



MUNICIPAL PLANNING COMMISSION MINUTES

August 6, 2021
Town of Claresholm

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

Staff: Tara VanDellen – Planner/Development Officer

Regrets: Doug MacPherson – Mayor

Public Present: Rob Vogt – Local Press, Craig Scott & Dalanie Johnson

9:05 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Councillor Carlson**

**Seconded by
Doug Priestley
CARRIED**

Adoption of Minutes

- June 11, 2021

**Motion to adopt the
Meeting Minutes
By Jeff Kerr**

**Seconded by
Doug Priestley**

CARRIED

Item 1: ACTION

HOME OCCUPATION

File: D2021.060
Applicant: Jeff Gelinias (Arctic Shield Insulation Ltd.)
Address: 4921 4 Street W
Legal: Block S 70' of N 110' 62B, Plan 147N
Regarding: Home Occupation – home office & storage
for insulation business

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

**Seconded by
Doug Priestley**

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.
 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 excessive display or storage of goods and equipment upon or inside the premises in such a manner that these items are exposed to public view.
 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
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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, additional employees, client traffic to and from the residence, or the addition of large equipment and/or additional trucks/trailers will require a new application.

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).

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2021.065
 Applicant: Craig Scott & Dalanie Johnson
 Address: 45 Saddle Mountain Road
 Legal: Lot 24 Block 3 Plan 7810389
 Regarding: Permit application – large accessory building (1800 ft²) with variance to maximum allowable height (20 ft)

Motion to approve with conditions by Councillor Carlson

Seconded by Doug Priestley

CARRIED

CONDITION(S) – To be fulfilled prior to commencement:

1. The applicant shall locate the proposed Large Accessory Building in the side or rear yard (ie: beside or behind the Dwelling) as noted on the submitted site plan.
2. The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Please call 403-320-0734 for further information.
3. Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE 04-09 Planning and Development Fee Schedule the applicant shall provide either:
 - a) An irrevocable letter of credit, or
 - b) A deposit,

In the amount of \$500.00 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as performance security to ensure that the applicant adheres to the conditions of the permit.

4. The applicant shall ensure that underground utilities are marked prior to commencing with development. Please call Albert One Call at 1-800-242-3447.

CONDITION(S) – Applicable during duration of the construction process:

1. The applicant shall ensure that building materials and waste materials on the premises are removed or contained and secured in



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- such a manner that prevents such material from being blown off or scattered from the property.
2. As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the Large Accessory Building with metal as proposed. Any other material that the applicant proposes to use for the exterior finish of the Large Accessory Building shall be approved by the Development Authority.
 3. As per the Town of Claresholm Land Use Bylaw No.1525 [Schedule 4, Section 8(b)] the Applicant shall finish the roof of the Large Accessory Building with metal cladding. Any other material that the applicant proposes to use for the roof finish of the Large Accessory Building shall be approved by the Development Authority.
 4. 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, and not to adjacent properties.
 5. Any changes to the application and/or approval will require review/amended approval.
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Item 3: ACTION

HOME OCCUPATION

File: D2021.066
Applicant: Craig Scott (CS taxidermy)
Address: 45 Saddle Mountain Road
Legal: Lot 24 Block 3 Plan 7810389
Regarding: Home Occupation 2 – taxidermy

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

**Seconded by
Jeff Kerr**

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.
 2. Any intensifications of use or additional vehicles/employees will require a new application.
 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 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. Please note, no animal material or waste can be stored outside at any-time.
 4. 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.
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Item 4: ACTION

HOME OCCUPATION

File: D2021.068
Applicant: Jason Kohinsky – JLK Roofing and
Construction

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



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Address: 533 51 Avenue W, Claresholm, AB
Legal: Lot 2 Block 65 Plan 4841JK
Regarding: Home Occupation 2 – home office & storage
for roofing and construction business

**Seconded by
Councillor Carlson**

CARRIED

Condition(s):

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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.
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9:30 a.m.

**Motion to adjourn by
Councillor Carlson**

CARRIED
