

PROPOSAL AND CRITERIA: A written statement of intent, attached to this application, with necessary supporting evidence which fully and factually describes the following:

1. Project summary and details including timelines.

We are erecting a prefab building on the property to house a coffee roaster. As soon as we have land approval, we hope to have the project completed within 3 months.

2. A complete explanation of how the request complies with the applicable provisions and criteria in the Zoning Ordinance. A planner will explain which sections of the Ordinance pertain to your specific request. You must address each of the Ordinance criteria on a point-by-point basis in order for this application to be deemed complete. This shall be addressed on the supplemental criteria page (see staff for criteria).

Cottage Industry and Home Occupations: Cottage Industries and Home Occupations are “in-home” businesses that are operated as an Accessory Use to the Primary residential use by the resident of the lawfully established Dwelling.

A Cottage Industry is a Home Occupation that may occupy a portion of an existing residential Accessory Structure (garage/shop) but the primary portion of the business shall be conducted in the dwelling. A Home Occupation operates within a dwelling, which has characteristics that are indistinguishable from the residential use of a dwelling, and are subject to the criteria as defined by the Zoning Use Table found in Section 4.3.200, and shall be considered an Accessory Use to the residential use of a Dwelling. The type of Home Occupation/Cottage Industrial Use is determined by the zoning, intensity of the use, number of employees and potential impacts to the neighboring property owners.

The review process and standards that apply are set forth in the Zoning Table listed in the Use Table of Section 4.3.200 along with additional review standards. If a variance is requested to any of these standards it will be required to be reviewed by the Planning Commission and subject to a Hearings Body fee.

(a) General Standards that apply to all Cottage Industry/Home Occupation Uses. The applicant shall submit or address the following:

- (i) A resident of the Dwelling shall conduct the use. This use approval shall vest exclusively with the resident of the Dwelling at the time of approval. If the Dwelling resident and property Owner are different, consent from the property owner shall be provided. – **A resident of the dwelling is the sole operator of the business.**
- (ii) The applicant shall demonstrate that the Principal Use of the Dwelling will remain residential. – **The main dwelling is still a primary residence.**
- (iii) The use shall be conducted wholly within lawfully built, enclosed Structures, and shall not give an outward appearance of business. – **See attached plans**
- (iv) The use shall not result in any structural alteration or additions to structures that will change the primary use or primary use’s building code classification. – **see attached plans**
- (v) The property shall contain two residential parking spaces maintained separately from the Cottage Industry/Home Occupation use. – **see plot map**
- (vi) Submit a plot plan and parking/traffic plan, to address the following: - **see plot map**
 1. Property boundaries;
 2. Access to the property;

3. Location of all structures on the subject property; and,
4. A parking/traffic plan that shows ingress and egress, traffic circulation and parking spaces. All parking/traffic plans shall be reviewed by the Roadmaster to determine traffic safety. A engineered traffic plan is not required.
- (vii) Not produce radio or TV interference, glare, dust, vibration, smoke, or odor beyond allowable levels as determined by local, State or Federal standards or that can be detected beyond the property lines. - **Understood**
 - (viii) Have no retail sales on the premises. Products may be shipped but no person shall be on site to purchase an item. - **Understood**
 - (ix) Provide proof of legal road access that shows it can be utilized for ingress and egress for the proposed use.
 - (x) Not allow any outdoor storage in Urban Residential zones with the exception of parking of vehicles including loading and unloading areas outside of the Dwelling. In Rural Residential Zones Outdoor storage requires additional screening to prevent items from sight. Acceptable screening is solid fencing or full hedges. This requirement shall be presented at the time of the application. – **no outdoor storage is required**
 - (xi) Count all Subcontractors, and/or independent contractors, performing services onsite as part of the approved Home Occupation or Cottage Industry as full-time or part-time employees. - **Understood**
 - (xii) Provide proof that sewer and water services are approved for use. – **water and sewer will not be utilized**
 - (xiii) Require review of the home occupation approval every 12 months by the planning division to ensure compliance with the requirements of this section and the conditions required for approval of the use. This shall be done consistent with subsection (f) and the approval is not transferrable. Upon sale or deed transfer the approval becomes void. - **Understood**

Type IV - Cottage Industry shall have minimal impact to the existing rural neighborhood which will be addressed through the compatibility standard. This use has more employees and is greater in size than a Type III Home Occupations. This type requires an Administrative Conditional Use and shall meet the general standards subsection of this section and the following standards:

- (i) On-site employees: This use shall not employ more than five (5) full or part-time persons. The primary employee of the business shall be a resident of the dwelling on site. – **There is only one employee who lives on the property**
- (ii) Off-site employees: Permitted.
- (iii) Maximum Size: Limited to a maximum total of 2500 square feet of all enclosed accessory structure(s). Accessory structure(s) shall be a previously approved structure. – **see attached plans**
- (iv) Parking and Vehicles: All employee, customer and delivery vehicle parking spaces shall be on-site and outside of the required zone setbacks. All vehicles used by the operator to conduct the Cottage Industry that have a gross vehicle weight of 15,000 or more pounds shall be parked in a garage, an accessory structure, or within a screened area. There shall be no more than 20 vehicle trips per day. - **Understood**
- (v) Signs: An on-premise sign for purpose of advertising the Home Occupation shall not exceed six (6) square feet of copy area. [OR 04 12 013PL 2/09/05] – **there is no signage**
- (vi) Hours of Operations: Clients or customers are only permitted at the home business from 8:00 a.m. to 7:00 p.m. Monday through Friday and 10:00 a.m. to 4:00 p.m. Saturday and Sunday. – **understood**

- (vii) This use should demonstrate compatibility with the surrounding properties or compatibility requirements may be made through the imposition of conditions. Compatibility means that the proposed use is capable of existing together with the surrounding uses without discord or disharmony. The test is where the proposed use is compatible with the existing surrounding uses and not potential or future uses in the surround area. – it complies

Approvals: Home Occupation/Cottage Industry approval shall be valid until December 31 of the year following the year that the application was initially approved. Prior to the expiration of the December 31 approval date, the property owner or applicant who received the approval shall apply for renewal of the approval. If the use has not changed and remains in compliance a one-year zoning compliance letter will be issued.