling;
9. Applicant to ensure water will not accumulate at or near the buildings (positive drainage) on site, nor accumulate on the lot, and will not adversely affect adjacent properties;
10. If the proposed garage is going to be used for a business, a Home Occupation License shall be required;
11. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired. Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non-compliance of these items are subject to fines as indicated under Bylaw 13-2020);
12. All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development;
13. In accordance with policy PLN-4, a \$2,500.00 damage deposit shall be forwarded to the Town office (Planning Department) prior to construction. Any damages to public streets, sidewalks, or services as a result of construction of this building shall be restored to Town standards at the applicant's expense prior to issuance of an occupancy permit.

CARRIED UNANIMOUSLY

**DP 22-011 - 5113 47 Avenue - Signage**

RES 15/2022      MOVED by M. McLean that the Municipal Planning Commission approves Development Permit DP 22-011 for 1 Freestanding Sign and 3 Fascia Signs at 5113 47 Avenue Lots 14-19, Block 2, Plan 5638L, with the following eight (8) conditions:

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1. The signs must meet any applicable Provincial Signage requirements;
2. The signs may only be located at the proposed locations as seen on the attached site plan and drawings;
3. The Municipal Planning Commission varied the number of fascia signs allowed from two to three for this development on February 22, 2022;
4. The signs must adhere to all Digital Media and Illumination Rules as outlined in The Town of Taber's Land Use Bylaw 13-2020;
5. The sign must not employ any supplementary flashing or intermittent lighting either as part of the sign or on its supporting structure;
6. Prior to installation of the signs, the applicant must obtain a Building Permit to ensure the development complies with the National Fire Code 2019 (AE) and the National Building Code 2019 (AE). It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical, and Gas permits;
7. The development conforms to the district requirements of the Downtown District (DT);
8. The signs must not display third party advertising.

CARRIED UNANIMOUSLY

**PS 22-001 - 6200 46 Avenue - Portable Sign**

RES 16/2022

MOVED by M. McLean that the Municipal Planning Commission approves Development Permit PS 22-001 for a Portable Sign at 6200 46 Avenue, Lot 2, Block 4, Plan 0512581, with the following eight (8) conditions:

1. This permit is for a portable sign to be placed in the location shown on the attached map;
2. This permit is valid until June 22, 2022;
3. The sign must not be greater than 5.5m<sup>2</sup>, and must not exceed 3.5m in height;
4. The sign must be placed so that it meets the setback requirements of Land Use Bylaw 13-2020 and shall be at least 0.6m from a property

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- line and at least 45m from any other portable sign and from Residential Districts;
5. The name and phone number of the sign owner must be permanently affixed to the sign in a visually prominent location on the sign;
  6. The sign must be anchored or secured, and changeable copy on Portable signs must be secured to prevent vandalism;
  7. The owner shall maintain the sign in a proper state of repair and shall ensure that all sign support, structural elements and/or guy wires are properly attached;
  8. The sign must be removed, or the permit must be renewed on or before the expiry date.

CARRIED UNANIMOUSLY

### **Proposed Land Use Bylaw Amendment**

C. Newberry and K. Schlamp presented the proposed Land Use Bylaw Amendment. There was discussion about whether or not to move the uses of accessory structure and accessory use from discretionary uses to permitted uses in the Residential Manufactured Home District. There was also discussion on the addition of a requirement for election signage to be limited to 1 sign per candidate for every 15 meters. It was noted that there would be a second chance to discuss these items when the amendment is presented to council for a first reading.

RES 17/2022      MOVED by M. McLean that the Municipal Planning Commission accepts proposed Bylaw 2-2022 to amend Land Use Bylaw 13-2020 as information and recommends adoption by Council as presented.

CARRIED UNANIMOUSLY

### **January 2022 Building Statistics**

RES 18/2022      MOVED by R. Hadden that the Municipal Planning Commission accepts the January 2022 Building Permit Statistics as information.

CARRIED UNANIMOUSLY

### **Standing Items**

None

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**DELEGATIONS**

None

**MEDIA INQUIRIES**

None

**CLOSED SESSION**

None

**OPEN SESSION**

None

**CLOSE OF MEETING**

RES 19/2022      MOVED by M. McLean that the meeting be closed  
at 2.57 pm.

CARRIED UNANIMOUSLY



CHAIRPERSON



CHIEF ADMINISTRATIVE OFFICER