



# MUNICIPAL PLANNING COMMISSION MINUTES

**May 20, 2022**  
**Town of Claresholm – Council Chambers**

**Attendees:** Brad Schlossberger - Council Member (Chairperson)  
Doug Priestley - Member-at-Large (via zoom)  
Chelsae Petrovic – Mayor

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

**Public:** Laurie Lyman – Applicant

**Regrets:** Jeff Kerr – Member-at-Large (Vice Chairperson)  
Kieth Carlson – Council Member

**8:59 a.m.**

**Call to Order /Adoption of Agenda**

**Motion to adopt the Agenda by Mayor Petrovic**

**Seconded by Doug Priestley  
CARRIED**

**Adoption of Minutes**

- April 22, 2022

**Motion to adopt the Meeting Minutes By Mayor Petrovic**

**Seconded by Doug Priestley**

**CARRIED**

**Item 1: ACTION**

**DEVELOPMENT PERMIT**

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

File: D2022.035  
 Applicant/  
 Owner: Laurie Lyman  
 Address: 104 51 Avenue W  
 Legal: Lots 13-14, Block 84, Plan 147N  
 Regarding: Secondary front/side yard setback waiver for 6 ft wood fence

**Seconded by Mayor Petrovic**

**CARRIED**

**Condition(s):**

1. *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.*



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2. *The applicant is responsible to ensure that underground utilities are marked prior to commencing with development. [Alberta One-Call 1-800-242-3447].*
  3. *Any changes or alterations to the approved fence plan will require a new application.*
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**Item 2: ACTION**

**HOME OCCUPATION**

File: D2022.034  
Applicant: Chantel Norby  
Owner: Kayne Norby  
Address: 37 Skyline Cres.  
Legal: Lot 16, Block 62, Plan 0312986  
Regarding: Home Occupation Application – personal service (Hello Glow Esthetics)

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

**Seconded by Doug Priestley**

**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 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.*
5. *Any intensifications of use, or additional employees for the business will require a new application.*

**Note:**

1. *An approved Alberta Health Services inspection report is to be provided to the Town of Claresholm prior to the issuance of the business license.*
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**Item 3: ACTION**

**HOME OCCUPATION**

File: D2022.032  
Applicant: Tim Turner  
Owner: Tim Turner/Deborah Popel  
Address: 20 Skyline Mews  
Legal: Lot 9, Block 68, Plan 0413772  
Regarding: Home Occupation Application – lawn care

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

**Seconded by Mayor Petrovic**

**CARRIED**

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**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 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.*
5. *Any intensifications of use or additional vehicles/employees will require a new application. All work related vehicles and trailers must be parked on property (driveway or in the rear) at all times when parked.*

**Note(s):**

1. *The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).*
2. *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.*
3. *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.*

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**Item 4: ACTION**

**HOME OCCUPATION**

File: D2022.036  
 Applicant: JNZ Construction Ltd.  
 Owner: Johnny Lingasa & Nujum Nasirin  
 Address: 117 53 Avenue W  
 Legal: Lots 4-5, Block 85, Plan 147N  
 Regarding: Home Occupation Application – roofing and siding contractor

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

**Seconded by Doug Priestley**

**CARRIED**

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**Condition(s):**

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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. 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.
5. Any intensifications of use or additional vehicles/employees will require a new application.

**Note(s):**

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  - 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.

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**Item 5: ACTION**

**DEVELOPMENT PERMIT**

File: D2022.039  
Applicant: Five Star Permits – David Atkinson  
Owner: Brandt Developments Ltd.  
Address: 8500 Alberta Road  
Legal: Lot 1, Block 1, Plan 9412659  
Regarding: Master Sign Plan

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

**Seconded by  
Mayor Petrovic**

**CARRIED**

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# MUNICIPAL PLANNING COMMISSION MINUTES

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**Condition(s):**

1. *The applicant shall adhere to the stipulations stated in Schedule 2, of the Town of Claresholm Land Use Bylaw No. 1525.*
2. *The permit is for the signs as per the submitted pictures, if there are alterations to signage outside of what was submitted, please notify the Town of Claresholm. Any future additions or changes to signage will require a new sign permit application.*
3. *The applicant shall be responsible for ensuring that the signs are securely fastened and maintained in good condition.*
4. *The applicant shall ensure that any contractors, installers, and/or tradespeople obtain a valid Town of Claresholm business license prior to commencing any work.*
5. *The applicant is responsible to ensure that underground utilities are marked prior to commencing with development. [Alberta One-Call 1-800-242-3447]*

**Note(s):**

1. *The applicant shall adhere to any Alberta Transportation roadside development permit conditions (if applicable).*

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**Item 6: DISCUSSION**

**In Camera – discussion**

- Advice from officials FOIP Section 24

**Motion to go in camera by  
Mayor Petrovic**

**Seconded by  
Doug Priestley**

**Motion to come out of in  
camera by Mayor Petrovic**

**Seconded by  
Doug Priestley**

**Motion to recommend  
the proposed Land Use  
Bylaw amendment to  
Council for review by  
Doug Priestley**

**Seconded by  
Mayor Petrovic**

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**10:04 a.m.**

**Motion to adjourn by  
Doug Priestley**

**CARRIED**

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