

**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

August 12, 2026

«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 one half mile of your property. The details of the Development Permit application are as follows:

Development Permit Application File#: 26D 133**Legal Description: NE 03-21-03 W5M Plan 9412526, Lot 1****Approval Description: Outdoor Café / Patio & Drinking Establishment as Accessory uses to the Commercial Business / Retail Store****Applicant/Owner Millarville General Trading Limited (Owner)****Location: Located on the south edge of the Hamlet in Millarville, on the west side of Millarville Road, just north of Highway #549.**

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 3, 2026**. 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.

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/sp
Encl. – Development Authority Decision



DEVELOPMENT AUTHORITY DECISION

DATE OF DECISION: August 12, 2026

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

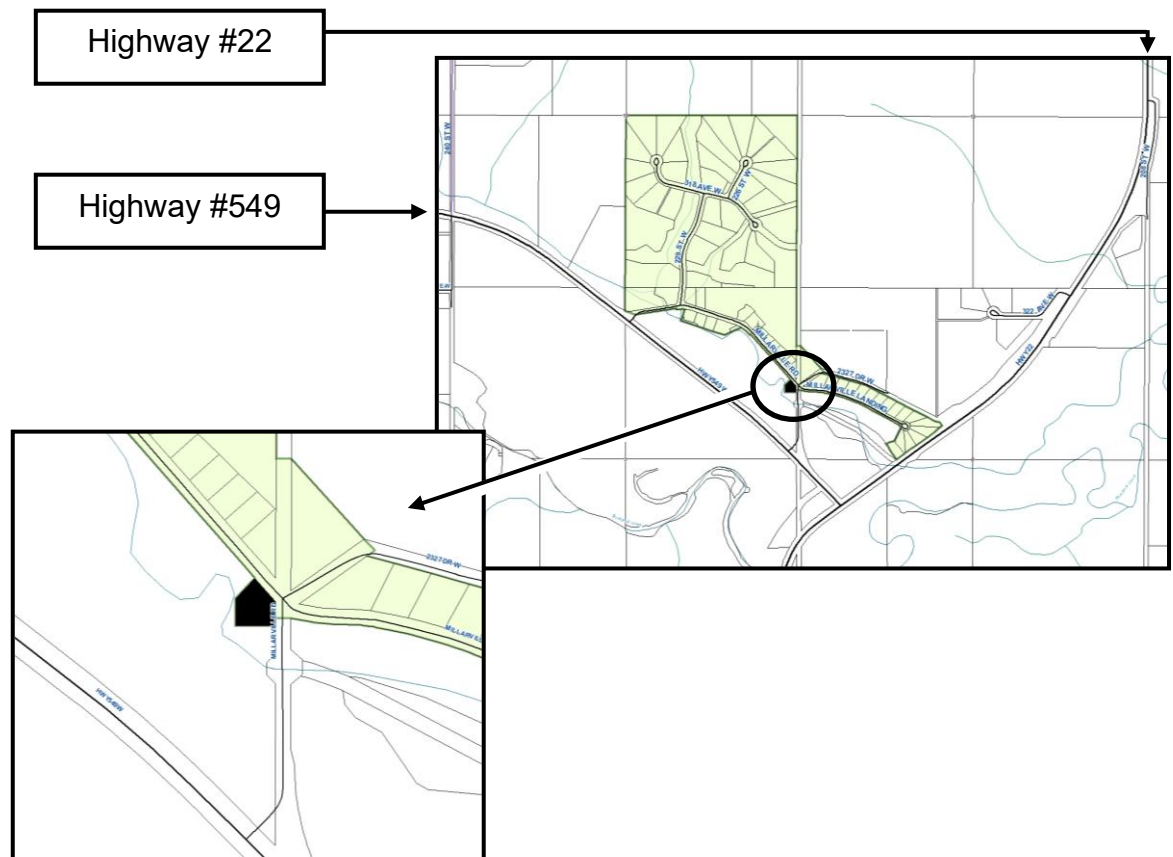
DEVELOPMENT PERMIT APPLICATION FILE NUMBER: 26D 133

LANDOWNERS: MILLARVILLE GENERAL TRADING LIMITED

PROPOSAL DESCRIPTION: OUTDOOR CAFÉ / PATIO & DRINKING ESTABLISHMENT AS ACCESSORY USES TO THE COMMERCIAL BUSINESS / RETAIL STORE

LEGAL DESCRIPTION: Ptn. NE 03-21-03 W5M; PLAN 9412526, LOT 1

LOCATION: The subject 0.62 acre Community Commercial district property is located on the south edge of the Hamlet in Millarville, on the west side of Millarville Road, just north of Highway #549.



INTENT OF APPLICATION:

This application requests approval to allow for a seasonal expansion of the existing coffee shop to allow for an Outdoor Café / Patio which would see the capacity of the coffee shop increase from 16 seats to 28 seats from June 1 to September 30 each year (16 seats indoor and 12 seats outdoor). The application also includes a request to increase operating hours until 7:00pm and consideration as a Drinking Establishment to allow alcoholic beverages to be served year-round.

It is identified that the Millarville Store and its adjacent residential unit are to continue serving as a non-conforming uses on this same property.

The application for a Development Permit in accordance with the provisions of Land Use Bylaw 60/2014 of Foothills County in respect of the proposed Outdoor Café / Patio & Drinking Establishment on the subject property, being Ptn. NE 03-21-03 W5M; Plan 9412526, Blot 1, has been considered by the Development Officer and is **APPROVED** subject to the following:

APPROVAL DESCRIPTION

This approval is for use of the subject property in accordance with the plans accepted by the Development Authority to be appropriate; and subject to the conditions and requirements included herein. This approval allows for:

- Addition of a 12-seat Outdoor Café / Patio along the south side of the coffee shop, bringing capacity to 28 seats from June 1 – September 30 of each year;
- Capacity shall return to 16 seats from October 1 – May 31 each year
- Drinking Establishment within the existing coffee shop year-round to be licensed by the Alberta Gaming, Liquor and Cannabis Commission, in which alcoholic beverages are served for a fee for consumption on the premises;

This approval is in addition to the existing non-conforming use on the property (a retail store and residence) that exists under development permit 6291 and in addition to Development permit 24D 072.

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. All necessary building and safety code permits and inspections applicable for use and occupancy of the outdoor patio shall be obtained, to the satisfaction of the County's Safety Codes Officer;
2. It is the applicant's responsibility to contact the County's Fire Inspector and obtain all necessary approvals and inspections prior to occupancy.
3. Physical delineation of parking stalls (i.e. line painting) is to be completed and maintained to the satisfaction of the Development Authority and shall be fully contained within the parcel boundaries.
4. The applicant is to maintain an annual business license with Foothills County;
5. A facility to screen the garbage and recycling bins that are on site from the view of area lands and road surfaces, is to be constructed with location and proof of completion provided to the Development Authority;
6. It is the applicant's responsibility to provide notification to the Development Authority upon completion of the development.

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. The development must be maintained as per the issued approval, and as per this application for Development Permit and those conditions and requirements contained herein. **Any revisions and/or additions to the use of this land shall not proceed except under benefit of appropriate approvals and permits;**
2. Development shall comply with the requirements of the Building, Safety, and Fire Codes at all times;
3. Development shall at all times be contained within the boundaries of the legally titled property. On-site parking and loading must at all times be able to sustain use and occupancy. Emergency access lanes shall remain unobstructed at all times. At no time shall the local municipal road surfaces be used for the purpose of loading/unloading, parking, or as stacking space;
4. Hours of operations from October 1 – May 31 are 8:00 AM until 4:00 PM daily, 7 days per week and hours of operations from June 1 to September 30 shall be 8:00 AM until 4:00 PM Mon-Thurs, and 8:00 AM until 7:00pm Fri-Sun.
5. No outdoor storage of business-related materials or goods may occur on the lot;
6. All installation(s) of exterior lighting are to adhere to the guidelines and technical specifications as outlined within the Dark Sky Bylaw;

7. Containers for garbage and recycling materials that are located outdoors shall be weatherproof and animal-proof and must be fully screened from adjacent lands and roadways. 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 managed in compliance with requirements and acceptable management practises as directed by the involved regulatory entities, and must be disposed of at an approved waste disposal site;
8. Landscaping, screening, signage and stormwater facilities shall at all times be maintained to be safe, functional, and in a good state of repair. The lot shall at all times have a generally neat and orderly appearance and be free of weeds.
The landowner is to be cognizant of the existing water course that lies adjacent to the south and west boundaries of this parcel;
9. 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;
10. The applicant 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 cannot 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 and for one-half mile surrounding the subject parcel. Development Permit Notices can also be viewed on our website, [**www.foothillscountyab.ca**](http://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 if the development or use is abandoned for a period of six 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.



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I AM APPEALING (check only one)		
Development Authority Decision ☐ Approval ☐ Conditions of Approval ☐ Refusal <u>Development Permit #</u> Date of Decision: (Y/M/D) _____	Subdivision Authority Decision ☐ Approval ☐ Conditions of Approval ☐ Refusal <u>Subdivision Application #</u> Date of Decision: (Y/M/D) _____	Decision of Enforcement Services ☐ Stop Order ☐ 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.*

Subdivision and Development Appeal Board Hearing and Requests	Fee
Requests to Adjourn, Postpone or Recess a Subdivision and Development Appeal Board Hearing	\$500
Appeal fee for all appeals to a Development Officers decision	\$100
Appeal fee for all Development Appeals when the application is not within the Development Officers discretion	\$575
Appeal fee for Appeal of a Stop Order	\$575
Appeal fee for Appeal of a Subdivision Authority decision* *Paid at the time od subdivision application and credited to endorsement fee if no appeal is filed	\$2,000
Appeal fee for Appeal of a Compliance Order issued as per Sections 545 and 546 of the Municipal Government Act	\$575

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