



**Municipal Planning Commission**  
**Wednesday, August 26, 2025 Minutes**

**The Municipal Planning Commission meeting was held at the Glenwood Community Hall on Wednesday, August 26, 2025 commencing at 6:00 PM.**

**In attendance:** Municipal Planning Commission Members Chairman Mark Peterson, Dave Rolfson, Doral Lybbert present.

**Absent:** Members Wade Davies and Brian Wickhorst

**Officials:** Development Officer Cynthia Vizzutti present.

<u>Call to Order</u>	Chairman Peterson called the meeting to order at 7:00 pm.
<u>Agenda Adoption</u> <u>2025.08.26.01</u>	<b>Moved</b> by Chairman Peterson the agenda be adopted. <b>Carried.</b>
<u>Minutes of April 16, 2025</u> <u>2025.08.26.02</u>	<b>Moved</b> by Member Peterson to approve the Minutes of the Municipal Planning Commission of April 16, 2025. <b>Carried.</b>
<u>Application No. 2025.DA.009 – Janis Butler - Application for a moved in house for residential use on a cement foundation</u>	Development Officer Vizzutti read Development Application 2025.DA.009 in to the record, submitted by Janis Bulter to site a moved in house for residential use, on a cement foundation, on the property legally described as Lot 13, Block 30, Plan 2310154, in the Village of Glenwood.  Development Officer Vizzutti placed the following into the record: <ol style="list-style-type: none"><li>1. Development application;</li><li>2. List of notified adjacent land owners;</li><li>3. Site drawings showing placement of the proposed development;</li><li>4. Drainage plan;</li><li>5. Drawings of the location of building and driveway;</li><li>6. Pictures of the proposed house;</li><li>7. Foundation cross-section drawings;</li><li>8. Brown Okamura Site Field Notes; and</li><li>9. Inspection report for the proposed house.</li></ol>

Chairman Peterson asked if there were any additional information or concerns received by the Development Officer, to be heard by the MPC. Development Officer Vizzutti stated no further information has been received.

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 1<sup>st</sup> 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 and access 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 and access 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 cease immediately, the occupation of the shed, located on the property, for the purpose as a residence, house or sleeping accommodations, and further that the shed be maintained as a storage building only.



12. 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.
13. 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.
14. 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.
15. The Development Officer in accordance with Section 645 of the *Municipal Government Act*, shall take such action as is necessary to ensure the provisions of this development permit or the land use bylaw are complied with.

Resolution  
**2025.08.26.03**

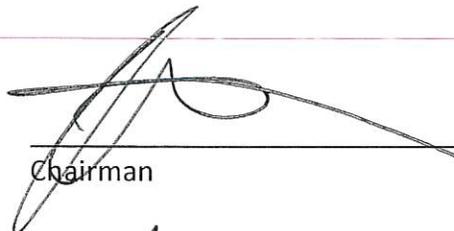
**Moved by** Chairman Peterson that Development Application No. 2025.DA.009 be approved with the conditions read into the record.

**Carried**

Adjournment  
**2025.08.26.04**

**Moved by** Chairman Peterson to adjourn the meeting at 6:15 p.m.

**Carried**

  
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Chairman

  
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Development Officer