

City Council Agenda Item Memo

From: Bailey Maca, Associate Planner

Meeting: April 28, 2026/ March 12, 2026

Subject: Ordinance 26-014: Amendments to Section 94-362-Home Occupations

Presenter: Mike Struck, Community Development Director

Summary and Recommended Action:

The City of Brookings is proposing amendments to Section 94-362 Home Occupations. The proposed changes introduce a new “no-impact” category, remove occupation-based lists, and establish an intensity-based framework for classification. The Planning Commission voted unanimously to recommend approval.

Item Details:

The Zoning Ordinance defines a home occupation as an occupation or profession conducted within a dwelling unit by a member of the immediate family residing on the premises. Section 94-362 further outlines the home occupation permit process, including application requirements, review procedures, and standards for approval.

Currently, home occupations are classified as minor or major based on lists of allowable uses. Staff proposes adding a no-impact category, eliminating occupation-based lists, and classifying home occupations using intensity-based criteria instead.

This update follows a City Council–requested study session prompted by several recent major home occupation applications, such as single-chair hair salons. The consensus was that many occupations currently classified as “major” - and therefore requiring permits - have minimal neighborhood impact and do not warrant that level of review. Staff recommends shifting to an intensity-based classification system rather than occupation-based lists to streamline the process, reduce unnecessary permitting, and allow no-impact home occupations by right, and permit minor home occupations through an administratively approved zoning use registration permit.

The proposed changes were discussed at a City Council Study Session and at the January Planning Commission meeting, where clarification was requested regarding traffic, storage, and signage. A revised draft addressing those items was reviewed by the Planning Commission in March, with no further substantive changes requested. The final draft is presented for action.

Legal Consideration:

None.

Strategic Plan Consideration:

Economic Growth – The City of Brookings will support effective diversified community investment and equitable opportunities for prosperity.

Final Consideration:

None.

Supporting Documentation:

Ordinance – clean

Ordinance – marked

Hearing Notice – City Council

Hearing Notice – Planning Commission

Planning Commission Minutes

Previous Home Occupation Comparisons