

**MUNICIPAL PLANNING COMMISSION AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
SUMMER VILLAGES ADMINISTRATION OFFICE
MARCH 23, 2026 @ 9:00 A.M.**

- A. CALL TO ORDER**

- B. ADOPTION OF AGENDA**

- C. DEVELOPMENT ITEMS**
 - 1) 56 Sunnyside Cabin

- D. ADJOURNMENT**

Summer Village of Birchcliff– Municipal Planning Commission

March 23, 2026

Agenda Item

202 Birchcliff Road - #56 Sunnyside Cabin (Lot B, Block 1, Plan 4112EO)

Development Permit Application

Background:

The homeowners of #56 Sunnyside Cabin (Lot B, Block 1, Plan 4112EO), located in the Village of Birchcliff, are seeking approval for the construction of a dwelling addition on their property. The property is located within the CC2 District (Church Camp Cottage District).

The proposed dwelling addition will consist of removing the existing roof system in order to construct a second floor on the cabin, as well as replace an existing ground level deck. The location of the cabin will not change, and no landscaping changes are proposed beyond the existing grass areas and gravel parking pad. The proposed development complies with the Land Use Bylaw, in meeting the maximum allowable floor area of 601.9 ft² per floor and remaining within the maximum building height of 19.2ft.

During the review of the application, it was identified that the existing cabin is non-compliant with one of the required yard setbacks, as well as the amenity space requirement. As a result, variances from the Municipal Planning Commission are required.

The application was circulated to adjacent landowners and cabins within a 10 m (32.80 ft.) radius. The Sunnyside Camp has also reviewed the proposal, and all have signed in support of the proposed development.

Discussion:

This application is before MPC for the following reasons:

- Land Use Bylaw 15.6.1 (d):
 - i. Minimum 1.5 m (4.9 ft.) for one (1) yard only; and*
 - ii. Minimum 3.0 m (9.8 ft.) for two (2) yards; and*
 - iii. Minimum 5.0 m (16.4 ft.) for the remaining yard;*

The setbacks are as follows:

- i. 1.68m (5.5ft.)

ii. 1.83m (6.0ft.) The yard setback of 1.83m (6.0ft.) does not meet the minimum 3.0m (9.8ft.), therefore requires a 39% variance of 1.17m (3.8ft.).

iii. 4.32m (14.2ft.)

iv. 6.2m (20.34ft.)

- Land Use Bylaw 15.6.1(e): *The location and provision for a minimum of 45m² (484.4 ft²) of amenity space, to be provided in one (1) of the yards and consisting of soft landscaping materials only. The proposed amenity space of 23.35m² (251.3ft²) requires a 48% variance of 21.65m² (233ft²).*

Application Review:

Upon application review, administration provides the following information:

Land Use Bylaw 258-25:

3.2 Definitions:

3.2.8. *“amenity space” means the area situated adjacent to a church camp cottage intended for passive recreational purposes, consisting of soft landscaping materials only, at grade patios and play areas and similar uses, but does not include raised decks or balconies, parking stalls, aisles or access driveways.*

3.2.154 *“soft landscaping” means the use of vegetative materials as part of a landscaped area;*

CC2 – Church Camp Cottage District

15.5 Development Regulations

15.5.1 *Maximum Floor Area:*

(Main Floor) 56.0 m² (602.8 ft.²)

15.5.2 *Maximum Floor Area:*

(Second Floor) 56.0 m² (602.8 ft.²)

15.5.3 *Maximum Floor Area:*

(Basement/Crawl Space) 56.0 m² (602.8 ft.²)

15.5.4 *Maximum Building Height:*

5.8 m (19.2 ft.) for the overall building height, measured from the highest natural point of elevation on the building perimeter to the top of the highest ridge of the roof.

15.6 Site Development:

15.6.1 *All Development Permit applications must include a surveyor’s sketch showing all buildings/cottages that are in the affected area(s) that are part of the map showing areas 1-34, that identify the site of the proposed new cottage and/or addition, as well as provide the Development Authority with the following:*

- a. *The location of the existing cottage and/or structures to be demolished if applicable; and*
- b. *The proposed cottage development, showing all dimensions, area of floor area(s), including overhangs, decks and exterior stairs, and the dimensioned distances to all existing structures within a 10.0 m (32.8 ft.) radius; and*
- c. *The location of the water well for the proposed development as well as the location of all existing water wells for the existing cottages identified within a 10.0 m (32.8 ft.) radius; and*
- d. *Confirmation that the proposed development meets the following yard requirements:*
 - i. *Minimum 1.5 m (4.9 ft.) for one (1) yard only; and*
 - ii. *Minimum 3.0 m (9.8 ft.) for two (2) yards; and*
 - iii. *Minimum 5.0 m (16.4 ft.) for the remaining yard; and/or where applicable:*
 - iv. *7.5 m (24.61 ft.) from the top of the escarpment or high water mark; and*
 - v. *3.0 m (9.84 ft.) from Birchcliff Road; and that all yards are to be provided by each cottage, and shall not overlap any yard of an adjacent cottage; and*
- e. *The location and provision for a minimum of 45 m² (484.4 ft²) of amenity space, to be provided in one (1) of the above yards and consisting of soft landscaping materials only; and*
- f. *The location and provision for one (1) parking stall per cottage located in the CC2 District; and*
- g. *An agreement signed by all adjacent cottage owners within a 10 m (32.80 ft.) radius, stating their agreement to the proposed development, survey, and the yards established by it; and*
- h. *All new sheds shall be no larger than 4.46 m² (48.0 ft²) and shall be incorporated into the overall cottage design. The shed shall include only an exterior passage door as no accessory buildings are permitted in this district;*
- i. *Any projection on the yards described above, including unenclosed decks, balconies, and steps over or on Yards shall not exceed one half the minimum yard requirement; and*
- j. *Decks and balconies can be covered if the same roofing material is used as the main roof, but cannot be enclosed with any material including screens, windows, and lattice; and*
- k. *Decks may be constructed on a maximum of two (2) sides of the cottage, provided the minimum amenity space has been provided; and*
- l. *Fences, gates, freestanding walls, and other means of enclosure are not permitted in this district.*

15.7 Church Camp Cottage Design Requirements

15.7.1 *All church camp cottages shall be erected upon a permanent, concrete foundation wall or grade beam which completely encloses the area under the cottage, and which is supported by footings or piers extending below the frost line.*

15.8 Servicing Requirements:

15.8.1 *No building may be erected or development commenced on lots which are not proposed to be serviced by piped water or sewage system until the owner provides documentation ensuring that the development will conform to The Safety Codes Act and the National Building Code (Alberta Edition).*

15.8.3 *Electrical power from the property line of any lot to any building situate on the lot shall be constructed underground.*

15.9 Parking Requirements

15.9.1 *Parking shall attain the following minimum level of stall provision:*

a. Church camp cottages: 1 stall per church camp cottage

Conditions:

If approved, Administration would recommend the following conditions:

- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use By-Law under which this permit was issued.
- The construction and development permit conditions shall be completed within 12 months and the landscaping shall be completed within 2 years of the date of permit issuance.
- Electrical power from the property line of any lot to any building situated on the lot shall be constructed underground.
- Any damage to public roads or the carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- All road bans to be followed that are implemented by Roadata and the administration office.
- The maximum building height shall be 5.8 m (19.2ft.) for the overall building height, measured from the highest natural point of elevation on the building perimeter to the top of the highest ridge of the roof.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- \$3,000.00 completions deposit required to ensure development is completed in accordance with the approved development permit.
- Landscaping to remain in accordance with the approved landscaping plan.
- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibility of the property owner. A lot grade certificate may be required at completion to ensure that proper drainage on the property exists.
- Final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes amenity space coverage.

- Roofs on buildings shall be constructed of non-combustible or fire-retardant materials with a minimum Class B fire rating and shall have soffits or be otherwise screened with FireSmart compliant.
- All siding and fascia materials shall consist of fire-resistant materials as identified in the most current versions of "FireSmart - Protecting Your Community from Wildfire" or the "Wildland Urban Interface (WUI) Products" listing, and siding material shall extend from ground level to the roofline.
- All patios that are raised above ground level shall have sheathing made of fire-resistant materials extending from the patio's floor level to the ground
- All balconies and decks on buildings shall be constructed of fire-resistant materials as identified in the most current versions of "FireSmart - Protecting Your Community from Wildfire" or the "Wildland Urban Interface (WUI) Products" listing.
- All buildings with exposed undersides less than 2.0 m (6.6 ft) above the ground shall have sheathing made of fire-resistant materials extending from the floor level to the ground to prohibit the entry of sparks and embers under the structure. Small cantilevers, such as bay windows, may alternatively have their undersides sheathed with fire-resistant material.
- All buildings, including their balconies and decks, with exposed undersides higher than 2.0 m (6.6 ft) from ground level shall have a non-combustible surface cover underneath them.
- Decks and balconies can be covered if the same roofing material is used as the main roof, but cannot be enclosed with any material including screens, windows, and lattice.
- Minimum 3.0 m (9.8ft.) setback for two (2) yards required. 39% variance of 1.17m (3.8ft.) for one yard granted by the Municipal Planning Commission. (Condition if variance granted)
- Minimum of 45m² (484.4 ft²) of amenity space, to be provided in one (1) of the yards and consisting of soft landscaping materials only. 48% variance of 21.65m² (233ft²) granted by the Municipal Planning Commission. (Condition if variance granted)

Authorities:

The MPC may:

- (1) Grant a variance to reduce the requirements of any use of the Land Use Bylaw and that use will be deemed to comply with the Land Use Bylaw.
- (2) Approve an application for Development Permit even though the proposed development does not comply with this bylaw or is a non-conforming building if, in the opinion of the Municipal Planning Commission:
 - (a) The proposed development would not;
 - (i) Unduly interfere with the amenities of the neighbourhood; or

(ii) Materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; And

(b) it conforms with the use prescribed for that land or building in this bylaw.

(3) In approving an application for development pursuant to subsections (2)(a) and a variance shall be considered only where warranted by the merits of the proposed development and in response to irregular parcel lines, parcel shapes or site characteristics which create difficulties in siting structures within the required setback or in meeting the usual bylaw requirements except there shall be no variance for parcel coverage and building height.

Decision:

MPC May:

1. Approve the application with or without conditions (*Section 642 of the MGA*), or
2. Deny the application stating reasons why (*Section 642(4) of the MGA*).
3. Refer the application to administration with a timeline for more information.

Sarah Cheney

From: [REDACTED]
Sent: February 25, 2026 10:47 AM
To: Sarah Cheney
Subject: Re: Sunnyside Cabin #56 Dwelling Addition Development Permit Application

Sarah:

In response to your phone call and the information within the most recent email, please accept this email as a formal request for a variance for both amenity space (variance of 21.65 sq m) and for one of the yard setbacks (variance of 1.17 m).

To: Development Authority

From: [REDACTED]

Existing use of Cabin

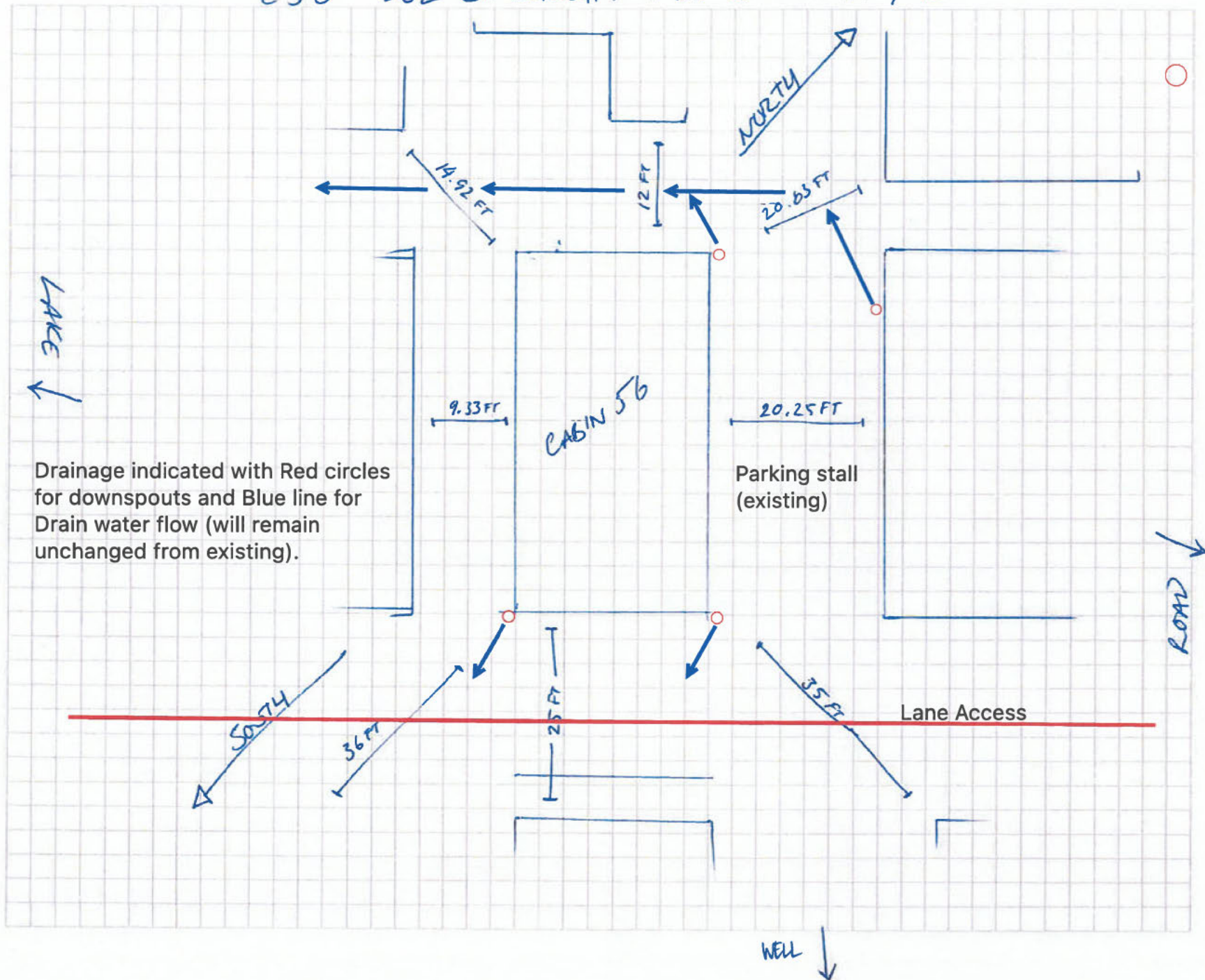
#56 is a 1 ½ storey structure with main floor developed and developed functional floor space on a floor system in place over 2/3 of the 600 sq.ft footprint. Cabin is an all season structure with natural gas heating, electricity, and water.

Proposed use

Remove roof system and complete the 2nd floor to utilize the full 600 sq.ft possible.

Building of walls and new roof structure to suit and align with the requirements of 19.2 ft. for the overall building height, measured from the highest natural point of elevation on the building perimeter to the top of the highest ridge of the roof.

C56 202 BIRCHCLIFF RD. BIRCHCLIFF, AB



Drainage indicated with Red circles for downspouts and Blue line for Drain water flow (will remain unchanged from existing).



SOFTPLAN
ARCHITECTURAL DESIGN SOFTWARE

PHONE:
FAX:
MOBILE:



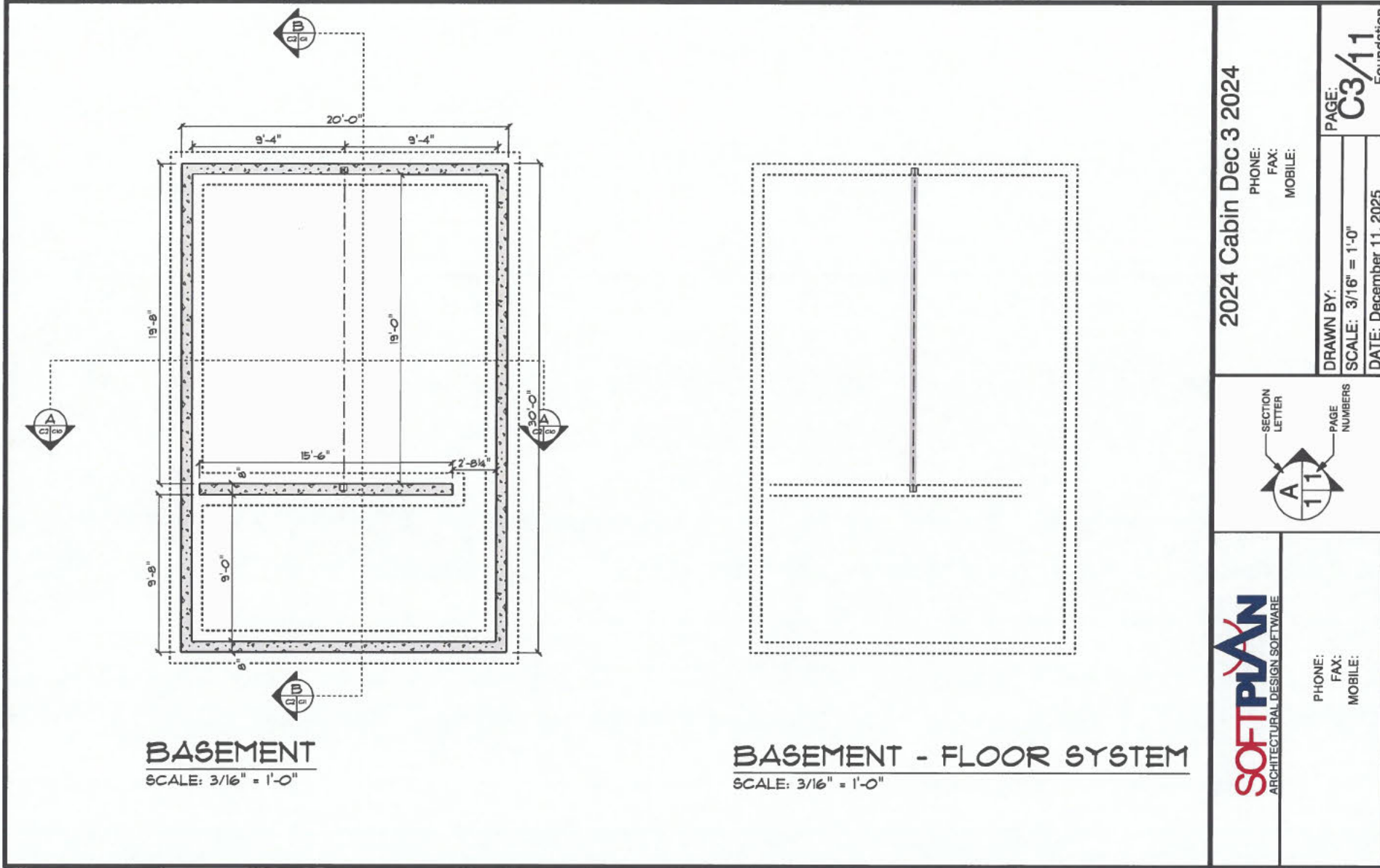
2024 Cabin Dec 3 2024

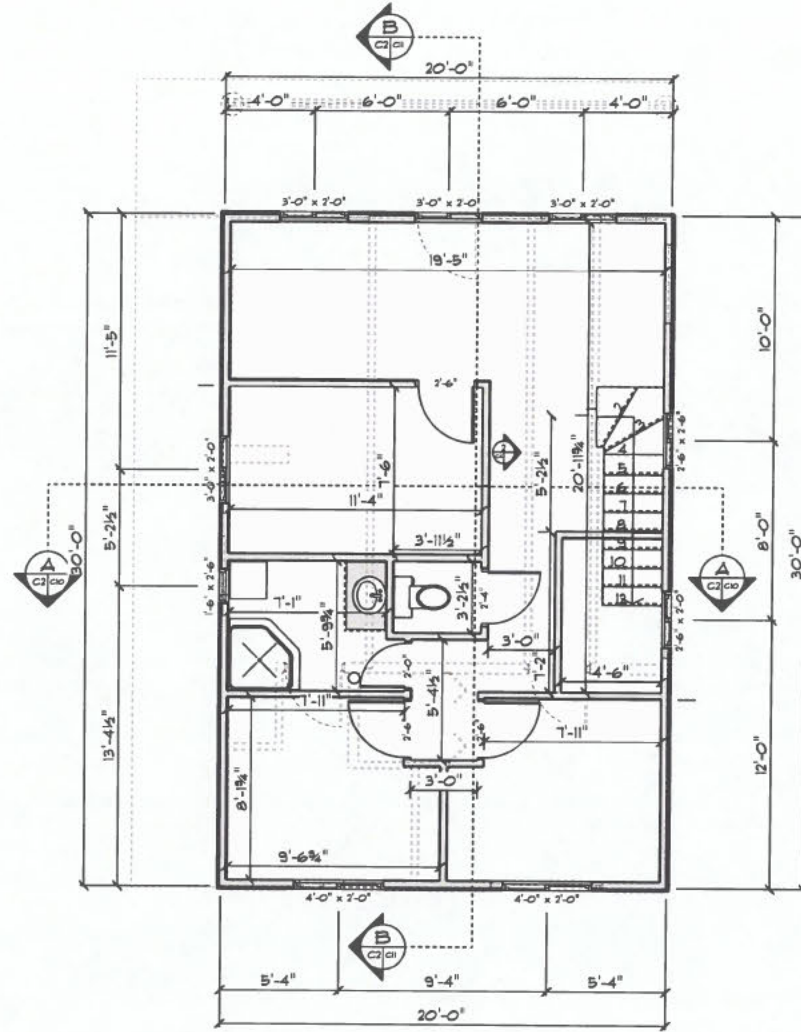
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SCALE: As Noted

PAGE:
C1/11


DATE: December 11, 2025 Before 2nd Floor Additions

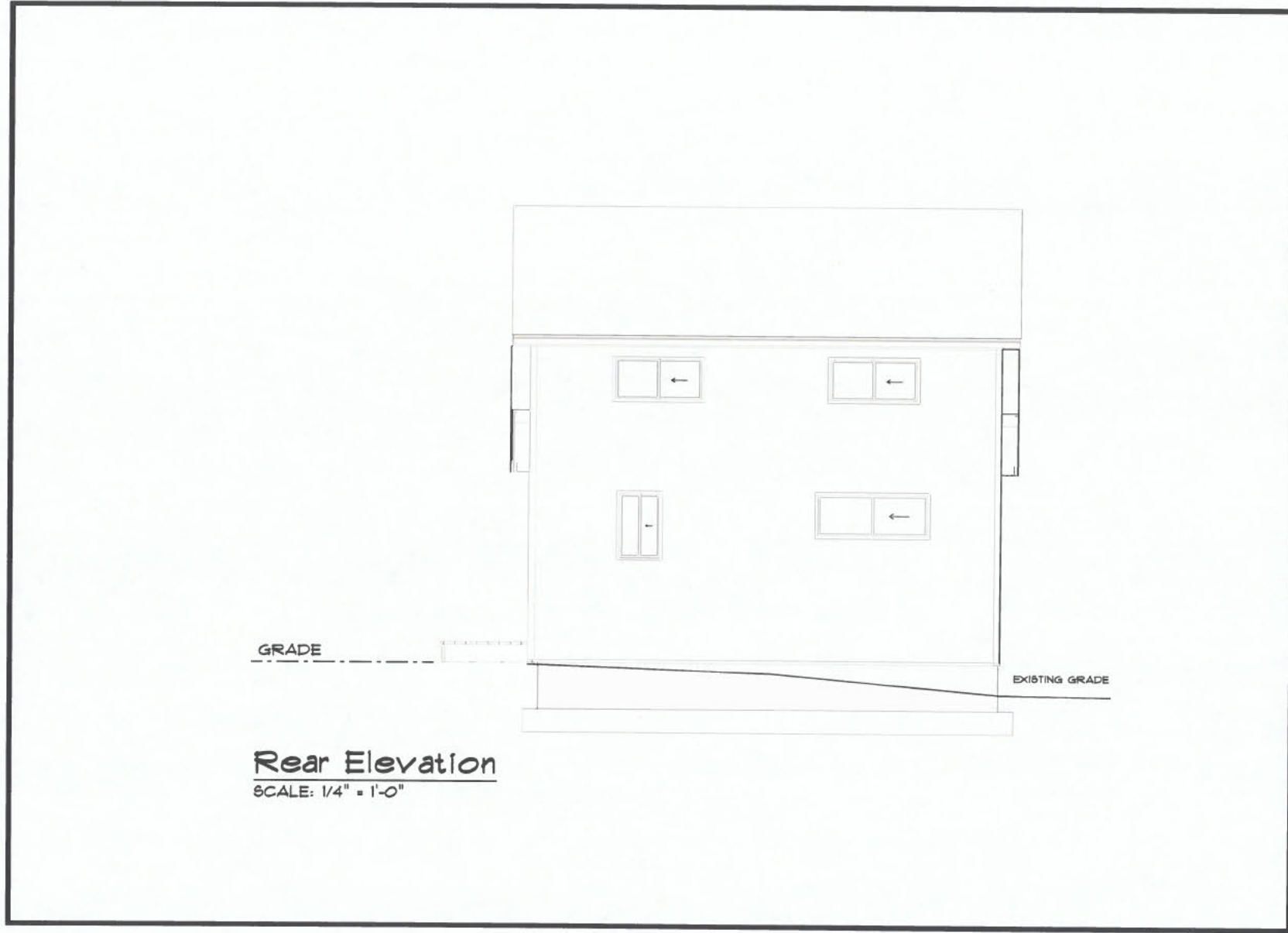



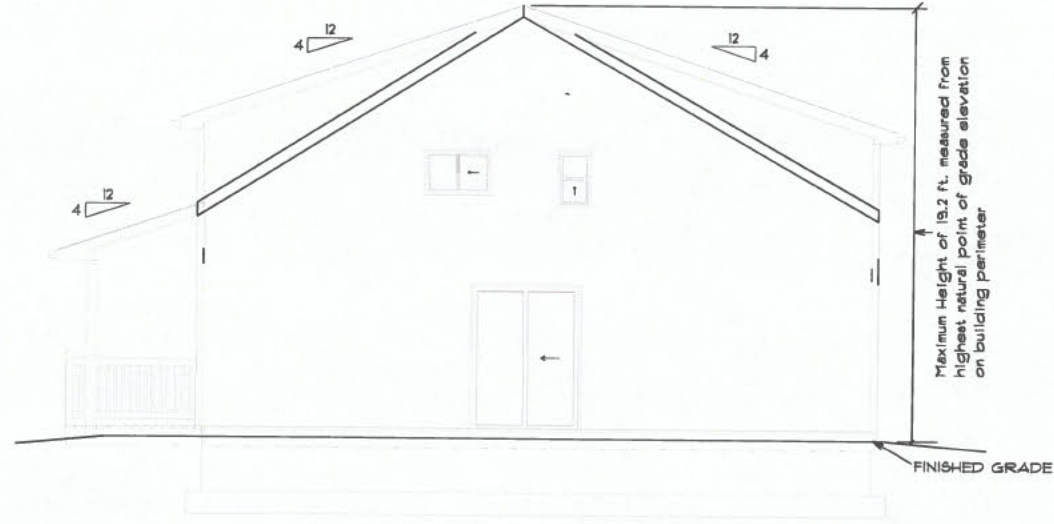


SECOND FLOOR
 SCALE: 3/16" = 1'-0"

	PHONE: FAX: MOBILE:	2024 Cabin Dec 3 2024 PHONE: FAX: MOBILE:
	SECTION LETTER 	DRAWN BY: SCALE: 3/16" = 1'-0" DATE: December 11, 2025
		PAGE: C4/11 2nd Floor

 <p>Front Elevation SCALE: 1/4" = 1'-0"</p>	<p>2024 Cabin Dec 3 2024</p> <p>PHONE: FAX: MOBILE:</p>	<p>DRAWN BY: SCALE: 1/4" = 1'-0" DATE: December 11, 2025</p> <p>PAGE: C5/11 Front Elevation</p>
<p>SECTION LETTER A</p> <p>PAGE NUMBERS 11</p>	<p>SOFTPLAN ARCHITECTURAL DESIGN SOFTWARE</p> <p>PHONE: FAX: MOBILE:</p>	

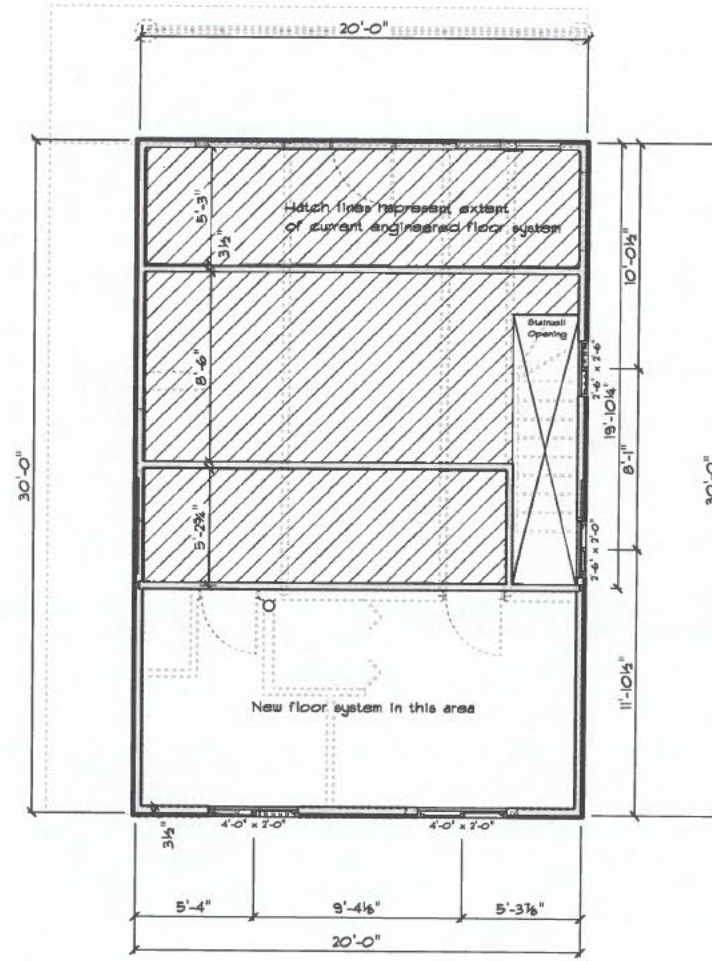
 <p>Rear Elevation SCALE: 1/4" = 1'-0"</p>	<p>2024 Cabin Dec 3 2024</p> <p>PHONE: FAX: MOBILE:</p>	<p>DRAWN BY:</p> <p>SCALE: 1/4" = 1'-0"</p> <p>DATE: December 11, 2025</p>	<p>SECTION LETTER</p> <p>PAGE NUMBERS</p> 	<p>SOFTPLAN ARCHITECTURAL DESIGN SOFTWARE</p> <p>PHONE: FAX: MOBILE:</p>	<p>PAGE: C6/11</p> <p>Rear Elevation</p>
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WEST ELEVATION
SCALE: 3/16" = 1'-0"

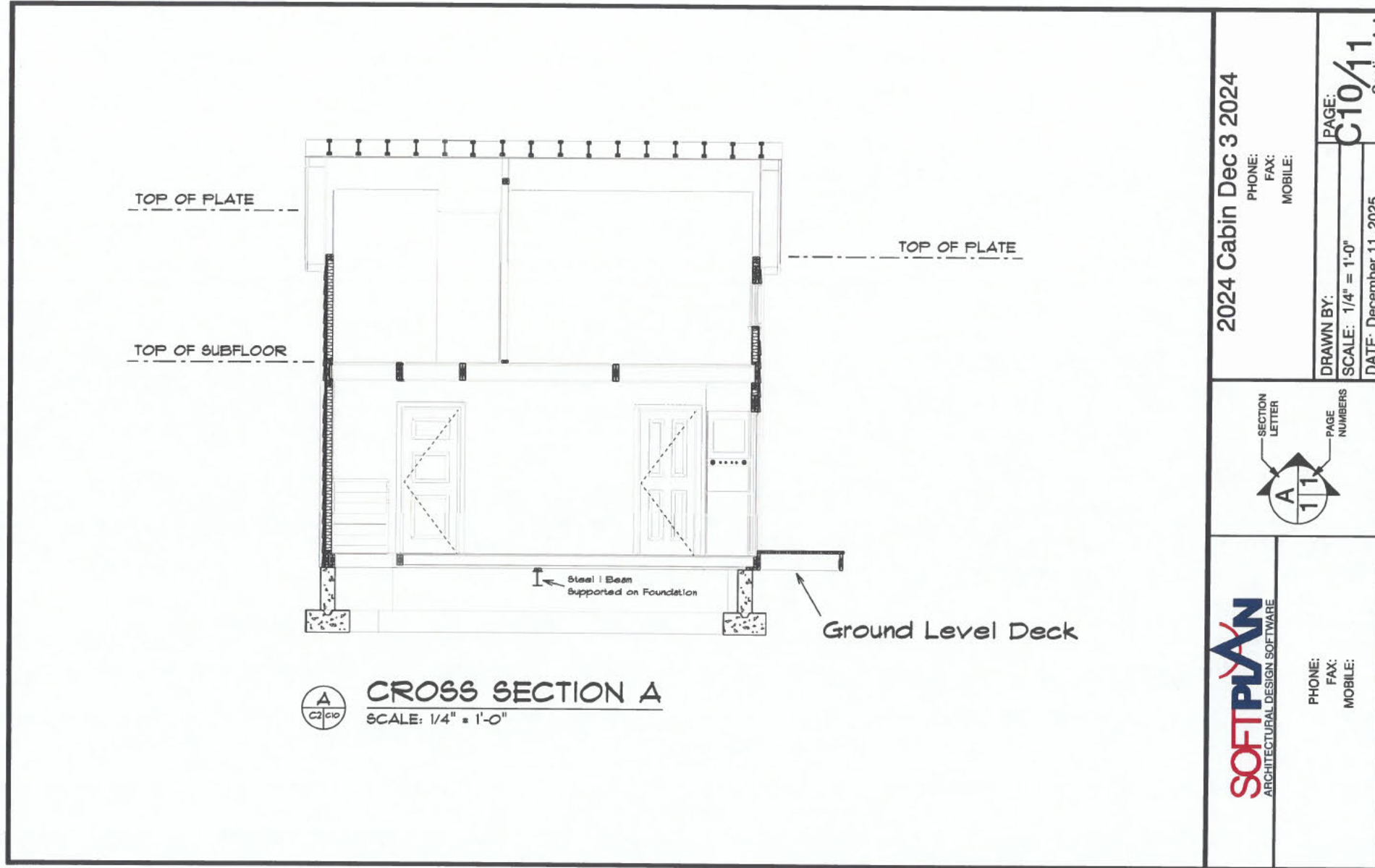
SOFTPLAN ARCHITECTURAL DESIGN SOFTWARE	2024 Cabin Dec 3 2024	PHONE: FAX: MOBILE:	PAGE: C7/11 Right Elevation
		DRAWN BY: SCALE: 3/16" = 1'-0" DATE: December 11, 2025	
	SECTION LETTER A	PAGE NUMBERS 11	

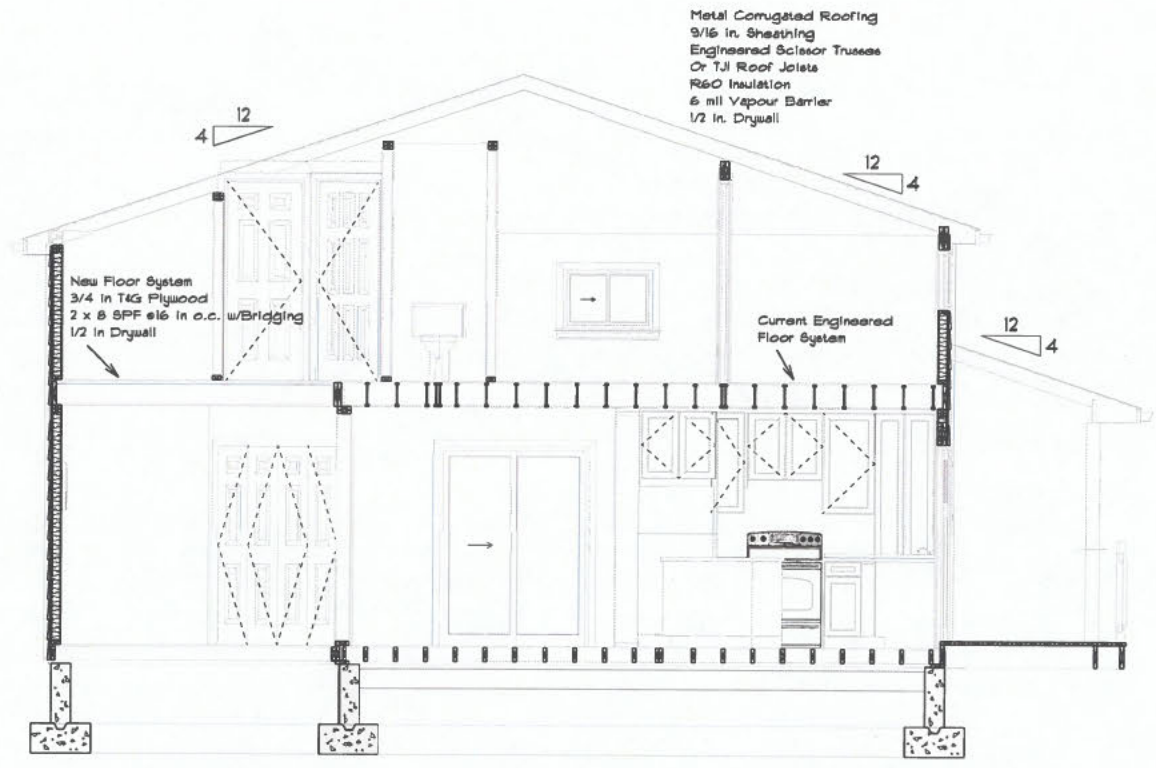
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	<p>SECTION LETTER A</p> <p>PAGE NUMBERS 11</p>	
	<p>SOFTPLAN ARCHITECTURAL DESIGN SOFTWARE</p> <p>PHONE: FAX: MOBILE:</p>	



Current 2nd floor layout
 SCALE: 3/16" = 1'-0"

	2024 Cabin Dec 3 2024 PHONE: FAX: MOBILE:	DRAWN BY: SCALE: 3/16" = 1'-0" DATE: December 11, 2025 Existing 2nd floor layout	PAGE: C9/11
	SECTION LETTER 	PAGE NUMBERS 	PHONE: FAX: MOBILE:





CROSS SECTION B
 SCALE: 1/4" = 1'-0"

2024 Cabin Dec 3 2024		PHONE:	PAGE: C11/11
		FAX:	Section B-B
		MOBILE:	
		DRAWN BY:	
		SCALE: 1/4" = 1'-0"	
		DATE: December 11, 2025	
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		FAX:	
		MOBILE:	



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C-1

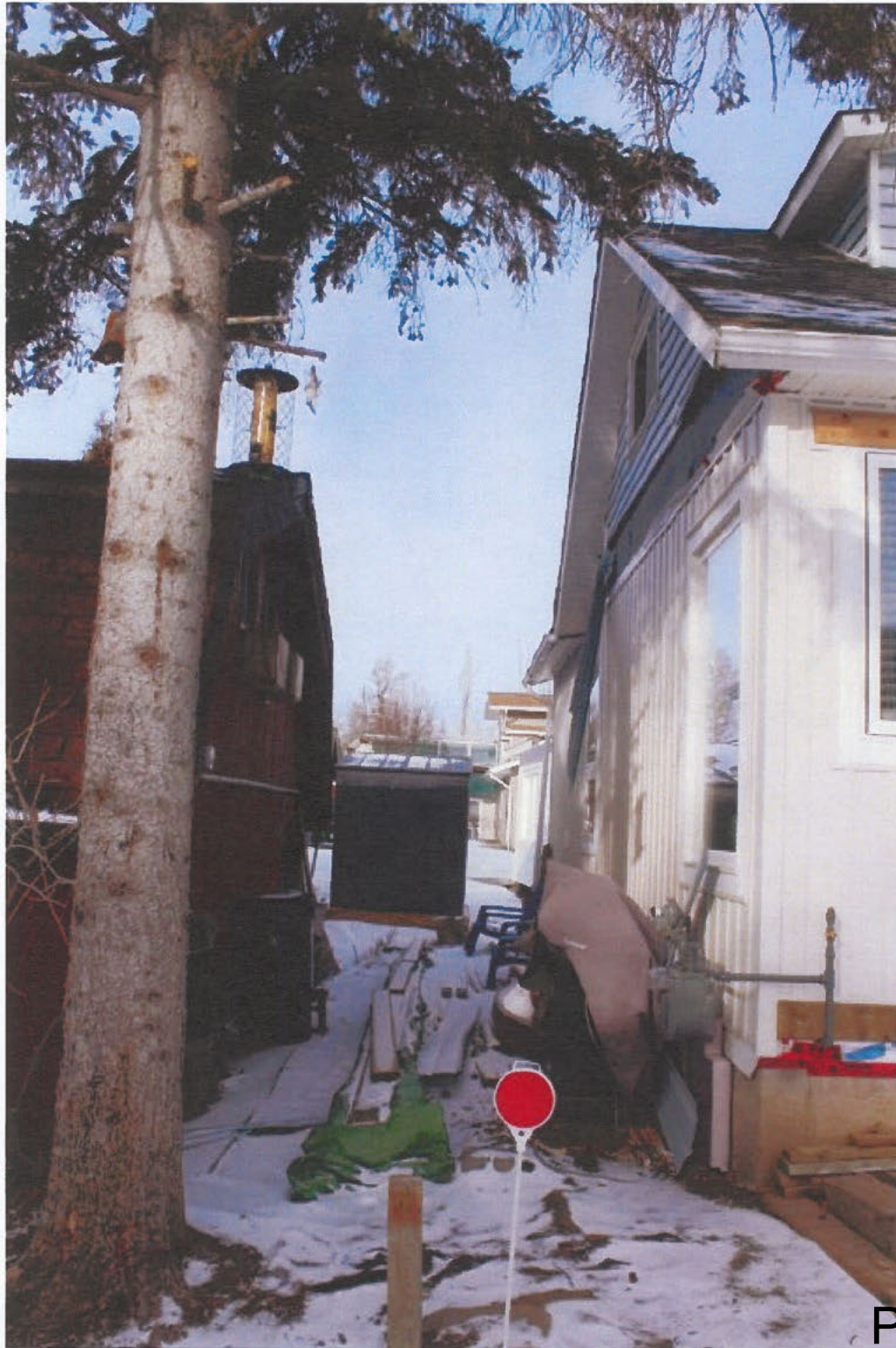






C-1

JAN 21 2026







No change to cottage footprint



C-1

B

Birchcliff Road

121.55

1

