

MINUTES

MUNICIPAL PLANNING COMMISSION

Mountain View County

Minutes of the **Municipal Planning Commission** held on **January 21, 2016**, in the Council Chamber, 1408 Twp Rd. 320, Didsbury, AB

PRESENT: K. Walton; Chair
L. Schafer; Member-At-Large
H. Epp; Member-At-Large
D. Hedley; Member-At-Large
P. Hambrook; Member-At-Large
M. Olson; Member-At-Large

P. McKean; Councillor

IN ATTENDANCE: M. Bloem; Director, Planning & Development/Secretary, Municipal Planning Commission
S. Madge; Manager of Development & Permitting Services
P. Grochmal; Development Officer
K. Lashmar; Recording Secretary

CALL TO ORDER: K. Walton called the meeting to order at 9:05 a.m.

AGENDA MPC 16-009 Moved by L. Schafer
That the Municipal Planning Commission adopt the revised agenda of the Municipal Planning Commission meeting of January 21, 2016 as presented.
Carried

ADOPTION OF MINUTES MPC 16-010 Moved by H. Epp
That the Municipal Planning Commission adopt the minutes of the Municipal Planning Commission meeting of January 07, 2016 as presented.
Carried

The Chair of the Municipal Planning Commission mentioned that two (2) additional letters of concern were received prior to the meeting and were included with the revised agenda.

PLDP20140474
NW 32-33-4-5
Plan 0010019 Blk - 3
Planning and Development Services presented an overview of a proposed development located at NW 32-33-4-5 Plan 0010019 Blk - 3, and provided information as introduced in the agenda

package, including the location map, aerial photos and site photos.

Planning and Development Services provided specific information to the application as follows:

- Application is for Recreational Resort - 100 Seasonal RV Sites.
- Zoning is Parks & Recreation District (P-PR) and the parcel size is 129.01 acres.
- Property is located within Division 6 and the rural neighborhood of EagleHill/Westward Ho.
- Applicant - FOREST HEIGHTS GOLF & COUNTRY CLUB LTD. / Landowner - BACH, David Walter and BACH, Robert Daniel as Executors for Catherine BACH.
- Subject property is located approximately six (6) miles north of Highway 27 on Range Road 44 and Township Road 340.
- Eagle Valley Cemetery is located in the northeast corner of the subject property and there is an active gravel pit in the southwest corner.
- There are some pipelines on the property, however there are no concerns as they are along the westerly side of the property outside of the proposed development area.
- The development will be utilizing a historic gravel pit site for the proposed RV sites.
- The golf course was established in 1992.
- Rezoning of the subject property was approved in 1995 to Recreation Facility District.
- The total developed campground area will be 9.61 acres, with each site to accommodate 1 RV unit and a vehicle, as well as individual septic tanks.
- Power and potable water will be provided to each site via a trench system.
- Additional landscaping will also be done on each site.
- The campground will be open from April 1-October 31 yearly.
- Applicants must complete a Groundwater Supply Evaluation prior to issuance of the development permit, proving water suitability and quantity, and they have been given the summer season (9 months) to complete this condition.
- Each site will have a 400 gallon cement pump out tank installed, and appropriate permits will be required for each site. If the applicants choose to utilize a different type of system (communal cistern or sewage tank), a Private Sewage System Suitability Analysis will be required.
- There will be 3 storm pond catchment areas within the developed campsite.
- An Approach Assessment was completed on the access to the subject property. Operational Services have requested that the applicant remove the middle portion of the "Y Leg" at the access point and create a "Straight Thru" to provide a safer access point.

- Many concerns brought forward regarding the proximity of the Eagle Valley cemetery. Concerns have been addressed and the applicant mitigated Service Alberta's concerns.
- Applicant has stated that they will plant a tree buffer along the property line of the cemetery as well as being willing to work with the cemetery association to plant trees on the inside property line as well.
- Target clientele for the campground will be those holding golf memberships as well as couples and families.
- The majority of the sites will be for permanent seasonal use; however a limited number will be available to travelling public on a nightly basis.
- Administration requested an amendment to proposed Condition #29 to reduce the minimum setback from the cemetery property line to 50 yards from the proposed 100 yards. The reduction to 50 yards is required as the road networking and a stormwater pond falls within the proposed 100 yards setback and reducing the setback will allow the design of the campground to function as proposed.

Municipal Planning Commission discussed the following:

- Clarification was asked regarding when the subject property received redesignation, administration clarified that in 1992, the golf course obtained permits to operate as a golf course, and in 1995, with the adoption of the new Land Use Bylaw, the property was rezoned to Recreational Facility (Parks and Recreation District in the current Bylaw).
- Clarification regarding Condition #26 and mentioning of specific types of equipment and revising the condition to eliminate naming specific ATV's. Administration revised the condition to eliminate naming specific ATV's and clarify that only golf carts shall be used on site.
- Clarification was asked regarding exactly what sewage system is going to be used for the development, rather than having 2 options available to the applicants. Administration stated that if the applicants discover that the original 1 unit per site sewage option is too onerous and is not cost effective, and then they have a second option available upon completing a suitability analysis to accommodate a communal system.
- Clarification was asked regarding a buffer of trees between the proposal and the closest easterly residence, and reassurance was asked in regards to the tree buffer remaining as well as new additional trees being planted. Administration clarified that minimal tree removal will be performed, and the buffer is tiered to add additional buffering.
- Clarification was asked regarding creating a condition related to no tree removal to ensure there is always a buffer between the residence and campground. A condition was added.

- Clarification was asked regarding a full scope of the amount of total traffic related to the golf course as well as the proposed campground. Administration clarified that a Technical Approach Study indicates that total daily trips are 165 per weekday and 203 per weekend, and the numbers are for both the golf course and the campground.
- Clarification was asked regarding any changes or modifications to the campground rules and regulations, that the County be notified. Administration amended Condition #24 to add “Any changes to the submitted campground rules must be approved by the County. “
- Clarification was asked regarding water quantity and maintenance, as well as traffic concerns, and the applicants working with the community for minimal disturbance impact. An MPC member clarified that as the majority of the RV sites will be permanent, and that the existing golf course has their users coming and going and going anyway, there should not be a significant difference in the amount of traffic.
- Clarification was asked regarding water hauling in the Municipal Development Plan, and policy 9.3.11 reads “the County may consider servicing solutions including, servicing via trucked in water and trucked out waste from and to approved municipal facilities, these are not acceptable sewage solutions for residential development, but are considered appropriate for recreational, commercial and industrial development.”
Recreational Development policy # 5.4.8 reads “commercial recreational development applications shall satisfy appropriate servicing requirements relative to the type and form of application proposed at the application stage and this may form part of the development agreement.” Also, the Eagle Valley ASP recognizes that during public consultation, development may affect the existing aquifer; Policy #3.5.9 reads “all new wells shall meet all water supply and water quality guidelines recommended by Alberta Environment.”
- It was stated that technical reports are available for this application at the County office and an appointment may be made for viewing the reports with administration. While no photocopies or pictures may be taken of the reports, the viewer is able to take their own notes. Also, the applicant may be contacted to request copies of these reports.
- Administration clarified the Prior to Issuance condition related to water supply after some concerns were raised with development proceeding without proper reports or studies.
- Clarification was asked regarding the usage of the gravel pit area as part of the emergency ingress or egress. Administration clarified that the proposed escape route through the gravel pit was not supported as it did include an active gravel pit, and was not owned by the applicant.

- Clarification was asked regarding the start and finish of the golf season to get an idea of how long the campground season might be.
- Clarification was asked regarding letters of support being submitted by potential users. Administration clarified that there have not been any support letters received.
- Clarification was asked regarding large livestock operations in the vicinity that feed off of the aquifer, administration advised that there does not appear to be any operations in the area but could not verify.
- Clarification was asked regarding phasing of the development, and how long it may take to develop all 100 sites.
- Clarification was asked regarding potential sound mitigation for the campground, as well as generator use.
- Clarification as to whether the County needs to be involved in leases to monitor further permitting etc. Administration clarified that the County can't be part of private lease agreements.
- Clarification was asked regarding a trail that is within the cemetery, administration clarified it is an access or parking area for the cemetery.

Applicant discussed the following:

- David & Ted Bach spoke as the applicants.
- The applicant clarified the golf season is April to October weather permitting.
- Applicant stated that they have a list of people from the community in favor that make use of the golf course and would like to see a campground included.
- Applicant stated that they have done consultation and they concluded that the community came up with the same concerns as the applicants had themselves and the applicant has worked to mitigate concerns related to moving the proposal further away from the cemetery property line.
- Applicant stated that after an engineer report, concerns with additional traffic can be mitigated as there would not be a significant amount more than golf course use.
- Applicant stated that they employ school aged and adult individuals from the community.
- Applicant feels that they have reasonably mitigated any concerns related to incorporating an RV park with the golf course.
- Applicant stated that there are no immediate plans on selling the property, and will keep it in the family for the time being.
- Applicant stated that they will first start with the Prior to Issuance Condition (Groundwater Supply Evaluation) and then they may start with developing 30 sites and pre sell sites to attain an idea of interest, they will phase in conjunction with demand and the economy.

- Applicant stated that once 50 RV sites are leased they will then move on to the last 50 sites.
- Applicant stated that there are lots of trees already existing and there can be more planted, as well as ensuring that customers are respectful and quiet when need be, and generators will be permitted 7 a.m. to 11 p.m.

MPC 16-011 Moved By P. McKean
That the Municipal Planning Commission (MPC) approve the proposed Recreational Resort - 100 Seasonal RV Sites, in accordance with the Land Use Bylaw No. 15/15 and the submitted application, within NW 32-33-4-5 Plan 0010019 Block 3 submitted by FOREST HEIGHTS GOLF & COUNTRY CLUB LTD., Development Permit File No. PLDP20140474, subject to the following conditions:

CONDITIONS:

The works outlined in this application are subject to the following Conditions:

Standard Conditions:

1. The provisions of the Land Use Bylaw No. 01/14, under the transition provision of Bylaw No. 15/15.
2. Approval by the approving authority does not exclude the need and/or requirements of the Permittee to obtain any and all other permits as may be required by this or any other legislation, bylaws, or regulations.
3. The Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the permit and/or Land Use Bylaw.

Standard Conditions If Applicable:

4. N/A
5. All access approaches must be to County standards. A no charge approach permit is required and can be obtained at the Mountain View County office.
6. N/A
7. N/A
8. N/A
9. A rural address is required to be posted on the property. The landowner shall contact Mountain View County to obtain a rural address and the requirements for posting it on the property as per the Rural Addressing Bylaw.

Permits Associated with Building Construction:

10. N/A

11. Permittees are advised that they are subject to standards of the Safety Codes Act of Alberta and are responsible to meet the requirements of the Act in regards to building, electrical, gas, plumbing, and private sewage disposal systems. Prior to construction required permits must be obtained from Mountain View County. Mountain View County shall not be responsible or liable in any manner whatsoever for any structural failures, defects or deficiencies whether or not the said development has complied with the Safety Codes Act of Alberta.

Prior To Issuance:

12. PRIOR TO ISSUANCE, the applicant and/or landowner shall provide a Groundwater Supply Evaluation, prepared by a qualified professional, to the County for review and approval to ensure that there is a sustainable volume of water to the proposed campground. This must be completed within nine (9) months of the decision of the Approving Authority otherwise a new Development Permit application will be required.
13. PRIOR TO ISSUANCE, the applicant and/or landowners shall submit a detailed Emergency Response Plan, complete with a spill contingency plan which outlines the procedures to mitigate potential ground contamination from vehicle fluids, to the Sundre Fire Department and Mountain View County. The applicant and/or landowner shall provide yearly updates to the Sundre Fire Department and Mountain View County. No emergency access will be permitted via the gravel pit located on the southwest portion of NW 32-33-4-5. This must be completed within nine (9) months of the decision of the Approving Authority otherwise a new Development Permit application will be required.
14. PRIOR TO ISSUANCE, the applicant and/or landowner shall provide proof that Water Licensing has been obtained from Alberta Environment as this is a requirement within Alberta Environment's Water Act. Construction of the development shall not proceed until this license is obtained. This must be completed within nine (9) months of the decision of the Approving Authority otherwise a new Development Permit application will be required.

Additional Conditions:

15. If the utility/infrastructure development authorized by a development permit is not completed within twenty-four (24) months from the effective date of the permit, such permit approval ceases and the permit itself is deemed void, expired and without effect, unless an extension to this period has been previously granted.
16. This permit is for the development of 100 RV (recreational vehicle) seasonal sites as indicated within the submitted

application. Any future expansion, work area or site development will require a new permit.

17. That Development Permit DP92-024 - Golf Course, approved on June 1, 1992, remains valid and continued compliance must be maintained.
18. The applicant and/or landowner shall ensure all provincial and federal approvals are obtained for the proposed campground prior to proceeding with the development.
19. That the applicant and/or landowner shall comply with the Stormwater Management Plan, prepared by Al-Terra Engineering (Red Deer) Ltd., dated November 24, 2015.
20. The applicant and/or landowner shall ensure any additional technical studies submitted with this application are adhered to throughout the development of the campground.
21. The applicant and/or landowner shall obtain a private sewage disposal approval through Alberta Environment. Should Alberta Environment require Municipal approval, permits shall be obtained from Mountain View County. The applicant and/or landowner shall provide the County with copies of the Alberta Environment's approval. If the applicant and/or landowner does not provide each campground unit site with a separate septic pump out tank and opts to provide a communal system, then a Private Sewage System Suitability Analysis, prepared by a qualified professional will be required prior to construction of the RV sites.
22. The applicant and/or landowner is responsible to submit water samples to Alberta Health on a semi-annual basis to ensure drinking water is sufficient for human consumption.
23. The applicant and/or landowner shall obtain any provincial and federal approvals that may be required with regards to any stormwater outfall. Should any of the storm ponds be utilized as a potential fire supply, the applicant shall obtain any approvals required from Alberta Environment.
24. The applicant and/or landowner shall ensure that all occupants of the campground sites enter into a lease and/or agreement with the landowners to ensure campground regulations and rules are followed. Any changes to the submitted campground rules must be approved by the County.
25. There shall be an identification sign at the entrance of the campground along Township Road 340. This sign must be legible and shall include the contact information, emergency contact information, the legal and rural address, and hours of operation as well as a diagram of the lot layout of the campground.

26. Only golf carts shall be permitted within the campground facility by any occupants of the sites.
27. There shall be no camping permitted on site from November 1st to March 31st.
28. That the applicant and/or landowner shall consult with Mountain View County Operations department to remediate the configuration of the access point from Township Road 340, to the Golf Course and campground to ensure that the Y-leg is removed so that there is only one intersection off of Township Road 340. This expense will be the responsibility of the applicant and/or landowner. All remediation work is to be complete prior to any occupancy of the campground sites. Additional and appropriate signing shall be provided by the applicant and/or landowner as required.
29. A minimum setback of 50 yards (45 m) from the Eagle Valley cemetery property lines (Plan 9911791 Blk 2) to the campground sites shall be maintained.
30. The applicant and/or landowner shall provide additional screening in the form of a buffer of trees along the northerly property line adjacent to the Eagle Valley Cemetery to provide visual screening and noise abatement. Screening may include a mixture of deciduous and coniferous trees and, if any of the trees or shrubs either die and/or are removed from the property, replacement trees or shrubs shall be planted.
31. There shall be no tree removal on the east side of the proposed campground development.

Carried

CORRESPONDENCE

Information Items

MPC 16-012

Moved by H. Epp

That the Municipal Planning Commission receive the following items as information:

- a) ASDAA Agenda from January 12, 2016
- b) Permitted Development Permits Approved
- c) SDAB Notice of Decision

Carried

MPC 16-013

Moved by D. Hedley

That the Municipal Planning Commission receive the following item as information:

- a) MDP Monitoring Report 2015

Carried

- MPC 16-014 Moved by L. Schafer
That the Municipal Planning Commission receive the following item as information:
- a) NRCB Notice of Decision & Related Correspondence
 - Verbal update by Administration regarding the requirement for the applicant to enter into a Road Use Agreement during the Construction of the facility. This was not clarified in the NRCB Approval and without a Road Use Agreement with the applicant the County will be submitting a Request for a Board Review. The deadline is on or before June 25, 2016.

Carried

- ADJOURNMENT Moved by L. Schafer
MPC 16-015 That the Municipal Planning Commission meeting of January 21, 2016 be adjourned at 10:18 a.m.

Carried

Adopted February 04, 2016

Chair

I hereby certify these minutes are correct.

Secretary, Municipal Planning Commission