

Summer Village of Norglenwold
March 2, 2026
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 March 2, 2026, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Rod Miller via Zoom
Council Member:	Murray Munro via Zoom
Member-at-large:	Jamie Willson
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau
Applicant(s):	Jeff Price, JV Construction Larry Leeder Brian Engel, Lakeview Contracting

CALL TO ORDER: Chair Miller called the meeting to order at 9:08 a.m.

AGENDA:

MPC-26-001 Moved by Member Munro to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

- 1. 10 Rustic Crescent (Lot 25 , Block 1, Plan 7921843)**
An application has been received for the property located at 10 Rustic Crescent, (Lot 25, Block 1, Plan 7921843), in the Summer Village of Norglenwold requesting approval for a dwelling addition (basement).

Jeff Price and Larry Leeder left the meeting at 9:17 a.m.

- 2. 85 Grand Avenue (Lot 4A, Block 5, Plan 9924305)**
An application has been received for the property located at 85 Grand Avenue (Lot 4A, Block 5, Plan 9924305), in the Summer Village of Norglenwold requesting approval for two accessory buildings.
- 3. 199 Grand Avenue (Lot 10, Block 2, Plan 2203KS)**
An application has been received for the property located at 199 Grand Avenue (Lot 10, Block 2, Plan 2203KS), in the Summer Village of Norglenwold requesting approval for construction for precast faux-rock steps down the escarpment.

Kara Hubbard, Sarah Cheney and applicants left the meeting at 9:42 a.m.

DECISION(S)

- MPC-26-002**
- 1. 199 Grand Avenue (Lot 10, Block 2, Plan 2203KS)**
Moved by Member-at-Large Willson that the Municipal Planning Commission (MPC) approve the application for construction of precast faux-rock steps down the escarpment for the property at 199 Grand

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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 any landscaping shall be completed within 2 years of the date of permit issuance.
- Any damage to public roads or the carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- 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 payment of a \$1,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of construction within a one-year period and to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan), to the satisfaction of the Development Authority.
- Any required provincial approvals must be obtained and submitted to Administration.
- Final property sketch may be required from an Alberta Land Surveyor at the completion of construction, showing the location of the stairs.
- Landscaping to be completed in accordance with the landscaping plan, maximum 10 trees identified as dead, diseased, or dangerous are to be removed and replaced by new vegetation. Plantings to be selected from the Summer Village native plantings list.
- Proper drainage must be maintained in order to maintain the stability of the slope.
- Land located below the top of bank/land with slope areas of gradient of 15% or more area to retain in a natural state. Variance granted by the Municipal Planning Commission that land is to be left in a natural state, but precast faux-rock steps can be installed with the existing grades for safe lake access over the escarpment area.

CARRIED

MPC-26-003

- 2. 10 Rustic Crescent (25, Block 1, Plan 7921843)**
Moved by Member Munro that the Municipal Planning Commission (MPC) approve the application for approval of a dwelling addition (basement) for the property at 10 Rustic Crescent adhering to the strict timelines with the following conditions being met to the satisfaction of the Development Officer:

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- 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, and any landscaping shall be completed within 2 years.
- 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 and verifies building height.
- 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 height of the dwelling shall not exceed 10m (32.81ft.) in building height measured from grade.
- Landscaping to be completed in accordance with the landscaping plan.
- Sewer curb stop must remain accessible at all times, during and after construction.
- Minimum floor area required of 100.0m² (1,076ft.²), variance of 6.3m² (68ft.²) granted by the Municipal Planning Commission for the dwelling addition.

CARRIED

MPC-26-004

3. 85 Grand Avenue Lot (4A, Block 5, Plan 9924305)

Moved by Chair Miller that the Municipal Planning Commission (MPC) deny the application for the front yard accessory building for the property at 85 Grand Avenue due to the following:

Land Use Bylaw, Section 1-1.4 Definitions:

Accessory Building: A building separate and subordinate to the principal building, the use of which is incidental to that principal building and is located on the same parcel of land and includes, in the residential districts, such things as storage sheds, garages, and a guest house. Accessory buildings are not intended for commercial purposes and do not include sea cans. Accessory buildings shall not be located in the lakeside front yard of a property.

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Land Use Bylaw, Section 1-3

Compliance with the policies in this Bylaw shall be interpreted and applied as follows:

- a. "shall" and "must" means mandatory compliance;
- b. "should" means compliance in principle, but is subject to the discretion of the Development Authority where compliance is impracticable or undesirable because of relevant planning principles or circumstances unique to a specific application; and
- c. "may" means discretionary compliance or a choice in applying regulation. The regulation can be applied, enforced or implemented if the Development Authority chooses to do so. Application may depend on site specific circumstances.

And further; the Municipal Planning Commission (MPC) approve the application for the side yard accessory building for the property at 85 Grand Avenue with the following conditions being met to the satisfaction of the Development Officer :

- 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.
- Minimum side yard setback to the side yard shed required of 1.0m (3.3ft.), variance of 0.75m (2.46ft.) (75%) granted by the Municipal Planning Commission.

CARRIED

ADJOURNMENT

Moved by Chair Miller that the Municipal Planning Commission meeting be adjourned at 10:43 a.m.

CARRIED

ROD MILLER, CHAIR

TANNER EVANS, CAO

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