

**PLANNING & ZONING COMMISSION  
MEETING**

**April 9, 2020**

**3:00 p.m.**

**Members Present:**

Mr. Thomas Lancaster, Chairperson  
Mr. Jim Morris, Board Member

Mrs. Wanda Owens, Vice-Chairperson  
Mr. David Ridley, Alternate Board Member

**Members Absent:**

Ms. Rebecca Cousson, Board Member

Mr. Holland Kent, Board Member

**Others Present:**

Mr. Dan Miner, City Administrator  
Mr. Tommy Sasser, Council Liaison

Mr. Calvin Sherrouse, Planning Officer  
Ms. Sherry Snell, Board Secretary

The meeting was held by ZOOM due to COVID-19.

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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.

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- A. **Call To Order.** The meeting was called to order by Chairperson Lancaster at 3:11 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mr. Lancaster. Mr. Lancaster led the pledge to the American Flag.
- C. **Approval of Agenda.**  
  
**A motion was made by Mrs. Owens and seconded by Mr. Morris to approve the agenda. The motion passed unanimously.**
- D. **Presentation and Approval of Minutes – February 27, 2020.** The minutes were presented for approval for the following meeting: Regular Planning & Zoning Commission Meeting – February 27, 2020.  
  
**A motion was made by Mrs. Owens and seconded by Mr. Morris to approve the minutes. The motion passed unanimously.**
- E. **Agenda Items.**
  - 1. **Approval of Request for Development Order–** Murphy Oil USA, Inc. – 1623 Main St., Parcel #00-2336-0002. Mr. Sherrouse explained this request is for approval to demolish the existing structure and rebuild at 1623 Main St. and he gave a summary of the request.

Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the request for development order at 1623 Main Street. The motion passed unanimously.**

2. **Approval of Request for Demolition**– Coggin Properties, Inc. – 845 Main St., Parcel #00-1437-0000. Mr. Sherrouse explained this request is for approval to demolish the existing structure(s) located at 845 Main Street and he gave a summary of the request.

Jose Marquez stated he had concerns about the appearance of the adjoining wall after demolition. Mr. Miner stated any damage to adjoining buildings caused by the project would be between the owner and the contractor. Discussion ensued.

**A motion was made by Mrs. Owens and seconded by Mr. Morris to approve the request for demolition placement at 845 Main Street. The motion passed unanimously.**

3. **Approval of Request for Variance for Manufactured Home Placement**– Mary Sugars – 1353 Forrest Ave., Parcel #00-1764-0000. Mr. Sherrouse explained this request is for approval to place a manufactured home at 1353 Forrest Ave. and he gave a summary of the request.

Arley Sapp, John Chaney and Tom Bowen, citizens of Chipley, stated they were opposed to the home being placed in their neighborhood. Discussion ensued.

**A motion was made by Mr. Morris and seconded by Mrs. Owens to table the request for a variance for manufactured home placement at 1353 Forrest Avenue giving Mr. Sugars as much time as he needs to research the possibility of adding a room onto the existing home. The motion passed unanimously.**

4. **Approval of Request for Variance for Variance**– Cathy Sasser – 625 Grove St., Parcel #00-1535-0000. Mr. Sherrouse explained this request is for the approval of a variance for 625 Grove St. to meet required setbacks for a SHIP Program home and he gave a summary of the request.

Discussion ensued.

**A motion was made by Mrs. Owens and seconded by Mr. Morris to approve the request for a variance at 625 Grove Street. The motion passed unanimously.**

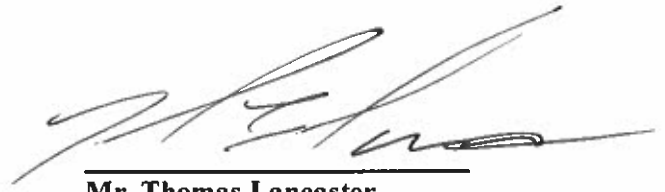
**F. Other Business.**

There was no other business.

**G. Adjourn.** The meeting adjourned at 4:10 p.m.

Presented by:

  
**Sherry Snell**  
**Board Secretary**

  
**Mr. Thomas Lancaster**  
**Chairperson**