

PLANNING COMMISSION MEETING  
GREENWOOD, FLORIDA  
August 3, 2017

The Planning Commission for the Town of Greenwood, Florida met in a called session in the Greenwood Town Hall at 4:00 p.m. on the 3<sup>rd</sup> day of August, 2017.

The following were present:

Brook A. Bowman	Thomas Andreasen
Matt Mathews	Rick Bass
Harry Vann (arrived 4:40PM)	

A quorum was declared.

Others Present: Phyllis Bowman, Mayor  
Alicia L. Corder, Town Clerk

A copy of the Land Development Standards Sec. 4-2 defining a Home Office of Convenience, a copy of the development order packet for Chipola Divers, and a copy of the email exchange between Mrs. Jennifer Neto/Chipola Divers and Mrs. Corder was given to the committee for review. The Planning Committee was convened at the request of the Town's Attorney George Little to review the development order submitted on behalf of Chipola Divers to determine whether or not the business located at 5010 Fort Road, Greenwood, Florida would qualify as a Home Office of Convenience. At the March 14, 2017 council meeting the Planning Committee made a recommendation and was in agreement that the development order for Chipola Divers be approved to operate a commercial business at 5010 Fort Road. The Town Council voted unanimously to approve the recommendation made by the Planning Committee.

The Planning Committee reviewed the following conditions that must be met in order for Chipola Divers to qualify and operate as a Home Office of Convenience. The response from the Committee is added in italics.

A home office of convenience shall be allowed in a dwelling unit within Residential and Mixed Use districts, subject to the following requirements:

- a) No person other than members of the family residing on the premises shall be engaged in the business activity. *Unanimous: No: Does not meet standards.*
- b) The use of the dwelling unit for the home office shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstances change the residential character of the structure.
- c) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of business activity.
- d) No home office shall occupy more than twenty-five (25) percent of the first floor area of the dwelling.
- e) No traffic shall be generated by such home office in greater volumes than would normally be expected in a residential neighborhood.

f) No equipment, tools, or process shall be used in a home office which creates interference to neighboring' properties due to noise, vibration, glare, fumes, odors, or electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, telephone, or television receivers off the premises or causes fluctuations in line voltage off the premises.

g) Any business activity undertaken in a home office shall be limited to that which is conducted by phone or mail only. ***Unanimous: No: Does not meet standards.***

h) Outdoor storage of materials is prohibited. ***Unanimous: No: Does not meet standards.***

i) A home office of convenience shall be subject to all applicable Town occupation licensing requirements, fees and other business taxes.

Meeting adjourned at 5:15 p.m.

Respectfully submitted,



Alicia L. Corder  
Town Clerk