

City Council Agenda Item Memo

From: Mike Struck, Community Development Director

Council Meeting: October 21, 2025

Subject: Presentation and Discussion on Home Occupations

Presenter: Mike Struck, Community Development Director

Summary and Recommended Action:

At the June 10, 2025 City Council meeting, Council Member Doran requested a Study Session on the conditional use process with major home occupations. It was conclusive to hold at a future City Council Study Session.

Item Details:

Home Occupation is defined as an occupation or a profession which is carried on in a dwelling unit by a member of the immediate family residing upon the premises. The City acknowledges the need for citizens to use their place of residence for limited nonresidential activities provided the integrity of residential districts is protected. The process for regulating home occupations is through a zoning and use registration permit (ZURP) or a conditional use permit (CUP).

The zoning ordinance classifies home occupations as minor or major. Applicants complete a checklist and based upon the responses and a site plan, staff make a determination which classification the home occupation is and the corresponding permitting procedure.

Through changes in technology, pandemics, and how business is conducted, it is appropriate to revisit the regulations surrounding home occupations in the City of Brookings.

Legal Consideration:

None

Strategic Plan Consideration:

- Fiscal Responsibility – The City of Brookings will responsibly manager resources through transparency, efficiency, equity, and exceptional customer service.
- Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.
- Service and Innovation Excellence – The City of Brookings will provide an accessible environment committed to ongoing innovation and outstanding service through listening and engagement.

- Sustainability – The City of Brookings will meet environmental, community and economic desires and needs without compromising future generations' quality of life by strategically planning, implementing and maintaining infrastructure and facilities.
- Economic Growth – The City of Brookings will support effective diversified community investment and equitable opportunities for prosperity.

Financial Consideration:

None

Supporting Documentation:

Presentation