**HOME OCCUPATION PERMIT APPLICANT NARRIATIVE**

**DATE**

**I. GENERAL INFORMATION**

**Existing Condition:**

* Applicant Name:
* Site Address:
* Existing Uses:

**Proposed Development:**

A detailed description of the business including the activities that will occur onsite, deliveries, number of employees, hours of operation, etc.

**II. CODE RESPONSES**

*16.69.020.E. Prohibited. The following uses are not allowed:*

*1. Auto-body repair and painting and/or auto sales;*

*2. On-going mechanical repair conducted outside of an entirely enclosed building;*

*3. Junk and salvage operations;*

*4. Storage and/or sale of fireworks;*

*5. Ambulance service;*

*6. Animal hospital or veterinary services;*

*7. Any activity involving on-site retail sales is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music from music teachers, art or craft supplies from arts or crafts instructors, computer software from computer consultants, and similar incidental items for sale by home business are allowed;*

*8. Marijuana production, processing, wholesaling and retailing.*

*9. Any activity in public or private right-of-way*

**Applicant’s Response:** Add

*16.69.020.F.1. One non-illuminated sign, not exceeding one and one-half square feet, which shall be attached to the residence or accessory structure or placed in a window;*

**Applicant’s Response:** Add

*16.69.020.F.2. No more than three outside volunteers or employees who are not a principal resident of the premises;*

**Applicant’s Response:** Add

*16.69.020.F.3. No more than six daily customers or clients. Customers and clients may not visit the business between the hours of 10:00 p.m. and 8:00 a.m. and shall not generate excessive traffic or monopolize on-street parking (the generation of excessive traffic or monopolization of on-street parking shall be at the sole discretion of the Planning Official or designee). For properties over one acre in size, with the provision of adequately screened off-street parking, the number of daily customers may be increased to no more than 10 daily customers or clients;*

**Applicant’s Response:** Add

*16.69.020.F.4. For residential properties under two acres in size, storage of materials, goods, and equipment, including no more than two commercial vehicles associated with the home occupation and utilized for commercial purposes, shall be screened entirely from view from any adjacent public right-of-way. Storage shall not exceed 25% of the total lot area and shall not occur within the front yard setback. For residential properties over two acres in size, storage of materials, goods, and equipment, including no more than four commercial vehicles associated with the Class B home occupation and utilized for commercial purposes, shall be screened entirely from view from any adjacent public right-of-way;*

**Applicant’s Response:** Add

*16.69.020.F.5. Off-Street Parking. Two on-site parking spaces shall be provided for the home occupation in addition to those spaces already required for the dwelling. No more than two customer vehicles may visit the home occupation at any one time and these must use the legal, designated parking spaces outside. For properties over one acre in size, with the provision of adequately screened off-street parking, the number of customer vehicles may be increased to no more than five vehicles at any one time;*

**Applicant’s Response:** Add

*16.69.020.F.6. Kennels, animal boarding, and commercial animal breeding activities, though the minimum land area (either by lease or ownership) associated with the Class B home occupation that includes these uses shall equal one acre of land, and the total number of animals boarded at any one time shall not exceed 25;*

**Applicant’s Response:** Add

*16.69.020.F.7. Change of the Oregon Residential Specialty occupancy classification of the dwelling unit or any portion of the dwelling unit, including the garage. For example, in the installation of a commercial kitchen or commercial appliances.*

**Applicant’s Response:** Add

*16.69.020.G. Permit Procedures for Home Occupations.*

*1. Home Occupation Permit. A home occupation permit will be processed using the Type III-HO quasi-judicial procedure, pursuant to the requirements of Chapter 16.61 (Types of Review Procedures).*

*2. Conditions of Approval. The City may impose conditions of approval on a home occupation permit to ensure compliance with the requirements of this chapter. These conditions may include, but are not limited to, the following:*

*a. Limiting the hours, days, place and manner of operation;*

*b. Requiring site and building design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor and dust;*

*c. Requiring additional building setbacks, and increased lot area, depth or width;*

*d. Limiting the building area and outdoor storage used by the home occupation and restricting the location of the use on the site in relationship to adjoining uses;*

*e. Designating the size, number, location and design of vehicle access points;*

*f. Requiring street right-of-way to be free at all times of vehicles associated with the home occupation;*

*g. Requiring landscaping, buffering and/or screening, of the home occupation from adjoining uses and establishing standards for the continued maintenance of these improvements;*

*h. Requiring storm drainage improvements, and surfacing of parking and loading areas;*

*i. Limiting the extent and type of interior or exterior building remodeling necessary to accommodate the home occupation;*

*j. Limiting or setting standards for the location and intensity of outdoor lighting;*

*k. Requiring and designating the size, height and location of fences and materials used for their construction;*

*l. Requiring the protection and preservation of existing trees, and other vegetation, water-courses, slopes, wildlife habitat areas and drainage areas;*

*m. Limiting the type and number of vehicles or equipment to be parked or stored on the site;*

*n. Any other limitations which the review authority considers to be necessary or desirable to make the use comply with this section; and*

*o. Any limitations or conditions imposed by the City's service providers, including, but not limited to, Sunrise Water Authority, Clackamas Fire District #1, CCSD#1, CCSD#5, etc.*

**Applicant’s Response:** Add