



## **Town of Pincher Creek**

### **Municipal Development and Subdivision Authority**

Wednesday, June 18, 2025, | 10:00 a.m.

Council Chambers

962 St. John Avenue and Virtual via Teams

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**Attendance:** W. Oliver, B. McGillivray, B. Wright, M. Metheral

**With Regrets:** S. Nodge

**Staff:** K. Kozak, Planning and Development Officer, L. Goss, Manager of Legislative Services, A. McGladdery, Administrative Assistant

**Oldman River Regional Services Commission:** S. Harty, Senior Planner

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#### **1. Call to Order**

W. Oliver called the meeting to order at 10:00 a.m.

#### **2. Agenda Approval**

**M. Metheral:**

Moved to approve the June 18, 2025, agenda as presented.

**CARRIED MDSA 25-62**

#### **3. Minutes of May 21, 2025 MDSA Meeting**

**B. McGillivray:**

Moved to approve the Minutes for May 21, 2025, as presented.

**CARRIED MDSA 25-63**

B. Wright arrived at 10:07 a.m.

#### **4. Applications**

**M. Metheral:**

That the Municipal Development and Subdivision Authority agree to move into a closed session at 10:13 a.m. with the Manager of Legislative Services, Administrative Assistant, Planning and Development Officer and ORRSC Senior Planner in attendance.

**CARRIED MDSA 25-64**

**B.McGillivray:**

That the Municipal Development and Subdivision Authority agree to revert to an open session at 10:26 a.m.

**CARRIED MDSA 25-65**

**4.1 25-D0037 – 1227 McEachern Street, Highway/Drive-in Commercial – C2; Sign (Three (3) Fascia/Wall Signs located on the building)**

**B.McGillivray:**

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0037 – Priority Permits; Plan 1812395 Block 4 Lot 3; 1227 McEachern Street; Designated Highway/Drive-in Commercial – C2; Permitted Use with Waiver: Signs (Fascia/Wall) subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1547 and amendments thereto excepting the following waiver granted by the Municipal Development and Subdivision Authority on June 18, 2025:
  - a. No more than one (1) fascia or wall signs per frontage. The approved number of fascia/wall signs is three (3);
2. The development is to conform to the development permit application stamp dated May 2, 2025, and the approved sign plan attached;
3. The Signs shall be installed in accordance with any specifications and standards provided by the Signs manufacturer. The Applicant is responsible to ensure the Signs are securely anchored and fastened to the building façade to account for the Signs weight and wind shear and in respect of standard engineering practices;
4. The Signs attached to the building wall must meet all Safety Code requirements. The Applicant must contact the accredited Safety Codes Officer regarding the applicability of Safety Codes and building required pursuant to the Safety Codes Act;
5. The Signs shall be maintained in a state of good repair;
6. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to

neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired or replaced at the Applicants costs;

7. Any intensification of the use may require a new development permit;
8. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified.

**CARRIED MDSA 25-66**

**4.2 25-D0038 – 1132 Table Mountain Street, Highway/Drive-in Commercial – C2; Sign (Placement of Sign within an existing Freestanding Sign located on an adjacent property)**

**M.Metheral:**

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0038 – Priority Permits; Plan 9311997 Block 4 Lot 1; 1132 Table Mountain Street; Designated Highway/Drive-in Commercial – C2; Discretionary Use: Similar Use to the Multi-Tenant Sign subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1547 and amendments thereto;
2. The sign illumination and brightness/rotation speeds shall comply with the standards of Alberta Transportation;
3. The Applicant must contact Alberta Transportation and obtain any required roadside development permit;
4. The source of light for any illuminated sign shall be steady and suitably shielded to the satisfaction of the Development Authority;
5. The Applicant shall secure all required Alberta Building, Safety and Fire Code permits, inspection, and final reports, with a copy of all submitted to the Town of Pincher Creek in a timely manner consistent with their undertaking;
6. The Applicant shall obtain any and all necessary permits and approvals, from any and all other regulatory bodies which may have jurisdiction over the Use.

**CARRIED MDSA 25-67**



**4.3    25-D0040 – 714A Main Street, Downtown/Retail Commercial – C1;  
Sign (Rooftop)**

**B. McGillivray:**

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0040 – Mountain Town Tattoo; Plan 460B, Lots 215/216; 714/716 Main Street; Designated Downtown/Retail Commercial – C1; Discretionary Use: Sign (Rooftop) subject to the following conditions:

1.     The development compiles with the Town of Pincher Creek Land Use Bylaw No. 1547 and amendments thereto;
2.     The development is to conform to the development permit application dated May 6, 2025, and the approved Sign plan attached;
3.     The contractor commissioned for the installation of the Sign must have a valid Business License for the Town of Pincher Creek;
4.     The Sign shall be installed in accordance with any specifications and standards provided by the Sign's manufacturer;
5.     The Applicant is responsible to ensure the Sign is securely fastened to the existing sign box frame to account for the weight of the Sign and wind shear and in respect of standard engineering practices;
6.     The Applicant must contact the accredited Safety Codes Officer regarding the applicability of Safety Codes and building permits required pursuant to the Safety Codes Act;
7.     The source of light for any illuminated sign shall be steady and suitably shielded to the satisfaction of the Development Authority;
8.     The Sign shall be maintained in a state of good repair;
9.     During development, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired or replaced at the Applicants costs;
10.    Any intensification of the uses may require a new development permit;

11. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified;

**CARRIED MDSA 25-68**

**4.4 25-D0045 – 1272 Thistle Crescent, Residential – R1; Home Occupation – Class One (Smoke BBQ Food Truck/Catering)**

**M. Metheral:**

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0045 – Duane & Kerri Everts; Plan 8110267 Block 1 Lot 21; 1272 Thistle Crescent; Designated Residential – R1; Permitted Use: Home Occupation – Class One (Smoke BBQ Food Truck/Catering) subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1547 and amendments thereto;
2. When the trailer is not used off-site it shall be parked in the driveway;
3. No more than two business related visits to the home shall be permitted per day or ten per week, including business-related deliveries;
4. No more than two business related vehicles, including customers vehicles, may be parked, stored, or maintained on the subject;
5. No outdoor storage is permitted in conjunction with the Home Occupation;
6. The washing of client vehicles is prohibited on site;
7. The development shall comply with the Town of Pincher Creek Noise Control Bylaw;
8. All business related waste shall be disposed of in accordance with local and Provincial Legislation and the Applicant shall be responsible for disposing any hazardous waste in accordance with Provincial Legislation;
9. The Applicant shall obtain any and all necessary permits and approvals, from any and all other regulatory bodies which may have jurisdiction over the Use;

10. A sign permit shall be required, prior to placement of a sign in accordance with Home Occupation Identification Sign standards in Land Use Bylaw No. 1547;
11. Any intensification of the use shall require a new development permit;
12. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified.

**CARRIED MDSA 25-69**

**4.5 25-D0046 – 1076 Beverley McLachlin Drive, Residential – R1; Fence (1.82 m (6 ft) high Fence in Rear Yard located on the west of the property; where the adjacent properties to the North and South West consider the west as their Front Yard)**

**B. McGillivray:**

That the Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0046 – Jasper Unruh; Plan 1728F Lot 8 & 65; 1076 Beverley McLachlin Drive; Designated Residential – R1; Permitted Use: 1.82 m (6 ft) high Fence in Rear Yard subject to the following conditions:

1. The development Complies with the Town of Pincher Creek Land Use Bylaw No. 1547 and amendments thereto;
2. The fence shall be sited 6.1 m from the rear yard property line, oriented and conform to the approved Fence Location and Site Plans (attached) and shall not be moved or enlarged except where authorized or directed through this permit approval;
3. The contractor commissioned for construction must have a valid Business License for the Town of Pincher Creek;
4. Applicant to have service locates completed prior to construction to ensure utility locations are acceptable;
5. All development shall be landscaped in a manner to prevent any surface run-off onto adjacent properties;
6. The Applicant shall obtain any and all necessary permits and approvals, from any and all other regulatory bodies which may have jurisdiction over the Use;



7. The Applicant shall remove all garbage and waste at their own expense;
8. During installation, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by activity. This includes parking of vehicles and storage of materials, and debris. Any damage to neighbours' property, including fence, driveway, or landscaping that occurs due to this development shall be repaired or replace at the Applicants costs;
9. Any changes or additions to this permit shall require a new development application;
10. Failure to comply with the conditions of this permit may result in the permit being cancelled, suspended, or modified.

**CARRIED MDSA 25-70**

**4.6 25-D0047 – 576 Kettles Street, Residential – R1; Home Occupation – Class Two (Beauty/Esthetics), waiver to the number of business-related visits per day from two (2) and ten (10) per week to (6) per day and 42 per week**

**M. Metheral:**

The Municipal Development and Subdivision Authority approve Development Permit Application No. 25-D0047 – Kael Carney; Plan 460B Lots 267 & 268; 576 Kettles Street; Designated Residential – R1; Discretionary Use: Home Occupation – Class Two (Beauty/Esthetics) subject to the following conditions:

1. The development complies with the Town of Pincher Creek Land Use Bylaw No. 1547 and amendments thereto excepting the following waivers granted by the Municipal Development and Subdivision Authority on June 18, 2025:
  - a. The number of business-related visits per day is two (2) per day and ten (10) per week. The approved number of business-related visits per day is increased to six (6 per day and 42 per week;
2. a valid Town of Pincher Creek business license shall be secured and held in good standing;
3. The days and hours of the Home Occupation – Class 2 business shall not exceed Monday through Saturday, 8:00 AM to 5:00 PM;

4. A maximum of no more than 20 percent or 30 m<sup>2</sup> (323 sq. ft.), whichever is less, of floorspace can be used for the business.
5. No outdoor storage is permitted in conjunction with the Home Occupation;
6. All business-related waste shall be disposed of in accordance with local and Provincial Legislation and the Applicant shall be responsible for disposing any hazardous waste in accordance with Provincial Legislation;
7. The parking shall be located on the only driveway identified on the property (Northwest of the dwelling);
8. Should any renovations be required, the Applicant shall secure all required Alberta Building, Safety and Fire Code permits, inspection, and final reports;
9. The Applicant shall obtain any and all necessary permits and approvals, from any and all other regulatory bodies which may have jurisdiction over the Use;
10. A separate sign permit will be required prior to placement of a sign in accordance with Home Occupation Identification Sign standards in Land Use Bylaw No. 1547;
11. Any intensification of use shall require a new development permit; and
12. Failure to comply with this permit may result in the permit being cancelled, suspended, or modified.

**CARRIED MDSA 25-71**

## **5. Permitted Issued Applications**

25-D0039 – 389 Oakwood Drive – Residential – R1 – Permitted Use: Accessory Use (10 Roof Mounted Solar Collectors)

25-D0041 – 449 Pineridge Crescent – Residential – R1 – Permitted Use: Accessory Use (12 Roof Mounted Solar Collectors)

### **B. McGillivray:**

Moved acceptance of the approved applications as information.



**CARRIED MDSA 25-72**

**6. Adjournment**

**M. Metheral:**

That this meeting of the Municipal Development and Subdivision Authority be adjourned at 10:32 a.m.

**CARRIED MDSA 25-73**

**Next Meeting Date: Wednesday, July 16, 2025**

  
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W. Oliver, Chairperson

  
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Konrad Dunbar, CAO  
Town of Pincher Creek