



# MUNICIPAL PLANNING COMMISSION MINUTES

**April 30, 2021**  
**Town of Claresholm – Zoom Meeting**

**Attendees:** Brad Schlossberger - Council Member (Chairperson)  
Doug Priestley - Member-at-Large  
Doug MacPherson – Mayor  
Jeff Kerr – Member-at-Large

**Staff:** Tara VanDellen – Planner/Development Officer  
Brady Schnell – Economic Development Officer  
Tracy Stewart - Administrative Assistant

**Regrets:** Kieth Carlson – Council Member

**Public Present:** Delegation: Les Wilson

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<b>8:59 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the Agenda by Doug Priestley</b>
		<b>Seconded by Jeff Kerr</b>
		<b>CARRIED</b>

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<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes By Mayor MacPherson</b>
<ul style="list-style-type: none"><li>• March 26, 2021</li></ul>	
	<b>Seconded by Jeff Kerr</b>
	<b>CARRIED</b>

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<b>Item 1: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve with conditions by Mayor MacPherson</b>
	File: D2021.031 Applicant/Owner: 1981447 Alberta Ltd. Address: 35 & 37 Harvest Square Legal: Lots 9 & 10, Block 1, Plan 1014361 Regarding: New multi-unit dwelling (3 units) with variance to lot coverage	
		<b>Seconded by Doug Priestley</b>
		<b>CARRIED</b>

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**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 submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.*

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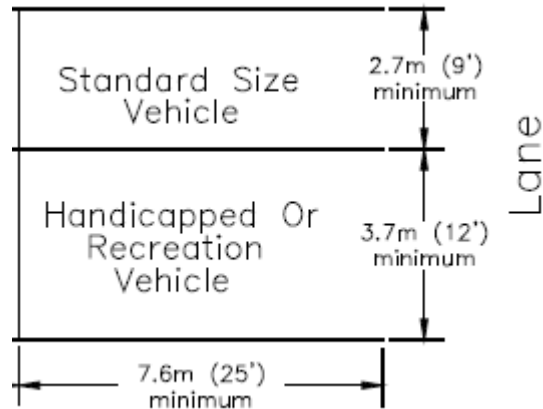
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2. *The rear/side yard parking spaces sizes are to be increased as noted below (2 stalls at min. 9' x 25'):*



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. *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.*
5. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
6. *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.*
7. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:*
- a) *An irrevocable letter of credit, or*
  - b) *A deposit,*
- In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:*
- a) *\$750 – Adherence to the site plan is demonstrated.*
  - b) *\$750 – Final grades are achieved and demonstrated.*
  - c) *\$500 – Completion of landscaping and building exterior.*

8. *The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.*
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9. Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.
10. The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.
11. 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, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.
12. Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.
13. This approval is for three units only (corner lot main floor and basement units, interior lot main floor only). The interior lot has not been approved for any basement completion; a new permit will be required.

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## Item 2: ACTION

## DEVELOPMENT PERMIT

File: D2021.036

Applicant/Owner: 1981447 Alberta Ltd.

Address: 86 & 88 Harvest Square

Legal: Lots 7 & 8, Block 1, Plan 1014361

Regarding: New multi-unit dwelling (3 units) with variance to lot coverage

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

**Seconded by  
Mayor MacPherson**

**CARRIED**

## Condition(s):

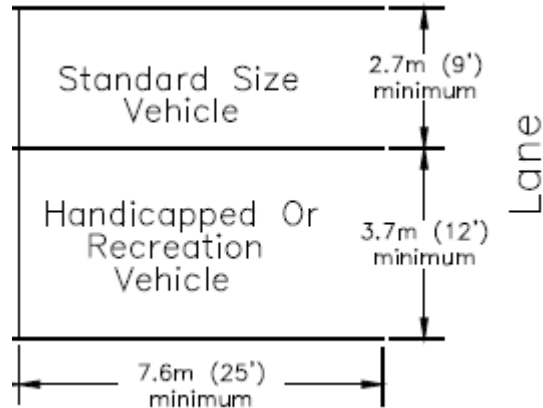
1. The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. The building permit application has been submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.
  2. The rear/side yard parking spaces sizes are to be increased as noted below (2 stalls at min. 9' x 25'):
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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. *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.*
  5. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
  6. *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.*
  7. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:*
    - a) *An irrevocable letter of credit, or*
    - b) *A deposit,*

*In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:*

    - a) *\$750 – Adherence to the site plan is demonstrated.*
    - b) *\$750 – Final grades are achieved and demonstrated.*
    - c) *\$500 – Completion of landscaping and building exterior.*
  8. *The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.*
  9. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.*
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10. *The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.*
11. *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, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.*
12. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
13. *This approval is for three units only (corner lot main floor and basement units, interior lot main floor only). The interior lot has not been approved for any basement completion; a new permit will be required.*

## Item 3: ACTION

## DEVELOPMENT PERMIT

File: D2021.040  
 Applicant/Owner: 1981447 Alberta Ltd.  
 Address: 74 & 76 Harvest Square  
 Legal: Lots 1 & 2, Block 1, Plan 1014361  
 Regarding: New multi-unit dwelling (3 units) with variance to lot coverage

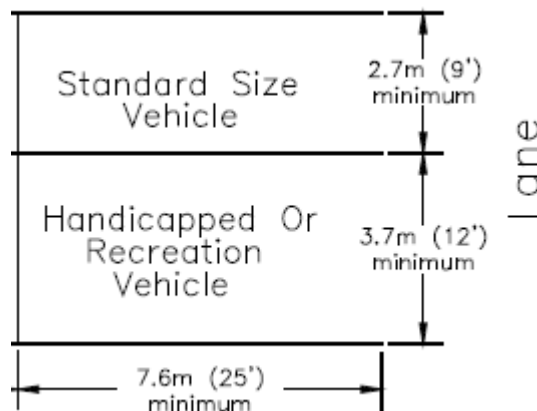
**Motion to approve with conditions by Doug Priestley**

**Seconded by Jeff Kerr**

**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 submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.*
2. *The rear/side yard parking spaces sizes are to be increased as noted below (2 stalls at min. 9' x 25'):*





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  5. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
  6. *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.*
  7. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:
    - a) *An irrevocable letter of credit, or*
    - b) *A deposit,*In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:
    - a) *\$750 – Adherence to the site plan is demonstrated.*
    - b) *\$750 – Final grades are achieved and demonstrated.*
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  8. *The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.*
  9. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.*
  10. *The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.*
  11. *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, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.*
  12. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
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13. *This approval is for three units only (corner lot main floor and basement units, interior lot main floor only). The interior lot has not been approved for any basement completion; a new permit will be required.*

## Item 4: ACTION

## DEVELOPMENT PERMIT

**Motion to approve with  
conditions by  
Mayor MacPherson**

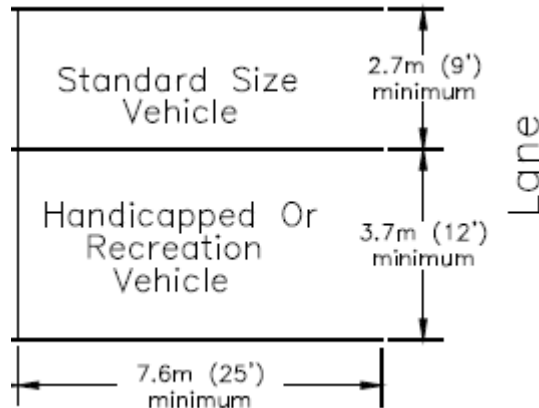
File: D2021.041  
Applicant/Owner: 1981447 Alberta Ltd.  
Address: 47 & 49 Harvest Square  
Legal: Lots 15 & 16, Block 1, Plan 1014361  
Regarding: New multi-unit dwelling (3 units) with variance to lot coverage

**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 submitted on your behalf. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through Superior Safety Codes Inc.*
2. *The rear/side yard parking spaces sizes are to be increased as noted below (2 stalls at min. 9' x 25'):*



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. *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.*
5. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*



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6. *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.*
  7. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:
    - a) *An irrevocable letter of credit, or*
    - b) *A deposit,*  
*In the amount of \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:*
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8. *The Applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Marianna Orge at 403-625-3381.*
9. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.*
10. *The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.*
11. *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, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.*
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**Item 5: ACTION**

**DEVELOPMENT PERMIT**

File: D2021.034  
Applicant/Owner: HC Customs & Fabrications Ltd. (Landon & Brittany Flynn)  
Address: 4073 3 Street E

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

**Seconded by  
Mayor MacPherson**

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Legal: Lot 12, Block 1, Plan 0811187  
Regarding: Change in use – vacant to mini-storage (RV Storage  
approx. 100 units)

**CARRIED**

**Condition(s):**

1. *Any further change in use (additions or intensifications of use) will require a new permit application.*
2. *Approval of this application does not include any new signs. The owner/tenant is responsible to obtain any relevant permits in regards to signage as per Schedule 2 of the Land Use Bylaw No. 1525.*
3. *The business will require a license from the Town of Claresholm; please contact the Administration Office for further information.*
4. *The lot is to be graveled and maintained to prevent the tracking of mud or debris onto adjacent roadways and to provide for orderly parking and permit adequate drainage, snow removal and maintenance.*

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**Item 6: ACTION**

**DEVELOPMENT PERMIT**

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

File: D2021.039  
Applicant/Owner: Gayatri Investments Claresholm Inc.  
Address: 4725 1 Street W  
Legal: Lot N 20' of 9 and all of 10, Block 1, Plan 147N  
Regarding: Change in use – vacant to take-out restaurant with  
caretaker's suite

**Seconded by  
Jeff Kerr**

**CARRIED**

**Condition(s):**

*Approval for take out restaurant and caretaker suite – for  
owner/operator/employees only. This approval is not for any type of rental  
suites.*

1. *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. The use may not commence until all renovations are complete and occupancy has been granted by Superior Safety Codes Inc.*
  2. *Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.*
  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. *This application is for a change in use only, any proposed signs will require a separate application.*
  5. *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.*
  6. *The applicant must hold a valid Town of Claresholm business license prior to operating.*
  7. *The caretakers' suites are valid/approved as long as the business remains operational. Any change in operations or upon the cessation of the business, the residential suites would also require cessation.*
  8. *The applicant shall be responsible for making arrangements with the Town of Claresholm Utility Department regarding the*
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*connection to municipal water services, including the procurement of the water meter. Please contact Marianna Orge at the Town Office 403-625-3381.*

9. *The applicant shall adhere to Schedule 8 Parking and Loading requirements (sizes, loading)-specifically but not limited to:*
- a. *Provide one barrier free parking space: located closest to the entrance of the building, to be identified by and sign and/or pavement markings.*
  - b. *Ensure all parking areas are upgraded (paved and stalls delineated) to provide for orderly parking and permit adequate drainage, snow removal and maintenance.*
  - c. *Ensure sight lines around the corner for any pedestrian and vehicular traffic.*
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## Item 7: ACTION

### DEVELOPMENT PERMIT

File: D2021.037

Applicant/Owner: Roy's Place/1384442 Alberta Ltd.

Address: 5008 1 Street W

Legal: Lot 2, Block 8, Plan 8810926

Regarding: Add temporary use: outdoor patio

**Motion to approve with amended conditions by Mayor MacPherson**

**Seconded by Doug Priestley**

**CARRIED**

### Condition(s):

1. *The temporary use permit for outdoor patio as per the submitted site plan is approved: expiring on **October 31 2021**.*
  2. *A new permit application will be required for any change, extension and/or intensifications or use.*
  3. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 temporary use applications shall be subject to the following conditions:*
    - a. *the applicant is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period;*
  4. *All materials must be contained within the boundaries of the property and the applicant is required to be fully remove the same from the property upon the expiration of the permitted period.*
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## Item 8: DISCUSSION

### In Camera – discussion

1. **FOIP – Land (section 16.1), delegation: Claresholm Land Corp.**

**Motion to go in camera by Mayor MacPherson**

**Seconded by Jeff Kerr  
CARRIED**

**Motion to come out of camera by Jeff Kerr**

**Seconded by Mayor MacPherson**

**CARRIED**

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**10:42 a.m.**

**Motion to adjourn by**  
**Jeff Kerr**

**CARRIED**

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