

**PLANNING & ZONING COMMISSION  
MEETING**

**October 30, 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:**

Mrs. Patrice Tanner, City Administrator  
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.** Mr. Lancaster called the meeting to order at 3:00 p.m.

**B. Prayer and Pledge.** Prayer was given by Mr. Kent. 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. Planning & Zoning Commission Meeting – August 28, 2025
2. Planning & Zoning Commission Meeting – September 25, 2025

**Ms. McCall stated that her attendance needed to be added to the minutes.**

**A motion was made by Mrs. Owens and seconded by Mr. Morris to approve the minutes with the changes. The motion passed unanimously.**

**F. Agenda Item.**

**1) Request for Development Order and Certificate of Appropriateness – City of Chipley for the Washington County Library Expansion – 1444 Jackson Avenue.**

Mrs. Tanner stated the City of Chipley is requesting a Development Order and Certificate of Appropriateness for the redevelopment of the Washington County Library for expansion. This property is zoned Public/Semi-Public/Educational with an overlay of the Corridor Development District which requires Planning and Zoning and City Council approval. The property is located at 1444 Jackson Avenue, Parcel ID:00000000-00-2005-0000, 11.453 acreage.

The proposed redevelopment 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 CDD shall consist of where the majority of commercial development has occurred in the past, and where such uses are planned to occur in the future. The purpose of the CDD is to provide higher standards for redevelopment of deteriorating and/or unattractive structures and signs. The purpose also includes providing more stringent standards for new development so that such development aesthetically blends with the small city character of Chipley.

City of Chipley is proposing the Washington County Library expands the public library from 7,200 SF to 12,700 SF

A stormwater impact analysis conducted by Brent E. Melvin, DHM Melvin Engineering illustrates Article VIII.- Stormwater Management, Section 14-188 Exemptions. (6) Any new development, alteration, or improvement of existing structures that does not increase the peak discharge rate or the volume of runoff, or deposit additional pollution materials beyond the boundaries of the development.

According to FEMA’s National Flood Hazard Map the NW corner of the structure will be at the edge of Zone A flood zone. The city has provided an elevation certificate for the project.

The Griffin Road Drainage Improvement project that will start in 2026 will reduce flood stages upstream, which includes the Washington County Library, Chipley City Hall, Chipley Fire Station and other public and commercial facilities. This project should provide extra drainage for the area for the proposed redevelopment.

Mr. Morris asked about the work done at Griffin Road and how that would help. Mr. Brent Melvin, DHM Engineering, stated there is now a lower elevation increasing the flow so there is not a bottleneck there. This project is not adding any run off. Discussion ensued.

**A motion was made by Mr. Kent and seconded by Mrs. Owens to approve the Development Order and Certificate of Appropriateness – City of Chipley for the Washington County Library Expansion - 1444 Jackson Avenue. The motion passed unanimously.**

**G. Other Business.**

Mr. Lancaster stated that there was not a police officer present for the meeting. Mr. Holland stated there was a high alert at the school system, which could be the reason.

**H. Adjourn.** The meeting was adjourned at 3:20 p.m.

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

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**Mr. Thomas Lancaster**  
Chairman

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