

CITY OF EAST GULL LAKE
HOME OCCUPATION APPLICATION

APPLICATION:

- A. Applicant shall complete Home Occupation Application provided by Zoning Administrator and submit to Zoning Administrator 30 days prior to scheduling public hearing.
- B. Application shall be accompanied by the minimum information from the Home Occupation Checklist.
- C. Application shall be accompanied by application fee of \$50

REVIEW:

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Home Occupation Application and supporting documents, the Zoning Administrator shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a recommendation to the City Council.
- C. The City Council shall consider the Planning Commission's recommendation at the next scheduled Council meeting.

Home Occupation Standards.

1. General. Each home occupation in the City shall require a permit. Home occupation permits are not transferable to a new owner/renter/occupant, thus the permit will not run with the property, nor be transferable to a different property.
2. Standards.
 - A. All business activities including storage shall be inside buildings.
 - B. All activities shall be clearly incidental to the use of the property for residential purposes.
 - C. Hours of operation shall be limited by Conditional Use Permit to be compatible with the residential use.
 - D. Number of employees shall be limited by Conditional Use Permit.
 - E. On the premises, retail sales will be allowed only of products manufactured on those premises unless specifically authorized by Conditional Use Permit.
 - F. All activities will be controlled to prevent nuisance problems of noise, vibration, smoke, dust, fumes or litter.
3. Type. Each home occupation shall be identified as one of the following types:
 - A. **Type I.** A home occupation, the commercial nature of which involves providing a service to a limited number of people who are predominantly acquaintances. Generates less than ten auto trips per week. No employees beyond owner. No signage or other advertising done either on or off-site. Would include businesses that are similar in nature to tutoring or music lessons performed on an individual basis.
 - B. **Type II.** A home occupation, the commercial nature of which involves providing a service to people or organizations that do not receive the service at the property from which is it being provided. Generates less than twenty-five auto trips per week, including deliveries and employees. No more than two employees, in addition to the owner, working on site. No signage done either on or off-site. Would include business that are similar in nature to telephone sales, consulting, or web design.
 - C. **Type III.** A home occupation, the commercial nature of which involves providing a service or product to people or organizations within the home. Generates less than sixty auto trips per week, including deliveries. No more than two employees, in addition to the owner working on site. May include on-site signage. May include retails sales of items manufactured on-site. Would including businesses that are similar in nature to chiropractic service, artist studio or craft shop.
 - D. **Type IV.** A home occupation, the commercial nature of which involves providing a service or product to people or organizations off site. Generates less than sixty auto trips per week, including deliveries. All employees do the majority of their work off-site. May include on-site storage or warehousing of work related materials. Would include businesses that are similar in nature to lawn care services and off-site sandblasting services.

APP # _____
Date _____
(for office use only)

**CITY OF EAST GULL LAKE
HOME OCCUPATION APPLICATION**

Name of Applicant _____ Phone _____

Address _____ Email _____

City, State, Zip _____

Applicant is:

Title Holder of Property:

Legal Owner ()
Contract Buyer ()
Option Holder ()
Agent ()
Other _____

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application: _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

Fire No. _____, Parcel ID No. _____ Zoning District _____

Home Occupation Type (please circle): I II III IV

State nature of the home occupation in detail:

What changes (if any) are you proposing to make to this site?

Building: _____

Landscaping: _____

Parking/Signs: _____

Pursuant to the East Gull Lake City Ordinance, Section 8.5, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects.

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

- (2) Describe character of the area and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

- (4) Describe the impact on the character of the neighborhood in which the property is located.

- (5) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

- (6) Proposed hours of operation: _____

- (7) Proposed number of employees: _____

- (8) Will any retail items be sold on the premises? _____

HOME OCCUPATION CHECKLIST

- _____ Completed application
- _____ Fee
- _____ Sewer Compliance Inspection (if ISTS)
- _____ All current City charges paid

CITY OF EAST GULL LAKE CONTACT INFORMATION

City of East Gull Lake: 10790 Squaw Point Road
East Gull Lake, MN 56401

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Email: ctyegull@scicable.com

Planning and Zoning Administrator: Community Growth Institute
14084 Baxter Drive, Suite #7
Baxter, MN 56425

Phone: 218-828-3064
Toll Free: 866-900-3064
Fax: 218-828-3069