



Municipal Planning Commission

Tuesday, July 30, 2024 Minutes

The Municipal Planning Commission meeting was held at the Glenwood Community Hall on Tuesday, July 30, 2024 commencing at 7:00 PM.

In attendance: Chairman Mark Peterson, and Municipal Planning Commission Members David Rolfson (attended at 7:17 pm), Brian Wickhorst and Doral Lybbert present.

Absent: Member Wade Davies

Officials: Development Officer Cynthia Vizzutti present.

Call to Order

Chairman Peterson called the meeting to order at 7:05 p.m.

Agenda Adoption 2024.07.30.01

Moved by Chairman Peterson the agenda be adopted. **Carried.**

Minutes of January 24, 2024 2024.07.30.02

Moved by David Rolfson to approve the Minutes of the Municipal Planning Commission of January 24, 2024. **Carried.**

Application No. 2024.DA.013 – Sandra McDougall Application to site a mobile home as a private residence and installation of a fence.

Development Officer Vizzutti read Development Application # 2024.DA.013 in to the record, submitted by Sandra McDougall to site a mobile home and install a fence on the property legally described as Lot 7, Block 35, Plan 6594FK, in the Village of Glenwood.

Development Officer Vizzutti placed the following into the record:

1. Development application;
2. List of notified adjacent land owners;
3. Letter of authorization from the current landowner to authorizing Sandra McDougall to apply for the development permit;
4. Site drawings showing placement of the proposed development
5. Drainage plan;
6. Location of driveway;
7. CSA compliance; and
8. Photographs of the proposed mobile home.

Chairman Peterson asked the applicant if she had anything further to present to the Municipal Planning Commission. Ms. McDougall said all

Application No.

2024.DA.014 –

Aileen Harley

Application to site a moved in house on a concrete basement (4' crawl space) for residential use.

her information put into the record, and she was there to answer any questions the Commission may have.

Chairman Peterson asked if there was additional information or concerns received by the Development Officer, to be heard by the MPC. Development Officer Vizzutti stated none were received.

Chairman Peterson asked if any one in the gallery had any questions or concerns. None were presented.

Development Officer Vizzutti read the proposed conditions, if the application were to be approved, to the MPC.

Development Officer Vizzutti read Development Application # 2024.DA.014 in to the record, submitted by Aileen Harley to site a moved in house on a 4' crawl space for residential use on the property legally described as Lot 11, Block 13, Plan 0712600, in the Village of Glenwood.

Development Officer Vizzutti placed the following into the record:

9. Development application;
10. List of notified adjacent land owners;
11. Letter of authorization from the current landowner to authorizing Aileen Harley to apply for the development permit;
12. Site drawings showing placement of the proposed development,
13. Site profile;
14. Drainage plan; and
15. Photographs of the proposed moved in house.

Chairman Peterson asked Ms. Harley if she had any further information to present. She had none.

Chairman Peterson asked if there was additional information or concerns received by the Development Officer to be heard by the MPC. Development Officer Vizzutti stated none were received.

Chairman Peterson asked if any one in the gallery had any questions or concerns. None were presented.

Development Officer Vizzutti read the proposed conditions, if the application were to be approved, to the MPC.

Closed Session
2024.07.30.03

Closed Session
2024.01.24.04

Resolution
2024.DA.013
2024.07.30.05

Moved by Member Rolfson to move to Closed Session at 5:35 p.m.
Carried.

Moved by Doral Lybbert to move out of Closed Session at 5:45pm p.m.
Carried

Moved by Member Lybbert that Development Application No. 2024.DA.013 be approved with the following conditions:

1. Prior to construction or commencement of the development, the developer/landowner shall obtain and comply with all necessary permits required under the Alberta Safety Codes Act, including building, electrical, gas, plumbing and sewage.
2. A copy of all permits required under the Alberta Safety Codes Act shall be filed with the Village Office.
3. The applicant/developer must contact Alberta 1st Call prior to construction to locate any utility lines.
4. There shall be no development within the setbacks provided by Bylaw 192-2019 in accordance with Schedule 2 – Dimensional Standards and Setbacks, as attached.
5. All construction shall comply with the General Development Standards provided in Bylaw 192-2019, Schedule 5, and Residential Development Standards – Schedule 6, as attached.
6. The development must be implemented taking into consideration the landscaping grades of neighbouring lots. All drainage must either be retained on the property or flow to the street, through the implementation of a drainage plan. The developer is responsible for implementing a drainage plan, at their expense to deal with any drainage issues that may arise from this development, a copy of which is provided to the Village of Glenwood.
7. Any refuse generated on the site from the development shall be properly stored on site and removed immediately after the finalization of the development.
8. The installation of all municipal utility services shall be at the sole cost of the developer in accordance with Municipal Utility Bylaw 242-2021 and in accordance with the fees established under the Rates, Fees and Charges Bylaw.
9. Installation of all municipal utility services shall be undertaken by a contractor authorized to act on behalf of the Village of Glenwood and in consultation with the Superintendent of Public Works in order to ensure services are installed according to municipal requirements.
10. Payment for the cost of installation of all municipal services shall be prepaid, to the Village, before the installation takes place.
11. The developer shall notify the Village of Glenwood in writing as to the date of completion of the development and include copies of all completed permits required under the Alberta Safety Codes Act.

12. This permit indicates that only the development to which it is related is authorized in accordance with the provisions of the land use bylaw and in no way relieves or excuses the applicant from complying with any bylaw, law, order, and/or regulation affecting such development.
13. Non-compliance may result in the development permit being rendered void and the development may be subject to a stop order, fine and/or demolition of the development at the developer's expense.
14. The Development Officer, in accordance with Section 645 of the *Municipal Government Act*, shall take such action as is necessary to ensure the conditions of this development permit and the provisions of the land use bylaw are adhered to.

Carried.

Noted: Member Rolfson did not vote on Resolution 2024.07.30.04 because he was not present for the entire hearing.

Resolution
2024.DA.014
2024.07.30.06

Moved by Member Rolfson to approved Development Application # 2024.DA.014 with the following conditions

1. Prior to construction or commencement of the development, the developer/landowner shall obtain and comply with all necessary permits required under the Alberta Safety Codes Act, including building, electrical, gas, plumbing and sewage.
2. A copy of all permits required under the Alberta Safety Codes Act shall be filed with the Village Office.
3. The applicant/developer must contact Alberta 1st Call prior to construction to locate any utility lines.
4. There shall be no development within the setbacks provided by Bylaw 192-2019 in accordance with Schedule 2 – Dimensional Standards and Setbacks, as attached.
5. All construction shall comply with the General Development Standards provided in Bylaw 192-2019, Schedule 5, and Residential Development Standards – Schedule 6, as attached.
6. The development must be implemented taking into consideration the landscaping grades of neighbouring lots. All drainage must either be retained on the property or flow to the street, through the implementation of a drainage plan. The developer is responsible for implementing a drainage plan, at their expense to deal with any drainage issues that may arise from this development, a copy of which is provided to the Village of Glenwood.
7. Any refuse generated on the site from the development shall be properly stored on site and removed immediately after the finalization of the development.
8. The installation of all municipal utility services shall be at the sole cost of the developer in accordance with Municipal Utility Bylaw 242-

2021 and in accordance with the fees established under the Rates, Fees and Charges Bylaw.

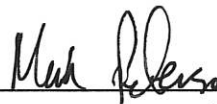
9. Installation of all municipal utility services shall be undertaken by a contractor authorized to act on behalf of the Village of Glenwood and in consultation with the Superintendent of Public Works in order to ensure services are installed according to municipal requirements.
10. Payment for the cost of installation of all municipal services shall be prepaid, to the Village, before the installation takes place.
11. The developer shall notify the Village of Glenwood in writing as to the date of completion of the development and include copies of all completed permits required under the Alberta Safety Codes Act.
12. This permit indicates that only the development to which it is related is authorized in accordance with the provisions of the land use bylaw and in no way relieves or excuses the applicant from complying with any bylaw, law, order, and/or regulation affecting such development.
13. Non-compliance may result in the development permit being rendered void and the development may be subject to a stop order, fine and/or demolition of the development at the developer's expense.
14. The Development Officer, in accordance with Section 645 of the *Municipal Government Act*, shall take such action as is necessary to ensure the conditions of this development permit and the provisions of the land use bylaw are adhered to.

Carried.

Adjournment
2024.01.24.07

Moved by Chairman Peterson to adjourn the meeting at 5:50 p.m.

Carried



Mark Peterson, Chairman



Cynthia Vizzutti, Development Officer/CAO