

The meeting of the Municipal Planning Commission was called to order by Chairperson Kreil at 1:00 p.m. on May 14, 2020 in the Council Chambers of the Lacombe County Administrative Office.

Present

Present: Chairperson Dana Kreil; Commission Members, Brenda Knight, Paula Law, Barb Shepherd, Ken Wigmore, Keith Stephenson and John Ireland; County Manager Tim Timmons; Director of Planning Services Dale Freitag; Senior Planner Cajun Paradis; Planner/Development Officer Peter Duke; Jr. Planner/Development Officer Florian Goetz and Recording Secretary Charmaine Tootell.

Don Wierenga and Colleen MacLean were also present.

**MPC 25/20
Agenda**

Moved by Mrs. Knight that the agenda be approved as presented.

Carried Unanimously.

**MPC 26/20
Minutes**

Moved by Mr. Wigmore that the minutes of the April 9, 2020 Municipal Planning Commission meeting be approved.

Carried Unanimously.

Development Permit Application No. 37/20 submitted by Colleen MacLean for the renewal and expansion of the existing kennel and production and sale of raw dog food business, known as *The Complete K9*, on property legally described as Lot 1 Block 1 Plan 082 4353, Pt. NW 20-40-25-W4M, east of Lacombe on property owned by 1748838 Alberta Ltd. This property is zoned Agricultural "A" District under the County's Land Use Bylaw.

Mr. Duke confirmed that the site is well screened with an existing shelterbelt and is accessed primarily from Highway 12. A second access has been built off of Range Road 25-5 as well. The business expects to generate 10-15 vehicle trips per day which represents employees and customers. An additional 2-3 semi trucks a month for raw material delivery, as well as 4-5 freightliner trucks a month for delivery of the finished product.

Peter Duke explained to the Commission that the renewal includes two additional shops, one 7,200 ft² and one 3,600 ft² in size, both intended for cold storage of raw meat which is currently being stored in refrigerated trailers. Typical equipment used in the business includes a forklift, skid steer, saws, scales, conveyors, a meat grinder, refrigeration trailers, and delivery vehicles. The kennel portion of the business remains unchanged with a maximum of 30 dogs being present at any one time.

Mr. Duke confirmed the site plan does indicate two additions to the residence (titled "House #1" and "House #2") which will be considered under a separate permit.

Mr. Duke further confirmed the business employs two (2) on site resident employees and a maximum of six (6) non-resident on site employees, as well as an additional four (4) non-resident offsite employees. The hours of operation are to be from 9:00 a.m. – 5:00 p.m. Monday to Friday, and 10:00 a.m. – 12:00 p.m. on Sundays.

Mr. Duke advised that there is an existing residence on site, which satisfies the requirements of policy ECON 5.4.4 of the County's MDP.

Mr. Duke advised that Alberta Transportation has issued a Roadside Development Permit and has approved continued use of the main access from Highway 12. Furthermore, Mr. Duke advised that the applicants constructed an alternate access for delivery trucks off Range Road 25-5, which the County's Operations Department has determined that although the access does not meet current standards, they have no issues with continued use as the access is within 150m from an intersection.

Mr. Duke recommended approval of the application with conditions, as this business provides a valuable service to the community.

A discussion was held regarding confirmation of number of dogs approved, designation of the application within the Land Use By-law as well as the use of the

second access and requirement of an access easement.

Mr. Don Wierenga addressed the Commission on behalf of the applicant and advised that the cold storage is not just used for storage of the meat but also used for storage of vehicles and confirmed with the additional storage the plan is to remove some of the refrigerator trailers to clean up the site.

**MPC 27/20
DPA 37/20
The Complete K9
082 4353;1;1**

Moved by Mrs. Law that the Municipal Planning Commission approve Development Permit Application No. 37/20 submitted by Colleen MacLean for the renewal and expansion of the existing kennel and raw dog food business, known as The Complete K9, on property legally described as Lot 1 Block 1 Plan 082 4353, Pt. NW 20-40-25-W4M, east of Lacombe on property owned by 1748838 Alberta Ltd., subject to the following conditions:

- 1. term of development permit to be for five (5) years**
- 2. this approval shall be subject to an annual review by the Development Officer. Failure to comply with the conditions of the development permit may result in the permit being suspended or revoked**
- 3. the proposed buildings shall be located and constructed in accordance with the site plan and elevation drawings submitted with the development permit application**
- 4. the owner/operator shall ensure that the business does not cause any nuisance to surrounding property owners due to noise, dust, or excessive traffic, or anything else of a dangerous or objectionable nature, as determined by the County at its sole discretion**
- 5. business activities at the site shall adhere to the description of the business provided with the development application and site plan. A further development application is required for any changes to the business, including any new buildings, additions to existing structures, or increase in employees**
- 6. a maximum of 30 dogs shall be allowed on site at any one time**
- 7. all animals shall be kept inside the kennel after 8:00 PM until 7:00 AM**
- 8. the site to be kept in a neat and tidy condition at all times.**
- 9. no additional signs permitted, unless prior approval is received from the County.**

Please note that due to the proximity of the development with Highway 12, a roadside development permit will be required from Alberta Transportation. For more information, contact the Department at (403) 340-5166.

It is the responsibility of the applicant to ensure that the proposed development meets the requirements of the provincial Safety Codes Act and the associated Regulations. For more information on what permits may be required, contact one of the safety service agencies listed on the attached sheet.

Carried Unanimously.

Peter Duke, Don Wierenga and Colleen MacLean withdrew from the meeting.

Cajun Paradis entered the meeting.

Development Permit Application No. 33/20 submitted by 6447736 Alberta Ltd. o/a Thompson Ditching for the renewal and expansion of an existing sand pit on Pt. SW 04-41-26-W4M, north of the City of Lacombe on property owned by 1449846 Alberta Ltd. This property is zoned Agricultural "A" District under the County's Land Use Bylaw.

Cajun Paradis addressed the Commission and advised that the applicant is seeking to renew their previous approval, with the addition of 1.37 hectares (3.39 acres) active pit area, to the sand pit located on Pt. SW 04-41-26-W4M. Thompson Ditching is requesting to disturb a total 3.8 hectares (9.39 acres). Ms. Paradis explained that in 2019, Thompson Ditching applied for a total of 2.43 hectares (6 acres) and received conditional approval; however, during review of the Progressive Reclamation Plan it was noted that the incorrect pit size was applied for, and no permit was issued and this application is meant to correct that error.

Ms. Paradis indicated the operations will only include dry pit excavation and it is intended to excavate to a depth of 3.66 metres (12 feet) and the depth to groundwater is 5.18 metres (17 feet). The life span of the pit is projected to be approximately 10 years. The estimated volume of material to be removed from the site is 100,000 tonnes. Thompson Ditching has proposed sand hauling to occur Monday to Saturday from 7:00 a.m. to 7:00 p.m. during the summer, and from 7:00

a.m. to 6:00 p.m. in the winter, with no hauling on Sundays or holidays. The truck traffic generated will be 15 to 20 truckloads per day on busy months and 2 to 3 truckloads per day during slower months. The proposed haul route is west on Township Road 41-0, then north on Range Road 26-4, to Highway 2A. The proposed land use after reclamation is cultivated agricultural, with no end pit waterbodies

Ms. Paradis confirmed that the application was pre-circulated to property owners within one-mile of the site and confirmed that no responses were received during the pre-circulation period. Ms. Paradis also confirmed that the application was circulated to the County's Operations Department, Alberta Transportation, the City of Lacombe and Canadian Pacific Railway for comment. The County's Operations Department has no issues with the proposed development. Access is adequate, and the proposed traffic generated by the business should not affect the surrounding infrastructure. The City of Lacombe has no objections to the proposed development. Alberta Transportation and Canadian Pacific Railway did not provide any comments.

A discussion was held confirming the requirement for an annual review.

Ms. Paradis recommended approval of the application with conditions.

**MPC 28/20
DPA 33/20
Thompson Ditching
Pt. SW 4-41-26-W4M**

Moved by Mr. Ireland that the Municipal Planning Commission approve Development Permit Application No. 33/20 submitted by Thompson Ditching for the renewal and expansion of an existing sand pit on Pt. SW 04-41-26-W4M, north of the City of Lacombe on property owned by 1449846 Alberta Ltd., subject to the following conditions:

- 1. term of development permit to be for five (5) years***
- 2. this approval shall be subject to annual review by the Development Officer. Failure to comply to the conditions of development permit may result in the permit being suspended or revoked***
- 3. this approval is for a dry pit excavation only. Further approval is required from the County for any additional activities***
- 4. the pit size is to be no larger than 3.8 hectares (9.39 acres). The pit size includes all excavation areas where sand is being removed, areas where reclamation material has been salvaged and stockpiled, and areas determined to be infrastructure (e.g., access road, stockpiles, processing equipment, weigh scales)***
- 5. prior to a development permit being issued, the operator shall submit a progressive reclamation plan to the County's satisfaction***
- 6. prior to a development permit being issued, the operator to enter into a development agreement with the County respecting the operation. A caveat respecting the agreement shall be registered against the title of the property. All terms and conditions of the development agreement shall be met to the satisfaction of the County***
- 7. prior to a development permit being issued, the operator shall also enter into a sand haul agreement with the County. All terms and conditions of the sand haul agreement shall be met to the satisfaction of the County***
- 8. applicant is required to direct all haul traffic west on Township Road 41-0, then north on Range Road 26-4, to Highway 2A. No other route shall be used for haul traffic, unless permission is received in writing from the County***
- 9. hours of operation for the sand pit shall be Mondays to Saturdays, 7:00 a.m. to 7:00 p.m. from May 1st to October 31st, and 7:00 a.m. to 6:00 p.m. from November 1st to April 30th, with no hauling on Sundays or holidays***
- 10. appropriate noise abatement measures will be required to reduce nuisance impact on adjacent residents, and the County reserves the right to further restrict the hours of operation at its sole discretion***
- 11. applicant to ensure that there is ongoing communication with surrounding property owners and other residents that advises them of extended or non-typical operations, including the timing and duration of major hauls***
- 12. if extended hours of operation are required beyond those outlined in condition 9, the operator shall ensure surrounding property owners and other residents are notified at least seven (7) days prior to the proposed date of the proposed extended hours of operations. Please note that if concerns are raised by surrounding property owners and other residents, the operator will be required to limit all operations to those outlined in condition 9***
- 13. applicant to ensure all gravel trucks used in the operation are registered with the provincial central truck registry. Written evidence of the same is to be provided to the County***
- 14. a 3 metre (10 foot) wide buffer to be maintained for excavation from property lines with a minimum 3:1 slope ratio***
- 15. cut and fill slopes to be no steeper than 4:1 for the final design when***

- adjacent to a road, and 3:1 when adjacent to a property line*
16. *no new topsoil, overburden or granular material to be piled over 2 metres (6.56 feet) in height within 30.0 metres (98.42 feet) from a property line*
 17. *applicant to satisfy all requirements of Alberta Environment and Parks for the sand pit operation*

It is important to note that since the property is located within ½ mile of Highway 12, approval is also required from Alberta Transportation pursuant to the Alberta Public Highways Development Act and the Highway Department Control Regulations. For more information, please contact the Department at (403) 340-5166.

Carried Unanimously.

Frank Wilson and Lance Dzaman entered the meeting.

Development Permit Application No. 23/20 submitted by Delta Land Co. Inc. for permission to expand the existing campground, located at Sandy Point RV Resort on Gull Lake by 290 stalls. This property is zoned Recreational Vehicle Resort "R-RVR" District under the County's Land Use Bylaw.

Ms. Paradis reported that Delta Land Co. Inc. has applied for a 290-stall campground expansion at Sandy Point RV Resort, which will occupy approximately 38 acres directly north of the existing campground, west of the public beach. Ms. Paradis explained that the proposed development includes 290 stalls in four phases, with one security/operator suite. Each phase includes a washroom/shower building and play area (horseshoe pits/benches/garbage cans). Ms. Paradis explained that the campground stalls are proposed to be seasonal lease lots for the duration of the summer, from May 1st to September 30th and the developer is requesting a relaxation of the road and trail standards to be gravel roads and trails.

Ms. Paradis advised that the proposed hours of operation are 7 days/week, May 1 – October 15 (weather depending), 7 a.m. to 10 p.m. She further advised the campground will be connected to the existing communal water and sewer system, and will provide 50-amp power to each stall. As well, the proposed development has two resident on-site employees, and three non-resident off-site employees and the developer indicated that the proposed expansion will generate approximately 20 to 50 vehicle trips per day. There is proposed visitor parking in the expansion area and all trees are to remain except for roadway and parking pad construction.

Ms. Paradis confirmed that the application was pre-circulated to property owners within one-half mile of the development. Ms. Paradis advised that a total of 22 submissions were received with concerns regarding this development. Concerns received from adjacent property owners include:

- inability of the developer to deliver promised and advertised amenities (golf course, clubhouse, swimming pool), while at the same time proposing expansion of the campground;
- ability of the water/wastewater system to handle extra capacity and how that private system will be managed by the developer;
- additional traffic;
- additional congestion at the beach and boat launch/marina;
- lack of overflow parking space at the beach and boat launch/marina;
- aesthetics of existing temporary structures near the existing campground;
- construction noise;
- emergency response planning; and
- security provisions.

Ms. Paradis also confirmed that the application was pre-circulated to the Summer Village of Gull Lake, the Summer Village of Parkland Beach, Ponoka County, the County's Operations Department and the County Fire Chief. The Summer Village of Gull Lake, the Summer Village of Parkland Beach and Ponoka County offered no comments on the proposed development. The County's Fire Chief had no additional comments or concerns with the application provided that that County standards for roadways within the campground are maintained in order to allow for emergency vehicle access. The County's Operations Department had concerns, as follows:

- The application mentions the existing beach and playgrounds, which should be noted are not part of the proposed development, but are actually on County reserve land;
- While the office hours may be May 1 to October 15, 7 days per week, 7 am to 10 pm, the campground will be occupied with the potential for activity

- present to occur 24 hours a day;
- The traffic impact for Phase 1 was estimated on the application form to be 20-50 vehicles per day. According to *The 7th Edition of the Trip Generation* handbook, a conservative estimate is 4 trips per occupied site per day, with a peak of 10 trips per occupied site, per day. This equates to a range of 276-690 trips per day for Phase 1. When the project is fully built out, the traffic volume is estimated at 1160-2900 trips per day. This traffic will vary throughout the year, acknowledging weekdays and colder months will have lower traffic;
 - The visitor parking appears to be a very limited amount for the number of campsites. There is no mention of provisions for extra parking that will be required in locations such as the marina and beach for those who choose not to walk. As these are the responsibility of the County, a joint discussion would be required;
 - There is an encroachment issue of the beach access road on Lot 3MR Block 1 Plan 142 2128 into Lot 1 Block 1 Plan 132 2305. The outdoor storage and operator suite as shown on the site plan would be required to be relocated to a different area on the site plan, as there is currently the beach access road built in that location;
 - Signage within the campground to adhere to County standards;
 - The internal roads and trails are shown on the plan drawings to be a graded gravel surface. As per the County *Standards Manual*, roads and trails are to be paved and include proper ditches. For reference, the County *Standards Manual* drawings C-8 and C-9 are specific to campground roads, while drawing F-1 applies to trails; and
 - There are no noted drainage swales or ditches on the site plan, though these could be accounted for in the road construction when it is revised to meet County standards.

Ms. Paradis confirmed that paved roads and trails are a requirement of the *Land Use Bylaw* and the County's *Standards Manual*. The developer is requesting the Municipal Planning Commission consider a relaxation of these standards to gravel roads and trails. Staff have concerns with this request and do not support this relaxation of standards as outlined in County policy, in both the *Land Use Bylaw* and the *Standards Manual*. If Council wished to relax the standards, Council would have to amend both the *Land Use Bylaw* and the *Standards Manual*. Ms. Paradis also confirmed that the proposed campground stalls are intended to replace condo units originally planned within Stage 2 of the overall development. Therefore, this proposed development will not increase the original units approved in the signed Development Agreement for Sandy Point RV Resort. The original concept plan and accompanying technical studies were completed for full build out of the development (1125 units, Stage 1 made up of Phase 1-6, and Stage 2 with an additional 5 phases).

As well, Ms. Paradis confirmed that Section 29.2 of the existing Development Agreement (October 14, 2010) outlines that the developer acknowledges that the County reserves the right to renegotiate this development agreement prior to the commencement of any development of Stage 2 (the location of this proposed campground development). Staff recommended conditions of approval include the requirement to enter into a subsequent Development Agreement for the proposed campground development, to ensure the development is constructed to the infrastructure and servicing standards required.

Ms. Paradis recommended approval of the application with conditions as Staff considers the proposed campground a suitable use of the lands, and complements the RV Resort development at Sandy Point.

Discussions were held to confirm the size of the seasonal lots, the capacity of the water/sewer system and electrical servicing as well as capacity of visitors' parking.

The Commission requested further information in relation to the location of the existing trail, possibility of more trails, incompleteness of the golf course; compound storage as opposed to year round storage; possibility of decks and sheds; location and security of access; and reason for expanding the seasonal campground as opposed to owned lots; fees for seasonal use and, the request for a relaxation of the requirement for paved roads and trails to allow for gravel roads and trails.

Mr. Lance Dzaman addressed the Commission on behalf of the applicant and explained the application for a seasonal campground was made due to demand for seasonal as well as affordability, rather than owned lots. He advised seasonal lots would not be to the same standard as owned lots of the development as it would deter ownership in the Condo Association. He further advised the fees for seasonal sites would be similar to those in other local seasonal sites.

Mr. Dzaman confirmed the campground would be for seasonal use only and would not be used for year round storage, but that floating decks and small storage sheds could be a possibility.

Mr. Dzaman advised that only the internal roads and trails within the seasonal campground would be gravel and the rest of the development would be paved. He advised gravel was the usual requirement for other seasonal campgrounds, due to cost.

Mr. Dzaman confirmed the campground would be gated in order to keep it seasonal and not allow yearly access for year round storage.

Mr. Dzaman advised in order to make the golf course feasible it would require more people at the resort for utilization prior to being built.

**MPC 29/20
DPA 23/20
Delta Land Co. Inc.
Sandy Point RV
Resort, Gull Lake**

Moved by Mrs. Knight that the Municipal Planning Commission approve Development Permit Application No. 23/20 submitted by Delta Land Co. Inc. for permission to expand the existing campground, located at Sandy Point RV Resort on Gull Lake by 290 stalls, subject to the following conditions:

- 1. approval is for the development of up to two hundred and ninety (290) campground stalls. Further, activities at the site shall adhere to the description of the property use provided with the development application. A further development permit application is required for any changes to the use of the property, including any additional campground stalls, buildings or additions to existing structures***
- 2. prior to a development permit being issued, the developer is to enter into a development agreement with the County respecting the campground. A caveat respecting the agreement shall be registered against the title of the property. All terms and conditions of the development agreement shall be met to the satisfaction of the County***
- 3. prior to a development permit being issued, a boundary adjustment or access easement must be completed to the County's satisfaction to address the encroachment of the beach access road within Lot 3MR Block 1 Plan 142 2128 into Lot 1 Block 1 Plan 132 2305***
- 4. all roads and trails are to be built in accordance with the County's Standards Manual and Land Use Bylaw, to the satisfaction of the County***
- 5. all signage is to be installed to the satisfaction of the County***
- 6. the proposed washroom/shower buildings shall be located and constructed in accordance with the site plan and information submitted with the development permit application, any changes will require prior approval from the County***
- 7. the proposed operator/security suite shall be located in accordance with the County's Land Use Bylaw and constructed in accordance with the information submitted with the development permit application, any changes will require prior approval from the County***
- 8. exterior finish and appearance of the proposed structures shall complement the existing structures at Sandy Point***
- 9. no individual onsite water or wastewater systems permitted. Development must connect to the existing communal water and wastewater system***
- 10. campground to be operated at all times in a manner that does not cause nuisance for surrounding residents due to noise, excessive traffic, or anything else of dangerous or objectionable nature as determined by and at the sole discretion of Lacombe County***
- 11. any outside storage of materials or equipment associated with the campground to be screened from view to the satisfaction of the County***
- 12. no year round storage of recreational vehicles is permitted***
- 13. the site to be kept at all times in a neat and tidy condition***

It is the responsibility of the applicants to ensure that the proposed development meets the requirements of the provincial Safety Codes Act and the associated Regulations. For more information on what permits may be required, contact one of the safety service agencies listed on the attached sheet.

Carried.

Cajun Paradis, Frank Wilson and Lance Dzaman withdrew from the meeting.

Florian Goetz entered the meeting.

Planning Update Florian Goetz presented the Planning Services update for April, 2020.

Next Meeting The next meeting is scheduled for May 28, 2020.

**MPC 30/20
Adjourn**

***Moved by Mr. Ireland that the meeting adjourn.
Time: 2:06 p.m.***

Carried Unanimously.

Chairperson