

**PLANNING & ZONING COMMISSION
MEETING**

June 25, 2020

3:00 p.m.

Members Present:

Mr. Thomas Lancaster, Chairperson
Mr. Jim Morris, Board Member
Mr. David Ridley, Alternate Board Member

Mrs. Wanda Owens, Vice-Chairperson
Mr. Holland Kent, Board Member

Members Absent:

Ms. Rebecca Cousson, Board Member

Others Present:

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

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

This meeting was held by Zoom due to COVID-19.

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 Chairperson Lancaster at 3:06 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Morris. Mr. Lancaster led the pledge to the American Flag.
- C. Approval of Agenda.**
- A motion was made by Mr. Ridley and seconded by Mr. Morris to approve the agenda. The motion passed unanimously.**
- D. Approval of Minutes – April 9, 2020.** The minutes were presented for approval for the following meeting: Regular Planning & Zoning Commission Meeting – April 9, 2020.
- A motion was made by Mr. Morris and seconded by Mr. Ridley to approve the minutes. The motion passed unanimously.**
- E. Agenda Items:**
- 1. Approval of Request For Variance for Manufactured Home Placement - Angela Sharpe, 710 Peach St., Parcel # 00-1139-0001.** This request is for approval to place a manufactured home at 710 Peach St. Mr. Sherrouse gave a summary of the request.
- Ms. Angela Butler and Mrs. Bessie Russ stated they were against the placement of the manufactured home. Discussion ensued.
- A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the Request for Variance for Manufactured Home Placement at 710 Peach St. The motion passed unanimously.**

2. **Approval of Request for Development Order** – Fast Food Restaurant – Southeastern Retail Development, LLC, 1243 Main St. & 1336 Brickyard Rd., Parcel # 00-2189-0001 and 00-2176-0000. This request is for approval of a Development Order to build a fast food restaurant at 1243 Main St. & 1336 Brickyard Rd. Mr. Sherrouse gave a summary of the request.


Discussion ensued.

A motion was made by Mr. Ridley and seconded by Mr. Morris to approve the Request for Development Order at 1243 Main St. & 1336 Brickyard Rd. The motion passed with four (4) ayes and zero (0) naves. Mrs. Owens abstained from voting due to the property owner being a client.

- F. **Other Business.**
There was no other business.
- G. **Adjourn.** The meeting adjourned at 3:27p.m.

Presented by:


Sherry Snell
Board Secretary


Mr. Thomas Lancaster
Chairperson

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

LAST NAME—FIRST NAME—MIDDLE NAME Owens, Wanda	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Planning & Zoning Commission
MAILING ADDRESS 1334 Deerpath Rd.	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Chipley	COUNTY Washington
DATE ON WHICH VOTE OCCURRED June 25, 2020	NAME OF POLITICAL SUBDIVISION: City of Chipley
MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Wanda Owens, hereby disclose that on June 25, 2020:

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

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Dastgir Ghulam;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Approval of Request for Development Order - Fast Food Restaurant - Southeastern Retail Development, LLC, 1243 Main St. & 1336 Brickyard Rd. Parcel # 00-2189-0001 and # 00-2176-0000.

A motion was made by Mr. Ridley and seconded by Mr. Morris to approve the Request for Development Order at 1243 Main St. & 1336 Brickyard Rd. The motion passed with (4) ayes and (0) nays. Mrs. Wanda Owens abstained from voting due to the property owner being a client.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6-26-2020
Date Filed

Wanda Owens
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.