



Knysna

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KNYSNA MUNICIPALITY

PRE –APPLICATION MEETING

Minutes of meeting held on the

11 September 2025

At

09:00

On

MS Teams & Planning Boardroom

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) Mr S Sitinga – KM : Town Planning (KM) Ms N Nkoane – (KM) : Aesthetics Committee Mr R Talmaagies – (KM) : Infrastructure Services Directorate Divan Venter (DV) - Applicant Leeanne Whitfield (LW) - Applicant Apologies/ Absent Ms S Phungula – KM : Town Planning (KM)	

3.	Items for consideration <i>*Please note: Meeting minutes do not reflect verbatim discussions</i>	
3.1	<u>Erf 4162 Knysna – Application for Rezoning and Consent Use</u> <u>Discussions and Recommendations:</u> • DV: The proposal entails a Rezoning from “Undetermined Zone” to “General Residential Zone II” and a Consent Use application to allow a Retirement Resort. “General Residential Zone II” seems to allow our desired density. There will also be recreational facilities but no frail care. The site has a steep topography. We would like to obtain KM guidance and policy information. • KM: We advise that you obtain previous meeting minutes from the owner, for additional guidance as this proposal has been presented on this platform a few times. We understand that there are access constraints and that there is a right of way servitude to the site. What would the impact be in respect of this additional traffic on the servitude? Other requirements include the submission which will be made to the relevant authority for environmental authorisation. Whilst we will not require the record of decision in this regard, we will need proof of submission and the documents forwarded to them. If there is an authorisation in place already, we would require that department’s written confirmation that it is still valid. In addition, please provide the relevant information/ engineering report(s) in respect of services, including electricity, infrastructure, water and sewer. • KM: Please take note of the zoning category descriptions when deciding which zoning will be appropriate. For instance, ‘town housing’ requires a ground floor for every unit yet ‘flats’ does not necessarily require the same. It is also important to ensure that your development proposal is in keeping or at least complimentary with the surrounding context and character. • KM: Please look into Clause 20 of the Knysna Zoning Scheme By-law (2020) for your proposal in respect of the Consent Use for a retirement resort.	KM Officials & Divan Venter (DV)

	• KM: With regards to policy, the amendment of the (SDF, 2020) is underway and should be adopted within the next few months. Depending on when you submit your application, please ensure you make use of the relevant document and have your proposal in alignment. • KM: Please submit a Traffic Impact Statement or Traffic Impact Report, depending on the circumstances of the proposed development and site. • DV: Is a site development plan (SDP) necessary for submission now? • KM: It is up to you however, from our experience, it is often better to make submission of the detailed SDP following approval of the Rezoning. Especially considering the cost implications of providing a formal SDP. At this stage, we mainly need to see that the property is appropriate and it would be feasible for the proposed development. An application in terms of Section 15(2)(g) of the Spatial Planning and Land Use Management By-law (2021) is the relevant application type, if you opt to submit your SDP simultaneously. • KM: Given the slope of the property, please provide a slope analysis and/ or contour plan. Please also keep in mind that development on a slope steep as/ than 1:4 is not encouraged.	
3.2	<u>Portion 108 (A Portion of 54) Farm Uitzigt No. 216 – Registration for access to property</u> <u>Discussions and Recommendations:</u> • LW: This property used to house Brenton Care Home which is now closed down. We would like to put in an offer on the property to re-open the same or similar community facility. However, we understand that there is an issue of access. We are therefore uncertain on what our options are. • KM: The roads authority is not Knysna Municipality but it is District or Provincial Roads Department. Therefore we are not in a position	KM Officials & Leeanne Whitfield (LW)

	to advise on this particular access. It would be best to engage directly with the relevant authority. • KM: It is within the jurisdiction of the Western Cape Department (Oudtshroon). We can share their contact details. You would need to request their requirements directly as they should have their records of correspondence issued as well as the relevant legislation and processes which would be applicable. • KM: You are welcome to return to this meeting when you have a Land Use Planning related proposal and/ or application in terms of Section 15(2) of the Spatial Planning and Land Use Management By-law (2021).	
	The Chairperson closed the meeting.	

/lm