



**City of Chipley  
Planning & Zoning Meeting**

September 05, 2024 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. AGENDA ITEMS**

- 1. Request for Development Order and Certificate of Appropriateness - 976 Main Street - Innovations Financial Credit Union.**

**F. OTHER BUSINESS**

**G. ADJOURN**

**H. ZOOM**

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

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for Development Order and Certificate of Appropriateness - 976 Main Street  
- Innovations Financial Credit Union.

MEETING DATE	PREPARED BY
Thursday, September 5, 2024,	Tamara Donjuan, Planning & Zoning Officer

**SUMMARY**

Innovations Financial Credit Union located at 976 Main Street, Parcel ID:00000000-00-1893-0000, .964 acreage is requesting approval for Development Order and Certificate of Appropriateness. The Planning and Zoning Commission met on August 8, 2024, granting a temporary permit for 60 days to allow the business to move forward with opening to the general public. The City Council approved the recommendations founded by the Planning and Zoning Commission on August 13, 2024, at the regular scheduled Council meeting.

Innovations Financial Credit Union has resubmitted documentation that address the concerns the Planning and Zoning Commission had. The new information includes drawings for the parking lot to include a ramp for ADA, as well as the necessary stormwater management requirements. Innovations Financial Credit Union request final approval for the development order and certificate of appropriateness for the development.

After reviewing the new documents, Chapter 44, Zoning- Article VII.- Off-street parking and Chapter 14, Article VIII.-Stormwater management- Section 14-189, requirements have been met.

The development has met all standards for the corridor development district. Northwest Florida Water Management District data maps show approximately 100% of the property is in Flood Zone "X" which is an area of minimal flood hazard.

The redevelopment will keep its character and charm that is an aesthetic blend with the surrounding area.

The City Council will meet on September 10, 2024, at 5:00pm.

**RECOMMENDATION**

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

- ATTACHMENTS**
- 1. Development Order Packet
  - 2. Drawings for Parking and Stormwater

# City of Chipley Development Order

File No. \_\_\_\_\_ Fees Paid \$ \_\_\_\_\_

Name of Owner: Innovations Financial Credit Union Phone #: 850-233-4400Address: 976 Main Street, Chipley, FL 32428Name of Developer/Contractor: Mainstreet Property SolutionsAddress: 777 Hutchinson Road, Chipley, FL 32428 Phone #: 850-703-0084Type of Development: Credit Union Parcel Size: 0.964 acresLocation of Development: 976 Main Street, Chipley, FL 32428Land Use Designation: Neighborhood Commercial Sq. Ft. of Building 1,954

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 &amp; 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: \_\_\_\_\_

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Section E, Item 1.

Name: Innovations Financial Credit Union

Address: 976 Main Street

Phone #: 850-867-5172

Chipley, FL 32428

Address of property to be improved: 976 Main Street, Chipley, FL 32428

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

Readdress: Woodsen ADA ramp implementation, crushed concrete parking lot, implement ADA parking.

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

I (name of applicant) Amanda Leonard <sup>representative for</sup> Innovations FCU 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: [Signature] Date: 8/20/24

\*\*\*\*\*

Action: Approved Not Approved

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature/Title/Authority



# City of Chipley

## Land Use Compliance Certificate

**Fee Amount \$ 40.00**



Verification provided for (Owner's Name): Innovations Financial Credit Union

Project Site Address: 976 Main Street, Chipley, FL 32428

Phone Number: 850-867-5172

Contractor Name/Address See attached

Contractor Phone #: \_\_\_\_\_ Parcel I.D. Number: \_\_\_\_\_

### City of Chipley Future Land Use Designation

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

Flood Zone: ☒ Yes ☒ No Zone Type \_\_\_\_\_

Asbestos: ☒ Yes ☐ No

Scope of work (Please provide details of all work): add ADA wooden ramp, add ADA parking spot, and implement a crushed concrete parking lot

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.

Anthony [Signature], Facilities Manager  
Applicant

8/20/24

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.



August 20, 2024

To Whom It May Concern-

The contractor for the addition of the wooden ADA ramp is:

Mainstreet Property Solutions

850-703-0084

777 Hutchison Road, Chipley, FL 32428

The contractor for the crushed concrete parking lot and ADA parking is:

Roberts and Roberts, Inc.

850-215-8001

1741 N. Sherman Avenue, Panama City, FL 32405

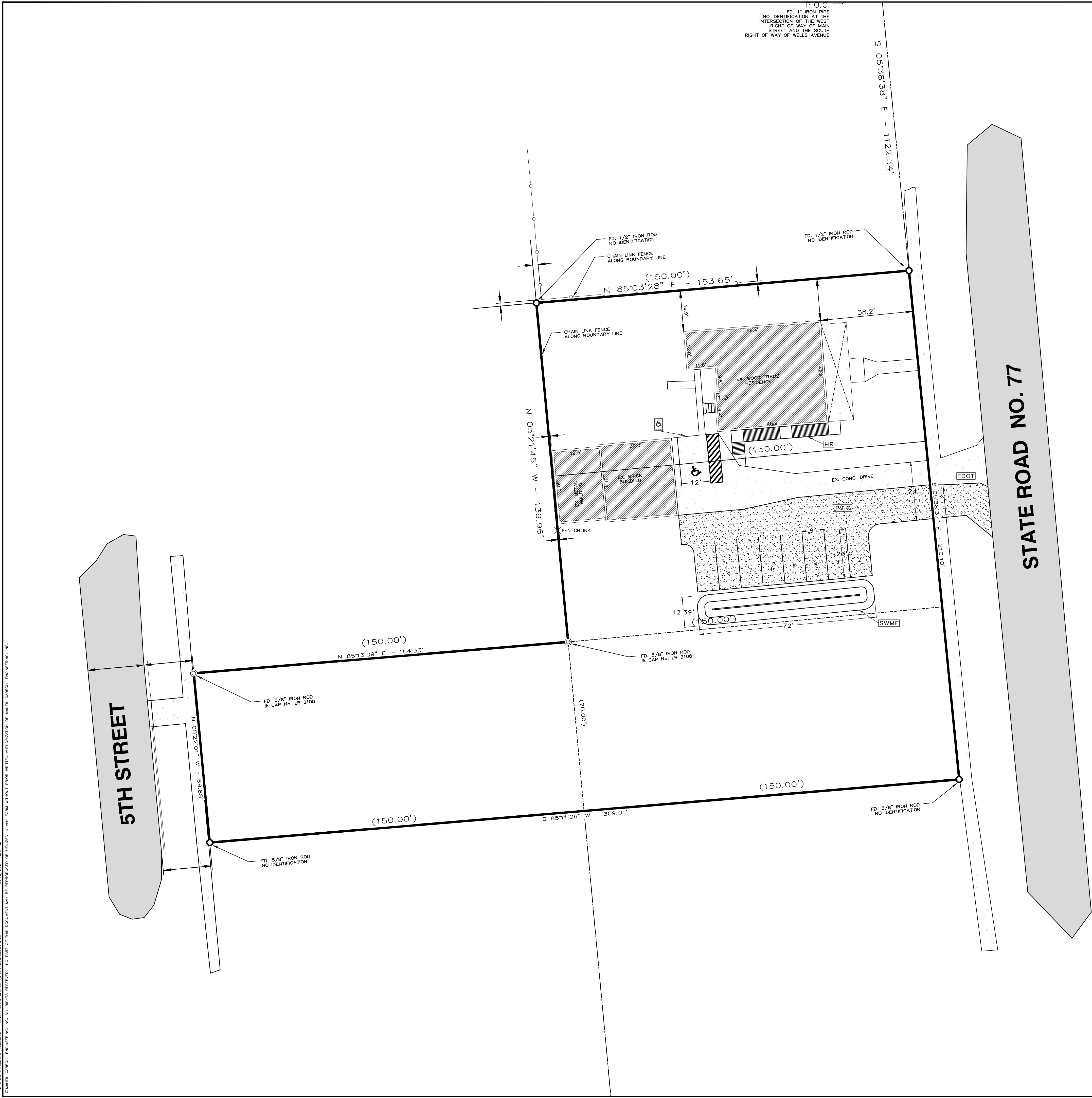
We are using the existing concrete slab at the end of the driveway for the ADA parking. The ramp will have a landing every 12 feet (as shown in the attached drawing). The stormwater management measurements are included in the parking lot drawing.

Regards,

A handwritten signature in blue ink, appearing to be "Archie M. D.", is written on a horizontal line.



8/19/2024 4:50 PM  
INNOVATIONS FINANCIAL CREDIT UNION - INNOVATIONS FINANCIAL CREDIT UNION  
© McNEIL CARROLL ENGINEERING, INC. ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR UTILIZED IN ANY FORM WITHOUT PRIOR WRITTEN AUTHORIZATION OF McNEIL CARROLL ENGINEERING, INC.

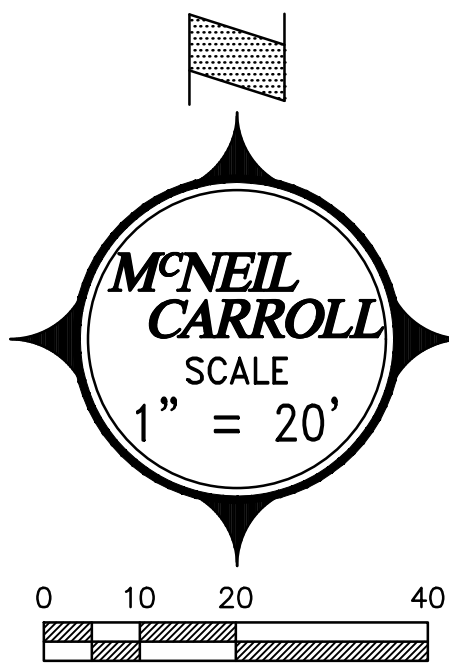


SITE LAYOUT DRAWING NOTES:

1. ALL RADII AT FACE OF CURB ARE 5' UNLESS OTHERWISE SHOWN.
2. CONTRACTOR SHALL PROVIDE McNEIL CARROLL ENGINEERING, INC. FIVE (5) SETS OF AS-BUILT DRAWINGS AND ONE (1) DIGITAL COPY (AUTOCAD FORMAT) OF THE COMPLETED PROJECT. DRAWINGS SHALL BE PREPARED AND SIGNED & SEALED BY A FLORIDA REGISTERED SURVEYOR.
3. ALL DIMENSIONS AT CURB ARE FROM FACE OF CURB.
4. ALL DISTURBED AREAS SHALL BE RESTORED TO ORIGINAL CONDITION AND SODDED PER FDOT INDEX 105.
5. A COPY OF ALL REGULATORY PERMITS SHALL BE KEPT ON SITE.
6. THE CONTRACTOR SHALL REVIEW THE COMPLETE NWFWD PERMIT PRIOR TO CONSTRUCTION COMMENCEMENT.
7. AN 8 1/2 x 11 NWFWD WEATHER RESISTANT SIGN, INCLUDING THE PERMIT NUMBER SHALL BE PLACED ON THE PROPERTY FACING THE ROAD.
8. ALL PROPOSED UTILITIES TO BE PLACED UNDERGROUND.
9. ALL ABOVE GROUND UTILITIES TO BE SCREENED BY LANDSCAPING.

SYMBOL LEGEND

- (DENOTES NEW "STOP" SIGN)
- (DENOTES NEW "HANDICAP PARKING" SIGN)
- (SEE F.D.O.T. CONNECTION PERMIT)
- (5' WIDE HANDICAP RAMP @ 1:12 SLOPE)
- (SEE NOTE 16, #1 - SEE NOTES ON THIS SHEET)
- (CRUSHED CONCRETE PAVEMENT - SEE CONSTRUCTION DETAILS)
- (STORM WATER MANAGEMENT FACILITY)



SITE DATA TABLE		
PARCEL ID: 00000000-00-1893-0000		
GOVERNING ENTITY - CITY OF CHIPLEY		
LAND USE - NEIGHBORHOOD COMMERCIAL		
TOTAL AREA OF SITE: 43.136 SQUARE FEET - 0.99 ACRES		
TOTAL BUILDING AREA: 2,092 SQUARE FEET - 0.05 ACRES		
FLOOD ZONES ON PROPERTY - X		
	ALLOWED/REQUIRED	PROPOSED
TOTAL IMPERVIOUS AREA	21,568 SQUARE FEET - 0.49 ACRES	8,876 SQUARE FEET - 0.20 ACRES (2,868 NEW)
IMPERVIOUS SURFACE RATIO	0.50	0.21
FLOOR AREA RATIO	NA	0.05
DENSITY	NA	NA
OPEN SPACE AREA	21,568 SQUARE FEET - 0.49 ACRES	34,260 SQUARE FEET - 0.79 ACRES
OPEN SPACE RATIO	0.50 MIN.	0.79
FRONT YARD SETBACK	25 FEET	38.2 FEET (EXISTING)
SIDE YARD SETBACK	10 FEET	16.9 FEET (EXISTING)
REAR YARD SETBACK	20 FEET	59.4 FEET (EXISTING)

PARKING SPACE SCHEDULE				
NO.	ANGLE	WIDTH	DEPTH	NOTES:
1	90°	12	20	W/ DRIVERS SIDE 5" WIDE AISLE
2-6	90°	9	20	

ALL PARKING STALLS SHALL BE 4" WHITE STRIPING ON ASPHALT AND 4" YELLOW ON CONCRETE. HANDICAP SIGNAGE AND STRIPING SHALL BE TO STATE AND CITY CODE. LANE SEPARATION LINES SHALL BE 6" WIDE.

REQUIRED PARKING CALCULATION			
PROPOSED USE	PARKING REQUIREMENT	SQUARE FOOTAGE/UNITS	SPACES REQUIRED
BANK	1 PER 400 SQ. FT	2,092 SQUARE FEET	5.23
			TOTAL PARKING REQUIRED = 6
			TOTAL PARKING PROVIDED = 9

PERMIT PURPOSES ONLY

SITE LAYOUT PLAN  
INNOVATIONS FINANCIAL CREDIT UNION  
976 MAIN STREET  
CHIPLEY, FLORIDA

SCALE SHOWN  
DESIGNED BY: ---  
DRAWN BY: ---  
REVIEWED BY: ---  
ISSUE DATE: 8/19/2024  
CITY: 1235.0501  
NOT RELEASED FOR CONSTRUCTION  
DATE: ---

**McNEIL  
CARROLL**  
ENGINEERING, INC.

17800 Panama City Beach Parkway  
Panama City Beach, Florida 32413

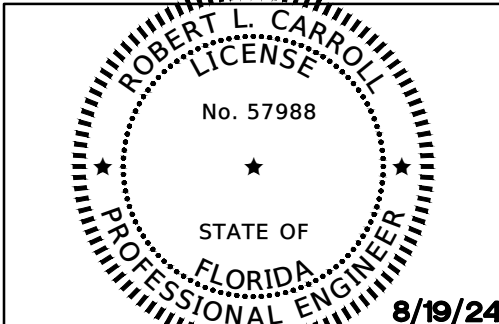
Phone: 850-234-1730  
Fax: 850-234-1731

Professional Engineering Consultants  
STATE OF FLORIDA CERTIFICATE OF AUTHORIZATION NUMBER: 7288

NO.	DATE	BY	REVISIONS
01			
02			
03			
04			
05			

Sean D. McNeil, P.E.  
PROFESSIONAL ENGINEER  
FL LIC # 48905

Robert L. Carroll, P.E.  
PROFESSIONAL ENGINEER  
FL LIC # 57988



SHEET NUMBER  
3 OF 3