

# Planning Commission Agenda Item Memo

**From:** Bailey Maca, Associate Planner  
**Meeting:** April 7, 2026  
**Subject:** Amendments to Sec. 94-362-Home Occupations  
**Presenter:** Ryan Miller, City Planner

## **Summary and Recommended Action:**

The City of Brookings is proposing amendments to Sec. 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.

## **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.

## Key Changes from Initial Draft:

- **Signage-** all categories allowed signs according to sign ordinance

- **Sales-** Sales are allowed in all categories with inventory limits; in-person sales are allowed for minor and major home occupations by appointment, while no-impact sales must not create visible activity or additional traffic.
- **Allowable Storage:** Quantified “limited storage” to 10% of permitted home-occupation area
- **Traffic Thresholds:** No-impact home occupations allow no client visits or additional traffic, while minor and major home occupations allow increasing levels of appointment-based client visits with on-site parking requirements to manage traffic impacts.

**Supporting Documentation:**

Hearing notice

Ordinance - Clean

Ordinance – Marked

Previous Home Occupation Comparisons