

To: Mayor and Member of Council

January 9, 2012

Re: Discretionary Business Application – Home Based business – Daycare – 145 Meadow Road

### **Background**

The Administration received a Business Application, Attachment “A”, for the operation of a home based business at 145 Meadow Road. The type of Business is operating a Daycare out of the home.

The applicant's request for a home-based business, is a Discretionary Use within this residential district as defined within the *Town of White City Zoning Bylaw No. 541-10*.

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

### **Discussion**

The *Planning and Development Act, 2007*, prescribes the public notice process for Discretionary Use applications. In this case, and as prescribed in the Act, Administration distributed information about the Business Application for a home based direct sales business to addressed property owners that were within 75 meters of the applicant's property boundary. A copy of the information provided to the property owners is attached as Appendix “B”. The Act also prescribes that public notice must be provided at least 7 days before the application is to be considered by Council. The Administration has complied with all requirements of the public notice process pursuant to the Act.

There were ten notices about the home based business application sent to property owners within the defined catchment area. The Administration received no responses. Based on receiving no responses, the Administration is taking the position that no one objects to the application.

### **Budget Implications**

There are no budget implications associated with this report.

## Recommendations

Your Administration recommends that:

1. the Business Application received from Catherine McCullum at 145 Meadow Road to operate a home based business be approved; and
2. the Administration provide the appropriate written notice to the applicant pursuant to the *Planning and Development Act, 2007*.

Respectfully submitted



Shauna Bzdel  
Town Manager

Attachments:

- Appendix A – Application for Home based business – 145 Meadow Road
- Appendix B – Information provided to residents with 75m



# Town of White City



Box 220 Station Main  
White City, SK S4L 5B1  
Phone: (306) 781-2355 Fax: (306) 781-2194  
E-mail: [whitecity@sasktel.net](mailto:whitecity@sasktel.net)

December 20, 2011

Catherine McCullum  
145 Meadow Road  
White City, Sk.  
S4L 0A2

Dear Catherine:

**RE: Home Occupation Application at #145 Meadow Road**

On behalf of Council, this is to acknowledge receipt of your home occupation application for the purpose of operating a Daycare out of your home.

Before Council can consider your application, the neighbours within 75 meters must be notified of your application. Until your application is approved, you should not be operating the business.

Your home occupation will be considered at our Council meeting on January 9, 2012, that you may attend if you wish.

If you have any questions, please contact me.

Yours sincerely,

Debi Breuer  
Development Officer



# Town of White City



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White City, SK S4L 5B1  
Phone: (306) 781-2355 Fax: (306) 781-2194  
E-mail: [whitecity@sasktel.net](mailto:whitecity@sasktel.net)

December 20, 2011

Dear Resident:

## Re: Discretionary Use Application – Home Based Business

Please be advised that the Town of White City has received an application from Catherine McCullum to operate a Daycare out of her home on 145 Meadow Road. A copy of the application is attached for your reference.

A home-based business of this type is a discretionary use within this residential district as defined within the *Town of White City Zoning Bylaw No. 541-10*.

The *Planning and Development Act, 2007*, prescribes the public notice process for discretionary use applications. You are requested to please review the application and forward any comments in writing to the Town Office by 5:00 pm, January 5, 2012.

Yours truly

Debi Breuer  
Development Officer

Att: Application for home based business  
Catherine McCullum

## **Discretionary Business Application – 145 Meadow Road**

Letters sent to:

Kevin & Carey Seibert – 147 Meadow Road

Devin & Carrie Dovell – 149 Meadow Road

Justin Highmoor – 151 Meadow Road

Jason & Amanda Pastaruk – 143 Meadow Road

Paul & Patricia Comfort – 146 Meadow Road

Lori Assman – 149 Meadow Road

Andrew Andres – 136 Meadow Road

Chris Hefferman – 138 Meadow Road

Charles & Melinda Herauf – 140 Meadow Road

Town of White City  
Home Based Business Application in a Residential Area

You are advised to check the regulations in the Town's Zoning Bylaws concerning the type of development prior to completing this application. Fill out only those sections of the application which are relevant to your proposal. Attach additional sheets where necessary.

1. Applicant: Name: Catherine McCollum  
Address: 145 Meadow rd. WC. S4C-0A2  
Phone: 306-781-2271

2. Property Owner Name –  Same as Applicant, or  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

3. Legal Land Description:  
\_\_\_\_\_ 1/4 section; \_\_\_\_\_ Township; \_\_\_\_\_ Range; W 2<sup>nd</sup> M  
Lot or Parcel \_\_\_\_\_ Block \_\_\_\_\_ Registered Plan No. \_\_\_\_\_  
Civic Address: \_\_\_\_\_

4. Type of Business/Home Occupation (detailed description):  
Dayhome for up to three children. M-F 7-5 business hours.

5. a. Site Plan. Please provide a sketch showing:  
• Dimensions of parcel and location of existing or proposed buildings.  
• Adjoining land uses.  
• Size and location of easements or right-of-ways.  
• Location of streets, lanes, roads, and highways.

b. Area of site proposed for business use:  
Buildings \_\_\_\_\_ Existing \_\_\_\_\_ New \_\_\_\_\_ Land Use \_\_\_\_\_

6. Other Information:  
Employees \_\_\_\_\_ Owner Catherine McCollum Others \_\_\_\_\_  
Area of Business Use Home + Yard.  
Existing Building Current \_\_\_\_\_ 60 meters or less  
more than 60 meters  
Accessory Building \_\_\_\_\_  
Parking Driveway \_\_\_\_\_ Number of Vehicles Coming + going

Will the peace, quiet and dignity of the neighborhood be disturbed by dust, noise, smell, environmentally hazardous materials, smoke or traffic generated by the business/Home occupation?

Yes  No

Will any accessory mechanical equipment be incompatible with the residential zoning of the area, and generate a nuisance, noise, odour, vibration or glare?

Yes  No

Will any vehicle utilized to service the business/Home occupation exceed a gross weight of 3,000kg, being the combined weight of the vehicle and the load carrier thereon?

Yes  No

Shall the business/Home occupation be conducted entirely within the dwelling or accessory building?

Dwelling  Accessory Building

Any Signage?  Yes  No Size (if applicable) \_\_\_\_\_

Shall there be any interior display, exterior storage of material, and any variation from residential character of the building?

Yes  No If yes, explain \_\_\_\_\_

7. Other comments in support of the application: There is a severe lack of "young" childcare in this community and I believe that I can help fill that gap (at least a little bit)

8. I will notify the Town of any alteration or changes to the above.

9. Declaration of Applicant:

I, Catherine McCullum, of the Town of White City, in the Province of Saskatchewan, solemnly declare that the above statements contained within this application are 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.

**I understand that my application will be distributed (if business type is of a discretionary use) to all dwellings within 75 feet of the business address prior to being reviewed by Town Council according to Town of White City Bylaw No. 366-02.**

Dec - 12 - 11  
Date

  
Signature

Note: The applicant is responsible for ensuring that all measurements, distances and information shown on the lot plan and indicated in this application is correct.