

The meeting of the Municipal Planning Commission was called to order by Chairperson Kreil at 1:00 p.m. on March 11, 2021 in the Council Chambers of the Lacombe County Administrative Office.

Present

Present: Chairperson Dana Kreil; Commission Members, Brenda Knight, Paula Law, Barb Shepherd, Keith Stephenson and John Ireland; County Manager Tim Timmons; Manager of Corporate Services Michael Minchin; Manager of IT Michael Kartusch; Director of Planning Services Dale Freitag; Senior Planner Cajun Paradis; Planner/Development Officer Peter Duke and Recording Secretary Allison Noonan.

**MPC 6/21  
Agenda**

***Moved by Mr. Wigmore that the agenda be approved as presented.***

***Carried Unanimously.***

**MPC 7/21  
Minutes**

***Moved by Mr. Ireland that the minutes of the February 11, 2021 Municipal Planning Commission meeting be approved.***

***Carried Unanimously.***

Development Permit No. 21/21 submitted by Drew and Bernadene Serediak for an existing 165 ft<sup>2</sup> (15.36 m<sup>2</sup>) garden shed and total accessory building space of 1,649 ft<sup>2</sup> (153.19 m<sup>2</sup>) on Lot 4 Block 2 Plan 074 0315, located in Lakeview Estates on Gull Lake. The property is zoned Residential Lake Area 'R-RLA' District in the County's Land Use Bylaw.

Cajun Paradis addressed the Commission and confirmed that the applicants are seeking development approval for an existing 165 ft<sup>2</sup> (15.36 m<sup>2</sup>) garden shed. Ms. Paradis advised that the three small shed and one detached garage on the property bring the total accessory building space to 1,649 ft<sup>2</sup> (153.19 m<sup>2</sup>), which brings the total site coverage to 8%. Ms. Paradis advised that the application is warranted as the site coverage will not exceed 30% of the total site area; furthermore, the accessory structures are all existing and do not detract from the amenity of the immediate area. Thus, Ms. Paradis recommended approval of the application with conditions.

**MPC 8/21  
DPA 21/21  
D & B Serediak  
074 0315;2;4**

***Moved by Mr. Wigmore that the Municipal Planning Commission approve Development Permit Application No. 21/21 submitted by Drew and Bernadene Serediak for an existing 165 ft<sup>2</sup> (15.36 m<sup>2</sup>) garden shed and total accessory building space of 1,649 ft<sup>2</sup> (153.19 m<sup>2</sup>) on Lot 4 Block 2 Plan 074 0315, located in Lakeview Estates on Gull Lake, subject to the following conditions:***

- 1. the proposed "3.11 m x 4.94 m moveable shed" shall be located in accordance with the site plan submitted with the development application, any changes will require prior approval from the County***
- 2. the "4.33 m x 3.09 m moveable shed" as shown on the site plan is to be relocated to be in compliance with the setbacks of the Residential Lake Area 'R-RLA' District in the County's Land Use Bylaw***
- 3. all accessory buildings on the property are to be used for personal use only, and no business related activity***
- 4. no changes to the development application unless prior approval is given by Lacombe County***

***Please note the normal setback distance under the Land Use Bylaw for an accessory building in the Residential Lake Area 'R-RLA' District from the rear lot line is 3 feet (0.91 metres). The development application submitted indicates that the "4.33 m x 3.09 m moveable shed" does not meet the required setback as it is located 1.31 feet (0.40 metres) from the rear property line, and it must be relocated to be compliant.***

***The County has allowed the proposed accessory building and total accessory building space as it was determined the structures would not detract from the amenity of the immediate area.***

***Carried Unanimously.***

Development Permit No. 12/21 submitted by Valerie McIlwain for permission to operate an existing riding and boarding facility, known as Victory Acres, on NW 9-41-22-W4M, north of the Hamlet of Mirror on property owned by Douglas and Twila Chitwood. The property is zoned Agricultural 'A' District in the County's Land Use Bylaw.

Peter Duke addressed the Commission and advised that activities on site include private lessons, horse training, horse boarding, and day camps in the summer (no overnight accommodation). As well, the applicant plans to construct a 16,000 ft<sup>2</sup> indoor riding arena, which will also include the provision for horse boarding for approximately 10 horses. Mr. Duke confirmed that there will be additional parking provided at the arena once some dirt work is completed and traffic is expected to be four vehicle trips per day on weekdays and ten (10) vehicle trips per day on the weekend. The hours of operation will be Tuesday through Sunday from 7:00 a.m. to 9:00 p.m. for care of animals and facility maintenance; however, lessons would primarily occur after school hours on weekdays. The employees would consist of two resident on site employees and one non-resident employee. Typical equipment needed for the business include a truck and trailer for hauling horses, Equipment for producing hay/feed, a tractor, post pounder, and harrow. The applicant is also requesting a 32 ft<sup>2</sup> freestanding sign at the entrance to their existing yard site.

Mr. Duke advised that the application was pre-circulated to the County's Operations Department and the County's Fire Chief for comments. The County's Operations Department advised that a STOP sign is required for traffic exiting the property onto the County right-of-way. The County's Fire Chief noted that the fire service to this area is from Bashaw. The building will have to comply with safety codes and access must be maintained while under construction and while occupied as always. An Emergency Response Plan (ERP) for this use is not required; however, if the applicant later wishes to include overnight accommodation for the summer camps or increase in size, an ERP will be necessary at that time.

Mr. Duke confirmed that the property is located north of the Hamlet of Mirror on the Milton/Gadsby Lake road and the business falls within the criteria for a "riding and boarding facility", a discretionary use within the Agricultural "A" District. Mr. Duke further confirmed that the proposed business is an agricultural operation in nature, which is compatible with surrounding land uses and will generate minimal traffic. For these reasons, Mr. Duke recommended approval of the application with conditions.

Mr. Duke confirmed that the contractor who is constructing the building will be responsible for providing a fire safety plan with the County's Fire Chief.

**MPC 9/21  
DPA 12/21  
Valerie McIlwaine  
NW 9-41-22-W4M**

***Moved by Mrs. Knight that the Municipal Planning Commission approve Development Permit Application No. 12/21 submitted by Valerie McIlwain for permission to operate an existing riding and boarding facility, known as Victory Acres, on NW 9-41-22-W4M, north of the Hamlet of Mirror on property owned by Douglas and Twila Chitwood, subject to the following conditions:***

- 1. term of Development Permit to be for three (3) years***
- 2. business activities at the site shall adhere to the description of the business and site plan provided with the Development Permit Application. A further Development Permit Application is required for any changes to the business, including additional employees, new buildings or additions to existing structures***
- 3. the applicants shall install a STOP sign for traffic leaving the proposed site. The sign is to be placed on the private property and not within the County right-of-way***
- 4. the provision of overnight accommodation for the summer camp activities is not part of this approval and would require a further Development Permit Application, and the preparation of an Emergency Response Plan***
- 5. 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***
- 6. site is to be kept at all times in a neat and tidy condition***
- 7. sign to be maintained in proper state of repair; if not kept in acceptable condition, sign must be removed or repaired by applicant within seven (7) days of receiving notice of deficiency. Otherwise sign will be removed by county at applicant's expense***

***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.**

Development Permit No. 79/20 submitted by Aldrick Conyette for permission to operate an automotive service and repair business, known as the Mirror Auto Centre, on Lots 5-6 Block 25 Plan 7159A1, located in the Hamlet of Mirror. These properties are zoned Hamlet Commercial 'C-H' District in the County's Land Use Bylaw.

Mr. Duke advised that the proposed business includes a new 1,624 ft<sup>2</sup> shop with a three bedroom dwelling unit on the second floor. The structure is of wood frame construction and includes three bays for the servicing of vehicles. A 4 ft. x 2 ft. printed sign panel is proposed to be located on the front of the building as well. Mr. Duke confirmed that the proposal includes fenced storage area in the rear, and paved parking lot with approximately 10 parking spaces in the front, and angle parking is also available on the street. The applicant estimates that the business will generate approximately seven vehicle trips per day. Mr. Duke explained that the business intends to employ one resident on-site employee and up to three non-resident on-site employees. The hours of operation will be from Monday to Friday from 8:00 a.m. to 5:00 p.m. and all work is to be performed inside the building so that offsite nuisances are minimized.

Mr. Duke confirmed that this application was previously presented to the MPC on November 12, 2020. At this meeting, Commission Members deferred the application until additional details regarding the business could be provided. These items included: 1) details on the paint booth and HVAC system, and how nuisances from the paint booth would be mitigated; 2) details on the floor drains and hazardous materials/substances containment measures; 3) if sandblasting activities are intended to be performed on the site. Mr. Duke reported that Mr. Conyette has responded to each of these items by stating that there will not be a paint booth, floor drains will not be installed, and sandblasting will not take place on the site.

Mr. Duke further explained regarding the floor drain issue, that staff have contacted a safety codes agency and confirmed that if they were proposed, there would need to be oil interceptor installed as per the Alberta Building Code. In addition to this, the County also has a Utility Services Bylaw for the Hamlet of Mirror (1314/19) which further regulates discharge into the County's wastewater infrastructure. Specifically Sections 7.13 and 7.14 which read as follows:

*7.13 No waste or discharge resulting from any trade, industrial or manufacturing process shall be directly discharged to the County Wastewater System without approval of the County Manager. As a condition of such approval, the County Manager may require such pre-treatment of the effluent as is deemed necessary. The pre-treatment facilities required shall be completely installed by the applicant, at his expense, prior to the construction of the wastewater connection, and thereafter shall be continuously maintained and operated by the applicant.*

*7.14 Grease traps of sufficient size and approved design shall be placed on the waste pipes from all hotels, restaurants, laundries and such other places as the County Manager may direct. Such traps shall be installed prior to any connection to the County Wastewater System.*

Mr. Duke confirmed that the County's Operations Department advised that they have no issues with the proposed development. They noted that the curb in this location is quite short so no work is required to gain access to the proposed parking lot; however, the applicant will be responsible for maintenance or repair of the sidewalk if needed. The County's Fire Chief expressed concern regarding the building meeting the Alberta Building Code and Alberta Fire Code due to the mixed uses.

Mr. Duke confirmed again that painting and sandblasting will not be taking place on site and that Mr. Conyette has cleared all dilapidated vehicles from the lands as requested. Therefore, Mr. Duke recommends approval of the application with conditions.

The Commission held a discussion regarding sandblasting, painting and bodywork at the site. Mr. Duke confirmed that the applicant amended his application indicating that these activities would not be performed on site.

**MPC 10/21  
DPA 79/20  
Auldrick Conyette  
7159AI; 25;5-6  
(Hamlet of Mirror)**

**Moved by Mrs. Shepherd that the Municipal Planning Commission approve Development Permit Application No. 79/20 submitted by Auldrick Conyette for permission to operate an automotive service and repair business, known as the Mirror Auto Centre, on Lots 5-6 Block 25 Plan 7159AI, located in the Hamlet of Mirror, subject to the following conditions as amended:**

- 1. the proposed building shall be built in accordance with the elevation drawings and site plan submitted with the development permit application**
- 2. prior to the issuance of a development permit, the applicant must enter into a development agreement and provide security equal to the value of the estimated cost of the proposed landscaping, returnable upon the completion of the improvements to the satisfaction of the County**
- 3. prior to the issuance of a development permit, the applicant shall retain an accredited safety codes officer to conduct a plan review to ensure compliance with the National Building Code (2019 Alberta Edition) and National Fire Code (2019 Alberta Edition) for the intended use. The written correspondence (including any applicable permits pursuant to the National Building Code (2019 Alberta Edition) from an accredited safety codes agency/officer shall be provided to the County, confirming that the proposed building is compliant with the National Building Code (2019 Alberta Edition) and National Fire Code (2019 Alberta Edition) for the intended use**
- 4. this approval shall be subject to an annual review by the Development Officer. Failure to comply to the conditions of the development permit may result in the permit being suspended or revoked**
- 5. no more than three (3) non-resident employees may work on-site in the business unless prior authorization is received from the County**
- 6. should the County determine that the business is impacting the condition of the sidewalk the applicant will be responsible for its maintenance or repair**
- 7. business activities at the site shall adhere to the description of the business provided with the development application and the site plan. A further development application is required for any changes to the business, including any new buildings or additions to existing structures or number of employees**
- 8. no sandblasting, painting or body work is to take place on site**
- 9. 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**
- 10. approval is required from the Alberta Motor Vehicle Industry Council (AMVIC). Confirmation must be provided to the County. For more information, please contact AMVIC at 1-877-979-8100**
- 11. site to be kept at all times in a neat and tidy condition**
- 12. any hazardous materials and/or substances to be handled and disposed of in a safe and proper manner, no hazardous materials or substances to be disposed of in the Hamlet's wastewater system**
- 13. any outdoor storage of materials or equipment associated with business to be located to the south of building and suitably screened from view to satisfaction of County**
- 14. outdoor storage of wrecked or dilapidated vehicles is not permitted**
- 15. outdoor storage is limited to a maximum of six (6) vehicles awaiting service or awaiting pickup**
- 16. no changes to the sign or location of the same, than what has been outlined in the development application unless prior approval has been obtained from Lacombe County**
- 17. sign to be kept in a proper state of repair, if not kept in acceptable condition, sign must be removed or repaired by applicant within seven (7) days of receiving notice of deficiency. Otherwise sign will be removed by county at applicant's expense**

**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 Unanimously.**

Planning Update

Cajun Paradis presented the Planning Services update for February 2021.

Next Meeting

The next meeting is scheduled for March 25, 2021.

**MPC 11/21  
Adjourn**

***Moved by Mr. Stephenson that the meeting adjourn.  
Time: 1:36 p.m.***

***Carried Unanimously.***

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Chairperson