

TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Civic Cultural Center – 5018 Waghorn Street
Tuesday, February 25, 2025 at 6:15 p.m.

AGENDA

1. WELCOME AND CALL TO ORDER

- 1.1 Welcome to the Municipal Planning Commission. We like to remind members of the public in the gallery during meetings to adhere to the conduct set forth in Part 20 of the Council Procedural Bylaw.
- 1.2 Call to Order
- 1.3 Approval of Agenda

2. LAND ACKNOWLEDGEMENT

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Municipal Planning Commission acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

3. BUSINESS

- 3.1 Approval of Minutes from January 28, 2025
- 3.2 Application 12-25 – Change of Use – Daycare Major

4. CONFIDENTIAL

None

5. ADJOURNMENT

MINUTES

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Deputy Mayor
Brenda Dennis – Vice Chairperson, Town of Blackfalds Councillor
Jamie Hoover – Town of Blackfalds Mayor
Kara Hubbard, Member at Large

OTHERS ATTENDING

Billie Scott, Development Officer II
Jolene Tejkl, Planning and Development Manager
Preston Weran, Director of Infrastructure and Planning Services

REGRETS

Alex Garcia, Member at Large

WELCOME AND CALL TO ORDER

Chairperson Sands welcomed all attending and called the Municipal Planning Commission Meeting to order at 6:01 p.m.

APPROVAL OF AGENDA

1/25 Member Dennis moved that the Municipal Planning Commission approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

Chairperson Sands read a Land Acknowledgement to recognize that the Town of Blackfalds is on Treaty Six territory.

PRESENTATIONS

Municipal Planning Commission Orientation

Manager Tejkl provided an orientation presentation to Municipal Planning Commission members.

BUSINESS

Approval of Minutes

2/25 Member Dennis moved that the Municipal Planning Commission approve the Minutes from October 22, 2024, as presented.

CARRIED UNANIMOUSLY

Application 1-25 – 2 Side Yard Relaxations
66 Westview Crescent (Lot 14, Block 2, Plan 822 0030)

Administration provided background information on the proposed development.

The Board had a general discussion on whether the shed could be moved in the future and if the property other than the shed was in compliance. Administration advised that the shed could be moved in the future and the property was in compliance with the approved plans.

3/25 MOVED by Member Dennis that the Municipal Planning Commission APPROVE the application for relaxation of the side yard for the existing detached garage (5.80 m x 8.26 m) and shed (2.46 m x 2.46 m) as presented in Development Permit 1-25, located at 66 Westview Crescent (Lot 4, Block 2, Plan 822 0030) and subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The applicant shall ensure that the north side yard setback relaxation for the existing detached garage does not exceed 0.60 m.

MINUTES

-
2. The applicant shall ensure that the south side yard setback relaxation for the existing shed does not exceed 0.43 m.
 3. Any changes to the approved application shall require a separate permit application.

General Development Conditions

4. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colors and materials.

NOTES

1. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
2. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

ADJOURNMENT

Vice Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:24 p.m.

Jim Sands, Chairperson

Billie Scott, Recording Secretary/Development Officer II

**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION MEETING
Tuesday, February 25, 2024**

TO: Municipal Planning Commission

PREPARED BY Billie Scott, Development Officer II

PRESENTED BY Billie Scott, Development Officer II

DEVELOPMENT: Development Permit 12-25

- Change of Use – Daycare, Major

ADDRESS: 4914 Broadway Avenue (Lot 10 & 11, Block 13, Plan 3446HW)

ZONING: Commercial Central District (C-1)

SUMMARY:

The applicant has submitted a Development Permit application to establish a Daycare, Major at 4914 Broadway Avenue, intended for childcare services.

This property is located in the Commercial Central District (C-1) land use district, which supports various smaller commercial activities. This land use district aims to create a vibrant, pedestrian-friendly environment while promoting organized redevelopment in line with the Downtown Revitalization Plan and accommodating a limited range of compatible uses.

Administration supports this application.

BACKGROUND:

The Planning Department has received an application for a Development Permit to repurpose a building for use as a Daycare, Major, which is a Discretionary Use within the C-1 District. The building has previously hosted an Eyecare Centre, as well as a Daycare, Major, among other functions.

The proposed daycare aims to offer childcare services for up to 78 children, ranging in age from 6 months to 12 years, and will employ about 19 staff members. Its operating hours are planned from 7:00 am to 6:00 pm, with the possibility of extending to 7:00 pm based on community demand, Monday through Friday.

As this development is a discretionary use in the Commercial Central District, the Municipal Planning Commission serves as the approving authority.

This application has been referred to adjacent landowners for comment. To date no responses have been received.

POLICY:

Downtown Revitalization Plan

Town of Blackfalds Land Use By-law 1268/22 and amendments thereto:

- Section 2.2 – Development Authority and Decisions on Development Permit Applications
- Section 3.20 Parking and Loading Standards
- Section 6.9 – Commercial Central District (C-1)

ANALYSIS:

Administration has reviewed the application, taking into account the C-1 District requirements outlined in the Land Use Bylaw and the Downtown Revitalization Plan. The proposed change of use is classified as a Discretionary Use, meaning it may be permitted following a thorough evaluation of its impact on the surrounding area, as determined by the Development Authority. The intent of the Commercial Central zone is to support a diverse range of smaller commercial activities while promoting an attractive, active, and pedestrian-friendly environment.

The site can accommodate three parking stalls at the rear of the property, but it falls short by two parking stalls. However, the Land Use Bylaw for development in the Commercial Central District (C-1) states that where in the opinion of the Development Authority, it is impractical to provide all required parking due to factors such as lot shape, building configuration, adjacent building orientation, or economic viability, they may reduce or waive the parking stall requirements. Given that the proposed use is located in the C-1 district and can provide three parking stalls, with off-street parking encouraged as part of the Downtown Revitalization Plan, it is recommended that the Commission approve the Change of Use application for a Daycare Major.

RECOMMENDATION:

That the Municipal Planning Commission APPROVE the application for Change of Use – Daycare Major as presented in Development Permit 12-25, located at 4914 Broadway Avenue (Lot 10 & 11, Block 13, Plan 3446HW) and subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

General Development Conditions

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. Unless specifically exempted from the requirements to obtain a Development Permit, all signs, including relocation, enlargement, or modification to a sign, require a separate development permit.

NOTES

1. *Prior to occupancy a fire inspection must be completed by the Town of Blackfalds Fire Department. Please call 403.885.4144 to schedule an inspection time.*

2. *The yellow Development Permit card must be displayed during the duration of development*
3. *Final approval **may** be required from Alberta Health Services (AHS) prior to operation of the approved use. Contact Alberta Health Services for more information. Please forward a copy of approval to the Town of Blackfalds Planning & Development Department, if applicable.*
4. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
7. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

ALTERNATIVES

- A. Refer the application to administration to more information
- B. Deny the application, citing reasons for its refusal.



Billie Scott
Development Officer II

Attachments:

1. Development Permit Application;
2. Floor Plan;
3. Site Plan;
4. Subject Property and Adjacent Landowners Referral Map;
5. Photos of Subject Property.



Town of Blackfalds
DEVELOPMENT PERMIT APPLICATION
CHANGE IN USE / OCCUPANCY
NON-RESIDENTIAL

Box 220, 5018 Waghorn Street
Blackfalds, AB T0M 0J0
Ph: 403.855.9679
Fax: 403.600.0045
www.blackfalds.ca



Development Permit #: _____

Application Date: _____

To Be Completed By Applicant:

Do you have a Business License with the Town of Blackfalds? Yes No
Permit Being Applied for By: Land Owner Applicant/Contractor

Landowner Name(s): Shah and Patel Holding Corp

Mailing Address: 1427 Darby Green SW

City: Edmonton Prov: AB Postal Code: T6W 4N4

Phone: 587-785-6608 All Phone: _____

Email Address: Section 17(1)

Preferred Method of Correspondence: Email Mail Phone



DEVELOPMENT

Proposed Land Use:

Change in Use Change in Occupancy Other: _____

Date to Be Occupied: March 1st, 2025

Civic Address of Property: 4914 Broadway Avenue, Blackfalds, AB, T0M 0J0

Lot: 10 Block: 13 Plan: 3446HW Land Use District: C1 Commercial Central

Existing Use: Vacant

Proposed Use: Daycare

Number of Parking Stalls (parking plan required): _____

Variance Required: Reason for variance: _____

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission? Yes No

If yes, please describe: _____

Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act? Yes No

If yes, please describe: _____

Is the subject property immediately adjacent to the County boundary? Yes No

If yes, please describe: _____

*The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.

RESOURCES:

Water Act & Environmental Protection and Enhancement Act Approvals - Alberta Energy Regulator: <https://aww.alberta.ca/ApprovalViewer.aspx>
Historic Sites/Resources (requires an account) - Online Permitting and Clearance (OPAC): <https://www.opac.alberta.ca/online.aspx>
Abandoned Wells - Abandoned Well Map Viewer: <https://extmapviewer.aer.ca/AERAbandonedWells/index.html>
Pipeline/Well Locations - Regulatory Assurance: <https://regulatoryassurance.alberta.ca/dras?id=public-notice>

MPC

DAYCARE, MAJOR - DISCRETIONARY USE



Town of Blackfalds
DEVELOPMENT PERMIT APPLICATION
CHANGE IN USE / OCCUPANCY
NON-RESIDENTIAL

Box 220, 5018 Waghorn Street
Blackfalds, AB T0M 0J0
Ph: 403.885.9079
Fax: 403.800.0045
www.blackfalds.ca



Development Permit #: _____

Application Date: _____

Detailed description of intended use and/or occupancy of the building (include extra paper if needed):
DAYCARE MAJOR, MORE THAN 6 PERSONS

NOTES:

1. This Application constitutes part of the permit.
2. Every Development Application shall be completed and submitted in accordance with the current Town of Blackfalds Land Use Bylaw in force.
3. Failure to comply with this form fully and lack of the required information and plans may cause delays in processing this Development Application.
4. An Application for a Development Permit shall, at the option of the applicant, be deemed to be refused when the decision of the Development Authority is not made within forty (40) days of receipt of the Application.
5. Any questions related to the collection and use of this permit information should be referred to the Planning and Development Department at 403.885.9679.

A DEVELOPMENT PERMIT COMES INTO EFFECT:

- a. if it is issued by the Development Authority, twenty-one (21) days after the date of decision.
- b. if it is issued by Town Council with respect to a development in a Direct Control District, upon the date of its issue, or
- c. if an appeal is made, on the date that the appeal is finally determined.

A development permit remains in effect for twelve (12) months from the date of its issue and thereafter is null and void unless an extension has been requested and approved. A time extension request must be received a minimum of one (1) month prior to expiry.

I hereby make application for a Development Permit under the provisions of the Town of Blackfalds current Land Use Bylaw in force in accordance with the plans and supporting information submitted herewith and which form part of this application and will abide by all conditions of approval. By submitting this application I hereby allow right of entry for inspection purposes.

Permit Applicant Name(s): **Section 17(4)(g)(i)**

Permit Applicant Signature(s): **Section 17(1)**

Landowner Name(s): Shah and Patel Holding Corp

Landowner Signature(s): *Rajat Patel*
DocuSigned by: 7355327980840F...

BELOW FOR OFFICE USE ONLY

Lot: _____ Block: _____ Plan: _____ Land Use District: _____ Tax Roll #: _____

Variance Requested (if applicable): MPC Development Officer

Development Permit Fee: (1-61-00-520)	\$ 300--	MPC Date: _____
TOTAL:	\$ 300--	SDAB Date: _____
		Notification Date: _____

Receipt #: _____ Date Application Deemed Complete: _____

Personal information collected on this form will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. This information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the current Land Use Bylaw in force, as well as Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of the Act. Applicant names and the nature of permits issued may be made publicly available. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

LEGAL DESCRIPTION:

LOTS 10 & 11 BLOCK 13 PLAN 3446 HW

MUNICIPAL ADDRESS:

4914 BROADWAY AVENUE, BLACKFALDS, ALBERTA

CLIENT: AUTO BODY SERVICES RED DEER LTD.

I hereby certify that this Report, was prepared and performed under my personal supervision and in accordance with the Alberta Land Surveyors' Association's Manual of Standard Practice and supplements thereto. Accordingly, within those standards and as of the date of this Report, I am of the opinion that:

1. The plan illustrates the boundaries of the Property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, and registered easements and rights-of-way affecting the extent of the title to the Property;
2. The improvements are entirely within the boundaries of the Property (except Ladder, Siding, Gutter, & Signs);
3. No visible encroachments exist on the Property from any improvements situated on an adjoining property (except Lot 9 Building (See Agreement No. 002 350 985));
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of the Property.

Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners, and any of their agents for the purpose of (a land conveyance, support of a subdivision application, a mortgage application, a submittal to the municipality for a compliance certificate, etc.). Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights of way affecting the extent of the Property have been shown. Unless shown otherwise, property corner markers have not been placed during the survey for this Report. This Report should not be used to establish boundaries because of the risk of misinterpretation or measurement error by the user. The information shown on this Report reflects the status of this Property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated this 21st of January 2020




ALBERTA LAND SURVEYOR
© DONNIE MCKEE, A.L.S., 2020

THIS DOCUMENT IS NOT VALID UNLESS IT BEARS AN ORIGINAL SIGNATURE IN BLUE INK AND A RED ACCELERATED SURVEYS LTD. PERMIT STAMP.

Date of Survey: December 4, 2019 and January 6, 7, & 21, 2020

Certificate of Title No. 052 468 742 +12 & 052 468 742 +13
Date of Title Search (a copy of the title is attached): August 12, 2019
PROPERTY SUBJECT TO:

- LOT 10 ENCROACHMENT AGREEMENT 002 350 985 "FOR THE BENEFIT OF LOTS 7 TO 9, BLOCK 13, PLAN 3446 HW".

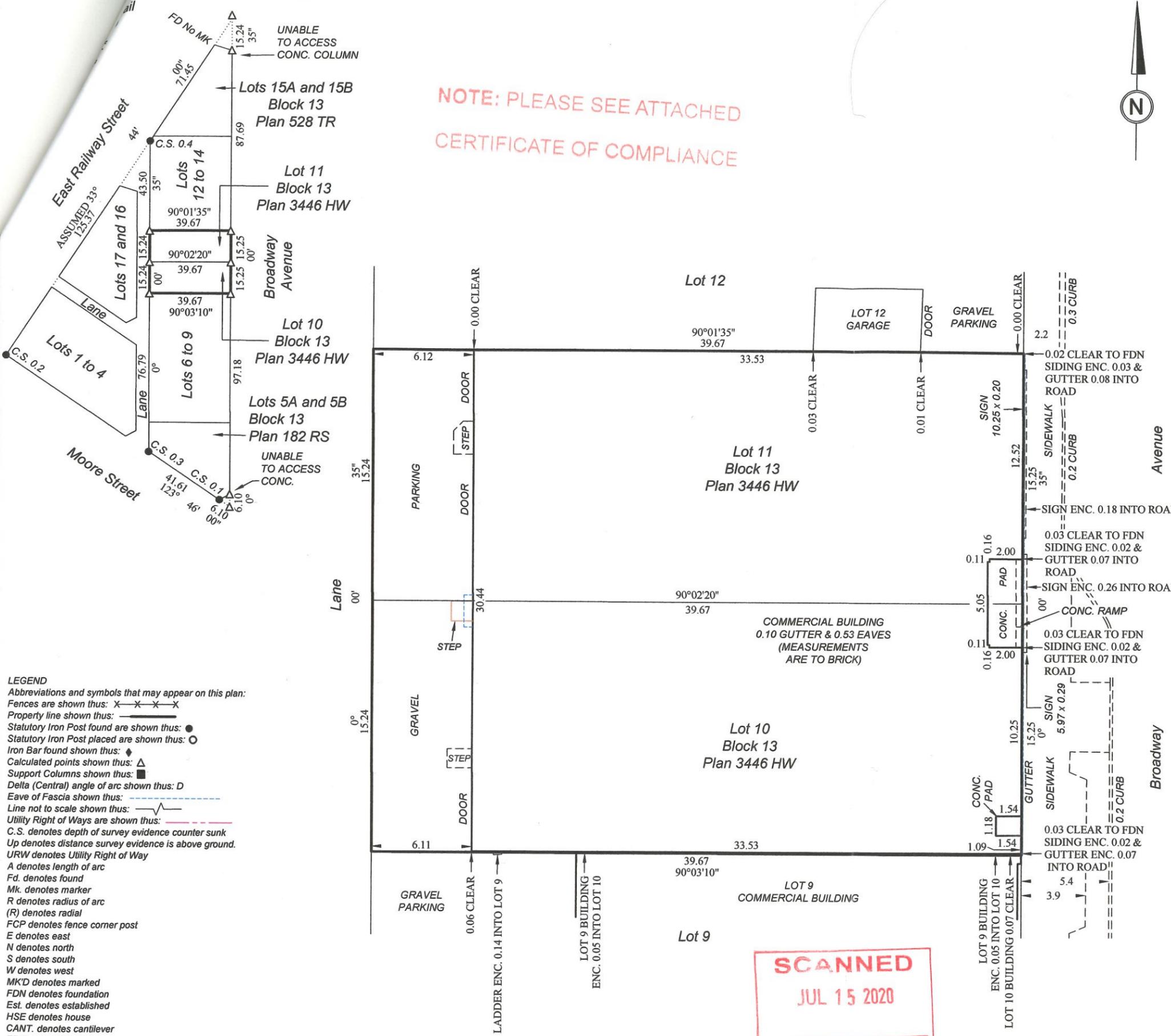
NOTES

- Distances are in metres and decimals thereof.
- Eaves are dimensioned to the line of fascia, unless shown otherwise.
- Building dimensions and distances to building corners are to the finished brick.
- Distances to building corners are perpendicular from property lines, unless shown otherwise.
- All fences are within 0.20 metres of the property line unless shown otherwise.
- All survey evidence is within 0.10m of the surface of the ground unless shown otherwise.

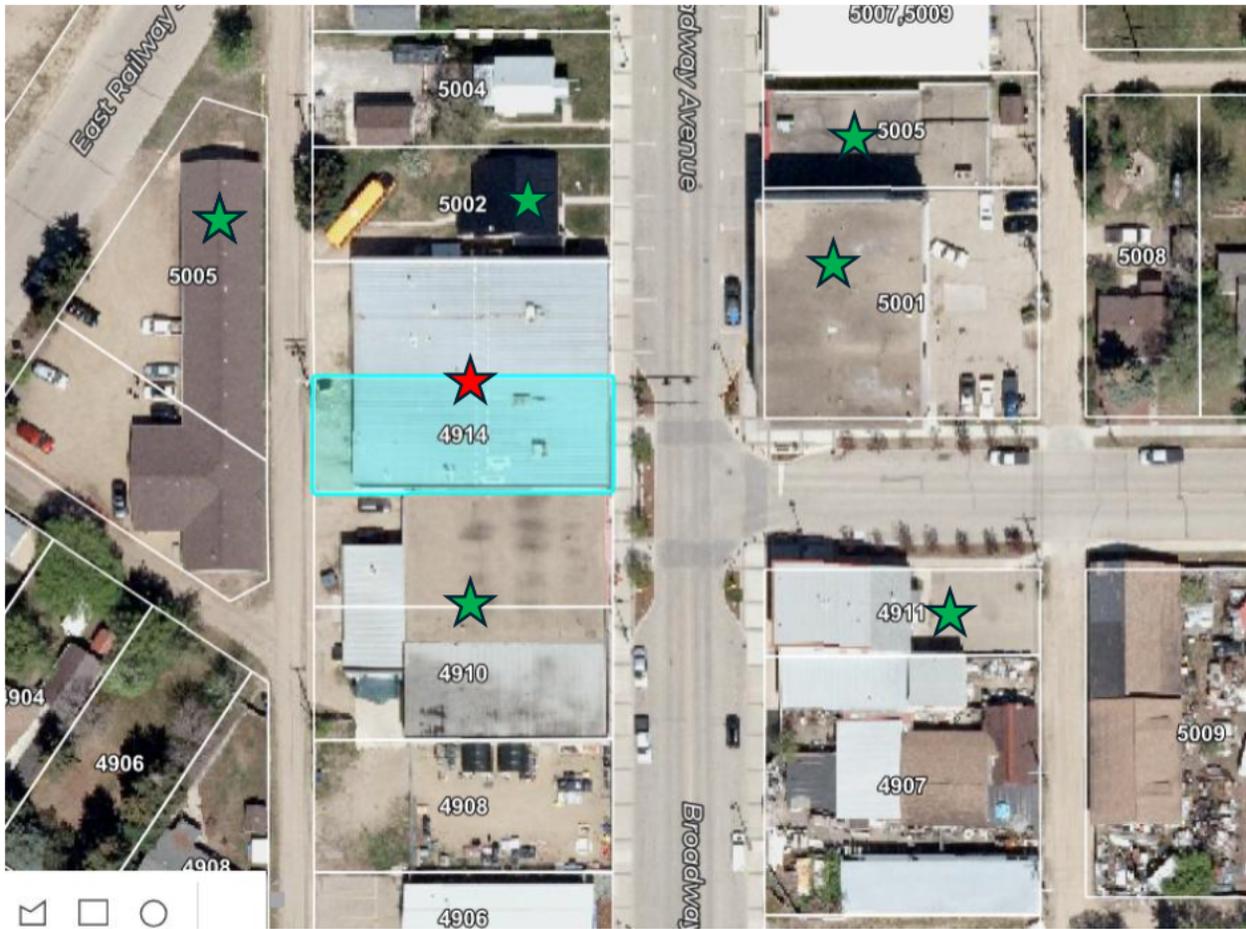


105, 6740 JOHNSTONE DRIVE
RED DEER, AB T4P 3Y2
TEL: 403-505-5940
info@acceleratedsurveys.com
acceleratedsurveys.com

NOTE: PLEASE SEE ATTACHED
CERTIFICATE OF COMPLIANCE



LEGEND
Abbreviations and symbols that may appear on this plan:
Fences are shown thus: X X X X
Property line shown thus: ———
Statutory Iron Post found are shown thus: ●
Statutory Iron Post placed are shown thus: ○
Iron Bar found shown thus: ◆
Calculated points shown thus: △
Support Columns shown thus: ■
Delta (Central) angle of arc shown thus: D
Eave of Fascia shown thus: ———
Line not to scale shown thus: ———
Utility Right of Ways are shown thus: ———
C.S. denotes depth of survey evidence counter sunk
Up denotes distance survey evidence is above ground.
URW denotes Utility Right of Way
A denotes length of arc
Fd. denotes found
Mk. denotes marker
R denotes radius of arc
(R) denotes radial
FCP denotes fence corner post
E denotes east
N denotes north
S denotes south
W denotes west
MKD denotes marked
FDN denotes foundation
Est. denotes established
HSE denotes house
CANT. denotes cantilever
FP denotes fireplace
ENC. denotes encroaches



Permit 12-25

- Change of Use – Daycare, Major

Notification Addresses ★

Subject property – 4914 Broadway Avenue ★

**Paint
Work Wear
Plumbing
Electrical**

- Abbey Centre
- Community Centre
- Arena/Library
- Municipal Office
- Tayles Water Spray Park
- Iron Ridge Elementary
- Tutty Pond

For Lease
For more information call
403-343-6615
or
403-872-8108

BLACKFALDS PHARM

FOR LEASE

FOR LEASE

Perks
Coke
Coke



Smoking
Area