

**PLANNING & ZONING COMMISSION  
MEETING**

**March 27, 2025**

**3:00 p.m.**

**Members Present:**

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

Mr. Jim Morris, Vice-Chairman  
Mr. David Ridley, Board Member

**Members Absent:**

Mr. Holland Kent, 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. Ridley. Mrs. Owens led the pledge to the American Flag.

**C. Approval of Agenda.**

**A motion was made by Mr. Morris 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 - January 2, 2025

**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 Land Use Map Amendment– 735 Main Street – Lota Kay Braxton.**

Mrs. Donjuan stated the applicant, Lota Kay Braxton, is requesting a Small-Scale Amendment. Per City Ordinance Chapter 44, Zoning, Article XII- Amendment approval through Planning and Zoning and City Council is a requirement. The location for the small-scale amendment is at 735 Main Street. The applicant would like to rezone the property to allow business to be permitted for land use.

The property is located at 735 Main Street, parcel 00000000-00-1238-0000, 1.465 acreage is currently low density residential. Approval of the Small-Scale Future Land Use Map Amendment would change the property to neighborhood commercial which would provide a transitional use zone in which residential uses, institutional uses, professional uses and certain types of neighborhood convenience/shopping/retail sales and service uses can be intermixed. The proposed amendment is consistent to the area with no substantial changes to the district. Approval of the small-scale amendment would allow the ability to redevelop property for business use, which could generate income, create jobs and stimulate economic growth to the community.

Signage posted to the property on February 25, 2025, provided public notice of the hearing satisfactory to the 30 days required.

Public notices were sent certified to fifty-nine (59) property owners within five hundred (500) feet of said property. Forty-four (44) letters claimed, two (7) returned unclaimed.

Mrs. Donjuan read a statement from Council Member Cheryl McCall in opposition of the amendment.

Cindy Birge, Elite Realty, stated she is the representative for Mrs. Braxton and the new owners will keep the historical value of the home which would improve the value of other homes around. There is a side street that will help with traffic flow.

Mr. Lancaster asked what type of businesses could or could not go there. Mrs. Donjuan read the allowed uses from the City Code for Neighborhood Commercial land use classification. Mr. Lancaster asked if a bar could go there. Mrs. Tanner stated a bar would not be allowed. Mr. Morris asked about low-income housing. Mrs. Donjuan stated yes that would be allowed. Mrs. Tanner stated they have no restrictions and can build on any land use classification.

Mal Hellett, 720 Main Street, spoke in opposition of the amendment.

Teresa McDonald, 729 Main Street, stated she thinks there is a medium in planning better to move forward in the future but still protect the residents.

Suzan Gage, 626 5<sup>th</sup> Street, stated economic growth and development is critical. Could it be considered not right now, but what Chipley's future could be.

Trisha Dedge, 730 Main Street, spoke in favor of the amendment.

Tommy McDonald, 729 Main Street, spoke in favor of the amendment.

Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the Land Use Map Amendment at 735 Main Street for Lota Kay Braxton. The motion passed unanimously.**

**2) Request for Development Order and Certificate of Appropriateness for Signage – 1680 Main Street – Waffle House, Inc.**

Mrs. Donjuan stated the applicant, Waffle House Inc., is requesting approval of a Development Order and Certificate of Appropriateness. The property is located at 1680 Main Street, Parcel ID:00000000-00-2341-0007, .602 acreage for renovations for the exterior and interior. This property is zoned Commercial with an overlay of the Corridor Development District which requires Planning and Zoning and City Council approval.

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 purpose of and intent of the corridor development district is to provide higher standards for redevelopment of deterioration and/or unattractive structures and signs.

According to Northwest Florida Water Management District data maps approximately 100% of the property is in Flood Zone "X", which is an area of minimal flood hazard.

Renovations will allow the property to continue to maintain higher standards required for properties located in the corridor development district. It will enhance and aesthetically blend with the community.

Lanny Green, Waffle House, stated they will be remodeling and replacing some seating that will be ADA compliant. Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the Development Order and Certificate of Appropriateness at 1680 Main Street for Waffle House. The motion passed unanimously.**

**F. Other Business.**

**G. Adjourn.** The meeting was adjourned at 3:42 p.m.

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

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Mr. Thomas Lancaster  
Chairman