



# REQUEST FOR DECISION

Meeting: January 12, 2026

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## BYLAW NO. 1811 – CASTLE AREA STRUCTURE PLAN

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### DESCRIPTION/BACKGROUND:

The purpose of the attached Bylaw No. 1811 is to adopt an area structure plan (ASP) within the west area of Town, (shown right). Council carried a motion for first reading at the regularly scheduled meeting held November 24, 2025. Since that time the public hearing was advertised and links to the full documents provided.

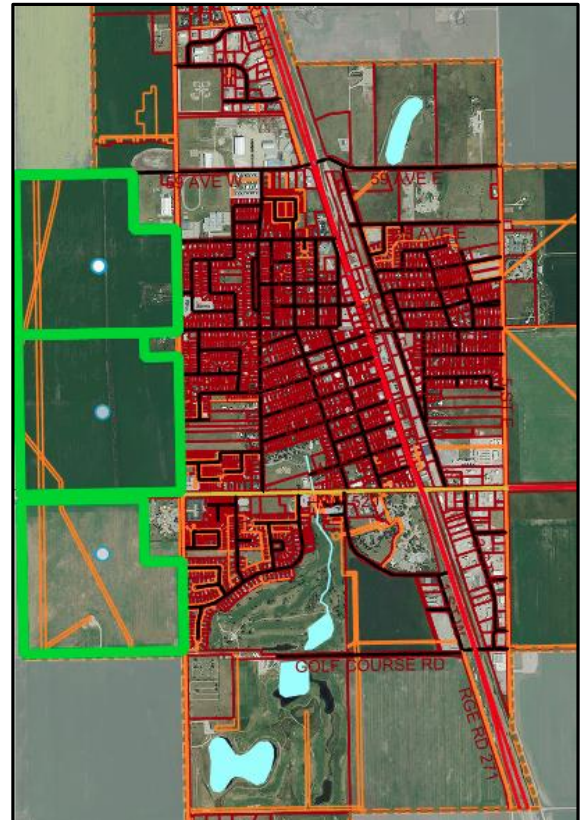
The adopted ASP would allow prospective developers to anticipate the land uses within an area. The ASP acts as a high-level blueprint for the area, streamlining future subdivision applications to comply with the needs and goals of development. The ASP includes the sequence of development proposed for the area, the density of development proposed for the area, and the general location of major transportation routes and public utilities.

The Neighbors, Alberta Transportation, the school district and the MD of Willow Creek were circulated on the Public Hearing. Attached are the comments received.

### ORRSC Planner's Comments:

Spanning approximately 184 hectares over three quarter sections of land, the Castle ASP covers a vast area of the Town of Claresholm. Due to the extensive size of the Plan Area, the level of detail in this ASP differs from the level provided within other ASP's adopted by Council. It is anticipated that development of these lands will take place over the next 100 years. To manage this, the use of Outline Plans as development occurs may be utilized to establish the greater level of detail found in other ASP's within Claresholm. The Outline Plan will allow for each phase of development to consider the current realities at that time to determine lot layout, servicing capacity, stormwater management, and compatibility with surrounding land uses. Allowing the plan area to develop based on community need and market conditions.

Prior to first reading, the ASP and associated engineering reports have also been reviewed by the Town's engineering contractor, Associated Engineering, who indicated that there is a likelihood that the stormwater ponds may be necessary prior to the phases indicated within the Plan. Policy 8.3.8 within the Plan allows the Town to trigger the development of storm ponds as they are deemed necessary without relying on the sequence of development proposed. This would be determined through the Outline Plan stage or during detailed engineering for subdivision approval. Alternatively, Council may defer second



reading until the Applicant is able to revise the phasing plan to incorporate the storm ponds into earlier phases of development.

Responses to the referral of the ASP have been received from Alberta Transportation and Economic Corridors (ATEC) and the MD of Willow Creek. ATEC has indicated that further Traffic Impact Assessments will be required at the subdivision stage to better understand the traffic impacts associated with development when lot layouts and full road networks are established. They have also suggested that significant upgrades to the road network will be required overtime. Council may wish to consider implementing an off-site levy to recover the cost of infrastructure improvements from new developments within Claresholm who benefit from off-site upgrades to infrastructure.

The MD of Willow Creek has submitted several comments on the proposed ASP. There is general acceptance of the Plan, however some recommendations for amendments have been suggested. The attached comments focus on adding clarity and context to the document for a better understanding and consistent interpretation. As such three amendments to the ASP document are recommended as follows:

- (a) That a site constraints map be inserted within Schedule A, Section 3.0 Technical Site Analysis in order to provide visual context of the site constraints that informed the site layout. This will provide a visual representation of the content already included within this section. This change has been incorporated into the Schedule A document presented for second reading.
- (b) That Schedule A, Section 6.1 be amended to identify a gateway corridor on the westerly limit of Highway 520. Both the IDP (Section 12.6) and the MDP (Policy 4.4.5) include policies to prescribe a high level of detail to properties located along highways and entranceways into the community. And similar distinctions have been made within the Starline Business Park ASP and the North Point ASP. The amendment seeks to increase transparency of the expectations for potential developers however if this amendment is not included, the policies of the IDP and MDP will allow the Subdivision and Development Authority to implement conditions for architectural controls, landscaping, or enhanced building quality. The proposed policy is:

12. The Highway 520 corridor is identified as gateway into the Town of Claresholm. The gateway corridor is intended to function as a signature entry point and shall receive priority for enhanced design treatments that exceed minimum municipal standards. Development within the gateway corridor shall demonstrate enhanced architectural quality, coordinated landscaping, and high-quality materials.

- (c) That Schedule A, Section 6.5.10 be amended to include additional wording to ensure consistent interpretation of the policy and provide greater transparency to potential Developers of the building expectations for properties with highway frontages. The suggested wording does allow for the Development Authority to determine if an alternate site design, that would not meet the intent of the policy, where flexibility may be required. Again, the policies of the MDP will allow the Subdivision and Development Authority to implement conditions for architectural controls, landscaping, or enhanced building quality to address this if the amendment is not incorporated. The suggested added text is underlined below:

6.5.10 Commercial uses on Highway 520 shall be street-oriented and no direct access to the Plan Area shall be permitted directly from the highway. Parking areas shall be located internal to development sites and shall not be permitted between buildings and the highway frontage. Alternative site designs may be accepted by the Development Authority on a site-specific basis.

The proposed amendments are attached for Council's consideration. If Council is agreeable to the amendments, second and third reading may occur after the amendments are carried. Council may also consider tabling second and/or third reading until the recommend amendments or any other amendments desired by Council can be incorporated into the document and brought back to Council.

With the recommended amendments, and pending information received at the Public Hearing, adoption of the Castle ASP Bylaw No. 1811 is recommended.

**PROPOSED RESOLUTIONS:**

Moved by Councillor \_\_\_\_\_ that the proposed amendments be accepted as presented.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1811, a bylaw to adopt the Castle Area Structure Plan, second reading.

Moved by Councillor \_\_\_\_\_ to give Bylaw No. 1811, a bylaw to adopt Castle Area Structure Plan, third and final reading.

**ATTACHMENTS:**

- 1.) Bylaw No. 1811
- 2.) "Schedule A" Castle ASP (please visit [www.myclaresholm.com/council](http://www.myclaresholm.com/council) for the full plan)
- 3.) Recommended Amendments
- 4.) MD Willow Creek Response
- 5.) ATEC Response

**APPLICABLE LEGISLATION:**

- 1.) Municipal Government Act, RSA 2000, Chapter M-26, Sections 216.4, 606, 636, 692.

PREPARED BY: Tara Vandervalk, Development Services Manager

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APPROVED BY: Abe Tinney, CAO

DATE: January 8, 2026

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