

**FOOTHILLS COUNTY**

309 Macleod Trail, Box 5605

High River, Alberta T1V 1M7

Phone: 403-652-2341

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www.FoothillsCountyAB.caplanning@foothillscountyab.ca

September 3, 2025

«MailName»

«AddLine1»

«AddLine2» «AddLine3»

«City», «Prov» «Postal»

Dear Sir/Madam:

TAKE NOTICE that, in accordance with Land Use Bylaw No. 60/2014, a Development Permit application has been approved subject to conditions (attached) and a 21-day appeal period, for a parcel of land that is located within the subject quarter section of your property. The details of the Development Permit application are as follows:

Development Permit Application File#: 25D 158**Legal Description: NW 13-20-29 W4M; Plan 1014863, Block 1, Lot 1****Approval Description: Multiple Potential Uses****Applicant/Owner Warner Business Park Ltd.****Location: Located on the south side of 393 Avenue East and within the Warner Business Park, which is located to the north of Highway 7, approximately 800 metres west of the Aldersyde Overpass at the junction of Highway 2 and Highway 547**

Pursuant to Section 685(2) of the Municipal Government Act, a person affected by this decision has a right of appeal. Notices of Appeal, including payment of the appeal fee are to be filed with the Subdivision and Development Appeal Board within 21 days from the date of the development permit decision (attached). Notices of Appeal and payment of the appeal fee are to be received **no later than September 25, 2025**. Notices of Appeal received after the 21-day notification period will be invalid.

The form required for the Notice of Development Appeal is available on the Foothills County website. To access the form, please visit the following link: <https://www.foothillscountyab.ca/resources/notice-development-appeal>. For further assistance or if you would like us to email you the form, please contact our Planning and Development Department at **403-652-2341** or via email at Planning@FoothillsCountyAB.ca.

You should not rely on Notices of Appeal filed by other persons as giving you the right to be heard at an appeal hearing, as only the appellant, applicant or authorized representative of either party is guaranteed the opportunity to be heard at an appeal hearing. If you choose to submit an appeal, please complete the 'Notice of Development Appeal' form found on our website and return the completed form with payment of the required appeal fee to the Subdivision and Development Appeal Board Clerk by email at appeals@FoothillsCountyAB.ca or by fax at 403-652-7880.

The appeal fee will be returned 2 to 3 weeks after the appeal hearing if there is record that the appellant or someone authorized to act on behalf of the appellant was in attendance at the time of the scheduled appeal hearing.

Should you have any questions, concerns, or require clarification on the appeal process, please contact the undersigned.

**NOTE: APPEAL SUBMISSION REQUIREMENTS ARE OUTLINED ON THE
'NOTICE OF DEVELOPMENT APPEAL' FORM**

Yours truly,
FOOTHILLS COUNTY

Original Signed By...

Brittany Smith
Development Officer

Brittany.Smith@foothillscountyab.ca

(403) 603-6257

BS/ml

Encl. – Development Authority Decision



DEVELOPMENT PERMIT DECISION

DATE OF DECISION: September 3, 2025

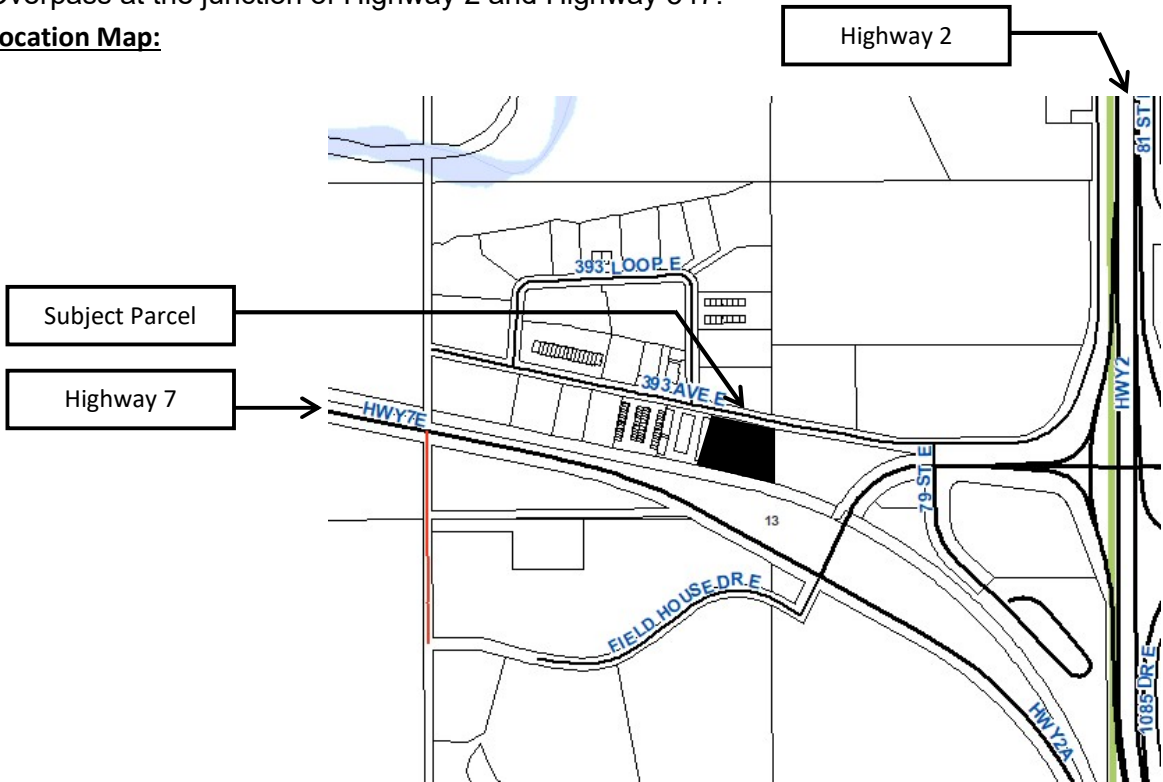
THIS IS NOT A DEVELOPMENT PERMIT OR BUILDING PERMIT. PLEASE REFER TO THE NOTES SECTION BELOW FOR ADDITIONAL INFORMATION.

APPLICATION FILE NUMBER: 25D 158
LANDOWNER(S) / APPLICANT(S): WARNER BUSINESS PARK LTD / HAYDEN KNORR
PROPOSAL DESCRIPTION: MULTIPLE POTENTIAL USES
LEGAL DESCRIPTION: PTN. NW 13-20-29 W4M; PLAN 1014863, BLOCK 1, LOT 1

LOCATION AND DESCRIPTION OF SUBJECT PARCEL:

The subject 4.88-acre Business Park District parcel is located on the south side of 393 Avenue East and within the Warner Business Park, which is located to the north of Highway 7, approximately 800 m west of the Aldersyde Overpass at the junction of Highway 2 and Highway 547.

Location Map:



INTENT OF THE DEVELOPMENT PERMIT APPLICATION:

An application for Development Permit has been submitted to allow a number of potential future uses to be accommodated in the two most southern/southeastern buildings totaling +/- 27,692 sq. ft. on site. A Change in Use Permit and Business License will be required to allow future occupants/tenants to occupy and operate a business, prior to occupancy, in accordance with the approved Multiple Potential Use Permit and Section 9.30 of the Land Use Bylaw.

The application identifies that there are 8 units / tenant spaces available within the south most central building (+/- 11,492 sq. ft.), and 10 units / tenant spaces available within the southernmost building (+/- 16,200 sq. ft.) with no outdoor yard space. It is estimated each unit will have 4 employees. Maximum employees on site will be dependent on fire and building code requirements and parking limitations, which is estimated to be 72 employees total.

The potential future discretionary uses considered for Building K & L include:

- Contractor (Limited and General)
- Manufacturing (Light)
- Industrial, Storage and Warehousing
- Business Office (accessory to principal use)
- Agricultural Support Services
- Agricultural Processing and Distribution
- Warehousing and Storage
- Auto Sales
- Recreation (Indoor)

A development permit application for multiple potential uses may contemplate both Permitted and Discretionary Uses in the Business Park District. Following approval and completion of all required conditions of the multiple potential uses permit, an application may be made and considered for a “Change in Use or Intensity Permit” for any of the uses identified within the existing and compliant multiple potential uses development permit.

All the above noted uses are listed as Discretionary Uses under the Business Park District. A decision on this application for a Multiple Potential Use Development Permit for the proposed potential future uses is to the discretion of the Development Officer and subject to a 21-day appeal period.

This Multiple Potential Use development permit application has been reviewed for compliance with the Highway 2A Industrial Area Structure Plan (H2AISP), H2AISP Design Guidelines, and Municipal Screening Standards.

The application for a Multiple Potential Uses Development Permit in accordance with the provisions of Land Use Bylaw 60/2014 of Foothills County, on the subject parcel being a portion of NW 13-20-29 W4M; Plan 1014863, Block 1, Lot 1 has been considered by the Development Officer and is **APPROVED** subject to the following.

APPROVAL DESCRIPTION:

This approval allows for the development and use of Ptn. NW 13-20-29 W4M; Plan 1014863, Block 1, Lot 1 for:

- A Multiple Potential Use Development Permit including the following uses:
 - Contractor (Limited and General)
 - Manufacturing (Light)
 - Industrial, Storage and Warehousing
 - Business Office (accessory to principal use)
 - Agricultural Support Services
 - Agricultural Processing and Distribution
 - Warehousing and Storage
 - Auto Sales
 - Recreation (Indoor)
- 18 tenant spaces within Buildings K & L, with no outdoor yard space

in accordance with the submitted and accepted Development Permit application.

CONDITIONS OF APPROVAL:

The following requirements must be completed within twenty-four (24) months from the date the Development Permit is signed and issued unless a time extension is approved under agreement between the Development Authority and the Applicant(s). Failure to complete the conditions of approval will see the Development Permit be deemed null and void.

1. The development shall be executed in accordance with all conditions of approval and plans that have been acknowledged by the municipality to be appropriate;
2. All necessary building and safety code permits and inspection shall be obtained to complete base development, to the discretion of the County’s Safety Codes Officer;
Upon tenant change and/or increase in intensity, all necessary building and safety code permits and inspections must be obtained, with classification of intended use and occupancy to be verified to the discretion of the County’s Safety Codes Officer.
3. The applicant shall contact the County’s Fire Inspector and obtain all necessary approvals and inspections. Authorization for occupancy of the buildings/any portion thereof, shall not be granted until such time that required safeties and functionality are illustrated to have been met;
Upon tenant change and/or increase in intensity, a fire inspection shall be conducted.
4. An overall Emergency Response Plan (ERP) is to be established for the development. This plan shall include common muster points and cohesive collection and dissemination of information to all occupants in the event of an emergency. This plan shall be submitted to the County for review and acceptance by the Director of Emergency Management.
Upon tenant change and/or increase in intensity, an addendum to the overall ERP shall be submitted with the Change in Use or Intensity Permit for review and acceptance by the Director of Emergency Management.
5. Addressing for the site and all tenant spaces shall be to the satisfaction of the County’s GIS/Mapping Services department;
6. On site address, directional and business identification signs are approved under previous development permit 25D 029. The applicant is required to ensure the installation of addressing that is visible from the municipal road surface and shall provide for site circulation signage;
Prior to any new installation or change in tenant signage, detailed plans are to be submitted within the Change in Use or Intensity Permit for review and acceptance.
7. The applicants shall provide written notification to the Development Authority upon completion of the development, as approved herein;

ADVISORY REQUIREMENTS:

The following requirements are provided by Foothills County to inform the applicant(s) and landowner(s) of their necessity. It is the responsibility and liability of the applicant(s) and landowner(s) to ensure adherence with these requirements for the life of the development.

1. This approval is for development and use of the subject property and is in addition to Development Permit 25D 029 previously issued for Lot Development on the subject property.
2. The applicant shall maintain the development in accordance with all conditions of approval and plans that have been acknowledged by the municipality to be appropriate. Any revisions and/or additions to use of this land shall not proceed except under benefit of appropriate approvals and permits;
3. Development shall comply with the applicable Building and Fire Codes at all times.
4. All tenants, existing and future, shall obtain a Change in Use or Intensity Permit, prior to use and occupancy of the space. Each permit application shall be accompanied by the following:
 - a. A complete Change in Use or Intensity Permit application form with appropriate application fees;
 - b. A declaration that the proposed use complies with all conditions of the existing Multiple Potential Use Development Permit;
 - c. A detailed description of the proposed use to verify compliance with the existing approval; and

- d. An application for a Foothills County Business License.
5. The applicant is advised that review and acceptance of any required work(s) may be subject to payments of review fee(s) and/or inspection fee(s) as per the Foothills County Fee Bylaw;
6. Landscaping, screening and site drainage shall at all times be maintained as per the plan(s) accepted to be appropriate by the municipality and must at all times be safe, functional, and in a good state of repair. The development shall at all times have a generally neat and orderly appearance and be free of weeds. Plantings are to be maintained to demonstrate healthy and vigorous growth;
7. Development must adhere to the Highway 2A Industrial Area Structure Plan Design Guidelines or any subsequent Guidelines that may replace it, as well as the County's Dark Sky Bylaw;
8. The parking stalls, located in the front parking lot and along the east boundary are to be maintained as per the plan(s) accepted to be appropriate by the municipality and must at all times be safe, functional, and in a good state of repair, in accordance with Section 9.19 of the Land Use Bylaw.
9. The applicant is responsible for ensuring that on-site parking and loading are at all times able to sustain use and occupancy. Future change in use permit applications must provide proof of alignment with parking plans and stall assignments as previously approved by the County. Parking shall at all times be contained on the subject property, at no time shall the local municipal road surfaces be used for the purpose of loading/unloading, parking, or as a stacking space. All emergency access lanes are to remain unobstructed and appropriate internal access for fire department apparatus and emergency access is maintained at all times.
10. Containers for garbage or recycling materials that are located outdoors shall be weatherproof and animal-proof and must be fully screened from adjacent lands. There shall be no long term storage of waste materials on the property, nor burning of waste materials on the property. All waste materials must be disposed of at an approved waste disposal site;
11. The applicant is responsible for ensuring compliance with all registered documents that are held on the certificate of title and for complying with any requirements for the development regarding adjacency to existing utility rights of way;
12. All applicable Foothills County and Town of High River Water and Sewerage Bylaws and requirements for water use, servicing, permits, and inspections and allotments, shall be adhered to. Water use that would exceed allotment may be subject to billing surcharges;
13. The issuance of a development permit by the County does not relieve the landowners of the responsibility of complying with all other relevant County bylaws and requirements, nor excuse violation of any provincial or federal regulation or act which may affect use of the land.
14. The landowner/applicant indemnify and hold harmless the County against the cost of any claims or actions, or awards for loss or damage to the Owner(s) arising from the use of the subject property;
15. The applicants shall be responsible for payment of any professional costs including legal fees that may be incurred by the County with respect to the implementation of this permit;

NOTES:

1. **This is not a Building Permit.** Construction practices and standards of construction of any building or any structure authorized by the Development Permit, once signed and issued, must be in accordance with the Building and Safety Codes Permits. An application must be made for all required Building and/or Safety Codes Permits.
2. **This is not a Development Permit.** The Development Permit may be signed and issued upon completion of the 21-day appeal period; should no appeals be received, and completion of all Pre-Release Conditions (if any). Development can not proceed until this permit has been signed and issued.
3. Notification of this Development Permit Decision will be advertised in two issues of the Western Wheel and circulated to area landowners (according to County Records at this time) within the subject quarter-section surrounding the subject parcel. Development Permit Notices can also be viewed on our website, www.foothillscountyab.ca.
4. This Development Permit Decision is subject to a 21-day appeal period. Pursuant to Section 685(2) of the Municipal Government Act, a person affected by this decision has a right of appeal.
5. The Development Permit, once signed and issued, shall thereafter be null and void none of the approved uses are being carried out for a period of eighteen months.
6. The conditions of this Development Permit Decision must be met and adhered to at all times. Fines and/or Enforcement action may occur if operating outside of the Development Permit Decision.



Notice of Appeal

Subdivision and Development Appeal Board (SDAB)
Foothills County www.foothillscountyab.ca

309 Macleod Trail, Box 5605, High River, AB T1V 1M7 • Tel: 403-652-2341 Fax: 403-652-7880

APPELLANT INFORMATION (e.g. Landowner or Affected Party)			
Name of Appellant(s)			
Mailing Address		Province	Postal Code
Main Phone #		Alternate Phone #	
I consent to receive documents by email: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Email Address:			
AGENT INFORMATION & CERTIFICATION (complete section if applicable)			
Name of Organization:			
Contact Name:			
Mailing Address		Province	Postal Code
Main Phone #			
I consent to receive documents by email: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Email Address:			
I (We)_____hereby authorize _____ to act on my (our) behalf on matters pertaining to this appeal.			
_____ Signature of Appellant(s)		_____ Date	_____ Signature of Appellant(s)
_____ Date		_____ Date	
SITE INFORMATION			
Municipal Address (house and street number):			
Legal Land Description:	Plan	Block	Lot
Quarter-Section	Township	Range	Meridian

I AM APPEALING (check only one)		
Development Authority Decision <input type="checkbox"/> Approval <input type="checkbox"/> Conditions of Approval <input type="checkbox"/> Refusal <u>Development Permit #</u> Date of Decision: (Y/M/D) _____	Subdivision Authority Decision <input type="checkbox"/> Approval <input type="checkbox"/> Conditions of Approval <input type="checkbox"/> Refusal <u>Subdivision Application #</u> Date of Decision: (Y/M/D) _____	Decision of Enforcement Services <input type="checkbox"/> Stop Order <input type="checkbox"/> Compliance Order <u>Enforcement Order #</u> Date of Decision: (Y/M/D) _____
REASON FOR APPEAL (attach separate page(s) if required)		
All appeals should contain the reasons for the appeal, including the issues in the decision or the conditions imposed in the approval that are the subject of the appeal.		

Submitting an Appeal – Subdivision Authority Decisions

Appeals of decisions on subdivision applications are covered by [sections 678 to 682 of the Municipal Government Act](#).

A decision on an application for subdivision may be appealed by the applicant, by a Government department (if that department is required to be circulated on the application) or by the School Authority (with respect to matters related to municipal reserve or school reserve lands).

Appeals must be made by filing a notice of appeal within **14 days** of receipt of the decision with either the local Subdivision and Development Appeal Board or the Land and Property Rights Tribunal. Which board is the appropriate board to hear the appeal will depend on certain factors with respect to the land involved. The Land and Property Rights Tribunal hears subdivision appeals where there is a provincial interest. Otherwise, the appeals are heard by the local SDAB.

Notice of appeal should be filed with the Land and Property Rights Tribunal when the subject property is:

- within Alberta’s "Green Area"
- ‘adjacent’ to or contains a body of water
 - adjacent means contiguous or would be contiguous if not for a railway, road, utility right of way or reserve land
- adjacent to or contains (either partially or wholly) land identified on the Listing of Historic Resources or public land set aside for use as historic resource
- the subject of a license, permit, approval or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission
- the subject of a license, permit, approval or other authorization granted by the Minister of Environment and Protected Areas
- within the following distances:
 - 1600 metres of a provincial highway
 - 450 metres of a hazardous waste management facility
 - 450 metres of the working area of an operating landfill
 - 300 metres of the disposal area of any landfill
 - 300 metres of a wastewater treatment plant
 - 300 metres of the working area of a non-hazardous waste storage site

Some of the distances may be varied in writing by a provincial government department, in which case the SDAB will hear the appeal.

Submitting an Appeal – Development Authority Decisions

Appeal of development authority decisions are covered by [Sections 684 to 687 of the Municipal Government Act](#).

A decision on an application for development may be appealed by the person applying for the permit or by any person affected by an order, decision or development permit made or issued by a development authority.

An order issued under a decision of Enforcement Services, being a Stop Order or Compliance Order, may be appealed by the person affected by the order.

Appeals must be made by filing a notice of appeal within **21 Days** after the date on which the written decision is given with either the local Development Appeal Board or the Land and Property Rights Tribunal. Which board is the appropriate board to hear the appeal will depend on certain factors with respect to the land involved. The Land and Property Rights Tribunal hears development appeals where there is a provincial interest. Otherwise, the appeals are heard by the local Subdivision and Development Appeal Board.

Notice of appeal should be filed with the Land and Property Rights Tribunal when the subject property is:

- The subject of a license, permit, approval or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission
- The subject of a license, permit, approval or other authorization granted by the Minister of Environment and Protected Areas

THE APPEAL FEE MUST ACCOMPANY THE NOTICE OF APPEAL FORM

**Appeal fees are set in the County’s Fee Bylaw, which is generally reviewed and amended annually.*

Appeal Type	Fee
Development Authority Decision (fee refunded if appellant appears before the Subdivision and Development Appeal Board)	\$100
Development Authority Decision – Automatic Refusal	\$575
Stop Order	\$575
Subdivision Authority Decision (paid at time of subdivision application and used as a credit on endorsement fees except where the owner/agent appeals the subdivision decision or a condition of the subdivision)	\$2,000

How to submit your appeal and pay your fee

Completed Notice of Appeal forms may be submitted by mail, in person or by email. Your Notice of Appeal must be received on or before the final appeal deadline and must include the applicable fees as outlined above.

Mail or deliver to:

SDAB Clerk, Foothills County

Box 5605, 309 Macleod Tr. S., High River, AB T1V 1M7

Email to:

appeals@foothillscountyab.ca

Please make cheques payable to "Foothills County"

To pay by Credit Card, please use the Credit Card Authorization section found on page 2 of the Notice of Appeal Form.

****NOTE FOR EMAIL SUBMISSIONS ONLY: IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION NOTIFYING YOU OF RECEIPT OF YOUR APPEAL, PLEASE CONTACT THE SDAB CLERK IMMEDIATELY****

What happens after my appeal is submitted?

Once your completed Notice of Appeal form is submitted on time and with the required fee, the appeal will be heard by the SDAB within 30 days. The SDAB Clerk will provide you with additional information regarding the appeal hearing.

If the appeal is against the decision of a Subdivision Authority, notice will be sent to you and to landowners adjacent to the subject property. If the appeal is against the decision of a Development Authority, notice will be sent to you and to landowners located within the half mile surrounding the subject property.

More information

For more information about filing an appeal or SDAB procedures, please contact the SDAB Clerk at:

Phone: 403-652-2341

Email: appeals@FoothillsCountyAB.ca