



# MUNICIPAL PLANNING COMMISSION MINUTES

**August 9, 2024**  
**Town of Claresholm – Council Chambers**

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

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

**Public:** Kattie Schlamp - ORRSC  
Triple B Carwash  
Jonathan Brehaut & Teresiah Maina

**Regrets:** Kieth Carlson – Council Member

**9:02 a.m.**

**Call to Order /Adoption of Agenda**

**Motion to adopt the Agenda by Councilor Meister**

**Seconded by Doug Priestley  
CARRIED**

**Adoption of Minutes**

- May 10, 2024

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

**Seconded by Councilor Meister**

**CARRIED**

**Item 1: ACTION**

**HOME OCCUPATION**

**Motion to approve with conditions by Councilor Meister**

File: D2024.052  
Applicant/Owner: Jonathan Brehaut & Teresiah Maina  
Legal: Lots 18-20, Block 10, Plan 147N  
Regarding: Home Occupation 2 – Private low volume health club

**Seconded by Doug Priestley**

**CARRIED**

**CONDITIONS(s):**

1. *The applicant shall adhere to the stipulations stated in Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525. No other business operations such as vehicle maintenance, repair or tire replacement can be operated from this location without an approval for such a business.*
2. *As per, Schedule 10, of the Town of Claresholm Land Use Bylaw No. 1525, Municipal Planning Commission would like to emphasize that*



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*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 will require a new application.*

**NOTE:**

- 6. *The purpose of the Town of Claresholm Noise Bylaw No. 1243 is to prohibit certain activities creating noise and to abate instances of noise and to restrict when certain sounds can be made. Hours: Mon – Sat morning 10:00pm to 7:00am (quiet times), Sat evening to Sun morning 10:00pm to 10:00am (quiet time).*

**Item 2: ACTION**

**DEVELOPMENT PERMIT**

File: D2024.053  
 Applicant/Owner: Grant Lobban  
 Address: 4413 1 Street W  
 Legal: Lot N 1/2 of 3, all of 4, SE 20' of 5, Block 7, Plan 147N  
 Regarding: Change in use – vacant to vendors (retail businesses) and barricade fence

**Motion to refuse with reasons by Mayor Schlossberger**

**Seconded by Councilor Meister**

**CARRIED**

**REASONS:**

- 1. *The proposed development of parking, roadside vendors and rest stop area on the Development Permit Application 2024.053 is not a defined use within Land Use Bylaw 1525.*
- 2. *The Municipal Planning Commission did not find the proposed use to be similar in character and purpose to another use that is permitted or discretionary in the land use district in which the use has been proposed in accordance with Section 11 of Development in the Municipality Generally within Land Use Bylaw 1525.*
- 3. *In accordance with Section 10 of Development in the Municipality Generally, where a use is not listed as a permitted or discretionary*



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*use or not deemed a similar use, in a district is a prohibited use and shall be refused.*

*4. The Municipal Planning Commission did not find the fencing materials to be suitable as per section 3 of Schedule 7 in the Land Use Bylaw 1525.*

*5. The Municipal Planning Commission found that the development as proposed, does not adhere to Policy 4.4.5 of Section 4.0 Commercial Development within Municipal Development Plan Bylaw 1644.*

*4.4.5 Given the high degree of public exposure, commercial developments located along the highway corridor shall be developed to a high standard, which will include:*

- a. Sufficient parking,*
- b. Site landscaping*
- c. Screen outdoor storage areas,*
- d. Attractive signage and building design,*
- e. Integration with the highway system, and*
- f. Provision of services for the traveling public.*

*All fencing materials, storage, and uses must be removed within fourteen (14) days, by August 26, 2024.*

*Note: If the structures are to remain, an application must be received prior to August 26, 2024 and the structures must be noted on a site plan at minimum 5 feet from side and/or rear property lines.*

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**Item 3: ACTION**

**SUBDIVISION**

File: D2024.051  
 Applicant/Owner: Town of Claresholm, Gordon & Verna Groome  
 Legal: Lot R2, Block 2, Plan 7410893 & Lot 43, Block 2, Plan 05131418  
 Regarding: Subdivision

**Motion to approve by  
Doug Priestley**

**Seconded by  
Councilor Meister**

**CARRIED**

**Conditions:**

- 1. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxed shall be paid to the Town of Claresholm.*
  - 2. That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into and comply with a Development Agreement with the Town of Claresholm which shall be registered concurrently with the final plan against the title(s) being created.*
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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 a final endorsement.*
  4. *That the proposed titles be consolidated in accordance with the tentative plan of subdivision (File: 24-01832-001-SUB-TENT) prepared by a certified Alberta Land Surveyor in a manner such that the resulting title cannot be further subdivided without approval of the Subdivision Authority.*
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**Item 4: DISCUSSION**

**IN CAMERA – DISCUSSION**

Property Inquiry – Land FOIP Section 16  
Bylaw review – Advice from Officials FOIP

**Motion to go in camera at  
9:55 a.m. by Councillor  
Meister**

**Seconded by Mayor  
Schlossberger**

**Motion to come out of in  
camera at 10:30 a.m. by  
Councillor Meister**

**Seconded by Doug Priestley**

**CARRIED**

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**10:30 a.m.**

**Motion to adjourn by  
Doug Priestley**

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