

**TOWN OF GIBBONS
MUNICIPAL PLANNING COMMISSION
AGENDA
TO BE HELD SEPTEMBER 16, 2025, AT 4:00 PM
AT THE MUNICIPAL OFFICE**

- 1.0 CALL TO ORDER
- 2.0 ADOPTION OF THE AGENDA
- 3.0 ADOPTION OF THE MINUTES
 - 3.1 MPC Minutes August 12, 2025
- 4.0 OLD BUSINESS
- 5.0 NEW BUSINESS
 - 5.1 Legal Description: Plan 1130HW, Block 4, Lots 10 & 11
5015 & 5019 50th Street, Gibbons, AB
Land Use District: R-4 High Density Residential District
Proposed Development: Ground Oriented Multi Unit Dwellings
Permit Number: 25-D0042
 - 5.2 Legal Description: Plan 072 6233, Block 36, Lot 33
3630 47th Street, Gibbons, AB
Land Use District: Single-Family Large Lot Residential District
Proposed Development: Garden Suite - 14' X 44' Manufactured Home
Permit Number: 25-D0046
- 6.0 NEXT MPC MEETING – September 24, 2025 (tentatively)
- 7.0 ADJOURNMENT

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION OF THE TOWN OF GIBBONS HELD ON
WEDNESDAY, AUGUST 12, 2025, AT 4807 – 50th AVENUE IN COUNCIL CHAMBERS**

Municipal Planning Commission: Chair Dale Yushchyshyn
Member Willis Kozak
Member Jay Millante

Members Absent

Staff Present: Eric Lowe – Interim CAO
Terra Pattison – Finance Manager
Chris Pinault – Secretary

2.0 ADOPTION OF THE AGENDA

Member Kozak moved to accept the agenda as presented.

MPC 25.014 MOTION CARRIED

3.0 ADOPTION OF THE MINUTES

3.1 MINUTES OF THE MUNICIPAL PLANNING COMMISSION – JULY 15, 2025

Member Millante moved to adopt the minutes of the Municipal Planning Commission meeting held on July 15, 2025.

MPC 25.015 MOTION CARRIED

4.0 OLD BUSINESS

5.0 DEVELOPMENT PERMIT APPLICATIONS

5.1 PERMIT #25-D0038

LEGAL DESCRIPTION	Lot 25; Block 31; Plan 192 2297
CIVIC ADDRESS	27 Maple Crescent, Gibbons, AB
LAND USE DISTRICT	R1-C Single Family Small Lot Residential

PROPOSED DEVELOPMENT	Single Family Dwelling
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Member Kozak moved that the Municipal Planning Commission approve the application for the construction of a Single-Family Dwelling with a lot coverage of 40% to be located at Lot 25; Block 31; Plan 192297 – 27 Maple Crescent, Gibbons, AB with the following conditions:

1. Development shall proceed in accordance with the attached plans.
2. Prior to occupancy of the development, the Registered Owner/Applicant shall obtain a post-construction Lot Grading Certificated, prepared by a registered Alberta Land Surveyor, and provide the Certificate to the Development Officer. The Lot Grading Certificate must demonstrate the post-construction lot grades, drainage, and elevations are consistent with the approved Lot Grading and Drainage Plan, included in the attached plans.
3. The development shall utilize the existing municipal services for the lot. Should any new or expanded municipal services be required to service the development, the applicant shall be required to enter into and abide by a Development Agreement with the Town of Gibbons, provide security, and install services, at the Developer's sole expense, in accordance with The Town of Gibbons Municipal Servicing Standards for Development.
4. The Developer shall arrange for the inspection, by the Town Operations Department, of the water and sewer line hookups prior to backfilling. The Town shall install the water meter and turn on the water once heat has been provided to the Development if required, (no risk of freezing). The Developer is not authorized to access the curb stop.
5. The Developer is responsible for ensuring that pre-construction and post construction site inspections are completed by the Town Operations Department and that any concrete, lane ways or other municipal works damaged during construction by vehicles and equipment are restored to the original state at the Developer's sole expense, to the satisfaction of the Town Operations Department.
6. If the development authorized on this development permit is not commenced within twelve (12) months of the Date of Issuance, or the applicant has not obtained an approved Building Permit within twelve (12) months from the Date of Issuance, the Development Permit shall be deemed void.
7. The Applicant/Registered Owner shall ensure there is no damage to municipal property resulting from this permit. Costs for repairs of municipal property will be assessed by the Town of Gibbons and will be charged back to the applicant.

Please note an approval of the Municipal Planning Commission is subject to an appeal period that ends on SEPTEMBER 2, 2025.

MPC 25.016 MOTION CARRIED

5.2 PERMIT #25-D0039

LEGAL DESCRIPTION	Lot 29; Block 25; Plan 782 1890
CIVIC ADDRESS	4823 – 44 Avenue, Gibbons, AB
LAND USE DISTRICT	R-1 Single Family Residential
PROPOSED DEVELOPMENT	Install of Roof Top Solar System

Member Millante moved that the Municipal Planning Commission approve the application for the installation of a residential flush mount roof mounted solar panel system to be located at Lot 29; Block 25; Plan 782 1890 – 4823 44 Avenue, Gibbons, AB with the following conditions:

1. Development shall proceed in accordance with the attached plans.
2. The roof mounted solar panels shall be located in a manner such that light reflections does not negatively impact adjacent properties.
3. If the development authorized on this development permit is not commenced within twelve (12) months of the Date of Issuance, or the applicant has not obtained an approved Building Permit within twelve (12) months from the Date of Issuance, the Development Permit shall be deemed void.
4. The Applicant/Registered Owner shall ensure there is no damage to municipal property resulting from this permit. Costs for repairs of municipal property will be assessed by the Town of Gibbon and will be charged back to the applicant.

MPC 25.017 MOTION CARRIED

Please note an approval of the Municipal Planning Commission is subject to an appeal period that ends on SEPTEMBER 2, 2025.

6.0 NEXT MUNICIPAL PLANNING COMMISSION MEETING
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Member Millante moved to set the date of the next meeting as August 27, 2025, if required.

MPC 25.018 MOTION CARRIED

7.0 ADJOURNMENT

There being no further business Chair Yushchyshyn adjourned the meeting at 6:35 pm.

Chair Yushchyshyn

Interim CAO Eric Lowe

MUNICIPAL PLANNING COMMISSION (MPC)
REQUEST FOR DECISION

Proposed Development: Ground-Oriented Multiple Unit Dwellings

Subject Site: Lot 10 & 11, Block 4, Plan 1130HW – 5015-5019 50 Street, Gibbons, AB
Zoning: R-4 – High Density Residential District
Permit Number: 25-D0042

Application Information

An application for the construction of 2 3-Plex Dwellings was received by the planning department and deemed complete on September 8, 2025. The proposed development is a permitted use in the R-4 High Density Residential District and requires a variance of 18.6% to the Front Yard Setback for building 1, a variance of 14.5% to the Rear Yard Setback of building 2, and a variance of 9.6% to the Minimum Floor Area per unit, and as such has come to MPC for a decision.

Section 4.9 of the Land Use Bylaw 8-06 provides that the minimum front yard setback be 7.5 m (24.6 ft), the minimum rear yard setback be 7.5 m (24.6 ft), and the minimum floor area per unit be 74 m² (797 ft²). The proposed front yard setback is 6.1 m, the proposed rear yard setback is 6.41 m, and the proposed floor area per unit is 66.88 m². All other development regulations in the district are met.

Recommendation

That the Municipal Planning Commission approve the application for the construction of a Ground-Oriented Multiple Unit Dwellings with a front yard setback of 6.1 m, a rear yard setback of 6.41 m and a floor area per unit of 66.88 m², to be located at Lot 10 & 11; Block 4; Plan 1130HW – 5015-5019 50 Street, Gibbons, AB with the following conditions:

1. Development shall proceed in accordance with the attached plans.
2. Prior to occupancy of the development, the Registered Owner/Applicant shall obtain a post-construction Lot Grading Certificate, prepared by a registered Alberta Land Surveyor, and provide the Certificate to the Development Officer. The Lot Grading Certificate must demonstrate that the post-construction lot grades, drainage, and elevations are consistent with the approved Lot Grading and Drainage Plan, included in the attached plans.
3. The development shall utilize the existing municipal services for the lot. Should any new or expanded municipal services be required to service the development, the applicant will be required to enter into and abide by a Development Agreement with the Town of Gibbons, provide security, and install services, at the Developer's sole expense, in accordance with the Town of Gibbons Municipal Servicing Standards for Development.
4. The Developer shall arrange for the inspection, by the Town Operations Department, of the water and sewer line hookups prior to backfilling. The Town shall install the water meter and turn on the water once heat has been provided to the development if required (no risk of freezing). The Developer is not authorized to access the curb stop.
5. The Developer is responsible for ensuring that pre-construction and post construction site inspections are completed by Town Operations Department and that any concrete, lane ways or other municipal works damaged during construction by vehicles and equipment are restored to the original state at the Developer's sole expense, to the satisfaction of the Town Operations Department.

6. The Developer shall ensure that a visual screening fence of 6 ft in height, to the satisfaction of the Town of Gibbons, is placed on the eastern property line.
7. If the development authorized on this development permit is not commenced within twelve (12) months of the Date of Issuance, or the applicant has not obtained an approved Building Permit within twelve (12) months from the Date of Issuance, the Development Permit shall be deemed void.
8. The Applicant/Registered Owner shall ensure there is no damage to municipal property resulting from this permit. Costs for repairs of municipal property will be assessed by the Town of Gibbons and will be charged back to the applicant.

NOTES:

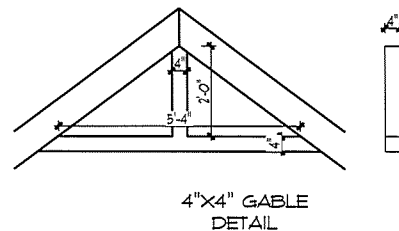
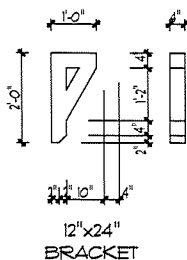
1. If the development is found to be incorrectly placed, the applicant may be required to move or remove the development at the sole expense of the Applicant/Registered Owner. Any proposed change considered to be substantial or inconsistent with this approval, as determined by the Development Officer, may be subject to a separate development permit application/approval.
2. An appeal can be made by filing a written notice of appeal along with payment to the **Subdivision and Development Appeal Board (4807 50 Avenue, Box 68, Gibbons, AB, T0A 1N0)** within 21 days from the date of the receipt of this decision. In the case of an appeal made by a person referred to in section 685(2) of the *Municipal Government Act*, within 21 days after the date on which the notice of the issuance of the permit was given.
3. **This is a Development Permit ONLY.** Issuance of this Permit does not excuse the applicant from satisfying all other applicable municipal, provincial and/or federal requirements.
4. A person applying for, or in possession of a valid Development Permit is not relieved from full responsibility for ascertaining and complying with or carrying out development in accordance with the conditions of any covenant, caveat, easements, or other instrument effecting the building or the land.

Submitted By:



Susan Gingell,
Development Officer

UNIT 6



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The contractor must verify all details and dimensions and is responsible for following the governing building codes in effect at time of construction

Report any inconsistencies/omissions to the builder prior to commencing work

1	XXXXXX	XX
NO.	DATE	BY
	REVISIONS	

STATEMENT BUILDERS

GIBBONS SITE -
BUILDING 2
UNITS 4, 5, 6

LOT: 10 & 11 BLOCK: 4
PLAN: 1130HW
5015 & 5019 50 STREET

GIBBONS, AB

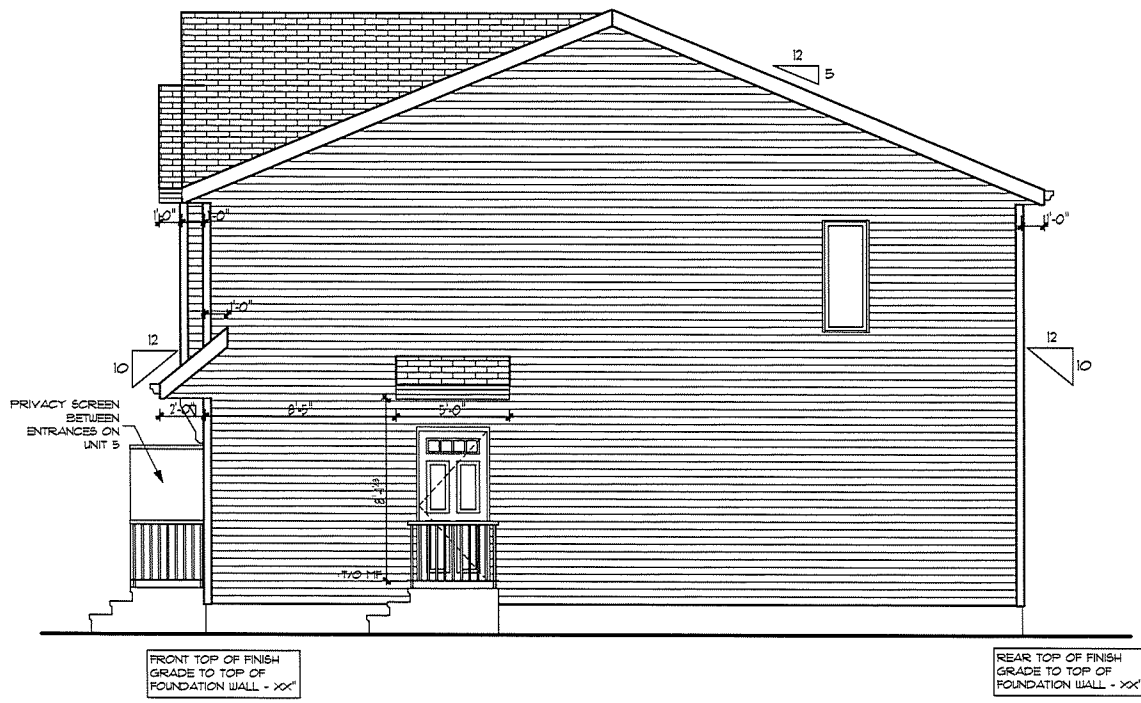


19 JULY 2025

**FRONT
ELEVATION**

SCALE: 3/16=1'-0"

SHEET NO.	1 11
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1	XXXXXX	XX
NO	DATE	BY
REVISIONS		

STATEMENT BUILDERS

GIBBONS SITE - BUILDING 2 UNITS 4, 5, 6

LOT: 10 & 11 BLOCK: 4 PLAN: 1130HW
5015 & 5019 50 STREET

GIBBONS, AB

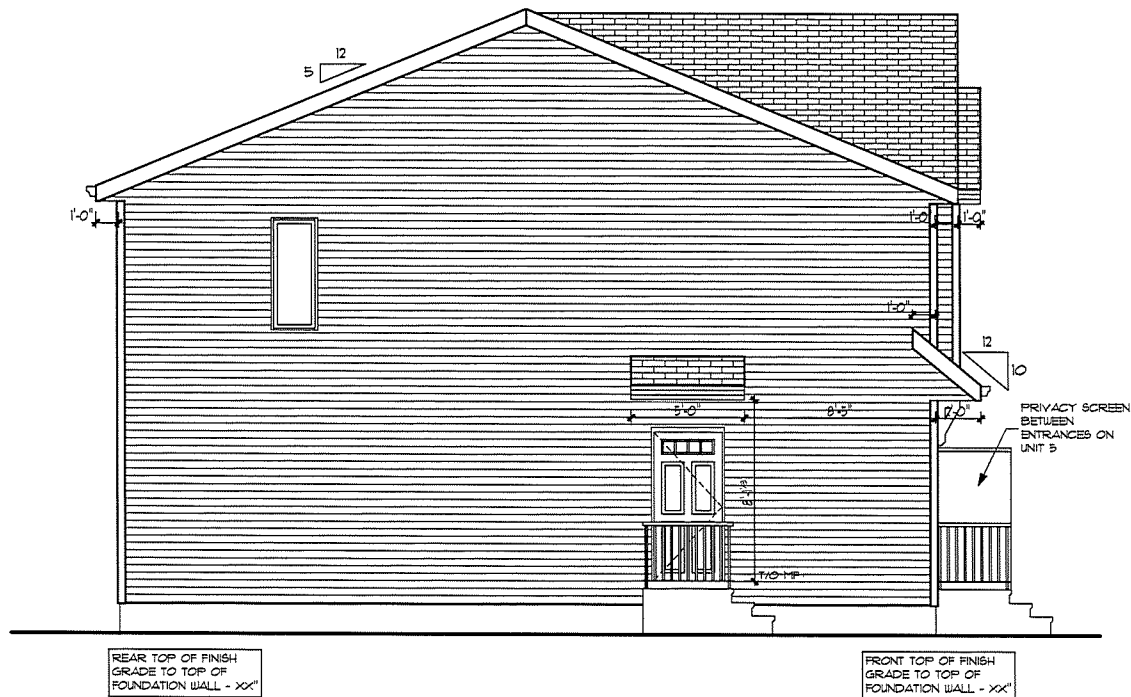
STATEMENT BUILDERS
DRAWN BY: [Name]

19 JULY 2025

RIGHT ELEVATION

SCALE: 3/16=1'-0"

SHEET NO.	2	11
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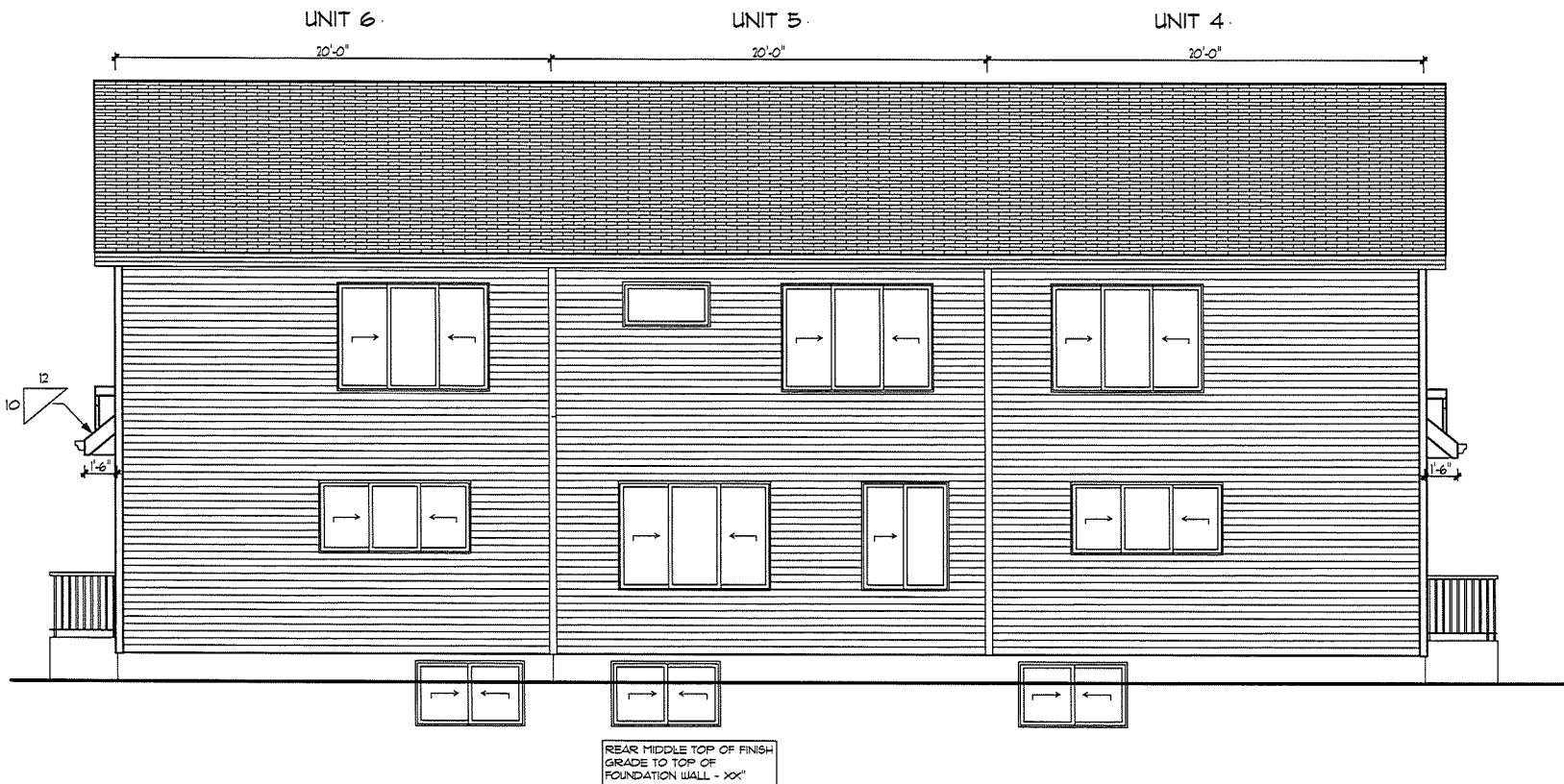
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1	XXXXXX	XX
NO	DATE	BY

REVISIONS
STATEMENT BUILDERS
GIBBONS SITE - BUILDING 2 UNITS 4, 5, 6
LOT: 10 & 11 BLOCK: 4 PLAN: 1130HW 5015 & 5019 50 STREET
GIBBONS, AB
STATEMENT BUILDERS
19 JULY 2025
LEFT ELEVATION
SCALE: 3/16"=1'-0"
SHEET NO. 3 11



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1	XXXXXX	XX
NO	DATE	BY
REVISIONS		

STATEMENT BUILDERS

GIBBONS SITE -
BUILDING 2
UNITS 4, 5, 6

LOT: 10 & 11 BLOCK: 4
PLAN: 1130HW
5015 & 5019 50 STREET

GIBBONS, AB

STATEMENT BUILDERS
BUILDERS OF THE FUTURE

19 JULY 2025

REAR
ELEVATION

SCALE: 3/16=1'-0"

SHEET NO.	4	11
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BASEMENT SUITE CONSIDERATIONS

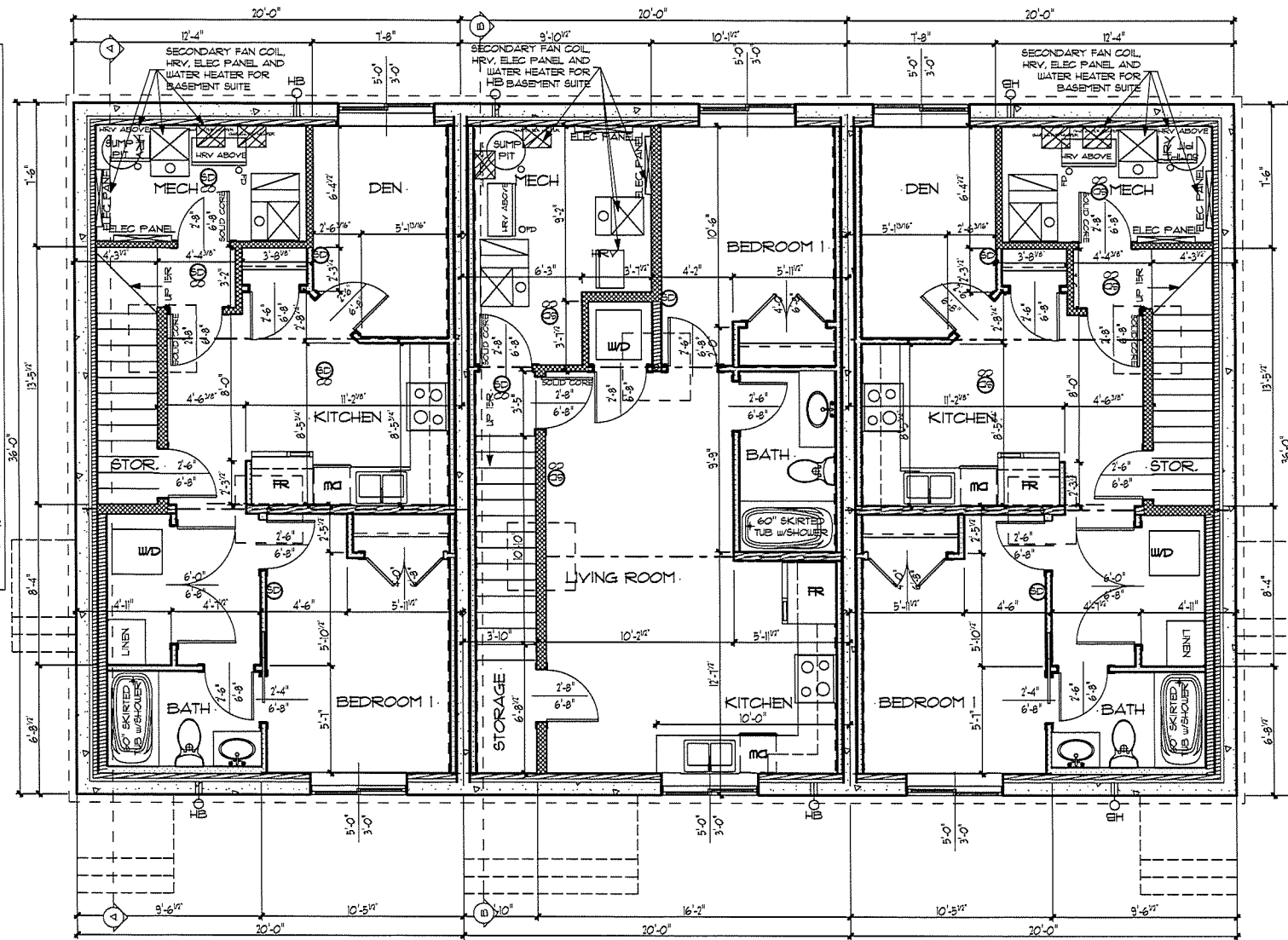
-INTERIOR DOORS NOTED AS "SOLID CORE" ARE REQUIRED TO BE A MIN. 45mm THICKNESS SOLID WOOD DOOR WITH A SELF CLOSER

-DEADBOLTS REQUIRED BETWEEN UPPER AND LOWER SUITES AS PER 9.1.5.2. CONFIRM SPECIFIC REQUIREMENTS WITH BUILDER

SHADED INTERIOR WALLS AROUND BASEMENT STAIRWELL AND HALLWAY IN BASEMENT INDICATE THE REQUIREMENT FOR SOUND ABSORBING BATTE INSULATION TO BE INSTALLED IN WALLS BETWEEN UPPER AND LOWER SUITES. RESILIENT CHANNEL TO BE INSTALLED ON ONE SIDE OF THESE WALLS. THESE WALLS ARE ALSO REQUIRED TO HAVE A MIN. 1/2" DRYWALL INSTALLED, MUD AND TAP APPLIED TO JOINTS/SMOKE BARRIER.

-SOUND SEPARATION REQUIREMENTS BETWEEN THE UPPER AND LOWER SUITES AT THE FLOOR JOIST SYSTEM. THIS INCLUDES A MIN. OF 6" THICKNESS SOUND ABSORBING BATTE INSULATION AND RESILIENT CHANNEL INSTALLED ON BOTTOM SIDE OF FLOOR WITH GYPSUM DRYWALL(SEE SECTION)

-MECHANICAL ROOM IN BASEMENT SERVING BOTH SUITES IS REQUIRED TO BE FULLY FINISHED WITH THE SAME REQUIREMENTS REQUIRED AT FLOOR AND WALLS MENTIONED ABOVE BETWEEN SUITES. THIS INCLUDES FINISHED DRYWALL ON THE CEILING. IT IS RECOMMENDED TO INSTALL DRYWALL ON THE CEILING PRIOR TO MECHANICAL PLUMBING AND ELECTRICAL PUNCH OUTS TO ENSURE THIS REQUIREMENT IS MET.



UNIT 4 - COMMON STAIRS/HWAY

AREA: 63 sq ft

UNIT 4 - BASEMENT SUITE

AREA: 522 sq ft

UNIT 5 - COMMON STAIRS/HWAY

AREA: 53 sq ft

UNIT 5 - BASEMENT SUITE

AREA: 506 sq ft

UNIT 6 - COMMON STAIRS/HWAY

AREA: 63 sq ft

UNIT 6 - BASEMENT SUITE

AREA: 522 sq ft

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Report any inconsistencies/omissions to the builder prior to commencing work

NO	REVISIONS	DATE	BY
1	XXXXXX		

STATEMENT BUILDERS

GIBBONS SITE - BUILDING 2 UNITS 4, 5, 6

LOT: 10 & 11 BLOCK: 4
PLAN: 1130HW
5015 & 5019 50 STREET

GIBBONS, AB

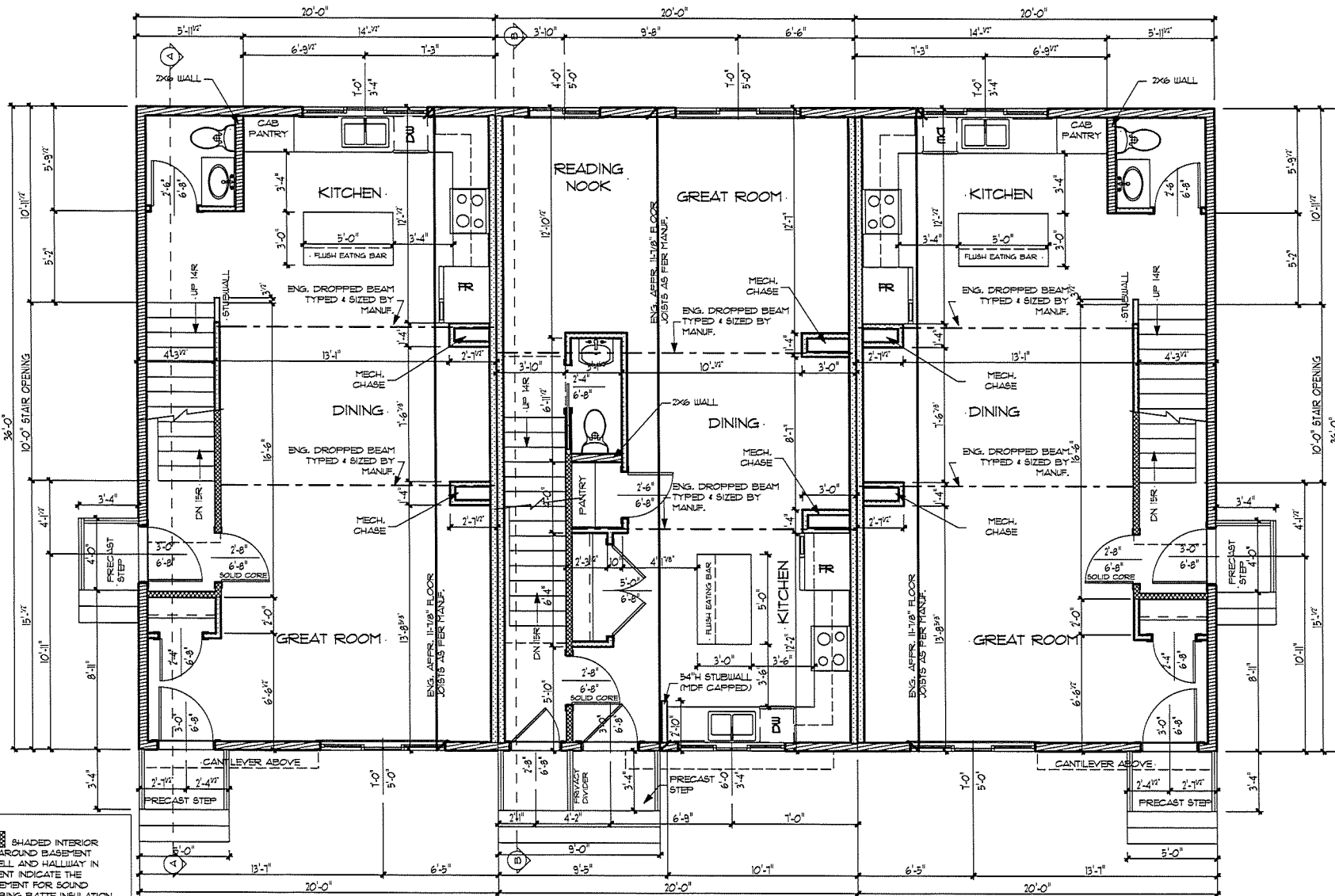


19 JULY 2025

BASEMENT SUITE

SCALE: 3/16"=1'-0"

SHEET NO. **6**
11



SHADED INTERIOR WALLS AROUND BASEMENT STAIRWELL AND HALLWAY IN BASEMENT INDICATE THE REQUIREMENT FOR SOUND ABSORBING BATT INSULATION TO BE INSTALLED IN WALLS BETWEEN UPPER AND LOWER SUITES. RESILIENT CHANNEL TO BE INSTALLED ON ONE SIDE OF THESE WALLS. THESE WALLS ARE ALSO REQUIRED TO HAVE A MIN. 1/2" DRYWALL INSTALLED, MUD AND TAP APPLIED TO JOINTS (SMOKE BARRIER).

UNIT 4 - MAIN FLOOR

AREA: 720 sq ft
HT: 8'-1 1/8"

UNIT 5 - MAIN FLOOR

AREA: 720 sq ft
HT: 8'-1 1/8"

UNIT 6 - MAIN FLOOR

AREA: 720 sq ft
HT: 8'-1 1/8"

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Report any inconsistencies/omissions to the builder prior to commencing work

NO	REVISIONS	DATE	BY
1	KXXXXX		XX

STATEMENT BUILDERS

GIBBONS SITE - BUILDING 2
UNITS 4, 5, 6

LOT: 10 & 11 BLOCK: 4
PLAN: 1130HW
5015 & 5019 50 STREET

GIBBONS, AB

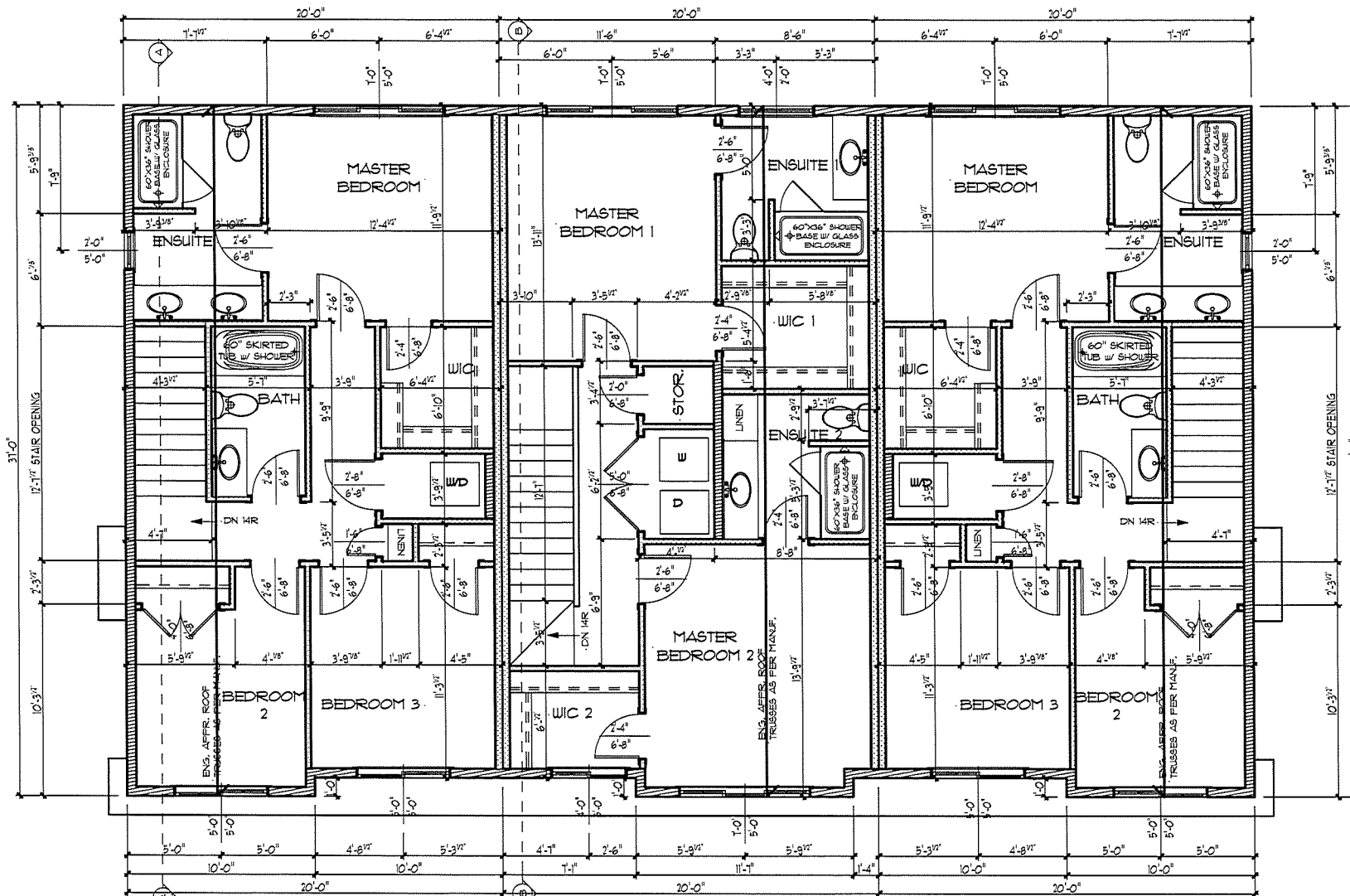


19 JULY 2025

MAIN FLOOR

SCALE: 3/16=1'-0"

SHEET NO. 7
11



UNIT 4 - SECOND FLOOR
 AREA: 681 sq ft
 HT: 8'-1 1/8"

UNIT 5 - SECOND FLOOR
 AREA: 676 sq ft
 HT: 8'-1 1/8"

UNIT 6 - SECOND FLOOR
 AREA: 681 sq ft
 HT: 8'-1 1/8"

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Report any inconsistencies/omissions to the builder prior to commencing work.

REVISIONS			
NO	DATE	BY	XX
1	XXXXXX		XX

STATEMENT BUILDERS

GIBBONS SITE - BUILDING 2 UNITS 4, 5, 6

LOT: 10 & 11 BLOCK: 4
 PLAN: 1130HW
 5015 & 5019 50 STREET

GIBBONS, AB

STATEMENT BUILDERS
Unit 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

19 JULY 2025

SECOND FLOOR

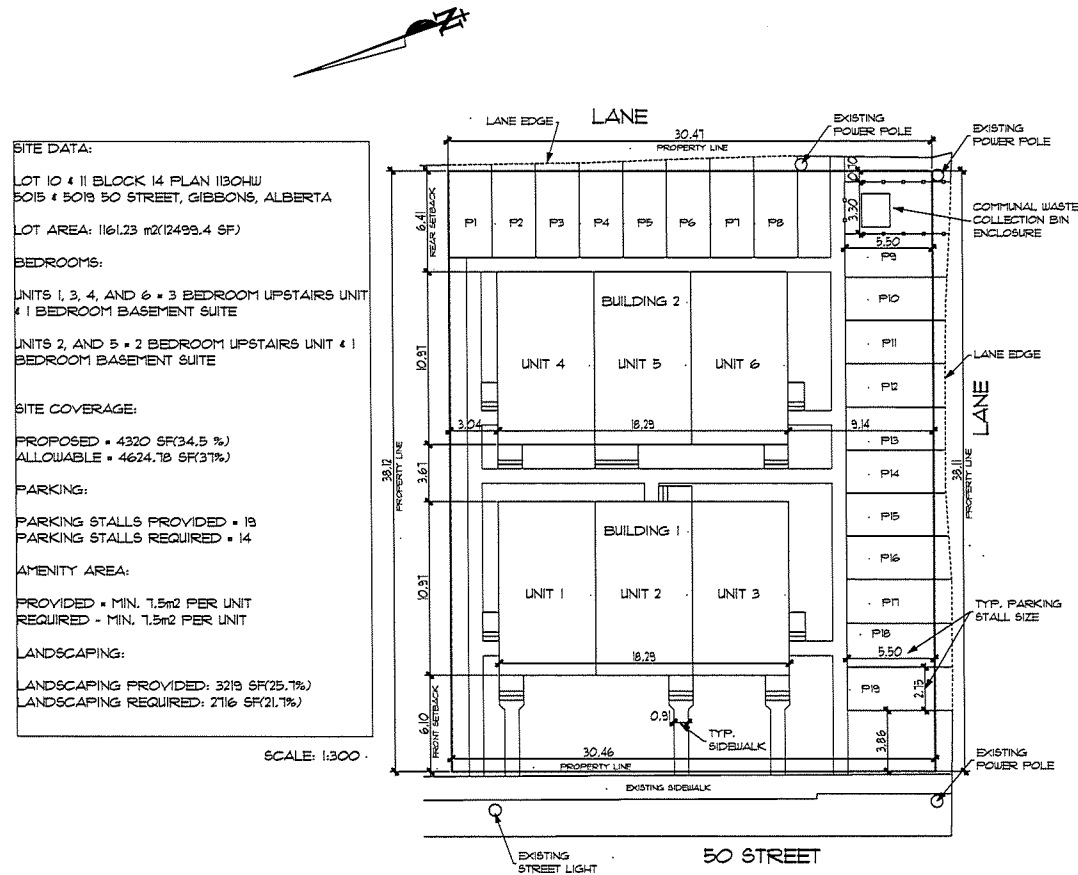
SCALE: 3/16="1'-0"

SHEET NO.	8	11

Report any inconsistencies/ommissions to the builder prior to commencing work

1	XXXXXX	XX
NO.	DATE	BY
	DESCRIPTION	

SHEET NO.	1 <hr/> 11
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MUNICIPAL PLANNING COMMISSION (MPC)
REQUEST FOR DECISION

Permit Number: 25-D0046
Proposed Development: Garden Suite - 14' X 44' Manufactured Home
Project Location: Lot 33; Block 36; Plan 072 6233
3630 47 Street, Gibbons, AB
Zoning: Single Family Large Lot Residential (R-S) District

Application Information

An application for a Garden Suite - 14' X 44' Manufactured Home was received by the planning department and deemed complete on September 11, 2025. The proposed development is a discretionary use in the Single-Family Large Lot Residential (R-S) District and as such has come to the MPC for a decision.

The proposed development meets the setbacks for the district and the definition of a garden suite. The unit will be placed on screw piles and will connect to the existing servicing.

Recommendation

That the Municipal Planning Commission approve the application for a Garden Suite - 14' X 44' Manufactured Home to be located at 3630 47 Street, Lot 33; Block 36; Plan 072 6233, Gibbons, AB with the following conditions:

1. Development shall proceed in accordance with the attached plans.
2. The development shall utilize the existing municipal services for the lot. Should any new or expanded municipal services be required to service the development, the applicant will be required to enter into and abide by a Development Agreement with the Town of Gibbons, provide security, and install services, at the Developer's sole expense, in accordance with the Town of Gibbons Municipal Servicing Standards for Development.
3. The exterior finish on all accessory buildings shall be of permanent material and shall either be the same as the exterior finish on the principal building on the site in terms of material, texture, and colours, or otherwise be to the satisfaction of the Development Authority.
4. If the development authorized on this development permit is not commenced within twelve (12) months of the Date of Issuance, or the applicant has not obtained an approved Building Permit within twelve (12) months from the Date of Issuance, the Development Permit shall be deemed void.
5. The Applicant/Registered Owner shall ensure there is no damage to municipal property resulting from this permit. Costs for repairs of municipal property will be assessed by the Town of Gibbons and will be charged back to the applicant.

NOTES:

1. If the development is found to be incorrectly placed, the applicant may be required to move or remove the development at the sole expense of the Applicant/Registered Owner. Any proposed change considered to be substantial or inconsistent with this approval, as determined by the Development Officer, may be subject to a separate development permit application/approval.
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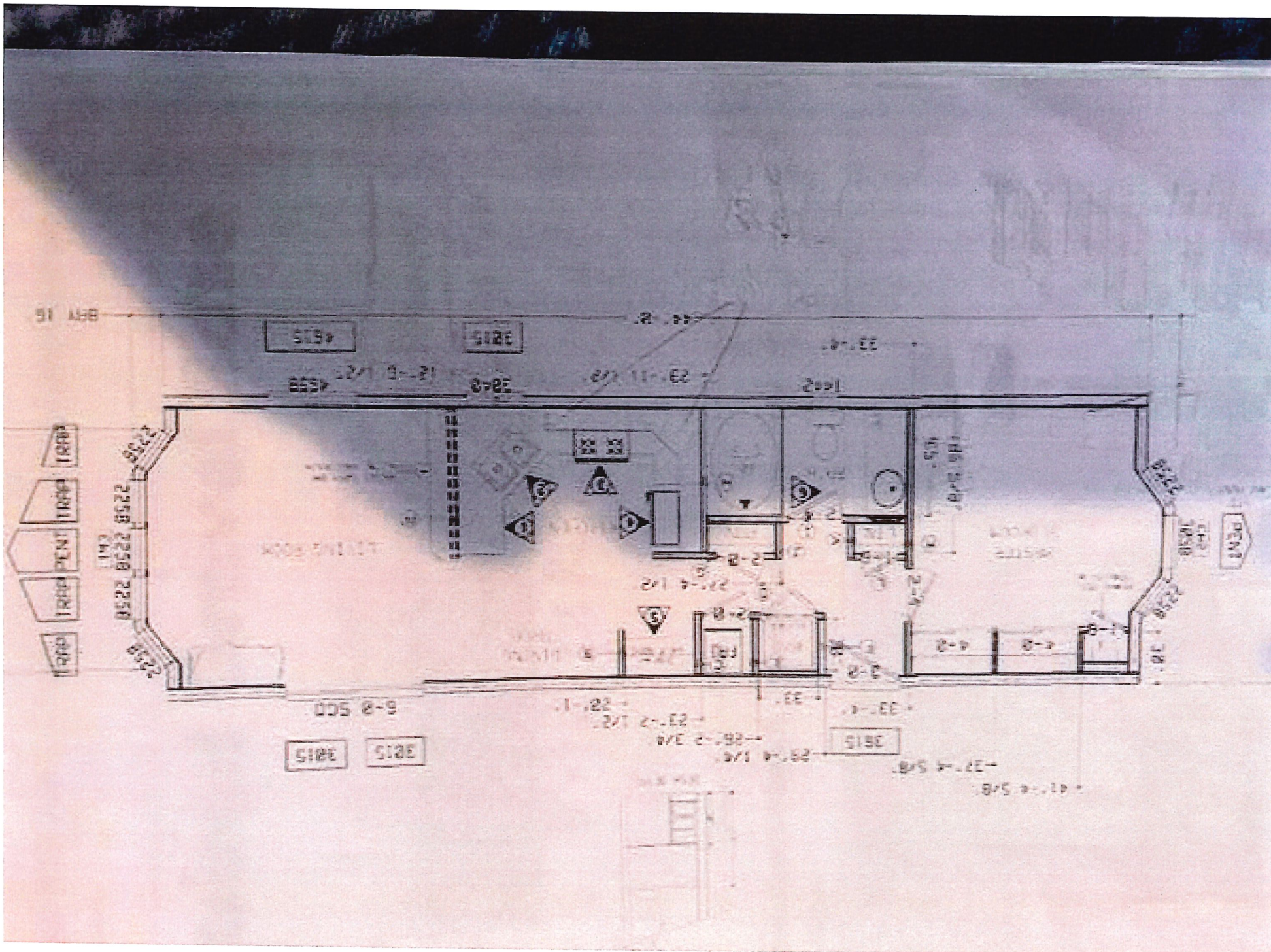
2. An appeal can be made by filing a written notice of appeal along with payment to the **Subdivision and Development Appeal Board (4807 50 Avenue, Box 68, Gibbons, AB, T0A 1N0)** within 21 days from the date of the receipt of this decision. In the case of an appeal made by a person referred to in section 685(2) of the *Municipal Government Act*, within 21 days after the date on which the notice of the issuance of the permit was given.
3. **This is a Development Permit ONLY.** Issuance of this Permit does not excuse the applicant from satisfying all other applicable municipal, provincial and/or federal requirements.
4. A person applying for, or in possession of a valid Development Permit is not relieved from full responsibility for ascertaining and complying with or carrying out development in accordance with the conditions of any covenant, caveat, easements, or other instrument effecting the building or the land

Submitted By:



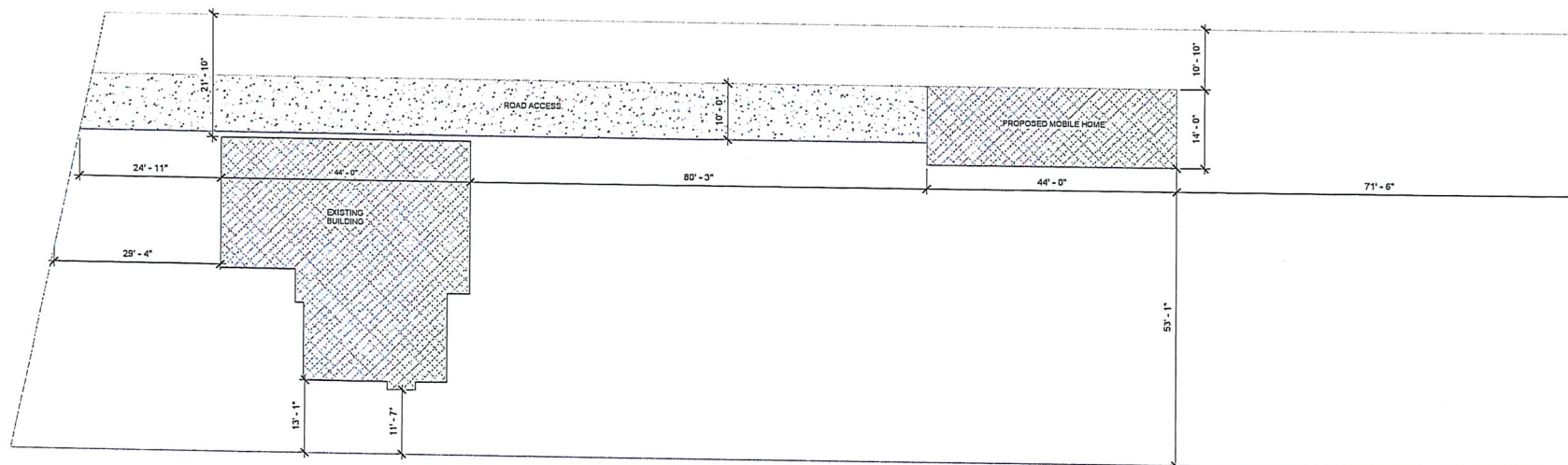
Susan Gingell,
Development Officer





[illegible]

Project number	-
Date	2025-09-10
Drawn by	J.A
Checked by	J.A
A4	
Scale	1" = 10'-0"



① SITE PLAN
1" = 10'-0"