



**City of Chipley
City Council Meeting**

January 13, 2026 at 5:00 PM

City Hall - 1442 Jackson Avenue, Chipley, FL 32428

AGENDA

A. CALL TO ORDER

B. PRAYER AND PLEDGE

C. APPROVAL OF AGENDA

D. CITIZENS REQUEST

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

E. APPROVAL OF MINUTES

1. Regular Council Meeting - December 9, 2025

F. DEPARTMENT REPORTS

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

[10.](#) Finance Department Report

[11.](#) City Administrator Report

G. PRESENTATIONS

[1.](#) **Christmas House Decoration Awards**

[2.](#) **ChIPLEY Christmas Fest Parade Contest Winners** - Heather Lopez

[3.](#) **Recognition Award** - Christmas Fest of Chipley, Inc.

H. CONSENT AGENDA

[1.](#) **Resolution No. 26-16** – Florida Department of Commerce Agreement No. M0041 – Amendment No. 4 – Mongoven/First National Bank Building Project

[2.](#) **Resolution No. 26-17** – PeopleSouth Bank Loan

[3.](#) **Resolution No. 26-18** – PeopleSouth Bank Loan

[4.](#) **Resolution No. 26-19** – PeopleSouth Bank Loan

[5.](#) **Resolution No. 26-20** - Florida Department of Transportation, Transportation Alternatives Program Funding - Westbourne Avenue and West Boulevard Sidewalk Project

I. AGENDA ITEMS

[1.](#) **Request for Development Order** - MK Wash & Go, LLC - Take 5 Oil Change

J. OTHER BUSINESS

K. ADJOURN

L. 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.

**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
- 2. **Resolution No. 26-11** – Capital City Bank Loan – Water Department
- 3. **Resolution No. 26-12** – Code Enforcement Fines Policy

4. **Resolution No. 26-13** – Chipley Police Department Investigative Cost Recovery Policy
5. **Resolution No. 26-14** – FDFS Firefighter Assistance Grant Agreement

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) nays, 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 the city is going to move forward with a parking lot quickly, then she is willing to discuss not obtaining 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 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



Total Incidents per Personnel (5274)

Start Date: 12/1/2025 0:00:00 | End Date: 12/31/2025 23:59:59

District

Station

Shift

Unit

Select an option ▼

Select an option ▼

Select an option ▼

Select an option ▼

Average Personnel Responding

7

Total Runs

35

Personnel On/Off Apparatus

Personnel	On Appatatus	Off Apparatus	Total # of Incidents	% of All Incidents
201 Aycock, Hunter	30	3	33	94.29%
202 Adams, James	10	9	19	54.29%
203 Rustin, Kenneth	0	2	2	5.71%
204 Ostrowski, Steven	20	12	32	91.43%
205 Finch, Donald	16	13	29	82.86%
206 Adams, Bradly	1	3	4	11.43%
207 Cook, Mathew	1	6	7	20.00%
208 Hobby, Brad	10	8	18	51.43%
209 Webb, Corey	6	9	15	42.86%
210 Gavaller, Jason	13	14	27	77.14%
211 Wilson, Sawyer	4	5	9	25.71%
212 Bass, Adam	2	5	7	20.00%
213 Pickens, Tyler	3	3	6	17.14%
214 Cook, James	4	6	10	28.57%
215 Wilcox, Jerad	2	1	3	8.57%
216 Lane, Noah	19	8	27	77.14%
220 Adams, Wesley	0	1	1	2.86%
221 Aycock, Floyd	2	9	11	31.43%
222 Kilgore, JD	1	1	2	5.71%
223 Odum, Matt	6	10	16	45.71%
224 Hall Jr., Gary	6	13	19	54.29%

Total Incidents per Personnel for Date Range

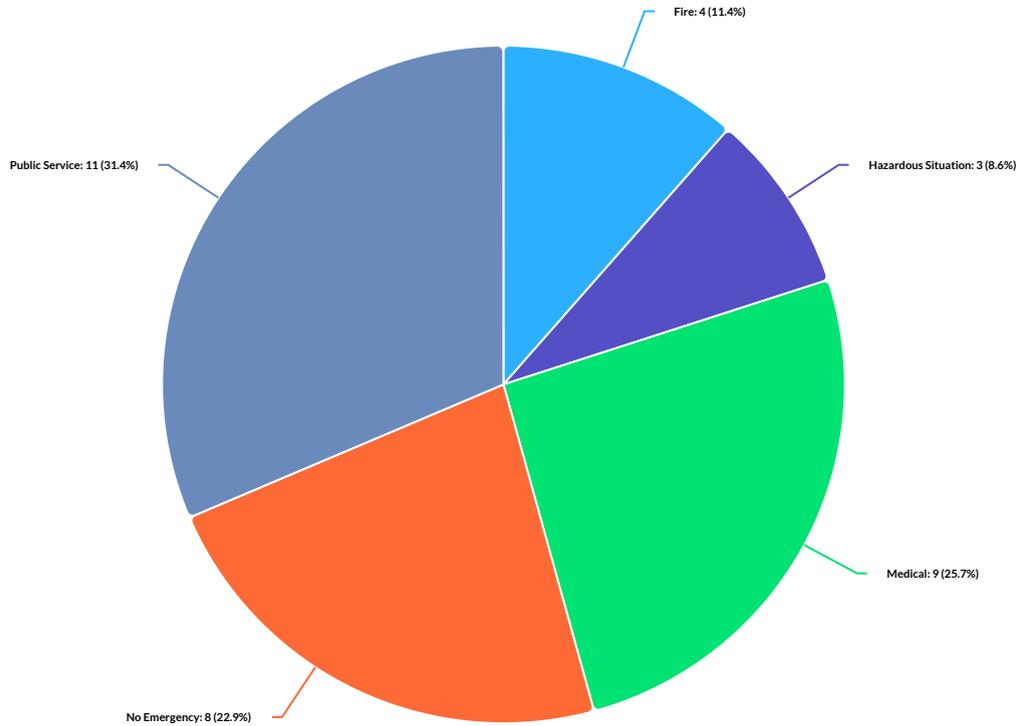


Breakdown by Major Incident Types (5530)

Start Date: 12/1/2025 0:00:00 | End Date: 12/31/2025 23:59:59

Record Status
(No filters applied)

District
(No filters applied)



Fire	Hazardous Situation	Medical	No Emergency	Public Service
4	3	9	8	11

Primary Incident Type	Count	Percentage
Cancelled	6	17.14%
Citizen Assist / Service Call	1	2.86%
Controlled Burning (Authorized)	1	2.86%
Damage Assessment	2	5.71%
Electrical Power Line Down / Arching / Malfunction	1	2.86%
Fire Alarm	1	2.86%
Gas Leak / Gas Odor	2	5.71%
Lift Assist	1	2.86%
Motor Vehicle Collision	9	25.71%
No Incident Found Upon Arrival / Location Error	1	2.86%
Standby	6	17.14%
Structural Involvement	2	5.71%
Vegetation / Grass Fire	2	5.71%
Grand Total	35	100.00%

This report runs off of the Dispatch Time. If you do not have a Dispatch Time in a report it will not show here.

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
25-001	2/24/2025 8:10:28	HAycocck@cityofchipley.com	Draft Document	Draft ordinance re: open burning code	2/24/2025	2/28/2025	Hunter Aycocck	https://drive.google.com/open?id=17UjSWc5vLsjNoE3fnLA9aixF26weo9La	3/5/2025	Reviewed draft	Complete
25-002	3/17/2025 14:54:18	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	1214 Johnson Ave was foreclosed on 3/3/25 and is requesting lien search. Will the city's code enforcement lien still apply? If so, can you give me a total for the liens. Thank you.	3/17/2025	3/21/2025	Tamara Donjuan	https://drive.google.com/open?id=10bJm1CLAXDaTDIzLc7CfJxJFCWj5jTwR	3/18/2025	Sent memo to TD	Complete
25-003	3/19/2025 12:53:53	ptanner@cityofchipley.com	Draft Document	The Washington County Phenoms - Facilities Use Agreement for use of the city field behind T.J. Roulhac. They have submitted their COI naming the city as additional insured.	3/19/2025	3/24/2025	Patrice Tanner		3/22/2025	Sent draft agreement to PT	Complete
25-004	3/20/2025 13:12:00	ptanner@cityofchipley.com	Draft Document	We will need the following per the grant agreement: The results of a title search and the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property or a copy of title insurance. This will be for Shivers Park - Parcel No. 00-1938-0000 and Gilmore Park - Parcel No. 00-1407-0000.	3/20/2025	4/20/2025	Patrice Tanner		4/29/2025	Sent opinion letter	Complete
25-005	3/28/2025 12:51:48	ptanner@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	We have a council member inquiring about the possibility of making our animal control ordinance more strict to prevent dogs from being on chains, if feasible.	3/28/2025	4/4/2025	Patti Tanner		5/29/2025	Sent animal control ord to PT	Complete
25-006	4/9/2025 14:42:07	ptanner@cityofchipley.com	Document/Contract Review	This is the information we gave to the council for discussion. We will put it on the agenda for May for discussion again. I did not include the company we will use for the background checks because I know you were looking into that last month. Let me know your thoughts.	4/9/2025	4/23/2025	Patti Tanner	https://drive.google.com/open?id=1En4yLY9qU1iKYuDEHTQfYIHLZl2RrSXH , https://drive.google.com/open?id=1Hh5mSWxmq57QQ5UfNgLbjnva8yHQ8l9q , https://drive.google.com/open?id=1tKAX910ULZ8CrN4vJLZCNvNPD9phpWiE , https://drive.google.com/open?id=1kJJH3HGtIIV0mJOL840KEJdWstaBWuPP	11/2/2025	Pending meeting with Board	PENDING
25-007	4/9/2025 15:08:13	ptanner@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	Please review the information submitted by Mr. Richard McMahon about being approved to hand out ministry cards at Highway 77 and Highway 90 intersection. He would also like to collect money and the person performing the services would get to keep the money collected.	4/9/2025	4/16/2025	Patti Tanner	https://drive.google.com/open?id=1mq0edlPxBtp56WlnGPRwhyD5f8AGh3SZ , https://drive.google.com/open?id=1JtsKmlmBI-cl0vQUXB3JSFA8S19d4nxU	4/17/2025	Sent memo and ordinance language to PT	Complete
25-008	4/9/2025 15:17:40	ptanner@cityofchipley.com	Document/Contract Review	Can we look at the code and comp plan per our discussion last night and see if there is something we can come up with that the Council may be agreeable to that will limit the neighborhood commercial business possibilities from what they currently are. This may help to alleviate some citizen concerns when it comes to the types of businesses that are allowed at certain locations. I would say as long as it is consistent with what other entities are doing. I will send the comp plan by email because it is too large.	4/9/2025	4/10/2025	Patti Tanner		4/15/2025	Sent memo to PT to work with planning group	PENDING
25-009	4/24/2025 10:49:33	ptanner@cityofchipley.com	Draft Document	Can you please prepare the resolution and purchase agreement for the sale of the city industrial park property for MBN Properties, LLC. Seamus paid for the boundary survey to be done so it will not need to be included in the closing costs. I have attached the boundary survey. We would like if at all possible to have this on the agenda in May which would require us to have it back by May 6, 2025. If this is not possible just let me know and I will let the purchaser know it will be June. We charge \$5,000 per acre for this property.	4/24/2025	5/6/2025	Patrice Tanner	https://drive.google.com/open?id=1pDjDDnrI6msHJTL6zyfHbENQ-RbxADZ	5/7/2025	Sent PSA to PT	Complete
25-010	5/19/2025 8:26:12	tdonjuan@cityofchipley.com	Request for Memo to Administration/Staff (Legal Research)	I have a lien amount request for 777 West Blvd. Can you please provide me with the total lien amount with a daily per diem?	5/19/2025	5/23/2025	Tamara Donjuan	https://drive.google.com/open?id=1xgBtypGAyiAnr4kZNPtH-w21DXHKMz1L	5/19/2025	Sent memo to TD	Complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
25-011	5/28/2025 15:18:24	planner@cityofchipleey.com	Request for Memo to Administration/Staff (Legal Research)	The sidewalk behind The Mug on Main is city owned and the gutters on the building are making the water flow onto our sidewalk which is a safety issue. What kind of liability is it for the city to connect to the building owners gutter and pipe the water under the sidewalk and out into the parking lot? Or, is it the building owners responsibility to direct the water off of the city sidewalk. I am being asked by a council member to redirect the water but the only way we can do this is to connect to the gutter system already in place. If it is not a liability for the city then we can do this.	5/28/2025	6/6/2025	Patti Tanner	https://drive.google.com/open?id=1TiHkcWU9HyC8N4d7B2e0BILxX8NdVWS4	5/29/2025	Sent memo to PT	Complete
25-012	6/6/2025 7:35:28	tdonjuan@cityofchipleey.com	Request for Memo to Administration/Staff (Legal Research)	You gave me the total for fine for 777 West Blvd on 05/19/2025. Have any fees changed for the attorney? I understand it has changed for the daily fines. Just need verification as this may come up in the meeting Tuesday night. Here is what you have sent me. Fines through today are \$46,350.00 accruing at \$50.00 per day. Attorney's fees and costs are \$1,077.50 through today. That gives us a total lien amount of \$47,427.50 through today.	6/6/2025	6/6/2025	Tamara Donjuan		6/9/2025	Sent memo to PT and TD	Complete
25-013	6/10/2025 16:31:29	ptanner@cityofchipleey.com	Draft Document	I met with Cindy Birge with Elite Realty today and we discussed the award of the Real Estate Consulting Services from last months meeting. I am attaching a standard realtor agreement for your review, but I thought you might want to draft an agreement yourself to be approved at next months meeting. We will also need an attachment to the agreement such as a Task order that we can use to task them with specific jobs that will include the cost of the specific tasking that we can also take to the council each time we have a property to sell. So we would have a contract and task order to approve at the July meeting. I am also attaching the RFQ documents.	6/10/2025	6/24/2025	Patti Tanner	https://drive.google.com/open?id=1Z51NiJ5uyKEvP8c3wULxp8K6ORULKq , https://drive.google.com/open?id=1KnzqTzqj23PPTz77jLMhBpA0yu3Ub3h , https://drive.google.com/open?id=1rKZVX6PX384vnpHHeVrUpG98g0w5JD7 , https://drive.google.com/open?id=1h5UUOvIMcYT-2niN7s0vRkZoa1DZGe7w	7/8/2025	Revised agreement	Complete
25-014	7/8/2025 17:06:24	ptanner@cityofchipleey.com	Draft Document	Prepare a policy regarding the waiving of code enforcement fines as was discussed in the meeting last month	7/8/2025	7/23/2025	Patrice Tanner		12/3/2025	Sent draft resolution to PT	Complete
25-015	7/8/2025 17:12:39	PTanner@cityofchipleey.com	Draft Document	Attached is the updated survey and the original agreement that was approved for the ChIPLEY Station. Can you please amend the agreement with the updated legal description and we will place it on the August agenda.	7/8/2025	7/23/2025	Patrice Tanner	https://drive.google.com/open?id=1UaO9_lc21fWthpCrUr0se2oGPzOzfiTW , https://drive.google.com/open?id=15myfbm_JpMHDIMQsflBm8xZ86Kffiel	7/26/2025	Sent amendments to PT	Complete
25-016	7/8/2025 17:14:02	PTanner@cityofchipleey.com	Draft Document	Attached is the Partial Release of Mortgage that you had originally done due to the boundary lines of the Pedraja and Hitchcock properties being incorrect. I believe you said we would need to reverse this partial release if they did not end up paying their CRA loan off in full. They did not end up paying it off and are continuing to make monthly payments.	7/8/2025	7/23/2025	Patrice Tanner	https://drive.google.com/open?id=1vn_x69n2-b8ZDRM8G-MSJPaalgSCx7JD	7/23/2025	title company advised not needed	Complete
25-017	7/8/2025 17:16:11	PTanner@cityofchipleey.com	Draft Document	The attached grant is for Coggin Properties. They were originally paid \$11,977.50 in grant funds for 1276 Church Avenue. They have since sold the property and reimbursed CRA 80% of the grant funds for a total of \$9,582.00. What do we need to do with these grants in order to release the lien where we recorded the grant documents? Will you prepare us a standard lien release that we can utilize moving forward, or how do you want us to handle this.	7/8/2025	7/22/2025	Patrice Tanner	https://drive.google.com/open?id=1K7rxDqCjZijF8xzBuAwP_38nC8TZd , https://drive.google.com/open?id=1k_yoKbtVxTDC4wUQNQLxbtCOnT36EL3R , https://drive.google.com/open?id=1J0yJEvSYXsEvRftf2mb_Xf2E56HlxC8	9/16/2025	Sent lien release to PT	Complete

Tracking Number	Timestamp	Email Address	Legal Service Requested	Summary of Request	Date Submitted	Response Deadline	Contact Name	Supporting Documentation for Request	MBJ Reviewed	Notes	Status
25-018	8/14/2025 13:49:00	PTanner@cityofchipley.com	Document/Contract Review	Review of proposed CPD Policy for Investigative Recovery Costs	8/14/2025	8/28/2025	Patrice Tanner	https://drive.google.com/open?id=1NUKLvjeGBWm6UGerKvHRtkWVxO19ID3g , https://drive.google.com/open?id=1ndbeW9BVo96Y8MsZRsVqWAo6chxXhjih , https://drive.google.com/open?id=1d3LAogYRzyK8ICw4T-1YiMG0Y5p2bSSN , https://drive.google.com/open?id=140bVgjgDVw6cxhGk7hXWTzwZBngnWuk	11/12/2025	Sent changes and memo to PT	Complete
25-019	10/10/2025 10:21:42	PTanner@cityofchipley.com	Draft Document	Draft contract for Simmons purchase of Church Avenue parcel Michelle,	10/10/2025	10/10/2025	Patrice Tanner	https://drive.google.com/open?id=1E8fA3_QGmolge6AdslbxjnRISnhF3P4 , https://drive.google.com/open?id=1ef2OW2Ues1kAVti0aysWC65_pzmMt57_	10/10/2025	received and assigned	complete
25-020	10/10/2025 10:19:38	PTanner@cityofchipley.com	Draft Document	<p>Attached is the boundary survey for the property in the City Industrial Park that Hal Gore is requesting to purchase. The cost of the boundary survey is to be paid to the city by the purchaser in the amount of \$2,073.00 (invoice attached). The sale price is the same at \$5,000.00 per acre. He wants to put the purchase in his business name of Kingdom Come, LLC.</p> <p>Please prepare the documents needed to present to the council at the October meeting.</p>	10/10/2025	10/10/2025	Patrice Tanner	https://drive.google.com/open?id=1Dw8lG7ZnhRsrB-Y-DwKowxVJY11m4Z9C , https://drive.google.com/open?id=1sZRWutAuHIGeuvu1QmPRodv6jro3SCfR , https://drive.google.com/open?id=1ZlwOXw05cgpnVgVbaUYcWDVDkk6WBf1	10/10/2025	attached a clean copy of the agreement for Purchase and Sale to be executed	complete
25-021	11/10/2025 17:54:38	planner@cityofchipley.com	Draft Document	Draft policy regarding waiver of fines for future code enforcement cases, upon proof of compliance, administration can approve waiver of 90% of fines and payment of attorney's fees and costs	11/10/2025	11/24/2025	Patrice Tanner		12/3/2025	Sent draft resolution to PT	complete



Chipley Redevelopment Agency
P.O. Box 457 – 672 5th Street
Chipley, FL 32428
850.638.4157 – director@washcomall.com

January 1, 2026

Dear Mayor and Council Members,

We are pleased to provide this month’s update on the continued progress of the Community Redevelopment Agency (CRA). The new fiscal year continues to build momentum, with increased activity in the grant program and steady engagement from property owners and business operators throughout the district.

Project Activity

No projects reached completion during November; however, several approved projects are currently preparing for their construction and improvement phases. CRA staff are working closely with grant recipients to support efficient project startup and ensure compliance with program guidelines as work progresses.

Director’s Report

Grant Documentation Review and CRA Plan Considerations

During a recent review of existing grant documentation, we identified the need to update and clarify what activities and improvements are eligible for grant funding. While the grant materials have been streamlined over time, continued refinement is necessary to ensure clarity, transparency, and accessibility for applicants.

Based on direct feedback, it is evident that current documentation does not clearly communicate to residents and business owners which property repairs or improvements are eligible or ineligible for funding. To address this gap, staff recommends the development of a detailed “How-to-Apply” checklist with clear, step-by-step instructions written in plain language. This approach will reduce confusion, improve compliance, and support equitable access to CRA grant opportunities.

The CRA should consistently provide the most accurate, viable, and understandable information possible to community applicants. To that end, CRA Administrator Susan Williams and I have requested a working session with the City Administrator and CRA support staff. The purpose of this meeting is to better understand operational needs, align expectations, and determine how best to support staff while ensuring the community receives the most current and accurate grant information.

CRA Plan Update Consideration

Additionally, based on my attendance at the Florida Redevelopment Association (FRA) Conference this past October, it is clear that while the State does not mandate updates to CRA Plans on a fixed schedule, best practice strongly supports periodic updates. CRA plans are intended to be living documents and are expected to evolve to remain relevant, defensible, and implementable.

CRA Plan updates commonly occur through amendments tied to:

- Changes in redevelopment priorities
- Expansion or reconfiguration of project scopes
- New funding realities
- Strategic repositioning of investment and incentive programs

Rationale for Updating the CRA Plan

The current CRA Plan was developed under economic and market conditions that differ from those of today. Updating the plan would allow the City to realign redevelopment priorities with current realities, ensure the responsible and strategic use of tax increment financing, and strengthen the CRA’s ability to leverage private investment and pursue grant funding.

This update would represent a proactive governance measure, reinforcing fiscal accountability, legal defensibility, and long-term return on investment for the community.

Round Table: (Item b. Minutes Nov 18th)

- i. Item b. of Nov. 18 Agenda - Director asked for clarification and Board alignment regarding the CRA Grant Program by handing out a form for all board members to fill out. Chair asked all board members to fill out and email (do not reply to all) to Director and Administrator. Any questions not answered will be discussed at next board meeting (Dec 16, 2025 meeting)
- ii. At this time no board members replied with answers to CRA Director’s questions or completed the form.
- iii. Director emphasized the need to provide updated documentation and update CRA Plan. Was advised that Chair has archives and to look to Heather Lopez for other documentation.

Shirley R. Parrado, MA CRA Director

Looking Ahead

The CRA remains committed to fostering revitalization, economic growth, and reinvestment across the district. With new grants approved and additional applications under review, we anticipate steady project activity in the months ahead. We look forward to another productive year strengthening our community through strategic redevelopment efforts.

Grant Program Update

During the November meeting, the CRA Board reviewed and acted on the following items:

Grant Review and Decision

- Application 2-2026 – Thomas Simmons, 1237 Church Ave.
The Board voted to table the application. The Board determined that clarification is required, including:
 - If grant can be given due to scope of work or if applicant needs to apply for the loan program.
- Grant 01-2026 has been finished and waiting on check from City.
- Sister's Southern Charm LLC building has been sold and payment has been made.
Waiting on confirmation from City.

New Business

Documentation was received by Thomas Simmons and will be presented at Decembers board meeting.

2026 Officer Nominations

The Board conducted officer nominations for the 2026 calendar year:

- Vice Chair: Summer Thomas was nominated by Crystal Abel and seconded by Tracy Bell. The motion passed unanimously.

An Email was sent to remind the City of Chipley of the City Tax Increment Financing payment due to the Chipley Redevelopment Agency Trust Fund account that should be deposited on or before January 1, 2026. Awaiting response.

Thank you for your ongoing support and partnership as we continue advancing the CRA's mission.

Sincerely,
Susan Williams
CRA Administrator



City of Chipley

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

January 8, 2026

Chipley Redevelopment Agency
Post Office Box 457
Chipley, Florida 32428

Dear Mrs. Parrado:

The Chipley Redevelopment Agency bank accounts have the following balances as of December 31, 2025:

<u>Account Name</u>	<u>SBA Account</u>	<u>Checking Account</u>	<u>Total Amount</u>
CRA Trust Escrow	\$ 13,824.99	\$ 10,006.45	\$ 23,831.44
CRA Trust Fund	.00	145,609.22	145,609.22
CRA Revolving Loan	_____ .00	<u>14,782.34</u>	<u>14,782.34</u>
Total	\$ 13,824.99 =====	\$ 170,398.01 =====	\$ 184,223.00 =====

If you have any questions or if you should need additional information, please contact me at the number listed above or by email at jrichter@cityofchipley.com.

Sincerely,

Jamie Richter

Jamie Richter
Finance Director

**City of Chipley
Community Redevelopment Agency
Revolving Loan Acitivity
Fiscal Year 2025 - 2026**

Section F, Item3.

Name	Loan Balance As of 10/01/25	New Loans (10/01/25 - 09/30/26)	Principal Paid (10/01/25 to 09/30/26)	Balance As of 12/31/2025
Sister's Southern Charm (11/20/18)	4,831.22	0.00	4,418.63	0.00
Leanne and John Pedraja (07/18/19)	2,997.25	0.00	1,003.70	1,993.55
Cynthia H. Brown (02/10/22)	9,872.24	0.00	717.88	9,154.36
Tiffany Hitchcock (04/12/22)	10,586.16	0.00	714.37	9,871.79
Rachel & James Jenkins (05/27/22)	5,412.46	0.00	356.75	5,055.71
Mickey Knapp (02/17/25)	18,213.30	0.00	676.17	17,537.13
Totals	\$ 51,912.63	\$ -	\$ 7,887.50	\$ 43,612.54

	Due Date	Monthly Payment Due	Last Payment	
Sister's Southern Charm	20th	262.02	12/02/25	
Leanne and John Pedraja	18th	255.35	12/22/25	2 pymts made
Cynthia H. Brown	10th	255.35	12/08/25	
Tiffany Hitchcock	13th	255.37	12/10/25	
Rachel & James Jenkins	27th	127.67	12/09/25	
Mickey Knapp	17th	255.37	12/15/25	



City of Chipley



Section F, Item 4.

CODE ENFORCEMENT

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

DECEMBER 2025

- 1. Total Active Cases: 15**
- 2. New cases opened this month: 0**
- 3. Properties Posted this month: 0**
- 4. Cases brought before this month's Special Magistrate: 0**
- 5. Cases Closed this Month: 0**
- 6. Signage Removal: 0**
- 7. Code Enforcement Verifications: 4**
- 8. Courtesy Letters Sent: 0**
- 9. Properties with Active Liens: 19**

1. 1209 Campbellton Avenue 08/05/2020 Sent to attorney.
2. 1278 Holley Avenue (Two Liens) 08/05/2020 & 08/26/2022 Sent to attorney.
3. 1471 S. Railroad Avenue 07/11/2022 Sent to attorney.
4. 592 Main Street 09/19/2022 Sent to attorney.
5. 777 West Boulevard 01/09/2023 Sent to attorney.
6. 746 West Boulevard 4/12/2023 Sent to attorney.
7. 1214 Johnson Avenue 05/08/2023 Sent to attorney. (Foreclosed 2/19/2025)
8. 1167 6th Avenue 8/10/2023 Sent to attorney.
9. 492 2nd Street 8/10/2023 Sent to attorney.
10. 504 Martin Luther King Drive 11/21/23 Sent to attorney.
11. 771 Pecan Street 12/4/23 Sent to attorney.
12. 869 Chesnut Hill Street 12/4/23 Sent to attorney.
13. 737 Pecan Street 1/11/24 Sent to attorney.
14. 566 Martin Luther King Drive 6/26/24 Sent to attorney.
15. 618 Bennett Drive 6/26/24 Sent to attorney.
16. 618 9th Street 6/26/24 Sent to attorney.
17. 550 Bennett Drive 12/26/2024 Sent to attorney.
18. 1257 Plum Ave 03/04/2025 Liens.
19. 499 Martin Luther King Drive 01/09/2023 Sent to attorney.

Case Detail Report

Active Cases

Parcel Address	Owner Name	Main Status	Case Date	Description
1356 JACKSON AVE	DAY PAUL PETE & DEIDRA DAY	Active	10/7/2025	Rodents, coming onto his property.
756 1ST ST	DANA BAXLEY	Active	10/7/2025	Abandoned materials
730 1ST ST	GODWIN SELENA	Active	10/7/2025	Abandoned materials
1022 MAIN ST	YUSUF ICE MACHINES INC	Active	10/7/2025	Building in disrepair
1304 KAY AVE	BAXLEY BILLY D & CANDICE A	Active	10/7/2025	Abandoned materials
HWY 90	PADGETT PRIMROSE LLC	Active	9/30/2025	Excessive grass, weeds, or vegetation
737 SINCLAIR ST	DST / THERESA MALLOY	Active	9/29/2025	Abandoned materials, junk
642 BENNETT DR	JODIE LEE BENJAMIN	Active	9/24/2025	Abandoned vehicle
1215 OLD BONIFAY RD	MINNIE JEWEL BOSTON ESTATE / HEIRS	Active	9/17/2025	Abandoned materials, junk
555 MARTIN LUTHER KING DR	GRACE F CHRISTIAN CHURCH INC	Active	9/10/2025	Abandoned vehicle
634 RUSTIN DR	KAREN KINSER RUSTIN & WANDA WASSON	Active	8/25/2025	Excessive grass, weeds, or vegetation
712 1ST ST	VIRGIL DILMORE & JOHNNY WALLS	Active	7/25/2025	Fence maintenance
1110 LOST LAKE RD	WASHINGTON MOTEL INV INC % REGENCY INN	Active	5/23/2025	Disrepair
829 FALLING WATERS RD	KIMBERLY L PATTERSON	Active	5/19/2025	Excessive grass, weeds, or vegetation, fence violation
607 HIDEAWAY DR	MURRAY W BATSON	Active	5/19/2025	Excessive grass, weeds, or vegetation

Total Records: 15



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



TO: City Council

FROM: Patrice Tanner – City Administrator

DATE: January 7, 2025

- (1) Land Use Compliance Certificates: 5**
- (2) Tree Removal Permits: 0**
- (3) Demolition Permits: 1**
- (4) Zoning Changes: 0**
- (5) Planning and Zoning Hearing: 0**
- (6) Signage Permits: 1**
- (7) Site Plan Reviews: 0**
- (8) Development Orders: 1**
- (9) Request to Site Manufactured Home: 0**
- (10) Request for Certificate of Appropriateness: 0**
- (11) Variance Request: 0**
- (12) Zoning Verifications: 0**
- (13) Solicitor Permit: 0**
- (14) Alcoholic Beverages and Tobacco: 0**

Permit Report

12/01/2025-12/31/2025

Permit Type	Applicant Name	Description	Owner Name	Parcel Address
Demolition	Washington County School Board	Demolition of old maintenance building past the mechanic shop at end of road.		1385 Watts Ave
Dev Order/Sign	Serene Life Beer Garden	Development order to include a Variance to sell alcohol less than 500 feet of a residence.		
Land Use Compliance	Cindy Thompson	Handicap Ramp on Front of home.	Cindy R. Thompson	808 8th St
Land Use Compliance	Scott Parrish	Re-roof. Owner is doing the job, no contractor.	BARRENTINE RICHARD L & DIANA F	1214 JOHNSON AVE
Land Use Compliance	Scott & Kim Joiner	40x60 Storage Building to match house and carriage house		
Land Use Compliance	Carol Hanratty	Fence		
Land Use Compliance	Richard Stevens	Electrical Work		



Michael Richter, Chief of Police

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

MONTHLY ACTIVITY REPORT December 1- December 31, 2025:

<u>OFFENSE:</u>	<u>NUMBER:</u>
WARRANT SERVICE	15
BAKER ACT	1
EMS ASSIST	1
911 CALL	1
MARCHMAN ACT	1
CIVIL ISSUE	1
AGENCY ASSIST	2
ANIMAL COMPLAINT	1
DISTURBANCE	2
DISTURBANCE: VERBAL	1
DECEASED PERSON	0
MISSING PERSON	0
SEX OFFENSE	0
BATTERY: DOMESTIC VIOLENCE	1
HARASSMENT/THREATS	0
SHOTS FIRED	0
DISCHARGE FIREARMS	0
THEFT	2
BURGLARY: VEHICLE	2
LOST/STOLEN ARTICLE	1
FRAUD	1
CRIMINAL MISCHIEF	0
STOLEN VEHICLE	0
TRESPASSING	9
SUSPICIOUS INCIDENT	2
SUSPICIOUS PERSON	1
DRUG CASE	6
DWLSR	2
TRAFFIC STOP	9
HIT AND RUN	1
ACCIDENT: VEHICLE	1
TOTAL	64



Michael Richter, Chief of Police

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TRAFFIC TOTALS

	NOV (LAST MONTH)	DEC (THIS MONTH)
TRAFFIC CITATIONS	55	56
TRAFFIC WARNINGS	403	563
TRAFFIC CRASHES	7	18

Traffic Crash Summary December 1- December 31, 2025

<u>DATE:</u>	<u>Time:</u>	<u>Road:</u>	<u>Closest Crossroad:</u>	<u>Intersection:</u>	<u>Form:</u>
12/1	3:34pm	Church Ave.	Parking Lot- 1284 Church	Not Intersection Related	Long
12/2	5:30pm	Main St.	Parking Lot- Quest Diagnostics	Not Intersection Related	Short
12/4	7:00am	Main St.	Glenwood Ave.	Intersection Related	Short
12/4	3:00pm	Jackson Ave.	Dalton St.	Not Intersection Related	Short
12/5	3:13pm	Main St.	South Blvd.	Not Intersection Related	Long
12/11	5:42pm	South Blvd.	Exit Driveway- CVS Pharmacy	Intersection Related	Long
12/13	11:40am	Main St.	Exit Driveway- McDonald's	Intersection Related	Short
12/14	3:45pm	Main St.	Parking Lot- Brickyard Market	Not Intersection Related	Long
12/15	4:35pm	N. RR Ave.	Parking Lot- Pal's Park	Not Intersection Related	Long
12/15	5:02pm	Main St.	Parking Lot- Walmart	Not Intersection Related	Short
12/15	5:27pm	Jackson Ave.	Main St.	Intersection Related	Long
12/19	4:05pm	Main St.	S. Railroad Ave.	Intersection Related	Short
12/21	6:38pm	Peach St.	Parking Lot- 1150 Peach St.	Not Intersection Related	Long
12/24	3:29pm	Main St.	Parking Lot- Region's Bank	Not Intersection Related	Short
12/26	4:10pm	Brickyard Rd.	Carlisle Rd.	Intersection Related	Short
12/26	7:40pm	Jackson Ave.	Dalton St.	Not Intersection Related	Long
12/27	10:45am	Main St.	Parking Lot- McDonald's	Not Intersection Related	Short
12/29	6:34pm	Main St.	Entrance Driveway- Walmart	Intersection Related	Short



City of Chipley



PUBLIC WORKS DEPARTMENT
 671 Rustin Drive
 P.O. Box 1007
 Chipley, Florida 32428
 (850) 638-6346 - Fax: (850) 638-6314

Monthly Departmental Report to City Council

Date: December/2025

Prepared by: Guy Lane

Building Maintenance

1. **Daily-** (Shivers, Gilmore, Northside, Farmers Market) Pick up trash, clean and stock restrooms, and check for vandalism.
2. **Weekly-** (Glenwood Cemetery, Public Works, City Hall, Big Flag) Flag poles, ropes, flags, and lights are checked.
3. **Weekly-** (Glenwood Cemetery, Main Street, North & South Railroad Avenue, Farmers market) Empty the trash cans at these locations.
4. **Monthly-** (Public Works, City Hall, Fire Department, Police Department) Every month the lights, fire extinguishers, HVAC filters, smoke detectors, and timers are checked.
5. **Monthly-** (All traffic signals and crosswalks) The cabinets, filters, buttons and lights are checked at these locations.
6. **Monthly-** (Shivers, Northside, Gilmore) The playground equipment is checked monthly.
7. **Monthly-** Escort Cross Country to Jim Trawick Park and Bill Lee station for monthly service.
8. **Monthly-** Change door codes on bathrooms at Farmer's Market.

December/ Work Orders

1. Replaced the big USA flag at Wendy's.
2. Replaced two outlets downtown for Christmas lighting.
3. Replaced one timer downtown on antique streetlamps.
4. Replaced bulb in the south light on the big USA flag at Wendy's.
5. Repaired 4 antique streetlamps downtown.
6. Worked on keeping Christmas lighting operational all month.
7. Replaced light switch in the men's bathroom at the Police Department.
8. Went to Dothan to pick up 3 repaired USA flags.

Water Department

1. **Monthly-** We have 243 fire hydrants in the system. We flush approximately 20 per month. We do this to ensure the hydrant is operating properly. We also weed eat around the hydrants, so they are easy to see and access.
2. **Monthly-** We have 177 water valves in the system. We turn 20 per month. We do this to ensure the valves are not seizing up.
3. **Monthly-** We have 25 dead end lines in the system. We try to flush at least 5 per month. We do this to keep the water from becoming stagnant in these lines.

DEP requires we turn every hydrant, valve, and dead-end line at least once per year. We record the dates and times for our DEP inspections.

Locates	15
Service Leaks	18
After Hours Service Leaks	0
Water Availability Request	3
Water Taps	0
Water Main Breaks	0

December Work Orders

1. Passed out doorknockers and performed water meter readings for City Hall.
2. Assisted Street Department with driveway at Spivey Lane and inlet box on Railroad Avenue.
3. Assisted Building Maintenance Department with plugging in Christmas lighting and putting big USA flag back up.
4. Added cold mix to patch on Orange Street.
5. Fixed tire on on-call truck.
6. Tested and repaired backflow at the Hwy. 77 well.
7. Assisted Water Utilities Department with sewer repair in alleyway next to Styling Station.
8. Cleaned vehicles and performed maintenance on equipment.
9. Annual DEP inspection.

Water Meter Technician

Water Connects	18
Water Disconnects	28
Re-Reads	958
Door Knockers	35
Replaced Meter Boxes	1
Replaced Meter Lids	0
Hydrant Meter Set	1
Replaced Registers	0
Set Water Meters	0

Street Department

December Work Orders

1. Sign maintenance.
2. Equipment maintenance.
3. Maintained streets, sidewalks and driveways.
4. Special pickups.
5. Limb pickups 4 days.
6. Leave pickup 2 days.
7. Assisted with cleaning all parks.
8. Cleaned up limbs at Shivers Park.
9. Cut low hanging limbs over sidewalks and roads.
10. Passed out doorknockers to customers regarding special pickups.
11. Checked ditches and storm drains prior to rain events.
12. Box bladed Warren Avenue and Ward Road.
13. Put mill material on Plum Circle.
14. Cut palm trees in City parking lot and hauled off.
15. Assisted Water Department with water leak on Peach St. & Wynn Drive and 5th & Watts Ave.
16. Cut palm tree at Glenwood Avenue and 5th Street and hauled off.
17. Worked on leaf-vac system.
18. Took out driveway at 1236 Spivey & 764 3rd Street regraded, formed up and re-poured.
19. Built berm at Johnson Avenue and Falling Waters Road due to water going into customer's yards.
20. Swept Farmer's Market parking lot, Chipley Station parking lot, Hwy. 77 & Hwy. 90 parking lot and parking lot at 5th Street and South Railroad Avenue.
21. Put down mill material on Spivey Lane.
22. Set up road closures, cones and barricades for Christmas Parade and Christmas Festival.

Inmate Crew performed the following:

Edged sidewalks on Wells Avenue, Gibson Avenue and part of 3rd Street.
Cleaned downtown parade route for Christmas Parade.

Gas Department

1. **Weekly**- Change Gas Charts.
2. **Weekly**-Check regulator station and odorant station.
3. **Monthly**- Check the voltage at the Rectifier Station.
4. **Monthly**- Conduct field odorant test.
5. **Monthly**- Check odorant station to ensure adequate odorant is injected into the system.
6. **Monthly** -Check cathodic protection in all wards.

Gas Calls	4
New Service – Upgraded	0
Pressure Test	3
Replaced Meters	0
Pulled Inactive Meters	0
Replaced Gas Warning Signs	0
Gas Availability Request	1
Abandonments	0
Gas Connects	0
Gas Disconnects	0

December Work Orders

1. Assisted with reading meters for City Hall.
2. Assisted Building Maintenance Department with pressure washing the Farmer’s Market and putting an exhaust fan in the bathroom at City Hall.
3. Assisted the Water Department with a water leak on Peach Street & Wynn Drive.
4. Working on fixing leaks found on recent leak survey.
5. Conducted quarterly distribution patrol.
6. Assisted Water Utilities Department with sewer line in alleyway by Styling Station.

Animal Control

Animal Complaints	5
Cats Impounded	0
Dogs Impounded	5
Dog Bite Cases	2
Dead Animal Pick up	1

City of Chipley

RECREATION DEPT.

1442 Jackson Avenue

P.O. Box 1007

Chipley, Florida 32428

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



Recreation Department

Report for December 2025

1. Finished Basketball Registration. (126 participants)
2. Gym Maintenance
3. Equipment Maintenance.
4. Field Maintenance.
5. Splashpad Maintenance.
6. Grounds and Janitorial Maintenance.



City of Chipley

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

January 5, 2026

Water Utilities Department Report for December 2025

To: City Council and Administrator

Wastewater Treatment Facility: The analytical results of the Wastewater Reclamation Facility for the month of November 2025 showed no violations. We have not received all the results from December 2025, but what have received show no violations. Continuing to plot sewer lines and cleanouts in diamond maps. Continue smoke testing. We are still on single tank mode until new air valve is received and installed.

Lift Stations: Routine inspections. Cut grass at all lift stations. Working on installing a generator at Harrison lift station. Working with contractor on new Peach Street lift station project.

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

Spray Field: Routine inspections of spray field. Found leak at pump station at Pike Pond spray field should be repaired in January 2026 we have received all the parts needed.

Main Jetted: 2

Locates: 37

Work orders: 7

Sewer Stoppages: 5

Abonnement Sewer Lateral: 0

Replace Clean Out Caps: 3

Sewer Taps: 0

Replace/Repair Sewer Lateral: 1

Development Order: 0

Install Clean Out Boxes: 2

Replace Clean Outs: 1

Demolition Order: 0

Rain Guards installed: 0

Raised manholes: 0

Recorded Rainfall for the month: 4.84 inches

Jimmy Cook
 Water Utilities Director



City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



Section F, Item 10.

To: Mayor and Council
From: Jamie A. Richter, Finance Director
Date: January 07, 2026
Subject: Finance Office Report – December 2025

For the month of **December**, the Finance staff processed the following:

	<u>November</u>	<u>December</u>
Number of Utility bills for the normal billing cycle	2,057	2,055
Number of new accounts opened during the month	6	27
Number of accounts closed during the month	15	25
Number of accounts transferred during the month	11	11
Number of issued work orders	72	115
Number issued availability of service forms	2	0
Number issued business licenses	4	3
Credit card payments at counter /by phone	271	358
Credit card /E-check payments online	383	399
Number of purchase orders issued	86 (\$135,436.03)	99 (\$212,032.41)
Number of accounts payable checks issued	110(\$344,238.84)	173(\$1,035,551.30)

The following information pertains to disconnecting customer services for non-payment:

Number of customers with delinquent accounts	267 (11/20/25)	422 (12/16/25)
Door knockers and phone calls made to customers	39	52
Number of customers with delinquent accounts	124 (12/01/25)	235 (12/29/25)
Actual disconnection of services for the month	57	49*

Disconnects began on **January 05, 2026** and were still in progress as of **January 07, 2026** with 25 more to go.

Please let me know if you have any questions or need any additional information.

**City of Chipley
Schedule of Projects**

Section F, Item 11.

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	Agreement End Date
Chipley Water Meter Upgrade Project Northwest Florida Water Management District	Consultant: Liberty Partners of Tallahassee			\$1,037,119.00		
Project: This funding will upgrade and replace all water meters in the city automatic meter read system. We are currently awaiting funding approval to see if we will be awarded.						
2025 PHMSA Technical Assistance Grant U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Technical Assistance Grants	Consultant: Florida Gas Utility	Equipment Purchase	20.710	\$ 60,863		
Project: The 2025 PHMSA Technical Assistance Grant which will purchase GIS Mapping software and contracting and combustible gas detection equipment has been submitted and we are awaiting funding approval to see if we will be awarded.						
Bennett Drive Improvements Florida Department of Transportation, Small County Outreach Program (SCOP)	Consultant: David H. Melvin, Inc.	Design Construction CEI	55.009	\$ 794,759.57	09/10/24	12/31/25
Project: This funding will be used for drainage and resurfacing improvements to Bennett Drive from East Church Ave. to Glenwood Avenue (approx. 0.52 miles). The engineering agreement was approved by the City Council in January 2025 and the design is 100% complete. The construction and CEI contracts were approved in October 2025. The preconstruction meeting was held and the NTP was issued with a start date of January 12, 2026.						
First Responder Emergency Equipment State of Florida Department of Commerce, Local Economic Development Initiatives	HL175 Consultant: Liberty Partners of Tallahassee	Fire Tanker and Equipment	40.038	\$ 500,000	07/01/23	06/30/26
Project: This funding was used to purchase a Freightliner 1,250 gallon Tanker Truck, along with nine (9) SCBA Packs, twenty (20) SCBA Cylinders, nine (9) SCBA Facepieces, one (1) Charging Station, and six (6) Battery Packs. The tanker truck has been ordered and has an estimated arrival date of mid 2025 and all of the equipment has been ordered and received. We submitted a request for funds for the entire project amount and the funds have been received and have been placed in deferred revenue until such time that the truck is received. The tanker has now been received.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	End Date
Chipley Lead Service Line Replacement Florida Department of Environmental Protection, Drinking Water State Revolving Fund	Consultant: Mott MacDonald	Planning Engineering Construction Technical Services		\$ 275,000 \$540,000 \$8,800,000 \$640,000 \$ 10,255,000.00		
Project: This grant/loan funding will allow us to replace any lead service lines that are found during the inventory that is currently being completed. The inventory has been completed and we are awaiting further direction from FDEP.						
Shivers Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)	Consultant: Fred Fox Enterprises	Development	37.017	\$ 200,000	12/02/24	06/30/27
Project: The City Council approved the agreement in November 2024. This funding will be used to construct pickleball courts, an ADA playground and sidewalks to the new courts and playground, along with renovations to the existing parking lot, playground area, picnic pavilion and restrooms. The required commencement documents have been submitted and approved by the State. We are currently bidding elements of the project.						
Gilmore Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)	Consultant: Fred Fox Enterprises	Development	37.017	\$ 50,000	12/02/24	06/30/27
Project: The City Council approved the agreement in November 2024. This funding will be used to construct a new playground, picnic pavilion and security lighting, along with renovations to the existing playground, restrooms and parking lot. The required commencement documents have been submitted and approved by the State. We are currently bidding elements of the project.						
Law Enforcement Equipment Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant Program		Purchase Equipment	16.738	\$ 59,360	10/01/25	06/30/26
Project: This grant will purchase (6) in-car radios, (5) portable radios, (14) raincoats, (14) traffic vests, (10) duty belts, (14) tourniquets, (16) glock pistols with sights, (16) glock holsters, (50) boxes of 9mm ammunition, (100) boxes CCI target ammo, and (16) rifles.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	End Date
2023 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2023 BVP	Bulletproof Vests	16.607	\$ 1,275 Match \$ 1,275	04/01/23	06/30/26
Project: This funding will be used to purchase three (3) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests.						
Chipley Lift Station Generators Project Federal Emergency Management Association, Florida Division of Emergency Management and Florida Department of Commerce, Comm. Development Block Grant	H0767 M0143 Consultant: Wheeler EMC	Generators	97.039 14.228	\$ 117,520 Match \$ 38,561	02/07/22 07/25/22	10/31/25 09/30/26
Project: This funding will be used to purchase one (1) generator for John Teal Lift Station and one (1) generator for Vo-Tech Lift Station. These generators will help during power outages related to hurricanes and prevent sewage spills. The generators have been installed, the electrical is complete, the additional fencing has been installed around the generators, and we are working on the closeout.						
NW Stormwater System Restoration U.S. Department of Housing & Urban Development Florida Department of Commerce, Community Development Block Grant	M0014	Administration Engineering Construction CEI	14.228	\$ 2,916,119	04/25/22	09/30/26
Project: This funding will be used to clean, reshape and stabilize ditches, construct new lateral outfall ditches, and expand existing crossdrains in the Northeast section of the City. This will include new culverts and a major box culvert at Griffin Road. Project locations will be on or near the following: west of Griffin Road, Griffin Road, North and South Railroad Avenue, Old Bonifay Road, the corner of North Railroad Avenue and Rustin Drive, 1st Street, Watts Avenue, 2nd Street and Glenwood Avenue. The construction agreement was approved in October 2025 and the preconstruction meeting was held on 10/28/2025. The NTP was issued with a project begin date of January 26, 2026.						
Washington County Industrial Park Project				\$ 7,714,100.00		
Project: This is a joint effort between the County and the City to develop water, sewer and gas infrastructure, along with a roadway in the Washington County Industrial Park.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	End Date
City Hall and Public Works Generator Project Federal Emergency Management Association, Florida Division of Emergency Management Consultant: Liberty Partners		Purchase Two Generators		\$ 277,200.00		
Project: We are currently working on applying for a generator for the City Hall and Public Works buildings for storm related backup power through Legislative Appropriations. Awaiting funding approval.						
Comprehensive Plan Update Florida Commerce, Community Planning & Technical Assistance Grant				\$ 75,000.00		
Project: This funding will allow us to update our entire comprehensive plan. This funding was not approved but we will be applying again as soon as the funding cycle opens up again.						
Chibley Mongoven Building U.S. Department of Housing & Urban Development Florida Department of Economic Opportunity, Community Development Block Grant Consultant: David H. Melvin, Inc.	M0041	Engineering Construction CEI	14.228	\$ 852,800	04/14/22	09/30/26
Project: This funding will be used to purchase the Mongoven Building property, demolish the building, and build a nice park area. The property has been purchased and the demolition bids have been received. The change order for Phase III was approved at last months meeting and the work is 85% complete. The agreement amendment is on the agenda for approval this month.						
Chibley Peach Street Lift Station Improvements U.S. Department of Housing and Urban Development, Community Development Block Grant Consultant: Fred Fox Enterprises	H2567	Administration Engineering Construction CEI	14.228	\$ 700,000 CDBG-MIT Funds \$ 626,787 City Funds \$ 50,000.00	01/01/23	07/31/26
Project: This funding will be used to replace the Peach Street Lift Station and if the funds are available also complete septic to sewer on 1st Avenue. The Notice to Proceed for construction was issued in July 2025. The construction started on this project on 10/13/2025 and it is currently at 40% complete.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	End Date
Downtown Beautification Grant Florida Department of Transportation, Beautification Grant Program				\$ 153,460.00		
Project: This project funding will assist us in replacing existing landscape trees and bushes to create a more attractive and ADA-accessible corridor. We will include new landscape trees, tree wells, and lower ground cover as part of the improvements.						
Citywide Flooding Resiliency Improvements U.S. Department of Housing and Urban Development, Community Development Block Grants (CDBG-MIT) General Infrastructure Program	MT148	Administration Engineering Construction CEI	14.228	\$ 2,936,950	01/19/23	01/19/27
Consultant: David H. Melvin, Inc. Project: This funding will be used to clean, reshape and stabilize existing ditches, construct new lateral outfall ditches; restore and expand existing cross drains to ensure proper conveyance to the stormwater management facility. This project has been advertised for construction bids and awarded. The construction is approximately 75% complete as of December.						
Public Works Building Solar Panel Project Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program	30764	Construction	81.041	\$ 200,000.00		09/30/25
Consultant: SERCAP Project: This funding was used to install a 40 kilowatt photovoltaic solar power system at the Public Works Building. The panels have been placed on the roof of the building. The contract with Alternative Energy Systems is 100% complete and FPL has installed the new bi-directional meter. This project has been closed out.						
Chipley Fire Tanker Truck U.S. Department of Homeland Security Assistance to Firefighters Grant		Fire Tanker		\$ 650,000.00		
Consultant: Liberty Partners of Tallahassee Project: This funding will be used to purchase a new Fire Tanker Truck. We are awaiting funding approval to see if we will be awarded.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	End Date
2024 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2024 BVP	Bulletproof Vests	16.607	\$ 1,045 Match \$ 1,045		
Project: This funding will be used to purchase two (2) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests.						
Firearm Training Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant Program, Florida JAG Direct		Purchase Ammunition	16.738	\$ 1,360	10/01/25	06/30/26
Project: This grant will purchase non-lethal training rounds of Simunition FX ammunition. This grant has been approved.						
Gilbert Acres Stormwater Improvements Florida Department of Environmental Protection, Resilient Florida Program		Planning Design		\$ 336,000		
Consultant: David H. Melvin, Inc. Project: If approved, this funding will be used to improve the outfalls from Gilbert Acres to the west (toward Alligator Creek) and back to the east toward US 90, where the City also has the Peach Street project and lift station project. This project was approved for funding and we are working on completing the front-end documents so we can get a grant agreement for approval.						
Utility Kiosk Project: We have reached out to companies about kiosks and we are currently working with our software provider to determine the best route for us to go in order to be able to make the most efficient use of the equipment we purchase. Some kiosks are compatible and some are not so we are working through that and will know more soon. Now that we have worked through the finalization of the ARPA funding we should be able to now move forward with this project utilizing city funds. I am waiting until we know for sure what we will need for the Peach Street project.						
Chipley Downtown Parking Project Florida Department of Commerce, Rural Infrastructure Fund		Design Construction		\$911,980		
Consultant: David H. Melvin, Inc. Project: This funding will be used to construct and rehabilitate a city-owned property (the old Fire Station) to alleviate the parking insufficiency in the downtown area. We have reapplied for this project this grant cycle. This project was not approved for funding.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	End Date
Brickyard Road Wastewater Design Project Florida Department of Commerce, Rural Infrastructure Fund	Consultant: Liberty Partners of Tallahassee and Mott MacDonald	Planning	40.042	\$ 295,000	12/06/24	12/06/26
Project: This funding will be used for the design, engineering, and survey work needed to extend public sanitary sewer service approximately 5,500 linear feet along Brickyard Road. This is a critical east/west corridor, and the extent of the project includes SR-77 to Hoyt Street. The agreement between the City and Mott MacDonald has been approved and the survey data is 90% complete and design is 15% complete.						
COPS Hiring Grant Program U.S. Department of Justice, COPS Hiring Grant Program				\$ 250,000.00 Match \$ 315,000.00		
Project: This funding will allow us to hire two (2) additional police officers. This grant and the matching funds are over a three year period. We have been awarded this funding and we have hired one of the two Police Officers that will be partially funded by this grant.						
Chipley Wastewater Energy Efficiency Project Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program	Consultant: David H. Melvin, Inc.			\$ 661,500	07/07/25	07/31/26
Project: This funding will be used to optimize energy consumption, reduce operational costs, and ensure compliance with regulatory standards. The goal is to replace pumps/motors/scada system to enhance the performance and sustainability of our wastewater treatment processes. The grant administration and engineering agreements have been approved and the design is currently in progress.						
Jim Trawick Park - Phase X Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)	Consultant: Fred Fox Enterprises	Development	37.017	\$ 200,000		
Project: This funding will be used for Soccer Field Renovation, Playground Renovation to include ADA Equipment; Baseball Field No. 7 Renovation, Softball/T-Ball Field No. 8 Renovation, Add Exercise Station to Walking Trail, Picnic Facility Renovation, New Batting Cages, New Bleachers, Sidewalk to Batting Cages and Sidewalk to Playground Renovation. We have reapplied for this funds and are awaiting approval.						
Chipley Intake Manifold, Foam, Adapter, Gloves U.S. Department of Agriculture, Forest Service, Volunteer Fire Assistance Grant Program		Purchase Equipment	10.66	\$ 2,480.06 Grant \$ 2,480.06	50% Match	
Project: This funding will be used to purchase an intake manifold, foam, adapter dapters and gloves. We are working on the closeout of this project.						

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	End Date
State of Florida Legislative Appropriations Request - Police Vehicles & Equipment Consultant: Liberty Partners of Tallahassee Project: This funding will purchase new police vehicles along with some much needed police equipment that the city has been unable to purchase during the budget cycle. This project was not funded during the last legislative session but we are currently working on resubmitting..		Purchase Vehicles and Equipment		\$ 500,000.00		
State of Florida Legislative Appropriations Request - Pecan Street Resurfacing Consultant: Liberty Partners of Tallahassee Project: This funding will allow us to work on the drainage and resurfacing of Pecan Street. This project was funded during the legislarive session and we will be advertising design services in December.		Design Construction		\$ 750,000.00		10/31/26
State of Florida Legislative Appropriations Request - Construction for Bickyard Road Sewer Consultant: Liberty Partners of Tallahassee Project: This funding will allow us to construct the 5,500 linear feet of gravity sewer main on Brickyard Road that we are currently advertising for engineering services. This project was not funded during the legislative session but we are currently working on reapplying..		Construction		\$ 1,000,000.00		
Wastewater Facilities Plan Florida Department of Environmental Protection - State Revolving Fund Consultant: Mott MacDonald Project: This funding will allow us to have a Wastewater Facilities Plan prepared in order to allow for us to apply for future State Revolving Fund funding. This project is currently in progress.		Planning		\$ 90,000.00		08/15/26
Drinking Water Facilities Plan Florida Department of Environmental Protection - State Revolving Fund Consultant: Mott MacDonald Project: This funding will allow us to have a Wastewater Facilities Plan prepared in order to allow for us to apply for future State Revolving Fund funding. This project is currently in progress.	DW670140	Planning	66.468	\$ 90,000.00		10/15/26

Federal or State Agency	Agreement Number	Type of Work	Number	Funding Amount	Agreement Effective Date	End Date
FDEP Septic to Sewer Project Florida Department of Environmental Protection , Nonpoint Source Grant Program		Design Construction		\$ 1,325,500.00		
Project: This funding will allow us to improve water quality, protect public health, and enhance wastewater infrastructure by moving 32 septic systems onto our city sewer system. This project was not approved for funding.						
Pecan Street Improvements Project Florida Department of Transportation, Municipal SCOP		Design CEI Construction		\$ 1,844,457.98 (\$750,000.00 Legislative Appropriations Approved)		
Project: This funding will allow us to make improvements to Pecan Street from South Boulevard to Church Avenue, which is approximately .738 miles. This project has been approved for funding and we will receive an agreement from FDOT in mid 2026.						
FDEP I & I Planning Project Florida Department of Environmental Protection, Cleanwater Program		Planning Design		\$ 500,000.00		
Project: This project will fund planning and design of the collection system and pump stations to develop targeted strategies for preventing future sanitary sewer overflows (SSO's) by working toward inflow & infiltration issues within our sanitary sewer system. We are awaiting approval.						
Old Chipley City Hall - Construction Florida Department of State, Division of Historical Resources		Construction Design/Construction		\$ 338,000 City Match \$75,000		
Project: This funding will be used for a new roof system/blocking/hurricane ties/repair roof framing. The city will be required to match \$75,000 for design and construction. We are awaiting approval of this funding.						

City of Chipley
Christmas House Decoration Awards

Presented to:

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

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-16 – Florida Department of Commerce Agreement No. M0041 – Amendment No. 4 – Mongoven Building Project

MEETING DATE

Tuesday, January 13, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

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.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-16.

ATTACHMENTS

1. Resolution No. 26-16
2. Florida Commerce Agreement No. M0041 – Amendment No. 4

RESOLUTION NO. 26-16

A RESOLUTION APPROVING AN AGREEMENT AMENDMENT IDENTIFIED AS AMENDMENT FOUR TO THE FEDERALLY FUNDED COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) INFRASTRUCTURE PROGRAM SUBRECIPIENT AGREEMENT NO. M0041 (CFDA NO. 14.228), 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 M0041 “Agreement”; and

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

WHEREAS, the Parties wish to amend The Mongoven Building Project Agreement 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.

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

1. The City of Chipley hereby approves the State of Florida, Department of Commerce Agreement No. M0041, Amendment Four.
2. The City for and in consideration of the covenants and obligations set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, intending to be legally bound hereby agree to perform the duties of this agreement as amended.
3. The Mayor or Mayor Pro-Tem of the City of Chipley be hereby authorized and directed to execute the agreement.
4. A certified copy of this Resolution be forwarded to the FDEO along with the executed Agreement.

PASSED AND ADOPTED THIS 13TH DAY OF JANUARY, 2026.

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk

DRAFT

**AMENDMENT FOUR
TO THE FEDERALLY FUNDED
COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY (CDBG-DR)
HOMETOWN REVITALIZATION PROGRAM
SUBRECIPIENT AGREEMENT**

On **April 14, 2022**, the State of Florida, Department of Commerce (“Commerce”), and **the City of Chipley, Florida** (“Subrecipient”) entered into agreement **M0041** (“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 **June 16, 2022, January 16, 2025, and September 15, 2025;**

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 (20) Funding/Consideration, Subsection (a) is hereby deleted in its entirety and replaced with the following:

(a) The funding for this agreement shall not exceed **One Million, Twenty-Seven Thousand, One Hundred Two Dollars and Eighty-One Cents** (\$1,027,102.81), subject to the availability of funds. The State of Florida and Commerce’s performance and obligation to pay under this agreement is contingent upon annual appropriations by the Legislature and subject to any modification in accordance with Chapter 216, F.S. or the Florida Constitution.

2. Section (6)(a) Audit Requirements, is hereby deleted and replaced with the following:

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

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

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

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, prior to execution of the Contract, Contractor must provide Commerce with a signed Foreign Country of Concern 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, Contractor 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. Contractor represents that it is, and for the duration of this Contract will remain, in compliance with section 286.101, F.S.

(33) HUMAN TRAFFICKING

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. Prior to execution of the Contract, Contractor must provide Commerce with an affidavit signed by an officer or a representative of Contractor under penalty of perjury attesting that Contractor does not use coercion for labor or services as defined in section 787.06, F.S.

4. Attachment A – Scope of Work, is hereby deleted in its entirety and replaced with the attached Attachment A – Scope of Work.
5. Attachment I, Audit Requirements, is hereby deleted in its entirety and replaced with the attached Attachment I – Audit Requirements.
6. Exhibit 1 to Attachment I, Funding Sources, is hereby deleted in its entirety and replaced with the attached Exhibit 1 to Attachment I, Funding Sources.
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.

~ Remainder Left Intentionally Blank ~

IN WITNESS HEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Commerce Agreement Number **M0041** as amended. This Amendment is effective on the date the last Party signs this Amendment.

CITY OF CHIPLEY, 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
DEPARTMENT OF COMMERCE**

By: _____

Approved Date: _____

Attachment A – Scope of Work

1. PROGRAM DESCRIPTION:

The Florida Department of Commerce (Commerce) has allocated \$60,406,429 in funding for the Rebuild Florida Hometown Revitalization Program through the Community Development Block Grant – Disaster Recovery (CDBG-DR) Program by the U.S. Department of Housing and Urban Development (HUD) to address unmet disaster recovery needs related to damage from Hurricane Michael. Federal Register requirements clearly state that funds may be used only for disaster relief and long-term recovery in communities affected by the specified disaster. Requirements provide that fund be directed to areas with the greatest need. All CDBG-DR funded eligible activities must tie to storm damage as specified in and not prior to the Presidential Disaster Declaration 4399 for Hurricane Michael on October 11, 2018.

Projects must meet a CDBG-DR National Objective such as: Benefit LMI persons, Slum and Blight or address an Urgent Need. Additional information can be found in the Federal Register, Volume 85, No.17.

Projects eligible for funding under this program include:

- Public facility improvements, including streetscapes, lighting, sidewalks, and other physical improvements.
- Acquisition, demolition, site preparation, or rehabilitation or commercial structures carried out by a unit of local government.
- Assistance to small businesses for rehabilitation and physical improvements to their places of business. Façade improvements to private or public structures in commercial area.

2. PROJECT DESCRIPTION:

The City of Chipley has been awarded **One Million, Twenty-Seven Thousand, One Hundred Two Dollars and Eighty-One Cents** (\$1,027,102.81) in CDGB-DR (Community Development Block Grant- Disaster Recovery) funding. This project will address unmet damage needs that exist in Downtown Chipley while simultaneously creating an aesthetically pleasing area to attract potential customers to the surrounding commercial district. This will be accomplished by acquiring and demolishing the building known as the ‘Mongoven Building’ which remains in a state of irreversible disrepair since Hurricane Michael. The footprint will then be turned into a ‘pocket park’.

3. SUBRECIPIENT RESPONSIBILITIES:

A. CDBG-DR Hometown Revitalization Policies, Procedures and Implementation

City of Chipley will conduct the program design and implementation services necessary to mobilize and launch its production implementation systems to support the programs and projects to help people, properties and communities recover from storm related damage due to Hurricane Michael as follows:

1. Complete and submit to Commerce within forty-five (45) days of agreement execution, a staffing plan for the City of Chipley CDBG-DR Program that includes:

- a. Organizational chart; and,
- b. Job descriptions for Subrecipient's employees, contracted staff, vendors, and contractors.
- c. Scope of work and procurement plan for all contracted staff, vendors, and contractors.
2. Develop and submit a copy of the following policies and procedures to the Commerce Agreement Manager within forty-five (45) days of agreement execution:
 - a. Procurement policies and procedures that incorporate 2 CFR Part 200.317-327.
 - b. Administrative financial management policies, which must comply with all applicable HUD CDBG- DR and State of Florida rules.
 - c. Quality assurance and quality control system policies and procedures that comply with all applicable HUD CDBG-DR and Commerce Policies
 - d. Policies and procedures that at a minimum, include information about the Hometown Revitalization Program application process, application requirements, underwriting criteria, compliance requirements, and reporting methodology
 - e. Policies and procedures to detect and prevent fraud, waste and abuse that describe how the subrecipient will verify the accuracy of applicant information, monitoring policy indicating how and why monitoring is conducted, the frequency of monitoring, and which items will be monitored, and procedure for referring instances of fraud, waste and abuse to HUD Office of Inspector General (OIG) Fraud Hotline (phone: 1-800-347-3735 or email: hotline@hudoig.gov).
 - f. Policies and procedures for the requirements under 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award.
3. Establish and administer a system of record and production and grants management reporting systems within forty-five (45) days of agreement execution.
4. Complete and submit a Project Detail Budget (Attachment B) for approval by Commerce no later than thirty (30) days after the execution of the subrecipient agreement.
5. Complete and submit an Activity Work Plan (Attachment C) for approval by Commerce no later than thirty (30) days after the execution of the subrecipient agreement.
6. Maintain organized subrecipient agreement files and make them accessible to Commerce or its representatives upon request.
7. Comply with all terms and conditions of the subrecipient agreement, Hometown Revitalization Program Guidelines and Design, Action Plan, Action Plan Amendments, and Federal, State and local laws.
8. Attend fraud related training by HUD OIG to assist in the proper management of CDBG-DR grant funds when available.
9. Update all applicable Hometown Revitalization Program policies and procedures as needed and upon Commerce request.
10. Complete procurement of all vendors for internal grants management and compliance and direct program and project production, including:
 - a. Selection of vendors, subrecipients, and/or staff that will be responsible for managing applicant intake and related operations, compliance, finance and administration;
 - b. Selection of vendors, subrecipients, and/or staff that will be responsible for managing demolition and/or construction;
 - c. Selection of vendors, subrecipients, and/or staff that will be responsible for managing Land and Structure Buyout; and,
 - d. Selection of vendors, subrecipients, and/or staff that will be responsible for Appraisal, Environmental Review, title services, and legal services.

11. Meet or exceed federal underwriting standards. Subrecipients must establish underwriting criteria that, at a minimum, complies with CDBG underwriting criteria found at 24 CFR 570.209. Project costs must be demonstrated to be reasonable. All other sources of financing must be committed or otherwise unavailable to the applicant. Project costs must be need-based, and documentation must be sufficient to prove that CDBG funds will not supplant non-federal financial funding or support.
12. Include the following statement on all program materials and applications "Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729."
13. Ensure all projects seeking assistance under the current CDBG-DR funds for Hurricane Michael, and any future funds allocated for Hurricane Michael, provided by Commerce, receive the required Environmental Clearance from Commerce prior to the Subrecipient being able to commit CDBG-DR funds.¹⁴
14. Evaluate each grant applicant for the potential for duplication of benefits and decline any grant amount that would constitute such a duplication.
15. Develop and submit a monthly revised detailed timeline for implementation consistent with the milestones outlined in the Hometown Revitalization Program guidelines and report actual progress against the projected progress.
16. Develop and submit both a monthly and quarterly report to Commerce by the 10th day of the following month or quarter, that outlines the progress made to date, the projected activities to be completed in the upcoming month or quarter, and any risks or issues identified for the delivery of the project. The reports must include metrics that demonstrate the implementation costs to date with projected spending, and any other information Commerce determines is necessary.
17. Obtain approval from Commerce and FEMA before conveying ownership.
18. Provide scope of land use in accordance with Commerce's direction, prior to closing.
19. Enforce the proper land use according to *83 Fed. Reg. 5863* in perpetuity for a use that is compatible with open space, recreational, or floodplain and wetlands management practices.
20. Enforce and monitor all deed restrictions.
21. Approve the conveying of property and the proper use of land.
22. Utilize a certified appraiser for each property that is eligible to be acquired.
23. Utilize a certified damage inspector, insurance adjuster reports, or similar documentation to assess damages of each property to assure that damages were caused by Hurricane Michael.

4. ELIGIBLE TASKS AND DELIVERABLES:

A. Deliverable No 1 - Program Implementation.

The following tasks are eligible for reimbursement under this deliverable:

1. Paid application preparation costs.
2. Develop policies for the Recipient to adopt related to special conditions listed in this subgrant agreement.
3. Prepared list of minority and women business enterprise (MBE/ WBE) firms that operate in the Recipient's area.
4. Prepared and submitted public notices for publication.
5. Conducted HUD-related Uniform Act Relocation activities related to acquisition of properties.
6. Maintained financial records related to project activities on-site.
7. Conducted a Fair Housing Activity.

8. Attended Prebid conference, bid opening, and preconstruction meeting.
9. Reviewed contractor payroll(s) and interview employees to determine compliance with the Davis-Bacon Act, the Contract Work Hours, Safety Standards Act, and the Copeland "Anti-Kickback" Act.
10. Maintained client files.
11. Attended meetings of the Recipient's local governing body to provide progress reports on subgrant activities.
12. Prepared documentation for and attend on-site monitoring visits by Commerce.
13. Prepared request for funds and submission by the Recipient's authorized employee.
14. Prepared subgrant modification documents for the Recipient.
15. Prepare and submit detailed quarterly progress report.
16. Section 3 of MBE/WBE report to Commerce.
17. Responded to citizen complaints.
18. Prepared responses to monitoring findings and concerns for Recipient to submit to Commerce or HUD.
19. Paid advertising costs of public notices and invitations to bid.
20. Paid permit fees and legal fees.
21. Paid CDBG portion of required audit.
22. Submitted request for funds to Commerce.
23. Conduct complete environmental review/assessment in accordance with 24 CFR Part 58. (includes Paid invoices for environmental review activities other than advertising)

B. Deliverable No. 2- Engineering Services

The following tasks are eligible for reimbursement under this deliverable:

1. Contract with a Florida licensed Engineer/Architect to provide engineering services to the following location:
 - a. Mongoven Building
2. Contract with Florida Licensed Engineer/Architect to provide Preliminary Engineering Services:
 - a. Provide a cost estimate of the project.
 - b. Assess sites for the project.
3. Contract with a Florida licensed Engineer/Architect to provide Basic Engineering Services
 - a. Develop the plan drawings
 - b. Develop specifications
 - c. Create bid documents for the project.
 - d. Prepare permit applications
 - e. Attend Prebid and preconstruction conference.
 - f. Prepare change orders.
 - g. Review construction bid and make recommendations to the Recipient.
4. Contract with a Florida licensed Engineer/Architect to provide additional Engineering Services
 - a. Conduct site surveys for construction, buildings and other similar special surveys as may be required, such as route surveys.

- b. Conduct laboratory tests, well test, borings, and specialized geological soils, hydraulic, or other studies recommended by the engineer
- c. Conduct property surveys, detailed description of sites, maps, drawings, or estimates related to them.
- d. Conduct redesigns ordered by the owner after final plans have been accepted by the owner and the local government, accept redesigns to reduce the project cost to within the funds available and projects which received "readiness to proceed" points or a planning and design grant.
- e. Appear before courts or boards on matters of litigation or hearings related to the project.
- f. Conduct environmental assessments or environmental impact statements. (different than Environmental Review)
- g. Perform detailed staking necessary for construction of the project in excess of the control staking.
- h. Provide an operation and maintenance manual for a facility
- i. Conduct activities required to obtain state and federal regulatory agency construction permits
- j. Design hookups (water, electrical)
- k. The cost of engineering specialties such as electrical, hydro-geological services, biologists, heating, ventilation and air conditioning (HVAC)).
- l. Perform Resident Inspection services (inspected construction activities or consistency with plans and specifications, reviewed construction invoices and certify costs)

C. Deliverable No. 3- Construction

1. Project shall be an open space constructed on the site of the Mongoven Building, Florida in accordance with plans and specifications as approved by Commerce.
 - a. Mobilization and Bonds
 - b. Site preparation
 - c. Turfgrass Installation
 - d. Fence Installation
 - e. Seating Installation
 - f. Tree Installation
 - g. Sidewalk Installation
 - h. Irrigation Installation
 - i. Signage, Façade Restoration, and Landscaping
2. Acquisition and demolition of the existing building at Parcel ID 00000000-00-144-90000, City of Chipley formally known as the Mongoven Building.

5. COMMERCE RESPONSIBILITIES:

- A. Monitor the ongoing activities of Subrecipient to ensure all activities are being performed in accordance with the Agreement to the extent required by law or deemed necessary by Commerce in its discretion
- B. Assign a Grant Manager as a point of contact for Subrecipient
- C. Review Subrecipient's invoices described herein and process them on a timely basis

D. Commerce shall monitor progress, review reports, conduct site visits, as Commerce determines necessary at Commerce’s sole and absolute discretion, and process payments to Subrecipient

6. DELIVERABLES

Subrecipient agrees to provide the following services as specified:

Deliverable No. 1 – Program Implementation		
Tasks	Minimum Level of Service	Financial Consequences
Subrecipient shall provide project implementation activities as identified in Section 4.A. which shall be reimbursed upon satisfactory completion of an eligible task as detailed, as identified in this Attachment A.	Subrecipient may request reimbursement upon completion of a minimum of one (1) task as identified in Section 4.A. as evidenced by submittal of the following documentation: 1) Summary of Project Implementation activities 2) Invoice package in accordance with section 7 of this Attachment A.	Failure to complete the Minimum Level of Service as specified shall result in non-payment for this deliverable.
		Deliverable No. 1 Cost: \$62,600.00

Deliverable No. 2 – Engineering Services		
Tasks	Minimum Level of Service	Financial Consequences
Subrecipient shall complete tasks as detailed in Section 4.B of this Scope of Work	Subrecipient shall request reimbursement upon completion of a minimum of any one (1) task detailed in 4.B of this Scope of Work or a percentage of completion (20%, 40%, 60%, 80%, 90%, 100%) of any one task at the site listed in 4.B as evidenced by the following documentation: 1) Percentage of task completed at date of invoice 2) Copies of final working plans / drawings 3) Copies of all required permits 4) Copies of laboratory tests (if applicable) 5) Copies of any completed surveys 6) Copies of inspection reports 7) Invoice package in accordance with Section 7 of this Scope of Work	Failure to complete the Minimum Level of Service as specified shall result in non-payment for this deliverable.

Deliverable No. 2 Cost: \$69,500.00

Deliverable No. 3 – Construction

Tasks	Minimum Level of Service	Financial Consequences
Subrecipient shall complete task as detailed in Section 4.C of this Scope of Work	Subrecipient shall request reimbursement upon completion of a minimum of one (1) task as detailed in 4.C. of this Scope of Work or percentage of the construction contract(s) at the site listed in 4.C. or a percentage of completion (5%, 10%, 15%, 20%, 25%, 30%, 35%, 40%, 45%, 50%, 55%, 60%, 65%, 70%, 75%, 80%, 85% 90%, 95%, 100%) of any one task at each individual site as evidenced by the following documentation: <ol style="list-style-type: none"> 1) Recipient shall provide AIA forms G702/G703 or similar Commerce approved industry standard forms signed by the contractor and certifies by the engineer performing inspection services for the project 2) Photographs of completed construction to date for all sites/locations in 4.C. 3) Invoice package in accordance with Section 7 of this Scope of Work. 	Failure to complete the Minimum Level of Service as specified shall result in non-payment for this deliverable.

Deliverable No. 3 Cost: \$895,002.81

Total Project Costs Not to Exceed: \$1,027,102.81

COST SHIFTING: The deliverable amounts specified within the Deliverables table above are established based on the Parties’ estimation of sufficient delivery of services fulfilling grant purposes under the Agreement in order to designate payment points during the Agreement Period; however, this is not intended to restrict Commerce’s ability to approve and reimburse allowable costs the City of Chipley incurred providing the deliverables herein. Prior written approval from Commerce’s Grant Manager is required for changes to the above Deliverable amounts that do not exceed **25%** of each deliverable total funding amount. Changes that exceed **25%** of each deliverable total funding amount will require a formal written amendment request from the City of Chipley, as described in **MODIFICATION** section of the Agreement. Regardless, in no event shall Commerce reimburse costs of more than the total amount of this Agreement.

7. INVOICE SUBMITTAL:

Commerce shall reimburse the Subrecipient in accordance with Section 6, above. In accordance with the Funding Requirements of s. 215.971(1), F.S. and Section (20) of this Agreement, the Subrecipient and its subcontractors may only expend funding under this Agreement for allowable costs resulting from obligations incurred during this Agreement. To be eligible for reimbursement, costs must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures (<https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>).

- A. Subrecipient shall provide one (1) invoice per month for services rendered during the applicable period of time as defined in the deliverable table. In any month in which deliverables have not been completed, the Subrecipient will provide notice that invoicing will not be submitted.
- B. The following documents shall be submitted with the itemized invoice:
 1. A cover letter signed by Subrecipient's Agreement Manager certifying that the costs being claimed in the invoice package: (1) are specifically for the project represented to the State in the budget appropriation; (2) are for one or more of the components as stated in Section 6 DELIVERABLES, of this SCOPE OF WORK; (3) have been paid or that professional services have been rendered in a rural community or rural area of opportunity as defined in section 288.0656(2), F.S.; and (4) were incurred during this Agreement.
 2. Subrecipient's invoices shall include the date, period in which work was performed, amount of reimbursement, and work completed to date;
 3. A copy of all supporting documentation for vendor payments; and
 4. A copy of the bank statement that includes the cancelled check or evidence of electronic funds transfer. The State may require any other information from Subrecipient that the State deems necessary to verify that the services have been rendered under this Agreement.
- C. If the Subrecipient is a county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., the payment of submitted invoices may be issued for verified and eligible performance that has been completed in accordance with the terms and conditions set forth in this Agreement to the extent that federal or state law, rule, or other regulations allows such payments. Upon meeting either of the criteria set forth below, the subrecipient may elect in writing to exercise this provision.
 1. A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., that demonstrates financial hardship; or
 2. A county or municipality that is a rural community or rural area of opportunity as those terms are defined in section 288.0656(2), F.S., and which is located in a fiscally constrained county, as defined in section 218.67(1), F.S. If the Subrecipient meets the criteria set forth in this paragraph, then the Subrecipient is deemed to have demonstrated financial hardship.
- D. The Subrecipient's invoice and all documentation necessary to support payment requests must be submitted into Commerce's Subrecipient Enterprise Resource Application (SERA). Further instruction on SERA invoicing and reporting, along with a copy of the invoice template, will be provided upon execution of the agreement.

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).
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

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.

PART V: RECORD RETENTION

The Subrecipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five (5) 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 five (5) years from the date the audit report is issued, unless extended in writing by Commerce.

EXHIBIT 1 to ATTACHMENT I – FUNDING SOURCES

Federal Resources Awarded to the Subrecipient Pursuant to this Agreement Consist of the Following:

Federal Awarding Agency:	U.S. Department of Housing and Urban Development
Federal Funds Obligated to Subrecipient:	\$1,027,102.81
Assistance Listing Numbers Title:	Community Development Block Grants/State’s Program and Non-Entitlement Grants in Hawaii
Assistance Listing Numbers:	14.228
Project Description:	City of Chipley was awarded \$1,027,102.81 in CDBG-DR funding for Downtown Recovery and Revitalization Project.
<i>This is not a research and development award.</i>	

Compliance Requirements Applicable to the Federal Resources Awarded Pursuant to this Agreement are as Follows:

Federal Program

1. The Subrecipient shall perform its obligations in accordance with sections 290.0401- 290.048, F.S.
2. The Subrecipient shall perform its obligations in accordance with 24 C.F.R. §§ 570.480 – 570.497.
3. The Subrecipient shall perform the obligations as set forth in this Agreement, including any attachments or exhibits thereto.
4. The Subrecipient shall perform the obligations in accordance with chapter 73C-23, F.A.C.
5. The Subrecipient shall be governed by all applicable laws, rules and regulations, including, but not necessarily limited to, those identified in Award Terms & Conditions and Other Instructions of the Subrecipient’s Notice of Subgrant Award/Fund Availability (NFA).

State Resources Awarded to the Subrecipient Pursuant to this Agreement Consist of the Following: N/A

Matching Resources for Federal Programs: N/A

Subject to Section 215.97, Florida Statutes: N/A

Compliance Requirements Applicable to State Resources Awarded Pursuant to this Agreement are as Follows: N/A

NOTE: Title 2 C.F.R. § 200.331 and section 215.97(5), F.S., require that the information about Federal Programs and State Projects included in Exhibit 1 and the Notice of Subgrant Award/Fund Availability be provided to the Subrecipient.

Compliance Requirements Applicable to State Resources Awarded Pursuant to this Agreement are as Follows: N/A

NOTE: Title 2 CFR § 200.331 and Section 215.97(5), F.S., require that the information about Federal Programs and State Projects included in Exhibit 1 and the Notice of Subgrant Award/Fund Availability be provided to the Subrecipient.

ATTACHMENT J – AUDIT COMPLIANCE CERTIFICATION

<p>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.</p>	
Subrecipient:	
FEIN:	Subrecipient’s Fiscal Year:
Contact Name:	Contact’s Phone:
Contact’s Email:	
<p>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)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the above answer is yes, answer the following before proceeding to item 2.</p> <p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>	
<p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the above answer is yes, also answer the following before proceeding to execution of this certification:</p> <p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>	
<p>By signing below, I certify, on behalf of the Subrecipient, that the above representations for items 1 and 2 are true and correct.</p>	
<p>_____</p> <p>Signature of Authorized Representative</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Printed Name of Authorized Representative</p>	<p>_____</p> <p>Title of Authorized Representative</p>

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-17 – PeopleSouth Bank Loan

MEETING DATE

Tuesday, January 13, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

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

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-17.

ATTACHMENTS

- 1. Resolution No. 26-17
- 2. Quotes

RESOLUTION NO. 26-17

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, RELATING TO THE STREET 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 Transit Passenger Van; and

WHEREAS, the City is approved for a loan of \$54,882.00 from PeoplesSouth Bank for the purchase of the vehicle; and

WHEREAS, PeoplesSouth Bank has approved an interest rate of 4.45% with five (5) annual payments and no closing costs, with the first payment being due on March 1, 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 Fifty-Four Thousand Eight Hundred Eighty-Two Dollars and 00/100 Cents (\$54,882.00) be used to purchase one (1) New 2026 Ford Transit Passenger Van.
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 13th day of January, 2026

City of Chipley

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk



City of Chipley



31

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318

To: Mayor and Council
City Administrator
From: Jamie Richter, Finance Director
Date: December 31, 2025
Re: Bank Loan Quotes – New 2026 Ford Transit Passenger Van

The following is a list of banks that submitted quotes:

One Florida Bank

Amount: \$54,882.00
Term: 5 Annual Payments
Interest Rate: 5.10%
Loan Fee: \$0.00

Capital City Bank

Amount: \$54,882.00
Term: 5 Annual Payments
Interest Rate: 4.80%
Loan Fee: \$0.00

PeoplesSouth Bank

Amount: \$54,882.00
Term: 5 Annual Payments
Interest Rate: 4.45%
Loan Fee: \$0.00



CHIPLEY

Section H, Item2.

Specification #	59
Unit Description	X2C

Prepared for:	Prepared by:
11/20/2025	Garber Ford, Inc.
CHIPLEY	Todd Brandt
ATTN: A CARTER	(904) 264-2442 ext 2348 FAX: (904) 284-0054
ACARTER@CITYOFCHIPLEY.COM	3380 Hwy 17 Green Cove Springs, FL 32043
850.638.6346	tbrandt@garberautomall.com

Prices are published by the Florida Sheriffs Association (www.flsheriffs.org)
 Purchasing contract number is FSA25-VEL33.0 Pursuit Administrative & Other Vehicles,
 expiring September 30th, 2026. If you have any questions regarding this quote please call!

		WESTERN ZONE		
x2C	2026 Ford Transit Passenger Wagon T-350 148" Med Roof XL RWD	\$54,308.00		
Codes	Optional Equipment	Unit Price	OEM Discount	Net Price
			2.00%	
301A	Order Code 301A	Included		\$0.00
998	Engine: 3.5L PFDi V6 Flex-Fuel -inc: port injection	Included		\$0.00
44U	Transmission: 10-Spd Automatic w/OD & SelectShift	Included		\$0.00
YZ	Oxford White (Or Standard Paint Color)	Included		\$0.00
21P/VK	Dark Palazzo Gray Vinyl Bucket Seats w/Armrests	Included		\$0.00
92E	Privacy Glass: NOW INCLUDED	Included	0.00	\$0.00
153	Front License Plate Bracket	Included		\$0.00
43B	Back up Alarm	185.00	(4.00)	\$181.00
86F	2 Additional Keys (4 Total) -inc: key fobs	75.00	(2.00)	\$73.00
	Non-OEM Equipment:		Hours:	
TINT	TINT FRONT TWO WINDOWS W/WINDSHIELD STRIP	320.00		\$320.00
DEL	Delivery	Included		\$0.00
TOTAL PURCHASE AMOUNT PER VEHICLE				\$ 54,882.00

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-18 – PeopleSouth Bank Loan

MEETING DATE

Tuesday, January 13, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

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.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-18.

ATTACHMENTS

- 1. Resolution No. 26-18
- 2. Quotes

RESOLUTION NO. 26-18

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, RELATING TO THE STREET 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 F-550 Truck with Dump Body; and

WHEREAS, the City is approved for a loan of \$77,512.00 from PeoplesSouth Bank for the purchase of the vehicle; and

WHEREAS, PeoplesSouth Bank has approved an interest rate of 4.65% with seven (7) annual payments and no closing costs, with the first payment being due on March 1, 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 Seventy-Seven Thousand Five Hundred Twelve Dollars and 00/100 Cents (\$77,512.00) be used to purchase one (1) New F-550 Ford Truck with Dump Body.
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 13th day of January, 2026

City of Chipley

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk



City of Chipley

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



Section H, Item3.

To: Mayor and Council
City Administrator
From: Jamie Richter, Finance Director
Date: December 31, 2025
Re: Bank Loan Quotes – New 2026 F-550 Truck w/Dump Body

The following is a list of banks that submitted quotes:

One Florida Bank

Amount: \$77,512.00
Term: 7 Annual Payments
Interest Rate: 5.025%
Loan Fee: \$0.00

Capital City Bank

Amount: \$77,512.00
Term: 7 Annual Payments
Interest Rate: 4.90%
Loan Fee: \$0.00

PeoplesSouth Bank

Amount: \$77,512.00
Term: 7 Annual Payments
Interest Rate: 4.65%
Loan Fee: \$0.00



Contract Number: 2025 091521-NAF & 032824-NAF
Quote ID: 65264
Agency: CHIPLEY, CITY OF
Date: 8/19/2025

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2026 FORD F-550 REGULAR CAB CHASSIS 2WD DRW 169" WB XL 84" CA, please review carefully and contact us with any errors or changes.

MSRP:	\$60,225.00
Base Price:	\$53,593.00
Factory Options:	\$1,120.00
Aftermarket Options:	\$22,799.00
Purchase Total:	\$77,512.00

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you have on this quote.

Quoted By: CHRISTY SELF / 904-838-4999 / Christy.Self@AlanJay.com



Sourcewell
Formerly NJPA

Section H, Item3.

Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	Quote 65264-1
Corporate Office	2003 U.S. 27 South	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200
	Sebring, FL 33870	FAX 863-402-4221		Sebring, FL 33871-9200

ORIGINAL QUOTE DATE
8/5/2025

QUICK QUOTE SHEET

REVISED QUOTE DATE
8/19/2025

REQUESTING AGENCY	CHIPLEY, CITY OF	EMAIL	ACARTER@CITYOFCHIPLEY.COM
CONTACT PERSON	AMBERS CARTER	PHONE	850-258-6042
PHONE	850-258-6042	MOBILE	
		FAX	

SOURCEWELL CONTRACT # 2025 091521-NAF & 032824-NAF www.NationalAutoFleetGroup.com

MODEL	F5G 660A	MSRP	\$60,225.00
2026 FORD F-550 REGULAR CAB CHASSIS 2WD DRW 169" WB XL 84" CA			

CUSTOMER ID		CONTRACT PRICE	\$53,593.00
BED LENGTH	84" CA		

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	\$0.00
44G	Transmission: TorqShift 10-Speed Automatic	\$0.00
153	OPTIONS Front License Plate Bracket	\$0.00
18B	Platform Running Boards	\$315.00
52B	Trailer Brake Controller	\$295.00
660A	Order Code 660A	\$0.00
872	Rear View Camera & Prep Kit	\$510.00
TGJ	Tires: 225/70R19.5G BSW A/P	\$0.00
X48	4.88 Axle Ratio	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$1,120.00
DTF 2 TRK	Deep tint film installed on front two door glass and rear window.		\$0.00
TES 11FT DUMP	TRUCK EQUIPMENT SALES TO FURNISH AND INSTALL 11FT BODY WITH 12" FIXED SIDES, STRAIGHT HEADBOARD WITH 1/4 CAB SHIELD, DOUBLE ACTING TAILGATE, PAINTED FACTORY BLACK, 12V E/H DUMP HOIST, HITCH WITH 2" COMBO, (2) UNDERBODY 36" BOXES AND FOUR CORNER STROBES		\$350.00
			\$22,449.00
CONTRACT OPTIONS			\$22,799.00

TRADE IN	TOTAL COST	\$77,512.00
-----------------	-------------------	--------------------

YES WE TAKE TRADE INS — ASK ABOUT MUNICIPAL FINANCING

TOTAL COST LESS TRADE IN(S)	QTY	1	\$77,512.00
------------------------------------	------------	----------	--------------------

Estimated Annual payments for 60 months paid in advance: \$17,821.61
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments **QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS**

VEHICLE QUOTED BY **CHRISTY SELF** GOVERNMENT ACCOUNT MANAGER Christy.Self@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.



ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Section H, Item3.

Vehicle: [Fleet] 2026 Ford Super Duty F-550 DRW (F5G) XL 2WD Reg Cab 169" WB 84" CA (✔ Complete)



Note: Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2026 Ford Super Duty F-550 DRW (F5G) XL 2WD Reg Cab 169" WB 84" CA

MSRP: \$56,895.00

Interior: Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat

Exterior 1: Oxford White

Exterior 2: No color has been selected.

Engine: 7.3L 2V DEVCT NA PFI V8 Gas

Transmission: TorqShift 10-Speed Automatic

OPTIONS

CODE	MODEL	MSRP
F5G	[Fleet] 2026 Ford Super Duty F-550 DRW (F5G) XL 2WD Reg Cab 169" WB 84" CA	\$56,895.00
OPTIONS		
153	Front License Plate Bracket	\$0.00
18B	Platform Running Boards	\$320.00
44G	Transmission: TorqShift 10-Speed Automatic	\$0.00
52B	Trailer Brake Controller	\$300.00
660A	Order Code 660A	\$0.00

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ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Section H, Item3.

Vehicle: [Fleet] 2026 Ford Super Duty F-550 DRW (F5G) XL 2WD Reg Cab 169" WB 84" CA (✔ Complete)

872	Rear View Camera & Prep Kit	\$515.00
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
TGJ	Tires: 225/70Rx19.5G BSW A/P	\$0.00
X48	4.88 Axle Ratio	\$0.00
Z1	Oxford White	\$0.00
SUBTOTAL		\$58,030.00
Adjustments Total		\$0.00
Destination Charge		\$2,195.00
TOTAL PRICE		\$60,225.00

FUEL ECONOMY

- Est City:N/A
- Est Highway:N/A
- Est Highway Cruising Range:N/A

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ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Section H, Item3.

Vehicle: [Fleet] 2026 Ford Super Duty F-550 DRW (F5G) XL 2WD Reg Cab 169" WB 84" CA (Complete)

Standard Equipment

Mechanical

- Engine: 7.3L 2V DEVCT NA PFI V8 Gas (STD)
- Transmission: TorqShift 10-Speed Automatic -inc: SelectShift, selectable drive modes: normal, tow/haul, eco, slippery roads and trail and transmission power take-off provision (STD)
- 4.88 Axle Ratio (STD)
- 50-State Emissions System
- Transmission w/Oil Cooler
- Rear-Wheel Drive
- 68-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
- 190 Amp Alternator
- Towing Equipment -inc: Trailer Sway Control
- Trailer Wiring Harness
- 11310# Maximum Payload
- GVWR: 18,000 lbs Payload Package
- HD Gas-Pressurized Shock Absorbers
- Front And Rear Anti-Roll Bars
- Firm Suspension
- Hydraulic Power-Assist Steering
- 40 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Dual Rear Wheels
- Front Suspension w/Coil Springs
- Solid Axle Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
- Upfitter Switches

Exterior

- Wheels: 19.5" x 6" Argent Painted Steel -inc: Hub covers/center ornaments not included
- Tires: 225/70Rx19.5G BSW A/P (STD)
- Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Fender Flares

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ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Section H, Item3.

Vehicle: [Fleet] 2026 Ford Super Duty F-550 DRW (F5G) XL 2WD Reg Cab 169" WB 84" CA (✔ Complete)

Exterior

- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
- Manual Extendable Trailer Style Mirrors
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Aluminum Panels
- Front Splash Guards
- Black Grille
- Autolamp Auto On/Off Reflector Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
- Cab Clearance Lights
- Perimeter/Approach Lights

Entertainment

- Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
- Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
- Fixed Antenna
- SYNC 4 Communication & Entertainment System -inc: enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink and 1 smart-charging USB port
- 2 LCD Monitors In The Front

Interior

- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
- Compass
- Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
- Cruise Control w/Steering Wheel Controls
- Manual Air Conditioning

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ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Section H, Item3.

Vehicle: [Fleet] 2026 Ford Super Duty F-550 DRW (F5G) XL 2WD Reg Cab 169" WB 84" CA (✔ Complete)

Interior

Illuminated Locking Glove Box

Interior Trim -inc: Chrome Interior Accents

Full Cloth Headliner

Urethane Gear Shifter Material

HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar

Day-Night Rearview Mirror

Passenger Visor Vanity Mirror

Full Overhead Console w/Storage and 2 12V DC Power Outlets

Front Map Lights

Fade-To-Off Interior Lighting

Full Vinyl/Rubber Floor Covering

Smart Device Remote Engine Start

Ford Connectivity Package (1-Year Included) -inc: unlimited Wi-Fi hotspot, Included for 1-year from warranty start date, Requires activation via Ford app w/credit card authorization; customer may cancel at any time, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations, If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan

Instrument Panel Covered Bin and Dashboard Storage

Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks w/Autolock Feature

Driver Information Center

Trip Computer

Outside Temp Gauge

Digital/Analog Appearance

Seats w/Vinyl Back Material

Manual Adjustable Front Head Restraints

Perimeter Alarm

Securilock Anti-Theft Ignition (pats) Immobilizer

2 12V DC Power Outlets

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ALAN JAY FLEET

CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Section H, Item3.

Vehicle: [Fleet] 2026 Ford Super Duty F-550 DRW (F5G) XL 2WD Reg Cab 169" WB 84" CA (✔ Complete)

Interior

Air Filtration

Safety-Mechanical

Driveline Traction Control

Safety-Exterior

Side Impact Beams

Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Pre-Collision Assist with Automatic Emergency Braking (AEB)

Lane Departure Warning

Collision Mitigation-Front

Tire Specific Low Tire Pressure Warning

Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch

Safety Canopy System Curtain 1st Row Airbags

Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters

WARRANTY

- Basic Years: 3
- Basic Miles/km: 36,000
- Drivetrain Years: 5
- Drivetrain Miles/km: 60,000
- Corrosion Years: 5
- Corrosion Miles/km: Unlimited
- Roadside Assistance Years: 5
- Roadside Assistance Miles/km: 60,000

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Data Version: 26139. Data Updated: Aug 4, 2025 6:47:00 PM PDT.

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-19 – PeopleSouth Bank Loan

MEETING DATE

Tuesday, January 13, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

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.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-19.

ATTACHMENTS

- 1. Resolution No. 26-19
- 2. Quotes

RESOLUTION NO. 26-19

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, RELATING TO THE POLICE 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 Police Interceptor; and

WHEREAS, the City is approved for a loan of \$69,804.13 from PeoplesSouth Bank for the purchase of the vehicle; and

WHEREAS, PeoplesSouth Bank has approved an interest rate of 4.65% with seven (7) annual payments and no closing costs, with the first payment being due on March 1, 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 Sixty-Nine Thousand Eight Hundred and Four Dollars and 13/100 Cents (\$69,804.13) be used to purchase one (1) New 2026 Ford Police Interceptor.
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 13th day of January, 2026

City of Chipley

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk



City of Chipley

31

1442 Jackson Avenue
Post Office Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318



Section H, Item4.

To: Mayor and Council
City Administrator
From: Jamie Richter, Finance Director
Date: January 07, 2026
Re: Bank Loan Quotes – New 2026 Ford Police Interceptor

The following is a list of banks that submitted quotes:

One Florida Bank

Amount: \$69,804.13
Term: 7 Annual Payments
Interest Rate: 5.025%
Loan Fee: \$0.00

Capital City Bank

Amount: \$69,804.13
Term: 7 Annual Payments
Interest Rate: 4.90%
Loan Fee: \$0.00

PeoplesSouth Bank

Amount: \$69,804.13
Term: 7 Annual Payments
Interest Rate: 4.65%
Loan Fee: \$0.00

Chipley Police Department

Prepared for:	Contract Holder	10/15/2025
Chipley Police Department Chief Michael Richter mrichter@chipleypd.com 850-638-6310	Duval Ford Jared Davis (Work) 904-388-2144 (Fax) 904-387-6816 jared.davis@duvalmotor.com 405 Lane Avenue North Jacksonville, FL 32258	

PLEASE CONFIRM RECEIPT OF QUOTE VIA EMAIL



We appreciate your interest and the opportunity to quote. Pricing references the FLORIDA SHERIFFS ASSOCIATION LIGHT VEHICLE CONTRACT FSA 25VEL-33. If you have any questions regarding this quote please call! Note, Vehicle will be ordered **white exterior** unless specified on purchase order. Shipping and Invoicing instructions are required on agency purchase order.

Labor: \$90/Hr	Parts QTY	Code	Equipment	UNIT PRICE	EXTENDED
		1	K8AG WEST	Item 250: Ford Police Interceptor SUV AWD with 3.3L Gas Engine 285HP 322 Torque Ft. Lbs	\$ 43,959.00
1	YZ	Oxford White	\$ -	\$ -	
1	9W	Front - Unique Heavy-Duty Cloth, Front Bucket Seats Driver 6-way Power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar) Passenger - 2-way manual track (fore/aft. with manual recline) Rear - 35/30/35 Split Vinyl.	\$ -	\$ -	
1	99B.44U	3.3L V6 / 10-spd auto	\$ -	\$ -	
1	51R	Driver Only (Unity)	\$ 398.00	\$ 398.00	
1	52P	Hidden Door-Lock Plunger w/Rear-door controls inoperable	\$ 159.00	\$ 159.00	
1	500A:	2026 Standard Equipment includes: 60A, 55F, 55B, 86T, 43D, 76P, 76R, 17A, 17T	\$ -	\$ -	
0	1	TINTA	Window Film, Dealer Installed. Llumar Brand with Windshield Strip	\$ 406.00	\$ 406.00
0	1	LED PKG 54	WHELEN LEGACY WCX Light Bar Package- Includes 54" (BLUE/WHITE FRONT, BLUE/AMBER REAR) Light Bar, CENCOM CORE WCX Control Center, Control Head, ScanPort, Vehicle to Vehicle Module, Speaker, Bracket and Four Corner Strobes (BLUE/WHITE ALTERNATING) (E32****, C399, CCTL7, C399SP, CV2V, SA315P, SAK75P, VTX*) SPECIFY COLOR AT TIME OF ORDER	\$ 5,471.00	\$ 5,471.00
0	2	LED PKG 47	Whelen: (1) Stud Mount Micron Part: MCRNT* IN GRILLE (BLUE-HEADLIGHT FLASHERS WHITE STD)	\$ 220.00	\$ 220.00
0	2	LED PKG 48	Whelen: (1) Thin Ion Part: TLI2* VERTICALLY AT TAG (BLUE/WHITE ALTERNATING)	\$ 235.00	\$ 235.00
0	2	LED PKG 48	Whelen: (1) Thin Ion Part: TLI2* UNDER HATCH FACING REAR (BLUE/WHITE	\$ 235.00	\$ 235.00
0	2	LED PKG 39	Whelen: (1) 60" Tracer - Duo - Sold Individually - Bracket Included Part: TCRWX55 UNDER DOORS (BLUE/WHITE ALTERNATING)	\$ 966.00	\$ 966.00
0	1	CONSOLE 1	TROY PRODUCTS 18" L-shaped console with 10" slope / 8" level with faceplates, 4" dual cup internal beverage holder, 4" shallow console tray, 2" face plate pre-punched w/ holes for (2) DC outlets & (1) dual-port USB module, & height adjustable swivel arm rest with 5"x8" foam pad that bolts to rear of console, mic clip bracket. Part: CC-20-UV10-L8-K	\$ 1,076.00	\$ 1,076.00
0	1	CONSOLE 4	TROY PRODUCTS [CM-SDMT-SL-LED] side-mount computer mount with easy one-handed operation. Includes Troy's unique slide-arm feature. (Includes CM-LT-1600 Laptop Tray.)	\$ 982.00	\$ 982.00
0	1	INV PS 600	AIMS 600 Watt Pure Sine Power Inverter 12 Volt: [PWRI60012120S] *Continuous output power: 600 Watts. [will power chargers, laptops, small printers] *Surge (peak power): 1200 Watts, Fused at 60amps with 8awg wire @ 16FT *Product size (L x W x H): 8.39" x 5.51" x 2.91	\$ 1,191.00	\$ 1,191.00
0	1	LOC CSL	Inverter mounted to rear of metal console (Only 600w will fit here w/ addition of gun lock)	\$ -	\$ -
0	1	STLIGHT	Streamlight Rechargeable Stinger Flashlight- 75712, on partition	\$ 250.00	\$ 250.00
0	1	GL 1	TROY PRODUCTS Single Weapon Mount w/SC6 Lock and Brackets Part: KT-GM-SGL-SC6	\$ 664.00	\$ 664.00

0	1	INMATE 3	TROY PRODUCTS Recessed Front Partition with Sliding Polycarbonate Window: All welded construction; 14 gauge steel for years of longevity Black powder coat wrinkle finish Panel recessed and welded to cage frame to increase seat-back recline Center recess 12" wide	\$ 1,657.00	\$ 1,657.00
0	1	INMATE 7	TROY PRODUCTS Plastic Prisoner Seat with Officer Safe Seat Belts, Rear Partition with Mesh Window and Fire Extinguisher Compartments Part: PS-20-UVFX-OS-R	\$ 2,489.00	\$ 2,489.00
10	1	NSO: CUST SUPPL	Non-scheduled option: Installation of customer supplied items--Motorola camera system, Motorola XPR5550 antenna, pre-wire for radio, and radar	\$ -	\$ 900.00
0		TOTAL LABOR HOURS			
		Additional Notes			
UNIT COST					\$ 61,258.00
<hr/>					
TOTAL QUANTITY		1	TOTAL PURCHASE		\$ 61,258.00

Additional Options for Consideration

QTY	CODE	Description	PRICE	VISUAL
0		0	\$ -	\$ -
0		0	\$ -	\$ -
0		0	\$ -	\$ -

STANDARD EQUIPMENT PER FORD MOTOR COMPANY ORDER GUIDE 10/1/2025

<p>K8A SE 1</p>	<p>MECHANICAL</p> <ul style="list-style-type: none"> • Axle Ratio – 3.73 (AWD) • Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers • Class III Trailer Hitch Receiver with 5,000 lbs. towing capacity and (2) recovery hooks Note: Includes Class III Trailer Tow Lighting Package • Column Shifter • DC/DC converter – 220-Amp (in lieu of alternator) • Drivetrain – All-Wheel-Drive • Electric Power-Assist Steering (EPAS) – Heavy-Duty • Engine – 3.3L V6 Direct-Injection Hybrid Engine System • Engine Hour Idle Meter • Engine Hour Meter • Engine Oil Cooler • Fuel Tank – 19-gallons □ H8 AGM Battery (850CCA/92-amp) • Lithium-Ion Battery Pack • Manual Police Pursuit Mode (Steering Wheel Switch Execution) • Suspension – independent front & rear • Transmission – 10-speed automatic • Transmission Oil Cooler
<p>K8A SE 2</p>	<p>EXTERIOR</p> <ul style="list-style-type: none"> • Antenna, Roof-mounted • Cladding – Lower bodyside cladding (MIC) • Door Handles – Black (MIC) • Exhaust, True Dual (down-turned) • Daytime Running Lamps – Configurable ON/OFF through instrument cluster Note: Select option (942) if desire is to have Daytime Running Lamps permanently on (cannot be turned off or reprogrammed) • Door-Lock Cylinders (Front Driver / Passenger / Liftgate) • Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass • Grille – Black (MIC) • Headlamps – Automatic, LED Low-and-High-Beam Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature) <ul style="list-style-type: none"> — Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature) — Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights) — Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst Note: Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)
<p>K8A SE 3</p>	<ul style="list-style-type: none"> • Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder • Mirrors – Black Caps (MIC), Dual Pwr/Heated/Manual Fold Back Mirror • Spare – Full size 18" Tire w/TPMS • Spoiler – Painted Black • Tail lamps – LED • Tail Lamp Prep Kit • Tires – 255/60R18 A/S BSW • Wheel-Lip Molding – Black (MIC) • Wheels – 18" x 8.0 painted black steel with polished stainless steel hub cover • Windshield – Acoustic Laminated
<p>K8A SE 4</p>	<p>INTERIOR/COMFORT</p> <ul style="list-style-type: none"> • Cargo Hooks in cargo area • Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC) • Climate Control – Rear Aux A/C System • Dark Car • Door-Locks <ul style="list-style-type: none"> — Power — Rear-Door Handles and Locks Operable • Fixed Pedals (Driver Dead Pedal) • Floor – Flooring – Heavy-Duty Thermoplastic Elastomer • Glove Box – Locking/non-illuminated • Grab Handles – (1 – Front-passenger side, 2-Rear) • Heated Sanitization Solution • Liftgate Release Switch located in overhead console (45 second timeout feature) • Lighting <ul style="list-style-type: none"> — Overhead Console — Red/White Task Lighting in Overhead Console • Mirror – Day/night Rear View • Particulate Air Filter • Powerpoints – (2) USB A+C Type Ports

<p>K8A SE 5</p>	<p>Rear-door closeout panels</p> <ul style="list-style-type: none"> • Rear-window Defrost • Scuff Plates - Front & Rear • Seats <ul style="list-style-type: none"> — 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters — 1st Row - Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way power lumbar) — 1st Row - Passenger 8 Power -way Power track with 2-way power recline and 2-way power lumbar — Built-in steel intrusion plates in both driver/passenger seatbacks — 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) - fixed seat track • Red and White Dome Lamp in Cargo Area • Speed (Cruise) Control • Speedometer - New LCD 12.3» Display Calibrated (includes digital readout) • Steering Wheel - Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4 user - configurable latching switches • Sun visors, color-keyed, non-illuminated • Universal Top Tray - Center of I/P for mounting aftermarket equipment • Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature
<p>K8A SE 6</p>	<p>SAFETY/SECURITY</p> <ul style="list-style-type: none"> • AdvanceTrac® w/RSC® (Roll Stability Control®) • Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy® • Anti-Lock Brakes (ABS) with Traction Control • BLIS® - Blind Spot Monitoring with Cross-traffic Alert • Brakes - Police calibrated high-performance regenerative braking system • Belt-Minder® (Front Driver / Passenger) • Rear Cross Traffic Brake Assist <p>Note: Includes unique one-touch temporary disable switch for Law Enforcement use</p> <ul style="list-style-type: none"> • Child-Safety Locks (capped; set to "on") • Individual Tire Pressure Monitoring System (TPMS) • LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations • Police Perimeter Alert detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking • Pre-Collision Mitigation system <p>Note: Includes unique one-touch temporary disable switch for Law Enforcement use</p>
<p>K8A SE 7</p>	<ul style="list-style-type: none"> • Rearview Camera viewable on 8" Center Stack Screen • 1/4 Scale Rear Camera Display (Available) • Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row • SOS Post-Crash Alert System™



QUOTE-3424094
1 M500 Expansion

Billing Address:
CHIPLEY POLICE DEPARTMENT
PO BOX 1007
CHIPLEY, FL 32428
US

Shipping Address:
CHIPLEY POLICE DEPARTMENT
1430 JACKSON AVE
CHIPLEY, FL 32428
US

Quote Date:12/11/2025
Expiration Date:12/31/2025
Quote Created By:
Justin Dulgar
Regional Sales Manager
Justin.Dulgar1@
motorolasolutions.com
8124834183

End Customer:
CHIPLEY POLICE DEPARTMENT
Michael Richter
MRichter@chipleypd.com
850-638-6310

Contract: 39497 - M500 PROMO
AGREEMENT: WG AGREEMENT

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	M500						
1	WGB-0700A	M500 IN-CAR SYSTEM FRONT/PASSENGER CAM	1		\$6,200.00	\$4,340.00	\$4,340.00
2	WGP02225-130-KIT2	BRKT4RE DISP/VISTA/ CAMVR POST 2020+EXPL	1		Included	Included	Included
3	WGP02225-650-KIT2	BRACKET DISP/VISTA/ CAMVR POST 2025+EXPL	1		Included	Included	Included
4	LSV07S05297A	5Y ESSENTIAL WITH ADVANCED REPLACEMENT M500	1	5 YEARS	\$1,518.75	\$1,063.13	\$1,063.13

Grand Total \$5,403.13(USD)

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- This quote contains items with approved price exceptions applied against them.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Quote Number 00019143

Section H, Item4.



Prepared By Brandy Atherton
Phone (270) 685-6418
Fax (270) 685-6288
Email bmatherton@mphindustries.com

Address 316 East 9th Street
Owensboro, KY 42303
USA
Created Date 12/4/2025
Expiration Date 2/28/2026

Quote To:

Bill To Name CHIPLEY POLICE DEPT
Bill To PO BOX 1007
CHIPLEY, FL 32428-1007
USA

Ship To Name CHIPLEY POLICE DEPT
Ship To 1430 JACKSON AVE
CHIPLEY, FL 32428-1007
USA

Product Code	Quantity	Product Description	Sales Price	Total Price
3003	1.00	Eagle 3 Dual Ka-band antenna with Same Direction, Fastest, Scan mode, Wireless Speed Sensing, QuikTrak, and eFork	USD 3,095.00	USD 3,095.00

Totals

Subtotal	USD 3,095.00
Shipping and Handling	USD 48.00
Total Amount	USD 3,143.00

* Applicable Sales Tax Not Included. Seller may charge Buyer a 25% restocking fee.

Quote Acceptance

Signature _____
Name _____
Title _____
Date _____

Quote Number 00019143



Section H, Item 4.

Prepared By Brandy Atherton
Phone (270) 685-6418
Fax (270) 685-6288
Email bmatherton@mphindustries.com

Address 316 East 9th Street
Owensboro, KY 42303
USA
Created Date 12/4/2025
Expiration Date 2/28/2026

KUSTOM SIGNALS, INC.
TERMS AND CONDITIONS

1. APPLICABILITY. Unless otherwise specified in a written bid, quote or contract, the following terms and conditions shall apply.

2. PRICES AND TAXES. Prices will be Kustom Signals, Inc.'s ("Seller") prices in effect on the date a purchase order is accepted by Seller, and Seller may change its prices at any time, in its sole discretion.

3. PAYMENT. Unless otherwise provided on the face of the invoice, payment is due 30 days after invoice date in US dollars. Partial payments are not permitted unless authorized in writing.

4. DELIVERY AND PERFORMANCE. Delivery dates are approximate. Seller disclaims all liability for late or partial delivery.

5. LOSS IN TRANSIT. Risk of loss will pass to Buyer upon delivery of the goods to the carrier.

6. TERMINATION, RESTOCKING CHARGES. Buyer may terminate this purchase order for its convenience, in whole or in part, by written, faxed or telegraphic notice at any time.

7. WARRANTY. Seller's warranty is provided separately.

8. LIMITATION OF LIABILITY. SELLER IS NOT LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, OR INCIDENTAL DAMAGES, OR ANY LOST PROFITS OR LOST SAVINGS, EVEN IF A SELLER REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS, DAMAGES, CLAIMS OR COSTS, NOR IS SELLER LIABLE FOR ANY CLAIM BY ANY THIRD PARTY.

9. INDEMNIFICATION. Buyer will indemnify, defend and hold Seller harmless from all losses, damages, liabilities and costs, including attorneys' fees, incurred or sustained by Seller as a result of any third party claim made against Seller.

10. EXPORT RULES. Exports and re-exports of the goods may be subject to United States export controls and sanctions administered by the U.S. Department of Commerce Bureau of Industry and Security under its Export Administration Regulations ("EAR").

11. MISCELLANEOUS. These terms and conditions, together with any other written agreement between Buyer and Seller, if any: (i) are the exclusive statements of the parties with respect to the subject matter and supersedes any prior or contemporaneous communications; (ii) may not be amended except in writing executed by the parties and will prevail in any case where the terms of Buyer's purchase order or other communication are inconsistent; (iii) will be interpreted and enforced in accordance with the laws of the State of Kansas.

Kustom Signals, Inc.
Attn: Sales Dept.
9652 Loiret
Lenexa, KS 66219

Quote Acceptance

Signature _____
Name _____
Title _____
Date _____

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Resolution No. 26-20 – Florida Department of Transportation, Transportation Alternatives Program Funding – Westbourne Avenue and West Boulevard Sidewalk Project

MEETING DATE

Tuesday, January 13, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

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.

RECOMMENDATION

City Staff recommend approval of Resolution No. 26-20.

ATTACHMENTS

1. Resolution No. 26-20
2. Map

RESOLUTION NO. 26-20

A RESOLUTION OF THE CITY OF CHIPLEY, FLORIDA, TO SUPPORT DESIGN AND CONSTRUCTION OF THE CITY OF CHIPLEY'S WESTBORNE AVENUE AND WEST BOULEVARD SIDEWALK PROJECT WITH FLORIDA DEPARTMENT OF TRANSPORTATION, TRANSPORTATION ALTERNATIVES PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law on December 4, 2015, replacing the Transportation Alternatives Program (TAP) with the Surface Transportation Block Grant (STBG) Program funding for Transportation Alternatives (TA) Set-Aside funds, which include all projects and activities previously eligible under TAP and address growing concerns related to air quality, open space, and traffic congestion; and

WHEREAS, every two years Smart Growth America releases Dangerous by Design, a national report that examines pedestrian safety across the United States, and the 2022 update indicates that in 2020 drivers struck and killed 7,522 people walking—marking a 40-year high—and reflecting a 75 percent increase in traffic deaths among people outside vehicles between 2010 and 2020; and **WHEREAS**, the Transportation Alternatives Program provides funding to support the planning, design, and construction of on- and off-road pedestrian and bicycle facilities that improve safety, accessibility, and connectivity within communities; and

WHEREAS, the City of Chipley has identified pedestrian safety and sidewalk connectivity as important priorities for improving mobility and quality of life for residents and visitors of all ages and abilities; and

WHEREAS, the proposed sidewalk improvements along Westbourne Avenue and West Boulevard will close critical gaps in the City's existing sidewalk network and provide meaningful connections between existing sidewalk systems along U.S. Highway 90, Sinclair Street, and South Boulevard, which are heavily traveled corridors within the City; and

WHEREAS, these sidewalk improvements will directly enhance access to key public and community facilities, including the Chipley Library, City Hall, Washington County VPK School, and Florida Panhandle Technical College, supporting safe and reliable pedestrian access for students, families, employees, and the general public; and

WHEREAS, construction of sidewalks along Westbourne Avenue and West Boulevard will improve pedestrian safety by separating pedestrian traffic from vehicular travel, reducing conflicts between vehicles and pedestrians, and providing ADA-compliant infrastructure that serves children, seniors, and individuals with disabilities; and

WHEREAS, the proposed project is consistent with the City of Chipley Comprehensive Plan, the City's Land Development Regulations, and applicable policies of the Florida Department of Transportation, the Centers for Disease Control and Prevention (CDC), and the FAST Act that support alternative modes of transportation and complete streets principles; and

WHEREAS, the City of Chipley recognizes the importance of protecting the safety of its citizens by providing safe, accessible, and connected transportation facilities for both motorized and non-motorized users.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHIPLEY, FLORIDA, that the City of Chipley hereby expresses its full support for the design and construction of the Westbourne Avenue and West Boulevard Sidewalk Project and for the City’s application for funding under the Florida Department of Transportation, Transportation Alternatives Program.

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF CHIPLEY THAT the City of Chipley supports design of the Sidewalk Improvements submitted by the City of Chipley.

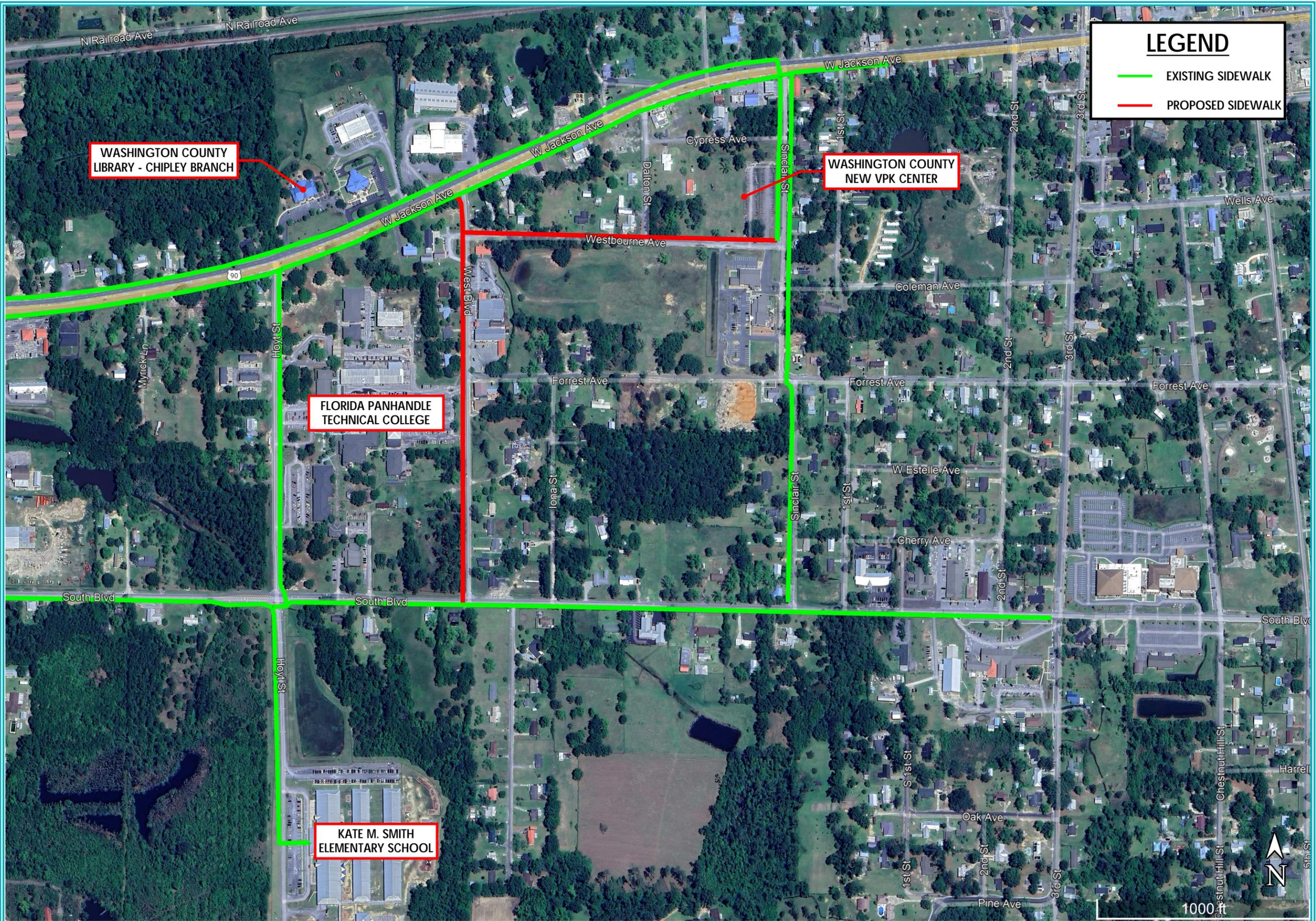
PASSED AND ADOPTED by the City Council of the City of Chipley, Florida on this 13th day of January, 2026

City of Chipley

ATTEST:

Tracy L. Andrews, Mayor

Sherry Snell,
City Clerk



LEGEND

- EXISTING SIDEWALK
- PROPOSED SIDEWALK

WASHINGTON COUNTY
LIBRARY - CHIPLEY BRANCH

WASHINGTON COUNTY
NEW VPK CENTER

FLORIDA PANHANDLE
TECHNICAL COLLEGE

KATE M. SMITH
ELEMENTARY SCHOOL

DHM

DAVID H. MELVIN, INC.
CONSULTING ENGINEERS

4428 Lafayette Street
Marianna, FL 32446
Phone: (850) 482-3045
www.melvineng.com

EB-0005637
LC-0000277

**SIDEWALK IMPROVEMENTS
WESTBOURN AVE. & WEST BLVD.
CHIPLEY, FLORIDA**

TITLE PAGE

PROJ NO. WAS25SW
DATE 01-15-2025
DRAWN BEM
CHECK _____
REVISION _____
REV. DATE _____

EX-01

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for Development Order – MK Wash & Go, LLC - Take 5 Oil Change

MEETING DATE

Tuesday, January 13, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

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, which requires review and approval by the Planning and Zoning Commission and the City Council. The property is located at 1405 Nadia Avenue, Parcel ID:00000000-00-2341-0008, 0.62 acres.

The proposed redevelopment meets all standards for uses allowed, density and intensity, and design standards for Chapter 44 – Zoning, ARTICLE VI – District Regulations, Section 44-163- Corridor development district. The 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.

The existing stormwater management facility will be utilized with no additional improvements. The existing ground and building sign will be used.

The Planning & Zoning Commission met on January 8th and voted 4-0 in favor.

RECOMMENDATION

City Staff recommend approval of the Development Order for MK Wash & Go, LLC - Take 5 Oil Change.

ATTACHMENTS

1. Development Order Packet



City of Chipley

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



Development Order Review – Take 5 Oil Change

We performed a development review for the proposed Take 5 Oil Change redevelopment. The property is located at 1405 Nadia Avenue, Chipley, Florida and is in the Corridor Development District (CDD). 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.

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 Construction Plans: C2.0.
 - b. *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 Construction Plans: C2.0.
 - c. *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 Construction Plans: C2.0 - Existing utilities to remain.
 - d. *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 Construction Plans: C2.0.*

- e. *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: Survey provided.

- (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: *N/A.*

- 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: *N/A.*

- 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: *N/A.*

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

Sufficient: *Not required since this is a redevelopment project.*

- 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.

Sufficient: *N/A.*

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

Sufficient: *Provided in Construction Plans: C0.0.*

[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: *The site is not located in a flood zone as identified by the FEMA Flood Zone Map Service Center.*

Land Use Compliance | Chapter 44 – Zoning, Article VI – District Regulations, Sec. 44-151. - Commercial land use districts.

- (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 proposed oil change/carwash achieves the purpose of Commercial by providing for an appropriate commercial development that supports the economic development of the city that serves the traveling public.*

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

Sufficient: *The proposed site intensity is 45.14%.*

- (3) Uses:

Commercial land uses include:

1. retail sales and services;
1. business and professional offices;
2. commercial lodgings;
3. wholesale trade and services;
4. places of worship;
5. neighborhood commercial uses; and
6. public utilities.

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

Sufficient: *Take 5 Oil Change achieves the purpose of Commercial by fulfilling a service.*

- (4) Requirements:

- a. Maximum lot coverage: 85 percent.

Sufficient: *Current impervious surface/lot coverage: 11,715 sq. ft./27,007 sq. ft. = 43.38%.
Proposed impervious surface/lot coverage: 12,191 sq. ft. /27,007 sq. ft. = 45.14%.*

- b. Maximum height: Two stories or 35 feet, principal building; one story for accessory structures.

Sufficient: *The proposed height of the development is one story.*

- c. Yard setback:

1. Front: 49.8 feet.

Sufficient: *The proposed front setback is existing and will be unaltered.*

2. Side: North side – 38 feet and South side – 35 feet.

Sufficient: *The proposed side setbacks are existing setbacks and will be unaltered.*

3. Rear: 42.6 feet.

Sufficient: *The proposed rear setback is 42.6 feet.*

Chapter 14 - Environmental and Natural Resources, Article VIII. – Stormwater Management, Sec. 14-188. - Exemptions.

Requirements for stormwater discharge set out in this Code are waived for the activities listed below:

- (1) Construction of a single-family dwelling unit on a lot or parcel of record, provided that the single-family dwelling unit is not part of a larger common plan of development or sale.
- (2) Construction of one duplex, one triplex, or one quadruplex residential structure, provided that the structure is not part of a larger common plan of development or sale.
- (3) Construction of a storage building, shed, swimming pool or other accessory structure to those in subsection (1) or (2) of this section.
- (4) Performance of maintenance work on existing mosquito control drainage canals for the purpose of public health and welfare; provided, however, that all state guidelines are followed and the proper permits are secured.
- (5) Performance of maintenance work on existing drainage canals, utilities or transportation systems, provided such maintenance work does not alter the purpose, historical utilization and intent of the drainage system as constructed.
- (6) Any new development, alteration, or improvement of existing structures that does not increase the peak discharge rate or the volume of runoff, or deposit additional pollution materials beyond the boundaries of the development.

- (7) Construction of any structure or addition to an existing structure creating 600 square feet or less of new impervious surface total. More than one project may be constructed at different times, but the total exemption cannot exceed the allowable limit.
- (8) Developments which must meet a stricter stormwater management standard mandated by another agency.
- (9) Bona fide agricultural activity, including forestry, provided farming activities are conducted in accordance with the Agriculture BMPs Field Office Technical Guide (1988) published by the Soil Conservation Service, and forestry activities are conducted in accordance with the Silviculture Best Management Practices Manual (1979) published by the state division of forestry.

Sufficient: *The existing stormwater facilities are sufficient for the 476 square feet of additional impervious area based on Section 14-188(7). - Exemptions.*

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

(a) *Evaluation.*

(1) *Roads.*

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

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

- (b) *Submittals.* The applicant for a development permit shall submit to the city, along with the application for a development permit, the following information:

- (1) The legal description of the development site;

Sufficient: *A legal description is provided in the Land Survey.*

- (2) The street address of the development site, if applicable;

Sufficient: *A street address is provided in the Letter of Intent.*

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

Sufficient: *A letter of intent is provided.*

(c) *Transportation study.*

- 1. *Application meeting.* An application meeting between the city and the applicant is required. The purpose of this meeting will be to review the methodology and procedure, and to determine the

study area and study period. This will usually be a p.m. peak hour analysis, however, other time periods may require analysis. The transportation study shall be signed and sealed by a registered professional engineer.

Sufficient: The proposed redevelopment is expected to generate approximately 15 trips in the p.m. peak hours (8 entering, 7 exiting) representing a net decrease of approximately 8 p.m. peak hour trips relative to the existing car wash tunnel and self-service carwash stalls currently existing on the site. The redevelopment is not expected to significantly impact the surrounding roadway network. No meeting is necessary.

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

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

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

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

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

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

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

3. *Sources of data.*

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

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

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

(iii) The above required intersection capacities shall be based on the most recent edition of

the Highway Capacity Manual, Special Report 209.

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

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

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

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

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

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

(iii) Using projections from an area modeling effort.

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

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

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

6. 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: *Trip rates were obtained from the ITE Trip Generation manual (12th Edition).*

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

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

7. *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: *The proposed Take 5 Oil Change is expected to generate appx 15 trips in the pm peak hours (8 entering, 7 exiting) representing a net decrease of approximately 8 pm peak hour trips relative to the existing car wash tunnel and self-service carwash stalls currently existing on the site. The redevelopment is not expected to significantly impact the surrounding roadway network.*

8. *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.*

(1) *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.

Sufficient: *N/A.*

3. Proof the city impact fees for the provision of a potable water system have been paid.

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

(2) *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: *The subject site is within the wastewater service area as confirmed by a notarized affidavit.*

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

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

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

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

(3) Drainage.

- a. *Submittals.* The applicant for a development permit shall submit, along with the application for the development permit, proof that sufficient capacity exists as demonstrated by one of the following:
4. All applicable department of environmental protection (DEP) permits for stormwater management systems;

Sufficient: *The existing stormwater facilities are sufficient for the 476 square feet of additional impervious area based on Section 14-188(7). - Exemptions.*

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

Sufficient: *N/A.*

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

Sufficient: *N/A.*

(4) 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: *The subject site is within the solid waste service area of the City of Chipley.*

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: *The subject site is within the solid waste service area of the City of Chipley.*

- (5) *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.*

CHAPTER 16 – FIRE PREVENTION AND PROTECTION, Sec. 16-10 – Review of Fire Protection Plans

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

(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: *Per Chief Hunter Aycock required fire flow will be less than 1500 GPM for the building. This will be without vehicles inside the structure and/or could vary depending on the amount of petroleum products that will be stored for the business. This is well within our hydrant systems capabilities so there are no issues with fire flow. The fire hydrant located on Motel Drive is within 400 feet of the property and there is another fire hydrant located at the intersection of Nadia and Main Street on the SE corner of the intersection, which is within 230 feet of the property.*

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.

Sufficient: *The existing sign on the property will be used.*

- (b) *Illumination standards.*

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

Sufficient: *The existing sign on the property will be used.*

- (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 existing sign on the property will be used.*

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

Sufficient: *The existing sign on the property will be used.*

- (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 existing sign on the property will be used.*

- (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 existing sign on the property will be used.*

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

Sufficient: *The existing sign on the property will be used.*

- (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 existing sign on the property will be used.*

- (d) *Clearance standards.*

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

Sufficient: *The existing sign on the property will be used.*

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

Sufficient: *The existing sign on the property will be used.*

- (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: *The existing sign on the property will be used.*

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

Sufficient: *The existing sign on the property will be used.*

- (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 existing sign on the property will be used.*

- (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 existing sign on the property will be used.*

(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 existing sign on the property will be used.*

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

Sufficient: *The existing sign on the property will be used.*

City of Chipley Development Order

File No. _____

Fees Paid \$ _____

Name of Owner: MK Wash & Go LLC

Phone #: _____

Address: 8 Bunting Dr, Crawfordville, FL 32327

Name of Developer/Contractor: Driven Brands, Inc.

Address: 440 South Church St, Suite 600, Charlotte, NC 28202

Phone #: 980-259-7438

Type of Development: Redevelopment Retrofit

Parcel Size: 0.62 AC

Location of Development: 1405 Nadia Avenue, Chipley, FL 32428

Land Use Designation: Commercial

Sq. Ft. of Building 2215.4 sq. ft.

Existing building to remain. _____

Site Plan Required? Yes No Exempt per NFWFMD Pre-App Stormwater Permit Required? Yes No

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

Utilize existing services

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

As Agent


SEAL

Owner/Developer/Contractor: _____

December 18, 2025

City of Chipley Public Works
P.O. Box 1007
Chipley, FL 32428

Letter of Intent

Project Title: Oil Change Facility Retrofit at 1405 Nadia Ave, Chipley, FL 32428

Project Location: 1405 Nadia Ave, Chipley, FL 32428

Parcel Number: 00000000-00-2341-0008

Section, Township, Range: Section 17, Township 4 North, Range 13 West

Project Description: The proposed development involves retrofitting an existing car wash facility into an oil change facility on a 0.62-acre site. The project will utilize the existing utilities connected to the building and will include the following improvements:

- Installation of new pavement adjacent to building and at ADA spaces.
- Installation of new pavement striping for parking and traffic patterns.
- Installation of a dumpster pad.
- Construction of a sidewalk on the north side of the existing building.
- Installation of concrete pads at the entrances and exits of the existing bays.
- Removal of existing car wash structures around the building.

Parking and Accessibility: The development will provide a total of four parking spaces, including one ADA-compliant spot.

Stormwater Management: The existing stormwater management facility (SWMF) will be utilized with no additional improvements.

Driveways: There will be no changes to the existing driveways at the entrances to the parcel.

The proposed development is a retrofit of an existing car wash facility, therefore some of the items on the City of Chipley's Site Plan Checklist do not apply to the proposed development.



Should you have any questions, please feel free to contact me at (850) 553-3500.

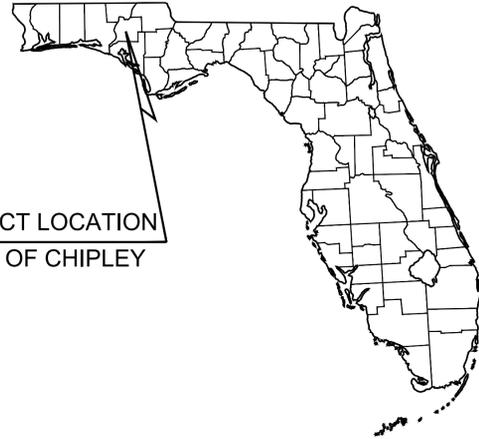
Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Cameron Snipes". The signature is fluid and cursive, with the first name being more prominent.

Cameron Snipes, PE
Project Manager

PROJECT LOCATION
CITY OF CHIPLEY



CONSTRUCTION PLANS FOR TAKE 5 OIL CHANGE

PARCEL ID: 00000000-00-2341-0008
CHIPLEY, FLORIDA
OCTOBER, 2025

CAMERON R. SNIPES, State of Florida,
Professional Engineer, License No. 75465.

This item has been digitally signed and sealed by
CAMERON R. SNIPES on the date indicated here.
10/31/2025

Signature must be verified on any electronic copies.

PROJECT TEAM

DEVELOPER

DRIVEN BRANDS, INC.
440 SOUTH CHURCH STREET, SUITE 600
CHARLOTTE, NC 28202
PHONE: (980) 259-7438
CONTACT: PAUL MASCOLO

ARCHITECT

CUHACI PETERSON
124 S MAPLE STREET, SUITE 300
AMBLER, PA 19002
PHONE: (908) 216-6467
CONTACT: ANGELO CACCIOPPOLI

CIVIL ENGINEER

KIMLEY-HORN AND ASSOCIATES, INC.
2619 CENTENNIAL BLVD., SUITE 200
TALLAHASSEE, FL 32308
PHONE: (850) 553-3511
CONTACT: CAMERON SNIPES, P.E.

SURVEYOR

SOUTHEASTERN SURVEYING AND
MAPPING CORPORATION
1130 HIGHWAY 90
CHIPLEY, FLORIDA 32428
PHONE: (850) 638-0790

OWNER

MK WASH & GO LLC
QUICKWAY AKA
8 BUNTING DR
CRAWFORDVILLE, FL 32327

UTILITY SUPPLIERS

WATER

CITY OF CHIPLEY PUBLIC WORKS
P.O. BOX 1007
CHIPLEY, FL 32428
PHONE: (850) 638-6346
CONTACT: GUY LANE

ELECTRIC

FLORIDA POWER & LIGHT
1195 JACKSON AVE.,
CHIPLEY, FL, 32428
PHONE: (800) 225-5797

TELECOMMUNICATIONS/FIBER

AT&T
PHONE: (610) 200-3365
CONTACT: KEVIN TALECKI/ MIKE GAMBOA

GAS

CITY OF CHIPLEY PUBLIC WORKS
P.O. BOX 1007
CHIPLEY, FL 32428
PHONE: (850) 638-6346
CONTACT: GUY LANE

SANITARY SEWER

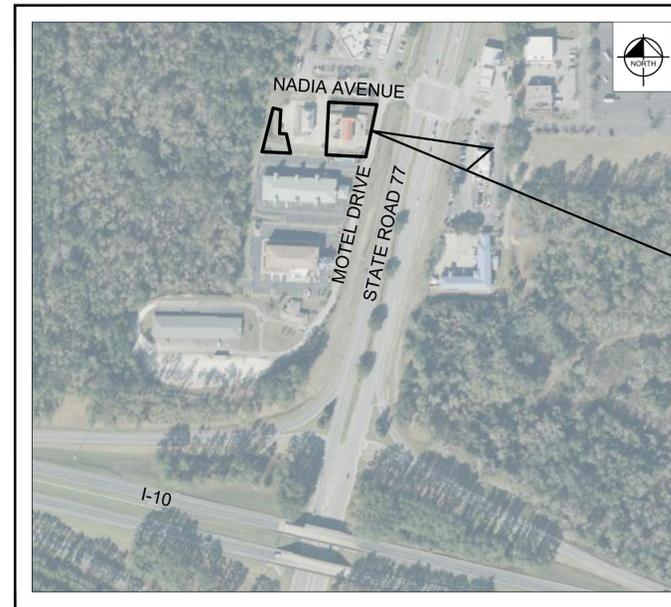
CITY OF CHIPLEY PUBLIC WORKS
P.O. BOX 1007
CHIPLEY, FL 32428
PHONE: (850) 638-6346
CONTACT: GUY LANE

FIBER

UNIT FIBER LLC
2101 RIVERFRONT DRIVE,
LITTLE ROCK, ARKANSAS 72202
PHONE: (251) 214-7059
CONTACT: CHARLIE CROFT

TELEPHONE

AT&T/DISTRIBUTION
EMAIL: G27896@ATT.COM
CONTACT: DINO FARRUGIO



SECTION 17, TOWNSHIP 4, RANGE 13
LOCATION MAP
1" = 250'

PROJECT LOCATION

Sheet List Table	
Sheet Number	Sheet Title
C0.0	COVER SHEET
C1.0	GENERAL NOTES
C2.0	EXISTING CONDITIONS, DEMOLITION, & EROSION CONTROL PLAN
C3.0	OVERALL SITE PLAN
C3.1	SITE PLAN
C4.0	CONSTRUCTION DETAILS

DESIGN STANDARDS

- F.D.O.T. SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, 2025-2026
- F.D.O.T. STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION, 2025-2026
- F.D.O.T. MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN, CONSTRUCTION AND MAINTENANCE OF STREETS AND HIGHWAYS (GREEN BOOK)

PREPARED BY
Kimley»»Horn

© 2025 KIMLEY-HORN AND ASSOCIATES, INC.
2619 Centennial Blvd, Suite 200, Tallahassee, FL 32308
Phone: (850) 553-3500
WWW.KIMLEY-HORN.COM Registry No. 35106

No.	REVISIONS	DATE	BY

Kimley»»Horn
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WWW.KIMLEY-HORN.COM REGISTRY No. 35106

LICENSED PROFESSIONAL
CAMERON SNIPES, P.E.
FL LICENSE NUMBER
75465

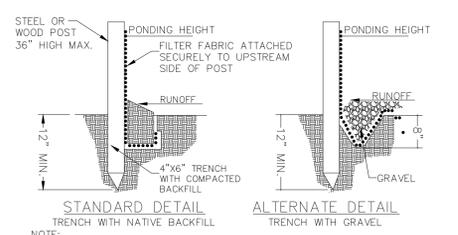
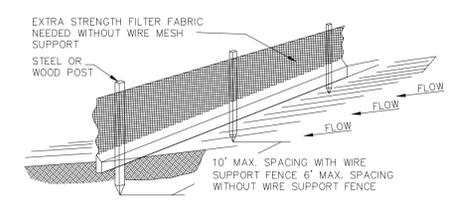
COVER SHEET

**TAKE 5 OIL CHANGE
FOR
DRIVEN BRANDS, INC.**
CHIPLEY, FL

SHEET NUMBER
C0.0

Plotted By: keeler, Domi. Sheet Set: Take 5 - Chipley. Layout: COVER SHEET. October 31, 2025. 10:28:07am. K:\TAL\civil\242444000 - Take 5, Chipley\Design\CADD\CONST\FloorSheets\C0.0 - COVER.dwg
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

Plotted By: keeler, Domi. Sheet Set: Take 5 - Chipley. Layout: C2.0. EXISTING CONDITIONS, DEMOLITION, & EROSION CONTROL PLAN. October 31, 2025. 10:29:17am. K:\TAL\CHN\242445000 - Take 5 - Chipley\Design\CADD\CONSTR\PlanSheets\C2.0-XCOND-DEMO-SMPPFP.dwg
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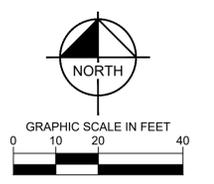


- NOTE:**
- SILT FENCE MUST BE EQUIVALENT OF TYPE IV, WIRE BACKED OR BELTED.
 - INSPECT AND REPAIR FENCE AFTER EACH STORM EVENT AND REMOVE SEDIMENT WHEN NECESSARY.
 - REMOVED SEDIMENT SHALL BE DEPOSITED TO AN AREA THAT WILL NOT CONTRIBUTE SEDIMENT OFF-SITE AND CAN BE PERMANENTLY STABILIZED.
 - SILT FENCE SHALL BE PLACED ON SLOPE CONTOURS TO MAXIMIZE PONDING EFFICIENCY.

SILT FENCE DETAIL
N.T.S.

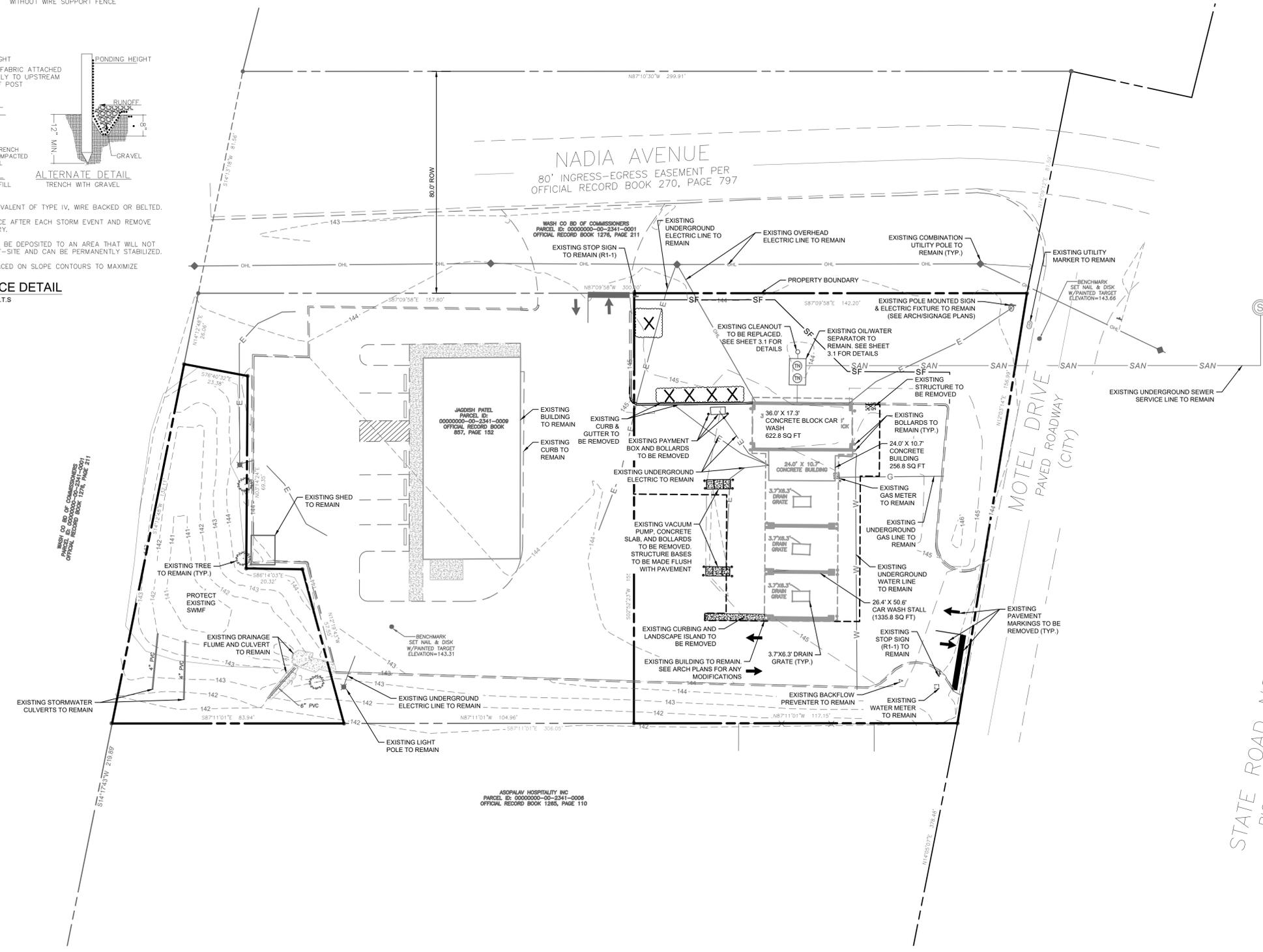
LEGEND

	PROPERTY BOUNDARY		ASPHALT PAVEMENT TO BE REMOVED
	CONCRETE TO BE REMOVED		EXISTING VEGETATION TO BE REMOVED
	EXISTING FENCE		SILT FENCE
	CONCRETE TO REMAIN		
	EXISTING CONTOURS		
	SAWCUT LIMITS		



NOTES

- EXACT LOCATION OF ALL BUILDING UTILITY SERVICES ARE UNKNOWN. CONTRACTOR TO LOCATE PRIOR TO CONSTRUCTION AND PROTECT IN PLACE. SEE ARCH. PLANS.



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LICENSED PROFESSIONAL
CAMERON SNIPES, P.E.
FL LICENSE NUMBER 75465
DRAWN BY CSW
CHECKED BY CRS

**EXISTING CONDITIONS,
DEMOLITION, & EROSION
CONTROL PLAN**

**TAKE 5 OIL CHANGE
FOR
DRIVEN BRANDS, INC.**

SHEET NUMBER
C2.0

STATE ROAD NO. 77
RIGHT OF WAY VARIES
PAVED ROADWAY

PROJECT DATUM NAVD 88

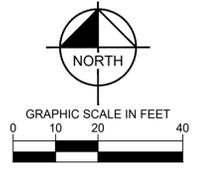
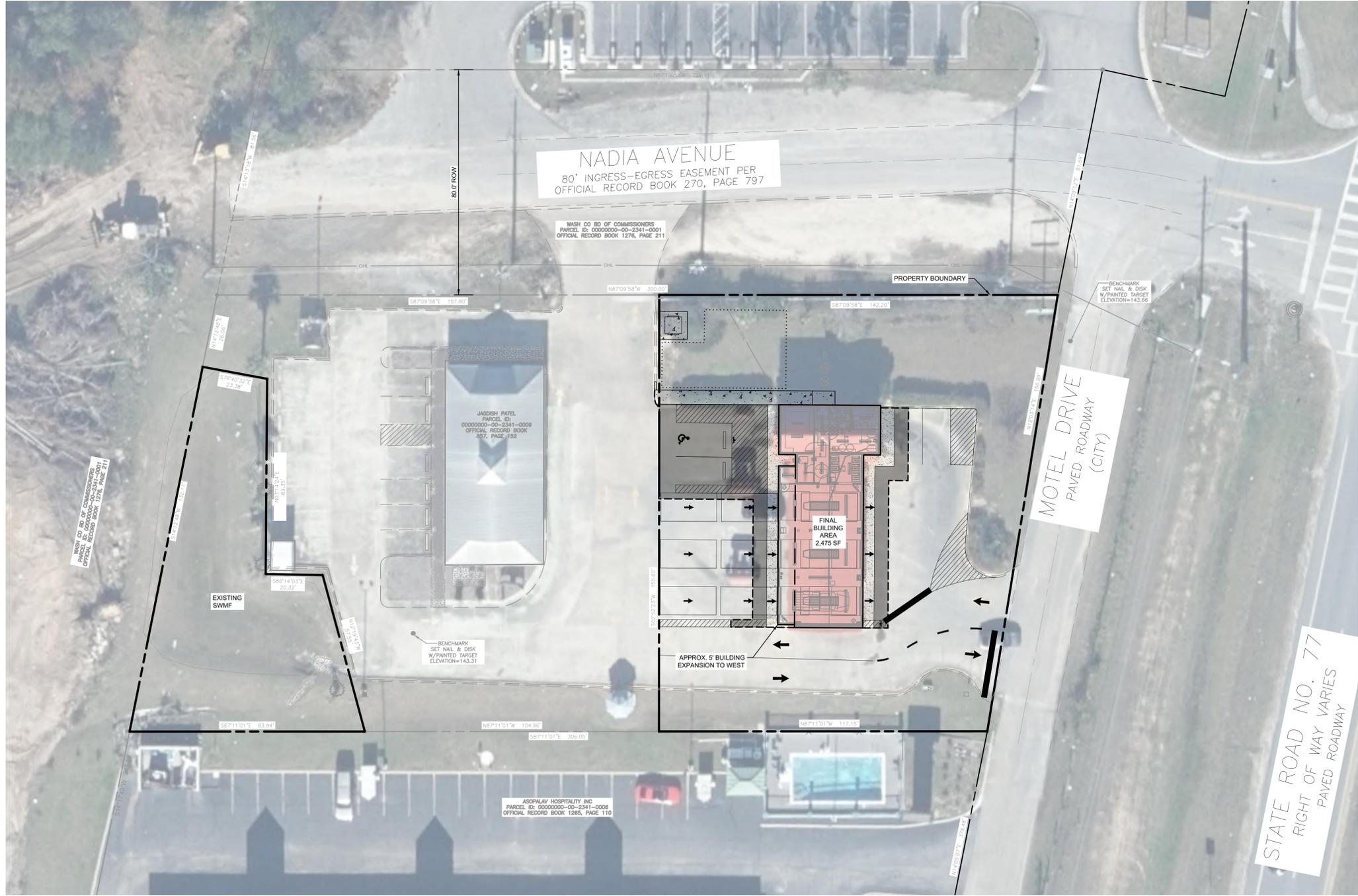
CALL 2 WORKING DAYS BEFORE YOU DIG

IT'S THE LAW! DIAL 811

811
Know what's below.
Call before you dig.

SUNSHINE STATE ONE CALL OF FLORIDA, INC.

Plotted By: Keeler, Domi. Sheet Set: Take 5 - Chipley. Layout: OVERALL SITE PLAN. October 31, 2025. 10:29:27am. K:\VTA\Civil\242445000 - Take 5 Chipley\Design\CADD\CONSTRY\PlanSheets\C3.0-SITE-OVERALL.dwg
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PROJECT DATUM NAVD 88

CALL 2 WORKING DAYS BEFORE YOU DIG

IT'S THE LAW! DIAL 811

811

Know what's below. Call before you dig.

SUNSHINE STATE ONE CALL OF FLORIDA, INC.

No.	REVISIONS	DATE	BY

Kimley»Horn

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 PHONE: (850) 553-3500
 WWW.KIMLEY-HORN.COM REGISTRY No. 35106

LICENSED PROFESSIONAL
 CAMERON SNIPES, P.E.
 FL LICENSE NUMBER 75465

CHECKED BY: CRS DATE: _____
 DRAWN BY: CSW
 DESIGNED BY: CSW
 SCALE: AS SHOWN
 DATE: 10/30/2025
 PROJECT: 242445000

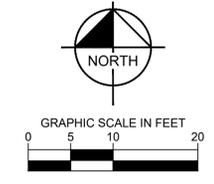
OVERALL SITE PLAN

TAKE 5 OIL CHANGE FOR DRIVEN BRANDS, INC.

CHIPLEY FL

SHEET NUMBER **C3.0**

WASH CO BD OF COMMISSIONERS
 PARCEL ID: 00000000-00-2341-0001
 OFFICIAL RECORD BOOK 1276, PAGE 211



SITE DATA

General Information	
Property Tax ID #(s):	00000000-00-2341-0008
Site Address:	1405 NADIA AVENUE, CHIPLEY, FL 32428
Zoning:	COMMERCIAL
Overlay / Tractset:	CORRIDOR DEVELOPMENT DISTRICT
Existing Use(s):	CAR WASH
Proposed Use(s):	AUTO-SERVICE SHOP
Total Site Area:	0.62 AC

Area Data	
Total Site Area	0.62 AC 27,007 SF
Existing Building (Converted)	2,098 SF
Proposed Building Addition	377 SF
Total Final Building Area	2,475 SF
Existing Impervious Area	11,715 SF
Proposed Added Impervious Area	
Dumpster Pad	100 SF
Sidewalk	376 SF
Total Added Impervious Area	476 SF
Total Final Impervious Area	12,191 SF

Parking Data	
Number of regular spaces provided:	3
Number of ADA spaces provided:	1
Total number of parking spaces:	4

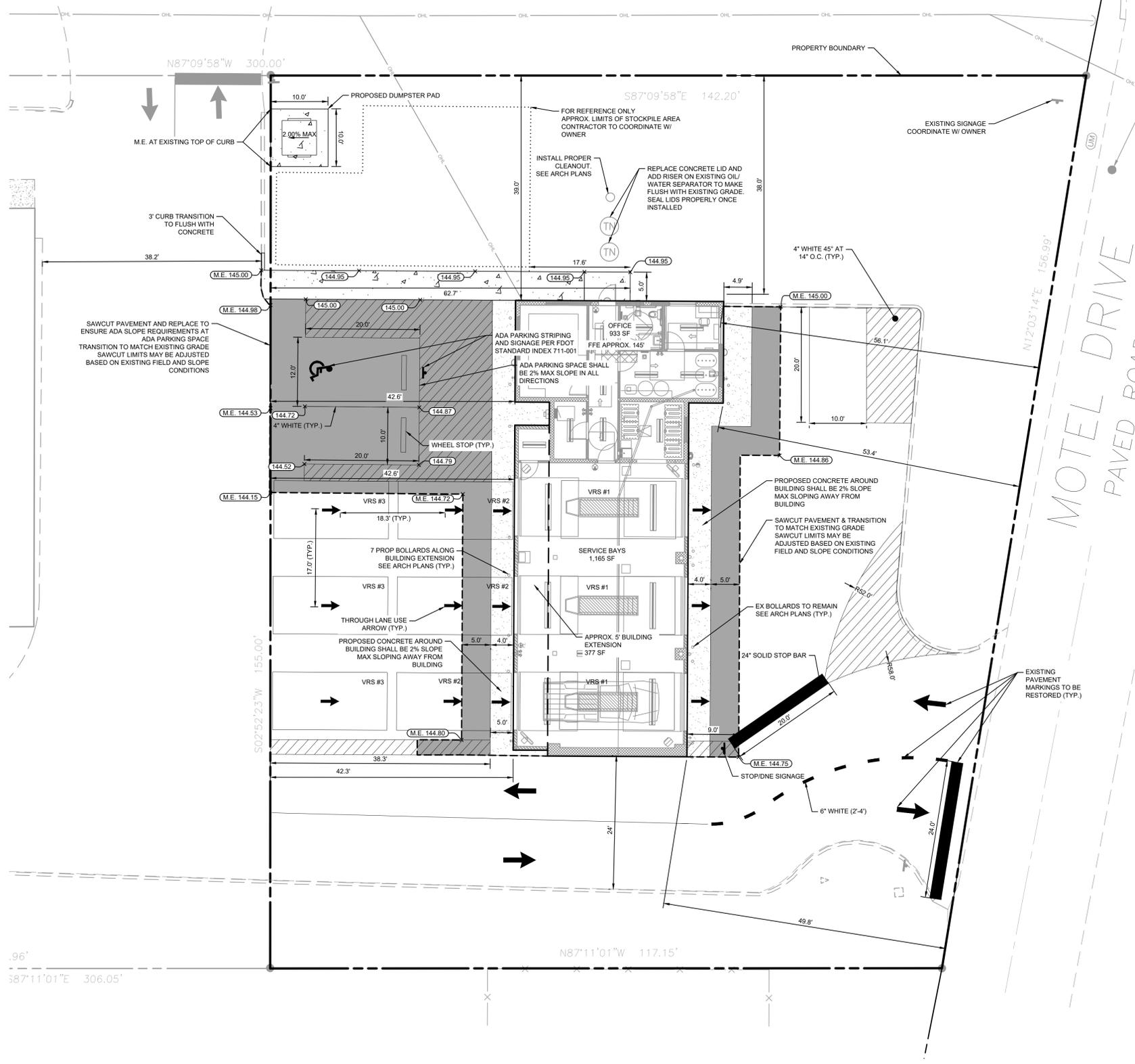
SITE PLAN NOTES

- ALL DIMENSIONS SHOWN ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL REPAIR ANY DAMAGE TO THE R.O.W. CAUSED DURING CONSTRUCTION. CONTRACTOR SHALL PHOTOGRAPHICALLY DOCUMENT THE PRE-CONSTRUCTION CONDITIONS.
- SIGNAGE SHALL MEET SECTION 30 PER CITY OF CHIPLEY CODE OF ORDINANCES. COORDINATE WITH OWNER.
- NON-ADA STRIPING SHALL BE PAINTED PER FDOT STANDARD INDEX 711-001. PLEASE SEE SHEET C4.0 FOR ADA PARKING DETAILS.
- BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM FIRM MAP NO. 12133C0070D, DATED JULY 4, 2011. THE PROPERTY LIES WITHIN FLOOD ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN.

LEGEND

- PROPERTY BOUNDARY
- PROPOSED CONCRETE SIDEWALK
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- SAWCUT LIMITS

Plotted By: Keeler, Domi. Sheet Set: Take 5 - Chipley. Layout: SITE PLAN. October 31, 2025. 10:29:32am. K:\TAL=Civil\242445000 - Take 5 - Chipley\Design\CADD\CONSTR\PlanSheets\C3.1-SITE.dwg
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



PROJECT DATUM NAVD 88

CALL 2 WORKING DAYS BEFORE YOU DIG

IT'S THE LAW! DIAL 811 Know what's below. Call before you dig.

SUNSHINE STATE ONE CALL OF FLORIDA, INC.

NO.	REVISIONS	DATE	BY

Kimley»Horn

© 2025 KIMLEY-HORN AND ASSOCIATES, INC.
 2819 CENTENNIAL BLVD., SUITE 200,
 TALLAHASSEE, FL 32308
 PHONE: (850) 553-3500
 WWW.KIMLEY-HORN.COM REGISTRY No. 35106

PROJECT	DATE	SCALE	DESIGNED BY	DRAWN BY	CHECKED BY
KHA PROJECT 242445000	10/30/2025	AS SHOWN	CAMERON SNIPES, P.E.	CSW	CSW

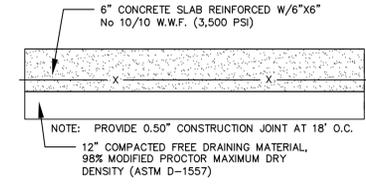
SITE PLAN

TAKE 5 OIL CHANGE FOR DRIVEN BRANDS, INC.

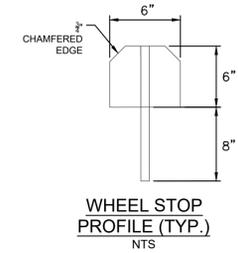
CHIPLEY, FL

SHEET NUMBER **C3.1**

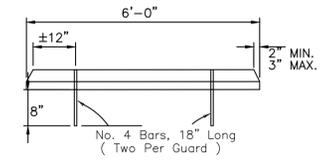
Plotted By: keeler, Doml. Sheet Set: Take 5 - Chipley. Layout: C4.0. CONSTRUCTION DETAILS - October 31, 2025. ID: 28-408m. IK: \TAL\Civil\2424445000 - Take 5 - Chipley\Design\CADD\CONSTR\FloorSheets\C4.0 CONSTRUCTION DETAILS.dwg
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



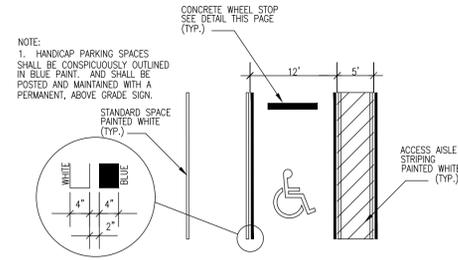
DUMPSTER ENCLOSURE CONCRETE PAD
NTS



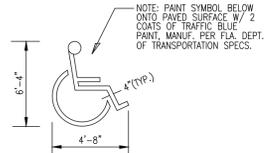
WHEEL STOP PROFILE (TYP.)
NTS



WHEEL STOP FRONT VIEW
NTS

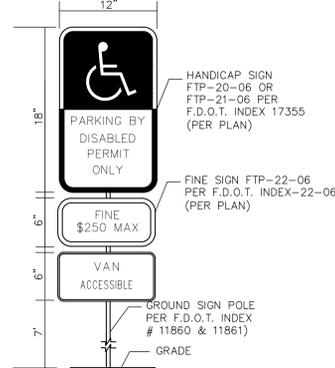


TYPICAL HANDICAPPED STRIPING
NOT TO SCALE



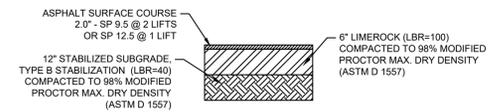
TYPICAL SYMBOL FOR HANDICAP PKG.
NTS

1. TOP PORTION OF FTP 25 & 26 SHALL HAVE A REFLECTIVE SYMBOL AND BORDER.
2. BOTTOM PORTION SHALL HAVE A REFLECTIVE WHITE BACKGROUND WITH BLACK OPAQUE LEGEND AND BORDER.
3. FTP 25 & 26 MAY BE FABRICATED ON ONE PANEL OR TWO.
4. FTP 25 MAY BE SUBSTITUTED FOR THE FTP 26 IN AREAS WHERE SPACE IS LIMITED.
5. SIGNS ARE TO BE MOUNTED AT STANDARD HEIGHT. (7' FROM PAVEMENT TO BOTTOM OF SIGN).

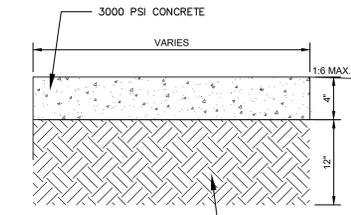


- NOTES:**
1. ALL LETTERS ARE 1" SERIES "C" PER MUTCD OR AS SPECIFIED IN FDOT INDEX 17355.
 2. TOP PORTION OF SIGN SHALL HAVE REFLECTORIZED (ENGINEERING GRADE) BLUE BACKGROUND WITH WHITE REFLECTORIZED LEGEND AND BORDER.
 3. BOTTOM PORTION OF SIGN SHALL HAVE A REFLECTORIZED (ENGINEERING GRADE) WHITE BACKGROUND WITH BLACK OPAQUE LEGEND AND BORDER.
 4. FINE NOTIFICATION SIGN SHALL HAVE A REFLECTORIZED (ENGINEERING GRADE) WHITE BACKGROUND WITH BLACK OPAQUE LEGEND AND BORDER.
 5. ONE (1) SIGN REQUIRED FOR EACH PARKING SPACE.
 6. INSTALLATION HEIGHT OF SIGN SHALL BE IN ACCORDANCE WITH F.S. 553.5041 (6)

ADA STRIPING AND SIGNAGE
NTS



ASPHALT PAVEMENT SECTION
NTS



- NOTE:**
- 1) ALL SIDEWALK JOINTS SHALL BE IN ACCORDANCE WITH THE MOST CURRENT FDOT INDEX 522-001.

CONCRETE SIDEWALK
NTS

No.	REVISIONS	DATE	BY

Kimley»Horn
 © 2025 KIMLEY-HORN AND ASSOCIATES, INC.
 2819 CENTENNIAL BLVD., SUITE 200,
 TALLAHASSEE, FL 32308
 PHONE: (850) 553-3500
 WWW.KIMLEY-HORN.COM REGISTRY No. 35106

KHA PROJECT 242445000	LICENSED PROFESSIONAL
DATE 10/30/2025	CAMERON SNIPES, P.E.
SCALE AS SHOWN	FL LICENSE NUMBER 75465
DESIGNED BY CSW	CHECKED BY CRS
DRAWN BY CSW	DATE

**CONSTRUCTION
DETAILS**

**TAKE 5 OIL CHANGE
FOR
DRIVEN BRANDS, INC.**

SHEET NUMBER
C4.0

CHIPLEY, FL

PROJECT DATUM NAVD 88

CALL 2 WORKING DAYS BEFORE YOU DIG

IT'S THE LAW! DIAL 811

Know what's below. Call before you dig.

SUNSHINE STATE ONE CALL OF FLORIDA, INC.

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. **Existing development, NA.**
- Yes No 5. Type & location of existing vegetation & tree grouping. **Locations of trees provided.**
- 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. **Please refer to Architect plans**
- Yes No 9. Exact number of dwelling units by number of bedrooms. **N/A**
- Yes No 10. Total number of residential units by acre. **N/A**
- Yes No 11. Dimensions of all yard setbacks and open spaces. **Existing development.**
- Yes No 12. Location of recreation areas, if any. **N/A**
- Yes No 13. Drainage concept. **Using existing development's permitted plans.**
- 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. **Site plan in review with Fire Chief. Please refer to fire department for results.**
- Yes No 19. Preliminary site plan submittals must contain the following stormwater management information: **Using existing development's permitted plans.**
 - 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
 - B. Definition of the type of stormwater management system proposed, along with the location and approximate dimensions and/or size of the facilities.
 - C. Approximate stormwater management design calculations.

Site plans submitted for Final approval must have the following information:

- Yes No 20. Using existing development's permitted plans. A grading & drainage plan; stormwater management analysis/design Calculations must be signed & sealed by a registered Florida engineer.
- Yes No 21. A landscape plan. N/A
- Yes No 22. Exact location of all public easements.
- Yes No 23. Utility services & connection points; fire hydrant locations. Using existing connections.
- Yes No 24. Architectural elevations of all buildings and structures. Please refer to Architect plans.
- Yes No 25. Size, type and location of street graphics. N/A
- Yes No 26. Size, location and intensity of exterior lighting devices and a statement that lighting will meet City of Chipley codes. Using existing light structures.
- 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!) Submitting to Tamara Donjuan through email.

Owner/Agent/Petitioner’s Signature

9/18/2025

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 _____



City of Chipley

Land Use Compliance Certificate



Fee Amount \$ _____

Verification provided for (Owner's Name): MK Wash & Go LLC

Project Site Address: 1405 Nadia Avenue, Chipley, FL 32428

Phone Number: _____

Contractor Name/Address Driven Brands, Inc.

Contractor Phone #: 980-259-7438 Parcel I.D. Number: 00000000-00-2341-0008

City of Chipley Future Land Use Designation

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

Flood Zone: Yes No Zone Type _____

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

The project is a proposed redevelopment/retrofit of an existing building to a commercial oil change facility.

The existing utilities and stormwater facilities will be used.

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.

Kimley-Horn & Associates, Inc.
Applicant

9/18/2025
Date

City Official Verifying Compliance

Date

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

CITY OF CHIPLEY APPLICATION FOR CONCURRENCY REVIEW

Applicant: Kimley-Horn & Associates, Inc. Date: 9/18/2025

Address: 8 Bunting Dr, Crawfordville, FL 32327 Phone: 980-259-7438

Project Name: Take 5 Oil Change Address: 1405 Nadia Ave, Chipley, FL 32428

Contact Person: Cameron R. Snipes, P.E. Phone: 850-553-3511

(Use additional sheets if necessary)

1. Provide estimated water usage in gallons per person per day plus total usage per day, month, and annually.

<p style="color: red; margin: 0;">Average Daily Demand - 300 GPD</p> <p style="color: red; margin: 0;">Maximum Day Demand - 450 GPD</p> <p style="color: red; margin: 0;">Peak Hour Demand - 1,125 GPD</p>	<p style="color: red; margin: 0;">Average Monthly Demand - 9,000 Gallons/Month</p> <p style="color: red; margin: 0;">Average Annual Demand - 109,500 Gallons/Year</p>
--	---
2. Provide estimated sanitary sewer usage in gallons per person per day plus total usage per day, month, and year.

<p style="color: red; margin: 0;">Average Daily Demand - 250 GPD</p> <p style="color: red; margin: 0;">Maximum Day Demand - 360 GPD</p> <p style="color: red; margin: 0;">Peak Hour Demand - 1,000 GPD</p>	<p style="color: red; margin: 0;">Average Monthly Demand - 7,500 Gallons/Month</p> <p style="color: red; margin: 0;">Average Annual Demand - 90,000 Gallons/Year</p>
--	--
3. Provide estimated solid waste generation in pounds. Provide list of types of waste generated by establishment.

Existing building to be retrofitted. Existing dumpster to be used, a maximum of ±400 lbs weekly.
Auto-service items and food items to be discarded.
4. Provide storm water management plan.
 - a. Include all permits from applicable state and federal agencies.

The existing storm water management plan will be used. Per a pre-application meeting with North west Florida Water Management District the proposed development is likely to be covered under the de minimis exemption.
5. Provide estimated traffic volume at peak hours.
 - a. Include a written statement indicating the nature and extent of proposed development.

Existing Self-Service Car Wash - ITE Code 947, Proposed Quick Lubrication Vehicle Shop - ITE Code 941

*****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: _____
(City Official)

Date: _____

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



Project: Take 5
 KHA PN: 242445000
 Compiled By: CSW

Date: Sep-25

Water System Demand Criteria

Average Daily Demand (ADD)			
Take 5 Oil Change		Avg GPD	Total GPD
From Appendix B -Service stations per water closet (open less than 16 hrs per day)		300	300
*(Average GDP taken from Sanitary Demand + 20%)			
<u>Total</u>		<u>300</u>	<u>GPD</u>

Maximum Day Demand			
Peak Factor	1.5		
<u>Total</u>	<u>450</u>	<u>GPD</u>	

Peak Hour Demand			
Peak Factor	2.5		
<u>Total</u>	<u>1,125</u>	<u>GPD</u>	

Sewer Collection System Demand Criteria

Average Daily Flow (ADF)			
F.A.C 62-6.008 - System Size Determinations			
Total		250	GPD
<u>Total</u>		<u>0.00025</u>	<u>MGD</u>

Peak Hour Flow			
(ADF)	Peak Factor		
0.00 - 0.05 MGD	4		
0.05 - 0.25 MGD	3		
0.25 - 2.00 MGD	2.5		
<u>Total</u>		<u>1,000</u>	<u>GPD</u>

City of Chipley Sign Application & Permit

Date: 9/18/2025 Permit #: _____

Applicant's Name: _____

Business Name: Take 5 Oil Change Phone #: Driven Brands, Inc.

Address of Sign: 1405 Nadia Avenue, Chipley, FL 32428

Name & Address of Sign Contractor: TBD

Permit Fee: _____

Please provide the following information:

1. Type of Sign(s): Ground Sign TBD Building Sign Outdoor Advertising
Utilize existing By Owner and Architect (Billboard)

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.

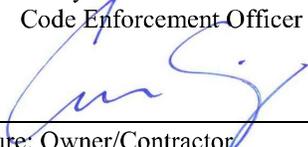
3. Type of Illumination: _____

4. Land Use Designation: Commercial

5. Number of Existing Signs on Property: 1, Existing to be used

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 permit.

_____/_____
Signature: City Administrator or Code Enforcement Officer Date



09/18/25
Date

_____/_____
Signature: Owner/Contractor Date

MK Wash & Go, LLC—Take 5 Oil Change Ground & Building Signs





City of Chipley

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

OWNER/LANDLORD AFFIDAVIT

I, Kenneth Varnes do hereby attest that I am the legal owner of the following described property, 1405 Nadia Avenue, Chipley FL 32428.

Parcel ID: 00000000-00-2341-0008

I hereby authorize the utilities to be turned on and understand that I am fully responsible for all bills incurred for the use of said utilities.

I further understand that I must abide by all provisions of City Ordinances that apply to the utilities being used. Copies of the City Ordinances are available at the City Hall or online at www.cityofchipley.com. Any violation of any utility ordinance may cause all utilities to be disconnected.

Last Occupant Name: _____

Date Services to be Connected: Existing Connections to Remain (X)

Services to be Connected: Water X Sewer X Gas X Garbage X

Is this a residence? No Is this a business? Yes

If a business, do you have a backflow preventer installed? Yes

Owner/Landlord Mailing Address: _____

Additional Comments:

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate Kimley-Horn & Associates, Inc. as my agent in all matters pertaining to the location address.

Owner/Landlord Signature: [Signature] Date: Sept 18, 25
City Representative Signature: _____ Date: _____

ALTA/NSPS LAND TITLE SURVEY

1405 NADIA AVENUE, CHIPLEY, FLORIDA
SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST
WASHINGTON COUNTY, FLORIDA



VICINITY MAP
NOT TO SCALE

SHEET LAYOUT
SHEET 2 BOUNDARY SURVEY
SHEET 3 TOPOGRAPHIC DETAILS

DESCRIPTIONS:

(PER CHICAGO TITLE INSURANCE COMPANY - COMMITMENT NUMBER: 12350958):

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°23'30"E 791.79 FEET; THENCE N23°01'05"E 63.15 FEET; THENCE N 14°12'26"E 378.48 FEET TO THE POINT OF BEGINNING (SAID POINT OF BEGINNING BEING ON THE WESTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 77); THENCE CONTINUE N 14°12'26"E ALONG SAID RIGHT OF WAY LINE 158.11 FEET; THENCE DEPARTING SAID RIGHT OF WAY LINE ON A BEARING OF N87°10'52"W 300.0 FEET; THENCE S14°12'26"W 158.11 FEET; THENCE S87°10'52"E 300.0 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH AND SUBJECT TO THE INGRESS-EGRESS EASEMENT AS RECORDED IN OFFICIAL RECORDS BOOK 0270, PAGE 0797, OFFICIAL RECORDS OF WASHINGTON COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°23'30"E 791.79 FEET; THENCE N23°01'05"E, 63.15 FEET; THENCE N14°12'26"E 536.59 FEET TO THE POINT OF BEGINNING; (SAID POINT OF BEGINNING BEING ON THE WESTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 77); THENCE CONTINUE N14°12'26"E ALONG SAID RIGHT OF WAY LINE 81.61 FEET; THENCE DEPARTING FROM SAID RIGHT OF WAY LINE ON A BEARING OF N87°10'52"W, 300.0 FEET; THENCE S14°12'26"W, 81.61 FEET; THENCE S87°10'52"E, 300.0 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT THE FOLLOWING:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°23'30"E FOR 791.79 FEET TO A POINT ON THE WESTERMOST RIGHT-OF-WAY LINE OF A COUNTY ACCESS ROAD; THENCE N23°01'05"E ALONG SAID RIGHT-OF-WAY LINE FOR 63.15 FEET; THENCE N14°12'26"E ALONG SAID RIGHT-OF-WAY LINE FOR 378.48 FEET; THENCE DEPARTING SAID RIGHT-OF-WAY LINE, N87°12'30"W FOR 117.20 FEET TO AN IRON ROD, SAID ROD BEING THE POINT OF BEGINNING; THENCE CONTINUE N87°12'30"W FOR 104.99 FEET TO AN IRON ROD; THENCE N12°17'11"W FOR 57.52 FEET TO AN IRON ROD; THENCE N85°32'28"W FOR 20.40 FEET TO AN IRON ROD; THENCE N03°18'02"E FOR 69.14 FEET TO AN IRON ROD; THENCE N76°41'38"W FOR 23.44 FEET TO AN IRON ROD; THENCE N14°11'47"E FOR 28.01 FEET TO AN IRON ROD; THENCE S87°12'30"E FOR 157.85 FEET TO AN IRON ROD; THENCE S02°52'06"W FOR 155.05 FEET TO THE POINT OF BEGINNING. THIS PARCEL IS LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA.

AS SURVEYED:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°14'37"E FOR 798.04 FEET TO THE WESTERLY RIGHT OF WAY LINE OF MOTEL DRIVE; THENCE N23°14'15"E ALONG SAID WESTERLY RIGHT OF WAY LINE 64.44 FEET; THENCE N14°05'07"E ALONG SAID WESTERLY RIGHT OF WAY LINE 378.48 FEET TO THE POINT OF BEGINNING; THENCE DEPARTING SAID WESTERLY RIGHT OF WAY LINE N87°11'01"W, 117.15 FEET; THENCE N02°52'23"E, 155.00 FEET; THENCE S87°09'58"E, 142.20 FEET TO THE AFORESAID WESTERLY RIGHT OF WAY LINE; THENCE S12°03'14"W, 156.99 FEET TO THE POINT OF BEGINNING, CONTAINING 0.46 OF AN ACRE, MORE OR LESS.

AND

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°14'37"E FOR 798.04 FEET TO THE WESTERLY RIGHT OF WAY LINE OF MOTEL DRIVE; THENCE N23°14'15"E ALONG SAID WESTERLY RIGHT OF WAY LINE 64.44 FEET; THENCE N14°05'07"E ALONG SAID WESTERLY RIGHT OF WAY LINE 378.48; THENCE DEPARTING SAID WESTERLY RIGHT OF WAY LINE N87°11'01"W, 222.11 FEET THE POINT OF BEGINNING; THENCE CONTINUE N87°11'01"W, 83.94 FEET; THENCE N14°12'48"E, 132.11 FEET; THENCE S76°40'32"E, 23.38 FEET; THENCE S03°14'24"W, 69.35 FEET; THENCE S76°40'32"E, 23.38 FEET; THENCE S12°19'43"E, 57.55 FEET TO THE POINT OF BEGINNING, CONTAINING 0.14 OF AN ACRE, MORE OR LESS.

TABLE OF UTILITIES - TICKET: 175507637 - DATE: 06/24/2025				
OWNER	UTILITY TYPE	UTILITY CONTACT	ALT. CONTACT	EMERGENCY CONTACT
AT T	COMMUNICATION LINES, FIBER	KEVIN TALECKI/ MIKE GAMBOA (610) 200-3365	THE NATIONAL DISPATCH CENTER (800) 252-1133	THE NATIONAL DISPATCH CENTER (800) 252-1133
CITY OF CHIPLEY	NATURAL GAS, SEWER, WATER	GUY LANE (850) 638-6346	AMBERS CARTER (850) 638-6346	GUY LANE (850) 638-6346
FLORIDA POWER & LIGHT-CHIPLEY	ELECTRIC	USIC DISPATCH CENTER (800) 778-9140		USIC DISPATCH CENTER (800) 778-9140
AT&T/DISTRIBUTION	TELEPHONE	DINO FARRUGGIO G27896@ATT.COM	LINEQUEST JOHN UNDERWOOD (904) 914-6537	AT&T NETWORK OPERATIONS CENTER (800) 247-2020
UNITI FIBER LLC	FIBER	CHARLIE CROFT (251) 214-7059		NOC UNITI FIBER (877) 652-2321

ITEMS SHOWN ON SCHEDULE B - SECTION II TITLE COMMITMENT FILE NUMBER: 12350958 DATED: 04/04/2025, ISSUED BY: CHICAGO TITLE INSURANCE COMPANY	
3A	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. ALL OBSERVED EVIDENCE IS SHOWN HEREON.
4	RIGHTS OR CLAIMS OF PARTIES IN POSSESSION NOT SHOWN BY THE PUBLIC RECORDS. NONE OBSERVED.
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. NONE OBSERVED.
6	RESTRICTIONS, COVENANTS, AND CONDITIONS AS SET FORTH IN THOSE INSTRUMENTS RECORDED IN OFFICIAL RECORDS BOOK 448, PAGE 368 AND OFFICIAL RECORDS BOOK 458, PAGE 131, PUBLIC RECORDS OF WASHINGTON COUNTY, FLORIDA, AS MAY BE SUBSEQUENTLY AMENDED. DOES COVER THE SUBJECT PARCEL AND IS BLANKET IN NATURE.
7	EASEMENT CONTAINED IN THAT CERTAIN DEED RECORDED IN OFFICIAL RECORDS BOOK 568, PAGE 429, PUBLIC RECORDS OF WASHINGTON COUNTY, FLORIDA. THE PARCEL DESCRIBED IN THIS OFFICIAL RECORD BOOK IS THE LESS AND EXCEPT FROM THE SUBJECT PARCEL.
8	EASEMENT(S) AS SET FORTH IN INSTRUMENT(S) RECORDED IN OFFICIAL RECORDS BOOK 270, PAGE 797, PUBLIC RECORDS OF WASHINGTON COUNTY, FLORIDA (TOGETHER WITH THE RIGHTS OF OTHERS IN AND TO THE USE OF SAID EASEMENT). DOES APPLY TO THE SUBJECT PARCEL AND IS SHOWN HEREON.
9	RECIPROCAL DRIVEWAY EASEMENT RECORDED IN OFFICIAL RECORDS BOOK 337, PAGE 622, PUBLIC RECORDS OF WASHINGTON COUNTY, FLORIDA. THE SUBJECT PARCEL IS A PORTION OF THE DESCRIBED PARCEL "B" THAT IS INCLUDED WITHIN EXHIBIT "A" AND IS THEREFORE SUBJECT TO AND BENEFITS FROM SAID EASEMENT, ALTHOUGH PARCEL B IS NOT CONTIGUOUS TO THE EXHIBIT "B" PROPERTY.
10	RECIPROCAL DRIVEWAY AND CURB CUT EASEMENT AGREEMENT RECORDED IN OFFICIAL RECORDS BOOK 337, PAGE 627, PUBLIC RECORDS OF WASHINGTON COUNTY, FLORIDA. THE SUBJECT PARCEL IS A PORTION OF THE DESCRIBED PARCEL "B" THAT IS INCLUDED WITHIN EXHIBIT "A" AND IS THEREFORE SUBJECT TO AND BENEFITS FROM SAID EASEMENT, ALTHOUGH PARCEL B IS NOT CONTIGUOUS TO THE EXHIBIT "B" PROPERTY.

SURVEYOR'S REPORT:

- THE MINIMUM HORIZONTAL ACCURACY FOR THIS SURVEY IS IN ACCORDANCE WITH THE STANDARDS OF PRACTICE SET FORTH BY THE BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE. THE MAP AND MEASUREMENT METHODS USED FOR THIS SURVEY MEET OR EXCEED THIS REQUIREMENT. THE DIMENSIONS SHOWN HEREON ARE IN UNITED STATES SURVEY FEET AND DECIMALS THEREOF.
- BEARINGS, DISTANCES AND COORDINATES SHOWN HEREON ARE GRID (NORTH AMERICAN DATUM, NAD 83, 2011 ADJUSTMENT, FLORIDA STATE PLANE COORDINATE SYSTEM, FLORIDA NOTE ZONE) AND ARE BASED ON GNSS OBSERVATIONS TAKEN FROM THE FLORIDA DEPARTMENT OF TRANSPORTATION'S "FLORIDA PERMANENT REFERENCE NETWORK" GNSS CONTINUOUSLY OPERATING REFERENCE STATIONS "FLBY" & "FLMR". THE RELATIVE BEARING IS N12°03'14"E ALONG THE MONUMENTED NORTHWESTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 77. BEARINGS AND DISTANCES SHOWN HEREON ARE MEASURED UNLESS OTHERWISE NOTED.
- VERTICAL INFORMATION SHOWN HEREON REFERS TO FLORIDA DEPARTMENT OF TRANSPORTATION VERTICAL CONTROL STATIONS: "61-16-B05G", BEING A 4"x4" CONCRETE MONUMENT WITH FDOT DISK, ELEVATION = 126.18 FEET (NAVD88), AND "61-99-C14G", BEING A 5/8" IRON ROD WITH CAP, ELEVATION = 121.89 FEET (NAVD88). THE CONTOUR INTERVAL IS ONE FOOT.
- RIGHT OF WAY INFORMATION SHOWN HEREON WAS DETERMINED BY FOUND MONUMENTATION, RECORDED RIGHT OF WAY MAP AND INFORMATION OBTAINED IN THE PUBLIC RECORDS FOR WASHINGTON COUNTY.
- UNLESS SHOWN, ONLY THOSE VISIBLE FEATURES FOUND WITHIN THE BOUNDARIES OF THIS SURVEY OR IN THE IMMEDIATE VICINITY OF THE SUBJECT PARCEL BOUNDARY HAVE BEEN LOCATED.
- EASEMENTS OR OTHER RIGHTS OF WAY THAT APPEAR ON RECORDED PLANS OR THAT HAVE BEEN FURNISHED TO THE SURVEYOR BY OTHERS HAVE BEEN INCORPORATED INTO THIS DRAWING WITH APPROPRIATE NOTATION. OTHER EASEMENTS MAY BE DISCOVERED BY A SEARCH OF THE PUBLIC RECORDS.
- I HAVE REVIEWED THE CHICAGO TITLE INSURANCE COMMITMENT, COMMITMENT NUMBER 12350958, DATED 04/04/2025 AND ALL RECORDED SURVEY RELATED ENCUMBRANCES, EXCEPT LIENS, IDENTIFIED IN SCHEDULE B-II OF THE TITLE INSURANCE COMMITMENT HAVE BEEN SHOWN OR NOTED ON THE SURVEY.
- TITLE COMMITMENT SCHEDULE B-II EXCEPTIONS 1, 2, 3C, 3D AND 5 ARE NOT A SURVEY MATTER MAY REQUIRE A LEGAL OPINION AS TO THEIR AFFECTING OR NOT AFFECTING THE SUBJECT PARCEL. THEREFORE THE SURVEYOR IS NOT QUALIFIED BY LAW TO RENDER A CONCLUSIVE LEGAL OPINION AS TO THOSE NON-SURVEY MATTER EXCEPTIONS.
- THIS SURVEY DOES NOT DETERMINE THE OWNERSHIP OF THE LANDS SHOWN HEREON.
- UNLESS OTHERWISE DENOTED ON THIS SURVEY, NO STATE OR FEDERAL JURISDICTIONAL BOUNDARIES WERE ESTABLISHED, RECOVERED, DEFINED, OR DELINEATED, IF THEY EXIST.
- IN THE EVENT OF A DISPUTE OR DISAGREEMENT, THE CLIENT IS ADVISED TO SEEK LEGAL COUNCIL BEFORE CLEARING, CONSTRUCTING, OR REMOVING ANY FENCES OR OTHER PERMANENT STRUCTURES.
- BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM FIRM MAP NO. 12133C0070D, DATED JULY 4, 2011, THE ABOVE-DESCRIBED PROPERTY LIES WITHIN FLOOD ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN.
- FEATURES SHOWN BY SYMBOL AS INDICATED IN THE LEGEND ARE NOT TO SCALE. THESE AND OTHER FEATURES SUCH AS PERMANENT STRUCTURES, FENCE LINES, ADDITIONAL MONUMENTATION, ETC. FOUND NEAR THE SUBJECT BOUNDARY LINES, MAY BE SHOWN AT AN EXAGGERATED SCALE TO MORE CLEARLY REPRESENT THEIR LOCATION.
- UTILITY LOCATIONS IF SHOWN HEREON ARE BASED ON FIELD LOCATION OF MARKINGS BY UTILITY COMPANY REPRESENTATIVES, SURFACE FEATURES AND/OR CONSTRUCTION PLANS FURNISHED TO THE SURVEYOR. ADDITIONAL SUB-SURFACE UTILITIES MAY EXIST THAT HAVE NOT BEEN FIELD LOCATED.
- UNDERGROUND FOUNDATIONS, IF ANY, HAVE NOT BEEN LOCATED.
- THE SURVEY MAP AND REPORT OR THE COPIES THEREOF, ARE NOT VALID WITHOUT THE ORIGINAL SIGNATURE OR THE ELECTRONIC SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
- ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
- THE ABOVE-DESCRIBED PARCEL CONTAINS 0.60 OF AN ACRE, MORE OR LESS.
- THE SUBJECT PROPERTY IS CURRENTLY ZONED "COMMERCIAL".
- IN SUBSTANTIAL CONFORMITY WITH FRONT YARDS OF THE BUILDINGS WITHIN 150 FEET ON EACH SIDE, THE FRONT YARD SHALL HAVE A SETBACK OF 25 FEET, IF THERE IS NO BUILDING WITHIN 150 FEET ON EACH SIDE.
- THERE ARE NO PARKING SPACES MARKED AT THE TIME OF THIS SURVEY.
- THERE ARE NOT ANY CEMETERY OR BURIAL GROUNDS LOCATED ON THE PROPERTY.
- NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS OBSERVED BY THIS FIRM AT THE TIME OF THE SURVEY.
- NO EVIDENCE OF PROPOSED CHANGES IN STREET RIGHT OF WAY LINES OR NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED BY THIS FIRM AT THE TIME OF THE SURVEY.
- NO EVIDENCE OF THE SITE BEING USED AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL
- DISTANCE TO THE NEAREST INTERSECTING STREET IS 50 FEET, MORE OR LESS.
- THE ACCOMPANYING SURVEY WAS MADE ON THE GROUND AND CORRECTLY SHOWS THE LOCATION OF ALL BUILDINGS, STRUCTURES AND OTHER IMPROVEMENTS SITUATED ON THE ABOVE PREMISES; THERE ARE NO VISIBLE ENCROACHMENTS ON THE SUBJECT PROPERTY OR UPON ADJACENT LAND ABUTTING SAID PROPERTY EXCEPT AS SHOWN HEREON.
- ALL SUBSTANTIAL FEATURES OBSERVED IN THE PROCESS OF PERFORMING THE SURVEY ARE SHOWN ON THE SURVEY IN ACCORDANCE WITH TABLE A ITEM 8.
- THE PROPERTY DESCRIBED HEREON IS THE SAME AS THE PROPERTY DESCRIBED IN CHICAGO TITLE INSURANCE COMPANY COMMITMENT NO. 12350958 WITH AN EFFECTIVE DATE OF APRIL 4, 2025 AT 5:00 P.M. AND THAT ALL EASEMENTS, COVENANTS AND RESTRICTIONS REFERENCED IN SAID TITLE COMMITMENT OR APPARENT FROM A PHYSICAL INSPECTION OF THE SITE OR OTHERWISE KNOWN TO ME HAVE BEEN PLOTTED HEREON OR OTHERWISE NOTED AS TO THEIR EFFECT ON THE SURVEYED PROPERTY.
- NO APPARENT WETLANDS ARE LOCATED ON THE SUBJECT PROPERTY ACCORDING TO THE U.S. FISH AND WILDLIFE SERVICE NATIONAL WETLANDS INVENTORY LOCATED AT WWW.FWS.GOV/WETLANDS. NO MARKERS INDICATING A DELINEATION OF WETLANDS HAVE BEEN OBSERVED DURING THE COMPLETION OF THIS SURVEY.
- THE PROPERTY HAS INDIRECT ACCESS TO STATE ROAD NO. 77.
- THE PROPERTY HAS DIRECT ACCESS TO MOTEL DRIVE.

NOTICE OF LIABILITY:

THIS SURVEY IS CERTIFIED TO THOSE INDIVIDUALS SHOWN ON THE FACE THEREOF. ANY OTHER USE, BENEFIT OR RELIANCE BY ANY OTHER PARTY IS STRICTLY PROHIBITED AND RESTRICTED. SURVEYOR IS RESPONSIBLE ONLY TO THOSE CERTIFIED AND HEREBY DISCLAIMS ANY OTHER LIABILITY AND HEREBY RESTRICTS THE RIGHTS OF ANY OTHER INDIVIDUAL OR FIRM TO USE THIS SURVEY, WITHOUT EXPRESS WRITTEN CONSENT OF THE SURVEYOR.

SURVEYOR'S CERTIFICATION:

TO: TAKE 5 PROPERTIES SPV, LLC; DRIVEN BRANDS, INC, A DELAWARE CORPORATION; BOING US HOLDCO, INC., A DELAWARE CORPORATION; CHICAGO TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS 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 1-5, 6(A), 6(B), 7(A), 7(B)(1), 8, 9, 11(A), 13, 14, 16-18 AND 20 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON JULY 31, 2025.

DATE OF PLAT OR MAP: OCTOBER 15, 2025



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEAL BY:

ON THE DATE ADJACENT TO THE SEAL

PRINTED COPIES OF THE DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

THOMAS K. MEAD, PSM
LICENSE NUMBER: LS5624



SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
Chipley, Florida 32428
(850) 638-0790
e-mail: info@southesternsurveying.com
Certification Number: 182106

BY	
REVISION	
REVISION DATE	
SHEET NUMBER 1 OF 3	
NOT VALID WITHOUT SHEETS 1 THROUGH 3	

ALTA/NSPS LAND TITLE SURVEY
1405 NADIA AVENUE
CHIPLEY, FLORIDA
Project:
Field Date: 07/31/2025
Scale: N/A
Drawn By: A. ECKLES

SEE SURVEYOR'S CERTIFICATION

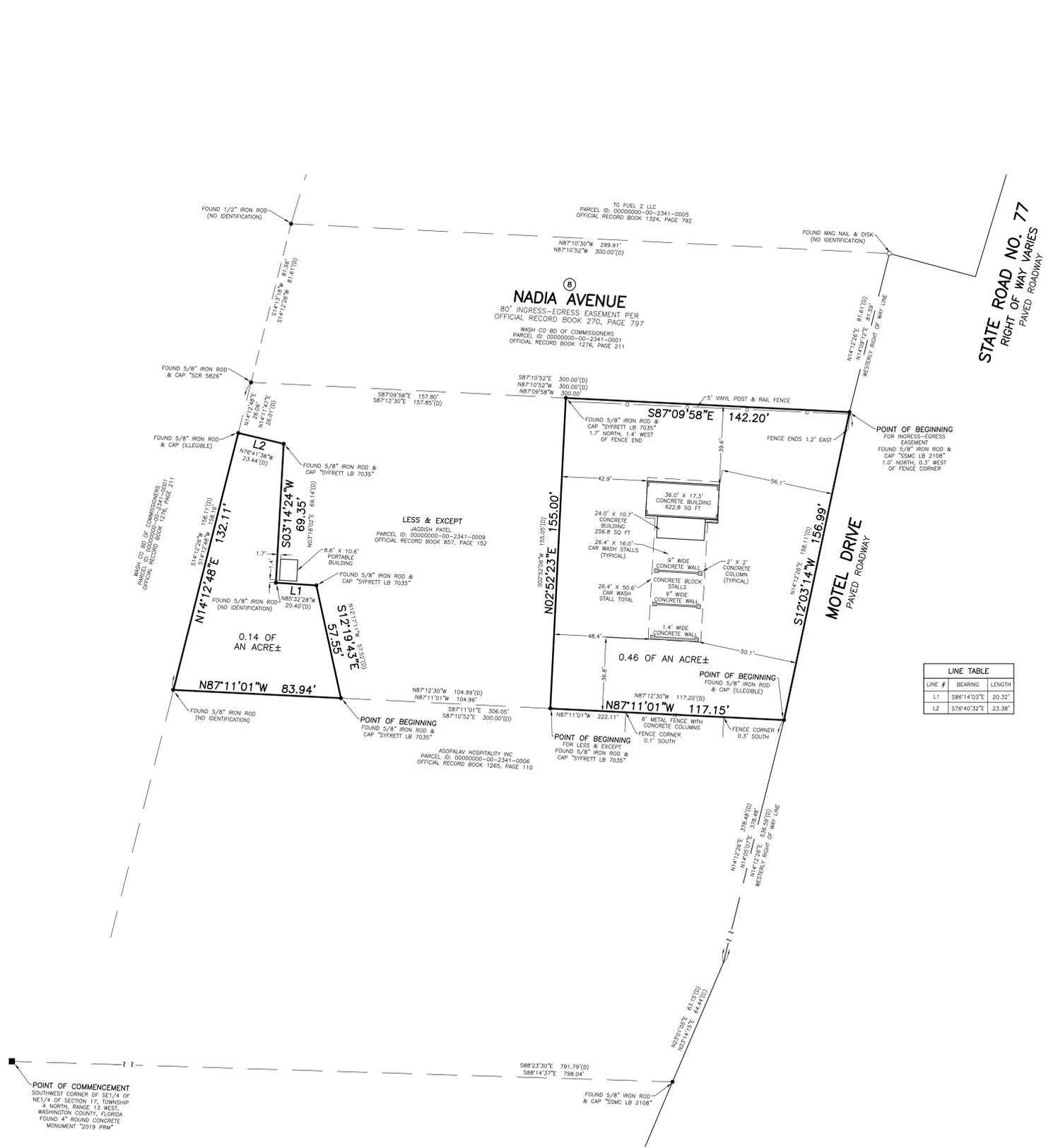
DRAWING NUMBER
72482001
SHEET NUMBER
1 OF 3

REVISION	DATE	BY

ALTA/NSPS LAND TITLE SURVEY
Project: **1405 NADIA AVENUE
CHIPLEY, FLORIDA**
Field Date: 07/31/2025
Drawn By: A. ECKLES
Scale: 1" = 30'

**SEE SHEET 1 FOR NOTES,
LEGEND AND DESCRIPTION.**

DRAWING NUMBER
72482001
SHEET NUMBER
2 OF 3



LEGEND & ABBREVIATIONS:

- PVC = POLYVINYL CHLORIDE PIPE
- (D) = DEED DIMENSION
- LB = LICENSED BUSINESS
- PRM = PERMANENT REFERENCE MONUMENT
- SCR = SKIP RUTHERFORD SURVEYING
- NAD = NORTH AMERICAN DATUM
- NAVD = NORTH AMERICAN VERTICAL DATUM
- ? — = LINE DRAWN TO A BROKEN SCALE

DESCRIPTIONS:

(PER CHICAGO TITLE INSURANCE COMPANY – COMMITMENT NUMBER: 12350958):

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°23'30"E 791.79 FEET; THENCE N23°01'05"E 63.15 FEET; THENCE N14°12'26"E 378.48 FEET TO THE POINT OF BEGINNING (SAID POINT OF BEGINNING BEING ON THE WESTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 77); THENCE CONTINUE N14°12'26"E ALONG SAID RIGHT OF WAY LINE 158.11 FEET; THENCE DEPARTING SAID RIGHT OF WAY LINE ON A BEARING OF N87°10'52"W 300.0 FEET; THENCE S14°12'26"W 158.11 FEET; THENCE S87°10'52"E 300.0 FEET TO THE POINT OF BEGINNING.

TOGETHER WITH AND SUBJECT TO THE INGRESS-EGRESS EASEMENT AS RECORDED IN OFFICIAL RECORDS BOOK 0270, PAGE 0797, OFFICIAL RECORDS OF WASHINGTON COUNTY, FLORIDA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°23'30"E 791.79 FEET; THENCE N23°01'05"E 63.15 FEET; THENCE N14°12'26"E 536.59 FEET TO THE POINT OF BEGINNING; (SAID POINT OF BEGINNING BEING ON THE WESTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 77); THENCE CONTINUE N14°12'26"E ALONG SAID RIGHT OF WAY LINE 81.61 FEET; THENCE DEPARTING FROM SAID RIGHT OF WAY LINE ON A BEARING OF N87°10'52"W 300.0 FEET; THENCE S14°12'26"W 81.61 FEET; THENCE S87°10'52"E, 300.0 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT THE FOLLOWING:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°23'30"E FOR 791.79 FEET TO A POINT ON THE WESTERMOST RIGHT-OF-WAY LINE OF A COUNTY ACCESS ROAD; THENCE N23°01'05"E ALONG SAID RIGHT-OF-WAY LINE FOR 63.15 FEET; THENCE N14°12'26"E ALONG SAID RIGHT-OF-WAY LINE FOR 378.48 FEET; THENCE DEPARTING SAID RIGHT-OF-WAY LINE, N87°12'30"W FOR 117.20 FEET TO AN IRON ROD, SAID ROD BEING THE POINT OF BEGINNING; THENCE CONTINUE N87°12'30"W FOR 104.99 FEET TO AN IRON ROD; THENCE N12°17'11"W FOR 57.52 FEET TO AN IRON ROD; THENCE N85°32'28"W FOR 20.40 FEET TO AN IRON ROD; THENCE N03°18'02"E FOR 69.14 FEET TO AN IRON ROD; THENCE N76°41'38"W FOR 23.44 FEET TO AN IRON ROD; THENCE N14°11'47"E FOR 26.01 FEET TO AN IRON ROD; THENCE S87°12'30"E FOR 157.85 FEET TO AN IRON ROD; THENCE S02°52'06"W FOR 155.05 FEET TO THE POINT OF BEGINNING. THIS PARCEL IS LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA.

AS SURVEYED:

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°14'37"E FOR 798.04 FEET TO THE WESTERLY RIGHT OF WAY LINE OF MOTEL DRIVE; THENCE N23°14'15"E ALONG SAID WESTERLY RIGHT OF WAY LINE 64.44 FEET; THENCE N14°05'07"E ALONG SAID WESTERLY RIGHT OF WAY LINE 378.48 FEET TO THE POINT OF BEGINNING; THENCE DEPARTING SAID WESTERLY RIGHT OF WAY LINE N87°11'01"W, 117.15 FEET; THENCE N02°52'23"E, 155.00 FEET; THENCE S87°09'58"E, 142.20 FEET TO THE AFORESAID WESTERLY RIGHT OF WAY LINE; THENCE S12°03'14"W, 156.99 FEET TO THE POINT OF BEGINNING, CONTAINING 0.46 OF AN ACRE, MORE OR LESS.

AND

COMMENCE AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 13 WEST, WASHINGTON COUNTY, FLORIDA; THENCE S88°14'37"E FOR 798.04 FEET TO THE WESTERLY RIGHT OF WAY LINE OF MOTEL DRIVE; THENCE N23°14'15"E ALONG SAID WESTERLY RIGHT OF WAY LINE 64.44 FEET; THENCE N14°05'07"E ALONG SAID WESTERLY RIGHT OF WAY LINE 378.48; THENCE DEPARTING SAID WESTERLY RIGHT OF WAY LINE N87°11'01"W, 222.11 FEET THE POINT OF BEGINNING; THENCE CONTINUE N87°11'01"W, 83.94 FEET; THENCE N14°12'48"E, 132.11 FEET; THENCE S76°40'32"E, 23.38 FEET; THENCE S03°14'24"W, 69.35 FEET; THENCE S76°40'32"E, 23.38 FEET; THENCE S12°19'43"E, 57.55 FEET TO THE POINT OF BEGINNING, CONTAINING 0.14 OF AN ACRE, MORE OR LESS.

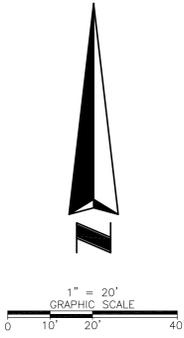
POINT OF COMMENCEMENT
SOUTHWEST CORNER OF SE1/4 OF
NE1/4 OF SECTION 17, TOWNSHIP
4 NORTH, RANGE 13 WEST,
WASHINGTON COUNTY, FLORIDA
FOUND 4" ROUND CONCRETE
MONUMENT "2019 PRM"

REVISION	DATE	BY

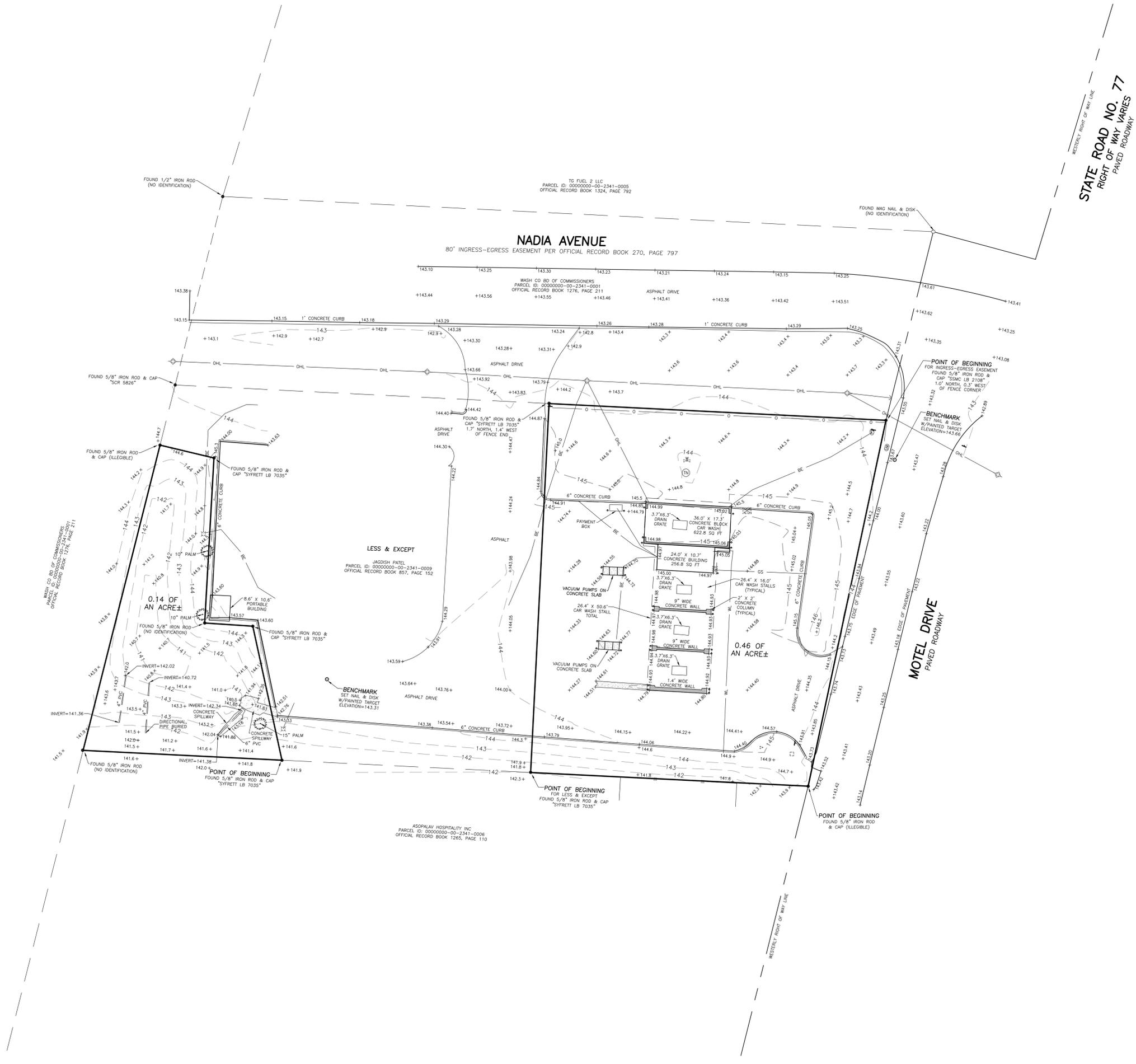
ALTA/NSPS LAND TITLE SURVEY
1405 NADIA AVENUE
CHIPLEY, FLORIDA
Project:
Field Date: 07/31/2025
Drawn By: A. ECKLES
Scale: 1" = 20'

**SEE SHEET 1 FOR NOTES,
LEGEND AND DESCRIPTION.**

DRAWING NUMBER
72482001
SHEET
NUMBER
3 OF 3

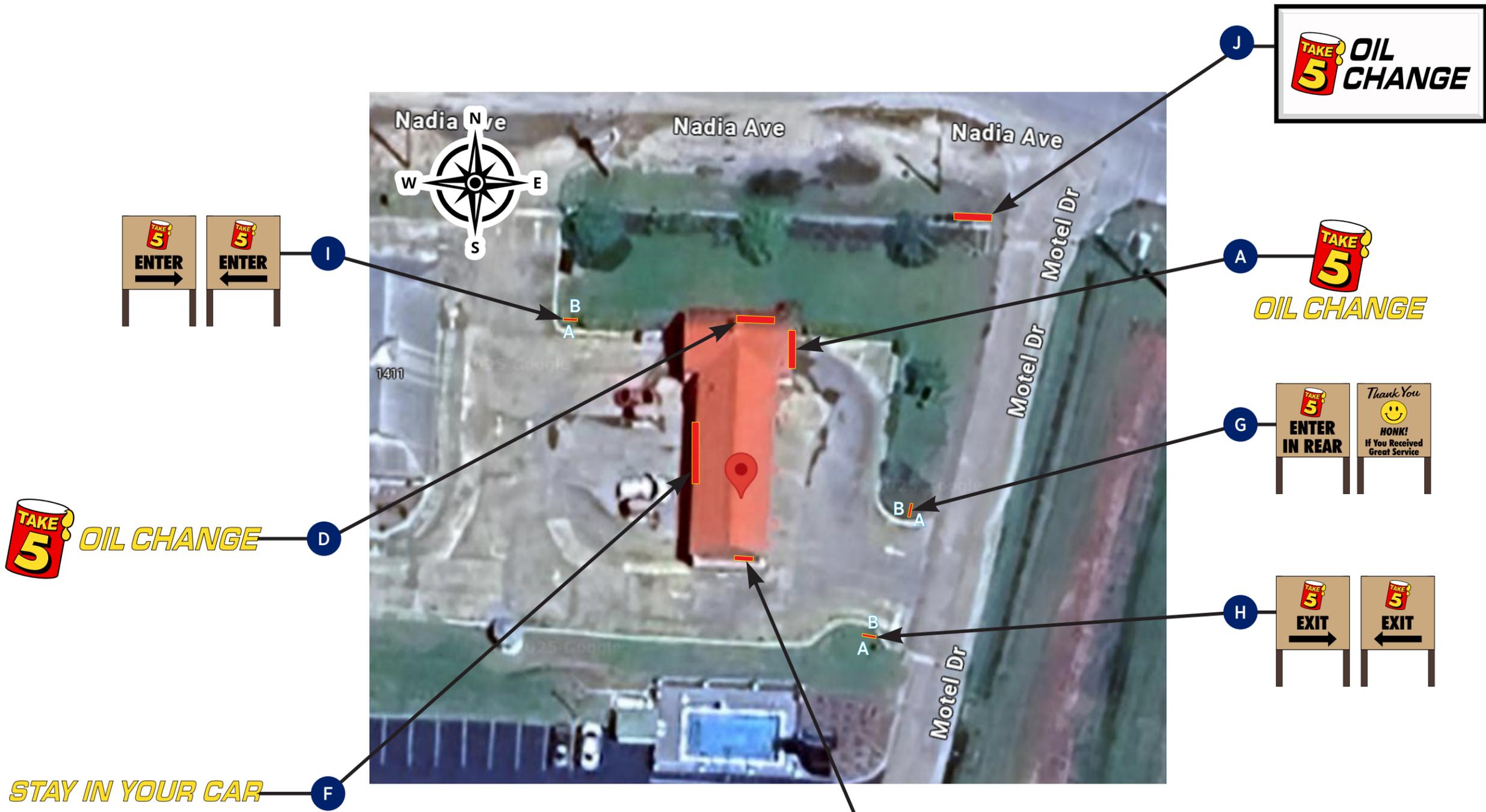


- LEGEND & ABBREVIATIONS:**
- = PALM TREE
 - = BACKFLOW PREVENTER
 - = COMBINATION UTILITY POLE
 - = GAS METER
 - = ELECTRIC FIXTURE
 - = GUY ANCHOR
 - = LIGHT POLE
 - = POST/BOLLARD
 - = TRAFFIC CONTROLLER CABINET
 - = TRAFFIC SIGN
 - = SEPTIC TANK LID
 - = UTILITY MARKER
 - = WATER METER
 - = WATER VALVE
 - = OVERHEAD UTILITY LINE
 - = BURIED ELECTRIC LINE
 - = GAS SERVICE
 - = WATER LINE



WESTERLY RIGHT OF WAY LINE
STATE ROAD NO. 77
RIGHT OF WAY VARIES
PAVED ROADWAY

WESTERLY RIGHT OF WAY LINE



SP Site & Sign Location Plan
Scale: NTS

SIGN	SQ FT	QTY	TOTAL	SQ FT ALLOWED
A	81.5	1	81.5	144
D	39.2	1	39.2	44.8
E	31.2	1	31.2	44.8

EGAN SIGN
 222 NORTH KENHORST BOULEVARD, READING, PA 19607
 PHONE: 844.460.6631 | FAX: 610.478.1332 | WWW.EGANSIGN.COM
 This design/engineering proposal will remain the exclusive property of Egan Sign until approved & accepted through purchase by client named directly on drawing and may not be duplicated by other parties or design fee will apply @ \$95 per hour.

TAKE 5
CLIENT
 Take 5 Oil Change
 440 South Church Street
 Suite 700
 Charlotte, NC 28202

LOCATION ADDRESS
 Take 5 Oil Change #TBD
 1405 Nadia Ave
 Chipley, FL 32428

LAYOUT DATES
 10/27/2025 - AR
 10/29/2025 - AR
 11/10/2025 - SK
 12/04/2025 - AR
 12/05/2025 - JG

PROJECT NO.
 34229

PRE-PERMIT SIGN INFO		Property ID:	Take 5 Oil Change
A.) Project Name:	Take 5 Oil Change	Date Completed:	10.24.2025
B.) Street Address:	1405 Nadia Ave Chipley, FL 32428		
C.) City, State Zip:			
D.) Municipal Contact:	Tamara Donjuan		
E.) Contact Phone:	850-638-6350	Email:	tdonjuan@cityofchipley.com
F.) Address, City, ST Zip:	1442 Jackson Avenue Chipley, FL 32428		
G.) Jurisdiction:	City/Town of: City of Chipley	Fax:	
H.) Zone/Category/Class:	Commercial		
I.) Overlay/MSP:			
J.) Permit app fee:	Building \$15, Freestanding \$25		
K.) Permit Process time:			
L.) Permit required if only refacing?	"erect a sign" shall not include any of the foregoing activities when performed as an incident to the change of message	Yes/No	No
M.) Property Owner approval needed?	1 sq ft per 10 ft of frontage; max 2 signs per parcel; max size 32 sq ft per sign, max height 12 ft. Max Area - 32 sq ft per sign		
N.) Temp./coming-soon Banners allowed?	A Frame allowed or Banner	Yes/No	Yes
O.) Temporary freestanding Signs allowed?	*MUST BE REMOVED DAILY*	Yes/No	Yes
P.) Permit required for Temp Signs? Time allowed:			
Q.) Can app. be mailed or must it be submitted in person?			
Note:			
ATTACHED SIGNS			
1.) Formula(Max- Main ID & Secondary):	10% of facade area per building side or 144 sq ft, whichever is smaller.		
2.) Bldg sides/rear:	For principal building: 1 per side. For occupant in multi-occupancy: up to 3 on unit exterior per side.		
3.) Transferrable?			
4.) Does Each elevation have own calc, or is it based on Main Elevation?	See #1		
5.) # allowed:	1 per side	Illumination:	allowed
6.) Max.Overall Height:	18'		
7.) Calculation Method:	Use Smallest geometrical shape		
8.) Exposed raceway for Channel Ltrs allowed?			
9.) Special Wall sign codes:			
10.) Storefront Bldg colors:			
FREESTANDING SIGNS			
1.) Formula(Max- Main ID & Secondary):	Number and size determined by lot frontage (see Table 30-1); e.g. Less than 100 ft: 1 sign up to 24 sq ft, 100-200 ft: 1 sign up to 48 sq ft, 200-300 ft: 1 sign up to 64 sq ft, 300-400 ft: 2 signs up to 81 sq ft, 400+ ft: 3 signs up to 100 sq ft. Minimum spacing, min/max height per table. Max area for individual sign: 24-100 sq ft (depending on frontage)		
2.) # allowed:	1	Illumination:	
3.) Height Max:	18-30 ft (depending on frontage)	Grade-to-sign Clearance:	
4.) Set-back:	Minimum from property line: 10-50 ft (based on sign size and frontage) Calc. Method:		
DIRECTIONAL SIGNS			
1.) # Allowed:	Not addressed in code; submit proposal		
2.) Max. SqFt:	4 SF		
3.) Permit:	Sec.30-2 exempt Signs		
4.) Custom Logo:	Not addressed in code; submit proposal		
DOOR/WINDOW VINYL			
1.) # Allowed:	Regulated by Coverage/SF		
2.) Logos counted in sign area?	Max Sq Ft: Max 25% Coverage		
3.) Included in wall signs?	Permit? Yes		
Note:			
<small>Sign criteria is reported as presented to us as of the "Date Completed". This provider is not responsible for changes in local sign code after the completion date, nor for the review process, interpretations, calculations or fees of local authorities. Where required by local authority, it is understood a permit will be obtained prior to manufacture.</small>			

PRE-PERMIT SIGN INFO - Additional Notes		Property ID:	Take 5 Oil Change	
VARIANCE				
1. Variance Meeting:		App. Deadline:		
2. Processing Time:		Est. Fees:	\$150 plus mailing costs	
3. Attorney or expeditor required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Waiting Period after approval & how Long?		
4. Documents Required: # sets:		<input type="checkbox"/> Sign Details	<input type="checkbox"/> Engineering Seal <input type="checkbox"/> UL Number	
5. Probability of approval?		<input type="checkbox"/> Building Elevations	<input type="checkbox"/> Owner Auth. Ltr. <input type="checkbox"/> Property ID#	
Note:		<input type="checkbox"/> Site Plan	<input type="checkbox"/> Legal Description <input type="checkbox"/> Addl Prof Seals	
NOTES				
Frontage ¹	Number of Signs ²	Total ³	Minimum ⁴	Maximum ⁵
Less than 100	1	24/24	10/NA	18
At least 100 but less than 200	1	48/48	20/NA	22
At least 200 but less than 300	1	64/64	50/NA	24
At least 300 but less than 400	2	81/81	50/100	28
400 or more	3	100/100	50/100	30
Notes:				
¹ On a public right-of-way, in feet.				
² Number of allowed signs.				
³ Sign area allowed/maximum sign area for individual sign, in square feet.				
⁴ Distance from any side property line/other permanent ground sign on the same site, in feet.				
⁵ Height, in feet.				

SC Sign Code Information



222 NORTH KENHORST BOULEVARD, READING, PA 19607
 PHONE: 844.460.6631 | FAX: 610.478.1332 | WWW.EGANSIGN.COM

This design/engineering proposal will remain the exclusive property of Egan Sign until approved & accepted through purchase by client named directly on drawing and may not be duplicated by other parties or design fee will apply @ \$95 per hour.



CLIENT
 Take 5 Oil Change
 440 South Church Street
 Suite 700
 Charlotte, NC 28202

LOCATION ADDRESS
 Take 5 Oil Change #TBD
 1405 Nadia Ave
 Chipley, FL 32428

LAYOUT DATES
 10/27/2025 - AR
 10/29/2025 - AR
 11/10/2025 - SK
 12/04/2025 - AR
 12/05/2025 - JG

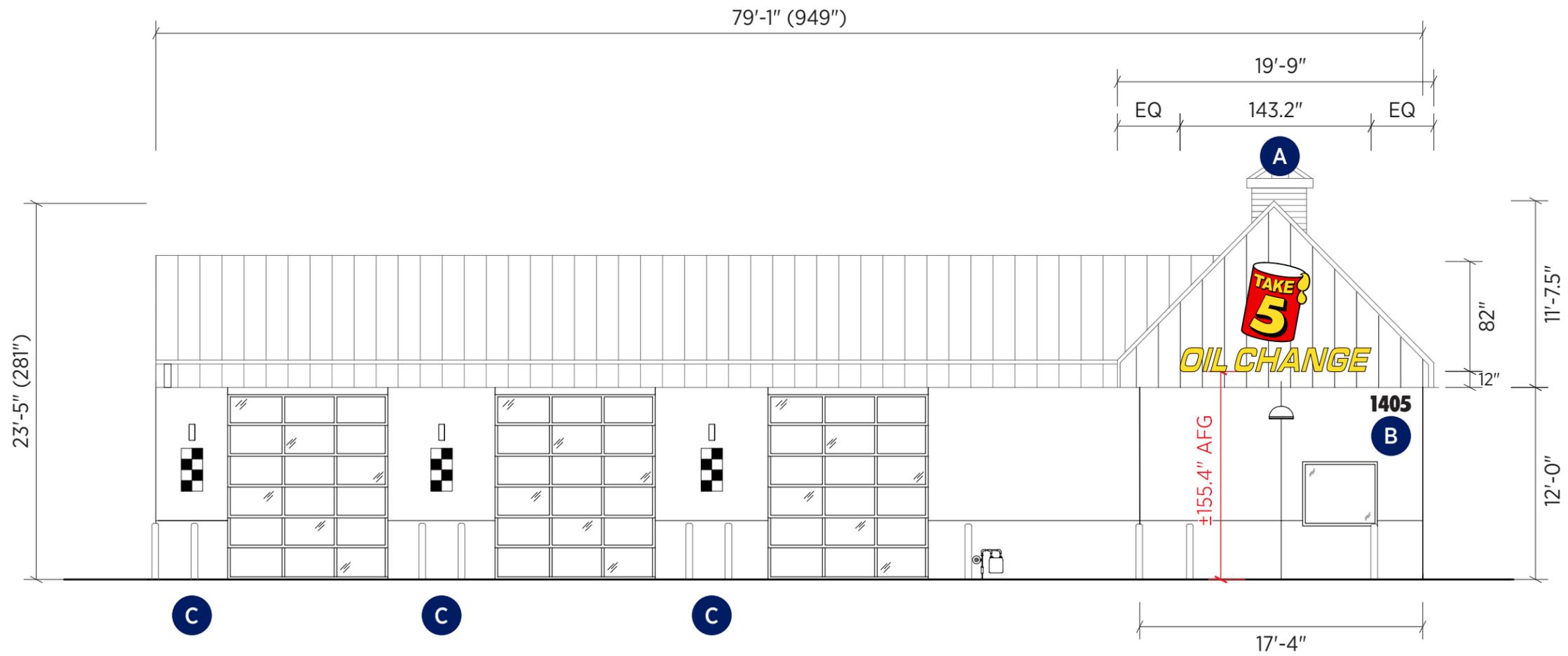
PROJECT NO.
 34229

81.5 Sq Ft total

Code: 10% of facade area per bldg side or 144 sf; whichever is less

Calculation: 10% * (281" * 949"/144)= 185.2 sf

Allowed: 144 sf



Elevation Drawings: East

Scale: 1/8" = 1'-0"



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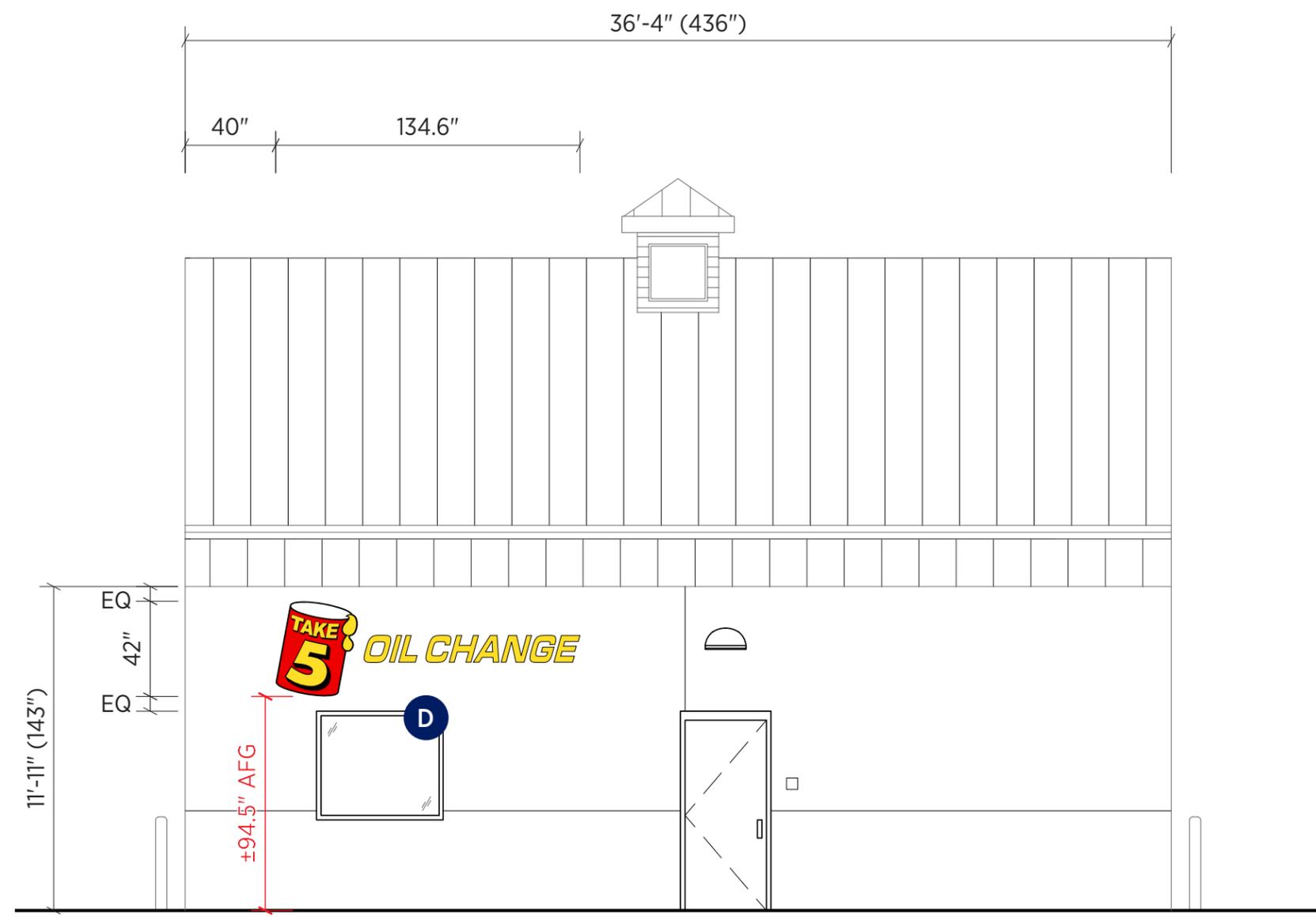
PROJECT NO.
34229

39.2 Sq Ft total

Code: 10% of facade area per bldg side or 144 sf; whichever is less

Calculation: 10% * (148" * 436"/144) = 44.8 sf

Allowed: 44.8 sf



Elevation Drawings: North

Scale: 3/16" = 1'-0"



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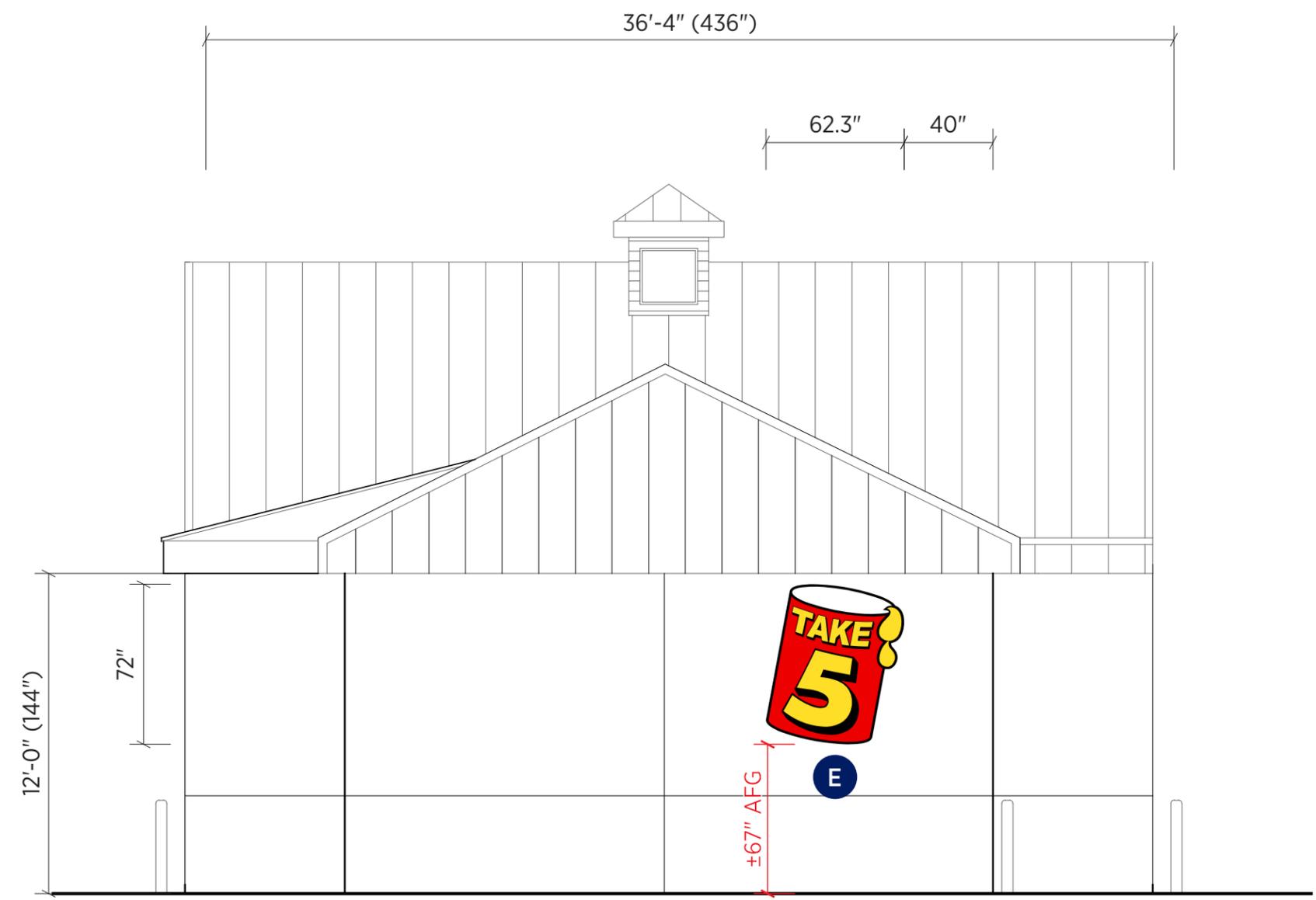
PROJECT NO.
34229

31.2 Sq Ft total

Code: 10% of facade area per bldg side or 144 sf; whichever is less

Calculation: 10% * (148" * 436"/144) = 44.8 sf

Allowed: 44.8 sf



Elevation Drawings: South

Scale: 3/16" = 1'-0"



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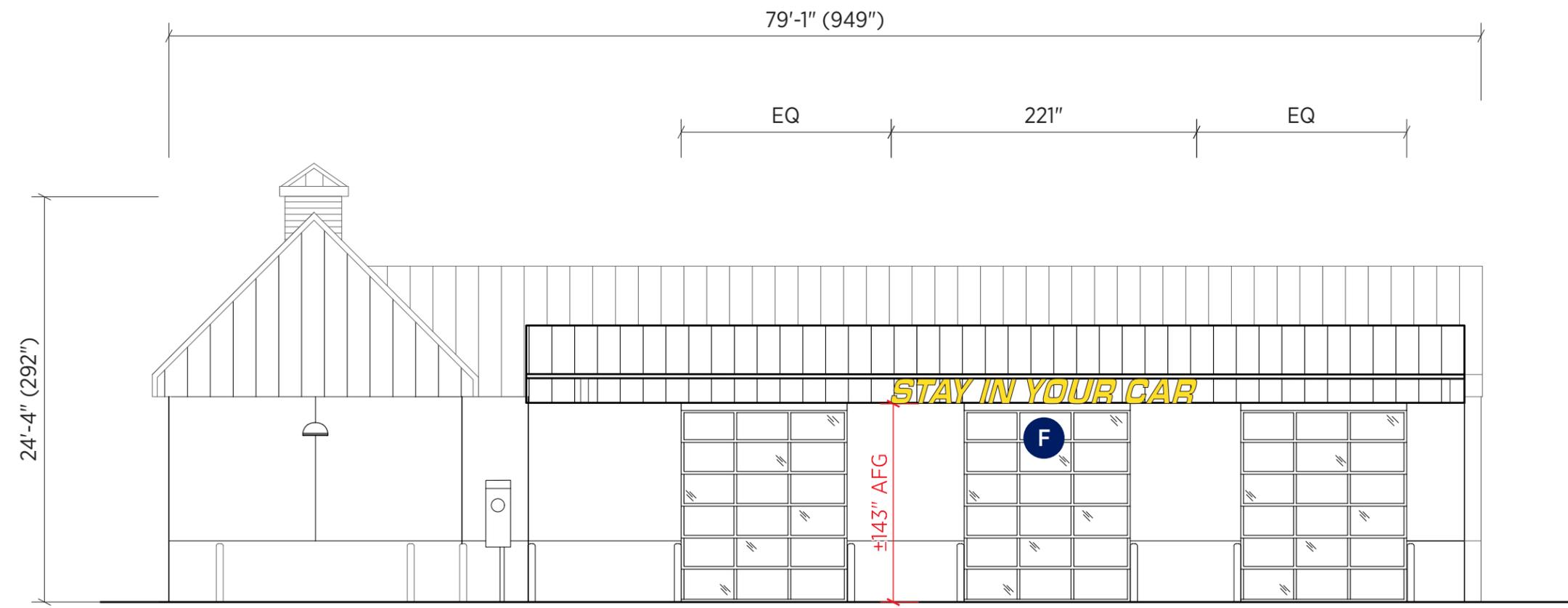
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LAYOUT DATES
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11/10/2025 - SK
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12/05/2025 - JG

PROJECT NO.
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21.6 Sq Ft total



Elevation Drawings: West

Scale: 1/8" = 1'-0"



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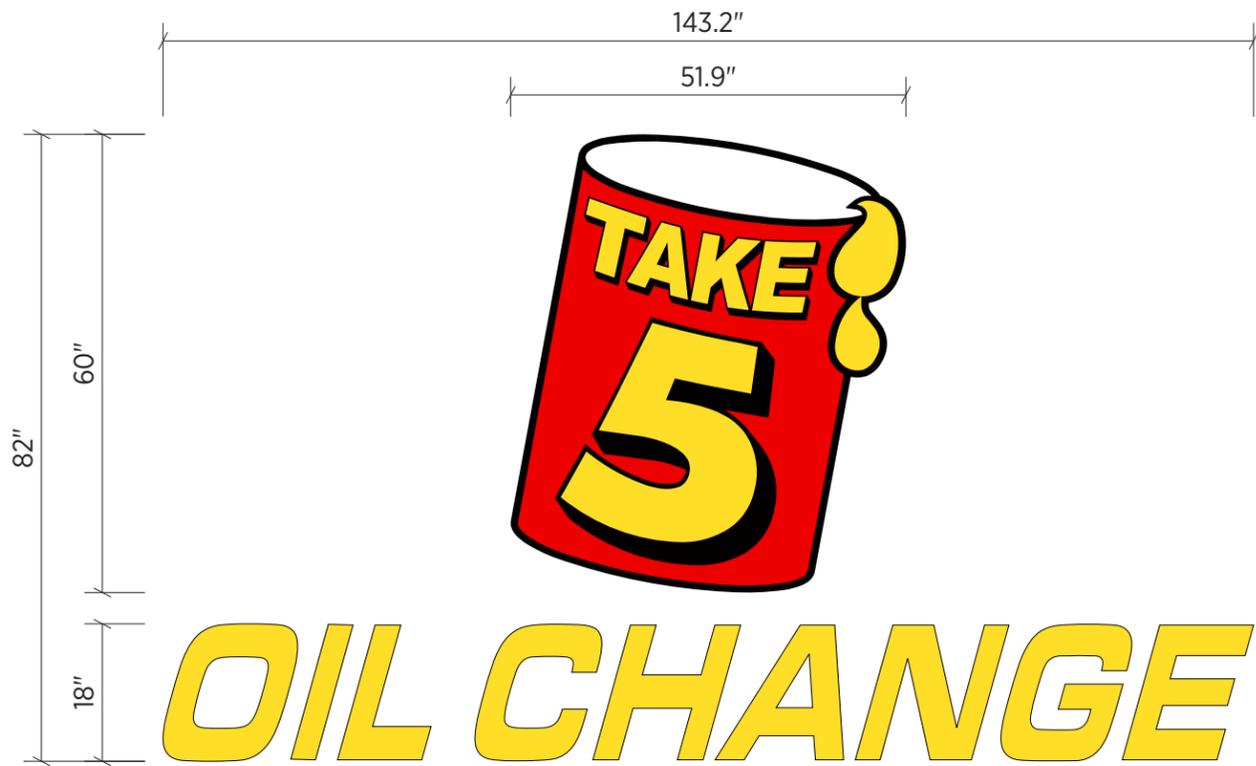


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PROJECT NO.
 34229



NIGHT RENDERING



1

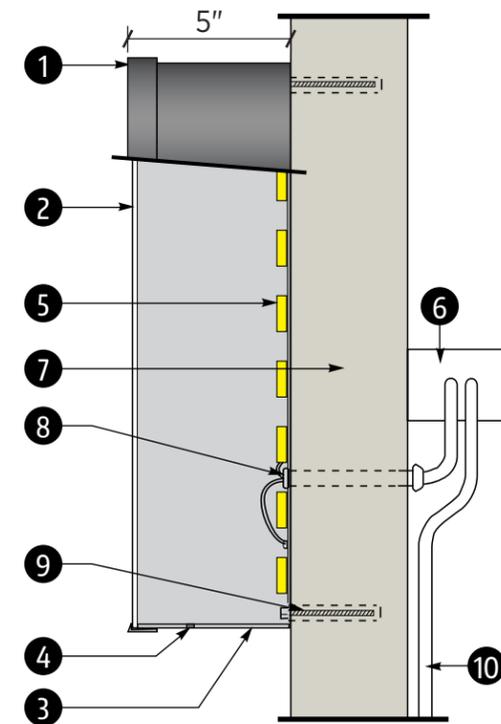
81.5 Sq Ft

Provide LED illuminated channel letters w/ digitally printed graphics; installed flush to facade.

CROSS SECTION OF UL LISTED CHANNEL LETTERS w/ LEDS

- (1) 1" PLASTIC TRIM CAP PAINTED BLACK
- (2) 3/16" ACRYLIC FACE W/ DIGITALLY PRINTED GRAPHICS/TRANSLUCENT VINYL TO MATCH COLOR KEY
- (3) .040 ALUMINUM RETURN PAINTED BLACK (.063 BACK)
- (4) 1/4" DRAIN HOLES (Min. 2 per letter)
- (5) LED ILLUMINATION
- (6) LED POWER SUPPLY
- (7) FACADE
- (8) LOW VOLTAGE CLASS 2 POWER LINE
- (9) MOUNTING HARDWARE (3/8"x5" Bolts)
- (10) EXISTING 120 VOLT SERVICE

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- PMS 2347 C
- PMS 107 C
- Black
- White



Illuminated Channel Letters

Scale: 1/2"=1'-0"



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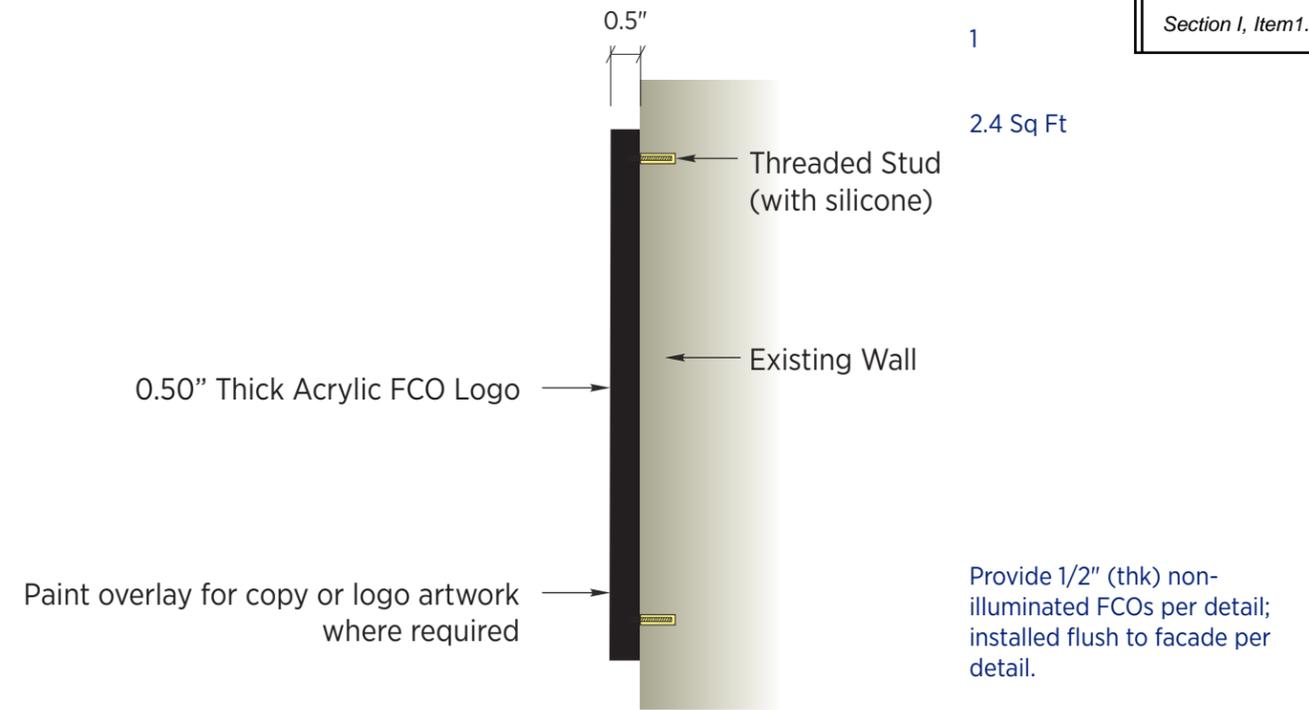
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PROJECT NO.
34229

12" 29" 1405



SECTION DETAIL VIEW
SCALE: NTS

● Black

B

Non-Illuminated FCO Address

Scale: 1 1/2" = 1'-0"



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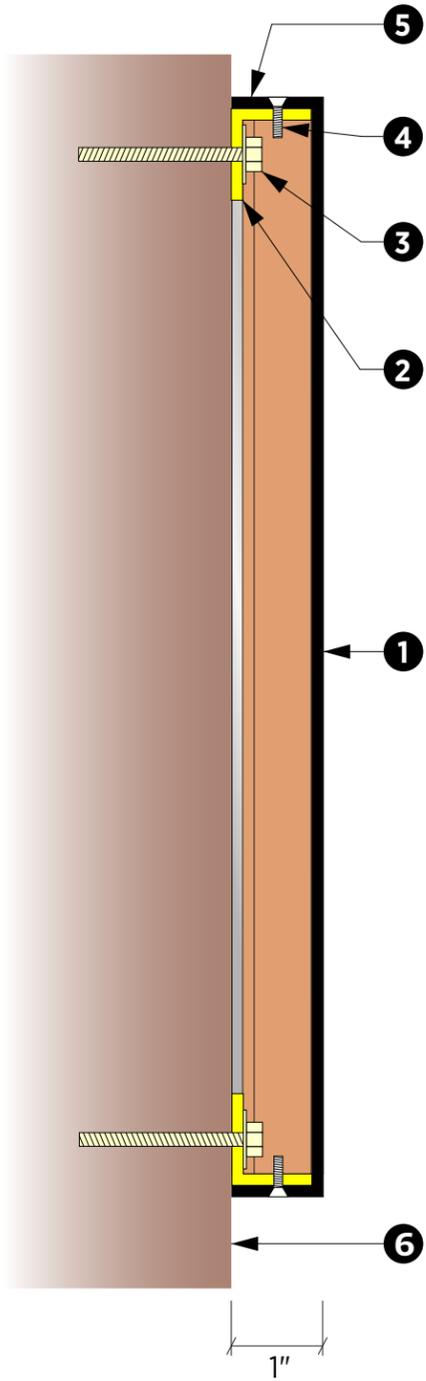


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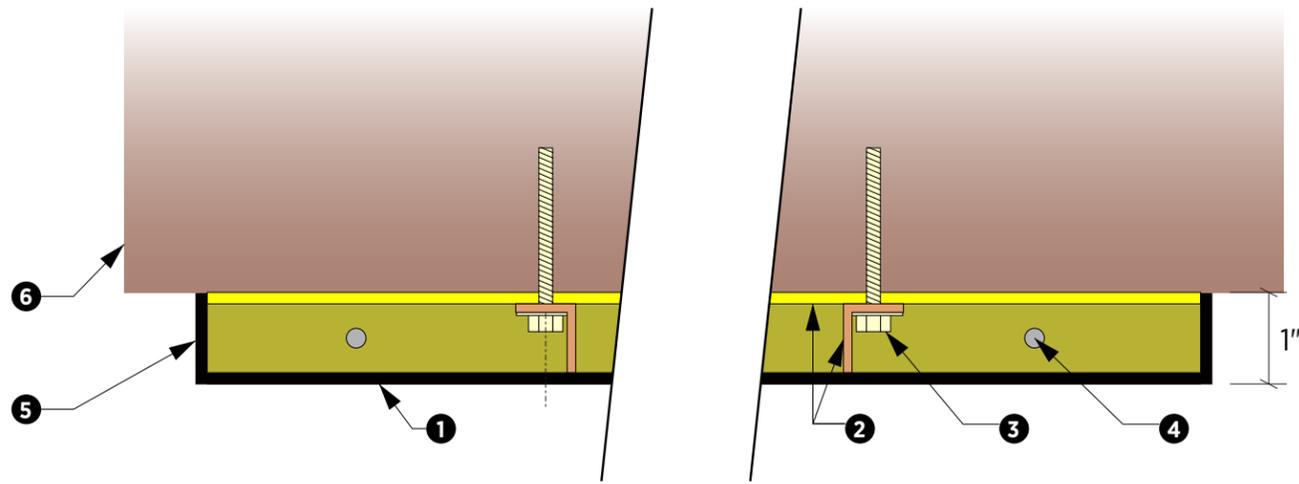
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- ### SECTION DETAILS
- 1 0.090" Alum non-illuminated pan face sign panel w/ BLACK and WHITE painted graphics
 - 2 1" x 1" (1/4"t) Fabricated alum. angle framing fastened to exterior wall
 - 3 Stainless steel attachment fastener per existing wall structure and site conditions
 - 4 S.S. countersink machine screws painted to match sign (min of 3 per clip angle)
 - 5 Paint to match BLACK
 - 6 Existing wall (no change)

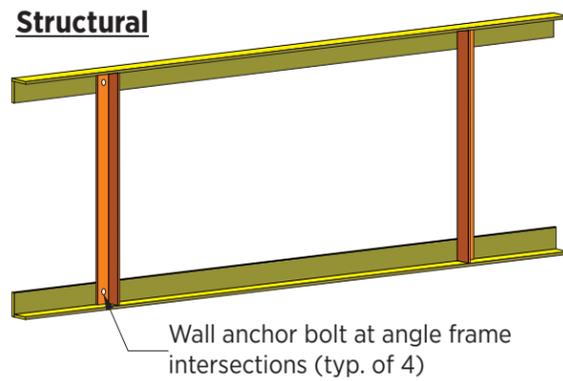


Attachment Detail - Plan View
SCALE: NTS

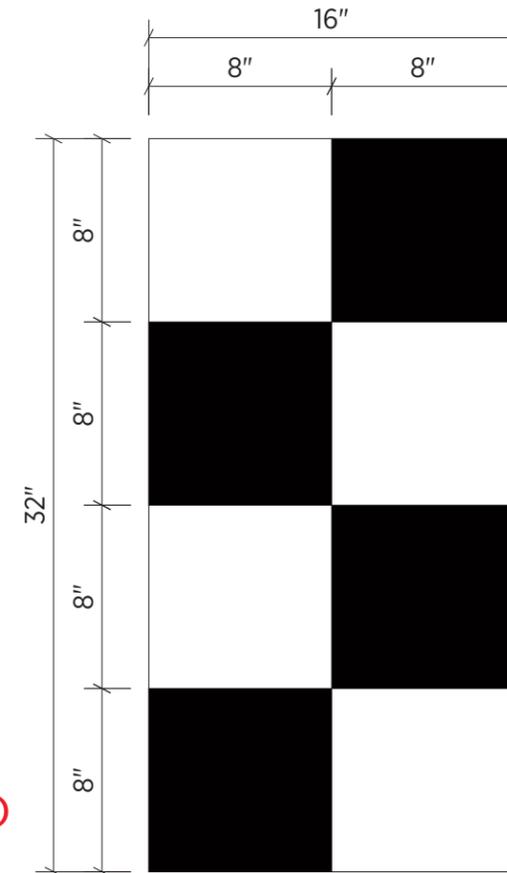
3

3.6 Sq Ft

Provide new 1" deep aluminum pan face sign painted per color key and layout.



Rendering

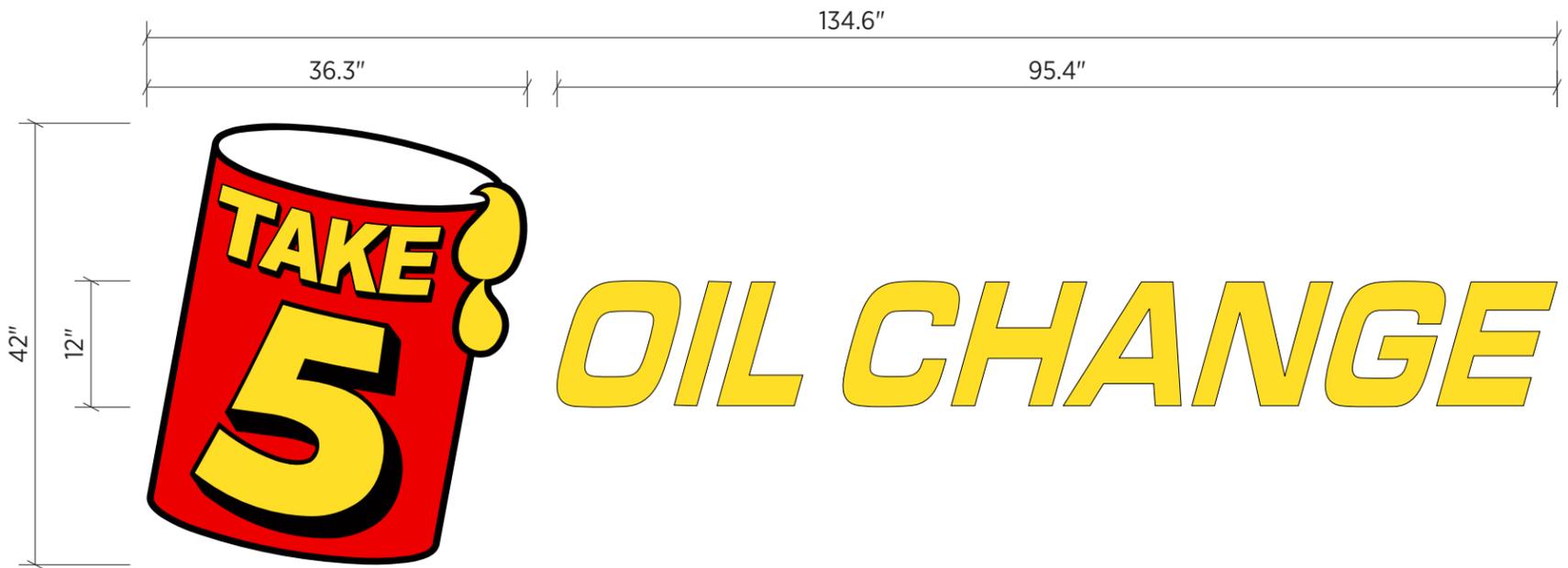


● Black
○ White

Attachment Detail - Section View
SCALE: NTS

Decorative Pan
Scale: 1 1/2" = 1'-0"

Note:
Pan to be mounted centered vertically under and 6" down vertically from light fixture(s) if applicable.



Provide LED illuminated channel letters w/ digitally printed graphics; installed flush to facade.

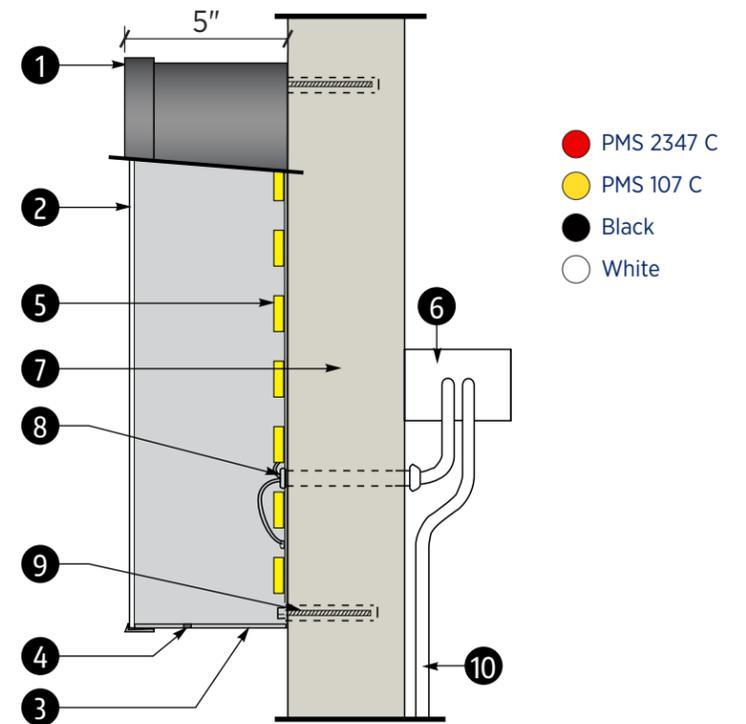
NIGHT RENDERING



CROSS SECTION OF UL LISTED CHANNEL LETTERS w/ LEDS

- (1) 1" PLASTIC TRIM CAP PAINTED BLACK
- (2) 3/16 PLEXIGLAS FACE W/ DIGITALLY PRINTED GRAPHICS/TRANSLUCENT VINYL TO MATCH COLOR KEY
- (3) .040 ALUMINUM RETURN PAINTED BLACK (.063 BACK)
- (4) 1/4" DRAIN HOLES (Min. 2 per letter)
- (5) LED ILLUMINATION
- (6) LED POWER SUPPLY
- (7) FACADE
- (8) LOW VOLTAGE CLASS 2 POWER LINE
- (9) MOUNTING HARDWARE (3/8"x5" Bolts)
- (10) EXISTING 120 VOLT SERVICE

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D Illuminated Channel Letters

Scale: 1/2"=1'-0"

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PROJECT NO.
 34229



Illuminated Channel Letters	X	Y	Total Square Feet
T5C-CCL-24	24	20.8	3.5
T5C-CCL-30	30	25.9	5.4
T5C-CCL-36	36	31.1	7.8
T5C-CCL-42	42	36.3	10.6
T5C-CCL-48	48	41.5	13.8
T5C-CCL-54	54	46.7	17.5
T5C-CCL-60	60	51.9	21.6
T5C-CCL-66	66	57.1	26.2
T5C-CCL-72	72	62.3	31.2
T5C-CCL-76	76	65.7	34.7
T5C-CCL-80	80	69.2	38.4
T5C-CCL-84	84	76.7	44.7
T5C-CCL-90	90	77.8	48.6

1
31.2 Sq Ft

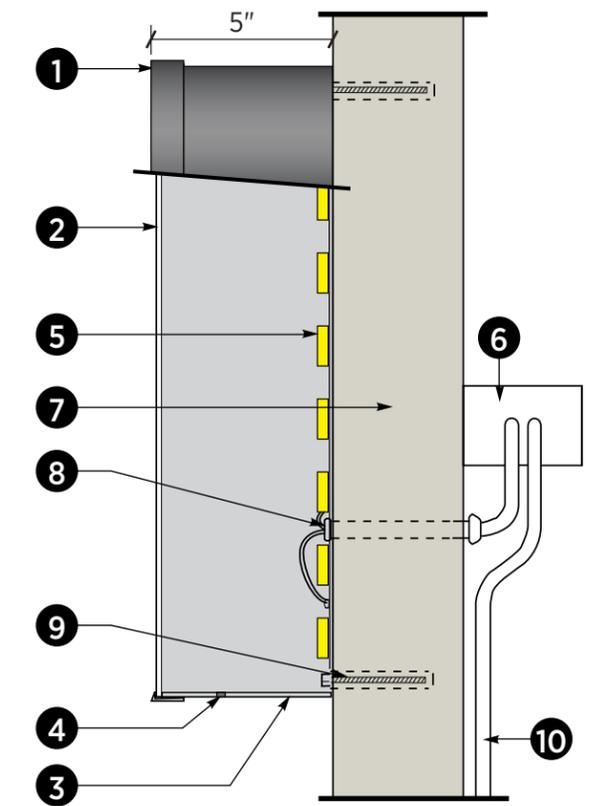
Provide LED illuminated channel letters w/ digitally printed graphics; installed flush to facade.

NIGHT RENDERING



CROSS SECTION OF UL LISTED CHANNEL LETTERS w/ LEDS

- (1) 1" PLASTIC TRIM CAP PAINTED BLACK
- (2) 3/16 PLEXIGLAS FACE W/ DIGITALLY PRINTED GRAPHICS TO MATCH COLOR KEY
- (3) .040 ALUMINUM RETURN PAINTED BLACK (.063 BACK)
- (4) 1/4" DRAIN HOLES (Min. 2 per letter)
- (5) LED ILLUMINATION
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- (8) LOW VOLTAGE CLASS 2 POWER LINE
- (9) MOUNTING HARDWARE (3/8"x5" Bolts)
- (10) EXISTING 120 VOLT SERVICE

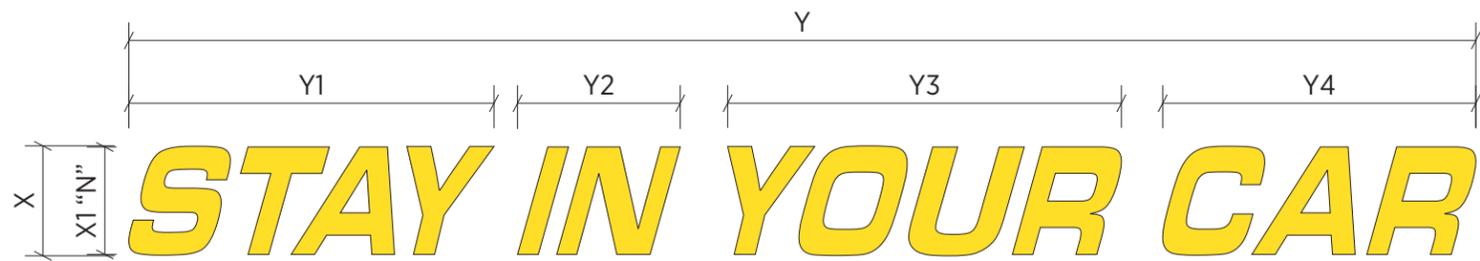


- PMS 2347 C
- PMS 107 C
- Black
- White

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E Illuminated Channel Letters

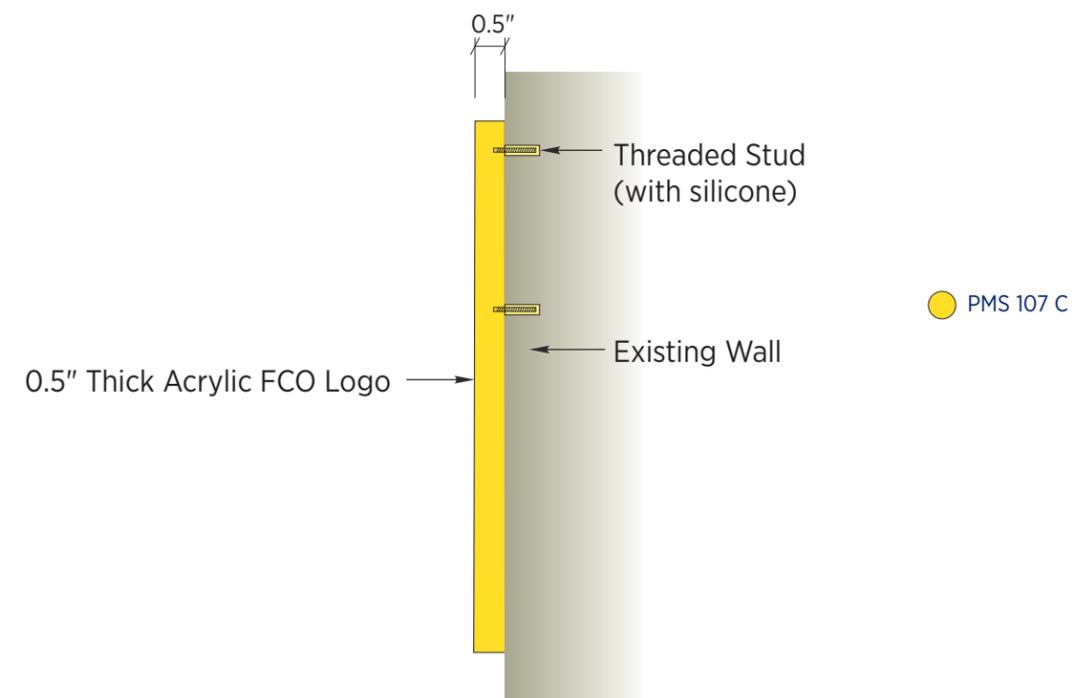
Scale: NTS



Note: 1
 Threads must be at top & middle to be able to be installed onto facade 27.6 Sq Ft

Provide FCO letters; installed flush to facade.

Non-Illuminated Channel Letters	X	X1	Y	Y1	Y2	Y3	Y4	Total Square Feet
T5C-SYCNIL-9	9	8.8	110.5	30	13.4	32.3	25.7	6.9
T5C-SYCNIL-12	12	11.8	147.4	39.9	17.8	43.1	34.3	12.3
T5C-SYCNIL-15	15	14.7	184.2	49.9	22.3	53.8	42.8	19.2
T5C-SYCNIL-18	18	17.7	221	59.9	26.7	64.6	51.4	27.6
T5C-SYCNIL-21	21	20.6	257.9	69.9	31.2	75.4	60	37.6
T5C-SYCNIL-24	24	23.5	294.7	79.9	35.6	86.1	68.5	49.1
T5C-SYCNIL-27	27	26.5	331.5	89.9	40.1	96.9	77.1	62.2
T5C-SYCNIL-30	30	29.4	368.4	99.9	44.5	107.7	85.7	76.8
T5C-SYCNIL-33	33	32.4	405.2	109.8	49	118.4	94.2	92.9



SECTION DETAIL VIEW
 SCALE: NTS

F **FCO Letters**
 Scale: NTS

1

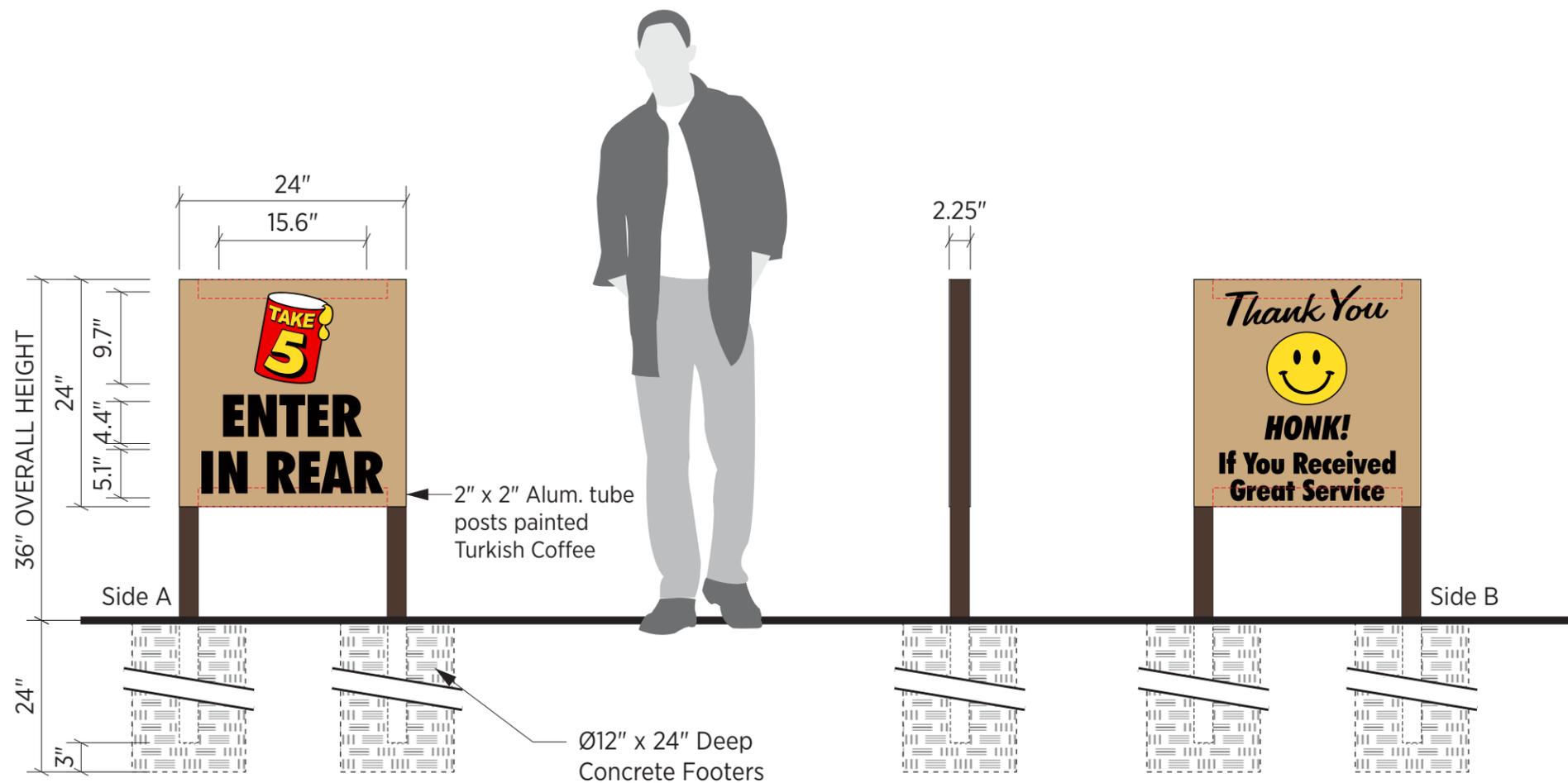
4 Sq Ft

Allowed: 4 SF

Provide D/F post & panel directional sign w/ ACM face panels w/ digitally printed graphics to match color key.

2" x 2" alum. tube posts painted Turkish Coffee

- PMS 2347 C
- PMS 107 C
- Black
- White
- SW 7693 "Stone Briar"
- SW 6076 "Turkish Coffee"



G **Directional Sign**
 Scale: 3/4" = 1'-0"

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TAKE 5
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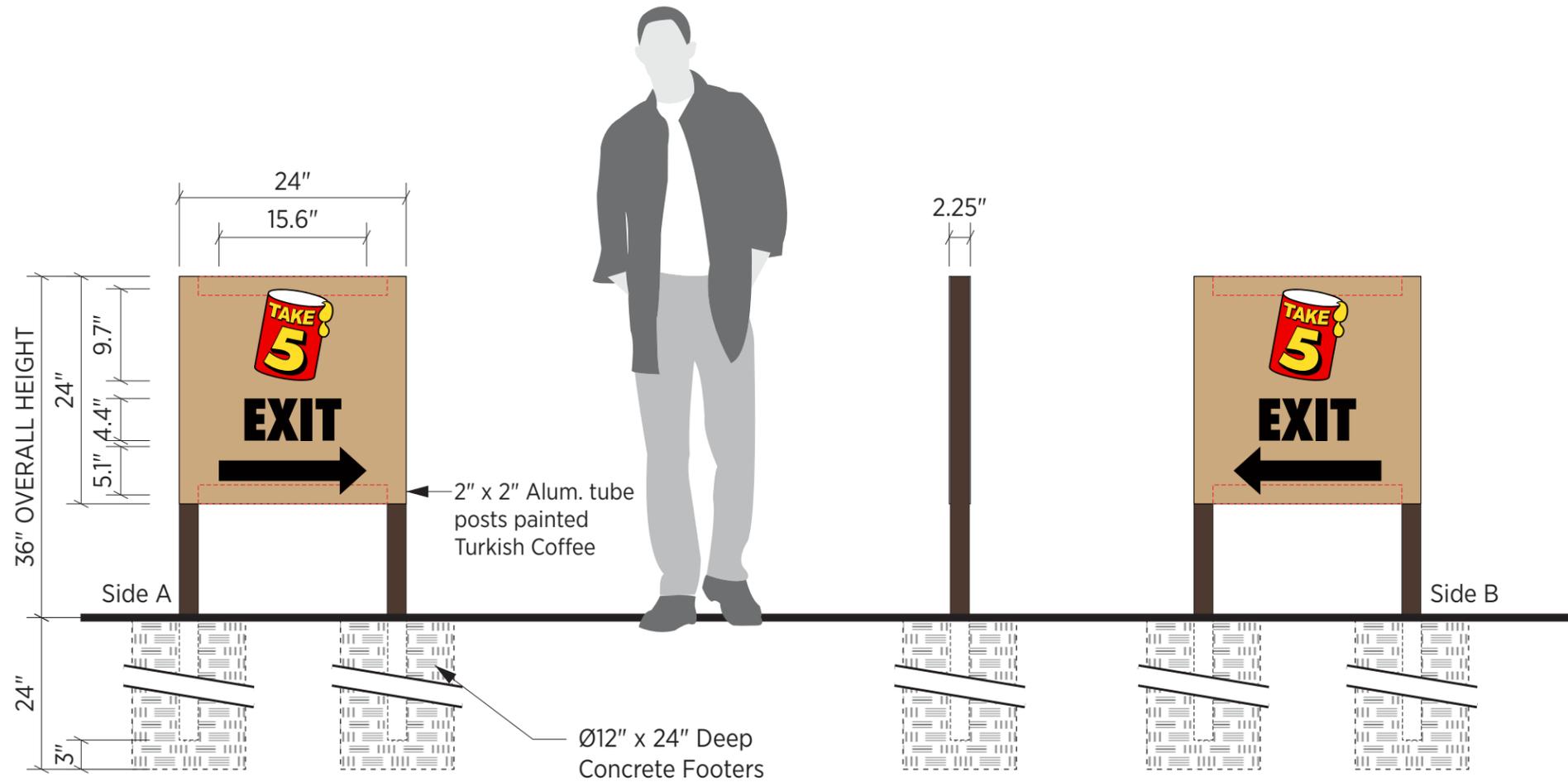
4 Sq Ft

Allowed: 4 SF

Provide D/F post & panel directional sign w/ ACM face panels w/ digitally printed graphics to match color key.

2" x 2" alum. tube posts painted Turkish Coffee

- PMS 2347 C
- PMS 107 C
- Black
- White
- SW 7693 "Stone Briar"
- SW 6076 "Turkish Coffee"



Directional Sign

Scale: 3/4" = 1'-0"



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1

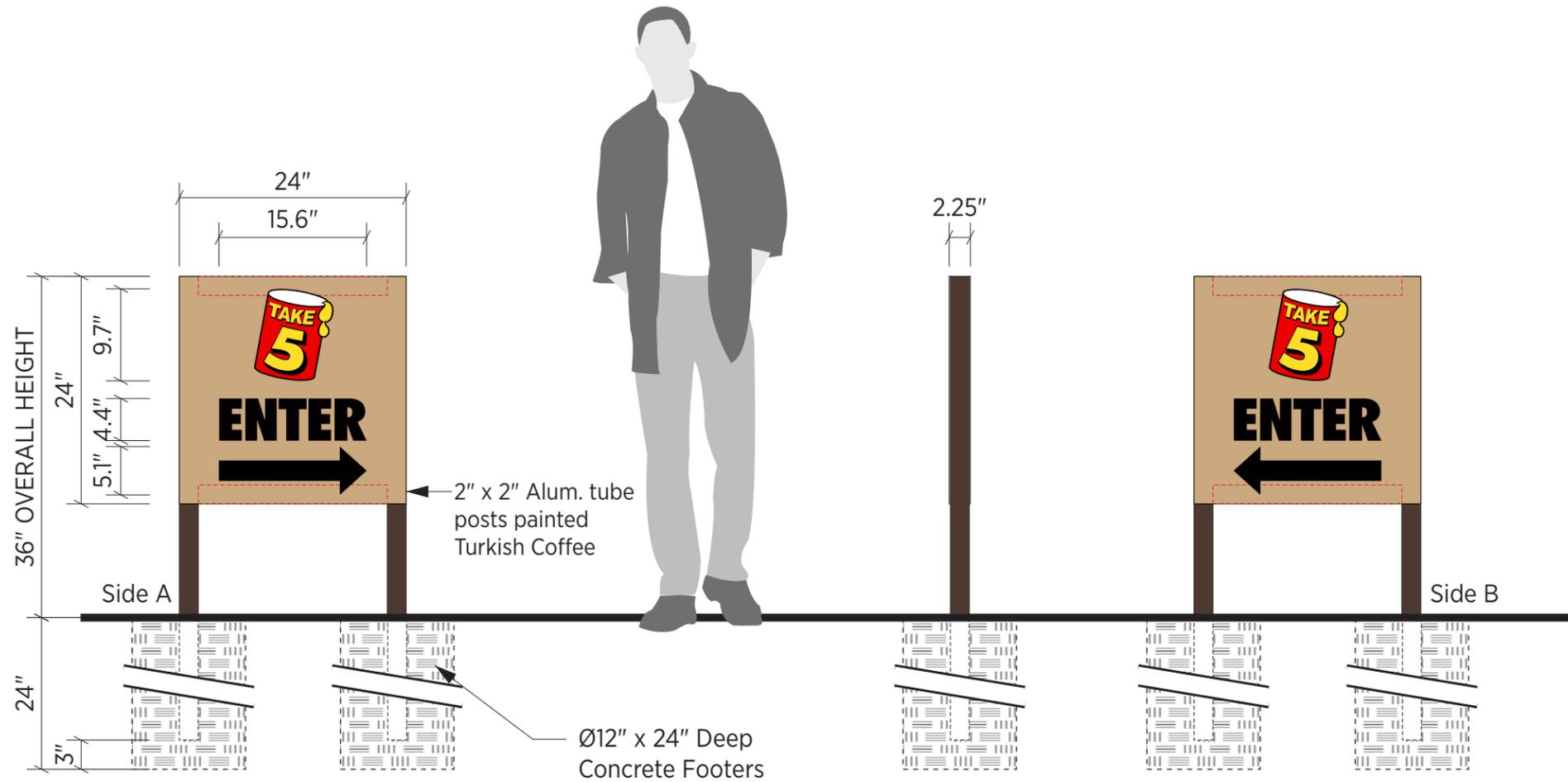
4 Sq Ft

Allowed: 4 SF

Provide D/F post & panel directional sign w/ ACM face panels w/ digitally printed graphics to match color key.

2" x 2" alum. tube posts painted Turkish Coffee

- PMS 2347 C
- PMS 107 C
- Black
- White
- SW 7693 "Stone Briar"
- SW 6076 "Turkish Coffee"



I Directional Sign

Scale: 3/4" = 1'-0"

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2 (1 per side)

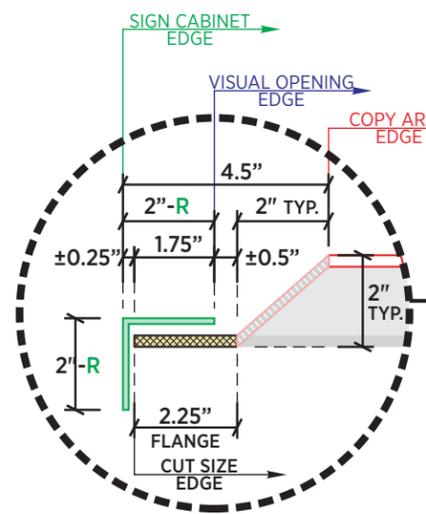
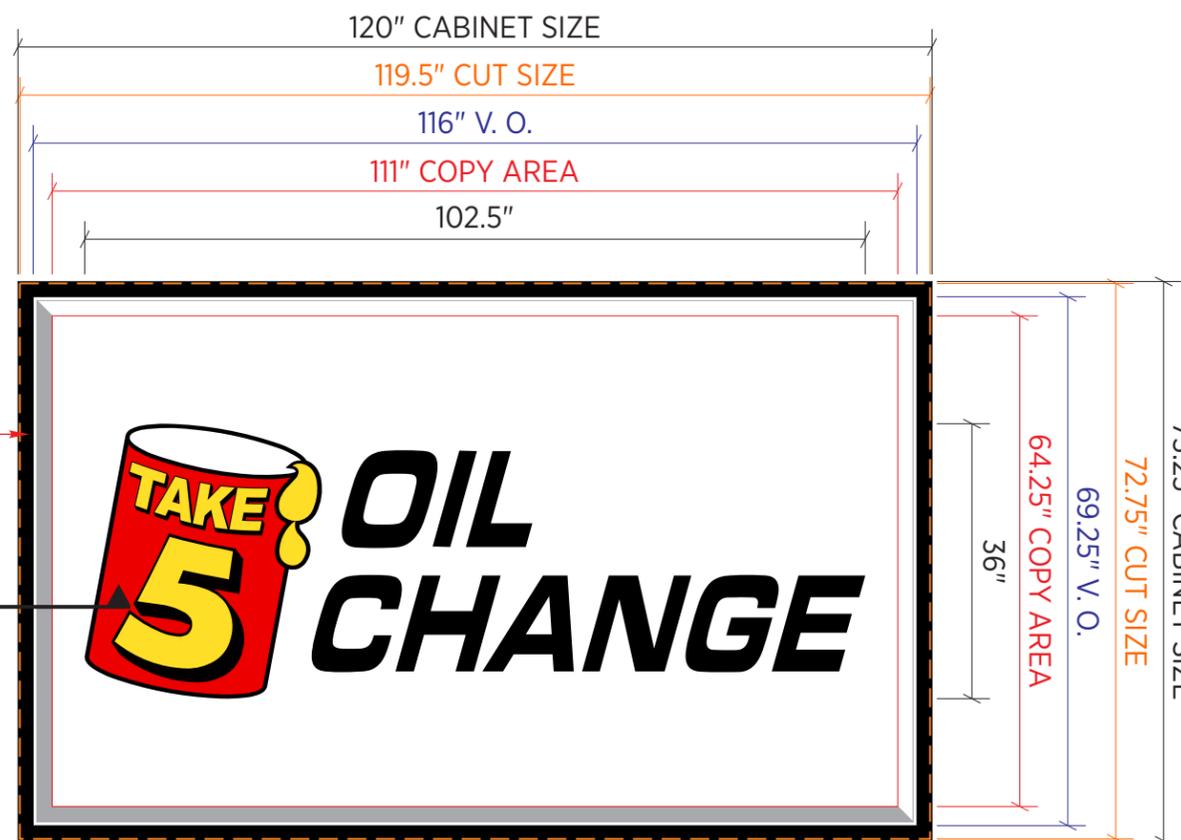
60.4 Sq Ft



Proposed



Existing



Provide 3/16" (thk) acrylic pan formed replacement faces w/ 2nd surface applied digitally printed graphics to match color key.

Note: Repaint existing cabinet & pole black

Cabinet will need LED retrofit

- PMS 2347 C
- PMS 107 C
- Black
- White

J Pylon - Face Replacements

Scale: 1/2" = 1'-0"



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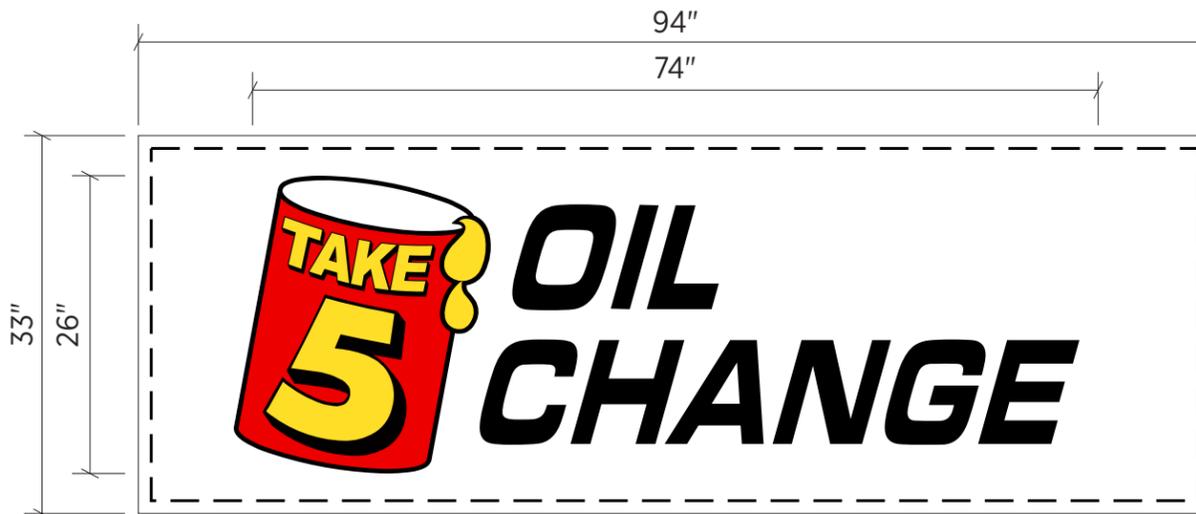
2 (1 per side)

21.5 Sq Ft



Provide 15 oz matte white banner material hemmed w/ grommets & surface applied digitally printed graphics to match color key.

Note:
To be installed onto A frame sign to be brought inside nightly



- PMS 2347 C
- PMS 107 C
- Black
- White

K Temporary Banner
Scale: 1/2" = 1'-0"

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PROJECT NO.
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Money Received

Amount	Type	Payment Info
500.00	PP	DISCOVER: 0662 / AUTH: 183088106

Provider Fees Paid: \$6.00

Distributions

Type	Amount	Apply To	Description	For	Discount Pen Forgive
FMSD	500.00	DIST CD: 2550	PLANNING & ZONING FEES		0.00

Operator Code: JANET

Receipt Code: CD3012977

Receipt Date: 09/25/25

Voided

Distributions: 500.00

Money: 500.00

Change Due: 0.00

From: KIMLEY-HORN

Email Address:

Destination Phone:

You are invited to a Zoom webinar!

When: January 8, 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/85245845225>

Phone one-tap:

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Join via audio:

+1 305 224 1968 US

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