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**TO:** Mayor and Council

**FROM:** Jennifer Taylor, Chief Administrative Officer

**DATE:** May 13, 2020

**RE:** **Discretionary Use for Home Occupation: 927 Pierce Ave**

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**ISSUE:**

A development permit application was received on April 16, 2020 for a home occupation at 927 Pierce Ave (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 m<sup>2</sup> (5.38 f<sup>2</sup>). 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

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discretionary use. In addition to mailing costs, approximately 1.25 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 \$80.

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

**ANALYSIS:**

The application is for Chloe's Creations, a vinyl printing business. The equipment uses a vinyl printer and heat press occupying 110 f<sup>2</sup> of the home. There will be monthly deliveries of goods or materials to the home. There will be no additional employees or client visits, and no 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 16 property owners on April 30, 2020 regarding the proposed home occupation within the defined area. There were no responses received.

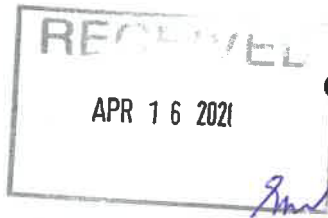
**ADMINISTRATIVE RECOMMENDATION(S):**

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#036 for Chloe's Creations, a vinyl printing business, at 927 Pierce Ave be approved based on its compliance with Town bylaws and compatibility with the residential character of the neighbourhood."

**ATTACHMENTS:**

HOA#036 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: <i>Chloe's Creations</i>				
	Civic address: <i>927 Pierce Ave</i>		Business owner/contact name: <i>Chloe Tokarchuk</i>		
	Mailing address:		City/Town: <i>Wadena</i>	Province: <i>SK</i>	Postal code: <i>S0A 4J0</i>
	Phone:		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: <i>Vinyl printing on a variety of objects.</i>	
	Where will your business be conducted and how much floor area will be used?	
	In your home: <i>110</i> ft <sup>2</sup> <input checked="" type="checkbox"/> m <sup>2</sup> <input type="checkbox"/>	
	In your garage or accessory building: _____ ft <sup>2</sup> <input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/>	
	List any equipment or supplies used and identify where they will be stored: <i>Vinyl printer, Vinyl heat press</i>	
	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? _____		
Of those employees or business partners, how many will work at your home? _____		
Where will employees park? _____		
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? _____ How many at one time? _____		
Where will clients park? _____		

<b>BUSINESS DESCRIPTION</b>	Will goods or materials related to the business operation be delivered to or from your home? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	If yes, what will be delivered and how often? <u>Monthly</u>
	Do you have a vehicle(s) associated with your business? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	If yes, describe the size and type of vehicle(s) _____
	Where will the business vehicle(s) park? _____
	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 _____	
Describe any exterior or interior alterations/renovations that will be made in connection with the proposed home occupation.	

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 type="checkbox"/> NO <input checked="" 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*.

Apr 14/20  
Date

Chloe Tokarczuk  
Signature of Applicant

<b>OFFICE USE ONLY</b>			
Discretionary use approval received by Council: YES <input type="checkbox"/> NO <input type="checkbox"/>			
Meeting date:		Resolution #:	
Business Licence #:	Licence Fee: \$	Receipt #: <u>200032-004</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:** Greg’s Landscaping  
**CIVIC ADDRESS:** 927 Pierce Ave  
**BUSINESS CLASSIFICATION:** Landscaping

**DISCRETIONARY USE:** Residential – Home Occupation  
**APPLICANT:** Chloe’s Creations  
**CIVIC ADDRESS:** 927 Pierce Ave  
**BUSINESS CLASSIFICATION:** Vinyl printing

Written comments are welcome, although not required, and must be submitted to the Town Office prior to May 14, 2020. Council will consider the applications 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 applications 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 Sheets



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

**DISCRETIONARY USE:** Residential – Home Occupation  
**APPLICANT:** Chloe’s Creations  
**CIVIC ADDRESS:** 927 Pierce Ave  
**BUSINESS CLASSIFICATION:** Vinyl printing

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

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**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.*