

**PLANNING & ZONING COMMISSION
MEETING**

September 25, 2025

3:00 p.m.

Members Present:

Mr. Tom Lancaster, Chairman
Mrs. Wanda Owens, Board Member
Mr. David Ridley, Board Member

Mr. Jim Morris, Vice-Chairman
Mr. Holland Kent, Board Member

Others Present:

Ms. Sherry Snell, City Clerk

Mrs. Tamara Donjuan, Planning/Code Enf. Officer

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

A. Call To Order. Mr. Lancaster called the meeting to order at 3:00 p.m.

B. Prayer and Pledge. Prayer was given by Mr. Morris. Mrs. Owens led the pledge to the American Flag.

C. Approval of Agenda.

A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the agenda as presented. The motion passed unanimously.

D. Citizens Request

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the Planning & Zoning Commission. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the Planning & Zoning Commission please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

There were no comments.

E. Agenda Item.

**1) Request for Development Order and Certificate of Appropriateness for Redevelopment–
1357 Brickyard Road – Nolin Properties.**

Mrs. Donjuan stated Nolin Properties LLC is requesting a Development Order and Certificate of Appropriateness for redeveloping property located at 1357 Brickyard Road, Parcel ID:00000000-00-

2218-0013, .359 acres. This property is zoned commercial with an overlay of the Corridor Development District which requires Planning and Zoning Commission and City Council approval.

Nolin Properties LLC is proposing redevelopment to enlarge the existing building an additional 1,400 square feet on the east side of the building.

The proposed project would be removing 1,464 square feet of impervious surface that is already existing on the property and creating a new 1,400 square foot impervious structure that will be an addition to the existing building. This would reduce 64 square feet of impervious surface. Discussion ensued.

A motion was made by Mrs. Owens and seconded by Mr. Morris to approve the Development Order and Certificate of Appropriateness for Redevelopment– 1357 Brickyard Road – Nolin Properties. The motion passed unanimously.

F. Other Business.

G. Adjourn. The meeting was adjourned at 3:12 p.m.

Presented by:

**Sherry Snell
City Clerk**

**Mr. Thomas Lancaster
Chairman**