Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held July 29, 2026, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Kelsey Finch via Zoom
Member-at-Large:	Colette Gilbert via Zoom
Development Officer:	Fred Barham via Zoom
Development Officer:	Emily Damberger
Junior Development Officer:	Sarah Cheney
CAO:	Tanner Evans
Recording Secretary:	Teri Musseau
Delegates:	Greg Clark
	Crystal, Marin Construction

CALL TO ORDER: Chair Finch called the meeting to order at 10:02 a.m.

AGENDA:

MPC-26-012 Moved by Chair Finch to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION(S)

1. 621 Fox Crescent (Lot 15, Block 2, Plan 1823MC)

Application for 621 Fox Crescent (Lot 15, Block 2, Plan 1823MC) requesting a development permit for an existing front yard accessory building (sauna).

Greg Clark left the meeting at 10:10 a.m.

2. 637 Fox Crescent (Lot 7, Block 2, Plan 1823MC)

Application for 637 Fox Crescent (Lot 7, Block 2, Plan 1823MC) requesting a development permit for an existing dwelling.

3. 671 Fox Crescent (Lot 12, Block 3, Plan 1823MC)

Application for 671 Fox Crescent (Lot 12, Block 3, Plan 1823MC) requesting a development permit for a dwelling renovation, deck reconstruction, and retaining wall.

Emily Damberger, Sarah Cheney, and gallery left the meeting at 10:28 a.m.

DEVELOPMENT DECISION(S)

1. 621 Fox Crescent (Lot 15, Block 2, Plan 1823MC)

MPC-26-013 Moved by Member-at-Large Barham that while the MPC notes that the applicant or contractors did not adhere to the original approved permit conditions and the variance should have been applied for under that permit, the Municipal Planning Commission approves the application for an existing

front yard accessory building at 621 Fox Crescent with the following conditions being met to the satisfaction of the Development Officer:

- No accessory building or any portion thereof shall be erected or placed within the front yard. Variance granted by the Municipal Planning Commission for the sauna to be located within the front yard.
- An accessory building without a guest house above a garage shall not be more than 5.0 m (16.4 ft.) in building height measured from grade.
- An accessory building erected or placed on a parcel shall not be used as a principal dwelling.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the principal building.
- An accessory building's footprint shall be no larger than 8% of the total lot area, to a maximum of 204.4 m^2 (2,200 $ft.^2$).

CARRIED

2. 637 Fox Crescent (Lot 7, Block 2, Plan 1823MC)

MPC-26-014 Moved by Member-at-Large Gilbert that the Municipal Planning Commission approve the application for an existing dwelling at 637 Fox Crescent 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 the 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.
- 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.
- All applicable permits shall be complied with and completed with Superior Safety Codes.
- The dwelling minimum side yard setback shall be 1.5 m (4.9 ft.). Variance granted by the Municipal Planning Commission for the dwelling's south side yard setback to be 1.43 m (4.69 ft.)

3. 671 Fox Crescent (Lot 12, Block 3, Plan 1823MC)

MPC-26-015 Moved by Member-at-Large Barham that the Municipal Planning Commission approve the application for a dwelling renovation, deck reconstruction, and retaining wall at 671 Fox Crescent 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.
- The height of the dwelling shall not exceed 10m (32.81ft.) in building height measured from grade.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- The payment of a $5,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of construction within a one-year period and to ensure that the landscaping is carried out with reasonable diligence (in accordance with the approved landscaping plan), to the satisfaction of the Development Authority.
- 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.
- Final As Built Real Property Report may be required from an Alberta Land Surveyor at the completion of construction and shall include parcel coverage.
- Sewer curb stop must remain accessible at all times, during and after construction.
- No trees to be removed, all landscaping to remain as existing.
- Roofs on 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 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 buildings requiring a development permit 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 that 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 in order to prohibit the entry of sparks and embers under the structure.
- 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

- 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.

- Any encroachments onto municipal lands are either to be removed or property owner to enter into an approved Encroachment Agreement for the paving stone/retaining wall and lake access stairs.
- A non-conforming building may not be enlarged, added to, rebuilt or structurally altered except in accordance with the variance powers possessed by the Development Authority. Variance granted by the Municipal Planning Commission for interior structural alterations to the non-conforming dwelling and reconstruction of the non-conforming deck.
- Unenclosed decks cannot project more than 50% into the required yard setback for the dwelling. Variance granted by the Municipal Planning Commission for the deck front yard setback to be 0.00 m.

ADJOURNMENT:

Moved by Chair Finch that the Municipal Planning Commission meeting be adjourned at 10:39 .am.

CARRIED

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KELSEY FINCH, CHAIR

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TANNER EVANS, CAO

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