



**City of Chipley**  
**Planning & Zoning Commission Meeting**  
April 07, 2026 at 3:00 PM  
City Hall - 1442 Jackson Avenue, Chipley, FL 32428  
**AGENDA**

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**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 Planning & Zoning Commission. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the Planning & Zoning Commission please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial \*9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated.

**E. APPROVAL OF MINUTES**

1. Planning & Zoning Commission Meeting - January 8, 2026
2. Planning & Zoning Commission Meeting - January 29, 2026 (Form 8b - Voting Conflict attached)

**F. AGENDA ITEMS**

1. **Request for a Variance** - Chipola Area Habitat for Humanity - Corner of Pecan Street & 4th Avenue

**G. OTHER BUSINESS**

**H. ADJOURN**

**I. ZOOM**

1. ZOOM Information

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.

**PLANNING & ZONING COMMISSION  
MEETING**

**January 8, 2026**

**3:00 p.m.**

**Members Present:**

Mr. Tom Lancaster, Chairman  
Mrs. Wanda Owens, Board Member

Mr. Jim Morris, Vice-Chairman  
Mr. David Ridley, Board Member

**Absent:**

Mr. Holland Kent, Board Member

**Others Present:**

Mrs. Patrice Tanner, City Administrator  
Ms. Cheryl McCall, Council Liaison

Ms. Sherry Snell, City Clerk  
Mr. Curtis Porter, Captain

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.** Mr. Lancaster called the meeting to order at 3:00 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Ridley. Mrs. Owens led the pledge to the American Flag.
- C. Approval of Agenda.**

**A motion was made by Mr. Morris and seconded by Mr. Ridley to approve the agenda as presented. The motion passed unanimously.**

**D. Citizens Request**

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There were no comments.

**E. Presentation and Approval of Minutes**

- 1. Planning & Zoning Commission Meeting – October 30, 2025

**A motion was made by Mrs. Owens and seconded by Mr. Ridley to approve the minutes as presented. The motion passed unanimously.**

**F. Agenda Item.**

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

Mrs. Tanner stated Dani Keller, Kimley- Horn was present for any questions. Mrs. Keller stated the Development Order is for the conversion of the existing car wash to become a Take 5 Oil Change. Mrs. Tanner asked if the existing car wash would remain. Mrs. Keller stated the existing drive thru car wash area would become an office and the existing stalls would be for oil changes. Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the Development Order – MK Wash & Go, LLC – Take 5 Oil Change – 1405 Nadia Avenue. The motion passed unanimously.**

**G. Other Business.**

**H. Adjourn.** The meeting was adjourned at 3:06 p.m.

Presented by: \_\_\_\_\_

**Sherry Snell  
City Clerk**

\_\_\_\_\_  
**Mr. Thomas Lancaster  
Chairman**

**PLANNING & ZONING COMMISSION  
MEETING**

**January 29, 2026**

**3:00 p.m.**

**Members Present:**

Mr. Tom Lancaster, Chairman  
Mrs. Wanda Owens, Board Member  
Mr. David Ridley, Board Member

Mr. Jim Morris, Vice-Chairman  
Mr. Holland Kent, Board Member

**Others Present:**

Mrs. Patrice Tanner, City Administrator  
Mrs. Tamara Donjuan, Code Enf/Planning Officer  
Mr. Curtis Porter, Captain

Ms. Sherry Snell, City Clerk  
Ms. Cheryl McCall, Council Liaison

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- C. Approval of Agenda.**

**A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the agenda as presented. The motion passed unanimously.**

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There were no comments.

**E. Agenda Item.**

**1) Request for a Variance – 966 Lera Lane – WJH FL, LLC.**

Mrs. Donjuan stated WJH FL, LLC is requesting a variance for the property located at 966 Lera Lane. This will allow the current setbacks to the residence and allow the ability to transfer

ownership of the residence. A variance is needed for the front setback only which is currently 20 feet 4 inches. All other yard setbacks have been met. There have been at least five other variances granted in this subdivision in previous years. Corey Morgan, Century Complete, stated the home was pulled forward to preserve trees on the property and that approval was received prior to making the adjustment. Mrs. Donjuan stated there was some miscommunication with the County regarding the approval. Mr. Morris stated that the County needs to be informed of the City's setback requirements. Mrs. Tanner stated there is a new County building inspector, and he has been notified that any future changes must receive City approval first. Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mr. Kent to approve a Variance – 966 Lera Lane – WJH FL, LLC. The motion passed with four (4) ayes and zero (0) naves. Mrs. Owens abstained due to the property owner being a client.**

**2) Request for a Development Order and a Variance – Corner of Watts Avenue and 7<sup>th</sup> Street – Serene Life Beer Garden.**

Mrs. Donjuan stated Serene Life Beer Garden is requesting a Development Order and a Variance for alcoholic beverages for the property located on the corner of Watts Avenue and 7<sup>th</sup> Street. The proposed development will be an entertainment establishment and has been reviewed by the City's planning firm Kimley Horn. It meets all standards for use allowed, density and intensity, and design standards for Chapter 44 – Zoning. The variance will allow alcoholic beverage sales for the property which is located less than 500 feet of any residence. Mrs. Donjuan stated this will also include one sign for the property. Elissa Pettis, Tri-State Companies, LLC, stated the development will include lounge, picnic and stage areas. Anthony Thompson, Serene Life Beer Garden, stated the goal is to have a family-friendly space with non-alcoholic beverages.

Mrs. Rena Harrell, 1610 Coy Drive, stated she owns the property on the north side and is concerned about parking and the possible abuse of it. My buildings have private parking and I am concerned about the parking lot getting damaged if used or trash being thrown out.

Rhonda Haddock, 774 Main Street, stated she is opposed to the development due to it destroying the peace we currently enjoy. It is inconsistent with residential and there will be more noise. I am also concerned with traffic and safety with the one way alley, congestion and kids walking.

John Calvary, 746 3<sup>rd</sup> Street, stated the neighborhood is a safe place for children to play and this is a threat to safety. I urge you to prioritize safety in this residential area. The location is not suitable. I do not discourage growth, but not in our residential area.

Mr. Thompson stated he understands the concerns, but it will basically be a backyard for people to come with their families. It will not encroach on your space and it will be respectful. Ms. McCall stated the variance is for selling alcohol. Mr. Thompson stated the City's code requires non-alcoholic beverages to be approved. Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mr. Ridley to approve a Development Order and A Variance – Corner of Watts Avenue and 7<sup>th</sup> Street – Serene Life Beer Garden. The motion passed with three (3) ayes and two (2) naves, with Commission Members Wanda Owens and Holland Kent being opposed.**

Susanna Curlett, 781 Main Street, stated she looks forward to bringing more people and families into Chipley.

**G. Other Business.**

The Commission discussed the need to establish a time limit for approved construction projects that have not commenced.

Mr. Lancaster noted that several construction approvals have been granted, but work has not yet begun. He suggested that a formal time limit should be established. Mrs. Donjuan stated that county permits are valid for 12 months, with the option to request an extension.

Mr. Morris stated that applicants are not moving forward on approved projects and emphasized the need to establish a timeline, after which applicants would be required to return for an extension. Mrs. Tanner stated this has been an ongoing topic of discussion and staff is reviewing the code to determine whether it needs to be changed. Any proposed changes would be presented to the Planning & Zoning Commission and then to Council for consideration and approval. Mrs. Donjuan is reaching out to other cities and will draw up any changes for review. Discussion ensued.

**H. Adjourn.** The meeting was adjourned at 4:00 p.m.

Presented by: \_\_\_\_\_

**Sherry Snell**  
City Clerk

\_\_\_\_\_  
**Mr. Thomas Lancaster**  
Chairman

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

LAST NAME—FIRST NAME—MIDDLE NAME Owens, Wanda		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Planning & Zoning Commission	
MAILING ADDRESS 1334 Deerpath Rd		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Chipley	COUNTY Washington	<input checked="" type="checkbox"/> CITY	<input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED January 29, 2026		NAME OF POLITICAL SUBDIVISION: City of Chipley	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

## 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, Wanda Owens, hereby disclose that on January 29, 20 26 :

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

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, WJH FL, LLC ;
- 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:

Approval of Request for a Variance for WJH FL, LLC, 966 Lera Lane.

A motion was made by Mr. Morris and seconded by Mr. Kent to approve the Variance for WJH FL, LLC. The motion passed with (4) ayes and (0) nays. Board member Wanda Owens abstained from voting due to the property owner being a client.

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.

2-2-2026

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

## STAFF REPORT

**SUBJECT:** Request for a Variance - Chipola Area Habitat for Humanity - Corner of Pecan Street & 4th Avenue

**MEETING DATE** Thursday, April 7, 2026 **PREPARED BY** Tamara Donjuan, Planning & Zoning Officer

### SUMMARY

Chipola Area Habitat for Humanity requests a variance for the signage for property located at the corner of Pecan Street and 4<sup>th</sup> Avenue. The proposed variance will allow signage to be placed in the right of way. The right of way is seventy (70) feet on Pecan Street and fifty (50) feet on 4<sup>th</sup> Avenue. The applicant is requesting placement of signage approximately twenty-two (22) feet encroached into the right of way, diagonally between 4<sup>th</sup> Avenue and Pecan Street. The signage placement would be between the property line and a fire hydrant. Installing proper signage for the Chipley Heights subdivision offers essential benefits, including improved navigation for emergency services, easier location for visitors/deliveries and creates community identity. Strategically placing the signage will ensure clear identification without causing traffic obstructions, enhancing safety and visibility.

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 March 12, 2026, to thirty-six (36) property owners located within 300 feet of the property requesting the variance, at the corner of Pecan Street and 4th Avenue. To date, eighteen (18) recipients have signed for the certified mail, and one notice has been returned.

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 City Council will meet April 14, 2026, at 5:00 p.m. to review the recommendation.

### RECOMMENDATION

City Staff recommend approval of the proposed variance for signage placement, due to limited frontage for code-compliant signage.

### ATTACHMENTS

Variance packet with supporting documents.



# City of Chipley

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



## Variance Application Review – Corner of Pecan Street and 4<sup>th</sup> Avenue

We performed a review of the request for variance for an exception to signage requirements. The property is located at the corner of Pecan Street and 4<sup>th</sup> Avenue, Chipley, Florida. The purpose of the review is to identify whether the proposed placement of the signage is 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 28, 2026. This was reviewed against the requirements listed in Sec. 44-290.

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 signage is that the signage will be encroached into the right of way approximately (22) twenty-two feet. Signage will be placed (10) ten feet behind fire hydrant. Placement of the signage would be between the property line and fire hydrant. Signage would be approximately (42) forty-two square feet in size. Materials for*

*the sign will be stucco over foam with thin metal signboard on one side with vinyl lettering. The City of Chipley Land Development Code does not provide requirements for or exceptions to the code as it relates to signage placement.*

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

*The applicant is aware that the signage placement is prohibited according to City of Chipley's Code of Ordinance, Chapter 30, Sec. 30-3 Prohibited signs. It shall be unlawful to erect, cause to be erected, maintain, or cause to be maintained any sign not expressly authorized by or exempted from this chapter. The following signs are expressly prohibited: (17) Signs erected on public property, or on private property (such as private utility poles) located on public property, other than signs erected by a public authority for public purposes and signs authorized in writing pursuant to F.S. § [337.407](#) and is requesting a variance due to the unique physical hardship to the limited frontage for placement of signage for Chipley Height's Subdivision.*

- (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. The request is necessitated by unique, pre-existing physical characteristics of the land—such as limited frontage that make it impossible to place code-compliant signage. Placement of the signage would be between the property line and fire hydrant. Signage would be approximately (42) forty-two square feet in size.*

- (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 unique physical hardship is due to limited frontage that makes it impossible to place code-compliant signage.*

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

*Due to the limited frontage the request is for the minimum area required for safe identification and does not represent a special privilege.*

- (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. The placement of the signage will not be a sight-distance hazard for*

*drivers.*

Prepared By: Tamara Donjuan  
Final Review: 03/31/2026



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Proudly Serving Jackson and Washington Counties

January 30, 2026

Tamara Donjuan  
City of Chipley Planning and Zoning Board,

On behalf of Chipola Area Habitat for Humanity, I respectfully submit this request for a variance to allow the installation of an identification sign at the corner of Pecan Street and 4th Avenue.

The purpose of this sign is to clearly identify the Chipley Heights subdivision for residents, visitors, emergency services, and delivery providers. This marker will enhance visibility, safety, and community identity without creating distraction or obstruction.

The proposed sign will have the following specifications:

- Base dimensions: 8 feet wide by 2 feet deep
- Overall height: 7 feet
- Construction: foam-based core material finished with a stucco exterior.
- Installation: mounted on two concealed poles for stability and a clean appearance

The design is intended to be attractive, durable, and consistent with the character of the surrounding neighborhood. The concealed supports and stucco finish will give the sign a permanent, attractive appearance rather than that of a typical freestanding sign. Due to the design materials, it will not create a hazard in the unfortunate case of a vehicle collision.

We believe this sign will contribute positively to the appearance of the area and serve a practical function for wayfinding and identification, while maintaining the aesthetic standards of the City of Chipley.

We respectfully request your consideration and approval of this variance and thank you for your ongoing partnership. Should you have questions or need additional information regarding our support of this project, please feel free to send an email to, [kevin@chipolahabitat.org](mailto:kevin@chipolahabitat.org), or call, (850) 482-2187.

In Community Partnership,

A handwritten signature in blue ink that reads "Kevin L. Yoder".

Kevin L. Yoder  
Executive Director

ZONING CHANGE OR VARIANCE REQUEST OR SPECIAL EXCEPTION

FEE: 8150. PD 1/28/26

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 01/22/2026 Applicant's Name Kevin Yoder  
CHIPOLA AREA HABITAT

Phone 8504822187 Address PO BOX 6114, MARIANNA, FL 32447

[Signature]  
Signature of Applicant

1/22/2026  
Date

\*\*\*\*\*

ADDRESS OR DESCRIPTION OF PROPERTY TO BE CONSIDERED: \_\_\_\_\_  
730 PECAN ST, CHIPLEY, FL

TYPE OF REQUEST: Zoning Change (○) Variance (⊙)

REASON FOR REQUEST: Request to place sign for Chipley Heights at the corner of Pecan St and 4th Ave within the right-of-way.

SUPPORTING DOCUMENT(S): site plan

\*\*\*\*\*

**ZONING BOARD USE ONLY**

DECISION OF ZONING BOARD: \_\_\_\_\_

\_\_\_\_\_  
Signature of Board Chairman Date

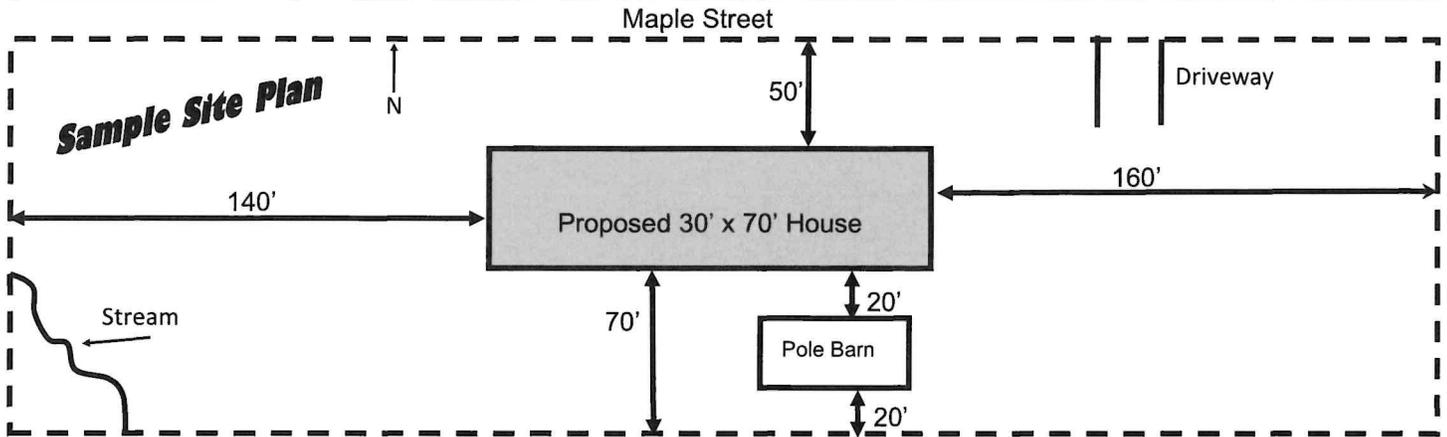
PERSON TO BE NOTIFIED OF BOARD DECISION: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

# City of Chipley — Site Plan Form

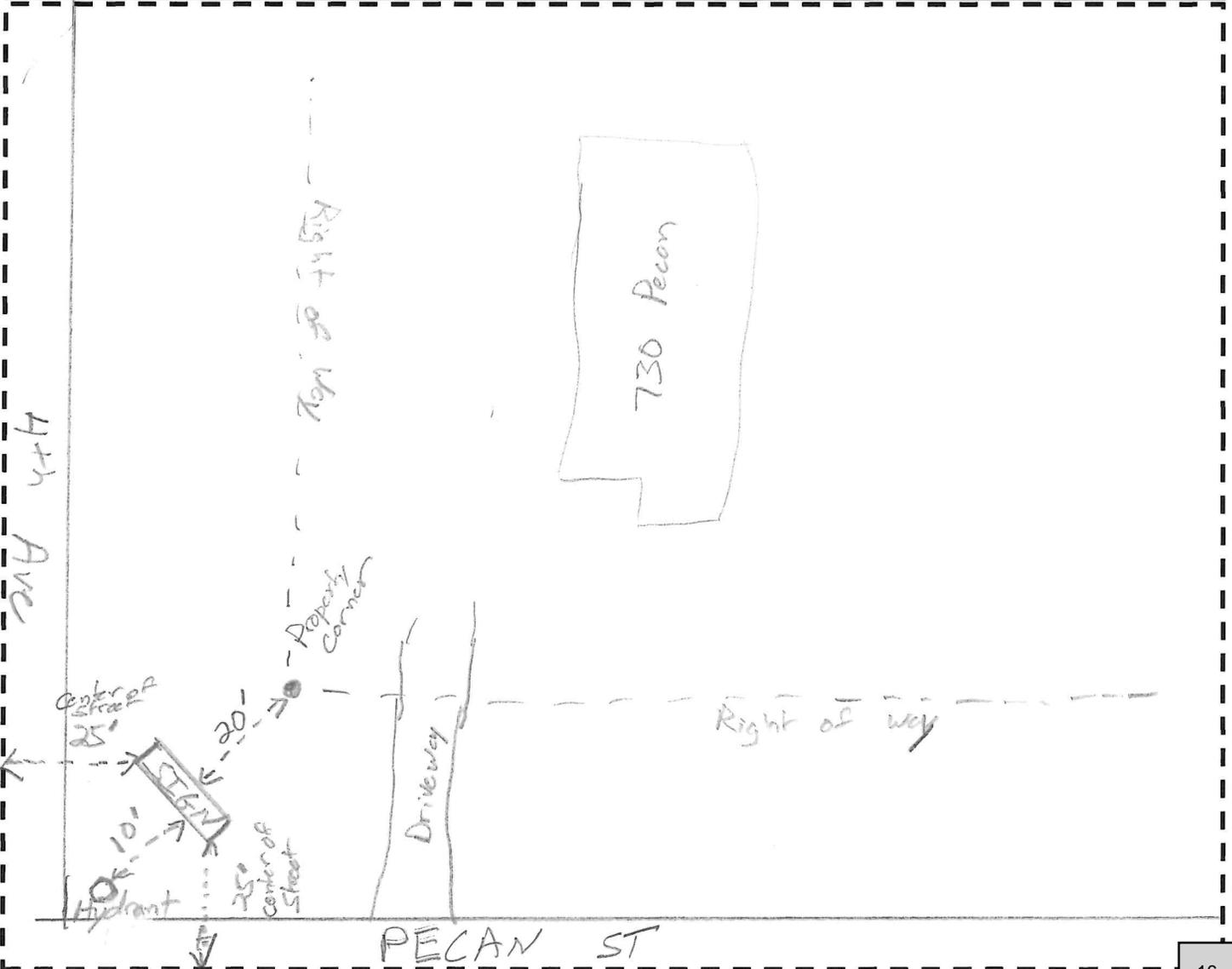
Applicant Name: CHIPOLA AREA HABITAT Address: corner of Pecan St

Section F, Item 1.



**Use the space below to provide a site plan. Your drawing must include the following:**

- Show which way is North on the property
- Distance to proposed structure from property line and other structures
- Nearest Public Road(s) including driveway connections or easements
- All proposed and existing structures on the property
- Proposed & existing septic tanks and well locations
- Locations of lakes, ponds, rivers and streams and/or wetlands
- Any other helpful information.



### Add/Change/Void Cash Receipt CD1280129

#### Money Received

	Amount	Type	Payment Info
<input checked="" type="checkbox"/>	150.00	CK	5208

#### Distributions

	Type	Amount	Apply To	Description	For	Discount Pen Forgive
<input checked="" type="checkbox"/>	FMSD	150.00	DIST CD: 2550	PLANNING & ZONING FEES-730 PECAN ST		0.00

**Operator Code:** BETTY

**Receipt Code:** CD1280129

**Receipt Date:** 01/28/26

**Voided**

**Distributions:** 150.00

**Money:** 150.00

**Change Due:** 0.00

**From:** CHIPOLA HABITAT

**Email Address:**

**Destination Phone:**



# City of Chipley

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



## NOTICE OF PUBLIC HEARING

March 12, 2026

Dear Citizen:

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

**Chipola Area Habitat for Humanity is requesting approval of a variance for signage setbacks that do not meet current code requirements.**

Property Location: Corner of Pecan Street and 4<sup>th</sup> Avenue

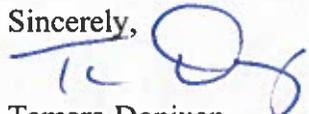
City Code Chapter 44 — Zoning  
Section 44-150 — Residential Land Use Districts

- a. Yard setback:
  - (i). Front; 30 feet.
  - (ii) Side; 10 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 April 14, 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

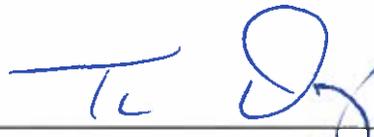
# CITY OF CHIPLEY AFFIDAVIT OF MAILING

March 12, 2026

Re: Notice of Public Hearing for the Planning and Zoning Commission, on April 7, 2026, at 3:00 pm., and Notice of Public Hearing for City Council on April 14, 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:

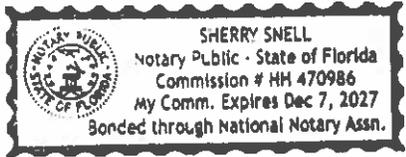
See Exhibit A, on March 12, 2026.

	<u>3/12/26</u>
_____ Employee Signature	_____ Date

---

Sworn to and subscribed before me this 12<sup>th</sup> day of March, 2026 by Tamara Donjuan, who is personally known by me.

  
\_\_\_\_\_  
Signature of Notary Public



# Exhibit A

Section F, Item 1.

BELCHER BRENDA E, BELCHER DRESI  
PO BOX 513  
CHIPLEY, FL 32428

BELCHER BRENDA, BLECHER ANDRE  
PO BOX 513  
CHIPLEY, FL 32428

BOONE TIMOTHY JR, BOONE LINDSAY  
2959 HWY 277  
VERNON, FL 32462

BOSTON SABRINA & ETAL, TANNER LAS  
PO BOX 72  
CHIPLEY, FL 32428

BOYETTE SHANNON CATHERINE  
739 EAST BLVD  
CHIPLEY, FL 32428

CARTHON ARRIE  
637 BENNETT DR  
CHIPLEY, FL 32428

CHIPOLA AREA HAB FOR HUMANITY  
PO BOX 6114  
MARIANNA, FL 32447

DAVENPORT FRANKLIN E, PATTON JAN  
542 2ND ST  
APT G3  
CHIPLEY, FL 32428

DAVIS CLARKE  
747 EAST BLVD  
CHIPLEY, FL 32428

DAY PAUL PETE, DAY DEIDRA  
726 ALFORD RD  
CHIPLEY, FL 32428

ENGUM SHEILA  
PO BOX 237  
VERNON, FL 32462

HANCOCK LOUISE AKA & ETAL, HANCO  
30375 SHAMROCK ST N  
TALLAHASSEE, FL 32309

HOGAN EDITH JAUNITA  
C/O JOHNNY SMITH  
5089 WELLS DR  
EVANS, GA 30809

HUTCHINS ROBERT EARL  
% CHARLES HUTCHINS  
1535 HICKORY ST  
NICEVILLE, FL 32578

KENNEDY MABEL WILSON  
1174 4TH AVE  
CHIPLEY, FL 32428

KENNEDY TIFFANY K  
1182 4TH AVE  
CHIPLEY, FL 32428

MC DONALD JAMES R, MC DONALD JE/  
729 PECAN ST  
CHIPLEY, FL 32428

MORRIS PERCY  
PO BOX 302  
CHIPLEY, FL 32428

MUNYON PAUL J, MUNYON GAY L  
3037 SHAMROCK ST N  
TALLAHASSEE, FL 32309

PATRICK SHIRLEY, PATRICK MARK  
737 EAST BLVD  
CHIPLEY, FL 32428

PETERSON SHEILA L  
2979 SYLVANIA RD  
VERNON, FL 32462

POTTER JOSEPHINE C  
1184 4TH AVE  
CHIPLEY, FL 32428

REED GWUAN & ETAL, EDWARDS CHRI  
750 ORANGE ST  
CHIPLEY, FL 32428

RHYNE LESTER AKA, RHYNES LESTER  
637 BENNETT DR  
CHIPLEY, FL 32428

RITTMAN CHARITY, KENNEDY LEDELL  
747 PECAN ST  
CHIPLEY, FL 32428

ROUSE EDITH  
1181 4TH AVE  
CHIPLEY, FL 32428

SAPP MELISSA MYRL  
745 EAST BLVD  
CHIPLEY, FL 32428

SHACKELFORD FREDERICK & ETAL, SH  
2220 MINGO LN  
COTTONDALE, FL 32431

SHARPE ALVIN JR & ETAL, DOUGLAS M  
1179 4TH AVE  
CHIPLEY, FL 32428

SIMMONS BEVERLY  
757 EAST BLVD  
CHIPLEY, FL 32428

SIMMONS ELMER, SIMMONS BEVERLY  
757 EAST BLVD  
CHIPLEY, FL 32428

VANN BILLY, VANN CHRISTINE  
PO BOX 312  
CHIPLEY, FL 32428

VANN MAMIE & ETAL, VANN BRIDGET  
741 PECAN ST  
CHIPLEY, FL 32428

WHITTINGTON STEVEN C, WHITTINGTC  
1143 WHITTINGTON RD  
CHIPLEY, FL 32428

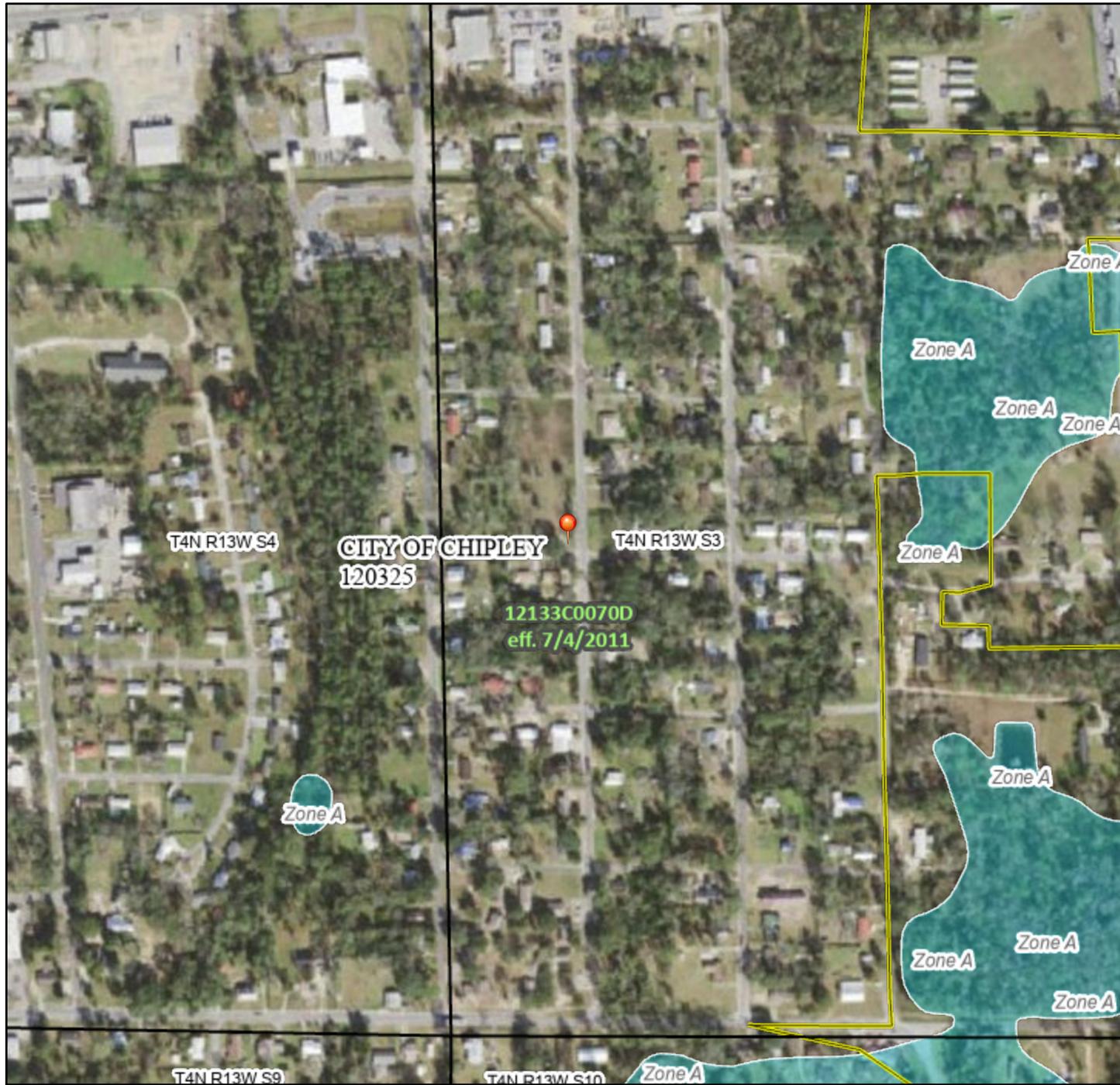
WILLIAMS MORDECAI  
756 ORANGE ST  
CHIPLEY, FL 32428

WILSON KATHY GAIL  
1119 BATON ROUGE CT  
TALLAHASSEE, FL 32305

# National Flood Hazard Layer FIRMette



85°32'13"W 30°46'47"N



## Legend

Section F, Item 1.

SEE FIS REPORT FOR DETAILED LEGEND AND INFORMATION

- |                                    |  |  |
|------------------------------------|--|--|
| <b>SPECIAL FLOOD HAZARD AREAS</b>  |  | Without Base Flood Elevation (BFE)<br><i>Zone A, V, A99</i>  |
|                                    |  | With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>   |
|                                    |  | Regulatory Floodway  |
| <b>OTHER AREAS OF FLOOD HAZARD</b> |  | 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 <i>Zone X</i> |
|                                    |  | Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>  |
|                                    |  | Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>  |
|                                    |  | Area with Flood Risk due to Levee <i>Zone D</i>  |
| <b>OTHER AREAS</b>                 |  | NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>   |
|                                    |  | Effective LOMRs  |
| <b>GENERAL STRUCTURES</b>          |  | Area of Undetermined Flood Hazard <i>Zone D</i>  |
|                                    |  | Channel, Culvert, or Storm Sewer   |
|                                    |  | Levee, Dike, or Floodwall  |
| <b>OTHER FEATURES</b>              |  | 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation  |
|                                    |  | 17.5   |
|                                    |  | Coastal Transect   |
|                                    |  | Base Flood Elevation Line (BFE)  |
|                                    |  | Limit of Study   |
| <b>MAP PANELS</b>                  |  | Jurisdiction Boundary  |
|                                    |  | Coastal Transect Baseline  |
|                                    |  | Profile Baseline   |
|                                    |  | Hydrographic Feature   |
|                                    |  | Digital Data Available   |
|                                    |  | No Digital Data Available  |
|                                    |  | Unmapped   |



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

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

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/30/2026 at 3:58 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 identifier, FIRM panel number, and FIRM effective date. Map information in unmapped and unmodernized areas cannot be used for regulatory purposes.

You are invited to a Zoom webinar!

**When: April 7, 2026 03:00 PM** Central Time (US and Canada)

Topic: Planning & Zoning Commission Meeting

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/87909827296>

Phone one-tap:

+13092053325,,87909827296# US

+13126266799,,87909827296# US (Chicago)

Join via audio:

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

Webinar ID: 879 0982 7296