

Town of Wadena

# Discretionary Use for Home Occupation: 98 2<sup>nd</sup> St NW

Submitted by: Jennifer Taylor

Regular Town Council Meeting

June 18, 2019

## Background

A development permit application was received on May 16, 2019 for a home occupation at 98 2<sup>nd</sup> St NW. Home occupations are a discretionary use in all residential districts of Zoning Bylaw No. 87/2.

The purpose of this report is to advise Council on the public notice portion of the discretionary use process and seek Council's decision on this proposal.

## Report

The application is for Fara Hals-Pinfold who is providing contract cleaning services (see Attachment A – Home Occupation Application #028). The business will not occupy any portion of the home as all services will be provided off site. The business will not have any additional employees, no client visits to the home, no deliveries of goods and no on-site signage.

## Public Notice

*The Planning and Development Act, 2007* prescribes the public notice process for discretionary use applications. Property owners within 75 metres of the applicant's property boundary were notified of the date which Council is considering the discretionary use application for a home occupation. A copy of the notification is provided in Attachment B. Public notice must be provided at least 7 days before the application is to be considered by Council. Administration has complied with all requirements of the public notice process pursuant to *The Planning and Development Act, 2007*.

Notices were mailed to 28 property owners on May 31, 2019 regarding the proposed home occupation within the defined area. There were no responses was received on the proposed business.

## Financial

The current 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. As such, the Town of Wadena must assume the cost of processing discretionary use applications. In addition to mailing costs, approximately 3 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 \$175.

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

## **Recommendation**

Administration supports the home occupation application for a cleaning service from 98 2<sup>nd</sup> S NW based on its compliance with Town bylaws and compatibility with the residential character of the neighbourhood.

There are no concerns from residents.

The Town of Wadena Zoning Bylaw No. 87/2 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.

## **Attachments**

Attachment A – Home Occupation Application #028

Attachment B – Public Notification



|                             |   |
|-----------------------------|---|
| <b>BUSINESS DESCRIPTION</b> | Will goods or materials related to the business operation be delivered to or from your home?<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br>If yes, what will be delivered and how often? _____              |
|                             | Do you have a vehicle(s) associated with your business? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br>If yes, describe the size and type of vehicle(s) _____<br>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"/><br>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.<br>_____   |

|   |
|---|
| 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.<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
|--|

**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*.

May 10, 2019  
Date

Jana Hals-Pinfeld  
Signature of Applicant

|  |                       |                       |
|--|-----------------------|-----------------------|
| <b>OFFICE USE ONLY</b> Lot 18 B1K 07 Plan C2572  |                       |                       |
| Discretionary use approval received by Council: YES <input type="checkbox"/> NO <input type="checkbox"/> |                       |                       |
| Meeting date:  |                       | Resolution #:         |
| Business Licence #:  | Licence Fee: \$ 25.00 | Receipt #: 196043-019 |
| 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

MAY 29, 2019

«Property\_Owner»  
PO Box «Box»  
«Town» «Prov» «Postal\_Code»

**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, «Civic\_Address». 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:** Fara Hals-Pinfeld  
**CIVIC ADDRESS:** 98 2<sup>nd</sup> St NW  
**BUSINESS CLASSIFICATION:** Cleaning service

Written comments are welcome, although not required, and must be submitted to the Town Office prior to June 12, 2019. Council will consider the application at a meeting to be held:

**DATE:** Tuesday, June 18, 2019  
**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,

A handwritten signature in black ink that reads "Jennifer Taylor".

**Jennifer Taylor, RPP**  
INTERIM 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  
E: wadenapermits@sasktel.net  
www.townofwadena.com

**COMMENTS BY NEIGHBOURING PROPERTY OWNER ON THE PROPOSED  
DISCRETIONARY USE**

**DISCRETIONARY USE:** Residential - Home Occupation  
**APPLICANT:** Fara Hals-Pinfeld  
**CIVIC ADDRESS:** 98 2<sup>nd</sup> St NW  
**BUSINESS CLASSIFICATION:** Cleaning service

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.*