



# MUNICIPAL PLANNING COMMISSION MINUTES

**October 25, 2024**  
**Town of Claresholm – Council Chambers**

**Attendees:** Brad Schlossberger – Mayor (Chairperson)  
Jeff Kerr – Member-at-Large (Vice-Chairperson)  
Doug Priestley - Member-at-Large  
Kandice Meister – Council Member  
Kieth Carlson – Council Member

**Staff:** Tara Vandervalk – Development Services Manager  
Tracy Stewart – Development Assistant

**Public:** Kattie Schlamp - ORRSC  
Grant Lobban

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| <b>8:59 a.m.</b> | <b>Call to Order /Adoption of Agenda</b> | <b>Motion to adopt the Agenda by Jeff Kerr</b> |
|                  |  | <b>Seconded by Councilor Meister</b>           |
|                  |  | <b>CARRIED</b>                                 |

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| <b>Adoption of Minutes</b>   | <b>Motion to adopt the Meeting Minutes by Doug Priestley</b> |
| <ul style="list-style-type: none"> <li>• September 20, 2024</li> </ul> | <b>Seconded by Councilor Carlson</b>                         |
|  | <b>CARRIED</b>   |

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|-----------------------|---|---|
| <b>Item 1: ACTION</b> | <b>DEVELOPMENT PERMIT</b>   | <b>Motion to approve with amended conditions by Councilor Meister</b> |
|                       | File: D2024.079   |   |
|                       | Owners: Grant Lobban  |   |
|                       | Address: 4413 1 Street W  | <b>Seconded by Jeff Kerr</b>  |
|                       | Legal: Lot 3-5, Block 7, Plan 147N  |   |
|                       | Regarding: Change in use – similar to equipment sales and service, with shipping container and variance to minimum lot size   | <b>CARRIED</b>  |
|                       | <b>CONDITIONS(s):</b>   |   |
|                       | 1. <i>The applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. All structures shall be located at minimum 5 feet from property lines. (approved structures only – storage shed &amp; shipping container to be used for the workshop)</i> |   |



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2. *No less than eight (8) delineated parking stalls shall be maintained on site. All parking must be clearly signposted, and stalls shall be designed to the minimum size dimensions of Land Use Bylaw 1525.*
3. *Any intensifications of use shall require a new development permit. Parking vehicles for sale is prohibited.*
4. *The permit is valid until September 30, 2025. All uses must be removed, or a new application submitted prior to the expiration of the permit.*
5. *The applicant is required to obtain a Town of Claresholm business license.*
6. *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.*
7. *A separate sign permit will be required prior to placement of any signage in accordance with Land Use Bylaw No. 1525.*
8. *No outdoor storage (outside of shelter) has been granted in this approval. The storage of stock or supplies shall be contained within an approved building with no additional non-business related storage permitted on site.*
9. *The use of a generator as a source of power is prohibited.*
10. *The portable toilet shall be screened from view of Highway 2. If the principle use ceases, the portable toilet shall be removed from the site immediately. When the business is not operating the portable toilet shall also be removed.*

**Item 2: ACTION**

**HOME OCCUPATION**

File: D2024.082  
 Applicants/Owners: Kasia Still/Gordon & Marni Lane  
 Address: 535 49 Avenue W  
 Legal: Lot 9, Block 5, Plan 731014  
 Regarding: Home Occupation – massage therapy (spa treatments)

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

**Seconded by Jeff Kerr**

**CARRIED**

**CONDITIONS(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 must be renewed annually and may be subject to periodic reviews and may be revoked if the Municipal*



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*Planning Commission determines that the use has become detrimental to the residential character and amenities of the neighborhood.*

3. *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.*
4. *Any intensifications of use will require a new application.*

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**Item 3: DISCUSSION      IN CAMERA**

**Motion to go in camera at  
10:00 am by Doug Priestley  
Seconded by Jeff Kerr**

**Motion to come out of in  
camera at 10:15 am by  
Councilor Meister  
Seconded by Jeff Kerr**

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**10:16 a.m.**

**Motion to adjourn by  
Jeff Kerr**

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