

The meeting of the Municipal Planning Commission was called to order by Chairperson Kreil at 1:00 p.m. on April 8, 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; Planner/Development Officer Peter Duke and Administrative Executive Coordinator Laverne Turnbull.

Mrs. Kreil introduced herself and those present introduced themselves. Mrs. Kreil reviewed the procedures for holding and attending a virtual meeting.

Eric and Karen Peters were also in attendance.

**MPC 12/21
Agenda**

Moved by Mr. Ireland that the agenda be approved as presented.

Carried Unanimously.

**MPC 13/21
Minutes**

Moved by Ms. Shepherd that the minutes of the March 11, 2021 Municipal Planning Commission meeting be approved.

Carried Unanimously.

Development Permit No. 28/21 submitted by Eric Peters on behalf of the Joffre Mobile Home Park Inc. for permission to construct a 2880 ft² community facility on one of the existing mobile home pads, on property legally described as Block 5 Plan 982 3055, Pt. SE 9-39-25-W4M. The property is zoned Agricultural 'A' District in the County's Land Use Bylaw and is situated on a parcel of land located just outside of the boundaries of the Hamlet of Joffre.

Peter Duke addressed the Commission and advised that the proposed building is essentially split into two; one side to accommodate a residential unit for the caretaker of the mobile home park, and the other side for the community facility. Mr. Duke advised that the residential component is composed of a one bedroom unit plus office and an attached garage on the main level, and a second storey which will be developed at a later date. Mr. Duke explained that the community facility will include washrooms, a large common area for games and crafts, and a coffee bar. Mr. Duke advised that the hours of operation will depend on demand, but are expected to be approximately four to five hours per day Monday to Saturday. Furthermore, the facility expects to generate approximately two to five vehicle trips per day, primarily because the majority of users are expected to walk to the facility from within the mobile home park. There will be seven parking spaces available on the property for vehicles. No signage is proposed. Mr. Duke confirmed that an Emergency Response Plan (ERP) has been developed for the proposed community facility, which the County Fire Chief has reviewed and approved.

Mr. Duke advised that Lacombe County's Operation's Department has no issues with the proposed development at this location and confirmed that the road in and out of the trailer court is oiled and is in need of repair at the accesses onto Railway Avenue. Staff recommend that the approaches be graded and re-oiled as part of the conditions of approval. Furthermore, Lacombe County's Fire Chief indicated that the applicant will be required to comply with all pertinent safety code requirements including, but not limited to, the *National Building Code – Alberta Edition* and *National Fire Code – Alberta Edition*. A Fire Safety Plan will also need to be completed for this development.

Mr. Duke confirmed that the proposed development is not adding units to the mobile home park as it is utilizing an existing stall, which was approved in the original development permit (DPA 36/75). Mr. Duke advised that staff believe that a community facility is a suitable and appropriate use of the lands, and provides a valuable local service to both the residents of the mobile home park as well as the residents of the Hamlet of Joffre; therefore, Mr. Duke recommended approval of the application with conditions.

Mr. Wigmore inquired as to the foundation of the development. Mr. Peters advised the foundation has not been determined at this time but the building will be stick built. Mr. Wigmore inquired if the second floor was a suite. Mr. Peters advised this suite may be used for future maintenance manager if required. Mr. Freitag confirmed that the suite is not part of the development at this time and should it be

used in the future, development approval would be required. Mr. Peters advised that the lagoon is owned and maintained by the Park.

**MPC 14/21
DPA 28/21
Eric Peters
982 3055; 5
(Pt. SE 9-39-25-W4M)**

Moved by Ms. Shepherd that the Municipal Planning Commission approve Development Permit Application No. 28/21 submitted by Eric Peters on behalf of the Joffre Mobile Home Park Inc. for permission to construct a 2880 ft² community facility on one of the existing mobile home pads, on property legally described as Block 5 Plan 982 3055, Pt. SE 9-39-25-W4M, subject to the following conditions:

- 1. 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**
- 2. prior to the issuance of a development permit, the applicant shall be required to provide proof of the insurance policy obtained for the events held on the property. The insurance policy must be to the satisfaction of Lacombe County**
- 3. prior to occupancy of the building, the applicant shall retain an accredited safety codes officer to inspect the building for compliance with the National Building Code (Alberta Edition) and National Fire Code (Alberta Edition) for the intended use. The written correspondence (including any applicable permits pursuant to the National Building Code (Alberta Edition)) from an accredited safety codes agency/officer shall be provided to the County, confirming that the building is compliant with the National Building Code (Alberta Edition) and National Fire Code (Alberta Edition) for the intended use**
- 4. the accesses to the development to be graded and re-oiled to the satisfaction of the County.**
- 5. activities at the site shall adhere to the description provided with the development permit application. A further development permit application is required for any changes**
- 6. the applicant/operator shall ensure that the facility does not cause any nuisance to surrounding property owners due to noise, excessive traffic or anything else of a dangerous or objectionable nature, as determined by the County in its sole discretion**
- 7. maximum one (1) resident employees may work on-site, unless prior approval is received from the County**
- 8. events held on the property shall abide by Lacombe County's Community Standards Bylaw 1153/12**
- 9. no signage is permitted without prior approval from the County**

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.

It is the responsibility of the applicants to ensure that a Fire Safety Plan is in place during construction, as required by the National Fire Code (Alberta Edition).

Please note that Lacombe County has passed Bylaw 1153/12 - Community Standards Bylaw for the prohibition of certain public disturbances. Attached is a copy of this Bylaw.

Carried Unanimously.

Mr. and Mrs. Peters withdrew from the meeting.

Planning Update

Peter Duke presented the Planning Services update for March 2021.

Next Meeting

The next meeting is scheduled for April 22, 2021.

**MPC 15/21
Adjourn**

**Moved by Mr. Stephenson that the meeting adjourn.
Time: 1:23 p.m.**

Carried Unanimously.

Chairperson