



MUNICIPAL PLANNING COMMISSION MINUTES

March 11, 2022

Town of Claresholm – Council Chambers

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

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

Public: Rob Vogt – Claresholm Local Press

Regrets: Chelsae Petrovic – Mayor

9:05 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
Agenda by
Jeff Kerr**

**Seconded by
Doug Priestley
CARRIED**

Adoption of Minutes

- February 11, 2022

**Motion to adopt the
Meeting Minutes
By Councilor Carlson**

**Seconded by
Doug Priestley**

CARRIED

Item 1: ACTION

HOME OCCUPATION

File: D2022.008
Applicant: Warren Jake Angus – The CellPhone Surgeon
Owner: 1344585 Alberta Ltd.
Address: 320 49 Ave W
Legal: Lot 16, Block 16, Plan 147N
Regarding: Home Occupation – electronic repair/sales shop

**Motion to approve with
amended conditions to add
limited hours of operation -
7:00 am to 10:00 pm by
Doug Priestley**

**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.*
 2. *Hours of operations shall be limited to 7:00 a.m. to 10:00 p.m.*
 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.*
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MUNICIPAL PLANNING COMMISSION MINUTES

March 11, 2022
Town of Claresholm – Council Chambers

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.*
5. *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.*

Item 2: ACTION

DEVELOPMENT PERMIT

Motion to approve with conditions by Councilor Carlson

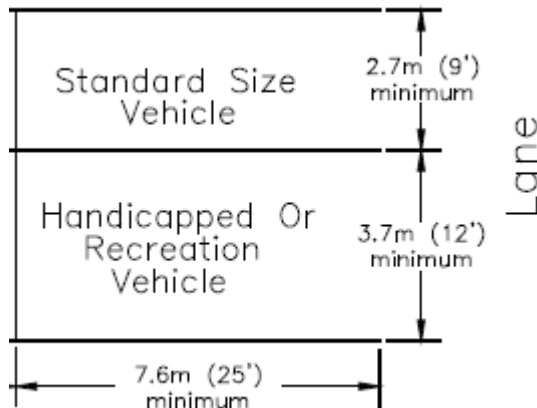
File: D2022.009
 Applicant/
 Owner: 1981447 Alberta Ltd.
 Address: 67 & 69 Harvest Square
 Legal: Lot 9 & 10, Block 3, Plan 1014361
 Regarding: 4-plex with variance to rear yard setback dimension

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 yard parking spaces sizes are to be increased as noted below (4 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.*



MUNICIPAL PLANNING COMMISSION MINUTES

March 11, 2022
Town of Claresholm – Council Chambers

- 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.*
- 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.*

Item 3: ACTION

HOME OCCUPATION

Motion to approve with conditions by Jeff Kerr

File: D2022.011
 Applicant: Rachel Clements – Braided Roan Boutique
 Owner: 1981447 Alberta Ltd.
 Address: 24 Harvest Square
 Legal: Lot 12, Block 2, Plan 1014361
 Regarding: Home Occupation – Online clothing & accessories boutique

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.*
- 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*



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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.*

9:21 a.m.

**Motion to adjourn by
Jeff Kerr**

CARRIED
