

**PLANNING & ZONING COMMISSION
MEETING**

June 19, 2025

3:00 p.m.

Members Present:

Mr. Tom Lancaster, Chairman
Mrs. Wanda Owens, Board Member

Mr. Holland Kent, Board Member
Mr. David Ridley, Board Member

Members Absent:

Mr. Jim Morris, Vice-Chairman

Others Present:

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

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

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. 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. Kent and seconded by Mrs. Owens 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 – March 27, 2025

A motion was made by Mr. Kent 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– 1414 Main Street – Rivertown Community Church, Inc.

Mrs. Donjuan stated Rivertown Community Church Inc. is requesting a development order and certificate of appropriateness for development of a new parking lot with a variance to use the existing landscaping property located on Main Street, Parcel ID: 00-2218-0037, 7.08 acres. The redevelopment will be at 1414 Main Street, Parcel ID: 00-2218-0000, 4 acres. Both parcels will be included in the project. A variance is requested for landscaping on the new development of a 135 space parking lot. It currently has pine trees which are not considered a shade tree. This parking lot will be an overflow lot and not used as primary parking. The redevelopment at the existing plaza will include new electric signage and interior remodel to the approximately 14,000 square foot existing structure. The new parking lot and redevelopment both meet all standards in the city code.

Mr. Ridley asked if the milled asphalt for the new parking area was just temporary. Mr. David Melvin, DHM Engineering, stated it would eventually be paved. Mr. Ridley asked if lighting would be added to the new parking lot. Mr. Melvin stated there were lights on the building that provided some coverage and additional poles would be added. He added that there would be some resurfacing, painting, cleaning and landscaping done to make it have a nicer appearance. Discussion ensued.

A motion was made by Mrs. Owens and seconded by Mr. Ridley to approve the Development Order and Certificate of Appropriateness at 1414 Main Street for Rivertown Community Church. The motion passed unanimously.

F. Other Business.

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

Presented by:

**Sherry Snell
City Clerk**

**Mr. Thomas Lancaster
Chairman**