

**APPEAL PACKAGE**  
**SDAB 2026-004D**

This Page is Left Intentionally Blank

# **HEARING AGENDA**

SDAB 2026-004D

Appeal File No. SDAB 2026-004D  
Re: Refusal of Development Permit PL260095  
Legalization of existing unauthorized secondary suite with variance  
in semi-detached dwelling  
Lot: 16; Block: 14; Plan: 1766KS  
B – 9307 - 106 Avenue, Grande Prairie, Alberta, T8V 1H6

Thursday, June 11, 2026

9:30 a.m.

Council Chambers, City Hall, Grande Prairie, Alberta

**ATTENDEES**

Chair: Linda Murphy

Members: Alan Ingram and Terri Sudnik

1. SDAB Clerk Introduces the Appeal
2. Open Hearing and Introduction
  - a. Introduction of the Chair
  - b. Introduction of the Members of the Panel
  - c. Preliminary Matters
  - d. Introduction of the Hearing Procedures
3. Presentation: Development Authority
4. Presentation: Appellant
5. Those Speaking in Favour of the Appeal
6. Those Speaking in Opposition of the Appeal
7. Appellant's Rebuttal
8. Final Questions by the SDAB & Responses
9. Closing Remarks: Development Authority
10. Closing Remarks: Appellant
11. Chair confirms all parties have had a fair opportunity to present
12. Close Hearing & Enter Closed Deliberations

This Page is Left Intentionally Blank

**NOTICE OF  
DEVELOPMENT APPEAL**

SDAB 2026-004D



## Notice of Development Appeal

### Appeal Information

**Appeal Against:** Development Permit Refusal

**Appellant Name:** Ashley L'Hirondelle

**I/We the:** Applicant for a Development Permit

**Hereby give Notice of Appeal for the following reasons:**

Hello,

I am writing to formally appeal the decision made on April 29, 2026 that denied my request for a variance on the property at 9307 106 Ave Grande Prairie.

The development team has stated that the property mostly meets the requirements for legalization and it is mainly because of how the bylaw is worded (one property has to be on one title) that they were not able to grant a variance. From my view as a Landlord, I do not see the reasoning behind the property needing to be subdivided and split on separate titles in order to provide effective and reliable housing for families. I would also like to make a point that no neighbors in the area wrote letters of disapproval for us turning the property into legal suites.

If this decision is not changed to allow a variance for the property to not be split and to take out two bedrooms per side, it will cause not only myself but the current tenants and potentially even future tenants hardship.

The cost to subdivide and split the title is much too expensive and we are unable to absorb said costs. This would put us in financial distress if we were to try. It would also cause undue hardship for us as well as our tenants. For the past two years, there has been times when we have had two separate families renting the place together because of the lack of affordable housing in Grande Prairie. This is a serious issue because we have a property here that can safely and comfortably accommodate four families with just a few minor adjustments and additions being made.

I would like to point out a few things in regards to the property:

1. The property can accommodate four families as 3 bed 1 bath suites or big families of typically 5-7+ people as 6 bed 2 bath homes. It will make no difference to the neighborhoods functionality since it has enough off street parking to accommodate everyone.
2. The property can be and is zoned to be made legal suites. The issue is the amount it costs to do so. It is not feasible for the average person unless you are a developer.
3. Removing bedrooms in the basements will limit the number of families who could have otherwise been accommodated by the space, especially when it has already been, in a way, functioning (with two families renting the whole space together as a group) as mentioned before.



## Notice of Development Appeal

4. Very little is required to legalize. It is mainly the subdividing costs and the removal of the two bedrooms per side to legalize that is not allowing us to continue unless a variance is granted. It is also much easier to find multiple smaller families or 2-4 people to rent each space then it is for a large one family unit. If we can't find larger families to rent the space we may have to consider renting the property as a crew house which was never our intention.
5. There are multiple new properties going up in the area that are suited such as triplex's that are being built. One more is not going to affect the neighbors.
6. Allowing four units instead of two will provide more affordable housing.
7. This is a very unique property in how it was built and the setup an structure already being present to accommodate four families.

Thank you for your time and consideration this matter.

**The land affected by the Appeal is (if applicable):**

**Lot, Block, Plan:** 16, 14, 1766kS

**Municipal Address or Location:** 9307 106 ave, Unit:B, Grande Prairie,AB,T8v1H6

**Subdivision Application File Number:** PL260095

**Date of decision of the Subdivision Authority:** 2026-04-29

**Scheduling Information**

**Estimated Presentation Time:** 15 mins

**Will you be using an agent/legal counsel?** No

**Agent Name (if applicable):**

**Agent Email (if applicable):**

**Do you anticipate any preliminary issues with your appeal?** Unknown

**If yes, what are the issues?**

**Do you anticipate bringing witnesses/experts to your hearing?** Unknown

**If yes, how many will you be bringing?**

**I understand that a fee of \$404.25 will be collected in order for the appeal process to proceed:** ✓

True

**I consent to having correspondence and documentation conveyed electronically:**

**I have read and understand the FOIP Act Policy:** ✓ True





## Notice of Development Appeal

### Contact Information

Name: Ashley L'Hirondelle

Email: ATIA Section 20(1)

Phone: ATIA Section 20(1)

Address: ATIA Section 20(1)

ATIA Section 20(1)

This Page is Left Intentionally Blank

# **BACKGROUND**

DEVELOPMENT PERMIT

APPLICATION

PL260095

SDAB 2026-004D

# RESIDENTIAL DEVELOPMENT PACKAGE

Utilize this package when applying for a single or multi-family dwellings (up to four units)

## Section A: Project Address(es)

Civic: Unit A+B 9207 106 Ave G.P A.b T8V-1H6  
 Legal: Lot: Block: Plan:

## Section B: Owner Information

Owner Name: Ashley L'Hirondelle  
 Address: ATIA Section 20(1) City: G.P  
 Province: A.b Postal Code: ATIA Section 20(1)  
 Email: ATIA Section 20(1) Phone Number: ATIA Section 20(1)

## Section C: Sub-Contractor Information (leave section blank if sub contractors will be applying for their own permits)

Builder Contractor: ATIA Section 20(1)  
 Plumbing Contractor: Journeyman Certificate #:  
 Gas Contractor: Journeyman Certificate #:  
 Electrical Contractor: Master Certificate #:  
 HVAC Contractor: Journeyman Certificate #:

## Section D: Applicant Information (if different from ownership information)

Job Number:

Applicant / Company:  
 Applicant Address: City:  
 Province: Postal Code:  
 Contact Name: Contact Phone:  
 Contact Email: Master / Journeyman Certificate #:

Utilize this package when applying for a single or multi-family dwellings (up to four units)

## Section E: Proposed Development

1. Check one of the following and indicate the amount of square footage:

- Single Detached    
  Duplex (Up and Down)    
  Manufactured Home    
  Garage Suite  
 Triplex    
  Fourplex    
  Semi Detached (Side-by-Side)  
 Row House: \_\_\_\_\_ # of units    
  Secondary Suite

2. What is included in the development? Check all that apply:

- Select this box to confirm all related work below will be ready for inspection at the same time.  
 Attached Carport    
  Deck \_\_\_\_\_ sq.ft.    
  Covered    
  Enclosed  
 Attached Garage    
  Secondary Suite\* \_\_\_\_\_ sq.ft. of suite  
 Hot Tub    
  Basement Development\* \_\_\_\_\_ sq.ft. of basement

\*Additional fees will apply and a second Building Permit will be issued.

Required Cost of Construction: \_\_\_\_\_

## Section F: Required Inspections

For more information, visit: [cityofgp.com/business-development/inspection-process-single-family-dwellings](http://cityofgp.com/business-development/inspection-process-single-family-dwellings)

- I'd like to receive all inspections offered by Inspection Services  
 I'd like to receive the minimum number of inspections as required by the Municipal Quality Management Plan

## Section G: Details of Work

Plumbing: \_\_\_\_\_ # of Fixtures: \_\_\_\_\_

Gas: \_\_\_\_\_ BTU's: \_\_\_\_\_  Fireplace

Electrical:  New Panel      Overhead      Underground

Amps: \_\_\_\_\_ Volts: \_\_\_\_\_ Cost of Electrical Installation: \_\_\_\_\_

Description of Work:

Converting preexisting basement to Secondary Suite

# RESIDENTIAL DEVELOPMENT PACKAGE

Utilize this package when applying for a single or multi-family dwellings (up to four units)

## Section H: As the Applicant, I affirm (check all that apply)

I/We am/are the registered Owner(s) of noted property on which the work identified in this application will be conducted.

I have entered into a binding agreement to purchase the noted property on which the work identified in this application will be conducted.

I have permission of the registered Owner(s) of noted property to act as an Applicant on which the work identified in this application will be conducted.

I/We grant Right of Entry and ensure the work identified in this application will be conducted in accordance to the plans submitted, and upon approval will adhere to the conditions and terms of the Lot Grading Bylaw, Land Use Bylaw and Building Bylaw. I/We will notify the appropriate authority of any proposed changes to the plans submitted with this application.

By authorizing Right of Entry, you are authorizing the City of Grande Prairie to enter upon the subject lands for the purpose of site inspection(s), to evaluate the proposed development, and to ensure compliance with any subsequent conditions in the event the Development Permit application is approved.

Signature: ATIA Section 20(1) Date: March, 25, 2026

Landowner Signature/  
Authorized Agent:  
(if different from applicant) Date:

## Section I: Fees

Development Permit:	<u>\$200.00</u>	Lot Grading Permit:	
Building Permit:			
Electrical:		Plumbing:	
Gas:		Total:	

### PLEASE NOTE

**THIS APPLICATION DOES NOT PERMIT YOU TO COMMENCE CONSTRUCTION**

You will be contacted for payment. An application that covers more than one lot will have to be calculated by the City.

## Office Use Only

4% Safety Codes Levy:  Yes  No

Addressing Required?  Yes  No

Payment Type:

MC

Visa

AMEX

Debit

Cheque

Other

## Plot/Lot Grading Plan Requirements

A plan scaled no less than 1:100, printed on 11" x 17" paper, designed and prepared by a surveyor, engineer or architect (submitted on paper or as a digital copy) with the following information:

- **Basic:** Municipal address; legal description; development phase; datum information; north arrow; scale; legend; date of survey; date drawn; sanitary invert; storm invert (if applicable); home builder.
- **Plot/Lot Grading and Drainage:** Drainage pattern with arrows; slope percentages (along property line and from foundation to property line); proposed elevations at lot corners, house, garage, and break points; existing elevations (sidewalks, curb); status of adjacent parcel; building dimensions (projections where applicable) and offsets from property line; foundation elevations (top of foundation; bottom of footing; final grade at foundation).
- **Drainage Easements** (if applicable): Drainage pattern with arrows; slope percentage; proposed elevations; registered plan number; existing elevations.
- **Development:** Dimensions of all eaves and minimum distance(s) proposed to the nearest adjacent property line(s); location of lot access including dimensions, existing sidewalk(s) and curb(s) distances to property line; conformance to the pre-approved access locations or a copy of plan stamped by Engineering Services showing the proposed access location is approved; location and measurement of any registered utility right-of-way (RW) including the RW plan number; lot lines shown with dimensions, lot area, building area and percentage of lot coverage by all structures; location of utility service connection to the building (gas, power, water, sanitary). This is available from the appropriate subdivision's engineering firm or the individual utility company.

## Secondary Suite

If applying for a secondary suite ensure site plan indicates parking stalls for the secondary suite and the principal dwelling. The floor plan is also required to indicate the total square footage of the proposed suite. For more information on these requirements visit:

[cityofgfp.com/city-government/bylaws-policies-procedures/bylaws/land-use-bylaw](http://cityofgfp.com/city-government/bylaws-policies-procedures/bylaws/land-use-bylaw)

Secondary Suites are addressed in section 57 of the Land Use Bylaw

This Page is Left Intentionally Blank

# **BACKGROUND**

VARIANCE APPLICATION

PL260095

SDAB 2026-004D

<b>Municipal Address</b>			
9307 106 Ave G.P			
<b>Legal Description</b>		<b>Lot:</b>	<b>Block:</b>
			<b>Plan:</b>
<b>Name</b>	Ashley Lillrondele		<b>Email</b>
			ATIA Section 20(1)
<b>Mailing Address</b>	ATIA Section 20(1)		<b>Postal Code</b>
			ATIA Section 20(1)
<b>Phone (Primary)</b>	ATIA Section 20(1)		<b>Phone (Secondary)</b>

**What is a variance?**

A variance means an alteration or change to a standard prescribed by the Land Use Bylaw. A variance shall be considered only in cases of unnecessary hardship or practical difficulties particular to the use, character of situation of land or building which is not generally common to other land in the same district. (As per section 19.11 of the Land Use Bylaw).

**What is a hardship**

A hardship is the reason why it is difficult to comply with the regulations of the Land Use Bylaw. This may be because of some unique aspect of the property itself. A hardship does not relate to the personal needs of the landowner and cannot be "self-created".

**1. What is your hardship? (What is the unique circumstance for your property that warrants a variance?)**

my hardship is the cost due to the bylaw to legalize the property. The cost to subdivide is not feasible for the average person. I have a property that is very close to being able to be a legal Suited unit but subdividing cost are preventing me from being able to. we have a rental shortage allowing me to legalize the units without subdividing would provide ~~more~~ more housing. Allowing me to keep the three bedrooms would provide room for families to rent.

**2. Have you considered revising the proposed project to eliminate/reduce the variance request?**

yes, unfortunately we can't afford to subdivide.

**3. How have you minimized the potential impact the variance will have on the adjacent property owners?**

yes, ~~property~~ I believe the property will not have an impact on other property owners in my area, since the property has been rented ~~and~~ for years. Property also has the room for adequate parking.

Signature

ATIA Section 20(1)

Date

April 11, 2026

NOTE: This information is being collected under the authority of the City of Grande Prairie Land Use Bylaw and will be used to process the application. The information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information please contact the City of Grande Prairie F.O.I.P. Coordinator at 780-538-0300.

**For Office Use Only**

(A) Land Use Bylaw Section	(B) Requirement to be Varied	(C) Requested Variance	Variance Percentage (Determined by Development Officer)

**For Office Use Only**

Application Fee	Receipt #	Application #	PL
Date			

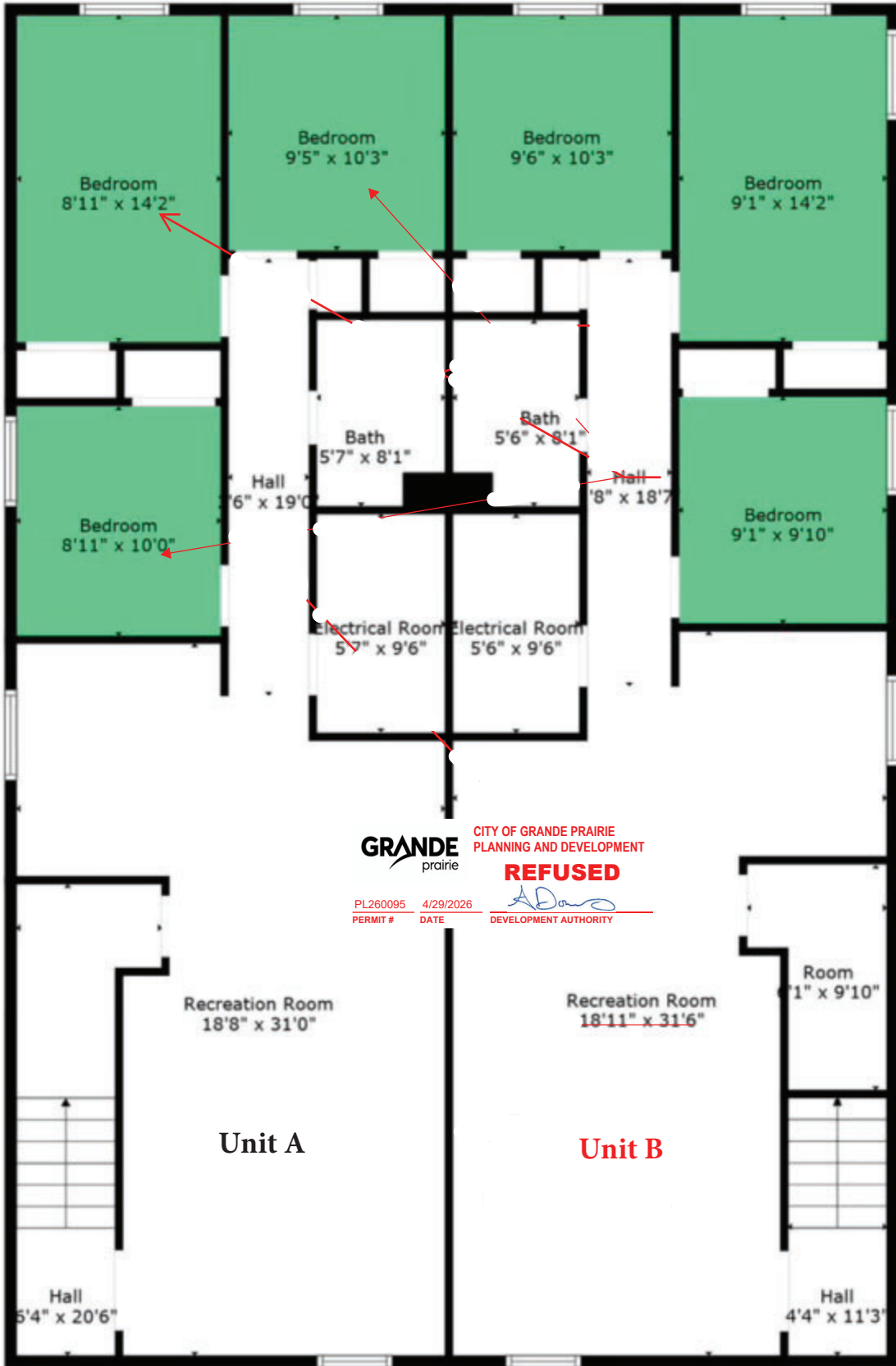
This Page is Left Intentionally Blank

# **BACKGROUND**

BUILDING PLAN

PL260095

SDAB 2026-004D



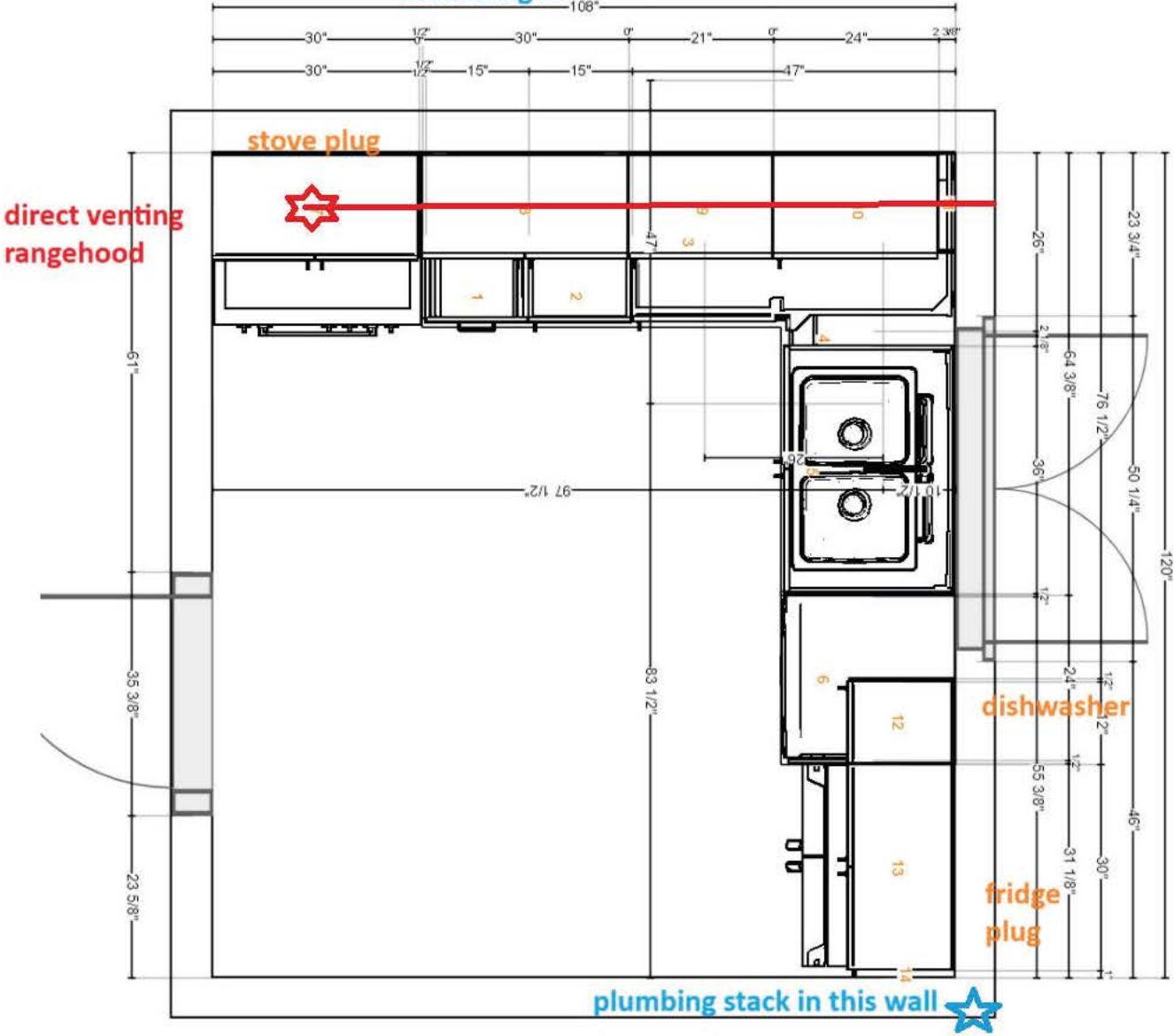
**GRANDE prairie** CITY OF GRANDE PRAIRIE  
 PLANNING AND DEVELOPMENT  
**REFUSED**  
 PL260095 4/29/2026  
 PERMIT # DATE DEVELOPMENT AUTHORITY

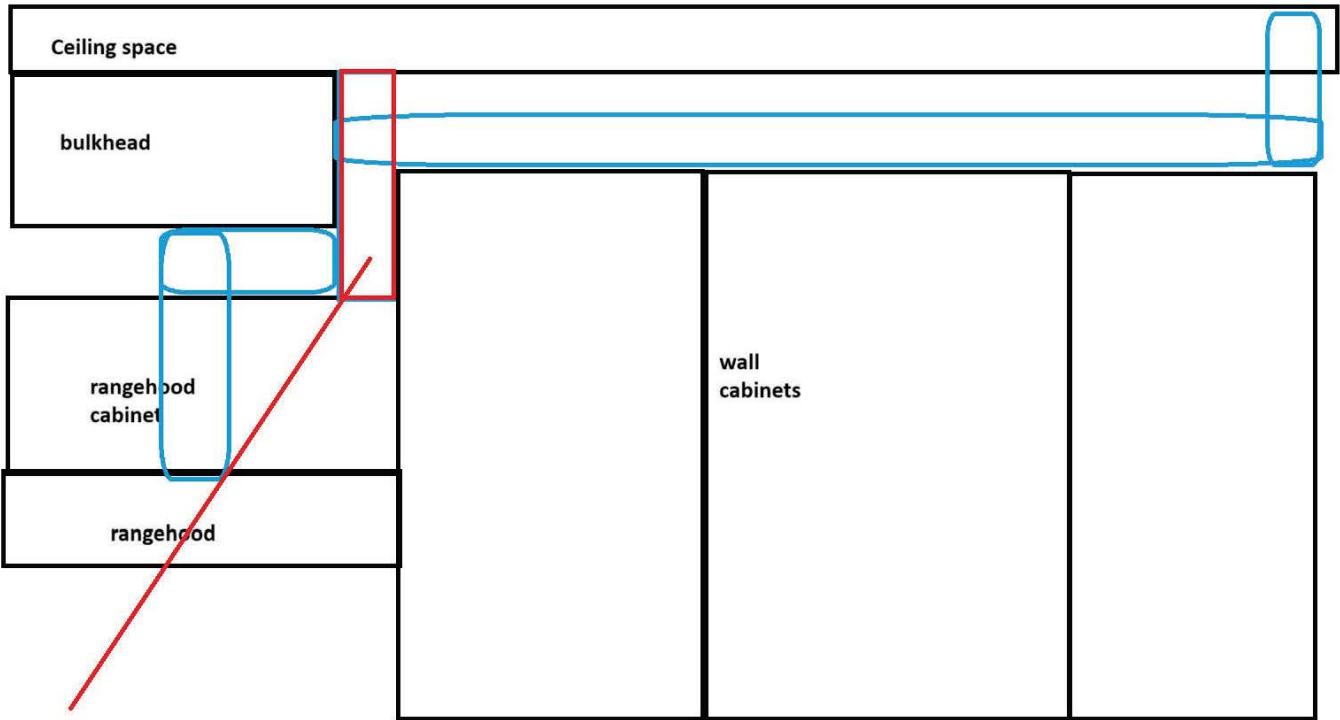
# Top view

All measurements are in in

Suspended ceiling above

Electrical and plumbing to be surface mounted due to exterior wall being ICF





3" square ducting

This Page is Left Intentionally Blank

# **BACKGROUND**

SITE PLAN

PL260095

SDAB 2026-004D



Parking for suites  
2.7 x 5.8

**GRANDE**  
prairie

CITY OF GRANDE PRAIRIE  
PLANNING AND DEVELOPMENT

**REFUSED**

PL260095 4/29/2026  
PERMIT # DATE

*Adams*  
DEVELOPMENT AUTHORITY

This Page is Left Intentionally Blank

# **BACKGROUND**

INPUT REQUEST

ADJACENT NEIGHBOURS

PL260095

SDAB 2026-004D

April 15, 2026

ATIA Section 20(1)



---

**RE: City of Grande Prairie File #: PL260094**  
**Municipal Address: 9307 106 AVENUE, Unit:A&B, GRANDE PRAIRIE, AB T8V1H6**

Dear Sir / Madam:

The City of Grande Prairie has received a Development Permit Application for secondary suites with variances, to be located at the address indicated above (see attached map).

The applicant is proposing:

- Legalization of pre-existing secondary suites within both units of a semi-detached dwelling.
- A variance to **Section 57.2** of the Land Use Bylaw, which requires each unit of a semi-detached dwelling to be situated on its own separate lot in order to be eligible for a secondary suite.
- A variance to **Section 57.6(a)** of the Land Use Bylaw, which limits secondary suites on small lots up to 9.2 m in width to a maximum of one (1) bedroom. Each half of the semi-detached dwelling has a lot width of approximately 7.6 m, and the applicant is proposing three (3) bedrooms within each secondary suite.
- All other secondary suite regulations, including additional on-site parking requirements pursuant to **Section 57.13**, are being met with parking located at the rear of the property adjacent to the lane.

The public notification process allows the public including adjacent or nearby property owners, the opportunity to review a proposed development and provide their comments or concerns about the proposal to administration prior to a decision being made.

Please submit, in writing, any comments you may have regarding this application on or before **April 29, 2026**. If we do not receive a written submission by this date, City Administration will assume you have no comments or concerns to the proposed development. Please quote "File # PL260094" on all correspondence submitted.

You may submit your correspondence in one of the following three ways:

In person: City Service Centre, 9505 - 112 Street. Monday to Friday, 8:30AM - 4:30PM

Via E-mail to: [adowning@cityofgp.com](mailto:adowning@cityofgp.com)

Via mail to: Alison Downing, Manager, Planning & Development Permitting, Development Services  
City Service Centre  
Development Services  
9505 - 112 Street  
Grande Prairie, AB T8V 6H8

Any personal information submitted in any written comments in response to this notification are collected for the purpose of assessing the comments and processing the development permit application, including but not limited to the verification that you are an adjacent landowner, and such personal information may be disclosed to the applicant of the development permit in administrative reports to and/or public agendas for Council or Council Committee.

The City is authorized to collect personal information submitted in any written comments in response to this notification pursuant to Section 33(a) and 33(c) of the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25 as amended from time to time, in connection with Sections 19.2 and 21.2 of the City's Land Use Bylaw.

Any personal information submitted in any written comments in response to this notification are collected for the purpose of assessing the comments and processing the development permit application, including but not limited to the verification that you are an adjacent landowner, and such personal information may be disclosed to the applicant of the development permit in administrative reports to and/or public agendas for Council or Council Committee. If you have questions regarding the collection and use of your personal information or any other questions, please contact Alison Downing at 780-538-0434 or [adowning@cityofgp.com](mailto:adowning@cityofgp.com).

A letter regarding the decision on this application will be sent out to the adjacent property owners, a sign may be posted on the property and a notice of approval will be posted on the City of Grande Prairie website. Should anyone wish to appeal the decision for this application, the appeal expiry date and information will be included in all notices.

Regards,

ATIA Section 20(1)



Alison Downing  
Manager, Planning & Development Permitting, Development Services

Enclosure

This Page is Left Intentionally Blank

# **BACKGROUND**

NOTICE OF REFUSAL

PL260095

SDAB 2026-004D

## NOTICE OF REFUSAL

---

This development application for the following:

Project: Legalization of Existing Unauthorized Secondary Suite

Located at:

Legal: Lot: 16; Block: 14; Plan: 1766KS  
Address: 9307 106 AVENUE, Unit:B, GRANDE PRAIRIE, AB T8V1H6

within the RT Residential Transition district has been refused by the Development Authority as per the following sections of Land Use Bylaw C-1260:.

**1. Non-Compliance with Section 57.2 – Eligibility Requirements for Secondary Suites in Semi-Detached Dwellings**

Section 57.2 of Land Use Bylaw C-1260 was introduced as part of Council's recent November 2024 decision to allow secondary suites in semi-detached dwellings following extensive public engagement. Council deliberately limited this new allowance to semi-detached units located on separate titled lots in order to manage residential density and ensure compatibility with neighbourhood form and infrastructure capacity. The proposed development application seeks to legalize a secondary suite within the subject semi-detached dwelling unit (Unit B) on a single parcel that contains both halves of a semi-detached dwelling. As the semi-detached dwelling is not subdivided into separate titled lots, the proposal does not comply with this eligibility requirement.

**2. Non-Compliance with Section 57.6(a) – Maximum Bedroom Limits for Secondary Suites**

Section 57.6(a) of Land Use Bylaw C-1260 limits secondary suites to a maximum of one bedroom where the frontage of a dwelling unit is 9.2 m or less. This requirement is intended to control occupancy and limit development intensity on narrow lots where land area and site capacity are constrained. The proposed development includes a three-bedroom secondary suite within the subject semi-detached dwelling unit, which has an effective unit frontage of approximately 7.6 m.

**3. Non-Compliance with Section 57.4 – Secondary Suites Must Remain Subordinate and Accessory**

Section 57.4 of Land Use Bylaw C-1260 requires secondary suites to remain subordinate and accessory to the principal dwelling. This regulation ensures that secondary suites do not function as dwelling units of comparable scale or intensity to the main residence. The proposed three-bedroom secondary suite does not maintain a clearly subordinate relationship to the principal dwelling unit and would operate at an intensity comparable to the primary unit. The proposal therefore conflicts with the intent of Section 57.4.

Date of Decision: April 29, 2026

Appeal Expiry Date: May 20, 2026

ATIA Section 20(1)



---

Alison Downing  
Manager, Planning & Development  
Permitting, Development Services

**Notice of Appeal Procedures:**

In accordance with Section 685(2) of the Municipal Government Act, any person affected by this Development Permit may appeal to the Subdivision & Development Appeal Board.

It is highly recommended that you check [www.cityofgp.com/sdab](http://www.cityofgp.com/sdab) for more information on the appeal process (including the fees involved) or contact the Subdivision & Development Appeal Board Clerk at 780-357-4954 or [appeals@cityofgp.com](mailto:appeals@cityofgp.com) for any questions concerning the appeal process.

Anyone wishing to file an appeal must do so on or before by emailing the Notice of Appeal form to [appeals@cityofgp.com](mailto:appeals@cityofgp.com), mailing the form or submitting the form in person, Monday to Friday between 8:30 am and 4:30 pm at:

City Hall  
Attn: Legislative Services Department  
10205 98 Street  
Grande Prairie, AB T8V 6V3

**Please note:** The appeal fee and form must both be submitted on or before the deadline above for the Notice of Appeal to be considered.

This Page is Left Intentionally Blank

# **IN OPPOSITION OF THE APPEAL**

SUBMISSION FROM THE  
DEVELOPMENT AUTHORITY

SDAB 2026-004D

**SUBDIVISION AND DEVELOPMENT APPEAL**

**BOARD HEARING # 2026-004D**

**Thursday, June 11<sup>th</sup>, 2025, 9:30 A.M.**

---

**APPELLANT** : Ashley L'Hirondelle & Brandon Hollinger  
**DEVELOPMENT APPLICATION** : PL260095  
Legalization of Existing Unauthorized Secondary Suite  
**DEVELOPMENT ADDRESS** : 9307 106 Avenue, Unit B (Lot 16, Block 14, Plan 1766KS)  
**LAND USE DESIGNATION** : Residential Transition (RT) District

---

**RECOMMENDATION:**

It is recommended that the SDAB deny the appeal and uphold the decision of the Development Authority to refuse Development Permit PL260095 for the following reasons:

1. The proposed development does not comply with Section 57.2 of Land Use Bylaw C-1260, as secondary suites in semi-detached dwellings are only permitted on separately titled lots, and the subject property contains both units on a single parcel.
2. The proposal does not comply with Section 57.6(a), which limits secondary suites to a maximum of one bedroom where the unit frontage is 9.2 metres or less, whereas the proposed suite contains three bedrooms on an approximately 7.6 metre frontage.
3. The proposed secondary suite does not comply with Section 57.4, as it does not remain subordinate and accessory to the principal dwelling and would operate at a comparable intensity.
4. The scale and intensity of the proposed secondary suite would result in overdevelopment of the site and is not consistent with the intent of the Land Use Bylaw for narrow semi-detached dwellings.

**BACKGROUND:**

Development Permit Application PL260095 was submitted for the legalization of an existing secondary suite developed without the required development permit approvals at 9307 106 Avenue, Unit B (Lot 16, Block 14, Plan 1766KS).

The subject property is located within the Residential Transition (RT) District. This district is intended to provide a transition between lower density residential areas and higher density forms, while maintaining compatibility with surrounding development.

In November 2024, Council amended the Land Use Bylaw to expand where secondary suites are permitted. Prior to this amendment, secondary suites were only allowed in single detached dwellings. The amendment introduced the ability to develop secondary suites within semi-detached dwellings, provided each unit is located on its own separately titled lot.

This amendment reflects a balance between increasing housing flexibility and managing density. In newer neighbourhoods, semi-detached dwellings are typically constructed on separate titled lots. As a result, the amendment does not significantly change development patterns in those areas.

In established neighbourhoods, larger parcels may accommodate semi-detached dwellings on a single title. Without the separate title requirement, each side of the semi-detached dwelling could contain both a principal unit and a secondary suite. This could result in a total of four units on a single lot, effectively functioning as a four-unit dwelling.

To address this, Council included the separate title requirement to prevent unanticipated density on individual parcels. This ensures that additional units are developed in a manner consistent with subdivision standards, servicing considerations, and long-term land use planning objectives.

The proposed secondary suite contains three bedrooms. The Land Use Bylaw limits secondary suites to a maximum of one bedroom where the unit frontage is 9.2 metres or less. The subject unit has an approximate frontage of 7.6 metres and does not meet this requirement.

The Land Use Bylaw also requires that secondary suites remain subordinate and accessory to the principal dwelling. The proposed suite includes three bedrooms and is capable of accommodating a household similar in size to the principal dwelling. As a result, the suite does not maintain the subordinate role contemplated by Section 57.4 of the Land Use Bylaw.

The Development Authority refused the application on April 29, 2026, and issued a Notice of Refusal. The applicant subsequently submitted an appeal within the legislated timeframe, resulting in this hearing before the Subdivision and Development Appeal Board.

### **ANALYSIS:**

Administration's analysis focused on whether the proposed development complies with the Land Use Bylaw and aligns with the planning objectives associated with secondary suites in semi-detached dwellings.

The property is developed as a semi-detached dwelling on a single titled parcel. Recent amendments to the Land Use Bylaw restrict secondary suites in semi-detached dwellings to those located on separately titled lots. This requirement was implemented to manage density, ensure adequate servicing, and maintain consistency with neighbourhood character.

The following points summarize Administration's key findings:

#### **Non-Compliance with Land Use Bylaw C-1260 (Section 57.2)**

The proposed secondary suite is located within a semi-detached dwelling on a single parcel, which is not eligible for a secondary suite under current bylaw provisions.

#### **Exceeds Maximum Bedroom Limit (Section 57.6(a))**

The proposed secondary suite contains three bedrooms, exceeding the maximum of one bedroom permitted for dwellings with frontage of 9.2 metres or less.

### **Failure to Maintain Subordinate Relationship (Section 57.4)**

The scale and layout of the secondary suite do not maintain a clearly subordinate relationship to the principal dwelling, conflicting with the intent that secondary suites remain accessory.

### **Compliant Development Pathways**

Administration notes that the Land Use Bylaw provides a compliant pathway to achieve similar density. This may include subdivision to create separately titled lots or development under provisions applicable to multi-unit dwellings. These requirements are intended to ensure proper site design, servicing, and long-term land use structure.

The current proposal does not follow these established pathways and instead seeks to achieve additional density without meeting those requirements. As such, the issue is not whether the density is permitted in principle, but whether it has been proposed in a manner that complies with the Land Use Bylaw.

Approving the proposed variances would result in an inconsistent application of the Land Use Bylaw, as similar developments elsewhere are required to comply with subdivision and development requirements to achieve comparable density.

### **APPLICABLE LEGISLATION REVIEW:**

#### **Municipal Government Act (MGA)**

Sections 640 and 685 through 687 empower the Development Authority to make variance decisions and allow appeals to the SDAB. The SDAB may confirm, revoke, or vary the decision of the Development Authority.

Section 687(3)(d) requires that a variance not unduly interfere with the amenities of the neighbourhood or materially affect the use, enjoyment, or value of adjacent properties. While similar forms of development and density may be achievable through compliant pathways and would not necessarily result in impacts to surrounding properties, the proposal represents a significant deviation from the Land Use Bylaw requirements established to manage density and site development. Approving the requested variances in this instance would undermine the planning framework intended to guide the orderly and consistent development of residential properties within the neighbourhood.

#### **Municipal Development Plan (Bylaw C-1462)**

- Policy 4.3: Council shall give priority to efficient utilization of existing infrastructure.
- Policy 5.2(d): Neighbourhood design should enhance the built environment and promote pedestrian orientation.
- Policy 8(e): Support compact subdivision and building designs that balance vehicle access with high-quality streetscapes.

#### **Land Use Bylaw C-1260**

- Section 57.2: Establishes eligibility requirements for secondary suites in semi-detached dwellings, including requirement for separate titles.
- Section 57.6(a): Limits the number of bedrooms in secondary suites based on frontage.
- Section 57.4: Requires secondary suites to remain subordinate and accessory to the principal dwelling.

**STAKEHOLDER ENGAGEMENT:**

Land Use Bylaw C-1260 requires that adjacent property owners be notified when a variance is applied for. In compliance with this requirement, Administration provides notification to adjacent landowners prior to a decision to allow an opportunity for comment.

For this application, an information package was sent to eight adjacent property owners in accordance with the bylaw requirements. The variance decision was also posted on the City's website. No comments were received in response to the adjacent notifications.

**SUMMARY / CONCLUSION:**

The appeal relates to the refusal of Development Permit PL260095 for the legalization of an existing unauthorized secondary suite within a semi-detached dwelling.

The Development Authority refused the application on April 29, 2026, on the basis that the proposal does not comply with multiple provisions of the Land Use Bylaw, including eligibility requirements, bedroom limits, and the requirement for the suite to remain subordinate to the principal dwelling.

The proposed development does not meet the intent of the Land Use Bylaw and represents an over-intensification of the site. No planning rationale or site-specific considerations have been identified that would justify relaxing these requirements.

Accordingly, Administration recommends that the Subdivision and Development Appeal Board deny the appeal and uphold the Development Authority's decision to refuse Development Permit PL260095.

**ATTACHMENTS:**

**Attachment 1: Site Location Map**

**Attachment 2: Land Use Bylaw Section 57**

**Attachment 3: Notice of Refusal**

**Location Map**

**9307 106 Avenue, Unit A & Unit B**



## Section 57 Secondary Suites

### (Bylaw C-1260-180 – June 17, 2024)

- 57.1 A Secondary Suite may only be developed within a single detached dwelling or semi-detached dwelling.
- 57.2 Each unit of a semi-detached dwelling must be situated on its own separate lot in order to be eligible to add a Secondary Suite.
- 57.3 Secondary Suite neighbourhood distribution will be limited based on allowing no more than a maximum of eight (8) Secondary Suites and/or Backyard Suites within a 30m radius surrounding and including the proposed property, and no more than two (2) Secondary Suites or Backyard Suites in a row will be permitted. A proposed Backyard Suite or Secondary Suite will not be permitted if it renders an approved Backyard Suite or Secondary Suite a non-conforming use based on this limit. The 30m radius will be measured from any part of the property boundary. The 30m radius will also be measured from any Backyard Suite or Secondary Suite that falls within the 30m radius of the subject property to determine whether the proposed development would render an existing one non-conforming. All lots contained wholly or in part within the 30m radius will be included in this calculation.

### (Bylaw C-1260-187 – November 18, 2024)

- 57.4 Secondary suites shall be accessory and subordinate to the principal dwelling.
- 57.5 There is no maximum floor area for Secondary Suites wholly located in a basement; internal stairways and landings that provide access to the basement may be above grade. Secondary Suites that are not entirely located in the basement have a maximum suite floor area of 100m<sup>2</sup>.
- 57.6 The number of bedrooms allowed shall be proportional to the lot width:
- a. Small lot (Up to 9.2m lot width): No more than one (1) bedroom
  - b. Medium lot (up to 12.0m lot width): No more than two (2) bedrooms
  - c. Large lot (above 12.0m lot width): No more than three (3) bedrooms
- 57.7 A lot containing a Single Detached Dwelling shall only be permitted to have one (1) of the following:
- a. A Secondary Suite;
  - b. A Backyard Suite; or
  - c. A Home Business.

### (Bylaw C-1260-187 – November 18, 2024)

- 57.8 A lot containing one (1) half of a Semi-Detached Dwelling shall only be permitted to have one (1) of the following:
- a. A Secondary Suite; or
  - b. A Home Business.
- 57.9 A Secondary Suite is not permitted to have a Home Business.
- 57.10 The Secondary Suite shall not be subject to separation of title from the principal dwelling through a condominium conversion or subdivision.
- 57.11 A Secondary Suite shall be developed in such a manner that the exterior aesthetics of the building containing the Secondary Suite shall appear as a single detached dwelling.
- 57.12 A Secondary Suite shall have a separate entrance from the entrance to the principal dwelling, either from a common indoor landing or directly from the exterior of the structure. The entrance to the Secondary Suite shall not open into a garage.

- 57.13 The minimum number of parking stalls for a Secondary Suite is one (1) less than the number of bedrooms, with a minimum of at least one (1) stall. This is in addition to the parking requirements for the principal dwelling pursuant to Part Nine of this Bylaw. For example, a one-bedroom or two-bedroom Secondary Suite requires one (1) additional parking stall and a three-bedroom Secondary Suite requires two (2) parking stalls.
- 57.14 Parking stalls for the Secondary Suite shall be available and maintained for the exclusive and unrestricted use of the occupant(s) of the Secondary Suite.
- 57.15 Secondary Suite parking stalls in tandem with the parking stalls required for the principal dwelling are not allowed. However, if multiple parking stalls are required for the Secondary Suite, these can be arranged in a tandem parking configuration.
- 57.16 Parking stalls for the Secondary Suite shall not be located in a garage, or in tandem with the parking stalls in the garage unless the garage is divided with a wall and has two (2) separate overhead doors.
- 57.17 Where the locations of Secondary Suites and/or Backyard Suites have been approved in an adopted Outline Plan in accordance with the criteria in Section 57.3, Development Permits issued for Secondary Suites and/or Backyard Suites through this Bylaw shall be consistent with those locations shown in the adopted Outline Plan.

**(Bylaw C-1260-187 – November 18, 2024)**

## NOTICE OF REFUSAL

---

This development application for the following:

Project: Legalization of Existing Unauthorized Secondary Suite

Located at:

Legal: Lot: 16; Block: 14; Plan: 1766KS  
Address: 9307 106 AVENUE, Unit:B, GRANDE PRAIRIE, AB T8V1H6

within the RT Residential Transition district has been refused by the Development Authority as per the following sections of Land Use Bylaw C-1260:.

**1. Non-Compliance with Section 57.2 – Eligibility Requirements for Secondary Suites in Semi-Detached Dwellings**

Section 57.2 of Land Use Bylaw C-1260 was introduced as part of Council's recent November 2024 decision to allow secondary suites in semi-detached dwellings following extensive public engagement. Council deliberately limited this new allowance to semi-detached units located on separate titled lots in order to manage residential density and ensure compatibility with neighbourhood form and infrastructure capacity. The proposed development application seeks to legalize a secondary suite within the subject semi-detached dwelling unit (Unit B) on a single parcel that contains both halves of a semi-detached dwelling. As the semi-detached dwelling is not subdivided into separate titled lots, the proposal does not comply with this eligibility requirement.

**2. Non-Compliance with Section 57.6(a) – Maximum Bedroom Limits for Secondary Suites**

Section 57.6(a) of Land Use Bylaw C-1260 limits secondary suites to a maximum of one bedroom where the frontage of a dwelling unit is 9.2 m or less. This requirement is intended to control occupancy and limit development intensity on narrow lots where land area and site capacity are constrained. The proposed development includes a three-bedroom secondary suite within the subject semi-detached dwelling unit, which has an effective unit frontage of approximately 7.6 m.

**3. Non-Compliance with Section 57.4 – Secondary Suites Must Remain Subordinate and Accessory**

Section 57.4 of Land Use Bylaw C-1260 requires secondary suites to remain subordinate and accessory to the principal dwelling. This regulation ensures that secondary suites do not function as dwelling units of comparable scale or intensity to the main residence. The proposed three-bedroom secondary suite does not maintain a clearly subordinate relationship to the principal dwelling unit and would operate at an intensity comparable to the primary unit. The proposal therefore conflicts with the intent of Section 57.4.

Date of Decision: April 29, 2026

Appeal Expiry Date: May 20, 2026

ATIA Section 20(1)



---

Alison Downing  
Manager, Planning & Development  
Permitting, Development Services

**Notice of Appeal Procedures:**

In accordance with Section 685(2) of the Municipal Government Act, any person affected by this Development Permit may appeal to the Subdivision & Development Appeal Board.

It is highly recommended that you check [www.cityofgp.com/sdab](http://www.cityofgp.com/sdab) for more information on the appeal process (including the fees involved) or contact the Subdivision & Development Appeal Board Clerk at 780-357-4954 or [appeals@cityofgp.com](mailto:appeals@cityofgp.com) for any questions concerning the appeal process.

Anyone wishing to file an appeal must do so on or before by emailing the Notice of Appeal form to [appeals@cityofgp.com](mailto:appeals@cityofgp.com), mailing the form or submitting the form in person, Monday to Friday between 8:30 am and 4:30 pm at:

City Hall  
Attn: Legislative Services Department  
10205 98 Street  
Grande Prairie, AB T8V 6V3

**Please note:** The appeal fee and form must both be submitted on or before the deadline above for the Notice of Appeal to be considered.

This Page is Left Intentionally Blank

**IN FAVOUR OF THE APPEAL**  
SUBMISSION FROM THE APPELLANT  
SDAB 2026-004D

**From:** ATIA Section 20(1)  
**To:** Appeals  
**Subject:** letter to appeal board  
**Date:** Thursday, June 04, 2026 3:07:12 AM

---

To the Members of the Subdivision and Development Appeal Board,

Re: Appeal of Development Permit Refusal – Legalization of Existing Secondary Suite  
Property Address: 9307 106 Avenue, Unit B, Grande Prairie, AB  
Legal Description: Lot 16, Block 14, Plan 1766KS

Thank you for taking the time to consider my appeal regarding the refusal of my application to legalize the existing secondary suite at the above-noted property.

I appear before the Board with great respect for the City's planning process and the role of Council in establishing the Land Use Bylaw. I am not seeking to avoid safety requirements, development standards, or responsible regulation. Rather, I am asking the Board to consider the practical realities of this situation and the significant hardship that would result from strict application of the bylaw provisions in circumstances where the development has little to no negative impact on the surrounding neighbourhood.

I respectfully request that the Board approve my appeal and permit the legalization of the secondary suites for both A+B without requiring subdivision of the property or the removal of the existing two bedrooms per side.

This request is based on five key considerations:

1. The Development Has Little to No Operational Impact on the Neighbourhood

One of the most important considerations in this appeal is that legalizing the existing basements, will not change how the property functions within the neighborhood.

The building has existed in essentially its current form since it was constructed in 2011. Each side of the duplex contains six bedrooms and two bathrooms. The physical structure, parking arrangements, lot coverage, building footprint, and neighbourhood appearance have existed for many years.

Approving this appeal would not result in additional construction, increased building mass, reduced setbacks, or changes to the character of the neighbourhood. The property would continue to look and function exactly as it does today.

The proposal does not create a new development. It simply seeks recognition and legalization of an existing housing arrangement that has already demonstrated compatibility with the surrounding community.

Furthermore, parking concerns are often cited when discussing secondary suites. In this case, the property contains ample on-site parking, with approximately four parking spaces available for each side of the duplex.

Throughout my ownership and management of the property, I have never observed parking demand exceeding the available parking capacity. In many cases, parking demand has been lower than expected because tenants frequently share accommodations and vehicles.

Whether the property is occupied by one large family or multiple smaller households, the practical impact on parking and traffic remains substantially the same.

For these reasons, I respectfully submit that approval of this appeal would have little to no operational impact on the neighbourhood.

2. Strong Community Support Demonstrates Neighbourhood Compatibility

In preparation for this appeal, I personally visited neighbouring properties to discuss my application and answer questions regarding the proposed legalization.

Every neighbour who answered their door signed my petition in support of the application.

Importantly, not a single resident expressed opposition.

Many homeowners and renters indicated that they understood both the housing challenges facing Grande Prairie and the financial challenges associated with bringing older developments into compliance with changing regulations.

Several neighbours specifically expressed support for the creation and preservation of affordable housing options within the community.

The overwhelming support received from residents is significant because these are the individuals most directly affected by the property. Their support demonstrates that the proposal is viewed as compatible with the neighbourhood and does not create concerns regarding parking, noise, safety, or community character.

3. The Property Has Already Been Brought Substantially Into Compliance

Since purchasing the property, I have worked diligently and cooperatively with City Administration to address concerns and bring the property into compliance.

The basement developments originally existed without permits from the original builder. After purchasing the property, I undertook extensive renovations and upgrades to correct deficiencies and satisfy building requirements.

To date, I have invested more than \$60,000 toward legalizing the property, including the installation and upgrading of basement kitchens, safety improvements, and work required to bring the basement developments up to code.

These renovations were funded through borrowed money, and I am still making payments on the loan used to complete this work.

Throughout the process, City staff have acknowledged that very little remains to be done from a practical building and safety perspective.

The primary obstacles preventing legalization are not health or safety deficiencies. Rather, they arise from technical requirements created by the wording of the current bylaw.

This distinction is important.

If there were unresolved safety concerns, I would understand the need for additional requirements. However, in this case, the property has already undergone extensive improvements and substantial investment to achieve compliance.

The remaining issues are largely technical in nature and do not improve the safety or livability of the suites.

4. Strict Application of the Bylaw Creates Significant Hardship Without Corresponding Public Benefit

Property owner.

The refusal identifies three areas of non-compliance:

- The requirement that secondary suites in semi-detached dwellings only be permitted on separately titled lots.
- The limitation of one bedroom within the secondary suite.
- The requirement that the secondary suite remain subordinate to the principal dwelling.

I fully understand the intent behind these regulations. However, I respectfully submit that applying them rigidly in this case creates substantial hardship without producing a meaningful public benefit.

The most significant issue is the subdivision requirement.

I have been advised that separating municipal services, including sewer infrastructure, could cost approximately \$50,000.

This expense would not improve safety.

It would not improve building quality.

It would not reduce parking demand.

It would not reduce traffic.

It would not alter the appearance of the neighborhood. It would simply change the legal title structure of the property.

Given the substantial investment already made to bring the property into compliance, imposing an additional cost of this magnitude would create severe financial hardship while providing little practical benefit to the community.

Likewise, requiring the removal of bedrooms would significantly reduce the usefulness and value of the property while doing little to advance the goals of the bylaw.

The suites currently contain three bedrooms. These bedrooms have existed since the property was originally constructed in 2011.

Removing two bedrooms from each suite would reduce housing options for residents without addressing any demonstrated neighbourhood concern.

Additional bedrooms do not automatically result in additional vehicles, parking issues, or neighbourhood disruption.

Instead, they provide flexibility for families, roommates, and residents who require additional space for children, work, storage, or caregiving responsibilities.

#### 5. Approval Supports Affordable Housing and Housing Stability

Grande Prairie continues to experience demand for affordable rental housing. Throughout my experience managing this property, I have witnessed firsthand the challenges tenants face in finding affordable accommodations, particularly accommodations that are suitable for families, groups sharing housing costs, and tenants with pets.

Many of my tenants have chosen this property specifically because it provides a practical and affordable housing option that is difficult to find elsewhere.

If legalized, the suites would create stable, legal, safe housing opportunities for current and future residents.

If the appeal is denied, both current and future tenants may face reduced housing options and increased housing costs.

The impact extends beyond myself as the property owner.

It affects residents who rely on these units for affordable accommodation.

It affects families attempting to remain in the community.

It affects individuals seeking housing stability in a challenging rental market.

Approval of this appeal would help preserve housing supply while ensuring that the suites operate legally and safely.

Conclusion

I respectfully ask the Board to consider the broader circumstances surrounding this application.

The property has existed in its current form since 2011.

Significant investments exceeding \$60,000 have already been made to bring the development into compliance. Plus considering there will still be other costs associated with finishing the legalization of the property even if we are approved to not have to sub divide or remove bedrooms.

The remaining barriers to legalization are primarily technical requirements arising from the wording of the current bylaw rather than genuine health, safety, or neighborhood concerns.

The proposal enjoys strong neighborhood support.

It creates little to no operational impact on the surrounding area.

It preserves valuable affordable housing opportunities for Grande Prairie residents.

And it avoids imposing extraordinary financial hardship that would provide little practical benefit to the public.

For these reasons, I respectfully request that the Board grant my appeal and approve

the legalization of the secondary suites without requiring subdivision of the property or the removal of two existing bedrooms.

Thank you for your time, consideration, and service to the residents of Grande Prairie.

Respectfully submitted By,

Ashley L'Hirondelle  
Property owner.

---

**From:** Ashley Lhirondele [ATIA Section 20(1)]  
**Sent:** June 2, 2026 11:19 PM  
**To:** Appeals  
**Cc:** ashley.lhirondele  
**Subject:** Fwd: Rental support letter

Hello Charlene,

I am forwarding you over one letter of support to put towards my evidence, there is more to come.

Begin forwarded message:

**From:** kc [ATIA Section 20(1)]  
**Date:** June 2, 2026 at 7:50:13 PM MDT  
**To:** [ATIA Section 20(1)]  
**Subject:** Rental support letter

**Dear Members of City Council,**

**I am writing to express my concern regarding the current shortage of affordable rental housing in Grande Prairie and to advocate for the expansion of rental opportunities within our community.**

**At present, there is a significant lack of affordable housing options for residents, particularly young adults moving out on their own, as well as working individuals and families trying to establish themselves. The limited availability of reasonably priced rentals creates barriers to independence, financial stability, and long-term community growth.**

**As you are aware, the property in question has been reviewed and is well-suited to comfortably accommodate up to four families. This presents a practical opportunity to help address the housing shortage by increasing the number of available rental units without compromising safety, livability, or community standards.**

**The new owners take great pride in their character and commitment as responsible landlords. They are dedicated to maintaining safe, respectful, and well-managed living spaces for their tenants. Their goal is not only to provide housing but also to make a positive contribution to the community by offering reliable and affordable rental options.**

**On a personal note, I have two adult children who are currently living at home because they cannot find affordable rental accommodations. Like many young adults in Grande Prairie, they want the opportunity to live independently, gain life experience, and build their future, but the lack of affordable housing has made that difficult. Their situation reflects a growing challenge faced by many families throughout our city.**

**The rental market in Grande Prairie remains limited, and demand continues to outweigh supply. Increasing the number of available rental units, particularly**

**those that are affordable, would benefit the city by supporting workforce retention, reducing housing-related stress, and fostering a stronger, more inclusive community.**

**I respectfully ask Council to consider the importance of creating additional affordable housing opportunities and to support initiatives that help address this ongoing need.**

**Thank you for your time and consideration. I welcome the opportunity to discuss this matter further and provide any additional information if required.**

**Sincerely,**

**Kyle Cloutier**

ATIA Section 20(1)

ATIA Section 20(1)

---

**From:** ashley l'hirondelle [ATIA Section 20(1)]  
**Sent:** June 2, 2026 11:23 PM  
**To:** Appeals  
**Subject:** Fwd: Legalization

Second letter.

Begin forwarded message:

**From:** Kailee L'Hirondelle [ATIA Section 20(1)]  
**Date:** May 31, 2026 at 10:19:51 PM MDT  
**To:** [ATIA Section 20(1)]  
**Subject:** Legalization

To Whom It May Concern,

Re: Support for Legalization of Property at 9307 106 Avenue, Grande Prairie

I am writing as a former tenant to express my support for the legalization of the property located at 9307 106 Avenue in Grande Prairie.

Throughout my tenancy, I had found this property to be a safe, well-maintained, and valuable housing option within our community. At a time when Grande Prairie continues to face challenges related to affordable housing availability, properties such as this play an important role in providing residents with accessible and practical living spaces.

I would also like to recognize my previous landlord, Ashley L'Hirondelle, for the care and attention she has consistently provided. During my time renting, Ashley has been responsive to concerns, attentive to maintenance needs, and committed to ensuring that the property remains in good condition. Whenever issues arose, they were addressed in a timely and professional manner, contributing to a positive and stable living environment.

One of the most significant challenges facing Grande Prairie today is the shortage of affordable rental housing. Many residents, including families, workers, and individuals on fixed incomes, struggle to find accommodations that are both affordable and provide adequate living space. Properties such as 9307 106 Avenue help address this need by offering housing that is practical, comfortable, and suitable for a variety of tenants.

Legalizing this property would help preserve valuable housing stock within the city and support the broader goal of increasing affordable housing options for residents. Removing or limiting such housing opportunities would only place additional pressure on an already constrained rental market.

As someone who has directly benefited from living at this property, I can confidently say that it provides a positive contribution to the neighborhood and to the community as a

whole. The property is well cared for, responsibly managed, and serves an important purpose in meeting the housing needs of Grande Prairie residents.

I respectfully ask the City to consider the positive impact this property has on tenants and the community when making its decision regarding legalization.

Thank you for your time and consideration.

Sincerely,

Kailee L'Hirondelle

ATIA Section 20(1)

From: The Koziar's [redacted] ATIA Section 20(1)  
Subject: Property Letter  
Date: May 21, 2026 at 7:51:00 PM  
To: ashley l'hirondelle [redacted] ATIA Section 20(1)

To whom it may concern; I'm writing to share a vision for a rental property that can truly make a difference in Grande Prairie, Property unit A,B 9307-106 ave Ashley and Brandon are actively working to improve the property so it can comfortably accommodate four families. Importantly, we believe the existing layout is more than adequate—it is already a two-family dwelling but spacious enough to serve four. This means there's no need to subdivide the property onto separate titles—one unified title is sufficient to provide a safe, welcoming home for all renters. We also recognize the ongoing struggle in Grande Prairie: a shortage of rental properties. By providing this stable, affordable option, they hope to alleviate some of that pressure and offer families a place to thrive. Thank you for your time and support as they pursue this positive impact.

Best Regards,

Cindy & Dennis Koziar

[redacted] ATIA Section 20(1)

[redacted] ATIA Section 20(1)

[redacted] ATIA Section 20(1)

Grande Prairie

[redacted] ATIA Section 20(1)

[redacted] ATIA Section 20(1)

# Petition of Support for Existing Basement Suites

Property: Unit A & B 9307 106 Avenue, Grande Prairie, Alberta

To the City of Grande Prairie Council and Administration:

We, the undersigned residents and property owners of the surrounding neighbourhood, respectfully express our support for the legalization and continued use of the existing basement suites at **9307 106 Avenue, Grande Prairie, Alberta.**

We support maintaining the property in its current configuration, including the existing three-bedroom layout within each dwelling unit, subject to compliance with applicable fire and safety, requirements.

We believe that:

- The property provides valuable housing opportunities within the community.
- Maintaining the existing configuration helps support housing availability for families and residents.
- The property has operated in a manner that is compatible with the surrounding neighbourhood.
- Legalization of the basement suites would allow the property to meet applicable municipal requirements while preserving needed housing stock.
- Keeping the property as it currently exists is in the best interest of the community and neighbourhood.

Accordingly, we respectfully request that the City of Grande Prairie consider the support of the neighbourhood when reviewing any application related to the legalization of the basement suites and the continued use of the property with three bedrooms per unit.

## Signature Page

**By signing below, I indicate my support for the legalization of the basement suites and the continued use of the property at 9307 106 Avenue, Grande Prairie, Alberta, with the existing three-bedroom-per-unit configuration.**

Full Name (Printed)	Address	Phone Number	Signature	Date
Gabeen Greenhol Alexandria Schoddeu Nicholas Berry Hailey Werth	ATIA Section 20(1)	ATIA Section 20(1)		May 31 26 May 31 26 May 31 2026 May 31 2026
Brett Jeffries		ATIA Section 20(1)		3/15/26
Turdora Salazar		ATIA Section 20(1)		1/6/2026
Allan Young	ATIA Section 20(1)	ATIA Section 20(1)		1/06/2026
Evangelina Cordero	ATIA Section 20(1)	ATIA Section 20(1)		1/01/2024
Debbie Seward	ATIA Section 20(1)	ATIA Section 20(1)		06/02/26
Kneifer Hill	ATIA Section 20(1)	ATIA Section 20(1)		06/02/26
Clint Osborne				06/02/26
Stephanie Stadel				06/02/26

To Whom It May Concern,

I am writing to express my support for the legalization of the basement suites at 9307 106 Avenue in Grande Prairie.

As the owner of GP Lawn Doctor, I have a strong interest in the well-being and growth of our community. Through operating a local business, I have seen firsthand how the shortage of affordable rental housing affects not only residents but also local employers. Finding and retaining workers becomes more challenging when affordable and suitable housing options are limited. Many employees and young workers struggle to find accommodations that fit their budgets while still providing adequate space and a safe living environment.

As a parent of children who are approaching or already of renting age, I am also very aware of the difficulties young adults face when entering the rental market. Affordable rental options are becoming increasingly scarce, and many available units are either too expensive or do not provide enough living space to meet the needs of tenants.

I am familiar with the property at 9307 106 Avenue and have not observed any reason why the basement suites should not be legalized. The property appears to be well-maintained, responsibly managed, and provides much-needed housing opportunities within our community. Legalizing these suites would help preserve existing rental inventory and support residents who are actively searching for affordable places to live.

In my experience as a business owner, housing availability directly impacts the local workforce. Employees who cannot secure affordable housing are often forced to leave the area or turn down employment opportunities. Supporting legal and safe rental accommodations helps strengthen our economy, supports local businesses, and allows families and individuals to remain in Grande Prairie.

At a time when affordable housing remains a significant concern, I believe it is important to support responsible property owners who are helping address this need. Legalizing the basement suites at 9307 106 Avenue would be a practical and positive step toward increasing housing availability while ensuring the property operates within the City's requirements.

Thank you for your time and consideration. I respectfully ask that you support the legalization of the basement suites at 9307 106 Avenue.

Sincerely,

Monica Chambers

Owner, GP Lawn Doctor

ATIA Section 20(1)

ATIA Section 20(1)

ATIA Section 20(1)

Address

ATIA Section 20(1)

---

**From:** ashley l'hirondelle [ATIA Section 20\(1\)](#)  
**Sent:** June 2, 2026 11:47 PM  
**To:** Appeals  
**Subject:** Letter from Gerben for 9307 B 106 ave

Hello Charlene,

Here is another letter. I believe this should be the 4 th email so far. I still have pictures to share of the property too so there is more evidence to come.

Begin forwarded message:

**From:** gerben alexandra [ATIA Section 20\(1\)](#)  
**Date:** May 18, 2026 at 12:46:06 PM MDT  
**To:** [ATIA Section 20\(1\)](#)  
**Subject:** 9307 B 106 ave

Too whom it concerns,

We are currently living in the basement of 9307 B 106 ave. We is, my spouse, 2 cats and me.

The reason we moved in is that we rented a place that was invested with cat feces from the previous renters. We had too find something fast and this apartment was price worth and very spacious. We took for granted that we have a shared water heater. The furnace and electric are in the basement as well, which is a no bother for us.

For us it is the spacious living room, the 3 bedrooms, updated kitchen and flooring that makes it comfortable to live.

With regards,

Gerben Groenhof

Sent from my Bell Samsung device over Canada's largest network.

---

**From:** ashley l'hirondelle [ATIA Section 20\(1\)](#)  
**Sent:** June 3, 2026 12:02 AM  
**To:** Appeals  
**Subject:** Re: SDAB 2026-003D and SDAB 2026-004D - Notice of Appeal Signs - TO BE POSTED

Hello Charlene,

Sorry I made a mistake this should be the 6th email that has been sent so far to put towards evidence.

I am sending over pictures of the outside of the property to show that it has enough space to accommodate parking for 4 units.

Front parking.





Back parking section.

---

**From:** ashley l'hirondelle [ATIA Section 20\(1\)](#)  
**Sent:** June 3, 2026 12:40  
**To:** Appeals  
**Subject:** Unit b 9307 106 ave basement pictures

---













---

**From:** ashley l'hirondelle [ATIA Section 20\(1\)](#)  
**Sent:** June 3, 2026 12:41 AM  
**To:** Appeals  
**Subject:** Unit b 9307 basement pictures



















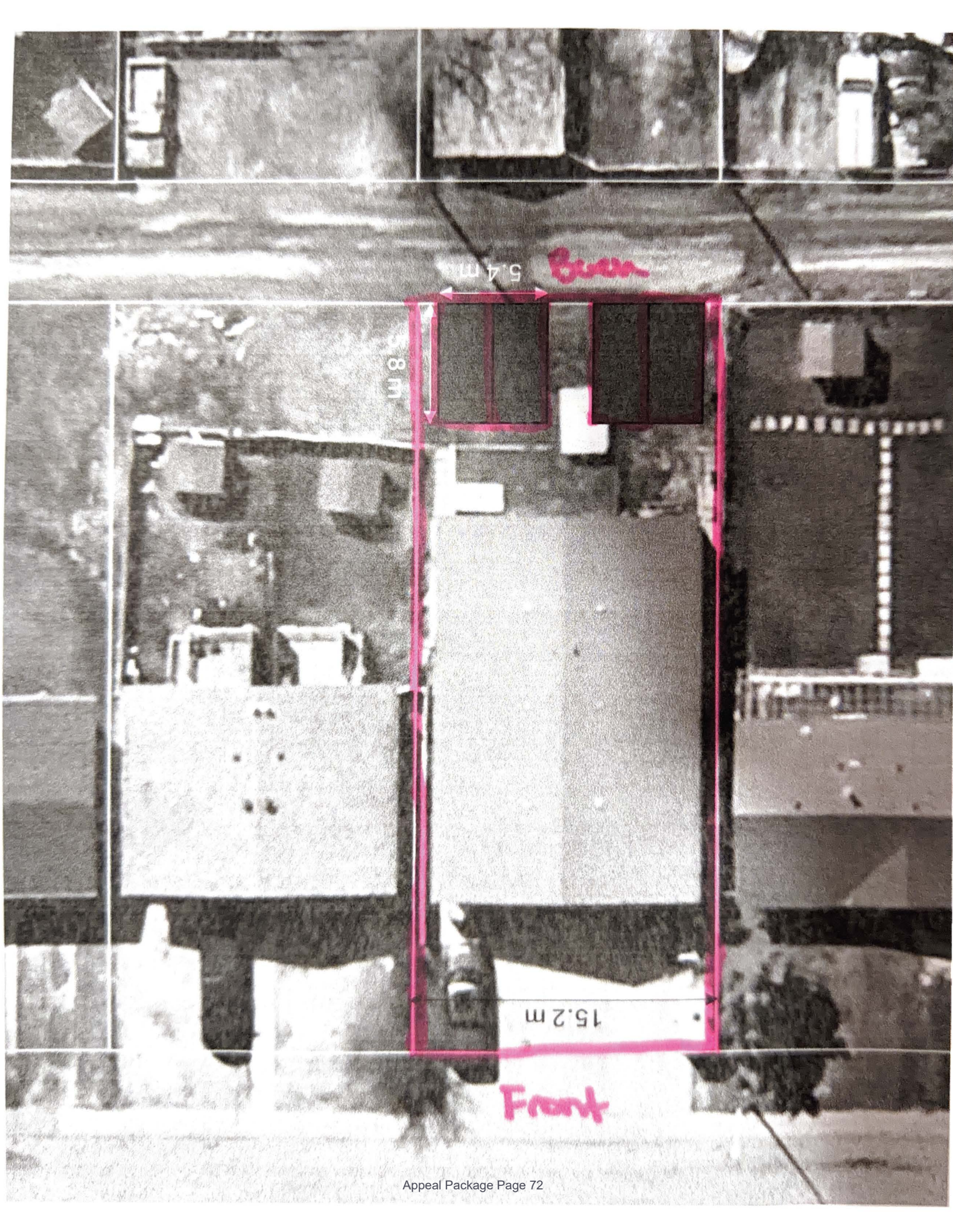
---

**From:** ashley l'hirondelle [ATIA Section 20\(1\)](#)  
**Sent:** June 3, 2026 1:59 AM  
**To:** Appeals  
**Subject:** Permits for basement and parking outline 9307 106 ave  
**Attachments:** attachment 1.pdf; image1.jpeg

Hello Charlene,

In this email I have put together the approved permits for the work that was done on the basements, I have also attached a picture showing the measurement of the lot and highlighted in the bi law about being able to have parking one stall less then the number of bedrooms. This is to show it could work if an exception was to be made to allow it.

Three bedrooms two parking stalls per suit.



5.4m

Back

15.8m

15.2m

Front

## PERMIT SERVICE REPORT

---

PERMIT NUMBER: PR240798-BD1

REPORT DATE: Aug 28, 2024

PERMIT ISSUED: Jul 22, 2024

INSPECTION RESULT: Passed

CONTRACTOR: ORF Contracting Ltd.

OWNER: ASHLEY L'HIRONDELLE

ATIA Section 20(1)

ATIA Section 20(1)

TYPE OF PERMIT: Building - Residential

CIVIC ADDRESS: 9307 106 AVENUE, Unit:A

LEGAL ADDRESS: Lot: 16; Block: 14; Plan: 1766KS

STATUS: Compliance monitoring services have been provided as required by the Safety Codes Act, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

- Work complies with the intent of the Safety Codes Act and applicable regulations.
- Work may not comply as:
- A Safety Codes Officer was unable to gain entry for the required site inspection(s).
  - The permit expired.
  - The permit was cancelled.
- Deficiencies must be corrected for the work to meet the intent of the Safety Codes Act and applicable regulations (refer to attached inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Regards,

ATIA Section 20(1)

---

Tiffany Carr D9244  
Name of Municipality Representative

## Electrical Final Inspection Report

PERMIT NO.: PR240798-EL1  
PERMIT ISSUED: Jul 22, 2024  
CONTRACTOR: RBD Contracting  
ATIA Section 20(1)  
ATIA Section 20(1)

REPORT ISSUED: Aug 28, 2024  
INSPECTION RESULT: Passed  
OWNER: ASHLEY L'HIRONDELLE

PROJECT LOCATION ADDRESS: 9307 106 AVENUE, Unit:A  
LEGAL LAND DESCRIPTION: Lot: 16; Block: 14; Plan: 1766KS  
INSPECTION TYPE: Electrical Final Inspection  
DISCIPLINE: Electrical

OBSERVATIONS:  
Final electrical inspection of pre-existing basement development.  
Note - not inspected or approved as a secondary suite.

NO FURTHER INSPECTIONS REQUIRED. PERMIT SERVICES REPORT ISSUED.

Deficiency #	Comments
--------------	----------

SAFETY CODES OFFICER: Lorne Gable D8159  
ATIA Section 20(1)

SIGNATURE:

ATIA Section 20(1)

## Plumbing Final Inspection Report

PERMIT NO.: PR240798-PL1      REPORT ISSUED: Aug 28, 2024  
PERMIT ISSUED: Aug 20, 2024      INSPECTION RESULT: Passed  
CONTRACTOR: O'Toole Plumbing & Heating      OWNER: ASHLEY L'HIRONDELLE

ATIA Section 20(1)

ATIA Section 20(1)

PROJECT LOCATION ADDRESS: 9307 106 AVENUE, Unit:A  
LEGAL LAND DESCRIPTION: Lot: 16; Block: 14; Plan: 1766KS  
INSPECTION TYPE: Plumbing Final Inspection  
DISCIPLINE: Plumbing

**OBSERVATIONS:**

Visual inspection of the kitchen sink and laundry stand pipe complies with the intent of the 2020 National Plumbing Code of Canada.

NO FURTHER INSPECTIONS REQUIRED. PERMIT SERVICES REPORT ISSUED.

Deficiency #	Comments
--------------	----------

SAFETY CODES OFFICER: Brad Bogath D8388  
ATIA Section 20(1)

SIGNATURE:

ATIA Section 20(1)

- 57.10 The Secondary Suite shall not be subject to separation of title from the principal dwelling through a condominium conversion or subdivision.
- 57.11 A Secondary Suite shall be developed in such a manner that the exterior aesthetics of the building containing the Secondary Suite shall appear as a single detached dwelling.
- 57.12 A Secondary Suite shall have a separate entrance from the entrance to the principal dwelling, either from a common indoor landing or directly from the exterior of the structure. The entrance to the Secondary Suite shall not open into a garage.
- 57.13 The minimum number of parking stalls for a Secondary Suite is one (1) less than the number of bedrooms, with a minimum of at least one (1) stall. This is in addition to the parking requirements for the principal dwelling pursuant to Part Nine of this Bylaw. For example, a one-bedroom or two-bedroom Secondary Suite requires one (1) additional parking stall and a three-bedroom Secondary Suite requires two (2) parking stalls.

Hello Charlene,

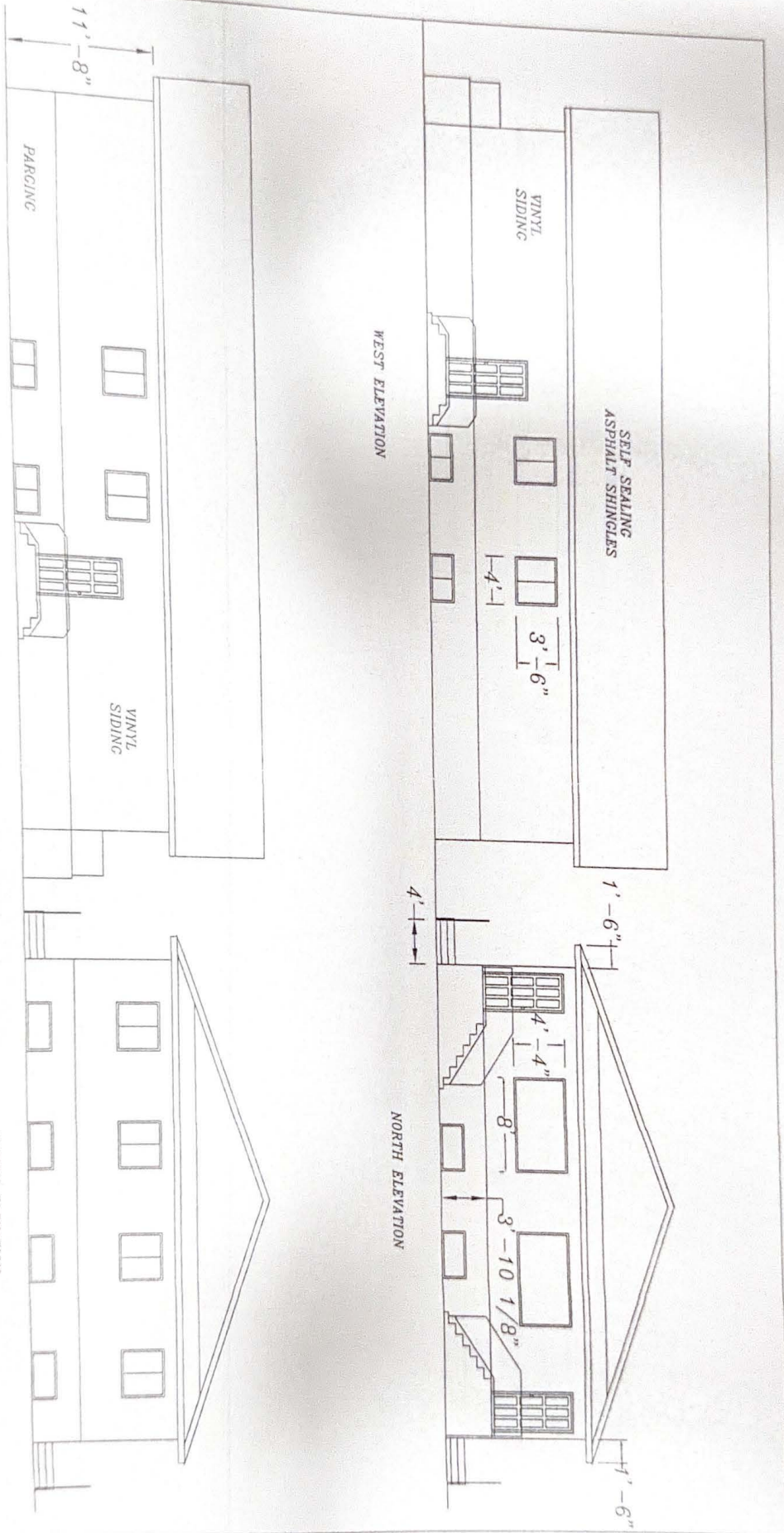
Here are the original building plans of the property, to give the members of the board an idea of what's the property looks like.

Thanks,

Ashley.

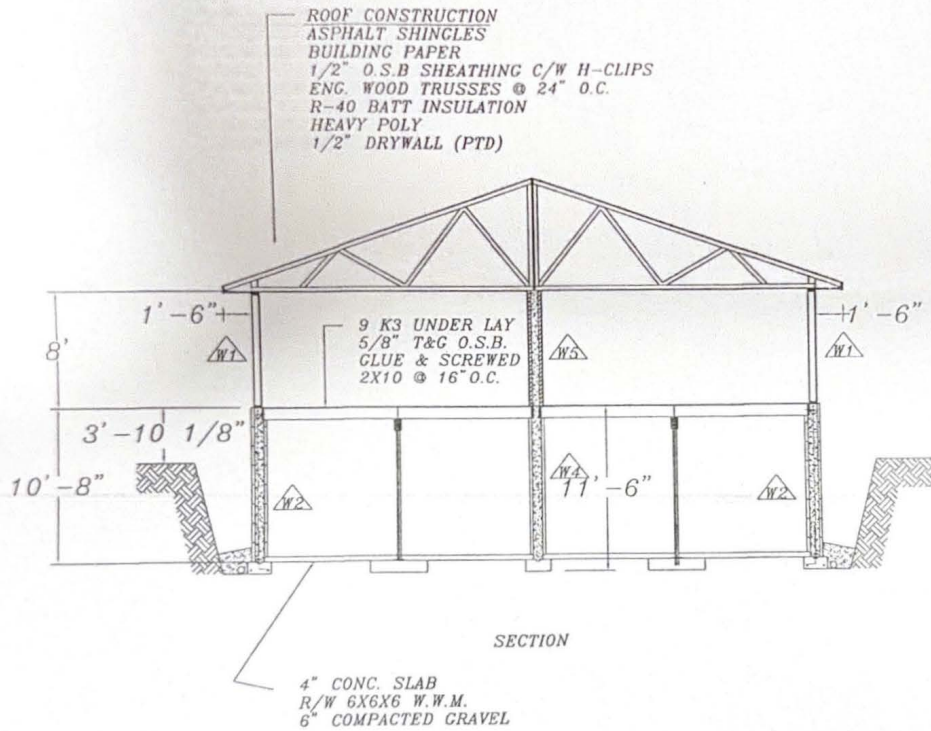






PHILLIPS DUPLEX  
SCALE 1/8" = 1'

N. SHAW & SONS CONTRACTING LTD.	DRAWING NO.	A3
PH. 532-0565 FAX 533-4834		



PHILLIPS DUPLEX  
 SCALE 1/8" = 1'

- W1 EXTERIOR WALL CONSTRUCTION  
 VINYL SIDING  
 BUILDING PAPER  
 1/2" OSB SHEATHING  
 2X6 WOOD STUDS @ 16" O.C.  
 R-20 BATT INSULATION  
 HEAVY POLY  
 1/2" DRYWALL (PTD)
- W2 EXTERIOR WALL CONSTRUCTION  
 1/2" DRYWALL  
 HEAVY POLY  
 FOAM BLOCK  
 8" CONC. FD WALL  
 C/W 2-10MM BAR T&B  
 WATER PROOF -TO GRADE LEVEL  
 PARCING ABOVE GRADE
- W3 INTERIOR WALL CONSTRUCTION  
 5/8" DRYWALL B/S  
 TO UNDERSIDE OF FLOOR  
 2X4 WOOD STUDS @ 16" O.C.
- W4 INTERIOR WALL CONSTRUCTION  
 1/2" DRYWALL B/S (PTD)  
 FOAM BLOCK  
 8" CONC. FD WALL  
 C/W 2-10MM BAR T&B
- W5 INTERIOR WALL CONSTRUCTION  
 1/2" DRYWALL B/S (PTD)  
 FOAM BLOCK  
 6" CONC. FD WALL  
 C/W 2-10MM BAR T&B
- W6 INTERIOR WALL CONSTRUCTION  
 1/2" DRYWALL B/S (PTD)  
 2X4 WOOD STUDS 16" O.C.

DEVELOPMENT PERMIT ONLY

APPROVED

APPROVED SUBJECT TO ATTACHED

N. SBAW & SONS CONTRACTING LTD.  
 PH: 532-4086 FAX: 532-4834



DATE	DRAWING NO.	14
APPROVED		