



DEPARTMENT OF COMMUNITY DEVELOPMENT

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COTTAGE INDUSTRY PERMIT

Purpose

The purpose of the Cottage Industry permit process is to ensure consistency with the applicable sections of the JCC Title 18 (see below).

Process

Cottage Industry applications may be processed as Type II, or Type III permits, depending on the nature of the proposed use. Some Cottage Industry uses may require a conditional use permit or be subject to the requirements of JCC 18.20.080, Assemblies. Please refer to JCC 18.20.170, Cottage Industry for more information.

Most Cottage Industry uses will be reviewed administratively by the Department of Community Development (DCD). An administrative determination to approve a Cottage Industry use application will be made when the proposal is consistent with the applicable sections of the Jefferson County Code. An administrative determination to deny an application will be made when the proposal is not consistent with the goals, policies, and provisions of the Comprehensive Plan, and/or applicable community development plan and the Jefferson County Code. Denials of application for Cottage Industry use permits will be accompanied by a written statement identifying specific areas in which the proposal is deficient.

JCC 18.20.170 Cottage Industry

1. **Purpose:** To provide for small-scale economic development activities on residential parcels, subordinate to the primary residential use, if the Administrator finds that such activities can be conducted without substantial adverse impact on the residential environment and rural character in the vicinity. The scale and intensity of cottage industries are typically greater than could be accommodated as a Home Business, but less than would require a land use district designation of Commercial or Industrial.
2. The following list of uses allowable as Cottage Industries, include, but are not necessarily limited to:
 - a. Sales of antiques and collectibles;
 - b. Art or photography studios;
 - c. Computer software development;
 - d. Handicrafts;
 - e. Ironworking or blacksmith shop;
 - f. Construction office;
 - g. Furniture repair or refinishing;
 - h. Pottery shop;
 - i. Real estate sales office;
 - j. Small equipment repair; and
 - k. Woodworking shop.
 - l. Excavating contractors.
 - m. Small engine and boat repair.
 - n. Auto and truck repair and service (excludes auto and truck sales, fuel stations and heavy equipment repair).

The following occupations are prohibited as cottage industries, except in the West End Planning Area – Remote Rural (WEPA RR) overlay district (Article VI-L of Chapter 18.15 JCC) and when located on parcels with direct access to a principal arterial (i.e., Highway 101) in the Brinnon Planning Area – Remote Rural (BRPA RR) overlay district:

- a. Auto, truck, or heavy equipment repair shop;
 - b. Autobody work or paint shop; and
 - c. Large-scale furniture stripping.
3. All cottage industries shall be subject to the following standards.
- a. The cottage industry shall be operated by at least one full-time, bona fide resident in a single-family residence of the parcel on which the proposed use is being requested.
 - b. The cottage industry may not employ more than four (4) persons on the site at any one time who reside off the subject property.
 - c. Only those buildings or areas as specifically approved by the County may be utilized in the conduct of business.
 - d. Any business requiring customers to visit the site shall provide adequate on-site parking spaces, in addition to one (1) for each full-time equivalent employee who reside off the subject property, and two (2) for the owners of the property. All parking spaces shall meet the standards of JCC 18.30.100.
 - e. All structures and outside activities shall be so located or screened from adjacent properties to avoid disturbance through glare, noise, dirt or other nuisances or hazards.
 - f. All activity related to the conduct of the business or industry, except for activities related to the growing and storing of plants, shall be conducted within an enclosed structure or be sufficiently screened from view of adjacent residences.
 - g. All cottage industry activities shall be sufficiently screened from view of adjacent residences, using site location, topography, landscaping, fencing, the retention of native vegetation, or a combination thereof necessary to meet the Type A screening requirements of JCC 18.30.130.
 - h. Traffic generated by the cottage industry shall not exceed the level of service adopted for the public roadway which accesses the use, nor generate significant traffic in excess of that normally generated by typical uses found within the particular district.
 - i. No business may provide drive-through service.
 - j. Cottage industries shall be limited in their hours of operation. No business on-site customer service shall be conducted before 8:00 a.m. or after 8:00 p.m., Monday through Friday, and before 9:00 a.m. or after 6:00 p.m., Saturday and Sunday.
 - k. The Administrator may attach additional conditions or requirements, or may make modifications to the site plan where necessary to protect the health, safety and welfare of the public.
 - l. The granting of the proposed cottage industry use shall not constitute a rezone. No expansions of approved cottage industries are permitted, except as specified in Article VI-L of Chapter 18.15 JCC, Remote Rural Overlay Districts for the West End Planning Area and the Brinnon Planning Area, concerning the rural remote overlay districts.
 - m. No exterior display of goods for sale shall be allowed.
 - n. The cottage enterprise is an accessory use to the residential use of a dwelling unit, and the residential function of the buildings and property shall be maintained.
 - o. Any new structure constructed to accommodate the cottage industry shall be limited in scale so that it is in character with neighboring properties. In no case shall more than five thousand (5,000) square feet of total building area on the property be devoted to the cottage industry.
 - p. No more than one sign is allowed, consistent with the sign standards in JCC 18.30.150.
 - q. No on-site direct retail sales of products not produced on-site are allowed, except for items collected, traded and occasionally sold by hobbyists, such as coins, stamps and antiques, and their accessories.
 - r. Minimum parcel size shall be one (1) acre gross site area.
 - s. No use shall be made of equipment or material which produces unreasonable vibration, noise, dust, smoke, odor, or electrical interference to the detriment of the quiet use and enjoyment of adjoining and surrounding property. Any afterhours business activities shall not have noise impacts discernable beyond the property boundaries.
 - t. Not more than one (1) cottage industry shall be allowed in or on the same premises.
 - u. The proposed cottage industry shall comply with the standards and requirements of the Jefferson County environmental health department.



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SUPPLEMENTAL APPLICATION COTTAGE INDUSTRY

MLA # _____ PROJECT/APPLICANT NAME: _____

Tax Parcel Number:

Property Size: (include dwelling unit, and any detached or attached structure) _____ square feet Proposed square footage of the area used for business activities: _____ square feet

Please answer all of the following questions to the best of your ability:

1. Describe the proposed home occupation or activity.

2. List the number of residents who will be working for the home occupation.

3. List the hours of operation and the location of any business sign.

4. Describe provisions for off-street parking for the proposed activity.

5. Describe any noise, vibration, glare, fumes, odors, electrical interference or other impacts will be generated by the business operation.

6. Describe any excess levels of noise generated by the proposed use or activity:

7. Describe how granting the permit will not disrupt adjacent permitted uses.

8.	Do you plan to construct another structure to accommodate the home occupation? If so, please describe

9.	Describe the quantities and materials which will be stored outside.

ACKNOWLEDGEMENT
By signing the application form, the applicant/owner attests that the information provided herein is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application packet may result in this permit being null and void.

(APPLICANT OR AUTHORIZED REPRESENTATIVE SIGNATURE)

(DATE)

[NOTE: Representative authorization is required if application is not signed by the Owner.]