



MUNICIPAL PLANNING COMMISSION MINUTES

August 19, 2022

Town of Claresholm – Council Chambers

Attendees: Chelsae Petrovic – Mayor
Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large – VIA ZOOM
Jeff Kerr – Member-at-Large (Vice Chairperson)
Kieth Carlson – Council Member – VIA ZOOM

Staff: Tara VanDellen – Planner/Development Officer
Tracy Stewart – Development Assistant – VIA ZOOM

Public: Rob Vogt – Claresholm Local Press
Alanna Fagervik – Applicant – VIA ZOOM
Kurtis Thomas - Applicant

9:00 a.m. Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Jeff Kerr**

**Seconded by
Doug Priestley**

CARRIED

Adoption of Minutes

- July 22, 2022

**Motion to adopt the
Meeting Minutes
By Mayor Petrovic**

**Seconded by
Jeff Kerr
CARRIED**

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve with conditions by Councilor Carlson
	File: D2022.058	
	Applicant: S.O.M. Properties Ltd. (Alanna Fagervik)	
	Owner: Livingstone Range School Division	
	Address: 5202 5 Street E	
	Legal: Block A, Plan 6074HA	
	Regarding: Change in use – vacant to Assisted Living (independent seniors living residence)	
	Condition(s):	Seconded by Doug Priestley
		CARRIED



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1. Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.
2. Development Permit fees for the renovation in the amount of \$2 per \$1000 project value will be required at time of building permit application (for the value of work being done at that time).
3. The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.
4. The applicant shall obtain any relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734.
5. This application is for a change in use only, any proposed signs will require a separate application.
6. Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.
7. The applicant must hold a valid Town of Claresholm business license prior to operating.
8. The applicant shall be responsible for making arrangements with the Town of Claresholm Utility Department regarding the connection to municipal water services, (water, sanitary, garbage, recycling) including the procurement of the water meter (if needed). Please contact Marianna Orge at the Town Office 403-625-3381.
9. The applicant shall ensure that underground utilities are marked prior to commencing with digging on site. Please call Alberta One Call at 1-800-242-3447.
10. Garbage and recycling bin location to be identified to allow crews access with vehicles, and the location to be screened appropriately.
11. The applicant shall adhere to Schedule 8 Parking and loading requirements (sizes/loading) etc.
 - a. Provide accessible parking spaces, located closest to the public entrance of the building, to be identified by and signed/pavement markings.
 - b. Ensure all parking areas are upgraded (paved if required / stalls delineated) to provide for orderly parking and permit adequate drainage, snow removal and maintenance.

Note:

Please contact the Public Health Inspector to ensure any AHS requirements for inspections are completed and provided to the Town prior to the issuance of the business license.

Andrew O'Laney- andrew.olaney@ahs.ca 1-587-779-3808.

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2022.060
 Applicant: M & P Trailer Sales
 Owner: Kelly & Tracey Matthews
 Address: 280 59 Avenue E
 Legal: Block 3, Plan 731663
 Regarding: Permanent Shipping Container

Motion to approve with conditions by Jeff Kerr

Seconded by Councilor Carlson

CARRIED

Condition(s):

1. The applicant must adhere to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 11 – Shipping Containers.
2. The container must be located as per the site plan, any changes will require new approval. If additional containers are desired a new application will be required.
3. The container cannot display any advertising, logos, or other marketing and must be maintained in good condition.
4. The container must be painted to match the existing building.

Item 3: ACTION

DEVELOPMENT PERMIT

File: D2022.059
 Applicant: Kurtis Thomas

Motion to approve with conditions by Mayor Petrovic

Seconded by



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Owner: Kurtis & Shari Thomas
Address: 126 46 Avenue W
Legal: Lot 23 & 24, Block 5, Plan 147N
Regarding: Rear yard accessory building with variance to
max height

Councilor Carlson

CARRIED

Condition(s):

1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc.*
2. *The Applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the property.*
3. *Any contractors or trades people are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office (403) 625-3381.*
4. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
5. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the residential character of the neighborhood (match the existing residence or a neutral color that fits within the character of the neighborhood).*
6. *As per the Town of Claresholm Servicing Standards for Municipal Improvements the applicant shall adhere to storm drainage system requirements and direct all storm water to the storm drains.*
7. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*

Item 4: ACTION

HOME OCCUPATION

File: D2022.061
Applicant: Kristina Lybbert
Owner: Curtis Hanselmann
Address: 5504 5 Street W
Legal: Lot 6A, Block 1, Plan 9310202
Regarding: Home Occupation – day home

**Motion to approve with
conditions by
Doug Priestley**

**Seconded by
Jeff Kerr**

CARRIED

Condition(s):



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1. The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.
2. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations shall not involve the display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view. All work is to be done within the rear detached garage.
3. As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that all permits issued for home occupations must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.
4. Please note that the home occupation development permit will lapse/expire if a business license is not obtained within 1 year from the date of approval, or subsequently, if the business license is not purchased annually.
5. Please contact the Public Health Inspector to ensure any AHS requirements for inspections are completed and provided to the Town prior to the issuance of the business license.
Andrew O'Laney- andrew.olaney@ahs.ca 1-587-779-3808.

9:25 a.m.

**Motion to adjourn by
Mayor Petrovic**

Next Meeting to be held September 16, 2022

CARRIED
