City of Chipley
City Council Meeting
May 12, 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 Meeting Minutes - April 14, 2026 (Form 8b - Voting Conflict attached)
2. Special Meeting Minutes - April 30, 2026
3. Updated Regular Meeting Minutes - August 12, 2025

F. CONSENT AGENDA

1. **Resolution No. 26-35** – Annual Election
2. **Resolution No. 26-36** – Florida Department of Commerce Agreement No. M0143 – CDBG HMGP Generator Grant - Amendment Four
3. **Resolution No. 26-37** – Capital City Bank – 2026 Ford F-150 Regular Cab Truck - Gas Department
4. **Resolution No. 26-39** – Travel Procedure and Expense Reimbursement Policy Update
5. **Resolution No. 26-40** – Duplication of Benefits Policy for the Florida Commerce CDBG-DR/CDBG-MIT Programs

6. **Bid No. 2026-01** – Shivers Park Pickleball

7. **Contract of Services** – Chipley Housing Authority

8. **Fire Department Truck Donation**

9. **Special Event Application** – Veteran's Reunion – Patriot Guard Riders

10. **FY 25-26 Updated Minutes**

11. **Employee Classification Document** - Changes

12. **Continuing Engineering Services Work Authorization No. 2026-01** – Gilbert Acres Drainage Improvements Project – David H. Melvin, Inc.

13. **Re-approval of Resolution No. 26-34** – CDBG-NR – Jim Trawick Park, Orange Street and 6th Avenue

14. **Special Event Application** - Thursday Night Lights

G. AGENDA ITEMS

1. **Ordinance No. 998 (Public Hearing)** - Florida Power & Light Franchise Agreement

2. **Request for a Variance** – John Duncan. 5th Street, Parcel ID: 00000000-00-1941-0001

3. **Request for a Development Order** -Jack's Family Restaurant, 1331 Main Street, Parcel ID: 00000000-00-2218-0004

4. **Resolution No. 26-38** - Code Enforcement Lien Policy

5. **Request Waiver of Fines** – Pamela Moore – 869 Chesnut Hill Street

6. **Washington County School District Summer Meals Program** - Jiranda White, Director of Federal Programs and Food Service

7. **Animal Control Ordinance** - Discussion - Attorney Jordan

8. **Cemetery Ordinance** - Discussion – Attorney Jordan

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
April 14, 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. Ambers Carter, Asst./Public Works Dir.
Mr. Hunter Aycock, Fire Chief
Mr. Jimmy Cook, Water Utilities Director
Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mr. Brock Tate, Recreation Director
Mrs. Tamara Donjuan, Code Enf/Planning Officer

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

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

D. CITIZENS REQUEST

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

DRAFT

E. APPROVAL OF MINUTES

1. Regular Council Meeting – March 10, 2026

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 been busy and he now has a full fleet in service. Council gave a big salute for the participation at Mr. Kenneth Rustin's funeral services. Discussion ensued.

2. **Attorney –** Attorney Jordan stated there were still two old cases on her report that she needed direction on. One property is 746 West Boulevard and the other is 1167 6th Avenue. Mrs. Tanner stated 1167 6th Avenue has already been approved by Council and has been cleared and should come off the list. Attorney Jordan submitted a draft resolution relating to code enforcement liens that will address these issues and asked that it come before Council for review in May. Discussion ensued.

3. **CRA –** Shirley Parrado. Mrs. Parrado stated they have been very busy resolving some delinquent accounts and updating the website. She also added they are looking to fill some vacancies on the CRA Board. Mr. Russell asked how often we advertise for any of our boards. Mrs. Tanner stated only when we have a vacancy. Mr. Russell asked if we could advertise for them all. Mrs. Tanner stated we can do this. Discussion ensued.

4. **Code Enforcement –** Tamara Donjuan. Mrs. Donjuan stated that courtesy letters were being sent out. Mrs. Tanner added they are definitely helping. No further discussion.

5. **Planning & Zoning –** Tamara Donjuan. Mrs. Donjuan stated it had been steady. Mr. Russell asked about more and more variance requests coming for approval each month. Do we need to look at the ordinances because we are looking at growth, and if we could make the process easier it would help. Mrs. Tanner stated we have an agenda item tonight to apply for a CPTA grant to update the comp plan. As far as updating the code, we are currently working with our planning firm to get a cost to see if we can move forward with that. Attorney Jordan stated for the CDD and CRA the language in the comp plan states development in CDD has to go through P&Z. We have never done that for CRA Projects and there is an overlap with CDD and CRA. Mrs. Donjuan asked if we were going to start taking CRA projects to the P&Z for approval. Attorney Jordan stated she would recommend it as long as it is in the comp plan. It will drag it out. Mr. Russell stated that is his concern that there are so many hoops to jump through. If we can get the comp plan updated and cleaned up to make the process easier. Mrs. Tanner stated there is some grey area in the comp plan for CDD requirements as well about maintenance, redevelopment, or renovations. These items need to be updated. Discussion ensued.

6. **Police Department –** Chief Michael Richter. Chief Richter stated there have been several wrecks. Ms. McCall asked if they were locals or not. Chief Richter stated he was not sure. Ms. McCall asked if the vehicles were good. Chief Richter stated yes, right now they are. Discussion ensued.

7. **Public Works Department –** Ambers Carter. Mr. Carter stated they are in the process of tightening up things downtown. Ms. McCall asked if they were finishing up the parking spaces. Mr. Carter stated they were. Mr. Russell asked about the ordinance for the cemetery relating to the shredded flags. Attorney Jordan stated she had started the ordinance with regulations on this and would bring it back in May. She stated she needed a little more direction on what items can be put out. Mr. Russell stated it needs a timeframe. You don't notice knick-knacks as much as shredded flags. Ms. McCall stated something to give them the right to take the flag poles down if the flags are worn and not maintained. Mrs. Cain stated when someone buys a plot we need to give them something stating what they can and can't do. Mrs. Tanner stated we could also hand out a copy of the Ordinance when someone comes in to buy a cemetery plot. Discussion ensued.

8. **Recreation Department –** Brock Tate. Mr. Tate stated that things are going well. Openi went great and the splash pad is open. Discussion ensued.

9. **Water Utilities Department –** Jimmy Cook. Mr. Cook stated they were busy cutting grass and the new permit started April 1st. No further discussion.

10. **Finance Department –** Jamie Richter**.** Mr. Russell stated he liked the new layout of the report. No further discussion.

11. **City Administrator –** Patrice Tanner. Mrs. Tanner stated the plan for the CDBG – DR project on Griffin Road is to have the road open by May 1st. The Peach Street lift station has been delayed due to the procurement of control panels and different items. They have now received the items but are asking for an extension which is on the consent agenda. This could delay the completion of the mitigation project to July/August. Mr. Russell asked where we are at on the Gilmore Park and Shivers Park projects. Mrs. Tanner stated we opened bids for the Shivers Park Pickleball Court which was over budget so we are working to try to get that to an affordable amount. We will be working on both parks together as far as playground equipment and other things that will be done. No further discussion.

G. PRESENTATIONS

1. **Proclamation for Lupus Awareness Month**
   A representative was not present to accept the proclamation.

H. CONSENT AGENDA ITEMS

1. **Resolution No. 26-28 –** Florida Department of Commerce Rural Infrastructure Fund (RIF) Grant Agreement No. D0299 – Brickyard Road Wastewater Project – Amendment No. 1. This resolution will approve Amendment No. 1 for the Florida Department of Commerce Rural Infrastructure Fund (RIF) Grant Agreement No. D0299 – Brickyard Road Wastewater Project. It will add the following: DD. Contracting with Entities of Foreign Counties of Concern Prohibited; EE. Foreign Influence; FF. Human Trafficking; and replace the following: Section 1 – Project Description; Section 2 – Grantee's Responsibilities; Section 4 – Deliverables of Attachment 1, Scope of Work to be amended as follows: The City of Chipley ("Grantee") will use funding for survey, design, and engineering work that is needed to extend the public sanitary sewer service approximately 3,100 linear feet along Brickyard Road and approximately 3,100 linear feet along Kirkland and Usery Road. The project will include final design and engineering plans to extend the wastewater main, including design elements to accommodate the conversion of existing businesses from individual lift stations or septic to central sewer.; Attachment 2, Audit Requirements; Attachment 3, Audit Compliance Certification.

2. **Resolution No. 26-29 –** Updated Parades. This resolution will approve the addition of the T.J. Roulhac School Reunion Parade to be held on June 20, 2026.

3. **Resolution No. 26-30 –** Florida Department of Environmental Protection Grant Agreement No. 26PLN63 – Gilbert Acres Drainage Improvements Project. This resolution will approve the Florida Department of Environmental Protection Grant Agreement No. 26PLN63, for a grant in the amount of $336,000.00 for the Gilbert Acres Drainage Improvements Project. This project will include the engineering, design, and permitting of a drainage improvement project within the exitsing drainage in the area south of US 90, north of South Boulevard, east of Sinclair Street, and west of Peach Street. The Project will address the impacts of flooding along roadways and critical transportation routes, such as State Road 77.

4. **Resolution No. 26-31 –** Community Planning Technical Assistance (CPTA) Grant Program Application Submission. This resolution will approve the submission of an application to the Florida Department of Commerce for the Community Planning Technical Assistance Grant Program to address updates to the City's Planning Documents to address land use, rural character preservation and economic development issues in the City.

5. **Resolution No. 26-33** – FY 23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) - C[illegible] Police Department – Amendment Two. This will approve an amendment to the [illegible] Department of Law Enforcement Agreement Number 2023-SAFE-SF-052 Adjustment Two, extending the Project End Date and the Overview and Funding Project End Date to 06/30/2026, the Deliverables, Performance and Reports amendment, and the Administration section updated. The requested amount is $100,000.

6. **Agreement for Professional Services** - Amendment No. 1 – Mott MacDonald Florida, LLC. This will approve Amendment No. 1 for the Professional Services Agreement with Mott MacDonald, Florida, LLC for the Kirkland and Usery Road Project to include final design and engineering plans to extend the wastewater main, including design elements to accommodate the conversion of existing businesses from individual lift stations or septic to central sewer. This will be a fixed price of $129,500.00. The original agreement amount for this project was $162,199.00 and the state has agreed to allow the city to utilize the additional funds we were awarded in the grant to do the additional work.

7. **FY 24-25 Updated Minutes**. The FY 24-25 Minutes have been updated by adding explanations to the consent agenda items.

8. **Special Event Application** - The Annual Friends & Family Luau. Nikeh Daniels is requesting approval to hold The Annual Friends & Family Luau on Saturday, June 27, 2026 from 5:00 p.m. to 11:00 p.m. at the field located behind the T.J. Roulhac Enrichment Center. Proof of insurance has been provided.

9. **Special Event Application** – Panhandle Watermelon Festival Parade. This event will be held on Saturday, June 27, 2026 starting at 10:00 a.m. using the standard parade route. Insurance is not required for this event.

10. **Special Event Application** - Community Outreach – Washington County Christian School. Correction of date: This event will be held on Friday, April 17, 2026.

11. **Request for a Variance** – Chipola Area Habitat for Humanity. Chipola Area Habitat for Humanity requests a variance for the signage for the property located at the corner of Pecan Street and 4th Avenue. The proposed variance will allow the sign to be placed in the right of way, which is seventy (70) feet on Pecan Street and fifty (50) feet on 4th Avenue. They are requesting the placement of the sign approximately twenty-two (22) feet encroached into the right of way, diagonally between 4th Avenue and Pecan Street. The sign placement would be between the property line and a fire hydrant.

12. **Bid No. 25-01** – Florida Commerce CDBG-NR Peach Street Lift Station Project – GCUC, LLC - Changer Order No. 3. This change order is for time extension only. Due to delays in the procurement of the control panel and electrical components, an additional 75 days are needed. This will make the final completion date June 24, 2026.

    Ms. McCall stated on page 169 in the minutes it said she stated the data was not correct. I don't think I said that in the discussion on Ronnie's Carwash. Mrs. Tanner stated the only thing different in the minutes was that a brief discussion was added to each consent agenda item, but we can review and make corrections if needed. Ms. McCall also asked about number 10 from last month that had a special event application for the 18th and now it's the 17th. Mrs. Tanner said it was an incorrect date they listed last month. Mr. Russell asked if Mrs. Tanner could just approve something like that instead of having to come back before Council. Council agreed.

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

I. AGENDA ITEMS

1. **CDBG First Public Hearing Notice** – Mayor Andrews closed the regular meeting and opened the public hearing at 5:47 p.m. Mr. Brent Melvin with David H. Melvin, Inc., stated this was the

First Public Hearing for the city to apply to Florida Commerce for a FFY 2025-2026 Small City Community Development Block Grant (CDBG). He stated the public hearing was noticed. The funding cycle that is currently open is geared toward low to moderate income areas within the city and consists of projects like stormwater improvements, roadway improvements, sidewalks, parks and other types of community features. This is an opportunity if anyone in the public would like to give input for potential projects. There will be a second public hearing at the end of the month when Council can make a decision on the project to proceed with. No further discussion. The public hearing was closed and the regular meeting was opened at 5:48 p.m.

2. **Ordinance No. 998 (First Reading) –** Florida Power & Light Franchise Agreement. Mrs. Tanner stated his will approve the first reading of Ordinance No. 998 – granting to Florida Power & Light Company an electric franchise for a period of 30 years. Mrs. Tanner read the Ordinance by title:

   AN ORDINANCE GRANTING TO FLORIDA POWER & LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, AN ELECTRIC FRANCHISE, IMPOSING PROVISIONS AND CONDITIONS RELATING THERETO, PROVIDING FOR MONTHLY PAYMENTS TO THE CITY OF CHIPLEY, FLORIDA, AND PROVIDING FOR AN EFFECTIVE DATE.

   No further discussion.

   A motion was made by Council Member Russell and seconded by Council Member McCall to approve the First Reading of Ordinance No. 998. The motion passed with four (4) ayes and zero (0) nayes. Mayor Andrews abstained due to conflict since she is employed by FPL.

3. **Revolution Road Interpretive Panels & Wayfinding Locations & Driving Tour Directions** – Heather Lopez. The TDC is launching their America 250 driving tour that will include interpretive panels like those we did as part of the Old Spanish Trail project. This time, we will have the painted black metal frames. We are proposing one 24x42 sign that will include the full map of our trail overlaid on the 1776 British Purcell Map used during the Revolutionary War and two 24x24 signs (one on each side of the map) that will describe the Revolutionary War and the Declaration of Independence. We would like to have them placed on the left-hand side of the front door of the building, if you are looking straight at the building. This was the same location we had the Old Spanish Trail sign before it was removed. A 511 was already done for that sign so unless something has been added since 2023, we shouldn't need to do another one, unless this is something the city or state requires.

   The trail will be permanent, and the Washington County Chamber of Commerce/Washington County TDC Visitor Center building, located at 672 5th Street, will be the starting point. We are planning to have the frames in hand around May 13th with the panels soon to follow. Washington County Public Works is storing and helping to install the frames for us. We will hold a launch event on July 2nd for the trail. A ribbon cutting will happen at the building around 10 a.m. and then we will travel on to Orange Hill Park for the rest of the event.

   Ms. McCall asked about the signs fading. Mrs. Lopez stated they are painted metal and would be UV coated. Mr. Russell asked if the signs could be put over closer to the old library building. Mrs. Tanner stated she could meet with Mrs. Lopez regarding the location of the signs. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member McCall to approve the Revolution Road Interpretive Panels & Wayfinding Locations & Driving Tour Directions. The motion passed unanimously.

4. **Resolution No. 26-32** – State of Florida Department of Transportation Surplus Property – State Road 77 and Highway 90. This will approve the transfer of ownership of the property located at the corner of State Road 77 and Highway 90 containing 3,252 square feet, more or less from the Florida Department of Transportation to the City of Chipley. The city is asking for the surplus property to be used as a landscaped green space to become a beautiful entryway to our downtown

area, to include some type of signage. Mrs. Tanner stated we are required to give them som of use. Council agreed that the green space would be fine. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 26-32. The motion passed unanimously.

J. OTHER BUSINESS

Mrs. Cain stated she had several citizens ask about the possibility of a dog park in town. Mayor Andrews stated we would add to the list of possibilities.

Ms. McCall asked if FPL might put a charging station at the train depot. Mayor Andrews stated she would check on that.

Mrs. Tanner stated the benches will be placed over the outlets at the train depot in the grass areas for the Blues & Brews event this weekend.

K. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:01 p.m.

City of Chipley

_____

Attest: Tracy L. Andrews, Mayor

_____

Sherry Snell,
City Clerk

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Andrews, Tracy L.	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Chipley - City Council
MAILING ADDRESS Post Office Box 473	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☑ CITY ❑ COUNTY ❑ OTHER LOCAL AGENCY
CITY: Chipley — COUNTY: Washington	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED April 14, 2026	MY POSITION IS: ☑ ELECTIVE ❑ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Tracy L Andrews, hereby disclose that on April 14, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

X inured to my special private gain or loss;

X inured to the special gain or loss of my business associate, _____ ;

___ inured to the special gain or loss of my relative, _____ ;

___ inured to the special gain or loss of _____ , by whom I am retained; or

___ inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Ordinance No. 998 (First Reading) - Florida Power & Light Franchise Agreement.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve the First Reading of Ordinance No. 998. The motion passed with four (4) ayes.

Mayor Andrews abstained from voting due to conflict since she is employed by FPL.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

04/15/2026
Date Filed

_____
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

City of Chipley
Special Council Meeting
Minutes
April 30, 2026 at 5:00 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mr. Kevin Russell, Mayor Pro-Tem
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member
Ms. Cheryl McCall, Council Member

Others Present Were
Mrs. Patrice Tanner, City Administrator
Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief

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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 McCall and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

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

D. AGENDA ITEMS

1. Florida Commerce CDBG Second Public Hearing. Mayor Andrews closed the regular meeting and opened the public hearing at 5:01 p.m. Mrs. Paula Weeks stated this public hearing is to obtain citizen comment concerning the city's economic and community development needs for an application to the Florida Department of Commerce for a FFY 2025-2026 Small Cities Community Development Block Grant (CDBG). She stated this is the draft application for the city's reapplication for infrastructure improvements including drainage and street improvements on Orange Street and milling and resurfacing on 6th Avenue. It will also add improvements to Jim Trawick Park, including the exercise trail, new batting cages, sidewalks, bleachers, and also renovations to the existing batting cages, playground equipment, baseball field, softball field and picnic facilities and restrooms. The estimated project amount is $2,153,878.32. No further discussion. The public hearing was closed and the regular meeting was opened at 5:03 p.m.

2. Resolution No. 26-34 – CDBG-NR – Orange Street and 6th Avenue. Mrs. Tanner stated this

resolution will approve the submittal of an application to the Florida Department of Con for a FFY 2025 Small Cities Community Development Block Grant (CDBG) in the am $2,153,878.32. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 26-34. The motion passed unanimously.

3. Reapproval of Resolution No. 26-32 – State of Florida Department of Transportation Surplus Property – State Road 77 and Highway 90. Mrs. Tanner stated this will reapprove the resolution to reflect updated wording. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 26-32. The motion passed unanimously.

E. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:04 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Sherry Snell,
City Clerk

City of Chipley
Council Meeting
Minutes
August 12, 2025 at 5:00 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mr. Kevin Russell, Mayor Pro-Tem
Ms. Cheryl McCall, Council Member
Mr. Leonard Blount, Council Member

Absent:
Mrs. Linda Cain, Council Member

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Ms. Sherry Snell, City Clerk
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mr. Michael Richter, Police Chief
Mrs. Michelle Jordan, City Attorney
Mrs. Tamara Donjuan, Planning/Code Enf. Officer

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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 Blount and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

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

D. CITIZENS REQUEST

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the 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 citizen requests. No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting - July 8, 2025
2. Special Council Meeting – July 29, 2025

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

F. PRESENTATIONS

1. Recognition Award – Florida Engineering Leadership Institute (FELI) Class 2025
2. Recognition Award – Southern Splash & Dash LLC – Miken Hooks
3. Recognition Award – Project Downtown Chipley LLC – Kristin Martin

The City Council recognized the outstanding contributions and selfless dedication to the betterment of our community by the Florida Engineering Leadership Institute (FELI) Class 2025, Southern Splash & Dash LLC – Miken Hooks, and Project Downtown Chipley LLC – Kristin Martin. The Council presented them with awards for their significant impact on the City of Chipley.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 25-44** – Florida Department of Commerce, CDBG-DR Agreement No. M0014 – Amendment No. 4.

2. **Resolution No. 25-45** – FEDP SRF Clean Water State Revolving Fund.

3. **Fiscal Year 2025-2026 Budget and TRIM Schedule.**

4. **Reappointment of Chipley Housing Authority Commissioner –** Linda Justice.

5. **Appointment of Recreation Advisory Committee Member** – Rasheida Patrick.

6. **Special Event Application** – Annual Trunk or Treat.

7. **Special Event Application** – Arts and Craft Show – Washington County Historical Society.

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

H. AGENDA ITEMS

1. Request Waiver of Fines – Dr. Thelma Wood Property – 771 Pecan Street. Mrs. Tanner explained on April 8, 2025, Council voted to give Dr. Wood ninety days to get her property into compliance, then readdress the fines after that, and to abate/pause the foreclosure proceedings for ninety days. The property has been brought into compliance. The fines total $24,750 and attorney fees through June 30, 2025 are $1,298.35. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member McCall to waive the fines but not the attorney fees. The motion passed unanimously.

2. Request for Development Order and Certificate of Appropriateness – 941 Main Street – Ronny's Carwash of Chipley. Mrs. Donjuan explained Ronny's Carwash of Chipley is requesting a Development Order and Certificate of Appropriateness for a new development to construct a 2,240 square foot automated carwash with 25 vacuum stalls with two access driveways, one from Main Street and the other from 7th Street. The Planning and Zoning Commission approved this at their meeting held on July 17, 2025. Mr. Russell questioned the neighborhood commercial allowances. Mrs. Donjuan stated the city's planning firm, Kimley-Horn determined it was an allowable use due to it being a service. Mr. Russell questioned the

high traffic in the area. Mrs. Donjuan stated a traffic study analysis was reviewed by K[illegible] Horn and FDOT who approved it. Ms. McCall asked about the flow rates not being cal[illegible] correctly by the engineer. It was determined that the Fire Chief usually does the calculations, not the engineer. She also expressed concerns about the poor drainage on the property. Gregory Campbell, engineer for Ronny's Carwash, was present via ZOOM/phone and answered questions regarding the drainage issues. Ms. McCall stated we can't handle the water that is already coming off 7th Street and Gilbert Acres. Mr. Campbell stated you will have less water with this development than you do now going into that system. Mr. Russell asked how high the property would have to be built up before construction begins, because he is concerned about the property owners on each side catching the overflow water. Mrs. McCall asked how much higher from the current elevation will this be built. Mr. Campbell stated it will be built up two to three feet higher. Mr. Russell and Ms. McCall expressed concern for the drainage on the neighbor's property due to the elevation. Mr. Campbell stated there is a swell that collects water from a portion of their property and the adjacent south property owners. It goes into an inlet that basically goes into a pipe in the roadway. I had to account for the offsite drainage into the swell. On our property, we will have curbing and inlets and no drainage will go south. It will hit the curbs and then go into the inlets and to the pond. The swell will still be there for the drainage. Mr. Russell questioned the location of the retention ponds. Ms. McCall stated she didn't think that was the right place to put a car wash. Jackson Penton, Ronny's Carwash, asked if nothing can go there due to the drainage concerns. Mr. Russell stated what you are trying to put in is going to limit the water flow with so much concrete. Mr. Smith, Ronny's Carwash, stated over half of the property will still be grass on the back side.

Paula Cunningham, 856 Chesnut Hill Street, stated she has a family home next to the location where the carwash wants to be built. The property does flood and the home flooded with Hurricane Sally. The retention pond is going to be placed 25' from the home that my daughter and sister live in. She was concerned about the noise that will be generated by the carwash and how it will affect them. There are also boundary issues from a deed dated in 1990.

Jennifer Corbitt stated she owned 740 7th Street and sold it earlier this year due to drainage issues. She expressed concerns about the drainage issues that exist now. Also, it is zoned neighborhood commercial, which is a gradual change. The existing businesses are located in older homes which does not change the aesthetic. The proper path would be rezoning, which I would not support. I respectfully request that this development is denied as it is presented.

Mr. Michael Tiller, 887 Main Street, stated that Hurricane Michael and Sally both flooded his backyard. He expressed concern about drainage and flooding in the area. He didn't say he was for or against the development except for the aesthetics.

Mayor Andrews stated there was not enough data. Ms. McCall stated if you had the data, I don't think you have the people that want it, and I think if we ask, if they had come with the data, the correct data, some of the questions that were already asked at the Planning & Zoning meeting then it wouldn't have been so back and forth. You have to vote the way the people want it and the people don't want it right there. I don't want it right there in the middle of the historical part of town.

Mr. Tate Bruner, 720 7th Street, stated he purchased his home in 2021 and he has experienced a complete flood in his front yard with just a regular rain. He expressed concerns with drainage issues if the development is built. The carwash would be a great addition to our town in a different location. He stated it would not be visually appealing to the area. He stated he is against the development at this location.

Discussion ensued.

The item died for lack of a motion.

3. **Amendment to Non-Residential Net Ground Lease –** Wolpack Alliance LLC. Mrs. Tanner

explained this will approve the amendment for Wolfpack Alliance at the Chipley Sta include a new legal description and survey. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Blount to approve the Amendment to Non-Residential Net Ground Lease – Wolfpack Alliance LLC. The motion passed unanimously.

4. **Bid No. 2025-03** – Chipley Mongoven Building – Phase 2 – Arris General Contractors, Inc. – Change Order #2. Mr. Brent Melvin, DHM Melvin Engineering, explained this will approve Change Order #2 for the Mongoven Building Phase II Project in the amount of $170,182.94 to complete and close out the final scope of work. This will include concrete and curb improvements, tree well installation, vault door restoration, column reinstallation, and contingency tasks necessary to finalize the project. This will use the balance of the funds available in this grant. The city will have to fund the balance of the work for the project to include tables, striping of the parking area and shade structures. Mrs. Tanner stated the remaining items are minimal and the city has additional funds that could be used. This does not include restrooms and we will continue to look at options for that. Discussion ensued.

   A motion was made by Council Member McCall and seconded by Council Member Russell to approve Bid No. 2025-03 – Chipley Mongoven Building – Phase 2 – Arris General Contractors, Inc. – Change Order #2. The motion passed unanimously.

5. **Chipley Library Expansion Project Update –** Renae Rountree, Library Director. Mrs. Rountree explained the expansion looks to add three new sections to the library. On the west side, a large meeting room with a kitchen that can be used for library programs and classes as well as community needs. The east side will eliminate the drive-thru window that seldom sees use and instead will transform into a much needed children's area to promote early literacy. Finally, the north side will see additional staff offices and storage space to facilitate our continued growth. Ms. McCall asked about drainage. Mr. Brent Melvin stated the original library is permitted under the existing pond and the Griffin Road project will help with that issue. Flood panels will also be purchased to go with the flood panels already purchased by the city for the library. Discussion ensued.

6. **Code Enforcement Fines –** 1214 Johnson Avenue. Mrs. Tanner explained the property at 1214 Johnson Avenue is owned by Truist Bank through foreclosure. They are requesting for the code fines on the property to be paused while they evict the tenant. It was conveyed to VA and they just reconveyed it back to Truist recently, and now LOGS Legal Group has been retained to work on the eviction. They can't work on the code issue while it's occupied, which is the issue in having it resolved. Summer Hodges, Attorney for Truist Bank, stated they would like to ask you to pause for six months so we can finish the eviction which requires a 90 day notice. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member Blount to pause the code fines for 90 days and follow-up after that. The motion passed unanimously.

7. **Request Waiver of Fines –** 777 West Boulevard. Mrs. Tanner explained the property is under contract with over $40,000 in liens and $1,600 in attorney fees/costs. The buyer is requiring the lien satisfaction at closing but the sellers cannot financially make that happen. Buyer would like to request a waiver of the fines prior to closing, but if the Council does not approve, then Attorney Jordan would propose a waiver if they can get the property cleaned up within 30 days of the closing date. Attorney Jordan spoke with both agents and if the Council will not consider waiving the fines prior to closing, she is comfortable offering a lien release in escrow where the title company would hold back the lien amount from the closing proceeds and would hold an executed release until Code Enforcement certifies to the title company that the property is in compliance. At that point, the lien release would be recorded by the title agent and the remaining proceeds released to the seller. Attorney Jordan also explained that the Council does not waive attorney fees and costs so those will be paid at closing under this arrangement. Mr. Carl Schmidt, potential buyer, stated he wasn't sure about the trash on the property. Attorney Jordan stated the property

being sold has a final judgement due to a divorce and our lien will prohibit them from sat[illegible] the debt. The buyer has to request the waiver. Mr. Schmidt asked for 90 days to clean property. Attorney Jordan stated it would be 90 days from the closing date. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Blount to waive the $40,000 lien fees to be dissolved at closing, but keep the $1,600 attorney fees. The motion passed unanimously.

I. OTHER BUSINESS

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 6:34 p.m.

City of Chipley

Attest: Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-35 – Annual Election

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the election qualifying dates of July 6-10, 2026, and election dates of September 1, 2026, and if necessary, September 15, 2026.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-35 – Annual Election.

ATTACHMENTS

1. Resolution No. 26-35

RESOLUTION NO. 26-35

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, DECLARING A GENERAL ELECTION OF MUNICIPAL OFFICERS OF THE CITY.

WHEREAS, Chapter 12 – Elections, Section 12-2 – Conducting Elections of the City Code requires that the City Council make all necessary arrangements for holding annual city elections and declaring the results thereof.

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

1. That an election of the City of Chipley, Florida, for the election of Municipal Officers of Council Member Ward 2 and Ward 3, is hereby called to be held at the Chipley City Hall on the first Tuesday in September, to-wit: September 1, 2026, and, if necessary, on the third Tuesday in September, to-wit: September 15, 2026.

2. That if at the first primary election to be held on September 1, 2026, a candidate for the City Council receives a majority of the votes cast for all candidates for the respective Ward, or if such candidate for such office has no opposition at said first primary, the candidate shall be so elected for such office. And, in the event a person shall not be so elected for such office by receiving a majority of the votes cast for all candidates for such offices, or by having no opposition as herein above provided, then there shall be a run off election between the two individuals receiving the greatest number of votes on September 15, 2026, for the election of all candidates for elective offices for which election was not made in the first primary.

3. Any person who meets the qualifications set forth in the City Code for holding an elected office desiring to qualify as a candidate for any of the offices shall have from 8:00 a.m. July 6, 2026, until 4:00 p.m. on July 10, 2026, to qualify with the City Clerk of the City of Chipley, Florida.

4. That three inspectors, one bailiff and one clerk will be appointed for said election.

5. That notice of holding election qualifying shall be given prior to the dates of qualifying once each week for at least two (2) consecutive weeks just prior to qualifying; and that notice of holding said elections shall be given prior to the date of such elections once the fifth week prior to the election and once each week for at least two (2) consecutive weeks just prior to the election, by publication in at least one newspaper of local circulation published in the City of Chipley.

6. That on September 1, 2026, and if necessary, on September 15, 2026, the poll (Chipley City Hall) shall open at 7:00 a.m. CST, and shall be closed at 7:00 p.m. CST.

PASSED AND ADOPTED THIS 12th DAY OF MAY, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell
City Clerk

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-36 – Florida Department of Commerce Agreement No. M0143 – CDBG HMGP Generator Grant - Amendment Four

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will amend the Florida Department of Commerce Agreement No. M0143 – CDBG HMGP Generator Grant (Matching Funds), extending the agreement end date to December 30, 2026, unless otherwise terminated as provided in the Agreement. Also to include updated language regarding Audit Requirements, Citizen Complaints, Contracting with Entities of Foreign Countries of Concern Prohibited, Foreign Influence, and Human Trafficking.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-36 - Florida Department of Commerce Agreement No. M0143 – CDBG HMGP Generator Grant - Amendment Four.

ATTACHMENTS

1. Resolution No. 26-36
2. Amendment Four

RESOLUTION NO. 26-36

A RESOLUTION APPROVING AN AGREEMENT AMENDMENT IDENTIFIED AS AMENDMENT FOUR TO THE FEDERALLY FUNDED COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) HAZARD MITIGATION GRANT MATCH PROGRAM (HMGMP) SUBRECIPIENT AGREEMENT NO. M0143, BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE AND THE CITY OF CHIPLEY, FLORIDA.

WHEREAS, the State of Florida, Department of Commerce "Commerce", and the City of Chipley, Florida "Grantee" entered into agreement M0143 "Agreement"; and

WHEREAS, Commerce and the Grantee may individually be referred to herein as a "Party" or collectively as the "Parties"; and

WHEREAS, Section 4, Modification of Agreement, of the Agreement provides that any amendment to the Agreement shall be in writing executed by the Parties thereto; and

WHEREAS, the Parties wish to amend the Agreement as set forth in Attachment "A".

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

1. The City of Chipley hereby approves the State of Florida, Department of Commerce Agreement No. M0143, Amendment Four.

2. This will extend the agreement end date to December 30, 2026 unless otherwise terminated as provided in the Agreement and to include updated language.

3. This amendment updates language regarding Audit Requirements, Citizen Complaints, Contracting with Entities of Foreign Countries of Concern Prohibited, Foreign Influence, and Human Trafficking.

4. The Mayor or Mayor Pro-Tem of the City of Chipley be hereby authorized and directed to execute the agreement.

5. A certified copy of this Resolution be forwarded to the FDEO along with the executed Agreement.

DULY PASSED AND ADOPTED by the City Council of the City of Chipley, Florida at a special meeting on this 12th day of May, 2026.

DRAFT

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

DRAFT

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AMENDMENT FOUR
TO THE FEDERALLY FUNDED
COMMUNITY DEVELOPMENT BLOCK GRANT
HAZARD MITIGATION GRANT MATCH
PROGRAM (CDBG-DR)
SUBRECIPIENT AGREEMENT

On **July 25**, **2022**, the State of Florida, Department of Commerce ("Commerce"), and the **City of Chipley, Florida** ("Subrecipient") entered into agreement **M0143** ("Agreement"). Commerce and the Subrecipient may individually be referred to herein as a "Party" or collectively as the "Parties."

WHEREAS, Section 4, Modification of Agreement, of the Agreement provides that any amendment to the Agreement shall be in writing executed by the Parties thereto; and

WHEREAS the Agreement was previously amended on **April 26, 2023, September 16, 2024, and October 1, 2025**; and

WHEREAS the Parties wish to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. **Section 3, Period of Agreement**, is hereby deleted in its entirety and replaced with the following:

   (3) Period of Agreement. This Agreement begins July 25, 2022, (the "Effective Date") and ends December 30, 2026, unless otherwise terminated as provided in this Agreement. Commerce shall not grant any extension of this Agreement unless Subrecipient provides justification satisfactory to Commerce in its sole discretion and Commerce's Deputy Secretary of the Division of Community Development approves such.

2. **Section (6) Audit Requirement**, Subsection (a) is hereby deleted in its entirety and replaced with the following:

   (a) The Subrecipient shall conduct a single or program-specific audit in accordance with the provisions of 2 CFR part 200 if it expends one million dollars ($1,000,000) or more in Federal awards from all sources during its fiscal year.

3. **Section 14, Citizen Complaints**, is hereby deleted in its entirety and replaced with the following:

   (14) Citizen Complaints. The goal of Commerce is to provide an opportunity to resolve citizen complaints in a timely manner, usually within fifteen (15) business days of the receipt of the complaint as expected by HUD, if practicable, and to provide the right to participate in the process and appeal a decision when there is reason for an applicant to believe its application was not handled according to program policies. All applications, guidelines and websites will include details on the right to file a complaint or appeal and the process for filing a complaint or beginning an appeal.

   The Subrecipient will handle citizen complaints by:

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(a) Conducting investigations, as necessary;
(b) Finding a resolution; or
(c) Conducting follow-up actions.

Program Appeals

Applicants may appeal program decisions related to one of the following activities:

(a) A program eligibility determination;
(b) A program assistance award calculation; or
(c) A program decision concerning housing unit damage and the resulting program outcome.

Citizens may file a written complaint or appeal with the Office of Long-Term Resiliency by email at CDBG-DR@commerce.fl.gov or by mail to the following address:

Attention: Office of Long-Term Resiliency
Florida Department of Commerce
107 East Madison Street
The Caldwell Building, MSC 420
Tallahassee, Florida 32399

HUD Complaints

If the complainant is not satisfied by the Subrecipient's determination or Commerce's response, then the complainant may file a written appeal by following the instructions issued in the letter of response. If the complainant has not been satisfied with the response at the conclusion of the complaint or appeals process, a formal complaint may then be addressed directly to the regional Department of Housing and Urban Development (HUD) at:

Department of Housing & Urban Development
Charles E. Bennet Federal Building
400 West Bay Street, Suite 1015
Jacksonville, FL 32202

Fair Housing Complaints

The Florida Office of Long-Term Resiliency operates in Accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination: 1-800-669-9777 (Toll Free), 1-800-927-9275 (TTY) or www.hud.gov/fairhousing.

5. This Agreement is hereby amended to add the following:

(31) CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED

If applicable, and in accordance with section 287.138, F.S., a contract between a governmental entity and an entity which would give access to an individual's personal identifying information which is executed, extended, or renewed on or after the dates provided in section 287.138(4), F.S., must include an attestation by the entity on Form PUR 1355, "Foreign Country of Concern Attestation Form," which is incorporated herein by reference.

If applicable, Subrecipient must provide Commerce with a signed Foreign Country of Concern

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Attestation Form pursuant to section 287.138(4), F.S., and rule 60A-1.020, F.A.C.

(32) FOREIGN INFLUENCE

In accordance with section 286.101, F.S., if this Agreement has a value of $100,000 or more, Subrecipient shall disclose to Commerce any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern if such interest, contract, or grant or gift has a value of $50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years. The disclosure requirements are more fully defined within the statute. Subrecipient represents that it is, and for the duration of this Agreement will remain, in compliance with section 286.101, F.S.

(33) HUMAN TRAFFICKING

If applicable, and in accordance with section 787.06, F.S., when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

If applicable, Subrecipient must provide Commerce with an affidavit signed by an officer or a representative of Subrecipient under penalty of perjury attesting that Subrecipient does not use coercion for labor or services as defined in section 787.06, F.S.

6. Attachment I, Audit Requirements, is hereby deleted in its entirety and replaced with the attached Attachment I – Audit Requirements.

7. Attachment J, Audit Compliance Certification, is hereby deleted in its entirety and replaced with the attached Attachment J- Audit Compliance Certification

8. All other terms and conditions of the Subrecipient Agreement not otherwise amended remain in full force and effect.

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IN WITNESS HEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Commerce Agreement Number **M0143**, as amended. This Amendment is effective on the date the last Party signs this Amendment.

CITY OF CHIPLEY, FLORIDA	**FLORIDA DEPARTMENT OF COMMERCE**
SIGNED:	SIGNED:
TRACY L. ANDREWS	**J. ALEX KELLY**
MAYOR	**SECRETARY**
DATE:	DATE:

Approved as to form and legal sufficiency, subject only to full and proper execution by the Parties.

OFFICE OF GENERAL COUNSEL
FLORIDA DEPARTMENT OF COMMERCE

By: _____

Approved Date: _____

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Attachment I – Audit Requirements

The administration of resources awarded by Commerce to the Subrecipient may be subject to audits and/or monitoring by Commerce as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements) and section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Commerce staff, limited scope audits as defined by 2 C.F.R. part 200, as revised, and/or other procedures. By entering into this Agreement, the Subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by Commerce. In the event Commerce determines that a limited scope audit of the Subrecipient is appropriate, the Subrecipient agrees to comply with any additional instructions provided by Commerce staff to the Subrecipient regarding such audit. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the Subrecipient is a State or local government, or a non-profit organization as defined in
2 C.F.R. part 200, as revised.

1. In the event that the Subrecipient expends $1,000,000 or more in federal awards in its fiscal year, the Subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200 Subpart F (Audit Requirements), as revised. In determining the federal awards expended in its fiscal year, the Subrecipient shall consider all sources of federal awards, including federal resources received from Commerce. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 C.F.R. 200 Subpart F (Audit Requirements), as revised. An audit of the Subrecipient conducted by the Auditor General in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, will meet the requirements of this part.

2. In connection with the audit requirements addressed in Part I, paragraph 1, the Subrecipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 C.F.R. 200 Subpart F (Audit Requirements), as revised.

3. If the Subrecipient expends less than $1,000,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, is not required. In the event that the Subrecipient expends less than $1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from Subrecipient resources obtained from other than federal entities).

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4. Although 2 C.F.R. 200 Subpart F (Audit Requirements) does not apply to commercial (for-profit) organizations, the pass-through entity has an obligation to ensure that for-profit Sub-subrecipients that expend $1,000,000 or more in federal awards must comply with federal awards guidelines (see 2 C.F.R. 200.501(h)). Additionally, for-profit entities may be subject to certain specific audit requirements of individual federal grantor agencies.

Additional Federal Single Audit Act resources can be found at:

https://harvester.census.gov/facweb/Resources.aspx

PART II: STATE FUNDED

This part is applicable if the Subrecipient is a non-state entity as defined by section 215.97(2), F.S.

1. In the event that the Subrecipient expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year of such Subrecipient, the Subrecipient must have a State single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended in its fiscal year, the Subrecipient shall consider all sources of state financial assistance, including state financial assistance received from Commerce, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, paragraph 1, the Subrecipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the Subrecipient expends less than $750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. In the event that the Subrecipient expends less than $750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the Subrecipient's resources obtained from other than State entities).

Additional information regarding the Florida Single Audit Act can be found at:

https://apps.fldfs.com/fsaa/

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to section 215.97(8), F.S., State agencies may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with section 215.97, F.S. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

N/A

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PART IV: REPORT SUBMISSION

1. Copies of reporting packages, to include any management letter issued by the auditor, for audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and required by PART I of this Exhibit Agreement shall be submitted by or on behalf of the Subrecipient directly to each of the following at the address indicated:

   A. Florida Department of Commerce
   Financial Monitoring and Accountability (FMA)
   The copy submitted to the FMA section should be sent via email to: FMA-RWB@commerce.fl.gov

   B. The Federal Audit Clearinghouse designated in 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, electronically at: https://harvester.census.gov/facweb/

2. Copies of audit reports for audits conducted in accordance with 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and required by Part I (in correspondence accompanying the audit report, indicate the date that the Subrecipient received the audit report); copies of the reporting package described in Section .512(c), 2 C.F.R. 200 Subpart F (Audit Requirements), as revised, and any management letters issued by the auditor; copies of reports required by Part II of this Exhibit must be sent to Commerce at the addresses listed in paragraph three (3) below.

3. Copies of financial reporting packages required by PART II of this Agreement shall be submitted by or on behalf of the Subrecipient directly to each of the following:

   A. Commerce at the following address:

   Electronic copies: Audit@commerce.fl.gov

   B. The Auditor General's Office at the following address:

   Auditor General
   Local Government Audits/342
   Claude Pepper Building, Room 401
   111 West Madison Street
   Tallahassee, FL 32399-1450

   Email Address: flaudgen_localgovt@aud.state.fl.us

4. Any reports, management letter, or other information required to be submitted to Commerce pursuant to this Agreement shall be submitted timely in accordance with 2 C.F.R. part 200 subpart F, section 215.97 F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Subrecipients and Sub-subrecipients, when submitting financial reporting packages to Commerce for audits done in accordance with Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Subrecipient/Sub-subrecipient in correspondence accompanying the reporting package.

Docusign Envelope ID: EEF63C14-BC69-4B50-8AFE-21878539614B

PART V: RECORD RETENTION

The Subrecipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of six (6) years from the date the audit report is issued, or five (5) state fiscal years after all reporting requirements are satisfied and final payments have been received, or for a period of three (3) years from the date that Commerce closes out the CDBG program year(s) from which the funds were awarded by the U.S. Department of Housing and Urban Development, whichever period is longer, and shall allow Commerce, or its designee, the Chief Financial Officer (CFO), or Auditor General access to such records upon request. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer. The Subrecipient shall ensure that audit working papers are made available to Commerce, or its designee, CFO, or Auditor General upon request for a period of six (6) years from the date the audit report is issued, unless extended in writing by Commerce.

Docusign Envelope ID: EEF63C14-BC69-4B50-8AFE-21878539614B

Attachment J - Audit Compliance Certification

Email a copy of this form within 60 days of the end of each fiscal year in which this subgrant was open to audit@commerce.fl.gov**.**	
Subrecipient:	
FEIN:	Subrecipient's Fiscal Year:
Contact Name:	Contact's Phone:
Contact's Email:	

1. Did the Subrecipient expend state financial assistance, during its fiscal year, that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between the Subrecipient and the Florida Department of Commerce (Commerce)? ☐ Yes ☐ No

   If the above answer is yes, answer the following before proceeding to item 2.

   Did the Subrecipient expend $750,000 or more of state financial assistance (from Commerce and all other sources of state financial assistance combined) during its fiscal year? ☐ Yes ☐ No

   If yes, the Subrecipient certifies that it will timely comply with all applicable State single or project-specific audit requirements of section 215.97, Florida Statutes, and the applicable rules of the Department of Financial Services and the Auditor General.

2. Did the Subrecipient expend federal awards during its fiscal year that it received under any agreement (e.g., contract, grant, memorandum of agreement, memorandum of understanding, economic incentive award agreement, etc.) between the Subrecipient and Commerce? ☐ Yes ☐ No

   If the above answer is yes, also answer the following before proceeding to execution of this certification:

   Did the Subrecipient expend $1,000,000 or more in federal awards (from Commerce and all other sources of federal awards combined) during its fiscal year? ☐ Yes ☐ No

   If yes, the Subrecipient certifies that it will timely comply with all applicable single or program-specific audit requirements of 2 C.F.R. part 200, subpart F, as revised.

By signing below, I certify, on behalf of the Subrecipient, that the above representations for items 1 and 2 are true and correct.

Signature of Authorized Representative	Date
Printed Name of Authorized Representative	Title of Authorized Representative

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-37 – Capital City Bank – 2026 Ford F-150 Regular Cab Truck - Gas Department

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a loan with Capital City Bank for the purchase of (1) New 2026 Ford F-150 Regular Cab Truck for the Gas Department in the amount of $36,700.00 with an interest rate of 4.15% with five (5) annual payments.

RECOMMENDATION

City Staff recommends approval Resolution No. 26-37.

ATTACHMENTS

1. Resolution No. 26-37
2. Quotes

RESOLUTION NO. 26-37

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, RELATING TO THE PUBLIC WORKS GAS DEPARTMENT CAPITAL PURCHASE; NOTING A FINANCING SOURCE; DESIGNATING AN AUTHORIZED REPRESENTATIVE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Chipley, Florida, is purchasing one (1) New 2026 Ford F-150 Regular Cab Truck; and

WHEREAS, the City is approved for a loan of $36,700.00 from Capital City Bank for the purchase of the vehicle; and

WHEREAS, Capital City Bank has approved an interest rate of 4.15% with five (5) annual payments and no closing costs, with the first payment being due on June 30, 2026; and

WHEREAS, the City hereby designates this note as a "Qualified Tax Exempt Obligation" within the meaning of Section 265(B)(3) of the Internal Revenue Code;

WHEREAS, the City has authorized and approved said loan to be secured by a pledge of and lien upon the non-advalorem taxes sufficient to pay the principal of, premium, if any, and interest on said loan as set forth in the terms of the promissory note;

WHEREAS, the City covenants to budget and appropriate payment for the loan annually until maturity;

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

1. That the loan funds in the amount of Thirty-Six Thousand Seven Hundred Dollars and 00/100 Cents ($36,700.00) be used to purchase one (1) New 2026 Ford F-150 Regular Cab Truck.

2. That the Mayor be designated as the authorized representative to carry out the responsibilities under the loan agreement.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 12th day of May, 2026.

City of Chipley

_____

ATTEST: Tracy L. Andrews, Mayor

_____

Sherry Snell,
City Clerk

DRAFT

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-39 – Travel Procedure and Expense Reimbursement Policy Update

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve the updated Travel Procedures and Expense Reimbursement Policy to increase the reimbursement amounts for meals based on comparable entities.

RECOMMENDATION

City Staff recommends approval of Resolution No. 26-39 – Travel Policy Update

ATTACHMENTS

1. Resolution No. 26-39

RESOLUTION NO. 26-28

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, AMENDING THE TRAVEL PROCEDURES AND EXPENSE REIMBURSEMENT POLICY; PROVIDING FOR GUIDELINES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it has been determined that a justified need exists for the City Council of the City of Chipley to update the Travel Procedures and Expense Reimbursement Policy; and

WHEREAS, the policy will provide for guidelines when traveling on official business for the City.

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

1. The Travel Procedures and Expense Reimbursement Policy, dated May 2026, is hereby updated and implemented immediately.

2. Distribution of copies will be made to all departments of the City of Chipley.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 12th day of May, 2026.

CITY OF CHIPLEY

ATTEST:

_____

Tracy L. Andrews, Mayor

_____

Sherry Snell, City Clerk

DRAFT

CITY OF CHIPLEY

Travel Procedures and Expense Reimbursement Policy

Adopted by Resolution No. 26-28

Effective: May 12, 2026

Travel Procedures and Expense Reimbursement Procedures

1. **Purpose:** This policy guide provides written guidelines for office travel and expense reimbursement for employees, elected officials and citizen board members of the City of Chipley, Florida.

2. **Authority:** Florida Statutes, City Code, and City Personnel Manual.

3. **Definitions:** For the purpose of this policy, the following words shall have the meanings indicated:

   a. **Employee** – An individual, whether commissioned or not, other than an officer or authorized person as defined herein, who is filling an authorized manning classification position.

   b. **Officer or public officer** – An individual who in the performance of his or her official duties is vested by law, by sovereign powers of government and who is elected by the people.

   c. **Authorized person** – A person other than a public officer or employee as defined herein whether elected or commissioned or not, who is authorized by the City of Chipley to incur travel expenses in the performance of official duties; a person who is called upon by an agency to contribute time and services as consultant or adviser; and a person who is candidate for an executive or professional position.

   d. **Traveler** – A public officer, employee or authorized person of the City of Chipley who is performing authorized travel.

   e. **Travel Day** – A period of 24 hours consisting of four quarters of 6 hours each beginning at midnight.

   f. **Travel Expense** – Necessary expenses incurred while traveling. The usual ordinary and incidental expenditures necessarily incurred by a traveler.

   g. **Travel Period** – The period of time between the time of departure and the time of return from travel.

   h. **Class A Travel** – Continuous travel of 24 hours or more away from official headquarters.

   i. **Class B Travel** – Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

   j. **Class C Travel** – Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

k. **Voucher for Reimbursement of Travel Expenses (Form CHTR01)** - A voucher form which must be completed and submitted to the Finance Office to obtain reimbursement for any expenses incurred during official travel. The traveler should use the travel voucher form to record all travel permitted and to account for all travel expenses.

l. **Authorization to Incur Travel and Travel Advance Request (Form CHTR02)** - This form must be completed before "traveling" occurs. For employees and authorized individuals, this form must be approved by their supervisor and/or the city administrator and reviewed by the Finance Director. City council members and the city administrator will prepare this form and submit it to the mayor for approval. This form can be used to request an advance for 80% of projected, reimbursable travel expenditures not to include prepayments to hotels/motels, registration fees, etc. Exceptions may be made to the 80% restriction if approved by the City Administrator.

4. **General:** City employees, elected officials and authorized individuals shall be entitled to reimbursement of expenses incurred while performing travel in the conduct of official city business. Expenses are reimbursed based on information submitted on a Voucher for Reimbursement of Travel Expenses (CHTR01) form. The Voucher for Reimbursement form should be submitted to the Finance Office within ten (10) working days after the end of travel. The following general information applies:

a. Employees traveling on official business for the city are expected to use reasonably priced lodging accommodations. Meals, tips, and lodging must be reasonable in relation to the area visited. Reimbursement will be limited to a reasonable allowance.

b. Plan in advance to obtain registration discount rates, travel method and route. When possible, minimize the number of staff who will travel to enhance cost control.

c. All travel, regardless of mode, shall be by the most direct, practicable route. A person who travels by an indirect route for personal convenience shall bear extra costs incurred.

5. **Travel Authorization**: All employee travel at the city's expense shall be **pre-approved** by the city administrator. The mayor approves travel for elected officials and the city administrator.

6. **General Guidelines**: The following general travel conditions are addressed by this policy: Travel must be:

a. To attend training directly related to the individual job classification.

b. Required to maintain professional certification or license.

c. To attend board or committee meetings, seminars or workshops. (Meetings should be directly related and enhance the function of the department requesting attendance).

d. Other travel for official city business as approved by the mayor or city administrator.

7. **Pre-Travel and Reimbursement Arrangements:**

a. Although travel costs have been projected in the city budget, advance authorization is required from the city administrator before making any commitment whereby travel expenses will occur. Each official, employee, or authorized individual shall first prepare an **"Authorization to Incur Travel Expenses and Travel Advance Request (Form CHTR02)** form for individual expenses and submit to the city administrator or mayor for approval. Travel arrangements must be made no later than five (5) working days prior to projected departure to allow the accounting office adequate time for processing and funds obligation.

b. When the **"Authorization to Incur Travel Expenses and Travel Advance Request"** form has been approved and funds certified as available, the official or employee is authorized to travel during the period specified, to incur expense, and to be reimbursed. If the employee requires a travel advance, the traveler should complete the appropriate section of the form. Also, the form can be used to request payment in advance for room deposits, registration or registration fees, tuition fees, and tickets on common carriers. Vendor checks will be processed to the hotel, organization, airlines, etc. when possible. Amounts paid by invoice (directly to the vendor) shall be deducted from the amount authorized for travel before applying for a travel advance. An approved advance will be made to the traveler for up to 80% of approved expenditures. Exceptions may be made to the 80% restriction if approved by the City Administrator. Advance travel payments may not be provided more than five (5) days prior to the effective date of travel, but vendor payments will be processed upon receipt.

c. The **"Voucher for Reimbursement"** form should be used to record all travel information. Destination, date, purpose of travel, and hours of departure, arrival at destination and return should be recorded as they occur. Irregularities or unusual lapses in travel times must be fully explained. Additionally, the voucher should be utilized to account for all expenses. A section entitled "Other Expenses" is included on the form for this purpose. Receipts for all expenses, where feasible or possible to obtain receipts, shall be attached to the completed **"Voucher for Reimbursement"** form. Receipts for hotels (must include detailed charges), public transportation, convention registration, car

rental, tolls, taxi fare, valet parking and similar items must be attached. All items for which a receipt cannot or was not obtained must be explained in writing. Tips paid to taxi drivers must not exceed fifteen percent (15%) of the taxi fare. Tips paid for mandatory valet parking must not exceed $1 per incident. Portage paid shall not exceed $1 per bag not to exceed $5 per incident. All items of a miscellaneous nature must be itemized. The completed **"Voucher for Reimbursement"** form must be submitted to the Finance Office for payment within ten (10) working days following completion of travel. If costs incurred exceed the amount of expense authorized and the employee requests reimbursement for the additional amount, a complete explanation and justification must be provided to the city administrator for his/her approval. All unused funds provided advance to the traveler shall be repaid immediately upon return to work.

d**.** The Finance Director shall review the expenses to make certain that all items of expense are properly charged and are not otherwise questionable. If additional information is needed for approval, it shall be requested in writing from the traveler. (The Finance Director must initial the "Voucher for Reimbursement" forms before the traveler is reimbursed.)

8. **Expense Reimbursement Guidelines:** If traveling on class A or class B travel, the traveler may elect the following: (1) seventy-five ($75) per day per diem; or (2) actual expenses for lodging and miscellaneous expenses plus the meal allowance rates listed under 8. c. The basis upon which reimbursement of all expenses will be approved is as follows:

a. **Transportation**

(1) Privately-Owned Vehicles. Travelers are expected to use the mode of travel which is most advantageous to the city. The use of a privately owned vehicle for official travel in lieu of publicly-owned vehicles or common carriers may be authorized by the department head. Whenever travel is by a privately-owned vehicle, the traveler shall be entitled to a mileage allowance at a fixed rate not to exceed the IRS Rate per mile or the carrier rate for such travel, whichever is lower. Where two or more authorized persons travel in one private vehicle, only the person supplying the vehicle shall receive transportation reimbursement at the approved rate. Employees deviating from the most direct route shall bear the extra costs incurred.

(2) City Vehicles. All fuel or other auto-related expense receipts must be submitted for reimbursement.

(3) Car Rentals. Prior approval must be received from the city administrator if the traveler must rent a car. Evidence must be presented to show the car rental as the most advantageous means of travel.

(4) Airline Travel. Airline reservations may be acquired when travel requiring such reservations has been approved in advance by the appropriate authority. The traveler may purchase the tickets and request reimbursement.

b . **Lodging**

(1) Expenses may vary dependent upon the area traveled, however, all expenditures must be reasonable. Excessive charges for lodging must be fully explained in a written form by the traveler. The city will pay the single occupancy rate.

(2). When traveling in the State of Florida, lodging payment shall be made payable to the hotel, motel, etc., to ensure exemption of sales tax. When payment of the hotel lodging is paid in advance, the City will include the Tax Exempt Number on the check stub. If the hotel does not honor the tax exempt number, a statement shall be entered on the **"Voucher for Reimbursement"** form that the information was presented but denied by the hotel.

c**. Meals and Tips**

(1) Reimbursement for meals and tips is based on the following per diem amounts:

Breakfast:	$15.00 which includes tip and tax
Lunch:	$20.00 which includes tip and tax
Dinner:	$25.00 which includes tip and tax

A maximum of $60.00 per day.

(0) Same-day travel by elected officials or employees allows reimbursement for reasonable meal expenses. In cases where the traveler did not find it necessary to remain out of town over night, but was unable to return by 8:00 p.m. reimbursement will be allowed for the evening meal. (Travel must have started before 6:00 p.m.) Similarly, when the traveler finds it necessary to leave home before 6:00 a.m. and travel extends beyond 8:00 a.m., the employee will be reimbursed for breakfast. If travel begins before 12:00 noon and extends beyond 2:00 p.m., the traveler will be entitled to lunch. Employees engaged in a constant daily travel routine are not reimbursed for meals. (Travel must be away from the

employee's headquarters and not within the vicinity of the employee's headquarters.)

(3) Meals provided as a part of a registration or other means shall be reported on the travel voucher as "meals furnished."

(4) If the employee travels to a conference, etc. he/she must provide a copy of the agenda/schedule.

d. **Other Expenses**

(1) Registration fees for functions related to City business may be reimbursed when an employee is expected to attend due to the nature of the position. The traveler will submit a copy of the workshop, conference, etc. schedule with the **"Voucher for Reimbursement".**

(2) Telephone calls made on official business and paid for by the traveler may be claimed on the travel voucher. The traveler must explain toll calls shown on the hotel bill including the location, parties, and purpose. If out-of-town travel extends to three (3) or more days, one three (3) minute personal call home is allowable for reimbursement. No other personal calls are reimbursable.

(3) Entertainment on behalf of the city must clearly meet a public purpose. Entertainment is subject to planning and preparation by the traveler and approval by appropriate individuals. It is a specific policy of the city to require approval by the city council of the nature, purpose, and anticipated cost of entertainment before it is undertaken with public funds. When prior approval is obtained, it is specifically required that the nature of the entertainment, those present, and a brief summary of the business discussed be provided for inclusion in the city's financial records. The following are exceptions/classifications to this policy:

(a) When the city agrees to reimburse a job applicant for expenses to come to an interview (airfare, motel and meals), the meal allowances applied will be consistent with the existing policy stated herein.

(b) When the city acknowledges that attendance and participation in professional association meetings constitutes a public purpose in relation to the training and education of its professionals, the city will reimburse the cost of meals and attendance to such meetings only if it is established that the meeting has a professional and not social purpose, and the fee for the meal is at a standard rate per attendee.

(c) In recognition of the members of the city council, mayor and city administrator's entertainment commitments while traveling, the city will reimburse reasonable costs. These expenses should not include alcoholic

beverages . Upon submitting receipts for entertainment, justification should be submitted in writing to the Finance Director. Judgment should be used in determining the public purpose and city benefit.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-40 – Duplication of Benefits Policy for the Florida Commerce CDBG-DR/CDBG-MIT Programs

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a Duplication of Benefits Policy for the Florida Commerce CDBG-DR/CDBG-MIT Programs which will outline procedures for verification, calculation, documentation, and recapture of duplicative funds consistent with applicable federal guidance.

RECOMMENDATION

City Staff recommends approval of Resolution No. 26-40 – Duplication of Benefits Policy for the Florida Commerce CDBG-DR/CDBG-MIT Programs.

ATTACHMENTS

1. Resolution No. 26-40
2. Duplication of Benefits Policy

RESOLUTION NO. 26-40

A RESOLUTION ADOPTING A DUPLICATION OF BENEFITS POLICY FOR THE FLORIDA COMMERCE CDBG-DR/CDBG-MIT PROGRAMS BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF COMMERCE AND THE CITY OF CHIPLEY, FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Chipley participates in disaster recovery and mitigation programs funded through the Florida Commerce Community Development Block Grant–Disaster Recovery (CDBG-DR) and Community Development Block Grant–Mitigation (CDBG-MIT) programs; and

WHEREAS, these federal funds are intended to address unmet needs and are supplemental to other sources of assistance, including private insurance, FEMA, SBA, and other federal or non-federal funding; and

WHEREAS, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §5121 et seq.) requires that recipients of federal disaster assistance ensure that no duplication of benefits (DOB) occurs; and

WHEREAS, Section 312 of said Act requires that any duplicative assistance received for the same purpose be identified, deducted, and, if necessary, recaptured; and

WHEREAS, the City of Chipley must establish policies and procedures to identify, evaluate, prevent, and remedy duplication of benefits in compliance with federal and state requirements; and

WHEREAS, the City of Chipley has developed a Duplication of Benefits Policy outlining procedures for verification, calculation, documentation, and recapture of duplicative funds, consistent with applicable federal guidance.

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

Section 1. Adoption of Policy

The City Council hereby adopts the **Duplication of Benefits Policy for Florida Commerce CDBG-DR and CDBG-MIT Programs**, attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. Compliance with Federal Requirements

The City of Chipley shall administer all CDBG-DR and CDBG-MIT funds in accordance with applicable federal statutes, regulations, and guidance, including the Stafford Act, to ensure that:

- No applicant receives duplicative assistance for the same purpose;
- All sources of funding are identified and evaluated; and
- Assistance is limited to unmet need.

Section 3. Implementation

City staff is authorized and directed to:

- Conduct Duplication of Benefits analyses for all applicable projects and beneficiaries;
- Maintain documentation of all funding sources and expenditures;
- Deduct duplicative assistance from awards as required; and
- Ensure compliance with all applicable program rules.

Section 4. Recapture of Funds

The City of Chipley shall recapture duplicative funds in accordance with federal requirements:

- If identified during an active agreement, repayment shall be made to the City's disaster recovery program;
- If identified after closeout, repayment shall be made to the appropriate awarding agency;
- All repayments shall be documented and reported as required.

Section 5. Severability

If any section, subsection, sentence, clause, or provision of this Resolution is held invalid, the remainder shall not be affected.

Section 6. Effective Date

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 12th day of May, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

DRAFT

CITY OF CHIPLEY
DUPLICATION OF BENEFITS POLICY
FOR
FLORIDA COMMERCE CDBG-DR/CDBG-MIT PROGRAMS

Background

CDBG-DR/CDBG-MIT funding intends to address the unmet needs of a community. The funds are supplemental to primary forms of assistance, including private insurance and FEMA funds. A requirement for any entity receiving federal grant awards is the inclusion of policies and procedures that address Duplication of Benefits (DOB) and a process for mitigating potential duplication. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. To avoid duplicative assistance and potential de-obligation of funding, the City of Chipley must utilize all possible funding sources before applying (CDBG-DR/CDBG-MIT) dollars to a project.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974 ("Stafford Act"), as amended, 42 U.S.C. §5121 et seq., established Duplication of Benefits (DOB) analysis requirements applicable to all federal agencies, including HUD, that administer disaster recovery programs providing financial assistance for emergency response and long-term recovery. Furthermore, Section 312(a) of the Stafford Act requires Federal Agencies to ensure that no recipient of federal financial assistance receives funds for losses already paid by insurance or other sources, including other Federal funding. Section 312(c) holds recipients liable for duplicative assistance and authorizes the providing agency to collect it when deemed in the Federal Government's best interest (42 USC 5155(c)).

Overview

The following are sources of funding assistance provided for structural damage and loss that are considered DOB, and under federal law must be deducted from the CDBG-DR/CDBG-MIT assistance provided:

- FEMA Individual Assistance (IA) for Structure,
- FEMA (NFIP),
- Private Insurance,
- Increased Cost of Compliance (ICC),
- SBA,
- Any other funding source available for the same purpose as a CDBG-DR/CDBG-MIT grant that may duplicate assistance.

The City of Chipley will follow established procedures for DOB verification to address the specific types of DOB and perform a related analysis for each project (e.g., FEMA Public Assistance for public infrastructure projects). The City of Chipley will consider all possible disaster recovery funding sources when calculating DOB.

Eligible recipients of CDBG-DR/CDBG-MIT assistance may have previously received assistance from other sources. Under the requirements of Stafford Act (42 U.S.C. 5121, et seq.), as interpreted

and applied by HUD, the City of Chipley must take into account certain aid received in determining the amount of assistance to be granted. In accordance with the Stafford Act, all projects must perform due diligence to identify potentially duplicative sources of funding, analyze whether the source is duplicative, and include duplicative sources in an assessment that is deducted from the project's need-based award determination.

Funds received from any source will reduce the amount of disaster assistance if the evidence of expenditures at least equals the amount of assistance provided from the source(s). Documentation should be maintained, demonstrating project cost and all type(s) of assistance received.

Not all types of assistance constitute a DOB. Reductions of DOB totals are applicable if the City of Chipley can prove that the use or control of the funds meet certain criteria. For DOB calculations, the City of Chipley must exclude amounts that are:

- Provided for a different purpose; or
- Provided for the same purpose (eligible activity), but for a different, allowable use (cost);
- Funds not legally available to the applicant;
- A private loan; or
- Declined or cancelled subsidized loans (only the amount of a subsidized loan that is declined or cancelled is not a DOB. To exclude declined or cancelled loan amounts from the DOB calculation, the grantee must document that all or a portion of the subsidized loan is cancelled or declined.) The full amount of a subsidized loan available for the same purpose as CDBG–DR assistance is assistance that must be included in the DOB calculation unless one of the exceptions in section V.B.2. of 84 FR 28836 applies.
- Any other asset or line of credit available to the applicant.

If the City of Chipley chooses to leverage the CDBG-DR/CDBG-MIT funds with funding provided by other sources, leveraged funds must be in accordance with the Stafford Act to ensure that the City of Chipley has not received multiple federal awards for the same purpose and/or effect to recover from the specified disaster.

DOB Policy and Procedures

The City of Chipley is responsible for calculating and reporting to the appropriate agencies any DOB the City of Chipley may have incurred.

If a duplicative benefit is discovered after the disaster recovery award is provided, the City of Chipley will recapture the amount of the duplicative award.

If a DOB issue is identified while the City of Chipley's agreement with awarding agency is still active, the applicant will refund the duplicative amount to the City of Chipley's disaster recovery program.

If a DOB issue is identified after the City of Chipley's agreement with the awarding agency is closed, the applicant will refund the duplicative amount to the appropriate awarding agency.

The City of Chipley will maintain documentation for all corresponding financial transactions related to the refund(s) in the subrecipient agreement and/or beneficiary files. The City of Chipley will submit a copy of the completed documents and supporting documentation to the awarding agency Grant Manager assigned to the agreement.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Contract of Services – Chipley Housing Authority

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This contract is a continuation of services already in place and will approve the additional patrolling for protective services for the Chipley Housing Authority Public Housing Developments. The Chipley Housing Authority is requesting patrolling in an amount not to exceed 24 hours per week.

RECOMMENDATION

City staff recommend approval of the Contract of Services – Chipley Housing Authority.

ATTACHMENTS

1. Contract of Services

CONTRACT OF SERVICES

CHIPLEY HOUSING AUTHORITY AND THE CITY OF CHIPLEY FLORIDA

This contract, made and entered into this **Twelfth (12TH)** day of **May, 2026** by and between Chipley Housing Authority (herein after called the "Authority") and the City of Chipley, Florida (herein after called the "City") is for the provision of additional Patrolling for protective services, which shall be above and beyond regular/routine patrolling as normally provided in a normal shift work of an Officer.

WHEREAS; the Authority desires to contract with the City for additional services to create a drug-free, crime-free environment, throughout all developments of the Authority, to assist in providing for the safety and protection of the residents in all Public Housing Developments, to assist in providing a decent, safe and peaceful environment in the neighborhoods, and

WHEREAS; the City, by and through its Law Enforcement Department desires to assist in the effort by providing additional, effective police services at identified problem areas of the Authority's location.

NOW, THEREFORE, the Authority and the City agree as follows:

SCOPE OF SERVICES

Section One: Services provided by the City;

A. The city agrees that the services rendered by the assigned personnel, (in this case services shall be provided by the "City Police Department) under this contract shall be in addition to the baseline police services. The services provided shall be additional patrolling of the Authority's developments. The City agrees that it will not reduce its current level of police services to the Public Housing Developments, particularly in the areas of community policing, patrolling, criminal investigations, records, dispatch and special operations previously provided.

B. The city agrees that it will provide the assigned personnel with all basic equipment and proper liability insurance of coverage for the officers as may be necessary and reasonable in order to allow the law enforcement officers to carry out the duties anticipated under this contract. (Proof of coverage is required and may be provided to the Authority's office as to the name of company providing coverage and the policy number).

C. The City shall designate the Chief of Police as the Command Officer to be the Administrative Liaison Officer, who shall work in concert with the Executive Director of the Authority or the Official designated by the Board of Commissioners of the Authority. The Administrative Liaison Officer shall perform the following duties:

   1. Coordinate the work schedule, dissemination and processing of police and security reports, provide supervisory assistance and coordinate in resolving problems and assist in carrying out the provisions of this contract.

D. The City shall at all times provide supervision, control and direction of work activities and assignments of law enforcement personnel, including any disciplinary actions. It is explicitly understood that the police department shall be responsible for all payments and employment benefits while on duty with the City, as well as any injury to any law enforcement officers, their property, or the City's property while enforcing criminal, traffic, or penal laws; on or off the Authority's property.

E. The assigned personnel shall posses and maintain Police Officer/Law Enforcement Standards and Training Certifications.

Section Two: Services provided by the Authority;

A. Satellite Office: As this request is for additional patrolling at this time, no satellite office shall be provided, however, should it become necessary in the future for a satellite office the Authority shall provide one which will be furnished with utilities, (water, heat and electricity) phone, desk, chair and filing cabinet. Routine and extraordinary maintenance needed shall be provided by the maintenance personnel of the Authority.

B. The Authority shall provide information received from the residents of any problem areas and any known fugitive making application for housing.

Enforcement of Rules and Regulations:

A. The city, through its law enforcement (Police Officers) is hereby empowered to enforce the Authority's rules and regulations follows:

   1. Unauthorized visitors in or around structures of the Authority are considered as trespassers and shall be removed.

2. Unauthorized visitors or authorized visitors by lessee creating disturbance or otherwise interfering with the peaceful enjoyment of residents accommodation or creates disturbance causing situation to be nonconducive in maintaining the Authority's developments in a decent, safe, peaceful and sanitary manner shall be removed. If the Lessee creates any disturbance which interferes with the peaceful enjoyment of resident's accommodations and causes the situation to be nonconducive in maintaining the Authority's development in a decent, safe, peaceful and sanitary condition, they shall be removed and/or legal action shall be taken. In either case of unauthorized or authorized visitors by Lessee, the Authority shall be notified immediately and any legal actions required by the Authority shall be enacted.

3. Unauthorized or Authorized visitors destroying, damaging, defacing or removing Authority property shall be removed and/or criminal enforcement action shall be taken against that individual.

4. With regard to the foregoing rules and regulations, the City's Law Enforcement Officers are hereby authorized to give criminal trespass warnings to any person's found in violation of said rules or regulations, i.e., to give notice to any violators that their entry on the property or premises is forbidden and to arrest or cause the arrest and prosecution of any violators, when appropriate.

B. The City, through its Law Enforcement Officers, is hereby empowered to enforce the following Authority rule or regulation (listed below) and such additional Authority rules and regulations and perform such other duties as shall be specified in any addenda attached hereto or incorporated herein now or in the future.

1. The resident and any visitors to Authority property and premises shall refrain from and shall cause their household to refrain from parking vehicles in any area other than designated parking areas by management.

2. With regard to the foregoing rule or regulations, the City's Law Enforcement Officers are hereby authorized to have removed any and all vehicles found parked in violation of said rule or regulation, pursuant to established City procedure for impounding vehicles.

C. Nothing herein contained shall be construed as permitting or authorizing the City Law Enforcement Officers to use any method or to act in any manner in violation of law or of their sworn obligation as Law Enforcement Officer.

D. Payment for additional patrolling of Authority's Developments in addition to the baseline police services shall be made to the City of Chipley upon being invoiced by the City of Chipley on the **THIRTY (30th)** day of each month at a fee no less than **$ 22.27** per hour and shall not exceed **$46.49** per hour with the hours not to exceed **TWENTY FOUR (24)** hours per week.

E. Each party may terminate this agreement upon giving the other party a thirty (30) day written notice of intent to terminate.

Attest: _____ Date _____
Tracy L. Andrews, Mayor, City of Chipley

Attest: _____ Date _____
Patrice A. Tanner, City Administrator, City of Chipley

Attest: _____ Date _____
Michael Richter, Chief of Police, City of Chipley

Attest: _____ Date _____
Tara Finch, Executive Director, Chipley Housing Authority

Attest: _____ Date _____
Wanda Owens, Chairman, Chipley Housing Authority

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Fire Department Truck Donation

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

Chief Aycock is requesting approval of Former Tanker 1 that was taken out of service at the beginning of 2025 due to multiple mechanical and age-related issues to be donated to Ponce de Leon Volunteer Fire & Rescue which will be an upgrade to their current tanker.

The vehicle is currently inoperable and has no positive equity value. It will allow Ponce de Leon Volunteer Fire & Rescue to benefit from it in any way possible.

RECOMMENDATION

City staff recommend approval of the Fire Department Truck Donation.

ATTACHMENTS

1. Letter of Request for Donation from Ponce de Leon Fire Department
2. Letter of Request for Approval of Donation from Chief Aycock

CHIPLEY FIRE DEPARTMENT
1430 JACKSON AVENUE
P.O. BOX 1007
CHIPLEY, FL 32428
PHONE # 850-638-6301 / FAX # 850-638-6300

To: City Administrator, Patrice Tanner

From: Hunter Aycock, Fire Chief

Date: April 27, 2026

RE: Apparatus Donation

I am requesting that our former Tanker 1 be donated to the Ponce de Leon Fire Department. This apparatus was taken out of service at the beginning of 2025 due to multiple mechanical and age-related issues and was replaced in December 2025 through state appropriations.

The vehicle being requested for donation is a 1993 Ford F-800 that was originally donated by Gulf Power to Chipley Public Works as a bucket truck. Chipley Fire Department later took possession of the truck around 2021 and installed a 1974 water tank on it. The tank has since been deemed unusable due to rust, and the truck itself is no longer operational.

We do not believe this vehicle has any positive equity value given its current inoperable condition. However, we would like to allow a neighboring department the opportunity to benefit from it in any way possible.

Hunter Aycock

Hunter Aycock

Ponce de Leon
Volunteer
Fire & Rescue

1508 Skelton St
Ponce de Leon, FL 32455

Chief Douglas Remmel
(850) 401-4255

To The City of Chipley,

On behalf of Ponce de Leon Volunteer Fire & Rescue, I am writing to respectfully request consideration from the City of Chipley for the donation of a tanker truck, specifically the 1993 Ford F-800, to assist our department in upgrading our current tanker.

Our department serves a largely rural area where hydrant access is limited, making dependable water transport essential to effective fire suppression operations. Maintaining a reliable tanker is critical to ensuring we can effectively respond to both structure fires and wildland incidents.

If donated, the 1993 Ford F-800 will be utilized as a parts truck to support and upgrade our existing tanker. This will allow us to repair, replace, and improve key components, extending the life and reliability of our current apparatus. By doing so, we can ensure our tanker remains in service and capable of delivering the water supply needed for emergency operations.

Due to budget limitations, purchasing replacement parts and equipment is a significant challenge for our department. Receiving this unit as a donation would provide a cost effective solution and have an immediate positive impact on our operational readiness.

We sincerely appreciate your consideration of this request and your continued support of fire service agencies in our region. Please feel free to contact us if any additional information is needed.

Respectfully,

Douglas Remmel, Chief
Ponce de Leon Volunteer Fire & Rescue
(850) 401-4255

Appendix C

CITY OF CHIPLEY
TRANSFER OR DISPOSITION OF PROPERTY

This form is to be used to **transfer** property from one department to another, or to request approval to **dispose** of property.

_____Transfer_____Disposal
(Check One)

Property Number	001125
Primary Asset Location	Fire Dept
Property Condition	
Serial#	1FDXK84E3AVA03760
Manufacturer	Ford
Model	F-800
Year	1993
License#	128926
Color	Green
Department	Fire
Reason for Disposal	Broke
Recommended Method of Disposal	Donation

For Disposal:
I am requesting council approval to dispose of the above listed property item.

_____
Asset Custodian Signature

For Transfers:
We are requesting the transfer of the above listed property item from:

_____ to _____
(Department name) (Department name)

_____ _____
Asset Custodian Signature (issuing dept) Asset Custodian Signature (receiving dept)

Accounting
Disposal of this property item was approved by the city council on_____. (Attach copy of minutes)

The inventory record was changed to reflect the above request on_____. Initials:_____

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Veteran's Reunion – Patriot Guard Riders

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

The Patriot Guard Riders are requesting approval to hold a Veteran's Reunion at the Train Depot from October 8-10, 2026, featuring the Vietnam Memorial Traveling Wall and the Global War on Terrorism Wall.

Both walls will be set up on the grassy area, with a representative from the organization present on-site 24 hours a day throughout the duration of the event. The displays will be illuminated during nighttime hours. Informational vendors from the VFW and VSO will be present to distribute materials only. Top on Main will be the sole vendor permitted to sell items, which will be limited to military related merchandise.

One wall measures 64 feet in length, and the other measures 24 feet.

Proof of insurance will be submitted prior to the event.

RECOMMENDATION

City Staff recommend approval of the Special Event Application – Veteran's Reunion – Patriot Guard Riders.

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: Patriot Guard Riders

Address: 3064 Bush Road, Graceville, FL 32440

Contact person: Larry Tyndall Phone: 321-292-2534 Fax: N/A

E-mail: harleyrider1110@gmail.com

Type of Event: Veteran's Reunion

Purpose of Event: Showcase the Vietnam Memorial Traveling Wall and the Global War on Terrorism Wall.

Location of Event: Chipley Depot Indoors (Outdoors)

Date(s) & Time(s) of Event: October 8-10, 2026

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

Concert Yes (No) If yes, What type of music? N/A

Will food and nonalcoholic beverages be sold? No, will coordinate with Chipley Station.

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: 100-200 (Open to the Public)
Are security and/or medical services provided? No

Applicant Signature: _____ Date: 4/28/26

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 Event 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 28 day of April, 2026.

FIRM OR ORGANIZATION:

Signature

Larry Tyndall
Print Name

Witness

Witness

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

The foregoing instrument was acknowledged before me by Larry Tyndall, who is personally known to me or who produced FL Drivers License 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 28th day of April, 2026.

SHERRY SNELL
Notary Public - State of Florida
Commission # HH 470986
My Comm. Expires Dec 7, 2027
Bonded through National Notary Assn.

Notary Public

City of Chipley
Council Meeting
Minutes
October 14, 2025 at 5:00 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member
Mr. Kevin Russell, Mayor Pro-Tem
Ms. Cheryl McCall, Council Member

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin. /Public Works Dir.
Mrs. Jamie Richter, Finance Director
Mrs. Michelle Jordan, City Attorney
Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief
Mr. Jimmy Cook, Water Utilities 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 Pastor Phillip Horvath and Mayor Andrews led the pledge to the American Flag.

C. APPROVAL OF AGENDA

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

D. CITIZENS REQUEST

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the 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 citizen requests. No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – September 9, 2025

2. Budget Workshop – September 15, 2025
3. Budget Workshop – September 16, 2025
4. Special Meeting Tentative Millage & Budget Hearing – September 16, 2025
5. Special Meeting Final Millage & Budget Hearing – September 29, 2025
6. Special Meeting – September 29, 2025

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

F. DEPARTMENT REPORTS

1. Attorney Report – Michelle Jordan. Attorney Jordan stated that 1278 Holley Avenue is scheduled for a summary judgement hearing on December 16, 2025 and the Chipley Course trail date is set for November 6, 2025. No further discussion.

2. CRA Report – Philip Horvath. Mr. Horvath stated that a candidate, Shirley Parrado, who has CRA experience, has accepted the position of Executive Director with the Chamber of Commerce. All the CRA grants have been closed out and a new grant cycle has begun. Discussion ensued.

3. Fire Department Report – There were no questions. No further discussion.

4. Code Enforcement Report – Patrice Tanner. Mr. Michael Taylor, 777 West Blvd. stated he would like the fees waived on his property. Mrs. Tanner stated this was not on the agenda due to the property not being in compliance yet. Mr. Taylor asked to be put on the agenda for November. Mayor Andrews stated we will have all the numbers at the next meeting and will be able to discuss it. Discussion ensued.

5. Planning & Zoning Report – Patrice Tanner. There were no questions. No further discussion.

6. Police Department Report – Chief Michael Richter. Chief Richter stated that activity numbers have increased considerably over the past three months. During this period, the department issued a total of 2,000 warnings**,** 225 citations **-** 60 of which were criminal **-** and made 72 arrests. Additionally, the department received good news regarding a grant from FDLE, which will provide funding for much needed equipment. Discussion ensued.

7. Public Works Department Report – Guy Lane. Mr. Lane stated they are in the middle of putting up Christmas lights and getting ready for the Homecoming parade. The Peach Street lift station project started yesterday. Discussion ensued.

8. Recreation Department Report – There were no questions. No further discussion.

9. Water Utilities Department Report – Jimmy Cook. There were no questions. No further discussion.

10. Finance Department Report – Jamie Richter. There were no questions. No further discussion.

11. City Administrator Report – Patrice Tanner. Mrs. Tanner stated the Bennett Drive construction contract and the NW Stormwater System Restoration project are both on tonight's agenda for approval; Chipley Mongoven Building – work has begun on this project; Chipley Peach Street Lift Station Improvements – this project started yesterday; Citywide Flooding Resiliency Improvement – construction is 50% complete; Jim Trawick Park – Phase X – we have reapplied for this grant; Pecan Street Improvements Project – this project was approved; COPS Hiring Grant Program – this grant was approved and we will be hiring two new police officers; Downtown Beautification Grant – we submitted for this grant; We were also approved for a FDLE grant for $60,000 of needed equipment. Discussion ensued.

G. CONSENT AGENDA ITEMS

1. **Resolution No. 26-02** – Natural Gas Rate Schedule. This resolution will approve the resolution approving the new Natural Gas Rate Schedule, which includes a CPI increase of 3.1%.

2. **Resolution No. 26-03** – Water and Sewer Rate Schedule. This resolution will approve the resolution approving the new Water and Sewer Rate Schedule, which includes a CPI increase of 3.1%.

3. **Resolution No. 26-04** – Water & Sewer Tap Fee Schedule. This resolution will approve the resolution approving the new Water & Sewer Tap Fee Schedule, which includes a CPI increase of 3.1%.

4. **Resolution No. 26-05**– FDOT Utility Work by Highway Contractor Agreement. This resolution will approve the Utility Work by Highway Contractor Agreement FPID No. 450802-1-52-02. This work is identified as SR 77 (Main Street) from south of 5th Street to south of SR 273.

5. **Resolution No. 26-06**– Agreement for Sale and Purchase of Real Property – Kingdom Come, LLC. This resolution will approve the agreement for sale and purchase of 1.31 acres of real property located at 1082 Commerce Avenue to Kingdom Come, LLC in the amount of $6,550.00.

6. **Bid No. 2025-04 Construction Agreement** – FC Northwest Stormwater System Restoration Griffin Road Drainage Improvements Project – Gulf Coast Utility Contractors of Panama City. This will approve the Construction Agreement with Gulf Coast Utility Contractors, LLC in the amount of $778,359.50 for the drainage improvements on Griffin Road.

7. **Bid No. 2025-05 Construction Agreement** – FDOT M-SCOP Bennett Drive Resurfacing Project – Anderson Columbia. This will approve the Construction Agreement with Anderson Columbia in the amount of $569,170.26 for the milling and resurfacing of Bennett Drive.

8. **RFQ No. 2025-05 Professional Services Agreement** – FDOT M-SCOP Bennett Drive Resurfacing Project CEI Services – Alday- Howell. This will approve the Agreement for CEI Services for the FDOT M-SCOP Bennett Drive Resurfacing Project with Alday-Howell Engineering, Inc. in the amount of $80,669.

9. **Request for Development Order and Certificate of Appropriateness for Redevelopment** – 1357 Brickyard Road – Nolin Properties. Nolin Properties LLC is requesting a Development Order and Certificate of Appropriateness for redeveloping property located on 1357 Brickyard Road, Parcel ID:00-2218-0013.

10. **Special Event Application** – ArtKidDoo 2026 – Early Learning Coalition of NWF. ArtKidDoo 2026 Children's Art Festival will be held at Shivers Park on Saturday, February 7, 2026 from 8:00 a.m. to 3:00 p.m. This event is for families with children ages birth – 12 years.

11. **Special Event Application** – First Baptist Church Fall Festival. The First Baptist Church Fall Festival will be held on Sunday, October 26, 2025 from 4:00 p.m. to 6:00 p.m. They are requesting to close 4th Street from the Spivey property to South Boulevard.

12. **Resolution No. 26-07** – Department of Justice Office of Community Oriented Policing Services (COPS) Grant Award. This resolution will accept the FY25 COPS Hiring Program grant award in the amount of $250,000 to hire two (2) additional police officers. It is for a period of five (5) years with the grant covering up to 75% of each Officers salary for three (3) years, but no more than $125,000 in the three (3) year period for each officer, which means the city will be responsible for all salaries not paid by the grant.

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

H. AGENDA ITEMS

1. **Resolution No. 26-01** – Florida City Government Week**.** Mrs. Tanner explained this resolution will recognize October 20-26, 2025 as Florida City Government Week where the City of Chipley encourages all citizens, city government officials and employees to participate in events that recognize and celebrate Florida City Government Week. No further discussion.

   A motion was made by Council Member Russell and seconded by Council Member Cain to approve Resolution No. 26-01. The motion passed unanimously.

2. **Special Event Application** – Roulhac Middle School Fundraiser**.** Mrs. Tanner explained that Roulhac Middle School would like to hold a fund raiser in the city parking lot located at the corner of SR 77 and SR 90 on Friday, October 17, 2025 from 11:30 a.m. - 2:00 p.m. The Kona Ice Van will be set up for this event, utilizing two (2) parking spaces as indicated on the attached map. As part of the fundraiser, Kona Ice has agreed to contribute 25% of all sales to support the RMS Student Council. The fundraiser is scheduled for the same day as the Homecoming Parade. Kona Ice has submitted a copy of their liability insurance. No further discussion.

   A motion was made by Council Member Cain and seconded by Council Member Russell to approve the Special Event Application for the Roulhac Middle School Fundraiser. The motion passed unanimously.

3. **Special Event Application** – Chipley Station – Car Show. Mrs. Tanner explained that the Chipley Station is requesting approval for a temporary road closure on Saturday, November 22, 2025, from 4:00 p.m. to 9:00 p.m. to host a car show. The requested closure includes 7th Street, from the business alleyway on the south side of Chipley Station to Railroad Avenue. The event will utilize the Capital City Bank parking lot, parking spaces in front of Chipley Station, and parking in front of the Farmers Market on 7th Street. Special Event Insurance will be submitted prior to the event. The road closure is for safety reasons.

   A motion was made by Council Member Russell and seconded by Council Member Blount to approve the Special Event Application for the road closure pending submittal of insurance. **The motion passed unanimously.**

4. **Code Fines** – 1471 South Railroad Avenue – Kathy Hartzog**.** Mrs. Kathy Hartzog stated she was willing to clean up the property owned by her son, located at 1471 South Railroad Avenue, and demolish the house, as long as the city waives the code fees and does not take her property. Her brother, Mr. James Barnes, will obtain estimates for the demolition, however a timeline for the work has not yet been established. Mrs. Tanner stated even if the council waives the fines, the attorney fees would still be required. Once those fees are paid in full, a lien release will be issued. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member Cain to cease the foreclosure proceedings and allow 90 days for the house to be demolished and the property to be cleaned up. After the 90 day period, Council will revisit the associated fees. The motion passed unanimously.

5. **Blue Star Memorial Marker Rededication** – Chipley Garden Club Members – Stacy & Michael Hansen. Mrs. Hansen stated she wanted to give an update on the rededication and asked Mayor Andrews to speak at the ceremony. A rededication ceremony will be held on Tuesday, November 11, 2025 at 9:00 a.m. Discussion ensued.

6. **Hometown Heroes Banner Program –** Discussion. Mrs. Tanner explained that Mr. Holland Kent proposed starting a Hometown Heroes Banner Program to honor past and present members of the Armed Forces. Banners would be for current or former residents of Chipley who must have served in any of the following branches of service: Army, Navy, Air Force, Marines, Coast Guard, or National Guard. Each banner would feature the individual's photo, name, branch of

service and/or credentials. Banners would be sponsored by individuals and/or businesses and installed by the city. We could utilize the poles in the downtown area on Main Street and Ra[illegible] Avenue. The number of banners will be limited based on the number of available poles. To initiate the program, a policy and a resolution will need to be approved by Council. The banners require 3-4 weeks for production and cost between $80-125, depending on size. The new program will begin on Memorial Day and continue through Veterans Day 2026. Council agreed to proceed with the program.

I. OTHER BUSINESS

There was no other business.

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:45 p.m.

City of Chipley

Attest: Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

City of Chipley
Council Meeting
Minutes
November 10, 2025 at 5:00 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Ms. Cheryl McCall, Council Member
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member

Absent:
Mr. Kevin Russell, Mayor Pro-Tem

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mrs. Michelle Jordan, City Attorney
Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

A. CALL TO ORDER

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

B. PRAYER AND PLEDGE

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

C. APPROVAL OF AGENDA

Mayor Andrews added #10 – Code Fines - Kathy Hartzog - 1471 S Railroad Ave.

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 citizen requests. No further discussion.

E. APPROVAL OF MINUTES

1. Regular Council Meeting – October 14, 2025

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

F. PRESENTATIONS

1. Recognition Award – Sherri Biddle
2. Recognition Award – Jennifer Corbitt

The City Council recognized the outstanding contributions and selfless dedication to the betterment of our community by Sherri Biddle and Jennifer Corbitt. The Council presented them with awards for their significant impact on the City of Chipley.

DRAFT

G. CONSENT AGENDA ITEMS

1. **State Governmental Consulting Services Contract Renewal** – Liberty Partners of Tallahassee, LLC. This would renew the State Governmental Consulting Services Contract for Lobbyist Services with Liberty Partners of Tallahassee, LLC in the amount of $3,000 per month for one (1) year, beginning on November 1, 2025 and ending on October 31, 2026.

2. **Request for Development Order and Certificate of Appropriateness** – 1444 Jackson Avenue – City of Chipley. City of Chipley is requesting a Development Order and Certificate of Appropriateness for the redevelopment of the Washington County Library for expansion. The property is located at 1444 Jackson Avenue, Parcel ID: 00-2005-0000.

3. **Special Event Application -** Christmas Fest of Chipley, Inc. The Christmas Fest of Chipley will hold the Holiday Festival on Thursday, December 18, 2025 from 3:00 p.m. – 9:00 p.m. at the Farmer's Market & Downtown area. The parade will start at 5:30 p.m. using the new parade route.

4. **Enterprise IT Renewal Agreement for Support of Established Network** – CLS Technology, LLC. This would renew the Enterprise IT Renewal Agreement for Support of Established Network with CLS Technology, LLC in the amount of $17,500 per year for the period of 07-01-2025 to 06-30-2026. It may be extended indefinitely as long as both parties agree.

5. **Special Event Application** – Food Giveaway – Robert David. Mr. Robert David would like to host a free community event providing food for the youth and residents of Chipley. The event is proposed to be held at Gilmore Park on Saturday, November 15, 2025 from 5:00 p.m. to 8:00 p.m. Music will be played during the event.

6. **Resolution No. 26-08** – Fiscal Year 2024-2025 Budget Amendment. This resolution will approve the final budget amendment for the Fiscal Year 2024-2025 Budget.

7. **Resolution No. 26-09** – FDLE JAGCR Grant Application Submission. This resolution will approve the submission of an application to the State of Florida Department of Law Enforcement for the Countywide Residual Program Funds (JAGCR) for the purchase of in-car radios, portable radios, raincoats, traffic vests, duty belts, tourniquets, guns and ammunition in the amount of $59,360.26. This will provide Law Enforcement with safety, communication and operational readiness.

8. **Special Event Application** – MLK Parade. The MLK Parade will be held on Monday, January 19, 2026 starting at 10:00 a.m. using the new parade route.

A motion was made by Council Member McCall and seconded by Council Member Blount to approve the consent agenda items. The motion passed with three (3) ayes and zero (0) nayes. Mayor Andrews abstained from voting due to conflict since she is the coordinator for the Special Event - MLK Parade.

H. AGENDA ITEMS

1. **Ordinance No. 996 (First Reading)** – Land Use Map Amendment – 1237 Church Avenue – Thomas Simmons III. Mrs. Tanner explained this Ordinance will approve the first reading of Ordinance No. 996 – amending the Future Land Use Map changing the land use designation of Parcel No. 00-1393-0000 from Low Density Residential to Commercial. Mrs. Tanner read Ordinance No. 996 by title:

> **AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR AN AMENDMENT TO ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-1393-0000 LOCATED AT 1237 CHURCH AVENUE, FROM LOW DENSITY RESIDENTIAL TO COMMERCIAL PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF COMMERCE; AND DECLARING AN EFFECTIVE DATE.**

No further discussion.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the first reading of Ordinance No. 996. The motion passed unanimously.

2. **CRA Executive Director** – Shirley Parrado. Mrs. Tanner explained this will approve Shirley Parrado as the new CRA Executive Director. Mr. Philip Horvath introduced Mrs. Parrado who stated she was grateful and excited to take the position and be able to work in the community. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Blount

to approve Shirley Parrado as the new CRA Executive Director. The motion unanimously.

3. **Bid No. 2025-03** – Chipley Mongoven Building – Arris General Contractors, Inc. - Change Order No. 3. Mr. Brent Melvin stated there was additional funding available from Florida Commerce for this project that would allow key site restoration and enhancements that had been deferred due to budget limitations within the original award. Discussion ensued.

   A motion was made by Council Member McCall and seconded by Council Member Cain to approve Change Order No. 3 in the amount of $152,302.81 contingent on approval from Florida Commerce. The motion passed unanimously.

4. **Amendment to Work Authorization No. 2022-03 Engineering** – David H. Melvin, Inc. Mr. Brent Melvin stated this is contingent on Florida Commerce approval for additional Engineering services. No further discussion.

   A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Amendment to Work Authorization No. 2022-03 Engineering with David H. Melvin, Inc. in the amount of $7,000.00 contingent on approval of additional funding from Florida Commerce. The motion passed unanimously.

5. **Amendment to Work Authorization No. 2022-02 Administration** – David H. Melvin, Inc. Mr. Brent Melvin stated this is contingent on Florida Commerce approval for additional Administration services. No further discussion.

   A motion was made by Council Member McCall and seconded by Council Member Cain to approve the Amendment to Work Authorization No. 2022-02 Administration with David H. Melvin, Inc. in the amount of $15,000.00 contingent on approval of additional funding from Florida Commerce. The motion passed unanimously.

6. **November Grants Update** – Brent Melvin, DHM Melvin Engineering. Mr. Brent Melvin stated once the holidays hit we are into the new year and looking forward into March, FDOT will have openings for the MSCOP applications. It's best to get an early start in prioritizing what the city would like, then also making sure we are preparing great applications. He stated it would be good to have the priority list by December or January to make sure the applications will be ready on time. Ms. McCall asked Mr. Lane if the priority list could be ready next month. Mr. Melvin stated as we move through the year most of the other grants will be due at the end of summer or early fall timeframe. He added that he is really grateful to the Public Works Department for the work done on the Peach Street Project working with the contractors. Discussion ensued.

7. **Special Event Application** – Food Giveaway – Robert David. Mrs. Tanner explained that Mr. Robert David would like to host a free community event providing food for the youth and residents of Chipley. The event is proposed to be held at Gilmore Park on Wednesday, December 31, 2025, from 5:00 p.m. to 1:00 a.m. Music will be played during the event. Special event insurance will be submitted prior to the event. Due to other similar events in the community, she recommends approval with the following stipulations: 1. Event to end at 11:00 p.m. with cleanup until 12:00 a.m.; 2. The music to stop no later than 10:00 p.m. with the stipulation that the Police Department will enforce if the music is at an unacceptable level for the neighborhood at any time, and they will make them lower the volume. Discussion ensued.

   A motion was made by Council Member Cain and seconded by Council Member McCall to approve the Special Event Application with the staff recommendations. The motion passed unanimously.

8. **Request Waiver of Fines** – Michael Taylor - 777 West Boulevard. Mrs. Tanner stated this property has been brought into compliance. The fines accrued total $52,500 as of today and the attorney fees through September 30th total $1,691.72. Mr. Taylor apologized for breaking any codes and stated he has worked hard to get them corrected. He requested the fines to be waived. Mayor Andrews stated the attorney fees would still be owed. Discussion ensued.

   A motion was made by Council Member Cain and seconded by Council Member Blount to waive the fines totaling $52,500 and to require the attorney fees in the amount of $1,691.72 to be paid. The motion passed unanimously.

9. **Request Waiver of Fines** – Latonia McKinnie – 1167 6th Street. Mrs. Tanner stated this property has been brought into compliance. It was actually in compliance on the day of the Special Magistrate meeting per the pictures that are attached from June 22, 2023. The fines total $42,225 and attorney fees through September 30th are $732.50. Mayor Andrews asked what was the total attorney fees due up to the date of the meeting held on June 22, 2023. Mrs. Tanner stated attorney fees were $70. Mrs. Cain stated the pictures do show the property was cleaned up with that date stamped on them. Mrs. Tanner stated yes it was. Mrs. McKinnie asked about the $70 that she had paid previously. Mrs. Tanner stated that would have been for the Special Magistrate assigning fees on the day of the hearing and not for attorney fees. Mrs. Tanner stated that over the past few months since these cases have come up that even though we are not required to do due diligence to make sure that the people who come to the Special Magistrate meetings understand and are aware of what their next steps are. The Council made it very clear that they want that to happen

from this point forward, so we have definitely been working toward that and trying to ma[illegible] that they understand. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Blount to waive the fines totaling $42,225, and to require the attorney fees in the amount of $70 to be paid. The motion passed unanimously.

10. Code Fines - Kathy Hartzog - 1471 S Railroad Ave. Mrs. Hartzog stated that the attorney fees totaled $4,817 and requested that the amount be reduced to $4,000. Mayor Andrews asked the timeline for the demolition. It was stated within the next 30-45 days. Ms. McCall stated it sets a precedence if we drop yours and not anyone else's. Discussion ensued.

A motion was made by Council Member McCall and seconded by Council Member Blount to waive the fines totaling $85,200, but to require the attorney fees in the amount of $4,817.54 to be paid. The motion passed unanimously.

I. OTHER BUSINESS

Mrs. Cain stated she would like the attorney to prepare a policy for property owners to pay 10% of accrued fines for all new code enforcement cases. This would be for all future code cases and not any that are currently active. Attorney Jordan asked if Administration would determine if the property is in compliance. Ms. McCall stated the Council is spending a lot of time on these cases and we need a policy to handle it. Mayor Andrews stated we still have some that may have similar cases but it would be good to have a policy in place. Mrs. Tanner stated since we have started the additional reaching out trying to contact property owners, we had four cases a few months ago that were supposed to go before the Special Magistrate and out of the four, three completely cleaned up and the other is in the process. When we put forth that extra effort, it has definitely made a difference. Attorney Jordan stated having it approved administratively is better than it having to come before Council. Mr. Blount stated we need to make it more clear between the general and the specific violations, especially in the big cases. Mrs. Tanner stated if you are general then it covers anything that could be wrong. If you are very specific and miss something then you have to open another case for that missed item. When verbally discussing the violations with the property owner, we have found that by giving more specifics they better understand what they need to take care of and they get it done. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member McCall to have the attorney prepare a policy for all new code enforcement cases that are accruing fines to require the property owner to pay a minimum of 10% toward the accrued fines plus the attorney fees. The motion passed unanimously.

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:56 p.m.

City of Chipley

_____

Attest: Tracy L. Andrews, Mayor

_____

Sherry Snell,
City Clerk

City of Chipley
Council Meeting
Minutes
December 9, 2025 at 5:00 p.m.

Attendees:
Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Leonard Blount, Council Member
Mr. Kevin Russell, Mayor Pro-Tem
Ms. Cheryl McCall, Council Member

Others Present Were:
Mrs. Patrice Tanner, City Administrator
Mr. Guy Lane, Asst. City Admin./Public Works Dir.
Mrs. Michelle Jordan, City Attorney
Ms. Sherry Snell, City Clerk
Mr. Michael Richter, Police Chief

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

A. CALL TO ORDER

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

B. PRAYER AND PLEDGE

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

C. APPROVAL OF AGENDA

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

D. CITIZENS REQUEST

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

Rena Harrell, 1374 Railroad Avenue, stated she had an issue with the culvert that the city put in at 1237 Church Avenue. She was concerned about the water being directed toward her property. Mayor Andrews asked Mrs. Tanner and Mr. Lane to set up a meeting with Mrs. Harrell to discuss further.

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. CONSENT AGENDA ITEMS

1. **Resolution No. 26-10** – Parades. This resolution will approve the parade list for 2026.

2. **Resolution No. 26-11** – Capital City Bank Loan – Water Department. This resolution will approve a loan with Capital City Bank for the purchase of (1) New Vermeer Vacuum Excavator for the Water Department in the amount of $74,719.90 with an interest rate of 4.80% with seven

(7) annual payments.

3. **Resolution No. 26-12** – Code Enforcement Fines Policy. This resolution will approve a policy authorizing the City Administrator to administratively approve the waiver or reduction of code enforcement fines and execute releases of liens upon compliance and payment of ten percent (10%) of outstanding fines plus all administrative and legal costs.

4. **Resolution No. 26-13** – Chipley Police Department Investigative Cost Recovery Policy. This resolution will approve a policy authorizing the Chipley Police Department to seek reimbursement for investigative costs in criminal cases, as mandated by Florida Statute 938.27, which requires convicted persons to pay costs of investigation. Costs shall be documented thoroughly, primarily through the CPD's Record Management System (RMS) for applicable tasks and submitted to the State Attorney's Office for inclusion in court judgments.

5. **Resolution No. 26-14** – FDFS Firefighter Assistance Grant Agreement. This resolution will approve the grant agreement for a Firefighter Assistance Grant with the Florida Department of Financial Services, Division of the State Fire Marshall in the amount of $31,828.80 to replace approximately seven sets of outdated bunker gear. Receiving this grant would allow them to not only resolve the issues of outdated PPE but would ensure our firefighters can continue to safely protect and serve our community without the concern of obsolete equipment.

Mr. Russell asked about consent agenda item #3 and if the mail should be certified for proof of receipt. Attorney Jordan stated she could make that change. Discussion ensued.

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

H. AGENDA ITEMS

1. **Ordinance No. 996 (Public Hearing)** – Land Use Map Amendment – 1237 Church Avenue – Thomas Simmons III. Mayor Andrews closed the regular meeting and opened the public hearing at 5:11 p.m. Mrs. Tanner read Ordinance No. 994 by title:

> **AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR AN AMENDMENT TO ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR FUTURE LAND USE CHANGE OF A PARCEL OF PROPERTY WITH PARCEL NO. 00000000-00-1393-0000 LOCATED AT 1237 CHURCH AVENUE, FROM LOW DENSITY RESIDENTIAL TO COMMERCIAL PROVIDING FOR AMENDMENT TO THE FUTURE LAND USE MAP; PROVIDING FOR A SMALL SCALE AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR THE FILING WITH THE CLERK OF CIRCUIT COURT AND THE FLORIDA DEPARTMENT OF COMMERCE; AND DECLARING AN EFFECTIVE DATE.**

Mrs. Tanner explained this Ordinance will approve the final reading of Ordinance No. 996 – amending the Future Land Use Map changing the land use designation of Parcel No. 00-1393-0000 from Low Density Residential to Commercial. Official notice to advise the public of the proposed adoption of Ordinance No. 996 was published in the Washington County News on November 29, 2025. The ad complied with the legal requirements of the City Code and Florida Statutes.

Mayor Andrews closed the public hearing and opened the regular meeting at 5:16 p.m. Rena Harrell asked why the parcel was made commercial and not neighborhood commercial. Mayor Andrews stated his intent of use was not allowed in neighborhood commercial. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Blount to approve the final reading of Ordinance No. 996. The motion passed with three (3) ayes and two (2) nayes, with Council Member Russell and Council Member McCall being opposed.

2. **FDOT Property** – Corner of Hwy 77 & Hwy 90. Mrs. Tanner explained it was discussed a few years back about trying to obtain the NE corner lot of Highway 77 and Highway 90. FDOT now owns this parcel. It was discussed at that time if we were able to obtain it to utilize the property as a parking lot. Attached is a sketch showing the area that has been requested by another party (flag shape in black). The other party is possibly going to ask FDOT for an additional 30 feet south of her property after she spoke with an engineer about the specifics and number of parking spaces.

The City has the option to write a letter and request the balance of the property from FDOT as a public purpose conveyance, but we must be able to state in the letter that we are going to utilize the property for a public purpose. To avoid the remaining parcel being land-locked, the City can include in our request 10-12 feet of the eastern property line to access the remaining property.

I have talked with the party that is trying to obtain the flag shaped section notated on the included

map and she has stated she is in urgent need of the parking for her business, however, if [illegible] is going to move forward with a parking lot quickly, then she is willing to discuss not ob[illegible] that portion of the property from FDOT to allow the city to make one large parking lot.

We have a couple of things to consider tonight:

Is the City Council interested in obtaining the property from FDOT for a public purpose (possibly a parking lot). If so, are we able to move forward with a parking lot quickly, if we are interested in the entire parcel.

Are we only interested in obtaining the balance of the property to include 10-12 feet of the eastern property line to access the remaining property from Business Alleyway.

Council discussed parking issues if it were turned into a parking lot. Brent Melvin, DHM Engineering, stated he had looked at the parcel and discussed parking options. Mr. Russell stated he would like to see it as a green space with benches and possibly a fountain. Ms. McCall stated the City gave property to FDOT on the other corners at that intersection for making a wider turning radius, so that should be accounted for in obtaining this parcel. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Cain for the Mayor and City Administrator to negotiate with FDOT on this parcel and bring it back to Council for a vote. The motion passed unanimously.

3. **Request Waiver of Fines** – 1214 Johnson Avenue. – Mrs. Tanner explained that fines began to accrue 5/6/23 at $50/day. Total fines through the date of the request for abatement (8/12/25) are $44,450. Total legal fees owed are $840.00. That leaves a payoff of $46,130.00. Tanisha Trotter, Truist Bank, stated she had authority to pay up to $15,000 to resolve this issue. Attorney Jordan stated the document would have to be structured different than a normal release of lien to settle the fines. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member McCall to give Attorney Jordan permission to structure the document differently and to collect $15,000 for the settlement of code enforcement activity related to 1214 Johnson Avenue. The motion passed unanimously.

4. **Resolution No. 26-15 –** FDOT Municipal Small County Outreach Program (M-SCOP) Grant Submission. Mrs. Tanner explained this resolution will approve the submission of two applications for funding for the FDOT M-SCOP Program for MLK Drive from SR 273 to SR 77 (approx. 0.56 miles) and 2nd Street from SR 90 to Old Bonifay Road (approx. 0.4 miles) which are both high priority infrastructure projects. Discussion ensued.

   A motion was made by Council Member Russell and seconded by Council Member McCall to approve Resolution No. 26-15. The motion passes unanimously.

I. OTHER BUSINESS

J. ADJOURN

The meeting was adjourned by Mayor Andrews at 5:55 p.m.

City of Chipley

_____

Attest: Tracy L. Andrews, Mayor

_____

Sherry Snell,
City Clerk

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.

DRAFT

3. **CRA –** Mrs. Shirley Parrado introduced Susan Williams as the CRA Administrator and [illegible] they are revamping, updating and providing as much information as they can pertaining to 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 t -** 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. This resolution will approve the Florida Department of Commerce Agreement No. M0041 – Amendment No. 4 to amend Section 20 – Funding/Consideration, Subsection (a), the funding shall not exceed one million, twenty-seven thousand, one hundred two dollars and eighty-one cents ($1,027,102.81); Section 6 (a) Audit requirements; adding Sections 31, 32 and 33 for required language; and replacing Attachment A – Scope of Work; Attachment I – Audit Requirements; Exhibit 1 to Attachment I – Funding Sources; and Attachment J – Audit Compliance Certification.

2. **Resolution No. 26-17 –** PeopleSouth Bank Loan – Street Department. This resolution will

approve a loan with One Florida Bank for the purchase of (1) New 2026 Ford Transit Pa Van for the Street Department in the amount of $54,882.00 with an interest rate of 4.45 five (5) annual payments.

3. **Resolution No. 26-18 –** PeopleSouth Bank Loan – Street Department. This resolution will approve a loan with One Florida Bank for the purchase of (1) New 2026 F-550 Truck with Dump Body for the Street Department in the amount of $77,512.00 with an interest rate of 4.65% with seven (7) annual payments.

4. **Resolution No. 26-19 –** PeopleSouth Bank Loan – Police Department. This resolution will approve a loan with PeopleSouth Bank for the purchase of (1) New 2026 Ford Police Interceptor for the Police Department in the amount of $69,804.13 with an interest rate of 4.65% with seven (7) annual payments.

5. **Resolution No. 26-20** – Florida Department of Transportation, Transportation Alternatives Program Funding – Westbourne Avenue and West Boulevard Sidewalk Project. This resolution will support the design and construction of Westbourne Avenue and West Boulevard sidewalk project with Florida Department of Transportation, Transportation Alternatives Program Funding. This will connect existing sidewalks along U.S. Highway 90, Sinclair Street, and South Boulevard, which are heavily traveled corridors within the City.

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: Employee Classification Document - Changes

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This will approve changes to the Employee Classification Document changing a Corporal to a Sergeant; and changing two positions from a Patrolman to a Corporal in the Police Department.

RECOMMENDATION

City Staff recommend approval of Employee Classification Document – Changes.

ATTACHMENTS

1. Employee Classification Document Memo.
2. Police Chief Letter

City of Chipley

1442 Jackson Avenue
Post 0ffice Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353

To: Mayor and Council Members

From: Patrice A. Tanner, City Administrator

Date: May 11, 2026

Re: Employee Classification Document – Changes

The following position, upon approval, will be changed on the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Corporal	403	J	FTR	NE
TO				
Sergeant	403	K	FTR	NE

The following position, upon approval, will be changed on the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Patrolman	407	H	FTR	NE
TO				
Corporal	407	J	FTR	NE

The following position, upon approval, will be changed on the Employee Classification Document:

Title	Position ID	Pay Grade Authorized	Employee Status	FLSA Status
Patrolman	411	H	FTR	NE
TO				
Corporal	411	J	FTR	NE

Please let me know if you have any questions.

Michael Richter, Chief of Police

Chipley Police Department City of Chipley, Florida
1430 JACKSON AVENUE, • P.O. BOX 1007 • CHIPLEY, FLORIDA 32428
PHONE (850) 638-6310 • FAX (850) 638-6327

MEMORANDUM

TO: Patrice Tanner, City Administrator

FROM: Michael Richter, Chief MR

DATE: April 20, 2026

SUBJECT: Request to Update Employee Classification Table for Patrol Squad Structure Reorganization

Dear Ms. Tanner,

I am writing to request the revision of the employee classification table to accommodate a change in the Patrol Division's organizational structure.

Currently, the department operates two patrol squads on opposite schedules. One squad is assigned a Patrol Sergeant, while the other is assigned a Patrol Corporal. This arrangement means our office currently acts as the go-between for the two squads. Because the squads work separate days, the Sergeant and Corporal have limited opportunities for direct communication and coordination, and we do not have a Sergeant-level supervisor on duty at all times.

To provide more consistent and effective supervision while maintaining our current authorized patrol staffing level of ten (10) employees including supervisors, I propose restructuring the squads so that each includes both a Sergeant and a Corporal. This change would ensure experienced leadership is present on every shift without increasing total personnel.

This proposed structure offers several important benefits:
• Consistent supervisory presence across all shifts, enhancing officer safety, accountability, and on-scene decision-making.
• Improved direct communication, mentoring, and operational consistency between the two squads.
• The creation of a clear main point of contact for each squad with administration, which would streamline the communication and dissemination of information and orders.
• Greater opportunities for leadership development and professional growth within the department.
• Ultimately, higher quality law enforcement services and improved public safety for the citizens we serve.

Michael Richter, Chief of Police

Chipley Police Department City of Chipley, Florida
1430 JACKSON AVENUE, • P.O. BOX 1007 • CHIPLEY, FLORIDA 32428
PHONE (850) 638-6310 • FAX (850) 638-6327

I believe this adjustment will strengthen our department's ability to fulfill its mission more effectively and efficiently.

Thank you for your consideration and continued support of the Police Department.

Sincerely,

Michael Richter
Chief of Police

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Continuing Engineering Services Work Authorization No. 2026-01 – Gilbert Acres Drainage Improvements Project – David H. Melvin, Inc.

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This will approve the Continuing Engineering Services Work Authorization for the Gilbert Acres Drainage Improvements Project with David H. Melvin, Inc. in the amount of $336,000.00.

RECOMMENDATION

City Staff recommend approval of the Continuing Engineering Services Work Authorization No. 2026-01 – Gilbert Acres Drainage Improvements Project – David H. Melvin, Inc.

ATTACHMENTS

1. Work Authorization

Work Authorization No. 2026-01
To
Engineering – Professional Services Agreement Between
City of Chipley (Owner)
And
David H. Melvin, Inc. (Engineer)

Effective Date:_____

Project: City of Chipley Gilbert Acres Drainage Improvements

FDEP Agreement No.: 26PLN63

DHM Project No.: CHI26GA

A. SUMMARY OF SERVICES TO BE RENDERED

This work authorization is issued under master agreement between the parties dated March 8, 2022, and shall be subject to all the terms and conditions of said master agreement. This work authorization addresses the necessary services for engineering services for FDEP Agreement #26PLN63 between Florida Department of Environmental Protection and the City of Chipley.

Tasks associated with this project are providing the engineering and design of the Gilbert Acres Project and determine required permits for construction of the Project. Design activities may include civil engineering analyses, preparation of plans and specifications, physical and environmental surveys, cultural resource surveys, design-level geotechnical services, environmental analyses, orthophotography, plan formulations, identification of necessary easements, and other studies that would be required to obtain environmental permits, and other project-related authorizations.

Deliverables shall consist of:

1.1 Project Stakeholder Meeting, including coordination with City staff, regulatory agencies (as applicable), and key stakeholders to confirm project objectives, constraints, data needs, and design criteria, with meeting summary documentation provided.
1.2 A copy of all data collected and surveys conducted, such as field review, survey, utility locate/SUE, geotechnical investigation, hydrologic and hydraulic data, environmental review, GIS and mapping, and supporting technical field measurements, to support the engineering and design of the Project.
1.3 A Preliminary Engineering Report, prepared under the responsible charged of a Florida-registered Professional Engineer, identifying existing hazards and deficiencies

within the Project area and providing proposed conceptual mitigation solutions to be approved by the City Council.

1.4 30% Plans, including preliminary layout, typical sections, drainage concepts, and supporting engineering analyses sufficient for review of the proposed design approach.

1.5 90% Plans, including items such as substantially complete construction drawings, updated engineering calculations, and an opinion of probable construction cost for final review.

1.6 Final Plans, signed and sealed by a Florida-registered Professional Engineer or other applicable Florida Licensed Professional in responsible charge of the design, suitable for bidding and construction.

1.7 A memorandum identifying all local, state and federal permits and regulatory approvals anticipated to be required for construction of the Project.

B. PROJECT BACKGROUND: The project proposes to include the engineering, design and permitting of drainage improvements within the existing drainage in the area south of UIS 90, north of South Boulevard, east of Sinclair Street, and west of Peach Street. The project will address the impacts of flooding along roadways and critical transportation routes, such as State Road 77.

C. COMPENSATION: The Owner shall pay Engineer a lump sum of $336,000.00 for these services.

D. PROJECT SCHEDULE: The project schedule shall be in accordance with the FDEP agreement.

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: _____

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Re-approval of Resolution No. 26-34 – CDBG-NR – Jim Trawick Park, Orange Street and 6th Avenue

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution is updated to include infrastructure improvements to Jim Trawick Park.

RECOMMENDATION

City staff recommend approval of Resolution No. 26-34 – CDBG-NR – Orange Street and 6th Avenue.

ATTACHMENTS

1. Resolution No. 26-34

RESOLUTION NO. 26-34

A RESOLUTION BY THE CITY OF CHIPLEY CITY COUNCIL, FLORIDA, APPROVING AN APPLICATION FOR A STATE OF FLORIDA, COMMUNITY DEVELOPMENT BLOCK PROGRAM NEIGHBORHOOD REVITALIZATION (CDBG-NR PROGRAM) FOR CONSTRUCTION OF INFRASTRUCTURE IMPROVEMENTS FOR THE CITY OF CHIPLEY PROVIDING AN EFFECTIVE DATE

WHEREAS, The State of Florida has established the Community Development Block Grant Program, and it has been determined the City of Chipley is eligible to make application for certain funds under this program; and

WHEREAS, the City of Chipley is eligible to apply to the Florida Department of Commerce for a Small Cities Community Development Block Grant (CDBG) under the FY 2025 program year; and

WHEREAS, the City Council of the City of Chipley recognizes the need for infrastructure improvements to Jim Trawick Park and the need for infrastructure improvements within the community, including drainage and street improvements on Orange Street and milling and resurfacing on 6th Avenue; and

WHEREAS, the estimated total project cost is **$2,153,878.32**, which the City intends to fund through a CDBG grant application; and

WHEREAS, it is in the public interest for the city to pursue said grant funding to improve public infrastructure and enhance the quality of life for its residents;

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

SECTION 1. The City Council hereby authorizes the submission of an application to the Florida Department of Commerce for Community Development Block Grant funding under the FY 2025 program year in an amount not to exceed **$2,153,878.32** for drainage and street improvements on Orange Street and milling and resurfacing on 6th Avenue.

SECTION 2. The City Council hereby designates and authorizes the Mayor or the City Administrator to execute any and all documents, forms, and certifications required for the preparation, submission, and administration of the grant application and any resulting grant agreement.

NOW, THEREFORE, be it resolved by the City of Chipley City Council, Florida, that submission of the CDBG-NR application for certain improvements and associated signature authority is hereby approved.

DRAFT

PASSED AND ADOPTED THIS 12TH DAY OF MAY, 2026.

CITY OF CHIPLEY

ATTEST:

_____
Tracy L. Andrews, Mayor

_____
Sherry Snell,
City Clerk

DRAFT

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: Kristin Martin

Address: 1367 S Railroad Ave Suite C

Contact person: Kristin Martin Phone: _____ Fax: _____

E-mail: kmartin@southpointcontracting.com

Type of Event: Thursday Night Lights

Purpose of Event: Foster community engagement in our downtown area, supporting families and local businesses.

Location of Event: Outdoors Indoors/Outdoors

Date(s) & Time(s) of Event: Third Thursday April - September 2026 6-8pm CHANGE: May 4th Thurs. 5/28/26

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

Concert Yes/No If yes, What type of music? Live music various genres on occassion

Will food and nonalcoholic beverages be sold? By vendors/businesses

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

Will amusement rides be available? NO

Number of participants anticipated per day: 150-200

Are security and/or medical services provided? YES

Applicant Signature: K Martin Date: 03/10/26

Approved { } Denied { }

Mayor's Signature: _____ Date: _____

RELEASE AND HOLD HARMLESS AGREEMENT

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

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

IN WITNESS WHEREOF, the undersigned has executed this release, this 10th day of March, 20 24

FIRM OR ORGANIZATION: _____

K Martin
Signature

Kristin Martin
Print Name

_____
Witness

_____
Witness

_____
Print Name

_____
Print Name

STATE OF FLORIDA
COUNTY OF WASHINGTON

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

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

_____
Notary Public

City of Chipley

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

Request for Temporary Closure of City Road/Sidewalk/Alleyway

Name of Organization: THURSDAY NIGHT LIGHTS	Person in Charge: KRISTIN MARTIN		Date: 03.10.26
Address of Organization: 1367 S RAILROAD AVE SUITE C CHIPLEY, FL			Telephone Number: 850-326-6506
Title of Event: THURSDAY NIGHT LIGHTS			
Date of Event: APRIL - SEPT THIRD THURS. CHANGE MAY 28TH	Starting Time of Event: 6-8PM	Duration of Event: 2HOURS	Actual Closing Time (Set up of barriers, Etc.) 4:45
Proposed Parade Route or Road/Sidewalk/Alleyway Closure (Include Exact Road Names and Map of Route): 7TH, 8TH, AND 5TH STREETS FROM HWY 90 TO CHURCH. N AND S RAIROAD AVE FROM 5TH TO 8TH WILL BE OUR MAXIUM CLOSURE REQUEST FOR THURSDAY NIGHT LIGHTS EVENTS.			

This section is to be completed when closure is for special event filming.

Liability Insurance Carrier: _____
Coverage Amount: _____ Policy Effective Date: _____ ($1,000,000 Minimum)
Length of Coverage: _____ Days

Licenses Pyrotechnics Operator: _____
License Number: _____
Approval of Local Fire Department: _____

Federal Aviation Administration Approval for Low Flying Filming: _____
Additional Liability Insurance Amount: _____

PLEASE DO NOT WRITE BELOW THIS LINE

Detour Route (Include Exact Road Names and Map of Detour Route):

Name of Department Responsible for Traffic Control (City Police Department, Sheriff's Department, Highway Patrol:
Chipley City Police Department

Special Conditions:
Use this route only!

Name of Police Chief: **Scott Thompson**	Signature of Police Chief:	Date Signed:
Name and Title of City Official: **Dan Miner, City Administrator**	Signature of City Official:	Date Signed:

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Special Event Application – Thursday Night Lights

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

A date change has been requested for Thursday Night Lights, moving the event from Thursday, May 14th to Thursday, May 21st due to graduation.

RECOMMENDATION

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

ATTACHMENTS

1. Special Event Application

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Ordinance No. 998 (Final Reading) – Florida Power & Light Franchise Agreement

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This will approve the final reading of Ordinance No. 998 – granting to Florida Power & Light Company an electric franchise for a period of 30 years.

RECOMMENDATION

City Staff recommends approval of final reading of Ordinance No. 998.

ATTACHMENTS

1. Ordinance No. 998

ORDINANCE NO. 998

AN ORDINANCE GRANTING TO FLORIDA POWER & LIGHT COMPANY, ITS SUCCESSORS AND ASSIGNS, AN ELECTRIC FRANCHISE, IMPOSING PROVISIONS AND CONDITIONS RELATING THERETO, PROVIDING FOR MONTHLY PAYMENTS TO THE CITY OF CHIPLEY, FLORIDA, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Council of the City of Chipley recognizes that the City of Chipley and its citizens need and desire the benefits of electric service; and

WHEREAS, the provision of such service requires substantial investments of capital and other resources in order to construct, maintain and operate facilities essential to the provision of such service in addition to costly administrative functions, and the City of Chipley does not desire to undertake to provide such services; and

WHEREAS, Florida Power & Light Company (FPL) is a public utility which has the demonstrated ability to supply such services; and

WHEREAS, FPL and the City of Chipley desire to enter into a franchise agreement providing for the payment of fees to the City of Chipley in exchange for the nonexclusive right and privilege of supplying electricity and other services within the City of Chipley free of competition from the City of Chipley, pursuant to certain terms and conditions;

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

Section 1. There is hereby granted to Florida Power & Light Company, its successors and assigns (hereinafter called the "Grantee"), for the period of 30 years from the effective date hereof, the nonexclusive right, privilege and franchise (hereinafter called "franchise") to construct, operate and maintain in, under, upon, along, over and across the present and future roads, streets, alleys, bridges, easements, rights-of-way and other public places (hereinafter called "public rights-of-way") throughout all of the incorporated areas, as such incorporated areas may be constituted from time to time, of the City of Chipley, Florida, and its successors (hereinafter called the "Grantor"), in accordance with the Grantee's customary practice with respect to construction and maintenance, electric light and power facilities, including, without limitation, conduits, poles, wires, transmission and distribution lines, and all other facilities installed in conjunction with or ancillary to all of the Grantee's operations (herein called "facilities"), for the purpose of supplying electricity and other services to the Grantor and its successors, the inhabitants thereof, and persons beyond the limits thereof.

Section 2. The facilities of the Grantee shall be installed, located or relocated so as to not unreasonably interfere with traffic over the public rights-of-way or with reasonable egress from and ingress to abutting property. To avoid conflicts with traffic, the location or relocation of all facilities shall be made as representatives of the Grantor may prescribe in accordance with the Grantor's reasonable rules and regulations with reference to the placing and maintaining in, under, upon, along, over and across said public rights-of-way; provided, however, that such rules or regulations (a) shall not prohibit the exercise of the Grantee's right to use said public rights-of-way for reasons other than

unreasonable interference with motor vehicular traffic, (b) shall not unreasonably interfere with the Grantee's ability to furnish reasonably sufficient, adequate and efficient electric service to all of its customers, and (c) shall not require the relocation of any of the Grantee's facilities installed before or after the effective date hereof in public rights-of-way unless or until widening or otherwise changing the configuration of the paved portion of any public right-of-way used by motor vehicles causes such installed facilities to unreasonably interfere with motor vehicular traffic. Such rules and regulations shall recognize that above-grade facilities of the Grantee installed after the effective date hereof should be installed near the outer boundaries of the public rights-of-way to the extent possible. When any portion of a public right-of-way is excavated by the Grantee in the location or relocation of any of its facilities, the portion of the public right-of-way so excavated shall within a reasonable time be replaced by the Grantee at its expense and in as good condition as it was at the time of such excavation. The Grantor shall not be liable to the Grantee for any cost or expense in connection with any relocation of the Grantee's facilities required under subsection (c) of this Section, except, however, the Grantee shall be entitled to reimbursement of its costs from others and as may be provided by law.

Section 3. The Grantor shall in no way be liable or responsible for any accident or damage that may occur in the construction, operation or maintenance by the Grantee of its facilities hereunder, and the acceptance of this ordinance shall be deemed an agreement on the part of the Grantee to indemnify the Grantor and hold it harmless against any and all liability, loss, cost, damage or expense which may accrue to the Grantor by reason of the negligence, default or misconduct of the Grantee in the construction, operation or maintenance of its facilities hereunder.

Section 4. All rates and rules and regulations established by the Grantee from time to time shall be subject to such regulation as may be provided by law.

Section 5. As a consideration for this franchise, the Grantee shall pay to the Grantor, commencing 90 days after the effective date hereof, and each month thereafter for the remainder of the term of this franchise, an amount which added to the amount of all licenses, excises, fees, charges and other impositions of any kind whatsoever (except ad valorem property taxes and non-ad valorem tax assessments on property) levied or imposed by the Grantor against the Grantee's property, business or operations and those of its subsidiaries during the Grantee's monthly billing period ending 60 days prior to each such payment will equal six percent (6%) of the Grantee's billed revenues, less actual write-offs, from the sale of electrical energy to residential, commercial and industrial customers (as such customers are defined by FPL's tariff) within the incorporated areas of the Grantor for the monthly billing period ending 60 days prior to each such payment, and in no event shall payment for the rights and privileges granted herein exceed six percent (6%) of such revenues for any monthly billing period of the Grantee.

The Grantor understands and agrees that such revenues as described in the preceding paragraph are limited, as in the existing franchise, Ordinance No. 774, to the precise revenues described therein, and that such revenues do not include, by way of example and not limitation: (a) revenues from the sale of electrical energy for Public Street and Highway Lighting (service for lighting public ways and areas); (b) revenues from Other Sales to Public Authorities (service with eligibility restricted to governmental entities); (c) revenues from Sales to Railroads and Railways (service supplied for propulsion of electric transit vehicles); (d) revenues from Sales for Resale (service to other utilities for resale purposes); (e) franchise fees; (f) Late Payment Charges; (g) Field Collection Charges; (h) other service charges.

Section 6. As a further consideration, during the term of this franchise or any extension thereof, the Grantor agrees: (a) not to engage in the distribution and/or sale, in competition with the

Grantee, of electric capacity and/or electric energy to any ultimate consumer of electric utility service (herein called a "retail customer") or to any electrical distribution system established solely to serve any retail customer formerly served by the Grantee, (b) not to participate in any proceeding or contractual arrangement, the purpose or terms of which would be to obligate the Grantee to transmit and/or distribute, electric capacity and/or electric energy from any third party(ies) to any other retail customer's facility(ies), and (c) not to seek to have the Grantee transmit and/or distribute electric capacity and/or electric energy generated by or on behalf of the Grantor at one location to the Grantor's facility(ies) at any other location(s). Nothing specified herein shall prohibit the Grantor from engaging with other utilities or persons in wholesale transactions which are subject to the provisions of the Federal Power Act.

Nothing herein shall prohibit the Grantor, if permitted by law, (i) from purchasing electric capacity and/or electric energy from any other person, or (ii) from seeking to have the Grantee transmit and/or distribute to any facility(ies) of the Grantor electric capacity and/or electric energy purchased by the Grantor from any other person; provided, however, that before the Grantor elects to purchase electric capacity and/or electric energy from any other person, the Grantor shall notify the Grantee. Such notice shall include a summary of the specific rates, terms and conditions which have been offered by the other person and identify the Grantor's facilities to be served under the offer. The Grantee shall thereafter have 90 days to evaluate the offer and, if the Grantee offers rates, terms and conditions which are equal to or better than those offered by the other person, the Grantor shall be obligated to continue to purchase from the Grantee electric capacity and/or electric energy to serve the previously-identified facilities of the Grantor for a term no shorter than that offered by the other person. If the Grantee does not agree to rates, terms and conditions which equal or better the other person's offer, all of the terms and conditions of this franchise shall remain in effect.

Section 7. If the Grantor grants a right, privilege or franchise to any other person or otherwise enables any other such person to construct, operate or maintain electric light and power facilities within any part of the incorporated areas of the Grantor in which the Grantee may lawfully serve or compete on terms and conditions which the Grantee determines are more favorable than the terms and conditions contained herein, the Grantee may at any time thereafter terminate this franchise if such terms and conditions are not remedied within the time period provided hereafter. The Grantee shall give the Grantor at least 60 days advance written notice of its intent to terminate. Such notice shall, without prejudice to any of the rights reserved for the Grantee herein, advise the Grantor of such terms and conditions that it considers more favorable. The Grantor shall then have 60 days in which to correct or otherwise remedy the terms and conditions complained of by the Grantee. If the Grantee determines that such terms or conditions are not remedied by the Grantor within said time period, the Grantee may terminate this franchise agreement by delivering written notice to the Grantor's Clerk and termination shall be effective on the date of delivery of such notice.

Section 8. If as a direct or indirect consequence of any legislative, regulatory or other action by the United States of America or the State of Florida (or any department, agency, authority, instrumentality or political subdivision of either of them) any person is permitted to provide electric service within the incorporated areas of the Grantor to a customer then being served by the Grantee, or to any new applicant for electric service within any part of the incorporated areas of the Grantor in which the Grantee may lawfully serve, and the Grantee determines that its obligations hereunder, or otherwise resulting from this franchise in respect to rates and service, place it at a competitive disadvantage with respect to such other person, the Grantee may, at any time after the taking of such action, terminate this franchise if such competitive disadvantage is not remedied within the time period provided hereafter. The Grantee shall give the Grantor at least 90 days advance written notice

of its intent to terminate. Such notice shall, without prejudice to any of the rights reserved for the Grantee herein, advise the Grantor of the consequences of such action which resulted in the competitive disadvantage. The Grantor shall then have 90 days in which to correct or otherwise remedy the competitive disadvantage. If such competitive disadvantage is not remedied by the Grantor within said time period, the Grantee may terminate this franchise agreement by delivering written notice to the Grantor's Clerk and termination shall take effect on the date of delivery of such notice.

Section 9. Failure on the part of the Grantee to comply in any substantial respect with any of the provisions of this franchise shall be grounds for forfeiture, but no such forfeiture shall take effect if the reasonableness or propriety thereof is protested by the Grantee until there is final determination (after the expiration or exhaustion of all rights of appeal) by a court of competent jurisdiction that the Grantee has failed to comply in a substantial respect with any of the provisions of this franchise, and the Grantee shall have six months after such final determination to make good the default before a forfeiture shall result with the right of the Grantor at its discretion to grant such additional time to the Grantee for compliance as necessities in the case require.

Section 10. Failure on the part of the Grantor to comply in substantial respect with any of the provisions of this ordinance, including, but not limited to: (a) denying the Grantee use of public rights-of-way for reasons other than unreasonable interference with motor vehicular traffic; (b) imposing conditions for use of public rights-of-way contrary to Florida law or the terms and conditions of this franchise; (c) unreasonable delay in issuing the Grantee a use permit, if any, to construct its facilities in public rights-of-way, shall constitute breach of this franchise and entitle the Grantee to withhold all or part of the payments provided for in Section 5 hereof until such time as a use permit is issued or a court of competent jurisdiction has reached a final determination in the matter. The Grantor recognizes and agrees that nothing in this franchise agreement constitutes or shall be deemed to constitute a waiver of the Grantee's delegated sovereign right of condemnation and that the Grantee, in its sole discretion, may exercise such right.

Section 11. The Grantor may, upon reasonable notice and within 90 days after each anniversary date of this franchise, at the Grantor's expense, examine the records of the Grantee relating to the calculation of the franchise payment for the year preceding such anniversary date. Such examination shall be during normal business hours at the Grantee's office where such records are maintained. Records not prepared by the Grantee in the ordinary course of business may be provided at the Grantor's expense and as the Grantor and the Grantee may agree in writing. Information identifying the Grantee's customers by name or their electric consumption shall not be taken from the Grantee's premises. Such audit shall be impartial and all audit findings, whether they decrease or increase payment to the Grantor, shall be reported to the Grantee. The Grantor's right to examine the records of the Grantee in accordance with this Section shall not be conducted by any third party employed by the Grantor whose fee, in whole or part, for conducting such audit is contingent on findings of the audit.

Section 12. The provisions of this ordinance are interdependent upon one another, and if any of the provisions of this ordinance are found or adjudged to be invalid, illegal, void or of no effect, the entire ordinance shall be null and void and of no force or effect.

Section 13. As used herein "person" means an individual, a partnership, a corporation, a business trust, a joint stock company, a trust, an incorporated association, a joint venture, a governmental authority or any other entity of whatever nature.

Section 14. Ordinance No. 774, passed and adopted April 8, 1997 and all other ordinances and parts of ordinances and all resolutions and parts of resolutions in conflict herewith, are hereby repealed.

Section 15. As a condition precedent to the taking effect of this ordinance, the Grantee shall file its acceptance hereof with the Grantor's Clerk within 30 days of adoption of this ordinance. The effective date of this ordinance shall be the date upon which the Grantee files such acceptance.

PASSED on first reading this 14th day of April, 2026.

PASSED AND ADOPTED on second reading this 12th day of May, 2026.

CITY OF CHIPLEY

_____
Tracy L. Andrews, Mayor

ATTEST:

_____
Sherry Snell
City Clerk

APPROVED AS TO FORM:

_____
Michelle Blankenship Jordan
City Attorney

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for a Variance – John Duncan - 5th Street

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Tamara Donjuan, Planning & Zoning Officer

SUMMARY

John Duncan requests a variance for the property located at 5th Street (Parcel ID: 00-1941-0001), consisting of approximately 0.183 acres. The purpose of this request is to increase the size of the rear yard. To accomplish this, a reduction in the required front yard setback is necessary. Approval of the variance would permit an adjusted front setback, thereby shifting the proposed residence forward on the lot and creating a larger backyard area. The right of way is seventy-five (75) feet on 5th street. The applicant is requesting twenty (20) feet front setback from the right of way, leaving approximately seventeen (17) feet of green space between the property line and the curb of the road. The new construction would be approximately thirty-seven (37) feet from the curb of the road.

A variance is needed for the front setback only. All other yard setbacks will be met.

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 the public welfare:

The notice of hearing was sent via certified mail on April 9, 2026, to eighteen (18) property owners located within 300 feet of the property requesting the variance located on 5th Street. To date, thirteen (13) recipients have received 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 May 7, 2026, at 3:00 p.m. and approved the recommendation by vote (5) to zero (0).

RECOMMENDATION

City Staff recommends approval of the proposed variance to the front yard setback requirements, as it will allow for additional space to accommodate the construction of a new home.

ATTACHMENTS

1. Variance Request Packet

City of Chipley

1442 Jackson Avenue
Post 0ffice Box 1007
Chipley, Florida 32428
Phone: (850) 638-6350

Variance Application Review – TBD 5th Street

We performed a review of the request for variance as an exception to setback requirements. The property is located at 5th Street, Parcel # 00-1947-0001, 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 27, 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 the proposed development features a front yard setback of (20) twenty feet representing a departure from the standard (30) thirty foot requirement. The City of Chipley Land Development

Code does not provide requirements for or exceptions to the code as it relates to yard setbacks. There are several residential homes in the neighborhood that do not meet current yard setbacks.

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

Applicant is aware of the yard setbacks and is requesting a variance to obtain additional yard space behind the new residence that will be constructed. The right of way is (75) seventy-five feet on 5th street. The applicant is requesting (20) twenty feet front setback from the property line. The new construction would be approximately (37) thirty seven feet from the curb of the road.

(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 several residential homes in the neighborhood that do not meet current 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. Applicant is requesting a yard setback for the front to be (20) feet.

(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 proposed yard setbacks if approved will allow additional rear yard for the new home.

(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.

Prepared By: Tamara Donjuan
Final Review: 01/26/2026

ZONING CHANGE OR VARIANCE REQUEST

FEE: $ 150.00

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 01-27-2026 Applicant's Name: John Duncan

Phone 415-0392 (850) Address: 756 Dogwood Lane, Chipley, Florida 32428

Parcel ID: ~~00-1947-0000~~ 00-1941-0001

Present Zoning Category of Property: Low Density Residential

Requested Zoning of Property: N/A

Property is: Developed _____ Undeveloped X

ADDRESS OR DESCRIPTION OF PROPERTY TO BE CONSIDERED: Vacant lot adjacent to 798 Fifth Street

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

REASON FOR REQUEST: ~~Carification as to 30 foot front setback requirement The curb on South Fifth Street~~ Street is approximately 17 feet from existing paved street. Enforcing 30 foot seat back from Right of Way line would set house 47 ft from curb. Requesting 20 foot set back from R/W.

SUPPORTING DOCUMENT(S): Code, deed, survey, areial, proposed site sketch

Signature of Applicant — Date: 1-27-2026

****

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: _____



5th Street – Parcel # 00-1941-0001

Add/Change/Void Cash Receipt CD1280119

Print Receipt | Void Receipt | Close Receipt | UBS | STS | FMS

Money Received

Add Money To Receipt

	Amount	Type	Payment Info
⊖	150.00	CK	1059

Distributions

Add Distribution

	Type	Amount	Apply To	Description	For	Discount Pen Forgive
⊖	FMSD	150.00	DIST CD: 2550	PLANNING & ZONING FEES		0.00

Operator Code: JANET
Receipt Code: CD1280119
Receipt Date: 01/27/26
☐ **Voided**
Distributions: 150.00
Money: 150.00
Change Due: 0.00
From: MR.OR MRS. JOHN A. DUNCAN
Email Address:
Destination Phone:

CITY OF CHIPLEY

POST OFFICE BOX 1007
CHIPLEY FL 32428-7007
Phone: (850)638-6350

INVOICE: 152984

*** * * * * CUSTOMER * * * * ***
JOHN DUNCAN
756 DOGWOOD LANE
CHIPLEY FL 32428

Invoice Date	Due Date	Ship Via	FOB	Terms	Reference
03/26/2026	04/25/2026			Due In 30 Days	

Contact	Customer No	Phone	Fax	For
JOHN DUNCAN	696			PLANNING AND ZONING

Quantity	UOM	Description	Unit Price	Extended
18.00	EA	CERTIFIED MAIL	10.4400	187.92
1.00	EA	REGULAR MAIL	0.7400	0.74
1.00	EA	ADVERTISING	87.9000	87.90
			SUBTOTAL:	276.56
			TOTAL DUE:	276.56

Detach and Return With Payment

Invoice: 152984
Customer: 696
JOHN DUNCAN
756 DOGWOOD LANE
CHIPLEY FL 32428

Send Payment To:

CITY OF CHIPLEY
POST OFFICE BOX 1007
CHIPLEY FL 32428-7007

TOTAL DUE: $276.56
AMOUNT PAID: _____

Add/Change/Void Cash Receipt CD1281116

Print Receipt | Void Receipt | Close Receipt | UBS | STS | FMS

Money Received

Add Money To Receipt

	Amount	Type	Payment Info
⊖	276.56	CK	1086

Distributions

Add Distribution

	Type	Amount	Apply To	Description	For	Discount Pen Forgive
⊖	FMSC	276.56	CUST NO: 696	JOHN DUNCAN	INV: 152984	0.00

Operator Code: BETTY
Receipt Code: CD1281116
Receipt Date: 03/31/26
☐ **Voided**
Distributions: 276.56
Money: 276.56
Change Due: 0.00
From: JOHN DUNCAN
Email Address:
Destination Phone:

Inst: 202167005395 Date: 07/23/2021 Time: 10:53AM
Page 1 of 7 B: 1213 P: 265, Lora C. Bell,
Clerk of Court Washington, County, By: MM
Deputy Clerk Doc Stamp-Deed: 0.70

pared by:
rida Land Title & Trust Co.
). Box 726, 2870 Madison Street
rianna, Florida 32447
Connection With Title Insurance

General Warranty Deed

lade this June 30, 2021, A.D. By **First Baptist Church of Chipley, Florida, Corporation, a Florida corporation,** hose address is: **P.O. Box 643, Chipley, Florida 32428**, hereinafter called the grantor, to **John Christopher Duncan, a ngle man, John A. Duncan and wife, Glenda E. Duncan as joint tenants with right of survivorship**, whose address is: **56 Dogwood Lane, Chipley, Florida 32428**, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, ($10.00) and other valuable :onsiderations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and :onfirms unto the grantee, all that certain land situate in Washington County, Florida, viz:

THAT PART OF LOT 7 BLOCK 24, IN THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 4 NORTH, RANGE 13 WEST, ACCORDING TO THE L. W. MORDT, PLAT OF THE CITY OF CHIPLEY IN WASHINGTON COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

BEGIN AT A 5/8" IRON AND CAP (STAMPED PLS 5308) MARKING THE SOUTHEAST CORNER OF SAID LOT 7; THENCE RUN NORTH 89°13'42" WEST ALONG THE SOUTH LINE OF SAID LOT 7, A DISTANCE OF 100.00 FEET TO AN 5/8" IRON ROD AND CAP; THENCE DEPARTING SAID SOUTH LOT LINE, RUN NORTH 05°18'03" WEST A DISTANCE OF 80.00 FEET TO A 5/8" IRON ROD AND CAP MARKING THE NORTH LINE OF SAID LOT 7; THENCE RUN SOUTH 89°13'42" EAST ALONG SAID NORTH LINE A DISTANCE OF 100.00 FEET TO A 5/8" IRON ROD AND CAP MARKING THE NORTHEAST CORNER OF SAID LOT 7 (ALSO BEING THE WESTERLY RIGHT OF WAY LINE OF 5TH STREET) (75 FOOT RIGHT OF WAY); THENCE RUN SOUTH 05°18'03" EAST 80.00 FEET TO THE POINT OF BEGINNING.

Grantor reserves right of first refusal if and when the property is sold.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants th title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free c all encumbrances except taxes accruing subsequent to December 31, 2020.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

pared by:
ida Land Title & Trust Co.
. Box 726, 2870 Madison Street
rianna, Florida 32447
onnection With Title Insurance

ned, sealed and delivered in our presence:

Jackie Baxley
ature of First Witness

Jackie Baxley
ted Name as to First Witness

Jennifer Duncan
ature of Second Witness

Jennifer Duncan
ted Name as to Second Witness

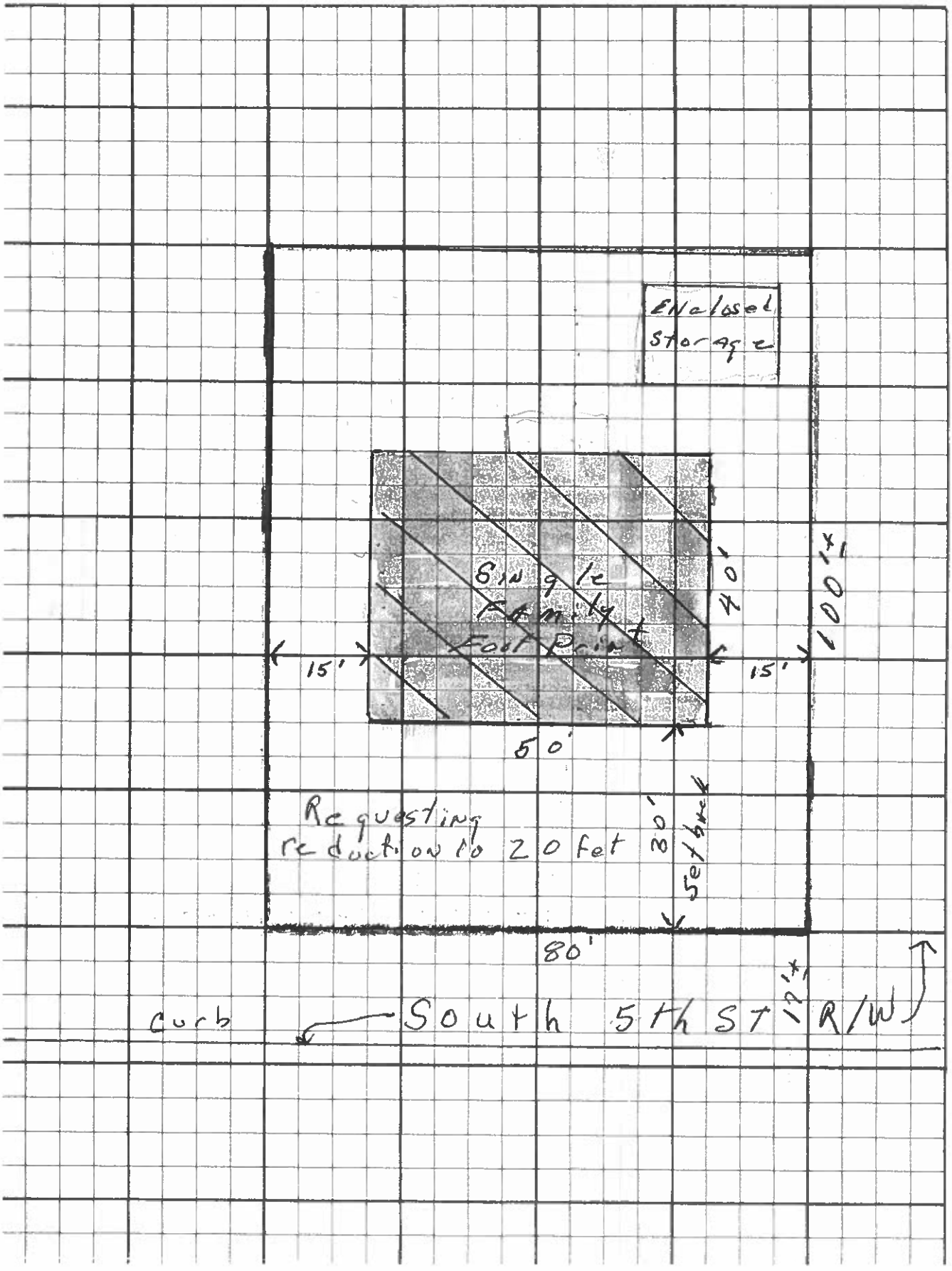
Alfred Guettler, Trustee (Seal)

te of **Florida**
unty of **Washington**

e foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization this **June** 30,
1, by **Alfred Guettler,** (✓) who is/are personally known to me or ( ) who has produced their driver's license as identification.

JACKIE BAXLEY
Notary Public - State of Florida
Commission # GG 233969
My Comm. Expires Aug 4, 2022
Bonded through National Notary Assn.

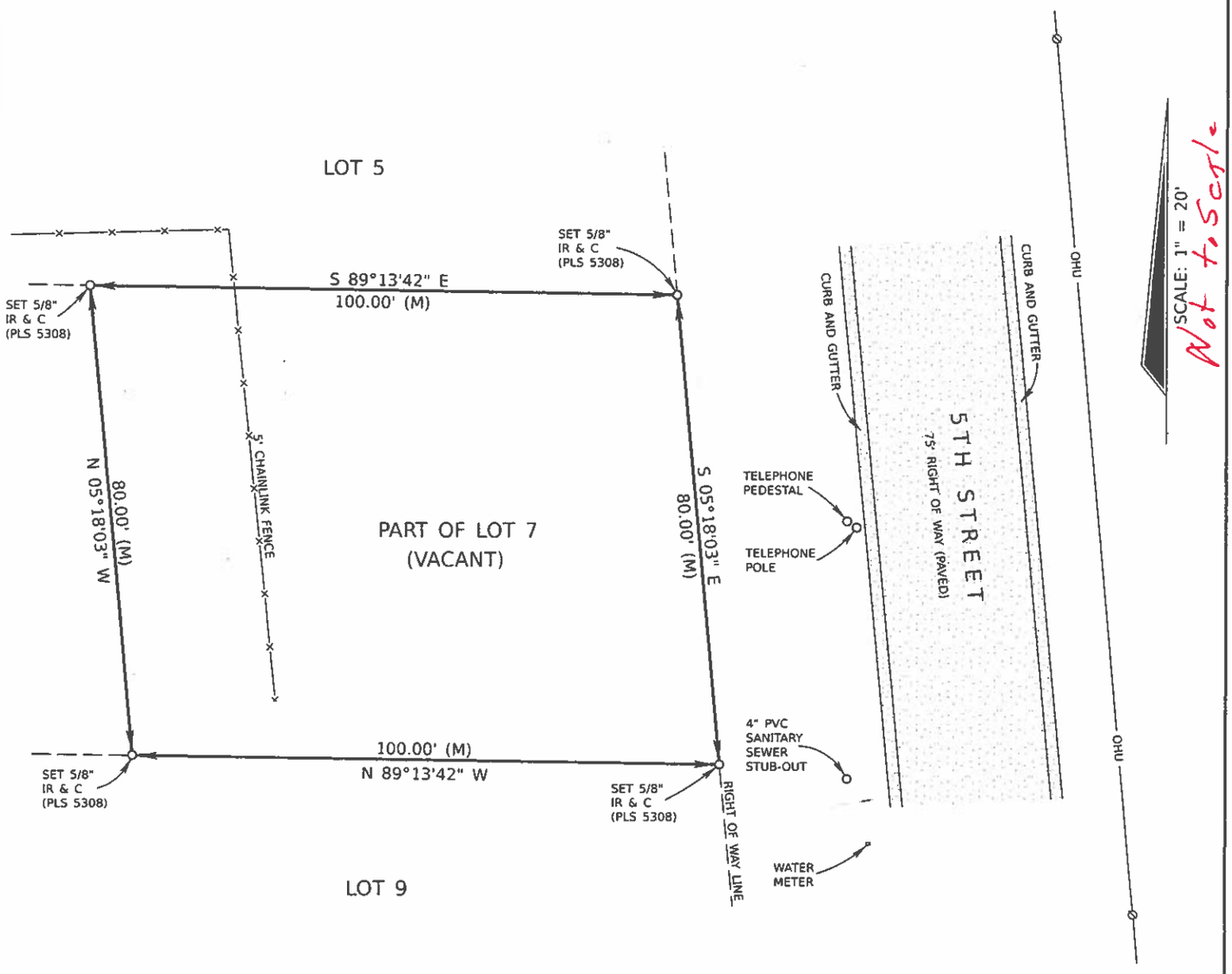
Jackie Baxley
Notary Public
Jackie Baxley
Print Name
My Commission Expires: 8/4/22


Enclosed Storage
Single Family Foot Print
40'
100'
15'
15'
50'
Requesting reduction to 20 feet
30'
5ft setback
80'
12'
South 5th ST R/W
Curb



RONALD S. GIBSON, PROFESSIONAL LAND SUR

CELL: 850-326-6774
4669 HAMBONE TRAIL
VERNON, FLORIDA 32462



DESCRIPTION (NEWLY CREATED):

THAT PART OF LOT 7, BLOCK 24, IN THE SOUTHEAST 1/4 OF SECTION 4, TOWNSHIP 4 NORTH, RANGE 13 WEST, ACCORDING TO THE L. W. MORDT, PLAT OF THE CITY OF CHIPLEY IN WASHINGTON COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

BEGIN AT A 5/8" IRON AND CAP (STAMPED PLS 5308) MARKING THE SOUTHEAST CORNER OF SAID LOT 7; THENCE RUN NORTH 89° 13' 42" WEST ALONG THE SOUTH LINE OF SAID LOT 7, A DISTANCE OF 100.00 FEET TO AN 5/8" IRON ROD AND CAP; THENCE DEPARTING SAID SOUTH LOT LINE, RUN NORTH 05° 18' 03" WEST A DISTANCE OF 80.00 FEET TO A 5/8" IRON ROD AND CAP MARKING THE NORTH LINE OF SAID LOT 7; THENCE RUN SOUTH 89° 13' 42" EAST ALONG SAID NORTH LINE A DISTANCE OF 100.00 FEET TO A 5/8" IRON ROD AND CAP MARKING THE NORTHEAST CORNER OF SAID LOT 7 (ALSO BEING THE WESTERLY RIGHT OF WAY LINE OF 5TH STREET)(75 FOOT RIGHT OF WAY); THENCE RUN SOUTH 05° 18' 03" EAST 80.00 FEET TO THE POINT OF BEGINNING.

LEGEND

P.O.B. = POINT OF BEGINNING
P.O.C. = POINT OF COMMENCEMENT
ID = IDENTIFICATION
PLS= PROFESSIONAL LAND SURVEYOR
CONC.= CONCRETE
IP= IRON PIPE
LB= LICENSED BUSINESS
(D) = DEED
IR & C = IRON ROD AND CAP
R/W = RIGHT OF WAY
(M) = MEASURED
IR = IRON ROD
CM = CONCRETE MONUMENT
FND. = FOUND
N & D = NAIL & DISK
OHU = OVERHEAD UTILITIES
ORB = OFFICIAL RECORDS BOOK
L.W. = LITE WOOD
LS = LICENSED SURVEYOR
PSM= PROFESSIONAL SURVEYOR AND MAPPER
YDS= YARDS
⊘ = POWER POLE
↓ = GUY ANCHOR

SURVEYOR'S NOTES:

1. NO UNDERGROUND INSTALLATIONS OR IMPROVEMENTS HAVE BEEN LOCATED
2. NO INSTRUMENTS OF RECORD REFLECTING EASEMENTS, RIGHT OF WAY, AND/OR OWNERSHIP WERE FURNISHED THIS SURVEYOR EXCEPT AS SHOWN.
3. SUBJECT TO EASEMENTS AND RESTRICTIONS, IF ANY, OF RECORD.
4. BEARINGS SHOWN HEREON ARE BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, NORTH ZONE, LAMBERT PROJECTION, NAD 83/90.

THE SURVEY DEPICTED IS NOT COVERED BY PROFESSIONAL LIABILITY INSURANCE

Scale: 1"= 20'
Date of Survey: 2-20-21
Job No.: 20-032
Drawn By: R.S.G.
Field Book: EFB

Ronald S. Gibson 2/22/21
RONALD S. GIBSON DATE
PROFESSIONAL LAND SURVEYOR #5308
STATE OF FLORIDA
NOT VALID WITHOUT THE SURVEYOR'S SIGNATURE & ORIGINAL RAISED SEAL

TYPE OF SURVEY: BOUNDARY

THIS SURVEY IS CERTIFIED TO:

JOHN CHRISTOPHER DUNCAN

Ad ESPN

ESPN, FOX One Bundle

[redacted]

Pla

Revitalized Traditional Ranch Home Plan with 3 Bedrooms



9 Images

SAVE 15% ON SELECT PLANS!

HAPPY HOLIDAYS FROM TEAM AP

836HZ

Country Craftsman House Plan with Split Bedroom Layout - [redacted]

1500
Sq. ft.

City of Chipley

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

NOTICE OF PUBLIC HEARING

April 9, 2026

Dear Citizen:

The City of Chipley Planning & Zoning Commission will conduct a public hearing on May 7, 2026, at 3:00 p.m., City Hall Council Chambers. The purpose of this hearing is to review and consider the following request:

John Duncan is requesting approval of a variance for setbacks that do not meet current code requirements.

Property Location: 5th Street
Parcel ID #: 00-1941-0001

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 May 12, 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,

Tamara Donjuan
Code Enforcement / Planning Officer

CITY OF CHIPLEY
AFFIDAVIT OF MAILING

April 9, 2026

Re: Notice of Public Hearing for the Planning and Zoning Commission, on May 7, 2026, at 3:00 pm., and Notice of Public Hearing for City Council on May 12, 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 a public hearings to the following:

See Exhibit A, on April 9, 2026.

Employee Signature

4/9/24
Date

Sworn to and subscribed before me this 9th day of April, 2026 by Tamara Donjuan, who is personally known by me.

SHERRY SNELL
Notary Public - State of Florida
Commission # HH 470986
My Comm. Expires Dec 7, 2027
Bonded through National Notary Assn.

Signature of Notary Public

EXHIBIT A

BROCK DAVID H, BROCK PATRICIA L
791 5TH ST
CHIPLEY, FL 32428

CARTER VERDELL
% IRA CARTER
1155 PINEY GROVE RD
CHIPLEY, FL 32428

CITY OF CHIPLEY
PO BOX 1007
CHIPLEY, FL 32428

COLLINS VELMA JEAN
794 5TH ST
CHIPLEY, FL 32428

DEVITA BRITNEY M, DEVITA THELMA
809 5TH ST
CHIPLEY, FL 32428

DEVITA THELMA
805 5TH ST
CHIPLEY, FL 32428

DRUMMOND MICHAEL ALLAN, DRUMM(
795 5TH ST
CHIPLEY, FL 32428

DUNCAN JOHN A TRUSTEE, DUNCAN G
756 DOGWOOD LN
CHIPLEY, FL 32428

ERICKSON MELISSA D, ERICKSON CLI
PO BOX 31
BONIFAY, FL 32425

FIRST BAPTIST CH OF CHIPLEY FL
PO BOX 643
CHIPLEY, FL 32428

FIRST FEDERAL BANK OF FLORIDA
% FIRST FEDERAL BANK
4705 W US HWY 90
LAKE CITY, FL 32055

HOLLEY WILLIAM
2354 SHENANDOAH BLVD
CHIPLEY, FL 32428

LAIR JALYN, LAIR JAMES LEROY
1277 SOUTH BLVD
CHIPLEY, FL 32428

LUCAS DENNIS JAMES, LUCAS JULIE M
1273 SOUTH BLVD
CHIPLEY, FL 32428

OBSIDIAN ML 1 LLC, TOM THUMB AKA
% EG AMERICA
165 FLANDERS RD
WESTBOROUGH, MA 01581

OWENS WANDA A
1334 DEERPATH RD
CHIPLEY, FL 32428

ROSS CHERYL ANN
798 5TH ST
CHIPLEY, FL 32428

TILLMAN INVESTMENTS LLC
1621 TENNESSEE AVE
STE 100
LYNN HAVEN, FL 32444

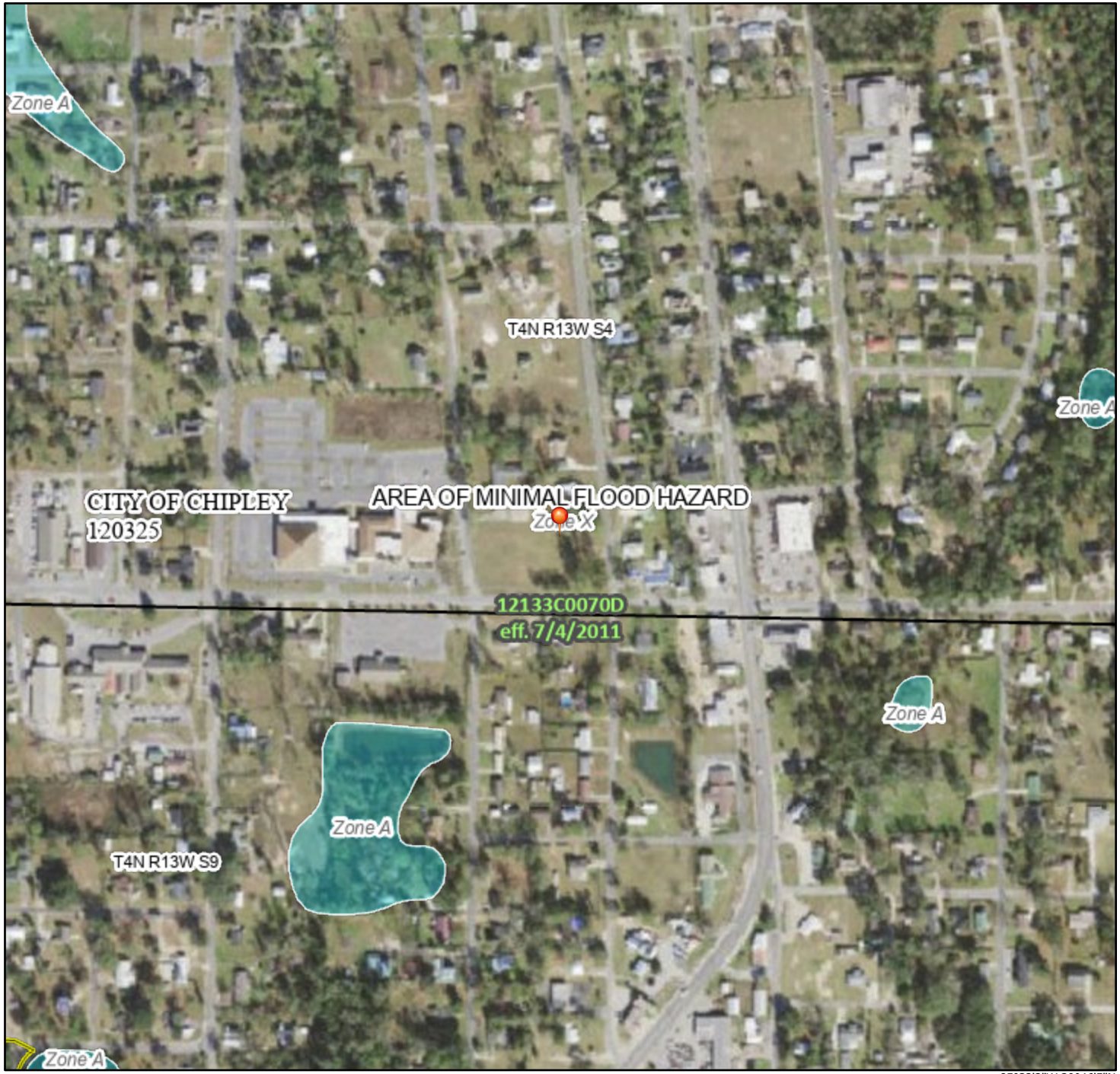
TRI-COUNTY COMMUNITY COUNCIL INC
PO BOX 1210
BONIFAY, FL 32425

YUSUF ICE MACHINES INC
203 CLARK ST
COLUMBIA, AL 36319

National Flood Hazard Layer FIRMette

FEMA

85°32'40"W 30°46'36"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

85°32'2"W 30°46'5"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND IND UT

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, Areas 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 D*

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

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

OTHER FEATURES
- 20.2 / 17.5 Cross Sections with 1% Annual Chance / Water Surface Elevation
- 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

N

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 4/16/2026 at 3:20 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community id FIRM panel number, and FIRM effective date. Map i unmapped and unmodernized areas cannot be use regulatory purposes.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for a Development Order – Jack's Family Restaurant – 1331 Main Street

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Tamara Donjuan, Planning & Zoning Officer

SUMMARY

This will approve a Development Order Jack's Family Restaurant. This property is zoned Commercial and is within the Corridor Development District (CDD) overlay, which requires review and approval by the Planning and Zoning Commission and the City Council. The property is located at 1331 Main Street, Parcel ID:00000000-00-2218-0004, 2.7 acreage.

The proposed development has been reviewed by the City's planning firm Kimley Horn and has met all the city's requirements.

The development has met 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.

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 will be in harmony with the general intent and purpose of the Code and that such development will not be injurious to the surrounding area.

The Planning and Zoning Commission met on Thursday, May 7, 2026, at 3:00 p.m. the motion passed with four (4) to zero (0) nayes. Wanda Owens abstained due to the property owner being a client.

RECOMMENDATION

City Staff recommends approval of the development order

ATTACHMENTS

1. Development Packet

Kimley»Horn

DATE: 4/7/2026

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 03

Development Order Application

Kimley-Horn performed a development review for the proposed Jack's Family Restaurant development. The property is located on the east side of Main Street (State Road No. 77), 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. The applicant has sufficiently addressed all comments. There are some additional permits and documentation that will be required to be submitted once received as noted throughout in **orange**.

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;
- Sign Application; and
- Application for Concurrency Review.

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: Sheet C2.*

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: Sheets C2 & C3.*

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: Sheet C4.*

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: Sheets C3, C7 & 01.*

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 Plan Set: Cover & Sheet 01.*

(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.

Sufficient: *This subsection may be required by zoning commission but is provided in the Stormwater Management Plan on page 40.*

b. 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.

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

c. 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.

Sufficient: *This subsection may be required by zoning commission and conditions of adjacent lands are included in the provided documentation.*

d. 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.*

e. 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 Civil Plans but is publicly available.*

f. Key plan showing the location of the tract.

Sufficient: *This subsection may be required by zoning commission but is provided in the Cover page of the Plan Set.*

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 ydr 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: *Per the provided Fire Flow letter from the Chipley Fire Department Chief, fire flow for Jacks Restaurant will be less than 2,000 GPM as per plans submitted. This flow is achievable by the two existing fire hydrants near the Project Site.*

(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 First Hydrant is located across from 1385 Main Street and the second is in front of 1385 Main Street, according to Fire Flow Letter. All existing fire hydrant locations are labeled on Plan Sheet C6.*

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 restaurant achieves the purpose of the Commercial zoning designation by providing and integrating for an appropriate commercial development that supports the economic development of the city and also 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 54%.*

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 commercial restaurant with paved parking and gravel truck parking, achieves the purpose of the Commercial land use by fulfilling a retail service.*

(3) Requirements:

a. Maximum lot coverage: 85 percent.

Sufficient: *The proposed site intensity is 54% including all proposed impervious surfaces.*

b. Building setback:

1. Front: 120 feet

Sufficient: *The proposed front setback is 100 feet, according to Plan Set Sheet C2. A setback variance request has been submitted by the applicant due to conversations at the pre-application meeting, but it has been determined that the proposed setback is within substantial conformity with surrounding properties and no setback variance is required at this time.*

2. Side and Rear: None.

Sufficient: *The proposed site exceeds the requirement and provides for side and rear setback.*

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 offset the 56,471 square feet of impervious area based on the data submitted in the: Stormwater Management Plan 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: *Roadways were evaluated for their level of service under existing, background, and project buildout conditions. No deficiencies as a result of project trips were identified.*

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: Development Packet.*

2. The street address of the development site, if applicable;

Sufficient: *A street address of the proposed development site is provided in: Development Packet.*

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

Sufficient: *A written statement is provided in document: Development Packet.*

b. 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: *A meeting occurred on March 4, 2026 to discuss methodology for the traffic impact analysis. The study was signed and sealed by Joe Poole, PE on April 2, 2026.*

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: *A radius of 0.5 miles from the development site was agreed on in the methodology meeting.*

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 analysis provided existing peak hour traffic volumes and level of service on all collectors and arterials within the study area.*

4. Existing turning movement volumes at the impacted intersection and intersection level of service.

Sufficient: *Existing turning movement volumes were collected on March 12, 2026 at the project driveway. Annual Average Daily Traffic (AADT) values from Florida Traffic Online were used to supplement the analysis.*

5. 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: *All data was obtained within the past calendar year.*

(ii) 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: *Level of service (LOS) is consistent with the adopted LOS for the reviewed State and County roads.*

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

Sufficient: *The intersection operational analysis was based on the Highway Capacity Manual.*

6. *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.

(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.

(iii) Using projections from an area modeling effort.

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

Sufficient: *A growth rate was applied to develop background volumes. Project trips were added to those values to determine buildout volumes.*

7. *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 (12th Edition).*

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

Sufficient: *Land use code (LUC) 934 (Fast-Food Restaurant with Drive-Through Window) was used to estimate project trips.*

(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: *Pass-by trip rates are consistent with 2025 ITE guidelines and do not exceed 10% of the adjacent roadway volume.*

8. *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: *Project traffic distribution is consistent with existing observed traffic patterns.*

9. *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 Tamara Donjuan 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 Tamara Donjuan 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

Sufficient: *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 water and 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:

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

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

3. All applicable Northwest Florida Water Management District (NWFWMD) permits, pursuant to F.S. §§ 373.451 through 373.4595 (the Surface Water Improvement SWIM Act) are obtained.

Conditional: *FDOT permits for drainage connections, DEP permits for stormwater management systems, and/or NWFWMD 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 Tamara Donjuan 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 Tamara Donjuan 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.

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: *Pursuant to Plan Set sheet C8 and the Sign Application.*

(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 shall be placed no less than 200' on either side of the driveway intersection, therefore will not be place in or upon a public right-of-way or easement.*

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

Sufficient: *The proposed sign shall be placed no less than 200' on either side of the driveway intersection, therefore will not project over a public right-of-way.*

(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 shall be placed no less than 200' on either side of the driveway intersection, therefore there is no impediment to use of fire escape, emergency exit, or standpipe.*

(d) *Clearance standards.*

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

Sufficient: *All clearance standards provided for in information by applicant on March 20, 2026 to provide pylon sign detail on Details (C8) for site specific detail as provided by Pro Signs for consistency with sign permit application.*

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

Sufficient: *All clearance standards provided for in information by applicant on March 20, 2026 to provide pylon sign detail on Details (C8) for site specific detail as provided by Pro Signs for consistency with sign permit application.*

(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 more than four feet from the surface, according to: Sign Application.*

(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.

Sufficient: *The proposed exterior signage totals 24 square feet in area, according to Plan Sheet C8.*

(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.*

City of Chipley
Development Order

File No._____ Fees Paid $_____

Name of Owner: Jack's Family Restaurants, LP Phone #: 205-945-8167

Address: 124 West Oxmoor Road, Birmingham, AL 35209

Name of Developer/Contractor: TBD

Address: TBD Phone #: TBD

Type of Development: Commercial Restaurant Parcel Size: 2.44 Ac.

Location of Development: 1331 Main Street

Land Use Designation: Commercial Sq. Ft. of Building 3,275 s.f.

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 plan(s) as approved by the City.

_____/_____ _____/_____

Signature – City Administrator Date Attest Date

SEAL

Owner/Developer/Contractor:_____

SITE PLAN REVIEW REQUIREMENT CHECKLIST

Petition Number: _____ Fee Paid: _____

Date Received: _____ Receipt #: _____

Submit eight (8) copies of each of the following items to the City Clerk's Office.

Site plans submitted for Preliminary approval must have the following information:

Yes	No	1.	Legal description of subject parcel.
Yes	No	2.	Site location map.
Yes	No	3.	Topography map.
Yes	No	4.	Generalized soil types and map, if available.
Yes	No	5.	Type & location of existing vegetation & tree grouping.
Yes	No	6.	Location, names, widths of existing & proposed streets, driveways and dumpsters.
Yes	No	7.	Dimensions/location of all buildings/structures.
Yes	No	8.	Gross floor area of all buildings.
Yes	No	9.	Exact number of dwelling units by number of bedrooms.
Yes	No	10.	Total number of residential units by acre.
Yes	No	11.	Dimensions of all yard setbacks and open spaces.
Yes	No	12.	Location of recreation areas, if any.
Yes	No	13.	Drainage concept.
Yes	No	14.	Site percentage & square footage covered by building structures.
Yes	No	15.	Site percentage & square footage covered by paving.
Yes	No	16.	Site percentage & square footage covered by open space.
Yes	No	17.	Sediment control measures.
Yes	No	18.	Fire flow calculations.
Yes	No	19.	Preliminary site plan submittals must contain the following stormwater management information:
Yes	No		A. Graphic definition of the drainage areas with each area's: 1. approximate surface area indicated 2. approximate coefficient of imperviousness 3. approximate points of water collection
Yes	No		B. Definition of the type of stormwater management system proposed, along with the location and approximate dimensions and/or size of the facilities.
Yes	No		C. Approximate stormwater management design calculations.

Site plans submitted for Final approval must have the following information:

Yes	No	20.	A grading & drainage plan; stormwater management analysis/design Calculations must be signed & sealed by a registered Florida engineer.
Yes	No	21.	A landscape plan.
Yes	No	22.	Exact location of all public easements.
Yes	No	23.	Utility services & connection points; fire hydrant locations.
Yes	No	24.	Architectural elevations of all buildings and structures.
Yes	No	25.	Size, type and location of street graphics.
Yes	No	26.	Size, location and intensity of exterior lighting devices and a statement that lighting will meet City of Chipley codes.
Yes	No	27.	If phasing is planned, a development timetable is required.
Yes	No	28.	A sedimentation plan.

NOTE: THE CITY COUNCIL WILL NOT REVIEW A SITE PLAN THAT IS DEFICIENT IN ANY OF THE INFORMATION LISTED ABOVE.

In submitting this petition, I/We understand that all required information as listed above including eight (8) copies of each of the 28 required items must be submitted to the City Clerk's Office before review by the Chipley City Council. **(11x17" ONLY!)**

Owner/Agent/Petitioner's Signature

1/20/26
Date

FOR OFFICE USE ONLY

Petition Number _____ Fee Paid _____

Section, Township, Range _____

Receipt Number _____ Tax Parcel Number _____

City Council Review Date _____

Approved by City Council _____ Denied by City Council _____

SITE DEVELOPMENT PLANS FOR:

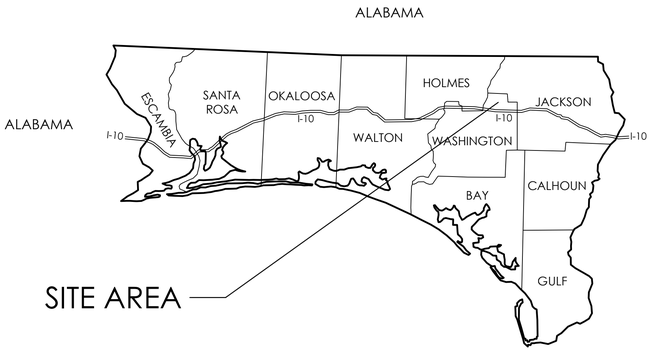
Chipley, Florida

ROSS S. BINKLEY LICENSE No. 56762 STATE OF FLORIDA PROFESSIONAL ENGINEER

This item has been digitally signed and sealed by Ross S. Binkley, P.E. on 1/19/26 using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

LICENSE No. 56762 STATE OF FLORIDA PROFESSIONAL ENGINEER Ross S. Binkley 56762

AREA MAP:



NORTHWEST FLORIDA

PREPARED BY:

Binkley Engineering, P.A.
434 Benning Drive
Destin, FL 32541
Phone: (850) 974-5421

PREPARED FOR:

Jack's Family Restaurants, LP
124 West Oxmoor Road
Birmingham, AL 35209
(205) 945-8167

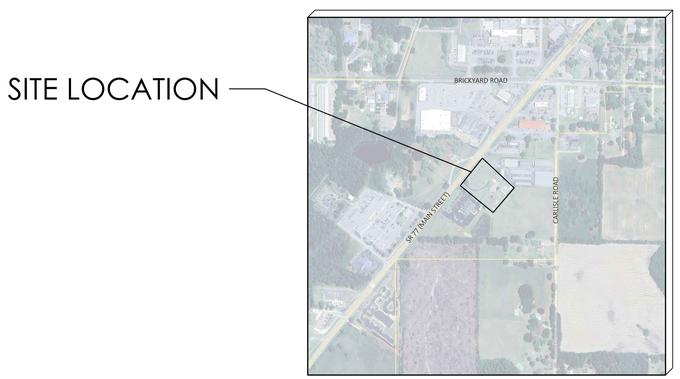
INDEX OF SHEETS

SHEET	DESCRIPTION
C1	DEMOLITION PLAN
C2	SITE PLAN
C3	GRADING & DRAINAGE PLAN
C4	UTILITY PLAN
C5	LANDSCAPE PLAN
C6	FDOT EXISTING CONDITIONS / DEMOLITION PLAN
C7	FDOT DRIVEWAY CONNECTION PLAN
C8	SITE DETAILS
C9	SITE DETAILS
C10	SECTIONS
SP-1	SPECIFICATIONS
SP-2	SPECIFICATIONS

DATE PREPARED:

January 19, 2026

LOCATION MAP:



BINKLEY ENGINEERING
Certificate of Authorization No. 32308

JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

STATE ROAD 77 / MAIN STREET
(100' R/W)

EX. SSMH
TOP=133.03
INV.=122.93 (SW)
INV.=122.73 (NE)

EX. SSMH
NOT FOUND

UNABLE TO
LOCATE

EX. INLET
TOP=133.69
INV.=130.04

EX. 18" RCP

EX. HEADWALL
INV.=129.74

EX. INLET
TOP=133.61
INV.=130.01

REMOVE
EX. INLET
TOP=132.75
INV.=130.20

REMOVE
EX. 18" RCP

REMOVE
EX. HEADWALL
INV.=131.28

REMOVE
EX. 18" RCP

REMOVE
EX. 18" RCP

SAWCUT & REMOVE
EX. ASPHALT SHOULDER

NOTE:
FIBER OPTIC LINE IN
RIGHT-OF-WAY WORK
AREA

EX. FIBER OPTIC LINE

EX. POWER
POLE

EX. SEWER
CLEANOUT

N39°58'13"E 282.12'

EX. 18" CMP

EX. GAS MAIN
INV.=131.60

EX. WATER MAIN
INV.=132.82

EX. HEADWALL
INV.=131.58

EX. HEADWALL
INV.=131.17

EX. 18" RCP

EX. 12" CMP

EX. HEADWALL
INV.=130.69

EX. 12" RCP

EX. INLET
TOP=132.66
INV.=130.90

SCALE: 1"=20'

Know what's **below**
Call before you dig.
Dial 811
Or Call 800-282-7411

EX. INLET
TOP=136.06
INV.=131.86

REMOVE EX. ASPHALT
PAVEMENT

REMOVE EXIST.
POWER POLE

REMOVE
EX. CONCRETE

REMOVE
EX. CONCRETE

REMOVE
EX. BUILDING
F.F.E.=139.66

REMOVE
EX. CONCRETE

REMOVE
EX. BUILDING

REMOVE
EX. CONCRETE

REMOVE
EX. SHED

REMOVE
EX. CONCRETE

REMOVE
EX. SHED

EX. POWER
POLE

"ONE FLORIDA BANK"
N/F ONE SOUTH BANK
OR BK 1135, PG 446
ZONING/FLU: COMMERICAL

EX. 18" RCP

N47°52'27"W 370.96'

EX. INLET
TOP=135.88
INV.=131.38

EX. 18" RCP

S48°21'32"E 339.64'

S87°48'10"E 45.46'

S40°50'00"W 314.06'

VACANT
N/F CONTINI
OR BK 1273, PG 969
ZONING/FLU: COMMERCIAL

"A SAFE STORAGE"
N/F A SAFE STORAGE FL LLC
OR BK 1244, PG 238
ZONING/FLU: COMMERCIAL

DEMOLITION NOTES:

1. THE LOCATION OF EXISTING FEATURES SHOWN HEREON IS APPROXIMATE AND SHALL BE VERIFIED IN THE FIELD PRIOR TO BEGINNING CONSTRUCTION. COORDINATE WITH UTILITY COMPANIES AS APPLICABLE TO VERIFY LOCATION AND SIZE OF UTILITY LINES TO BE RELOCATED OR REMOVED.
2. THE CONTRACTOR SHALL HAVE ALL APPLICABLE PERMITS, BOTH STATE AND LOCAL, PRIOR TO BEGINNING CONSTRUCTION.
3. SAW CUT AND REMOVE EXISTING SIDEWALK, CURB, AND CONCRETE PAVEMENT AT THE NEAREST JOINT.
4. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY AND/OR PERMANENT EROSION AND SEDIMENT CONTROL DEVICES DURING CONSTRUCTION OPERATIONS AS SHOWN ON THE PLANS AS A MINIMUM. ADDITIONAL EROSION AND SEDIMENT CONTROL DEVICES MAY BE REQUIRED TO PREVENT SILT FROM LEAVING SITE.
5. EROSION AND SEDIMENT CONTROL STRUCTURES SHALL BE INSPECTED AFTER EACH RAIN EVENT AND SHALL BE REPAIRED OR REPLACED AS NECESSARY.
6. UNDERGROUND UTILITIES SHOWN ARE BASED ON SURFACE FEATURES AND MARKINGS MADE BY UTILITY LOCATION SERVICE. ADDITIONAL UNDERGROUND UTILITIES AND/OR STRUCTURES MAY EXIST WITHIN CONSTRUCTION LIMITS. UTILITY COMPANIES PROVIDING SERVICE TO AREA SHALL BE CONTACTED TO LOCATE ANY ADDITIONAL UTILITIES PRIOR TO EXCAVATION.

LEGEND

☼	EXISTING LIGHT POLE
⌐	EXISTING POWER POLE
OHP	EXISTING OVERHEAD POWER LINE
	RIGHT-OF-WAY LINE

LICENSED PROFESSIONAL ENGINEER
ROSS S. BINKLEY, JR.
STATE OF FLORIDA
No. 56762
PROFESSIONAL ENGINEER
ROSS S. BINKLEY, JR. P.E. No. 56762

DATE:

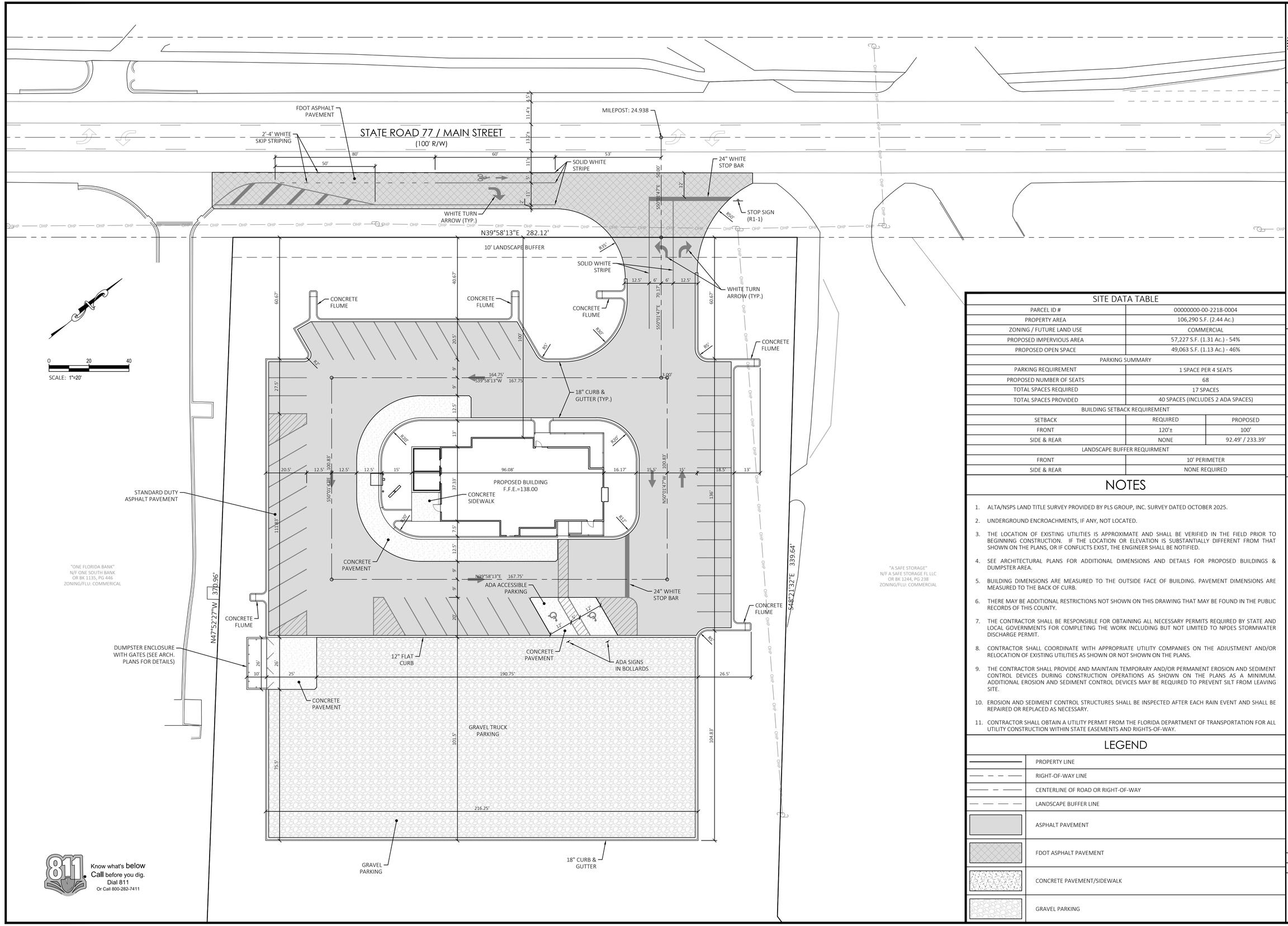
REVISIONS:

BINKLEY ENGINEERING
Certificate of Authorization No. 32308
434 Benning Drive, Destin, FL 32541
Phone: (850) 974-5421
rsbinkley@gmail.com

JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

DEMOLITION PLAN

DATE: 1/19/26
SCALE: 1"=20'
SHEET
C1



Know what's below
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SITE DATA TABLE		
PARCEL ID #	00000000-00-2218-0004	
PROPERTY AREA	106,290 S.F. (2.44 Ac.)	
ZONING / FUTURE LAND USE	COMMERCIAL	
PROPOSED IMPERVIOUS AREA	57,227 S.F. (1.31 Ac.) - 54%	
PROPOSED OPEN SPACE	49,063 S.F. (1.13 Ac.) - 46%	
PARKING SUMMARY		
PARKING REQUIREMENT	1 SPACE PER 4 SEATS	
PROPOSED NUMBER OF SEATS	68	
TOTAL SPACES REQUIRED	17 SPACES	
TOTAL SPACES PROVIDED	40 SPACES (INCLUDES 2 ADA SPACES)	
BUILDING SETBACK REQUIREMENT		
SETBACK	REQUIRED	PROPOSED
FRONT	120'±	100'
SIDE & REAR	NONE	92.49' / 233.39'
LANDSCAPE BUFFER REQUIRMENT		
FRONT	10' PERIMETER	
SIDE & REAR	NONE REQUIRED	

NOTES

1. ALTA/NSPS LAND TITLE SURVEY PROVIDED BY PLS GROUP, INC. SURVEY DATED OCTOBER 2025.
2. UNDERGROUND ENCROACHMENTS, IF ANY, NOT LOCATED.
3. THE LOCATION OF EXISTING UTILITIES IS APPROXIMATE AND SHALL BE VERIFIED IN THE FIELD PRIOR TO BEGINNING CONSTRUCTION. IF THE LOCATION OR ELEVATION IS SUBSTANTIALLY DIFFERENT FROM THAT SHOWN ON THE PLANS, OR IF CONFLICTS EXIST, THE ENGINEER SHALL BE NOTIFIED.
4. SEE ARCHITECTURAL PLANS FOR ADDITIONAL DIMENSIONS AND DETAILS FOR PROPOSED BUILDINGS & DUMPSTER AREA.
5. BUILDING DIMENSIONS ARE MEASURED TO THE OUTSIDE FACE OF BUILDING. PAVEMENT DIMENSIONS ARE MEASURED TO THE BACK OF CURB.
6. THERE MAY BE ADDITIONAL RESTRICTIONS NOT SHOWN ON THIS DRAWING THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS REQUIRED BY STATE AND LOCAL GOVERNMENTS FOR COMPLETING THE WORK INCLUDING BUT NOT LIMITED TO NPDES STORMWATER DISCHARGE PERMIT.
8. CONTRACTOR SHALL COORDINATE WITH APPROPRIATE UTILITY COMPANIES ON THE ADJUSTMENT AND/OR RELOCATION OF EXISTING UTILITIES AS SHOWN OR NOT SHOWN ON THE PLANS.
9. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY AND/OR PERMANENT EROSION AND SEDIMENT CONTROL DEVICES DURING CONSTRUCTION OPERATIONS AS SHOWN ON THE PLANS AS A MINIMUM. ADDITIONAL EROSION AND SEDIMENT CONTROL DEVICES MAY BE REQUIRED TO PREVENT SILT FROM LEAVING SITE.
10. EROSION AND SEDIMENT CONTROL STRUCTURES SHALL BE INSPECTED AFTER EACH RAIN EVENT AND SHALL BE REPAIRED OR REPLACED AS NECESSARY.
11. CONTRACTOR SHALL OBTAIN A UTILITY PERMIT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR ALL UTILITY CONSTRUCTION WITHIN STATE EASEMENTS AND RIGHTS-OF-WAY.

LEGEND

	PROPERTY LINE
	RIGHT-OF-WAY LINE
	CENTERLINE OF ROAD OR RIGHT-OF-WAY
	LANDSCAPE BUFFER LINE
	ASPHALT PAVEMENT
	FDOT ASPHALT PAVEMENT
	CONCRETE PAVEMENT/SIDEWALK
	GRAVEL PARKING

Licensed Professional: S. BINKLEY
LICENSE NUMBER
No. 56762
STATE OF FLORIDA
PROFESSIONAL ENGINEER
Ross S. Binkley, P.E. No. 56762

DATE:

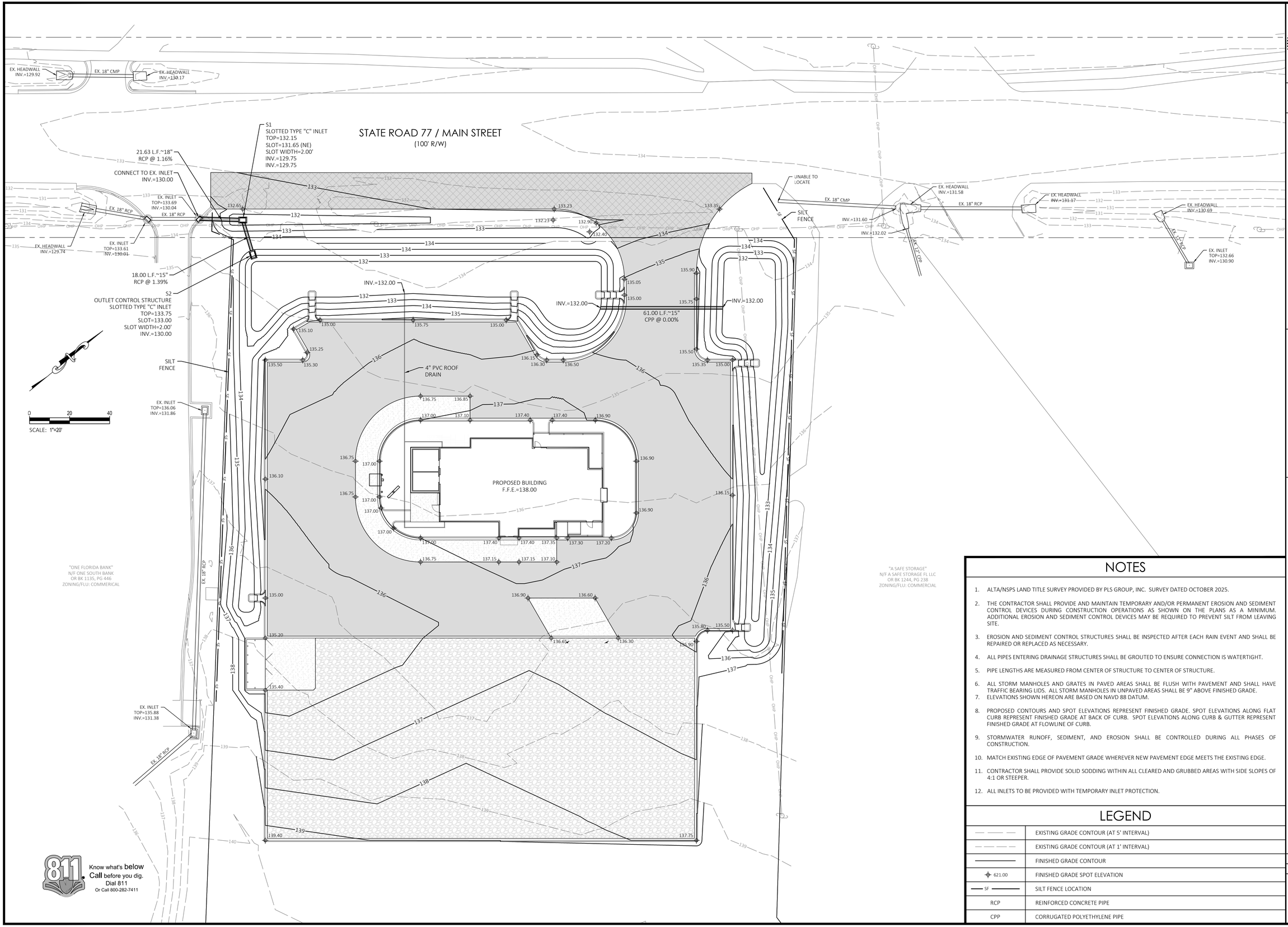
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JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

SITE PLAN

DATE: 1/19/26
SCALE: 1"=20'
SHEET
C2



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NOTES

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3. EROSION AND SEDIMENT CONTROL STRUCTURES SHALL BE INSPECTED AFTER EACH RAIN EVENT AND SHALL BE REPAIRED OR REPLACED AS NECESSARY.
4. ALL PIPES ENTERING DRAINAGE STRUCTURES SHALL BE GROUTED TO ENSURE CONNECTION IS WATERTIGHT.
5. PIPE LENGTHS ARE MEASURED FROM CENTER OF STRUCTURE TO CENTER OF STRUCTURE.
6. ALL STORM MANHOLES AND GRATES IN PAVED AREAS SHALL BE FLUSH WITH PAVEMENT AND SHALL HAVE TRAFFIC BEARING LIDS. ALL STORM MANHOLES IN UNPAVED AREAS SHALL BE 9" ABOVE FINISHED GRADE.
7. ELEVATIONS SHOWN HEREON ARE BASED ON NAVD 88 DATUM.
8. PROPOSED CONTOURS AND SPOT ELEVATIONS REPRESENT FINISHED GRADE. SPOT ELEVATIONS ALONG FLAT CURB REPRESENT FINISHED GRADE AT BACK OF CURB. SPOT ELEVATIONS ALONG CURB & GUTTER REPRESENT FINISHED GRADE AT FLOWLINE OF CURB.
9. STORMWATER RUNOFF, SEDIMENT, AND EROSION SHALL BE CONTROLLED DURING ALL PHASES OF CONSTRUCTION.
10. MATCH EXISTING EDGE OF PAVEMENT GRADE WHEREVER NEW PAVEMENT EDGE MEETS THE EXISTING EDGE.
11. CONTRACTOR SHALL PROVIDE SOLID SODDING WITHIN ALL CLEARED AND GRUBBED AREAS WITH SIDE SLOPES OF 4:1 OR STEEPER.
12. ALL INLETS TO BE PROVIDED WITH TEMPORARY INLET PROTECTION.

LEGEND

— ——— —	EXISTING GRADE CONTOUR (AT 5' INTERVAL)
— — — — —	EXISTING GRADE CONTOUR (AT 1' INTERVAL)
———	FINISHED GRADE CONTOUR
621.00	FINISHED GRADE SPOT ELEVATION
SF	SILT FENCE LOCATION
RCP	REINFORCED CONCRETE PIPE
CPP	CORRUGATED POLYETHYLENE PIPE

Licensed Professional: ROSS S. BINKLEY
FOR THE FIRM
LICENSE NUMBER
PROFESSIONAL ENGINEER
STATE OF FLORIDA
No. 56762
Ross S. Binkley, P.E. #56762

DATE:

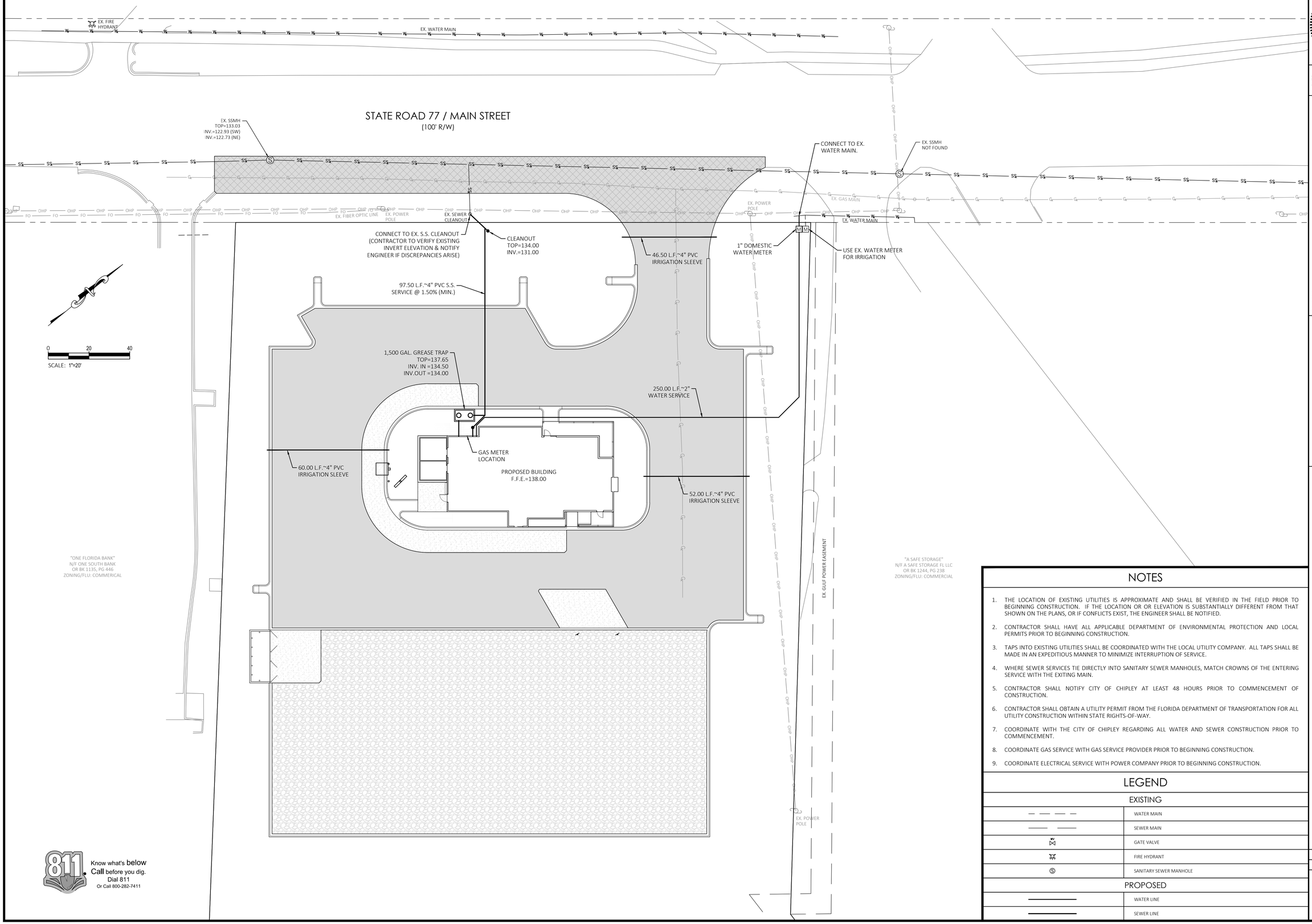
REVISIONS:

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JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

GRADING & DRAINAGE PLAN

DATE: 1/19/26
SCALE: 1"=20'
SHEET
C3



Know what's below
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NOTES

1. THE LOCATION OF EXISTING UTILITIES IS APPROXIMATE AND SHALL BE VERIFIED IN THE FIELD PRIOR TO BEGINNING CONSTRUCTION. IF THE LOCATION OR OR ELEVATION IS SUBSTANTIALLY DIFFERENT FROM THAT SHOWN ON THE PLANS, OR IF CONFLICTS EXIST, THE ENGINEER SHALL BE NOTIFIED.
2. CONTRACTOR SHALL HAVE ALL APPLICABLE DEPARTMENT OF ENVIRONMENTAL PROTECTION AND LOCAL PERMITS PRIOR TO BEGINNING CONSTRUCTION.
3. TAPS INTO EXISTING UTILITIES SHALL BE COORDINATED WITH THE LOCAL UTILITY COMPANY. ALL TAPS SHALL BE MADE IN AN EXPEDITIOUS MANNER TO MINIMIZE INTERRUPTION OF SERVICE.
4. WHERE SEWER SERVICES TIE DIRECTLY INTO SANITARY SEWER MANHOLES, MATCH CROWNS OF THE ENTERING SERVICE WITH THE EXITING MAIN.
5. CONTRACTOR SHALL NOTIFY CITY OF CHIPLEY AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
6. CONTRACTOR SHALL OBTAIN A UTILITY PERMIT FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR ALL UTILITY CONSTRUCTION WITHIN STATE RIGHTS-OF-WAY.
7. COORDINATE WITH THE CITY OF CHIPLEY REGARDING ALL WATER AND SEWER CONSTRUCTION PRIOR TO COMMENCEMENT.
8. COORDINATE GAS SERVICE WITH GAS SERVICE PROVIDER PRIOR TO BEGINNING CONSTRUCTION.
9. COORDINATE ELECTRICAL SERVICE WITH POWER COMPANY PRIOR TO BEGINNING CONSTRUCTION.

LEGEND

EXISTING	
	WATER MAIN
	SEWER MAIN
	GATE VALVE
	FIRE HYDRANT
	SANITARY SEWER MANHOLE
PROPOSED	
	WATER LINE
	SEWER LINE

Licensed Professional: ROSS S. BINKLEY
FLORIDA LICENSE
No. 56762
STATE OF FLORIDA
PROFESSIONAL ENGINEER
Ross S. Binkley, PE #56762

DATE:

REVISIONS:

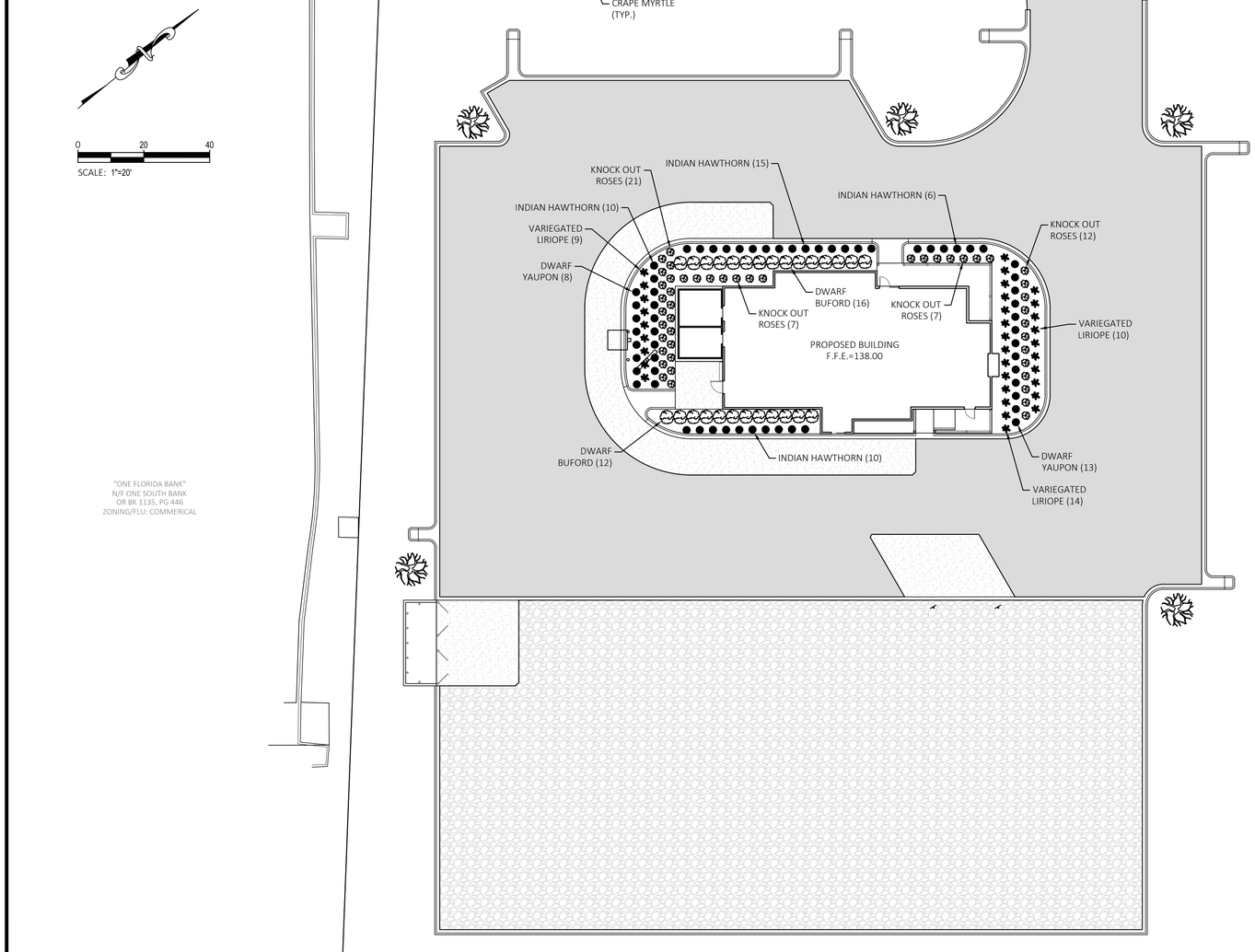
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JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

UTILITY PLAN

DATE: 1/19/26
SCALE: 1"=20'
SHEET
C4

STATE ROAD 77 / MAIN STREET
(100' R/W)

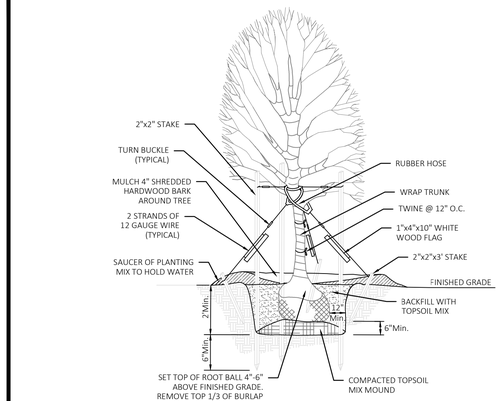


0 20 40
SCALE: 1"=20'

"ONE FLORIDA BANK"
N/F ONE SOUTH BANK
OR BK 1135, PG 446
ZONING/FLU: COMMERICAL

"A SAFE STORAGE"
N/F A SAFE STORAGE FL LLC
OR BK 1244, PG 238
ZONING/FLU: COMMERCIAL

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TREE PLANTING DETAIL
N.T.S.

LANDSCAPE NOTES

1. NEW PLANT MATERIALS SHALL BE ORIGINAL SPECIES OR VARIETIES EXCEPT AS NOTED. SUBSTITUTIONS OF OTHER VARIETIES OR CULTIVARS OF THE SPECIES MAY BE ACCEPTED IF APPROVED BY THE CITY OF CHIPLEY
1. ALL PLANTS SHALL MEET OR EXCEED STANDARDS FOR FLORIDA NUMBER ONE GRADE EXCEPT AS NOTED.
2. PLANT HOLES SHALL BE DUG TWICE AS WIDE AS ROOT BALLS. TOPS OF ROOT BALLS SHALL BE 1" ABOVE FINISHED GRADE. PLANTS SHALL BE HAND-WATERED WHILE PLANTING TO SETTLE BACKFILL AND ELIMINATE VOIDS AND AIR POCKETS.
3. ALL PLANT BEDS SHALL BE MULCHED WITH A 3" SETTLED DEPTH OF SHREDDED CYPRESS BARK MULCH. PRESS MULCH DOWN AT EDGES FOR FINISHED APPEARANCE.
4. PLANTS IN GROUPINGS SHALL BE EVENLY SPACED.
5. CONTRACTOR SHALL LOCATE AND PREVENT DAMAGE TO ALL UNDERGROUND UTILITIES TO MAXIMUM PRACTICAL EXTENT. DAMAGE TO UTILITIES, SITE, OR OTHER ITEMS SHALL BE REPAIRED AT EXPENSE OF CONTRACTOR.
6. FINE-GRADE LANDSCAPE AREAS TO SMOOTH, EVEN SURFACE. REMOVE WEEDS AND DEBRIS.

LANDSCAPE BUFFER REQUIREMENT

PROPERTY LINE	ADJACENT USE	IMPACT	BUFFER REQUIREMENT	PLANTING REQUIREMENT
NORTH	STATE ROAD R/W	N/A	10' WIDE	1 TREE PER 50' (2" CALIPER)
EAST	COMMERCIAL	MEDIUM	NONE	N/A
SOUTH	COMMERCIAL	VACANT	NONE	N/A
WEST	COMMERCIAL	MEDIUM	NONE	N/A

LEGEND

SYMBOL	DESCRIPTION & PLANTING SIZE
	CRAPE MYRTLE (LAGERSTROEMIA INDICA) 2" CALIPER
	HATCH DENOTES AREA TO BE SOLID SODDED

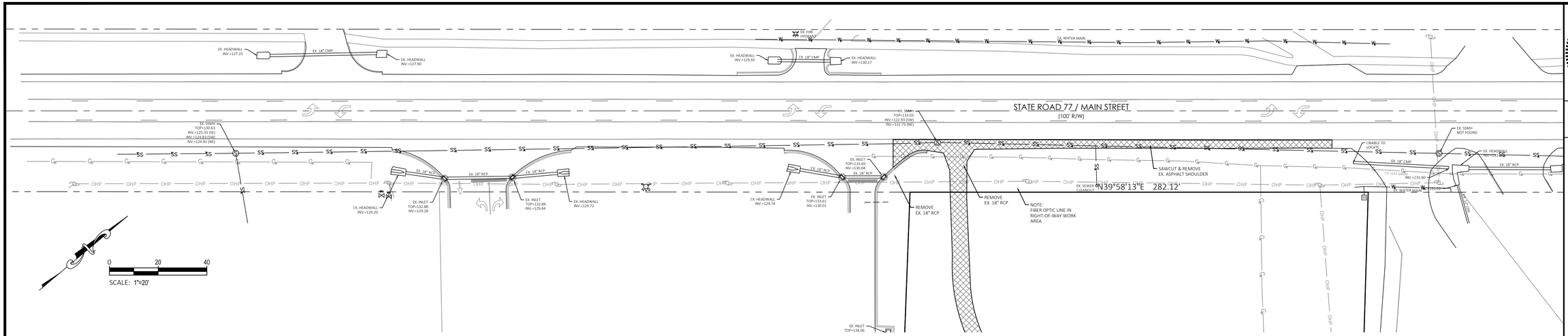
Licensed Professional: ROSS S. BINKLEY, JR. LICENSE NUMBER 56762 STATE OF FLORIDA PROFESSIONAL ENGINEER
Ross S. Binkley, Jr., P.E. #56762
DATE:
REVISIONS:

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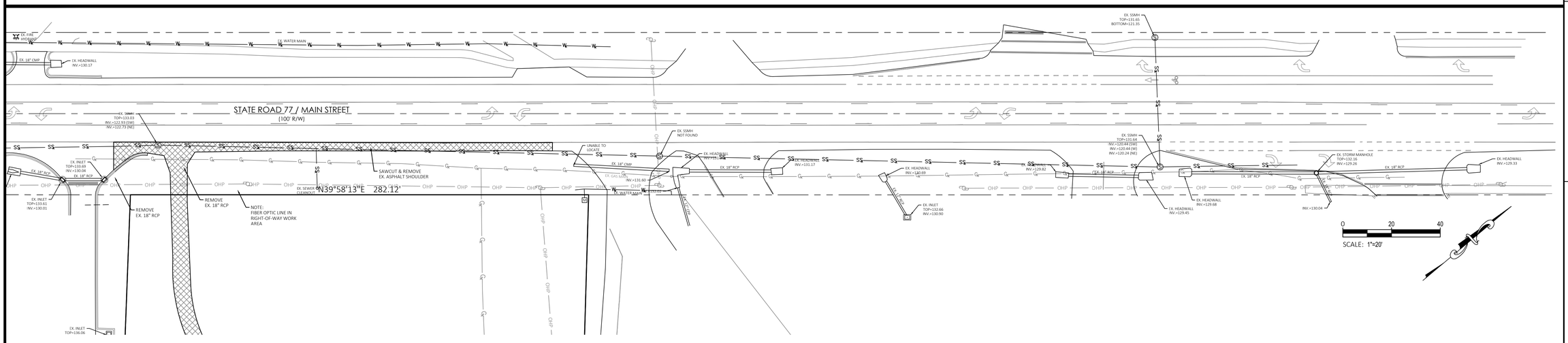
JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

LANDSCAPE PLAN

DATE: 1/19/26
SCALE: 1"=20'
SHEET
C5

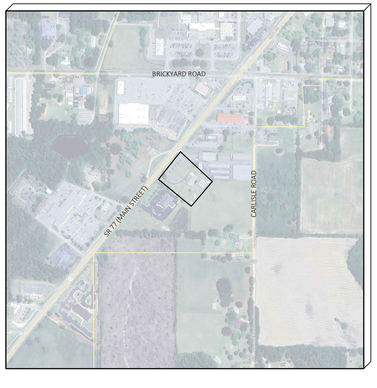


EXISTING CONDITIONS / DEMOLITION PLAN
660' SOUTH OF DRIVEWAY CONNECTION



EXISTING CONDITIONS / DEMOLITION PLAN
660' NORTH OF DRIVEWAY CONNECTION

LOCATION MAP:



FDOT GENERAL NOTES:

1. ALL WORK IN THE RIGHT-OF-WAY SHALL BE DONE IN ACCORDANCE WITH THE FY 2024-2025 FDOT STANDARD PLANS FOR ROAD CONSTRUCTION, THE FY 2025 FDOT STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION, FY 2025 FLORIDA DESIGN MANUAL, 2016 FLORIDA GREENBOOK, AND THE 2009 MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
2. ALL LANES MUST BE OPENED TO TRAFFIC WITHIN 12 HOURS AFTER RECEIVING NOTIFICATION OF A HURRICANE EVACUATION OR ANY OTHER CATASTROPHIC EVENT AND SHALL REMAIN OPEN FOR THE DURATION OF THE EVACUATION OR EVENT AS DIRECTED BY THE PERMITS MANAGER.
3. ENGINEER MUST SCHEDULE AND HAVE AN ON-SITE PRE-CONSTRUCTION MEETING (WITH REPRESENTATIVES FROM THE ENGINEERING FIRM, FDOT, TESTING LABORATORY, CONTRACTOR, AND ANY OTHER INTERESTED PARTY PRESENT).
4. CONTRACTOR MUST SUBMIT A QUALITY CONTROL (QC) PLAN AT THE PRE-CONSTRUCTION MEETING. THIS QC PLAN MUST BE APPROVED BY FDOT BEFORE THE CONTRACTOR BEGINS WORK. TESTING MUST BE DONE BY A FDOT CERTIFIED LABORATORY. ALL TEST RESULTS WILL BE REQUIRED TO BE SUBMITTED WITH THE ENGINEER'S CERTIFICATION.
5. SOD AREAS WITHIN 32" OF PAVEMENT & SLOPES GREATER THAN 1:3. OTHER DISTURBED AREAS MAY BE REPAIRED BY SEEDING OR HYDRO-SEEDING. SEE STANDARD PLANS INDEX 570-010 AND SECTION 570 OF THE STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION.
6. ALL STRIPING WITHIN FDOT RIGHT OF WAY SHALL BE THERMOPLASTIC AND ADHERE TO STANDARD PLANS INDEX 711-001 AND SECTION 711 OF THE STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION. ALL SIGNS WITHIN FDOT RIGHT-OF-WAY SHALL BE MOUNTED TO ROUND ALUMINUM POSTS.
7. ALL LANE AND SHOULDER CLOSURES MUST BE REQUESTED AND APPROVED A MINIMUM OF 48 HOURS PRIOR TO WORK STARTING. ALLOW UP TO 2 WEEKS FOR APPROVAL PROCESS.
8. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PLACE SIDE DRAIN PIPES TO MATCH FLOWLINE OF DITCH (NOT SEDIMENT BUILD UP) TO INSURE POSITIVE STORMWATER FLOW.
9. THE FLORIDA DEPARTMENT OF TRANSPORTATION WILL REVIEW ALL LANE/SIDEWALK CLOSURE, DETOUR, AND LANE SHIFT REQUESTS SEPARATELY FROM THE PERMIT PROCESS. FDOT APPROVAL IS REQUIRED BEFORE COMMENCEMENT OF WORK INVOLVING THE CLOSURE, DETOUR, OR LANE SHIFT FOR WORK ALONG THE STATE HIGHWAY SYSTEM.
10. ALL LANDSCAPING SHALL BE INSTALLED AT LEAST ONE (1) FOOT BEHIND THE STATE RIGHT-OF-WAY LINE.

POSTED SPEED LIMIT = 45 MPH

Know what's below
Call before you dig.
Dial 811
Or Call 800-282-7411

Licensed Professional Engineer:
ROSS S. BINKLEY, JR.
No. 56762
STATE OF FLORIDA
PROFESSIONAL ENGINEER
Ross S. Binkley, Jr., P.E. No. 56762

DATE:

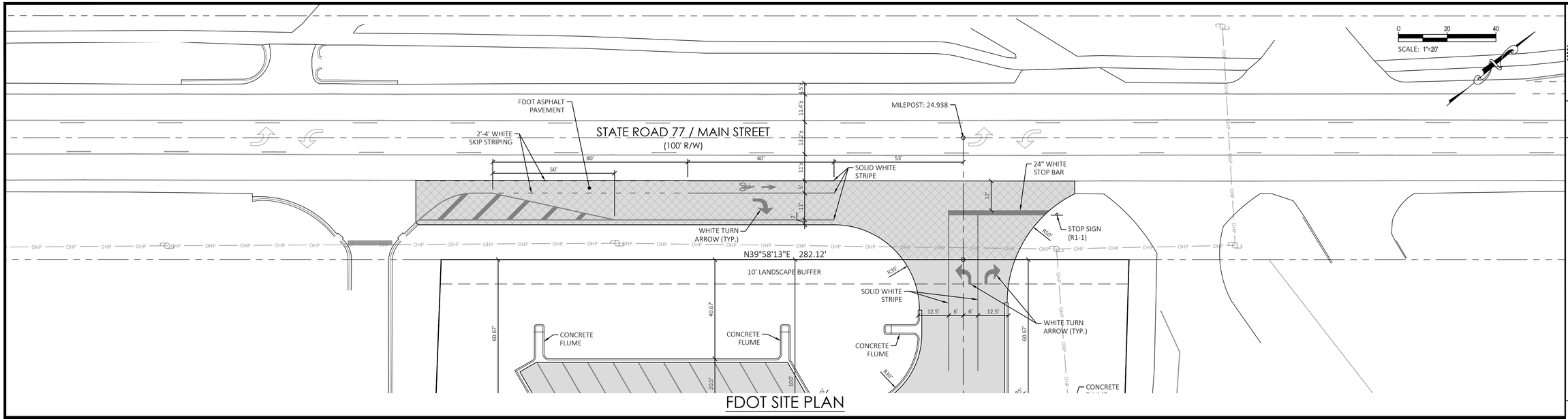
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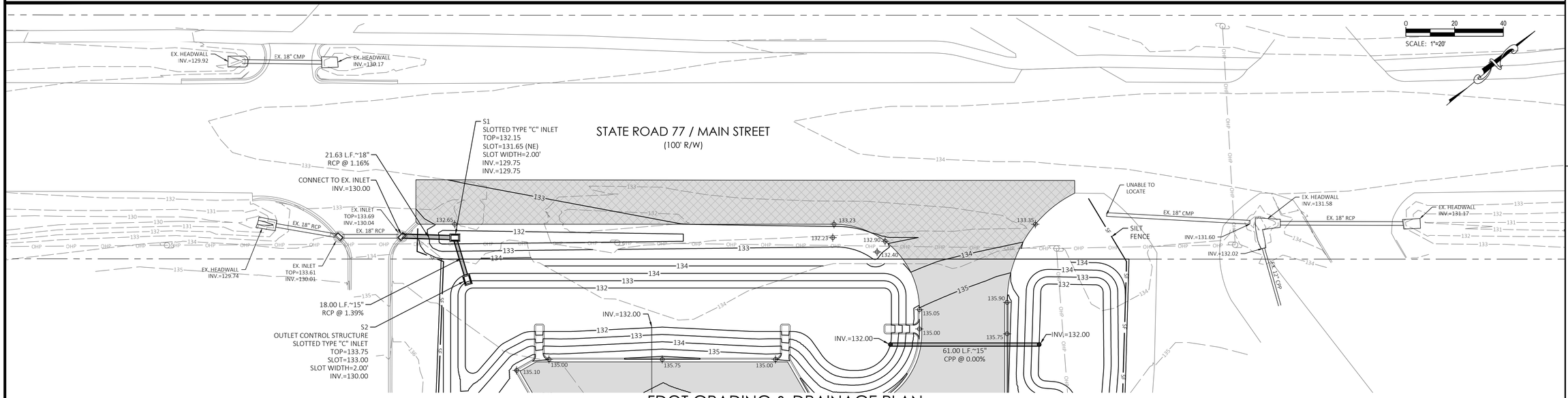
JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

FDOT EXISTING CONDITIONS / DEMOLTION PLAN

DATE: 1/19/26
SCALE: 1"=30'
SHEET
C6

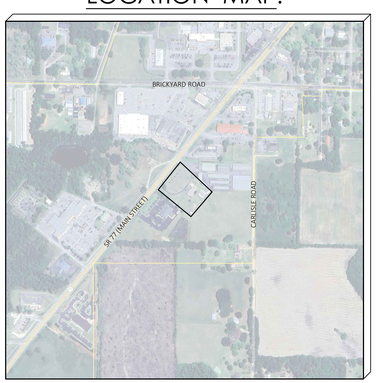


FDOT SITE PLAN



FDOT GRADING & DRAINAGE PLAN

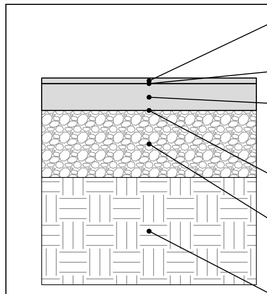
LOCATION MAP:



POSTED SPEED LIMIT = 45 MPH

FDOT GENERAL NOTES:

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2. ALL LANES MUST BE OPENED TO TRAFFIC WITHIN 12 HOURS AFTER RECEIVING NOTIFICATION OF A HURRICANE EVACUATION OR ANY OTHER CATASTROPHIC EVENT AND SHALL REMAIN OPEN FOR THE DURATION OF THE EVACUATION OR EVENT AS DIRECTED BY THE PERMITS MANAGER.
3. ENGINEER MUST SCHEDULE AND HAVE AN ON-SITE PRE-CONSTRUCTION MEETING (WITH REPRESENTATIVES FROM THE ENGINEERING FIRM, FDOT, TESTING LABORATORY, CONTRACTOR, AND ANY OTHER INTERESTED PARTY PRESENT).
4. CONTRACTOR MUST SUBMIT A QUALITY CONTROL (QC) PLAN AT THE PRE-CONSTRUCTION MEETING. THIS QC PLAN MUST BE APPROVED BY FDOT BEFORE THE CONTRACTOR BEGINS WORK. TESTING MUST BE DONE BY A FDOT CERTIFIED LABORATORY. ALL TEST RESULTS WILL BE REQUIRED TO BE SUBMITTED WITH THE ENGINEER'S CERTIFICATION.
5. SOD AREAS WITHIN 32" OF PAVEMENT & SLOPES GREATER THAN 1:3. OTHER DISTURBED AREAS MAY BE REPAIRED BY SEEDING OR HYDRO-SEEDING. SEE STANDARD PLANS INDEX 570-010 AND SECTION 570 OF THE STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION.
6. ALL STRIPING WITHIN FDOT RIGHT OF WAY SHALL BE THERMOPLASTIC AND ADHERE TO STANDARD PLANS INDEX 711-001 AND SECTION 711 OF THE STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION. ALL SIGNS WITHIN FDOT RIGHT-OF-WAY SHALL BE MOUNTED TO ROUND ALUMINUM POSTS.
7. ALL LANE AND SHOULDER CLOSURES MUST BE REQUESTED AND APPROVED A MINIMUM OF 48 HOURS PRIOR TO WORK STARTING. ALLOW UP TO 2 WEEKS FOR APPROVAL PROCESS.
8. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PLACE SIDE DRAIN PIPES TO MATCH FLOWLINE OF DITCH (NOT SEDIMENT BUILD UP) TO INSURE POSITIVE STORMWATER FLOW.
9. THE FLORIDA DEPARTMENT OF TRANSPORTATION WILL REVIEW ALL LANE/SIDEWALK CLOSURE, DETOUR, AND LANE SHIFT REQUESTS SEPARATELY FROM THE PERMIT PROCESS. FDOT APPROVAL IS REQUIRED BEFORE COMMENCEMENT OF WORK INVOLVING THE CLOSURE, DETOUR, OR LANE SHIFT FOR WORK ALONG THE STATE HIGHWAY SYSTEM.
10. ALL LANDSCAPING SHALL BE INSTALLED AT LEAST ONE (1) FOOT BEHIND THE STATE RIGHT-OF-WAY LINE.



NOTE:
PRIME COAT SHALL BE APPLIED TO BASE COURSE PRIOR TO ASPHALT PLACEMENT. APPLY TACK BETWEEN ASPHALT LAYERS.

ASPHALTIC CONCRETE PAVEMENT WITHIN FDOT R/W

SCALE: 1-1/2" = 1'-0"

Know what's **below** **Call** before you dig. Dial 811 Or Call 800-282-7411

BINKLEY ENGINEERING
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Phone: (850) 974-5421
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Licensed Professional: ROSS S. BINKLEY
LICENSE NO. 56762
STATE OF FLORIDA
PROFESSIONAL ENGINEER
Ross S. Binkley, P.E. No. 56762

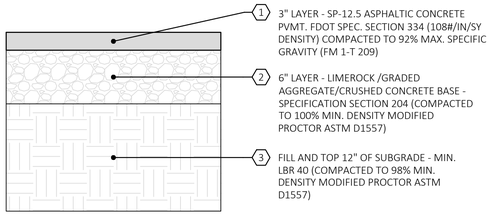
DATE:

REVISIONS:

JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

FDOT DRIVEWAY CONNECTION PLAN

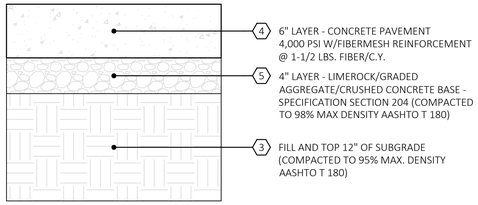
DATE: 1/19/26
SCALE: 1"=20'
SHEET
C7



STANDARD ASPHALT PAVEMENT

SCALE: 1-1/2" = 1'-0"

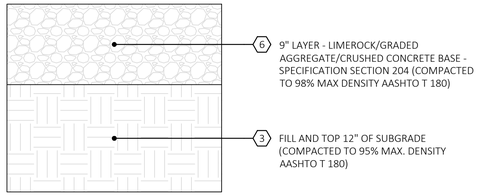
NOTE:
SEE SPECIFICATIONS FOR REQUIRED JOINT SPACING.



CONCRETE PAVEMENT

SCALE: 1-1/2" = 1'-0"

NOTE:
SEE SPECIFICATIONS FOR REQUIRED JOINT SPACING.

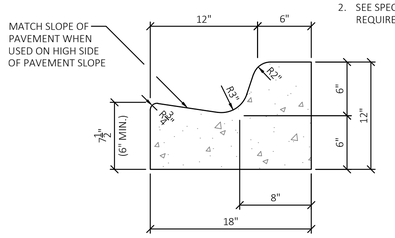


GRAVEL PARKING

SCALE: 1-1/2" = 1'-0"

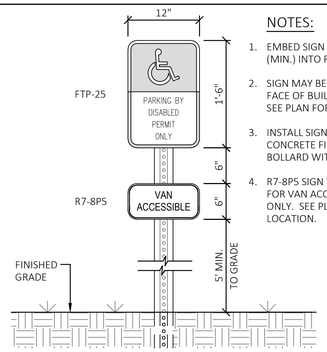
NOTES:

1. CONCRETE STRENGTH SHALL BE 2,500 PSI (MIN.).
2. SEE SPECIFICATIONS FOR REQUIRED JOINT SPACING.



18" CURB & GUTTER

SCALE: 1-1/2" = 1'-0"

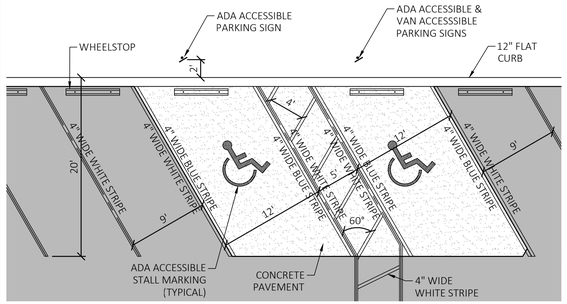


NOTES:

1. EMBED SIGN POST 2'-6" (MIN.) INTO FINISHED GRADE.
2. SIGN MAY BE MOUNTED ON FACE OF BUILDING OR COLUMN. SEE PLAN FOR LOCATION.
3. INSTALL SIGN POST IN 6"ø CONCRETE FILLED YELLOW BOLLARD WITHIN PAVED AREAS.
4. R7-8P5 SIGN TO BE INSTALLED FOR VAN ACCESSIBLE SPACE ONLY. SEE PLANS FOR LOCATION.

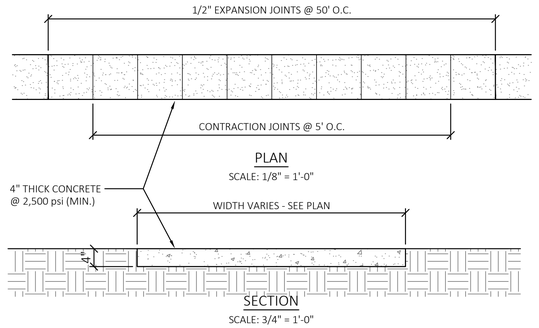
ADA PARKING SIGN

SCALE: 1" = 1'-0"



ADA ACCESSIBLE PARKING

SCALE: 1/8" = 1'-0"

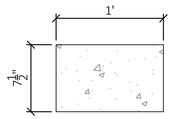


CONCRETE SIDEWALK

SCALE: AS SHOWN

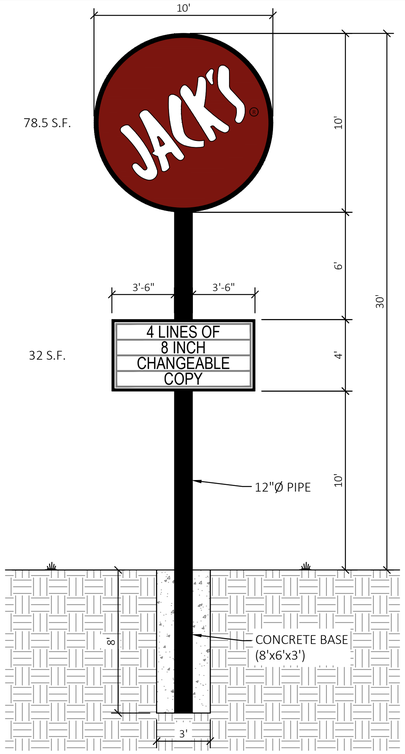
NOTES:

1. CONCRETE STRENGTH SHALL BE 2,500 PSI (MIN.).
2. SEE SPECIFICATIONS FOR REQUIRED JOINT SPACING.



12" FLAT CURB

SCALE: 1-1/2" = 1'-0"



PYLON SIGN

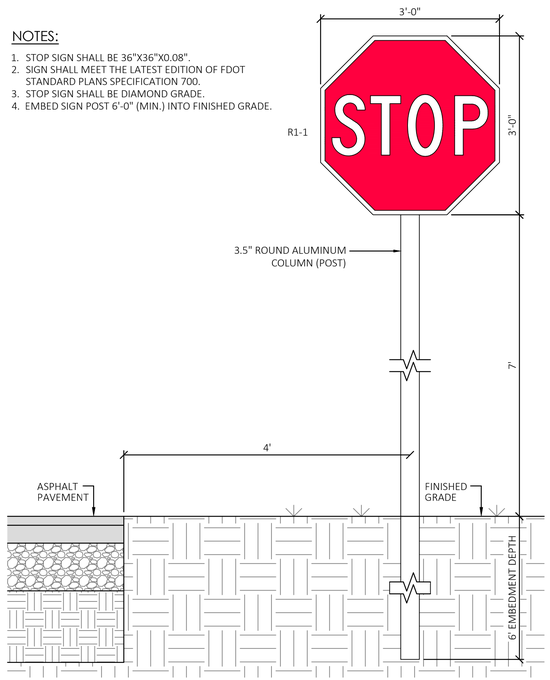
SCALE: 1/4" = 1'-0"

COLORS:

LEGEND - WHITE (RETROREFLECTIVE)
BACKGROUND - RED (RETROREFLECTIVE)

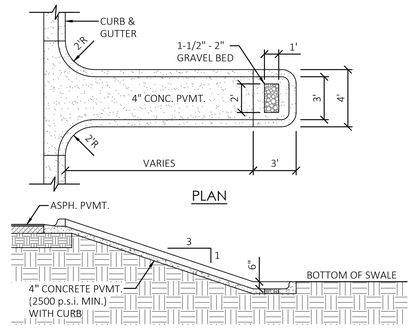
NOTES:

1. STOP SIGN SHALL BE 36"X36"X0.08".
2. SIGN SHALL MEET THE LATEST EDITION OF FDOT STANDARD PLANS SPECIFICATION 700.
3. STOP SIGN SHALL BE DIAMOND GRADE.
4. EMBED SIGN POST 6'-0" (MIN.) INTO FINISHED GRADE.



STOP SIGN

SCALE: 1" = 1'-0"



CONCRETE FLUME

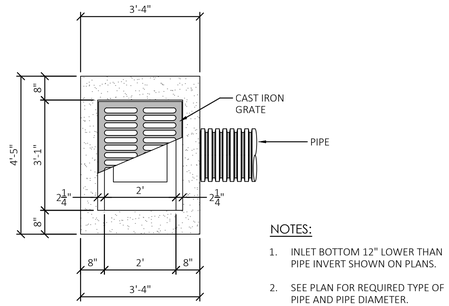
SCALE: 1" = 5'-0"

Licensed Professional Engineer
Ross S. Binkley
No. 56762
STATE OF FLORIDA
PROFESSIONAL ENGINEER
Ross S. Binkley, P.E. No. 56762
DATE:
REVISIONS:
BINKLEY ENGINEERING
Certificate of Authorization No. 32308
434 Benning Drive, Destin, FL 32541
Phone: (850) 974-5421
rsbinkley@gmail.com

JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

SITE DETAILS

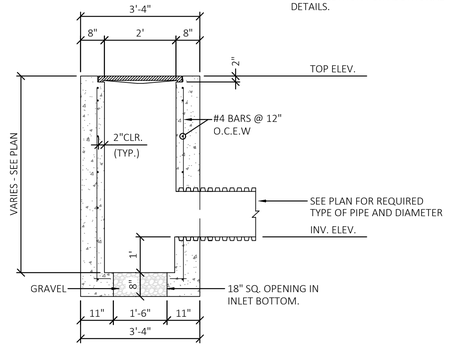
DATE: 1/19/26
SCALE: AS SHOWN
SHEET
C8



PLAN

NOTES:

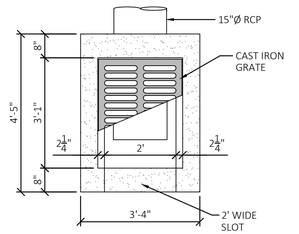
1. INLET BOTTOM 12" LOWER THAN PIPE INVERT SHOWN ON PLANS.
2. SEE PLAN FOR REQUIRED TYPE OF PIPE AND PIPE DIAMETER.
3. SEE F.D.O.T. STANDARD INDEX DRAWING NO. 425-052 OF THE LATEST EDITION FOR ADDITIONAL DETAILS.



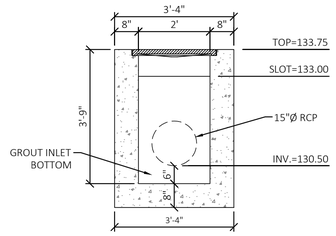
SECTION

TYPE "C" INLET

SCALE: 1/2" = 1'-0"



PLAN



SECTION

OUTLET CONTROL STRUCTURE

SCALE: 1/2" = 1'-0"

Licensed Professional Engineer: Ross S. Binkley
FOR THE LICENSEE
STATE OF FLORIDA
PROFESSIONAL ENGINEER
No. 56762
Ross S. Binkley, P.E. No. 56762

DATE:

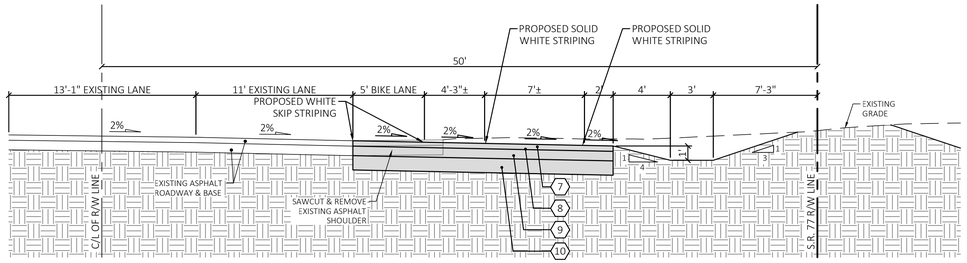
REVISIONS:

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JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

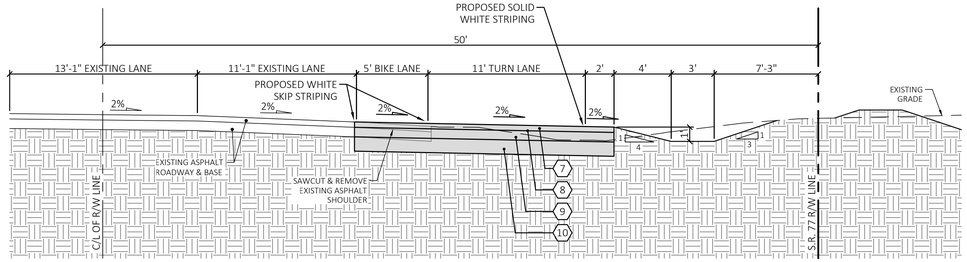
SITE DETAILS

DATE: 1/19/26
SCALE: AS SHOWN
SHEET
C9



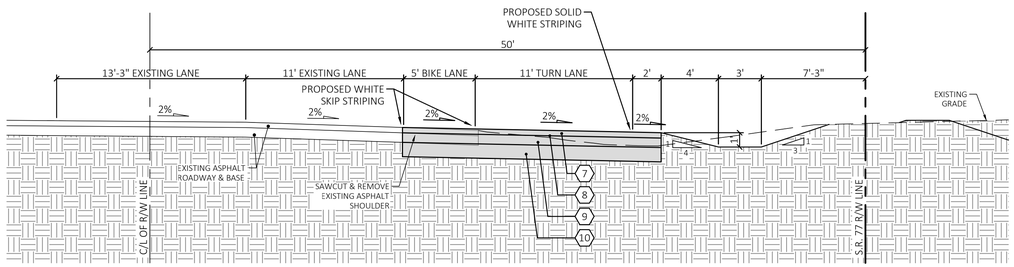
RIGHT TURN LANE SECTION (STA: 0+50)

SCALE: 1" = 5'



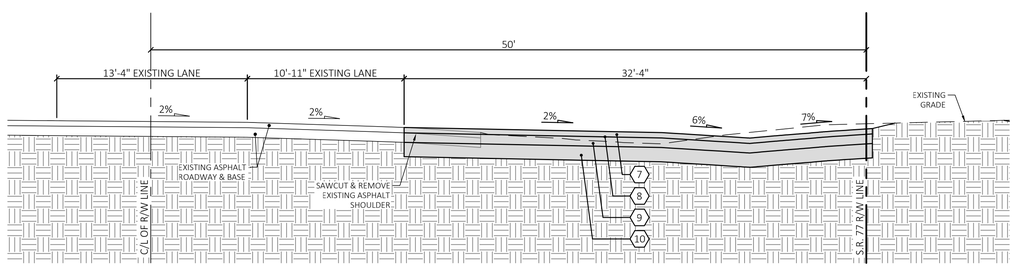
RIGHT TURN LANE SECTION (STA: 1+00)

SCALE: 1" = 5'



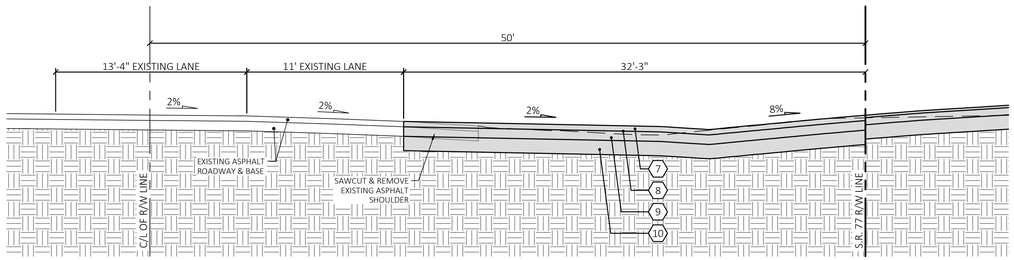
RIGHT TURN LANE SECTION (STA: 1+50)

SCALE: 1" = 5'



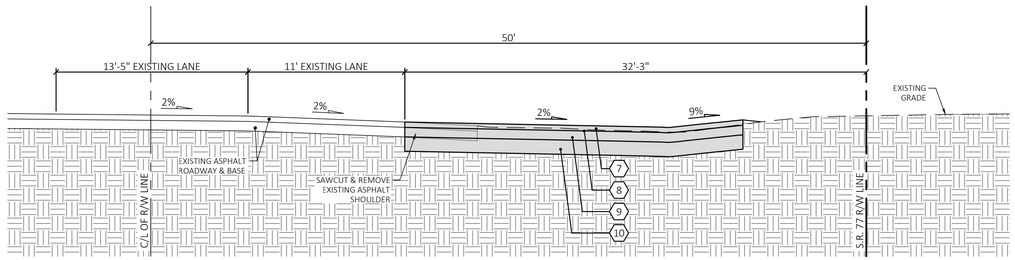
RIGHT TURN LANE SECTION (STA: 2+00)

SCALE: 1" = 5'



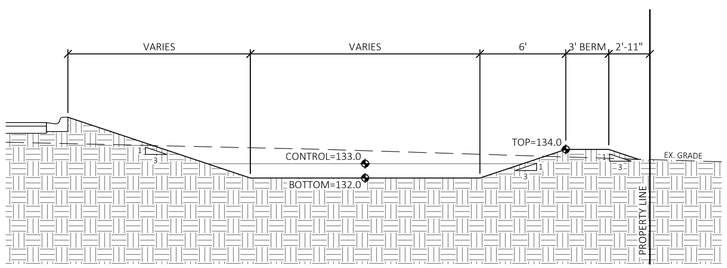
DRIVEWAY PROFILE (STA: 2+24.49)

SCALE: 1" = 5'



RIGHT TURN LANE SECTION (STA: 2+50)

SCALE: 1" = 5'



RETENTION BASIN SECTION

SCALE: 1" = 5'-0"

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REVISIONS:

DATE:

Licensed: R.S. BINKLEY, P.E. No. 56762 STATE OF FLORIDA PROFESSIONAL ENGINEER
Ross S. Binkley, P.E. #56762

JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

SECTIONS

DATE: 1/19/26
SCALE: AS SHOWN
SHEET
C10

SECTION 1
CLEARING AND GRUBBING

1-1 Description

The work specified in this Section consists of clearing and grubbing within the project limits. Included in the work under this Section is the removal and disposal of existing pavement, as well as all protruding objects such as trees, stumps, roots, etc., necessary to prepare the area for the proposed construction; and removal and disposal of all product and debris which are not required to be salvaged or not required to complete the construction. Clearing and Grubbing shall conform to the requirements of Section 110 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition except as may herein be modified.

1-2 Work Included

Clearing and grubbing shall consist of the complete removal and disposal of all timber, brush, stumps, roots, rubbish, and debris and all other construction resting on or protruding through the surface of the existing ground and the surface of excavated areas, and all other structures and obstructions necessary to be removed and for which the removal thereof is not specified to be done under other items of the contract. Unless otherwise shown in the plans, clearing and grubbing shall be done in the following areas:

1. All areas where excavation is to be done including borrow pits, lateral ditches, right-of-way ditches, etc.
2. All areas where embankments will be constructed.
3. All areas where structures will be constructed.
4. Any other areas specifically called for on the plans to be cleared and grubbed.

1-3 Depths of Removal of Roots, Stumps, and Other Debris

In all areas where excavation is to be done and where the excavated material is to be used in the construction of embankments, or roadway base; also in all areas where roadway embankment will be constructed; roots, and other debris shall be removed to a depth of at least one foot below ground surface. The surface shall then be plowed to a depth of at least six inches and all roots thereby exposed shall be removed to a depth of at least one foot. All stumps within the construction limits shall be removed and disposed of by the Contractor.

Within all other areas where clearing and grubbing is to be done, roots and other debris projecting through or appearing on the surface of the original ground shall be removed to a depth of one foot below the surface; no plowing and harrowing will be required in these areas.

1-4 Disposal of Materials

Timber, stumps, brush, roots, and other objectionable material resulting from the clearing and grubbing shall be disposed of by the Contractor in locations and by methods approved by the local governing authority.

END OF SECTION

SECTION 2
EXCAVATION AND EMBANKMENT

2-1 Description

The work specified in this Section consists of the excavation and embankment required for the pavement and ditches; the excavation and backfilling of pipe and utility trenches, and includes the preparation of subgrades; the construction of embankments, and other utilization or satisfactory disposal of the materials excavated; and the compaction and dressing of excavated areas and embankments. All Excavation and Embankment shall conform to the requirements of Section 120 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition, except as may herein be modified.

2-2 Excavation 2-2.1 Classification of Excavation

All excavation is classified as regular excavation. Regular excavation shall consist of the excavation and the utilization or satisfactory disposal of all materials necessary for the construction of the roadway and side ditches, and the installation of pipe and utility trenches.

2-2.2 Excavation for Pipework

All excavation shall be made along straight lines by open cut unless otherwise authorized by the Engineer or otherwise shown on the plans. Holes for pipe bells shall be hand-excavated to insure that the pipe rests upon the bottom of the trench for its entire length. If the bottom of the excavation is found to consist of rock, or any material that cannot be excavated to give a uniform bearing pressure, the material shall be removed to a depth at least six inches below established bottom grade and backfilled to grade with thoroughly compacted sand at the Contractor's expense. Any excavation carried below the depths indicated, without specific direction from the Engineer, shall be backfilled in the same manner. Trench width measured at one foot above the top of pipe for all pipe other than that approved for assembly prior to installation in the trench shall be:

1. The outside diameter of the pipe plus 16 inches for pipe up to and including 30 inches inside diameter.
2. The outside diameter of the pipe plus 24 inches for pipe greater than 30 inches inside diameter.
3. Where sheeting or shoring is used, the allowable width shall be measured between the inside face of the sheeting or shoring.

For all pressure line piping approved for complete assembly prior to installation in the trench, the minimum trench width shall be the outside diameter of the coupling or joint plus two inches.

Excavated material to be used for backfill shall be neatly deposited at the sides of the trenches where space is available. Where stockpiling of the excavated material is required, the Contractor shall obtain the sites to be used and maintain operations so as to provide for natural drainage and not present an unsightly appearance. Rock, shell, or other base materials for roads shall be carefully selected and kept separate. Grade and line stakes shall be protected. No excavated material shall be placed on private property other than the Owner's.

2-2.3 Dewatering for Pipework

Dewatering, if required, shall be continued during construction to keep the ground water below the level of the back-fill at all times until the backfill is completed. Water settling may be approved or required, and shall consist of continuing the well points in service and applying water as directed to the excavation during backfill.

2-2.4 Shoring

When necessary to protect workmen, banks, adjacent paving, structures and utilities, excavations shall be shored and braced by members of suitable size and arrangement. Shoring, bracing and sheeting shall be removed as excavations are backfilled in a manner to prevent injurious caving. Where directed by the Engineer, the sheeting shall be left in place in the backfill with proper bracing to provide lateral support.

2-3 Disposal of Unsuitable Materials

If not otherwise designated in the plans, unsuitable materials shall be disposed of by the Contractor in areas provided by him, to the satisfaction of the Engineer and the local governing authority.

2-4 Disposal of Excess Useable Materials

Excess useable materials shall be disposed of by the Contractor in areas provided by the Owner and to the satisfaction of the Owner. The determination whether material is classified as useable or unsuitable shall depend upon the judgement of the Engineer.

2-5 Materials for Embankment

All suitable material resulting from the excavation shall be used as much as practical during construction. Embankment shall not be constructed of material containing muck, stumps, roots, brush, vegetable matter, rubbish or other material that will not meet the compaction requirements. All material designated as undesirable shall be removed as provided above.

Material placed over the areas of the project which are to be grassed, seeded and mulched, or sodded shall be suitable for plant growth and free from appreciable quantities of hard clods, stiff clay, hardpan, gravel, brush, roots, refuse, or other deleterious materials and shall be of reasonably uniform quality.

2-6 Embankment Construction

Embankment shall be constructed true to lines, grades, and cross sections shown in the plans or as ordered by the Engineer within the tolerances specified herein.

2-7 Backfilling of Pipework

2-7.1 General

All fill and backfill shall be free from organic matter such as roots, stumps, trees, refuse, or other objectionable material. Except as specified otherwise, fill and backfill shall be placed in layers not more than 6 inches thick and each layer shall be compacted thoroughly and evenly. The moisture content of the fill material shall be such that proper compaction will be obtained. Backfill shall be not placed against concrete within seven days after it has been poured and only when directed by the Engineer.

2-7.2 Backfilling Trenches

The initial backfill shall be carefully deposited on both sides of the pipe at the same time and thoroughly compacted around the barrel of the pipe until enough backfill has been placed to provide a cover of one foot above the bell of the pipe. The remainder of the trench shall be backfilled in well compacted one-foot layers. Except for trenches excavated in roads and streets, the backfill shall be placed and compacted to the density specified in Article 2-8.4, with approved mechanical tampers in six inch layers to the top of the trench. Water settling may be used where approved and shall be used where directed by the Engineer. The top material shall be used last and the surface of the trench restored to its original elevation. Under no condition is construction debris to be included with the backfill. Excavated material consisting of muck, mud, clay or other unsuitable material may not be utilized in the backfill.

Where sheeting is withdrawn, all cavities remaining in or adjoining the trench shall be solidly filled and thoroughly compacted. Where sheeting is to remain in place, all cavities behind it shall be backfilled in the same manner as specified for trench backfill. No sheeting that has been driven below the pipe invert may be removed. Before backfilling is completed all sheeting to remain shall be cut off at a line three feet below finish grade.

2-8 Compaction Requirements

2-8.1 Compaction of Embankments

Each layer of the material used in the formation of the embankments shall be compacted to a density of at least 95 percent of the maximum density as determined by AASHTO T 180. Each layer shall be uniformly compacted, using equipment which will achieve the required density, and as compactive operations progress, each layer shall be shaped and manipulated as necessary to assure uniform density throughout the embankment.

2-8.2 Compaction of Subgrade

The subgrade in both cuts and fills shall be compacted to a density of at least 95 percent of the maximum density as determined by AASHTO T 180. It shall be the Contractor's responsibility to maintain the required density until the base or pavement, as applicable, is placed on the subgrade. A copy of the density test results shall be provided to the Engineer for approval prior to beginning base operations.

2-8.2.1 Compaction Test Requirements for Parking Areas

Compaction tests shall be provided by the Contractor, at his expense, at intervals of no more than one density test per horizontal layer per 500 square yards of subgrade or three (3) tests minimum to verify density.

2-8.2.2 Compaction Test Requirements for Roadways

Compaction tests shall be provided by the Contractor, at his expense, at intervals of no more than two hundred feet, staggered to the left, right, and on centerline to verify density.

2-8.3 Compaction of Grassed Areas

For the upper six-inch layer of areas to be grassed, no specific density will be required under this Section and compaction shall be only to the extent directed.

2-8.4 Compaction for Pipes, Culverts, Etc.

The backfill for trenches shall be compacted to a density of at least 95 percent of the maximum density as determined by AASHTO T 180 and in accordance with other sections of these specifications. Embankment over and around pipes and culverts shall be thoroughly compacted in a manner which will not place undue stress on the structures.

2-9 Final Dressing

As a final grading operation, the surface of the earth work shall be shaped to conform to the lines, grades, and cross sections shown in the plans, or as directed, within the tolerances specified below.

A tolerance of 0.3 foot above or below plan cross section will be allowed on the final earth work surface with the following exceptions:

(1) The surface of shoulders and berms shall be shaped to within 0.1 foot of the plan cross section.
(2) Earth work shall be shaped to match adjacent pavement, curb, sidewalk, structures, etc.
(3) Ditch bottoms shall be shaped so that no water will be impounded.

When dressing area adjacent to pavement, care shall be exercised to avoid possible damage to such pavements.

2-10 Inspection

The Contractor shall be responsible for notifying the local governing authority to arrange for inspections of the embankment and subgrade. The local governing authority shall be notified twenty-four (24) hours before the construction is ready for inspection.

END OF SECTION

SECTION 3
PAVEMENT BASE COURSE

3-1 Description

The work specified in this Section consists of the construction of a pavement base course. The base course shall be constructed on a prepared subgrade and in a single course. The base course shall be constructed in accordance with these specifications and in conformity with the material, lines, grades, notes and typical cross sections shown in the plans.

3-2 Sand-Clay Base Course

Sand-Clay material for use in the construction of Sand-Clay Base shall be a mixture of sand and clay, and shall be free of trash, foreign matter and other deleterious material. It shall not contain lumps or aggregate of such nature or in sufficient quantity to prevent the obtaining of a smooth surface, free from pits and pockets. It shall not contain particles of aggregate which will not pass a one-inch sieve. Sand-Clay Base Course shall conform to the requirements of Sections 240 and 912 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition, except as may herein be modified.

3-2.1 Composition and Gradation

The material passing the 10-mesh sieve shall meet the following requirements for composition, gradation, etc.:

(of material passing the 10-Mesh Sieve)	Percent
Clay material (smaller than 0.005 mm)	8 to 21
Silt (material from, 0.005 to 0.05 mm)	0 to 25
Combined Clay and silt	8 to 25

3-2.2 Bearing Value and Plasticity

3-2.2.1 Bearing Value

The material shall have a Limerock Bearing Ratio Value of at least 75.

3-2.2.2 Plasticity

The material shall meet the following requirements for plasticity (based on tests made on the portion passing the No. 40 sieve):

Liquid Limit - Not greater than 25.
Plasticity Index - Not greater than 6.

3-2.3 Source of Material

The area where sand-clay base material is obtained shall be approved by the Engineer.

3-2.4 Equipment for Placing Sand-Clay Base

3-2.4.1 Graders

Blade graders shall be of the rubber-tired self-propelled type, of sufficient size and weight to accomplish the desired results.

3-2.4.2 Rollers

Pneumatic-tired rollers shall have a double row of wheels equipped with rubber tires so spaced that the tires on the front and rear rows together will cover the entire area over which the rollers travel.

3-2.5 Placing and Mixing Sand-Clay Base Materials

For one-course construction, the placing and mixing of the base course materials shall be done as provided hereinafter for either Case 1 or Case 2.

3-2.5.1 Case 1:

This covers the use of base course material consisting of natural sand-clay with which the mixture of additional sand or clay is not necessary. The material may be dumped directly on the subgrade but shall be uniformly distributed by approved methods. The loose thickness shall be as designated by the Engineer and shall be checked continuously by the Contractor to insure that the finished base will have the thickness and shape required by the typical section. The base course shall be thoroughly mixed for its full width and depth as shown in the plans. After the mixing is completed, the material shall be shaped to the required grade and cross section.

3-2.5.2 Case 2:

This covers the use of base course material consisting of a mixture of two materials, both of which are to be hauled in. The materials shall be spread in successive layers on the road and mixed in place. The Engineer will determine the order in which the two materials shall be spread, as well as the depth of layers of each material. The dumping and spreading of the material, the mixing of the two materials and the shaping of the base shall be done as specified for Case 1.

3-2.6 Compaction

The material shall have approximately the optimum moisture content and the proper loose consistency before being compacted. Wetting or drying will be required when the material does not have the property moisture content to insure the required density. If the material is deficient in moisture, water shall be added and uniformly mixed-in by disking the base course to its full depth. If the material contains an excess of moisture, it shall be caused to dry before being compacted. Wetting or drying operations shall involve manipulation of the entire width and depth of the base as a unit. As soon as proper conditions of moisture are attained, the material shall be compacted to a density not less than 98 percent of the maximum density as determined by AASHTO T 180. In-place compaction tests to verify densities will be taken which represent an area no greater than 500 square yards in size. A minimum of three (3) tests shall be taken. A copy of the density tests shall be provided to the Engineer for approval prior to beginning paving operations.

3-3 Limerock and Crushed Aggregate Base Course

Limerock Base Course shall conform to the requirements of Section 200 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition, except as may herein be modified.

Crushed Aggregate Base Course shall conform to the requirements of Section 204 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition, except as may herein be modified.

3-3.1 Gradation Requirements

3-3.1.1 Gradation Requirements for Limerock Base Course

Gradation requirements specified herein shall apply to the completed base course. The aggregates shall have a maximum size of 1-inch and be graded continuously well within the limits specified for #56 stone.

3-3.1.2 Gradation Requirements for Crushed Aggregate Base Course

Gradation requirements specified herein shall apply to the completed drive course. The aggregates shall have a maximum size of 1-inch and be graded continuously well within the limits specified in Table 1. Sieves shall conform to ASTM E11.

GRADATION OF AGGREGATES

Percentage by Weight Passing Square Mesh Sieve	
Sieve Designation	%
1-inch	100
1/2-inch	40-70
No. 4	20-50
No. 40	5-25
No. 200	0-10

3-3.2 Liquid Limit and Plasticity Index

3-3.2.1 Liquid Limit and Plasticity Index for Limerock Base Course

The liquid limit should not exceed 25 and the material shall be non-plastic.

3-3.2.2 Liquid Limit and Plasticity Index for Crushed Aggregate Base Course

Liquid limit and plasticity index requirements stated herein shall apply to any aggregate component that is blended to meet the required gradation and also to the aggregate in the completed driveway. The portion of the aggregate passing No. 40 sieve shall be either non plastic or have a liquid limit not greater than 25 and a plasticity index not greater than 5.

3-3.3 Limerock Bearing Ratio

Limerock material used in construction of loose rock base shall have an average LBR ratio of not less than 100.

3-3.4 Stockpiling Materials

Aggregate shall be stockpiled on the cleared and leveled areas designated by the Engineer. The material shall be placed in such a manner so as to prevent segregation and allow drainage of water.

3-3.5 Mixing of Materials

The coarse and fine aggregates shall be mixed in a stationary plant, or in a traveling plant or bucket loader on an approved paved working area, and delivered as one mixture containing the fine and coarse aggregate. The supplier shall make such adjustments in mixing procedures or in equipment as may be directed to minimize segregation or degradation, and to ensure a satisfactory base course meeting all requirements of this specification.

3-3.6 Equipment

The material shall be spread by mechanical rock spreaders, equipped with a device which strikes off the rock uniformly to the laying thickness and capable of producing an even distribution of the rock.

3-3.7 Spreading, Shaping, and Compacting

3-3.7.1 General

The material shall be spread uniformly with equipment as specified above. All segregated areas of fine or coarse material shall be removed and replaced with properly graded rock. After the spreading is completed, the entire surface shall be scarified and then shaped so as to produce the required grade and cross section after compaction.

3-3.7.2 Moisture Content

When the material does not have the proper moisture content to insure the required density, wetting or drying will be required. When water is added, it shall be uniformly mixed-in by disking to the full depth of the course which is to be compacted. Wetting or drying operations shall involve manipulation, as a unit, of the entire width and depth of the course which is to be compacted.

3-3.7.3 Density Requirements

The material shall be compacted to a density of not less than 98 percent of maximum density as determined AASHTO T 180 as soon as proper conditions of moisture are obtained.

3-3.7.4 Density Tests

In-place compaction tests shall be provided by the Contractor, at his expense, to verify densities. Such compaction tests shall represent an area no greater than 500 square yards in size, or a minimum of three (3) tests over the site. A copy of the density tests shall be provided to the Engineer for approval prior to beginning paving operations.

During final compacting operations, if blading of any areas is necessary to obtain the true grade and cross section, the compacting operations for such areas shall be completed prior to making the density tests on the finished base.

3-4 Testing Surface

The finished surface of the base course shall be checked with a 15-foot straightedge. All irregularities greater than 1/4 inch shall be corrected by scarifying and removing or adding base material as required, after which the entire area shall be recompacted as specified herein before.

3-5 Thickness Requirements

The thickness of the base shall be measured at various points representing an area no greater than 500 square yards, or at a minimum of three (3) points over the site, through holes not less than three inches in diameter. Where the compacted base is deficient by more than 1/2 inch from the required thickness, the Contractor shall correct such areas by scarifying, adding material, and recompacting. The base shall be scarified and material added for a distance of 100 feet in each direction from the edge of the the deficient area. The affected area shall then be brought to the required state of compaction and to the required thickness and cross section. A copy of the base thickness testings results shall be provided to the Engineer for approval prior to beginning paving operations.

3-6 Maintenance

The Contractor shall be responsible for assuring that the true crown and grade are maintained, with no rutting or other distortion, and that the base meets all other requirements of these specifications at the time of paving.

END OF SECTION

SECTION 4
ASPHALTIC CONCRETE PAVEMENT

4-1 Description

The work specified in this Section consists of constructing an asphaltic concrete wearing surface to a uniform grade and cross-section. The work shall be in accordance with these specifications and in conformity with the lines, grades, notes, and typical sections shown in the plans.

4-2 Materials 4-2.1 Asphaltic Concrete Wearing Surface

The asphaltic concrete wearing surface type shall be as specified in the asphaltic concrete pavement section as shown in plan details.

Type S-I Asphaltic Concrete shall conform to the requirements of Section 331, Type II Asphaltic Concrete shall conform to the requirements of Section 332, and Type S-III Asphaltic Concrete shall conform to the requirements of Section 331 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition, except as herein modified:

The job mix formula shall produce a minimum Marshall Stability of 1500 pounds.

4-2.2 Prime Coat

The prime coat shall be cut-back Asphalt Grade RC-70 or RC-250 conforming to the requirements of Section 300 and Article 916-2 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition.

4-3 General Construction Requirements

The general construction requirements are as specified in Section 330 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition, except as may herein be modified.

4-3.1 Asphaltic Concrete Wearing Surface

The asphaltic concrete wearing surface shall be placed to a compacted depth as specified in the asphaltic concrete pavement section as shown in plan details and shall have a minimum compacted density of 108 lbs/IN/SY. Prior to laying the mixture, the surface of the base course shall be cleaned of all loose and deleterious material and, if required, a prime coat as herein specified shall be applied.

4-4 Testing

The thickness of pavement and pavement density shall be determined by the length of cores, at two inches in diameter, taken at random points in the paved area. Each core shall represent a section no larger than 500 square yards in size. A minimum of three (3) tests shall be taken. Asphaltic Concrete Wearing Surface deficient in thickness and/or density shall be corrected to the satisfaction of the Engineer. A copy of the asphalt thickness testing results shall be provided to the Engineer.

END OF SECTION

SECTION 5
CONCRETE PAVEMENT, SIDEWALK, AND CURB

5-1 Description

The work specified in this Section consists of the construction of concrete pavement, sidewalks, and curbs in accordance with these specifications, and in conformity with the lines, grades, dimensions, and notes shown in the plans. Concrete pavement, sidewalks, and curbs shall conform to the requirements of Sections 345 and 350 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition, except as may herein be modified.

5-2 Materials 5-2.1 Concrete

The material shall be obtained from an approved plant having an approved design mix. All concrete shall have a minimum strength in 28 days as specified shown in plan details.

5-2.2 Reinforcement

The concrete for concrete pavement areas shall be treated with synthetic reinforcing fibers as manufactured by Fibermesh Company, and in accordance with ASTM standard specification for fiber-reinforced concrete and Shotcrete, C 1116. The dosage rate shall be one and one-half (1-1/2) pounds of fibers per cubic yards of concrete.

5-3 Forms

Forms for this work shall be made of either wood or metal and shall have a depth equal to the plan dimensions for the depth of concrete being deposited against them. They shall be straight, free from warp or bends, and of sufficient strength, when staked, to resist the pressure of the concrete without deviation from line and grade. Forms shall be cleaned each time they are used and shall be oiled or saturated with water prior to placing the concrete.

5-4 Foundation

Excavation shall be made to the required depth and the foundation material upon which the concrete is to be set shall be compacted as specified below, true to grade and cross section, and shall be moist at the time that the concrete is placed.

The foundation over which concrete is placed shall be crushed aggregate base compacted to 98% of the maximum density as determined by AASHTO T 180 or compacted subgrade as specified in Article 2-8 of these specifications in accordance with the plan details.

5-5 Joints

5-5.1 Expansion Joints

Expansion joints shall be 1/2 inch, formed with a pre-formed joint filler. Expansion joints shall be provided at all points-of-tangency for curbs and shall be located at maximum intervals of 50 feet between other expansion joints or at ends of run. In addition, expansion joints shall be provided at the interface between concrete curbs and concrete pavement or other concrete objects.

5-5.2 Contraction Joints

5-5.2.1 Concrete Pavement

Types: Contraction joints may be of the open type or may be sawed. Contraction joints shall be spaced at maximum intervals of fifteen feet.

Open-Type Joints: Open-type contraction joints shall be formed by staking a metal bulkhead in place and depositing the concrete on both sides. After the concrete has set sufficiently to preserve the width and shape of the joint, the bulkhead shall be removed. After the concrete has been finished over the joint, the slot shall be edged with a tool having a 1/4 inch radius.

Sawed Joints: If the Contractor elects to saw the contraction joints, a slot approximately 1/8 inch wide and not less than 2 inches deep shall be cut with a concrete saw after the concrete has set, and within the following periods of time:

Joints at not more than 30-foot intervals: 12 hours after finishing

Remaining joints: Within 96 hours after finishing.

5-5.2.2 Concrete Sidewalk

Types: Contraction joints may be of the open type or may be sawed. Contraction joints shall be spaced at intervals of five feet.

Open-Type Joints: Open-type contraction joints shall be formed by staking a metal bulkhead in place and depositing the concrete on both sides. After the concrete has set sufficiently to preserve the width and shape of the joint, the bulkhead shall be removed. After finishing the sidewalk over the joint, the slot shall be edged with a tool having a 1/2 inch radius.

Sawed Joints: If the Contractor elects to saw the contraction joints, a slot approximately 3/16 inch wide and not less than 1-1/2 inches deep shall be cut with a concrete saw after the concrete has set, and within the following periods of time:

Joints at not more than 30-foot intervals: 12 hours after finishing

Remaining joints: Within 96 hours after finishing.

5-5.2.3 Concrete Curb

Except for machine placed items, at the option of the Contractor, joints may be formed by the use of dummy joints (either formed or sawed) or by the use of sheet metal templates. If sheet metal templates are used they shall be of the dimensions, and shall be set to the lines, shown in the plans. The templates shall be held firmly during the placing of the concrete and shall be left in place until the concrete has set sufficiently to hold its shape but shall be removed while the forms are still in place.

For machine placed items, unless an alternate method is approved by the Engineer, contraction joints shall be sawed. The joints shall be sawed as soon as the concrete has hardened to the degree that excessive raveling will not occur and before uncontrolled shrinkage cracking begins.

Contraction joints shall be spaced at intervals of fifteen feet except where a lesser interval is required for closure, but no section shall be less than four feet in length.

Where curb is adjacent to concrete pavement, the curb joints shall be made to align with the pavement joints.

5-6 Placing

The concrete shall be placed in the forms and tamped and spaded to prevent honeycomb and until the top of the structure can be floated smooth and the edges rounded to the required radius.

5-7 Finishing

5-7.1 Concrete Pavement and Sidewalk

5-7.1.1 Screeding: The concrete shall be struck-off by means of a wood or metal screed, used perpendicular to the forms, in order to obtain the required grade and remove surplus water and laitance.

5-7.1.2 Surface Requirements: Unless otherwise indicated on the plans, the concrete shall be given a broom finish. The surface variations shall not be more than 1/4 inch under a ten foot transverse section. The edge of the pavement shall be carefully finished with an edging tool having a radius of 1/2 inch.

5-7.2 Curbs

5-7.2.1 Repair of Minor Defects

The forms shall be removed within 24 hours after the concrete has been placed, and minor defects then filled with mortar composed of one part portland cement and two parts fine aggregate. Plastering will not be permitted on the face of the curb, and any rejected curb shall be removed and replaced without additional compensation.

5-7.2.2 Final Finish

All exposed surfaces shall be given a finish while the concrete is still green. In general, only a brush finish will be required. For any surface areas, however, which are too rough or where other surface defects make additional finishing necessary, the Engineer may require that the curb be rubbed to a smooth surface with a soft brick or wood block, with water used liberally. Also, if further necessary to provide a suitable surface, the Engineer may require additional rubbing, using a thin grout or mortar.

5-8 Curing

The concrete used for curbs shall be cured for 72 hours by a method approved by the Engineer.

END OF SECTION

SECTION 6
STORM DRAINAGE SYSTEM

6-1 Description

The work specified in this Section consists of the construction of inlets and the furnishing and installation of drainage pipe. All work shall be constructed in conformity with these specifications and the sizes and dimensions shown in the plans.

6-2 Materials

6-2.1 Concrete Inlets

All inlet construction covered under this Section shall be of concrete that will have a minimum compressive strength of 3,000 psi in 28 days.

6-2.1.1 Reinforcement

Reinforcing steel shall comply with ASTM A 1015, Grade 40. Reinforcement placement shall conform to ACI 315 and with the plans. Welded Wire Fabric shall comply with ASTM A 1105.

6-2.1.2 Gratings

Gratings and frames fabricated from structural steel shall be galvanized in accordance with the requirements of ASTM A 123 or shall be painted with two coats of prime, followed by one coat of material meeting the requirements of Federal Specification TT-E-489, Class A Black. All paint may be applied in the shop by dipping, provided that each coat is thoroughly dry before the succeeding coat is applied. These requirements do not apply when A-588 steel is used.

6-2.2 Polyvinyl Chloride Inlets

Polyvinyl Chloride Inlets shall be manufactured from PVC pipe stock, utilizing a thermo-molding process to reform the pipe stock to the specified configuration. The inlets shall be manufactured by Nyloplast or equal approved by the Engineer. The pipe connection stubs shall be manufactured from PVC pipe stock and formed to provide a watertight connection. The joint tightness shall conform to ASTM D3212. The pipe stock used to manufacture the body and pipe stubs of the inlets shall conform to the mechanical property requirements for fabricated fittings as described by ASTM D3034 and ASTM F1336. Gratings, frames, and hoods for all PVC innlet structures shall be ductile iron conforming to ASTM A536 grade 70-50-05 and shall be painted with two coats of prime, followed by one coat of material meeting the requirements of Federal Specification TT-E-489, Class A Black. All paint may be applied in the shop by dipping, provided that each coat is thoroughly dry before the succeeding coat is applied. The grates, frames, and hoods shall be made specifically for each inlet so as to provide a round bottom flange that closely matches the diameter of the inlet body. The grates, frames, and hoods shall be capable of supporting H-25 wheel loading for heavy-duty traffic. The hood section shall have a solid back and be adustable by use of three (3) locking hex head bolts.

6-2.3 Pipe

6-2.3.1 Reinforced Concrete Pipe

Reinforced Concrete Pipe shall be round reinforced concrete complying with ASTM C 76, Class III, with round rubber gasket complying with ASTM C 361.

6-2.3.2 Polyvinyl Chloride (PVC) Pipe

Polyvinyl Chloride Pipe shall comply with the requirements of Section 948 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition, except as may herein be modified. Non-perforated Polyvinyl Chloride Pipe shall conform to the requirements of ASTM D 3034, SDR 35, or ASTM F 949. Perforated Polyvinyl Chloride Pipe shall conform to the requirements of ASTM F 758 or ASTM F 949.

6-2.3.3 Corrugated Polyethylene Pipe

Corrugated Polyethylene pipe shall conform to the requirements of Section 948 of the "Florida Department of Transportation Specifications for Road and Bridge Construction", latest edition and AASHTO M 294, except as may herein be modified. Corrugated polyethylene pipe shall be N-12 as manufactured by Advance Drainage Systems (ADS) or approved equal. Where so designated on the plans, corrugated polyethylene pipe shall be provided with perforations and a sock filter.

6-3 Forms

Forms shall be of wood or metal, so designed and constructed that they may be removed without injury to the concrete. They shall be built true to line and grade and braced in a substantial and unyielding manner, and shall be approved by the Engineer before being filled with concrete.

6-4 Precast Inlets

The Contractor may substitute precast inlets in lieu of cast-in-place units unless otherwise shown on the plans. When precast units are substituted the construction of such units may be in accordance with ASTM C 478. The design and fabrication of precast units shall be in accordance with the drawings.

6-5 Construction Methods for Inlets

6-5.1 Excavation

Excavation shall conform with the requirements specified in Section 2 of these specifications.

6-5.2 Placing and Curing Concrete

The concrete shall be placed in the forms to the depth shown in the plans and thoroughly vibrated. After the concrete has hardened sufficiently it shall be covered with suitable material and kept moist for a period of three days.

6-5.3 Setting Manhole Castings

After the concrete has been cured as specified above, the frame of the casting shall be set in a full mortar bed composed of one part portland cement to two parts of fine aggregate.

6-5.4 Placing Pipe

Inlet and outlet pipes shall be of the same size and kind as the connecting pipe shown in the plans. They shall extend through the walls for a distance beyond the outside surface sufficient for the intended connections, and the concrete shall be constructed around them neatly so as to prevent leakage along their outer surface. The inlet and outlet pipes shall be flush with the inside of the wall.

6-5.5 Backfilling

Backfilling shall conform with the requirements specified in Section 2 of these specifications.

6-6 Laying Pipe

6-6.1 General

All pipe shall be carefully laid, true to the lines and grades given. Any pipe that is not in true alignment or which shows any settlement after laying shall be taken up and re-laid without additional compensation.

6-6.2 Concrete Pipe

Concrete pipe shall be laid with hubs upgrade and tongue fully entered into the hub. When pipe with quadrant reinforcement, or circular pipe with elliptical reinforcement is used, the pipe shall be installed in a position such that the manufacturer's marks designating "top" and "bottom" of the pipe shall not be more than five degrees from the vertical plane through the longitudinal axis of the pipe.

6-6.3 Corrugated Polyethylene Pipe

Corrugated polyethylene pipe shall be installed in accordance with the manufac- turer's installation instructions.

6.4 Trench Excavation

The excavation of the trench for pipe culverts and storm sewers shall be as specified in Section 2 of these specifications.

6-6.5 Foundation

Where the foundation material is of inadequate supporting value a suitable foundation shall be provided, as directed by the Engineer, by the removal of unsuitable material and replacing with suitable material. Pipe shall not be laid on blocks or timbers, or on other unyielding material, except where the use of such devices is called for in the plans.

6-6.6 Sealing Joints

For all concrete pipe other than side drain pipe, the pipe joints shall be sealed by the use of round rubber gaskets. The gasket and the surface of the pipe joint, including the gasket recess, shall be clean and free from grit, dirt and other foreign matter, at the time the joints are made. In order to facilitate closure of the joint, application of an approved vegetable soap lubricant immediately prior to closing of the joint will be permitted.

6-6.7 Backfilling

The backfilling around the pipe shall be as specified in Section 2 of these specifications.

6-7 End Treatment

The end treatment required at each cross drain, side drain, or storm sewer pipe end shall be as shown in the plans.

END OF SECTION

SECTION 7
PAVEMENT STRIPES AND MARKINGS

7-1 Description

The work specified in this Section consists of the painting of parking stripes and markings. All work shall be completed in conformity with the plans and specifications, and where so referenced, to the "Florida Department of Transportation Standard Specifi- cations for Road and Bridge Construction", latest edition, and to the Florida Department of Transportation Roadway and Traffic Design Standard Index Drawings.

7-2 Materials

Licensed Professional Engineer
Ross S. Binkley
No. 56762
STATE OF FLORIDA
PROFESSIONAL ENGINEER

DATE:

REVISIONS:

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JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

SPECIFICATIONS

DATE: 1/19/26
SCALE: N/A
SHEET
SP-1

7-2.1 Paint
Paint for parking stripes shall conform to Section 971 of the referenced Florida Department of Transportation Standard Specifications, Code T-1 (white). Blue pavement markings shall be tinted to match shade 15180 of Federal Standards 595a.

7-3 Application and Installation

7-3.1 Paint
The surface which is to be painted shall be cleaned, by compressed air or other effective means, immediately before the start of painting, and shall be clean and dry when the paint is applied. Any vegetation or loose material shall be removed from the pavement before striping is begun.

The paint shall be thoroughly mixed before it is poured into the painting machine. The painting machine shall be of a type and design which will readily obtain uniformity with regard to paint stripe thickness and alignment. The contractor shall set tack points and stringlines as required to establish proper spacing and alignment.

7-3.2 Parking Stripes and Markings
All materials and work including thickness and width shall comply with the requirements of Section 710 of the referenced Florida Department of Transportation Standard Specifications. The minimum rate of application shall be one gallon per 320 linear feet for 4 inches solid stripes.

The contractor shall be responsible for protecting new parking stripes and markings from vehicular traffic. Any defective stripes or markings or portion of the stripes or markings damaged by passing traffic or from any other cause shall be corrected at the contractor's expense.

END OF SECTION

SECTION 8
GRASSING

8-1 Description
The work specified in the Section consists of the establishing of a stand of grass, within the limits shown on the plans by sodding or seeding, mulching, fertilizing, watering, grading and maintaining the grassed areas until the completion of the project and final acceptance.

The Contractor shall install permanent vegetated ground cover over all open areas within the limits of construction and adjacent road rights-of-way where existing vegetation has been disturbed by construction operations. All stormwater retention and detention basins and swales shall be solid sodded unless otherwise noted on plans. All slopes which are 3 horizontal to 1 vertical or greater shall be solid sodded unless otherwise noted on plans.

8-2 Materials

8-2.1 Seed
Unless otherwise directed, permanent type grass seed shall be a mixture of 20 parts Bermuda seed and 80 parts Pensacola Bahia seed. Quick-growing type grass seed shall be a species which will provide an early ground cover during the particular season when planting is done and will not later compete with permanent grass. The separate types of seed used shall be thoroughly dry-mixed immediately before sowing. Seed which has become wet shall not be used.

The Bermuda seed shall be an equal mixture of hulled and unhulled seed. The Pensacola Bahia seed shall be scarified seed, having a minimum active germination of 40 percent and a total germination of 85 percent. All seed shall meet the requirements of the State Department of Agriculture and Consumer Services and all applicable State Laws.

8-2.2 Sod
Unless otherwise directed by the Owner, sod shall be of centipede grass. It shall be taken up in commercial-size rectangles, except where 12 inch strip sod is called for. It shall be well matted with roots, dense, uniform, weed-free, be certified to be free of disease and insects, nematodes, and have good sod strength. It shall be planted as soon as possible after being dug and shall be shaded and kept moist from the time it is dug until it is planted. When stacked, it shall not be allowed to heat up above 100 degrees F.

8-2.3 Fertilizer
The fertilizer for seeding and sodding shall be 12-8-8 commercial fertilizer complying with the State fertilizer laws.

8-2.4 Dolomitic Limestone
Dolomitic Limestone shall be an approved product, designated for agricultural use.

8-2.5 Mulch
The mulch material used for seeding shall be dry straw or hay, consisting of oat, rye, or wheat straw, or of pangola, peanut, coastal Bermuda or Bahia grass hay.

8-2.6 Water
Water used in the grassing and planting operations may be obtained from any approved spring, pond, lake, stream, or municipal water system. The water shall be free of salt, of excess and harmful chemicals, acids, alkalies, or any substances harmful to plant growth or obnoxious to traffic.

8-3 Grassing Limits
The Contractor shall take all precautions necessary to limit the area disturbed by construction. Existing grassed areas disturbed by construction outside the limits shown on the plans, shall be re-grassed by seeding to match existing conditions, at the Contractor's expense.

8-4 Application of Fertilizer and Lime
In areas to be seeded or sodded, fertilizer and/or lime shall be applied at a rate of 500 pounds per acre. Fertilizer and/or lime shall be spread uniformly and mixed to a depth of approximately four (4) inches.

8-5 Seeding
The ground over which the seed is to be sown shall be prepared by disk-harrowing and thoroughly pulverizing the soil to a suitable depth. The prepared soil shall be loose and reasonably smooth. It shall be reasonably free of large clods, roots, and other material which will interfere with the work or subsequent mowing and maintenance operations. While the soil is loose and moist, the seed shall be scattered uniformly over the gassing area. Unless shown otherwise in the plans, the rate of spread for the permanent type seed mixture shall be 100 pounds per acre.

When so directed by the plans or the Engineer, seed of an approved quick-growing species of grass, such as rye, shall be spread in conjunction with the permanent seed mixture at the rate of 30 pounds per acre.

8-6 Mulching
Approximately two inches, loose thickness, of the mulch material shall be applied uniformly over the seeded area and the mulch material cut into the soil to produce a loosed mulched thickness of three or four inches.

8-7 Rolling
Immediately after the completion of the seeding, the entire area grassed and mulched shall be rolled with approved equipment. At least two trips over the entire area will be required.

8-8 Sodding
Whenever a suitable area has been graded and is ready for sodding, the Contractor shall proceed at once with sodding of the available areas. Sodding shall be incorporated into the project at the earliest practical time in the life of the contract. Sodding shall not be performed when weather and soil conditions are, in the Engineer's opinion, unsuitable for proper results. The sod shall be placed on the prepared surface, with edges in close contact, and shall be firmly and smoothly embedded by light tamping with appro- priate tools.

Where sodding is used in drainage ditches, the setting of the pieces shall be staggered, such as to avoid a continuous seam along the line of flow. Along the edges of such staggered areas, the offsets of individual strips shall be tamped so as to produce a featheredge effect.

On areas where the sod may slide, due to the height and slope, the Engineer may direct that the sod be pegged, with pegs driven through the side blocks into firm earth, at suitable intervals. Any pieces of sod which, after placing, show an appearance of extreme dryness shall be removed from the work.

8-9 Watering
The seeded areas shall be watered so as to provide optimum growth conditions for the establishment of the grass. The seeded areas shall be kept in a moist condition for the duration of the contract period (and in no case less than two weeks). The moistened condition shall extend at least to the full depth of the rooting zone. Water shall not be applied, however, when there is danger of a freezing condition.

8-10 Maintenance
The Contractor shall maintain seeded areas in a satisfactory condition until final acceptance is made. Such maintenance shall include watering, and filling, leveling and repairing any washed or eroded areas.

END OF SECTION

SECTION 9
POTABLE WATER SYSTEM

9-1 Description
The work specified in this section consists of the construction of a potable water system, which includes the potable water distribution mains, valving, fire hydrants, and service piping. The potable water system shall be constructed in conformity with the plans and in accordance with these specifications, or the specifications and requirements of the Public Works Manual of the City of Milton (Utility Company), whichever is more stringent.

9-2 Codes and Standards
The Contractor shall comply with the requirements of Chapter 62-555 of the Rules of the Florida Department of Environmental Protection and the applicable portions of the National Standard Plumbing Code pertaining to the installation of potable water systems. Additionally, the Contractor shall comply with the requirements of the local Fire Marshall and Utility Company regulations pertaining to fire hydrants, including hose unit threading and similar matching of connections. The Contractor shall obtain required permits and inspections and shall coordinate tapping of existing water mains with the Utility Company.

9-3 Materials

9-3.1 Detector Wire
No. 14 Copper tracer wire shall be required for all non-metallic water mains. Tracer wire shall be well connected to Fire Hydrants and shall be protected during backfilling operations to prevent breakage.

9-3.2 Piping and Pipe Fittings

9-3.2.1 Water Mains
Water main piping shall be Polyvinyl Chloride (PVC) pipe conforming to ASTM D 2241, SDR 26, with ductile iron or cast iron fittings conforming to AWWA C 110 or ANSI A 21.10, respectively. PVC joints shall conform to ASTM D 3139, Bell End Pipe. All fittings shall be thin cement lines as specified in ANSI A 21.4. The exterior fittings shall receive a coat of hot-dip coal tar as specified in ANSI A 21.6. All bolts, nuts, studs and other uncoated parts of joints shall be coated with asphalt or coal-tar prior to backfilling. Water main piping shall be stamped "NSF-PW", and shall be white in color.

9-3.2.2 Water Service Piping
Water service piping shall be Polyethylene (PE) Tubing conforming to ASTM 2737, Class 200, with brass or bronze barbed fittings with 2 strap-type stainless steel clamps over pipe at each insert.

9-3.3 Valves

9-3.3.1 Gate Valves
Gate valves shall be of cast iron body, fully bronze mounted, resilient steel, and having parallel seats, with wide flanged, mechanical joint, or spigot ends depending on installation. Gate valves shall have a minimum working pressure of 175 psi, and shall comply with AWWA C 509. Gate valves shall open by counterclockwise rotation of the valve stem and shall be fitted with hub-type hand operators. Valves shall have a cast iron valve box installed concentrically over the valve. Gate valves shall be sized and located as indicated on the plans.

9-3.3.2 Water Service Clamps and Stops

9-3.3.2.1 Service Clamps
Service clamps shall be Clow-Vega Model F-6350 as manufactured by Clow, Wichita Falls, Texas, or Dresser Style 194 as manufactured by Dresser Manufacturing Co., Bradford, Pa., or approved equal.

9-3.3.2.2 Corporation Stops
Corporation stops shall be Ford Model No. F-1000, or approved equal. Inlets shall have compression connections and outlets shall have iron pipe threads.

9-3.3.2.3 Curb Stops
Curb stops shall be as manufactured by Ford #B43-342W. Inlets shall have compression connections and outlets shall have iron pipe threads. The contractor shall furnish and install Firomatic #5 lock for each curb stop and shall provide two (2) Firomatic keys for project.

9-3.3.3 Valve Boxes
An adjustable cast-iron valve box of suitable size shall be provided at each gate valve. The head shall be round and the lid shall have the word "WATER" cast on it. The least dimension of the shaft of the box shall be 5-1/4 inches. A 2'-0" diameter by 6" concrete collar shall be poured around the shaft at the valve box surface. The valve boxes shall be Clow F-2452, or approved equal.

9-3.4 Fire Hydrants
Fire hydrants shall be dry-barrel type conforming to AWWA C 502. Hydrants shall have 6 inch outlet, 5-1/4 inch valve opening, one 4-1/2 inch pumper connection, and two 2-1/2 inch hose connections. The size and shape of operating nuts and threads on hose and pumper connections shall be as required by the Utility Company. The hydrants shall be Mueller Co., Catalog No. A-24015, M & H Model No. 29-T, or approved equal.

9-3.5 Anchorages
The Contractor shall provide anchorages for tees, wyes, crosses, plugs, caps, bends, valves, and hydrants as required. After installation, apply full coat of bituminous material to surface of any ferrous anchorages. Anchorage types are as follows:
(1) Clamps, Straps, and Washers: Steel, ASTM A 506.
(2) Rods: Steel, ASTM A 575.
(3) Rod Couplings: Malleable-iron, ASTM A 197.
(4) Bolts: Steel, ASTM A 307.
(5) Thrust Blocks: Concrete, 2500 psi, sized as indicated.

9-3.6 Backflow Preventers
Backflow preventers on potable water service lines shall be reduced pressure zone, Watts model 909, sized as indicated. Backflow preventers on fire lines shall be double detector check valve assembly, Watts model 709, sized as indicated. The Contractor shall provide a 3" thick foam insulation jacket for all above ground backflow prevention devices.

9-3.7 Water Meters
Water meters shall be compound meter by Rockwell or approved equal.

9-4 Installation

9-4.1 Pipe Laying and Jointing
Pipe, fittings, valves and accessories shall be carefully inspected before and after installation and those found defective shall be rejected and replaced. Before placing in position, the Contractor shall clean pipe, fittings, valves and accessories and maintain in clean condition. Cut pipe accurately to measurements established at the site and work into place without springing or forcing. Support pipe at its proper elevation and grade, taking care to secure firm and uniform support. Lay pipe so that the full length of each section of pipe and each fitting will rest solidly on the pipe bedding; excavate recesses to accommodate bells, joints, and couplings. Provide anchors and supports where necessary for fastening work into place. Concrete reaction or thrust blocks shall be applied on all tees, plugs, caps and bends deflecting 22-1/2 degrees or more. Keep trenches free of water until joints have been properly made. At the end of each day's work, close open ends of pipe temporarily with wood blocks or bulkheads. Do not lay pipe when conditions of trench or weather are unsuitable. In addition to the above, PVC pipe and fittings installation shall conform to the requirements of UNI B-3.

Water mains shall be laid at least 10 feet horizontally from any existing or proposed sanitary sewer main. The distance shall be measured edge to edge. In cases where it is not practical to maintain a ten foot separation, and when approved by the FDEP and the Engineer, the water main may be installed closer to the sewer main, provided that the water main is laid in a separate trench or on an undisturbed earth shelf located on one side of the sewer main at such an elevation that the bottom of the water main is at least 18 inches above the top of the sewer main.

Water mains crossing over sanitary sewer mains shall be laid to provide a minimum vertical distance of 18 inches between the invert of the upper pipe and the crown of the lower pipe. Where this minimum separation cannot be maintained, the crossing shall be arranged so that the sewer pipe joints and water main joints are equidistant from the point of crossing with no less than 10 feet between joints. Alternatively, the sewer main may be placed in a sleeve or encased in concrete to obtain the equivalent of the required 10 feet separation.

Excavation and backfilling of water main trenches shall conform to Section 2 of these specifications. Provide a minimum of 30 inches of cover over water mains.

9-4.2 Gate Valves
Install gate valves in accordance with the requirements of AWWA C 600 for valve-and-fitting installation. Valve boxes shall be placed concentrically over the valve operating nut.

9-4.3 Fire Hydrants
Install fire hydrants in accordance with the requirements of AWWA C 600 and AWWA M 17, "Installation, Operation, and Maintenance of Fire Hydrants".

9-4.4 Backflow Preventers
Install backflow preventers in accordance with AWWA requirements and the manufacturer's recommendations.

9-4.5 Water Meter
Water meter and meter box assembly shall be supplied by the Utility Company. Contractor shall coordinate installation and provide roughin in accordance with the requirements of the Utility Company.

9-4.6 Connection to Existing Water System
Coordinate and make connections to the existing water system in a manner approved by the Utility Company and with a minimum interruption of service on the existing system.

9-5 Field Testing

9-5.1 General
Conduct piping tests before joints are covered and after thrust blocks have sufficiently hardened. Fill pipeline with water 24 hours prior to testing and apply test pressure to stabilized system.

9-5.2 Hydrostatic Tests

9-5.2.1 Pressure During Test
After the pipe has been laid and backfilled as specified, each valved section of newly laid pipe shall, unless otherwise specified, be subjected to a hydrostatic pressure equal to 150 psi. The Contractor shall record the testing by the use of a pressure recording gauge and, after all testing is complete, the recording shall be turned over to the Engineer.

9-5.2.2 Duration of Pressure Test
The duration of each pressure test shall be at least 24 hours.

9-5.2.3 Procedure
Each section of pipe shall be slowly filled with water and the specified test pressure, measured at the lowest point of the elevation, shall be applied by means of a pump connected to the pipe in a satisfactory manner. The pump, pipe connection, gauges meter, and all necessary apparatuses shall be furnished by the Contractor. The test shall be applied to each valved section in order to check the leakage through all valves.

9-5.2.4 Expelling Air Before Test
Before applying the specified test pressure, all air shall be expelled from the pipe. To accomplish this, taps shall be made, if necessary, at points of highest elevation and afterwards tightly plugged.

9-5.2.5 Definition of Leakage
Leakage is defined as the quantity of water to be supplied into the newly laid pipe, or any valved section of it, necessary to maintain the specified leakage test pressure after the pipe has been filled with water and the air expelled.

9-5.2.6 Permissible Leakage
Suitable means shall be provided by the Contractor for determining the quantity of water lost by leakage under normal operating pressure. No pipe installation will be accepted until, or unless, this leakage (evaluated at 150 psi) is less than the figure stated below:

Pipe Diam.	Gal's/1000'/1 Hr.	Gal's/1000'/24 Hrs.
2"	3.8 gal.	0.16 gal.
3"	5.7 gal.	0.24 gal.
4"	7.6 gal.	0.32 gal.
6"	11.4 gal.	0.47 gal.
8"	15.2 gal.	0.63 gal.
10"	18.9 gal.	0.79 gal.
12"	22.7 gal.	0.95 gal.

9-5.2.7 Variation From Permissible Leakage
Should any test of combined sections of pipe laid disclose leakage greater than the specified limit, the Contractor shall, at his expense, locate and repair the defective joints until the leakage is within the specified allowance.

9-5.2.8 Water for Testing
Water for testing shall be provided by the Contractor at his expense.

9-5.2.9 Time for Making Test
Pipe may be subjected to hydrostatic pressure, inspected, and tested for leakage at any convenient time after partial completion of backfill. The Contractor may test the system with joints exposed or with backfilling complete at his option. The Engineer and the Utility Company shall be notified at least 24 hours before beginning testing.

9-5.3 Operating Tests
Open and close all valves and hydrants under system water pressure. Check dry barrel hydrants for proper drainage.

9-6 Disinfection
Flush and disinfect the new potable water system in accordance with AWWA C 601 to the satisfaction of the Engineer and the Utility Company. In the process of chlorinating water, all valves or other appurtenances shall be operated while the pipe line is filled with the chlorinating agent.

9-7 Final Flushing and Testing
Following disinfection, all treated water shall be thoroughly flushed from the newly laid pipe system at its extremities until the replacement water throughout its length shall upon test, both chemically and bacteriologically, be approved by the Florida Department of Environmental Protection. The Contractor shall be responsible for arranging and paying for the test samples.

9-8 As-Built Certification
In accordance with the Rules of the Florida Department of Environmental Protection, Chapter 62-555, the Engineer of record will be responsible for observation of the construction of the potable water system to assure compliance with plans and specifications, and said Engineer will report to the FDEP upon completion of the construction, cleaning, and disinfecting described above before the system can be placed into service. The Contractor shall notify the Engineer a minimum of 24 hours before beginning construction on the potable water system.

9-9 As-Built Drawings
The Contractor shall furnish the Engineer at the close of the project, with one (1) set of marked-up construction plans depicting as-built conditions of the potable water system. The as-built plans shall show the location of water services, water valves, and fire hydrants. Engineering approval of the potable water system will not be made until accurate and legible as-built plans are received.

END OF SECTION

SECTION 10
SANITARY SEWAGE SYSTEM

10-1 Description
The work specified in this Section consists of the construction of a gravity sanitary sewer collection system, including sanitary sewer collection lines, service lines, sanitary sewer manholes, and other appurtenances, in conformity with the plans and in accordance with these specifications, or the specifications and requirements of the Public Works Manual of the City of Milton (Utility Company), whichever is more stringent.

10-2 Codes and Standards
The Contractor shall comply with the requirements of Chapter 62-604 of the Rules of the Florida Department of Environmental Protection and the applicable portions of the National Standard Plumbing Code and Ten State Standards, pertaining to the installation of gravity sanitary sewer collection systems. The Contractor shall obtain required permits and inspections from the Utility Company.

10-3 Materials

10-3.1 Gravity Sewer Collection Lines and Fittings
Gravity sewer collection line piping and fittings (6 inches through 12 inches) shall be Polyvinyl Chloride (PVC) conforming to ASTM D 3034, Type PSM, SDR 35. Jointing shall be accomplished by means of elastomeric gasket joints conforming to ASTM D 3212. Gasket material shall be suitable for use with domestic sewage and shall conform to ASTM F 477. Gravity sewer line piping shall be green in color.

10-3.2 Sewer Service Lines
Sewer service line piping and fittings (4 inches and smaller) shall be Polyvinyl Chloride (PVC) conforming to ASTM D 2466. Solvent cement for jointing piping shall conform to ASTM D 2565. 10-3.3 Manholes

Sanitary sewer manholes shall be constructed of precast reinforced concrete, sized as indicated, and complying with ASTM C 478. Manhole tops shall be eccentric cone type and manhole bases shall be base riser sections with integral floors. Precast manholes shall be provided with resilient pipe connectors complying with ASTM C 923.

Sanitary sewer manhole frames and covers shall be of heavy-duty cast iron construction, sized as indicated. The manhole cover shall be of indented top design with lettering cast into the top reading "SEWER". Manhole frames and covers shall be Vulcan Foundry No. VM-37, Neenah Foundry No. R-1600, or approved equal. Manhole frames and covers are to be coated with coal-tar epoxy.

10-3.4 Cleanouts
Sanitary sewer cleanouts shall be constructed of PVC pipe extended to the ground surface with PVC plugs.

10-4 Installation

10-4.1 Gravity Collection and Service Lines
Each section of pipe shall be carefully inspected before and after it is installed and defective pipe shall be rejected and removed. Sewer lines shall be laid beginning at the low point of the system, true to the grade and alignment indicated, with unbroken continuity of invert. Clear interior of piping of dirt and other superfluous material as work progresses. Maintain swab or drag in line and pull past each joint as it is completed. Open ends of pipe at the end of each day's work shall be closed temporarily with wood blocks or bulkheads. In addition to the above, PVC gravity sewer lines shall be installed in accordance with UNI-B-5.

Sewer mains shall be laid at least 10 feet horizontally from any existing or proposed water main. The distance shall be measured edge to edge. In cases where it is not practical to maintain a ten foot separation, and when approved by the FDEP and the Engineer, the sewer main may be installed closer to the water main, provided that the water main is in a separate trench or on an undisturbed earth shelf located on one side of the sewer main at an elevation so that the bottom of the water main is at least 18 inches above the top of the sewer main.

Sewer mains crossing under water mains shall be laid to provide a minimum vertical distance of 18 inches between the invert of the upper pipe and the crown of the lower pipe. Where this minimum separation cannot be maintained, the crossing shall be arranged so that the sewer main joints and water main joints are equidistant from the point of crossing with no less than 10 feet between any two joints. Alternatively, the sewer main may be placed in a sleeve or encased in concrete to obtain the equivalent of the required 10-feet separation.

Excavation of pipe trenches shall conform to Section 2 of these specifications.

10-4.2 Sewer Manholes
Sanitary sewer manholes shall be installed in accordance with ASTM C 891. Where manholes occur in pavements, set top of frames and covers flush with the finished surface. Elsewhere, set tops 3" above finished surface, unless otherwise indicated on the plans. Grout inverts of manholes to provide continuity of grade and direction change through manhole. The exterior of the manhole shall be given two coats of Koppers 300M, or equal, before backfilling operation.

10-5 Backfilling
Backfill pipe trenches and around structures in accordance with Section 2 of these specifications.

10-6 Inspection and Testing
Inspect piping to determine whether line displacement or other damage has occurred. Make inspections after lines between manholes, or manhole locations, have been installed and approximately 2 feet of backfill is in place, and again at the completion of the project. If inspection indicates poor alignment, debris, displacement or other defects, correct such defects and reinspect.

Leakage tests may include appropriate water or low pressure air testing. The leakage outward or inward (exfiltration or infiltration) shall not exceed 50 gallons per inch of pipe diameter per mile per day for any section of the system. An exfiltration or infiltration test as appropriate shall be performed with a minimum positive head of two (2) feet. The water test, if used, shall be run continuously for a period of not less than three (3) hours, with weir reading taken at 20 minute intervals. The air test, if used, shall, as a minimum, conform to the test procedure described in ASTM F14110-92 (1998) "Standard Test Method for Installation Acceptance of Plastic Gravity Sewer Lines Using Low-Pressure Air". The testing methods provided should take into consideration the range in groundwater elevations projected and the situation during the test.

The test shall be made by the Contractor with the Utility Company representative being present to verify the test accuracy. The Engineer and the Utility Company shall be notified 24 hours in advance. Where infiltration occurs in excess of the specified amount, the defective pipe or joints shall be located and repaired at the expense of the Contractor. If the defective portions cannot be so located, the Contractor, at his own expense, shall remove and reconstruct as much of the original work as necessary to obtain a sewer within the allowable infiltration limits.

The sewer or sewers shall be pumped out and normal infiltration conditions prevail before testing shall be started.

10-7 As-Built Certification
In accordance with the Rules of the Florida Department of Environmental Protection, Chapter 62-604, the Engineer of record will be responsible for observation of the construction of the sanitary sewer collection system to assure compliance with the plans and specifications and said Engineer will report to the FDEP upon completion of the construction before the system can be placed into operation. The Contractor shall notify the Engineer a minimum of 24 hours before beginning construction on the sewer collection system.

10-8 As-Built Drawings
The Contractor shall furnish the Engineer at the close of the project, with three (3) sets of marked-up construction plans depicting as-built conditions of the sanitary sewer system. The as-built plans shall show the location of sanitary sewer services and the location and elevation of sanitary sewer manholes. Elevations shall be relative to project datum. Engineering approval of the sanitary sewer system will not be made until accurate and legible as-built plans are received.

END OF SECTION

Licensed Professional Engineer
Ross S. Binkley
No. 56762
STATE OF FLORIDA
PROFESSIONAL ENGINEER
DATE:
REVISIONS:
BINKLEY ENGINEERING
Certificate of Authorization No. 32308
434 Benning Drive, Destin, FL 32541
Phone: (850) 974-5421
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JACK'S FAMILY RESTAURANT
CHIPLEY, FLORIDA

SPECIFICATIONS

DATE: 1/19/26
SCALE: N/A
SHEET
SP-2

LEGAL DESCRIPTION

AS PROVIDED: FIDELITY NATIONAL TITLE INSURANCE COMPANY ORDER NO. GLW2502017

ALL THAT CERTAIN LAND SITUATE IN WASHINGTON COUNTY, FLORIDA, TO-WIT:
COMMENCE AT THE NORTHEAST CORNER OF THE SOUTHWEST QUARTER OF SECTION 9, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA, THENCE SOUTH 00°21'54" WEST, ALONG EAST LINE OF SAID SOUTHWEST QUARTER FOR 893.85 FEET TO A POINT MARKING THE SOUTHEAST CORNER OF THAT CERTAIN PARCEL AS DESCRIBED IN OFFICIAL RECORD BOOK 439, PAGE 428 OF THE PUBLIC RECORDS FOR WASHINGTON COUNTY, FLORIDA; THENCE NORTH 88°20'22" WEST ALONG THE SOUTH LINE OF SAID PARCEL AND A PROJECTION THERE OF FOR 321.19 FEET TO A CONCRETE MONUMENT BEING THE POINT OF BEGINNING; THENCE SOUTH 40°19'08" WEST FOR 314.09 FEET TO A CONCRETE MONUMENT; THENCE NORTH 48°22'27" WEST FOR 371.07 FEET TO A CONCRETE MONUMENT SET ON THE EASTERNMOST EXISING RIGHT-OF-WAY LINE OF STATE ROAD #77; THENCE NORTH 39°28'10" EAST ALONG SAID RIGHT-OF-WAY LINE FOR 282.13 FEET TO A CONCRETE MONUMENT; THENCE SOUTH 48°51'55" EAST FOR 339.73 FEET TO A CONCRETE MONUMENT; THENCE SOUTH 88°20'22" EAST 45.42 FEET TO THE POINT OF BEGINNING.

GENERAL NOTES

1. SUNSHINE 811 LINE LOCATE REQUEST SENT ON OCTOBER 14, 2025 WITH TICKET NUMBER(S) 287506471. ALL ON SITE MARKED UTILITIES OR MAP LOCATIONS HAVE BEEN LOCATED ON OCTOBER 29, 2025 AND SHOWN ON THIS SURVEY.
2. ALL STATEMENTS WITHIN THE CERTIFICATION, AND OTHER REFERENCES LOCATED ELSEWHERE HEREON, RELATED TO: UTILITIES, IMPROVEMENTS, STRUCTURES, BUILDINGS, PARTY WALLS, PARKING, EASEMENTS, SERVITUDES, AND ENCROACHMENTS; ARE BASED SOLELY ON ABOVE GROUND, VISIBLE EVIDENCE, UNLESS ANOTHER SOURCE OF INFORMATION IS SPECIFICALLY REFERENCED HEREON.
3. NO VISIBLE EVIDENCE OF CEMETERIES ON SUBJECT PROPERTY.
4. THE SUBJECT PROPERTY ADDRESS WAS FOUND TO BE 1331 MAIN STREET, AND HAS DIRECT ACCESS TO AND IS CONTIGUOUS WITH MAIN STREET, BEING A DEDICATED PUBLIC STREET OR HIGHWAY WITH NO GAPS, GORES OR OVERLAPS, OWNED AND MAINTAINED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION.
5. NO OBSERVABLE EVIDENCE OF EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS.
6. NO OBSERVABLE EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL.
7. THE PARCEL CONTAINED IN THE AS SURVEYED LEGAL DESCRIPTION ARE CONTIGUOUS WITHOUT ANY GAPS, GORES OR OVERLAPS AND MATHEMATICALLY CLOSES.
8. NO APPARENT CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED, AND AVAILABLE FROM THE CONTROLLING JURISDICTION. NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS.
9. BUILDING AREAS SHOWN HEREON ARE FOR THE FOOTPRINT OF THE BUILDING ONLY.
10. SURVEYOR DID NOT OBSERVE ANY WETLANDS AT TIME OF SURVEY, HOWEVER SITE WAS NOT VISITED BY ANY JURISDICTIONAL WETLAND OR ENVIRONMENTAL AGENCIES.
11. NOT VALID WITHOUT THE ORIGINAL SEAL AND SIGNATURE OF A FLORIDA LICENSED SURVEYOR. ADDITIONS AND DELETIONS TO SURVEY MAPS, SKETCHES, OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.

PLS GROUP, INC.
SURVEYING, MAPPING AND SOLUTIONS
LB#8096 LSF#1260 CA-1067-LS

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34565 U.S. HIGHWAY 31, SUITE C
STAPLETON, AL 36578
OFFICE: 251-937-1434

STATEMENT OF ENCROACHMENTS

NONE OBSERVED

NOTES CORRESPONDING TO SCHEDULE "B, PART II, EXCEPTIONS"

SCHEDULE 'B' ITEMS SHOWN BELOW ARE AS PER FIDELITY NATIONAL TITLE INSURANCE COMPANY, ORDER NO. GLW2502017, WITH AN EFFECTIVE DATE OF OCTOBER 3, 2025.

SOME HISTORICAL LAND RECORDS CONTAIN DISCRIMINATORY COVENANTS THAT ARE ILLEGAL AND UNENFORCEABLE BY LAW. THIS COMMITMENT AND THE POLICY TREAT ANY DISCRIMINATORY COVENANT IN A DOCUMENT REFERENCED IN SCHEDULE B AS IF EACH DISCRIMINATORY COVENANT IS REDACTED, REPUDIATED, REMOVED, AND NOT REPUBLISHED OR RECIRCULATED. ONLY THE REMAINING PROVISIONS OF THE DOCUMENT WILL BE EXCEPTED FROM COVERAGE.

THE POLICY WILL NOT INSURE AGAINST LOSS OR DAMAGE RESULTING FROM THE TERMS AND CONDITIONS OF ANY LEASE OR EASEMENT IDENTIFIED IN SCHEDULE A, AND WILL INCLUDE THE FOLLOWING EXCEPTIONS UNLESS CLEARED TO THE SATISFACTION OF THE COMPANY:

1. DEFECTS, LIENS, ENCUMBRANCES, ADVERSE CLAIMS OR OTHER MATTERS, IF ANY, CREATED, FIRST APPEARING IN THE PUBLIC RECORDS OR ATTACHING SUBSEQUENT TO THE EFFECTIVE DATE HEREOF BUT PRIOR TO THE DATE THE PROPOSED INSURED ACQUIRES FOR VALUE OF RECORD THE ESTATE OR INTEREST OR MORTGAGE THEREON COVERED BY THIS FORM. (SHOWN HEREON IF APPLICABLE)
2. TAXES AND ASSESSMENTS FOR THE YEAR 2025 AND SUBSEQUENT YEARS, WHICH ARE NOT YET DUE AND PAYABLE. NOTE: REAL ESTATE TAXES FOR THE YEAR 2024 ARE PAID IN THE AMOUNT OF $1,802.83; GROSS AMOUNT $1,877.95; ASSESSED VALUE $85,710.00; EXEMPTIONS: 0.00; FOLIO NO.: 00000000-00-2218-0004. (NOT ADDRESSED HEREON)
3. STANDARD EXCEPTIONS:
   A. ANY ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OR ADVERSE CIRCUMSTANCE AFFECTING THE TITLE THAT WOULD BE DISCLOSED BY AN ACCURATE AND COMPLETE LAND SURVEY OF THE LAND. (IN STATEMENT OF ENCROACHMENT IF APPLICABLE)
   B. RIGHTS OR CLAIMS OF PARTIES IN POSSESSION NOT SHOWN BY THE PUBLIC RECORDS. (NOT ADDRESSED HEREON)
   C. ANY LIEN, OR RIGHT TO A LIEN, FOR SERVICES, LABOR, OR MATERIALS HERETOFORE OR HEREAFTER FURNISHED, IMPOSED BYLAW AND NOT SHOWN BY THE PUBLIC RECORDS. (NOT ADDRESSED HEREON)
   D. TAXES OR ASSESSMENTS WHICH ARE NOT SHOWN AS EXISTING LIENS IN THE PUBLIC RECORDS. (NOT ADDRESSED HEREON)
4. ANY CLAIM THAT ANY PORTION OF THE INSURED LAND IS SOVEREIGN LANDS OF THE STATE OF FLORIDA, INCLUDING SUBMERGED, FILLED OR ARTIFICIALLY EXPOSED LANDS ACCRETED TO SUCH LAND. (NOT ADDRESSED HEREON)
5. ANY LIEN PROVIDED BY COUNTY ORDINANCE OR BY CHAPTER 159, FLORIDA STATUTES, IN FAVOR OF ANY CITY, TOWN, VILLAGE OR PORT AUTHORITY FOR UNPAID SERVICE CHARGES FOR SERVICE BY ANY WATER, SEWER OR GAS SYSTEM SUPPLYING THE INSURED LAND. (NOT ADDRESSED HEREON)
6. RIGHTS OF TENANTS OCCUPYING ALL OR PART OF THE LAND UNDER UNRECORDED LEASES OR RENTAL AGREEMENTS. (NOT ADDRESSED HEREON)
7. EASEMENTS GRANTED TO THE COUNTY OF WASHINGTON BY VIRTUE OF EASEMENT DATED MARCH 13, 1985 AND RECORDED MARCH 29, 1985 IN OFFICIAL RECORDS BOOK 211, PAGE 305. (DOES NOT AFFECT THE SUBJECT PROPERTY, AND IS NOT PLOTTED HEREON)
8. EASEMENTS GRANTED TO GULF POWER COMPANY, A FLORIDA CORPORATION, BY VIRTUE OVERHEARD DISTRIBUTION EASEMENT DATED JUNE 9, 2014 AND RECORDED JULY 15, 2014 IN OFFICIAL RECORDS BOOK 990, PAGE 376. (DOES AFFECT SUBJECT PROPERTY, IS PLOTTED HEREON, OVERHEAD POWER LINE DOES NOT FALL WITHIN EASEMENT. PROPERTY MAY BE SUBJECT TO ADDITIONAL POWER EASEMENTS AS NOTED HEREON.)

NOTE: THE COMPANY RESERVES THE RIGHT TO MAKE FURTHER REQUIREMENTS AND/OR EXCEPTIONS UPON ITS REVIEW OF THE PROPOSED DOCUMENTS CREATING THE ESTATE OR INTEREST TO BE INSURED OR OTHERWISE ASCERTAINING DETAILS OF THE TRANSACTION.

NOTE: IF THE PROCEEDS OF THE LOAN TO BE SECURED BY THE INSURED MORTGAGE ARE DEPOSITED WITH THE COMPANY OR ITS AUTHORIZED AGENT, ITEM 1 ABOVE SHALL BE DEEMED DELETED AS OF THE TIME SUCH FUNDS ARE DISBURSED TO OR FOR THE ACCOUNT OF THE BORROWER. NEITHER THE COMPANY NOR ITS AGENT SHALL, HOWEVER, BE UNDER ANY DUTY TO DISBURSE ANY SUM EXCEPT UPON A DETERMINATION THAT NO SUCH ADVERSE INTERVENING MATTERS HAVE APPEARED OF RECORD OR OCCURRED.

NOTES ON STANDARD EXCEPTIONS:

ITEM 3.A. WILL BE DELETED FROM THE POLICY(IES) UPON RECEIPT OF AN ACCURATE SURVEY OF THE LAND ACCEPTABLE TO THE COMPANY. EXCEPTION WILL BE MADE FOR ANY ENCROACHMENT, SETBACK LINE VIOLATION, OVERLAP, BOUNDARY LINE DISPUTE OR OTHER ADVERSE MATTER DISCLOSED BY THE SURVEY.

ITEMS 3.B., 3.C., AND 3.D. WILL BE DELETED FROM THE POLICY(IES) UPON RECEIPT OF AN AFFIDAVIT ACCEPTABLE TO THE COMPANY, AFFIRMING THAT, EXCEPT AS DISCLOSED THEREIN (I) NO PARTIES IN POSSESSION OF THE LAND EXIST OTHER THAN THE RECORD OWNER(S); (II) NO IMPROVEMENTS HAVE BEEN MADE TO THE LAND WITHIN 90 DAYS PRIOR TO CLOSING WHICH HAVE NOT HAVE BEEN PAID FOR IN FULL; AND (III) NO UNPAID TAXES OR ASSESSMENTS ARE AGAINST THE LAND WHICH ARE NOT SHOWN AS EXISTING LIENS IN THE PUBLIC RECORDS. EXCEPTION WILL BE MADE FOR MATTERS DISCLOSED IN THE AFFIDAVIT.

NOTE: ALL RECORDING REFERENCES IN THIS FORM SHALL REFER TO THE PUBLIC RECORDS OF WASHINGTON COUNTY, FLORIDA, UNLESS OTHERWISE NOTED.

NOTE: IN ACCORDANCE WITH FLORIDA STATUTES SECTION 627.4131, PLEASE BE ADVISED THAT THE INSURED HEREUNDER MAY PRESENT INQUIRIES, OBTAIN INFORMATION ABOUT COVERAGE, OR RECEIVE ASSISTANCE IN RESOLVING COMPLAINTS, BY CONTACTING FIDELITY NATIONAL TITLE INSURANCE COMPANY, 601 RIVERSIDE AVENUE, BUILDING 5, 7TH FLOOR, JACKSONVILLE, FL 32204; TELEPHONE 561-687-1300.

ALTA/NSPS LAND TITLE SURVEY

SURVEYOR'S CERTIFICATE:

STATE OF: FLORIDA
COUNTY OF: WASHINGTON

TO JACK'S FAMILY RESTAURANTS, LP AND FIDELITY NATIONAL TITLE INSURANCE COMPANY:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT WAS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 5, 6(a), 7(a), 8, 9, 11(b), 13, 14, 16, 18, 19 AND 20 OF TABLE A THEREOF. THE FIELDWORK WAS COMPLETED ON OCTOBER 29, 2025

DATE OF PLAT OR MAP: NOVEMBER 14, 2025

JUSTIN R. THOMLEY FLORIDA LS 7039

JUSTIN R. THOMLEY LICENSE NUMBER 7039 STATE OF FLORIDA PROFESSIONAL SURVEYOR AND MAPPER

BASIS OF BEARINGS

BEARINGS ARE BASED ON RTK GPS
FLORIDA STATE PLANE NORTH ZONE

LAND AREA

106289.5 SQUARE FEET±
2.44 ACRES±

ZONING NOTES

ZONING DISTRICT: NOT PROVIDED AT TIME OF SURVEY

PARKING STALLS

REGULAR=00 HANDICAP=0

TOTAL=00

FLOOD NOTE

FLOOD NOTE: BASED ON MAPS PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AVAILABLE ONLINE AT WWW.MSC.FEMA.GOV, AND BY GRAPHIC PLOTTING ONLY, THIS PROPERTY LIES WITHIN ZONE "X" ON FLOOD INSURANCE RATE MAP NUMBER 12133C0070D, WHICH BEARS AN EFFECTIVE DATE OF 7/4/2011 AND DOES NOT LIE WITHIN IN A SPECIAL FLOOD HAZARD AREA. NO FIELD SURVEYING WAS PERFORMED TO DETERMINE THIS ZONE AND AN ELEVATION CERTIFICATE MAY BE NEEDED TO VERIFY THE ACCURACY OF THE MAPS AND/OR TO APPLY FOR A VARIANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

LEGEND

- FOUND IRON PIN TYPE AND SIZE AS SHOWN
- HVAC
- BOLLARD
- CALCULATED POINT NOT SET
- CLEANOUT
- FOUND 4"X4" CONCRETE MONUMENT (UNLESS OTHERWISE SPECIFIED)
- SET CONTROL POINT
- ELECTRIC BOX
- ELECTRIC METER
- ELECTRIC MANHOLE
- FIRE HYDRANT
- GAS LINE MARKER
- GRATE INLET
- IRRIGATION CONTROL VALVE
- LIGHT POLE
- MAILBOX
- POST
- POWER POLE AND GUY (TYPICAL)
- SANITARY SEWER MANHOLE
- SATELLITE DISH
- SIGN
- REFLECTOR
- STORM DRAIN MANHOLE
- TELEPHONE PEDESTAL
- WATER METER
- WATER VALVE
- MAGNOLIA
- OAK
- PALM
- BUSH
- SHRUB
- FEET / MINUTES
- INCHES / SECONDS
- NOT TO SCALE
- N 16°39'36" E (N00°00'00"E) AS MEASURED THIS SURVEY / RECORD INFORMATION,
- CONCRETE
- RIPRAP
- PAVERS
- ASPHALT PAVING
- R/W — RIGHT OF WAY LINE
- CENTERLINE
- PL — APPROXIMATE ADJOINING PROPERTY LINES
- WOOD FENCE
- CHAIN LINK FENCE
- G — EXISTING GAS LINE
- SS — EXISTING SEWER LINE
- W — EXISTING WATER LINE
- OHP — OVERHEAD POWER LINE
- FO — FIBER OPTIC LINE
- 300 — MAJOR CONTOUR
- 301 — MINOR CONTOUR
- TREE LINE
- PROPERTY LINE (THIS SURVEY)

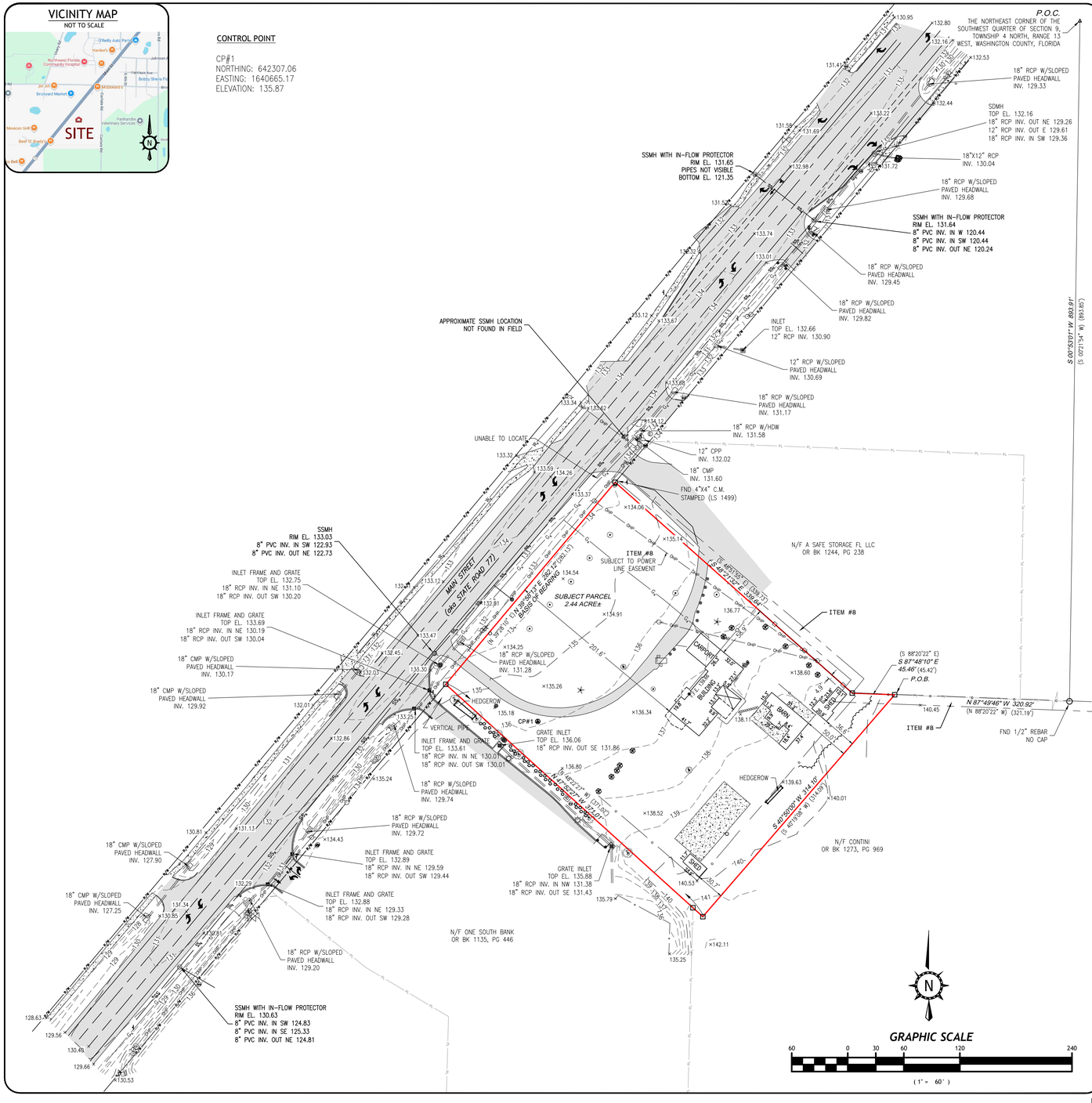
VICINITY MAP

NOT TO SCALE



CONTROL POINT

CP#1
NORTHING: 642307.06
EASTING: 1640665.17
ELEVATION: 135.87



SHEET TITLE:	ALTA/NSPS LAND TITLE SURVEY			NO.	REVISIONS / DATE
SHEET NUMBER: 01 OF 01	SURVEY END DATE: 10/29/2025	PROJECT NO: 25-0692			
	DRAWING SCALE: 1"=60'	DRAWN BY: AJA			
	DRAWING END DATE: 11/13/2025	CHECKED BY: JRT			

1331 MAIN STREET

CHIPLEY
WASHINGTON COUNTY, FLORIDA

PARCEL ID: 00000000-00-2218-0004

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BINKLEY ENGINEERING
434 Benning Drive Destin, FL 32541 (850) 974-5421

Jack's Family Restaurant

Chipley, Florida

Stormwater Management Plan

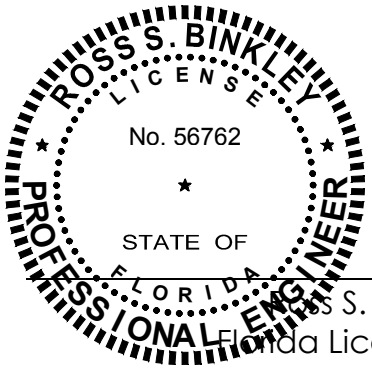
January 19, 2026

Prepared for:

Jack's Family Restaurants, LP
124 West Oxmoor Road
Birmingham, AL 35209

Prepared by:

Binkley Engineering, P.A.
434 Benning Drive
Destin, FL 32541
(850) 974-5421



This item has been digitally signed and sealed by Ross S. Binkley, P.E. on 1/19/26 using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Ross S. Binkley, P.E.
Florida License No. 56762

Site Data

Drainage Area	=	85,445 s.f. (1.96 Ac.)
Impervious Area	=	56,471 s.f. (1.30 Ac.)
Landscape/Open Area	=	28,974 s.f. (0.66 Ac.)
Weighted Runoff Coefficient	=	0.6618

Existing Conditions

The project is located on the east side of Main Street (State Road No. 77) in Chipley, Florida. The property currently contains a single-family residence with additional buildings and a paved driveway. The property slopes from a high elevation of approximately 141.0 near the southernmost property corner down to a low elevation of 133.4 to the north along the Main Street right-of-way. Stormwater currently percolates into the soil and sheet flows to the north. A Geotechnical Report by Southern Earth Sciences, Inc. (attached) states that seasonal high groundwater is estimated to be 4.5 feet below existing grade and provides a measured unsaturated vertical infiltration rate of 10.5 in/hr.

Proposed Conditions

The project consists of constructing a Jack's Family Restaurant with associated paved parking. The stormwater runoff from the proposed impervious surface will be directed into a retention basin located along the north side of the development.

The retention basin has been designed to retain one inch of rainfall and a minimum volume of one-half inch of runoff over the drainage area as required. The retention system will have a top elevation of 134.0, a control elevation of 133.00, and a bottom elevation of 132.0. The proposed retention system will provide a total available storage capacity of 6,440 c.f. at the control elevation which meets the 1" of rainfall requirement (4,712 c.f.) and ½" of runoff requirement (3,560 c.f.). The retention basin was designed to meet the City of Chipley 25-year storm requirement and stores to a maximum elevation of 133.45 during the one hour duration storm. Since the proposed stormwater retention system will discharge into the FDOT right-of-way, the system has also been designed to meet the 100-year storm as required by FDOT and stores to a maximum elevation of 133.67 during the one hour storm duration. The post-development discharge rate does not exceed the pre-development rate during any 100-year or 25-year storm event.

Erosion control measures, including silt fences, will be provided during all phases of construction. Permanent erosion control will be provided on the side slopes of the retention basin.

Impact of Development on Existing Conditions

1. This project should have no adverse effect on the quality of the receiving waters since stormwater will be percolated on site and the pollutants will be cleaned by filtration through the soil.
2. Groundwater levels should not be affected.
3. There should be no flooding problems on or off the site.
4. There should be no impact on wetlands as a result of this project.

Project Name: Jack's Family Restaurant - Chipley, FL
Date: 01/19/26
Designed by: RSB

Drainage Area Data

Total Drainage Area =	**85,445**	**sq. ft. =**	**1.9615**	**Ac.**
Onsite Drainage Area =	**85,445**	**sq. ft. =**	**1.9615**	**Ac.**
Offsite Drainage Area =	**0**	**sq. ft. =**	**0.0000**	**Ac.**

Volume Requirements:

1/2" of Runoff =	3,560	C.F.	1" of Rainfall =	4,712	C.F.
Stage =	132.60		Stage =	132.77	

Pre-Development Condition

Total Impervious Area =	**14,822**	**sq. ft.**
Ex. Driveway =	4,081	sq. ft.
Ex. Concrete =	5,238	sq. ft.
Ex. Buildings =	5,503	sq. ft.
Landscape/Open Space =	**70,623**	**sq. ft.**

Post-Development Condition

Total Impervious Area =	**56,471**	**sq. ft.**
Building =	3,605	sq. ft.
Parking & Drives =	52,088	sq. ft.
Sidewalks =	778	sq. ft.
Landscape/Open Space =	**28,974**	**sq. ft.**

Weighted Runoff Coefficient

Impervious C = 0.95
Pervious C = 0.10
Retention C = 0.10

Retention Area = 5,199 s.f.

$$\text{Weighted C} = \frac{(\text{Imp. C})(\text{Imp. Area})+(\text{Per. C})(\text{Per. Area})+(\text{Retention C})(\text{Ret. Area})}{\text{Total Area}}$$

Pre-Development "C" = 0.2474

Post-Development "C" = 0.6618

Stage-Storage Calculations

Stage Interval = 0.10

Design Percolation Rate = 10.50 in./hr. = 0.1750 in./min. = 2.43E-04 ft./sec.

Control Structure Data:	
Type "C" Inlet	
Weir Length =	2.00 ft.
Top Elevation =	133.00 ft.

Volume = $((Area_1+Area_2+((Area_1)(Area_2))^{1/2})/3)(Depth)$

Percolation = (Surface Area)(Design Percolation Rate)

Stage	Total Surface Area ($ft.^2$)	Total Volume ($ft.^3$)	Percolation ($ft.^3$/sec.)	Control Discharge ($ft.^3$/sec.)	Total Discharge ($ft.^3$/sec.)	2S/dT+O 1 Hr (dT = 360 sec.) ($ft.^3$/sec.)	2S/dT+O 2 Hr (dT = 720 sec.) ($ft.^3$/sec.)	2S/dT+O 4 Hr (dT = 1800 sec.) ($ft.^3$/sec.)	2S/dT+O 8 Hr (dT = 3600 sec.) ($ft.^3$/sec.)	2S/dT+O 24 Hr (dT = 1080 sec.) ($ft.^3$/sec.)
132.00	5,199	0	1.2636	0.0000	1.2636	1.2636	1.2636	1.2636	1.2636	1.2636
132.10	5,447	532	1.3240	0.0000	1.3240	4.2810	2.8025	1.9154	1.6197	2.3096
132.20	5,695	1,089	1.3843	0.0000	1.3843	7.4362	4.4103	2.5947	1.9895	3.4016
132.30	5,944	1,671	1.4446	0.0000	1.4446	10.7294	6.0870	3.3016	2.3731	4.5395
132.40	6,192	2,278	1.5050	0.0000	1.5050	14.1604	7.8327	4.0360	2.7705	5.7234
132.50	6,440	2,910	1.5653	0.0000	1.5653	17.7293	9.6473	4.7981	3.1817	6.9533
132.60	6,688	3,566	1.6256	0.0000	1.6256	21.4362	11.5309	5.5877	3.6067	8.2291
132.70	6,936	4,247	1.6859	0.0000	1.6859	25.2809	13.4834	6.4049	4.0454	9.5509
132.80	7,185	4,953	1.7463	0.0000	1.7463	29.2635	15.5049	7.2497	4.4980	10.9187
132.90	7,433	5,684	1.8066	0.0000	1.8066	33.3840	17.5953	8.1221	4.9643	12.3324
133.00	7,681	6,440	1.8669	0.0000	1.8669	37.6424	19.7547	9.0220	5.4445	13.7921
133.10	8,015	7,224	1.9482	0.2106	2.1588	42.2941	22.2264	10.1858	6.1723	15.5372
133.20	8,350	8,043	2.0294	0.5957	2.6251	47.3059	24.9655	11.5613	7.0932	17.5187
133.30	8,684	8,894	2.1107	1.0943	3.2050	52.6170	27.9110	13.0874	8.1462	19.6757
133.40	9,018	9,779	2.1919	1.6849	3.8768	58.2057	31.0413	14.7426	9.3097	21.9864
133.50	9,353	10,698	2.2732	2.3547	4.6278	64.0595	34.3437	16.5142	10.5710	24.4384
133.60	9,687	11,650	2.3544	3.0953	5.4497	70.1698	37.8098	18.3937	11.9217	27.0231
133.70	10,021	12,635	2.4357	3.9005	6.3362	76.5304	41.4333	20.3750	13.3556	29.7343
133.80	10,355	13,654	2.5169	4.7655	7.2824	83.1366	45.2095	22.4533	14.8679	32.5671
133.90	10,690	14,706	2.5982	5.6864	8.2846	89.9843	49.1345	24.6245	16.4546	35.5178
134.00	11,024	15,792	2.6794	6.6600	9.3394	97.0705	53.2050	26.8857	18.1126	38.5831

Retention Basin Recovery Calculations		
Fillable Porosity (f) =	0.30	
Sat. Vert. Hyd. Conductivity (K_{vs}) =	21.00	ft./day (From Geotech. Report)
Avg. Hor. Hyd. Conductivity (K_H) =	31.50	ft./day (From Geotech. Report)
Factor of Safety (FS) =	2.00	
Basin Bottom Area =	5,199	s.f.
Basin Bottom Elevation =	132.00	
SHGWT Elevation =	129.00	(From Geotech Report)
Note: If groundwater is within 6 inches of basin bottom, recovery will be entirely lateral flow (Stage Two Analysis).		
Unsaturated Vertical Flow Anaylsis		
Required Treatment Volume =	4,712	c.f.
Treatment Volume Elevation =	132.77	
Treatment Volume Depth (h_v) =	0.77	ft.
Basin Bottom EL - SHGWT EL (h_b) =	3.00	ft.
h_b x f (h_u) =	0.90	ft.
$h_v > h_u$?	**No - Saturated Flow will not occur**	
Unsaturated Vertical Flow (Stage One) Anaylsis		
Volume Infiltrated (V_u) =	4,679	c.f.
Unsat. Vert. Hyd. Conductivity (K_{vu}) =	14.00	ft./day
Design Infiltration Rate (I_d) =	7.00	ft./day
Stage One Time =	**3.11**	**hours**
Saturated Lateral Flow (Stage Two) Analysis		
Required Treatement Volume =	N/A	c.f.
Elevation of Treatment Volume =	N/A	
Ht. of Water above SHGWT at time t (h_c)=	3.00	ft.
H_T =	N/A	
F_y =	N/A	
Avg. Width of Basin midway between Water Level and Basin Bottom (W) =	22.00	ft.
Length of Basin (L) =	180.00	ft.
L / W =	8.18	
Impervious Layer Elevation =	4.00	ft. (From Soil Borings)
H =	125.00	ft.
Avg. Saturated Thickness of Aquifer (D) =	N/A	ft.
F_x =	1.60	(From App. Handbook Vol. II, Fig. 13-7)
Stage Two Time =	**N/A**	**hours**
Total Recovery Time =	**3.11**	**hours**

25 YEAR STORM
PRE-DEVELOPMENT INFLOW HYDROGRAPHS

1 HR INFLOW HYDROGRAPH I = 3.70 in/hr P_{total} = 3.70 in.
C = 0.2474
$Q_{runoff} = (C_{wtd})(i)(A)$ = 0.485 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.10	0.20	0.74	0.36
0.20	0.60	2.22	1.08
0.30	1.20	4.44	2.16
0.40	2.10	7.77	3.77
0.50	2.15	7.96	3.86
0.60	1.80	6.66	3.23
0.70	1.10	4.07	1.98
0.80	0.70	2.59	1.26
0.90	0.10	0.37	0.18
1.00	0.00	0.00	0.00

2 HR INFLOW HYDROGRAPH I = 2.40 in/hr P_{total} = 4.80 in.
C = 0.2474
$Q_{runoff} = (C_{wtd})(i)(A)$ = 0.485 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.20	0.50	2.40	1.16
0.40	0.75	3.60	1.75
0.60	1.00	4.80	2.33
0.80	1.25	6.00	2.91
1.00	0.50	2.40	1.16
1.20	0.30	1.44	0.70
1.40	0.25	1.20	0.58
1.60	0.20	0.96	0.47
1.80	0.15	0.72	0.35
2.00	0.00	0.00	0.00

4 HR INFLOW HYDROGRAPH I = 1.50 in/hr P_{total} = 6.00 in.
C = 0.2474
$Q_{runoff} = (C_{wtd})(i)(A)$ = 0.485 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.50	0.08	0.48	0.23
1.00	0.20	1.20	0.58
1.50	0.36	2.16	1.05
2.00	0.52	3.12	1.51
2.50	0.42	2.52	1.22
3.00	0.28	1.68	0.82
3.50	0.10	0.60	0.29
4.00	0.00	0.00	0.00

8 HR INFLOW HYDROGRAPH I = 0.94 in/hr P_{total} = 7.52 in.
C = 0.2474
$Q_{runoff} = (C_{wtd})(i)(A)$ = 0.485 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
1.00	0.02	0.15	0.07
2.00	0.06	0.45	0.22
3.00	0.15	1.13	0.55
4.00	0.42	3.16	1.53
5.00	0.16	1.20	0.58
6.00	0.06	0.45	0.22
7.00	0.05	0.38	0.18
8.00	0.00	0.00	0.00

25 YEAR STORM
POST-DEVELOPMENT INFLOW HYDROGRAPHS

1 HR INFLOW HYDROGRAPH I = 3.70 in/hr P_{total} = 3.70 in.
C = 0.6618
$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.10	0.20	0.74	0.96
0.20	0.60	2.22	2.88
0.30	1.20	4.44	5.76
0.40	2.10	7.77	10.09
0.50	2.15	7.96	10.33
0.60	1.80	6.66	8.65
0.70	1.10	4.07	5.28
0.80	0.70	2.59	3.36
0.90	0.10	0.37	0.48
1.00	0.00	0.00	0.00

2 HR INFLOW HYDROGRAPH I = 2.40 in/hr P_{total} = 4.80 in.
C = 0.6618
$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.20	0.50	2.40	3.12
0.40	0.75	3.60	4.67
0.60	1.00	4.80	6.23
0.80	1.25	6.00	7.79
1.00	0.50	2.40	3.12
1.20	0.30	1.44	1.87
1.40	0.25	1.20	1.56
1.60	0.20	0.96	1.25
1.80	0.15	0.72	0.93
2.00	0.00	0.00	0.00

4 HR INFLOW HYDROGRAPH I = 1.50 in/hr P_{total} = 6.00 in.
C = 0.6618
$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.50	0.08	0.48	0.62
1.00	0.20	1.20	1.56
1.50	0.36	2.16	2.80
2.00	0.52	3.12	4.05
2.50	0.42	2.52	3.27
3.00	0.28	1.68	2.18
3.50	0.10	0.60	0.78
4.00	0.00	0.00	0.00

8 HR INFLOW HYDROGRAPH I = 0.94 in/hr P_{total} = 7.52 in.
C = 0.6618
$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
1.00	0.02	0.15	0.20
2.00	0.06	0.45	0.59
3.00	0.15	1.13	1.46
4.00	0.42	3.16	4.10
5.00	0.16	1.20	1.56
6.00	0.06	0.45	0.59
7.00	0.05	0.38	0.49
8.00	0.00	0.00	0.00

25 YEAR STORM

FLOOD ROUTING ANALYSIS (ONE HOUR DURATION)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.00
0.1	0.961	0.961	0.000	0.961	132.000	0.961	0.00
0.2	2.882	3.842	-0.961	2.882	132.054	1.296	0.00
0.3	5.764	8.645	0.290	8.935	132.246	1.412	0.00
0.4	10.086	15.850	6.112	21.961	132.614	1.634	0.00
0.5	10.326	20.412	18.694	39.106	133.031	1.959	0.04
0.6	8.645	18.972	35.189	54.160	133.328	3.391	1.25
0.7	5.283	13.929	47.379	61.308	133.453	4.275	2.03
0.8	3.362	8.645	52.758	61.403	133.455	4.287	2.04
0.9	0.480	3.842	52.829	56.672	133.373	3.692	1.51
1.0	0.000	0.480	49.287	49.767	133.246	2.894	0.81

The maximum stage for the one hour duration is **133.45**

FLOOD ROUTING ANALYSIS (TWO HOUR DURATION)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.00
0.2	3.115	3.115	0.000	3.115	132.119	1.336	0.00
0.4	4.673	7.789	0.444	8.233	132.422	1.518	0.00
0.6	6.231	10.904	5.196	16.100	132.828	1.763	0.00
0.8	7.789	14.019	12.573	26.593	133.255	2.945	0.86
1.0	3.115	10.904	20.702	31.606	133.417	4.005	1.79
1.2	1.869	4.985	23.595	28.580	133.321	3.349	1.21
1.4	1.558	3.427	21.883	25.310	133.212	2.693	0.65
1.6	1.246	2.804	19.924	22.728	133.118	2.244	0.27
1.8	0.935	2.181	18.240	20.420	133.027	1.946	0.03
2.0	0.000	0.935	16.529	17.464	132.894	1.803	0.00

The maximum stage for the two hour duration is **133.42**

FLOOD ROUTING ANALYSIS (FOUR HOUR DURATION)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.00
0.5	0.623	0.623	0.000	0.623	132.000	0.623	0.00
1.0	1.558	2.181	-0.623	1.558	132.045	1.291	0.00
1.5	2.804	4.362	-1.024	3.338	132.305	1.448	0.00
2.0	4.050	6.854	0.442	7.296	132.805	1.749	0.00
2.5	3.271	7.321	3.797	11.119	133.168	2.475	0.46
3.0	2.181	5.452	6.169	11.621	133.204	2.648	0.61
3.5	0.779	2.960	6.325	9.285	133.023	1.933	0.02
4.0	0.000	0.779	5.419	6.198	132.675	1.671	0.00

The maximum stage for the four hour duration is **133.20**

FLOOD ROUTING ANALYSIS (EIGHT HOUR DURATION)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.00
1.0	0.195	0.195	0.000	0.195	132.000	0.195	0.00
2.0	0.586	0.781	-0.195	0.586	132.000	0.586	0.00
3.0	1.464	2.050	-0.586	1.464	132.056	1.298	0.00
4.0	4.100	5.564	-1.131	4.433	132.786	1.738	0.00
5.0	1.562	5.662	0.958	6.620	133.149	2.385	0.38
6.0	0.586	2.148	1.849	3.997	132.689	1.679	0.00
7.0	0.488	1.074	0.638	1.712	132.125	1.339	0.00
8.0	0.000	0.488	-0.966	0.000	132.000	0.000	0.00

The maximum stage for the eight hour duration is **133.15**

INFLOW HYDROGRAPH FOR THE 25 YEAR-24 HOUR STORM

24 HR INFLOW HYDROGRAPH **I = 0.45** in/hr **P_{total} = 10.80** in.

C = 0.6618

$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
1.00	0.01	0.11	0.140
2.00	0.02	0.22	0.280
3.00	0.03	0.32	0.421
4.00	0.03	0.32	0.421
5.00	0.03	0.32	0.421
6.00	0.04	0.43	0.561
7.00	0.04	0.43	0.561
8.00	0.04	0.43	0.561
9.00	0.06	0.65	0.841
10.00	0.06	0.65	0.841
11.00	0.08	0.86	1.122
12.00	0.10	1.08	1.402
13.00	0.07	0.76	0.981
14.00	0.06	0.65	0.841
15.00	0.06	0.65	0.841
16.00	0.05	0.54	0.701
17.00	0.04	0.43	0.561
18.00	0.04	0.43	0.561
19.00	0.04	0.43	0.561
20.00	0.03	0.32	0.421
21.00	0.03	0.32	0.421
22.00	0.02	0.22	0.280
23.00	0.01	0.11	0.140
24.00	0.00	0.00	0.000

FLOOD ROUTING ANALYSIS (25 YEAR-24 HOUR STORM)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.0000
1.0	0.140	0.140	0.000	0.140	132.000	0.140	0.0000
2.0	0.280	0.421	-0.140	0.280	132.000	0.280	0.0000
3.0	0.421	0.701	-0.280	0.421	132.000	0.421	0.0000
4.0	0.421	0.841	-0.421	0.421	132.000	0.421	0.0000
5.0	0.421	0.841	-0.421	0.421	132.000	0.421	0.0000
6.0	0.561	0.981	-0.421	0.561	132.000	0.561	0.0000
7.0	0.561	1.122	-0.561	0.561	132.000	0.561	0.0000
8.0	0.561	1.122	-0.561	0.561	132.000	0.561	0.0000
9.0	0.841	1.402	-0.561	0.841	132.000	0.841	0.0000
10.0	0.841	1.682	-0.841	0.841	132.000	0.841	0.0000
11.0	1.122	1.963	-0.841	1.122	132.000	1.122	0.0000
12.0	1.402	2.523	-1.122	1.402	132.013	1.272	0.0000
13.0	0.981	2.383	-1.141	1.242	132.000	1.242	0.0000
14.0	0.841	1.823	-1.242	0.581	132.000	0.581	0.0000
15.0	0.841	1.682	-0.581	1.102	132.000	1.102	0.0000
16.0	0.701	1.542	-1.102	0.440	132.000	0.440	0.0000
17.0	0.561	1.262	-0.440	0.821	132.000	0.821	0.0000
18.0	0.561	1.122	-0.821	0.300	132.000	0.300	0.0000
19.0	0.561	1.122	-0.300	0.821	132.000	0.821	0.0000
20.0	0.421	0.981	-0.821	0.160	132.000	0.160	0.0000
21.0	0.421	0.841	-0.160	0.681	132.000	0.681	0.0000
22.0	0.280	0.701	-0.681	0.020	132.000	0.020	0.0000
23.0	0.140	0.421	-0.020	0.401	132.000	0.401	0.0000
24.0	0.000	0.140	-0.401	0.000	132.000	0.000	0.0000

The maximum stage for the 24 hour duration is **132.013**

100 YEAR STORM
PRE-DEVELOPMENT INFLOW HYDROGRAPHS

1 HR INFLOW HYDROGRAPH I = 4.55 in/hr P_{total} = 4.55 in.
C = 0.2474
$Q_{runoff} = (C_{wtd})(i)(A)$ = 0.485 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.10	0.20	0.91	0.442
0.20	0.60	2.73	1.325
0.30	1.20	5.46	2.650
0.40	2.10	9.56	4.638
0.50	2.15	9.78	4.748
0.60	1.80	8.19	3.975
0.70	1.10	5.01	2.429
0.80	0.70	3.19	1.546
0.90	0.10	0.46	0.221
1.00	0.00	0.00	0.000

2 HR INFLOW HYDROGRAPH I = 3.00 in/hr P_{total} = 6.00 in.
C = 0.2474
$Q_{runoff} = (C_{wtd})(i)(A)$ = 0.485 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.20	0.50	3.00	1.456
0.40	0.75	4.50	2.184
0.60	1.00	6.00	2.912
0.80	1.25	7.50	3.640
1.00	0.50	3.00	1.456
1.20	0.30	1.80	0.874
1.40	0.25	1.50	0.728
1.60	0.20	1.20	0.582
1.80	0.15	0.90	0.437
2.00	0.00	0.00	0.000

4 HR INFLOW HYDROGRAPH I = 1.85 in/hr P_{total} = 7.40 in.
C = 0.2474
$Q_{runoff} = (C_{wtd})(i)(A)$ = 0.485 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.50	0.08	0.59	0.287
1.00	0.20	1.48	0.718
1.50	0.36	2.66	1.293
2.00	0.52	3.85	1.868
2.50	0.42	3.11	1.509
3.00	0.28	2.07	1.006
3.50	0.10	0.74	0.359
4.00	0.00	0.00	0.000

8 HR INFLOW HYDROGRAPH I = 1.18 in/hr P_{total} = 9.44 in.
C = 0.2474
$Q_{runoff} = (C_{wtd})(i)(A)$ = 0.485 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
1.00	0.02	0.19	0.092
2.00	0.06	0.57	0.275
3.00	0.15	1.42	0.687
4.00	0.42	3.96	1.924
5.00	0.16	1.51	0.733
6.00	0.06	0.57	0.275
7.00	0.05	0.47	0.229
8.00	0.00	0.00	0.000

100 YEAR STORM
POST-DEVELOPMENT INFLOW HYDROGRAPHS

1 HR INFLOW HYDROGRAPH I = 4.55 in/hr P_{total} = 4.55 in.
C = 0.6618
$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.10	0.20	0.91	1.181
0.20	0.60	2.73	3.544
0.30	1.20	5.46	7.088
0.40	2.10	9.56	12.403
0.50	2.15	9.78	12.699
0.60	1.80	8.19	10.631
0.70	1.10	5.01	6.497
0.80	0.70	3.19	4.134
0.90	0.10	0.46	0.591
1.00	0.00	0.00	0.000

2 HR INFLOW HYDROGRAPH I = 3.00 in/hr P_{total} = 6.00 in.
C = 0.6618
$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.20	0.50	3.00	3.894
0.40	0.75	4.50	5.841
0.60	1.00	6.00	7.789
0.80	1.25	7.50	9.736
1.00	0.50	3.00	3.894
1.20	0.30	1.80	2.337
1.40	0.25	1.50	1.947
1.60	0.20	1.20	1.558
1.80	0.15	0.90	1.168
2.00	0.00	0.00	0.000

4 HR INFLOW HYDROGRAPH I = 1.85 in/hr P_{total} = 7.40 in.
C = 0.6618
$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
0.50	0.08	0.59	0.768
1.00	0.20	1.48	1.921
1.50	0.36	2.66	3.458
2.00	0.52	3.85	4.995
2.50	0.42	3.11	4.034
3.00	0.28	2.07	2.690
3.50	0.10	0.74	0.961
4.00	0.00	0.00	0.000

8 HR INFLOW HYDROGRAPH I = 1.18 in/hr P_{total} = 9.44 in.
C = 0.6618
$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
1.00	0.02	0.19	0.245
2.00	0.06	0.57	0.735
3.00	0.15	1.42	1.838
4.00	0.42	3.96	5.147
5.00	0.16	1.51	1.961
6.00	0.06	0.57	0.735
7.00	0.05	0.47	0.613
8.00	0.00	0.00	0.000

100 YEAR STORM

FLOOD ROUTING ANALYSIS (ONE HOUR DURATION)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.00
0.1	1.181	1.181	0.000	1.181	132.000	1.181	0.00
0.2	3.544	4.725	-1.181	3.544	132.076	1.309	0.00
0.3	7.088	10.631	0.925	11.557	132.324	1.459	0.00
0.4	12.403	19.491	8.638	28.129	132.772	1.729	0.00
0.5	12.699	25.102	24.671	49.773	133.246	2.894	0.81
0.6	10.631	23.330	43.984	67.314	133.553	5.066	2.74
0.7	6.497	17.128	57.183	74.311	133.665	6.027	3.61
0.8	4.134	10.631	62.257	72.889	133.643	5.829	3.43
0.9	0.591	4.725	61.231	65.956	133.531	4.883	2.58
1.0	0.000	0.591	56.190	56.781	133.375	3.706	1.53

The maximum stage for the one hour duration is **133.67**

FLOOD ROUTING ANALYSIS (TWO HOUR DURATION)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.00
0.2	3.894	3.894	0.000	3.894	132.168	1.365	0.00
0.4	5.841	9.736	1.164	10.900	132.567	1.605	0.00
0.6	7.789	13.630	7.689	21.319	133.063	2.052	0.11
0.8	9.736	17.524	17.216	34.740	133.511	4.722	2.44
1.0	3.894	13.630	25.296	38.926	133.631	5.723	3.34
1.2	2.337	6.231	27.481	33.711	133.481	4.484	2.22
1.4	1.947	4.284	24.743	29.027	133.336	3.445	1.30
1.6	1.558	3.505	22.138	25.643	133.223	2.758	0.70
1.8	1.168	2.726	20.126	22.852	133.123	2.265	0.29
2.0	0.000	1.168	18.321	19.490	132.988	1.860	0.00

The maximum stage for the two hour duration is **133.63**

FLOOD ROUTING ANALYSIS (FOUR HOUR DURATION)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.00
0.5	0.768	0.768	0.000	0.768	132.000	0.768	0.00
1.0	1.921	2.690	-0.768	1.921	132.101	1.324	0.00
1.5	3.458	5.379	-0.728	4.651	132.481	1.554	0.00
2.0	4.995	8.453	1.544	9.997	133.084	2.111	0.16
2.5	4.034	9.030	5.774	14.804	133.403	3.903	1.71
3.0	2.690	6.724	6.998	13.722	133.338	3.463	1.31
3.5	0.961	3.650	6.797	10.447	133.119	2.247	0.27
4.0	0.000	0.961	5.952	6.913	132.760	1.722	0.00

The maximum stage for the four hour duration is **133.40**

FLOOD ROUTING ANALYSIS (EIGHT HOUR DURATION)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.00
1.0	0.245	0.245	0.000	0.245	132.000	0.245	0.00
2.0	0.735	0.980	-0.245	0.735	132.000	0.735	0.00
3.0	1.838	2.573	-0.735	1.838	132.159	1.360	0.00
4.0	5.147	6.985	-0.881	6.104	133.091	2.131	0.18
5.0	1.961	7.107	1.841	8.948	133.369	3.668	1.49
6.0	0.735	2.696	1.612	4.308	132.758	1.721	0.00
7.0	0.613	1.348	0.866	2.214	132.259	1.420	0.00
8.0	0.000	0.613	-0.625	0.000	132.000	0.000	0.00

The maximum stage for the eight hour duration is **133.37**

INFLOW HYDROGRAPH FOR THE 100 YEAR-24 HOUR STORM

24 HR INFLOW HYDROGRAPH **I =** **0.56** in/hr **P_{total} =** **13.44** in.

C = 0.6618

$Q_{runoff} = (C_{wtd})(i)(A)$ = 1.298 i

TIME(hrs)	I/Ptotal	I (in/hr)	Q (cfs)
1.00	0.01	0.13	0.174
2.00	0.02	0.27	0.349
3.00	0.03	0.40	0.523
4.00	0.03	0.40	0.523
5.00	0.03	0.40	0.523
6.00	0.04	0.54	0.698
7.00	0.04	0.54	0.698
8.00	0.04	0.54	0.698
9.00	0.06	0.81	1.047
10.00	0.06	0.81	1.047
11.00	0.08	1.08	1.396
12.00	0.10	1.34	1.745
13.00	0.07	0.94	1.221
14.00	0.06	0.81	1.047
15.00	0.06	0.81	1.047
16.00	0.05	0.67	0.872
17.00	0.04	0.54	0.698
18.00	0.04	0.54	0.698
19.00	0.04	0.54	0.698
20.00	0.03	0.40	0.523
21.00	0.03	0.40	0.523
22.00	0.02	0.27	0.349
23.00	0.01	0.13	0.174
24.00	0.00	0.00	0.000

FLOOD ROUTING ANALYSIS (100 YEAR-24 HOUR STORM)

Time(hrs)	Inflow (cfs)	I_1+I_2	$(2S/dT)+O_1-2(O_1)$	$2S/dT+O_2$	Stage	Total Discharge	Control Discharge
0.0	0.000		0.000	0.000	132.000	0.000	0.0000
1.0	0.174	0.174	0.000	0.174	132.000	0.174	0.0000
2.0	0.349	0.523	-0.174	0.349	132.000	0.349	0.0000
3.0	0.523	0.872	-0.349	0.523	132.000	0.523	0.0000
4.0	0.523	1.047	-0.523	0.523	132.000	0.523	0.0000
5.0	0.523	1.047	-0.523	0.523	132.000	0.523	0.0000
6.0	0.698	1.221	-0.523	0.698	132.000	0.698	0.0000
7.0	0.698	1.396	-0.698	0.698	132.000	0.698	0.0000
8.0	0.698	1.396	-0.698	0.698	132.000	0.698	0.0000
9.0	1.047	1.745	-0.698	1.047	132.000	1.047	0.0000
10.0	1.047	2.094	-1.047	1.047	132.000	1.047	0.0000
11.0	1.396	2.442	-1.047	1.396	132.013	1.271	0.0000
12.0	1.745	3.140	-1.147	1.994	132.070	1.306	0.0000
13.0	1.221	2.966	-0.618	2.348	132.104	1.326	0.0000
14.0	1.047	2.268	-0.304	1.964	132.067	1.304	0.0000
15.0	1.047	2.094	-0.644	1.449	132.018	1.274	0.0000
16.0	0.872	1.919	-1.099	0.820	132.000	0.820	0.0000
17.0	0.698	1.570	-0.820	0.750	132.000	0.750	0.0000
18.0	0.698	1.396	-0.750	0.645	132.000	0.645	0.0000
19.0	0.698	1.396	-0.645	0.750	132.000	0.750	0.0000
20.0	0.523	1.221	-0.750	0.471	132.000	0.471	0.0000
21.0	0.523	1.047	-0.471	0.576	132.000	0.576	0.0000
22.0	0.349	0.872	-0.576	0.296	132.000	0.296	0.0000
23.0	0.174	0.523	-0.296	0.227	132.000	0.227	0.0000
24.0	0.000	0.174	-0.227	0.000	132.000	0.000	0.0000

The maximum stage for the 24 hour duration is **132.104** feet occurring at time

SOUTHERN EARTH SCIENCES
Geotechnical | Environmental | Materials Testing



Jacks Family Restaurant, Chipley

1331 Main Street (SR 77)

Chipley, Florida

Allen Binkley Construction, Inc.

SESI Project No: P25-604

December 4, 2025

SOUTHERN EARTH SCIENCES
Geotechnical | Environmental | Materials Testing

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Allen Binkley Construction, Inc.
Via: rsbinkley@gmail.com
Attn: Mr. Ross Binkley, PE

December 4, 2025
File No.: P25-604

Subject: Geotechnical Services for the Proposed Jacks Family Restaurant at 1331 Main St (SR 77) in Chipley, Florida (Washington County Parcel ID: 00000000-00-2218-0004)

Dear Mr. Binkley:

Southern Earth Sciences, Inc., has completed the geotechnical services for the proposed Jacks Family Restaurant at 1331 Main St (SR 77) in Chipley, Florida. Our services were performed in general accordance with proposal number XP25.10.15D, dated October 15, 2025. This report presents the results of our field and laboratory testing and includes recommendations with regard to the design and construction of the foundations and pavement as well as soil and groundwater conditions for stormwater management.

FIELD INVESTIGATIVE PROCEDURES:

Prior to our field testing, boring locations were marked and underground utilities were located by contacting Sunshine State One Call of Florida. On November 14 and 21, 2025, personnel with our firm traveled to the project site and completed the field testing for the above referenced project. For our geotechnical investigation, four (4) cone penetrometer soundings were performed to depths ranging from 27 to 40 feet below the existing ground surface. The cone penetrometer is track mounted and rather than sampling and testing at five foot intervals, as normally done with standard penetration borings, the cone penetrometer is an electronic device that provides continuous evaluation of the soils bearing capacity through point and frictional resistances. The cone penetrometer is hydraulically pushed into the soil with point and frictional resistances obtained continuously on a computer printout. This testing equipment provides an accurate definition of the soil strength characteristics and the changes in stratification. Cone soundings were performed in general accordance with ASTM D5778.

Direct push borings were performed at most test locations to depths of 10 to 25 feet below existing ground surface. One of the direct push borings was performed on the eastern side of the property for the proposed stormwater management. Three additional hand auger borings were performed within the proposed pavement areas. The direct push samples were obtained with our Geoprobe 6625 and the DT22 soil sampling system. This is a closed-piston sampler, with an inner piston rod and outer drive casing, and is driven to the top of the sampling interval. The inner piston rod is removed and the sampler is driven to collect a soil

sample. The soil samples are collected in a clear 5-foot PVC liner and were delivered back to our laboratory for soil classification.

Test locations were established in the field were measured by using a hand held gps unit and estimating right angles with reference to existing landmarks; therefore, our test locations should be considered approximate.

LABORATORY TESTING PROCEDURES:

Laboratory investigative work consisted of physical examination of samples obtained during the soil test boring operation. Soil samples were visually classified in the laboratory in accordance with the Unified Soil Classification System. Evaluation of these samples, in conjunction with cone penetration resistances, have been used to estimate soil characteristics.

Natural Moisture: Thirteen (13) samples were selected for determination of its natural moisture content. In the laboratory, the samples were weighed, dried, and their moisture content was calculated in general accordance with ASTM D2216.
Percent Passing 200 Mesh Sieve: Thirteen (13) samples were selected to determine the percent of materials, by dry weight, finer than the U.S. Number 200 Mesh Sieve. This test was performed in general accordance with ASTM D1140.
Atterberg Limits: Two (2) samples were selected to determine its plasticity in accordance with ASTM D4318.

The laboratory test results are shown on the boring logs at the depth of the tested sample. Abbreviations of laboratory data are shown below:

NM = Natural Moisture Content (%)
-200 = Percent Finer than the U.S. No. 200 Mesh Sieve
LL = Liquid Limit (%), PL = Plastic Limit (%), PI = Plasticity Index

CONE PENETROMETER SOUNDINGS:

The CPT Log graphically indicates the cone tip resistance, friction ratio, equivalent N-value and interpreted soil type at each sounding location. Soil classifications and data were interpreted from methods recommended by Robertson and Campanella and/or the Swedish Geotechnical Institute Information Publication No. 15E. Correlations between Cone Resistance values and Standard Penetration Testing “N” values were performed according to the methods developed by Robertson, Campanella and Wightman. The soil types and stratigraphy shown on the CPT Log sheets are based upon material parameters measured and evaluated as the cone is advanced. The CPT Log sheets were developed for general information only.

SITE AND SOIL CONDITIONS:

The site is located on the east side of Main St (SR 77) approximately 1000 feet southwest of the intersection of Brickyard Rd. The parcel is approximately 2.7 acres and is currently a single family residential property. We understand the residence will be razed for the construction of the new restaurant. The site is bound to the north and south by existing commercial developments, the west by SR 77, and to the east by an undeveloped parcel. The existing residence is a single story wood/brick structure and appears to be supported on a shallow foundation system. There is an asphalt drive with secondary buildings east (behind) the residence. It is unknown if the existing residence has a septic/drain field system. At this time, topographic information is not available. Based upon the available online information, it appears the site ranges from approximately +133 to +139 Ft, gradually sloping downward from the east towards the west. The logs of our borings and cone soundings are attached, the elevations of our borings are unknown.

The soils encountered within the depth of our soundings were predominantly clayey sands and clays. Typically within the top five feet we encountered clayey sands with some layers of slightly silty and slightly clayey sands. The sands within the top five feet are primarily loose with localized medium dense layers. Beyond this depth we encounter medium dense clayey sands and stiff clays with intermittent layers of loose clayey sands beyond 15 feet. Within the top five to six feet we typically encountered clayey sands with fines content in the range of 25 to 39% fines. These soils are sensitive to changes in moisture content which should be considered during construction. Additionally, the sands within the top five to six feet are mostly loose underlain by medium dense clayey sands and stiff clays. This may cause perched conditions during periods of above average rainfall. Within the top six to twelve inches, we encountered various amounts of organics and topsoil, which should be stripped prior to construction.

On the dates following our field testing (November 14 and 21, 2025), the groundwater was measured at the depths indicated on the attached boring logs which ranged from 16.8 feet to 18 feet. These levels were measured during and verified after the date of initial drilling. It should be noted, we are currently well below average annual rainfall. Additionally, as mentioned above, the soils are predominantly clayey sands and perched conditions are anticipated during periods of above average rainfall. Fluctuations in the water table depths will occur due to changes in gradient, seasonal precipitation/evapotranspiration differences, neighboring drainage influences, and perched groundwater conditions. Therefore, it is highly recommended that the groundwater levels be verified prior to any excavations on the site. Additionally, we have included the NRCS Web Soil Survey for Washington County for this site. The survey indicates Dothan Loamy Sands as the primary soil type encountered across the site. The soil survey indicates a depth to groundwater in the range of 39 to 55 inches, which we

anticipate this may be a perched condition during periods of average to above average rainfall.

Cohesive Soil Notes:

We caution that most of the existing site soils are cohesive and sensitive to changes in moisture content. Excess moisture in these soils will cause difficulty in achieving compaction which could delay the construction sequence. Therefore, we recommend that construction activities be planned such that these soils are exposed for the least possible time. We also recommend that positive drainage be maintained throughout the jobsite during construction and that all standing water be removed from the construction area after heavy rainfall events.

STRUCTURAL INFORMATION:

The proposed development will be a single-story wood frame structure with a footprint of roughly 4000 square feet. There will be a drive through and parking surrounding the building with gravel truck parking to the south and the stormwater management to the east side of the property, behind the building. We understand finished floor elevation will be in the range of +139 Feet, however, has not been established at this time. As noted above, the site appears to be in the range of +135 to +137 within the proposed building footprint, which will require approximately one to three feet of fill soils. We have not received structural loading for the project, however, we anticipate that wall loads will be in the range of 2 kips per lineal foot and column loads in the range of 20 kips. Foundation drawings are not available at this time, however, we anticipate the bottoms of footings will be two feet below final floor elevation. The parking and drive surrounding the building will be asphalt pavement, however, the dumpster pad will likely be concrete pavement. We anticipate the truck parking will likely be gravel, however, may be a heavy duty asphalt pavement section. If any of this information is incorrect, we should be contacted to provide additional foundation recommendations.

SHALLOW FOUNDATION RECOMMENDATIONS:

Our evaluation of foundation conditions has been based on structural information presented in this report and subsurface data obtained during our investigation. In evaluating soil borings, we have used correlations that were previously made between penetration resistances and foundation stabilities observed in soil conditions similar to those encountered at your site.

Based upon the provided grading information, we anticipate approximately one to three feet of fill soils may be required to achieve finished floor elevation. The existing soils within the top four feet are mostly loose. After initial stripping of organics and topsoil, the existing soils at the current grade mostly consist of clayey sands, which can be moisture sensitive. Excess

moisture may cause these soils to pump and yield during the placement and compaction. During initial site work, proper grading should be maintained to allow for positive drainage during grading and compaction.

Based upon the results of our field and laboratory testing, along with the compaction of the loose surficial clayey sands, it is our opinion the proposed structure may be supported on a conventionally designed shallow foundation system. We recommend footings be designed for an allowable soil contact pressure of 2000 psf, or less. Based upon the structural information indicated above, we have calculated settlements of approximately one-inch. We recommend wall and column footings have a minimum width of 18 inches and 30 inches, respectively, and a minimum embedment depth of 18 inches from the bottom of the footings to the outside finished grade. We recommend that continuous footings be designed with both top and bottom reinforcement. Anticipated settlements are based on site improvement procedures mentioned below. Prior to foundation construction we anticipate the following site and soil preparations:

1. Clear and grub the surface soils within the building area and extending at least five (5) feet beyond the building perimeter to remove all topsoil, organics, and other deleterious materials. Based upon the results of our borings these were typically encountered within the top 12 inches, however, may vary across the building/pavement perimeter. Again, during site grading, these soils should be properly graded to allow positive drainage away from the building. Further detail on the recommended fill sands below.

2. Prior to the addition of fill soils or once the existing soils have been excavated to final grades, a proofroll should be performed to determine if there are any soft or overly saturated soils at this elevation. Once this has been performed, compact the existing soils until a density of 95% of the Modified Proctor (ASTM D-1557) maximum dry density is achieved to depth of two (2) feet. This may require the partial excavation of one foot. We do not recommend heavy vibratory compaction within 75 feet of existing structures.

3. Fill soils, including the soils used beneath the building pad/footings, used to raise the building area to finished grade shall be non-plastic clayey sands containing between 12% to 20%, by dry weight, finer than the U.S. No. 200 mesh sieve. These soils are less sensitive to changes in moisture content, however, will also have a relatively low permeability. The fill should be placed in thin level lifts not to exceed twelve (12) inches, loose, and compacted to a density of 95% of the Modified Proctor maximum dry density throughout its full depth. If compaction cannot be achieved for 12-inch lifts, 6-inch lifts should be utilized.

4. Once the footings have been excavated, compact the existing soils until a density of 95%

of the Modified Proctor (ASTM D-1557) maximum dry density is achieved to depth of 12 inches.

5. Laboratory moisture-density relationships (Proctors) and in-place density tests should be performed to verify compliance with the foregoing compaction recommendations. We recommend one density test per 50 lineal feet of wall footing, one density per column footing, and one density test per 2000 square feet of existing soils and for each foot of fill soils.

PAVEMENT RECOMMENDATIONS:

The single most destructive element the pavement will be subjected to in its design lifetime is the presence of excess moisture. Therefore, pavements should be adequately sloped and sufficient drainage provided such that excess water can run off before it can migrate into the pavement system. Sprinkler systems, if utilized in landscaped areas, should be properly installed and aimed such that they do not continually wet the paved surfaces. In addition, at the base of sloped areas where runoff is expected to accumulate, under drains may be necessary to prevent continual saturation of the base course and subgrade soils.

Based upon the existing conditions, we anticipate minor filling will be required to achieve final pavement grades, however, final grades are not currently available. We should be provided with final grading plans once available to determine whether additional recommendations are necessary. Pavement recommendations are based upon a 15-year life. It should be noted that pavement maintenance and rehabilitation, including an overlay, might be required within the life of the pavement. We have assumed automobiles and light trucks as the primary traffic for this pavement, however, there may be a heavy duty pavement section for truck traffic on the south side of the site. It is currently unknown whether this area will consist of asphalt pavement or gravel. If any of this information is incorrect, we should be notified to provide revisions to our pavement recommendations.

Organics and topsoil were encountered at most of our test locations. The organic soils should be stripped/grubbed within the proposed roadway area, which was typically encountered within the top 6 to 12-inches of our borings. However, may be encountered at deeper depths. Dependent upon the rainfall conditions at the time of construction, perched groundwater conditions may be encountered if above average rainfall occurs.

Fill soils, shall be sands to clayey sands (non-plastic) containing no more than 20%, by dry weight, finer than the U.S. No. 200 mesh sieve and shall be free of organics, organic laden sands, rubble, clay balls, and other deleterious materials. Fill soils shall be placed in thin level lifts and compacted to a density of 95% of the Modified Proctor (AASHTO T-180) maximum dry

density throughout its full depth.

Subgrade Preparation: Clear and grub the surface soils within the pavement perimeter, extending at least five (5) feet beyond the curbline, to remove all topsoil, organic laden sands, and other deleterious materials. Based upon the results of our borings, these materials were encountered within the top 6 to 12-inches. However, these soils may extend to greater depths than our borings indicate.

Prior to the addition of fill soils or once the soils have been excavated to the bottom of the subgrade/base, compact the existing soils until a density of 95% of the Modified Proctor (AASHTO T-180) maximum dry density to a depth of twelve (12) inches. Fill soils described above should be placed to achieve final pavement grades. A vibratory may be used for compaction, however should not be used within 75 feet of any existing structures. Additionally we do not recommend using vibratory compaction if perched groundwater conditions are observed. We also recommend that the top twelve (12) inches of subgrade soils be stabilized to achieve a Limerock Bearing Ratio of 40. We anticipate the existing will likely meet this ratio, however, if import fill is necessary, they should meet this requirement.

Base: We recommend either a limerock or graded aggregate base with a minimum thickness of six (6) inches in light traffic areas and eight (8) inches in heavy traffic (main drive/truck traffic) areas. Crushed concrete may be used if it meets the FDOT specification requirements for a graded aggregate base. Base should be obtained from an approved source. The base course should be placed and compacted in accordance with FDOT standard specifications.

Wearing Surface: We recommend a SP-12.5 asphaltic concrete wearing surface having a minimum thickness of 2.0-inches in light traffic areas and 3.0-inches in heavy traffic (main drive/truck traffic) areas. We also recommend the asphalt be placed and compacted in accordance with FDOT standard specifications.

All materials and methods of placement shall be in accordance with applicable sections of the Florida Department of Transportation's "Standard Specifications for Road and Bridge Construction", (Latest Edition).

Concrete Pavement Recommendations

In areas where concrete pavement will be utilized, the subgrade soils should be prepped in the same manner as mentioned above for flexible pavement. We recommend either a limerock or graded aggregate base with a minimum thickness of 6-inches, in heavy traffic areas.

As mentioned above, crushed concrete may be used if it meets the FDOT specification requirements for graded aggregate. For the concrete pavement, we recommend a minimum thickness of 5-inches in light traffic areas and 6-inches in heavy traffic areas, having a compressive strength of 4000 psi (650 flexural). Construction joints should be keyed or dowelled to provide shear transfer between slabs. Joint spacings should be placed no further than fifteen feet on centers.

Gravel Pavement Areas:

In areas where gravel pavement will be utilized, the subgrade soils should be prepared in the same manner as mentioned above for flexible pavement. Fill soils, if needed, should also meet the criteria mentioned above.

Subgrade Preparation: Clear and grub the surface soils within the gravel parking perimeter, extending at least five (5) feet beyond the curbline, to remove all topsoil, organic laden sands, and other deleterious materials. Based upon these materials were encountered within 6 to 12 inches. However, these soils may extend to greater depths than our borings indicate.

Prior to the addition of fill soils or once the soils have been excavated to the bottom of the base, compact the existing soils until a density of 95% of the Modified Proctor (AASHTO T-180) maximum dry density to a depth of twelve (12) inches. Fill soils described above should be placed to achieve final pavement grades. If there are no adjacent structures within 75 feet, a vibratory roller may be used. We also recommend that the top twelve (12) inches of subgrade soils be stabilized to achieve a Limerock Bearing Ratio of 40. As noted above, we anticipate the existing soils will meet this ratio. If the soils beneath the gravel base are not stabilized with rock, a filter fabric should be used to prevent the migration of rock into the subgrade sands.

Gravel Base: We recommend either a graded aggregate base or crushed concrete with a minimum thickness of nine (9) inches in heavy duty areas. Crushed concrete should meet the FDOT specifications requirements for a graded aggregate base. We typically do not recommend using limerock for an open gravel pavement since the fines will erode over time and can also become moisture sensitive.

FIELD TESTING FOR STORMWATER DESIGN:

While the borings performed for this project are representative of subsurface soil conditions at its respective locations/depths and for their respective vertical reaches, local variations of the subsurface materials and seasonal high groundwater levels are anticipated.

Soil descriptions and seasonal high groundwater levels represent subsurface conditions at the designated locations.

Based upon the provided site plan, we understand there will be a stormwater management facility at the eastern side of the property. The system will likely consist of a dry retention pond, however, dimensions and depths are currently unknown.

At our test locations, groundwater and seasonal high groundwater levels were estimated by characteristics such as natural vegetation, soil color, soil mottles, and depth to root zone. On the dates of our field testing at test location SW-1, groundwater level was measured at a depth of 18 feet below existing ground surface, however, heavy clayey sands were encountered beyond 5 feet below existing ground surface. As noted above we anticipate perched conditions to be encountered during periods of average to above average rainfall. We believe these should be accounted for in the design of the proposed stormwater pond. We anticipate perched conditions in the range of 4.5 feet (± 1.0 feet) below existing ground surface. As noted above, the NRCS web soil survey indicates a depth to groundwater in the range of 39 to 55 inches for Dothan Loamy Sands, which we anticipate may be a perched condition. During periods of above average rainfall, groundwater levels may rise above the seasonal high depths indicated above. To further evaluate seasonal high conditions we believe it will be beneficial to install piezometers to monitor groundwater levels for a period of time. Additionally we recommend a professional surveyor determine the elevations of our boring locations.

Vertical Infiltration Rates:

To estimate the vertical infiltration rates for the proposed pond, a double ring infiltrometer test was performed at test locations SW-1. The double ring infiltrometer test was performed at a depth of approximately 1.5 feet below existing ground surface. The double ring infiltrometer tests were performed in general accordance with ASTM D-3385 “Infiltration Rate of Soils in Field Using Double-Ring Infiltrometers”. The soils were presaturated prior to performing the test. The double ring infiltration test does not include the effect of long-term saturation and groundwater mounding. It should also be noted that testing does not consider surface water runoff that may take place if there is no containment used.

The results of the double ring infiltrometer tests are graphically illustrated as accumulated intake (inches) versus time (min) and infiltration rate (in/hr) versus time (min) for the test period on the attached Graph 1. Based upon the results of our double ring infiltrometer tests, the unsaturated vertical infiltration rate is 10.5 inches per hour at test location SW-1. At this location, the double ring infiltrometer test was performed within loose clayey sands. It should be noted, medium dense clayey sands were encountered beyond six feet, which should be considered in long term mounding. The infiltration rate above is not factored and should be

used with the appropriate safety factor. The infiltration rates are not only a function of soil type but are also heavily influenced by density of the material. As noted above, the sands within the top five feet are typically loose. With the compaction of heavy clayey sands from equipment traffic, grading, etc., the infiltration rates may be reduced by these compactive efforts and should be considered in the design of the ponds. Therefore, it would be beneficial to perform additional infiltration testing during or post construction.

The vertical infiltration rate stated above should not be considered the drawdown rate of the pond or swales. The drawdown rate is a complex three-dimensional phenomenon dependent upon numerous factors including pond/system geometry, vertical and horizontal infiltration rates, groundwater mounding, etc. The prediction of the drawdown rate is made more difficult by varying soil and groundwater conditions. The Northwest Florida Water Management District recommends a correlation factor between unsaturated vertical infiltration rates and horizontal hydraulic conductivity of 1.5.

CONSTRUCTION TESTING SERVICES:

The effectiveness of the foundation will depend significantly on the proper preparation of the soils, as indicated previously. Therefore, we recommend the owner employ Southern Earth Sciences, Inc., as the testing laboratory to perform construction testing services. If we are not employed to provide construction testing services, Southern Earth Sciences, Inc., cannot accept any responsibility for any conditions, which deviate from those described in this geotechnical report. Southern Earth Sciences, Inc., should be invited to the pre-construction conference to discuss the project with all interested parties so that the project may be completed expeditiously and to the intent of our geotechnical report. We would be pleased to review the plans and specifications as they relate to the soil preparation and provide a fee proposal for construction testing.

GENERAL COMMENTS:

Professional judgments on design criteria are presented in this letter. These are based partly on our evaluations of technical information provided, partly on our understanding of the characteristics of the project being planned, and partly on our general experience with subsurface conditions in the area. We do not guarantee performance of the project in any respect, only that our judgments meet the standard of care of our profession.

This information is exclusively for the use and benefit of the addressee(s) identified on the first page of this report and is not for the use or benefit of, nor may it be relied upon by any other person or entity. The contents of this letter may not be quoted in whole or in part or distributed to any person or entity other than the addressee(s) hereof without, in each case, the advance written consent of the undersigned.

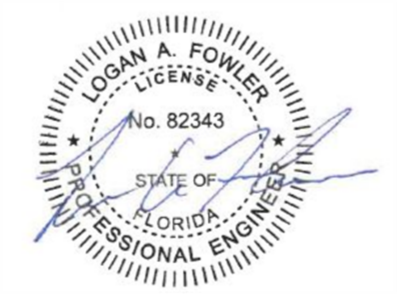
This report has been prepared in order to aid in the evaluation of this property and to assist the architects and engineers in the foundation, pavement, and stormwater management design. It is intended for use with regard to the specific project discussed herein, and any substantial changes in the buildings, loads, locations, or assumed (or reported) grades shall be brought to our attention immediately so that we may determine how such changes may effect our conclusions and recommendations. We would appreciate the opportunity to review the plans and specifications for the foundation and floor construction to verify that our conclusions and recommendations are interpreted correctly. Our report does not address environmental issues which may be associated with the subject property.

While the borings performed for this project are representative of subsurface soil conditions at their respective locations and for their respective vertical reaches, local variations of the subsurface materials are anticipated and may be encountered. The boring logs and related information are based on the driller's logs and visual examination of selected samples in the laboratory. Delineation between soil types shown on the boring logs is approximate, and soil descriptions represent our interpretation of subsurface conditions at the designated boring location on the particular date drilled.

We appreciate the opportunity to assist you. If you have any questions or if we may be of further assistance, please call at your convenience.

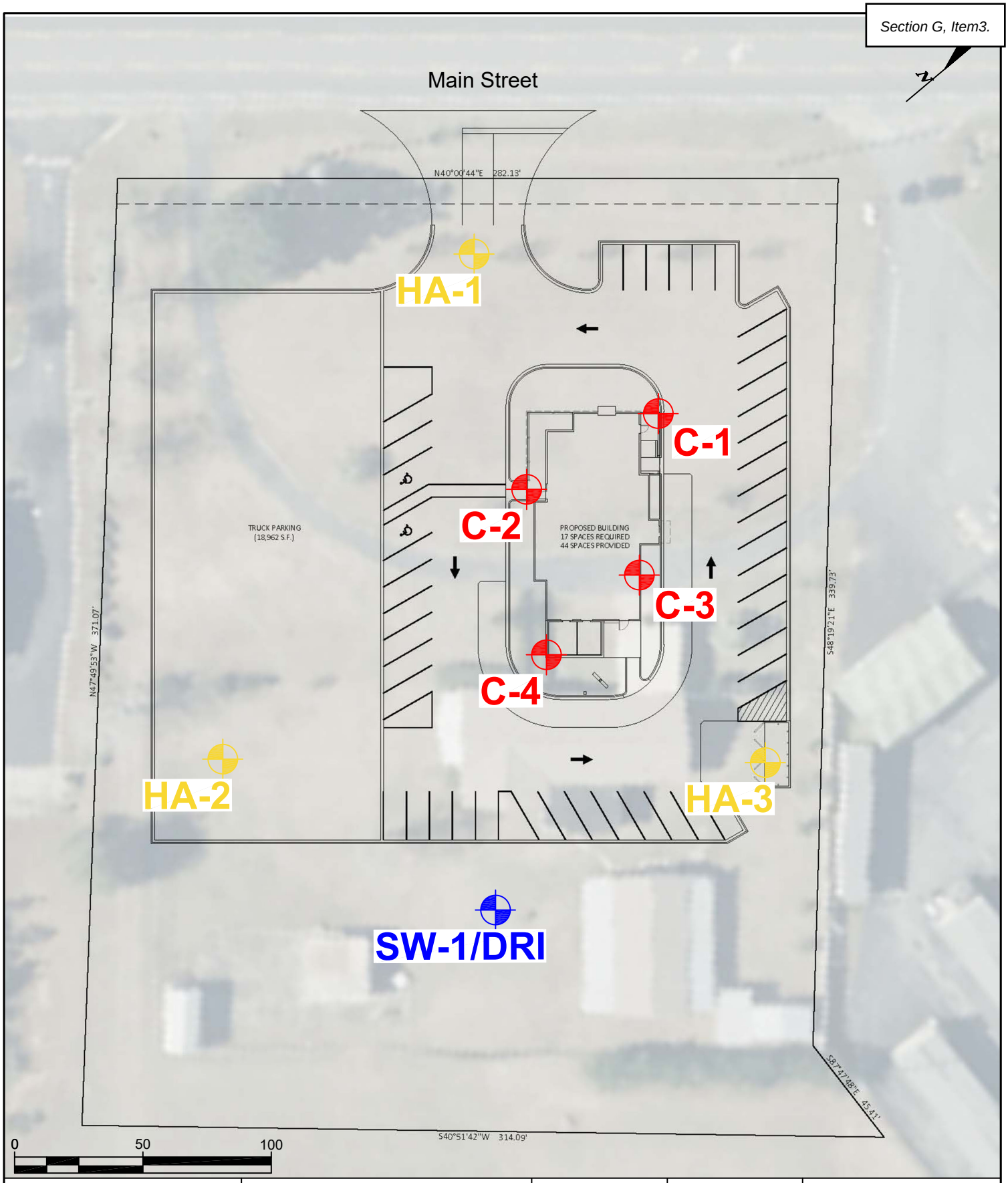
Sincerely,

SOUTHERN EARTH SCIENCES, INC.



Logan A. Fowler, P.E.
Eng. Reg. No. 82343
State of Florida

This item has been digitally signed and sealed by Logan A. Fowler, P.E. (FL Eng. License No.: 82343) using a Digital Signature. Printed copies of this document are not considered signed and sealed and the authentication code must be verified on any electronic copies.

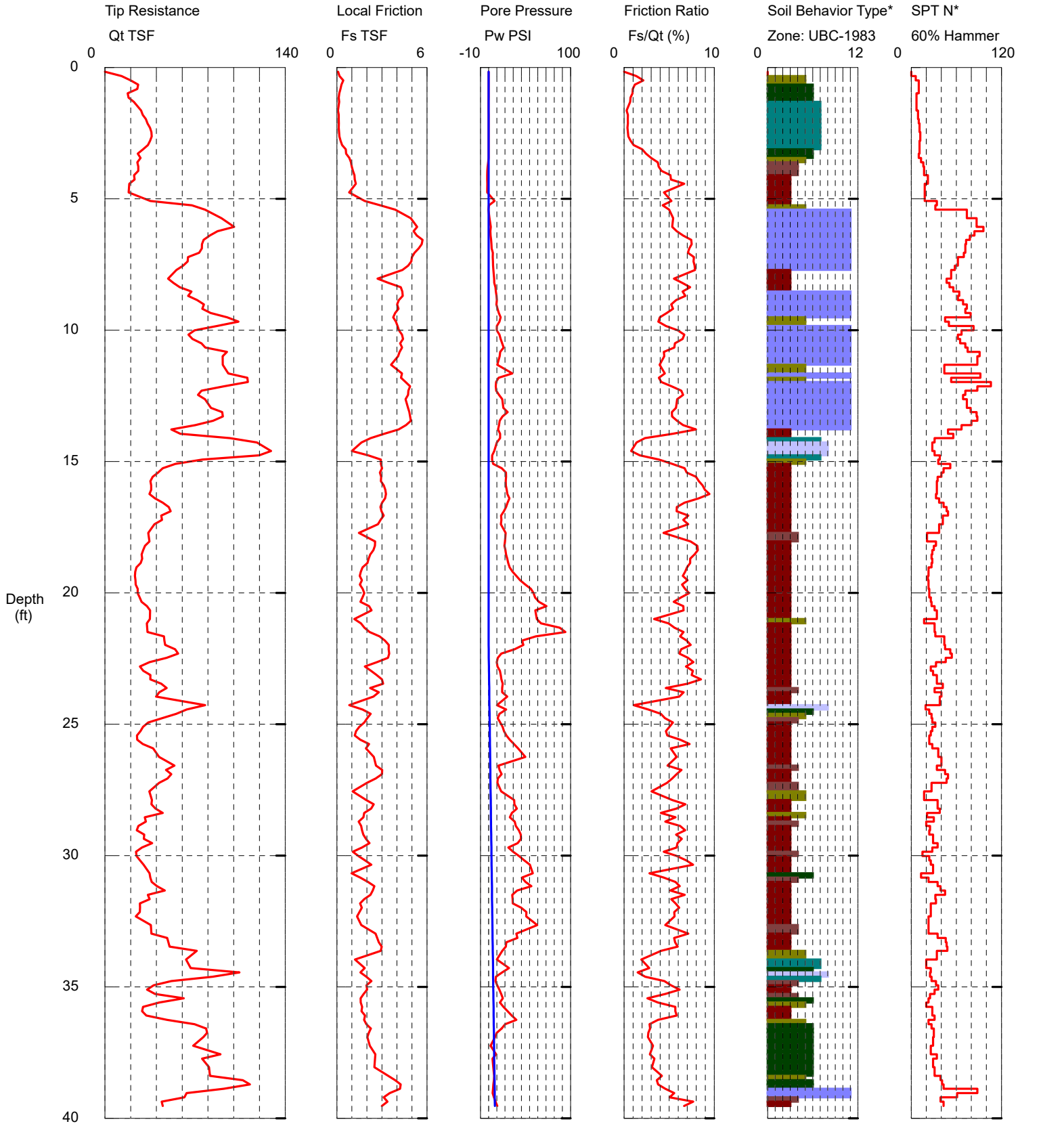


SESI FILE NO: P25-604	SOUTHERN EARTH SCIENCES	DRAWN BY:	HL	FIGURE I
		CHECKED BY:	LF	
Jack's Family Restaurant Chipley, FL		DATE:	12/02/25	APPROXIMATE TEST LOCATIONS
		SCALE:	1:50	

Southern Earth Sciences, Inc.

Operator: Pat Conroy
Sounding: C-1
Cone Used: DDG1702
Groundwater: 17.5 feet

CPT Date/Time: 11/14/2025 10:55:55 AM
Location: Jack's Family Restaurant
Job Number: P25-604
Elevation: Unknown



Maximum Depth = 39.53 feet

Depth Increment = 0.164 feet

1 sensitive fine grained
2 organic material
3 clay
4 silty clay to clay
5 clayey silt to silty clay
6 sandy silt to clayey silt
7 silty sand to sandy silt
8 sand to silty sand
9 sand
10 gravelly sand to sa
11 very stiff fine grained
12 sand to clayey sand

*Soil behavior type and SPT based on data from UBC-1983

LOG OF BORING C-1

PROJECT: Jack's Family Resturant
LOCATION: Chipley, FL
PROJECT NO.: P25-604
DATE: 11/14/25

METHOD: Direct Push
DRILLER: PC
ENGR / GEOL: LF
SURFACE ELEVATION: Unknown

Elevation / Depth	Soil Symbols Sampler Symbols and Field Test Data	USCS	LOCATION / MATERIAL DESCRIPTION	▲ N Value (blows/ft) 20 40 60 80 / Atterberg Limits Natural Moisture PL MC LL 20 40 60 80	NATURAL MOISTURE (%)	ATTERBERG LIMITS (%) LIQUID LIMIT LL	PLASTIC LIMIT PL	PLASTICITY INDEX PI	PASSING #200 SIEVE (%)
0		SP-SM	Per Plan Dark Gray Slightly Silty Fine SAND with Organics						
		SC	Tan Clayey Fine SAND						
		SC	Tan and Brown Clayey Fine SAND with Gravel						
5					16	29	19	10	39
		SC	Light Gray, Red, and Orange Clayey Fine SAND with Clay Seams						
10					16				33
15									

Water Level Est. Seasonal High GWL: ▽ Measured: ▼ Perched: ▼ **Notes:**
Water Observations: Groundwater Not Encountered in Depth of Boring; Groundwater Measured at 17.5 ft at CPT Sounding

N - SPT Data (Blows/Ft) P - Pocket Penetrometer (tsf)
Sample Key: ◪ SPT ■ Shelby Tube

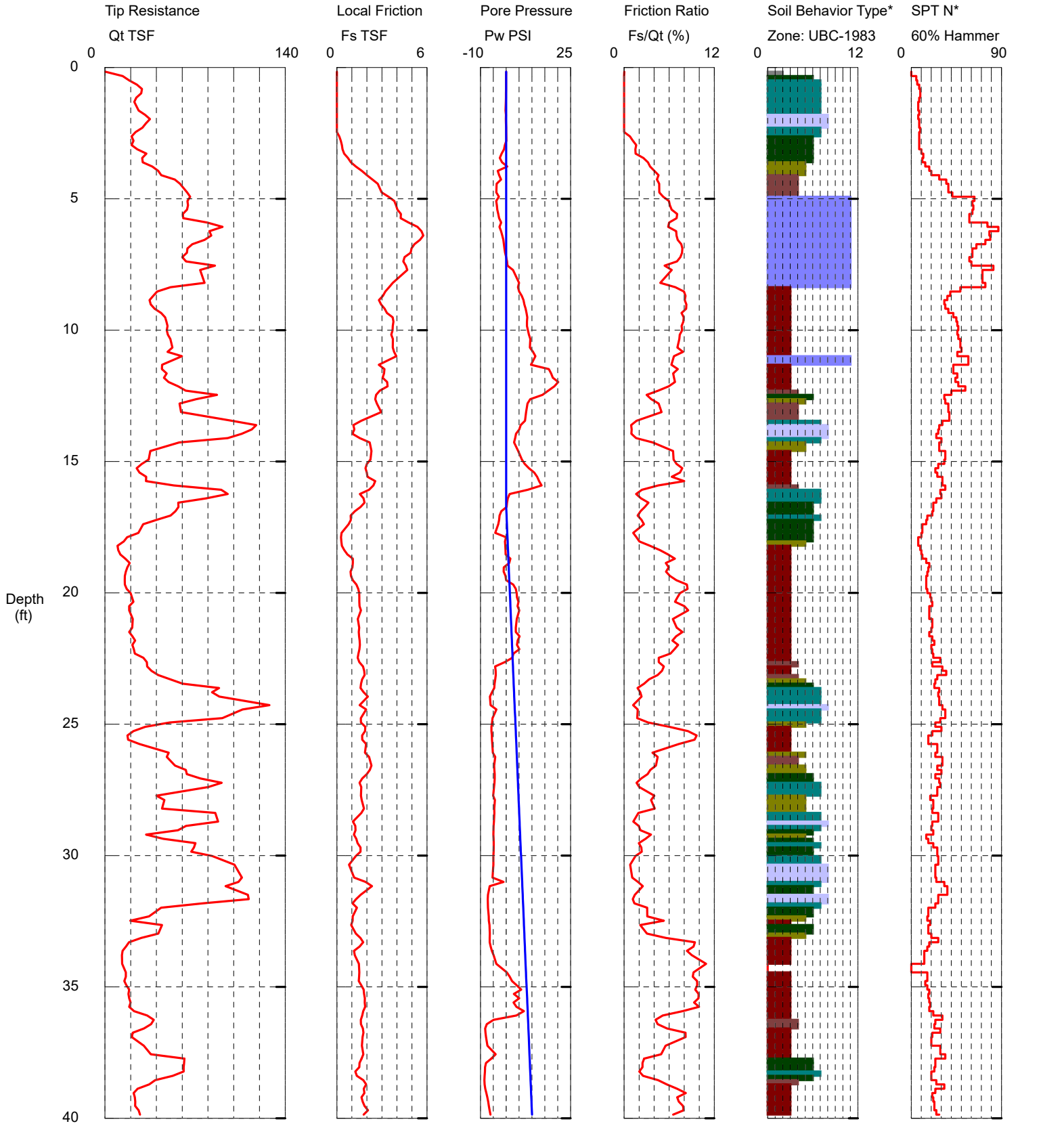
SOUTHERN EARTH SCIENCES, inc.

LOG OF BORING P25-604.GPJ SES PC FL.GDT 12/4/25

Southern Earth Sciences, Inc.

Operator: Pat Conroy
Sounding: C-2
Cone Used: DDG1702
Groundwater: 16.8 feet

CPT Date/Time: 11/14/2025 11:30:05 AM
Location: Jack's Family Restaurant
Job Number: P25-604
Elevation: Unknown



Maximum Depth = 40.03 feet

Depth Increment = 0.164 feet

1 sensitive fine grained
2 organic material
3 clay
4 silty clay to clay
5 clayey silt to silty clay
6 sandy silt to clayey silt
7 silty sand to sandy silt
8 sand to silty sand
9 sand
10 gravelly sand to sa
11 very stiff fine grained
12 sand to clayey san

*Soil behavior type and SPT based on data from UBC-1983

LOG OF BORING C-2

PROJECT: Jack's Family Resturant
LOCATION: Chipley, FL
PROJECT NO.: P25-604
DATE: 11/14/25

METHOD: Direct Push
DRILLER: PC
ENGR / GEOL: LF
SURFACE ELEVATION: Unknown

Elevation / Depth	USCS	LOCATION / MATERIAL DESCRIPTION	N Value (blows/ft) 20 40 60 80 / Atterberg Limits Natural Moisture PL MC LL	NATURAL MOISTURE (%)	ATTERBERG LIMITS (%) LIQUID LIMIT LL	PLASTIC LIMIT PL	PLASTICITY INDEX PI	PASSING #200 SIEVE (%)
0	SP-SM	Per Plan Dark Gray Slightly Silty Fine SAND with Organics						
	SC	Tan Clayey Fine SAND						
	SC	Tan and Orange Clayey Fine SAND with Gravel						
5	SC	Red, Orange, and Light Gray Clayey Fine SAND with Clay Seams						
	SC	Light Orange, Light Gray, and Light Red Clayey Fine SAND with Clay Seams						
10	CL	Light Gray and Light Red CLAY		19				50
15	SC	Red Clayey Medium to Fine SAND						
	CL	Light Gray CLAY		36				82
	SC	Tan and Red Clayey Medium to Fine SAND						
	SC	Light Tan, Orange, Light Red, and Light Gray Clayey Fine SAND with Clay Seams						
20								
25								

Water Level Est. Seasonal High GWL: ▽ Measured: ▼ Perched: ▼ **Notes:**
Water Observations: Groundwater Measured at 16.8 Feet Below Existing Ground Surface

N - SPT Data (Blows/Ft) P - Pocket Penetrometer (tsf)
Sample Key: SPT Shelby Tube

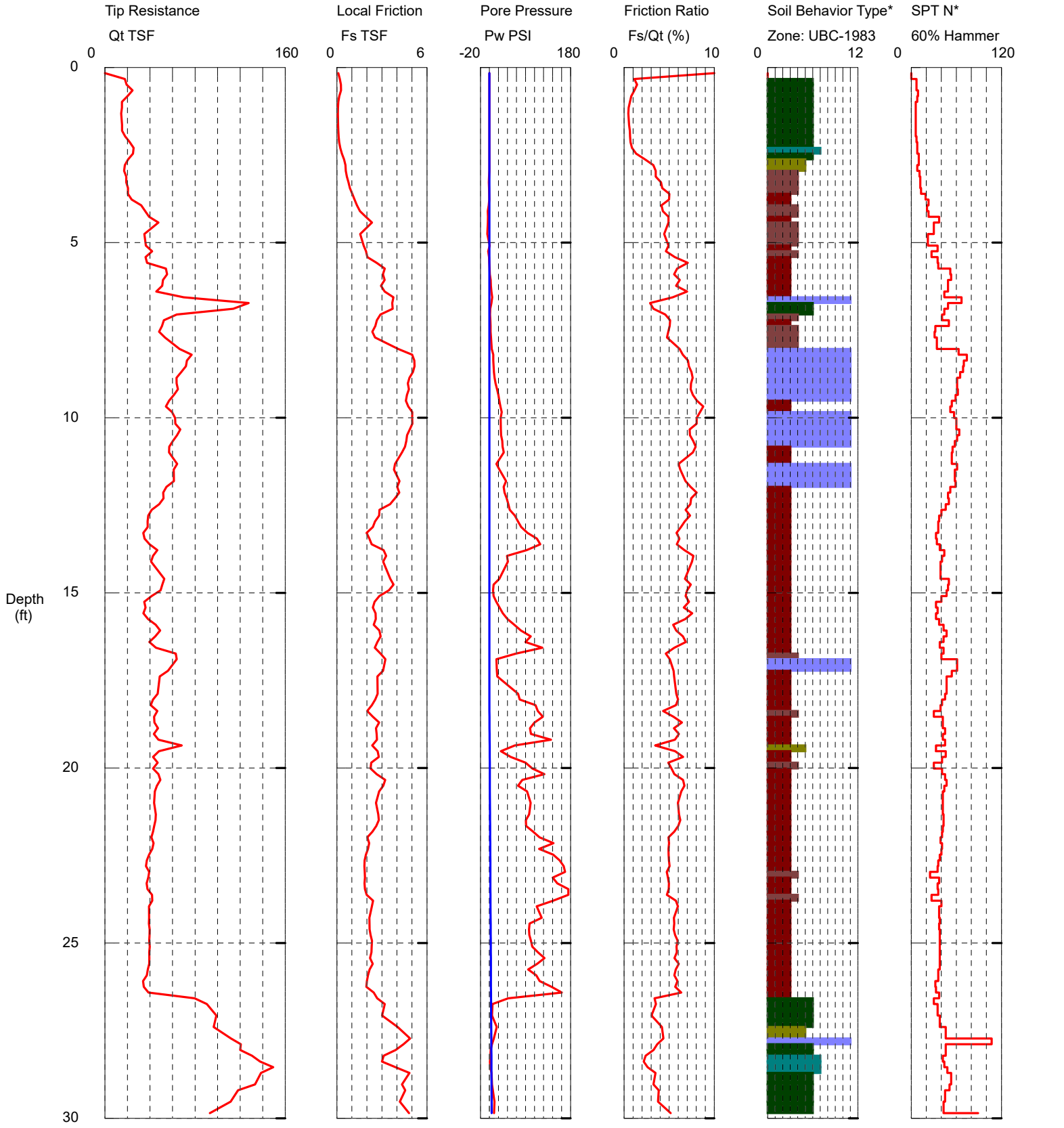
SOUTHERN EARTH SCIENCES, inc.

LOG OF BORING P25-604.GPJ SES PC FL.GDT 12/4/25

Southern Earth Sciences, Inc.

Operator: Pat Conroy
Sounding: C-3
Cone Used: DDG1702
Groundwater: 17.0 feet

CPT Date/Time: 11/14/2025 10:26:34 AM
Location: Jack's Family Restaurant
Job Number: P25-604
Elevation: Unknown



Maximum Depth = 30.51 feet

Depth Increment = 0.164 feet

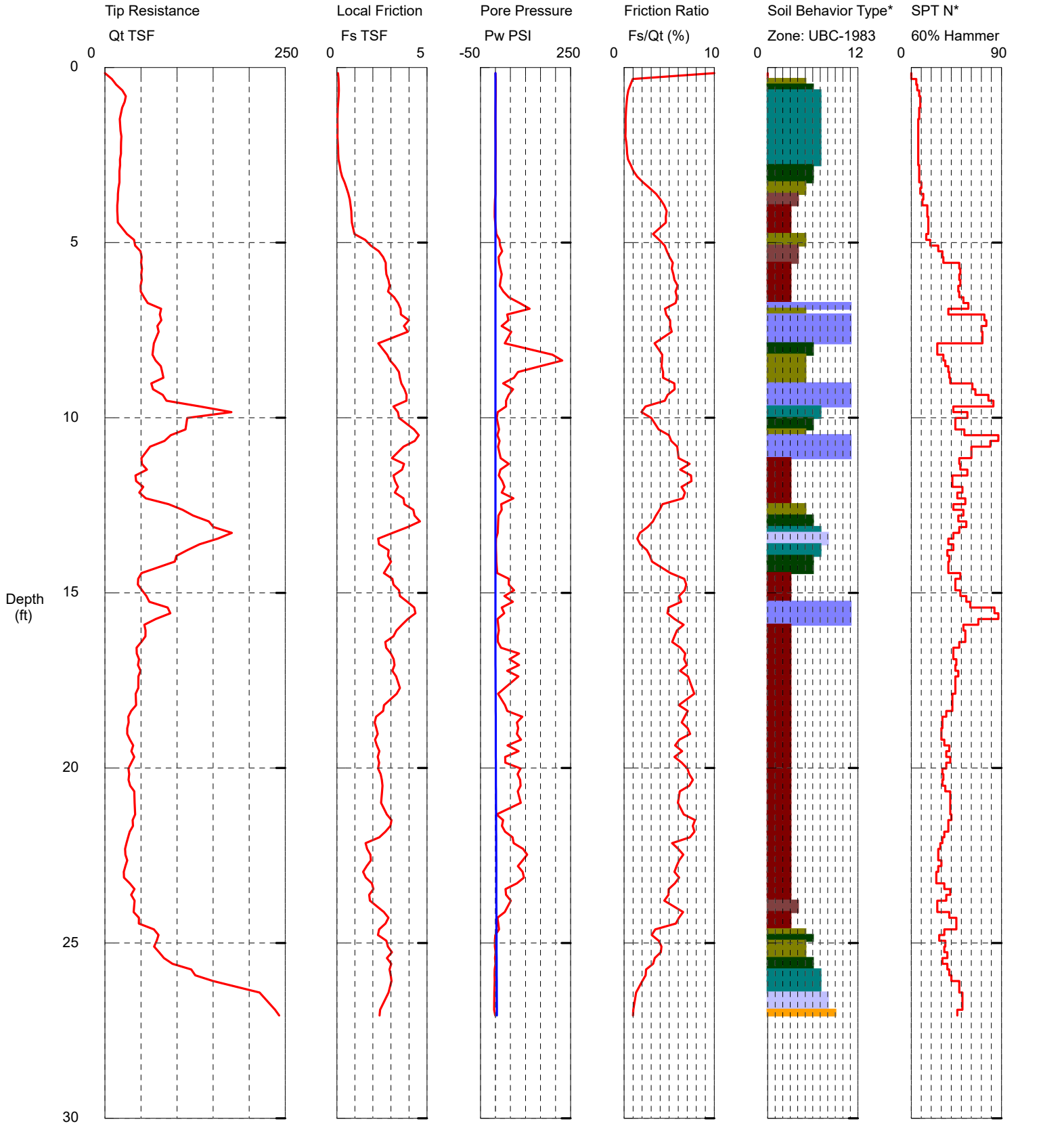
1 sensitive fine grained
2 organic material
3 clay
4 silty clay to clay
5 clayey silt to silty clay
6 sandy silt to clayey silt
7 silty sand to sandy silt
8 sand to silty sand
9 sand
10 gravelly sand to sa
11 very stiff fine grained
12 sand to clayey sand

*Soil behavior type and SPT based on data from UBC-1983

Southern Earth Sciences, Inc.

Operator: Pat Conroy
Sounding: C-4
Cone Used: DDG1702
Groundwater: 17.2 feet

CPT Date/Time: 11/14/2025 9:44:13 AM
Location: Jack's Family Restaurant
Job Number: P25-604
Elevation: Unknown



Maximum Depth = 27.07 feet

Depth Increment = 0.164 feet

1 sensitive fine grained
2 organic material
3 clay
4 silty clay to clay
5 clayey silt to silty clay
6 sandy silt to clayey silt
7 silty sand to sandy silt
8 sand to silty sand
9 sand
10 gravelly sand to sa
11 very stiff fine grained
12 sand to clayey sand

*Soil behavior type and SPT based on data from UBC-1983

LOG OF BORING C-4

PROJECT: Jack's Family Resturant
LOCATION: Chipley, FL
PROJECT NO.: P25-604
DATE: 11/14/25

METHOD: Direct Push
DRILLER: PC
ENGR / GEOL: LF
SURFACE ELEVATION: Unknown

Elevation / Depth	Soil Symbols Sampler Symbols and Field Test Data	USCS	LOCATION: Per Plan MATERIAL DESCRIPTION	▲ N Value (blows/ft) 20 40 60 80 Atterberg Limits Natural Moisture PL MC LL 20 40 60 80	NATURAL MOISTURE (%)	ATTERBERG LIMITS (%) LIQUID LIMIT LL	PLASTIC LIMIT PL	PLASTICITY INDEX PI	PASSING #200 SIEVE (%)
0		SP-SM	Dark Gray Slightly Silty Fine SAND with Organics						
		SC	Tan and Light Brown Clayey Fine SAND with Trace Organics						
		SC	Tan and Orange Clayey Fine SAND with Gravel						
5		SC	Light Tan and Light Gray Clayey Fine SAND with Clay Seams		17	38	20	18	38
		SC	Dark Red, Orange, and Light Gray Clayey Medium to Fine SAND with Clay Seams		17				42
10									
15									

Water Level Est. Seasonal High GWL: ▽ Measured: ▼ Perched: ▼ **Notes:**
Water Observations: Groundwater Not Encountered in Depth of Boring; Groundwater Measured at 17.2 ft at CPT Sounding

N - SPT Data (Blows/Ft) P - Pocket Penetrometer (tsf)
Sample Key: ◪ SPT ■ Shelby Tube

SOUTHERN EARTH SCIENCES, inc.

LOG OF BORING P25-604.GPJ SES PC FL.GDT 12/4/25

LOG OF BORING HA-1

PROJECT: Jack's Family Resturant
LOCATION: Chipley, FL
PROJECT NO.: P25-604
DATE: 11/14/25

METHOD: Hand Auger
DRILLER: PC/KK
ENGR / GEOL: LF
SURFACE ELEVATION: Unknown

Elevation / Depth	Soil Symbols Sampler Symbols and Field Test Data	USCS	LOCATION / MATERIAL DESCRIPTION	▲ N Value (blows/ft) 20 40 60 80 / Atterberg Limits Natural Moisture PL MC LL 20 40 60 80	NATURAL MOISTURE (%)	ATTERBERG LIMITS (%) LIQUID LIMIT LL	PLASTIC LIMIT PL	PLASTICITY INDEX PI	PASSING #200 SIEVE (%)
0	5*	SP-SM	Per Plan Dark Gray Slightly Silty Fine SAND with Organics						
1	5*	SC	Tan and Orange Clayey Fine SAND						
2	6*								
3	6*								
4	7*	SC	Tan and Red Clayey Fine SAND with Trace Aggregate		15				39
5									
6									

Water Level Est. Seasonal High GWL: ▽ Measured: ▼ Perched: ▼
Water Observations: Groundwater Not Encountered

Notes:
- *Hand Dial Penetrometer Readings

N - SPT Data (Blows/Ft) P - Pocket Penetrometer (tsf)
Sample Key: ◪ SPT ■ Shelby Tube

SOUTHERN EARTH SCIENCES, inc.

LOG OF BORING P25-604.GPJ SES PC FL.GDT 12/4/25

LOG OF BORING HA-2

PROJECT: Jack's Family Resturant
LOCATION: Chipley, FL
PROJECT NO.: P25-604
DATE: 11/14/25

METHOD: Hand Auger
DRILLER: PC/KK
ENGR / GEOL: LF
SURFACE ELEVATION: Unknown

Elevation / Depth	Soil Symbols Sampler Symbols and Field Test Data	USCS	LOCATION / MATERIAL DESCRIPTION	▲ N Value (blows/ft) 20 40 60 80 / Atterberg Limits Natural Moisture PL MC LL 20 40 60 80	NATURAL MOISTURE (%)	ATTERBERG LIMITS (%) LIQUID LIMIT LL	PLASTIC LIMIT PL	PLASTICITY INDEX PI	PASSING #200 SIEVE (%)
0	5*	SP-SM	Per Plan Dark Gray Slightly Silty Fine SAND with Organics						
1	5*	SC	Brown and Gray Clayey Fine SAND with Trace Organics	●	11				27
2	6*								
3	6*	SC	Tan and Orange Clayey Fine SAND with Trace Aggregate						
4	6*								
5									
6									

Water Level Est. Seasonal High GWL: ▽ Measured: ▼ Perched: ▼
Water Observations: Groundwater Not Encountered

Notes:
- *Hand Dial Penetrometer Readings

N - SPT Data (Blows/Ft) P - Pocket Penetrometer (tsf)
Sample Key: ◪ SPT ■ Shelby Tube

SOUTHERN EARTH SCIENCES, inc.

LOG OF BORING P25-604.GPJ SES PC FL.GDT 12/4/25

LOG OF BORING HA-3

PROJECT: Jack's Family Resturant
LOCATION: Chipley, FL
PROJECT NO.: P25-604
DATE: 11/14/25

METHOD: Hand Auger
DRILLER: PC/KK
ENGR / GEOL: LF
SURFACE ELEVATION: Unknown

Elevation / Depth	Soil Symbols Sampler Symbols and Field Test Data	USCS	LOCATION / MATERIAL DESCRIPTION	▲ N Value (blows/ft) 20 40 60 80 / Atterberg Limits Natural Moisture PL MC LL 20 40 60 80	NATURAL MOISTURE (%)	ATTERBERG LIMITS (%) LIQUID LIMIT LL	PLASTIC LIMIT PL	PLASTICITY INDEX PI	PASSING #200 SIEVE (%)
0	5*	SP-SM	Per Plan Dark Gray Slightly Silty Fine SAND with Organics						
1	5*	SC	Tan Clayey Fine SAND						
2	5*								
3	5*	SC	Tan and Orange Clayey Fine SAND with Trace Aggregate						
4	7*			●	14				31
5									
6									

Water Level Est. Seasonal High GWL: ▽ Measured: ▼ Perched: ▼
Water Observations: Groundwater Not Encountered

Notes:
- *Hand Dial Penetrometer Readings

N - SPT Data (Blows/Ft) P - Pocket Penetrometer (tsf)
Sample Key: ◪ SPT ■ Shelby Tube

SOUTHERN EARTH SCIENCES, inc.

LOG OF BORING P25-604.GPJ SES PC FL.GDT 12/4/25

LOG OF BORING SW-1

PROJECT: Jack's Family Resturant
LOCATION: Chipley, FL
PROJECT NO.: P25-604
DATE: 11/14/25

METHOD: Direct Push
DRILLER: PC
ENGR / GEOL: LF
SURFACE ELEVATION: Unknown

Elevation / Depth	Soil Symbols Sampler Symbols and Field Test Data	USCS	LOCATION: Per Plan / MATERIAL DESCRIPTION	▲ N Value (blows/ft) 20 40 60 80 / Atterberg Limits Natural Moisture PL MC LL 20 40 60 80	NATURAL MOISTURE (%)	ATTERBERG LIMITS (%) LIQUID LIMIT LL	PLASTIC LIMIT PL	PLASTICITY INDEX PI	PASSING #200 SIEVE (%)
0		SP-SM	Dark Gray Slightly Silty Fine SAND with Organics						
		SC	Tan and Light Brown Clayey Fine SAND		8				25
		SC	Tan and Orange Clayey Fine SAND with Gravel						
5					12				32
		SC	Orange, Red, and Light Gray Clayey Fine SAND with Clay Seams						
					17				42
10		CL	Light Gray, Red, and Light Red CLAY						
					25				57
15		SC	Light Red and Light Gray Clayey Medium to Fine SAND						
	▼								
20		SC	Orange and Light Orange Clayey Medium to Fine SAND						
		SC	Orange and Dark Orange Clayey Fine SAND with Clay Seams						
25									

Water Level Est. Seasonal High GWL: ▽ Measured: ▼ Perched: ▼ **Notes:**
Water Observations: Groundwater Measured at 18 Feet Below Existing Ground Surface

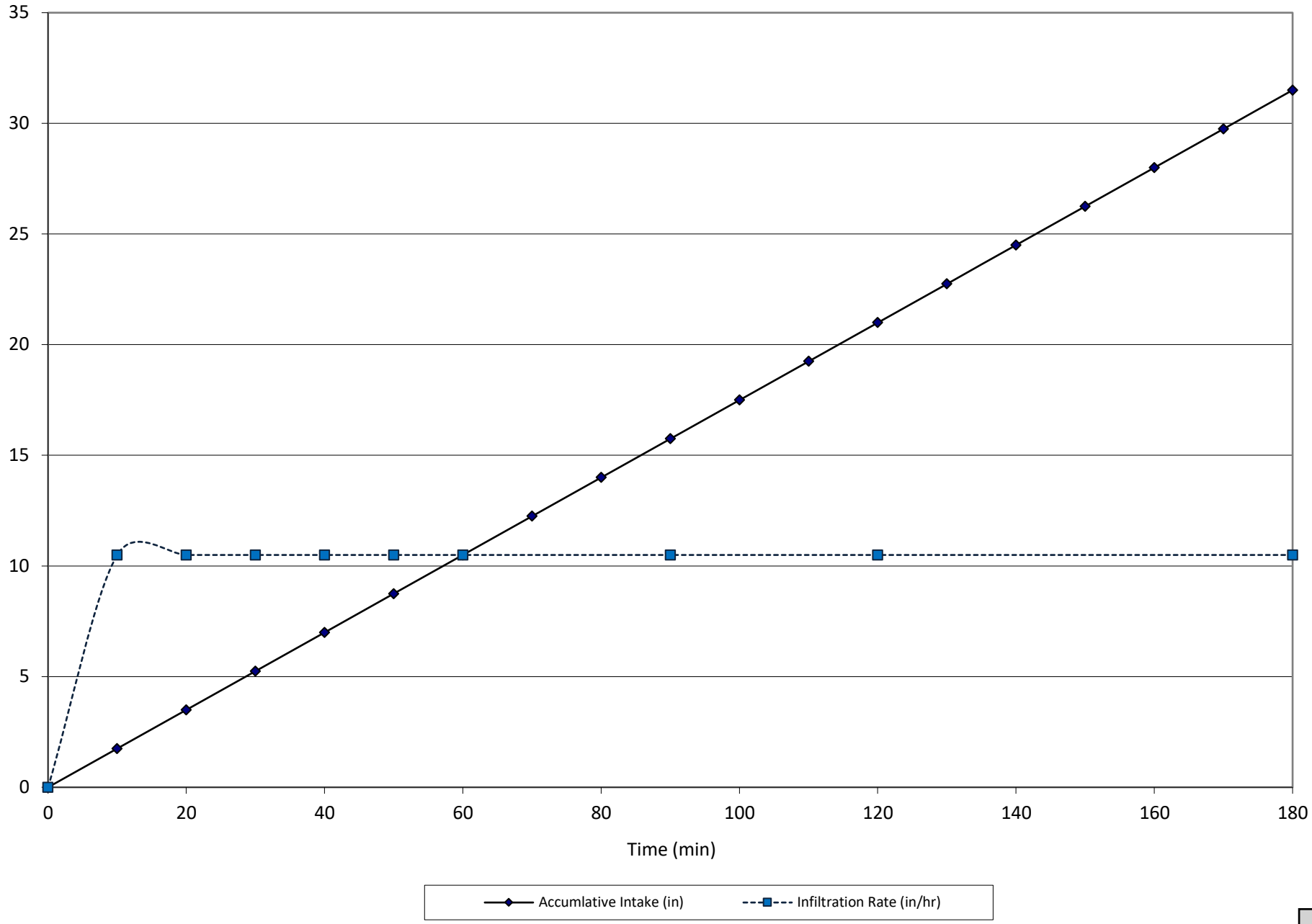
N - SPT Data (Blows/Ft) P - Pocket Penetrometer (tsf)
Sample Key: ◪ SPT ■ Shelby Tube

SOUTHERN EARTH SCIENCES, inc.

LOG OF BORING P25-604.GPJ SES PC FL.GDT 12/4/25

Graph 1

Double Ring Infiltrometer Test at SW-1



Soil Map—Washington County, Florida



Map Scale: 1:1,590 if printed on A landscape (11" x 8.5") sheet.

N

Meters: 0 20 40 80 120

Feet: 0 50 100 200 300

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 16N WGS84

MAP LEGEND

Area of Interest (AOI)

- Area of Interest (AOI)

Soils

- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features

- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features

- Streams and Canals

Transportation

- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background

- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Washington County, Florida
Survey Area Data: Version 22, Aug 27, 2025

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jan 10, 2024—Jan 20, 2024

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
12	Dothan loamy sand, 2 to 5 percent slopes	4.6	100.0%
Totals for Area of Interest		**4.6**	**100.0%**

Washington County, Florida

12—Dothan loamy sand, 2 to 5 percent slopes

Map Unit Setting

National map unit symbol: 2smw8
Elevation: 100 to 700 feet
Mean annual precipitation: 40 to 69 inches
Mean annual air temperature: 55 to 70 degrees F
Frost-free period: 190 to 310 days
Farmland classification: All areas are prime farmland

Map Unit Composition

Dothan and similar soils: 80 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Dothan

Setting

Landform: Interfluves
Landform position (two-dimensional): Summit
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Marine deposits

Typical profile

Ap - 0 to 12 inches: loamy sand
Bt1 - 12 to 24 inches: sandy clay loam
Bt2 - 24 to 34 inches: sandy clay loam
Bt3 - 34 to 48 inches: sandy clay loam
Btv - 48 to 65 inches: sandy clay loam

Properties and qualities

Slope: 2 to 5 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high (0.20 to 0.57 in/hr)
Depth to water table: About 39 to 55 inches
Frequency of flooding: None
Frequency of ponding: None
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water supply, 0 to 60 inches: Moderate (about 7.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 2e

Hydrologic Soil Group: B
Ecological site: F133AY420NC - Summits, Loamy and Clayey, Moist
Forage suitability group: Loamy and clayey soils on rises and knolls of mesic uplands (G133AA321FL)
Other vegetative classification: Loamy and clayey soils on rises and knolls of mesic uplands (G133AA321FL)
Hydric soil rating: No

Minor Components

Fuquay
Percent of map unit: 8 percent
Landform: Hillslopes
Landform position (two-dimensional): Shoulder
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: F133AY430NC - Summits, Loamy, Thick Sandy Surface
Hydric soil rating: No

Cowarts
Percent of map unit: 5 percent
Landform: Hillslopes
Landform position (two-dimensional): Shoulder
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Convex
Ecological site: F133AY440NC - Summits, Loamy, Depth Restriction
Hydric soil rating: No

Nankin
Percent of map unit: 5 percent
Landform: Interfluves
Landform position (two-dimensional): Shoulder, backslope
Landform position (three-dimensional): Side slope, crest
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: F133AY420NC - Summits, Loamy and Clayey, Moist
Hydric soil rating: No

Clarendon
Percent of map unit: 2 percent
Landform: Interfluves
Landform position (two-dimensional): Shoulder
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: F133AY410NC - Summits, Loamy and Clayey, Seasonally Wet

Other vegetative classification: Sandy over loamy soils on rises, knolls, and ridges of mesic uplands (G133AA221FL)
Hydric soil rating: No

Data Source Information

Soil Survey Area: Washington County, Florida
Survey Area Data: Version 22, Aug 27, 2025

Important Information About Your Geotechnical Engineering Report

Subsurface problems are a principal cause of construction delays, cost overruns, claims, and disputes.

The following information is provided to help you manage your risks.

Geotechnical Services Are Performed for Specific Purposes, Persons, and Projects

Geotechnical engineers structure their services to meet the specific needs of their clients. A geotechnical engineering study conducted for a civil engineer may not fulfill the needs of a construction contractor or even another civil engineer. Because each geotechnical engineering study is unique, each geotechnical engineering report is unique, prepared *solely* for the client. No one except you should rely on your geotechnical engineering report without first conferring with the geotechnical engineer who prepared it. *And no one — not even you —* should apply the report for any purpose or project except the one originally contemplated.

Read the Full Report

Serious problems have occurred because those relying on a geotechnical engineering report did not read it all. Do not rely on an executive summary. Do not read selected elements only.

A Geotechnical Engineering Report Is Based on A Unique Set of Project-Specific Factors

Geotechnical engineers consider a number of unique, project-specific factors when establishing the scope of a study. Typical factors include: the client's goals, objectives, and risk management preferences; the general nature of the structure involved, its size, and configuration; the location of the structure on the site; and other planned or existing site improvements, such as access roads, parking lots, and underground utilities. Unless the geotechnical engineer who conducted the study specifically indicates otherwise, do not rely on a geotechnical engineering report that was:

- not prepared for you,
- not prepared for your project,
- not prepared for the specific site explored, or
- completed before important project changes were made.

Typical changes that can erode the reliability of an existing geotechnical engineering report include those that affect:

- the function of the proposed structure, as when it's changed from a parking garage to an office building, or from a light industrial plant to a refrigerated warehouse,
- elevation, configuration, location, orientation, or weight of the proposed structure,
- composition of the design team, or
- project ownership.

As a general rule, *always* inform your geotechnical engineer of project changes—even minor ones—and request an assessment of their impact. *Geotechnical engineers cannot accept responsibility or liability for problems that occur because their reports do not consider developments of which they were not informed.*

Subsurface Conditions Can Change

A geotechnical engineering report is based on conditions that existed at the time the study was performed. *Do not rely on a geotechnical engineering report* whose adequacy may have been affected by: the passage of time; by man-made events, such as construction on or adjacent to the site; or by natural events, such as floods, earthquakes, or groundwater fluctuations. *Always* contact the geotechnical engineer before applying the report to determine if it is still reliable. A minor amount of additional testing or analysis could prevent major problems.

Most Geotechnical Findings Are Professional Opinions

Site exploration identifies subsurface conditions only at those points where subsurface tests are conducted or samples are taken. Geotechnical engineers review field and laboratory data and then apply their professional judgment to render an opinion about subsurface conditions throughout the site. Actual subsurface conditions may differ—sometimes significantly—from those indicated in your report. Retaining the geotechnical engineer who developed your report to provide construction observation is the most effective method of managing the risks associated with unanticipated conditions.

A Report's Recommendations Are *Not* Final

Do not overrely on the construction recommendations included in your report. *Those recommendations are not final,* because geotechnical engineers develop them principally from judgment and opinion. Geotechnical engineers can finalize their recommendations only by observing actual

subsurface conditions revealed during construction. *The geotechnical engineer who developed your report cannot assume responsibility or liability for the report's recommendations if that engineer does not perform construction observation.*

A Geotechnical Engineering Report Is Subject to Misinterpretation

Other design team members' misinterpretation of geotechnical engineering reports has resulted in costly problems. Lower that risk by having your geotechnical engineer confer with appropriate members of the design team after submitting the report. Also retain your geotechnical engineer to review pertinent elements of the design team's plans and specifications. Contractors can also misinterpret a geotechnical engineering report. Reduce that risk by having your geotechnical engineer participate in prebid and preconstruction conferences, and by providing construction observation.

Do Not Redraw the Engineer's Logs

Geotechnical engineers prepare final boring and testing logs based upon their interpretation of field logs and laboratory data. To prevent errors or omissions, the logs included in a geotechnical engineering report should *never* be redrawn for inclusion in architectural or other design drawings. Only photographic or electronic reproduction is acceptable, *but recognize that separating logs from the report can elevate risk.*

Give Contractors a Complete Report and Guidance

Some owners and design professionals mistakenly believe they can make contractors liable for unanticipated subsurface conditions by limiting what they provide for bid preparation. To help prevent costly problems, give contractors the complete geotechnical engineering report, *but* preface it with a clearly written letter of transmittal. In that letter, advise contractors that the report was not prepared for purposes of bid development and that the report's accuracy is limited; encourage them to confer with the geotechnical engineer who prepared the report (a modest fee may be required) and/or to conduct additional study to obtain the specific types of information they need or prefer. A prebid conference can also be valuable. *Be sure contractors have sufficient time* to perform additional study. Only then might you be in a position to give contractors the best information available to you, while requiring them to at least share some of the financial responsibilities stemming from unanticipated conditions.

Read Responsibility Provisions Closely

Some clients, design professionals, and contractors do not recognize that geotechnical engineering is far less exact than other engineering disciplines. This lack of understanding has created unrealistic expectations that have led to disappointments, claims, and disputes. To help reduce the risk of such outcomes, geotechnical engineers commonly include a variety of explanatory provisions in their reports. Sometimes labeled "limitations" many of these provisions indicate where geotechnical engineers' responsibilities begin and end, to help others recognize their own responsibilities and risks. *Read these provisions closely.* Ask questions. Your geotechnical engineer should respond fully and frankly.

Geoenvironmental Concerns Are Not Covered

The equipment, techniques, and personnel used to perform a *geoenvironmental* study differ significantly from those used to perform a *geotechnical* study. For that reason, a geotechnical engineering report does not usually relate any geoenvironmental findings, conclusions, or recommendations; e.g., about the likelihood of encountering underground storage tanks or regulated contaminants. *Unanticipated environmental problems have led to numerous project failures.* If you have not yet obtained your own geoenvironmental information, ask your geotechnical consultant for risk management guidance. *Do not rely on an environmental report prepared for someone else.*

Obtain Professional Assistance To Deal with Mold

Diverse strategies can be applied during building design, construction, operation, and maintenance to prevent significant amounts of mold from growing on indoor surfaces. To be effective, all such strategies should be devised for the *express purpose* of mold prevention, integrated into a comprehensive plan, and executed with diligent oversight by a professional mold prevention consultant. Because just a small amount of water or moisture can lead to the development of severe mold infestations, a number of mold prevention strategies focus on keeping building surfaces dry. While groundwater, water infiltration, and similar issues may have been addressed as part of the geotechnical engineering study whose findings are conveyed in this report, the geotechnical engineer in charge of this project is not a mold prevention consultant; ***none of the services performed in connection with the geotechnical engineer's study were designed or conducted for the purpose of mold prevention. Proper implementation of the recommendations conveyed in this report will not of itself be sufficient to prevent mold from growing in or on the structure involved.***

Rely, on Your ASFE-Member Geotechncial Engineer for Additional Assistance

Membership in ASFE/The Best People on Earth exposes geotechnical engineers to a wide array of risk management techniques that can be of genuine benefit for everyone involved with a construction project. Confer with you ASFE-member geotechnical engineer for more information.

ASFE
The Best People on Earth

8811 Colesville Road/Suite G106, Silver Spring, MD 20910
Telephone: 301/565-2733 Facsimile: 301/589-2017
e-mail: info@asfe.org www.asfe.org

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City of Chipley

Land Use Compliance Certificate

Fee Amount $_____

Verification provided for (Owner's Name): Jack's Family Restaurants, LP

Project Site Address: 1331 Main Street

Phone Number: (205) 945-8167

Contractor Name/Address TBD

Contractor Phone #: TBD Parcel I.D. Number: 00000000-00-2218-0004

City of Chipley Future Land Use Designation

Low Density Residential	○	Neighborhood Commercial	○
Medium Density Residential	○	Historic Commercial	○
High Density Residential	○	Industrial	○
Historic	○	Recreational	○
Commercial	◉	Public/Semi Public/Educational	○

Flood Zone: ○ Yes ◉ No Zone Type X

Scope of work (Please provide details of all work): Remove existing residential buildings, driveways, and other improvements. Construct restaurant with paved parking and gravel truck parking

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.

_____ _____

Applicant 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.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Name: Jack's Family Restaurants, LP

Address: 124 West Oxmoor Road Phone #: (205) 945-8167

Birmingham, AL 35209

Address of property to be improved: 1331 Main Street

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

Remove existing residential buildings. Construct new restaurant with paved parking

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

I (name of applicant) Ross Binkley 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: 1/20/26

****

Action: Approved _____ Not Approved _____

Comments: _____

_____

_____

_____

Signature/Title/Authority

CITY OF CHIPLEY
DEMOLITION PERMIT

Date: 1/19/26 Fee: $50.00

Type of Demolition:

Circle type: (if other, please specify)

House Commercial Structure Other Asbestos: Yes No

Owner:

Name: Jack's Family Restaurants, LP Phone # 205-945-8167

Address: 124 West Oxmoor Road, Birmingham, AL 35209

Location of Demolition: 1331 Main Street

Contractor/Agent:

Name: TBD Phone # _____

Address: _____

By applying for this permit you are giving the city permission to:

Owner request utilities to be abandoned: Yes or No

Owner request utilities to remain: Yes or No

Note: ***Please notify the City of Chipley 48 hours prior to commencement of work. In some cases, city utilities will need to be properly disconnected or located. You will also need to contact 811 before digging.***

I hereby agree to properly remove all debris in the demolition of the above building or structure.

PERMIT EXPIRES SIX MONTHS FROM DATE OF ISSUE!

This section to be completed by City staff:

Public Works Approval: Date & Signature:
WUD Approval: Date & Signature:

_____ _____

Owner/Applicant Signature **Date**

_____ _____

Approved By/Title **Date**

CITY OF CHIPLEY
APPLICATION FOR CONCURRENCY REVIEW

Applicant: Jack's Family Restaurants, LP Date: 1/20/26

Address: 124 West Oxmoor Road, Birmingham, AL 35209 Phone: 205-945-8167

Project Name: Jack's Family Restaurant Address: 1331 Main Street

Contact Person: Ross S. Binkley, P.E. Phone: (850) 974-5421

(Use additional sheets if necessary)

1. Provide estimated water usage in gallons per person per day plus total usage per day, month, and annually. 8 gal/day per person - 60,000 gallons/month
2. Provide estimated sanitary sewer usage in gallons per person per day plus total usage per day, month, and year. 8 gal/day per person - 60,000 gallons/month
3. Provide estimated solid waste generation in pounds. Provide list of types of waste generated by establishment. 192 yards/month
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.

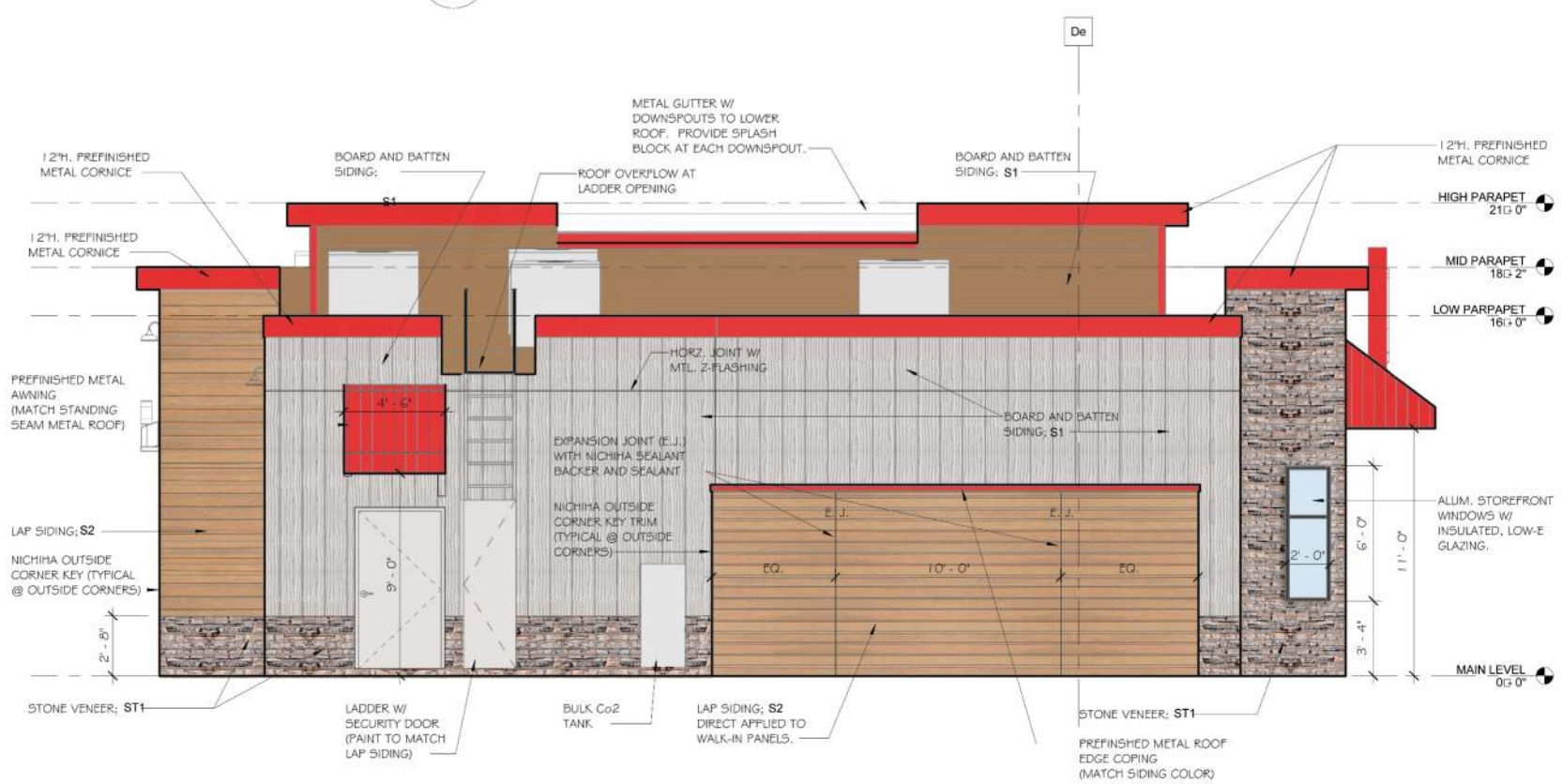
*****NOTE: Certain types of development are exempt from some portions of the concurrency review; however, some may have greater requirements than those requested above. Call the planning department at city hall if you have any questions concerning your requirements.**

Approved by: _____ **Date:** _____
(City Official)

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



A A3.2 **DRIVE-THRU ELEVATION**
1/4" = 1'-0"



B A3.2 **REAR ELEVATION**
1/4" = 1'-0"

No.	Description	Date
0	Permit Issue	6/1/18
1	Revision 1	6/21/18

RODNEY L. SARTAIN, ARCHITECT
1909 COURTNEY DR. HOMEWOOD, ALABAMA 35209
OFFICE # 205-879-5458
FAX # 205-879-5460
E-mail: rls@rlsdesigngroup.com

JACK'S FAMILY RESTAURANTS
GA, GEORGIA

6/1/2018
18-2329

EXTERIOR ELEVATIONS

A3.2

PERMIT SET

Section G, Item3.

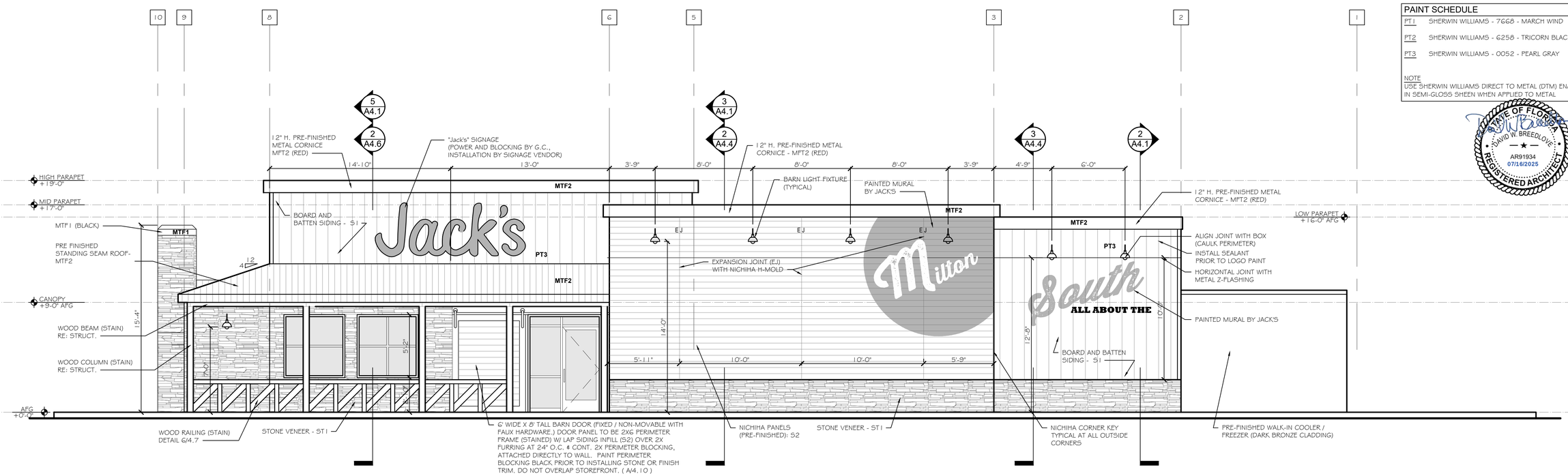
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PAINT SCHEDULE	
PT1	SHERWIN WILLIAMS - 7668 - MARCH WIND
PT2	SHERWIN WILLIAMS - 6258 - TRICORN BLACK
PT3	SHERWIN WILLIAMS - 0052 - PEARL GRAY

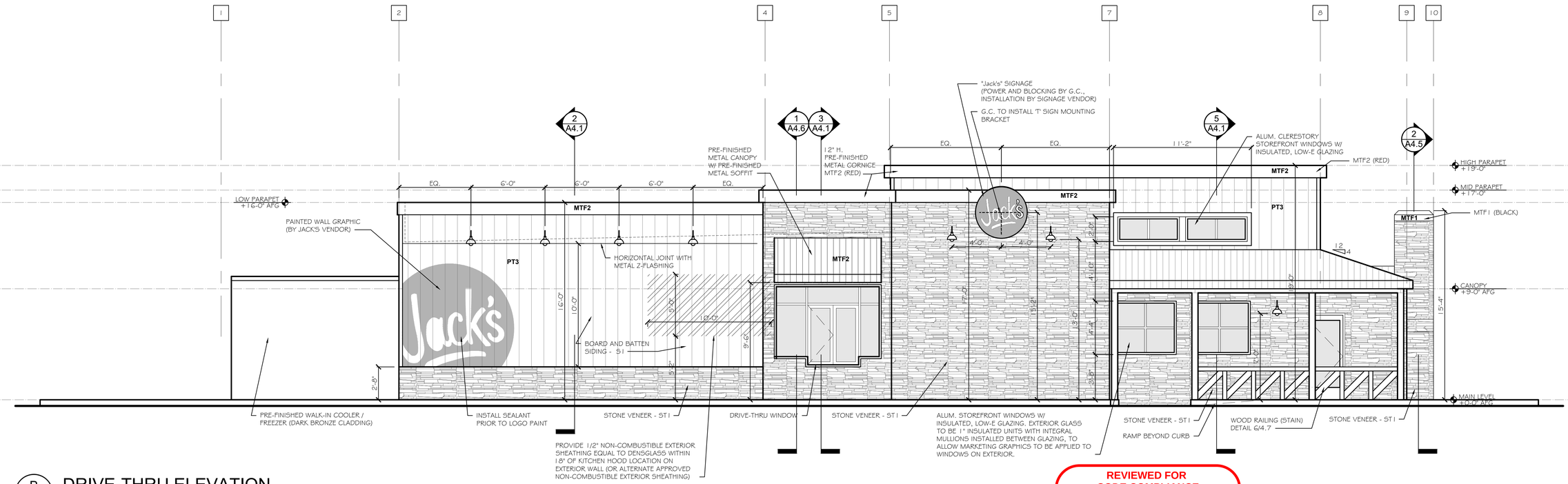
NOTE
USE SHERWIN WILLIAMS DIRECT TO METAL (DTM) ENAMEL IN SEMI-GLOSS SHEEN WHEN APPLIED TO METAL

STATE OF FLORIDA · DAVID W. BREEDLOVE · AR91934 07/16/2025 REGISTERED ARCHITECT



A A3.1 **ENTRANCE ELEVATION**

SCALE : 1/4" = 1'-0



B A3.1 **DRIVE-THRU ELEVATION**

SCALE : 1/4" = 1'-0

REVIEWED FOR CODE COMPLIANCE by Santa Rosa County Building Inspections
****
Any variation and/ or alterations to the plans must have prior approval.

10/07/2025

DAVID W. BREEDLOVE - ARCHITECT
1909 COURTNEY DRIVE, BIRMINGHAM, ALABAMA 35209 | 205.879.5458 | DJK@RL5DESIGNGROUP.COM

EXTERIOR ELEVATIONS

07-01-25
25-3168

Jack's Family Restaurants
Southern Charm (SC-68) V006
MILTON, FLORIDA

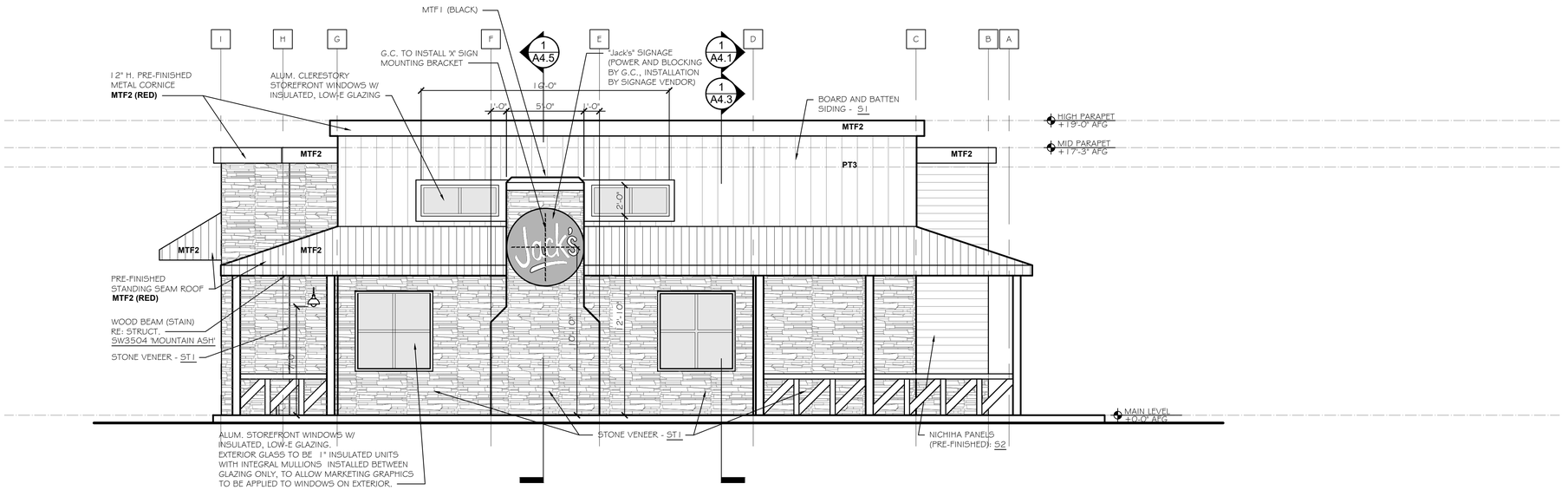
A3.1

E:\Drawings\RL5 Projects\Jack's\Milton, FL\DWGs\A3.1.dwg - omcdonald

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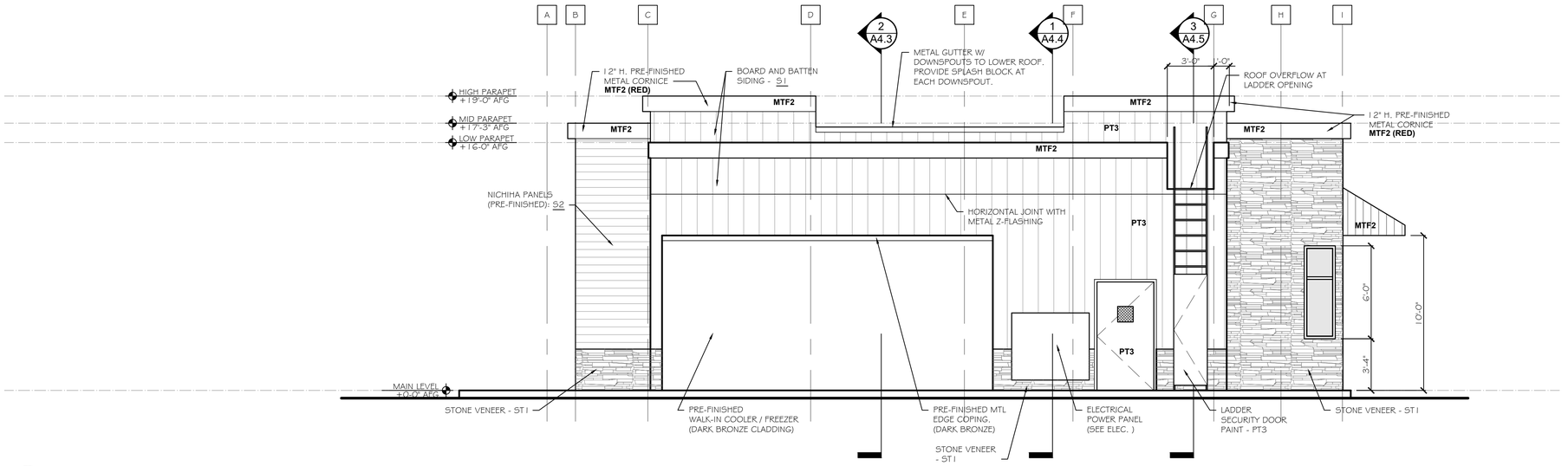
PAINT SCHEDULE	
PT1	SHERWIN WILLIAMS - 7668 - MARCH WIND
PT2	SHERWIN WILLIAMS - 6258 - TRICORN BLACK
PT3	SHERWIN WILLIAMS - 0052 - PEARL GRAY

NOTE
USE SHERWIN WILLIAMS DIRECT TO METAL (DTM) ENAMEL IN SEMI-GLOSS SHEEN WHEN APPLIED TO METAL



A A3.2 **FRONT ELEVATION**

SCALE : 1/4" = 1'-0



B A3.2 **REAR ELEVATION**

SCALE : 1/4" = 1'-0

REVIEWED FOR CODE COMPLIANCE by
Santa Rosa County Building Inspections
****
Any variation and/ or alterations to the plans must have prior approval.

10/07/2025

STATE OF FLORIDA
DAVID W. BREEDLOVE
AR91934
07/16/2025
REGISTERED ARCHITECT

DAVID W. BREEDLOVE - ARCHITECT
1909 COURTNEY DRIVE, BIRMINGHAM, ALABAMA 35209 | 205.879.5458 | DJK@RL5DESIGNGROUP.COM

EXTERIOR ELEVATIONS

07-01-25
25-3168

Jack's Family Restaurants
Southern Charm (SC-68) V006
MILTON, FLORIDA

A3.2

E:\Drawings\RL5 Projects\Jack's\Milton, FL\DWGs\A3.2.dwg - akelley

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 Planning Officer for the City of Chipley identified as the Utility Provider of the property located at Parcel ID: 00-2218-0004, 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, sanitary sewer, and gas facilities.
3. I further affirm that this affidavit is true and correct to the best of my knowledge and belief.

AFFIANT'S SIGNATURE: _____
City of Chipley by Tamara Donjuan, Planning Officer

Sworn to (or affirmed) and subscribed before me by means of
☒ physical presence ☐ online notarization
this 4th day of Feb., 2026.

_____
Notary Public Signature

Printed Name of Notary Public
My Commission Expires: _____
(Seal)

SHERRY SNELL
Notary Public - State of Florida
Commission # HH 470986
My Comm. Expires Dec 7, 2027
Bonded through National Notary Assn.

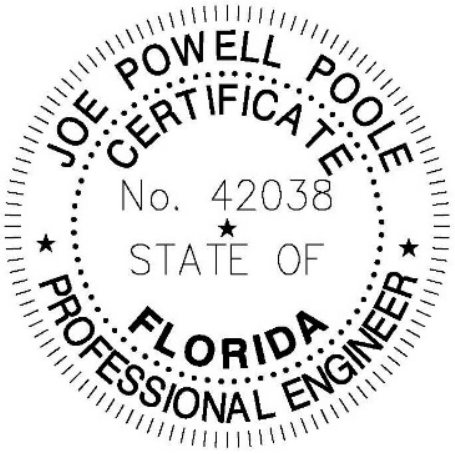
TRAFFIC IMPACT ANALYSIS
Jack's Restaurant

East Side of SR 77 South of CR 280 (Brickyard Road)
Chipley, Florida

Prepared for:
Ross Binkley, P.E.
Binkley Engineering, PA
434 Benning Drive
Destin, FL 32541

Submitted by:
Southern Traffic Services, Inc.
Joe Poole, P.E.
2943 Golden Eagle Drive
Tallahassee, FL 32312
(850) 449-0807

FL License No.: 00007809



This item has been digitally signed and sealed by Joe P. Poole, P.E. on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

I. Introduction:

The purpose of this traffic study is to provide data and analysis supporting the Proposed Jack's Restaurant project in Chipley, Florida. The project is on the east side of SR 77 south of CR 280 (Brickyard Road), and the parcel number is 00000000-00-2218-0004. The proposed development consists of 3,275 square feet of fast-food restaurant with a drive-through window. This analysis will evaluate the impact that proposed development trips will have on the surrounding roadway network and determine if a northbound right turn lane is warranted on SR 77 at the proposed project entrance.

II. Trip Generation and Distribution:

ITE Trip Generation Manual (12th Edition) was used to determine the PM peak hour project trips to be generated by the proposed development. Land Use Code 934 (Fast-Food Restaurant with Drive-Through Window) was used for the analysis. Daily, AM and PM peak hour trip generation for the proposed development plan is provided in the table below:

Time Period	Area (1,000 sf)	Rate	Total Trips	Enter Trips	Exit Trips	Pass-By Trips [1] (%)	New Total Trips	New Enter Trips	New Exit Trips
Daily	3.275	448.12	1,468	734 (50%)	734 (50%)	0 (0%)	1,468	734 (50%)	734 (50%)
AM Peak Hour	"	33.24	109	55 (51%)	54 (49%)	54 (50%)	55	28 (51%)	27 (49%)
PM Peak Hour	"	31.60	103	54 (52%)	49 (48%)	57 (55%)	46	24 (52%)	22 (48%)

Project trip distribution is based on the turning movement counts collected in AM and PM peak hours at SR 77 and One Florida Bank Exit Driveway just south of project site. These counts were collected on March 12, 2026. Project trips were distributed based on the existing traffic volume directional splits on SR 77. The following shows the existing directional splits for the two (2) peak hours:

- AM Peak Hour (7:15-8:15) – 51% Northbound and 49% Southbound
- PM Peak Hour (3:45-4:45) – 45% Northbound and 55% Southbound

III. Traffic Volume Projections:

The projected buildout year for this project is year 2027. The latest available data on the FDOT traffic data website is for year 2024. Historical FDOT Annual Average Daily Traffic data for the impacted roadway segments was used to estimate growth factors in order to estimate future background traffic volumes on each segment for the year 2027. For some count stations, year growth from year 2019 to 2024 showed a reduction in AADT. In these cases, the year 2020 data was used for these segments. The annual growth rate and growth factor for each count station are calculated and presented in the Appendix.

IV. Traffic Impact Analysis:

Based on the trip distribution and the available surrounding roadway network, the following roadway segments included in the City of Chipley's Comprehensive Plan would be impacted by the proposed development:

- SR 77 from Begin of 3-Lane to CR 280 (Brickyard Road)
- SR 77 from CR 280 (Brickyard Road) to CR 273 (South Boulevard)
- SR 77 from CR 273 (South Boulevard) to SR 273
- CR 273 (South Boulevard) from SR 277 to Eastern City Limits
- CR 280 (Brickyard Road) from SR 277 to SR 77
- CR 280 (Brickyard Road) from SR 77 to End of Pavement in City
- CR 77A from SR 77 to CR 280 Brickyard Road
- CR 77A from CR 280 Brickyard Road to Entrance of Falling Waters State Recreation Area

The following tables provide an evaluation of all impacted City roadway segments using PM Peak Hour Traffic Volume conditions. The latest available FDOT traffic data was used in this analysis.

Roadway	Segment	AADT	K Factor (%)	D Factor (%)	Peak Hour Traffic	2024 AVG PHT	2027 AVG PHT [12]	Peak [1] Dir.
SR 77	Begin 3-Lane – CR 280 Brickyard Road [2]	16,300	9.5	45.0	697	697	710	-
	CR 280 Brickyard Rd – Begin 3-Lane [2]			55.0	852	852	868	SB
SR 77	CR 280 Brickyard Rd – CR 273 South Blvd [3]	14,500	9.5	45.0	620	620	654	-
	CR 273 South Blvd - CR 280 Brickyard Rd [3]			55.0	758	758	800	SB
SR 77	CR 273 South Blvd – US 90 [4]	12,500	9.5	45.0	534	534	568	-
	US 90 – CR 273 South Blvd [4]			55.0	653	653	695	SB
SR 77	US 90 – SR 273 [5]	13,000 8,700	9.5	55.0	679 455	567	595	NB
	SR 273 – US 90 [5]			45.0	556 372	464	487	-
CR 273 South Blvd	CR 277 – SR 77 [6]	3,100	9.5	45.0	133	133	133 [6]	-
	SR 77 – CR 277 [6]			55.0	162	162	162 [6]	WB
CR 273 South Blvd	SR 77 – Eastern City Limits [7]	4,200	9.5	55.0	219	219	222	EB
	Eastern City Limits – SR 77 [7]			45.0	180	180	183	-
CR 280 Brickyard Rd	SR 277 – SR 77 [8]	2,700	9.5	55.0	141	141	141	EB
	SR 77 – SR 277 [8]			45.0	115	115	115	-
CR 280 Brickyard Rd	SR 77 – End of Pavement in City [9]	3,100 2,600	9.5	45.0	133 111	122	126	-
	End of Pavement in City – SR 77 [9]			55.0	162 136	149	154	WB
CR 77A	CR 280 Brickyard Rd – SR 77 [10]	1,300	9.5	45.0	56	56	56	-
	SR 77 – CR 280 Brickyard Rd [10]			55.0	68	68	68	SB
CR 77A	Entrance Falling Waters Rec Area – CR 280 Brickyard Rd [11]	1,300	9.5	45.0	56	56	56	-
	CR 280 Brickyard Rd – Entrance Falling Waters Rec Area [11]			55.0	68	68	68	SB

[1] Peak direction is based on traffic data in FDOT Synopsis Report.
[2] Existing traffic volume = 2024 AADT x K x D from count station 610235.
[3] Existing traffic volume = 2024 AADT x K x D from count station 611505.
[4] Existing traffic volume = 2024 AADT x K x D from count station 615003.
[5] Existing traffic volume = Average of 2024 AADT x K x D from count stations 615004 and 615006.
[6] Existing traffic volume = 2024 AADT x K x D from count station 615008. Historical AADT values show a decline in traffic volume from 2019 to 2024 and 2020 to 2024, therefore no adjustment was made for year 2027 PHT.
[7] Existing traffic volume = 2024 AADT x K x D from count station 615007.
[8] Existing traffic volume = 2024 AADT x K x D from count station 610243.
[9] Existing traffic volume = Average of 2024 AADT x K x D from count stations 610238 and 610237. Historical AADT values for count station 610238 show a decline in traffic volume from 2019 to 2024 and 2020 to 2024, therefore 2024 PHT (61038) and 2027 PHT for count station 61037 was used in estimate year 2027 PHT.
[10] Existing traffic volume = 2024 AADT x K x D from count station 611510.
[11] Existing traffic volume = 2024 AADT x K x D from count station 611510.
[12] 2027 PHT = 2024 PHT x (1 + Annual Growth Rate) ^[3]. See Appendix.

Segment	Context Classification	Adopted LOS	2027 Background PHT (vph)	PM Peak Hour Project Trips	Total Future PHT (vph)	Peak Directional Max Service Flow [1]	PM Peak Hour Peak Direction
SR 77 Begin 3-Lane – CR 280 Brickyard Rd	C3C	C	868	13	881	798	SB
SR 77 CR 280 Brickyard Rd – CR 273 South Blvd	C2T	C	800	9	809	756	SB
SR 77 CR 273 South Blvd – SR 273	C2T	C	695	6	701	720	SB
CR 273 South Blvd SR 277 to Eastern City Limits East	C2T	C	222	2	224	720	EB
CR 280 Brickyard Road SR 277 – SR 77	C2T	C	141	1	142	720	EB
CR 280 Brickyard Road SR 77 – End of Pavement in City	C2T	C	154	3	157	720	WB
CR 77A SR 77 – CR 280 Brickyard	C2T	C	68	1	69	720	SB
CR 77A CR 280 - Entrance of Falling Waters Recreation Area	C2-Rural	C	68	1	68	430	SB

[1] Maximum Service Volumes obtained from FDOT 2023 Multimodal Quality/Level of Service Handbook.

All impacted segments within the ½ mile impact radius have sufficient capacity to handle the future project trips, except the following impacted segments are deficient under existing and proposed conditions:

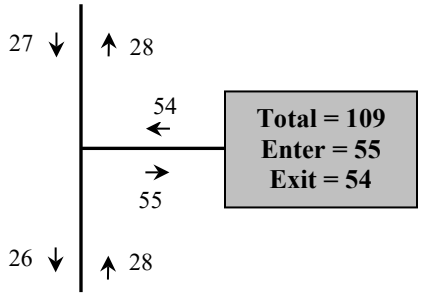
- SR 77 from CR 280 (Brickyard Road) to Begin 3- Lane
- SR 77 from CR 273 (South Blvd) to CR 280 (Brickyard Road)

V. Turn Lane Analysis:

National Cooperative Highway Research Program Report 457, Evaluating Intersections for Improvements: An Engineering Study, was used to determine if an eastbound right turn lane

is warranted at the project entrance on SR 77. SR 77 has an existing two-way left turn lane. The speed limit on SR 77 is 45 mph. The latest available traffic data was obtained from the FDOT Traffic Data website. These counts were used to estimate the AM and PM peak hour northbound approach counts at the proposed project entrance.

AM Peak Hour of Adjacent Street



Northbound is peak direction.

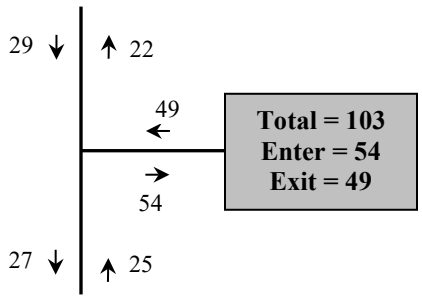
NB Existing Volume (PHT) = AADT x K x D
= 16,300 x 0.095 x 0.55 = 852 vph

NB Future Volume = Existing EB PHT + Project Trips
= 852 + 28 = 880 vph

Future Advancing Volume (NB) = 880 vph
Future Right Turn Project Trips (NB) = 28 vph

Results of this analysis indicate a northbound right turn lane is warranted on SR 77 at the proposed project entrance. (See **Appendix**)

PM Peak Hour of Adjacent Street



Northbound is the off-peak direction.

NB Existing Volume (PHT) = AADT x K x (1-D)
= 16,300 x 0.095 x (1-0.55) = 697 vph

NB Future Volume = Existing EB PHT + Project Trips
= 697 + 25 = 722 vph

Future Advancing Volume (NB) = 722 vph

Future Right Turn Project Trips (NB) = 25 vph

Results of this analysis indicate a northbound right turn lane is warranted on SR 77 at the proposed project entrance. (See **Appendix**)

Taper/Deceleration lengths of the right turn lane should be designed in accordance with the requirements of the FDOT Design Manual.

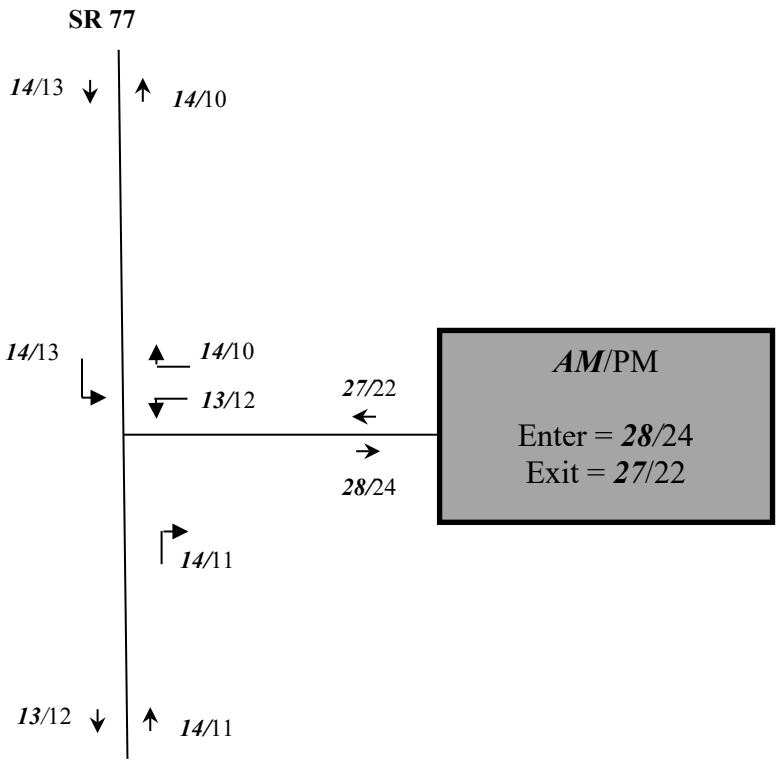
VI. Traffic Operational Analysis:

The project buildout year is 2027. The existing 2026 traffic volumes for SR 77 near the project site were collected on March 12, 2026, and were adjusted to peak season. These adjusted counts were adjusted to the project buildout year using the historical Annual Average Daily Traffic (AADT) from the FDOT traffic data website. FDOT peak season correction report does not include factors specifically for SR 77, so the data for SR 79 was used in this analysis. This evaluation is based on the following scenario:

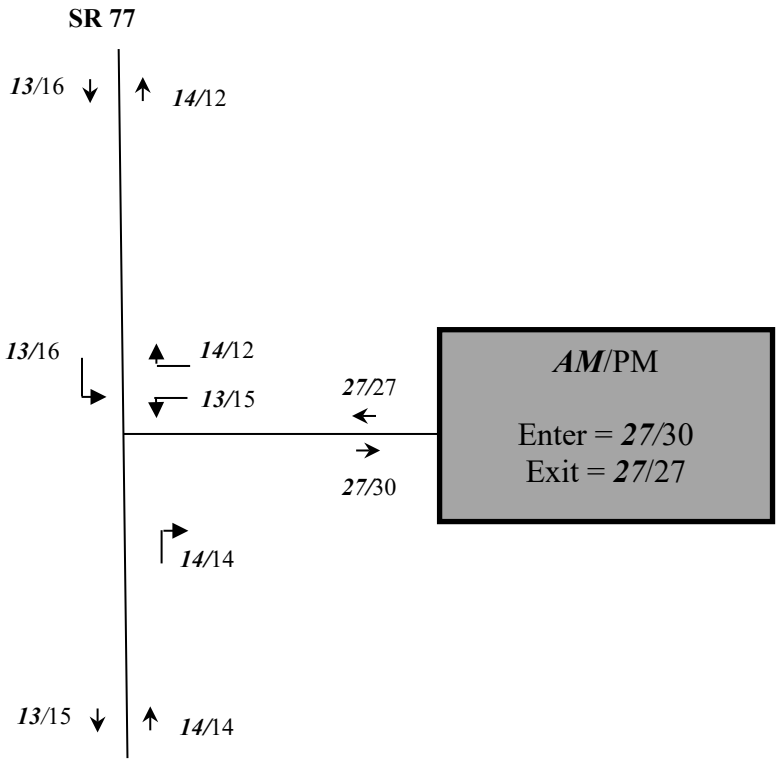
a. 2027 Future Build with project.

An AM and PM peak hour operations analysis was performed using SYNCHRO 12 at the unsignalized intersection of SR 77 at project entrance. The following tables show the trip distribution for net new project trips and pass-by trips in the AM and PM peak hours (***AM***/PM):

Net New Project Trips



Pass-by Trips



The volumes used in this analysis are provided in the **Appendix**. The SYNCHRO 12 results are summarized in the tables below and SYNCHRO 12 output sheets are provided in the **Appendix**.

AM Peak Hour		
Scenario	**Intersection Average Delay (seconds/vehicle)**	**Intersection Level of Service**
2027 Future Build with project	0.8	A

AM Peak Hour				
Scenario	**Approach Level of Service (LOS) /Delay**			
	Eastbound	Westbound	Northbound	Southbound
2027 Future Build with project	n/a	C/15.6	A/0.0	A/0.4

AM Peak Hour				
Scenario	**Queue Length 95th%tile (Feet)**			
		Westbound		Southbound
		Left/Right		Left
2027 Future Build with project		25/25		25

PM Peak Hour		
Scenario	**Intersection Average Delay (seconds/vehicle)**	**Intersection Level of Service**
2027 Future Build with project	0.7	A

PM Peak Hour				
Scenario	**Approach Level of Service (LOS) /Delay**			
	Eastbound	Westbound	Northbound	Southbound
2027 Future Build with project	n/a	C/19.0	A/0.0	A/0.3

PM Peak Hour				
Scenario	**Queue Length 95th%tile (Feet)**			
		Westbound		Southbound
		Left/Right		Left
2027 Future Build with project		25/25		25

As shown above, the overall intersection and all movements would operate at an acceptable LOS.

VII. Conclusion:

All impacted segments within the ½ mile impact radius have sufficient capacity to handle the future project trips, except the following impacted segments are deficient under existing and proposed conditions:

- SR 77 from CR 280 (Brickyard Road) to Begin 3- Lane
- SR 77 from CR 273 (South Blvd) to CR 280 (Brickyard Road)

Results of this analysis indicate a northbound right turn lane is warranted on SR 77 at the proposed project entrance. Taper/Deceleration lengths of the right turn lane should be designed in accordance with the requirements of the FDOT Design Manual.

The overall intersection, approaches, and movements would operate at an acceptable LOS.

APPENDIX

Trip Generation and Distribution

Fast-Food Restaurant with Drive-Through Window (934)

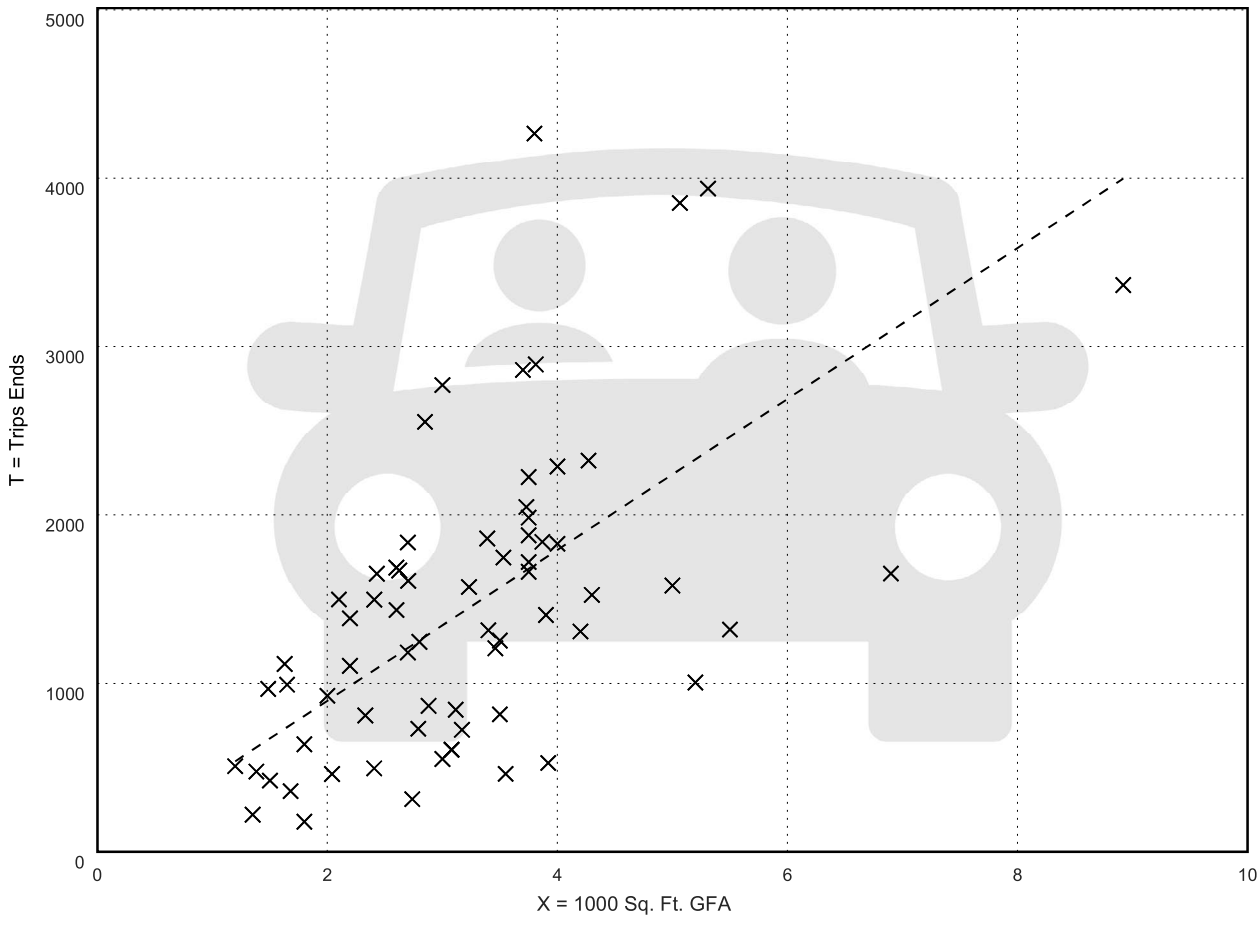
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 68
Avg. 1000 Sq. Ft. GFA: 3
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
448.12	98.89 - 1122.37	217.66

Data Plot and Equation



Fitted Curve Equation: Not Given

R^2= *

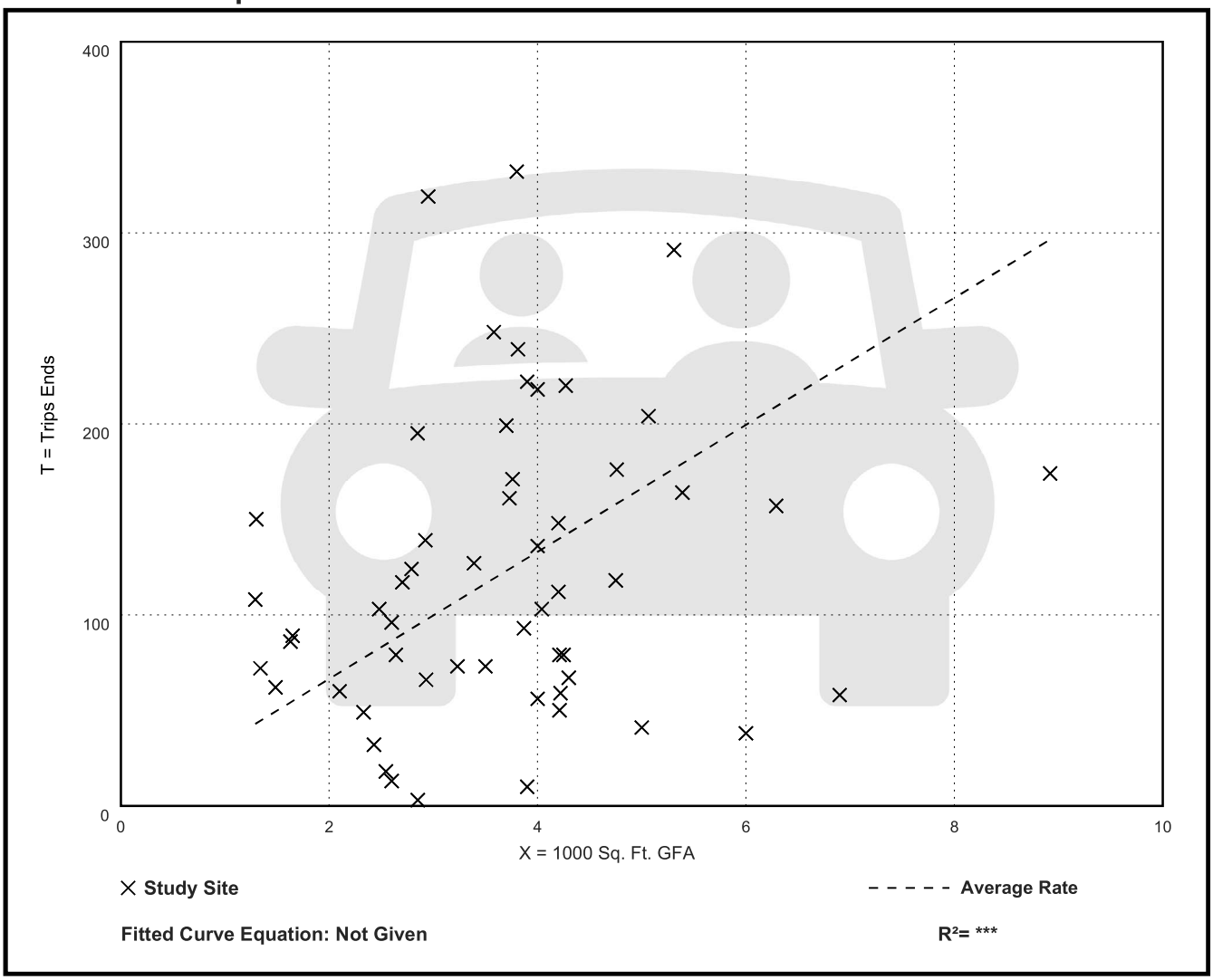
Fast-Food Restaurant with Drive-Through Window (934)

Vehicle Trip Ends vs: **1000 Sq. Ft. GFA**
On a: **Weekday,**
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.
Setting/Location: **General Urban/Suburban**
Number of Studies: 55
Avg. 1000 Sq. Ft. GFA: 4
Directional Distribution: 51% entering, 49% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
33.24	1.05 - 115.38	22.70

Data Plot and Equation



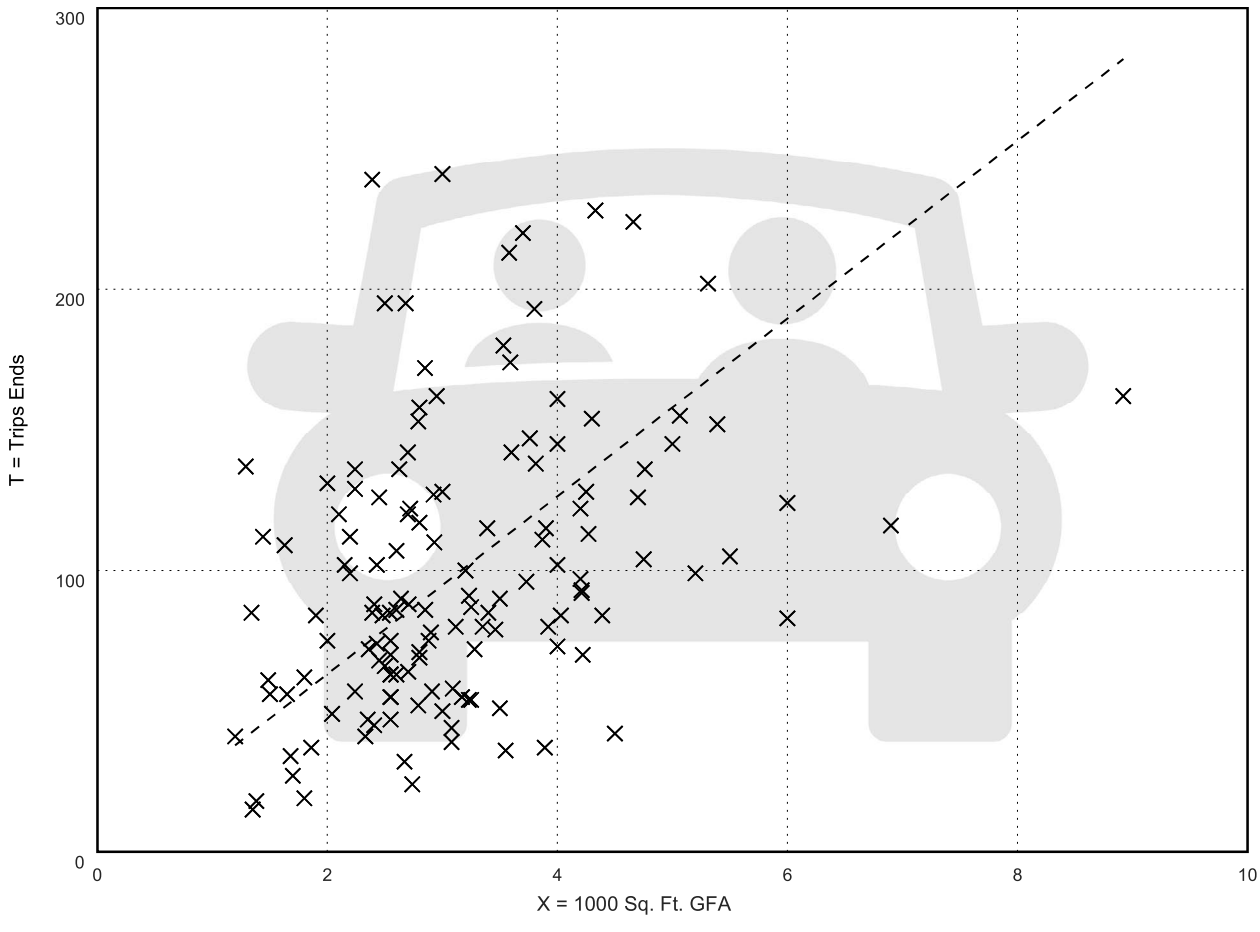
Fast-Food Restaurant with Drive-Through Window (934)

Vehicle Trip Ends vs:	**1000 Sq. Ft. GFA**
On a:	**Weekday,**
	Peak Hour of Adjacent Street Traffic,
	One Hour Between 4 and 6 p.m.
Setting/Location:	**General Urban/Suburban**
Number of Studies:	139
Avg. 1000 Sq. Ft. GFA:	3
Directional Distribution:	52% entering, 48% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
31.60	8.77 - 106.20	16.21

Data Plot and Equation

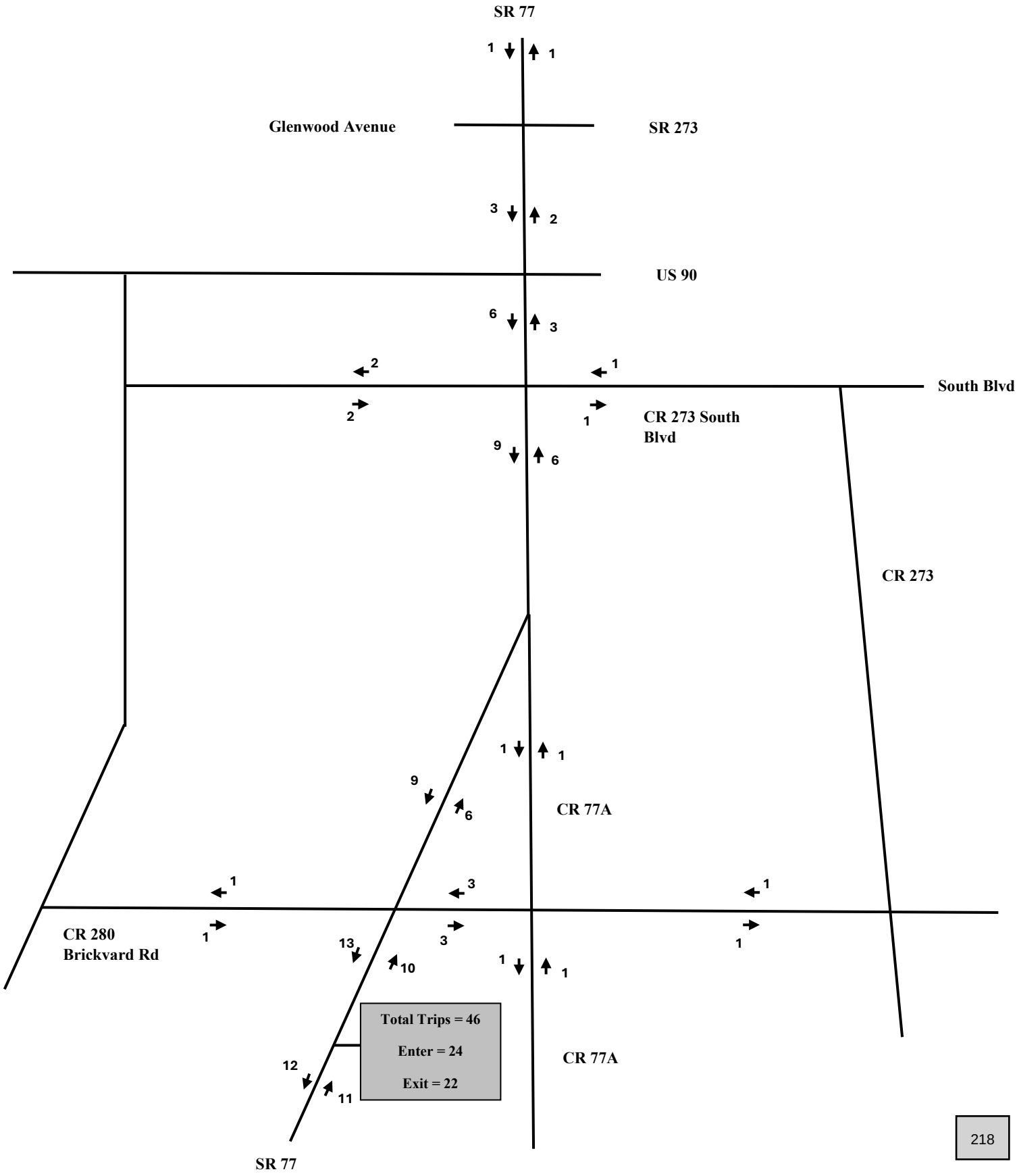


PM Peak Hour Net New Project Trip Distribution

Jack's Restaurant

March 31, 2026

Page 1 of 1



FDOT Historical AADT Report

Count Stations

610235 – SR 77, 0.295 Miles South of CR 280 Brickyard Road

611505 – SR 77, 550 feet North of CR 280 Brickyard Road

615003 – SR 77, 500 feet South of US 90

615004 – SR 77, 200 feet North of US 90

615006 – SR 77, Just South of SR 273

615008 – CR 273 South Boulevard, 200 feet West of SR 77

615007 – CR 273 South Boulevard, 150 feet East of SR 77

610243 – CR 280 Brickyard Road, 350 feet East of SR 277

610238 - CR 280 Brickyard Road, 400 feet West of CR 273 Orange Hill Road

610237 - CR 280 Brickyard Road, 350 feet East of CR 273 Orange Hill Road

610238 – CR 77A Falling Waters Road, 450 feet South of CR 280 Brickyard Road

Annual Growth Rate Spreadsheets

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 0235 - SR 77 - 0.295 M S OF CR 280 (BRICKYARD RD)

YEAR	AADT	DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2024	16300 C	N 7900	S 8400	9.50	55.00	7.50
2023	17000 C	N 8300	S 8700	9.50	54.80	7.10
2022	17000 C	N 8200	S 8800	9.50	54.40	6.80
2021	15600 C	N 7600	S 8000	9.50	55.10	6.80
2020	15400 F	N 7500	S 7900	9.50	56.20	7.40
2019	15800 C	N 7700	S 8100	9.50	57.00	7.40
2018	15300 C	N 7400	S 7900	9.50	56.00	5.80
2017	15300 C	N 7400	S 7900	9.50	55.20	5.90
2016	14200 C	N 7000	S 7200	9.50	55.40	5.90
2015	13000 C	N 6600	S 6400	9.50	55.00	5.70
2014	13900 C	N 6800	S 7100	9.50	55.20	5.60
2013	14600 C	N 7100	S 7500	9.50	55.80	5.90
2012	13500 C	N 6600	S 6900	9.50	56.00	3.50
2011	15100 C	N 7300	S 7800	9.50	55.50	5.50
2010	15300 C	N 7500	S 7800	10.89	55.51	5.90
2009	14200 C	N 6900	S 7300	10.70	55.85	6.60

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 0237 - CR 280(BRICKYARD RD) - 350' E OF CR 273 (ORANGE HILL RD)

YEAR	AADT	DIRECTION 1		DIRECTION 2		*K FACTOR	D FACTOR	T FACTOR
2024	2600 F		0		0	9.50	55.00	12.30
2023	2600 C	E	0	W	0	9.50	54.80	11.30
2022	2700 C	E	0	W	0	9.50	54.40	10.00
2021	2500 C	E	0	W	0	9.50	55.10	7.00
2020	2500 C	E	0	W	0	9.50	56.20	7.60
2019	2300 C	E	0	W	0	9.50	57.00	6.70
2018	2400 C	E	0	W	0	9.50	56.00	8.00
2017	2300 C	E	0	W	0	9.50	55.20	8.60
2016	2200 C	E	0	W	0	9.50	55.40	10.20
2015	1900 C	E	0	W	0	9.50	55.00	8.20
2014	2300 C	E		W		9.50	55.20	5.00
2013	2500 F		0		0	9.50	55.80	8.70
2012	2500 C	E	0	W	0	9.50	56.00	1.70
2011	2700 C	E	0	W	0	9.50	55.50	6.40
2010	2600 C	E	0	W	0	10.89	55.51	6.50
2009	2500 C	E	0	W	0	10.70	55.85	5.50

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 0238 - CR 280(BRICKYARD RD) - 400' W OF CR 273(ORANGEHILL RD)

YEAR	AADT	DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2024	3100 C	E 0	W 0	9.50	55.00	12.30
2023	4900 C	E 0	W 0	9.50	54.80	11.30
2022	3500 C	E 0	W 0	9.50	54.40	10.00
2021	3600 C	E 0	W 0	9.50	55.10	7.00
2020	3300 C	E 0	W 0	9.50	56.20	7.60
2019	3300 C	E 0	W 0	9.50	57.00	6.70
2018	3200 C	E 0	W 0	9.50	56.00	8.00
2017	3400 C	E 0	W 0	9.50	55.20	8.60
2016	3300 C	E 0	W 0	9.50	55.40	10.20
2015	3600 C	E 0	W 0	9.50	55.00	8.20
2014	3200 C	E	W	9.50	55.20	5.00
2013	3300 F	0	0	9.50	55.80	12.50
2012	3400 C	E 0	W 0	9.50	56.00	1.70
2011	3700 C	E 0	W 0	9.50	55.50	6.40
2010	3500 C	E 0	W 0	10.89	55.51	6.50
2009	3200 C	E 0	W 0	10.70	55.85	5.50

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 0243 - CR 280 (BRICKYARD RD) - 350' E OF SR 277

YEAR	AADT	DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2024	2700 C	E 0	W 0	9.50	55.00	12.30
2023	2800 C	E 0	W 0	9.50	54.80	11.30
2022	3000 C	E 0	W 0	9.50	54.40	10.00
2021	3100 C	E 0	W 0	9.50	55.10	7.00
2020	2700 C	E 0	W 0	9.50	56.20	7.60
2019	3000 C	E 0	W 0	9.50	57.00	6.70
2018	2800 C	E 0	W 0	9.50	56.00	8.00
2017	2700 C	E 0	W 0	9.50	55.20	8.60
2016	2900 C	E 0	W 0	9.50	55.40	10.20
2015	2700 C	E 0	W 0	9.50	55.00	8.20
2014	2500 C	E	W	9.50	55.20	5.00
2013	2800 F	0	0	9.50	55.80	12.50
2012	2800 C	E 0	W 0	9.50	56.00	1.70
2011	2800 C	E 0	W 0	9.50	55.50	6.40
2010	2800 C	E 0	W 0	10.89	55.51	6.50
2009	2800 C	E 0	W 0	10.70	55.85	5.50

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 1505 - SR 77 - 550' N OF CR 280 (BRICKYARD RD)

YEAR	AADT	DIRECTION 1		DIRECTION 2		*K FACTOR	D FACTOR	T FACTOR
2024	14500 F		0		0	9.50	55.00	7.50
2023	14500 C	N	0	S	0	9.50	54.80	8.10
2022	14500 C	N	0	S	0	9.50	54.40	8.90
2021	13500 C	N	0	S	0	9.50	55.10	8.40
2020	13500 C	N	0	S	0	9.50	56.20	10.00
2019	16000 C	N	0	S	0	9.50	57.00	8.00
2018	14500 C	N	0	S	0	9.50	56.00	7.40
2017	14000 C	N	0	S	0	9.50	55.20	8.80
2016	14000 C	N	0	S	0	9.50	55.40	8.10
2015	14000 C	N	0	S	0	9.50	55.00	6.90
2014	13500 C	N		S		9.50	55.20	7.50
2013	14500 C	N	0	S	0	9.50	55.80	7.80
2012	12500 C	N	0	S	0	9.50	56.00	5.70
2011	14000 C	N	0	S	0	9.50	55.50	7.60
2010	14500 C	N	0	S	0	10.89	55.51	7.90
2009	13500 C	N	0	S	0	10.70	55.85	8.80

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 1510 - C77A(FALLING WATERS RD) - 450' S OF CR 280(BRICK YARD RD)

YEAR	AADT	DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2024	1300 C	N 0	S 0	9.50	55.00	12.30
2023	1500 C	N 0	S 0	9.50	54.80	11.30
2022	1600 C	N 0	S 0	9.50	54.40	10.00
2021	1600 C	N 0	S 0	9.50	55.10	7.00
2020	1300 C	N 0	S 0	9.50	56.20	7.60
2019	1500 C	N 0	S 0	9.50	57.00	6.70
2018	1500 C	N 0	S 0	9.50	56.00	8.00
2017	1500 C	N 0	S 0	9.50	55.20	8.60
2016	1400 C	N 0	S 0	9.50	55.40	10.20
2015	1300 C	N 0	S 0	9.50	55.00	8.20
2014	1400 C	N	S	9.50	55.20	5.00
2013	1500 F	0	0	9.50	55.80	12.50
2012	1500 C	N 0	S 0	9.50	56.00	1.70
2011	1600 C	N 0	S 0	9.50	55.50	6.40
2010	1500 C	N 0	S 0	10.89	55.51	6.50
2009	1400 C	N 0	S 0	10.70	55.85	5.50

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 5003 - SR 77 - 500' S OF SR 10 (US 90), CHIPLEY

YEAR	AADT	DIRECTION 1		DIRECTION 2		*K FACTOR	D FACTOR	T FACTOR
2024	12500 C	N	0	S	0	9.50	55.00	7.50
2023	12500 C	N	0	S	0	9.50	54.80	8.10
2022	13000 C	N	0	S	0	9.50	54.40	8.90
2021	11500 C	N	0	S	0	9.50	55.10	8.40
2020	11500 C	N	0	S	0	9.50	56.20	10.00
2019	13000 C	N	0	S	0	9.50	57.00	8.00
2018	12000 C	N	0	S	0	9.50	56.00	7.40
2017	12000 C	N	0	S	0	9.50	55.20	8.80
2016	14000 C	N	0	S	0	9.50	55.40	8.10
2015	12000 C	N	0	S	0	9.50	55.00	6.90
2014	11000 C	N		S		9.50	55.20	7.50
2013	11500 C	N	0	S	0	9.50	55.80	7.80
2012	11000 C	N	0	S	0	9.50	56.00	5.70
2011	12500 C	N	0	S	0	9.50	55.50	7.60
2010	12000 C	N	0	S	0	10.89	55.51	7.90
2009	12000 C	N	0	S	0	10.70	55.85	8.80

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 5004 - SR 77 - 200' N OF SR 10 (US 90), CHIPLEY

YEAR	AADT	DIRECTION 1		DIRECTION 2		*K FACTOR	D FACTOR	T FACTOR
2024	13000 F		0		0	9.50	55.00	7.50
2023	13000 C	N	0	S	0	9.50	54.80	8.10
2022	12000 C	N	0	S	0	9.50	54.40	8.90
2021	10500 C	N	0	S	0	9.50	55.10	8.40
2020	11000 C	N	0	S	0	9.50	56.20	10.00
2019	11500 C	N	0	S	0	9.50	57.00	8.00
2018	12000 C	N	0	S	0	9.50	56.00	7.40
2017	11500 C	N	0	S	0	9.50	55.20	8.80
2016	12000 C	N	0	S	0	9.50	55.40	8.10
2015	11500 C	N	0	S	0	9.50	55.00	6.90
2014	12500 C	N		S		9.50	55.20	7.50
2013	12000 C	N	0	S	0	9.50	55.80	7.80
2012	11500 C	N	0	S	0	9.50	56.00	5.70
2011	12000 C	N	0	S	0	9.50	55.50	7.60
2010	11500 C	N	0	S	0	10.89	55.51	7.90
2009	12000 C	N	0	S	0	10.70	55.85	8.80

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 5006 - SR 77 - 75' N OF CAMPBELLTON AVE (S OF SR 273)

YEAR	AADT	DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2024	8700 C	N 4400	S 4300	9.50	55.00	8.90
2023	8900 C	N 4500	S 4400	9.50	54.80	8.50
2022	8500 C	N 4200	S 4300	9.50	54.40	10.40
2021	8900 C	N 4500	S 4400	9.50	55.10	9.70
2020	8600 F	N 4300	S 4300	9.50	56.20	10.10
2019	8800 C	N 4400	S 4400	9.50	57.00	10.10
2018	8800 C	N 4400	S 4400	9.50	56.00	8.60
2017	8100 C	N 4100	S 4000	9.50	55.20	8.20
2016	8100 C	N 4000	S 4100	9.50	55.40	7.80
2015	7500 C	N 3700	S 3800	9.50	55.00	7.20
2014	7800 C	N 4000	S 3800	9.50	55.20	8.10

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 5007 - CR 273 (SOUTH BLVD) - 150' E OF SR 77, CHIPLEY

YEAR	AADT	DIRECTION 1	DIRECTION 2	*K FACTOR	D FACTOR	T FACTOR
2024	4200 F	0	0	9.50	55.00	12.30
2023	4200 C	E 0	W 0	9.50	54.80	11.30
2022	5000 C	E 0	W 0	9.50	54.40	10.00
2021	5300 C	E 0	W 0	9.50	55.10	7.00
2020	4500 C	E 0	W 0	9.50	56.20	7.60
2019	4100 C	E 0	W 0	9.50	57.00	6.70
2018	4900 C	E 0	W 0	9.50	56.00	8.00
2017	5600 C	E 0	W 0	9.50	55.20	8.60
2016	5800 C	E 0	W 0	9.50	55.40	10.20
2015	4800 C	E 0	W 0	9.50	55.00	8.20
2014	5200 C	E	W	9.50	55.20	5.00
2013	6200 F	0	0	9.50	55.80	12.50
2012	6300 C	E 0	W 0	9.50	56.00	1.70
2011	5800 C	E 0	W 0	9.50	55.50	6.40
2010	4900 C	E 0	W 0	10.89	55.51	6.50
2009	4800 C	E 0	W 0	10.70	55.85	5.50

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION STATISTICS OFFICE
2024 HISTORICAL AADT REPORT

COUNTY: 61 - WASHINGTON

SITE: 5008 - CR 273 (SOUTH BLVD) - 200' W OF SR 77, CHIPLEY

YEAR	AADT	DIRECTION 1		DIRECTION 2		*K FACTOR	D FACTOR	T FACTOR
2024	3100 C	E	0	W	0	9.50	55.00	12.30
2023	3200 C	E	0	W	0	9.50	54.80	11.30
2022	3800 C	E	0	W	0	9.50	54.40	10.00
2021	3500 C	E	0	W	0	9.50	55.10	7.00
2020	3900 C	E	0	W	0	9.50	56.20	7.60
2019	4900 C	E	0	W	0	9.50	57.00	6.70
2018	3900 C	E	0	W	0	9.50	56.00	8.00
2017	3800 C	E	0	W	0	9.50	55.20	8.60
2016	5000 C	E	0	W	0	9.50	55.40	10.20
2015	4400 C	E	0	W	0	9.50	55.00	8.20
2014	3700 C	E		W		9.50	55.20	5.00
2013	3700 F		0		0	9.50	55.80	12.50
2012	3800 C	E	0	W	0	9.50	56.00	1.70
2011	3900 C	E	0	W	0	9.50	55.50	6.40
2010	3700 C	E	0	W	0	10.89	55.51	6.50
2009	4000 C	E	0	W	0	10.70	55.85	5.50

AADT FLAGS: C = COMPUTED; E = MANUAL ESTIMATE; F = FIRST YEAR ESTIMATE
S = SECOND YEAR ESTIMATE; T = THIRD YEAR ESTIMATE; R = FOURTH YEAR ESTIMATE
V = FIFTH YEAR ESTIMATE; 6 = SIXTH YEAR ESTIMATE; X = UNKNOWN
*K FACTOR: STARTING WITH YEAR 2011 IS STANDARDK, PRIOR YEARS ARE K30 VALUES

SR 77,0.295 Miles South of CR 280 (Brickyard RD) - 610235

	Year		
	2019	2024	Period
AADT	15800	16300	5

Annual Growth Rate = 0.6%

3-Year Growth Factor

3-Year Growth Factor - 3 years 1.0188689

	2024 PHT	**2027 PHT**
NB	697	710
SB	852	868

16300

SR 77, 550 feet North of CR 280 (Brickyard RD) - 611505

	Year		
	2020	2024	Period
AADT	13500	14500	4

Annual Growth Rate = 1.8%

3-Year Growth Factor

3-Year Growth Factor - 3 years 1.0550564

	2024 PHT	**2027 PHT**
NB	620	654
SB	758	800

SR 77, 500 feet South of US 90 - 615003

	Year		
	2020	2024	Period
AADT	11500	12500	4

Annual Growth Rate = 2.1%

3-Year Growth Factor

3-Year Growth Factor - 3 years 1.0645330

	2024 PHT	**2027 PHT**
NB	534	568
SB	653	695

SR 77, 200 feet North of US 90 - 615004

	Year		
	2019	2024	Period
AADT	11500	13000	5

Annual Growth Rate = 2.5%

3-Year Growth Factor

3-Year Growth Factor - 3 years 1.0763346

	2024 PHT	**2027 PHT**
NB	679	731
SB	556	598

SR 77, Just South of SR 273 - 615006

	Year		
	2020	2024	Period
AADT	8600	8700	4

Annual Growth Rate = 0.3%

3-Year Growth Factor

3-Year Growth Factor - 3 years 1.0087083

	2024 PHT	**2027 PHT**
NB	455	459
SB	372	375

CR 273, 200 feet West of SR 77 - 615008

	Year		
	2020	2024	Period
AADT	3900	3100	4

Annual Growth Rate = -5.6%

3-Year Growth Factor

3-Year Growth Factor - 3 years 0.8418269

	2024 PHT	**2027 PHT**
EB	133	112
WB	162	136

PHT for 2024 was used for 2027 in the segment analysis.

CR 273, 150 feet East of SR 77 - 615007

	Year		
	2019	2024	Period
AADT	4100	4200	5

Annual Growth Rate = 0.5%

3-Year Growth Factor

3-Year Growth Factor - 3 years 1.0145636

	2024 PHT	**2027 PHT**
EB	219	222
WB	180	183

CR 280 Brickyard Rd, 350 feet East of SR 277 - 610243

	Year		
	2020	2024	Period
AADT	2700	2700	4

Annual Growth Rate = 0.0%

3-Year Growth Factor

3-Year Growth Factor - 3 years 1.0000000

	2024 PHT	**2027 PHT**
EB	141	141
WB	115	115

CR 280 Brickyard Rd, 400 feet West of CR 273 Orange Hill Rd - 610238

	Year		
	2019	2024	Period
AADT	3300	3100	5

Annual Growth Rate = -1.2%

3-Year Growth Factor

3-Year Growth Factor - 3 years 0.9631827

	2024 PHT	**2027 PHT**
EB	133	128
WB	162	156

PHT for 2024 was used for 2027 in the segment analysis.

CR 280 Brickyard Rd, 350 feet East of CR 273 Orange Hill Rd - 610237

	Year		
	2019	2024	Period
AADT	2300	2600	5

Annual Growth Rate = 2.5%

3-Year Growth Factor

3-Year Growth Factor - 3 years 1.0763346

	2024 PHT	**2027 PHT**
EB	111	119
WB	136	146

CR 77A Falling Waters Rd, 450 feet South of CR 280 Brickyard Rd - 610238

	Year		
	2020	2024	Period
AADT	1300	1300	4

Annual Growth Rate = 0.0%

3-Year Growth Factor

3-Year Growth Factor - 3 years 1.0000000

	2024 PHT	**2027 PHT**
NB	56	56
SB	68	68

FDOT AADT Report and Level of Service Tables

FLORIDA DEPARTMENT OF TRANSPORTATION
2024 ANNUAL AVERAGE DAILY TRAFFIC REPORT - REPORT TYPE: ALL

COUNTY: 61 WASHINGTON

SITE	SITE TYPE	DESCRIPTION	DIRECTION 1		DIRECTION 2		AADT TWO-WAY		"K" FCTR	"D" FCTR	"T" FCTR
0002		STATE PARK RD - 125' E OF CR 77A (FALLING WATERS	E	0	W	0	1300	C	9.5	55.0F	12.3F
0004		SR 79 - 0.5 M S OF MALLORY RD	N	3300	S	3200	6500	C	9.5	59.4F	11.1F
0005		SR 79 - 425' N OF CR 279 (MOSS HILL RD)	N	4500E	S	4700E	9200	F	9.5	55.0F	11.3P
0006		SR 79 - 370' S OF CR 278/CREEK RD (N OF BRIDGE)	N	3500E	S	3400E	6900	F	9.5	59.4F	11.1F
0007		CR 77A (STATE PARK RD RD) - 150' E OF SR 77		0E		0E	1400	F	9.5	55.0F	12.3F
0011		SR 277 - 600' S OF CR 280 (BRICKYARD RD)	N	2100E	S	2100E	4200	F	9.5	55.0F	8.6P
0013		SR 10 (US90) - 1500' E OF SR 277 (VERNON HWY)	E	3000E	W	3000E	6000	F	9.5	55.0F	10.4P
0014		SR 277 - 500' S OF SR 10 (US 90)	N	0	S	0	3900	C	9.5	55.0F	11.5F
0022		SR 20 - 425' E OF CHOCTAW RIVER BRIDGE(@ CO LINE	E	6000	W	5800	11800	C	9.5	55.0F	15.4A
0026		SR 10 (US90) - 1125' E OF CR 179, CARYVILLE	E	1700E	W	1600E	3300	F	9.5	55.0F	12.2P
0031		SR 277 -275' S OF BRUNER DAIRY RD (@ VERNON CL)	N	1400E	S	1400E	2800	F	9.5	55.0F	13.8P
0036		SR-277 REALIGN - BETWEEN CHURCH ST AND OLD ALIGN		0E		0E	5500	F	9.5	55.0F	11.5F
0056		CR 279 (PATE POND RD) - N OF I-10, 225' N OF DIV		0E		0E	2000	F	9.5	55.0F	12.3F
0074		SR 277 - 250' N OF CR 280		0E		0E	3200	F	9.5	55.0F	11.5F
0080		CR 284A (SHELL LANDING RD) - 150' S OF RIVER RD	N	150E	S	150E	300	F	9.5	55.0F	10.5P
0089		CR 279 - 425' NW OF CR 280 (DOUGLAS FERRY RD)		0E		0E	1300	F	9.5	55.0F	12.3F

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0090		SR 10 (US 90) - 550' W OF SEWELL FARM RD	E	1600E	W	1700E	3300	F	9.5	55.0F	9.3P
0095		CR 170 (WILDERNESS RD) - 400' SE OF CR 280		0E		0E	250	F	9.5	55.0F	12.3F
0096		CR 280 (DOUGLAS FERRY RD) - 425' W OF SR 79		0E		0E	1100	F	9.5	55.0F	12.3F
0097		CR 280 (DOUGLAS FERRY RD) - 400' SW OF CR 279		0E		0E	750	F	9.5	55.0F	12.3F
0098		CR 284 (MILLERS FERRY RD) - 325' W OF SR 79	E	750E	W	750E	1500	F	9.5	55.0F	13.2P
0100		SR 79 - 575' S CR 280 (DOUGLAS FERRY RD)	N	2600E	S	2700E	5300	F	9.5	59.4F	11.1P
0103		CR 279 (PATE POND RD) - 410' NW OF SR 79		0E		0E	2100	F	9.5	55.0F	12.3F
0109		SR 79 - 700' S OF SR 20	N	5800	S	6200	12000	C	9.5	59.4F	11.1A
0110		CR 278 (PIONEER RD) - 1175' E OF SR 277		0E		0E	1100	F	9.5	55.0F	12.3F
0115		SR 79 - 850' N OF JAMES POTTER RD, EBRO	N	3300	S	3200	6500	C	9.5	59.4F	11.1F
0120		CR 273 - 440' N OF I-10 OVERPASS @ N END OF GUAR		0E		0E	3100	F	9.5	55.0F	12.3F
0130		SR 77 - 0.110 M S OF MUD HILL ROAD @ S CL OF WAU	N	2800	S	2900	5700	C	9.5	55.0F	11.5A
0131		SUNNY HILLS BLVD - 100' E OF SR 77 @ ENT / EXIT	E	650E	W	650E	1300	F	9.5	55.0F	12.3F
0132		ELKCAM RD - 500' E OF SR 77	E	500E	W	500E	1000	F	9.5	55.0F	12.3F
0137		CR 278A (BONNETT POND RD) - 200' N OF CR 278 (PI	N	250E	S	200E	450	F	9.5	55.0F	9.4P
0153		CR 280 (DOUGLAS FERRY RD) - 300' W OF SR 277		0E		0E	700	F	9.5	55.0F	12.3F

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FLORIDA DEPARTMENT OF TRANSPORTATION
2024 ANNUAL AVERAGE DAILY TRAFFIC REPORT - REPORT TYPE: ALL

COUNTY: 61 WASHINGTON

SITE	SITE TYPE	DESCRIPTION	DIRECTION 1	DIRECTION 2	AADT TWO-WAY	"K" FCTR	"D" FCTR	"T" FCTR
0204		CR 179(WRIGHTS CREEK RD) - 225' N OF SR 10 (US90	0E	0E	3000 F	9.5	55.0F	12.3F
0205		SR 10(US90) - 525' E OF CHOCTAWHATCHEE RIVER BRI	0E	0E	3200 F	9.5	55.0F	8.0F
0222		CR 278 (CREEK RD) - 225' W OF SR 79	0E	0E	750 F	9.5	55.0F	12.3F
0224		CR 276(ALFORD RD) - 250' E OF CR 273(ORANGEHILL	0E	0E	1700 F	9.5	55.0F	12.3F
0225		CR 276 (CLAYTON RD) - 625' E OF SR 277	0E	0E	1300 F	9.5	55.0F	12.3F
0226		CR 276 (CLAYTON RD) - 300' E OF SR 77	0E	0E	1300 F	9.5	55.0F	12.3F
0228		GRIFFIN RD - 550' N OF SR 10 (US 90)	0E	0E	1600 F	9.5	55.0F	12.3F
0229		CR 277 (COPE RD) - 200' N OF CR 166 (OLD BONIFAY	N 0	S 0	750 C	9.5	55.0F	12.3F
0230		CR 166(OLD BONIFAY RD) - 150' W OF CR 277(COPE R	0E	0E	650 F	9.5	55.0F	12.3F
0233		CR 278 (PIONEER RD) - 0.516 MILE E OF SR 77 (E O	0E	0E	900 F	9.5	55.0F	12.3F
0234		SR 77 - 1000' N OF I-10 (375' S OF NADIA AVE)	N 6900E	S 7000E	13900 F	9.5	55.0F	7.5F
0235		SR 77 - 0.295 M S OF CR 280 (BRICKYARD RD)	N 7900	S 8400	16300 C	9.5	55.0F	7.5A
0237		CR 280(BRICKYARD RD) - 350' E OF CR 273 (ORANGE	0E	0E	2600 F	9.5	55.0F	12.3F
0238		CR 280(BRICKYARD RD) - 400' W OF CR 273(ORANGEHI	E 0	W 0	3100 C	9.5	55.0F	12.3F
0241		CR 276 (CLAYTON RD) - 400' W OF SR 77	0E	0E	1900 F	9.5	55.0F	12.3F
0242		CR 276 (PINEY GROVE RD) - 700' S OF SR 277	0E	0E	700 F	9.5	55.0F	12.3F

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0243		CR 280 (BRICKYARD RD) - 350' E OF SR 277	E	0	W	0	2700	C	9.5	55.0F	12.3F
0245		CR 280(CORBIN RD) - 550' E OF CR 273(ORANGE HILL		0E		0E	1600	F	9.5	55.0F	12.3F
0247		SR 77 - 1400' S OF CR 279 (MOSS HILL RD)		0E		0E	9000	X	9.5	55.0F	11.6F
0248		CR279 (MOSS HILL RD) - SW OF SR79 (0.25 M NW OF		0E		0E	4300	F	9.5	55.0F	12.3F
0249		SR 20 - 1300' E OF SR 79, EBRO	E	2600E	W	2800E	5400	F	9.5	55.0F	20.3P
0250		SR 77 - 0.5 MILE S OF I-10	N	4100E	S	4400E	8500	F	9.5	55.0F	11.6F
0251		CR 279(PATE POND RD) - S OF I-10, 0.200 M S OF D		0E		0E	1700	F	9.5	55.0F	12.3F
0253	T	SR 79, 443' SOUTH OF SPOOL MILL RD, WASHINGTON C		0E		0E	6800	X	9.5	59.4F	11.1F
0254	T	SR 77, 406' NORTH OF LONNIE ROAD, WASHINGTON CO.	N	2916	S	2974	5890	C	9.5	51.8A	11.8A
0344	T	SR-10/US 90,0.6 MILE WEST OF SR-277,WASHINGTON C	E	2113	W	2052	4165	C	9.5	59.0A	8.0A
1501		SR 77 - 600' S OF BAHOMA RD, N OF CHIPLEY	N	1900E	S	1800E	3700	F	9.5	55.0F	9.3P
1502		CR 166 (OLD BONIFAY RD) - 350' E OF GRIFFIN RD	E	0	W	0	900	C	9.5	55.0F	12.3F
1503		SR 10 (US 90) - 500' W OF SR 77 IN CHIPLEY (W OF	E	3500E	W	3400E	6900	F	9.5	55.0F	8.0F
1505		SR 77 - 550' N OF CR 280 (BRICKYARD RD)		0E		0E	14500	F	9.5	55.0F	7.5F
1506		SR 10 (US 90) - 400' E OF ORANGE ST, CHIPLEY	E	2500E	W	2600E	5100	F	9.5	55.0F	8.0F
1507		CR 273 (ORANGE HILL RD) - 400' S OF SOUTH BLVD,	N	0	S	0	2800	C	9.5	55.0F	12.3F

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1508		SR 10 (US 90) - 300' W OF HOYT STREET, CHIPLEY	E	2900E	W	2700E	5600	F	9.5	55.0F	8.0F
1509		SR 273 - 425' E OF BENNET DR, CHIPLEY	N	1900	S	2000	3900	C	9.5	55.0F	14.7A
1510		C77A(FALLING WATERS RD) - 450' S OF CR 280(BRICK	N	0	S	0	1300	C	9.5	55.0F	12.3F
2002		SR 8 (I-10) - 0.415 MILE E OF CR 279, @ CYPRSS S	E	9600	W	10000	19600	C	10.5	54.8F	33.0A
2601		I-10 - WB ON RAMP FROM CR 279	W	550		0	550	C	9.5	99.9W	12.3F
2602		I-10 - EB OFF RAMP TO CR 279	E	550		0	550	C	9.5	99.9W	12.3F
2603		I-10 - WB OFF RAMP TO CR 279	W	500		0	500	C	9.5	99.9W	12.3F
2604		I-10 - EB ON RAMP FROM CR 279	E	550		0	550	C	9.5	99.9W	12.3F
2605		I-10 - WB ON RAMP FROM SR 77		0E		0E	2900	F	9.5	99.9W	7.5F
2606		I-10 - EB ON RAMP FROM SR 77		0E		0E	1900	F	9.5	99.9W	7.5F
2607		I-10 - WB OFF RAMP TO SR 77		0E		0E	2000	F	9.5	99.9W	7.5F
2608		I-10 - EB OFF RAMP TO SR 77		0E		0E	2600	F	9.5	99.9W	7.5F
5003		SR 77 - 500' S OF SR 10 (US 90), CHIPLEY	N	0	S	0	12500	C	9.5	55.0F	7.5F
5004		SR 77 - 200' N OF SR 10 (US 90), CHIPLEY		0E		0E	13000	F	9.5	55.0F	7.5F
5006		SR 77 - 75' N OF CAMPBELLTON AVE (S OF SR 273)	N	4400	S	4300	8700	C	9.5	55.0F	8.9A
5007		CR 273 (SOUTH BLVD) - 150' E OF SR 77, CHIPLEY		0E		0E	4200	F	9.5	55.0F	12.3F

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5008		CR 273 (SOUTH BLVD) - 200' W OF SR 77, CHIPLEY	E	0	W	0	3100	C	9.5	55.0F	12.3F
5011		SR 10 (US90) - 150' E OF SR 77, CHIPLEY	E	3800E	W	3900E	7700	F	9.5	55.0F	8.0F
5031		SEVENTH ST - 325' S OF SR 10 (US 90), CHIPLEY	E	0	W	0	900	C	9.5	55.0F	12.3F
9968	T	SR-8/I-10 AT CR-273, SE OF CHIPLEY, WASHINGTON C	E	12244	W	12003	24247	C	10.5	57.1A	28.0A

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C1 & C2

Motor Vehicle Highway Generalized Service Volume Tables



(C1-Natural & C2-Rural)

Peak Hour Directional

	B	C	D	E
1 Lane	240	430	730	1,490
2 Lane	1,670	2,390	2,910	3,340
3 Lane	2,510	3,570	4,370	5,010

Peak Hour Two-Way

	B	C	D	E
2 Lane	440	780	1,330	2,710
4 Lane	3,040	4,350	5,290	6,070
6 Lane	4,560	6,490	7,950	9,110

AADT

	B	C	D	E
2 Lane	4,600	8,200	14,000	28,500
4 Lane	32,000	45,800	55,700	63,900
6 Lane	48,000	68,300	83,700	95,900

Adjustment Factors

2 Lane Divided Roadway with Exclusive Left Turn Adjustment: Multiply by 1.05
Multilane Undivided Highway with Exclusive Left Turn Adjustment: Multiply by 0.95
Multilane Undivided Highway without Exclusive Left Turn Adjustment:: Multiply by 0.75

This table does not constitute a standard and should be used only for general planning applications. The table should not be used for corridor or intersection design, where more refined techniques exist.

C3C & C3R

Motor Vehicle Arterial Generalized Service Volume Tables



(C3C-Suburban Commercial)

Peak Hour Directional

	B	C	D	E
1 Lane	*	760	1,070	**
2 Lane	*	1,520	1,810	**
3 Lane	*	2,360	2,680	**
4 Lane	*	3,170	3,180	**

Peak Hour Two-Way

	B	C	D	E
2 Lane	*	1,380	1,950	**
4 Lane	*	2,760	3,290	**
6 Lane	*	4,290	4,870	**
8 Lane	*	5,760	5,780	**

AADT

	B	C	D	E
2 Lane	*	15,300	21,700	**
4 Lane	*	30,700	36,600	**
6 Lane	*	47,700	54,100	**
8 Lane	*	64,000	64,200	**



(C3R-Suburban Residential)

	B	C	D	E
1 Lane	*	970	1,110	**
2 Lane	*	1,700	1,850	**
3 Lane	*	2,620	2,730	**

	B	C	D	E
2 Lane	*	1,760	2,020	**
4 Lane	*	3,090	3,360	**
6 Lane	*	4,760	4,960	**

	B	C	D	E
2 Lane	*	19,600	22,400	**
4 Lane	*	34,300	37,300	**
6 Lane	*	52,900	55,100	**

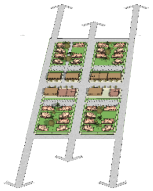
Adjustment Factors

The peak hour directional service volumes should be adjust by multiplying by 1.2 for one-way facilities
The AADT service volumes should be adjusted by multiplying 0.6 for one way facilities 2 Lane Divided Roadway with an Exclusive Left Turn Lane(s): Multiply by 1.05
2 lane Undivided Roadway with No Exclusive Left Turn Lane(s): Multiply by 0.80
Exclusive right turn lane(s): Multiply by 1.05
Multilane Undivided Roadway with an Exclusive Left Turn Lane(s): Multiply by 0.95
Multilane Roadway with No Exclusive Left Turn Lane(s): Multiply by 0.75
Non-State Signalized Roadway: Multiply by 0.90

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* Cannot be achieved using table input value defaults.
** Not applicable for that level of service letter grade. For the automobile mode, volumes greater than level of service D become F because intersection capacities have been reached.

C2T, C4, C5, & C6

Motor Vehicle Arterial Generalized Service Volume Tables



(C2T-Rural Town)

Peak Hour Directional

	B	C	D	E
1 Lane	*	720	940	**
2 Lane	*	1,140	1,640	**
3 Lane	*	2,120	2,510	**

Peak Hour Two-Way

	B	C	D	E
2 Lane	*	1,310	1,710	**
4 Lane	*	2,070	2,980	**
6 Lane	*	3,850	4,560	**

AADT

	B	C	D	E
2 Lane	*	13,800	18,000	**
4 Lane	*	21,800	31,400	**
6 Lane	*	40,500	48,000	**



(C4-Urban General)

	B	C	D	E
1 Lane	*	*	870	1,190
2 Lane	*	1,210	1,790	2,020
3 Lane	*	2,210	2,810	2,990
4 Lane	*	2,590	3,310	3,510

	B	C	D	E
2 Lane	*	*	1,580	2,160
4 Lane	*	2,200	3,250	3,670
6 Lane	*	4,020	5,110	5,440
8 Lane	*	4,710	6,020	6,380

	B	C	D	E
2 Lane	*	*	17,600	24,000
4 Lane	*	24,400	36,100	40,800
6 Lane	*	44,700	56,800	60,400
8 Lane	*	52,300	66,900	70,900

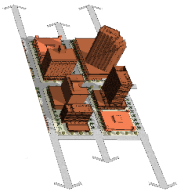


(C5-Urban Center)

	B	C	D	E
1 Lane	*	*	690	1,080
2 Lane	*	1,290	1,900	2,130
3 Lane	*	1,410	2,670	3,110
4 Lane	*	2,910	3,560	3,640

	B	C	D	E
2 Lane	*	*	1,250	1,960
4 Lane	*	2,350	3,450	3,870
6 Lane	*	2,560	4,850	5,650
8 Lane	*	5,290	6,470	6,620

	B	C	D	E
2 Lane	*	*	13,900	21,800
4 Lane	*	26,100	38,300	43,000
6 Lane	*	28,400	53,900	62,800
8 Lane	*	58,800	71,900	73,600



(C6-Urban Core)

	B	C	D	E
1 Lane	*	***	790	1,030
2 Lane	*	***	1,490	1,920
3 Lane	*	***	2,730	2,940
4 Lane	*	***	3,250	3,490

	B	C	D	E
2 Lane	*	***	1,440	1,870
4 Lane	*	***	2,710	3,490
6 Lane	*	***	4,960	5,350
8 Lane	*	***	5,910	6,350

	B	C	D	E
2 Lane	*	***	16,000	20,800
4 Lane	*	***	30,100	38,800
6 Lane	*	***	55,100	59,400
8 Lane	*	***	65,700	70,600

Adjustment Factors

The peak hour directional service volumes should be adjust by multiplying by 1.2 for one-way facilities
The AADT service volumes should be adjusted by multiplying 0.6 for one way facilities 2 Lane Divided Roadway with an Exclusive Left Turn Lane(s): Multiply by 1.05
2 lane Undivided Roadway with No Exclusive Left Turn Lane(s): Multiply by 0.80
Exclusive right turn lane(s): Multiply by 1.05
Multilane Undivided Roadway with an Exclusive Left Turn Lane(s): Multiply by 0.95
Multilane Roadway with No Exclusive Left Turn Lane(s): Multiply by 0.75
Non-State Signalized Roadway: Multiply by 0.90

This table does not constitute a standard and should be used only for general planning applications. The table should not be used for corridor or intersection design, where more refined techniques exist.
*Cannot be achieved using table input value defaults. **Not applicable for that level of service letter grade. For the automobile mode, volumes greater than level of service D become F because intersection capacities have been reach
***LOS C thresholds are not applicable for C6 as C6 roadway facilities are neither planned nor designed to achieve automobile LOS C.

NCHRP Report 457
Turn Lane Analysis

Northbound Right Turn Lane Analysis on SR 77 at Project Entrance
AM Peak Hour
4-2-26

Figure 2 - 6. Guideline for determining the need for a major-road right-turn bay at a two-way stop-controlled intersection.

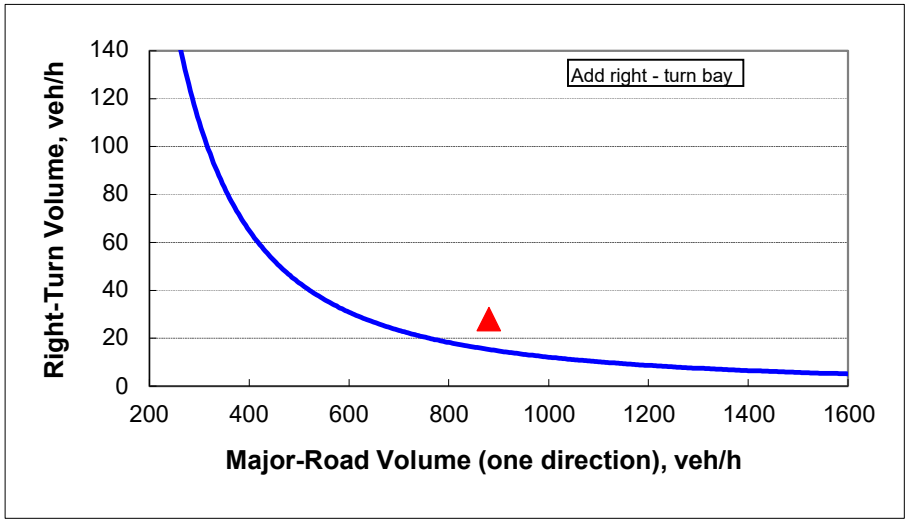
INPUT

Roadway geometry:	2-lane roadway

Variable	Value
Major-road speed, mph:	45
Major-road volume (one direction), veh/h:	880
Right-turn volume, veh/h:	28

OUTPUT

Variable	Value
Limiting right-turn volume, veh/h:	15
Guidance for determining the need for a major-road right-turn bay for a 2-lane roadway:	
Add right-turn bay.	



Northbound Right Turn Lane Analysis on SR 77 at Project Entrance
PM Peak Hour
4-2-26

Figure 2 - 6. Guideline for determining the need for a major-road right-turn bay at a two-way stop-controlled intersection.

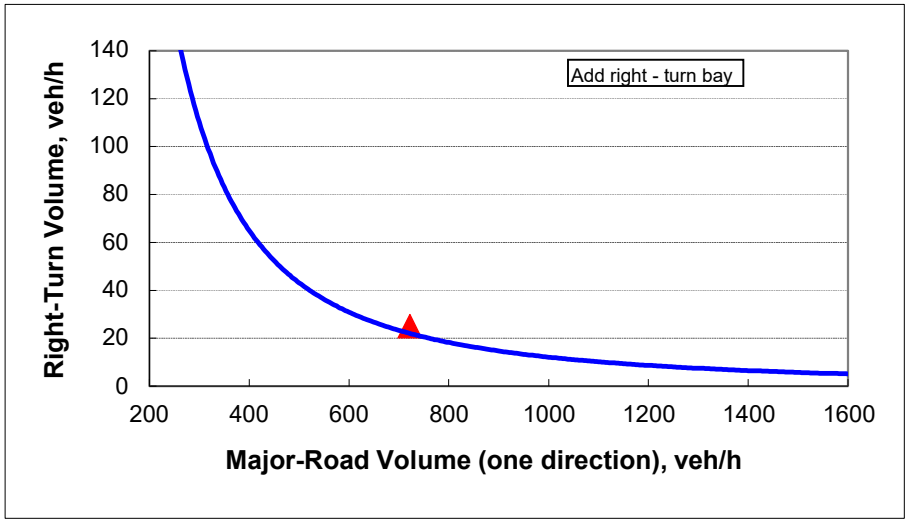
INPUT

Roadway geometry:	2-lane roadway

Variable	Value
Major-road speed, mph:	45
Major-road volume (one direction), veh/h:	722
Right-turn volume, veh/h:	25

OUTPUT

Variable	Value
Limiting right-turn volume, veh/h:	22
Guidance for determining the need for a major-road right-turn bay for a 2-lane roadway:	
Add right-turn bay.	



AM Peak Hour

Traffic Operations Analysis

SR 77 Near Project Site Turning Movement Counts – 3/12/26

FDOT Peak Season Report

AM Peak Hour Existing and Future Traffic Volumes

SYNCHRO Analysis Output Sheets

2027 Future Build with project

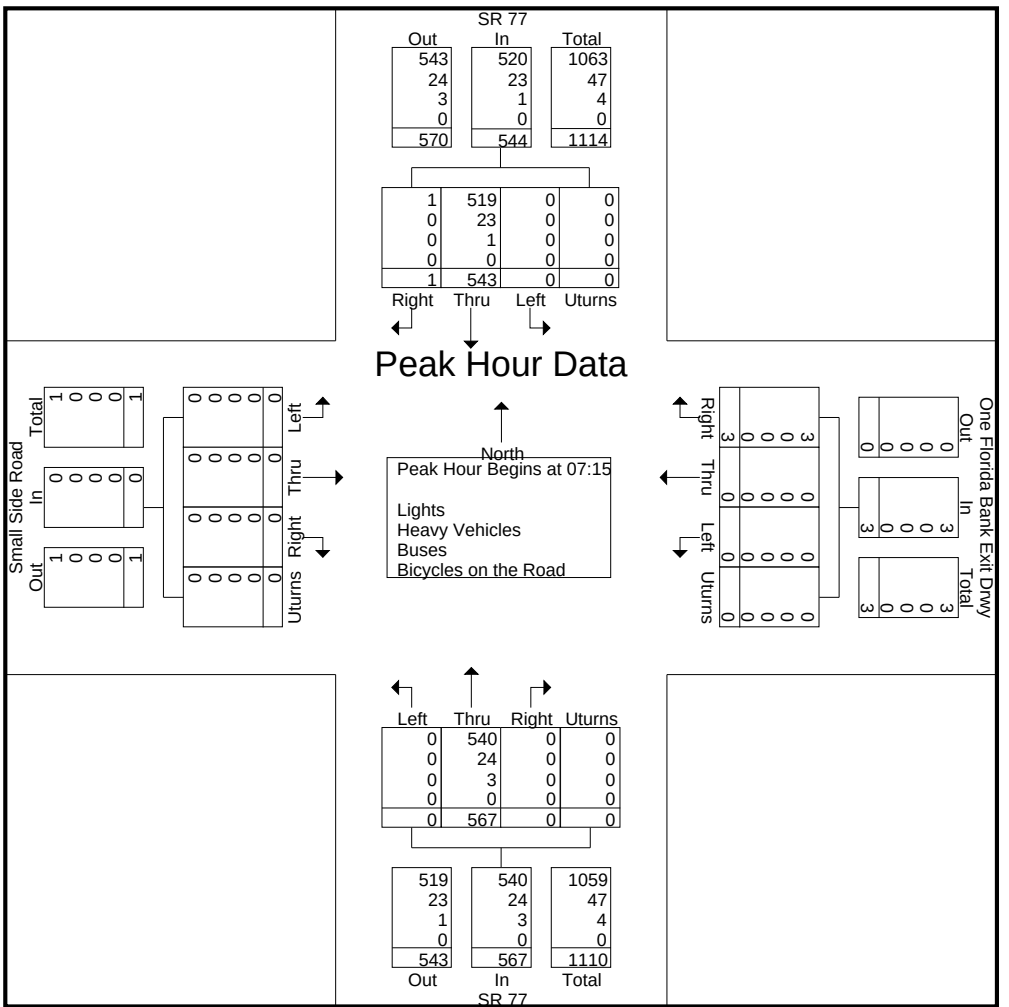
Southern Traffic Services, Inc.

2911 Westfield Rd
Gulf Breeze, FL 32563

Traffic is Our Only Business

File Name : 25102.01-1
Site Code : 25102.01
Start Date : 3/12/2026
Page No : 3

	SR 77 Southbound					One Florida Bank Exit Drwy Westbound					SR 77 Northbound					Small Side Road Eastbound					
Start Time	Left	Thru	Right	Uturns	App. Total	Left	Thru	Right	Uturns	App. Total	Left	Thru	Right	Uturns	App. Total	Left	Thru	Right	Uturns	App. Total	Int. Total
Peak Hour Analysis From 06:00 to 12:30 - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:15																					
07:15	0	99	0	0	99	0	0	1	0	1	0	142	0	0	142	0	0	0	0	0	242
07:30	0	142	0	0	142	0	0	1	0	1	0	130	0	0	130	0	0	0	0	0	273
07:45	0	170	0	0	170	0	0	1	0	1	0	158	0	0	158	0	0	0	0	0	329
08:00	0	132	1	0	133	0	0	0	0	0	0	137	0	0	137	0	0	0	0	0	270
Total Volume	0	543	1	0	544	0	0	3	0	3	0	567	0	0	567	0	0	0	0	0	1114
% App. Total	0	99.8	0.2	0		0	0	100	0		0	100	0	0		0	0	0	0		
PHF	.000	.799	.250	.000	.800	.000	.000	.750	.000	.750	.000	.897	.000	.000	.897	.000	.000	.000	.000	.000	.847
Lights	0	519	1	0	520	0	0	3	0	3	0	540	0	0	540	0	0	0	0	0	1063
% Lights	0	95.6	100	0	95.6	0	0	100	0	100	0	95.2	0	0	95.2	0	0	0	0	0	95.4
Heavy Vehicles	0	23	0	0	23	0	0	0	0	0	0	24	0	0	24	0	0	0	0	0	47
% Heavy Vehicles	0	4.2	0	0	4.2	0	0	0	0	0	0	4.2	0	0	4.2	0	0	0	0	0	4.2
Buses	0	1	0	0	1	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	4
% Buses	0	0.2	0	0	0.2	0	0	0	0	0	0	0.5	0	0	0.5	0	0	0	0	0	0.4
Bicycles on the Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Bicycles on the Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



2024 PEAK SEASON FACTOR CATEGORY REPORT - REPORT TYPE: ALL
CATEGORY: 6101 WASHINGTON, SR 79

MOCF: 0.86

WEEK	DATES	SF	PSCF
1	01/01/2024 - 01/06/2024	1.23	1.43
2	01/07/2024 - 01/13/2024	1.20	1.40
3	01/14/2024 - 01/20/2024	1.17	1.36
4	01/21/2024 - 01/27/2024	1.14	1.33
5	01/28/2024 - 02/03/2024	1.10	1.28
6	02/04/2024 - 02/10/2024	1.07	1.24
7	02/11/2024 - 02/17/2024	1.03	1.20
8	02/18/2024 - 02/24/2024	1.00	1.16
9	02/25/2024 - 03/02/2024	0.96	1.12
10	03/03/2024 - 03/09/2024	0.93	1.08
11	03/10/2024 - 03/16/2024	0.89	1.03
12	03/17/2024 - 03/23/2024	0.89	1.03
13	03/24/2024 - 03/30/2024	0.89	1.03
14	03/31/2024 - 04/06/2024	0.88	1.02
15	04/07/2024 - 04/13/2024	0.88	1.02
16	04/14/2024 - 04/20/2024	0.88	1.02
*17	04/21/2024 - 04/27/2024	0.88	1.02
*18	04/28/2024 - 05/04/2024	0.87	1.01
*19	05/05/2024 - 05/11/2024	0.87	1.01
*20	05/12/2024 - 05/18/2024	0.86	1.00
*21	05/19/2024 - 05/25/2024	0.86	1.00
*22	05/26/2024 - 06/01/2024	0.85	0.99
*23	06/02/2024 - 06/08/2024	0.85	0.99
*24	06/09/2024 - 06/15/2024	0.84	0.98
*25	06/16/2024 - 06/22/2024	0.85	0.99
*26	06/23/2024 - 06/29/2024	0.85	0.99
*27	06/30/2024 - 07/06/2024	0.86	1.00
*28	07/07/2024 - 07/13/2024	0.86	1.00
*29	07/14/2024 - 07/20/2024	0.87	1.01
30	07/21/2024 - 07/27/2024	0.92	1.07
31	07/28/2024 - 08/03/2024	0.98	1.14
32	08/04/2024 - 08/10/2024	1.03	1.20
33	08/11/2024 - 08/17/2024	1.08	1.26
34	08/18/2024 - 08/24/2024	1.10	1.28
35	08/25/2024 - 08/31/2024	1.11	1.29
36	09/01/2024 - 09/07/2024	1.13	1.31
37	09/08/2024 - 09/14/2024	1.14	1.33
38	09/15/2024 - 09/21/2024	1.16	1.35
39	09/22/2024 - 09/28/2024	1.14	1.33
40	09/29/2024 - 10/05/2024	1.13	1.31
41	10/06/2024 - 10/12/2024	1.11	1.29
42	10/13/2024 - 10/19/2024	1.09	1.27
43	10/20/2024 - 10/26/2024	1.10	1.28
44	10/27/2024 - 11/02/2024	1.12	1.30
45	11/03/2024 - 11/09/2024	1.13	1.31
46	11/10/2024 - 11/16/2024	1.14	1.33
47	11/17/2024 - 11/23/2024	1.16	1.35
48	11/24/2024 - 11/30/2024	1.18	1.37
49	12/01/2024 - 12/07/2024	1.19	1.38
50	12/08/2024 - 12/14/2024	1.21	1.41
51	12/15/2024 - 12/21/2024	1.23	1.43
52	12/22/2024 - 12/28/2024	1.20	1.40
53	12/29/2024 - 12/31/2024	1.17	1.36

* PEAK SEASON

04-MAR-2025 16:32:53 830UPD 3_6101_PKSEASON.TXT

SR 77 at Project Entrance
AM Peak Hour

Scenario	Northbound				Southbound				Westbound			
	Left	U-Turn	Thru	Right	Left	U-Turn	Thru	Right	Left	U-Turn	Thru	Right
Existing Volumes 2026	0	0	567	0	0	0	544	0	0	0	0	0
PSCF	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03
Adjusted Existing 2026	0	0	584	0	0	0	560	0	0	0	0	0
Growth Rate	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**2.0%**	**2.0%**	**2.0%**	**2.0%**
Build-Out Years	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**
Future No Build 2027 Traffic Volumes	**0**	**0**	**588**	**0**	**0**	**0**	**564**	**0**	**0**	**0**	**0**	**0**
Pass-By Trip Adjustments	0	0	-14	14	13	0	-13	0	13	0	0	14
Net New Project Trips	0	0	0	14	14	0	0	0	13	0	0	14
Future Build 2027 plus Project Trips	**0**	**0**	**574**	**28**	**27**	**0**	**551**	**0**	**26**	**0**	**0**	**28**

Intersection	
Int Delay, s/veh	0.8

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	26	28	574	28	27	551
Future Vol, veh/h	26	28	574	28	27	551
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	0	-	100	100	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	90	92	92	80
Heavy Vehicles, %	0	0	5	0	0	4
Mvmt Flow	28	30	638	30	29	689

Major/Minor	Minor1		Major1		Major2	
Conflicting Flow All	1385	638	0	0	668	0
Stage 1	638	-	-	-	-	-
Stage 2	747	-	-	-	-	-
Critical Hdwy	6.4	6.2	-	-	4.1	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	-	-	2.2	-
Pot Cap-1 Maneuver	160	480	-	-	931	-
Stage 1	530	-	-	-	-	-
Stage 2	472	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	155	480	-	-	931	-
Mov Cap-2 Maneuver	294	-	-	-	-	-
Stage 1	530	-	-	-	-	-
Stage 2	457	-	-	-	-	-

Approach	WB	NB	SB
HCM Ctrl Dly, s/v	15.6	0	0.4
HCM LOS	C		

Minor Lane/Major Mvmt	NBT	NBR	WBLn1	WBLn2	SBL	SBT
Capacity (veh/h)	-	-	294	480	931	-
HCM Lane V/C Ratio	-	-	0.096	0.063	0.032	-
HCM Ctrl Dly (s/v)	-	-	18.5	13	9	-
HCM Lane LOS	-	-	C	B	A	-
HCM 95th %tile Q(veh)	-	-	0.3	0.2	0.1	-

PM Peak Hour

Traffic Operations Analysis

SR 77 Near Project Site Turning Movement Counts – 3/12/26

FDOT Peak Season Report

PM Peak Hour Existing and Future Traffic Volumes

SYNCHRO Analysis Output Sheets

2027 Future Build with project

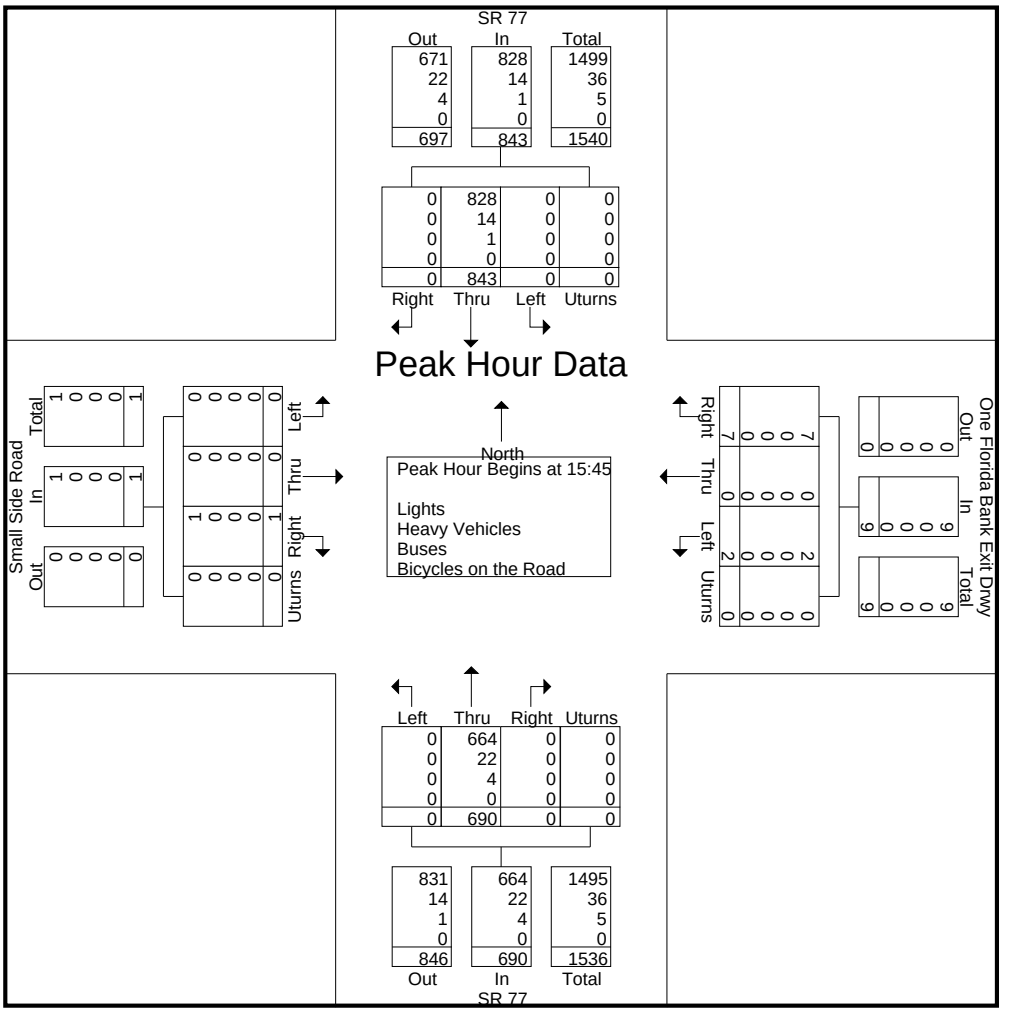
Southern Traffic Services, Inc.

2911 Westfield Rd
Gulf Breeze, FL 32563

Traffic is Our Only Business

File Name : 25102.01-1
Site Code : 25102.01
Start Date : 3/12/2026
Page No : 4

	SR 77 Southbound					One Florida Bank Exit Drwy Westbound					SR 77 Northbound					Small Side Road Eastbound					
Start Time	Left	Thru	Right	Uturns	App. Total	Left	Thru	Right	Uturns	App. Total	Left	Thru	Right	Uturns	App. Total	Left	Thru	Right	Uturns	App. Total	Int. Total
Peak Hour Analysis From 12:45 to 17:45 - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 15:45																					
15:45	0	210	0	0	210	0	0	3	0	3	0	172	0	0	172	0	0	0	0	0	385
16:00	0	213	0	0	213	1	0	3	0	4	0	156	0	0	156	0	0	0	0	0	373
16:15	0	205	0	0	205	1	0	1	0	2	0	185	0	0	185	0	0	1	0	1	393
16:30	0	215	0	0	215	0	0	0	0	0	0	177	0	0	177	0	0	0	0	0	392
Total Volume	0	843	0	0	843	2	0	7	0	9	0	690	0	0	690	0	0	1	0	1	1543
% App. Total	0	100	0	0		22.2	0	77.8	0		0	100	0	0		0	0	100	0		
PHF	.000	.980	.000	.000	.980	.500	.000	.583	.000	.563	.000	.932	.000	.000	.932	.000	.000	.250	.000	.250	.982
Lights	0	828	0	0	828	2	0	7	0	9	0	664	0	0	664	0	0	1	0	1	1502
% Lights	0	98.2	0	0	98.2	100	0	100	0	100	0	96.2	0	0	96.2	0	0	100	0	100	97.3
Heavy Vehicles	0	14	0	0	14	0	0	0	0	0	0	22	0	0	22	0	0	0	0	0	36
% Heavy Vehicles	0	1.7	0	0	1.7	0	0	0	0	0	0	3.2	0	0	3.2	0	0	0	0	0	2.3
Buses	0	1	0	0	1	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	5
% Buses	0	0.1	0	0	0.1	0	0	0	0	0	0	0.6	0	0	0.6	0	0	0	0	0	0.3
Bicycles on the Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% Bicycles on the Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



2024 PEAK SEASON FACTOR CATEGORY REPORT - REPORT TYPE: ALL
CATEGORY: 6101 WASHINGTON, SR 79

MOCF: 0.86

WEEK	DATES	SF	PSCF
1	01/01/2024 - 01/06/2024	1.23	1.43
2	01/07/2024 - 01/13/2024	1.20	1.40
3	01/14/2024 - 01/20/2024	1.17	1.36
4	01/21/2024 - 01/27/2024	1.14	1.33
5	01/28/2024 - 02/03/2024	1.10	1.28
6	02/04/2024 - 02/10/2024	1.07	1.24
7	02/11/2024 - 02/17/2024	1.03	1.20
8	02/18/2024 - 02/24/2024	1.00	1.16
9	02/25/2024 - 03/02/2024	0.96	1.12
10	03/03/2024 - 03/09/2024	0.93	1.08
11	03/10/2024 - 03/16/2024	0.89	1.03
12	03/17/2024 - 03/23/2024	0.89	1.03
13	03/24/2024 - 03/30/2024	0.89	1.03
14	03/31/2024 - 04/06/2024	0.88	1.02
15	04/07/2024 - 04/13/2024	0.88	1.02
16	04/14/2024 - 04/20/2024	0.88	1.02
*17	04/21/2024 - 04/27/2024	0.88	1.02
*18	04/28/2024 - 05/04/2024	0.87	1.01
*19	05/05/2024 - 05/11/2024	0.87	1.01
*20	05/12/2024 - 05/18/2024	0.86	1.00
*21	05/19/2024 - 05/25/2024	0.86	1.00
*22	05/26/2024 - 06/01/2024	0.85	0.99
*23	06/02/2024 - 06/08/2024	0.85	0.99
*24	06/09/2024 - 06/15/2024	0.84	0.98
*25	06/16/2024 - 06/22/2024	0.85	0.99
*26	06/23/2024 - 06/29/2024	0.85	0.99
*27	06/30/2024 - 07/06/2024	0.86	1.00
*28	07/07/2024 - 07/13/2024	0.86	1.00
*29	07/14/2024 - 07/20/2024	0.87	1.01
30	07/21/2024 - 07/27/2024	0.92	1.07
31	07/28/2024 - 08/03/2024	0.98	1.14
32	08/04/2024 - 08/10/2024	1.03	1.20
33	08/11/2024 - 08/17/2024	1.08	1.26
34	08/18/2024 - 08/24/2024	1.10	1.28
35	08/25/2024 - 08/31/2024	1.11	1.29
36	09/01/2024 - 09/07/2024	1.13	1.31
37	09/08/2024 - 09/14/2024	1.14	1.33
38	09/15/2024 - 09/21/2024	1.16	1.35
39	09/22/2024 - 09/28/2024	1.14	1.33
40	09/29/2024 - 10/05/2024	1.13	1.31
41	10/06/2024 - 10/12/2024	1.11	1.29
42	10/13/2024 - 10/19/2024	1.09	1.27
43	10/20/2024 - 10/26/2024	1.10	1.28
44	10/27/2024 - 11/02/2024	1.12	1.30
45	11/03/2024 - 11/09/2024	1.13	1.31
46	11/10/2024 - 11/16/2024	1.14	1.33
47	11/17/2024 - 11/23/2024	1.16	1.35
48	11/24/2024 - 11/30/2024	1.18	1.37
49	12/01/2024 - 12/07/2024	1.19	1.38
50	12/08/2024 - 12/14/2024	1.21	1.41
51	12/15/2024 - 12/21/2024	1.23	1.43
52	12/22/2024 - 12/28/2024	1.20	1.40
53	12/29/2024 - 12/31/2024	1.17	1.36

* PEAK SEASON

04-MAR-2025 16:32:53 830UPD 3_6101_PKSEASON.TXT

SR 77 at Project Entrance
PM Peak Hour

Scenario	Northbound				Southbound				Westbound			
	Left	U-Turn	Thru	Right	Left	U-Turn	Thru	Right	Left	U-Turn	Thru	Right
Existing Volumes 2026	0	0	690	0	0	0	843	0	0	0	0	0
PSCF	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03	1.03
Adjusted Existing 2026	0	0	711	0	0	0	868	0	0	0	0	0
Growth Rate	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**0.6%**	**1.0%**	**1.0%**	**1.0%**	**1.0%**
Build-Out Years	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**
Future No Build 2027 Traffic Volumes	**0**	**0**	**715**	**0**	**0**	**0**	**874**	**0**	**0**	**0**	**0**	**0**
Pass-By Trip Adjustments	0	0	-14	14	16	0	-16	0	15	0	0	12
Net New Project Trips	0	0	0	11	13	0	0	0	12	0	0	10
Future Build 2027 plus Project Trips	**0**	**0**	**701**	**25**	**29**	**0**	**858**	**0**	**27**	**0**	**0**	**22**

Intersection	
Int Delay, s/veh	0.7

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Vol, veh/h	27	22	701	25	29	858
Future Vol, veh/h	27	22	701	25	29	858
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	0	-	100	100	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	93	92	92	98
Heavy Vehicles, %	0	0	4	0	0	2
Mvmt Flow	29	24	754	27	32	876

Major/Minor	Minor1		Major1		Major2	
Conflicting Flow All	1694	754	0	0	781	0
Stage 1	754	-	-	-	-	-
Stage 2	940	-	-	-	-	-
Critical Hdwy	6.4	6.2	-	-	4.1	-
Critical Hdwy Stg 1	5.4	-	-	-	-	-
Critical Hdwy Stg 2	5.4	-	-	-	-	-
Follow-up Hdwy	3.5	3.3	-	-	2.2	-
Pot Cap-1 Maneuver	103	412	-	-	845	-
Stage 1	468	-	-	-	-	-
Stage 2	383	-	-	-	-	-
Platoon blocked, %			-	-		-
Mov Cap-1 Maneuver	99	412	-	-	845	-
Mov Cap-2 Maneuver	232	-	-	-	-	-
Stage 1	468	-	-	-	-	-
Stage 2	368	-	-	-	-	-

Approach	WB	NB	SB
HCM Ctrl Dly, s/v	19	0	0.3
HCM LOS	C		

Minor Lane/Major Mvmt	NBT	NBR	WBLn1	WBLn2	SBL	SBT
Capacity (veh/h)	-	-	232	412	845	-
HCM Lane V/C Ratio	-	-	0.126	0.058	0.037	-
HCM Ctrl Dly (s/v)	-	-	22.8	14.3	9.4	-
HCM Lane LOS	-	-	C	B	A	-
HCM 95th %tile Q(veh)	-	-	0.4	0.2	0.1	-

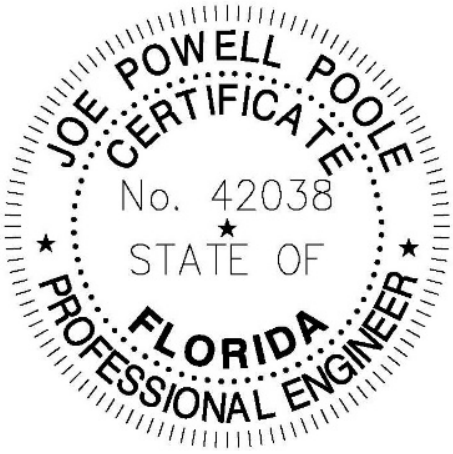
TURN LANE ANALYSIS
Jack's Restaurant

East Side of SR 77 South of CR 280 (Brickyard Road)
Chipley, Florida

Prepared for:
Ross Binkley, P.E.
Binkley Engineering, PA
434 Benning Drive
Destin, FL 32541

Submitted by:
Southern Traffic Services, Inc.
Joe Poole, P.E.
2943 Golden Eagle Drive
Tallahassee, FL 32312
(850) 449-0807

FL License No.: 00007809



This item has been digitally signed and sealed by Joe P. Poole, P.E. on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

I. Introduction:

The purpose of this traffic study is to provide data and analysis supporting the Proposed Jack's Restaurant project in Chipley, Florida. The project is on the east side of SR 77 south of CR 280 (Brickyard Road), and the parcel number is 00000000-00-2218-0004. The proposed development consists of 3,275 square feet of fast-food restaurant with a drive-through window. This analysis will determine if a northbound right turn lane is warranted on SR 77 at the proposed project entrance.

II. Trip Generation and Distribution:

ITE Trip Generation Manual (11th Edition) was used to determine the PM peak hour project trips to be generated by the proposed development. Land Use Code 934 (Fast-Food Restaurant with Drive-Through Window) was used for the analysis. Daily, AM and PM peak hour trip generation for the proposed development plan is provided in the table below:

Time Period	Area (1,000 sf)	Rate	Total Trips	Enter Trips	Exit Trips	Pass-By Trips [1] (%)	New Total Trips	New Enter Trips	New Exit Trips
Daily	3.275	467.48	1,531	766 (50%)	765 (50%)	0 (0%)	1,531	766 (50%)	765 (50%)
AM Peak Hour	"	44.61	146	74 (51%)	72 (49%)	73 (50%)	73	37 (51%)	36 (49%)
PM Peak Hour	"	33.03	108	56 (52%)	52 (48%)	59 (55%)	49	25(52%)	24 (48%)

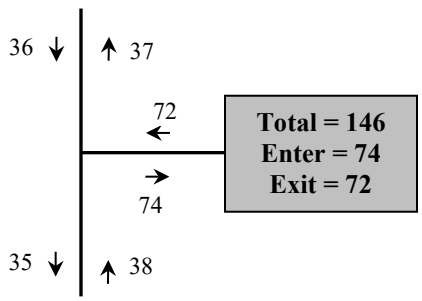
Project trip distribution is based on traffic data in the SYNOPSIS report for FDOT count station 610235 located on SR 77, 0.295 miles south of CR 280 (Brickyard Road). Project trips were distributed based on the existing traffic volume directional splits. The following shows the existing directional splits for the two (2) peak hours:

- AM Peak Hour (7:15-8:15) – 52% Northbound and 48% Southbound
- PM Peak Hour (2:30-3:30) – 42% Northbound and 58% Southbound

III. Turn Lane Analysis:

National Cooperative Highway Research Program Report 457, Evaluating Intersections for Improvements: An Engineering Study, was used to determine if an eastbound right turn lane is warranted at the project entrance on SR 77. The speed limit on SR 77 is 45 mph. The latest available traffic data was obtained from the FDOT Traffic Data website. These counts were used to estimate the AM and PM peak hour northbound approach counts at the proposed project entrance.

AM Peak Hour of Adjacent Street



Northbound is peak direction.

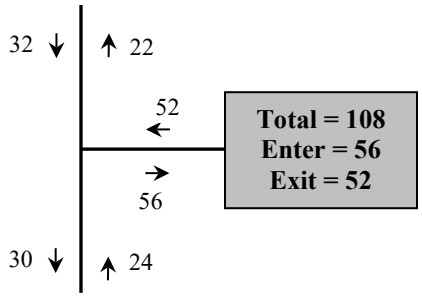
NB Existing Volume (PHT) = AADT x K x D
= 16,300 x 0.095 x 0.55 = 852 vph

NB Future Volume = Existing EB PHT + Project Trips
= 852 + 38 = 890 vph

Future Advancing Volume (NB) = 890 vph
Future Right Turn Project Trips (NB) = 38 vph

Results of this analysis indicate a northbound right turn lane is warranted on SR 77 at the proposed project entrance. (See **Appendix**)

PM Peak Hour of Adjacent Street



Northbound is the off-peak direction.

NB Existing Volume (PHT) = AADT x K x (1-D)
= 16,300 x 0.095 x (1-0.55) = 697 vph

NB Future Volume = Existing EB PHT + Project Trips
= 697 + 24 = 721 vph

Future Advancing Volume (NB) = 721 vph
Future Right Turn Project Trips (NB) = 24 vph

Results of this analysis indicate a northbound right turn lane is warranted on SR 77 at the proposed project entrance. (See **Appendix**)

Taper/Deceleration lengths of the left turn lane should be designed in accordance with the requirements of the FDOT Design Manual.

IV. Conclusion:

Results of this analysis indicate a northbound right turn lane is warranted on SR 77 at the proposed project entrance. Taper/Deceleration lengths of the left turn lane should be designed in accordance with the requirements of the FDOT Design Manual.

APPENDIX

Fast-Food Restaurant with Drive-Through Window (934)

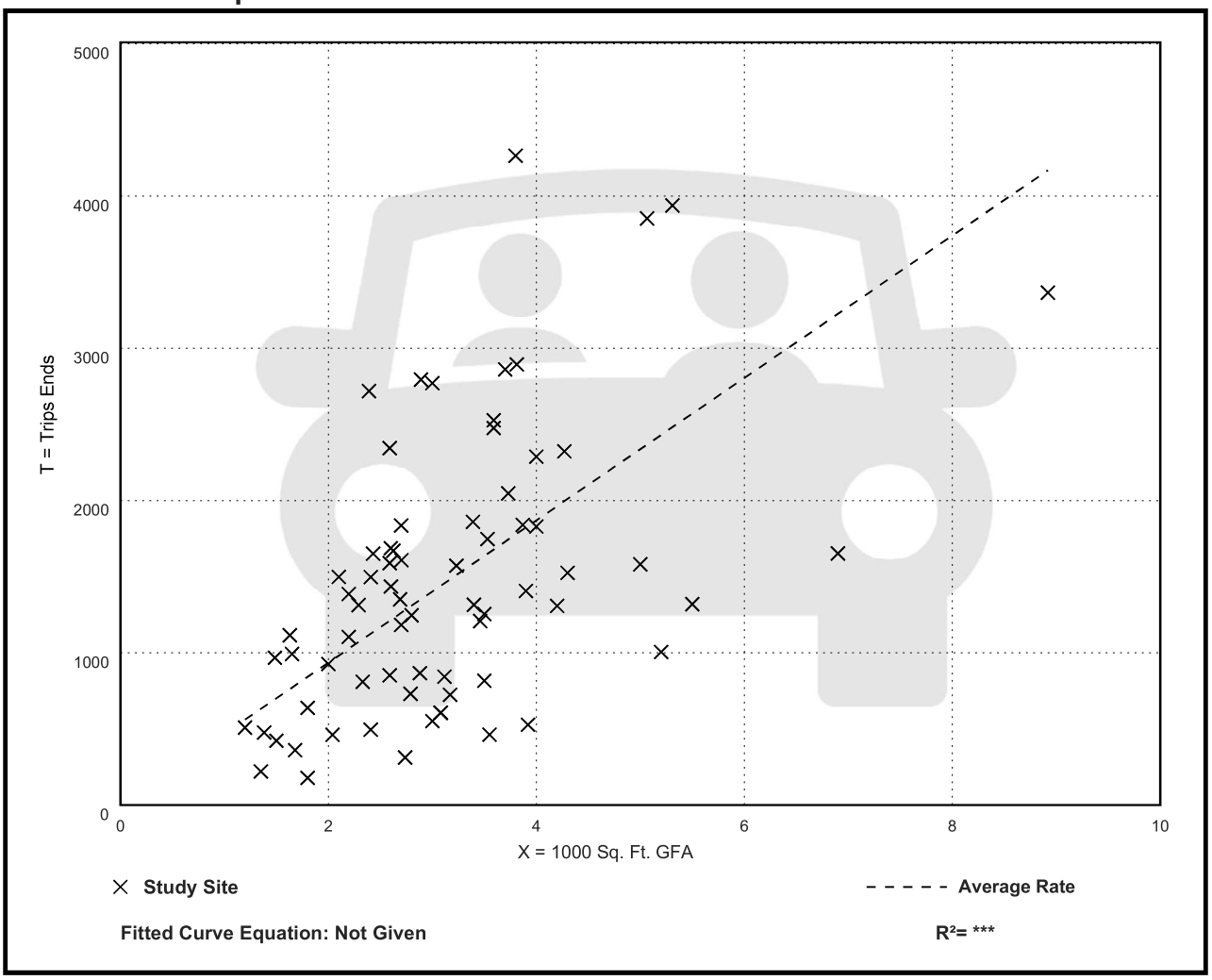
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday

Setting/Location: General Urban/Suburban
Number of Studies: 71
Avg. 1000 Sq. Ft. GFA: 3
Directional Distribution: 50% entering, 50% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
467.48	98.89 - 1137.66	238.62

Data Plot and Equation



Fast-Food Restaurant with Drive-Through Window (934)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.
Setting/Location: General Urban/Suburban
Number of Studies: 96
Avg. 1000 Sq. Ft. GFA: 4
Directional Distribution: 51% entering, 49% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
44.61	1.05 - 164.25	27.14

Data Plot and Equation



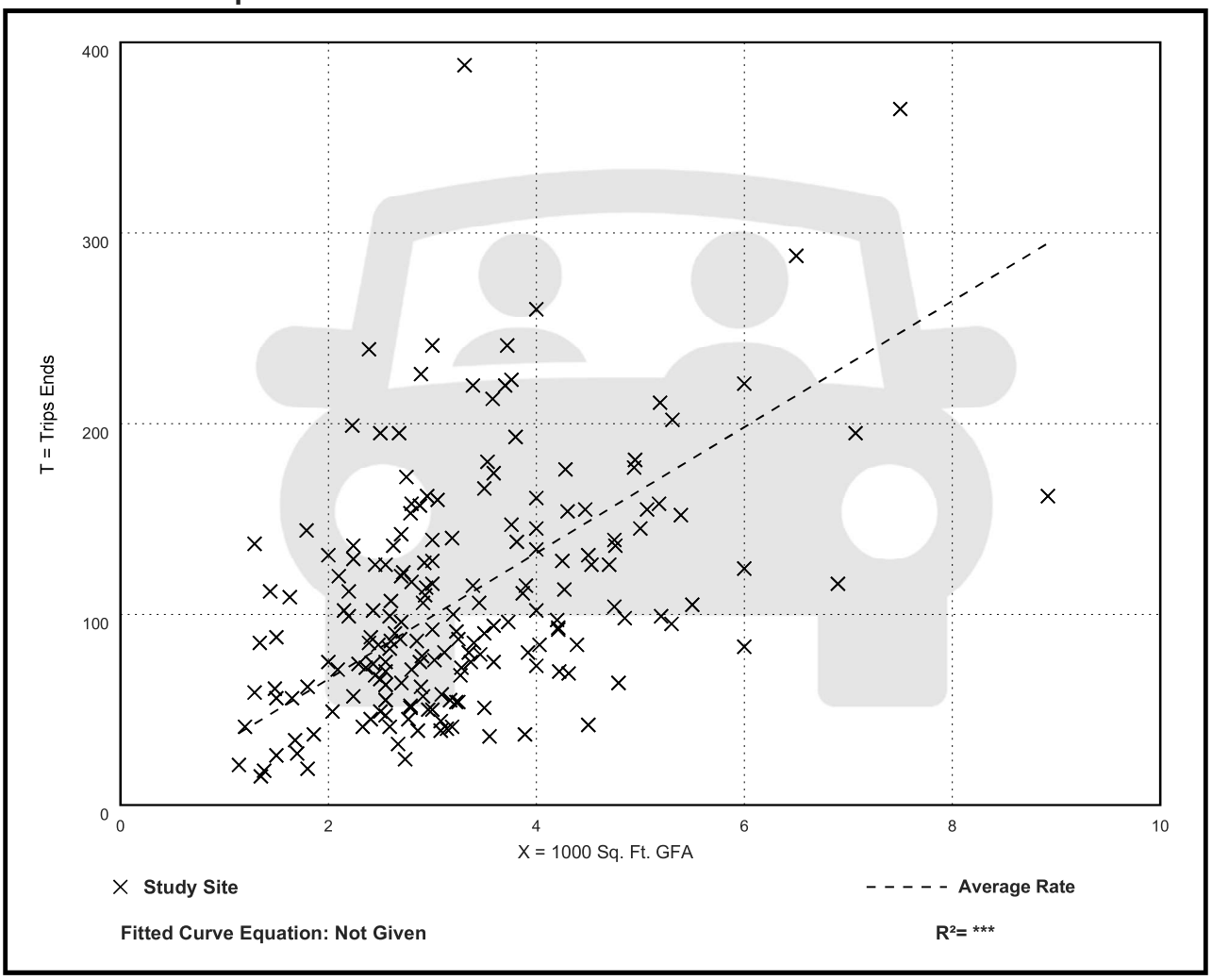
Fast-Food Restaurant with Drive-Through Window (934)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA
On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.
Setting/Location: General Urban/Suburban
Number of Studies: 190
Avg. 1000 Sq. Ft. GFA: 3
Directional Distribution: 52% entering, 48% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
33.03	8.77 - 117.22	17.59

Data Plot and Equation



Vehicle Pass-By Rates by Land Use

Source: ITE *Trip Generation Manual* , 11th Edition

Land Use Code	934
Land Use	Fast-Food Restaurant with Drive-Through Window
Setting	General Urban/Suburban
Time Period	Weekday AM Peak Period
# Data Sites	5
Average Pass-By Rate	50%

Pass-By Characteristics for Individual Sites

GFA (000)	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Non-Pass-By Trips			Adj Street Peak Hour Volume	Source
					Primary (%)	Diverted (%)	Total (%)		
1.4	Kentucky	1993	—	62	22	16	38	1407	2
3	Kentucky	1993	—	43	14	43	57	2903	2
3.3	--	1996	—	68	—	—	32	—	21
3.6	Kentucky	1993	—	32	47	21	68	437	2
4.2	Indiana	1993	—	46	23	31	54	1049	2

Vehicle Pass-By Rates by Land Use

Source: ITE *Trip Generation Manual* , 11th Edition

Land Use Code	934
Land Use	Fast-Food Restaurant with Drive-Through Window
Setting	General Urban/Suburban
Time Period	Weekday PM Peak Period
# Data Sites	11
Average Pass-By Rate	55%

Pass-By Characteristics for Individual Sites

GFA (000)	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Non-Pass-By Trips			Adj Street Peak Hour Volume	Source
					Primary (%)	Diverted (%)	Total (%)		
1.3	Kentucky	1993	—	68	22	10	32	2055	2
1.9	Kentucky	1993	33	67	24	9	33	2447	2
2.8	Florida	1995	47	66	—	—	34	—	30
2.9	Florida	1996	271	41	41	18	59	—	30
3	Kentucky	1993	—	31	31	38	69	4250	2
3.1	Florida	1995	28	71	—	—	29	—	30
3.1	Florida	1996	29	38	—	—	62	—	30
3.2	Florida	1996	202	40	39	21	60	—	30
3.3	—	1996	—	62	—	—	38	—	21
4.2	Indiana	1993	—	56	25	19	44	1632	2
4.3	Florida	1994	304	62	—	—	38	—	30

COUNTY: 61
STATION: 0235
DESCRIPTION: SR 77 - 0.295 M S OF CR 280 (BRICKYARD RD)
START DATE: 02/26/2024
START TIME: 1000

	DIRECTION: N					DIRECTION: S					COMBINED
TIME	1ST	2ND	3RD	4TH	TOTAL	1ST	2ND	3RD	4TH	TOTAL	TOTAL
0000	8	3	5	7	23	3	4	5	3	15	38
0100	10	3	1	4	18	5	1	5	3	14	32
0200	3	7	6	3	19	4	2	5	8	19	38
0300	5	3	1	5	14	7	6	16	10	39	53
0400	2	9	11	13	35	4	21	19	30	74	109
0500	17	21	36	39	113	37	46	59	67	209	322
0600	60	52	81	94	287	86	73	61	77	297	584
0700	127	143	155	150	575	89	117	140	123	469	1044
0800	128	107	112	116	463	147	126	111	127	511	974
0900	109	116	121	150	496	140	133	140	133	546	1042
1000	106	112	132	146	496	135	141	122	154	552	1048
1100	136	123	143	148	550	186	165	164	162	677	1227
1200	168	162	149	158	637	180	154	147	143	624	1261
1300	156	148	155	147	606	143	158	132	109	542	1148
1400	146	123	124	153	546	143	154	161	191	649	1195
1500	131	121	172	169	593	209	166	159	157	691	1284
1600	132	178	174	145	629	193	175	166	133	667	1296
1700	151	132	137	148	568	181	127	128	108	544	1112
1800	138	137	113	85	473	132	121	99	81	433	906
1900	105	79	59	41	284	73	55	62	52	242	526
2000	51	54	47	49	201	54	65	58	31	208	409
2100	36	54	28	25	143	39	32	36	47	154	297
2200	36	19	17	21	93	23	14	15	15	67	160
2300	24	13	12	14	63	12	16	9	7	44	107
24-HOUR TOTALS:					7925					8287	16212

PEAK VOLUME INFORMATION

	DIRECTION: N		DIRECTION: S		COMBINED DIRECTIONS	
	HOUR	VOLUME	HOUR	VOLUME	HOUR	VOLUME
A.M.	715	576	845	540	715	1103
P.M.	1545	653	1430	727	1545	1344
DAILY	1545	653	1430	727	1545	1344

TRUCK PERCENTAGE 7.43 7.32 7.38

CLASSIFICATION SUMMARY DATABASE

DIR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTTRK	TOTVOL
N	36	5437	1863	31	348	45	8	76	61	6	3	4	7	0	0	589	7925
S	35	5605	2040	24	355	58	10	62	83	9	2	4	0	0	0	607	8287

GENERATED BY SPS 5.0.0.61

FLORIDA DEPARTMENT OF TRANSPORTATION
2024 ANNUAL AVERAGE DAILY TRAFFIC REPORT - REPORT TYPE: ALL

COUNTY: 61 WASHINGTON

SITE	SITE TYPE	DESCRIPTION	DIRECTION 1	DIRECTION 2	AADT TWO-WAY	"K" FCTR	"D" FCTR	"T" FCTR
0204		CR 179(WRIGHTS CREEK RD) - 225' N OF SR 10 (US90	0E	0E	3000 F	9.5	55.0F	12.3F
0205		SR 10(US90) - 525' E OF CHOCTAWHATCHEE RIVER BRI	0E	0E	3200 F	9.5	55.0F	8.0F
0222		CR 278 (CREEK RD) - 225' W OF SR 79	0E	0E	750 F	9.5	55.0F	12.3F
0224		CR 276(ALFORD RD) - 250' E OF CR 273(ORANGEHILL	0E	0E	1700 F	9.5	55.0F	12.3F
0225		CR 276 (CLAYTON RD) - 625' E OF SR 277	0E	0E	1300 F	9.5	55.0F	12.3F
0226		CR 276 (CLAYTON RD) - 300' E OF SR 77	0E	0E	1300 F	9.5	55.0F	12.3F
0228		GRIFFIN RD - 550' N OF SR 10 (US 90)	0E	0E	1600 F	9.5	55.0F	12.3F
0229		CR 277 (COPE RD) - 200' N OF CR 166 (OLD BONIFAY	N 0	S 0	750 C	9.5	55.0F	12.3F
0230		CR 166(OLD BONIFAY RD) - 150' W OF CR 277(COPE R	0E	0E	650 F	9.5	55.0F	12.3F
0233		CR 278 (PIONEER RD) - 0.516 MILE E OF SR 77 (E O	0E	0E	900 F	9.5	55.0F	12.3F
0234		SR 77 - 1000' N OF I-10 (375' S OF NADIA AVE)	N 6900E	S 7000E	13900 F	9.5	55.0F	7.5F
0235		SR 77 - 0.295 M S OF CR 280 (BRICKYARD RD)	N 7900	S 8400	16300 C	9.5	55.0F	7.5A
0237		CR 280(BRICKYARD RD) - 350' E OF CR 273 (ORANGE	0E	0E	2600 F	9.5	55.0F	12.3F
0238		CR 280(BRICKYARD RD) - 400' W OF CR 273(ORANGEHI	E 0	W 0	3100 C	9.5	55.0F	12.3F
0241		CR 276 (CLAYTON RD) - 400' W OF SR 77	0E	0E	1900 F	9.5	55.0F	12.3F
0242		CR 276 (PINEY GROVE RD) - 700' S OF SR 277	0E	0E	700 F	9.5	55.0F	12.3F

SITE TYPE : BLANK= PORTABLE; T= TELEMETERED
"K" FACTOR : DEPARTMENT ADOPTED STANDARD K FACTOR BEGINING WITH COUNT YEAR 2011
AADT FLAGS : C= COMPUTED; E= MANUAL EST; F= FIRST YEAR EST; S= SECOND YEAR EST; T= THIRD YEAR EST; R= FOURTH YEAR EST; V= FIFTH YEAR EST; 6= SIXTH YEAR EST; X= UNKNOWN
"D/T" FLAGS : A= ACTUAL; F= FACTOR CATG; D= DIST FUNCL; P= PRIOR YEAR; S= STATEWIDE DEFAULT; W= ONE-WAY ROAD; X= CROSS REF

Northbound Right Turn Lane Analysis on SR 77 at Project Entrance
AM Peak Hour
10-23-25

Figure 2 - 6. Guideline for determining the need for a major-road right-turn bay at a two-way stop-controlled intersection.

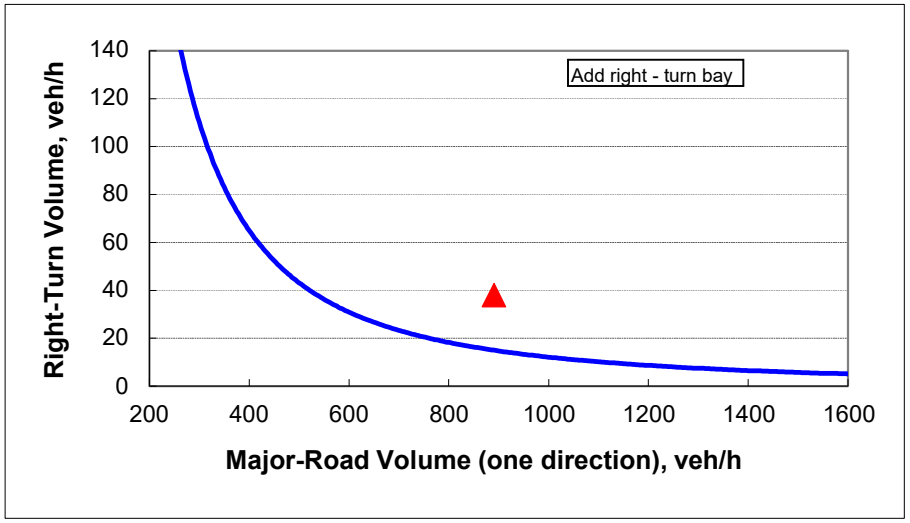
INPUT

Roadway geometry:	2-lane roadw ay

Variable	Value
Major-road speed, mph:	45
Major-road volume (one direction), veh/h:	890
Right-turn volume, veh/h:	38

OUTPUT

Variable	Value
Limiting right-turn volume, veh/h:	15
Guidance for determining the need for a major-road right-turn bay for a 2-lane roadway:	
Add right-turn bay.	



Northbound Right Turn Lane Analysis on SR 77 at Project Entrance
PM Peak Hour
10-23-25

Figure 2 - 6. Guideline for determining the need for a major-road right-turn bay at a two-way stop-controlled intersection.

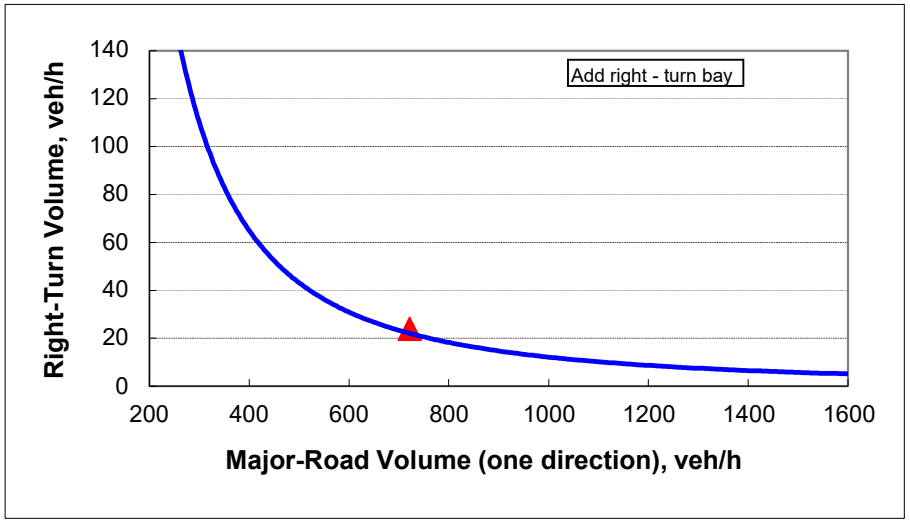
INPUT

Roadway geometry:	2-lane roadw ay

Variable	Value
Major-road speed, mph:	45
Major-road volume (one direction), veh/h:	721
Right-turn volume, veh/h:	24

OUTPUT

Variable	Value
Limiting right-turn volume, veh/h:	22
Guidance for determining the need for a major-road right-turn bay for a 2-lane roadway:	
Add right-turn bay.	



CHIPLEY FIRE DEPARTMENT
1430 JACKSON AVENUE
P.O. BOX 1007
CHIPLEY, FL 32428
PHONE # 850-638-6301 / FAX # 850-638-6300

To: Whomever It May Concern

From: Hunter Aycock, Fire Chief

Date: January 23, 2026

Re: Required Fire Flow

Required fire flow for Jacks Restaurant will be less than 2,000 GPM as per plans submitted. This flow is achievable by the two closets fire hydrants already in this area. First Hydrant is located across from 1385 Main Street and the second is in front of 1385 Main Street.

Hunter Aycock

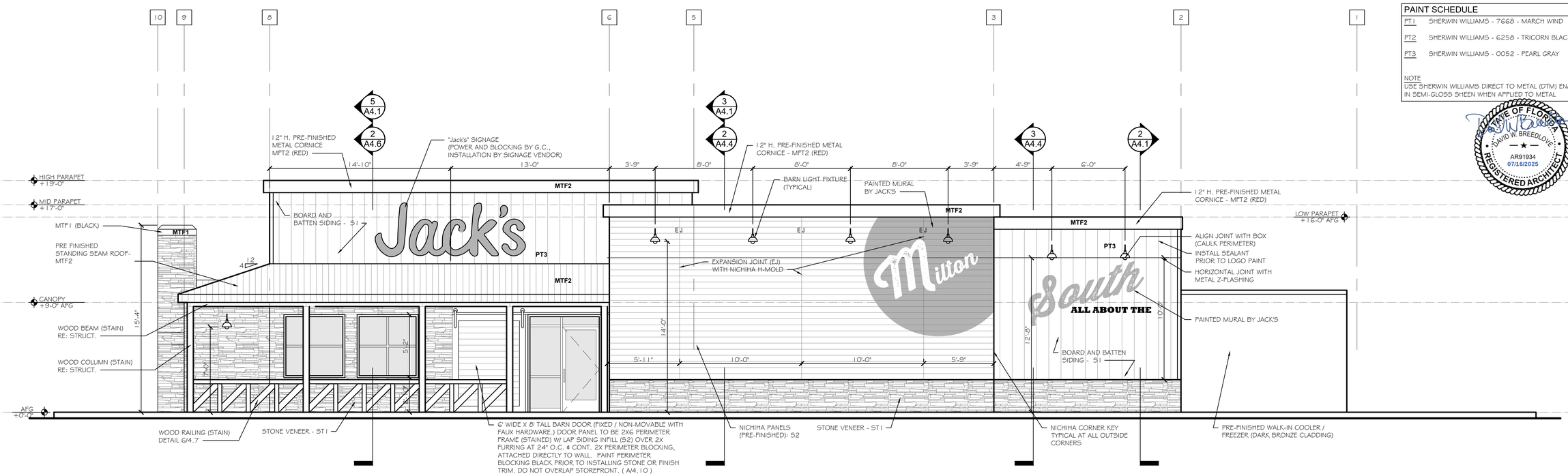
Hunter Aycock

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PAINT SCHEDULE	
PT1	SHERWIN WILLIAMS - 7668 - MARCH WIND
PT2	SHERWIN WILLIAMS - 6258 - TRICORN BLACK
PT3	SHERWIN WILLIAMS - 0052 - PEARL GRAY

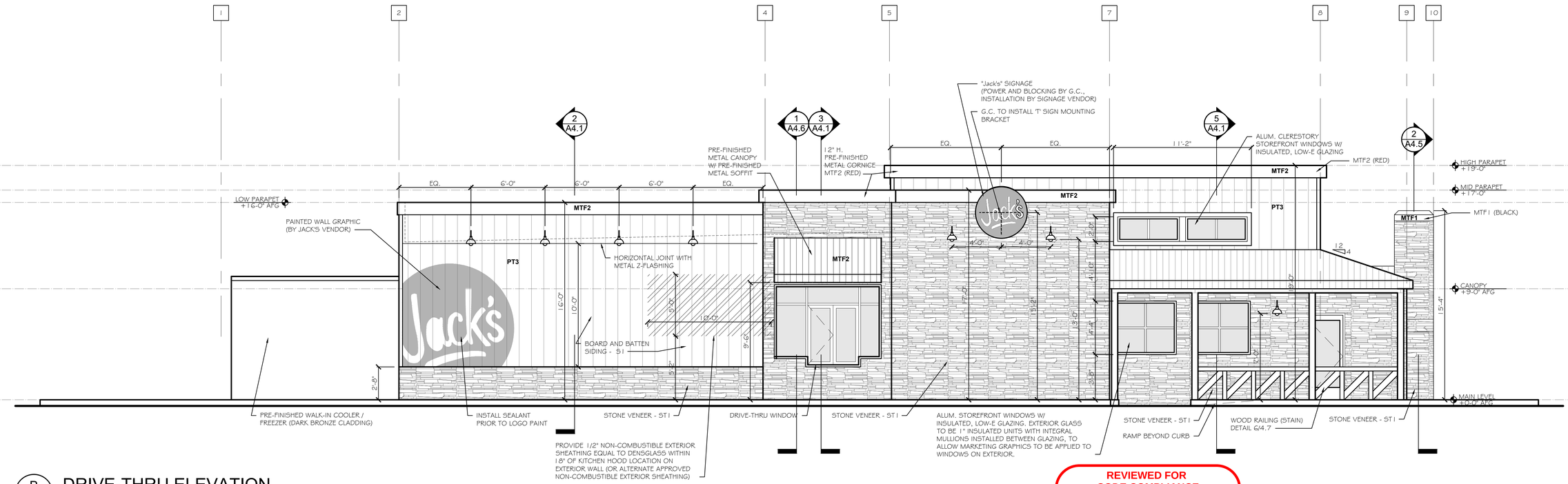
NOTE
USE SHERWIN WILLIAMS DIRECT TO METAL (DTM) ENAMEL IN SEMI-GLOSS SHEEN WHEN APPLIED TO METAL

STATE OF FLORIDA · DAVID W. BREEDLOVE · AR91934 07/16/2025 REGISTERED ARCHITECT



A A3.1 ENTRANCE ELEVATION

SCALE : 1/4" = 1'-0



B A3.1 DRIVE-THRU ELEVATION

SCALE : 1/4" = 1'-0

REVIEWED FOR CODE COMPLIANCE by Santa Rosa County Building Inspections
Any variation and/ or alterations to the plans must have prior approval.

10/07/2025

DAVID W. BREEDLOVE - ARCHITECT
1909 COURTNEY DRIVE, BIRMINGHAM, ALABAMA 35209 | 205.879.5458 | DJK@RL5DESIGNGROUP.COM

EXTERIOR ELEVATIONS

07-01-25

25-3168

Jack's Family Restaurants
Southern Charm (SC-68) V006
MILTON, FLORIDA

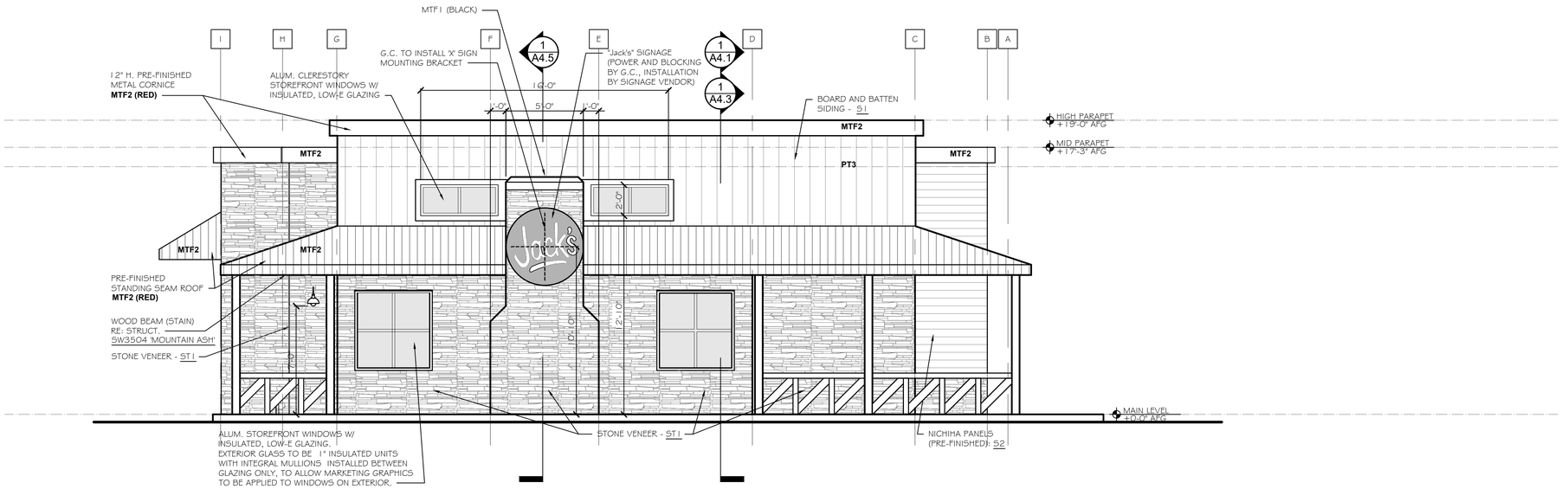
A3.1

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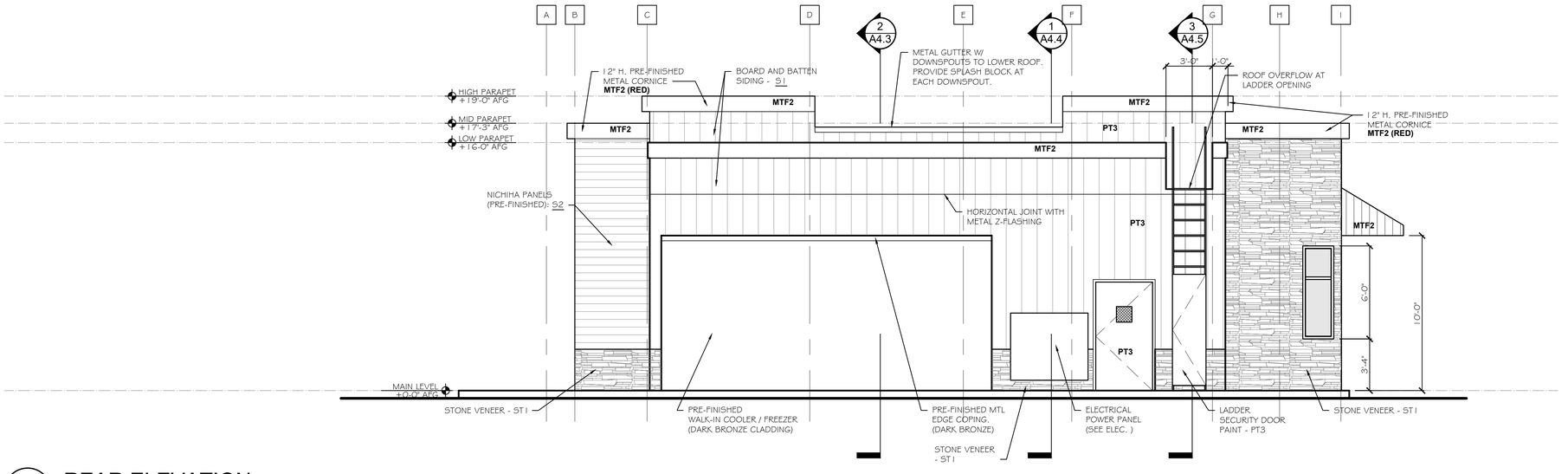
PAINT SCHEDULE	
PT1	SHERWIN WILLIAMS - 7668 - MARCH WIND
PT2	SHERWIN WILLIAMS - 6258 - TRICORN BLACK
PT3	SHERWIN WILLIAMS - 0052 - PEARL GRAY

NOTE
USE SHERWIN WILLIAMS DIRECT TO METAL (DTM) ENAMEL IN SEMI-GLOSS SHEEN WHEN APPLIED TO METAL



A A3.2 **FRONT ELEVATION**

SCALE : 1/4" = 1'-0



B A3.2 **REAR ELEVATION**

SCALE : 1/4" = 1'-0

REVIEWED FOR CODE COMPLIANCE by
Santa Rosa County Building Inspections
****
Any variation and/ or alterations to the plans must have prior approval.

10/07/2025

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1909 COURTNEY DRIVE, BIRMINGHAM, ALABAMA 35209 | 205.879.5458 | DJK@RL5DESIGNGROUP.COM

STATE OF FLORIDA
DAVID W. BREEDLOVE
AR91934
07/16/2025
REGISTERED ARCHITECT

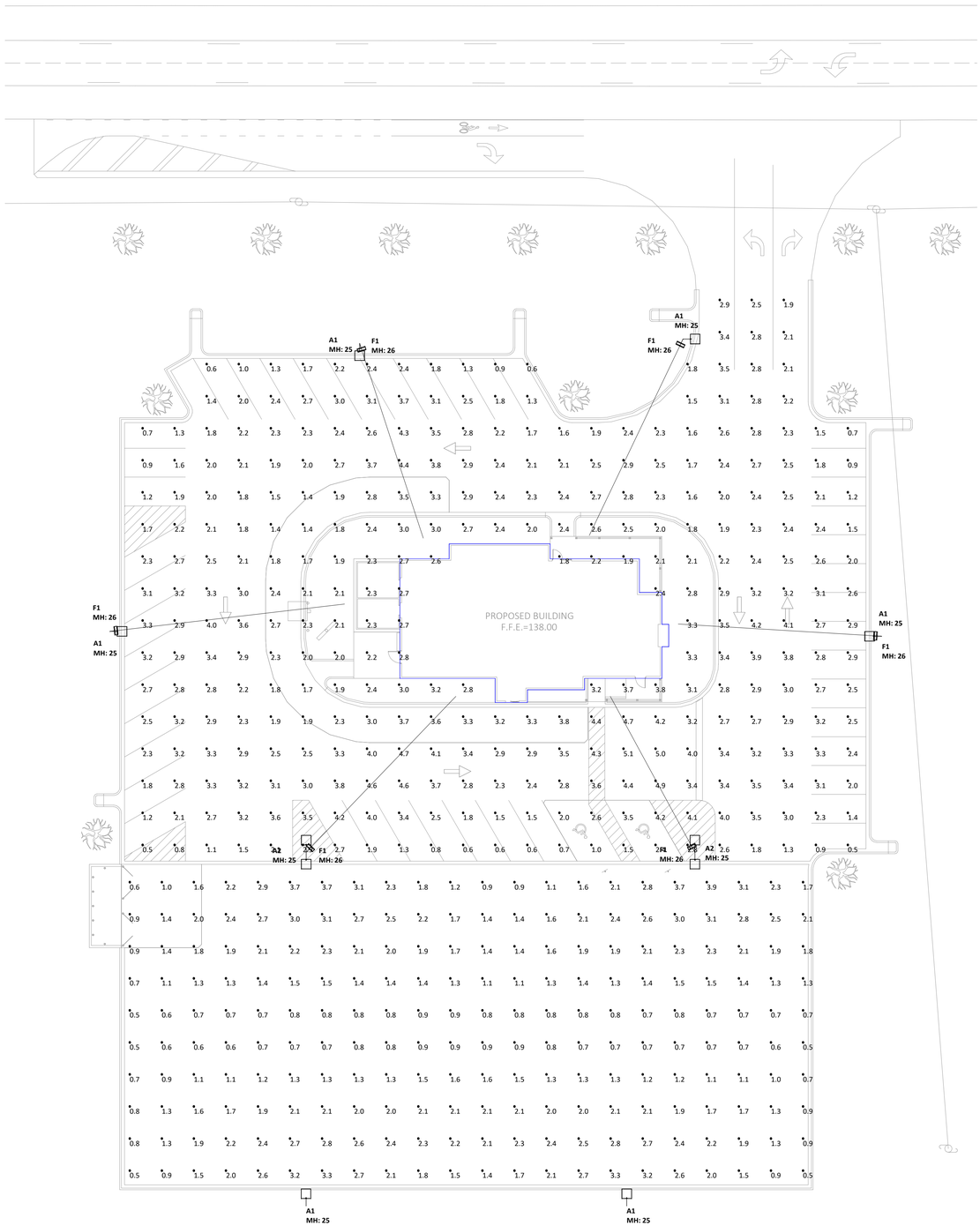
EXTERIOR ELEVATIONS

07-01-25
25-3168

Jack's Family Restaurants
Southern Charm (SC-68) V006
MILTON, FLORIDA

A3.2

E:\Drawings\RL5 Projects\Jack's\Milton, FL\DWGs\A3.2.dwg - akelley



Luminaire Schedule									
Symbol	Qty	Label	Arrangement	[MANUFAC]	Description	LLF	Luminaire Lumens	Luminaire Watts	Total Watts
	6	A1	Single	Lithonia Lighting	RSX1 LED P4 40K R3 MVOLT RPA HS DDBXD	0.890	11481	133.14	798.84
	2	A2	Back-Back	Lithonia Lighting	RSX1 LED P4 40K R3 MVOLT RPA HS DDBXD	0.890	11481	133.14	532.56
	6	F1	Single	Lithonia Lighting	RSXF1 LED P4 40K NFL MVOLT IS DDBXD (TENON MOUNTED ON TOP OF POLE)	0.890	16587	133.14	798.84

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
PARKING LOT	Illuminance	Fc	2.56	5.1	0.5	5.12	10.20
TRUCK PARKING	Illuminance	Fc	1.62	3.9	0.5	3.24	7.80

AMA LIGHTING
LIGHTING TECHNOLOGY & CONTROLS SOLUTIONS

#	Date	Comments
Revisions		

Drawn By: Jason Austin
Date:2/3/2026

26ML-JA-Jack's Chipley FL-A-0202.AGI

JACK'S FAMILY RESTAURANT
CHIPLEY, FL

City of Chipley
Sign Application
Application Fee: $_____

Date: Jack's Family Restaurants, LP **Application #:** _____

Applicant's Name: 1331 Main Street

Business Name: Jack's Family Restaurants, LP **Phone #:** 205-945-8167

Address of Sign: 124 West Oxmoor Road, Birmingham, AL 35209

Name & Address of Sign Contractor: TBD

TBD

Please provide the following information:

1. **Type of Sign(s):**

   a. ○ **Ground Sign** ◉ **Building Sign** ○ **Outdoor Advertising Sign** (Billboards)

2. **Scale drawing and dimensions of sign.**

   a. Ground Signs & Outdoor Advertising Signs: provide site plan showing location of sign, distances from existing buildings, intersections, driveway connections and property lines. (Outdoor advertising signs require D.O.T. permit application).

   b. Building Signs: provide drawing of building showing elevation and location of sign.

3. **Type of illumination:** TBD

4. **Land use designation:** Commercial Restaurant

5. **Number of existing signs on property:** 2.44 Ac.

The City of Chipley hereby authorizes placement of the above referenced signage. Any deviation to construction or location which are not reflected in this document will result in revocation of application.

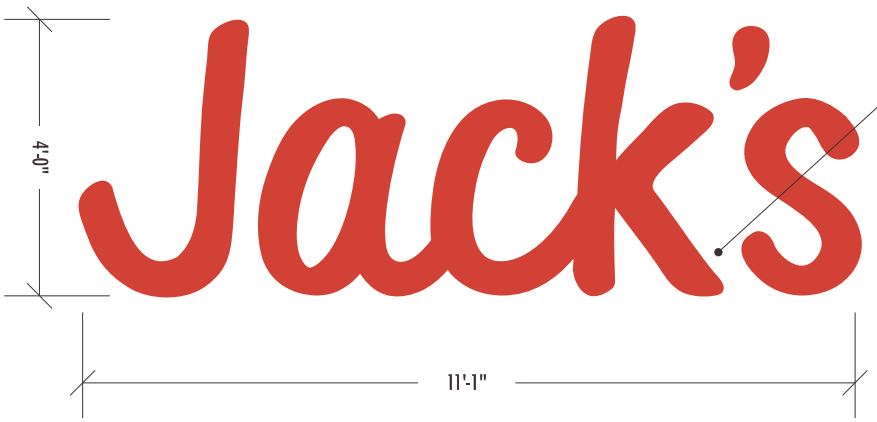
_____ _____

City Administrator or Code Officer Date

_____

Owner/Contractor

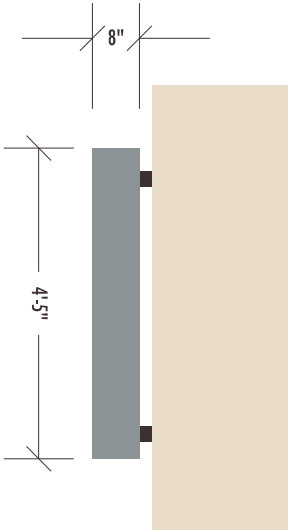
AP-01: EXTERIOR MARQUEE LETTERS ("JACK'S")



DIMENSIONAL SIGNAGE LETTERS

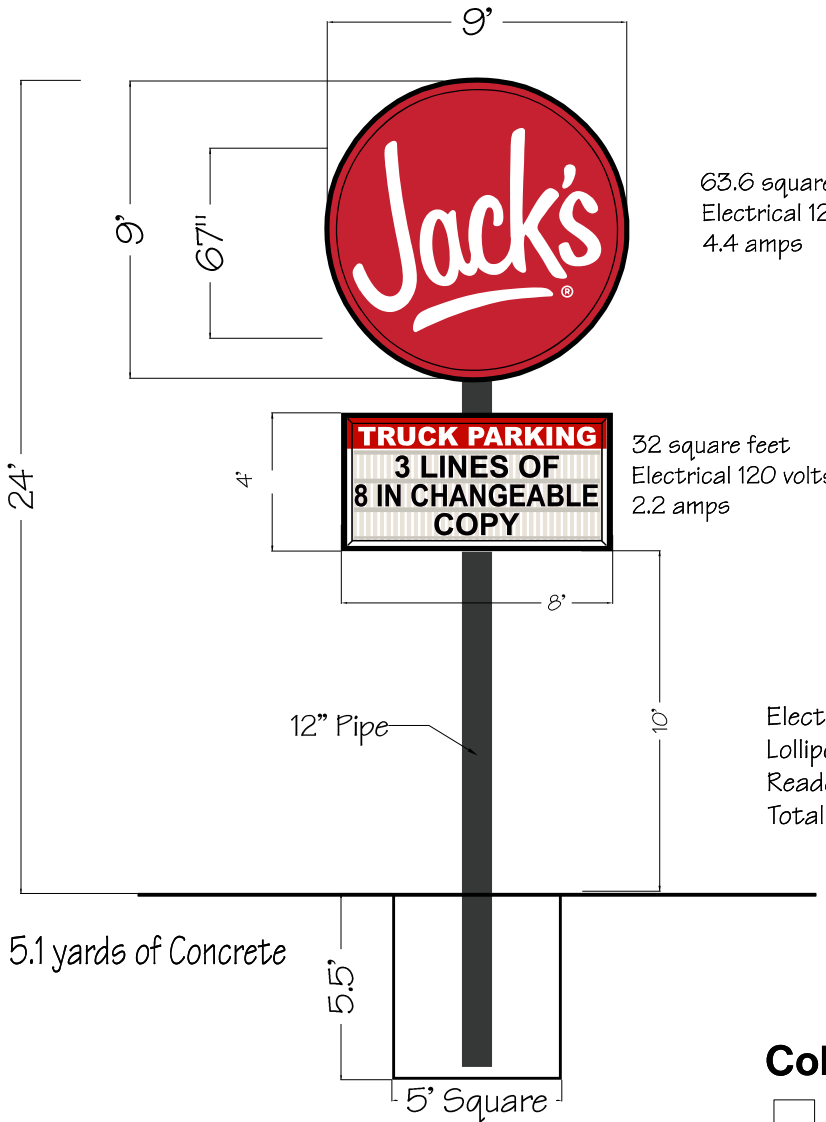
- ALUMINUM LETTER SHAPES
- POWDER COAT FACING: MATCH ROOF COLOR
- 8" CLEAR ANODIZED ALUMINUM RETURN
- PIN MOUNTED TO THE WALL

1 FRONT ELEVATION
Scale: 1/2"=1'- 0"



1 SIDE ELEVATION
Scale: 1/2"=1'- 0"

Jack's
Chipley, FL



63.6 square feet
Electrical 120 volts
4.4 amps

32 square feet
Electrical 120 volts
2.2 amps

Electrical 120 volts
Lollipop - 4.4 amps
Reader board - 2.2 amps
Total amps - 6.6 amps

Colors

- White
- BLack
- Unique Red

Approved: _____

Date: _____

DRAWING NO: Jacks- Chipley -0001
DATE: 1/22/26
REP: JBH

PRO SIGNS Inc.
PH: (205) 255-6916 FAX: (205) 255-6918
173 ROUSE ROAD SUMITON, AL 35148

THIS DRAWING IS THE PROPERTY OF PRO-SIGNS INC., AND ALL RIGHTS TO ITS USE FOR REPRODUCTION ARE RESERVED BY PRO-SIGNS INC., SUMITON, ALABAMA

Jack's
Drive-Thru Menu Board





National Sign Systems®
4200 Lyman Ct., Hilliard, Ohio 43026
4.850.2540
natsignsys.com

☐ Approved as is ☐ Revisions & New Proof Required

Signature _____ Date _____

Production of your order cannot proceed until this document is APPROVED, SIGNED and RETURNED

ORIGIN & FILE INFORMATION	COLORS/FINISHES	MENU STYLE	SPECIFICATION & NOTES
Project: 20220112_PR6326_Jacks_DTMenuBoard+Topper **Designer:** JSexton **Scale:** Not to Scale **Date:** 01.12.22 **Sales Rep:** AZbiegien	■ Satin Black	☒ OMenu	Illuminated rotating 4-Panel, 39-Line drive-thru menu board with illuminated non-rotating topper.

AFFIDAVIT OF OWNERSHIP AND AGENT AUTHORIZATION (LIMITED POWER OF ATTORNEY)
PROJECT – JACK'S FAMILY RESTAURANT, CHIPLEY, FLORIDA
WASHINGTON COUNTY PARCEL NUMBER: 00000000-00-2218-0004

As owner of the property for the subject parcel located at 1331 Main Street, Chipley, Florida, I hereby authorize Ross S. Binkley, P.E. for the sole purpose of acting as my agent for submitting all documents and drawings for obtaining all Florida of Department of Transportation (FDOT) permits, Florida Department of Environmental Protection (FDEP) permits, Northwest Florida Water Management District (NWFWMD) permits, and all pertinent City of Chipley permits/development orders for the subject project.

This Limited Power of Attorney is granted on _____ day of _____ of year _____ and is effective until authorized agent has completed work in accordance with FDOT, NWFWMD, FDEP, and City of Chipley permits/development orders for the project. The owner reserves the right to rescind this Limited Power of Attorney at any time with a written, notarized notice to the above agencies.

Karen Clayton Laney — Signature of Owner
2-6-2026 — Date
Karen Clayton Laney — Printed Name of Owner

STATE of North Carolina
COUNTY of Stokes

The forgoing instrument was acknowledged before me this 6th day of February 2026

year of 2026 by Karen Clayton Laney who ( ) did (X) did not take an oath. He/she is ( ) personally known to me, (X) produced current Florida/Other driver's license, and/or ( ) produced current _____ as identification.

Justine Gilliland — Signature of Notary Public
6th February 2026 — Date
Justine Gilliland — Printed Name of Notary

July 20, 2028 — My Commission Expires
202320600004 — Commission No. with Notary Seal

JUSTINE GILLILAND
NOTARY PUBLIC
Stokes County
North Carolina
My Commission Expires July 20, 2028

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-38 – Code Enforcement Lien Policy

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This resolution will approve a policy regarding Code Enforcement Liens establishing procedures for lien reduction, civil enforcement, and administrative closure.

RECOMMENDATION

City Staff recommends approval Resolution No. 26-38 – Code Enforcement Lien Policy.

ATTACHMENTS

1. Resolution No. 26-38

RESOLUTION NO. 26-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, ADOPTING A POLICY FOR THE RESOLUTION OF LEGACY CODE ENFORCEMENT LIENS; ESTABLISHING STANDARDIZED PROCEDURES FOR LIEN REDUCTION, CIVIL ENFORCEMENT, AND ADMINISTRATIVE CLOSURE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Chipley, Florida (the "City") has accumulated a backlog of legacy code enforcement liens where the subject properties have been brought into physical compliance, but daily fines were never paid and the exact date of compliance is unknown or difficult to prove; and

WHEREAS, under Florida law, including Sections§ 162.09 and 162.10, Florida Statutes, the City possesses the authority to record liens for uncorrected code violations, pursue collection, and reduce or forgive fines; and

WHEREAS, code enforcement liens expire twenty (20) years after the date the certified copy of the order imposing the fine is recorded, unless a foreclosure or civil action is commenced within that time frame, pursuant to Section 162.10, Florida Statutes; and

WHEREAS, the City cannot foreclose on a code enforcement lien against a property that qualifies for homestead exemption under the Florida Constitution, though such lien remains attached to the property and must be satisfied upon sale or transfer of title; and

WHEREAS, the local governing body, or its designated Special Magistrate, has the statutory authority to reduce or execute a release of a fine imposed pursuant to Chapter 162, Florida Statutes; and

WHEREAS, the City Council finds it to be in the best interest of the public health, safety, and welfare of the citizens of Chipley to establish standardized procedures for resolving legacy code enforcement liens, in order to clear clouded titles, return properties to productive use, and recover reasonable administrative costs;

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

Section 1. Adoption of Policy. The City Council hereby adopts the following Policy for the Resolution of Legacy Code Enforcement Liens (the "Policy").

Section 2. Establishing the Date of Compliance. Because code enforcement fines accrue daily until compliance is achieved, establishing a stop date is necessary to calculate the maximum accrued fine. Where the actual date of compliance is unknown or unverifiable, the City shall use the following hierarchy to establish a presumptive compliance date:

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(a) Circumstantial Evidence: The Code Enforcement Officer may accept secondary evidence, such as closed building permits, utility activation records, sworn affidavits from licensed contractors, dated photographs, or property insurance records, to establish a retroactive compliance date. The Code Enforcement Officer shall document the basis for any compliance date determination in the property file.

1. Date of Current Verification. If no reliable retroactive evidence exists, the fine accrual period shall be permanently capped on the date a City Code Enforcement Officer conducts a current inspection and verifies the property is presently free of the original violation(s).
2. Inspection Timeline. Upon submission of a complete lien reduction application, the City shall conduct a compliance inspection within thirty (30) calendar days. If the inspection cannot be completed within that period, the Code Enforcement Officer shall notify the applicant in writing with a revised inspection date.

Section 3. Legal Options and Resolution Procedures. Once the property is verified as compliant and the accrued fine is calculated or capped, the City may utilize the following options to resolve the lien:

Lien Reduction and Settlement Program (Preferred). To incentivize the clearing of old liens and facilitate real estate transactions, the City hereby establishes an administrative lien reduction process governed by the following provisions:

- Eligibility. The property must be in current compliance with all City codes, and the applicant must pay a non-refundable application fee in the amount established by the City's adopted fee schedule, as amended from time to time.
- One-Time Amnesty Waiver. As a one-time amnesty consideration, the City Council hereby authorizes the full waiver of all outstanding accrued fines, provided the applicant satisfies the minimum Hard Costs Recovery requirement set forth above. This waiver is a one-time administrative courtesy and shall not be construed as a precedent or entitlement for any future lien resolution.
    - Hard Costs Recovery. The settlement must, at a minimum, cover all administrative costs incurred by the City, including recording fees, mailing costs, title search fees, administrative time, attorney's fees, and court costs.
- Execution. Upon payment of the settled amount, the City Clerk shall record a Satisfaction and Release of Lien in the public records of Washington County.
- Appeal. An applicant who disagrees with the reduction amount determined under this Subsection (A) may submit a written appeal to the City Council within thirty (30) calendar days of receiving the written determination. The City Council's decision on appeal shall constitute final agency action and shall exhaust all administrative remedies available under this Policy.

Civil Action or Foreclosure. If a property owner refuses to pay the accrued fines or participate in the Lien Reduction Program, the City may pursue legal action prior to the twenty (20)-year statutory expiration, as follows:

- Non-Homestead Properties. Where the total accrued lien amount equals or exceeds two thousand five hundred dollars ($2,500.00) and the property owner has failed to respond to the Courtesy Notice within sixty (60) calendar days of the date of the notice or has declined participation in the Lien Reduction Program, the City Attorney is hereby authorized to

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initiate foreclosure proceedings at the direction of the City Administrator, to force the sale of the property to satisfy the lien.

- Money Judgment. The City may sue the original violator personally for a money judgment, which may be pursued even if the property itself is protected by homestead exemption.

Statutory Expiration - Administrative Closure.

- Twenty-Year Rule. If a lien has been recorded for twenty (20) years and the City has not initiated a civil action or foreclosure within that period, the lien is null and void by operation of Florida law pursuant to Section 162.10, Florida Statutes.
- Procedure. For expired liens, the Code Enforcement Officer shall administratively close the file. Upon request by a property owner or title company, the City may issue a formal notice acknowledging the statutory expiration of the lien to assist in clearing the title.

Section 4. Proactive Notification of Current Property Owners. Although a recorded code enforcement lien legally serves as constructive notice to the public and attaches to the property regardless of ownership changes, the City recognizes that current owners - especially those who inherited the property or purchased it via quitclaim deed - may be unaware of legacy liens. To actively reduce the backlog of outstanding liens, the City shall implement the following proactive notification procedure:

- **Periodic Audit**. The Code Enforcement Officer, in coordination with the City Clerk, shall conduct an audit of all active code enforcement liens recorded in the public records of Washington County no less than once every two (2) years to identify properties where no active enforcement or collection actions are currently underway.
- **Ownership Verification**. For identified legacy liens, staff shall consult the Washington County Property Appraiser's database to determine the current owner of record and their official mailing address.
- **Courtesy Notice of Outstanding Lien**. The City shall issue a formal Courtesy Notice of Outstanding Code Enforcement Lien to the current property owner via **both First-Class U.S. Mail and Certified Mail, Return Receipt Requested**. The notice shall include the following:
    - The property address and parcel identification number;
    - The date the original order imposing the fine was recorded and the nature of the original violation;
    - An acknowledgment that while the property may currently be in compliance, a monetary lien remains attached to the title;
    - The current accrued fine amount, or a notification that daily fines must be officially capped by a new inspection; and
    - Detailed information regarding the City's **Lien Reduction and Settlement Program**, including instructions on how to apply for a reduction and a deadline of sixty (60) calendar days from the date of the notice to submit a complete application or contact the Code Enforcement Officer in writing.
- **Proof of Mailing**. The Code Enforcement Officer shall retain the certified mail receipt and a copy of the notice sent via regular mail in the property's code enforcement file.
- **Legal Disclaimer**. The proactive notification is an administrative courtesy. Failure of the current property owner to receive or sign for this notice does not invalidate the original lien, waive the City's right to collect the debt, or toll the twenty (20)-year statutory expiration period.

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Section 5. Effective Date. This Resolution shall take effect immediately upon adoption by the City Council of the City of Chipley, Florida. The Code Enforcement Officer, in coordination with the City Attorney's office, shall review this Policy no less than once every three (3) years to ensure continued compliance with Florida Statutes Chapter 162 and any other applicable law, and shall present any recommended amendments to the City Council for approval.

DULY PASSED AND ADOPTED by the City Council of the City of Chipley, Florida at a special meeting on this 12th day of May, 2026.

CITY OF CHIPLEY

Tracy L. Andrews, Mayor

ATTEST:

Sherry Snell, City Clerk

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CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request Waiver of Fines – Pamela Moore – 869 Chesnut Hill Street

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

The property has been brought into compliance. The fines total $ 44,900.00 thru May 12, 2026 and attorney fees total $217.50.

RECOMMENDATION

This item is for Council discussion.

ATTACHMENTS

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Washington County School District Summer Meals Program - Jiranda White, Director of Federal Programs and Food Service

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

Jiranda White, Director of Federal Programs and Food Service would like the opportunity to present information regarding the Washington County School District's 2026 Summer Breakfast & Lunch Program.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. Summer Meals Program Flyer

WASHINGTON COUNTY SCHOOL DISTRICT

SUMMER MEALS PROGRAM

FREE BREAKFAST & LUNCH

FOR CHILDREN AGES 18 & UNDER



June 8 – July 30

Monday – Thursday
9:00 AM – 12:00 PM

LOCATIONS

SCHOOL SITES

- Kate Smith Elementary
- Vernon Elementary
- Vernon High School
- Chipley High School

COMMUNITY SITES

- DiscoverLife Church
- Shiloh Baptist Church
- Yes Lord Deliverance Church
- Campbell Park Community Center
- Grace Assembly
- T.J. Roulhac Enrichment & Activity Center



No Registration Required!

Just show up and enjoy a healthy meal!

This institution is an equal opportunity provider.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Animal Control Ordinance - Discussion – Attorney Jordan

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

The following animal control ordinance addresses all areas of updates to Florida law including the last legislative session, but particularly as to dangerous dogs/animals. It addresses livestock but also the personal keeping of animals like chickens and pigs. It does not include a specific limitation on the number of animals in general (too hard to enforce without a warrant) and instead focuses on nuisance animals. It prohibits the keeping of strays and feeding of strays on public property, but if someone wants to keep a TNR cat colony, they can do so by spaying/neutering, ear-tipping, and microchipping those cats, of which we will need to invest in a scanner. The citizens will be required to feed and water them on their own property. It does still include provisions relating to animal cruelty/safety. And also references specific to Florida statutes where relevant.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. Animal Control Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, REPEALING CHAPTER 6, "ANIMAL CONTROL," OF THE CITY CODE IN ITS ENTIRETY AND ENACTING A NEW CHAPTER 6, "ANIMAL CONTROL," TO ESTABLISH COMPREHENSIVE AND CONSOLIDATED ANIMAL CONTROL PROVISIONS; REMOVING BREED-SPECIFIC REGULATIONS; ADDING PROVISIONS FOR DANGEROUS ANIMALS, CAT MANAGEMENT, DEFINITIONS, NOISE NUISANCES, AND TIERED PENALTIES; PROVIDING FOR SEVERABILITY, CONFLICTS, REPEALER, AND FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Chipley, Florida, finds that the existing Chapter 6 of the City Code has become cumbersome due to multiple, piecemeal amendments and that a full repeal and replacement is necessary to create a comprehensive, clear, and legally compliant animal control ordinance; and

WHEREAS, the City Council of the City of Chipley, Florida, has further determined that it is essential to protect the health and welfare of the citizens and animals of Chipley; and that it is therefore in the best interest of all of the citizens and residents of the City that Chapter 6 of the Code of the City of Chipley be repealed in its entirety and replaced with a new, comprehensive Chapter 6 in accordance with this ordinance;

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

Section 1. Repeal in Toto. Chapter 6, "ANIMAL CONTROL," of the Code of the City of Chipley is hereby repealed in its entirety.

Section 2. Enactment of New Chapter 6. A new Chapter 6, "ANIMAL CONTROL," of the Code of the City of Chipley is hereby enacted and adopted, which shall read as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

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

Section 4. Repealer. That all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed and revoked.

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

INTRODUCED at a regular meeting of the City Council of the City of Chipley, Florida, on the ___ day of _____, 2026, and **PASSED** at a regular meeting of the City Council of the City of Chipley, Florida, on the ___ day of _____, 2026.

CITY OF CHIPLEY, FLORIDA
BY:

_____
Tracy Andrews, Mayor

ATTEST:

_____
Sherry Snell, City Clerk

APPROVED AS TO LEGAL FORM:

_____
Michelle Blankenship Jordan, City Attorney

EXHIBIT "A"

CHAPTER 6 - ANIMAL CONTROL

ARTICLE I. IN GENERAL

Sec. 6-1. Enactment, authority and applicability. This chapter shall be known and cited as the "Animal Control Ordinance" of the city. Pursuant to the authority of F.S. chs. 166, 767, and 828, these regulations are hereby established in the interest of public health, safety, and welfare to provide protection for and to regulate and control domestic animals. The powers and authority granted under this chapter shall be supplemental to those already provided in the Florida Statutes concerning local animal control, the regulation of dangerous animals, cruelty to animals, and the sale or transfer of dogs and cats. This chapter shall be applicable to all areas of the city.

Sec. 6-2. Definitions. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section:

Animal control officer means any person employed or appointed by a county or municipality who is authorized to investigate, on public or private property, civil infractions relating to animal control or cruelty and to issue citations as provided in Sec. 6-3. An animal control officer is not authorized to bear arms or make arrests; however, such officer may carry a device to chemically subdue and tranquilize an animal, provided that such officer has successfully completed a minimum of 16 hours of training in marksmanship, equipment handling, safety and animal care, and can demonstrate proficiency in chemical immobilization of animals in accordance with guidelines prescribed in the Chemical Immobilization Operational Guide of the American Humane Association. State law reference(s): Animal control officer defined, F.S. 828.27(1)(b).

Animal shelter means the Chipley Animal Control Shelter and its authorized agents, for the purpose of impounding or caring for animals held under the authority of this chapter and the Florida Statutes.

Citation means a written notice, issued to a person by an officer, that the officer has probable cause to believe that the person has committed a civil infraction in violation of a duly enacted ordinance and that the county court will hear the charge. The citation must conform to the requirements set forth in Sec. 6-3.

Sec. 6-3. Requirements of Citation.

A citation, as defined in Sec. 6-2, must contain: (1) The date and time of issuance. (2) The name and address of the person. (3) The date and time the civil infraction was committed. (4) The facts constituting probable cause. (5) The ordinance violated. (6) The name and authority of the officer. (7) The procedure for the person to follow in order to pay the civil penalty, contest the citation, or appear in court. (8) The applicable civil penalty if the person elects to contest the citation and is

found in violation. (9) The maximum civil penalty that may be imposed by the court if the person contests the citation and is found in violation. (10) The applicable civil penalty if the person elects not to contest the citation. (11) A conspicuous statement that if the person fails to pay the civil penalty within the time allowed or fails to appear in court to contest the citation, it shall be deemed a waiver of the right to contest the citation and that, in such case, judgment may be entered against the person for an amount up to the maximum civil penalty. (12) A conspicuous statement that if the person is required to appear in court as mandated by F.S. § 828.27(6), the person does not have the option of paying a fine in lieu of appearing in court.

Control means the regulation of the possession, ownership, care and custody of animals.

Cruelty means any act of neglect, torture or torment that causes unjustifiable pain or suffering of an animal, or every act, omission, or neglect whereby unnecessary or unjustifiable pain or suffering is caused, permitted, or allowed to continue when there is reasonable remedy or relief, except when done in the interest of medical science. State law reference(s): Definitions, F.S. 828.02.

Dangerous animal means an animal designated as dangerous pursuant to the criteria and procedures set forth in Sec. 6-39 of this chapter.

Domesticated cat means a cat that is socialized to humans, kept as a pet, and relies primarily on humans for sustenance and shelter.

Endangerment means any act or omission that places an animal at substantial risk of death, permanent injury, or severe physical pain or suffering.

Exposed to rabies means a dog or cat or other animal that has been bitten by or exposed to any animal known to have been infected with rabies.

Feral cat means a cat that exists in a wild or untamed state, is not socialized to humans, and does not exhibit signs of domestic ownership.

Licensed means that the animal has been vaccinated for rabies and that current tags or other evidence is available to show current rabies vaccination. State law reference(s): Rabies vaccination of dogs, cats, and ferrets, F.S. 828.30.

Necessary sustenance includes adequate food, clean water, shelter from extreme weather conditions, and veterinary care needed to prevent suffering. (This section shall be construed consistent with F.S. § 828.073 standards.)

Officer means any law enforcement officer defined in F.S. § 943.10, or any animal control officer.

Owner means any person owning, keeping or harboring one or more animals. An animal shall be deemed to be harbored if it is fed or sheltered for three consecutive days or more.

Public nuisance means any animal or bird which: (1) Molests passersby or passing vehicles. (2) Attacks other animals. (3) Trespasses on school grounds. (4) Is repeatedly at large. (5) Damages private or public property. (6) Barks, whines, howls or make noises in an excessive, continuous or untimely fashion. (7) Creates noxious and offensive odors. The term "public nuisance" also includes animal quarters found to be unhealthy or unsanitary.

Restraint means any dog secured by a leash or lead; under the control of a responsible person and obedient to that person's commands within the real property limits of its owner; or within a structure or a fenced enclosure within the real property limits of its owner.

Stray animal means any animal observed on property other than that of its owner without the owner's control or supervision.

Tether means a rope, chain, cord, cable, or other device that attaches a dog to a stationary object or trolley system.

Trap-Neuter-Return (TNR) means the process of humanely trapping, sterilizing, vaccinating for rabies, ear-tipping, and returning feral cats to their original location.

Sec. 6-4. Required Restraint and Confinement.

(a) All animals, when not on the owner's premises or on the premises of another who consents thereto, shall be and remain under the direct control of a person competent to control such animal at all times.

(b) The owner or custodian of any animal found running or remaining at large shall be responsible for any violation of this article.

(c) All animals must be kept under restraint, as defined in Sec. 6-2, when off the owner's or custodian's premises, except when on the premises of another person who consents to the animal's presence and the animal remains under the direct control of a person competent to control it.

(d) Owners and custodians of dogs and cats must exercise diligence and reasonable care to prevent their animals from leaving their premises.

Sec. 6-5. Authority of animal control officer.

(a) General authority. The city animal control officer shall have full and complete authority in the enforcement of this chapter and may pick up or apprehend any animal under any circumstance which constitutes a violation of this chapter or Florida Statutes and impound such animal in the animal shelter.

(b) Entrance upon public and unfenced private property. The animal control officer may enter public or unfenced private property within the city to carry out the enforcement of this chapter or Florida Statutes.

(c) Entrance upon fenced private property. The animal control officer may enter fenced private property, exclusive of buildings, when the animal being sought was at large immediately prior to the animal control agency or officer receiving a sworn complaint regarding a violation, but subsequently the animal returned to its owner's or custodian's fenced private property; provided, however, that an attempt to contact the owner or custodian, if known, was unsuccessful.

(d) Removal of neglected or mistreated animals. The animal control officer may enter fenced private property for the purpose of enforcing the provisions of F.S. § 828.073 concerning the removal of neglected or mistreated animals.

(e) Chemical capture devices. The animal control officer may carry and utilize a humane chemical capture device to subdue and tranquilize an animal.

(f) Issuance of Citations. Any officer, as defined in Sec. 6-2, shall have authority to issue a citation to any person when the officer has probable cause to believe that person has committed a violation of this chapter, including but not limited to violations arising under Article IV of this chapter (Feral and Domesticated Cat Management), such as failure to comply with vaccination requirements under Sec. 6-51 or unauthorized feeding or colony management activities under Sec. 6-52. A citation may be issued in addition to, or in lieu of, impoundment and associated fees as provided herein. With respect to dangerous animal violations under Article III, citations predicated on an animal's dangerous animal status shall only be issued following a final designation pursuant to F.S. 767.12; provided, however, that citations for procedural violations of Sec. 6-39(b) - including failure to maintain required enclosure, insurance, muzzling, or registration - may be issued at any time following such final designation. Nothing in this subsection shall be construed to limit the mandatory court appearance requirements imposed by F.S. 828.27(6), and any citation issued hereunder shall conform to all requirements of F.S. 828.27.

Sec. 6-6. Interference with animal control officer.

(a) Prohibited. It shall be unlawful for any person to hinder, obstruct or otherwise interfere with an officer while such officer is discharging the officer's duties under this chapter; or to take or attempt to take any animal from any vehicle used by the officer to transport animals; or to take or attempt to take any animal from the animal shelter without proper authority; or to knowingly interfere with any animal trap set by an officer or persons obtaining such traps from the animal control agency.

(b) Penalty. Any person who tears down, burns, defaces, destroys or otherwise damages any animal control vehicle, animal shelter, or enclosure thereof shall be deemed guilty of a violation pursuant to Sec. 6-64 and subject to the applicable

penalties set forth therein, and may additionally be subject to criminal penalties under applicable Florida law.

Sec. 6-7. Shelter; protection from the weather; humane care.

(a) It shall be unlawful for any person owning or responsible for confining or impounding any animal to fail to provide the animal with proper shelter, protection from the weather or humanely clean conditions as prescribed in this section. State law reference(s): Neglected or mistreated animals, F.S. 828.073; Confinement or abandonment of animals, F.S. 828.13.

(a) **Indoor standards.** Indoor housing facilities shall be adequately ventilated by natural or mechanical means to provide for the health of the animal at all times.

(b) **Outdoor standards.** Minimum outdoor standards of shelter shall be such that sunlight is not likely to cause heat exhaustion of an animal housed outdoors. Sufficient shade by natural or artificial means shall be provided to protect the animal from direct sunlight.

(c) **An artificial shelter.** If confined outdoors or in an unheated enclosure, a shelter of suitable size with a floor above ground and waterproof roof shall be provided to accommodate the animal and protect it from the weather and, in particular, from severe cold.

(b) It shall be unlawful to fail to provide an animal with wholesome exercise and a sufficient quantity of good and wholesome food and water adequate to nutritional requirements of the species or to fail to provide veterinary care when required to prevent suffering.

(c) Subject to the provisions of this section, it shall be unlawful to confine any animal in a building, enclosed vehicle, boat, vessel, or other enclosed space without adequate ventilation when such conditions - whether due to temperature, humidity, wind chill, or combination thereof - are likely to be harmful to the animal's health. Any animal control officer is authorized to remove animals from these conditions immediately if the animal is in imminent danger, or after a reasonable attempt to locate the owner if the situation is not immediately life-threatening, and shall provide written notice to the owner. A violation of this subsection is subject to the penalties set forth in Sec. 6-64.

(d) It shall be unlawful for any person owning or responsible for confining or impounding any animal to fail to provide for systematic waste removal and prevent the accumulation of waste or matter that causes offensive odors or unsanitary conditions.

Sec. 6-8. Cruelty to animals.

It shall be unlawful to unnecessarily torture, torment, deprive of necessary sustenance or shelter, or unnecessarily or cruelly beat, mutilate or kill any animal, or cause the same to be done, or carry in or upon any vehicle or otherwise any animal in a cruel or inhumane manner. Nothing in this section shall be construed to limit prosecution under applicable state criminal law. State law reference(s): Animal cruelty (misdemeanor of the first degree), F.S. 828.12(1); Aggravated animal cruelty (felony of the third degree), F.S. § 828.12(2).

Sec. 6-9. Proper Tethering Requirements.

It shall be unlawful to improperly tether any dog. "Proper tethering" of a dog means:

(a) Using a tether that is at least five times the length of the dog's body, as measured from the tip of the nose to the base of the tail, or 10 feet, whichever is greater;

(b) Using a tether that has swivels at both ends to prevent entanglement;

(c) Ensuring the tether's weight does not exceed 1/8 of the dog's weight;

(d) Attaching the tether to a properly fitting harness or collar, not a choke, pinch, or prong collar;

(e) Bringing dogs inside during extreme weather conditions, including temperatures below 40°F (4°C) or above 95F (35C), or during severe weather events such as thunderstorms, hurricanes, or flooding;

(f) Never tethering a dog for more than 8 consecutive hours in any 24-hour period.

Sec. 6-10. Harboring and feeding stray animals.

(a) Persons who harbor any stray dog or cat shall be required to notify the animal control agency of the presence of the stray dog or cat, including a description of the animal, which information will assist the animal control agency and/or animal owner in locating missing pets.

(b) Prohibition on feeding stray or feral animals on public property. It shall be unlawful for any person to feed or provide sustenance to stray or feral animals on any public property within the city limits. This prohibition is enacted to prevent the congregation and proliferation of stray and feral animals, which can pose a threat to public health and safety. This prohibition shall not apply to activities conducted or authorized by the city, including Trap-Neuter-Return (TNR) activities or temporary feeding necessary for animal capture.

Sec. 6-11. Reporting motor vehicle injury to animals.

Any operator of a motor vehicle that has injured an animal shall immediately notify the owner (if known), the animal control agency, the city police department, or the county sheriff's office and advise as to the location of the injured animal.

Sec. 6-12. Animal bites; rabies control.

(a) It shall be the duty of the owner or harborer of an animal having knowledge that an animal has bitten any person, and any medical person/facility which treats a person bitten by an animal, to report the incident to the county health department within 24 hours of the bite or of the owner's/facility's knowledge thereof. A person who has been bitten is also encouraged to report the incident. State law reference(s): Rabies vaccination of dogs, cats, and ferrets, F.S. 828.30; Public health - county health departments, F.S. ch. 381.

(b) When it is known that an animal has been exposed to rabies, or when rabies is suspected by a licensed veterinarian, or when the animal dies while under suspected rabies observation, the animal control officer shall immediately notify the county health officials for final disposition.

Sec. 6-13. Performing animal exhibitions.

No person shall conduct, sponsor or participate in a performing animal exhibition, display, circus, or rodeo in which animals are induced or encouraged to perform through the use of chemical, mechanical, electrical or manual devices in a manner which will cause, or is likely to cause, physical injury or suffering. State law reference(s): Animal fighting or baiting, F.S. 828.122; Exhibition of mutilated or deformed animals, F.S. 877.16.

Sec. 6-14. Sales or permitting exposure of animals with, or having been exposed to, infectious disease.

Whoever within the city, being the owner or having the charge of any animal, knowing such animal to have any contagious or infectious disease or to have been recently exposed thereto, sells, barters, or disposes of such animal without first disclosing to the person to whom the animal is sold, bartered, or disposed of that such animal is diseased or has been exposed, or knowingly permits such animal to run at large, or knowing such animal to be diseased, knowingly allows the animal to come into contact with any such animal of another person without such other person's knowledge or permission, shall be deemed guilty of a civil infraction pursuant to Sec. 6-64.

Sec. 6-15. Negligence in care of animals.

Whoever impounds or confines any animal in any place and fails to supply such animal during such confinement with a sufficient quantity of good and wholesome food and water, or who keeps any animal in any enclosure without wholesome exercise and change of air, or who abandons to die any animal that is maimed or sick, infirm or diseased, shall be deemed guilty of a civil infraction pursuant to Sec. 6-64.

Sec. 6-16. Damaging or killing an animal belonging to another.

It shall be unlawful to willfully or wantonly kill, maim or disfigure any animal belonging to another person. Whoever willfully or wantonly kills, maims or disfigures any animal of another person, or willfully or wantonly administers poison to any such animal, or exposes any poisonous substance with intent that such substance shall be taken and swallowed by

such animal, shall be deemed guilty of an infraction pursuant to Sec. 6-64. State law reference(s): Cruelty to animals, F.S. 828.12; Killing or maiming registered horses and cattle, F.S. 828.125; Leaving poison on property not owned by such person, F.S. 828.08.

Secs. 6-17 through 6-26. Reserved.

ARTICLE II. NUISANCES

Sec. 6-27. Animal nuisances.

It shall be unlawful for the owner or custodian of an animal to permit the following nuisances to be committed, either willfully or through failure to exercise due care or control: State law reference(s): Places declared nuisances, F.S. 823.01; Abatement of nuisances, F.S. 823.05.

(a) No dog or cat shall be permitted to habitually chase after or otherwise harass persons or vehicles.

(b) No dog or cat shall be permitted to bark, bay, cry, whine or howl or make any other noise continuously and/or incessantly in an excessive, habitual or untimely fashion for such a duration that it annoys or disturbs a reasonable person of normal sensitivities residing in or occupying premises in close proximity to the premises on which the animal is located.

Sec. 6-28. Livestock and Domestic Fowl.

Prohibited generally; exception. No livestock shall be kept within the city except for the purposes of the animal industry and shall be limited to areas designated by the City's zoning and land use regulations. Notwithstanding the foregoing, the keeping of backyard chickens and miniature pigs on residentially zoned property is permitted subject to the specific conditions set forth in subsections (c) and (d) of this section.

(a) Prohibited generally; exception. No livestock shall be kept within the city except for the purposes of the animal industry and shall be limited to areas designated by the City's zoning and land use regulations.

(b) Cleanliness standards; responsibility. Where any person shall keep any cattle, horses, mules, swine, goats, chickens or other domestic fowl within the corporate limits of the city, the lot, stall, barn, stable, hen house, pen or other place where the same are kept shall be regularly cleaned and kept in a sanitary condition. Owners of backyard chickens and miniature pigs shall additionally comply with the requirements of subsections (c) and (d), respectively.

(c) Backyard Chickens. The keeping of backyard chickens on residentially zoned property within the city is permitted subject to the following conditions:

(1) Number. No more than six (6) hens may be kept per residential lot. No roosters shall be permitted within the city limits.

(2) Enclosure. All chickens must be kept within a secure, covered enclosure (coop and run) at all times. The enclosure must be of sufficient size to provide a minimum of four (4) square feet of interior coop space and ten (10) square feet of exterior run space per bird.

(3) Setbacks. All enclosures must be located in the rear yard and set back a minimum of ten (10) feet from any property line and a minimum of twenty-five (25) feet from any neighboring dwelling.

(4) Sanitation. Owners must remove waste and soiled bedding from enclosures at least twice per week. Composting of chicken waste is permitted only in an enclosed compost system.

(5) Feed storage. All feed must be stored in sealed, rodent-proof containers.

(6) Slaughter. The slaughter of chickens on the premises is prohibited.

(7) Commercial activity. The sale of eggs or poultry products from residentially kept chickens for commercial purposes is prohibited.

(8) Nuisance. Chickens shall not be permitted to create a nuisance as defined in Sec. 6-2, and owners shall be subject to enforcement under Sec. 6-64 for any violations thereof.

(d) Miniature Pigs. The keeping of miniature pigs (also known as micro-pigs, teacup pigs, or pot-bellied pigs) on residentially zoned property within the city is permitted subject to the following conditions:

(1) Definition. For purposes of this subsection, a "miniature pig" means a pig of a breed recognized as miniature by a nationally recognized swine registry, with a verified adult weight not to exceed 150 pounds. Standard farm swine are not permitted on residentially zoned property regardless of current size or weight.

(2) Number. No more than two (2) miniature pigs may be kept per residential lot.

(3) Enclosure. All miniature pigs must be kept within a secure, fenced enclosure adequate to contain the animal at all times. Miniature pigs shall not be permitted to roam freely on the property without direct owner supervision.

(4) Setbacks. All enclosures must be located in the rear yard and set back a minimum of fifteen (15) feet from any property line and a minimum of thirty (30) feet from any neighboring dwelling.

(5) Sanitation. Owners must remove waste from enclosures on a daily basis to prevent odors and unsanitary conditions.

(6) Licensing and veterinary care. All miniature pigs must be spayed or neutered and must receive regular veterinary care. Owners must provide proof of sterilization upon request by an animal control officer.

(7) Nuisance. Miniature pigs shall not be permitted to create a nuisance as defined in Sec. 6-2, including but not limited to excessive noise or noxious odors, and owners shall be subject to enforcement under Sec. 6-64 for any violations thereof.

Secs. 6-29 through 6-38. Reserved.

ARTICLE III. DANGEROUS ANIMALS

Sec. 6-39. Dangerous Dogs and Dangerous Animals.

(a) Definitions.

(1) Dangerous Dog. Pursuant to F.S. 767.11 and the city's authority under F.S. 767.14 to impose restrictions more stringent than state law, a 'dangerous dog' is a dog that has, when unprovoked:

(a) Bitten, attacked, or inflicted severe injury on a human;
(b) More than once severely injured or killed a domestic animal while off the owner's property, where 'severe injury' means physical injury that results in broken bones, multiple lacerations requiring veterinary sutures, permanent disfigurement, or death;
(c) Been previously declared dangerous and engages in further aggressive behavior.

(2) Other Dangerous Animals. Pursuant to the city's authority under F.S. chs. 166 and 828, and independent of the dangerous dog provisions of subsection (a)(1), a non-dog animal may be designated as a dangerous animal by the animal control officer where such animal has, when unprovoked: (i) bitten, attacked, or inflicted severe injury on a human being on public or private property; (ii) more than once killed or inflicted severe injury on a domestic animal while off the owner's property; or (iii) been previously designated as dangerous under this chapter and engaged in further aggressive behavior. Designations under this subsection shall not be governed by F.S. ch. 767, which applies exclusively to dogs, and shall be processed in accordance with the procedures set forth in this section as adapted to the applicable authority.

(b) **Requirements for Owners of Dangerous Dogs and Dangerous Animals.**

Upon the final designation of a dog as dangerous following any required hearing or appeal period under F.S. 767.12, the owner shall register the dog with the animal control authority within 14 days of such final designation, as required by F.S. 767.12, and shall comply with all remaining requirements set forth below within 30 days of such final designation. For non-dog animals designated as dangerous under subsection (a)(2), the owner shall comply with all applicable requirements within 30 days of final designation. Failure to comply within the applicable timeframe shall constitute a separate violation of this chapter and may result in immediate impoundment of the animal by the animal control officer pending the owner's compliance:

(a) Secure enclosure with warning signs;

(b) Muzzle and physical restraint when off owner's property;

(c) Liability insurance coverage of a minimum of $500,000 per incident. This elevated threshold is expressly imposed as a more stringent local restriction pursuant to the city's authority under F.S. 767.14, which permits local governments to enact requirements more stringent than state law with respect to dangerous dogs. The current state law minimum is $100,000 per incident pursuant to the 2025 amendments to F.S. 767.12;

(d) Registration with Animal Control.

(e) Microchipping by a licensed veterinarian, with the microchip number registered to the current owner, as required by F.S. § 767.12.

(c) Penalties for Dangerous Animal Violations. Violation of this section shall be punishable by a fine not to exceed $500.00 per violation, in addition to any other remedies available under this chapter or state law. State law reference(s): Civil penalty maximums for local animal control ordinances, F.S. 828.27(4).

Sec. 6-40. Compliance with State Law. The dangerous dog provisions of subsection (a)(1) of Sec. 6-39 and all associated owner requirements shall be implemented in compliance with F.S. 767.11-767.16. Pursuant to F.S. 767.14, local governments are authorized to impose restrictions on dangerous dogs more stringent than state law, provided such restrictions are not breed-specific; the elevated insurance minimum in Sec. 6-39(b)(3) and any other requirements exceeding state law minimums are imposed on that basis. The dangerous animal provisions of subsection (a)(2) of Sec. 6-39 are independently grounded in the city's authority under F.S. chs. 166 and 828 and are not subject to F.S. ch. 767.

Secs. 6-41 through 6-49. Reserved.

ARTICLE IV. FERAL AND DOMESTICATED CAT MANAGEMENT

Sec. 6-50. Intent and Scope.

This article is intended to balance the protection of public health and safety with the humane treatment of both domesticated and feral cats within the city limits.

Sec. 6-51. Domesticated Cat Regulations.

Owners of domesticated cats are required to ensure their animals are properly vaccinated against rabies in accordance with Florida law, including the mandatory vaccination requirements of F.S. 828.30. Owners must exercise appropriate diligence to ensure their domesticated cats do not become a nuisance to neighboring properties or the public at large, in accordance with Section 6-27 of this Code.

Sec. 6-52. Feral Cat Management and TNR Program.

(a) The City recognizes Trap-Neuter-Return (TNR) as a widely accepted, humane method of stabilizing and gradually reducing feral cat populations.

(b) Organizations, rescue groups, and designated individuals authorized by the city may engage in TNR activities. All feral cats processed through a recognized TNR program must be:

(a) Assessed by a licensed veterinarian.
(b) Spayed or neutered.
(c) Vaccinated against rabies.
(d) Surgically ear-tipped for easy identification as a sterilized and vaccinated member of a feral colony.
(e) Microchipped and registered to either the caretaker of the feral colony or a licensed Florida rescue organization recognized under F.S. ch. 828.

(c) While Section 6-10(b) of this Chapter prohibits feeding stray animals on public property, managed feral colonies situated on private property with the express permission of the property owner are permitted, provided the colony does not create a public health nuisance or unsanitary condition, and provided further that the caretaker of the colony registers the colony location with the animal control agency and maintains records demonstrating that all colony cats have been processed through a TNR program consistent with Sec. 6-52(b).

Sec. 6-53. Enforcement.

Violations of any provision of this Article shall be subject to enforcement by any officer as defined in Sec. 6-2. Any officer who has probable cause to believe that a person has violated any provision of this Article, including failure to vaccinate a domesticated cat pursuant to Sec. 6-51, permitting a domesticated cat to become a nuisance in violation of Sec. 6-51 and Sec. 6-27, unauthorized feeding of stray or feral animals on public property in violation of Sec. 6-10(b), or operating a feral cat colony without required property owner authorization or in a manner that creates a public health nuisance or unsanitary condition in violation of Sec. 6-52(c), may issue a citation pursuant to Sec. 6-5(f). All citations issued under this Article shall conform to the requirements set forth in Sec. 6-3 (Requirements of Citation) and Sec. 6-64, and all applicable requirements of F.S. § 828.27. Civil penalties imposed for violations of this Article shall be deposited and administered in accordance with Sec. 6-66.

Secs. 6-54 through 6-63. Reserved.

ARTICLE V. VIOLATIONS AND PENALTIES

Sec. 6-64. Enforcement of violations. This section applies to violations of any provision of this chapter, including Articles I through IV.

(a) Civil penalty schedule. Civil penalties for violations of this chapter shall be assessed on the following tiered schedule: (1) First offense: not to exceed $100.00; (2) Second offense within 12 months: not to exceed $200.00; (3) Third and subsequent offenses within 12 months: not to exceed $500.00. Notwithstanding the foregoing, violations of Article III (Dangerous Animals) shall be subject to the

penalty set forth in Sec. 6-39(c). State law reference(s): Civil penalty maximums for local animal control ordinances, F.S. 828.27(4).

(b) Section constitutes civil infraction or criminal offense. A violation of this chapter may constitute a civil infraction or, where applicable, a criminal offense pursuant to Florida Statutes. State law reference(s): Cruelty to animals, F.S. 828.12(1) and (2); Confinement or abandonment of animals, F.S. 828.13.

(c) Signature of citation required. Any person cited for an infraction under this chapter shall sign and accept a citation acknowledging receipt of the citation and indicating a promise to appear in county court if a mandatory court appearance is required.

(d) Payment of civil penalty. Any person cited for a violation of this chapter may pay the civil penalty within 30 days of the date of receiving the citation.

(e) Election to appear in court. Any person cited for a violation of this chapter may elect to appear in county court on the date and time specified in the citation to contest the citation.

(f) Liability of owner for fees/penalties. In the event an animal is impounded for violation of this chapter and the owner of the animal abandons the animal to the animal control agency, the owner remains liable for all fees and penalties imposed.

State law reference(s): Failure to sign or accept citation, F.S. § 828.27(5).

Sec. 6-65. Use of revenue.

All revenue derived from the fines, penalties and license fees collected under this chapter shall be used exclusively to recover or offset the costs of enforcement and administration of the city's animal control program and this chapter.

Sec. 6-66. Fine or penalty distribution and recordkeeping.

Fines or penalties collected pursuant to this chapter by the city shall be deposited in the animal control fund and used to support the costs of the animal control program. The animal control agency shall keep detailed and accurate records of licensing, impoundment and disposition of all animals coming into its custody, all bite cases, complaints and investigations of violations. All funds collected shall be received on a daily basis by the city clerk along with appropriate accounting records at time of payment.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Cemetery Ordinance - Discussion – Attorney Jordan

MEETING DATE	PREPARED BY
Tuesday, May 12, 2026	Patrice Tanner, City Administrator

SUMMARY

This Ordinance will establish regulations for city-owned and city-maintained cemeteries regarding the removal of personal items, the installation of permanent fixtures, the planting of vegetation and regulations for domestic animals.

RECOMMENDATION

Discussion.

ATTACHMENTS

1. Cemetery Ordinance

ORDINANCE NO. 26-____

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, AMENDING THE CITY OF CHIPLEY MUNICIPAL CODE BY ADDING CHAPTER 9, CEMETERIES; ESTABLISHING REGULATIONS FOR CITY-OWNED AND CITY-MAINTAINED CEMETERIES, INCLUDING REGULATIONS GOVERNING THE INTERMENT OF HUMAN REMAINS AND CREMATED REMAINS, THE MAINTENANCE OF GRAVESITES, THE REMOVAL OF PERSONAL ITEMS, THE INSTALLATION OF PERMANENT FIXTURES, THE PLANTING OF VEGETATION, AND DOMESTIC ANIMALS THEREIN; PROVIDING FOR DEFINITIONS; PROVIDING FOR AUTHORITY AND JURISDICTION; PROVIDING FOR PURPOSE; PROVIDING FOR A REPEALER; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City Council of the City of Chipley, Florida ("City Council") is empowered to enact ordinances for the welfare and governance of its residents under Article VIII, Section 2 of the Florida Constitution, Chapter 166, Florida Statutes, and the City Charter of the City of Chipley; and

WHEREAS, the City Council has determined that regulations governing City-owned and City-maintained cemeteries, including standards for the care of gravesites and the conduct of visitors, are necessary to protect the safety, health, and general welfare of City residents;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Chipley, Florida, that the following provisions, regulations, and standards are hereby adopted for the purpose of promoting the health, safety, and general welfare of the community.

Section 1. Chapter 9, Cemeteries, Adopted.

The City of Chipley Municipal Code is hereby amended by adding a new Chapter 9, which shall read as follows:

CHAPTER 9. CEMETERIES

Sec. 9-1. Purpose.

The purpose of this Chapter is to establish regulations for the operation and use of City-owned and City-maintained cemeteries, and to promote the health, safety, and general welfare of City Residents.

Sec. 9-2. Definitions.

For the purposes of this Chapter, the following terms shall have the meanings ascribed to them below:

1. **"City Council"** means the City Council of the City of Chipley, Florida.

2. **"City Residents"** means individuals who reside within the geographical boundaries of the City of Chipley, Florida.

3. **"Cemetery"** or **"Cemetery Grounds"** means any land owned, operated, or maintained by the City of Chipley, Florida that is designated or dedicated for the interment of human remains, including all improvements, structures, pathways, landscaping, fencing, and appurtenances located thereon.

4. **"City"** means the City of Chipley, a municipal corporation duly organized and existing under the laws of the State of Florida.

5. **"Domestic Animal"** means any animal domesticated by humans and commonly kept as a household pet or companion animal, including but not limited to dogs and cats, but excluding livestock, poultry, and wildlife as defined under applicable Florida law.

6. **"Gravesite"** means the specific plot or area within a Cemetery designated for the interment of human remains, including any associated monument, marker, headstone, or other memorial structure placed thereon.

7. **"Responsible Party"** means any individual or entity who owns, controls, or is otherwise accountable for property, animals, or activities regulated under this Chapter, including but not limited to lot owners, animal owners, family members of interred persons, and any individual who places, plants, or deposits items within Cemetery Grounds.

8. **"Service Animal"** means any dog or miniature horse individually trained to do work or perform tasks for the benefit of an individual with a disability, as defined by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), as amended, and its implementing regulations.

Sec. 9-3. Authority and Jurisdiction.

This Chapter is enacted under the authority granted to the City Council by the laws of the State of Florida and the City Charter of the City of Chipley. The City Council has the authority to enact, amend, and repeal ordinances and regulations concerning public safety, health, welfare, zoning, and land use.

The City Council's jurisdiction extends throughout the geographical boundaries of the City of Chipley, Florida. Within these boundaries, the City Council may enforce ordinances, collect taxes, and provide municipal services. All actions of the City Council shall comply with applicable state and federal law.

Sec. 9-4. Regulations for City-owned and City-maintained Cemeteries.

The following regulations govern the use and maintenance of City-owned and City-maintained cemeteries:

1. No person shall inter, bury, or otherwise deposit human remains or cremated remains (cremains) within any City-owned or City-maintained cemetery without the prior written approval of the City. Any request for authorization must be submitted in writing to the City and shall identify the proposed gravesite location, the identity of the decedent, and the name and contact information of the Responsible Party. Any interment conducted without such prior written approval shall constitute a violation of this Chapter and may subject the Responsible Party to enforcement action and penalties as set forth in the Enforcement and Penalties section of this Chapter. The City reserves the right to take any and all lawful remedial action necessary to address an unauthorized interment, and all costs associated with such remedial action shall be recoverable from the Responsible Party.

2. All gravesites within City-owned and City-maintained cemeteries must be kept in a clean, orderly, and dignified manner. The placement of flowers, wreaths, flags, and other commemorative items is permitted, provided they are maintained in good condition by the Responsible Party. Flags shall not exceed eighteen (18) inches in width by twelve (12) inches in height, and any flagstaff or stake used to display a flag shall not exceed twenty-four (24) inches in total height above ground level.

3. Personal items left on gravesites that become damaged, decayed, broken, or dilapidated, or that otherwise present a public safety risk or nuisance, may be removed by City officials. The City shall endeavor to provide at least seven (7) calendar days' notice of pending removal by posting notice at the gravesite or at the cemetery entrance; however, no advance notice shall be required where the item presents an immediate public safety risk or nuisance.

4. No permanent fixture, including but not limited to flagpoles, monuments, enclosures, fencing, or other structural installations, may be placed or installed within the Cemetery Grounds without the prior written approval of the City. Any request for approval must be submitted in writing to the City and shall identify the type, proposed location, dimensions, and materials of the fixture to be installed. Unauthorized permanent fixtures, or any approved fixture that subsequently falls into disrepair or presents a safety hazard, may be removed by the City. Prior to removal, the City shall provide written notice to the owner of the plot, when identifiable, sent via certified mail, return receipt requested, to the last known address of the plot owner, at least fifteen (15) calendar days before removal. If the plot owner cannot be identified after reasonable investigation, or if notice cannot otherwise be delivered, the City shall post notice at the relevant gravesite for fifteen (15) calendar days prior to removal. The full cost of removal, including

associated administrative costs, shall be recoverable by the City from the Responsible Party.

5. The City Council reserves the right to enact further regulations as necessary to address safety concerns, preserve public health, and maintain the sanctity of the cemeteries under its jurisdiction.

6. City Residents and visitors are required to adhere to all regulations established by this chapter and any additional regulations properly adopted and posted by the City while within the cemetery grounds. Failure to comply with these regulations may result in enforcement action by the City as specified in the "Enforcement and Penalties" section of this chapter.

Sec. 9-5. Regulations Governing Domestic Animals.

In order to preserve the sanctity and cleanliness of cemetery sites within the City of Chipley, Florida, the following regulations governing domestic animals are hereby enacted:

1. Domestic animals are permitted within the boundaries of any cemetery sites owned or operated by the City of Chipley, provided that they comply with all regulations set forth in this chapter. Animal owners are required to immediately clean up and properly dispose of any waste or excrement left by their animals while on cemetery grounds. Failure to do so shall constitute a violation of this chapter.

2. Animal owners are personally responsible for any damage caused by their animals to cemetery grounds, gravesites, monuments, markers, fencing, landscaping, or any other City property. The City may seek reimbursement from the responsible animal owner for the full cost of any such damage, including but not limited to repair, replacement, and associated administrative costs.

3. Animals must remain under the control of their owner or handler at all times while on cemetery grounds, and must be kept on a leash no longer than six (6) feet in length.

4. Any domestic animal that displays aggressive behavior, including but not limited to biting, lunging, growling, or threatening any person or animal, or that creates excessive noise, including but not limited to prolonged or repeated barking, howling, or whining, that disturbs the peace and dignity of the Cemetery Grounds, shall be required to be immediately removed from the Cemetery Grounds by the Responsible Party. Failure to immediately remove such an animal upon direction by a City official, law enforcement officer, or designated agent shall constitute a violation of this Chapter. Any domestic animal exhibiting aggressive behavior that poses an immediate threat to public safety may be seized and turned over to animal

control in accordance with existing City ordinance. The City reserves the right to deny future access to the Cemetery Grounds to any domestic animal that has previously engaged in aggressive or disruptive behavior.

5. Nothing in this chapter shall be construed to authorize discrimination against individuals with disabilities who use service animals as defined by the Americans with Disabilities Act.

Sec. 9-6. Prohibition on Unauthorized Planting of Vegetation.

To preserve the integrity of City-owned and City-maintained cemeteries and prevent the imposition of undue maintenance burdens on the City, the following regulations govern the planting of trees, shrubbery, and other vegetation within cemetery grounds:

1. No private party, including but not limited to, lot owners, family members of interred persons, or other individuals, may plant any tree, shrub, or other vegetation within the boundaries of any City-owned or City-maintained cemetery without the prior written authorization of the City.

2. The City shall not authorize any planting that would require ongoing City maintenance, including but not limited to watering, pruning, fertilization, pest control, or removal. Any request for authorization must be submitted in writing to the City and shall identify the species, proposed location, and anticipated maintenance requirements of the vegetation to be planted.

3. Any tree, shrub, or other vegetation planted without prior written City authorization, or any authorized planting that subsequently requires ongoing City maintenance, may be removed by the City at the Responsible Party's expense. The City shall provide written notice to the Responsible Party, when identifiable through reasonable investigation, at least fifteen (15) calendar days prior to removal. Notice shall be sent via certified mail, return receipt requested, to the last known address of the Responsible Party. If the Responsible Party cannot be identified after reasonable investigation, the City shall post notice at the relevant gravesite or planting location for fifteen (15) days before removal. The full cost of removal, including associated administrative costs, shall be recoverable by the City from the Responsible Party.

4. Violations of this Section are subject to the enforcement mechanisms and penalties prescribed in the Enforcement and Penalties section of this Chapter. Each day an unauthorized planting remains in place after the expiration of the notice period shall constitute a separate violation.

Sec. 9-7. Enforcement and Penalties.

This Chapter shall be enforced by the City of Chipley, through its authorized officials, code enforcement officers, law enforcement, or other designated agents of the City Council. Violations may result in fines, penalties, or other legal action in accordance with Florida law and the ordinances of the City of Chipley.

Penalties for violations of this Chapter shall be as follows, and shall not exceed the maximum amounts authorized under Florida Statutes Section 162.21, as applicable:

1. For the first violation, a written warning shall be issued to the violator, informing them of the violation and the necessary corrective actions to be taken, unless the violation involves actual harm or imminent threat of harm to public health, safety, or welfare.

2. For the second violation within a twelve (12) month period, a fine of up to $250 may be imposed.

3. For subsequent violations within a twelve (12) month period, the fine may be increased up to $500.00 per violation, or legal action may be taken to seek compliance, including but not limited to injunctions or other court orders. Each day a violation continues shall constitute a separate violation.

   Violations involving actual harm or imminent threat of harm to public health, safety, or welfare may warrant immediate legal action without prior written warning.

   All fines collected under this Chapter shall be deposited into the City's general fund and may be appropriated by the City Council for any lawful municipal purpose, including but not limited to the enforcement of ordinances, in accordance with Florida law and the City's budgetary procedures.

Section 2. Repealer

All ordinances and resolutions, or parts thereof, of the City of Chipley that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict or inconsistency. It is not the intent of the City Council to repeal any existing ordinance or part of an ordinance that does not conflict with the provisions of this Ordinance.

Section 3. Severability

If any provision of this Ordinance, or its application to any person or circumstance, is held invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect to the greatest extent possible and consistent with the intent of the City Council.

Section 4. Effective Date

This Ordinance shall become effective immediately upon its adoption.

INTRODUCED at a regular meeting of the City Council of the City of Chipley, Florida, on the ___ day of _____, 2026, and **PASSED** at a regular meeting of the City Council of the City of Chipley, Florida, on the ___ day of _____, 2026.

CITY OF CHIPLEY, FLORIDA
BY:

_____
Tracy Andrews, Mayor

ATTEST:

_____
Sherry Snell, City Clerk

APPROVED AS TO LEGAL FORM:

_____
Michelle Blankenship Jordan, City Attorney

DRAFT