



MUNICIPAL PLANNING COMMISSION MINUTES

September 20, 2024
Town of Claresholm – Council Chambers

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

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

Public: Kattie Schlamp - ORRSC
Dr. Jocelyn Gibson, Claresholm Veterinary Services

9:02 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Jeff Kerr
		Seconded by Councilor Meister
		CARRIED

Adoption of Minutes	Motion to adopt the Meeting Minutes by Doug Priestley
<ul style="list-style-type: none"> • August 9, 2024 	
	Seconded by Councilor Carlson
	CARRIED

Item 1: ACTION	SUBDIVISION	Motion to approve with conditions by Jeff Kerr
	File: D2024.061	
	Owners: Heritage Station Solar Car Wash Inc., Meadow Creek Meats Ltd.	Seconded by Doug Priestley
	Address: 37 & 33 Alberta Road	
	Legal: Lot 6, Block 8, Plan 1213513 & Lot 5, Block 8, Plan 0715848	CARRIED
	Regarding: Subdivision	
	CONDITIONS(s):	
	<ol style="list-style-type: none"> 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. 	



MUNICIPAL PLANNING COMMISSION MINUTES

September 20, 2024
Town of Claresholm – Council Chambers

3. *That a final plan of survey be provided as prepared by a certified Alberta Land Surveyor that corresponds to the subdivision title configuration as approved by the Subdivision Authority.*
 4. *That the proposed titles be consolidated in accordance with the tentative plan of subdivision (File: 240886LS) 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.*
 5. *The Development Agreement registered as Caveat 121 320 424 on Title Number 121 326 951 shall be reviewed by the Town of Claresholm. If no longer required, the Development Agreement shall be partially discharged from the newly created title, Lot 7, Block 8, Plan _____. The discharge shall be registered concurrently with the subdivision.*
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Item 2: ACTION

DEVELOPMENT PERMIT

File: D2024.070
Applicants/Owners: 2555531 Alberta Ltd.
Address: 204 55 Avenue E
Legal: Ptn Block 127, Plan 147N
Regarding: Change in use – vacant lot to Animal Care Services, Major

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

**Seconded by
Councilor Meister**

CARRIED

CONDITIONS(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. *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.*
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MUNICIPAL PLANNING COMMISSION MINUTES

September 20, 2024
Town of Claresholm – Council Chambers

- 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:
 - 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.

Item 3: ACTION

HOME OCCUPATION

File: D2024.066
 Applicant: Noah Butterwick
 Owner: 1981447 Alberta Ltd.
 Legal: Lot 1, Block 1, Plan 1014361
 Regarding: Home Occupation 2 – Home/Mobile car detailing business

Motion to approve with conditions by Councilor Carlson

Seconded by Councilor Meister

CARRIED

Conditions:



MUNICIPAL PLANNING COMMISSION MINUTES

September 20, 2024
Town of Claresholm – Council Chambers

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 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. *All detailing is to be done inside only, not outside cleaning, outdoor washing or vacuuming of vehicles.*
6. *Any intensifications of use will require a new application.*

Note(s):

1. *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).*

9:37 a.m.

**Motion to adjourn by
Councilor Carlson**
