

The meeting of the Municipal Planning Commission was called to order by Chairperson Kreil at 1:00 p.m. on October 14, 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, Ken Wigmore and John Ireland; County Manager Tim Timmons; Director of Corporate Services Michael Minchin; Manager of IT Services Michael Kartusch; Director of Planning Services Dale Freitag; Planner/Development Officer Peter Duke and Planning Services Administrative Assistant Allison Noonan

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

Devon and Katrina Bellavance were also in attendance via Zoom.

**MPC 42/21  
Agenda**

***Moved by Mrs. Law that the agenda be approved as presented.***

***Carried Unanimously.***

**MPC 43/21  
Minutes**

***Moved by Mr. Wigmore that the minutes of the September 23, 2021 Municipal Planning Commission meeting be approved.***

***Carried Unanimously.***

Development Permit No. 163/21 submitted by Devon and Katrina Bellavance for permission to expand the previous approval for a community facility, known as 52 North Venue, on property legally described as Lot 2 Block 1 Plan 122 4150, Pt. SW 3-40-01-W5M, south of Bentley on property owned by 52 North Venue Ltd. The property is zoned Residential Lake Area 'R-RLA' District under the County's Land Use Bylaw.

Peter Duke addressed the Commission and advised that the current development includes an existing 5000 ft<sup>2</sup> shop as a wedding ceremony and reception venue. The building has capacity for 300 people. Mr. Duke advised that the proposed expansion includes an accessory building, to be utilized for overnight accommodation by venue renters. The structure is proposed to be built from sea containers, cohesively painted a complementary color of the existing structures, located within a treed area on site. Mr. Duke explained that the goal is to create a unique, aesthetically pleasing small building with three to four bedrooms to offer overnight accommodates to the wedding couple and their closest family and friends, as well as relocated the grooms den from the main building to the common area of the accessory building. The accessory building is not to be rented to anyone other than the primary venue renter. Mr. Duke confirmed that the property is located north off Township 40-0 adjacent to the east side Highway 20, and it is bounded by the Rainy Creek to the north. The site is heavily treed to the north, east and south sides, and has complimentary vegetative plantings along the west boundary.

Mr. Duke confirmed that the current development utilizes the shop portion of the existing 5000 ft<sup>2</sup> building and the main floor of the living space area as a caterer preparation area. No cooking will take place on the premises and the upper floor of the building will continue to be used as a residence. Mr. Duke explained that the applicants have installed sound baffles in the shop to absorb the sound, and has a strict contract for clients that outlines noise rules. The proposed hours of operation are Sunday to Thursday from 8:00 a.m. to 1:00 a.m. and Friday to Sunday from 8:00 a.m. to 3:00 a.m. The majority of weddings occurring on weekends, although some weekday bookings occur. Mr. Duke advised that the on-site employees in the business will include two residents and possibly one non-resident in the future. Expected traffic to the site would be a maximum of 60 vehicles on days which ceremonies are held, as the venue is limited to maximum 60 vehicles as per their Alberta Transportation Roadside Development Permit. The amount of traffic is limited by the number of parking stalls. Attendees unable to secure a parking space will be required to take a shuttle service from Sylvan Lake, which will be provided by the applicant. A sign is currently placed at the entrance to the venue.

Mr. Duke advised that the application was pre-circulated to property owners within one-mile of the community facility of the application and there was one response, in support of the application. As well, the application was pre-circulated to Alberta Transportation, the County's Operations Department and the County's Fire Chief for comments.

Alberta Transportation advised no objections to the accessory building nor the renewal of the wedding venue business as previously approved; as well, Alberta Transportation has issued a valid Roadside Development Permit for this facility and has also requested that the County impose a term of approval for this facility. Lacombe County Operations department had no issues with the proposed development renewal at this location. Access is adequate, and the proposed traffic generated by the business should not affect the surrounding infrastructure. Previous conditions of approval regarding dust control should apply to the new application. Lacombe County Fire Services had no concerns but outlined that compliance with building code and fire code will be required for all structures, including the proposed accessory building. The current Emergency Response Plan will need to be revised to include the proposed accessory building.

Mr. Duke explained that the venue is an existing operation, and staff feel the proposed expansion to include overnight accommodation for venue renters is not expected to create conflict with the surrounding landowners; therefore, recommended approval of the application with conditions.

Questions were asked and answered regarding the amount of liability insurance and who is responsible for carrying the insurance for events that are held at the facility. The applicants answered questions regarding the sea can accommodations and Mr. Duke confirmed that the County has not received any complaints from neighboring landowners regarding the operation of the business.

MPC 44/21  
DPA 163/21  
D&K Bellavance  
122 4150;1;2

- Moved by Mr. Stephenson that the Municipal Planning Commission approve Development Permit Application No. 163/21 submitted by Devon and Katrina Bellavance for permission to expand the previous approval for a community facility, known as 52 North Venue, on property legally described as Lot 2 Block 1 Plan 122 4150, Pt. SW 3-40-01-W5M, south of Bentley on property owned by 52 North Venue Ltd., subject to the following conditions:***
- 1. term of the development permit approval for the operation of a community facility shall be five (5) years***
  - 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 the County***
  - 3. prior to the issuance of a development permit, the applicant shall submit an emergency response plan to the satisfaction of the County***
  - 4. 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***
  - 5. the proposed 800 ft<sup>2</sup> accessory building shall be located and constructed in accordance with the site plan and information submitted October 13, 2021***
  - 6. the proposed accessory building is to be built a minimum of 30 metres (98.43 feet) from the top of the bank of Rainy Creek along the north and east boundaries and a minimum of 30 metres (98.43 feet) from the top of bank of the unnamed creek along the west property boundary***
  - 7. a survey to be prepared by an Alberta Land Surveyor after the footings/pilings have been completed and before any further construction occurs certifying that the accessory building will be located in accordance with the setback requirements as outlined in Condition 6 and in accordance with the Agricultural 'A' District of the County's Land Use Bylaw. This survey is to be submitted to the County to ensure compliance***
  - 8. prior to occupancy of the accessory building, the applicant shall retain an accredited safety codes officer to inspect any occupied 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 buildings are compliant with the National Building Code (Alberta Edition) and National Fire Code (Alberta Edition) for the intended use***
  - 9. the accessory building is to contain sleeping accommodation and washroom facilities only, no kitchen facilities. The accessory building is not intended to be a self-contained unit***
  - 10. the accessory building is only to be rented as a package with the primary venue and is not to be rented as a separate unit***
  - 11. business activities at the site shall adhere to the description of the business provided with the development permit application. A further development permit application is required for any changes to the business***
  - 12. the applicant/operator shall ensure that the business 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*
13. *the applicant/operator shall ensure all occupied building(s) are compliant with the National Building Code (Alberta Edition) and National Fire Code (Alberta Edition) for the intended use*
  14. *applicants to provide dust control from Highway 20 500 metres east to the curves on Township Road 40-0 to the frequency and satisfaction of the County*
  15. *all parking for the business shall be generally restricted to those areas identified on the site plan and information submitted with the development permit application, unless otherwise approved by the County*
  16. *parking shall comply with Part 6.19 of the County's Land Use Bylaw and the Provincial Parking Regulations*
  17. *no parking is permitted on the County right-of-way*
  18. *events held on the property shall abide by the County's Community Standards Bylaw 1153/12*
  19. *maximum two (2) resident employees and one (1) non-resident employee may work on-site, unless prior approval is received from the County*
  20. *a habitable dwelling to be maintained for as long as the business operates at the site*
  21. *one business sign is permitted on-site for the business in accordance with the submitted sign information*
  22. *sign shall be maintained in a proper state of repair. If not kept in an acceptable condition, sign must be removed or repaired by the applicant/operator within seven (7) days of receiving a notice of deficiency. The County may remove the sign at the sole expense of the applicant if the sign is not repaired/removed within a reasonable period of time following a notice of deficiency*

*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 Alberta Transportation has advised that intersectional improvements for Highway 20 and Township Road 40-0 may be required for future approval. Future development-driven intersection upgrades would be required to be delivered in accordance with Alberta Transportation's Who Pays Policy and Policy 7 of the Provincial Land Use Policies and Section 648(2)(c.2) of the Municipal Government Act. It is important to note that since the property is located within ½ mile of Highway 20, approval is also required from Alberta Transportation. For more information, please 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.*

*Please note that Lacombe County has passed Bylaw 1153/12 - Community Standards Bylaw for the prohibition of certain public disturbances.*

**Carried Unanimously.**

Devon and Katrina Bellavance withdrew from the meeting.

Development Permit No. 159/21 submitted by Roy and Christina Sturgeon for permission to operate a riding and boarding facility, known as Flying Cross Ranch, on Pt. NW 10-41-26-W4M, north of the City of Lacombe in the Milton area. The property is zoned Agricultural 'A' District in the County's Land Use Bylaw.

Mr. Duke addressed the Commission and advised that the applicants are seeking development approval for their existing riding and boarding facility known as Flying Cross Ranch on Pt. NW 10-41-26-W4M in the Milton area. Mr. Duke advised that the business has been in operation and it came to the attention of staff after the applicant began hosting farm market events. These events have been put on hold and the applicant has indicated that they will likely come forward with a special events permit sometime next year. Mr. Duke advised that activities on site include horseback riding lessons, summer day camps, riding clinics and workshops. A number of paddocks and an outdoor arena are used in the summer months, and an indoor riding arena is used in the winter months or during inclement weather. Mr. Duke confirmed that horse boarding to the general public is not part of their

business.

Mr. Duke advised that there is a 60m x 35m parking lot provided for clients and traffic is roughly 20-vehicle trips per day. Mr. Duke advised that the primary access to the facility is from Milton Road to Township Road 41-2 and then south to Range Road 26-3 and the majority of this route is paved. Mr. Duke explained that the hours of operation are Monday to Friday from 3:00 p.m. to 8:00 p.m., Saturday and Sunday from 10:00 a.m. to 4:00 p.m. There are four on-site resident employees. Mr. Duke confirmed that there is an existing façade sign on the riding area building, which is part of the application as well.

Mr. Duke advised that the application was pre-circulated to the County's Operations Department and Alberta Transportation for comments. The County's Operations Department advised no issues with the proposal; however, they have asked that a STOP sign be installed for the benefit of vehicles exiting the property. Alberta Transportation indicated that they have no issues with the development; however, a Roadside Development Permit would be required.

Mr. Duke confirmed that the proposed business is an agricultural operation in nature, which is compatible with surrounding land uses and will generate minimal traffic. The business has been in operation since 2013 and no complaints have been received by the County. For these reasons, staff believe the facility to be a suitable use of the lands and recommended approval of the application with conditions.

Mr. Duke confirmed that the applicants will be solely responsible for the cost of installing the STOP sign at the location.

**MPC 45/21  
DPA 159/21  
R&C Sturgeon  
Pt. NW 10-41-26-W4M**

***Moved by Mrs. Law that the Municipal Planning Commission approve Development Permit Application No. 159/21 submitted by Roy and Christina Sturgeon for permission to operate a riding and boarding facility, known as Flying Cross Ranch, on Pt. NW 10-41-26-W4M, north of the City of Lacombe in the Milton area, subject to the following conditions:***

- 1. term of Development Permit to be for five (5) 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 site. The sign is to be placed on private property and not within the County right-of-way***
- 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. site is to be kept at all times in a neat and tidy condition***
- 6. 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.***

***It is important to note that a roadside development permit is also be required from Alberta Transportation please contact their department at (403) 340-5166.***

***Carried Unanimously.***

Planning Update

Mr. Duke presented the Planning Services update for September 2021 for information purposes.

Next Meeting

The next meeting is scheduled for October 28, 2021.

**MPC 46/21  
Adjourn**

***Moved by Mr. Stephenson that the meeting adjourn.  
Time: 1:37 p.m.***

***Carried Unanimously.***

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Chairperson