



## ***Municipal Planning Commission***

***Wednesday, March 4, 2026 Minutes***

***The Municipal Planning Commission meeting was held at the Glenwood Village Office on Wednesday, March 4, 2026 commencing at 6:00 PM.***

***In attendance:*** Municipal Planning Commission Members Wade Davies, Mark Peterson, John Doney, Shane Ford present.

***Absent:*** Members Dave Rolfson

***Officials:*** Development Officer Cynthia Vizzutti, and Assistant CAO Jim Brown present.

***Applicant :*** Hakon Skoien present.

***Adjacent land owner –*** Ruston Clark present.

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Call to Order

Chief Administrative Officer Cynthia Vizzutti called the meeting to order at 6:00 pm.  
Development Officer Vizzutti advised the Commission their first order of business was to appoint a Chairman for 2026.

Appt. of Chairman  
**2026.03.04.01**

Member Peterson nominated Wade Davies as Chairman for the ensuing year.  
Nominations were called three times.  
**Moved by** Member Ford that nominations cease. **Carried.**

Chairman Wade Davies assumed the Chair.

Appt. of Vice Chairman  
**2026.03.04.02**

Member Ford nominated Member Doney as Vice Chairman for the ensuing year  
Nominations were called three times.  
**Moved by** Member Ford that nominations cease. **Carried.**

Agenda Adoption  
**2026.03.04.03**

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

Minutes of August  
26, 2025  
2026.03.04.04

Application No.  
2026.DA.001 –  
Hakon Skoin -  
Application for a  
moved in house for  
residential use on a  
cement basement  
foundation.

**Moved** by Member Peterson to approve the Minutes of the Municipal Planning Commission of August 26, 2025. **Carried.**

Development Officer Vizzutti read Development Application 2026.DA.001 in to the record, submitted by Hakon Skoien to site a moved in house for residential use, on a cement basement foundation, on the property located at 342 3 Ave NW Glenwood, AB T0K 2R0. Legally described as Lot 6, Block 1, Plan 1222AY.

Development Officer Vizzutti placed the following into the record:

1. Development application;
2. List of notified adjacent land owners: Beryl Elcock, Ruston Clark, Michael Pittoors;
3. Site drawings showing placement of the proposed development;
4. Drainage plan;
5. Drawings of the location of building and driveway;
6. Pictures of the proposed house; and
7. Wilde Bros. Engineering – drainage plan, house site plan, profiles.

Chairman Davies 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. Installation of a new approach and culvert 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 at the developer's expense.
11. 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.
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  
2026.03.04.05

**Moved by** Member Ford that Development Application No. 2026.DA.001 be approved with the 15 conditions having been read into the record, as listed above.

**Carried**


Adjournment  
**2026.03.04.06**

**Moved** by Member Peterson Peterson to adjourn the meeting at 6:38  
p.m. **Carried**



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Chairman



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Development Officer