Summer Village of Birchcliff
March 23, 2026
Municipal Planning Commission Minutes

0Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held March 23, 2026, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Ann Zacharias
Council Member:	Jonathan Paulgaard
Member-at-Large:	Jordan Fleck
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau
Applicants:	Marc Liboiron
	Brian Engel, Lakeview Contracting
	Todd Zimmerman, Bowood Homes
	Shelly Knash, Bowood Homes
	Tricia Stimon
	Bill Hanson, Sorento Homes

CALL TO ORDER Chair Zacharias called the meeting to order at 9:00 a.m.

AGENDA:

MPC-26-005 Moved by Councillor Paulgaard that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 73 Birchcliff Road (Lot 1, Block 4, Plan 4486AX)

Application for approval for construction of new stairs down the lakeside escarpment to replace existing stairs for the property located at 73 Birchcliff Road (Lot 1, Block 4, Plan 4486AX) in the Summer Village of Birchcliff.

Marc Liboiron and Brian Engel left the meeting at 9:11 a.m.

2. 329 Birchcliff Road (Lot 5PT, Block -, Plan 6333KS)

Application for approval for a change of use (secondary suite), a front yard hot tube, a rear yard hot tub and a pergola for the property located at 329 Birchcliff Road (Lot 5PT, Block -, Plan 6333KS) in the Summer Village of Birchcliff.

Todd Zimmerman and Shelly Knash left the meeting at 9:24 a.m.

3. 405 Birchcliff Road (Lot 7, Block 2, Plan 3814TR)

Application for approval for an existing new fence and additional fencing for the property located at 405 Birchcliff Road (Lot 7, Block 2, Plan 3814TR) in the Summer Village of Birchcliff.

4. 409 Birchcliff Road (Lot 1&2, Block 2, Plan 2265RS)

Application for approval for construction of a new detached garage with guest house for the property located at 409 Birchcliff Road (Lot 1&2, Block 2, Plan 2265RS) in the Summer Village of Birchcliff.

Kara Hubbard, Sarah Cheney, Tricia Stimson and Bill Hanson left the meeting at 9:37 a.m.

DECISION(S)

1. 409 Birchcliff Road (Lot 1&2, Block 2, Plan 2265RS)

MPC-26-006 MOVED by Councillor Paulgaard that the Municipal Planning Commission deny the application for construction of a new detached garage with guest house for the property located at 409 Birchcliff Road due to the following:

- The proposed height of the garage with guest house is 8.59m (28.21 ft.). While this meets the maximum height regulation for a guest house, it exceeds the height of the principal building (3.35m/11ft).
- The proposed floor area of the guest house is 93.64m^2 (1,008ft^2) exceeding the maximum floor area of 83.6 m^2 (900ft^2).
- The proposed floor area of the guest house is 93.64m^2 (1,008ft^2). While this does not exceed the floor area of the principal building, it exceeds the 40% of the principal building's floor area (42m^2/452.8 ft^2)

CARRIED

2. 405 Birchcliff Road (Lot 7, Block 2, Plan 3814TR)

MPC-26-007 MOVED by Chair Zacharias that the Municipal Planning Commission deny the application for an existing new fence and additional fencing for the property located at 405 Birchcliff Road due to the following:

- Fences located within the flankage yard, and yards abutting a road or reserve shall provide 80% visual access perpendicular to the road or reserve. The posts can be located in the center and inside, not outside of the fence. The proposed wood fencing does not provide 80% visual access.

CARRIED

3. 329 Birchcliff Road (Lot 5PT, Block -, Plan 6333KS)

MPC-26-008 MOVED by Chair Zacharias that the Municipal Planning Commission deny the application for a change of use (secondary suite) for the property located at 329 Birchcliff Road due to the following:

- 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 1,560ft² (144.93m²), which represents fifty percent (50%) of the total floor area of the principal dwelling. The proposed secondary suite has a floor area of 3,168ft² (294.32m²), exceeding the maximum allowable size by 1,608ft² (149.39m²), or approximately 203%.

CARRIED

MPC-26-009 MOVED by Member Fleck that the Municipal Planning Commission approve the application for a rear yard hot tub for the property located at 329 Birchcliff Road with the following conditions being met to the satisfaction of the Development Officer:

- Hot tubs required to be located in the front or side yard of an interior lot; variance granted by the Municipal Planning Commission for the hot tub to be located within the rear yard.

CARRIED

MPC-26-010 MOVED by Councillor Paulgaard that the Municipal Planning Commission approve the application for a front yard hot tub and a pergola for the property located at 329 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Front yard hot tub required to meet the 1.5m (4.9ft.) side yard setback.
- Side yard projection setback to the pergola projection required of 1.14m (3.74ft); variance of 0.96m (3.15ft) granted by the Municipal Planning Commission.
- Obtain an new real property report post construction of the new pergola for confirmation of site coverage compliance.

CARRIED

4. 73 Birchcliff Road (Lot 1, Block 4, Plan 4486AX)

MPC-26-011 MOVED by Chair Zacharias that the Municipal Planning Commission approve the application for construction of new stairs down the lakeside escarpment to replace existing stairs for the property located at 73 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- 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, and any landscaping shall be completed within 2 years 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.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- The amount required by the Development Authority shall be:
    a. A completions deposit of $10,000 and may be in the form of an irrevocable letter of credit ; and
    b. A condition of the security shall be that the landscaping shall

be completed in accordance with this Bylaw and the landscaping and drainage plan(s) within 1 growing season after the completion of the development. If the landscaping does not survive a 2-year maintenance period, the amount shall be paid to the Summer Village to complete the landscaping. The amount shall serve as a security for the fulfillment of development permit conditions and may be drawn upon in the event of non-compliance, delays, or failure to complete the required work within the specified timeline.

- Final as built real property report or site sketch from an Alberta Land Surveyor may be required at the completion of construction. Minimum 80% of the escarpment area to be covered by native, deep rooting plants or trees planted in grass or topsoil (no gravel, mulch, or turf). No hard landscaping will be permitted.
- No heavy machinery is to be used on the escarpment.
- New landscaping to be completed as proposed, existing landscaping to remain, and native plantings to be selected from the Summer Village native plantings list provided.
- Landscaping in the form of coco mat or equivalent to be used where the blocks have been removed or any other vegetation is removed for stabilization, quick vegetation growth and moisture retention until the roots can take hold.
- Proper drainage must be maintained in order to maintain the stability of the slope.
- Prior to construction, the applicant must provide a detailed stair design from the manufacturer. Should the need for any revision to the proposed design, any substantive changes require further approval by the Municipal Planning Commission.
- Land located below the top of bank/land with slope areas of gradient of 15% or more area to retain in natural state. Variance granted by the Municipal Planning Commission that land is to be left in a natural state, and all areas to remain as is, but removal of existing concrete steps and installation of replacement stairs can be constructed.
- The approval does not include the existing lower deck as it is out of the jurisdiction of the Summer Village of Birchcliff and requires provincial approval.

CARRIED

ADJOURNMENT:

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 11:19 a.m.

CARRIED

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ANN ZACHARIAS, CHAIR

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TANNER EVANS, CAO

Initials