



# MUNICIPAL PLANNING COMMISSION MINUTES

**September 26, 2025**

**Town of Claresholm – Youth & Community Room**

**Attendees:** Brad Schlossberger – Mayor (Chairperson)  
Doug Priestley - Member-at-Large  
Kandice Meister – Council Member  
Gene Dwelsdorf - Member-at-Large

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

**Public:** Brandon Smith - Applicant

**Regrets:** Kieth Carlson – Council Member

---

**9:00 a.m.**

**Call to Order /Adoption of Agenda**

**Motion to adopt the  
Agenda by  
Doug Priestley**

**Seconded by  
Councilor Meister**

**CARRIED**

---

**Adoption of Minutes**

- July 18, 2025

**Motion to adopt the  
Meeting Minutes  
by Doug Priestley**

**Seconded by  
Gene Dwelsdorf**

**CARRIED**

---

**Item 1: ACTION**

**HOME OCCUPATION**

File: D2025.059  
Applicant: Brandon Smith  
Owner: 1409393 Alberta Ltd.  
Address: 201, 415 43 Avenue W  
Legal: Condo Plan 0913490, Unit 8  
Regarding: Home Occupation – Home office for  
concrete contractor.

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

**Seconded by  
Gene Dwelsdorf**

**CARRIED**

**Conditions:**

1. *The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525.*
-



# MUNICIPAL PLANNING COMMISSION MINUTES

September 26, 2025

Town of Claresholm – Youth & Community Room

---

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.*
6. *All business vehicles must be parked off-street, and all tools and material storage must not be exposed to the public (stored inside).*

---

## Item 2: ACTION

## HOME OCCUPATION

File: D2025.053  
Applicant: Alexander Thibeault  
Owner: Melissa & Robert Bremner  
Address: 5408 5 Street W  
Legal: Lot 7, Block 2, Plan 3992 JK  
Regarding: Home Occupation – home office for mobile lawn care & snow removal business.

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

**Seconded by  
Doug Priestley**

**CARRIED**

## CONDITION(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.*
  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*
-



# MUNICIPAL PLANNING COMMISSION MINUTES

September 26, 2025  
Town of Claresholm – Youth & Community Room

---

*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 vehicles, trailers, change in hours, or employees) will require a new application.*
6. *All business vehicles must be parked off-street, and all tools and material storage must not be exposed to the public (stored inside).*

---

## Item 3: ACTION

## DEVELOPMENT PERMIT

File: D2025.057  
Applicant: Temitayo Ajibade  
Owner: Starling, J. (Conditional Offer)  
Address: 5521 2 Street E  
Legal: Ptn Block 2, Plan 7810527  
Regarding: Change in use – Auction Facility to Mini Storage/Self Storage

**Motion to Approve with amended conditions adding hard surfacing must be maintained and a landscape plan must be submitted for DO approval  
By Doug Priestley**

**Seconded by  
Councilor Meister**

### **Conditions:**

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. *A deposit of \$5000 shall be retained as per the Town of Claresholm Planning Fee Schedule to be returned if there is no damage to municipal infrastructure during the move.*
5. *Any coordination and approvals required from Alberta Transportation must be submitted to the Town prior to project commencement.*
6. *Any contractors or tradespeople are required to obtain a Town of Claresholm Business License. For more information, please contact the Town of Claresholm Administration Office 403-625-3381.*
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.*

**CARRIED**

---



# MUNICIPAL PLANNING COMMISSION MINUTES

**September 26, 2025**

**Town of Claresholm – Youth & Community Room**

---

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. *Fencing and a secure entrance/exit must be maintained on the property.*
11. *Hard surfacing must be maintained at entrances, exits, and driveways to eliminate dirt and/or gravel to be tracked onto municipal roadways.*
12. *A landscape plan to be submitted to the satisfaction of the Town's Development Officer (for plantings/ screening, etc.)*

---

**9:26 a.m.**

**Motion to adjourn by  
Doug Priestley**

---