



CITY OF CRESTVIEW CRA

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

Phone # (850) 1560 Fax # (850) 682-8077

June 8, 2020

5:00 PM

Council Chambers

CRA Regular Meeting

Pursuant to Executive Order No. 20 -69, issued by the Office of Governor Ron Desantis on March 20, 2020, municipalities may conduct meetings of their governing boards without having a quorum of its members present physically or at any specific location, and utilizing communications media technology such as telephonic or video conferencing, as provided by Section 120.54(5)(b)2, Florida Statutes. Procedures for the public comment will be provided via the website and social media before the scheduled meeting date. . The members of the City Council or CRA Board appearing remotely for this meeting will be announced at the beginning of the meeting.

The Public is invited to view our meetings on the City of Crestview Live stream a at <https://www.cityofcrestview.org/488/Agendas> or the City of Crestview Facebook Page. You may submit questions on any agenda item in advance (by 3:00 PM the day of the meeting, please) to cityclerk@cityofcrestview.org.

1. Call to Order
2. Pledge of Allegiance
3. Open Policy Making and Legislative Session
4. Approve Agenda
5. Presentations and Reports
 - 5.1. Check Presentation to the Heights and Courthouse Suites
 - 5.2. FRA Award Submittal
6. Consent Agenda
 - 6.1. Approval of Minutes from the January 13, 2020 CRA Board Meeting
7. Action Items
8. Comments from the Attorney

9. CRA Director Report

9.1. CRA 2019 Annual Report

9.2. Discussion of upcoming CRA Board Meetings.

10. City Manager / CRA Administrator Report

11. Comments from the Board

12. Comments from the Audience

13. Adjournment

Note: Citizen Business is business that was submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under item 6, Reports and Presentations. Supporting documents must be submitted at this time to be on the regular agenda. All Action Item are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The Card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. If any person decides to appeal any decision made by the City Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City Council of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation as provided for in the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.



Staff Report

CRA MEETING DATE: June 8, 2020

TYPE OF AGENDA ITEM: Presentation

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 6/3/2020
SUBJECT: Check Presentation to the Heights and Courthouse Suites

BACKGROUND:

Awarding of grants and incentives to commercial enterprises in the CRA district is an integral function of the CRA.

These grants and incentives are available to businesses in the district that apply and meeting the criteria established by the CRA Board.

Several grants and incentives have been awarded this fiscal year.

DISCUSSION:

The CRA has awarded \$60,000 in total grants and incentives to The Heights Chicago Cuisine.

The CRA has awarded \$140,000 in total grants and incentives to Courthouse Suites.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Maintain and Strengthen the Façade Grant Program

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities

Economic Development in the District

1. Develop a commercial incentive program to encourage new development, economic activities and job creation

FINANCIAL IMPACT

All Grants and Incentives were included in the CRA Budget and created no additional financial impact to the agency.

RECOMMENDED ACTION

Presentations only, not action needed.

Attachments

None



Staff Report

CRA MEETING DATE: June 8, 2020

TYPE OF AGENDA ITEM: Presentation

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 6/3/2020
SUBJECT: FRA Award Submittal

BACKGROUND:

Each year the Florida Redevelopment Agency (FRA) requests submissions of projects that have been completed or sponsored by local Community Redevelopment Agencies (CRA).

DISCUSSION:

This year the Crestview CRA has determined that the completion of the Heights Chicago Cuisine and the Courthouse House Suites made a significant impact to the CRA district.

The CRA Director assembled a presentation and submitted same to the FRA. Submissions were due by June 1st.

The presentation will be shown at the June 8th CRA Quarterly Meeting.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Establish a revitalization task force to address economic and physical Revitalization
2. Maintain and Strengthen the Façade Grant Program
3. Develop green space, open space parks, and public plaza programs and promote connectivity within the community

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations
3. Develop a sidewalk restoration and maintenance program
4. Review a realign downtown streets for efficiency/eliminate dangerous intersections

Market the District

1. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms

3. Clearly identify “Historic Downtown Crestview” and direct visitors and locals to the district
4. Develop “Gateways to Crestview”
5. Develop a cohesive “family” of wayfinding signs to the district

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities
3. Eliminate informality of enforcement of regulations

Expand Activity in the District

Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
2. Develop a commercial incentive program to encourage new development, economic activities and job creation

FINANCIAL IMPACT

The Cost of the award submission was done from the marketing budget of the CRA, which contains sufficient funds for same.

RECOMMENDED ACTION

No Action necessary, presentation only.

Attachments

1. Crestview Community Redevelopment Agency



Crestview Community Redevelopment Agency

Downtown Renovation Projects

The City of Crestview Community Redevelopment Agency has awarded several grants to businesses in the CRA District. Two of these projects have created two Beautiful new buildings from older buildings in the District.

The Heights - This building has seen a lot of uses since it was built, including a Gym and a Feed and Seed Store, and now has new life as a Chicago Style Full Service Restaurant. Total CRA Investment \$60,000.

Courthouse Suites was originally a Masonic Lodge and is one of the oldest buildings in Downtown Crestview. At one time it even had a Gas Station attached. It has been totally renovated to be a 2 story office building and also has space for a small restaurant.



The Heights Chicago Cuisine From Beginning to End





The next 4 slides will show the progress of the Building









This was truly a Family Affair with all hands on Deck during the transformation



Just a quick Reminder: How it Started:





Where it is Today! (and the food is Awesome!)





Courthouse Suites From Beginning to End





It took a lot of time, effort, and hard work to transform The Building, outside





And Inside





Just a quick Reminder: How it Started:





Where it is Today!

Already for offices to be rented and
bring new business to Downtown Crestview





Crestview Community Redevelopment Agency

Thank You for your consideration!

Elizabeth Roy, CRA Director

elizabethroy@cityofcrestview.org



Staff Report

CRA MEETING DATE: June 8, 2020

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 6/4/2020
SUBJECT: Approval of Minutes from the January 13, 2020 CRA Board Meeting

BACKGROUND:

Minutes are presented for approval at CRA and City Council meetings

DISCUSSION:

Minutes are accomplished as soon as possible after each CRA Board Meeting

Board members are requested to send any corrections to the City Clerk prior to the approval meeting so changes may be made.

Any amendments submitted will be presented at the meeting for approval.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

Communication and Citizen updates.

FINANCIAL IMPACT

There is no financial impact for the approval of minutes.

RECOMMENDED ACTION

Staff respectfully requests that the Board approve the minutes from the January 13, 2020 CRA Board Meeting

Attachments

1. 2020.1.13 CRA Minutes

CRA Board Minutes
January 13, 2020
5:00 PM
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview CRA was called to order at 5:00 P.M. Members present were: Shannon Hayes, Joe Blocker, Cynthia Brown, Andrew Rencich, and Margareth Larose. . Also present were Chairman Nathan Boyles, City Manager Tim Bolduc, City Clerk/CRA Director Elizabeth Roy, City Attorney John Holloway, department heads and members of the press. Board members Linda Parker and Harry LeBoeuf were not present.

2. Pledge of Allegiance

Led by City Clerk Elizabeth Roy

3. Open Policy Making and Legislative Session

4. Approve Agenda

There was a unanimous vote to approve the agenda as presented.

5. Reports and Presentations

5.1. Presentation of Facade Grant Reimbursement to Badcock Furniture

6. Approval of Minutes

6.1. Approval of Minutes from the October 28, 2019 CRA Board Meeting

A motion was made by Cynthia Brown to Approve the minutes from the October 28, 2019 CRA Board meeting.. Seconded by Joe Blocker , vote 5 yeas and 0 nays, motion carried.

7. Public Opportunity on Council propositions

8. Consent Agenda

9. Comments from the Board

10. Comments from the Attorney

11. CRA Director Report

11.1. Update on Gateway Sign Project

The Garden sign is under way. We will be working on it on weekends and in between two current Eglin AFB projects. The Eglin projects should be wrapped up by Mid to late February, Then all our efforts will shift to the City projects.

The electronic message centers will be ordered as soon as company receives payment for deposit.

Fabrication of the Archway will start as soon as the company receives payment for deposit.

Company anticipates starting footers for the tower sign and the archway sign simultaneously, around the beginning of March. With hopes of completing June or July.

The Garden sign should be nearing completion at the end of March.

11.2. Discussion of Workshop Dates

There was no determination of CRA Workshop Dates. CRA director to select dates and send for approval

12. Action Items

12.1. Approval of Grant Funding for Brannon and Toney

Staff respectively requests that the CRA Board approve the Facade Grant application from Brannon and Toney in the amount of \$4930 with authority to approve up to a 10% increase for a not to exceed amount of \$5423

A motion was made by Andrew Rencich to Approve the facade grant application from Brannon and Toney in the amount of \$4930 with authority to approve up to a 10% increase for a not to exceed amount of \$5423 . Seconded by Joe Blocker , vote 5 yeas and 0 nays, motion carried

12.2. Approval of Grant Funding for Unpholievable

Staff respectively requests that the CRA Board approve the Grant applications from Unpholievable in the amount of \$14,224 with authority to grant up to 10% increase if necessary, for a not to exceed budget of \$15,651.35.

A motion was made by Shannon Hayes to Approve the the Grant applications from Unpholievable in the amount of \$14,224 with authority to grant up to 10% increase if necessary, for a not to exceed budget of \$15,651.35, Seconded by Andrew Rencich , vote 5 yeas and 0 nays, motion carried.

13. Comments from the Audience

14. City Manager / CRA Administrator Report

Mr. Bolduc informed the Board that the County had approved \$50 to aid in the construction of the Tower sign at the corner of 85-90

15. Adjournment

The meeting was adjourned by Chairman Nathan Boyle's at 5:18 PM

Elizabeth M. Roy
City Clerk

JB Whitten
Mayor

Minutes approve this __ day of __, 20 .



Staff Report

CRA MEETING DATE: June 8, 2020

TYPE OF AGENDA ITEM: Presentation

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 6/3/2020
SUBJECT: CRA 2019 Annual Report

BACKGROUND:

An Annual Report of Community Redevelopment Agencies is due by March 30 of each year.

This report must contain specific information as required by State Statute.

This report should contain information for the previous fiscal year.

This report does not go to the State of Florida, but must be sent to the County, be posted on the Agencies website, and be advertised in a local newspaper of general circulation.

DISCUSSION:

City of Crestview CRA Annual Report for Fiscal Year 2019 was completed on March 5, 2020, and was furnished to the CRA Board and published on the Web page of the CRA.

Notice of Report was published in the Crestview News Bulletin on March 25, 2020.

Okaloosa County was sent a copy of the report on March 11, 2020.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platform

FINANCIAL IMPACT

The cost of the ad in the Bulletin was the only cost for this report. All copies were created internally.

RECOMMENDED ACTION

No Action needed, information only.

Attachments

1. City of Crestview 2019 Report

Crestview Community Redevelopment Agency 2019 Annual Report

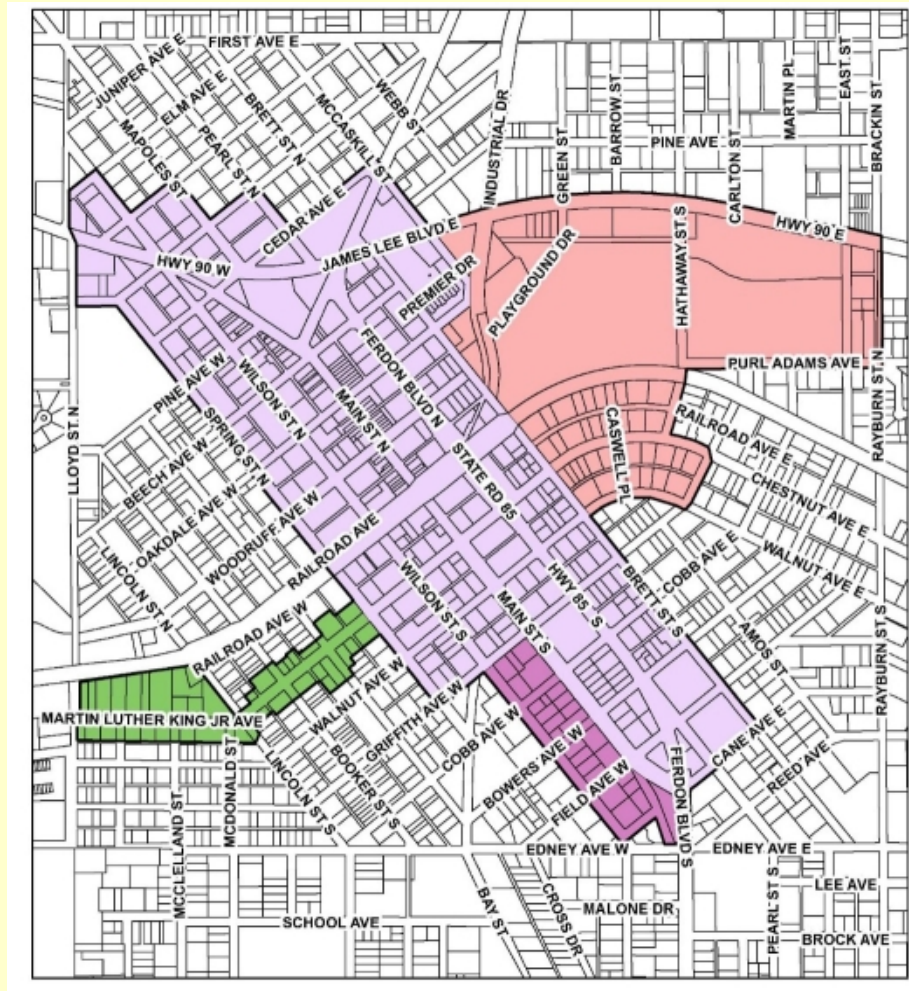


*Elizabeth Roy, CRA
Director*

*cityclerk@cityofcrestview.org
850-682-1560 x 250*



CRESTVIEW CRA AREA



**CRA PROPERTY VALUES:
BASE YEAR:**

\$12,452,56

2 CURRENT VALUE:

PAGE 2

\$23,431,546



CRA 2018-2019 BOARD AND STAFF



Crestview Community Redevelopment Agency
Gateway to Opportunity for a New View of the
CRA

CRA Board of Commissioners

Joe Blocker



Shannon Hayes



Andrew Rencich



Cynthia Brown



Harry LeBeouf, Jr



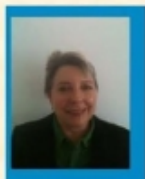
Margareth Larose



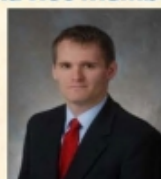
Linda Parker



Carol Leone
Attorney



Nathan Boyles
Chairman
Ad Hoc Member



Elizabeth Roy
City Clerk, CRA Director





CRESTVIEW CRA VISION

“To encourage redevelopment within the district that will enhance the quality of life of the community, while maintaining historical significance”





CRESTVIEW CRA MISSION

***“To enhance the quality of life
through redevelopment”***





CRESTVIEW CRA STRATEGIC PLAN

In July of 2019, the Crestview Community Redevelopment Agency developed a Strategic plan to guide the CRA through the remainder of 2019 and into the year 2020 and beyond.

8 Focus areas were determined to be the most important moving forward, while staying within the established CRA Plan.

The entire CRA Strategic Plan may be viewed on the Website at:

<http://www.cityofcrestview.org/DocumentCenter/View/1532/2020-Strategic-Planning>

or a copy may be received by contacting the CRA Director at

cityclerk@cityofcrestview.org



CRESTVIEW CRA STRATEGIC PLAN FOCUS AREAS

***Goal 1: To revitalize the district
capitalizing on current resources and
recognized opportunities***

***Goal 2: To Provide Infrastructure for
current and future needs***

Goal 3: Market the District Goal 4:

***Enhance Public and Private
Partnerships***

Goal 5: Enhance the Aesthetics of the

***District Goal 6: Expand Activity in the
District***

Goal 7: Economic Development in the

PAGE 7

District Goal 8: Connectivity



CRESTVIEW CRA 2018-2019 FINANCIAL REVIEW

Total Assets as of October 1, 2018	\$ 1,087,937.54
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Total Revenues	\$ 248,091.17
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General Funds

Interest Earned	\$	17,266.44
Fundraising	\$	2,826.83
Festivals (Main Street)	\$	3,595.57
Reimbursments	\$	13,796.50

Tax Increment Funds

City Funds	\$	138,204.83
County Funds	\$	72,401.00

Total Expenditures	\$ 184,397.82
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Administrative \$ 60,800.70

Office Supplies	\$	783.21
Dues/Subscriptions	\$	2,493.00
Salary	\$	40,620.00
Legal Services		14,600.00
Travel/Educational		2,304.49

CRA Programs \$ 123,597.12

Marketing	\$	4,395.16
Economic Revitalization	\$	619.54
Main Street	\$	44,891.50
Next Site	\$	6,600.00
Grants and Incentives	\$	61,913.00
Parking/Signage/Security	\$	5,177.92

Total Assets as of September 30, 2019	\$ 1,151,630.89
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CRESTVIEW CRA WHAT WE HAVE ACCOMPLISHED

Marketing:

Promoted the Downtown Crestview area through Yearly Christmas ornaments.

Economic Revitalization:

Worked with the Main Street Association to pressure wash the Sidewalks on Main Street.

Main Street Partnership:

Partnered with the Main Street Association with promoting of events and festivals in the CRA District.

Grants and Incentives:

Awarded over \$61,000 in Façade grants and other incentives to businesses in the CRA District.

Parking/Signage/Security:

Began the process of the Gateway sign project, as well as providing portable toilet outlets in the CRA District.



CRESTVIEW CRA MOVING FORWARD

*Future of the Crestview CRA
Is looking very bright for*



*Construction is underway on
the Gateway Signs.*



*Work is scheduled to begin
on the Historic Bush House and
the
Twin Hills Segue.*



*Plans are underway with the
Crestview Main Street Association
for more upgrades to the Downtown
Area.*

*Keep your Eye on
Us!*





Staff Report

CRA MEETING DATE: June 8, 2020

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 6/3/2020
SUBJECT: Discussion of upcoming CRA Board Meetings.

BACKGROUND:

The Community Redevelopment Agency is required to meet at least once a quarter.

DISCUSSION:

Due to the Covid - 19 situation, the April meeting of the CRA board was postponed until this evening.

The next regular meeting of the CRA was originally scheduled for July 13th.

CRA staff is requesting that the July CRA board meeting be moved to August 10th.

The main topic at that meeting will be the 2021 budget and plans for the upcoming year.

CRA staff is also requesting a meeting on September 14th for the final approval of the budget prior to the City of Crestview budget hearings.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

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4. Review a realign downtown streets for efficiency/eliminate dangerous intersections

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4. Develop “Gateways to Crestview”
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Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities
3. Eliminate informality of enforcement of regulations

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
2. Develop a commercial incentive program to encourage new development, economic activities and job creation

Connectivity

1. Develop an access road from Industrial Drive to Twin Hills Park
2. Develop a Bike path/pedestrian trail link to between downtown and Twin Hills Park
3. Connect Industrial Drive to Twin Hills park with new entrance

FINANCIAL IMPACT

There is no financial impact to the CRA for the changing of the meeting dates.

RECOMMENDED ACTION

Staff respectfully requests that the CRA board approve the changes in the meeting dates through the end of the fiscal year.

Attachments

None