

Town of Wadena

Discretionary Use for Home Occupation: 903 Pierce Ave

Submitted by: Jennifer Taylor

Regular Town Council Meeting
February 11, 2019

Background

A development permit application was received on January 16, 2019 for a home occupation at 903 Pierce Ave from Keri Helberg. 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 Keri Helberg - Nuskin, an online beauty product business (see Attachment A – Home Occupation Application #023). The business will occupy minimal space in the home, there will be no client visits or deliveries to the home address, and there are no additional employees. The business will not have any 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 10 property owners on January 24, 2019 regarding the proposed home occupation within the defined area. One written response was received with no objections to the proposed business (see Attachment C).

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, consulting with residents on the proposal, as well as document preparation and filing following Council's decision on the matter. The total expense of processing this application is approximately \$100.

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 beauty product business from 903 Pierce Ave 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 m² (5.38 f²). Other than the permitted signs, exterior display or storage of materials is not permitted.

Attachments

Attachment A – Home Occupation Application #023

Attachment B – Public Notification

Attachment C – Comments



RECEIVED
JAN 16 2019

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 LICENSE FORM

OFFICE USE ONLY	Date Received <u>Jan 16/19</u>
	HOA# <u>023</u>

CONTACT INFORMATION	Business name and/or Corporate name: <u>Keri Helberg - Nuskyn</u>				
	Civic address: <u>903 Pierce Ave. Wadena</u>		Business owner/contact name:		
	Mailing address: [REDACTED]		City/Town: <u>Wadena</u>	Province: <u>SK</u>	Postal code: <u>S0A 4T0</u>
	Phone number: [REDACTED]		Email: [REDACTED]		
	Website: <u>Now at this time</u>			Preferred method of correspondence: <input checked="" type="checkbox"/> MAIL or <input type="checkbox"/> EMAIL	

BUSINESS DESCRIPTION	Detailed description of proposed business activities to be performed on site: <u>all done on-line</u> <u>Online sale of Nuskyn beauty product.</u> <u>↳ upaded over the phone w Keri Jan 17/19.</u>	
	Where will your business be conducted and how much floor area will be used? In your home: _____ ft ² <input type="checkbox"/> m ² <input type="checkbox"/> <u>minimal.</u>	
	In your garage or accessory building: <u>0</u> ft ² <input type="checkbox"/> m ² <input type="checkbox"/>	
	List any equipment or supplies used and identify where they will be stored: <u>Computer, phone, office supplies such as pens + paper.</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? <u>0</u>	
	Of those employees or business partners, how many will work at your home? <u>0</u>	
Where will employees park? <u>Not applicable</u>		
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? <u>0</u> How many at one time? <u>0</u>		
Where will clients park? <u>0</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 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 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*.

Date January 11, 2018 Signature of Applicant Keri M. [Signature]

OFFICE USE ONLY Lot 1 Blk 53 Plan 82H07763		
Discretionary use approval received by Council: YES <input type="checkbox"/> NO <input type="checkbox"/>		
Meeting date: Feb 11, 2019	Resolution #:	
Business License #:	License Fee: \$ 25	Receipt #: 190003-004
Issued by:	Date issued:	
Comments:		



Attachment B – Public Notification

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

JANUARY 24, 2019

Elden & Keri Helberg
PO Box [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, 903 Pierce Ave. 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: Keri Helberg - Nuskin
CIVIC ADDRESS: 903 Pierce Ave
BUSINESS CLASSIFICATION: Direct sales of beauty products

Written comments are welcome, although not required, and must be submitted to the Town Office prior to February 7, 2019. Council will consider the application at a meeting to be held:

DATE: Monday, February 11th, 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 306-338-4258 or email wadenapermits@sasktel.net.

Sincerely,

Jennifer Taylor, RPP
DEPUTY CHIEF ADMINISTRATIVE OFFICER

Enclosure: Comment Sheet



Town of Wadena
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COMMENTS BY NEIGHBOURING PROPERTY OWNER ON THE PROPOSED DISCRETIONARY USE

DISCRETIONARY USE: Residential - Home Occupation
APPLICANT: Keri Helberg - Nuskin
CIVIC ADDRESS: 903 Pierce Ave
BUSINESS CLASSIFICATION: Direct sales of beauty products

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

No objections to Home Occupation application

NAME(S) (please print): Mary Kay Zaporosky
CIVIC ADDRESS: [Redacted]
DAYTIME PHONE NUMBER: [Redacted]
SIGNATURE(S): Mary Kay Zaporosky
DATE: Jan 31/2019