Summer Village of Birchcliff
May 14, 2026
Municipal Planning Commission Minutes

0Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held May 14, 2026, 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
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau
Applicants:	Sonia Bhardwaj

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

AGENDA:

MPC-26-012 Moved by Member Wells that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 411 Birchcliff Road (Lot 3, Block 2, Plan 2265RS)

Application for approval for construction for a dwelling projection for the property located at 411 Birchcliff Road (Lot 3, Block 2, Plan 2265RS) in the Summer Village of Birchcliff.

Sarah Cheney and applicant left the meeting at 9:04 a.m.

DECISION(S)

1. 411 Birchcliff Road (Lot 3, Block 2, Plan 2265RS)

MPC-26-013 MOVED by Chair Zacharias that the Municipal Planning Commission approve the application for construction of a dwelling projection for the property located at 411 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to Council, for the payment thereof, prior to the commencement of the development.
- 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.

Initials

- The height of the covered porch roof shall not exceed 10m (32.81ft.) in building height measured from grade.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- The payment of a $500.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of construction within a one-year period and to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan), to the satisfaction of the Development Authority.
- Final As Built Real Property Report may be required from an Alberta Land Surveyor at the completion of construction and shall include parcel coverage.
- Sewer curb stop must remain accessible at all times, during and after construction.
- No trees to be removed, all landscaping to remain as existing.
- Roofs on buildings shall be constructed of non-combustible or fire-retardant materials with a minimum Class B fire rating. The use of wooden roof shingles is prohibited.
- Roofs on buildings shall have soffits or be otherwise screened with FireSmart compliant material to reduce the opportunities for embers from forest fires to lodge in the roof overhang area.
- All siding and fascia materials on buildings requiring a development permit 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 that 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 in order to prohibit the entry of sparks and embers under the structure.
- 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.
- A non-conforming building may not be enlarged, added to, rebuilt or structurally altered except in accordance with the variance powers possessed by the Development Authority. Variance granted by the Municipal Planning Commission for a new front entry covered porch attached to the non-conforming dwelling.

CARRIED

ADJOURNMENT:

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

CARRIED

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ANN ZACHARIAS, CHAIR

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TANNER EVANS, CAO

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