

# Memorandum



**To:** Planning Commission Members  
**CC:** City Council Members and applicable City Staff  
**From:** Marcus Baker, City Planner  
**Date:** 4/9/2009  
**Re:** Revisions to the Zoning Ordinance, Section 7.06 Schedule of Minimum Off-Street Parking and Loading Requirements

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**Agenda Item 4A: Public Hearing for revising Section 2.02.155, Section 2.02.156, and Section 7.10, all relating to Home Occupations**

Home occupations have become increasingly popular as technology enables more and more people to work from computers and mobile devices in remote locations. Planning staff believes the zoning code needs to be modernized to reflect these advances in technology and provide an effective and efficient planning process to accommodate the trend.

In summary, the revisions seek to clarify the definition of "Home Occupation" and enhance existing code requirements related to home occupations and licensing. For example, Home Occupation II (Minor) permits would no longer require a resident to gather signatures of approval from neighbors within 200 feet. Also, the lists of uses defining specific home occupations have been replaced with generic performance standards or categories. According to the Home Based Business Council, over 200 potential home occupations have been identified. It is not possible to list them all in the code. Therefore, instead of regulating based on the type of business, the City could instead regulate based on necessary parking, number of employees, and other mitigating factors.

**Staff Recommendation Item 4A:** Recommend approval of the proposed revisions with any added changes, if applicable.

2.02.155 **HOME OCCUPATION** shall mean an “in-home” or “home-based” business, industry, or service (not including uses defined as Adult Entertainment Establishment) operating from within a residential dwelling, or within an accessory structure in a residential zoning district. Home occupations shall be secondary and incidental in nature to the primary residential structure and/or property. Home Occupations shall satisfy the standards set forth in Section 7.10 of the City’s Zoning Ordinance.

2.02.155.01 **Home Occupation I (Major):** shall include Home Occupations that include on-site sales or services (at least 3 days per week); off-street or on-street site parking of commercial delivery vehicles; and/or one part-time or full-time employee that does not reside on the premises.

2.02.155.02 **Home Occupation II (Minor):** shall include Home Occupations in which an office in the home is used for telecommuting and/or deriving other income or sales,. Minor Home Occupations shall also include all home-based craftmaking or cooking for retail sales (primarily off-site sales or delivery). **(Ordinance No. 879, 11-19-02)**

2.02.155.03 Occupations defined as Home Occupation II are exempt from a conditional use permit. All home occupations (I and II) are required to have a Home Occupation License. **(Ordinance No. 879, 11-19-02)**

2.02.156 **HOME OCCUPATION LICENSE** shall mean a license provided to the owner/operator of a home occupation. Such license shall include (but not limited to) the following: **(Ordinance No. 879, 11-19-02)**

2.02.156.01 Application fee in accordance with Master Fee Schedule. **(Ordinance No. 879, 11-19-02)**

2.02.156.02 *For major Home Occupations requiring a Conditional Use Permit,* a minimum of seventy-five percent (75%) of the households within two hundred feet (200’) of the proposed home occupation shall indicate no objections, in writing, to the operation of such home occupation. A “no objections” signature form shall be provided by the City and said residents shall sign next to their respective address. **(Ordinance No. 879, 11-19-02)**

2.02.156.03 A Conditional Use Permit is required for Home Occupation I uses, except Child Care Homes. **(Ordinance No. 879, 11-19-02)**

## **Section 7.10 Home Occupations**

The following are the minimum standards required for a Home Occupation:

- 7.10.01 Home Occupations shall not alter the residential character of the neighborhood.
- 7.10.02 *No external evidence of the home occupation with the exception of one unlighted nameplate of not more than two (2) square foot in area attached flat against the building located on local or collector streets. However, four (4) square feet in area attached flat against the building located on arterial streets.*
- 7.10.03 Advertising displays and advertising devices displayed through a window of the building shall not be permitted.
- 7.10.04 No more than twenty-five percent (25%) of the home, *not to exceed four hundred (400) square feet*, can be used for the home occupation, *except for Child Care Home. This percentage is inclusive* of any detached accessory buildings used for the Home Occupation.
- 7.10.05 Home occupations shall employ no more than one full-time or part-time employee on-site other than the residents of the dwelling unit, provided that one off-street parking space is made available and used by that non-resident employee.
- 7.10.06 Unless expressly permitted by a Conditional Use Permit, No retail sales are permitted from the site other than incidental sales related to services provided.
- 7.10.07 No exterior storage is permitted.
- 7.10.08 Additional off-street parking may be required for the business.
- 7.10.09 *If home occupation is for a business office for services rendered at another location then not more than two (2) business or employee vehicles parked on or adjacent to the home occupation property at any one time; provided only one said vehicle may be allowed to park on street right-of-way. Construction or maintenance equipment shall not be stored on the property other than in an enclosed garage; provided one (1) piece of equipment shall be counted as one (1) of the two (2) business or employee vehicles allowed. For the purpose of enforcement of the home occupation provisions of this ordinance, a piece of construction equipment parked on a trailer shall be counted as a single business vehicle. A trailer being pulled by another vehicle, however, shall be counted as two (2) vehicles. Personal vehicles of occupants of the residential dwelling shall not be included in the count of number of business or employee vehicles.*
- 7.10.10 No offensive noise, vibration, smoke, odor, heat, or glare shall be noticeable at or beyond the property line.
- 7.10.11 *Home Occupation License shall be required.*
- 7.10.12 *Conditional use permit is required, except for Home Occupation II uses and Child Care homes.*
- 7.10.13 *Child Care Homes and Child Care Centers shall require a certificate (CRED 9911) signed by the State of Nebraska Fire Marshall.*
- 7.10.14 All fees shall be paid in accordance with the Master Fee Schedule.
- 7.10.15 All businesses related to Child Care Homes and Child Care Centers shall be in accordance with Nebr. R. R. S. 1943, Sec. §71-1911.

**(Ordinance No. 884, 11-19-02)**