

AGENDA
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, SEPTEMBER 23, 2025, at 11:00 A.M.

<https://us02web.zoom.us/j/88418740146?pwd=KHh780cwD4srb4cHj5GVZpxPd8ubya.1>

01.0 CALL TO ORDER

02.0 ADOPTION OF THE AGENDA

03.0 ADOPTION OF THE MINUTES

A) Tuesday, September 09, 2025, Municipal Planning Commission Meeting Minutes

04.0 PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

1) Development Permit DP-25-35- 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, SEPTEMBER 09, 2025, at 11:00 A.M.

<https://us02web.zoom.us/j/88414050903?pwd=TfmeQLNHTl9EhTmk3Ph4HevQkeDdOZ.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

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 and Development Clerk (virtual)
Dan Archer – Mile Zero Banner Post Reporter
Gail Long – Planning and Development Officer, ISL Engineering and Land Services Ltd. (virtual)
Deb Bonnett– Planning and Development Officer, ISL Engineering and Land Services Ltd. (virtual)

01.0 CALL TO ORDER

Chair Ungarian called the Tuesday, September 09, 2025, Municipal Planning Commission Meeting to order at 11:04 a.m.

02.0 ADOPTION OF THE AGENDA

046/09/09/25MPC **MOVED BY Councillor Schug to acknowledge receipt of the Tuesday, September 09, 2025, Municipal Planning Commission Meeting Agenda and adopt it as presented.**
CARRIED

03.0 ADOPTION OF THE MINUTES

A) *Tuesday, August 26, 2025, Municipal Planning Commission Meeting Minutes*

047/09/09/25MPC **MOVED BY Councillor Dechant to acknowledge receipt of the Tuesday, August 26, 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

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

i. *Development Permit DP-25-25 – Solar panel array (discretionary)*

048/09/09/25MPC **MOVED BY Councillor Reese to acknowledge receipt of Development Application DP-25-25; for a ground mounted solar panel array on screw piles and approve the following application, subject to the following nine (9) conditions, including variance:**

1. Grant a variance to the rear yard setback requirement from 30.5 m (100 ft) to 22.8 m (75 ft) and side yard setback requirement from 15.2 m (50 ft) to 3 m (10 ft);
2. that the development proceeds in accordance with the attached plans and site plan to reflect the proposed location on Lot 7 Plan 8922893 on part of the SW 6-85-21-W5M.
3. The applicant/owner shall comply with the uses and regulations of the Country Residential General (CR1) District.
4. 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.
5. The applicant/owner is required to enter into a Road Use Agreement with the County for any industrial traffic generated as a result of the proposed development.
6. This permit approval is issued on the condition that all approvals, including any Industry Canada approvals or Water Act approvals and/or licenses, required by other regulatory jurisdictions be obtained and maintained throughout the course of this development and its operation. A copy of the approved permits shall be submitted to the County of Northern Lights.
7. The applicant/owner shall contact an accredited agency contracted by Municipal Affairs to obtain the following applicable permits and inspections, as required:
 - a. Building Permit (if applicable)
 - b. Electrical Permit

A copy of the approved permits shall be submitted to the County of Northern Lights.

8. Additional development or construction is not allowed without an approved development permit from the County of Northern Lights.
9. The decision being posted on the County website and advertised in a local newspaper and no appeal against said decision being successful.

CARRIED

ii. *Development Permit DP-25-22 – Home-based Business (discretionary)*

049/09/09/25MPC **MOVED BY Councillor Halabisky to acknowledge receipt of Development Application DP-25-22 to develop a home-based business major, within an existing attached 65.22 m² garage on Lot 1, Block 1, Plan 232 0090 on a portion of NE 18-85-23 W5 and approve, subject to the following eight (8) conditions:**

1. The development proceeds in accordance with the attached plans and site plan to reflect the proposed location on Lot 1, Block 1, Plan 232 0090 (on a portion of NE18-85-23 W5M).
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 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.
4. 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.
5. The applicant/owner shall adhere to the 2021 Alberta Private Sewage System Standard of Practice and all required setbacks.

6. 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 shall be submitted to the County of Northern Lights.
7. Additional development or construction is not allowed without an approved development permit from the County of Northern Lights.
8. 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 September 09, 2025, Municipal Planning Commission Meeting at 11:13 a.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 25-35

ROLL NO.: 312581

DEVELOPMENT: Move a 78 m² (832 ft²) dwelling onto new pilings, and construct two decks of 15m² (160 ft²) and 6m² (64 ft²)

USE TYPE: Permitted Use

LAND USE DISTRICT: Country Residential General (CR1)

LEGAL DESCRIPTION (ATS Location): Pt. NE 29-92-23-W5M

SHORT LEGAL: Lt 6 Plan 9925979

CONSTRUCTION VALUE: < \$250,000

NAME & ADDRESS OF APPLICANT(s): Landowner(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 situated on the lot in accordance with the approved site plan.
2. The owner/developer shall comply with the uses and regulations of the Country Residential General (CR1) District.
3. The owner/developer shall contact an accredited agency contracted by Municipal Affairs to obtain the following permits or approval 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.
4. 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.

5. The proposed pilings and moved-in dwelling unit shall meet the requirements of the Alberta Building Code.
6. The applicant/owner shall provide a private sewage system and water services in accordance with the required acts, regulations, and standards.
7. 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 other structures and natural site features.
8. No further development or construction shall be allowed without an approved Development Permit.
9. The applicant/owner shall obtain all necessary environmental approvals required for development. This may include but is not limited to a Water Act approval for wetland disturbance.

September 10, 2025

September 10, 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 25-35
DATE RECEIVED	AUG 28 2025
ROLL NO.	312581

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) 836-3683

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 APPLICANT			NAME OF REGISTERED OWNER		
ADDRESS			ADDRESS		
POSTAL CODE			POSTAL CODE		
EMAIL ADDRESS*			EMAIL ADDRESS*		
*By supplying the County with an email address, you agree to receive correspondence by email.					
PHONE (CELL)	PHONE (RES)	PHONE (BUS)	PHONE (CELL)	PHONE (RES)	PHONE (BUS)

LAND INFORMATION

Municipal Address (if applicable):	
Legal description (if applicable): Registered Plan: <u>9925979</u> Block: <u> </u> Lot (parcel): <u>6</u>	
QTR/LS: <u>NE</u> Section: <u>29</u> Township: <u>92</u> Range: <u>23</u> Meridian: <u>5</u>	
Size of the Parcel to be developed <u>12.2</u> ☒ Acres or ☐ Hectares	
Description of the existing use of the land: <u>empty lot</u>	
Proposed Development: <u>Setup pilings, water, sewer, power, move dwelling (house) to yardsite</u>	
Circle any proposed uses(s):	
☐ SIGN(S)	☐ CULVERT(S)/ ROAD ACCESS POINT(S)
☒ DWELLING UNIT(S)	☐ ACCESSORY STRUCTURE(S)/ USE(S)
☐ HOME BASED BUSINESS	☐ COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USES(S)
☐ PUBLIC USE(S)/ UTILITIES	☐ SHED/GARAGE/BARN(S)
☐ OTHER (SPECIFY)	
Estimated:	Date of Commencement: <u>AUG 2025</u> Date of Completion: <u>2026</u> Value of Construction: <u>\$250,000-</u>

PROPOSAL INFORMATION

DEVELOPMENT IS: ☒ NEW ☐ EXISTING ☐ ALTERATION TO EXISTING

LAND IS ADJACENT TO: ☐ PRIMARY HIGHWAY ☒ LOCAL ROAD ☐ INTERNAL SUBDIVISION ROAD ☐ OTHER

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

PRINCIPAL BUILDING SETBACK: FRONT: 26.1 REAR: 32 SIDES: 26 / 26 HEIGHT 14.14

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 _____ ☐ 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 Applicant

Aug 26/25
Date

SIGNATURE OF APPLICANT

Aug 26/25
Date

SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER

FOR ADMINISTRATIVE USE

LAND USE DISTRICT: Country Residential General

FEE ENCLOSED: YES ☐ NO ☐ AMOUNT: \$ 100.00 RECEIPT NO.: 222364

DEFINED USE: _____

PERMITTED/DISCRETIONARY: Permitted

VARIANCE: _____

COUNTY OF NORTHERN LIGHTS

APPROVED

AS PER LETTER/CONDITIONS

DATED: Sep 10, 2025

PER: [Signature]

