

**PLANNING & ZONING COMMISSION  
MEETING**

**August 8, 2024**

**3:00 p.m.**

**Members Present:**

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

Mrs. Wanda Owens, Board Member

**Absent:**

Mr. Tom Lancaster, 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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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.** The meeting was called to order by Mr. Morris 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. Ridley 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 – 1600 Main Street – Arbys Restaurant Group.**

Mrs. Donjuan stated the request was for remodeling, paving, signage and paint. No further discussion.

**A motion was made by Mr. Ridley and seconded by Mrs. Owens to approve the Development Order and Certificate of Appropriateness at 1600 Main Street for Arbys Restaurant Group. The motion passed unanimously.**

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

Mrs. Donjuan stated this was for remodeling, adding parking and signage. Mr. Morris asked if this was allowed in neighborhood commercial zoning. Mrs. Donjuan stated it was allowed. Mr. Ridley asked if parking on grass was acceptable. Mrs. Donjuan stated they are doing bumpers in the parking area. Mr. Kenny Ray Mitchell, Innovations, stated their engineer is looking at parking and stormwater placement. Mr. Ridley asked about a ramp for ADA requirements. Discussion ensued.

**A motion was made by Mrs. Owens and seconded by Mr. Ridley to approve the Development Order and Certificate of Appropriateness at 976 Main Street for Innovations Financial Credit Union, with temporary approval of parking and ADA, that will require final Planning & Zoning approval within sixty days. The motion passed unanimously.**

**F. Other Business.**

**G. Adjourn.** The meeting was adjourned at 3:16 p.m.

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

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Mr. Thomas Lancaster  
Chairman