CITY OF CRESTVIEW
COMMUNITY
REDEVELOPMENT
AGENCY

COMMUNITY REDEVELOPMENT AGENCY AGENDA
January 24, 2022
5:30 PM
Council Chambers

CRA Regular Meeting

The Public is invited to view our meetings on the City of Crestview Live stream a at https://www.cityofcrestview.org or the City of Crestview Facebook Page. You may submit questions on any agenda item in advance (by 3:00 PM 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. Reimbursement Check to Century 21 Blue Marlin Realty
6. **Consent Agenda**
    6.1. Approval of Minutes - 9/13/2021 and 11/8/2021 CRA Board Meeting
7. **Action Items**
    7.1. Main Street Property Discussion
    7.2. Reimbursement for Building Upgrades Discussion
8. **CRA Director Report**
9. **City Manager / CRA Administrator Report**
10. **Comments from the Board**

11. Comments from the Audience

12. Adjournment

The Presentations section is for items that were 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 the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Items 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. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission 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 requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Schrader, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option2 within 48 hours of the scheduled meeting. Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.

CITY OF CRESTVIEW

Item # 5.1.

Staff Report

CRA MEETING DATE: January 24, 2022
TYPE OF AGENDA ITEM: Presentation

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Elizabeth Roy, CRA Director
DATE:	11/9/2021
SUBJECT:	Reimbursement Check to Century 21 Blue Marlin Realty

BACKGROUND:
Check Presentation. Check disbursement was already approved.

DISCUSSION:

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

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

RECOMMENDED ACTION

Attachments
None

CITY OF CRESTVIEW

Item # 6.1.

Staff Report

CRA MEETING DATE: January 24, 2022
TYPE OF AGENDA ITEM: Action Item

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Maryanne Schrader, City Clerk
DATE:	12/30/2021
SUBJECT:	Approval of Minutes - 9/13/2021 and 11/8/2021 CRA Board Meeting

BACKGROUND:

Minutes are presented for approval in regular or special City Council or CRA meetings.

DISCUSSION:

Minutes are accomplished as soon as possible after any meeting of the City Council or CRA Board

Council and CRA members are requested to send any corrections to the City Clerk prior to the meeting so any corrections can be made.

Any amended minutes will be presented at the meeting for approval.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the four areas of focus that make up the necessary foundation of a successful local government.

Communication- To engage, inform and educate public and staff

FINANCIAL IMPACT

There is no financial impact to the City.

RECOMMENDED ACTION

Staff requests a motion to approve the minutes from the September 13, 2021 and the November 8, 2021 CRA Board Meetings.

Attachments

1. 2021.09.13 CRA Minutes Draft
2. 2021.11.08 CRA Minutes Draft

Crestview Redevelopment Agency Meeting
September 13, 2021
Minutes DRAFT
5:00 PM
Council Chambers

The Regular Meeting of the Crestview Redevelopment Agency was called to order at 5:00 P.M. Members present were: Chairman Nathan Boyles, Vice Chairman Dr. Margareth Larose, Shannon Hayes, Joe Blocker, Cynthia Brown, Doug Capps, Andrew Rencich. Also present were the honorable, City Manager Tim Bolduc, CRA Director Elizabeth Roy, CRA Attorney department heads and members of the press. Ms. Linda Parker was not in attendance for this meeting.

1. Call to Order

This meeting was called to order by Chairman Boyles at 5:00 p.m.

2. Pledge of Allegiance

The pledge was led by Chairman Boyles.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Chairman Boyles asked for any objections or changes to the current Agenda.

There were no objections or changes to the agenda it was approved by unanimous consent.

5. Reports and Presentations

6. Consent Agenda

6.1 Approval of the minutes from the July 12, 2021, CRA Meeting

Commissioner Boyles asked for approval or changes to the minutes.

There were no objections or changes to the minutes they were approved by unanimous consent.

7. Action Items

7.1 Resolution CRA 21-01 2021-2022 Budget

Ms. Roy, CRA Director read CRA Resolution 21-01 by title,

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF CRESTVIEW, FLORIDA, ADOPTING A BUDGET FOR THE FISCAL YEAR 2022, BEGINNING ON OCTOBER 1, 202, AND ENDING ON SEPTEMBER 30, 2022, AND PROVIDING FOR AN EFFECTIVE DATE

Mr. Bolduc, City Manager reviewed the estimated revenue for the upcoming fiscal year.

A brief discussion ensued.

Chairman Boyles asked for action.

A motion made by Commissioner Rencich to adopt Resolution CRA 21-01. Seconded by Commissioner Hayes with no objections the motion was carried by unanimous vote.

7.2 Approval of Façade Grant Award to Gordon Martial Arts

Ms. Roy, CRA Director informed the Board that at the February 22nd CRA Board meeting, the Board gave approval for an up to $10,000 Facade Grant to Gordon Martial Arts Studio in conjunction with their total renovation of the building on Oakdale Avenue. Total cost for the Facade improvements was $23,633 and the grant reimbursement would be $10,000.

Chairman Boyles asked for action.

A motion made by Commissioner Hayes to approve the Façade Grant to Gordon Martial Arts as presented. Seconded by Commissioner Capps with no objections the motion was carried by unanimous vote.

7.3 Approval of content for CRA/Main Street Contract

Ms. Roy, CRA Director conducted a brief overview of the CRA/Main Street contract. She explained the slight changed made for ear-marked funds for marketing.

Chairman Boyles asked for action.

A motion made by Ms. Brown to accept the content of the CRA/Main Street as presented and allow the director, City Manager and City Attorney to draft. Seconded by Mr. Rencich with no objections the motion was carried by unanimous vote.

8. <u>CRA Director Report</u>

8.1 Ethics Training

Ms. Roy, CRA Director informed the Board that non-elected members of this Board must go through Ethics Training before the end of the calendar year.

8.2 Upcoming Main Street Events

Ms. Roy, CRA Director reviewed the upcoming events pertaining to the CRA and Main Street.

9. City Manager/CRA Administrator Report

10. Comments from Board

11. Comments from the Audience

12. Comments from the Attorney

13. Adjournment

This meeting was adjourned at 5:22 p.m. by Chairman Boyles.

Minutes approve this ___ day of ____, 2021.

____
Minutes submitted by N. Peacock
On behalf of the office of the City Clerk
Maryanne Schrader, City Clerk

____
Nathan Boyles
Chairman

Crestview Redevelopment Agency Meeting
November 8, 2021
Minutes - Draft
5:00 PM
Council Chambers

The Regular Meeting of the Crestview Redevelopment Agency was called to order at 5:00 P.M. Members, present were Chairman Nathan Boyles, Vice Chairman Dr. Margaret Larose, Shannon Hayes, Joe Blocker, Cynthia Brown, Doug Capps, Andrew Rencich, Linda Parker. Also present were the honorable, City Manager Tim Bolduc, CRA Director Elizabeth Roy, CRA Attorney department heads and members of the press.

1. Call to Order

This meeting was called to order by Chairman Boyles at 5:00 p.m.

2. Pledge of Allegiance

The pledge was led by Chairman Boyles.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Chairman Boyles noted that the CRA Director requested to amend the agenda to add an item under presentations.

A motion by Mr. Hayes to approve the agenda with the amended change. Seconded by Mr. Blocker with 7 yeas from Mr. Hayes, Mr. Blocker, Mr. Rencich, Dr. Larose, Ms. Brown, Ms. Parker, Mr. Capps, with 0 nays, motion carried.

5. Reports and Presentations

5.1 Gordon Martial Arts- Façade Grant

Ms. Roy, CRA Director presented the Façade Grant to Mr. Gordon of Gordon Martial Arts.

6. Consent Agenda

6.1 Bush House Contract for Renovation
6.2 CRA Director Contract
6.3 Main Street Agreement

Chairman Boyles asked for action by the Board.

A motion made by Mr. Capps to approve the Consent Agenda. Seconded by Ms. Brown with all yeas the request was approved by unanimous consent.

7. Action Items

7.1 New Grant Application

Ms. Roy, CRA Director stated that Staff has determined that revisions need to be made to simplify the incentive grant process. As in the name of the Façade Grant has changed to the Beautification Grant and there is now the Code Compliance grant, she reviewed the changes to the grant program concerning the amount of funds for each grant.

A brief discussion ensued.

Chairman Boyles asked for action.

A motion made by Mr. Rencich to approve the new grant applications. Seconded by Ms. Brown with all yeas the request was approved by unanimous consent.

7.2 Request for waiver of grant reimbursement policy

Ms. Roy, CRA Director informed the Board that since March of this year, the CRA began working with Blue Marlin Real Estate office on a possible after work completed reimbursement of a facade and code compliance grant. We have had several meetings and conversations over the last few months. The applications that are attached are the results of those meetings and consultations. Blue Marlin is requesting a 50% match for facade improvements and code compliance improvements. Facade Reimbursement would be $4,865. Code compliance would be $18012. Approval by the Board would need 2 motions: One to waive the policy for 3 quotes for bids over $7,500 (roof) and a second motion to approve the reimbursement amount for both grants after the work has been completed.

Discussion ensued.

Chairman Boyles asked for action.

A motion made by Mr. Capps to approve the waiver of the three quotes and to approve the grant reimbursement. Seconded by Mr. Hayes with 6 yeas from Mr. Capps, Mr. Hayes, Mr. Blocker, Ms. Brown, Mr. Rencich, Ms. Parker with 1 nay from Dr. Larose, motion carried.

8. CRA Director Report

9. City Manager/CRA Administrator Report

Mr. Bolduc, City Manager gave the Board updates on the Wilson Street Park.

10. Comments from the Board

11. Comments from the Audience

Ms. Greenwood of Century 21 Blue Marlin group thanked the Board for their approval of the grant.

12. Adjournment

This meeting was adjourned by Chairman Boyles at 5:30 p.m.

Minutes approve this ___ day of ____, 2021.

Minutes submitted by N. Peacock On behalf of the office of the City Clerk Maryanne Schrader	Nathan Boyles Chairman

CITY OF CRESTVIEW

Item # 7.1.

Staff Report

CRA MEETING DATE: January 24, 2022
TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, CRA Director
DATE: 1/18/2022
SUBJECT: Main Street Property Discussion

BACKGROUND:

The Crestview Community Redevelopment Agency has funds to aid with downtown upgrades and beautification. These funds are in addition to the grant program and may be used for beautification projects at the discretion of the Board, at the recommendation of the CRA Director and City Manager.

DISCUSSION:

The property located at 107 Mainstreet was in disrepair for years leading into 2021. The City partnered with the property owner through the use of Community Development Block Grant funding to remove the blighted building and clean up the surrounding area. The property owner does not currently have plans for the space. The City Manager and the CRA Director have been in discussions with the property owner to do a no cost land lease to provide the property as greenspace until time for redevelopment.
Staff is requesting Board approval to improve the place in accordance with the CRA plan's direction to develop greenspace, parks, public plazas, and removal of blight.
The improvements requested include leveling of the site and installing grass.

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. Develop green space, open space parks, and public plaza programs and promote connectivity within the community

Enhance Public and Private partnerships

Enhance the Aesthetics of the District

FINANCIAL IMPACT

The financial impact to the CRA would be the costs of the cleaning and planting of grass on the property. Funding is available in the 2022 CRA Budget

RECOMMENDED ACTION

Staff respectfully request approval of the CRA request and allow the CRA Director, City Manager and CRA Attorney to develop an agreement with the property owner for the use of the property and to allow improvements as described with a not-to-exceed budget of $2000.

Attachments

None

CITY OF CRESTVIEW

Item # 7.2.

Staff Report

CRA MEETING DATE: January 24, 2022
TYPE OF AGENDA ITEM: Action Item

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Elizabeth Roy, CRA Director
DATE:	1/18/2022
SUBJECT:	Reimbursement for Building Upgrades Discussion

BACKGROUND:

The Crestview Community Redevelopment Agency has funds to aid with downtown upgrades and beautification. These funds are in addition to the grant program and may be used for beautification projects at the discretion of the Board, at the recommendation of the CRA Director and City Manager.

DISCUSSION:

The property located at 107 Mainstreet was in disrepair for years leading into 2021. The City partnered with the property owner through the use of Community Development Block Grant funding to remove the blighted building and clean up the surrounding area. When the building was removed, it exposed the adjacent building which is in need of a paint job. Since this issue was exposed as a result of the demolition, Staff has been working with the property owner to get the property painted.

Two quotes were obtained as follows;

1. Quality Paint $4800
2. R & D Development $7000

The CRA Attorney is currently working on an agreement with the owner to paint the building. The agreement will include coordination on the color selection and the ability to put a mural on the wall in the future if deemed appropriate.

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
Enhance Public and Private partnerships

Enhance the Aesthetics of the District

FINANCIAL IMPACT

The funds for the cost of the pressure washing, painting and sealing are included in the CRA Budget, in the beautification line item.

RECOMMENDED ACTION

Staff respectfully requests that the board approve the request of the CRA for the repainting of this building, and allow the CRA Director, City Manager and CRA Attorney to draft the agreement, for a not to exceed cost of $4800 plus a 10% contingency factor, for a total of $5280.

Attachments

None