

The meeting of the Municipal Planning Commission was called to order by Chairperson Kreil at 11:30 a.m. on January 9, 2020 in the Council Chambers of the Lacombe County Administrative Office.

Present

Present: Chairperson Dana Kreil; Commission Members, Brenda Knight, Paula Law, Ken Wigmore, Keith Stephenson and John Ireland; County Manager Tim Timmons; Director of Planning Services Dale Freitag; Planner/Development Officer Peter Duke and Recording Secretary Allison Noonan.

Tyler Schafer was also present.

**MPC 1/20  
Agenda**

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

***Carried Unanimously.***

**MPC 2/20  
Minutes**

***Moved by Mr. Stephenson that the minutes of the December 12, 2019 Municipal Planning Commission meeting be approved.***

***Carried Unanimously.***

Development Permit Application No. 147/19 submitted by Tyler Schafer and Lyndon McAfee for permission to operate an upholstery business, known as Carriage Upholstery, on Pt. SW 36-40-27-W4M, adjacent to the City of Lacombe on property owned by Tyler and Jennalee Schafer, Todd Schafer and Lindsey Schlect. This property is zoned Agricultural "A" under the County's Land Use Bylaw.

Peter Duke addressed the Commission and advised that Tyler Schafer & Lyndon McAfee have applied to operate an upholstery business known as Carriage Upholstery on Pt. SW 36-40-27-W4M, adjacent to the City of Lacombe. Mr. Duke explained that this property has been conditionally approved for a fragmented parcel subdivision due to its severance by Whelp Brook, and noted that a condition of the subdivision approval included the dedication of 30m of environmental reserve on either side of Whelp Brook. Setback requirements for the business will apply with this in mind. Mr. Duke advised that the business will employ two resident and four non-resident full time, on-site staff and one non-resident off-site employee. The hours of operation will be 8:00 a.m. to 5:00 p.m., Monday to Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. Mr. Duke advised that the business is expected to generate up to eight vehicle trips per day and there will be approximately seven to ten parking spots provided on site.

Mr. Duke explained that the business will utilize approximately two acres of the property and confirmed that all upholstery projects will be completed within the proposed 3,487-ft<sup>2</sup> shop that will be constructed. The outdoor storage area will be utilized for the storage of vehicles and boats awaiting servicing or client pick-up and will be secured by an 8-foot high chain link fence. Mr. Duke confirmed that the applicants also propose a business sign at the entrance to the property and confirmed that a mobile home will be placed on the property to satisfy County Policy ECON 5.5.4, which requires a residence on the parcel where a business is operating.

Mr. Duke explained that the subject property lies within the West Barnett Growth Area of the Lacombe Intermunicipal Development Plan. Mr. Duke advised that future land use concept identifies this parcel for residential or recreational uses; however, development opportunities offered under the current agricultural zoning remain available to County residents. Furthermore, Mr. Duke explained that an old landfill site exists on the southern boundary of the parcel and a 300m buffer extends into the subject property. This buffer prohibits food service or overnight accommodation uses within the setback (unless a variance is granted by the Province).

Mr. Duke advised that the application was pre-circulated to the County's Operations Department, Alberta Transportation and the City of Lacombe for comments. The County's Operations Department indicated that the access appears to be adequate; however, a STOP sign for exiting traffic from the site will be required and they also recommend that dust control be provided should it become necessary. Alberta Transportation provided a copy of the Roadside Development Permit that has been issued for the business, thus they have no concerns with the proposal. The City of Lacombe did not provide a response.

Mr. Duke recommended approval of the application with conditions.

**MPC 3/20  
DPA 147/19  
Schafer/McAfee  
Pt. SW 36-40-27-W4M**

**Moved by Mrs. Law that the Municipal Planning Commission approve Development Permit Application No. 147/19 submitted by Tyler Schafer and Lyndon McAfee for permission to operate an upholstery business, known as Carriage Upholstery, on Pt. SW 36-40-27-W4M, adjacent to the City of Lacombe on property owned by Tyler and Jennalee Schafer, Todd Schafer and Lindsey Schlect, subject to the following conditions:**

- 1. term of the development permit to be for three (3) years**
- 2. prior to issuance of a development permit, applicant to provide confirmation that the proposed structures meet the setback requirements from the environmental reserve dedication referenced in subdivision application S-020-19**
- 3. prior to the issuance of a development permit, a payment of \$133.00 to be provided to the County for a rural addressing sign to be installed on the property by the County**
- 4. the skirting of the mobile home is to complement the exterior finish and shall be completed within 60 days after mobile home is placed on the site**
- 5. a habitable dwelling to be maintained for as long as the business operates at the site**
- 6. business activities at the site shall adhere to the description of the business provided with the development application. A further development application is required for any changes to the business, including any new buildings including storage facilities**
- 7. no more than four (4) non-resident employees may work on-site in the business unless prior authorization is received from the County**
- 8. business 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**
- 9. site to be kept at all times in a neat and tidy condition**
- 10. a STOP sign is to be installed for traffic exiting the site**
- 11. dust control may be required at the County's sole discretion should the vehicle traffic generated by the business warrant this measure**
- 12. sign to be maintained in proper state of repair**
- 13. 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.**

Tyler Schafer withdrew from the meeting.

Planning Update

Peter Duke presented the Planning Services Department update for December, 2019.

Next Meetings

The next meetings are scheduled for January 30, 2020 and February 13, 2020.

**MPC 4/20  
Adjourn**

**Moved by Mr. Wigmore that the meeting adjourn.  
Time: 11:45 a.m.**

**Carried Unanimously.**

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Chairperson