

**PLANNING AND ZONING BOARD**  
**January 30, 2023**  
**4:00 PM**

**Old City Hall Commission Room**  
**2895 Jefferson Street**  
**Marianna, FL 32446**

**1. Call To Order**

**2. Minutes**

2.A. December 19, 2022 Minutes

Documents:

[DECEMBER 19\\_ 2022 P AND Z MINUTES.PDF](#)

**3. Land Use/Zoning Changes**

3.A. Ordinance #1144 - SSA 2023-03

Documents:

[SR CRAVEN 2023-03.PDF](#)  
[SSA 2023-03 ORD1144.PDF](#)

3.B. Ordinance #1145 - Zoning Change

Documents:

[ZONING CHANGE CRAVEN STAFFREPORT.PDF](#)  
[ZONING CHANGE CRAVEN ORD 1145.PDF](#)

**4. Other Business**

**5. Adjournment**

The City of Marianna is an Equal Opportunity Employer and a Drug-Free Workplace. In accordance with the adopted Section 504 Policy, the City will take affirmative steps to reasonably accommodate the disabled and ensure their needs are equitably represented in City programs and activities. Pursuant to Title VI and the Civil Rights Act of 1964, the City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, language, income, handicap, genetics or familial status. For assistance with EEO, Title VI or Section 504 matters contact Julie Chance at 850-482-4353. The City also has a Fair Housing Ordinance.

For assistance with Fair Housing matters contact Kay Dennis at 850-482-4353. In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this meeting should contact the City Clerk's Office at 850-482-4353 no later than three days prior to the meeting. City Hall is located at 2898 Green Street, Marianna, Florida.



**CITY OF MARIANNA  
PLANNING & ZONING BOARD  
REGULAR MEETING  
January 30, 2023**

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**December 19, 2022  
MINUTES**

**MEMBERS & STAFF PRESENT**

**Jonathan Fuqua**, Chairman - Absent

**Diane Pate** – Present

**Dr. Matt Payne** – Present

**Ann Jones**- Present

**William Long**- Absent

**Matt Fuqua**, City Attorney-Absent

**Jim Dean**, City Manager - Present

**Kay Dennis**, Municipal Development  
Director - Present

**Chierstin Rasmussen** – Administrative  
Assistant to Municipal Development  
Director - Present

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**I. Call to Order**

The meeting was called to order at 4 PM by Dr. Matt Payne.

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**II. Reading and Approval of the Minutes**

Mrs. Pate moved to approve the minutes of October 24, 2022. Mrs. Jones seconded this motion, and the minutes were approved with a 3:0 vote.

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**III. SSA 2023-02—Future Land Use Change**

Dr. Payne recognized Mrs. Kay Dennis, who apprised the Board of a request for a Future Land Use Change on parcel #03-4N-10-0346-0000-0620. The parcel currently holds a Future Land Use of City of Marianna Commercial, and City of Marianna Mixed-Use is being proposed. After a brief discussion, Mrs. Jones moved to recommend approval for the Future Land Use Change. Mrs. Pate seconded this motion, which carried 3:0 in favor of approval.

**IV. Zoning Designation**

Dr. Payne recognized Mrs. Kay Dennis, who relayed to the Board a request to change the zoning designation of City of Marianna Commercial to Mixed-Use on parcel #03-4N-10-0346-0000-0620. After a brief discussion, Mrs. Pate made a motion to recommend approval of the proposed zoning designation. Mrs. Jones seconded this motion, which carried 3:0 in favor of recommending approval.

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**V. Other Business**

There was no other business presented.

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**VI. Adjournment**

With no further business for discussion, the meeting was adjourned.

**STAFF REVIEW OF PROPOSED AMENDMENT TO THE  
CITY OF MARIANNA COMPREHENSIVE PLAN  
FUTURE LAND USE MAP SERIES**

**APPLICATION NUMBER SSA 2023-03**



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**I. APPLICATION SUMMARY**

**A. Owner's Names and Mailing Addresses:**

Domingo Hernandez  
2635 Hernandez Lane  
Chipley, FL 32428

Craven Holdings, LLC  
PO Box 402  
Marianna, FL 32447

**B. Property Description:**

1. General Location: The parcel is at 2901 Madison Street. More specifically the parcel is located at the northwest corner of the Madison Street/Clinton Street intersection within the City of Marianna (Parcel Tax Id # 03-4N-10-0331-0000-0441; Latitude/Longitude 30.776236, -85.225812).
2. Total Site Acreage: The parcel is approximately 0.2 acres in size with approximately 98 feet of frontage on Madison Street and 76 feet of frontage on Clinton Street.
3. Current Land Utilization: The house was originally constructed in 1920 and has been federally recognized as a contributing structure to the City's historic district. Though once a home it has been used for commercial and office uses for many years. The owner plans to renovate the structure for residential use, but still allow for commercial uses. The property holds a Commercial Zoning Designation, which only allows for residential uses above the ground floor.

**C. Future Land Use Map Category**

Existing Land Use Category: Commercial – The Commercial Land Use Category was created for high intensity commercial, office and related uses (*City of Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.4 (c)*). The parcel is also located within the DISTA and HISTA overlay districts (*City of Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.4 (i)(2) and (3)*).

Proposed Land Use Category: Mixed Use– The intent behind the Mixed-Use Land Use Category was to provide for a mix of residential and neighborhood commercial uses (*City of Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.4 (b)*).

## II. PUBLIC NOTICE REQUIREMENTS

As required by *Marianna City Code, Land Development Code, Sec. 2-6.7*, a “Public Notice” informational sign was placed on the affected property on December 7, 2022. Pursuant to *Florida Statutes 166.041*, display ads with maps appeared in the Jackson County Times on January 19, 2023, January 26, 2023, and February 16, 2023.

## III. STAFF REVIEW

### A. Natural Features Analysis

1. Topography: The elevation of the site appears to be approximately 150 feet above mean sea level (*U.S.G.S. Quad. Map, Marianna, FL, 01/19/2023, [www.usgs.gov](http://www.usgs.gov), Onsite Visual Inspection, and Soil Survey of Jackson County*).
2. Soils: The parcel appears to contain primarily Orangeburg Loamy Sand with two to five percent slopes, which is defined as “well drained, gently sloping moderately permeable soil.” Orangeburg Loamy Sand has medium water capacity, and moderately slow permeability in the lower part of the subsoil. The water table is below six feet. The soil has a very high potential for residential structures without basements and small commercial structures (*Soil Survey of Jackson County, United States Department of Agriculture Soil Conservation Service & University of Florida Institute of Food and Agricultural Sciences and Agricultural Experiment Stations Soil Science Department*).
3. Flood Zone Designation: The site is located in Zone “X,” which is defined as “[a]reas determined to be outside the 500-year flood plain” (*Federal Emergency Management Agency (FEMA) Federal Insurance Rate Map (FIRM) Panels 12063C0313D, [Portal.nwfwmdfloodmaps.com](http://Portal.nwfwmdfloodmaps.com)*).
4. Wetlands: The site does not appear to contain wetlands (*City of Marianna Wetlands Map, Florida Game & Fresh Water Fish Commission, Vegetative Cover Data Derived from 1985-1989 Landsat Thematic Mapper Imagery*).
5. Wildlife Habitat: The site is likely to harbor wildlife one might see in a rural town or neighborhood setting (*on-site visual inspection*).

## **B. Land Use Analysis**

1. Current Future Land Use Map Development Potential: The home has been used in recent years as a business. The current Future Land Use designation is not a good fit for redevelopment of a residential use. The site is located close to the center of town, but is also within a historic neighborhood. The applicant would like to renovate the historic home for residential purposes while maintaining the option to use it for neighborhood commercial purposes (*City of Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.4 (c) and City of Marianna Future Land Use Map*).
2. Proposed Future Land Use Map Development Potential: The proposed Residential Land Use Category is compatible with the existing area (*City of Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.4 (b)*). The City of Marianna Mixed Use designation is the best fit for this development.
3. General Analysis of Existing and Surrounding Land Uses and Site Characteristics: The site is surrounded by residential, neighborhood commercial and recreation properties.

## **C. Public Facilities and Services Analysis**

1. Potable Water Concerns: City water is available (*City of Marianna Code, Land Development Code, Sections 3-3, 3-4 & 3-5*).
2. Sanitary Sewer: City sewer is available (*City of Marianna Code, Land Development Code, Sections 3-3, 3-4 & 3-5*).
3. Natural Gas: City natural gas is available.
4. Traffic Circulation: The site will be accessed via an existing driveway that are located on the property.
5. Drainage: There are no apparent drainage issues at this time. Planning staff will re-evaluate drainage with the development order process.
6. Solid Waste: Solid Waste disposal is available through Waste Pro.

## **D. Special Designated Areas Analysis:**

1. Apalachicola River Basin Surface Water Improvement and Management (SWIM) Area: The site of the proposed amendment is within the Apalachicola River Basin SWIM study area and watershed. The site will need to be analyzed during the development order approval process (*Apalachicola River and Bay System Management Plan*).

2. State Park Area: The site of the proposed amendment is about 0.5 miles away from a state park facility.
3. Conservation Area: The site of the proposed amendment is about 0.5 miles from a conservation area.
4. Historic and Archeological Preserves or Sites: The site is located within the Historic Special Treatment Area, and on the Federal Historic Register. There are no known archeological findings. Historical concerns will be addressed with the development order review.
5. Known Endangered Species Habitat: The site and neighborhood have been previously developed. Being within a half mile of a couple of conservation areas, it is possible to see endangered or wildlife species on the site or in the area. It is unlikely that endangered or threatened species have habitats on the site (*On-site visual inspection; Strategic Habit Conservation Areas Map; Listed Species Occurrences Map (FGFWFC & FNAI)*).
6. Outstanding Florida Waters: The parcel is approximately 0.5 miles from the Chipola River. There are no outstanding Florida Waters on the site, and the site should not pose any direct negative effects to the Chipola River.
7. Flora and Fauna: The site is within an old neighborhood, which was previously developed. A survey of native vegetative communities is unwarranted.

**E. Consistency with the Comprehensive Plan:** The proposed amendment changing the Future Land Use from City of Marianna Commercial to City of Marianna Mixed Use appears to be consistent and in harmony with the *Goals, Policies and Objectives* of the adopted *City of Marianna Comprehensive Plan*.

**Staff Recommendation:** Staff recommends approval of Small-Scale Map Amendment #2023-03 to the Future Land Use Map, as submitted.

## **ORDINANCE NO. 1144**

AN ORDINANCE AMENDING ORDINANCE 812, WHICH ADOPTED THE CITY OF MARIANNA COMPREHENSIVE PLAN AND ORDINANCE 1142, WHICH AMENDED THE CITY OF MARIANNA COMPREHENSIVE PLAN AND FUTURE LAND USE MAP TO PROVIDE FOR THE ADOPTION OF A CERTAIN SMALL-SCALE FUTURE LAND USE MAP AMENDMENT (SSA 2023-03) TO THE CITY OF MARIANNA COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY AND FOR REPEALER; PROVIDING FOR AN EFFECTIVE DATE.

**WHEREFORE**, the City Commission of Marianna, Florida has previously enacted Ordinance No. 812, which adopted the City of Marianna Comprehensive Plan, and Ordinance No. 1142, which amended the City of Marianna Comprehensive Plan and Future Land Use Map Series;

**WHEREAS**, Chapter 166, Florida Statutes empowers the City Commission of the City of Marianna to prepare and enforce comprehensive plans for the development of the City;

**WHEREAS**, Sections 163.3161 through 163.3215, Florida Statutes, the Local Government Comprehensive Planning and Land Development Regulation Act, empowers and requires the City Commission of the City of Marianna to (a) plan for the City's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the City' (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act;

**WHEREAS**, all amendments to the Comprehensive Plan must be adopted in accordance with detailed procedures which must be strictly followed;

**WHEREAS**, the City of Marianna has held all duly required public hearings prior to submission of the amendments to the Comprehensive Plan to the State Department of Economic Opportunity in accordance with Chapter 163, Florida Statutes;

**WHEREAS**, the City Commission of the City of Marianna desires to adopt the revised amendments with its current Comprehensive Plan to guide and control the future development of the City, and preserve and protect the public's health, safety and welfare; and

**WHEREAS**, the City Commission of Marianna, Florida desires to amend Ordinance No. 812 and No. 1142 to adopt a future land use amendment (SSA 2023-03) to the City of Marianna Comprehensive Plan Future Land Use Map as shown on the attached Exhibit B.



**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MARIANNA, FLORIDA, THAT:**

1. Authority and Purpose. Ordinance No. 812 and No. 1142 (including all revisions through the effective date of this ordinance) is amended for the adoption of a certain future land use amendment (SSA-2023-03) to the City of Marianna Comprehensive Plan Future Land Use Map, to provide for a change of the land use designation on real property described in Exhibit A from Commercial (*City of Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.4 (c)*) to Mixed-Use (*City of Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.4 (b)*).
2. SEVERABILITY: If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is held for any reason, to be unconstitutional, void, or invalid, the validity of the remaining portion of the ordinance shall not be affected thereby.
3. REPEALER: All other ordinances or portions of ordinances in force at the time this ordinance becomes effective which are in conflict with any provisions hereof shall be deemed to have been repealed to the extent of any such conflict, otherwise to remain in full force and effect.
4. EFFECTIVE DATE: This ordinance shall take effect as provided by law.

**PRESENTED AND READ TO THE CITY COMMISSION OF THE CITY OF MARIANNA, FLORIDA ON THE PRESENTED AND READ TO THE CITY COMMISSION OF THE CITY OF MARIANNA,FLORIDA ON THE 7TH DAY OF FEBRUARY 2023.**

**THE FORGOING ORDINANCE WAS PASSED AND ADOPTED BY A VOTE OF \_\_\_\_\_ TO \_\_\_\_\_ BY THE CITY COMMISSION OF MARIANNA, FLORIDA ON THIS 7TH DAY OF MARCH, 2023.**

ATTEST:

CITY OF MARIANNA

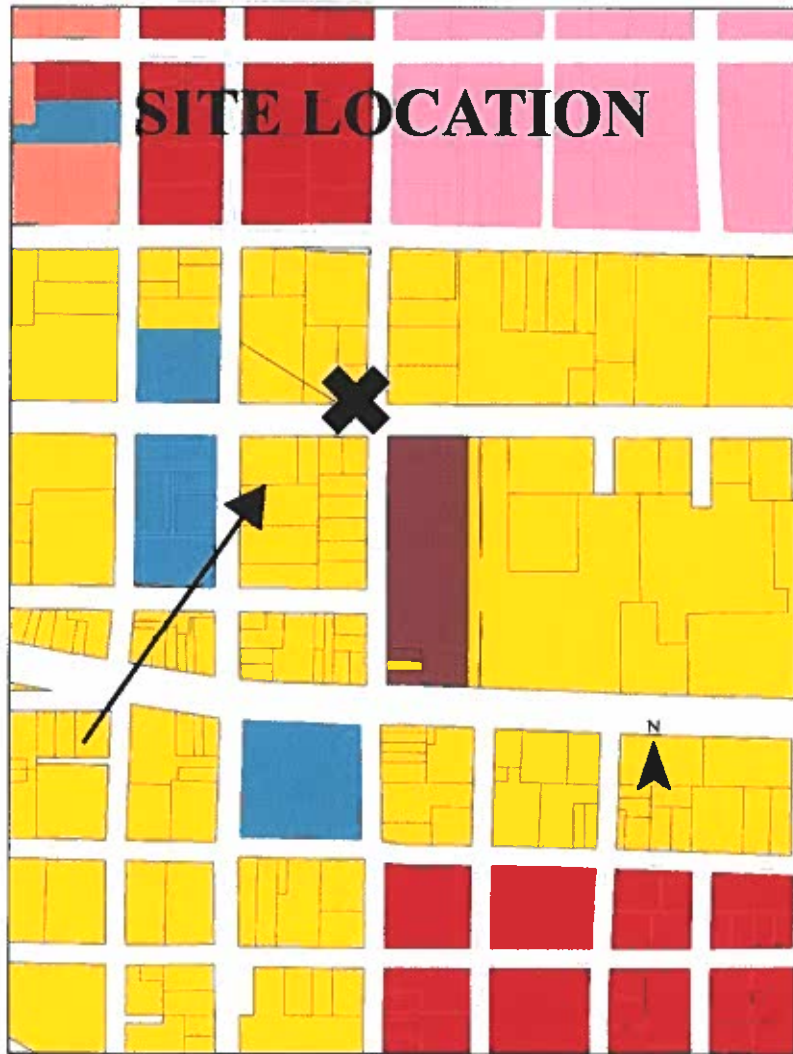
\_\_\_\_\_  
**Kimberly J. Applewhite, City Clerk**

\_\_\_\_\_  
**Kenneth Hamilton, Mayor/Commissioner**

## Exhibit A

Begin at the SE corner of Lot 44, PEYTON ADDITION TO THE CITY OF MARIANNA, unrecorded, thence West 75 feet; thence North 90 feet, thence East 75 feet, thence South 90 feet to the Point of Beginning, being in Section 3, Township 4 North, Range 10 West, Jackson County, Florida.

Exhibit B



STAFF REVIEW OF PROPOSED CHANGE TO THE  
CITY OF MARIANNA ZONING MAP



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APPLICATION SUMMARY

**A. Owner's Names and Mailing Addresses:**

Domingo Hernandez  
2635 Hernandez Lane  
Chipley, FL 32428

Craven Holdings, LLC  
PO Box 402  
Marianna, FL 32447

**B. Property Description:**

1. General Location: The parcel is at 2901 Madison Street. More specifically the is located at the northwest corner of the Madison Street/Clinton Street intersection within the City of Marianna (Parcel Tax Id # 03-4N-10-0331-0000-0441; Latitude/Longitude 30.776236, -85.225812).
2. Total Site Acreage: The parcel is approximately 0.2 acres in size with approximately 98 feet of frontage on Madison Street and 76 feet of frontage on Clinton Street.
3. Current Land Utilization: The house was originally constructed in 1920 and has been federally recognized as a contributing structure to the City's historic district. Though once a home it has been used for commercial and office uses for many years. The owner plans to renovate the structure for residential use, but still allow for commercial uses. The property holds a Commercial Zoning Designation, which only allows for residential uses above the ground floor.

**C. Zoning District**

1. Existing Zoning District: The parcel is currently zoned Commercial. The parcel is also located in the DISTA and HISTA overlays,
2. Proposed Zoning District: *City of Marianna Mixed Use (MU)*. The

proposed district is intended to provide areas for a mix of residential dwellings and related accessory structures (*City of Marianna Code, Land Development Code, 4-1.7 (4)*). The owner does not wish to modify the overlay districts.

## II. PUBLIC NOTICE REQUIREMENTS

As required by *Marianna City Code, Land Development Code, Sec. 2-6.7*, a “Public Notice” informational sign was placed on the affected property on December 7, 2022. Pursuant to *Florida Statutes 166.041*, display ads with maps appeared in the Jackson County Times on January 19, 2023, January 26, 2023, and February 16, 2023.

## III. STAFF REVIEW

### A. Consistency with the Comprehensive Plan

The proposed district designation, if approved, will be consistent with the Goals, Objectives and Policies of the Future Land Use Element of the City of Marianna Comprehensive Plan.

### B. Compatibility with Surrounding Land Uses

There are no known compatibility issues.

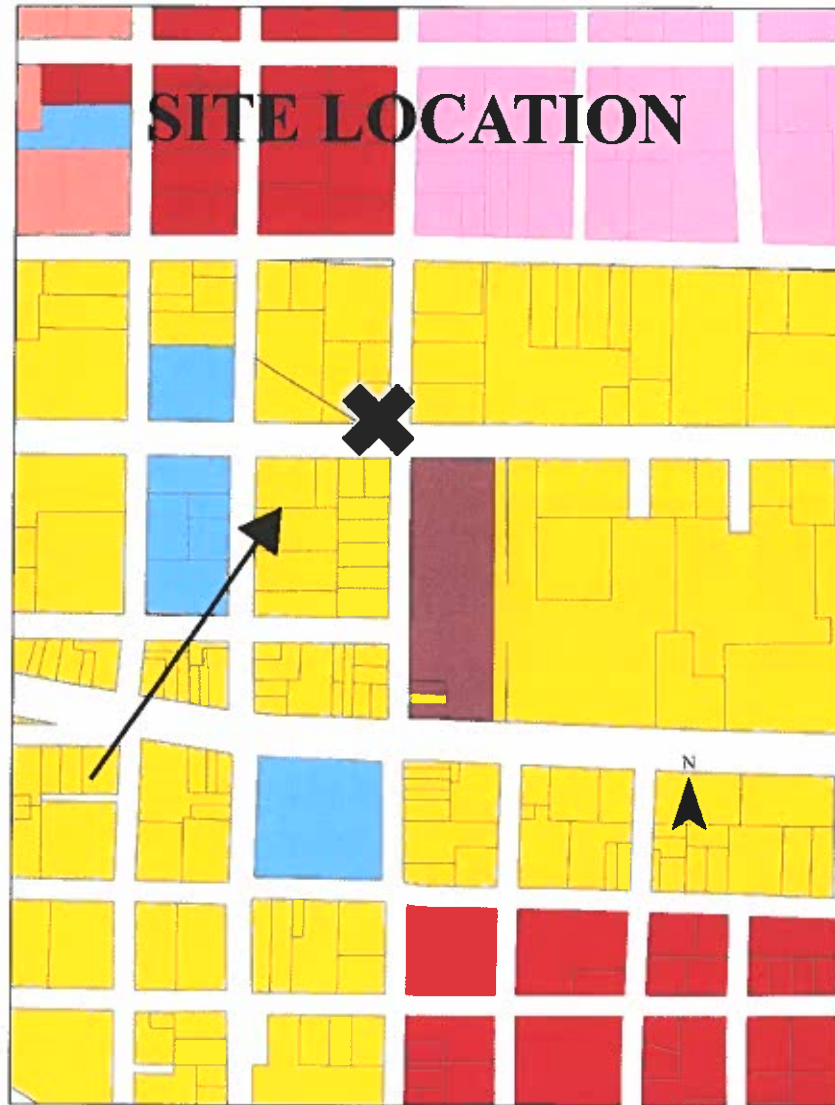
## IV. STAFF EVALUATION

The proposed zoning designation, if approved, will be consistent with intentions of the *City of Marianna Comprehensive Plan* and *City of Marianna Land Development Code*.

## V. STAFF RECOMMENDATION

Approval of requested zoning designation of Mixed Use to the City of Marianna Zoning Map.

Exhibit A



## **ORDINANCE NO. 1145**

**AN ORDINANCE AMENDING ORDINANCE NO. 815, WHICH ADOPTED THE CITY OF MARIANNA LAND DEVELOPMENT REGULATIONS AND ORDINANCE 1143, WHICH AMENDED THE CITY OF MARIANNA LAND DEVELOPMENT REGULATIONS TO PROVIDE FOR A ZONING DISTRICT CHANGE TO THE ADOPTED ZONING DISTRICT MAP OF THE CITY OF MARIANNA, FLORIDA; PROVIDING FOR SEVERABILITY AND FOR REPEALER; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREFORE**, the City Commission of Marianna, Florida has previously enacted Ordinance No. 815, which adopted the City of Marianna Land Development Regulations (LDR) on December 1, 1991; and

**WHEREAS**, the City Commission of Marianna, Florida desires to amend Ordinance No. 815 and Ordinance No. 1143 to enact a change to the adopted Zoning District Map of the City of Marianna, Florida as shown on attached Exhibit B.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MARIANNA, FLORIDA, THAT:**

1. Ordinance No. 815 (including all revisions through the effective date of this ordinance) is amended for a change in the Zoning District Map of the City of Marianna, Florida, to change the Zoning District from Commercial to Mixed Use on real property described in Exhibit A.
2. **SEVERABILITY**: If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is held for any reason, to be unconstitutional, void, or invalid, the validity of the remaining portion of the ordinance shall not be affected thereby.
3. **REPEALER**: All other ordinances or portions of ordinances in force at the time this ordinance becomes effective which are in conflict with any provisions hereof shall be deemed to have been repealed to the extent of any such conflict, otherwise to remain in full force and effect.
4. **EFFECTIVE DATE**: This ordinance shall take effect as provided by law.

**PRESENTED AND READ TO THE CITY COMMISSION OF THE CITY OF MARIANNA,  
FLORIDA ON THE 7th DAY OF FEBRUARY, 2023.**

**THE FORGOING ORDINANCE WAS PASSED AND ADOPTED BY A VOTE OF \_\_\_\_\_  
TO \_\_\_\_\_ BY THE CITY COMMISSION OF MARIANNA, FLORIDA ON THIS 7th DAY  
OF MARCH, 2023.**

**ATTEST:**

**CITY OF MARIANNA**

\_\_\_\_\_  
**Kimberly J. Applewhite, City Clerk  
Mayor/Commissioner**

\_\_\_\_\_  
**Kenneth Hamilton,**



Exhibit A

Begin at the SE corner of Lot 44, PEYTON ADDITION TO THE CITY OF MARIANNA, unrecorded, thence West 75 feet; thence North 90 feet, thence East 75 feet, thence South 90 feet to the Point of Beginning, being in Section 3, Township 4 North, Range 10 West, Jackson County, Florida.

EXHIBIT B

