



MUNICIPAL PLANNING COMMISSION MINUTES

July 22, 2022
Town of Claresholm – Council Chambers

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

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

Public: Rob Vogt – Claresholm Local Press

Regrets: Chelsae Petrovic – Mayor

8:55 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Doug Priestley
		Seconded by Councilor Carlson
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Jeff Kerr
<ul style="list-style-type: none"> • June 17, 2022 	
	Seconded by Councilor Carlson
	CARRIED

Item 1: ACTION	HOME OCCUPATION	Motion to approve with conditions by Doug Priestley
	File: D2022.047	
	Applicant: Ed Noordegraaf	
	Owner: Cara Pawlick	
	Address: 5230 5 Street W	
	Legal: Lot 50, Block 2, Plan 7810995	
	Regarding: Home Occupation Application – home office for general contractor	Seconded by Councilor Carlson
		CARRIED

Condition(s):

1. *The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.*



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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. *Any intensifications of use or additional vehicles/employees will require a new application. This approval does not include major auto body painting/repairs, or exterior washing of vehicles.*
6. *Any enclosed trailer and business vehicles must be parked solely on property (driveway or in the rear yard) or directly adjacent to the property, and not block any adjacent driveways or properties.*

NOTE(S) -

1. *The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).*
 2. *As per Bylaw 1550 (Traffic Bylaw), a vehicle, or a vehicle with a trailer attached, with a maximum allowable weight of 4,500kg, shall not be parked on a highway any time after 10:00PM and before 7:00AM, unless it is parked in a location completely adjoining the vehicle owner's residence.*
 3. *As per Bylaw 1550 (Traffic Bylaw), any commercial vehicle, bus, truck or truck tractor:*
 - *may be parked on private property as long as that vehicle does not block any sidewalk, laneway or alley and doesn't obstruct or hinder the normal flow of traffic (pedestrian or vehicular).*
 - *shall not be parked on a highway unless it is parked in a location completely adjoining the operator's place of residence.*
 - *shall not be parked for more than 48 consecutive hours and must be removed to an off-highway location for at least 72 consecutive hours before it may park there again.*
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Item 2: ACTION

DEVELOPMENT PERMIT

**Motion to approve with
conditions by
Jeff Kerr**

File: D2022.050
Applicant: Kelly Matthews
Owner: Kelly & Tracey Matthews
Address: 280 59 Avenue E
Legal: Block 3, Plan 731663
Regarding: Add a farm building – hay shed

**Seconded by
Doug Priestley**

CARRIED

Condition(s):

1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. The building permit application has been forwarded on your behalf.*
 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 existing buildings.*
 6. *Any changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
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Item 3: DISCUSSION

In Camera – discussion (if required)

9:07 a.m.

**Motion to adjourn by
Jeff Kerr**

CARRIED
