

Summer Village of Sunbreaker Cove
September 16, 2025
Municipal Planning Commission Minutes
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Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held September 16, 2025, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Kelsey Finch via Zoom
Member-at-Large:	Marny Paul via Zoom
Member-at-Large:	Debbie Ricalton via Zoom
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
CAO:	Tanner Evans
Recording Secretary:	Teri Musseau
Applicant(s):	Cam Brooks Jodi Brooks Kinley Jackson Derrick Wiebe

CALL TO ORDER: Chair Finch called the meeting to order at 10:00 a.m.

AGENDA:

MPC-25-028 Moved by Debbie Ricalton to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

1. 1303 Birch Road (Lot 5, Block 9, Plan 5969MC)

Application for 1303 Birch Road (Lot 5, Block 9, Plan 5969MC) requesting a development permit for a detached garage.

Kara Hubbard, Sarah Cheney and applicants left the meeting at 10:16 a.m.

DEVELOPMENT DECISION(S)

MPC-25-029 **1. 1303 Birch Road (Lot 5, Block 9, Plan 5969MC)**
Moved by Marny Paul that the Municipal Planning Commission approve the application for a development permit for the operation of a detached garage at 1303 Birch Road with the following conditions being met to the satisfaction of the Development Officer:

- The construction shall be completed within 12 months of the date of permit issuance.
- 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 Bylaw under which the permit was issued.
- The payment of a \$3,000.00 completions deposit to ensure all conditions of this development permit have been met. Any damage to public roads or carriageways due to the construction shall be repaired immediately at the expense of the permit holder.

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- 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.
- Footing check survey required from an Alberta Land Surveyor at the time of footings prior to continuation of construction.
- A final as-built Real Property Report (RPR), prepared by an Alberta Land Surveyor, shall be submitted upon completion of development. The RPR must include the total parcel coverage.
- The existing sea can on the property to be removed upon completion of the development.
- Landscaping to be completed according to the 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.
- An accessory building shall not be more than 5 m (16.40 ft.) in building height measured from grade.
- The maximum width of the driveway shall be 10m (32.80ft.). Driveway width shall be measured within the carriageway. Remainder of the carriageway shall remain in a natural state or be grassed.
- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- An accessory building's footprint shall be no larger than 8% of the parcel's total area.
- Minimum front yard setback to the accessory building required of 6m (19.69ft.), variance of 1.6m (5.24ft.) granted by the Municipal Planning Commission.

CARRIED

ADJOURNMENT:

MPC-25-030

Moved by Chair Finch that the Municipal Planning Commission meeting be adjourned at 10:41 a.m.

CARRIED

KELSEY FINCH, CHAIR

TANNER EVANS, CAO

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