

Summer Village of Half Moon Bay  
February 7, 2025  
Municipal Planning Commission Minutes  
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*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held February 7, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:**

Chair:	Jon Johnston via Zoom
Councillor:	Mike Pashak via Zoom
Member at Large:	Greg Heffel via Zoom
CAO:	Tanner Evans
Development Officer:	Kara Kashuba
Recording Secretary:	Teri Musseau
Applicant(s):	Kirk Fulton via Zoom

**CALL TO ORDER:** Chair Johnston called the meeting to order at 9:00 a.m.

**AGENDA:**

**MPC-25-001** Moved by Councillor Pashak to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATION**

**59 Warbler Close**

Application for a deck, landscaping and mechanized excavation, stripping and grading work that has already been done at 59 Warbler Close (Lot 6, Block 5, Plan 4171NY)

Kara Hubbard and applicant left the meeting at 9:30 a.m. for discussion and decision by the Commission members

**DECISION**

**59 Warbler Close**

**MPC-25-002** Moved by Greg Heffel that the Development Application be approved under the following conditions:

- The construction shall be completed within 12 months and the landscaping shall be completed within 2 years of the date of permit issuance.
- The payment of a \$3,000.00 completions deposit to ensure all conditions of the development permit have been met, including the completion of construction within a one-year period, and landscaping completed within two years.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- All drainage must be engineered to ensure draining does not run off onto adjacent properties.
- In accordance with the engineer report, the retaining wall structures must be well maintained, ensuring that surface water is not allowed

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to pond near or around them. It is recommended that aggressive methods of surface drainage be enacted to ensure that this does not occur.

- To ensure that the retaining wall structures remains stable, it is required in accordance with the engineer report dated July 10, 2024, that 2 ½" drains be cut into the retaining wall at 32" o.c. approximately 3 Timber courses up from the finished grade. Ensure that drainage is located in the center of the timber horizontal members and a minimum 24" away from the dead men locations. This is applicable to both levels of the inspected retaining wall structure. Completion of this to be inspected and confirmation provided in writing to the Development Officer.
- Slope areas of gradient of 15% or more area to retain in natural state. Variance was granted by the MPC that land is to be left in a natural state, but two retaining walls (1.39m / 4.56ft. and 1.27m / 4.16ft. in height) and side walls abutting the stairs and adjacent slope land.
- All retaining walls can remain if they meet engineering requirements and receive approval from an Alberta Safety Code officer.
- A development permit shall not be issued for more than two accessory buildings on an unsubdivided parcel. One will need to be removed.
- A variance will be approved should the accessory building located in the yard adjacent to the lake remain at the current location, however, if another development permit is requested in the future, the shed will need to conform with the future Land Use Bylaw. It is the intent that the future Land Use Bylaw will require accessory buildings to have a 4-meter setback from the property line adjacent to the lake.
- The current Land Use Bylaw states, an accessory building on a parcel abutting Sylvan Lake or a reserve parcel abutting the lake shall be situated so that: (i) It is located within the minimum rear yard of any parcel; (ii) It is not closer to the front parcel boundary than the front wall of the main building or 15 m (49.21 ft.) whichever is the least. The accessory building in the yard adjacent to the lake is located 1.49m (4.88ft.) from the front property line, a variance for the shed to remain in its current location is granted by the Municipal Planning Commission..

CARRIED

**ADJOURNMENT:**

**MPC-25-003**

Moved by Mayor Johnston that the Municipal Planning Commission meeting be adjourned at 10:15 a.m.

CARRIED

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JON JOHNSTON, CHAIR

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TANNER EVANS, CAO

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