



MUNICIPAL PLANNING COMMISSION MINUTES

March 27, 2020

Town of Claresholm – Council Chambers

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

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

9:01 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
agenda by
Mayor MacPherson**

**Seconded by
Jeff Kerr**

CARRIED

Adoption of Minutes

- February 14, 2020

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

**Seconded by
Doug Priestley**

CARRIED

Item 1: ACTION

HOME OCCUPATION

File: D2020.013

Applicant/Owner: Angelita Cristobal/Teresita and Anthony
Olienick

Address: 630 51 Avenue W, Claresholm

Legal: Lots 8, Block 1, Plan 3474JK

Regarding: Home occupation for a home office employment
assistance service

**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
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MUNICIPAL PLANNING COMMISSION MINUTES

March 27, 2020
Town of Claresholm – Council Chambers

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.
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Item 2: ACTION

DEVELOPMENT PERMIT

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

File: D2020.014

Applicant/Owner: Dennis Craig Hockley

Address: 547 50 Avenue W, Claresholm

Legal: Lot 28, Block 4, Plan 731014

Regarding: Add rear large accessory building (garage) with
variance to maximum lot coverage

**Seconded by
Keith Carlson**

CARRIED

Conditions:

1. The applicant shall obtain all relevant Safety Code Permits and approvals. Specifically, the applicant shall obtain Safety Codes Permits for the following disciplines: Building, Electrical. Please contact Superior Safety Codes Inc. at 403-320-0734 www.superiorsafetycodes.com
 2. The Applicant shall be responsible for ensuring that underground utilities are marked prior to commencing with any excavation. Please contact Alberta One Call at 1-800-242-3447.
 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. 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.
 5. 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.
 6. As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the accessory building to match the residential character of the neighborhood. The color must be approved by the Development Officer.
 7. As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the roof with asphalt shingles. Any other material that the applicant proposes to use for the roof finish shall be approved by the Development Authority. The color must be approved by the Development Officer.
 8. The existing shed must be removed prior to garage construction.
 9. No further accessory buildings can be added without a new permit application, this included all sizes of accessory buildings (and sheds).
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MUNICIPAL PLANNING COMMISSION MINUTES

March 27, 2020
Town of Claresholm – Council Chambers

Note(s):

10. 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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Item 3: ACTION

DEVELOPMENT PERMIT

File: D2020.016
Applicant/Owner: Rod Dyrholm/Q.E.D. Enterprises Ltd.
Address: 4927 1 Street W, Claresholm
Legal: Lots ptn 9 & 10, Block 3, Plan 147N
Regarding: discretionary change in use: add amusement facility with variance to required parking

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

**Seconded by
Jeff Kerr**

CARRIED

Conditions:

1. The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. For further information please contact Superior Safety Codes Inc. at 403-320-0734.
 2. Any further change in use (alterations, additions or intensifications of use) will require a new permit application.
 3. 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.
 4. The business will require a license from the Town of Claresholm; please contact the Administration Office for further information.
 5. Storage of bikes/scooters/skateboards etc. is not permitted on the public sidewalk adjacent to the property. Please find an alternative location as required.
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Item 4: ACTION

HOME OCCUPATION

File: D2020.022
Applicant/Owner: Alpine Massage and Wellness/Heidi Ferguson
Address: 5 Westlynn Dr, Claresholm
Legal: Lot 2, Block C, Plan 8810870
Regarding: Home occupation for a massage therapy business

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

**Seconded by
Doug Priestley**

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
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MUNICIPAL PLANNING COMMISSION MINUTES

March 27, 2020
Town of Claresholm – Council Chambers

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.
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Item 5: ACTION

HOME OCCUPATION

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

File: D2020.025
Applicant/Owner: Kelly Fraser/Kelly & Philip Fraser
Address: 45 Westlynn Spur, Claresholm
Legal: Lot 57, Block 1, Plan 0610901
Regarding: Home occupation for a dermaplaning business

**Seconded by
Keith Carlson**

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. The applicant shall provide the Town will a copy of an approved inspection from the public health inspector (AHS).
 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.
 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.
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9:35 a.m.

**Motion to adjourn by
Mayor MacPherson**
