

# **CITY OF CHIPLEY**

## **STAFF REPORT**

**SUBJECT:** Request for Development Order and Certificate of Appropriateness for signage – 1012 Main Street – First Federal Bank of Chipley

### **MEETING DATE**

Thursday, January 2, 2025,

### **PREPARED BY**

Tamara Donjuan, Planning & Zoning Officer

### **SUMMARY**

First Federal Bank of Chipley request approval of a Development Order and Certificate of Appropriateness. The property is located at 1012 Main Street, Parcel ID:000000000-00-1894-0000, .482 acreage for construction for new signage. This property is zoned Neighborhood Commercial with an overlay of the Corridor Development District which requires Planning and Zoning and City Council approval.

The proposed development meets all standards for uses allowed, density and intensity, and design standards for Chapter 44 – Zoning, ARTICLE VI – District Regulations, Section 44-163- Corridor development district. The purpose of and intent of the corridor development district is to provide higher standards for redevelopment of deterioration and/or unattractive structures and signs.

The proposed signage meets all requirements to Chapter 30 – Signs- Section 30-6. – Permitted permanent accessory signs.

According to Northwest Florida Water Management District data maps approximately 100% of the property is in Flood Zone "X" which is an area of minimal flood hazard.

Redevelopment of the signage would have a minimal effect on the surrounding area.

The construction of the signage will not create impervious surfaces and is exempt from additional stormwater management.

The City Council review date is January 14, 2025, at 5:00 pm.

### **RECOMMENDATION**

City Staff recommends approval of the Development Order and Certificate of Appropriateness for signage.

### **ATTACHMENTS**

1. Development Order Packet
2. Proposed Site Plan
3. Signage Drawings
4. NFWFMD Report

# City of Chipley Development Order

File No. \_\_\_\_\_

Fees Paid \$ \_\_\_\_\_

Name of Owner: First Federal Bank

Phone #: 386-755-0600 ext 50123

Address: 1012 Main Street Chipley

Name of Developer/Contractor: MPS will install

Address: 777 Hutchison Road Chipley

Phone #: 850-703-0084

Type of Development: Remove current sign and replace with LED

Parcel Size: 0.482

Location of Development: Road front sign

Land Use Designation: Commercial

Sq. Ft. of Building 2124

Site Plan Required? Yes ☒ No

Stormwater Permit Required? Yes No ☒

City Utilities Needed? Potable Water \_\_\_\_\_ Waste Water

Natural Gas \_\_\_\_\_ Garbage

Attachments to Order: 1. Site

2. Sign

3. \_\_\_\_\_

4. \_\_\_\_\_

Date of Planning & Zoning Commission Approval: 01/02/25

Date of City Council Approval: 01/14/25

Contingencies/Conditions of Approval: \_\_\_\_\_

The City Council hereby authorizes the development of land within the City of Chipley, Florida, as specified herein. Any development undertaken pursuant to this order shall be in strict conformance with the application for development approval and site plan(s) as approved by the City.

\_\_\_\_\_  
Signature – City Administrator / Date

\_\_\_\_\_  
Attest / Date

**SEAL**

Owner/Developer/Contractor: \_\_\_\_\_

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Name: First Federal Bank

Address: 1012 Main Street

Phone #: 386-755-0600

Chipley, FL

Address of property to be improved: 1012 Main Street Chipley

List of improvements including materials to be used, paint colors, and other details which will alter the current appearance of the structure or property.

Remove current monument sign (road front) - replace with new sign and LED

**Note: Include a site plan showing location of proposed construction if the improvement is not on the existing structure.**

I (name of applicant) Stacey Gamble certify that the information submitted truly reflects all improvements which will be made on the property. Should any changes be desired, I will notify the City of Chipley. I acknowledge that penalties can be the result of varying from the plans or description submitted and approved.

Signed: Stacey Gamble Date: 11/26/2024

\*\*\*\*\*

Action:      Approved \_\_\_\_\_                      Not Approved \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature/Title/Authority



# City of Chipley

## Land Use Compliance Certificate



Fee Amount \$ \_\_\_\_\_

Verification provided for (Owner's Name): First Federal Bank

Project Site Address: 1012 Main Street Chipley

Phone Number: 386-755-0600

Contractor Name/Address MainStreet Property Services

Contractor Phone #: 850-703-0084 Parcel I.D. Number: 00000000-00-1894-0000

### City of Chipley Future Land Use Designation

Low Density Residential	<input type="radio"/>	Neighborhood Commercial	<input type="radio"/>
Medium Density Residential	<input type="radio"/>	Historic Commercial	<input type="radio"/>
High Density Residential	<input type="radio"/>	Industrial	<input type="radio"/>
Historic	<input type="radio"/>	Recreational	<input type="radio"/>
Commercial	<input checked="" type="radio"/>	Public/Semi Public/Educational	<input type="radio"/>

Flood Zone: ☒ Yes ☐ No Zone Type \_\_\_\_\_

Scope of work (Please provide details of all work): Remove existing Monument sign and  
replace with new LED

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A site inspection has been performed on the above development site within the City of Chipley, Florida. It is hereby verified that all site development standards meet the City's land use, zoning and comprehensive planning requirements.

Stacey Gamble  
Applicant

11/26/2024  
Date

\_\_\_\_\_  
City Official Verifying Compliance

\_\_\_\_\_  
Date

**Notice to Applicant:** This certificate must be presented to the Washington County Building Official and is requisite to issuance of a "Certificate of Occupancy" for your construction project.

**City of Chipley**  
**Sign Application**  
**Application Fee: \$ \_\_\_\_\_**

.....

**Date:** 11/21/2021

**Application #:** \_\_\_\_\_

**Applicant's Name:** Stacey Gamble

**Business Name:** First Federal Bank

**Phone #:** 386-754-7162

**Address of Sign:** 1012 Main Street

**Name & Address of Sign Contractor:** Robson Corporation

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**Please provide the following information:**

1. **Type of Sign(s):**  
a. ☒ **Ground Sign**    ☐ **Building Sign**    ☐ **Outdoor Advertising Sign**  
(Billboards)
2. **Scale drawing and dimensions of sign.**  
a. **Ground Signs & Outdoor Advertising Signs:** provide site plan showing location of sign, distances from existing buildings, intersections, driveway connections and property lines. (Outdoor advertising signs require D.O.T. permit application).  
b. **Building Signs:** provide drawing of building showing elevation and location of sign.
3. **Type of illumination:** Back lite and LED
4. **Land use designation:** Commercial
5. **Number of existing signs on property:** 1

The City of Chipley hereby authorizes placement of the above referenced signage. Any deviation to construction or location which are not reflected in this document will result in revocation of application.

\_\_\_\_\_  
City Administrator or Code Officer

\_\_\_\_\_  
Date

  
Owner/Contractor



1012  
Main St.

Actual colors on sign may slightly vary. See purchasing terms for more details.



**ROBSON SIGN**  
— BEST BUY IN SIGNS —

**39**  
YEARS  
OF QUALITY



2970 University Parkway  
Sarasota, FL 34243

800-770-8585  
941-753-6935

Approved By: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

This is an original, unpublished drawing, submitted in connection with a project we are planning for you. Please do not copy or show it to anyone outside of your organization without written permission from Robson Sign.

Washington County, FL

SN 114294  
First Federal

## IMPORTANT NOTICE

The Property Appraiser makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change. This website is **NOT TO BE USED AS AN OFFICIAL RECORD OR FOR FINANCING PURPOSES, INSURANCE PURPOSES, PROPERTY OWNERSHIP (Deeds are the official record of title), ELIGIBILITY FOR ANY PROGRAM, AND/OR ADDRESS VERIFICATION.** If you need address verification, please contact the E-911 Addressing Coordinator at (850) 638-6325.

Maps have been compiled from the most authentic information available and is to be used for assessment purposes only. Washington County Property Appraiser's Office assumes **NO** responsibility for the errors and/or omission contained herein. **THIS MAP IS NOT A SURVEY**

### Parcel Summary

Parcel ID 00000000-00-1894-0000  
Location Address 1012 MAIN ST  
CHIPLEY 32428  
Brief Tax Description 4 4 13 ORB 867 P 254 LOTS 11,12 BLK 18  
(Note: Not to be used on legal documents.)  
Property Use Code FINANCIAL BLDG (2300)  
Sec/Twp/Rng 4-4-13  
Tax District Chipley (2)  
Millage Rate 20.4678  
Acreage 0.482  
Homestead N

[View Map](#)

\*The Property Use code is a Department of Revenue code. For zoning information please contact the Planning and Zoning department at 850-415-5093.

### Owner Information

Primary Owner  
FIRST FEDERAL BANK OF FLORIDA  
% FIRST FEDERAL BANK  
4705 W US HWY 90  
LAKE CITY, FL 32055

### Valuation

	2024 Preliminary Values
Building Value	\$137,088
Extra Features Value	\$8,112
Land Value	\$42,000
Land Agricultural Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$187,200
Assessed Value	\$187,200
Exempt Value	\$0
Taxable Value	\$187,200
Save Our Homes or AGL Amount	\$0

"Just (Market) Value" description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

### Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth
001000 - COMMERCIAL	140	FF	140	150

## Building Information

Type	FINANC INS
Total Area	2,616
Heated Area	2,124
Exterior Walls	BRICK
Roof Cover	COMP SHNGL
Interior Walls	DRYWALL
Frame Type	WD FRAME
Floor Cover	CERA/CLAY

Heat	FORCED AIR DUCTED
Air Conditioning	CENTRAL
Bathrooms	0
Bedrooms	0
Stories	0
Actual Year Built	1987

## Extra Features

Code	Description	Length x Width	Units
1857	CONCRETE PAVING COM	0 x 0 x	541
1857	CONCRETE PAVING COM	28 x 13 x	364
1821	6' PRIVACY FENCE COM	0 x 0 x	352
1899	OVERIDE	0 x 0 x	1

## Sales

Multi Parcel	Sale Date	Sale Price	Instrument	Book/Page	Vacant/Improved	Grantor	Grantee
N	10/21/2010	\$340,000	WD	<a href="#">867/254</a>	Improved	BANK OF BONIFAY BY RECEIVER FEDERAL DEP INS	FIRST FEDERAL BANK OF FLORIDA
N	6/15/2006	\$250,000	WD	<a href="#">670/183</a>	Improved	TRAWICK RANCH	BANK OF BONIFAY
N	10/1/2001	\$102,000	WD	<a href="#">421/13</a>	Improved	MCDANIEL PROPERTIES	TRAWICK RANCH
N	1/1/1999	\$100	QC	<a href="#">332/297</a>	Improved	WEBB TO MCDANIEL PROP	
N	8/1/1998	\$84,000	WD	<a href="#">322/429</a>	Improved	WEBB TO MCDANIEL PROPERTIES	
N	2/1/1989	\$0	00	<a href="#">241/1236</a>	Improved		

## Tax Collector Site

[Click here to view the Tax Collector website.](#)

## Generate Owner List by Radius

Distance:

100

Feet



Use Address From:

☒ Owner ☐ Property

Select export file format:

Address labels (5160)



☒ Show All Owners

☐ Show Parcel ID on Label

Skip Labels

0

International mailing labels that exceed 5 lines are not supported on the Address labels (5160).  
For international addresses, please use the xlsx, csv or tab download formats.

Download

## Sketches

[illegible]

[User Privacy Policy](#) | [GDPR Privacy Notice](#)  
Last Data Upload: 9/16/2024, 10:11:00 PM

Developed by







MAIN ST

000000000-00-1893-0000 976

000000000-00-1894-0000 1012

000000000-00-1902-0000 785

000000000-00-1894-0001 791

000000000-00-1894-0002 793

00000

Imagination  
Station Child Care

273

First Federal Bank

1001

1007

MAIN ST

0000000000-00-1894-0000 4014

0000000000-00-1894-0000 1012

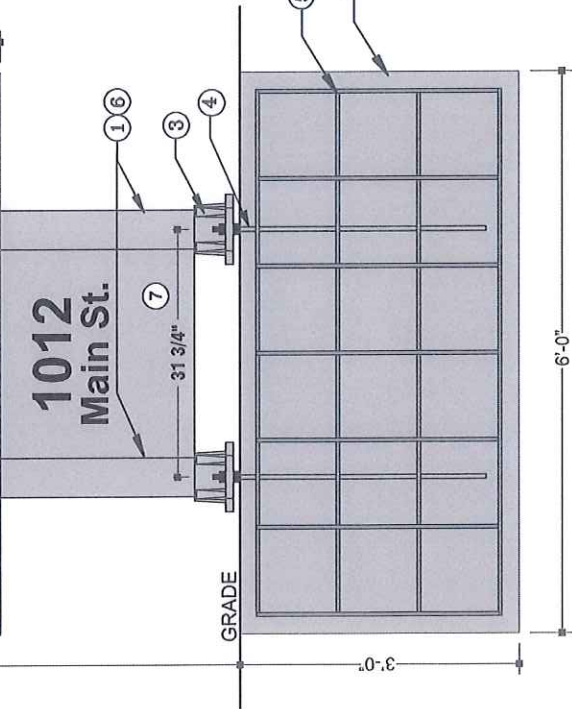
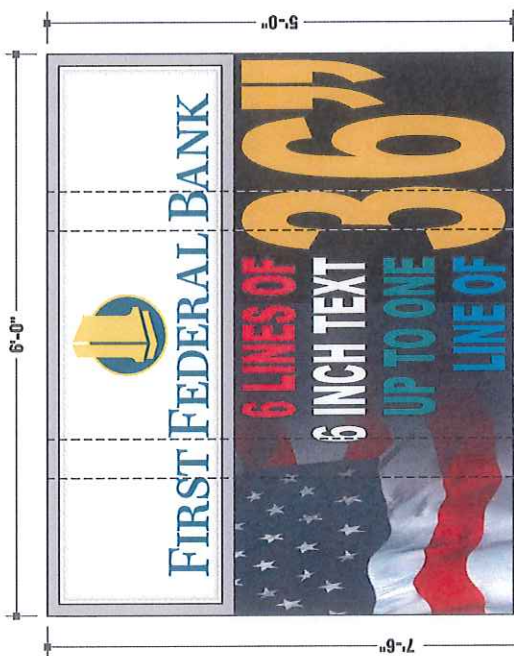
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0000000000-00-1894-0002 793

0000000000-00-1894-0001 791

0000000000-00-1902-0000 785

5TH ST



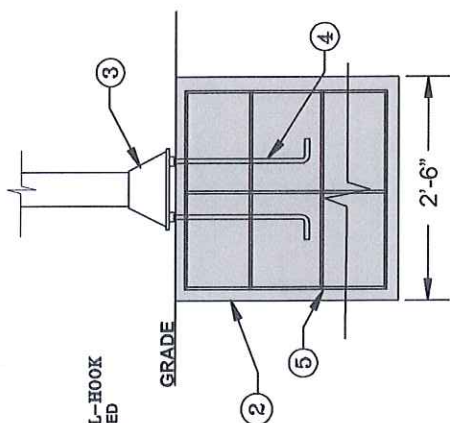
**FRAME**

- 1 5" X 5" X 3/16" SQUARE 6061-T6 ALUMINUM TUBING
- 2 3000 CONCRETE PSI @ 28 DAYS
- 3 ALUMINUM FOOT SEE DETAIL, 2 REQUIRED
- 4 1-1/4" DIA X 36" F1554 GR36 J BOLTS W 4" L-HOOK
- 5 GRADE A615 GR60, TIE EACH JOINT, #5 REBAR CAGE
- 6 W/ BARS ON 12" GRID ON ALL FACES OF FOOTER
- 7 MAINTAIN 3" COVER MINIMUM
- 8 POWDER COATED FINISH
- 9 SHEET ALUMINUM

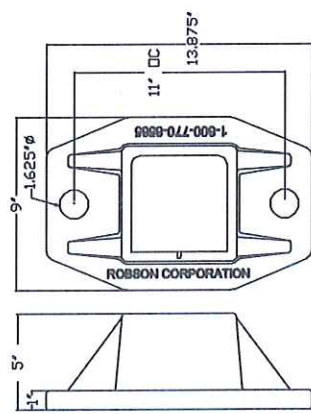
**NOTES**

EXTERIOR FINISH - POWDER COATED  
 VINYL COLORS: YELLOW, BLUE (NAVY), BLACK  
 POWDER COAT: TRAFFIC WHITE

FOUNDATION:  
 3000 PSI CONCRETE @ 28 DAYS  
 2000 PSF SOIL BEARING  
 150 PSF/LF SOIL LATERAL BEARING  
 UNDISTURBED SOIL

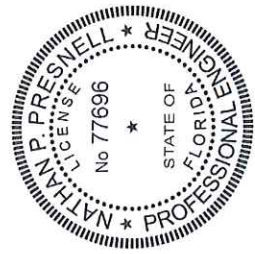


**CROSS SECTION**



**FOOT DETAIL**

SIGN TO BE CONSTRUCTED TO 2020 NEC 600 STANDARD  
 SIGN TO BEAR UL LABEL  
 SIGN TO HAVE ELECTRICAL DISCONNECT ON THE EXTERIOR



NATHAN P. PRESNELL, PE 77696  
 DATE SIGNED: 6/26/2024

FLORIDA BUILDING CODE  
 8th EDITION (2023)  
 SECTION 16 WIND LOAD, ASCE 7-22  
 130 MPH WIND LOAD, V<sub>at</sub>  
 RISK CATEGORY II  
 EXPOSURE C

ENCON SERVICES, INC.  
 PO BOX 3613  
 APOLLO BEACH, FL 33572  
 813-655-3373, FLEB #9394

**LOCATION:**

First Federal Bank  
 1012 Main St  
 Chipley, FL 32428

SCALE: 1/8\"/>

THIS ITEM HAS BEEN ORIGINALLY SIGNED AND SEALED BY  
 NATHAN P. PRESNELL, P.E. ON THE DATE ADJUDICATED TO THE  
 SEAL.  
 PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED  
 SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED  
 ON ANY ELECTRONIC COPIES.

**RS ROBSON SIGN** 2970 University Parkway Sarasota, FL 34243  
 39 YEARS OF QUALITY  
 BEST BUY IN SIGNS

This is an unprinted, unauthenticated drawing, submitted in connection with a project and is not intended for use. Please  
 do not copy or reuse it in any manner without the express written permission from Robson Sign.

SKETCH: #190928\_FINAL DATE: 6/18/24 MODEL: A-53D MATRIX: 144x288 ARTIST: SYB SALES PERSON: MJW

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY  
NATHAN P. PRESNELL, P.E., ON THE DATE ADJACENT TO THE  
SEAL.

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED  
SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED  
ON ANY ELECTRONIC COPIES.

## EnCon Services, Inc.

### Sign Design Calculations

Job Description  
First Federal Bank  
1012 Main St  
Chipley, FL 32428  
5'-0" x 6'-0" Monument 7'-6" OAH  
Design per Florida Building Code, 8th Edition (2023),  
Section 16 Wind Load, ASCE 7-22, Load Case: D + 0.6W

PREPARED BY:  
EnCon Services, Inc., FLEB #9394  
PO Box 3613, Apollo Beach, FL 33572  
813-655-3373  
Nathan P. Presnell, PE 77696

DATE SIGNED:  
6/26/2024

#### Risk Category II

Kzt 1  
Exposure C  
Kd 0.85  
Kz 0.85  
V 130 mph  
Cf 1.64  
G 0.85  
Number of Poles = 2 1  
Wind Pressure (PSF) 44



Sign	Area (sf)	Distance to Center (ft)	P = Force (lb)	Moment (ft-lb)
Top	30.00	5.00	787	3933
Bottom	7.68	1.25	201	252
<b>Totals</b>			<b>988</b>	<b>4,184</b>

Required Section (in<sup>3</sup>) 2.6 per pole  
Provided Section (in<sup>3</sup>) 5.58 5" x 5" x 3/16" Sq. Alum. Tube  
0.47 Grade 6061-T6

#### Base Plate Design

Distance Between Bolts 11  
Number of Bolts per Base Plate 2

4565 Tension on Bolts (LB)  
Use 1-1/4" Dia. X 36" Long F1554 Gr36 Bolts  
with L-Hook Embedded in Foundation

#### Base Design

Number of Bases 1  
Diagonal B (FT) 6.50  
Lateral soil pressure (LB/SF/FT) 150  
Depth (Estimated) (FT) 3  
S1 300  
Design Depth (FT) 3.0 Ft

#### Base Size Required

3.0 FT Deep  
6.0 FT Parallel  
2.5 FT Perpendicular



## Code Check Form

<b>Site Name/Number:</b>	First Federal Bank of Chipley	<b>Address:</b>	1012 Main St	<b>City, State Zip:</b>	Chipley, FL 32428
<b>Jurisdiction:</b>	City of Chipley	<b>Zoning Classification:</b>	Neighborhood Commercial & Corridor Development District	<b>Contact Name:</b>	Tamara Donjuan
<b>Date Completed:</b>	9/23/2024	<b>If located w/in a shopping center - is there a Master Sign Plan (or similar) on file?:</b>		NA	
<b>Wall Signs</b>					
Are wall signs permitted?		Yes			
Number of wall signs permitted:		3 per side facing a street			
Max SF permitted:		10% of the facade not to exceed 144 sq ft			
Illumination restrictions:		Illumination by floodlights or spotlights is permissible so long as none of the light emitted shines directly onto an adjoining property or into the eyes of motorists or pedestrians using or entering public streets. Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface of the sign over public space."			
Sign type restrictions:		Not regulated in code, need to submit for review and approval			
Notes:					
<b>Ground Signs</b>					
Are ground signs permitted?		Yes			
Number of ground signs permitted:		1			
Max SF permitted:		48 SF			
SF calculation:		Allowance is based on street frontage - estimated 135' street frontage allows for 48 SF			
Max height:		22'			
Separation requirement between signs:		NA - frontage of property only allows for 1 sign			
Sign type restrictions:		Not regulated			
Setback restrictions:		20' from side property line			
Clearance restrictions:		Not regulated in code, need to submit for review and approval			
Sight Triangle:		100' back from street centerline			
Illumination restrictions:		Illumination by floodlights or spotlights is permissible so long as none of the light emitted shines directly onto an adjoining property or into the eyes of motorists or pedestrians using or entering public streets. Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface of the sign over public space."			
Can sign project over walkways?		No			
Notes:					
<b>EMC Signs</b>					
Are EMC signs permitted?		Yes			
EMC restrictions:		No flashing. Must auto-dim based on ambient light conditions. SF is NTE the allowance of the sign to which it is attached. Must provide a signed letter certifying that the owner will not tamper with the manufacturers' preset automatic brightness levels.			
<b>Directional Signs</b>					
Are directional signs permitted?		Yes			
Are permits required?		Yes			
Number of directional signs permitted:		Not regulated in code, need to submit for review and approval			
Max SF permitted:		4 sq ft			
Max height:		Not regulated in code, need to submit for review and approval			
Are logos permitted?		Not regulated in code, need to submit for review and approval			
Illumination restrictions:		Illumination by floodlights or spotlights is permissible so long as none of the light emitted shines directly onto an adjoining property or into the eyes of motorists or pedestrians using or entering public streets. Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface of the sign over public space."			
Notes:					
<b>Window Signs</b>					
Are window signs permitted?		Yes			
Do they count towards the SF allowance?		No			
Max SF permitted:		25% of window surface			
SF calculation:		W x H			
Are permits required?		Yes			
Notes:		requires a Land Use Application from the City			
<b>Permitting</b>					
Time frame to process permit?		Corridor Development District requires City Council approval, could possibly take up to 45 days, Council meets every second Tuesday of the month			
Are permits required for face changes?		Yes			
What permits are required?		Building and Electrical			
Are any review boards required?		Yes			
If yes, what is the time frame for review?		Corridor Development District requires City Council approval, could possibly take up to 45 days			
Documents required:		City of Chipley - Sign Permit Application and Land Use Application. Site plan showing location of sign, distances from existing buildings, intersections, driveway connections and property lines. Scale drawing and dimensions of sign. Washington County - Building Permit Application and Trade Permit Application for Electrical. Site plan showing location of sign, distances from existing buildings, intersections, driveway connections and property lines. Scale drawing and dimensions of sign.			
Number of copies required:		1			
How can permits be submitted?		Submitted via email			

Does permit application need to be signed by owner?	No
Is the contractor's license or insurance required?	Yes
Is a Certificate of Occupancy required prior to obtaining permits?	Yes
Is a Business Tax Receipt required with application?	Yes
Permit fees:	To be determined upon submittal
What inspections are required?	To be determined upon submittal by Washington County. For a new Ground sign - Foundation, Sign Final, Electrical Final
Are there any planned changes to code?	No
Notes:	Initial submittal will be to the City of Chipley, once the city approves, they will forward an approval form to Washington County, and then we submit to the county.
This information was provided by research of public records. Accuracy cannot be guaranteed until a formal submittal is made.	

Effective BFE:	N/A	Prelim BFE:	0.0 ft
Effective Fld Zone:	X:100%:	Prelim Fld Zone:	Not Available
Effective Fld Zone at Clicked Location :	X	Prelim Fld Zone at Clicked Location :	N/A
Effective FIRM Panel :	12133C0070D	Prelim FIRM Panel :	Not Available
Clicked Location (approximate):	30.77332, -85.53802	Parcel ID :	00000000-00-1894-0000
Address (approximate):	First Federal Bank Of Florida, 1012 Main St, Chipley, FL, 32428, USA		

Print

Select a layout ▼

Add custom title

**\*\*This printed report opens in a new browser. You may need to enable popups on your browser.**

Effective Flood Map: 7/4/2011

