

**PLANNING & ZONING COMMISSION  
MEETING**

**July 17, 2025**

**3:00 p.m.**

**Members Present:**

Mr. Tom Lancaster, Chairman  
Mr. Holland Kent, Board Member  
Mr. David Ridley, Board Member

Mr. Jim Morris, Vice-Chairman  
Mrs. Wanda Owens, Board Member

**Others Present:**

Mrs. Patrice Tanner, City Administrator  
Mrs. Tamara Donjuan, Code Enforcement/Planning Officer

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 Mr. Morris 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**

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

**F. Agenda Item.**

**1) Request for Development Order and Certificate of Appropriateness– 941 Main Street – Ronny's Carwash of Chipley.**

Mrs. Donjuan stated the city has a planning firm that initially reviewed this packet. Ronny's Carwash of Chipley is requesting a development order and certificate of appropriateness for a new development located at 941 Main Street. 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. Ronny's Carwash of Chipley is proposing a development to construct a 2,240 square foot automated carwash with 25 vacuum stalls with two access driveways, one from Main Street and the other from 7<sup>th</sup> Street. Signage is included in the proposed development.

Mr. Lancaster stated he had several concerns; did the fire hydrant flow calculations have enough pressure to fight a fire, heavy traffic on S.R. 77, and the site being located in the middle of a residential area. Mr. Kent discussed an FDOT traffic study that was previously discussed by City Council. Mr. Lancaster stated that would not be done anytime soon. Mr. Gregory Campbell, Environmental Engineering Services, stated the flow calculations might not be correct. FDOT had instructed them to do right in and right out only turns to help with traffic flow. Their study was completed by a traffic engineer and they could add signs to let people know. Mr. Kent stated the retention pond was very close to S.R. 77. Mr. Campbell stated it was placed there and would overflow into the FDOT drainage system. Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the Development Order and Certificate of Appropriateness at 941 Main Street for Ronny's Carwash of Chipley. The motion passed unanimously.**

**F. Other Business.**

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

**Presented by:** \_\_\_\_\_

**Sherry Snell  
City Clerk**

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**Mr. Thomas Lancaster  
Chairman**