

**MUNICIPAL PLANNING COMMISSION AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
SUMMER VILLAGES ADMINISTRATION OFFICE
MAY 14, 2026 @ 9:00 A.M.**

- A. CALL TO ORDER**

- B. ADOPTION OF AGENDA**

- C. DEVELOPMENT ITEMS**
 - 1) 411 Birchcliff Road

- D. ADJOURNMENT**

Summer Village of Birchcliff – Municipal Planning Commission

May 14, 2026

Agenda Item

411 Birchcliff Road (Lot 3, Block 2, Plan 2265RS)

Development Permit Application

Background:

The homeowners of 411 Birchcliff Road, located in the village of Birchcliff (Lot 3, Block 2, Plan 2265RS), are seeking approval for a dwelling projection. This property is located in the R1 - Lakeshore Residential District.

The homeowners are seeking to re-locate the dwelling's primary entrance door from the side of the dwelling to the street-side (rear yard) and construct a covered entry porch. The proposed development consists of a 50ft² (4.65m²) composite decking platform covered by a roof consisting of metal cladding, soffits and fascia, and composite stairs. The proposed covered porch complies with all height and side yard requirements of the Land Use Bylaw.

The dwelling is considered a non-conforming building as it has a front yard (lakeside) setback of 5.10 m (16.73 ft) which does not meet the minimum required front yard setback of 7.5 m (24.6 ft). As the existing dwelling is a non-conforming building, and the proposed front porch development constitutes an enlargement, such additions are not permitted unless approved through the variance powers of the Municipal Planning Commission as per Section 5.3 of the Land Use Bylaw. Notably, the proposed development does not increase or extend the existing non-conformity (front yard setback) nor does it create a new non-conformity.

The application today has been distributed to adjacent landowners. Two comments have been received in support of this application, and they are included in the agenda documents.

Discussion:

- Land Use Bylaw, Section 5.3 - Non-Conforming Buildings and Uses
 - ...
 - 4. *A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except:*
 - a. *To make it a conforming building;*
 - b. *For the routine maintenance of the building, if the Development Authority considers it necessary; or*

May 6, 2026

- c. *In accordance with the variance powers possessed by the Development Authority pursuant to the Act and this Bylaw to approve a development permit despite any non-compliance with the regulations of this Bylaw.*

In this case, while the front entry addition itself does not require a variance, the proposed new front entry constitutes an addition to a non-conforming building. Therefore, the application requires a variance, and the decision must come from the Municipal Planning Commission.

Application Review:

While Administration reviews all applicable aspects of the Land Use Bylaw, the following key regulations are highlighted for the Municipal Planning Commission's consideration as they pertain directly to this development proposal.

Land Use Bylaw 3.2 - Definitions

3.2.38 *“deck” means any open structure having a height greater than 0.6 m (2.0 ft.) above grade, thereby requiring stairs and railings as outlined in regulations approved under the Safety Codes Act, R.S.A. 2000, c. S-01, as amended. A deck shall not have walls higher than 1.25 m (4.1 ft.) from the surface of the deck floor, or a roof.*

3.2.111 *“non-conforming building” means a building:*

- a. *That is lawfully constructed or lawfully under construction at the date this Land Use Bylaw or any amendment thereof affecting the building or land on which the building is situated becomes effective; and*
- b. *That on the date this Land Use Bylaw or any amendment thereof becomes effective does not, or when constructed will not, comply with the Land Use Bylaw.*

3.2.131 *“projection” means part of a building or its accessory structures which projects beyond the main walls into the yards;*

Land Use Bylaw 5.3: Non-Conforming Buildings and Uses

1. *A non-conforming use of land or a building may be continued, but if that use is discontinued for a period of six (6) consecutive months or more, any future use of the land or building must conform to this Bylaw.*
2. *A non-conforming use of part of a building may be extended throughout the building but the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made thereto or therein.*
3. *A non-conforming use of part of a lot may not be exceeded or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed upon the lot while the non-conforming use continues.*
4. *A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except:*

May 6, 2026

- a. *To make it a conforming building;*
 - b. *For the routine maintenance of the building, if the Development Authority considers it necessary; or*
 - c. *In accordance with the variance powers possessed by the Development Authority pursuant to the Act and this Bylaw to approve a development permit despite any non-compliance with the regulations of this Bylaw.*
5. *Notwithstanding section 5.2.1, a Development Permit is required for the replacement of exterior siding or roofing materials where the proposed work involves the replacement of 60% or more of the total surface area of the material on a building or structure.*
 6. *If a non-conforming building is damaged or destroyed to the extent of more than seventy-five percent (75%) of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with this Bylaw.*
 7. *The use of land or the use of a building is not affected by a change of ownership, tenancy, or occupancy of the land or building.*

Land Use Bylaw 9.16 – Projection Over Yards

1. *In the residential districts the portion of (and attachments) to a main building or accessory building which may project over or on a minimum yard are:*
 - a. *Side Yards: Any projection, including unenclosed steps or eaves, not exceeding one-half of the minimum side yard required for the building;*
 - b. *Front Yard and Rear Yard:*
 - i. *Any projection not exceeding 2.5 m (8.2 ft.) over or on a minimum front yard or rear yard; and*
 - ii. *Unenclosed decks, if they do not project more than 50% of the minimum yard.*
2. *No portion of a building other than eaves, signs or canopies may project into a public or private right-of-way.*

Land Use Bylaw Section 11 – R1 Lakeshore Residential District

11.5. Development Regulations

1. *Minimum Front and Rear Yard:*
 - 7.5 m (24.6 ft.) to the single detached dwelling to the front lot boundary or the top of the escarpment or high water mark, as determined by the Development Authority, whichever is closest to the dwelling unit; and*
 - 6 m (19.7 ft.) to a garage attached to, and structurally part of, the main building.*
2. *Minimum Side Yard: 1.5 m (4.9 ft.) or 10% of the lot width, whichever is greater, to a maximum of 3.0 m (9.8 ft), or as required by the National Building Code (Alberta Edition).*

3. *Maximum Site Coverage: 50%. The other 50% shall be landscaped with native grasses, trees, shrubs or ornamental plantings, satisfactory to the Development Authority.*
4. *Maximum Building Height: 10.0 m (32.8 ft.) measured from grade.*
5. *Minimum Floor Area, One Storey Dwellings: 92.9 m² (1,000 ft²)*
6. *Minimum Floor Area, Two Storey Dwellings: 130.0 m² (1,400 ft²)*

Conditions:

If approved, Administration would recommend the following conditions:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to Council, for the payment thereof, prior to the commencement of the development.
- 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 shall be completed within 12 months of the date of permit issuance.
- 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 height of the covered porch roof shall not exceed 10m (32.81ft.) in building height measured from grade.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- The payment of a \$500.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of construction within a one-year period and to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan), to the satisfaction of the Development Authority.
- Final As Built Real Property Report may be required from an Alberta Land Surveyor at the completion of construction and shall include parcel coverage.
- Sewer curb stop must remain accessible at all times, during and after construction.
- No trees to be removed, all landscaping to remain as existing.
- Roofs on buildings shall be constructed of non-combustible or fire-retardant materials with a minimum Class B fire rating. The use of wooden roof shingles is prohibited.
- Roofs on buildings shall have soffits or be otherwise screened with FireSmart compliant material to reduce the opportunities for embers from forest fires to lodge in the roof overhang area.

May 6, 2026

- All siding and fascia materials on buildings requiring a development permit 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 that 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 in order to prohibit the entry of sparks and embers under the structure.
- 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.
- A non-conforming building may not be enlarged, added to, rebuilt or structurally altered except in accordance with the variance powers possessed by the Development Authority. Variance granted by the Municipal Planning Commission for a new front entry covered porch attached to the non-conforming dwelling.
(Condition if variance is 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:

The 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 with a timeline to administration for more information.

April 29, 2026

Summer Village of Birchcliff
Attn: Municipal Planning Commission
#2 Erickson Drive
Sylvan Lake, Alberta
T4S 1P5

Re: Letter of Intent - Development Permit and Variance Request
411 Birchcliff Road – Plan 2265RS, Block 2, Lot 3

To the members of the Municipal Planning Commission,

This Letter of Intent is submitted in support of our application to relocate the primary entrance door of the existing dwelling and to construct a covered entrance porch of approximately 50 square feet.

The dwelling was constructed over 50 years ago and was conforming at the time of development. Subsequent amendments to the Land Use Bylaw have resulted in the dwelling now being classified as non-conforming with respect to front yard (lakeside) setback, without any change to the original building placement.

The proposed change is minimal, reasonable, and modest in scale. It maintains the existing massing, footprint, and height of the dwelling and does not increase site coverage or intensify the existing non-conformity in any way. The relocation moves the primary entrance from the side of the house to the rear, road-facing elevation, and includes a small 50 square foot covered porch that meets all applicable specifications.

From a planning perspective, the revised entry improves functional site design and safety by providing direct visibility to Birchcliff Road and adjacent pedestrian movement. The covered porch provides weather protection and safer access while remaining modest in scale and visually consistent with the existing dwelling.

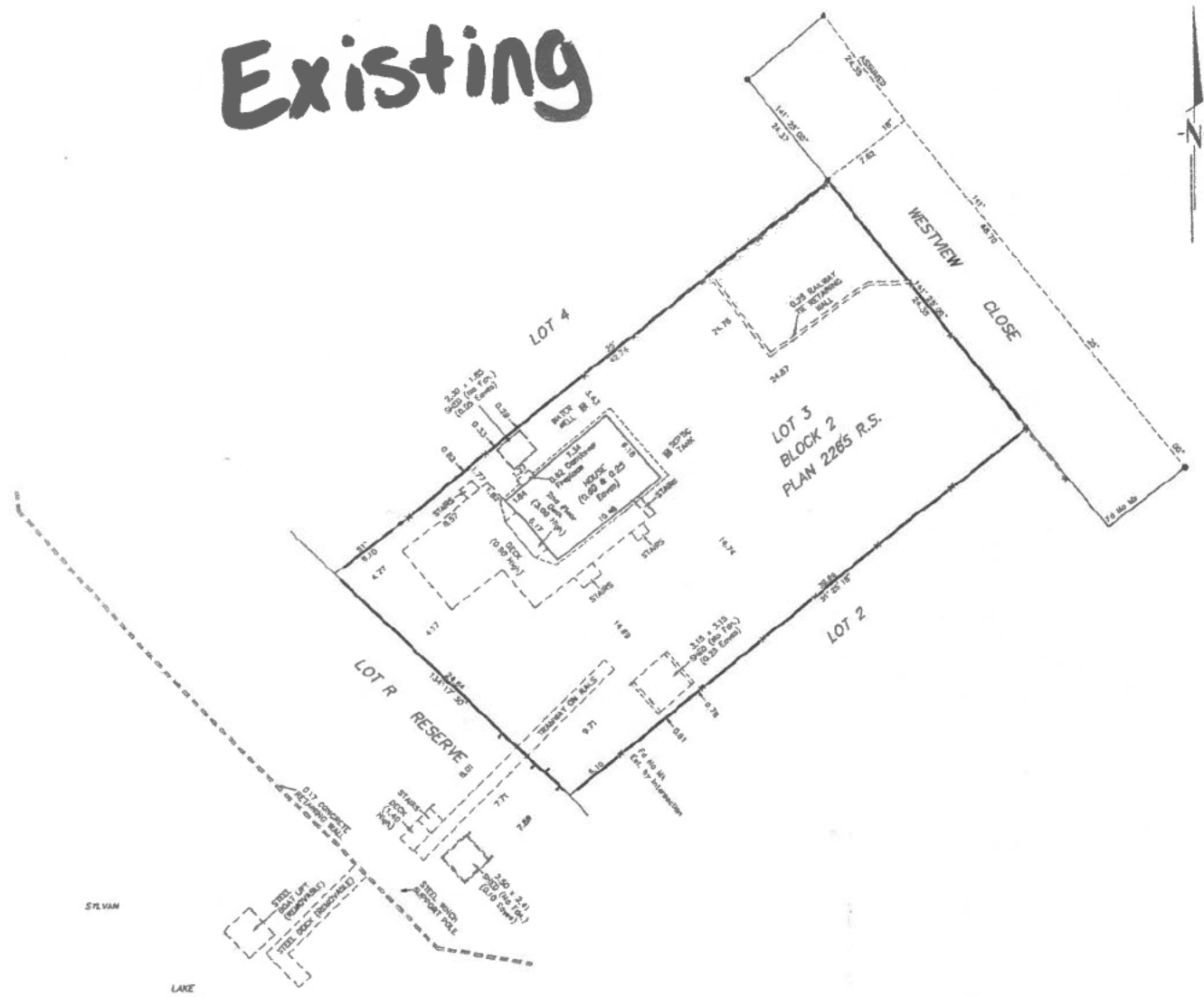
Overall, this request represents a modest, sensible improvement to an established home. It preserves the character of an older residence, respects neighboring properties, and enhances safety and everyday functionality without creating any adverse impacts.

We respectfully submit that this request is fair, reasonable, and well suited for approval, and we appreciate the Municipal Planning Commission's consideration of this application.

Sincerely,

411 Birchcliff Road
Summer Village of Birchcliff

Existing



Alberta Land Surveyors' Real Property Report

LEGAL DESCRIPTION

Lot(s) 3 Block 2 Plan 2285 RS

CLIENT
[REDACTED]

MUNICIPAL ADDRESS

#411 BIRCHCLIFF ROAD, SUMMER VILLAGE OF BIRCHCLIFF, ALBERTA

CERTIFICATION

I hereby certify that this report was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and requirements thereto. Accordingly, within those standards and as of the date of this report, I am of the opinion that:

- The plan illustrates the boundaries of the property, the improvements or defined in Part D, Section 7.6 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered Easements and Right of Way affecting the extent of the title to the property.
- The improvements are not entirely within the boundaries of the property (Duck, Shed, Trolley Hub, Retaining Wall, Dock & Boat Lift)
- No visible encroachments exist on the property from any improvements situated on an adjoining property.
- No visible encroachments exist on registered Easements or Right of Ways affecting the extent of property.

Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of (a) land conveyance, support of a subdivision application, a mortgage application, a submitted to the municipality for a compliance certificate, etc.) Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown. Unless shown otherwise, property corner markers have not been placed during the survey for this report. This report should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on this Real Property Report reflects the status of the property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated this 7 day of October, 2005

Alberta Land Surveyor
Alberta Land Surveyor

© GEORGE SMITH, A.L.S., 2005



LEGEND

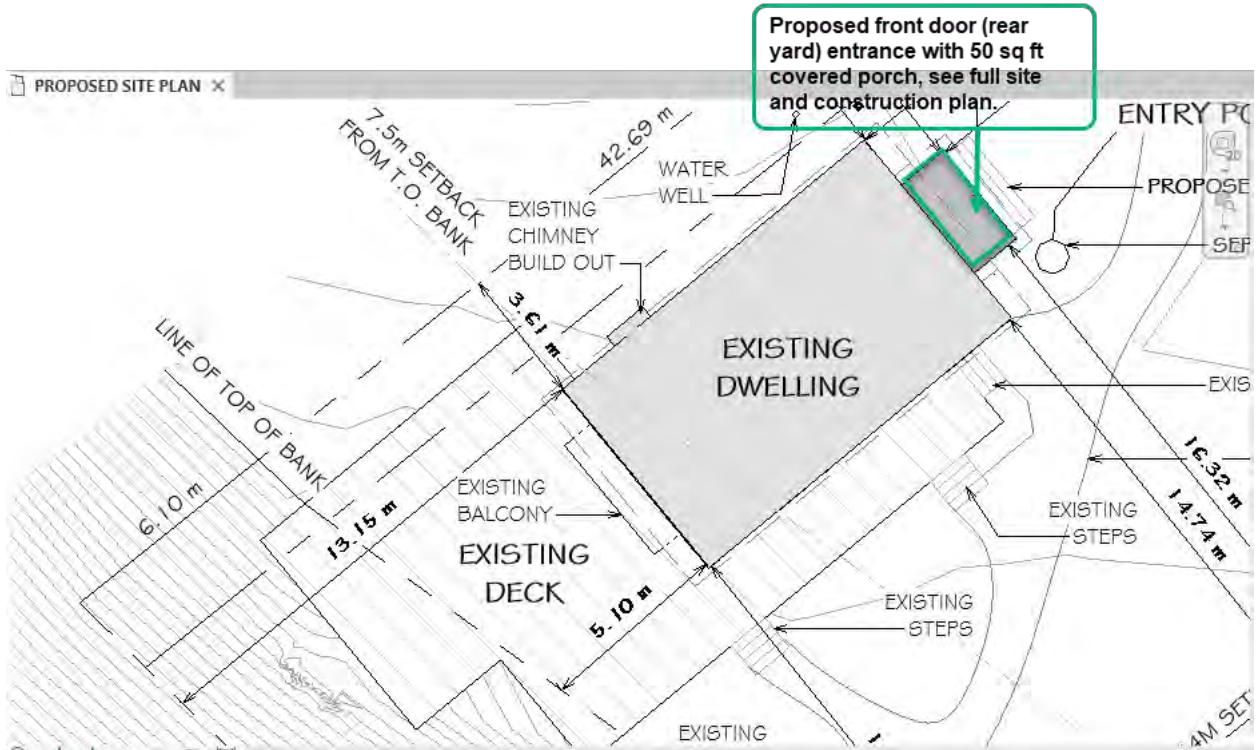
- Distances to building corners are at right angles from property lines, unless shown otherwise.
- Date of Survey: July 11, 1984 & September 29, 2005
- Date of This Search (A copy of which is attached): September 27, 2005
- Unless otherwise specified, the building dimensions shown relate to the greatest extent of the exterior walls.
- Eaves are dimensioned to the line of the fascia.
- Distances are in metres and decimals thereof.
- Fences are shown thus: —X—X—X—X—X—X—X—X—X—X—
- Stalwart iron posts found are shown thus: ⊙
- Iron bars found are shown thus: ⊕
- Unless shown otherwise, fences are within 0.20 metres of the property line.
- Area referred to bounded thus: []
- Property is subject to a Utility Right of Way #772 288 879 to Call Line One Group Gas Co-op Ltd. and Corvex 1132 SL.

Drawn By: ADR Chk'd: GS
Date: October 3, 2005
Scale: 1 : 250
File No.: C-809-05

BEMOCO LAND SURVEYING LTD
21,7885-69th Avenue
Red Deer, Alberta

This is to certify that if the building(s) shown on this plan is/are located in accordance with the adjacent plan, the location of the said building(s) complies with the setback, rearward and sideyard requirements of the Land Use Bylaws of the City of Red Deer.

Development Officer *Sed*



PROPOSED IMPROVEMENTS TO 411 BIRCHCLIFF RD.

FRONT YARD/HOUSE
- facing road



CYNTHIA BRODE CUSTOM RESIDENTIAL DESIGN INC. HAS MADE EVERY EFFORT TO SUPPLY COMPLETE AND ACCURATE CONSTRUCTION DRAWINGS. HOWEVER WE CANNOT ELIMINATE THE POSSIBILITY OF HUMAN ERROR AND ASSUME NO LIABILITY FOR ANY ERRORS AND OMISSIONS WHICH MAY AFFECT CONSTRUCTION. IT IS THE RESPONSIBILITY OF ALL TRADES AND SUBTRADES TO CHECK AND VERIFY ALL DIMENSIONS AND DETAILS BEFORE COMMENCING THEIR PORTION OF THE CONSTRUCTION. SHOULD ANY DISCREPANCIES BE FOUND ON THESE PLANS PLEASE ADVISE CYNTHIA BRODE CUSTOM RESIDENTIAL DESIGN INC. SO WE CAN MAKE THE NECESSARY CORRECTIONS.

GENERAL NOTES

DRAWINGS ARE DRAWN TO SCALE AS INDICATED AND SCALING MAY VARY DUE TO REPRODUCTION. IT IS THE BUILDERS RESPONSIBILITY TO VERIFY ALL DIMENSIONS PRIOR TO COMMENCING ANY WORK. ANY DISCREPANCIES ARE TO BE REPORTED IMMEDIATELY TO CYNTHIA BRODE CUSTOM RESIDENTIAL DESIGN INC. AND PRIOR TO CONSTRUCTION.

THIS BUILDING HAS BEEN DESIGNED UNDER PART 9 OF THE CURRENT EDITION OF THE ALBERTA BUILDING CODE. SOME SPECIFICATIONS ON THIS DRAWING ARE BEYOND THE LIMITS OF THIS SECTION OF THE CODE AND MAY REQUIRE REVIEWS BY A PROFESSIONAL ENGINEER AT THE DISCRETION OF THE LOCAL BUILDING AUTHORITY.

THE BUILDER WILL ENSURE THAT ALL WORK COMPLIES WITH THE NATIONAL, PROVINCIAL AND LOCAL REGULATIONS AND BUILDING CODES.

THE BUILDER WILL ENSURE ALL MATERIALS ARE INSTALLED ACCORDING TO THE MANUFACTURERS INSTRUCTIONS AND ACCEPTED METHODS OF GOOD BUILDING PRACTICE.

ALL DIMENSIONS ARE TO THE FACES OF STUDS OR STRUCTURE.

- NOTE:** BUILDER TO VERIFY GRADE PRIOR TO CONSTRUCTION
- NOTE:** PROVIDE FLASHING OVER ALL DOORS & WINDOWS. HORIZONTAL TRIMS AND JUNCTIONS IN CHANGE OF MATERIALS
- NOTE:** REPLACE ALL WINDOWS AND DOORS WITH ENERGY EFFICIENT UNITS
- NOTE:** DOWNSPOUT LOCATION TO BE DETERMINED ON SITE WITH THE HOMEOWNER



NORTH ELEVATION
1/4" = 1'-0"

CYNTHIA BRODE
custom residential design inc.
403.598.8759 hello@cbrode.ca

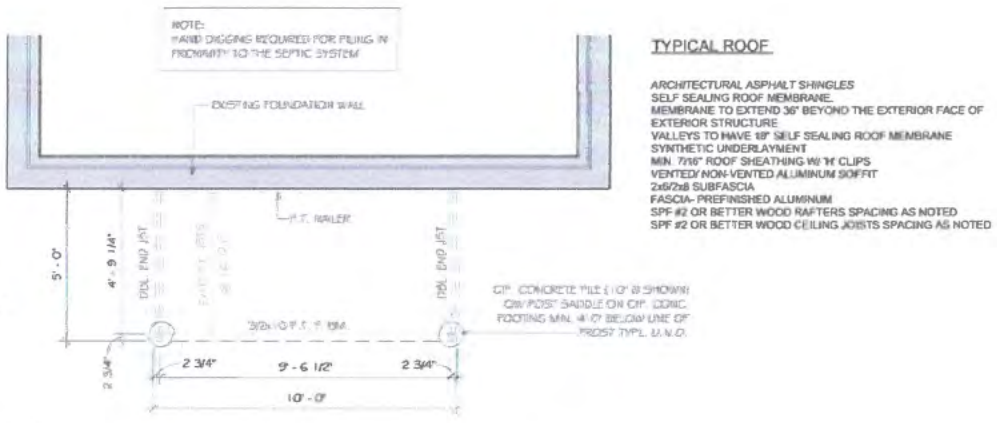
PROJECT INFORMATION
NAME: [REDACTED]
ADDRESS: 411 BIRCHCLIFF RD, SUMMER VILLAGE OF BIRCHCLIFF

NOTES:

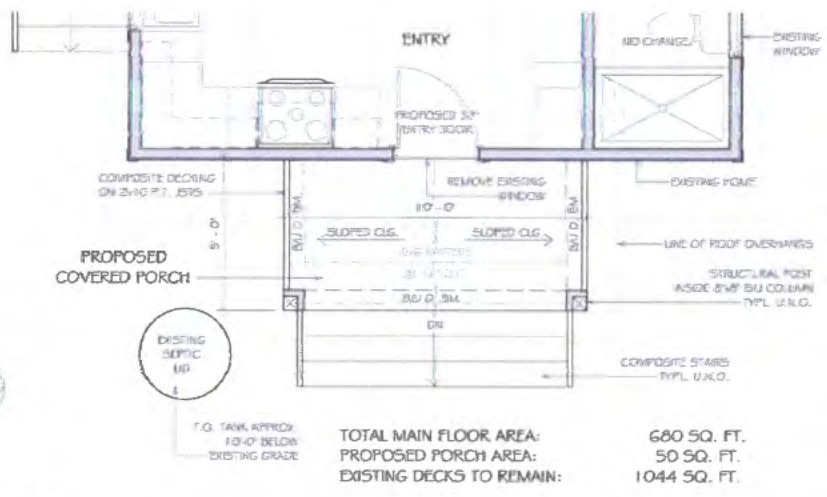
REV.	DATE	ACTION
1	FEB. 24, 2026	PC PLANS CREATED
2	MAR. 17, 2026	PC PLANS REVISED
3	APR. 03, 2026	PC PLANS REVISED
4	APR. 09, 2026	FA PLANS CREATED

DRAWING SCALE AS NOTED
DATE: 2026-04-09 10:47:50 AM
SHEET NAME: ELEVATIONS

DRAWING SHEET NO. 1/4

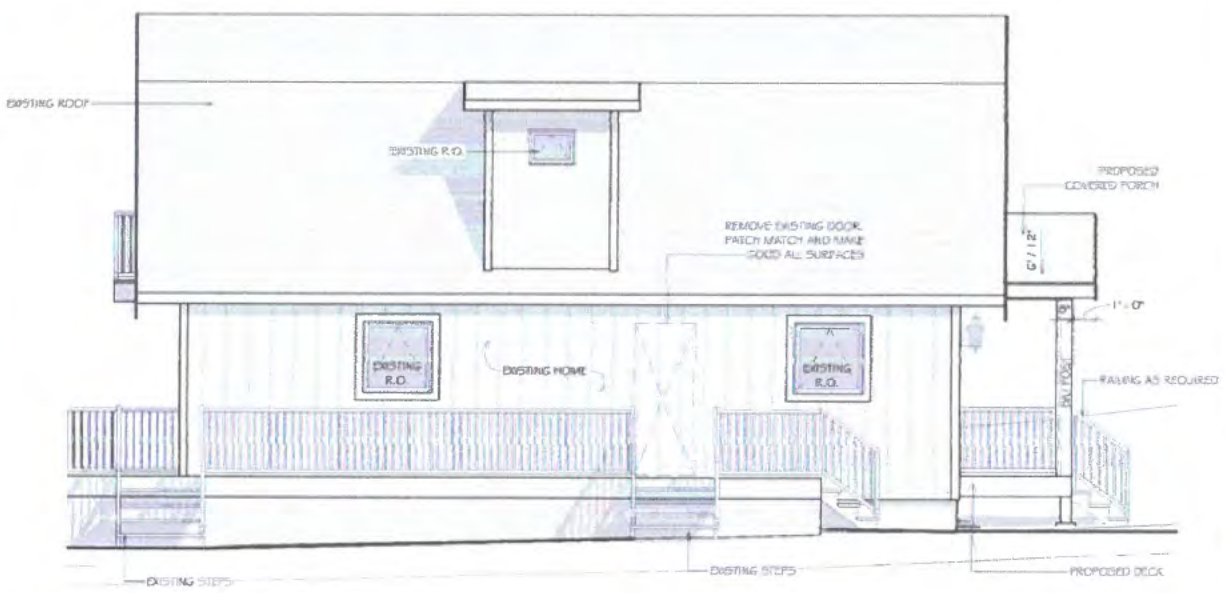


FOUNDATION PLAN
1/4" = 1'-0"



TOTAL MAIN FLOOR AREA: 680 SQ. FT.
 PROPOSED PORCH AREA: 50 SQ. FT.
 EXISTING DECKS TO REMAIN: 1044 SQ. FT.

FLOOR PLAN
1/4" = 1'-0"



EAST ELEVATION
3/16" = 1'-0"

CYNTHIA BRODE
 custom residential design inc.

PROJECT INFORMATION
 NAME: [REDACTED]
 ADDRESS:
 411 BIRCHCLIFF RD
 SUMMER VILLAGE OF BIRCHCLIFF

NOTES:

REV.	DATE	ACTION
1	FEB. 24, 2026	PC PLANS CREATED
2	MAR. 17, 2026	PC PLANS REVISED
3	APR. 03, 2026	PC PLANS REVISED
4	APR. 08, 2026	FA PLANS CREATED

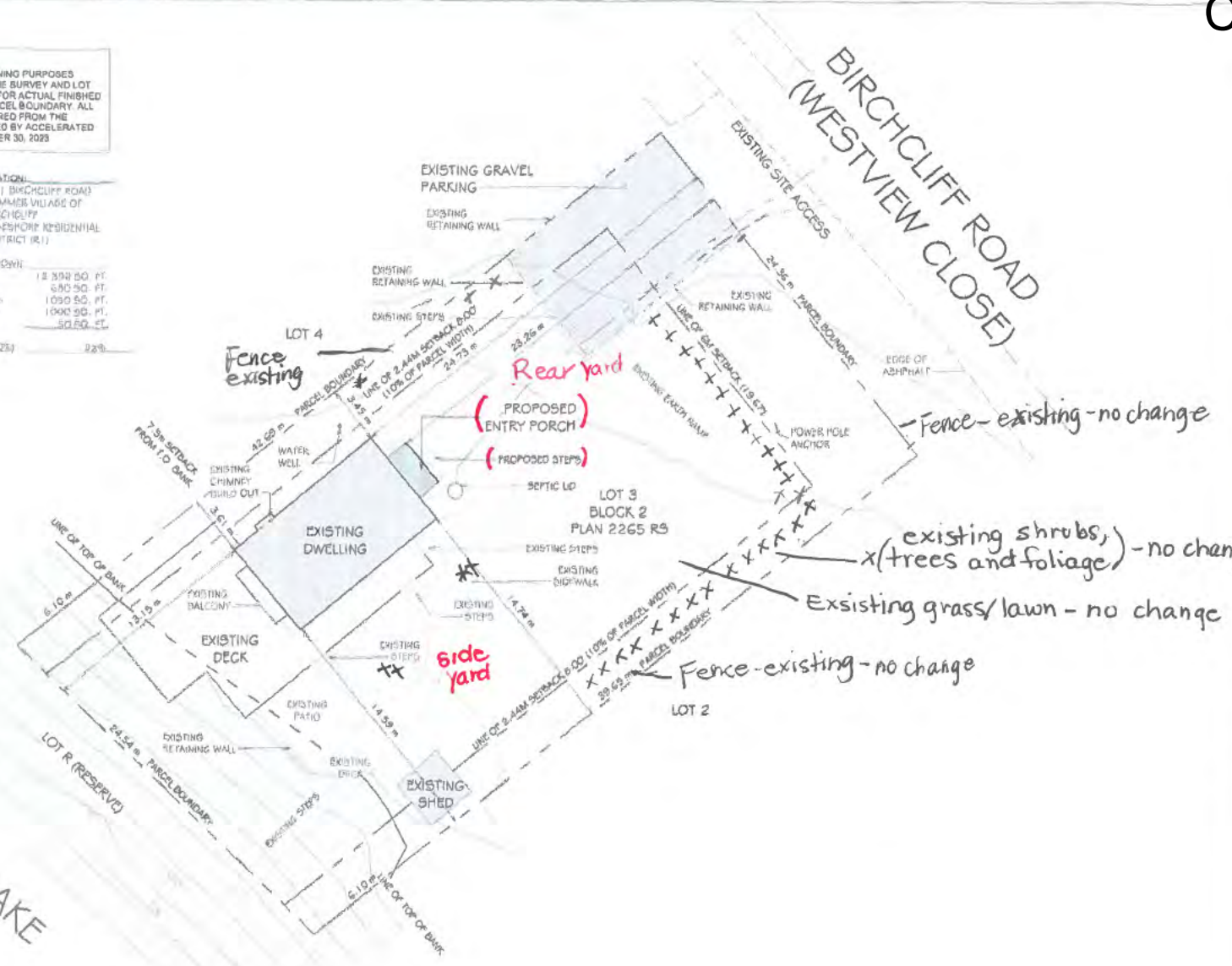
DRAWING SCALE AS NOTED
 DATE: 2026-04-08 10:47:52 AM
 SHEET NAME:
 FLOOR PLANS/ ELEVATIONS

DRAWING SHEET NO
2/4

NOTE:
 THE SITE PLAN IS FOR PLANNING PURPOSES ONLY. PLEASE REFER TO THE SURVEY AND LOT GRADING PLAN BY OTHERS FOR ACTUAL FINISHED GRADE, SETBACKS AND PARCEL BOUNDARY. ALL DATA FOR THIS PLAN ACQUIRED FROM THE SURVEYOR'S PLAN PREPARED BY ACCELERATED SURVEY LTD. DATED OCTOBER 30, 2025

MUNICIPAL ZONING INFORMATION:
 ADDRESS: 411 BIRCHCLIFF ROAD
 IN: SUMMIT VILLAGE OF BIRCHCLIFF
 CONTROL DISTRICT: LANESHORE RESIDENTIAL DISTRICT (RL1)
 PARCEL COVERAGE BREAKDOWN:
 PARCEL AREA: 12,898.00 FT.²
 EXISTING DWELLING: 6,800.00 FT.²
 EXISTING DECKS & PORCHES: 1,000.00 FT.²
 EXISTING PARKING: 1,000.00 FT.²
 PROPOSED ENTRY PORCH: 50.00 FT.²
 PARCEL COVERAGE (MAX. 50%): 23%

SYLVAN LAKE



PROPOSED SITE PLAN
 1" = 20'-0"

DRAWING SHEET NO
4/4

DRAWING SCALE AS NOTED
 DATE: 2025-04-09 10:47:55 AM
 SHEET NAME:
 PROPOSED SITE PLAN

REV	DATE	ACTION
1	FEB 24, 2025	PC PLANS CREATED
2	MAR 17, 2025	PC PLANS REVISED
3	APR 03, 2025	PC PLANS REVISED
4	APR 09, 2025	FA PLANS CREATED

NOTES

PROJECT INFORMATION
 NAME: [REDACTED]
 ADDRESS: 411 BIRCHCLIFF RD
 SUMMIT VILLAGE OF BIRCHCLIFF

CYNTHIA BRODE
 custom residential design inc.
 info@candc.ca
 403.568.8750







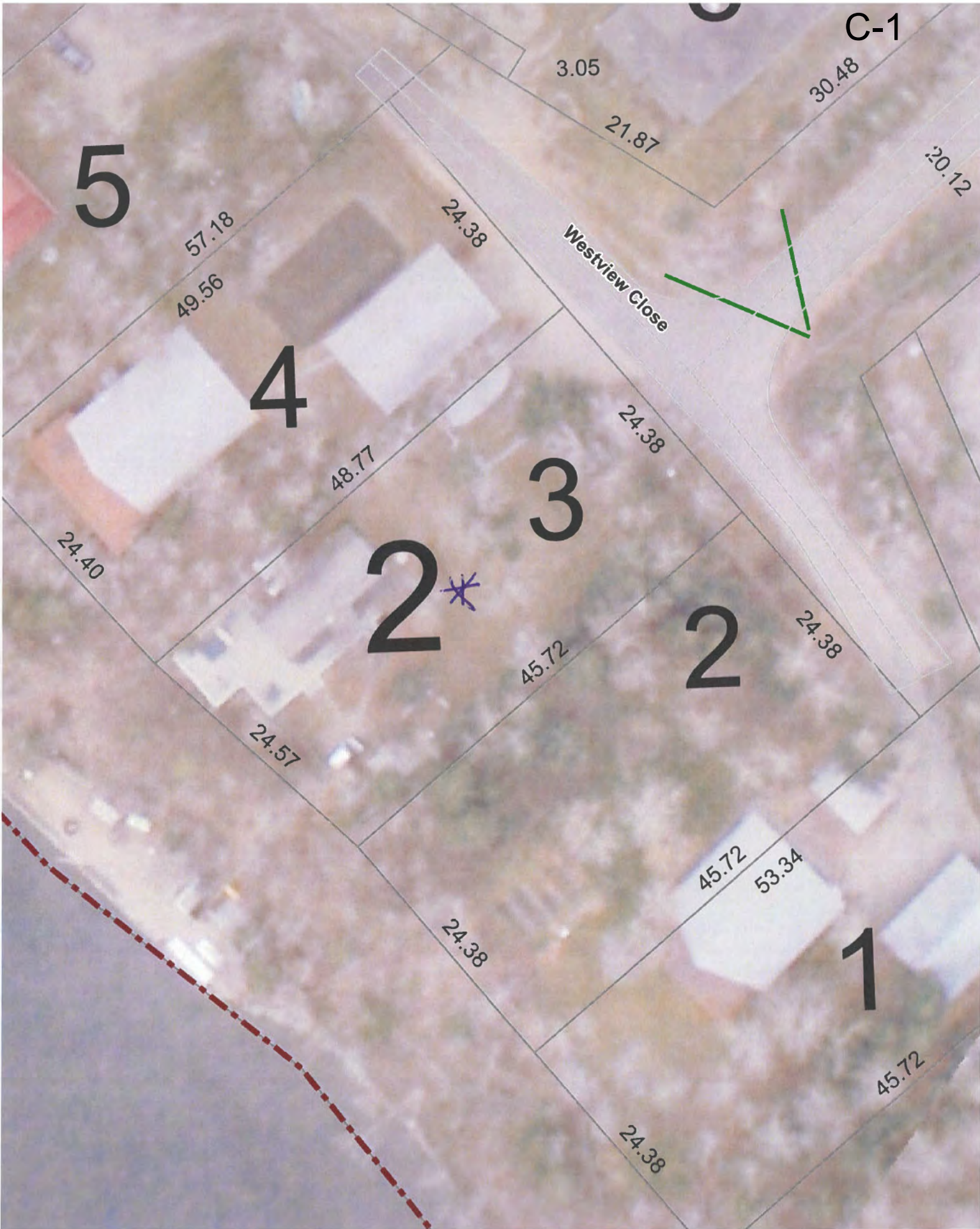








C-1











Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 50 m



411 Birchcliff Rd

-  Directions
-  Save
-  Nearby
-  Send to phone
-  Share

 411 Birchcliff Rd, Birchcliff, AB T4S 1R6

 9V96+7X Birchcliff, Alberta

From: [REDACTED]
To: [Sarah Cheney](#)
Subject: 411 Birchcliff Rd. Permit Application
Date: May 7, 2026 9:54:01 AM

Summer Village of Birchcliff

#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Attention: Sarah Cheney, Assistant Development Officer

We write to you in full support of [REDACTED] renovation project on their home at 411 Birchcliff Road.

Issuing a permit to relocate the primary entrance and construction of a small covered porch will only enhance the look and functionality of the residence.

It will not interfere with the amenities of the neighbourhood or affect the use, enjoyment or value of neighbouring parcels in any way. We encourage MPC to issue the permit to enable [REDACTED] and [REDACTED] to proceed with this project.

Thank you,

[REDACTED]
Neighbours, 415 Birchcliff Road
Email: [REDACTED]

From:
To: [Sarah Cheney](#)
Cc: [REDACTED]
Subject: Support for Proposal - 411 Birchcliff Road
Date: May 6, 2026 5:11:44 PM
Attachments: [image001.png](#)

Good Afternoon,

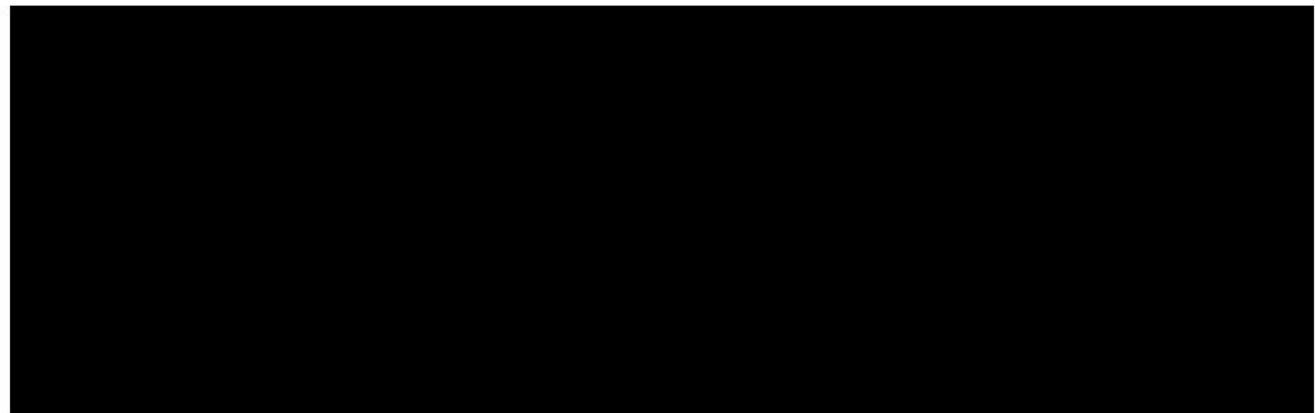
Myself and my wife, [REDACTED], are the owners of 413 Birchcliff Road. We have reviewed the application related to the proposed minor renovation at 411 Birchcliff Road and are writing to convey our complete support for [REDACTED] application. We believe the small, covered front porch entry is visually appealing and is consistent with the rest of the structure, while providing the owners with some shelter from elements. We see no issue with their proposal and recommend that the MPC support as proposed.

Please let us know if there are any questions or if you need anything else from us to have our support noted at the MPC meeting.
Thank you.

[REDACTED]
413 Birchcliff Road

[REDACTED]
[REDACTED]
[REDACTED]

This message, including attachments, is confidential and may be privileged. If you received this in error, please notify me by reply email and delete this message.



From: [REDACTED]
To: [Sarah Cheney](#)
Subject: 411 Birchcliff Road Permit Application
Date: May 7, 2026 12:52:04 PM

Summer Village of Birchcliff
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Attention: Sarah Cheney, Assistant Development Officer

David and myself, Rebecca, would like to send our full support of Scott Gray and Sonia Bhardwaj's renovation project on their home at 411 Birchcliff Road.

They are our direct neighbours and feel that their decision to update is wonderful and will make their cabin layout and flow more functional. We encourage MPC to issue the permit to enable Scott and Sonia to proceed with this project.

Thank you,

[Rebecca Szybunka](#)

[REDACTED]