

Summer Village of Norglenwold  
June 6, 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 June 6, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:**

Chair:	Jeff Ludwig
Council Member:	Rod Miller
Member-at-large:	Lorne Therriault via Zoom
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Recording Secretary:	Teri Musseau
Applicant(s):	Jim Surbey

**CALL TO ORDER:** Chair Ludwig called the meeting to order at 9:04 a.m.

**AGENDA:**

**MPC-25-011**            Moved by Rod Miller to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1.     325 Honeymoon Drive (Lot 1, Block 2, Plan 350HW)**

An application has been received for the property located at 325 Honeymoon Drive, (Lot 1, Block 2, Plan 350HW), in the Summer Village of Norglenwold requesting approval for a detached garage.

Kara and applicant left the meeting at 9:16 a.m.

**DECISION(S)**

**1.     325 Honeymoon Drive (Lot 1, Block 2, Plan 350HW)**

**MPC-25-012**            Moved by Lorne Therriault that the Municipal Planning Commission approve the application for a detached garage at 325 Honeymoon 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 \$2,000.00 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.

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- Footing check survey required from an Alberta Land Surveyor at the time of footings, prior to continuation of construction.
- 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

**ADJOURNMENT**

**MPC-25-013**

Moved by Chair Ludwig that the Municipal Planning Commission meeting be adjourned at 9:32 a.m.

CARRIED

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JEFF LUDWIG, CHAIR

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TANNER EVANS, CAO

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