

**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION**
Civic Cultural Center – 5018 Waghorn Street
Tuesday, February 27, 2024, at 6:00 p.m.
MINUTES

MEMBERS PRESENT

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

OTHERS ATTENDING

Billie Scott, Development Officer II
Jolene Tejkl, Planning and Development Manager

REGRETS

None

WELCOME AND CALL TO ORDER

Chairperson Svab welcomed all attending and called the Municipal Planning Commission Meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

1/24 Member Poole 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.

PRESENTATIONS

Municipal Planning Commission Orientation

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

BUSINESS

Approval of Minutes

2/24 Member Dennis moved That the Municipal Planning Commission approve the Minutes from February 27, 2024, as presented.

CARRIED UNANIMOUSLY

Application 20-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.

14 Palmer Circle (Lot 24, Block 13, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that are no concerns with parking and all parking requirements have been met.

3/24 **MOVED** by Member Poole that the Municipal Planning Commission **APPROVE** the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 20-24, located at 14 Palmer Circle (Lot 24, Block 13, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

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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.

Prior to Occupancy Conditions:

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. 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.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. 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:

6. 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.
7. 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.
8. 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.
9. The 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.
10. 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.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions:

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite

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17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. 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.
19. 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.
20. 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.*
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 and provincial or federal statutes and 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

Application 21-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.

22 Palmer Circle (Lot 26, Block 13, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

4/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 21-24, located at 22 Palmer Circle (Lot 26, Block 13, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

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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.

Prior to Occupancy Conditions:

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. 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.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. 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:

6. 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.
7. 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.
8. 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.
9. The 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.
10. 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.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions:

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite

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17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. 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.
19. 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.
20. 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.*
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 and provincial or federal statutes and 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

Application 22-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.

50 Palmer Circle (Lot 33, Block 13, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

5/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 22-24, located at 50 Palmer Circle (Lot 33, Block 13, Plan 172 0736) 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.

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Prior to Occupancy Conditions:

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. 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.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. 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:

6. 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.
7. 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.
8. 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.
9. The 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.
10. 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.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions:

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. 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.

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19. 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.
20. 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.*
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 and provincial or federal statutes and 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

Application 23-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.

58 Palmer Circle (Lot 33, Block 13, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

6/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 23-24, located at 58 Palmer Circle (Lot 35, Block 13, Plan 172 0736) 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.

Prior to Occupancy Conditions:

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2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. 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.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. 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:

6. 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.
7. 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.
8. 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.
9. The 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.
10. 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.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions:

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. 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.

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19. 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.
20. 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.*
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 and provincial or federal statutes and 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

Application 24-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.

66 Palmer Circle (Lot 33, Block 13, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

7/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 24-24, located at 66 Palmer Circle (Lot 37, Block 13, Plan 172 0736) 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.

Prior to Occupancy Conditions:

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

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3. 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.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. 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:

6. 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.
7. 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.
8. 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.
9. The 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.
10. 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.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions:

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. 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.
19. 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.

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

NOTES

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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.*
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 and provincial or federal statutes and 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

Application 25-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.

70 Palmer Circle (Lot 9, Block 10, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

8/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 25-24, located at 70 Palmer Circle (Lot 9, Block 10, Plan 172 0736) 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.

Prior to Occupancy Conditions:

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

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4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. 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:

6. 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.
7. 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.
8. 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.
9. The 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.
10. 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.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions:

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. 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.
19. 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.
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

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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.*
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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

Application 26-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.

82 Palmer Circle (Lot 12, Block 10, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

9/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 26-24, located at 82 Palmer Circle (Lot 12, Block 10, Plan 172 0736) 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.

Prior to Occupancy Conditions:

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. 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.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.

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5. 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:

6. 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.
7. 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.
8. 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.
9. The 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.
10. 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.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions:

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. 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.
19. 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.
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

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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.*
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 and provincial or federal statutes and 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

Application 27-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.

114 Palmer Circle (Lot 21, Block 10, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

10/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 27-24, located at 114 Palmer Circle (Lot 21, Block 10, Plan 172 0736) 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.

Prior to Occupancy Conditions:

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. 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.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. 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.

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General Development Conditions:

6. 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.
7. 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.
8. 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.
9. The 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.
10. 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.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions:

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. 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.
19. 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.
20. 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*

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stored or accumulated on a construction site unless it is not capable of being blown around.

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 and provincial or federal statutes and 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

Application 28-24 – Request for side yard relaxation of 1.45m (32.4%).

5677 Vista Trail (Lot 4, Block 13, Plan 162 0173)

Administration provided background information on the proposed development.

11/24

MOVED by Member Sands that the Municipal Planning Commission APPROVE the application for the development of the 6-unit townhouse with a 1.45m (32.4%) side yard relaxation as presented in Development Permit 28-24, located at 5677 Vista Trail (Lot 4, Block 13, Plan 162 0173) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties and 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 side yard relaxation does not exceed 3.04m

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:

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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*

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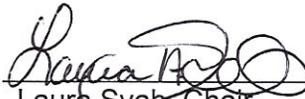
applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.

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

ADJOURNMENT

Chairperson Svab adjourned the Municipal Planning Commission Meeting at 6:17 p.m.



Laura Svab, Chair



Billie Scott, Recording Secretary/Admin Staff

