

**PLANNING & ZONING COMMISSION  
MEETING**

**September 5, 2024**

**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:**

Mrs. Tamara Donjuan, Code Enforcement/Planning Officer  
Ms. Cheryl McCall, Council Liaison

Ms. Sherry Snell, City Clerk

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**A. Call To Order.** Mr. Lancaster handed the gavel to Mr. Morris to Chair the meeting. The meeting was called to order by Mr. Morris at 3:00 p.m.

**B. Prayer and Pledge.** Prayer was given by Mr. Lancaster. Mr. Kent led the pledge to the American Flag.

**C. Approval of Agenda.**

**A motion was made by Mr. Lancaster 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. Agenda Item.**

**1) Request for Development Order and Certificate of Appropriateness – 976 Main Street – Innovations Financial Credit Union.**

Mrs. Donjuan stated the Planning and Zoning Commission met on August 8, 2024, granting a temporary permit for 60 days to allow the business to move forward with opening to the general public. The City Council approved the recommendations founded by the Planning and Zoning Commission on August 13, 2024, at the regular scheduled Council meeting. Innovations Financial Credit Union has resubmitted documentation that address the concerns the Planning and Zoning Commission had. The new information includes drawings for the parking lot to include a ramp for ADA, as well as the necessary stormwater management requirements. Innovations Financial Credit Union request final approval for the development order and certificate of appropriateness for the development. Discussion ensued.

**A motion was made by Mr. Ridley and seconded by Mrs. Owens to approve the Development Order and Certificate of Appropriateness at 976 Main Street for Innovations Financial Credit Union. The motion passed unanimously.**

**F. Other Business.**

**G. Adjourn.** The meeting was adjourned at 3:08 p.m.

**Presented by:** \_\_\_\_\_  
**Sherry Snell**  
**City Clerk**

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**Mr. Thomas Lancaster**  
**Chairman**