

**PLANNING & ZONING COMMISSION
MEETING**

April 7, 2026

3:00 p.m.

Members Present:

Mr. Jim Morris, Vice-Chairman
Mr. Holland Kent, Board Member

Mrs. Wanda Owens, Board Member
Mr. David Ridley, Board Member

Absent:

Mr. Tom Lancaster, Chairman

Others Present:

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

Mrs. Tamara Donjuan, Code Enf/Planning Officer

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.

A. Call To Order. Mr. Morris 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 – January 8, 2026
2. Planning & Zoning Commission Meeting – January 29, 2026 (Form 8b – Voting Conflict attached)

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 – Chipola Area Habitat for Humanity – Corner of Pecan Street & 4th Avenue.

Mrs. Donjuan stated the proposed variance will allow signage to be placed in the right of way, which is seventy (70) feet on Pecan Street and fifty (50) feet on 4th Avenue. The applicant is requesting placement of the sign approximately twenty-two (22) feet encroached into the right of way, diagonally between 4th Avenue and Pecan Street. The sign placement would be between the property line and a fire hydrant. Installing proper signage for the Chipley Heights subdivision offers essential benefits, including improved navigation for emergency services, easier location for visitors/deliveries and creates community identity. Strategically placing the sign will ensure clear identification without causing traffic obstructions, enhancing safety and visibility.

Mr. Kevin Yoder, Executive Director – Chipola Area Habitat for Humanity, stated he appreciates the partnership with the City of Chipley for the nine homes on the block in the Chipley Heights subdivision. Mr. Morris expressed concerns about one of the lots that remains wet. Mr. Yoder stated he would address the issue with the City noting that he shares the same concern. Ms. McCall inquired about the right-of-way and questioned why the sign was not placed on private property. Mr. Yoder explained that the location was chosen for visibility. Ms. McCall asked whether the sign would create any visibility issues for traffic. Mr. Yoder stated that it would be positioned behind the tree line. Mrs. Donjuan added that the sign would also be located behind a fire hydrant and the Fire Chief has determined there will not be an issue with it. Mr. Morris asked about maintenance of the sign. Mr. Yoder stated they will ensure the sign is properly maintained and that the surrounding vegetation would be kept trimmed. Discussion ensued.

A motion was made by Mrs. Owens and seconded by Mr. Kent to approve the Variance – Chipola Area Habitat for Humanity – Corner of Pecan Street & 4th Avenue. The motion passed unanimously.

G. Other Business.

H. Adjourn. The meeting was adjourned at 3:11 p.m.

Presented by: _____
Sherry Snell
City Clerk

Mr. Thomas Lancaster
Chairman