

**MEMBERS PRESENT**

Laura Svab – Chairperson, Town of Blackfalds Councillor  
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

**REGRETS**

Alex Garcia, Member at Large  
Richard Poole, Member at Large

**WELCOME AND CALL TO ORDER**

Chairperson Svab welcomed called the Municipal Planning Commission Meeting to order at 6:15 p.m.

**APPROVAL OF AGENDA**

**25/24** 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**

**26/24** Member Sands moved that the Municipal Planning Commission approve the Minutes from June 25,2024, as presented.

**CARRIED UNANIMOUSLY**

**Application 164-24 – Side yard setback relaxation of 19% from shed and a front yard projection setback from existing front deck of 25% 5008 Wilson Street (Lot 32, Plan XVIIIA)**

Administration provided background information on the proposed development.

**27/24** MOVED by Member Sands that Municipal Planning Commission APPROVE the application as amended for the relaxation of the side yard setback for the existing shed from 1.0m to 0.81m and the front yard projection relaxation for the front deck from 1.5m to 1.87m as presented in Development Permit 164-24, located at 5008 Wilson Street (Lot 32, Plan XVIIIA), subject to the following conditions being met to the satisfaction of the Development Officer:

1. The applicant shall ensure that side yard setback relaxation for the shed does not exceed 0.81m.
2. The applicant shall ensure that the front yard projection relaxation for the front deck does not exceed 1.87m.
3. The applicant shall ensure that the rear yard setback relaxation for the 1.15m x 2.12m movable shed does not exceed 0.00m.

- 
4. Any changes to the approved application shall require a separate permit application.

**Development Conditions:**

5. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
6. 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.
7. An Accessory Building or Structure shall not be constructed over an Easement or right of way.

**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**

28/24

**Application 173-24 – Rear yard relaxation of 34% for detached garage due to irregular shape of lot.**  
**5410 Prairie Ridge Avenue (Lot 10, Block 6, Plan 992 5817)**

Administration provided background information on the proposed development.

MOVED by Member Dennis that the Municipal Planning Commission APPROVE the application for the development of the 576 ft<sup>2</sup> detached garage with a 1.34m (34%) rear yard relaxation as presented in Development Permit 173-24, located at 5410 Prairie Ridge Avenue (Lot 10, Block 6, Plan 992 5817), 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 rear yard setback does not exceed 1.34m.

**Prior to Occupancy Conditions:**

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

**Development Conditions:**

4. 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.
5. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
6. 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.
7. An Accessory Building or Structure shall not be constructed over an Easement or right of way.

**Ongoing Conditions:**

8. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
9. 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 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.*
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 UNANIMOUSLY**

29/24

**Application 179-24 – Side yard relaxation of 86% for shed**  
**4980 Aspen Lakes Boulevard (Lot 100, Block 6, Plan 082 4628)**

Administration provided background information and the proposed development.

MOVED by Member Garica that the Municipal Planning Commission APPROVE the application for the relaxation of the side relaxation for the existing shed from 1.0m to 0.14m as presented in Development Permit 179-24, located at 4980 Aspen Lakes Blvd (Lot 100, Block 6, Plan 082 4628) and subject to the following conditions being met to the satisfaction of the Development Officer:

1. The applicant shall ensure that the side yard setback relaxation for the 1.15m x 1.80m shed does not exceed 0.14m.
2. Any changes to the approved application shall require a separate permit application.

**Development Conditions:**

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.
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 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**

30/24

**Application 183-24 – Placement of 2 Temporary Canvas Structures**  
**5400 Blackfalds Crossing (Lot 21, Block 4, Plan 152 1017)**

Administration provided background information and the proposed development.

MOVED by Member Sands that the Municipal Planning Commission APPROVE the application for the proposed 2 2400sqft Canvas Covered Structures for a time period of 10 years expiring July 24, 2034, as presented in Development Permit 183-24 located at 5400 Blackfalds Industrial Way (Lot 21, Block 4, Plan 152 1017) 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.
2. This permit is valid until July 24, 2034.
3. Where the Development Authority has approved a Development for a limited period, the use shall terminate, and removal of a Temporary Development shall occur at the expiration of the time period.
4. When a Development Permit for temporary use expires, a new application shall be required. There shall be no obligation to approve a new application on the basis that a previous permit had been issued.

**Prior to Occupancy**

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

**Development Conditions**

6. Any change of use or intensity to the premises shall require a separate permit application. Any changes, without prior consent from the Town of Blackfalds, renders this permit null and void.
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. An Accessory Building or Structure shall not be constructed over an Easement or right of way.
9. The applicant shall provide a copy of an approved Roadside Development Permit issued by Alberta Transportation, if required.
10. The property is to be maintained to the satisfaction of the Town of Blackfalds.
11. Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.

**NOTES**

5. *The yellow Development Permit card must be displayed during the duration of development.*
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 the construction area.*

- 7. 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.*
- 8. 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.*
- 9. 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.*
- 10. 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 6:31p.m.

---

Laura Svab, Chairperson

---

Billie Scott, Recording Secretary/Admin Staff