



NOTICE OF DECISION

Municipal Planning Commission

April 24, 2026

RE: DP AMENDMENT APPLICATION – SECONDARY SUITE – 329 BIRCHCLIFF ROAD

A development permit amendment was submitted to the Municipal Planning Commission for a change of use to a secondary suite located at 329 Birchcliff Road (Lot 5PT, Block -, Plan 6333KS) in the Summer Village of Birchcliff.

Finding of Fact:

Upon review of the submitted application, the Municipal Planning Commission makes the following findings:

1. Secondary Suites are listed as a discretionary use in the R1 – Lakeshore Residential District and therefore require approval from the Municipal Planning Commission.
2. The Land Use Bylaw states that the maximum floor area of a secondary suite shall not exceed 50% of the total floor area of the principal dwelling. The proposed secondary suite has a floor area of 3,168 ft² (294.32 m²), exceeding the maximum allowable area of 1,560 ft² (144.93 m²) by 1,608 ft² (149.39 m²), requiring a variance approval from the Municipal Planning Commission.

Decision:

After due consideration, the Municipal Planning Commission denies the requested discretionary use and variance for the secondary suite at 329 Birchcliff Road as it does not comply with the maximum floor area requirements of the Land Use Bylaw.

The maximum square footage of a secondary suite shall not exceed more than fifty percent (50%) of the total floor area of the principal dwelling. The maximum allowable floor area for a secondary suite is 1,560ft.² (144.93m²), which represents fifty percent

(50%) of the total floor area of the principal building. The proposed secondary suite has a floor area of 3,168ft.² (294.32m²), exceeding the maximum allowable size by 1,608ft.² (149.39m²).



Summer Villages on Sylvan Lake
#2 Erickson Drive
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(403) 887-2822

Appeal:

This decision involves a discretionary use and variance request and is appealable to the Subdivision and Development Appeal Board, as per Part 17 of the Municipal Government Act. Should you wish to appeal this decision, appeal forms, guides, and processes can be found on the village website at:

<http://www.sylvansummervillages.ca/planning--development.html>

Appeals must be received within 21 days of the date of this notice and must be accompanied by a \$1,000.00 non-refundable fee. For further information, please contact the Clerk at 403-887-2822.