Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held April 14, 2026, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:	Chair:	Marny Paul via Zoom
	Member-at-Large:	Fred Barham via Zoom
	Development Officer:	Kara Hubbard
	Junior Development Officer:	Sarah Cheney
	CAO:	Tanner Evans
	Recording Secretary:	Teri Musseau
	Applicant(s):	Michael Zingeler
REGRETS:	Councillor:	Kelsey Finch

CALL TO ORDER: Chair Paul called the meeting to order at 9:06 a.m.

AGENDA:

MPC-26-006 Moved by Chair Paul to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

1. 739 Elk Street (Lot 10, Block 6, Plan 1823MC)

Application for 1301 Breakers Way (Lot 10, Block 6, Plan 1823MC) requesting a development permit for an addition to an existing accessory building (shed).

Kara Hubbard, Sarah Cheney and Michael Zingeler left the meeting at 9:10 a.m.

DEVELOPMENT DECISION(S)

1. 739 Elk Street (Lot 10, Block 6, Plan 1823MC)

MPC-26-002 Moved by Member Barham that the Municipal Planning Commission approve the application for a development permit for an addition to an existing accessory building (shed) at 739 Elk Street with the following conditions being met to the satisfaction of the Development Officer:

- The payment of all outstanding property taxes or the making of arrangements, satisfactory to Council, for the payment thereof, prior to the commencement of the development.
- 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 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 due to the construction shall be repaired immediately at the expense of the permit holder.

- Roofs on new buildings shall be constructed of non-combustible or fire-retardant materials with a minimum Class B fire rating. The use of wooden roof shingles is prohibited.
- Roofs on new buildings shall have soffits or be otherwise screened with FireSmart compliant material to reduce the opportunities for embers from forest fires to lodge in the roof overhang area.
- All siding and fascia materials on new or retrofitted buildings requiring a development permit shall consist of f ire-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 that siding material shall extend from ground level to the roofline.
- 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.
- An accessory building shall not be more than 5 m (16.40 ft.) in height.
- A final as built real property report or site sketch from an Alberta Land Surveyor may be required at completion of development that includes parcel coverage.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Sewer curb stop must remain accessible at all times, during and after construction.
- An accessory building erected or placed on a lot shall not be used as a principal dwelling.
- The exterior of an accessory building must be finished to match or complement the exterior finish of the main building.
- An accessory building's footprint shall be no larger than 8% of the total lot area, to a maximum of 204.4m^2 (2,200$ft.^2$).
- Landscaping and drainage shall remain as reflected in the landscaping plan.
- No accessory building or any portion thereof shall be erected or placed within the front yard of a lot other than a guest house. Variance granted by the Municipal Planning Commission allowing an accessory building to be located within the front yard.

CARRIED

ADJOURNMENT:

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

CARRIED

M.Paul

MARNY PAUL, CHAIR

TANNER EVANS, CAO

Initials

MP

Signature: M.Paul
M.Paul (Apr 20, 2026 12:45:04 MDT)

Email: ms.paul@shaw.ca

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Final Audit Report 2026-04-20

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