

MINUTES

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
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
Preston Weran, Director of Infrastructure and Planning Services
Gordon Lau – Stantec
Alan Forman – Stantec
Charlie MacDonald
Harpreet Kalkat

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 6:03 p.m.

APPROVAL OF AGENDA

20/25

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.

BUSINESS

Approval of Minutes

21/25

Member Hoover moved that the Municipal Planning Commission approve the Minutes from July 22, 2025, as presented.

CARRIED UNANIMOUSLY

Application 198-25 – Accessory Suite requesting a variance of less than 10 houses between permitted accessory suites 50 Vista Trail (Lot 13, Block 4, Plan 142 3984)

Administration provided background information on the proposed development.

The Board engaged in a general discussion about the Accessory Suite, raising questions about whether its approval could impact future applications for similar suites. Administration clarified that although this particular application involves a variance for fewer than 10 houses between permitted accessory suites, any future application located within the same close would still require a variance even if it did not exceed the 10-house threshold.

22/25

MOVED by Member Hoover that the Municipal Planning Commission APPROVE Development Permit 198-25 for an accessory suite at 50 Vista Trail, subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The accessory suite shall comply with all applicable regulations of the Land Use Bylaw, except for the approved variance to the 10-dwelling separation requirement.
2. Two additional off-street parking stalls must be provided and maintained at all times for the accessory suite.

MINUTES

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

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**Application 205-25 – Rear Yard Relaxation
45 Maclean Close (Lot 13, Block 11, Plan 152 2519)**

Administration provided background information on the proposed development. The Board had a general discussion.

23/25

MOVED by Member Hubbard that the Municipal Planning Commission APPROVE the application for a side yard driveway extension relaxation of 0.52 m (1.72 ft) as presented in Development Permit 151-25, located at 5558 Prairie Ridge Avenue (Lot 56, Block 6, Plan 072 06123) and subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The applicant shall ensure that the rear yard setback does not exceed 4.26 m.
2. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within this year will cause this Development Permit to expire.

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 the appropriate civic address numbers in a contrasting colour no less than 15.14 cm (6.0 in) in height on the front exterior of the dwelling.
5. Prior to occupancy, the applicant shall place an appropriate mailbox on the front exterior of the dwelling.
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(s).

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 building or structure or portion thereof shall be located over municipal lands, road rights-of-way, municipal easements, registered easements or any existing or proposed 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.

MINUTES

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. Landscaping must conform to the requirements of the Land Use Bylaw in force at the time of approval and is required within one (1) year from construction completion.
11. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions

12. Two (2) off street parking stalls per dwelling with dimensions of no less than 2.75m (9.02ft) by 6.0m (19.69ft) in size are required. Parking stalls are to be developed as shown on the approved site plan.
13. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced as defined in the Land Use Bylaw in force.

NOTES

1. *The yellow Development Permit card must be displayed for the duration of development.*
2. *Each construction site shall have a waste container and 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 Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes and regulations and orders affecting such development.*
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**Application 207-25 – Accessory Suite requesting a variance of less than 10 houses between permitted accessory suites**
109 Aztec Crescent (Lot 44, Block 1, Plan 152 3086)

Administration provided background information on the proposed development.

24/25

MOVED by Member Hoover that the Municipal Planning Commission APPROVE Development Permit 207-25 for an accessory suite at 50 Vista Trail, subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The accessory suite shall comply with all applicable regulations of the Land Use Bylaw, except for the approved variance to the 10-dwelling separation requirement.
2. Two additional off-street parking stalls must be provided and maintained at all times for the accessory suite.
3. Any changes to the approved application shall require a separate permit.

MINUTES

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

Application 219-25 –Rear Yard and Projection Relaxation
29 Murphy Close (Lot 11, Block 5, Plan 5629 HW)

Administration provided background information on the proposed development.

25/25

MOVED by Member Dennis that the Municipal Planning Commission APPROVE Development Permit 219-25 for relaxation of the rear yard and rear yard projection for the existing Detached Dwelling and deck, at 29 Murphy Close, subject to the following conditions being met to the satisfaction of the Development Officer:

CONDITIONS

1. The applicant shall ensure that the rear side yard setback relaxation for the existing dwelling does not exceed 5.81 m.
2. The applicant shall ensure that the rear yard projection setback relaxation for the existing deck does not exceed 2.76 m.
3. Any changes to the approved application shall require a separate permit application.

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

Application 220-25 – Landscaping Variance
5466 Vista Trail (Pt. NW 27-39-27-W4)

Administration provided background information on the proposed development.

26/25

MOVED by Member Hoover that the Municipal Planning Commission APPROVE Development Permit 220-25 for the landscaping variance at 5466 Vista Trail, subject to the following conditions being met to the satisfaction of the Development Officer:

1. The applicant shall ensure that landscaping variances do not exceed 53% for trees and 43% for scrubs.
2. Landscaping to be completed as per the approved plans.

Development Conditions:

MINUTES

3. The applicant shall ensure that the proposed development is located outside of all right of ways and maintains a minimum setback of 0.50 m from any active utility and/or access right of way.
4. The developer shall provide a letter of credit or other form of security equal to 100% of the estimated Landscaping to ensure that Landscaping is in accordance with the Land Use Bylaw and approved plans and must be received prior to a Building Permit being issued. Any changes to the plans shall require approval of the Development Authority.
5. Landscaping is to be complete 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.
6. 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.
7. The applicant shall repair or reinstate, or pay for the repair or reinstatement, to original condition, any public property, street furniture, curbing, boulevard Landscaping and tree planting or any other property owned by the Town which is damaged, destroyed or otherwise harmed by Development or construction upon the site.

Ongoing Conditions:

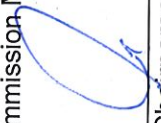
8. The applicant is to ensure landscaping is maintained at all times.

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.*

ADJOURNMENT

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:29 p.m.



Jim Sands, Chairperson



Billie Scott, Recording Secretary/Development Officer II

