





# MUNICIPAL PLANNING COMMISSION MINUTES

**March 28, 2025**  
**Town of Claresholm – Council Chambers**

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1. The application has been approved with a front yard variance of 8% to a setback of 23 feet for the dwelling. The rear yard detached garage must be positioned to be at minimum 10 feet from the rear yard (west) property line.
2. 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. All dumpsters and construction bins shall have lids that remain always secured.
3. 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.
4. 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.
5. The applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.
6. As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the residential character of the neighborhood. Colors to be approved by the Development Department.
7. 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 \$2,000 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security to ensure that the applicant adheres to the conditions of the permit. The security may be refunded in stages corresponding with the completion of the project:
    - a) \$750 – Adherence to the site plan is demonstrated.
    - b) \$750 – Final grades are achieved and demonstrated.
    - c) \$500 – Completion of landscaping and building exterior (one front yard tree is required).



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8. The applicant shall be responsible to contact the Town of Claresholm Utility Department to make necessary arrangements for water meter installation, connection and payment of applicable fees. Please contact Jason Hemmaway at 403-625-3381.
  9. The applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of the water and sanitary service connection prior to back filling. Please contact Jace McLean at 403-625-6636.
  10. As per the Town of Claresholm Servicing Standards for Municipal Improvements the applicant shall adhere to storm drainage system requirements and direct all storm water to the storm drains (and not to neighboring properties), as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.
  11. Any changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.
  12. Any damage to infrastructure during construction (water shut off, sidewalks, etc.) is the responsibility of the applicant to cover the costs of remedy.
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**Doug Priestley returned at  
10:06 a.m**

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**Item 2: ACTION**

**HOME OCCUPATION**

File: D2025.010  
Applicant/Owner: Brady Humphrey  
Address: 21 Westrose Ave  
Legal: Lot 47, Block 4, Plan 7710803  
Regarding: Home Occupation – Custom saddle  
maker and leather goods

**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.
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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 clients, change in hours, or employees) will require a new application.

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**Item 3: ACTION**

**HOME OCCUPATION**

File: D2025.011  
Applicant/Owner: Michael Bethlehem  
Address: 120 47 Ave W  
Legal: Lot 25, Block 1, Plan 147N  
Regarding: Home Occupation – Landscape Business

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

**Seconded by Councilor  
Meister**

**CONDITIONS(s):**

**CARRIED**

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
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**Item 4: ACTION**

**HOME OCCUPATION**

File: D2025.018  
Applicant: Dena Carlsen  
Owners: Neil Barr & Dena Carlsen  
Address: 380 47 Ave W  
Legal: Lot 18 & 19, Block 26, Plan 4281W  
Regarding: Home Occupation – Life coaching & hypnotherapy

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

**Seconded by Councilor  
Meister**

**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 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.
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**Item 5: ACTION**

**DEVELOPMENT PERMIT**

File: D2025.020  
Applicant/Owner: Claresholm Land Corp.  
Address: 347 50 Ave W  
Legal: Lot Ptn 4, Block 28, Plan 7304EC  
Regarding: New (6 unit) multi-residential building with a variance to parking, variance to minimum lot size, and variance to parking lots aisle width

**Motion to Refuse by  
Councilor Carlson**

**Seconded by  
Doug Priestley**

**CARRIED**

**Reason(s):**

Development Permit Application 2025.020 for the New Multi-residential building (6 units with variances) has been refused by the Development Authority on March 28, 2025 for the following reasons:

1. The site does not meet the minimum lot size for a Multi-unit dwelling within the Multiple Residential – R4 land use district of Town of Claresholm Land Use Bylaw No. 1525 Schedule 1: Land Use Districts and the Municipal Planning Commission is not prepared to grant a variance to the minimum lot size.
  2. The Municipal Planning Commission did not find the parking layout and design to meet the criteria with the Town of Claresholm Land Use Bylaw No. 1525 Schedule 9. 3. –
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Any parking lot having eight or more parking spaces shall have perimeter planting.

3. The Municipal Planning Commission found that the development, as proposed, does not adhere to Policy 3.4.7(e) within Municipal Development Plan Bylaw 1644 as the height of the Multi-unit dwelling is not compatible with the existing neighbourhood.

3.4.7 Multiple family dwellings and higher density developments will locate in areas:

- a) accessible to an arterial, or major or minor collector road;
- b) where traffic generated by the development, will not affect the traffic patterns of other residential districts. This will be achieved through access management policies in the Transportation section of this document;
- c) accessible to schools and community facilities including parks and trails;
- d) accessible to commercial areas for shopping and employment;
- e) where the appearance of an existing residential neighbourhood is not affected.

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**Item 6: DISCUSSION      IN CAMERA**

**Motion to go in camera by  
Jeff Kerr at 10:46 am  
Seconded by Doug Priestley**

**Councilor Carlson left at  
10:56 am**

**Motion to come out of in  
camera at 10:59 by  
Councilor Meister**

**Seconded by  
Doug Priestley**

**CARRIED**

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**11:00 a.m.**

**Motion to adjourn by  
Jeff Kerr**

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