



MUNICIPAL PLANNING COMMISSION MINUTES

October 2, 2020

Town of Claresholm – Council Chambers

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

Regrets: Keith Carlson – Council Member

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

Public Present: Rob Vogt – Claresholm Local Press
Dena Carlsen & Neil Barr

8:58 a.m.

Call to Order /Adoption of Agenda

**Motion to adopt the
agenda as amended by
Councilor Schlossberger**

**Seconded by
Jeff Kerr**

CARRIED

Adoption of Minutes

- August 28, 2020

**Motion to adopt the
Meeting Minutes
By Doug Priestley**

**Seconded by
Mayor MacPherson**

CARRIED

Item 1: ACTION

DEVELOPMENT PERMIT

File: D2020.084
Applicant: Dena Carlsen & Neil Barr
Owners: 852984 Alberta Ltd.
Address: 4605 1 Street W, Claresholm
Legal: Lots 1-7, Block 5, Plan 147N
Regarding: Change in use with minor renovations, add
caretaker's suite

**Motion to approve as
amended for temporary use
with conditions
by Doug Priestley**

**Seconded by
Jeff Kerr**

CARRIED

Conditions:



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1. The temporary use of caretaker suite (for the portion of the building as per the submitted plan only) is approved for one (1) year.
2. The applicant is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period.
3. The applicant shall obtain any relevant Safety Code Permits and approvals from Superior Safety Codes Inc. Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734. The use may not commence until all renovations are complete and occupancy has been granted by Superior Safety Codes Inc.
4. Any further change in use (additions, renovations, or intensifications of use) will require a new permit application.
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. 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 \$1,000 to the Town of Claresholm to guarantee the cessation or removal of the temporary use.

Notes:

7. Renewal of any use will be subject to the land use bylaw current at the time of application.
8. Any new application would be required prior to the expiration of the temporary use with sufficient time for processing (60 days).

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2020.090

Applicant: Claresholm Motor Products Ltd.

Owner: 1206577 Alberta Ltd.

Address: 5115 1 Street W, Claresholm

Legal: Lots 1-6, Block 126, Plan 147N

Regarding: Change in use from vacant retail to vehicle sales

Conditions:

1. *This application is for the use of Vehicle Sales for the sale of used vehicles only; any change or additions/intensifications would require a new application.*
2. *This application is for a change in use only, any renovations or signs will require a separate application.*
3. *The applicant shall obtain all relevant Safety Code Permits and approvals. Please contact Superior Safety Codes Inc. directly at 403-320-0734 www.superiorsafetycodes.com.*
4. *The applicant shall obtain applicable licensing from the Alberta Motor Vehicle Industry Council (AMVIC) and provide the Town of Claresholm with a copy.*
5. *The applicant shall adhere to Schedule 8 Parking and Loading requirements -specifically but not limited to:*
 - a. *Ensure all parking areas provide for orderly parking and permit adequate drainage, snow removal and maintenance.*
 - b. *Ensure sight lines around the corner for any pedestrian and vehicular traffic. (Vehicles on display must remain on property and not to be parked on any boulevard, or too close to corner for sightlines).*

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

**Seconded by
Doug Priestley**

CARRIED



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Item 3: ACTION

HOME OCCUPATION

File: D2020.083

Applicant: The Orange Door Day Home (Tisha Glimsdale)

Owner: Steven Tyler Glimsdale

Address: 18 Tamarack Rd E, Claresholm

Legal: Lot 70, Block 118, Plan 8010781

Regarding: Home occupation – day home

**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. 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.

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

**Seconded by
Doug Priestley
CARRIED**

**Motion to come out of
camera by
Doug Priestley**

**Seconded by Mayor
MacPherson**

CARRIED

**Motion to refer review of
caretaker's suite
use/definition and fee
schedule policy to Town
Council by
Jeff Kerr**

**Seconded by Doug Priestley
CARRIED**

9:45 a.m.

**Motion to adjourn by
Mayor MacPherson
CARRIED**
