

Summer Village of Jarvis Bay  
December 2, 2025  
Municipal Planning Commission Minutes  
Page 1 of 2

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held December 2, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT**

Chair:	Julie Maplethorpe
Councillor:	John Cuthbertson
Member-at-Large:	Jim Watson
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Applicant(s):	Nicole Safron

**CALL TO ORDER** Chair Maplethorpe called the meeting to order at 1:00 p.m.

**AGENDA**

**MPC-25-051** Moved by to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATION(S)**

**215 Jarvis Bay Drive (Lot 11, Block 3, Plan 9622249)**

An application was submitted by the homeowner for approval for an existing accessory building for the property located at 215 Jarvis Bay Drive (Lot 11, Block 3, Plan 9622249) in the Summer Village of Jarvis Bay.

**215 Jarvis Bay Drive (Lot 11, Block 3, Plan 9622249)**

An application was submitted by the homeowner for approval for a driveway variance for the property located at 215 Jarvis Bay Drive (Lot 11, Block 3, Plan 9622249) in the Summer Village of Jarvis Bay.

Kara Hubbard and Sarah Cheney left the meeting at 11:29 a.m.

**DEVELOPMENT DECISION(S)**

**215 Jarvis Bay Drive (Lot 11, Block 3, Plan 59622249)**

**MPC-25-052** MOVED by Chair Maplethorpe that the Municipal Planning Commission approve the application for an existing dwelling for the accessory building located at 215 Jarvis Bay Drive with the following conditions being met to the satisfaction of the Development Officer:

- Minimum rear yard setback to the shed required of 3m (9.84ft.), variance of 1.48m (4.86ft.)(49%) granted by the Municipal Planning Commission.
- An accessory building shall not be more than 5m (16.40ft.) in building height measured from grade.
- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.

Initials

Summer Village of Jarvis Bay  
December 2, 2025  
Municipal Planning Commission Minutes  
Page 2 of 2

- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- An accessory building's footprint shall be no larger than 8% of the parcel's total area.

CARRIED

**215 Jarvis Bay Drive (Lot 11, Block 3, Plan 59622249)**

**MPC-25-053**

MOVED by Jim Watson that the Municipal Planning Commission deny the application for a driveway variance for the accessory building located at 215 Jarvis Bay Drive for the following reason(s):

- Land Use Bylaw #125-13, Part Three, Supplementary Regulations 3(1)
  - (a) The maximum width of a driveway shall be 10m (32.80ft.), the driveway is 12.80m (42ft.).
- Land Use Bylaw, Part Two, Development Permits, Contravention & Appeal (Section 2.4)(3)(A), which states:
  - A variance shall be considered only where warranted by the merits of the proposed development and in response to irregular lot lines, parcel shapes or site characteristics which create difficulties in siting structures within the required setback or in meeting the usual bylaw requirements.

CARRIED

**ADJOURNMENT:**

**MPC-25-054**

Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 2:44 p.m.

CARRIED

\_\_\_\_\_  
JULIE MAPLETHORPE, CHAIR

\_\_\_\_\_  
TANNER EVANS, CAO

Initials