



CITY OF EL PASO DE ROBLES
" The Pass of the Oaks"
Planning Commission Agenda

Tuesday, March 25, 2025, 6:30 PM
Council Chamber - Library/Conference Center
1000 Spring Street
Paso Robles, CA 93446

Commissioners Present:

Chairperson Covarrubias
Chair Pro Tem Marlow
Commissioner Christensen
Commissioner Neel
Commissioner Koegler
Commissioner Connally
Commissioner Roden

Residents can livestream the meeting at www.prcity.com/youtube, and call **(805)865-7276** to provide public comment via phone. The phone line will open just prior to the start of the meeting and remain open throughout the meeting to ensure the opportunity to comment on each item heard by the Council, other than brief reports and announcements by staff or the Council.

Written public comments can be submitted via email to planning@prcity.com **prior to 12:00 noon on the day of the meeting** to be posted as an addendum to the Agenda. If submitting written comments in advance of the meeting, please note the agenda item by number or name. City Council meetings will be live-streamed during the meeting and also available to play later on YouTube by accessing the following link: www.prcity.com/youtube. Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Planning Commission after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the City Clerk's Office, 1000 Spring Street, Paso Robles, CA, during normal business hours, and may be posted on the City's web site at www.prcity.com/meetings.

AMERICANS WITH DISABILITIES ACT Any individual, who because of a disability needs special assistance to attend or participate in this meeting, may request assistance by contacting the City Clerk's Office (805) 237-3960. Whenever possible, requests should be made four (4) working days in advance of the meeting.

Pages

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. STAFF INTRODUCTIONS**
 - 1. STAFF PRESENT**

E. GENERAL PUBLIC COMMENTS REGARDING MATTERS NOT ON THE AGENDA

F. AGENDA ITEMS PROPOSED TO BE TABLED OR RE-SCHEDULED

G. PUBLIC HEARINGS

H. DISCUSSION ITEMS

1. Home Occupation Public Workshop (P25-0021/ RZN 25-01)

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This is a public workshop for the Planning Commission to review the standards for home businesses and provide direction to staff on whether changes to the Code are necessary. (P25-0021/ RZN 25-01)

Location: Citywide

Applicant: City of Paso Robles

CEQA Determination: This item is not considered a project under the California Environmental Quality Act (CEQA) as it is a workshop for discussion purposes only and does not involve any discretionary action or commitment to a course of action.

Recommended:

The Planning Commission is requested to review home business standards and provide direction to staff.

I. CONSENT CALENDAR

J. OTHER REPORTS

1. PASO ROBLES STREET STREETScape AD HOC COMMITTEE REPORT

2. HOUSING CONSTRAINTS AND OPPORTUNITIES COMMITTEE (HCOC) / ZONING CODE UPDATE REPORT

3. DEVELOPMENT REVIEW COMMITTEE ROTATION SCHEDULE

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K. PLANNING COMMISSIONERS' COMMENTS

L. STAFF COMMENTS

M. ADJOURNMENT



Planning Commission Agenda Report

From: Darcy Delgado, Associate Planner

Subject: This is a public workshop for the Planning Commission to review the standards for home businesses and provide direction to staff on whether changes to the Code are necessary. (P25-0021/ RZN 25-01)

CEQA: This item is not considered a project under the California Environmental Quality Act (CEQA) as it is a workshop for discussion purposes only and does not involve any discretionary action or commitment to a course of action.

Location: Citywide

Date: March 25, 2025

Facts

1. The City recently underwent a three year project to update the [Zoning Code](#) (Title 21 of the Paso Robles Municipal Code), which was adopted by City Council on October 1, 2024.
2. As part of the update process, the Planning Commission held various study sessions which included a recommendation to the City Council on September 17, 2024 to make changes to the home business standards section of the Zoning Code.
3. At the adoption hearing on October 1, 2024, the City Council final decision was to defer action on the proposed changes to home businesses (Chapter 21.21 Home Occupation Permits) and instead, default to the original text that the City had in place before the Zoning Code update process began.
4. As part of the Zoning Code update, City Council advised staff to revisit the Code approximately every 6 months to ensure all of the intended changes were working sufficiently, and if not, to bring them back one by one to be refined and bring them back through the review process.
5. Based on previous feedback from the City Council and the public regarding home business standards, staff has determined the home business section of the Zoning Code merits further discussion with the Planning Commission in a workshop setting so that they may revisit the standards and advise staff if any improvements are necessary.
6. At this workshop, the community will have an opportunity to provide feedback on what is working and what needs improvement. Since this meeting is a workshop and not a public hearing, no decisions or changes to the Zoning Code will be made. If changes are suggested, the item will be noticed for a future Planning Commission hearing in which a recommendation will need to be made to the City Council.

Community Outreach

The following list details the outreach efforts that have been taken to communicate this item with the public and significant stakeholders:

- City Press Release
- News notice
- Mail notification to existing active home businesses

- Social Media postings (Facebook)

Options

1. Leave home business standards as-is.
2. Advise staff to make changes to the home business standards.

Analysis and Conclusions

Chapter 21.21 of the [Zoning Code](#) contains the standards for home businesses. A home business is a business conducted within a residential unit or residential site with the business subordinate to the residential use of the property. Some examples include tutoring/teaching, home offices for services provided outside of the home or on the internet, cottage food operations, tailor/dressmaker, or similar uses.

The current home occupation standards are included in Attachment 1 to this staff report, reflecting what the City Council adopted at their October 1, 2024 hearing. Leading up to this adoption meeting, the Planning Commission had initially recommended some changes to the home business standards, which are reflected in Attachment 2. Attachment 2 includes some substantive changes such as additional uses allowed and uses not allowed, as well as criteria for parking commercial vehicles. The more substantive changes were based on staff's input that these changes would help to improve the enforceability of the code section and to improve staff's interpretation of what is allowed, since the existing text is somewhat sparse. Less substantive changes were made in line with the overall Zoning Code Update to provide clearer steps on home business permit application procedures. However, due to overall concerns from the public that the changes were not sufficiently thought out and could lead to grievances with existing home business permit holders, Council was unsupportive of making any changes to the text and reverted to the original standards that had been in place prior to the update process.

As part of the Zoning Code update, City Council advised staff to revisit the Code approximately every 6 months to ensure all of the intended changes were working sufficiently, and if not, to bring them back one by one to be refined and go back through a public hearing process. At this time, staff is requesting the Planning Commission lead a public workshop with the community, spend time to review the existing standards, listen to public input, and provide direction to staff on whether changes to the home business standards are necessary. There are several issues that the Planning Commission may wish to consider in leading the discussion, including the following:

- Expanding the list of *allowed* uses including personal trainer, specialized repairs, handcraft or artwork production;
- Expanding the list of *not allowed* uses including barber/beauty shops, massage, small auto repair, or pet-sitting;
- Adding specific performance standards for some of the allowed uses;
- Adding a limit to the number of customers or frequency of customers coming to receive a service (i.e. teaching/tutoring or personal training);
- Whether there should be a limit on the number of commercial vehicles that can be kept at the property; or
- Specifying the allowed location of parking commercial vehicles.

Next Steps

After holding a public workshop and listening to all interested parties, the Planning Commission is requested to advise staff on which option to move forward with. If the Planning Commission desires to leave the home business standards as they are, then no further meetings are required after the workshop. If the Planning Commission directs staff to make changes to the home business standards, then the item will need to be noticed for a future Planning Commission hearing in which a recommendation will need to be made to the City Council.

Recommendation

The Planning Commission is requested to review home business standards and provide direction to staff.

Attachments

1. Current home business standards (Chapter 21.21 of the Zoning Code)
2. Initial recommendation of updates to the home business standards from Planning Commission to City Council, dated September 2024

This attachment contains the current adopted language for the home business standards.

CHAPTER 21.21. HOME OCCUPATION PERMITS

Applications for home occupations shall be reviewed by the Zoning Administrator.

- A. A home occupation is a profession or other occupation not otherwise permitted in the district, which is conducted by an accessory use in a residential unit by one or more members of the family residing on the premises and no more than one non-related full-time equivalent employee, with only one such employee working at the premises at any one time, and which in residential districts conforms to the following additional restrictions:
1. The profession or other occupation shall be carried on wholly within the main building or accessory building.
 2. Not more than one-half of the floor area of the ground floor of the principal building is used for the occupation.
 3. There shall be no exterior storage of materials and equipment, and no other exterior indication of such home occupation or variation from the residential character of the principal building.
 4. There shall be no retail sales on the premises except for "Cottage Food Operations" as defined by section 113758 of the California Health and Safety Code for which no more than one client is allowed within the premises at a time.
 5.
 - a. The following types of businesses are considered allowable as home occupations: home office for services provided or conducted outside of the home or on the internet; tutoring/teaching, including musical or dance instruction, provided that no more than one student is served at a time; "cottage food operations" as defined by section 113758 of the California Health and Safety Code and subject to prior issuance of a permit for a cottage food operation from the County Health Department as required by Health and Safety Code section 114365; art studio; tailor/dress-maker; or similar uses.
 - b. The following types of businesses are not permitted as home occupations: animal hospital; automotive repair; small engine repair; barber or beauty shop; restaurant; tavern; wine-tasting; or similar uses.
 6. There shall be no signs identifying the business.
- B. Exception for Hardship. The planning commission may grant an exception to the strict application of the above requirements when the applicant is able to show that there is a hardship upon the applicant which warrants such an exception. In such cases the applicant must prove that the activity for which the permit is requested is one that is light, clean, free from noise, and will have no adverse effect upon the residential character of the neighborhood. All such applications shall be granted by a use permit and shall be subject to annual review.

Attachment 2

This attachment contains the draft recommended changes to home business standards reviewed by the City Council at their September 17, 2024 public hearing. These standards were initially recommended by Planning commission on a 6-0-1 vote (1 Commissioner absent) at the August 13, 2024 hearing. Due to overall concerns from the public that the changes were not sufficiently thought out and could lead to grievances with existing home business permit holders, Council was unsupportive of making any changes to the text and reverted to the original standards that had been in place prior to the update process.

CHAPTER 21.21. HOME OCCUPATION PERMITS

21.21.010. PURPOSE AND APPLICABILITY

- A. Purpose. It is the purpose of this Chapter to:
1. Define home occupations as an accessory use of a dwelling unit for operating a business as allowed by this Chapter;
 2. Allow for the conduct of home occupations that are deemed incidental to, and compatible with, surrounding residential uses;
 3. Recognize that a residential property owner or resident has a limited right to conduct a small business from a legal residence, and that a neighbor, under normal circumstances, would not be aware of its existence;
 4. Maintain the residential character of residential neighborhoods; and
 5. Prevent the use of home occupations from transforming a residential neighborhood into a commercial area.
- B. Applicability. No person shall commence or carry on any home occupation within the City without first having procured a Home Occupation Permit approval from the Zoning Administrator. The Zoning Administrator shall issue an approval when the applicant shows that the home occupation meets all requirements of this Chapter. Every home occupation shall fully comply with all City, County, and State codes, ordinances, rules, and regulations.
- C. Permit Not Transferable. No Home Occupation Permit shall be transferred or assigned, nor shall the permit authorize any person, other than the person named therein, to commence or carry on the home occupation for which the permit was issued.

21.21.020. COMPLIANCE WITH STANDARDS AND CONDITIONS

- A. Compliance Required. Home occupations shall comply with the applicable locational, developmental, and operational standards identified in this Section as well as any conditions imposed on the Home Occupation Permit.
- B. Required Standards. Each home occupation shall comply with all of the following standards:
1. The profession or other occupation shall be carried on by 1 or more members of the household residing on the premises and no more than 1 non-resident full-time equivalent employee, with only one such employee working at the premises at any one time.
 2. Only 1 additional personal vehicle for the non-resident is permitted on the property or public right-of-way while employee is working at the premises.
 3. Parking of commercial vehicles associated with the home occupation shall meet the following requirements:

Current code does not
have commercial vehicle
parking standards.

Attachment 2

- a. A vehicle with external lettering or other script pertaining to the home occupation is considered to be a commercial vehicle. Such lettering or script shall not divulge the **dwelling's location**.
 - b. No more than 1 commercial vehicle (self-propelled and/or a towable trailer with equipment) parked on the property or the public right-of-way is allowed unless a modification is approved through the Site Plan Modification process (Section 21.17.020) if provided with adequate screening and found to not be a nuisance for the neighborhood.
 - c. Commercial vehicle shall not have a rated gross vehicle weight (GVW) capacity in excess of 10,000 lbs. If a modification is approved by the Development Review Committee to allow additional vehicles, the combined GVW of all vehicles shall not exceed 10,000 lbs.
 - d. Commercial vehicles shall be parked/located outside the front setback.
 - e. Commercial vehicles shall be located behind a fence at least 6 feet in height.
4. The profession or other occupation shall be carried on wholly within the main building or an accessory building.
 5. Not more than 50 percent of the floor area of the ground floor of the principal building is used for the occupation.
 6. There shall be no exterior storage of materials or equipment (including food trucks, trailers, construction equipment, and oversized vehicles not otherwise permitted by Subsection 21.20.020.B), and no other exterior indication of such home occupation or variation from the residential character of the principal building except those required to ensure adequate screening.
 7. There shall be no retail sales on the premises except for "cottage food operations" as defined by Section 113758 of the California Health and Safety Code for which no more than 1 client is allowed within the premises at a time.
 8. The following types of businesses are considered allowable as home occupations:
 - a. Home office for services provided or conducted outside of the home or on the internet;
 - b. Tutoring/teaching, including musical or dance instruction, provided that no more than 1 student is served at a time;
 - c. "Cottage food operations" as defined by Section 113758 of the California Health and Safety Code and subject to prior issuance of a permit for a cottage food operation from the County Health Department as required by Health and Safety Code Section 114365;
 - d. Handcraft or artwork production, including, but not limited to, pottery and ceramics, artistic glass or metalwork, electronic components, woodcarving and woodworking (except for mass-production operations such as cabinet shops), antique furniture restoration, painting and photography, except when such use involves on-site use of equipment requiring more than standard household electrical current at 110 or 220 volts or that produces noise, dust, odor, light, or vibration detrimental to occupants of adjoining dwellings;
 - e. Specialized repairs for household items for small mechanical components, including, but not limited to, cell phones, laptops, power tools, kitchen appliances, and small automotive parts that do not produce hazardous waste, provided any item can be mailed/shipped in a

Attachment 2

box not to exceed 12 inches x 12 inches x 12 inches. Additionally, all specialized repairs shall not produce noise, dust, odor, light, or vibration detrimental to occupants of adjoining dwellings;

~~f.~~ f. Pet sitting that does not constitute a kennel;

~~f.g.~~ f.g. Daycare for up to 14 children;

~~g.h.~~ g.h. Personal trainer, provided that no more than 1 student is served/present onsite at any one time;

~~h.i.~~ h.i. Art studio;

~~i.j.~~ i.j. Tailor/dress-maker; or

~~j.k.~~ j.k. Similar uses as determined by the Zoning Administrator.

Staff clarification is to show pet sitting (that is not as intensive as a kennel) as an allowed use, see below. Additional standards/definitions may be needed if additional uses are expanded upon.

9. There shall be no onsite signs identifying the business.

10. Hours of operation shall be limited to normal business hours that are compatible with a neighborhood environment.

C. Modifications.

1. Allowed Modifications. Modifications to home occupation standards may be allowed through a Site Plan Modification (Section 21.17.020) as follows:

a. Types of businesses not listed as an allowed home occupation (except those listed as prohibited in Section 21.21.030 [Excluded Operations]) may be allowed.

2. Findings. In approving such a request, the review authority shall consider impacts on privacy, noise, and other concerns of abutting property owners, and make the required findings (Subsection 21.17.020.C).

21.21.030. EXCLUDED OPERATIONS

A. Prohibited Businesses. The following types of businesses are not permitted as home occupations:

1. Animal hospital;

~~1.~~ 2. Kennel;

~~2.~~ 3. Medical practices including medical, dental, chiropractic, and similar services;

~~3.~~ 4. Massage;

~~4.~~ Pet sitting with overnight stays;

5. Automotive repair;

6. Small engine repair;

7. Mobile (tire and oil change) car repair,

8. Barber or beauty shop;
 9. Restaurant;
 10. Tavern;
 11. Wine-tasting;
 12. Automotive dealership of any size/type; or
 13. Similar uses as determined by the Zoning Administrator to not be compatible with residential activities and/or to have the possibility of affecting the health or safety of residents, because of the potential for the use to create dust, glare, heat, noise, noxious gasses, odor, smoke, traffic, vibration, or other impacts, or would be hazardous because of materials, processes, products, or wastes, shall not be allowed.
- B. Exception for Hardship. The Planning Commission may grant an exception to the strict application of the above requirements when the applicant is able to show that there is a hardship upon the applicant which warrants such an exception. In such cases, the applicant must prove that the activity for which the permit is requested is one that is light, clean, free from noise, and will have no adverse effect upon the residential character of the neighborhood. All such applications shall be granted by a Conditional Use Permit and shall be subject to annual review.

21.21.040. BUSINESS LICENSE REQUIRED

Every Home Occupation Permit permittee shall obtain and maintain a valid business license.

21.21.050. APPLICATION FILING, PROCESSING, AND REVIEW

Applications for Home Occupation Permits shall be filed, in writing, with the Zoning Administrator by the person who intends commencing or carrying on a home occupation. The application shall be upon forms furnished by and in the same manner prescribed by the Zoning Administrator. Where the applicant is not the owner of the lot on which the home occupation is proposed to be conducted, the application shall be accompanied by the written consent of the owner or his/her agent.

21.21.060. REQUIRED FINDINGS AND DECISION

- A. Review Authority and Required Findings. The Zoning Administrator (or the Planning Commission on a referral or appeal) may approve a Home Occupation Permit application, with or without conditions, only if it first makes all of the following findings. Failure of the review authority to make all of the following findings shall result in denial of the Home Occupation Permit application:
1. The proposed home occupation will be consistent with the General Plan, any applicable specific plan, and the development and design standards of the subject residential zoning district;
 2. The proposed home occupation shall be located and conducted in full compliance with all of the standards specified in this Chapter and all conditions imposed on the Home Occupation Permit;
 3. The proposed home occupation will not be detrimental to the public convenience, health, interest, safety, or welfare, or materially injurious to the properties or improvements in the immediate vicinity; and

Attachment 2

4. The proposed home occupation will not interfere with the use or enjoyment of neighboring existing or future residential development and will not create traffic or pedestrian hazards.
- B. Decision. Within 30 working days after the filing of a complete application for a Home Occupation Permit, the Zoning Administrator shall either issue, issue with conditions, or deny the permit and shall serve notice of such action upon the applicant by sending a copy of such notice to the applicant at the address appearing on the application. The **Zoning Administrator's** decision shall be final unless an appeal is filed pursuant to Chapter 21.25 (Appeals and Calls for Review).

21.21.070. PERMIT EXPIRATION

Home Occupation Permits shall immediately expire upon discontinuance of the home occupation or expiration of the business license.

21.21.080. INSPECTIONS

The Zoning Administrator shall have the right at any time during normal City Hall business hours, upon request, to enter and inspect the premises subject to a Home Occupation Permit in order to verify compliance with permit conditions of approval.

21.21.090. ACKNOWLEDGEMENT BY APPLICANT

A Home Occupation Permit shall not be valid until signed by the applicant and homeowner, with the signature(s) acknowledging the full understanding and agreement with all of the conditions, and agreement to waive any right to later challenge any conditions imposed as unfair, unnecessary, or unreasonable.

21.21.100. PERMIT NOT TRANSFERABLE

A new Home Occupation Permit and Business License, for the same or different home occupation conducted by a new resident, shall be obtained before conducting an allowed home occupation.

21.21.110. CHANGES IN HOME OCCUPATION

A change in the type of home occupation activity (such as a change from one allowed activity to another allowed activity) conducted by the original resident/permittee shall also require a new Home Occupation Permit and Business License before conducting an allowed home occupation.

21.21.120. POST-DECISION PROCEDURES

The procedures and requirements in Chapter 21.24 (Entitlement Implementation, Extensions, Amendments, and Revocations), and those related to appeals in Chapter 21.25 (Appeals and Calls for Review) shall apply following the decision on a Home Occupation Permit application.

2025 DRC Schedule

Mondays at 3:30pm

Large Conference Room, City Hall 2nd Floor

1000 Spring Street, Paso Robles CA

Month	Commissioners		
February 2025	Marlow	Christensen	Covarrubias
March 2025	Marlow	Christensen	Connally
April 2025	Roden	Koegler will be absent April 7&14	Connally
May 2025	Neel	Roden	Koegler
June 2025	Neel	Christensen	Koegler
July 2025	Marlow	Connally	Covarrubias
August 2025	Marlow	Koegler	Connally
September 2025	Neel	Roden	Koegler
October 2025	Roden	Christensen	Covarrubias
November 2025	Marlow	Christensen	Covarrubias
December 2025	Marlow	Koegler	Connally
January 2026	Neel	Roden	Connally
February 2026	Neel	Roden	Christensen