



MUNICIPAL PLANNING COMMISSION MINUTES

October 4, 2019

Town of Claresholm – Council Chambers

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

Regrets: Kieth Carlson – Council Member

Staff: Tara VanDellen – Planner/Development Officer
Darlene Newson, Infrastructure Admin Assistant

Public Present: Troy VanDellen, Rob Vogt

8:29 a.m.

Call to Order /Adoption of Agenda

**Motion to amend
the order of the agenda by
Mayor MacPherson**

**Seconded by
Doug Priestley**

CARRIED

**Motion to adopt
the amended agenda
by Doug Priestley**

**Seconded by
Mayor MacPherson**

CARRIED

Adoption of Minutes

- September 5, 2019

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

**Seconded by
Mayor MacPherson**

CARRIED

**Planner/Development Officer
Tara VanDellen declared a
pecuniary interest and left
the room 8:32 am**



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Item 1: ACTION

DEVELOPMENT PERMIT

File: D2019.080
Applicant: VanDellen Homes Ltd
Owner: Marvin Land Services Ltd
Address: 28 Sask. Cres.
Legal: Lot 3, Block 5, Plan 0514376
Regarding: Discretionary change in use – storage to contractor, general with storage & office.

1. This change in use approval does not include any renovation. Prior to any renovations, permits will be required. The applicant is responsible for any applicable Safety Codes Permits.
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.

Motion to approve with conditions by Mayor MacPherson

Seconded by Doug Priestley

CARRIED

Tara VanDellen returned at 8:34 am

Item 2: ACTION

HOME OCCUPATION REVIEW

Permit holder: Weatherhead Concrete Ltd.
Address: 5521 2 St East
Legal: Lot 47, Block 4, Plan 7710803
Regarding: Review of home occupation business license

Motion to issue a warning letter in regards to original conditions of approval D2012.024 by Jeff Kerr

Seconded by Mayor MacPherson

CARRIED

Item 3: ACTION

DEVELOPMENT PERMIT

File: D2019.089
Applicant: Robert & Britny Robertson
Owner: Greg Reid (court order)
Address: 4811 2 St West.
Legal: Lot 5&6, Block 12, Plan 147N
Regarding: Discretionary change in use – vacant to retail with caretaker suite with variance to parking.

Motion to approve with conditions by Doug Priestley

Seconded by Mayor MacPherson

CARRIED



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1. The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. This includes but is not limited to a building permit (with adequate drawings as to the layout and renovation plans). Please direct any inquiries to 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 prior to operating; please contact the Administration Office for further information.

Item 4: INFORMATION HOME OCCUPATION REVIEW

Taken for information

Peace Officer update

Item 5: INFORMATON Approved Developments January – August 2019

Taken for information

**Motion to refer to budget options and costing to change 2nd Street to angled parking between 4811 2 Street West to corner of 48 Avenue & 2 Street W.
By Jeff Kerr**

Seconded by Doug Priestley

CARRIED

9:15 a.m.

**Motion to adjourn by
Doug Priestley**

CARRIED
