

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

**PRESENT:**

Chair:	Jeff Ludwig
Council Member:	Rod Miller via Zoom
Member-at-large:	Ed Thiessen
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Recording Secretary:	Teri Musseau
Applicant(s):	Les Davidson via Zoom Jamie Willson Holly Baker
Gallery:	Patricia Matthews via Zoom

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

**AGENDA:**

**MPC-25-005** Moved by Ed Thiessen to approve the agenda as presented.  
CARRIED

**MINUTES:**

**MPC-25-006** Moved by Councillor Miler to approve the minutes from the Municipal Planning Commission meeting on February 18, 2025, as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 81 Grand Avenue (Lot 1, Block 5, Plan 5116AE)**

An application has been received for the property located at 81 Grand Avenue, (Lot 1, Block 5, Plan 5116AE), in the Summer Village of Norglenwold requesting approval for a detached garage.

Les Davidson left the meeting at 9:07 a.m.

**2. 117 Grand Avenue (Lot 8-10, Block B, Plan 5108EO)**

An application has been received for the property located at 117 Grand Avenue, (Lot 8-10, Block B, Plan 5108EO), in the Summer Village of Norglenwold requesting approval for deck addition, lakeside fence, hot tub and sauna.

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**3. 217 Grand Avenue (Lot 85, Block 3, Plan 2203KS)**

An application has been received for the property located at 217 Grand Avenue , (Lot 8-10, Block B, Plan 5108EO), in the Summer Village of Norglenwold requesting approval for addition to existing dwelling.

Kara and applicants left the meeting at 9:20 a.m.

**DECISION(S)**

**1. 81 Grand Avenue (Lot 1, Block 5, Plan 5116AE)**

**MPC-25-002**

Moved by Ed Thiessen that the Municipal Planning Commission approve the application for a detached garage at 81 Grand Avenue 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, 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.
- A final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
- All parcels shall 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.
- Landscaping to be completed and remain as existing in accordance with the landscaping plan.
- An accessory building without a guest house above a garage shall not be more than 5.0 m (16.4 ft.) in building height measured from grade.
- An accessory building erected or placed on a parcel shall not be used as a principal dwelling.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the principal building.

CARRIED

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**2. 115 Grand Avenue (Lot 5 & 6, Block 5, Plan 5189HW)**

**MPC-25-003**

Moved by Chair Ludwig that the Municipal Planning Commission table the application for approval for deck addition, lakeside fence, hot tub and sauna for more information. It is important for the MPC to determine how the existing deck will support a hot tub of that size, especially given its age, without requiring structural alterations. It is also necessary to confirm whether the deck will need to be dismantled and rebuilt. An engineering report should be provided to verify that the existing structure is sound and capable of supporting the proposed new use as is. Additionally, clarity is needed on how the fence down the escarpment will be constructed and whether the method of construction will have a significant impact on the escarpment.

CARRIED

**3. 217 Grand Avenue (Lot 5, Block 3, Plan 2203KS)**

**MPC-25-004**

Moved by Ed Thiessen that the Municipal Planning Commission approve the application for a dwelling addition at 217 Grand Avenue 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 of the date of permit issuance.
- The payment of a \$1,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, 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.
- A final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
- All parcels shall 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.
- The dwelling height shall not exceed the maximum 10 m (32.81 ft) measured from grade.
- Landscaping to remain as existing in accordance with the landscaping plan.

Minimum floor area required of 100.0m<sup>2</sup> (1,076ft.<sup>2</sup>), variance of 46.45m<sup>2</sup> (500ft.<sup>2</sup>) granted by the Municipal Planning Commission for the dwelling addition.

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**ADJOURNMENT**

**MPC-25-005**

Moved by Chair Ludwig that the Municipal Planning Commission meeting be adjourned at 10:02 a.m.

CARRIED

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JEFF LUDWIG, CHAIR

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TANNER EVANS, CAO

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