PLANNING & ZONING COMMISSION
MEETING

May 7, 2026 **3:00 p.m.**

Members Present:

Mr. Tom Lancaster, Chairman
Mr. Jim Morris, Vice-Chairman
Mrs. Wanda Owens, Board Member
Mr. Holland Kent, Board Member
Mr. David Ridley, Board Member

Others Present:

Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Ms. Sherry Snell, City Clerk
Mrs. Tamara Donjuan, Code Enf/Planning Officer
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 manner 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. 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 – April 7, 2026

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 a Development Order – Jack's Family Restaurant – 1331 Main Street.

Mrs. Donjuan stated the property is zoned Commercial and is within the Corridor Development District (CDD) overlay, which requires review and approval by the Planning and Zoning Commission and the City Council. The property is located at 1331 Main Street, Parcel # 00-2218-0004 with 2.7 acres. The proposed development has been reviewed by the City's planning firm Kimley-Horn and has met all the city's requirements.

Mr. Morris asked if construction would begin within 90 days. Mr. Ross Binkley, Binkley Engineering, stated they hope to be under construction by August and are working with FDOT on permitting. Ms. McCall asked what permitting issues they were having. Mr. Binkley stated there were no issues, just going through the process. He asked if there was a requirement to start construction within 90 days. Mr. Morris stated it's not in the paperwork right now, but hopefully in the future it will be required to start within 90 days or you have to come back and tell us why. Mr. Lancaster stated some developments have gone over a year without turning dirt. Mr. Kent stated some projects start, but never finish. Mr. Binkley stated he has never seen a Jack's start and not finish. Mr. Lancaster asked Mr. Binkley to confirm the timeline and report to Mrs. Donjuan. Mr. Kent asked about truck parking. Mr. Binkley stated it would be a gravel area. Mr. Kent stated he was concerned about dust. Discussion ensued.

A motion was made by Mr. Morris and seconded by Mr. Ridley to approve the Development Order – Jack's Family Restaurant – 1331 Main Street. The motion passed with four (4) ayes and zero (0) nayes. Wanda Owens abstained due to the property owner being a client.

2. Request for a Variance – John Duncan – 5th Street.

Mrs. Donjuan stated this request is for the purpose of increasing the size of the rear yard which would require a reduction in the required front yard setback. Approval of the request would permit an adjusted front setback, thereby shifting the proposed residence forward on the lot and creating a larger backyard area. The right-of-way is seventy-five (75) feet on 5th Street. The applicant is requesting twenty (20) feet front setback from the right-of-way, leaving approximately seventeen (17) feet of green space between the property line and the curb of the road. The new construction would be approximately thirty-seven (37) feet from the curb of the road. A variance is needed for the front setback only. All other yard setbacks will be met.

Mr. Lancaster asked if this was just for a larger backyard. Mrs. Donjuan stated yes, it's a fairly small lot.

A motion was made by Mrs. Owens and seconded by Mr. Morris to approve the Request for a Variance – John Duncan – 5th Street. The motion passed unanimously.

3. Request for a Certificate of Appropriateness – JCorb LLC - 747 3rd Street.

Mrs. Donjuan stated this is for a proposed development order for property located at 747 3rd Street which is located in the Historical District, which requires Planning and Zoning approval for the Certificate of Appropriateness. This will be a new residential home construction and has met all standards and is consistent with the general intent of the comprehensive plan and land development pertaining to the historical residential district.

Mr. Chuck Hayes, 755 3rd Street, asked about the small size of the home and how it will affect the other homes values on that street.

Mr. Michael Hansen, 745 3rd Street, stated this was the first time he has seen the home and asked about the carport and the setbacks. He also stated the home appears to be smaller than others in the area and was concerned that it could turn into a rental in the future.

Mrs. Donjuan stated the home meets the required setbacks.

Mr. Jeffery Platt, 748 3rd Street, stated he was in favor of the new home.

Mr. Morris asked who owns the home. Mrs. Jennifer Corbitt, JCorb LLC, was the contractor and it was being built for a very well known family to keep long term. The designs were pulled from a 1920's historic book to be period correct and to fit the neighborhood. It is 1500 square feet which includes the carport.

Mr. Kent thanked Mrs. Corbitt for improving the way the city looks.

Mr. Morris stated in the future we need to take a strong look at homes in the historical area. Mrs. Corbitt asked if he was referring to the size of the home. Mr. Morris stated he was referring to the look of the home, to make sure it fits the neighborhood.

A motion was made by Mrs. Owens and seconded by Mr. Ridley to approve the Request for a Certificate of Appropriateness - JCorb LLC - 747 3rd Street. The motion passed unanimously.

G. Other Business.

Mr. Lancaster asked about the following projects:

- The sign by Kings Discount Drugs. Mrs. Donjuan stated they are not moving forward with it.
- The building by H & R Block. Mrs. Donjuan stated she has been in contact with them, and they should be starting soon.
- Will Hardee's be remodeling? Mrs. Donjuan stated they were trying to reopen by June 1st.

Mr. Morris asked about Nolin Granite's progress. Mrs. Donjuan stated that construction is in progress.

H. Adjourn. The meeting was adjourned at 3:32 p.m.

Presented by: _____ **_____**

Sherry Snell
City Clerk

Mr. Thomas Lancaster
Chairman