

MINUTES

MEMBERS PRESENT

Jim Sands – Vice Chairperson, Town of Blackfalds Deputy Mayor
Brenda Dennis, Town of Blackfalds Councillor
Alex Garcia, Member at Large
Richard Poole, Member at Large

OTHERS ATTENDING

Billie Scott, Development Officer II
Dominic Raponi, Resident - Applicant
John Edward, Latitude Engineering

REGRETS

Laura Svab – Chairperson, Town of Blackfalds Councillor

WELCOME AND CALL TO ORDER

Vice Chairperson Sands welcomed called the Municipal Planning Commission Meeting to order at 6:14 p.m.

APPROVAL OF AGENDA

18/24

Member Dennis moved That the Municipal Planning Commission approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

BUSINESS

Approval of Minutes

19/24

Member Poole moved that the Municipal Planning Commission approve the Minutes from April 23,2024, as presented.

CARRIED UNANIMOUSLY

Application 103-24 – Proposed RV Storage Yard (Discretionary)with 89 Warehouse Storage Units

5216 Duncan Avenue (Lot 8 & 10, Block 4, Plan 122 4515)

Administration provided background information on the proposed development.

20/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the proposal to allow for RV Storage as presented in Development Permit 103-24, located at 5216 Duncan Avenue (Lot 8 & 10, Block 4, Plan 122 4515), subject to the following conditions being met to the satisfaction of the Development Officer:

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.
2. Occupancy is only permitted once all safety codes inspections are complete (building, plumbing, gas and electrical) and any deficiencies are addressed to the satisfaction of the Safety Codes Officer, and Prior to Occupancy Conditions stated below are completed.

Prior to Occupancy Conditions:

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3. All plans regarding grading, drainage, and utilities MUST be approved by the Director of Infrastructure prior to any work on site.
4. The applicant shall consolidate Lot 8 &10, Block 4, Plan 122 4515 by no later than December 31, 2024.
5. During construction, all catch basins, stormwater and sanitary manholes must have sediment control devices installed to protect privately-owned stormwater and sanitary sewer infrastructure that connects into Town-owned infrastructure. Erosion and sediment control devices must continue to be used and maintained until there is no longer a risk of sediment entering stormwater or sanitary sewer infrastructure.

General Development Conditions:

6. The scope of the work shall proceed as per the approved plans. Any changes to the approved plans shall be submitted to the Town of Blackfalds for review and final approval of the Development Authority prior to implementation on-site.
7. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure and shall maintain a minimum setback of 0.50m from any active utility and/or access right of way.
8. All roof and surface drainage shall be directed onto the parcel and not affect adjacent lands.
9. All buildings/structures are to complement each other. The exterior of the building/structure, including painting, shall be completed within one (1) calendar year from the date of approval.
10. With the exception of street lighting, outdoor lighting provided for security, display or attraction purposed for any Development shall be arranged so that no direct rays of light are directed at any adjoining site or interfere with the effectiveness of adjacent traffic signals.
11. All Development, including the repair and replacement of fixtures, shall incorporate 'dark sky friendly' lighting practices that minimize light pollution, glare, and adverse illumination on adjacent Parcels, while maintaining nighttime, on-site safety and security while allowing for illumination of Buildings, Landscaping, and outdoor displays.
12. The developer shall provide a letter of credit or other form of security equal to 100% of the estimated Landscaping and paving (and associated concert work) costs by September 1, 2024 to ensure that Landscaping and paving is in accordance with the Land Use Bylaw and approved plans Any changes to the plans shall require approval of the Development Authority.
 - a. Paving securities are retained for one (1) year following completion of paving (and associated concrete works). Prior to receiving a refund and where no deficiencies exist, it is the responsibility of the developer to contact the Director of Infrastructure and Property Services to request a final inspection.
 - b. Landscaping is to be completed by the end of the first full growing season following completion of construction. Landscaping security refund of 50% is received upon completion of the approved landscaping. Prior to receiving any additional refunds, the developer must satisfactorily complete a one (1) year maintenance period where no deficiencies exist. It is the responsibility of the developer to contact the Director of Infrastructure and Property Services to request a final inspection.
13. The applicant shall repair or reinstate, or to pay for the repair or reinstatement, to original Condition, any public property, Street furniture, curbing, boulevard Landscaping and tree

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planting or any other property owned by the Town which is damaged, destroyed or otherwise harmed by Development or construction upon the site.

NOTES

1. *The applicant is to provide any revised drawings clearly indicating any changes to the approved drawing set.*
2. *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 and/or regulations affecting such development.*
3. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
4. *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.*
5. *All signage requires a separate Development Permit application.*

CARRIED UNANIMOUSLY**21/24****Application 129-24 – Rear yard relaxation of 52% for detached garage due to irregular shape of lot, 41 Maclean Close (Lot 12, Block 11, Plan 152 2519)**

Administration provided background information on the proposed development.

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of the 952 ft² detached garage with a 3.1m (52%) rear yard relaxation as presented in Development Permit 129-24, located at 41 Maclean Close (Lot 12, Block 111, Plan 152 2519), subject to the following conditions being met to the satisfaction of the Development Officer:

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.
2. The applicant shall ensure that the northwest rear yard setback does not exceed 2.9m.

Prior to Occupancy Conditions:

1. The proposed development shall be undertaken and completed in accordance with the approved plans.

Development Conditions:

2. If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
3. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
4. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.

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5. An Accessory Building or Structure shall not be constructed over an Easement or right of way.

Ongoing Conditions:

6. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
7. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.

NOTES

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *The applicant is to provide any revised drawings clearly indicating any changes to the approved drawing set.*
3. *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 blow away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless is it not capable of being blown around the construction area.*
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 and/or regulations affecting such development.*
5. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
6. *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.*
7. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

CARRIED
Opposed: Member Poole

22/24**Application 140-24 – Patio and stair addition to flat roof detached garage**
104 Pioneer Way (Lot 51, Block 10, Plan 082 4456)

Administration provided background information and the proposed development.

MOVED by Member Garica that the Municipal Planning Commission APPROVE the application for the development of the rooftop patio and stairs, as presented in Development Permit 140-24, located at 41 Maclean Close (Lot 12, Block 111, Plan 152 2519) subject to the following conditions being met to the satisfaction of the Development Officer:

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.
2. The applicant shall ensure that frosted glass is provided for the railing.
3. The applicant shall ensure the height of the railing is a minimum of 3.50 feet to a maximum of 4.40 feet and shall not exceed the height of the principal building.

Development Conditions:

4. The proposed development shall be undertaken and completed in accordance with the approved plans.
5. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure and shall maintain a minimum setback of 0.50m from any active utility and/or access right of way.
6. All outdoor lighting shall be located, aimed, and shielded in a manner that does not directly illuminate a road or adjacent residential properties

NOTES

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *The applicant is to provide any revised drawings clearly indicating any changes to the approved drawing set.*
3. *A building permit must be obtained for the rooftop patio and addition of the stairs.*
4. *There shall be no more than 2 accessory buildings per residential lots.*
5. *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 the construction area.*
6. *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 and/or regulations affecting such development.*
7. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
8. *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**23/24****Application 151-24 – Townhouse with uncovered rear deck and north side yard relaxation request of 27.33%**
5673 Vista Trail (Lot 51, Block 10, Plan 162 0173)

Administration provided background information and the proposed development.

MOVED by Member Dennis that the Municipal Planning Commission APPROVE the application for the development of this unit of a 6-unit townhouse project with a 1.23m (27.33%) side yard relaxation as presented in Development Permit 151-24, located at 5673 Vista Trail (Lot 51, Block 10, Plan 162 0173), subject to the following conditions being met to the satisfaction of the Development Officer:

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.

2. The applicant shall ensure that the north side yard setback does not exceed 3.27m.

Prior to Occupancy Conditions:

3. The proposed development shall be undertaken and completed in accordance with the approved plans.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.
5. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
6. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

General Development Conditions:

7. If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
8. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
9. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
10. Applicant is required to submit a "Final Lot Grading Certificate" prepared by a professional (e.g. Alberta Land Surveyor, Professional Engineer or Professional Technologist) acceptable to the Development Authority for approval.
11. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
12. Front yard sod (or other landscaping material approved by the Development Authority).
13. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.
14. Where no attached garage has been approved, two (2) off-street parking stalls per dwelling, containing all weather surfaces (gravel) are required where access is via a lane. Dimensions of each stall are to be no less than 2.75m (9.02ft) by 6.0m (19.69ft) in size. Parking stalls are to be developed as shown on the approved site plan.

Ongoing Conditions:

15. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
16. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.
17. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.

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

NOTES

1. *The yellow development permit card must be displayed during the duration of development.*
2. *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 the construction area.*
3. *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 and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
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. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties*

CARRIED UNANIMOUSLY

24/24

Application 159-24 – Fence height relaxation of 83% for proposed 6.0ft tall front yard fence.

4507 Broadway Avenue (Lot 2, Block 1, Plan 4027 KS)

Administration provided background information and the proposed development.

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for a 6.0ft front yard fence with a fence height relaxation of 2.72ft (83%) as presented in Development Permit 159-24, located at 4507 Broadway Avenue (Lot 2, Block 1, Plan 4027 KS), subject to the following conditions being met to the satisfaction of the Development Officer:

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.
2. The applicant shall ensure that the front yard fence is located 7.62m (25ft) from the property line.

Prior to Occupancy Conditions:

3. The proposed development shall be undertaken and completed in accordance with the approved plans.

Ongoing Conditions:

4. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.

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5. The applicant shall ensure that any portion of the front yard fence, including posts, must maintain a maximum height not exceeding 6.0ft as approved by the Development Authority.
 6. The applicant shall ensure that any other fence required on the property is in compliance with the Land Use Bylaw.
 7. The fence shall be maintained at all times.

NOTES

1. *The applicant is to provide any revised drawings clearly indicating any changes to the approved drawing set.*
2. *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 and/or regulations affecting such development.*
3. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
4. *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 6:39p.m.



Jim Sands, Vice Chairperson

Billie Scott, Recording Secretary/Admin Staff