

Summer Village of Birchcliff
October 30, 2025
Municipal Planning Commission Minutes

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held October 30, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Ann Zacharias
Council Member:	Jonathan Paulgaard
Member-at-large:	Jordan Fleck
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau

CALL TO ORDER Chair Zacharias called the meeting to order at 9:01 a.m.

AGENDA:

MPC-25-022 Moved by Councillor Paulgaard that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 79 Birchcliff Road (Lot 6, Block 3, Plan 4486AX)

Application for approval for recreational vehicle hookups at 79 Birchcliff Road (Lot 6, Block 3, Plan 4486AX) in the Summer Village of Birchcliff.

2. 383 Birchcliff Road (Lot 10, Block 1, Plan 7089MC)

Application for approval for a detached garage addition (carport) at 838 Birchcliff Road (Lot 6, Block 3, Plan 4486AX) in the Summer Village of Birchcliff.

Kara Hubbard and Sarah Cheney left the meeting at 9:14 a.m.

DECISION(S)

1. 79 Birchcliff Road (Lot 6, Block 3, Plan 4486AX)

MPC-25-023 MOVED by Councillor Paulgaard that the Municipal Planning Commission approve the application for recreational hookups for the property located at 79 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- Underground permanent utilities (e.g. water, wastewater, and dedicated power connections) are strictly prohibited for recreational vehicles in the Summer Village, variance granted by the Municipal Planning Commission for a sewer line connection into the existing sewage system.
- The RV sewer hookup shall be inspected and approved under a plumbing and/or private sewage disposal permit issued by Superior Safety Codes.

Initials

Summer Village of Birchcliff
October 30, 2025
Municipal Planning Commission Minutes

- Recreational vehicles stored or placed on lots in the Summer Village shall not be rented for compensation as per the Land Use Bylaw, Section 9.18.11.

CARRIED

2. 383 Birchcliff Road (Lot 10, Block 1, Plan 7089MC)

MPC-25-024

MOVED by Jordan Fleck that the Municipal Planning Commission approve the application for a detached garage addition (carport) for the property located at 383 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 and development permit conditions shall be completed within 12 months of the date of permit issuance.
- The payment of a \$500.00 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 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.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Landscaping to be 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 parcel coverage.
- Maximum rear yard projection of 2.5m (8.2ft.), variance of 1.15m (3.77ft.)(46%) granted by the Municipal Planning Commission.
- Any encroachments onto municipal lands to be removed.

CARRIED

Initials

Summer Village of Birchcliff
October 30, 2025
Municipal Planning Commission Minutes

ADJOURNMENT:

MPC-25-025

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:38 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials