



MUNICIPAL PLANNING COMMISSION MINUTES

January 29, 2021
Town of Claresholm – Zoom Meeting

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

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

Public Present: Rob Vogt – Claresholm Local Press

Regrets: Jeff Kerr – Member-at-Large

8:56 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the agenda by Mayor MacPherson
		Seconded by Doug Priestley

CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes By Councilor Carlson
<ul style="list-style-type: none">• November 20, 2020	Seconded by Doug Priestley

CARRIED

Item 1: ACTION	HOME OCCUPATION	Motion to approve with conditions by Doug Priestley
	File: D2021.002 Applicant: Outwest Plumbing and Heating Owners: Wes & Twyla Cyr Address: 110 Derochie Drive, Claresholm Legal: Lot 22, Block 7, Plan 0413176 Regarding: Home office for plumbing and heating business	Seconded by Mayor MacPherson

CARRIED

Conditions:



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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. Parking of the service vehicle and trailer only and to be parked off-street. All work is to take place off-site.
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.
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.

Note(s):

5. 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.
6. 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.

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2021.012
Applicant: 1981447 Alberta Ltd.
Owners: MRE Developments & Scott Van Den Bussche
Address: 75 & 77 Harvest Square
Legal: Lots 13 & 14, Block 3, Plan 1014361
Regarding: New duplex with variance to rear yard setback dimensions

Conditions:

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

**Seconded by
Councilor Carlson
CARRIED**



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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 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.*
6. *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.*
7. *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.*
8. *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.*
9. *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 Schuweller at 403-625-0200.*
10. *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.*
11. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*

9:11 a.m.

**Motion to adjourn by
Doug Priestley**

CARRIED
