

**MINUTES OF A MEETING OF THE MUNICIPAL PLANNING COMMISSION OF
CAMROSE COUNTY HELD ON TUESDAY, AUGUST 25, 2015, COMMENCING AT
11:00 AM IN THE COUNTY ADMINISTRATION COMPLEX LOCATED AT 3755 - 43
AVENUE, CAMROSE.**

PRESENT

**JACK LYLE
KEN KRAUSE
DON GREGORWICH
TREVOR MILLER
GREG GILLESPIE
DOUG LYSENG**

ABSENT

BRIAN WILLOUGHBY

ALSO PRESENT

**Anjah Howard, Manager of Planning & Development
Cindy Skjaveland, Development Officer
Jennifer Olson, Administrative Assistant**

CALL TO ORDER

K. Krause called the meeting to order at 11:00 a.m.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

MP#82/15 D. LYSENG - That the Agenda be accepted as distributed.

CARRIED.

ADOPTION OF MINUTES OF PREVIOUS MEETING(S)

Municipal Planning Commission Meeting Minutes - July 14, 2015

**MP#83/15 G. GILLESPIE- That the Minutes from the July 14, 2015, Municipal
Planning Commission meeting be accepted as distributed.**

CARRIED.

PROPOSED SUBDIVISIONS

RC/15/26 - NE 6-44-21-W4 - First Parcel Out – Division 2

C. Skjaveland reported that we are in receipt of a subdivision application for an approximate 10 acre first parcel out on NE 6-44-21-W4. The request is to subdivide out the existing yard site and a small amount of cultivated land, which exceeds the number of acres that is permitted in the County Municipal Development Plan (3-5 acres). Due to the slope and lay of the land and the proximity to the quarter line, Planning and Development recommends approval of the ten acre parcel subject to the conditions noted. An Option B – to reduce the parcel size, has been provided.

MP#84/15 T. MILLER - That the Municipal Planning Commission approve the request for a first parcel out on NE 6-44-21-W4 subject to the following conditions:

- 1. Engage an Alberta Land Surveyor to prepare a surveyor's plan for registration at Land Titles Office as shown on the approved subdivision drawing.**
- 2. Pay any outstanding taxes on the property prior to endorsement.**
- 3. No reserves are required at this time as this is a first parcel out subdivision.**
- 4. The Developer must ensure that any increase in surface water runoff caused by the subdivision is mitigated to ensure that it does not negatively impact any adjacent properties.**

5. That pursuant to Subdivision & Development Regulations (Alta Reg 43/2002) evidence be provided showing that the existing sewage disposal system complies with Alberta Private Sewage Treatment and Disposal regulation (AR 229/27).
6. That the Developer construct or upgrade an approach to the remnant farm land as per County Public Works minimum specifications and to their satisfaction. Contact Zach Mazure, Assistant Public Works Manager for details (780)672.4449.
7. That the parcel be reduced in size from 10 acres to 7.8 acres to eliminate the inclusion of cultivated land.
8. That the Developer pays Camrose County a \$100.00 endorsement fee upon completion of all the conditions of the subdivision approval.

CARRIED.

RC/15/27 - SW 6-47-18-W4 - 80 Acre Split - Division 5

C. Skjaveland reported that we are in receipt of an application for an agricultural split of SW 6-47-18-W4. There is an existing 1.02 acre parcel taken out of this quarter section which is owned by a local historical society and houses a church. The landowner has recently received approval for a 7 acre second parcel out. Should this agricultural split subdivision be approved, only one of these subdivisions (either the 7 acre or agricultural split) may be registered as only three titles out of an agricultural zoned quarter is permitted. Planning and Development recommends approval of this request subject to the conditions noted.

MP#85/15 T. MILLER - That the Municipal Planning Commission approve the request for an agricultural split of SW 6-47-18-W4 subject to the following conditions:

1. Engage an Alberta Land Surveyor to prepare a surveyor's plan for registration at Land Titles Office as shown on the approved subdivision drawing.
2. Pay any outstanding taxes on the property prior to endorsement.
3. A Deferred Reserve Caveat will be prepared by Camrose County and registered on both parcels as per MGA requirements for reserves since this quarter will have three titles after registration of the new subdivision.
4. The Developer must ensure that any increase in surface water runoff caused by the subdivision is mitigated to ensure that it does not negatively impact any adjacent properties.
5. A 30 meter wide service road right of way must be dedicated across the west boundary of the south parcel highway frontage of the proposed parcel on highway 834 at no cost to Alberta Transportation. In this instance, the department is willing to accept service road dedication by caveat. For the preparation of the caveat, the applicant would be required to prepare (from department templates) three copies of an agreement and one copy of a caveat. To ensure that these documents meet the requirements of the Land Titles Office we recommend that they be prepared by the Alberta Land Surveyor who prepares the subdivision. Once all three copies are signed, two of the three can be forwarded to Alberta Transportation along with the caveat to Ms. Adrienne Kisko (780-415-1538), Geomatics, Transportation Department, 2nd Floor Twin Atria, 4999 - 98 Avenue Edmonton, Alta, T6B 2X3 for her review. For more information regarding the caveat and to obtain documentation, please visit <http://www.transportation.alberta.ca/3633.htm>.

6. No new access to Highway 26 will be permitted as a result of subdivision.
7. That the Developer pays Camrose County a \$100.00 endorsement fee upon completion of all the conditions of the subdivision approval.

CARRIED.

RC/15/28 - NE 9-49-19-W4 - First Parcel Out - Division 6

C. Skjaveland reported that we are in receipt of an application for an approximate 11 acre first parcel out subdivision on NE 9-49-19-W4. The west 5 acres of this proposed acreage is brush and slough and has corrals and shutes which the landowner would like included as part of the acreage. In order to accommodate all of the fencing and existing corrals, the owner may need to have the surveyor move the property line as shown on the proposed drawing, to the north which can be done without a new drawing at the discretion of the surveyor. Reducing the size of this proposed acreage would only eliminate the poor farm land, therefore, Planning and Development recommends approval of this request subject to the conditions noted.

MP#86/15 G. GILLESPIE - That the Municipal Planning Commission approve the request for an approximate 11 acre first parcel out on NE 9-49-19-W4 subject to the following conditions:

1. Engage an Alberta Land Surveyor to prepare a surveyor's plan for registration at Land Titles Office as shown on the approved subdivision drawing.
2. Pay any outstanding taxes on the property prior to endorsement.
3. No reserves are required at this time as this is a first parcel out subdivision.
4. The Developer must ensure that any increase in surface water runoff caused by the subdivision is mitigated to ensure that it does not negatively impact any adjacent properties.
5. Upgrades to the existing approach to the proposed acreage are required by Camrose County Public Works and to their minimum specifications for details please contact Zach Mazure, Assistant Manager - Public Works. 780.672.4449
6. The Developer is required to install 3 of the 5 noted services to the acreage prior to endorsement as per MDP Policy 2.4 A landowner may apply for subdivision of bare land, but the site must be serviced before the parcel is endorsed for registration at Land Titles Office. Servicing means that at least three of the following improvements must exist on site:
 - * an approach in to the parcel off a maintained municipal road
 - * a natural or planted shelterbelt
 - * a habitable residence
 - * a water well
 - * electrical service
7. That the Developer pays Camrose County a \$100.00 endorsement fee upon completion of all the conditions of the subdivision approval.

CARRIED.

OTHER NEW/UNFINISHED BUSINESS

Construct Accessory Building prior to Dwelling - CR 2 Zoning - Lot 3, Block 1, Plan 032-2245 - Division 5

C. Skjaveland reported we are in receipt of a development permit application to construct a 60' x 100' pole shed prior to a dwelling on Lot 3, Block 1, Plan 032-2245, Pt. SE 29-49-21-W4. The applicant plans to use this structure for personal storage and has future plans to build a home on this lot. Planning and Development recommends approval of this request subject to the conditions as noted.

MP#87/15 T. MILLER - That the Municipal Planning Commission approve the request to construct a 60' x 100' Pole Shed prior to a dwelling on Lot 3, Block 1, Plan 032-2245, (Pt. SE 29-49-21-W4), subject to the following conditions:

1. It is the Developer's responsibility to locate all underground utilities prior to construction. Contact ALBERTA ONE CALL 1-800-242-3447 or online at <http://www.alberta1call.com>.
2. It is the Developer's responsibility to obtain and comply with the following permits from the City of Camrose (780)672.4428. i.e. Building /Gas /Plumbing /Electrical /Rural Sewage etc.
3. The Developer is responsible for ensuring site suitability prior to construction and to ensure that drainage patterns and grade are not adversely affected on neighboring lots.
4. It is the Developer's responsibility to ensure the setback requirements from the property lines conform to regulations in County Land Use Bylaw 1142, Country Residential, Section 705
5. This permit is for a residential storage structure, it cannot contain living quarters or be used as a dwelling or for a home based business or commercial storage without first obtaining a permit for such use.
6. Vehicle access doors are required to be a minimum of 20 ft. (6 meters) from any property line.
7. This permit allows the accessory building to be constructed prior to a main building being built on the lot.

CARRIED.

Add Additional Campsites & Construct Shower House - Lot 4, Block 1, Plan 042-4825, Pt. NE 35-49-20-W4 - Division 6

C. Skjaveland reported that we are in receipt of a development permit application for the addition of 15 campsites and to construct a shower house on Lot 4, Block 1, Plan 042-4825 (Pt. NE 35-49-20-W4). The existing campground has 22 sites and the developer is proposing to add 15 new serviced sites as well as construct an 8' x 16' shower house with washrooms. Planning and Development recommends approval of this request subject to the conditions noted.

MP#88/15 G. GILLESPIE - That the Municipal Planning Commission approve the request for the addition of 15 campsites and construct a 8' x 16' shower house with washrooms on Lot 4, Block 1, Plan 042-4825 (Pt. NE 35-49-20-W4) subject to the following conditions:

1. It is the Developer's responsibility to locate all underground utilities prior to construction. Contact ALBERTA ONE-CALL at 1-800-242-3447 or online at <http://www.alberta1call.com>.

2. The Developer must obtain and comply with all Permits from the City of Camrose 780.672.4428 • Building /Gas /Plumbing /Electrical /Rural Sewage
3. All sewage must be handled according to the Alberta Private Sewage Disposal Regulations and in accordance with Alberta Environment requirements. .
4. The Developer must place the structures on the lot in accordance with the requirements of Land Use Bylaw 1142. All new accessory buildings over 100ft² must have a development permit.
5. The Developer is responsible to contact Alberta Health Services and obtain inspections and permits for the operation of the new campsites prior to renting any sites.
6. All garbage must be contained on site until it is hauled to a certified landfill or disposal location.
7. Fires are only allowed in approved fire pits.
8. All access and internal roadways must be constructed to the satisfaction of Camrose County Public Works and must be maintained for emergency vehicle access when the campground is in use. Contact Zach Mazure, Assistant Manager of Public Works for details (780)672.4449.
9. The Developer shall ensure that any potential off site effects are mitigated to the satisfaction of Camrose County (noise, dust, garbage etc.).
10. The Campground shall observe 'quiet times' loud noise/activity will not be permitted between the hours of 11pm & 7am
11. This permit is for the addition of 15 camping stalls to the existing site, the total number of approved sites on this GREC zoned parcel is **37 sites**.
12. This permit for expansion will expire September 1, 2019, if no development has occurred by this date a new development permit will be required.

CARRIED.

Construct Accessory Building prior to Dwelling - LR Zoning - Pt SW 18-45-19-W4 - Division 3

C. Skjaveland reported that we are in receipt of a development permit application to construct a 20' x 28' detached garage prior to a dwelling on Pt. SW 18-45-19-W4. A small portion of this parcel is zoned LR - Lake Resort but has yet to be subdivided off. The proposal is to construct this garage, to be used for storage, on the rezoned portion. Planning and Development recommends approval of this request subject to the conditions noted.

MP#89/15 D. GREGORWICH - That the Municipal Planning Commission approve the request to construct a 20' x 28' detached garage prior to a dwelling on Pt. SW 18-45-19-W4, subject to the following conditions:

1. It is the Developer's responsibility to locate all underground utilities prior to construction. Contact ALBERTA ONE CALL 1-800-242-3447 or online at <http://www.alberta1call.com>.
2. It is the Developer's responsibility to obtain and comply with the following permits from the City of Camrose (780)672.4428. i.e. Building /Gas /Plumbing /Electrical /Rural Sewage etc.
3. The Developer is responsible for ensuring site suitability prior to construction and to ensure that drainage patterns and grade are not adversely affected on neighboring lots.

4. It is the Developer's responsibility to ensure the setback requirements from the property lines conform to regulations in County Land Use Bylaw 1142, Lake Resort, Section 707.9.
5. This permit is for a residential storage structure, it cannot contain living quarters or be used as a dwelling or for a home based business or commercial storage without obtaining a new permit for such use.
6. Vehicle access doors are required to be a minimum of 20 ft. (6 meters) from any property line.
7. This permit allows the accessory building to be constructed prior to a main building being built on the lot.

CARRIED.

Move on Pre-Built Structure - Lot 45, Block 5, Plan 802-0048, Pelican Point - Division 1

C. Skjaveland reported that we are in receipt of a development permit application to move a pre-built structure on Lot 45, Block 5, Plan 802-0048, Pelican Point. This is a 30' x 16' metal clad structure to be used as a dwelling. Other than adding a deck, the owner was not specific about improvements. The Planning Department recommends that a condition of the permit would be that this structure be re-sided within a year of being placed on the lot in order to conform in external appearance with neighboring dwellings. The Municipal Planning Commission could request a performance bond/letter of credit be taken until the exterior of the structure is re-sided. Planning and Development recommends approval of this application subject to the conditions noted.

MP#90/15 J. LYLE - That the Municipal Planning Commission approve the request to move on a pre-built structure to be used as a dwelling on Lot 45, Block 5, Plan 802-0048 (Pelican Point), subject to the following conditions:

1. It is the Developer's responsibility to locate all underground utilities prior to construction. Contact ALBERTA ONE CALL 1-800-242-3447 or online at www.alberta1call.com.
2. It is the Developer's responsibility to obtain and comply with the following permits from the City of Camrose (780)672.4428. i.e. Building /Gas /Plumbing /Electrical /Rural Sewage etc.
3. The Developer is responsible to ensure site suitability prior to construction and to ensure that drainage patterns are not adversely affected.
4. It is the Developer's responsibility to ensure all construction is done within the setbacks, height restrictions, and lot footprint restrictions as noted in the Lake Resort zoning in Land Use Bylaw 1142.
5. Prior to moving on any pre-built structure, the Developer must obtain a Special Haul Permit from Camrose County Public Works. (780)672.4449.
6. If the lot does not already have a rural addressing sign, the Developer is required to contact Jordan Bassett, County GIS Tech. and order signage for their new dwelling. (780)672.4446 this is required under Bylaw 1132.
7. That the Developer update the exterior of the move-on structure to conform with neighboring dwellings (remove the metal clad siding) this must be complete by September 1, 2016.

CARRIED.

PLANNER'S REPORT

Planner's Report - August 2015

A. Howard reviewed the Planner's Report for August 2015. Discussion ensued regarding the process of issuing Stop Orders.

MP#91/15 J. LYLE - That the Planner's Report for August 2015 be accepted as information.

CARRIED.

ADJOURNMENT

The meeting adjourned at 11:59 a.m. (6 Councillors present)

NEXT MEETING: September 22, 2015 at 11:00 a.m.

Chairman

Manager of Planning and Development