

**MUNICIPAL PLANNING COMMISSION AGENDA
SUMMER VILLAGE OF JARVIS BAY
SUMMER VILLAGES ADMINISTRATION OFFICE
SEPTEMBER 20, 2023 @ 9:00 A.M.**

A. CALL TO ORDER

B. ADOPTION OF AGENDA

C. DEVELOPMENT ITEMS

- 1) 17 Jarvis Bay Drive
- 2) 216 Jarvis Bay Drive

D. ADJOURNMENT

Summer Village of Jarvis Bay – Municipal Planning Commission

September 20, 2023

Agenda Item

17 Jarvis Bay Drive (Lot 9, Block 1, Plan 2350EO)

Development Permit Application

Background:

The registered owner of 17 Jarvis Bay Drive (Lot 9, Block 1, Plan 2350EO), in the village of Jarvis Bay has applied for the operation of a tourist home. This property is located in the R District (Residential District). The dwelling on the property proposed to be used for the tourist home operation, consists of 4 bedrooms and the proposed maximum amount of people staying overnight is 10. Parking will take place on the driveway and garage of the property which provides ample off-street parking. Guests will not have access to a private dock, and there is proper fire safety in place for the property. There is a RV stored in the backyard of the property, this is not available to be used by renters. This is the first application for a tourist home operation for this property.

Discussion:

This application is before MPC for the following reason:

- Land Use Bylaw 125/13, Residential A District, Tourist Home is listed as a discretionary use; therefore, the decision must come from the Municipal Planning Commission.

Application Review:

After reviewing the application and all relevant planning documents, administration does not see any reason for the application to be denied. The tourist home operation is within the Land Use Bylaw regulations and does not require any variances. Adjacent landowners have been notified and no comments have been received.

Conditions:

If approved, Administration would recommend the following conditions:

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.

September 13, 2023

- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- The operator of the tourist home shall provide the Summer Village Office with their name and phone number(s) and of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes in this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- The tourist home shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway, of a minimum of one stall per bedroom.

Authorities:

For a discretionary use in any district:

- The Municipal Planning Commission may approve an application for a Development Permit:
 - With or without conditions;
 - Based on the merits of the proposed development, including it's relationship to any approved statutory plan, non-statutory plan, or approved policy, affecting the site;
 - Where the proposed development conforms in every respect to this Land Use Bylaw; or
- May refuse an application for a development permit based on the merits of the proposed development, even though it meets the requirements of the Land Use Bylaw; or
- Subject to provisions of section 2.4 (2), the Municipal Planning Commission shall refuse an application for a development permit if the proposed development does not conform in every respect to the Land Use Bylaw.

Decision:

In order to retain transparency of the Commission, Administration recommends one of the following:

1. Approve the application with or without conditions (*Section 642 of the MGA*), or
2. Deny the application stating reasons why (*Section 642(4) of the MGA*).

THIS AMENDED "LETTER OF INTENT" (the "Document") made as of this 11th day of Sept, 2023,

BETWEEN:

[REDACTED] of 17 Jarvis Bay Drive, Jarvis Bay, AB (T4S 1R9)

-AND-

THE SUMMER VILLAGE OF JARVIS BAY

To Whom it May Concern,

This letter is to inform you that we are submitting an application for a "Tourist Home Development Permit" for 17 Jarvis Bay Drive, Jarvis Bay AB. It is our intention to rent our home as a vacation rental when it is not being used by our family.

The main home is a 3 bedroom, 1 den home and the secondary cabin is a one bedroom, 1 bathroom. (A full measurement report will be submitted with the application).

We have 4 parking stalls in the main driveway as well as a full garage to accommodate guest parking.

We are also requesting a permit to moor a boat or a sea-doo (buoy and anchor), this would be for our personal use only and will not be used as part of our vacation rental without the agreement of The Summer Village of Jarvis Bay.

We have a firepit in the middle of our front yard in an open space. There are no trees or shrubs above or around the firepit (picture attached). We also let guests know if there is a fire ban in effect and if this fire ban is broken it will result in immediate eviction as is allowed and supported by law and all vacation rental sites.

***Our RV that is stored in our back yard will NOT be used as a vacation unit for guests. We inform all our guests that additional usage of RV's, campers, and/or tents is prohibited.

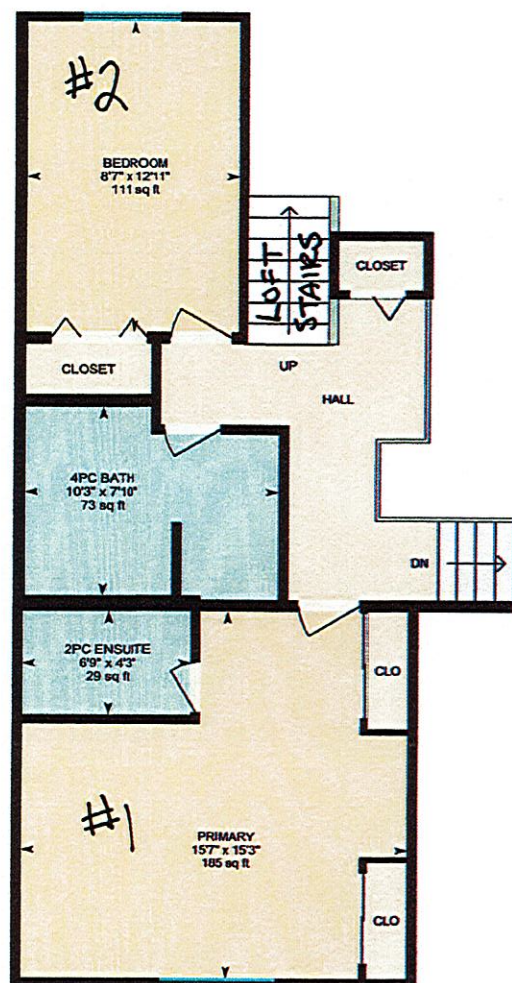
If there are any questions regarding our application, please contact me, [REDACTED]

Thank you for your time and consideration of our application.

Sincerely,

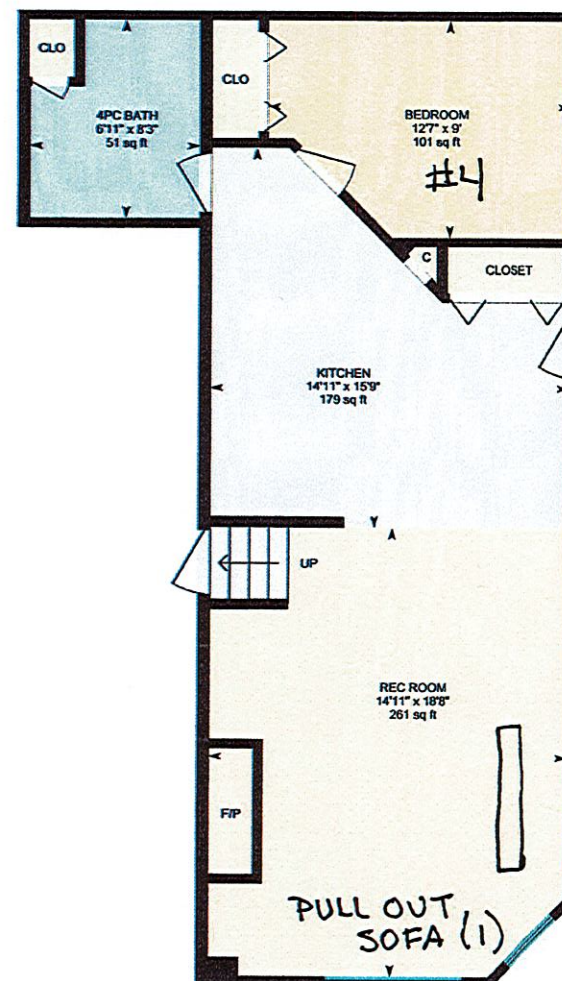
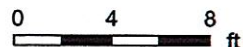
17 Jarvis Bay Dr, Sylvan Lake, AB

Main Building: Total Exterior Area Above Grade 1726.15 sq ft



LEVEL (4)

Upstairs
Exterior Area 588.51 sq ft



Basement (Below Grade)
Exterior Area 694.94 sq ft

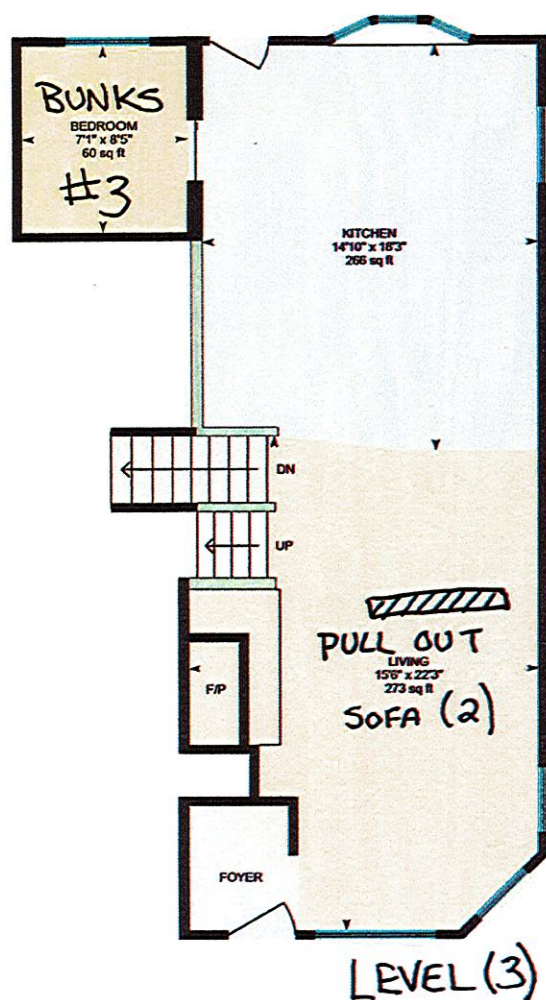
LEVEL (1)

PREPARED: 2022/12/14

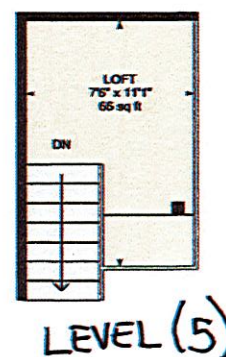
White regions are excluded from total floor area in iGUIDE floor plans. All room dimensions and floor areas must be considered approximate and are subject to independent verification.

17 Jarvis Bay Dr, Sylvan Lake, AB

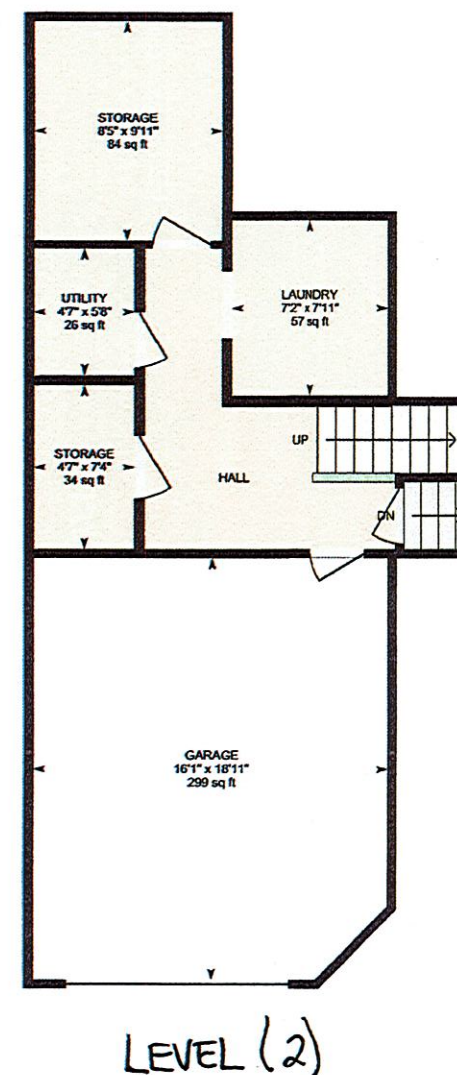
Main Building: Total Exterior Area Above Grade 1726.15 sq ft



Main Floor
Exterior Area 696.60 sq ft



2nd Floor
Exterior Area 101.55 sq ft

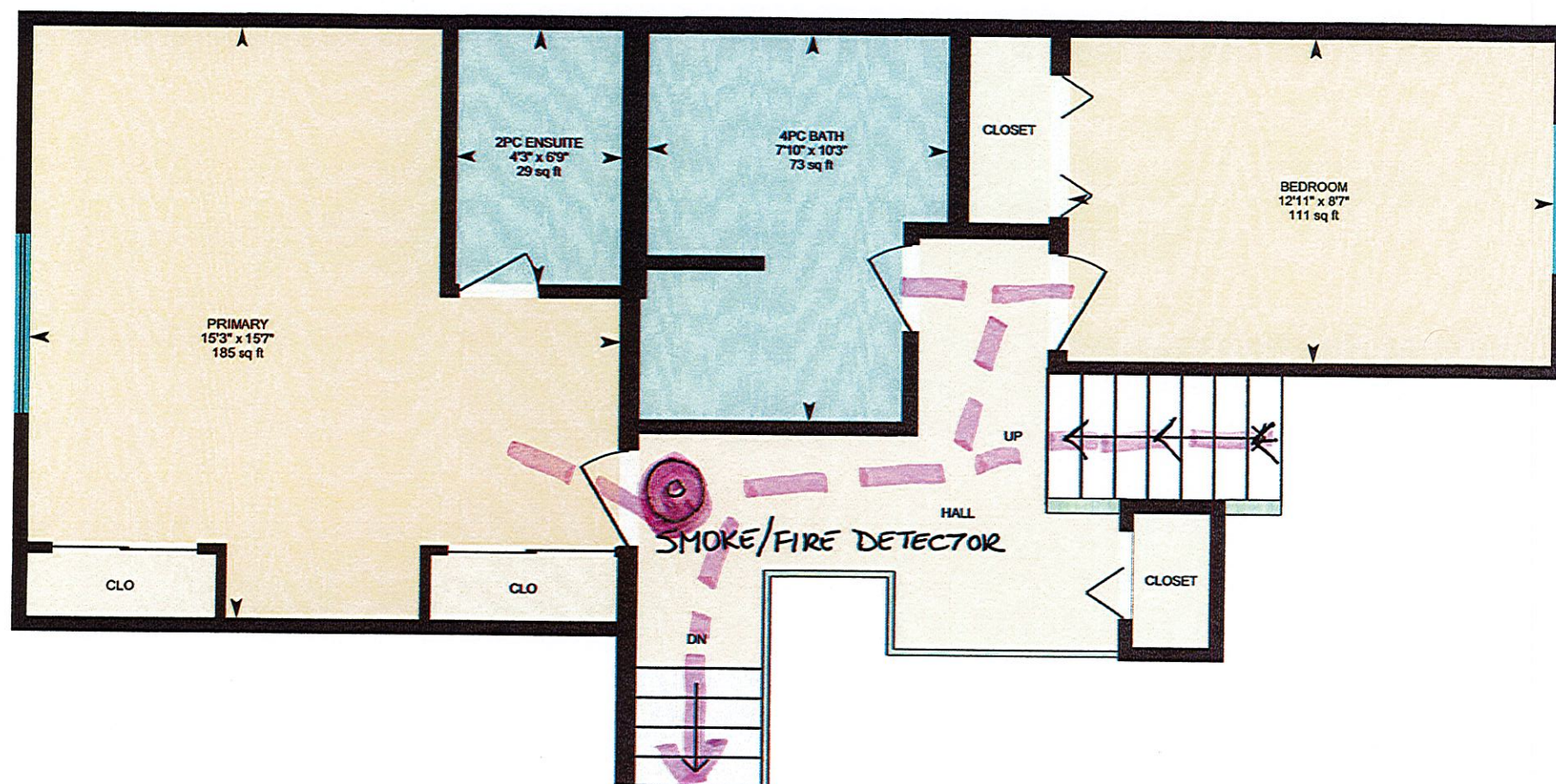


Downstairs
Exterior Area 339.49 sq ft

0 4 8
ft

17 Jarvis Bay Dr, Sylvan Lake, AB

Upstairs Exterior Area 588.51 sq ft
Interior Area 564.11 sq ft



PREPARED: 2022/12/14

White regions are excluded from total floor area in iGUIDE floor plans. All room dimensions and floor areas must be considered approximate and are subject to independent verification.

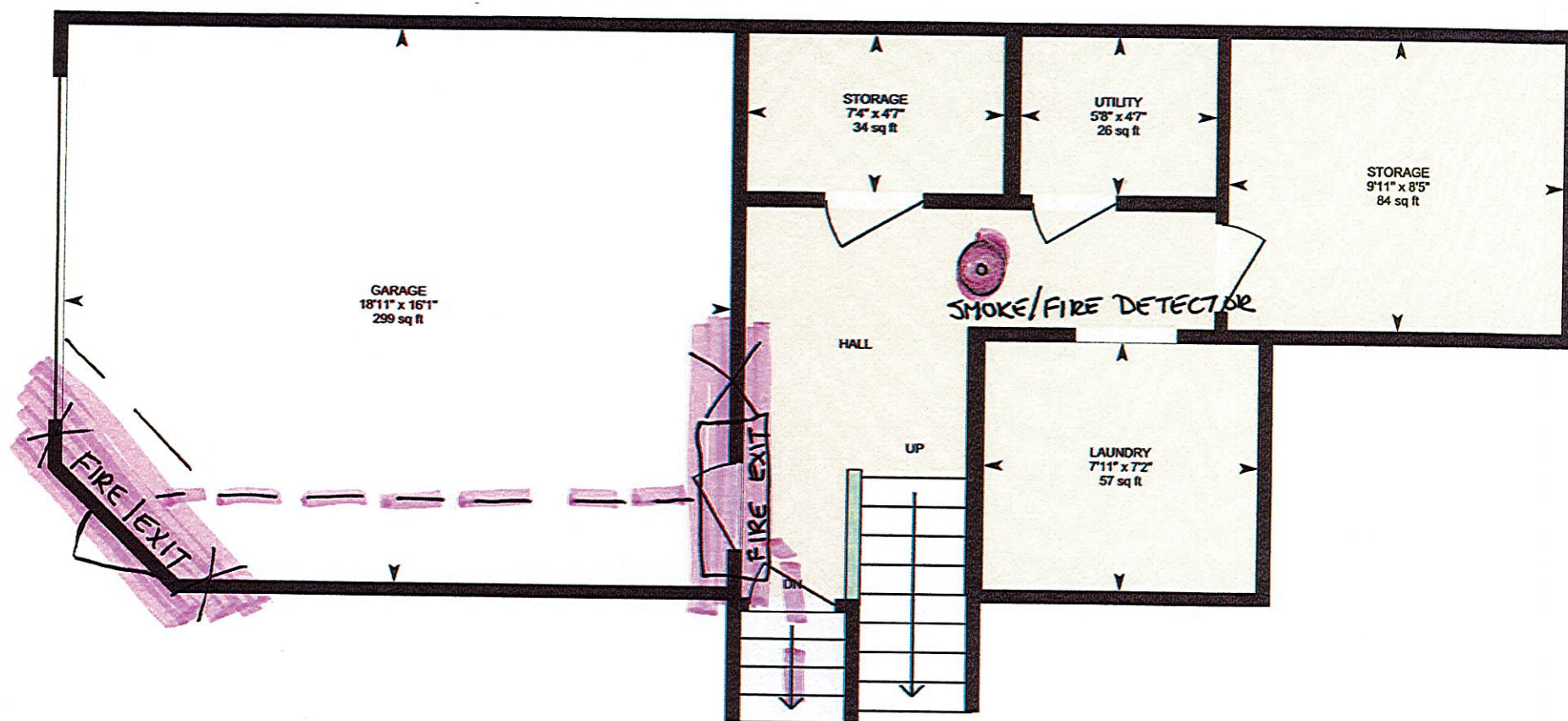


iGUIDE

17 Jarvis Bay Dr, Sylvan Lake, AB

Downstairs Exterior Area 339.49 sq ft
 Interior Area 320.66 sq ft
 Excluded Area 318.84 sq ft

FIRE EXIT PLAN - GARAGE LEVEL



0 4 8 ft

PREPARED: 2022/12/14



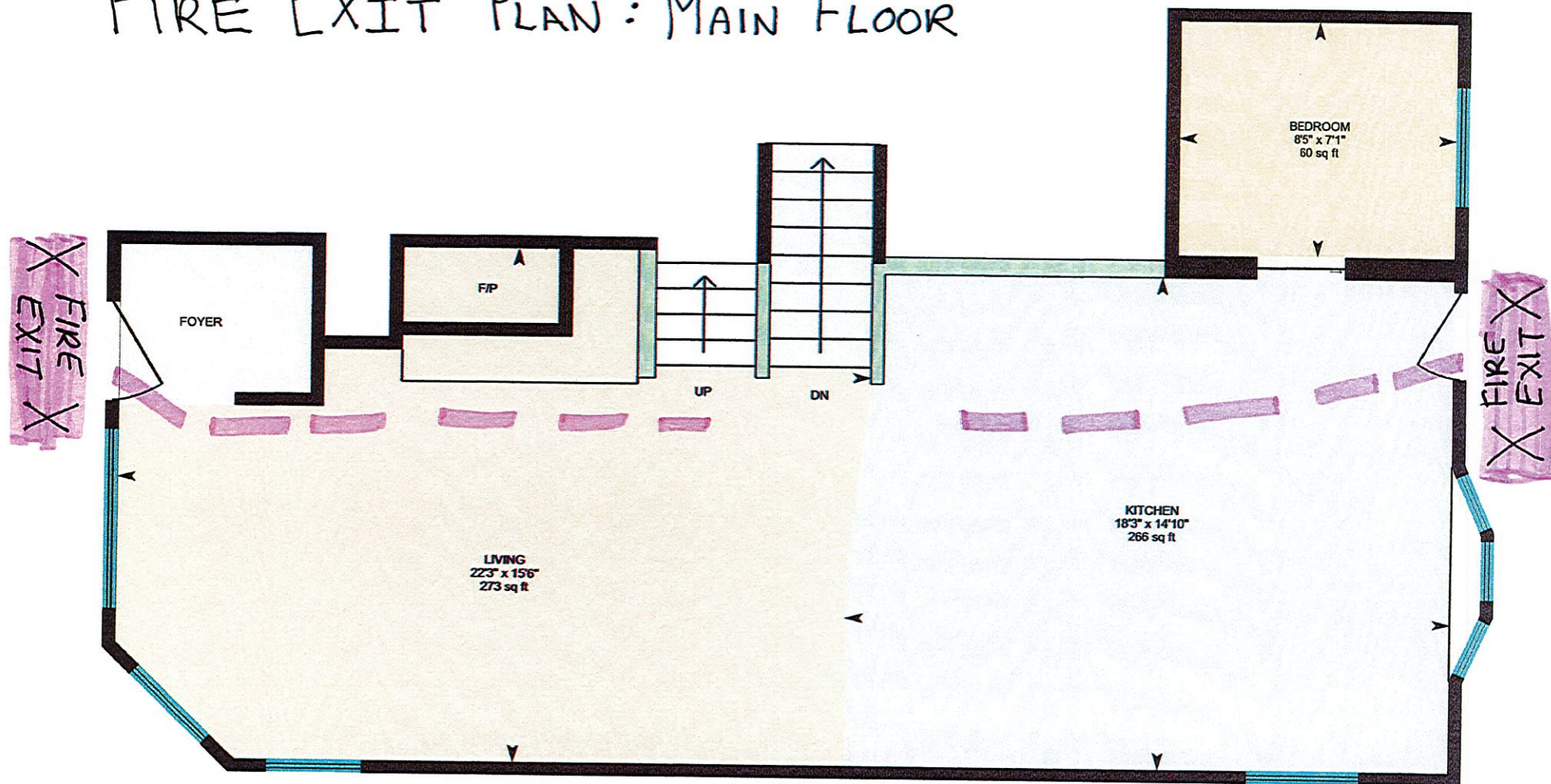
White regions are excluded from total floor area in iGUIDE floor plans. All room dimensions and floor areas must be considered approximate and are subject to independent verification.

iGUIDE

17 Jarvis Bay Dr, Sylvan Lake, AB

Main Floor Exterior Area 696.60 sq ft
Interior Area 667.65 sq ft

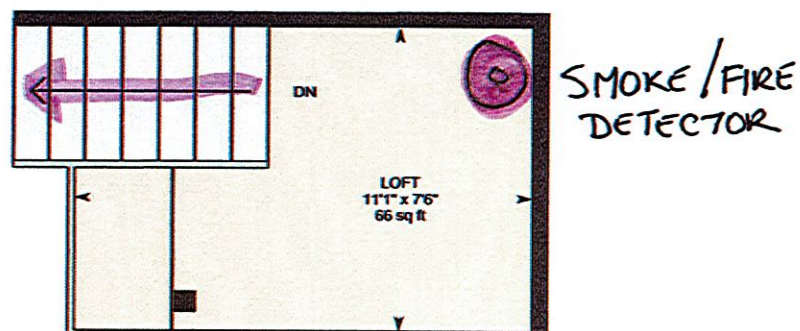
FIRE EXIT PLAN: MAIN FLOOR



White regions are excluded from total floor area in iGUIDE floor plans. All room dimensions and floor areas must be considered approximate and are subject to independent verification.

17 Jarvis Bay Dr, Sylvan Lake, AB

2nd Floor Exterior Area 101.55 sq ft
Interior Area 87.55 sq ft



0 2 4
ft

PREPARED: 2022/12/14



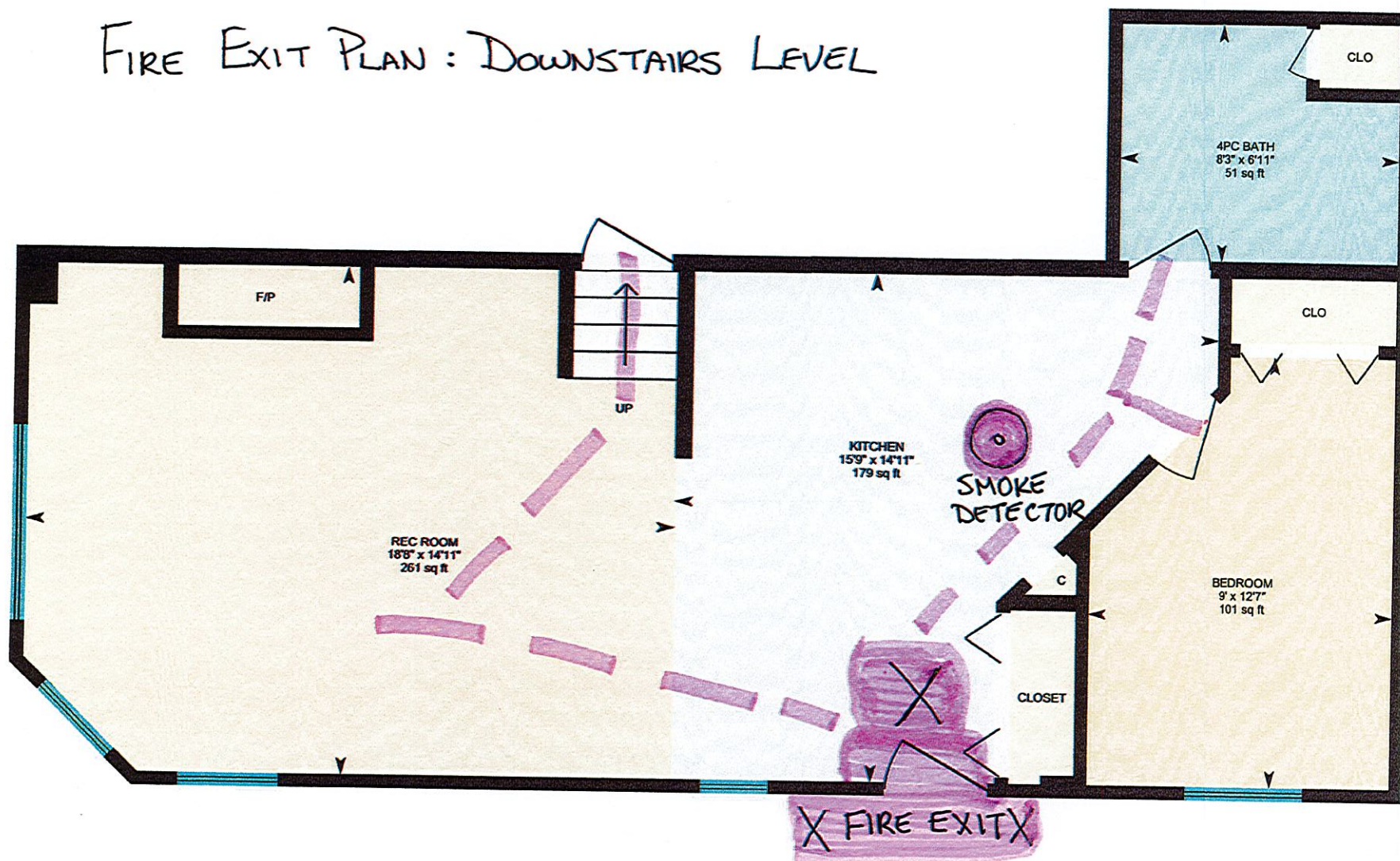
White regions are excluded from total floor area in iGUIDE floor plans. All room dimensions and floor areas must be considered approximate and are subject to independent verification.

iGUIDE

17 Jarvis Bay Dr, Sylvan Lake, AB

Basement (Below Grade) Exterior Area 694.94 sq ft
Interior Area 648.62 sq ft

FIRE EXIT PLAN : DOWNSTAIRS LEVEL



0 3 6 ft

PREPARED: 2022/12/14

White regions are excluded from total floor area in iGUIDE floor plans. All room dimensions and floor areas must be considered approximate and are subject to independent verification.

FIRE SAFETY PLAN FOR 17 JARVIS BAY DRIVE

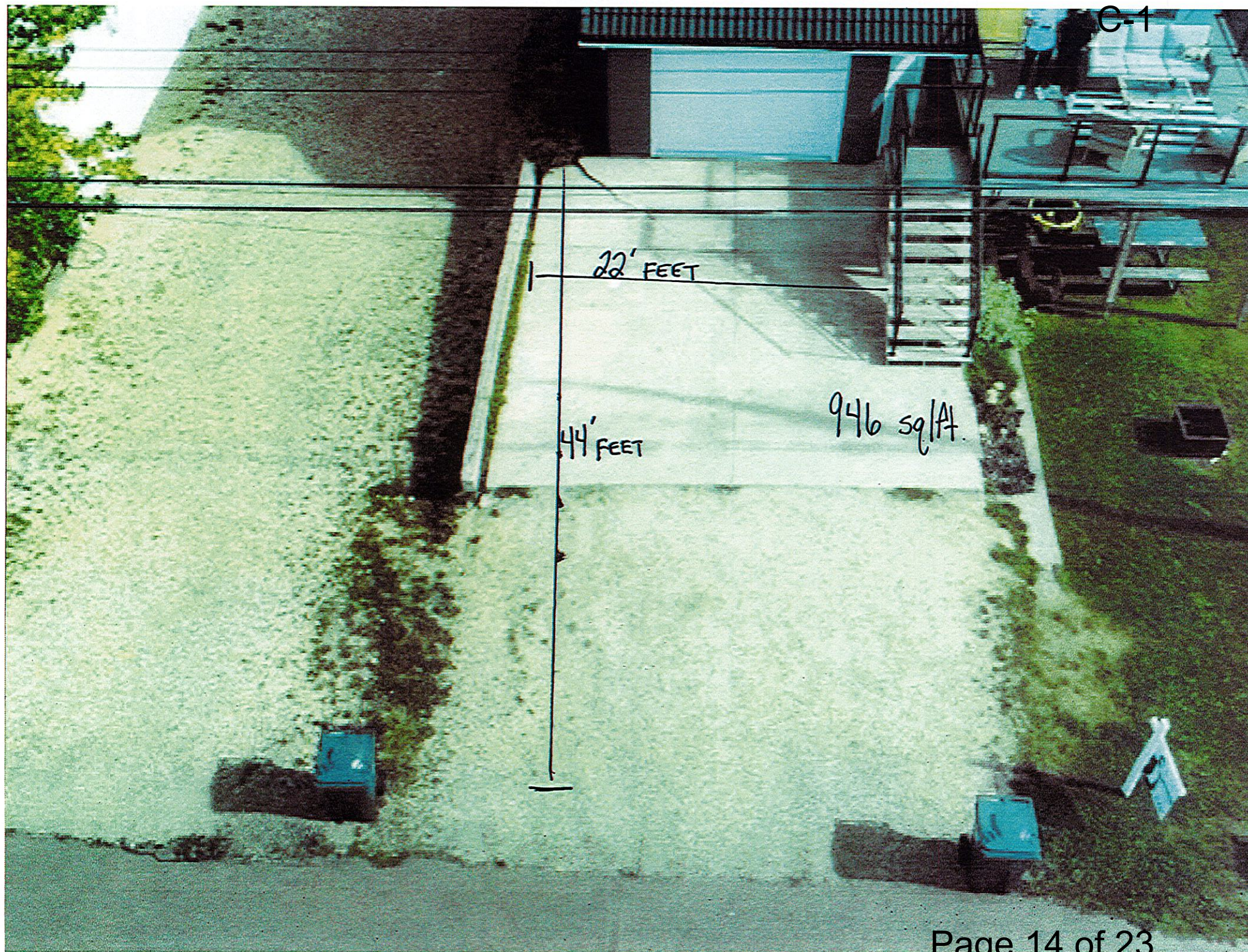
A COPY OF MARKED FIRE EXITS ARE POSTED ON BOTH REFRIGERATOR DOORS AND TO THE LEFT OF THE FRONT DOOR AND BASEMENT DOOR

- 1) Emergency Contact Information:
 - Fire department: Dial 911
 - Property Owner/Manager: [REDACTED]
- 2) Emergency Exits:
 - Identify the primary and secondary emergency exits in the tourist home. These exits should be clearly marked and remain free from obstructions at all times. Please see attached diagram outlining all exits.
 - Familiarize yourself with the evacuation routes and ensure all occupants are aware of them.
- 3) Smoke/Fire Alarms:
 - The tourist home is equipped with 4 smoke alarms. Test the smoke alarms regularly and immediately report any malfunction to the property owner/manager.
 - Locations:
 - o Upstairs above the Primary bedroom (open access to the kitchen and main living room)
 - o On the wall in the open loft area
 - o On the second level outside the boiler and laundry rooms/ beside garage door.
 - o Downstairs on the ceiling in the kitchen outside the bedroom door.
- 4) Fire Extinguishers:
 - There are 3 fire extinguishers:
 - o Upstairs in the living room beside the fireplace (3rd level)
 - o In the closet beside the front door (3rd level)
 - o Downstairs in the closet beside the kitchen/front entrance door (1st level)
 - Learn how to operate a fire extinguisher and understand types of fires that they can effectively extinguish.
 - Use fire extinguishers only if it is safe to do so and if the fire is small. In the event of a larger fire, evacuate immediately and notify the fire department (call 911)
- 5) Kitchen safety:
 - Do NOT leave any cooking unattended. Stay in the kitchen while using stove tops, ovens, or other cooking appliances.
 - Keep flammable materials away from heat sources and open flames.
 - Ensure that the went with the fire extinguisher suitable for kitchen fires.
- 6) General Fire Safety:
 - Never overload electrical outlets or use damaged electrical cords. Report any electrical issues to the property owner/manager.
 - Do not smoke inside the first home at anytime! Smoke only in designated outdoor areas, following local laws and regulations.

- Do not use candles or open flames. Opt for battery operated candles or flameless alternatives instead.
- 7) Emergency evacuation procedures:
 - in the event of a fire or fire alarm activation, follow these steps:
 - o remain calm and evacuate immediately using the designated emergency exits.
 - o If possible, close doors behind you to slow down the spread of fire and smoke.
 - o Proceeded as ignited assembly point across the street at Petro Beach sign.
 - o Do not re enter the building until the authorities declare it is safe to do so.

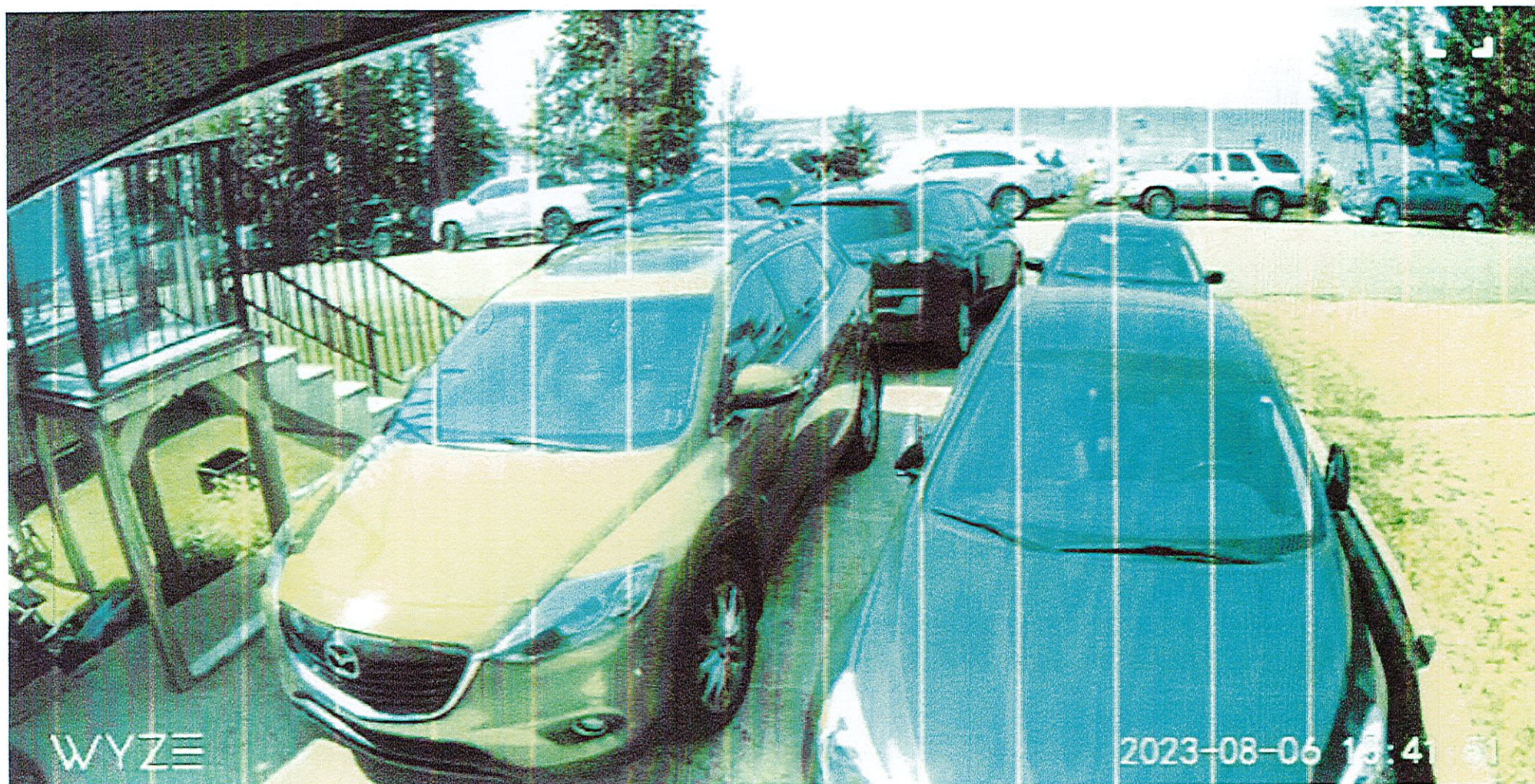
Remember, this is a general fire safety plan it is important to consult local fire safety regulations and guideline guidelines to ensure compliance with specific requirements in the Summer Village of Jarvis Bay/Sylvan Lake, Alberta





C-1

17 JARVIS BAY DRIVE
SHOWING ROOM ON OUR DRIVEWAY FOR 4 VEHICLES. ADDITIONAL 1 CAR GARAGE.



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SEP 07 2023



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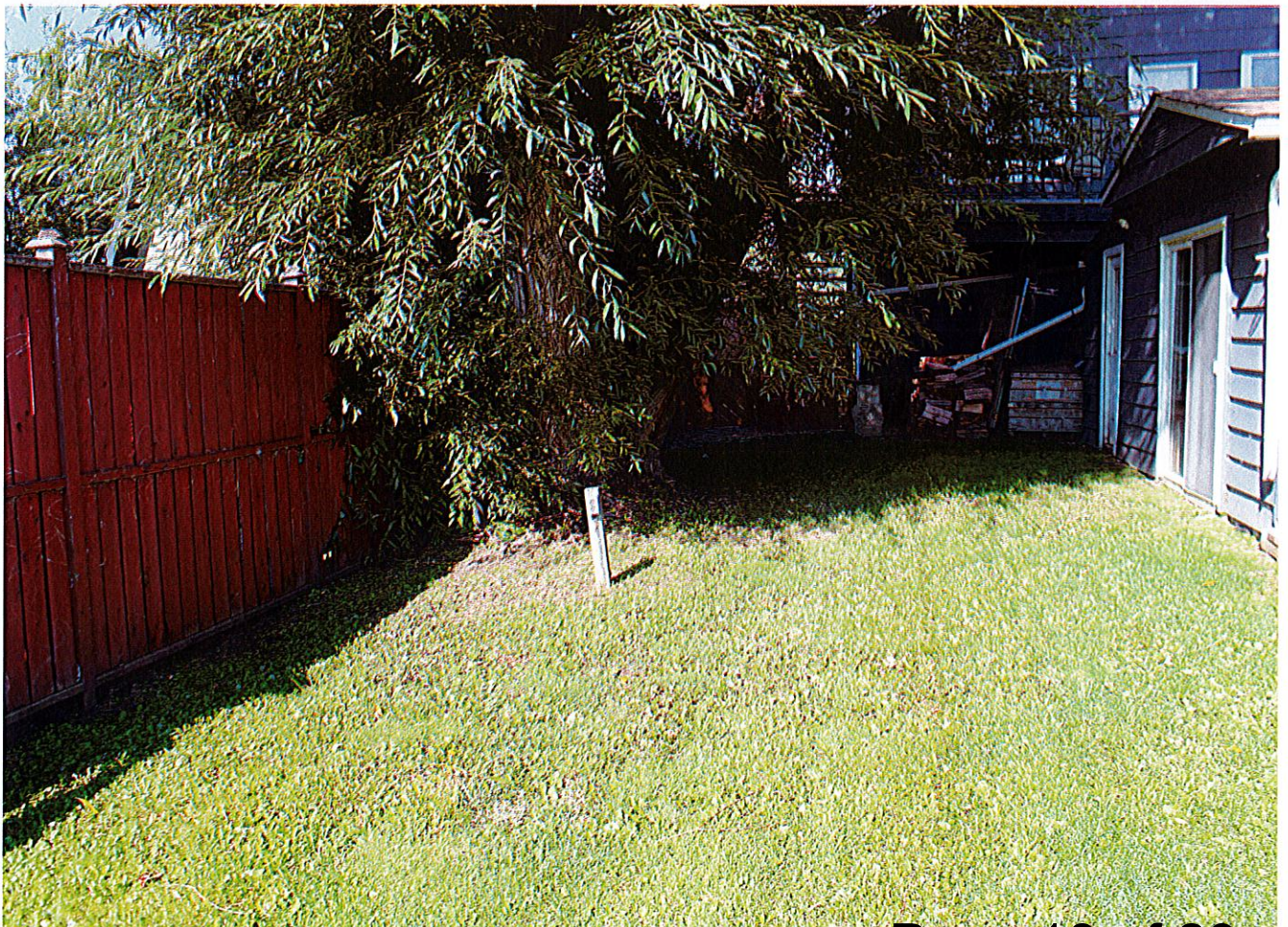
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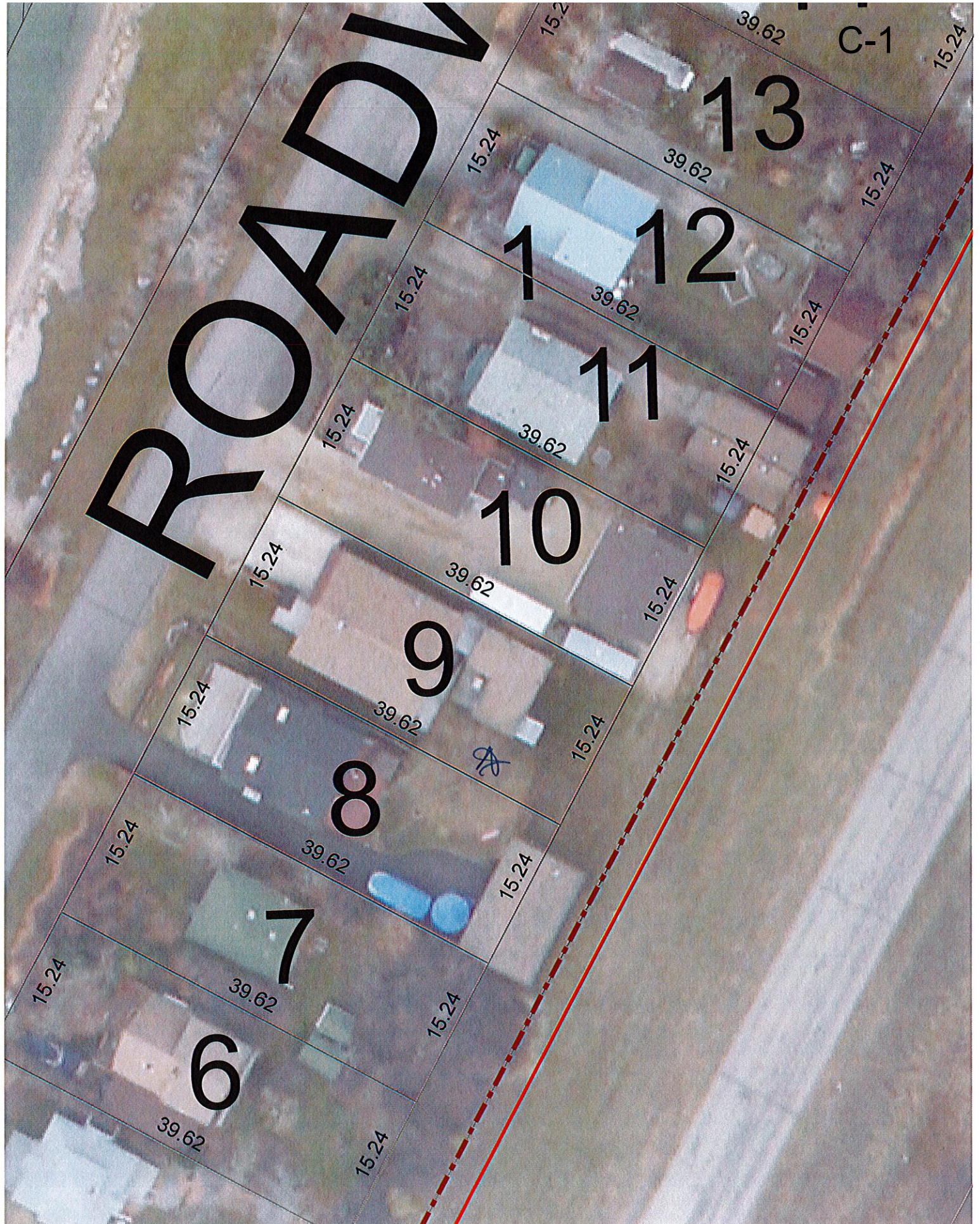
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SEP 07 2023





Lot 9

Google Maps 17 Jarvis Bay Dr



Image capture: Jun 2014 © 2023 Google



Summer Village of Jarvis Bay – Municipal Planning Commission

September 20, 2023

Agenda Item

216 Jarvis Bay Drive (Lot 23, Block 2, Plan 9825307)

Development Permit Application

Background:

The registered owner of 216 Jarvis Bay Drive (Lot 23, Block 2, Plan 9825307), in the village of Jarvis Bay has applied for the operation of a tourist home. This property is located in the R District (Residential District). The dwelling on the property proposed to be used for the tourist home operation, consists of 4 bedrooms and the proposed maximum amount of people staying overnight is 10. Parking will take place on the driveway of the property which provides ample off-street parking. Guests will not have access to a private dock, and there is proper fire safety in place for the property. This is the first application for a tourist home operation for this property.

Discussion:

This application is before MPC for the following reason:

- Land Use Bylaw 125/13, Residential A District, Tourist Home is listed as a discretionary use; therefore, the decision must come from the Municipal Planning Commission.

Application Review:

After reviewing the application and all relevant planning documents, administration does not see any reason for the application to be denied. The tourist home operation is within the Land Use Bylaw regulations and does not require any variances. Adjacent landowners have been notified and no comments have been received.

Conditions:

If approved, Administration would recommend the following conditions:

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.

September 13, 2023

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- The maximum number of people staying overnight in the tourist home shall be 10.
- The operator of the tourist home shall provide the Summer Village Office with their name and phone number(s) and of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes in this information. The operator shall provide adjacent landowners with this information.
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- May refuse an application for a development permit based on the merits of the proposed development, even though it meets the requirements of the Land Use Bylaw; or
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Decision:

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1. Approve the application with or without conditions (*Section 642 of the MGA*), or
2. Deny the application stating reasons why (*Section 642(4) of the MGA*).

Summer Village of Jarvis Bay

Letter of Intent

August 8, 2023

I am planning on listing my home with Air B and B. My home has 4 bedrooms, 3 ½ Baths, Kitchenette on the lower level with no stove, family room, living room, kitchen., living room and 2 laundry rooms and a maintenance room.

I have 2 smoke detectors on the upper level and 1 carbon monoxide detector on the upper level, I have 2 fire alarms and 1 carbon monoxide detector on the lower level. There are 4 exits on the upper level and 2 on the loser level. There is also an alarm for the sump pump and the sewer system.

I have no docking facilities currently. My firepit is a cement ring the size of the septic tank and it sits on a rock base and has a concrete apron 25 'in diameter around it (see Picture)

As for parking, I have more than enough space for 4 cars. (See Picture)

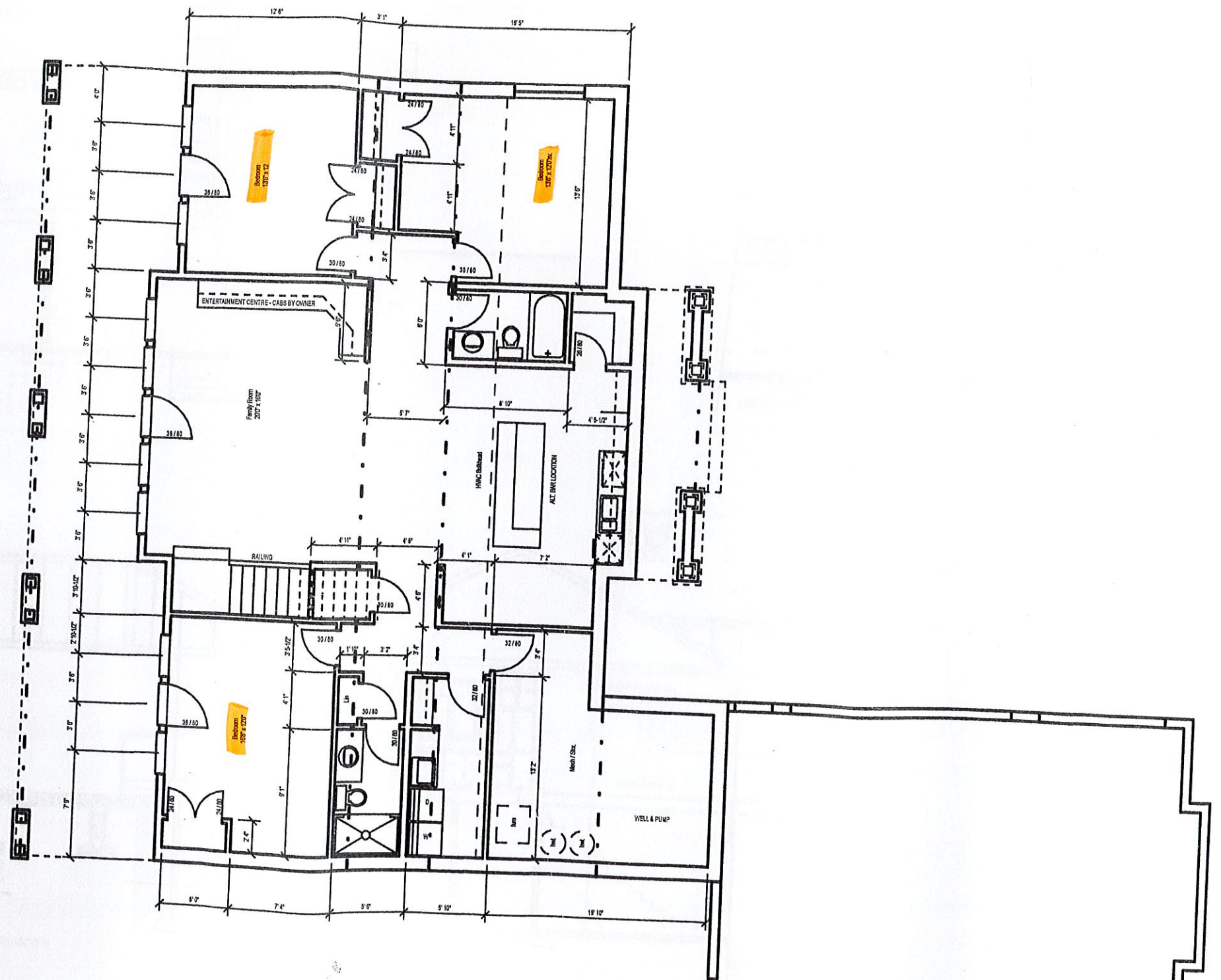
I will be living in the house when it is not being used as an air B and B. I am usually traveling in the winter, but in that case all the water is shut off.

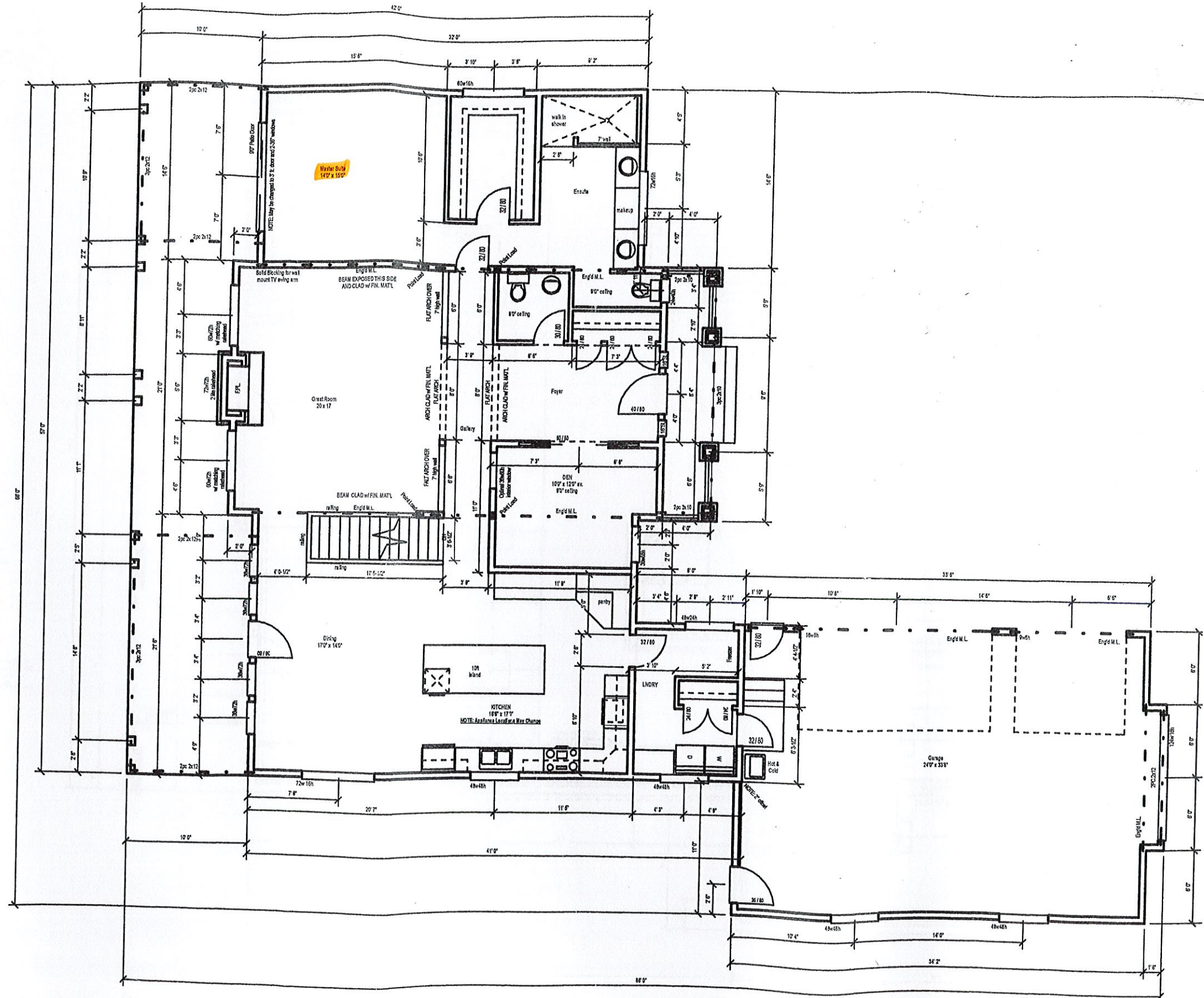
My daughter [REDACTED] will be handling any complaints about tenants and my grandson will also be checking the property. I also have hired someone to check the premises on a weekly basis. I will also be available by phone.

Thank You, [REDACTED]

[REDACTED]

[REDACTED]





Drawings are to be read not scaled. All dimensions & specifications to be confirmed by builder prior to construction. Must meet or better NBC, ABC & all local codes & requirements.



AUG 28 2023





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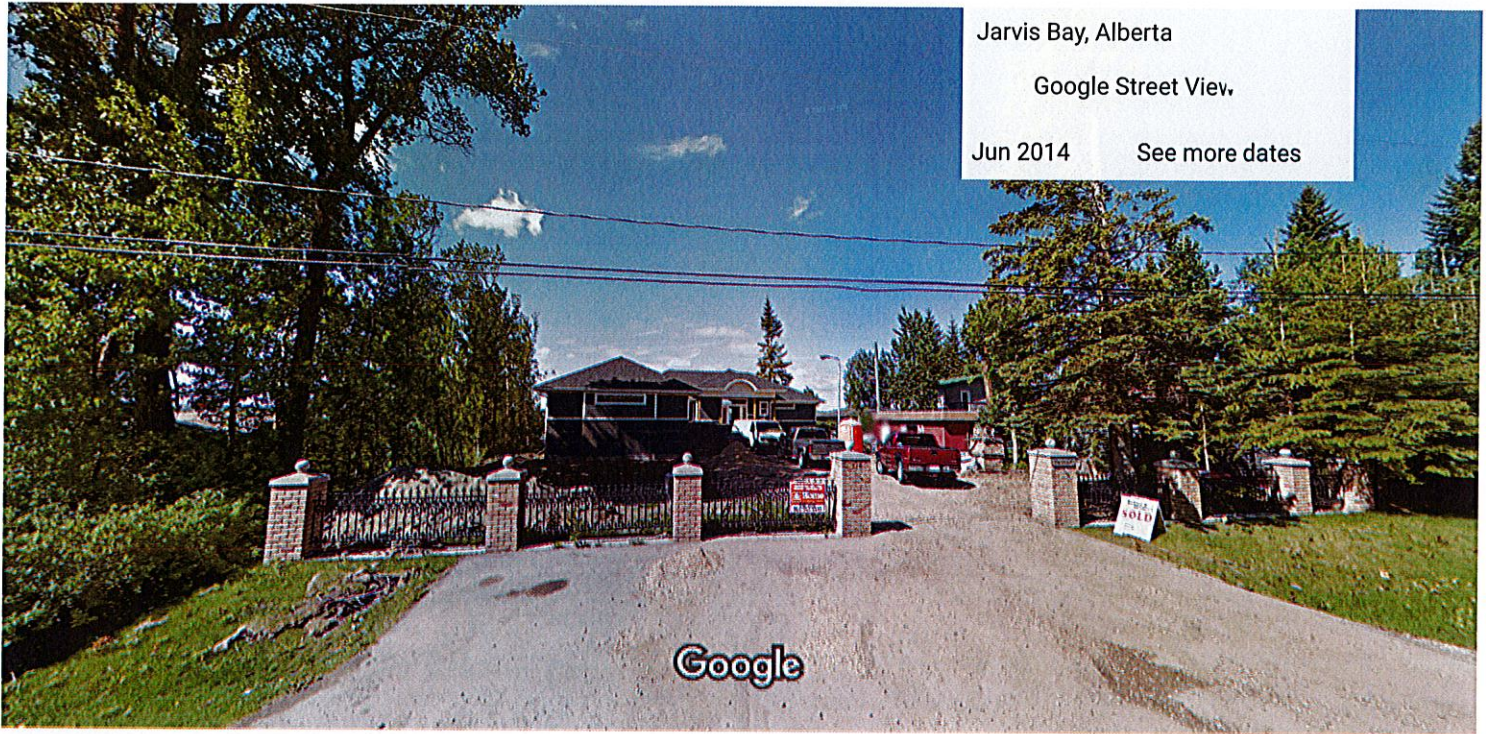


AUG 28 2023





Google Maps 199 Jarvis Bay Dr



Jarvis Bay, Alberta

Google Street View

Jun 2014

See more dates

Image capture: Jun 2014 © 2023 Google



