# SUMMER VILLAGE OF SUNBREAKER COVE
# MUNICIPAL PLANNING COMMISSION AGENDA
# NOVEMBER 2, 2026, 2026 @ 9:00 A.M.

## A. CALL TO ORDER

## B. ADOPTION OF AGENDA

## C. DEVELOPMENT ITEMS

1) 1326 Cottonwood Drive

## D. ADJOURNMENT

## Summer Village of Sunbreaker Cove – Municipal Planning Commission

## November 2, 2026

## Agenda Item

## 1326 Cottonwood Close (Lot 20A, Block 8, Plan 9622809)

## Development Permit Application

## Background:

Wiebe's Construction, on behalf of the homeowners of 1326 Cottonwood Close, located in the village of Sunbreaker Cove (Lot 20A, Block 8, Plan 9622809), are seeking approval for a detached garage and second driveway on their property, which is in the R1 - Residential District.

The property currently contains a dwelling, two sheds (that do not require a development permit), and a soft-sided storage shelter. The homeowner's intention is to remove the soft-sided shelter once the garage is developed, and to keep at least one of the sheds on the property. The proposed detached garage is proposed to be an open building, and the exterior is proposed to be vinyl siding to match the dwelling. The front (south facing) of the detached garage is proposed to have two bay doors. The right (east facing) is proposed to have a man door and window with the left side (west facing) being a solid wall. The detached garage is proposed to meet the minimum required yard setbacks, and the maximum height is proposed to be 4.8 m (15.75 ft) in height measured from average grade.

The total proposed floor area is 83.61 $m^2$ (900 $ft^2$). As the floor area exceeds the maximum permitted footprint of 74 $m^2$ (796.5 $ft^2$), it is considered a discretionary use and requires Municipal Planning Commission approval.

Site coverage for the property, including the proposed detached garage, is estimated to be 29.5%, which is within the maximum allowed 50%. Additionally, the footprint of the proposed detached garage is 4.5% of the total lot area, which is within the maximum allowed accessory building footprint of 8%.

The second driveway, which is proposed to be located off Breakers Way in order to access the detached garage, is proposed to be 9.14 m (30 ft.) in width, which is within the maximum allowed 10 m width. The driveway is considered a permitted use and would be included in the development permit for the detached garage if approved today.

Approximately 20 trees are proposed to be removed to accommodate the detached garage and driveway, some of which have been deemed hazardous. All other landscaping on the property is proposed to remain.

This application has been submitted to adjacent landowners for comment, and to date, no comments have been received for inclusion in the report.

## Discussion:

Land Use Bylaw – 11. R1 Residential District:

- Accessory buildings where the total floor area is over 74.0m$^2$ (796.5ft$^2$) is listed as a discretionary use, therefore the proposed building of 83.61m$^2$ (900ft.$^2$) in floor area requires Municipal Planning Commission approval.

## Application Review:

While Administration reviews all applicable aspects of the Land Use Bylaw, the following key regulations are highlighted for the Municipal Planning Commission's consideration as they pertain directly to this development proposal.

*Land Use Bylaw 3.2 - Definitions*

*3.2.2 "accessory building" means a building that is separate and subordinate to the main building on the lot. Within the Residential District, examples of an accessory building include storage sheds, garages, and guest houses. Accessory buildings are not intended for commercial purposes and shall not include sea cans. Accessory buildings shall not be developed within the front yard (waterfront yard) of a waterfront lot or semi-waterfront lot;*

*3.2.46 "driveway" means a vehicle access route between the carriageway of a public road and a use on lot;*

*3.2.62 "garage" means an accessory building or part of the principal building, designed and used primarily for the storage of non-commercial motor vehicles, recreational vehicles and other chattels;*

*3.2.82 "lot, corner" means a lot having frontage on two (2) or more rights-of-way, other than lands, or in the case of a bareland condominium, a unit as described in the Condominium Property Act, R.S.A. 2000, c. C-22, as amended, having two (2) contiguous property lines abutting common property used as road access. For the purposes of this definition, a road shall not include an alley or lane;*

*Land Use Bylaw 9.1 – Accessory Buildings*

*9.1.3 An accessory building on a lot not abutting either Sylvan Lake or the Environmental Open Space District shall be situated so that:*

*a) No accessory building or portion thereof shall be erected or placed within the front yard of a lot other than a guest house.*
*b) …*
*c) On a corner parcel, a minimum of:*
*i. 3.0 m (9.8 ft) from the side lot boundary abutting the street;*
*ii. 1.0 m (3.3 ft.) from the other side lot boundary;*
*iii. 6.0 m (19.7 ft.) from the front lot boundary, and*
*iv. 3.0 m (9.8 ft.) from the rear lot boundary.*

*9.1.4 No accessory building (other than a garage suite) shall be more than 5.0 m (16.4 ft.) in height.*
*9.1.5 An accessory building erected or placed on a lot shall not be used as a principal dwelling.*
*9.1.6 The exterior of an accessory building must be finished to match or complement the exterior finish of the main building.*
*9.1.7 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 $ft.^2$).*

*Land Use Bylaw 9.2 – Accessory Buildings (Garages)*

*9.2.1 …*
*9.2.2 On lots not abutting Sylvan Lake or a reserve lot abutting the Environmental Open Space District:*
*a) In addition to the accessory building setbacks prescribed in Sections 9.1 and 9.2, a detached garage shall be located a minimum of 6.0 m (19.7 ft.) from the front lot boundary if the overhead doors of the garage face a lane, street or front lot boundary.*
*9.2.3 No detached garages, including both rear, front, or side entry garages (other than those developed as a garage suite) shall be more than 5.0 m (16.4 ft.) in height. The maximum height of a garage suite is identified in Section 9.22 of this Land Use Bylaw.*

*Land Use Bylaw 9.4 – Driveways*

*9.4.1 A development permit shall be required for a new driveway, or to increase the area of an existing driveway.*
*9.4.2 The maximum width of a driveway shall be 10.0 m (32.8 ft.). Driveway width shall be measured within the carriageway.*
*9.4.3 Driveways on corner lot shall be setback from the street intersection not less than 6.0 m (19.7 ft.).*
*9.4.4 In residential districts, the number of driveways shall be limited to not more than 1 driveway on a property with less than or equal to 40.0 m (131.2 ft.) and not more than 2 driveways for properties with more than 40.0 m (131.2 ft.) of frontage.*
*9.4.5 Where the road allowance storm drainage flow will be impacted by the construction of a driveway, at the discretion of the Development Authority,*

*driveways shall contain culverts and be graded to the satisfaction of the municipality.*

*9.4.6 New or redeveloped driveways shall be constructed of asphalt within the carriageway (between the road and private property line).*

*9.4.7 Where a development permit has been issued for a new single detached dwelling on a lot, the portion of the lot's driveway within the carriageway (between the road and private property line) shall be required to be constructed of asphalt.*

*9.4.8 A developed driveway (including gravel surfaced driveways) shall be considered part of a lot's site coverage and (along with other developments on the lot) shall not exceed the maximum site coverage regulation.*

*9.4.9 Culverts shall be designed and installed to municipal standards at no cost to the Summer Village.*

*9.11 – Number of Dwellings and Buildings on a Lot*

*A development permit shall not be issued for more than:*

*a) One (1) main building on a lot; and*
*b) Two (2) accessory buildings on a lot*

## Conditions:

If approved, Administration would recommend the following conditions:

- 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 and the landscaping shall be completed within 2 years of the date of permit issuance.
- The payment of a $4,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, landscaping completed with two years, 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.
- 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 erected or placed on a lot shall not be used as a principal dwelling.
- The exterior of the detached garage 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 204.4 $m^2$ (2,200 $ft.^2$).
- The height of the detached garage shall not exceed 5m (16.4 ft.) in building height measured from grade.

- 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 from an Alberta Land Surveyor at completion of landscaping to verify yard setbacks and to ensure parcel coverage is within the maximum
- All applicable permits shall be complied with and completed with Superior Safety Codes.
- Electrical power from the property line to any building shall be constructed underground.
- Sewer curb stop must remain accessible at all times, during and after construction.
- The maximum width of the driveway shall be 10m (32.80ft.). Driveway width shall be measured within the carriageway, and shall be constructed of asphalt within the carriageway (between the road and private property line).
- Driveways on corner lot shall be setback from the street intersection not less than 6.0 m (19.7 ft.).
- Where the road allowance storm drainage flow will be impacted by the construction of a driveway, at the discretion of the Development Authority, driveways shall contain culverts and be graded to the satisfaction of the municipality.
- Culverts shall be designed and installed to municipal standards at no cost to the Summer Village. Engineered culvert drawings required to be submitted to the Administration Office upon completion to validate drainage ditch effectiveness.
- Landscaping to be completed according to the landscaping plan. Maximum 20 trees to be removed.
- 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 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 road bans to be followed that are implemented by Roadata and the administration office.

## Authorities:

For a discretionary use in any district:

- The Municipal Planning Commission may approve an application for a Development Permit:
    - With or without conditions;

    - Based on the merits of the proposed development, including its relationship to any approved statutory plan, non-statutory plan, or approved policy, affecting the site;
    - Where the proposed development conforms in every respect to this Land Use Bylaw; or
- May refuse an application for a development permit based on the merits of the proposed development, even though it meets the requirements of the Land Use Bylaw; or
- Subject to provisions of section 2.4 (2), the Municipal Planning Commission shall refuse an application for a development permit if the proposed development does not conform in every respect to the Land Use Bylaw.

## Decision:

<u>The MPC May:</u>

1. Approve the application with or without conditions *(Section 642 of the MGA),* or
2. Deny the application stating reasons why *(Section 642(4) of the MGA).*
3. Refer the application with a timeline to administration for more information.

1326 Cottonwood Close,Sunbreaker Cove-Garage Build

Tree's on plot plan highlighted for location. To be removed by Buck's Tree Services. Professional company that will remove them but respect vegetation not to be remove or harmed.

No plan to replant more trees/ These trees are currently a risk for the home anyways and needed to go

About 20 cottonwood trees to be removed and chipped up

Trees in the way of where garage build needs to take place

LOT AVERAGE ELEVATION = 960.09 m.
+ 5.00 m. (As Per Land Use Regulation)
MAXIMUM PEAK ELEVATION = 965.09 m.

**LEGEND & NOTES**

| | | |
|---|---|---|
| EXISTING ELEVATIONS SHOWN THUS | = | + 959.30 |
| LOT AREA ..... | = | 1857.3 sq. m. |
| MOBILE HOME Including All Decks, Steps | = | 183.0 sq. m. |
| CANVAS SHED ..... | = | 19.0 sq.m. |
| STONE PATIO | = | 32.2 sq.m. |
| WOOD PLATFORM Including 2 Sheds | = | 23.4 sq.m. |
| GRAVEL SURFACE | = | 179.2 sq.m. |
| PROPOSED DRIVEWAY | = | 28.3 sq.m. |
| PROPOSED GARAGE | = | 83.6 sq.m. |

BEARINGS ARE GRID AND DERIVED FROM GNSS SURVEYS
ELEVATIONS ARE GEODETIC AND REFERENCED TO ASCM 473652 BEING 939.449 m

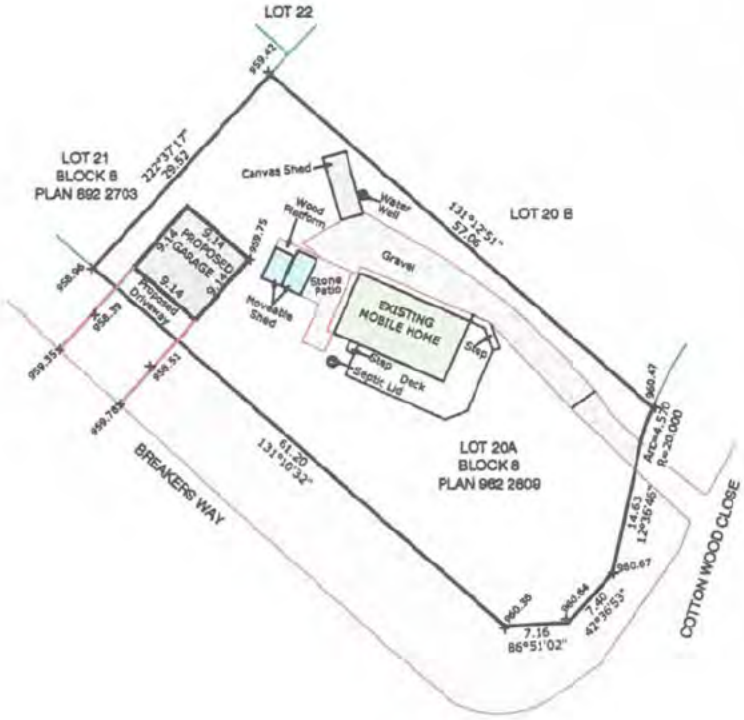
↓ = Water damage

= Cottonwood trees + vegetation

= Tree's + vegetation to be removed
Approx 20 cottonwoods ranging for 1" to 6" in diameter + rose bushes + grasses

= Construction Parking

| | | |
|---|---|---|
| **Garage Plot Plan** | **SNELL & OSLUND SURVEYS (1979) LTD.** RED DEER, ALBERTA Ph: (403) 342-1256 | Date : SEPTEMBER 21, 2026 |
| | | Scale = 1 : 500 |
| LEGAL DESCRIPTION: LOT 20 A BLOCK 8 PLAN 962 2809 | CLIENT: WIEBES CONSTRUCTION | Drawn By: J.O Chk By: ZG/CV |
| | CIVIC ADDRESS: 1326 COTTONWOOD CLOSE S.V. OF SUNBREAKER COVE | Job No. : 41155 PP |




1857.3 - 548.7 sqM =

1308.6 sqM or 70.5%

empty Lot.

Plot coverage is 29.5%

LOT AVERAGE ELEVATION = 960.09 m.
+ 5.00 m. (As Per Land Use Regulation)
MAXIMUM PEAK ELEVATION = 965.09 m.

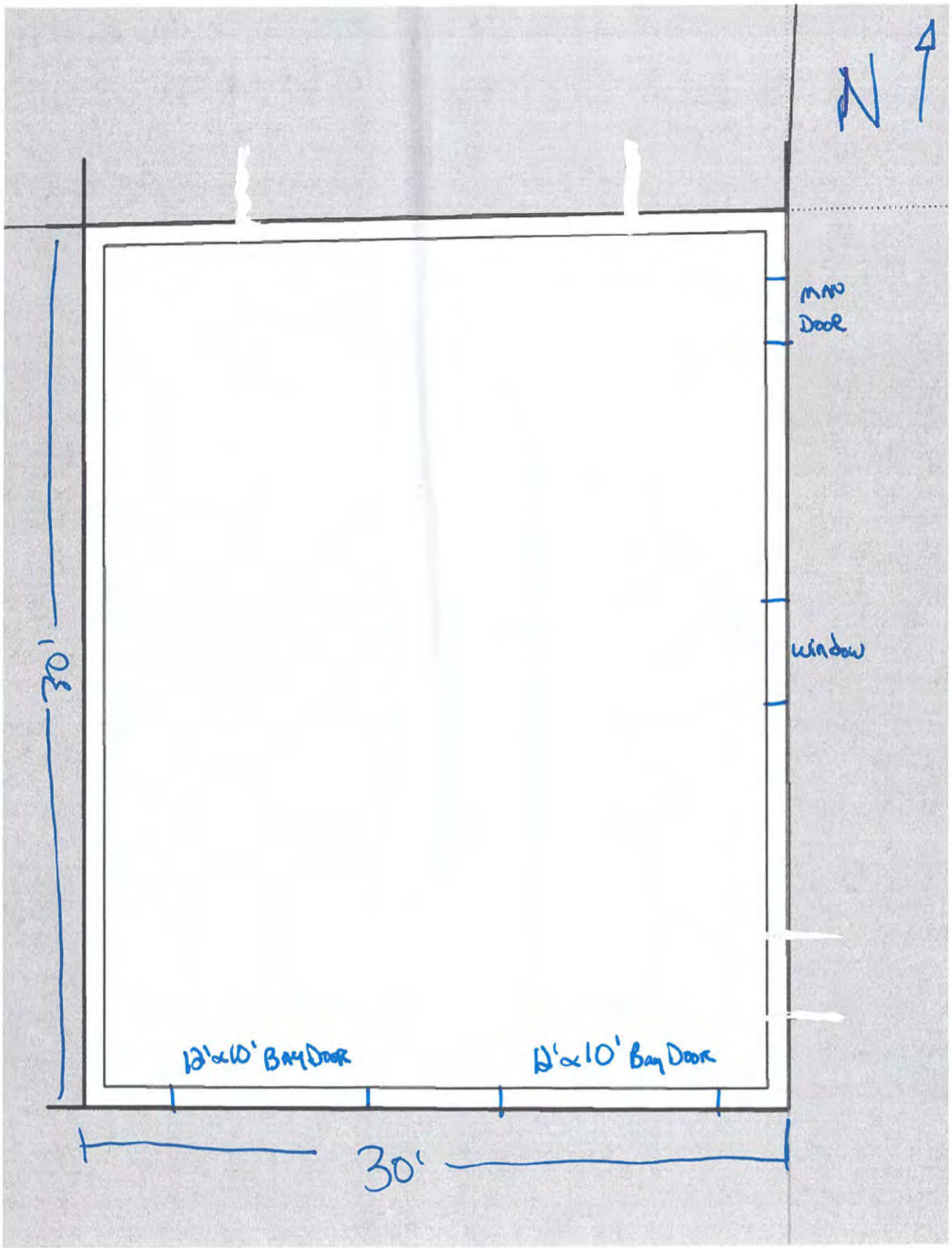
**LEGEND & NOTES**

| | | |
|---|---|---|
| EXISTING ELEVATIONS SHOWN THUS | = | + 959.30 |
| LOT AREA ..... | = | 1857.3 sq. m. |
| MOBILE HOME Including All Decks, Steps | = | 183.0 sq. m. |
| CANVAS SHED ..... | = | 19.0 sq.m. |
| STONE PATIO | = | 32.2 sq.m. |
| WOOD PLATFORM Including 2 Sheds | = | 23.4 sq.m. |
| GRAVEL SURFACE | = | 179.2 sq.m. |
| PROPOSED DRIVEWAY | = | 28.3 sq.m. |
| PROPOSED GARAGE | = | 83.6 sq.m. |

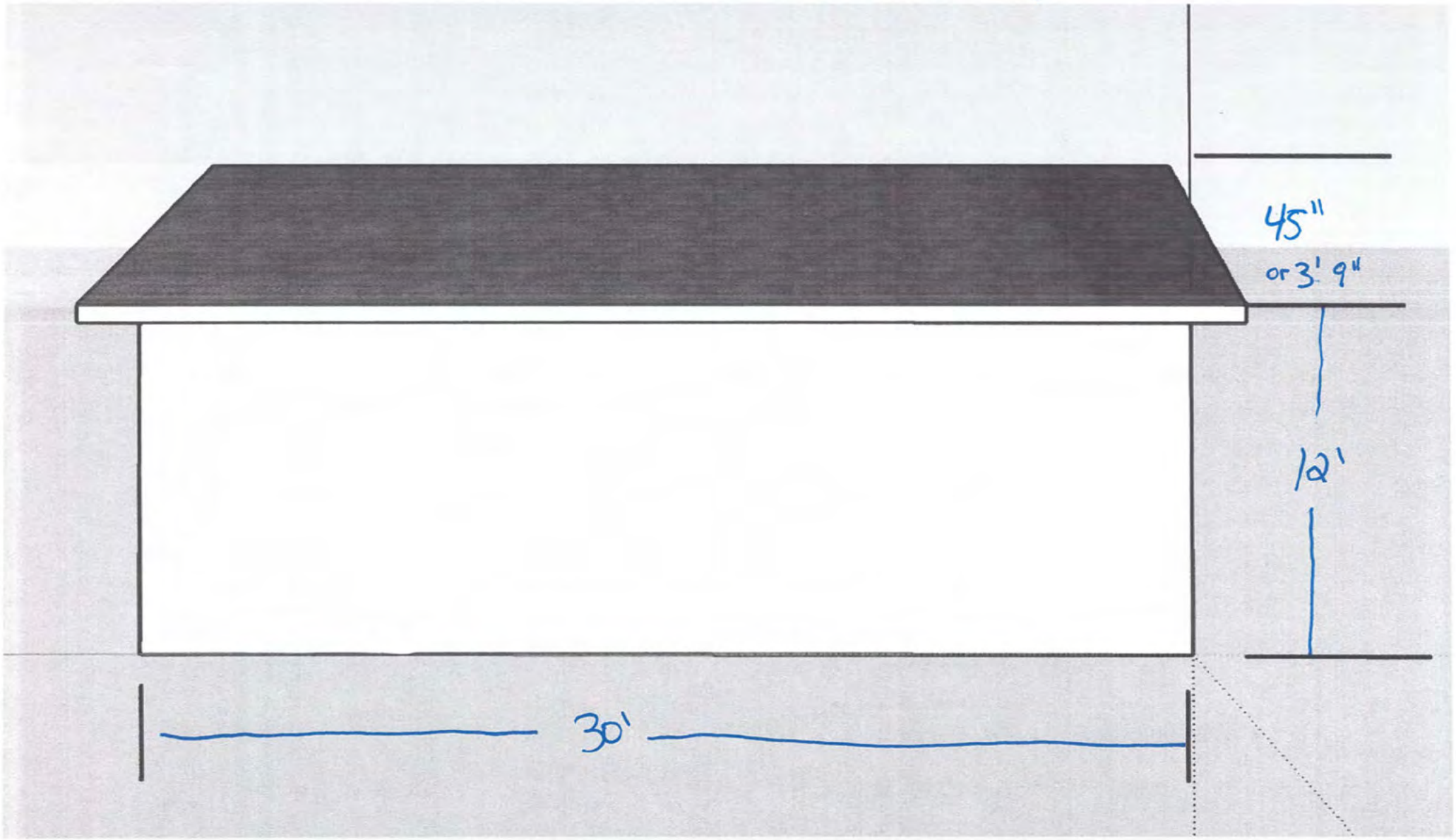
548.7 sqM

BEARINGS ARE GRID AND DERIVED FROM GNSS SURVEYS
ELEVATIONS ARE GEODETIC AND REFERENCED TO ASCM 473652
BEING 939.449 m

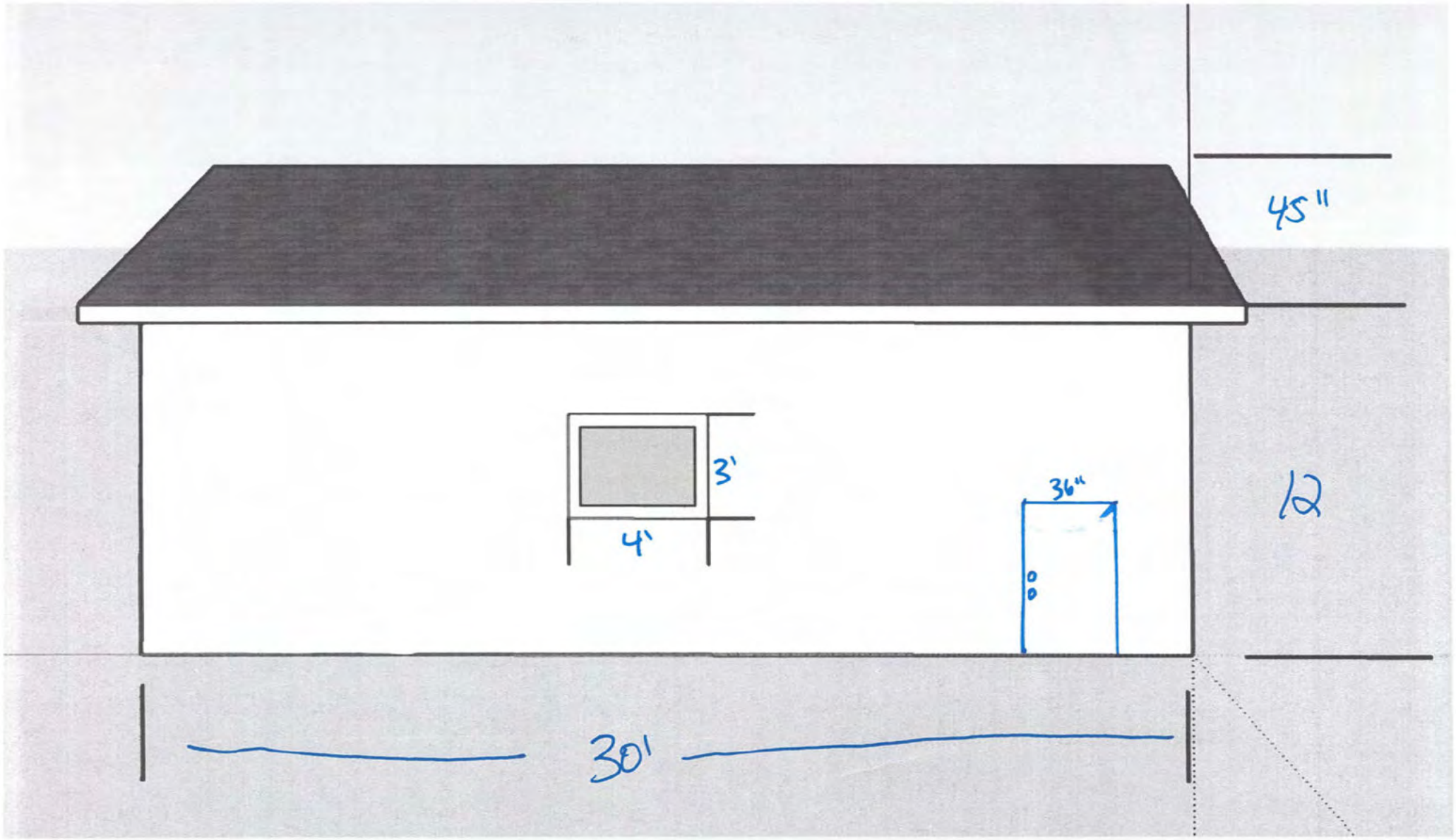
| | | |
|---|---|---|
| **Garage Plot Plan** | **SNELL & OSLUND SURVEYS (1979) LTD.** RED DEER, ALBERTA Ph: (403) 342-1255 | Date : SEPTEMBER 21, 2026 |
| | | Scale = 1 : 500 |
| LEGAL DESCRIPTION: LOT 20 A, BLOCK 8, PLAN 962 2809 | CLIENT: WIEBES CONSTRUCTION | Drawn By: J.O Chk By: ZG/CV |
| | CIVIC ADDRESS: 1326 COTTONWOOD CLOSE S.V. OF SUNBREAKER COVE | Job No. : 41155 PP |


N
man Door
window
30'
12'x10' Bay Door
12'x10' Bay Door
30'

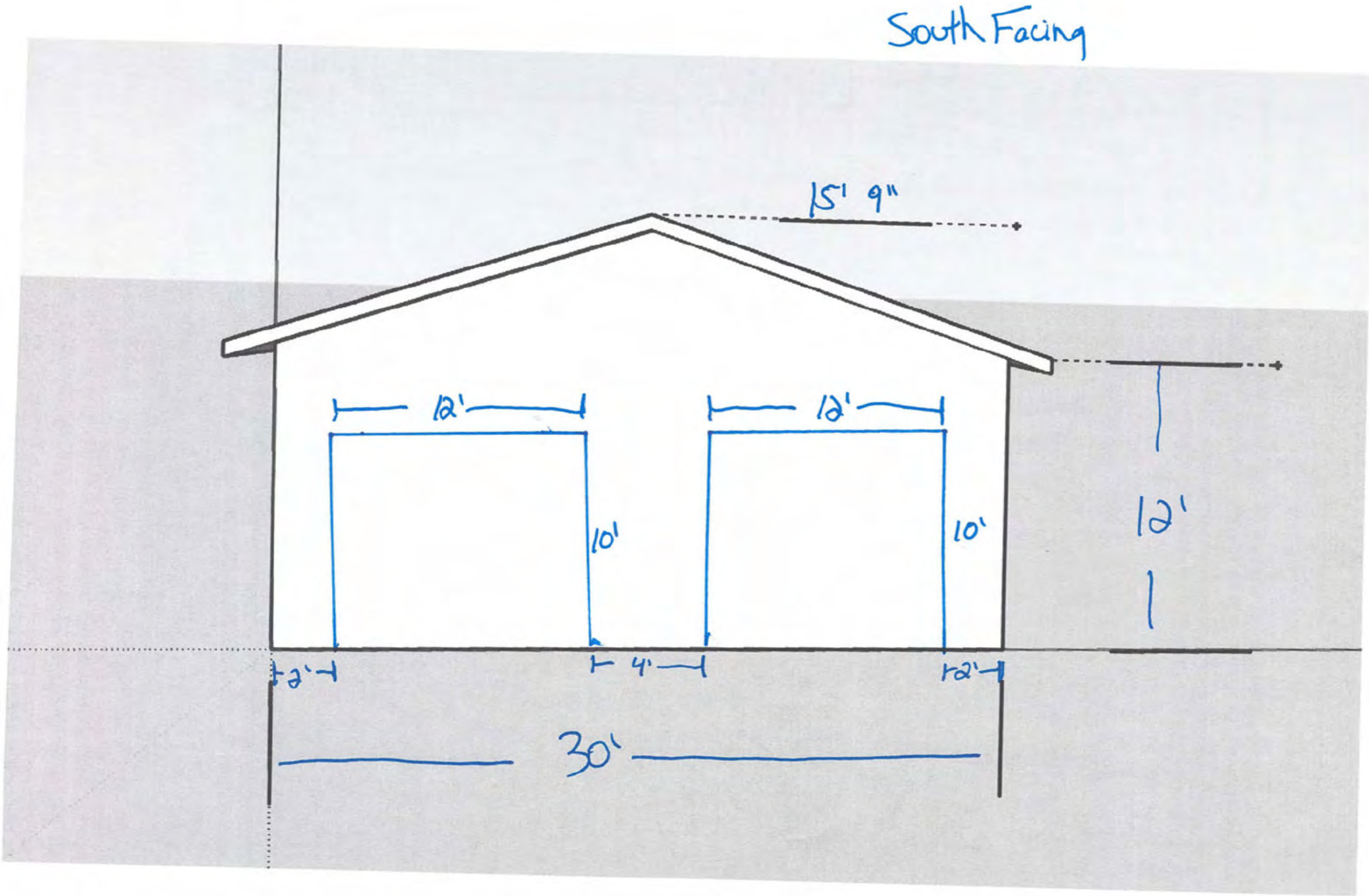
West Facing

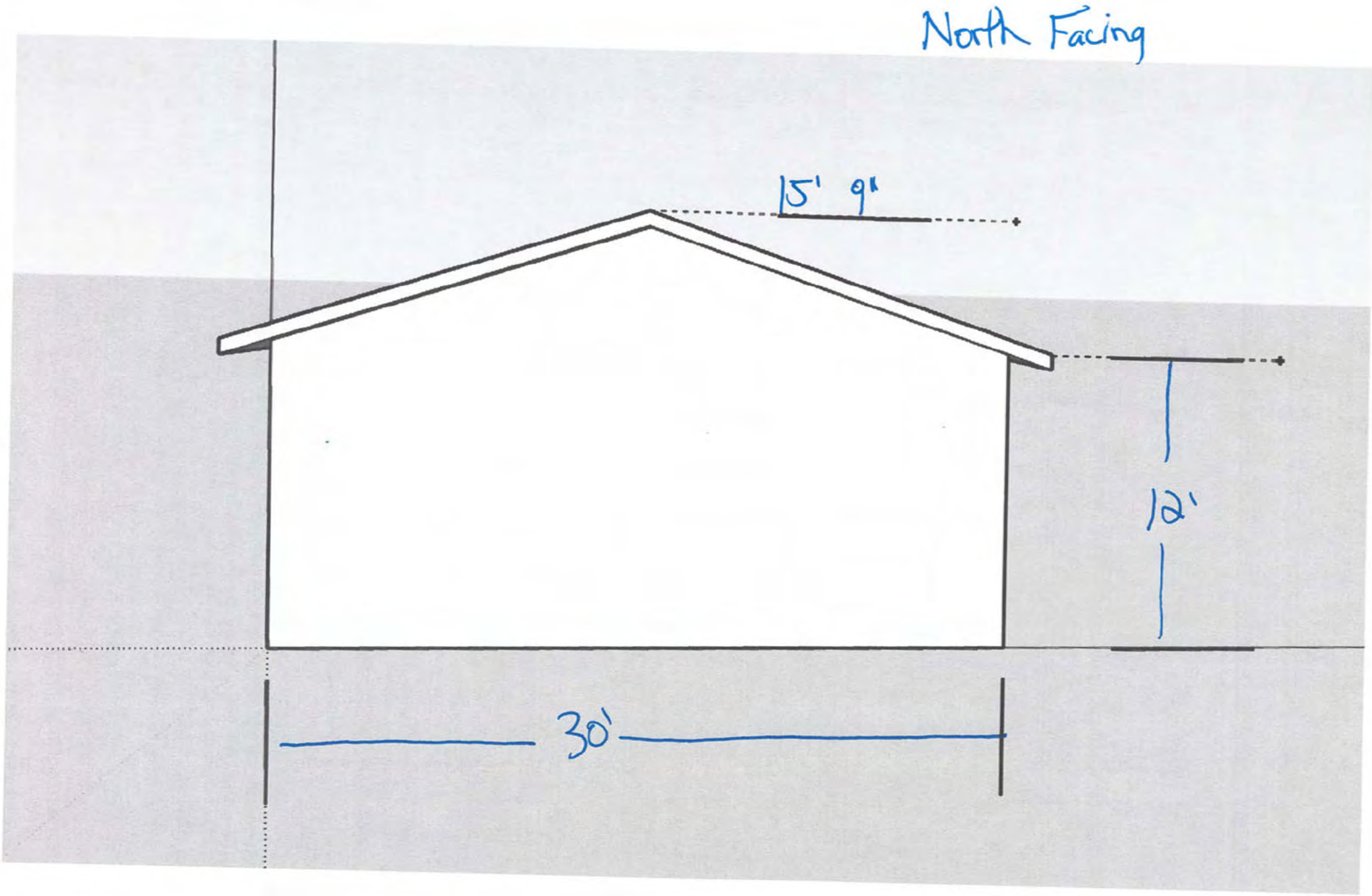


East Facing



South Facing



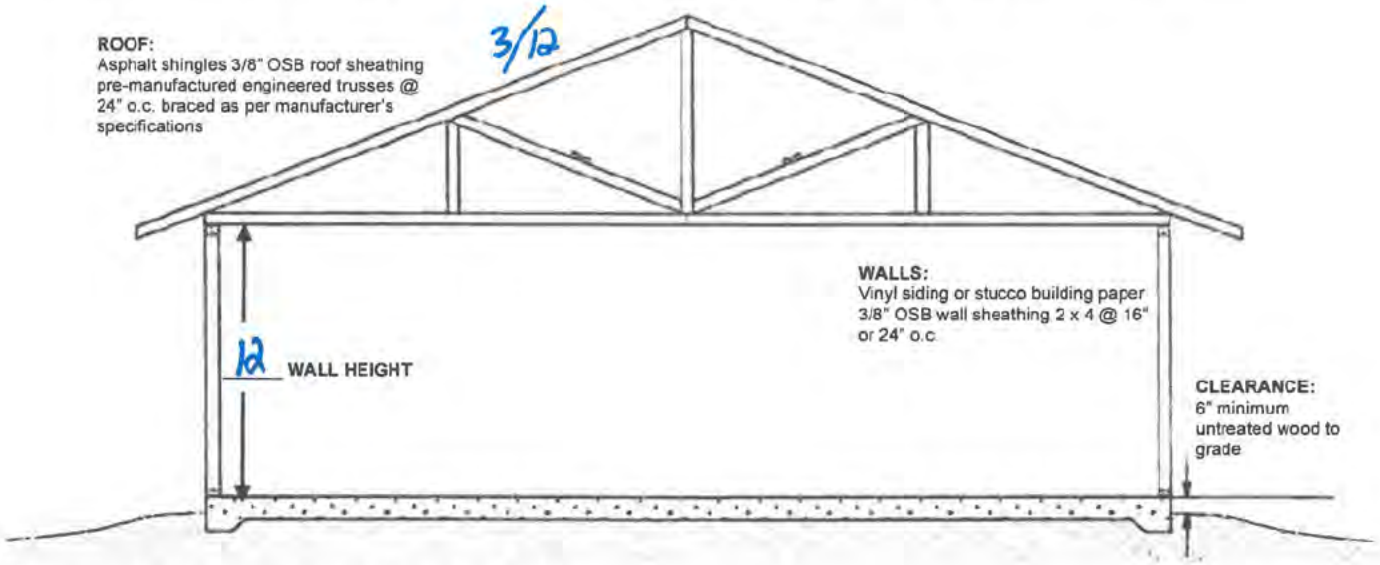

North Facing
15' 9"
12'
30'

SUPERIOR SAFETY CODES INC.
PERMITS & INSPECTIONS

# ACCESSORY BUILDING

PERMIT NO.: _____
OWNERS NAME: _____
PROJECT LOCATION: 1526 Cottonwood close

To be completed and attached to the Building Permit Application Form




**Please check off construction details as listed below.**

**Roofing Material**
- [x] Asphalt Shingles
- [ ] Cedar, Pine Shakes/Shingles
- [ ] Metal Roofing
- [ ] Other Specify: _____

**Roof Sheathing**
- [x] Min. 3/8" OSB or plywood

NOTE: OSB or plywood less than ½" requires H clips and bridge blocking
- [ ] 1/2" OSB or plywood
- [ ] Other Specify: _____

**Roof Framing**
- [x] Pre-manufactured Engineered Truss
- [ ] Roof rafters, ceiling, joists, roof joist (provide details)

**Exterior Finish**
- [x] Vinyl Siding
- [ ] Stucco
- [ ] Metal Siding
- [ ] Other Specify: _____

**Foundation**
- [ ] 4" Slab up to 592 sq. ft.
- [ ] Strip footing & 4' frost wall
- [x] Other Foundation (details, engineering)
- [ ] On Skids

**Wall Sheathing**
Specify: 7/16 OSB

**Wall Framing**
Specify: 2x6 @ 16" o/c

- [x] Insulated walls & ceiling

**Overhead Door Beam**
Length: 12' 6" x2

Depth: 11 7/8 # of Plys 2
- [ ] Built Up
- [x] Engineered

**Overhead Door**
Door Size: 10'x12' x2

**Direction of Trusses**
- [x] Trusses parallel to overhead door opening
- [ ] Trusses perpendicular to overhead door opening

*NOTE: Separate permit applications are required for the installation of electrical, gas and/or plumbing in the building.*

OCT 1 6 2026

OCT 6 2026

OCT 1 6 2026

OCT 1 6 2026

OCT 1 6 2026

OCT 16 2026

OCT 1 6 2026

C-1
892 2703
962 2809
22
21
20B
20A
19
8
9
4
3
2
Birch Road
Sylvan Lake Drive
68.08
16.00
1.40
16.57
40.40
58.39
47.70
50.70
61.22
32.50
29.51
67.79
67.80
50.08
57.06
14.50
14.49
20.12
61.20
4.58
14.64
7.41
7.16
6.55
9.14
36.58
20.00
6.37
6.90
6.98
7.65
60.69
55.67
49.92
12.48
10.45
49.34

Subject Property
Adjacent Properties Notified
1406
1402
1322
1318
1326
1314
EAKERS WAY
COTTONWOOD CLOSE
1310
1301
1313
1306
1354
1309
1302
1350
1305
1346
1342