



# City of Canby

## Planning Department

**TO:** *Chair John Savory and Planning Commission*  
**FROM:** *Bryan Brown, Planning Director*  
**DATE:** *October 21, 2019*  
**ISSUE:** *SUPPLEMENTAL MEMO – Roof Masters*

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Subject: Conditional Use Permit, City File # CUP 19-02 – Home Occupation for Roof Masters.

Staff is providing this supplemental memo to address changes to the conditions of approval and final findings to the staff report, dated October 17, 2019.

After further review of the City of Canby Land Development and Planning Ordinance, staff has amended condition numbers 1, 3, and 4 of the conditions of approval and final findings, in advance of the October 28, 2019 public hearing. The amended conditions shall replace the original conditions of approval numbers 1, 3, and 4 as follows:

1. The home occupation business owner is required to reside at the home in order to comply with the home occupation standards. Failure to comply with residential occupancy requirements voids the home occupation business license and this conditional use permit when located in the R-1.5 zone.
3. There shall be no outdoor storage of roofing materials or any other materials associated with the home occupation business. All materials storage shall be within the detached accessory structure already on the subject site. The maximum allowable storage space for said business is not to exceed 600 square feet per the Home Occupation regulations found in Section 16.04.240 of the Land Development and Planning Ordinance.
4. The Roof Masters home occupation shall be limited to 24 consecutive months at the subject location. At the conclusion of the this time period, the Planning Commission shall review said permit to determine whether the continuation of the home occupation business has had any negative impacts, and/or infringed upon the rights of neighboring residents to enjoy the peaceful occupancy of their homes per the Home Occupation regulations found in Section 16.04.240. The Planning Commission shall determine, based on information provided by staff in the form of a status report, whether said business operations may continue for another 24-months, or shall cease and desist at the subject location.