



**City of Chipley
Special Council Meeting**

July 29, 2025 at 4:00 PM

City Hall - 1442 Jackson Avenue, Chipley, FL 32428

AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. APPROVAL OF AGENDA

D. AGENDA ITEMS

1. **Resolution No. 25-41** – FDLE JAGD Grant

2. **Resolution No. 25-42** - Subordination Agreement

3. **Resolution No. 25-43** – Community Planning Technical Assistance (CPTA) Grant Program

E. ADJOURN

F. ZOOM

Any subject on the agenda, regardless of how stated, may be acted upon by the Council. The Council reserves the right to add other items to the agenda. Anyone desiring a verbatim transcript of the meeting must make personal arrangements as the City takes only summary minutes. Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 638-6350, at least 48 prior to the proceedings.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-41 – FDLE JAGD Grant

MEETING DATE	PREPARED BY
Tuesday, July 29, 2025	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the submission of an application to the State of Florida Department of Law Enforcement for the Edward Byrne Memorial Justice Assistance Grant Direct (JAGD) for the purchase of UTM 9mm UTX Red training rounds up to the amount of \$1,360.00. This will provide Law Enforcement with further resources in force-on-force scenarios, including close-quarters battle, use-of-drills, and role-player interactions, mimicking real-world encounters. This investment fosters confidence, sharpens decision-making, and prepares officers for high-stress situations while prioritizing safety and environmental responsibility.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-41.

ATTACHMENTS

- 1. Resolution No. 25-41

RESOLUTION NO. 25-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE STATE OF FLORIDA DEPARTMENT OF LAW ENFORCEMENT FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT DIRECT (JAGD) FOR FEDERAL FISCAL YEAR 2025.

WHEREAS, the City of Chipley desires to submit an application to the State of Florida Department of Law Enforcement for the Edward Byrne Memorial Justice Assistance Grant Direct (JAGD), (CFDA 16.738); and

WHEREAS, the Department is enhancing officer preparedness through realistic, non-lethal training; and

WHEREAS, the purchase of UTM 9mm UTX Red training rounds that will simulate live fire, delivering visible red marks for shot assessment fosters confidence, sharpens decision-making, and prepares officers for high-stress situations while prioritizing safety and environmental responsibility.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CHIPLEY, FLORIDA, THAT:

- 1. The City of Chipley hereby authorizes the filing of an application for the Edward Byrne Memorial Justice Assistance Grant Direct in the amount of \$1,360.00.
- 2. That the Mayor is hereby authorized to execute all documents required in connection with the filing of said application, and if awarded execute grant agreement.
- 3. A certified copy of this Resolution be forwarded to the FDLE along with the application.

PASSED AND ADOPTED THIS 29TH DAY OF JULY, 2025.

CITY OF CHIPLEY

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

CITY OF CHIPLEY
STAFF REPORT

SUBJECT: Resolution No. 25-42 – Subordination Agreement

MEETING DATE	PREPARED BY
Tuesday, July 29, 2025	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a subordination agreement between the Chipley Redevelopment Agency and J. Corb, LLC for the property located at 1265 Church Avenue, Chipley, FL.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-42.

- ATTACHMENTS
- 1. Resolution No. 25-42
 - 2. CRA Resolution
 - 3. Agreement

RESOLUTION NO. 25-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHIPLEY, FLORIDA, APPROVING THE RECOMMENDATION OF
THE CITY REDEVELOPMENT AGENCY FOR THE SUBORDINATION
AGREEMENT FOR THE BENEFIT OF J. CORB LLC, AND
AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY
DOCUMENTS FOR THE SUBORDINATION.

WHEREAS, the Chipley Redevelopment Agency (the "Agency") has recommended that the City Council of the City of Chipley approve a Subordination Agreement concerning the property located at 1265 Church Avenue, Chipley, FL 32428, for the benefit of J. Corb, LLC, a Florida Limited Liability Company; and

WHEREAS, the Subordination Agreement is in alignment with the Agency's redevelopment objectives and policies, and aims to further the redevelopment activities within the Chipley Community Redevelopment Area; and

WHEREAS, the City Council finds it to be in the best interest of the City and its residents to authorize the execution of the Subordination Agreement and any related documents necessary to effectuate the subordination.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chipley that:

Section 1. Approval of Subordination Agreement. The City Council hereby approves the recommendation of the Chipley Redevelopment Agency for the Subordination Agreement concerning the property located at 1265 Church Avenue, Chipley, FL 32428, as described in Exhibit "A" attached hereto.

Section 2. Authorization of Execution. The City Council authorizes the Mayor of the City of Chipley to execute the Subordination Agreement and any other necessary documents on behalf of the City of Chipley, with the City Clerk authorized to attest to such execution.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 29th day of July, 2025.

City of Chipley

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

RESOLUTION NO. 2025 - 002

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CHIPLEY REDEVELOPMENT AGENCY RECOMMENDING THAT THE CITY COUNCIL OF THE CITY OF CHIPLEY APPROVE A SUBORDINATION AGREEMENT AND AUTHORIZE ITS EXECUTION.

WHEREAS, the Chipley Redevelopment Agency (the "Agency") is authorized to undertake redevelopment activities within the Chipley Community Redevelopment Area; and

WHEREAS, in connection with its redevelopment activities, the Agency holds certain senior restrictive covenant interests; and

WHEREAS, a request for subordination of certain senior restrictive covenants has been received from J. Corb, LLC, a Florida Limited Liability Company and Innovations Financial Credit Union concerning the property located at 1265 Church Avenue, Chipley, FL 32428, for the benefit of J. Corb, LLC; and

WHEREAS, the Agency's review of said subordination request, attached hereto as Exhibit "A" and incorporated herein by reference, demonstrates that it is consistent with the Agency's redevelopment objectives and policies; and

WHEREAS, the Board of Commissioners of the Chipley Redevelopment Agency deems it necessary and in the best interest of the Agency to recommend that the City Council approve this subordination agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CHIPLEY REDEVELOPMENT AGENCY:


Section 1. Recommendation for Approval of Subordination Agreement. The Board of Commissioners hereby recommends that the City Council of the City of Chipley approve the Subordination Agreement concerning the property located at 1265 Church Avenue, Chipley, FL 32428, for the benefit of J. Corb, LLC, and as more particularly described in Exhibit "A" attached hereto.

Section 2. Recommendation for Authorization of Execution. The Board of Commissioners hereby recommends that the City Council authorize the Mayor of the City of Chipley to execute the Subordination Agreement, and any other necessary documents, on behalf of the City of Chipley and the Agency, with the City Clerk authorized to attest to such execution.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND RESOLVED at the regular meeting of the Chipley Redevelopment Agency held in the City of Chipley, Florida, on this 15th day of July, 2025.

CHIPLEY REDEVELOPMENT AGENCY

By: 
Crystal Abel, Chairperson

ATTEST:

By: 

Jerad Wilcox, Adminisrator

Prepared by and Return to:
Northwest Title Group, LLC
1232 South Boulevard
Chipley, FL 32428
File No. 2025-2883
Parcel No 00000000-00-1372-0000,
00000000-00-1370-0000, and a portion of
00000000-00-1367-0000

SUBORDINATION AGREEMENT

THIS AGREEMENT, made this 29th day of July, 2025, between Chipley Redevelopment Agency, hereinafter called the “Lender,” and J. Corb, LLC, a Florida Limited Liability Company, hereinafter called the “Owner.”
WHEREAS Owner is the title holder of the premises known as 1265 Church Avenue, Chipley, FL 32428, and further described as:

Property 1:
30 feet off North end of Lots 138 and 139 in the S 1/2 of NE 1/4 of Section 4, Township 4 North, Range 13 West, Washington County, Florida.

Property 2:
Lot 137 in the S 1/2 of NE 1/4 of Section 4, Township 4 North, Range 13 West, Washington County, Florida.
LESS AND EXCEPT lands described in OR 1095-650

Property 3:
Commence at the Northwest corner of Lot 139, in the South 1/2, of the Northeast 1/4, of Section 4, Township 4 North, Range 13 West, Washington County, Florida; Thence North 84°48'14" East along the extension of the North line of said Lot 139, for a distance of 151.12 feet to the Northeast corner of Lot 137 in aforementioned South 1/2 and the POB; thence continue North 84°48'14" East, for a distance of 4.14 feet; thence South 05°19'22" East, for a distance of 44.37 feet; thence South 84°39'43" West, for a distance of 4.13 feet to the East line of aforementioned Lot 137; thence North 05°20'17" West, for a distance of 44.38 feet to the POB, said lands containing 0.0042 acres more or less.

WHEREAS Lender is the holder of those certain Grant Agreements and Declarations of Restrictive Covenants, as shown on the attached **Exhibit A**, which are liens on the above-mentioned premises and which funds were given to secure payment; and

WHEREAS Innovations Financial Credit Union, hereinafter called the “Bank,” has made an additional loan for **\$275,000.00**, to be secured by a mortgage on the above-described premises, which mortgage is dated _____, _____, and is intended to be forthwith recorded in the aforesaid records; and

WHEREAS the lien first above mentioned is prior and superior to the lien of the last above-mentioned mortgage; and

WHEREAS Bank desires that the mortgage last mentioned, dated _____, _____, be made a first lien upon the above-described premises;

NOW, THEREFORE, IN CONSIDERATION of the premises, Lender does hereby declare and agree that the lien of the mortgage last mentioned shall be a first lien upon the premises, superior to any right, title, interest, claim or lien which the first above mentioned mortgage represents and said prior mortgage shall be in all things subject and subordinated to the mortgage last above mentioned.

IN WITNESS WHEREOF, Lender has caused this agreement to be duly executed the day and year aforesaid.

City of Chipley
Chipley Redevelopment Agency

By: _____

Its: Mayor

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by means of () physical presence or () online notarization this _____ day of July, 2025 by _____, the _____ of Chipley Redevelopment Agency.

Signature of Notary Public

Personally Known: _____ or Produced _____ as identification.

Exhibit A

<u>Grant No.</u>	<u>Recorded Date</u>	<u>Book</u>	<u>Page</u>	<u>Instrument No.</u>
18-2024	10/1/2024	1317	300	202467007156
19-2024	10/1/2024	1317	313	202467007157
20-2024	10/1/2024	1317	326	202467007158
04-2025	2/4/2025	1327	116	202567000690
05-2025	2/4/2025	1327	132	202567000700
06-2025	2/4/2025	1327	138	202567000701
12-2025	5/2/2025	1335	684	202567003146
13-2025	5/2/2025	1335	672	202567003144
14-2025	5/2/2025	1335	678	202567003145

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-43– Community Planning Technical Assistance (CPTA) Grant Program

MEETING DATE	PREPARED BY
Tuesday, July 29, 2025	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the submission of an application to the Florida Department of Commerce for the Community Planning Technical Assistance Grant Program to update the City's Comprehensive Plan.

RECOMMENDATION

City Staff recommend approval of Resolution No. 25-43.

ATTACHMENTS

- 1. Resolution No. 25-43

RESOLUTION NO. 25-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHIPLEY, FLORIDA, AUTHORIZING THE SUBMISSION OF AN
APPLICATION TO THE FLORIDA DEPARTMENT OF COMMERCE
FOR THE COMMUNITY PLANNING TECHNICAL ASSISTANCE
GRANT PROGRAM FOR STATE FISCAL YEAR 2025-2026.

WHEREAS, the Florida Department of Commerce administers the Community Planning Technical Assistance (CPTA) Grant Program to assist local governments in addressing critical planning issues, promoting innovative planning solutions, and meeting statutory requirements under the Community Planning Act; and

WHEREAS, the City of Chipley seeks to enhance its planning capacity and address local challenges related to land use and economic development; and

WHEREAS, the CPTA Grant Program provides funding on a cost-reimbursement basis for eligible projects that support comprehensive planning, land development regulation updates, and other strategic planning initiatives; and

WHEREAS, the City of Chipley is committed to providing the necessary staff support, resources, and oversight to successfully implement the proposed project and fulfill all grant requirements; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chipley that:

CPTA application for the candidate project listed below is hereby approved for submission and endorsed as a high priority planning project which the City will utilize once developed.

1. The City of Chipley hereby endorses, as a high priority planning project, updates to the City’s Comprehensive Plan to address land use and economic development issues in the City.
2. The City of Chipley hereby authorizes the submission of an application to the Florida Department of Commerce Community Planning Technical Assistance Grant Program for State Fiscal Year 2025-2026.
3. The Mayor, Mayor Pro-Tem, or City Administrator are hereby authorized to execute all documents required in connection with the preparation and submission of said applications.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 29th day of July, 2025.

City of Chipley

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk