



## **MUNICIPAL PLANNING COMMISSION**

**Monday 10<sup>th</sup> February, 2025**

**6:30 pm**

**Council Chambers**

### **AGENDA**

**1.0 Call to Order**

**2.0 Approval of the Agenda**

**3.0 Approval of the Minutes**

3.1 Municipal Planning Commission Meeting Minutes – 17 June, 2024

**4.0 Topics**

4.1 Development Permit No. 2025-04 – 751 Northridge Street – Home Occupation B – Hair Salon

4.2 Development Officer Report

4.3

**5.0 As Introduced**

5.1

**6.0 Adjournment**



**PICTURE BUTTE MUNICIPAL PLANNING COMMISSION MEETING  
HELD IN COUNCIL CHAMBERS  
Monday, June 17<sup>th</sup>, 2024 at 6:30 p.m.**

**PRESENT:** Mayor Moore, Deputy Mayor Papworth, Councillor de Kok, Councillor Feist, Councillor Neels

**ALSO PRESENT:** Chief Administrative Officer – K. Davis  
Director of Corporate Services – M. Overbeeke  
Administrative Assistant – C. Johnson

**1. CALL TO ORDER**

Deputy Mayor Papworth called the meeting to order at 6:30 p.m.

**2. APPROVAL OF AGENDA**

MOVED by Mayor Moore that the agenda be accepted as presented.

CARRIED

**3. APPROVAL OF THE MINUTES**

**a. May 21<sup>st</sup>, 2024 Meeting**

MOVED by Councillor Feist that the minutes from the May 21<sup>st</sup>, 2024 Municipal Planning Commission (MPC) meeting be accepted as presented.

CARRIED

**4. TOPICS**

**a. DEVELOPMENT PERMIT NO. 2024-16 – Rear Yard Set Back Waiver**

The owner of 252 Crescent Avenue is requesting approval for a rear yard setback of 0.2 meter for an already constructed detached garage. The development permit issued for the garage stated that the development would meet the required setbacks. When the Town received the compliance letter request, it was found that the garage did not meet the rear yard setback. The owner is now asking for a waiver to bring the development into compliance. No submissions from adjacent landowners were received.

MOVED by Councillor de Kok to allow the detached garage at 252 Crescent Avenue a rear yard setback waiver of 1.31 meters.

CARRIED

**5. AS INTRODUCED – NONE**

**6. ADJOURNMENT**

MOVED by Deputy Mayor Papworth that the Municipal Planning Commission meeting adjourn at 6:40 p.m.

CARRIED

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Chair C. Papworth

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CAO Keith Davis



## Request for Decision

**Our Vision:** *Picture Butte is the Community of Choice to work, live and play in Lethbridge County*

**Our Mission:** *Picture Butte is a thriving community dedicated to serving our people through fiscal responsibility and transparency.*

Date: 3 February, 2025

To: Mayor, Council

From: CAO

### **Re: Development Permit 2025-04 – Home Occupation B**

#### **Background:**

The owner of 751 Northridge Street has applied for a Home Occupation B. The applicant would like to use her home to run a Hair Salon. As there will be customer visits this application is considered a Discretionary Use and needs to be considered by the Municipal Planning Commission. The applicant thinks that there will be one to five customers per day.

#### **Land Use Bylaw Considerations:**

Part 4 Section 31 Home Occupations has been attached to this Request for Decision.

This application does not meet all of the “General Standards” for Home Occupations A and B in that it:

- The use shall not generate more vehicular or pedestrian traffic and vehicular parking than normal within the district.
  - It is the Development Officer’s opinion that the use will generate more vehicular traffic, however, it is likely that there will only be a maximum of two cars attending the location at any given time (one for the appointment and one for the next appointment). The home has off street parking to facilitate two vehicles and thus it is my opinion that the use won’t create additional constraints on street parking.

Discretion and opinion can influence whether or not this Home Occupation application meets all of the Home Occupation B standards including:

- (17) The number of customer visits and hours of operation may be limited by the Development Authority to minimize impacts on surrounding residential uses.
  - Does MPC want to limit hours of operation?
  - Currently the applicant thinks they will do some evenings and some morning appointments and is pretty vague on the business operating times.
- (18) The home occupation shall not be permitted if, in the opinion of the Development Authority, the use would be more appropriately located within a commercial or industrial district.
  - We have at least two hair salons in Town that either own or rent commercial properties. Approving a home occupation hair salon may be seen as approving an unfavourable competitive advantage to the hair salons that rent or own commercial properties.
  - One of Council’s Strategic Goals is to see business and residential growth by examining regulations to reduce red tape to create favourable conditions for a prosperous business community.

**Adjacent Landowners**

Adjacent landowners were notified. To date I have received feedback from:

- Calvin and Penny Sosick                      Not opposed.

**Recommendations:**

1. To approve application 2025-04 Home Occupation B – Hair Salon

**Rationale:**

- MPC have approved similar applications within Town in recent history and have thus determined that:
  - The proposed will not unduly interfere with the amenities of the neighbourhood or materially interfere or affect the use or enjoyment or value of neighbouring properties.
  - A hair salon of this nature does not have to be located within a commercial or industrial district.
  - The proposed use does not interfere with Council's strategic goal of creating favourable conditions for a prosperous business community.

**Attachments:**

- Development Permit Application No. 2025-04
- Notification to Adjacent Landowners
- Map of Adjacent Landowners
- Calvin and Penny Sosick's Submission
- Part 4 Section 31 of the Land Use Bylaw No. 841-15

**Submitted by:** Keith Davis, CAO



Town of Picture Butte  
Box 670, Picture Butte, AB  
TOK 1V0

HOME OCCUPATION  
DEVELOPMENT PERMIT APPLICATION

Roll# 921309

Date of Application: Jan. 15/25

Development Permit Application No.	<u>2025-04.</u>
Date Deemed Complete:	

**IMPORTANT NOTICE:** This application **does not** permit you to operate the business until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

**APPLICANT INFORMATION**

Name of Applicant:

Mailing Address: \_\_\_\_\_

Phone: 403-317-3935

Phone (alternate): \_\_\_\_\_

Municipality: Picture Butte  
Postal Code: Aberta TOK 1V0

Fax: \_\_\_\_\_

Is the applicant the owner of the property?  Yes  No

IF "NO" please complete box below

Name of Owner:	<u>Neil Vande Munt</u>	Phone:	<u>403 330 9379</u>
Mailing Address:	<u>2405-11 St</u> <del>Coaldale AB</del>	Applicant's interest in the property:	
Municipality:	<u>Coaldale AB</u>	<input type="checkbox"/> Agent	
Postal Code:	<u>TIM 1V4</u>	<input type="checkbox"/> Contractor	
		<input type="checkbox"/> Tenant	
		<input type="checkbox"/> Other _____	

**PROPERTY INFORMATION**

Municipal Address of Home Occupation: 751 Northridge St.

Legal Description: Lot(s) 23 Block 24 Plan 0814176

## BUSINESS DESCRIPTION

- (1) Describe the primary function of your business. What goods and/or services are provided? Attach an additional sheet describing the business. Hair Salon
- (2) Is there another home occupation already operating out of the residence?  Yes  No
- (3) Where will the business operate from?  In-home  Accessory building
- (4) How will you interact or do business with your clients or customers?  
 **In person.** Clients/customers will come to the residence. On average, how many clients will come to the residence?  
 Less than 1 per day  1-5 per day  More than 5 per day  
 **Remotely.** Clients/customers will not be coming to the residence but will only be in contact by:  
 Phone  Fax  Mail  Courier  Internet/Email
- (5) How many on-site parking spaces for any client visits, deliveries, etc. will be available? 4
- (6) What will the days of operation be?  Mon-Fri  Weekends  7 days/wk  Part-time
- (7) What will be the hours of operation? varied - including outside of business hours.
- (8) Will there be any employees that are not residents of the dwelling?  Yes  No  
If YES:  
How many employees will come to the residence?  
Will more than 1 employee come to the residence at a time?  Yes  No
- (9) Will there be any equipment or materials stored outside the dwelling that will be used in conjunction with the business?  
 Yes (list materials & quantities) \_\_\_\_\_  
 No
- (10) Will any vehicles/machinery/tools be used to operate the business? Please list.  
No
- (11) Will there be any flammable or hazardous materials on the premises as a result of the business?  
 Yes (list materials & quantities) Hairspray/Products  
 No
- (12) Will any goods be displayed at the residence?  Yes  No
- (13) Will there be a sign for the business?  Yes  No

## DECLARATION OF APPLICANT/AGENT

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 for a Home Occupation. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

*IMPORTANT: This personal information is being collected under the authority of the Town of Picture Butte for development. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. For more information contact the Town of Picture Butte FOIP Coordinator at 403-732-4555.*

C. Schipper  
APPLICANT

[Signature]  
Registered Owner (if not the same as applicant)

# 751 Northridge Street



## Legend

- Boundary
- Civic Address
- Road Labels
- Hwy Symbol
  - 25
  - 519
  - 843
- Hwy
- Adjacent Roads
- Closed Roads
- Reservoir
- Road Centreline
- Title Linework
- Parcels

1: 282



0.0 0 0.01 0.0 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

© Town of Picture Butte





# Picture Butte

## *Picture Perfect!*

21 January, 2025

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**Re: DEVELOPMENT PERMIT APPLICATION NO. 2025-04: 751 Northridge Street, Picture Butte, AB. T0K 1V0  
Home Occupation B – Hair Salon**

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Dear Landowner

The owner of 751 Northridge Street, Picture Butte, Alberta, Lot 23, Block 24, Plan 0814176, has applied for:

1. A Home Occupation B licence to operate a Hair Salon.
  - a. This home occupation will have customer visits. It is expected that there will be more than 5 customer visits on any given day.

According to the Town's Land Use Bylaw this property is zoned Residential – R1. The request to have this kind of home occupation is a Discretionary Use and needs to be considered by the Municipal Planning Commission.

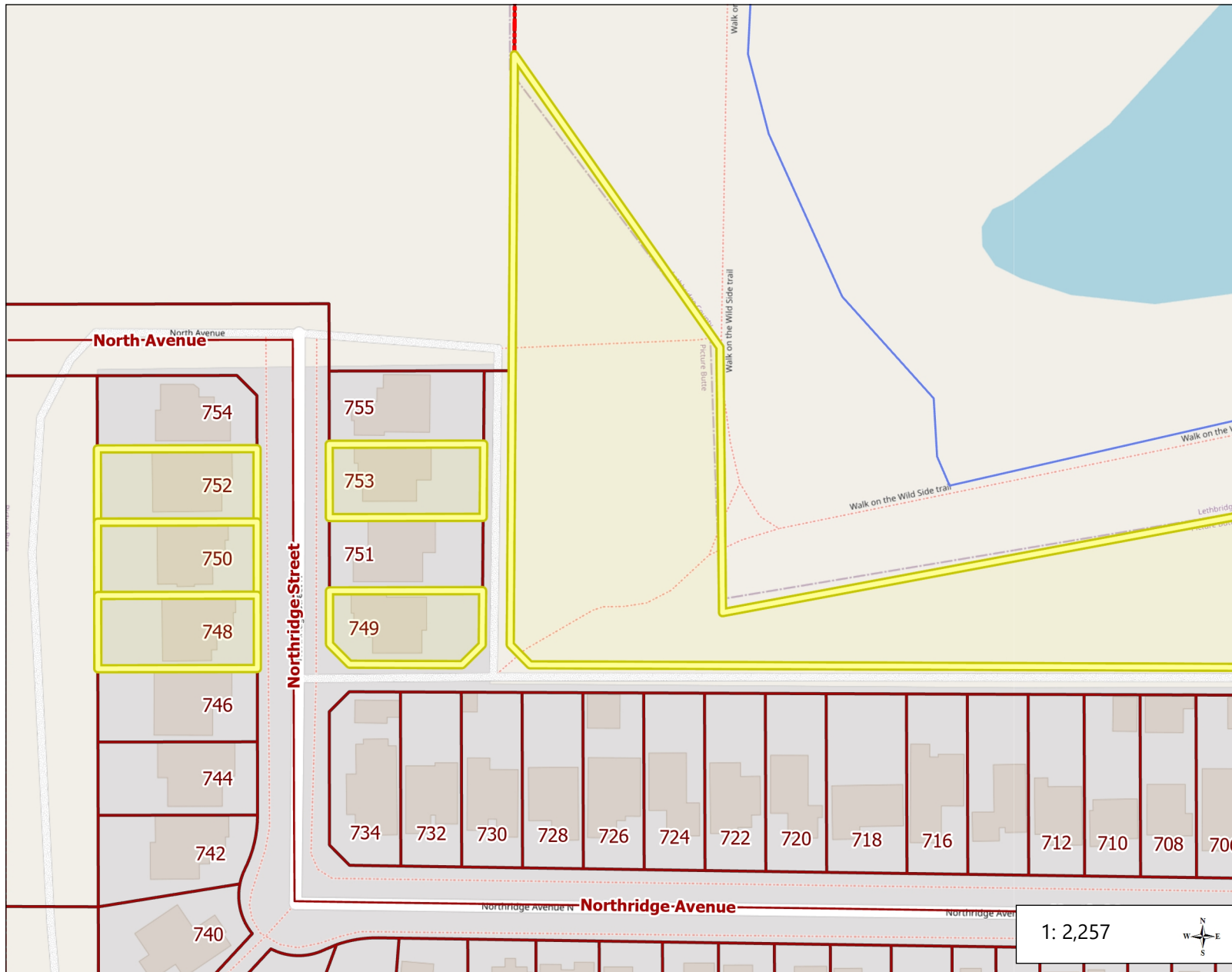
The Municipal Planning Commission will consider this development application and any written submissions or verbal representations in Council Chambers at the Town Office, 120 4<sup>th</sup> Street North, Picture Butte, AB. at 6:30 p.m. on the 10<sup>th</sup> of February, 2025.

If you have any concerns, objections or support that you would like considered, regarding the proposed development, please submit it in writing to the Town Office, before 12:00 p.m. on the 10<sup>th</sup> of February, 2025.

If you have any questions please contact me at the Town office.

Sincerely  
Keith Davis  
CAO  
Town of Picture Butte

# Adjacent Landowners



## Legend

- Boundary
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## Notes

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0.1 0 0.06 0.1 Kilometers

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1: 2,257



Town of Picture Butte

Box 670

Picture Butte, AB T0K 1V0

Re: Development Permit # 2025-04: 751 Northridge St PB - Home Occupation B – Hair Salon

In consideration of this permit we would like to have known that we do not have objection to this business.

There is always ample parking available on Northridge Street.

Yours truly,



Calvin and Penny Sosick

753 Northridge Street

**RECEIVED**

JAN 30 2025

**TOWN OF  
PICTURE BUTTE**

### 31. HOME OCCUPATIONS

#### Intent

The intent of this section is to provide regulations respecting home occupation in accordance with the following objectives:

- (a) to protect residential areas and districts from incompatible non-residential land uses;
- (b) to ensure that commercial and industrial uses are located in appropriate commercial or industrial districts;
- (c) to facilitate, where appropriate, the establishment of suitable home occupations as a means to foster small-scale business, while ensuring such businesses are relocated to suitable commercial or industrial districts when they become incompatible with a residential area or become unsuitable as a home occupation.

#### Home occupations may be approved under the following classifications:

**Home Occupation A** – a home-based occupation that involves the establishment of a small-scale business incidental to the primary use of the residence and which does not involve:

- (a) outdoor storage and/or display of goods;
- (b) non-resident employees; and/or
- (c) customer/client visits to the residence.

**Home Occupation B** – a home-based occupation involving the establishment of a small-scale business incidental to the primary use of the residence that does not meet the criteria for a Home Occupation A and which may involve:

- (a) the use of an accessory building;
- (b) outdoor storage and/or display of goods within the residence or accessory building;
- (c) one non-resident employee; and/or
- (d) customer visits.

#### General Standards

The following standards apply to Home Occupations A and B:

- (1) The business operator must be a full-time resident of the home.
- (2) No variation in the residential character and appearance of the dwelling, accessory building, or land shall be permitted.
- (3) The use shall not generate more vehicular or pedestrian traffic and vehicular parking than normal within the district.
- (4) No commercial vehicles of an overall length that exceeds 6.7 metres (22 ft.) or tandem trucks shall be parked or maintained on a public road right-of-way or lane.
- (5) No offensive noise, vibration, electrical interference, smoke, dust, odours, heat or glare shall be produced by the use.

- (6) No use shall cause an increase in the demand placed on any one or more utilities (water, sewer, garbage, etc.) such that the combined total consumption for a dwelling and its home occupation exceed the normal demand for residences in the area.
- (7) No use requiring electrical or mechanical equipment shall cause a fire rating change in the structure or the district in which the home occupation is located.
- (8) All permits issued for home occupations shall be subject to the conditions that the permit may be revoked at any time, if, in the opinion of the Development Authority, the use is or has become detrimental to the residential character or the amenities of the neighbourhood.
- (9) Home occupations shall not include:
  - (a) activities that use or store hazardous materials;
  - (b) any use that would, in the opinion of the Development Authority, materially interfere with or affect the use, enjoyment or value of neighbouring properties;
  - (c) any use declared by resolution of Council to be undesirable as a home occupation.
- (10) Only one home occupation shall be permitted per dwelling or as otherwise approved by the Development Authority.
- (11) All permits issued for home occupations shall obtain a yearly business license from the town. The development permit is only valid as long as an issued and valid municipal business license has been approved.

**(12) Home Occupation Signage**

Signage advertising a Home Occupation A shall:

- (a) be limited to one sign located in the buildings window of an approved home occupation use, up to a maximum of not more than 50 percent coverage of the surface area of the window or 0.74 m<sup>2</sup> (8 sq. ft.) in size, whichever is the lesser.

Signage advertising a Home Occupation B shall:

- (b) be limited to one of the following signs: a fascia sign, wall sign, shingle type projecting sign or window sign, on the premises of an approved home occupation use;
- (c) not exceed 0.4 m<sup>2</sup> (4 sq. ft.) in area; or
- (d) not cover more than 50 percent of the surface area of the window or 0.74 m<sup>2</sup> (8 sq. ft.) in size, whichever is the lesser; and
- (e) shall be as approved by the Municipal Planning Commission.

- (13) The development permit for the use shall be valid only for the period of time the property is occupied by the applicant for such approved use.

**Home Occupation B Standards**

In addition to the general standards, the following standards shall apply to Home Occupation B permits:

- (14) A maximum of one non-resident employee is allowed. For the purposes of this provision, a non-resident employee is someone who does not live at the home.
- (15) Outdoor storage shall be screened from adjacent properties and the public view.
- (16) Customer and employee parking, in addition to the parking requirements for residential use, may be required.
- (17) The number of customer visits and hours of operation may be limited by the Development Authority to minimize impacts on surrounding residential uses.
- (18) The home occupation shall not be permitted if, in the opinion of the Development Authority, the use would be more appropriately located within a commercial or industrial district.

### 32. MANUFACTURED DWELLINGS

*Single-detached dwelling **Manufactured home 1** means a dwelling unit or portions of a dwelling unit that is built in a factory or portions of dwelling units that are built in a factory or location other than on the lot intended for occupancy. Single-detached manufactured homes include the following: manufactured, modular, and prefabricated. A new factory built structure that is manufactured in accordance with CSA and the Alberta Building Code, is transportable in one or more sections, and is used as a place for human habitation; but which is not constructed with a permanent hitch, chassis or other device allowing transport of the unit other than for the purpose of delivery to a permanent site. This definition does not include ready-to-move, manufactured home 2 (as defined in this Bylaw), park model recreational units, park model trailers or travel trailers. See [Part 6](#) for all Definitions.*



#### ELIGIBLE – Manufactured Home 1:

- New factory-built units within the past year of application for a permit and not previously occupied. In appearance, a Manufactured Home 1 shall generally resemble conventional site-built (stick-built) constructed homes.
- Must be current Canadian Standards Association (CSA) certified units and built to the Alberta Building Code.
- This category includes the terms or types of manufactured, modular, and prefabricated homes that conform to the bylaw standards.

#### Manufactured Home 1 Standards

- (1) The development permit conditions for single-detached dwelling Manufactured Home 1 shall generally correspond with typical conditions for a single-detached dwelling, site built.
- (2) The minimum roof pitch shall not be less than a 4/12 pitch.
- (3) The minimum floor area of the principal dwelling shall be as stipulated by the applicable land use district.
- (4) The dwelling shall be a minimum 7.32 metres ( 24 ft.) in width.



## Memorandum

**Our Vision:** *Picture Butte is the Community of Choice to work, live and play in Lethbridge County*

**Our Mission:** *Picture Butte is a thriving community dedicated to serving our people through fiscal responsibility and transparency.*

Date: 3 February, 2025

To: Municipal Planning Commission

From: CAO

### Re: Issued Development Permits since May, 2024

1. 2024-13 – 505 Watson Avenue – Roof Replacement
2. 2024-14 – 517 Centennial Avenue – Accessory Structure – Solar Panels
3. 2024-15 – 546 Rogers Avenue – Multi-Unit Development – 4 Plex and Demolition
4. 2024-16 – 252 Crescent Avenue – Accessory Building – Attached garage set back wavier
5. 2024-17 – 323 9<sup>th</sup> Street North – Single Detached dwelling
6. 2024-18 – 325 9<sup>th</sup> Street North – Singel Detached dwelling
7. 2024-19 – 514 Centennial Avenue – Accessory Building – Detached Garage
8. 2024-20 – 636 Maple Place – Accessory Structure – Solar Panels
9. 2024-21 – 603 Rogers Avenue – Building Addition
10. 2024-22 – 417 7<sup>th</sup> Street North – Accessory Structure – Solar Panels
11. 2024-23 – 632 Maple Drive – Accessory Structure – Solar Panels
12. 2024-24 – 50 Maple Estates – Manufactured Home
13. 2024-25 – 810 Sunset Place – Single Detached Home
14. 2024-26 – 524 Maple Crescent – Accessory Structure – Solar Panels
15. 2024-27 – 606 Rogers Avenue – Accessory Structure – Solar Panels
16. 2024-28 – 425 Willow Place – Accessory Structure – Solar Panels
17. 2024-29 – 753 Northridge Street – Accessory Structure – Solar Panels
18. 2024-30 – 613 Highway Avenue – Accessory Structure – Solar Panels
19. 2024-31 – 507 Watson Avenue – Accessory Structure – Solar Panels
20. 2024-32 – 607 Rogers Avenue – Accessory Structure – Solar Panels
21. 2024-33 – 416 8<sup>th</sup> Street – Addition
22. 2024-34 – Rocky Mountain Equipment – Lot Grading
23. 2024-35 – 306 Piron Place – Accessory Structure – Solar Panels
24. 2024-36 – 804 Sunset Place – Single Detached Home
25. 2024-37 – 509 Watson Avenue – Accessory Structure – Solar Panels
26. 2024-38 – 332 9<sup>th</sup> Street North – Single Detached Home
27. 2024-39 – U4 140 Crescent Avenue – Day Home Use
28. 2024-40 – 621 Centennial Avenue – Accessory Building – Carport Renovation
29. 2024-41 – 421 Willow Place – Accessory Building – Detached Garage
30. 2025-01 – 503 Watson Avenue – Accessory Building – As Built Shed
31. 2025-02 – 717 Northridge Avenue – Home Occupation A
32. 2025-07 – 329 9<sup>th</sup> Street North – Single Detached Home

In 2024 we issued 41 Development Permits. This included:

- 6 New single detached homes
- 2 Home additions
- 4 New units.

In 2023 we issued 26 Development Permits. This included:

- 3 New single detached homes

In 2024, Ryan was extremely helpful in working with contractors and land owners in processing all development permits applications and spending time with these individuals answering questions and conveying pertinent information. This took a considerable workload off the CAO.

2024 demonstrates that Picture Butte is a viable and growing community that people are investing in. 2025 also looks promising with Sunset Park land sales continuing and with an industrial lot and a multi-unit development in the pipework.

**Submitted by:**

Keith Davis,  
CAO