



Municipal Planning Commission

Wednesday, April 16, 2025 Minutes

The Municipal Planning Commission meeting was held at the Glenwood Community Hall on Wednesday, April 16, 2025 commencing at 5:00 PM.

In attendance: Municipal Planning Commission Members Mark Peterson, Wade Davies and Doral Lybbert present.

Absent: Members David Rolfson and Brian Wickhorst

Officials: Development Officer Cynthia Vizutti present.

Applicants : Jilliane Street and Erica Street present.

<u>Call to Order</u>	Development Officer/CAO Vizutti called the meeting to order at 5:00 p.m. Development Officer Vizutti advised the Commission their first order of business was to appoint a Chairman for 2025.
<u>Appt. of Chairman</u> 2025.04.16.01	Member Peterson appointed Wade Davies as Chairman for the ensuing year. Nominations were called three times. Moved by Member Lybbert that nominations cease. Carried. Chairman Wade Davies assumed the Chair.
<u>Appt. of Vice Chairman</u> 2025.04.16.02	Chairman Davies appointed Member Wickhorst as Vice Chairman for the ensuing year Nominations were called three times. Moved by Chairman Davies that nominations cease. Carried.
<u>Agenda Adoption</u> 2025.04.16.03	Moved by Chairman Peterson the agenda be adopted. Carried.
<u>Minutes of July 30, 2024</u> 2024.04.16.04	Moved by Member Peterson to approve the Minutes of the Municipal Planning Commission of July 30, 2024. Carried.
<u>Application No.</u> 2025.DA.002 – <u>Jilliane Street</u>	Development Officer Vizutti read Development Application 2025.DA.002 in to the record, submitted by Jilliane Street to site a moved in modular home with a deck and ramps front and rear for

Application to site a moved in modular home with a deck and ramps front and rear for residential use

residential use on the property legally described as Lot 10, Block 26, Plan 2411930K, 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. Site drawings showing placement of the proposed development
4. Drainage plan;
5. Drawings of the location of building and driveway;
6. Drawings of modular home; and
7. Estimates for the installation of municipal services.

Chairman Davies asked the applicant if she had anything further to present to the Municipal Planning Commission. Jillian Street said all her information put into the record.

Chairman Davies asked if there was additional information or concerns received by the Development Officer, to be heard by the MPC. Development Officer Vizzutti stated no information was received from adjacent landowners.

Development Officer Vizzutti read the proposed conditions into the record, if the application were to be approved:

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 192-2024 in accordance with Schedule 2 – Dimensional Standards and Setbacks, as attached.
5. All construction shall comply with the General Development Standards provided in Bylaw 192-2024, 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 hook-up fees and 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.

Brenda MacMillian entered the meeting at 5:15 pm and left at 5:17 pm.

Resolution
2025.04.16.05

Moved by Member Lybbert that Development Application No. 2025.DP.002 be approved with the conditions read into the record.

Adjournment
2025.04.16.06

Moved by Chairman Davies to adjourn the meeting at 5:20 p.m.

Carried

Wade Davies, Chairman

Cynthia Vizzutti, Development Officer/CAO