

**CITY OF CHIPLEY  
CODE ENFORCEMENT BOARD MEETING  
MINUTES**

**June 17, 2021**

**3:00 p.m.**

**Members Present:**

Ms. Suzan Gage, Chairperson  
Mrs. Crystal Zuraff, Board Member

Mrs. Doris Robinson, Board Member

**Others Present:**

Mrs. Tamara Donjuan, Code Enforcement/Planning Officer      Ms. Sherry Snell, Board Secretary

**Present Via Zoom:**

Mrs. Michelle Jordan, City Attorney

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- A. Call to Order.** The meeting was called to order by Chairperson Gage at 3:12 p.m.
- B. Prayer and Pledge.** Prayer was given by Ms. Zuraff. Mrs. Robinson led the pledge to the American Flag.
- C. Approval of Agenda.** The agenda was presented for approval. Mrs. Donjuan deleted item #2 and item #3 due to them becoming compliant.
- A motion was made by Mrs. Zuraff and seconded by Mrs. Robinson to approve the agenda with the deletions. The motion passed unanimously.**
- D. Presentation & Approval of Minutes: August 4, 2020.**
- A motion was made by Mrs. Zuraff and seconded by Mrs. Robinson to approve the minutes as presented. The motion passed unanimously.**
- E. Meeting Introduction.** Chairperson Gage welcomed everyone to the Chipley Code Enforcement Board Meeting.
- F. Public Hearing(s):**
- Chairperson Gage closed the meeting and opened a public hearing. Ms. Snell swore in Mrs. Donjuan.
- 1. Case Number: 20-07-006** — Louise Campbell Kirkland % Rosemary Kirkland – Church Avenue. Mrs. Donjuan addressed the Board, gave a summary of the case to date. Mrs. Donjuan explained the violations consist of an overgrown lot. The landowner was not present. Discussion ensued.

Ms. Gage closed the public hearing and reopened the regular meeting.

A motion was made by Mrs. Zuraff and seconded by Mrs. Robinson, if the Respondent fails to bring the property into full compliance by July 17, 2021 then a fine of \$50.00 per day shall be imposed commencing on July 18, 2021 and continuing each day the property remains in violation. The motion passed unanimously.

**G. Other Business:**

Chairman Gage stated July 15, 2021 at 3:00 p.m. would be the next tentative meeting date.

**H. Adjourn:**

With no other business to discuss, Chairperson Gage adjourned the meeting at 3:27 p.m.

Presented by:



Sherry Snell  
Board Secretary



Suzan Gage  
Chairperson