

SMOKY LAKE COUNTY

Minutes of the **Municipal Planning Commission** meeting from **Monday, November 7, 2022**, held Virtually online through Zoom Meeting.

The meeting was Called to Order at 1:03 p.m. by the Chairperson, Dominique Cere, in the presence of the following persons:

Attendance:

Dan Gawalko, Deputy Reeve	Councillor Div. 1	Virtually Present
Linda Fenerty	Councillor Div. 2	Virtually Present
Dominique Cere	Councillor Div. 3	Virtually Present
Lorne Halisky, Reeve	Councillor Div. 4	Virtually Present
Jered Serben	Councillor Div. 5	Virtually Present
Gene Sobolewski	CAO	Virtually Present @1:06pm
Lydia Cielin	Assist. CAO	Virtually Present
Jordan Ruegg	P&D Manager	Virtually Present
Kyle Schole	Planning Tech.	Virtually Present @1:11pm
Patti Priest	Recording Secretary	Virtually Present

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Three Members of the Public were virtually present.

Nicole Kimmitt, Northern Lights RV Resort, was virtually present.

Richard Kimmitt, Northern Lights RV Resort, was virtually present.

No Members of the Media were present.

2.0 ADOPTION OF AGENDA

MPC22.008: Halisky

That the Agenda for the Municipal Planning Commission meeting for Monday, November 7, 2022, be adopted as presented.

CARRIED UNANIMOUSLY.

3.0 MINUTES

MPC22.009: Fenerty

That the Minutes of Municipal Planning Commission meeting held on Wednesday, October 26, 2022, be adopted as presented.

CARRIED.

4.0 REQUEST FOR DECISION

4.1 Development Permits to be Considered:

4.1.1 DP 007-22: Campground, Recreational Vehicle

MPC22.010: Halisky

That the Municipal Planning Commission **APPROVE** the following condition for Development Permit No. 007-22: **NE-35-57-14-W4M**:

The Developer shall be required to provide a **storm water management plan, within** five years from issuance of the development permit, signed and sealed by a Professional Engineer, to the Development Authority (*Should Alberta Environment and Protected areas require review, this approval may also be required*).

CARRIED.

4.1.1 DP 007-22: Campground, Recreational Vehicle

MPC22.011: Serben

That the Municipal Planning Commission **APPROVE** the following condition for Development Permit No. 007-22: **NE-35-57-14-W4M**:

The Developer shall be required to provide **plans for potable water servicing**, should potable water serving be required, to the satisfaction of the Development Authority, including:

- a. the proposed phasing and ultimate configuration of the water system;
- b. the ultimate design population for the water system, including allowances for ancillary water usage such as showers, toilets, wash facilities, splash park, pool and any other facility expected to use water;
- c. the ultimate design flow (ADD, MDD and Peak Hour) values, as well as the storage requirements of the potable water tank;
- d. identification of the water source(s); and
- e. the potable water system shall be designed and certified as constructed in accordance with the design completed by a Professional Engineer (Civil) licensed to practice in the Province of Alberta, and copies of the design, signed and sealed by a Professional Engineer, will be forwarded to the Development Authority prior to issuance of a Development Permit.

CARRIED.

4.1.1 DP 007-22: Campground, Recreational Vehicle

MPC22.012: Halisky

That the Municipal Planning Commission **APPROVE** the following condition for Development Permit No. 007-22: **NE-35-57-14-W4M**:

The Developer shall be required to provide, to the satisfaction of the Development Authority, plans for on-site private sewage disposal servicing, in the event that such servicing is required including the following:

- f. the proposed phasing and ultimate configuration of the private sewage disposal system;
- g. the ultimate design flow (ADD, Peak Hour) values, including inflow and infiltration, as well as the location(s) and storage capacities of holding tanks;
- h. certification of the proposed private sewage disposal system from an accredited inspector; and
- i. the on-site private sewage disposal system shall be designed and certified as constructed in accordance with the design completed by a Professional Engineer licensed to practice in the Province of Alberta and copies of the design, signed and sealed by a Professional Engineer, will be forwarded to the Development Authority prior to issuance of a Development Permit.

CARRIED.

4.1.1 DP 007-22: Campground, Recreational Vehicle

MPC22.013: Serben

That the Municipal Planning Commission **APPROVE** the following condition under Development Permit No. 007-22: **NE-35-57-14-W4M**:

The Developer shall be required to **enter into a Development Agreement** with Smoky Lake County, within 3 months of the date of issuance of the Development Permit and the development agreement shall include provisions requiring the developer to construct, upgrade, or pay to construct or upgrade the necessary County roads to access the development when determined necessary by the Development Authority.

CARRIED.

4.1.1 DP 007-22: Campground, Recreational Vehicle

MPC22.014: Halisky

That the Municipal Planning Commission **APPROVE** Development Permit No. 007-22: **NE-35-57-14-W4M**, subject to the following conditions:

1. The proposed Recreational Vehicle Park shall be sited and constructed as per the Site Plan (titled "RV Site Layout"), prepared by Stamped Engineering Corporation, **dated March 31, 2022**.
2. All RV sites and associated infrastructure approved by this Development Permit shall be setback a minimum distance of 7.62 meters (25.0 feet) from any property line. *(Should Alberta Transportation require a greater setback distance from the property line adjacent to Highway 652, Alberta Transportation's required setback distance shall prevail.)*
3. The Developer shall be required to provide a **storm water management plan**, within five years from issuance of the development permit, signed and sealed by a Professional Engineer, to the Development Authority (Should Alberta Environment and Protected areas require review, this approval may also be required).
4. The Developer shall be required to provide plans for **potable water servicing**, should potable water serving be required, to the satisfaction of the Development Authority, including:
 - a) the proposed phasing and ultimate configuration of the water system;
 - b) the ultimate design population for the water system, including allowances for ancillary water usage such as showers, toilets, wash facilities, splash park, pool and any other facility expected to use water;
 - c) the ultimate design flow (ADD, MDD and Peak Hour) values, as well as the storage requirements of the potable water tank;
 - d) identification of the water source(s); and
 - e) the potable water system shall be designed and certified as constructed in accordance with the design completed by a Professional Engineer (Civil) licensed to practice in the Province of Alberta, and copies of the design, signed and sealed by a Professional Engineer, will be forwarded to the Development Authority prior to issuance of a Development Permit.
5. The Developer shall utilize **FireSmart, and fire-resistant building techniques** wherever possible throughout the Development.
6. The Developer shall provide sufficient volumes of **on-site potable water for firefighting purposes**, to the satisfaction of the Smoky Lake County Fire Chief.
7. Fires shall be permitted only in designated firepits, and other such facilities designated by the Development Authority for such use.
8. The Developer shall provide a fire plan that includes the provision for muster points in the event of an emergency and identify the location of said muster points with appropriate signage, to the satisfaction of the Development Authority and the Smoky Lake County Fire Chief.
9. The Developer shall be required to provide, to the satisfaction of the Development Authority, plans for on-site private sewage disposal servicing, in the event that such servicing is required including the following:
 - a) the proposed phasing and ultimate configuration of the private sewage disposal system;

- b) the ultimate design flow (ADD, Peak Hour) values, including inflow and infiltration, as well as the location(s) and storage capacities of holding tanks;
 - c) certification of the proposed private sewage disposal system from an accredited inspector; and
 - d) the on-site private sewage disposal system shall be designed and certified as constructed in accordance with the design completed by a Professional Engineer licensed to practice in the Province of Alberta and copies of the design, signed and sealed by a Professional Engineer, will be forwarded to the Development Authority prior to issuance of a Development Permit.
10. Prior to the issuance of a Development Permit by the Development Authority for Smoky Lake County, the Developer shall be required to obtain a **Roadside Development Permit from Alberta Transportation**.
 11. The Developer shall be required to **enter into a Development Agreement** with Smoky Lake County, within 3 months of the date of issuance of the Development Permit and the development agreement shall include provisions requiring the developer to construct, upgrade, or pay to construct or upgrade the necessary County roads to access the development when determined necessary by the Development Authority.
 12. A **maximum of 400 RV sites** shall be developed within the Recreational Vehicle Park.
 13. Each of the RV sites shall be serviced by an internal road.
 14. Each RV site shall be a minimum of 10.0 meters (32.8 feet) wide and shall have a minimum area of 250.0 square meters (2,691 square feet).
 15. The developer shall designate an area equivalent to a minimum of ten (10%) percent of the total recreational vehicle campground area as a **playground**. This area is to be clearly marked and free from all traffic hazards.
 16. Spaces for **day use, picnicking and similar activities** shall be suitably organized, clearly marked, and constructed to the satisfaction of the Development Authority.
 17. **Each RV site shall contain a maximum of one (1) picnic table, and one (1) fire pit. The design and placement of all fire pits shall be approved by the Smoky Lake County Fire Chief.**
 18. All camping stalls shall be cleared identified with stakes or markers, with a stall number or other identification system.
 19. A single security/site-operator suite/dwelling unit shall be permitted on site.
 20. The site shall be kept in a neat and tidy condition in accordance with **Smoky Lake County Bylaw No.1169-08: Nuisance and Unsightly Premises**, as amended.
 21. The Developer shall provide for a **method of collection and disposal of solid waste** to the satisfaction of the Development Authority, including identifying the number and location of solid waste bins.
 22. **The construction and future maintenance of accesses to said lands and all internal roads located on said lands shall be the responsibility of the Developer.** Development of all internal roads shall be at the discretion of, and to the satisfaction of, the Development Authority. To this end, all internal roads shall have a minimum of a 6.0 meter (20.0 foot) usable top, except for one-way roads, which shall have a minimum of a 3.7 meter (12.0 foot) usable top and shall be hard surfaced.
 23. The Developer shall comply with the provisions of **Smoky Lake County Bylaw No. 1342-19: Noise Bylaw**, as amended.
 24. The Developer shall identify the location of any existing or abandoned oil and/or natural gas wells located on the property and abide by any setbacks prescribed by the Alberta Energy Regulator.

25. The proposed Development shall be designed and landscaped to the satisfaction of the Development Authority, to minimize disturbance to the natural environment and to protect heavy use areas from damage.
26. The Developer shall provide a sufficient quantity of on-site parking for visitors and employees, to the satisfaction of the Development Authority.
27. Any development involving pipeline and/or power line rights-of-way shall be sited to comply with all relevant Federal and Provincial legislation and regulations. Setbacks from pipelines and other utility corridors shall be in accordance with appropriate Provincial legislation and regulations and any regulations established by the Alberta Energy and Utilities Board.
28. **The Developer shall be required to obtain any and all required applicable Safety Codes Act Permits, including Building, Plumbing, Electrical, Gas and Private Sewage Disposal System (PSDS).**
29. Prior to the construction of any access/approach from a municipal road, the Developer shall be required to enter into an Approach Agreement with Smoky Lake County. The location of any access/approach from a Municipal road shall be at the discretion of the Smoky Lake County Road Foreman, and shall be constructed to the specifications of **Smoky Lake County Policy 03-05: Approaches**.
30. The Developer may install **one (1) freestanding sign for each 90.0 meters (295.27 feet)** of frontage. Approval from Alberta Transportation may also be required.
31. All freestanding signs shall not exceed a maximum of 9.0 meters (29.52 feet) in height.
32. The face of all freestanding signs shall not exceed a maximum of 8.0 square meters (86.11 square feet) in area.
33. The area around a freestanding sign shall be kept free of litter and overgrown vegetation.
34. No sign, billboard or advertising structure shall resemble or conflict with a traffic sign, nor shall they be a traffic hazard.
35. No sign shall be of such a size, design or located in a manner that, in the sole opinion of the Development Authority, obstructs the vision of persons using roads abutting the subject property.
36. Flashing, illuminated or animated signs shall not be permitted where, in the sole opinion of the Development Authority, it might be objectionable to nearby residents or interfere with the safe movement of traffic.

CARRIED.

5.0 ISSUES FOR INFORMATION

5.1 Nil.

6.0 CORRESPONDENCE

6.1 Nil.

7.0 DELEGATION

7.1 Nil.

NEXT MEETING

The next Municipal Planning Commission Meeting will be at the call of Chairperson and Public Notice of the next meeting be provided at least 24 hours in advance in accordance with the *Municipal Government Act, RSA 200, cM-26.1 s195*, by posting the information on the Smoky Lake County website.

8.0 ADJOURNMENT

MPC22.015: Halisky

That the Municipal Planning Commission Meeting of November 7, 2022, adjourn at 4:12 p.m.

CARRIED.

Dominique Cere, Chairperson

S E A L

Gene Sobolewski, CAO