

INTRODUCTION

Please answer all questions completely and accurately in order to provide Issaquah Highlands Community Association (IHCA) with all information necessary to consider your application. If a question does not apply, so indicate. (Leave no spaces blank.) Please attach any additional information which may assist in reviewing your application.

The IHCA shall review and log all business applications and activity within Issaquah Highlands. IHCA staff will provide counter approval for zero or minimal impact businesses. Business deemed to have high impact will be directed to the IHCA Board of Directors (BOD) for approval.

All businesses within Issaquah Highlands must comply with City of Issaquah (COI) business requirements and local, state, and federal obligations. Any unit owner may be subject to penalties, (as defined in the URRs), if the business operation is in violation of the IHCA governing documents and at the discretion of the IHCA BOD.

Possession of a current business license does not authorize business operation unless approved by IHCA staff and/or IHCA BOD. Business application approvals are non-transferable.

Home business application questions may be directed to homebusinessapp@ihcommunity.org or (425) 427-9257.

GENERAL INFORMATION

Applicant Information:

Name: _____

Property Address: _____

Daytime Phone: _____ Cell Phone: _____

Email Address: _____

The consent of the legal owner of the property, where the business will reside, is required. If you are not the legal owner of the property, please complete this section and obtain legal owner consent.

Property Owner Information:

Name: _____

Mailing Address: _____

Daytime Phone: _____ Cell Phone: _____

Property Owner's Email Address: _____

Property Owner's Consent Signature: _____

Property's Owner's Consent Received via E-mail: Yes No (If Yes, please attach email to application.)



GENERAL BUSINESS INFORMATION

City of Issaquah Business License Number (Please provide copy of license.): _____

Restrictions indicated on the business license: _____

Legal Owner of Business: _____

Legal Name of Business and Doing-Business-As Name: _____

Business Website Address: _____

Name of any other business operated from this location: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Description of Proposed Use: _____

Hours of Business Operation: _____

- YES NO Is parking required for the operation of your business?
- YES NO Do deliveries and/or shipping exceed more than one visit per day?
- YES NO Are there vehicles related to this business operation?
- YES NO Are Common or Limited Common Elements used in the operation of your business?(I.E., Do you use common water/sewer, garbage services, electricity and/or landscape areas in the operation of your business?)
- YES NO Has this business been prior approved by the Unit's Condominium/Owner's Association? If so, please attach a copy of the approval for the IHCA.

Please describe in detail the nature and operation of daily business activities? Provide a detailed description on how the operation of your business may affect other areas of your home/property (i.e. such as decks, driveways, garages, deliveries, etc.). _____



PHYSICAL INFORMATION *(Attach a dimensioned sketch of entire floor plan. Indicate the areas used for business.)*

What percentage (%) of your building(s), including storage space, is used for your business? _____ %

All signage must be submitted to the ARC for approval. Indicate the dimensions of your business sign (please attach a diagram if needed): _____

(City of Issaquah code provides that signage may not exceed 2 square feet and may be either posted on the wall or door. Lighted signs are not approved for this use.) Please note: Posting of flyers or other solicitation is not allowed in the Issaquah Highlands.

List all chemicals, materials, and equipment used or stored in the operation of this business: _____

Indicate any physical evidence visible, audible or otherwise noticeable to any adjacent residence(s) resulting from equipment or material used, or activities performed, in the operation of this business:

EMPLOYEE INFORMATION

List persons (other than customers) involved in the business on the premises. Include yourself, any family members, subcontractors, etc. No more than two individuals engaged in the business entity may work on the premises at any given time. Attach additional sheet if necessary:

Worker #1, Position & Relationship (if any):

Position: _____ Hours per week: _____

Worker #2, Position & Relationship (if any):

Position: _____ Hours per week: _____

VEHICLE INFORMATION

Give a description of the nature and volume of traffic related to your home business during a typical day. Indicate the size of delivery vehicles and the number of trips per day. Be sure to include visitors, delivery trucks, customer vehicles, etc.: _____

Describe any vehicles related to this business operation:

Indicate the approximate number of daily automobile visits to and from the property: _____



Describe the worst case traffic scenario you would expect: _____

Describe available off street parking: _____

SIGNATURE & DATE

I hereby apply for a home business as described and regulated by the Issaquah Highlands Homeowners Association. I also certify that the information contained in the above application is true and correct to the best of my knowledge, and represents an accurate and complete description of my home business.

I have reviewed the Issaquah Highlands Community Association's Use Restrictions and Rules and consent to abide by these Rules and operate business under all IHCA governing documents.

Applicant Signature: _____ Date: _____

HOME BUSINESS APPLICATION GUIDELINES

INTRODUCTION

Issaquah Highlands Community Association (IHCA) Use Restrictions and Rules (URRs), define the roles of a trade or business and define Home Office Districts (HOD) in Exhibit B (attached). All home business activity within Issaquah Highlands must receive approval by the IHCA.

Prior to submission of an IHCA business application for review and approval, the applicant must satisfy all requirements to obtain a City of Issaquah (COI) business license and shall meet all local, state and federal regulations.

Possession of a current business license does not authorize business operation unless approved by the IHCA staff and/or IHCA Board of Directors (BOD).

Business types in Issaquah Highlands are classified as follows:

Home Office District (HOD) – Designated Office Districts within Issaquah Highlands.

Convertible Accessory Units (CAU's) – Designated units located in Starpoint Condominiums. Applications for business operations go directly through the City of Issaquah.

Residential Home Business (RHB) – Any home in Issaquah Highlands that is not in a HOD or a CAU. Additional approval may be needed from a condominium board or supplemental neighborhood committee prior to IHCA BOD approval.

The Convertible Accessory Units and the Home Office Districts have processes and governance developed for the approval of businesses in partnership with the City of Issaquah. The IHCA shall review and log all business applications and activity within Issaquah Highlands. IHCA staff will provide counter approval for zero or minimal impact businesses. Business deemed to have high impact will be directed to the IHCA Board of Directors for approval.

IHCA BUSINESS APPLICATION PROCESS:

Home business application questions may be directed to homebusinessapp@ihcommunity.org or (425) 427-9257.

- 1. Prior to submission of a home business application, all applicants must obtain a City of Issaquah business license.** A copy of the license must accompany the IHCA home business application.
- 2. Home businesses located within a Condominium and/or Owner's Association must obtain Condominium/Owner Association Board approval prior to submitting a home business application to the IHCA.** A copy of the approval must accompany the IHCA home business application.
- 3. The Residential Home Business Application is located on the IHCA website www.ihwebsite.com.** Once signed in as a registered user, applicants may find the document under the Resource Center/Documents tab, Live/Work folder.
- 4. Applicant submits a completed business application to IHCA.** Please answer all questions completely and accurately; if a question does not apply, so indicate. (Leave no spaces blank.) Please attach any additional information which may assist in reviewing your application. All applications will receive an initial review by IHCA staff to ensure that the required documentation has been submitted. Incomplete applications will not be processed.

5. IHCA Staff reviews and determines approval of zero and minimal impact business applications, as defined below.
6. IHCA BOD reviews and determines approval of business applications considered high impact to the surrounding neighborhood. All high impact business applications will be directly referred to the IHCA BOD. An e-blast notice of the proposed business will be sent to adjacent homeowners, posted on the Issaquah Highlands website and published in the next available issue of *Connections*. Community members will have 15 days to provide comments on the proposed business for BOD consideration.
7. IHCA BOD makes a decision on the business application at their next meeting.
8. IHCA staff notifies the applicant of the BOD's decision.

Additional Application Information

- All businesses within Issaquah Highlands must comply with City of Issaquah business requirements and local, state, and federal obligations.
- Any unit owner may be subject to penalties, (as defined in the URRs), if the business operation is in violation of the IHCA governing documents and at the discretion of the IHCA BOD.
- All business application approvals are non-transferable.
- All signage for businesses must be approved by the Architectural Review Committee (ARC) after business approval. ARC application and guidelines may be found on the IHCA website, www.ihwebsite.com. Please sign in as a registered user. The document may be found under the Resource Center/Documents tab, Architectural folder.
- Posting of flyers or other solicitation is not allowed in Issaquah Highlands.
- **Home Business Considerations:**

Zero Impact

Zero impact businesses are not detectable visually (no signage), do not require visitation from outside parties, and do not employ persons other than the applicant. Zero impact business examples would include web site designers, writers, remote offices, and operations that are undetectable by other homeowners.

Zero impact businesses are appropriate in all unit types within Issaquah Highlands.

Minimal Impact

A minimal impact business is one that receives intermittent visitation, may be detectable by adjacent homeowners, or may slightly impact the immediate neighborhood and surrounding areas. Minimal impact businesses may include personal services (hair stylist, spa services), tutoring/counseling services, and consulting services.

Minimal impact businesses are appropriate in single family homes.

Minimal impact business may not be appropriate in an attached unit where there may be an impact on shared utilities, an increase of traffic in an interior courtyard or other limited common elements, and where activity would create a hardship for surrounding neighbors (parking, noise, etc.).

High Impact

A high impact business includes operations that receive regular visitation by multiple customers and/or

deliveries. The business may impact immediate area parking, require signage, have multiple employees, and may require other modifications that clearly identifies a business is in operation. High impact businesses shall be located in a Home Office District (HOD) or in a Convertible Accessory Unit (CAU).

EXHIBIT B to Use Restrictions and Rules **Trade or Business Home Office District**

Trade or Business: No business, trade, moving sale, rummage sale, or similar activity in or at a Unit is allowed (unless such activity is conducted within a "Home Office District," as described below), except that an Owner or occupant residing in a Unit may conduct business activities within the Unit so long as: (i) existence or operation of the business activity is not unreasonably, as determined in the Board's sole discretion, apparent or detectable by sight, sound, or smell from outside the Unit; (ii) the business activity conforms to all land use and regulatory requirements for the Residential Properties; (iii) the business activity does not involve excessive, as determined in the Board's sole discretion, regular visitation of the Unit by clients, customers, suppliers, or other business invitees or door-to-door solicitation of residents of the Residential Properties; and (iv) the business activity is consistent with the residential character of the Residential Properties and does not threaten security of other residents, as may be determined in the Board's sole discretion.

The terms "business" and "trade," as used in this provision, shall be construed to have their ordinary, generally accepted meanings and shall include, without limitation, any occupation, work, or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether: (i) such activity is engaged in full or part-time, (ii) such activity is intended to or does generate a profit, or (iii) a license is required.

All home businesses are required to submit an application to the Board of Directors for approval prior to starting business activity. Public notice will be given in the next available edition of the Connections newspaper offering Issaquah Highlands Residents the opportunity to express their opinion regarding the business application. Upon receipt of public comment, all business applications will be reviewed by the Residential Business Application Review Committee (RBARC), if then existing (or by the Board if no RBARC). The RBARC (if in existence) will provide the Board, (at their next scheduled meeting), with feedback and recommendations regarding reviewed applications. The Board, at their sole discretion, will render a decision whether or not to approve the business.

Leasing a Unit shall not be considered a business or trade within the meaning of this subsection. This subsection shall not apply to any activity conducted by Declarant or a Builder approved by Declarant with respect to its development and sale of the Residential Properties or its use of any Units which it owns within the Residential Properties, including the operation of a timeshare or similar program.

Home Office Districts. Declarant hereby reserves the right to designate areas of the Residential Properties as "Home Office Districts." Declarant's designation of an area as a "Home Office District" shall occur prior to any Unit's being sold by Declarant or its assignee in such area. Otherwise, the Board may designate an area as a Home Office District only with the prior written approval of Class "A" Members representing 90% of the total Class "A" votes attributable to Units located within such area.

Notwithstanding anything to the contrary in this Declaration, a Unit located in a Home Office District may be used for the following purposes:

- (a) simultaneously as a residence and for carrying on Board-approved professional business activities; or
- (b) exclusively for carrying on Board-approved professional business activities.

An application which describes the proposed business activity and the number of employees, shows an on-site parking plan, contains terms and conditions of operations and any other information required by the Board, must be submitted to the Board for approval prior to any Unit's being utilized for an approved professional business activity. Such application may be approved or denied in the Board's sole discretion. If the conditions of an approved application have not been complied with, in the Board's sole determination, the Board may rescind such approval.

Board-approved professional business activities include, but are not limited to, the practice of law; the offering of accounting services; architectural, medical, dental or engineering offices; computer-based telecommunications and research operations; literary, artistic or craft activities; the provision of education; cafes or restaurants, retail shops or bed and breakfasts if limited and compatible with the particular neighborhood. The Board reserves the right to prohibit retroactively an approved business activity if the Board determines such activity becomes a nuisance. The Board also reserves the right from time to time to designate some activities which shall not be prohibited.

Sufficient off-street parking on a Unit must be provided to accommodate the customary number of employees, customers and visitors to the Unit. Designation as a Home Office District shall not relieve any Unit in such area from complying with all architectural controls and construction and design criteria which would be applicable to such Unit in the absence of such designation, unless the Reviewer expressly allows an exemption or modification of those controls or criteria.

All signage for Home Occupation units and Convertible Accessory units must comply with the City of Issaquah's municipal codes and sign permit requirements. All fees and costs associated with signage are the responsibility of the applicant. "Home Occupation" is a business carried on as a secondary, incidental or accessory use being conducted entirely within a residential dwelling, an accessory dwelling or in a building accessory thereto. "Convertible Accessory Unit" is a ground related unit whose ground floor can switch between residential and non-residential uses. Furthermore, unlike Home Occupancy, the business and residential owner do not have to be the same person(s), though the owner of the business or the residence works or lives on-site.

Home Occupation units are allowed one 2 square foot wall sign. Convertible Accessory units are allowed signage as follows: one 4 square foot wall/window sign; one pedestrian oriented sign; and one moveable sign. Home Occupation signs may be located in a window or on the door or wall of the frontal plane of the building. Pedestrian oriented signs may be hung perpendicular to the building and shall be on the frontage which contains a pedestrian entrance to Park Drive or Katsura Street, 10th Avenue NE and High Street and may be up to 4 square feet on the side of the Unit that fronts a street. Signs may identify the business as well as include a logo and/or artwork related to the business, but shall not contain other advertising matter.

One moveable sign may be displayed outside the Right of Way; no outside moveable sign storage is allowed. Members are required to contact the City for additional details and signage requirements. Requests for signage must be submitted in advance to the Architectural Review Committee for review and approval prior to installation.

Neon signs, which are not blinking, flashing, intermittent, or garish, are allowed when illuminated signs are permitted by the City.

In the event of any conflict with the signage provisions in this **Exhibit B** and in section 2(aa) of the Use Rules, this **Exhibit B** shall control.

Proposed IHCA Residential Business Application Process

