


**PUBLIC HEARINGS AND MEETINGS
 PLANNING AND DEVELOPMENT REPORT TO COUNCIL
 SITE SPECIFIC AMENDMENT
 April 22, 2026
 To be heard at: 1:30 PM**

APPLICATION INFORMATION		File No. 26R 007
	LEGAL DESCRIPTION: PTN. NW 15-21-01 W5M; Plan 9810559, Lot 5	
	LANDOWNER: Vitali Matiouchine & Anastasiia Shliapnikova	
	AREA OF SUBJECT LANDS: 7.31 acres	
	CURRENT LAND USE: Country Residential District (CR)	
PROPOSAL: Site Specific Amendment to the Country Residential District land use rules to allow 2 Hosted Tourist Homes and an additional Dwelling unit as Permitted Uses.		
DIVISION NO: 5		COUNCILLOR: Alan Alger
FILE MANAGER: Brittany Smith		

EXECUTIVE SUMMARY:

Location:

The subject property is located within the Crocus Meadows Subdivision, directly north of Crocus Meadows Drive W, approximately 460m east of 48 Street W and 970m west of Highway 552.

Policy Evaluation:

The proposal does not fall within an Intermunicipal Development Plan, Area Structure Plan or Outline plan area and was reviewed under the terms of the Land Use Bylaw 60/2014.

Referral Considerations:

- The application was provided to required internal and external agencies for comments.

PURPOSE OF APPLICATION:

The property currently has a Dwelling, Single Family with a fully contained walkout basement suite and a detached guest house. Neither the basement suite nor the guest house have required Development Permit approval or Building and Safety Codes permits and inspections. The basement suite and guest house are proposed to continue being used as **Hosted Tourist Homes** as short term rental units.

The application is to request a Site-Specific Amendment to allow for 2 Hosted Tourist Homes and an additional Dwelling Unit as permitted uses.

Should Council approve this application to provide a Site-Specific Amendment for the property, the approval of a subsequent development permit could then allow for this use on a temporary basis for up to two years.

Tourist Home(s) means a dwelling unit operated with the intent of a vacation rental or lease. On a short-term basis, that is occupied by a guest or guests for a period not to exceed 30 days. Tourist Homes:

- Hosted** accommodation whereby the dwelling owner/operator is residing in the dwelling during the period it is being occupied by guests.

The application identifies the following regarding the operation of the Tourist Homes:

- Use of the existing +/- 3,100 sq. ft. Walkout Basement and the existing +/- 500 sq. ft. detached Guest House for year-round rental to guests for short term accommodation
- Four vehicle trips made to the property by guests on a daily basis
- Owners/operators reside on the property within the main floor of the Dwelling, Single Family with no non-resident employees.
- Parking available for guest use located south of the existing barn (as shown in Figure 3)
- Garbage is stored within a fully contained garbage container and disposed of accordingly
- Water Use is as per standard residential use
- No signage is proposed

Full details have been provided by the applicant and are included within Appendix B of this Staff Report.

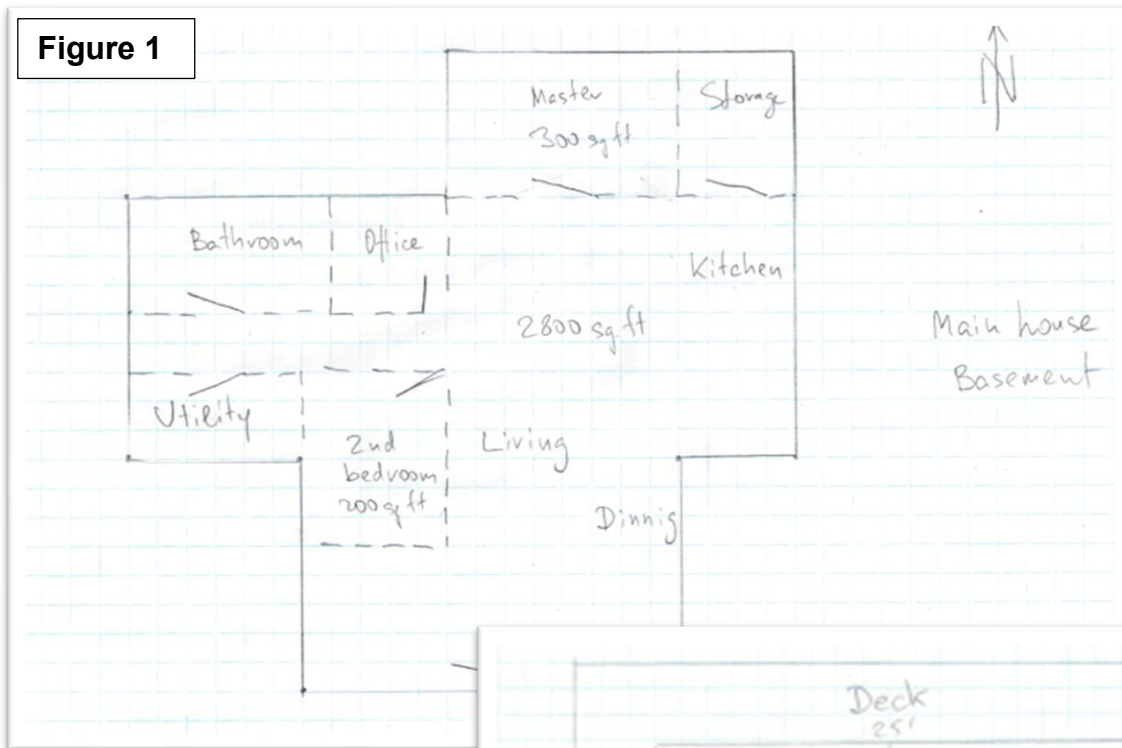


Figure 1 - Internal layout of Walk-Out Basement

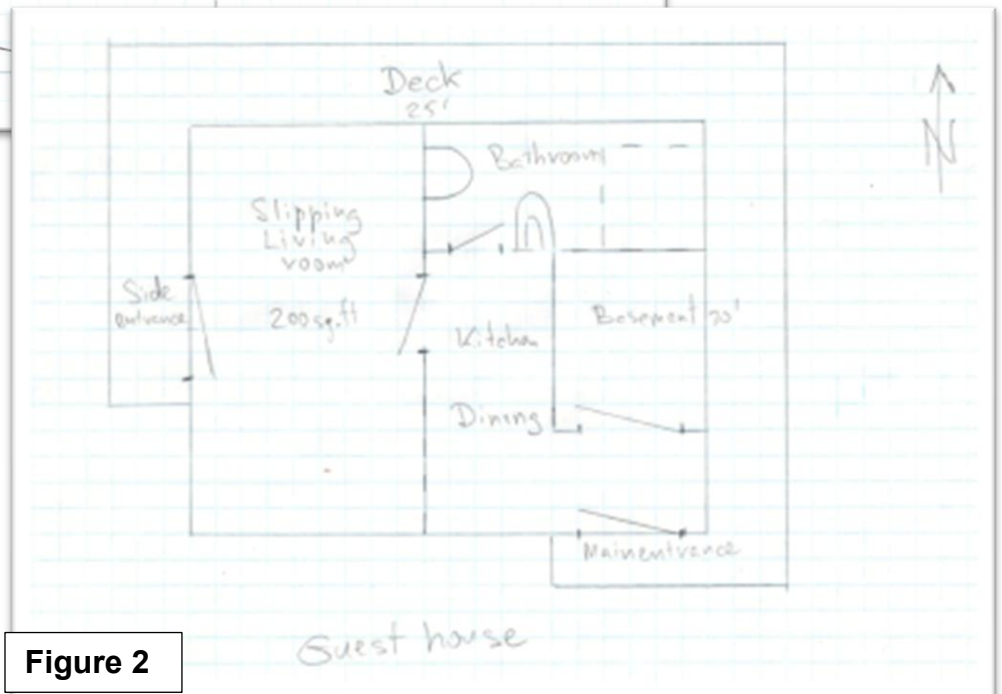


Figure 2 – Internal layout of Detached Guest House

Figure 2

SITE CONSIDERATIONS:

Access:

Access is obtained by a standard approach from Crocus Meadows Drive W, which is an internal subdivision road.

Existing Development:

- Dwelling, Single Family
- Suite within Walkout Basement of Dwelling +/- 3,100 sq. ft.
 - 2 Bedrooms, full bathroom, living area and kitchen
- Detached Guest House +/- 500 sq. ft.
 - 1 Bedroom/living area, full bathroom and kitchen
- Accessory Building (Barn) +/- 2,415 sq. ft. with attached Chicken Coop +/- 96 sq. ft and attached Wood Addition +/- 60 sq. ft.
- Gazebo +/- 122 sq. ft.
- Wood Shed +/- 520 sq. ft.

Parcels between 5.0 – 9.99 acres in size are permitted a maximum of four (4) accessory buildings with cumulative size not to exceed 3,500 sq. ft.

The parcel contains 6 accessory buildings equal to 3,713 sq. ft. which exceeds both number and cumulative size of accessory buildings permitted.

All structures meet municipal setback requirements.

Figure 3 – Site plan with parking provisions



Land Use:

All adjacent parcels are zoned Country Residential District.

BACKGROUND:

This application was submitted following a complaint filed regarding the property being used for short term rentals without proper approvals in place.

The owners have advised that they have eliminated the possibility for any rentals to occur while this application is being processed.

REFERRAL CIRCULATION:

CIRCULATION REFERRALS	
REFEREE	COMMENTS
INTERNAL	
Public Works	<p>It is the applicant's responsibility to consult with the province to acquire an appropriate water license if annual water usage is over 1250 m3 per year.</p> <p>It is the applicant's responsibility to monitor and address quality control changes with the water source.</p> <p>Advisory comment: it would be worth examining the current septic system to determine if it can handle the increased intake. 90% road ban on Crocus Meadows Dr W.</p>
Building & Safety Codes	All necessary building and safety code permits are required for the basement suite and guest house should this application be approved.
Municipal Fire	<p>The County's Fire Inspector provided the following comments to be addressed at time of the subsequent Development Permit:</p> <ul style="list-style-type: none"> • Address of the property to be posted • Ensure access for Fire department apparatus as per the National Fire Code 2023 Div. B Sec 2.5.1 • Fire Extinguishers are to be installed as per the National Fire Code 2023 Div. B Sec. 2.1.5 and NFPA 10. • Fire Safety Plan is to be posted as per the National Fire Code 2023 Div. B Sec. 2.8.2 • Fire inspection of building required once completed
Municipal Addressing	If approved as conditions of subsequent development permit , the landowners will be required to contact the County's GIS department to obtain updated civic addresses and emergency address signage is to be updated.
EXTERNAL	
ATCO Gas & Transmissions	ATCO Gas approves the work provided advisory conditions are met.
Fortis	No Concerns
Alberta Health Services (AHS)	No response received.
PUBLIC	

CIRCULATION REFERRALS	
Western Wheel	Advertised on April 8 th & April 15 th issues of Okotoks Western Wheel
Landowners (half mile)	Notification sent out to area landowners within one half mile of the subject location on April 1 st , 2026.

POLICY EVALUATION:

Land Use Bylaw 60/2014:

13.1.7.2 MAXIMUM DWELLING UNIT DENSITY

- a. Maximum dwelling unit density for a parcel under 80 acres is one Dwelling, Single Family and either one Dwelling, Secondary Suite in accordance with Section 10.26, or one Dwelling, Temporary in accordance with Section 10.26 Secondary Suites and Section 10.10.
- b. Or as determined by the Approving Authority in accordance with an approved Area Structure Plan or Outline Plan.

Both the additional dwelling units being considered for use as Tourist Homes on the site could be classified as Dwelling, Secondary Suites as per section 10.26 of the Land Use Bylaw 60/2014.

Therefore, the parcel currently contains 3 Dwelling Units which require consideration by Council as part of this Site-Specific Amendment application.

Should Council refuse the application, the landowner would need to remove one of the dwelling units and could choose to submit a development permit application to allow for one of the dwelling units to remain as a secondary suite or as a Bed & Breakfast.

2.5 DEFINITIONS:

TOURIST HOME means a dwelling unit operated with the intent of a vacation rental or lease, on a short- term basis, that is occupied by a guest or guests for a period not to exceed 30 days. Tourist homes are categorized as follows:

- c. UNHOSTED accommodation whereby the dwelling owner/operator is not residing in the dwelling during the period it is being occupied by guests.
- d. HOSTED accommodation whereby the dwelling owner/operator is residing in the dwelling during the period it is being occupied by guests.

DISCRETIONARY USE means the use of land or a building provided for in this Bylaw for which the Approving Authority may issue a Development Permit with or without conditions as provided for in this Bylaw;

PERMITTED USE means the use of land, a building, or buildings provided for in this Bylaw that must comply with all provisions of the Land Use Bylaw unless a variance is provided. The Approving Authority must issue a Development Permit with or without conditions as provided for in this Bylaw for a permitted use. All permitted uses require the issuance of a Development Permit, unless identified as “Development Permit not required” or exempt under this Bylaw;

10.25 TOURIST HOMES

Tourist Homes are defined in the Land Use Bylaw and include two categories - hosted and un-hosted accommodations. Tourist homes, hosted which meet the requirements of Bed and Breakfast in accordance with Section 10.4, may be applied for as a Bed and Breakfast. All tourist homes, unhosted or tourist homes, hosted that exceed the requirements of a Bed and Breakfast in accordance with Section 10.4, may be applied for by making application for site-specific amendment under the applicable land use district in advance of a Development Permit Approval. A public hearing shall be undertaken as part of a site-specific amendment to a property, giving neighboring properties opportunity to submit feedback as part of the approval process.

- 10.25.1 The operation of a tourist home unhosted and/or a tourist home, hosted which exceeds the requirements of a Bed and Breakfast, shall require a site-specific amendment and an approved Development Permit under all land use districts.
- 10.25.2 Development Permits for tourist homes will only be permitted for a temporary period of 12 or 24 months at a time, which will be determined by the Development Officer at the time of the application.
- 10.25.3 Where approved, tourist homes shall be developed and operated in accordance with the following regulations in order to ensure that the impacts of this commercial use do not unduly affect the amenities of the residential neighborhood in which they are located:
 - a. The intent of the occupant is to stay for short term vacation purposes rather than use the property as a residence;
 - b. None of the sleeping unit(s) within the dwelling are permitted to contain a kitchen or kitchen facilities;
 - c. Tourist homes shall not interfere with the rights of other residents to quiet enjoyment of a residential neighborhood;
 - d. Only an approved dwelling, by way of building permit, is permitted to be used for overnight accommodations, no sleeping accommodations are permitted in any garage or accessory building on site;
 - e. Provide one on-site parking stall per bedroom;
 - f. Ensure that the dwelling conforms to the Alberta Safety Codes and any other provincial regulations;
 - g. Ensure that the dwelling is inspected and signed off by the M.D. of Foothills Fire Chief;
 - h. Where food is being prepared by the owner of the home, Alberta Health approvals will be required, where food is being prepared by the renters, no approvals are required;
 - i. Not display any form of signage unless approved under the Development Permit or is permitted under Section 4.2.1.39.

SUMMARY:

Bylaw XX/2026 – Site Specific Amendment to the Country Residential District land use rules to allow 2 Tourist Homes and an additional dwelling unit as permitted uses on Ptn. NW 15-21-01 W5M; Plan 9810559, Lot 5, as per the details within the submitted application.

It is additionally requested that Council provide direction respecting the following:

1. Council may choose to deem the use approved under the request for Site Specific Amendment as either a Permitted or Discretionary Use.

OPTIONS FOR COUNCIL CONSIDERATION:

OPTION #1 – APPROVAL

Subsequent finalization of the Bylaw through approval of 2nd and 3rd reading; and issuance of a development permit (by a Development Officer, acting as Development Authority) will be required prior to the property being developed/used in this manner.

Council may choose to grant 1st reading for a Site-Specific Amendment to the Country Residential Land Use rules to allow for 2 Tourist Homes and an additional Dwelling Unit as permitted uses for the following reasons:

In their consideration of the criteria within the LUB 60/2014 Council is of the opinion that the proposed site-specific amendment to allow for 2 Tourist Homes and an additional Dwelling Unit as permitted uses on the subject parcel, as proposed, would not be detrimental or unduly interfere with or materially interfere with the use of neighboring lots.

Recommended Conditions for Option #1:

1. Final Site-Specific Amendment application fees to be submitted;
2. Submission of a complete Development Permit application and the necessary fees.

OPTION #2 POSTPONEMENT

Move that a decision on Bylaw XX/2026 be postponed subject to submission of (XXX).

OPTION #3 REFUSAL

Council may choose to refuse the application for a Site-Specific Amendment to the Country Residential Land Use rules to allow for an additional dwelling unit and to allow for Tourist Home to be added as permitted uses for the following reasons:

In consideration of the application, Council is of the opinion that the proposed Site-Specific Amendment and subsequent intended use of the subject lands does not conform with the policies of the Country Residential District in the Land Use Bylaw 60/2014.

APPENDICES:

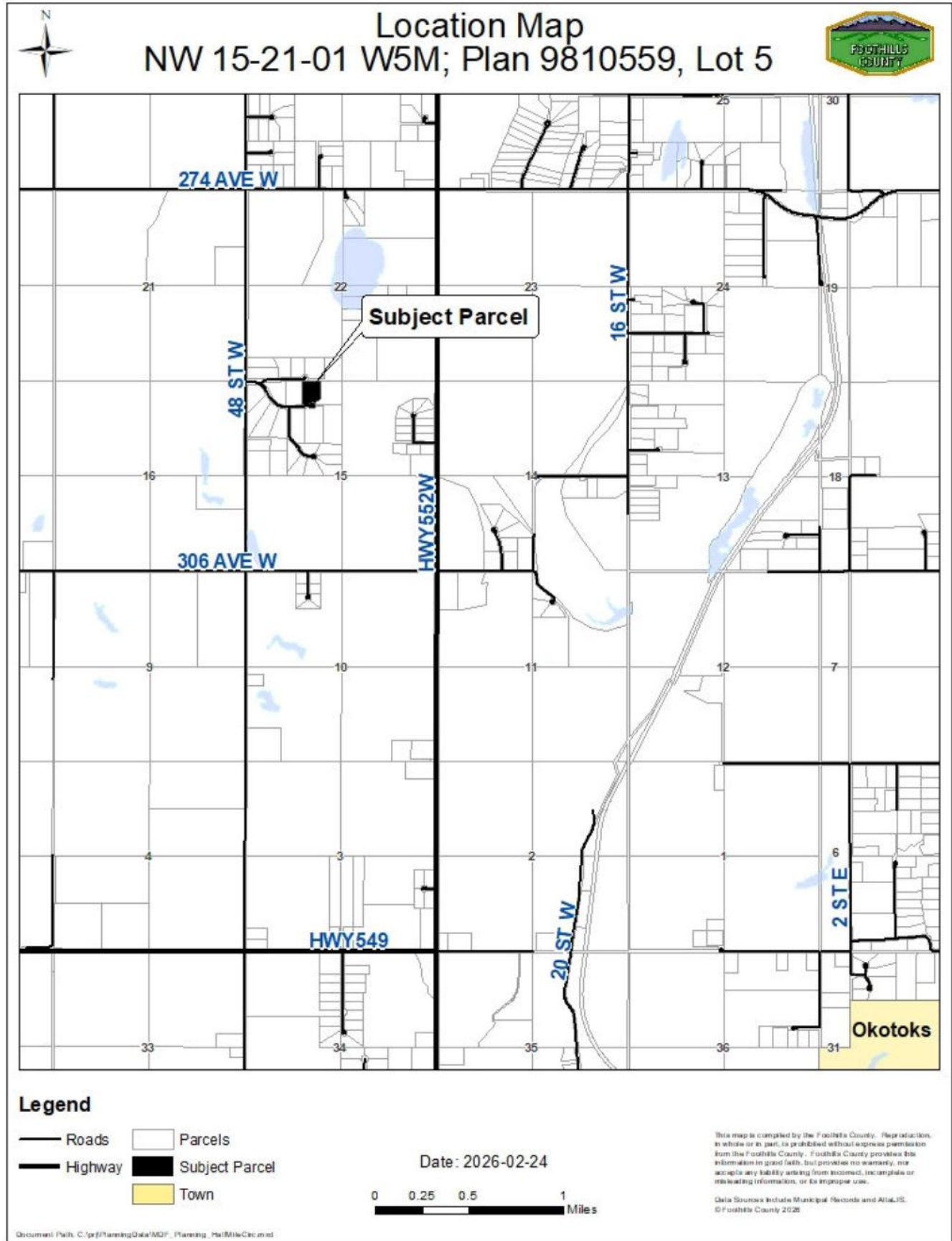
APPENDIX A: MAP SET

LOCATION MAP
LAND USE MAP
SITE PLAN

APPENDIX B: APPLICATION DETAILS PROVIDED BY APPLICANT

APPENDIX C: PROPOSED BYLAW

APPENDIX A: LOCATION MAP



APPENDIX B: DETAILED OPERATIONS OUTLINE PROVIDED BY AGENT

APPLICATION REQUIREMENTS:

The Development Permit Application must be accompanied with the following information:

1. A site plan (can be hand drawn) showing: [attached Surveyor Land Report and Area View](#)
 - a. the entire parcel.
 - b. north at the top of the page.
 - c. identify and show all existing structures with measurements from the same, in feet or metres, to all parcel lines.
 - d. Identify which dwelling is to be utilized for the tourist home, if more than one dwelling exists on the parcel;
 - e. show all existing wells, septic tanks, disposal fields, dugouts on the parcel and storage areas.
2. Stipulate if the Tourist Home is to be hosted or un-hosted accommodation as per the definition for Tourist Home? - [Tourist Home is hosted](#)
3. Number of people to be employed, if any. [At least one person is always on the property](#) - Landowner
4. Provisions for parking. [As per attached area View. There is parking area south of Barn](#)
5. Access locations to and from the lot including roads and highways to be used. [As per attached plan through the gate](#)
6. Vehicle trip generation anticipated on a daily basis. ~~1X~~ maximum 4
7. Will there be deliveries to the site, if so, how many and how often. [No](#) personal to landowners, occasional food delivery service no more than 1/day
8. Is this operation seasonal or full time. Please specify the months open if it is seasonal. [Full time with low \(winter\) and high \(summer\) seasons](#)
9. Maximum day stays by guests. [30 days](#)
10. Amount of water required for this business. [Usual consumption](#)
11. Garbage and storage areas and the fencing and screening proposed for same, and methods for disposing of garbage. [Fully closed garbage box](#)
12. How many guest rooms are available for the guests? [Guest house - 1 room/ Main house basement - 2 bedrooms](#)
13. Maximum number of guests based on number of guest rooms? [Guest house - 2 persons/ Main house - 4](#)
14. How many bathrooms are available for the guests, are they attached to the bedroom (ensuite) or is a communal bathroom provided. [Guest house - 1 bed room, kitchen and full bathroom/ Main house basement - 2 bedrooms, kitchen, living room, full bathroom](#)
15. What meals are provided to the guests if accommodation is hosted, if any. [No](#)
16. Are there any other services or activities provided to the guests? please explain. [No](#)
17. If this parcel is not owned by the applicant, written consent from the landowner is required. [N/A](#)
18. Is there any signage proposed in conjunction with the Tourist Home? If so, please give sign dimensions and describe signage type, design, and location. [No](#)

BYLAW XX/2026

BEING A BYLAW OF FOOTHILLS COUNTY TO AUTHORIZE AN AMENDMENT TO THE LAND USE BYLAW NO. 60/2014 AS AMENDED

WHEREAS pursuant to the provisions of the Municipal Government Act, Chapter M-26 Revised Statutes of Alberta 2000, and amendments thereto, the Council of Foothills County in the Province of Alberta, has adopted Land Use Bylaw No. 60/2014 and amendments thereto;

AND WHEREAS the Council has received an application to further amend the Land Use Bylaw by authorizing a Site-Specific Amendment to the Country Residential District land use rules to allow for two Hosted Tourist Homes and an additional Dwelling Unit as Permitted Uses on Plan 9810559, Lot 5; Ptn. NW 15-21-01 W5M.

NOW THEREFORE THE COUNCIL ENACTS AS FOLLOWS:

1. Under SECTION 13 COUNTRY RESIDENTIAL DISTRICT, the following shall be added under Section 13.1.4 PERMITTED USES:

Two Hosted Tourists Homes and an additional Dwelling Unit on Plan 9810559, Lot 5; Ptn. NW 15-21-01 W5M.

2. This Bylaw shall have effect on the date of its third reading and upon signing.

FIRST READING:

Reeve

CAO

SECOND READING:

Reeve

CAO

THIRD READING:

Reeve

CAO

PASSED IN OPEN COUNCIL assembled at the Town of High River in the Province of Alberta this day of 20