



**MINUTES  
Municipal Planning Commission**

Lac Ste. Anne County held a Municipal Planning Commission Meeting on June 4, 2025 commencing at 9:32 a.m. in the Council Chambers of the County Administration Building in Sangudo, Alberta.

Councillors Present: Ken Brunton, Member at Large/Chair  
Lloyd Giebelhaus, Councillor  
George Vaughan, Councillor  
Jane Holman - Martin, Member at Large

Councillors Absent: Nick Gelych, Deputy Reeve, Vice-Chair

Staff Present: Tanya Vanderwell, Acting Manager of Planning & Development  
Amy Roberts, Development Officer  
Lori Vanberg, Administrative Support Clerk

Also Present: Two members of the public were in attendance.  
No members of the public were online.

**CALL TO ORDER**

Chair Ken Brunton called the meeting to order at 9:34 a.m.

**ADDITIONS TO AGENDA**

**ACCEPTANCE OF AGENDA**

**Acceptance of the Agenda**

MPC16-2025 MOVED BY Councillor George Vaughan that the Municipal Planning Commission accept the June 4, 2025 agenda as presented. Carried.

**ADOPTION OF MINUTES**

**May 7, 2025 Municipal Planning Commission Meeting Minutes**

MPC17-2025 MOVED BY Ms. Jane Holman - Martin that the Municipal Planning Commission approves the May 7, 2025, Municipal Planning Commission meeting minutes as presented. Carried.

**DELEGATIONS & PRESENTATIONS**

**MUNICIPAL PLANNING COMMISSION**

**193193-25-D0064, Lot 25A, Block 1, Plan 152 4248 Mayfair Park within SW 15-55-3 W5M, for Short term rental (Glamping Geodomes) Principle residence (Geodome) (1100.0 sq. ft.), Garden Suite (Geodome) (530.0 sq. ft.)**

MPC18-2025 MOVED BY Councillor George Vaughan that development permit application 193193-24-D0064, Applicant: Kozak, Iryna, Owner: Kozak Properties Inc. for Short term rental (Glamping Geodomes) Principle residence (Geodome) (1100.0 sq. ft.), Garden Suite

 KB TC

(Geodome) (530.0 sq. ft.) located at Lot 25A, Block 1, Plan 1524248 within SW 15-55-03 W5M, Mayfair Park, Tax Roll #5503152034 (Div. 3), be deferred pending pre-referral.

Carried.

**25-D0060, Lot 9, Block 1, Plan 0722913, Tuscany Hills within SE 34-54-01 W5M, for Detached Garage, Main 40.0' x 100.0' (4000.0 sq. ft.) 16.0' Walls with garage size variance request to section 10.1.29 of LUB regulation: 1200.0 sq. ft. requested: 4000.0 sq. ft. variance: 2800.0 sq. ft.**

MPC19-2025

MOVED BY Ms. Jane Holman - Martin that development permit application 193193-25-D0060, Applicant/Landowner: Danielle St. Thomas, for Detached Garage, Main 40.0' x 100.0' (4000.0 sq. ft.) 16.0' Walls with garage size variance request to section 10.1.29 of LUB regulation: 1200.0 sq. ft. requested: 4000.0 sq. ft. variance: 2800.0 sq. ft. on Lot 9, Block 1, Plan 0722913 within SE 34-54-1 W5M, Tax Roll #5401341010 (Div. 2), be approved subject to the following conditions:

**Bylaw 22-2017**

**GENERAL CONDITIONS FOR ALL PERMITS**

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from Lac Ste. Anne County. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. The Applicant shall be responsible for complying to any road bans and/or road closures with respect to all municipal roads, highways and bridges within Lac Ste. Anne County which are under the direction, control and management of the County.
5. The development that is the subject of the permit to be commenced within twelve months of the issue date of the development permit and be completed within twenty-four months.
6. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, or public drainage system (i.e., a municipal ditch). Drainage shall not be directed through adjacent properties.
7. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.
8. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
9. The existing approach shall be in compliance with Approaches and Culverts Policy 04-040-002 within 2 years of the issuance date of this permit. \*Note An inspection report will only be provided to the landowner by Planning and Development in the event the approach is deemed non-compliant. All deficiencies shall be corrected no later than 2 years from the date of issuance of this permit.
10. This permit is for the use as applied for only. The structure shall not be used for any business, industrial or commercial use until such time as a development permit and business license are approved for the said use.
11. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw requirements:

**Country Residential Estate (CRE)**

FRONT 10.0 m (32.81 ft.) fronting any internal multi-parcel subdivision roadway  
 REAR 7.5 m (24.61ft.)  
 SIDE 6.0 m (19.69 ft.)



**Overland Drainage Easement and Restrictive Covenant for development permit:**

- 12. The applicant/owner shall enter into a site specific Overland Drainage Easement and Restrictive Covenant with the Lac Ste. Anne County, in a form and on terms and conditions satisfactory to the County, which shall be registered against title to the lands prior to the commencement of development.

**Addressing**

- 13. Pursuant to the Municipal Addressing System Bylaw, the applicant is to provide confirmation that a rural address sign that complies with the County's Rural Address Sign Specifications is placed in a location plainly visible from the road within 3 months of the approval of this development permit. Rural addressing signs can be obtained from Lac Ste. Anne County.

**Site Specific**

- 14. Maximum number of accessory buildings allowed to be located on the property shall be one (1).
- 15. Site coverage for Accessory Building shall not exceed 40% of site area.
- 16. A plot plan drafted by an Alberta Land Surveyor must be submitted prior to start of foundation to ensure all structures are located within the permitted building area.
- 17. The accessory buildings shall be sided to match or otherwise complement the principal residence, to the satisfaction of the Development Authority.
- 18. No activity may be carried on which constitutes a nuisance or annoyance to persons occupying land in the immediate vicinity of the site, by reason of dust, noise, gases, odours, smoke, vibration, heat, interfere with radio or television in the area, or glare noticeable at or beyond the property line.

Carried.

**ADMINISTRATION**

**COUNTY MANAGER**

**BYLAWS & POLICIES**

**CLOSED SESSION**

**ADJOURNMENT**

Chair Ken Brunton adjourned the meeting at 10:00 a.m.



Chair



Interim County Manager