

Summer Village of Birchcliff  
October 24, 2023  
Municipal Planning Commission Minutes

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held October 24, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:**

Chair:	Ann Zacharias via Zoom
Councillor:	Frank Tirpak via Zoom
Member at Large:	Jonathan Paulgaard via Zoom
CAO	Tanner Evans
Development Officer:	Kara Hubbard
Recording Secretary:	Teri Musseau
Applicant(s):	Mike Touchette

**CALL TO ORDER** Chair Zacharias called the meeting to order at 9:04 a.m.

**AGENDA:**

**MPC-23- 011** Moved by Frank Tirpak that the agenda be approved as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 101 Birchcliff Road**

Application for lakeside escarpment stabilization including block retaining walks, stairs, and landscaping at 101 Birchcliff Road (Lot 3A, Block 2, Plan 8020413) in the Summer Village of Birchcliff.

Kara Hubbard and applicants left the meeting at 9:17 am

**MPC-23-012** Moved by Chair Zacharias that the Municipal Planning Commission approve the application for lakeside escarpment stabilization including block retaining walks, stairs, and landscaping at 1011 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Irrevocable Letter of Credit value of one hundred fifty percent (150%) of the estimated cost of the proposed landscaping to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan)
- Deep rooted vegetation to be planted according to the landscaping plan and wherever possible around the retaining wall structure. This includes the amount of plantings as stated in the landscaping plan.
- The following site inspections by a qualified structural engineer are to be completed:
  - Bearing inspection must be conducted on the original subgrade below the gravel base pad.
  - Progress inspection (during construction)
  - Inspections to verify stability of excavation (if required)
  - Final inspection of completionConfirmation of these inspections shall be submitted to administration once completed.
- To meet Alberta Building Code, a guard rail as reflected in the drawings shall be properly attached to the block units.

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- As reflected in the engineer report, a perforated lateral drainage pipe is to be placed within the drainage rock, behind the wall system. The drainage pipe is to be ported 18' O/C laterally.
- Grading of the site is to be about 2% in landscaped areas and 0.5% in paved or concrete areas to direct drainage away from the top and bottom of the wall system or is to be controlled by a grass or concrete swale system.

CARRIED

**ADJOURNMENT:**

**MPC-23-013**

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:27 a.m.

CARRIED

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ANN ZACHARIAS, CHAIR

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TANNER EVANS, CAO

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