

Summer Village of Birchcliff  
May 1, 2025  
Municipal Planning Commission Minutes

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held May 1, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:**

Chair:	Ann Zacharias
Councillor:	Jonathan Paulgaard via zoom
Member-at-large:	Michael Wells
CAO:	Tanner Evans
Junior Development Officer:	Sara Cheney
Development Officer:	Kara Hubbard
Recording Secretary:	Teri Musseau
Applicant:	Keegan Diebold

**CALL TO ORDER** Chair Zacharias called the meeting to order at 9:02 a.m.

**AGENDA:**

**MPC-25-001** Moved by Michael Wells that the agenda be approved as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 280 Birchcliff Road (Lot 1, Block 3, Plan 0124093)**

Application for detached garage at 280 Birchcliff Road (Lot 1, Block 3, Plan 0124093) in the Summer Village of Birchcliff.

Kara Hubbard, Sara Cheney and applicant(s) left the meeting at 9:08 a.m.

**MPC-25-002** Moved by Councillor Paulgaard that the Municipal Planning Commission approve the application for a detached garage at 280 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 and the landscaping shall be completed within 2 years of the date of permit issuance.
- The payment of a \$5,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, and any or all road damage repaired. Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- A final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
- All parcels shall ensure that storm water is directed to a drainage ditch without crossing adjacent land. All maintenance and upkeep shall be the responsibility of the property owner. A lot grade certificate may be

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required at completion to ensure that proper drainage on the property exists.

- 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.
- Landscaping to remain as existing in accordance with the landscaping plan.
- An accessory building shall not be more than 5.0 m (16.4 ft.) in building height measured from grade.
- An accessory building erected or placed on a parcel shall not be used as a principal dwelling.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the principal building.

CARRIED

**ADJOURNMENT:**

**MPC-25-003**

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:16 a.m.

CARRIED

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ANN ZACHARIAS, CHAIR

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TANNER EVANS, CAO

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