

Summer Village of Birchcliff
October 2, 2025
Municipal Planning Commission Minutes

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held October 2, 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):	Brian Engel, Lakeview Contracting Geoff Stan, GWS

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

AGENDA:

MPC-25-019 Moved by Michael Wells that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 175 Birchcliff Road (Lot 10, Block 2, Plan 4112EO)

Application for approval for construction of new dwelling and lakeside escarpment alterations at 175 Birchcliff Road (Lot 10, Block 2, Plan 4112EO) in the Summer Village of Birchcliff.

Kara Hubbard, Sarah Cheney, and applicants left the meeting at 9:16 a.m.

DECISION(S)

1. 175 Birchcliff Road (Lot 10, Block 2, Plan 4112EO)

MPC-25-020 Moved by Chair Zacharias that per the SmithDow Report dated July 30, 2025, in order to improve the long-term stability of the slope, it is proposed that 2 meters of soil at the top of the slope and back towards the existing house location be removed. This would remove most of the questionable fill material and reduce loading presence on the escarpment. Therefore, the Municipal Planning Commission approves the application for construction of new dwelling and lakeside escarpment alterations for the property located at 175 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 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.
- Electrical power from the property line of any lot to any building situated on the lot shall be constructed underground.

Initials

Summer Village of Birchcliff
October 2, 2025
Municipal Planning Commission Minutes

- 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 10.0m (32.8ft.) 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 is required to ensure that landscaping that is subject to the development permit is carried out with reasonable diligence. The amount required by the Development Authority shall be \$50,000.00. A condition of the security shall be that the landscaping shall be completed in accordance with the Land Use Bylaw and the landscaping and 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 10.0m (32.8ft.). 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.
- Roofs on buildings shall be constructed of non-combustible or fire-retardant materials within a minimum Class B fire rating and shall have soffits or be otherwise screened with FireSmart compliant material.
- 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.

Initials

Summer Village of Birchcliff
October 2, 2025
Municipal Planning Commission Minutes

- 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 2.0m (6.6ft.) 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 2.0m (6.6ft.) from ground level shall have a non-combustible surface cover underneath them.
- Construction to be in accordance with the Smith Dow reports dated October 4, 2023, and July 30, 2025.
- Riprap and any works below the high-water mark must receive all required provincial approvals and be installed as recommended by the geotechnical engineer.
- New stairs shall not exceed 5.0 m in width or 20% of the lot width, whichever is less.
- Post-construction engineer's certification of slope stability to be provided to Administration.
- Land located below the top of bank/land with slope areas of gradient of 15% or more areas to retain in natural state, and all areas to remain as is, but re-grading can be completed to complete stabilization for the escarpment area and walk-out basement, variance granted by the development authority.
- A minimum 80% of the escarpment area shall be covered by native, deep rooting plants or trees planted in grass or topsoil (no gravel, mulch, or turf). Aside from the stairs and retaining walls, and point to point path, no hard landscaping will be permitted.

CARRIED

ADJOURNMENT:

MPC-25-021

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:42 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials

