



MUNICIPAL PLANNING COMMISSION MINUTES

May 16, 2025
Town of Claresholm – Council Chambers

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

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

Public: Kyle McCowan - Applicant

Regrets: Kieth Carlson – Council Member

9:04 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Jeff Kerr
		Seconded by Councilor Meister CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes by Councilor Meister
<ul style="list-style-type: none"> • March 28, 2025 	Seconded by Jeff Kerr CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to Approve with conditions by Councilor Meister
	File: D2025.033 Applicant: Joni Merrills Address: 12 Skyline Mews Legal: Lot 11, Block 67, Plan 0413772 Regarding: Deck Extension with variance to rear yard set-back	Seconded by Doug Priestley
	CONDITIONS(s):	CARRIED
	<ol style="list-style-type: none"> 1. <i>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</i> 	



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the property. All dumpsters and construction bins shall have lids that remain always secured.

2. *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.*
3. *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.*
4. *The applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2025.034
 Applicant/Owner: 1859892 Alberta Inc.
 Address: 5501 1 Street W
 Legal: Lot 5, Block B, Plan 7810399
 Regarding: Change in use from Motel to 24 Multi-Unit Dwelling (deemed similar use) with variance to minimum unit size sq ft.

Motion to Approve with conditions by Doug Priestley

Seconded by Jeff Kerr

CARRIED

CONDITIONS(s):

1. *Approval is for a 24 Multi-Unit Dwelling with variance to minimum unit size sq. ft as per the submitted plan.*
2. *Fencing will be required for the development along all sides of the property. The fencing must be at minimum four feet high and must create a privacy barrier between properties. The street front fence does not require fencing or privacy screening.*
3. *Landscaping and trees are to be maintained, and green spaces provided (as currently developed) for the multi-unit dwelling.*
4. *The locations allocated for parking are to be delineated and maintained in a manner that permits adequate drainage, snow removal and maintenance.*
5. *During any renovation, 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. *Any contractors or tradespeople are required to obtain a Town of Claresholm Business License. For more*



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- 7. 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.*
- 8. The applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
- 9. Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
- 10. The Applicant shall obtain any necessary approvals from other governing bodies (including but not limited to Alberta Health Services).*
- 11. Any proposed signs or changes to existing signs (other than removal) will require a sign permit.*

9:27 a.m.

**Motion to adjourn by
Doug Priestley**
