

AGENDA
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, JULY 08, 2025, at 9:00 A.M.

<https://us02web.zoom.us/j/84724086440?pwd=QvEasqEQZfbgRXlDEpAPsM022JR1vi.1>

01.0 CALL TO ORDER

02.0 ADOPTION OF THE AGENDA

03.0 ADOPTION OF THE MINUTES

A) Tuesday, June 24, 2025, Municipal Planning Commission Meeting Minutes

04.0 PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

1) Development Permit DP-25-13 – Permitted Use

B) Development Permits – To Be Issued or Discussed by MPC

C) Miscellaneous

05.0 ADJOURNMENT

**MINUTES
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, JUNE 24, 2025, at 3:00 P.M.**

<https://us02web.zoom.us/j/81077050243?pwd=XdH3BWjVjrsNFUYogsZeELDSWvN28t.1>

PRESENT:

Gary These	Ward One	Weberville/Stewart
Kayln Schug	Ward Two	Warrensville/Lac Cardinal
Brenda Yasinski	Ward Three	Dixonville/Chinook Valley
Brent Reese	Ward Four	Deadwood/Sunny Valley
Gloria Dechant	Ward Five	North Star/Breaking Point
Terry Ungarian	Ward Six	Hotchkiss/Hawk Hills
Linda Halabisky	Ward Seven	Keg River/Carcajou (virtual)

IN ATTENDANCE:

Gerhard Stickling - Chief Administrative Officer
Josh Hunter – Director of Finance
Charles Schwab – Director of Public Works
Teresa Tupper – Executive Assistant/Recording Secretary
Pearl Luken – Planning & Development Clerk
Dan Archer – Mile Zero Banner Post Reporter
Debbie Bonnett – Planning and Development Officer, ISL Engineering and Land Services Ltd.

01.0 CALL TO ORDER

Chair Terry Ungarian called the Tuesday, June 24, 2025, Municipal Planning Commission Meeting to order at 3:06 p.m.

02.0 ADOPTION OF THE AGENDA

036/24/06/25MPC **MOVED BY Councillor Reese to acknowledge receipt of the Tuesday, June 24, 2025, Municipal Planning Commission Agenda and adopt it as presented.**
CARRIED

03.0 ADOPTION OF THE MINUTES

A) Tuesday, June 10, 2025, Municipal Planning Commission Meeting Minutes

037/24/06/25MPC **MOVED BY Councillor Dechant to acknowledge receipt of the Tuesday, June 10, 2025 Municipal Planning Commission Meeting Minutes and adopt them as presented.**
CARRIED

04.0 PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

1) Development Permit DP-25-20 – Permitted Use

038/24/06/25MPC **MOVED BY Councillor Halabisky to acknowledge receipt of Development Permit DP-25-20 issued by the Development Officer and accept it for information.**
CARRIED

B) Development Permits – To Be Issued or Discussed by MPC

1) Development Permit DP-25-06

039/24/06/25MPC

MOVED BY Councillor Schug to acknowledge receipt of Development Permit Application DP-25-06 for a garden suite on SW 2-85-22-W5M and approve the permit subject to the following ten (10) conditions:

- 1. The development proceeds in accordance with the attached plans and site plan to reflect the proposed location on SW2-85-22-W5M.**
- 2. The applicant/owner shall comply with the uses and regulations of the Agriculture Restricted (AR) District.**
- 3. That manufactured homes are constructed on a permanent foundation and meet the requirements of the Alberta Building Code.**
- 4. That manufactured homes, or mobile homes are constructed on a permanent foundation meeting the requirements of the Alberta Building Code.**
- 5. The applicant/owner may be required to enter into a development agreement with the County to include, but not be limited to, the removal of an approach, construction of a new approach, or the upgrading of an approach. When installing approaches or culverts the applicant/owner shall contact the County of Northern Lights Public Works Department to ensure the approaches are constructed in accordance with County standards. Any costs incurred will be the responsibility of the applicant/owner.**
- 6. The applicant/owner is to obtain all necessary environmental approvals required for development. This may include but is not limited to a Water Act approval for wetland disturbance.**
- 7. The applicant/owner adhere to the 2021 Alberta Private Sewage System Standard of Practice and all required setbacks.**
- 8. The applicant/owner shall contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approval as applicable:
Building Permit – Provincial Plumbing Permit – Gas Permit – Electrical Permit. A copy of the approved permits must be submitted to the County of Northern Lights for their files.**
- 9. Additional development or construction is not allowed without an approved development permit from the County of Northern Lights.**
- 10. The decision being posted on the County website and advertised in a local newspaper and no appeal against said decision being successful.**

CARRIED

C) Miscellaneous

05.0 ADJOURNMENT

Chair Ungarian adjourned the Tuesday, June 24, 2025, Municipal Planning Commission Meeting at 3:10 p.m.

Chair, Terry Ungarian

CAO, Gerhard Stickling

Date Signed



COUNTY OF NORTHERN LIGHTS
#600, 7th Avenue NW Box 10, Manning, AB T0H 2M0
Ph (780) 836-3348 Fax (780) 836-3663 Toll Free 1-888-525-3481

DEVELOPMENT PERMIT NOTICE OF DECISION

APPLICATION NO.: DP 25-13

ROLL NO.: 72810

DEVELOPMENT: Detached Dwelling - 2175 sq. ft.
Attached Garage – 1463 sq. ft.
Deck – 85 sq. ft.
Deck 294 sq. ft.
Patio – 90 sq. ft.
No basement development

USE TYPE: Permitted Use

LAND USE DISTRICT: Agriculture General (A)

LEGAL DESCRIPTION (ATS Location): NW 23-91-23 W5M

CONSTRUCTION VALUE: \$250,000 +

NAME & ADDRESS OF APPLICANT(s):

DECISION OF THE DEVELOPMENT AUTHORITY IN RESPECT TO THE ISSUANCE OF THE DEVELOPMENT PERMIT:

- ☐ **APPROVED**
- ☒ **APPROVED** with the following conditions
- ☐ **REFUSED** for the following reason(s)

(See below conditions and appeal procedures)

APPROVAL GRANTED SUBJECT TO COMPLYING TO THE FOLLOWING CONDITIONS:

1. The proposed development shall be located on the lot in accordance with the approved site plan.
2. The applicant/owner shall comply with the uses and regulations of the Agriculture General (A) District.
3. The applicant/owner may be required to enter into a development agreement with the County to include, but not limited to, the removal of an approach, construction of a new approach, or the upgrading of an approach. When installing approaches or culverts the applicant/owner shall contact the County of Northern Lights Public Works Department to ensure the approaches are constructed in accordance with County standards. Any costs incurred will be the responsibility of the applicant/owner.
4. The applicant/owner shall comply with setbacks as per Alberta Private Sewage System Standards 2021.

5. The applicant/owner shall contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approval as applicable: Building Permit – Provincial Plumbing Permit – Gas Permit – Electrical Permit . A copy of the approved permits must be submitted to the County of Northern Lights for their files.
6. That the applicant/owner obtain all necessary environmental approvals required for development. This may include but is not limited to a Water Act approval for wetland disturbance.
7. A Roadside Development Permit from Transportation and Economic Corridors is required and has been submitted and approved.
8. The exterior finish to be wood, metal or similar siding, brick or stucco to the satisfaction of the Development Authority. The finish and appearance should complement natural site features.
9. No further development or construction shall be allowed without an approved Development Permit.

Advisement #1 - The applicant will be required to apply for and receive Development Permit approval prior to any basement development.

June 24, 2025
DATE OF DECISION

June 27, 2025
DATE OF ISSUE OF NOTICE OF DECISION


DEVELOPMENT OFFICER

Please Note:

This development permit lapses and is considered void if the development approved has not commenced within twelve (12) months from the date of issue of the notice.

COUNTY OF NORTHERN LIGHTS

#600, 7th Avenue NW Box 10, Manning, AB T0H 2M0 Ph (780) 836-3348 Fax (780) 836-3663 Toll Free 1-888-525-3481

IMPORTANT NOTICES

1. You may wish to appeal the decision of the subdivision and development authority to the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either in person or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board at the County office **NOT LATER THAN 21 DAYS AFTER THE DATE OF ISSUE OF NOTICE OF DECISION.**
2. The Land Use Bylaw provides that any person claiming to be affected by a decision of the development authority may appeal to the Secretary of the Subdivision and Development Appeal Board **WITHIN 21 DAYS AFTER THE NOTICE OF DECISION IS PUBLISHED IN THE LOCAL NEWSPAPER.**
3. A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons subject only to an appeal upon or question of jurisdiction or law pursuant to Section 689 of Municipal Government Act. An application for leave to appeal to the Appellate Division of the Supreme Court of Alberta shall be made:
 - a) to a judge of the Appellate Division; and
 - b) within Thirty (30) days after the issue of the order, decision, permit or approval sought to be appealed.



DEVELOPMENT PERMIT APPLICATION

FORM A

"An Agriculture Based Community"

FOR ADMINISTRATIVE USE	
APPLICATION NO.	DP 25-13
DATE RECEIVED	Apr 22, 2025
ROLL NO.	72810

County of Northern Lights, # 600, 7th Ave. NW Box 10, Manning, AB, T0H 2M0

W: www.countyofnorthernlights.com | E: development@countyofnorthernlights.com | T: (780) 836-3348 | F: (780) 836-3663

I / We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and form part of this application. I / We understand that this application will not be accepted without the following:

- (a) application fee;
- (b) site plan sketch that includes all relevant detail to the proposed development (e.g.: proposed and existing structures, property lines, creeks/ravines, parking and vehicle access, building plans, etc.)

APPLICANT INFORMATION	COMPLETE IF DIFFERENT FROM APPLICANT
	NAME OF REGISTERED OWNER
	ADDRESS
	POSTAL CODE
	EMAIL ADDRESS*
you agree to receive correspondence by email.	
	PHONE (CELL) PHONE (RES) PHONE (BUS)

LAND INFORMATION									
Municipal Address (if applicable): <u>231073 Hwy 691</u>									
Legal description (if applicable): Registered Plan: _____ Block: _____ Lot (parcel): _____									
QTR/LS: <u>NW</u> Section: <u>23</u> Township: <u>91</u> Range: <u>23</u> Meridian: <u>5</u>									
Size of the Parcel to be developed <u>160</u> <input checked="" type="checkbox"/> Acres or <input type="checkbox"/> Hectares									
Description of the existing use of the land: <u>Farmland : yardsite</u>									
Proposed Development: <u>Build house in current yardsite</u> <div style="color: red; font-size: small;">Dwelling 2175 sq.ft., Attached Garage 1463 sq.ft., Deck 85 sq.ft., Deck 294 sq ft, patio 90 sq ft. No basement development at this time.</div>									
Circle any proposed uses(s): <table border="0" style="width: 100%;"><tr><td><input type="checkbox"/> SIGN(S)</td><td><input type="checkbox"/> CULVERT(S)/ ROAD ACCESS POINT(S)</td><td><input type="checkbox"/> PUBLIC USE(S)/ UTILITIES</td></tr><tr><td><input checked="" type="checkbox"/> DWELLING UNIT(S)</td><td><input type="checkbox"/> ACCESSORY STRUCTURE(S)/ USE(S)</td><td><input type="checkbox"/> SHED/GARAGE/BARN(S)</td></tr><tr><td><input type="checkbox"/> HOME BASED BUSINESS</td><td><input type="checkbox"/> COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S)</td><td><input type="checkbox"/> OTHER (SPECIFY)</td></tr></table>	<input type="checkbox"/> SIGN(S)	<input type="checkbox"/> CULVERT(S)/ ROAD ACCESS POINT(S)	<input type="checkbox"/> PUBLIC USE(S)/ UTILITIES	<input checked="" type="checkbox"/> DWELLING UNIT(S)	<input type="checkbox"/> ACCESSORY STRUCTURE(S)/ USE(S)	<input type="checkbox"/> SHED/GARAGE/BARN(S)	<input type="checkbox"/> HOME BASED BUSINESS	<input type="checkbox"/> COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S)	<input type="checkbox"/> OTHER (SPECIFY)
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<input type="checkbox"/> HOME BASED BUSINESS	<input type="checkbox"/> COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S)	<input type="checkbox"/> OTHER (SPECIFY)							
Estimated: _____ Date of Commencement: <u>June 1 2025</u> Date of Completion: <u>Dec 31, 2025</u> Value of Construction: \$ <u>800,000</u>									

Feb 28, 2026

PROPOSAL INFORMATIONDEVELOPMENT IS: ☒ NEW ☐ EXISTING ☐ ALTERATION TO EXISTINGLAND IS ADJACENT TO: ☐ PRIMARY HIGHWAY ☐ LOCAL ROAD ☐ INTERNAL SUBDIVISION ROAD ☒ OTHER secondary highway

LOT AREA: _____ LOT WIDTH: _____ LOT LENGTH: _____ PERCENTAGE OF LOT OCCUPIED: _____%

PRINCIPAL BUILDING SETBACK: FRONT: _____ REAR: _____ SIDES: _____/_____
HEIGHT _____ACCESSORY BUILDING SETBACK: FRONT: _____ REAR: _____ SIDES: _____/_____
HEIGHT _____**ADDITIONAL INFORMATION INCLUDED**☒ SITE PLAN ☐ FLOOR PLAN ☐ LAND TITLE ☐ ABANDONED OIL WELL DECLARATION SIGNED☐ ALBERTA NEW HOME WARRANTY / OR PROOF OF EXEMPTION ☐ DISTANCE TO ROAD / HIGHWAY _____**ADDITIONAL INFORMATION AS REQUIRED:**☐ ELEVATIONS ☐ SOIL TESTS ☐ HOURS OF OPERATION _____☒ NUMBER OF DWELLING UNITS 1 ☐ NUMBER OF EMPLOYEES _____☐ PROPOSED BUSINESS ACTIVITIES _____☐ LANDOWNER LETTER OF AUTHORIZATION ☐ ADJACENT LANDOWNER LETTERS OF SUPPORT**MANUFACTURED HOME (MOBILE HOME)**

SERIAL NUMBER: _____ YEAR BUILT: _____ SIZE: WIDTH _____ LENGTH _____

DECLARATION

I/WE HEREBY AUTHORIZE REPRESENTATIVES OF THE COUNTY TO ENTER MY/OUR LAND FOR THE PURPOSE OF CONDUCTING A SITE INSPECTION IN CONNECTION WITH THIS APPLICATION

I/WE HEREBY DECLARE THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, FACTUAL AND CORRECT

NOTE:Signature of Registered
Landowner required if different
from ApplicantApr 15/25
Date

SIGNATURE OF APPLICANT _____

Apr 15/25
Date

SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER _____

LAND USE DISTRICT: Ag General**FOR ADMINISTRATIVE USE**FEE ENCLOSED: YES ☐ NO ☐ AMOUNT: \$ 100.00 RECEIPT NO.: 216681

DEFINED USE: _____

PERMITTED/DISCRETIONARY: Permitted Use

VARIANCE: _____

PROPOSED DEVELOPMENT SKETCH

LEGAL NW $\frac{1}{4}$ SEC 23 TWP 91 RG 23 W 5 M

- Parcel Boundaries/dimensions (feet, meters, etc.).
- Locate developed road allowance(s) and access points(s).
- Distance from all proposed boundary lines to all non-movable buildings (if applicable).
- Distance from residence to drinking water supply, sewage system outlet and all boundary lines (if applicable). - county water.
- Distance from sewage outlet to water supply and all boundary lines (if applicable).
- Distance from water supply to all proposed boundary lines (if applicable).
- Locate additional residence(s) on the $\frac{1}{4}$ section (if applicable).
- Locate shelterbelts, creeks, rivers, drainage ditches, railways, etc.

