

# CITY OF CHIPLEY

## STAFF REPORT

**SUBJECT:** Request for a Variance - Chipola Area Habitat for Humanity - Corner of Pecan Street & 4th Avenue

### MEETING DATE

Thursday, April 7, 2026

### PREPARED BY

Tamara Donjuan, Planning & Zoning Officer

### SUMMARY

Chipola Area Habitat for Humanity requests a variance for the signage for property located at the corner of Pecan Street and 4<sup>th</sup> Avenue. The proposed variance will allow signage to be placed in the right of way. The right of way is seventy (70) feet on Pecan Street and fifty (50) feet on 4<sup>th</sup> Avenue. The applicant is requesting placement of signage approximately twenty-two (22) feet encroached into the right of way, diagonally between 4<sup>th</sup> Avenue and Pecan Street. The signage placement would be between the property line and a fire hydrant. Installing proper signage for the Chipley Heights subdivision offers essential benefits, including improved navigation for emergency services, easier location for visitors/deliveries and creates community identity. Strategically placing the signage will ensure clear identification without causing traffic obstructions, enhancing safety and visibility.

City of Chipley's Code of Ordinances reviewed are listed below.

### ARTICLE VI. - DISTRICT REGULATIONS

#### Sec. 44-150. - Residential land use districts.

Yard setback:

- (i) Front: 30 feet.
- (ii) Side: Ten feet.
- (iii) Rear: 20 feet, principal building.

### ARTICLE XI. - VARIANCES

#### Sec. 44-293. - Hearing on petition.

- (b) In considering variances to the land development code, the city council shall, before making a decision in a specific case, first determine:
  - (1) That the proposed variation does not constitute a change in the districts shown on the zoning map:
  - (2) That the proposed variation will not significantly increase congestion in the public streets nor impair the public safety:
  - (3) That the proposed variation will not impair the established values of property in the surrounding area:
  - (4) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district:
  - (5) That the special conditions and circumstances do not result from the actions of the applicant;
  - (6) That granting the variance requested will not confer on the applicant any special privilege that is denied by the Code to other lands, buildings or structures in the same zoning district:

- (7) That literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by others in the same zoning district under the terms of the Code and would work unnecessary and undue hardship on the applicant:
- (8) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure:
- (9) That the grant of the variance will be in harmony with the general intent and purpose of the Code and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare:

The notice of hearing was sent via certified mail on March 12, 2026, to thirty-six (36) property owners located within 300 feet of the property requesting the variance, at the corner of Pecan Street and 4th Avenue. To date, eighteen (18) recipients have signed for the certified mail, and one notice has been returned.

According to FEMA National Flood Hazard Layer data maps approximately 100% of the property is in Flood Zone "X", which is an area of minimal flood hazard.

The City Council will meet April 14, 2026, at 5:00 p.m. to review the recommendation.

### **RECOMMENDATION**

City Staff recommend approval of the proposed variance for signage placement, due to limited frontage for code-compliant signage.

### **ATTACHMENTS**

Variance packet with supporting documents.



# City of Chipley

1442 Jackson Avenue  
Post Office Box 1007  
Chipley, Florida 32428  
Phone: (850) 638-6350



## Variance Application Review – Corner of Pecan Street and 4<sup>th</sup> Avenue

We performed a review of the request for variance for an exception to signage requirements. The property is located at the corner of Pecan Street and 4<sup>th</sup> Avenue, Chipley, Florida. The purpose of the review is to identify whether the proposed placement of the signage is consistent with Article XI – Variances of the City of Chipley Code of Ordinances.

### *Variance Application Requirements*

#### Article XI – Variances

Pursuant to Sec. 44-289 the applicant submitted a variance application on January 28, 2026. This was reviewed against the requirements listed in Sec. 44-290.

Pursuant to Sec. 44-290, the petition for a variance to the land development code shall be evaluated based on the below determinations:

(1) That the proposed variation does not constitute a change in the districts shown on the zoning map:

*No zoning district will be changed with this variance.*

(2) That the proposed variation will not significantly increase congestion in the public streets nor impair the public safety:

*There will be no increased congestion or public safety concerns with this variance.*

(3) That the proposed variation will not impair the established values of property in the surrounding area:

*Property values will not be impaired by this variance.*

(4) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district:

*The special condition of the signage is that the signage will be encroached into the right of way approximately (22) twenty-two feet. Signage will be placed (10) ten feet behind fire hydrant. Placement of the signage would be between the property line and fire hydrant. Signage would be approximately (42) forty-two square feet in size. Materials for*

*the sign will be stucco over foam with thin metal signboard on one side with vinyl lettering. The City of Chipley Land Development Code does not provide requirements for or exceptions to the code as it relates to signage placement.*

- (5) That the special conditions and circumstances do not result from the actions of the applicant:

*The applicant is aware that the signage placement is prohibited according to City of Chipley's Code of Ordinance, Chapter 30, Sec. 30-3 Prohibited signs. It shall be unlawful to erect, cause to be erected, maintain, or cause to be maintained any sign not expressly authorized by or exempted from this chapter. The following signs are expressly prohibited: (17) Signs erected on public property, or on private property (such as private utility poles) located on public property, other than signs erected by a public authority for public purposes and signs authorized in writing pursuant to F.S. § [337.407](#) and is requesting a variance due to the unique physical hardship to the limited frontage for placement of signage for Chipley Height's Subdivision.*

- (6) That granting the variance requested will not confer on the applicant any special privilege that is denied by the Code to other lands, buildings, or structures in the same zoning district:

*No special privileges will be granted to this applicant. The request is necessitated by unique, pre-existing physical characteristics of the land—such as limited frontage that make it impossible to place code-compliant signage. Placement of the signage would be between the property line and fire hydrant. Signage would be approximately (42) forty-two square feet in size.*

- (7) That literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by others in the same zoning district under the terms of the Code and would work unnecessary and undue hardship on the applicant:

*The unique physical hardship is due to limited frontage that makes it impossible to place code-compliant signage.*

- (8) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure:

*Due to the limited frontage the request is for the minimum area required for safe identification and does not represent a special privilege.*

- (9) That the grant of the variance will be in harmony with the general intent and purpose of the Code and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare:

*Granting the variance will not be injurious to the area involved or otherwise detrimental to the public welfare. The placement of the signage will not be a sight-distance hazard for*

*drivers.*

Prepared By: Tamara Donjuan  
Final Review: 03/31/2026



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Proudly Serving Jackson and Washington Counties

January 30, 2026

Tamara Donjuan  
City of Chipley Planning and Zoning Board,

On behalf of Chipola Area Habitat for Humanity, I respectfully submit this request for a variance to allow the installation of an identification sign at the corner of Pecan Street and 4th Avenue.

The purpose of this sign is to clearly identify the Chipley Heights subdivision for residents, visitors, emergency services, and delivery providers. This marker will enhance visibility, safety, and community identity without creating distraction or obstruction.

The proposed sign will have the following specifications:

- Base dimensions: 8 feet wide by 2 feet deep
- Overall height: 7 feet
- Construction: foam-based core material finished with a stucco exterior.
- Installation: mounted on two concealed poles for stability and a clean appearance

The design is intended to be attractive, durable, and consistent with the character of the surrounding neighborhood. The concealed supports and stucco finish will give the sign a permanent, attractive appearance rather than that of a typical freestanding sign. Due to the design materials, it will not create a hazard in the unfortunate case of a vehicle collision.

We believe this sign will contribute positively to the appearance of the area and serve a practical function for wayfinding and identification, while maintaining the aesthetic standards of the City of Chipley.

We respectfully request your consideration and approval of this variance and thank you for your ongoing partnership. Should you have questions or need additional information regarding our support of this project, please feel free to send an email to, [kevin@chipolahabitat.org](mailto:kevin@chipolahabitat.org), or call, (850) 482-2187.

In Community Partnership,

A handwritten signature in blue ink that reads "Kevin L. Yoder".

Kevin L. Yoder  
Executive Director

**ZONING CHANGE OR VARIANCE REQUEST OR SPECIAL EXCEPTION**

FEE: 8150. PD 1/28/26

Any applicant requesting a particular service specified herein shall make formal application to the City and shall pay the appropriate fee. No portion of the appropriate fee shall be refunded whether the request is withdrawn by the applicant or denied or granted by the City of Chipley.

Date 01/22/2026 Applicant's Name Kevin Yoder  
CHIPOLA AREA HABITAT

Phone 8504822187 Address PO BOX 6114, MARIANNA, FL 32447

[Signature] Signature of Applicant 1/22/2026 Date

\*\*\*\*\*

ADDRESS OR DESCRIPTION OF PROPERTY TO BE CONSIDERED: \_\_\_\_\_  
730 PECAN ST, CHIPLEY, FL

TYPE OF REQUEST: Zoning Change (○) Variance (⊙)

REASON FOR REQUEST: Request to place sign for Chipley Heights at the corner of Pecan St and 4th Ave within the right-of-way.

SUPPORTING DOCUMENT(S): site plan

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**ZONING BOARD USE ONLY**

DECISION OF ZONING BOARD: \_\_\_\_\_

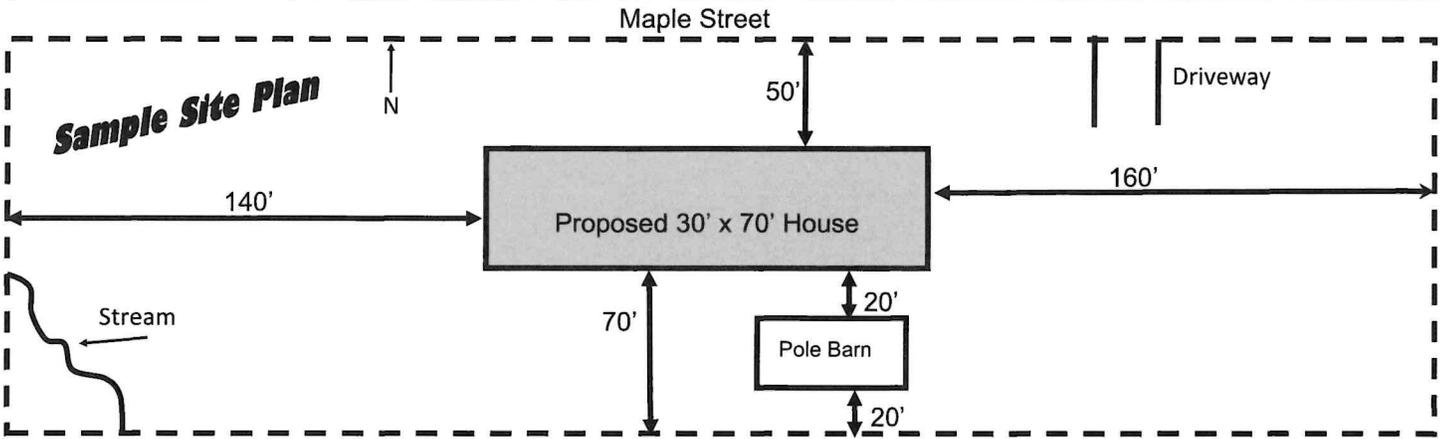
\_\_\_\_\_  
Signature of Board Chairman Date

PERSON TO BE NOTIFIED OF BOARD DECISION: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

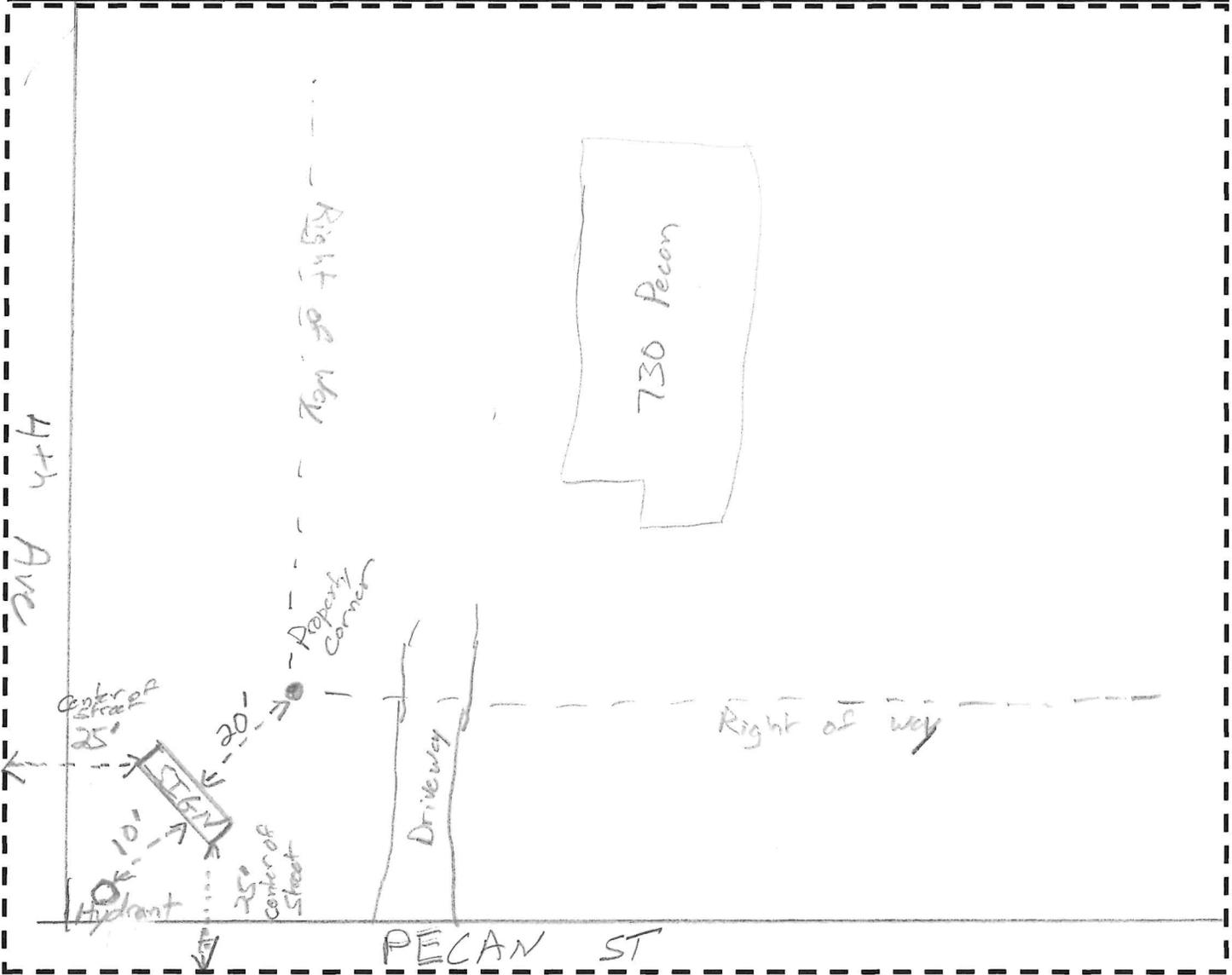
# City of Chipley — Site Plan Form

Applicant Name: CHIPOLA AREA HABITAT Address: corner of Pecan St / 4th Ave



**Use the space below to provide a site plan. Your drawing must include the following:**

- Show which way is North on the property
- Distance to proposed structure from property line and other structures
- Nearest Public Road(s) including driveway connections or easements
- All proposed and existing structures on the property
- Proposed & existing septic tanks and well locations
- Locations of lakes, ponds, rivers and streams and/or wetlands
- Any other helpful information.





# Add/Change/Void Cash Receipt CD1280129

### Money Received

	Amount	Type	Payment Info
<input checked="" type="checkbox"/>	150.00	CK	5208

### Distributions

	Type	Amount	Apply To	Description	For	Discount Pen Forgive
<input checked="" type="checkbox"/>	FMSD	150.00	DIST CD: 2550	PLANNING & ZONING FEES-730 PECAN ST		0.00

**Operator Code:** BETTY

**Receipt Code:** CD1280129

**Receipt Date:** 01/28/26

**Voided**

**Distributions:** 150.00

**Money:** 150.00

**Change Due:** 0.00

**From:** CHIPOLA HABITAT

**Email Address:**

**Destination Phone:**



# City of Chipley

1442 Jackson Avenue  
P.O. Box 1007  
Chipley, Florida 32428  
(850) 638-6350



## NOTICE OF PUBLIC HEARING

March 12, 2026

Dear Citizen:

The City of Chipley Planning & Zoning Commission will conduct a public hearing on April 7, 2026, at 3:00 p.m., City Hall Council Chambers. The purpose of this hearing is to review and consider the following request:

**Chipola Area Habitat for Humanity is requesting approval of a variance for signage setbacks that do not meet current code requirements.**

Property Location: Corner of Pecan Street and 4<sup>th</sup> Avenue

City Code Chapter 44 — Zoning  
Section 44-150 — Residential Land Use Districts

- a. Yard setback:
  - (i). Front; 30 feet.
  - (ii) Side; 10 feet.
  - (iii)Rear; 20 feet, principal building

In accordance with City Code of Ordinances Chapter 44, Article XI, property owners located within 300 feet of said location are to be notified.

The City Council will review the development order and variance at their meeting to be held on April 14, 2026, at 5:00 p.m., City Hall Council Chambers.

If you have any questions or need additional information regarding this request, please contact City Hall prior to the public hearing at (850) 638-6350.

Sincerely,

Tamara Donjuan  
Code Enforcement / Planning Officer



# Exhibit A

BELCHER BRENDA E, BELCHER DRESI  
PO BOX 513  
CHIPLEY, FL 32428

BELCHER BRENDA, BLECHER ANDRE  
PO BOX 513  
CHIPLEY, FL 32428

BOONE TIMOTHY JR, BOONE LINDSAY  
2959 HWY 277  
VERNON, FL 32462

BOSTON SABRINA & ETAL, TANNER LAS  
PO BOX 72  
CHIPLEY, FL 32428

BOYETTE SHANNON CATHERINE  
739 EAST BLVD  
CHIPLEY, FL 32428

CARTHON ARRIE  
637 BENNETT DR  
CHIPLEY, FL 32428

CHIPOLA AREA HAB FOR HUMANITY  
PO BOX 6114  
MARIANNA, FL 32447

DAVENPORT FRANKLIN E, PATTON JAN  
542 2ND ST  
APT G3  
CHIPLEY, FL 32428

DAVIS CLARKE  
747 EAST BLVD  
CHIPLEY, FL 32428

DAY PAUL PETE, DAY DEIDRA  
726 ALFORD RD  
CHIPLEY, FL 32428

ENGUM SHEILA  
PO BOX 237  
VERNON, FL 32462

HANCOCK LOUISE AKA & ETAL, HANCO  
30375 SHAMROCK ST N  
TALLAHASSEE, FL 32309

HOGAN EDITH JAUNITA  
C/O JOHNNY SMITH  
5089 WELLS DR  
EVANS, GA 30809

HUTCHINS ROBERT EARL  
% CHARLES HUTCHINS  
1535 HICKORY ST  
NICEVILLE, FL 32578

KENNEDY MABEL WILSON  
1174 4TH AVE  
CHIPLEY, FL 32428

KENNEDY TIFFANY K  
1182 4TH AVE  
CHIPLEY, FL 32428

MC DONALD JAMES R, MC DONALD JE/  
729 PECAN ST  
CHIPLEY, FL 32428

MORRIS PERCY  
PO BOX 302  
CHIPLEY, FL 32428

MUNYON PAUL J, MUNYON GAY L  
3037 SHAMROCK ST N  
TALLAHASSEE, FL 32309

PATRICK SHIRLEY, PATRICK MARK  
737 EAST BLVD  
CHIPLEY, FL 32428

PETERSON SHEILA L  
2979 SYLVANIA RD  
VERNON, FL 32462

POTTER JOSEPHINE C  
1184 4TH AVE  
CHIPLEY, FL 32428

REED GWUAN & ETAL, EDWARDS CHRI  
750 ORANGE ST  
CHIPLEY, FL 32428

RHYNE LESTER AKA, RHYNES LESTER  
637 BENNETT DR  
CHIPLEY, FL 32428

RITTMAN CHARITY, KENNEDY LEDELL  
747 PECAN ST  
CHIPLEY, FL 32428

ROUSE EDITH  
1181 4TH AVE  
CHIPLEY, FL 32428

SAPP MELISSA MYRL  
745 EAST BLVD  
CHIPLEY, FL 32428

SHACKELFORD FREDERICK & ETAL, SH  
2220 MINGO LN  
COTTONDALE, FL 32431

SHARPE ALVIN JR & ETAL, DOUGLAS M  
1179 4TH AVE  
CHIPLEY, FL 32428

SIMMONS BEVERLY  
757 EAST BLVD  
CHIPLEY, FL 32428

SIMMONS ELMER, SIMMONS BEVERLY  
757 EAST BLVD  
CHIPLEY, FL 32428

VANN BILLY, VANN CHRISTINE  
PO BOX 312  
CHIPLEY, FL 32428

VANN MAMIE & ETAL, VANN BRIDGET  
741 PECAN ST  
CHIPLEY, FL 32428

WHITTINGTON STEVEN C, WHITTINGTON  
1143 WHITTINGTON RD  
CHIPLEY, FL 32428

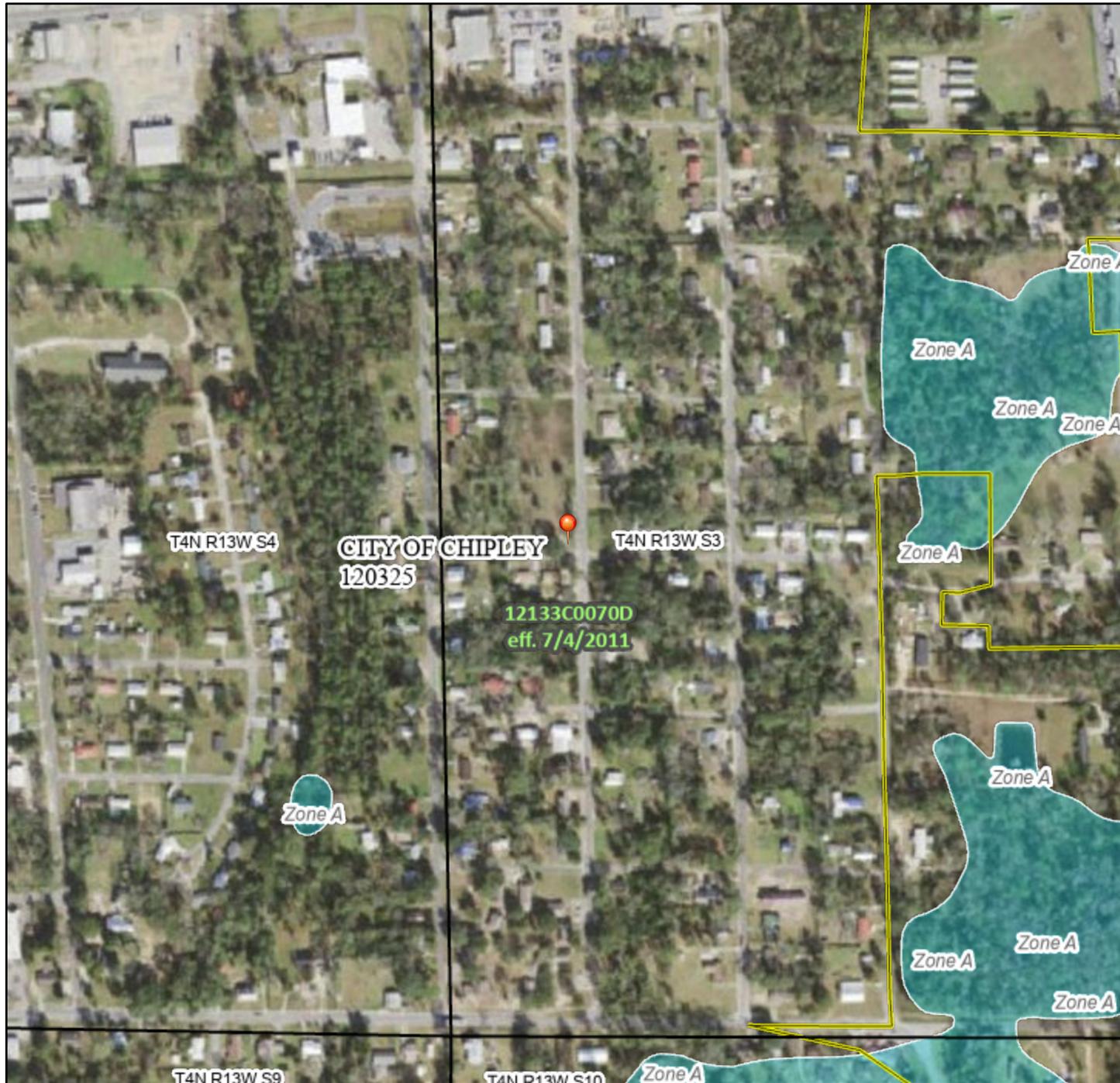
WILLIAMS MORDECAI  
756 ORANGE ST  
CHIPLEY, FL 32428

WILSON KATHY GAIL  
1119 BATON ROUGE CT  
TALLAHASSEE, FL 32305

# National Flood Hazard Layer FIRMMette



85°32'13"W 30°46'47"N



85°31'36"W 30°46'16"N

Basemap Imagery Source: USGS National Map 2023

## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- |                                    |  |  |
|------------------------------------|--|--|
| <b>SPECIAL FLOOD HAZARD AREAS</b>  |  | Without Base Flood Elevation (BFE)<br><i>Zone A, V, A99</i>  |
|                                    |  | With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>   |
|                                    |  | Regulatory Floodway  |
| <b>OTHER AREAS OF FLOOD HAZARD</b> |  | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i> |
|                                    |  | Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>  |
|                                    |  | Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>  |
|                                    |  | Area with Flood Risk due to Levee <i>Zone D</i>  |
| <b>OTHER AREAS</b>                 |  | NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>   |
|                                    |  | Effective LOMRs  |
| <b>GENERAL STRUCTURES</b>          |  | Area of Undetermined Flood Hazard <i>Zone D</i>  |
|                                    |  | Channel, Culvert, or Storm Sewer   |
|                                    |  | Levee, Dike, or Floodwall  |
| <b>OTHER FEATURES</b>              |  | 20.2 Cross Sections with 1% Annual Chance  |
|                                    |  | 17.5 Water Surface Elevation   |
|                                    |  | Coastal Transect   |
|                                    |  | Base Flood Elevation Line (BFE)  |
|                                    |  | Limit of Study   |
| <b>MAP PANELS</b>                  |  | Jurisdiction Boundary  |
|                                    |  | Coastal Transect Baseline  |
|                                    |  | Profile Baseline   |
|                                    |  | Hydrographic Feature   |
|                                    |  | Digital Data Available   |
|                                    |  | No Digital Data Available  |
|                                    |  | Unmapped   |
|                                    |  | The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.                                     |



This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/30/2026 at 3:58 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.