

TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Civic Cultural Center – 5018 Waghorn Street
Thursday, September 17, 2026 at 6:00 p.m.

AGENDA

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 (De-nay) 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.*

3. BUSINESS

- 3.1 Approval of Minutes from July 16, 2026
- 3.2 Approval of Amended Minutes from April 16, May 21 and June 18, 2026
- 3.3 Follow-up Report on Notice of Motion
- 3.4 Development Permit Application 196-26 – Rear Yard Variance
- 3.5 Development Permit Application 208-26 – Home Base Business 3
- 3.6 Dismantling of the Municipal Planning Commission – For Information

4. CONFIDENTIAL

None

5. ADJOURNMENT

MINUTES

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
Shane Hanson – Town of Blackfalds Councillor
Jennifer Kirk – Member at Large

OTHERS ATTENDING

Billie Parisien, Development Officer II

REGRETS

Ryan Brown – Vice Chairperson, Town of Blackfalds Councillor
Alex Garcia – Member at Large

WELCOME AND CALL TO ORDER

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

APPROVAL OF AGENDA

24/26 Member Hanson moved That the Municipal Planning Commission approve the Agenda as for July 16, 2026 as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

BUSINESS

3.1 Approval of Minutes

25/26 Member Hanson moved That the Municipal Planning Commission approve the Minutes from June 18, 2026, as amended.

CARRIED UNANIMOUSLY

**3.2 Development Permit Application 120-26 – Height Variance
57 Portway Close (Lot 15 Block 9 Plan 092 7444)**

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

26/26 Moved by Member Kirk that the Municipal Planning Commission approve the application for a height variance to allow for the construction of an Accessory Building (detached garage) as presented in Development Permit 120-26, located at 57 Portway Close (Lot 15, Block 9, Plan 092 7444, 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 one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the height of the Accessory Building (detached garage) does not exceed 5.82 m (19.1 ft.)

Prior to Occupancy Conditions

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

MINUTES

Development Conditions

4. 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-ways or municipal easements.

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, take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

**3.3 Development Permit Application 123-26 – Side and Rear Yard Variance
5220 Lawton Avenue (Lot 17 Block 8 Plan 521MC)**

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

27/26

Moved by Member Kirk that the Municipal Planning Commission approve the application for a variance of the rear yard setback for the existing Accessory Building (detached garage) and the side yard setback for the existing Accessory Building (shed) as presented in Development Permit 123-26, located at 5220 Lawton Avenue (Lot 17, Block 8, Plan 521 MC), 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 for the existing detached garage does not exceed 5.62 m.
2. The applicant shall ensure that the side yard setback for the existing shed does not exceed 0.36 m.

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, take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

MINUTES

ADJOURNMENT

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:14 p.m.

Jim Sands, Chairperson

Billie Parisien, Recording Secretary/
Development Officer II

DRAFT

MINUTES

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
Ryan Brown – Vice Chairperson, Town of Blackfalds Councillor
Jennifer Kirk – Member at Large

OTHERS ATTENDING

Preston Weran, Director of Infrastructure & Planning Services

REGRETS

Alex Garcia – Member at Large
Shane Hanson – Town of Blackfalds Councillor

WELCOME AND CALL TO ORDER

Chairperson Sands welcomed all attending and called the Municipal Planning Commission Meeting to order at 6:06 p.m.

APPROVAL OF AGENDA

12/26 Member Kirk moved that the Municipal Planning Commission approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

BUSINESS

Approval of Minutes

13/26 Member Brown moved that the Municipal Planning Commission approve the Minutes from March 19, 2026 as presented.

CARRIED UNANIMOUSLY

Application 39-26 – Rear Yard Variance 138 Ava Crescent (Lot 16 Block 10 Plan 162 0173)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

14/26 Moved by Member Kirk that the Municipal Planning Commission approve the application for a rear yard variance for an existing detached garage as presented in Development Permit 39-26, located at 138 Ava Crescent (Lot 16 Block 10 Plan 162 0173), 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 for the existing detached garage does not exceed 1.20 m.

NOTES

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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



MINUTES

ADJOURNMENT

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:12 p.m.

Ryan Brown, Chairperson

Jolene Tejkl, Recording Secretary/Planning &
Development Manager

MINUTES

MEMBERS PRESENT

Ryan Brown – Vice Chairperson, (*Acting Chair*) Town of Blackfalds Councillor
Jennifer Kirk – Member at Large
Shane Hanson – Town of Blackfalds Councillor

OTHERS ATTENDING

Jolene Tejkl, Planning & Development Manager
Candice Hilgersom, Acting Development Officer II

REGRETS

Alex Garcia – Member at Large
Jim Sands – Chairperson, Town of Blackfalds Councillor

WELCOME AND CALL TO ORDER

Chair Brown welcomed all attending, called the Municipal Planning Commission Meeting to order at 6:00 p.m. and indicated that member Jim Sands sent his regrets.

APPROVAL OF AGENDA

Addition of Business item 3.4. Proposed Land Use Bylaw Amendment to Residential Accessory Buildings and Driveways s

15/26 Member Kirk moved That the Municipal Planning Commission approve the Agenda as for May 21, 2026, amended.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

BUSINESS

3.1 Approval of Minutes

16/26 Member Kirk moved That the Municipal Planning Commission approve the Minutes from April 16, 2026, as presented.

CARRIED UNANIMOUSLY

3.2 Development Permit Application 52-26 – Rear Yard Variance
9 Woodbine Close (Lot 13 Block 12 Plan 062 2688)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

17/26 Moved by Member Hanson that the Municipal Planning Commission approve for a relaxation of the rear yard setback to allow for the construction of an Accessory Building (detached garage) as presented Development Permit 52-26, located at 9 Woodbine Close (Lot 13, Block 12, Plan 062 2688), 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 one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the rear yard setback for the detached garage does not exceed 3.0 m.

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Prior to Occupancy Conditions

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

Development Conditions

4. 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-ways or municipal easements.

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, take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

3.3 Development Permit Application 62-26 – Home Based Business 3
24 Cyprus Road (Lot 48 Block 5 Plan 072 6123)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

18/26

Moved by Member Hanson that the Municipal Planning Commission approve the application for a Home Based Business 3 as presented in Development Permit 62-26, located at 24 Cyprus Road (Lot 48, Block 5, Plan 072 6123), 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 one (1) year will cause this Development Permit to expire.
2. The Development Permit shall be valid for the address identified in the permit.

Development Conditions

3. The proposed development shall be undertaken and completed in accordance with the approved plans.
4. A home based business 3 shall have a time limit of 3 years. Upon expiry of the original Development Permit, the Development Authority may consider granting approval with no time limit if the home based business 3 meets the regulations of the Land Use Bylaw.

Ongoing Conditions

5. The business shall not operate without a valid Development Permit or Business License issued by the Town.
6. No physical change to the exterior appearance of the dwelling shall be allowed as a result of the establishment of the home based business.

MINUTES

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7. Any change in use or intensification of the use of the home based business shall require review of the current Development Permit and may require separate permit approval.

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. *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.*
3. *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.*
4. *If applicable, prior to issuance of a Business License the applicant shall provide sufficient evidence approving the proposed use from Alberta Health Services (AHS) satisfactory to the Development Authority.*

CARRIED UNANIMOUSLY

3.4 Proposed Land Use Bylaw Amendment to Residential Accessory Buildings and Driveways

Member Kirk introduced a potential Land Use Bylaw amendment to remove the current 1 m or 6 m setback requirements for Accessory Buildings when an Accessory Building will be accessed by a driveway. The Commission discussed how this current requirement is redundant and that many applications the Commission considers are variance requests due to this regulation.

After some discussion, the following motion was put forward:

19/26

Moved by Member Kirk That the Municipal Planning Commission recommend to Council that Council consider amendments to the Land Use Bylaw No. 1268.22 as follows:

1. Section 4.1.2(c)(i) be amended by deleting the phrase: *“except buildings having vehicle access, which are regulated by Section 3.20.”*
2. Section 3.20.6(a)(i)(ii) be deleted.
3. Section 3.20.6(b) be amended by deleting the phrase: *“Where no access by way of the Lane is provided to a Building, the Driveway.”*, and replacing it with: *“Driveways shall meet the minimum requirements for a parking stall as listed in this section.”*

CARRIED UNANIMOUSLY

ADJOURNMENT

Chair Brown adjourned the Municipal Planning Commission Meeting at 6:25 p.m.

Jim Sands, Chairperson

Jolene Tejkl, Recording Secretary/Planning &
Development Manager

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MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
Ryan Brown – Vice Chairperson, Town of Blackfalds Councillor
Shane Hanson – Town of Blackfalds Councillor
Jennifer Kirk – Member at Large
Alex Garcia – Member at Large (*arrived at 6:05 pm and was not present for discussion and voting for DP 72-26*)

OTHERS ATTENDING

Jolene Tejkl, Planning & Development Manager
Candice Hilgersom, Acting Development Officer II

REGRETS

None.

WELCOME AND CALL TO ORDER

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

APPROVAL OF AGENDA

20/26 Member Hanson moved That the Municipal Planning Commission approve the Agenda as for June 18, 2026 as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

BUSINESS

3.1 Approval of Minutes

21/26 Member Brown moved That the Municipal Planning Commission approve the Minutes from May 21, 2026, as presented.

CARRIED UNANIMOUSLY

3.2 Development Permit Application 72-26 – Rear and Side Yard Variance 4606 East Railway Street (Lot 2B Block 1 Plan 782 2510)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

22/26 Moved by Member Kirk that the Municipal Planning Commission approve the application for a rear and side yard variance for an existing building as presented in Development Permit 72-26, located at 4606 East Railway Street (Lot 2B Block 1 Plan 782 2510), 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 for the existing building does not exceed 0.86 m.
2. The applicant shall ensure that the east side yard setback for the existing building does not exceed 0.90 m.

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,*

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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, take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

3.3 Development Permit Application 79-26 – Rear Yard Variance
30 Aztec Crescent (Lot 6 Block 2 Plan 142 1784)

Administration provided background information on the proposed development.

After some discussion, the following motion was put forward:

23/26

Moved by Member Hanson that the Municipal Planning Commission approve the application for a relaxation of the rear yard and utility right-of-way setback to allow for the construction of an Accessory Building (detached garage) as presented in Development Permit 79-26, located at 30 Aztec Crescent (Lot 6 Block 2 Plan 142 1784), 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 one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the rear yard setback does not exceed 2.02 m.
3. The applicant shall ensure that the utility right-of-way setback from Plan 142 1785 does not exceed 1.71 m.

Prior to Occupancy Conditions

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

Development Conditions

5. The exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
6. Approved accessory building shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
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.

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



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ADJOURNMENT

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:11 p.m.

Jim Sands, Chairperson

Jolene Tejkl, Recording Secretary/Planning &
Development Manager

MEETING DATE: September 17, 2026

PREPARED BY: Billie Parisien, Development Officer II

PRESENTED BY: Billie Parisien, Development Officer II

SUBJECT: **Follow-up Report on Notice of Motion**

BACKGROUND

This report is provided for information purposes to update the Municipal Planning Commission on the Standing Committee of Council's review and recommendation of the proposed Land Use Bylaw amendments.

At the Municipal Planning Commission (MPC) meeting on May 21, 2026, the Commission unanimously passed a motion recommending that Council consider amendments to Land Use Bylaw No. 1268/22 regarding Accessory Buildings and Driveway setback requirements. Specifically, the proposed amendments would:

1. Amend Section 4.1.2(c)(i) by deleting the phrase: *"except buildings having vehicle access, which are regulated by Section 3.20."*
2. Delete Section 3.20.6(a)(i)(ii).
3. Amend Section 3.20.6(b) by deleting the phrase: *"Where no access by way of the Lane is provided to a Building, the Driveway,"*

and replacing it with:

"Driveways shall meet the minimum requirements for a parking stall as listed in this section."

The motion was subsequently presented to the Standing Committee of Council for consideration.

DISCUSSION

Administration brought the Motion forward to the Standing Committee of Council (SCC) on July 20, 2026, for direction. The SCC carried the following motion unanimously:

062/26 Mayor Svab moved That the Standing Committee of Council refer the matter to Administration to prepare amendments to the Land Use Bylaw to remove the 1.0 m (3.28 ft) or 6.0 m (19.69 ft) rear yard setback requirements for an Accessory Building when it is accessed by a Driveway and bring the proposed amendments forward for Council's consideration at a future Regular Meeting of Council.

CARRIED UNANIMOUSLY

In response to SCC direction, Administration has prepared amending Bylaw 1360.26 that captures the suggested amendments; this Bylaw went before Council for First Reading the September 8, 2026 Regular Council Meeting. First Reading be approved, a Public Hearing will be scheduled for October 13, 2026, at 6:00 p.m. The MPC will continue to be updated as the Bylaw proceeds through the legislative process.

**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION MEETING
September 17, 2026**

TO: Municipal Planning Commission

PREPARED BY Billie Parisien, Development Officer II

PRESENTED BY Billie Parisien, Development Officer II

DEVELOPMENT: Development Permit Application 196-26
• *Rear Yard Variance for Accessory Building*

ADDRESS: 15 Plumtree Crescent (Lot 16 Block 5 Plan 032 5303)

DISTRICT: Residential Single Dwelling Small Lot District (R-1S)

SUMMARY:

This Development Permit Application requests a variance of the Rear Yard Setback, due to the irregular shape of the lot, for an existing Accessory Building (detached garage) at 15 Plumtree Crescent. The Accessory Building has been in its current location approximately 9 months. Administration has found no record of complaints related to the building, to suggest that it has created any adverse impacts on adjacent landowners or impede safe travel within the rear lane.

As such, the recommendation is to approve the application subject to conditions.

BACKGROUND:

The Planning Department received the application on August 6, 2026, for an Accessory Building (detached garage). During the review, it was determined that the Accessory Building (detached garage) had already been constructed and that it did not comply with the required Rear Yard Setback provisions of the Land Use Bylaw (LUB), necessitating a variance.

According to the submitted site plan, the detached garage is located 1.88 m (6.16 ft) from the Rear Property Line at its furthest point. Due to the irregular configuration of the lot and the applicant's desire to maintain functional backyard space, compliance with 1.0 m or 6.0 m Rear Yard Setbacks would be difficult. As a result, the applicant has requested a variance.



ANALYSIS:

The subject lot is located within a predominately residential area of the Town. The subject lot, along with the properties to the north, east, and south are all designated Residential Single Dwelling Small Lot District (R-1S) and the properties to the west are designated Residential Single Dwelling Large Lot District (R-1L) under the Town's LUB.

Notification of the proposed variance to the Rear Yard Setback was sent to adjacent landowners; no comments or concerns have been submitted to date. A copy of the map showing the landowners who received notification is attached to this report.

The Department has assessed this application and has determined that the variance request is minor in nature and is unlikely to negatively impact adjacent landowners or the travelling public.

RECOMMENDATION:

That the Municipal Planning Commission approve the application for a variance of the Rear Yard Setback to for an existing Accessory Building (detached garage) as presented in Development Permit 196-26 located at 15 Plumtree Crescent (Lot 16, Block 5, Plan 032 5303), 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 one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the Rear Yard Setback for the detached garage does not exceed 1.88 m.

Prior to Occupancy Conditions

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

Development Conditions

4. 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-ways or municipal easements.

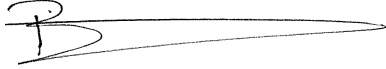
NOTES

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, 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.



Billie Parisien
Development Officer II

Attachments:

1. Development Permit Application
2. Site Plan
3. Letter of Intent
4. Subject and Adjacent Landowners Referral Map
5. Site Photos

Development Permit #: 196-26

Application Date: _____

RECEIVED

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

☐ Land Owner

☐ Applicant/Contractor

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

Mailing Address: 15 Plumtree Cres.

City: Blackfalds

Prov: AB

Postal Code: **Section 20(1)**

Phone: **Section 20(1)**

Alt Phone: _____

Email Address: **Section 20(1)**

Preferred Method of Correspondence: ☐ Email

☐ 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

☐ 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: \$ 35000.00
(Building Materials and Labour)

Civic Address of Property to be Developed: 15 Plumtree Crescent

Lot: 16 Block: 5 Plan: 032 5303 Land Use District: R-1S

Existing Land Use: _____

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: 1.00m

Right Side Yard: _____ Rear Yard: 1.88m + 1.00m

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: 725 Upper Floor: 725 Basement: 725 Attached Garage: N/A

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

Shed: _____ Detached Garage: 528

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

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

Basement Floor (Accessory Suite): _____

☒ **Variance Required:** Reason for variance: irregular shaped lot.

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 #: _____

Application Date: _____

Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act*? ☐ Yes ☒ No

If yes, please describe: _____

Is the subject property immediately adjacent to the County boundary? ☐ Yes ☒ No

If yes, please describe: _____

*The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.

RESOURCES:

Water Act & Environmental Protection and Enhancement Act Approvals - Alberta Energy Regulator: <https://avw.alberta.ca/ApprovalViewer.aspx>
Historic Sites/Resources (requires an account) - Online Permitting and Clearance (OPAC): <https://www.opac.alberta.ca/Login.aspx>
Abandoned Wells - Abandoned Well Map Viewer: <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>
Pipeline/Well Locations - Regulatory Assurance: <https://regulatoryassurance.alberta.ca/dras?id=public-notice>

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

Detached garage

NOTES:

1. This Application constitutes part of the permit.
2. Every Development Application shall be completed and submitted in accordance with the Town of Blackfalds current 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(1)**

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

Landowner Signature(s): **Section 20(1)**

FOR OFFICE USE ONLY

Lot: 16 Block: 5 Plan: 0325303 Land Use District: D-15 Tax Roll #: 018580

Variance Requested (if applicable): ☐ MPC ☐ Development Officer

IF DEMOLITION PERMIT - COPIES SENT TO: ☐ Utility Department ☐ Tax Department

Development Permit Fee: (1-61-00-520)	\$ <u>100-</u>	MPC Date: _____
TOTAL: *Double the permit fee is charged for submitted permits where the work has already started or is complete.	\$ <u>100-</u>	SDAB Date: _____
		Notification Date: _____

Receipt #: 688752 Date Application Deemed Complete: _____

Personal information provided as part of this application will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. The information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the *Land Use Bylaw* currently in force, as well as Section 4(c) of the *Protection of Privacy Act* and will be protected under Part 1 of the *Protection of Privacy Act*. As mandated in the *Access to Information Act*, applicant names and the nature of permits issued may be made publicly available. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.

RECEIVED

NOV 06 2004

Alberta and Surveyor's Real Property Report

LEGAL DESCRIPTION

Lot(s) 16 Block 5 Plan 032 5303

CLIENT

MASON MARTIN HOMES

MUNICIPAL ADDRESS

#15 PLUMTREE CRESCENT BLACKFALDS, ALBERTA

CERTIFICATION

I hereby certify that this report was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly, I will issue this report only if it complies with the standards of the Association and as of the date of this report, I am of the opinion that it complies with the standards of the Association.

1. The plan illustrates the boundaries of the property, the improvements as defined in Part D, Section 1.6 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and rights-of-way affecting the extent of the title to the property.

2. The improvements are entirely within the boundaries of the property.

3. No visible encroachments exist on the property from any improvements situated on an adjoining property.

4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of property.

Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of (a) land conveyance, support of a subdivision application, a mortgage application, a submission to the municipality for a compliance certificate, etc.). Copying is permitted only for the benefit of these parties, and only if this plan remains attached. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown. Unless shown otherwise, property corner markers have not been placed during the survey for this report. This report should not be used to establish boundaries due to the risk of misinterpretation or measurement.

Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated this 11 day of November 2004

Alberta Land Surveyor

© GEORGE SMITH, A.L.S., 2004



LEGEND

- Distances to building corners are straight angles from property lines, unless shown otherwise.
- Date of Survey: September 2 and October 28, 2004
- Date of this Report: November 3, 2004
- Unless otherwise specified, the building dimensions shown relate to the greatest extent of the exterior walls.
- Eave and dimensions to the line of the fascia.
- Distances are in metres and decimals thereof.
- Fences are shown thus: —●—
- Stakeout iron posts found are shown thus: —●—
- Iron bars found are shown thus: —●—
- Unless shown otherwise, towers are within 0.20 metres of the property line.
- Area referred to is bounded thus: —●—
- Property is subject to a Utility Right of Way as shown on Plan 032 5304 to the Town of Blackfalds.

Drawn By: RFP Chkd: DY

Date: November 3, 2004

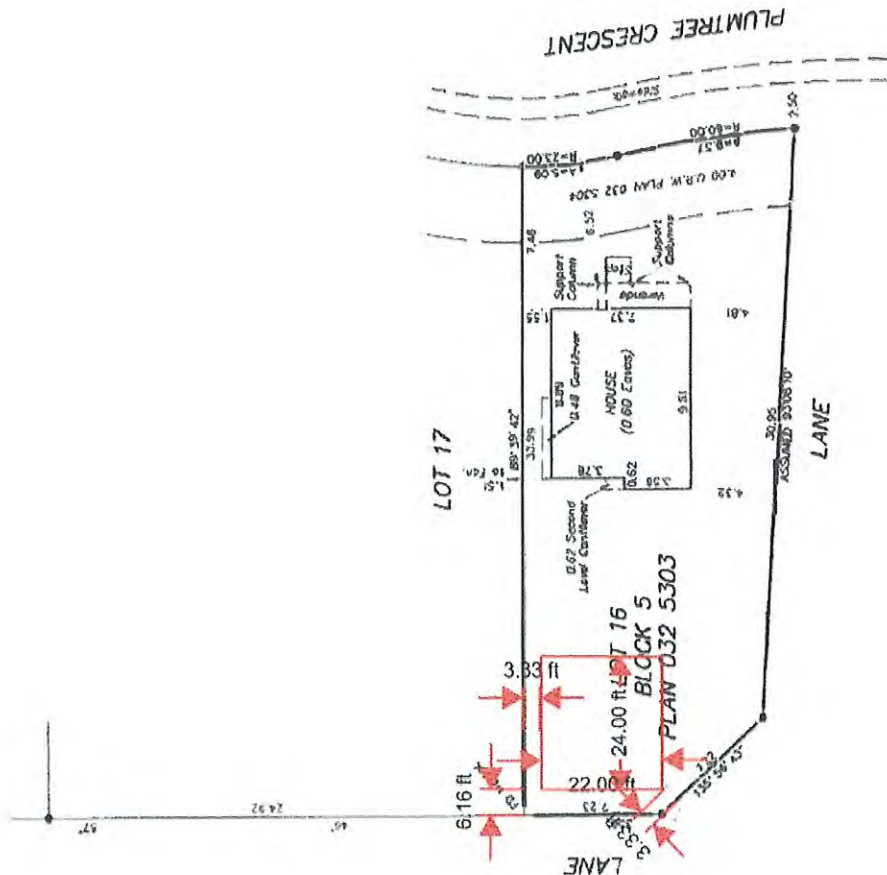
Scale: 1" = 250'

File No: C-555-04

Bemoco Land Surveying Ltd.

21,7895-49th Avenue

Red Deer, Alberta



From: [REDACTED]
To: [Billie Scott](#)
Subject: Re: 15 Plumtree Crescent
Date: August 12, 2026 12:32:23 PM

Caution! This message was sent from outside your organization.

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

Good afternoon, Billie. As per our conversation, the need for a variance is a relaxation to the setback rules for the garage to the back lane. Without the setback relaxation I would eat up virtually most of my back yard. Thanks

Get [Outlook for Android](#)

From: Billie Scott <BScott@blackfalds.ca>
Sent: Wednesday, 12 August 2026 11:44:24
To: [REDACTED] **Section 20(1)**
Cc: Candice Hilgersom <CHilgersom@blackfalds.ca>; Jesse Stretch <JStretch@blackfalds.ca>; Jordan Schumaker <JSchumaker@blackfalds.ca>
Subject: 15 Plumtree Crescent
Section 20(4)(h)(i)

Thank you for taking the time to speak with me today.

As discussed, your application will need to be considered by the Municipal Planning Commission (MPC) as the proposed garage setback in the northwest corner is 6.16 ft (1.88 m), which requires an 88% variance. The next available MPC meeting is scheduled for **September 17, 2026**.

Prior to the meeting, we are required to send a **Notice of Proposed Development** to adjacent property owners, providing them with 14 days to submit any comments or concerns. Following the notification period, your application will be presented to the MPC at its meeting on September 17, 2026, commencing at 6:00 p.m.

Once a decision has been made, there will then be a **21-day appeal period** before a development permit can be issued.

As mentioned during our conversation, I will also require a rationale outlining why the variance is necessary for your application. This can be submitted to me by email at your convenience.

If you have any questions or require further clarification, please do not hesitate to contact me.

Thank you,

Billie (Scott) Parisien

Development Officer II

Town of Blackfalds

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.6236

This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.

This email and any attachments are confidential and intended only for the named recipient. If you are not the intended recipient, please notify the sender and delete this message. The Town of Blackfalds is not responsible for any loss or damage resulting from the use of this email or its attachments.

Permit 196-26 – Subject Property – 15 Plumtree Crescent



Notification Addresses



Rear yard setback variance for an existing Accessory Building (detached garage).

Should be 1.0m or a minimum of 6.0m (1.88m proposed).





08/20/2026



08/20/2026



08/20/2026



08/20/2026

65W 002515



08/20/2026



08/20/2026

**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION MEETING
September 17, 2026**

TO: Municipal Planning Commission

PREPARED BY Billie Parisien, Development Officer II

PRESENTED BY Billie Parisien, Development Officer II

DEVELOPMENT: Development Permit Application 208-26
• *Home Based Business 3*

ADDRESS: 101 Coachman Way (Lot 89, Block 21, Plan 142 2032)

DISTRICT: Residential Single Dwelling Large Lot District (R-1L)

SUMMARY:

This Development Permit Application requests approval for a Home Based Business 3 at 101 Coachman Way. The nature of the business is for a Taxidermy service to be operated from within the rear Accessory Building (rear detached garage).

The operation of the business is not expected to negatively impact the residential character of the neighbourhood, therefore the recommendation is to approve the application subject to conditions.

BACKGROUND:

A Home Based Business 3 is the Accessory Use of a Principal Dwelling and an Accessory Building or site by at least one (1) resident of the Dwelling to conduct an occupation, profession or craft which may generate more than one (1) business associated visit per day and may employ a maximum of one (1) non-resident employee. This Home Based Business is proposed to be operated from within the rear Accessory Building (detached garage).

The parking requirements are to provide two (2) Off-Street parking stalls for the residents of the dwelling, and to provide an additional two (2) parking stalls for the business, one (1) additional stall for the clients and one (1) stall for a non-resident employee. At this time, there are no non-resident employees being proposed.

Home Based Business 3 approvals shall have a time limit of three (3) years. Upon expiration of the original permit, the Development Authority may consider granting an approval with no time limit if the Home Based Business meets the regulation of the Bylaw.



ANALYSIS:

The subject lot is located within a residential area of the Town. Under the Town's LUB the subject lot, along with the properties to the north, east and west, are designated Residential Single Dwelling Large Lot District (R-1L). The properties to the south are designated Residential Single Dwelling Small Lot District (R-1S) and the properties to the southeast and southwest are designated Residential Single Dwelling Medium Lot District (R-1M).

The proposed business hours of operation are Monday through Friday from 9:00 a.m. to 5:00 p.m. Client visits will be limited to one client at a time, with an anticipated frequency of one (1) to two (2) on-site visits per month.

The applicant is able to provide 2 off street parking stalls on the front driveway and 2 parking stalls within the attached front garage.

Notification of the proposed development was sent to adjacent landowners; 3 comments and/or concerns have been submitted to date.

Three neighbouring property owners contacted the Town regarding the proposed home-based taxidermy business at 101 Coachman Way. The inquiries focused on potential impacts such as odours, noise, visual impacts, customer traffic, parking, and whether animal processing would occur on-site.

In response, the applicant advised administration that all animal processing activities will be completed off-site in Edmonton, with only prepared hides being brought to the residence for mounting. The business is proposed as a part-time operation with an estimated one to two customer visits per month and customer parking accommodated on the property's driveway.

Following the clarification provided, concerns appeared to be largely addressed, with one resident noting that the activity would be similar in nature to a home-based hobby and asking about future recourse should the business operations change. They were advised to reach out to the Planning and Development should the operations change.

A copy of the map showing the landowners who received notification is attached to this report.

The Department has assessed this application and has determined that the application meets all applicable Land Use Bylaw regulations.

RECOMMENDATION:

That the Municipal Planning Commission approve the application for a Home Based Business 3 as presented in Development Permit 208-26, located at 101 Coachman Way (Lot 89, Block 21, Plan 142 2032), 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 one (1) year will cause this Development Permit to expire.
2. The Development Permit shall be valid for the address identified in the permit.

Development Conditions

3. The proposed development shall be undertaken and completed in accordance with the approved plans.
4. A home Based Business 3 shall have a time limit of 3 years. Upon expiry of the original Development Permit, the Development Authority may consider granting approval with no time limit if the Home Based Business 3 meets the regulations of the Land Use Bylaw.

Ongoing Conditions

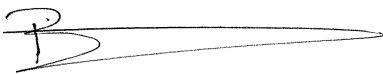
5. The business shall not operate without a valid Development Permit or Business License issued by the Town.
6. No physical change to the exterior appearance of the dwelling shall be allowed as a result of the establishment of the Home Base Business.
7. Any change in use or intensification of the use of the Home Base Business shall require review of the current Development Permit and may require separate permit approval.

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. *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.*
3. *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.*
4. *If applicable, prior to issuance of a Business License the applicant shall provide sufficient evidence approving the proposed use from Alberta Health Services (AHS) satisfactory to the Development Authority.*

ALTERNATIVES

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



Billie Parisien
Development Officer II

Attachments:

1. Development Permit Application
2. Site Plan
3. Letter of Intent
4. Subject Property
5. Adjacent Landowner Referral Map
6. Site Inspection Photos



Development Permit #: 208-2L

Application Date: AUG 21 2026

To Be Completed By Applicant:

Permit Being Applied for By: ☒ Land Owner ☒ Applicant
Proposed Home Business: ☐ Home Based Business 1 ☐ Home Based Business 2 ☒ Home Based Business 3

**Please note that if business owner isn't the homeowner, a letter/email from the registered homeowner needs to be submitted with this application allowing the use of the residence for the home business.*

Landowner Name(s): Section 20(4)(h)(i)
Mailing Address: 101 Coachman Way
City: Blackfalds Prov: AB Postal Code: Section 20(1)
Phone: Section 20(1) Alt Phone: Section 20(1)
Email Address: Section 20(1)
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

Business or Company Name: Full Curl Excavations Ltd. - Operating as Rafter 2A Artistry
What is the classification of your business: Taxidermy
(for: Massage Therapist, Hairdresser, Contractor, Bookkeeper, etc.)
Contact Person: Section 20(4)(h)(i)
Address of Business: Same as above
Legal Land Description: Lot: 89 Block: 21 Plan: 1422032 Land Use District: R-1L
Where will the business operation occur: ☐ Primary Dwelling ☒ Accessory Building ☐ Both
What area (sq. footage) of the house is required to operate this business? _____
If an accessory building (detached garage or shed) is being used, what area (sq. footage)? 672
Number of resident employees: 1 Number of non-resident employees: _____
How often will people be coming to your home regarding your business: ☐ Never # of daily visits: 1-2 people a month
Will there be any storage required for the business: ☐ Yes ☐ No ☐ Indoor ☐ Outdoor
Please describe storage (if applicable): Interior Storage off mannikans, hides in freezer.
Please describe any vehicles used for the business: Personal Pickup 1/2 Ton
(vehicle(s) type(s))
Please describe any trailers and/or equipment used for the business: _____

How many off street parking spaces are available for business related parking? 4-2 driveway 2 in garages.
(Every residence is required to have 2 off street parking spaces. Please include and indicate any ADDITIONAL parking spaces with dimensions available for the business). *Parking stall(s) include driveways, parking pads and garages. This does not include parking on a public roadway.

A site plan showing all off-street parking stalls must be submitted with Home Based Business 2 and 3 applications

Days and hours of operation: 09:00 - 17:00 MON-FRI
Has this business previously been approved and licensed within the Town of Blackfalds? ☐ Yes ☒ No
If yes, where was the previous location? _____
Are there any other businesses currently being operated out of this home? ☐ Yes ☒ No
If yes, what is the name of the business? _____

Development Permit #: _____

Application Date: **AUG 24 2026**

Detailed description and nature of proposed business (include extra paper if needed):
Mounting of Animals onto foam mannikins

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: _____

Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act? ☐ Yes ☒ No

If yes, please describe: _____

Is the subject property immediately adjacent to the County boundary? ☐ Yes ☒ No

If yes, please describe: _____

*The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.

RESOURCES:

Water Act & Environmental Protection and Enhancement Act Approvals - Alberta Energy Regulator: <https://www.alberta.ca/ApprovalViewer.aspx>
Historic Sites/Resources (requires an account) - Online Permitting and Clearance (OPAC): <https://www.opac.alberta.ca/login.aspx>
Abandoned Wells - Abandoned Well Map Viewer: <https://extmapviewer.aer.ca/AERAbandonedWells/index.html>
Pipeline/Well Locations - Regulatory Assurance: <https://regulatoryassurance.alberta.ca/dras?id=public-notice>

I hereby make application for a Development Permit under the provisions of the current Town of Blackfalds 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(1)

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

Landowner Signature(s): Section 20(1)

BELOW FOR OFFICE USE ONLY

Tax Roll #: _____ ☐ Approval letter/email received from homeowner (if applicable)

Approval By: ☐ MPC ☐ Development Officer

Home Business Development Permit Fee (1-61-00-521):	\$ <u>200.00</u>	MPC Date: _____
		Appeal Meeting Date: _____
		Notification Date: _____

Receipt #: _____ Date Application Deemed Complete: _____

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, permit fee and plans may cause delays in processing this Development Application.
4. An Application for a Development Permit shall be deemed to be refused when the decision of the Development Authority is not made within forty (40) days of receipt of the completed application, or within such an extended time period as agreed to in writing between the applicant and the Development Authority.
5. Any questions related to the collection and use of this permit information should be referred to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

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.

Once a development permit has been issued, it remains in effect until:

- i) it expires, in cases where the Development Permit was issued for a limited period of time
- ii) it expires, because of failure to commence Development
- iii) it is cancelled or suspended

Personal information provided as part of this application will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. The information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the *Land Use Bylaw* currently in force, as well as Section 4(c) of the *Protection of Privacy Act* and will be protected under Part 1 of the *Protection of Privacy Act*. As mandated in the *Access to Information Act*, applicant names and the nature of permits issued may be made publicly available. Questions or concerns regarding the collection and/or use of this information may be directed to the Information Governance Coordinator at access@blackfalds.ca or by phone at 403.885.6370.

RECEIVED

AUG 24 2026

Garage for
Business

101

105

1
off
street
for
client

Billie Scott

From: Jesse Stretch
Sent: August 21, 2026 3:37 PM
To: Billie Scott
Cc: Candice Hilgersom
Subject: FW: HBB License for Taxidermy - 101 Coachman Way - letter of intent
Attachments: Residential Purchase Contract-260-2.pdf

Hey,

Section 20(1) from this morning just sent this.

Kind Regards,

Jesse Stretch
Infrastructure and Planning Services Clerk

Town of Blackfalds
Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0
T: 403.885.6239

This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.

From: **Section 20(4)(h)(i)**
Sent: August 21, 2026 3:34 PM
To: Jesse Stretch <JStretch@blackfalds.ca>
Subject: Re: HBB License for Taxidermy - 101 Coachman Way - letter of intent

Caution! This message was sent from outside your organization.

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

As per the application submitted today August 21, 2026 my letter of intent states

1. No non resident employees
2. There will be no processing of animals on the property, just for the purpose of mounting of animals
3. The business would operate out of the detached garage on the premises
4. Parking would be on the front property parking pad.

Provided is the purchase agreement of 101 coachman way Blackfalds AB.

Should you have any further questions you may contact me email or cell **Section 20(1)**

Thanks

Section 20(1)

On Thu, Aug 20, 2026, 8:09 p.m. **Section 20(4)(h)(i)** wrote:

Thanks for the quick response. We are in the final stages of purchase of the property. I'll bring the forms by the town office in the morning thank you



Permit 208-26 – Subject Property – 101 Coachman Way



- Home Base Business 3 - Taxidermy

Permit 196-26 – Subject Property – 101 Coachman Way ★

Notification Addresses ★

Home Base Business 3 – Taxidermy









**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION MEETING
September 17, 2026**

TO: Municipal Planning Commission

PREPARED BY Jolene Tejkl, Planning & Development Manager

PRESENTED BY Billie (Scott) Parisien, Development Officer II

SUBJECT: For Information – Dismantling of the Municipal Planning Commission

This information report is to advise the Municipal Planning Commission (MPC) that Town Council is considering dismantling the MPC in an effort to reduce Development Permit Application processing timelines for applications that currently must be decided upon by the Commission.

Council has been advised that immediately dismantling the MPC is not feasible because Administration will need time to prepare the necessary amendments to bylaws and internal practices. In the meantime, amendments to the Land Use Bylaw (LUB) have been identified that will significantly reduce, if not entirely eliminate, the number of applications going before the MPC in the latter part of 2026, with the intention of dismantling the MPC in its entirety by the October 2027 Orgnaizational Meeting.

The Town's LUB currently requires every Development Permit Application for a Discretionary Use in all Commercial, Industrial, and public use Districts, along with all Home Based Business 3's to go to the MPC for a decision. In addition, the LUB restricts the variance powers Development Officers have authority to decide upon to 17% of the development standards.

By amending the LUB to allow the Development Officer to render decisions on all Development Permit Applications and increase the variance threshold they can render decisions on, it will expedite the processing timelines of these applications.

The Planning & Development Department is comfortable with these proposed amendments because there is no reason why the Development Officer's cannot make decisions on all Discretionary Use applications and exercise their discretion on variance requests beyond the current 17% threshold. There is sufficient guidance within the LUB to assist the Development Officer's in making responsible decisions on these types of applications. If the Development Officer receives an application that becomes contentious or would be better decided upon in an open meeting, they will still have the option to refer the application to the MPC for the time being.

Planning & Development is currently working on the LUB amendments to increase the authority of the Development Officers and will have an amending Bylaw before Council in the coming months. The MPC will be provided with a notice of the Public Hearing which provides the Commission with an opportunity to provide comments directly to Council on the proposed amendments.

We will continue to keep the MPC up-to-date on discussions regarding the fate of the MPC.



Jolene Tejkl, Planning & Development Manager