

Summer Village of Birchcliff
July 24, 2025
Municipal Planning Commission Minutes

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held July 24, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Ann Zacharias
Council Member:	Jonathan Paulgaard
Member-at-large:	Michael Wells
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Applicant(s):	Frank Tirpak Lynne Vaillancourt

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

AGENDA:

MPC-25-007 Moved by Jonathan Paulgaard that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 27 Birchcliff Road (Lot 4, Block 1, Plan 8420452)

Application for approval of existing lakeside stairs down the escarpment located at 27 Birchcliff Road (Lot 4, Block 1, Plan 8420452) in the Summer Village of Birchcliff.

2. 425 Birchcliff Road (Lot 12, Block 2, Plan 3814TR)

Application for approval of fencing along all sides of the property located at 425 Birchcliff Road (Lot 12, Block 2, Plan 3814TR) in the Summer Village of Birchcliff.

Kara Hubbard, Sarah Cheney, gallery and applicant(s) left the meeting at 9:26 a.m.

DECISION(S)

1. 27 Birchcliff Road (Lot 4, Block 1, Plan 8420452)

MPC-25-008 Moved by Councillor Paulgaard that the Municipal Planning Commission approve the application for existing lakeside stairs down the escarpment for the property located at 27 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 and development permit conditions shall be completed within 12 months of the date of permit issuance.

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- 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.
- \$2,000.00 completions deposit required to ensure development is completed in accordance with the approved development permit.
- Final as build real property report from an Alberta Land Surveyor at the completion of the construction.
- Landscaping to remain as existing.
- Proper drainage must be maintained in order to maintain the stability of the slope.
- Lakeside accessory building (shed) shall be removed.
- 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 staircase can remain on the escarpment area.

CARRIED

2. 425 Birchcliff Road (Lot 12, Block 2, Plan 3814TR)

MPC-25-009

Moved by Michael Wells that the Municipal Planning Commission approve the application for fencing for the property located at 425 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 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.
- \$1,000.00 completions deposit required to ensure development is completed in accordance with the approved development permit
- Existing landscaping on the property to remain.
- 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 Municipal Planning Commission has not granted a variance on this provision.
- The Municipal Planning Commission has granted a variance to the height of the proposed chain link fence. The Land Use Bylaw restricts the chain link fence to a maximum of 1m; however the Municipal

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Planning Commission has provided a variance to allow a maximum of
4ft (1.22m)

CARRIED

ADJOURNMENT:

MPC-25-010

Moved by Chair Zacharias that the Municipal Planning Commission meeting
be adjourned at 10:02 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

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