



MUNICIPAL PLANNING COMMISSION MINUTES

July 18, 2025

Town of Claresholm – Council Chambers

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.*
6. *The applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
7. *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.*
8. *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.*



MUNICIPAL PLANNING COMMISSION MINUTES

July 18, 2025

Town of Claresholm – Council Chambers

- c) \$500 – Completion of landscaping and building exterior (one front yard tree is required).
9. 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.
10. 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.
11. 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, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.
12. Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.
13. Any damage to infrastructure during construction (water shut off, sidewalks, etc.) is the responsibility of the applicant to cover the costs of remedy.

New Conditions:

1. Extension approval granted for an additional 12 months – **May 10, 2026.**

Item 2: ACTION

DEVELOPMENT PERMIT

File: D2024.070
Applicant/Owner: 2555531 Alberta Ltd.
Address: 204 55 Avenue E
Legal: Ptn Block 127, Plan147N
Regarding: Extension Application

**Motion to Approve with
conditions
By Councilor Meister**

**Seconded by
Doug Priestley**

CARRIED

Original Conditions, still applicable:



MUNICIPAL PLANNING COMMISSION MINUTES

July 18, 2025

Town of Claresholm – Council Chambers

1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc.*
 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 always secured.*
 3. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
 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 hard surface (asphalt) the entrances adjacent to the municipal street (55 Ave E) and the parking lot on the south side of the clinic, as delineated and provide accessible parking as per the site plan.*
 6. *The parking lot shall be redesigned to address the proposed future road-right-of-way to the satisfaction of the Development Services Manager (parking stalls & bollards to be located outside of the future road right of way).*
 7. *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, as well as, the lot shall be graded to the standards set forth in the Servicing Standards for Municipal Improvements.*
 8. *Any changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*
 9. *Any proposed signs will require a separate application.*
 10. *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.*
 11. *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 Marianna Orge at 403-625-3381.*
 12. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 and Policy PLDE0409, Planning and Development Fees, the applicant shall provide either:*
-



MUNICIPAL PLANNING COMMISSION MINUTES

July 18, 2025

Town of Claresholm – Council Chambers

a) *An irrevocable letter of credit, or*

b) *A deposit,*

In the amount of \$3,500 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:

c) *\$1000 – Adherence to the site plan is demonstrated.*

d) *\$1500 – Final grades are achieved and demonstrated.*

e) *\$1000 – Completion of landscaping and building exterior.*

13. *Proper management of manure and organic materials shall be undertaken to prevent any nuisance effects such as odor, insects, or run-off. Stockpile of manure and organic material on-site is not permitted.*

14. *Outdoor storage of animal feed is not permitted.*

NOTE(S) -

15. *Please contact the Public Health Inspector to ensure any AHS requirements (for any required inspections/ if applicable) are completed and provided to the Town prior to the issuance of the business license. 1-587-779-3808.*

16. *Animal care & control as per Bylaw #1747 the Town of Claresholm Livestock Bylaw.*

Extension approval granted expiry – March 20, 2027.

9:07 a.m.

Motion to adjourn by
Councilor Meister
