

**PLANNING & ZONING COMMISSION  
MEETING**

**January 8, 2026**

**3:00 p.m.**

**Members Present:**

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

Mr. Jim Morris, Vice-Chairman  
Mr. David Ridley, Board Member

**Absent:**

Mr. Holland Kent, Board Member

**Others Present:**

Mrs. Patrice Tanner, City Administrator  
Ms. Cheryl McCall, Council Liaison

Ms. Sherry Snell, City Clerk  
Mr. Curtis Porter, Captain

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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.

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- 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. Ridley. Mrs. Owens led the pledge to the American Flag.
- C. Approval of Agenda.**

**A motion was made by Mr. Morris and seconded by Mr. Ridley 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. Presentation and Approval of Minutes**

- 1. Planning & Zoning Commission Meeting – October 30, 2025

**A motion was made by Mrs. Owens and seconded by Mr. Ridley to approve the minutes as presented. The motion passed unanimously.**

**F. Agenda Item.**

**1) Request for Development Order – MK Wash & Go, LLC – Take 5 Oil Change.**

Mrs. Tanner stated Dani Keller, Kimley- Horn was present for any questions. Mrs. Keller stated the Development Order is for the conversion of the existing car wash to become a Take 5 Oil Change. Mrs. Tanner asked if the existing car wash would remain. Mrs. Keller stated the existing drive thru car wash area would become an office and the existing stalls would be for oil changes. Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the Development Order – MK Wash & Go, LLC – Take 5 Oil Change – 1405 Nadia Avenue. The motion passed unanimously.**

**G. Other Business.**

**H. Adjourn.** The meeting was adjourned at 3:06 p.m.

Presented by: \_\_\_\_\_

**Sherry Snell  
City Clerk**

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**Mr. Thomas Lancaster  
Chairman**