

**PLANNING & ZONING COMMISSION  
MEETING**

**September 19, 2024**

**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:**

Mrs. Patrice Tanner, City Administrator  
Ms. Sherry Snell, City Clerk

Mrs. Tamara Donjuan, Code Enforcement/Planning Officer  
Ms. Cheryl McCall, Council Liaison

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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. 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. Kent 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. August 1, 2024
2. August 8, 2024
3. September 5, 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 Development Order and Certificate of Appropriateness – 1176 E Jackson Avenue – Summit Locations LLC.**

Mrs. Donjuan stated this request is for approval of a Development Order and Certificate of Appropriateness for the construction of a new billboard located at 1176 East Jackson Avenue. Mr. Paul Bastien, Summit Locations, stated it will look like the billboard they already have located on Highway 90 in front of the antique store. Discussion ensued.

**A motion was made by Mr. Ridley and seconded by Mr. Kent to approve the Development Order and Certificate of Appropriateness at 1176 E Jackson Avenue for Summit Locations, LLC. The motion passed unanimously.**

**F. Other Business.**

**G. Adjourn.** The meeting was adjourned at 3:06 p.m.

**Presented by:**

**Sherry Snell  
City Clerk**

**Mr. Thomas Lancaster  
Chairman**