

Summer Village of Birchcliff
September 11, 2025
Municipal Planning Commission Minutes

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held September 11, 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):	Marc Mykula Sarah Mykula Joanne Bjornson via Zoom

CALL TO ORDER Chair Zacharias called the meeting to order at 9:00 a.m.

AGENDA:

MPC-25-015 Moved by that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 65 Sunnyside Cabin (Lot 13, Block 1, Plan 4112EO)

Application for approval for construction of new dwelling at 202 Birchcliff Road, 65 Sunnyside Cabin (Lot 13, Block 1, Plan 4112EO) in the Summer Village of Birchcliff.

Marc and Sarah Mykula left the meeting at 9:09 a.m.

2. 83 Birchcliff Road (Lot 4 & 5, Block 3, Plan 74486AX)

Application for approval of a front, rear and side yard fence for the property located at 83 Birchcliff Road (Lot 4 & 5, Block 3, Plan 74486AX) in the Summer Village of Birchcliff.

Kara Hubbard, Sarah Cheney, and Joanne Bjornson left the meeting at 9:13 a.m.

DECISION(S)

1. 65 Sunnyside Cabin (Lot 13, Block 1, Plan 4112EO)

MPC-25-016 Moved by Councillor Paulgaard that the Municipal Planning Commission approve the application for construction of new dwelling for the property located at 65 Sunnyside Cabin 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

Initials

Summer Village of Birchcliff
September 11, 2025
Municipal Planning Commission Minutes

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, 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.
- 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 building height shall be 5.8 m (19.2ft.) for the overall building height, measured from the highest natural point of elevation on the building perimeter to the top of the highest ridge of the roof.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- \$5,000.00 completions deposit required to ensure development is completed in accordance with the approved development permit.
- Landscaping to be completed 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.
- 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 amenity space coverage and underground utilities.
- Roofs on buildings shall be constructed of non-combustible or fire-retardant materials with a minimum Class B fire rating and shall have soffits or be otherwise screened with FireSmart compliant.
- 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.
- 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 2.0 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.

Initials

Summer Village of Birchcliff
September 11, 2025
Municipal Planning Commission Minutes

- 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.
- Decks and balconies can be covered if the same roofing material is used as the main roof, but cannot be enclosed with any material including screens, windows, and lattice.
- All church camp cottages shall be erected upon a permanent, concrete foundation wall or grade beam which completely encloses the area under the cottage, and which is supported by footings or piers extending below the frost line.
- Minimum 5.0 m (16.4ft.) setback for a yard required. 71% variance of 3.57m (11.7ft.). granted by the Municipal Planning Commission.
- Minimum of 45m² (484.4 ft²) of amenity space, to be provided in one (1) of the yards and consisting of soft landscaping materials only. 20% variance of 9.42m² (101.4ft²) granted by the Municipal Planning Commission.

CARRIED

2. 83 Birchcliff Road (Lot 4 & 5, Block 3, Plan 74486AX)

MPC-25-017

Moved by Chair Zacharias that upon reviewing the application taking into account section 5.8.3 a) of the Land Use Bylaw, the MPC considered the variance warranted by the merits of the proposed development in response to the unique site characteristics of the front yard of the applicant's land and the neighbouring parcel. The front yard of a waterfront parcel is measured from the front wall of the main building situated on the lot. The proposed fence does not extend past the front wall of the neighbouring building. For that reason, if the neighbour had made the application, a variance to locate a fence within the front yard would not have been required. Due to the fact that the proposed development is a fence between the two properties, the MPC takes that into consideration and approves the variance. As for the variance on height from the bylaw's required 1m, the MPC finds this request reasonable and approves this variance, and the application as presented with 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 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.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- \$1,000.00 completions deposit required to ensure development is completed in accordance with the approved development permit.
- Existing landscaping and drainage on the property to remain as is.

Initials

Summer Village of Birchcliff
September 11, 2025
Municipal Planning Commission Minutes

- For parcels abutting Sylvan Lake or a reserve parcel abutting the lake, there shall be no fences located within the front yard. The proposed chain link fencing is located within the front yard, variance granted by the Municipal Planning Commission to allow for the 1.21m (4ft.) fence in the front yard.
- Chain link fences must be non-galvanized and restricted to 1m (3.3ft.) The proposed chain link fencing exceeds the maximum height, variance granted by the Municipal Planning Commission to allow for the 1.21m (4ft.), and 1.52m (5ft.) chain link fence.

CARRIED

ADJOURNMENT:

MPC-25-018

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:55 a.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials