

TOWN OF TROCHU
MUNICIPAL PLANNING COMMITTEE - MINUTES
FOR THE MPC MEETING HELD
November 3rd, 2025

Motions

- # **MPC MEETING**
November 3rd, 2025
1. **CALL TO ORDER:**

Development Officer Jamie Collins called the meeting to order at 5:00pm. In attendance were MPC Members Chris Armstrong, Carl Peterson, Barry Reder, Chris Reeds, and Glen Riep, Development Officer Jamie Collins, and Recording Secretary Toni Nelson.

2. **ACCEPTANCE OF THE AGENDA**

- a) Additions to the Agenda
- Development Permit Applications: Move 5c to 6b
 - Other Planning Business: Chair & Vice-chair discussion
 - Other Planning Business: Permit 2022-32 discussion

- b) Agenda Acceptance – Motion to Accept the Agenda

2025-11-03-01
Motion to accept
the agenda with
the above
changes

Motion by REEDS to accept the agenda with the above changes

CARRIED

3. **ADOPTION OF MINUTES OF PREVIOUS MEETING:**

- a) Adoption of the July 21st, 2025, Meeting Minutes

2025-11-03-02
Motion to adopt
the July 21st,
2025, Meeting
Minutes

Motion by REDER to adopt the July 21st, 2025, Meeting Minutes

CARRIED

5. **DEVELOPMENT PERMIT APPLICATIONS:**

- a) DP #: 2025-27
Civic Address: 428 School Rd.
Uses: Deck
Brought to MPC due to: Front of deck encroaching over town property

2025-11-03-03
Motion to
approve
Development
Permit 2025-27
subject to the
following
conditions: [see
full Minutes]

Motion by REDER to approve Development Permit 2025-27 subject to the following conditions:

Variances:

1. **100% variance granted to allow the front deck to project into the full side yard setback requirement and beyond into adjacent Municipal lands for a total of 3.65m.**

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Standard Conditions of Approval:

1. As per Land Use Bylaw Section 9.2, the character and quality of the design and materials of the deck shall be to the satisfaction of the Development Authority and shall be in general conformity with the buildings on the parcel and with adjacent development.
2. As per Land Use Bylaw Section 9.6, the development must maintain parcel grades to ensure effective drainage and prevent drainage from one parcel to another.

Specific Conditions of Approval:

1. Despite this approval, the development as planned will not be able to go ahead without an encroachment approval from the Town of Trochu in the form of a Letter of Consent or an Encroachment Agreement.

CARRIED

- b) DP #: 2025-30
Civic Address: 201 Trochu Ave.
Uses: Manufactured Dwelling
Brought to MPC due to: 63% variance on front yard setback

2025-11-03-04
Motion to
approve
Development
Permit 2025-30
subject to the
following
conditions: [see
full Minutes]

Motion by PETERSON to approve Development Permit 2025-30 with the following conditions:

Variances:

1. 63% variance granted to the front setback requirement to allow a setback of 2.2m
2. 20% variance granted to the exterior (west) side setback requirement to allow a setback of 2.4m

Standard Conditions of Approval:

1. As per Land Use Bylaw Section 16, location of the development must comply with the following requirements:
 - a. Minimum rear yard setback of 7.5m
 - b. Minimum interior (east) side yard setback of 1.5m
 - c. Maximum parcel coverage of all buildings of 55% (319 sq.m. in this case)
 - d. Maximum building height of 10.6m

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2. As per Land Use Bylaw Section 16, the development must comply with the following requirements:
 - a. Minimum manufactured dwelling width of 6.7m
 - b. Design and appearance of the manufactured dwelling shall be to the satisfaction of the Development Authority
3. As per Land Use Bylaw Section 9.11, the development must meet the following parking requirements:
 - a. Minimum number of parking stalls is 2 stalls (2 per Dwelling Unit)
 - b. Minimum size per parking stall is 6.1m by 2.5m
4. As per Land Use Bylaw Section 9.5, the development must meet the following utility service regulation:
 - a. Development must be served by the municipal sewer & water system
5. As per Land Use Bylaw Section 5.6, the applicant is required to make satisfactory arrangements for the supply of Utilities including, but not limited to natural gas, cable, water, electric power, sewer service, or any one or more of them including payment of the cost of installation or construction of any such Utility or facility by the applicant
6. As per Land Use Bylaw Section 9.6, the development must meet the following grading and drainage requirements:
 - a. Parcel grades and building elevations must ensure effective drainage and prevent drainage from one parcel to another.
 - b. Grading must be maintained over time to provide effective drainage.

Specific Conditions of Approval:

1. The applicant must submit a Real Property Report as prepared by an Alberta Land Surveyor within one (1) year of completion of the development.

CARRIED

e) ~~DP #: 2025-31~~

~~Civic Address: #3, 501 School Rd.~~

~~Uses: Major Home Occupation~~

~~Brought to MPC due to: Discretionary use in MD district~~

~~- Moved to Other Planning Business~~

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6. OTHER PLANNING BUSINESS:

- a) Chair & Vice-Chair Appointment
 - MPC discussed recommendations to give Trochu Council for the appointment of the MPC Chair and Vice-Chair
 - MPC recommends Glen Riep for Chair and Barry Reder for Vice-Chair
- b) Discussion of 2025-31
 - MPS discussed the application for DP 2025-31, currently open for comment and to be brought forward to the next MPC meeting
- c) Development Permit 2022-32
 - Discussed the number of vehicles on-site for this Home Occupation
 - MPC gave direction to contact the applicant regarding this

7. ADJOURNMENT

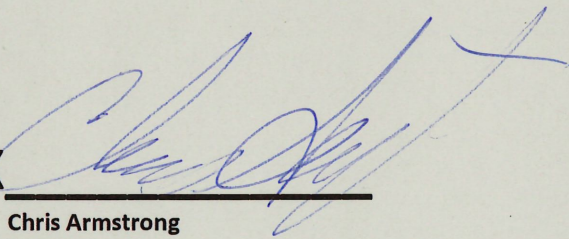
2025-11-03-05

Motion to
adjourn the
meeting at
5:37pm

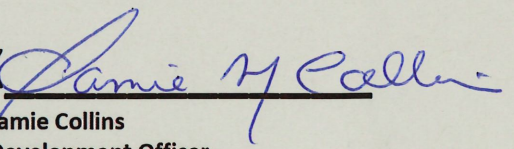
Motion by REIP to adjourn the meeting at 5:37pm

CARRIED

X


Chris Armstrong
MPC Member

X


Jamie Collins
Development Officer