

Summer Village of Birchcliff
July 31, 2025
Municipal Planning Commission Minutes

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held July 31, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Ann Zacharias
Council Member:	Jonathan Paulgaard via Zoom
Member-at-large:	Michael Wells
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Applicant(s):	Devon Bellevance Katrina Bellevance Steve Pritchard Louise Pritchard

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

AGENDA:

MPC-25-011 Moved by Michael Wells that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 113 Birchcliff Road (Lot 16, Block 1, Plan 0523841)

Application for approval for front yard fence at 113 Birchcliff Road (Lot 16, Block 1, Plan 0523841) in the Summer Village of Birchcliff.

2. 365 Birchcliff Road (Lot 1, Block 1, Plan 7089MC)

Application for approval of demolition of existing structures and construction of new dwelling the property located at 425 Birchcliff Road (Lot 1, Block 1, Plan 37089MC) in the Summer Village of Birchcliff.

Kara Hubbard, Sarah Cheney, gallery and applicant(s) left the meeting at 9:18 a.m.

DECISION(S)

1. 113 Birchcliff Road (Lot 16, Block 1, Plan 0523841)

MPC-25-012 Moved by Councillor Paulgaard that the Municipal Planning Commission deny the application for front yard fence for the property located at 113 Birchcliff Road as is not compliant with the Land Use Bylaw #258-25.

Section 9.7 Fences

9.7.1 Within the residential districts:

- a. For lots abutting Sylvan Lake or a reserve lot abutting the lake, fences:

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- ii. There shall be no fences located within the front yard.

Section 3. Interpretation

3.1 Rules of Interpretation

3.1.1 Compliance with the policies in this Bylaw shall be interpreted and applied as follows:

- a. "shall" and "must" means mandatory compliance;
- b. "should" means compliance in principle, but is subject to the discretion of the Development Authority where compliance is impracticable or undesirable because of relevant planning principles or circumstances unique to a specific application; and
- c. "may" means discretionary compliance or a choice in applying regulation. The regulation can be applied, enforced or implemented if the Development Authority chooses to do so. Application may depend on site specific circumstances.

CARRIED

2. 365 Birchcliff Road (Lot 1, Block 1, Plan 7089MC)

MPC-25-013

Moved by Michael Wells that the Municipal Planning Commission approve the application for demolition of existing structures and construction of new dwelling for the property located at 365 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, 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 site coverage shall be 50%. The other 50% shall be landscaped with native grasses, trees, shrubs, or ornamental plantings, satisfactory to the Development Authority.
- The maximum building height shall be 10.0 m (32.8 ft.) measured from grade.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Security in the form of an irrevocable letter of credit required to ensure that landscaping that is subject to a development permit is carried out with reasonable diligence. The amount required by the Development Authority shall be \$50,000.

A condition of the security shall be that the landscaping shall be completed in accordance with this Bylaw and the landscaping and

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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.

- Landscaping to be completed in accordance with the approved landscaping plan. All topsoil shall be retained on the lot, except where it must be removed for building purposes.
- The carriageway (municipal land portion) between the property and the road shall be grassed, with grass separating the adjacent property driveway.
- The maximum width of a driveway shall be 10.0 m (32.8 ft.). Driveway width shall be measured within the carriageway.
- 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.
- Footing check survey required from an Alberta Land Surveyor at the time of footings prior to continuation of construction.
- Final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
- Existing lakeside deck, stairs or landings are not apart of this development permit approval.
- 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.
- Minimum side yard to the dwelling required of 1.5 m (4.9 ft.) or 10% percent of the lot width, whichever is greater, to a maximum of 3.0 m

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(9.8 ft.). 20% variance of 0.6m granted by the Municipal Planning Commission.

CARRIED

ADJOURNMENT:

MPC-25-014

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 10:23 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

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