



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: November 13, 2019

RE: **Discretionary Use for Home Occupation: 65 2nd St SW**

ISSUE:

A development permit application was received on October 21, 2019 for a home occupation at 65 2nd St SW.

BACKGROUND:

Home occupations are a discretionary use in all residential districts of Zoning Bylaw No. 87/2.

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 attached. 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 20 property owners on November 6, 2019 regarding the proposed home occupation within the defined area. There were no responses was received on the proposed business.

ALTERNATIVES:

1. Council could approve the discretionary use application.
2. Council could reject 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 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.

ANALYSIS:

The application is for Head 2 Toe Laser & Massage, a personal service business offering laser treatments and hot stone massage (attached). The business will occupy 500 square feet of the home, will not have any additional employees, or deliveries of goods to the home. The business expects to have 1-5 clients per day, one at a time and clients will park on the driveway or street. The business proposes on-site signage affixed to the house.

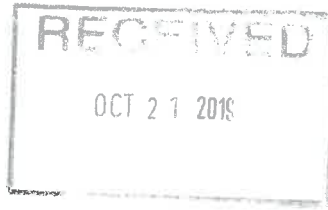
The Town of Wadena Zoning Bylaw No. 87/2 specifies the following development standards and regulations:

- 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 m² (5.38 f²). Other than the permitted signs, exterior display or storage of materials is not permitted.

ADMINISTRATIVE RECOMMENDATION(S):

Administration supports the home occupation application for a personal service business from 65 2nd St SW 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 #HOA029 for Head to Toe Laser & Massage, a personal service business offering laser treatment and hot stone massage, at 65 2nd St SW be approved based on its compliance with Town bylaws and compatibility with the residential character of the neighbourhood.”



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# <u>029</u>

CONTACT INFORMATION	Business name and/or Corporate name: <u>Head 2 Toe Laser + massage.</u>				
	Civic address: <u>65 2nd St. SW</u>		Business owner/contact name: <u>Stephanie Turnbull</u>		
	Mailing address: [REDACTED]		City/Town: <u>Wadena</u>	Province: <u>SK</u>	Postal code: <u>S0A4J0</u>
	Phone number: [REDACTED]		Email: [REDACTED]		
	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: <u>IPL/LASER Treatments - Hair Removal / Photo Rejuvenation etc</u> <u>Hot Stone Massage.</u>	
	Where will your business be conducted and how much floor area will be used?	
	In your home: <u>500</u> ft ² <input checked="" type="checkbox"/> m ² <input type="checkbox"/>	
	In your garage or accessory building: _____ ft ² <input type="checkbox"/> m ² <input type="checkbox"/>	
	List any equipment or supplies used and identify where they will be stored: <u>IA Machine - In bedroom</u> <u>Products - In room on shelf</u>	
	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 checked="" type="checkbox"/> NO <input type="checkbox"/>		
If yes, approximately how many per day? <u>1-5</u> How many at one time? <u>1</u>		
Where will clients park? <u>driveway or street</u>		

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? _____
	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 checked="" type="checkbox"/> NO <input type="checkbox"/>	
If yes, describe the sign location and dimensions <u>on house.</u>	
Describe any exterior or interior alterations/renovations that will be made in connection with the proposed home occupation. <u>None.</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*.

Oct 18/19
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>190104-057</u>
Issued by:	Date issued:	
Comments:		



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NOVEMBER 6, 2019

[REDACTED]
Wadena SK S0A 4J0

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, 65 2nd St SW. 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:	Head 2 Toe Laser & Massage
CIVIC ADDRESS:	65 2 nd St SW
BUSINESS CLASSIFICATION:	Personal service establishment - laser treatment, hair removal & hot stone massage

Written comments are welcome, although not required, and must be submitted to the Town Office prior to November 14, 2019. Council will consider the application at a meeting to be held:

DATE:	Tuesday, November 19, 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,

Jennifer Taylor RPP RMA
CHIEF ADMINISTRATIVE OFFICER

Enc: Comment Sheet



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

DISCRETIONARY USE: Residential – Home Occupation
APPLICANT: Head 2 Toe Laser & Massage
CIVIC ADDRESS: 65 2nd St SW
BUSINESS CLASSIFICATION: Personal service establishment - laser treatment, hair removal & hot stone massage

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.