



**City of Chipley
City Council Meeting**

April 08, 2025 at 5:00 PM

City Hall - 1442 Jackson Avenue, Chipley, FL 32428

AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. APPROVAL OF AGENDA

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 City Council. 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 City Council 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.

E. APPROVAL OF MINUTES

1. Regular Council Meeting - March 11, 2025

F. DEPARTMENT REPORTS

1. Recreation Department Report
2. Attorney Report
3. CRA Report
4. Fire Department Report
5. Code Enforcement Report
6. Planning & Zoning Report
7. Police Department Report
8. Public Works Department Report
9. Water Utilities Department Report

10. Finance Department Report

[11.](#) City Administrator Report

G. PRESENTATIONS

[1.](#) Professional Municipal Clerks Week Proclamation

[2.](#) National Police Week Proclamation

[3.](#) International Firefighters Day Proclamation

H. CONSENT AGENDA

[1.](#) Recreational Facility Use Agreement - The Washington County Phenoms

[2.](#) Special Event Application – Watermelon Festival Parade

[3.](#) Request for Development Order and Certificate of Appropriateness - Waffle House, Inc.

[4.](#) Special Event Application - Thursday Night Lights

I. AGENDA ITEMS

[1.](#) CDBG First Public Hearing Notice

[2.](#) Ordinance No. 992 (Public Hearing) – Amendment to Chapter 16 – Fire Prevention and Protection

[3.](#) Request for Land Use Map Amendment - 735 Main Street - Lota Kay Braxton

[4.](#) Ordinance No. 993 (First Reading) – Land Use Map Amendment – 735 Main Street – Lota Kay Braxton

[5.](#) Resolution No. 25-25 - Background Screening Policy

[6.](#) National Wreaths Across America Day

[7.](#) Reach America Christian Outreach – Richard McMahon - Discussion

8. Code Enforcement Case - Thelma Woods - 771 Pecan Street

J. OTHER BUSINESS

K. ADJOURN

L. ZOOM

[1.](#) ZOOM Information

City of Chipley
Council Meeting
Minutes
March 11, 2025 at 5:00 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
 Mrs. Linda Cain, Council Member
 Mr. Leonard Blount, Council Member

Mr. Kevin Russell, Mayor Pro-Tem
 Ms. Cheryl McCall, Council Member

Others Present Were:

Mrs. Patrice Tanner, City Administrator
 Mr. Guy Lane, Asst. City Admin./Public Works Director
 Mrs. Michelle Jordan, City Attorney

Ms. Sherry Snell, City Clerk
 Mr. Michael Richter, Police Chief

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

The meeting was called to order by Mayor Andrews at 5:00 p.m.

B. PRAYER AND PLEDGE

Prayer was given by Council Member Russell and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

Mayor Andrews added regular agenda item #6 Washington County Phenoms – Carlon Smith, Jr.; added #7 Tree Maintenance.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the agenda with the additions. The motion passed unanimously.

D. CITIZENS REQUEST

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No citizen requests. No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – February 11, 2025

Ms. McCall stated she would like the wording changed on agenda item #8. Mrs. Tanner stated the change would be made. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the minutes with the change. The motion passed unanimously.

F. PRESENTATIONS

1. **Proclamation** – National Red Cross Month. The City Council honored Mr. Wayland Patterson, Red Cross Volunteer, with a Proclamation for National Red Cross Month.
2. **Proclamation** – Music in Our Schools. The City Council honored Sevdalina Twining, Kate Smith Elementary School; Sam Toole, Roulhac Middle School; and Shad Steptoe, Chipley High School with Proclamations for Music in Our Schools Month.
3. **Proclamation** – Theatre in Our Schools. The City Council honored Justin Conley, Chipley High School with a Proclamation for Theatre in Our Schools Month.

G. CONSENT AGENDA ITEMS

1. **Special Event Application** – Community Easter Egg Hunt
2. **Special Event Application** – Law Enforcement Torch Run for Special Olympics Florida
3. **Appointment of CRA Board Member** – Kevin Yoder
4. **Award of Bid No. 2025-03 – Chipley Mongoven Building** – Phase 2 - Arris General Contractors, Inc.

Mr. Russell asked about #4 and pictures of the plans of what will be done. Mr. Brent Melvin, David H. Melvin, Inc. stated Phase 2 is the stabilization only. Phase 3 will be the concept drawings for the actual site improvements which will come to Council for approval hopefully next month. Discussion ensued.

A motion was made by Council Member Blount and seconded by Council Member Cain to approve the consent agenda items. The motion passed unanimously.

H. AGENDA ITEMS

1. **Ordinance No. 992 (First Reading)** – Amendment to Chapter 16 – Fire Prevention and Protection. Mrs. Tanner read Ordinance No. 992 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR AN AMENDMENT TO CHAPTER 16 – OF THE CITY CODE RELATING TO OPEN BURNING, REGULATIONS; PROVIDING FOR SEVERABILITY, CONFLICTS, AND FOR AN EFFECTIVE DATE.

Chief Aycock stated his concern was the liability of giving burn permits. This will get away from that and go back to state laws where it clearly states what you can and can't do. No further

discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the first reading of Ordinance No. 992. The motion passed unanimously.

2. **Resolution No. 25-24** – FDOT MSCOP Application Submission. Mrs. Tanner explained this resolution will allow the submission of an application for funding for the Municipal Small County Outreach Program for Pecan Street. This will include improvements to Pecan Street from CR 273 (South Blvd) to Church Avenue (approximately 0.738 miles). We have increased the distance from South Blvd instead of just to SR 90 on to Church Avenue due to expected growth in the near future at the industrial park. FDOT gave us a suggestion to apply for the entire project through MSCOP and we have also separately applied for legislative appropriations in the amount of \$750,000. If we are able to get both approved then the legislative appropriations will offset the total cost. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 25-24. The motion passed unanimously.

3. **Purchase of Rope Rescue Equipment** – Fire Department. Mrs. Tanner explained the rope rescue equipment was cut from the Fire Department budget this year. Chief Aycock stated he has looked for alternative ways to fund this. We have several pieces of equipment at auction right now and we would like to use those funds for the purchase. No further discussion.

A motion was made by Council Member Cain and seconded by Council Member McCall to approve the purchase of the rope rescue equipment with the funds from the auction. The motion passed unanimously.

4. **Florida Commerce M0014 Stormwater Grant** – FGT Gas Line Relocation Agreement. Mrs. Tanner explained there have been some changes to this just today. This was referencing a reimbursement not to exceed \$25,000 just for FGT to prepare the design of the relocation of the natural gas pipeline located on Griffin Road. Then the relocation would be included as part of the grant funding. They have agreed not to charge us the 50% for the design of the relocation. We will just have the construction dollars coming from the grant funds. Mr. Brent Melvin, David H. Melvin, Inc., stated the box culvert under Griffin Road is the major constriction point for the drainage along Railroad Avenue and behind City Hall. We have 90% plans completed for an expanded box culvert, as part of that, the pipeline currently impedes stormwater mitigation work that the City is currently undertaking. These funds will be reimbursed by the Florida Commerce CDBG-Disaster Recovery Grant No. M0014. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the FGT Gas Line Relocation Agreement in the amount of \$25,000.00. The motion passed unanimously.

5. **Football League for Adults** – Brad Holt. Mr. Holt stated he is proposing to bring an Adult Flag Football League to Chipley this summer. He has organized teams and competed in flag football leagues and tournaments over the last 20 years and brings the experience and contacts necessary to make it a successful venture. He would like to use the large field at Jim Trawick Park which would be marked and maintained by the city. They would sign the rental agreement provided by the city to rent the field and lights. The dates would be Sunday afternoons and evenings in June, July and August. Each player would sign a liability waiver to participate. Once the league is established he will contact food trucks, bounce house companies and vendors to attempt to create an event for children near the end of the season. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the Football League for Adults. The motion passed unanimously.

6. **Washington County Phenoms** – Carlton Smith Jr. Mr. Smith, founder of the Washington County Phenoms; Jessica Simmons, Program Director; and NaQuitta O’Neal, Financial Advisor & Treasurer, addressed the council regarding the use of the field located by the T.J. Roulhac Enrichment Center. Mr. Smith stated the field could be a resource for the community to bring our kids closer together and build a family environment through the sport of football. They would use 7 on 7 which is the structural foundation of football without pads in which you run routes and different coverages and learn how to throw and catch a football. The basic necessity that a kid needs in order to be successful in the game of football. We have an insurance package, sponsors and donations in order. Mayor Andrews stated to clarify this, the T.J. Roulhac Enrichment Center is the facility up front and the City of Chipley owns the field. Mr. Blount stated there is discrepancy with the management of the field. Mayor Andrews stated the field belongs to the City of Chipley. She added that they could put port-o-lets on the field or ask for permission from T.J. Roulhac Enrichment Center for the use of their restroom facilities since there are none on the field. Mr. Blount mentioned that originally the county owned both and gave the property to the T.J. Roulhac Enrichment Center and the City of Chipley. Mayor Andrews stated we could research the history of the property ownership. Mrs. Tanner stated the City of Chipley owns the field. Mr. Blount stated there is discrepancy in who manages the property. Mrs. Tanner stated that she could do research to see what exactly took place. Mrs. O’Neal stated they would like to get their guys to mow and weed eat to teach them how to do maintenance on the field and make it part of their job in order to play. Mrs. Valerie Sheffield, T.J. Roulhac Board Member, stated her concern was parking. Mayor Andrews stated they could pull into the field area by the tennis courts and would not have to park in the lot in front of the T.J. Roulhac Enrichment Center which is located inside the locked fence. Mrs. Tanner stated that no one has been utilizing the property and that public works has mowed and checked for holes and would make sure it is safe for them to play on. Once their guys start doing the mowing, public works will still check periodically to oversee. Mr. Russell stated his concern was parking. Mrs. Tanner stated they would need to park on city property and if they could direct them to the appropriate area that would help. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Washington County Phenoms to use the field located at 1196 Church Avenue. The motion passed unanimously.

7. **Tree Maintenance** – Discussion. Mrs. Tanner stated there have been issues over the years with the trimming of the crepe myrtles in the cemetery and downtown as well as the Bradford pears and Dogwood trees. We stopped a few years ago from trimming the trees downtown, but now they are touching some of the buildings and that is an issue. We need to consider doing something with them and in the past they were not trimmed correctly. We could hire an arborist to come in and trim but at a cost. Ms. McCall stated there are master gardeners next door at the Ag Center that could help advise on how to trim the trees. Mrs. Tanner stated we are working on reaching out to FDOT to get them to come up with a plan for us and then we could apply for beautification funds, but in the mean time they are getting large. Mr. Russell stated the trees at the cemetery don’t look good after being cut back. Mrs. Tanner stated she needs council to decide what to do because some like them cut back and some don’t. Mr. Lane stated there are 66 trees in the cemetery. Mrs. Cain stated to take care of the trees downtown first and leave the trees at the cemetery alone until next year. Discussion ensued.

Attorney Jordan asked about the issue with headstones at the cemetery and the discoloring. Mr. Lane stated he had discussed it with Mr. Rustin at Rustin Vault and it was mildew. Mrs. Jordan stated the maintenance crew has hit the headstones and damaged them. Mrs. Tanner stated she has had complaints that some have been driven over and cracked and we are going to have to work with the contractor. Mr. Lane asked if people don’t want the headstones sprayed or weedeated, what do we want to do so he knows what to discuss with the contractor. Mrs. Tanner stated some people think the spray is discoloring the headstones but it’s mildew. Mayor Andrews

stated we need to let the contractor know we are still getting complaints about the weedeating and there has to be an improved difference out there. Mrs. Tanner stated they would talk to the contractor about the issues.

I. OTHER BUSINESS

There was no other business.

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:07 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk



City of Chipley

RECREATION DEPT.

1442 Jackson Avenue

P.O. Box 1007

Chipley, Florida 32428

(850) 638-6348 Fax: (850) 638-6318

Recreation Department

Report for March 2025

1. Started Baseball/Softball/Tball Practice.
2. Prepping for Baseball/Softball season.
3. Opening Day 4/4/2025, 5pm.
4. Equipment Maintenance.
5. Field Maintenance.
6. Splashpad Maintenance.
7. Grounds and Janitorial Maintenance.

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
24-010	5/14/2024 18:28:04	TAndrews@cityofchipley.com	Draft Document	Draft ordinance re: regulation of halfway houses/recovery homes	5/14/2024	5/31/2024	Tracy Andrews		12/2/2024	Pending review	PENDING
24-015	9/10/2024 17:01:26	TAndrews@cityofchipley.com	Draft Document	Draft revised MOU between COC and Chamber re: CRA Administration	9/10/2024	9/24/2024	Tracy Andrews		11/18/2024	Pending review	PENDING
25-001	2/24/2025 8:10:28	HAycock@cityofchipley.com	Draft Document	Draft ordinance re: open burning code	2/24/2025	2/28/2025	Hunter Aycok	https://drive.google.com/open?id=17UjSWc5vl.sjNoE3fnIA9aixF26weo9La	2/22/2025	Pending draft review by MBJ	PENDING
25-002	3/17/2025 14:54:18	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	1214 Johnson Ave was foreclosed on 3/3/25 and is requesting lien search. Will the city's code enforcement lien still apply? If so, can you give me a total for the liens. Thank you.	3/17/2025	3/21/2025	Tamara Donjuan	https://drive.google.com/open?id=10bJm1CLAXDaTDIzLc7CfJxIFCW5jTwR	3/18/2025	Sent memo to TD	Complete
25-003	3/19/2025 12:53:53	ptanner@cityofchipley.com	Draft Document	The Washington County Phenoms - Facilities Use Agreement for use of the city field behind T.J. Roulhac. They have submitted their COI naming the city as additional insured.	3/19/2025	3/24/2025	Patrice Tanner		3/22/2025	Sent draft agreement to PT	Complete
25-004	3/20/2025 13:12:00	ptanner@cityofchipley.com	Draft Document	We will need the following per the grant agreement: The results of a title search and the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property or a copy of title insurance. This will be for Shivers Park - Parcel No. 00-1938-0000 and Gilmore Park - Parcel No. 00-1407-0000.	3/20/2025	4/20/2025	Patrice Tanner		3/21/2025	Pending 30 year survey	PENDING
25-005	3/28/2025 12:51:48	ptanner@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	We have a council member inquiring about the possibility of making our animal control ordinance more strict to prevent dogs from being on chains, if feasible.	3/28/2025	4/4/2025	Patti Tanner		3/31/2025	Pending MJB review	PENDING

COC: Current Litigation

as of February 27, 2022

Section F, Item2.

Attorney	Case Name	Court Judge Docket No.	Description	Outside Counsel	Parties	Opposing Counsel	Lit Hold? (Y/N)	Person in Charge of Lit Hold	Case Status	Defendant Name
Goldhagen, Matt	COC v. Amerigas Propane, Inc.	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1422 South Blvd.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9695	Plaintiff(s): City of Chipley Defendant(s): Amerigas Propane, Inc. Third Parties: N/A				12/16/24 Code Enforcement Hrg scheduled for 1/16/25.	Amerigas Propane
Goldhagen, Matt	COC v. Richard Barrentine	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1219 Johnson Avenue	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9701	Plaintiff(s): City of Chipley Defendant(s): Richard Barrentine and Diana Barrentine Third Parties: N/A		Y		4/28/23 - Waiting for recorded lien. 8/28/23 - received title work. 9/8/23 - Title work shows mortgage foreclosure suit filed. Researching whether junior lien foreclosure or intervene in existing foreclosure suit to claim surplus funds. 12/22/23 - Moratorium until May. 8/4/24 - Check docket to see if moratorium lifted. 2/19/25 - Property sent to foreclosure auction & sold.	Barrentine, Richard
Goldhagen, Matt	COC v. Cabeeafll, LLC	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 511 5th Street.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9692	Plaintiff(s): City of Chipley Defendant(s): Cabeeafll, LLC Third Parties: N/A				12/16/24 Code Enforcement Hrg scheduled for 1/16/25.	Cabeeafll
Goldhagen, Matt	Chipley Course, LLC v. COC	Court: Washington Co. - Circuit Civil Case No. 2023-CA-123 Judge: Timothy Register Magistrate Judge: N/A	Breach of Contract - Dec. Judgment	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689	Plaintiff(s): Chipley Course, LLC Defendant(s): City of Chipley Third Parties: N/A	Mitch Dever, Esq. FL Bar No. 0939730 PO Box 9811 Panama City Beach, FL 32417 (850) 234-7677 mitchdever@comcast.net	N	12/22/23 - Prepare Complaint re: dec. relief. 1/25/24 Receive Amended Complaint from Chipley Gulf Course. Draft Answer to Amended Complaint and Counterclaim for Declaratory Relief. 2/7/24 COC filed an Answer and Counterclaim. 3/19/24 Responded to CGC's discovery request. Send discovery to CGC. Depo of P. Tanner scheduled for 4/23/24. Mediation held & settlement reached. Awaiting executive session scheduled for 7/22/24. 9/24/24 -CC filed MSJ & Hrg on MSJ scheduled for 1/6/25. 2/12/25 - MSJ denied. 2/14/25 - discovery ongoing. 3/5/25 Trial schedule. 3/20/25 - Depositions of Miner & Vines scheduled for April & May.	12/22/23 - Prepare Complaint re: dec. relief. 1/25/24 Receive Amended Complaint from Chipley Gulf Course. Draft Answer to Amended Complaint and Counterclaim for Declaratory Relief. 2/7/24 COC filed an Answer and Counterclaim. 3/19/24 Responded to CGC's discovery request. Send discovery to CGC. Depo of P. Tanner scheduled for 4/23/24. Mediation held & settlement reached. Awaiting executive session scheduled for 7/22/24. 9/24/24 -CC filed MSJ & Hrg on MSJ scheduled for 1/6/25. 2/12/25 - MSJ denied. 2/14/25 - discovery ongoing. 3/5/25 Trial schedule. 3/20/25 - Depositions of Miner & Vines scheduled for April & May.	Chipley Course
Goldhagen, Matt	COC v. Terry Davis	Court: Washington Co. - County Civil Case No. 2024-CA-61 Judge: Frederick Peel Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 504 MLK Drive	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689	Plaintiff(s): City of Chipley Defendant(s): Terry Davis, Washington Co. Clerk of Court and Washington County Tax Collector		N		3/4/25 Rcv title work & draft complaint. 5/23/24 - Filed complaint, lis pendens & notice of appearance. 6/12/24 - Sent pleadings out for service upon defendants. 6/25/24 - Clerk's answer filed. 7/29/24 - Receive answer from Terry Davis. 8/2/24 - Need to file Motion for Summary Judgment. 10/2/24 - Draft MSJ waiting for MG's review. 10/23/24 - per TD, tax deed sale scheduled for 1/21/25. 3/20/25 - Status hrg scheduled for 4/12.	Davis, Terry

COC: Current Litigation

as of February 27, 2023

Section F, Item2.

Goldhagen, Matt	COC v. Estate of Dennie Gilmore a/k/a Dennie Gilmore, Deceased et al	Court: Washington Co. - Circuit Civil Case No. 2023-CA-47 Judge: Christopher Patterson Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 1209 Campbellton Ave	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9699	Plaintiff(s): City of Chipley Defendant(s): Estate of Dennie Gilmore a/k/a Dennie Gilmore, Deceased; All Heirs, Beneficiaries, Devisees, Legatees, Spouses & Creditors of Dennie Gilmore a/k/a Dennie Gilmore, Deceased Third Parties: N/A	N	1/13/23 - Complaint drafted & awaiting attorney's review. 3/20/23 - Follow up w/Atty re: file complaint. 4/10/23 Notarized Aff. Const. Service. File Complaint, Summons, NOA & NOLis Pendens. Notice of Action in Foreclosure publication is currently running and will be complete on 5/10/23. Answer to complaint due May 19. 6/23/23 - Drafting motion to appoint administrator ad litem for estate. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - In process of getting admin ad litem/attorney ad litem appointed. 1/3/24 - File Motion to Appoint AAL. 1/5/24 - Received Order Appointing AAL - Kristi Novonglosky. Waiting to receive AAL report. 6/13/24 - Receive AAL report & petition. Attempt to serve Gilmore Jr. at newly found address. 7/12/24 - Serve heris located by AAL. 12/26/24 - Draft motion for const. service & sent to MG for review. 1/6/25 - Motion for Const. Service filed. 1/6/25 - Order granting Motion entered. 2/14/25 - motion for default judgment being drafted.	Gilmore, Estate of Dennie
Goldhagen, Matt	COC v. Cherry E. Hall	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1324 Coggin Ave	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9690	Plaintiff(s): City of Chipley Defendant(s): Cherry E. Hall and Auburn E. Hall Third Parties: N/A		9/24/24 - 9/26 Code Enforcement Hrg rescheduled to 10/31. 12/5/24 - Waiting for Order	Hall, Cherry E.
Goldhagen, Matt	COC v. Estate of Edith Juanita Hogan	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 737 Pecan Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689	Plaintiff(s): City of Chipley Defendant(s): Edith Juanita Hogan, Third Parties: N/A	N	3/4/24 MJB to follow-up with TD. 8/4/24. - Order title work.	Hogan, Estate of Edith Juantia
Goldhagen, Matt	COC v Annie Holmes	Court: Washington Co. - Circuit Civil Case No. 2023-CA-07 Judge: Timothy Register Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / N. Church Ave.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9693	Plaintiff(s): City of Chipley Defendant(s): Annie Holmes Third Parties: N/A	N	1/13/23 - Complaint filed & Summons Issued. Waiting on USPS PO Box Request to come back with Street Address for Service of Complaint & Summons. 2/14/23 Sent Summons & Complaint to Sherrif for service upon Defendant. 4/10/23 - Waiting for ROS from Sherrif. 5/11/23-Receive Return of Non Service. 6/26/23 -Waiting on service by Publication due being unable to serve Annie Holmes. 7/26/23 - Proof of Publication for 7/12/23 & 7/19/23 filed. Waiting for Proof of Publication for 7/26/23 & 8/2/23. 8/18/23 - Filed Notice of Filing Affidavit of Publications. 8/22/23 - Clerk's default entered. Need to file Motion to Default Judgment & schedule hearing. 9/20/23 - Filed Notice of Substitution of Counsel. 12/22/23 - File Motion for Default Judgment. 3/4/24 - Motion for Final Default Jdgmt being reviewed by MJG. 7/23/24 - Need order granting sub. service. 11/14/24 - Motion for Order granting constructive service prepared. 11/27/24 - Motion & prosed Order re: Construcive Service filed. 12/3/24 - Received Order granting const. service. 12/30/24 - Draft Motion for Summary Final Judgment & Affidavit to MG for review. 2/24/25 - MSJ filed. Hearing to be scheduled. 3/20/25 - MSJ withdrawn. Need to draft motion for default judgment instead.	Holmes, Annie
Goldhagen, Matt	COC v. Impulsive Expressions, LLC	Court: Washington Co. - County Civil Case No. 2024-CC-094 Judge: Colby Peel Magistrate Judge:	Foreclosure of Code Enforcement Lien / 746 West Blvd.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9703	Plaintiff(s): City of Chipley Defendant(s): Impulsive Expressions, LLC Third Parties: N/A	N	4/12/23 - Lien recorded. 8/25/23 - Waiting for title work. 3/4/24 - Receive title work & need to draft Complaint. 8/4/24 - Not homestead property. File Complaint. 8/21/24 - Suit filed. 9/18/24 - awaiting on service of process. 10/2/24 - Defendant served. Calendared answer due date (10/23). 10/21/24 - Answer received, claims violations corrected. MG provided outstanding fines & requested payment. 11/25/24 - Check w/MG re: response from D re: payment of fines. 12/9/24 - Moiton to Strike Answer filed & hearing set for 12/27/25. 1/15/25 - Impulsive Exp. hired attorney. Hrg on Mtn 2 Strike cancelled. 2/14/25 - Discovery ongoing.	Impulsive Expressions

COC: Current Litigation

as of February 27, 2023

Section F, Item2.

Goldhagen, Matt	COC v. Estate of Joseph R. Ledlow et al	Court: Washington Co. - Circuit Civil Case No. 2023-CA-59 Judge: Christopher Patterson Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 1278 Holley Ave. & 492 2nd Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9695	Plaintiff(s): City of Chipley Defendant(s): Estate of Joseph R. Ledlow a/k/a Joseph R. Ledlow, Deceased; All Heirs, Beneficiaries, Devisees, Legatees, Spouses & Creditors of Joseph R. Ledlow, Deceased Third Parties: N/A	N		1/13/23 - Complaint drafted & awaiting attorney's review. 3/20/23 - Follow up w/Atty re: file complaint. 4/21/23 Follow up w/Atty re filing Complaint and other pleadings. 4/28/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court. Waiting for service by Publication. 7/26/23 - Publications scheduled for 7/26/23, 8/2/23, 8/9/23, & 8/16/23. 8/18/23 - Filed Notice of Filing Affidavit of Publications. Need to file Motion to Appoint Admin Alitem. 9/20/23 - Filed Notice of Substitution of Counsel. 11/15/23 - Received a second recorded Order. Waiting for title work. Will amend the complaint to include new lien. 12/22/23 - Appoint Ad. Litem & Amend complaint to include 492 2nd Street CE Lien. 2/23/24 - Filed Amended Complaint and Motion to Appoint AAL and received Order appointing AAL. 3/25/24 Awaiting AAL report. 7/8/24 - Receive AAL's Petition Det. Heirs. 7/12/24 - Serve Heirs located by AAL. 8/4/24 - Search new address for Deckard. 8/22/24 - Waiting for Deckard to be served at new address. 11/1/25 - Unable to serve Deckard. Process Servers seem to be getting run around. 12/26/24 - Draft Motion for Const. Service & sent to MG for review. 2/14/25 - Order granting const. service entered. Motion for default judgment being drafted.	Ledlow, Estate of Joseph
Goldhagen, Matt	COC v. Estate of Janel Catherine Marusiak	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 578 7th Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9689	Plaintiff(s): City of Chipley Defendant(s): Estate of Janel Catherine Marusiak Third Parties: N/A			07/25/2024 - Code Enforcement Hrg. 8/4/24.- Waiting for order.	Marusiak, Estate of Janel Catherine
Goldhagen, Matt	COC v. Latonia Mckinnie	Court: Washington Co. Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1167 6th Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9708	Plaintiff(s): City of Chipley Defendant(s): Latonia Mckinnie Third Parties: N/A	N		6/22/23 - Order finding Violation. 30 day waiting period for appeal. 11/15/23 - Received recorded Order. Waiting for title work. 12/22/23 - Follow up w/TD re: magistrate. 8/4/24 - Need to file suit. 8/22/24 - Complaint, Lis Pendens & NOA sent to MG for review.	McKinnie, Latonia
Goldhagen, Matt	COC v. Pamela Moore et. al.	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 869 Chesnut Hill	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9690	Plaintiff(s): City of Chipley Defendant(s): Pamela Moore, David A. Marshall	N		3/4/24 Title Work ordered. 8/4/24 - Property brought into compliance. Bring to Council re: fine.	Moore, Pamela
Goldhagen, Matt	COC v. Estate of Mary C. MyDosh et al.	Court: Washington Co. - County Civil Case No. 2023-CC-39 Judge: Frederick Peel Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 589 Main Street & 592 Main Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9697	Plaintiff(s): City of Chipley Defendant(s): Estate of Mary C. Mydosh a/k/a Mary Mydosh a/k/a Marh Carmella Davis; Charles Smejkal, Jr.; All Heirs, Beneficiaries, Devisees, Legatees, Spouses & Creditors of Mary C. Mydosh a/k/a Mary Mydosh a/k/a Marh Carmella Davis, Deceased Third Parties: N/A	N/A	N	2/9/23 - Requested Title Work. 4/24/23 - Draft Complaint, Summons, Notice of Action, Notice of Lis Pendens, Affidavit of Const. Service, Notice of Appearance and emailed to JAM for review. 4/28/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court. Waiting on service. 6/23/23 - Waiting on service by publication. 7/26/23 - Waiting on Return of Service for Smejkal & proof of publications (publications are scheduled for 7/26/23, 8/2/23, 8/9/23, & 8/16/23. 8/18/23 - Filed Notice of Filing Affidavit of Publications. Need to file Motion for Clerk's Default & Appoint Admin Alitem. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - In process of getting admin ad litem/attorney ad litem appointed. 12/22/23 - Drop Count I of Complaint & Appoint Ad. Litem. 1/3/24. Amended Complaint to drop Count I & file Motion to Appoint AAL. 1/5/24 - Received Order Appointing AAL - Kristi Novonglosky. Waiting to receive AAL report. 8/4/24 - 589 Main Street Closed. Followup w/AAL. 11/1/25 - Attempt to serve smejkal at new address AAL found. 12/11/24 - sent pleading to process server for service at NY address. 12/26/24 - Receive return of non-service upon Smejkal Jr. 2/20/25 - Order granting const. service received. Drafting motion for default final judgment.	MyDosh, Estate of Mary C.

COC: Current Litigation

as of February 27, 2023

Section F, Item2.

Goldhagen, Matt	COC v. Jeremie & Carlie Peters et al	Court: Washington Co. - County Civil Case No. 2023-CC-41 Judge: Frederick Peel Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 1471 S. Railroad Ave.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9694	Plaintiff(s): City of Chipley Defendant(s): Jeremie Peters, Carlie Petres, Kathy J. Warrington n/k/a Kathy Hartzog, John E. Hartzog, & Fareoffer cashnow, Inc. Third Parties: N/A	N	1/13/23 - Complaint drafted & awaiting attorney's review. 3/20/23 - Follow up w/Atty re: file complaint. 4/21/23 Follow up w/Atty re filing Complaint and other pleadings. 5/1/23 - Complaint, Notice of Lis Pendens & Notice of Appearance filed w/Court. 6/23/23 - waiting on returns of service. 7/26/23 - FairOffer served on 7/20/23 & 8/9/23 Answer due deadline calendared. Kathy & John Hartzog served of 7/26/23 & 8/15/23 Answer due deadline calendared. Return of Non-Service filed on 7/26/23 for Carlie Peters, may reside in Destin. 8/25/23 - Still awaiting service upon Carlie Peters and Jeremie Peters. 9/20/23 - Filed Notice of Substitution of Counsel. 11/30/23 - No answers filed. 11/19/24 - Default defendants & draft MSJ 12/3/24 - Filed motions for clerk default. 12/11/24 - Clerk defaults entered & serving being attempted upon C. Peters at new address. 12/30/24 - Service complete upon C. Peters. Answer due on 1/6/25. 2/21/25 - Drafting Motion for Clerk Default & defaults.	Peters, Jeremie
Goldhagen, Matt	COC v. Estate of Martha Pippin	Court: Washington Co. Case No. 2025-CA-09 Judge: Magistrate Judge:	Nuisance Abatement of Code Enforcement Lien / 499 Martin Luther King Drive	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9700	Plaintiff(s): City of Chipley Defendant(s): Estate of Martha D. Deal Pippin, Felecia Nickels, and Carl Hogue	Y	3/4/24 - Review title work. 2/6/25 - Suit filed. 2/20/25 - Amending complaint due to drug arrest. 3/20/25 - Filed Amended Complaint & sent summons/complaint out for service upon defendants. Waiting for notice of publication.	Pippin, Estate of Martha
Goldhagen, Matt	CPD v. Estate of Martha Pippin	Court: Washington Co. Case No. Judge: Magistrate Judge:	Forfeiture / 499 Martin Luther King Drive	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9700	Plaintiff(s): Chipley Police Dept. Defendant(s): Estate of Martha D. Deal Pippin, Felecia Nickels & Carl A. Hogue Third Parties: N/A	Y	2/20/25 - Forfeiture complaint drafted.	Pippin, Estate of Martha
Goldhagen, Matt	COC v. REDD Whyte, LLC	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 550 Bennett Dr.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9694	Plaintiff(s): City of Chipley Defendant(s): REDD Whyte, LLC Third Parties: N/A		9/24/24 - 9/26 Code Enforcement Hrg rescheduled to 10/31. 12/5/24 - Waiting for Order	REDD Whyte
Goldhagen, Matt	COC v. Gwuan Reed	Court: Washington Co. - County Civil Case No. 2024-CA-120 Judge: Frederick Peel Magistrate Judge: N/A	Foreclosure of Code Enforcement Lien / 618 Bennett Dr. & 618 9th St	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9688	Plaintiff(s): City of Chipley Defendant(s): Gwuan Reed & Ken Naker, Washington Co. Tax Collector Third Parties: N/A	N	4/24/24 - Code enforcement hearing. Awaiting CE Order. 10/14/24 - Order recorded. Waiting on title work. 11/8/24 - Suit filed. Waiting for summons to be issued. 11/14/24 - Summons issued. Pleadings mailed to sheriff for service. 11/27/24 - Tax Collector filed Answer & Affidavit of Tax Claim. 12/11/24 - Pending service. 12/26/24 - Service complete. Pending update from TD re: how to proceed w/Tax Claim. 1/29/25 - Need to Draft ClerkDefault for Reed. 3/20/25 - Status hearing scheduled in April. 3/24/25 - Motion for Clerk Default filed.	Reed, Gwuan
Goldhagen, Matt	COC v. David L. Roulhac	Court: Washington Co. - Case No. 2024-CC-134 Judge: Colby Peel Magistrate Judge:	Foreclosure of Code Enforcement Lien / 566 MLK Dr.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9691	Plaintiff(s): City of Chipley Defendant(s): David Lorenzo Roulhac Third Parties: N/A	N	4/24/24 - Code enforcement hearing. Awaiting CE Order. 10/14/24 - Order recorded. Waiting on title work. 11/8/24 - MG to review complaint, list pendens & notice of appearance for filing. 11/27/24 - Case filed. 12/3/24 - waiting for summons to be issued. 12/11/24 - Pending service. 2/21/25 - Unable to serve Roulhac. Possibly deceased. 3/20/25 - Waiting for death certificate. Status hearing scheduled for June.	Roulhac, David
Goldhagen, Matt	COC v. Estate of Pamela M. Smith	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1226 Campbellton	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9694	Plaintiff(s): City of Chipley Defendant(s): Estate of Pamela M. Smith Third Parties: N/A		12/16/24 Code Enforcement Hrg scheduled for 1/16/25.	Smith, Estate of Pamela M.
Goldhagen, Matt	COC v. Michael Brian Taylor	Court: Washington Co. Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 777 West Boulevard	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (850) 638-9694	Plaintiff(s): City of Chipley Defendant(s): Michael Brian Taylor; Amanda Taylor	Y	5/17/23 - Possible Homestead property. 3/4/24 - Review title work. 5/23/24 - Receive updated Order from TD. 3/5/25 - homestead property	Taylor, Michael Brian

COC: Current Litigation

as of February 27, 2023

Section F, Item2.

Goldhagen, Matt	COC v. Christopher White	Court: Washington Co. - Case No. Judge: Magistrate Judge:	Foreclosure of Code Enforcement Lien / 1257 Plum Ave.	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (904) 630-0600	Plaintiff(s): City of Chipley Defendant(s): Christopher White and Krystal White			12/16/24 Code Enforcement Hrg scheduled for 1/16/25.	White, Christopher
Goldhagen, Matt	COC v. Thelma Wood	Court: Washington Co. - County Civil Case No. 2025-CC-31 Judge: Colby Peel Magistrate Judge:	Foreclosure of Code Enforcement Lien / 771 Pecan Street	Matt Goldhagen Blankenship Jordan P.A. 1512 Highway 90 Chipley, FL 32428 matt@blankenshipjordanpa.com (904) 630-0600	Plaintiff(s): City of Chipley Defendant(s): Thelma Douglas Wood Third Parties: N/A	n		3/4/24 Title Work ordered. 3/14/24 Hold - per TD owner is trying to comply. 8/4/24 - still not in compliance. Proceed w/title work. 1/29/25 - Waiting for updated title work. 2/21/25 - Complaint, lis pendens & notice of appearance being reviewed by MG. 3/20/25 - Suit filed. Awaiting service upon T. Wood.	Wood, Thelma

COC: Current Litigation

as of February 27, 2023

Section F, Item2.



Executive Director's Report Chipley Redevelopment Agency 4.8.2025

Honorable Mayor and City Council Members,

I am pleased to present an update on the ongoing revitalization efforts within our community. We continue to make meaningful progress on several key restoration projects, thanks to the unwavering dedication of our local business owners and the steadfast support of the CRA Board and City Council. These projects not only preserve the historic charm of our downtown but also contribute to sustained economic development and a deeper sense of community pride.

Project Updates

• The Old Blackburn Building (1265 Church Ave., 1267 Church Ave., 793 Main St.)

The Corbitt Family has officially entered Phase 2 of the restoration of the historic Blackburn Building. Their efforts reflect a deep commitment to honoring the past while building for the future. With steady momentum, they are transforming this treasured structure into a lasting legacy for generations to come. We are incredibly grateful for their vision and dedication, and the CRA remains fully supportive of their continued progress.

• 781 Main St.

Ms. Curlett has made commendable progress in the revitalization of her historic downtown property. Phase 1, which focused on interior renovations, has been successfully completed. She is now moving into Phase 2, which includes exterior improvements. Current efforts involve the repair of rotting wood and preparation for a fresh coat of paint. Upon completion, the property will serve as an AirBnB, adding both character and economic value to the district. We are excited to see this venture come to life and look forward to its contribution to the local hospitality landscape.

Grants & Legislative Concerns

This month, we successfully closed out three long-standing grants. We are actively managing six open grants and currently have three additional applications in the final paperwork phase, pending CRA Board approval. These upcoming projects are thoughtfully designed to further enhance the beauty, accessibility, and vibrancy of Downtown Chipley.

However, we must also address an urgent concern. House Bill 991 and Senate Bill 1242—proposing the dissolution of all Community Redevelopment Agencies across the state—are rapidly advancing through the legislative process. If enacted, these bills would effectively eliminate CRA funding after July 2025, preventing us from launching any future projects under this program.

We urge all who have seen and supported the positive transformation in Chipley to reach out to our legislators. Your advocacy is crucial in preserving the CRA's role in revitalizing our community and sustaining the momentum we've built together.

In the meantime, we are focused on making the most of our current resources. Should these legislative changes move forward, we are prepared to utilize our Special Projects budget to ensure we complete impactful, lasting initiatives that reflect the heart and spirit of Chipley.

Sincerely,

A handwritten signature in black ink, reading "Leah Pettis". The signature is written in a cursive, flowing style.

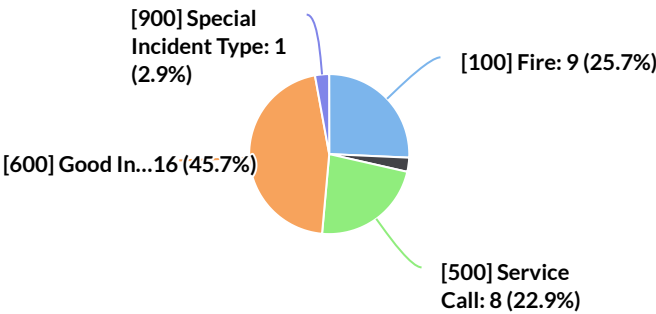
Leah Pettis
Executive Board



Incident Count by Series (1972)

Start Date: 3/1/2025 0:00:00 | End Date: 3/31/2025 23:59:00

Pie Chart



Incident Count by Series

Incident Series	Count
[100] Fire	9
[300] Rescue & Emergency Medical Service Incide...	1
[500] Service Call	8
[600] Good Intent Call	16
[900] Special Incident Type	1



Total Incidents per Personnel (274)

Start Date: 3/1/2025 0:00:00 | End Date: 3/31/2025 23:59:59

Average Personnel Responding

9

Total Runs

35

Personnel	On Apparatus	Off Apparatus	Total # of Incidents	% of All Incidents
201 Aycock, Hunter	32	1	33	94.29%
202 Adams, James	9	19	28	80.00%
203 Rustin, Kenneth	4	13	17	48.57%
204 Ostrowski, Steven	14	17	31	88.57%
205 Finch, Donald	11	19	30	85.71%
206 Adams, Bradly	4	2	6	17.14%
207 Cook, Mathew	3	6	9	25.71%
208 Hobby, Brad	10	11	21	60.00%
209 Webb, Corey	3	9	12	34.29%
210 Gavaller, Jason	8	16	24	68.57%
211 Wilson, Sawyer	0	1	1	2.86%
212 Bass, Adam	8	3	11	31.43%
213 Pickens, Tyler	7	6	13	37.14%
214 Cook, James	6	9	15	42.86%
215 Wilcox, Jerad	4	6	10	28.57%
216 Ostrowski, Magnus	1	2	3	8.57%
217 Lane, Noah	11	14	25	71.43%
220 Adams, Wesley	3	5	8	22.86%
221 Aycock, Floyd	2	11	13	37.14%
222 Kilgore, JD	0	1	1	2.86%
224 Hall Jr., Gary	2	11	13	37.14%



City of Chipley

CODE ENFORCEMENT

1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



Section F, Item5.

MARCH 2025

1. Total Active Cases: 30

These cases include multiple violations.

- Public Nuisance: **122** Violations

2. New cases opened this month: 38

3. Properties Posted this month: 4

4. Cases brought before this month's Special Magistrate: 0

5. Citations written this month: 0

6. Cases Closed this Month: 29

These cases include multiple violations.

- Public Nuisance: **52** Violations
- **15** of these violations are from previous months.

7. Code Enforcement Verification: 8

- 1 – 1310 North Railroad Avenue – Business License
- 2 – 846 Main Street – Business License
- 3 – 1691 Main Street – Business License
- 4 – 1214 Johnson Avenue – One Step Lien
- 5 – 576 Martin Luther King Drive – Research Results Responsive
- 6 – 862 Main Street – Business License
- 7 – 1222 Jackson Avenue – Business License
- 8 – 1377 Brickyard Road - Business License

8. Pit bull Registration: 0

9. Properties with Active Liens: 20

1. 1209 Campbellton Avenue 08/05/2020 Sent to attorney.
2. 1278 Holley Avenue (Two Liens) 08/05/2020 & 08/26/2022 Sent to attorney.
3. 1471 S. Railroad Avenue 07/11/2022 Sent to attorney.
4. Church Avenue 07/11/2022 Sent to attorney.
5. 592 Main Street 09/19/2022 Sent to attorney.

6. 777 West Boulevard 01/09/2023 Sent to attorney.
7. 746 West Boulevard 4/12/2023 Sent to attorney.
8. 1214 Johnson Avenue 05/08/2023 Sent to attorney. (Foreclosed 2/19/2025)
9. 1167 6th Avenue 8/10/2023 Sent to attorney.
10. 492 2nd Street 8/10/2023 Sent to attorney.
11. 504 Martin Luther King Drive 11/21/23 Sent to attorney.
12. 771 Pecan Street 12/4/23 Sent to attorney.
13. 869 Chesnut Hill Street 12/4/23 Sent to attorney.
14. 737 Pecan Street 1/11/24 Sent to attorney.
15. 566 Martin Luther King Drive 6/26/24 Sent to attorney.
16. 618 Bennett Drive 6/26/24 Sent to attorney.
17. 618 9th Street 6/26/24 Sent to attorney.
18. 550 Bennett Drive 12/26/2024 Sent to attorney.
19. 1257 Plum Ave 03/04/2025 Liens.
20. 499 Martin Luther King Drive 01/09/2023 Sent to attorney.

Case Report

Section F, Item5.

03/01/2024 - 03/31/2025

Case Date	Owner Name	Parcel #	Description	Last Status Change Date	Main Status
9/11/2024	ZBC PROPERTIES LLC / TRAVIS LADELL CORBIN	00000000-00-1038-0000	Disrepair, excessive grass, weeds, vegetation, junk vehicles, abandoned materials.	10/2/2024	Active
11/18/2024	WALLACE IRVIN SMITH ESTATE & HEIRS	00000000-00-2162-0000	Disrepair	11/18/2024	Active
1/14/2025	JOHN BLEDSOE	00000000-00-2871-0000	Disrepair, abandoned materials	1/14/2025	Active
1/17/2025	CABEEAFL LLC % SHERRI WADE	00000000-00-2918-0000	Abandoned materials	1/17/2025	Active
2/10/2025	CURTIS T & PAIGE M JOHNSON	00000000-00-2259-0014	Abandoned materials, junk, trash, rubbish	2/10/2025	Active
2/11/2025	CABEEAFL LLC % SHERRI WADE	00000000-00-2879-0002	Rubbish, trash, abandoned materials	2/11/2025	Active
2/12/2025	CURTIS A & SHARON L CARTER	00000000-00-2910-0000	Abandoned car, rubbish, trash, junk	2/12/2025	Active
2/19/2025	WILLIAM HARRISON	00000000-00-1993-0000	Abandoned materials	2/19/2025	Active

Case Date	Owner Name	Parcel #	Description	Last Status Change Date	Section F, Item 5.	
					Item 5.1	Status
3/4/2025	AMANDA M HUDSON	00000000-00-2167-0001	Abandoned materials	3/4/2025		Active
3/5/2025	VIVIAN MORRIS	00000000-00-2764-0000	Abandon Vehicles	3/5/2025		Active
3/5/2025	JIMMIE L COOPER	00000000-00-1285-0000	Abandoned materials, junk, rubbish	3/5/2025		Active
3/6/2025	PATRICIA PYLES & ERIC PYLES ESTATE	00000000-00-2889-0001	Abandoned materials	3/6/2025		Active
3/6/2025	DAMARIUS J JONES	00000000-00-1134-0000	Abandoned materials, junk, trash	3/6/2025		Active
3/13/2025	OUIDA FIELDS & BRANDE THEISS	00000000-00-2856-0001	Disrepair	3/13/2025		Active
3/13/2025	FREDERIC S FORBES	00000000-00-2727-0000	Abandoned Materials	3/13/2025		Active
3/18/2025	SHIRLEY FAY H CAVENDER	00000000-00-1269-0000	Excessive grass, weeds, or vegetation	3/18/2025		Active
3/19/2025	BARRY ALEXANDER SUTHERLAND	00000000-00-1528-0000	Excessive, grass, weeds, or vegetation	3/19/2025		Active
3/25/2025	MARILYN J COLLINS & ETAL LATISHA REED WARD	00000000-00-1289-0000	Excessive grass, weeds, or vegetation	3/25/2025		Active
3/25/2025	BRADLEY HARRISON SHAUB	00000000-00-1508-0000	Excessive grass, weeds, or vegetation	3/25/2025		Active

Case Date	Owner Name	Parcel #	Description	Last Status Change Date	Current Status	Section F, Item5.
3/26/2025	BRIAN KEITH CALLAWAY	00000000-00-2907-0000	Excessive grass, weeds, or vegetation	3/26/2025	Active	
3/26/2025	842 Rattlebox Road LLC, Agent , Julio Delgado	00000000-00-2087-0000	Excessive grass, weeds, or vegetation	3/26/2025	Active	
3/26/2025	JASON ORION DAVIS	00000000-00-1825-0013	Abandoned materials.	3/26/2025	Active	
3/28/2025	DANIEL B & MELISSA R FINCH	00000000-00-2943-0000	Excessive grass, weeds, or vegetation and garbage can by curb	3/28/2025	Active	
3/28/2025	ROOM AT THE TOP INVESTMENT LLC / TIMOTHY C BOONE JR., AGENT	00000000-00-1825-0007	Trash, junk, abandoned materials.	3/28/2025	Active	
3/31/2025	JORDAN A SAPP & CARMEN D LOPEZ	00000000-00-1577-0000	Excessive grass, weeds, or vegetation	3/31/2025	Active	
3/31/2025	NORTHWEST EQUITY GROUP LLC	00000000-00-2128-0001	Excessive grass, weeds, or vegetation	3/31/2025	Active	
3/31/2025	SHELLEY V SARMIENTO	00000000-00-1491-0000	Excessive grass, weeds, or vegetation	3/31/2025	Active	
3/31/2025	BARBARA MCNEIL	00000000-00-2736-0001	Excessive grass, weeds, or vegetation	3/31/2025	Active	
3/31/2025	NEW STORY MINISTRIES INC % CHARLES R BROWN JR	00000000-00-2676-0000	Excessive grass, weeds, or vegetation	3/31/2025	Active	

Case Date	Owner Name	Parcel #	Description	Last Status Change Date	Current Status
3/31/2025	CLARISSA MCKINNIE ETAL / TERENCE DEMETRICE BLACKMON % DIANNE BEARD	00000000-00-1161-0000	Excessive grass, weeds, or vegetation	3/31/2025	Active

Showing 1 to 30 of 30 entries

03/31/2025

Monthly Closed Cases

Section F, Item5.

03/01/2025 - 03/31/2025

Case Date	Owner Name	Parcel Address	Description	Last Status Change Date	Main Status
9/6/2024	MORRIS TERETHA HEIRS % ANGELINE M. SMITH	1227 1ST AVE	Abandoned materials	3/3/2025	Closed Case
11/14/2024	OSCAR RHYNES ESTATE & HEIRS	1243 CHURCH AVE	Disrepair, excessive grass, weeds, and vegetation	3/3/2025	Closed Case
12/27/2024	MORRIS TERETHA HEIRS % ANGELINE M. SMITH	1227 1ST AVE	Abandoned materials, junk, trash	3/5/2025	Closed Case
1/27/2025	BILLY DEWAYNE & CANDICE BAXLEY	496 2ND ST	Junk, trash, abandoned materials	3/5/2025	Closed Case
1/31/2025	JANE REED	MARTIN LUTHER KING DR	Abandoned materials, rubbish, junk	3/3/2025	Closed Case
2/5/2025	NAQUITTA O NEAL	604 3RD ST	Abandoned vehicle/materials	3/13/2025	Closed Case
2/10/2025	WILLIAM T SPIVEY	767 SINCLAIR ST	No permit and fence violations	3/3/2025	Closed Case

Case Date	Owner Name	Parcel Address	Description	Last Status Change Date	<div>Section F, Item5.</div> <div>Item</div> <div>Status</div>
2/10/2025	NORTHWEST EQUITY GROUP LLC, AGENT, GARY CLARK	1232 & 1220 South Blvd	Trash, Junk, Litter	3/11/2025	Closed Case
2/11/2025	PERCY MORRIS	GLENWOOD AVE	Rubbish, trash, junk	3/5/2025	Closed Case
2/11/2025	VIVIAN MORRIS	800 GLENWOOD AVE	Trash, rubbish, junk	3/5/2025	Closed Case
2/11/2025	DEBRA N & JEFFREY H FLETCHER	724 5TH ST	Abandoned vehicle	3/11/2025	Closed Case
2/12/2025	CABEEAFL LLC % SHERRI WADE	537 5th STREET	Rubbish, trash, junk	3/13/2025	Closed Case
2/19/2025	ROBERT A & BETTY J FINCH ESTATE	968 HAYWOOD DR	Abandoned materials, junk, trash	3/13/2025	Closed Case
2/19/2025	PHILIP & RAGAN BECKLEY	1287 WELLS AVE	Inoperable vehicle	3/17/2025	Closed Case
3/3/2025	RIGHT OF WAY	HWY 90	Signage	3/3/2025	Closed Case
3/4/2025	LATASHA TITA & ETAL KATRINA FISHER	1250 CAMPBELLTON AVE	Rubbish, abandoned materials, junk	3/12/2025	Closed Case
3/4/2025	RASHEIDA PATRICK & PHILLIP ANDREW POTTER	627 BENNETT DR	Abandoned materials	3/13/2025	Closed Case

Case Date	Owner Name	Parcel Address	Description	Last Status Change Date	Section F, Item 5.
					Item 5. Main Status
3/5/2025	CHERYL MARIE STRICKLAND	1338 CAMPBELLTON AVE	Abandoned materials	3/12/2025	Closed Case
3/6/2025	JIMMIE L COOPER	606 MARTIN LUTHER KING DR	Abandoned materials	3/31/2025	Closed Case
3/13/2025	JAMES SPEARMAN	1330 OLD BONIFAY RD	Abandoned materials	3/17/2025	Closed Case
3/17/2025	DAY PAUL PETE & DEIDRA DAY	1343 JACKSON AVE	Excessive grass. weeds. or vegetation	3/25/2025	Closed Case
3/17/2025	DAY PAUL PETE & DEIDRA DAY	1339-1341 JACKSON AVE	Excessive grass. weeds. or vegetation	3/25/2025	Closed Case
3/17/2025	DAY PAUL P & DEIDRA P	1335 JACKSON AVE	Excessive grass. weeds. or vegetation	3/25/2025	Closed Case
3/17/2025	COMM WORKERS OF AMERICA LOCAL 3103	679 3RD ST	Excessive grass, weeds, or vegetation.	3/31/2025	Closed Case
3/18/2025	MICHAEL A & KATHERINE M WALKER & ETAL	1284 CHURCH AVE	Excessive grass, weeds, or vegetation	3/25/2025	Closed Case
3/18/2025	JAMES SPEARMAN	533 5TH ST	Excessive grass, weeds, or vegetation	3/25/2025	Closed Case
3/25/2025	Right of Way	HWY 77	Signage in right of way	3/25/2025	Closed Case
3/25/2025	Right of Way	HWY 77	Signage in right of way	3/25/2025	Closed Case
3/25/2025	LLOYD FRANKLIN EVERETT	835 FALLING WATERS RD	Excessive grass, weeds, or vegetation	3/27/2025	Closed Case

03/31/2025



**CITY OF CHIPLEY
PLANNING & ZONING REPORT
FOR THE MONTH OF MARCH 2025**



TO: City Council

FROM: Tamara Donjuan – Planning Officer

DATE: April 1, 2025

(1) Land Use Compliance Certificates: 13

- 1 – 756 Orange Street – Door Installation
- 2 – 659 2nd Street – Rebuilding Carport
- 3 – 659 2nd Street – Addition to Existing Storage Shed
- 4 – 731 Sinclair Street – Roof Installation
- 5 – 1348 North Railroad Avenue – HVAC Replacement
- 6 – 844 Main Street – Roof Repair
- 7 – 840 Main Street – Roof Repair and Replacement
- 8 – 622 2nd Street – Fence Installation
- 9 – 1183 South Boulevard – Roof Replacement
- 10 – 720 3rd Street – Window Replacement
- 11 – 1242 Jackson Avenue – Roof Replacement
- 12 – 741 Sinclair Street – Foundation Repair
- 13 – 581 7th Street – Roof Replacement

(2) Tree Removal Permits: 6

- 1 – 769 3rd Street
- 2 – 622 2nd Street
- 3 – 742 3rd Street
- 4 – 1304 Jackson Avenue
- 5 – 736 5th Street
- 6 – 860 Chesnut Hill Street

(3) Demolition Permits: 1

- 1 – 1205 3rd Avenue

(4) Zoning Changes: 0

(5) Planning and Zoning Hearing: 2

- 1 – 735 Main Street – Small-Scale Amendment
- 2 – 1680 Main Street – Exterior and Interior Renovations

(6) Signage Permit: 4

- 1 – 1332 Main Street – Temporary Signages
- 2 – 1304 Jackson Avenue - Temporary Signage
- 3 – 684 7th Street – Building Signage
- 4 – 860 Chesnut Hill Street - Temporary Signage

(7) Site Plan Reviews: 0

(8) Development Orders: 0

(9) Request to Site Manufactured Home Unit: 0

(10) Request for Certificate of Appropriateness: 0

(11) Construction Permits: 0

(12) Zoning Verifications: 9

- 1 – 1310 North Railroad Avenue, Suite A
- 2 – 846 Main Street – Business License
- 3 – 1691 Main Street - Business License
- 4 – 862 Main Street - Business License
- 5 – 1222 Jackson Avenue - Business License
- 6 – 1377 Brickyard Road – Business License
- 7 – 763 West Boulevard – Zoning Letter
- 8 – 828 Falling Waters Road – Business License
- 9 – 1069 A Main Street – Updated Business License

(13) Solicitor Permit: 1

- 1 – 1332 Main Street

(14) Alcoholic Beverages and Tobacco: 0

Permit Report

Section F, Item6.

03/01/2025 - 03/31/2025

Permit Type	Applicant Name	Description	Land Use Designation	Owner Name	Parcel Address	Main Status
<input checked="" type="checkbox"/> Permit Type: Business License						
Business License	Arc Designs & More	Business License	Commercial	ANDREW & APRIL COOPER	828 FALLING WATERS RD	Closed
Business License	A Plus Insurance	Business License	Commercial	MC DANIEL MELISSA & S SMITH % A PLUS INSURANCE	1069A MAIN ST	Closed
Business License	Regions Financial Corp	Updated Business License	Commercial	FIRST FED SAVINGS BANK	862 MAIN ST	Closed
Business License	Crown Wireless Corp	Business License	Commercial	CHIPLEY COMMERCIAL PROP & ETAL	1377 BRICKYARD RD	Closed
Business License	Chipley Gun & Pawn Inc	Business License	Commercial	CORBIN DAVID ALAN	1222 JACKSON AVE	Closed
<input checked="" type="checkbox"/> Permit Type: Demolition						
Demolition	Thomas L Lewis	Demo	Low Density Residential	MARIAN L & THOMAS L LEWIS	1205 3RD AVE	Closed
<input checked="" type="checkbox"/> Permit Type: Land Use Compliance						
Land Use Compliance	Mordecai Williams	Door Installation	Low Density Residential	MORDECAI WILLIAMS	756 ORANGE ST	Closed
Land Use Compliance	Eric Ivey	Rebuild Carport	Low Density Residential	Eric & Amber Ivey	659 2ND ST	Closed
Land Use Compliance	Eric Ivey	Addition to Existing Storage Shed	Low Density Residential	Eric & Amber Ivey	659 2ND ST	Closed

Permit Type	Applicant Name	Description	Land Use Designation	Owner Name	Parcel Address	Main Status
Land Use Compliance	Gwenette Alford	Roof Replacement	Low Density Residential	ALETHA GWENETTE ALFORD	731 SINCLAIR ST	Closed
Land Use Compliance	Moss Industries	HVAC Installation	Historic Commercial	MOSS INDUSTRIES INC	1348 NORTH RAILROAD AVE	Closed
Land Use Compliance	Moss Industries	Roof Repair	Historic Commercial	MOSS INDUSTRIES INC	844 MAIN ST	Closed
Land Use Compliance	Moss Industries Inc	Roof Replacement and Repair	High Density Residential	Moss Industries	840 MAIN ST	Closed
Land Use Compliance	John Juron	Fence Installation / Trees Removal	Low Density Residential	John & Marlene Juron	622 2ND ST	Closed
Land Use Compliance	Todd Anderson	Roof Replacement	Low Density Residential	TODD E ANDERSON	1183 SOUTH BLVD	Closed
Land Use Compliance	Greta Draayom	Window Replacement	Historical Residential	PHILLIP PAUL & GRETA B DRAAYOM	720 3RD ST	Closed
Land Use Compliance	Capital City Bank Group	Roof Replacement	Commercial	CAPITAL CITY BANK ATTN: ACCOUNTING DEPT	1242 JACKSON AVE	Closed
Land Use Compliance	Amber Patino	Foundation Repairs	Low Density Residential	PERRYMAN AMBER LEIGHANNE NKA	741 SINCLAIR ST	Closed
Land Use Compliance	Percival Owens	Roof Replacement	Low Density Residential	PERCIVAL OWENS	581 7TH ST	Closed
☐ Permit Type: Sign						
Sign	Melvin Lawson	Temporary signage	Commercial	KENT CHARLES & JAMEY WESTBROOK	1332 MAIN ST	Closed
Sign	Tabitha Morris	Temporary Signage	Commercial	JERRY WATKINS INS AGENCY INC	1304 JACKSON AVE	Closed

Permit Type	Applicant Name	Description	Land Use Designation	Owner Name	Parcel Address	Main Status
Sign	Levi Yon	Temporary Signage	Low Density Residential	LEVI T & ASHLEY N YOHNN	860 CHESNUT HILL ST	Closed
Sign	Wolfpack Alliances	Building Signage	Historic Commercial	WOLFPACK ALLIANCE LLC	684 7TH ST	Closed
☐ Permit Type: Solicitor						
Solicitor	Peanut Man , Melvin Lawson	Solicitor's Permit	Commercial	KENT CHARLES & JAMEY WESTBROOK	1332 MAIN ST	Closed
☐ Permit Type: Tree Removal						
Tree Removal	Tamara Donjuan	Tree Removal	Historical Residential	EDGAR & TAMARA DON JUAN	769 3RD ST	Closed
Tree Removal	Scott Joiner	Tree Removal (3)	Historical Residential	Scott & Kim Joiner	742 3RD ST	Closed
Tree Removal	Jerry Watkins Insurance	Tree Removal	Commercial	JERRY WATKINS INS AGENCY INC	1304 JACKSON AVE	Closed
Tree Removal	Levi Yon	Trees Removal	Low Density Residential	LEVI T & ASHLEY N YOHNN	860 CHESNUT HILL ST	Closed
Tree Removal	Crystel Abel	Tree Removal	Low Density Residential	Michael Nowka	736 5TH ST	Closed
☐ Permit Type: Zoning Verifications						
Zoning Verifications	Massage With Jin	Business License / Massage Therapist	Historic Commercial	GODFREY WARD G JR TRUSTEE WG JR & FE GODFREY REV TRUSTS	1310 RAILROAD AVE	Closed
Zoning Verifications	Foy Financial Inc DBA Liberty Tax Service	Business License	Historic Commercial	JAN H & SOPHIA SWART	846 MAIN ST	Closed
Zoning Verifications	Sublime Sandwich Co	Business License	Commercial	LGS INVESTMENTS LLC	1691 MAIN ST	Closed

Permit Type	Applicant Name	Description	Land Use Designation	Owner Name	Parcel Address	Main Status
Zoning Verifications	Eijah McKinnie	Zoning Verification Letter	Low Density Residential	HOUSE OF PRAYER WORSHIP CENTER	763 WEST BLVD	Closed

Section F, Item6.

Showing 1 to 33 of 33 entries

04/01/2025



Michael Richter, Chief of Police

Chipley Police Department City of Chipley, Florida

1430 JACKSON AVENUE, • P.O. BOX 1007 • CHIPLEY, FLORIDA 32428
PHONE (850) 638-6310 • FAX (850) 638-6327

MONTHLY ACTIVITY REPORT

March1- March 31, 2025:

<u>OFFENSE:</u>	<u>NUMBER:</u>
WARRANT SERVICE	13
BAKER ACT	6
LAW QUESTIONS	1
INFORMATION	0
DISTURBANCE	2
DISTURBANCE: DOMESTIC VIOLENCE	1
ABUSE: CHILD	1
SHOOTING	1
MISSING PERSON	1
BATTERY	3
SEX OFFENSE	0
DECEASED PERSON	1
THEFT	5
BURGLARY-RESIDENCE	0
FRAUD	2
HARASSMENT/THREATS	1
COUNTERFIT MONEY	1
ID THEFT	1
CRIMINAL MISCHIEF	2
STOLEN VEHICLE	0
TRESPASSING	6
FOUND/ABANDONED PROPERTY	2
LOST/STOLEN PROPERTY	0
HIT AND RUN	1
DWSLR	3
DUI	0
DRUG CASE	8
DRUG- POSSESSION	0
RECKLESS DRIVER	0
TRAFFIC STOP	18
ACCIDENT- VEHICLE	1
SUSPICIOUS ARTICLE	1

TOTAL

82



Michael Richter, Chief of Police

Chipley Police Department City of Chipley, Florida

1430 JACKSON AVENUE, • P.O. BOX 1007 • CHIPLEY, FLORIDA 32428
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TRAFFIC TOTALS

	FEB (LAST MONTH)	MAR (THIS MONTH)
TRAFFIC CITATIONS	65	100
TRAFFIC WARNINGS	289	457
TRAFFIC CRASHES	20	12

Traffic Crash Summary March 1-March 31, 2025

<u>DATE:</u>	<u>Time:</u>	<u>Road:</u>	<u>Closest Crossroad:</u>	<u>Intersection:</u>	<u>Form:</u>
3/4	12:00pm	Main St.	Walmart Parking Lot	Not Intersection Related	Short
3/4	4:00pm	Jackson Ave.	Courthouse Parking Lot	Not Intersection Related	Short
3/5	7:40pm	CR 280	Main St.	Not Intersection Related	Long
3/14	3:20pm	Main St.	Jackson Ave.	Intersection Related	Short
3/15	12:00pm	Carlisle Rd.	CR 280	Intersection Related	Short
3/15	5:00pm	Main St.	North Exit of Walmart	Intersection Related	Short
3/16	1:15pm	Main St.	Dunkin Donuts Parking Lot	Not Intersection Related	Short
3/19	3:30pm	Pecan St.	5 th Ave.	Not Intersection Related	Short
3/25	10:40am	Main St.	Nadia Ave.	Intersection Related	Short
3/27	1:53pm	Church Ave.	Main St.	Not Intersection Related	Short
3/28	9:04am	Main St.	Johnson Ave.	Not Intersection Related	Short
3/28	1:40pm	Main St.	Johnson Ave.	Not Intersection Related	Short



City of Chipley

Public Works Office MARCH Activity Report From: Guy Lane



The following is a list of routine monthly duties and additions to by departments:

Bldg. Maintenance

Routine checks of all city buildings/Routine weekly checks of all flags, cleaning of all parks, removing trash, cleaning, and stocking bathrooms/Routine monthly checks of all traffic signals, crosswalks and playground equipment at parks/Escorted Cross-Country Exterminators to city buildings for monthly sprayings/Removed trash from Glenwood Cemetery weekly/Removed trash downtown weekly/Met with Brown Funeral Home to mark off plots at Glenwood Cemetery/Took big USA flag down and put back up several times due to inclement weather conditions/Put together new filing cabinets at City Hall/Put 2 banners back up downtown /Changed out 2 breakers downtown for the antique street lamps/Changed out 1 timer downtown/Changed out 2 outlets downtown in the antique street lamps/Reset all timers downtown after the time change/Met with Rustin Vault Company to locate a plot at Glenwood Cemetery/Pressured washed under the pavilion at the Farmer's Market/Pressured washed and painted the signs at the Industrial Park/Attached new hose reel on air compressor at Public Works wash rack/Rewired one antique street lamp downtown/Replaced LED bulbs in one antique street lamp downtown/Changed out one spigot at Glenwood Cemetery.

Street

Maintained ditches/Sign maintenance/Equipment maintenance/Maintained streets, sidewalks and driveways/Special pickups/Limb & Leaf pickup/Patch potholes in various Wards/Cleaned up fallen blocks at the old Fire Department/Removed advertisement signs from power poles downtown/Cut weeds inside fence and removed old construction board at the old Mongoven Building site/Replaced drain pipe between 534 & 536 4th Street/Cut grass at old Dairy Dip location/Put out sandbags and shovel across from Public Works yard and staged "Road May Flood" signs in locations due to inclement weather conditions/Put lime rock in washouts between sidewalk and road at 707 East Blvd./Added millings to driveway at 689 Pecan Street and Cooper Street and along the sides of road/Carried sand to old RMS track and spread out.

Gas

Locate Tickets (50)/Gas calls (2)/New Service (1)/Pressure test (3)/Replaced meter sets (0)/Pulled inactive meters (3)/Replaced gas warning signs (2)/Service Availability request (2)/Abandonments (1)/Changed gas charts 4 times for the month/Maintained equipment/Re-reads/Submitted the annual natural gas distribution report to the Public Service Commission/Monitored the drip rate at the Odorant Station/Daily contact with power company contractors that were drilling holes for poles around town/Put dirt in gas trench at Morris Lift Station and Vo-Tech's Lift Station/Assisted Building Maintenance with painting signs on Brickyard Road and Orange Hill Road at Industrial Park and pressure washing the Farmer's Market/**Animal Complaints** (2)/Cats Impounded (5)/Dogs Impounded (3)/Dog bite cases (0)/Dead animal pick up (3).

Water

Water Connects (8)/Water Disconnects (26)/Re-reads (856)/Doorknockers (60)/Non-Payment Disconnects (35)/Non-Payment Reconnects (17)/Replaced meter boxes (0)/Replaced meter box lids (1)/Hydrant meter sets (0)/Locates (50)/Service leaks (8)/After-hours service leaks (0)/Water Availability request (6)/Water taps (1)/Re-reads for City Hall/Assisted Gas Department with abandoning services on 3rd Avenue/Assisted Building Maintenance Department with taking down big USA flag, cleaning parks, picking up trash downtown and working on antique street lamps downtown/Made water tap and set meter at 875 Harden Lane/Poured concrete patch back on Brickyard Road/Added cold mix to patch on 8th Street & Court Avenue/Flushed line and pressure tested line at old spray field/Swept parking lot at Public Works/Weed-eated around all fire hydrants in all Wards/Checked for service at 1556 Brickyard Road had service but no meter/Patched utility cut at Johnson Avenue & Falling Waters Road/Vehicle & equipment maintenance.



City of Chipley

**Water Utilities Department
P. O. Box 1007
Chipley, Florida 32428
(850) 638-6347 - Fax: (850) 638-6052**

March 31, 2025

Water Utilities Department Report for March 2025

To: City Council and Administrator

Wastewater Treatment Facility: The analytical results of the Wastewater Reclamation Facility for the month of February 2025 had no violations. We have not received all the results from March 2025, but what have received show no violations. Continuing to plot sewer lines and cleanouts in diamond maps. Cut grass at WWTF. DEP inspection done in January 2025 is completed and we received an in compliance letter this month.

Lift Stations: Jon Teal and Vo-Tech lift station generators have been installed we are awaiting start up. Routine inspections. Removed influent pumps at WWTF cleared debris.

Water Wells: The bacteriological samples for the month of March 2025 passed. Check generators weekly. Cut grass at wells.

Spray Field: Checked bypass pump at spray field, and generator at reuse pump station weekly. Routine inspection of spray field.

Collection System: Sewer stoppage at the housing authority jetted line to clear blockage. We have been working with Mott Mac on permit renewal. Replace sewer lateral at two homes due to line was offset. Jetted (19) mains as a preventive maintenance we do this every (3) months.

Locates: 51
Work orders: 4
Sewer Stoppages: 5
Abonnement Sewer Lateral: 2
Replace Clean Out Caps: 2
Sewer Taps: 0
Replace/Repair Sewer Lateral: 2
Development Order: 2
Install Clean Out Boxes: 1
Replace Clean Outs: 0
Demolition Order: 1
Rain Guards installed: 0
Recorded Rainfall for the month: 6.08 inches

Jimmy Cook
Water Utilities Director

**City of Chipley
Schedule of Projects**

Section F, Item 11.

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
Chipley Water Meter Upgrade Project Northwest Florida Water Management District				\$1,037,119.00		
Consultant: Liberty Partners of Tallahassee						
Project: This funding will upgrade and replace all water meters in the city automatic meter read system. We are currently awaiting funding approval to see if we will be awarded.						
2025 PHMSA Technical Assistance Grant U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Technical Assistance Grants		Equipment Purchase	20.710	\$ 60,863		
Consultant: Florida Gas Utility						
Project: We are currently working on submitting a 2025 PHMSA Technical Assistance Grant which will purchase GIS Mapping software and contracting and combustible gas detection equipment. These grants have not opened back up yet since the federal freeze took place on funding.						
Bennett Drive Improvements Florida Department of Transportation, Small County Outreach Program (SCOP)		Design Construction CEI	55.009	\$ 794,759.57		
Consultant: Melvin Engineering						
Project: This funding will be used for drainage and resurfacing improvements to Bennett Drive from East Church Avenue to Glenwood Avenue (approx. 0.52 miles). The engineering agreement was approved by the City Council in January 2025 and DHM has started the design process on this project. The design is 30% complete at this time.						
First Responder Emergency Equipment State of Florida Department of Commerce, Local Economic Development Initiatives	HL175	Fire Tanker and Equipment	40.038	\$ 500,000	07/01/23	06/30/25
Consultant: Liberty Partners of Tallahassee						
Project: This funding was used to purchase a Freightliner 1,250 gallon Tanker Truck, along with nine (9) SCBA Packs, twenty (20) SCBA Cylinders, nine (9) SCBA Facepieces, one (1) Charging Station, and six (6) Battery Packs. The tanker truck has been ordered and has an estimated arrival date of mid 2025 and all of the equipment has been ordered and received. We submitted a request for funds for the entire project amount and the funds have been received and have been placed in deferred revenue until such time that the truck is received. At this time expected arrival is September 2025.						

Section F, Item 11.						
Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	End Date
Chipley Lead Service Line Replacement Florida Department of Environmental Protection, Drinking Water State Revolving Fund		Planning Engineering Construction Technical Services		\$ 275,000		
				\$540,000		
				\$8,800,000		
				\$640,000		
				\$ 10,255,000.00		
Consultant: Mott MacDonald						
Project: This grant/loan funding will allow us to replace any lead service lines that are found during the inventory that is currently being completed. The inventory has been completed and we are awaiting further direction from FDEP.						
Shivers Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 200,000		
Project: The City Council approved the agreement in November 2024. This funding will be used to construct pickleball courts, an ADA playground and sidewalks to the new courts and playground, along with renovations to the existing parking lot, playground area, picnic pavilion and restrooms. We are currently working on the required commencement documents and once completed and approved by the State we will start the project.						
Gilmore Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 50,000		
Project: The City Council approved the agreement in November 2024. This funding will be used to construct a new playground, picnic pavilion and security lighting, along with renovations to the existing playground, restrooms and parking lot. We are currently working on the commencement documents and once completed and approved by the State we will start the project.						
Old Chipley City Hall - Phase II Florida Department of State, Division of Historical Resources		Planning	45.031	\$ 50,000		
Project: This funding will be used to procure a consultant to do additional assessments to the building to include mold, electrical, mechanical and ADA recommendations. The architectural and structural assessments were completed in Phase I of this project. The agreement with Baker Design has been approved by the council and the engineers have started the work.						
2023 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2023 BVP	Bulletproof Vests	16.607	\$ 1,275	04/01/23	08/31/25
				Match \$ 1,275		
Project: This funding will be used to purchase three (3) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests.						

43

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	End Date
ChIPLEY Lift Station Generators Project Federal Emergency Management Association, Florida Division of Emergency Management and Florida Department of Commerce, Comm. Development Block Grant	H0767 M0143 Consultant: Wheeler EMC	Generators	97.039 14.228	\$ 117,520 Match \$ 38,561	10/12/21 07/25/22	07/31/24 12/31/24
Project: This funding will be used to purchase one (1) generator for John Teal Lift Station and one (1) generator for Vo-Tech Lift Station. These generators will help during power outages related to hurricanes and prevent sewage spills. The generators have been installed and the electrical is complete. We are currently working on having the additional fencing installed around the generators in order to finalize the project.						
NW Stormwater System Restoration U.S. Department of Housing & Urban Development Florida Department of Commerce, Community Development Block Grant	M0014 Consultant: Melvin Engineering	Administration Engineering Construction CEI	14.228	\$ 2,916,119	04/25/22	09/30/25
Project: This funding will be used to clean, reshape and stabilize ditches, construct new lateral outfall ditches, and expand existing crossdrains in the Northeast section of the City. This will include new culverts and a major box culvert at Griffin Road. Project locations will be on or near the following: west of Griffin Road, Griffin Road, North and South Railroad Avenue, Old Bonifay Road, the corner of North Railroad Avenue and Rustin Drive, 1st Street, Watts Avenue, 2nd Street and Glenwood Avenue. It has been determined that a three-inch gas main is located near the construction site. The engineers and gas company have come up with a solution on relocating the gas line and the project should be bid soon.						
Washington County Industrial Park Project				\$ 7,714,100.00		
Project: This is a joint effort between the County and the City to develop water, sewer and gas infrastructure, along with a roadway in the Washington County Industrial Park.						
City Hall Generator Federal Emergency Management Association, Florida Division of Emergency Management	Consultant: Wheeler EMC	Generator	97.039	\$ 126,000		
Project: The City applied for this funding in August 2023. If approved, it will provide a generator at City Hall for hurricane related power outages. We have finalized all RFI's and we are awaiting approval on this project.						

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	End Date
Chipley Fire Truck and Equipment United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program	Resolution No. 22-31 Consultant: SERCAP	Fire Pumper and Equipment	10.766	\$ 338,000 Loan/Grant \$ 330,000 ARPA Funds		
Project: This funding will be used to purchase a new fire pumper apparatus and equipment to ready it for use. The truck has been received. We held the Push-In Ceremony on May 14th and the bond closing took place on May 21, 2024. The truck and equipment has been paid for. We have about \$13,000 left to spend from grant funds, and we hope to have this project finalized and closed out in the next 30 days.						
Chipley Mongoven Building U.S. Department of Housing & Urban Development Florida Department of Economic Opportunity, Community Development Block Grant	M0041 Consultant: Melvin Engineering	Engineering Construction CEI	14.228	\$ 852,800	04/14/22	09/30/25
Project: This funding will be used to purchase the Mongoven Building property, demolish the building, and build a nice park area. The property has been purchased and the demolition bids have been received. The demo is 100% complete and Phase II which is the structural stabilization, has been bid and awarded. The construction contract was approved last month and the contractor has started the work.						
Chipley Peach Street Lift Station Improvements U.S. Department of Housing and Urban Development, Community Development Block Grant	H2567 Consultant: Fred Fox Enterprises	Administration Engineering Construction CEI	14.228	\$ 700,000 ARPA Funds \$ 240,825	01/01/23	07/31/25
Project: This funding will be used to replace the Peach Street Lift Station and if the funds are available also complete septic to sewer on 1st Avenue. This project environmental review phase is now pending completion and we are awaiting the approval to move forward with project expenditures. We hope to get the approval so we can award this project this month. The State has agreed to allow us to utilize funds from the MT148 project below to fund the balance of this project that was overbudget. The Council approved the award and contract at the special meeting.						

Section F, Item 11.						
Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	End Date
Citywide Flooding Resiliency Improvements U.S. Department of Housing and Urban Development, Community Development Block Grants (CDBG-MIT) General Infrastructure Program Consultant: Melvin Engineering	MT148	Administration Engineering Construction CEI	14.228	\$ 2,936,950	01/19/23	01/19/27
Project: This funding will be used to clean, reshape and stabilize existing ditches, construct new lateral outfall ditches; restore and expand existing cross drains to ensure proper conveyance to the stormwater management facility. This project has been advertised for construction bids and awarded. We are working on a contract with the contractor which we will bring to the council for approval as soon as possible.						
Public Works Building Solar Panel Project Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program Consultant: SERCAP	30764	Construction	81.041	\$ 200,000.00		09/30/25
Project: This funding was used to install a 40 kilowatt photovoltaic solar power system at the Public Works Building. The panels have been placed on the roof of the building. The contract with Alternative Energy Systems is 100% complete and FPL has installed the new bi-directional meter. We will continue to monitor this project to determine the savings the City is receiving from the solar panels.						
Chipley Fire Tanker Truck U.S. Department of Homeland Security Assistance to Firefighters Grant Consultant: Liberty Partners of Tallahassee		Fire Tanker		\$ 650,000.00		
Project: This funding will be used to purchase a new Fire Tanker Truck. We are awaiting funding approval to see if we will be awarded.						
2024 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2024 BVP	Bulletproof Vests	16.607	\$ 1,045 Match \$ 1,045		
Project: If approved, this funding will be used to purchase two (2) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests.						

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Section F, Item 11.
Speed Reduction Efforts Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant Program, Florida JAG Direct	2023-JAGD	Purchase Traffic Radar Data Collector	16.738	\$ 1,579		
Project: This grant will purchase a traffic radar data collector will be paired with previously purchased speed signs to provide data on when and where to focus traffic efforts. We are currently working on ordering this equipment.						
Gilbert Acres Stormwater Improvements Florida Department of Environmental Protection, Resilient Florida Program		Design Construction		\$ 2,880,000		
Consultant: Melvin Engineering Project: If approved, this funding will be used to improve the outfalls from Gilbert Acres to the west (toward Alligator Creek) and back to the east toward US 90, where the City also has the Peach Street project and lift station project. We are in the funding range now we just wait to see if the funding is approved during the legislative session.						
ADG Backflow Program Project: We have been working on a backflow program that will benefit City Hall and the Public Works Departments in tracking annual backflow certifications. We are working with CLS Technology to allow Public Works access to our City Hall server so they can login and utilize the program. Once this is complete we should be ready to move forward with using the program.						
Utility Kiosk Project: We have reached out to companies about kiosks and we are currently working with our software provider to determine the best route for us to go in order to be able to make the most efficient use of the equipment we purchase. Some kiosks are compatible and some are not so we are working through that and will know more soon. Now that we have worked through the finalization of the ARPA funding we should be able to now move forward with this project utilizing city funds. I am waiting until we know for sure what we will need for the Peach Stree project.						
Chipley Downtown Parking Project Florida Department of Commerce, Rural Infrastructure Fund		Design Construction	40.042	\$250,000		
Consultant: Metric Consulting Project: This funding will be used to construct and rehabilitate city-owned properties to alleviate the parking insufficiency in the downtown area. This project was not approved for funding this cycle.						

Section F, Item 11.						
Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	End Date
Brickyard Road Wastewater Design Project Florida Department of Commerce, Rural Infrastructure Fund		Planning	40.042	\$ 295,000		
Consultant: Liberty Partners of Tallahassee						
Project: This funding will be used for the design, engineering, and survey work needed to extend public sanitary sewer service approximately 5,500 linear feet along Brickyard Road. This is a critical east/west corridor, and the extent of the project includes SR-77 to Hoyt Street. This project has been advertised for RFQ's and we will be bringing this to the council for approval in May.						
I-10/Highway 77 Infrastructure Design Project Florida Department of Commerce, Rural Infrastructure Fund		Planning	40.042	\$ 246,500		
Consultant: Liberty Partners of Tallahassee						
Project: This funding will be used for the design, engineering, and survey work necessary to extend wastewater and natural gas infrastructure to the south quadrants of the I-10 and State Road 77 Interchange. This project was not approved for funding this cycle.						
Chipley Wastewater Energy Efficiency Project Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program				\$ 661,500		
Consultant: Melvin Engineering						
Project: This funding will be used to optimize energy consumption, reduce operational costs, and ensure compliance with regulatory standards. The goal is to replace pumps/motors/scada system to enhance the performance and sustainability of our wastewater treatment processes. We have been approved for a site visit in the next couple of weeks at which time we will know if we have been approved for funding.						
Jim Trawick Park - Phase X Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 200,000		
Consultant: Fred Fox Enterprises						
Project: This funding will be used for Soccer Field Renovation, Playground Renovation to include ADA Equipment; Baseball Field No. 7 Renovation, Softball/T-Ball Field No. 8 Renovation, Add Exercise Station to Walking Trail, Picnic Facility Renovation, New Batting Cages, New Bleachers, Sidewalk to Batting Cages and Sidewalk to Playground Renovation. We are currently awaiting funding approval to see if we will be awarded.						
Chipley Fire Skid Unit U.S. Department of Agriculture, Forest Service, Volunteer Fire Assistance Grant Program		Purchase Equipment	10.66	\$ 11,247.00 Grant \$ 11,247.00		50% Match
Project: This funding will be used to purchase a skid unit. This project has been approved for funding and we have purchased all of the equipment. We will now work on closeout of the grant.						

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
State of Florida Legislative Appropriations Request - Police Vehicles & Equipment Consultant: Liberty Partners of Tallahassee Project: This funding will purchase new police vehicles along with some much needed police equipment that the city has been unable to purchase during the budget cycle. We are currently awaiting funding approval to see if we will be awarded.		Purchase Vehicles and Equipment		\$500,000.00		
State of Florida Legislative Appropriations Request - Pean Street Resurfacing Consultant: Liberty Partners of Tallahassee Project: This funding will allow us to work on the drainage and resurfacing of Pecan Street. We are currently awaiting funding approval to see if we will be awarded.		Design Construction		\$750,000.00		
State of Florida Legislative Appropriations Request - Construction for Bickyard Road Sewer Consultant: Liberty Partners of Tallahassee Project: This funding will allow us to construct the 5,500 linear feet of gravity sewer main on Brickyard Road that we are currently advertising for engineering services. We are currently awaiting funding approval to see if we will be awarded.		Construction		\$1,000,000.00		
RFQ for Real Estate Services Project: We have advertised for RFQ's for Real Estate Services. We had to extend this RFQ out due to us not receiving any submittals. We will bring this to the council for approval in May.						
Wastewater Facilities Plan Florida Department of Environmental Protection - State Revolving Fund Consultant: Mott MacDonald Project: This funding will allow us to have a Wastewater Facilities Plan prepared in order to allow for us to apply for future State Revolving Fund funding.		Planning		\$90,000.00		
Drinking Water Facilities Plan Florida Department of Environmental Protection - State Revolving Fund Consultant: Mott MacDonald Project: This funding will allow us to have a Wastewater Facilities Plan prepared in order to allow for us to apply for future State Revolving Fund funding.		Planning		\$90,000.00		

FDEP Septic to Sewer Project Florida Department of Environmental Protection , Nonpoint Source Grant Program		Design Construction		\$1,325,500.00		<div>Section F, Item11.</div>
Project: This funding will allow us to improve water quality, protect public health, and enhance wastewater infrastructure by moving 32 septic systems onto our city sewer system. We are currently awaiting funding approval to see if we will be awarded.						
Pecan Street Improvements Project Florida Department of Transportation, Municipal SCOP		Design CEI Construction		\$1,844,457.98		
Project: This funding will allow us to make improvements to Pecan Street from South Boulevard to Church Avenue, which is approximately .738 miles. We are currently awaiting funding approval to see if we will be awarded.						

Proclamation

Professional Municipal Clerks Week

May 4 – 10, 2025

Whereas, the Professional Municipal Clerk is a time honored and vital part of local government that exists throughout the world; and, the Municipal Clerk is the oldest among public servants; and

Whereas, the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and the Professional Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and,

Whereas, it is most appropriate that we recognize the accomplishments of the Professional Municipal Clerk.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council of the City of Chipley that, May 4 – 10, 2025 is Professional Municipal Clerks Week.

Tracy L. Andrews, Mayor

Attest:

Sherry Snell, City Clerk

Proclamation

National Police Week

WHEREAS, we recognize and honor the selfless and heroic service provided by the men and women of the Chipley Police Department; and

WHEREAS, we rely on law enforcement officers to keep our neighborhoods safe, enforce our laws, and respond in times of crisis; and

WHEREAS, every day law enforcement officers throughout the nation face the threat of violence and danger, routinely putting their lives in jeopardy to defend others, putting themselves at risk of injury, disability, or even death; and

WHEREAS, law enforcement officers make it possible for us to leave our homes and family in safety each day and to return to our homes knowing we are protected by men and women willing to sacrifice their lives, if necessary, to guard our loved ones, property, and government against all who would violate the law; and

WHEREAS, these men and women by their distinctive service and dedicated efforts as law enforcement officers have earned our highest respect and deepest gratitude; and

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council of the City of Chipley that, the week of May 11-17, 2025 is National Police Week.

Tracy L. Andrews, Mayor

Attest:

Sherry Snell, City Clerk

Proclamation

*International Firefighters’ Day
May 4, 2025*

WHEREAS, we recognize and honor the selfless and heroic service provided by the men and women of the Chipley Fire Department; and

WHEREAS, Firefighters dedicate their lives to the protection of life and property; and sometimes that dedication is in the form of countless hours volunteered over many years, in others it is many selfless years working in the industry; in all cases it risks the ultimate sacrifice of a firefighter’s life; and

WHEREAS, International Firefighters’ Day (IFFD) is a time where the community can recognize and honor the sacrifices that firefighters make to ensure that their communities and environment are as safe as possible; it is also a day in which current and past firefighters can be thanked for their contributions; and

WHEREAS, International Firefighters’ Day is observed each year on the 4th of May on where we remember the past firefighters who have dedicated their lives to protecting the safety of us all; and show our support and appreciation to the firefighters worldwide who continue to protect us so well throughout the year; and

WHEREAS, hailing from all walks of life, they are our mothers, fathers, brothers, sisters, aunts, uncles, grandparents, neighbors, and friends. They protect us without wanting of recognition or reward. In our time of need they are there with courage, compassion and loyalty. They are the essence of the true meaning of community.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council of the City of Chipley that, May 4, 2025 is International Firefighters’ Day.

Tracy L. Andrews, Mayor

Attest:

Sherry Snell, City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Recreational Facility Use Agreement – The Washington County Phenoms

MEETING DATE	PREPARED BY
Tuesday, April 8, 2025	Patrice Tanner, City Administrator

SUMMARY

This will approve the Recreational Facility Use Agreement for the Washington County Phenoms to use the parking and playing field facilities located behind the T.J. Roulhac Enrichment Center at 1196 Church Avenue, Chipley, Florida. This will be for the purpose of allowing them to conduct recreational sports activities. This will be retroactive to March 25, 2025 since the City Council approved the use of the facilities at the March 11, 2025 Council Meeting.

RECOMMENDATION

City Staff recommend approval of the Recreational Facility Use Agreement for The Washington County Phenoms.

- ATTACHMENTS**
- 1. Agreement
 - 2. Certificate of Insurance

THE CITY OF CHIPLEY

RECREATIONAL FACILITY USE AGREEMENT

RELEASE, WAIVER, AND COVENANT NOT TO SUE

THIS AGREEMENT is made and executed in duplicate, this 25th day of March, 2025, by and between THE CITY OF CHIPLEY, FLORIDA, a Florida municipal corporation, hereinafter called the City, and THE WASHINGTON COUNTY PHENOMS, hereinafter called the Licensee.

The Licensee's representative shall be Carlton Smith or Jessica Simmons, who may be contacted by mail at 883 Rattlebox Rd, Chipley, FL 32428 and telephone at 850-658-1133 or 850-520-6033.

1. **DESCRIPTION OF PREMISES.** The City licenses to Licensee and Licensee hires from the City, as herein provided, the temporary exclusive right to use and possess the parking and playing field facilities located behind the T.J. Roulhac Enrichment Center, 1196 Church Avenue, Chipley, Florida. The use shall be for the sole purpose of allowing the Licensee to conduct recreational sports activities, and for no other use without the prior written consent of the City.

2. **TERM.** The use period shall be for six (6) months following the effective date of this Agreement.

3. **USE FEE.** N/A

4. **USE OF PREMISES, GENERALLY.** The premises are licensed to be used as set forth above.

Licensee agrees to restrict the use to such purpose, and not to use, or permit the use of, the premises for any other purpose without first obtaining the consent in writing of the City, or of the City's authorized agent.

The Licensee shall not permit the use or possession of any alcoholic beverages of any kind or of any illegal drugs on the premises at any time.

Any special equipment necessary to facilitate the Licensee's use of the premises shall be supplied by the Licensee and not by the City. All special equipment and foods associated with or related to Licensee's use shall be removed immediately after the Licensee's scheduled activity. At the end of the scheduled activity, Licensee shall be responsible for and shall ensure that all lights are turned off and that the premises are left in a clean and sanitary condition (with all garbage and waste disposed of in appropriate containers and all City equipment and furniture properly arranged and placed).

Keys to the premises shall be available on the effective date of this Agreement and shall be returned no later than the day following the termination of the agreement.

Parking shall be in designated parking areas only.

Licensee shall be responsible for any and all of the improvements, gear, furniture, appliances, and equipment located at the facility, and shall pay the cost of replacement or repair of any such which are damaged or missing (whether by Licensee or by any other person) during the term of Licensee's use.

Any use of the premises in violation of the provisions of this agreement or which is otherwise illegal shall be deemed a trespass after warning, and the Licensee and all of Licensee's guests and invitees shall be immediately removed from the premises.

5. LIABILITY INSURANCE REQUIREMENT. Licensee must obtain general liability insurance in the amount of \$1,000,000.00 (One Million Dollars) and provide proof of insurance to the City before use of the premises.

6. NO USE THAT INCREASES INSURANCE RISK. Licensee shall not use the premises in any manner, even in its use for the purposes for which the premises are licensed, that will increase risks covered by insurance on the premises, so as to increase the rate of insurance on the premises or to cause cancellation of any insurance policy covering the premises. Licensee further agrees not to keep on the premises, or permit to be kept, used, or sold thereon, anything prohibited by the policy of fire insurance covering the premises. Licensee shall comply, at its own expense, with all requirements of insurers necessary to keep in force the fire and public liability insurance covering the premises and building. Licensee shall be required to procure and keep in full force any and all necessary insurance on any tangible or intangible personal property interests maintained in or affected by the Licensed premises, at Licensee's sole cost.

6. NO WASTE, NUISANCE, OR UNLAWFUL USE. Licensee shall not commit, or allow to be committed, any waste on the premises, create or allow any nuisance to exist on the premises, or use or allow the premises to be used for any unlawful purpose.

7. DELAY IN DELIVERING POSSESSION. The City reserves the right (in its sole discretion) to cancel or re-schedule the reserved use period on short notice, in the event of which the Licensee's sole remedy shall be a return of the deposits already paid by Licensee. This License shall not be rendered void or violable by the City's inability to deliver render the City liable to Licensee for loss or damage suffered thereby. If the City cannot deliver the premises at such time, the use fee shall be refunded, and the rights of the Licensee under this agreement shall terminate. The parties agree that the Licensee hereby waives and shall have no right of recovery of any consequential or other damages of any kind, in the event that Licensee is unable to use the premises, and the Licensee does hereby release and hold the City harmless of and from any and all damages under this agreement (other than the return of the deposit or use fee). No extension of the License shall result from a delay in delivering possession, but the parties may agree upon a rescheduling of the Licensee's use of the facility.

8. LICENSEE ACCEPTS USE OF THE PREMISES AND PROPERTY AS IS and in the property's current condition, and Licensee and its guests and/or invitees assume all risk of the current condition of the premises (whether those risks are latent, hidden or apparent). Licensee warrants and represents that it has made adequate inspection of the premises for the purpose of this agreement, and that the premises are suitable for Licensee's intended uses. Licensee agrees to accept the premises on possession in their current condition as being in a good state of repair and in sanitary condition. Licensee shall surrender the premises to the City at the end of the use in the same condition as when it took possession, allowing for reasonable use and wear, and damage by acts of God, including fire and storms. Licensee shall remove all signs or symbols placed on the premises by any person (other than the City) before re-delivery of the premises to the City, and to restore the portion of the premises on which they were placed in the same condition as before their placement.

9. SIGNS, AWNINGS, MARQUEES, ETC. Licensee will not construct or place, or permit to be constructed or placed, signs, awnings, marquees, or other structures projecting from the exterior of the premises without the City's written consent thereto. Licensee further agrees to remove signs, displays, advertisements or decorations that any person (other than the City) have placed, or permitted to be placed, on the premises, which, in the City's opinion, are offensive or otherwise objectionable. If Licensee fails to remove such signs, displays, advertisements, or decorations, the City reserves the right to remove them at Licensee's expense and Licensee shall be liable for the actual cost of removal.

10. ASSIGNMENT, SUBLICENSE, OR LICENSE FOR OCCUPATION BY OTHER PERSON(S). Licensee agrees not to assign or sublicense the Licensed premises, or any part thereof, or any right or privilege connected therewith, or to allow any other person(s), except Licensee's guests, invitees, agents or employees, to occupy the premises or any part thereof.

11. EFFECT OF THE CITY'S WAIVER. The City's waiver of breach of one covenant or condition of this License is not a waiver of breach of others, or of subsequent breach of the one waived.

12. APPLICABLE TO SUCCESSORS. This agreement and the covenants and conditions hereof apply to and are binding on the heirs, successors, legal representatives, and assigns of the parties.

13. RELEASE, WAIVER, AND COVENANT NOT TO SUE. The Licensee hereby agrees to RELEASE, WAIVE, AND COVENANT NOT TO SUE the City, or any partner, employee, servant, representative, associate, officer, agent, volunteer, successor, and assign of the City, from ANY AND ALL liability, claims, demands, action, judgments, costs, expenses, court costs, attorney fees, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained, or to any property, whether caused by the sole, contributory, or gross negligence of the City, or otherwise, arising out of or related to the use or occupation of the facility or the subject premises by any person, firm or corporation (other than the City employees) under this agreement.

occupation of the facility or the subject premises by any person, firm or corporation (other than the City employees) under this agreement.

14. TIME OF ESSENCE. Time is of the essence of this License.

EXECUTED the date first written above.

CITY OF CHIPLEY, FLORIDA

Tracy Andrews
Tracy Andrews, Mayor

Attest:

Sherry Snell
Sherry Snell, City Clerk

LICENSEE:

Washington County Phenoms
Print Name: Carlton Smith Jr
Title: Founder, President

Cal Smith

Witness

Print Name: Jessica Simmons
Jessica Simmons



CERTIFICATE OF LIABILITY INSURANCE

Section H, Item 1.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CONTINENTAL BROKERS, INC. PO BOX 2662 MADISON, MS 39130		CONTACT NAME: RON WOOTEN PHONE (A/C, No. Ext): 601-707-1028 X2229 FAX (A/C, No): 601-707-1017 E-MAIL ADDRESS: ron@continentalbrokers.biz	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: SiriusPoint America Insurance Company	
		NAIC # 38776	
INSURED The Washington County Phenoms 883 Rattlebox Road Chipley FL 32428		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	PLH01GL00003869	03/18/2025	03/18/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							Player Liability Agg. \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	ACCIDENT & HEALTH			PHSA-BAMH-11927-25	03/18/2025	03/18/2026	Maximum Benefit \$25,000 AD&D \$10,000 Deductible \$250

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

883 Rattlebox Road, Chipley, FL 32428

Certificate Holder is included as Additional Insured as respects to General Liability per Endorsement. Waiver of Subrogation is included. *Cancellation: 10-days Notice for Non-Payment of premium or 30 days for all other reasons.

CERTIFICATE HOLDER**CANCELLATION**

City of Chipley 1197 Church Ave Chipley FL 32428	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Ron Wooten

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CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Watermelon Festival Parade

MEETING DATE	PREPARED BY
Tuesday, April 8, 2025	Patrice Tanner, City Administrator

SUMMARY

This event will be held on Saturday, June 21, 2025 starting at 10:00 a.m. using the new standard parade route.

RECOMMENDATION

City Staff recommend approval of Special Event Application – Watermelon Festival Parade.

ATTACHMENTS

1. Special Event Application.



City of Chipley

CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353



Special Event Application

Name/Organization: Panhandle Watermelon Festival

Address: Post Office Box 550, Chipley FL 32428

Contact person: Lora Fisher Phone: 850-527-8256 Fax: _____

E-mail: lorafisher15@yahoo.com

Type of Event: Festival Parade 10:00 am June 21, 2025

Purpose of Event: To provide the community with a free concert, parade, car show and other free activities on June 21 & 22, 2025.

Location of Event: Jim Trawick Park/Ag Center _____ Indoors/Outdoors

Date(s) & Time(s) of Event: June 20 & 21, 2025

Amount of Liability Insurance: Yes \$1,000,000 (attach copy of policy)

Concert Yes/No If yes, What type of music? Yes / Country

Will food and nonalcoholic beverages be sold? Yes

Will fireworks be displayed? Yes ☒ No ☐ If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief.

Will amusement rides be available? No

Number of participants anticipated per day: 1800

Are security and/or medical services provided? Yes

Applicant Signature: Lora Fisher Date: 4/3/2025

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Parade June 21, 2025 upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this 3rd day of April, 2025.

FIRM OR ORGANIZATION: Panhandle Watermelon Festival

Lora Fisher
Signature

Lora Fisher
Print Name

JoAnn Hayes
Witness

JoAnn Hayes
Witness

Miranda Bernham
Print Name

Miranda Bernham
Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by Lora Fisher, who is personally known to me or who produced _____ as identification, and who executed the foregoing instrument and acknowledge before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this 3rd day of April, 2025.



Kayla D Corbitt
Notary Public



City of Chipley

CITY HALL
 1442 Jackson Avenue
 P.O. Box 1007
 Chipley, Florida 32428
 (850) 638-6350 Fax: (850) 638-6353



Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Panhandle Watermelon Festival		Person in Charge: Colby Peel		Date: 4-3-2025
Address of Organization: P.O. Box 550 Chipley FL 32428			Telephone Number: 850-258-6290	
Title of Event: Panhandle Watermelon Festival Parade				
Date of Event: 4/21/2025	Starting Time of Event: 10:00 AM	Duration of Event: 1 hour	Actual Closing Time (Set up of barriers, Etc.) 9:30 - 11:00	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): 				
This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier:		Policy Effective Date:		
Coverage Amount:		(\$1,000,000 Minimum)		
Length of Coverage:		Days		
Licenses Pyrotechnics Operator:				
License Number:				
Approval of Local Fire Department:				
Federal Aviation Administration Approval for Low Flying Filming:				
Additional Liability Insurance Amount:				
PLEASE DO NOT WRITE BELOW THIS LINE				
Detour Route (Include Exact Road Names and Map of Detour Route): 				
Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol): Chipley City Police Department				
Special Conditions: Use this route only!				
Name of Police Chief: Michael Richter	Signature of Police Chief:		Date Signed:	
Name and Title of City Official: Patrice Tanner, City Administrator	Signature of City Official:		Date Signed:	

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for Development Order and Certificate of Appropriateness for renovations for external and internal – 1680 Main Street – Waffle House Inc.

MEETING DATE	PREPARED BY
Tuesday, April 8, 2025 @ 5:00 pm,	Tamara Donjuan, Planning & Zoning Officer

SUMMARY

Waffle House Inc request 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.

Planning and Zoning Commission met on March 27,2025 @ 3:00 pm

RECOMMENDATION

City Staff recommends approval of the Development Order and Certificate of Appropriateness for renovations.

ATTACHMENTS

- 1. Development Order Packet
- 2. Civil Plans
- 3. NFWFMD Report

Planning and Zoning Commission recommendation 4-0 APPROVED.

City of Chipley Development Order

File No. _____

Fees Paid \$ 100.00Name of Owner: Waffle House, Inc. c/o Lannie GreenePhone #: 678-780-9221Address: 5986 Financial Drive, Norcross, GA 30071Name of Developer/Contractor: Waffle House, Inc.Address: 5986 Financial Drive, Norcross, GA 30071Phone #: 770-529-5700Type of Development: Existing Waffle House restaurantParcel Size: 0.68 acresLocation of Development: 1680 Main Street, Chipley, FL 32428Land Use Designation: Corridor Development District Commercial Sq. Ft. of Building 1704Site Plan Required? Yes _____ No ☒Stormwater Permit Required? Yes _____ No ☒

City Utilities Needed? Potable Water _____ Waste Water _____ Natural Gas _____ Garbage _____

Attachments to Order: 1. Land use 2. COA3. Flood info 4. Miscellaneous

Date of Planning & Zoning Commission Approval: _____

Date of City Council Approval: _____

Contingencies/Conditions of Approval: _____

The City Council hereby authorizes the development of land within the City of Chipley, Florida, as specified herein. Any development undertaken pursuant to this order shall be in strict conformance with the application for development approval and site plan(s) as approved by the City.

Signature – City Administrator / Date_____
Attest / Date

SEAL

Owner/Developer/Contractor: _____



City of Chipley

Land Use Compliance Certificate



Fee Amount \$ _____

Verification provided for (Owner's Name): Waffle House, Inc.

Project Site Address: 1680 Main Street

Phone Number: 678-780-9221

Contractor Name/Address Waffle House, Inc. 5986 Financial Drive, Norcross, GA 30071

Contractor Phone #: 770-729-5700 Parcel I.D. Number: _____

City of Chipley Future Land Use Designation

Low Density Residential	<input type="radio"/>	Neighborhood Commercial	<input type="radio"/>
Medium Density Residential	<input type="radio"/>	Historic Commercial	<input type="radio"/>
High Density Residential	<input type="radio"/>	Industrial	<input type="radio"/>
Historic	<input type="radio"/>	Recreational	<input type="radio"/>
Commercial	<input checked="" type="radio"/>	Public/Semi Public/Educational	<input type="radio"/>

Flood Zone: ☐ Yes ☒ No Zone Type _____

Scope of work (Please provide details of all work): • Remove and replace 4-man booth seating with new ADA compliant seating

• Remove 2-man booths along window. • Replace existing counter tops and replace with new low counter with ADA compliant seating

• Install new ADA compliant cash stand • Center globe lighting over new seating

• Install new 24" X 48" lay-in lights over cash stand, at long glass, at back bar end, and back of restaurant

• Replace existing flooring at back of restaurant, under dish table and in walk-in cooler/freezer with Silikal flooring.

• Paint building exterior Old Redwood with gray accent stripe

• Relocate existing roof access ladder

A site inspection has been performed on the above development site within the City of Chipley, Florida. It is hereby verified that all site development standards meet the City's land use, zoning and comprehensive planning requirements.

Laurie Greene

Applicant

02-21-25

Date

City Official Verifying Compliance

Date

Notice to Applicant: This certificate must be presented to the Washington County Building Official and is requisite to issuance of a "Certificate of Occupancy" for your construction project.



"GOOD FOOD FAST"

P.O. BOX 6450 - NORCROSS, GEORGIA 30091-6450
5986 FINANCIAL DRIVE, NORCROSS, GEORGIA 30071(770) 729-5700

February 21, 2025

City of Chipley
Attn: Ms. Tamara Donjuan
Code Enforcement / Planning and Zoning Officer
1442 Jackson Ave.
Chipley, FL 32428

Re: Waffle House #1338 Remodel – 1680 Main Street – Letter of Intent

Dear Ms. Donjuan,

Waffle House, Inc. is requesting a permit for a remodeling project at our existing location at 1680 Main Street in Chipley. The project includes both interior and exterior work that includes the following:

- Remove and replace 4-man booth seating with new ADA compliant seating.
- Remove 2-man booths along window.
- Replace existing counter tops and replace with new low counter with ADA compliant seating
- Install new ADA compliant cash stand.
- Center globe lighting over new seating.
- Install new 24" X 48" lay-in lights over cash stand, at long glass, at back bar end, and back of restaurant.
- Replace existing flooring at back of restaurant, under dish table and in walk-in cooler/freezer with Silikal flooring.
- Paint building exterior Old Redwood with gray accent stripe
- Relocate existing roof access ladder

The work listed above is also depicted in the building drawings submitted with this application. Please let me know if there are any questions or comments regarding this project. I can be reached at (678) 780-9221 or by email at lanniegreene@wafflehouse.com. I look forward to hearing from you soon.

Sincerely,

Lannie Greene
Permitting Project Manager
Waffle House, Inc.

Customer: _____

Job: _____ Date: _____

Color: _____ Finish: _____

Color Approved By: _____



SHERWIN-WILLIAMS®

Section H, Item3.

SHERWIN-WILLIAMS 702656 06/15/23
770-271-9600 Order# 0287201

EXTERIOR ARCHITECTURAL
LATITUDE ACRYLIC LATEX
SATIN STANDALONE

OLD REDWOOD
CUSTOM MANUAL MATCH

CCE#COLORANT	OZ	32	64	128
B1-Black	2	36	1	-
R2-Maroon	6	9	1	-
R4-New Red	-	13	1	1

ONE GALLON
K6200654

ULTRADEEP
651201600

NOT RECOMMENDED FOR USE ON VINYL

Non Returnable Tinted Color

CAUTION: To assure consistent color, always order enough paint to complete the job and intermix all containers of the same color before application. Mixed colors may vary slightly from color strip or color chip.



0287201-001

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Name: Waffle House, Inc. c/o Lannie Greene

Address: 5986 Financial Drive
Norcross, GA 30071

Phone #: 678-780-9221

Address of property to be improved: 1680 Main Street, Chipley, FL 32428

List of improvements including materials to be used, paint colors, and other details which will alter the current appearance of the structure or property.

Building to be painted Old Redwood (see attached) with a gray accent stripe

Note: Include a site plan showing location of proposed construction if the improvement is not on the existing structure.

I (name of applicant) Lannie Greene certify that the information submitted truly reflects all improvements which will be made on the property. Should any changes be desired, I will notify the City of Chipley. I acknowledge that penalties can be the result of varying from the plans or description submitted and approved

Signed:  Date: 02-21-25

Action: Approved _____ Not Approved _____

Comments: _____

 Signature/Title/Authority

W A F F L E S
H O U S E[®]

UTILITY REQUIREMENTS	
UTILITY	DESCRIPTION
WATER	900-1,100 GALLONS PER DAY WATER PRESSURE: 60 P.S.I. MINIMUM
FUEL GAS	NATURAL GAS; 324.1 CUBIC FEET PER HOUR (7 INCH WATER COLUMN)
ELECTRICITY	120/208 VOLT, 3 PHASE, 4 WIRE PREFERRED 400 AMP SERVICE, TOTAL CONNECTED LOAD: 103.3 KVA MAXIMUM DEMAND: 270.4 AMPS
SEWER	900-1,100 GALLONS PER DAY

BUILDING INFORMATION	2023 FLORIDA BUILDING CODE, BUILDING, 8th EDITION
	2023 FLORIDA EXISTING BUILDING CODE, BUILDING, 8th EDITION
CODES:	2023 FLORIDA BUILDING CODE, MECHANICAL, 8th EDITION
	2023 FLORIDA BUILDING CODE, PLUMBING, 8th EDITION
	2023 FLORIDA BUILDING CODE, ELECTRICAL, 8th EDITION
	2023 FLORIDA BUILDING CODE, FUEL GAS, 8th EDITION
	2023 FLORIDA FIRE PREVENTION CODE, 8th EDITION
	2023 FLORIDA BUILDING CODE, ENERGY CONSERVATION, 8th EDITION
	2023 FLORIDA BUILDING CODE, ACCESSIBILITY, 8th EDITION
	2023 FLORIDA BUILDING CODE, ACCESSIBILITY, 1st EDITION
	2023 FLORIDA BUILDING CODE, ACCESSIBILITY, 1st EDITION
	2023 FLORIDA BUILDING CODE, ACCESSIBILITY, 1st EDITION
OCCUPANCY TYPE:	MERCANTILE CLASS "C" (PER NFPA 101) GROUP "B" BUSINESS (PER 303.1.1, 1.B.C.)
	V-B, UNSPRINKLERED
CONSTRUCTION TYPE:	1704 ± 5 F (NOT INCLUDING WALK-IN)
BUILDING FOOTPRINT:	40'-0" x TWO STORY
BUILDING HEIGHT (ALLOWED):	14'-2" - ONE STORY
BUILDING HEIGHT (EXISTING)	200'-0"
MAXIMUM TRAVEL DISTANCE (PERMISSIBLE)	200'-0"
MAXIMUM TRAVEL DISTANCE (AS SHOWN)	50'-7"

N.F.P.A.101-2021, TABLE 7.3.1.2 OCCUPANT LOAD FACTORS

AREA	OCC. LOAD FACTOR	CALCULATION	NUMBER OF OCC.
BENCH SEATING	1 PERSON PER 18"	2 PER BENCH x 12 =	24 PERSONS
SEATING	1 PERSON PER SEAT	12 SEATS x 1 =	12 PERSONS
KITCHEN	1 PERSON PER 100 G.S.F.	573 G.S.F. / 100 =	6 PERSONS
COMMISSARY	1 PERSON PER 300 G.S.F.	114 G.S.F. / 300 =	1 PERSON
			43 PERSONS TOTAL

NOTE: SEATING CAPACITY HAS BEEN REDUCED BY 8 PERSONS

APPROVED PRODUCTS LIST				
PRODUCT CATEGORY	SUB CATEGORY	MANUFACTURER	PRODUCT DESCRIPTION	STATE OF FLORIDA APPROVAL NUMBER
EXTERIOR DOORS	EXTERIOR DOOR COMPONENTS	CECO DOOR PRODUCTS	HOLLOW METAL DOOR & FRAME, BACK DOOR	FL#773-28

[illegible]

SCOPE OF WORK ALTERATION LEVEL 3 PER 2015 I.E.B.C.

1. PAINT BUILDING EXTERIOR OLD REDWOOD AND ADD GRAY ACCENT STRIPE.
2. RELOCATE EXISTING O.S.H.A. APPROVED ROOF ACCESS LADDER.
3. REMOVE EXISTING SEATING AND INSTALL NEW 3-1/2 PERSON LOW COUNTER, NEW SEATING SHALL BE A O.A. COMPLIANT.
4. REMOVE EXISTING BOOTH AND CASH STAND, INSTALL NEW 3'-0" A.D.A. ACCESSIBLE CASH STAND.
5. CENTER CLOSE LIGHTS OVER SEATING, INSTALL NEW 21" x 48" LAY-IN LIGHTS OVER CASH STAND, AT LONG GLASS, AT BACK BAR END, AND IN BACK OF RESTAURANT.
6. REMOVE EXISTING FLOORING AS REQUIRED TO INSTALL NEW SILKFLA FLOORING IN BACK OF RESTAURANT UNDER DASH TABLE, AND IN WALK-IN COOLER / FREEZER.
7. OTHER ADDITIONAL NECESSARY REPAIRS REQUIRED, DISCOVERED OR UNCOVERED DURING SCOPE OF WORK, DEMOLITION AND REPLACEMENT, WITH OWNER AND LOCAL AIRSOCIETY APPROVAL.

RIGHT HAND RECTANGULAR

BUILDING

1680 MAIN STREET

CHIPELY, FLORIDA 32428

REMODEL

WAFFLE HOUSE MOD
JOB NO:
73004
DATE
01/13/2025
SHEET
T-1
OF
SHEETS

CHECKED BY: MDP
DRAWN BY: BD/SKC

TITLE SHEET

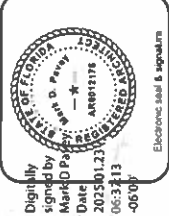
36 SEAT / 18 STATION / MOD

LOCATION: UNIT 1338
1680 MAIN STREET
CHIPLEY, FLORIDA 32428

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 WAFFLE HOUSE®
 AMERICA'S PLACE TO EAT, AMERICA'S PLACE TO WORK
 5906 Financial Drive, Norcross, GA 30071
 (770) 773-5700

[illegible]

MARK D. PAVEY, AIA - ARCHITECT
P.O. BOX 1365
GULF SHORES, AL 36547
(334) 546-3624 (206) 556-0593 (FAX)





MARK D. PAVEY, AIA - ARCHITECT
P.O. BOX 1365
GULF SHORES, AL 36547
(254) 546-3824 (204) 350-0593 (FAA)
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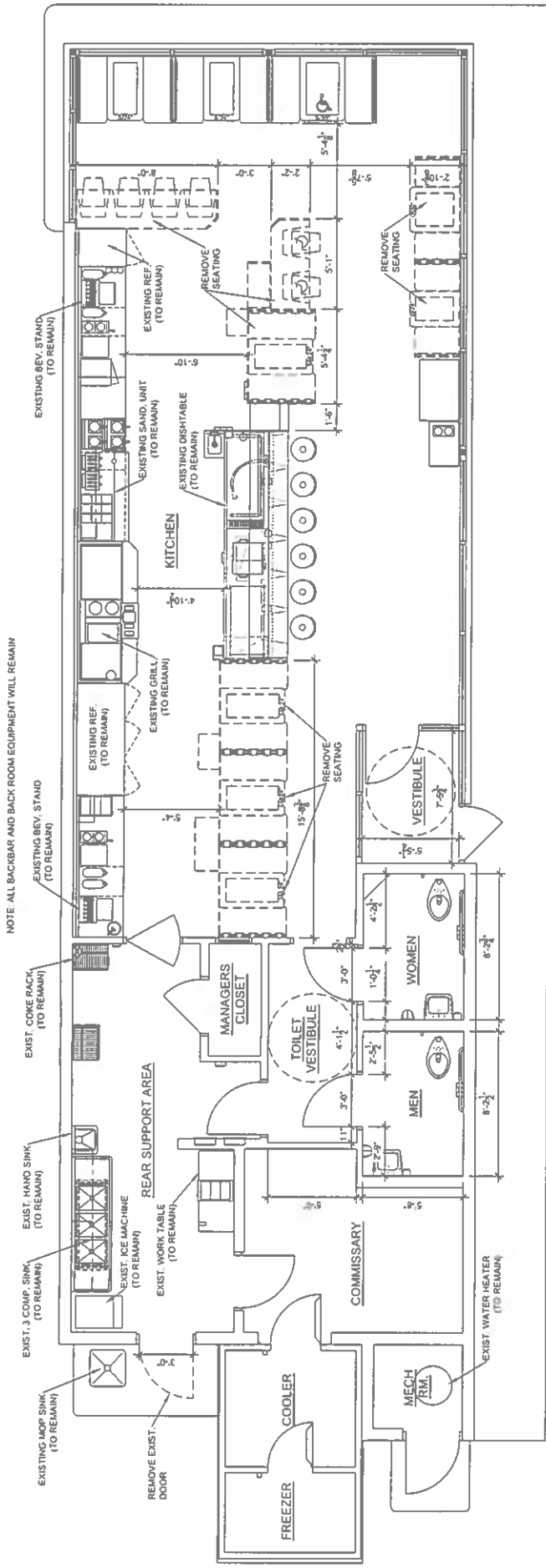
#	DATE	REVISIONS	BY

WAFLE HOUSE
AMERICA'S PLACE TO EAT, AMERICA'S PLACE TO WORK
5966 Financial Drive, Norcross, GA 30071
(770) 729-5700

EXISTING/DEMO AND PROPOSED FLOOR PLANS, FURNITURE DETAILS
36 SEAT / 18 STATION / MOD
LOCATION: UNIT 138
1880 MAIN STREET
CHIPLEY, FLORIDA 32428
CHECKED BY: MDP
DRAWN BY: BD/SKC

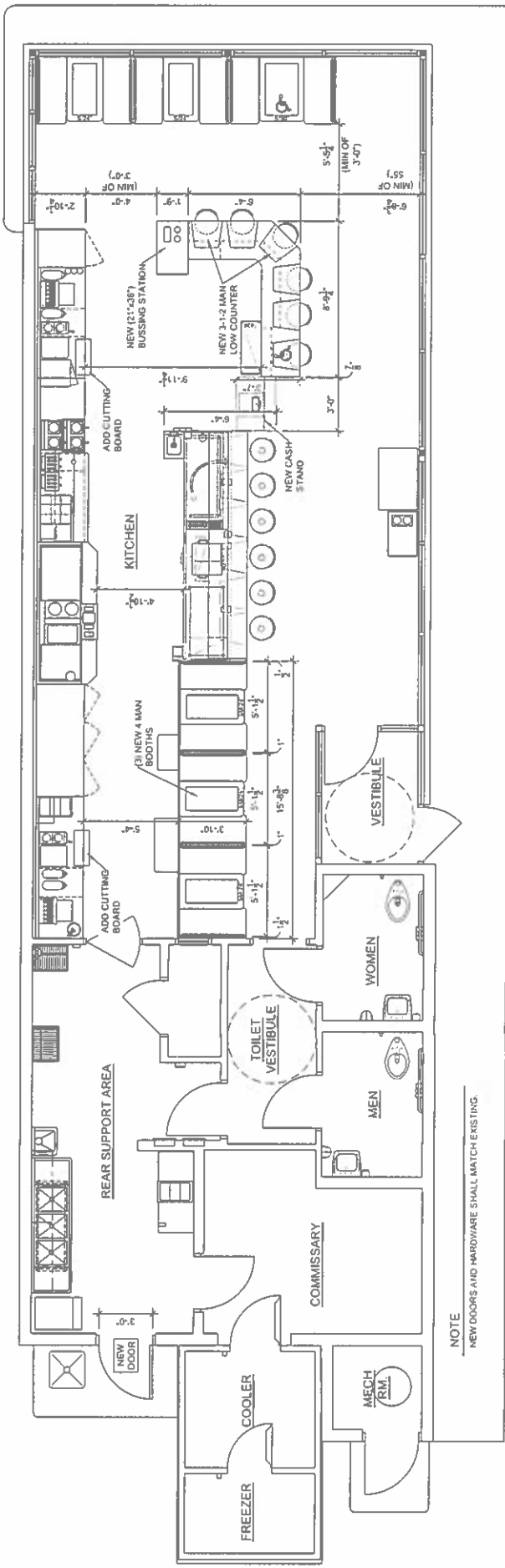
WAFFLE HOUSE MOD
JOB NO: 73004
SHEET A-1
DATE: 01/13/2025
OF SHEETS

20 YR REMODEL



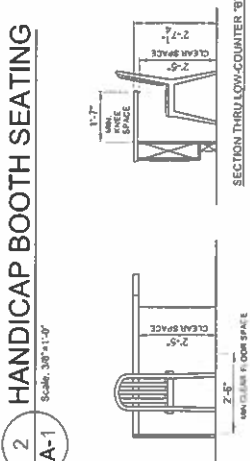
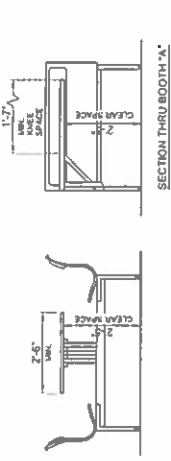
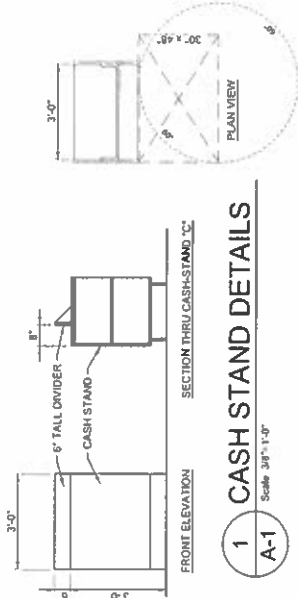
44/21 EXISTING/DEMO FLOOR PLAN

SCALE 1/4"=1'-0"



36/18 PROPOSED FLOOR PLAN

SCALE 1/4"=1'-0"



1 CASH STAND DETAILS
2 HANDICAP BOOTH SEATING
3 HANDICAP SEATING AT LOWCOUNTER

20 YR REMODEL



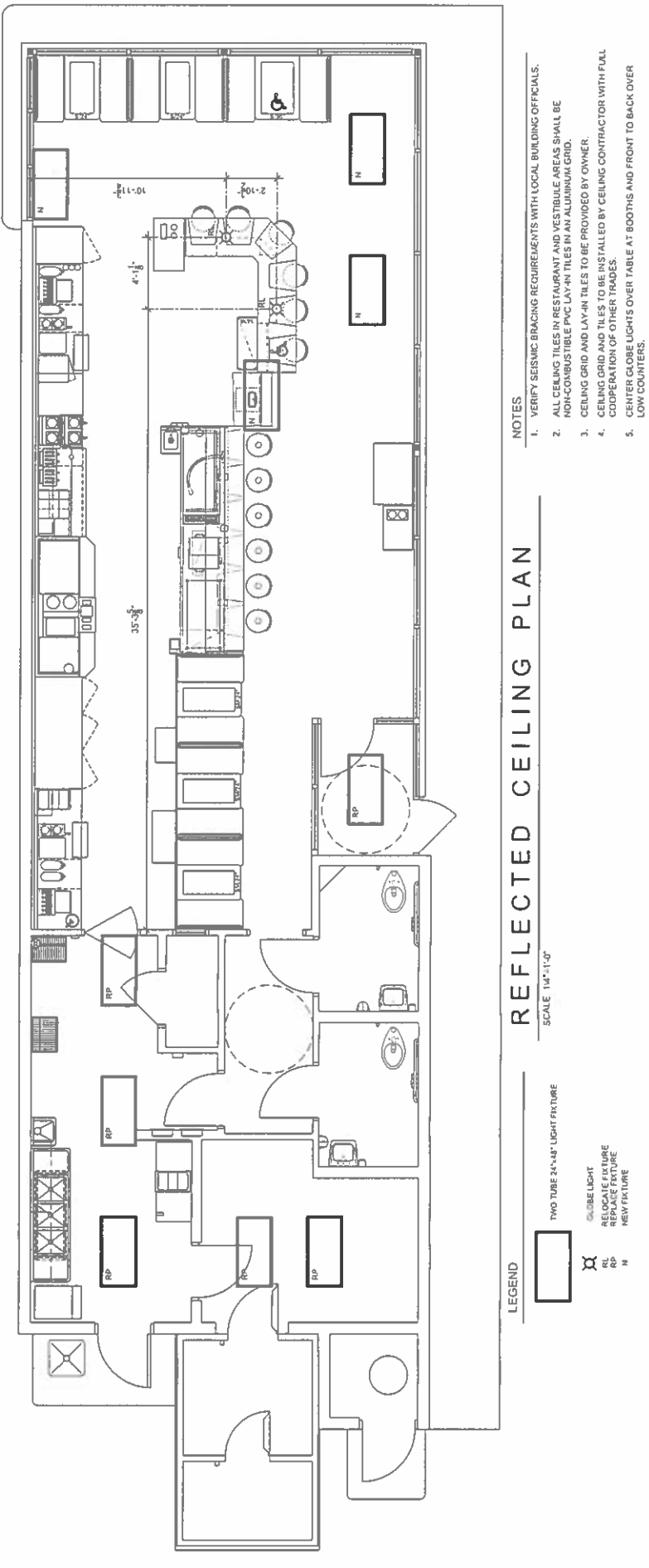
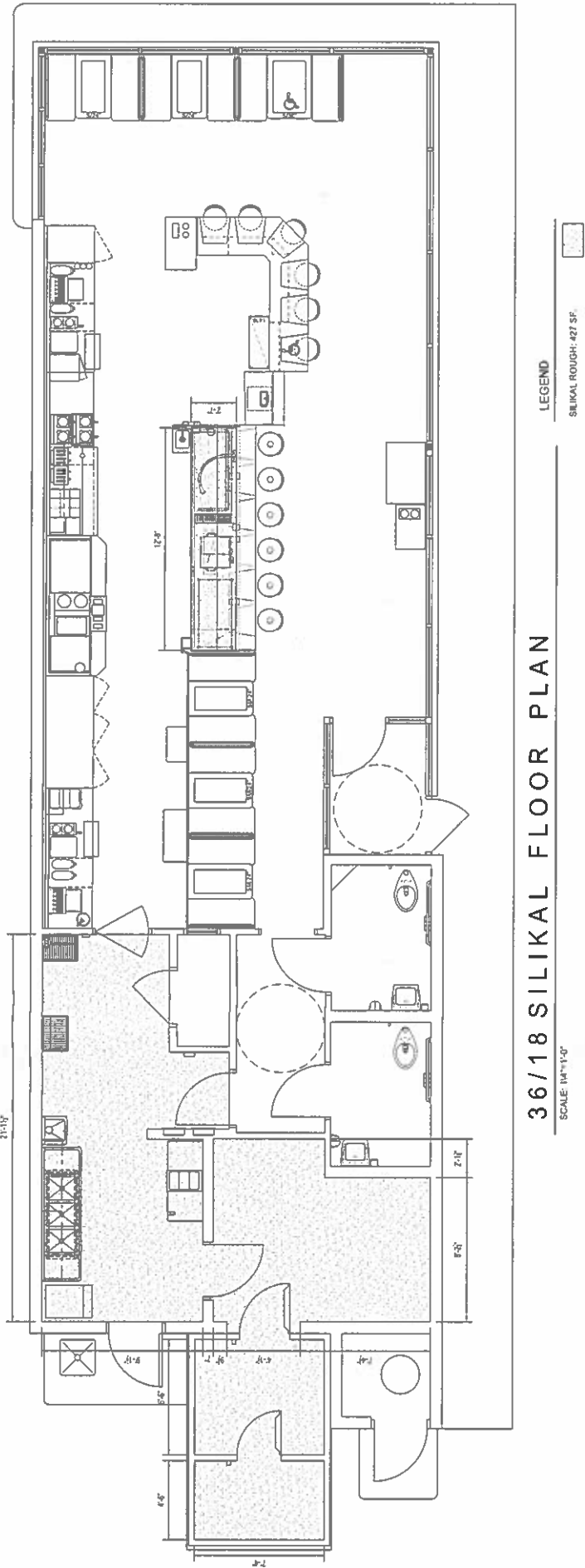
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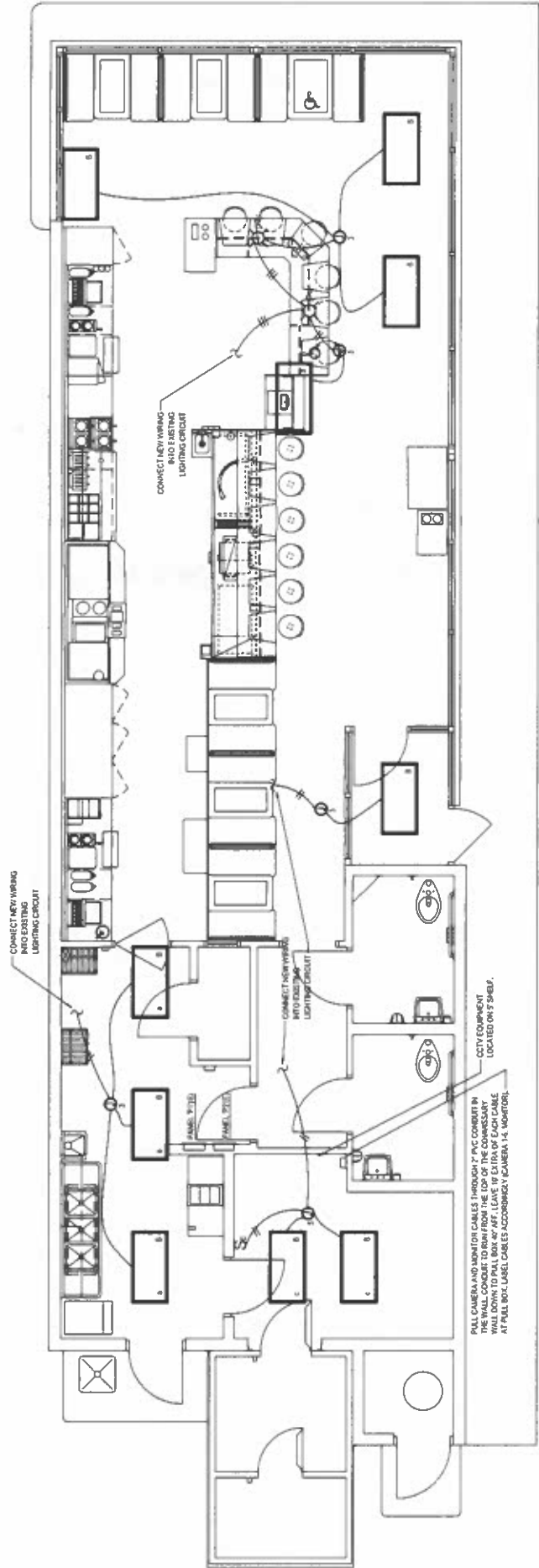
#	DATE	REVISIONS	BY

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5588 Financial Drive, Norcross, GA 30071
(770) 729-5700

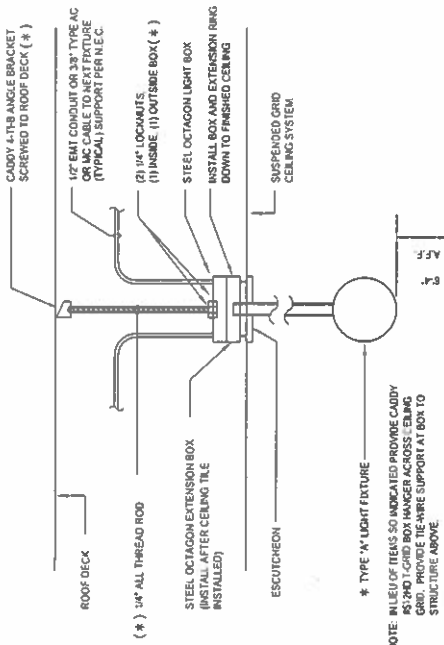
SILKAL AND REFLECTED CEILING PLANS
36 SEAT / 18 STATION / MOD
LOCATION: UNIT 1338
1660 MAIN STREET
CHIPLEY, FLORIDA 32428
CHECKED BY: MDP
DRAWN BY: BDISKC

WAFFLE HOUSE MOD
JOB NO: 73004
SHEET A-2
DATE: 01/13/2025
of SHEETS





1 FLOOR PLAN - LIGHTING
E-1 SCALE: 1/4" = 1'-0"
NOTE: 35 SEAT CAPACITY



TYPE "A" FIXTURE INSTALLATION DETAIL

TYPE	MANUFACTURER/CAT. NO.	LAMPS	FIXTURE LOAD WATTS	DESCRIPTION/REMARKS	INSTALLED BY	FURNISHED BY
A	TERON LIGHTING	2-LED 1100 LUMEN EA.	14	0.06	SPECIAL "3 HATERS PROOF" GLOBE WITH CHROME TRIM, 2700K.	OWNER
B	COLUMBIA LIGHTING LJ724-3SLVG	2-LED 4133 LUMEN EA.	41	0.20	2'X4' LAY-ON LED WITH ACRYLIC PRESIATIC DIFFUSER AND 5' RISE	OWNER
C	COLUMBIA LIGHTING LJ724-3SLVG	2-LED 4133 LUMEN EA.	41	0.20	SAKE AS TYPE "B", WITH DRY WALL FRAMING HIT	OWNER
D	COLUMBIA LIGHTING LJ724-3SLVG	2-LED 5657 LUMEN EA.	52	0.26	SAKE AS TYPE "B" EXCEPT MEDIUM LUMEN	OWNER
J	KEYLESS/SLIP	1-60W IF or HEAT LAMP	60	0.5	INCANDESCENT PORCELAIN SOCKET LAMP HOLDERS (LESS TYPE) CONTRACTOR SHALL PROVIDE HEAT PAK FOR FUTURE IN AREAS WHERE THE TEMPERATURE REGULARLY FALLS BELOW 32°F.	OWNER
K	LUMARK ALPMPR-655-326-MT-LL	1-326W START METAL HALIDE	365	1.76 @ 200V.	METAL HALIDE - SITE LIGHTING FIXTURE PROVIDED WITH THE FOLLOWING AS REQUIRED:	OWNER
L	"LOW-PROFILE" EXTERIOR FLUORESCENT LIGHT FIXTURE	NO-12 CW (60")	180FT	14.5	FURNISHED AND INSTALLED BY SIGN VENDOR ON STORES WITH REVERSE SLOPE FASCIA ONLY	OWNER OWNERS CONTRACTOR CONTRACTOR
M	TERON LIGHTING MCA1133Q	1-13 WATT QUAD PL	17	0.14	FLUORESCENT WALL-PACK, MOUNTED 1'-6" ABOVE REAR DOOR SEE SHEET E-3 (ROOF PLAN FOR LOCATION).	OWNER
N	SURE-LITES ALPH409WHDN	LED (EAT) 2-64W BR (EMER.)	12	0.1	COMBINATION LED EXIT AND EMERGENCY LIGHTING UNIT - CEILING MOUNTED, SINGLE FACE 120V SUPPLY, EMERGENCY BATTERY PACK, RED LETTERS.	OWNER

E.C. = ELECTRICAL CONTRACTOR
G.C. = GENERAL CONTRACTOR

LIGHTING FIXTURE NOTES:

1. ALL DIFFUSERS FOR ALL LAY-IN TYPE FLUORESCENT LIGHTING FIXTURES SHALL BE INSTALLED WITH THE SMOOTH SIDE DOWN.
2. ALL LIGHTING FIXTURES, EXCEPT FIXTURE TYPE J IN MECHANICAL ROOM, SHALL BE FURNISHED WITH ACRYLIC LAMP GUARDS.
















ALL CCTV ITEMS TO BE PROVIDED AND INSTALLED AS FOLLOWS:

PROVIDED AND INSTALLED BY CTV CONTRACTOR	PROVIDED BY LES.
PROVIDED AND INSTALLED BY ELECTRICIAN 20A DUPLEX RECEPTACLE ALL CONDUIT PULL BOX TELEPHONE JACK	PROVIDED BY LES. INSTALLED BY ELECTRICIAN CAT-5 CABLE SAMSUNG CABLE RG-59/W 18-2 POWER WIRE (FOR CAMERAS & MONITOR)*** TWIST-LOCK RECEPTACLE LOCK-BREAKER IN PANEL LOCK-OFF DEVICE FOR BREAKER

*****ONLY USE RG-59 PORTION OF SIAMSE CABLE FOR MONITOR ROUGH-IN

ELECTRICAL SYMBOLS

- FLUORESCENT FIXTURE AND OUTLET, RECESSED IN CEILING.
- CEILING OR PENDANT MOUNTED LIGHTING FIXTURE AND OUTLET
- DUPLEX GROUNDING TYPE RECEPTACLE, FLUSH MOUNTED 18" A.F.F. UNLESS OTHERWISE NOTED. HUBBELL #5232, OR EQUAL
- DUPLEX GROUNDING TYPE RECEPTACLE, FLUSH MOUNTED ABOVE COUNTERTOP, AT HEIGHT INDICATED. HUBBELL #532, OR EQUAL
- TWO (2) DUPLEX GROUNDING TYPE RECEPTACLES, UNDER COMMON PLATE, 18" A.F.F. UNLESS OTHERWISE NOTED. HUBBELL #532C, OR EQUAL
- TELEPHONE OUTLET FLUSH MOUNTED AT HEIGHT INDICATED WITH RJ45 JACK.
- OUTLET BOX USED AS JUNCTION BOX. FLUSH IN WALL AT HEIGHT INDICATED.
- PHOTOELECTRIC SWITCH ON ROOF. TO OPERATE CONTACTOR. SEE RISER DRAWING AND DETAILS.
- MOTOR, SIZE AS NOTED, WITH TERMINAL CONNECTION.
- SAFETY SWITCH. SIZE AS NOTED
- DENOTES RAINMIGHT ENCLOSURE. MENA-JR.
- SINGLE POLE SWITCH, FLUSH AT 4'-0" A.F.F. HUBBELL #1221, OR EQUAL
- LOWER CASE LETTER SUBSCRIPT (a, b, c, d) DENOTES CONTROL OF LIGHTING FIXTURE(S) WITH CORRESPONDING DESIGNATION.
- TOGGLE SWITCH, MOTOR RATED, WITH OVERLOADS. SPST, 20A
- PANEL, (SEE PANEL), SCHEDULED.
- SINGLE GROUNDING TYPE RECEPTACLE, TYPE AS NOTED.

- | | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | · WIRING IN EMT CONCEALED ABOVE FINISHED CEILING OR IN WALL. |
|  | · WIRING IN RIGID STEEL OR RIGID PVC CONDUIT CONCEALED UNDER FLOOR OR UNDERGROUND |
|  | · BRANCH CIRCUIT HOMERUN TO PANEL INDICATED. |
|  | · FLEXIBLE CONDUIT |
|  | · SERVICE MAST AND HOLE WEATHERHEAD ON ROOF CLEARANCE 12" MIN. |
|  | · HAND DRYER CONNECTION BOX, 120V., 1Ø, BY OWNER. LOCATE BOX PUSH IN WALL, AT HEIGHT INDICATED |
|  | · JUNCTION BOX, ABOVE CEILING. |
|  | · DUPLEX GROUNDING TYPE RECEPTACLE, WITH ISOLATED GROUND, HUBBELL 562-40, OR EQUAL. |
|  | · COMBINATION EXIT SIGN PICTURE AND EMERGENCY EGRESS LIGHT, CEILING MOUNTED. |
|  | · INDICATES SEPARATE GROUNDING CONDUCTOR |
|  | · TWO 120 DUPLEX GROUNDING TYPE RECEPTACLES WITH ISOLATED GROUND, HUBBELL 562-40, OR EQUAL. USE 1/2" MIN. EMT OR R.F., UNLESS OTHERWISE NOTED. HUBBELL 562-20, OR EQUAL. |
|  | · THERMOSTAT, (BY OTHERS). |
|  | A.F.F. - ABOVE FINISHED FLOOR |
|  | GFI - GROUND FAULT INTERRUPTER |
|  | WP - DENOTES WEATHERPROOF |

THE OWNER WILL FURNISH THE WORKING DRAWINGS TO THE ELECTRICAL CONTRACTOR FOR INSTALLATION AND CONNECTION	<p>1. ALL LIGHTING FIXTURES (INCLUDING LAMPS) UNLESS NOTED OTHERWISE.</p>
	<p>NOTE:</p> <p>1. THE ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL MATERIALS NOT SPECIFICALLY NOTED ABOVE WITH THE REQUIRED LABOR, PERMITS, ETC. REQUIRED FOR A COMPLETE AND FULLY OPERATIONAL ELECTRICAL SYSTEM.</p> <p>2. COORDINATE ALL CONDUIT RUNS IN CEILING CAVITY WITH OTHER TRADES TO AVOID CONFLICTS WITH DUCTWORK, ETC.</p>

[illegible]

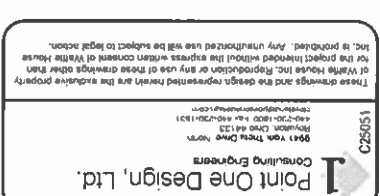
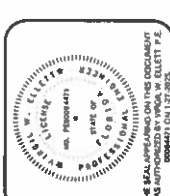
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5886 Financial Drive, Norcross, GA 30071
(770) 729-6700

LIGHTING PLAN SCHEDULES AND DETAILS 36 SEAT / 18 STATION / MOD	LOCATION: UNIT 1338 1600 MAIN ST CHIPLEY, FL 32428	CHECKED BY: VWE	DRAWN BY: LWC
----------------------------------------------------------------------	----------------------------------------------------------	--------------------	------------------

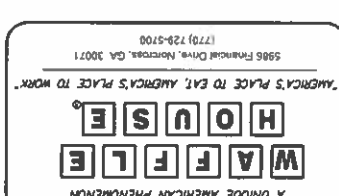
ELECTRICAL	JOB NO:	SHEET E-1 OF SHEETS
	73004	
	DATE:	
		01/13/2025

Virgil Ellett

Digitally signed
by Virgil Ellett
Date: 2025.01.27
15:24:47 -05'00'



BY	REVISIONS	DATE	#



ELECTRICAL SPECIFICATIONS
36 SEAT / 18 STATION / MOD
LOCATION UNIT 1338 1680 MAIN ST CHIPLEY, FL 32428

CHECKED BY: VWE
DRAWN BY: LWC

ELECTRICAL
JOB NO: 73004
SHEET E-4
DATE: 01/13/2025
OF SHEETS

12 PANEL, BOARDS AND CIRCUIT BREAKERS: (OWNER FURNISHED)
A. INDIVIDUAL CIRCUIT BREAKERS SHALL BE CALIBRATED AT THE FACTORY, SEALED TO PREVENT TAMPERING, AND SHALL BE OF THE TYPE AND MAKE SPECIFIED BY THE MANUFACTURER.
B. WIRE-TYPE CIRCUIT BREAKERS SHALL BE OF THE COMMON TRIP TYPE, SIZE AND FRAME AS INDICATED ON THE DRAWINGS.
C. ACCESSORIES SHALL BE FURNISHED AS INDICATED.
D. ALL BUSSES SHALL BE AS PER MANUFACTURER'S STANDARD.
E. A NEUTRAL BAR SHALL BE IDENTIFIED OPPOSITE THE MAIN LUGS AND SHALL HAVE NUMBERED TERMINALS FOR CONNECTION.
F. PROVIDE GROUND BARS AS CALLED FOR ON DRAWINGS.

13 SAFETY SWITCHES
A. SAFETY SWITCHES SHALL BE TYPE NO. FUSIBLE OR NON-FUSIBLE AS INDICATED ON THE DRAWINGS. IN THE SIZES SHOWN, ENCLOSURES SHALL CONFORM TO LOCATION (NEMA 1 INTERIOR, NEMA 3B EXTERIOR).
B. ALL SAFETY SWITCHES SHALL BE FURNISHED WITH THE NECESSARY NUMBER OF POLES.
C. SWITCHES SHALL BE INSTALLED WHERE REQUIRED WHETHER SPECIFICALLY CALLED FOR OR IMPLIED BY LOCATION.
D. WEATHERPROOF SAFETY SWITCHES MAY BE NEMA 3B.
E. ACCEPTABLE MANUFACTURERS ARE SQUARE D, C.O., WESTINGHOUSE AND CUTLER-HAMMER.
F. SAFETY SWITCHES ARE OWNER FURNISHED.

14 MARKING AND IDENTIFICATION
A. ALL SWITCHES, PANELBOARDS, CONTROLLERS, CONTROL PANELS, TIME SWITCHES, CONTACTORS, TELEPHONE AND DATA EQUIPMENT SHALL BE MARKED WITH THE MANUFACTURER'S NAME, TYPE, SIZE AND RATING.
B. IDENTIFICATION SHALL BE MADE BY PERMANENTLY LABELING IN A NEAT, ORDERLY AND SYSTEMATIC MANNER.
C. PANELBOARDS SHALL BE MARKED WITH THE MANUFACTURER'S NAME, TYPE, SIZE AND RATING.
D. CONDUCTORS IN MULTIPLE CONDUCTOR RACEWAYS, OUTLETS, AND OTHER DEVICES SHALL BE MARKED WITH THE MANUFACTURER'S NAME, TYPE, SIZE AND RATING.
E. CONDUCTORS SHALL BE MARKED WITH PERMANENTLY APPLIED IDENTIFICATION TAGS IN THE SAME DESIGNATION AS ON THE DRAWINGS.
F. CONDUCTORS SHALL BE MARKED WITH WHITE LETTERS ON BLACK PLATES, SCREWED TO DOORS OR COVERS.
G. CONDUCTORS IN MULTIPLE CONDUCTOR RACEWAYS, OUTLETS, AND OTHER DEVICES SHALL BE MARKED WITH THE MANUFACTURER'S NAME, TYPE, SIZE AND RATING.
H. CONDUCTORS SHALL BE MARKED WITH WHITE LETTERS ON BLACK PLATES, SCREWED TO DOORS OR COVERS.
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15190 MOTORS AND CONTROLS
1. WIRE TO AND CONNECT ALL ELECTRICALLY OPERATED EQUIPMENT.
2. VERIFY PROPER ROTATION OF ALL ROTATING EQUIPMENT.

16190 SUPPORTING DEVICES
1. REFER TO 16100 FOR EXPOSED RACEWAYS, CONCEALED RACEWAYS SHALL BE SUPPORTED USING SAME METHODS AS REQUIRED FOR EXPOSED RACEWAYS, EXCEPT THAT BRANCH CIRCUIT ENT IN CONCEALED LOCATIONS MAY BE SUPPORTED FROM THE TOP OF THE RACEWAY.
2. OUTLET BOXES SHALL BE SUPPORTED TO BUILDING STRUCTURE USING THREADED LEAD ANCHORS AND MACHINE BOLTS.
3. TOGGLE BOLTS, WOOD OR SHEET METAL SCREWS, IF PLACED DIRECTLY ON WOOD OR METAL SURFACE, TWO (2) ANCHORS SHALL BE USED TO SECURE THE BOX TO THE STRUCTURE.
4. BETWEEN STRUCTURAL SUPPORTS, PROVIDE CANTILEVER BOLTS, ANCHORS, BOLTS AND HANGERS SHALL BE SIZED IN ACCORDANCE WITH MANUFACTURER'S PUBLISHED INFORMATION FOR THE SIZE AND WEIGHT OF THE SUPPORTED OBJECTS.

16450 GROUNDING
1. REFER TO ELECTRICAL DRAWINGS AND DIAGRAMS FOR GROUNDING CONNECTIONS.
2. THE GROUNDING SYSTEM SHALL BE THE NEUTRAL CONDUCTORS OF THE SERVICE OR THE GROUNDING ELECTRICITY (GEC) OF THE NATIONAL ELECTRICAL CODE, LATEST EDITION, NEUTRALS OF ALL TRANSFORMER SECONDARIES SHALL BE GROUND TO MINIMUM ONE (1) INCH COLD WATER PIPE.
3. THE GROUND CONNECTION OF THE CONDUIT SYSTEM AND THE GROUND CONNECTION OF THE EQUIPMENT SHALL BE MADE AT THE MAIN SERVICE PANELBOARD GROUND BUS.
4. WHERE THREE (3) PHASE THREE (3) WIRE FEEDERS ARE EXTENDED TO UTILIZATION EQUIPMENT AND APPARATUS, A BONDING CONDUCTOR OF ADEQUATE SIZE, GREEN COLOR, SHALL BE RUN TO GROUND THE EQUIPMENT FRAME, THE CONDUCTOR SHALL BE PLASTIC ENCASED IN A RIGID CONDUIT TO EQUIPMENT FRAME IN THE CIRCUIT RACEWAY.
5. FLEXIBLE CONDUIT SHALL BE PROVIDED WITH A GREEN COLORED INSULATED BONDING CONDUCTOR OF ADEQUATE SIZE.
6. IN ADDITION TO THE WATER SERVICE, PROVIDE A SUPPLEMENTARY GROUNDING CONDUCTOR OF ADEQUATE SIZE.
7. SEE GENERAL NOTES ON DRAWINGS.
8. ALL PFC CONDUITS SHALL CONTAIN GREEN INSULATED EQUIPMENT GROUNDING CONDUCTOR SIZED IN ACCORDANCE WITH NEC.

16480 FEEDER CIRCUITS
1. PROVIDE FEEDER CIRCUITS AS INDICATED ON THE DRAWINGS AND IN SCHEDULES.

16485 BRANCH CIRCUITS
1. PROVIDE ALL WIRING AND CONNECTIONS TO OUTLETS AND FIXTURES AS INDICATED ON DRAWINGS AND IN SCHEDULES.

16500 LIGHTING - INTERIOR
1. INSTALL ALL LIGHTING FIXTURES AS NOTED ON THE LIGHTING FIXTURE SCHEDULE, ON THE SITE PLAN, AND ON THE EXTERIOR AND INTERIOR ELECTRICAL DESIGN DRAWINGS.
2. EACH FIXTURE IS OWNER FURNISHED, UNLESS NOTED OTHERWISE. DESIGNSATIONS: PROVIDE FLUSH LOCK IN DOOR.
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164 NO WIRE SMALLER THAN ITS SHALL BE USED EXCEPT FOR CONTROL WIRING.
165 BRANCH CIRCUIT RUNS LONGER THAN 100 FEET FROM PANEL SHALL BE INSTALLED IN RIGID CONDUIT.
166 ALL INSULATION SHALL BE RATED FOR 600V UNLESS OTHERWISE NOTED.
167 PARTICULAR CARE SHALL BE EXERCISED IN THE JOINING OF THE BRANCH CIRCUIT COMMON NEUTRALS.
168 CONDUCTORS SHALL BE IDENTIFIED BY COLOR OR BY LETTERS.
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1815 OUTLET BOXES AND DEVICES
1. ALL WIRING DEVICES SHALL BE FURNISHED IN ACCORDANCE WITH DRAWINGS, SWITCH AND RECEPTACLE PLATES SHALL BE STAINLESS STEEL.
2. OUTLET BOXES SHALL BE GALVANIZED STAMPED STEEL, FOUR (4) INCHES SQUARE, 1/16 INCHES DEEP, STEEL CITY #2151 FOR GENERAL USE, LARGER BOXES SHALL BE USED WHERE REQUIRED TO PREVENT UNDER CORROSION OF WIRES, OR AS REQUIRED BY THE MANUFACTURER.
3. "C" SHALL BE USED FOR MULTIPLE SWITCH ASSEMBLIES, SIZE AND DEPTH SHALL BE AS REQUIRED BY NATIONAL ELECTRICAL CODE AND AS REQUIRED BY THE SPECIFIC DEVICE. BOX COVERS AND PLASTER FRAMES SHALL BE USED WHERE REQUIRED TO INSURE ASSEMBLY WITH US SERIES COVERS SHALL BE USED WHERE EXPOSED TO WEATHER. IN OTHER LOCATIONS PROVIDE FOUR (4) INCH BUSHES AND FINISH COVERS.
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1. MANUALS AND CHARTS: FURNISH TO THE OWNER A COMPLETE SET OF ALL EXISTING INSTRUCTIONS, MAINTENANCE INSTRUCTIONS, AND INSTRUCTIONS PERTAINING TO ALL ELECTRICAL EQUIPMENT.
2. THE WORK PERFORMED SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE NATIONAL ELECTRICAL CODE, NOTHING CONTAINED IN THESE SPECIFICATIONS OR DRAWINGS SHALL BE SO CONSTRUED AS TO CONFLICT WITH ANY LOCAL, STATE, FEDERAL, OR NATIONAL CODES, ORDINANCES, AND REGULATIONS, WHERE THEY APPLY TO THIS WORK, ARE HEREBY INCORPORATED INTO, AND MADE A PART OF, THESE SPECIFICATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY ADDITIONAL EXPENSE TO THE OWNER.
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16000 ELECTRICAL SYSTEMS SCHEDULE
1. REFER TO THE DRAWINGS FOR WIRING DIAGRAMS, PANELBOARD SCHEDULES, RECEPTACLE EQUIPMENT SCHEDULE, ELECTRICAL SYSTEMS REQUIREMENTS, ETC.
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16100 BASIC METHODS AND MATERIALS
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9. ALL CONDUCTORS SHALL BE CONTAINED IN RACEWAYS.
10. ALL CONDUCTORS SHALL BE CONTAINED IN RACEWAYS.

NWFWMD Report

Geographical Information

Latitude/Longitude: 30.75268,-85.55096
Address: Waffle House, 1680 Main St, Chipley, FL, 32428, USA
Parcel ID: 000000000023410007
Firm Panel (Preliminary): N/A
Firm Panel (Effective): 12133C0070D

Effective SFHA Flood Map (Effective Issue Date: 7/4/2011)



Flood Information

Flood Zone Information

Preliminary Flood Zone
Location of Interest: N/A
Parcel: N/A
Base Flood Information*: N/A
Effective Flood Zone
Location of Interest: X
Parcel: X:100%;
Base Flood Information*: N/A

*The computed elevation to which floodwater is anticipated to rise during the base flood (100 Year Flood). Base Flood Elevations (BFEs) are shown on Flood Insurance Rate Maps (FIRMs) and on the flood profiles. The BFE is the regulatory requirement for the elevation or floodproofing of structures. The relationship between the BFE and a structure's elevation determines the flood insurance premium. Datum of measurement is NAVD1988.

Zone VE: A coastal area inundated by 100-year flooding and subject to a velocity hazard (wave action) where BFEs have been determined. Zone AE: An area inundated by 100-year flooding, for which BFEs have been determined. Zone AO/AH: An area inundated by 100-year flooding; (AO) Sheet flow, ponding, or shallow flooding where Base Flood Depths are provided; (AH) Shallow flooding base floodplain where BFEs have been determined. Zone A: An area inundated by 100-year flooding, for which no BFEs have been determined. Zone 0.2PCT (0.2 PCT ANNUAL CHANCE FLOOD HAZARD/500): An area inundated by 500-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile or an area protected by levees from 100-year flooding. Zone X: An area of minimal flood hazard.

Disclaimer: Although derived directly from a variety of sources, including the Federal Emergency Management Agency's (FEMA's) Flood Insurance Rate Maps (FIRMs), the District's digital elevation model, the counties' digital parcel maps and data from other governmental sources, the data provided through this portal is for informational purposes only. The user is advised to be aware that for flood insurance or regulatory determinations, or for supporting an application for a Letter of Map Change (LOMC), only the official and latest FEMA FIRM and Flood Insurance Study (FIS) report should be consulted. Also, all elevation data submitted in support of a LOMC application must be certified by a licensed land surveyor, engineer, or architect. The NWFWMD, FEMA, its agents, and partners shall not be held responsible for the misuse or misinterpretation of the information presented in this portal.

Washington County, FL

IMPORTANT NOTICE

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Maps have been compiled from the most authentic information available and is to be used for assessment purposes only. Washington County Property Appraiser's Office assumes **NO** responsibility for the errors and/or omission contained herein. **THIS MAP IS NOT A SURVEY**

Parcel Summary

Parcel ID 00000000-00-2341-0007
 Location Address 1680 MAIN ST
 CHIPLEY 32428
 Brief Tax Description 17 4 13 .60 OR 337 P 613 PRCL DESC IN OR 337 P 613 "DIE"
 (Note: Not to be used on legal documents.)
 Property Use Code RESTAURANT/CAFE (2100)
 Sec/Twp/Rng 17-4-13
 Tax District Chipley (2)
 Millage Rate 20.4678
 Acreage 0.602
 Homestead N

[View Map](#)

*The Property Use code is a Department of Revenue code. For zoning information please contact the Planning and Zoning department at 850-415-5093.

Owner Information

Primary Owner
 WAFFLE HOUSE INC
 PO BOX 6450
 NORCROSS, GA 30091

Valuation

	2024 Final Values
Building Value	\$116,754
Extra Features Value	\$17,627
Land Value	\$132,500
Land Agricultural Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$266,881
Assessed Value	\$266,881
Exempt Value	\$0
Taxable Value	\$266,881
Save Our Homes or AGL Amount	\$0

"Just (Market) Value" description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth
001000 - COMMERCIAL	125	FF	125	210

Map



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Last Data Upload: 2/25/2025, 10:55:14 AM

[Contact Us](#)

Developed by
 **SCHNEIDER**
GEOSPATIAL

Add/Change/Void Cash Receipt CD1274219



Print
Receipt

Void
Receipt

Close
Receipt

UBS

STS

FMS

Money Received

Add Money To Receipt

	Amount	Type	Payment Info
	100.00	CK	02402354

Distributions

Add Distribution

	Type	Amount	Apply To	Description	For	Discount Pen Forgive
	FMSD	100.00	DIST CD: 2550	PLANNING & ZONING FEES		0.00

Operator Code: BETTY

Receipt Code: CD1274219

Receipt Date: 02/25/25

☐ Voided

Distributions: 100.00

Money: 100.00

Change Due: 0.00

From: WAFFLE HOUSE

Email Address:

Destination Phone:

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Thursday Night Lights

MEETING DATE	PREPARED BY
Tuesday, April 8, 2025	Patrice Tanner, City Administrator

SUMMARY

This event will be held on the third Thursday from 6:00 p.m. – 8:00 p.m.

Dates include: April 17, 2025, May 15, 2025, June 19, 2025, July 17 2025, August 15, 2025, September 18, 2025 and November 21, 2025.

Street closures will include South Railroad Avenue from 2nd Street to 7th Street, North Railroad Avenue from SR 77 to 8th Street, 7th Street Museum Alleyway to North Railroad Avenue. A portion of South Railroad Avenue from 2nd Street to 5th Street will only be closed when needed such as during the Touch A Truck themed event.

RECOMMENDATION

City Staff recommend approval of Special Event Application – Thursday Night Lights.

ATTACHMENTS

1. Special Event Application.



City of Chipley

CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353



Special Event Application

Name/Organization: Project Downtown Chipley

Address: 1367 S Railroad Ave STE C Chipley FL

Contact person: Kristin Martin Phone: 850-326-6506 Fax: _____

E-mail: kmartin@southpointcontracting.com

Type of Event: Thursday Night Lights

Purpose of Event: Thursday Night Lights aims to increase community engagement and foot traffic in our downtown area—supporting local businesses while fostering a strong sense of community right here at home.

Location of Event: Downtown Chipley including Farmer's Market Area Indoors/Outdoors

Date(s) & Time(s) of Event: Third Thursday of Every month 6pm -8pm in 2025

Amount of Liability Insurance: _____ (attach copy of policy)

Concert Yes/No If yes, What type of music? Live music or DJ - Various genres

Will food and nonalcoholic beverages be sold? Yes

Will fireworks be displayed? Yes/No If yes, provide name, license number and pyrotechnic plan to be approved by Fire Chief.

Will amusement rides be available? No

Number of participants anticipated per day: 150-250

Are security and/or medical services provided? Yes

Applicant Signature: [Signature] Date: 04/07/25

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a Thursday Night Lights upon street(s) as provided for in it's letter of request, the undersigned agrees to indemnify and hold harmless the City of Chipley, it's successors, agents and assigns and all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property, which may result from the use of the street(s) as described above, and releases forever discharges the City of Chipley, for any such Claims.

Undersigned hereby declares that the terms of this agreement and lease have been completely read and are fully understood and voluntarily accepted.

IN WITNESS WHEREOF, the undersigned has executed this release, this 7th day of April, 20 25.

FIRM OR
ORGANIZATION: Project Downtown Chipley

K. Martin
Signature

Kristin Martin
Print Name

Witness

Witness

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by _____, who is personally known to me or who produced _____ as identification, and who executed the foregoing instrument and acknowledge before me that he/she executed the same freely and voluntarily and for purposes expressed therein.

Witness my hand and seal in the County and State last aforesaid this _____ day of _____, 20 _____.

Notary Public



City of Chipley

CITY HALL
1442 Jackson Avenue
P.O. Box 1007

Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353



Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: Project Downtown Chipley		Person in Charge: Kristin Martin		Date: 04.07.25
Address of Organization 1367 S Railroad Ave Suite C Chipley FL			Telephone Number: 850.326.6506	
Title of Event: Thursday Night Lights				
Date of Event: 04/07 05/15 06/19 07/17 08/15 09/18 11/21	Starting Time of Event: 6pm	Duration of Event: 2 hours	Actual Closing Time (Set up of barriers, Etc.) 4:45	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): S Railroad from 2nd Street to 7th Street, N Railroad SR 77 to 8th Street, 7th Street Museum Alleyway to N Railroad A Portion of S Railroad from 2nd to 5th will only be closed when needed such as during the Touch A Truck themed event.				
This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier: _____ Policy Effective Date: _____ Coverage Amount: _____ (\$1,000,000 Minimum) Length of Coverage: _____ Days				
Licenses Pyrotechnics Operator: _____ License Number: _____ Approval of Local Fire Department: _____				
Federal Aviation Administration Approval for Low Flying Filming: _____ Additional Liability Insurance Amount: _____				
PLEASE DO NOT WRITE BELOW THIS LINE				
Detour Route (Include Exact Road Names and Map of Detour Route): 				
Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol): Chipley City Police Department				
Special Conditions: Use this route only!				
Name of Police Chief: Scott Thompson	Signature of Police Chief:		Date Signed:	
Name and Title of City Official: Dan Miner, City Administrator	Signature of City Official:		Date Signed:	

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: CDBG First Public Hearing Notice

MEETING DATE

Tuesday, April 8, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This public hearing is to obtain citizen comment concerning the city's economic and community development needs for an application to the Florida Commerce for a FFY 2023-2024 Small Cities Community Development Block Grant (CDBG).

RECOMMENDATION

Public Hearing – Discussion.

ATTACHMENTS

1. CDBG First Public Hearing Notice

City of Chipley
CDBG First Public Hearing Notice

City of Chipley is considering applying to the Florida Commerce for a FFY 2023-2024 Small Cities Community Development Block Grant (CDBG). The city is eligible to apply for funds in the neighborhood revitalization, commercial revitalization, housing rehabilitation, and economic development category. Construction activities funded through the CDBG Program must meet one of the following National Objectives:

- Benefit to low- and moderate- income (LMI) persons;
- Prevent or eliminate slum or blight conditions; or
- Meet a need of recent origin having a particular urgency.

The types of activities for which CDBG funds may be used include constructing stormwater ponds, paving roads and sidewalks, installing sewer and water lines, building a community center or park, making improvements to a sewage treatment plant, and rehabilitating low-income homes. Additional information regarding the range of activities that could be funded will be provided at the public hearing.

In developing a CDBG application, City of Chipley must plan to minimize displacement of persons as a result of the activities. In addition, the City of Chipley is required to develop a plan to assist displaced persons.

A public hearing to obtain citizen comment concerning the city's economic and community development needs will be held at City Hall, 1442 Jackson Avenue, Chipley, FL, 32428 on **Tuesday, April 8, 2025, at 5:00 p.m.** For information concerning the public hearing, contact Patrice Tanner, City Administrator, at (850) 638-6350 or by e-mail at ptanner@cityofchipley.com.

The public hearing is being conducted in a handicapped accessible location. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing is asked to advise the city at least five days before the hearing by contacting Patrice Tanner, City Administrator, at (850) 638-6350 or by e-mail at ptanner@cityofchipley.com. If you are hearing or speech impaired, please contact the city using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

Any non-English speaking person wishing to attend the public hearing should contact the Office of the City Administrator, at (850) 638-6350 or by e-mail at ptanner@cityofchipley.com, at least five (5) days prior to the hearing and an interpreter will be provided.

FAIR HOUSING/EQUAL OPPORTUNITY/HANDICAP ACCESSIBLE COMMUNITY

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 992 (Public Hearing) – Amendment to Chapter 16 – Fire Prevention and Protection

MEETING DATE

Tuesday, April 8, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This Ordinance, if approved, will amend Chapter 16 – Fire Prevention and Protection to update Section 16-6 Open Burning. This will allow burning of natural products such as yard debris in the city limits without a permit. Burning of unnatural material such as plastics, oil, tar, rubbers, garbage, etc. will be prohibited.

RECOMMENDATION

City Staff recommend approval of Final Reading of Ordinance No. 992.

ATTACHMENTS

1. Ordinance No. 992.

ORDINANCE NO. 992**AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR AN AMENDMENT TO CHAPTER 16 OF THE CITY CODE, RELATING TO OPEN BURNING, REGULATIONS; PROVIDING FOR SEVERABILITY, CONFLICTS, AND FOR AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Chipley, Florida has determined that it is in the best interest of all of the citizens and residents of the City that the provisions of Chapter 16 of the Code of the City of Chipley be amended, relating to open burning regulations and code enforcement, in accordance with this ordinance;

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

Section 1. Chapter 16 of the Code of the City of Chipley is hereby amended to provide as follows (additions are shown by underline and deletions are shown by ~~strikethrough~~):

Sec. 16-6. Open burning.

~~Open burning without a permit is prohibited. It shall be unlawful for any person to burn in the open without a permit from the city fire chief.~~ Open burning of natural products such as yard debris shall be allowed in the city limits. Burning of unnatural material such as plastics, oil, tar, rubbers, garbage etc. is prohibited. The term "open burning" or "burn in the open" shall mean any outdoor fire or open combustion of material which produces visible emissions, but shall not mean the use of charcoal or gas grills for cooking.

Open burning containers must meet all the following safety conditions:

- a. Be set back twenty-five (25) feet from any wildlands, brush, or combustible structure;
- b. Be set back fifty (50) feet from any paved public roadway, and one-hundred;
- c. Be set back fifty (150) feet from any occupied building other than that owned or leased by the individual doing the burning; and
- d. Be enclosed in a noncombustible container or a pile no greater than eight feet in diameter. Burn piles or areas larger than 8 feet in diameter shall comply with Florida forest Service regulations.

(Code 1987, § 7-11; Ord. No. 868, § 2(7-4.1), 9-12-2006)

Florida Administrative Code 62-256.700.

Section 2. Additional Information. City employees or citizens requiring additional reference for open burning regulations may access a State-provided handout at the following link: <https://floridadep.gov/air/air/documents/open-burning-regulations-fact-sheet>.

Section 3. Severability. If any section or portion of a section of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force, or effect of any other section or part of this ordinance.

Section 4. Repealer. That all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed and revoked. The provisions of the Code of Ordinances of the City of Chipley shall be amended to include the foregoing, with the Chapter and Section numbers as indicated above.

Section 5. Effective Date. That this ordinance shall become effective immediately upon its passage and adoption.

INTRODUCED on first reading at a regular meeting of the City Council on March 11, 2025.

PASSED after second reading at a regular meeting of the City Council on April 8, 2025.

CITY OF CHIPLEY, FLORIDA

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell, City Clerk

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Land Use Map Amendment – 735 Main Street – Lota Kay Braxton

MEETING DATE

Tuesday, April 8, 2025 @ 5:00pm,

PREPARED BY

Tamara Donjuan, Planning & Zoning Officer

SUMMARY

Applicant Lota Kay Braxton request for 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 000000000-00-1238-0000, 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.

Planning and Zoning Commission met on March 27, 2025, at 3:00pm.

RECOMMENDATION

City Staff recommends approval of the Small-Scale Future Land Use Map Amendment for Lota Kay Braxton for property located at 735 Main Street, Parcel 000000000-00-1238-000 from low-density residential to neighborhood commercial to create redevelopment which could generate income, create jobs and stimulate economic growth to the community.

ATTACHMENTS

1. Application, ownership documents and receipt.
2. Picture of signage posted.
3. Letter for the notice of hearing and list of owners mailed within 500 feet.
4. Aerial Map
5. NFWMD Report
6. Current FLUM

Planning and Zoning Commission recommendation 4-0 APPROVED

ZONING CHANGE OR VARIANCE REQUEST

FEE: \$ 750

Any applicant requesting a particular service specified herein shall make formal application to the City and shall pay the appropriate fee. No portion of the appropriate fee shall be refunded whether the request is withdrawn by the applicant or denied or granted by the City of Chipley.

Date 2-20-25 Applicant's Name Lota Kay Braxton
 Phone 850-658-2215 Address 1353 Forrest Ave

Lota Kay Braxton 2-20-25
 Signature of Applicant Date

ADDRESS OR DESCRIPTION OF PROPERTY TO BE CONSIDERED: _____

735 Main Street, Chipley

TYPE OF REQUEST: Zoning Change ☒ Variance ()

REASON FOR REQUEST: property being sold. new owners desire
to operate a business similar to medisp.

Would like zoning to be changed to neighborhood commercial.

SUPPORTING DOCUMENT(S): _____

ZONING BOARD USE ONLY

DECISION OF ZONING BOARD: _____

 Signature of Board Chairman Date

PERSON TO BE NOTIFIED OF BOARD DECISION: _____

Address: _____ Phone # _____

IMPORTANT NOTICE

Skip to main content

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Parcel Summary

Parcel ID	00000000-00-1238-0000
Location Address	735 MAIN ST CHIPLEY 32428
Brief Tax Description	4 4 13 ORB 630 P 122 BEG. 439 2/3' S. OF INTER. OF 6TH.ST. & N.LINE OF SEC.4,RUN S. 210',E.306',N.210',W.306',TO BEG. PART OF BLK. 4. BLK 4 (Note: Not to be used on legal documents.)
Property Use Code	SINGLE FAMILY (0100)
Sec/Twp/Rng	4-4-13
Tax District	Chipley (2)
Millage Rate	20.4678
Acreage	1.465
Homestead	N

[View Map](#)
*The Property Use code is a Department of Revenue code. For zoning information please contact the Planning and Zoning department at 850-415-5093.

Owner Information

Primary Owner
[BRAXTON LOTA KAY](#)
1353 FORREST AVE
CHIPLEY, FL 32428

Valuation

	2024 Final Values
Building Value	\$222,893
Extra Features Value	\$2,665
Land Value	\$55,500
Land Agricultural Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$281,058
Assessed Value	\$281,058
Exempt Value	\$0
Taxable Value	\$281,058
Save Our Homes or AGL Amount	\$0

"Just (Market) Value" description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth
000100 - SFR	140	FF	0	0
000000 - RESIDENTIAL	70	FF	0	0
000000 - RESIDENTIAL	160	FF	0	0

Building Information

Type	SFR	Heat	FORCED AIR DUCTED
Total Area	5,514	Air Conditioning	CENTRAL
Heated Area	3,121	Bathrooms	3
Exterior Walls	BRICK	Bedrooms	4
Roof Cover	ENAMEL MTL	Stories	
Interior Walls	DRYWALL	Actual Year Built	1916
Frame Type			
Floor Cover	CARPET		

Extra Features

Code	Description	Length x Width	Units
1855	CONCRETE PAVING RES	36 x 8 x	288
1855	CONCRETE PAVING RES	20 x 3 x	60
1855	CONCRETE PAVING RES	111 x 10 x	1,110
1855	CONCRETE PAVING RES	93 x 9 x	837
1800	DU/G-1	28 x 20 x	560

Sales

Multi Parcel	Sale Date	Sale Price	Instrument	Book/Page	Vacant/Improved	Grantor	Grantee
N	4/22/2005	\$100	WD	0630/0122	Improved	BRAXTON LOTA KAY	BRAXTON LOTA KAY & WAYNE

Tax Collector Site

[Click here to view the Tax Collector website](#)

Generate Owner List by Radius

Distance:

100

Feet

▼

Use Address From:

☒ Owner

☐ Property

Select export file format:

Address labels (5160)

▼

International mailing labels that exceed 5 lines are not supported on the Address labels (5160). For international addresses, please use the xlsx, csv or tab download formats.

Download

☒ Show All Owners

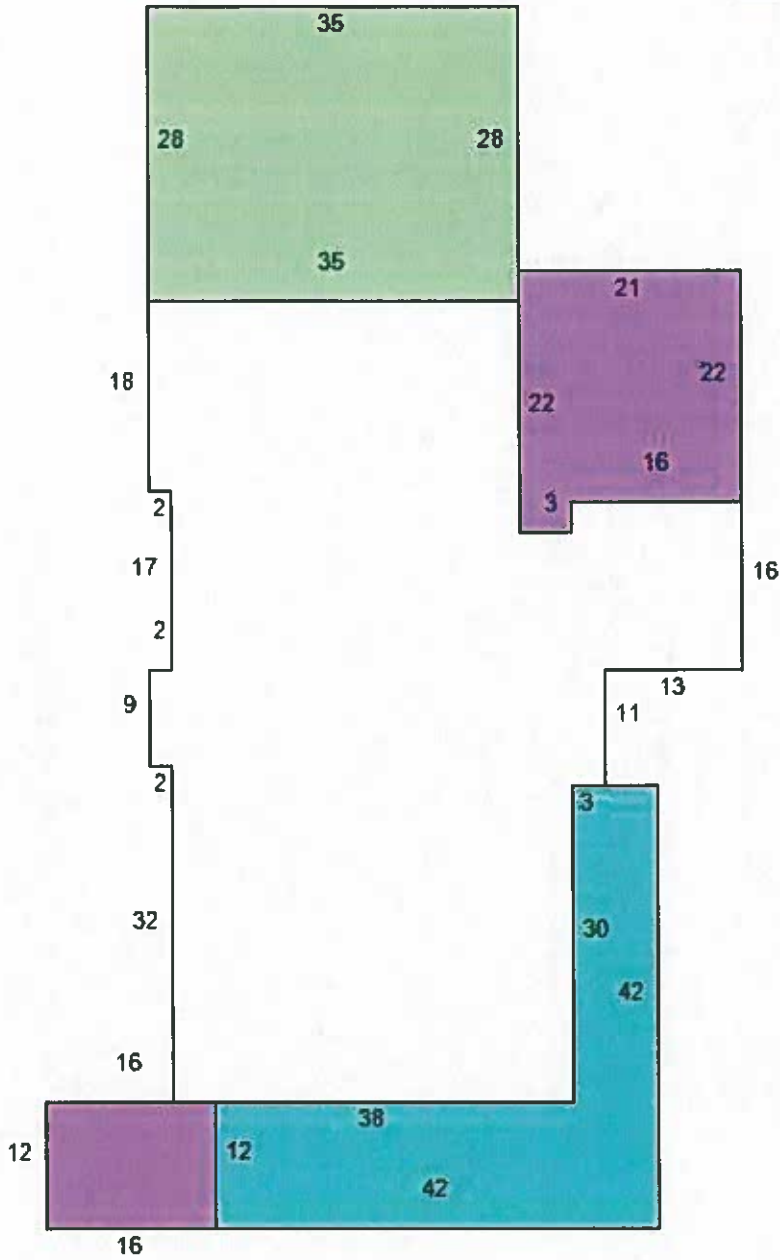
☐ Show Parcel ID on Label

Skip Labels

0

Sketches

Room Type	Area
BASE AREA	3121
F OPEN PRC	744
F CARPORT	384
PATIO	980



Map





Washington County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll.

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[Contact Us](#)

Developed by
 **SCHNEIDER**
GEOSPATIAL

Add/Change/Void Cash Receipt CD1274090
Print
Receipt
Void
Receipt
Close
Receipt
UBS
STS
FMS**Money Received** Add Money To Receipt

	Amount	Type	Payment Info
	750.00	CK	6846

Distributions Add Distribution

	Type	Amount	Apply to	Description	For	Discount Pen Forgive
	FMSD	750.00	DIST CD: 2550	PLANNING & ZONING FEES		0.00

Operator Code: TIFFANY**Receipt Code:** CD1274090**Receipt Date:** 02/20/25☐ **Voided****Distributions:** 750.00**Money:** 750.00**Change Due:** 0.00 **From:** ELITE REALTY TEAM**Email Address:****Destination Phone:**

NOTICE OF PUBLIC HEARING REGARDING PROPOSED
FUTURE LAND USE MAP (FLUM) AMENDMENT
NOTICE TO AFFECTED REAL PROPERTY OWNERS

In accordance with Section 44-328 of the City of Chipley Code, this notice is being sent to all real property owners of property that directly adjoins the property, and all property owners located within 500 feet of the affected property for which an amendment to the Future Land Use Map (FLUM) amendment is being considered. The proposed change in the FLUM is for a Land Use Map Amendment from **LOW DENSITY RESIDENTIAL TO NEIGHBORHOOD COMMERCIAL**.

Petitioner: Lota Kay Braxton
Property is located at 735 Main Street
1.465-acre
Parcel
000000000-00-1238-0000

The documents with information concerning the substances of the proposed FLUM amendment can be reviewed at the City of Chipley, 1442 Jackson Avenue, Chipley, FL, or you may call 850-638-6350 if you have any questions.

Upcoming Public Hearings
Planning and Zoning Commission – March 27, 2025 @ 3:00 p.m. CST, at the City Hall, Council Chambers, 1442 Jackson Avenue, Chipley, FL 32428.

City Council – April 8, 2025 @ 5:00 p.m. CST, at the City Hall, Council Chambers, 1442 Jackson Avenue, Chipley, FL 32428.

02.25.2025 10:34 AM
30.78478, -85.53892
Altitude: 15ft
735 Main St, Chipley, FL 32428





City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353



Section 1, Item3.

NOTICE OF PUBLIC HEARING

February 24, 2025

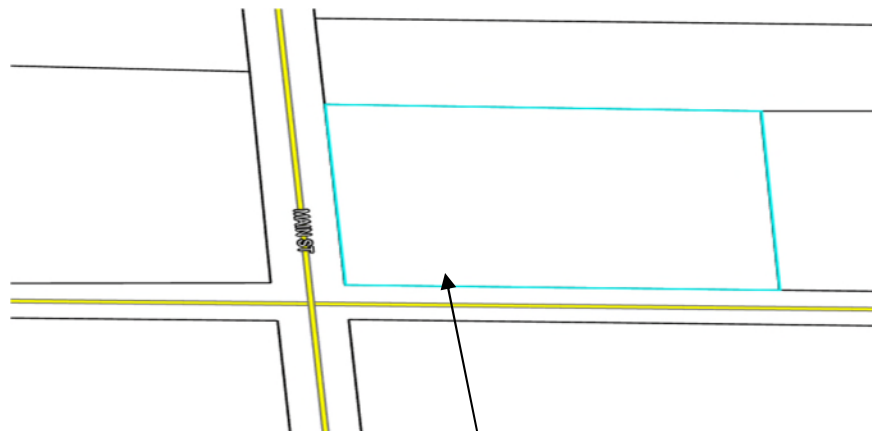
Dear Citizen:

The City of Chipley Planning & Zoning Commission will conduct a public hearing on March 27, 2025, at 3:00 pm, CST at the City Hall Council Chambers, located at 1442 Jackson Ave., Chipley, FL 32428. The purpose of this hearing is to review and consider the following request:

Location: 735 Main Street
Parcel ID #: 00-1238-0000
Acreage: 1.465
Petitioner: Lota Kay Braxton

The proposed change in the FLUM is for a Land Use Map Amendment from LOW DENSITY RESIDENTIAL to NEIGHBORHOOD COMMERCIAL.

Property located at 735 Main Street, Parcel No. 000000000-00-1238-0000, Acreage 1.465



Subject Site

735 Main Street, Parcel #000000000-00-1238-0000

Should you have any questions or need additional information regarding this request, please contact me prior to the public hearing at (850) 638-6350.

Sincerely,

Tamara Donjuan
Planning and Zoning Officer

A C F MCGLAMERY S N TRUST
1444 BEECHER ST SW
ATLANTA, GA 30310

ANDREWS DREXYL
2234 E 3RD ST
MONTGOMERY, AL 36106

ARGOLICA LLC
% TIFFANY & BOSCO PA
1201 S ORLANDO AVE
STE 430
WINTER PARK, FL 32789

BALCOM STACEY L
645 5TH ST
CHIPLEY, FL 32428

BEARD SIMONA W AKA WILLIAMS, WILL
101 BROAD ST
PORT ST JOE, FL 32456

BELCHER DELPHINE
PO BOX 422
CHIPLEY, FL 32428

BLOOMFIELD BRIAN W, BLOOMFIELD JI
351 BLUE SAGE RD
PANAMA CITY BEACH, FL 32413

BRAXTON LOTA KAY
1353 FORREST AVE
CHIPLEY, FL 32428

BROOKS MICHAEL C, BROOKS EMILY L
697 MAIN ST
CHIPLEY, FL 32428

CARTHON ARRIE
637 BENNETT DR
CHIPLEY, FL 32428

CAVENDER SHIRLEY FAY H
635 5TH ST
CHIPLEY, FL 32428

CHAMBERS RONNIE B, CHAMBERS PE
2683 MUIR LN
BONIFAY, FL 32425

CITY OF CHIPLEY
PO BOX 1007
CHIPLEY, FL 32428

COLLINS MARILYN J & ETAL, WARD LAT
1253 OLD BONIFAY RD
CHIPLEY, FL 32428

COLLINS MARILYN R
PO BOX 159
CHIPLEY, FL 32428

COOPER JIMMIE L
PO BOX 66
CHIPLEY, FL 32428

DAVID ROBERT
583 MARTIN LUTHER KING DR
CHIPLEY, FL 32428

DAVIS WILLIE HEIRS
588 MARTIN LUTHER KING DR
CHIPLEY, FL 32428

DEGE PATRICIA
730 MAIN ST
CHIPLEY, FL 32428

FARRAR BRYCE, ANDERSON EMILY B
643 5TH ST
CHIPLEY, FL 32428

FINNEY ALFRED, FINNEY-STEWART JU
PO BOX 673
CHIPLEY, FL 32428

FRESH LEGAL PERSPECTIVE PL TRS, M
6930 W LINEBAUGH AVE
TAMPA, FL 33625

GAGE THOMAS W TRUSTEE, GAGE SU
626 5TH ST
CHIPLEY, FL 32428

GILCHRIEST TIMOTHY W & ETAL, GILCH
4802 WICKHAM DR
TEMPLE HILLS, MD 20748

GOSHEN @ MAIN STREET LLC
73 SCRIBNER AVE
DEFUNIAK SPRINGS, FL 32435

GRANT TABERNACLE
577 MARTIN LUTHER KING DR
CHIPLEY, FL 32428

GRIFFIN LESLIE ALDIN CO-TRSTEE, GR
L A & S R GRIFFIN REV TRUST
PO BOX 52
TITUSVILLE, FL 32781

GRIFFITH HERCULES
1242 COGGIN AVE
CHIPLEY, FL 32428

HARRELL DONALD R, HARRELL SHAR
1660 COY DR
CHIPLEY, FL 32428

HARRELL RENA
1660 COY DR
CHIPLEY, FL 32428

HOGANS TARA
1249 OLD BONIFAY RD
CHIPLEY, FL 32428

JOHNS LOWELL THOMAS JR & ETAL, JC
448 CUTCHINS MILL RD
CHIPLEY, FL 32428

JONES JENNIFER NANNETTE
720 MAIN ST
CHIPLEY, FL 32428

L & M DREAMS LLC
3465 W MCLANE AVE
BONIFAY, FL 32425

LERNER CARROLL, LERNER YVETTE
1276 OLD BONIFAY RD
CHIPLEY, FL 32428

LUCAS FLORA
% ALFRED BELLAMY
18880 46TH CT N
LOXAHATCHEE, FL 33470

MC ALLISTER MAJOR, MC ALLISTER M/
1238 COGGIN AVE
CHIPLEY, FL 32428

MC CALL CHERYL G
1261 COGGIN AVE
PO BOX 537
CHIPLEY, FL 32428

MC DONALD TOMMY R, MC DONALD TH
729 MAIN ST
CHIPLEY, FL 32428

MC GLAMERY MARIA D
PO BOX 508
COTTONDALE, FL 32431

MC INTYRE BRIAN
584 MARTIN LUTHER KING DR
CHIPLEY, FL 32428

MC INTYRE ELIZABETH HEIRS
% VILETA M KENT
PO BOX 10274
PENSACOLA, FL 32524

MYERS JUANITA
PO BOX 285
CHIPLEY, FL 32428

MYRICK MICHAEL K, TOOLE ELSIE C
621 5TH ST
CHIPLEY, FL 32428

OSTROWSKI JOHN S, OSTROWSKI SAN
1404 JACKSON AVE
CHIPLEY, FL 32428

OTWELL LARRY O, OTWELL TINA LOUIS
1271 OLD BONIFAY RD
CHIPLEY, FL 32428

PATRICK WILLIE JAMES L
% VERNITA PATRICK
5027 E 13TH CT
PANAMA CITY, FL 32404

POWELL ALMERA D
126 CIRCLE DR
PANAMA CITY BEACH, FL 32413

REED EFREM
% JANE REED
PO BOX 95
CHIPLEY, FL 32428

REED JANE E
PO BOX 95
CHIPLEY, FL 32428

REED SARAH
% MARILYN COLLINS
PO BOX 159
CHIPLEY, FL 32428

SAWYER MATTHEW L, SAWYER CHELS
641 5TH ST
CHIPLEY, FL 32428

SCHWARTZ MARY A TRUSTEE, SCHWA
1280 OLD BONIFAY RD
CHIPLEY, FL 32428

SHACKELFORD W ONEAL
% MARTHA R BELL
10095 WASHINGTON BLVD N
APT #216
LAUREL, MD 20723

SOILEAU KERMIT P, SOILEAU PAMELA P
162 HIGH ST
GEORGETOWN, GA 39854

TANNER LASHUANDA, BOSTON GERRY
PO BOX 525
CHIPLEY, FL 32428

TAYLOR CAROLYN, TAYLOR CARL HUGI
1252 OLD BONIFAY RD
CHIPLEY, FL 32428

WILLIAMS WILLIAM R JR, WILLIAMS LAV
2 HWY 77
CHIPLEY, FL 32428

WOMENS CLUB
PO BOX 2
CHIPLEY, FL 32428

WYNN ANNIE B
% MAURICE WYNN JR
1118 WYNN DR
CHIPLEY, FL 32428



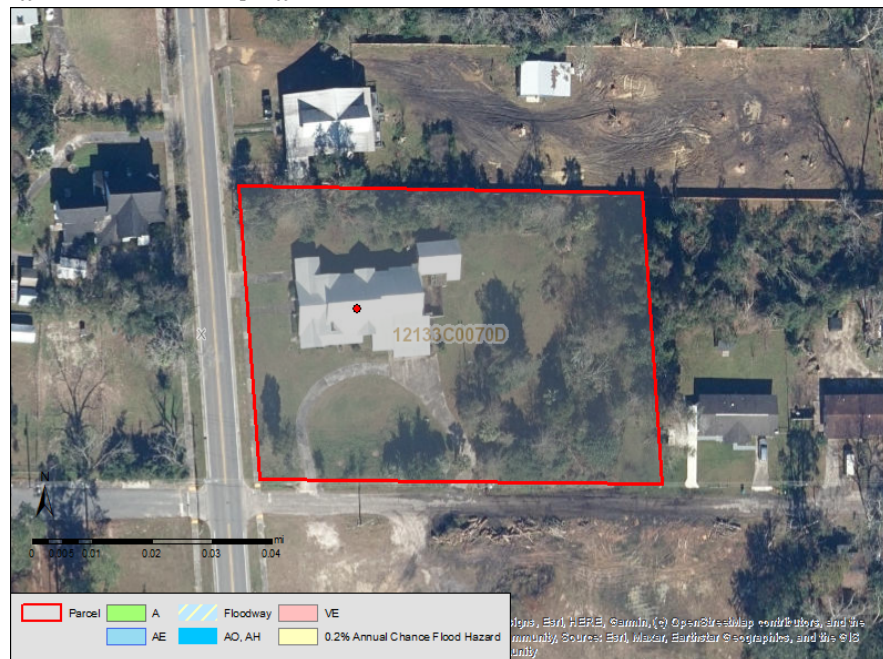
NWFWMD Report

Section 1, Item3.

Geographical Information

Latitude/Longitude: 30.78476,-85.53864
 Address: 735 Main St, Chipley, FL, 32428, USA
 Parcel ID: **000000000012380000**
 Firm Panel (Preliminary): **N/A**
 Firm Panel (Effective): 12133C0070D

Effective SFHA Flood Map (Effective Issue Date: 7/4/2011)



Flood Information

Flood Zone Information

Preliminary Flood Zone

Location of Interest: N/A
 Parcel: N/A
 Base Flood Information*: N/A

Effective Flood Zone

Location of Interest: X
 Parcel: **X:100%;**
 Base Flood Information*: N/A

*The computed elevation to which floodwater is anticipated to rise during the base flood (100 Year Flood). Base Flood Elevations (BFEs) are shown on Flood Insurance Rate Maps (FIRMs) and on the flood profiles. The BFE is the regulatory requirement for the elevation or floodproofing of structures. The relationship between the BFE and a structure's elevation determines the flood insurance premium. Datum of measurement is NAVD1988.

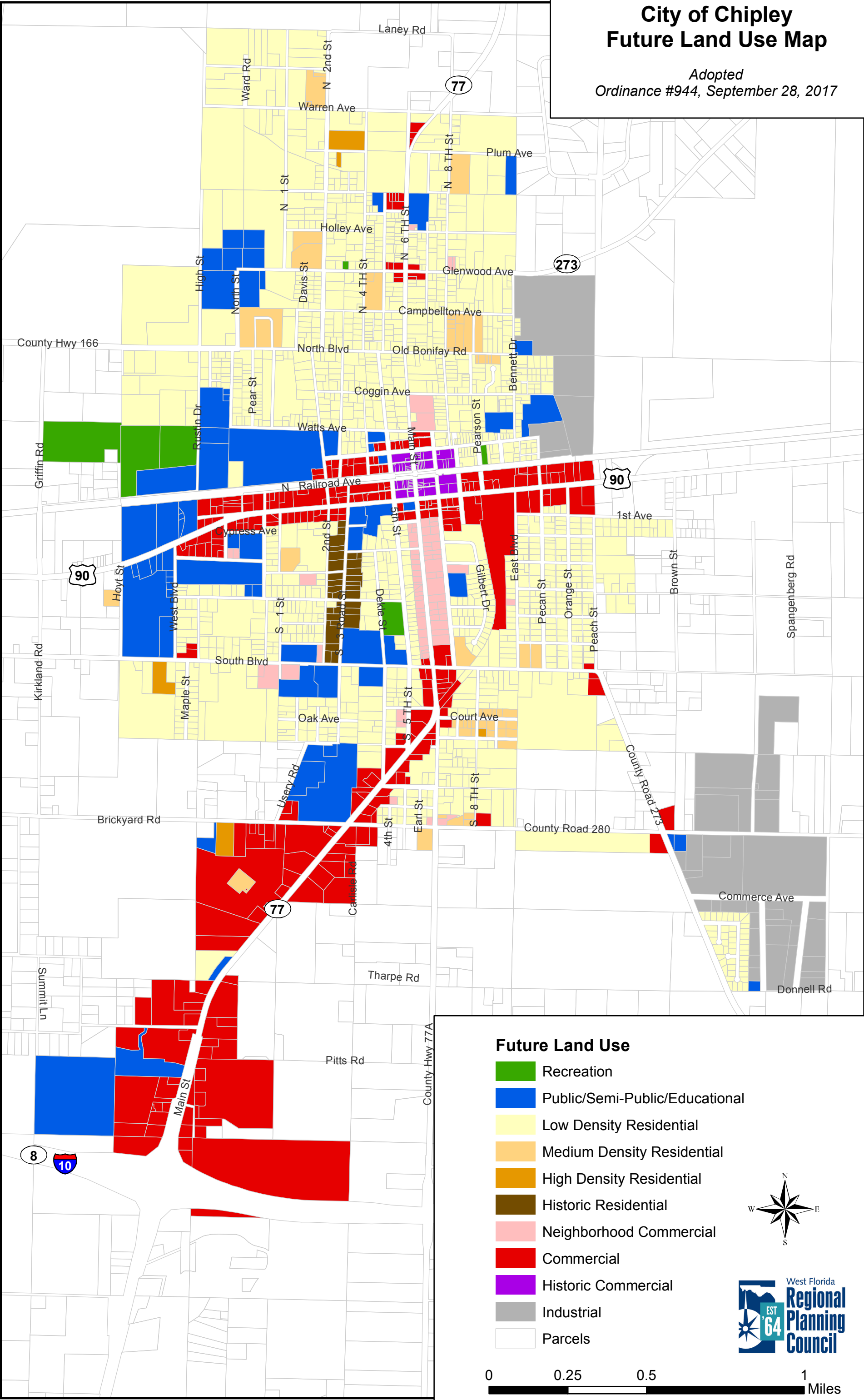
Zone VE: A coastal area inundated by 100-year flooding and subject to a velocity hazard (wave action) where BFEs have been determined. **Zone AE:** An area inundated by 100-year flooding, for which BFEs have been determined. **Zone AO/AH:** An area inundated by 100-year flooding: (AO) Sheet flow, ponding, or shallow flooding where Base Flood Depths are provided; (AH) Shallow flooding base floodplain where BFE's have been determined. **Zone A:** An area inundated by 100-year flooding, for which no BFEs have been determined. **Zone 0.2PCT (0.2 PCT ANNUAL CHANCE FLOOD HAZARD/X500):** An area inundated by 500-year flooding an area inundated by 100-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile or an area protected by levees from 100-year flooding. **Zone X:** An area of minimal flood hazard.

Disclaimer:

Although derived directly from a variety of sources, including the Federal Emergency Management Agency's (FEMA's) Flood Insurance Rate Maps (FIRMs), the District's digital elevation model, the counties' digital parcel maps and data from other governmental sources, the data provided through this portal is for informational purposes only. The user is advised to be aware that for flood insurance or regulatory determinations, or for supporting an application for a Letter of Map Change (LOMC), only the official and latest FEMA FIRM and Flood Insurance Study (FIS) report should be consulted. Also, all elevation data submitted in support of a LOMC application must be certified by a licensed land surveyor, engineer, or architect. The NWFWMD, FEMA, its agents, and partners shall not be held responsible for the misuse or misinterpretation of the information presented in this portal.

City of Chipley
Future Land Use Map

Adopted
Ordinance #944, September 28, 2017



CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 993 (First Reading) – Land Use Map Amendment – 735 Main Street – Lota Kay Braxton

MEETING DATE

Tuesday, April 8, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This will approve the first reading of Ordinance No. 993 – amending the Future Land Use Map changing the land use designation of Parcel No. 00-1238-0000 from Low Density Residential to Neighborhood Commercial.

RECOMMENDATION

City Staff recommend approval of First Reading of Ordinance No. 993.

ATTACHMENTS

1. Ordinance No. 993.

ORDINANCE NO. 993

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR AN AMENDMENT TO ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-1238-0000 LOCATED AT 735 MAIN STREET, FROM LOW DENSITY RESIDENTIAL TO NEIGHBORHOOD COMMERCIAL PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF COMMERCE; AND DECLARING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CHIPLEY, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Code, Sections 163.3187 F.S., 166.021 F.S. and the Comprehensive Plan.

SECTION 2. FINDING OF FACT. The City Council of Chipley, Florida finds:

- A. A public hearing has been held by the City Council after “due public notice”; and
- B. This amendment involves changing the Future Land Use designation imposed on a parcel of property with Parcel No. 00000000-00-1238-0000 located at 735 Main Street from Low Density Residential to Neighborhood Commercial; and
- C. This amendment is consistent with the City Land Use Regulations and the adopted Comprehensive Plan and is in the best interest of the City and its citizens.

SECTION 3. PURPOSE. The purpose of this Ordinance is to adopt a small-scale comprehensive plan amendment to the City of Chipley Comprehensive Plan also known as Ordinance 993. The amendment is identified as 25S1 and is described in Section 4 herein.

SECTION 4. FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map of the City of Chipley, Florida, is hereby amended by changing the Future Land Use category imposed on a certain parcel of property with Parcel No. 00000000-00-1238-0000 located at 735 Main Street, containing a 1.465 acre parcel more or less, from Low Density Residential to Neighborhood Commercial, and as more specifically described as follows:

SUBJECT PARCEL – Parcel I.D. # 00000000-00-1238-0000.

A LOT BOUNDED BY COMMENCING ON THE EASTERN BOUNDARY LINE OF SIXTH STREET (N/K/A MAIN STREET) AT THE POINT AT WHICH THE TOWNSHIP LINE DIVIDING TOWNSHIPS 4 AND 5 INTERSECTS THE SAID EASTERN BOUNDARY LINE AND RUNNING THENCE IN A SOUTHERLY DIRECTION ALONG SAID EASTERN BOUNDARY LINE OF SIXTH STREET (N/K/A MAIN STREET) A DISTANCE OF 439 FEET AND 8 INCHES FOR A POINT OF BEGINNING; THENCE RUNNING EAST 306 FEET TO WHAT WOULD BE THE WESTERN BOUNDARY LINE OF SEVENTH STREET WHEN EXTENDED; THENCE SOUTH ALONG THE LINE WHICH WOULD BE SAID WESTERN BOUNDARY LINE OF SEVENTH STREET A DISTANCE OF 210 FEET TO THIRD AVENUE (N/K/A COGGIN AVENUE); THENCE WEST ALONG THE NORTHERN BOUNDARY LINE OF THIRD AVENUE (N/K/A COGGIN AVENUE) A DISTANCE OF 306 FEET TO THE EASTERN BOUNDARY LINE OF SIXTH STREET (N/K/A MAIN STREET); THENCE IN A NORTHERLY DIRECTION ALONG SAID EASTERN BOUNDARY LINE TO THE POINT OF BEGINNING, AND BEING IN THE N 1/2 OF NE 1/4 OF SECTION 4, TOWNSHIP 4 NORTH, RANGE 13 WEST.

And also;

The land use change imposed on the subject parcel and map change is shown as Exhibit A, which is attached and made a part hereof by reference.

SECTION 5. EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on the second reading by the City Council, unless the amendment is challenged pursuant to Section 163.3187 of the Florida Statutes. If challenged, the effective date shall be a date a final order is issued by the Department of Economic Opportunity or other appropriate authority, finding the amendment in compliance in accordance with Section 163.3184 F.S.

INTRODUCED on first reading at a regular meeting of the City Council on April 8, 2025.

PASSED after second reading at a regular meeting of the City Council on _____, 2025.

CITY OF CHIPLEY, FLORIDA

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell, City Clerk

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

DRAFT

EXHIBIT A

Section 1, Item 4.



735 Main Street

Parcel No. 00000000-00-1238-0000

1.465 acres more or less

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 25-25 – Background Screening Policy

MEETING DATE

Tuesday, April 8, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a policy requiring a background screening on all persons who volunteer and interact with our children. The background check process shall be conducted for the following positions to include, but not limited to head coaches, assistant coaches, concession stand attendants, and independent contractors. All sports officials, referees, and umpires are included in the background check process unless they have been approved by a state or nationally recognized organization.

RECOMMENDATION

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

ATTACHMENTS

1. Resolution No. 25-25

RESOLUTION NO. 25-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA ADOPTING A BACKGROUND SCREENING POLICY; PROVIDING FOR DISTRIBUTION; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Chipley desires to establish a background screening on all persons who volunteer and interact with our children; and

WHEREAS, it has been determined that a need exists for the City Council to establish a Background Screening Policy; and

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

1. The Background Screening Policy, attached hereto as Exhibit “A”, is hereby adopted.
2. This resolution shall take effect immediately upon its adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida, this 8th day of April 2025.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

**City of Chipley
Recreation
Background Screening Policy**

PURPOSE: The City of Chipley values the safety of individuals who use our parks and facilities and we take pride in our programs and commitment to the community. Consistent with this commitment, the City of Chipley has established measures to protect children participating in organized recreational activities sponsored by the City of Chipley and/or its youth sports organizations to include instituting a mandatory annual criminal background check for all persons who volunteer and interact with our children. It is the objective of this policy to provide a safe environment for our children by prohibiting individuals with records of particular criminal conduct from volunteering in our youth programs.

POLICY: A background check process shall be conducted for the following positions to include, but not limited to head coaches, assistant coaches, and concession stand attendants. All sports officials, referees, and umpires are included in the background check process unless they have been approved by a state or nationally recognized organization.

PROCEDURE:

Section I. Application Procedure:

1. Applications and consent/release forms may be obtained from the City of Chipley website at www.cityofchipley.com.
2. Applications and consent/release forms must be completed in its entirety. The applicant will submit the completed application to the Recreation Director. Incomplete applications will not be processed. Failure to disclose information as requested may result in immediate disqualification.
3. The Recreation Department will review the application and consent/release form to ensure proper completion.
4. The application and consent/release forms will be forwarded to the Administration Office for processing. Once processed, the Administration Office will determine the eligible and disqualified status of each applicant and will retain all original applications.
5. The Recreation Director will be notified of the decision of eligibility or disqualification. The Recreation Director will inform their applicant of the decision.

Section II. Background Check Criteria:

Applicants with criminal arrest records may be deemed automatically disqualified to serve as a volunteer for any youth program with the City of Chipley.

Category I Automatic Disqualifying Offenses

- Arrest resulting in a plea of guilty, plea of no contest or conviction for any criminal offense specified in Chapter 794, Florida Statutes, titled “Sexual Battery”, Chapter 827, Florida Statutes, titled “Abuse of Children” or Chapter 847, Florida Statutes, titled “Obscenity”, or, in the event the offense occurred in a jurisdiction other than Florida, any similar statutes.
- Arrest resulting in a plea of guilty, plea of no contest or conviction for any felony offense involving an act of violence, or a civil judgment or settlement of a civil claim involving an act of intentional violence.

Category II Offenses (Subject to Police Department Review)

- Arrest resulting in a plea of guilty, plea of no contest or conviction for any felony offense of moral turpitude.
- Any other felony arrest resulting in a plea of guilty, plea of no contest or conviction may be considered for eligibility after five (5) years from the date of conviction.

Category III Offenses (Subject to Police Department Review)

- Any misdemeanor arrest resulting in a plea of guilty, plea of no contest or conviction may be considered for eligibility following committee review.

Section III. Review Process for Category II and Category III Applicants:

A Review Committee is appointed by the City Manager to be comprised of the Police Chief or designee. The Committee shall be authorized to review applications, interview the applicant, for Category II and Category III applicants, and to determine the eligibility or disqualification of said applicants. The Committee’s decision of eligibility or disqualification shall be binding. The Review Committee shall notify the Administration Office and Recreation Director of the decision of eligibility or disqualification. The Recreation Director will inform the applicant of the decision.

Section IV. Notification:

It is the responsibility of the Recreation Director to report any and all criminal incidents involving volunteers immediately upon learning of same. It is also the responsibility of a volunteer to report any and all criminal incidents immediately to the Recreation Director. The City has the right to remove any individual from a position based on the revelation of involvement in criminal activity. This will include new applicants and current head coaches, assistant coaches and concession stand attendants, who are applying for the privilege of serving in such roles based on the established guidelines.

Section V. Code of Conduct:

The City of Chipley is dedicated to raising the standards of service to youth participating in sports programs. A Code of Conduct allows the City of Chipley to define the expectations for those individuals serving as coaches in youth sports.

Every **coach** is required to sign, pledge and adhere to the following Coaches' Code of Conduct. Every **independent contractor and volunteer** is required to sign, pledge and adhere to the following Coaches' Code of Conduct.

Section VI. Funding:

The City of Chipley will pay the costs associated with the background checks for volunteers and independent contractors affiliated with children in our parks and facilities.

Section VIII. Identification Cards:

Upon satisfactory completion of the Recreation Background Screening Policy, participating individuals will be issued and required to wear a City photo identification card. The card will be obtained from the City of Chipley Administration Office at no charge to the individual. Identification cards are required to be prominently displayed at all times during practices, games, tournaments and all other affiliated events and activities. The cost for a replacement identification card will be \$5.00.

City of Chipley Coaches Code of Conduct

- I will place the emotional and physical well-being of my player ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

 Print Name

 Signature

 Date

 Witness Print Name

 Witness Signature

 Date

City of Chipley

Code of Conduct

Independent Contractors and Volunteers

- I will create and maintain a safe and healthy atmosphere that will foster children’s social, emotional, intellectual, and physical development.
- I will recognize, respect, and foster the uniqueness and the potential of every child.
- I will use positive reinforcement rather than criticism, sarcasm, competition, or comparison when working with children.
- I will conduct classes to the best of my ability to prevent injury – to avoid physical, mental and emotional harm.
- I will do my best to organize classes/sessions that are fun and challenging to my participants.
- I will lead by example in demonstrating positive good behavior to all of my participants.
- I will provide an environment that is free of drugs, tobacco, alcohol, and profanity and I will refrain from use during youth activities.
- I will use teaching techniques appropriate for each of the activities that I teach.
- I will remember that I am a youth instructor and the activity is for the children and not the adults.
- I will demonstrate a commitment to serve our diverse population and to value racial, ethnic, socioeconomic, ability and religious differences of the community.
- I will be honest, respectful, courteous and provide good customer service to all my participants and their parents.

Print Name

Signature

Date

Witness Print Name

Witness Signature

Date

Patrice A. Tanner

From: Chief Michael Richter <MRichter@chipleypd.com>
Sent: Friday, March 14, 2025 10:12 AM
To: Patrice A. Tanner
Subject: List of various misd. crimes for possible DQ

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here is a proposed list of Florida State Statutes (misdemeanors) that could exclude a person from serving as a coach in the City of Chipley Parks and Recreation League, based on offenses that involve dishonesty, violence, obstruction, child endangerment, or drug-related crimes:

1. **Fraud or Scheme to Defraud** – § 817.
2. **Theft, Robbery, and Related Crimes** – § 812.014.
3. **Perjury in Official Proceedings** – § 837.02.
4. **False Reports to Law Enforcement** – § 837.05.
5. **Resisting, Obstructing, or Opposing an Officer with Violence** – § 843.01.
6. **Resisting an Officer Without Violence** – § 843.02.
7. **False Personation (Impersonating a Law Enforcement Officer, etc.)** – § 843.08.
8. **Contributing to the Delinquency of a Child** – § 827.04.
9. **Possession of Controlled Substances, etc.** – § 893.13.

Some I would consider automatic disqualifiers, and others may need to be reviewed. Obviously time of the original or last conviction could play a factor into this.

Michael Richter

Chief
Chipley Police Department
1430 Jackson Avenue
Chipley, FL 32428
(850)638-6310 Office
(850)726-0376 Cell
MRichter@chipleypd.com

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CITY OF CHIPLEY

STAFF REPORT

SUBJECT: National Wreaths Across America Day

MEETING DATE

Tuesday, April 8, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This is an effort to honor our nation's interred heroes while bringing attention to a yearlong mission to Remember the fallen, Honor those who served, and Teach the next generation the value of freedom. Lieutenant Colonel Shayne Moore and Sergeant Jerome Finn will be the volunteer location coordinators planning the wreath-laying ceremony to be held at Glenwood Cemetery on December 13, 2025.

RECOMMENDATION

City Staff recommend approval of the wreath-laying ceremony at Glenwood Cemetery on December 13, 2025.

ATTACHMENTS

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Reach America Christian Outreach – Richard McMahon - Discussion

MEETING DATE

Tuesday, April 8, 2025

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

Gary McMahon with Reach America Christian Outreach would like to discuss the possibility of a street ministry at the corner of SR. 77 and SR. 90 to hand out cards for their outreach. They will also have a tip jar and a sign on the sidewalk.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. Flyer
2. Card

**Reach America Christian Outreach
Non-Denominational Missions Ministry
www.ReachAmerica.US**

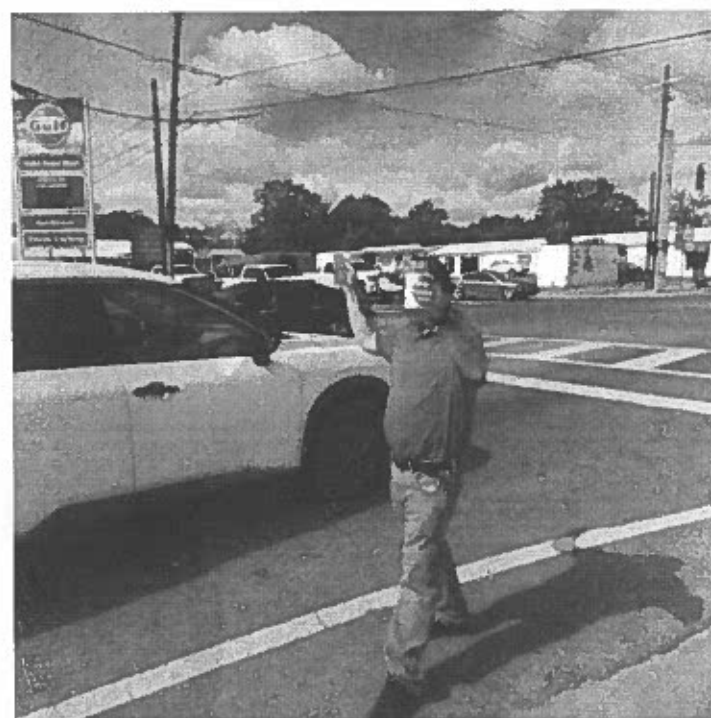
**Richard McMahon - Coordinator
Cell Phone 850 624-2936
richmcmahon@bellsouth.net**

**Scott Daniel – Street Ministry
Cell Phone 850 703-1812**

Local References...



**Panama City Beach Police
(Our Ministry Interface)
Cpt. Wayne Maddox
Cell Phone 850 258-8266**

**Bonifay Police Department
Chief Johnny Whitaker
850 547-3661**



Cards that would be handed out in the street ministry.

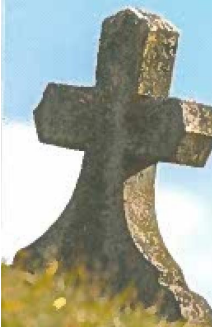
What Determines if You go to Heaven or Hell ?

ANSWER →

Call For Prayer **850 708-8601**
Please Help JESUS Outreach
[GoFundMe.com/f/reach25](https://www.GoFundMe.com/f/reach25)

What Determines where You go for Eternity ?



ANSWER →

Hello... I'm a Christian and a sincere Jesus Follower. According to the Bible & Words of Jesus, most people are not ready to meet God. Even many church members! I devote time each week to sharing God's plan with as many people as I can. Please see my personal ministry page below. I would truly appreciate your support. Blessings, Scott
www.GoFundMe.com/f/SD-25

Central Message of Bible & Words of Jesus

Bad News...Every Person on Earth is Naturally Separated from God by their sins. Naturally headed for Hell. Being a Good Person or In Church will NOT save you from Hell.

→ Romans 3:10, 20, 23 6:23 5:8 John 3:36 14:6 Matthew 7:13-14 22-23

Good News...God made One Way for you to be with Him. JESUS died on a Cross to pay your sin penalty IF you will Surrender. Truly Trust & Follow Jesus. Be **CHANGED!!!**

→ John 3:6-7 16-18 10:27 Luke 9:23-26 Romans 10:9-10 2 Cor. 5:17, 21

WATCH THE VIDEO "[Message of Bible & Jesus Christ](#)"

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You are invited to a Zoom webinar.

When: **April 8, 2025 5:00 PM** Central Time (US and Canada)

Topic: **City Council Meeting**

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/83610945730>

Phone one-tap:

+13092053325,,83610945730# US +13126266799,,83610945730#
US (Chicago)

Join via audio:

+1 309 205 3325 US
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+1 646 931 3860 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 669 444 9171 US
+1 669 900 9128 US (San Jose)
+1 689 278 1000 US
+1 719 359 4580 US
+1 253 205 0468 US
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+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US

Webinar ID: 836 1094 5730

For further information pertaining to the proposed ordinance,
contact Patrice Tanner, City Administrator.