

MUNICIPAL PLANNING COMMISSION MINUTES

March 26, 2021 Town of Claresholm – Zoom Meeting

Attendees: Brad Schlossberger - Council Member (Chairperson)

Doug Priestley - Member-at-Large

Doug MacPherson – Mayor Jeff Kerr – Member-at-Large Kieth Carlson – Council Member

Staff: Tara VanDellen – Planner/Development Officer

Tracy Stewart - Administrative Assistant

Public

Present: Rob Vogt – Claresholm Local Press

Zhanna Sitovska – Home Occupation Applicant

9:02 a.m.

Call to Order /Adoption of Agenda

Motion to adopt the Agenda as amended by Doug Priestley

> Seconded by Jeff Kerr

> > **CARRIED**

Adoption of Minutes

February 26, 2021

Motion to adopt the Meeting Minutes By Mayor MacPherson

> Seconded by Jeff Kerr CARRIED

Item 1: ACTION DEVELOPMENT PERMIT

File: D2021.027

Applicant: Westco Construction

Owners: 1443581 Alberta Ltd. (Foothills Ford Sales)

Address: 21 Alberta Road

Legal: Lot 1, Block 8, Plan 0413176 Regarding: Sign Permit – Master Sign Plan

Condition(s):

1. The applicant shall adhere to the stipulations stated in Schedule 2, of the Town of Claresholm Land Use Bylaw No. 1525 in regards to the Master Sign Plan. Any changes to the signs outside of what has been approved will require a new sign permit application.

Motion to approve with amended conditions by Jeff Kerr

> Seconded by Mayor MacPherson

> > **CARRIED**



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- 2. The signs are to be maintained in good condition and any flag signage shall be removed and replaced if it becomes damaged, faded, or derelict in any way.
- 3. If the portable sign inhibits vision or movement of motorists/pedestrians an alternative location may be requested. The sign must be secured to prevent tipping, blowing away, etc.

Item 2: ACTION DEVELOPMENT PERMIT

File: D2021.023

Applicants/Owners: Karine & Shawn Keys

Address: 52 Westlynn Spur

Legal: Lot 44, Block 2, Plan 0610901

Regarding: Development Permit – Privacy screen/fence

Condition(s):

- 1. 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.
- 2. This is for the one privacy fence only (as per the application); any further or alternative work will require a new application.
- 3. The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.

Motion to approve with conditions by Councilor Carlson

Seconded by Doug Priestley

CARRIED

Item 3: ACTION HOME OCCUPATION

File: D2021.021

Applicants: Zhanna Sitovska

Owners: Trish Dunn/Patricia & William Henry

Address: 50 Westover Crescent Legal: Lot 25, Block 8, Plan 7810813

Regarding: Home Occupation – Acupuncture services

Condition(s):

Motion to approve with conditions by Mayor MacPherson

Seconded by Doug Priestley

CARRIED



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- 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.

Item 4: ACTION

In Camera – discussion

 FOIP advise from officials – policy review (section 24) Motion to go in camera by Councilor Carlson

Seconded by Jeff Kerr

Motion to come out of camera by Mayor MacPherson

Seconded by Doug Priestley

Motion by Jeff Kerr to refer to council - the MPC is of the opinion that no additional policy is required to regulate signage within the Town of Claresholm



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	Seconded by Doug Priestley
	CARRIED
9:29 a.m.	Motion to adjourn by Mayor MacPherson
	CARRIED