

**BOARD OF ADJUSTMENT
MEETING AGENDA
May 13, 2026
1:30 P.M.**

Okaloosa County Administrative Complex; 1250 Eglin Parkway N.,
1st Floor BCC Chambers, Shalimar, Florida.

Commissioner Robert Ambrose, District 1
Commissioner Patricia Duggan, District 2
Commissioner Scott Kearney, District 3 Vice-Chairman
Commissioner, Dennis Chavez District 4
Commissioner Pat Byrne, District 5

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF MINUTES – November 12, 2025**
- D. ANNOUNCEMENTS**
- E. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
- F. ACCEPTANCE OF AGENDA**
- G. OATH TAKING**
- H. DISCLOSURES**
- I. OLD BUSINESS**

None.

- J. NEW BUSINESS**

REQUESTED VARIANCE:

VAR-0426-0002 Variance request from Donna E. & Dallis C. Shipe from Section 2.21.05 (2) & (3) Limitations and Restrictions from 20' to 18.3' East front setback and from 5' to 2.4' North side setback for a proposed detached carport. The property is currently zoned **RESIDENTIAL 1 (R-1)** with a Future Land Use of **LOW DENSITY RESIDENTIAL (LDR)**. The property is located at 610 Vermont Avenue, Fort Walton Beach, Florida. The site contains .25 acre more or less.

- K. OTHER BUSINESS**

- 1. Election of Chairman and Vice-Chairman.**
- 2. The next regular meeting of the Board of Adjustment is to be determined.**

- L. ADJOURNMENT**

**BOARD OF ADJUSTMENT
SUMMARY MINUTES
November 12, 2025
1:30 P.M.**

Okaloosa County Administrative Complex; 1250 Eglin Parkway N.,
1st Floor BCC Chambers, Shalimar, Florida.

Commissioner Robert Ambrose, District 1
Commissioner Patricia Duggan, District 2
Commissioner Scott Kearney, District 3 Vice-Chairman
Commissioner, Dennis Chavez District 4
Commissioner Pat Byrne, District 5

County Staff Present: Kristen Shell, AICP, Director; Randy Woodruff, AICP, Deputy Director;
Sherry Cadenhead, Planning Coordinator; and Stuart Campbell, Planner III

Attorney: Kerry Parsons, Esq.

A. CALL TO ORDER

Mr. Pat Byrne, acting chairman, called the meeting to order at 1:30 P. M.

B. ROLL CALL

Mrs. Cadenhead conducted roll call. District 2, Patricia Duggan, District 4, Dennis Chavez,
and District 5, Pat Byrne were present.

C. APPROVAL OF MINUTES – June 11, 2025

**Motion to approve minutes made by Patricia Duggan and second by Dennis Chavez; 3
ayes, Motion Passes.**

D. ANNOUNCEMENTS - None

E. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA - None

F. ACCEPTANCE OF AGENDA

**Motion to accept the agenda made by Dennis Chavez and second by Patricia Duggan; 3
ayes, Motion Passes.**

G. OATH TAKING - Mrs. Cadenhead gave the Oath to those presenting testimony.

H. DISCLOSURES - None

I. OLD BUSINESS - None

J. NEW BUSINESS

REQUESTED VARIANCE:

VAR-0925-0001 Variance request from Richard III & Bobbi Pawlik from Section
2.21.05 (2) Limitations and Restrictions from 5' to 0' East rear setback for a

proposed pool enclosure to be attached to the existing home. The property is currently zoned **RESIDENTIAL 1 (R-1)** with a Future Land Use of **LOW DENSITY RESIDENTIAL (LDR)**. The property is located at 21 Forest Grove Place, Fort Walton Beach, Florida. The site contains .35 acre more or less.

Mr. Stewart Campbell presented the staff report and findings; noting that public notice was given by an ad in the Northwest Florida Daily News, certified letter mail out, and signs being posted on the property. Staff noted that no opposition was received for said variance. In conclusion, staff recommended approval of the requested variance.

Mr. Richard Pawlik, applicant, came forward to answer questions from the board.

Discussion ensued about the minimum setback the applicant could accept.

Mr. Pawlik stated that he could accept a variance from 5' to 1' rear setback.

Mr. Byrne closed the discussion with the applicant and turned the discussion over to the board.

Motion by Mr. Dennis Chavez to approve the requested variance from 5' to 1' rear setback for a proposed pool enclosure to be attached to the existing home. Seconded by Mr. Patricia Duggan. Motion passes; 3 ayes.

K. OTHER BUSINESS

1. Election of Chairman and Vice-Chairman.

Chairman

Mr. Pat Byrne passed the gavel to Mr. Dennis Chavez.

Motion by Mrs. Patricia Duggan to elect Mr. Dennis Chavez as the Chairman of the Board of Adjustments. Seconded by Mr. Pat Byrne Chavez. Motion passes; 3 ayes.

Mr. Dennis Chavez passed the gavel to Mrs. Patricia Duggan.

Vice-Chairman

Motion by Mr. Dennis Chavez to elect Mrs. Patricia Duggan as the Vice-Chairman of the Board of Adjustments. Seconded by Mr. Pat Byrne Chavez. Motion passes; 3 ayes.

Mrs. Patricia Duggan passed the gavel back to Mr. Pat Byrne.

2. The next regular meeting of the Board of Adjustment is to be determined.

L. ADJOURNMENT

Motion by Mr. Dennis Chavez to adjourn, Seconded by Mrs. Patricia Duggan.
Motion passes; 3 ayes.

BOARD OF ADJUSTMENT

AGENDA REQUEST

TO: Honorable Chairman and Members of the Okaloosa County Board of Adjustment

THROUGH: Kristen Shell, AICP, MEng, Director

FROM: Randy Woodruff, AICP, MPA, Deputy Director

SUBJECT: VAR-0426-0001 Variance Request

AGENDA DATE: May 13, 2026

APPLICANT(S): Donna E. & Dallis C. Shipe

OWNER(S): Donna E. & Dallis C. Shipe

LOCATION: 610 Vermont Avenue, Fort Walton Beach, FL

PARCEL INFORMATION:

Property Appraiser's Parcel ID Number: 03-2S-24-0902-000A-0040
Property contains 0.25 acres

- BCC District: (4) Commissioner Goodwin
- BOA District: (4) Dennis Chavez
- Future Land Use Map Designation: Low Density Residential (LDR)
- Zoning District: Residential-1 (R-1)
- Current Use: Single family Dwelling

SURROUNDING LAND USES:

- North: Single-Family Detached
- South: Single-Family Detached
- East: Single-Family Detached
- West: Single-Family Detached

REQUESTED VARIANCE: Variance request from Donna E & Dallis C. Shipe, from Section 2.21.05 (2 & 3) Limitations and Restrictions; front setback from 20' to 18.3' (as measured to the proposed carport support columns) and from 5' to 2.4' side setback for a proposed detached carport. The variance request is due to the applicant's desire to allow support columns for a proposed carport being

placed at the edge of the existing driveway in order to reduce potential damage to the existing driveway. The subject property is located at 610 Vermont Avenue, Fort Walton Beach, Florida, 32547.

STAFF ANALYSIS:

- The subject property is located at 610 Vermont Avenue, Fort Walton Beach, FL., 32547
- The subject property has a Low Density Residential (LDR) Future Land Use Map (FLUM) designation and is zoned Residential 1 (R-1).
- The applicant is requesting a Variance from Section 2.21.05 (2 & 3) as found in the Okaloosa County Land Development Code, Ordinance 91-1, as amended,

2.21.05 Limitations and Restrictions: Permitted accessory uses and structures shall be subject to the following limitations and restrictions.

1. No accessory use or structure shall be installed, constructed, or placed so as to prevent the safe use of any driveway, or to cause a vision obstruction in any intersection vision triangle, or otherwise create a hazard by obstructing the view of pedestrians, cyclists, or motorists.
2. Accessory uses or structures located in side or rear yards shall be no closer than five (5) feet to any property line, except as otherwise specified herein.
3. Accessory uses and structures located in front yards must conform to the front minimum building setback requirement for the zoning district in which it is located, except as otherwise specified herein.

**TABLE 2.3
RESIDENTIAL – 1 BULK REGULATIONS**

MAXIMUM DENSITY	
North of Eglin AFB	no more than 4 dwellings/acre
South of Eglin AFB	no more than 5 dwellings/acre
MAXIMUM INTENSITY (nonresidential uses)	
	0.10 FAR 55% ISC
MINIMUM BUILDING SETBACKS	
Front	20 feet
Sides	10 feet
Rear	10 feet

FINDINGS:

Variations: Conditions governing applications, procedures; to authorize upon appeal such variations from the terms of the ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in unnecessary and undue hardship. In

order to authorize any variance from the terms of this ordinance, the Board of Adjustment must and shall find:

- a. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district;

Recommendation Finding: Staff has determined that no special conditions and circumstances exist that are peculiar to the land, structure or building involved.

- b. That the special conditions and circumstances do not result from the actions of the applicant;

Recommendation Finding: The site plan provided shows the proposed detached carport columns located at the edge of the existing driveway in order to reduce potential damage of the existing concrete driveway. Staff has determined that the variance requested would be the result of the applicant (see Attachment G).

- c. That granting the variance requested will not confer on the applicant any special privilege that is denied by the Land Development Code to other lands, buildings or structures in the same zoning district;

Recommendation Finding: If granted the variance requested will not confer on the applicant any special privilege that is denied by the Land Development Code; other than having a carport closer to both the front and side property lines.

- d. That literal interpretation of the provisions of the Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant;

Recommendation Finding: The proposed carport can be constructed on the existing driveway in a manner that complies with all applicable setback requirements (see Attachment G).

- e. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure; and

Recommendation Finding: If the variance is granted it does represent the minimum variance that will make possible the reasonable use of the land, building or structure.

- f. That the grant of the variance will be in harmony with the general intent and purpose of the Land Development Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Recommendation Finding: If approved, such variance will not be injurious to the area involved or otherwise detrimental to public welfare.

STAFF RECOMMENDATION: Based on the analysis and recommendation findings presented herein, staff recommends denial of the variance as presented.

PUBLIC NOTICE: The proposed agenda item was properly advertised in the Northwest Florida Daily News on April 29, 2026 (see **Attachment I**).

PUBLIC COMMENT/OPPOSITION: None as of the date of this report.

ATTACHMENTS:

- A – Location Map
- B – Aerial Photo
- C – Existing Land Use Map
- D – Future Land Use & Zoning Map
- E - GIS Analysis
- F – Section 2.21.05 (2 & 3) Limitations and Restrictions
- G – Proposed Site Plan
- H – Copy of Variance Application
- I - Legal Advertisement



Legend

— Roads

Location Map

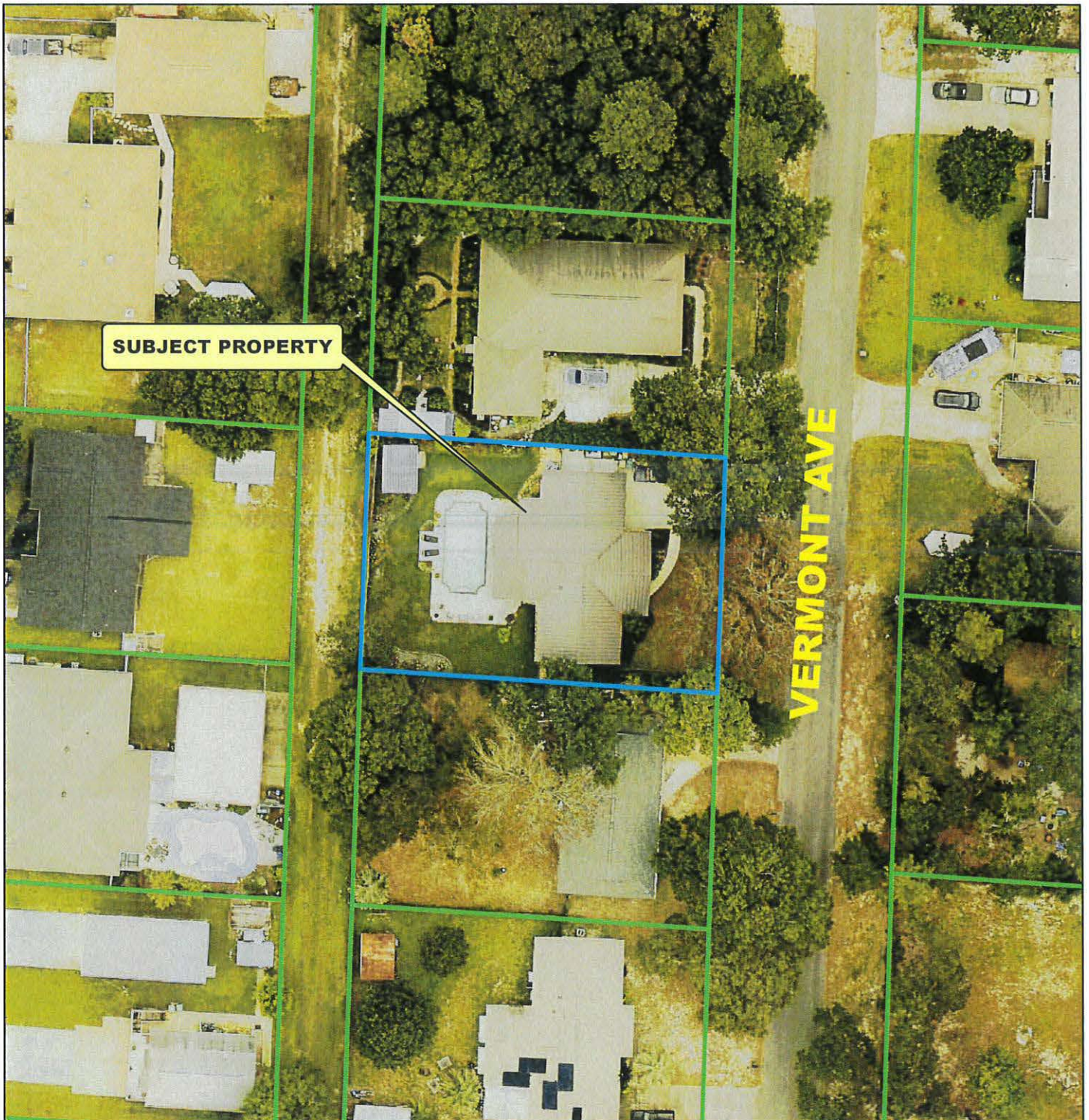
MAP PROJECTION:
Lambert Conformal Conic Projection
Stateplane: Florida North (0903)
NAD 1983(90), NAVD 1988.

PUBLIC RECORD:
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SUBJECT PROPERTY

VERMONT AVE

Legend

 Parcel Lines

Aerial Photo

0 0.0045 0.009 0.018 0.027
 Miles

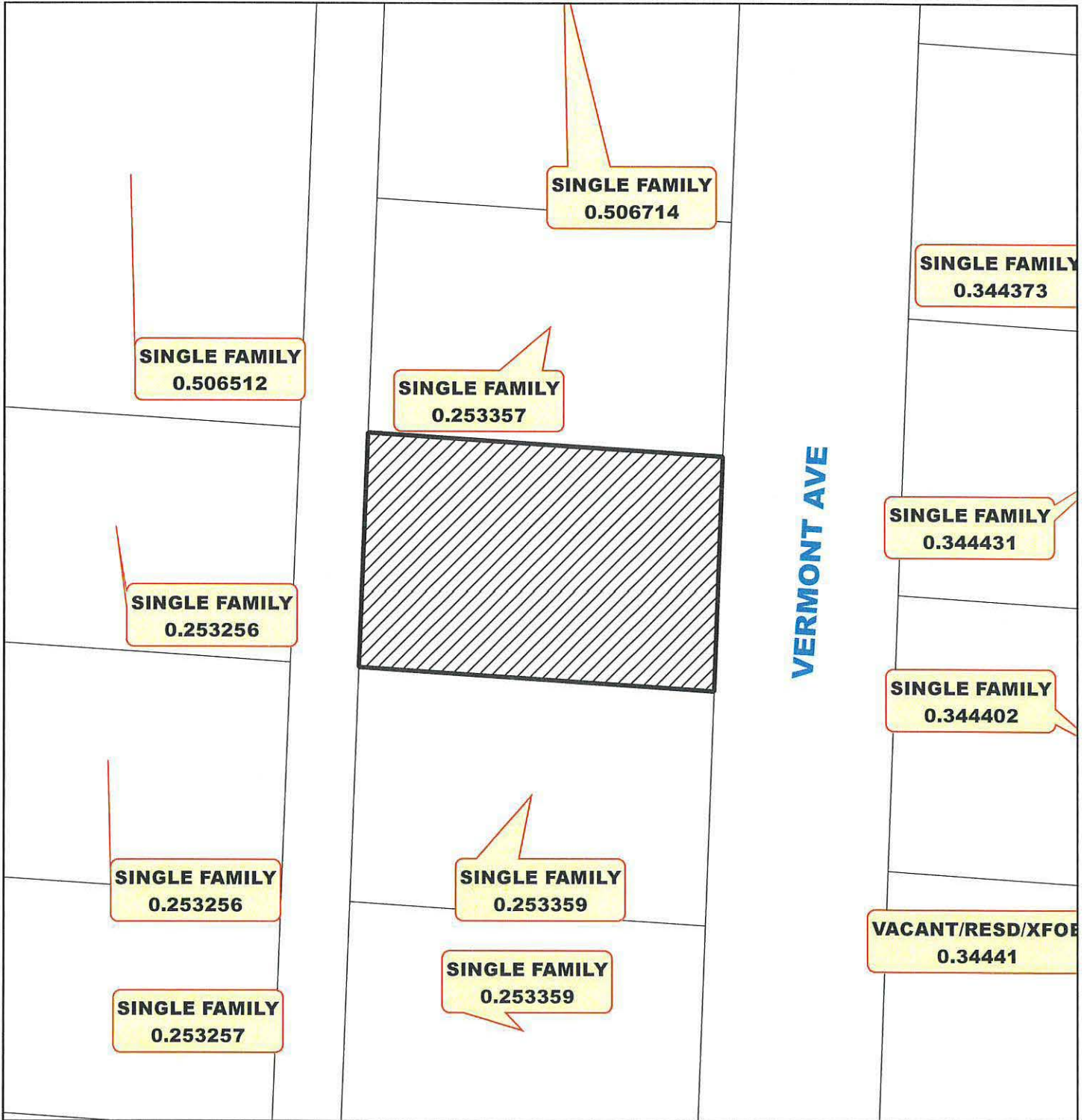
MAP PROJECTION:
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Existing Land Use Map



MAP PROJECTION:
Lambert Conformal Conic Projection
Stateplane: Florida North (0903)
NAD 1983(90), NAVD 1988

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FLUM Legend

 LDR

ZONE Legend

 R-1

FLUM & Zoning Map



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Stateplane: Florida North (0903)
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Map Produced By:
Okaloosa County GIS
4/20/2025

GIS ANALYSIS RESULTS

Date: 4/20/2026

Project: 03-2S-24-0902-000A-0040

Permit: VAR-0426-0002 - SHIPE

Property Address: LOCATED AT 610 VERMONT AVE FORT WALTON BEACH 32547

Zoning: R-1

FLU: LDR

Fire District: OCEAN CITY-WRIGHT

Commissioner District: 4

Census Tract: 021900

Soil Type: 12 –Lakeland sand – 0 to 5% slope, excessively drained, permeability is rapid, the available water capacity is very slow, and runoff is slow.

Wind Zone: GREATER THAN 150 MPH IN THE WIND-BORNE DEBRIS AREA

Flood Zone: X 500 Year Flood Plain

Map Number: 12091CO 442& 435J

Storm Surge Area: NO

Urban Development Area: YES

Water Efficient Area: YES

Wells: None

Environmental Data: None

Historical Data: None

Wetlands: Uplands

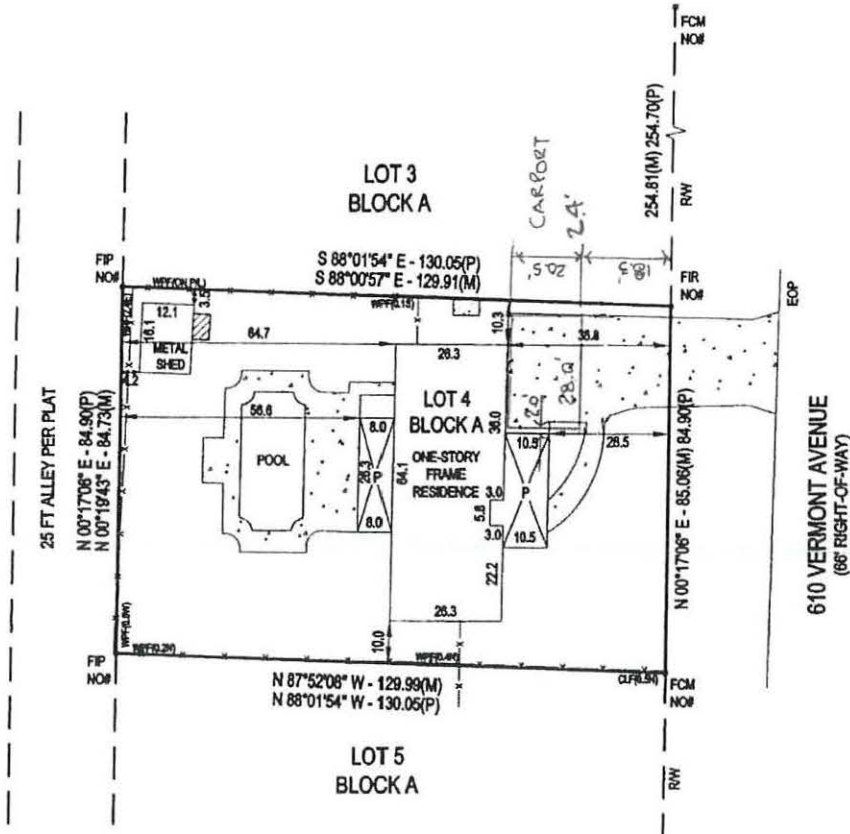
Water and Sewer: OCWS

Within 3 mile of an Airport: NO

2.21.05 Limitations and Restrictions: Permitted accessory uses and structures shall be subject to the following limitations and restrictions.

1. No accessory use or structure shall be installed, constructed, or placed so as to prevent the safe use of any driveway, or to cause a vision obstruction in any intersection vision triangle, or otherwise create a hazard by obstructing the view of pedestrians, cyclists, or motorists.
2. Accessory uses or structures located in side or rear yards shall be no closer than five (5) feet to any property line, except as otherwise specified herein.
3. Accessory uses and structures located in front yards must conform to the front minimum building setback requirement for the zoning district in which it is located, except as otherwise specified herein.

This is to certify that I have consulted National Flood Insurance Rate Map, effective December 6, 2002, for Okaloosa County, Florida, Map No. 12091C0442 H, and found the residence on the property described hereon to be located in Zone "X", area determined to be outside 500-year flood plain.



LEGEND	
<p> FND = FOUND FMI = FOUND IRON ROD FPI = FOUND IRON PIPE FRI = FOUND IRON ROD FWP = FOUND WIRE PIPE TYP = TYPICAL ELE = ELEVATION CL = CENTERLINE UNLESS OTHERWISE NOTED ALL IRON RODS ARE 1/2" DIAMETER </p>	<p> RW = RIGHT OF WAY CLF = CHAIN LINK FENCE WPF = WOOD PRIVACY FENCE DU = DRAINAGE & UTILITY PS = PLAT BOOK EBMT = EMBELEMNT EOP = EDGE OF PAVING BC = BACK OF CURB PP = POWER POLE OHL = OVERHEAD LINES PFE = FINISHED FLOOR ELEVATION LS = LAND SURVEYOR NUMBER LB = LAND SURVEY BUSINESS NUMBER COE = CORPUS OF ENGINEERS MHW = MEAN HIGH WATER LINE PC = POINT OF COMMENCEMENT POB = POINT OF BEGINNING POL = POINT ON LINE PC = POINT OF CURVATURE PT = POINT OF TANGENCY PFC = POINT OF REVERSE CURVE BSL = BUILDING SETBACK LINE RC = RESTRICTIVE COVENANTS </p>
<p> P1 = POINT OF INTERSECTION (P) OR (PLAT) = PLATTED (D) OR (DSC) = DESCRIPTION (M) OR (M&A) = MEASURED OR BOOK = OFFICIAL RECORDS BOOK PCP = PERMANENT CONTROL POINT PRM = PERMANENT REFERENCE MONUMENT NAVD = NORTH AMERICAN VERTICAL DATUM NAD83 = NATIONAL GEODETIC VERTICAL DATUM DOT = DEPARTMENT OF TRANSPORTATION DEP = DEPARTMENT OF ENVIRONMENTAL PROTECTION </p>	

SOURCE OF DESCRIPTION	PLAT	BASIS OF BEARINGS
DESCRIPTION	LOT 4, BLOCK A, SECOND ADDITION TO FIELD SUBDIVISION	RIGHT-OF-WAY OF VERMONT AVENUE AS PLATTED
OKALOOSA COUNTY, FLORIDA		
SECTION	4	TOWNSHIP
RANGE	24-W	RECORDED PLAT BOOK
PAGE	29	
OBVIOUS ENCROACHMENTS NONE (FENCE OWNERSHIP NOT DETERMINED)		
UNDERGROUND ENCROACHMENTS (NOT LOCATED)		
SCALE	1"=30'	SURVEY DATE
ORDERED BY:	ROYSTER CONSTRUCTION	
F.B.	20-4	PG 133-136 W.O. 2020-0514
TYPE OF SURVEY	BOUNDARY	
PURPOSE	MORTGAGE	
SURVEYOR'S CERTIFICATE		
I HEREBY CERTIFY THAT THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND MEETS THE STANDARDS OF PRACTICE OF THE FLORIDA BOARD OF SURVEYORS AND MAPPERS. (S1-17 .050 - .052 F.A.C.)		
<i>Edward E. Rice</i>		
EDWARD E. RICE LS3420		
RECERTIFIED DATE _____ W.O. _____		
ORDERED BY _____		
UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.		
CAD- RESTORED - F FIELD SUBDIVISION 2ND LOT 4 BLK A		

1. *That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district.*

Due to the engineered size of the column footers, they have to set outside of the edge of the existing concrete drive.

2. *That the special conditions and circumstances do not result from the actions of the applicant.*

The concrete drive was constructed at the same time when the existing house was built in 1980. Rather than damaging the existing concrete drive, the engineered size of the column footers have to be set outside the concrete drive.

3. *That granting the variance requested will not confer on the applicant any special privilege that is denied by the Land Development Code to other lands, buildings, or structures in the same zoning district.*

Granting the variance as requested will not confer any special privilege but will prevent damage to the existing concrete drive due to the engineered size of the column footers.

4. *That literal interpretation of the provisions of the Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the ordinance and would work unnecessary and undue hardship on the applicant.*

The strict application of the 20' front building setback and 5' side setback would restrict from building a covered carport (detached).

5. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure.

Granting the variance will make it possible the reasonable use of the land and building
without damaging the existing concrete drive.

6. That the grant of the variance will be in harmony with the general intent and purpose of the Land Development Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Granting the variance will not be injurious nor detrimental to the public welfare.

Certification: I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for county staff to enter upon the property involved at any reasonable time for purposes of inspections or posting of notices.

Donna Edge-Shipe and Dallis Calem Shipe

Applicant typed or printed name

Donna E. Shipe

Dallis C. Shipe
Applicant signature

04/07/26
Date

Corporate officer

Corporate seal

NOTICE OF PUBLIC HEARING

The Okaloosa County Board of Adjustment will hold a public hearing to consider the following action.

VAR-0426-0002 Variance request from Donna E. & Dallis C. Shipe from Section 2.21.05 (2) & (3) Limitations and Restrictions from 20' to 18.3' East front setback and from 5' to 2.4' North side setback for a proposed detached carport. The property is currently zoned **RESIDENTIAL 1 (R-1)** with a Future Land Use of **LOW DENSITY RESIDENTIAL (LDR)**. The property is located at 610 Vermont Avenue, Fort Walton Beach, Florida. The site contains .25 acre more or less.

The public hearing has been scheduled for **1:30 PM on May 13, 2026** in the Okaloosa County Administration Building, Commission Meeting Room, 1250 N. Eglin Pkwy., Shalimar, FL

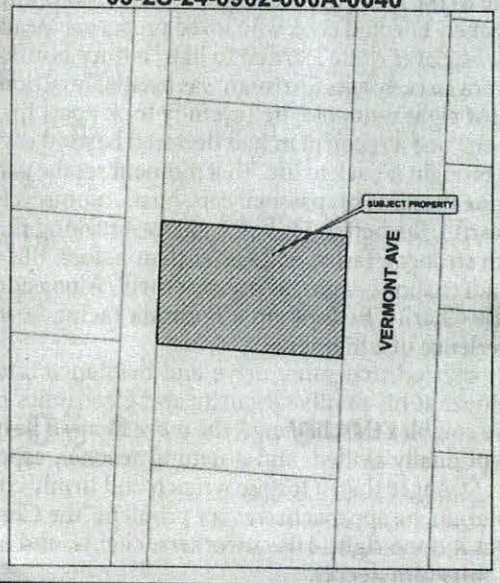
ALL INTERESTED PERSONS ARE INVITED TO ATTEND AND BE HEARD REGARDING THIS ACTION.

The application may be inspected by the public at the Department of Growth Management offices in Shalimar, 1250 N. Eglin Pkwy., Suite 301, (850) 651-7180 or in the Growth Management offices located in Crestview, 402 Brookmeade Dr., (850) 689-5080.

If any person decides to appeal any decision made with respect to any matter considered at these hearings, such person will need a record of the proceeding and may need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based.

Okaloosa County adheres to the Americans with Disabilities Act and will make reasonable modifications for access to these hearings upon request. Requests may be made to the Growth Management offices described above and must be made at least 48 hours in advance of the hearings in order to provide the requested service.

03-2S-24-0902-000A-0040



NOTICE OF PUBLIC HEARING BOARD OF ADJUSTMENT

REQUESTED ACTION: **SETBACK VARIANCE**

A PUBLIC HEARING ON THE ABOVE REQUESTED ACTION WILL BE HELD BEFORE THE BOARD OF ADJUSTMENT.

DATE: **MAY 13, 2026** TIME: **1:30 PM**

LOCATION: **BCC CHAMBERS, 1250 N EGLIN PARKWAY, SHALIMAR, FL**

FOR MORE INFORMATION CONTACT:

D. SHIPE 850.863.2731

OR THE OKALOOSA COUNTY DEPARTMENT OF GROWTH MANAGEMENT:

1250 N. EGLIN PKWY,
SUITE 301
SHALIMAR, FL. 32579
(850) 651-7180
FAX (850) 651-7058

402 BROOKMEADE DR
CRESTVIEW, FL
(850) 689-5080
FAX (850) 689-1241