



# MUNICIPAL PLANNING COMMISSION MINUTES

**August 28, 2020**

**Town of Claresholm – Council Chambers**

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

**Regrets:** Keith Carlson – Council Member

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

**Public Present:** Rob Vogt – Claresholm Local Press  
Gavin Scott – Planner, ORRSC

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<b>8:58 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the agenda by Jeff Kerr</b>
		<b>Seconded by Doug Priestley</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>• August 7, 2020</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 Doug Priestley</b>
	File: D2020.063 Applicant: Ironwood Upholstery & Custom Furniture (Jackson Schulze) Owners: Amalia Kulas Address: 108 43 Avenue W, Claresholm Legal: Lots 1-5, Block 33, Plan 147N Regarding: Permitted change in use – office/upholstery (vehicle service) & custom furniture (restorations & repairs)	<b>Seconded by Jeff Kerr</b>
	<b>Conditions:</b> <ol style="list-style-type: none"><li>1. Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.</li></ol>	<b>CARRIED</b>

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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 applicant shall obtain any relevant Safety Code Permits and approvals from Superior Safety Codes Inc if required. Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734.
4. The business will require a license from the Town of Claresholm; please contact the Administration Office for further information.

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## Item 2: ACTION

### HOME OCCUPATION

File: D2020.077

Applicant: KDL Cosmetics Inc. (Kelsey Park)

Owner: William Little

Address: 217 46 Ave W, Claresholm

Legal: Lots 13-15, Block 9, Plan 147N

Regarding: Home Occupation – cosmetic manufacturing/home office

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

**Seconded by  
Mayor MacPherson**

**CARRIED**

#### Conditions:

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.
  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. All business and employee parking is to remain off-street.
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Item 3: DISCUSSION

**IN CAMERA**

- Advice from Officials (FOIP section 24)
- Land (FOIP section 16)
- Land (FOIP section 16)

Motion to go in camera by  
Mayor MacPherson

Seconded by  
Jeff Kerr  
**CARRIED**

Motion to come out of  
camera by Jeff Kerr

Seconded by Doug Priestley  
**CARRIED**

Motion to refer  
Encroachment Agreement  
(224 48 Avenue East) to  
Town Council by  
Mayor MacPherson

Seconded by Doug Priestley  
**CARRIED**

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11:14 a.m.

Motion to adjourn by  
Mayor MacPherson  
**CARRIED**

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