

Summer Village of Norglenwold  
July 2, 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 July 2, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:**

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

**CALL TO ORDER:** Chair Ludwig called the meeting to order at 9:03 a.m.

**AGENDA:**

**MPC-25-017**            Moved by Ed Thiessen to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1.     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 a deck, lakeside fence, hot tub and sauna.

This application was previously tabled by the Municipal Planning Commission for additional information.

Kara and applicants left the meeting at 9:18 a.m.

**DECISION(S)**

**1.     117 Grand Avenue (Lot 8-10, Block B, Plan 5108EO)**

**MPC-25-018**            Moved by Chair Ludwig that the Municipal Planning Commission (MPC) approve the application for a lakeside fence at 117 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 \$500.00 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.

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- 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 remain as existing in accordance with the landscaping plan.
- Land located below the top of bank, or with slope areas of 15% grade or greater, is to be retained in its natural state. Variance granted by the Municipal Planning Commission to allow the fence to be constructed within the property lines, provided that the land remains in its natural condition and no further alterations are made.
- The proposed accessory building (sauna), hot tub and deck extension were not approved by the Municipal Planning Commission, therefore, are not included in this development approval.

CARRIED

**MPC-25-019**

Moved by Chair Ludwig that the Municipal Planning Commission (MPC) deny the variance request for a sauna to be placed on the new deck addition at 117 Grand Avenue as the requested location of the sauna is not a necessity due to irregular parcel lines or site characteristics which would create difficulties to site the sauna within the required setbacks.

Section 4.7 of the Land Use Bylaw states:

4. In approving an application for development pursuant to Sections 4.7.2.a and 4.7.2.b, the Municipal Planning Commission shall adhere to the following:
  - a. A variance shall be considered only where warranted by the merits of the proposed development and in response to irregular parcel lines, parcel shapes or site characteristics which create difficulties in siting structures within the required setback or in meeting the usual bylaw requirements. Except as otherwise provided in this bylaw, there shall be no variance from the following:
    - i. Site coverage; and
    - ii. Building height.

CARRIED

**MPC-25-020**

Moved by Ed Thiessen that the Municipal Planning Commission (MPC) deny the request for a deck addition at 117 Grand Avenue and encourage the applicant to explore alternative locations for the hot tub that do not extend over the escarpment, as the Municipal Planning Commission is not prepared to approve a 100% variance for the deck extension

CARRIED

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**ADJOURNMENT**

**MPC-25-021**

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

CARRIED

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JEFF LUDWIG, CHAIR

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TANNER EVANS, CAO

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