

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION]**  
Civic Cultural Center – 5018 Waghorn Street  
Thursday, January 15, 2026 at 6:00 p.m.

## **AGENDA**

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**1. WELCOME AND CALL TO ORDER**

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

**2. LAND ACKNOWLEDGEMENT**

- 2.1 *In the spirit of Truth and Reconciliation, the Town of Blackfalds acknowledges that we are on Treaty 6 territory, the ancestral lands of Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (Denay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, Inuit, and non-status peoples whose footsteps have marked these lands since time immemorial. We recognize the inherent relationships Indigenous communities have with this land and its creatures and commit to supporting reconciliation and healing. We honour the resilience, culture, and contributions of Indigenous peoples, past and present. As we gather, we pledge to listen, learn, and take meaningful action toward a future based on mutual respect and understanding as we continue on our journey of truth and healing. We recognize that reconciliation is not a single act but a lifelong journey—one that requires accountability, humility, and the centering of Indigenous voices.*
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**3. PRESENTATIONS**

- 3.1 Municipal Planning Commission Orientation (verbal)
- 

**4. BUSINESS**

- 4.1 Approval of Minutes from October 14, 2025
  - 4.2 Application 260-25 – Accessory Suite with variance
- 

**5. CONFIDENTIAL**

None

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**6. ADJOURNMENT**

**MINUTES**

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**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 Garica, 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**

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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.*

**CARRIED UNANIMOUSLY****ADJOURNMENT**

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

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Jim Sands, Chairperson

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Billie Scott, Recording Secretary/Development Officer II

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION MEETING  
Tuesday, January 15, 2026**

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**TO:** Municipal Planning Commission

**PREPARED BY** Billie Scott, Development Officer II

**PRESENTED BY** Billie Scott, Development Officer II

**DEVELOPMENT:** Development Permit 260-25

- Accessory Suite requesting variance of less than 10 houses between permitted Accessory Suites.

**ADDRESS:** 115 Aurora Heights Boulevard (Lot 2, Block 3, Plan 152 3086)

**ZONING:** Residential Singel Dwelling Small Lot District (R-1S)

**SUMMARY:**

The applicant has submitted a Development Permit application requesting a variance to allow for an accessory suite located within 10 dwellings of another approved Accessory Suite, which does not meet the minimum separation requirement outlined in the Land Use Bylaw.

In support of this request, the applicant explained that they purchased their home with the intent to create a safe, fully compliant basement suite. The existing basement includes a bedroom, bathroom, living areas, and a separate entrance, making it suitable for conversion. The proposed development could meet all safety and building code requirements, and parking can be fully accommodated on-site with four stalls, two dedicated to the suite, ensuring no impact on street parking. Based on these factors, the applicant is requesting approval of the variance.

**BACKGROUND:**

Under the Land Use Bylaw, Accessory Suites are a discretionary use in the R-1S district. They must meet specific criteria including;

- only one Accessory Suite per Detached Dwelling,
- a maximum of two bedrooms,
- must have a separate entrance,
- provide two additional off street parking and
- maintain a minimum separation of 10 dwellings between permitted accessory suites and shall not exceed 10% of total units in that neighborhood.

The applicant is requesting a variance to the minimum separation requirement between accessory suites, proposing a reduced separation of three and nine dwellings.

This regulation was introduced into the Land Use Bylaw during a period when the Town was receiving a high volume of Accessory Suite applications. At that time, there were no specific regulations in

place to address associated concerns such as parking or the potential over-concentration of suites within neighborhoods.

Since implementing the minimum separation requirement, we've observed that approved accessory suites have remained below the threshold of 10% of total dwellings within their respective neighborhoods. Additionally, onsite parking is required for each suite to mitigate street parking concerns.



As this request is discretionary use with a variance, the application has been referred to Municipal Planning Commission as the approving authority.

This application has been referred to adjacent landowners for comment. To date three responses have been received. They expressed that they believe this specific proposal presents several challenges that they believe could the negatively impact the neighbourhood.

Key concerns raised include:

- Potential impacts on property value
- Increased density and congestion
- Overburdened infrastructure (parking)

Administration has reviewed the concerns raised by the adjacent property owner's and offers the following clarifications:

There is currently no evidence to suggest that the presence of Accessory Suites has led to a reduction in property values. While the proposed development would increase residential density and is located within three and nine dwellings of an existing suite, the overall number of approved suites in the neighbourhood remains below the 10% threshold (20 suites total would be allowed), with only five suites approved to date in this neighbourhood.



**POLICY:**

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

- Section 2.2 – Development Authority and Decisions on Development Permit Applications
- Section 3.20 – Parking and Loading
- Section 4.2 Accessory Suites
- Section 6.3 – Residential Single Dwelling Small Lot District (R-1S)

**ANALYSIS:**

Administration has reviewed the application and the applicable Land Use Bylaw regulations.

Given that the property meets all other development standards, including parking and setbacks, the Accessory Suite supports housing diversity and affordability. This relaxation does not appear to negatively impact the character of the neighborhood. The lot size and configuration allow for functional use of the property and parking area without compromising safety or aesthetics.

In light of these considerations, Administration is supportive of the proposed variance and recommends approval by the Municipal Planning Commission.

**RECOMMENDATION:**

That the Municipal Planning Commission APPROVE Development Permit 260-25 for an accessory suite at 115 Aurora Heights, subject to the following conditions being to 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.

**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.*

**ALTERNATIVES**

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



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Billie Scott  
Development Officer II

**Attachments:**

1. Development Permit Application;
2. Floor Plan
3. Site Plan;
4. Existing Accessory Suite Map;
5. Rational;
6. Subject Property and Adjacent Landowners Referral Map;
7. Adjacent properties objections x3.

GOHLER

MPC



Town of Blackfalds DEVELOPMENT PERMIT APPLICATION RESIDENTIAL

Box 220, 5018 Waghorn Street Blackfalds, AB T0M 0J0 Ph: 403.885.9679 Fax: 403.800.0045 planning\_development@blackfalds.ca www.blackfalds.ca

Development Permit #: 260-25

Application Date:



To Be Completed By Applicant:

Do you have a Business License with the Town of Blackfalds? Yes No

Permit Being Applied for By: Land Owner Applicant/Contractor

Landowner Name(s): Section 20(4)(h)(i)

Mailing Address: 115 Aurora Heights Blvd

City: Blackfalds Prov: Alberta Postal Code: Section 20(4)(h)(i)

Phone: Section 20(4)(h)(i) Alt Phone:

Email Address: Section 20(4)(h)(i)

Preferred Method of Correspondence: Email Mail Phone

(Same as Landowner)

Applicant/Contractor Name(s):

Mailing Address:

City: Prov: Postal Code:

Phone: Alt Phone:

Email Address:

Preferred Method of Correspondence: Email Mail Phone

PROJECT INFORMATION

Proposed Land Use (\*please note that one (1) Development Permit Application is required per lot / title):

- SFD Deck (covered/uncovered) Addition Accessory Suite Accessory Building (garage/shed) Duplex Four Plex Manufactured/Modular Home Demolition Moved in Building Other:

Approximate Value of Development: \$ 0.00 (Building Materials and Labour)

Civic Address of Property to be Developed: 115 Aurora Heights Blvd

Lot: 2 Block: 3 Plan: 1523086 Land Use District: BR-15

Existing Land Use: Single Detached Dwelling

Number of Storeys: Height (avg. from ground level to peak):

Lot Area: Uncovered Deck Construction Included: If yes, size: sq m sq ft

Total Parcel Coverage: % (include any deck(s), garage(s) - attached or detached, accessory building(s), verandahs, etc.)

Yard Setbacks - Front Yard: Left Side Yard:

Right Side Yard: Rear Yard:

Number of off-street parking stalls: (location and size must be shown in the site/plot plan)

Primary Building: sq. meters sq. feet

Main Floor: Upper Floor: Basement: Attached Garage:

Accessory Building(s): sq. meters sq. feet

Shed: Detached Garage:

Accessory Suite Information (if applicable): Existing Suite New Suite

Accessory Suite Total Floor Area: sq. meters sq. feet

Basement Floor (Accessory Suite): 433.98

Variance Required: Reason for variance: Distance - 9 houses

Proposed Commencement Date: Proposed Completion Date:

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

If yes, please describe:



Development Permit #: 260-25

Application Date: \_\_\_\_\_

**Detailed description of intended use and/or occupancy of the building (include extra paper if needed):**

Creation of a basement secondary suite within the existing finished basement. The basement currently includes one bedroom, one full bathroom, two living room areas and an exterior door to the backyard. The work includes adding a full kitchen in one of the existing living room areas, installing a separate laundry space in the utility room, building a partition wall to separate the upper and lower areas and adding the required ventilation system and safety upgrades to meet Town and Code requirements

**NOTES:**

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

**A DEVELOPMENT PERMIT COMES INTO EFFECT:**

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

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

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

Permit Applicant Name(s): Section 20(4)(h)(i)  
 Permit Applicant Signature(s): Section 20(4)(h)(i)  
 Landowner Name(s): Section 20(4)(h)(i)  
 Landowner Signature(s): Section 20(4)(h)(i)

**BELOW FOR OFFICE USE ONLY**

Lot: 2 Block: 3 Plan: 1523086 Land Use District: R-15 Tax Roll #: 043890

Variance Requested (if applicable):  MPC  Development Officer

Development Permit Fee: (1-61-00-520)	\$ <u>150.00</u>	MPC Date: <u>Dec 23/25 Tentative</u>
TOTAL:	\$ _____	SDAB Date: _____
		Notification Date: _____

Receipt #: 659114

Date Application Deemed Complete: Nov 26/25

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



# Site Plan: 115 Aurora Heights Blvd, Blackfalds AB

North



Municipal Address: 115 Aurora Heights Blvd, Blackfalds AB  
 Legal Description: 1523086, Block 3, Lot 2  
 LINC: 0036723872  
 Area (m2): 433.98  
 Owner: **Section 20(1)**  
 Taxroll: 043890  
 Scale: NTS  
 Drawn by: **Section 20(1)**  
 Date: Nov 2025  
 All dimensions in meters  
 New items are highlighted in blue.



Existing Approved Accessory Suites

**Billie Scott**

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**From:** Section 20(4)(h)(i)  
**Sent:** December 8, 2025 10:56 AM  
**To:** Billie Scott  
**Subject:** Re: Accessory Suite Development Permit Submission 260-25 - 115 Aurora Heights Boulevard  
**Attachments:** site plan.pdf

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

**Permit No: 260 25, 115 Aurora Heights Boulevard**

**Dear Billie Scott,**

We purchased our first home in the Town of Blackfalds in November 2025 with the specific intention of creating a safe and fully compliant accessory suite in the basement. We were specifically looking for a property where the basement could meet the Town of Blackfalds requirements for a legal suite without the need for major structural changes.

The existing basement currently includes one bedroom, one full bathroom, two living room areas and a direct exterior door to the backyard. In addition, the in floor heating system for the lower level is controlled independently from the main floor. With the assistance of two separate construction companies, we have confirmed that this space can be converted into an independent suite with a high level of safety and full compliance with regulations. Our plan includes adding a full kitchen in one of the living room areas, creating a separate laundry space in the utility room, constructing a fully insulated sound and fire separation wall between the upper and lower areas, and completing all required ventilation and life safety requirements to fully comply with the Alberta Building Code and all Town regulations.

We are a household of two working adults, and this property is our primary residence. We will be living in the main dwelling ourselves and plan to rent the basement suite to a single tenant or a very small household. Maintaining a quiet and low impact living environment is very important to us, both for our own accommodation and for the neighbourhood.

All required parking can be fully accommodated on our own property. The existing parking pad currently accommodates two large vehicles. We were initially advised by Town staff that one parking stall would be sufficient, which is why we only extended the previous plan by approximately one metre. However, the revised parking layout showing four off street parking stalls is reflected on the updated site plan attached. This means that the suite will have two designated parking stalls and will not place any pressure on street parking or cause congestion on the road. The updated site plan showing the revised parking layout and dimensions is attached for your review.

We are also aware that there is a limited supply of smaller and more affordable housing options in Blackfalds. Many of the homes in this town are newer and larger, which can make it financially difficult for students or workers with moderate incomes who wish to live in Blackfalds. My spouse works at Eagle Builders, and we are aware that many employees there are actively looking for

affordable housing in the area. A small one bedroom basement suite can provide a more affordable housing option while still preserving the existing character of the neighbourhood.

We are aware that our application requires a variance due to there being fewer than ten houses between existing approved suites. However, in our view, the proposed suite will not have any negative impact on the neighbourhood. The use will remain a low density residential use within a single family dwelling, with full on site parking provided and full compliance with safety regulations. For these reasons, we respectfully request approval of the accessory suite along with the required variance.

We understand that our application is scheduled to be presented to the Municipal Planning Commission on Thursday January 15, 2026, and we will be in attendance.

If any additional information is required, we would be pleased to provide it. We respectfully submit this rationale in support of our variance request.

**Section 20(4)(h)(i)**



Permit 260-25 – Subject Property – 115 Aurora Heights Boulevard ★

- Accessory suite with variances
- Existing approved accessory suite ★
  - Variance - less than 10 houses between permitted accessory suites



**Billie Scott**

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**From:**

**Section 20(4)(h)(i)**

**Sent:**

December 8, 2025 7:50 AM

**To:**

Planning & Development Staff

**Subject:**

Proposed Development 115 Aurora Heights BLVD

Caution! This message was sent from outside your organization.

Good Morning;

The issue I have is with parking as they have 2 parking stalls in the back yard with 3 vehicles with one parked on the street. If they have more people living there I'm concerned about the visitor parking for the neighborhood.

Thank you

**Section 20(4)(h)(i)**

## Candice Hilgersom

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**From:** Section 20(4)(h)(i)  
**Sent:** December 8, 2025 7:33 PM  
**To:** Planning & Development Staff  
**Cc:** Section 20(1)  
**Subject:** Development Permit 260-25

Caution! This message was sent from outside your organization.

To whom it may concern,

I received the notice of proposed development for 115 Aurora Heights Boulevard. I am located at 119 Aurora Heights Blvd.

My major concern is parking, adding a basement suite will increase the vehicles for that dwelling. Currently this residence appears to have 3 vehicles, 2 are parked in the back alley and 1 parked out front (Occupying all the space they have in front and behind their house already). If they were to tear down the existing fence to accommodate more parking it would only add 2 additional spots, what if the basement tenants have more than 2 vehicles as well or if both parties (main level and basement occupants) have guests or at the same time. Parking is already congested in this area with the across street having a day home; on Wednesday for garbage pickup I can't even park in front of my own house to accommodate their garbage cans as well as ours so they aren't out in the roadway; adding a basement suite is only going to compound this problem. We both have elderly parents so it concerns me if we had more vehicles to a home that I won't be able to have our parents park in front of our house. I understand it's a public roadway but we would be kidding ourselves if we don't all know that is the understanding. We also have a camper that we use our side street for to pack up the camper and unpack it that occupies a lot of space when it is parked, currently I have good relationships with the home owners that use the side street attached to my dwelling that if I need to park my camper that are happy to move temporarily so I can park my camper close to my home or they can park their camper their; again having a basement suite adding more vehicles and renters I likely won't have a relationship with because of how long they would stay concerns me that if they were to park there I wouldn't be able to park my camper near my home, which would force me to move out of Blackfalds as this is important to me. Section 20(1) and pay taxes based on this lot space so I could have access to additional parking for my camper when I need it. We already know Aurora Heights is planning to develop the area behind our house so this in itself is going to add more traffic. What if 115 Aurora Heights plans to build a garage at some point, then those additional parking spaces they allocated for the basement are now taken.

Property value, amongst speaking to relators them adding a suite does not increase my property value so this does not benefit me therefore I object to this application.

Concerns with renters in general for safety and noise. For our 7 years we have lived here there has only been a few instances of crime issues, it's common knowledge that renters do not have the same care or respect that home owners do of their own property or their neighbours. This concerns me that noise levels will increase, or possible theft or vandalism to our property that we have put a lot of money in to improve it (i.e, Vinyl Fencing).

I have neighbours within 4 houses that weren't notified of this and don't approve of this either for the same concerns that I have. They also plan to write a letter.

I completely understand how it would make sense and is acceptable that 2 aztec st has an approved accessory suite; they are on a corner lot, they have a back parking pad, a garage, and a driveway parking pad; they have ample spots for parking. 115 Aurora Heights Blvd does not remotely anything close to this and is too close to 2 aztec st to support this being efficient and a non-issue.

Thank you for listening to my concerns and hope they are taken seriously. This bylaw is put in place for a reason and I strongly believe for good reason that it should remain that way and this application is NOT approved.

Thanks,

**Section 20(4)(h)(i)**

**Billie Scott**

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**From:** Section 20(1)  
**Sent:** December 17, 2025 6:45 PM  
**To:** Planning & Development Staff  
**Subject:** 115 Aurora Heights Boulevard

Caution! This message was sent from outside your organization.

To whom it may concern. I'm writing this email in opposition of the basement suite purposed too close to 2 Aztec street. The current residents at 115 Aurora heights already have 3 vehicles weather they build a 4 car parking pad or not. which doesn't look like it will fit or be functional once the houses go up behind it. we bought single family homes to be in single family home neighborhoods. Allowing this would lead to over crowding of the street only designed to park single family homes.

Thank you for your time to read and consider my opposition.

Sent from my iPhone