



# MUNICIPAL PLANNING COMMISSION MINUTES

**November 14, 2025**  
**Town of Claresholm – Youth & Community Room**

**Attendees:** Brad Schlossberger – Mayor (Chairperson) - ZOOM  
Kieth Carlson – Council Member – ZOOM  
Doug Priestley - Member-at-Large  
Gene Dwelsdorf - Member-at-Large

**Staff:** Tara Vandervalk – Development Services Manager  
Tracy Stewart – Development Assistant  
Kattie Schlamp - ORRSC

**Regrets:** Kandice Meister – Council Member

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<b>9:00 a.m.</b>	<b>Call to Order /Adoption of Agenda</b>	<b>Motion to adopt the Agenda by Doug Priestley</b>
		<b>Seconded by Councilor Carlson</b>
		<b>CARRIED</b>

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<b>Adoption of Minutes</b>	<b>Motion to adopt the Meeting Minutes by Councilor Carlson</b>
<ul style="list-style-type: none"><li>September 26, 2025</li></ul>	<b>Seconded by Doug Priestley</b>
	<b>CARRIED</b>

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<b>Item 1: ACTION</b>	<b>SUBDIVISION</b>	<b>Motion to Approve with conditions by Councilor Carlson</b>
	File: D2025.065	
	Applicant: Bernie Gustman	
	Owner: Trans Source Drilling Ltd.	
	Address: 21 Saskatchewan Cres	
	Legal: Lot 1, Block 7, Plan 8210390	<b>Seconded by Gene Dwelsdorf</b>
	Regarding: Subdivision from 1 lot to 3 parcels	
	<b>Conditions:</b>	<b>CARRIED</b>
	<ol style="list-style-type: none"><li><i>That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Claresholm.</i></li><li><i>That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a</i></li></ol>	

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*Development Agreement with the Town of Claresholm which shall be registered concurrently with the final plan against the title(s) being created.*

3. *That a final plan of survey as prepared by an Alberta Land Surveyor, to align with the lot size and dimensions as approved, be provided for final endorsement.*
4. *That civic addresses shall be assigned to the new parcels prior to finalization.*

**Item 2: ACTION**

**DEVELOPMENT PERMIT**

File: D2025.064  
 Applicant: Roy's Place  
 Owner: 2611542 Alberta Ltd.  
 Address: 5008 1 Street W  
 Legal: Lot 2, Block 8, Plan 8810926  
 Regarding: Change in use – add outdoor patio

**Motion to Approve with amended conditions  
By Doug Priestley**

**Seconded  
By Councilor Carlson**

**CARRIED**

**CONDITION(S) –**

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. *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. Attention as to direction of water for ice (roof drainage) and patio drainage is required.*
6. *Any changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*



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7. *Any proposed signage changes will require a separate application.*
8. *Outdoor patio secure fencing/screening and directional signage must be maintained on the property. (concrete bollards with structural integrity is installed every 5 feet to prevent any vehicular travel around or near the patio).*

**Item 3: ACTION**

**DEVELOPMENT PERMIT**

File: D2025.067  
 Applicant/Owner: Michael & Joan Blades  
 Address: 5039 4 Street W  
 Legal: Lot 33, Block 1, Plan731014  
 Regarding: As-built variance application to side yard setback

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

**Seconded by  
Doug Priestley**

**CARRIED**

**Item 4: ACTION**

**HOME OCCUPATION**

File: D2025.068  
 Applicant/Owner: Andrew Miller /Vicki Miller  
 Address: 134 48 Avenue W  
 Legal: Lot 21, Block 2, Plan 147N  
 Regarding: Home Occupation 2 – Home office for landscaping & renovations

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

**Seconded by  
Gene Dwelsdorf**

**Conditions:**

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*

**CARRIED**



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*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 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).*

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9:19 a.m.

**Motion to adjourn by  
Councilor Carlson**

**Seconded by  
Gene Dwelsdorf**

**CARRIED**

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