

MUNICIPAL PLANNING COMMISSION MINUTES

January 26, 2024 Town of Claresholm — Council Chambers

Attendees: Jeff Kerr – Member-at-Large (Vice-Chairperson)

Doug Priestley - Member-at-Large (Via Zoom)

Kandice Meister – Council Member

Brad Schlossberger – Mayor (Chairperson)

Kieth Carlson – Council Member

Staff: Tara Vandervalk – Development Services Manager

Tracy Stewart – Development Assistant

8:59 a.m. Call to Order /Adoption of Agenda

Motion to adopt the Agenda by Councilor Meister

Seconded by Councilor Carlson

CARRIED

Adoption of Minutes

December 15, 2023

Motion to adopt the Meeting Minutes by Jeff Kerr

> Seconded by Doug Priestley CARRIED

Item 1: ACTION DEVELOPMENT PERMIT

File: D2024.001 Applicant: Liezl Bacalso

Owner: Joseph Mandac & Liezl Bacalso

Address: 509 51 Avenue W

Legal: Lot 9, Block 65, Plan 4841JK

Regarding: Add Secondary Suite

(basement suite)

CONDITIONS(s):

1. This Development Permit is for a basement suite with renovations - maximum number of 2 (two) bedrooms.

 2 (two) off-street parking spaces must be constructed and maintained for the secondary suite. (can be located in the rear of the property and must be constructed, Motion to approve with conditions by Councilor Meister

Seconded by

Jeff Kerr

CARRIED



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the front off-street parking is not sufficient for 4 vehicles.)

- 3. 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.
- 4. 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.
- 5. The applicant shall obtain any relevant Safety Code Permits and approvals from Superior Safety Codes Inc if required. Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734.

Item 2: ACTION

DEVELOPMENT PERMIT APPLICATION

File: D2024.004

Applicant: Arcadis Professional Services

(Canada) Inc.

Owner: 2291174 Alberta Ltd. Address: 221 & 225 43 Avenue E

Legal: Lots 2 & 3, Block 1, Plan 658LK

Regarding: Master Sign Plan

CONDITIONS(s):

- 1. The applicant shall adhere to the stipulations stated in Schedule 2, of the Town of Claresholm Land Use Bylaw No. 1525
- 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.

Motion to approve with conditions by Doug Priestley

Seconded by Councilor Carlson

CARRIED



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Town of Claresholm – Council Chambers 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. **Item 3: INFORMATION DEVELOPMENT STATISTICS 2023 Item 4: DISCUSSION** In Camera – discussion (if required) 9:23 a.m. Motion to adjourn by **Doug Priestley CARRIED**