



To: PZC & EDC
Re: Draft Home Occupation Definitions & Regulation
Date: 8/18/2021 (Updated 9/23/2021)

Section 2.2 - Definitions

Home Occupation: An accessory use of a portion of a Single-Family Dwelling Unit or accessory structure to a Single-Family Dwelling Unit for business purposes by the resident occupants when clearly customary and incidental to the residential use of the Dwelling Unit and subject to Regulation requirements. A Home Occupation is a component of the residential use and shall not be deemed to be a separate non-residential use. A Home Occupation has no impact to the surrounding neighborhood and cannot be detected from outside of the premise. See Section 8.4.O – Home Occupation.

Home Based Business: A business or commercial activity conducted within a dwelling by the residents thereof and up to one non-resident employee for compensation, which is secondary to the use of the dwelling for living purposes. See Section 8.4.P – Home Based Business.

Proposed Language for Home Occupation

Section 8.4.O - Home Occupation

The purpose of this section is to allow for the customary and incidental use of the home as a place of business when such use is clearly secondary to the use of the property as a residence and does not adversely impact neighboring properties or the general neighborhood in which the property lies. Such use may be carried out without permits and is considered As-of-Right on all properties being used as a residence when the following is true:

1. The occupation is carried on entirely within the dwelling or within a completely enclosed and permitted accessory building on the same lot as the dwelling unit;
2. The business is carried on only by residents of the dwelling;
3. There is no exterior evidence of the business including signage or commercial vehicles over [TBD] GVW;
4. There is no exterior storage of business related materials or equipment of any kind on the property;
5. There is no offer, display, or advertisement of any commodity or service for sale or rental from the premise;
6. The business does not involve substantial deliveries of products or materials to the dwelling;
7. No visitors or customers appear on site;
8. No waste products are disposed on site, except sanitary waste incidental to residential use; and
9. There is no structural modification to the building.

(New as of 9/23/2021)

Section 8.4.P – Home Based Business

The purpose of this regulation is to establish home-based business activities as a permitted use on residential lots. These types of businesses are higher intensity than those defined as a home occupation, but are secondary to the property as a residential home and are owned by the occupant of the dwelling. Generally speaking, the business may be evident from the outside and may have some level of customer traffic.

The following shall apply to all Home Based Businesses:

1. There shall be no more than one (1) non-resident full time employee (two (2) part time employees, not present on site at the same time, shall not constitute a violation of this regulation).
2. On-Site Retail Sales are prohibited.
3. No more than one client may be on site at a time (two or more individuals seeking the same service may be considered one client).
4. Parking: All vehicles entering the site for business purposes (customers, employees, deliveries, etc) must be accommodated by a proper surface on-site. Any vehicles parking on the street or in the right of way will constitute a violation of these regulations. All site plans submitted must clearly show appropriate parking spaces and the number of spaces provided must be justified as part of the application.
5. Signage: Permitted Home-Based Businesses may have one free-standing sign. The sign must be reviewed at the same time as the site plan and must be approved prior to installation. The sign shall not exceed 3 square feet (typically 18' x 24') but may be double sided. The top of the sign shall be no more than five (5) feet in height. Pre-existing signs which are larger than the minimum shall not be found to be in violation if they were part of a previously approved home-based business (prior to September 15, 1990).