PLANNING & ZONING COMMISSION
MEETING

August 6, 2026 **3:00 p.m.**

Members Present:

Mr. Tom Lancaster, Chairman
Mr. Jim Morris, Vice-Chairman
Mrs. Wanda Owens, Board Member
Mr. Holland Kent, Board Member
Mr. David Ridley, Board Member

Others Present:

Ms. Sherry Snell, City Clerk
Mrs. Tamara Donjuan, Code Enf/Planning Officer
Ms. Cheryl McCall, Council Liaison
Mrs. Patrice Tanner, City Administrator

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 manner 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.

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. Ridley. Mrs. Owens led the pledge to the American Flag.

C. Approval of Agenda.

A motion was made by Mrs. Owens 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. Presentation and Approval of Minutes

1. Planning & Zoning Commission Meeting –June 18, 2026

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

F. Agenda Item.

1. **Request for a Development Order** – Ashlynn Marquez – Main Street.

   Mrs. Donjuan stated Ashlynn Marquez is requesting a Development Order for a proposed parking lot. The property is zoned Historical Commercial and is within the Corridor Development District (CDD) overlay, which requires review and approval by the Planning and Zoning Commission and the City Council. The property is located on Main Street, Parcel ID: 00-1437-0002 with .09 acres.

   Mr. Morris expressed concern that the proposed parking area would not look good in that location and stated there are several other public parking spaces available in the area. Mr. Brent Melvin, DHM, explained that the primary concern is that the business currently does not have an ADA parking space to accommodate customers. He stated that employees currently park in the rear alley area and that additional parking would be beneficial. He added that able-bodied patrons could utilize the other public parking areas if necessary. Mr. Melvin also noted that the City has a beautification grant project that will include improvements to this area.

   Mr. Lancaster asked if the parking area would eventually be paved. Mr. Melvin stated that gravel was proposed as a more low-impact design. The gravel would be contained with a ribbon curb to keep it in place, and the ADA parking space would be constructed of concrete.

   Mr. Melvin stated that the remaining foundation wall would be demolished and the scattered debris in the area would be removed. He also stated that portions of the sidewalk along the side of the building would be redone.

   Ms. McCall asked about the slope going toward the south. Mr. Melvin stated that the proposed improvements would match the existing drainage and flow patterns. Ms. McCall asked about the height of the curb. Mr. Melvin stated it would be approximately flush with the southbound end. Ms. McCall said that was a problem due to people driving right over it. Mr. Melvin stated that wheel stops would be installed. Ms. McCall expressed concern that vehicles may still drive over the wheel stops. Mr. Melvin stated that FDOT had closed off the area that vehicles had previously been using to enter SR 90.

   Mr. Kent stated the delineator posts in the area are an eyesore and suggested that the City speak to FDOT about possibly installing a cable barrier wall or similar improvement to address the issue. Mr. Melvin stated any such improvement would depend on FDOT's future plans for the area and the proposed turn radius.

   Mrs. Donjuan asked whether they wanted to use an 8-inch curb. Mr. Kent stated it would be preferable. Mr. Morris stated he would prefer the ADA parking to be located in the rear where employees currently park and for employees to park out front or across the road.

   Mr. Kent stated that FDOT has purchased a portion of the property for future turn lane correction, while the city has a portion designated for landscaping. He noted that, due to size of the remaining parcel, there is limited opportunity for any other use of the area.

   Mr. Melvin stated that Mrs. Marquez's goal was to provide better service to her customers that the additional parking would assist with that. Mr. Lancaster stated the improvements would certainly improve the appearance of the area.

   Discussion ensued.

A motion was made by Mrs. Owens and seconded by Mr. Ridley to approve the Request for a Development Order – Ashlynn Marquez – Main Street. The motion passed unanimously.

G. Other Business.

Mr. Kent asked about Tom Thumb's request to change to Cumberland Farms. Mrs. Donjuan stated that she had spoken to them last week.

Mrs. Owens asked about H&R Block. Mrs. Donjuan stated they have cleaned up and are supposed to start finishing the siding. Ms. McCall stated it had been four and a half years. Mrs. Donjuan stated they have already addressed the vegetation there and when she spoke to him a few weeks ago, he stated he would be starting in a couple of weeks. Discussion ensued.

Mr. Lancaster asked about the sign that was going in on SR 77. Mrs. Donjuan stated that it had expired. He also stated the old car wash that's going to be an oil change facility was moving right along.

Mr. Kent stated Jack's is moving along well.

Mr. Morris asked about the beer garden. Mrs. Donjuan stated they recently reached out to the city.

H. Adjourn. The meeting was adjourned at 3:34 p.m.

Presented by: _____ _____

Sherry Snell
City Clerk

Mr. Thomas Lancaster
Chairman