



**City of Chipley
City Council Meeting**

February 10, 2026 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 - January 13, 2026

F. CONSENT AGENDA

1. **Resolution No. 26-21** – FDFS Firefighter Assistance Grant Agreement FM1171 – Amendment One
2. **Bid No. 2025-03** – Chipley Mongoven Building – Phase 2 – Arris General Contractors, Inc. - Change Order No. 4
3. **Bid No. 25-01** – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC - Changer Order No. 2
4. **Request for a Variance** – 966 Lera Lane – WJH FL, LLC
5. **Industrial Building Lease** – WP Property Holdings I, LLC
6. **Settlement Agreement** - 1214 Johnson Avenue - Truist Bank
7. **Special Event Application** –Blues & Brews Music Festival – Washington County Chamber of Commerce

8. **Special Event Application** – Community Easter Egg Hunt
9. **Resolution No. 26-22** – FY 2025-2026 Budget Amendment No. 1
10. **Continuing Engineering Services Work Authorization No. 2026-01** – Pecan Street Resurfacing Project – David H. Melvin, Inc.

G. AGENDA ITEMS

1. **Ordinance No. 997** – Waste Management Contract Amendment and Renewal
2. **Request for a Development Order and a Variance** – Corner of Watts Avenue and 7th Street – Serene Life Beer Garden

H. OTHER BUSINESS

I. ADJOURN

J. ZOOM

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

**City of Chipley
Council Meeting
Minutes
January 13, 2026 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 Dir.
Mr. Hunter Aycock, Fire Chief
Mr. Rodney Pittman, Collection System Foreman

Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mr. Brock Tate, Recreation Director

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

Mr. Russell asked Mayor Andrews to add Agenda Item #2 – Cemetery Discussion.

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

D. CITIZENS REQUEST

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the 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.

No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – December 9, 2025

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

F. DEPARTMENT REPORTS

1. **Fire Department** – Chief Hunter Aycock. Chief Aycock stated it had slowed down which was a good thing. Council thanked Chief Aycock and his firemen for all their hard work and dedication.
2. **Attorney** – There were no questions. No further discussion.
3. **CRA** – Mrs. Shirley Parrado introduced Susan Williams as the CRA Administrator and stated they are revamping, updating and providing as much information as they can pertaining to the CRA grants. Ms. McCall asked for the addresses to be added on the revolving loan report in the future.
4. **Code Enforcement** - There were no questions. No further discussion.
5. **Planning & Zoning** - There were no questions. No further discussion.
6. **Police Department** – Chief Michael Richter. Chief Richter stated that one of the two vacant positions has been filled and noted that 2025 was a successful year for securing grants for much needed equipment. Discussion ensued.
7. **Public Works Department** – Guy Lane. Mr. Lane stated that everything was going well, although there had been some electrical issues downtown related to the Christmas lights. Discussion ensued.
8. **Recreation Department** – Brock Tate. Mr. Tate stated that coaches were in place for basketball, and approximately 14 teams were being formed. There were also 20 cheerleaders that would be participating. Discussion ensued.
9. **Water Utilities Department** – Rodney Pittman. Mr. Pittman stated everything was going smooth with no violations being reported on the reports for the Wastewater Reclaimed Facility. He also stated that the 1st Avenue project which is part of the Peach Street lift station was going good with the extension of the main. Discussion ensued.
10. **Finance Department** - There were no questions. No further discussion.
11. **City Administrator** – Patrice Tanner. Mrs. Tanner stated there were a couple of grants on the consent agenda for approval, including a change order for additional work to be completed on the Mongoven/First National Bank project. Also the FDOT Transportation Alternatives grant for the Westbourne Avenue and West Boulevard sidewalk project, noting that CTST had previously applied for a Safe Routes to School grant for this project, but did not receive approval. No further discussion.

G. PRESENTATIONS

- 1. Christmas House Decoration Awards.** The City Council presented plaques to the Christmas House Decoration Award Winners as follows:

The Thomas Hall Family – 764 3rd Street
 Jeff & Darla Platt – 748 3rd Street
 The Tony Gushlaw Family – 788 Iona Street
 #AllforPaul – 863 Earl Street
 Edgar & Tamara Donjuan – 769 3rd Street

Mayor Andrews read the plaque as follows: Your "ChIPLEY Pride" shows by the appearance of your Christmas decorations. The care you devoted to your grounds not only makes your neighborhood look good, but it inspires others to follow. We commend you for showing your Christmas spirit in helping make Chipley a nicer more attractive place in which to live.

The Mayor and Council thanked each of the award winners. No further discussion.

- 2. Chipley Christmas Fest Parade Contest Winners** – Heather Lopez. Mrs. Lopez presented trophies to the winners of the parade floats as follows:

3rd Place – Sullivan House
 2nd Place – Walmart
 1st Place – Washington County Sheriff's Department

- 3. Recognition Award** – Christmas Fest of Chipley, Inc. The City Council recognized the outstanding contributions and selfless dedication to the betterment of our community by Christmas Fest of Chipley, Inc. The Council presented them with an award for their significant impact on the City of Chipley.

H. CONSENT AGENDA ITEMS

- 1. Resolution No. 26-16** – Florida Department of Commerce Agreement No. M0041 – Amendment No. 4 – Mongoven/First National Bank Building Project.
- 2. Resolution No. 26-17** – PeopleSouth Bank Loan – Street Department
- 3. Resolution No. 26-18** – PeopleSouth Bank Loan – Street Department
- 4. Resolution No. 26-19** – PeopleSouth Bank Loan – Police Department
- 5. Resolution No. 26-20** – Florida Department of Transportation, Transportation Alternatives Program Funding – Westbourne Avenue and West Boulevard Sidewalk Project.

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

I. AGENDA ITEMS

- 1. Request for Development Order** – MK Wash & Go, LLC – Take 5 Oil Change.

Mrs. Tanner stated MK Wash & Go, LLC is requesting a Development Order for the redevelopment of Take 5 Oil Change. This property is zoned Commercial and is within the Corridor Development District (CDD) overlay. The property is located at 1405 Nadia Avenue.

Ms. McCall added that the current drive-thru part of the car wash will be converted to an office. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Blount to approve the Development Order for MK Wash & Go, LLC for Take 5 Oil Change. The motion passed unanimously.

- 2. **Cemetery Discussion.** Mr. Russell stated there was an ongoing issue with flags and other memorial items being placed at the cemetery and left for extended periods of time. As these items deteriorate, tear, or become displaced by weather, they create maintenance concerns. He requested a formal policy addressing these items so the City can properly maintain the cemetery and remove worn or damaged items when necessary. Mrs. Tanner stated she would contact the City Attorney to draft a brief policy for Council consideration and approval. Discussion ensued.

J. OTHER BUSINESS

There was no other business.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:40 p.m.

City of Chipley

Attest:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-21 – FDFS Firefighter Assistance Grant Agreement FM1171 – Amendment One

MEETING DATE	PREPARED BY
Tuesday, February 10, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the State of Florida Department of Financial Services Agreement No. FM1171– Amendment No. 1 to amend the terms and conditions of the Agreement, Attachment 1 - Statement of Work (FAGP) and Appendix 1 – Itemized Equipment List.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-21.

ATTACHMENTS

1. Resolution No. 26-21
2. Department of Financial Services Agreement No. FM1171 – Amendment No. 1

RESOLUTION NO. 26-21

A RESOLUTION APPROVING AN AGREEMENT AMENDMENT IDENTIFIED AS AMENDMENT ONE TO THE VOLUNTEER FIREFIGHTER GRANT ASSISTANCE PROGRAM BETWEEN THE STATE OF FLORIDA DEPARTMENT OF FINANCIAL SERVICES AND THE CITY OF CHIPLEY, FLORIDA.

WHEREAS, This Amendment No. 1 (Amendment) to Contract FM1171 (Agreement) is made by and between the Department of Financial Services (Department), an agency of the state of Florida, and City of Chipley (Grantee), collectively referred to herein as the “Parties; and

WHEREAS, the Parties, entered into the Agreement with the Grantee to purchase five (5) sets of personal protection equipment and five (5) helmets, as stated in Attachment 1, Statement of Work, effective January 8, 2026; and

WHEREAS, the Parties wish to amend the Contract as set forth herein.

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

1. The terms and conditions of the Agreement are incorporated by reference as if fully re-written herein. Except as expressly amended and supplemented by this Amendment, the terms and conditions of the Agreement will remain in effect unchanged. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.
2. Attachment 1, Statement of Work (FAGP), is deleted in its entirety and replaced with Attachment 1, Statement of Work (FAGP), as attached and referenced herein.
3. Appendix 1, Itemized Equipment List, is deleted in its entirety and replaced with Appendix 1, Itemized Equipment List, as attached and referenced herein.
4. Except as otherwise provided in this Amendment, this Amendment shall be effective as of the date last signed below.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 10th day of February, 2026.

CITY OF CHIPLEY

ATTEST:

Sherry Snell, City Clerk

Tracy L. Andrews, Mayor

**AMENDMENT NO. 1 TO CONTRACT FM1171
BETWEEN
THE DEPARTMENT OF FINANCIAL SERVICES
AND
CITY OF CHIPLEY**

This Amendment No. 1 (Amendment) to Contract FM1171 (Agreement) is made by and between the Department of Financial Services (Department), an agency of the state of Florida, and City of Chipley (Grantee), collectively referred to herein as the "Parties."

WHEREAS, the Parties, entered into the Agreement with the Grantee to purchase five (5) sets of personal protection equipment and five (5) helmets, as stated in Attachment 1, Statement of Work, effective January 8, 2026;

WHEREAS, the Parties wish to amend the Contract as set forth herein.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

- 1) The terms and conditions of the Agreement are incorporated by reference as if fully re-written herein. Except as expressly amended and supplemented by this Amendment, the terms and conditions of the Agreement will remain in effect unchanged. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.
- 2) Attachment 1, Statement of Work (FAGP), is deleted in its entirety and replaced with Attachment 1, Statement of Work (FAGP), as attached and referenced herein.
- 3) Appendix 1, Itemized Equipment List, is deleted in its entirety and replaced with Appendix 1, Itemized Equipment List, as attached and referenced herein.
- 4) Except as otherwise provided in this Amendment, this Amendment shall be effective as of the date last signed below.

IN WITNESS WHEREOF, the Parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

Department of Financial Services

City of Chipley

Authorized Signature

Authorized Signature

Typed or Printed Name

Typed or Printed Name

Title

Title

Date

Date

ATTACHMENT 1
Statement of Work (FAGP)

1. **Project Description.** The Florida Legislature has appropriated funds in Line 2235 of the General Appropriations Act for the 2025–2026 State fiscal year to the Department to implement section 633.135, Florida Statutes (F.S.), for the specific purposes stated therein, and the Department has the authority to grant these funds to the Grantee upon the terms and conditions set forth in the Agreement and in Rule 69A-37.502, *Florida Administrative Code* (F.A.C.). The Grantee has been awarded funding for the 2025–2026 fiscal year in the amount of \$21,799.00. This funding will be used to purchase five (5) sets of personal protection equipment and five (5) helmets, as further described in Appendix 1 and Appendix 2, Itemized Equipment List(s), if applicable. This is an advancement-based agreement, pending approval, not to exceed the amount of funds listed above. Such funds shall be paid by the Department in consideration for the Grantee’s performance of the requirements as set forth by the terms and conditions of the Agreement.

2. **Performance Period.** The Performance Period of this Agreement begins on July 1, 2025, and ends on June 30, 2026. The term of this Agreement may be continued through the appropriations carry forward period for the purpose of submitting documents required in Section 6., Deliverables, as approved by the Department through written notification. The Department shall not be obligated to pay for costs incurred by Grantee related to this Agreement prior to this term beginning date or after this term end date.

3. **Program Requirements.** The Florida Legislature created the Firefighter Assistance Grant Program within the Division of State Fire Marshal to improve the emergency response capability of volunteer fire departments and combination fire departments by providing financial assistance to improve firefighter safety and enable such fire departments to provide firefighting, emergency medical, and rescue services to their communities. The Division is to administer the program and annually award grants to volunteer fire departments and combination fire departments using the annual Florida Fire Service Needs Assessment Survey. The purpose of such grants is to provide funding to fire departments to use to provide volunteer firefighter training and procure necessary firefighter equipment. The Division shall prioritize the annual award of grants to combination fire departments and volunteer fire departments demonstrating need as a result of participating in the annual Florida Fire Service Needs Assessment Survey. The purpose of such grants is to provide funding to fire departments to provide volunteer firefighter training and procure necessary firefighter personal protective clothing and equipment, self-contained breathing apparatus equipment, and fire engine pumper apparatus equipment.

The Grantee shall only use funds for those items specified in the Agreement. Such items must comply with the requirements of section 633.135, F.S., and Rules 69A-37.501 and .502, F.A.C. The total amount of the grant shall not exceed the lesser of the purchase price or the total amount of the appropriation.

4. **Grantee’s Responsibilities.** The Grantee shall:
 - a. Complete the required task(s) as specified in Section 6., Deliverables.
 - b. Provide the Department with the required supporting documents specified in Section 7., Request of Grant Funds, to receive grant funds.
 - c. Purchase the equipment as specified within Appendix 1 and Appendix 2, Itemized Equipment List(s), if applicable.

- d. Receive the equipment in a timely manner not to exceed the Performance Period stated in Section 2., Performance Period.
- e. Provide the Department with sufficient documentation that ensures receipt of the equipment.
- f. Provide the Department with documentation, upon Department’s demand, evidencing status reports. Grantee shall provide status report documentation on the Status Update Request Form, incorporated by reference as Attachment 4.
- g. Submit monthly fire incident data to the National Fire Incident Reporting System via <https://www.nfirs.fema.gov/NFIRSWeb/login> until December 25, 2025. On and after January 1, 2026, and for the entire duration of the Performance Period listed in the Agreement submit monthly fire incident data to the National Emergency Response Information System via <https://neris.fsri.org/> Proof of submittance of fire incident data is required to be provided to the Department upon the Department’s demand.
- h. Maintain all fire department profile and roster records within the electronic database of the Bureau of Fire Standards and Training.
- i. Demonstrate compliance with the Florida Firefighter Occupational Safety and Health Act by having completed a compliance inspection within the previous three (3) years or having a compliance inspection conducted before the grant funds are awarded.
- j. If not already on file with the Division, provide the written agreement with the fire service provider under which the Grantee is operating within thirty (30) calendar days after the effective date of this Agreement.

5. Department’s Responsibilities. The Department shall monitor the Grantee’s progress as it deems necessary to verify that all requirements of the Agreement are being performed in accordance with this Agreement. The Department shall review submitted documentation and process payments to the Grantee to fund allowable, reasonable, and necessary expenditures, not to exceed the awarded amount specified in Section 1., Project Description.

The Department will monitor reporting and documentation compliance for the Grantee and will notify the appropriate parties of non-compliance.

6. Deliverables. The Grantee shall complete the following deliverable:

Deliverable No. 1 – Purchase five (5) sets of personal protection equipment and five (5) helmets.		
Task	Documentation	Financial Consequences
Purchase and receive equipment as described in Appendix 1, Itemized Equipment List.	A. Grantee must provide proof of payment in the form of cleared check(s), bank statement(s), or electronic fund transfer(s). B. Grantee must provide proof of receipt of the equipment in the form of photos, packing slips, or other equivalent documentation.	The Department will require the return of funds if the Grantee: A. Does not receive the equipment within the specified Performance Period; B. Does not provide documentation as required; or C. Does not receive the equipment that is described in this Agreement.
TOTAL GRANT AMOUNT NOT TO EXCEED \$21,799.00		

7. Request of Grant Funds. This is an advancement-based contract, pending sufficient documentation and advancement approval. The Department will provide funds to the Grantee in

accordance with the terms and conditions of this Agreement for a total dollar amount not to exceed the awarded amount specified in Section 1., Project Description, subject to the availability of funds. To request advancement, the Grantee shall:

- a. Invoice the Department of Financial Services for the total and final cost of the equipment, not to exceed the grant amount awarded. This invoice must include:
 - i. The Grantee name, address, and contact information;
 - ii. An invoice number, date, and contract number;
 - iii. An itemized list of the equipment that matches the equipment listed on the documentation from the equipment vendor;
 - iv. A final cost that matches the grant award amount; and
 - v. A signature from the appropriate authority.
- b. Provide itemized documentation from an equipment vendor that matches the grant award described in Appendix 1 and Appendix 2, Itemized Equipment List(s), if applicable.

8. Financial Consequences for Failure to Timely and Satisfactorily Perform. Failure to timely complete the required duties outlined in this Attachment 1, Statement of Work, will result in the automatic return of any funds the Grantee received related to the associated expenditures for the applicable deliverable(s) upon the Grantee’s receipt of notification from the Department. Failure to provide documentation required in Section 6., Deliverables, within the specified Performance Period will result in the expenditure being returned to the Department upon the Grantee’s receipt of notification from the Department. Should repayment not be made in a timely manner, the Department shall be entitled to charge interest at the lawful rate of interest on the outstanding balance beginning forty (40) calendar days after the date of notification. This provision for financial consequences shall not affect the Department’s right to terminate the Agreement as provided elsewhere in the Agreement.

9. Reimbursement of Training Expenses. In the instance that the Grantee has completed and wishes to request reimbursement for the online Firefighter 1 training program delivered by the Bureau of Fire Standards and Training, the Grantee must provide to the Department an itemized list of training conducted within thirty (30) calendar days after completion of the training. The list must include:

- a. The names of the students trained;
- b. Dates the training was conducted;
- c. The instructor’s name and certification number;
- d. The location of the final practical skills training; and
- e. The location of live fire training.

Funds used to procure the training must be obligated within the specified Performance Period of this Agreement.



North America Fire Equip. Inc.
 D.B.A. NAFECO
 P.O. Box 2928
 Decatur, AL 35602-2928
 (800) 628-6233

Quote Section F, Item 1.
 Q5926010637039

Date: 2026-01-08
 Expires: 2026-01-31
 FOB: Origin

Customer Number: CHI180
 Customer Information: CHIPLEY FIRE DEPARTMENT
 Address: 1430 US 90
 CHIPLEY, FL 32428

Attention: HUNTER AYCOCK
 Phone: 850-726-0415
 Email: haycock@cityofchipley.com
 Prepared By: Eli Bryars

Qty	Item #	Description	Each	Total
5	ARMCVFMK318-40X32	LION V-Force Coat, Armor AP Gold, K3 Stedair, Sz: 40X32R Yoke to read "CHIPLEY". Hangtag to read "LAST NAME"	\$2,012.00	\$10,060.00
5	ARMPVFMK318-40	LION Belted V-Force Pant, Gold Armor AP, K3 Stedair, Sz: 40R SUPSPENDERS INCLUDED.	\$1,347.00	\$6,735.00
5	507502-10M	Haix Boot, Fire Eagle Air Leather, 14", Sz: 10M	\$475.00	\$2,375.00
5	PAC-IIULTRAC6	Majestic PAC-II Hood, Ultra C6 Carbon Rib Knit, Black, 21"	\$50.25	\$251.25
5	6573-L	Ragtop Fire Duty Mitt Glove Kangaroo, Wristlet, Sz: L	\$140.75	\$703.75
4	LFH7111E-11	LION American Honor Helmet 4" Faceshield, Yellow Updated version of the helmet that is currently worn. Lighter and fits larger heads.	\$321.00	\$1,284.00
1	LFH8228F-QC-21	LION Legend Helmet, Black Bourke Shields, Quick Clean	\$390.00	\$390.00
			Subtotal	\$21,799.00
			Freight	TBD
			Total	\$21,799.00

tax & freight to be determined

Thank you for your business!

NOTE: All accounts are subject to sales tax charges unless a valid state exempt certificate is on file with NAFECO, or provided at the time of the order.

If you have any questions concerning this quote, please call our number listed above.

Visit Us On The Internet At: nafeco.com

Mailing: P.O. Box 2928, Physical: 2601 Beltline Road Decatur, AL 35602-2928, (800) 628-6233

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Bid No. 2025-03 – Chipley Mongoven Building – Phase 2 – Arris General Contractors, Inc. - Change Order No. 4

MEETING DATE	PREPARED BY
Tuesday, February 10, 2026	Patrice Tanner, City Administrator

SUMMARY
This will approve Change Order No. 4 for the Mongoven Building Phase II Project to add an additional 20 days to the project due to weather delays. There is no change in the contract cost. The new completion date will be March 20, 2026.

RECOMMENDATION
City Staff recommend approval of Bid No. 2025-03 – Chipley Mongoven Building – Phase 2 – Arris General Contractors, Inc. - Change Order No. 4

ATTACHMENTS

1. Change Order No. 4

CHANGE ORDER NO.4

Owner: City of Chipley
 Engineer: David H. Melvin, Inc.
 Contractor: Arris General Contractors
 Project: Mongoven Building – Phase 2
 Contract Name: Mongoven Building – Phase 2
 Date Issued: _____ Effective Date of Change Order: _____

Owner’s Project No.: M0041
 Engineer’s Project No.: CHI22HR
 Contractor’s Project No.: N/A

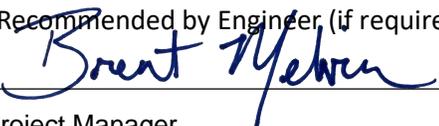
The Contract is modified as follows upon execution of this Change Order:

Description:

This change order is to add an additional 20 days to the project due to weather delays. There is no change in the contract cost.

Attachments:

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>191,685.00</u>	Original Contract Times: Substantial Completion: <u>120</u> Ready for final payment: <u>150</u>
Contract Price increase from previously approved Change Orders No. 1 to No. <u>03</u> : \$ <u>360,892.83</u>	Increase from previously approved Change Orders No.01 to No. <u>03</u> : Substantial Completion: <u>210</u> Ready for final payment: <u>210</u>
Contract Price prior to this Change Order: \$ <u>552,577.83</u>	Contract Times prior to this Change Order: Substantial Completion: <u>330</u> Ready for final payment: <u>350</u>
No change from this Change Order: \$ <u>0.00</u>	Increase this Change Order: Substantial Completion: <u>20</u> Ready for final payment: <u>20</u>
Contract Price incorporating this Change Order: \$ <u>552,577.83</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>350</u> Ready for final payment: <u>360 (March 20, 2026)</u>

<p style="text-align: center;">Recommended by Engineer (if required)</p> <p>By: <u></u></p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>02/04/2026</u></p>	<p style="text-align: center;">Accepted by Contractor</p> <p>_____</p> <p>_____</p>
<p style="text-align: center;">Authorized by Owner</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p style="text-align: center;">Approved by Funding Agency (if applicable)</p> <p>_____</p> <p>_____</p>

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Bid No. 25-01 – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC - Changer Order No. 2

MEETING DATE	PREPARED BY
Tuesday, February 10, 2026	Patrice Tanner, City Administrator

SUMMARY
This change order will increase the total contract price for GCUC, LLC by \$6,532.43 for 8" ductile iron pipe material. This change order will have to be paid with city funds, with the possibility of being reimbursed at the end of the project.

RECOMMENDATION
City Staff recommend approval of Bid No. 25-01 – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC - Changer Order No. 2

ATTACHMENTS

1. Change Order No. 2



Change Order No. 2

Date of Issuance:		Effective Date:	
Owner:	City of Chibley	Owner's Contract No:	25-01
Contractor:	GCUC, LLC	Contractor's Project No:	25-10
Engineer:	Mott MacDonald	Engineer's Project No:	502101554
Project:	CDBG Peach Street PS Replacement	Contract Name:	CDBG Peach Street PS Replacement

The Contract is modified as follows upon execution of this Change Order:

Description:			
GCUC CO 2: Material difference (PVC to DI)		\$	6,532.43
Total Change: Contract INCREASE		\$	6,532.43
Attachments: CO 2			

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ 1,510,925.00	Original Contract Times: Substantial Completion: 240 Ready for Final Payment: 270 days or dates
[Decrease] from previously approved Change Orders No. 0 to No. 1 \$ (277,575.00)	No change from previously approved Change Orders No. 0 to No. 2 Substantial Completion: 0 Ready for Final Payment: 0 days
Contract Price prior to this Change Order: \$ 1,233,350.00	Contract Times prior to this Change Order: Substantial Completion: 240 Ready for Final Payment: 270 days or dates
[Increase] of this Change Order: \$ 6,532.43	No change of this Change Order: Substantial Completion: 0 Ready for Final Payment: 0 days
Contract Price incorporating this Change Order: \$ 1,239,882.43	Contract Times with all approved Change Orders: Substantial Completion: 240 Ready for Final Payment: 270 days or dates

RECOMMENDED: By: <i>C. Heath Roberts</i> Engineer (if required) Title: Project Engineer Date: 2/5/26	ACCEPTED: By: _____ Owner (Authorized Signature) Title: _____ Date: _____	ACCEPTED: By: <i>CCul</i> Contractor (Authorized Signature) Title: <i>VP.</i> Date: <i>2-4-26</i>
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APPROVED by Funding Agency (if applicable) By: _____ Title: _____	Date: _____
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CHANGE ORDER

DATE: November 6th, 2025
COMPANY: City of Chipley
ATTN: Heath Roberts

PROJECT: Peach St

We propose to perform the following for \$6,532.43

- 8” Ductile iron pipe material.

This change order is valid for 30 days.

Sincerely,

Kenneth Jenkins

Kenneth Jenkins
Estimator/ Project Manager

Accepted By: _____ Signature

_____ Print

Item No.	Item Description	Qty	Unit	Unit Price	Amount
8" Ductile Iron					
1	8" Ductile Iron Pipe	45	LF	\$ 143.02	\$ 6,435.90
				1.5% Bond=	\$ 96.53
					\$ 6,532.43

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for a Variance – 966 Lera Lane – WJH FL, LLC

MEETING DATE	PREPARED BY
Tuesday, February 10, 2026	Tamara Donjuan, Planning & Zoning Officer

SUMMARY

WJH FL LLC is requesting a variance for the property located at 966 Lera Lane, Parcel ID: 00-2258-0140, .288 acres. The proposed variance will allow the current setbacks to the residence and allow the ability to transfer ownership of the residence.

A variance is needed for the front setback only. The front setback is currently 20 feet 4 inches. All other yard setbacks have been met.

City of Chipley’s Code of Ordinances reviewed are listed below.

ARTICLE VI. - DISTRICT REGULATIONS

Sec. 44-150. - Residential land use districts.

Yard setback:

- (i) Front: 30 feet.
- (ii) Side: Ten feet.
- (iii) Rear: 20 feet, principal building.

ARTICLE XI. - VARIANCES

Sec. 44-293. - Hearing on petition.

- (b) In considering variances to the land development code, the city council shall, before making a decision in a specific case, first determine:
 - (1) That the proposed variation does not constitute a change in the districts shown on the zoning map;
 - (2) That the proposed variation will not significantly increase congestion in the public streets nor impair the public safety;
 - (3) That the proposed variation will not impair the established values of property in the surrounding area;
 - (4) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district;
 - (5) That the special conditions and circumstances do not result from the actions of the applicant;
 - (6) That granting the variance requested will not confer on the applicant any special privilege that is denied by the Code to other lands, buildings or structures in the same zoning district;

- (7) That literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by others in the same zoning district under the terms of the Code and would work unnecessary and undue hardship on the applicant;
- (8) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure;
- (9) That the grant of the variance will be in harmony with the general intent and purpose of the Code and that such variance will not be injurious to the area involved or otherwise detrimental to public welfare.

Mailing for the notice of hearing was mailed on January 8, 2026, by certified mail to 20 (twenty) owners that live within 300 feet of the property requesting the variance, 966 Lera Lane, Parcel ID: 00000000-00-2258-0140, .288 acreage. Total of 15 (fifteen) owners have signed the certified mail.

According to FEMA National Flood Hazard Layer data maps approximately 100% of the property is in Flood Zone "X", which is an area of minimal flood hazard.

The Planning and Zoning Commission met on January 29, 2026, at 3:00 p.m. and approved the recommendation by a vote of 5-0.

RECOMMENDATION

City Staff recommends approval of the proposed variance for the yard setbacks to allow transfer of ownership.

ATTACHMENTS

- 1. Variance Request Packet



City of Chipley

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



Variance Application Review – 966 Lera Lane

We performed a review of the request for variance for an exception to setback requirements. The property is located at 966 Lera Lane, Chipley, Florida. The purpose of the review is to identify whether the proposed setbacks are consistent with Article XI – Variances of the City of Chipley Code of Ordinances.

Variance Application Requirements

Article XI – Variances

Pursuant to Sec. 44-289 the applicant submitted a variance application on January 8, 2026. This was reviewed against the requirements listed in Sec. 44-290. All application requirements have been met by the applicant and the City.

Pursuant to Sec. 44-290, the petition for a variance to the land development code shall be evaluated based on the below determinations:

(1) That the proposed variation does not constitute a change in the districts shown on the zoning map;

No zoning district will be changed with this variance.

(2) That the proposed variation will not significantly increase congestion in the public streets nor impair the public safety;

There will be no increased congestion or public safety concerns with this variance.

(3) That the proposed variation will not impair the established values of property in the surrounding area;

Property values will not be impaired by this variance.

(4) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district;

The special condition of the building of the subject development is that the front yard setback is less than thirty (30) feet. The City of Chipley Land Development Code does not provide requirements for or exceptions to the code as it relates to yard setbacks. There

have been at least five variances for the yard setbacks in this subdivision.

(5) That the special conditions and circumstances do not result from the actions of the applicant;

Applicants' initial plans requested were approval on May 6, 2025, and then on June 3, 2025, they requested revisions to the plans and were approved. The yard setback on both plans met the City of Chipley requirements. Current plans received on January 8, 2026, from the applicant were not approved through the City of Chipley. The new County Building Inspector as of January 26, 2026, is aware of the City of Chipley's yard setbacks requirements.

(6) That granting the variance requested will not confer on the applicant any special privilege that is denied by the Code to other lands, buildings, or structures in the same zoning district;

No special privileges will be granted to this applicant. There are at least five residences within the subdivision that do not meet yard setbacks.

(7) That literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by others in the same zoning district under the terms of the Code and would work unnecessary and undue hardship on the applicant;

The Code for low density residential yard setback for the front is thirty (30) feet. There are at least five residences within the subdivision that do not meet yard setbacks.

(8) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure;

This variance for the yard setbacks will allow the newly constructed residential structure ability to transfer ownership of the property.

(9) That the grant of the variance will be in harmony with the general intent and purpose of the Code and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Granting the variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

ZONING CHANGE OR VARIANCE REQUEST

FEE: \$ 150⁰⁰

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 12/22/25 Applicant's Name: Cory Morgan - WJH FL LLC

Phone 337-573-9780 Address: 1000 E 23rd. St, Suite A-4, Panama City 32405

Parcel ID: 00000000-00-2258-0140

Present Zoning Category of Property:

Requested Zoning of Property:

Property is: Developed x Undeveloped

ADDRESS OR DESCRIPTION OF PROPERTY TO BE CONSIDERED:

966 LERA LN

TYPE OF REQUEST: Zoning Change () Variance (x)

REASON FOR REQUEST: To modify the front setback so the new home is not enroaching.

SUPPORTING DOCUMENT(S): Plot Plan, Permit, CO, Final Survey, Land Use Compliance

Signature of Applicant

12/22/25 Date

CITY STAFF USE ONLY

Is the proposed zoning change consistent with the Comprehensive Plan? (x) Yes () No

Are proposed development plans consistent with the Comprehensive Plan? (x) Yes () No

Are proposed development plans compatible with the surrounding community? (x) Yes () No

Certified copy of property deed attached? (x) Yes () No

Legal Advertisement for public hearing scheduled for: 1/29/26

Map prepared:

Site Visit Performed:

Staff Summary Prepared: T Donsauer

APPLICATION REVIEWED BY: [Signature]

ZONING CHANGE OR VARIANCE REQUEST

FEE: \$ 150⁰⁰

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.

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TYPE OF REQUEST: Zoning Change () Variance (x)

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SUPPORTING DOCUMENT(S): Plot Plan, Permit, CO, Final Survey, Land Use Compliance

Signature of Applicant

12/22/25 Date

CITY STAFF USE ONLY

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Are proposed development plans consistent with the Comprehensive Plan? (x) Yes () No

Are proposed development plans compatible with the surrounding community? (x) Yes () No

Certified copy of property deed attached? (x) Yes () No

Legal Advertisement for public hearing scheduled for: 1/29/26

Map prepared:

Site Visit Performed:

Staff Summary Prepared: T Donsauer

APPLICATION REVIEWED BY: [Signature]

Washington County, FL

IMPORTANT NOTICE

The Property Appraiser 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 tax roll. All other data is subject to change. This website is **NOT TO BE USED AS AN OFFICIAL RECORD OR FOR FINANCING PURPOSES, INSURANCE PURPOSES, PROPERTY OWNERSHIP (Deeds are the official record of title), ELIGIBILITY FOR ANY PROGRAM, AND/OR ADDRESS VERIFICATION.** If you need address verification, please contact the E-911 Addressing Coordinator at (850) 638-6325.

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 00000000-00-2258-0140
 Location Address 966 LERA LN
 CHIPLEY 32428
 Brief Tax Description 10 4 13 .28 LOT 40 MARTIN'S WO ODS S/D AS RECORDED IN PB 4 P 32, ORB 1340 P 856.
 (Note: Not to be used on legal documents.)
 Property Use Code VACANT (0000)
 Sec/Twp/Rng 10-4-13
 Tax District Chipley (2)
 Millage Rate 20.8507
 Acreage 0.288
 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
[WJHFL LLC DBA](#)
[WJH LLC](#)
 2325 LAKEVIEW PKWY
 STE 600
 ALPHARETTA, GA 30009

Valuation

	2025 Final Values
Building Value	\$0
Extra Features Value	\$0
Land Value	\$22,000
Land Agricultural Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$22,000
Assessed Value	\$22,000
Exempt Value	\$0
Taxable Value	\$22,000
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.

Section F, Item 4.

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth
006247 - MARTIN'S WOODS	1	LT	0	0

Sales

Multi Parcel	Sale Date	Sale Price	Instrument	Book/Page	Vacant/Improved	Grantor	Grantee
Y	6/25/2025	\$228,000	WD	1340/856	Vacant	O NEILL INVESTMENTS LLC	WJHFL LLC DBA
Y	2/7/2025	\$150,000	WD	1327/801	Vacant	HARRELL SHARON RENA	O NEILL INVESTMENTS LLC
N	8/12/2022	\$100	PR	1250/760	Improved	HARRELL DONALD R ESTATE	HARRELL SHARON RENA

Tax Collector Site

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

Generate Owner List by Radius

Distance:

Use Address From:

 Owner Property

Select export file format:

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

 Show All Owners
 Show Parcel ID on Label

Skip Labels

Map



No data available for the following modules: Building Information, Extra Features, Sketches.

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.

[User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 1/15/2026, 10:15:27 AM

[Contact Us](#)

Developed by
 SCHNEIDER
GEOSPATIAL

National Flood Hazard Layer FIRMette



53°13'39"W 30°45'49"N



85°31'2"W 30°45'16"N

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE)
Zone A, V, A99
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard, An area of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
- Future Conditions 1% Annual Chance Flood Hazard *Zone X*
- Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
- Area with Flood Risk due to Levee *Zone X*

OTHER AREAS

- NO SCREEN
- Area of Minimal Flood Hazard *Zone X*
- Effective LOMRs
- Area of Undetermined Flood Hazard *Zone X*

GENERAL STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES

- 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
- 17.8 Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS

- Digital Data Available
- No Digital Data Available
- Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/16/2026 at 9:31 PM and does not reflect changes or amendments subsequent to this date. The NFHL and effective information may change and become superseded by new data over time.

This map image is void if the one or more of the following elements do not appear: basemap imagery, flood zone legend, scale bar, map creation date, community identification number, and FIRM effective date. Map imagery, unincorporated areas cannot be used for regulatory purposes.

Section F, Item 4.

NOTICE OF PUBLIC HEARING

The Planning & Zoning Commission of the City of Chipley, FL will conduct a public hearing at the City Hall Council Chambers located at 1442 Jackson Ave, Chipley, FL and via Zoom, on Thursday, January 29, 2026, at 3:00 p.m. CST. The purpose of this hearing is to review and consider the following request:

1. Request for Development Order to include a Variance – Serene Life Beer Garden. The property is located at the corner of Watts Avenue & 7th Street, Parcel ID: 00000000-00-1328-0001.
2. Request for a Variance – WJHFLL, LLC - 966 Lera Lane. Parcel ID: 00000000-00-2258-0140.

You are invited to a Zoom webinar!

When: January 29, 2026 03:00 PM Central Time (US and Canada)

Topic: Planning & Zoning Commission Meeting

Join from PC, Mac, iPad, or Android: <https://us02web.zoom.us/j/85241464711>

Phone one-tap:

+16469313860,,85241464711# US +13017158592,,85241464711# US (Washington DC)

Join via audio:

+1 646 931 3860 US +1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) +1 386 347 5053 US +1 507 473 4847 US +1 564 217 2000 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 +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 360 209 5623 US

Webinar ID: 852 4146 4711

All citizens and interested parties are encouraged to attend the public hearing in person or via zoom. Any inquiries regarding the public hearings or any person requiring special accommodation due to disability or physical impairment, including speech or hearing impairments, should contact the City Hall at 850-638-6350 at least five (5) business days prior to the hearing.

Patrice Tanner
City Administrator



City of Chipley

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



Section F, Item 4.

NOTICE OF PUBLIC HEARING

January 8, 2026

Dear Citizen:

The City of Chipley Planning & Zoning Commission will conduct a public hearing on January 29, 2026 at 3:00 p.m., City Hall Council Chambers. The purpose of this hearing is to review and consider the following request:

WJH FL, LLC is requesting approval of a variance for setbacks that are not in compliance with current requirements.

Property Location: 966 Lera Lane
Parcel ID #: 00-2258-0140

City Code Chapter 44 – Zoning
Section 44-150 – Residential Land Use Districts

- a. Yard setback:
 - (i). Front; 30 feet.
 - (ii). Side; Ten feet.
 - (iii). Rear; 20 feet, principal building

In accordance with City Code of Ordinances Chapter 44, Article XI, property owners located within 300 feet of said location are to be notified.

The City Council will review the development order and variance at their meeting to be held on February 13, 2026 at 5:00 p.m., City Hall Council Chambers.

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

Sincerely,

Patrice A. Tanner
City Administrator

CITY OF CHIPLEY AFFIDAVIT OF MAILING

January 15, 2026

Re: Notice of Public Hearing for the Planning and Zoning Commission, on January 29, 2026, at 3:00 pm., and Notice of Public Hearing for City Council on February 13, 2026, at 5:00 pm both located at 1442 Jackson Avenue, Chipley, FL 32428, in the city's chambers,

I, Sherry Snell, designated and employed by the City of Chipley, Florida, did mail the notice of a public hearing to the following:

See Exhibit A, on January 8, 2026.

Sherry Snell
Employee Signature

1-15-26
Date

Sworn to and subscribed before me this 15 day of January, 2026, by Sherry Snell, who is personally known by me.

Tamara Donjuan
Signature of Notary Public

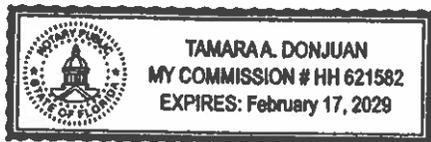


Exhibit A

Section F, Item 4.

BAILEY GLENDA B
953 HAYWOOD DR
CHIPLEY, FL 32428

CAUVEL THOMAS J, CAUVEL NANCY L
959 HAYWOOD DR
CHIPLEY, FL 32428

CITY OF CHIPLEY
PO BOX 1007
CHIPLEY, FL 32428

CORBUS JUDITH L
955 HAYWOOD DR
CHIPLEY, FL 32428

DAVIS BENJAMIN C, DAVIS SOMER R
1060 CRICKET CT
CHIPLEY, FL 32428

DUDLEY TERRY J, DUDLEY AARON R
961 LERA LN
CHIPLEY, FL 32428

FINCH ROBERT A, FINCH BETTY L
968 HAYWOOD DR
CHIPLEY, FL 32428

GILBERT JOHNNIE L CO-TRUSTEE, GILI
960 LERA LN
CHIPLEY, FL 32428

HARWELL LATHAN, HARWELL DANIEL
965 LERA LN
CHIPLEY, FL 32428

HILL RAMONA, HILL LARRY D
1000 ORANGE HILL RD
CHIPLEY, FL 32428

HOWELL WILLIAM E, HOWELL LOANVA
PO BOX 613
CHIPLEY, FL 32428

JOHNSON RUTH MILLER
972 HAYWOOD DR
CHIPLEY, FL 32428

MACHADO TANIA
964 LERA LN
CHIPLEY, FL 32428

MILLER JAMES, MILLER BRENDA
106 LOOKOUT DR
COLUMBIA, TN 38401

NELLUMS JESSICA T, NELLUMS JAME
990 HAYWOOD DR
CHIPLEY, FL 32428

ORR MICHAEL JAMES, ORR STEPHANIE
1003 ORANGE HILL RD
CHIPLEY, FL 32428

PARKER CHARLES H
980 HAYWOOD DR
CHIPLEY, FL 32428

TUCKER RICHARD E
974 HAYWOOD DR
CHIPLEY, FL 32428

WHITE GARFREY, WHITE JIRANDA
1059 CRICKET CT
CHIPLEY, FL 32428

WJHFL LLC DBA, WJH LLC
2325 LAKEVIEW PKWY
STE 600
ALPHARETTA, GA 30009

WOODHAM MURNICE ETAL, KNERR D
970 HAYWOOD DR
CHIPLEY, FL 32428



City of Chipley

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



Section F, Item 4.

NOTICE OF PUBLIC HEARING (Updated City Council Meeting Date)

January 20, 2026

Dear Citizen:

The City of Chipley Planning & Zoning Commission will conduct a public hearing on January 29, 2026 at 3:00 p.m., City Hall Council Chambers. The purpose of this hearing is to review and consider the following request:

WJH FL, LLC is requesting approval of a variance for setbacks that are not in compliance with current requirements.

Property Location: 966 Lera Lane
Parcel ID #: 00-2258-0140

City Code Chapter 44 – Zoning
Section 44-150 – Residential Land Use Districts

- a. Yard setback:
 - (i). Front; 30 feet.
 - (ii). Side; Ten feet.
 - (iii). Rear; 20 feet, principal building

In accordance with City Code of Ordinances Chapter 44, Article XI, property owners located within 300 feet of said location are to be notified.

The City Council will review the variance at their meeting to be held on February 10, 2026, at 5:00 p.m., City Hall Council Chambers.

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

Sincerely,

Patrice A. Tanner
City Administrator

CITY OF CHIPLEY AFFIDAVIT OF MAILING

January 20, 2026

Re: Notice of Public Hearing for the Planning and Zoning Commission, on January 29, 2026, at 3:00 pm., and Notice of Public Hearing for City Council on February 10, 2026, at 5:00 pm both located at 1442 Jackson Avenue, Chipley, FL 32428, in the city's chambers,

I, Tamara Donjuan, designated and employed by the City of Chipley, Florida, did mail the notice of public hearings to the following:

See Exhibit A,

Employee Signature

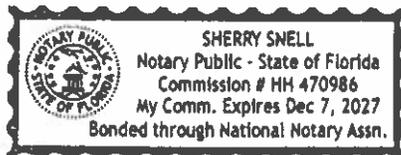
1/20/26

Date



Sworn to and subscribed before me this 20th day of Jan, 2026 by Tamara Donjuan, who is personally known by me.

Signature of Notary Public



BAILEY GLENDA B
953 HAYWOOD DR
CHIPLEY, FL 32428

CAUVEL THOMAS J, CAUVEL NANCY L
959 HAYWOOD DR
CHIPLEY, FL 32428

CITY OF CHIPLEY
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CHIPLEY, FL 32428

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964 LERA LN
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COLUMBIA, TN 38401

NELLUMS JESSICA T, NELLUMS JAME
990 HAYWOOD DR
CHIPLEY, FL 32428

ORR MICHAEL JAMES, ORR STEPHANIE
1003 ORANGE HILL RD
CHIPLEY, FL 32428

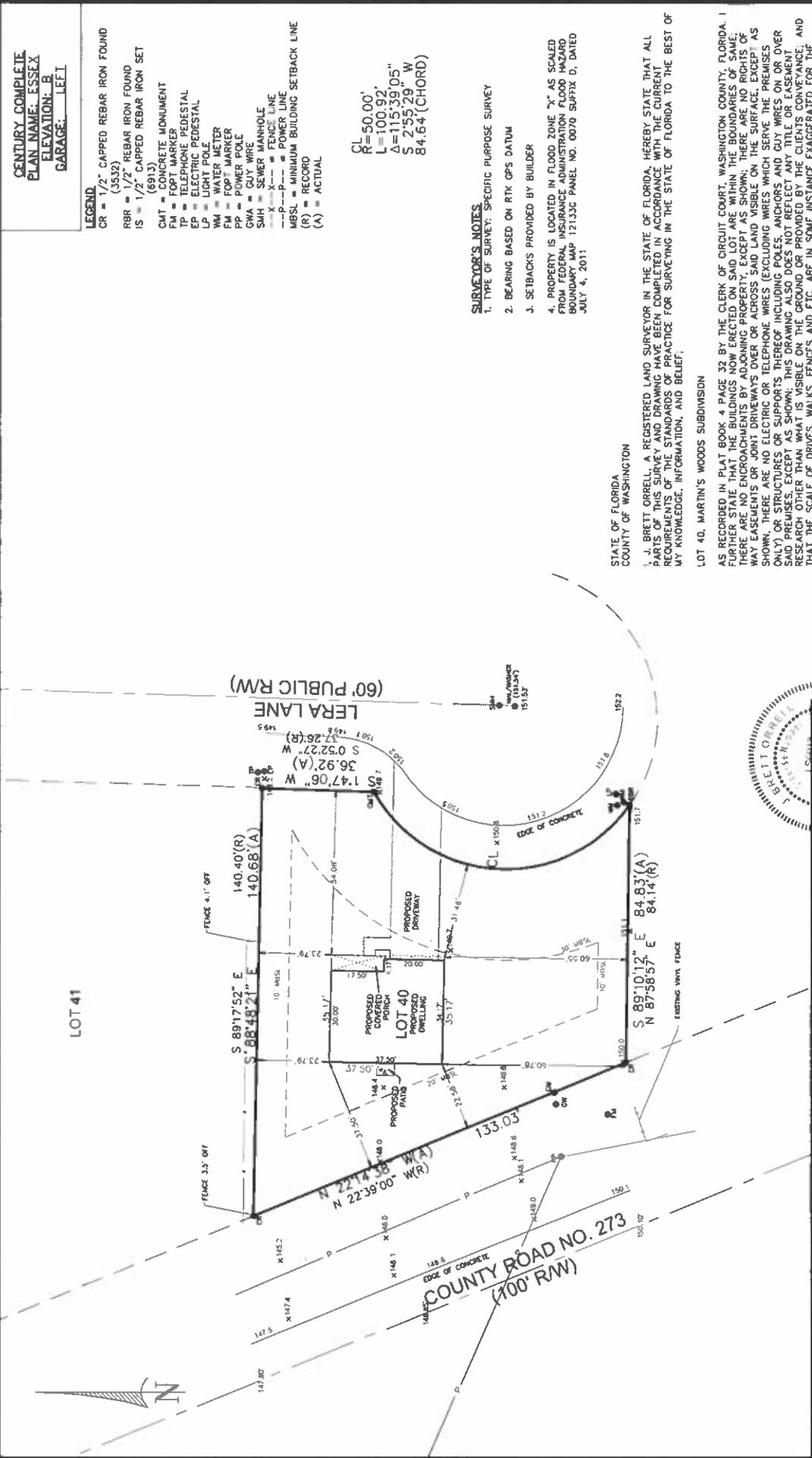
PARKER CHARLES H
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TUCKER RICHARD E
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CHIPLEY, FL 32428

WHITE GARFREY, WHITE JIRANDA
1059 CRICKET CT
CHIPLEY, FL 32428

WJHFL LLC DBA, WJH LLC
2325 LAKEVIEW PKWY
STE 600
ALPHARETTA, GA 30009

WOODHAM MURNICE ETAL, KNERR D
970 HAYWOOD DR
CHIPLEY, FL 32428



CENTURY COMPLETE
PLAN NAME: ESSEX
ELEVATION: B
GARAGE: LEEI

LEGEND
 CR = 1/2" CAPPED REBAR IRON FOUND (3532)
 RBR = 1/2" REBAR IRON FOUND
 IS = 1/2" CAPPED REBAR IRON SET (6913)
 CMT = CONCRETE MONUMENT
 TM = TYPICAL MARKER
 EP = ELECTRIC PEGESTAL
 LP = LIGHT POLE
 WM = WATER METER
 FM = FOOT MARKER
 PP = POWER POLE
 GWA = GUY WIRE
 SMH = SEWER MANHOLE
 ---X--- = FENCE LINE
 ---P--- = POWER LINE
 ---M--- = MINIMUM BUILDING SETBACK LINE
 (R) = RECORD
 (A) = ACTUAL

CL = 50.00'
 L = 100.92'
 Δ = 115°39'05"
 S 2°55'29" W
 84.64' (CHORD)

SURVEYOR'S NOTES
 1. TYPE OF SURVEY: SPECIFIC PURPOSE SURVEY
 2. BEARING BASED ON RTK GPS DATUM
 3. SETBACKS PROVIDED BY BUILDER
 4. PROPERTY IS LOCATED IN FLOOD ZONE "X" AS SCALED FROM FEDERAL INSURANCE ADMINISTRATION FLOOD HAZARD BOUNDARY MAP 12133C PANEL NO. 0070 SUFFIX D, DATED JULY 4, 2011

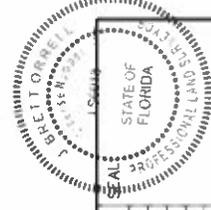
STATE OF FLORIDA
 COUNTY OF WASHINGTON

I, J. BRETT ORRELL, A REGISTERED LAND SURVEYOR IN THE STATE OF FLORIDA, HEREBY STATE THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF FLORIDA TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

LOT 40, MARTIN'S WOODS SUBDIVISION
 AS RECORDED IN PLAT BOOK 4 PAGE 32 BY THE CLERK OF CIRCUIT COURT, WASHINGTON COUNTY, FLORIDA. I FURTHER STATE THAT THE BUILDINGS NOW ERECTED ON SAID LOT ARE WITHIN THE BOUNDARIES OF SAME, THERE ARE NO ENCROACHMENTS BY ADJOINING PROPERTY, EXCEPT AS SHOWN; THERE ARE NO RIGHTS OF WAY EASEMENTS OR JOINT DRIVEWAYS OVER OR ACROSS SAID LAND VISIBLE ON THE SURFACE, EXCEPT AS SHOWN; THERE ARE NO ELECTRIC OR TELEPHONE WIRES (EXCLUDING WIRES WHICH SERVE THE PREMISES ONLY) OR STRUCTURES OR SUPPORTS THEREOF INCLUDING POLES, ANCHORS AND GUY WIRES ON OR OVER SAID LOT OR ADJOINING PROPERTY OR ANY PART THEREOF VISIBLE ON THE SURFACE, EXCEPT AS SHOWN; RESEARCH OTHER THAN WHAT IS VISIBLE ON THE GROUND OR PROVIDED BY THE CLIENTS FOR MY WORK AND THAT THE SCALE OF DRIVES, WALKS, FENCES AND ETC. ARE IN SOME INSTANCE EXAGGERATED FOR THE PURPOSE OF DETAIL.

ACCORDING TO MY SURVEY (MIS) THE 10TH DAY OF APRIL, 2025.

J. BRETT ORRELL, P.L.S. FL. LICENSE NO. 15-6913



POLY SURVEYING	CORPORATE OFFICE	SCALE: 1" = 30'	S- (43)
	SERVING ALABAMA, FLORIDA & MISSISSIPPI	FILE NAME: 2504-2558	
	WWW.POLYSURVEYING.COM	SURVEY DATE: 4/18/2025	
		FIELD DATE: 4/15/2025	
	DRAWN BY: JKM	CHECKED BY: JBO	



WASHINGTON COUNTY BUILDING DEPARTMENT

1331 SOUTH BOULEVARD SUITE 900 CHIPLEY FL 32428

PHONE: 850-638-6195

CERTIFICATE OF OCCUPANCY

Nature of Occupancy: RESIDENTIAL GROUP R-3 SINGLE FAMILY DWELLING

Permit Number: 20251320 Date of Purchase: 05/21/2025

Name of Applicant: WJHFL LLC & O'NEILL INVESTMENTS, LLC

Property Address: 966 LERA LANE CHIPLEY, FL 32428

Name of Contractor: DOYLE, MOREY (WJHFL, LLC)

Inspection Type	Date of Inspection	Approved	Not Approved
FOUNDATION		<input type="checkbox"/>	<input type="checkbox"/>
PLUMBING		<input type="checkbox"/>	<input type="checkbox"/>
SLAB		<input type="checkbox"/>	<input type="checkbox"/>
DRY-IN		<input type="checkbox"/>	<input type="checkbox"/>
FINAL ELECTRIC		<input type="checkbox"/>	<input type="checkbox"/>
FINAL PLUMBING		<input type="checkbox"/>	<input type="checkbox"/>
OVERALL FINAL	11/21/2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CHARLES VANNATTER
Building Official

Washington County Building Department
1331 South Blvd, Suite 900
Chipley, FL 32428
Office (850) 638-6195

Building Permit
Permit Number: 20251320

Applicant	Approval Date: 05/21/2025
Name: O'NEILL INVESTMENTS, LLC (GEORGE	Phone Number:
Address: WILSON, PRIVATE PROVIDER)	
966 LERA LN	
CHIPLEY, FL 32428	

Parcel Number: 00000000-00-2258-0140
Address: 966 LERA LANE
CHIPLEY, FL 32428

Contractor Type: Cert General Contractor	
Name: DOYLE, MOREY (WJHFL, LLC)	
Address: 8390 E CRESENT PARKWAY, SUITE 650	
GREENWOOD VILLAGE CO 80111	Phone: 850-354-5574

Fees and Receipts:

Number	Description	Amount
	Building Permit Fee	\$1,826.00
	Building Permit Fee - Discount	(\$730.40)
	Emergency Medical System Impact Fees	\$74.98
	Radon - Building	\$54.79
	Credit Card Recovery Fee	\$42.89
	Total Fees:	1,268.26
	Total Payments	1,268.26

Description

Structure Use: Residential
Purpose: Build/Dwelling
Construction Value: 370604.00
Floor Areas
Living Space: 1774
Basement/Storage:
Garage: 409
Porches: 54
Other: 0
Total Area: 2237.00

Other Fields:

CC

F.S 553.791(20) The local government, the local building official, and their building code enforcement personnel shall be immune from liability to any person or party for any action or inaction by a fee owner of a building, or by a private provider or its duly authorized representative, in connection with building code inspection services as authorized in this act. Washington County Building Department.

NWFWMD Flood Report

Effective BFE:	N/A	Prelim BFE:	N/A
Effective Fld Zone:	X:100%	Prelim Fld Zone:	Not Available
Effective Fld Zone at Clicked Location :	X	Prelim Fld Zone at Clicked Location :	N/A
Effective FIRM Panel :	12133C0070D	Prelim FIRM Panel :	Not Available
Clicked Location (approximate):	30.75931, -85.52233	Parcel ID :	000000000022580140
Address (approximate):	1003 Orange Hill Rd, Chupley, FL, 32428, USA		

Print:

****This printed report opens in a new browser. You may need to enable popups on your browser.**

Effective Flood Map: 7/4/2011



Money Received

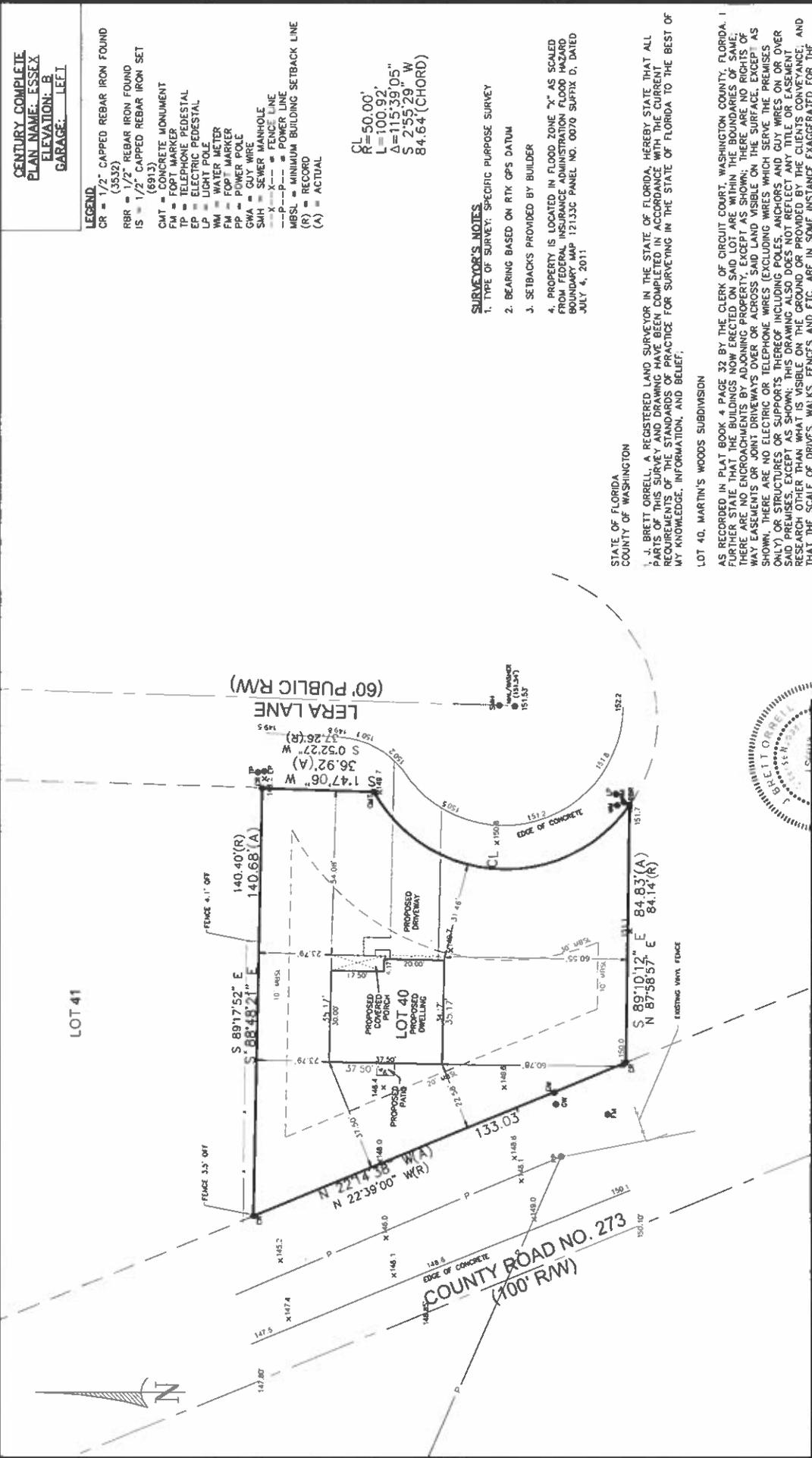
Amount	Type	Payment Info
150.00	PP	MASTERCARD: 0143 / AUTH: 189737774

Provider Fees Paid: \$3.00

Distributions

Type	Amount	Apply To	Description	For	Discount Pen Forgive
<input checked="" type="checkbox"/> FMSD	150.00	DIST CD: 2550	PLANNING & ZONING FEES	966 LERA LANE	0.00

Operator Code: JANET
Receipt Code: CD3013712
Receipt Date: 01/08/26
 Voided
Distributions: 150.00
Money: 150.00
Change Due: 0.00
 From: WJH FL LLC-DBA CENTURY COMPLETE
Email Address:
Destination Phone:



CENTURY COMPLETE
PLAN NAME: ESSEX
ELEVATION: B
GARAGE: LEEI

LEGEND
 CR = 1/2" CAPPED REBAR IRON FOUND (3532)
 RBR = 1/2" REBAR IRON FOUND
 IS = 1/2" CAPPED REBAR IRON SET (6913)
 CMT = CONCRETE MONUMENT
 TM = TYPICAL MARKER
 EP = ELECTRIC PEGESTAL
 LP = LIGHT POLE
 WM = WATER METER
 FM = FOOT MARKER
 PP = POWER POLE
 GWA = GUY WIRE
 SMH = SEWER MANHOLE
 ---X--- = FENCE LINE
 ---P--- = POWER LINE
 ---M--- = MINIMUM BUILDING SETBACK LINE
 (R) = RECORD
 (A) = ACTUAL

CL = 50.00'
 L = 100.92'
 Δ = 115°39'05"
 S 2°55'29" W
 84.64' (CHORD)

SURVEYOR'S NOTES
 1. TYPE OF SURVEY: SPECIFIC PURPOSE SURVEY
 2. BEARING BASED ON RTK GPS DATUM
 3. SETBACKS PROVIDED BY BUILDER
 4. PROPERTY IS LOCATED IN FLOOD ZONE "X" AS SCALED FROM FEDERAL INSURANCE ADMINISTRATION FLOOD HAZARD BOUNDARY MAP 12133C PANEL NO. 0070 SUFFIX D, DATED JULY 4, 2011

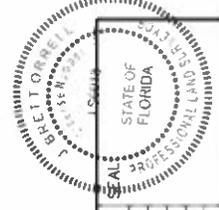
STATE OF FLORIDA
 COUNTY OF WASHINGTON

J. BRETT ORRELL, A REGISTERED LAND SURVEYOR IN THE STATE OF FLORIDA, HEREBY STATE THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF FLORIDA TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

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J. BRETT ORRELL, P.L.S. FL. LICENSE NO. LS-6913



POLY SURVEYING	CORPORATE OFFICE	SCALE: 1" = 30'	S- (43)
	SERVING ALABAMA, FLORIDA & MISSISSIPPI	FILE NAME: 2504-2558	
	WWW.POLYSURVEYING.COM	SURVEY DATE: 4/18/2025	
		FIELD DATE: 4/15/2025	
	DRAWN BY: JKM	CHECKED BY: JBO	

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Industrial Building Renewed Lease – WP Property Holdings I, LLC

MEETING DATE

Tuesday, February 10, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This will approve a renewed lease with WP Property Holdings I, LLC for a 50,000 square foot building located in the Tommy R. McDonald, Sr. Industrial Park for a term of two (2) years in the amount of \$8,266.67 per month.

RECOMMENDATION

City Staff recommend approval of the Industrial Building Lease with WP Property Holdings I, LLC.

ATTACHMENTS

- 1. Lease

INDUSTRIAL BUILDING LEASE

**STATE OF FLORIDA
COUNTY OF WASHINGTON**

This Agreement made the _____ day of February, 2026, between the City of Chipley, hereinafter called LESSOR; and WP Property Holdings I, LLC, hereinafter called LESSEE.

- 1. **Premises.** LESSOR agrees to lease to LESSEE and LESSEE agrees to lease the premises situated in the County of Washington and State of Florida, hereinafter called the Premises, and more specifically described as follows:

**A 50,000 square foot building located in the
Tommy R. McDonald, Sr. Industrial Park, Chipley, Florida 32428.**

- 2. **Term.** For a term of two (2) years beginning on the _____ day of February, 2026 ending on the _____ day of February 2028. This lease may be terminated by either party at any time during this lease, upon giving thirty (30) days' notice, in writing, to the other party. This Agreement may be renewed at the end of this term upon the mutual agreement of both Parties.
- 3. **Rental.** Rent for the Premises, which LESSEE agrees to pay, shall be at the rate of \$8,266.67 per month. Rent is payable in advance on the first day of each month.
- 4. **Use.** Premises shall be used for the purpose of warehouse/manufacturing of textile products and no other. LESSEE agrees not to use the Premises for any illegal purposes or to violate any regulation of any governmental body or to create any nuisance or trespassing to others or for the storage of hazardous or toxic materials except as permitted by applicable law and with LESSOR's prior written consent, which shall not be unreasonably withheld for materials reasonably necessary for LESSEE's permitted use and stored in compliance with all applicable laws and regulations.
- 5. **Additional Taxes.**
 - A) The LESSOR shall pay all real estate property taxes which may be levied or assessed by any lawful authority against the land and improvements constituting the Premises.
 - B) The LESSEE shall pay to LESSOR the Florida sales tax due on each monthly lease payment at the then current tax rate at the same time each payment of rent is made.
- 6. **Insurance.**
 - A) LESSOR will, always, have and maintain adequate fire and extended casualty coverage insurance on the building located on the Premises and pay such premiums when due.
 - B) LESSEE shall carry at its own expense and pay all premiums for insurance to cover its personal property, trade fixtures and merchandise contained within the structure. LESSEE will also carry and keep in force a policy of comprehensive public liability insurance,

including property damage, with respect to the leased Premises. This policy shall provide at least the following limits: bodily injury \$3,000,000 each person; \$3,000,000 each occurrence; and property damage \$1,000,000 each occurrence. LESSEE shall deliver to the LESSOR certificates of insurance evidencing such coverage prior to taking possession of the Premises and annually thereafter, and upon renewal of any such policies. All such policies shall name LESSOR as an additional insured and provide that the insurer will provide LESSOR with at least thirty (30) days' prior written notice of cancellation or material change in coverage.

7. **Utilities.** The LESSEE agrees to pay all charges for electricity, gas, heating, fuel, water, sewer rentals or charges, and any other utility charges used in the Premises.
8. **Examination of Premises.** Prior to accepting the Premises, LESSEE agrees that it will examine and become familiar with the condition of the Premises and upon moving into the Premises will be deemed to have accepted the Premises in its present state of condition repair, exclusive of latent defects and subject to LESSOR's warranties in Paragraph 10, unless otherwise agreed upon in this lease.
9. **Alterations.** The LESSEE, after receiving written permission from LESSOR, may make certain alterations, additions and improvements to the Premises. All additions of a permanent nature, including, but not limited to, carpet, tile, wall covering, ceiling tile, shelving, partitioning, doors, and fixtures will become part of the leased Premises and will remain intact at the end of this lease.

Office furniture and trade fixtures which are readily removable without injury to the Premises may be removed at the end of the lease.

10. **Repairs by Lessor.** The LESSOR agrees to maintain the structural components of the buildings to include the roof, exterior walls and foundations. LESSOR shall conduct periodic inspections of the structural components for which LESSOR is responsible under this Paragraph at least annually, but is under no obligation to conduct more frequent inspections to find defects.

LESSEE will promptly report to the LESSOR in writing any defective condition known to LESSEE which the LESSOR is required to repair. Notwithstanding anything herein to the contrary, LESSOR warrants that the electrical, plumbing and sprinkler system and other utilities in the Premises will be in good working order as of the commencement of this lease and that the same will comply with all applicable ordinance, regulations and laws relating to building codes and similar matters.

11. **Repairs by Lessee.** The LESSEE agrees to keep and maintain the Premises at its sole expense in as good a condition and state of repair as they were at the commencement of this lease, except for normal wear and tear and except for those items referred to in Paragraph 10 as LESSOR's responsibility. The LESSEE also agrees to keep all fixtures pertaining to the heating, air conditioning, ventilating, electrical, plumbing and sprinkler system (if any) in good order and repair as they were at the commencement of this lease at its sole expense.

The LESSEE agrees to keep the sidewalks in front of the ground level portion clean and free of obstruction.

The LESSEE agrees to return the Premises at the end of the lease term in at least as good condition as Premises were when first leased, normal wear and tear excepted.

- 12. **Signs.** The LESSEE may place or attach to the Premises signs or other such identification as needed after receiving written permission from the LESSOR. Any signs or other form of identification allowed must conform to applicable City or County ordinances in force at the time.

Any damage caused to the Premises by the LESSEE's erecting or removing such signs will be repaired promptly by the LESSEE at the LESSEE's expense.

The LESSEE also agrees to have any identification on windows or glass completely removed and cleaned at its expense promptly upon vacating the Premises.

- 13. **Keys.** The LESSOR will give LESSEE at least two keys to the Premises at the beginning of this lease. The LESSEE agrees to account for all keys provided or duplicated and to return all keys to LESSOR at once at the end of the lease period.

- 14. **Lessee's Default.** The LESSEE agrees to pay rent at the time, in the amount, and in the manner as agreed upon in Paragraph 3 of this lease. The LESSEE also agrees that rent shall be due at the specified time without any notice, bill, reminder, or demand from the LESSOR or the LESSOR's Agent.

It is mutually agreed that any one or more of the following enumerated events shall constitute and be referred to as a "Default":

(A) If the LESSEE fails to pay rent at the time, in the amount, and in the manner agreed upon and remains in default for ten (10) days after receipt of written notice from LESSOR or LESSOR's Agent (except in the event the LESSEE alleges in good faith that LESSOR has not complied with the terms of this Agreement, in which case LESSEE shall be obligated to put any rent owed to LESSOR in escrow. or

(B) If the LESSEE fails to perform any of the terms or provisions of this lease other than paying rent when due, and fails to cure such default within twenty (20) days after receiving written notice of default from the LESSOR or the LESSOR's Agent; or

(C) If the LESSEE abandons the Premises (which shall be deemed to occur if LESSEE vacates the Premises for more than fifteen (15) consecutive days without prior written notice to LESSOR or ceases operations without intent to resume). In any of the above events, the LESSOR, at its option, may at once terminate this

lease by giving written notice to the LESSEE. (Notice to terminate in any of the above events may also be given by the LESSOR's Attorney or Agent.)

Upon such termination by the LESSOR, the LESSOR or its Agents shall have the right to enter the Premises to retake possession of the Premises, remove all persons and personal property of the LESSEE if the LESSOR so desires, and to place a "For Rent" or "For Lease" sign in a place where the sign would be most likely seen by the public.

- 15. Right to Re-Let.** Should LESSEE default as set out in Paragraph 14, LESSOR may elect to re-enter the leased Premises and attempt to re-let Premises. LESSOR shall use commercially reasonable efforts to mitigate damages by attempting to re-let the Premises at fair market rental rates, but shall not be required to prioritize re-letting the Premises over other available properties or to accept any prospective tenant that does not meet LESSOR's reasonable tenant criteria. LESSEE shall be liable for (i) any reasonable and documented deficiency between the amount of rent received from a replacement tenant, if any, and the amount which the LESSEE is obligated to pay under this lease for a period up to six (6) months.
- 16. Right to Terminate.** In addition to LESSOR's right to re-enter and re-let the premises, LESSOR may elect, upon a default, to terminate this lease Agreement immediately. In such event, this lease shall be regarded as cancelled as of the date the LESSOR serves notice of LESSOR's election to terminate to LESSEE. LESSEE shall remain liable to LESSOR for all rentals, charges and payments accrued to the time of such termination.
- 17. Lessor's Default.** If LESSOR fails to perform any of LESSOR's material obligations hereunder for a period of ten (10) days after the receipt of written notice from LESSEE as to any obligation to pay money or thirty (30) days after the receipt of written notice from LESSEE as to any other material obligation (if such default shall reasonably require longer than thirty (30) days to cure, the cure period shall be extended as reasonably necessary provided LESSOR commences to cure such default within said thirty (30) day period and prosecutes with due diligence the curing of same to completion), then LESSEE shall have the right at LESSEE's option to
- (A) cure such default whereupon LESSOR shall reimburse LESSEE for all reasonable and documented costs and expenses incurred by LESSEE in curing said default within thirty (30) days of receiving an invoice with supporting documentation (failing same, LESSEE shall have the right to offset such reasonable and documented costs and expenses against the next installments of rent and other charges due hereunder, provided LESSEE has provided LESSOR with an accounting of such costs at least ten (10) days prior to such offset); or
- (B) terminate this lease by written notice to LESSOR whereupon LESSEE shall be released of any and all further liability and obligations hereunder. LESSEE's options contained in this Paragraph are in addition to all rights and remedies available to LESSEE at law or in equity.

- 18. Damage to or Destruction of Premises.** The LESSEE shall notify the LESSOR or its Agent at once in the event of any fire or other casualty to the leased Premises. If the leased Premises is totally destroyed by fire or other casualty or damaged to such an extent that they become wholly unfit for occupancy under existing building codes and regulations, then this lease may be terminated by either party by giving written notice within thirty (30) days after the occurrence of such fire or other casualty.

It is agreed that if the Premises are damaged only slightly due to fire or other casualty and still fit for occupancy, the LESSOR shall repair the damage as quickly as reasonably possible and the LESSEE shall continue to pay a pro rata portion of rent and, based upon the extent of the damage and availability of the Premises, uphold all other lease provisions.

The LESSEE agrees not to claim any compensation from the LESSOR or the LESSOR's insurance company because of any inconvenience, annoyance or business interruption arising from the damage, repair, rebuilding, or alteration of any portion of the building.

- 19. Condemnation.** If the whole or any part of the property of which the leased Premises are a part shall be condemned, taken by court decree or taken by any other lawful authority (including the power of eminent domain), the LESSEE shall have no claim or interest in any award of damages or other compensation for such taking.

If such taking shall render the Premises unfit for the purposes of this lease, as determined by either party, the lease shall terminate on the date that possession is taken by public authorities, and rent shall be paid through that date.

- 20. Governmental Orders.** The LESSEE, at its sole expense, agrees to observe and comply with all laws, ordinances, rules and regulations of the Federal, State, County and Municipal authorities as may apply to the business conducted by the LESSEE on the Premises so long as the same does not involve any construction or remodeling of the Premises.
- 21. Entry for Carding, Repairs, Etc.** The LESSEE agrees that the LESSOR may card the Premises "For Sale" at any time and "For Rent" or "For Lease" during the last three months of this lease. The LESSOR may enter the Premises at reasonable hours to show same to prospective purchasers or lessees and to make repairs required of LESSOR under the terms of this lease, or to make repairs to LESSOR's adjoining property, if any.
- 22. Right to Mortgage or Lease.** The LESSEE agrees that its rights are subordinate and subject to any bona fide mortgage which now covers the Premises or to any bona fide mortgage which may be placed on the Premises any time in the future by the LESSOR and will sign any reasonable lease Subordination Agreement or Estoppel Agreement at the LESSOR's request.
- 23. Waiver of Rights.** The Parties agree that no waiver of any conditions of this lease, whether implied or in writing, shall constitute any further waiver by the Party of any other condition of this lease. The rights and remedies created by this lease are cumulative and the use of one remedy does not exclude or waive the right to the use of another.

- 24. **Zoning.** It is agreed that the use of the leased Premises is subject to any applicable zoning ordinances or regulations and set back lines of any governmental authority.
- 25. **Time.** Time is of the essence of this Agreement.
- 26. **Notices.** It is agreed that all notices regarding this lease shall be sent by certified or registered mail to:

(A) Notice to LESSOR:
City of Chipley
Attention: City Administrator
P.O. Box 1007
Chipley, FL 32428

(B) Notice to LESSEE:
WP Property Holdings I, LLC
Attention: Jonathan A. Storie
1056 Commerce Avenue
Chipley, FL 29621

cc: Law Department
West Point Home LLC
201 North Main Street, 2nd Floor
Anderson, SC 32428

- 27. **Liens.** The LESSOR and LESSEE each agree that the responsible party will pay all liens of contractors, subcontractors, mechanics, laborers, material men, and other like items and will indemnify the other party against all legal costs and charges, bond premiums for release of liens, including legal counsel fees reasonably incurred in and about the defense or any suit in discharging the said Premises or any part from any liens, judgments or encumbrances caused by the other party.
- 28. **Quiet Enjoyment.** Subject to the conditions of this lease, the LESSOR agrees that the LESSEE may peaceably have, hold and enjoy the Premises, without hindrance by LESSOR or LESSOR's Agent.
- 29. **Written Agreement.** This lease contains the entire agreement between the parties. It may be modified only by an agreement in writing signed by LESSOR or LESSEE.
- 30. **Captions.** The marginal captions contained here are for convenience and reference only and are not a part of this lease or to be construed as in any manner limiting or amplifying the terms and provisions of the lease.
- 31. **Heirs and Assigns.** This lease shall bind and have affect to the benefit of all the parties names and their respective heirs, executors, administrators, successors and assigns.
- 32. **Hold Over Tenant.** If the LESSEE holds over and continues in possession at the conclusion of the lease term, or any extension of the term, without any written agreement as to such possession, LESSOR shall agree to such possession by acceptance of additional monthly payments and LESSEE shall be considered a LESSEE from month to month at a rental amount equal to two hundred percent (200%) of the last rent payment made under the terms of the written lease and shall be subject to all terms and conditions of this lease. Such

tenancy may be terminated by either party upon the giving of thirty (30) days' notice in writing to the other party.

33. **General Break Clause.** This lease may be terminated by either party at any time during this lease, upon giving thirty (30) day notice, in writing, to the other party as specified in Paragraph 2.
34. **Saving Clause.** In the event any provision of this lease is declared or determined to be invalid under laws governing this lease, the remaining terms and conditions shall remain in full force and effect and shall be binding on the parties hereto.

IN WITNESS WHEREOF, the parties named herein have set their hands and seals the year and day first above written.

CITY OF CHIPLEY, FLORIDA
a municipal corporation

WP PROPERTY HOLDINGS I, LLC

By: _____

Tracy Andrews
Mayor
City Hall
1442 Jackson Avenue
Chipley, Florida 32428

By: _____

Jonathan A. Storie
President and
Chief Executive Officer
201 North Main Street, 2nd Floor
Anderson, SC 29621

[Signature Page to Industrial Building Lease]

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Settlement and Release Agreement – 1214 Johnson Avenue – Truist Bank

MEETING DATE

Tuesday, February 10, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This Settlement and Release Agreement is with Truist Bank regarding code enforcement fines on the property located at 1214 Johnson Avenue. On December 9, 2025, City Council voted to approve a settlement in the amount of \$15,000 and authorized Attorney Jordan permission to prepare and structure the associated legal document.

RECOMMENDATION

City Staff recommend approval of the Settlement and Release Agreement for the property located at 1214 Johnson Avenue. Truist Bank has approved and executed the agreement.

ATTACHMENTS

1. Settlement and Release Agreement

SETTLEMENT AND RELEASE AGREEMENT REGARDING CODE ENFORCEMENT LIENS

This Settlement and Release Agreement (the "Agreement") is entered into as of February 3, 2026, by and between Truist Bank, a foreign corporation authorized to transact business in the State of Florida, ("Settlor") with a mailing address of 101 North Cherry Street, Winston Salem, NC 27101 and the City of Chipley, Florida, a Florida municipal corporation ("City" or "Releasee") with a mailing address of Post Office Box 1007, Chipley, Florida 32428 regarding the property located at 1214 Johnson Avenue, Chipley, Florida (the "Property").

1. Recitals

WHEREAS, Truist Bank has acquired title to the Property via foreclosure proceedings; and

WHEREAS, prior to the acquisition of the Property by the Settlor, certain code violations were identified on the Property, brought before the City of Chipley's Special Magistrate for hearing, and the City recorded its code enforcement lien against the Settlor's predecessor in title on April 12, 2023, at OR Book 1269, Page 276, re-recorded on May 8, 2023, at OR Book 1271, Page 502, of the public records of Washington County, Florida; and

WHEREAS, subsequent to the acquisition of the Property by the Settlor, certain continuing code violations were identified on the Property, leading to disputes regarding code enforcement lien amounts between the Settlor and the City; and

WHEREAS, the Settlor and the Releasee desire to resolve these disputes and any related claims regarding the Property through this Settlement and Release Agreement (the "Agreement").

2. Settlement Amount and Conditions

In consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Settlor agrees to pay to the Releasee, the sum of Fifteen Thousand Dollars (\$15,000.00) (the "Settlement Amount"). This payment shall be made in full settlement of all outstanding code violations and code enforcement liens related to the Property, as defined herein, and to prevent litigation regarding the same under the terms and conditions of the Agreement.

If any litigation, administrative proceeding, or other legal action is pending between the parties relating to the Property, code violations, or code enforcement liens as of the effective date of this Agreement, the parties agree to take the following actions: (a) within fifteen (15) days of the effective date of this Agreement, the party that initiated such proceeding shall file a notice of dismissal with prejudice, or a stipulation of dismissal with prejudice signed by all parties, with the appropriate court or administrative body; (b) each party shall bear its own costs and attorneys' fees associated with such dismissal; and (c) the parties shall cooperate in executing any documents necessary to effectuate such dismissal.

Within 5 days of the effective date of the Agreement, the City shall provide a completed, executed W-9, wire instructions, and a computer-generated invoice to Truist Bank's attorney reflecting the \$15,000 total to settle all code cases. The Settlement Amount shall be paid within thirty (30) days from the effective date of the Agreement, by wire transfer or other means agreed upon by both parties in writing. The effective date of this Agreement shall be the date of the last signature by either party. Upon receipt of the Settlement Amount, the Releasee agrees to: (a) provide a screenshot of the code account to Truist Bank's attorney reflecting the code case marked as closed and providing evidence that the amount due has been adjusted to zero dollars (\$0.00), within 10 days of receipt of the Settlement Amount, (b) release and forever discharge the Settlor and the Property from all claims, demands, actions, causes of action, and liabilities, whether known or unknown, relating to or arising from the Property's code violations and code enforcement liens; and (c) execute and record a Satisfaction of Lien for the lien recorded at OR Book 1269, Page 276, and Book 1271, Page 502, public records of Washington County, Florida, within ten (10) business days of receipt of the Settlement Amount. The Releasee shall be responsible for all costs associated with recording the Satisfaction of Lien.

3. Release of Claims

Upon receipt of the Settlement Amount by the Releasee, and in consideration of the payment of the Settlement Amount by the Settlor to the Releasee, the Releasee hereby fully and forever releases and discharges the Settlor, its successors, assigns, officers, directors, employees, and agents from any and all claims, demands, actions, causes of action, suits, debts, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, doings, omissions, variances, trespasses, damages, judgments, extents, executions, and liabilities of every name and nature, both in law and equity, which against the Settlor, the Releasee ever had, now has, or which any personal representative, successor, heir, executor, administrator, or assign of the Releasee hereafter can, shall, or may have, for, upon, or by reason of any matter, cause, or thing whatsoever relating to or arising from the code violations, code enforcement proceedings, and code enforcement liens at the Property located at 1214 Johnson Avenue, Chipley, Florida. This release is binding upon the Releasee and its heirs, executors, administrators, successors, and assigns. This release shall not become effective until the Settlement Amount has been received in full by the Releasee.

Upon receipt of the Satisfaction of Lien and the full release from the Releasee as set forth above, and in consideration of the mutual covenants and releases contained herein, the Settlor hereby fully and forever releases and discharges the Releasee, its successors, assigns, officers, officials, employees, and agents from any and all claims, demands, actions, causes of action, suits, debts, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, doings, omissions, variances, trespasses, damages, judgments, extents, executions, and liabilities of every name and nature, both in law and equity, which against the Releasee, the Settlor ever had, now has, or which any personal representative, successor, heir, executor, administrator, or assign of the Settlor hereafter can, shall, or may have, for, upon, or by reason of any matter, cause, or thing whatsoever relating to or arising from the code violations, code enforcement proceedings, and code enforcement liens at the Property located

at 1214 Johnson Avenue, Chipley, Florida. This release is binding upon the Settlor and its heirs, executors, administrators, successors, and assigns. This release shall not become effective until the Satisfaction of Lien, evidence of the closed code case, and full release from the Releasee have been received by the Settlor.

4. Governing Law

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of the State of Florida, without giving effect to any choice or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Florida. The parties irrevocably submit to the exclusive jurisdiction of the state and federal courts located in Washington County, Florida, for the resolution of any disputes arising out of or relating to this Agreement.

5. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written, between the parties. No amendment, alteration, addition, or modification of or to this Agreement shall be binding unless expressly agreed upon in writing and signed by both parties. This Agreement has been made in and shall be construed and enforced in accordance with the laws of the State of Florida, without regard to its conflict of laws rules.

6. Amendment

This Agreement may be amended only by written agreement of the parties. No amendment, modification, or waiver of any provision of this Agreement shall be effective unless it is in writing and signed by both the Settlor and the Releasee. Any such written amendment, modification, or waiver will be attached to this Agreement and incorporated herein by reference.

Notwithstanding the foregoing, no amendment shall be made that materially affects the rights to the Property as defined herein without the express written consent of both parties. Furthermore, any amendment to the Settlement Amount or any provisions directly affecting the confidentiality obligations under this Agreement must be in writing and signed by both parties.

7. Severability

If any provision of this Agreement, or the application thereof to any person or circumstance, is found to be invalid, illegal, or unenforceable to any extent, the remainder of the Agreement and its application to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law. In such cases, the parties agree to replace

the invalid, illegal, or unenforceable provision with a valid and enforceable provision that most closely matches the intent of the original provision.

8. Dispute Resolution

In the event of any dispute, controversy, or claim arising out of or relating to the implementation, interpretation, performance, or breach of this Agreement, the parties agree to first attempt to resolve the matter through good faith negotiations between designated representatives of each party. If the dispute cannot be resolved through negotiation within thirty (30) days of written notice of the dispute, the parties agree to submit the dispute to non-binding mediation before a mutually agreed-upon mediator in Washington County, Florida. The costs of mediation shall be shared equally by the parties. If mediation does not resolve the dispute within sixty (60) days of commencement, either party may pursue any available legal remedies in a court of competent jurisdiction. This dispute resolution process shall not affect either party's right to seek injunctive or equitable relief in court when necessary to prevent immediate and irreparable harm.

9. Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A facsimile, electronic, or digital signature shall be considered as valid and binding to the same extent as an original signature.

10. Construction of Agreement

This Agreement has been drafted through the mutual efforts and negotiations of both parties, and each party has had the opportunity to review and negotiate the terms hereof with the assistance of legal counsel. Accordingly, this Agreement shall be deemed to have been drafted mutually by the parties and shall not be construed against either party as the drafter. No presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any provision of this Agreement.

11. Further Assurances

Each party agrees to execute and deliver such additional documents and to take such further reasonable actions as may be necessary or desirable to effectuate, carry out, and perform all of the obligations, covenants, and agreements contained in this Agreement.

12. Authority and Capacity

Each party represents and warrants that: (a) it has full power, authority, and legal capacity to enter into this Agreement and to perform its obligations hereunder; (b) the execution, delivery, and performance of this Agreement have been duly authorized by all necessary corporate, governmental, or other action; (c) the individual(s) signing this Agreement on behalf of such party

have been duly authorized to execute and deliver this Agreement and to bind such party to the terms hereof; (d) this Agreement constitutes a legal, valid, and binding obligation of such party, enforceable against such party in accordance with its terms; and (e) the execution and performance of this Agreement do not and will not violate any applicable law, regulation, order, or agreement to which such party is subject.

13. Notice

All notices, requests, demands, and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the third day after mailing if mailed to the party to whom notice is to be given, by first class mail, registered or certified, postage prepaid, and properly addressed to the party at the party's address as specified in this Agreement or as the party may designate by written notice to the other party. In addition, any such communication may be given by email, with a confirmation of receipt requested, provided that the email is followed by a hard copy of the communication sent by first class mail, registered or certified, postage prepaid, properly addressed.

For the purposes of this notice provision, the addresses for notice shall be as follows:

- For Truist Bank: 101 North Cherry Street, Winston Salem, NC 27101, Attn: Eugenia Wade, SR VP ARG-ORE, Eugenia.Wade@Truist.com.
- For City of Chipley, Florida: Post Office Box 1007, Chipley, Florida 32428, Attn: Patrice Tanner, City Administrator, Email: PTanner@cityofchipley.com

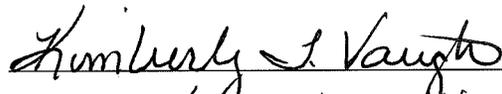
Either party may change its address for notice by giving written notice of such change to the other party in accordance with the terms of this section.

Date: February 3, 2026

Truist Bank 

By: Eugenia Wade, SR. VP, ARG-ORE

WITNESS:


Print Name: Kimberly T. Vaughn

Date: February 4th, 2026

City of Chipley, Florida

By: Tracy Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application –Blues & Brews Music Festival – Washington County Chamber of Commerce

MEETING DATE	PREPARED BY
Tuesday, February 10, 2026	Patrice Tanner, City Administrator

SUMMARY

The Blues & Brews Outdoor Music Festival will be held on Saturday, April 18, 2026 from 3:00 p.m. to 8:00 p.m. A road closure is requested for Martin Luther King Drive and South 7th Street from SR 90 to North Railroad Avenue, and South Railroad Avenue from SR 77 to South 7th Street during the event. Insurance will be submitted prior to the event.

RECOMMENDATION

City Staff recommends approval of the Special Event Application for the Blues & Brews Festival.

ATTACHMENTS

1. Special Event Application



City of Chipley



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

Special Event Application

Name/Organization: Chamber of Commerce - Washington County

Address: P.O. Box 457 Chipley, FL 32428

Contact person: Cindy Johnson Brown Phone: 407-625-5111 Fax: 850-638-4157

E-mail: cindy.johnsonbrown@gmail.com shirley director @ washcomall.com

Type of Event: Blues + Brews Festival

Purpose of Event: One day festival that is a free community event that combines live blues music, craft beer tasting, food trucks, art/craft vendors + family friendly fun

Location of Event: 685 7th Street
Historic Chipley Train Depot Indoors/Outdoors

Date(s) & Time(s) of Event: April 18, 2026 3-8 pm

Amount of Liability Insurance: will provide Rogers Insurance (attach copy of policy)

Concert Yes/No If yes, What type of music? Blues music (4 bands)

Will food and nonalcoholic beverages be sold? yes to both

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. we do have a kids zone

Number of participants anticipated per day: Anticipate 1500-2000 attendees
Are security and/or medical services provided? yes

Applicant Signature: [Signature] Date: 1/4/26

Approved { } Denied { }
Mayor's Signature: _____ Date: _____



City of Chipley

Section F, Item 7.



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

Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: <i>Washington County Chamber of Commerce</i>		Person in Charge: <i>Shirley Parrado</i> <i>Cindy Johnson Bowen</i>		Date: <i>1/4/26</i>
Address of Organization <i>P.O. Box 457 Chipley, FL 32428</i>			Telephone Number: <i>850-638-4157</i>	
Title of Event: <i>Blues + Brews Festival</i>				
Date of Event: <i>4-18-26</i>	Starting Time of Event: <i>3 pm</i>	Duration of Event: <i>1 day 5 hours</i>	Actual Closing Time (Set up of barriers, Etc.) <i>8 pm</i>	
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): <i>MLK Blvd - closed from Hwy 90 to N. Railroad Ave (no state road)</i> <i>S. 7th street - closed from Hwy 90 to N. Railroad Ave</i> <i>S. Railroad - closed from 77 to S. 7th street</i>				
This section is to be completed when closure is for special event filming.				
Liability Insurance Carrier: <i>Royers Insurance</i>		Policy #: _____	Date: _____	
Coverage Amount: <i>1 million / 2</i>		(\$1,000,000)	Minimum	
Length of Coverage: <i>one year</i>		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: _____	

RELEASE AND HOLD HARMLESS AGREEMENT

FOR THE SOLE CONSIDERATION OF the City of Chipley granting permission for the undersigned to conduct a _____ 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 February, 2026.

FIRM OR ORGANIZATION:

[Signature]
Signature

Cindy Johnson Brown
Print Name

Witness

Witness

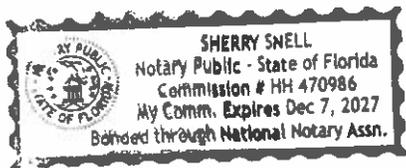
Print Name

Print Name

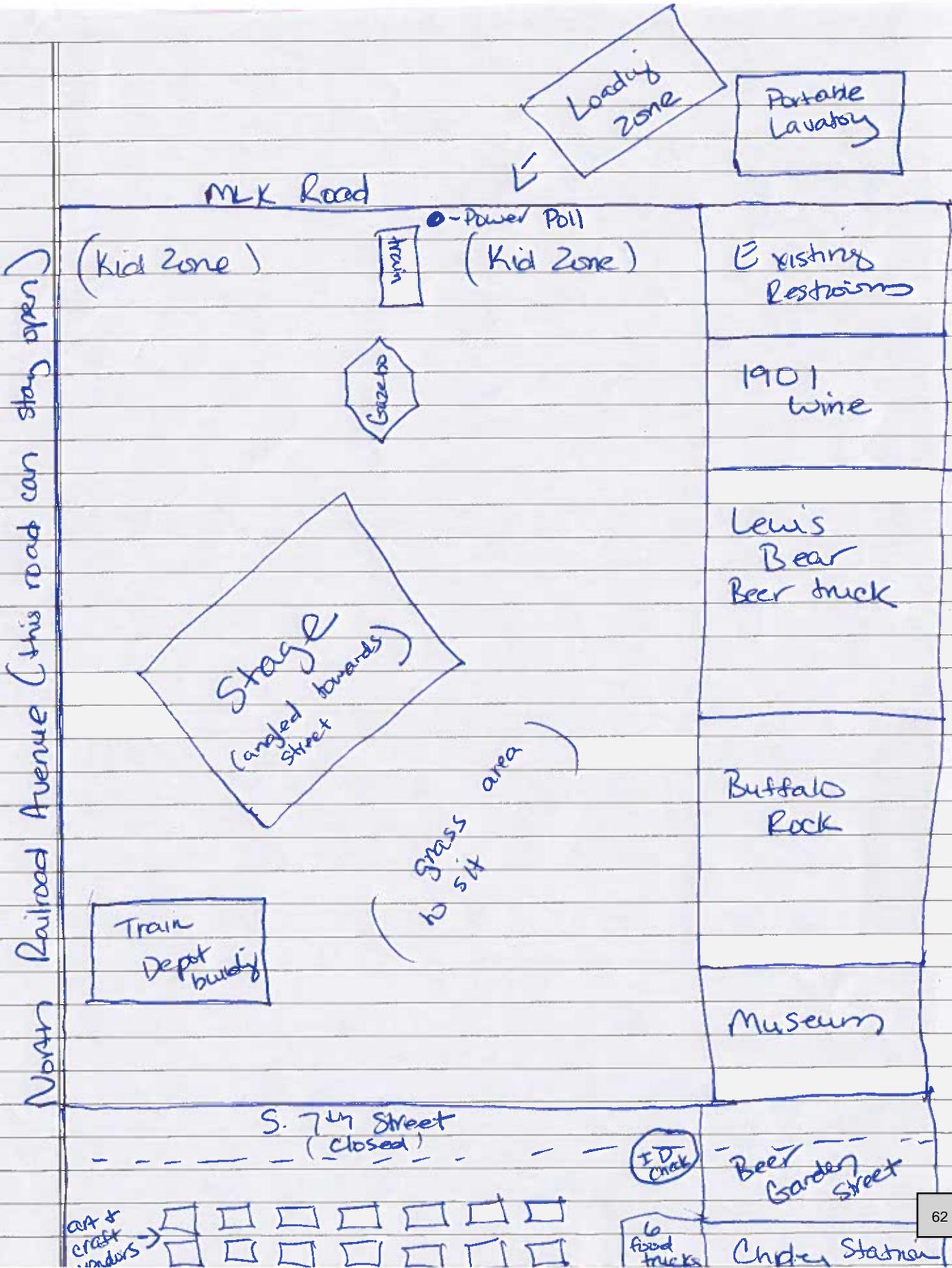
**STATE OF FLORIDA
COUNTY OF WASHINGTON**

The foregoing instrument was acknowledged before me by Cindy Johnson Brown 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 February, 2026.



Sherry Snell
Notary Public



North Railroad Avenue (this road can stay open)

MLK Road

Loading zone

Portable Lavatory

(Kid Zone)

Train

Power Poll

(Kid Zone)

Existing Restrooms

Gazebo

1901 Wine

Stage
(angled towards street)

Lewis Bear Beer truck

Gross area

Train Depot building

Buffalo Rock

Museum

S. 7th Street (closed)

FD Check

Beer Garden Street

CART & CRASH VENDORS



6 fixed trucks

Childen Station

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Community Easter Egg Hunt

MEETING DATE

Tuesday, February 10, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

The Community Easter Egg Hunt will be held on Wednesday, April 1, 2026 from 5:30 p.m. to 6:30 p.m. at Shivers Park.

RECOMMENDATION

City Staff recommends approval of the Special Event Application for the Community Easter Egg Hunt

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: Community Easter Egg Hunt

Address: P.O. Box 242

Contact person: Sherri Biddle Phone: 850-596-2980 Fax: _____

E-mail: sherribiddle176@hotmail.com

Type of Event: Community Easter Egg Hunt

Purpose of Event: A community outreach to provide a safe egg hunt for the children of the community.

Location of Event: Shivers Park _____ Indoors/Outdoors

Date(s) & Time(s) of Event: Wednesday, April 1, 2026 5:30 p.m. to 6:30 p.m.

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

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

Will food and nonalcoholic beverages be sold? Food and drink will be given free of charge.

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: 300

Are security and/or medical services provided? Will be handled by volunteers.

Applicant Signature: _____ Date: _____

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 Community Easter Egg Hunt 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 _____ day of _____, 20 26.

FIRM OR ORGANIZATION: Chipley Community Easter Egg Hunt

Signature

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

STAFF REPORT

SUBJECT: Resolution No. 26-22 – FY 2025-2026 Budget Amendment No. 1

MEETING DATE

Tuesday, February 10, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a budget amendment for Fiscal Year 2025-2026.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-22.

ATTACHMENTS

1. Resolution No. 26-22

RESOLUTION NO. 26-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CHIPLEY, FLORIDA, AMENDING THE ADOPTED BUDGET FOR
FISCAL YEAR 2025-2026.**

WHEREAS, the City of Chipley, Florida, has adopted a budget for the fiscal year 2025-2026;
and

WHEREAS, it is necessary to make amendments to the 2025-2026 budget for approved
revenues and expenditures as shown below and documented on Attachment A:

	<u>Original/ Revised Budget</u>	<u>Amendments</u>		<u>Revised Budget</u>
TOTAL BUDGETED REVENUES AND OTHER FINANCING SOURCES	\$18,112,611			
General Fund		\$ 722,586		
Sanitation		0		
Water		74,720		
Gas		0		
Sewer		<u>0</u>		
		\$ 797,306		<u>\$18,909,917</u>
TOTAL BUDGETED OPERATING EXPENDITURES/ EXPENSES AND OTHER FINANCING USES	\$18,112,611			
Executive Administration		\$ 174,303		
Police		384,060		
Fire		31,829		
Street		132,394		
Recreation		0		
AmTrak/Farmers Market		0		
Sanitation		0		
Water		74,720		
Gas		0		
Sewer		<u>0</u>		
		\$ 797,306		<u>\$18,909,917</u>

WHEREAS, Section 166.241 (3), Florida Statutes requires that appropriations for said fiscal
year be made for all expenditures and that appropriations not exceed revenues; and

WHEREAS, a final budget was approved by the Chipley City Council at a public hearing held
on September 29, 2025; and

WHEREAS, the City of Chipley must budget all revenues received and not budgeted, and all expenditures incurred and approved but not budgeted.

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

1. The amendments as shown in this resolution are adopted and hereby appropriated for the fiscal year 2025-2026.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 10th day of February, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

CITY OF CHIPLEY
STAFF REPORT

SUBJECT: Continuing Engineering Services Work Authorization No. 2026-01 – Pecan Street Resurfacing Project – David H. Melvin, Inc.

MEETING DATE

Tuesday, February 10, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

This will approve the Continuing Engineering Services Work Authorization for the Pecan Street Resurfacing Project with David H. Melvin, Inc in the amount of \$153,455.00.

RECOMMENDATION

City Staff recommend approval of the Continuing Engineering Services Work Authorization No. 2026-01 – Pecan Street Resurfacing Project – David H. Melvin, Inc.

ATTACHMENTS

1. Work Authorization

**Work Authorization No. 2026-____
To
Engineering – Professional Services Agreement Between
City of Chipley (Owner)
And
David H. Melvin, Inc. (Engineer)**

Effective Date: _____

Project: FPID No.: 457064-1-54-01 Pecan Street Resurfacing Project

SFGA No.: G3I47

DHM Project No.: CHI26PS

A. SUMMARY OF SERVICES TO BE RENDERED

This work authorization is issued under master agreement between the parties dated June 14, 2022 and shall be subject to all the terms and conditions of said master agreement. This work authorization addresses the necessary services for engineering tasks for the State Funded Grant Agreement #G3I47 between the Florida Department of Transportation and the City of Chipley.

Tasks associated with this project are assisting the City of Chipley in preparing the necessary engineering analysis and construction bid documents required to obtain bids for the pavement resurfacing and drainage improvements along Pecan Street from South Blvd North to Church Avenue for a total project length of 0.738 miles. These services shall also include evaluation of bids received and providing a recommendation of award to the City. CEI tasks are not included in this work authorization.

B. PROJECT COST ESTIMATE: \$1,844,458.00

PROJECT BACKGROUND: The project proposes to resurface Pecan Street from South Blvd to US Hwy 90 and from US Hwy 90 to Church Avenue. Milling of the existing asphalt pavement will be utilized where feasible based on the existing asphalt thickness. Roadway pavement reconstruction will be required in isolated locations of severe pavement failure areas. Drainage improvements are proposed consisting of overbuild to correct pavement cross slope, asphalt swales/gutters, gutter inlets and storm culvert replacements. All existing signage shall be evaluated for conformance to standards and replaced if necessary. Hazards that exist within or outside the clear zone will be evaluated for shielding or removal, respectively. Adjustments to existing utility valves and manholes

are anticipated and all costs associated with these improvements will be paid for by the City of Chipley. New thermoplastic pavement markings are to be placed on the final pavement surface according to standards.

C. COMPENSATION: The Owner shall pay Engineer a lump sum of **\$153,455.00** for these services (see attached DHM Staff Hour Estimate).

D. PROJECT SCHEDULE:

Task	Est. Completion Date
Design Notice to Proceed (NTP)	February 16, 2026
Complete Survey	April 17, 2026
Submit 60% Design for Review	June 5, 2026
Submit 90% Design and Bid Specs for Review	September 11, 2026
Submit Final Plans and Bid Specs	October 9, 2026
Advertise for Construction Bids	October 14, 2026
Open Construction Bids	November 24, 2026
Begin Construction	December 2026
End Construction	June 2027

IN WITNESS WHEREOF, the parties have executed this Work Authorization with an effective date as indicated hereinabove.

DAVID H. MELVIN, INC.

CITY OF CHIPLEY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



Estimate of Cost for Engineering Services
 Pecan Street Paving Project
 Chipley, Florida
 February 10, 2026

Section F, Item 10.

Basic Civil Engineering Services	Principal Engineer		Senior Engineer		Project Engineer		Senior CADD Technician		Totals	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Cost
Design and Engineering Analysis: Existing Pavement and Soil Analysis, Pavement Design and Typical Section Analysis, Reconstruction Limits Analysis, No-Passing Zone Study, Cross Slope and Superlevation Analysis, Analysis of Existing Drainage Structures and signing analysis.	6	\$225	90	\$180	24	\$115	250	\$125	370	\$ 51,560.00
Signed and Sealed Plans: The construction plans will consist of the following: Key (Cover) Sheet, Summary of Pay Items, Typical Section and Pavement Design Sheet, Summary of Quantities, Project Notes, Project Layout Sheets, Roadway Plan Sheets, Drainage Structure Sheets, Cross Section Sheets, Traffic Control Sheets, Erosion Control Plan, Roadway Detail Sheets, Signing and Pavement Marking Sheets.	6	\$225	120	\$180	30	\$115	310	\$125	466	\$ 65,150.00
Signed and Sealed Bid Specs	2	\$225	16	\$180	0	\$115	16	\$125	34	\$ 5,330.00
Engineer's Opinion of Probable Construction Cost	0	\$225	8	\$180	6	\$115	8	\$125	22	\$ 3,130.00
Environmental Permitting	0	\$225	8	\$180	12	\$115	5	\$125	25	\$ 3,445.00
Advertisement and Bidding Services: Includes preparation of the Advertisement for bids, advertisement costs, responding to contractor bid questions and issuance of Addenda if required. Also includes review of construction bids, recommendation for award, preparation of construction contracts including construction bonds, insurance and legal review.	0	\$225	16	\$180	4	\$115	8	\$125	28	\$ 4,340.00
Sub Total Eng.	14	\$3,150	258	\$46,440	76	\$8,740	597	\$74,625	945	\$ 132,955.00

Subconsultant Expense (See Below) \$ 20,500.00

Total Fees: \$ 153,455.00

Subconsultant Services	Totals	
	Cost	
Topographic Survey of project corridor	LS	\$ 20,500.00
SubTotal Additional Subconsultant Services		\$ 20,500.00

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 997 – Waste Management Contract Amendment and Renewal

MEETING DATE	PREPARED BY
Tuesday, February 10, 2026	Patrice Tanner, City Administrator

SUMMARY

This will approve the first reading of Ordinance No. 997 – amending, renewing and extending the non-exclusive franchise for the collection and disposal of residential and commercial solid waste collection to Waste Management, Inc. of Florida for a period of five (5) years. Section 2 – CPI Adjustment will be amended as follows:

1. All rates shall be adjusted according to the Consumer Price Index – Water, Sewer, and Trash (CPI-WST) for the preceding 12 months.
2. The annual CPI adjustment shall not exceed five percent (5%).
3. The annual CPI adjustment shall not be less than two percent (2%).

Section 9, B, 6 – Community Cleanup will be deleted and replaced with the following.

1. Contractor shall provide four (4) 30-yard roll-off containers twice per year for the City's community cleanup program.
2. Two (2) containers shall be provided at no cost to the City.
3. The City shall pay Contractor for the remaining two (2) containers.
4. Each cleanup event shall last one (1) month.
5. Containers shall be placed at a time and location within the City limits as mutually determined by the City and Contractor.

RECOMMENDATION

City Staff recommend approval of First Reading of Ordinance No. 997.

ATTACHMENTS

1. Ordinance No. 997

ORDINANCE NO. 997

AN AMENDMENT TO ORDINANCE NO. 834 RENEWING AND EXTENDING THE NON-EXCLUSIVE FRANCHISE TO WASTE MANAGEMENT INC. OF FLORIDA FOR THE COLLECTION AND DISPOSAL OF RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION; AMENDING SECTION 9, B, 6; PROVIDING FOR RATE ADJUSTMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Ordinance granted by City Ordinance No. 834, May 13, 2003, two Waste Management Inc. of Florida was for a period of five (5) years, to expire on May 31, 2008, was extended by City Ordinance No. 884, July 10, 2008 for an additional three (3) years, to expire on May 31, 2011, was extended by City Ordinance No. 909, November 8, 2011 for an additional three (3) years, to expire on May 31, 2014, was extended by City Ordinance No. 929, July 8, 2014 for an additional three (3) years, to expire on May 31, 2017, was extended by Ordinance No. 940, June 13, 2017 for an additional three (3) years, to expire on May 31, 2020, was extended by Ordinance No. 963, September 8, 2020 for an additional three (3) years, to expire on May 31, 2023, was extended by City Ordinance No. 974, May 9, 2023 for an additional three (3) years, to expire on May 31, 2026; and

WHEREAS, Section 4 (Term), Ordinance No. 834 provides the franchise may be renewed and extended by the City Council of the City of Chipley, Florida setting forth the duration of the new terms and conditions; and

WHEREAS, Section 33 (Modification) of Ordinance No. 834 provides that the terms and conditions of the Franchise may be modified from time to time by mutual agreement of the parties as evidenced by a written agreement duly executed by the parties hereto; and

WHEREAS, Waste Management Inc. of Florida, has conscientiously fulfilled the requirements and responsibilities set forth in the franchise in a commendable manner; and

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

Section 1: Renewal and Extension of Term

Section 4 (Term) of Ordinance No. 834 is hereby amended to renew and extend for a period of five (5) years, beginning June 1, 2026 to May 31, 2031.

Section 2: CPI Adjustment Amendment

Effective October 1, 2026, and on each October 1 thereafter during the remaining term of the Franchise:

1. All rates shall be adjusted according to the Consumer Price Index – Water, Sewer, and Trash (CPI-WST) for the preceding 12 months.

- 2. The annual CPI adjustment shall not exceed five percent (5%).
- 3. The annual CPI adjustment shall not be less than two percent (2%).

Section 3. Amendment to Section 9, B, 6 – Community Cleanup

Section 9, B, 6 of Ordinance No. 834 is hereby deleted in its entirety and replaced with the following:

Community Cleanup

- 1. Contractor shall provide four (4) 30-yard roll-off containers twice per year for the City's community cleanup program.
- 2. Two (2) containers shall be provided at no cost to the City.
- 3. The City shall pay Contractor for the remaining two (2) containers.
- 4. Each cleanup event shall last one (1) month.
- 5. Containers shall be placed at a time and location within the City limits as mutually determined by the City and Contractor.

Section 4: All ordinances or provisions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5: Except as expressly modified herein, all terms and conditions of Ordinance No. 834 and all subsequent amendments shall remain in full force and effect.

Section 6: This Ordinance, after adoption by City Council and filing by Franchisees written acceptance with the City Administrator shall take effect immediately.

INTRODUCED at a Regular meeting of the City Council of the City of Chipley, FL, held at City Hall on the 10th day of February, 2026, and **PASSED** at a Regular meeting of the City Council of the City of Chipley, FL, held on the 10th day of March, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell
City Clerk

CONTRACTOR

Brandon Shaw, President
Waste Management Inc. of Florida

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for a Development Order and a Variance – Corner of Watts Avenue and 7th Street – Serene Life Beer Garden

MEETING DATE	PREPARED BY
Tuesday, February 10, 2026	Tamara Donjuan, Planning & Zoning Officer

SUMMARY

This will approve a Development Order and Variance for alcoholic beverages for Serene Life Beer Garden. This property requires Planning and Zoning and City Council approval due to the property being located in the Corridor Development District and a Variance for Alcoholic beverages. The property is located at Watts Avenue, Parcel ID:00000000-00-1328-0001, .28 acreage.

The proposed development will be an entertainment establishment and has been reviewed by the City’s planning firm Kimley Horn and 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 (CDD). The CDD shall consist of where the majority of commercial development has occurred in the past, and where such uses are planned to occur in the future. The purpose of the CDD is to provide higher standards for redevelopment of deteriorating and/or unattractive structures and signs. The purpose also includes providing more stringent standards for new development so that such development aesthetically blends with the small city character of Chipley.

A variance has been requested to allow alcoholic beverages sales for the property located at the corner of 7th Street and Watts Avenue, Parcel ID: 00-1328-0001. The property is located less than 500 feet of any residence.

Chapter 4, Alcoholic Beverages, Article II.-Establishments, Sec. 4-29 Location restricted; proximity to churches, public parks, residential dwellings, and schools; distance locations for bottle clubs, private clubs, and entertainment establishments; restrictions for established businesses. *1. Distance from dwelling or residence.* a. It shall be unlawful to sell beer, wine, or other alcoholic or intoxicating beverages for consumption on the premises within 500 feet of any residence, which distance shall be measured by measuring a radius from the main public entrance of the place or establishment. If any portion of a parcel of land used as a dwelling or residence lies within such radius, then the new establishment shall be deemed to be within such distance.

Notice of the public hearing was mailed on January 8, 2026, by certified mail to fourteen (14) property owners located within 300 feet of the property requesting the variance, located on Watts Avenue, Parcel ID:00000000-00-1328-0001, .28 acreage. Of the fourteen (14) notices mailed, twelve (12) property owners have signed and returned the certified mail receipts.

According to Fema’s National Flood Hazard Layer (NFHL) data maps approximately 100% of the property is in Flood Zone "X", which is an area of minimal flood hazard.

Granting the development to include a variance will be in harmony with the general intent and purpose of the Code and that such development to include a variance will not be injurious to the surrounding area. The variance granted is the minimum that will make possible the reasonable use of the new development as an entertainment establishment.

The Planning and Zoning Commission met on January 29, 2026 at 3:00 p.m. and approved the recommendation by a vote of three (3) ayes and two (2) nays, with Commission Members Wanda Owens and Holland Kent being opposed.

RECOMMENDATION

City Staff recommends approval of the development order and variance for alcoholic beverages to promote the growth and success of the downtown area by offering additional entertainment to our community.

ATTACHMENTS

- 1. Development Packet
- 2. Variance Request

DATE: 1/23/2025

TO: Patrice Tanner, City Administrator, City of Chipley

CC: Tamara Donjuan, Code Enforcement/Planning and Zoning Officer, City of Chipley

FROM: Hadley Peterson, Community Planner

PROJECT: Chipley IPO 25-01 Development Review 02

Development Order Application

Kimley-Horn performed a development review for the proposed Serene Life Beer Garden development. The property is located at the corner of Watts Avenue and 7th St, Chipley, Florida and is in the Commercial zoning district. The purpose of the review is to identify whether the proposed development is consistent with Part II of the City of Chipley Code of Ordinances. Deficiencies of the applications are indicated in red throughout this memo based on the application materials provided.

Additional submissions were made for this project, prompting a review of the following application types:

- Land Use Compliance Certificate Application;
- Application for Certificate of Appropriateness;
- Variance Request for the Sale of Alcohol in Proximity to Residential;
- Sign Application; and
- Application for Concurrency Review.

The applicant provided a re-submission addressing all deficiencies in November 2025.

Development Order Application Review

Chapter 36 – Subdivisions, [Article III. - Plat, Plan Approval Procedure](#), Sec. 36-52. - Submittal of general site plans and data.

The proposed plat design and development plans shall be reviewed and approved by the zoning commission in two stages. In the first stage, the subdivider is required to submit only general site plans and data which shall include, but not be limited to, the following:

- (1) Topographic data. The topographic data shall include existing conditions as follows:
 - a. *Boundary lines, street lines and block lines.* Bearing and distances; easements; locations, widths and purposes.

Sufficient: *Provided in Plan Set: 1A*

Streets on and adjacent to tract. Names and right-of-way widths and locations; types; width and elevation of surfacing; any legally established centerline elevations; walks, curbs, and gutters, etc.

Sufficient: *Provided in Plan Set: 1A and 2A*

b. *Utilities on and adjacent to the tract.* Locations, sizes and invert elevations of sanitary, storm and combined sewers; locations and sizes of water mains; locations of gas lines, fire hydrants, electrical and telephone poles, and streetlights; if water mains or sewers are not on or adjacent to the tract, indicate the direction and distance to the site of nearest ones, showing invert elevations of sewers.

Sufficient: *Provided in Plan Set: 3B*

c. *Ground elevation on the tract.* Based upon a datum plane approved by the city clerk, for land that slopes approximately less than two percent, show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions; for land that slopes approximately more than two percent, either show contours with an interval of not more than five feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with intervals of not more than two feet if necessary because of irregular land or the need for more detailed data for preparing plans and construction drawings.

Sufficient: *Provided in Plan Set: 1A and 3A, Topo Map Attachment*

d. *Title and certificates.* Present land tract designation according to official records in the office of the appropriate recorder; title under which the proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, scale, north arrow, datum, benchmarks, certification of a registered civil engineer or surveyor, and date of survey.

Sufficient: *Provided in DO Forms Attachment; Plan Set: Cover, 2A*

(2) The following data may be required of the applicant by the zoning commission, contingent upon special conditions of the site and/or proposal:

a. Subsurface conditions on the tract, when required by the zoning commission. Location and results of tests made to ascertain subsurface soil, rock and groundwater conditions; depth to groundwater unless test pits are dry at a depth of five feet; location and results of soil percolation tests if individual sewage systems are proposed.

Conditional: *This subsection may be required by zoning commission and is provided in document Maps: Soil Map Attachment.*

Other conditions on the tract. Watercourses, marshes, rock outcrops, wooded areas, isolated preservable trees one foot or more in diameter, houses, barns, shacks and other significant features.

Conditional: This subsection may be required by zoning commission and no watercourses, marshes, rock outcrops, wooded areas, or isolated are reported in the provided documentation.

- b. Other conditions on adjacent lands. Approximate direction and gradient of ground slope, including any embankments or retaining walls, character and location of buildings, railroads, power lines, towers and other nearby nonresidential land uses or adverse influences; owners of adjacent unplatted land; for adjacent platted land, refer to the subdivision plat by name, recordation data, and number and show approximate percentage built up, typical lot size and dwelling type.

Conditional: This subsection may be required by zoning commission and conditions of adjacent lands are not included in the provided documentation.

- c. Photographs, when required by the zoning commission. Location of cameras, direction of views, and key numbers.

Sufficient: Photograph examples of the intended use of the proposed development are included in the applicant submission.

- d. Zoning on and adjacent to the tract. Proposed public improvements; highways or other major improvements planned by public authorities for future construction on or near the tract.

Conditional: This subsection may be required by zoning commission and is not provided within the submitted Plan Site.

- e. Key plan showing the location of the tract.

Sufficient: This subsection may be required by zoning commission and therefore it is important to note that this is provided in Plan Site: Cover.

Specifications, Minimum Standards | Chapter 36 – Subdivisions, [Article IV, Specifications, Minimum Standards](#)

Sec. 36-93. - Suitability of land.

- (a) The zoning commission shall not approve the subdivision of land if, from investigation conducted by state or county health authorities, it is determined that in the interest of the public, the site is not suitable for platting and development purposes of the kind proposed.

Sufficient: There is no evidence to suggest that the proposed site is unsuitable for the proposed development.

- (b) Land that is subject to flooding conditions as determined by the state department of health and land that is determined by the zoning commission to be topographically unsuitable shall not be platted for residential occupancy, nor for such other use as may endanger health, life or property, or aggravate erosion or flood conditions.

Sufficient: *There is no evidence to suggest that the proposed site is particularly sensitive to flooding based on the elevations depicted in the Topo Map Attachment. The site is not located in a flood zone as identified by the FEMA Flood Zone Map Service Center.*

Fire Prevention and Protection | Chapter 16

Sec. 16-10. - Review of fire protection plans.

- (a) When plans are submitted to the city for approval of proposed subdivisions, mobile home parks, multifamily dwellings, recreation or vehicle parks, commercial buildings or other structural developments, the fire chief or the fire chief's designee shall review the proposed fire protection provisions in accordance with recognized practices. All buildings shall be conspicuously marked with identifying address numbers of not less than three inches in height on all new or existing structures.

Sufficient: *All necessary spaces—including the bathrooms, nano brewery and cooler— have been adequately accounted for in the fire flow calculations.*

- (b) The following hydrant specifications are considered minimal, and the fire chief or the fire chief's designee may require a higher level of fire protection for specific developments:
 - (1) All fire hydrants shall conform to the following:
 - a. Hydrants shall be accessible at all times, with hose connections readily available.
 - b. Parking shall not be permitted within 15 feet of any hydrant or post indicator valve.
 - c. Hydrants shall be painted for high visibility.
 - d. Hydrants shall be set with the lowest hose connection at least 18 inches above the finished grade.
 - e. All hydrants shall have at least one 4½-inch outlet and one 2½-inch outlet.
 - (2) Fire hydrants in single-family subdivisions shall be spaced at a distance of not more than 500 vehicular travel feet between hydrants.
 - (3) Fire hydrants in industrial, commercial or multifamily developments, mobile home parks, recreational structures for public congregations, and other high-value sites shall be spaced at a distance of not more than 300 vehicular travel feet between hydrants.

Sufficient: *The fire hydrants located on the corners of Watts and Main Street; as well as Watts and Martin Luther King St, are both within 300 feet of the corners of the property.*

Land Use Compliance | Chapter 44 – Zoning, [Article VI – District Regulations](#), Sec. 44-151. - Commercial land use classification.

(1) Commercial: The purpose of commercial land use is to provide the community and region with commercial uses to encourage compact development of integrated commercial centers and districts, to serve the traveling public with highway commercial areas, and to provide adequate areas for commercial development and redevelopment in order to support economic development within the city.

Sufficient: *The beer garden achieves the purpose of Commercial by providing and integrating for an appropriate commercial development that supports the economic development of the city that serves the traveling public.*

(2) Intensity: Maximum lot coverage of 85 percent of total gross acreage of a parcel, including buildings and impervious surfaces.

Sufficient: *The proposed site intensity is 34%.*

- a. Uses: Commercial land uses include:
 1. retail sales and services;
 2. business and professional offices;
 3. commercial lodgings;
 4. wholesale trade and services;
 5. places of worship;
 6. neighborhood commercial uses; and
 7. public utilities.

Neighborhood commercial land uses may be required by the city council in transitional areas.

Sufficient: *The beer garden, with proposed brewery, achieves the purpose of Commercial by fulfilling a retail service.*

(3) Requirements:

- a. Maximum lot coverage: 85 percent.

Sufficient: *The proposed site intensity is 34% and the impervious surface ratio is 40%.*

- b. Building setback:
 1. Front: 27 feet.

Sufficient: *The proposed front setback exceeds the required 25 feet.*

- 2. Side: W Side 10 feet; E side 18 feet.

Sufficient: *The proposed site exceeds the West side 10 feet setback; and the 7.5 feet East side setback.*

3. Rear: 5 feet.

Sufficient: The proposed rear setback is 5 feet.

Chapter 4 – Alcoholic Beverages, Article II. – Establishments, Sec, 4-29. – Location restricted; proximity to churches, public parks, residential dwellings, and schools; distance locations for bottle clubs, private clubs, and entertainment establishments; restrictions for established businesses.##

#

- (1) Distance from dwelling or residence.
 - a. It shall be unlawful to sell beer, wine, or other alcoholic or intoxicating beverages for consumption on the premises within 500 feet of any residence, which distance shall be measured by measuring a radius from the main public entrance of the place or establishment. If any portion of a parcel of land used as a dwelling or residence lies within such radius, then the new establishment shall be deemed to be within such distance.
- (2) Distance from schools. Nothing herein shall amend, alter, affect, or reduce F.S. § 562.45(2) as it pertains to the sale of alcoholic or intoxicating beverages in relational distance to public or private schools. For measurement purposes, the distance shall be measured by measuring a radius from the main public entrance of the place or establishment. If any portion of a parcel of land used as a school lies within such radius, then the new establishment shall be deemed to be within such distance.
- (3) Distance locations for bottle clubs, private clubs, and entertainment establishments. It is unlawful for any licensed alcoholic beverage bottle club, private club, or entertainment establishment to operate, barter, sell, give away, exchange or otherwise dispose of in the nature of a gift or exchange alcoholic and intoxicating liquors for consumption on the premises where sold, bartered, exchanged, given away or disposed of within 1,000 feet of any church, public park, residence or school. The distance shall be determined by measuring a radius from the main public entrance of the place or establishment. If any portion of a parcel of land in use as a church, public park, residence or school facility lies within such radius, then the church, public park, residence or school shall be deemed to be within such distance. This provision shall not apply to brewpubs, micro-breweries, micro-distilleries, micro-wineries or event venues.

Sufficient: The subject site is within 500 feet of residential and has submitted a variance application for the sale of alcohol. Properties within 300 feet of the subject site have received notice from the City of Chipley for the variance requested for these criteria.

Concurrency Review Requirements

Chapter 14 - Environmental and Natural resources, Article VIII. – Stormwater Management, Sec. 14-189. - Stormwater management requirements.

The following local design criteria shall be used in the city:

- (1) Performance standards.
 - a. Discharge. A storm event of 24-hour duration and 25-year return frequency shall be used in computing allowable off-site discharge. Off-site discharge shall be limited to pre-development levels or the first one inch of rainfall, whichever is less, unless an engineering analysis using professionally accepted methodologies demonstrates that a differing discharge rate should be used. In requiring a lesser rate of discharge, the burden of analysis shall be the responsibility of the city. In requesting a larger rate of discharge, the burden of analysis shall be the responsibility of the developer.
 - b. Stormwater facilities. All development shall provide stormwater facilities that provide retention, or detention with filtration, of the runoff from the first one inch of rainfall; or as an option for projects with drainage areas less than 100 acres, provide for the retention, or detention with filtration, of the first one-half inch of runoff.
- (2) Design standards.
 - a. The design standards required by the state shall be used in the design and construction of stormwater management facilities.
 - b. Dredging, clearing of vegetation, deepening, widening, straightening, stabilizing or otherwise altering natural waters shall be minimized.
 - c. Natural surface waters shall not be used as sediment traps during or after development.
 - d. A vegetated buffer of at least 30 feet shall be retained or created along the shores, banks or edges of all manmade or natural surface waters.

Sufficient: *The proposed stormwater facilities successfully offsets the 3,771 square feet of impervious area based on the data submitted in the: Calcs – Stormwater Management Attachment document.*

Chapter 28 – Planning, Article III. – Concurrency Management, Sec. 28-53 – Concurrency Review

- (a) *Evaluation.*
 - (1) *Roads.*
 - a. *Generally.* The evaluation for roads shall compare the existing level of service standards to the adopted level of service standards established by the city's comprehensive plan for the impacted roads. The level of service shall be determined for conditions on the existing roads, to include any committed or funded improvements to those roads, meeting the minimum requirements for concurrency set forth below.

Sufficient: *The development is not expected to significantly impact the surrounding roadway network.*

- b. *Submittals.* The applicant for a development permit shall submit to the city, along with the application for a development permit, the following information:
 - 1. The legal description of the development site;

Sufficient: A legal description of the proposed development site is provided in: DO Forms – Attachment.

The street address of the development site, if applicable;

Sufficient: A street address of the proposed development site is provided in: DO Forms – Attachment.

2. A written statement indicating the nature and extent of proposed development.

Sufficient: A written statement is provided in: DO Forms – Attachment.

c. Transportation study.

1. *Application meeting.* An application meeting between the city and the applicant is required. The purpose of this meeting will be to review the methodology and procedure, and to determine the study area and study period. This will usually be a p.m. peak hour analysis, however, other time periods may require analysis. The transportation study shall be signed and sealed by a registered professional engineer.

Sufficient: The development is not expected to significantly impact the surrounding roadway network. No meeting is necessary.

2. *Define study area.* The study area is defined as the primary impact area affected by traffic associated with the site. A radius around the site will be established based on the average trip length associated with the land use, as set forth in the trip characteristics for that land use as approved by the city. The primary impact area will be approved by the city at the application meeting.

Sufficient: The development is not expected to significantly impact the surrounding roadway network. No meeting is necessary.

3. *Existing conditions.* The following existing conditions shall be provided based on the application review:

(i) Existing peak hour traffic volumes and level of service on all collectors and arterials within the study area.

Sufficient: The development is not expected to significantly impact the surrounding roadway network.

(ii) Existing turning movement volumes at the impacted intersection and intersection level of service.

Sufficient: The development is not expected to significantly impact nearby intersections.

Sources of data.

- (i) The above required data shall be no older than the previous calendar year. Volumes shall be adjusted to reflect annual conditions using current Florida Department of Transportation (FDOT) seasonal adjustment factors for the city or other adjustment factors approved by the city.

Sufficient: *Generated trips are not expected to significantly impact the surrounding roadway network.*

The above required level of service for roadways shall be determined in accordance with the adopted level of service of the city given in the traffic circulation element of the city's comprehensive plan.

Sufficient: *Generated trips are not expected to significantly impact the surrounding roadway network.*

- (ii) The above required intersection capacities shall be based on the most recent edition of the Highway Capacity Manual, Special Report 209.

Sufficient: *Generated trips are not expected to significantly impact the surrounding roadway network.*

4. *Projection of future roadway traffic.* Roadway volumes shall be projected for each development phase including the year of the project completion. Volumes can be determined using one of the following procedures:

- (i) Multiplying existing volumes by the annual growth factor provided by the city. Traffic generated by any major project approved since the traffic counts shall be included as background traffic.

Sufficient: *Generated trips are not expected to significantly impact the surrounding roadway network.*

- (ii) Multiplying existing volumes by an annual growth factor developed by the applicant and approved by the city. Traffic generated by any major project approved since the traffic counts were conducted shall be included as background traffic.

Sufficient: *Generated trips are not expected to significantly impact the surrounding roadway network.*

- (iii) Using projections from an area modeling effort.

Sufficient: *Generated trips are not expected to significantly impact the surrounding roadway network.*

- (iv) Methodology regarding projection of intersection turn movements and level of service shall be established at the application conference.

Sufficient: *Generated trips are not expected to significantly impact the surrounding roadway network.*

5. *Projection of traffic generation.* The following procedures and information shall be provided:

- (i) To determine project traffic generation, the trip characteristics table shall be used, or trip rates may be obtained from studies of comparable sites in the city or standards adopted by the city, and are subject to the approval of the city.

Sufficient: *Trip rates were obtained from the ITE Trip Generation Manual (11th Edition).*

- (ii) Identify all land use codes, amount of development and trip rates.

Sufficient: *The trip generation was revised in the resubmitted study.*

- (iii) Any proposed reduction factors for internal capture of trips between land uses of a mixed-use project or for passerby trips shall be provided by the applicant at the application/methodology meeting and approved by the city.

Sufficient: *Internal capture is not applicable to this site development.*

6. *Projection of traffic distribution/assignment.* Project traffic distribution shall be based on reasonable and acceptable industry assumptions and methodologies as applied to the individual site conditions to be approved by the city in the application meeting.

Sufficient: *A distribution of generated trips was provided in the resubmitted study. Generated trips are not expected to significantly impact the surrounding roadway network.*

7. *Transportation system management strategies.* A discussion of any proposed transportation system management strategies shall be included in the study.

Sufficient: *Generated trips are not expected to significantly impact the surrounding roadway network, and therefore no discussion of transportation management strategies is required.*

(2) *Potable water.*

a. *Submittals.* The applicant for a development permit shall submit, along with the application for a development permit, proof that sufficient capacity exists as demonstrated by one of the following:

- 1. If the service provider is other than an on-site potable water well, documentation will be required from the provider that the project is within its service area and that it has the capacity to serve the project as proposed, at or above the adopted level of service. If the ability of a provider to serve a proposed project is contingent upon planned facility expansion, details regarding such planned improvements shall also be submitted. Prior to the issuance of a development order by the city, the applicant may be required to provide evidence of a contract with the service provider, indicating the provider's commitment and ability to serve the proposed project;

Sufficient: *The subject site is within the potable water service area as confirmed by a notarized affidavit.*

- 2. Permits issued by the Northwest Florida Water Management District for a potable water well to serve the development;

Conditional: *Northwest Florida Water Management District permits are required to be provided to the City upon issuance.*

- 3. A notarized statement or affidavit that there is an existing functioning potable water well on the site.

Sufficient: *A notarized affidavit signed by Sherry Snell was provided, declaring sufficient water supply and utilities on site.*

(3) *Wastewater.*

- a. *Submittals.* The applicant for a development permit shall submit, along with the application for a development permit, proof that sufficient capacity exists as demonstrated by one of the following:

- 1. If the proposed service provider is other than an on-site septic system, documentation will be required from the provider that the project is within its service area and that it has the capacity to serve the project as proposed, at or above the adopted level of service. If the ability of a provider to serve a proposed project is contingent upon planned facility expansion, details regarding such planned improvements shall also be submitted. Prior to the issuance of a final development order by the city, the applicant may be required to provide evidence of a contract with the service provider indicating the provider's commitment and ability to serve the proposed project;

Sufficient: *A notarized affidavit signed by Sherry Snell was provided, declaring all needed utilities shall be provided by the City.*

- 2. All applicable state health department permits for an on-site septic system, pursuant to F.A.C. 64E-6, are obtained; or

Conditional: *It is noted that the proposed development will be provided sanitary sewer service by the City.*

- 3. Proof the city impact fees for the provision of a wastewater system have been paid.

Conditional: *City impact fees or payment for sanitary sewer service for the proposed development are required to be paid prior to building permit.*

(4) *Drainage.*

- a. *Submittals.* The applicant for a development permit shall submit, along with the application for the development permit, proof that sufficient capacity exists as demonstrated by one of the following:

- 4. All applicable department of environmental protection (DEP) permits for stormwater management systems;

Sufficient: A DEP permit of "SELF-CERTIFICATION FOR A STORMWATER MANAGEMENT SYSTEM IN UPLANDS SERVING LESS THAN 10 ACRES OF TOTAL PROJECT AREA AND LESS THAN 2 ACRES OF IMPERVIOUS SURFACES," was successfully submitted and complies with necessary stormwater management systems.

- 5. All applicable department of transportation (DOT) permits for drainage connections, pursuant to F.A.C. 14-86 are obtained; and/or

Conditional: FDOT permits for drainage connections are required to be provided to the City upon issuance.

- 6. All applicable Northwest Florida Water Management District (NFWFMD) permits, pursuant to F.S. §§ [373.451 through 373.4595](#) (the Surface Water Improvement SWIM Act) are obtained.

Conditional: NFWFMD permits are required to be provided to the City upon issuance.

(5) Solid waste.

- a. **Submittals.** The applicant for a development permit shall submit, along with the application for the development permit, proof that sufficient capacity exists as demonstrated by one of the following:
 - 1. Documentation will be required from the provider that the project is within its service area and that it has the capacity to serve the project as proposed, at or above the adopted level of service. If the ability of a provider to serve a proposed project is contingent upon planned facility expansion, details regarding such planned improvements shall also be submitted.

Sufficient: A notarized affidavit signed by Sherry Snell was provided, declaring all needed utilities shall be provided by the City.

- 2. Prior to the issuance of a development order by the city, the applicant may be required to provide evidence of a contract with the service provider, indicating the provider's commitment and ability to serve the proposed project; or

Sufficient: A notarized affidavit signed by Sherry Snell was provided, declaring all needed utilities shall be provided by the City.

- (6) **Recreation and open space; city-wide presumption of available capacity.** Based upon the data and analysis contained in the city's comprehensive plan, adequate capacity exists for the estimated demand for park and open space facilities. Therefore, a presumption of available capacity for all development shall be rendered by the city for the period beginning September 1, 1991, through the submission of the first concurrency management system annual report. At such time, the available capacity for park and open space shall be re-assessed, and a determination made as to whether the presumption of available capacity is to be continued.

Sufficient: This requirement is not applicable to the proposed development.

Sign Application Review Requirements

Sign Application and Permit Requirements | Chapter 30 – Signs.

NOTE: Two signs are included in the application materials. No details about where both signs will be located is provided. There is only one sign allowed along frontage more than 300 feet.

Sec. 30-9. - Design, construction and location standards.

(a) *Compliance with building and electrical codes required.* All permanent signs, and the illumination thereof, shall be designed, constructed and maintained in conformity with applicable provisions of the building and electrical codes adopted by the city.

(b) *Illumination standards.*

(1) Sign lighting may not be designed or located to cause confusion with traffic lights.

Sufficient: *The illuminated sign does not appear to be designed in any way to cause confusion with traffic lights.*

(2) Illumination by floodlights or spotlights is permissible so long as none of the light emitted shines directly onto an adjoining property or into the eyes of motorists or pedestrians using or entering public streets.

Sufficient: *The illuminated sign does not appear to be designed in any way that would emit excessive light onto adjoining properties, motorists or passing pedestrians.*

(3) Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface of the sign over public space.

Sufficient: *The illuminated sign's dimensions indicate that it will not project more than 18 inches perpendicularly over public space.*

(c) *Placement standards.*

(1) *Near street and/or driveway intersections.* No sign shall be erected within a visibility triangle in such a manner as to materially impede vision between a height of two feet and ten feet above grade. The clear visibility triangle shall be formed by connecting a point on each street centerline, to be located at the distance from the intersection of the street centerlines indicated below, and a third line connecting the two points. The clear visibility triangle distance from the intersection of the street centerlines for the various road classifications shall be as follows: (depicted in Table 30-2: Visibility Triangle Distance From Intersection of Street Centerlines)

Sufficient: *The proposed sign does not impede a visibility triangle and is compliance with the set standards, according to Plan Sheet 4.*

(2) *In right-of-way.* Supports for signs or sign structure shall not be placed in or upon a public right-of-way or public easement, except under the terms of a lease between the owner of the easement or right-of-way and the owner of the sign.

Sufficient: *The proposed sign does not intersect any public right-of-way or public easement, according to Plan Sheet 4.*

(3) *Over right-of-way.* No ground sign shall project over a public right-of-way.

Sufficient: *The proposed sign does project over public any right-of-way, according to Plan Sheet 4.*

(4) *Blocking exits, fire escapes, etc.* No sign or sign structure shall be erected that impedes use of any fire escape, emergency exit or standpipe.

Sufficient: *The proposed sign does not impede any use of fire escape, emergency exit or standpipe, according to Plan Sheet 4.*

(d) *Clearance standards.*

(1) *Over pedestrian ways.* All signs over pedestrian ways shall provide a minimum of nine feet of clearance.

Sufficient: *The proposed sign does not intersect any pedestrian ways, according to Plan Sheet 4.*

(2) *Over vehicular ways.* All signs over vehicular ways shall provide a minimum of 13 feet, six inches of clearance.

Sufficient: *The proposed sign does not intersect any vehicular ways, according to Plan Sheet 4.*

(e) *Relationship to building features.* A building sign shall not extend beyond any edge of the surface to which it is attached nor disrupt a major architectural feature of the building.

Sufficient: *Both renderings of the signs is not depicted to disrupt any major architectural features or extend beyond the edge of the surface to which it is attached.*

(f) *Maximum projection.* A building sign may project no more than four feet perpendicularly from the surface to which it is attached.

Sufficient: *The proposed sign does not project from the surface, according to Plan Sheet 4.*

(g) *Maximum window coverage.* The combined area of permanent and temporary signs placed on or behind windows shall not exceed 25 percent of the total window area at the same floor level on the side of the building or unit upon which the signs are displayed.

Sufficient: *The proposed sign is not depicted as a window sign or in a way where the sign obstructs windows.*

(h) *Format for multiple-occupancy complexes.* Building signs for multiple-occupancy complexes constructed or remodeled after the effective date of the ordinance from which this chapter is derived shall conform to an approved sign format. The sign format shall be included as a submittal for authorization to erect such a sign and shall be maintained on file in the planning and zoning department. The format shall be presented in a plan or sketch, together with written specifications in sufficient detail to enable the city building official to authorize signs based on the specifications. At a minimum, the sign format shall specify the types of signs and dimensions (not to exceed the size limits contained in this chapter) which will be permitted to each occupant within the complex. The sign format shall also contain common design elements, such as placement, color, shape or style of lettering, which lend a unified appearance to the signs of the occupants within the complex. The sign format may only be modified with the approval of the director upon submission of a revised plan and specifications detailing the revised format.

Sufficient: *The proposed development is not a multiple-occupancy complex or similar development.*

(i) *Signs required to be certified by a state-registered engineer.* The following signs shall be designed and certified by a state-registered engineer:

(1) Building signs that project perpendicularly from the surface to which it is attached and that are more than 24 square feet in area.

(2) Ground signs of more than eight feet in height and 48 square feet in area.

Sufficient: *The proposed sign is 40 square feet in area and does not exceed 8 feet in height, according to Plan Sheet 4.*

Variance Application Requirements

Article XI – Variances

Pursuant to Sec. 44-289 the applicant submitted a variance application on January 20, 2026. This was reviewed against the requirements listed in Sec. 44-290. All application requirements have been met by the applicant and the City.

Pursuant to Sec. 44-290, the petition for a variance to the land development code shall be evaluated based on the below determinations:

(1) That the proposed variation does not constitute a change in the districts shown on the zoning map;

No zoning district will be changed with this variance.

(2) That the proposed variation will not significantly increase congestion in the public streets nor impair the public safety;

There will be no increased congestion or public safety concerns with this variance.

(3) That the proposed variation will not impair the established values of property in the surrounding area;

Property values will not be impaired by this variance.

(4) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district;

The special condition of the building of the subject development is that is a non-alcoholic brewery. The City of Chipley Land Development Code does not provide requirements for or exceptions to the code as it relates to non-alcoholic breweries. There are no other non-alcoholic breweries within the same zoning district.

(5) That the special conditions and circumstances do not result from the actions of the applicant;

It is not due to the actions of the applicant that non-alcoholic breweries are not addressed in the Code.

(6) That granting the variance requested will not confer on the applicant any special privilege that is denied by the Code to other lands, buildings or structures in the same zoning district;

No special privileges will be granted to this applicant. There are other parcels within the zoning district that sell alcoholic and non-alcoholic beverages like beer, wine, and kombucha.

(7) That literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by others in the same zoning district under the terms of the Code and would work unnecessary and undue hardship on the applicant;

The Code prohibits alcohol sales within 500 feet of residential but does not consider non-alcoholic beverage sales as part of brewpub establishment. There are other parcels within the zoning district that have alcoholic and non-alcoholic beverage sales.

(8) That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure;

This variance will allow for alcoholic beverage sales for beverages with less than 0.5% alcohol content.

(9) That the grant of the variance will be in harmony with the general intent and purpose of the Code and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

The use of a non-alcoholic and under 0.5% alcoholic beverage “brewpub” aligns with the intent and purpose of the City’s Code.

City of Chipley Development Order

File No. _____ Fees Paid \$ _____

Name of Owner: ANTHONY THOMPSON Phone #: (931) 378-2723

Address: 4731 WHITEWATER LN, CRESTVIEW, FL 32539

Name of Developer/Contractor: AGENT/ENGINEER, ELISSA PETTIS, TRI STATE COMPANIES LLC

Address: 834 KIRKLAND ROAD, CHIPLEY, FL 32428 Phone #: (850) 420-9922

Type of Development: COMMERCIAL Parcel Size: 0.36 AC

Location of Development: SOUTHWEST OF WATTS AVE AND 7TH ST INTERSECTION

Land Use Designation: COMMERCIAL Sq. Ft. of Building SEE ATTACHED

Site Plan Required? Yes No Stormwater Permit Required? Yes No

City Utilities Needed? Potable Water Waste Water Natural Gas Garbage

Attachments to Order: 1. _____ 2. _____
3. _____ 4. _____

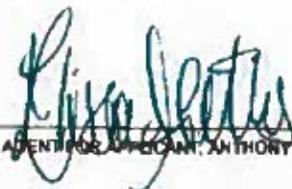
Date of Planning & Zoning Commission Approval: _____

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 plants) as approved by the City.

Signature – City Administrator _____ Date _____ Attest _____ Date _____

Owner/Developer/Contractor: 
AGENT/ENGINEER, ANTHONY THOMPSON

SEAL

ZONING CHANGE OR VARIANCE REQUEST

FEE: \$ _____

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 12/15/2025 Applicant's Name: Anthony W. Thompson

Phone 931-378-2723 Address: 0000 Watts Avenue, Chipley, FL 32428

Parcel ID: 00000000-00-1328-0001

Present Zoning Category of Property: Commercial

Requested Zoning of Property: _____

Property is: Developed _____ Undeveloped

ADDRESS OR DESCRIPTION OF PROPERTY TO BE CONSIDERED: Lots 11 and 12, less the West 33 feet of Lot 12 in the City of Chipley

TYPE OF REQUEST: Zoning Change () Variance

REASON FOR REQUEST: In order to sell alcohol due to proximity to residential.

SUPPORTING DOCUMENT(S): _____

Anthony W. Thompson
Signature of Applicant

12/15/2025
Date

CITY STAFF USE ONLY

Is the proposed zoning change consistent with the Comprehensive Plan? () Yes () No

Are proposed development plans consistent with the Comprehensive Plan? () Yes () No

Are proposed development plans compatible with the surrounding community? () Yes () No

Certified copy of property deed attached? () Yes () No

Legal Advertisement for public hearing scheduled for: _____

Map prepared: _____

Site Visit Performed: _____

Staff Summary Prepared: _____

APPLICATION REVIEWED BY: _____



Our goal is to have a nano brewery that produces small batches of non-alcoholic beer with a very small, craft-scale brewing operation focused on making alcohol-free or non-alcoholic (0.1%-0.5%) beer with an emphasis on experimentation, quality, and local or niche markets.

Here's a clear breakdown:

A nano brewery is the smallest category of commercial brewery.

- Produces very small batches (often 1–5 barrels per batch, sometimes even less)
- Typically run by one person or a small team
- Often experimental, flexible, and craft-focused
- We will sell directly to the consumer by means of a taproom

Non-alcoholic (NA) beer generally means:

0.0%–0.5% ABV (depending on country regulations)

Our nano brewery may use one or more of these methods:

- Restricted fermentation – stopping yeast early so alcohol doesn't form
- Special yeast strains – produce flavor without much alcohol

A nano NA brewery focuses specifically on brewing beer that:

- Tastes like traditional beer
- Has little to no alcohol
- Appeals to people who want the beer experience without intoxication

A nano non-alcoholic brewery typically:

- Produces small, seasonal, or experimental batches
- Focuses on craft quality, not mass production
- Creates distinct flavors (IPAs, stouts, sours, botanical beers)
- Serves a growing market of:
 - Health-conscious consumers
 - Designated drivers
 - Athletes
 - People avoiding alcohol for personal or cultural reasons

What Makes it Unique

A nano brewery produces small batches of non-alcoholic beer. It is a tiny craft brewery that specializes in alcohol-free beer, made in limited quantities with a focus on taste, creativity, and quality rather than volume. We will also work with a local distributor to provide an array of non-alcoholic beers and other beverages such as:

- Non-alcoholic IPA – hoppy, bitter, citrus-forward
- Non-alcoholic Stout – dark, roasted, coffee or chocolate notes
- Non-alcoholic Wheat Beer – light, smooth, slightly fruity
- Hop Water – carbonated water infused with hops (0.0% ABV)
- Kombucha (often $\leq 0.5\%$ ABV, fermented tea)
- Sparkling botanical drinks (herbs, flowers, spices)
- Craft sodas (ginger beer, root beer, cola)
- Cold brew coffee
- Iced tea or herbal tea
- Fruit-based mocktails
- Energy drinks or functional drinks (electrolytes, adaptogens)

What is a Beer Garden?

A beer garden is an outdoor space where people can enjoy beer and food in a relaxed setting.

- **Social atmosphere:** Beer gardens are often lively and energetic, creating a social atmosphere where people can relax and connect with friends, family or make new acquaintances.
- **Variety of beers:** Beer gardens usually offer a selection of different beers, allowing patrons to try new types and flavors.
- **Casual vibe:** Beer gardens typically have a relaxed, casual vibe, making them a great place to unwind and forget about daily stressors.

Weekly Event idea

- Host events: Run/walk club
- Yoga (stretch and sip)
- pop up art shows
- Songwriter session
- Community Grill Night
- Beer Garden Book Club
- Daddy Daycare time
- DJ Sunset Session
- Art Affair featuring poets, musicians and artists

Monthly Event idea

- Yappy Hour- Dog Friendly, local shelter partnership

- Beer Club Meet up Night
- Movie Night
- Youth Craft Fair
- Fish Fry Fourth Friday
- Battle of the Grill with Kids as the judge

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Name: ANTHONY THOMPSON

Address: 4731 WHITEWATER LN
CRESTVIEW, FL 32539

Phone #: (931) 378-2723

Address of property to be improved: SOUTHWEST OF WATTS AVE AND 7TH ST INTERSECTION

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

PLEASE REFER TO THE GRAPHICS ATTACHMENT AS WELL AS THE PLANS FOR MATERIALS AND TYPES OF STRUCTURES.

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

I (name of applicant) ELISSA PETTIS TRI STATE COMPANIES LLC 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: 4/25/2025
AGENT FOR APPLICANT, ANTHONY THOMPSON

Action: Approved _____ Not Approved _____

Comments: _____

Signature/Title/Authority



City of Chipley

Land Use Compliance Certificate



Fee Amount \$ _____

Verification provided for (Owner's Name): ANTHONY THOMPSON

Project Site Address: TBD (SOUTHWEST OF 7TH ST & WATTS AVE INTERSECTION)

Phone Number: (931) 378-2723

Contractor Name/Address AGENT/ENGINEER, ELISSA PETTIS, TRI STATE COMPANIES LLC
834 KIRKLAND ROAD, CHIPLEY, FL 32428

Contractor Phone #: (850) 420-9922 Parcel I.D. Number: 00000000-00-1328-001

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 ZONE X: AREA OF MINIMAL FLOOD HAZARD

Scope of work (Please provide details of all work): _____

THE PROPOSED PROJECT CONSISTS OF SITE DEVELOPMENT INCLUDING INSTALLATION OF WATER AND SEWER UTILITIES, STORMWATER MANAGEMENT INCLUDING GRADING (EARTHWORK), CONCRETE SIDEWALK, ADA SPACES AND BUILDING PAD (BAR AREA); GRAVEL PARKING AND LOADING/FOOD TRUCK SPACE, PRE-FABRICATED RESTROOMS, OFFICE AND STORAGE; GRASSED (OR TURF) PICNIC AREA AND LOUNGE #1; ELEVATED DECK FOR STAGE AND LOUNGE #2. ADDITIONALLY, THE SITE WILL BE FENCED AND LANDSCAPED.

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.

Elissa Pettis Applicant AGENT FOR APPLICANT, ANTHONY THOMPSON 4/25/2025 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.

CITY OF CHIPLEY APPLICATION FOR CONCURRENCY REVIEW

Applicant: ANTHONY THOMPSON Date: 4/25/2025

Address: 4731 WHITEWATER LN, CRESTVIEW, FL32539 Phone: (931) 378-2723

Project Name: SERENE LIFE BEER GARDEN Address: TBD (S WEST OF 7TH & WATTS INTERSECTION)

Contact Person: ELISSA PETTIS, TRI STATE COMPANIES LLC Phone: (850) 420-9922

(Use additional sheets if necessary)

1. Provide estimated water usage in gallons per person per day plus total usage per day, month, and annually.
2. Provide estimated sanitary sewer usage in gallons per person per day plus total usage per day, month, and year.
3. Provide estimated solid waste generation in pounds. Provide list of types of waste generated by establishment.
4. Provide storm water management plan.
 - a. Include all permits from applicable state and federal agencies.
5. Provide estimated traffic volume at peak hours.
 - a. Include a written statement indicating the nature and extent of proposed development.

*****NOTE: Certain types of development are exempt from some portions of the concurrency review; however, some may have greater requirements than those requested above. Call the planning department at city hall if you have any questions concerning your requirements.**

Approved by: _____ Date: _____
(City Official)

Certificate of Concurrency” valid for only one year following submission of information.



City of Chipley

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



AFFIDAVIT

STATE OF Florida
COUNTY OF Washington

BEFORE ME, a Notary Public in and for the said County and State, this day personally appeared Patrice Tanner, City of Chipley City Administrator, who, being by me duly sworn, deposes and says:

1. I am the City Administrator for the City of Chipley identified as the Utility Provider of the property located at Parcel ID: 00-1328-0001, Chipley, FL 32428.
2. I hereby depose and state that all necessary utilities for the construction, development, and operation of the property are presently available to the boundaries of the property. This includes, but is not limited to, water supply and sanitary sewer.
3. I further affirm that this affidavit is true and correct to the best of my knowledge and belief.

AFFIANT'S SIGNATURE: Patrice A. Tanner
City of Chipley by Patrice Tanner, City Administrator

Sworn to (or affirmed) and subscribed before me by means of

physical presence online notarization

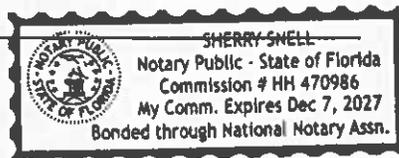
this 10 day of Nov., 2025.

Sherry Snell
Notary Public Signature

Sherry Snell
Printed Name of Notary Public

My Commission Expires:

(Seal)



NOTICE OF PUBLIC HEARING

The Planning & Zoning Commission of the City of Chipley, FL will conduct a public hearing at the City Hall Council Chambers located at 1442 Jackson Ave, Chipley, FL and via Zoom, on Thursday, January 29, 2026, at 3:00 p.m. CST. The purpose of this hearing is to review and consider the following request:

1. Request for Development Order to include a Variance – Serene Life Beer Garden. The property is located at the corner of Watts Avenue & 7th Street, Parcel ID: 00000000-00-1328-0001.
2. Request for a Variance – WJHFL, LLC - 966 Lera Lane. Parcel ID: 00000000-00-2258-0140.

You are invited to a Zoom webinar!

When: January 29, 2026 03:00 PM Central Time (US and Canada)

Topic: Planning & Zoning Commission Meeting

Join from PC, Mac, iPad, or Android: <https://us02web.zoom.us/j/85241464711>

Phone one-tap:

+16469313860,,85241464711# US +13017158592,,85241464711# US (Washington DC)

Join via audio:

+1 646 931 3860 US +1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) +1 386 347 5053 US +1 507 473 4847 US +1 564 217 2000 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 +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 360 209 5623 US

Webinar ID: 852 4146 4711

All citizens and interested parties are encouraged to attend the public hearing in person or via zoom. Any inquiries regarding the public hearings or any person requiring special accommodation due to disability or physical impairment, including speech or hearing impairments, should contact the City Hall at 850-638-6350 at least five (5) business days prior to the hearing.

Patrice Tanner
City Administrator



City of Chipley

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



Section G, Item 2.

NOTICE OF PUBLIC HEARING

December 29, 2025

Dear Citizen:

The City of Chipley Planning & Zoning Commission will conduct a public hearing on January 29, 2026 at 3:00 p.m., City Hall Council Chambers. The purpose of this hearing is to review and consider the following request:

Serene Life Beer Garden is requesting approval of a development order that includes a variance to permit the sale of alcoholic beverages within 500 feet of a residential property.

Property Location: The corner of Watts Avenue and 7th Street
Parcel ID #: 00-1328-0001

City Code Chapter 4 – Alcoholic Beverages
Article II – Establishments

(1) Distance from dwelling or residence.

- a. It shall be unlawful to sell beer, wine, or other alcoholic or intoxicating beverages for consumption on the premises within 500 feet of any residence, which distance shall be measured by measuring a radius from the main public entrance of the place or establishment. If any portion of a parcel of land used as a dwelling or residence lies within such radius, then the new establishment shall be deemed to be within such distance.

In accordance with City Code of Ordinances Chapter 44, Article XI, property owners located within 300 feet of said location are to be notified.

The City Council will review the development order and variance at their meeting to be held on February 13, 2026 at 5:00 p.m., City Hall Council Chambers.

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

Sincerely,

Patrice A. Tanner
City Administrator

CITY OF CHIPLEY AFFIDAVIT OF MAILING

January 15, 2026

Re: Notice of Public Hearing for the Planning and Zoning Commission, on January 29, 2026, at 3:00 pm., and Notice of Public Hearing for City Council on February 13, 2026, at 5:00 pm both located at 1442 Jackson Avenue, Chipley, FL 32428, in the city's chambers,

I, Sherry Snell, designated and employed by the City of Chipley, Florida, did mail the notice of a public hearing to the following:

See Exhibit A, on December 29, 2025.

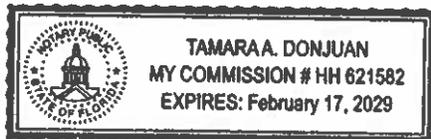
Sherry Snell
Employee Signature

1-15-26
Date



Sworn to and subscribed before me this 15 day of January, 2026, by Sherry Snell, who is personally known by me.

T. A. D.
Signature of Notary Public



CALVERLY JOHN, REHBERG MONICA C
% MONICA REHBERG
746 3RD ST
CHIPLEY, FL 32428

CITY OF CHIPLEY
PO BOX 1007
CHIPLEY, FL 32428

COOPER JIMMIE L
PO BOX 66
CHIPLEY, FL 32428

COOPER Z REGINALD, COOPER JIMMIE
PO BOX 34
CHIPLEY, FL 32428

CURLETT SUSANNA
781 MAIN ST
CHIPLEY, FL 32428

HADDOCK RONDA M, HADDOCK DAN
774 MAIN ST
CHIPLEY, FL 32428

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

HARRELL RENA
1660 COY DR
CHIPLEY, FL 32428

HITCHCOCK DAVID A, HITCHCOCK TII
2540 DOGWOOD DR
COTTONDALE, FL 32431

J CORB LLC
912 HWY 277
CHIPLEY, FL 32428

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

MASLOW ROBERT, MASLOW MICHELI
2380 EARLS CT
LOS ANGELES, CA 90077

NELSON WAYNE, NELSON BETTY
669 7TH ST
CHIPLEY, FL 32428

PEDRAJA LEANNE G
PO BOX 472
CHIPLEY, FL 32428

THOMPSON ANTHONY, THOMPSON A
4731 WHITEWATER LN
CRESTVIEW, FL 32539

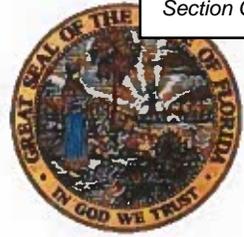
TREADWELL ADAM, PIGGLY WIGGLY AI
1140 MONTGOMERY HWY
DOTHAN, AL 36305

TREADWELL ADAM
1140 MONTGOMERY HWY
DOTHAN, AL 36305



City of Chipley

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



Section G, Item 2.

NOTICE OF PUBLIC HEARING (Updated City Council Meeting Date)

January 20, 2026

Dear Citizen:

The City of Chipley Planning & Zoning Commission will conduct a public hearing on January 29, 2026, at 3:00 p.m., City Hall Council Chambers. The purpose of this hearing is to review and consider the following request:

Serene Life Beer Garden is requesting approval of a development order that includes a variance to permit the sale of alcoholic beverages within 500 feet of a residential property.

Property Location: The corner of Watts Avenue and 7th Street
Parcel ID #: 00-1328-0001

City Code Chapter 4 – Alcoholic Beverages
Article II – Establishments

(1) Distance from dwelling or residence.

- a. It shall be unlawful to sell beer, wine, or other alcoholic or intoxicating beverages for consumption on the premises within 500 feet of any residence, which distance shall be measured by measuring a radius from the main public entrance of the place or establishment. If any portion of a parcel of land used as a dwelling or residence lies within such radius, then the new establishment shall be deemed to be within such distance.

In accordance with City Code of Ordinances Chapter 44, Article XI, property owners located within 300 feet of said location are to be notified.

The City Council will review the development order and variance at their meeting to be held on February 10, 2026, at 5:00 p.m., City Hall Council Chambers.

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

Sincerely,

Patrice A. Tanner
City Administrator

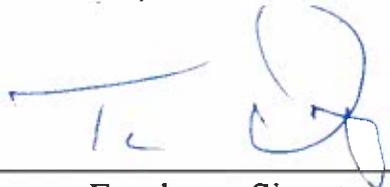
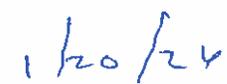
CITY OF CHIPLEY AFFIDAVIT OF MAILING

January 20, 2026

Re: Notice of Public Hearing for the Planning and Zoning Commission, on January 29, 2026, at 3:00 pm., and Notice of Public Hearing for City Council on February 10, 2026, at 5:00 pm both located at 1442 Jackson Avenue, Chipley, FL 32428, in the city's chambers,

I, Tamara Donjuan, designated and employed by the City of Chipley, Florida, did mail the notice of public hearing to the following:

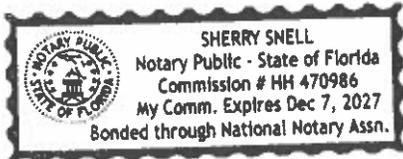
See Exhibit A,

 <hr/> Employee Signature	 <hr/> Date
--	--

Sworn to and subscribed before me this 20th day of Jan, 2026, by Tamara Donjuan, who is personally known by me.



 Signature of Notary Public



CALVERLY JOHN, REHBERG MONICA C
% MONICA REHBERG
746 3RD ST
CHIPLEY, FL 32428

CITY OF CHIPLEY
PO BOX 1007
CHIPLEY, FL 32428

COOPER JIMMIE L
PO BOX 66
CHIPLEY, FL 32428

COOPER Z REGINALD, COOPER JIMMIE
PO BOX 34
CHIPLEY, FL 32428

CURLETT SUSANNA
781 MAIN ST
CHIPLEY, FL 32428

HADDOCK RONDA M, HADDOCK DAN
774 MAIN ST
CHIPLEY, FL 32428

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

HARRELL RENA
1660 COY DR
CHIPLEY, FL 32428

HITCHCOCK DAVID A, HITCHCOCK TII
2540 DOGWOOD DR
COTTONDALE, FL 32431

J CORB LLC
912 HWY 277
CHIPLEY, FL 32428

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

MASLOW ROBERT, MASLOW MICHELI
2380 EARLS CT
LOS ANGELES, CA 90077

NELSON WAYNE, NELSON BETTY
669 7TH ST
CHIPLEY, FL 32428

PEDRAJA LEANNE G
PO BOX 472
CHIPLEY, FL 32428

THOMPSON ANTHONY, THOMPSON A
4731 WHITEWATER LN
CRESTVIEW, FL 32539

TREADWELL ADAM, PIGGLY WIGGLY A
1140 MONTGOMERY HWY
DOTHAN, AL 36305

TREADWELL ADAM
1140 MONTGOMERY HWY
DOTHAN, AL 36305

SITE PLAN REVIEW REQUIREMENT CHECKLIST

- 1. Legal description of subject parcel. -SEE PLANS – SHEET: 1A
- 2. Site location map. -SEE PLANS – SHEET: COVER
- 3. Topography map. -SEE MAPS – TOPO MAP ATTACHEMENT
- 4. Generalized soil types and map, if available. -SEE MAPS – SOIL MAP ATTACHEMENT
- 5. Type & location of existing vegetation & tree grouping. -SEE PLANS – SHEET: 4A
- 6. Location, names, widths of existing & proposed streets, driveways and dumpsters.
-SEE PLANS – SHEETS: 1A AND 2A
- 7. Dimensions/location of all buildings/structures. -SEE PLANS – SHEET: 2A AND SEE GRAPHICS ATTACH
- 8. Gross floor area of all buildings. -SEE PLANS – SITE DATA SUMMARY ON SHEET 2A
- 9. Exact number of dwelling units by number of bedrooms. -N/A
- 10. Total number of residential units by acre. -N/A
- 11. Dimensions of all yard setbacks and open spaces.
-SEE PLANS – SITE SUMMARY DATA SHEET ON SHEET 2A
- 12. Location of recreation areas, if any. -N/A
- 13. Drainage concept. -SEE PLANS – SHEET: 3A
- 14. Site percentage & square footage covered by building structures.
-SEE PLANS – SITE SUMMARY DATA SHEET ON SHEET 2A
- 15. Site percentage & square footage covered by paving.
-SEE PLANS – SITE SUMMARY DATA SHEET ON SHEET 2A
- 16. Site percentage & square footage covered by open space.
-SEE PLANS – SITE SUMMARY DATA TABLE ON SHEET 2A
- 17. Sediment control measures. -SEE PLANS – SHEET: 1B
- 18. Fire flow calculations. -SEE CALCS – FIRE FLOW ATTACHEMENT
- 19. Preliminary site plan submittals must contain the following stormwater management information:
 - A. Graphic definition of the drainage areas with each area's:
 - 1. approximate surface area indicated
-SEE PLANS – SITE SUMMARY DATA TABLE ON SHEET 2A
 - 2. approximate coefficient of imperviousness -SEE CALCS – SWMF CALCS ATTACH
 - 3. approximate points of water collection -SEE PLANS – SHEET 3A
 - B. Definition of the type of stormwater management system proposed, along with the location and approximate dimensions and/or size of the facilities. -SEE CALCS – SWMF CALCS ATTACH
 - C. Approximate stormwater management design calculations.
-SEE CALCS – SWMF CALCS ATTACH
- 20. A grading & drainage plan; stormwater management analysis/design Calculations must be signed & sealed by a registered Florida engineer. – SEE CALCS: SWMF CALCS ATTACHEMENT & PLANS: SHEET 3A
- 21. A landscape plan. -SEE PLANS – SHEET: 4A
- 22. Exact location of all public easements. -SEE PLANS – SHEET 1A

Development Statement on Public Easements

This project does not include any public easements. However, the adjacent rights-of-ways that abut the property are recognized as public access areas. These rights-of-ways will remain accessible.

- 23. Utility services & connection points; fire hydrant locations.
-SEE MAPS – EXIST UTILITIES MAP ATTACH & PLANS – SHEET: 3B
- 24. Architectural elevations of all buildings and structures. -SEE GRAPHICS – ARCH ELEVATIONS
- 25. Size, type and location of street graphics.
-SEE GRAPHICS ATTACHEMENT AND PLANS – SHEET: 4A
- 26. Size, location and intensity of exterior lighting devices and a statement that lighting will meet City of Chipley codes. -SEE PLANS – SHEET: 4A

27. If phasing is planned, a development timetable is required. PLEASE SEE BELOW.

Phasing Plan

(Each phase will commence within 60 days after the completion of the prior phase.)

- A. Phase 1: Foundation Setup**
 - i. Install cooler and nano brewery containers**
 - ii. Construct restrooms**
 - iii. Build stage for events and entertainment**
- B. Phase 2: Main Serving & Bar Area**
 - i. Establish primary bar and serving station**
 - ii. Ensure plumbing, electrical, and seating arrangements**
 - iii. Develop customer flow and optimize layout**
- C. Phase 3: Lounge Areas & Landscaping**
 - i. Create relaxation lounges for guests**
 - ii. Implement landscaping features for aesthetics and ambiance**
 - iii. Final touch-ups and enhancements for seamless operation**

28. A sedimentation plan. -SEE PLAN – SHEETS: SWPPP(1), SWPPP(2) AND SHEET 1B



TRUSTATE Companies
 234 Westwood Circle, Suite 200
 West Palm Beach, Florida 33411
 Phone: 561.833.2000 Fax: 561.833.2001
 www.trustate.com

PROPOSED SITE PLAN
 SERPENTINE BEER GARDEN
 CHIPLEY, WASHINGTON CO., FLORIDA

Scale: 1" = 20'
 Project No: LP24002
 Date: 08/20/2024
 Author: NGC
 Designer: EAP
 Approver: TCS
 Title: 2A

SITE DATA SUMMARY

PARCEL ID: 300000000-00-1328-0001
PROJECT AREA: 0.36 AC / 15,778.5 SF (INCLUDING 0.185 AC / 8,058 SF OFFSITE)
FUTURE LAND USE: COMMERCIAL
FLOOD ZONE: ZONE X

SITE INTENSITY:
 ALLOWED = 30%
 PROVIDED = 34%

PARKING SPACES:
 REQUIRED - 1 SPACE PER 4 SEATS * 60 SEATS = 15 SPACES
 PROVIDED = 15 SPACES

SEAT TOTAL:
 BAR: 18 SEATS
 LOUNGE #1: 2 SEATS
 LOUNGE #2: 4 SEATS
 STAGE: 20 SEATS
 PICNIC: 16 SEATS

BUILDING SETBACKS/BUFFERS:

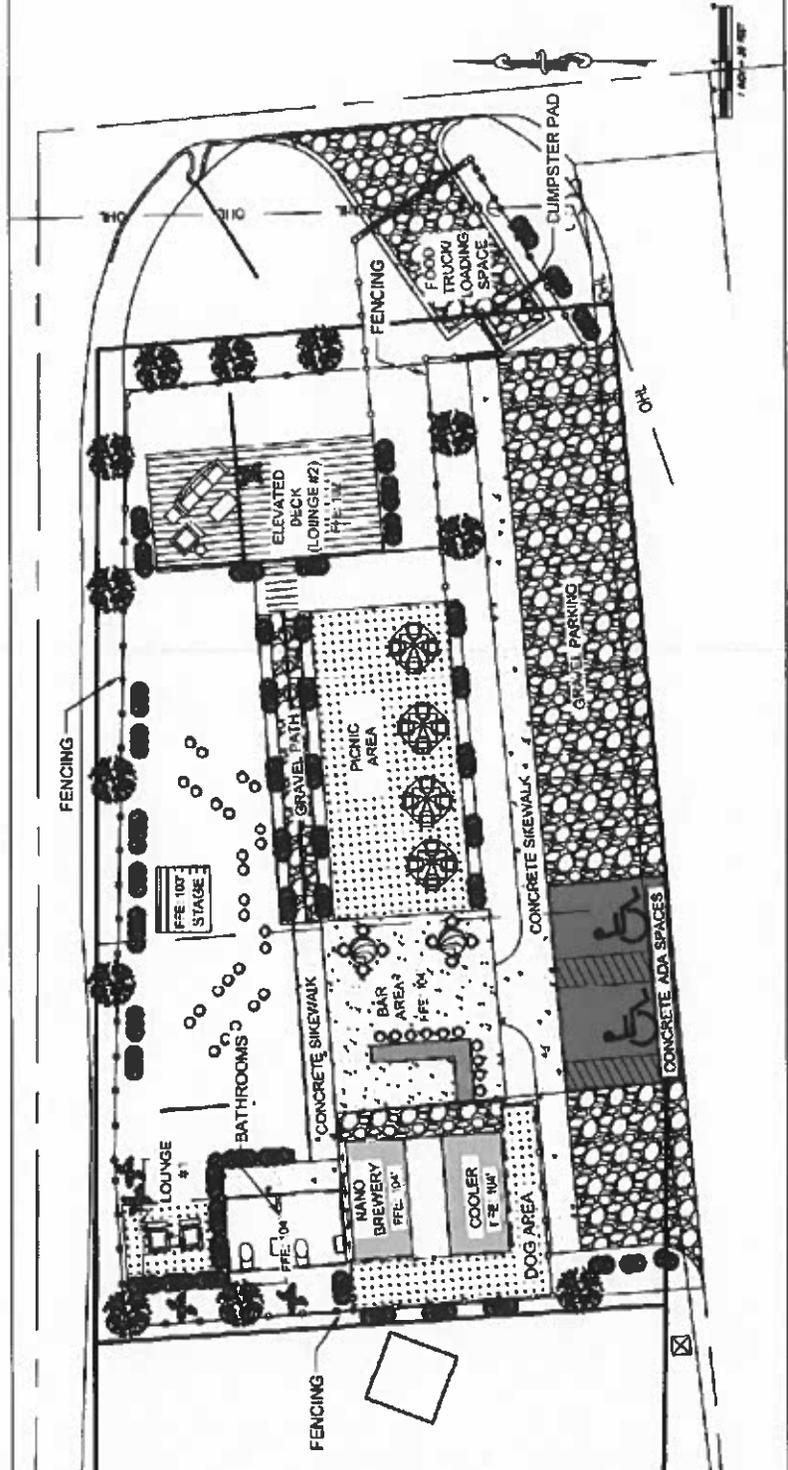
FRONT	REAR	W/SIDE	E SIDE	REQUIRED	PROVIDED
25'	5'	10'	7.5'	25'	27'

FLOOR AREA RATIO:
 PROVIDED = 1,580 SF / [0.46 AC X (1 AC/43,560 SF)] = 0.10

BUILDING LOI/AL:
 BATH: 232 SF
 BAR: 9283 SF
 OFFICE: 200 SF
 STORAGE: 200 SF

IMPERVIOUS SURFACE RATIO:
 ALLOWED = 85%
 PROVIDED = 45%
 8,018 IMP SURFACE / 23,758 SF PROJECT AREA = 0.337 OR 34%

OPEN SPACE (PERMEABLE AREA):
 15,741 SF OPEN SPACE / 23,758 SF PROJECT AREA = 0.66 OR 66%



T&E

TRU-STATE Companies, Inc.
 114 West 10th Street, Suite 200
 Tampa, Florida 33603
 Telephone: 813.251.1111
 Fax: 813.251.1112

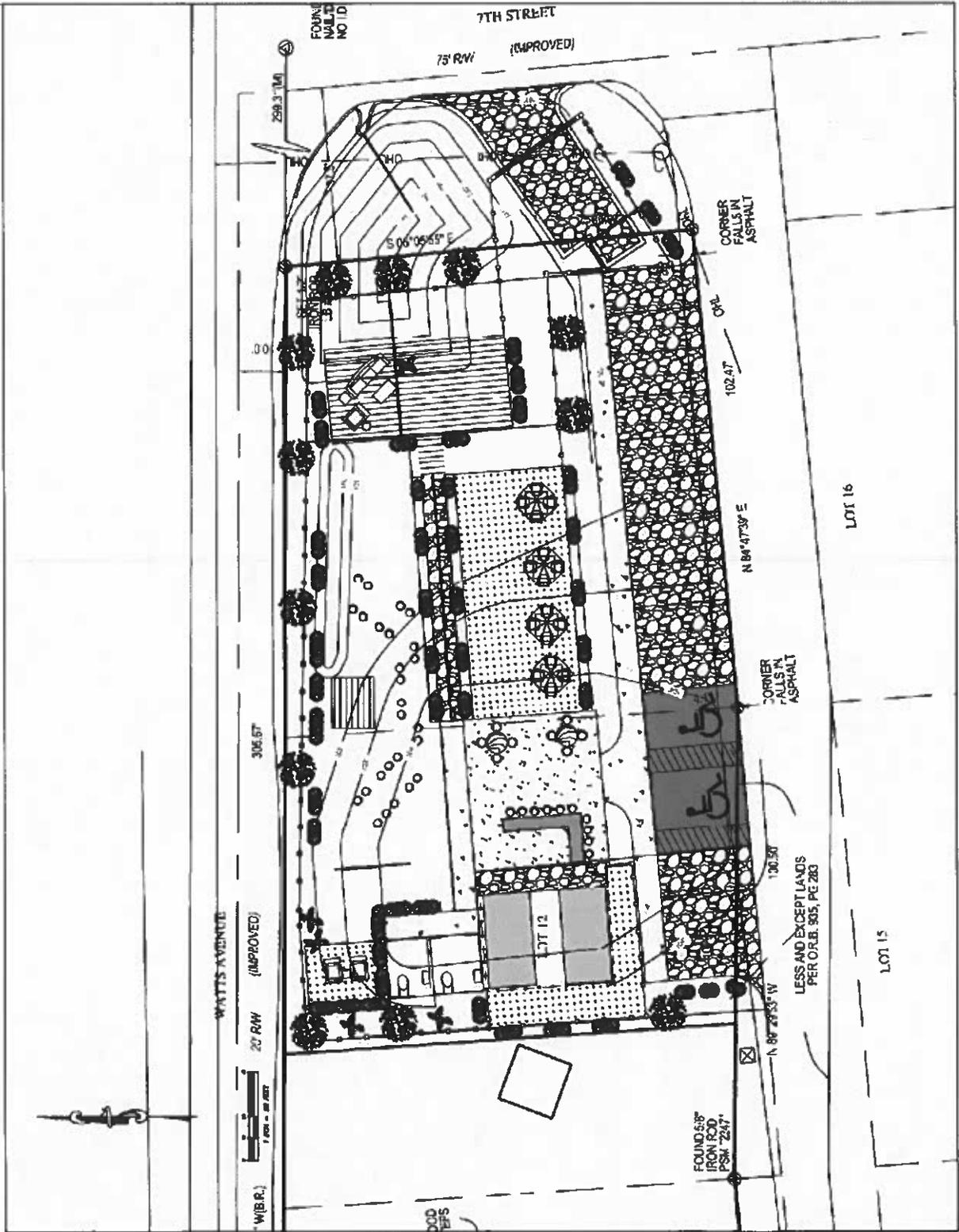
DRAINAGE PLAN
SERENE LIFE BEER GARDEN SERENE
LIFE BEER GARDEN
 CHIPLEY, WASHINGTON CO., FLORIDA

Section G, Item 2.

Notes

- 1" = 20'
- LP25008
- AGC
- EAP
- TCS

3A





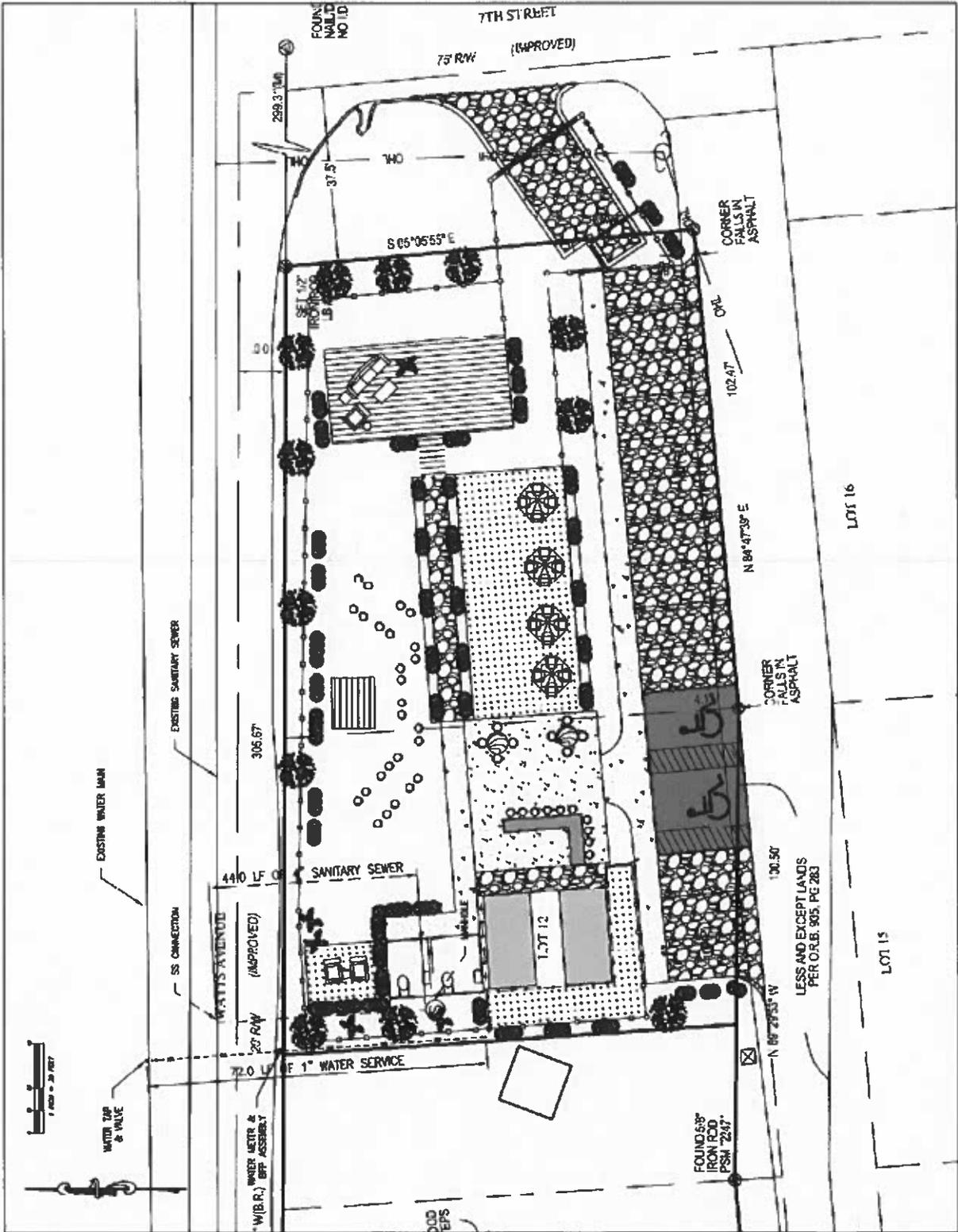
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 Chipley, Florida 32423
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 Fax: 904.237.2002
 www.tri-state.com

UTILITY PLAN
SERENE LIFE BEER GARDEN
 CHIPLEY, WASHINGTON CO., FLORIDA

Section G, Item 2.

Scale: 1" = 20'
 Project No: LP23072
 Date: 10/20/23
 Author: AGC
 Checker: EAP
 Approver: TCS
 Date: 10/20/23

3B



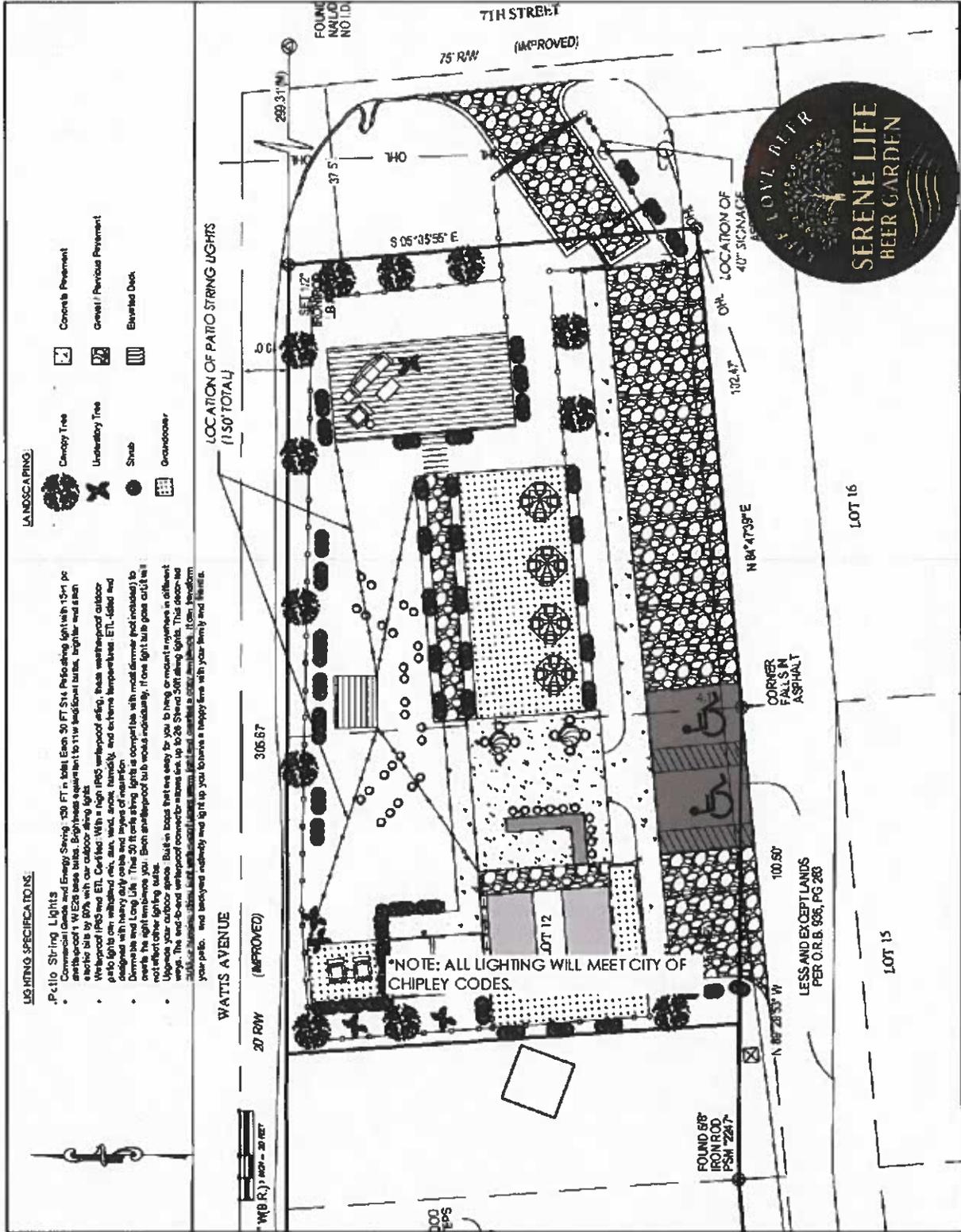
TSC

TRISTATE Enterprises, Inc.
 80 United Blvd
 Chipley, Florida 32429
 Phone: (904) 707-7822
 Fax: (904) 707-7823
 E-mail: tris@tristate.com
 Website: www.tristate.com

LANDSCAPING & LIGHTNING PLAN

SERENE LIFE BEER GARDEN
 CHIPLEY, WASHINGTON CO., FLORIDA

Section G, Item 2.



Drawn By	LP230002
Checked By	AGC
Reviewed By	EAP
Approved By	TCS
Sheet Number	4A

**TRAFFIC ANALYSIS
SERENE LIFE BEER GARDEN
CITY OF CHIPLEY DEVELOPMENT ORDER**

INTRODUCTION

The following is a traffic concurrency analysis of the proposed construction of a new nano brewery/beer garden development located on the south side of Watts Avenue, just SW of the Watts Avenue and 7th Street intersection in Chipley, Washington County, Florida. The property is currently undeveloped. The proposed development of the site will consist of 1,580 SF of brewery, seating and associated improvements.

TRIPS GENERATED

For the proposed use, the projected number of PM peak hour trips generated is determined using the Institute of Transportation Engineers publication *Trip Generation*, 11th Edition. The total number of PM Peak Hour trips generated is calculated using the average rate for the peak hour of adjacent street traffic (one hour between 4:00 and 6:00 PM), as shown in the table below.

ITE TRIP CODE	PROPOSED DEVELOPMENT	PROPOSED IMPACT (X) per 1,000 SF GFA	TRIP GENERATION EQN / AVG RATE	PM PEAK HOUR TRIPS (T)	ENTERING (66%)	EXITING (34%)
271	Brewery Tap Room	$X = 1580/1000 = 1.58$	$T = 9.83X$	15.53	11	5

Total PM Peak Hour Trips (T) = $9.83(1.58) = 15.53 = 16$

PROJECT TRAFFIC DISTRIBUTION

The entering and exiting ratios shown for the Brewery Tap Room ITE code #271 are 66% and 34%, respectively. There is a total of approximately 11 trips which will enter the development during the PM peak hour, and 5 trips that will exit the development.

CONCLUSION

The proposed development will generate 16 new PM peak hour trips. Based on the trip distribution, it is not anticipated that segments of roadways will be impacted prior to all Washington County concurrency requirements being met.

SERENE LIFE BEER GARDEN
ERP STORM WATER CALCULATIONS
TSC PROJECT #24002
PREPARED FOR: ANTHONY THOMPSON

This spreadsheet is intended to be used in conjunction with the Environmental Resources Permit Applicant's Handbook Volume 2 published by the Department of Environmental Protection and the Northwest Florida Water Management District. All referenced figures and equations can be found within Chapter 13 of this handbook.

Step 1 - Determine Vr
 Project Area = 0.46 acres
 (0.36 AC Site / 0.10 AC Offsite) 19,854 ft²

Seasonal High GWTElevation (ft) = 96.50

Hydrologic Soil Group (HSG): B
 Soil Type: Loamy Sand

PRE-CONDITION

Description	Area (ft ²)	Curve Number (CN)
Impervious	0	98
Semi-impervious	0	76
Stormwater Pond	0	98
Pervious	19,854	45
Sum =	19,854	

Pre-Condition Weighted Composite Curve Number (CN) = 45

POST-CONDITION

Calculate the Composite Runoff Coefficient (C), Required Treatment Depth and Composite Curve Number (CN)

Description	Area (ft ²)	C value	Weighted Avg. (ft ²)	Curve Number (CN)
Impervious	3,771	0.95	3,582	98
Semi-impervious	3,765	0.7	2,635	76
Stormwater Pond	1,838	0.3	551	100
Pervious	10,481	0.3	3,144	30
Sum =	19,854		9,913	

Weighted Runoff Coefficient (C) = 0.5
 Therefore, required depth of treatment (inches) per ERP = 0.5
 Required depth of treatment (inches) per County = 1.0
 Weighted Composite Curve Number (CN) = 58

Vr = Treatment Volume Required by ERP or County (whichever is greater)
 Vr = 827 ft³

SERENE LIFE BEER GARDEN
ERP STORMWATER CALCULATIONS
TSC PROJECT #24002
PREPARED FOR: ANTHONY THOMPSON

Step 2 - Determine Vp and Check for Lateral Analysis

Pond Data:	Elevation (ft)	Area (ft ²)	Volume (ft ³)	Cumulative Volume (ft ³)	Description
	97.00	65	0.00	0.00	Bottom of Pond
	98.00	320	192.50	192.50	-
	99.00	705	512.50	705.00	-
	99.25	480	148.09	853.09	Approximate Treatment Elevation
	100.00	1,214	959.50	1664.50	-
	101.00	1,838	1,526.00	3,190.50	Top of Pond

Total Volume provided is 3,190.5 ft³. The required volume 827 ft³ is achieved between the 99.0' and 100.0' contour, therefore interpolating to find height of treatment:

$$h_t = \frac{(ELEV_A - ELEV_B) \times (V_r - V_B)}{(V_A - V_B)} + ELEV_B$$

ELEV _A =	100.00	ft
ELEV _B =	99.00	ft
V _r =	827.25	ft ³
V _A =	1,664.50	ft ³
V _B =	705.00	ft ³
h _r =	99.13	ft

*ELEV_A is the upper boundary of the contour range in which treatment volume is achieved and ELEV_B is the lower boundary. V_A and V_B are the respective cumulative volumes provided at those elevations.

Height of treatment is 16.00', therefore solving for the treatment depth, h_v:

h_v = Height of Treatment - Pond Bottom
 h_v = 1.13 ft

Height of water required to saturate the soil, h_u (from Eq 13-4):

$$h_u = \left(\frac{f}{h_b} \right) (h_b)$$

f = fillable porosity (0.20 for Silty/Slightly Silty Sands and 0.30 for Fine Sands)
 = 0.2

h_b = height of basin above bottom of SHGWT = 0.3 ft
 h_u = 1.50 ft.

SERENE LIFE BEER GARDEN
 ERP STORMWATER CALCULATIONS
 TSC PROJECT #24002
 PREPARED FOR: ANTHONY THOMPSON

Section 13.3.3 of the handbook (Volume 2) states that there are two conditions under which recovery of the treatment volume will occur entirely through vertical flow conditions. Checking these conditions:

Condition 1: Height of treatment volume, $h_v \leq h_u$ Condition met?

Total volume of water required to saturate the soil below the basin, V_u (Eq. 13-3):

$$V_u = (A_b)(h_b)(f)$$

A_b = pond bottom area = ft²

V_u = ft³

Condition 2: Treatment volume, $V_r \leq V_u$ Condition met?

If either of these conditions are met, then only vertical analysis is required. However, if both conditional checks result in "No", then lateral analysis will be required.

SERENE LIFE BEER GARDEN
ERP STORMWATER CALCULATIONS
TSC PROJECT #24002
PREPARED FOR: ANTHONY THOMPSON

Step 3- Infiltration and Recovery Time

Since the infiltration rate was obtained through a DRI, the resulting rate is considered an unsaturated infiltration rate.

So $K_{vU} = 12$ ft/day

The design infiltration rate is the unsaturated rate with an applied factor of safety (Eq. 13-1).

So $I_d = \frac{K_{vU}}{FS}$
 $I_d = \frac{12}{2} = 6$ ft/day

The time to saturate the soil mass below the basin, T_{SAT} (Eq. 13-2):

So $T_{SAT} = \frac{(r)(h_b)}{I_d}$
 $T_{SAT} = \frac{(0.2)(1.50)}{6} = 0.05$ days

The required lateral treatment volume, $V_{T,lateral}$ is the remaining volume after the soil below the basin has become saturated.

So $V_{T,lateral} = V_T - V_U$
 $V_{T,lateral} = 731.25$ ft³

Interpolating between the 99' and 100' contour to determine the lateral treatment elevation, $h_{T,lateral}$:

$h_{T,lateral} = (ELEV_A - ELEV_B) \times \frac{(V_{T,lateral} - V_B)}{(V_A - V_B)} + ELEV_B$

*ELEV_A is the upper boundary of the contour range in which lateral treatment volume is achieved and ELEV_B is the lower boundary. V_A and V_B are the respective cumulative volumes provided at those elevations.

ELEV _A =	100.00 ft
ELEV _B =	99.00 ft
V _{T,lateral} =	731.25 ft ³
V _A =	1,664.50 ft ³
V _B =	705.00 ft ³
$h_{T,lateral}$ =	99.03 ft

SERENE LIFE BEER GARDEN
ERP STORMWATER CALCULATIONS
TSC PROJECT #24002
PREPARED FOR: ANTHONY THOMPSON

Step 4- Determination of F_y and F_x :

At time $t = t_{\text{later}}$, h_c (height of water in basin above the initial groundwater level) is equal to h_b

So $h_c =$ 1.50 ft.

F

The height of water in the basin at the start of saturated lateral flow, h_2 is found by:

$h_2 = h_{\text{lateral}} - \text{bottom of basin}$
 $h_2 =$ 1.03 ft

According to Equation 13-8, the height of water in the basin above the initial groundwater level at the start of saturated lateral flow, H_1 is found by:

$H_1 = h_2 + h_b$
 $H_1 =$ 2.53 ft.

According to Eqn. 13-6, F_y (dimensionless parameter representing percent of water level decline below a maximum level) is found by:

$F_y = h_c/H_1$
 $F_y =$ 0.593505155

Calculating F_x (dimensionless parameter representing physical and hydraulic characteristics of the retention basin and effective aquifer system) from Figure 13-7:

Pond Dimensions:
 Length (L) = 62 ft.
 Width (W) = 36 ft.
 So $L/W =$ 1.722222222

*Consulting Figure 13-5, 13-6, 13-7, or 13-8, $F_x =$ 1.2 *depending on fillable porosity, f

As there is no confining layer near the bottom of the basin, it can be assume 50 ft.

SERENE LIFE BEER GARDEN
ERP STORMWATER CALCULATIONS
TSC PROJECT #24002
PREPARED FOR: ANTHONY THOMPSON

So the average saturated thickness, D, is given by: (Eq. 13-7)

$$D = H + (h_d/2)$$

$$D = \boxed{50.75} \text{ ft.}$$

The time to recover the remaining treatment volume under lateral saturated flow conditions, t is found using Eq. 13-9:

$$t = \frac{W^2}{(4)(K_H)(D)(F_x)}$$

*K _H =	12 ft/day
W =	36 ft.
D =	50.75 ft.
F _x =	1.2

*K_H is to be provided by Geotechnical Engineer. If this value is not available, K_{VI} should be used to remain conservative.

So $t = \boxed{0.369458128} \text{ days}$

The total time of recovery in the basin is calculated as follows:

$$T_{\text{Total}} = T_{\text{SAT}} + t$$

T _{SAT} =	0.05 days
t =	0.369458128 days
So T _{Total} =	0.419458128 days
	= 10.06699507 hours

Therefore, the time required to recover the treatment volume is less than the required 72 hours and the design is sufficient.

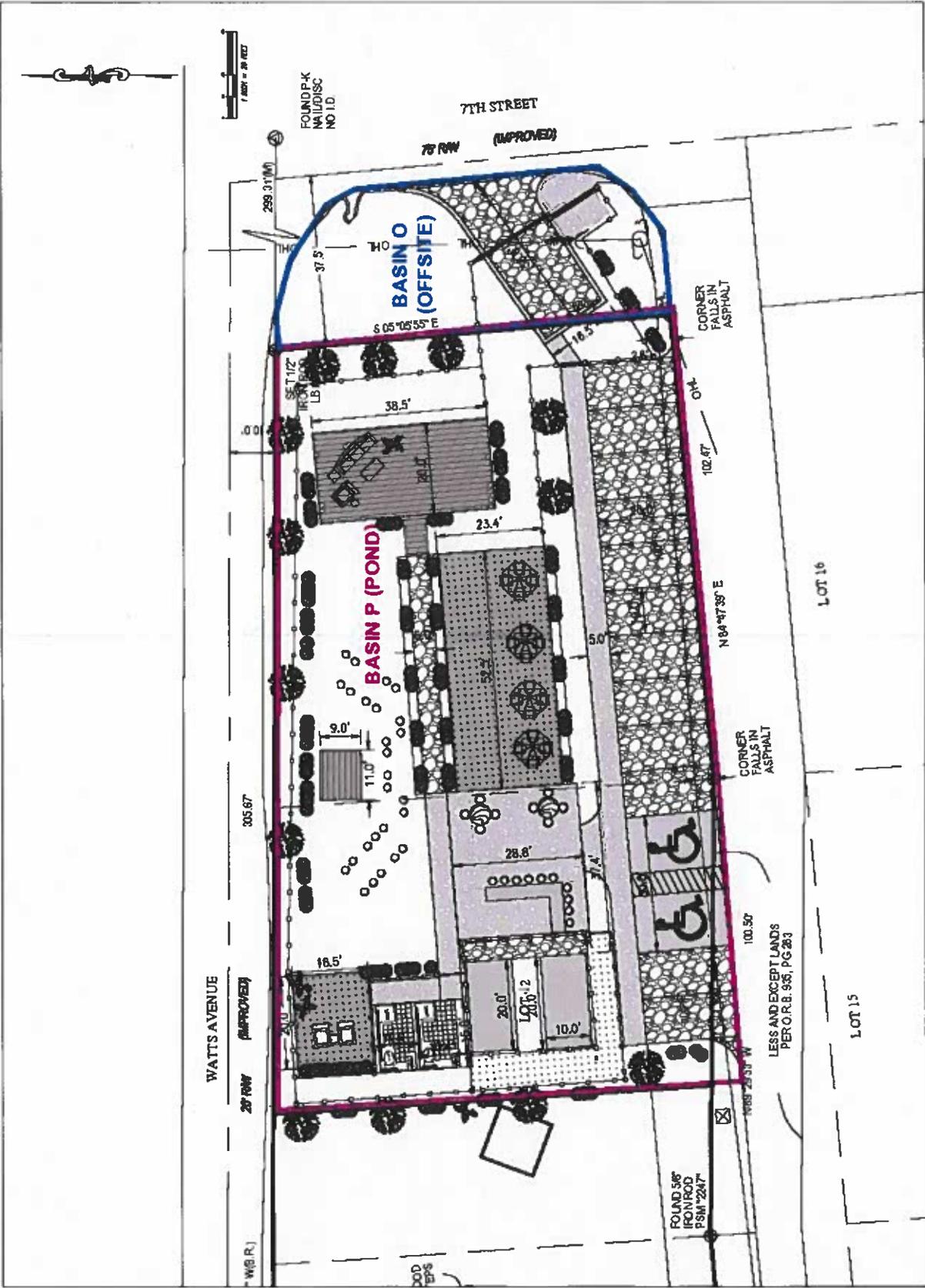


TRISTATE ENGINEERING
 1000 N. W. 10th St.
 Ft. Lauderdale, FL 33304
 Phone: (954) 561-1111
 Fax: (954) 561-1112
 Website: www.tristateeng.com

DRAINAGE BASIN MAP
 BREER GARDEN
 SERBEN LIFE
 CHIPLEY
 WASHINGTON CO., FLORIDA

PRELIMINARY

Scale	
1" = 20'	
Project No.	LP23002
Drawn by	AGC
Checked by	EAP
Date	
Value	4A



1000 N. W. 10th St. Ft. Lauderdale, FL 33304
 Phone: (954) 561-1111
 Fax: (954) 561-1112
 Website: www.tristateeng.com

SERENE LIFE BEER GARDEN
FIRE FLOW CALCULATIONS

Building Foot Print Length = 24 Width = 24 Sq. Ft. = 576

Total Sq. Ft. = 576

*Add height for each floor Ceiling Height = 12 Cu. Ft. = 6,912

*Note: take 1/2 of pitched roof height Attic Height = Cu. Ft. = -

Additional space (porch, etc.) Length Width Height Cu. Ft. = -

Total Cu. Ft. = 6,912

Total Cu. Ft. = 6,912 OHC = 3 Gallons = 2,304

Note Occupancy Hazard Classification number is 7 for dwellings, small office complexes and similar constructed facilities. Refer to NFPA 1142 for other types of structures.

Gallons = 2,304 CCN = 1 Gallons = 2,304

Note Type II Construction .75. Ex: Cinderblock, approved non-combustible material.
Type III Construction 1.0. Ex: Brick veneer, approved non-combustible material etc.
Type V Construction 1.5. *Dwellings max 1.0 CCN per NFPA 1142**

Gallons = 2,304 Exp = 1 Gallons = 2,304.00

Note Any structure within 50' of burn structure is considered an exposure and requires total gallons to be multiplied by 1.5. **DO NOT** add .5 for each additional exposures.

Total Gallons Required	GPM
Up to 2,499 Gallons	250 GPM
2,500 to 9,999 Gallons	500 GPM
10,000 to 19,999 Gallons	750 GPM
20,000 or more	1000 GPM

Total GPM for NFPA 1142 250

In accordance with NFPA 1403, an additional water supply in the amount of 50% of total required fire flow must be available to handle unforeseen situations.

Gallons = 2,304 at 250 GPM for about 9 Minutes

2,304 Gallons x 1.5 = 3,456
NFPA 1403 requirement

100 ft

711 St

- Legend**
-  EXISTING SANITARY SEWER
 -  EXISTING WATER MAIN

EXISTING WATER MAIN

EXISTING SANITARY SEWER

EXISTING FIRE HYDRANT

SERENE LIFE BEER GARDEN
EXISTING UTILITIES MAP

77

Watts Ave

Watts Ave

Office Pk Dr

1267

