



Knysna

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KNYSNA MUNICIPALITY

PRE –APPLICATION MEETING

Minutes of meeting held on the

12 February 2026

At

09:00

On

MS Teams

MINUTES

No.	Item	Presentation
1.	Opening and Welcoming	Mr S Madumbo
2.	Attendance Mr S Madumbo (Chairperson) – KM : Town Planning (KM) Ms N Vonya – KM : Town Planning (KM) Ms L Mniki – KM : Town Planning (KM) Ms S Sitinga – KM : Town Planning (KM) Mr S Phungula – KM : Town Planning (KM) Mr M Musekene – KM : Environmental Management (KM) Ms B Koti – KM : Town Planning (KM) Brigitte Butler (BB) - Applicant Lloyd Druce (LD) – Applicant Ryan Julies (RJ) – Applicant Lizemarie Botha (Planning Space) (PS) – Applicant Edgar Tamber (ET) – Applicant	

	Apologies/ Absent None	
3.	Items for consideration <i>*Please note: Meeting minutes do not reflect verbatim discussions</i>	
3.1.	<u>Erf 554, Knysna – Application for Site Development Plan</u> <u>Discussions and Recommendations:</u> • BB: Town Planning requested us to submit an application to allow the Site Development Plan (SDP). • KM: What is the zoning of the property and the use of the building? • BB: Parking, Flats (1st and 2nd Floor), Offices (ground floor) • KM: Ensure that the motivation memorandum explains your plan in narrative form, demonstrating compliance with the respective development parameters and the implications of the use and built form. • KM: What are the arrangements for Refuse, Access, Water Harvesting, etc.? Please refer to the General Provisions contained in the Zoning Scheme By-law (2020) for respective parameters. • BB: These have been indicated on the plan. • KM: Does the plan indicate infrastructure service arrangements? • KM: Please ensure that your submission includes all the relevant information required in terms of Section 38 of the Spatial Planning and Land Use Management By-law (2021). • KM: Select the appropriate application type: Permission required in terms of the zoning scheme	KM Officials & Brigitte Butler (BB)
3.2.	<u>Erf 8004, Knysna – Application for Rezoning and SDP</u> <u>Discussions and Recommendations:</u> • RJ: The client wishes to construct flats on the “Single Residential Zone I” zoned property. • KM: <i>Refers to locality plan and zoning map.</i> A rezoning application would be required which entails several aspects to be considered.	KM Officials & Ryan Julies (RJ)

	• KM: Which zoning category would you like to apply for? • KM: The zoning scheme provides options such as “General Residential Zone I”, “General Residential Zone II” & “General Residential Zone III”. You need to decide what is appropriate depending on your design and objectives as each zoning category has different parameters including density. • KM: Another factor to consider is the fact that higher densities are usually preferred in places where there are similar uses/ near amenities/ public transport routes, etc. whereas the subject site is in a predominantly low-order residential area. • KM: Will the proposal create a precedence? If so, how would it be a positive one? • KM: Is there capacity for infrastructure services? • KM: <i>Read: Explanatory note for “GRI” in the zoning table/ schedule.</i> • KM: You are welcome to return to this platform when your proposal is concise in terms of land use planning.	
3.3.	<u>Portion 15 (A Portion of Portion 13) Farm Uitzigt 216 – Application for Rezoning</u> <u>Discussions and Recommendations:</u> • LD: +- 3Ha site. The status of the site has changed as it is now included in the urban edge. The proposal seeks approval for 14 residential units. The surrounding area includes developments such as Phantom Lodge and Belvedere Hills, etc. which are zoned “Resort Zone”. Should we apply for the same or “General Residential Zone I” for group housing? • KM: The Section 8 Zoning Scheme Regulations (1988) included ‘Resort Zonings’ which allowed alienation in rural areas which was basically township establishment. Due to concerns of service provision and environmental considerations, policies were introduced which required a resource/ natural feature on the site to deter rural development/ urbanization in rural areas. Currently, we rely on the provisions of the Rural Guidelines as well; and the current Zoning Scheme By-law (2020) only has one “Resort Zone” category.	KM Officials & Lloyd Druce (LD)

	• LD: The lagoon is a stone throw away. The defacto use in the area is residential and seemingly, “GRI” would thus be the sought zoning category. There are services in the area. • KM: With regards to environmental considerations, your land use submission must include the environmental information that was issued to the competent authority. • KM: SANPARKS will be a stakeholder. We encourage that your environmental practitioner obtain their comments prior to your land use application submission. • KM: The site is also situated on a Provincial Road. • LD: We have engaged with the relevant Road Authority.	
3.4.	<u>Erf 9253, Knysna – Application for SDP and Consent Use</u> <u>Discussions and Recommendations:</u> • PS: The site is situated near the lagoon and along George Rex Drive. The site obtained Resort Zone rights prior to the Knysna Zoning Scheme (1992). We are unable to locate the exact approval letter. The zoning was also confirmed through the subdivision approval. There was also a shop on the site development plan (SDP). The site is very vegetative. It is proposed to now have a shop (on existing footprint) and/ or restaurant and resort units. I believe the appropriate application type will be an amendment of the SDP. • PS (architect): The existing buildings/ structures are dilapidated and a danger to human life. The top floor will be the delicatessen. The ground floor will be the administrative offices and storeroom. There are structures that have heritage value which will be duly incorporated/ considered. • KM: In the absence of the approval/ sdp, it is difficult to advise comprehensively. Nevertheless, the development must be designed and motivated in consideration of topography, environmental considerations, services, etc. SANPARKS would be a stakeholder with whom you should engage. • KM: The zoning does not allow a restaurant. • PS: It is not a restaurant. People can purchase coffees and baked goods.	KM Officials & Planning Space (PS)

	• KM: There is no distinction between deli/ café/ etc. in the Zoning Scheme (2020). If there are people who are being served, it is a restaurant in its ordinary sense. Will it be open to the public? Even if it is a shop, what are the implications on the parking if it is open to the public. • PS: There is space to provide more parking. • KM: All vehicular movement in respect of parking cannot be onto the public street. Refer to Clause 46 – 47 of the Knysna Zoning Scheme By-law (2020). Whilst you may apply to depart there from, consider the busyness of George Rex Drive. • PS: We will also apply for a Consent Use to allow the deli. • KM: You need to stick to the uses as provided in the Zoning Scheme By-law (2020). • PS: It will be both a 'restaurant' and a 'shop'. Hence we are considering "Tourist Facility". • KM: A 'gift shop' (as stated in the Zoning Scheme) does not sound like it aligns with your vision. • KM: 'Resort shop' only allows sales to the resort guests. • PS: The Consent Uses cannot precede the existence of the Primary Use. • PS: Ideally we would like to rezone (spot) to business use zones • KM: It is upto you. • KM: The burden of proof will be on the applicant to prove/ claim non-conforming use rights. In addition, the non-conforming rights also lapse if the use has been inactive/ operating. How will you prove that it was available to the public? All criteria in this regard would have to be met, including that no additions or extensions are permitted. Please refer to the relevant sections in the Zoning Scheme as well as the Planning By-law • KM: You are welcome to return to the forum once you have decided on the appropriate course of action.	
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	<u>Erf 3, Knysna – Application for Departure, Consent Use and Removal of Restrictive Title Condition</u> <u>Discussions and Recommendations:</u> • PS: The site is situated in Paradise and there are multiple residential zoning typologies in the vicinity. The proposal is for a guesthouse (3 rooms in the main house and 3 rooms in the proposed building. In addition, we would like to have self-catering units which the Knysna Zoning Scheme By-law (2020) does not allow. Neither does the “Guest Lodge” zoning; and “Resort Zone” seems extreme. • KM: <i>Refers to regulations and descriptions in respect of “B&B”, “Guesthouse”, “Guest Lodge”, “Hotel”.</i> Whilst you may apply for a Permanent Departure to allow self catering units. The scheme is clearly trying to deter the development of 6 separate dwelling units which is essentially what would appear on a building plan. As such, a rezoning may be required, perhaps to allow “Group Housing” or “Hotel”. • PS: It is expected that service reports, etc. will be required for a rezoning. • KM: You are welcome to return to the forum once you have decided on the application type.	KM Officials & Planning Space (PS)
	<u>Erf 1746, Sedgefield – Application for the Amendment of Conditions of Approval and Amendment of an Approved SDP</u> <u>Discussions and Recommendations:</u> • KM: The Municipality approved (in terms of The Planning Bylaw, 2016) a removal of restrictive conditions (use) and rezoning to “Business” to allow a restaurant only. We also recall several objections being received, resulting with the insertion of conditions of approval. • PS: It was a conversion of an existing building. The objections were predominantly due to fear of the noise nuisance from a rowdy crowd. The new property owners wish to continue with the restaurant use.	KM Officials & Planning Space (PS)

	• PS (client): The NGO supports special needs young adults. We would like a farm style café (farm to table) that is community oriented and equips the beneficiaries/ learners with vocational skills. The revenue generated raises proceeds for the NGO. • PS (architect): Multi-functional floor spaces will include office, shop, deli, dining, art classes, pilates classes/ studios, community meeting spaces, veggie garden. • KM: The area seems to be in transition hence the granted rights were limited to restaurant use only. We now also consider whether the interested and affected parties would become receptive of the restaurant use? • PS: Conditions to be removed include 3(ii), 3(iv), 3 (v), 3(vii) and 3(viii), 3(x), etc • PS: We need 400 GLA (including a double-story building) for all these uses. • KM: A rezoning will be required, from "Business Zone I" (restaurant only) to "Business Zone I" • PS: We do not agree. • KM: The (restaurant only) is not a condition but a 'right', hence a rezoning is required. • PS: What are the implications on the process time-frames. • KM: None. • PS: Okay, perhaps it will help to avoid the amendments/ removal of the conditions. However, we wish to avoid scaring the I&AP by applying for the full basket of rights. • PS: We do not want these rights to lapse. The previous owners did not comply with all the conditions of approval (submission of revised plans). • KM: That may not be a concern as it is our understanding that the validity period is now 10 years. However, please engage with the Manager: Town Planning for confirmation. It is important to also apply for other conditions such as augmentations, etc. • PS: The Municipality stated that the augmentations will not be payable as the building footprint did not change. • KM: The 'Business zoning' development parameters <u>and</u> General Provisions of the Knysna Zoning Scheme By-law (2020) shall be applicable. • PS: When do we trigger NEMA given the site's location? • KM: Are there protected trees on the site?	
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	• PS: Yes, 2. We will be keeping them. • KM: We strongly encourage that you engage with the relevant authorities such as DFFE, SANPARKS, etc. prior to land use submission to avoid delays in the Town Planning process. Request an environmental practitioner to confirm whether any environmental authorisations may be required.	
	<u>Erf 605, Rheenendal – Application for Rezoning</u> <u>Discussions and Recommendations:</u> • ET: Having a lawful sports bar will improve operations which can help reduce nuisance and loitering, etc. • KM: There was a Temporary Use Departure to allow a sports bar. The application was refused by the Planning Tribunal. The applicant submitted an appeal which was upheld by the Planning Tribunal. The owner then submitted an application for a rezoning to allow business use. The application was also refused. • KM: The common thread is that the area is predominantly low-order residential and therefore the proposed uses were not suitable. • KM: What application are you applying for? One cant re-apply for the same proposal. What will be different in your proposal/ context/ changed circumstances. • ET: There has been approval for off-site consumption/ sale of liquor on a neighbouring property. • KM: Yes, the impact of off-sales is less in terms of nuisance, zoning and policy • ET: The current proposal will also be for off-site • KM: The approval you referred to also made use of a “Temporary Use Departure”. What application type are you proposing? • ET: Temporary Use Departure. • KM: Please submit the relevant information required in terms of Section 38 of the Spatial Planning and Land Use Management By-law (2021). • KM: Please demonstrate compliance with Section 18 of the Spatial Planning and Land Use Management By-law (2021).	KM Officials & Edgar Tamber (ET)

	• KM: In addition, the motivation memorandum must address how the proposal will mitigate any type of nuisance; and articulate operations; demonstrate arrangements in terms of parking, refuse, loading, etc.	
	The Chairperson closed the meeting.	

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