

TOWN OF CLARESHOLM

CHINOOK INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD

August 12, 2026; 10:00 am

Hearing No. D2026.023

Appellant/ Applicant: Bruce Kendall

Landowner: Art Stott

LIST OF EXHIBITS

- A. Notice of Hearing and Location Sketch Map
- B. List of Persons Notified
- C. Notice of Appeal
- D. D2026.023 Notice of Decision
- E. D2026.023 Notice of Decision to Adjacent Landowners
- F. D2026.023 Report for MPC meeting on June 26, 2026
- G. Unapproved Minutes from MPC Meeting on June 26, 2026
- H. D2026.023 Notice of MPC Meeting on June 26, 2026
- I. D2026.023 Development Permit Application
- J. Excerpts from Town of Claresholm Land Use Bylaw No. 1525

TOWN OF CLARESHOLM

NOTICE OF CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING

Development Application D2026.023

Lot 8, Block 75, Plan 147N

5125 3A Street W, Claresholm, AB

THIS IS TO NOTIFY YOU THAT IN ACCORDANCE WITH SECTION 686 OF THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA, 2000, CHAPTER M-26, AS AMENDED, A PANEL OF THE CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD WILL HEAR AN APPEAL OF A DECISION BY THE:

**Municipal Planning Commission of the Town of Claresholm
with respect to Development Permit Application D2026.023**

APPELLANT/APPLICANT:	Bruce Kendall
LANDOWNER:	Arthur Stott
LEGAL DESCRIPTION: (SUBJECT PROPERTY)	Lot 8, Block 75, Plan 147N 5125 3A Street W, Claresholm, AB
PROPOSAL:	Duplex Dwelling (Secondary Basement Suites)
DECISION:	Refused with reasons
PLACE OF HEARING:	Council Chambers Town of Claresholm Administration Office 111 – 55 Avenue West, Claresholm, AB
DATE OF HEARING:	August 12, 2026
TIME OF HEARING:	10:00 a.m.

PROCEDURES PRIOR TO THE HEARING FOR D2026.023:

1. **Provide Written Submissions** - The Appeal Board is encouraging all hearing participants to submit presentations, letters, and comments to the Board prior to the hearing. It is preferred that written material is emailed to the Board Clerk, ideally in a PDF format. Please contact the Clerk with your written submissions which will be accepted until **4:30 p.m. August 7, 2026**.

EMAIL: HaileyWinder@orrsc.com

MAIL: **Hailey Winder, Board Clerk**
Oldman River Regional Services Commission
3105 – 16th Avenue N., Lethbridge, Alberta T1H 5E8

If do not submit your information by the deadline, you may bring information to the hearing for submission and are expected to supply 12 copies.

2. **Exhibit Viewing** - The initial appeal exhibit package will be posted on the ORRSC website at www.orrsc.com.

DATE: July 22, 2026

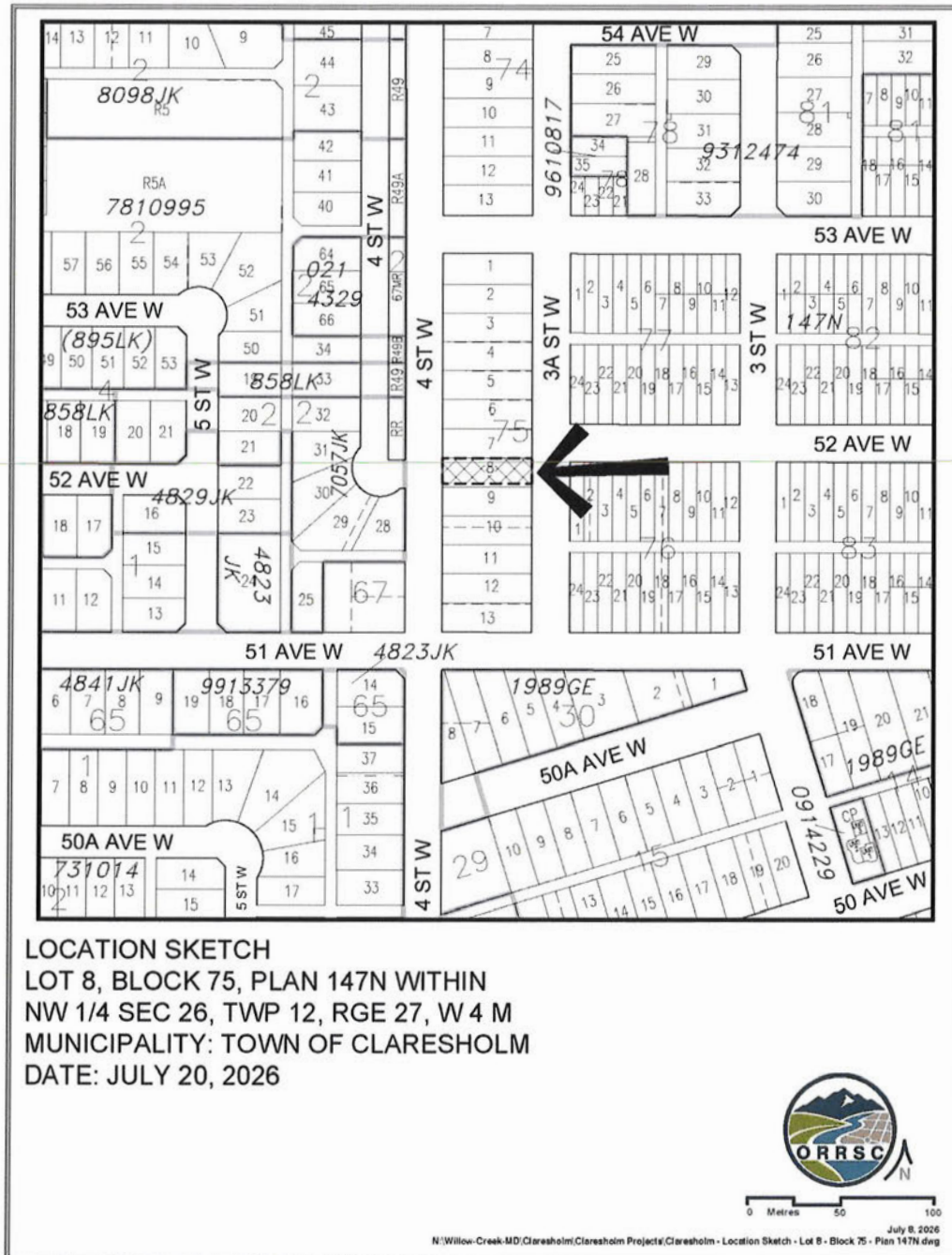


Hailey Winder, Clerk
Subdivision & Development Appeal Board

TOWN OF CLARESHOLM

CHINOOK INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING

Appeal Hearing D2026.023
Lot 8, Block 75, Plan 147N
5125 3A Street W, Claresholm, AB



TOWN OF CLARESHOLM

CHINOOK INTERMUNICIPAL SUBDIVISION & DEVELOPMENT

APPEAL BOARD

Development Application D2026.023

List of Persons Notified

Municipality:

Town of Claresholm, CAO
Town of Claresholm, Planner/Development
Officer
ORRSC Planner, Kattie Schlamp

SDAB Members:

Rod Kettles
Evert Van Essen
Howard Paulsen
Barbara Edgecombe-Green
Sheila Smidt

Appellant/Applicant:

Bruce Kendall

Landowner

Arthur Stott

Adjacent Landowners Notified:

Bobe, Artin
Johnson, Mark
Stott, Arthur William
Bell, Dale Warren
Sushelnitski, Debrah Carol/Sushelnitski, Larry Nicholas
Wallace, Ruth Grace
Taylor, Earl Wesley/Taylor, Joyce Etta
Luft, Douglas Charles
Luft, Bruce
Gunness, Mathew/Arora, Malika
Wells, Hartford/Wells, Judy
Van Langen, Alvina M/Van Langen, John
Alberta Social Housing Corporation

Town of Claresholm
Attain Subdivision and Development Appeal Board
File D2026.023

We are appealing the Decision of the Municipal Planning Commission on the grounds that the decision to refuse an application for a development permit for a Duplex is based on the falsehood that we knowingly applied for a use that was not permitted, and further the Development Officer accepted that application with full knowledge that a duplex was not a permit use nor was it a discretionary use.

The Town of Claresholm failed to process the application as submitted for 2 single family units on the property and insisted on changes to the application to semi detached.

Bruce Kendall



**Town of Claresholm
NOTICE OF DECISION ON
APPLICATION FOR A DEVELOPMENT PERMIT**

Application No.

D2026.023

APPLICANT INFORMATION

APPLICANT: Bruce Kendall

Mailing Address: [REDACTED] Cochrane AB T4C 1A8

Telephone No. _____

REGISTERED OWNER (if different from applicant): Arthur Stott

Mailing Address: [REDACTED] Lethbridge AB T1J 4M1

Telephone No. _____

PROPERTY INFORMATION

In the matter of development of property located at

CIVIC ADDRESS: 5125 3A Street W, Claresholm, AB T0L 0T0

PROPERTY LEGAL DESCRIPTION: Lot(s) 8 Block 75 Plan 147N

Quarter N/A Section N/A Township N/A Range N/A

PROPOSED DEVELOPMENT / USE

In respect of works consisting of Duplex with four secondary suites

DECISION

The development as specified in Application No. D2026.023 has been:

☐ **APPROVED**

☐ **APPROVED** subject to the following conditions: (see reverse side)

☒ **REFUSED** for the following reasons: (see reverse side)

DATE OF DECISION: June 26, 2026

SIGNED: _____

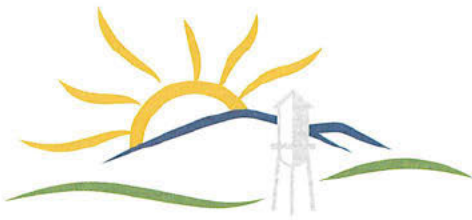
*Abe Tinney, Development Officer
Town of Claresholm*

IMPORTANT NOTES:

1. A development permit issued does not take effect until twenty-one (21) days after the notice of decision and is valid for 12 months.
2. Notice of approval in no way removes the need to obtain any permit or approval required by any federal, provincial or municipal legislation, order and/or regulations pertaining to the development approved.

Reason(s):

In accordance with Administration, Section 10 of Land Use Bylaw No. 1525, where a use is not listed as a permitted or discretionary use or not deemed a similar use, in a district is a prohibited use and shall be refused.



Claresholm

Where **Community** Takes Root

June 26, 2026

BRUCE KENDALL

COCHRANE, AB T4C 1A8

RE: REFUSED DEVELOPMENT PERMIT APPLICATION: DUPLEX WITH FOUR SECONDARY SUITES

FILE# D2026.023
ROLL# 10423.000
LEGAL: LOT 8, BLOCK 75, PLAN 147N
CIVIC: 5125 3 A STREET W, CLARESHOLM, AB

Your application to the Town of Claresholm Municipal Planning Commission for a Development Permit – duplex with four secondary suites has been **REFUSED**. Enclosed is the Notice of Decision.

As per *Alberta Municipal Government Act [Section 685 (1)(a)]* you are eligible to appeal the conditions of the approval from the Municipal Planning Commission. The appeal can be made in writing to the Subdivision and Development Appeal Board and must contain the reasons for your appeal. The written appeal, along with the **\$300 appeal fee** can be mailed to the address at the bottom of the page or dropped off in our drop box at the Town Office at 111 55th Ave West. The appeal period ends on **July 20, 2026 at 2:00 PM**, any appeal must be received by the Town of Claresholm before this deadline.

If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Regards,

Abe Tinney
Development Officer
Town of Claresholm

AT/its
Encl.

cc: Owner

Town of Claresholm, PO Box 1000, 111 - 55th Avenue West, Claresholm, AB T0L 0T0



www.claresholm.ca



info@claresholm.ca



403.625.3381



D3

403.625.3869



Claresholm

Where **Community** Takes Root

June 26, 2026

To Whom It May Concern:

RE: REFUSED DEVELOPMENT PERMIT APPLICATION: DUPLEX WITH FOUR SECONDARY SUITES

FILE# D2026.023
LEGAL: LOT 8, BLOCK 75, PLAN 147N
CIVIC: 5125 3A STREET, CLARESHOLM, AB

Your neighbor at the above address applied to the Town of Claresholm Municipal Planning Commission for a Development Permit – Duplex with four secondary suites was **REFUSED WITH REASONS**. Enclosed is a copy of the Notice of Decision with the reasons on the back.

As per *Alberta Municipal Government Act [Section 685 (1)(a)]* you are eligible to appeal the decision of the Municipal Planning Commission. The appeal can be made in writing to the Subdivision and Development Appeal Board and must contain the reasons for your appeal. The written appeal, along with the **\$300 appeal fee** can be mailed to the address at the bottom of the page or dropped off in our drop box at the Town Office at 111 55th Ave W. The appeal period ends on **July 20, 2026 @ 2:00 PM**. Any appeal must be received by the Town of Claresholm before this deadline.

If you have any questions or concerns regarding the above, please contact the undersigned at your convenience.

Regards,

Abe Tinney
Development Officer
Town of Claresholm

E1

AT/ts

Encl



Town of Claresholm, PO Box 1000, 111 - 55th Avenue West, Claresholm, AB T0L 0T0



www.claresholm.ca



info@claresholm.ca



403.625.3381



403.625.3869

Municipal Planning Commission Agenda Item 1

File:	D2026.023
Applicant/Owner:	Bruce Kendall/Arthur Stott
Address:	5125 3A Street W
Legal:	Lot 8, Block 75, Plan 147N
Regarding:	Duplex with four Secondary Suites

STAFF REPORT – Development Permit Application

The Applicant proposes to develop one Duplex by attaching two Manufactured dwellings to create a single building with two dwelling units. The Applicant has also proposed the development of four secondary suites to be located in the basement of the Duplex.

Subject Lands:



To be reviewed at the June 26, 2026 MPC meeting

Land Use Bylaw No. 1525:

The Land Use Bylaw designates the above-mentioned property as (R1) – Single Detached Residential. In this land use district, Duplex is not a listed use and Secondary suite is listed as a discretionary use.

Duplex means a development containing two separate dwelling units connected by a common floor, ceiling or wall.

Secondary suite means a development of an accessory dwelling unit containing cooking facilities, a food preparation area, sleeping area, and sanitary facilities, which are physically separate from and subordinate to those of the principal dwelling within the structure or on the same title and that has a separate entrance. A secondary suite may be a basement or garage suite within the principal dwelling, or a garage or garden suite within an accessory building. A secondary suite does NOT include a boarding house, duplex, semi-detached dwelling, multi-unit dwelling, rowhouse dwelling or townhouse, manufactured home park, or apartment.

The proposal to create a Duplex from two Manufactured dwellings does not meet the use definition of any listed use within the R1 district.

Administration, Section 10 of Land Use Bylaw No. 1525, states:

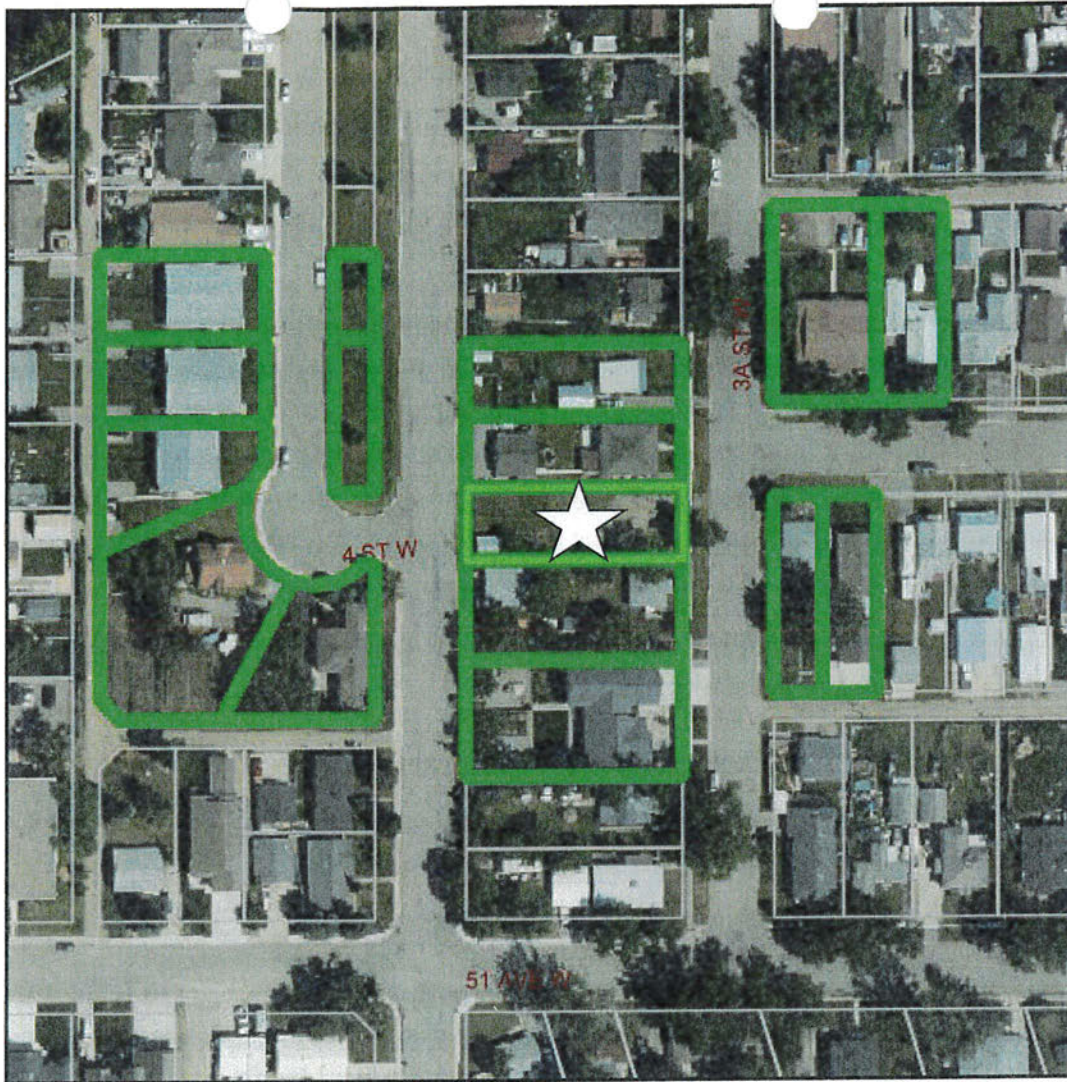
10. *A land use not listed as a permitted or discretionary use or not deemed a similar use, in a district is a prohibited use and shall be refused.*

Administration, Section 45(c) of Land Use Bylaw No. 1525 states:

45. (c) The Municipal Planning Commission is authorized and, subject to section 46, the Development Officer is also authorized to decide upon an application for a development permit despite that the proposed development does not comply with this bylaw if, in the opinion of the Development Authority:
 - i. the proposed development would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use or enjoyment or value of neighbouring properties; and
 - ii. the proposed development conforms with the use prescribed for the land or building in Schedule 1.

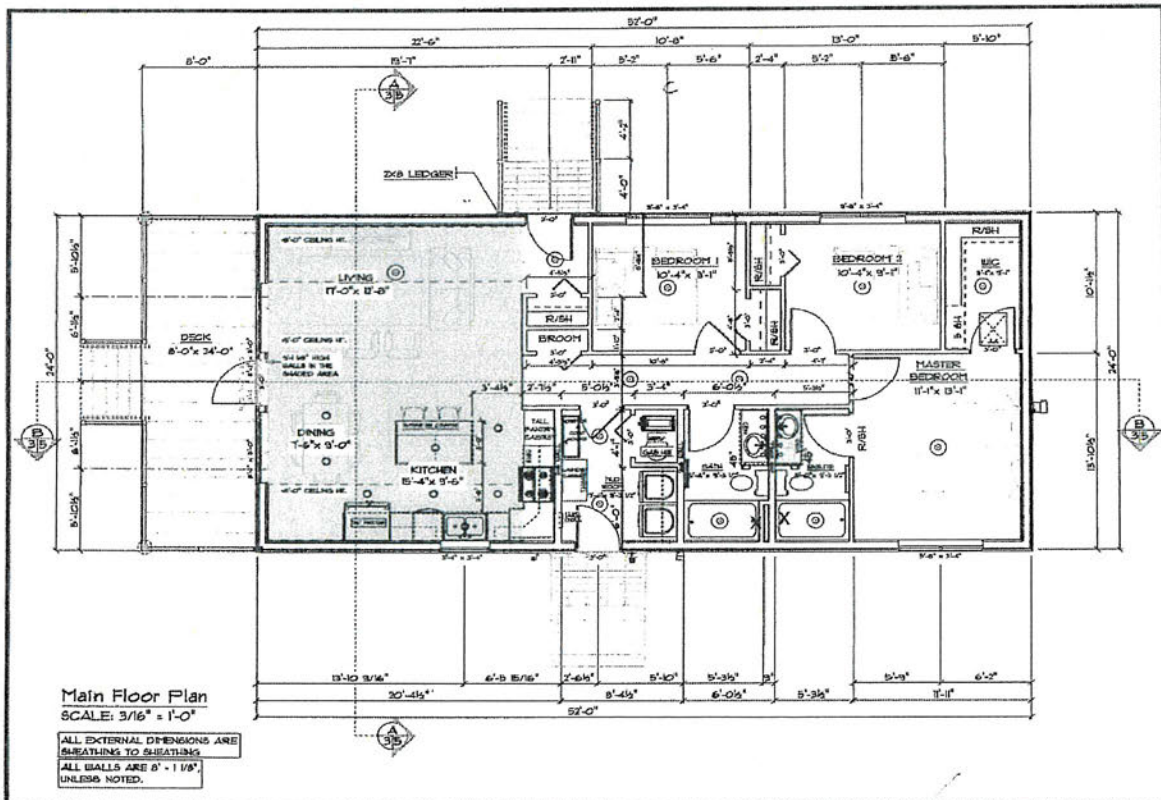
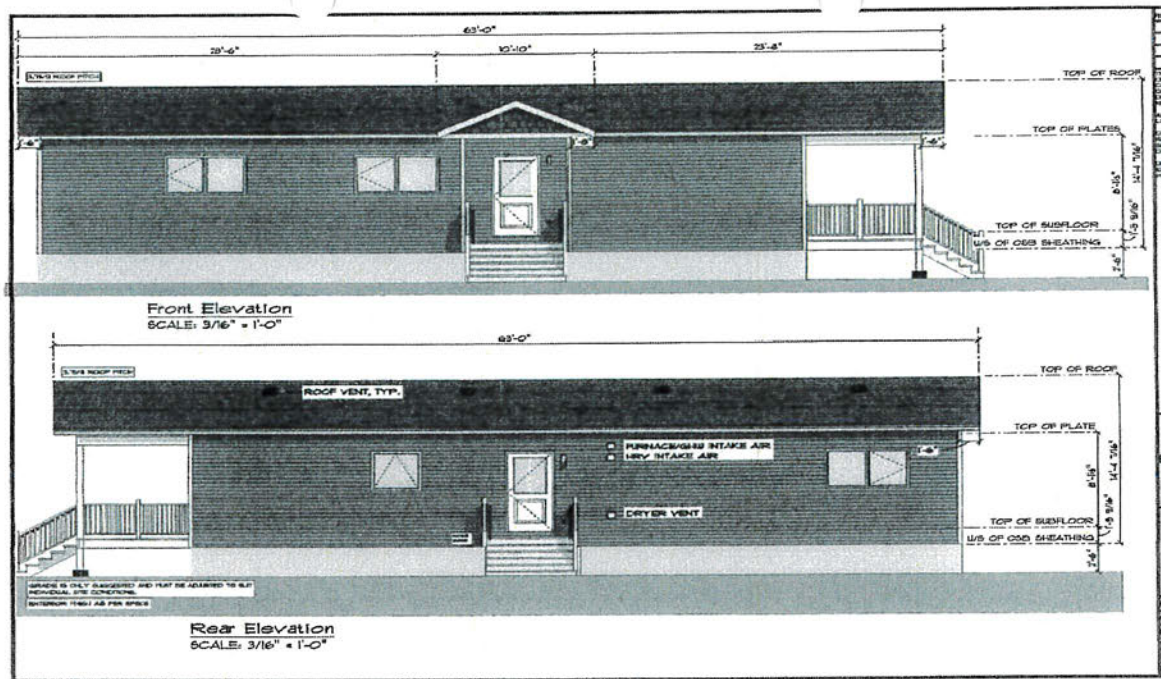
Circulation:

As per Land Use Bylaw No. 1525 the Municipal Planning Commission or the Development Officer may notify, or cause to be notified, the owners of land likely to be affected by the issue of a development. As such, the Development Officer has circulated a Notice of Municipal Planning Commission Meeting to adjacent landowners as illustrated below.



Development Department Considerations:

1. As per Land Use Bylaw No. 1525, Administration, Section 10, where a use is not listed as a permitted or discretionary use, or not deemed a similar use, it is prohibited and shall be refused.
2. As per Land Use Bylaw No. 1525, Schedule 15 – Secondary Suites, Section 2(a) the approval of a Secondary suite is restricted to one secondary suite per lot. Furthermore, Sections 2(h) and 2(i) limit the development of a Secondary suite to be located in conjunction with a single-detached dwelling, modular home, or moved-in dwelling. It does not allow for Secondary suites to be located in conjunction with manufactured dwellings, duplexes, semi-detached dwellings, or other forms of multi-unit dwellings.
3. As of agenda time, comments were received from the neighborhood circulation and are included in the agenda package for the MPC's consideration.



MPC Consideration:

As Duplex is not a listed use within the R1 land use district the MPC does not have the authority to approve the development in accordance with Administration, Section 10 of Land Use Bylaw No. 1525, which stipulates that a use that is not listed as a permitted or discretionary use or not deemed a similar use, is a prohibited use and shall be refused.

Furthermore, in accordance with Administration, Section 45, the Municipal Planning Commission is not authorized to grant waivers to the use prescribed for the land or building in the applicable land use district.



Search mail



Compose



Summarize this email

Inbox

7

Starred

Snoozed

Sent

Drafts

Purchases

More

M. Johnson

to Dale, me

Dear Sir,

I am opposing Application D2026.023 to change the Land Use Designation from R1 - Single Detached Residential to multi-use Residential

This application is to build "Two New Duplexes both with secondary suites"

The definition of Duplex is two units, therefore the way the application is worded, it indicates two duplexes (meaning 4 units) with second. Looking at appendix A, the drawing indicates a single family house. I confirmed with the town that there will actually be two of these single units on this lot, which is still too much for a lot designed for a Single Detached Residence.

Labels

[Gmail]/3A St Garage

[Gmail]/Trash/3A S...

[Gmail]/Trash/Angela

[Gmail]/Trash/Angela (2)

[Gmail]/Trash/Angela (3)

3A St Garage

3A St Home

ATCO ENERGY

CLARESHOLM GARBA...

DIRECT ENERGY

FUEL

ROGERS CELL

SHAW TV & INTERNET

① Upgrade



Reply

Forward



Clarification at the meeting on Friday, June 26 will have to be made for this application.

After checking with the town, the measurements for this lot are approximately 50 ft. wide and 157 ft. long (from 3A Street to 4 Street).

The drawing on Appendix A indicates that the building is 63 ft long (front to back). According to the application there will be two of these does indicate an overhang at the back. Therefore I suspect that there will need to be some space between the two buildings. If they are back to back, as per the submitted drawing, how much space is required between the two buildings?

Setbacks for the buildings, according to the information I received from the town is 25 ft. from the front of the property line to the building, but considering that this is not a garage but actually the front of the building, I believe that it is appropriate to stay with the proper setback

Let's do some simple math. Each building is 63 ft long, according to the plans submitted. 2 x 63 ft. is 126 ft. Front setback is 25 ft. 126 Please note that I did not allow for any space between the backs of the buildings in this calculation.

What is the required number of parking spaces per new unit? It has to be at least one parking space per unit. Considering that these are should have a requirement. What is it?

Where is the parking going to be on this lot once the buildings have taken up the area? It appears that the parking will be on the street

I understand that we have a 4-plex on the corner of 52 Avenue and 3A Street but this 4-plex is on a double wide lot with lots of parking in

EMAIL

June 24/26. I, Earl W. Taylor, concur and agree with the above facts.

Basically, these are my objections to this application, although others may have more:

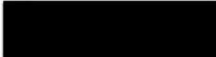
- A short, quiet residential street, made up of single family houses will be disrupted by a multi-family unit which is built on a lot only suitable for a single family house.
- There will definitely be more parking on the street. This will not only be a disruption for the neighbours but also for street cleaning, garbage/recycling pick-up, snow clearing, etc. We already had one accident on this street with a car that was parked on the side of the road being run into. This will only give more potential for more accidents.
- What will rezoning this lot do to the other houses and the value of the other houses on this street and neighbourhood?
- If the drawing in this application is approved, that means that the setbacks according to the Town of Claresholm will have to be relaxed, changed or ignored. If this is the case, there should be a discussion about this before this application is considered.
- Will a complete drawing of the final product, including both units plus parking be made available before this is considered. I feel that this is necessary so that the Town of Claresholm and any affected residents will see what the completed proposal is. This application does not seem complete.
- We know that the 2014 flood affected this lot and the one at 5127 3A Street W terribly. News stories showed the height of the water on these lots. Yes, the Town of Claresholm has done flood mitigation but is there still a danger for this lot, especially with having basement suites?

I would like to state that although I am opposed to changing the zoning to allow a multi-family unit on a lot that is clearly not designed for it, that I would be happy to see a single family house with a secondary suite.

I look forward to discussing this further at the meeting on June 26, 2026.

Sincerely,

Mark Johnson



Hi Abe,

I am just writing this letter to voice my concern regarding this application.

My concern is the number of units and the number of occupants that might be in those dwellings. It states that there will be 2 duplexes with secondary units. Is this a 6 or 8 unit building.??

How many people will be in each unit...??

Because of the larger units, there will be more parking on the street, that is already crowded with parked vehicles. Not to mention, the disruption and noise it will make to this otherwise, quiet area.

This area we live in is a residential street, made of senior and single family houses. We appreciate the quietness and pace of our street.

I am not opposed to a single family dwelling, but I feel that 2 duplexes, with 6 or 8 units, is too large for a lot this size.

Ruth Wallace

[REDACTED]

Dear Sir,

My wife and I are opposing Application D2026.023 to build "Two New Duplexes both with secondary suites"

If we understand the application correctly, the application would allow a multi-family development (it's not clear exactly how many families could potentially be involved) on land that was only designed for one family (R1 - Single Detached Residential).

Further, we don't understand how two duplex buildings (as per the drawings provided in the notice we received) will physically fit on the property without violating town development laws.

We would be okay with ONE single family structure with a basement suite.

We plan to attend the meeting this Friday, June 26, 2026 at 9:00 am.

Warm Regards,
Dale and Lyn Bell

From: M. Johnson [REDACTED]
Sent: Monday, June 22, 2026 6:48 PM
To: Abe Tinney <Abe@claresholm.ca>
Subject: Planning application D2026.023

Dear Sir,

I am opposing Application D2026.023 to change the Land Use Designation from R1 - Single Detached Residential to multi-use Residential.

This application is to build "Two New Duplexes both with secondary suites"

The definition of Duplex is two units, therefore the way the application is worded, it indicates two duplexes (meaning 4 units) with secondary suites. This means six or eight living units. Looking at appendix A, the drawing indicates a single family house. I confirmed with the town that there will actually be two of these single family houses placed back to back. If each of these has a secondary suite (ie basement suite), this will still be four living units on this lot, which is still too much for a lot designed for a Single Detached Residence.

Clarification at the meeting on Friday, June 26 will have to be made for this application.

After checking with the town, the measurements for this lot are approximately 50 ft. wide and 157 ft. long (from 3A Street to 4 Street).

The drawing on Appendix A indicates that the building is 63 ft long (front to back). According to the application there will be two of these buildings on the lot, back to back. The application does not indicate that they will be attached at the back of the building but it does indicate an overhang at the back. Therefore I suspect that there will need to be some space between the two buildings. If they are to be attached, then I request that a new drawing be submitted before the application is considered. If they are to be placed back to back, as per the submitted drawing, how much space is required between the two buildings?

Setbacks for the buildings, according to the information I received from the town is 25 ft. from the front of the property line to the building, 5 ft. on either side, and 25 ft. on the back. Now, I realize that most garages are closer than 25 ft. to the back of the property but considering that this is not a garage but actually the front of the building, I believe that it is appropriate to stay with the proper setback, according to the Town of Claresholm.

Let's do some simple math. Each building is 63 ft. long, according to the plans submitted. 2×63 ft. is 126 ft. Front setback is 25 ft. $126 + 25 = 151$ ft. The lot is 157 ft. long. Where is the setback at the back of the lot?

Please note that I did not allow for any space between the backs of the buildings in this calculation.

What is the required number of parking spaces per new unit? It has to be at least one parking space per unit. Considering that these are 3 bedroom rental units, I would suggest that 1.5 parking spaces per unit would be more suitable but the Town of Claresholm should have a requirement. What is it?

Where is the parking going to be on this lot once the buildings have taken up the area? It appears that the parking will be on the street. I am opposed to not having designated parking spaces or driveways planned into the application.

I understand that we have a 4-plex on the corner of 52 Avenue and 3A Street but this 4-plex is on a double wide lot with lots of parking in the back. This application should not be considered similar to that multi-family unit.

Hello

We have received your notice re above application for new development. We oppose to two new duplexes with secondary suites on this property but are open a single-family dwelling with or without a secondary suite.

Mark Johnson will be speaking on our behalf as we totally agree with his rationelle.

See you at the meeting Friday morning.

Larry and Debbie Sushelnitski



MUNICIPAL PLANNING COMMISSION MINUTES

June 26, 2026

Town of Claresholm – Council Chambers

Attendees: Kandice Meister – Council Member (Chairperson)
Doug Priestley - Member-at-Large (Vice-Chairperson)
Gene Dwelsdorf - Member-at-Large
Kieth Carlson – Council Member

Staff: Kattie Schlamp – ORRSC Planner
Tracy Stewart – Development Assistant

Regrets: Brad Schlossberger - Mayor

9:00 a.m. Call to Order / Adoption of Agenda

**Motion to adopt the
Agenda by
Kieth Carlson**

**Seconded by
Doug Priestley
CARRIED**

Adoption of Minutes

- April 10, 2026

**Motion to adopt the
Meeting Minutes
by Gene Dwelsdorf**

**Seconded by
Kieth Carlson**

CARRIED

Item 1: ACTION

DEVELOPMENT PERMIT

File: D2026.023
Applicant/Owner: Bruce Kendall/Arthur Stott
Address: 5125 3A Street W
Legal: Lot 8, Block 75, Plan 147N
Regarding: Duplex with four secondary suites

**Motion to Refuse
Application with Reason
by Kieth Carlson**

**Seconded by
Doug Priestley**

CARRIED

Reason:

*In accordance with Administration, Section 10 of Land Use
Bylaw No. 1525, where a use is not listed as a permitted or*



MUNICIPAL PLANNING COMMISSION MINUTES

June 26, 2026

Town of Claresholm – Council Chambers

discretionary use or not deemed a similar use, in a district is a prohibited use and shall be refused.

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2026.027
Applicant/Owner: Claresholm Child Care Society/Town of Claresholm
Address: 5895 8 Street W
Legal: Lot 2, Block 1, Plan 2010646
Regarding: Variance to maximum height on wind fence

**Motion to Approve
Application with
Conditions
by Doug Priestley**

**Seconded by
Kieth Carlson**

Conditions:

CARRIED

- 1. A 4 ft. Fence height waiver was granted by the MPC on June 26, 2026. The fence height has been waived from 6ft. To an approved height of 10 ft.*
- 2. The applicant shall be responsible for ensuring that the fence is securely fastened and maintained in a suitable manner.*

9:10 a.m.

**Motion to adjourn by
Kieth Carlson**

**Seconded by
Doug Priestley**

CARRIED

Town of Claresholm
NOTICE OF MUNICIPAL PLANNING COMMISSION MEETING

Application No.

D2026.023

Notice is hereby given that an application is being made for a development permit with regard to the following:

NAME OF APPLICANT: Bruce Kendall

CIVIC ADDRESS: 5125 3A Street W

LEGAL DESCRIPTION OF SITE: Lot 8, Block 75, Plan 147N

LAND USE DESIGNATION: R1 – Single Detached Residential

TYPE OF DEVELOPMENT: Two New Duplexes both with secondary suites

Complete Development Permit Application available for public viewing at the Town Administration Office (by appointment)

Office Hours: Monday thru Friday, 8:30am until 4:00pm; Closed from 12:00pm to 1:00pm.

PLACE OF MEETING: Youth & Community Room, Town of Claresholm Office, 111 55th Avenue W

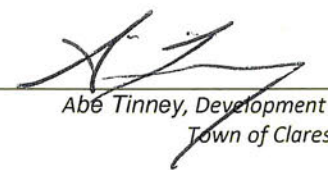
DATE & TIME OF MEETING: Friday, June 26, 2026 @ 9:00 a.m.

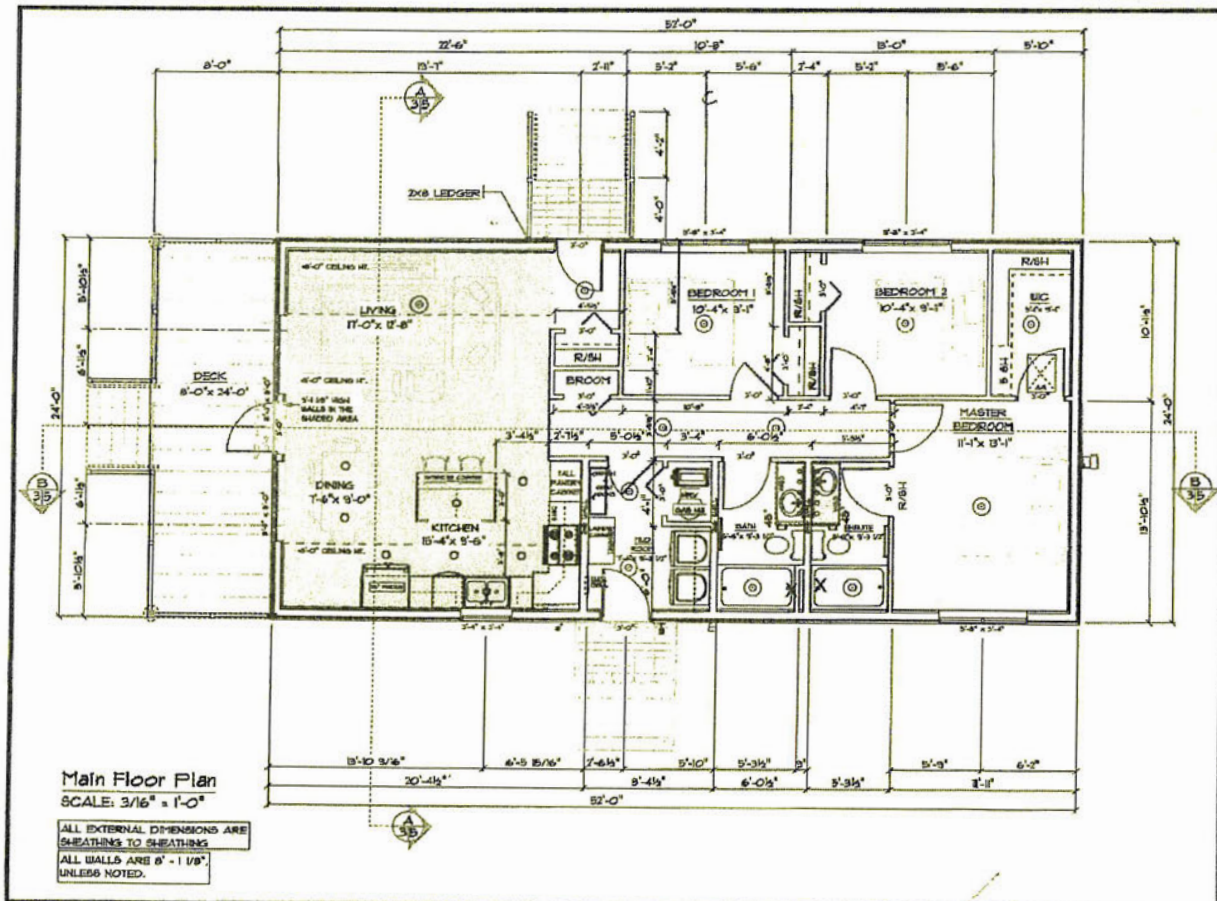
Any person affected by the said proposal has the right to present a written brief prior to the hearing and/or to be heard at the meeting. Persons requesting to be heard at the meeting shall submit a written request (email sufficient) to be heard to the Town of Claresholm no later than: Thursday, June 25, 2026 @ 2:00 pm

Please supply written comments (email to abe@claresholm.ca) or via mail or dropped off at our office/mail slot.

DATE: June 11, 2026

SIGNED: _____


Abe Tinney, Development Services Manager
Town of Claresholm



**Town of Clareholm
APPLICATION FOR A DEVELOPMENT PERMIT**

Application No. D2026-023

IMPORTANT NOTICE: This application *does not* permit you to begin this development until such time as a development permit has been issued by the Development Authority. Please *read* carefully the *Important Notes* at the end of this application.

I/We hereby make an application for a development permit under the provisions of Land Use Bylaw No. 1525 in accordance with the plans and supporting information submitted herewith and which forms part of this application.

APPLICANT INFORMATION

APPLICANT: BRUCE KENALL

Mailing Address: [REDACTED] Cochrane Telephone No. [REDACTED]

Applicant's Interest if not the registered owner: THE IRB purchaser

REGISTERED OWNER OF LAND CONCERNED: ART STOTT

Mailing Address: [REDACTED] Telephone No. [REDACTED]

Lethbridge T1J4H1

CONSENT SIGNATURES

I certify that I am the registered owner or that the registered owner(s) of the land described above is aware of this application and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application.

IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).

DATE: 4/21/2026 SIGNED: [REDACTED]

Applicant

SIGNED: see authorization
Registered Owner

PROPERTY INFORMATION

CIVIC ADDRESS: 5125 3A Street

PROPERTY LEGAL DESCRIPTION:

Lot(s): 8

Block: 73

Plan: 147 N

Quarter: _____

Section: _____

Township: _____

Range: _____

LAND USE DESIGNATION (ZONING): _____

EXISTING USE: Vacant

PROPOSED DEVELOPMENT/USE: Duplex - secondary basement suites

PROPOSED SETBACKS:

Units: ☐ Meters

☒ Feet

Front: 25 From Rear: 25 From Bldg Sides: Not less than

20 From Building 20 From Porch

OFF-STREET PARKING:

No. of Spaces: 8

Where on parcel located / or to be located: side yard

LOADING AND UNLOADING FACILITIES:

No. of Spaces: 0

Where on parcel located / or to be located: _____

DETAILS OF PROPOSED DEVELOPMENT (Where Applicable)

Footings concrete Interior Finishing dry wall Heating forced air up - g/f
 Foundation concrete Roofing Material asphalt shingle Plumbing 0
 Structure wood frame Lighting yes Floor Area 1248 SF x 2
 Exterior Finish siding Other Details 2496 SF total
project is to move 2 RTM's on site & add secondary suites

CONSTRUCTION VALUE OF PROPOSED DEVELOPMENT

Labour Value \$ RTM

Material Cost \$ \$500,000

TOTAL PROJECT VALUE \$ \$500,000

FOR OFFICE USE ONLY

PERMIT FEE \$ 550.00

PROJECT PLANNING: Additional Permits and Approvals

Estimated commencement date: Oct 26

Estimated completion date: Dec 26

- ☒ Building Permit
☐ Plumbing Permit
☐ Alberta Health Services
☐ Other; specify: _____

- ☐ Electrical Permit
☐ Gas Permit
☐ Alberta Transportation

FOR OFFICE USE ONLY

ROLL #: 10423.000

RECEIVED BY: JR

PROCESSED BY: tx

PLAN REVIEW REQUIRED: ☐ Yes ☐ No ☐ N/A

DECISION BY: ☐ Development Officer
☒ Municipal Planning Commission
☐ Council

DECISION: ☐ Approved
☐ Approved with Conditions
☐ Refused

LETTER OF AUTHORIZATION

I, (We) ART STOTT being the owner (s) of

Lot 8 Block 75 Plan 142 N

Legal:

NW/NE/SE/SW Section _____ Township _____ Range _____ W _____ M

give BRUCE KENDALL permission to act on my
(our) behalf in the ~~Redesignation and/or Subdivision~~ of the subject property.

Development Permit

Signature _____

Signature _____

Date

APRIL 29, 2026

Owner(s) contact information:

Mailing Address:

LOVA BRIDGE, AB Postal Code T7T 4M1

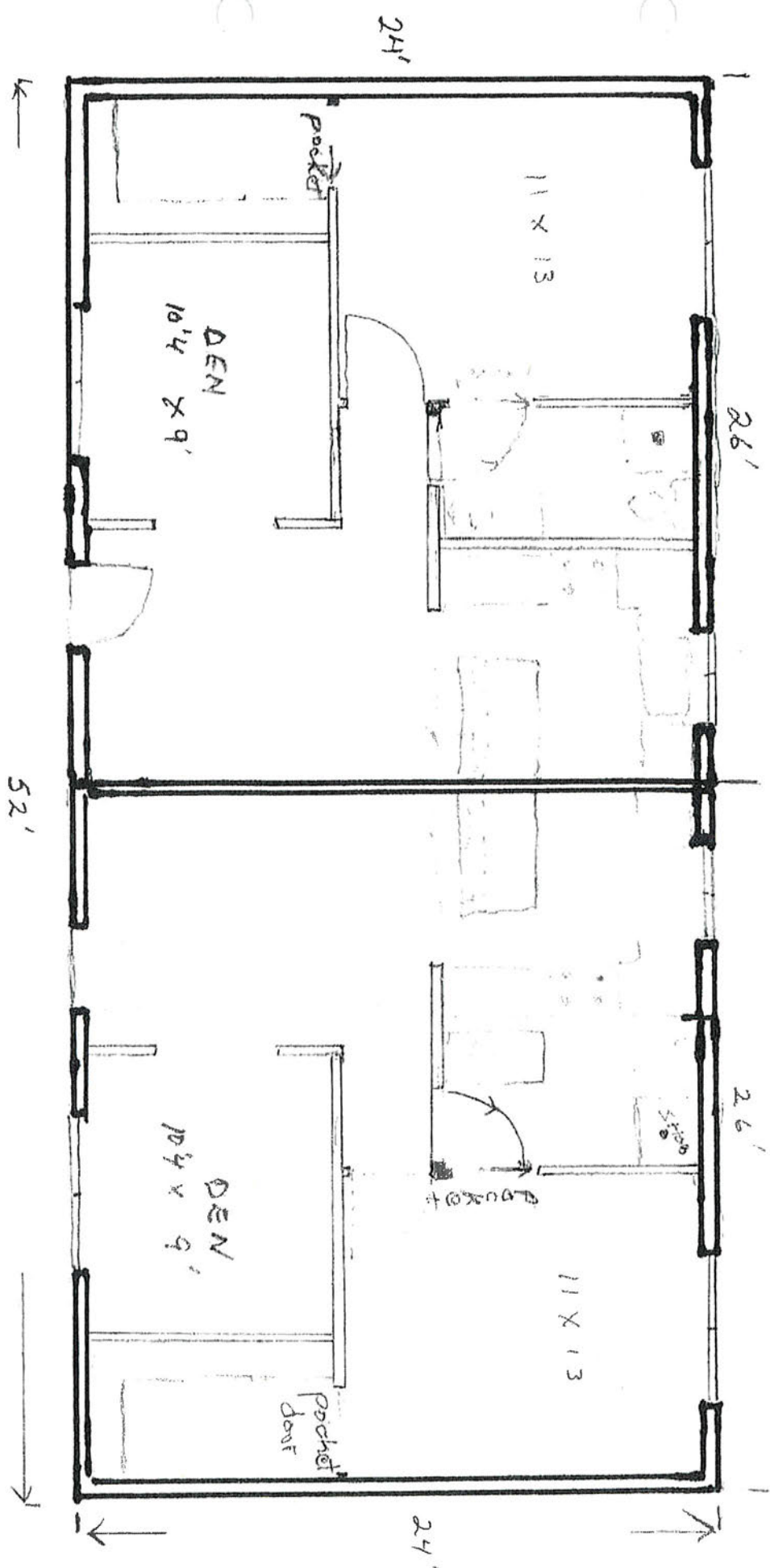
Telephone (H) _____ Cell (C) _____ Other _____

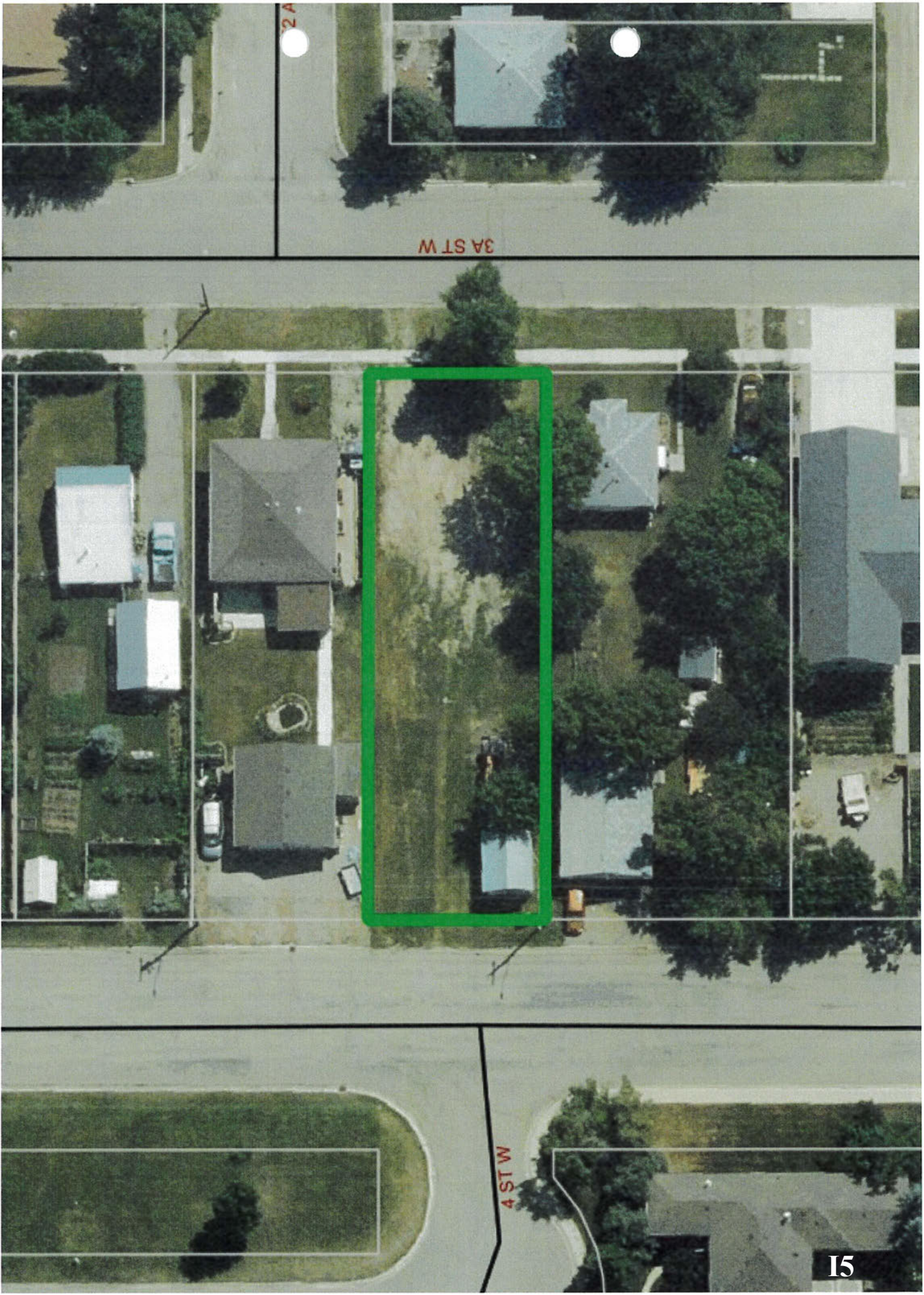
Email _____

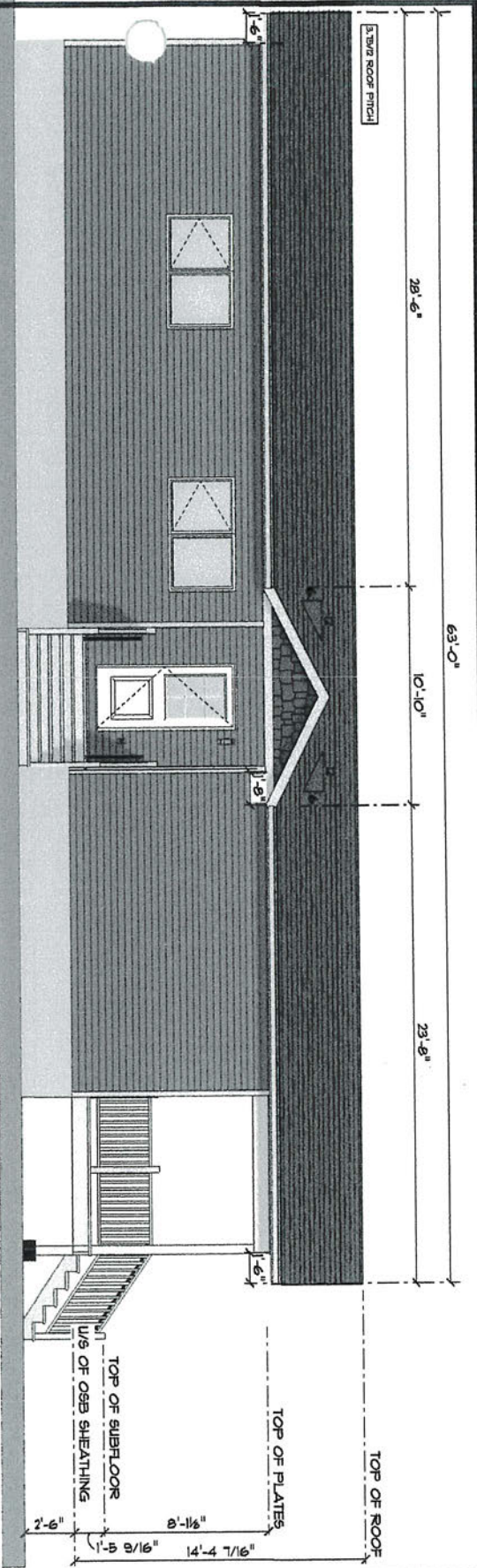
Basement layout each side of

Duplex

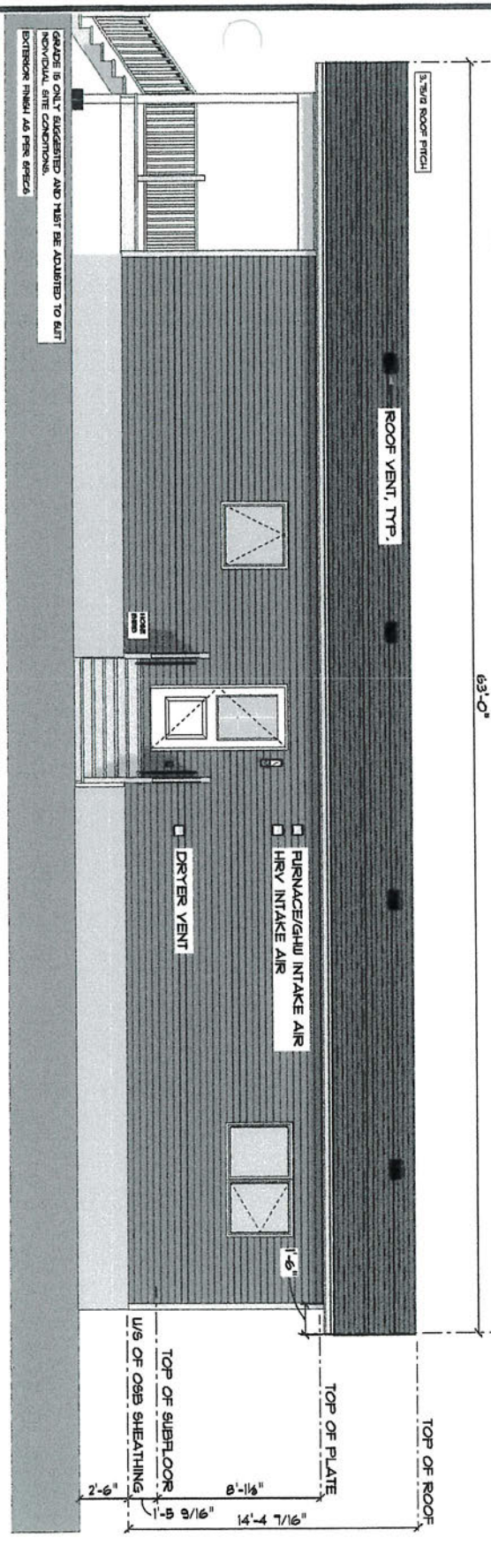
2-1 Bedroom units per side..







Front Elevation
SCALE: 3/16" = 1'-0"



Rear Elevation
SCALE: 3/16" = 1'-0"

GRADE IS ONLY SUGGESTED AND MUST BE ADJUSTED TO SUIT
NEIGHBORHOOD SITE CONDITIONS.
BOTTOM LINE FINISH AS PER AREA

REVISION	DATE	BY

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CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS, SPECIFICATIONS AND METHODS OF CONSTRUCTION.

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Elevations - Front & Rear

Nelson HOMES
Trusted Quality and Service Since 1969

Head Office: Highway 18 West & Rte 15
Mile: 0001-44 St. Louisville, MO 67012
www.nh.com

PROJECT: PRINCE, SC

NH PROJECT NO.: HRT13885

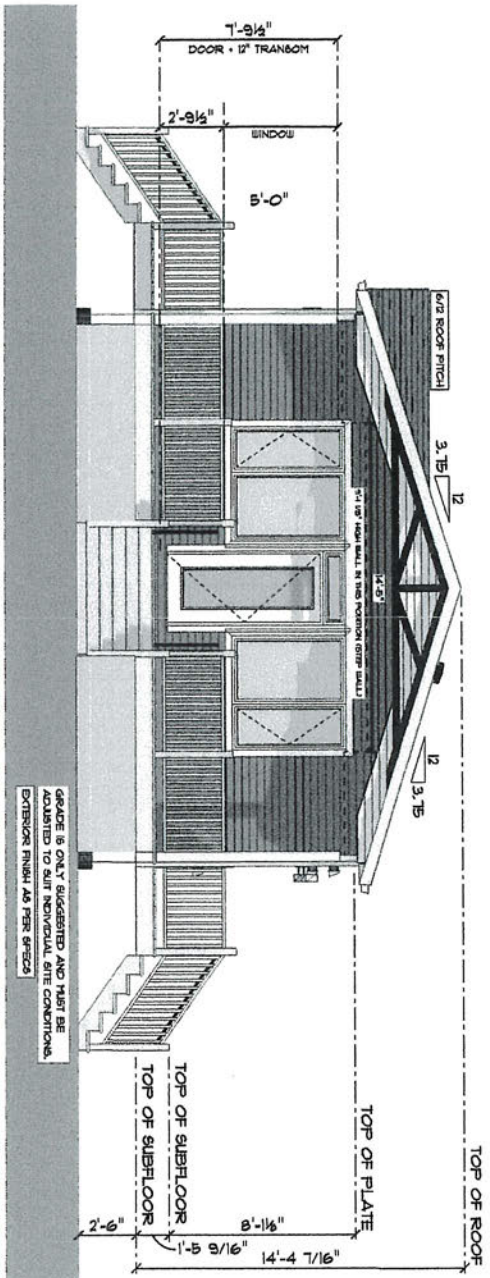
LOCATION:

ZONE/SPEC:

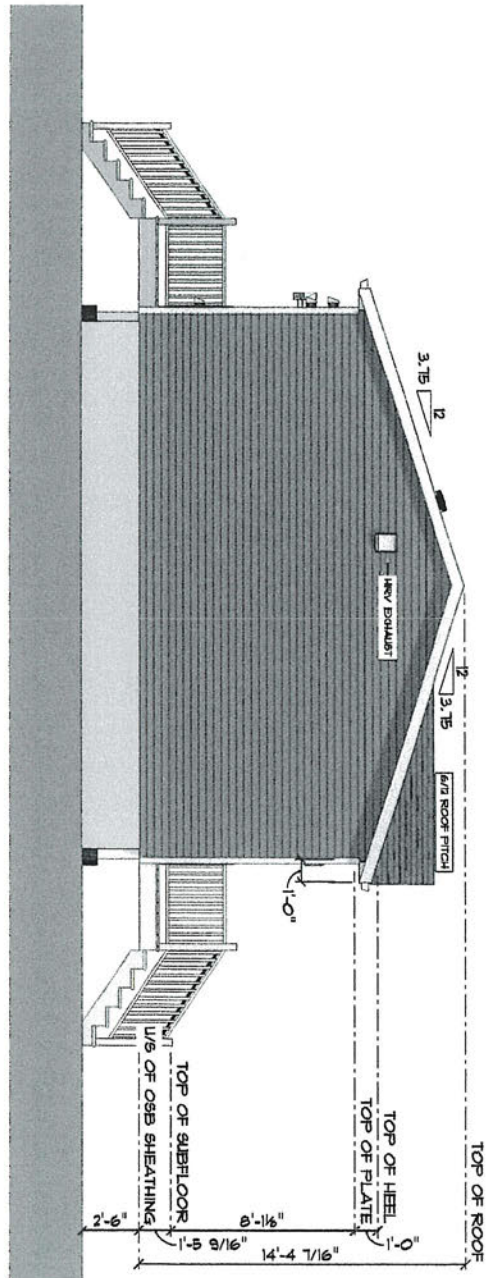
SIZE: 1248 sq. ft.

DRAWN BY: SB

9/16



Right Elevation
SCALE: 3/16" = 1'-0"



Left Elevation
SCALE: 3/16" = 1'-0"

REVISION	DATE	BY
17		

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Elevations - Sides

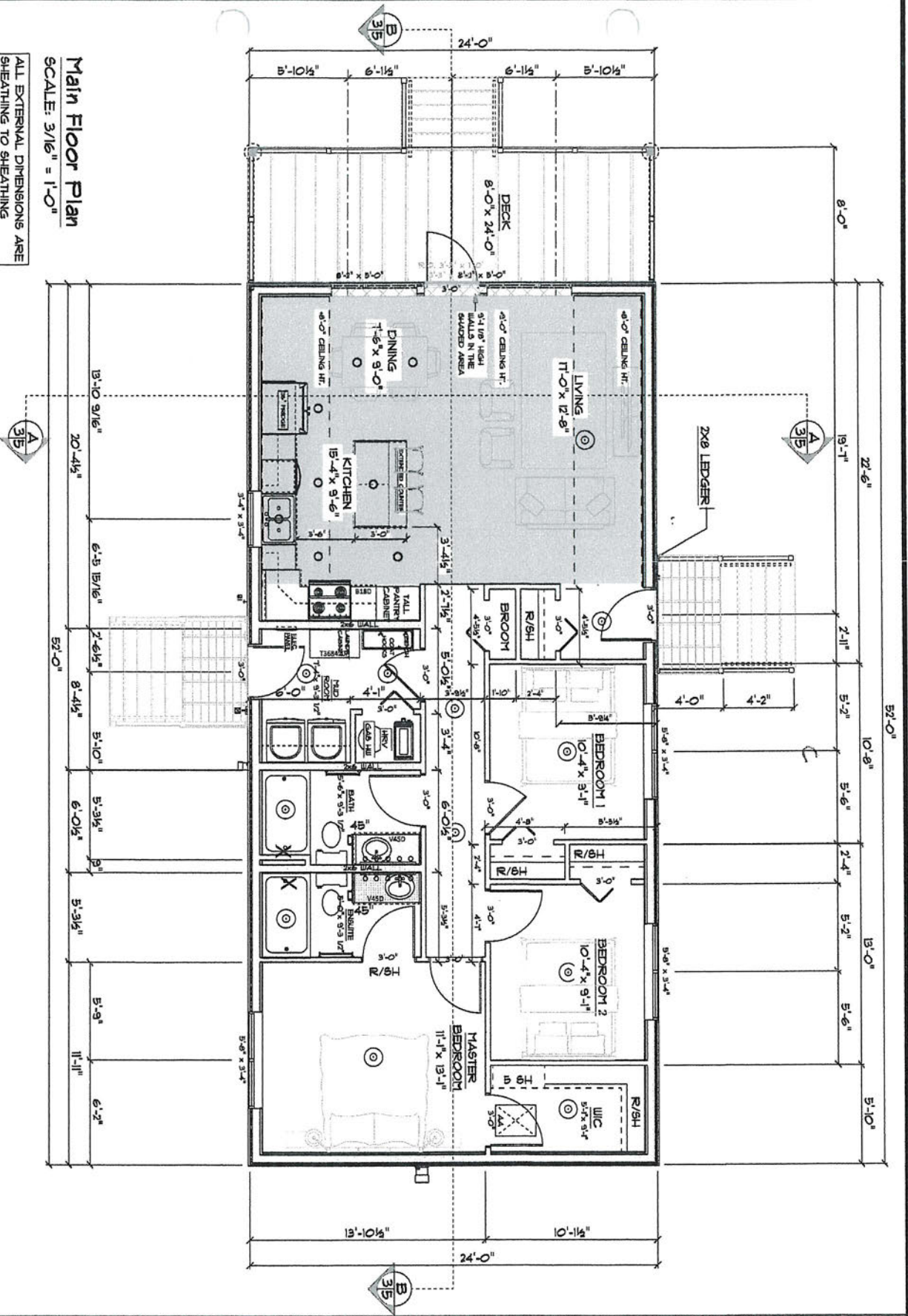
Nelson HOMES
Trusted Quality and Service
Since 1949

Head Office: Highway 18 West & Hwy 15
Unit 6002-41 St., Langford BC, V9B 1Z4
www.nelsonhomes.com

PROJECT:	PRIME - SC
LOCATION:	
ZONE/SPEC:	
SIZE: 1248 sq. ft.	
DRAWN BY: SB	2/29/2025

Main Floor Plan
 SCALE: 3/16" = 1'-0"

ALL EXTERNAL DIMENSIONS ARE SHEATHING TO SHEATHING
 ALL WALLS ARE 8" - 1 1/8"
 UNLESS NOTED.



REVISION	DATE	BY

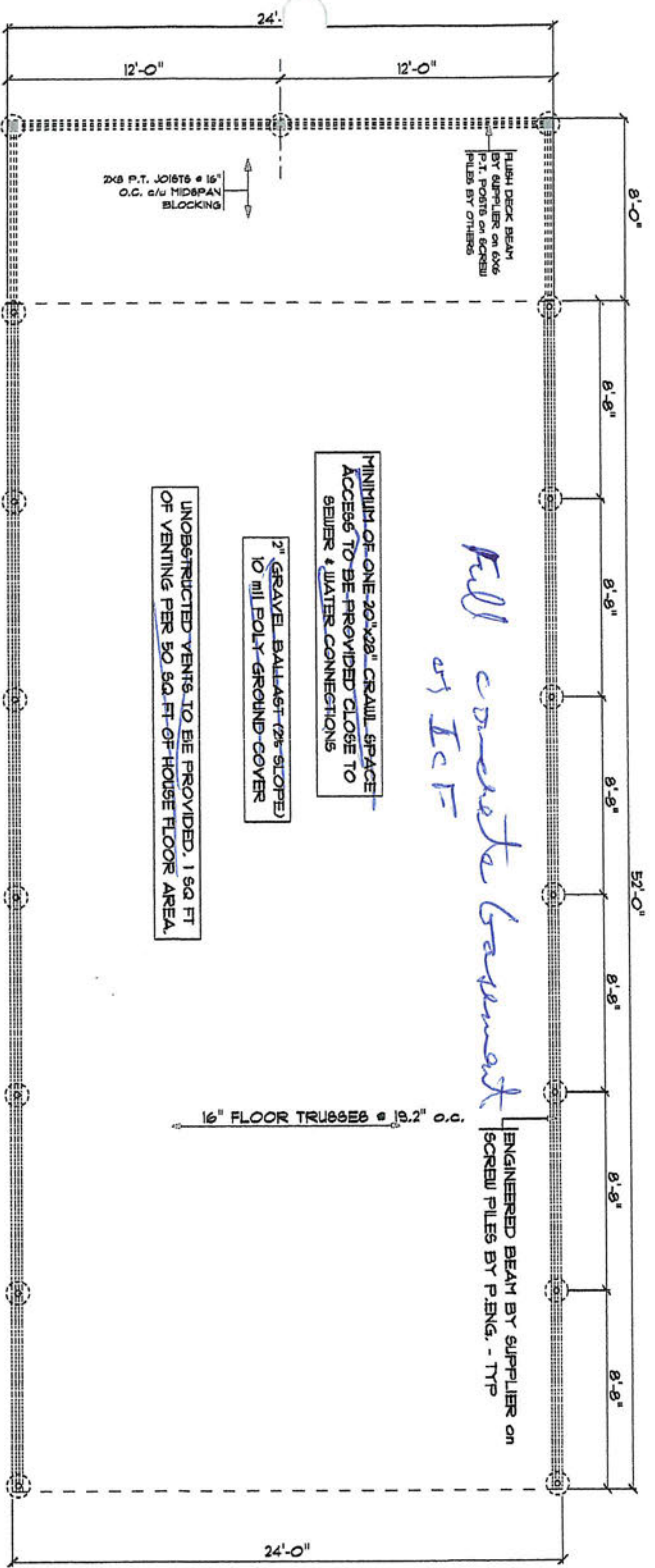
Main Floor Plan

Nelson HOMES
 Trusted Quality and Service
 Since 1969

Head Office: Highway 18 West & 6th St.
 Unit 100-24 St. Louisville, KY 40201
 502-581-1234

PROJECT: PMAHRE - 3C
 PROJECT NO.: H113885
 LOCATION:
 ZONE/SPEC:
 SIZE: 1248 sq. ft.
 DRAWN BY: SB 2/25/2025

81
 3/6



Full concrete basement as ICF

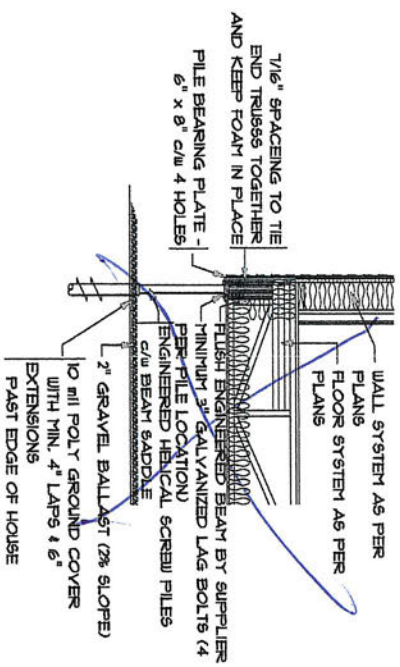
FOUNDATION PLAN

SCALE: 3/16" = 1'-0"

BEAM & PILE FOUNDATION BY OTHERS
THE FOUNDATION DESIGN AND ALL SPECIFICATIONS MUST BE CONFIRMED BY A PROFESSIONAL ENGINEER AND/OR LOCAL BUILDING OFFICIALS BASED ON LOCAL SOIL CONDITIONS.

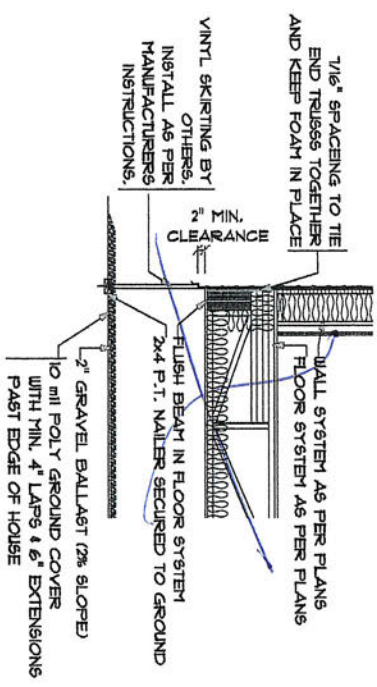
HOUSE CONNECTION DETAIL

NTS



SKIRTING DETAIL

NTS



REVISION	DATE	BY
19		

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DO NOT SCALE DRAWINGS. REPORT ANY ERRORS OR OMISSIONS TO OWNER BEFORE PROCEEDING.

Foundation Plan

Nelson HOMES
Trusted Quality and Service Since 1949
Head Office: Highway 18 West & 151st Ave. S.E. 151st & 15th Ave. S.E.
Maple 06064 St. Lloyd, British Columbia V8Y 2Y1
www.nh.ca

PROJECT: PHASE: SC

NH PROJECT NO.: H113985

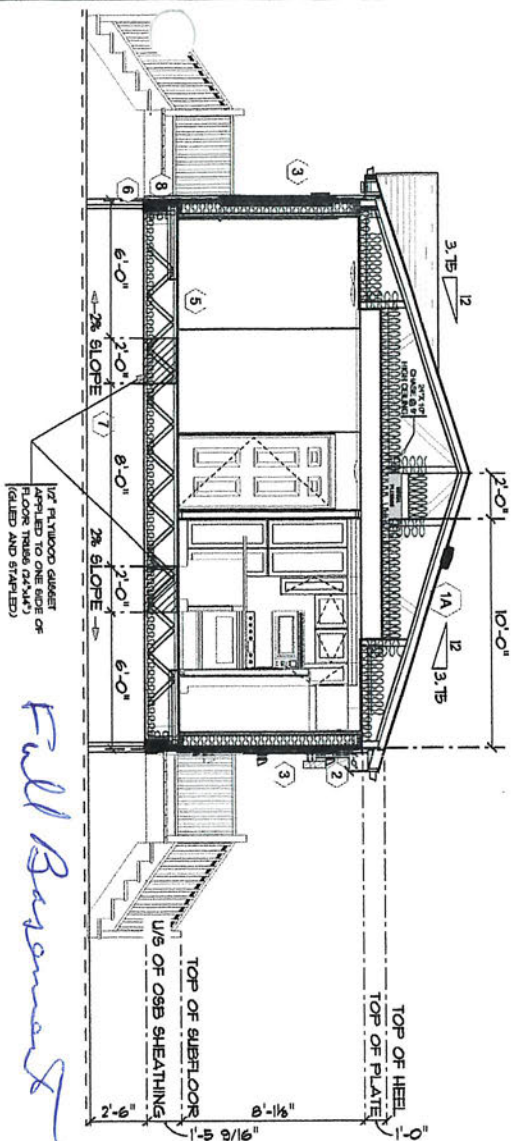
LOCATION: ZONE/SPEC:

SIZE: 1248 sq. ft.

DRAWN BY: SB

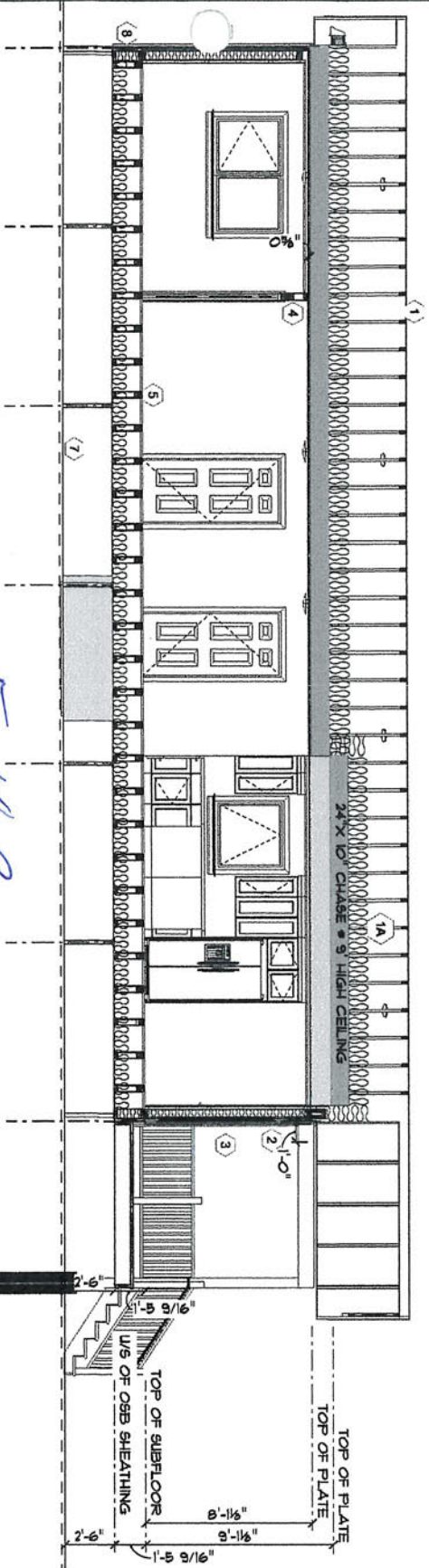
2/25/2025

4/6



A
CROSS SECTION A
SCALE: 3/16" = 1'-0"

Full Basement



B
CROSS SECTION B
SCALE: 3/16" = 1'-0"

Full Basement

- 1 ROOF SYSTEM**
SHINGLES
3/8" MIN. ROOFING EAVE PROTECTION
MIN. 4" UP ROOF
7/16" OSB ROOF SHEATHING @ 24" o.c.
TRUSS BRACING AS PER MANUFACTURERS
RECOMMENDATIONS
R10 BLOWN IN FIBERGLASS INSULATION
POLY VAPOR BARRIER
STAPLING 12" o.c.
1/2" CD DRYWALL
- 2 EXTERIOR WALL**
3/4" FIBERGLASS BOARD
PRE-FINISHED METAL
SCAFF AND FASCIA
- 3 STEPPED ROOF SYSTEM**
3/8" FELT ROOFING EAVE PROTECTION
SHINGLES
7/16" OSB ROOF SHEATHING @ 24" o.c.
TRUSS BRACING AS PER MANUFACTURERS
RECOMMENDATIONS
R10 BLOWN IN FIBERGLASS INSULATION
POLY VAPOR BARRIER
STAPLING 12" o.c.
1/2" CD DRYWALL
- 4 INTERIOR WALL**
2x4 STUDS U.N.O. @ 24" o.c.
1/2" DRYWALL
- 5 FLOOR SYSTEM**
2x8 FLOOR JOISTS @ 12" o.c.
3/4" G.O.U.D. E.D.G.E. OSB SEALED JOISTS FLOOR SHEATHING @ 24" o.c.
1/2" CD DRYWALL (OPTIONAL)
- 6 BEAM/POST/TILE**
RUST ENGINEERED BEAM T.B.O.
FLOOR FLEES BY P. ENG.
- 7 GROUND COVER**
2" GRAVEL BALLAST (2% SLOPE)
10' MIN. POLY GROUND COVER
1/2" 2P OSB FLOOR SHEATHING TAPPED
FRUIT EDGE OF HOUSE
- 8 RIM JOIST INSULATION**
SPRAYFOAM INSULATION ON THE GROUND
CONTRACTOR TO ENSURE CONTINUITY OF
INSULATION & A.M.G. REQUIREMENTS ARE MET.

REVISION	DATE	BY

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Sections

Nelson HOMES
Trusted Quality and Service Since 1999
Head Office: Highway 18 West & RR 15
Mile 6009-44 St., Lloydminster, AB T9N 2N1
www.nh.ca

PROJECT: PHASE: SC
NH PROJECT NO.: H113985
LOCATION:
ZONE/SPEC:
SIZE: 1248 sq. ft.
DRAWN BY: SB 2/25/2026

110
3/16

Excerpts

Town of Claresholm

Land Use Bylaw

No. 1525



April 2009

Consolidated to Bylaw No. 1824, March 2026

5. This subsection does not negate the requirement of obtaining a business license where required.
6. Signs not requiring a municipal development permit are listed in Schedule 2 Section 4.
7. If there is a question as to whether a development permit is required for a particular use, the matter shall be referred to the Municipal Planning Commission for a determination.

LAND USE DISTRICTS

8. The Town of Claresholm is divided into those land use districts specified in Schedule 1 and shown on the Land Use District Map.
9. The one or more uses of land or buildings that are:
 - (a) permitted uses in each district, with or without conditions; or
 - (b) discretionary uses in each district, with or without conditions;
 are described in Schedule 1.
10. A land use not listed as a permitted or discretionary use or not deemed a similar use, in a district is a prohibited use and shall be refused.

SIMILAR USES

11. At the request of the applicant, where a use is applied for which is not specifically considered in any land use district, but is similar in character and purpose to another use that is permitted or discretionary in the land use district in which such use is proposed, the following process shall apply:
 - (a) the matter shall be referred by the Development Officer to the Municipal Planning Commission;
 - (b) the Municipal Planning Commission shall determine and make a ruling on the proposed use as to its similarity to a permitted or discretionary use in the district;
 - (c) if the use is deemed similar, the proposed use shall be reviewed by the Municipal Planning Commission as a discretionary use for that land use district;
 - (d) given the above, if the application is approved by the Municipal Planning Commission a development permit shall be issued in accordance with sections 21 to 23 under Notification.

NUMBER OF DWELLING UNITS ON A PARCEL

12. No person shall construct or locate or cause to be constructed or located more than one dwelling unit on a parcel unless authorized by the Development Authority through the issuance of a development permit and only where allowed in the land use district for which the application was made.



APPEALS

40. Any person affected by a decision of the Development Authority has the right pursuant to the Act, to appeal the decision to the Subdivision and Development Appeal Board. An appeal request shall be accompanied by the applicable fees.
41. An appeal to the Subdivision and Development Appeal Board shall be commenced by serving a written notice of the appeal to the Subdivision and Development Appeal Board within 21 days after:
 - (a) a person is notified of a order or decision or the issuance of a development permit; or
 - (b) the date on which the notice of the issuance of a development permit was given in accordance with section 33 of this bylaw; or
 - (c) the expiration of the 40-day period for a decision to be made and any extension of that period, in accordance with section 44 of this bylaw, has expired.

COMMENCEMENT OF DEVELOPMENT

42. Despite the approval of a development permit, no development is authorized to commence:
 - (a) until 21 days after the written notice of decision is published in the newspaper for all approved permits; or
 - (b) if an appeal is made, until the appeal is decided upon.

TRANSFER OF DEVELOPMENT PERMIT

43. A valid development permit is transferable where the use remains unchanged and the development is affected only by a change in ownership or tenancy. This provision does not apply to a home occupation permit, which are non-transferable.

APPLICATION DEEMED REFUSED

44. In accordance with section 684 of the Act, 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, as the case may be, is not made within 40 days of an application being deemed complete under section 9 or 11 by the Development Officer, unless the applicant has entered into an agreement with the Development Officer to extend the 40-day period.

NON-COMPLIANCE WITH LAND USE BYLAW

45. (a) Upon receipt of a completed application for a Development Permit for a Development that does not comply with this Bylaw, but in respect of which the Development Authority is requested by the applicant to exercise discretion under Section 45(c), the designated officer shall send the application to the Development Authority.
- (b) Upon receipt of an application for approval which would require the Development Authority to exercise its discretion under Section 45(c), the Development Authority shall notify persons likely to be affected by the issue of the Development Permit in accordance with Section 29.

- (c) The Municipal Planning Commission is authorized and, subject to section 46, the Development Officer is also authorized, to decide upon an application for a development permit despite that the proposed development does not comply with this bylaw if, in the opinion of the Development Authority:
 - i. the proposed development would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use or enjoyment or value of neighbouring properties; and
 - ii. the proposed development conforms with the use prescribed for the land or building in Schedule 1.
46. The Development Officer may only exercise discretion under section 45 in respect of the following matters:
- (a) if a minor waiver is required, the Development Officer may waive one applicable measurable standard and issue a Development Permit with or without conditions, provided the waiver does not exceed 10 percent of any measurable standard specified in the Bylaw; or
 - (b) if the waiver required exceeds 10 percent of any measurable standard in the Bylaw, the designated officer shall refer the application to the Municipal Planning Commission for a decision.
 - (c) approval of minor deviations from approved site plans;
 - (d) imposing conditions on permitted uses in order to ensure a proposed use will comply with provisions of the bylaw, the municipal development plan or any other statutory plan.

SUSPENSION OF A DEVELOPMENT PERMIT

47. If, after a development permit has been issued, the Development Authority becomes aware that:
- (a) the application for the development permit contained misrepresentations; or
 - (b) facts concerning the application or the development that were not disclosed, and which should have been disclosed at the time of the application was considered, have subsequently become known; or
 - (c) a development permit was issued in error; or
 - (d) the applicant withdrew the application by way of written notice,
- the Development Authority may suspend or cancel the development permit by notice in writing to the holder of it stating the reasons for any suspension or cancellation.
48. If a development permit is suspended or cancelled, the Subdivision and Development Appeal Board (SDAB) shall review the application if an appeal is filed by the applicant within 21 days of the notice of the cancellation or suspension and either:
- (a) reinstate the development permit; or
 - (b) cancel the development permit if the Development Authority would not have issued the development permit if the facts subsequently disclosed had been known during consideration of the application; or



Designated officer means a person authorized by Council to act as a Development Authority pursuant to section 624(2) of the Municipal Government Act and in accordance with the municipality's Development Authority Bylaw. For the purpose of this bylaw, the designated officer shall be the Development Officer.

Development means:

- (a) an excavation or stockpile and the creation of either of them;
- (b) a building or an addition to or replacement or repair of a building and the construction or placing in, on, over or under land of any of them;
- (c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- (d) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of the use of the land or building.

Development agreement means a contractual agreement completed between the municipality and an applicant for a Development Permit which specifies the public roadways, utilities and other services to be provided by the Permit holder as a condition of Development approval or subdivision approval, provided the agreement is in accordance with Sections 648, 650, 654 and 655 of the Act, as amended.

Development area means the area to be occupied by a building plus the reasonable area required for excavation and construction.

Development Authority means the Municipal Planning Commission or the designated officer in accordance with the powers and duties of this bylaw.

Development permit means a document issued pursuant to this Bylaw by the Town of Claresholm authorizing a development that has been approved by the designated officer, Municipal Planning Commission or Subdivision and Development Appeal Board.

Discretionary use means the one or more uses of land or buildings that are described in Schedule 1 as Discretionary or Development Officer Discretionary uses.

District means a district established under Schedule 1.

Double-wide manufactured home means a "Manufactured home" (as defined) that is permanently fixed to two chassis, or is permanently fixed to one chassis and has a section which can be expanded or telescoped from the manufactured home for additional floor area. Double-wide manufactured homes are typically not less than 6.1 m (20 ft.) in width.

Drive-in restaurant means a development which offers car attendant service or drive-through pick-up food service.

Duplex means a development containing two separate dwelling units connected by a common floor, ceiling or wall.

Dwelling unit means a room or a suite of rooms operated as a residence, containing cooking, sleeping and sanitary facilities.



Lounge/beverage room means a development licensed pursuant to provincial legislation where alcoholic beverages are served for consumption on the premises.

Manufactured home means a development of a newly-constructed, factory-built dwelling which may be transported to a new location and placed on a permanent foundation or constructed in prefabricated units at a factory or place other than that of its final assembly. This use includes “Double-wide” “Single-wide” and mobile homes, but the term does not include motor homes, travel trailers, recreation vehicles and any similar vehicles that are neither intended for permanent residential habitation nor subject to the current provincial building requirements and precludes the installation of a secondary suite.

Manufactured home park means a development of a lot occupied by or intended for two or more single-wide and/or double-wide manufactured homes, where each manufactured home site is not subdivided into a separately titled lot.

Manufactured home sales and service means a development for the sale, rental or storage of new and used manufactured homes, and includes supplementary maintenance services and the sale of parts and accessories.

Manufactured home subdivision means lands divided into lots intended to be occupied by their owners for private residential purposes, and on which are erected permanent foundations for manufactured or modular homes.

Manufacturing and fabrication means a development for medium industrial operation where the land and buildings are used for the manufacture or fabrication of products or parts, and may include the retail sale of such products or parts to the general public. Such a facility may include an administrative office, ancillary structures, outdoor work areas, parking, and outdoor storage areas. Any nuisance associated with such uses should not generally extend beyond the boundaries of the site.

Market garden means a development of the growing of vegetables or fruit for commercial purposes. This use includes an area for the display and sale of goods or produce grown or raised on site.

May means within the context of a policy that a discretionary action is permitted.

Measurable standard means a dimensional standard, limited to minimum lot size, minimum setbacks, maximum lot coverage, minimum floor area, maximum building height and any sign dimension.

Medical and dental office means a development providing medical and health care on an outpatient basis. Examples of this use include medical and dental offices, clinics, occupational health and safety offices, counselling services, chiropractic and naturopathic services. This use excludes dispensaries which sell pharmaceutical and related medical supplies as an accessory use.

Mini-storage and self-storage means a development consisting of varying sizes of individual, self-contained stalls or lockers for the storage of business, household and/or commercial goods. These units are leased or rented on individual leases for varying periods of time. May include outside storage sites for recreation vehicles, but outside storage must be formally requested and approved by the Municipal Planning Commission as part of the development permit application process.



Rowhouse dwelling or townhouse means a development containing three or more dwelling units, where each dwelling unit is joined in whole or in part at the side only and where no dwelling unit is located in whole or in part above another dwelling unit. Each dwelling unit in a rowhouse is separated from the abutting dwelling unit by a wall, generally extending from the foundation to the roof, and each dwelling unit is provided with its own direct access from grade.

Safety Codes means a code, regulations, standard, or body of rules regulating things such as building, electrical systems, elevating devices, gas systems, plumbing or private sewage disposal systems, pressure equipment, fire protection systems and equipment, barrier free design and access in accordance with the *Safety Codes Act, RSA 2000, Chapter S-1*, as amended.

Salvage or waste disposal facility means a development for purchasing, receiving or transporting of spent materials or substances which may generate a detrimental impact or nuisance beyond the boundaries of the lot or parcel on which it is situated. This term includes uses such as autowreckers, salvage and scrap yards, garbage container services, and effluence tanker services.

Satellite dish means an accessory structure designed specifically to receive television signals.

Screening means a fence, wall, berm or hedge used to visually separate areas or functions which detract from the urban street or neighbouring land uses.

Secondary suite means a development of an accessory dwelling unit containing cooking facilities, a food preparation area, sleeping area, and sanitary facilities, which are physically separate from and subordinate to those of the principal dwelling within the structure or on the same title and that has a separate entrance. A secondary suite may be a basement or garage suite within the principal dwelling, or a garage or garden suite within an accessory building. A secondary suite does NOT include a boarding house, duplex, semi-detached dwelling, multi-unit dwelling, rowhouse dwelling or townhouse, manufactured home park, or apartment.

Semi-detached dwelling means a development containing only two dwelling units located side by side on separate lots with separate access to each dwelling unit. Each dwelling unit in a "Semi-detached dwelling" is joined to the other unit by at least one common wall which extends from the foundation to at least the top of the first storey of both dwelling units.

Senior citizen housing means a development, including lodges which is used as a residence for elderly individuals not requiring constant or intensive medical care.

Service station means a development used or intended to be used for the servicing and minor repairing of motor vehicles and for the sale of gasoline, lubricating oils and minor accessories for motor vehicles.

Setback means the distance required between a building, development or use from a property line facing a street or other property line.

Shall means that the action is mandatory.



Shipping container means a development of any container that was used for transport of goods by means of rail, truck or by sea and are generally referred to as a sea cargo container, sea cans or cargo container. These containers are rectangular in shape and are generally made of metal. When used for any other purpose other than transporting freight, a shipping container is a building and subject to the standards and requirements of the Land Use Bylaw.

Should means that the action is recommended.

Sign – see Schedule 2 for all definitions and general standards.

Similar use means a use which is not specifically considered in a land use district but, in the opinion of the Municipal Planning Commission, is similar in character and purpose to another use that is permitted or discretionary in the land use district. See Section 11.

Single detached dwelling means a development of a freestanding residential dwelling, not forming part of and not physically attached to any other dwelling or structure.

Single-wide manufactured home means a "Manufactured home" (as defined) which is:

- (a) typically not greater than 4.9 m (16 ft.) in width; and
- (b) permanently fixed to a single chassis; and
- (c) not intended to be expanded, telescoped or twinned for additional floor space.

Site means that part of a parcel or a group of parcels on which a development exists or for which an application for a development permit is being made.

Site servicing plan means a plan showing the legal description and dimensions of the site, the utilities, site drainage, existing and proposed site grades, the grades of streets and sewer servicing the property, elevations of top of curb or sidewalk and lot corners approved by the Town's Engineer.

Small wind energy conversion system (SWECS) means a development that generates electricity from a wind turbine, either building or tower mounted, including associated control and conversion electronics and tower guy wires, which has a limited generation capacity to be used primarily for the applicants own use. See Alternative energy, wind.

South Saskatchewan Regional Plan means the regional plan and regulations established by order of the Lieutenant Governor in Council pursuant to the *Alberta Land Stewardship Act*.

Stop order means an order issued by the Development Authority pursuant to section 645 of the Act.

Storage yard means a development for the outdoor storage of materials and is screened in accordance with the requirements of landscaping in the district in which it is situated.

Storey means that portion of a building which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it.

Street means a public thoroughfare affording the principal means of access to abutting parcels, and includes the sidewalks and the land on each side of and contiguous with the prepared surface of the thoroughfare and owned by the municipality.

SINGLE DETACHED RESIDENTIAL – R1

INTENT: This district is intended to accommodate single detached residential development on serviced lots in an orderly, economical and attractive manner, while excluding potentially incompatible land uses.

1. PERMITTED USES	DEVELOPMENT OFFICER DISCRETIONARY USES	DISCRETIONARY USES
Accessory building	Modular home	Alternative energy, solar
Accessory structure	Moved-in building	(ground mounted)
Accessory use	Moved-in dwelling	Community facilities
Alternative energy, solar	Semi-detached dwelling	Home occupation 2
(wall and roof mounted)		Place of worship
Shipping container,		Secondary suite
temporary		Signs (in accordance with
Signs (in accordance with		Schedule 2)
Schedule 2)		
Single detached dwelling		
Home occupation 1		

2. MINIMUM LOT SIZE

Use	Width		Length		Area	
	m	ft.	m	ft.	m ²	sq. ft.
Single Detached dwelling	15.2	50	30.5	100	464.5	5,000
Semi-detached dwelling	15.2	50	30.5	100	650.3	7,000**
All other uses	As required by the Development Authority					

* the total square footage of the lot must be a minimum of 650.3 m² (7,000 sq. ft.) for two dwelling units.

3. MINIMUM SETBACK DIMENSIONS

Use	Front		Side		Rear	
	m	ft.	m	ft.	m	ft.
Single Detached dwelling	7.6	25	1.5	5	7.6	25
Semi-detached dwelling	7.6	25	1.5	5	7.6	25
Accessory Building	7.6	25	1.5	5	1.5	5
Corner lots	See Schedule 4 – #4 - "Multiple Front Yard Provision (Corner Lots)"					
All other uses	7.6	25	1.5	5	7.6	25

4. MAXIMUM PERCENTAGE OF LOT COVERAGE

Principal building – 40%
 Accessory buildings – 111.5 m² (1,200 sq. ft.) or 15%, whichever is the lesser

5. MINIMUM FLOOR AREA

Single detached dwelling, modular home or moved-in dwelling – 74.3 m² on the main floor (800 sq. ft.)

Semi-detached – 148.6 m² on the main floor (1,600 sq. ft.)

6. MAXIMUM HEIGHT OF BUILDINGS

Principal building – 9.1 m (30 ft.)

Accessory buildings – 4.6 m (15 ft.)

7. SIGNS – See Schedule 2.

8. SIDE YARD PROJECTIONS – See Schedule 4.

9. CORNER LOTS – See Schedule 4.

10. GARBAGE RECEPTACLES – See Schedule 4.

11. MOVED-IN BUILDING REGULATIONS – See Schedule 5.

12. FENCING REQUIREMENTS – See Schedule 7.

13. PARKING AND LOADING SPACE REQUIREMENTS – See Schedule 8.

14. LANDSCAPING STANDARDS – See Schedule 9.

15. HOME OCCUPATIONS – See Schedule 10.

16. TELECOMMUNICATION ANTENNA STRUCTURES – See Schedule 12.

Schedule 15

SECONDARY SUITES

1. APPLICABILITY

The requirements of this schedule, with the exception of the general requirements, which apply to all secondary suites, are categorized based on the context of the suites and how they may be incorporated into a principal dwelling or accessory building.

2. GENERAL REQUIREMENTS

All secondary suites shall meet the following requirements:

- (a) only one secondary suite may be developed where a Single detached dwelling, Modular home or Moved-in dwelling has been established;
- (b) should all residential dwelling units on a title be rented, including but not limited to, the main floor and, if applicable, second storey of a principal dwelling where there is a basement suite, a suite above an attached garage, a suite that is part of a detached garage, or a garden suite, the owner shall be required to obtain a business license;
- (c) notwithstanding 2(d), variances or waivers of setbacks or any other measureable standard in conjunction with applications for secondary suites shall be decided upon by the Municipal Planning Commission.
- (d) a secondary suite shall provide one off-street parking space per bedroom and no variances or waivers to this requirement shall be granted;
- (e) all required off-street parking shall be designed and developed to the standards set out in Schedule 8 (Parking and Loading Space Requirements);
- (f) development of a new secondary suite shall meet all requirements of the National Building Code – Alberta Edition and Alberta Fire Code as a condition of approval;
- (g) a secondary suite shall not be separated from the principal dwelling or any part of the title on which the principal dwelling is located through a condominium conversion or subdivision;
- (h) a secondary suite shall be restricted to a title occupied by a single dwelling unit either a Single detached dwelling, Modular home or Moved-in dwelling but, not including a Manufactured home as defined by this bylaw;
- (i) a secondary suite shall not be permitted in a boarding house, duplex, semi-detached dwelling, multi-unit dwelling, rowhouse dwelling or townhouse, manufactured home park, or apartment;
- (j) the maximum number of bedrooms in a secondary suite shall be two (2);
- (k) the Development Authority, as a condition of approval, may request proof that the utility services to the principal dwelling are capable of carrying the additional load of the proposed secondary suite;
- (l) a secondary suite shall not be developed on the same title as a Home occupation 2 (see Schedule 10), unless it can be proven to the Development Authority that the impact resulting from the home occupation is limited, adequate parking is provided and the amenities of the neighbourhood are not negatively affected;

- (m) the exterior finish of a garden suite, including but not limited to, materials, textures, and colours, shall match or complement the exterior finish of the principal dwelling, to the satisfaction of the Development Authority; and
- (n) the minimum floor area of a secondary suite shall be 30 m² (322.9 sq. ft.).

3. EXISTING SECONDARY SUITES

Existing secondary suites include any suite that existed prior to the passing of this bylaw. In addition to the requirements of section 2 of this schedule, excepting thereout the building code requirement of 2(f) if it can be proven that the suite was developed prior to December 31, 2006, existing secondary suites shall meet the following requirements;

- (a) an existing secondary suite developed prior to December 31, 2006, shall meet all applicable requirements of the Alberta Fire Code as a condition of approval;
- (b) an existing secondary suite developed after December 31, 2006, shall comply with all National Building Code – Alberta Edition and Alberta Fire Code requirements, including separate heating and ventilation systems for the principal dwelling unit and secondary suite, as a condition of approval;
- (c) an existing secondary suite shall meet all other requirements of this Schedule and any other applicable section or schedule of this bylaw; and
- (d) should an existing secondary suite be unable to reasonably meet the requirements of this bylaw, to the discretion of the Development Authority, the use of the suite for rental purposes shall not be permitted.

4. SECONDARY SUITES within the PRINCIPAL DWELLING



Basement suites are located below grade, in the basement of a Single detached dwelling, Modular home, or Moved-in dwelling. In addition to the requirements of section 2 of this schedule, the following requirements apply to basement suites:

- (a) the maximum floor area of a basement suite shall not exceed the floor area of any one storey of the dwelling above grade;
- (b) a basement suite shall be developed in such a way that the exterior of the principal dwelling shall appear as a single detached dwelling;
- (c) a basement suite shall have an entrance separate from the entrance of the principal dwelling in accordance with Alberta Safety Codes; and
- (d) should the entrance be directly from the exterior of the dwelling, it shall be on the side or rear of the structure.



Garage suites may include a secondary suite within the principal dwelling. In addition to the requirements of section 2 of this schedule, the following requirements apply to garage suites within the principal dwelling:

- (e) in no instance shall the roof peak of a garage suite be higher than the roof peak of the principal dwelling;
- (f) the roof slope of the garage should be the same as or similar to the roof slope of the principal dwelling, to the discretion of the Development Authority;
- (g) an entrance separate from the entrance to the garage in accordance with Alberta Safety Codes;
- (h) the maximum floor area of the suite shall not exceed the floor area of the garage, not including shared mechanical rooms and common areas;
- (i) the minimum setback dimensions, maximum percentage of lot coverage, and maximum height requirement shall be as described in the land use district for a Single detached dwelling, Modular home, or Moved-in dwelling; and
- (j) the portion of the garage structure intended for use as a garage shall not be permitted to be used as additional living space.

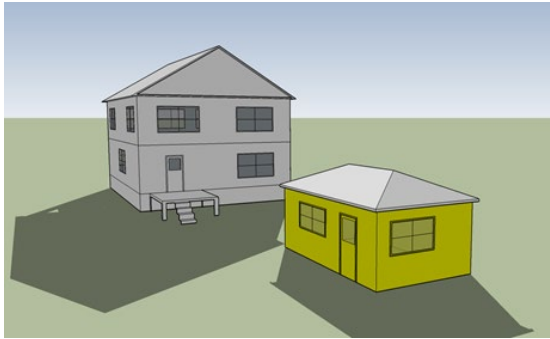
5. SECONDARY SUITES within an ACCESSORY BUILDING



Garage suites may be included at grade within the same accessory building as the detached garage. In addition to the requirements of section 2 of this schedule, the following requirements apply to garage suites within an accessory building:

- (a) the roof slope of the garage should be the same as or similar to the roof slope of the principal dwelling, to the discretion of the Development Authority;
- (b) an entrance separate from the entrance to the garage shall be developed in accordance with Alberta Safety Codes;
- (c) at grade garage suites that are a part of a detached garage shall only be permitted on lots with laneways or on lots where adequate access is deemed acceptable to the Municipal Planning Commission;
- (d) an at grade garage suite shall not be developed until a principal dwelling has been legally developed;
- (e) the minimum separation from the principal dwelling shall be 3.0 m (9.84 ft.);

- (f) the minimum setback dimensions, maximum percentage of lot coverage, and maximum height requirements shall be as described in the land use district for an accessory building; and
- (g) the portion of the garage structure intended for use as a garage shall not be permitted to be used as additional living space.



Garden suites are detached completely from the principal dwelling and are accessory buildings constructed at grade. In addition to the requirements of section 2 of this schedule, the following requirements apply to garden suites within an accessory building:

- (h) a garden suite shall only be permitted on lots with laneways or on lots where adequate access is deemed acceptable to the Municipal Planning Commission;
- (i) a garden suite shall not be developed until the principal dwelling has been legally developed;
- (j) the maximum floor area of a garden suite shall be 74.32 m² (800 sq. ft.);
- (k) the minimum separation from the principal dwelling shall be 3.0 m (9.84 ft.); and
- (l) the minimum setback dimensions, maximum percentage of lot coverage, and maximum height requirements shall be as described in the land use district for an accessory building.