

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

Minutes 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:	Michael Wells
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau
Applicants:	Glenn Van't Wout Daphne Van't Wout Justice Rankin

CALL TO ORDER Chair Zacharias called the meeting to order at 8:59 a.m.

AGENDA:

MPC-26-003 Moved by Member Wells that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 56 Sunnyside Cabin (Lot B, Block 1, Plan 4112EO)

Application for approval for construction of a dwelling addition at 56 Sunnyside Cabin (Lot B, Block 1, Plan 4112EO) in the Summer Village of Birchcliff.

Kara Hubbard, Sarah Cheney and applicants left the meeting at 9:06 a.m.

DECISION(S)

1. 56 Sunnyside Cabin (Lot B, Block 1, Plan 4112EO)

MPC-26-004 MOVED by Councillor Paulgaard that the Municipal Planning Commission approve the application for a dwelling addition for the property located at 56 Sunnyside Cabin 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.

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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.
- The maximum building height shall be 5.8 m (19.2ft.) for the overall building height, measured from the highest natural point of elevation on the building perimeter to the top of the highest ridge of the roof.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- \$3,000.00 completions deposit required to ensure development is completed in accordance with the approved development permit.
- Landscaping to remain in accordance with the approved landscaping plan.
- 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.
- Final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes amenity space coverage.
- 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.
- Decks and balconies can be covered if the same roofing material is used as the main roof, but cannot be enclosed with any material including screens, windows, and lattice.
- Minimum 3.0 m (9.8ft.) setback for two (2) yards required. 39% variance of 1.17m (3.8ft.) for one yard granted by the Municipal Planning Commission.

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- Minimum of 45m² (484.4 ft²) of amenity space, to be provided in one (1) of the yards and consisting of soft landscaping materials only. 48% variance of 21.65m² (233ft²) granted by the Municipal Planning Commission.

CARRIED

ADJOURNMENT:

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:09 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

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