



MUNICIPAL PLANNING COMMISSION MINUTES

March 25, 2022

Town of Claresholm – Council Chambers

Attendees: Brad Schlossberger - Council Member (Chairperson)
Doug Priestley - Member-at-Large
Chelsae Petrovic – Mayor
Jeff Kerr – Member-at-Large (Vice Chairperson)

Staff: Tara VanDellen – Planner/Development Officer
Tracy Stewart – Development Assistant

Public: Brady Schnell - Applicant

Regrets: Kieth Carlson – Council Member

9:01 a.m.	Call to Order /Adoption of Agenda	Motion to adopt the Agenda by Jeff Kerr
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**Seconded by
Mayor Petrovic
CARRIED**

Adoption of Minutes

- March 11, 2022

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

**Seconded by
Jeff Kerr**

CARRIED

Item 1: ACTION	DEVELOPMENT PERMIT	Motion to approve with conditions by Doug Priestley
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File: D2022.017
Applicant:/
Owner: Brady Schnell & Mary McDonald
Address: 403 49 Avenue W 731014
Legal: Lot 1, Block 5, Plan
Regarding: Add secondary suite with renovations

**Seconded by
Mayor Petrovic**

CARRIED

Condition(s):

1. *Approval is for a basement suite (with variance) - maximum number of 3 (three) bedrooms.*
 2. *3 (three) off-street parking spaces must be maintained for the secondary suite.*
 3. *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.*
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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 obtain any relevant Safety Code Permits and approvals from Superior Safety Codes Inc if required. Please direct any inquiries to Superior Safety Codes Inc. at 403-320-0734.*
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Item 2: ACTION

DEVELOPMENT PERMIT

**Motion to approve with
conditions by
Jeff Kerr**

File: D2022.015
Applicant/
Owner: Vihn Hong Cung
Address: 119 48 Avenue W
Legal: Lot 13, Block 1, Plan 147N
Regarding: Renovation with variances to lot coverage,
front and side yard setback dimensions

**Seconded by
Doug Priestley**

CARRIED

Condition(s):

1. *The Applicant shall obtain all relevant Safety Code Permits and approvals from Superior Safety Codes Inc. For further information please contact Superior Safety Codes Inc. at 403-320-0734. Plumbing, electrical and gas permits can be obtained directly through 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.*
 3. *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.*
 4. *The Applicant shall obtain an Alberta One Call prior to any digging. 1-800-242-3447.*
 5. *As per the Town of Claresholm Land Use Bylaw No.1525 the Applicant shall finish the exterior of the development with materials to match the residential character of the neighborhood.*
 6. *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 \$500 to the Town of Claresholm to cover the costs of any damage to municipal property and/or infrastructure and as security. The security may be refunded at the completion of the project and permit closure.*
 7. *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.*
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8. *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525, Schedule 9 - Landscaping Standards, at least one tree shall be planted in the front yard.*
9. *The Applicant shall be responsible to contact the Director of Infrastructure Services for a final inspection (please allow 48 hours' notice) of sanitary service connection prior to back filling. Please contact Mike Schuweiler at 403-625-0200.*
10. *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.*
11. *Any further changes to issued permits or site plans require prior approval by the Town of Claresholm before proceeding with any changes.*

9:25 a.m.

**Motion to adjourn by
Doug Priestley**

CARRIED
