

**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 23, 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 259

Legal Description: NW 28-21-01 W5M; Plan 9511487, Block 1

Approval Description: Secondary Suite, Detached Within Oversized Accessory Building

Applicant/Owner: Brandon & Theresa Gramlich (Owner)

Location: Located adjacent to the east side of 64th Street west, one mile south of 242nd Avenue, and a little less than one mile to the north of 274th Avenue.

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 October 15, 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/development/land-development/development-permit-notice> 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...

Pierre-David Karolyi
Development Officer
pierre-david.karolyi@foothillscountyab.ca
(403) 603-6310

PK/sp
Encl. – Development Authority Decision



DEVELOPMENT AUTHORITY DECISION

DATE OF DECISION: September 23, 2026

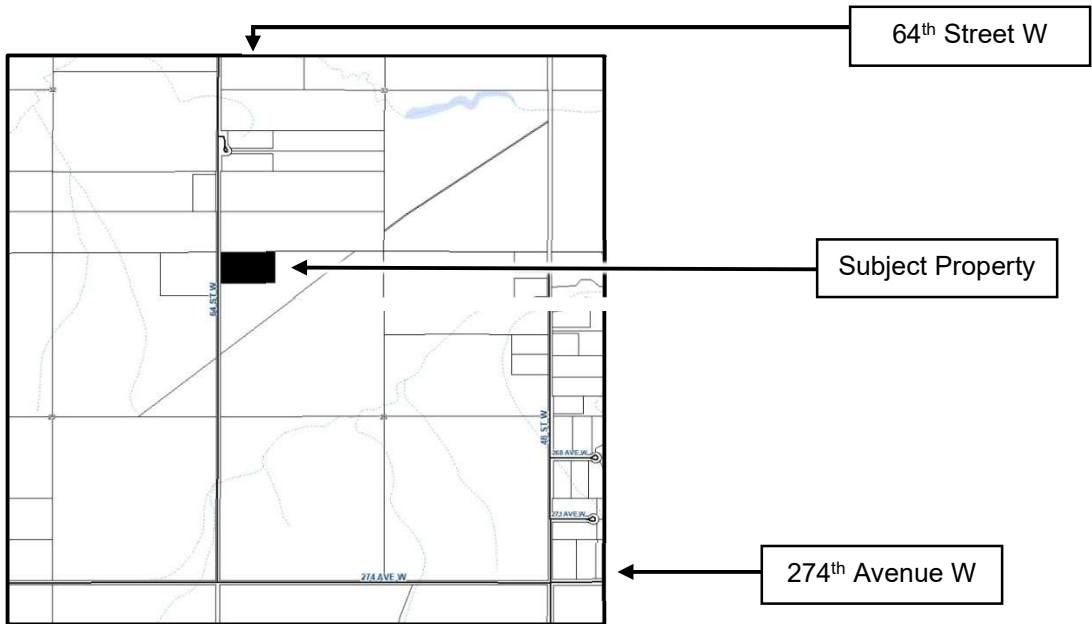
THIS IS NOT A DEVELOPMENT PERMIT OR BUILDING PERMIT. PLEASE REFER TO THE NOTES SECTION BELOW FOR ADDITIONAL INFORMATION.

DEVELOPMENT PERMIT APPLICATION FILE NUMBER: 26D259
LANDOWNER(S) / APPLICANT(S): BRANDON & THERESA GRAMLICH
PROPOSAL DESCRIPTION: SECONDARY SUITE, DETACHED WITHIN OVERSIZED ACCESSORY BUILDING
LEGAL DESCRIPTION: PTN. NW 28-21-01 W5M; PLAN 9511487, BLOCK 1

LOCATION AND DESCRIPTION OF SUBJECT PARCEL:

The subject property is an existing 10.34 acre Country Residential District parcel that is located adjacent to the east side of 64th Street west, one mile south of 242nd Avenue and a little less than one mile to the north of 274th Avenue.

Location Map:



INTENT OF THE DEVELOPMENT PERMIT APPLICATION:

The landowners have submitted a new application for development permit in order to allow for an Accessory Building that has a footprint of +/- 1,468 sq. ft. within the boundaries of the property and construct a Secondary Suite within it, with the building being visually compatible with the principal dwelling through the use of similarly coloured exterior siding;

A prior, similar development permit approval also included the relocation of the accessory building intended to contain the suite, and an additional detached Accessory Building (Shop) – 25D218, and was upheld by Subdivision Appeal Board order D26/2025. The current application is for the demolition of the original accessory building and construction of a new building instead, with the approved Shop only considered within this development permit for matters of cumulative accessory building footprint.

Secondary Suite, Detached means a Dwelling, Secondary Suite, which is detached from and subordinate to, the principal dwelling on the same parcel. A Secondary Suite, Detached on parcels 1 acre and larger in size shall be smaller than the habitable area of the principal dwelling, to a maximum of 1,400 sq. ft. in size; so long as all other requirements under the land use district are met. The suite should be constructed and finished in a manner that is visually compatible with the principal dwelling on the same lot and in keeping with the visual character of the area.

A maximum of five personal use Accessory Buildings with a total cumulative size not to exceed 4,100 sq. ft. (380.9 sq. m.) are permitted on a parcel of 10.34 acres. Additionally, permanent dwellings on Country Residential District parcels are permitted garage space having a footprint of up to 1,200 sq. ft. (111.48 sq. m.); whether attached or detached.

While varying from the configuration allowed for under section 4.2.1 of the Land Use Bylaw 60/2014; the request for a total footprint of combined Accessory Building and Garage space is 5,222 sq. ft. when the Land Use Bylaw permits a total 5,300 sq. ft. in combined space for these purposes.

Secondary Suite, Detached and oversized *Accessory Buildings* are both a Discretionary use under the Country Residential Land Use District; therefore, decisions on applications for Development Permit for this use are to the discretion of the Development Officer, and subject to a 21-day appeal period.

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 one-bedroom Secondary Suite, Detached and one additional Accessory Building

on the subject parcel, being a portion of NW 28-21-01 W5M Plan 9511487, Block 1, has been considered by the Development Officer and is **APPROVED** subject to the following:

APPROVAL DESCRIPTION:

This approval partially replaces development permit 26D 218 and Board order D26/2025, and allows for the development and use of Ptn. NW 28-21-01 W5M; Plan 9511487, Block 1 for:

- a. The proposed one-bedroom Secondary Suite, Detached within a proposed Accessory Building having an area of 1,468 sq. ft. and a height of 25 feet. The suite is to have a total area of up to +/- 932 sq. ft. (86.59 sq. m.); in accordance with the submitted Development Permit application, as accepted by the County.

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 applicant is required to confirm exterior materials and colours of the Secondary Suite, Detached, and the Primary Dwelling, to the satisfaction of the Development Authority;
2. The development is to be executed in accordance with the application for development permit and the plans that have been acknowledged by the municipality to be appropriate, which includes but is not limited to setbacks, footprint, habitable area and visual compatibility of the Suite building with the Primary Dwelling;
3. The applicant is required to obtain all necessary building and safety code permits and inspections from Foothills County for the Secondary Suite, Detached and the proposed Accessory Building. Acknowledgement from the Safety Codes Officer that the Secondary Suite, Detached is suitable for use and occupancy for this intended purpose must be obtained prior to occupancy;
4. It is the applicant's responsibility to obtain and properly post independent County address(es) prior to occupancy. *The applicants are advised that additional addressing will cause a change to the existing mailing address for the property. Please contact the County's GIS department for information in this regard;*
5. When developing the lot, natural drainage of the lands must be maintained. Alteration to natural drainage may proceed only under approval from the County;
6. The applicant 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 partially replaces development permit 26D 218 and Board order D26/2025 with regards to the accessory building containing the Secondary Suite, Detached.
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. The Secondary Suite, Detached, shall not be operated as a Tourist Home/short-term vacation rental unit, nor shall the Secondary Suite, Detached be used for the operation of a Bed and Breakfast or a Business except under the benefit of appropriate approvals and permits;
4. Development and use of the land shall comply with all requirements of the applicable Building, Safety, and Fire Codes at all times;
5. Additional Accessory Buildings (including any sheds, shelters and/or lean-to's) and/or uses beyond what has been approved under this development permit must not proceed without prior approval from the County;
6. A minimum of one parking space located entirely within the boundaries of the legally titled parcel shall be available for use by the occupant(s) of the Secondary Suite, Detached, at all times;
7. Emergency address signage shall be installed and maintained for the life of the development;
8. The applicant is responsible to comply with the requirements of Alberta Health Services, including but not limited to the regulatory requirements under the Alberta Public Health Act, Housing Regulation 173/99 and the Minimum Housing and Health Standards (MHHS);
9. All structures shall be located so as to adhere to municipal setback requirements. No variance for setbacks has been considered under this approval;
10. As per the executed Declaration of Understanding submitted with the application, it is the landowners' responsibility to ensure that water servicing and sanitary sewer servicing are adequately provided, maintained, and operated; in compliance with all pertinent regulatory requirements, for the life of the development;
11. Any new installation(s) of exterior lighting must adhere to the guidelines and technical specifications as outlined within the Dark Sky Bylaw;
12. All storage on the property shall be in compliance with the requirements of the Land Use Bylaw and the Community Standards Bylaw;
13. The applicant is 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;
14. The applicant agrees to indemnify and hold harmless Foothills County from any and all third party claims, demands, or actions for which the applicant is legally responsible, including those arising out of negligence or willful acts by the applicant or the applicant's agent(s). In addition, the applicant will carry insurance to cover general liability including bodily injury and property damage to a third party;
15. The issuance of a development permit by the County does not relieve the landowner(s) of the responsibility of complying with all other relevant County bylaws and requirements, nor excuse violation of any provincial or federal regulation or act or encumbrance held under title to the property; which may affect use of the land.

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. 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.
4. 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 also can be viewed on our website, **www.foothillscountyab.ca**.
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* <i>*Paid at the time od subdivision application and credited to endorsement fee if no appeal is filed</i>	\$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