

**PLANNING & ZONING COMMISSION  
MEETING**

**January 2, 2025**

**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:**

Ms. Sherry Snell, City Clerk  
Ms. Cheryl McCall, Council Liaison

Mrs. Tamara Donjuan, Code Enforcement/Planning Officer

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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.** Mr. Lancaster called the meeting to order at 3:00 p.m.

**B. Prayer and Pledge.** Prayer was given by Mr. Morris. Mrs. Owens led the pledge to the American Flag.

**C. Approval of Agenda.**

**A motion was made by Mrs. Owens and seconded by Mr. Morris 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. Presentation and Approval of Minutes**

1. September 19, 2024

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

**F. Agenda Item.**

**1) Request for a Variance for a Development Order and Certificate of Appropriateness for Signage – 1238 Main Street – Summit Locations, LLC.**

Mrs. Donjuan explained this would approve a permitted permanent outdoor advertising sign (billboard) at 1238 Main Street, Parcel #00-2159-0002. The proposed development does not meet all design standards for Chapter 30 – Signs and 44 – Zoning due to the location of the sign being closer than 1,000 feet from another permanent outdoor advertising sign. A billboard is located at 1301 Main Street, approximately 765 feet from the proposed sign. Mr. Paul Bastien, Summit Locations, LLC stated he thinks the location is better closer to the red light which is on the opposite side of the street from the other billboard located just south of where this one will be placed. He stated it will be digital and the Police Department and City Hall could have free information placed on the sign. Mr. Morris stated he was against the sign due to the location, but after looking again he was in favor of the variance and would like for the City Council to update the code and allow a lesser distance between signs. Mr. Kent stated he was concerned about the brightness of the sign. Mr. Bastien stated the background could be adjusted to something everyone would be happy with. Mr. Lancaster stated he is concerned about the size of the sign and it being a distraction to drivers. He wanted to make sure it would be electronic once installed and not a static sign. Mr. Bastien stated it would be electronic. Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the Variance for a Development Order and Certificate of Appropriateness at 1238 Main Street for Summit Locations, LLC to install an electronic sign. The motion passed unanimously.**

**Mr. Morris also asked that some of the Planning & Zoning Commission members come to a Council meeting to see if the ordinance could be changed to allow a lesser amount of footage between signs.**

**2) Request for Development Order and Certificate of Appropriateness for Signage – 1012 Main Street – First Federal Bank of Chipley.**

Mrs. Donjuan explained this request is for approval of a Development Order and Certificate of Appropriateness for signage located at 1012 Main Street, Parcel #00-1894-0000. The proposed sign meets all standards for Chapter 30 – Signs and Chapter 44 – Zoning. Ms. McCall stated the brightness was a concern for the sign. Tiffany Hitchcock, First Federal Bank of Chipley, stated the brightness could be monitored in their branch and could be changed as needed. Discussion ensued.

**A motion was made by Mrs. Owens and seconded by Mr. Morris to approve the Development Order and Certificate of Appropriateness at 1012 Main Street for First Federal Bank of Chipley. The motion passed unanimously.**

**F. Other Business.**

**G. Adjourn.** The meeting was adjourned at 3:27 p.m.

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

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