

Summer Village of Jarvis Bay
January 28, 2025
Municipal Planning Commission Minutes
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Minutes of a Municipal Planning Commission Meeting of the Summer Village of Jarvis Bay, Province of Alberta, held January 28, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT

Chair:	Julie Maplethorpe
Deputy Mayor:	Annabelle Wiseman via Zoom
Member-at-Large:	Jim Watson
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Recording Secretary:	Teri Musseau
Applicant(s):	Tammy Leibel Craig Callaghan, Callaghan Construction
Gallery:	Janelle Cadmen Robin Duffy

CALL TO ORDER Chair Maplethorpe called the meeting to order at 9:01 a.m.

AGENDA

MPC-25-004 Moved by Jim Watson to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

17 Jarvis Bay Drive

An application was submitted by the registered owner requesting a development permit for the operation of a tourist home for the property located at 17 Jarvis Bay Drive (Lot 9, Block 1, Plan 2350EO) in the Summer Village of Jarvis Bay.

307 Jarvis Glen Court

An application was submitted by the registered owner requesting a development permit for the operation of a tourist home for the property located at 307 Jarvis Glen Court (Lot 46, Block 3, Plan 0524574) in the Summer Village of Jarvis Bay.

186 Jarvis Bay Drive

An application was submitted by the owners requesting a development permit for a dwelling addition for the property located at 186 Jarvis Bay Drive (Lot 2, Block 1, Plan 5104EO) in the Summer Village of Jarvis Bay.

Kara Hubbard, gallery, and applicants left the meeting at 9:44 a.m.

DEVELOPMENT DECISION(S)

MPC-25-005 **17 Jarvis Bay Drive**
MOVED by Annabelle Wiseman that the Municipal Planning Commission approve the application for the operation of a tourist home for the property

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located at 17 Jarvis Bay Drive with the following conditions being met to the satisfaction of the Development Officer:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and all development complies with the regulations and specifications of the Land Use Bylaw under which this permit was issued.
- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- The operator of the tourist home shall provide the Summer Village Office with their name and phone number(s) and of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes in this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by all Summer Village of Jarvis Bay bylaws including the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- The tourist home shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway, of a minimum of one stall per bedroom.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.

CARRIED

MPC-25-006 **307 Jarvis Glen Court**

MOVED by Chair Maplethorpe that the Municipal Planning Commission approve the application for the operation of a tourist home for the property located at 307 Jarvis Glen Court with the following conditions being met to the satisfaction of the Development Officer:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to the Council, for the payment thereof, prior to the commencement of the development.
- The development commences and continues in the manner applied for and all development complies with the regulations and

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specifications of the Land Use Bylaw under which this permit was issued.

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for the tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- The operator of the tourist home shall provide the Summer Village Office with their name and phone number(s) and of at least one person (adult) that is authorized to act in the operator's absence. The operator is responsible for informing the Summer Village Office of any changes to this information. The operator shall provide adjacent landowners with this information.
- The tourist home shall always abide by all Summer Village of Jarvis Bay bylaws including the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- Tourist homes shall not display any sign advertising the tourist home.
- Adequate parking must be in place on the driveway, a minimum of one stall per bedroom.
- The development permit does not exempt the owner/operator of the tourist home from complying with any federal, provincial, or other municipal legislation.

CARRIED

MPC-25-007

186 Jarvis Bay Drive

MOVED by Chair Maplethorpe that the Municipal Planning Commission approve the application for a dwelling addition for the property located at 186 Jarvis Bay Drive with the following conditions being met to the satisfaction of the Development Officer:

- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use By-Law under which this permit was issued.
- 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 \$5,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, landscaping completed within two years, and any or all road damage repaired. Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.

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- A final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage and confirmation of building height.
- Stormwater currently appears to be discharging via a downspout directly onto the northern property line. All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land. All maintenance and upkeep shall be the responsibility of the property owner. A lot grade certificate may be required at completion to ensure that proper drainage on the property exists.
- All road bans to be followed that are implemented by Roadata and the administration office.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Minimum side yard required of 1.5 m (4.92 ft) or ten (10) percent of the parcel width, whichever is greater, to a maximum of 3 m (9.84 ft). 10% of the parcel width is 1.67m (5.47ft.), variance of 0.13m (0.42ft.) is granted for the dwelling addition by the Municipal Planning Commission.
- The dwelling height shall not exceed the maximum 10 m (32.81 ft) measured from grade.
- Landscaping to be completed and remain as existing in accordance with the landscaping plan.
- The walkway must be in compliance with Part 3, Section 2(2) of the Land Use Bylaw or fully removed. Projections cannot extend past 50% of the side yard.

CARRIED

ADJOURNMENT:

MPC-25-008

Moved by Chair Maplethorpe that being the agenda matters have been concluded, the meeting of the Municipal Planning Commission be adjourned at 10:19 a.m.

CARRIED

JULIE MAPLETHORPE, CHAIR

TANNER EVANS, CAO

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