



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: May 13, 2020

RE: **Discretionary Use for Home Occupation: 37 8th St NE**

ISSUE:

A development permit application was received on April 15, 2020 for a home occupation at 37 8th St NE (attached).

BACKGROUND:

Home occupations are a discretionary use in all residential districts of Zoning Bylaw No. 87/2 and specifies the following development standards and regulations:

- Home occupations may be accommodated provided they are secondary to the principal residential use of the dwelling unit, compatible with the surrounding residential area and do not vary from the residential character of the neighbourhood.
- Home occupations may locate in dwellings and/or garages or accessory buildings and all business activities must be conducted entirely indoors.
- Outdoor storage associated with a home occupation is not permitted.
- Home businesses must be operated by the resident or residents of the dwelling.
- Adequate on-site parking shall be provided.
- Home occupations are permitted to have one permanent sign and one window sign, each no larger than 0.5 m² (5.38 f²). Other than the permitted signs, exterior display or storage of materials is not permitted.

The Planning and Development Act, 2007 prescribes the public notice process for discretionary use applications. Property owners within 75m of the applicant's property boundary must be notified at least 7 days in advance of the date which Council is considering the discretionary use application.

ALTERNATIVES:

- 1) Council can approve the discretionary use application.
- 2) Council can deny the discretionary use application but is required to provide written notice to the applicant of the decision based on the criteria established in Zoning Bylaw No. 87/2.

FINANCIAL IMPLICATIONS:

The Zoning Bylaw does not prescribe a development permit fee, nor a schedule of fees to be charged for the application, review, advertising, approval, enforcement, regulation and issuance of a discretionary use. In addition to mailing costs, approximately 2 hours of staff time were spent preparing

reports and public notifications, as well as document preparation and filing following Council's decision on the matter. The total expense of processing this application is approximately \$150.

Approved home occupations are subject to a license fee of \$25 as prescribed in Business License Bylaw No. 04-18.

ANALYSIS:

The application is from Marty Byman for his compost collection contract with the Town. The equipment used will be stored out of town when not in use. There will be no additional employees or client visits. There will be no deliveries of goods to the home or on-site signage.

Administration has complied with all requirements of the public notice process pursuant to *The Planning and Development Act, 2007*. Notices were mailed to 22 property owners on April 30, 2020 regarding the proposed home occupation within the defined area. There were no responses received.

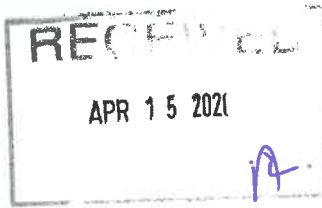
ADMINISTRATIVE RECOMMENDATION(S):

Administration supports the home occupation application based on its compliance with Town bylaws and compatibility with the residential character of the neighbourhood. In addition, there are no concerns from residents.

"THAT discretionary use application HOA#034 for Byman Marty, an administrative office of a compost collection contractor, at 37 8th St NE be approved based on its compliance with Town bylaws and compatibility with the residential character of the neighbourhood."

ATTACHMENTS:

HOA#034 Application Form
Public Notice Letter



Town of Wadena
Community & Economic Development
 PO Box 730, Wadena, SK S0A 4J0
 306.338.2145 | wadenapermits@sasktel.net
 www.townofwadena.com

HOME OCCUPATION APPLICATION

DEVELOPMENT PERMIT AND BUSINESS LICENCE FORM

OFFICE USE ONLY	Date Received _____
	HOA# _____

CONTACT INFORMATION	Business name and/or Corporate name: Byman MARTY				
	Civic address: 37 8th STREET N.E.		Business owner/contact name: MARTY Byman		
	Mailing address:		City/Town: WADENA	Province: SASK	Postal code: S0A 4J0
	Phone number:		Email:		
	Website:		Preferred method of correspondence: <input type="checkbox"/> MAIL or <input checked="" type="checkbox"/> EMAIL		

BUSINESS DESCRIPTION	Detailed description of proposed business activities to be performed on site: N/A	
	Where will your business be conducted and how much floor area will be used?	
	In your home: N/A ft ² <input type="checkbox"/> m ² <input type="checkbox"/>	In your garage or accessory building: N/A ft ² <input type="checkbox"/> m ² <input type="checkbox"/>
	List any equipment or supplies used and identify where they will be stored: TRUCK, TRAILER, Old VITTORRA sign with my Brother owns now	
	Do you have any employees or business partners who do not live at your home? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
	If yes, how many? N/A	
	Of those employees or business partners, how many will work at your home? N/A	
	Where will employees park? N/A	
Do you expect to have clients coming to your home? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
If yes, approximately how many per day? N/A How many at one time? N/A		
Where will clients park? N/A		

BUSINESS DESCRIPTION	Will goods or materials related to the business operation be delivered to or from your home? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	If yes, what will be delivered and how often? <u>N/A</u>
	Do you have a vehicle(s) associated with your business? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	If yes, describe the size and type of vehicle(s) <u>ONE F150 TRUCK AND ONE 1 TON TRUCK</u>
	Where will the business vehicle(s) park? <u>TRUCK AT HOME 1 TON TRUCK + TRAILER</u> <u>OUT AT 510 VITTEGRA SIGN + NORTH DEE TOWN</u>
	Will you have a sign located on your property advertising the business? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If yes, describe the sign location and dimensions <u>N/A</u>	
Describe any exterior or interior alterations/renovations that will be made in connection with the proposed home occupation. <u>N/A</u>	

Do you reside at the business address? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Are you the registered owner of the property? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

BUSINESS DIRECTORY CONSENT

The Town of Wadena's website features a business directory. I authorize the contact information of the above business to be posted on the Town of Wadena website. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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DECLARATION OF APPLICANT

I hereby certify that the information contained in this application is complete and true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

April 15 / 2020
Date

[Signature]
Signature of Applicant

OFFICE USE ONLY		
Discretionary use approval received by Council: YES <input type="checkbox"/> NO <input type="checkbox"/>		
Meeting date:		Resolution #:
Business Licence #:	Licence Fee: \$ <u>25.00</u>	Receipt #: <u>200031-008</u>
Issued by:		Date issued:
Comments:		



Town of Wadena

Community & Economic Development
PO Box 730 Wadena, SK S0A 4J0
P: 306.338.2145 F: 306.338.3804
E: wadenapermits@sasktel.net
www.townofwadena.com

APRIL 30, 2020

Re: Discretionary Use Consideration of Town Council

Dear Sir or Madam,

The Town of Wadena has received a development permit application for a home occupation within 75 metres of your property. Home occupations are discretionary in all residential districts within Wadena, meaning all applications require the approval of Council. Under *The Planning and Development Act, 2007*, property owners within 75 metres of the subject property are to be notified in advance of the date when the application is to be considered by Council.

Please be advised of the following:

DISCRETIONARY USE: Residential – Home Occupation
APPLICANT: Byman Marty
CIVIC ADDRESS: 37 8th St NE
BUSINESS CLASSIFICATION: Compost Collection Contractor

Written comments are welcome, although not required, and must be submitted to the Town Office prior to May 14, 2020. Council will consider the application at a meeting to be held:

DATE: Tuesday, May 19, 2020
TIME: 5:00 pm
LOCATION: Town of Wadena Council Chambers, 102 Main St N

If you have any questions about the application received or the process for discretionary use consideration, please contact me by phone 306-338-2145 or email wadenapermits@sasktel.net.

Sincerely,

Jennifer Taylor RPP RMA
CHIEF ADMINISTRATIVE OFFICER

Enc: Comment Sheet



Town of Wadena
 Community & Economic Development
 PO Box 730 Wadena, SK S0A 4J0
 P: 306.338.2145 F: 306.338.3804
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**COMMENTS BY NEIGHBOURING PROPERTY OWNER ON THE PROPOSED
 DISCRETIONARY USE**

DISCRETIONARY USE: Residential – Home Occupation
APPLICANT: Byman Marty
CIVIC ADDRESS: 37 8th St NE
BUSINESS CLASSIFICATION: Compost Collection Contractor

We/I have reviewed the application and comment as follows: (use additional page if necessary)

NAME(S) (please print): _____
CIVIC ADDRESS: _____
DAYTIME PHONE NUMBER: _____
SIGNATURE(S): _____
DATE: _____

Please note, all comment sheets are provided to Council in a public forum.