



# MUNICIPAL PLANNING COMMISSION MINUTES

May 1, 2020

Town of Claresholm – Zoom Meeting

**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

**Public Present:** Rob Vogt – Local Press,  
Cam Burbank – Rowan House Society

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<b>9:02 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the agenda by Mayor MacPherson</b>
		<b>Seconded by Doug Priestley</b>

**CARRIED**

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<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes By Keith Carlson</b>
<ul style="list-style-type: none"><li>• March 27, 2020</li></ul>	

**Seconded by Jeff Kerr**

**CARRIED**

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<b>Item 1: ACTION</b>	<b>DEVELOPMENT PERMIT</b>	<b>Motion to approve with conditions by Jeff Kerr</b>
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File: D2020.031  
Applicant/Owner: Rowan House Society/1981447 Alberta Ltd.  
Address: 42 Harvest Square, Claresholm  
Legal: Lot 21, Block 2, Plan 1014361  
Regarding: Discretionary change in use: vacant duplex to group home

**Seconded by Doug Priestley**

**CARRIED**

**Conditions:**

1. Occupancy permit and dwelling completion is required prior to commencement of use.
  2. Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.
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3. Parking shall be maintained as much as possible off-street and in front of the residence and may not block other driveways or residences within the area.
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**Item 2: ACTION**

**DEVELOPMENT PERMIT**

**Motion to approve with  
conditions by  
Keith Carlson**

File: D2020.032

Applicant/Owner: Patricia Jordan (Pj's Pet Parlor)/852984  
Alberta Ltd.

Address: 4605 1 St W, Claresholm

Legal: Lots 1-7, Block 5, Plan 147N

Regarding: Discretionary change in use: add animal care  
service, minor

**Seconded by  
Mayor MacPherson**

**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 (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.

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9:27 a.m.

**Motion to adjourn by  
Jeff Kerr**

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