

AGENDA
MUNICIPAL PLANNING COMMISSION
COUNTY OF NORTHERN LIGHTS
TUESDAY, OCTOBER 28, 2025, at 11:00 A.M.

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

01.0 CALL TO ORDER

02.0 CHAIR AND VICE-CHAIR ELECTION

03.0 ADOPTION OF THE AGENDA

04.0 ADOPTION OF THE MINUTES

A) Tuesday October 14, 2025, Municipal Planning Commission Meeting Minutes

05.0 PLANNING AND DEVELOPMENT

A) Development Permits – Issued by the Development Officer

1) Development Permit DP-25-36 – 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, OCTOBER 14, 2025, at 11:00 A.M.

<https://us02web.zoom.us/j/81532446509?pwd=czvbtQwmRUVzGt7nMQU9zCAo74gLQO.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
Dan Archer – Mile Zero Banner Post Reporter

01.0 CALL TO ORDER

Chair Ungarian called the Tuesday, October 14, 2025, Municipal Planning Commission Meeting to order at 11:11 a.m.

02.0 ADOPTION OF THE AGENDA

053/14/10/25MPC **MOVED BY Councillor Reese to acknowledge receipt of the Tuesday, October 14, 2025, Municipal Planning Commission Meeting Agenda and adopt it as presented.**
CARRIED

03.0 ADOPTION OF THE MINUTES

A) Tuesday, September 23, 2025, Municipal Planning Commission Meeting Minutes

054/14/10/25MPC **MOVED BY Councillor Yasinski to acknowledge receipt of the Tuesday, September 23, 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-25-38 – Permitted Use*
- 2) Development Permit DP-25-39 – Permitted Use*

055/14/10/25MPC **MOVED BY Councillor Dechant to acknowledge receipt of Development Permits DP-25-38 and DP-25-39, as issued by the Development Officer and accept them for information.**
CARRIED

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

C) Miscellaneous

05.0 ADJOURNMENT

Chair Ungarian adjourned the Tuesday, October 14, 2025, Municipal Planning Commission Meeting at 11:12 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 25-36
ROLL NO.: 314279
DEVELOPMENT: Deck (14' x 54')
USE TYPE: Permitted
LAND USE DISTRICT: Country Residential General (CR1)
LEGAL DESCRIPTION (ATS Location): SE 4-84-23-W5M
SHORT LEGAL: Lot 1 Block 2 Plan 1321254
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 situated on the lot in accordance with the approved site plan.
2. The applicant/owner shall comply with the uses and regulations of the Country Residential Agricultural (CR1) 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 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.

5. No further development or construction shall be allowed without an approved Development Permit.

October 15, 2025
DATE OF DECISION

Oct 15 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 25-36
DATE RECEIVED	September 15, 2025
ROLL NO.	314279

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 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): <u>Northern Lights County</u>	
Legal description (if applicable): Registered Plan: <u>32-1284</u> Block: <u>7</u> Lot (parcel): <u>1-2</u>	
QTR/LS: <u>SE</u> Section: <u>4</u> Township: <u>84</u> Range: <u>23</u> Meridian: <u>1 of 5</u>	
Size of the Parcel to be developed ☒ 10 ☐ Acres or ☐ Hectares	
Description of the existing use of the land: <u>adding deck to N.W side of home</u> <u>Current home 16x76 mobile.</u>	
Proposed Development: <u>add 14x54 foot deck with stairs on both ends</u>	
Circle any proposed uses(s): ☐ SIGN(S) ☐ DWELLING UNIT(S) ☒ HOME BASED BUSINESS ☐ CULVERT(S)/ ROAD ACCESS POINT(S) ☐ ACCESSORY STRUCTURE(S)/ USE(S) ☐ COMMERCIAL OR INDUSTRIAL STRUCTURE(S)/ USE(S) ☐ PUBLIC USE(S)/ UTILITIES ☐ SHED/GARAGE/BARN(S) ☐ OTHER (SPECIFY)	
Estimated:	Date of Commencement: <u>Sep 15/25</u> Date of Completion: <u>Oct 15, 2025</u> Value of Construction: \$ <u>11,000</u>

PROPOSAL INFORMATION			
DEVELOPMENT IS: ☐ NEW ☒ EXISTING ☐ ALTERATION TO EXISTING			
LAND IS ADJACENT TO: ☐ PRIMARY HIGHWAY ☒ LOCAL ROAD ☐ INTERNAL SUBDIVISION ROAD ☐ OTHER			
LOT AREA: <u>10 acres</u>	LOT WIDTH: <u>20m</u>	LOT LENGTH: <u>20m</u>	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 _____ ☐ NUMBER OF EMPLOYEES _____ ☐ PROPOSED BUSINESS ACTIVITIES _____ ☐ LANDOWNER LETTER OF AUTHORIZATION ☐ ADJACENT LANDOWNER LETTERS OF SUPPORT	

MANUFACTURED HOME (MOBILE HOME)	
SERIAL NUMBER: _____	YEAR BUILT: <u>2002</u> SIZE: WIDTH <u>16</u> LENGTH <u>76</u>

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	<u>Sep 15/25</u> Date SIGNATURE OF APPLICANT _____ SIGNATURE OF REGISTERED LANDOWNER / LEASEHOLDER _____

FOR ADMINISTRATIVE USE	
LAND USE DISTRICT: <u>Country Residential General (CR1)</u>	
FEE ENCLOSED: YES ☐ NO ☐	AMOUNT: \$ <u>\$50.00</u> RECEIPT NO.: <u>223739</u>
DEFINED USE: _____	
PERMITTED/DISCRETIONARY: _____	
VARIANCE: _____	

