CITY OF SEQUIM

Department of Community Development
Administrative Policy Guidance

Administrative Policy Guidance Document Number:	2019-001
Section(s) of Sequim Municipal Code this Guidance Pertains To:	Chapter 18.67 Home Occupations

For home-based businesses where no customers visit the premises, a Home Occupation Permit will not be required; however, the responsible party must comply with requirements and limitations pertaining to home occupations per Sequim Municipal Code Chapter 18.67 - Home Occupations.

SMC 18.67.010 A.2. is inapplicable, since in this situation there will never be customers visiting the premises. Chapter 18.67 Home Occupations is copied in its entirety below, for reference.

Approval:

Barry Berezowsky
Community Development Director

Date: 7/15/19

Chapter 18.67
HOME OCCUPATIONS

Sections:

18.67.010 Purpose.

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18.67.010 Purpose.

SHARE

The purpose of this chapter is to allow opportunities for employment and economic development by permitting the conduct of a business for gainful or income purposes in legal residential dwelling units in whatever zone they exist in a manner that is clearly accessory and ancillary to the primary residential use of the property and preserves the residential appearance or condition of the residence or neighborhood. It is the intent of this chapter that the accessory business should be so located and conducted that the average neighbor, under normal circumstances, would not be aware of its existence other than for permitted signs. This chapter is not intended to preclude any such business uses in single-family residential dwellings that the state of Washington has by law mandated or enabled and are reflected in other sections of this code, to be viewed by the city as permitted accessory uses such as small family day care and small group homes. (Ord. 2000-007 § 3).

18.67.020 Business license.

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No person shall carry on a home occupation, or permit such use to occur on property which he/she owns or is in lawful control, without first obtaining a city of Sequim business license for such business. (Ord. 2000-007 § 3).

18.67.030 Permitted.

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Home occupations shall be permitted through the process established by this chapter as an ancillary use in any occupied conforming or legally nonconforming dwelling unit except those constructed for transient occupancy. It is the responsibility of the occupant to conform with any private deed restrictions on the use of the property. (Ord. 2000-007 § 3).

18.67.040 Criteria.

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A. Administrative Permit. The director of the department of community development may administratively issue a home occupation permit if the proposed home occupation complies with the following criteria:

1. Only members of the resident family may be employed at the site of the home occupation.

2. Sales of product or service at the residence shall be by appointment only.

3. Normal pedestrian and vehicle traffic for a residential neighborhood shall be maintained.

4. The use of commercial vehicles for transport or delivery of product or material to or from the home shall be limited to that normally found for the delivery of mail or parcel delivery in a residential neighborhood.

5. One room or 25 percent of the house square footage, whichever is less, may be used for the home occupation.

6. All materials, merchandise and equipment shall be stored inside the residence.

7. The residence shall maintain conformity with the municipal code and adopted development standards.

8. The appearance of the residence or property may be altered and the occupation be conducted only in a manner which would not would cause the premises to change from its residential character by the emission of sound, noises, vibrations or odors or for the purposes of advertising the business either by the use of colors, material, construction, lighting.

9. The home occupation will only use community facilities and services normal for a single household.

10. The home occupation shall not require the use of any hazardous processes or storage of hazardous materials.

11. Only one vehicle specifically associated with the business may be parked on the property. The vehicle shall be limited in size to a passenger car, van or pickup truck. The public street shall not be used to park commercial vehicles.

12. Signs shall be permitted as allowed by Chapter 18.58 SMC, Sign Code.

B. Use Permit. A home occupation may be approved through the conditional use permit process in this title subject to findings and special conditions that implement and meet the intent of this chapter, the zoning district in which the use is located and the comprehensive plan with primary consideration given to the preservation of residential neighborhoods and protection of the general welfare of surrounding properties and residents. (Ord. 2011-017 § 2; Ord. 2000-007 § 3)

18.67.050 Approval process. SHARE

A. Administrative.

1. Prior to issuance of a business license for any home occupation, the applicant shall first obtain a home occupation permit from the department of community development.

2. Such permit and the application for same shall be on a form or forms developed by the director of the department of community development.

3. The director of the department of community development shall approve or deny the application in conformance with the criteria established by this chapter and in conformance with the process for administrative level approvals in SMC Title 20.

4. The decision of the director of the department of community development may be appealed per the process and requirements of SMC Title 20.

B. Use Permit. A use permit for a home occupation shall follow the procedures as stipulated in SMC Title 20 and Chapter 18.60SMC, Conditional Uses. (Ord. 2011-017 §§ 1, 2; Ord. 2000-007 § 3)