

**PLANNING & ZONING COMMISSION
MEETING**

December 5, 2023

3:00 p.m.

Members Present:

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

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

Members Absent:

Mr. David Ridley, Board Member

Others Present:

Mrs. Tamara Donjuan, Code Enforcement/Planning Officer Ms. Sherry Snell, Board Secretary

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- A. Call To Order.** The meeting was called to order by Mr. Lancaster at 3:00 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Morris. Mr. Lancaster led the pledge to the American Flag.
- C. Approval of Agenda.**

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

- D. Presentation and Approval of Minutes.**
1. November 7, 2023.

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

- E. Agenda Item.**

1) Request for Certificate of Appropriateness and Demo Permit – 5th Street – City of Chipley.

Mrs. Donjuan went over the summary of the request for the certificate of appropriateness and demo permit for the Mongoven building. Mr. Morris stated that at the last meeting they had decided if a representative wasn't available to answer questions that the item would not be voted on. A short recess was taken.

The meeting reconvened with Mr. Brent Melvin, David H. Melvin, Inc. joining by Zoom to answer any questions. Mr. Kent asked if an inspector would be on site to ensure that safety was a priority. Mr. Melvin stated that a pre-bid meeting was held and that safety was the main message. He added that they are familiar with all the potential bidders and they have good safety records. Mr. Morris asked about

the wall by the adjoining building. Mr. Melvin said they anticipate having to leave it as the same height as the building next door but would see more as the work started. The structural engineer will look at it again during the project construction to see what needs to be done. Discussion ensued.

A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the Certificate of Appropriateness and Demo Permit for the City of Chipley. The motion passed unanimously.

F. Other Business.

G. Adjourn. The meeting was adjourned at 3:29 p.m.

Presented by: _____
Sherry Snell
Board Secretary

Mr. Thomas Lancaster
Chairman