

Summer Village of Birchcliff  
February 15, 2024  
Municipal Planning Commission Minutes

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held February 15, 2024, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Ann Zacharias via Zoom  
Member at Large: Michael Wells  
Development Officer: Kara Hubbard  
Recording Secretary: Teri Musseau  
Applicant: Treeva Toews

**CALL TO ORDER** Chair Zacharias called the meeting to order at 9:06 a.m.

**AGENDA:**

**MPC-24-001** Moved by Michael Wells that the agenda be approved as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 529 Birch Close**

Application for a shed at 529 Birch Close (Lot 8, Block 1, Plan 0224592) in the Summer Village of Birchcliff.

Councillor Tirpak joined the meeting at 9:09 a.m. via Zoom.

Kara Hubbard and the applicant left the meeting at 9:14 a.m.

**MPC-24-002** Moved by Councillor Tirpak that the Municipal Planning Commission approve the application for a shed at 529 Birch Close subject to the following conditions being met to the satisfaction of the Development Officer:

- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- The payment of a \$3,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, landscaping completed with two years, and any or all road damage repaired. Any damage to public roads due to the construction and delivery of the home shall be repaired immediately at the expense of the permit holder.
- The height of the accessory buildings shall not exceed 5m (16.40ft.) in building height measured from grade.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- Existing vegetation and drainage to remain the same as provided in the landscaping and drainage plan.
- Municipal road bans to be followed during construction and delivery of the shed..

CARRIED

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**ADJOURNMENT:**

**MPC-24-003** Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:28 a.m.

CARRIED

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ANN ZACHARIAS, CHAIR

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TANNER EVANS, CAO

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